



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 reporting on active delivery programs for estimates-based submissions.
<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 Preparing your progress report

Progress reporting can be done in MARS for approved estimates-based submissions. 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 Navigate 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.

QRA QUEENSLAND RECONSTRUCTION AUTHORITY Home Applications Isaac Regional Council Need help? MARS

Activation requests Unassigned line items Submissions **Delivery programs** Funding package EOI

### Delivery Programs

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

Name includes 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.

QRA QUEENSLAND RECONSTRUCTION AUTHORITY Home Applications Isaac Regional Council Need help? MARS

Activation requests Unassigned line items Submissions **Delivery programs** Funding package EOI

IRC - REC - 1819

Submissions

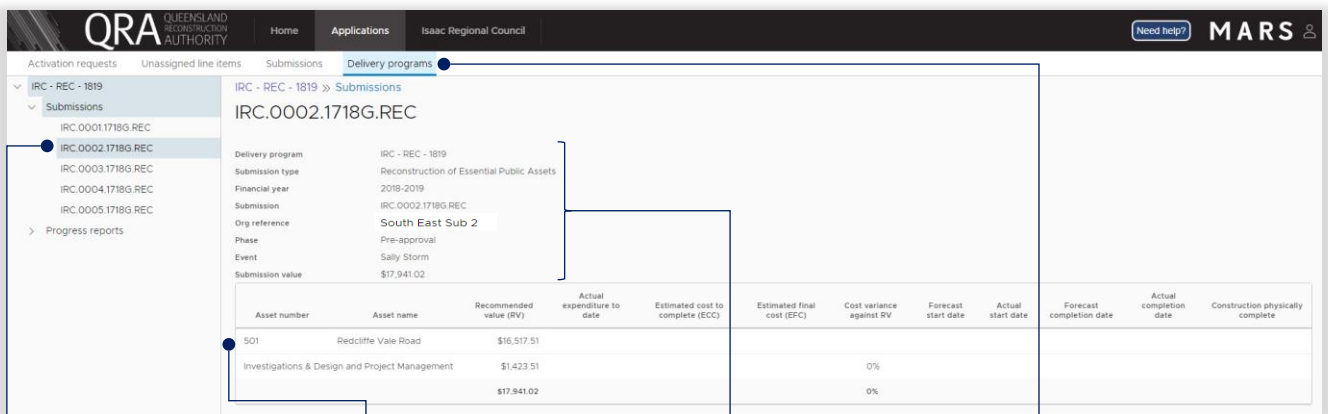
Delivery program: IRC - REC - 1819  
Submission type: Reconstruction of Essential Public Assets  
Financial year: 2018-2019

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

Side bar.

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 submission can also be selected from here.

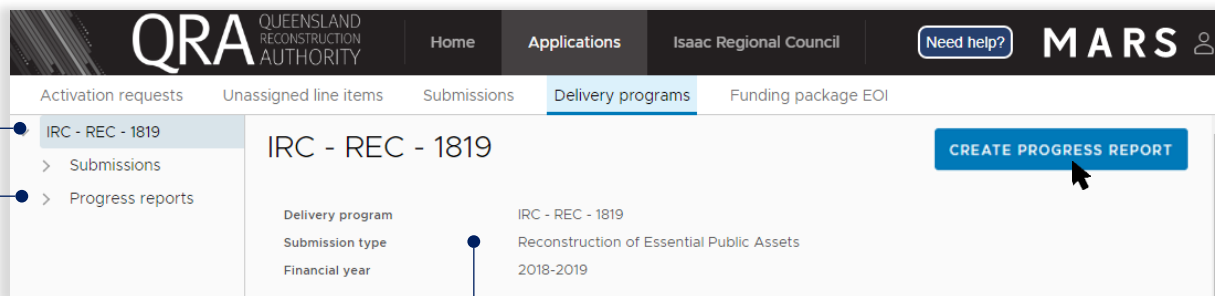
Submission rolled up to an asset level with recommended value.

Submission details.

Display of current location in MARS.

### 3.2 Create a progress report

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



To create a progress report navigate to the delivery program or progress report page.

Detail of current selection.

