



# Bulk Upload and Approval

2.003

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## Lesson Details

	Learning Objectives:	To ensure that users understand how to use the Bulk Upload and Approval functionality for making bulk changes to appropriation/allotment data or other system-maintained data.
	Duration:	30 minutes
	Pre-requisites:	Using the Work Tray
	Recommended:	None

# Agenda Slide



Introduction



Bulk Update: Budget  
Allotment Schedule



Q&A



# Agenda Slide



**Introduction**



**Bulk Update: Budget  
Allotment Schedule**



**Q&A**

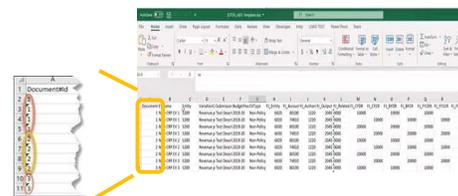


# Supported File Types



Bulk upload supports the following file types:

- CSV format text files
- Excel workbooks
  - The workbook can contain multiple worksheets. You select the worksheet to be imported at runtime
  - Values on the worksheet to be imported can be derived from formulas



The layout of the worksheet is the same as for CSV files.



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The layout of the worksheet is the same as for CSV files.

It is mandatory for the spreadsheet or CSV file to have column headings. However, the sequence of the columns is not important, and it is not mandatory to have all columns.

**Document#Id:** Document#Id is a mandatory field. This is a unique number to identify a set of rows as related to transactions for a single document. For an existing document it would be the work-item code or, for new documents, any unique number like, 1, 2, 15, 30, and so on.

# File Content



Items selected in grid fields include both the code and description to improve usability.

For Bulk Upload, files can contain:

- Code, or
- Description



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# Bulk Upload Form Controls



The controls on the Bulk Upload form:

1. Create new, or update existing documents
2. Specify the type of document to be imported
3. Optionally, download an Excel workbook template
4. Select the file to upload
5. Upload the file to the server
6. Select the worksheet within the Excel workbook
7. Select how the system will process the documents in the workflow
8. Preview the file content.

The screenshot shows the 'Bulk Upload' form with the following controls and callouts:

- 1. Upload Mode: Create new documents (dropdown)
- 2. Document Definition: (empty dropdown)
- 3. Download Import Spreadsheet (button)
- 4. Import Spreadsheet: Choose file | Appropriatio... Template (dropdown)
- 5. Upload File (button)
- 6. Excel Sheet Name: BulkUpload-AppropriationAllotmentM (dropdown)
- 7. Import Mode: Please Select... (dropdown)
- 8. Preview (button)

Bulk upload supports the following file types:

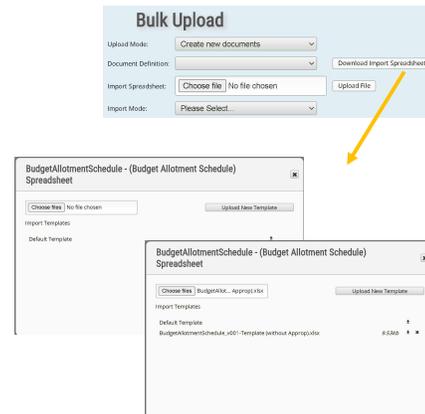
1. **Upload Mode:** The available options are: Create new documents and Update existing documents
2. **Document Definition:** The content of this dropdown is controlled by the User's permissions. If the field is blank, the User can not upload any data.
  1. If the user does not have to create permission for a document definition, Document Definition will appear blank for Upload Mode 'Create new documents'
  2. If the user does not have update permission for a document definition, Document Definition will appear blank for Upload Mode 'Update existing documents'.
3. **Download Import Spreadsheet:** Clicking this button gives you a popup window to download a spreadsheet template, which can be modified and imported back into the system.
4. **Import Spreadsheet:** Import an existing spreadsheet containing the data; click **Choose File** to select the .csv or .xls file, then click **Upload File** to upload the selected file to the server for processing.
5. **Excel Sheet Name:** This dropdown will only display when you select an Excel workbook and will default to the first worksheet.

# Download Import Spreadsheet



The Default Template contains a column for every field on the selected document template.

You can remove columns from the workbook and upload it as a new Import Template.



**Download Import Spreadsheet:** You can download a default Excel workbook which has a column for each field on the document template. You can then populate the workbook with the data that you want to import. Click the **Download Import Spreadsheet** button to open the dialog.

To download the default workbook, click the download icon next to the Default Template item in the Import Templates list. The browser will save the file to your PC.

As mentioned, the default workbook contains a column for each field on the template which will include fields that you would prefer not be updated. You can remove any such columns from the workbook and upload the modified workbook as a new Import Template. You can also change the order of the columns if you wish. Click the **Upload New Template** button, then navigate to the workbook, which is then uploaded and added to the list.

