Quick Reference Guide
UPLOADING DATA FILES

What data is uploaded to the Single Scheme Databank?

For each Scheme Year, there are two Scheme Files that must be uploaded for each Relevant Authority:

Single Scheme Membership Data File	contains data on all active, deferred, and former members of the Scheme. It also includes information on refunds paid to non-vested leavers.
Single Scheme Benefit Payments Data File	which records details of any retirement or death benefits paid under the Single Scheme in that year, as well as details of pensions in payment

You can find further information on the format of each of the Scheme Data Files, including information on permissible values, on the Single Scheme Databank Training page for administrators at https://singlepensionscheme.gov.ie/databank/employers/resources/training

Once you have completed all necessary quality assurance checks on your data, you can commence uploading of a Scheme File for a particular year to the Databank noting that each organisation is ultimately responsible for the quality of uploaded data.

## How is data uploaded to the Single Scheme Databank?

The **Data Gathering and Validation Tool ("DGVT")** is the application used by authorised users to upload files in a specified format to the Single Scheme Databank. Authorised users can access the DGVT using the following web address https://dgvt.gov.ie

How do I upload a Scheme File to the Single Scheme Databank?

Once you have successfully logged on to the DGVT, the DGVT landing page is presented:

From this landing page, you can choose which type of Scheme File you wish to upload (i.e. Membership Data File or Benefits Payment Data File) by clicking the relevant options.
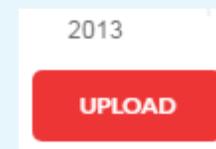
On the File Record page, a summary is presented showing if file records have been uploaded for a particular year. If your organisation is uploading data for the first time, there will be no records and the display will appear as follows:
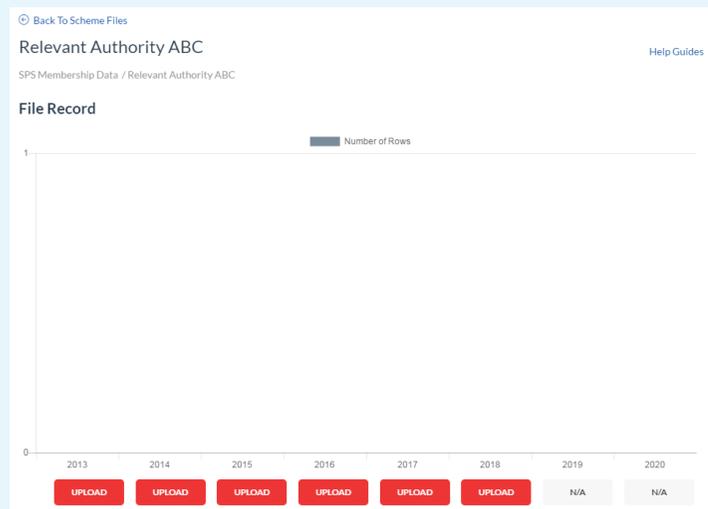
If your organisation has uploaded data previously, then information will be displayed on the number of records for each year where a return has been made to the Databank:
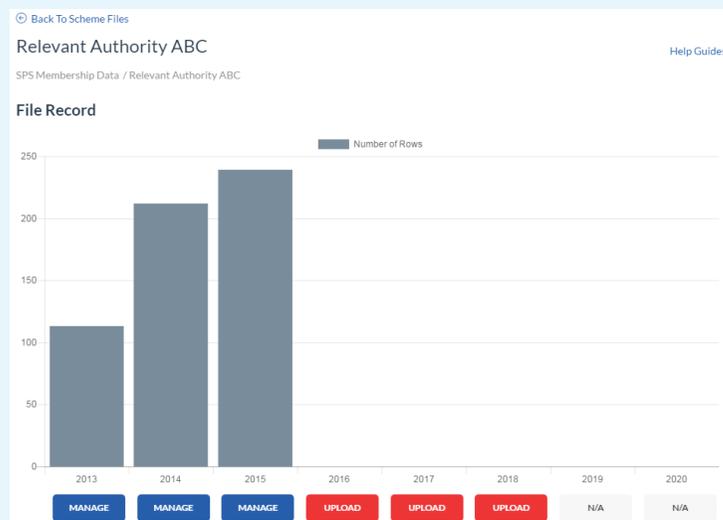
To upload a file, click the "Upload" button corresponding to the year that you wish to upload a Scheme File for:

You will then be presented with the File Uploader screen.

In the "File Upload" Section, click "Select File" and a pop up window will open that allows you to select the file on your computer/network drive that you wish to upload. This is similar to how you might attach a file to an e-mail. Once you have selected the file, click "Open" and the pop up window will close.

If you are satisfied that you are uploading the correct file, click on the "Upload" button.

If your file has been successfully uploaded, a message with a green border will be displayed at the top of the screen. The file that you have uploaded will also appear under the "Existing Files" Section.

