Manuals+ — User Manuals Simplified.

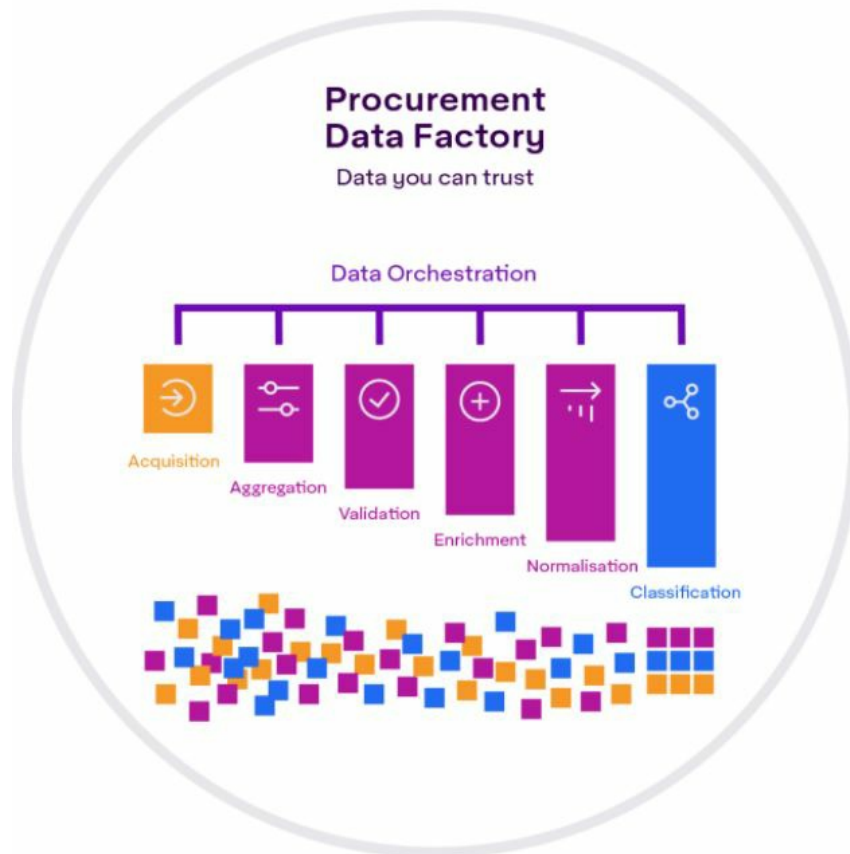# Rosslyn Bulk Rule Loader RAPid Application User Guide

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Rosslyn Bulk Rule Loader RAPid Application

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Introduction

This is a comprehensive guide to the Bulk Rule Loader tool, used to load rules into the RAPid audit trail for Item Classification. This guide assumes a working knowledge of RAPid Item Classification/Audit Tagging.

Features

The following key features exist in Bulk Rule Loader as of May 2021.

New Features

- Comprehensive Review and Update of Functionality

Bulk Rule Loader – Overview

The Bulk Rule Loader is a RAPid application that can be enabled for Rosslyn and External Users. The tool allows a semi-automated method to create Bulk Rules that can then be used to automatically classify items within RAPid. It provides an alternative method of creating rules from the existing method available in RAPid data mining applications. The Bulk Rule Loader interface is used to define the structure of rules, this structure is exported to a .csv template file. That .csv template is then manually modified to provide the rules, which are then uploaded into RAPid. The rules appear in the Tagging Audit Trail to be Approved or Rejected. If Approved the rules then classify/tag the appropriate items.

Bulk Rule Loader – Prerequisites

RAPid Database
A RAPid environment needs to be set up for loading. At least one taggable dimension, e.g. UNSPSC or Customer Taxonomy, must be configured, populated and enabled/visible within the RAPid client.

Microsoft Excel

Microsoft Excel is recommended to manipulate rule Templates.

