



QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal user guide

Progress reporting and

close outs

MARS | Queensland Reconstruction Authority

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

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Copies

Copies of this publication are available on our website at <https://www.qra.qld.gov.au/funding/mars-disaster-funding-application-portal>

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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	<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"> • 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.

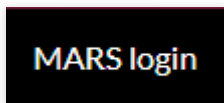
2 Login to MARS

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

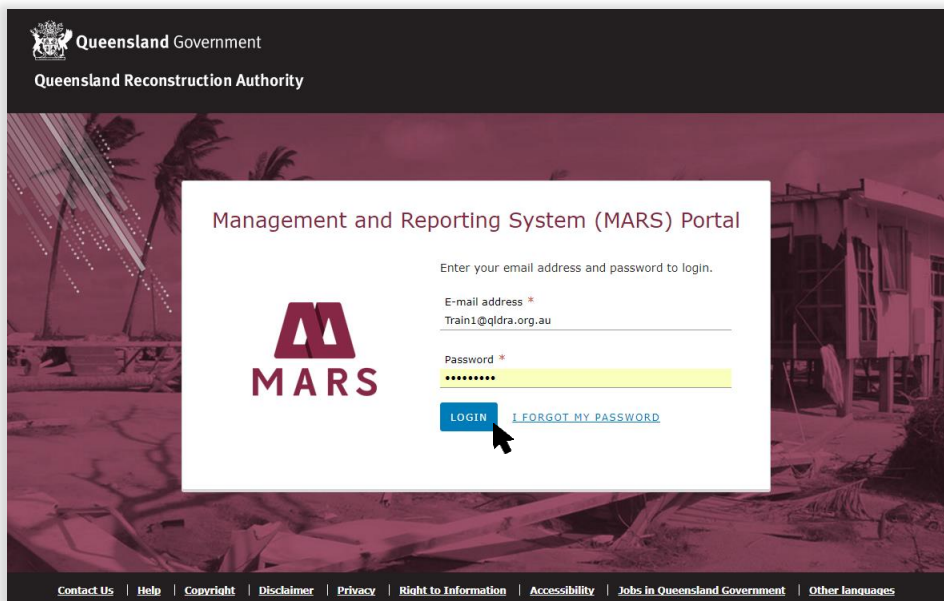


To navigate to the MARS Portal, type www.qra.qld.gov.au into the browser window. The link to MARS can be located on the QRA website, and will also be provided to newly registered users. If you are not a registered user, please refer to the QRA website to access a user access request form.

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



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

The image shows the MARS Portal login page. At the top, it says "Queensland Government" and "Queensland Reconstruction Authority". The main heading is "Management and Reporting System (MARS) Portal". Below this, it says "Enter your email address and password to login." There are two input fields: "E-mail address *" with the text "Train1@qldra.org.au" and "Password *" with a masked password "*****". Below the password field is a blue "LOGIN" button and a link "I FORGOT MY PASSWORD". The MARS logo is on the left. The background is a dark, textured image of a building. At the bottom, there is a footer with links: "Contact Us", "Help", "Copyright", "Disclaimer", "Privacy", "Right to Information", "Accessibility", "Jobs in Queensland Government", and "Other languages".

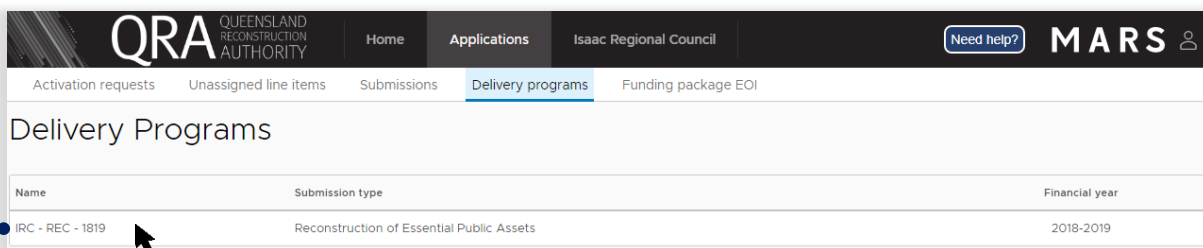
If this is your first time accessing the MARS Portal, it is recommended you follow the prompt to **take a tour of MARS**.

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.



