



QUEENSLAND RECONSTRUCTION AUTHORITY

# **MARS Portal user guide**

## **Progress reporting**

**MARS | Queensland Reconstruction Authority**

The *Management and Reporting System (MARS)* is a product of the Queensland Reconstruction Authority.

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# 1 Introduction

<b>Background</b>	The Management and Reporting System (MARS) was developed by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications. The system aims to improve efficiency in requesting and activating disaster funding, as well as lodging and assessing funding submissions for disaster events occurring from 1 November 2018.
<b>Purpose</b>	The purpose of this document is to guide the user through key activities for progress reporting in the MARS Portal.
<b>Audience</b>	This user guide is intended for MARS Portal users with active delivery programs under Disaster Recovery Funding Arrangements (DRFA).
<b>Pre-requisites</b>	<p>This user guide has been designed with a focus on system functionality, and assumes that users have:</p> <ul style="list-style-type: none"> <li>• basic PC skills</li> <li>• basic knowledge of Microsoft applications</li> <li>• an understanding of the DRFA</li> <li>• already been set up with access to the MARS Portal, with the user profile type of Progress Report Builder or Organisation Executive.</li> </ul>

## 2 Login to MARS

Open the Chrome browser. MARS works best in Chrome, but can also be used in Internet Explorer (IE).



To navigate to the MARS Portal, type [www.qra.qld.gov.au](http://www.qra.qld.gov.au) into the browser window. The link to MARS can be located on the QRA website, and will also be provided to newly registered users. If you are not a registered user, please refer to the QRA website to access a user access request form.

Registered users can click the MARS login button on the banner.

**MARS login**

Enter login details, then click **login**.

Queensland Government  
Queensland Reconstruction Authority

Management and Reporting System (MARS) Portal

Enter your email address and password to login.

E-mail address \*  
Train1@qldra.org.au

Password \*  
.....

[LOGIN](#) [I FORGOT MY PASSWORD](#)

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If this is your first time accessing the MARS Portal, it is recommended you follow the prompt to **take a tour of MARS**.

### 3 Progress reporting

Progress reporting is required for all approved submissions in delivery as part of a delivery program for each active submission type within an event’s financial year. A monthly progress report for each delivery program is required by QRA during the delivery phase regardless of the need to claim a payment.

#### 3.1 Navigating to the delivery program

Navigate to **applications** in the navigation bar. Click the **delivery program** tab to view a list of all delivery programs that have approved submissions. Click on the current delivery program.

The screenshot shows the MARS portal interface. The navigation bar includes 'Home', 'Applications', and 'Isaac Regional Council'. The 'Applications' section is active, with sub-tabs for 'Activation requests', 'Unassigned line items', 'Submissions', 'Delivery programs', and 'Funding package EOI'. The 'Delivery programs' tab is selected, displaying a table with the following data:

Name	Submission type	Financial year
IRC - REC - 1819	Reconstruction of Essential Public Assets	2018-2019

A callout points to the 'Name' column, stating: "The name is the organisation, submission type and financial year."

The delivery program is displayed with all submissions in that program. Click on a submission from the list in the display panel as shown below.

The screenshot shows the MARS portal interface with the 'IRC - REC - 1819' delivery program selected. The left sidebar contains a tree view with 'Submissions' selected. The main display panel shows the following details:

- Delivery program: IRC - REC - 1819
- Submission type: Reconstruction of Essential Public Assets
- Financial year: 2018-2019

Below these details is a table of submissions:

Submission	Org reference	Phase	Event	Submission value
IRC.0001.1718G.REC	South East Sub 1	Pre-approval	Sally Storm	\$28,752.13
IRC.0002.1718G.REC	South East Sub 2	Pre-approval	Sally Storm	\$16,517.51
IRC.0003.1718G.REC	North West Sub 1	Pre-approval	Sally Storm	\$11,921.01
IRC.0004.1718G.REC	North West Sub 2	Pre-approval	Sally Storm	\$1,318.96
IRC.0005.1718G.REC	North West Sub 3	Pre-approval	Sally Storm	\$4,928.15

Callouts identify the 'Side bar' and the 'Display panel'.

The approved values are grouped by asset with the exception of the project management percentage from the approved submission which is displayed separately for reporting progress.

