



DRGR Fact Sheet Batch Uploads

Release 7.9

**U.S. Department of Housing and Urban Development
April 2014**

Upload Data

DRGR now supports two types of data uploads:

- Regular data uploads that were released in R7.7 requiring the data to be uploaded by “type” (e.g. performance measure, addresses, beneficiaries, etc.)..
- PowerUser data uploads (Grantee Administrators Only) which is new in R7.9. This feature allows the Grantee Administrators to upload different data uploads **within one file**[TB1].

REMINDER: ALL UPLOADS MUST BE FROM EXCEL FILES SAVED AS CSV FILES.

Below are two tables; the first table shows the specific upload types, as in the uploading capability made available in R7.7, which can be done by anyone with regular user rights. The second table shows the Power user data upload types, which provides the capability for batch uploading, but is only available to Grantee Administrators.

Templates are available and can be found at:

<https://www.onecpd.info/resource/3703/drgr-data-upload-templates/>

(Go to www.onecpd.info select the **Resource** Library tab, scroll down to **Reporting Systems** and click on the DRGR link; scroll down and select the link for **View DRGR Data Upload Templates**.)

Regular Data Uploads - Upload Types and Data Fields:

UPLFAMILY	UPLOADTYPE	FIELDNAMES
Responsible Org	ResponsibleOrgAdd	OrgName,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
Responsible Org	ResponsibleOrgEdit	OrgNameOld,OrgNameNew,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
QPR	QPRProgress	GranteeActivity#,ProgressNarrative,CompletionDate
QPR	QPRExpenditures	GranteeActivity#,ResponsibleOrganization,CurrentQPRActualExpenditure
QPR	QPRAccomplishments	GranteeActivity#,MeasureType,TotalAmount
QPR	QPRAccomplishment sLM	GranteeActivity#,MeasureType,TotalAmount,ModAmount,LowAmount
QPR	QPRBeneficiaries	GranteeActivity#,MeasureType,Beneficiary,White,Black/AfricanAmerican,Asian,AmericanIndian/Alaskan,NativeHawaiian/OtherPacificIslander,AmericanIndian/AlaskanNativeandWhite,AsianandWhite,Black/AfricanAmericanandWhite,AmericanIndian/AlaskanNativeandBlack,OtherMultiRacial,HouseholdsFemale,unknown
QPR	QPRAddress	GranteeActivity#,State,Address,City,Zipcode
Financial	Voucher	Grant#,Activity#,FundType,Amount
QPR	AddressSupportInfo	GranteeActivity#,State,Address,City,Zip,PropertyStatus,AffordStartDate,AffordEndDate,AffordMethod,EndUseType,ProjectDispositDate,ActualDispositDate,EndUseNationObj,NationObjMetDate,DeadlineDate,EndUseDescription,TotalExpenditure
Responsible Org	ResponsibleOrgContactData	OrgName,FName,MName,LName,Title,Email,Address,City,State,Zip,Tel,Ext
ActionPlan	APEstimatedPIRL	Amount
ActionPlan	APNarratives	NarrativeLabel,Narrative
ActionPlan	APFundingSource	FundSourceName,FundType
ActionPlan	ActivityAdd	GranteeActivity#,ActivityTitle,ActivityType,NationalObjective,ProjectNumber,Budget,ProjectedStartDate,ProjectedEndDate,ActivityStatus,EnvironmentalAssessment,ResponsibleOrgName,LocationDescription,ActivityDescription,BenefitType,HousingUnit