The side bar has three layers of information:

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

### 3.2.1 Progress report details

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

The screenshot shows the MARS portal interface for the 'IRC - REC - 1819' delivery program. The sidebar on the left has a 'Progress reports' section with a collapsible arrow. The main content area displays details for the 'IRC - REC - 1819' delivery program, including the submission type 'Reconstruction of Essential Public Assets' and the financial year '2018-2019'. Below this is a table of submissions with columns for QRA submission number, Organisation reference, Recommended value (RV), Actual expenditure to date, Accrued expenditure to date, Estimated cost to complete (ECC), Estimated final cost (EFC), Cost variance against RV, Forecast start date, Actual start date, Forecast completion date, Actual completion date, Per cent complete, Total payment to date, and Difference between expenditure & payments. The table contains five rows of submission data. At the bottom, there is a 'Progress Reports' section with a table listing progress report names, dates lodged, and their progression status. One report, 'IRC.PRO2.1819.REC', is shown with a 'Draft' status. A 'CREATE PROGRESS REPORT' button is visible in the top right corner of the main content area.

QRA submission number	Organisation reference	Recommended value (RV)	Actual expenditure to date	Accrued expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance against RV	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Per cent complete	Total payment to date	Difference between expenditure & payments
IRC.0001.17185.REC	Estimate Method	\$29,752.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				0%	\$0.00	\$0.00
IRC.0002.17185.REC	Provide market price	\$16,517.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				0%	\$0.00	\$0.00
IRC.0003.17185.REC	Change estimate method	\$1,921.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				0%	\$0.00	\$0.00
IRC.0004.17185.REC	Reprosecute line items	\$1,318.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				0%	\$0.00	\$0.00
IRC.0005.17185.REC	Change scope	\$4,928.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				0%	\$0.00	\$0.00

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 submissions approved after the progress report is created will be added to the next progress report. If works have already commenced on the new approved submission, **delete** the progress report and create a new report.



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

The screenshot shows the MARS portal interface. At the top, there's a navigation bar with 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY' and 'MARS'. Below it, there are tabs for 'Activation requests', 'Unassigned line items', 'Submissions', 'Delivery programs', and 'Funding package EOI'. The main content area is titled 'Details' and shows information for 'IRC-REC-1819' and 'IRC.PRO2.1819.REC'. It includes a 'Progress report details' table and a 'Supporting documents (0)' section with a '+ ADD DOCUMENTS' button. Action buttons for 'DELETE', 'EXPORT', and 'IMPORT' are visible at the top right.

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:

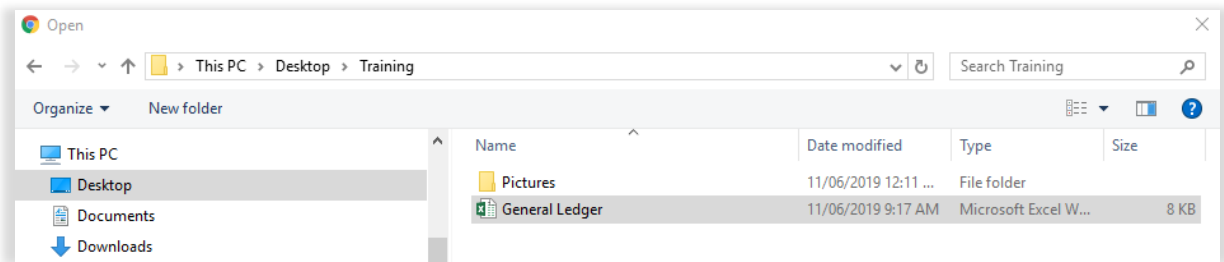
- details page – report details and supporting documents
- submissions page – all submissions within the selected progress report
- treatments page – a list of all treatments from all submissions in the selected progress report
- lodgement page – validation restrictions and warnings to address before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