The screenshot shows the MARS portal interface. The sidebar on the left contains a tree view under 'IRC - REC - 1819' with 'Submissions' expanded to show a list of submission IDs. The main content area displays details for 'IRC.0002.1718G.REC', including its delivery program, submission type, financial year, org reference, phase, event, and submission value. Below this is a table with two sections: 'Submission details' and 'Reconstruction Expenditure'. The 'Submission details' table lists assets like 'Redcliffe Vale Road' and 'Investigations & Design and Project Management' with their respective recommended values. The 'Reconstruction Expenditure' table shows estimated and actual costs. Callouts with blue circles and lines point to: 1) the submission ID in the sidebar, 2) the 'Submission rolled up to an asset level with recommended value' text, 3) the 'Submission details' table, and 4) the 'MARS' logo in the top right.

● The submission can also be selected from here.

● Submission rolled up to an asset level with recommended value.

● Submission details.

● Display of your current location in MARS.

### 3.2 Create a progress report

On the delivery programs tab click **create progress report** button.

The screenshot shows the 'Delivery programs' tab selected in the MARS portal. The sidebar on the left shows 'IRC - REC - 1819' expanded to show 'Submissions' and 'Progress reports'. The main content area displays details for 'IRC - REC - 1819', including its delivery program, submission type, and financial year. A blue button labeled 'CREATE PROGRESS REPORT' is visible in the top right of the main content area. Callouts with blue circles and lines point to: 1) the 'Submissions' and 'Progress reports' options in the sidebar, and 2) the 'Detail of current selection' text.

● Side bar displays collapsible arrows to display more information in each section.

● Detail of current selection.

The side bar has three layers of information:

- delivery program – the selected delivery program
- submission list – all the submission included within the delivery program
- progress report – all progress reports created to date and their status.

### 3.3 Progress report details

Navigate to the current progress report by selecting it on the side bar or in the display panel.

The screenshot displays the MARS Portal interface for the 'IRC - REC - 1819' delivery program. The sidebar on the left shows a navigation tree with 'Progress reports' expanded. The main content area shows details for the delivery program, submission type, and financial year. Below this is a table of submissions with columns for Submission, Org reference, Phase, Event, and Submission value. At the bottom, a 'Progress Reports' section shows a table with columns for Progress report name, Date lodged, and Progression. A single report is listed with a 'Draft' status.

Submission	Org reference	Phase	Event	Submission value
IRC.0001.1718G.REC	Estimate Method	Pre-approval	Sally Storm	\$28,752.13
IRC.0002.1718G.REC	Provide market price	Pre-approval	Sally Storm	\$16,517.51
IRC.0003.1718G.REC	Change estimate method	Pre-approval	Sally Storm	\$11,921.01
IRC.0004.1718G.REC	Reprosecute line items	Pre-approval	Sally Storm	\$1,318.96
IRC.0005.1718G.REC	Change scope	Pre-approval	Sally Storm	\$4,928.15

Progress report name	Date lodged	Progression
IRC.PRO2.1819.REC		Draft

Click collapsible arrow to display progress reports. Select from the list to display report details.

In the display panel click the progress report from the list to display details.

