



Data Uploads Overview

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9. Data Uploads Overview

Data Uploads offer DRGR Users the option of uploading data into DRGR in-lieu of entering the information into DRGR manually across multiple screens. For example, if a grantee needed to create a voucher for several line items, or upload quarterly accomplishments across several activities, data upload templates can be used to upload the data directly into DRGR. The upload feature is meant to save grantees time by allowing them to enter larger volumes of data into a template and avoid having to click through multiple DRGR screens. If used properly, data upload templates can also be a great tool for grantees to collect information that must be input into DRGR from their subgrantees and subrecipients.

9.1 Data Upload Types

The list below identifies data that can be uploaded into DRGR. Information about navigating to upload screens for different upload types is provided in Section 9.4.1.

Action Plan Module: Action Plan

Estimated Program Income Revolving Loan (PIRL) Amount
Funding Sources
Narratives

Action Plan Module: Project

Add Project
Edit Project

Action Plan Module: Activity

Accomplishments
Activity Service Area
Activity Service Area Remove
Add Activities
Address
Beneficiary
Edit Activities
Funding Sources
Responsible Organization Budgets

Action Plan Module: Responsible Organization

Add Responsible Organization
Edit Responsible Organization
Responsible Organization Contact Information

Drawdown Module

Drawdown Voucher
Drawdown Obligations

Quarterly Performance Report Module

Accomplishments
Accomplishment LM
Activity Progress
Address
Address Supporting Information
Beneficiary
Expenditures

Admin Module: User Admin

Add User
Deactivate User
Edit User

Admin Module: Batch/Power Uploads

Batch Uploads
Power User Activity Service Area
Power User Activity Service Area Remove



The following table summarizes the Grantee users’ upload capabilities:

Table 9-1 Data Upload User Capabilities

User Capability	Description
Action Plan/Activity Setup	Grantee users have the ability to update action plan PI/RL estimated funds, update narratives and add funding sources. Grantees also have the ability to add and edit action plan activities.
Project	Grantee users have the ability to add and edit projects.
Responsible Organization	Grantee users have the ability to add and edit responsible organizations.
Obligations	Grantee users with drawdown rights are able to use uploads to update activity obligation amounts.
Voucher	Grantee users with create voucher rights are able to use the upload function to set up vouchers that include multiple activities and fund types rather than manually imputing them in the Create Voucher screens. Uploads do not support voucher approvals or revisions.
QPR	Grantee users are able to upload multiple activity records for each set of QPR screens in lieu of manual input.
Admin / Batch Uploads	Grantee Administrator users are able to add, edit and deactivate users. Grantee Administrators are also able to perform batch uploads to complete uploads for different data types in a single action.

9.2 DRGR Upload – Process Overview

The following steps describe the process for uploading data into DRGR. Each step is explained in more detail within the sections noted below.

1. **Section 9.3:** Determine which data is to be uploaded and select the appropriate Upload Template. For example, if a user is attempting to add a new activity, then the user must select the “Add Activities” template.
2. **Section 9.3:** Enter all necessary data into the Upload Template.
3. **Section 9.4.1:** Log into DRGR and navigate to the correct upload screen. For example, if a user is adding a new activity, then navigate to the Action Plan module.
4. **Section 9.4.2:** Select the “Upload Type” (i.e. “Add Activities”).
5. **Section 9.4.2:** Search for the completed Upload Template (Step #2) and click “Upload”.
6. **Section 9.4.3:** A new screen will appear indicating the results of the upload.



9.3 DRGR Upload Templates

Each of the DRGR Uploads must be in **CSV format** only. Upload Templates must also have columns in the exact order (see table below) for the upload to be successfully processed. The data must also match DRGR values for performance measure (e.g. # of housing units) and must also match the DRGR data already entered by the grantee, if applicable (e.g. when editing an activity, the existing Activity # already entered into DRGR must match the Activity # entered into the data upload template).

Table 9-2 below lists each available Upload Type (“Template”), and the available columns for data entry for each Upload Type. Grantees are strongly encouraged to use predesigned Upload Templates found at <https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>.