### 3.3 Add supporting documents

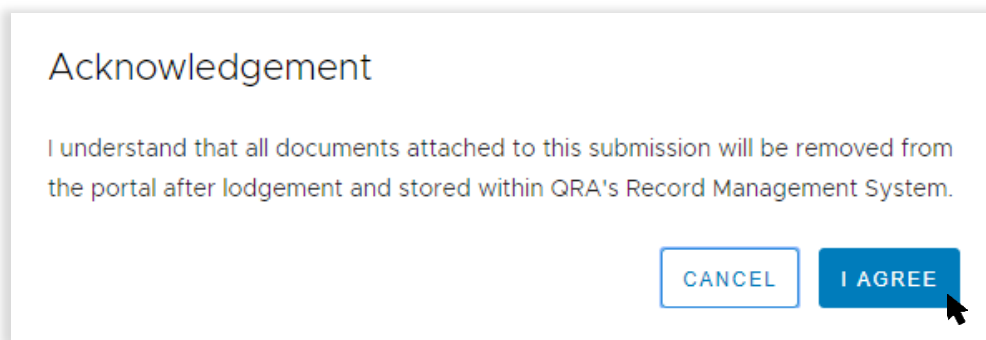
When a payment is required, a general ledger document should be added to the progress report. Click **add documents** button, as shown below.

This screenshot is similar to the previous one but highlights the '+ ADD DOCUMENTS' button in the 'Supporting documents (0)' section with a mouse cursor. The button is blue with a white plus sign and the text '+ ADD DOCUMENTS'.

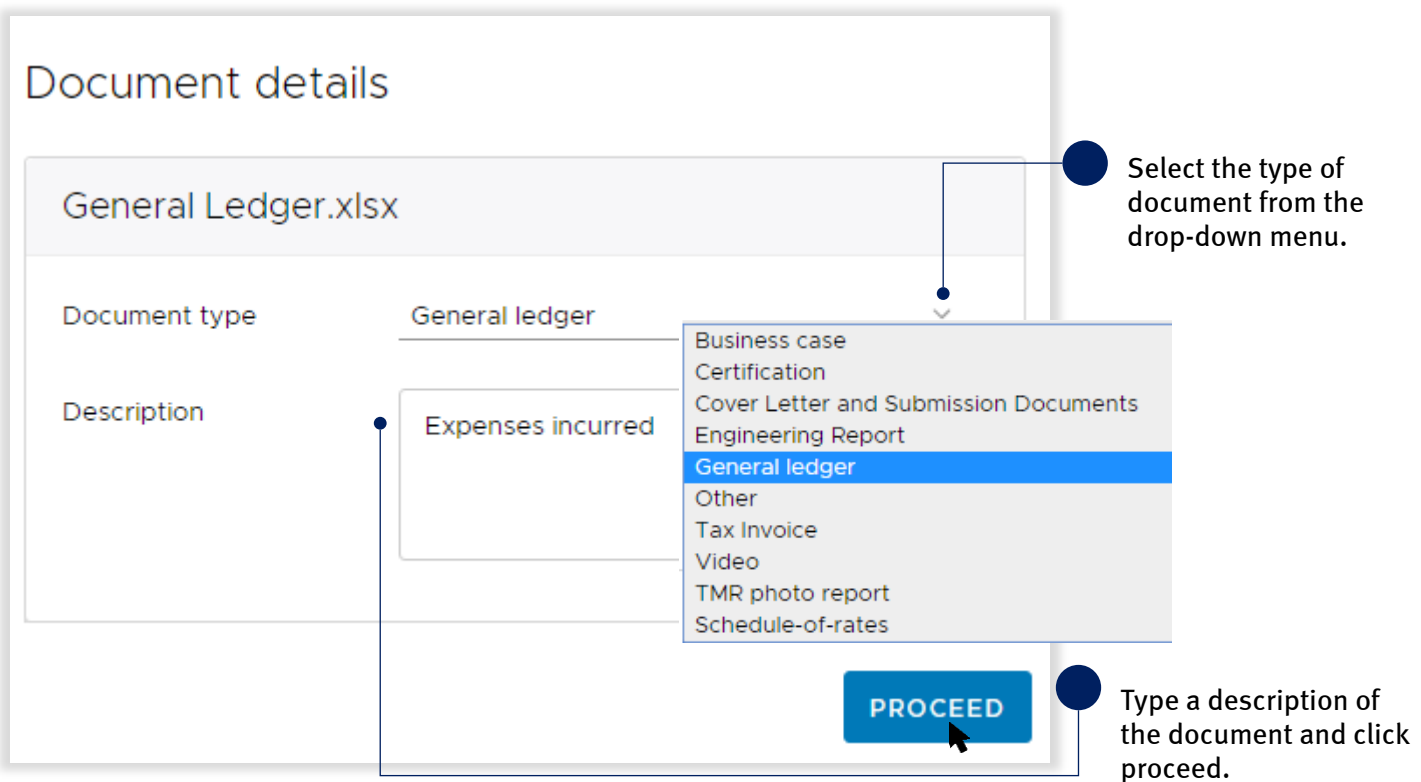
Select and attach the supporting document as per standard Microsoft application.



