COA and POETAF Mapping instructions

Date: 1/20/2023

Overview

The COA and POETAF Mapping dashboard has two tabs. Click the appropriate tab to get the data that you need:

Account Lookup – use this tab to lookup a single FAS Account 10. This tab displays one account at a time.

Mapping – use this tab to lookup multiple accounts. You can use this to search accounts by exec, by department, by account6, by sub-account or account control number, by entity and by organization.

New links were added in the Account Lookup tab. You can click on these links to visit the FST website and COA-POETAF definitions.
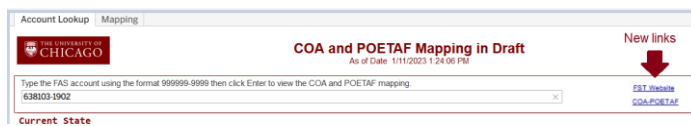
How to search FAS account in Account Lookup tab
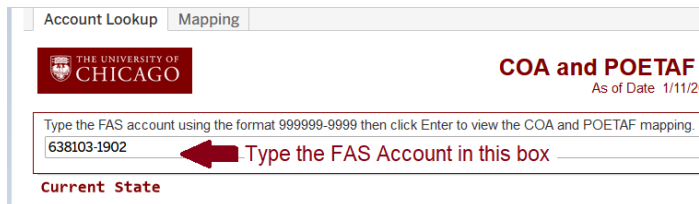
1. Type the FAS Account that you are searching for in the filter box then click the Enter key.
   NOTE: Use the format 999999-9999.
2. The corresponding Chart of account (COA) will display after you select the FAS account. The POETAF will also display if the FAS account is mapped to a POETAF.

3. Please send email to the address listed in the contact information if the FAS account you are searching for produces no result.

How to search FAS account in Mapping tab

1. The Mapping tab allows you to search multiple accounts at a time. You can filter by Account10, Account6, Sub-account/Acct Control, GL/SL, Exec, Department, Entity or Organization.

2. The Account10 filter has a default set to the first 20 accounts. All other filters have a default of All Values. To change the selection from selected values to all values, click the filter to open the dropdown and check the '(All)' box. To change from All values to selected values, uncheck the '(All)' box and check the box(es) you want to select. Check th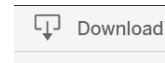e box to include the value. Uncheck the box to exclude the value. All filters in the Mapping tab allow multiple selections. Repeat the steps for other filters if necessary.
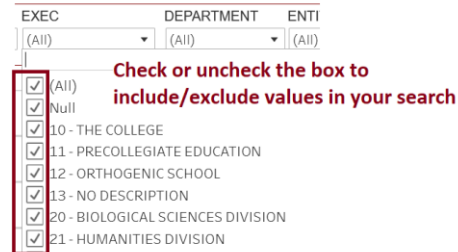
How to export the results of the Mapping tab to Excel

1. Click the Download icon. You can find the Download icon in either the upper right section or bottom right section of your screen.

2. Select Crosstab in the download pop-up window. In the Download Crosstab window, check Multiple Display, select Excel then click Download.
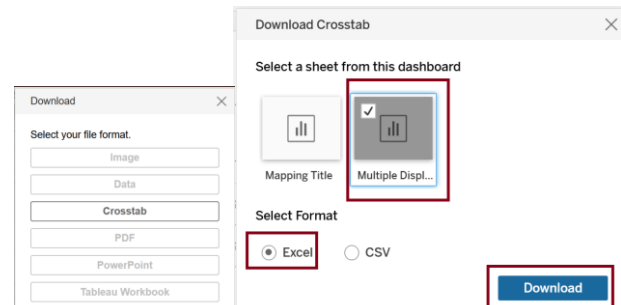
3. Check the file in your Downloads folder. The file name will be Multiple Display.xlsx
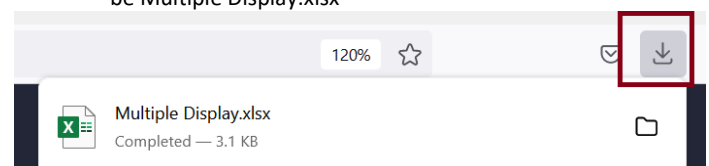
Contact Information

Contact the Retrofit Leads, Liz Timoszyk (t-9timos@uchicago.edu) and Chuck Korponya (ckorponya@uchicago.edu), if you need help or if you have questions or feedback.

1. Click the Mapping tab. The first switch from the Account Lookup tab to the Mapping tab may take several minutes because it is loading all the data.
2. Make sure all filters are set to All values.

| Account Lookup | Mapping |

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COA and POETAF Mapping in Draft
As of Date 10/3/2022 1:58:52 PM

ACCOUNT10	ACCOUNT 6 NUM	SUB-ACCT/ACCT CTL	GL/SL	EXEC	DEPARTMENT	ENTITY	ORG
(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)

3. Click the Download button (usually found in lower right or upper right of screen). You should only see Crosstab as enabled. All other options will be grayed out.   Click X to cancel download.

4. Double click on any white space in the table (see yellow below).   You will notice the mouse cursor will spin then stop then spin again. IMPORTANT NOTE: Do not click on a specific value of a column. If you click on a specific value, the cell will turn blue, and Tableau will only download that one row. You will need to click it again to turn it back to white then double click on the white space again.

| Account Lookup | Mapping |

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COA and POETAF Mapping in Draft
As of Date 10/3/2022 1:58:52 PM

ACCOUNT10	ACCOUNT 6 NUM	SUB-ACCT/ACCT CTL	GL/SL	EXEC	DEPARTMENT	ENTITY	ORG
(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)

ACCOUNT10	ACCOUNT6 NUM	ACCOUNT6 DESC	SUB-ACCT/ ACCT CTL NUM	SUB-ACCT/ ACCT CTL DESC	EXEC CD	EXEC DESC
000002-1100	000002	MAJOR DEPOSITORY A/C	1100	CASH	98	CONSOLIDATED BUDGET...
000002-4000	000002	MAJOR DEPOSITORY A/C	4000	RECEIPTS	98	CONSOLIDATED BUDGET...
000002-5000	000002	MAJOR DEPOSITORY A/C	5000	DISBURSEMENTS	98	CONSOLIDATED BUDGET...
000003-1100	000003	PRESS EFT	1100	CASH	98	CONSOLIDATED BUDGET...
000003-4000	000003	PRESS EFT	4000	RECEIPTS	98	CONSOLIDATED BUDGET...
000003-5000	000003	PRESS EFT	5000	DISBURSEMENTS	98	CONSOLIDATED BUDGET...
000004-1100	000004	DEVELOPMENT EFT	1100	CASH	98	CONSOLIDATED BUDGET...

5. When it stops spinning, click the Download button again and this time the Data option should be enabled. If Data option is not enabled, you may need to repeat step 5.

6. Click Data to display View Data window. Click Download all rows as text file.   This will download the data as a CSV file in your Downloads folder.

Download ✕

Select your file format.

Image
Data
Crosstab
PDF
PowerPoint
Tableau Workbook

View Data

Summary

Showing first 200 rows.
Download all rows as a text file

| ACCOUNT10 | ACCOUNT6 NUM | ACCOUNT6 DESC | SUB-ACCT/ ACCT CTL NUM | SUB-ACCT/ ACCT CTL DESC | EXEC CD | EXEC DESC |