

EXPORT MARKET DEVELOPMENT GRANTS APPLICATION SCHEDULE TEMPLATES

APPLICATION SCHEDULE TEMPLATES

The EMDG web lodgement form includes a set of MS Excel spreadsheet templates. The use of these templates is **optional**.

The templates provide an alternative means of bulk data entry. They can be copied onto a laptop and used as a portable data entry tool, or provided to applicants to do their own data entry. Data entered into spreadsheets built from the templates can then be uploaded into the EMDG web form.

The templates can be found on the Consultant Resources page of the Austrade website:

www.austrade.gov.au/australian/export/export-grants/emdg-consultants/consultant-templates

Note about Google Sheets

Last year, a number of applicants encountered problems when using Google Sheets to upload data into the EMDG web lodgement form. The issue is related to how Google Sheets creates and saves CSV files. Our advice is to use MS Excel and the process in this guide or direct data entry to the web form.

Austrade will be working on Google Sheets compatibility and testing for next grant year.

Entering schedule data

Please note the following when using the MS Excel templates:

1. Do not try to re-format MS Excel templates. Do not use any special characters in the MS Excel template as this may result in empty cells appearing in the uploaded schedule, or in data not uploading. These characters include:

!@#%\$^&*()_+=:;'"<>?/./{}[]

Please take particular care not to enter any dollar signs (\$) or percentage signs (%).

Exception: If you are entering more than one country on the template. In this case you can use a comma and space to separate the countries. For example:



Australian Government
Australian Trade and Investment Commission



UK, USA, Singapore, Germany

Ensure that you spell the country name correctly. Do not include the city name as this will result in empty cells in the uploaded schedule. Do not leave blank rows.

2. Do not copy and paste data from other spreadsheets into the templates. This creates hidden characters that interfere with the upload of data into the application form.

Enter data as you usually would in a spreadsheet. The 'copy and paste' function may only be used to duplicate rows within the spreadsheet.

If you are entering monetary values, do NOT use '\$' or ',' in value fields. For example:

Enter 5000 not \$5,000 (use whole dollars only)

The correct formatting will be automatically applied when the csv file is uploaded.

3. The templates include basic validation checks which help to ensure that only valid data is entered into fields. These include date-range checks and numeric-value checks. However, the onus is on the claimant and/or consultant to ensure that the data is correct and complete.

If a value from a mandatory column is omitted, the data can still be imported into the EMDG web form, but the missing data will need to be entered directly into the web form.

4. The spreadsheets are partially **protected**, which means you cannot:

- insert or delete rows
- change the column widths or row heights
- perform any sorting.

Such actions would cause unpredictable errors when the data is imported into the EMDG web form.

5. You will need to choose a payment method from the drop-down list. Please note that the below choices are the only ones you can input into the template for a successful upload in the 'Payment Method' field of the expenses schedules:

- Amex
- BPay
- Cash
- Cheque
- Contra
- Diners Club
- Direct Debit
- EFT (electronic funds transfer)
- Journal
- Mastercard
- Offset
- PayPal
- T/T (telegraphic transfer)
- Visa
- Other

There is an additional drop-down list for **Schedule 2 Marketing Visits** in the 'Describe the expense' column. This list has been added because expenses for ground transport are no longer eligible as of the 2016–17 grant year. An increase in Overseas Visit Allowance to \$350 has been implemented to offset these costs.

