MARS Portal user guide

Progress reporting and close outs

MARS | Queensland Reconstruction Authority

Queensland Government

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

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1 Introduction

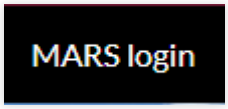
Background	The Management and Reporting System (MARS) was developed by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications. The system aims to improve efficiency in requesting and activating disaster funding, as well as lodging and assessing funding submissions for disaster events occurring from 1 November 2018.
Purpose	The purpose of this document is to guide the user through key activities for progress reporting in the MARS Portal.
Audience	This user guide is intended for MARS Portal users reporting on active delivery programs for estimates-based Reconstruction of Essential Public Assets (REPA) and non-REPA (activity based) submissions, and close outs.
Pre-requisites	This user guide has been designed with a focus on system functionality, and assumes that users have: • basic PC skills • basic knowledge of Microsoft applications • an understanding of the DRFA • already been set up with access to the MARS Portal, with the user profile type of Progress Report Builder or Organisation Executive.

2 Login to MARS

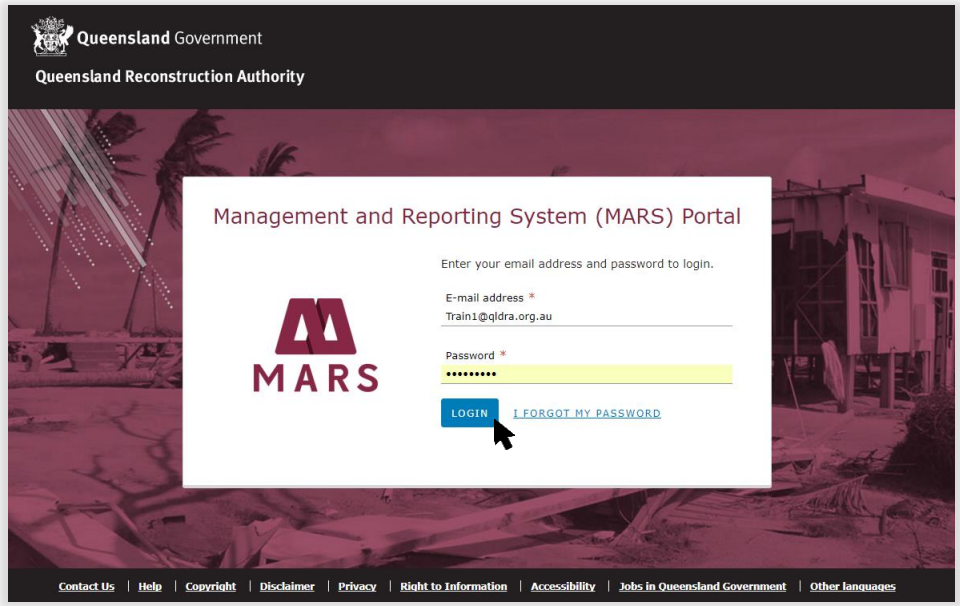
Open the Chrome browser. MARS works best in Chrome, but can also be used in Internet Explorer (IE).

To navigate to the MARS Portal, type www.qra.qld.gov.au 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.



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



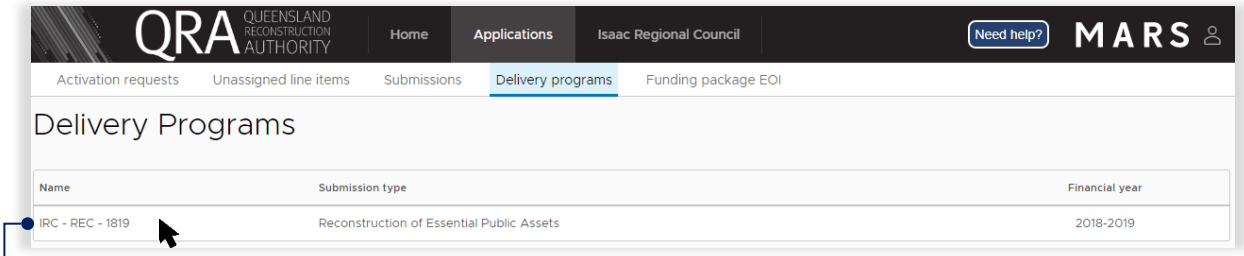
If this is your first time accessing the MARS Portal, it is recommended you follow the prompt to **take a tour of MARS**.

3 Prepare a 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

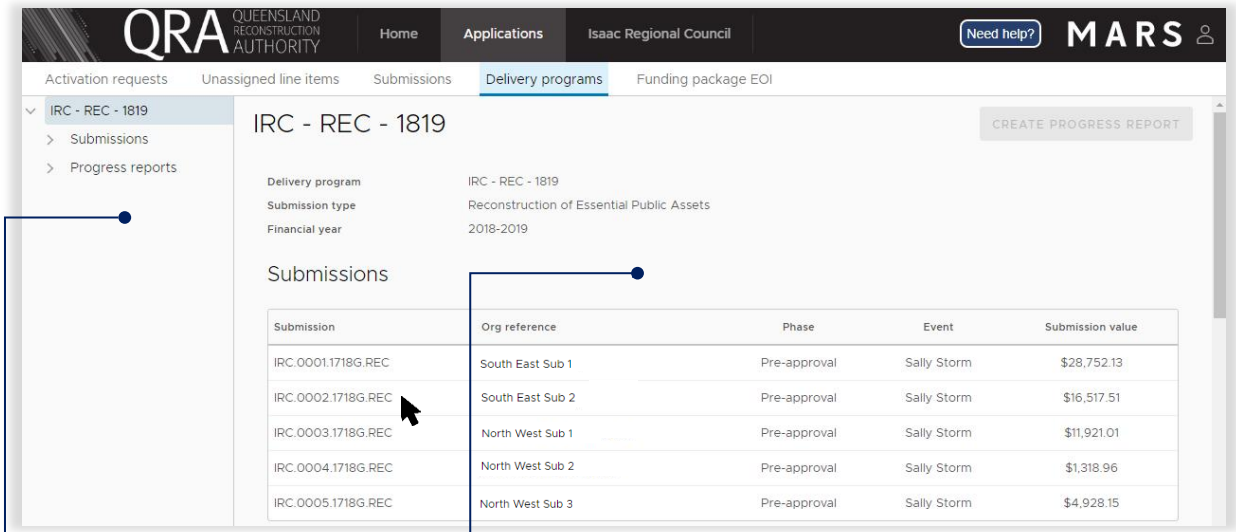
Navigate to **applications** in the navigation bar. Click the **delivery program** tab to view a list of all delivery programs that have approved submissions. Click on the current delivery program.



Name includes organisation, submission type and financial year.

> For demonstration purposes only, a progress report for Reconstruction of Essential Public Asset (REPA) program is illustrated in this user guide. Please note that the same steps are used for non REPA submissions.

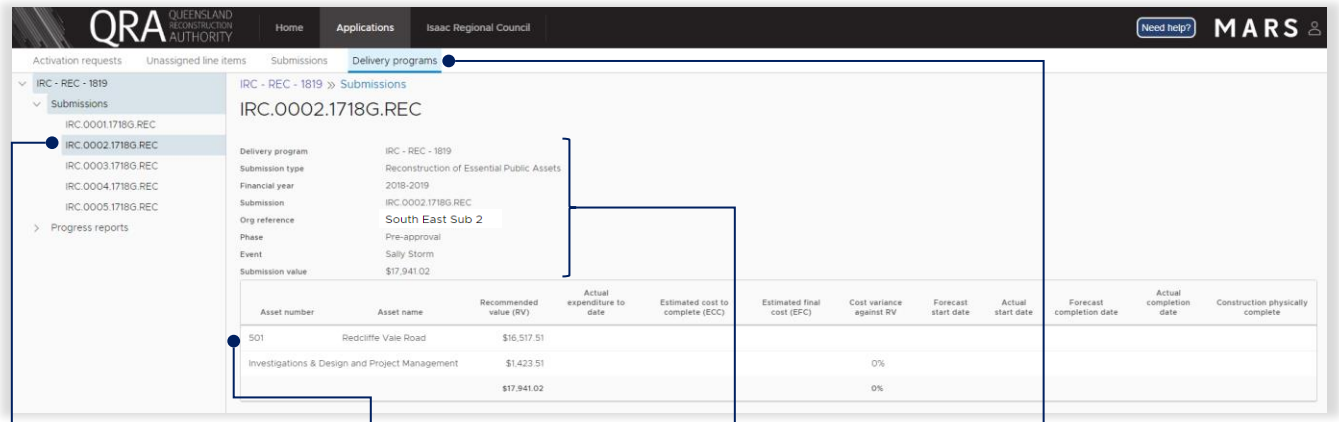
The delivery program is displayed with all approved submissions in that program for that financial year. Click on a submission from the list in the display panel, as shown below.



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.

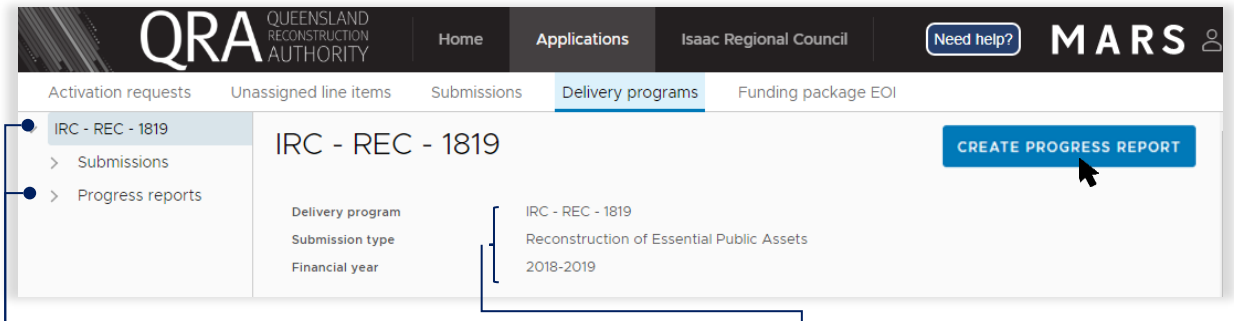
Submission details.

Display of current location in MARS.

> Two differences from REPA to non-REPA are:
> 1. Asset number column is called line item for non-REPA
> 2. Asset name column is called description for non-REPA

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.