Grantees should note that some fields are required (e.g. Activity #) will others are optional (e.g. Project Responsible Organization). This corresponds to the required vs. optional field in DRGR. For example, when adding a new activity through the regular process via the DRGR screens, the Activity # is required. However, when adding a new Project, assigning a Responsible Organization is optional.

Likewise, some fields require exact text to be entered (e.g. National Objective: Low/Mod), while others can be generated by the grantee (e.g. Activity #). Entering exact text typically corresponds to the dropdown menus or radio buttons in DRGR, whereas other entries are at the grantee’s discretion. For example, when adding a new activity through the regular process via the DRGR screens, the user must select the National Objective from a dropdown menu. However, the grantee has the option of entering an activity number of their choosing. See Appendix A for more information.

Table 9-2 Data Upload Types and Associated Columns

Upload Type	Columns
Action Plan – Estimated PI/RL Amount	Estimated PI/RL Amount
Action Plan – Funding Sources	Funding Source Name, Funding Type
Action Plan – Narratives	Narrative Label, Narrative
Activity – Add	Grantee Activity #, Activity Title, Activity Type, National Objective, Project Number, Budget, Projected Start Date, Projected End Date, Activity Status, Environmental Assessment, Responsible Org Name, Location Description, Activity Description, Benefit Type, Housing Unit
Activity – Edit	Grantee Activity #, Activity Title, Activity Type, National Objective, Project Number, Budget, Projected Start Date, Projected End Date, Activity Status, Environmental Assessment, Responsible Org Name, Location Description, Activity Description, Benefit Type, Housing Unit, Adjust Project Budget
Activity - Accomplishment	Grantee Activity #, Performance Measure, Total
Activity - Address	Grantee Activity #, State, Address, City, Zip, Display Public Flag
Activity - Beneficiary	Grantee Activity #, Performance Measure, Low, Mod, Total
Activity – Funding Sources	Grantee Activity #, Fund Source Name, Matching Fund, Fund Amount



Upload Type	Columns
Activity – Responsible Org Budgets	Grantee Activity #, Responsible Org Name, Budget
Project Add	Grant Number, Project #, Project Title, Description, Budget Amount, Revolving Loan, Project Status, Project Effective Date, Project End Date, Responsible Org
Project Edit	Grant Number, Current Project #, New Project #, Project Title, Description, Budget Amount, Revolving Loan, Project Status, Project Effective Date, Project End Date, Responsible Org
Responsible Org Add	Org Name, Org Type, DUNS#, DUNS Ext, TIN#, AddressLine1, AddressLine2, AddressLine3, City, State, Zip
Responsible Org Edit	Current Org Name, New Org Name, Org Type, DUNS #, DUNS Ext, TIN #, AddressLine1, AddressLine2, AddressLine3, City, State, Zip
Responsible Org Contact Information	Org Name, First Name, Middle Name, Last Name, Title, Email, Address, City, State, Zip, Tel, Ext
Obligations	Grant Number, Grantee Activity #, Obligation Amount
Voucher	Grant #, Activity #, Fund Type, Amount
QPR Address	Grantee Activity #, State, Address, City, Zip, Display Public Flag
QPR Accomplishments	Grantee Activity #, Performance Measure, Total
QPR Accomplishments LM	Grantee Activity #, Performance Measure, Total, Low, Mod
QPR Beneficiary	Grantee Activity #, Performance Measure, Beneficiary, White, Black/African American, Asian, American Indian/Alaskan, Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native and White, Asian and White, Black/African American and White, American Indian/Alaskan Native and Black, Other multi-racial, Households Female, unknown
QPR Expenditures	GranteeActivity#, ResponsibleOrganization, QPRActualExpenditure
QPR Activity Progress	GranteeActivity#, ProgressNarrative, CompletionDate
QPR Address Supporting Information	GranteeActivity#, State, Address, City, Zip, PropertyStatus, AffordStartDate, AffordEndDate, AffordMethod, EndUseType, ProjectDispositDate, ActualDispositDate, EndUseNationObj, NationObjMetDate, DeadlineDate, EndUseDescription, TotalExpenditure

9.4 Uploading the Data into DRGR

Once data has been entered and saved in the applicable Upload Template, the user is ready to access the DRGR upload function and upload the data into DRGR.



