

# Uploading Chart of Accounts and Cost Centers

*This document explains how to upload your Chart of Accounts (COA) and optional cost centers using the provided templates, as well as how to manage accounts and cost centers after they are imported.*

## Step 1: Navigate to the Chart of Accounts Tab

Go to the **Chart of Accounts** tab to begin the upload process.

The screenshot shows the 'Chart of Accounts' interface in the totadvi system. On the left is a navigation menu with 'Chart of Accounts' highlighted. The main area features an 'Upload COA CSV' section with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Below this is a form with 'Account Name' (containing 'Cash'), 'Type' (a dropdown menu set to 'asset'), and 'Code' (containing '1000'). An 'Add' button is next to the code field. A 'Refresh' button is located below the form. Below the form is a table titled 'ASSET' with columns for 'CODE', 'ACCOUNT', 'CASH', and 'ACTIONS'. The table contains several rows of account data.

CODE	ACCOUNT	CASH	ACTIONS
12115	AR	<input type="checkbox"/> Cash account	Disable
10440	AR unbilled	<input type="checkbox"/> Cash account	Disable
11035	Billed AR	<input type="checkbox"/> Cash account	Disable
1000	Cash	<input type="checkbox"/> Cash account	Disable
10001	Cash Acct	<input type="checkbox"/> Cash account	Disable

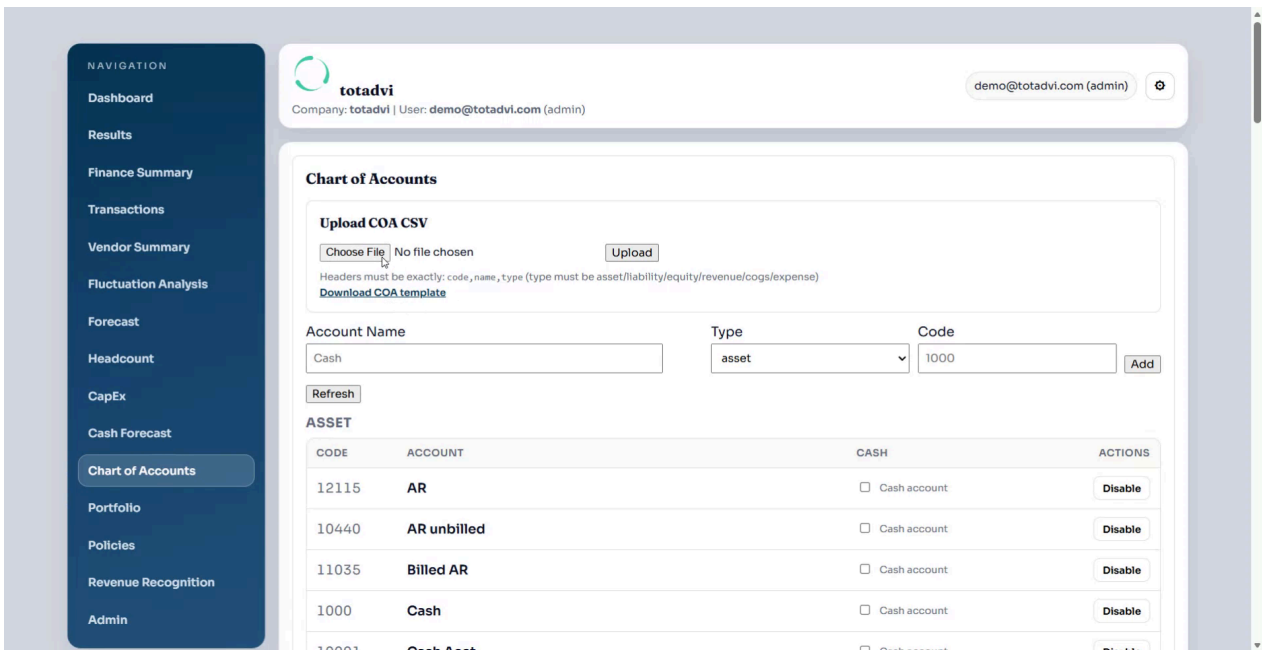
## Step 2: Download and Prepare the COA Template