Click **I agree** to confirm your understanding of the advisory message.



Further details are required before the supporting document is uploaded, as shown below.



Once the file is uploaded the document is displayed as shown below.

Supporting documents (1)

[?](#) [+ ADD DOCUMENTS](#)

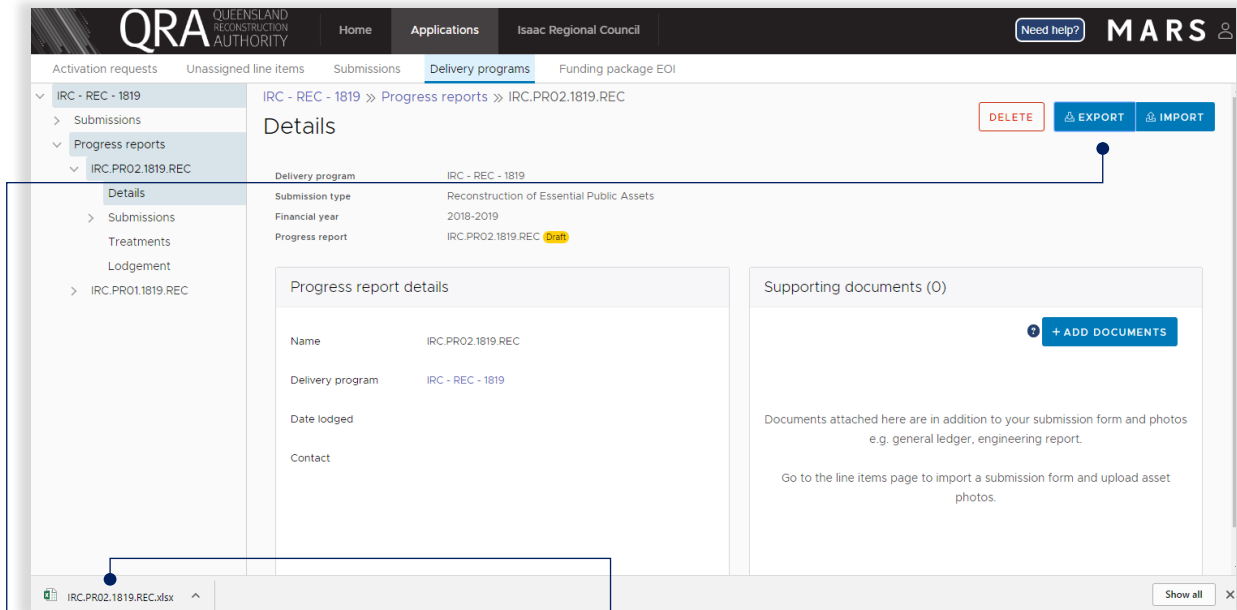
#	1
File name	<a href="#">GENERAL LEDGER.XLSX</a> (7 KB)
Document type	General ledger
Description	Cost incurred
Uploaded date	11/06/2019
Actions	<a href="#">↓ DOWNLOAD</a> <a href="#">🗑 DELETE</a>

Click **download** to view document.

Click **delete** to remove document.

### 3.4 Export progress report

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.

