



**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](mailto: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

Overview: RAO/Finance Officers

Home My Profile & CV / Account Applicants Referees Assigners Assessors Grantees **RAO/Finance Officers** ~~NHMRC (Staff)~~

RAO/Finance Officer Tab

**Quicklinks for RAOs**

General

- View My RAO Dashboard
- Institution Information**
- Relevant Documentation

Outcomes

- Download Project Grant results documents

Post-Award

- Financial Reports Upload Information
- Scientific Reports
- Financial Reports

**Information and Help**

Key Information and Dates

- Scheme information and rules
- How to apply
- Opening and closing dates

RGMS User Guides, Forms and Templates

- All users
- RAOs
- FAQs

Contacts

- Research Help Centre

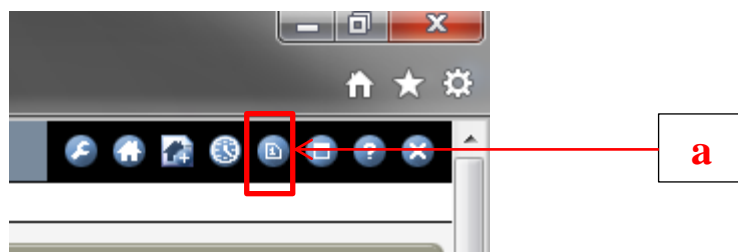
Other Resources

- NHMRC website

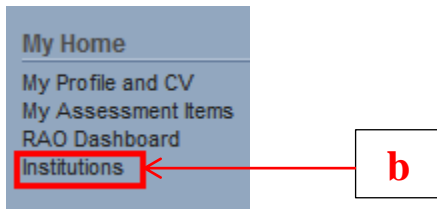
**Tips and Reminders**

- The reporting due date for Annual Scientific Progress Reports and Annual Financial Statements has been extended to 30 April 2013. Further information about the submission of these milestones is available on the [NHMRC website](#)
- All applications must be submitted through RGMS with CIA certification and RAO endorsement completed by the nominated closing time. Late applications will not be accepted.

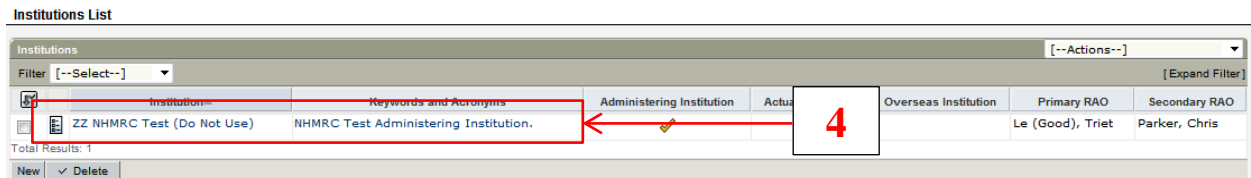
- a. Alternatively, click the toggle button to use the Main Menu on the left hand side of the screen.



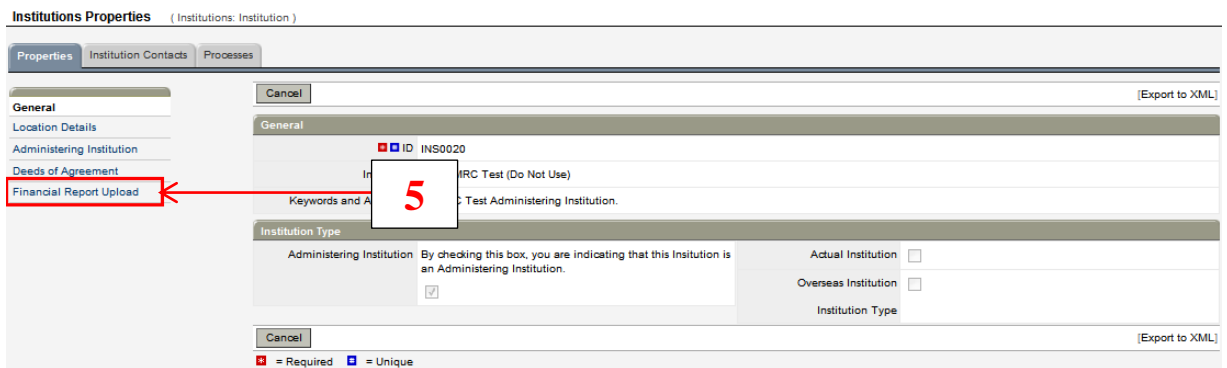
- b. Once the Main Menu is visible, click the '**Institutions**' link.