9.4.1 Navigating to the Data Upload Screen

The screens below demonstrate how to access upload functionality for the Data Upload Types listed In Section 9.1.

- **Action Plan Module: Upload Action Plan and Activity**

Action Plan Module > Action Plan Status Link > Upload Action Plan

Figure 9-1: Upload Action Plan and Activity Link

- **Action Plan Module: Upload Project**

Action Plan Module > Upload Project

Figure 9-2: Upload Project Link

- **Action Plan Module: Responsible Organization**

Action Plan Module > Upload Responsible Organization

Figure 9-3: Upload Responsible Organization Link



• Drawdown Module

Drawdown Module > Upload Financial Data (supports obligations and vouchers)

Figure 9-4: Upload Drawdown Data Link

<p>Login ID:T005GA Role:Grantee Admin</p> <p>Drawdown - Search/Edit Obligation - Search/Maintain Voucher</p> <p>Receipt and PI Accounts - Create Receipt - Search/Edit Receipt - Add PI Account - Search/Edit PI Accounts</p> <p>Utilities - Print Page - Profile - Subscriptions - Help</p>	<table border="1"> <tr> <th>Admin</th> <th>Action Plans</th> <th>Drawdown</th> <th>QPR</th> <th>Reports</th> </tr> </table> <p>Activity Obligation</p> <p>Search for Activities to Obligate Help?</p> <p>Search Criteria</p> <p>Grant Number: <input type="text" value="Select"/> Grantee Activity # Number: <input type="text"/> Responsible Organization: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Upload Financial Data"/></p>	Admin	Action Plans	Drawdown	QPR	Reports
Admin	Action Plans	Drawdown	QPR	Reports		

• Quarterly Performance Report Module

QPR Module > Add/Edit QPRs > “Edit” a specific QPR > Upload QPR Data

Figure 9-5: Upload QPR Link

<p>Login ID:T005GA Role:Grantee Admin</p> <p>QPRs - View All - View QPR - Download QPR</p> <p>Utilities - Print Page - Profile - Subscriptions - Help - FAQ - Logout - Reports</p> <p>Links - CPD Systems Login - PDF Viewer - Support</p>	<table border="1"> <tr> <th>Admin</th> <th>Action Plans</th> <th>Drawdown</th> <th>QPR</th> <th>Reports</th> </tr> </table> <p>Performance Report</p> <p>Edit Performance Report Help?</p> <p><small>*Indicates Required Field</small></p> <p>Grant Number: B-08-MN-99-0503 Contract Start Date: 10/31/2010 QPR Start Date: 04/01/2011</p> <p>Grantee Name: Denver05, CO Contract End Date: 12/31/2013 QPR End Date: 06/30/2011</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Upload QPR Data"/></p>	Admin	Action Plans	Drawdown	QPR	Reports
Admin	Action Plans	Drawdown	QPR	Reports		

• Admin Module: User Admin

Admin Module > Upload User Requests

Figure 9-6: Upload User Link

<p>Login ID:T005GA Role:Grantee Admin</p> <p>Admin - Associate User to Grants - Certify Grantee Users - View Subordinate Grantees - Edit Subordinate Grantees - Upload Batch Data - Upload User Requests - Request New User - Manage Existing Users</p>	<table border="1"> <tr> <th>Admin</th> <th>Action Plans</th> <th>Drawdown</th> <th>QPR</th> <th>Reports</th> </tr> </table> <p>Admin</p> <p>Associate User to Grants Help?</p> <p>Please select the appropriate grant to assign and remove users.</p> <table border="1"> <thead> <tr> <th>Grant Number</th> <th>Grant Status</th> </tr> </thead> <tbody> <tr> <td>B-08-MN-99-0500</td> <td>Active</td> </tr> </tbody> </table>	Admin	Action Plans	Drawdown	QPR	Reports	Grant Number	Grant Status	B-08-MN-99-0500	Active
Admin	Action Plans	Drawdown	QPR	Reports						
Grant Number	Grant Status									
B-08-MN-99-0500	Active									