PLEASE ENSURE YOU ARE AWARE OF ALL OF THE
ABOVE LIMITATIONS IF YOU DECIDE TO
USE THE TEMPLATES

Please note – this is how a Schedule 2 Marketing Visits should be completed:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Tri p No.	Ref No.	Purpose of trip	Destination/s	Name and position of traveller	Travel departure date (dd/mm/yyyy)	Travel return date (dd/mm/yyyy)	Describe the expense	Number of eligible working days	Supporting evidence	Payment date (dd/mm/yyyy)	Payment Method	Total expense (A\$)	Percentag e claimed (%)	Travel amount claimed (A\$)	Notes
2	1a	Purpose of Trip	China	Smith, CEO	25/06/2016	15/07/2016	OVA only		sample evidence	01/07/2016	AMEX	100.00		0	
3	2a	Purpose of Trip	Hong Kong	Jones, CFO	16/07/2016	05/08/2016	Airfare		sample evidence	01/07/2016	Diners Club	2569	80.00	2055	traveller 1
4	3b	Purpose of Trip	Hong Kong	Thomas, Sales M	16/07/2016	05/08/2016	Airfare		sample evidence	02/07/2016	Diners Club	2570	100.00	2570	traveller 2
5	4 3	Purpose of Trip	USA	Smith, CEO	21/11/2016	15/12/2016	Airfare		sample evidence	15/10/2016	MasterCard	1836	70.00	1285	traveller 1
6	5 3a	Purpose of Trip	USA	Jones, CFO	21/11/2016	15/12/2016	Airfare		sample evidence	15/10/2016	MasterCard	1836	70.00	1285	traveller 2
7	6 3b	Purpose of Trip	USA	Thomas, Sales M	21/11/2016	15/12/2016	Airfare		sample evidence	15/10/2016	MasterCard	1836	80.00	1469	traveller 3
8	7 4a	Purpose of Trip	Germany	Smith, CEO	14/02/2017	03/03/2017	Airfare		sample evidence	03/02/2017	Visa	2689	100.00	2689	
9	7 4b						Air ticket costs - other		sample evidence	03/02/2017	Visa	175	100.00	175	
10	8 5	Purpose of Trip	Japan	Smith, CEO	26/06/2017	14/07/2017	Airfare		sample evidence	07/06/2017	Cheque	1120	80.00	896	traveller 1
11	9 5	Purpose of Trip	Japan	Jones, CFO	26/06/2017	14/07/2017	Airfare		sample evidence	07/06/2017	Cheque	1120	80.00	896	traveller 2
12	10 5	Purpose of Trip	Japan	Thomas, Sales M	26/06/2017	14/07/2017	Airfare		sample evidence	07/06/2017	Cheque	1120	80.00	896	traveller 3
13	11 6a	Purpose of Trip	USA	Thomas, Sales M	16/10/2017	03/11/2017	Airfare		sample evidence	30/09/2017	Bpay	2356	75.00	1767	
14	11 6b						Air ticket costs - other		sample evidence	30/09/2017	Bpay	250	100.00	250	
15	12 7	Purpose of Trip	Korea - South	Smith, CEO	03/03/2018	31/03/2018	Airfare		sample evidence	25/02/2018	EFT	1899	90.00	1709	
16	13 8	Purpose of Trip	Thailand	Jones, CFO	27/06/2018	15/07/2018	Airfare		sample evidence	15/05/2018	Direct Debit	2531	100.00	2531	
17															
18															
19															
20															

You do not need to enter number of working days claimed as the online application form calculates the days from the travel departure date to the travel return date. If you wish to claim **fewer days** you should input the days claimed in the 'number of eligible working days claimed' column. The calculation of the overseas visit allowance days occurs when the .csv is uploaded to the form – it does not appear on the template.

You can enter information for the trip on the top row of the trip. When the .csv is uploaded to the form, the data in the top row of a trip will be copied into all other rows of the trip.

When you save the template and then 'Save As' to create the .csv file, the result (when viewed in MS Excel) should look like this:

