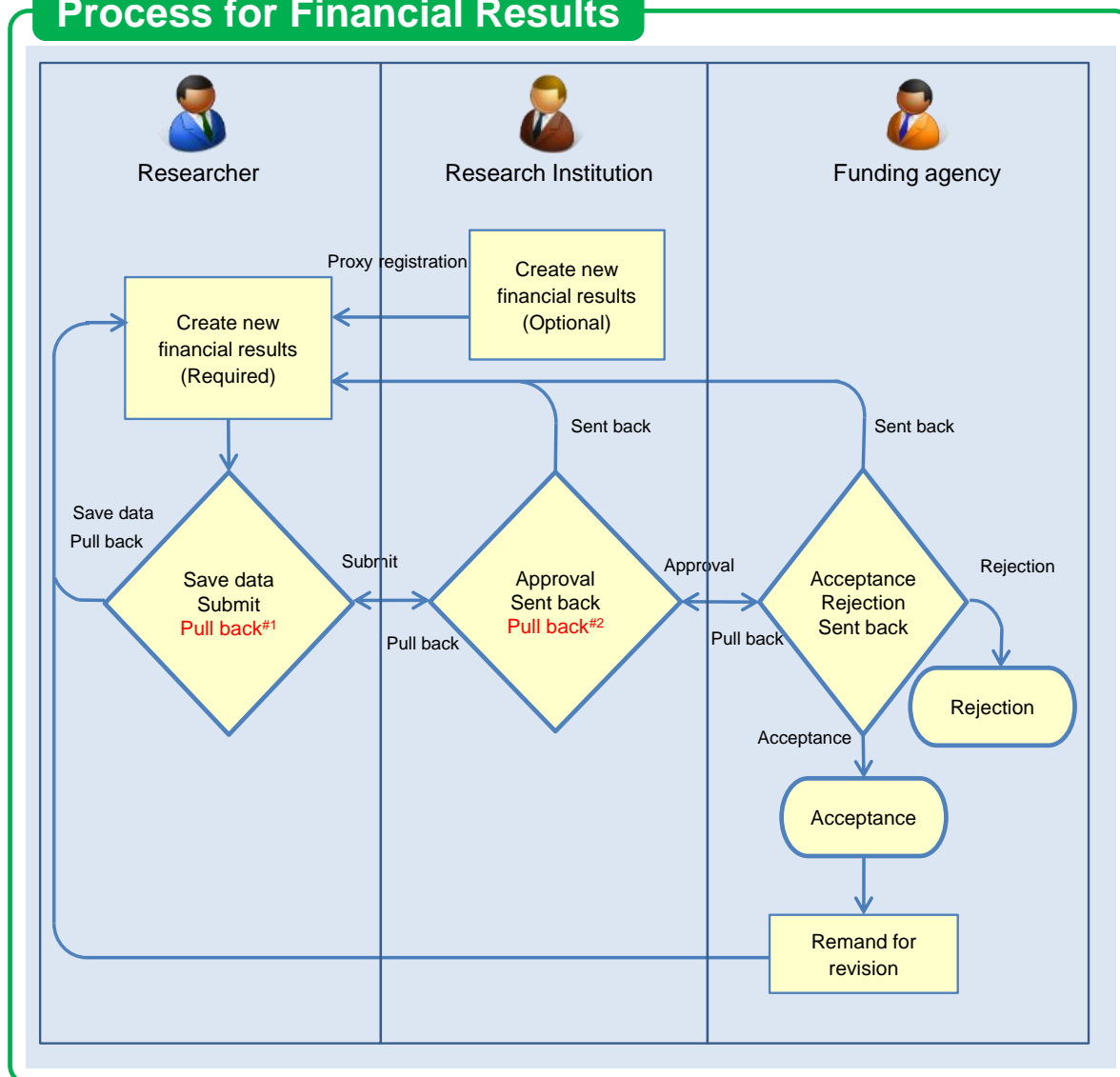


5. Financial Results

About Financial Results

You can register income and expenses for each project and submit these details to the Funding agency in a report on income and expenses.

Process for Financial Results



*1. You can pull back until approved by Research Institution

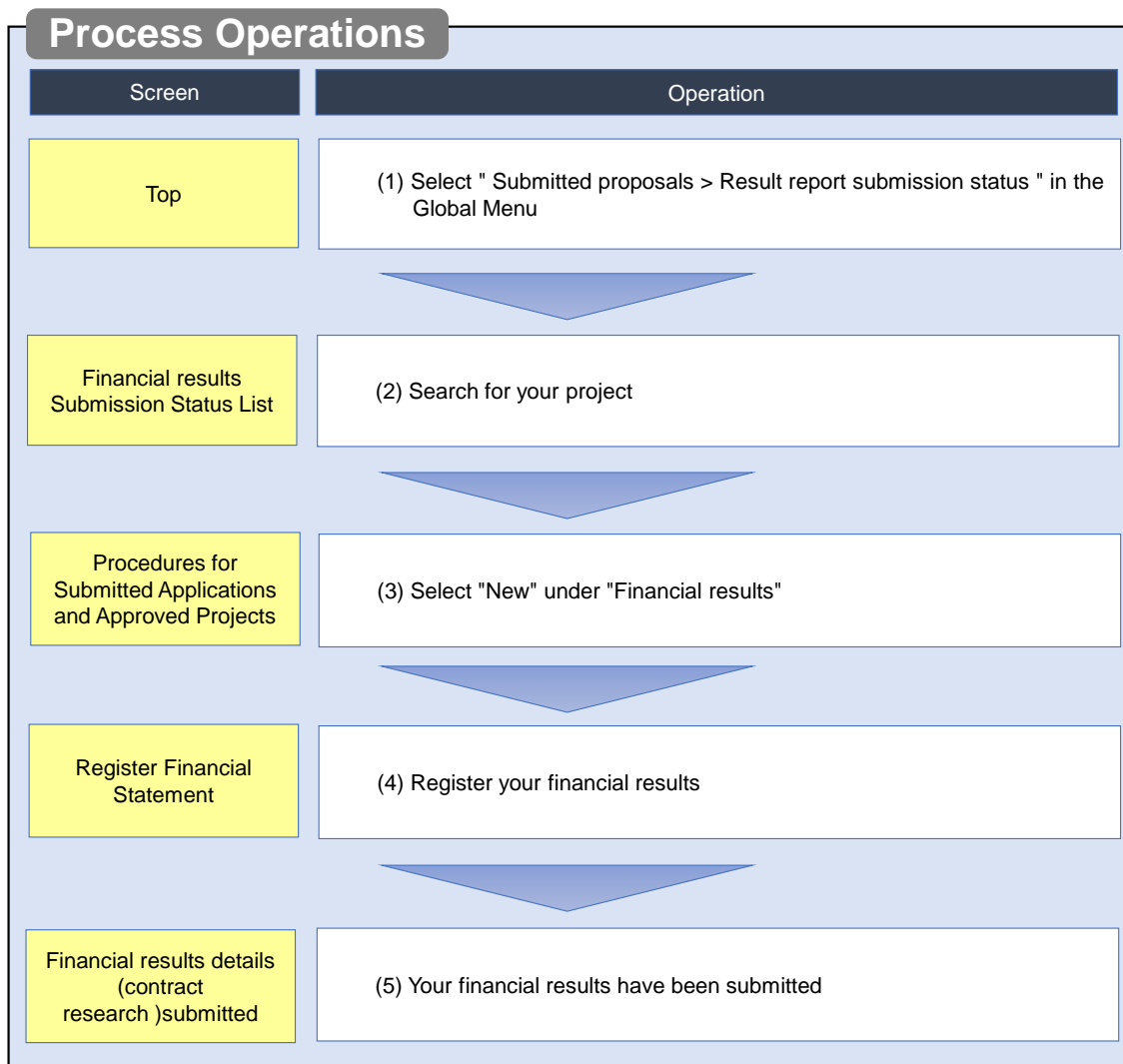
*2. You can pull back until accepted by Funding agency

Basic Operations

- Create new financial results
Create new financial results.
→ "[5.1 Creating New Financial Results](#)"
- Resume saved input
You can register financial results based on input details that you have saved or details created by the administrative manager.
→ "[5.2 Resuming Saved Input](#)"
- Check registered details
You can check the details of your financial results after registering them.
→ "[5.3 Checking Registered Details](#)"
- Registering the report members
You can register the results' report members and set the right of viewing/editing.
→ "[5.4 Registering The Report Members](#)"
- Pulling back financial results
You can pull back financial results that you have submitted.
→ "[5.5 Pulling Back Financial Results](#)"
- Delete financial results
You can delete financial results.
→ "[5.6 Deleting Financial Results](#)"
- Import financial results
You can register financial results in union.
→ "[5.7 Importing Financial Results](#)"

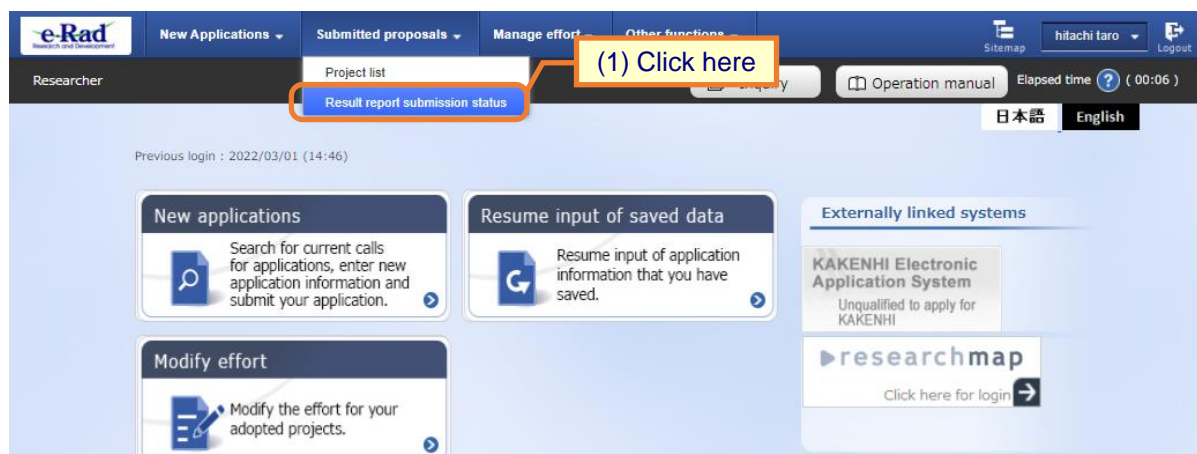
5.1 Creating New Financial Results

This section explains how to create new financial results.



Instructions

(1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

(2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' screen. At the top, there is a navigation bar with links like 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this, a 'Search conditions' form is displayed. The form includes fields for 'FY' (with a 'required' label), 'Code of call for Application', 'Title of call for Application', 'Application' (with radio buttons for 'All', 'Researcher unit', and 'Research institution unit'), 'Project ID', 'Project title', 'The way to search a name' (with radio buttons for 'Search for Only Name' and 'Search for Only other name'), 'Name of researcher representative' (with 'Last name' and 'first name' sub-fields), 'Register Research results status' (with multiple checkboxes), 'Register financial results status' (with multiple checkboxes), and 'Number of displayed items' (set to 100). A 'Search' button is at the bottom right of the form. Two callout boxes are present: one labeled '(1) Fill out these fields' pointing to the search condition fields, and another labeled '(2) Click here' pointing to the 'Search' button.