# Import Mode



Select how the documents will be processed after being imported.

Import Mode:

- Please Select...
- Validate Only
- Validate and Save
- Validate and Save then Submit
- Save Only



**Import Mode:** Import Mode controls how the upload file will be processed after import, this has four options:

- 1. Validate Only:** Uploads and Validates the document data against the business rules only. Nothing is saved.
- 2. Validate and Save:** Uploads, Validates and Saves the document data to the User's 'Claimed' documents.
- 3. Validate and Save then Submit:** Uploads, Validates, Saves and Submits the document(s) to the Workflow. This is the only bulk upload option that Submits documents to the Workflow.
- 4. Save Only:** Uploads and Saves the Documents to the User's 'Claimed' documents, without running validation.

# Preview



On clicking **Preview**, the spreadsheet's contents appear on the screen along with the Import Documents button at the bottom left.

The screenshot shows the 'Bulk Upload' interface. The 'Import Mode' is set to 'Validate Only'. The 'Import Preview' table is displayed below the form fields.

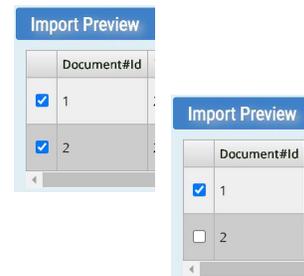
Document#	Year	DocumentName	Description	CreatedBy	ErrorText	IsDocumentError	IsEntrySubmission	Organization	Fund	AppropriationAuthority	WorkflowComments	App
1	2024	Allotment 1	DoA Allotment									
2	2024	Allotment 1	DoA Allotment									

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## Preview: Document Selection



By default, all rows in the file will be imported. You can de-select any rows you do not want to import by clearing the checkbox on the row.



By default, all rows in the file will be imported. If there are rows that you do not want to import, you can de-select them by clearing the checkbox on the row.

Click the **Import Documents** button below the Preview table to start the processing of the file.

What happens next depends on the Import Mode you selected earlier.

# Import Finished - Report



## Validate Only

- Uploads and Validates the document data against the business rules only. Nothing is saved.

## Validate and Save

- Uploads, Validates and Saves the document data to the User's 'Claimed' documents

Upload DocumentId	Work Item Name	Export Validation Results
1	BudgetAllotmentSchedule	Success
2	BudgetAllotmentSchedule	Validation failed

Validation failed

- Request
- Allotment
- Row [1] => object must be specified



If you select **Validate Only** as the Import Mode option, the system uploads and validates the document data against the business rules only. Nothing is saved.

If you selected **Validate and Save** as the Import Mode option, the system uploads, validates and saves the document data to the User's 'Claimed' documents

The preview table will show the status of each document included in the upload file:  
**Success:** Colored Green: The document passed all of the business rules.  
**Validation failed:** Colored Orange: The document failed one or more business rules. Open the dropdown to see the error messages for that document.

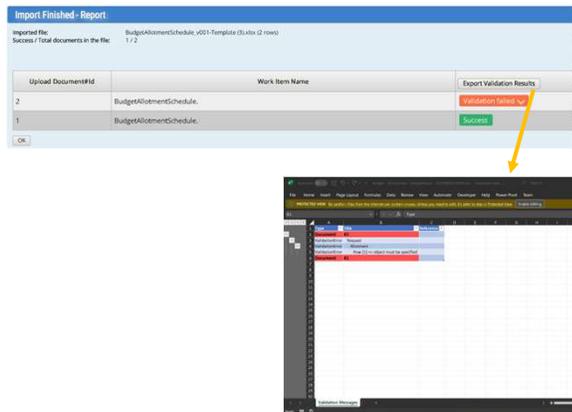
You can click the **Export Validation Results** button to create an Excel workbook that list the results for all the documents in the upload. This enables you to work through the issues without having to page through multiple screens and allows you to check off each one as you correct it. The process for correcting validation will be covered when we look at updating each document template shortly.

# Import Finished - Report



## Export Validation Results

- Create an Excel workbook that list the results for all the document in the upload.



If you have several errors to correct, you may find it easier to export the results to an Excel workbook that you can use as a checklist to fix up the import data. This enables you to work through the issues without having to page through multiple screens and allows you to check off each one as you correct it.

Click the **Export Validation Results** button to create the workbook, which will be downloaded to your Downloads folder with a name like:

Budget - BulkUpload - ValidateResult - 20230809153909.xlsx

Update the import workbook with the correct values, then run the Bulk Upload again for those that failed.

# Import Finished - Report



## Save Only

- Uploads and Saves the documents to the User's 'Claimed' documents, without running validation.

Upload Document#id	Work Item Name	Status
1	BudgetAllocationSchedule.46	Success
2	BudgetAllocationSchedule.45	Success



If you select **Save Only** as the Import Mode option, the system uploads and Saves the Documents to the User's 'Claimed' documents, without running validation.