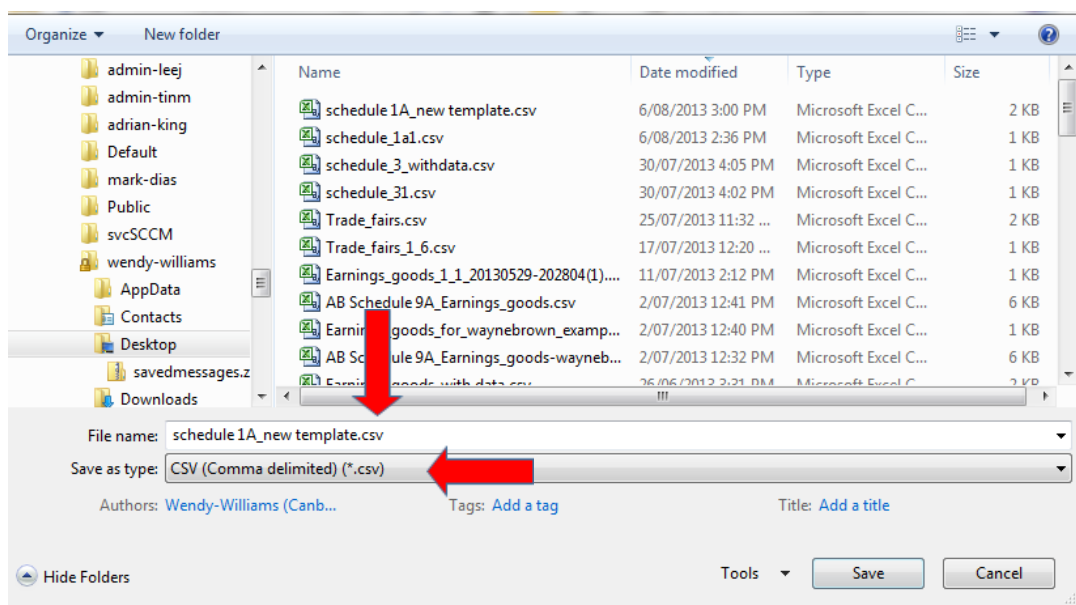
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Trip No.	Ref No.	Purpose of	Destinatio	Name and	Travel dep	Travel retu	Describe ti	Number of	Supporting	Payment d	Payment M	Total expe	Percentag	Travel amount claime	Notes		
2	1	1a	Purpose of	China	Smith, CEC	#####	#####	OVA only		sample evi	#####	AMEX		100	0			
3	2	2a	Purpose of	Hong Kong	Jones, CFC	#####	#####	Airfare		sample evi	#####	Diners Clu	2569	80	2055		traveller 1	
4	3	2b	Purpose of	Hong Kong	Thomas, S.	#####	#####	Airfare		sample evi	#####	Diners Clu	2570	100	2570		traveller 2	
5	4	3	Purpose of	USA	Smith, CEC	#####	#####	Airfare		sample evi	#####	MasterCar	1836	70	1285		traveller 1	
6	5	3a	Purpose of	USA	Jones, CFC	#####	#####	Airfare		sample evi	#####	MasterCar	1836	70	1285		traveller 2	
7	6	3b	Purpose of	USA	Thomas, S.	#####	#####	Airfare		sample evi	#####	MasterCar	1836	80	1469		traveller 3	
8	7	4a	Purpose of	Germany	Smith, CEC	#####	#####	Airfare		sample evi	#####	Visa	2689	100	2689			
9	7	4b						Air ticket costs - othe		sample evi	#####	Visa	175	100	175			
10	8	5	Purpose of	Japan	Smith, CEC	#####	#####	Airfare		sample evi	#####	Cheque	1120	80	896		traveller 1	
11	9	5	Purpose of	Japan	Jones, CFC	#####	#####	Airfare		sample evi	#####	Cheque	1120	80	896		traveller 2	
12	10	5	Purpose of	Japan	Thomas, S.	#####	#####	Airfare		sample evi	#####	Cheque	1120	80	896		traveller 3	
13	11	6a	Purpose of	USA	Thomas, S.	#####	#####	Airfare		sample evi	#####	Bpay	2356	75	1767			
14	11	6b						Air ticket costs - othe		sample evi	#####	Bpay	250	100	250			
15	12	7	Purpose of	Korea - So	Smith, CEC	#####	#####	Airfare		sample evi	#####	EFT	1899	90	1709			
16	13	8	Purpose of	Thailand	Jones, CFC	#####	#####	Airfare		sample evi	#####	Direct Deb	2531	100	2531			
17																		
18																		