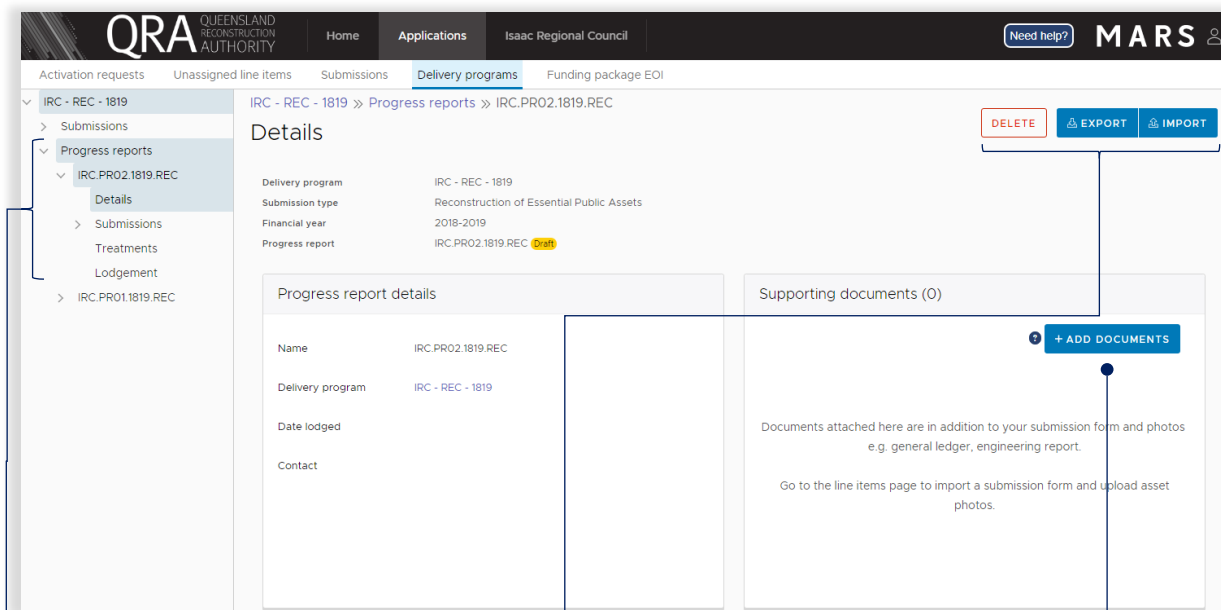
Only one progress report can be in **draft** at one time.



Any new approved submission after creation of the progress report will be added to the next progress report. Select delete and create a new report if progress has begun on that submission.



In the progress report **details** page the report can be exported, imported, and supporting documents added. Updates to the progress report are done outside of MARS, directly into the Excel export.



The side bar displays the progress report pages for the program.

Buttons to delete, export or import report.

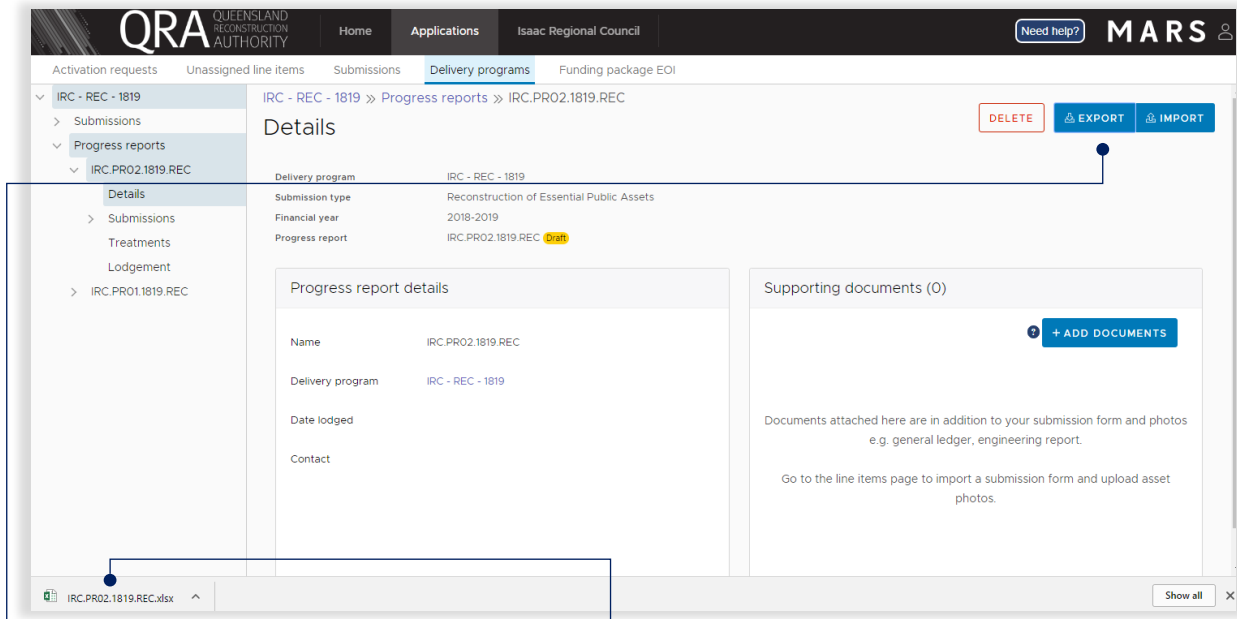
Add supporting documents (e.g. general ledger if a payment is required).