UPLFAMILY	UPLOADTYPE	FIELDNAMES
ActionPlan	ActivityEdit	GranteeActivity#,ActivityTitle,ActivityType,NationalObjective,ProjectNumber,Budget,ProjectedStartDate,ProjectedEndDate,ActivityStatus,EnvironmentalAssessment,ResponsibleOrgName,LocationDescription,ActivityDescription,BenefitType,HousingUnit,AdjustProjectBudget
ActionPlan	ActivityFundingSource	GranteeActivity#,FundSourceName,MatchingFund,FundAmount
ActionPlan	ActivityResponsibleOrgBudget	GranteeActivity#,ResponsibleOrgName,Budget
ActionPlan	ActivityAccomplishment	GranteeActivity#,PerformanceMeasure>Total
ActionPlan	ActivityBeneficiary	GranteeActivity#,PerformanceMeasure,Low,Mod>Total
ActionPlan	ActivityAddress	GranteeActivity#,State,Address,City,Zip
Financial	ActivityObligation	Grant#,GranteeActivity#,ObligationAmount
Projects	ProjectAdd	GrantNum,GranteeProjectNum,ProjectTitle,Description,Budget,RevolvingLoan,ProjectStatus,EffectiveDate,EndDate,ResponsibleOrg
Projects	ProjectEdit	GrantNum,OldGranteeProjectNum,NewGranteeProjectNum,ProjectTitle,Description,Budget,RevolvingLoan,ProjectStatus,EffectiveDate,EndDate,ResponsibleOrg

PowerUser Data Uploads (Grantee Admins Only)- Upload Types and Data Fields:

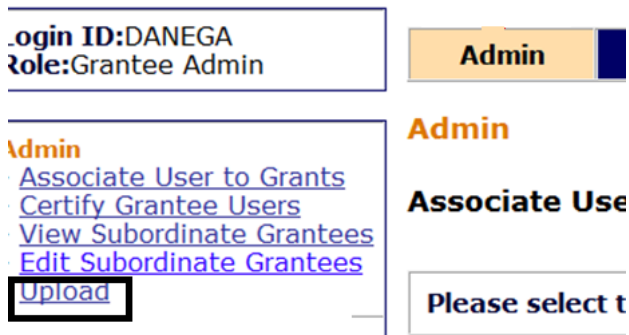
UPLFAMILY	UPLOADTYPE	FIELDNAMES
PowerUpload	QPRProgress	Grant#,qprBeginDate,qprEndDate,GranteeActivity#,ProgressNarrative,CompletionDate
PowerUpload	QPRExpenditures	Grant#,qprBeginDate,qprEndDate,GranteeActivity#,ResponsibleOrganization,CurrentQPRActualExpenditure
PowerUpload	QPRAccomplishments	Grant#,qprBeginDate,qprEndDate,GranteeActivity#,MeasureType,TotalAmount
PowerUpload	QPRAccomplishmentsLM	Grant#,qprBeginDate,qprEndDate,GranteeActivity#,MeasureType,TotalAmount,ModAmount,LowAmount
PowerUpload	QPRBeneficiaries	Grant#,qprBeginDate,qprEndDate,GranteeActivity#,MeasureType,Beneficiary,White,Black/AfricanAmerican,Asian,AmericanIndian/Alaskan,NativeHawaiian/OtherPacificIslander,AmericanIndian/AlaskanNativeandWhite,AsianandWhite,Black/AfricanAmericanandWhite,AmericanIndian/AlaskanNativeandBlack,OtherMultiRacial,HouseholdsFemale,unknown
PowerUpload	QPRAddress	Grant#,qprBeginDate,qprEndDate,GranteeActivity#,State,Address,City,Zipcode
PowerUpload	AddressSupportInfo	Grant#,qprBeginDate,qprEndDate,GranteeActivity#,State,Address,City,Zip,PropertyStatus,AffordStartDate,AffordEndDate,AffordMethod,EndUseType,ProjectDispositDate,ActualDispositDate,EndUseNationObj,NationObjMetDate,DeadlineDate,EndUseDescription,TotalExpenditure
PowerUpload	ResponsibleOrgAdd	OrgName,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
PowerUpload	ResponsibleOrgEdit	OrgNameOld,OrgNameNew,OrgType,DUNS#,DUNSExt,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
PowerUpload	ResponsibleOrgContactData	OrgName,FName,MName,LName,Title,Email,Address,City,State,Zip,Tel,Ext
PowerUpload	APEstimatedPIRL	Grant#,Amount
PowerUpload	APNarratives	Grant#,NarrativeLabel,Narrative
PowerUpload	APFundingSource	Grant#,FundSourceName,FundType
PowerUpload	ActivityAdd	Grant#,GranteeActivity#,ActivityTitle,ActivityType,NationalObjective,ProjectNumber,Budget,ProjectedStartDate,ProjectedEndDate,ActivityStatus,EnvironmentalAssessment,ResponsibleOrgName,LocationDescription,ActivityDescription,BenefitType,HousingUnit
PowerUpload	ActivityEdit	Grant#,GranteeActivity#,ActivityTitle,ActivityType,NationalObjective,ProjectNumber,Budget,ProjectedStartDate,ProjectedEndDate,ActivityStatus,EnvironmentalAssessment,ResponsibleOrgName,LocationDescription,ActivityDescription,BenefitType,HousingUnit,AdjustProjectBudget
PowerUpload	ActivityFundingSource	Grant#,GranteeActivity#,FundSourceName,MatchingFund,FundAmount
PowerUpload	ActivityResponsibleOrgBudget	Grant#,GranteeActivity#,ResponsibleOrgName,Budget
PowerUpload	ActivityAccomplishment	Grant#,GranteeActivity#,PerformanceMeasure,Total
PowerUpload	ActivityBeneficiary	Grant#,GranteeActivity#,PerformanceMeasure,Low,Mod,Total
PowerUpload	ActivityAddress	Grant#,GranteeActivity#,State,Address,City,Zip
PowerUpload	Voucher	Grant#,Activity#,FundType,Amount
PowerUpload	ActivityObligation	Grant#,GranteeActivity#,ObligationAmount
PowerUpload	ProjectAdd	Grant#,GranteeProjectNum,ProjectTitle,Description,Budget,RevolvingLoan,ProjectStatus,EffectiveDate,EndDate,ResponsibleOrg
PowerUpload	ProjectEdit	Grant#,OldGranteeProjectNum,NewGranteeProjectNum,ProjectTitle,Description,Budget,RevolvingLoan,ProjectStatus,EffectiveDate,EndDate,ResponsibleOrg