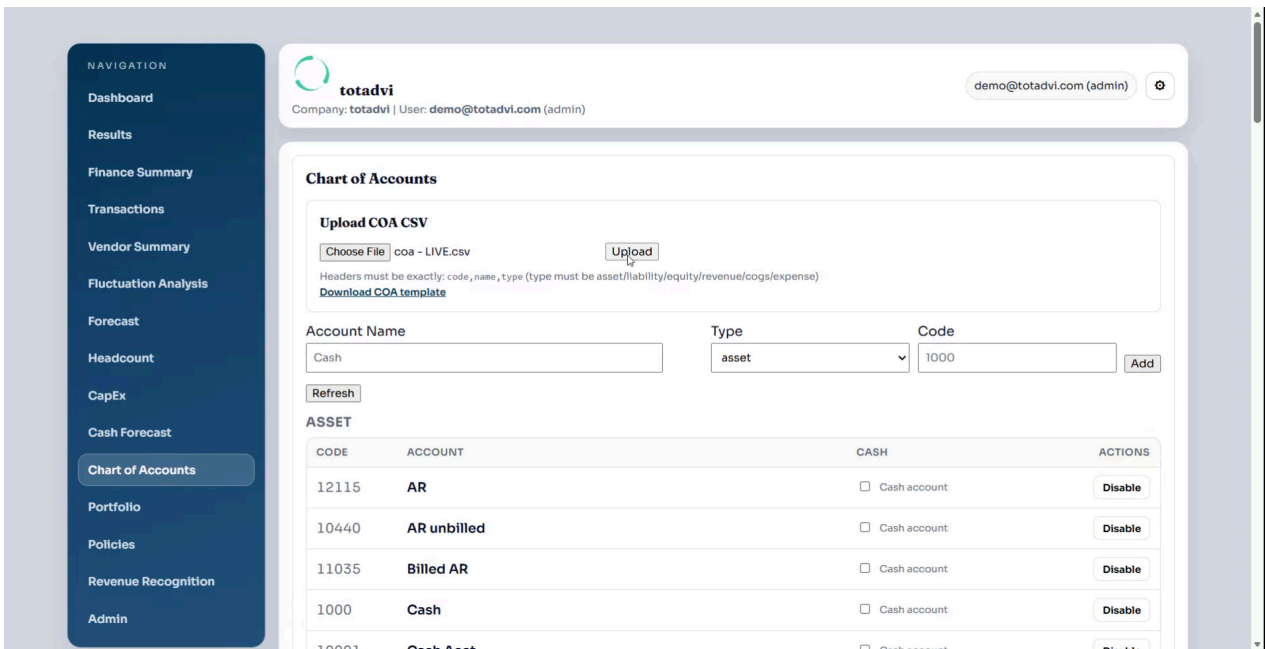
At the top of the Chart of Accounts page, select **Download COA Template**. Use this file to format your existing chart of accounts from your current ERP system so that it matches the headers in the template.

	A	B	C	D
1	<b>code</b>	<b>name</b>	<b>type</b>	
2	10001	Cash Acct	asset	
3	11555	Checking	asset	
4	12115	AR	asset	
5	10440	AR unbilled	asset	
6	10330	Prepaid IT	asset	
7	10335	Prepaid SG	asset	
8	13150	Prepaid SO	asset	
9	14225	Contra AR	asset	
10	13315	Prepaid Rent	asset	
11	11435	Unbilled Fee	asset	
12	11035	Billed AR	asset	
13	21080	Passthrough	liability	
14	21935	AP	liability	
15	21095	Accrued	liability	
16	23490	Accrued Marketing	liability	
17	23489	Trade Payable	liability	
18	25789	Rent Payable	liability	
19	26357	IC Due	liability	

### Step 3: Upload the Completed COA Template

After saving the completed COA template, return to the Chart of Accounts tab, choose the file, and upload it.