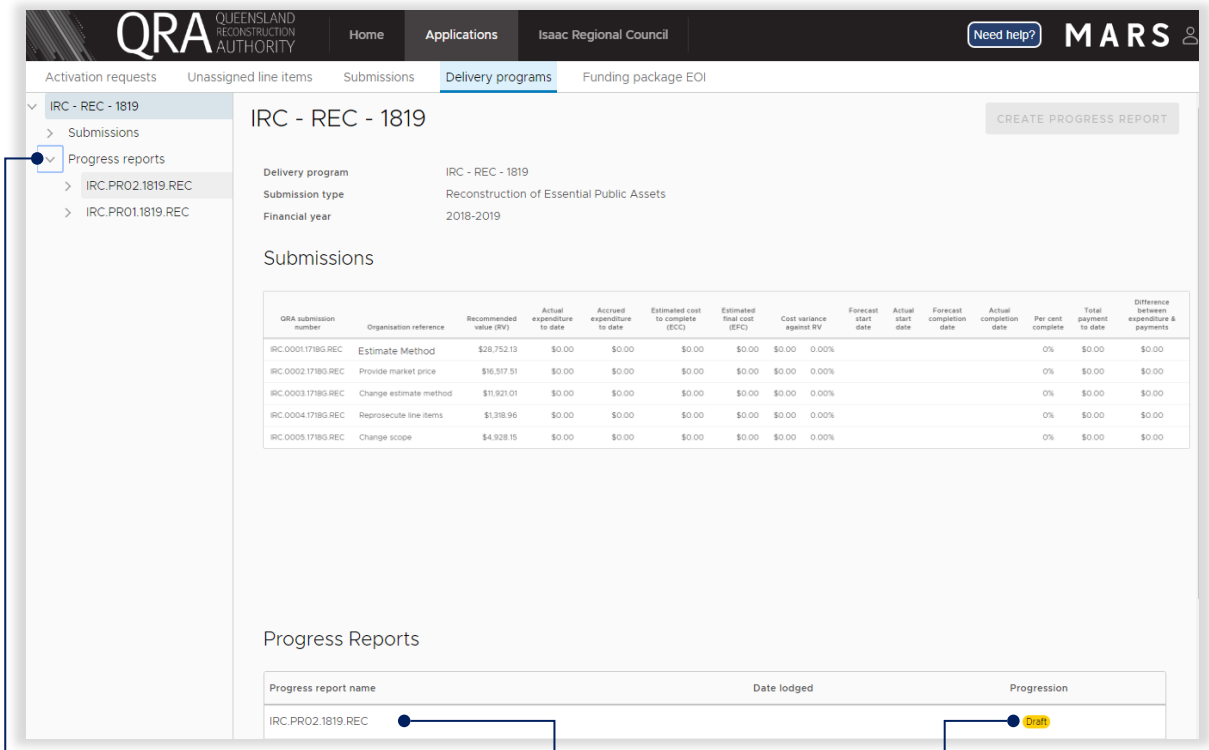
The side bar has three layers of information:

- 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.

> A dialogue box appears while the progress report is being created.

3.2.1 Progress report details

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



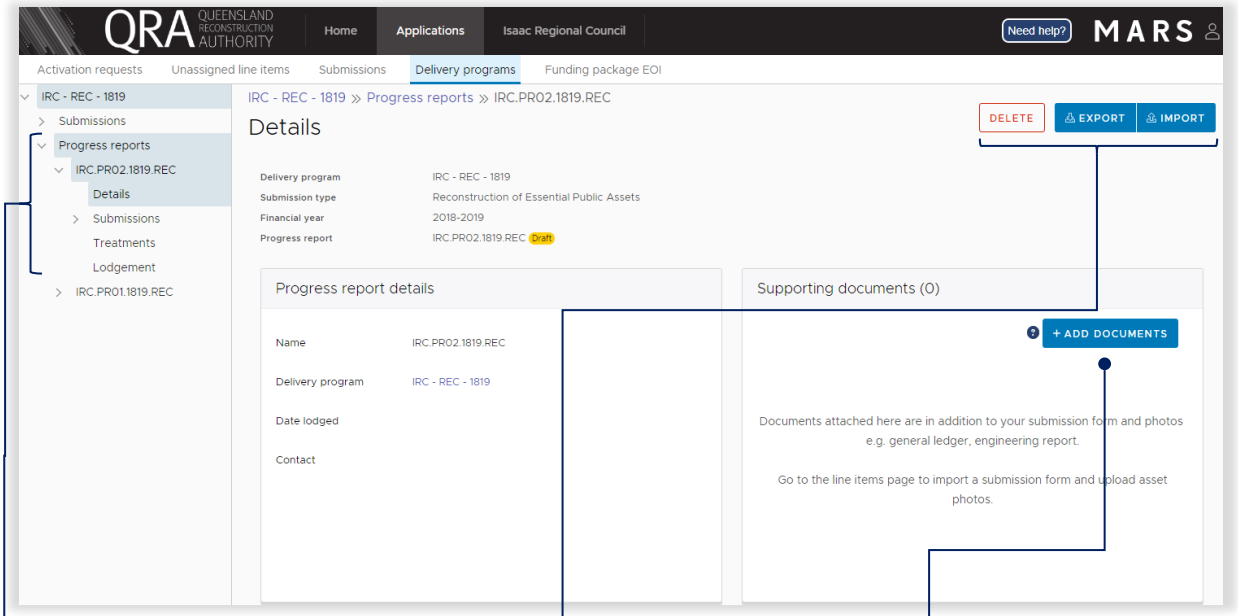
Click collapsible arrow to display progress reports. Select from the list to display report details.

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 side bar displays the progress report pages for the program.

Buttons to delete, export or import progress report.

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

The side bar consists of the following report details:

- details page – progress report details and supporting documents
- submissions page – all approved submissions within the selected progress report
- treatments page – a list of all treatments from all submissions in the selected progress report (Reconstruction of Essential Public Assets only)
- lodgement page – validation restrictions and warnings to address before lodging progress report to QRA.

3.3 Navigate to a draft progress report

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 and in the progress reports section select the draft progress report as shown below.

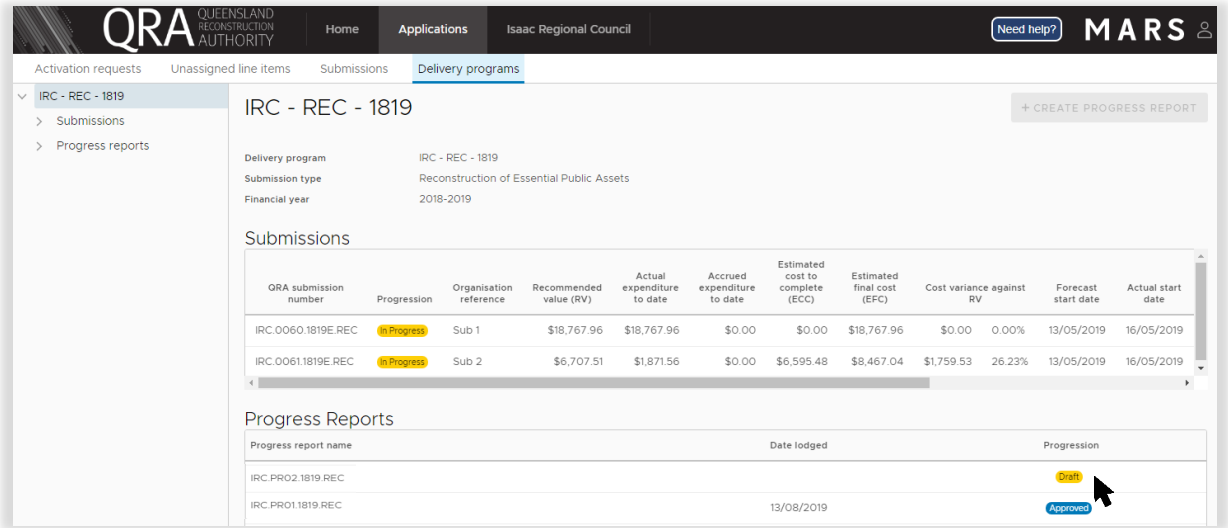
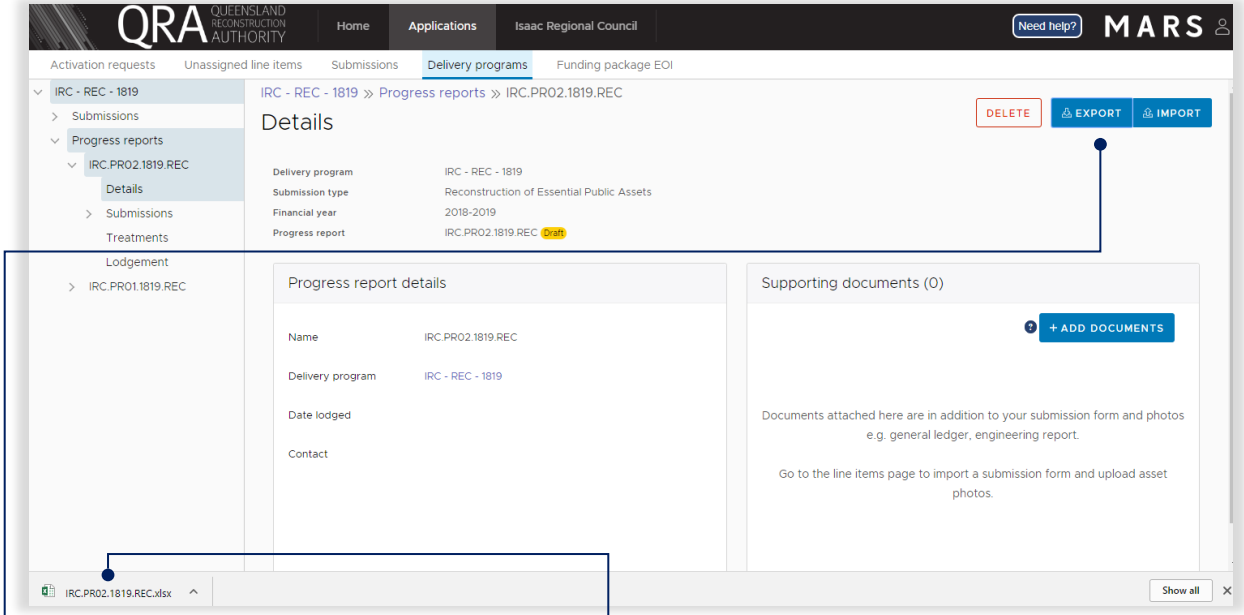


Table 1 Progress report progression

Progression	Definition
Draft	The progress report has been created and is in draft until lodged.
Lodged	The progress report has been certified and lodged by an accountable officer and is under assessment until approved.
Approved	The assessment of the progress report has been completed and the outcome approved.
Returned	The assessment of the progress report has been stopped and the organisation can resolved any issue in the next progress report.
Deleted	The draft progress report has been deleted prior to lodgment.

3.4 Export progress report

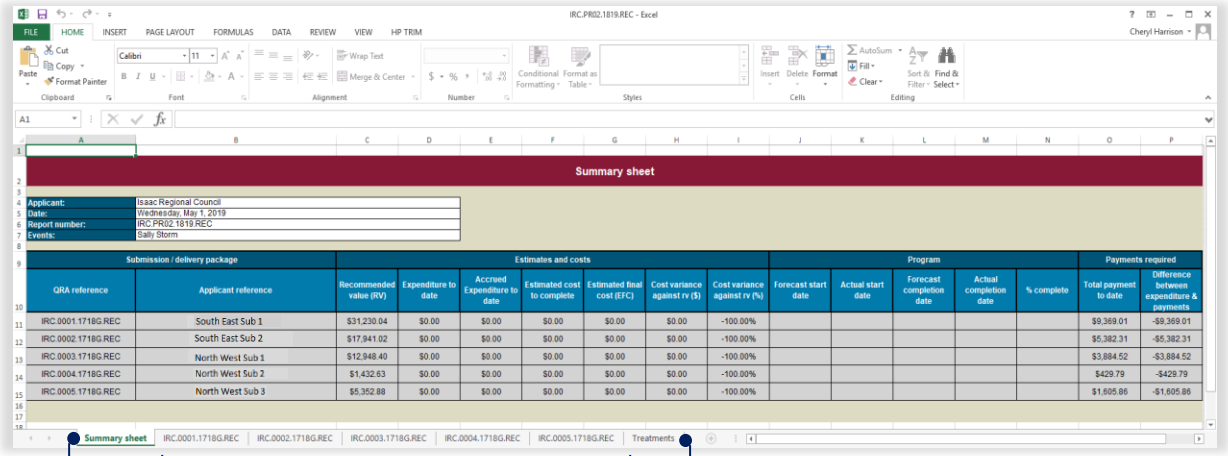
MARS has developed the submission and treatment details to be exported in Excel to support easy and effective updates of progress. To export the document, on the display panel click the **export** button and click view document as shown below.