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**' from the sub-menu.



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

The screenshot shows the 'Institutions Properties' form with the 'Financial Report Upload' section. The 'Filter' is set to 'System Default'. The table below shows one result:

Financial Year	Financial Report Type	Financial Report Stage	Certified CFO/Delegate Name
2010	Financial - Annual Financial Statement	Finance Officer Certified and Submitted to CIA	Chief Fin Officer

Below the table, the 'Total Results: 1' is displayed. At the bottom of the section, there are three buttons: 'New', 'Delete', and 'Exit'. The 'New' button is highlighted with a red box, and a red arrow points to it from a box containing the number 6.

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

The screenshot shows the 'Create Financial Report Upload' form. The 'General' section has two fields: 'Name' (FR000032) and 'ID' (00000032). Below these fields are three buttons: 'Save', 'Submit', and 'Cancel'. The 'Save' button is highlighted with a red box, and a red arrow points to it from a box containing the number 7.

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

The screenshot shows the 'General' tab of the 'Financial Report Upload Properties' form. At the top left, a box with the number '9' has an arrow pointing to the 'Save' button. In the center, a box with the number '10' has an arrow pointing to the 'Browse...' button next to the 'Financial Report Attachment' field. To the right, a box with the number '11' has an arrow pointing to the 'Certified CFO/Delegate Name' field. The form contains several required fields marked with a red square icon: 'Financial Report Type' (dropdown), 'Financial Report Stage' (dropdown), 'Reporting Period' (dropdown), 'Financial Report Attachment' (text with browse button), 'Certified CFO/Delegate Name' (text), 'Certified CFO/Delegate Position Title' (text), and 'FO Certify' (dropdown). The 'Certified CFO/Delegate Name' field contains the text 'Fuzzy Dunlop' and the 'Position Title' field contains 'Chief'. At the bottom, there are 'Save', 'Submit', and 'Cancel' buttons, and a legend indicating that a red square icon means 'Required'. A 'Refresh Page' button and a message are also visible on the right side of the form.

9. There are three options for Financial Report Stage:
- 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**".
  - 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.
  - 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.

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

Save Submit Cancel

**General**

Financial Report Type: Financial - Annual Financial Statement

Financial Report Stage: CFO Certified and Submitted to NHMRC

Reporting Period: 2011

Financial Report Attachment: S:\OPERATIONS\PROG Browse...

Certified CFO/Delegate Name: Fuzzy Dunlop

Certified CFO/Delegate Position Title: Chief

FO Certify: Please certify the attached file to begin upload financial reports  
Certified

Refresh Page: Following initiation of the bulk upload process, refresh your web browser page until the "Results" page appears.

Save Submit Cancel

= Required

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.

Financial Report Upload Properties

Properties Processes

General Results

Save Submit Cancel

**General**

Financial Report Type: Financial - Annual Financial Statement

Financial Report Stage: CFO Certified and Submitted to NHMRC

Reporting Period: 2011

Financial Report Attachment: test3.txt

Certified CFO/Delegate Name: Fuzzy Dunlop

Certified CFO/Delegate Position Title: CFO TEST

FO Certify: Please certify the attached file to begin upload financial reports  
Certified

Refresh Page: Following initiation of the bulk upload process, refresh your web browser page until the "Results" page appears.

Save Submit Cancel

= Required

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

Financial Report Upload Properties

Properties Processes

General Results

Save Submit Cancel

**Results**

Total Records In File: 7

Total Records Inputted: 0

Total Records Skipped: 7

Total Records Failed: 0

Result: Please check the following rows (if there is any): -- (Row: 1) INPUT ERROR: No associated Milestone exists for GNT1013796 in financial year: 2011. Skipped. -- (Row: 2) INPUT ERROR: No associated Milestone exists for GNT1016307 in financial year: 2011. Skipped. -- (Row: 3) INPUT ERROR: No associated Milestone exists for GNT1016351 in financial year: 2011. Skipped. -- (Row: 4) INPUT ERROR: No associated Milestone exists for GNT1016359 in financial year: 2011. Skipped. -- (Row: 5) INPUT ERROR: No associated Milestone exists for GNT1016446 in financial year: 2011. Skipped. -- (Row: 6) INPUT ERROR: No associated Milestone exists for GNT1016494 in financial year: 2011. Skipped. -- (Row: 7) INPUT ERROR: No associated Milestone exists for GNT1016547 in financial year: 2011. Skipped.