Upload File Format

Sample File – the format is #Powerupload;<UploadType>

```
#PowerUpload;ResponsibleOrgAdd
OrgName,OrgType,DUNS#,DUNSExt,TIN#,AddressLine1,AddressLine2,AddressLine3,City,State,Zip
ACMETestmjx1,State,123456789,1234,987654321,Test Address 1,none,none,Test City,VA,22001
ACMETestmjx2,State,123456789,1234,987654321,Test Address 1,none,none,Test City,VA,22001
ACMETestmjx3,State,123456789,1234,987654321,Test Address 1,none,none,Test City,VA,22001
ACMETestmjx4,State,123456789,1234,987654321,Test Address 1,none,none,Test City,VA,22001
ACMETestmjx5,State,123456789,1234,987654321,Test Address 1,none,none,Test City,VA,22001
#PowerUpload;ProjectAdd
Grantnumber,Project#,Project Title,Description,Budget Amount,Revolving Loan,Project Status,Project Effective Date,Project
End Date,Responsible Org
X3096REGTEST,MJP110,Demo m10,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP111,Demo m11,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP112,Demo m12,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP113,Demo m13,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP114,Demo m14,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP115,Demo m15,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP116,Demo m16,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP117,Demo m17,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP118,Demo m18,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
X3096REGTEST,MJP119,Demo m19,Upload Test Demo 4,5.00,no,Open,"01/01/2014","01/01/2015",ACMETest1
```

Power User Data Uploads are located under the ADMIN module.



The basic steps for the upload are highlighted below and is similar to the regular uploads.