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

Click to view exported progress report.

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



Rolled 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.

Refer to Glossary for more information on populating the exported progress report.

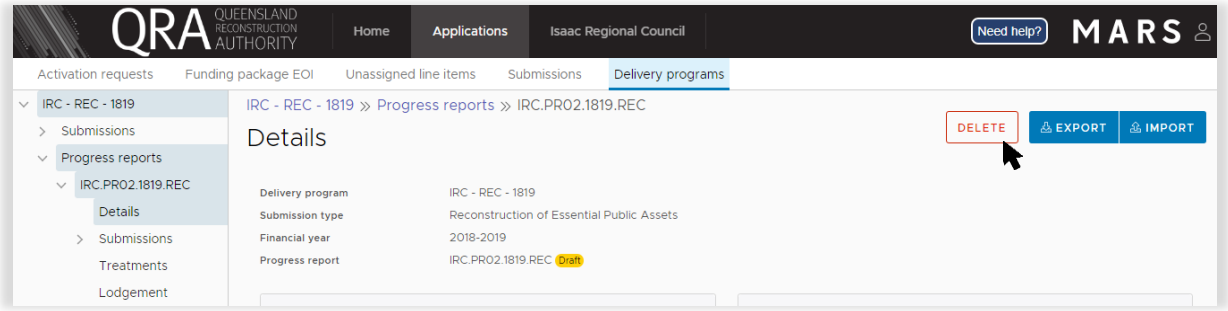
Treatment level reporting assists QRA to understand delivery progress. At a minimum, organisations should provide confirmation of treatment completion.

The following columns require mandatory inputs prior to first import for all draft progress reports:

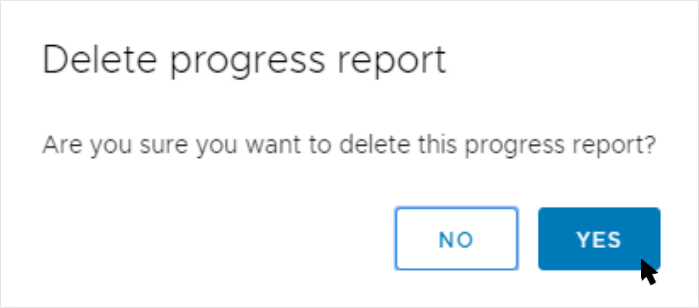
- estimated cost to complete (ECC)
- forecast start date
- forecast end date.

3.5 Delete progress report

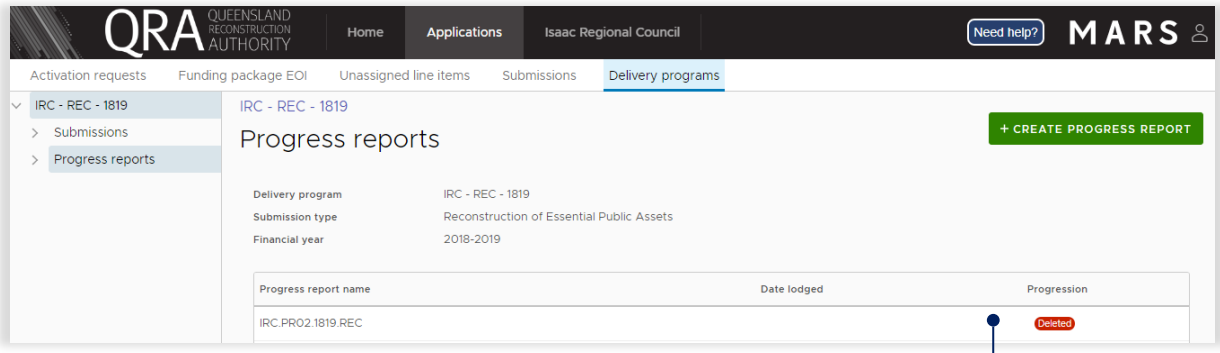
A progress report may need to be deleted if it was created accidentally, or new approved submissions become available and need to be added to the current report. To delete the current draft progress report, click **delete** as shown below.



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



Progress report has been deleted.



Deleted progress report is displayed.

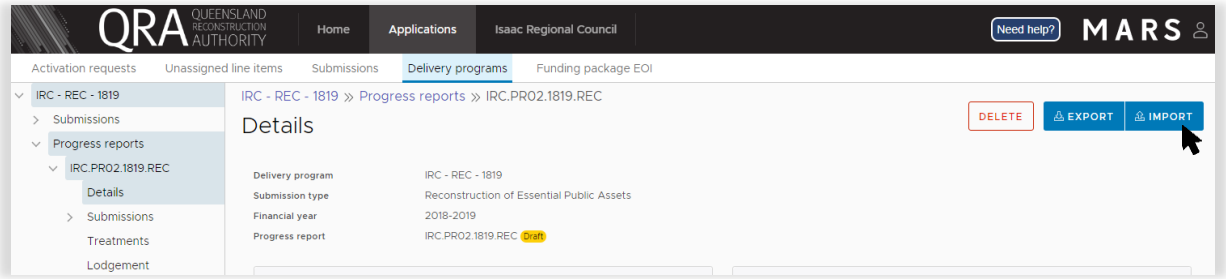
Refer to [3.2 Create a progress report](#) to recreate a new version of the progress report.

3.6 Import progress report

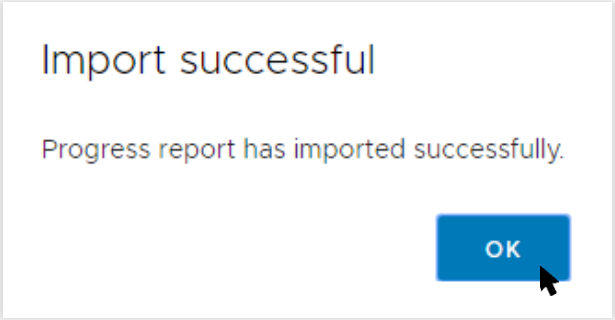
Refer to the following sections in this document for more information:

- 3.4 Export progress report

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

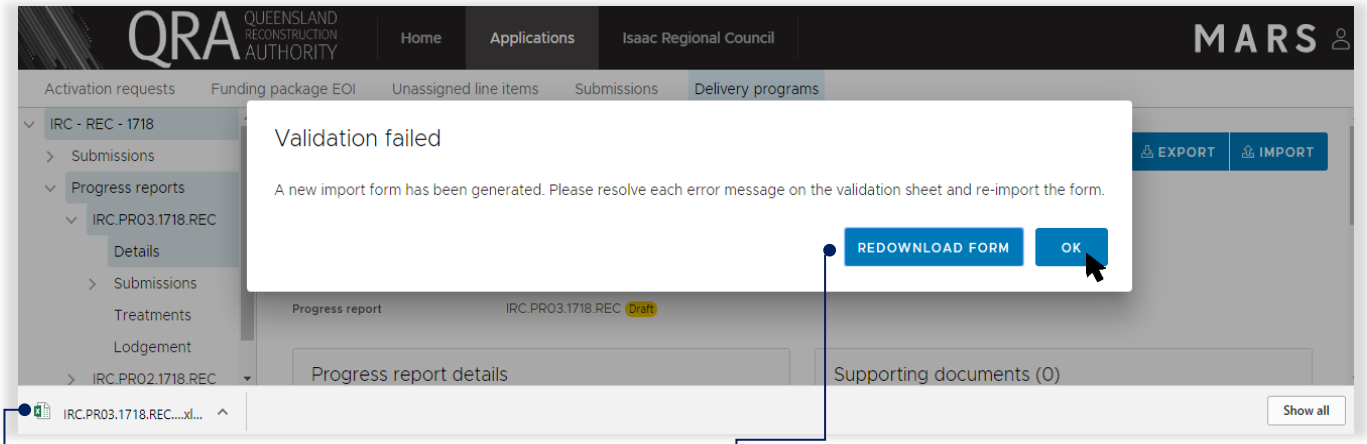


If all required information has been provided, click **ok** as shown below.



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.

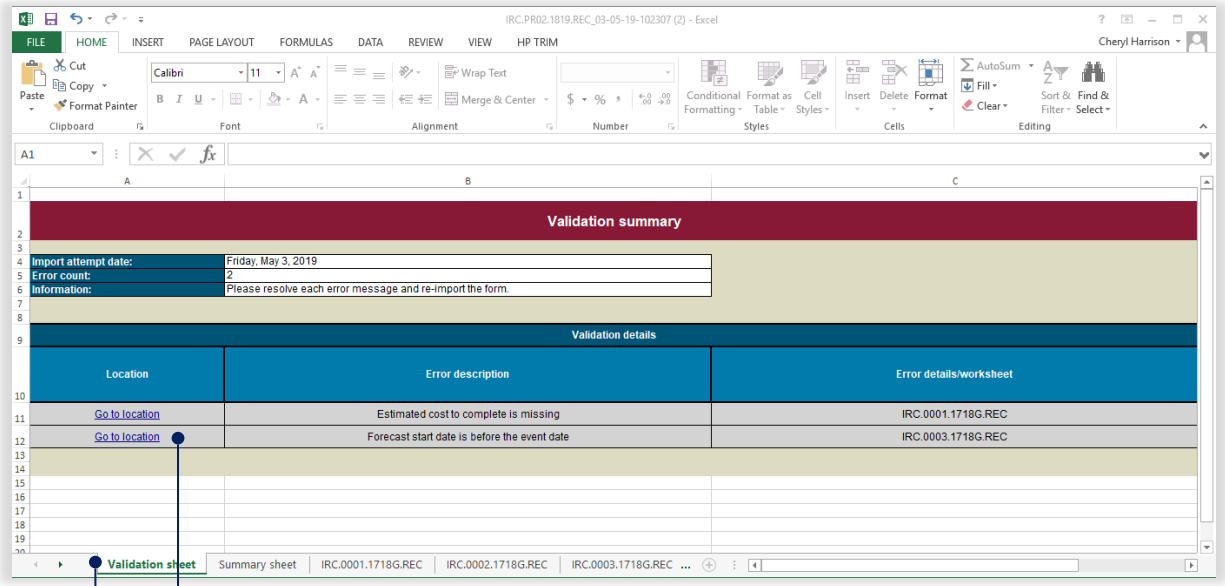


Click to view the exported progress report.

Click **redownload form** button 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 issues 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.

