

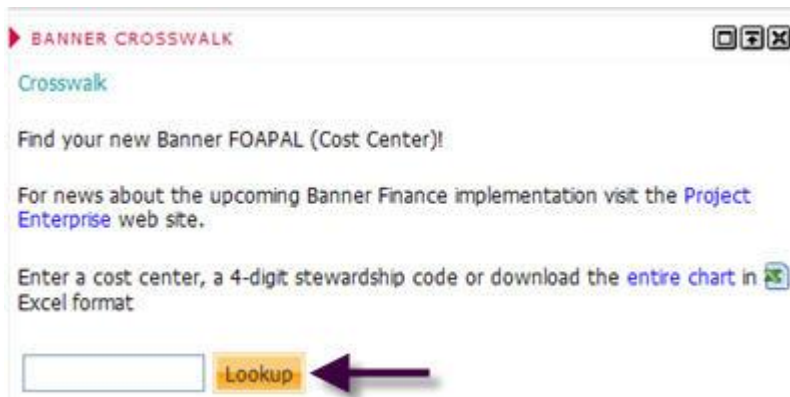
Updating Cost Center Numbers to FOAPAL in TUmarketplace

The enhanced version of TUmarketplace was launched on July 1, 2009. To take advantage of the new functionality, all authorized shoppers and approvers need to update their Profiles to change their former cost center numbers to the new FOAPAL strings. Instructions are provided below.

1. Open your web browser, go to tuportal.temple.edu and log in.



2. Under the My Portal tab, locate the **Banner Crosswalk**, enter your current cost center number and click on **Lookup** to find out the equivalent FOAPAL string for Fund, Org, and Program.



3. Under TUapplications on the left side of the portal screen, click on **TUmarketplace**.



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- DARS for Advisors
- Effort Reporting System
- Employee Self Service
- Knowledge Base
- Organizational Hierarchy
- OWLnet
- Performance Development System
- Self-Service Banner
- SIMS
- Time Collection
- TUmarketplace** ←
- Workflow

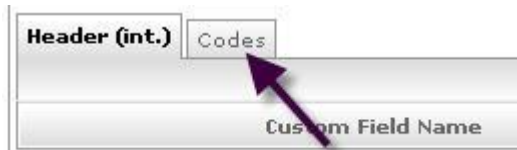
4. Once you have accessed TUmarketplace, click on **Profile**.



5. Click on the **Purchasing** tab.



6. Then, click on the the **Codes** tab to update the custom fields.



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7. A table with Custom Name Field, Default Value, Description, and Edit Value will appear.

Custom Field Name
Account
Activity
Chart
Fund
Program
Location
Buyer Name
Organization

Click on the **Edit** button on the right corresponding to one of the following values. In this example, we will work on Organization.



8. Next, click on the **Create New Value** button. The Search for Value Box will appear.



9. In the Search for Value box, type part of your value in the Field Name Value box and then click on **Search**.

A screenshot of a form titled "Search For Value". It contains the following fields: "Field Name Value" (with a purple arrow pointing to it), "Description", "Results per Page" (set to 5), and "Organization" (with a purple arrow pointing to it). A yellow "Search" button is at the bottom right, with a purple arrow pointing to it from the left.

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10. When your value is returned, select it and then click on the **Add Values** button. The value and description will appear in a box on the left.

Results per Page 5 Values Found 1 Page

Select	Value	Description
<input checked="" type="checkbox"/>	77460	Documentation and Pub

11. In the box on the left, click on the value. The Edit Existing Value box will appear on the right.

Value	Description
800*	
77460	Documentation and Pub

12. If you would like the selected value to be the default value for your shopping cart, go the Edit Existing Value box on the left, click the **Default check box** and then click on **Save**.

Edit Existing Value

Value: 77460

Description: Documentation and Pub

Default:

Status: active

Note: If you use more than one account, fund, program and organization frequently, simply leave the default box blank and click on **Save**. You can then search for a value when you shop.

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13. To finish, click on **Close** on the right.