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/In	Status	Registered date
2021	hitachiST	Financial results application1	Researcher unit	21484134	STkikan	Name on ly	Research results Financial results	Awaiting approval Not created	2022/03/02 16:45

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button.

Note

Financial results PDF batchdownload

- Click on the "Financial results PDF batchdownload" link to download the results submission status list of search results that all projects' financial results are displayed in the results in a PDF file at once. Downloading is possible from "Others> Processing result list" in the global menu.

Note

Download search results (Financial results)

- Click the "Download search results (Financial results)" link to search the results submission status list. You can download the results in CSV format. Downloading is possible from "Others> Processing result list" in the global menu.



Note

Status

- Status for managing financial results submission status.

■ Status for each status

Status	Condition
Unregistered	• Financial information is not registered.
Temporarily saved	• Financial results are temporarily saved.
Under reporter processing	• State after submitting financial results and withdrawing or sending back.
Processing research institute	• Submit financial results and wait for research institution approval.
Funding agency processing	• Financial results submitted and approved by research institution.
Accepted	• The financial results are accepted by the Funding agency.
Requesting revision	• Request for correction after the Funding agency has accepted the financial results.
Unacceptable	• State in which the Funding agency has rejected the financial results.
—	• If you are not participating in a research organization. • When the conditions for submitting financial results are not set.
(Report unrequired)	• In the condition of submitting financial results, the necessity of reporting is "unnecessary".

(3) Select "New" under "Financial results"

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021Application year
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Approval number	21484134
Project title	Financial results application1
Status	Project status End of fiscal year
	Application status -

[Browse processing history](#)

Request for modification of approved project

Information specific to the research institution	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Person in charge of the funding Agency
							Reference

Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
2022/01/01	2023/01/01		New					Edit

Financial results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
			New					Edit

[Back](#)

(1) Click the "New" button under "Financial results".



Note

Registering new results

- The "New" button is displayed when the Funding agency has completed setting the submission conditions for financial results. In addition, even if the submission condition settings have been completed, it will not be displayed if submission is not required.

(4) Enter your financial results

(a) For grants

The [Register Financial Statement (subsidies)] screen is displayed.

Register Financial Statement (subsidies)

Publish to Funding agency ☒ Required ☐ Publish ☒ Do not publish

(1) Fill out these fields

Financial statements -

(1) Basic information of the project

FY	2021FY
Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Research results application1
Project ID	21484137
Project name	Research results application1

Total grant amount			Actual direct expenditures	Actual indirect costs
Total(a+b)	Total grant amount - Direct costs(a)	Total grant amount - Indirect costs(b)		
0 yen	0 yen	0 yen	0 yen	0 yen

Accounts for each cost

	Actual direct expenditures				Total
	Equipment and supplies costs <small>Required</small>	Personnel expenses/Honoraria <small>Required</small>	Travel expenses <small>Required</small>	Others <small>Required</small>	
Amount decided to be grant ?	0 yen	0 yen	0 yen	0 yen	
item	0 yen	0 yen	0 yen	0 yen	

Income <small>Required</small>	Grant	0 yen	Own funds	0 yen	Others	0 yen
--------------------------------	-------	-------	-----------	-------	--------	-------

Notes
*1000 characters or less (line breaks and spaces are each counted as one character)
More 1000 more characters.

(2) Accounts for each grant recipient (researcher / research institution)

Principal investigators and co-investigators (kenkyu-buntansha)			Direct costs		Actual indirect expenditures / transferred <small>Required</small>
Research Institution / Department / position	Researcher name	Researcher number	Subsidies written in grant-in-aid application <small>Required</small>	Actual Expenditures <small>Required</small>	
STkikan・テスト	Hitachi Taro	60936590	0 yen	0 yen	0 yen
Total	1 people		0 yen	0 yen	0 yen

(2) Click here

Back Save Preview financial statement Import Register

(1) Input the details.

(2) Click the "Register" button.



Note

Subsidies/Contract research

- The items to be filled out in the financial results differ depending on whether the funding for the project is subsidies or contract research.

(b) For contract research

The [Register financial results (contract research)] screen is displayed.

Register financial results(contract research)

Register annual financial reports.

Publish to Funding agency ☒ Required ☐ Publish ☐ Do not publish

Annual financial reports

Settlements
(1) Basic information of the project

FY	2021FY
Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Project name	Financial results application1

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes *1000 characters or less (line breaks and spaces are each counted as one character)

More 1000 more characters.

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STkikan・テスト・renkeishoku1
hitachi taro

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs <input checked="" type="radio"/> Required	Personnel expenses/Honoraria <input checked="" type="radio"/> Required	Travel expenses <input checked="" type="radio"/> Required	Others <input checked="" type="radio"/> Required
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Allocated amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

Financial statements - Income

	Total	Amount of contract <input checked="" type="radio"/> Required	Self-paid portion <input checked="" type="radio"/> Required	Others <input checked="" type="radio"/> Required
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

(2) Click here

Back Save Preview annual financial Import Register

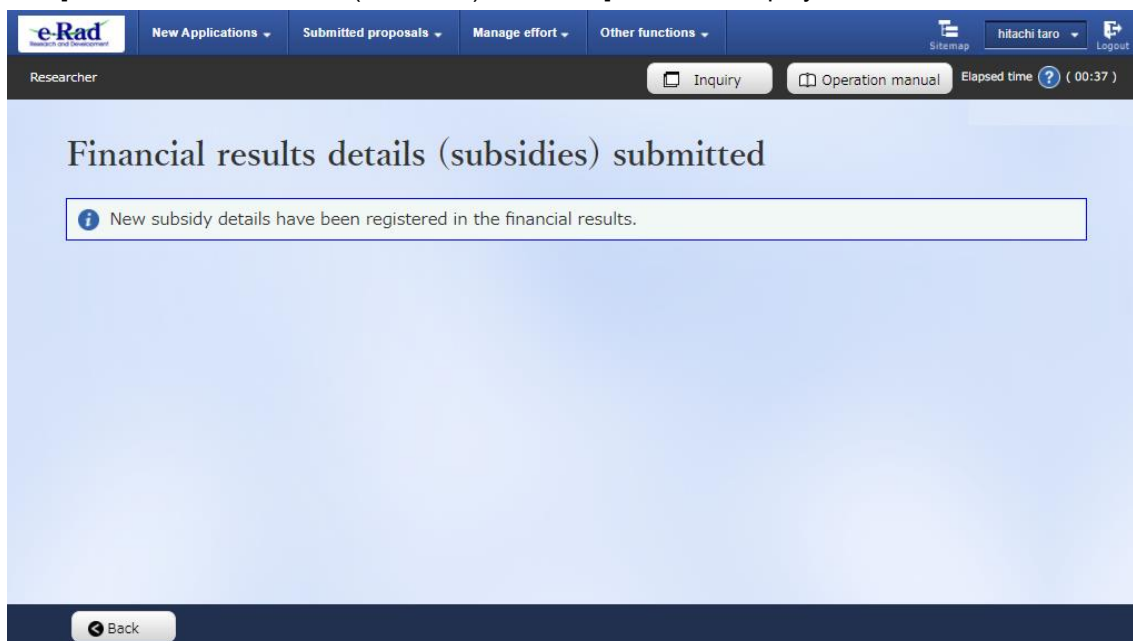
(1) Input the details.

(2) Click the "Register" button.

(5) Your financial results have been submitted

(a) For subsidies

The [Financial results details (subsidies) submitted] screen is displayed.



(b) For contract research

The [Financial results details (contract research) submitted] screen is displayed.

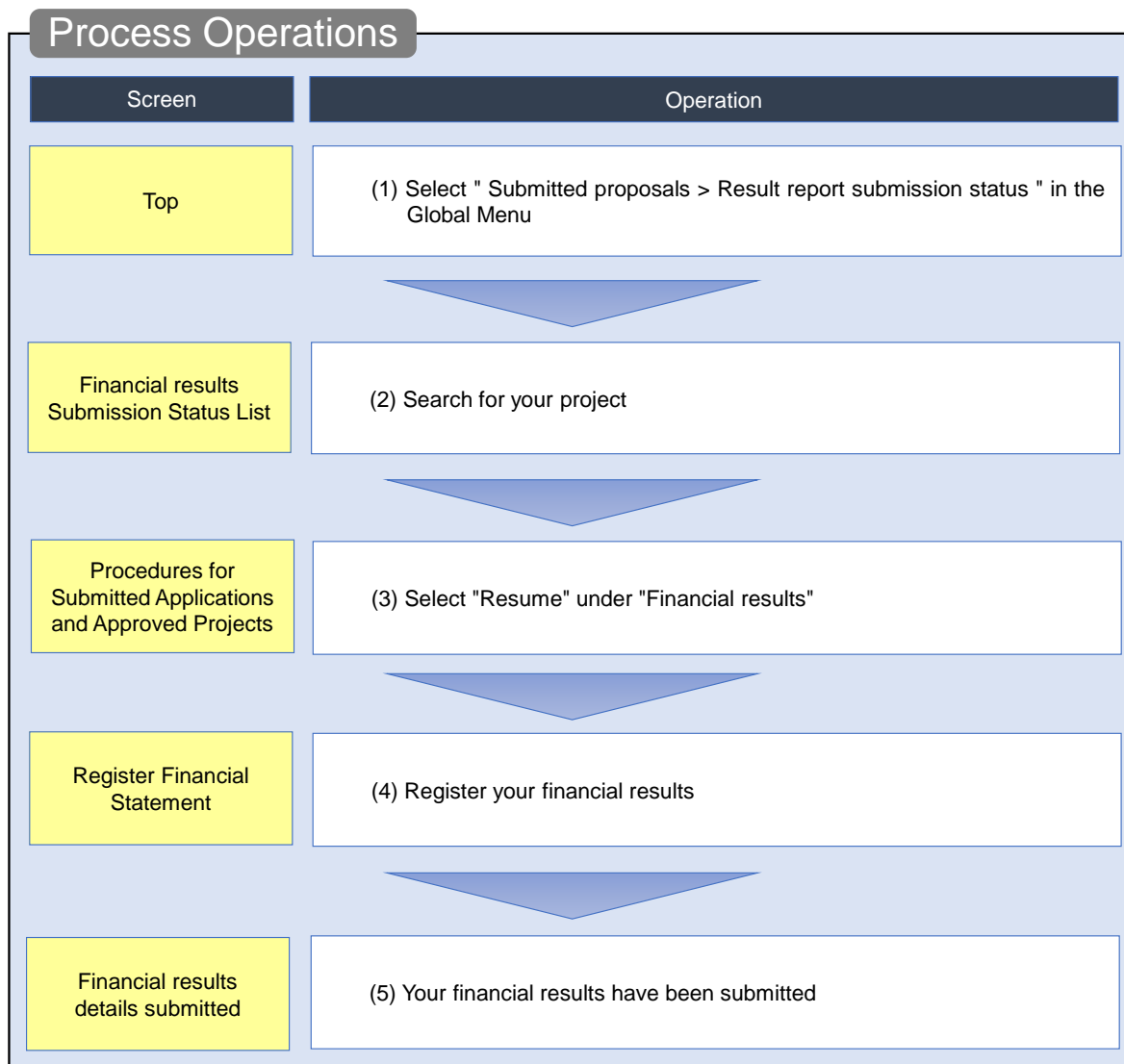


Your registered financial results are submitted to your research institution. Once approved by the research institution's representative, it will be submitted to the Funding agency.