The preview table will show the status of each document included in the upload file:  
**Success:** Colored Green: Since the system does not run any validation, the status will be Success.

# Select Submission Paths



## Validate and Save then Submit

- Uploads, Validates, Saves and Submits the document(s) to the Workflow. This is the only bulk upload option that Submits documents to the Workflow.

Document ID	Current Step	Submission Path	Submission Comment
1	Create	Continue working (department)	
2	Create	Continue working (department)	



If you select **Validate and Save then Submit** as the Import Mode option, the system uploads Validates, Saves and Submits the document(s) to the workflow. This is the only bulk upload option that Submits documents to the workflow.

Before submitting the document(s), you need to specify how the documents should be submitted to the workflow.

The Select Submission Paths table is displayed. Our workbook contained two documents; each is listed on the grid. At the top of the grid, we can specify defaults to apply to all the documents; but also override the defaults for each individual document.

# Select Submission Paths



## Default submission settings

- Select the Current workflow step
- Select the workflow step to submit those documents to
- Enter a submission comment
- Click **Apply**.

Document ID	Current Step	Submission Path	Submission Comment
1	Submit for department approval Submit for budget once approval Delete	Continue working (department)	
2	Create	Continue working (department)	

You can filter the list of documents to those at a specific workflow step and then set the workflow step to which you will submit those documents. Enter a submission comment that explains submitting the documents.

# Select Submission Paths



## Overriding the Default submission settings

- Select the workflow step to submit the document to
- Enter a submission comment.

Select Submission Paths

Set all Documents at Step  to  with comment

Document ID	Current Step	Submission Path	Submission Comment
1	Create	<input type="text" value="Continue working (department)"/>	<input type="text" value="Submitted by bulk upload"/>
2	Create	<input type="text" value="Submit for budget office approval"/>	<input type="text" value="This is ready for approval."/>



You can override the default submission settings for each document on the table.

Set the workflow step to which you will submit the documents. Enter a submission comment that explains submitting the document.

# Import Finished - Report



## Import Finished

- Uploads, Validates and Saves the document data to the User's 'Claimed' documents

Upload Document#id	Work Item Name	Export Validation Results
1	BudgetAllotmentSchedule	Success
2	BudgetAllotmentSchedule	Validation Failed

Validation failed

- Request
- Allotment
- Row [1] => object must be specified

If you select **Validate Only** as the Import Mode option, the system uploads and validates the document data against the business rules only. Nothing is saved.

If you selected **Validate and Save** as the Import Mode option, the system uploads, validates and saves the document data to the User's 'Claimed' documents

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Introduction



**Bulk Update: Budget  
Allotment Schedule**



Q&A



# Hands-on Lab Exercise 1



1. To Create new Budget Allotment Schedule documents using Bulk Upload and submit them for approval.



## Objective

To Create new Budget Allotment Schedule documents using Bulk Upload and submit them for approval;

**Duration:** 15 minutes

## Process

1. Select **Bulk Upload & Approval** from the Administration > Work Item Management menu.
2. Select these options on the form:
  - a. **Upload Mode:** Create new documents
  - b. **Document Definition:** Budget Allotment Schedule
3. Click the **Download Import Spreadsheet** button and download the template: 2.003 Lab1\_BudgetAllotmentSchedule.xlsx
4. Open the downloaded file and review the content. A template will normally not contain any data, but some sample data has been included as a guide.
5. Add a new row to create a new document (hint: copy the last row and change the Document#Id).
  - a. **Organization:** change the value to:
    - a. 0206018 - COMMISSION ON DECOLONIZATION
  - b. **Appropriation:** change to 21581.00
  - c. **Allotment\_Appropriation:** change to 21581.00
  - d. **Allotment\_ReservedDollars:** Enter a formula multiplying

Allotment\_Appropriation by 85%

...Process

- e. **Allotment\_Allotted**: Enter a formula subtracting Allotment\_ReservedDollars from Allotment\_Appropriation
- f. **Allotment\_P1**: Enter 18343.85
- g. Delete these columns from the workbook:
  - Allotment\_AccountCode
  - Allotment\_Variance
  - JournalBatchId
6. On the Bulk Upload form again, select these options:
  6. Import Mode: Validate and Save then Submit
  7. Import Spreadsheet: Select the template you downloaded and modified
7. Click Upload File, then Preview
8. Click Import Documents.
9. Select the default submission path **Submit for Department Approval**
10. Enter a default comment
11. Click **Apply**
12. For document 3 only, change the Submission Path to **Continue Working (department)**
13. Click **Submit Documents**
14. ??????

# Agenda Slide



Introduction



Bulk Update: Budget  
Allotment Schedule



Q&A





Thank you for undertaking the lesson:  
**Bulk Upload and Approval**

Please complete the survey:



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