• Admin Module: Batch/Power Uploads

Admin Module > Upload Batch Data

Figure 9-7: Batch/Power Uploads Link

Login ID: T005GA Role: Grantee Admin	<table border="1"> <tr> <th>Admin</th> <th>Action Plans</th> <th>Drawdown</th> <th>QPR</th> <th>Reports</th> </tr> </table> <p>Admin</p> <p>Associate User to Grants Help?</p> <p>Please select the appropriate grant to assign and remove users.</p> <table border="1"> <thead> <tr> <th>Grant Number</th> <th>Grant Status</th> </tr> </thead> <tbody> <tr> <td>B-08-MN-99-0500</td> <td>Active</td> </tr> </tbody> </table>	Admin	Action Plans	Drawdown	QPR	Reports	Grant Number	Grant Status	B-08-MN-99-0500	Active
Admin	Action Plans	Drawdown	QPR	Reports						
Grant Number	Grant Status									
B-08-MN-99-0500	Active									

9.4.2 Selecting the Upload Type and Uploading the Data Template

Once a user has completed the upload template (Section 9.3) and navigated to the Data Upload Screen (Section 9.4.1) the user is ready to upload the data into DRGR.

The following page provides step-by-step instructions to upload data using an “Add Activity” upload type as an example. The steps illustrated in the example are common to all upload types.

Figure 9-8: Example Data Upload Screen (Action Plan Upload – Add Activity shown)

Login ID: B56050 Role: Grantee	<table border="1"> <tr> <th>Admin</th> <th>Action Plans</th> <th>Drawdown</th> </tr> </table> <p>DRGR Data Upload</p> <p>Please select the Upload Type</p> <p>Select Upload Type <input type="text" value="ActivityAccomplishment"/> <ul style="list-style-type: none"> ActivityAccomplishment ActivityAdd ActivityAddress ActivityBeneficiary </p> <p>Click here to view sample upload templates.</p> <p>Select button to get specific DRGR data <input type="button" value="Supporting Info"/></p> <p>Please select the file to upload</p> <p>Please select file in csv format and click the Upload File button</p> <p><input type="button" value="Browse..."/> <input type="button" value="Upload"/></p>	Admin	Action Plans	Drawdown
Admin	Action Plans	Drawdown		

The following steps correspond to Figure 9-8 above.

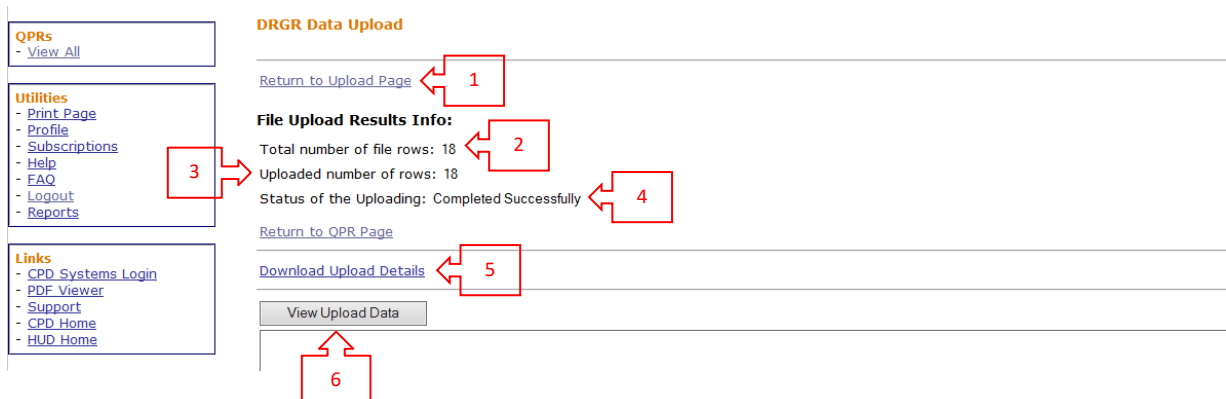
1. Select the Upload Type – this tells DRGR what type of data upload the user is attempting, and where to place the uploaded data.
2. Clicking the “here” link is optional and will navigate the user to the predesigned templates available for use at <https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>.