The side bar consists of the following report details:

- details page – report details and supporting documents
- submissions page – all submissions within the selected progress report
- treatments page – a list of all treatments from all submissions in the selected progress report
- lodgement page – validation restrictions and warnings to address before lodging progress report to QRA.

### 3.4 Export report template

MARS has developed the submission and treatment details to be exported in Excel to support easy and effective updates of progress. To export the document, on the display panel click the **export** button and click view document as shown below.

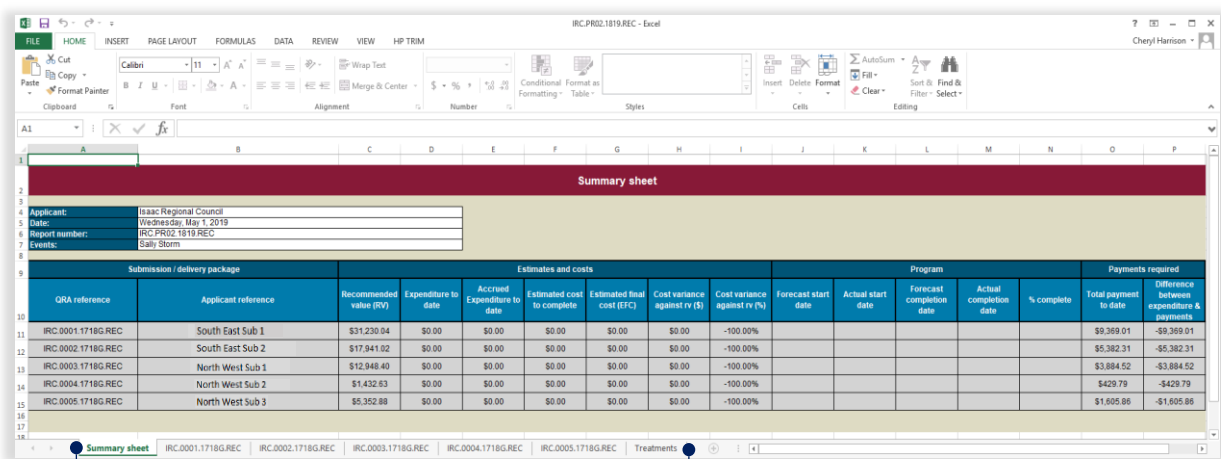


Click **export** to extract the progress report template.

Click to view exported progress report template.

The exported progress report has a tab with a summary of values per submission, a separate tab for each submission and a treatment tab, consisting of all treatments included in the report as outlined below. Grey cells are locked (automatically updated) and white cells should be populated to reflect current progress.

Treatment level reporting assists QRA to understand delivery progress. At a minimum, organisations should provide confirmation of treatment completion.



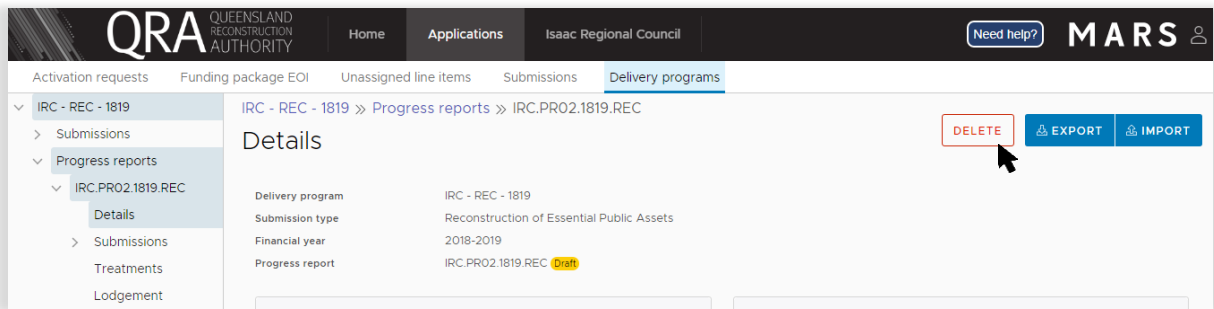
Rolled up values from each of the submissions.