This completes the procedure for submitting a financial results report.

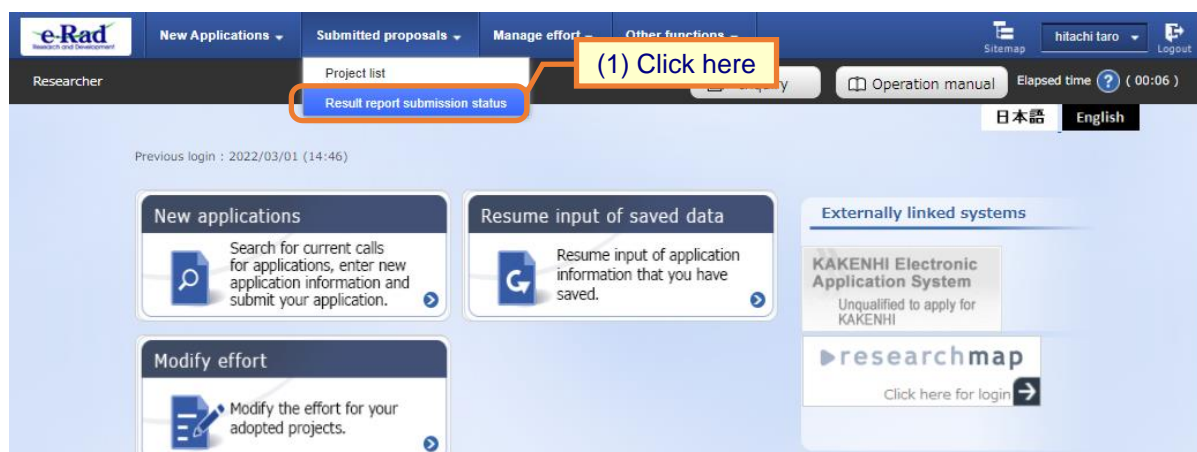
5.2 Resuming Saved Input

This section explains how to register financial results based on input details that you have saved or details created by the administrative manager.



Instructions

(1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

(2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' screen. At the top, there is a navigation bar with links: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. The user is logged in as 'hitachi iaro'. Below the navigation bar, there is a 'Search conditions' form. The form includes fields for 'FY' (with a 'Required' label), 'Code of call for Application', 'Title of call for Application', 'Application' (with radio buttons for 'All', 'Researcher unit', and 'Research institution unit'), 'Project ID', 'Project title', 'The way to search a name' (with radio buttons for 'Search for Only Name' and 'Search for Only other name'), 'Name of researcher representative' (with sub-fields for 'Last name' and 'first name'), 'Register Research results status' (with checkboxes for 'Not created', 'Saved', 'Making', 'Approved pending', 'submitted', 'Application received', 'Request for correction', and 'Not received'), and 'Register financial results status' (with similar checkboxes). At the bottom of the form, there is a 'Number of displayed items' dropdown set to '100'. Below the form, there are two buttons: 'Clear search conditions' and 'Search'. Two orange callout boxes with arrows point to the form and the 'Search' button. The first callout box contains the text '(1) Fill out these fields' and points to the search conditions form. The second callout box contains the text '(2) Click here' and points to the 'Search' button.

(1) Fill out these fields

(2) Click here

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/In	Submission status
				Project name	Name of researcher representative			Status
2021	hitachiST	Financial results application1	Researcher unit	21484134	STkikan	Name on ly	Research results	Awaiting approval
				Financial results application1	H i t a c h i T a r o		Financial results	Not created

1 to 1 items (total 1 items)

Download search results (Research results)

Download search results (Financial results)

Research results PDF batchdownload

Financial results PDF batchdownload

(3) Click here

(3) Click the "Financial results" button.

See “5.1 Creating New Financial Results (2) Search for your project” for details on “Financial results PDF batchdownload” and “Download search results (Financial results)”.

(3) Select "Resume" under "Financial results"

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

Procedures for Submitted Applications and Approved Projects
Perform various procedures according to project status.

Application year	2021Application year	
Funding program	Business Test	
Title of call for Application	Research results application2	
Project ID	21484138	
Approval number	21484138	
Project title	Research results application2	
Status	Project status	End of fiscal year
Application status		-

[Browse processing history](#)

Request for modification of approved project

Information specific to the research institution	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Person in charge of the funding Agency
							Reference

Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
2022/01/01	2023/01/01		New					Edit

Financial results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Browse	Reporter - Authority setting
		Saved		Resume	Delete	Browse	Edit

(1) Click here

[Back](#)

(1) Click the "Resume" button of the financial results.

(4) Enter your financial results

(a) For subsidies

The [Register Financial Statement (subsidies)] screen is displayed.

Register Financial Statement (subsidies)

Publish to Funding agency ☐ Publish ☒ Do not publish

Financial statements -

(1) Basic information of the project

FY	2021FY			
Funding agency	hitachiST			
Funding system	総合テスト制度			
Funding program	Business Test			
Title of call for Application	Research results application2			
Project ID	21484138			
Project name	Research results application2			
Total grant amount				
Total(a+b)	Total grant amount - Direct costs(a)	Total grant amount - Indirect costs(b)	Actual direct expenditures	Actual indirect costs
0 yen	0 yen	0 yen	0 yen	0 yen
Accounts for each cost				
Actual direct expenditures				
	Equipment and supplies costs <small>Required</small>	Personnel expenses/Honoraria <small>Required</small>	Travel expenses <small>Required</small>	Others <small>Required</small>
Amount decided to be grant ?	0 yen	0 yen	0 yen	0 yen
item	0 yen	0 yen	0 yen	0 yen
Income <small>Required</small>				
Grant	0 yen	Own funds	0 yen	Others
Notes				
*1000 characters or less (line breaks and spaces are each counted as one character)				
More 1000 more characters.				
(2) Accounts for each grant recipient (researcher / research institution)				
Principal investigators and co-investigators (kenkyu-buntansha)			Direct costs	
Research Institution / Department / position	Researcher name	Researcher number	Subsidies written in grant-in-aid application <small>Required</small>	Actual Expenditures <small>Required</small>
STkikan・テスト	Hitachi Taro	60936590	0 yen	0 yen
Total			1 people	0 yen
			0 yen	0 yen
			0 yen	0 yen

(2) Click here

Back Save Preview financial statement Import Register

(1) Enter the details.

(2) Click the "Register" button.

The rest of this process is the same as "(4) Enter your financial results" of "5.1 Creating New Financial Results".

(b) For contract research

The [Register financial results (contract research)] screen is displayed.

Register financial results(contract research)

Register annual financial reports.

Publish to Funding agency Required | ☐ Publish ☒ Do not publish

Annual financial reports

Settlements

(1) Basic information of the project

FY	2021FY
Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Financial results application2
Project ID	21484135
Project name	Financial results application2

(1) Fill out these fields

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes ? *1000 characters or less (line breaks and spaces are each counted as one character)

More 1000 more characters.

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STkikan・テスト・hitachi taro

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs Required	Personnel expenses/Honoraria Required	Travel expenses Required	Others Required
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Allocated amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

Financial statements - Income

	Total	Amount of contract Required	Self-paid portion Required	Others Required
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

(2) Click here

Back Save Preview annual financial Import > Register >

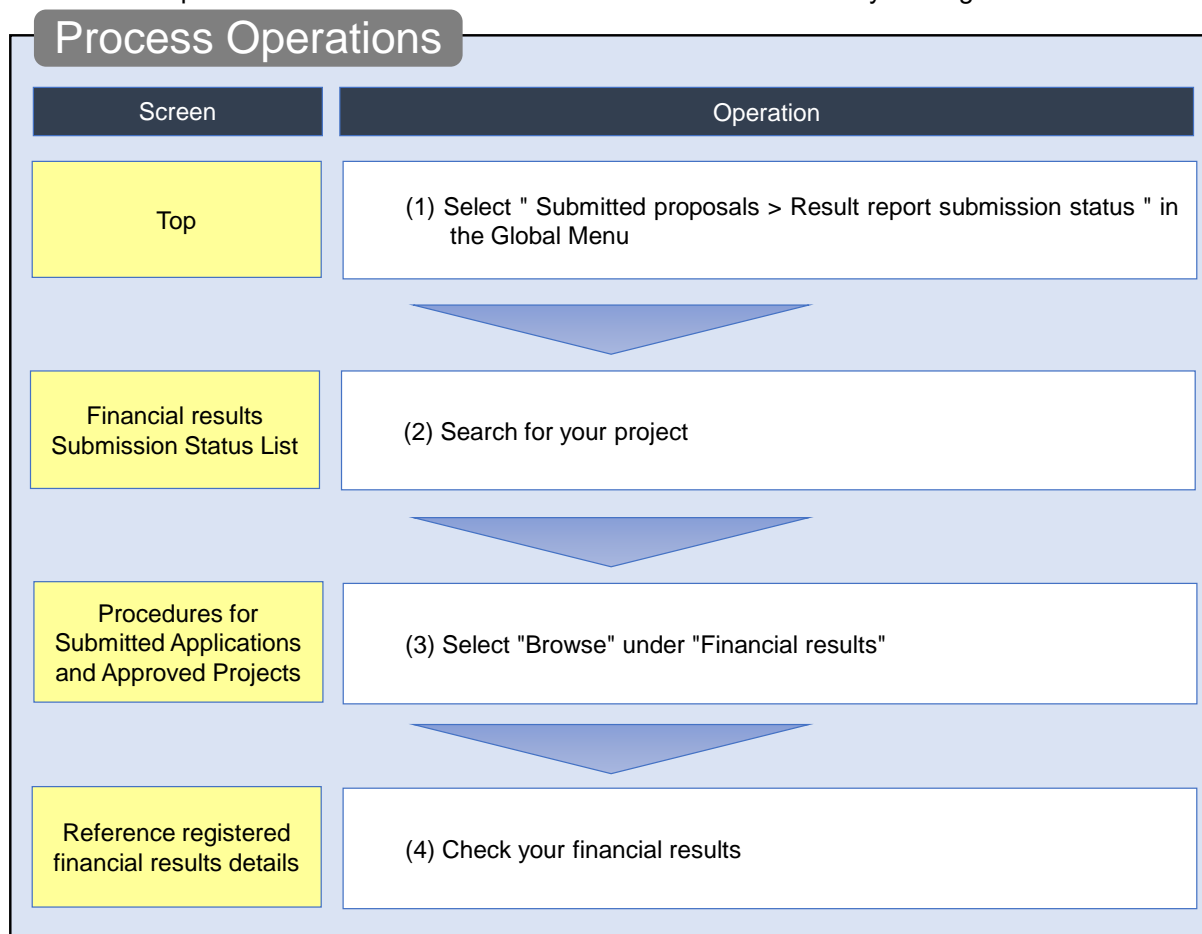
(1) Enter the details.