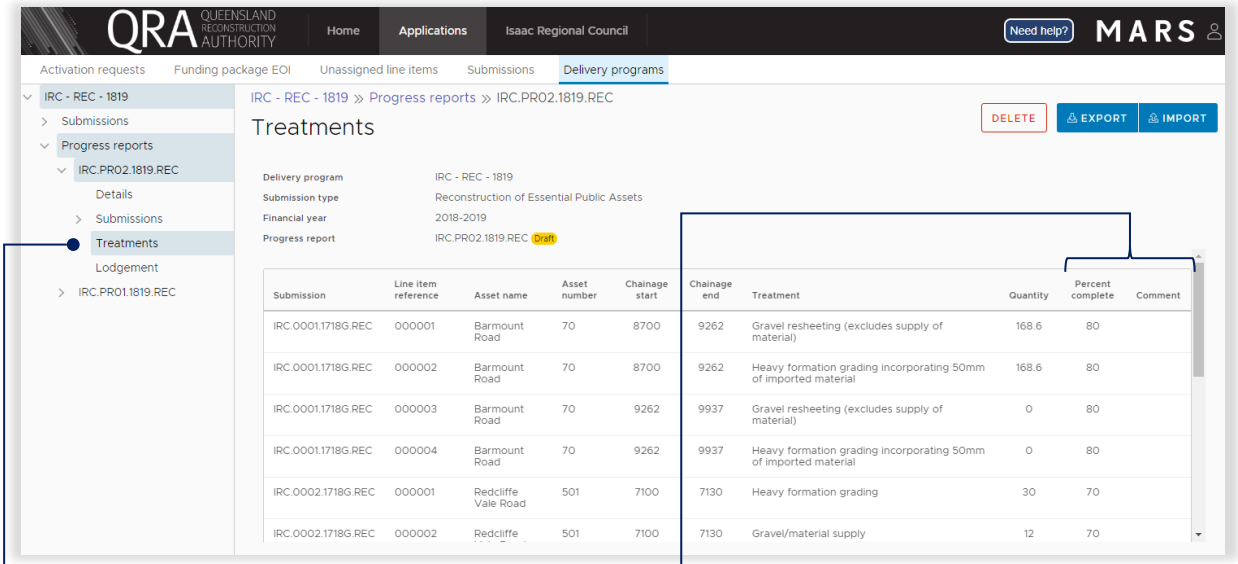
Note the following information in relation to exporting and importing a progress report:

- there are no limits to the number of times a draft 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 3.5 Delete a progress report for more information).

Refer to **MARS validations** under **additional resources** on the **need help** menu in MARS 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.

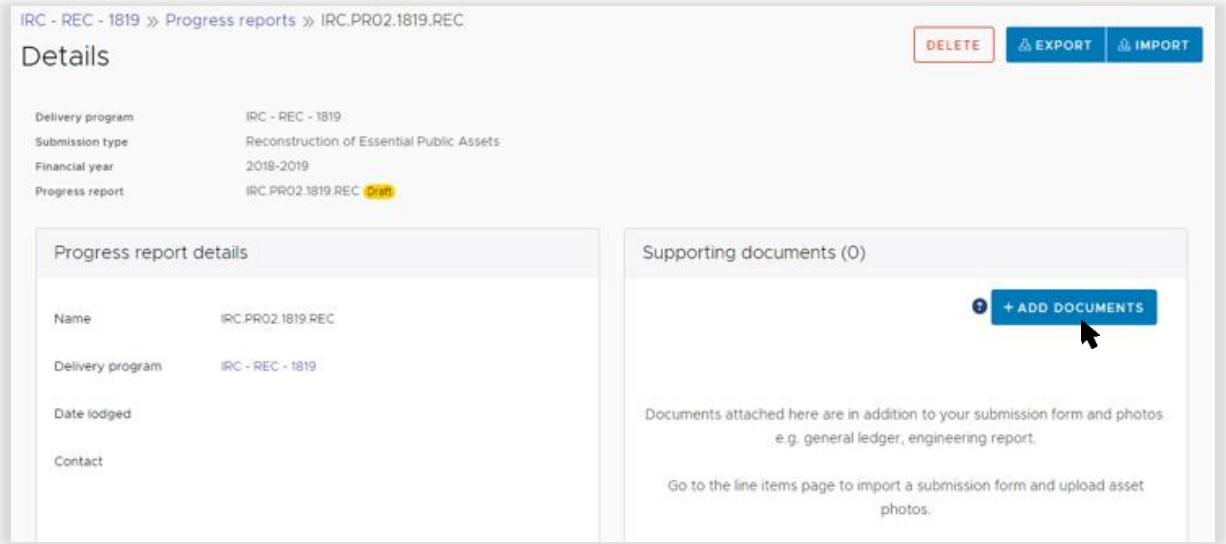


Click to view treatment page.

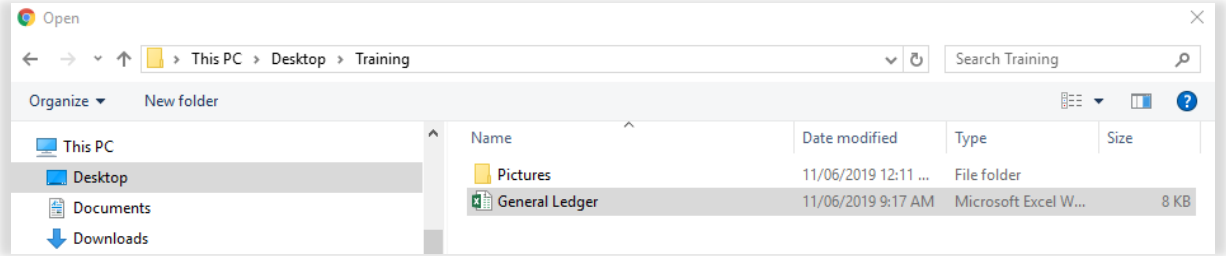
Columns auto-populated from the progress report.

3.7 Add supporting documents

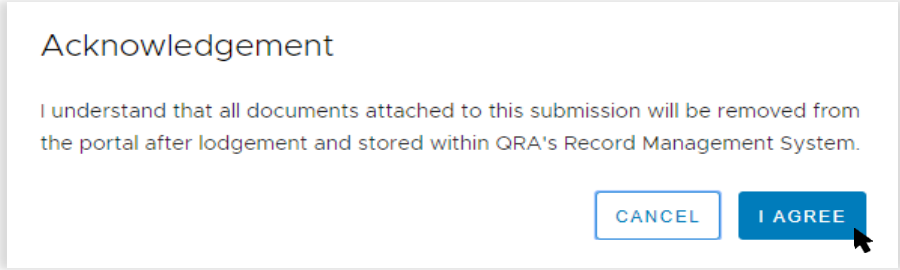
When a payment is required, a general ledger document should be added to the progress report. Click **add documents** button, as shown below.



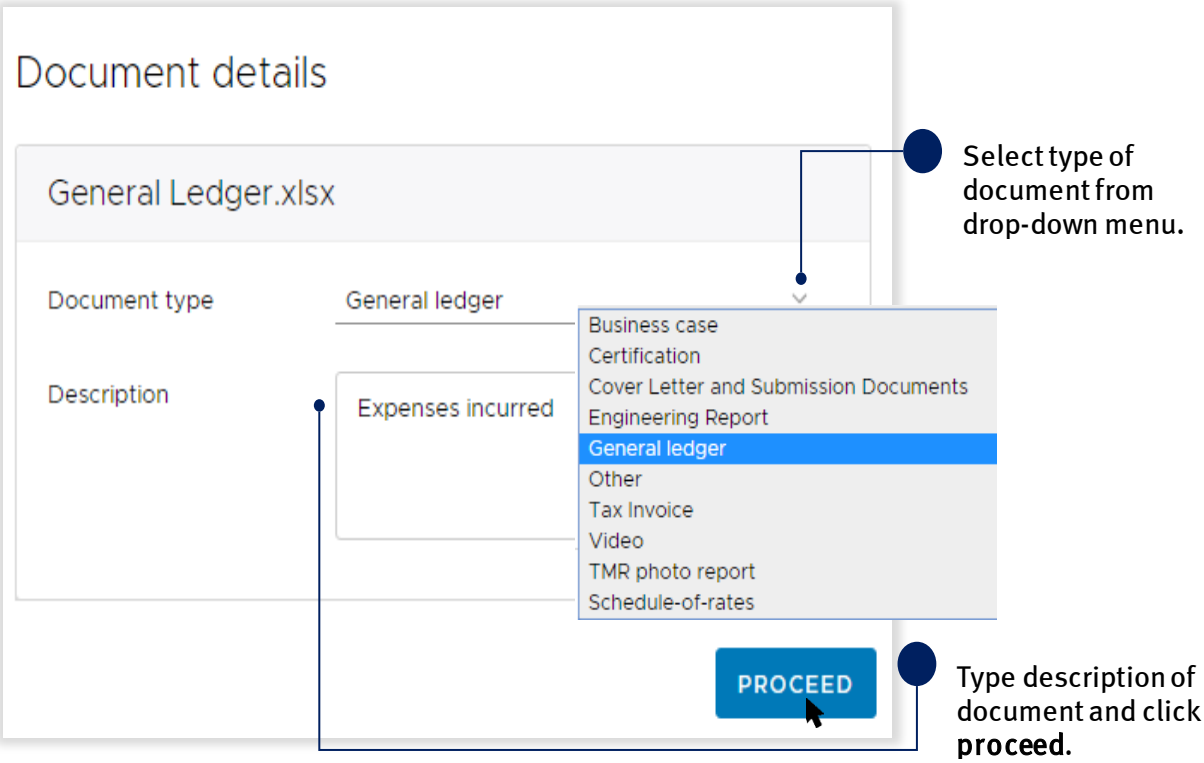
Select and attach the supporting document as per standard Microsoft application.



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

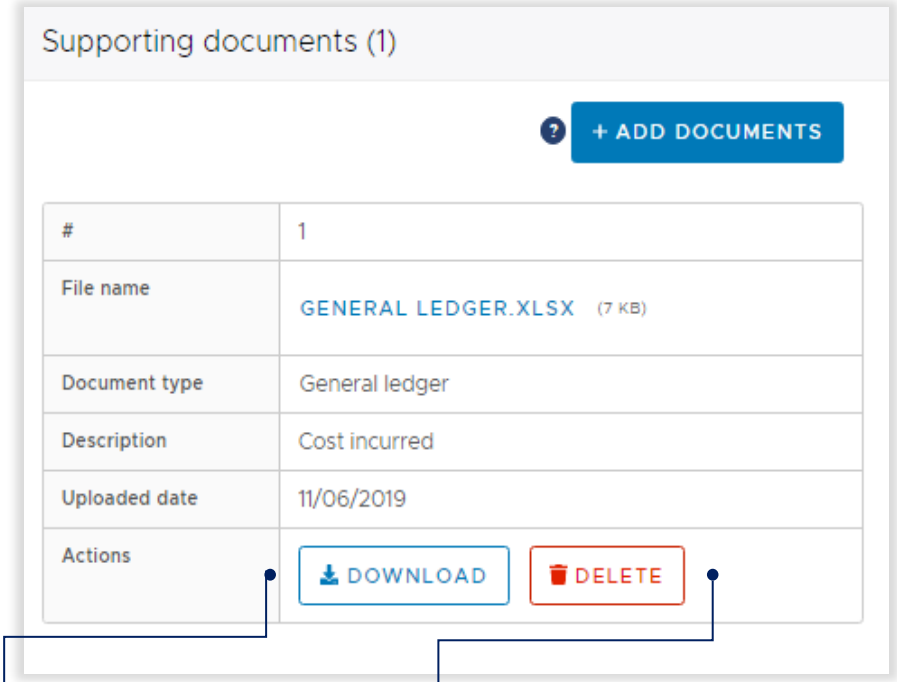


Further details are required before the supporting document is uploaded, as shown below.