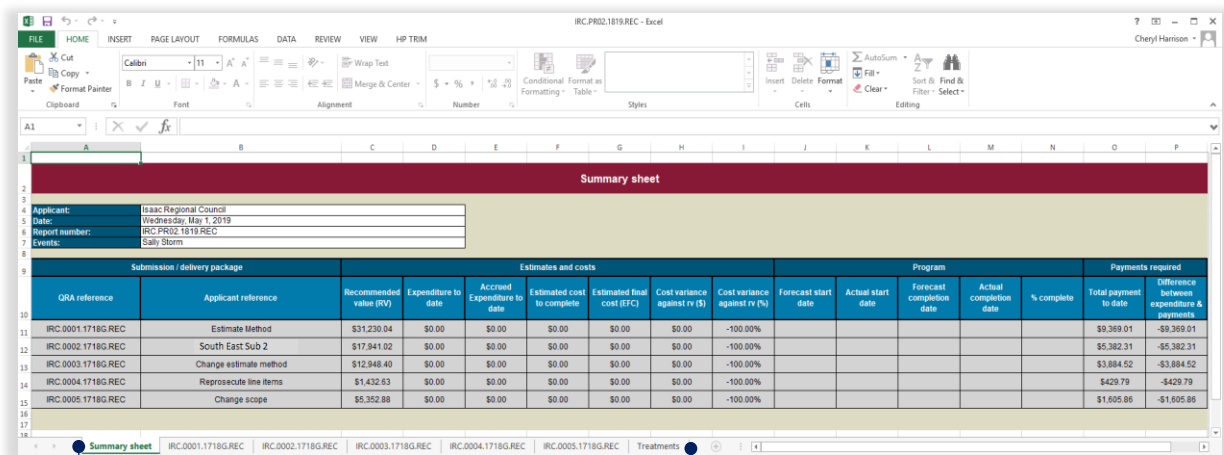


Click **export** to extract the progress report.

Click to view exported progress report.

The exported progress report has a summary tab with values per submission, a tab for each submission, and a treatment tab, consisting of all treatments included in the report, as shown below. Grey cells are locked (automatically updated). 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.



Rollled up values from each of the submissions.

Each submission has its own tab displayed by asset.

Treatment tab lists all treatments for every submission in the progress report.

The following columns require mandatory inputs prior to import:



- estimated cost to complete (ECC)
- forecast start date
- forecast end date.

### 3.5 Delete 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.

The screenshot shows the MARS portal interface. The top navigation bar includes 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need help?', and 'MARS'. The main content area is titled 'Details' for 'IRC - REC - 1819 >> Progress reports >> IRC.PRO2.1819.REC'. A red 'DELETE' button is highlighted with a mouse cursor. Other buttons for 'EXPORT' and 'IMPORT' are also visible.

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

The dialog box is titled 'Delete progress report' and asks 'Are you sure you want to delete this progress report?'. It features two buttons: 'NO' and 'YES'. A mouse cursor is pointing at the 'YES' button.

Progress report has been deleted.

The screenshot shows the 'Progress reports' section for 'IRC - REC - 1819'. A green '+ CREATE PROGRESS REPORT' button is visible. Below the details, a table lists progress reports. The entry for 'IRC.PRO2.1819.REC' has a red 'Deleted' status next to it.

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

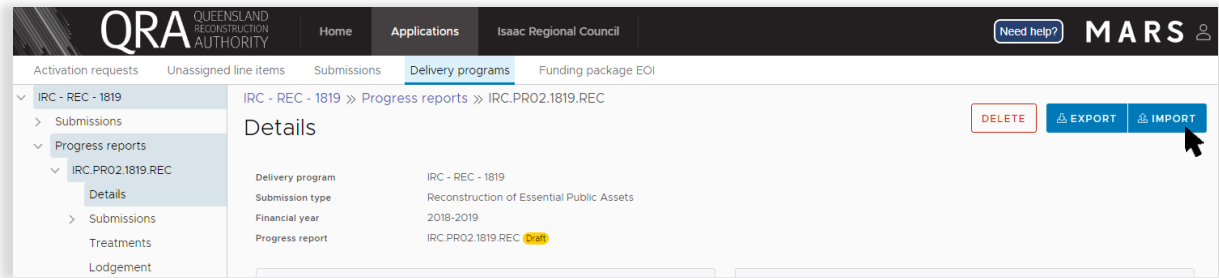
Deleted progress report is displayed.