(2) Click the "Register" button.

The rest of this process is the same as "(4) Enter your financial results" of "5.1 Creating New Financial Results".

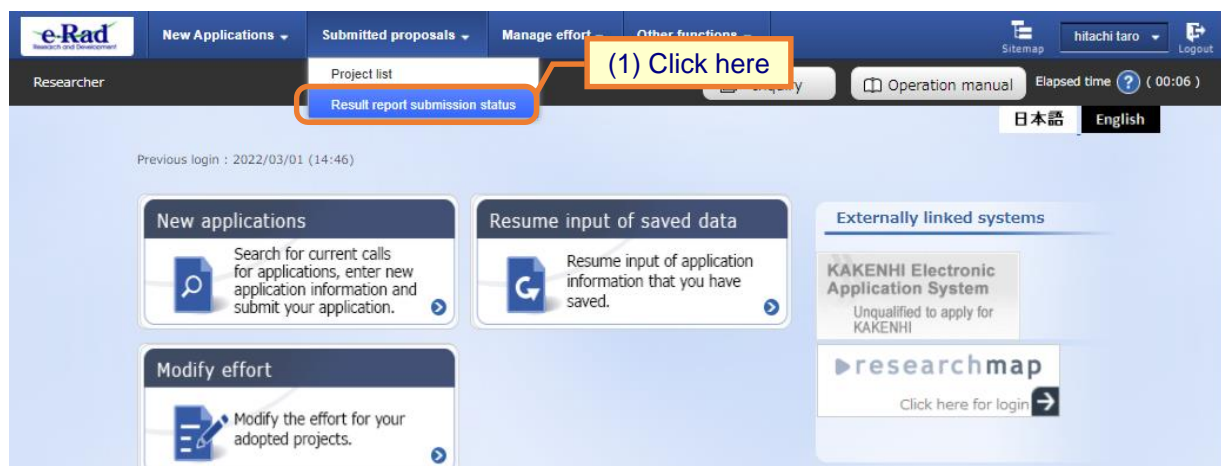
5.3 Checking Registered Details

This section explains how to check the details of financial results after they are registered.



Instructions

(1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

(2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' screen. At the top, there is a navigation bar with links: New Applications, Submitted proposals, Manage effort, Other functions, Sitemap, hitachi iaro, and Logout. Below this is a sub-header 'Researcher' with buttons for Inquiry and Operation manual, and an 'Elapsed time' indicator showing 01:32.

The main content area is titled 'Submission Status List' with a subtitle 'Displays the submission status of the financial results.' Below this is a 'Search conditions' form. The form contains several input fields and checkboxes:

- FY**: A text input field with a 'Required' label.
- Code of call for Application**: A text input field with a '[Exact match]' label.
- Title of call for Application**: A text input field with a '[Partial match]' label and a 'Research calls for' button.
- Application**: Radio buttons for 'All' (selected), 'Researcher unit', and 'Research institution unit'.
- Project ID**: A text input field with a '[Exact match]' label.
- Project title**: A text input field with a '[Partial match]' label and a 'Search project title' button.
- The way to search a name**: Radio buttons for 'Search for Only Name' (selected) and 'Search for Only other name'.
- Name of researcher representative**: Two text input fields for '(Last name)' and '(first name)' with a '[Partial match]' label.
- Register Research results status**: A grid of checkboxes for 'Not created', 'Approved pending', 'Request for correction', 'Saved', 'submitted', and 'Not received'.
- Register financial results status**: A grid of checkboxes for 'Not created', 'Approved pending', 'Request for correction', 'Saved', 'submitted', and 'Not received'.
- Number of displayed items**: A dropdown menu set to '100'.

At the bottom of the form are two buttons: 'Clear search conditions' and 'Search'. An orange box highlights the entire search conditions form, and a yellow callout box with the text '(1) Fill out these fields' points to it. Another yellow callout box with the text '(2) Click here' points to the 'Search' button.

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/In	Submission status
				Project name	Name of researcher representative			Status
2021	hitachiST	Financial results application1	Researcher unit	21484134	STkikan	Name on ly	Research results	Awaiting approval
				Financial results application1	H i t a c h i T a r o		Financial results	Not created

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button.

See “5.1 Creating New Financial Results (2) Search for your project” for details on “Financial results PDF batchdownload” and “Download search results (Financial results)”.

(3) Select "Browse" under "Financial results"

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

The screenshot displays the 'Procedures for Submitted Applications and Approved Projects' interface. At the top, there's a navigation bar with tabs like 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this, a header section contains the title and a brief description. The main content area is divided into several sections:

- Application details:** A form with fields for Application year (2021), Funding program (Business Test), Title of call for Application (Financial results application1), Project ID (21484134), Approval number (21484134), and Project title (Financial results application1). There's also a 'Browse processing history' button.
- Request for modification of approved project:** A table with columns for Information specific to the research institution, Status, New request, Resume making a request, Delete, Pullback, Browse request details, and Person in charge of the funding Agency. A 'Reference' button is at the bottom right.
- Request withdrawal, hold(release of hold) or cancel the approved project:** A table with columns for Status, New request, Resume making a request, Delete, Pullback, and Browse request details.
- Result report:**
 - Research results:** A table with columns for Start date of registration, Deadline, Status, New request, Resume making a request, Delete, Pullback, Browse request details, and Reporter - Authority setting. A 'New' button is under 'New request', and an 'Edit' button is under 'Reporter - Authority setting'.
 - Financial results:** A table with columns for Start date of registration, Deadline, Status, New request, Resume making a request, Delete, Pullback, Browse request details, and Reporter -. A 'Pullback' button is under 'Delete', and a 'Browse' button is under 'Browse request details'. A callout box with the text '(1) Click here' points to the 'Browse' button.

At the bottom left, there is a 'Back' button.

(1) Click the "Browse" button under "Financial results".



Caution

Possible range of browse

If the research sharer is not authorized to edit and browse, the button will not be displayed until the financial results are registered.

(4) Check Financial Results

(a) For subsidies

The [Register Financial Statement (subsidies)] screen is displayed.

Researcher Inquiry Operation manual Elapsed time (00:16)

Register Financial Statement (subsidies)

Publish to Funding agency Required ☐ Publish ☒ Do not publish

(1) Check these details

Financial statements -

(1) Basic information of the project

FY	2021FY
Funding agency	hitachiST
Funding system	sougoTestSeido
Funding program	Business Test
Title of call for Application	Research results application2
Project ID	21484138
Title of call for Application	Research results application2
Project ID	21484138
Project name	Research results application2

Total grant amount			Actual direct expenditures	Actual indirect costs
Total(a+b)	Total grant amount - Direct costs(a)	Total grant amount - Indirect costs(b)		
0 yen	0 yen	0 yen	0 yen	0 yen

Accounts for each cost

	Actual direct expenditures				Total
	Equipment and supplies costs Required	Personnel expenses/Honoraria Required	Travel expenses Required	Others Required	
Amount decided to be grant ?	0 yen	0 yen	0 yen	0 yen	
item	0 yen	0 yen	0 yen	0 yen	

Incomm Required	Grant	0 yen	Own funds	0 yen	Others	0 yen
------------------------------	-------	-------	-----------	-------	--------	-------

Notes *1000 characters or less (line breaks and spaces are each counted as one character)

More 1000 more characters.

(2) Accounts for each grant recipient (researcher / research institution)

Principal investigators and co-investigators (kenkyu-buntansha)			Direct costs		Actual indirect expenditures / transferred Required
Research Institution / Department / position	Researcher name	Researcher number	Subsidies written in grant-in-aid application Required	Actual Expenditures Required	
STikiken - デスト	Hitachi Taro	60936590	0 yen	0 yen	0 yen
Total	1 people		0 yen	0 yen	0 yen

(2) Click here

Close

(1) Check the details.

(2) Click the "Close" button to close the window.

(b) For contract research

The [Register financial results (contract research)] screen is displayed.

Researcher Inquiry Operation manual Elapsed time (01:02)

Register financial results(contract research)

Register financial results

Publish to Funding agency Required | ☐ Publish ☒ Do not publish

Annual financial reports

Settlements

(1) Basic information of the project

FY	2021FY
Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Project name	Financial results application1

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes ? *1000 characters or less (line breaks and spaces are each counted as one character)

More 1000 more characters.

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STkikan・テスト・hitachi taro

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs Required	Personnel expenses/Honoraria Required	Travel expenses Required	Others Required
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

Financial statements - Income

	Total	Amount of contract Required	Self-paid portion Required	Others Required
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

(1) Check these details

(2) Click here

Close

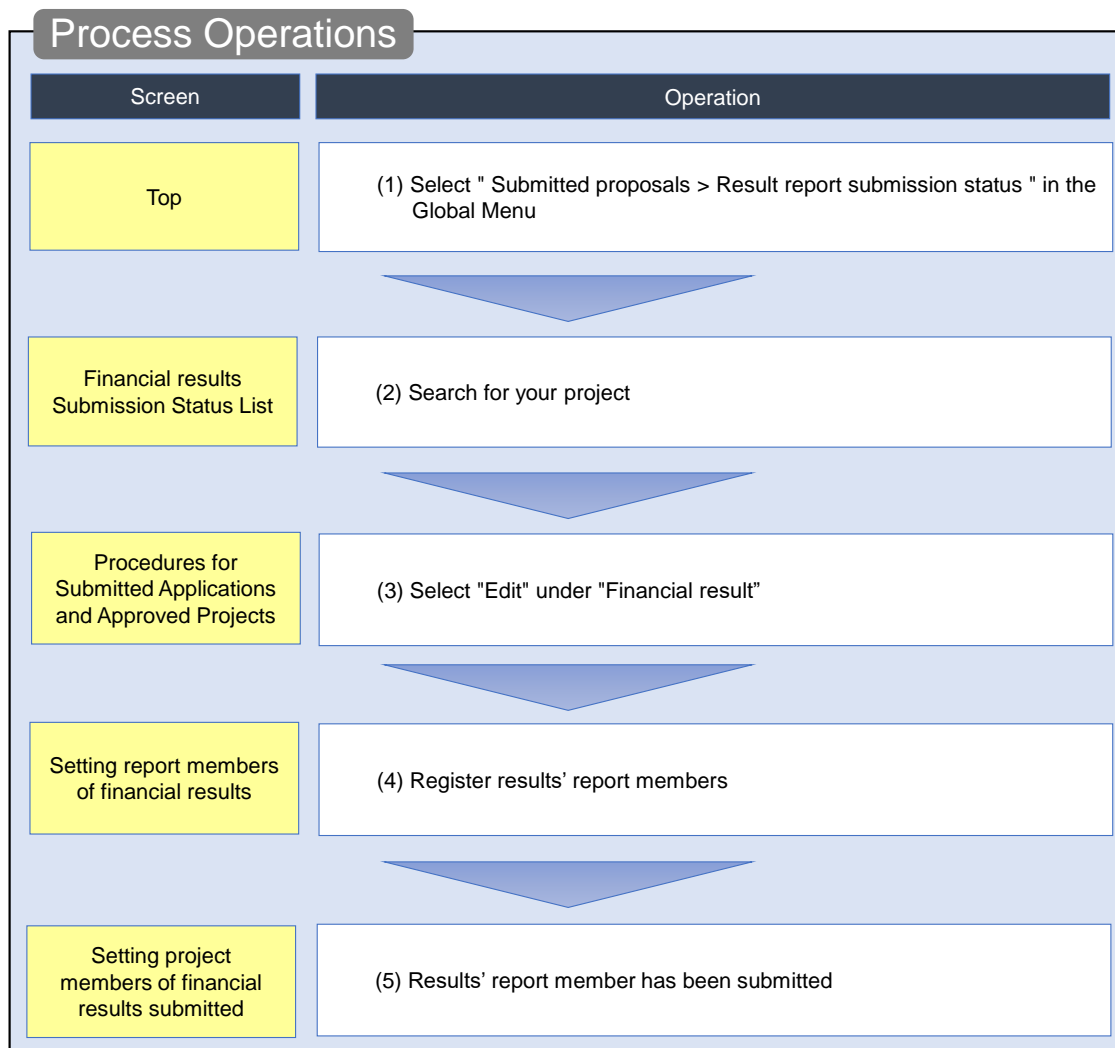
(1) Check the details.

