Australian Government

National Health and Medical Research Council

Research Grants Management System (RGMS) User Guide

Financial Reports – Bulk Upload

For further assistance or to provide feedback on this guide please contact the Research Help Centre

Email: help@nhmrc.gov.au

Phone: 1800 500 983 (or +61 2 6217 9451 for international callers)

1. Complete a Financial Report in RGMS using Bulk Upload

Part 1: Overview

Bulk Upload allows an institution's Finance Officer (FO) to submit multiple financial reports with the same type and year at the same time.

Part 2: Complete a Financial Report in RGMS Using Bulk Upload

After logging into RGMS follow the steps below;

1. From the Overview Page, select the **"RAO/Finance Officers'** tab.

2. Click on the '**Institution Information'** link

a. Alternatively, click the toggle button to use the Main Menu on the left hand side of the screen.
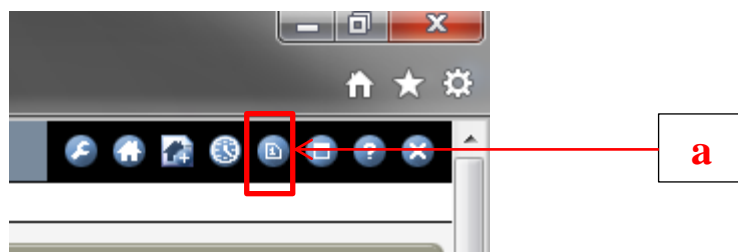
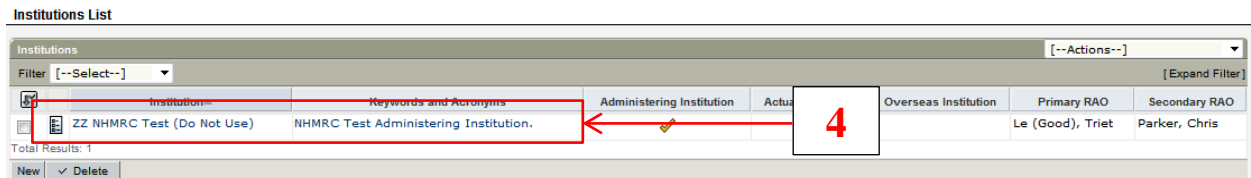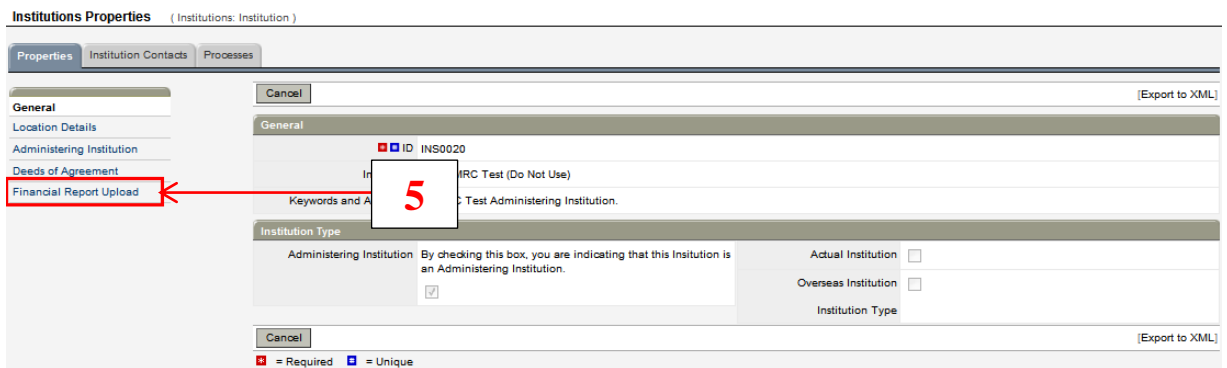b. Once the Main Menu is visible, click the '**Institutions'** link.
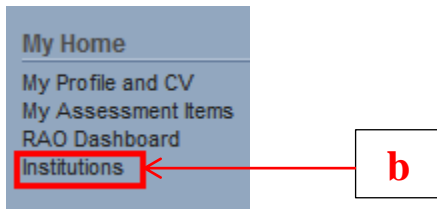
3. This opens the '**Institutions List'** Page, containing the Administering Institution to which your login is linked.