File has been uploaded successfully. Please upload remaining files for same period by clicking on the links SPS Benefits Payment

⊕ Back To Relevant Authority ABC Dashboard

File Uploader

SPS Membership Data / Relevant Authority ABC / 2013

If your file upload has been successful, this green box will appear

Click on this link to upload the corresponding Scheme File for the same year

⏏ Upload

Select a file to u

| Select File | | | UPLOAD |

Upload History

File Name	Rows	Uploaded by	Date uploaded

If you return to the File Uploader page, you'll see that records displayed for the corresponding year based on the file that you have uploaded:

⊕ Back To Relevant Authority ABC Dashboard

File Uploader

SPS Membership Data / Relevant Authority ABC / 2013

⏏ Upload File

Select a file to upload (.xls, .xlsx, .csv)

Your newly uploaded file will be listed here

| Select File | | | UPLOAD |

Upload History

File Name	Rows	Uploaded by	Date uploaded
Membership_Data_2013.xlsx	113	AN.Other@relevantauthorityabc.ie	15/11/18 16:58

Organisations should ensure that they securely retain a copy of any data uploaded to the Databank, along with any working files containing granular data, should these be required in the event of a future query.

What do I do if I receive an error message when trying to upload a file?

The DGVT initially checks to see if the data included in a file meets certain criteria. For example, it checks to see if dates are in the format dd/mm/yyyy and that all mandatory fields have been populated.

If your file passes these initial checks, the DGVT will then complete some further basic validations on some of the data included on the template. e.g. for a leaver, it will check that this member's Pensionable Employment Leave Date is after their Pensionable Employment Start Date.

If DGVT identifies that the data in your file does not meet validation criteria, it will not permit you to upload your file. Instead, a red box will be displayed notifying that "your file contains errors"

File Uploader

SPS Membership Data / Relevant Authority ABC

If your file upload has not been successful, this red box will appear.

⏏ Upload File

Select a file to upload (.xls, .xlsx, .csv)

| Select File | | | UPLOAD |

Your file contains errors

DOWNLOAD REPORT

ERRORS IN FILE

2 - Year: This column cannot have empty values
3 - PAO: Select a valid choice. n is not one of the available choices.
3 - Pensionable Employment Start Date: Ensure this value is greater than or equal to 2013-01-01.
3 - RA Number: This column cannot have empty values
4 - Civil Status: Select a valid choice. other is not one of the available choices.
5 - Member Status: Select a valid choice. retired is not one of the available choices.
6 - Total Actual Gross Pensionable Remuneration Paid: Ensure this value is less than or equal to 700000.0.
6 - Total Actual Gross Pensionable Remuneration Paid: Ensure that there are no more than 6 digits before the decimal point.
7 - Pension Referable Amount: Ensure that there are no more than 2 decimal places.
8 - Lump Sum Referable Amount: Ensure that there are no more than 2 decimal places.

Click here to download the error report

Depending on the number of errors found in your file, the red box will display all or some of these errors. The error messages are designed to be as intuitive as possible.

It is recommended that you download the error report by clicking on the "Download Report" button. This will allow you to save the report locally and allow you to review the errors in your file and make any adjustments before trying to upload your amended file again.

The error report downloads in a .csv file format, which you can save locally and then open in MS Excel.

Line Number	Column	Level	Error
2	Year	field	This column cannot have empty values
3	PAO	field	Select a valid choice. n is not one of the available choices.
3	Pensionable Employment Start Date	field	Ensure this value is greater than or equal to 2013-01-01.
3	RA Number	field	This column cannot have empty values
4	Civil Status	field	Select a valid choice. other is not one of the available choices.
5	Member Status	field	Select a valid choice. retired is not one of the available choices.
6	Total Actual Gross Pensionable Remuneration Paid	field	Ensure this value is less than or equal to 700000.0.
6	Total Actual Gross Pensionable Remuneration Paid	field	Ensure that there are no more than 6 digits before the decimal point.
7	Pension Referable Amount	field	Ensure that there are no more than 2 decimal places.
8	Lump Sum Referable Amount	field	Ensure that there are no more than 2 decimal places.

This refers to the row on which the error occurred

This is the column header for which the error occurred

This is the level at which the error occurred

This is a short description of what type of error occurred

What do I do if I wish to amend the data in a file uploaded for a particular year?

If you wish to amend data contained in either a Membership Data File or Benefit Payments File previously uploaded for a particular year, you need to upload an amended file for all members for the year in question i.e. not just those members that you wish to amend. This is achieved by repeating the above steps.