Saving schedule data as .csv

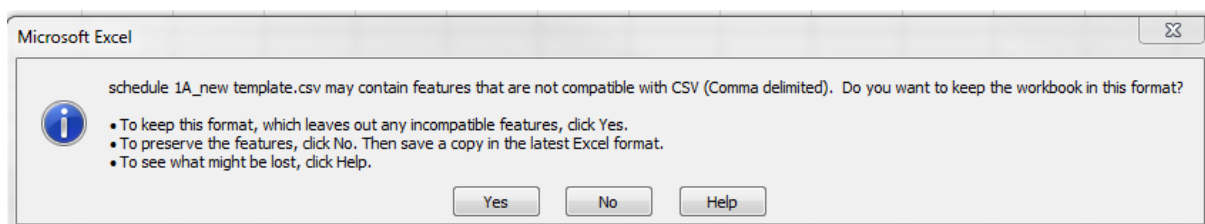
Data can be saved at any time, even if it is incomplete. Save the MS Excel spreadsheet first (so you always have a copy of your data).

Before the Schedule data can be imported into the EMDG web form, it **MUST** be saved as a **CSV (comma delimited)** file:

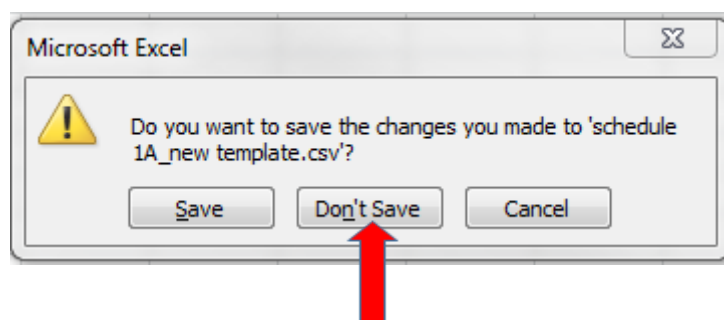
1. From the File menu, select *Save As*. On the *Save As* screen, select **CSV (Comma delimited)** from the *Save as type* drop-down list.
2. Change the file name to including the applicant's name and the schedule number and location if you wish, so that it is easy to find again.



3. Click on **Save**. If you have Excel XP, Vista or later, the following dialog box will appear. Click on **Yes**.



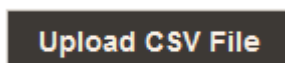
4. To close the spreadsheet, select **File, Close**. If a dialog box appears asking if you wish to save changes, select **Don't Save**.



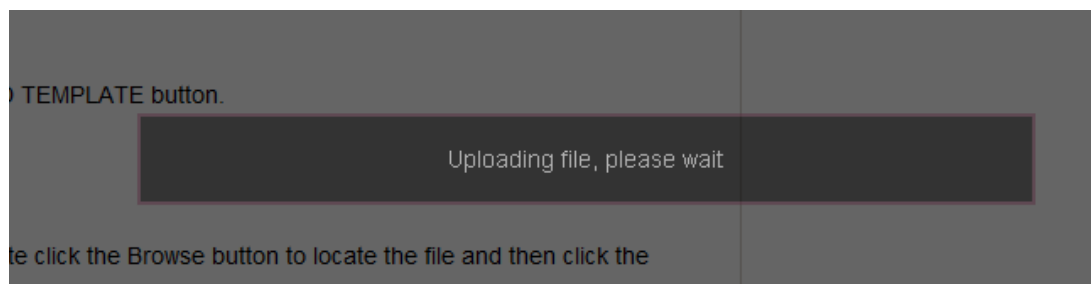
Importing schedule data

Having saved the schedule data as a CSV file, it can now be uploaded into the EMDG web form.

1. Open the relevant schedule form for the appropriate applicant in web application form. Click on the **Upload CSV File** button.



2. The upload operation will commence. Depending on the amount of data in the CSV file, this may take several seconds.



3. If an error is detected, such as a country entered in the wrong format (for example, UK instead of United Kingdom), then the field will be left blank and the correct data will need to be entered directly into the grid on the web page.

IF YOU UPLOAD THE TEMPLATE AGAIN, THE DATA WILL BE DUPLICATED. MAKE ANY CORRECTIONS DIRECTLY INTO THE GRID ON THE WEB FORM.