3. Clicking <Supporting Info> is optional, and will allow users to see existing data already entered into DRGR. For example, if a user is not sure about the data they have previously entered into DRGR, they can use the “Supporting Information” function. Grantees are encouraged to use this feature to: assist with creating upload files; and/or to pull existing data such as DRGR Activity # and Responsible Organization names that can be used for uploads. Note: the “Supporting Information” files have additional reference data in the right hand columns to help grantees conduct an analysis and quality control for uploads. This information might include budgets and projected accomplishments. All extra columns must be deleted before any files are uploaded. See Section 9.3 for more information on what columns can be included in an upload template.
4. Click <Browse> to locate the template the user has already completed and is attempting to upload.
5. Click <Upload> to complete the upload for the template the user located in Step #4.

9.4.3 Verifying Results of Data Upload

Once the user uploads a data template, a new screen (Figure 9-9) will load displaying the results of the data upload.

Figure 9-9: Verify Results of Data Upload Screen



This screen will display the following:

1. Returns the user to the previous screen (Upload Page).
2. Displays the total number of rows in the uploaded file.
3. Displays the total number of rows successfully uploaded from the uploaded file.
4. Displays the status of the upload:
 - a. “Completed Successfully” indicates that the upload was a success with no errors; or
 - b. “Completed with Errors” indicates that some or all rows were not uploaded successfully.
5. Shows the user the errors or successes of each row; see Appendix A to troubleshoot error messages.
6. Shows the user which data that was successfully uploaded. If the “Status of the Uploading” returned “Completed with Errors”, clicking <View Upload Data> will show the user only the line items that uploaded successfully.



Appendix A: Template and Sample Values

As discussed in Section 9.3, some data upload template fields require exact text to be entered (e.g. National Objective: Low/Mod), while others can be generated by the grantee (e.g. Activity #). Entering exact text typically corresponds to the dropdown menus or radio buttons in DRGR, whereas other entries are at the grantee’s discretion. Grantees can find “Crosswalks” to determine which entries are required and the corresponding entries at: <https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>.

Using the Add Activity template as an example, the template contains the following column headers. The table below shows whether or not the grantee must select a pre-determined entry or whether the entry can be generated by the grantee.

Column Heading	Generated by Grantee	Possible Grantee Entries
Grantee Activity #	Yes	Can be any entry subject to character limits
Activity Title	Yes	Can be any entry subject to character limits
Activity Type	No	Must enter an exact activity type matching a selection from the dropdown menu in DRGR (e.g. “Construction of new housing”)
National Objective	No	Must enter an exact national objective matching a selection from the dropdown menu in DRGR (e.g. “Low/Mod”)
Project Number	Yes	Must match an existing Project already in DRGR
Budget	Yes	Can be any value so long as the Project Budget is sufficient
Projected Start Date	Yes	Can be any value in the following format: MM/DD/YYYY
Projected End Date	Yes	Can be any value in the following format: MM/DD/YYYY
Activity Status	No	Must enter an exact activity status matching a selection from the dropdown menu in DRGR (e.g. “Completed”)
Environmental Assessment	No	Must enter an exact environmental status matching a selection from the dropdown menu in DRGR (e.g. “UNDERWAY”)
Responsible Org Name	Yes	Must match an existing Responsible Organization name already in DRGR
Location Description	Yes	Can be any entry subject to character limits
Activity Description	Yes	Can be any entry subject to character limits
Benefit Type	No	Must enter an exact benefit type matching a selection from the dropdown menu in DRGR (e.g. “Area – Census”)
Housing Unit	No	Must enter an exact benefit type matching a selection from the dropdown menu in DRGR (e.g. “HU - SF only”)



Appendix B: Error Messages

The following pages contain a list of error messages that can result from unsuccessful data uploads, which can be used to troubleshoot upload errors.