It is recommended, where possible, that you download the most recent file (see below) and incorporate your changes to that file prior to uploading a new file.
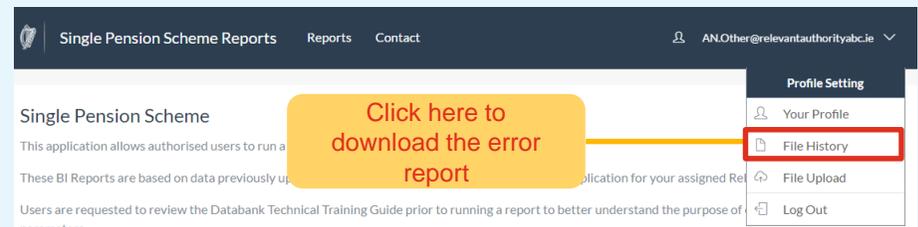
By uploading a new file for a particular year, you are overwriting the existing data for all members for that year. **It is therefore important that all updated files go through a rigorous local quality assurance review, noting that each organisation is ultimately responsible for the quality of data uploaded to the Databank.**

How do I download an existing Scheme File that has been previously uploaded?
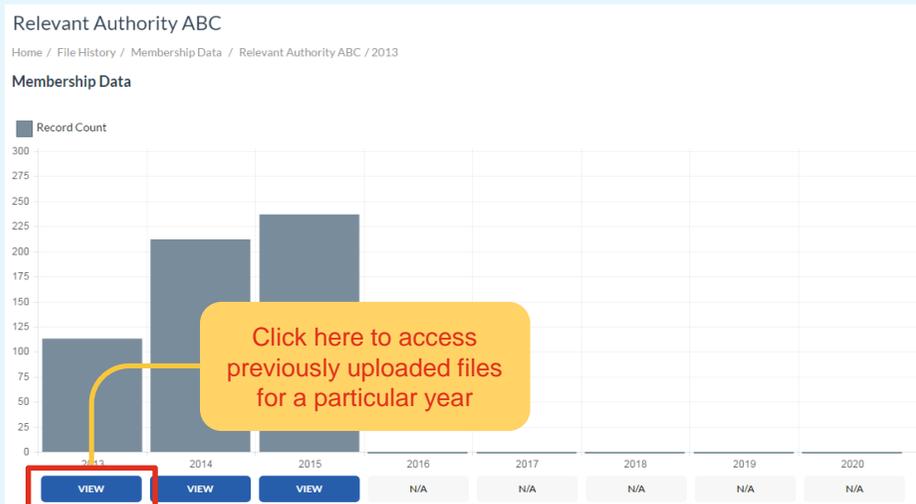
The facility to allow authorised DGVT users to download copies of files previously uploaded is restricted to organisations that are on the secure Government Network or HEAnet. Your Local Databank Coordinator will confirm this information to you if you are unsure.

If an organisation is on the secure Government Network or HEAnet, authorised DGVT users can download files previously uploaded by logging on to the Single Scheme Reports application at the website https://spsreports.gov.ie

Once you have logged on to the Single Scheme Reports application, you should click on your username that appears on the top righthand side of the display. From the Profile Settings dropdown that appears, select "File History":

Single Pension Scheme Reports   Reports   Contact   AN.Other@relevantauthorityabc.ie

Single Pension Scheme

This application allows authorised users to run a

These BI Reports are based on data previously up...

Users are requested to review the Databank Technical Training Guide prior to running a report to better understand the purpose of parameters

Profile Setting
Your Profile
File History
File Upload
Log Out

Click here to download the error report

Select "View" for the corresponding year to display files previously uploaded:

Relevant Authority ABC
Home / File History / Membership Data / Relevant Authority ABC / 2013
Membership Data

Click here to access previously uploaded files for a particular year

Determine the most recent file uploaded for a particular year by reviewing the Data Uploaded information. You can download this file by clicking on the file name and saving file locally:

File Viewer
Home / File History / Membership

Click on the file name to download a file

Check you are downloading the most recent file using the date stamp

File History

File Name	Rows	Uploaded by	Date Uploaded
Membership_Data_2013.xls	113	AN.Other@relevantauthorityabc.ie	Thurs, 15 Nov 2018, 4:58 PM

What do I do if my organisation has no Single Scheme members for a particular year?

For each year where your organisation did not have a Single Scheme member you will need to make a "nil return" submission. You will need to upload a blank template file for both the Membership Data File and Benefit Payments Data File. If you do not make a "nil return" submission for both Data Files, the Databank will expect to receive data from your organisation for that year.

What do I do if my organisation has no Benefit Payments Data for a particular year?

If your organisation did not have any retirement or death claims under the Single Scheme during a particular year, and if there were no Single Scheme pensioners in payment at the end of that year, you will need to make a "nil return" submission for the Benefits Payments Data File for the year in question. If you do not make a "nil return" submission for the Benefit Payments Data File, the Databank will expect to receive this data, as well as a Membership Data File, from your organisation for that year.

Where can I get further information?

You should consult the Single Scheme Databank Training page for administrators at https://singlepensionscheme.gov.ie/databank/employers/resources/training

Each organisation has also designated a Local Databank Coordinator to liaise with the DPER Single Scheme Databank Team. If your Local Databank Coordinator cannot assist you with your technical query, your Local Databank Coordinator will make contact with DPER on behalf of your organisation for further assistance.

Please note that for security purposes, under no circumstances should personal data intended to be uploaded to the Single Scheme Databank be e-mailed to DPER.