(2) Click the "Close" button to close the window.

This completes the procedure for financial results reference.

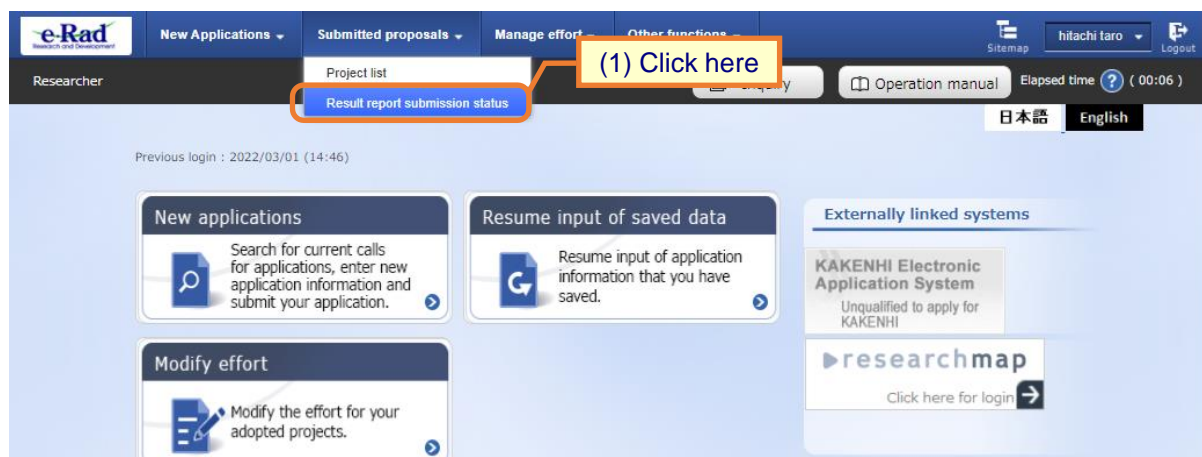
5.4 Registering The Report Members

This section explains how to register the results' report members and set the right of viewing/editing.



Instructions

(1) Selection in the Global Menu



(1) Click " Submitted proposals > Result report submission status " in the Global Menu on the top screen.

(2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' interface. At the top, there is a navigation bar with links like 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this, the 'Search conditions' section is highlighted with an orange box. This section contains various input fields for filtering results, including 'FY' (with a 'Required' label), 'Code of call for Application', 'Title of call for Application', 'Application' (with radio buttons for 'All', 'Researcher unit', and 'Research institution unit'), 'Project ID', 'Project title', 'The way to search a name' (with radio buttons for 'Search for Only Name' and 'Search for Only other name'), 'Name of researcher representative' (split into last and first name), and checkboxes for 'Register Research results status' and 'Register financial results status'. At the bottom of the search section, there is a 'Number of displayed items' dropdown set to '100'. Below the search section, there are two buttons: 'Clear search conditions' and 'Search'. An orange box highlights the 'Search' button, with a callout pointing to it. Another callout points to the search input fields.

(1) Fill out these fields

(2) Click here

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/In	Submission status
				Project name	Name of researcher representative			Status
2021	hitachiST	Financial results application1	Researcher unit	21484134	STkikan	Name on ly	Research results	Awaiting approval
				Financial results application1	Hitachi Taro		Financial results	Not created

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button.

See "5.1 Creating New Financial Results (2) Search for your project" for details on "Financial results PDF batchdownload" and "Download search results (Financial results)".

(3) Select "Edit" under "Financial results"

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

Researcher

Application year | 2021Application year

Funding program | Business Test

Title of call for Application | Financial results application1

Project ID | 21484134

Approval number | 21484134

Project title | Financial results application1

Status

Project status | End of fiscal year

Application status | -

Browse processing history

Request for modification of approved project

Information specific to the research institution	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Person in charge of the funding Agency

Reference

Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
2022/01/01	2023/01/01		New					Edit

Financial results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
			New					Edit

(1)Click here

Back

(1) Click the "Edit" button under "Financial results".

(4) Register results' report members

The [Setting report members of financial results] screen is displayed.

Setting report members of financial results
Set project members and viewing/editing authority of financial results for each member.

Project members

Grant edit authority collectively Grant view authority collectively Delete authority collectively

[Add line](#)

Search researchers	Researcher number Birthday Name(age)	Research institution Department Position / class <small>Required</small>	Viewing/editing authority <small>Required</small>	Delete	Transfer
	Representative 60936590 2000/01/01 hitachi taro (age) (H i t a c h i T a r o)	STkikan テスト 教授 / Institution director / departm ent director class			

[Add line](#)

Grant edit authority collectively Grant view authority collectively Delete authority collectively

[Delete selected line](#)

(1) Fill out these fields

(2) Click here

Back Copy report members of research results Register

(1) Input reporters' information and the right of viewing, editing.

(2) Click the "Register" button.



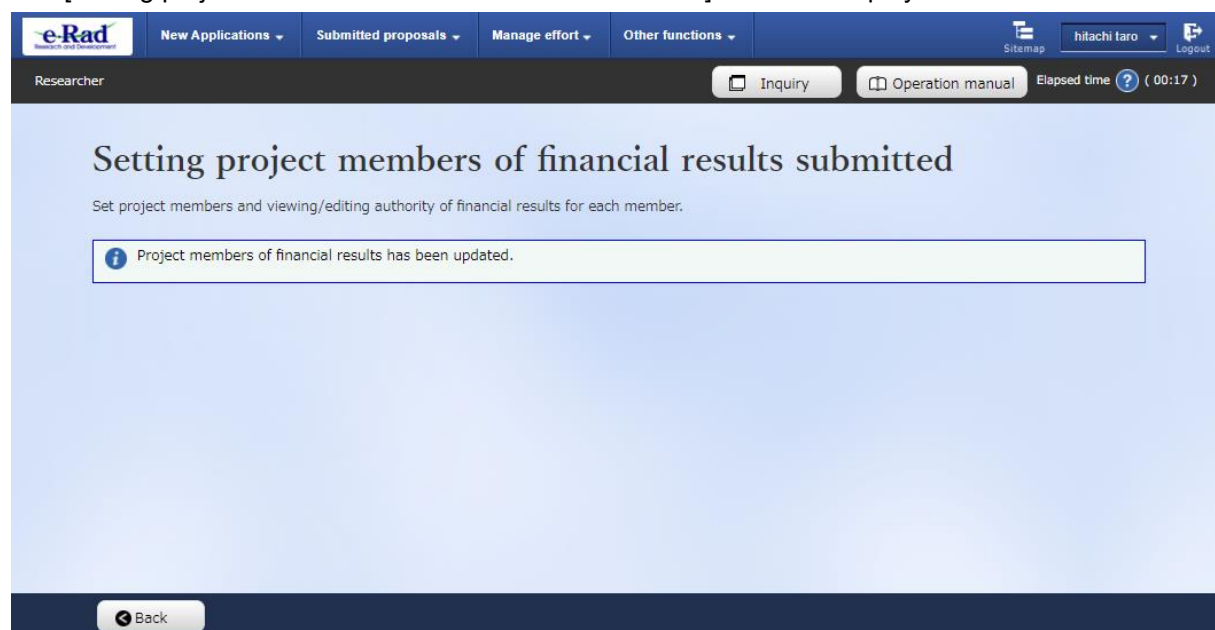
Note

Copy report members of research results

- You can copy information set by research results and about the right of viewing, editing.
- When the research results information and permission setting have been registered, the "Copy report members of research results" button is displayed.

(5) Results' report member has been submitted

The [Setting project members of financial results submitted] screen is displayed.



These changes about report members will not be reflected in information about research organizations that participates in the project.