Each submission has its own tab displayed by asset.

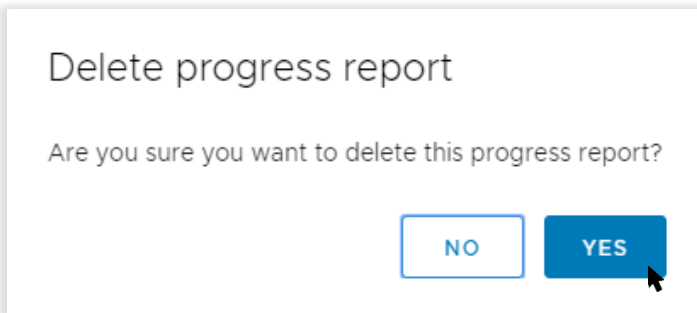
Treatment tab has a list of all treatments for every submission in the progress report.

### 3.5 Deleting a progress report

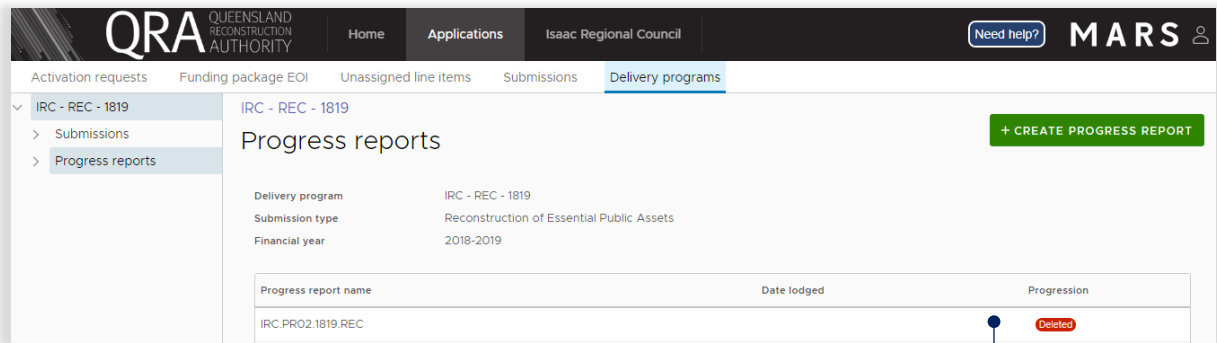
A progress report may need to be deleted if it was created accidentally, or new approved submissions become available and need to be added to the current report. To delete the current progress report click delete as shown below.




Any progress included in this progress report will be deleted. Click **yes** to confirm your understanding of the advisory message.



Progress report has been deleted.

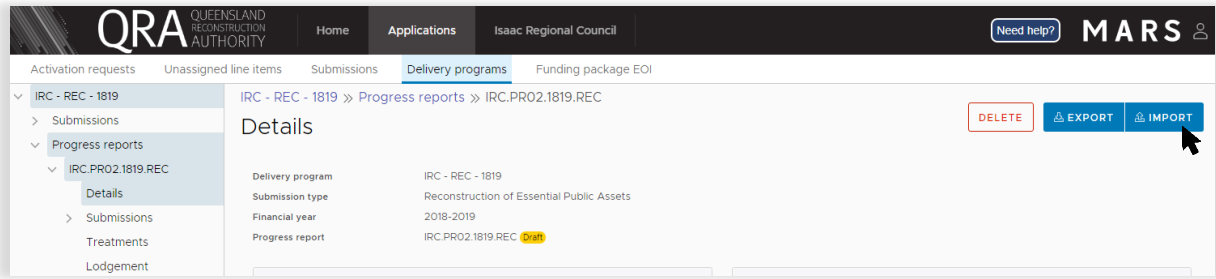


Deleted progress report is displayed.

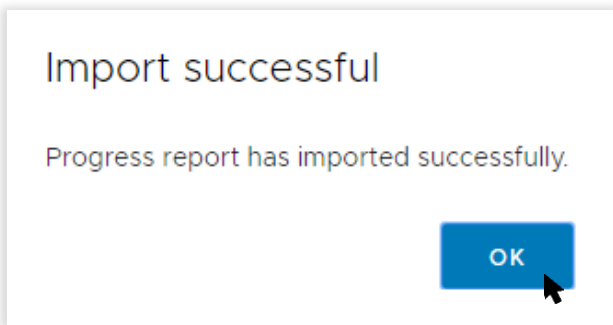
 Refer to [3.2 Create a progress report](#) to recreate a new version of the progress report.