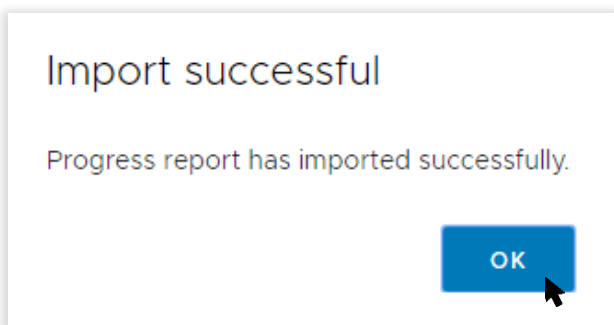
Refer to [3.2 Create a progress report](#) to recreate a new version of the progress report.

## 3.6 Import progress report

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

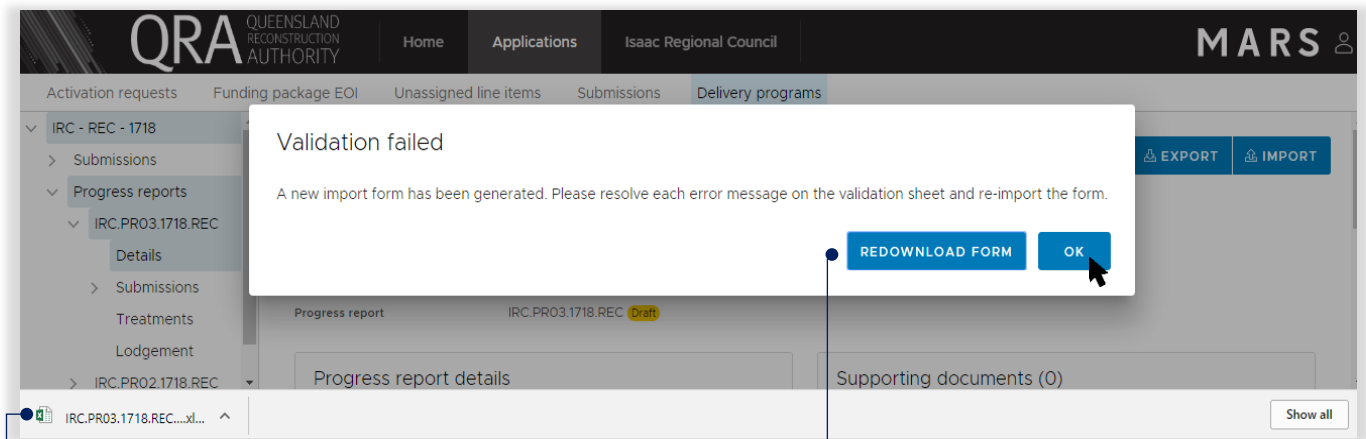


If all required information has been provided, click **ok** as shown below.



### 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 export at the bottom of the browser window as shown below.



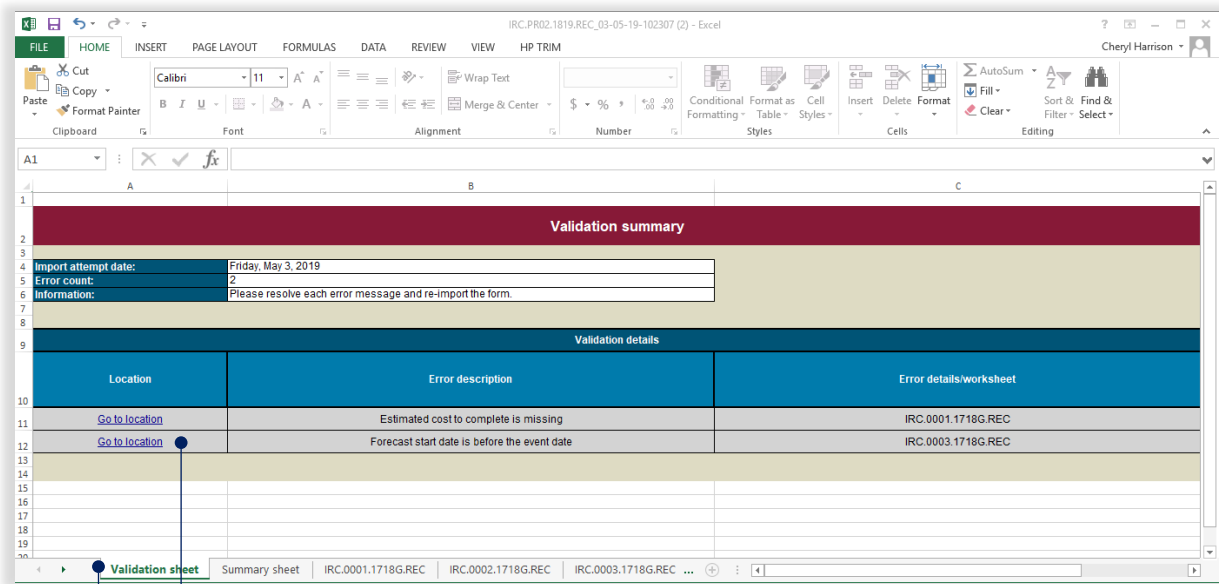
Click to view the exported progress report.