Data Classification	Type	Error Message
ActionPlan	APEstimatedPIRL	Grant Award Amount + Estimated PI/RL amount must be greater than or equal to sum of all project budgets for the Grant
ActionPlan	APEstimatedPIRL	Error: you do not have access to upload for this Responsible Organization
ActionPlan	APEstimatedPIRL	Error: Update grants obligated amount failed
ActionPlan	APFundingSource	Error: invalid fund type
ActionPlan	APFundingSource	Error: AP funding source already exists
ActionPlan	APFundingSource	Error: activity funding exist and action plan funding should not be removed
ActionPlan	APFundingSource	Error: Update action plan funding source failed
ActionPlan	APNarratives	Error: narrative has no label set up at appropriation
ActionPlan	APNarratives	Error: Update action plan narrative failed
ActionPlan	ActivityAccomplishment	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
ActionPlan	ActivityAccomplishment	Error: invalid measure type
ActionPlan	ActivityAccomplishment	Error: invalid total
ActionPlan	ActivityAccomplishment	Error: update activity accomplishment failed
ActionPlan	ActivityAdd	Error: Data Input does not match correct syntax
ActionPlan	ActivityAdd	Error: grantee activity number already exists, please select a different one
ActionPlan	ActivityAdd	Error: invalid activity type
ActionPlan	ActivityAdd	Error: invalid national objective
ActionPlan	ActivityAdd	Error: invalid project number and no project found by given project number
ActionPlan	ActivityAdd	Error: invalid project budget
ActionPlan	ActivityAdd	Error: invalid projected start date
ActionPlan	ActivityAdd	Error: invalid activity status
ActionPlan	ActivityAdd	Error: invalid environment assessment status
ActionPlan	ActivityAdd	Error: invalid responsible org name
ActionPlan	ActivityAdd	Error: invalid benefit type
ActionPlan	ActivityAdd	Error: invalid housing unit
ActionPlan	ActivityAdd	Error: you don't have access to upload; activity status in not planned/underway or the activity is not associated with the Grant #



Data Classification	Type	Error Message
ActionPlan	ActivityAdd	Error: Insert activity and activity description failed in part 1
ActionPlan	ActivityAdd	Error: Insert activity and activity description failed in part 2
ActionPlan	ActivityAddress	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
ActionPlan	ActivityAddress	Error: invalid state
ActionPlan	ActivityAddress	Error: invalid activity address
ActionPlan	ActivityAddress	Error: update activity address failed
ActionPlan	ActivityBeneficiary	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
ActionPlan	ActivityBeneficiary	Error: invalid measure type
ActionPlan	ActivityBeneficiary	Error: invalid total, mod and low
ActionPlan	ActivityBeneficiary	Error: update activity beneficiary failed
ActionPlan	ActivityEdit	Error: Data Input does not match correct syntax
ActionPlan	ActivityEdit	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
ActionPlan	ActivityEdit	Error: invalid activity type either wrong type name or type not set up for this appropriation
ActionPlan	ActivityEdit	Error: invalid activity type - the new activity type does not have all performance measure from old activity type
ActionPlan	ActivityEdit	Error: invalid national objective
ActionPlan	ActivityEdit	Error: invalid project number
ActionPlan	ActivityEdit	Error: invalid project budget
ActionPlan	ActivityEdit	Error: invalid projected start date
ActionPlan	ActivityEdit	Error: invalid activity status
ActionPlan	ActivityEdit	Error: invalid environment assessment status
ActionPlan	ActivityEdit	Error: invalid responsible org name
ActionPlan	ActivityEdit	Error: invalid benefit type
ActionPlan	ActivityEdit	Error: invalid housing unit
ActionPlan	ActivityEdit	Error: adjust project budget flag need to be set for modifying project#
ActionPlan	ActivityEdit	Error: edit activity failed in part 1
ActionPlan	ActivityEdit	Error: edit activity failed in part 2