Notepad++

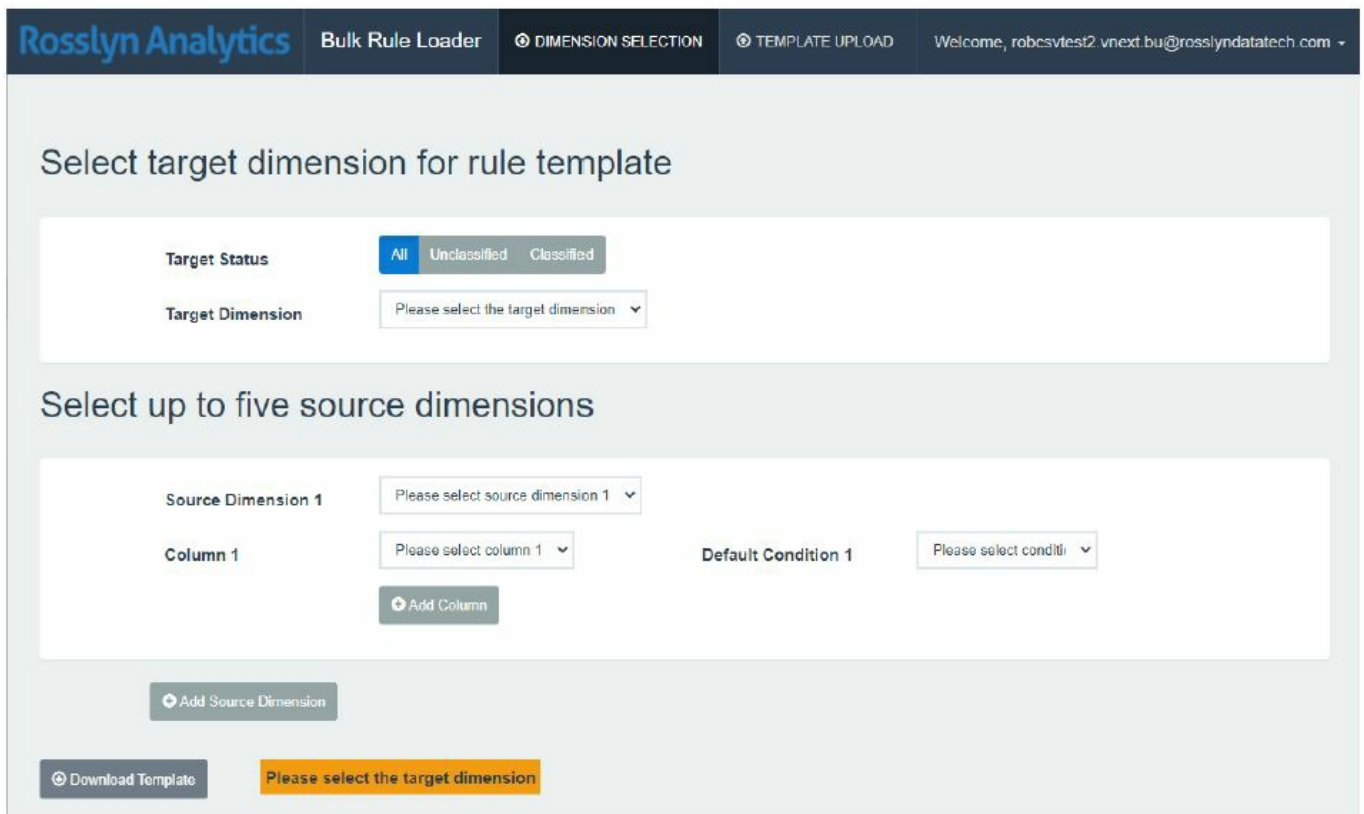Notepad++ is an enhanced text editor, recommended to view large txt based (csv) files.

Bulk Rule Loader – Launching

The Bulk Rule Engine is a RAPid application available on the RAPid home page:

Bulk Rule Loader

Bulk Rule Loader GUI – Main Window

The Bulk Rule Loader main window:

Dimension Selection [TAB]

This tab is used to define the rules to be bulk loaded.