Save Submit Cancel

Enter Once Locked by Process

## 2. Appendix A – Bulk Upload File Information

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### 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](#) .

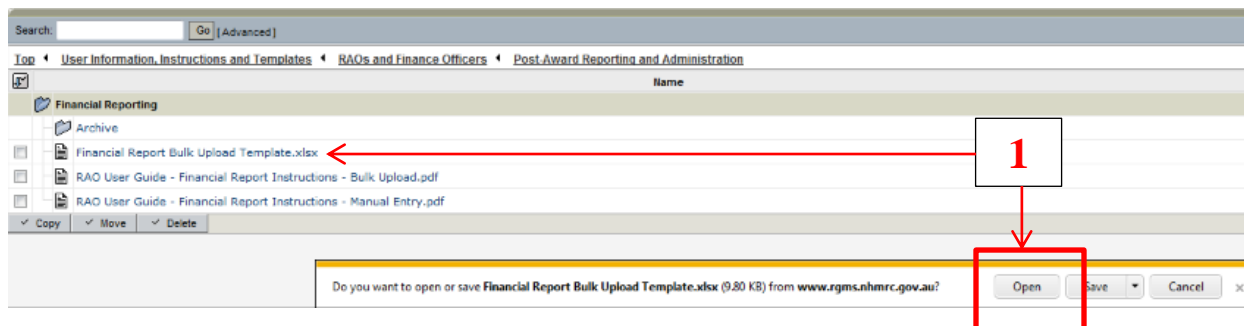
## 2.2 Bulk Upload File Breakdown

Column Area	Column Name	Value (Example)	Comment
Grant Information	NHMRC Grant Code	GNT1098765	<ul style="list-style-type: none"> <li>Value must be present.</li> <li>Value must be 10 characters long</li> </ul>
	Institution Grant Code	<i>(supplied by institution)</i>	<ul style="list-style-type: none"> <li>This will allow the institution to link their internal grant code to the NHMRC grant code.</li> <li>Value can be up to 50 characters long</li> </ul>
Income	Grant Income		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Interest		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Funds received (from transferring institution)		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Balance Brought Forward		<ul style="list-style-type: none"> <li>This relates to the 'Carry Forward' from the previous year's financial report.</li> <li>Excel format must be General</li> </ul>
Expenditure	Salary		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Scholarships&stipends		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Research supplies		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Travel and Conferences		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Consultants & Contractors		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Equipment Items > \$10,000		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Other Direct Research Costs		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Funds Transferred to new Admin Institution		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Payments to Collaborating Institutions		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
	Funds Returned to NHMRC		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
Carry Forward	Carry Forward (to next year)		<ul style="list-style-type: none"> <li>Excel format must be General</li> </ul>
Institution Comments	Supporting Comments		<ul style="list-style-type: none"> <li>Value can be up to 2000 characters long</li> </ul>
	FO Submission Comments		<ul style="list-style-type: none"> <li>Value can be up to 2000 characters long</li> </ul>
	CIA Name		<ul style="list-style-type: none"> <li>Value can be up to 100 characters long</li> </ul>
	CIA Comments		<ul style="list-style-type: none"> <li>Value can be any length</li> </ul>
	FO Comments		<ul style="list-style-type: none"> <li>Value can be up to 2000 characters long</li> </ul>
	CFO Comments		<ul style="list-style-type: none"> <li>Value can be up to 2000 characters long</li> </ul>

