
FWS Listed Species Expenditures Bulk Upload

Overview and Demonstration for participating agencies

Background

- Cumbersome Interface
- User demand

- Cumbersome interface - for users that have a lot of species expenditures to report on, it can quickly become a lot of work to manually enter them in. Probably not a big deal if you just have a handful of species to report on. This enhancement mainly addresses the former use case. However, those users that only have a handful of expenditures to report can utilize this tool also.
- User demand - likely due to the cumbersome nature and the increase in external agency databases, users want/need a faster, easier way to report their species expenditures.

Where do I start?

1. Start with the Species Expenditure List for the current reporting FY
2. To database or not to database?
3. What about Multi-Species expenditures?

1. The list can be found on the public Expenditures site: <http://ecos.fws.gov/expenditures>. Be sure to grab the most recent list!
2. If an agency has a database that is tracking this information for them, then importing the species list for the current FY might be the best thing to do. Alternatively, users can take the list for the current FY, export it to excel, fill in your general expenditures (either general or land expenses are required - both are not), land expenditures (either general or land expenses are required - both are not), and comments (optional), delete the unnecessary columns (see expenditures interface and/or next slide for details), save as a .csv file, and upload away!
3. We will not be allowing the bulk upload of Multi-Species expenditures. This is because they are not tied to a specific species (no species or population code). Since it is just one place to enter in any kind of multi-species expense, users will continue to have the ability to do this via the existing interface.

How does the tool work?

Rules!

- Mandatory columns for upload
 - Species Code (SPCODE), Population Code (VIPCODE), General_Expenses, Land_Expenses, and Comments
- Only species for the current reporting FY are allowed
- No special characters, please!
 - Dollar signs, commas, periods, cents (round to the nearest whole dollar)
- Must upload a .csv file
- Any blank expenditures (land or general) fields need to be filled in with a zero
- Only one row per species, per upload

- Mandatory columns - only these columns will be recognized in the upload. The upload will be rejected if columns other than these are included.
- Species Current FY - any species/population codes (spcode/vipcode) that are NOT included in the species list for the current FY will cause the application to reject the entire upload. It will tell you your mistake and you will have the opportunity to make corrections and try your upload again.
- Special Characters - these rules already apply within the existing interface, but it's good to know that they apply here as well.
- .csv file - these types of files open up nicely in excel. Prior to uploading the list to the application, you'll need to do the following in Excel: File -> Save As... -> Give it a File name (whatever makes sense to you) and pick "CSV (Comma delimited)" as the Save as type. You may get a warning about formatting - just click Yes.
- Any expenditure column with a blank field needs to be filled in with a zero.
- One row per species, per upload - the upload will reject a file that has multiple rows of expenditures information for the same species/population combination

How does the tool work?

Live demo

Next Steps

“This tool is awesome! When can I use it?”

- The bulk upload will be available during the FY2014 reporting period.
- The FY2014 Species List is available now. You can get started with the spreadsheet right away!

“This tool is awesome, but.....”

- Submit feedback and/or issues to our ECOS Help Desk via phone or online form.
-

ECOS Help desk contact information:

- Call 970-226-9468 to talk to a person or leave a message during busy/off hours
- Don't feel like chatting? Submit a help ticket via our webform at <https://ecos.fws.gov/ecosCommon/user/me/helpTickets/create>

Questions?

Any burning questions right now?

Questions later?

- Usage: ECOS Help Desk
- Policy: Denise Henne

ECOS Help desk contact information:

- Call 970-226-9468 to talk to a person or leave a message during busy/off hours
- Don't feel like chatting? Submit a help ticket via our webform at <https://ecos.fws.gov/ecosCommon/user/me/helpTickets/create>

Denise Henne

- Email denise_henne@fws.gov
- Call at 703-358-2155