Select target dimension for rule template

Firstly, select the target dimension for bulk rules to be applied. Target Status

Set the default Target Tagging status for the Rules template:

- All – Taget All – Rule applies to Unclassified and Classified items
- Unclassified – Target Unclassified – rule applies only to unclassified items
- Classified – Target Classified – rule applies only to classified items

Target Dimension
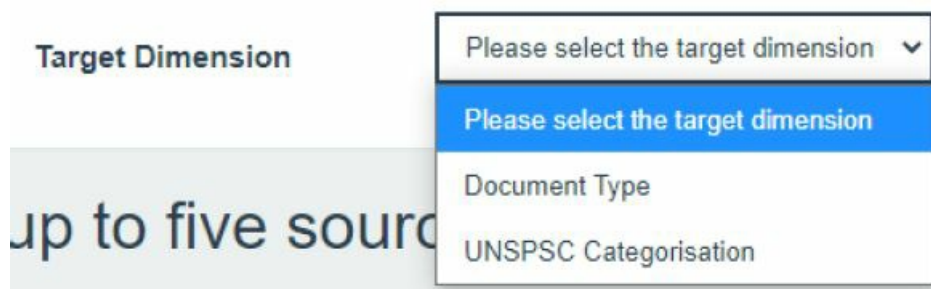
Choose from list of active (visible) taggable dimensions configured for the client, in this example this includes:

- Document Type
- UNSPSC Categorisation

Target Columns

Choosing a Target Dimension displays related Target Columns, enough Target Columns need to be selected to be able to uniquely identify a Target Dimension:

- Document Type

- UNSPSC Categorisation

- A message box to the right of the Target Columns will confirm the validity of the selections:

Select up to five source dimensions
Select the condition fields for the rules in the template:

Source Dimension 1
Define the rules for the Source Dimension:

- Pick from any dimension configured for the client:

Column 1

- Columns relating to the Source Dimension can be selected:

Add Column

- Multiple Columns can be added per Dimension:

- Note that a 'Remove column' button becomes available to remove unused columns:

Add Source Dimension
Click the 'Add Source Dimension' button to add additional dimensions (up to 5):

Note that a 'Remove source dimension' button becomes available to remove unused source dimensions:

Results Message
At the bottom of the 'Dimension Selection' window, a box displays the status of the work:

Download Template

Once satisfied with the defined rules, choose the 'Download Template' button to export the rules to a .csv file that can be manipulated before being uploaded into RAPid. The file will be automatically downloaded with the naming convention: RApid_Bulk-Rule-Loader-Template_(<TargetDimension>).csv For example, this could be either:

- RApid_Bulk-Rule-Loader-Template_(Document-Type).csv
- RApid_Bulk-Rule-Loader-Template_(UNSPSC-Categorisation).csv

Template Modification

Before being uploaded to RAPid the rule will need to be manipulated. The output .csv file is split into three sections:

- Template – [Not to be amended] This includes a description of the template and the valid conditions and types of values that can be used for each column
- Help – [Not to be amended] Text to guide Users how to modify the Rules
- Rules – Section to be modified with the Rules to be applied to RAPid

Template [Section]
The Template section should NOT be modified, it provides a list of the valid statuses/conditions for the Dimensions

selected during the 'Dimension Selection' phase.

Template Definition	Please do not modify this section.

The following section lists the target and source dimension columns selected when the template was generated and the accepted conditions for each one.

Fact Dimension	Invoice Detail		
Target Status	Valid Statuses	All, Classified, Unclassified	
Target Dimension	Document Type	Columns	Code (Text)
		Valid Conditions	Exact Value Required
Source Dimensions	1. Document Type	Columns	1. Code (Text)
		Valid Conditions	Equals, Not Equals, Starts With, Ends With, Contains, Like, Matches Phrase, Matches All, Matches Any

Help [Section]
The Help section exists in the Template file to act as a guide:

- One rule per line.
- The rule name is a free text field which is required and should be used to describe the purpose of the rule.
- The target status defines whether the rule should be applied to classified or unclassified items only or all items regardless of status.
- For each line at least one target value must be populated and at least one source value must be populated.
- The combination of target values supplied in the line must be sufficient to uniquely identify the target dimension or the rule will not be loaded.