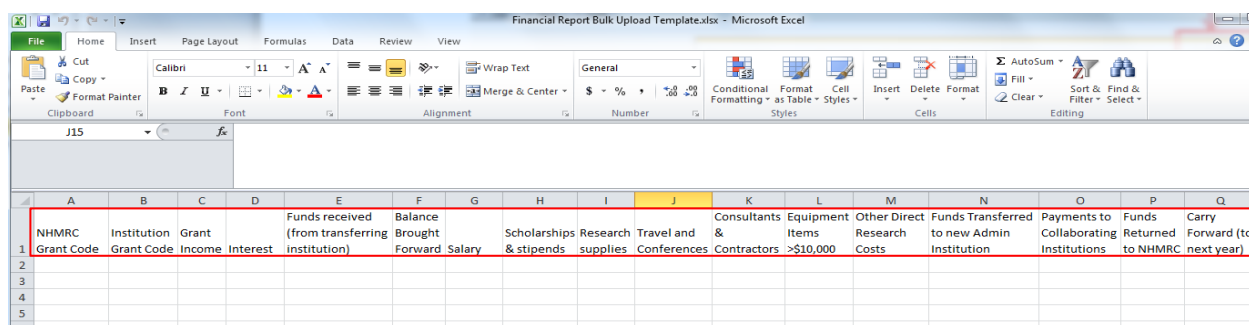


## 2.3 How to insert data using Excel

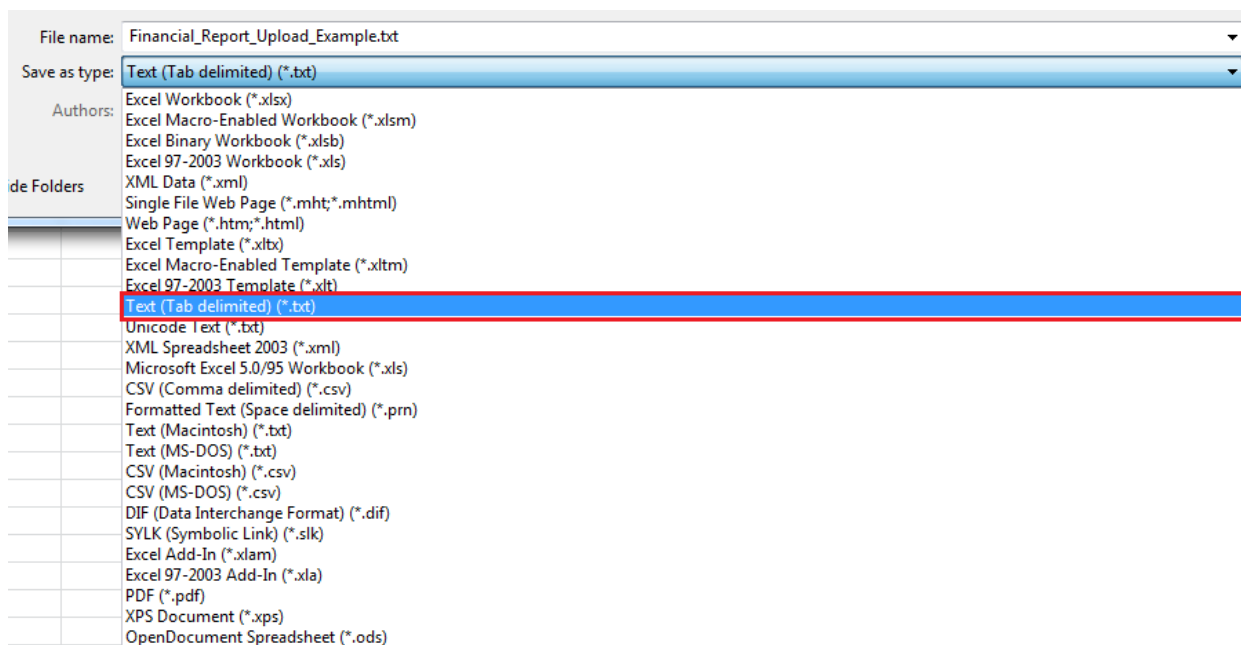
1. Use the template from RGMS, available [HERE](#).



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.



- 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).

Financial Report Upload Properties: General

Properties Processes

General

Results

Save Submit Cancel

Results

☒ Total Records In File: 5  
☒ Total Records Inputted: 0  
☒ Total Records Skipped: 5  
☒ Total Records Failed: 0

☒ Result: Please check the following rows (if there is any): -- (Row: 1) INPUT ERROR: Grant ID is not 10 characters. Skipped -- (Row: 2) INPUT ERROR: Grant ID is not 10 characters. Skipped -- (Row: 3) INPUT ERROR: Grant ID is not 10 characters. Skipped -- (Row: 4) INPUT ERROR: Grant ID missing. Skipped -- (Row: 5) INPUT ERROR: Grant ID missing. Skipped.

Save Submit Cancel

☒ = Enter Once    ☒ = Locked by Process

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.