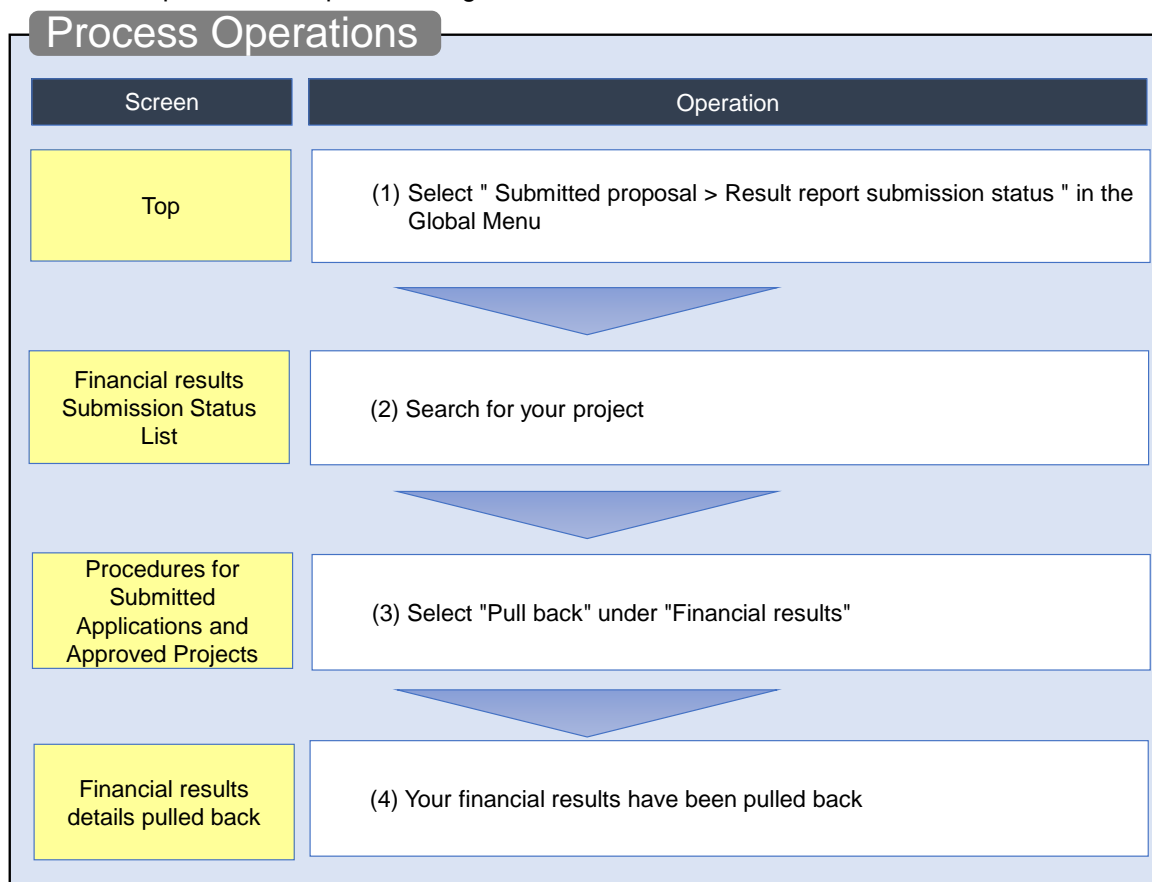
If the information about research organizations that participates in the project have changes, applying for change is required.

See "2. Requests for Changes" for details on applying for change.

This completes the procedure for registering results' report members.

5.5 Pulling back Financial Results

This section explains how to pull back registered financial results.



Instructions

(1) Selection in the Global Menu



(1) Click " Submitted proposals > Result report submission status " in the Global Menu on the top screen.

(2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' interface. At the top, there is a navigation bar with links like 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this, a 'Search conditions' section contains various input fields and checkboxes. Two callouts are present: one pointing to the search fields labeled '(1) Fill out these fields' and another pointing to the 'Search' button labeled '(2) Click here'.

Search conditions

Displays the submission status of the financial results.

Search conditions

FY Required FY

Code of call for Application [Exact match]

Title of call for Application [Partial match]

Application ☒ All ☐ Researcher unit ☐ Research institution unit

Project ID [Exact match]

Project title [Partial match]

The way to search a name ☒ Search for Only Name ☐ Search for Only other name

Name of researcher representative (Last name) (first name) [Partial match]

Register Research results status ☐ Not created ☐ Saved ☐ Making ☐ Approved pending ☐ submitted ☐ Application received ☐ Request for correction ☐ Not received

Register financial results status ☐ Not created ☐ Saved ☐ Making ☐ Approved pending ☐ submitted ☐ Application received ☐ Request for correction ☐ Not received

Number of displayed items

(1) Fill out these fields

(2) Click here

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/In	Submission status
				Project name	Name of researcher representative		Status	Registered date
2021	hitachiST	Financial results application1	Researcher unit	21484134	STkikan	Name on ly	Research results	Awaiting approval
				Financial results application1	H i t a c h i T a r o		Financial results	Not created

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button.

See "5.1 Creating New Financial Results (2) Search for your project" for details on "Financial results PDF batchdownload" and "Download search results (Financial results)".

(3) Select "Pullback" under "Financial results"

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

Researcher

New Applications Submitted proposals Manage effort Other functions

Sitemap hitachi iaro Logout

Inquiry Operation manual Elapsed time (35:57)

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Approval number	21484134
Project title	Financial results application1
Status	Project status: End of fiscal year
	Application status: -

[Browse processing history](#)

Request for modification of approved project

Information specific to the research institution	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Person in charge of the funding Agency

[Reference](#)

Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
2022/01/01	2023/01/01		New					Edit

Financial results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse
		Awaiting approval				Pullback	Browse

[Back](#)

(1) Click the "Pullback" button.

**Caution**Possible range of pullback

- If approval of the research representative's institution is required (researcher → research institution → Funding agency), only the financial results before approval by the research institution can be pulled back.
- If approval of the research representative's institution is not required (researcher →Funding agency), only the financial results before accepted by the allocation organization can be pulled back.

(4) Your financial results have been pulled back

The “Processing is complete” is displayed on the [Procedures for Submitted Applications and Approved Projects] screen.

e-Rad New Applications Submitted proposals Manage effort Other functions Sitemap hitachi taro Logout

Researcher Inquiry Operation manual Elapsed time (00:09)

Processing is complete. Click "Back" to proceed.

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Approval number	21484134
Project title	Financial results application1
Status	Project status: End of fiscal year
	Application status: -

[Browse processing history](#)

Request for modification of approved project

Information specific to the research institution	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Person in charge of the funding Agency
							Reference

Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
2022/01/01	2023/01/01		New					Edit

Financial results

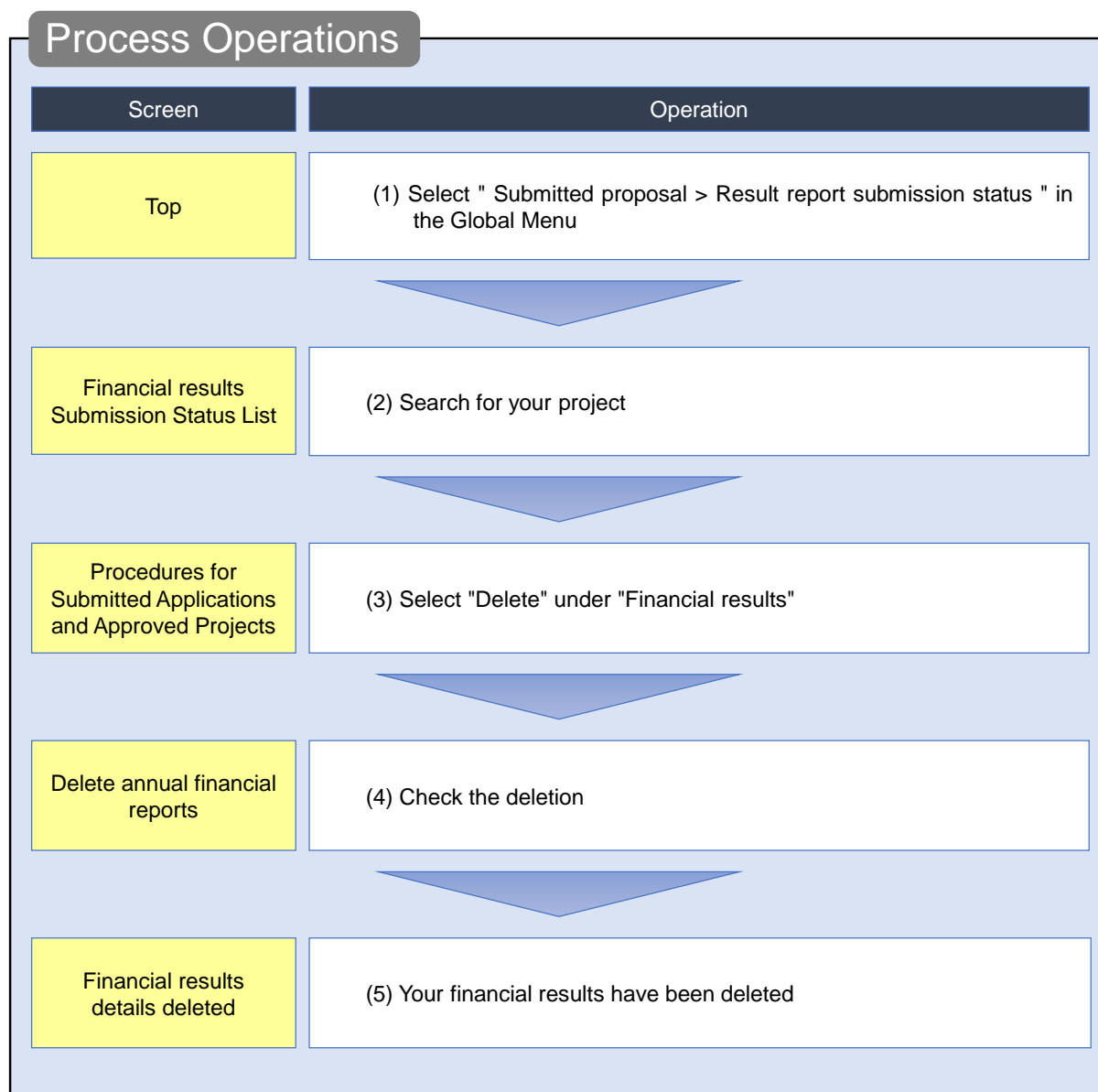
Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
		In progress		Resume	Delete		Browse	Edit

[Back](#)

This completes the procedure for pulling back financial results.

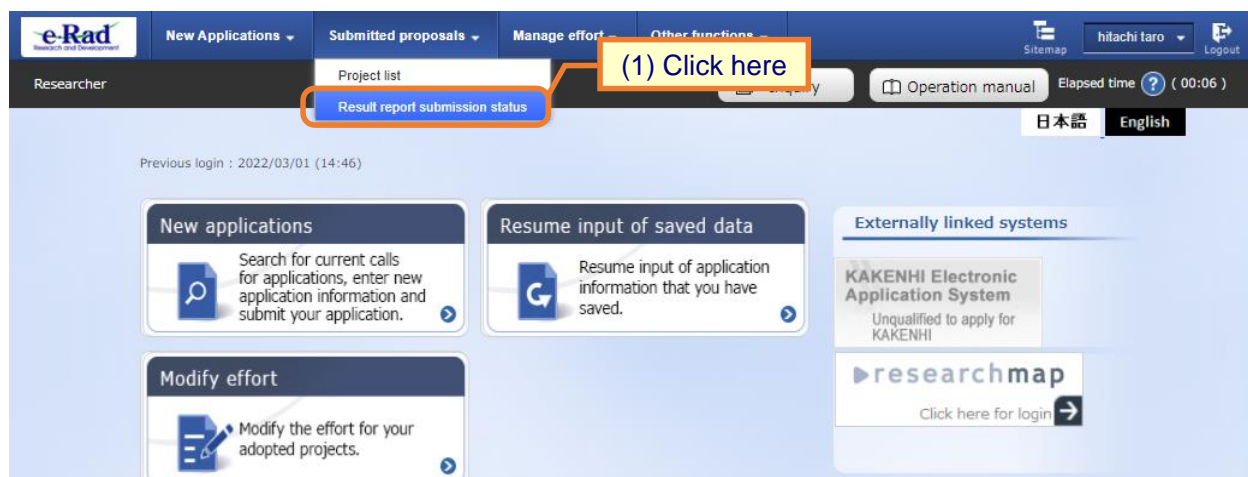
5.6 Deleting Financial Results

This section explains how to delete temporarily saved financial results.