Click **redownload form** if the progress report 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 export at the bottom of the browser window. The **validation sheet** summarises the messages with a hyperlink to address each message as shown below.



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 [3.6 Import progress report](#) when complete.

Note the following information in relation to exporting and importing a progress report:

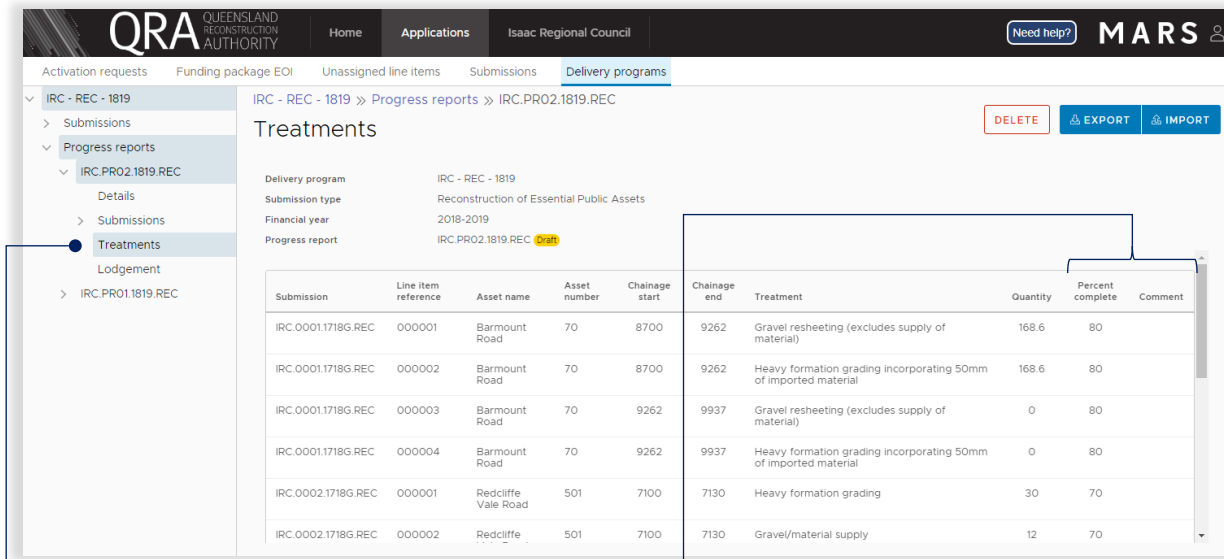
- there are no limits to the number of times a progress report can be exported and/or imported
- the most recent import is saved in MARS
- subsequent exports will retain the most recently imported information
- if more than one person is working on a progress report, ensure to manage versions so as to not overwrite someone else's work
- to reset the progress report to its original state, delete the progress report and create a new one (refer to sections above for more information).



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

### 3.6.2 Treatment page

After import, MARS will automatically display the **percent complete** and **comments** provided on the imported progress report.