A general ledger must be an .xls, .xlsx or a txt file.

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



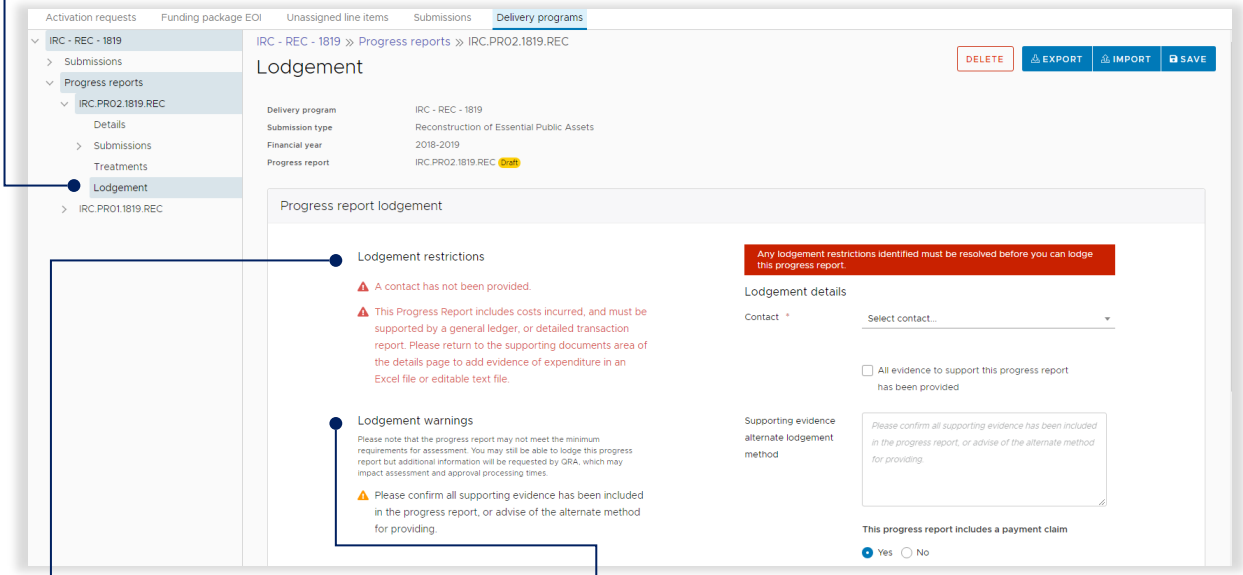
Click **download** to view document.

Click **delete** to remove document.

3.8 Lodge progress report

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

Click on the lodgement page to lodge progress report.

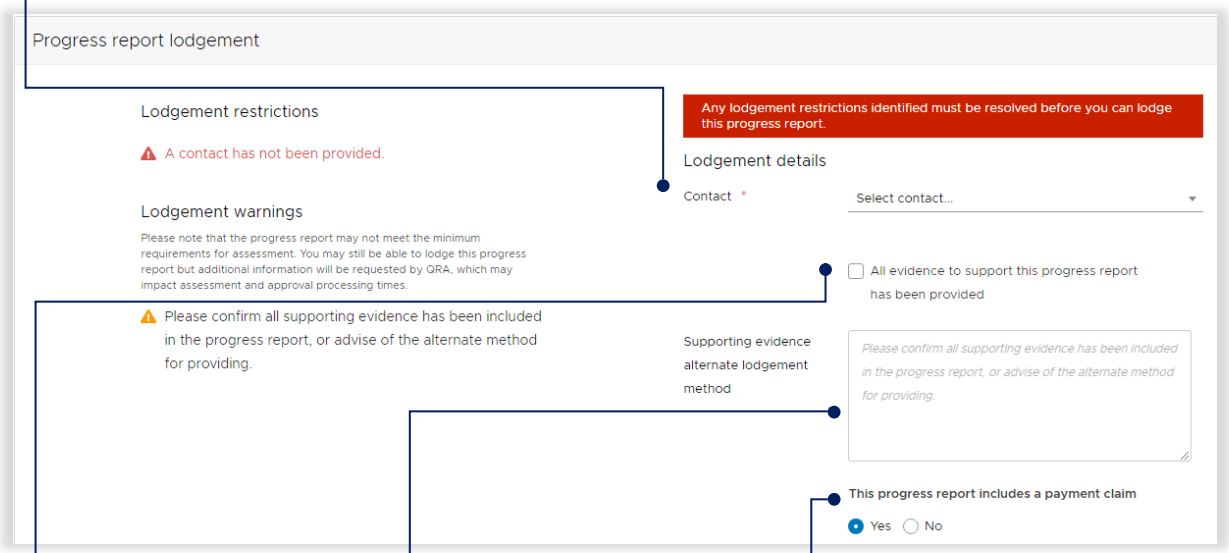


If progress report requirements have not been met, a message will display in red.

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.

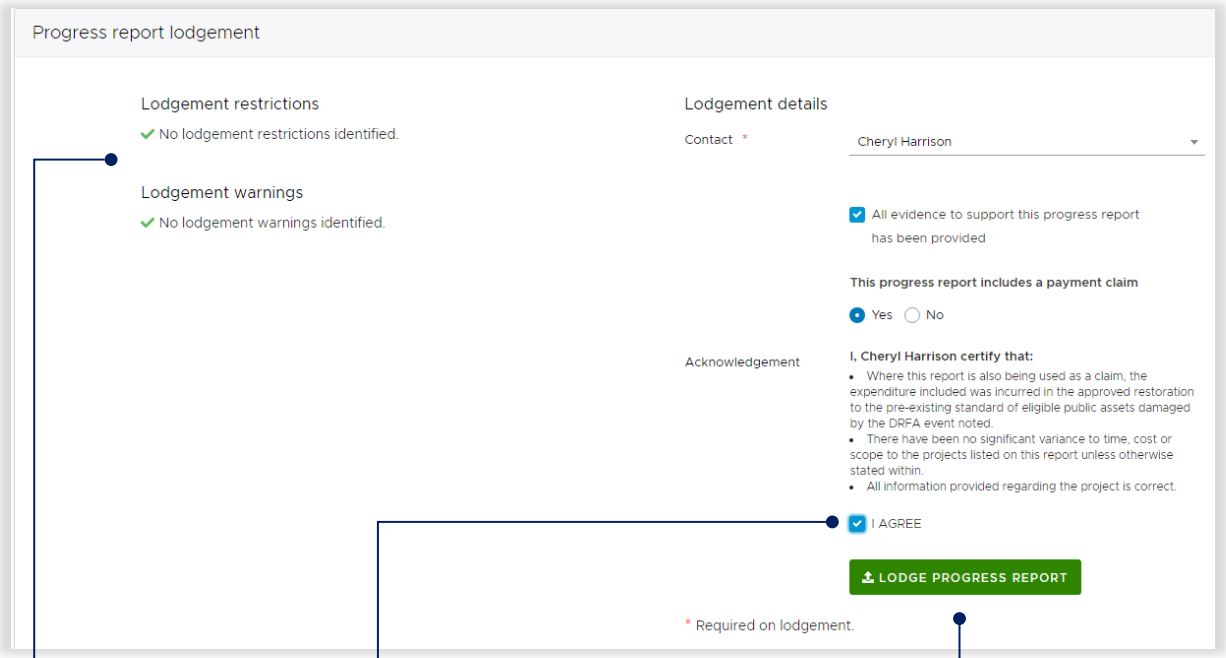


Check **all evidence to support this claim has been provided** within this MARS progress report.

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.



All restrictions and warnings have been addressed.

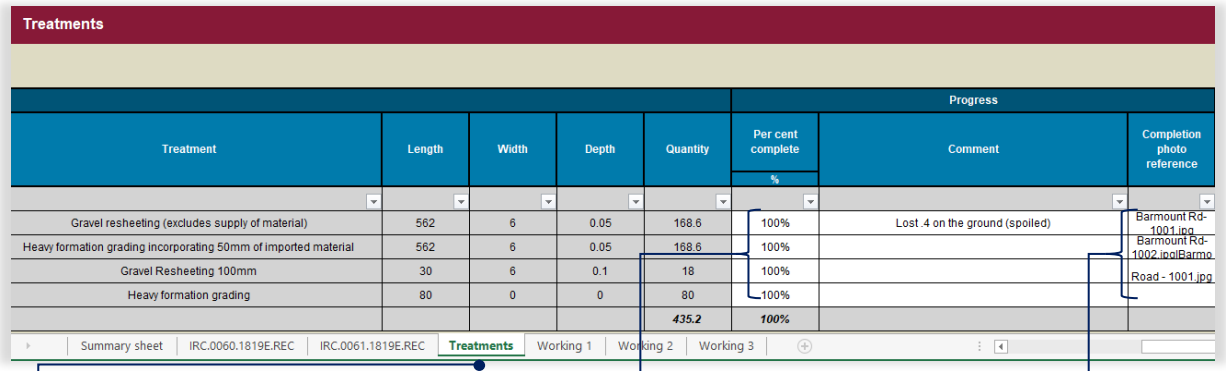
The legal disclaimer requires the person lodging the progress report to certify all information is true and correct.

Click to **lodge progress report.**

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

3.9 Mark a submission as final

On the exported progress report, click the **treatment** tab, enter the **per cent complete, comment** and the **completion photo reference** as shown below. The completion photo reference will be used to bulk upload photos during the close out submission process.



Click to view treatment tab details.

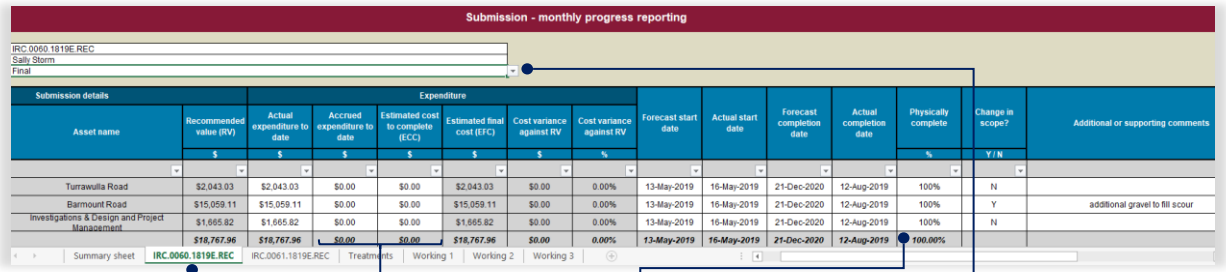
Enter per cent complete.

Enter the photo name with .jpg extension into the column using a | (pipe) to separate photo name if more than one photo is required.

The requirements for photos are:

- the cell may contain several photo names, with each name separated by the | (pipe) symbol within the cell (any spaces between the pipes are treated as part of the file name)
- photos must be uniquely named i.e. one unique file name per photo
- each file name must be less than 100 characters.

Click the submission tab, entering all completion information and at the top of the page change the **progression** to final as shown below.



Click to submission tab details.

