

How to Do Bulk Project Inactivation from a File

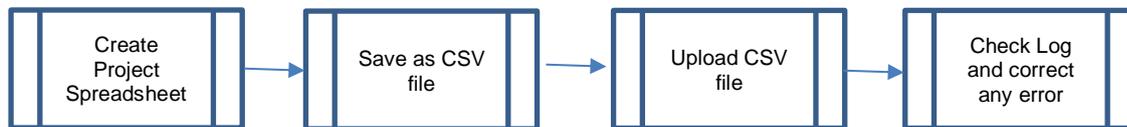
Overview

Projects in NS Financials can be inactivated manually online one by one or by uploading a list of Project IDs from a CSV file created in an Excel spreadsheet.

The data loaded only needs to contain the Project ID. When running the Bulk Project Inactivation process the user will select which entity's projects to inactivate from the run control page.

This document shows how to run this process in NS Financials.

Procedure

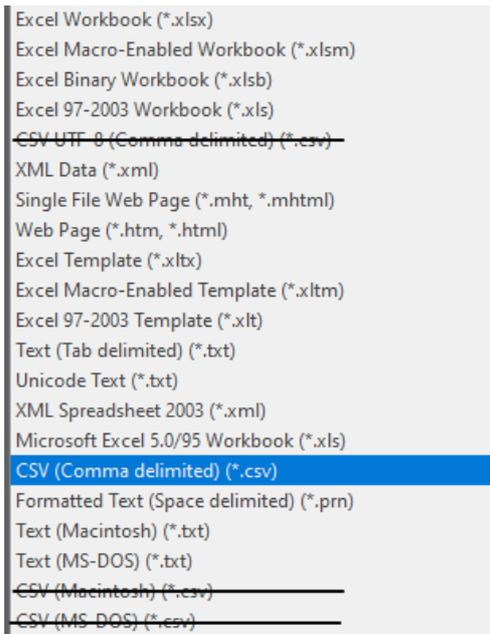


1. Create an Excel spreadsheet containing the list of projects to be inactivated in column A.

The file must only contain values in column A and no heading row.

2. When ready to upload the file save the file in the following CSV format in Excel. It is vital to choose this format otherwise the file may not be able to be loaded.

File Format: **CSV (Comma delimited) (*.csv)** file type as shown below not one of the other CSV formats:



3. Sign in to NSF and navigate to:

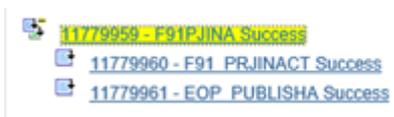
[Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Configure > Inactivate Projects from File](#)

4. Select your SetID (UNSW = GROUP, UNSW Global = NSGLO) and upload your CSV file on the Run Control Page.

5. Click on run and then select the process to run as shown below:

For **UNSW** projects you must run the **Load Inactive Projects** job – this ensures the projects are inactivated in both NSF and also in PiMS.

The job comprises of:



For **UNSW Global** or other entity's projects you should select the **F91_PRJINACT** process.

Process Scheduler Request

User ID S9400528 Run Control ID 6

Server Name Run Date 21/09/2020

Recurrence Run Time 11:47:18AM

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Load Inactive Projects	F91PJINA	PSJob	(None) <input type="button" value="v"/>	(None) <input type="button" value="v"/>	Distribution
<input type="checkbox"/>	F91_PRJINACT	F91_PRJINACT	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

- Once the process has completed please go to the Process Monitor and drill down to the process F91_PRJINACT and select to view the Message Log:

This shows a summary of what the process did:

Message Log

Process		
Instance:	11806610	Type: Application Engine
Name:	F91_PRJINACT	Description: Load Inactive Projects

Severity	Log Time	Message Text
10	12:01:41PM	Inactive Project File Import processing has started.
	12:01:41PM	Total Projects Skipped 0, Total Projects Inactivated 2, Total Projects Processed 2
10	12:01:42PM	Report Repository URL is: https://test-psf-t1.nss.unsw.edu.au/SchedulerTransfer/fint1 (63,68)
10	12:01:42PM	Transferred file: /psoft/output/FINT1/20201001/8562438/AE_F91_PRJINACT_11806610.stdout file size: 0K B (63,53)
10	12:01:42PM	Transferred file: /psoft/output/FINT1/20201001/8562438/Inactive_Projects_File_Load_11806610.log file size: 0KB (63,53)
10	12:01:42PM	File transfer successful. Success (63,52)
10	12:01:42PM	Successful Http Reply Code: 200 - OK (63,57)
	12:01:42PM	Published message with ID 0d0597ea-038a-11eb-9f0c-f7219d997506 to create entry in folder GENERAL.
	12:01:42PM	Successfully posted generated files to the report repository

A project will be skipped when:

- it does not exist in NSF or
- it has already been inactivated

If any projects have been skipped navigate to the [View Log/Trace](#) file as shown below:

Process Detail

Process	
Instance	11806610
Type	Application Engine
Name	F91_PRJINACT
Description	Load Inactive Projects
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	Inactivate_proj
Location	Server
Server	PSUNX
Recurrence	
	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On	01/10/2020 12:01:39PM PDT
Run Anytime After	01/10/2020 12:01:37PM PDT
Began Process At	01/10/2020 12:01:41PM PDT
Ended Process At	01/10/2020 12:01:42PM PDT
	Parameters Transfer Message Log View Locks Batch Timings View Log/Trace

and open the [Inactive Projects File Load](#) log file to view full details of what was processed.

For example:

```
Inactive Projects File Load Process
2020-10-01 12.01.41.000000
-----
-----
Loading file.....
-----
Processing file : /psoft/PSFTP/ATTACH2/fint1_37424_Test8.csv

Active Projects from a file /psoft/PSFTP/ATTACH2/fint1_37424_Test8.csv has been loaded successfully.

-----
Total Projects Processed : 2
Total Projects Skipped   : 0
Total Projects Inactivated: 2
-----
Data from a file has been loaded to Staging Table.
-----
Inactive Project Load Process Ended Normally
```

If no projects are inactivated, simply start again with a list of valid inactive projects.