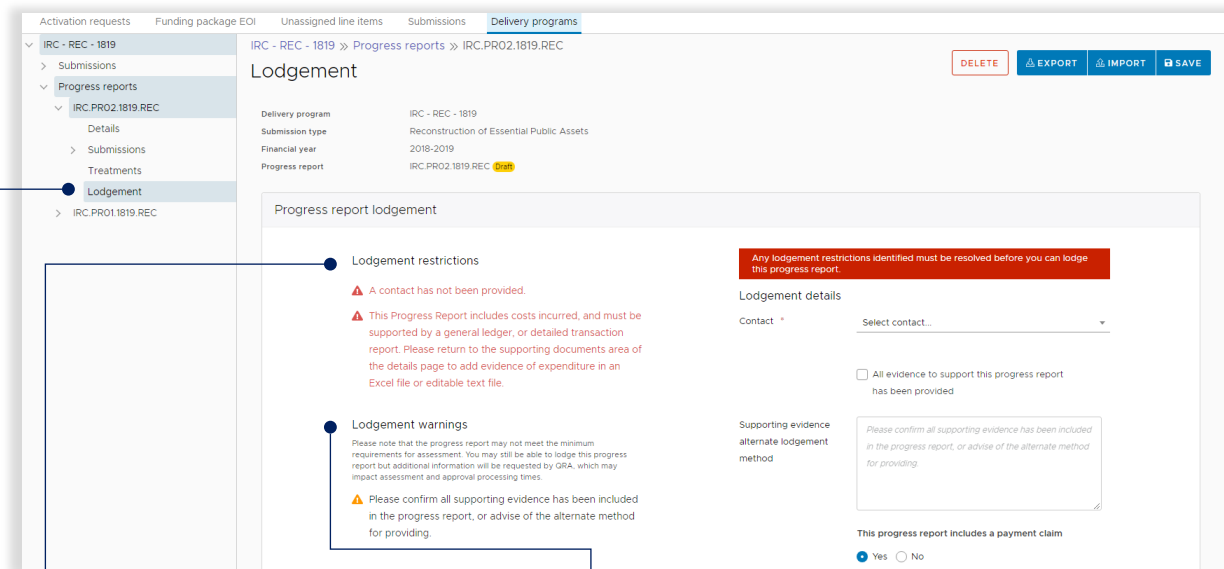
Click to view treatment page.

Columns auto-populated from the progress report.

### 3.7 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 lodge progress report.



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

Lodgement warnings will not restrict 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 to lodge a progress report.

The screenshot shows the 'Progress report lodgement' form with the following elements:

- Lodgement restrictions:** A red warning icon and text: "A contact has not been provided."
- Lodgement warnings:** A yellow warning icon and text: "Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing."
- Lodgement details:** A dropdown menu for "Contact" with the text "Select contact...".
- Supporting evidence alternate lodgement method:** A text area with the placeholder text: "Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing."
- Payment claim:** A checkbox for "All evidence to support this progress report has been provided" (unchecked) and radio buttons for "This progress report includes a payment claim" (Yes selected, No unselected).

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 with a MARS access role of Organisation Executive, to certify that information has been reviewed and approved.

The screenshot shows the 'Progress report lodgement' form in a completed state:

- Lodgement restrictions:** A green checkmark and text: "No lodgement restrictions identified."
- Lodgement warnings:** A green checkmark and text: "No lodgement warnings identified."
- Lodgement details:** The "Contact" dropdown is now populated with "Cheryl Harrison".
- Payment claim:** The checkbox "All evidence to support this progress report has been provided" is now checked. The "Yes" radio button for "This progress report includes a payment claim" is selected.
- Acknowledgement:** A section titled "I, Cheryl Harrison certify that:" containing a bulleted list of statements. Below it, the "I AGREE" checkbox is checked.
- Buttons:** A green button labeled "LODGE PROGRESS REPORT" is visible.

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 field label description

Field label	Definition
Organisation	Name of applicant organisation e.g. Isaac Regional Council.
Export Date	Date of progress report export.
Event(s)	Activated disaster event relating to program.
Submission details	Reference and submission information.
QRA submission number	Unique number referencing a QRA submission
Organisation reference	Organisation can add own internal reference when creating a submission e.g. gravel roads package 1.
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 i.e. an invoice has been received but not yet 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	Percentage of submission completion.

Table 22 Excel submission tabs columns description

Field label	Definition
Expenditure	Expenditure related to current program.
Asset number	Unique number per asset.
Recommended value (RV)	Recommended value from approved submissions inclusive of trigger point.
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 i.e. an invoice has been received but not yet 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.
Physically complete	Percentage of line item completion.
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

Field label	Definition
Submission	QRA submission number for 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 treatment completion.
Comment	Supporting comments.