4. Click on the '**Properties Icon'** or any of the blue hyperlinks to open the link.

5. RGMS navigates to the 'Institutions: Properties' Page. Click '**Financial Report Upload List**' from the sub-menu.

6. At the bottom of the Financial Report Upload Field, click '**New**.'

7. RGMS generates the Name and ID fields automatically. Click '**Save.**' (These values are used as an NHMRC reference).

8. Clicking '**Save**' opens the '**Financial Report Upload Properties: General'** Page. Enter the required data.

9. There are three options for Financial Report Stage:

   a. Finance Officer Certified and Submitted to CIA: Use this option if the carry forward amount is > 25%. If this option is selected the Report Status progresses to "**Submitted to CIA**" and an email notification will be sent to the CIA's email address requesting the report be reviewed. Once the CIA has provided the justification the Report Status will become "**Submitted to Finance**" allowing the Finance Officer to review the CIA justification before certifying and submitting to the CFO. After CFO certification the report status will become "**Submitted to NHMRC**".

   b. CFO Certified and Submitted: If this option is selected the Report Status becomes "**Submitted to NHMRC**" and an NHMRC Project Officer will receive email notification that this report is ready to be reviewed.

   c. Previous Statements Migrated: If this option is selected the Report Status becomes "**Accepted by NHMRC**" and there won't be any actions required from users. All uploaded reports and their fields will be locked.

10. Use the **'Browse'** button to navigate to and attach a .txt text file. Appendices A and B, below, contain information on the content and the method of populating the Financial Report Attachment. A Financial Report Template is available in the RGMS Library.

11. The Finance Officer provides the name and position title of their CFO (or Delegate). Providing this information also acts as the CFO (or Delegate)'s certification.

12. Once all data has been entered, the Finance Officer 'Certifies' the file, which initiates the upload process.

    a. Select '**Certified'** from the '**FO Certify'** drop down menu.
    b. Click '**Save**.'

13. Refresh the page by hitting F5 on the keyboard or click the '**Properties**' tab at the top of the page until the '**Results'** link appears in the sub-menu on the left. Click on the **'Results'** link.

14. This link opens the '**Results'** page. Any errors with individual records are reported here.

2. Appendix A – Bulk Upload File Information

2.1   Bulk Upload File Format

To allow the institution FO upload reports the bulk upload functionality requires a **tab delimited text file**. The following rules apply:

1. The upload file MUST not exceed 2Mb in size. NHMRC uses the commonly accepted definition (used in reference to computer memory) of 1Mb being equal to 1,048,576 bytes, therefore any file exceeding 2,097,152 bytes will not be accepted.

2. All fields can be empty except the '**NHMRC Grant Code'** - the row will be skipped if this field is empty.

3. No field may contain a 'tab' character. Failure to remove tab characters will result in the data being inserted into the incorrect columns.

4. All monetary fields **must not** contain a comma separator. Failure to remove comma separators will cause non-calculation of carry forward percentages.

5. '**NHMRC Grant Code' must** be exactly 10 characters long. If not, the row will be skipped.

6. '**Institution Grant Code'** can have 50 characters. Anything longer will be truncated to 50 characters by the system.

7. If Microsoft Excel is used to prepare the file, all '**Income**' and '**Expenditure**' fields have to be in the **'General'** Category from '**Format Cells**…' menu.
   Choosing any other categories (i.e. number) will result in an upload failure.

8. '**CIA Name'** can have 100 characters. Anything longer will be truncated to 100 characters by the system.

9. All "**comments**" fields (except CIA Justification and CIA Comments) can have 2000 characters. Anything longer will be truncated to 2000 characters by the system.

10. Character lengths refer to all characters used and include line feeds, carriage returns etc.

A blank Excel template for upload is available HERE .

