

User Instructions and Load Process Plan for AFBDonorReceipts

Thursday, June 26, 2025

8:35 AM

Preliminary:

- Update googlesheet AFBDonor
- Prepare P2 files
 - From
 - ACCESS
 - CCNO
 - FU/UCAN
 - KLCFB
 - MPFS
 - NI
 - SCFS
 - Make sure naming convention is
 - Receipt_Summary_aaa_Q#_YYYY.xlsx
 - aaa - Agency short name (as listed above)
 - # single quarter digit between 1 and 4
 - YYYY - 4 digit year
 - P2 fields - Target field names, source field names, column and calculations needed
 -

DonorRef	DonorName	Weight	PrelimCategory	Load type	Filename
Contributor Ref	ContributorName	ReceivedWeight	Product Category Name	auto	auto
Col C	Col D	Col M	Col J	Value "P2"	Filename as it will be in archive

- Prepare Primarius Files
 - From
 - CAPECO
 - CCA
 - CCFB
 - CPFB
 - FFLC
 - FSLC
 - JCFB
 - YCAP
 - There should be 2 files in each of these

- Make sure naming convention is
 - Receipt_InquirByDonor_aaa_Q#_YYYY.xls
 - aaa - Agency short name (as listed above)
 - # single quarter digit between 1 and 4
 - YYYY - 4 digit year
 - Receipt_InquirByDonor_Purchase_aaa_Q#_YYYY.xls
 - aaa - Agency short name (as listed above)
 - # single quarter digit between 1 and 4
 - YYYY - 4 digit year
- Primarius File layout
 - Receipt Inquiry by Donor - Target field names, source field names, columns

DonorRef	DonorName	Weight
Donor Ref	Donor Name	Total Weight
Col A	Col B	Col H

- Receipt Inquiry by Donor-Purchase - Target field names, source field names, columns
-

DonorRef	DonorName	Weight
Donor Ref	Donor Name	Total Weight
Col A	Col B	Col H

Start

- Load P2 files into blob Receipt-p2
 - Click on [Upload] in top center menu
 - This will open "Upload Blob"
 - Drag the files onto "Drag and Drop files here"
- Load Primarius files into blob Receipt-primarius
 - Click on [Upload] in top center menu
 - This will open "Upload Blob"
 - Drag the files onto "Drag and Drop files here"
- Go to Azure Data Factory (ADF) and run pipeline [pipeline_QPR_Receipt_Master]
- Go to folder [Internal Data Team Reports](#)
 - Hover over the Semantic Model of "QPR Donor Receipts File Load Analysis" and click the circle (arrow chasing its' tail - with "Refresh Now" as the tooltip) to refresh the data
 - Go to report [QPR Donor Receipts File Load Analysis](#)
 - Review for issues
 - Overview:

- Recommendation: Make sure the AFB's are consistent (or somewhat consistent)
- Click on an AFB and the Drill button will engage for you to go to Data Details
- Error Summary:
 - Check column "Missing in Localization Tracker" for DonorRefs not in Localization Tracker table
 - Note: I have also added P2 accounts so that we truly find missing records
 - Check column "File Load Errors"
 - Note: I have added a confidence check to determine whether there truly is a problem or not.
 - Potential False Positive -
 - **No Rows Written** - this is marked as a "False Positive" when there is data loaded referencing that file name – but no fact information (number columns in records)
 - **Ambiguous Reference** - This is due to the source files having extra rows without any data... and it couldn't find the correct columns to put the data in.
 - These are the only errors I have come across so far.
 - Each of those tables can be drilled down to see more details by clicking on a record
- Field Validations
 - Recommendations
 - to find Donor Name, Donor Ref and weight issues, please sort (by clicking on the title in the table - potentially 2x) on:
 - Weight (specifically for 0 lbs)
 - Min of DonorName Length
 - Min of DonorRef Length

This will indicate Filename, DonorName, and DonorRef to reference for fixing the source file.

- Note this is not the final data...
 - Final data is at [dbo].[AFBDonorReceipts_vw]
 - Sets
 - Category
 - FiscalYearQuarterDate
 - Creates Negative donation for purchase

Corrections

- To update the data
 - Please make changes in the original file
 - If you do not have a copy of the original file, please go to Receipt-Archive
 - Find the file that you want to edit

 Blob containers >  receipt-archive

Authentication method: Access key ([Switch to Microsoft Entra user account](#))

 Search blobs by prefix (case-sensitive)

Showing all 76 items

	Name
•	
	
	 Receipt_InquirByDonor_CAPECO_Q1_2025_20250716.xls
	 Receipt_InquirByDonor_CAPECO_Q1_2025_20250717.xls
	 Receipt_InquirByDonor_CAPECO_Q4_2024_20250715.xls
	 Receipt_InquirByDonor_CAPECO_Q4_2024_20250716.xls

- Download the file by clicking the triple ellipse (...) and choosing download.
- Change the filename to remove the last string of numbers (which is the year month day)
- Make the necessary changes and save
- Please repeat the steps in [Start](#) with just the files you want to change
 - Any files that are reloaded - will replace the existing data

Process

Pseudo-code:

- Pipeline_QPR_Receipt_Master
 - Pipeline_QPR_P2_From_Blob
 - Get list of files from blob receipt-p2
 - Filter to just filenames
 - For Each: filename in filenames
 - Dataflow_QPR_P2_From_Blob
 - Set parameter p_filename as filename
 - Source
 - Get data from source where file = p_filename
 - Dataset_QPR_Receipt_p2
 - to get schema and file type
 - Add column Filename
 - Allow no files present
 - Select
 - Column 2 as DonorRef
 - Column 3 as DonorName
 - Column 12 as Weight
 - Column 18 as ReceivedDate
 - Column 10 as AFB
 - Column 9 as PreliminaryCategory
 - Filename
 - Derive columns
 - LoadType = p2