Actual expenditure to date and **estimated cost to complete (ECC)** must be $0.00.

To finalise a progress report each asset line must be 100% complete.

From the drop-down list select **final.**

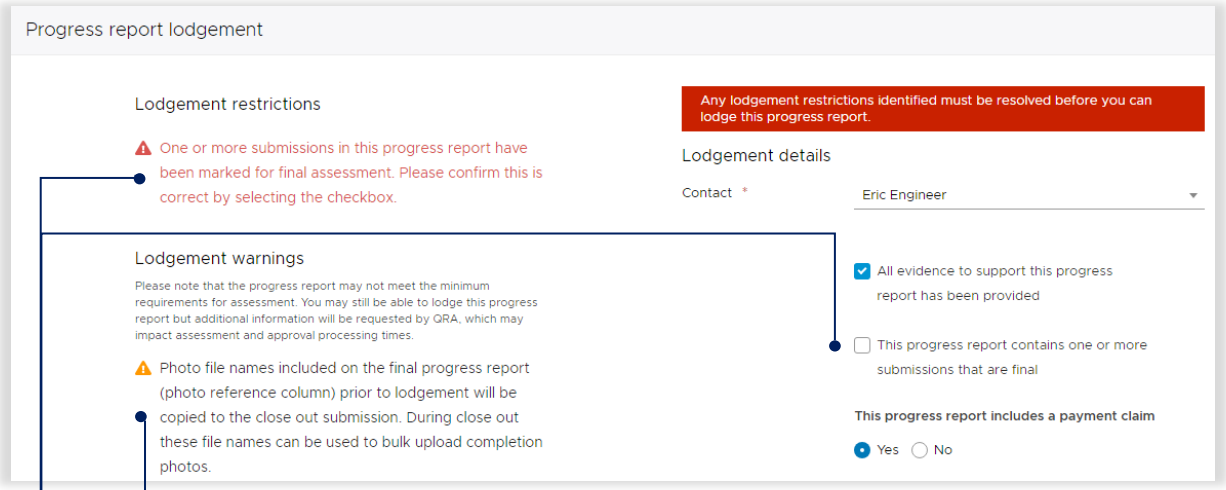
Don't forget to save the progress report. Do not change file name. Renaming file will cause the validation tab links to break and impact the import.

Refer to the following sections in this document for more information:

- 3.6 Import progress report
- 3.7 Adding supporting documents

3.9.1 Verify final progress report

If one or more progress report has been marked as final a validation restriction is added to lodgement to verify the action.



A confirmation of a lodgement restriction that a progress report was marked as final. Tick this box to confirm a final progress report is going to be lodged.

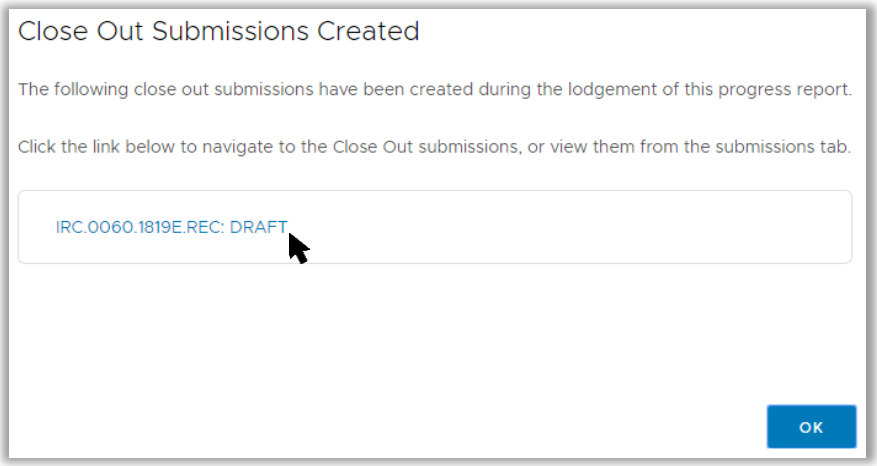
Information to let user know that the photo names will be copies to the close out submission.

Refer to the following section in this document for more information:

- [3.8 Lodge progress report]

3.9.2 Navigate to the close out submission after lodgement

When a submission has been marked as final and lodged, a close out submission will be automatically created for each finalised submission within a progress report. Click the link on the pop-up window to navigate to the close out submission as shown below.



Refer to the following section in this document for more information:

- [4.3 Prepare close out submission]

4 Close out submission

A close out is initiated when a submission is marked as final on the progress report. Refer to section 3.9 Mark a submission as final. After a submission has been marked as final a close out submission is created.

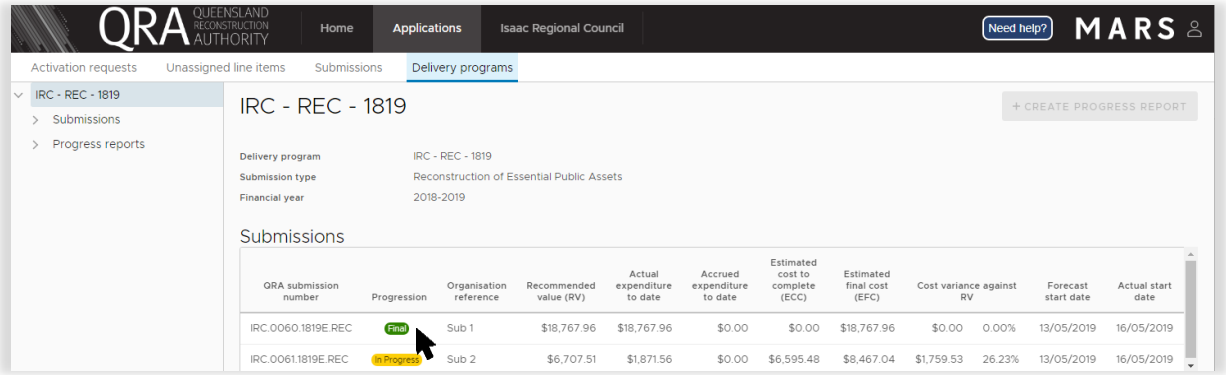
4.1 Navigate to the close out submission

The organisation can navigate to the close out submission in three ways:

1. the delivery program submission record
2. the progress report submission details, or
3. the submissions tab list.

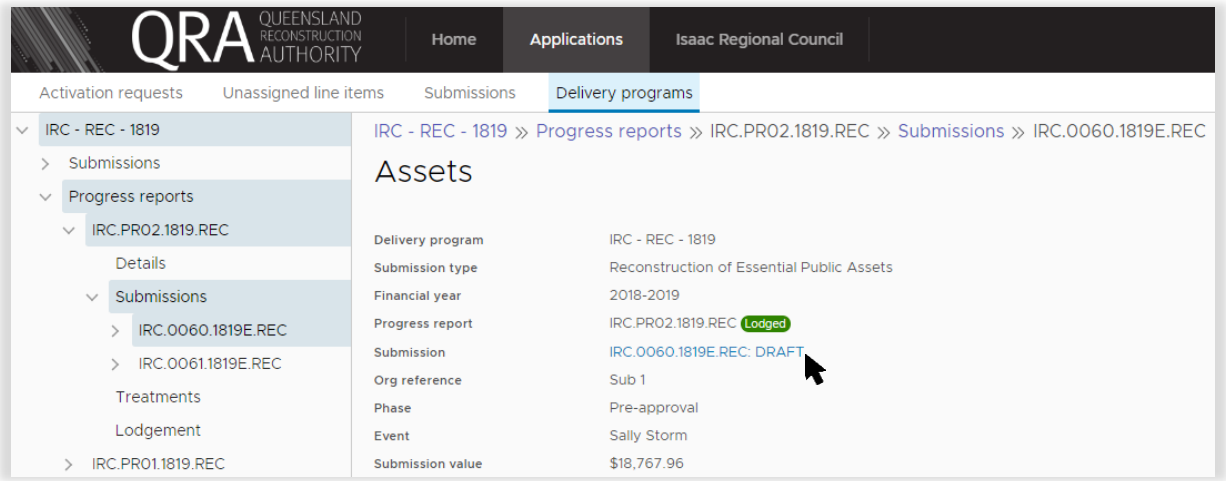
Navigation options are shown below.

1. On the delivery program submissions record click the final submission to display the details.

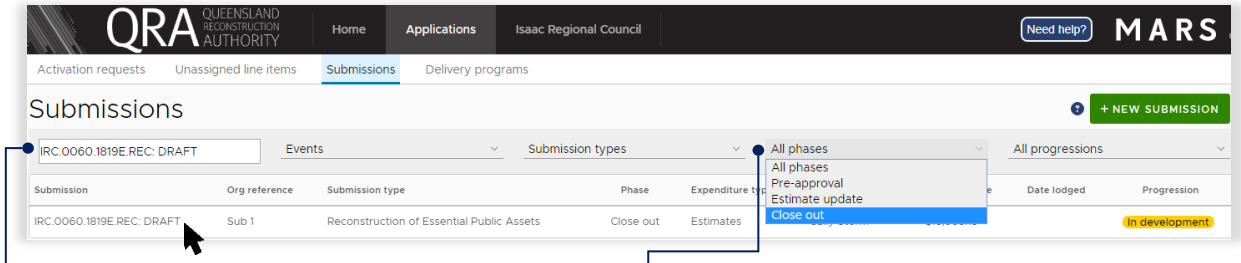


From the submission details, click the submission link to navigate to the close out submission.

2. On the progress report finalised submission, click the submission link in the details section as shown below.



3. At the submission level navigate to **applications** on the navigation bar and then the **submission** tab. Enter the submission number in the search field or select the **phase** from the drop-down list to narrow down your search. Select the **close out** submission as show below.

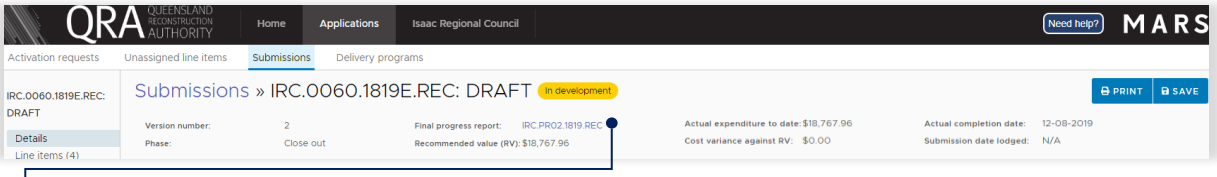


Enter draft number into the search field.

Select **close out** from the **all passes** drop-down menu.

4.2 Prepare close out submission

On the close out submission, the banner at the top of the submission **details** page summarises the value and status details with the final progress report link, as shown below.