### 3.6 Import report template

To import the progress report click **import** as shown below.

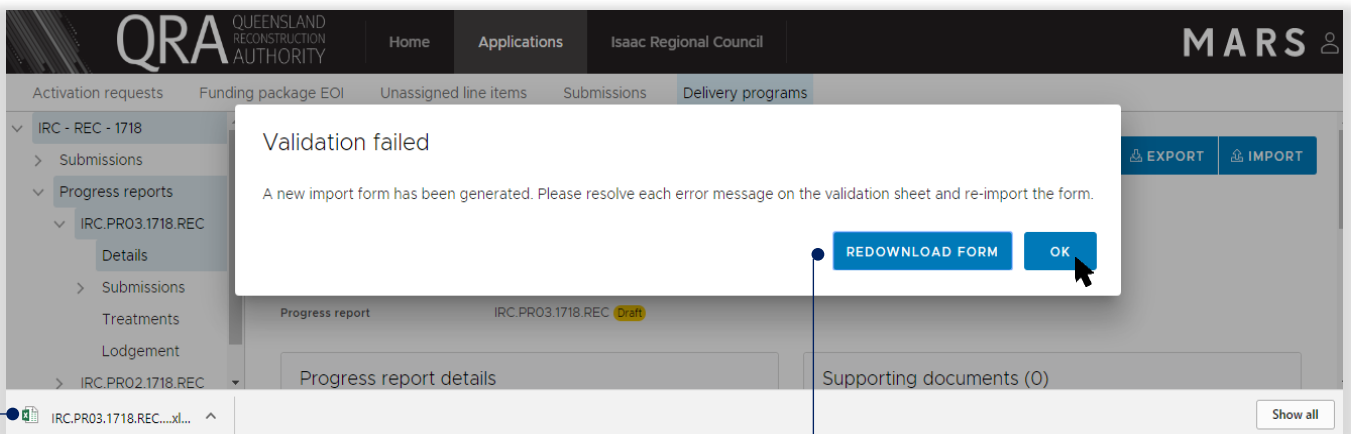


If all required information has been provided, click **ok** as shown below.



#### 3.6.1 Validation issues on import

If MARS encounters any issues on import, a validation advisory message displays. Click **ok** and open new version of your import at the bottom of your browser window as shown below.



Click to view the exported progress report template.

Click **redownload form** if the progress report template did not download.



Do not change file name. Renaming file will cause the validation tab links to break and impact the import.

Open the new version of your import at the bottom of the browser window. The **validation sheet** summarises the messages with a hyperlink to address each message as shown below.

Validation summary		
Import attempt date:	Friday, May 3, 2019	
Error count:	2	
Information:	Please resolve each error message and re-import the form.	
Validation details		
Location	Error description	Error details/worksheet
<a href="#">Go to location</a>	Estimated cost to complete is missing	IRC.0001.1718G.REC
<a href="#">Go to location</a>	Forecast start date is before the event date	IRC.0003.1718G.REC

Click to view validation sheet.

Click **go to location** hyperlink. The hyperlink will redirect the user to the location of the issue.

Continue until all messages have been addressed. Return to [3.4 to import report template](#) when complete.



Refer to **MARS validations** under **additional resources** on the **need help** menu for more information on importing validations.

### 3.7 Treatment page

After import, the **per cent complete** and **comments** are auto-populated on the treatment page with the values from the treatments tab from the imported template.