- For hierarchical/taxonomy dimensions
    - an 'L1' value only will be assumed to target the level 1 node. 'L1'
    - 'L2' will target the L2 node.
- Empty source values will be ignored
- The associated condition field is required for any populated source value. Valid values for each field can be derived from the template above.
- The default conditions for each source value as selected when the template was created have been pre-populated in line 1 but can be changed as above.
    - e.g. Line with Rule Name = 'Taxi charges to Travel' – Taxonomy/Description Level 1 (Target Value) = 'Travel' – Invoice Detail/Description (Source Value) = 'Taxi' – Invoice Detail/Description (Condition) = 'Matches All'
- -> generates rule called 'Taxi charges to Travel' that classifies any invoice line with 'Taxi' in the line description to Taxonomy L1 Classification 'Travel'.

Rules [Section]

The Rules section is modifed by the User to provide the Rules to be added to RAPid Item Classification:

Rules	This section is for completion by the user. Please do not modify the column headings.

Rule Name	Target Status	Document Type/Code (Target Value)	Document Type/Description (Target Value)	1. Document Type/1. Code (Source Value)	1. Document Type/1. Code (Condition)
	All				Equals

Additional rules can be entered by adding additional rows.

Example Rules

Rul e s	This section is for completion by the user. Please do not modify the column headings.						
Rul e N am e	Target Status	UNSPSC Categorisation/D es cription Level 1 (Target Value)	UNSPSC Categorisation/D es cription Level 2 (Target Value)	UNSPSC Categorisation/D es cription Level 3 (Target Value)	UNSPSC Categorisation/D es cription Level 4 (Target Value)	1. Invoice Detail/ 1 . Descri pt ion (Source Value)	1. Invoice Detail/ 1 . Descrip t ion (C onditi on)
Test 1	Unclas sif ied	Cleaning Equipment and Supplies	Cleaning and jan itorial supplies	Brooms and mop s and brushes and accessories	Toilet brushes	Toilet B rush & Holder	Contai n s
Test 2	All	drugs and pharm aceutical products	anthelmintics			Aspirin	Contai n s

Template Upload [TAB]

Once the Template (.csv) is modified it needs to be uploaded into RAPid to appear in the Tagging Audit Trail.

Select completed rule template file for upload
Browse to select the exported template file:

Select completed rule template file for upload

Template File: RApid_Bulk-Rule-Loader-Template_(Document-Type).csv   🔍 Browse

Upload File ⊕

Upload File
With the Template File selected, click to 'Upload File' into RAPid:

Upload File ⊕

A status in the top right will confirm the upload process:

File is uploading and validating
This operation will take some time depending on dataset size.
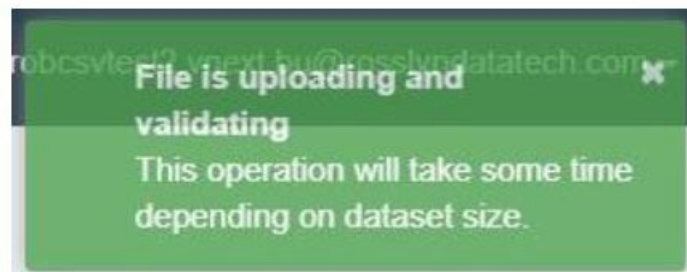
Upload File Results
The results of any upload are validated and displayed for review before being committed to RAPid.