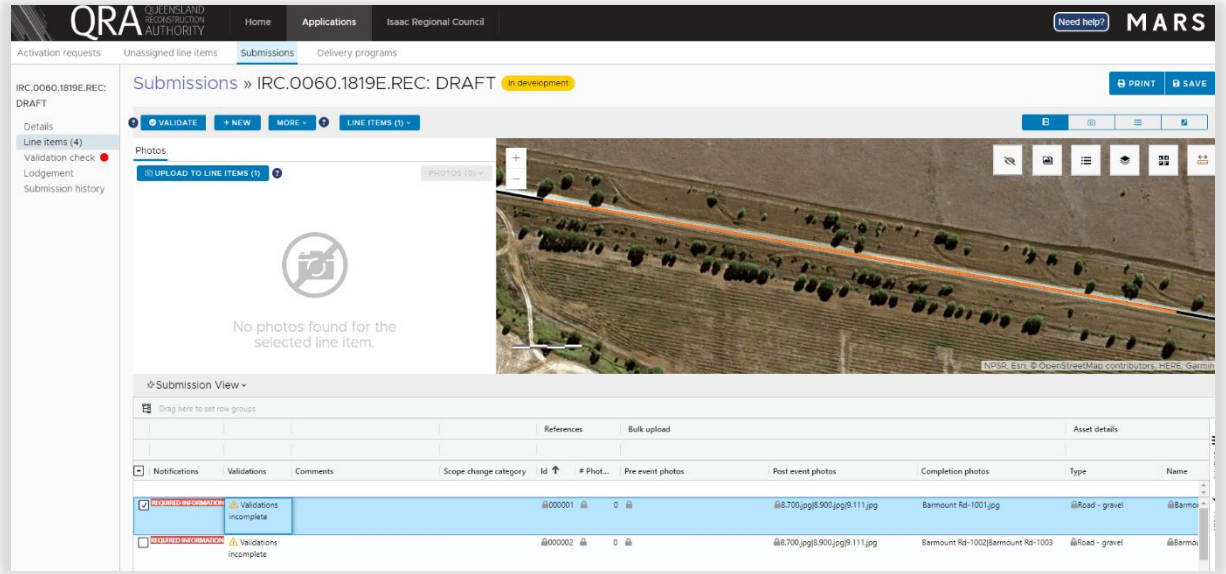


Click the **final progress report** link to view report details.

Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation] on the QRA website for more information:

- 2.2 Navigate around MARS
- 4.1.1 Add supporting documents to the submission level

On the close out submission, click **line items** to view previously approved line items.



The highlight option is available to help with the updating/reviewing the close out submission. Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation]() on the QRA website for more information:

- 4.3 Highlight option

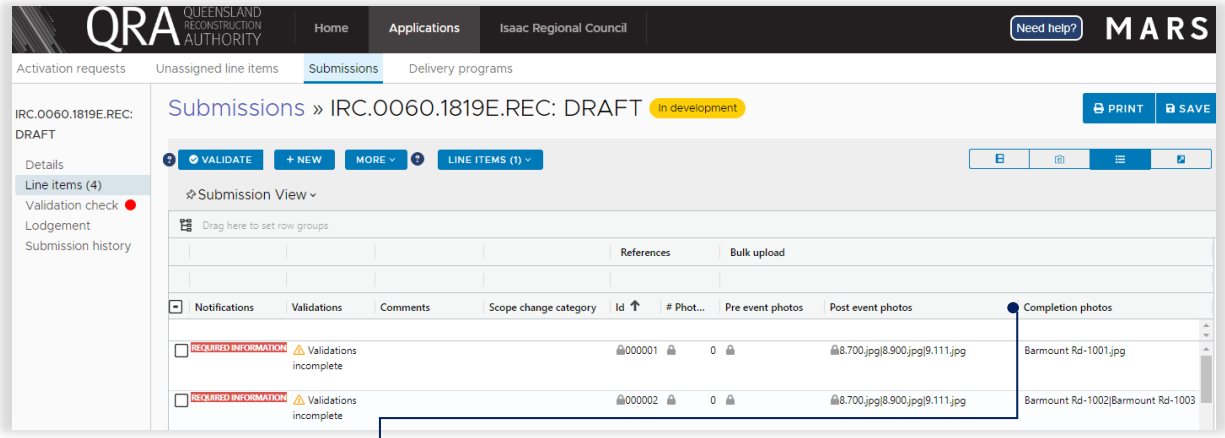
4.3 Add completion photos

Photos can be added in bulk or manually. Bulk upload of photos requires photo file names in the relevant photo column prior to upload.

Photo file names included on the final progress report spreadsheet (**photo reference column**) prior to lodgement will be copied to the **completion photos** column in the close out submission. During close out these file names can be used to bulk upload completion photos. If additional photos need to be added, the completion photos column is unlocked and can be amended/edited to add photo names.

If the close out includes new scope the **pre event photos** and **post event photos** columns will be unlocked on new lines so photo references can be added.

Every line item in a close out submission must have a completion photo. Note, a photo name is only required in the completion photo column when using bulk upload.



Additional photos can be added by entering unique names (including the jpg extension), separated by a | (pipe) symbol.

Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation](#) on the QRA website for more information:

- 4.2.3 Bulk photo upload
- 4.2.4 Manually add photos to a line item

Completion photos are tagged with submission stage and photo type in the photos section, as shown below.

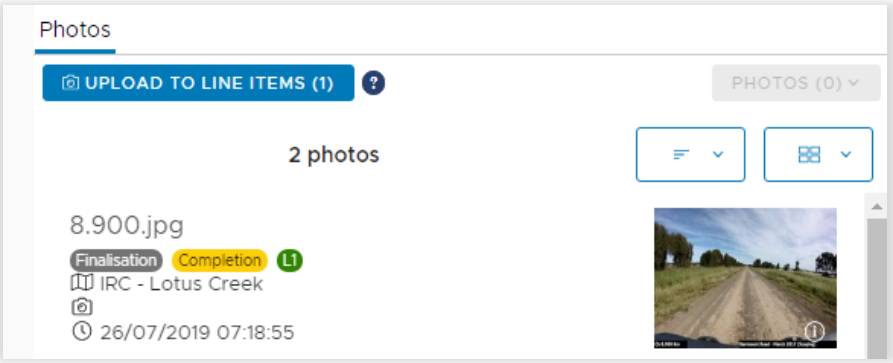


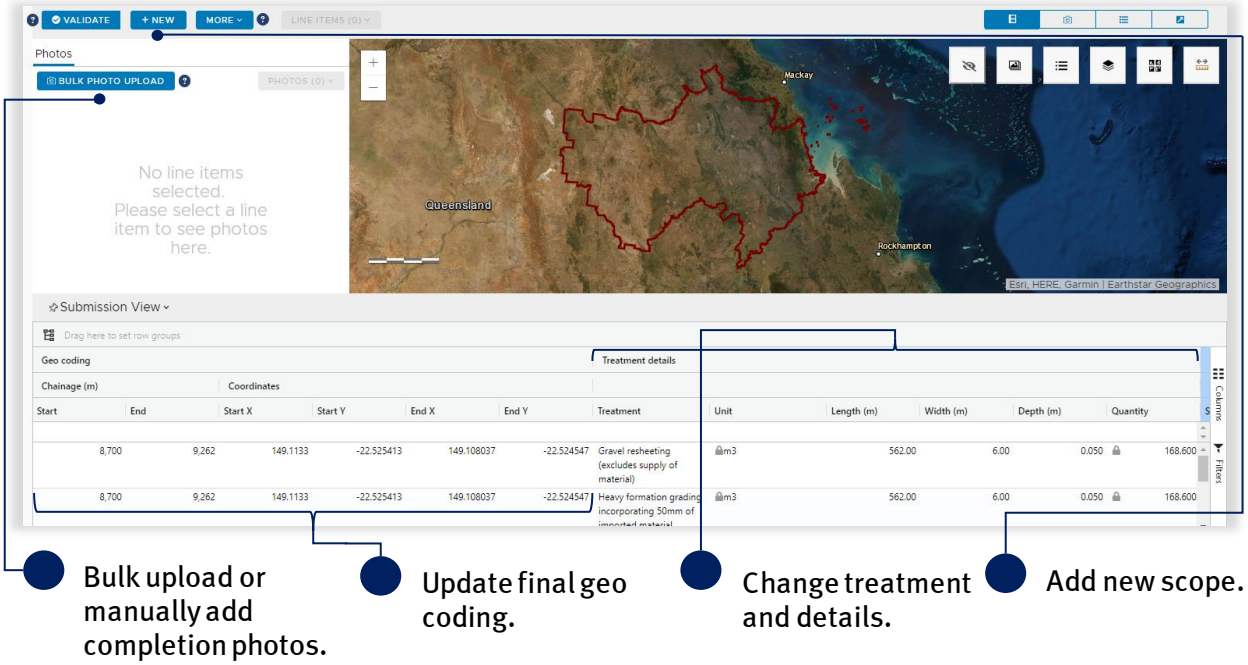
Table 2 Photo upload types

Code	Definition
Pre-event	Evidence demonstrating the pre-disaster condition of the asset.
Post-event	Evidence demonstrating the post-disaster damage of the asset, captured after the event.
Under construction	Evidence demonstrating approved works underway, at any stage prior to completion.
Completion	Evidence demonstrating completed approved works.

4.4 Update scope

If there is an increase or decrease in the approved scope of work then a new line item can be created or the following fields on a line item can be updated and saved:

- new line item (must be the same asset already in submission)
- geo coding (chainage and coordinates)
- treatment details (treatment, length, width, depth)
- photos
- scope change category (required)
- comments (validations and additional information).



Bulk upload or manually add completion photos.

Update final geo coding.

Change treatment and details.

Add new scope.

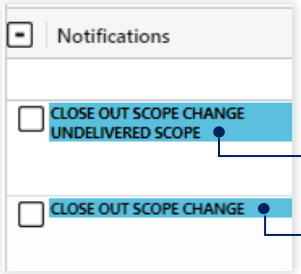
Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation]() on the QRA website for more information:

- 4.2.2 Manually add a line item
- 4.2.3 Bulk photo upload
- 4.2.4 Manually add photos to a line item
- 4.7 Validate data quality

4.4.1 Scope change notifications

Line items will be updated with two possible notifications for line items with any scope change:

1. undelivered scope where lines have a quantity of zero
2. when a line item has a treatment change or a change in length, width, depth and or quantity that is different from the approval outcome values.

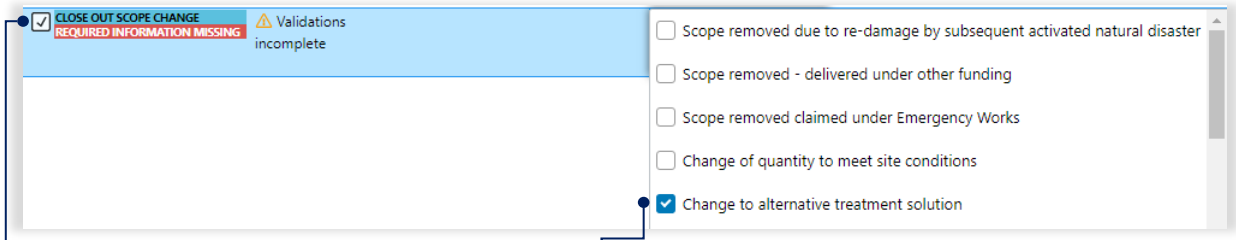


Approved quantity is not 0 (zero) and line quantity is 0 (zero).

A new line is added or there is a change in length, width or depth from approved scope.

4.4.2 Scope change category

A **scope change category** becomes mandatory and a reason must be selected on any change of scope on a line item. Click in the cell and tick to select one or more reasons for scope change from the drop-down list, as show below.