Data Classification	Type	Error Message
ActionPlan	ActivityFundingSource	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
ActionPlan	ActivityFundingSource	Error: invalid funding source name
ActionPlan	ActivityFundingSource	Error: invalid matching funds
ActionPlan	ActivityFundingSource	Error: invalid fund amount
ActionPlan	ActivityFundingSource	Error: Update activity funding source failed
ActionPlan	ActivityResponsibleOrgBudget	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
ActionPlan	ActivityResponsibleOrgBudget	Error: invalid responsible org name
ActionPlan	ActivityResponsibleOrgBudget	Error: invalid budget
ActionPlan	ActivityResponsibleOrgBudget	Error: Update activity responsible org budget failed
Financial	ActivityObligation	Error: Data Input does not match correct syntax for the obligation
Financial	ActivityObligation	Error: User is not authorized to do drawdowns
Financial	ActivityObligation	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
Financial	ActivityObligation	Error: Associated Grantee is blocked
Financial	ActivityObligation	Error: Grant is blocked
Financial	ActivityObligation	Error: Grant is closed
Financial	ActivityObligation	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status is cancelled or the activity is not associated with the Grant #
Financial	ActivityObligation	Error: Activity is Blocked for drawdown
Financial	ActivityObligation	Error: Project is blocked for drawdown
Financial	ActivityObligation	Error: Obligation Amount cannot be greater than the Total Budget Amount.
Financial	ActivityObligation	Error: activity obligation update failed. Please report error to HUD
Financial	Voucher	Error: Data Input does not match correct syntax for the Voucher
Financial	Voucher	Error: User is not authorized to do drawdowns
Financial	Voucher	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data
Financial	Voucher	Error: Associated Grantee is blocked
Financial	Voucher	Error: Grant is blocked
Financial	Voucher	Error: Grant is closed



Data Classification	Type	Error Message
Financial	Voucher	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status is cancelled or the activity is not associated with the Grant #
Financial	Voucher	Error: Activity is Blocked for drawdown
Financial	Voucher	Error: Project is blocked for drawdown
Financial	Voucher	Error: Closed w/PI Active Grant only supports PI
Financial	Voucher	Error: Voucher update failed. Please report error to HUD
Projects	ProjectAdd	Error: grantee project# has been used by another project, please pick a different one
Projects	ProjectAdd	Error: you do not have access to upload for this Responsible Organization
Projects	ProjectAdd	Error: invalid budget
Projects	ProjectAdd	Error: invalid project effective date
Projects	ProjectAdd	Error: invalid responsible organization name
Projects	ProjectAdd	Error: invalid project type
Projects	ProjectAdd	Error: invalid project status
Projects	ProjectAdd	Error: create new project failed
Projects	ProjectEdit	Error: no project found by grantee project#
Projects	ProjectEdit	Error: invalid, New Grant Project# has been used
Projects	ProjectEdit	Error: you do not have access to upload for this Responsible Organization
Projects	ProjectEdit	Error: invalid budget
Projects	ProjectEdit	Error: invalid project effective date
Projects	ProjectEdit	Error: invalid responsible organization name
Projects	ProjectEdit	Error: invalid project type
Projects	ProjectEdit	Error: invalid project status
Projects	ProjectEdit	Error: edit project failed
QPR	AddressSupportInfo	Error: Data Input does not match correct syntax
QPR	AddressSupportInfo	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data
QPR	AddressSupportInfo	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
QPR	AddressSupportInfo	Error: State must be Valid
QPR	AddressSupportInfo	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	AddressSupportInfo	Error: invalid property status
QPR	AddressSupportInfo	Error: invalid activity type
QPR	AddressSupportInfo	Error: invalid national objective



Data Classification	Type	Error Message
QPR	AddressSupportInfo	Error: invalid QPR activity location
QPR	AddressSupportInfo	Error: QPRAddress update failed. Please report error to HUD
QPR	QPRAccomplishments	Error: Data Input does not match correct syntax: Grantee Activity #, Performance Measure, TotalAmount
QPR	QPRAccomplishments	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data
QPR	QPRAccomplishments	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
QPR	QPRAccomplishments	Error: Projected Performance Measure does not exist
QPR	QPRAccomplishments	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRAccomplishments	Error: Sum of performance measures across all QPRs should be >= 0
QPR	QPRAccomplishments	Error: QPRAccomplishment update failed. Please report error to HUD
QPR	QPRAccomplishmentsLM	Error: Data Input does not match correct syntax: Grantee Activity #, Performance Measure, TotalAmount, ModAmount, LowAmount
QPR	QPRAccomplishmentsLM	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data.
QPR	QPRAccomplishmentsLM	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #.
QPR	QPRAccomplishmentsLM	Error: Projected Performance Measure does not exist
QPR	QPRAccomplishmentsLM	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRAccomplishmentsLM	Error: Sum of Total >= Sum of Mod + Sum of Low across all QPRs
QPR	QPRAccomplishmentsLM	Error: QPRAccomplishment update failed. Please report error to HUD
QPR	QPRAddress	Error: Data Input does not match correct syntax: Grantee Activity #, State, Address, City, Zip
QPR	QPRAddress	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data