The screenshot shows the MARS portal interface for the 'Treatments' page. The breadcrumb trail is 'IRC - REC - 1819 >> Progress reports >> IRC.PRO2.1819.REC'. The page title is 'Treatments'. There are buttons for 'DELETE', 'EXPORT', and 'IMPORT'. The main content area shows a table of treatments with the following data:

Submission	Line item reference	Asset name	Asset number	Chainage start	Chainage end	Treatment	Quantity	Percent complete	Comment
IRC.0001.1718G.REC	000001	Barmount Road	70	8700	9262	Gravel resheeting (excludes supply of material)	168.6	80	
IRC.0001.1718G.REC	000002	Barmount Road	70	8700	9262	Heavy formation grading incorporating 50mm of imported material	168.6	80	
IRC.0001.1718G.REC	000003	Barmount Road	70	9262	9937	Gravel resheeting (excludes supply of material)	0	80	
IRC.0001.1718G.REC	000004	Barmount Road	70	9262	9937	Heavy formation grading incorporating 50mm of imported material	0	80	
IRC.0002.1718G.REC	000001	Redcliffe Vale Road	501	7100	7130	Heavy formation grading	30	70	
IRC.0002.1718G.REC	000002	Redcliffe	501	7100	7130	Gravel/material supply	12	70	

Click to view treatment page.

Columns auto-populated from progress report template.

### 3.8 Lodge progress report

On the lodgement page, restrictions and warning messages will be presented. Lodgement restrictions must be addressed to lodge the progress report, as shown below. Lodgement warnings will not restrict progress report lodgement, but missing information may result in requests from QRA during the assessment process.

Click on the **lodgement page** to proceed to lodge progress report.

The screenshot displays the 'Lodgement' page for 'IRC - REC - 1819'. The page is divided into several sections:

- Navigation:** A sidebar on the left shows a tree view with 'Lodgement' selected under 'IRC.PRO2.1819.REC'.
- Page Header:** Includes 'Activation requests', 'Funding package EOI', 'Unassigned line items', 'Submissions', and 'Delivery programs'. Action buttons for 'DELETE', 'EXPORT', 'IMPORT', and 'SAVE' are visible.
- Metadata:** Shows 'Delivery program: IRC - REC - 1819', 'Submission type: Reconstruction of Essential Public Assets', 'Financial year: 2018-2019', and 'Progress report: IRC.PRO2.1819.REC'.
- Progress report lodgement:**
  - Lodgement restrictions:** A red banner states: 'Any lodgement restrictions identified must be resolved before you can lodge this progress report.' Below are two red warning icons:
    - 'A contact has not been provided.'
    - 'This Progress Report includes costs incurred, and must be supported by a general ledger, or detailed transaction report. Please return to the supporting documents area of the details page to add evidence of expenditure in an Excel file or editable text file.'
  - Lodgement warnings:** A yellow warning icon states: 'Please note that the progress report may not meet the minimum requirements for assessment. You may still be able to lodge this progress report but additional information will be requested by QRA, which may impact assessment and approval processing times.' Below is a yellow warning icon: 'Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing.'
  - Lodgement details:** Includes a 'Contact' dropdown menu, a checkbox for 'All evidence to support this progress report has been provided', and a text area for 'Supporting evidence alternate lodgement method' with a note: 'Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing.'
  - Payment claim:** A section titled 'This progress report includes a payment claim' with radio buttons for 'Yes' (selected) and 'No'.

If submission requirements have not been met, a message will display in red.

Warning messages will not restrict submission lodgement, but additional information may be requested by QRA.

On the lodgement page add **submission contact, payment claim** and details, as shown below.

● Ensure all \* fields are entered in order to lodge a progress report.

The screenshot shows the 'Progress report lodgement' form. It includes a 'Lodgement restrictions' section with a warning: 'A contact has not been provided.' Below this is a 'Lodgement warnings' section with a note about minimum requirements and a warning to confirm supporting evidence. The 'Lodgement details' section contains a 'Contact \*' dropdown menu, a checkbox for 'All evidence to support this progress report has been provided', a text area for 'Supporting evidence alternate lodgement method', and a radio button selection for 'This progress report includes a payment claim' (Yes/No).

● Check all evidence to support this claim has been provided within this MARS progress report.

● If the above is not checked, the system requires that the alternate method for supplying information is recorded e.g. USB.

● Select **yes** if a payment claim is requested. A general ledger must be added to support this claim.



When all lodgement restrictions have been addressed, the progress report can be lodged. The progress report should be lodged by the CEO (or accountable officer) to certify that information has been reviewed and approved.

The screenshot shows a web form titled "Progress report lodgement". It is divided into two main columns: "Lodgement restrictions" and "Lodgement details".