Successful Upload
The first step validates the logic of the Upload:

Validation - Success

Categorisation Template File	RApid_Bulk-Rule-Loader-Template_(UNSPSC-Categorisation).csv
Total file rows	**1**
Total populated rows	**1**
Total audit rule insertions pending	**0**
Total audit rule changes pending	**0**

Commit Changes ✓   Cancel Changes ✗

At this point changes have not been made to RAPid. Choose to Commit or Cancel the change. If committed, the

following message appears:

Failed Upload

If the file being uploaded is incomplete or incorrect, the csv file will NOT make any changes to RAPid, and will be rejected with a visible reason. Note that any errors will need to be corrected and the file upload attempted again:

Tagging Audit Trail

The rule will now appear in the Tagging Audit Trail (RAPid Application) for Approval/Rejection.

Note that Super Users can be granted the ability to Approve/Reject rules in bulk (highlighting multiple rules). If the ability to bulk Approve/Reject is a requirement please contact Rosslyn Support.

End-to-End Scenario

Launch the Bulk Rule Loader:

Bulk Rule Loader

- Define the target dimension:

- Define the source dimensions:

Select up to five source dimensions

Source Dimension 1	Invoice Detail			
Column 1	Description	Default Condition 1	Matches All	
Column 2	Net Value In GBP	Default Condition 2	Greater Than	
	⊕ Add Column			

Source Dimension 2	Chart Of Account		
Column 1	Code	Default Condition 1	Equals
	⊕ Add Column		

- Download the Template .csv file for modification:

⊕ Download Template

- RAPid Item Classification is being used to define the Rules to be defined:

- In this scenario we will categorise brushes to the appropriate UNSPSC Categorisation:

Showing 1 to 130 of 130 entries

	Invoice Detail Currency Code	Invoice Detail Description	Invoice Detail Due Date	Invoice Detail Entry Date		r Number	UNSPSC Categorisation Description Hierarchy	UNSPSC Categorisation Description Level 1
🏷	GBP	0013848 - White, Toilet Brush & Holder 1		24/03/2020			Unknown Description	Unknown Description
🏷	GBP	0013848 - White, Toilet Brush & Holder 1		22/01/2020			Unknown Description	Unknown Description
🏷	GBP	0013848 - White, Toilet Brush & Holder 1		21/02/2020			Unknown Description	Unknown Description
🏷	GBP	0013848 - White, Toilet Brush & Holder		11/03/2020			Unknown Description	Unknown Description

Select UNSPSC Categorisation

- The output .csv file is modified to classify items appropriately, this could be via Excel or Notepad:

- Rules, This section is for completion by the user. Please do not modify the column headings.,,,,,,

- Rule Name,Target Status, UNSPSC Categorisation/Description Level 1 (Target Value), UNSPSC Categorisation/Description Level 2 (Target Value),UNSPSC Categorisation/Description Level 3 (Target Value), UNSPSC Categorisation/Description Level 4 (Target Value),1. Invoice Detail/1. Description (Source Value),1. Invoice Detail/1. Description (Condition) TEST, Unclassified, Cleaning Equipment and Supplies, Cleaning and janitorial supplies, Brooms and mops and brushes and accessories, Toilet brushes, Toilet Brush & Holder,Contains

Upload the Template file using Bulk Rule Loader:

Select completed rule template file for upload

Template File   RApid_Bulk-Rule-Loader-Template_(UNSPSC-Categorisation).csv   🔍 Browse

Upload File ⊕

Validation - Success

Categorisation Template File	RApid_Bulk-Rule-Loader-Template_(UNSPSC-Categorisation).csv
Total file rows	**1**
Total populated rows	**1**
Total audit rule insertions pending	**0**
Total audit rule changes pending	**0**

Commit Changes ✓   Cancel Changes ✕

Committal - Success

Categorisation Template File	RApid_Bulk-Rule-Loader-Template_(UNSPSC-Categorisation).csv
Total audit rule insertions	**1**
Total audit rule changes	**1**

OK

- Launch the Tagging Audit Trail:

Rosslyn Analytics RAPid

🏠 Home   New Folder ➕

Client Settings | Advanced Spend By | Advanced Transactions | Bulk Rule Loader | Company Enrichment | Data Mining | Item Classification | Spend By | Tagging Audit Trail | RAPid Help