Instructions

(1) Selection in the Global Menu



(1) Click " Submitted proposal > Result report submission status " in the Global Menu on the top screen.

(2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' screen. At the top, there is a navigation bar with links: New Applications, Submitted proposals, Manage effort, Other functions, and a user profile for 'hiyachi iaro'. Below this is a sub-header 'Submission Status List' with the description 'Displays the submission status of the financial results.'.

The main content area contains a 'Search conditions' form. This form is highlighted with an orange box and a callout '(1) Fill out these fields'. The form includes the following fields and options:

- FY**: A text input field with a red 'Required' label and a dropdown menu.
- Code of call for Application**: A text input field with a '[Exact match]' label.
- Title of call for Application**: A text input field with a '[Partial match]' label and a 'Search calls for' button.
- Application**: Radio buttons for 'All' (selected), 'Researcher unit', and 'Research institution unit'.
- Project ID**: A text input field with a '[Exact match]' label.
- Project title**: A text input field with a '[Partial match]' label and a 'Search project title' button.
- The way to search a name**: Radio buttons for 'Search for Only Name' (selected) and 'Search for Only other name'.
- Name of researcher representative**: Two text input fields for '(Last name)' and '(first name)' with a '[Partial match]' label.
- Register Research results status**: A grid of checkboxes for 'Not created', 'Saved', 'Making', 'Approved pending', 'submitted', 'Application received', and 'Request for correction', 'Not received'.
- Register financial results status**: A grid of checkboxes for 'Not created', 'Saved', 'Making', 'Approved pending', 'submitted', 'Application received', and 'Request for correction', 'Not received'.
- Number of displayed items**: A dropdown menu set to '100'.

At the bottom of the form, there is a 'Clear search conditions' button and a 'Search' button. The 'Search' button is highlighted with an orange box and a callout '(2) Click here'.

At the bottom of the page, there is a 'Main page' button.

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/In	Submission status
				Project name	Name of researcher representative			Status Registered date
2021	hitachiST	Financial results application1	Researcher unit	21484134	STkikan	Name on ly	Research results	Awaiting approval 2022/03/02 16:45
				Financial results application1	H i t a c h i T a r o		Financial results	Not created

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button.

See “5.1 Creating New Financial Results (2) Search for your project” for details on “Financial results PDF batchdownload” and “Download search results (Financial results)”.

(3) Select "Delete" under "Financial results"

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

Researcher

New Applications Submitted proposals Manage effort Other functions

Site map hitachi taro Logout

Inquiry Operation manual Elapsed time (00:05)

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021Application year
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Approval number	21484134
Project title	Financial results application1
Status	Project status End of fiscal year
	Application status -

[Browse processing history](#)

Request for modification of approved project

Information specific to the research institution	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Person in charge of the funding Agency

[Reference](#)

Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
2022/01/01	2023/01/01		New					Edit

Financial results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
		In progress		Resume	Delete		Browse	Edit

[Back](#)

(1) Click the "Delete" button under "Financial results".



Caution

Possible conditions of deletion

- Temporarily saved financial results can be deleted.
- Financial results pulled back and sent back from research institutions and Funding agency can be deleted.
- # The financial results with a correction request by the Funding agency cannot be deleted.

(4) Check the deletion

The [Deletion of accounting performance (consignment fee)] screen is displayed.

Deletion of accounting performance (consignment fee)
Register annual financial reports.

Publish to Funding agency Required ☐ Publish ☒ Do not publish

Annual financial reports

Settlements
(1) Basic information of the project

FY	2021FY
Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Project name	Financial results application1

Financial statements - Expenditures

	Total	Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes Required *1000 characters or less (line breaks and spaces are each counted as one character)

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STikan - テスト - hitachi taro

Financial statements - Expenditures

	Total	Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	Required 0 yen	Required 0 yen	Required 0 yen	Required 0 yen
Financial results	0 yen	Required 0 yen	Required 0 yen	Required 0 yen	Required 0 yen
Allocated amount of contract	0 yen	Required 0 yen	Required 0 yen	Required 0 yen	Required 0 yen

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	Required 0 yen	Required 0 yen	Required 0 yen
Financial results	0 yen	Required 0 yen	Required 0 yen	Required 0 yen

Back Deletion of accounting performance (consignment fee)

(1) Check the deletion.

(2) Click the “Deletion of accounting performance (consignment fee)” button.

(5) Your financial results have been deleted

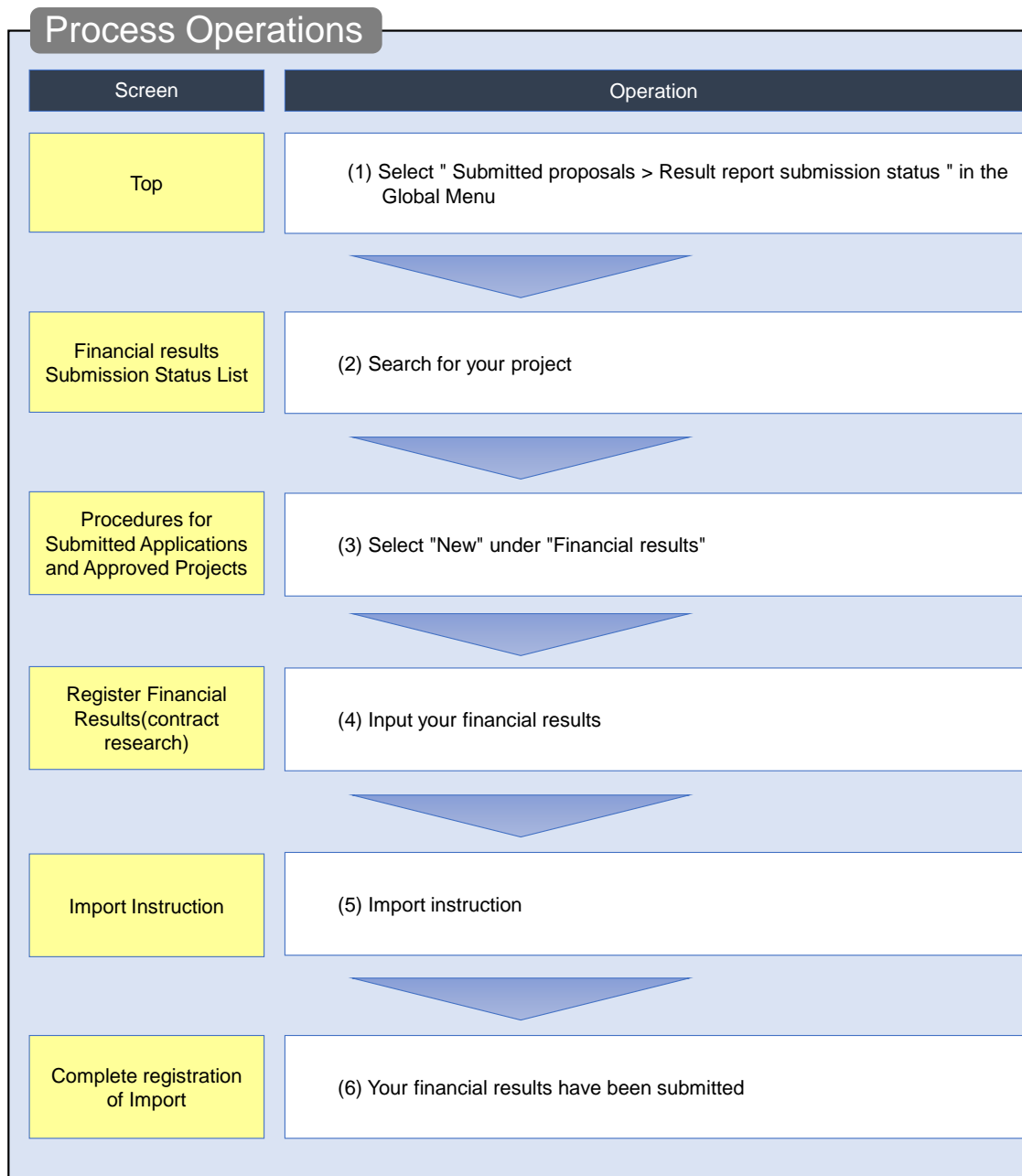
The [Financial results details (contract research) deleted] screen is displayed.



This completes the procedure for deleting financial results.

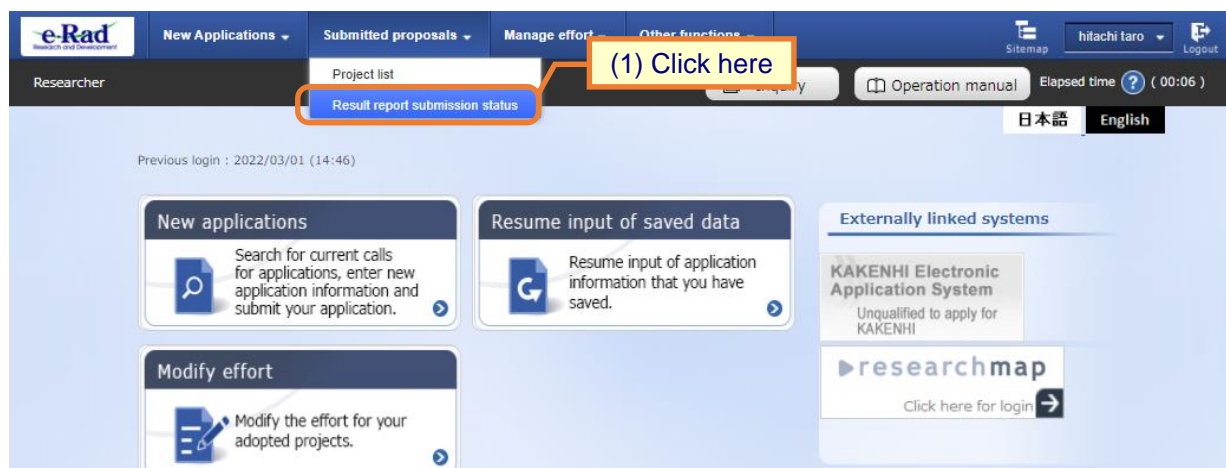
5.7 Importing Financial Results

This section explains how to import financial results.



Instructions

(1) Selection in the Global Menu



(1) Click " Submitted proposals > Result report submission status " in the Global Menu on the top screen.

(2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' screen. At the top, there is a navigation bar with links: New Applications, Submitted proposals, Manage effort, and Other functions. A user profile 'hitachi taro' and a 'Logout' link are also present. Below the navigation bar, there is a 'Researcher' section with links for 'Inquiry' and 'Operation manual', and an 'Elapsed time' indicator showing '(01:32)'.