- FiscalYear = Last 4 characters from period of Filename
 - FiscalQuarter = Find 4th "_" and get next character
 - AFB = Starting from 3rd "_", take 18 -Length of filename
 - Filename = remove "/" from front of filename
 - SurrogateKey
 - Set a number from 1 by 1 for each record
 - Filter
 - Remove line1
 - Sink
 - Save dataset to Azure SQL Database
 - Using linkedservice_Sql
 - To table staging.AFBDonorReceipts_Load
 - Map field names
 - Execute pipeline_archiveFiles2
 - Get list of files from blob receipt-p2
 - Filter to just filenames
 - For Each: filename in filenames
 - Copy file from receipt-p2 to receipt-archive
 - Append numerical date to the end of file (example "_20250721" or yyyyMMdd)
 - Y = year
 - M = month
 - D = day
 - Delete file from receipt-p2
- Pipeline_QPR_Primarius_From_Blob
 - Get list of files from blob receipt-p2
 - Filter to just filenames
 - For Each: filename in filenames
 - IF Purchase in Filename
 - TRUE
 - Dataflow_QPR_Primarius_Purchase_From_Blob
 - Set parameter p_filename as filename
 - Source
 - Get data from source where file = p_filename
 - Dataset_QPR_Receipt_primarius_purchase
 - to get schema and file type
 - Add column Filename
 - Allow no files present
 - Select
 - Column "Donor Ref" as DonorRef
 - Column "Donor Name" as DonorName
 - Column "Total Weight" as Weight
 - Filename
 - Derive columns
 - LoadType = "Primarius Purchased"
 - FiscalYear = Last 4 characters from period of Filename

- FiscalQuarter = Find 5th "_" and get next character
 - AFB = Starting from 4th "_", take 33 - Length of filename
 - Filename = remove "/" from front of filename
 - PrelimCategory = "Purchased"
 - Filter (keep rows)
 - If column weight is not NULL
 - If column Donor Ref is not NULL
 - If column Donor Name is not NULL
 - Sink
 - Save dataset to Azure SQL Database
 - Using linkedservice_Sql
 - To table staging.AFBDonorReceipts_Load
 - Map field names
- Set variable v_filestatus on Error
 - Set variable v_FileError from error message
- Set variable v_Count to number of rows written
- False
 - Dataflow_QPR_Primarius_From_Blob
 - Set parameter p_filename as filename
 - Source
 - Get data from source where file = p_filename
 - Dataset_QPR_Receipt_primarius
 - to get schema and file type
 - Add column Filename
 - Allow no files present
 - Select
 - Column col 0 as DonorRef
 - Column col 1 as DonorName
 - Column col 7 as Weight
 - Filename
 - Derive columns
 - LoadType = "Primarius"
 - FiscalYear = Last 4 characters from period of Filename
 - FiscalQuarter = Find 4th "_" and get next character
 - AFB = Starting from 3rd "_", take 24 - Length of filename
 - Filename = remove "/" from front of filename
 - PrelimCategory = "Purchased"
 - SurrogateKey
 - Set a number from 1 by 1 for each record
 - Filter (keep rows)
 - If column weight is not NULL
 - If column Donor Ref is not NULL
 - If column Donor Name is not NULL

- Where Key is not 1 (remove the header row)
 - Sink
 - Save dataset to Azure SQL Database
 - Using linkedservice_Sql
 - To table staging.AFBDonorReceipts_Load
 - Map field names
 - Set variable v_filestatus on Error
 - Set variable v_FileError from error message
 - Set variable v_Count to number of rows written
 - If Multiple rows written > 0
 - True
 - Do nothing
 - False
 - Set variable v_filestatus on Error
 - Set variable v_FileError to 'No rows written- please check file for consistent layout'
 - If v_fileStatus is error
 - True
 - Pipeline_err_logging
 - Pass parameters
 - Filename
 - Pipeline
 - Err_Message
 - LoadAttemptDate
 - Run Stored procedure
 - Linked Service: Linkedservice_sql
 - Stored procedure: [error].[Update_File_Load_Issue]
 - With parameters
 - Writes to table error.File_Load_issue
 - False
 - Do nothing
 - Execute pipeline_archiveFiles2
 - Get list of files from blob receipt-p2
 - Filter to just filenames
 - For Each: filename in filenames
 - Copy file from receipt-p2 to receipt-archive
 - Append numerical date to the end of file (example "_20250721" or yyyyMMdd)
 - Y = year
 - M = month
 - D = day
 - Delete file from receipt-p2
 - Execute Pipeline_AFBDonor
 - Source Google Sheets
 - Spreadsheet id 1tQ7aflzBY-gooZYllzLk5B1JeSJfa5wUDpIpAlfflcw

- Sheet1
 - From cells a2 to end of column D
 - Select
 - Col 1 = AFB
 - Col 2 = DonorRef
 - Col 3 = DonorName
 - Col 4 = Category
 - Sink
 - Dataset AzureSqlTable_AFBDonor
- Stored Procedure
 - Run [staging].[update_AFBDonorReceipts_from_Load]
 - Moves data from staging.AFBDonorReceipts_load to staging.AFBDonorReceipts
 - Checks if new filenames match the existing and will remove the existing.