- Note how the Rule is added with the correct details for Approval/Rejection:

Rosslyn Analytics — Invoice Detail: Tagging Audit Trail

Search | Approve ✓ | Reject ⊗ | Enable ✓ | Disable ⊘

Showing 1 to 12 of 12 entries

	Status	Description ⇕	Target Dimension Value	Friendly Query	Friendly Filter	Source ⇕	Affected Rows ⇕	Validated At ⇕	Validated By
Actions ▾	Pending	TEST	Cleaning Equipment and Supplies | Cleaning and janitorial supplies | Brooms and mops and brushes and accessories | Toilet brushes		Invoice Detail Description Contains "Toilet Brush & Holder"	Bulk Rule Loader	0		

First Previous 1 Next Last

ReApplied At ⇕	Comments ⇕	Target Dimension ⇕	Created ▾	Created By	Last Modified	Last Modified By
		UNSPSC Categorisation	26/05/2021	robcsvtest2.vnext.bu@rosslyndatatech.com	26/05/2021	robcsvtest2.vnext.bu@rosslyndatate

- Verify that the rule appears correct before deciding to Approve or Reject:

Showing 1 to 12 of 12 entries

	Status	Description ⇕	Target Dimension Value	Friendly Query	Friendly Filter	Source ⇕
Actions ▾	Pending	TEST	Cleaning Equipment and Supplies | Cleaning and janitorial supplies | Brooms and mops and brushes and accessories | Toilet brushes		Invoice Detail Description Contains "Toilet Brush & Holder"	Bulk Rule Loader
● Approve						
⊗ Reject	Approve	Transport Cost		Supplier Name Matches All "DHL"	Bulk Rule Loader

Confirmation: Approve ✕

You are going to **approve** the selected item(s). This action cannot be undone.

Comments

```
test
```

Are you sure you want to continue?

OK | Cancel

robcsvtest2.vnext.bu@rosslyndatatech.com 12/05/2021

- Item Classification can be used to verify successful classification:

- The following shows the data modified (note – the table rows are split across two pictures to be viewable on the page):

|	Invoice Detail Currency Code	Invoice Detail Description	Invoice Detail Due Date	Invoice Detail Entry Date	Invoice Detail Gross Value	Invoice Detail Invoice Date	Invoice Detail Line Number	Invoice Detail Net Value
🏷	GBP	0013848 - White, Toilet Brush & Holder 1		27/01/2020	1,090.00	27/01/2020		1,090.00
🏷	GBP	0013848 - White, Toilet Brush & Holder 1		27/01/2020	1,090.00	27/01/2020	1	1,090.00
🏷	GBP	0013848 - White, Toilet Brush & Holder 1			0.00	27/01/2020	0	1,090.00

Invoice Detail Net Value In EUR	Invoice Detail Payment Date	Invoice Detail PO Unit Price	Invoice Detail Tax Value	Invoice Detail Voucher Distribution Line Number	Invoice Detail Voucher Number	UNSPSC Categorisation Description Hierarchy	UNSPSC Categorisation Description Level 1
1,288.34		1.09	0.00		SAP/SI1315087	Cleaning Equipment and Supplies | Cleaning and janitorial supplies | Brooms and mops and brushes and accessories | Toilet brushes	Cleaning Equipment and Supplies
1,288.34		1.09	0.00		SAP/SI1315087	Cleaning Equipment and Supplies | Cleaning and janitorial supplies | Brooms and mops and brushes and accessories | Toilet brushes	Cleaning Equipment and Supplies
1,288.34		1.09	0.00	0	UK-149392	Cleaning Equipment and Supplies | Cleaning and janitorial supplies | Brooms and mops and brushes and accessories | Toilet	Cleaning Equipment and Supplies

- NH/RDT – V1 May 2021

Documents / Resources
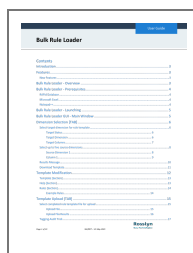
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