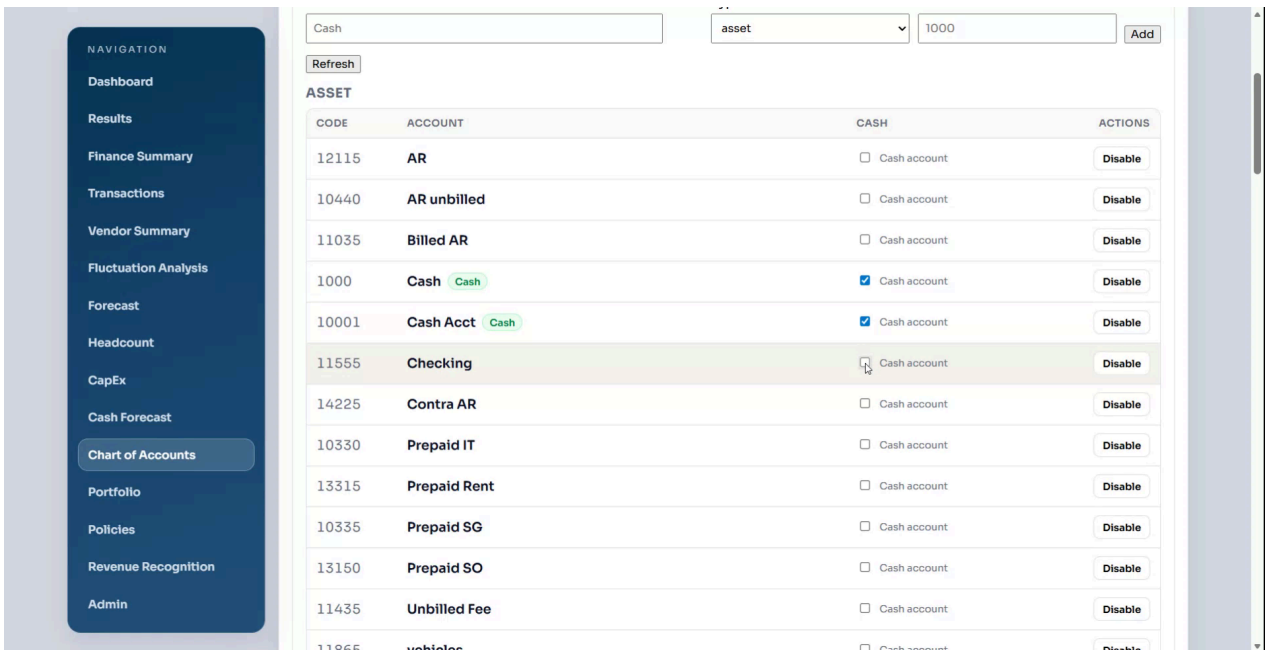




This will import all of your accounts, including assets, liabilities, expenses, cost of goods sold, and equity.

## Step 4: Select Cash Accounts for Forecasting and Metrics

Once the accounts are loaded, select your cash accounts. These selections drive your cash forecasting and key metrics displayed on the dashboard.



## Step 5: Add and Manage Accounts

You can add new accounts at any time by specifying their type and code.

**Chart of Accounts**

**Upload COA CSV**

Choose File coa - LIVE.csv Upload

Headers must be exactly: code,name,type (type must be asset/liability/equity/revenue/cogs/expense)  
Download COA template

Account Name: Cash Type: asset Code: 1000 Add

Refresh

**ASSET**

CODE	ACCOUNT	CASH	ACTIONS
12115	AR	<input type="checkbox"/> Cash account	Disable
10440	AR unbilled	<input type="checkbox"/> Cash account	Disable
11035	Billed AR	<input type="checkbox"/> Cash account	Disable
1000	Cash <span style="color: green;">Cash</span>	<input checked="" type="checkbox"/> Cash account	Disable
10001	Cash Acct <span style="color: green;">Cash</span>	<input checked="" type="checkbox"/> Cash account	Disable
11555	Checking <span style="color: green;">Cash</span>	<input checked="" type="checkbox"/> Cash account	Disable
14225	Contra AR	<input type="checkbox"/> Cash account	Disable
10330	Prepaid IT	<input type="checkbox"/> Cash account	Disable
13315	Prepaid Rent	<input type="checkbox"/> Cash account	Disable

You can disable accounts or delete accounts that have no activity. If an account has activity, it cannot be deleted and must be disabled instead.