Data Classification	Type	Error Message
QPR	QPRAddress	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
QPR	QPRAddress	Error: State must be Valid
QPR	QPRAddress	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRAddress	Error: QPRAddress update failed. Please report error to HUD
QPR	QPRBeneficiaries	Error: Data Input does not match correct syntax: GranteeActivity#,PerformanceMeasure, Beneficiary followed by 15 Numbers (12 Races and 3 Income)
QPR	QPRBeneficiaries	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data
QPR	QPRBeneficiaries	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
QPR	QPRBeneficiaries	Error: Projected Performance Measure for the activity does not exist
QPR	QPRBeneficiaries	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRBeneficiaries	Error: sum of all Races NOT equals to sum of Total Income levels across QPRs
QPR	QPRBeneficiaries	Error: QPRBeneficiaries update failed. Please report error to HUD
QPR	QPRExpenditures	Error: Data Input does not match correct syntax: GranteeActivity#,ResponsibleOrganization,CurrentQPRActualExpenditure
QPR	QPRExpenditures	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data
QPR	QPRExpenditures	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status in not planned/underway or the activity is not associated with the Grant #
QPR	QPRExpenditures	Error: Responsible org is not valid for this activity
QPR	QPRExpenditures	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRExpenditures	Error: QPRExpenditure update failed. Please report error to HUD
QPR	QPRProgress	Error: Data Input does not match correct syntax: GranteeActivity#;ProgressNarrative;CompletionDate
QPR	QPRProgress	Error: Grant # is invalid; Either Grant does not exist or is not assigned to the user uploading data



Data Classification	Type	Error Message
QPR	QPRProgress	Error: Grantee Activity # is invalid or you don't have access to upload; Either the # is invalid or Activity status is not planned/underway or the activity is not associated with the Grant #
QPR	QPRProgress	Error: QPR must be in Original, Rejected or Modified state to be updated
QPR	QPRProgress	Error: QPRProgress update failed. Please report error to HUD
ResponsibleOrg	ResponsibleOrgAdd	Error: Data Input does not match correct syntax: OrgName;OrgType;DUNS#;DUNSExt;TIN#;AddressLine1;AddressLine2;AddressLine3;City;State;Zip
ResponsibleOrg	ResponsibleOrgAdd	Error: Responsible Organization must be at least one character
ResponsibleOrg	ResponsibleOrgAdd	Error: CITY must be at least one character
ResponsibleOrg	ResponsibleOrgAdd	Error: Responsible Organization must be unique for a Grantee
ResponsibleOrg	ResponsibleOrgAdd	Error: Organization Type is not Valid
ResponsibleOrg	ResponsibleOrgAdd	Error: State is not Valid
ResponsibleOrg	ResponsibleOrgAdd	Error: ResponsibleOrgAdd update failed. Please report error to HUD
ResponsibleOrg	ResponsibleOrgContactData	Error: Data Input does not match correct syntax: OrgName,FName,MName,LName,Title,Email,Address, City,State,Zip,Tel,Ext
ResponsibleOrg	ResponsibleOrgContactData	Error: Responsible Organization does not exist
ResponsibleOrg	ResponsibleOrgContactData	Error: ResponsibleOrgContactData update failed. Please report error to HUD
ResponsibleOrg	ResponsibleOrgEdit	Error: Data Input does not match correct syntax: OrgNameOld;OrgNameNew;OrgType;DUNS#;DUNSExt;TIN#;AddressLine1;AddressLine2;AddressLine3;City;State;Zip
ResponsibleOrg	ResponsibleOrgEdit	Error: Responsible Organization does not exist
ResponsibleOrg	ResponsibleOrgEdit	Error: Responsible Organization being updated already exist
ResponsibleOrg	ResponsibleOrgEdit	Error: OrgType must be valid
ResponsibleOrg	ResponsibleOrgEdit	Error: State must be valid
ResponsibleOrg	ResponsibleOrgEdit	Error: ResponsibleOrgEdit update failed. Please report error to HUD