2.2   Bulk Upload File Breakdown

Column Area	Column Name	Value (Example)	Comment
Grant Information	NHMRC Grant Code	GNT1098765	• Value must be present. • Value must be 10 characters long
	Institution Grant Code	*(supplied by institution)*	• This will allow the institution to link their internal grant code to the NHMRC grant code. • Value can be up to 50 characters long
Income	Grant Income		• Excel format must be General
	Interest		• Excel format must be General
	Funds received (from transferring institution)		• Excel format must be General
	Balance Brought Forward		• This relates to the 'Carry Forward' from the previous year's financial report. • Excel format must be General
Expenditure	Salary		• Excel format must be General
	Scholarships&stipends		• Excel format must be General
	Research supplies		• Excel format must be General
	Travel and Conferences		• Excel format must be General
	Consultants & Contractors		• Excel format must be General
	Equipment Items > $10,000		• Excel format must be General
	Other Direct Research Costs		• Excel format must be General
	Funds Transferred to new Admin Institution		• Excel format must be General
	Payments to Collaborating Institutions		• Excel format must be General
	Funds Returned to NHMRC		• Excel format must be General
Carry Forward	Carry Forward (to next year)		• Excel format must be General
Institution Comments	Supporting Comments		• Value can be up to 2000 characters long
	FO Submission Comments		• Value can be up to 2000 characters long
	CIA Name		• Value can be up to 100 characters long
	CIA Comments		• Value can be any length
	FO Comments		• Value can be up to 2000 characters long
	CFO Comments		• Value can be up to 2000 characters long

2.3   How to insert data using Excel

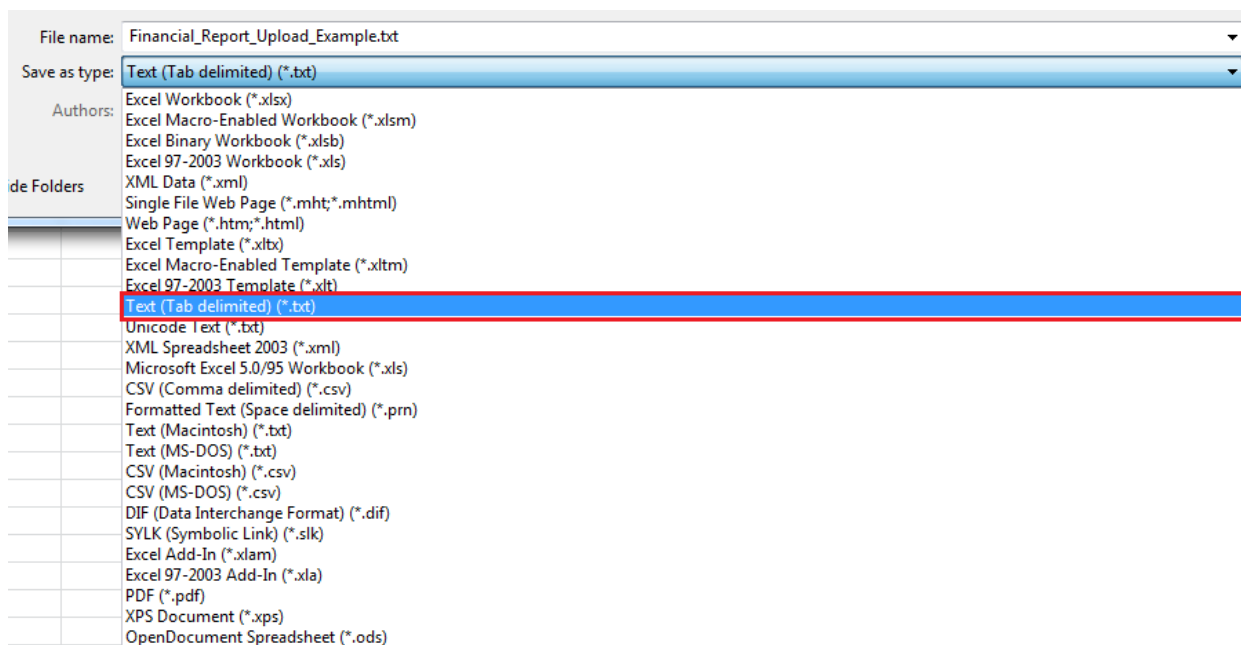1. Use the template from RGMS, available HERE .
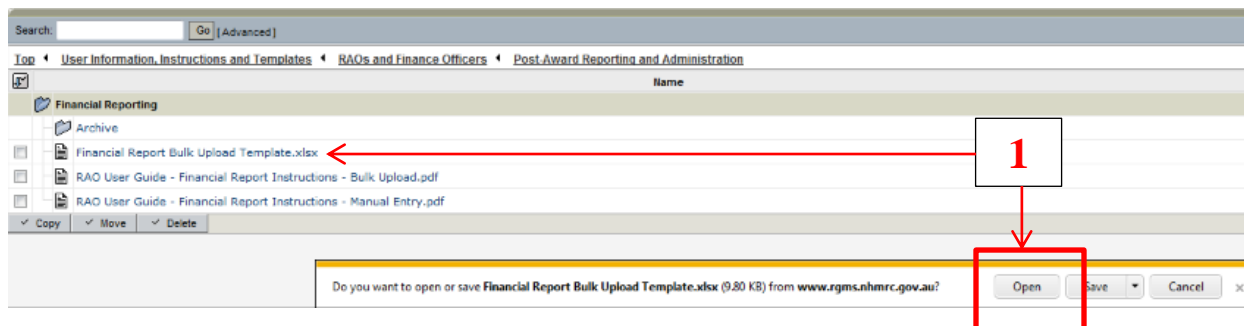
2. A standard Excel spreadsheet opens. Columns A through V contain the column headers for your report. Note: Row 1 is used for column headers only. Data contained in Row 1 does not transfer to the RGMS database. Ensure all data for entry in RGMS begins on Row 2, not Row 1.
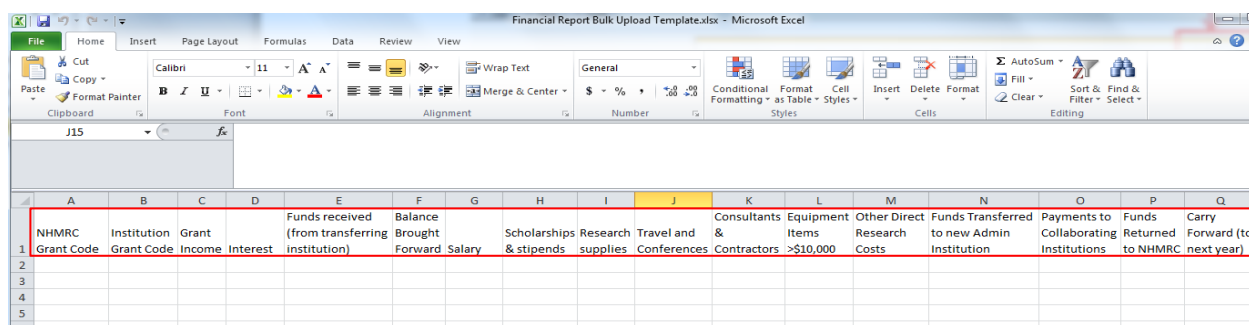
3. When finished, save as '**Text (Tab delimited) (*.txt)**' file format.