**Chart of Accounts**

**Upload COA CSV**

Choose File coa - LIVE.csv Upload

Headers must be exactly: code,name,type (type must be asset/liability/equity/revenue/cogs/expense)  
Download COA template

Account Name: Cash Type: asset Code: 1000 Add

Refresh

**ASSET**

CODE	ACCOUNT	CASH	ACTIONS
12115	AR Disabled	<input type="checkbox"/> Cash account	Enable Delete
10440	AR unbilled	<input type="checkbox"/> Cash account	Disable
11035	Billed AR	<input type="checkbox"/> Cash account	Disable
1000	Cash <span style="color: green;">Cash</span>	<input checked="" type="checkbox"/> Cash account	Disable
10001	Cash Acct <span style="color: green;">Cash</span>	<input checked="" type="checkbox"/> Cash account	Disable
11555	Checking <span style="color: green;">Cash</span>	<input checked="" type="checkbox"/> Cash account	Disable
14225	Contra AR	<input type="checkbox"/> Cash account	Disable
10330	Prepaid IT	<input type="checkbox"/> Cash account	Disable
13315	Prepaid Rent	<input type="checkbox"/> Cash account	Disable
10335	Prepaid SG	<input type="checkbox"/> Cash account	Disable
13150	Prepaid SO	<input type="checkbox"/> Cash account	Disable

## Step 6: Prepare and Upload Optional Cost Centers

Scroll down to the **Optional Cost Center** section. The process is the same as for the COA:

1. Download the cost center template.
2. Fill it out using the headers provided in the template.
3. Save the completed template.
4. Return to this tab, choose the file, and upload it.

The screenshot shows the 'Upload Cost Centers CSV' interface. On the left is a navigation menu with 'Chart of Accounts' selected. The main area has a header with '55202 SGA' and '53102 Sales' with 'Cash account' checkboxes and 'Disable' buttons. Below is the 'Upload Cost Centers CSV' section with a 'Choose File' button (showing 'No file chosen') and an 'Upload' button. A note states 'Headers must be exactly: costCenter,description' with a link to 'Download cost centers template'. There are input fields for 'Cost Center Code' (100) and 'Name' (Marketing) with an 'Add' button. Below is a table of 'Cost Centers' with a 'Refresh' button.

CODE	NAME	STATUS	ACTIONS
111	Accounting	Active	Disable
112	Finance	Active	Disable
178	Marketing	Active	Disable
302	Interns	Active	Disable
397	Pt	Active	Disable
459	Internal	Active	Disable
658	Sales	Active	Disable

After upload, review the list to validate that all cost centers were imported correctly.

## Step 7: Add and Maintain Cost Centers

You can add new cost centers at any time.

This screenshot shows the 'Upload Cost Centers CSV' interface after a new cost center has been added. The 'Choose File' button now shows 'cc - LIVE.csv' and the 'Add' button is present. The 'Cost Centers' table now includes a new entry for '889 External'.

CODE	NAME	STATUS	ACTIONS
111	Accounting	Active	Disable
112	Finance	Active	Disable
178	Marketing	Active	Disable
302	Interns	Active	Disable
397	Pt	Active	Disable
459	Internal	Active	Disable
658	Sales	Active	Disable
889	External	Active	Disable
999	Exec	Active	Disable

You can also enable or disable cost centers as needed.

NAVIGATION

Dashboard

Results

Finance Summary

Transactions

Vendor Summary

Fluctuation Analysis

Forecast

Headcount

CapEx

Cash Forecast

Chart of Accounts

Portfolio

Policies

Revenue Recognition

Admin

Upload Cost Centers CSV

Choose File cc - LIVE.csv

Upload

Headers must be exactly: costCenter,description

[Download cost centers template](#)

Cost Center Code

100

Name

Marketing

Add

Cost Centers

Refresh

CODE	NAME	STATUS	ACTIONS
111	Accounting	Disabled	Enable Delete
112	Finance	Active	Disable
178	Marketing	Active	Disable
302	Interns	Active	Disable
397	Pt	Active	Disable
459	Internal	Active	Disable
658	Sales	Active	Disable
889	External	Active	Disable
999	Exec	Active	Disable