- Lodgement restrictions:** Contains two green checkmarks: "No lodgement restrictions identified." and "No lodgement warnings identified."
- Lodgement details:**
  - Contact:** A dropdown menu showing "Cheryl Harrison".
  - Checkboxes:** "All evidence to support this progress report has been provided" (checked).
  - Payment claim:** "This progress report includes a payment claim" with radio buttons for "Yes" (selected) and "No".
  - Acknowledgement:** A section titled "I, Cheryl Harrison certify that:" followed by three bullet points:
    - Where this report is also being used as a claim, the expenditure included was incurred in the approved restoration to the pre-existing standard of eligible public assets damaged by the DRFA event noted.
    - There have been no significant variance to time, cost or scope to the projects listed on this report unless otherwise stated within.
    - All information provided regarding the project is correct.
  - Agreement:** "I AGREE" (checked).
  - Submit Button:** A green button labeled "LODGE PROGRESS REPORT".
  - Footnote:** A red asterisk note: "\* Required on lodgement."

Three blue circular callout lines point from the form to explanatory text blocks below:

- Line 1 points to the "Lodgement restrictions" section.
- Line 2 points to the "Acknowledgement" section.
- Line 3 points to the "LODGE PROGRESS REPORT" button.

All restrictions and warnings have been addressed.

The legal disclaimer requires the person lodging the progress report to certify all information is true and correct.

Click to lodge progress report.

 For additional guidance, refer to **my progress reports** in the **need help** menu.

## 4 Glossary

Table 1 Excel summary sheet tab columns description

Status	Definition
Recommended value (RV)	Recommended value from approved submissions inclusive of Trigger Point
Expenditure to date	Actual amount spent by the organisation at the time of the progress report (claiming). Value should have evidence to support it (e.g. general ledger) but does not need to be provided if a payment is not requested
Accrued expenditure to date	Expected or forecasted expenditure at the time of the progress report (e.g. an invoice has been received that has not been paid). Accruals are considered not reimbursable.
Estimated cost to complete (ECC)	Estimated total remaining costs to complete the works which should also include any accrued expenditure
Estimated final cost (EFC)	Auto-calculated based on the sum of expenditure and estimated cost to complete. Estimated total cost at completion.
Cost variance against RV (\$)	Dollar value auto-calculated based on the cost (EFC v RV).
Cost variance against RV (%)	Per cent value auto-calculated based on the cost (EFC v RV).
Forecast start date	Estimated construction start date.
Actual start date	Date construction began.
Forecast completion date	Estimated construction finish date.
Actual completion date	Date construction finished.
Per cent complete	Ratio of submission completion progress.

Table 22 Excel submission tabs columns description

Status	Definition
Recommended value (RV)	Recommended value from approved submissions inclusive of Trigger Point.
Payment to date	Total payments as at the time of the progress report
Actual expenditure to date	Actual amount spent by the organisation at the time of the progress report (claiming). Value should have evidence to support it (e.g. general ledger) but does not need to be provided if a payment is not requested
Accrued expenditure to date	Expected or forecasted expenditure at the time of the progress report (e.g. an invoice has been received that has not been paid). Accruals are considered not reimbursable.
Estimated cost to complete (ECC)	Estimated total remaining costs to complete the works which should also include any accrued expenditure
Estimated final cost (EFC)	Auto-calculated based on the sum of expenditure and estimated cost to complete. Estimated total cost at completion.
Cost variance against RV (\$)	Dollar value auto-calculated based on the cost (EFC v RV).
Cost variance against RV (%)	Per cent value auto-calculated based on the cost (EFC v RV).
Forecast start date	Estimated construction start date.
Actual start date	Date construction began.
Forecast completion date	Estimated construction finish date.
Actual completion date	Date construction finished.
Construction physically complete	Ratio of submission completion progress.
Change in scope (Y/N)	Any changes to the approved scope should be indicated with a Y and supported with commentary

Table 3 Excel treatment tab column descriptions

Status	Definition
Submission	Submission ID for the treatment progress being reported.
Line item reference	Line item ID from the submission.
Asset name	Name of the asset the treatment is being performed on.
Chainage start	Chainage start details for the treatment.
Chainage end	Chainage end details for the treatment.
Treatment	Treatment description.
Quantity	Treatment quantity.
Per cent complete (%)	Percentage of work completed on the treatment.
Comment	Supporting comments.