3. Appendix B – Bulk Upload Error Handling

Each line of the upload file is treated as a single financial report and uploaded into RGMS. The upload process validates the following specific items from the source file during the upload process (errors are displayed on the **'Results'** page of the **'Financial Report Upload Properties'** page).

Item	Error Message
Grant ID not 10 characters long	INPUT ERROR: Grant ID is not 10 characters. Skipped
Grant ID is not valid	INPUT ERROR: Grant GNT9999999 does not exist in RGMS. Skipped.
(Final) Acquittal Report exists for the grant in RGMS	INPUT ERROR: Final Acquittal Report for GNT9999999 exists already
Selected year for the (Final) Acquittal Report is earlier than an existing report's year	INPUT ERROR: Final Acquittal Report for GNT9999999 is earlier than an existing report year. Skipped.
Annual Report can only exist once a year	INPUT ERROR: Report for GNT9999999 already exists in RGMS. Skipped.
Report Institution does not own the grant in selected report year	INPUT ERROR: Institution does not own GNT9999999 in financial year 2*** Skipped.
A report can only be submitted for a Grant where a milestone is required	INPUT ERROR: No associated Milestone exists for GNT9999999 in financial year: 2*** Skipped.
An upload cannot include reports which require CIA justification as well as reports that do not	INPUT ERROR: Carry forward is less than 25% for grant GNT9999999. Skipping row.
An upload cannot include reports which require CIA justification as well as reports that do not	INPUT ERROR: Carry forward more than 25% for GNT9999999. Justification required. Skipped.