The main heading is 'Submission Status List', with a subtitle 'Displays the submission status of the financial results.' Below this is a 'Search conditions' form. The form contains several input fields and checkboxes:

- FY**: A required field with a 'Required' label and a dropdown menu.
- Code of call for Application**: A text input field with a '[Exact match]' label.
- Title of call for Application**: A text input field with a '[Partial match]' label and a 'Research calls for' button.
- Application**: Radio buttons for 'All' (selected), 'Researcher unit', and 'Research institution unit'.
- Project ID**: A text input field with a '[Exact match]' label.
- Project title**: A text input field with a '[Partial match]' label and a 'Search project title' button.
- The way to search a name**: Radio buttons for 'Search for Only Name' (selected) and 'Search for Only other name'.
- Name of researcher representative**: Two text input fields for '(Last name)' and '(first name)' with a '[Partial match]' label.
- Register Research results status**: A grid of checkboxes for 'Not created', 'Saved', 'Making', 'Approved pending', 'submitted', 'Application received', 'Request for correction', and 'Not received'.
- Register financial results status**: A grid of checkboxes for 'Not created', 'Saved', 'Making', 'Approved pending', 'submitted', 'Application received', 'Request for correction', and 'Not received'.
- Number of displayed items**: A dropdown menu set to '100'.

At the bottom of the form, there are two buttons: 'Clear search conditions' and 'Search'. An orange box highlights the 'Search' button with the annotation '(2) Click here'. Another orange box highlights the search input fields with the annotation '(1) Fill out these fields'.

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

(3) Select "New" under "Financial results"

The [Submission Status List] screen is displayed.



Search results

[Research results PDF batchdownload](#)
[Financial results PDF batchdownload](#)
[Download search results\(Research results\)](#)
[Download search results\(Financial results\)](#)

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry	Submission status	
				Project name	Name of researcher representative			Status	Registered date
2021	hitachiST	Financial results application1	Researcher unit	21484134	STkikan	Name on ly	Research results Financial results	Await appro	Not creat ed

1 to 1 items (total 1 items)

[Research results PDF batchdownload](#)
[Financial results PDF batchdownload](#)
[Download search results\(Research results\)](#)
[Download search results\(Financial results\)](#)

(1) Click here



Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter · Authority setting
2022/01/01	2023/01/01		New					Resume ma

Financial results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter · Authority setting
			New					Resume ma

(2) Click here

Back

(1) Click the "Financial results Edit/Inquiry" button under " Edit/Inquiry".

(2) Click the "New" button under "Financial results".

(4) Input your financial results

The [Register Financial Results(contract research)] screen is displayed.

Register financial results(contract research)

Register annual financial reports.

Publish to Funding agency ☐ Publish ☒ Do not publish

Annual financial reports

Settlements

(1) Basic information of the project

FY	2021FY
Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Project name	Financial results application1

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes

*1000 characters or less (line breaks and spaces are each counted as one character)

More 1000 more characters.

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STIken・テスト・renkeishoku1
hitachi taro

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Allocated amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

Back Save Preview annual financial **Import** Register

(1) Input your financial results.

(2) Click the "Import" button.

(5) Import instruction

The [Import Instruction] screen is displayed.

Import Instruction

Batch import to system with the CSV file for batch importing of various information.
 On this page, you can import CSV file(batch register data/modify data)
 • Select "Acquisition Information" and "Type of Acquisition", Specify "Acquisition File" and click the "Register" button to execute the import process.
 • Just the CSV file that edited with "CSV files editing tool" can be imported. Please note that the files edited with a text editor such as Excel or "Notepad" can't be imported.
[Click here to download the report account tool.](#)
 (attention)The CSV file editing tools are available only by Windows.

Import Instruction

Acquisition Information Required Contract Information File

Type of Acquisition Register

Register : Perform a new registration. An error will occur if the same information already exists.
 Modify : Modify registered information. If information to be modified does not exist, an error occurs.
 *Depending on the type of acquisition information, there are classifications that can not be selected. For example, in case of import information "approved information" selected.

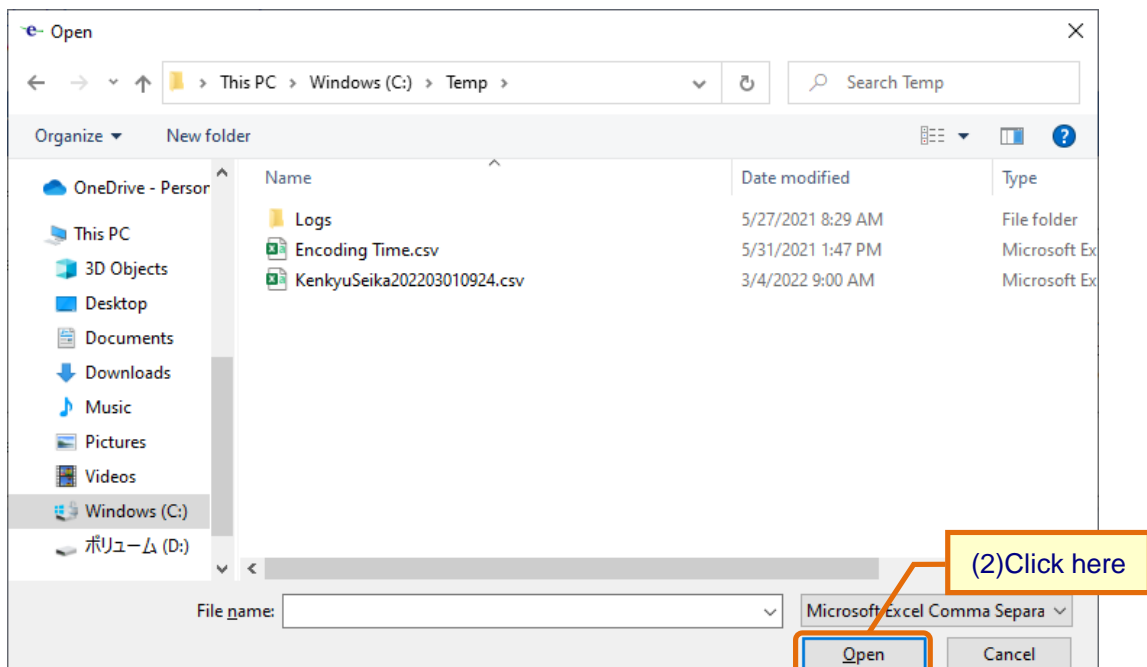
Acquisition File File CSV File Maximum size : 30MB

Browse

(1)Click here

Back Confirm

(1) Click the "Browse" button.



(2) Select the file to import and click the "Open" button.

Import Instruction

Batch import to system with the CSV file for batch importing of various information.
On this page, you can import CSV file(batch register data/modify data)

- Select "Acquisition Information" and "Type of Acquisition", Specify "Acquisition File" and click the "Register" button to execute the import process.
- Just the CSV file that edited with "CSV files editing tool" can be imported. Please note that the files edited with a text editor such as Excel or "Notepad" can't be imported.

[Click here to download the report account tool.](#)
(attention)The CSV file editing tools are available only by Windows.

Import Instruction

Acquisition Information Required	Contract Information File
Type of Acquisition	Register Register : Perform a new registration. An error will occur if the same information already exists. Modify : Modify registered information. If information to be modified does not exist, an error occurs. *Depending on the type of acquisition information, there are classifications that can not be selected. For example, in case of import information "approved information file", only "Modify" can be selected.
Acquisition File	File CSV File Maximum size : 30MB C:\fakepath\Hojyokin202202010953_... Browse

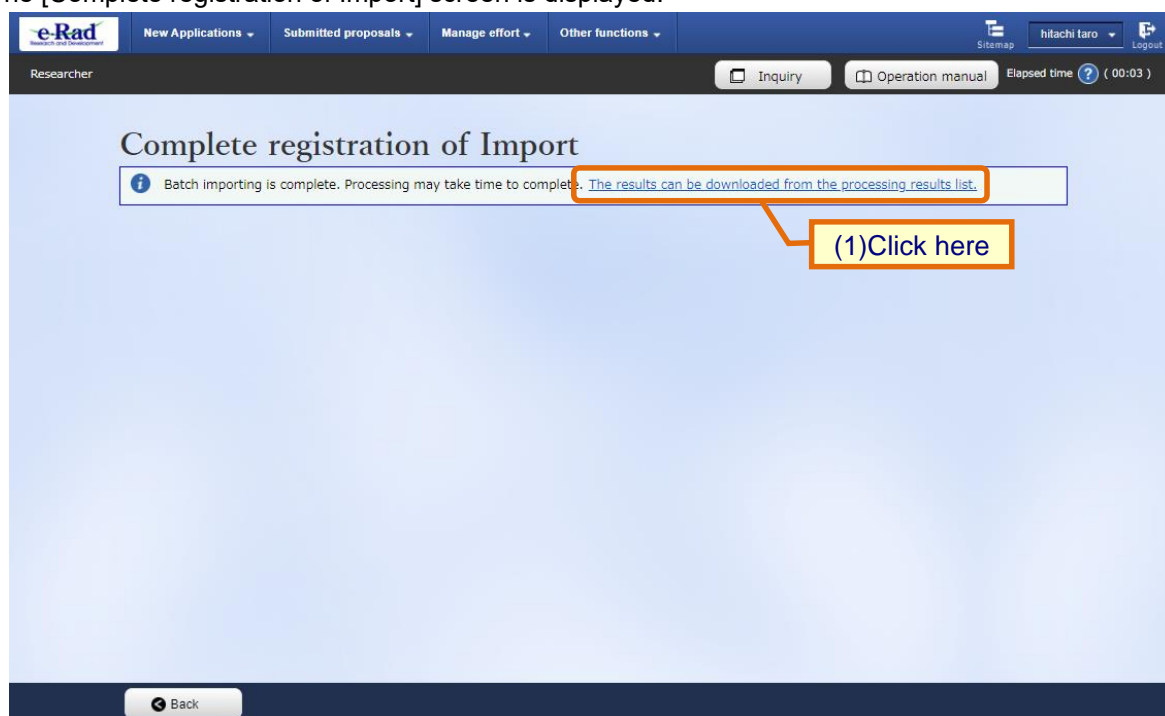
Back Confirm

(3)Click here



(3) Click the "Confirm" button.

(6) Import instruction (confirm input details)

The [Complete registration of Import] screen is displayed.



(1) Click “The results can be downloaded from the processing results list.”.

Search results					
1 to 29 items (total 29 items)					
Start time	Function name	Message	Status	Browse	Download
2022/03/11 18:38		[Contents of acquisition] Acquisition Information: Contract Information File Type of Acquisition: Register File: Itakuh202202251016 (1).csv Number of processes: 1 [Processing result] Number of normal processes : 0 Number of fraudulent processes: 1 All items are not imported because there was invalid data. Correct the invalid data and import it again.	Error		
2022/03/11 18:38					
2022/03/11 18:37		[Contents of acquisition] Acquisition Information: Contract Information File Type of Acquisition: Register File: Itakuh202202251016.csv Number of processes: 1 [Processing result] Number of normal processes : 0 Number of fraudulent processes: 1 All items are not imported because there was invalid data. Correct the invalid data and import it again.	Error		
2022/03/11 18:37					
2022/03/11 18:37			Error		
2022/03/11 18:37					

(2) Check whether it is “Finished successfully”.

(3) If there is an error, click the “Download” button and confirm the error details.