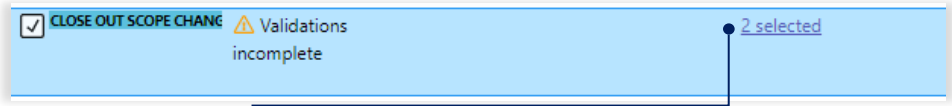


Select a line item with a notification of **close out scope change**.

Tick to select one or more reasons for scope change from the pre-defined list.

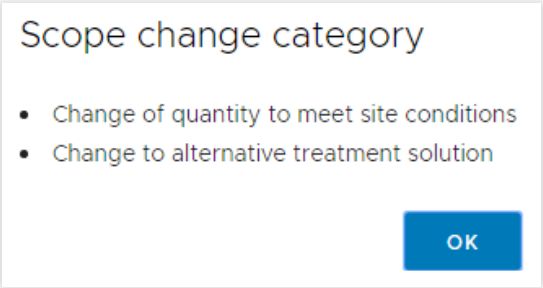
> If more than one category applies to a scope change, tick multiple categories in the list.

One category will display in the cell but if more than one category was selected, a link with the number selected is available. Click the link to view categories selections.



If more than one **scope category change** was selected the number will appear in the row. Click to view selections.

A pop up will display the categories selected.



Double-click in the cell to update category selection.

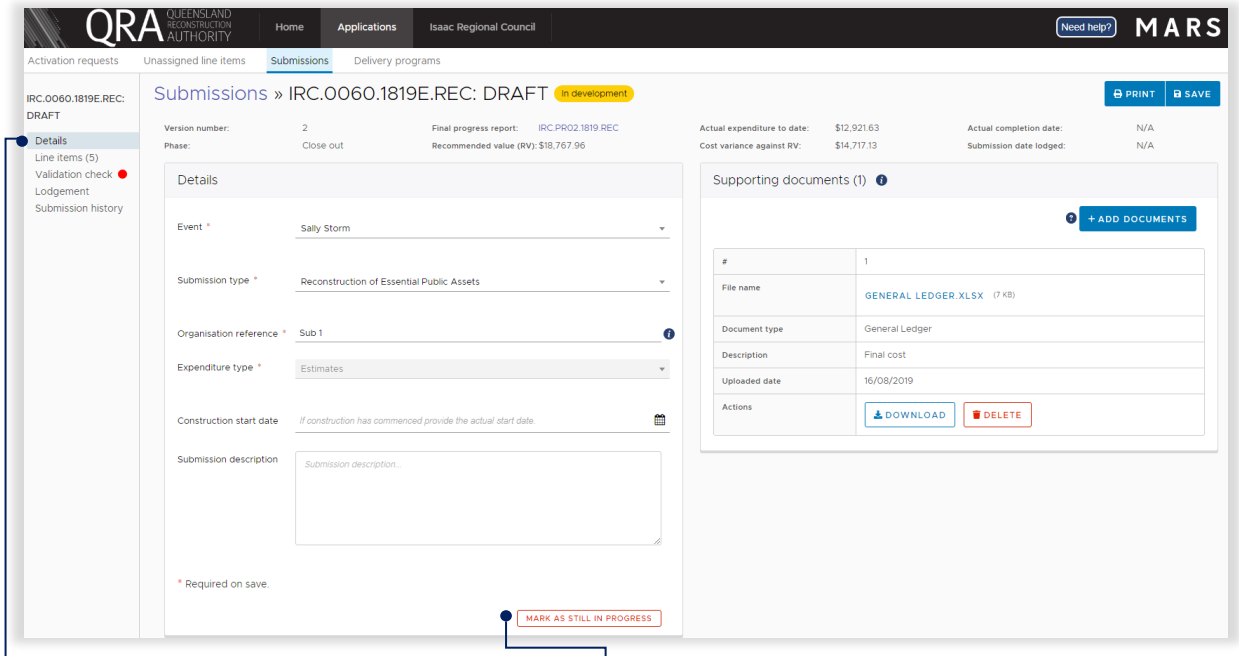
Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation](#) on the QRA website for more information on filtering the notification column:

- 4.4.2 Filter market price lines

4.5 Amend a final progress report

During preparation of a close out submission if the submission is found to not yet be finalised or an amendment is required to the actual expenditure to date, the close out submission can be marked as **still in progress**. This allows the progress report to be exported and updated.

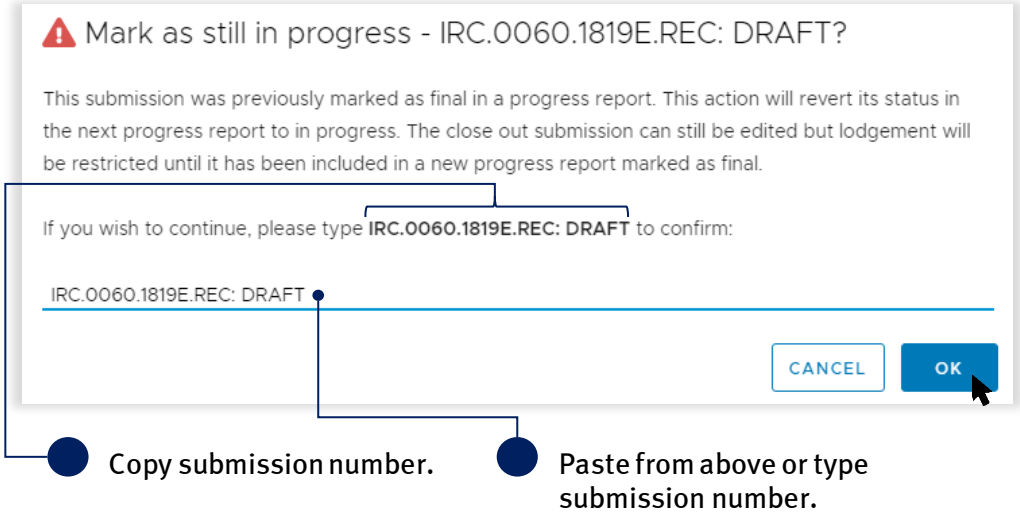
At the bottom of the **details** page, click **mark as still in progress**. The close out submission can still be edited but lodgement will be restricted until it has been included in a new progress report marked as final.



Navigate to the **details** page.

Click **mark as still in progress** to place close out submission on hold while progress report is being updated.

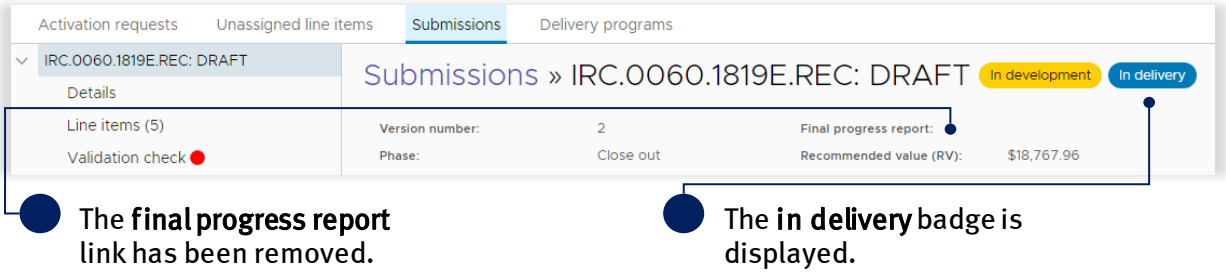
In the advisory message, type in the submission number to confirm you wish to proceed and click **ok** as shown below.



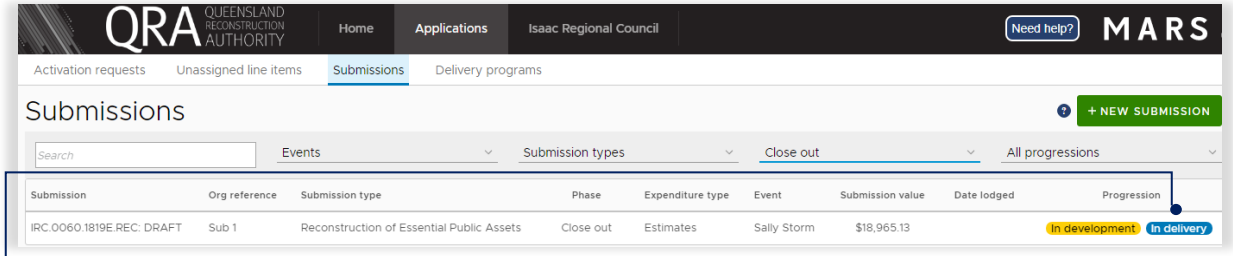
When marking a close out submission as **still in progress** the submission number is case sensitive.

4.5.1 Close out submission in delivery progression

If a submission has been marked as **still in progress**, a badge of **in delivery** is added to the submission. This badge is displayed until the progress report is marked as final.



The submission will be flagged with the **in delivery** badge on the submission list tab, as shown below.



4.5.2 Update progress report

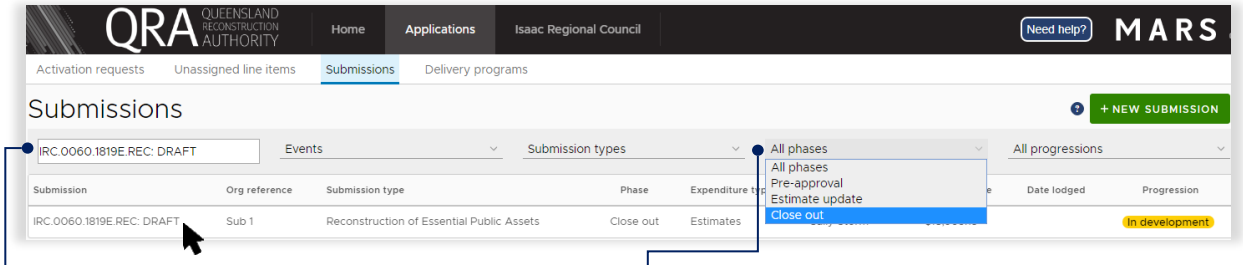
Navigate to the progress report and refer to the following sections in this document to create and lodge a final progress report.

- 3.2 Create a progress report
- 3.4 Export progress report
- 3.5 Delete a progress report
- 3.6 Import progress report
- 3.8 Lodge progress report
- 3.9 Mark a submission as final

> A progress report cannot be lodged if the previous progress report has not been approved.

4.6 Lodge close out submission

Navigate to **applications** on the navigation bar, and then the **submission** tab. Enter submission number in the search field or select the **phase** from the drop-down list to narrow down your search.



Enter draft number into the search field.

Select **close out** from the **all passes** drop-down menu.

Navigate to the progress report and refer to the following sections in this document to create and lodge a final progress report.

- 4.0 Close out submission

Refer to the following sections in the MARS Portal user guide – Activation and submission preparation on the QRA website for more information:

- 4.7 Validate data quality
- 4.10 Lodgement

5 Glossary

Table 3 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 4 Excel submission tabs columns description

Field label	Definition
Expenditure	Expenditure related to current program.
Asset number/line item reference	Unique number per asset/line item reference (non REPA).
Asset name/description	Asset name is rolled up to include all line items for that asset. Description is the activity description for the submission (non REPA).
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 5 Excel treatment tab column descriptions (Reconstruction of Essential Public Assets program only)

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 (for Reconstruction of Essential Public Assets program only)
Quantity	Treatment quantity.
Per cent complete	Percentage of treatment completion.
Comment	Supporting comments.