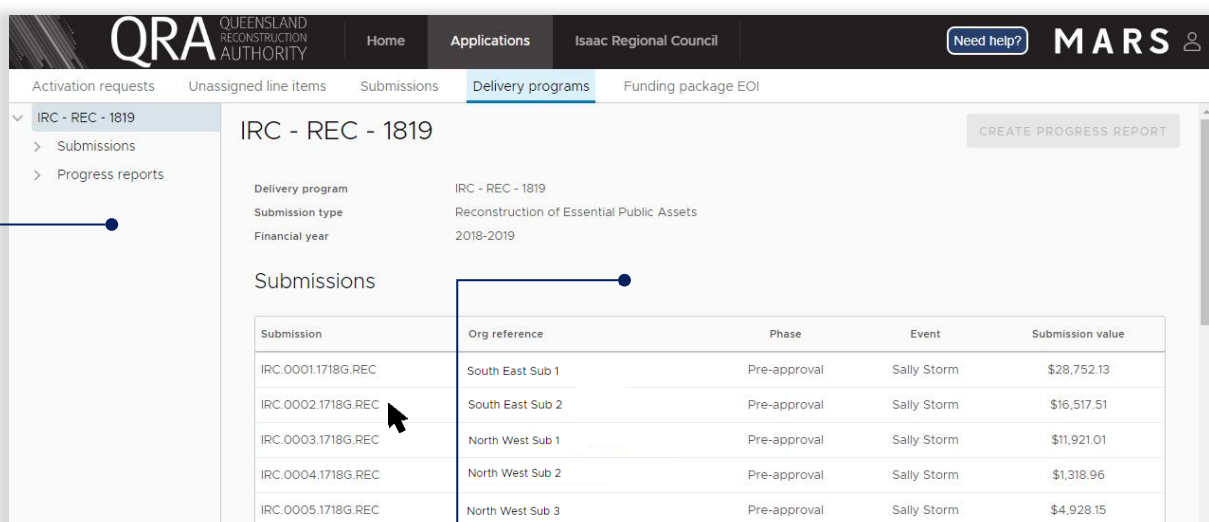
Name	Submission type	Financial year
IRC - REC - 1819	Reconstruction of Essential Public Assets	2018-2019

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.



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.



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.

The screenshot shows the MARS portal interface for the Isaac Regional Council. The sidebar on the left contains a tree view under 'IRC - REC - 1819' with options for 'Submissions', 'Progress reports', 'IRC.PRO2.1819.REC', and 'IRC.PRO1.1819.REC'. The main panel displays the details for 'IRC - REC - 1819', including the submission type 'Reconstruction of Essential Public Assets' and financial year '2018-2019'. A table titled 'Submissions' lists various items with their recommended values, actual expenditures, and estimated costs. At the bottom, a 'Progress Reports' section shows a table with one entry: 'IRC.PRO2.1819.REC' with a status of 'Draft'.

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.0001.1785.REC	Estimate Method	\$26,752.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				0%	\$0.00	\$0.00
IRC.0002.1785.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.0003.1785.REC	Change estimate method	\$11,921.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%				0%	\$0.00	\$0.00
IRC.0004.1785.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.0005.1785.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.

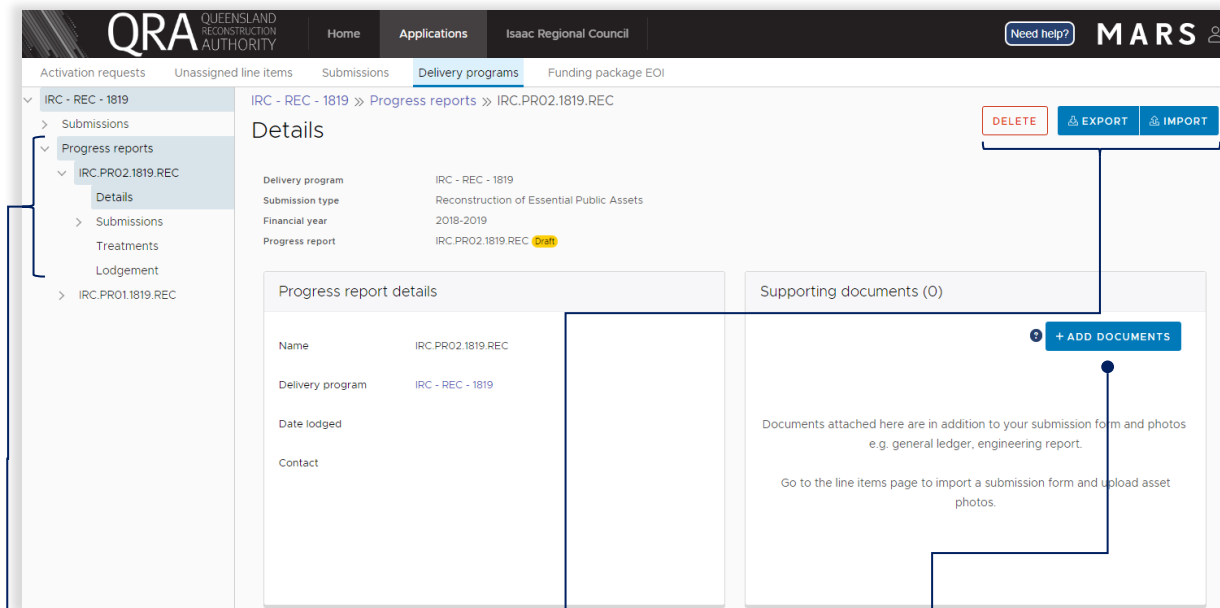
In the display panel click the progress report from the list to display details.

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 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.

The screenshot shows the MARS portal interface. The top navigation bar includes 'Home', 'Applications', and 'Isaac Regional Council'. The 'Applications' tab is selected, and the 'Delivery programs' sub-tab is active. The main content area shows details for 'IRC - REC - 1819', including the submission type 'Reconstruction of Essential Public Assets' and financial year '2018-2019'. Below this, there is a table of submissions and a section for 'Progress Reports'. The 'Progress Reports' section contains a table with columns for 'Progress report name', 'Date lodged', and 'Progression'. Two reports are listed: 'IRC.PRO2.1819.REC' with a 'Draft' status and 'IRC.PRO1.1819.REC' with an 'Approved' status. A mouse cursor is pointing at the 'Draft' button for the first report.

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.

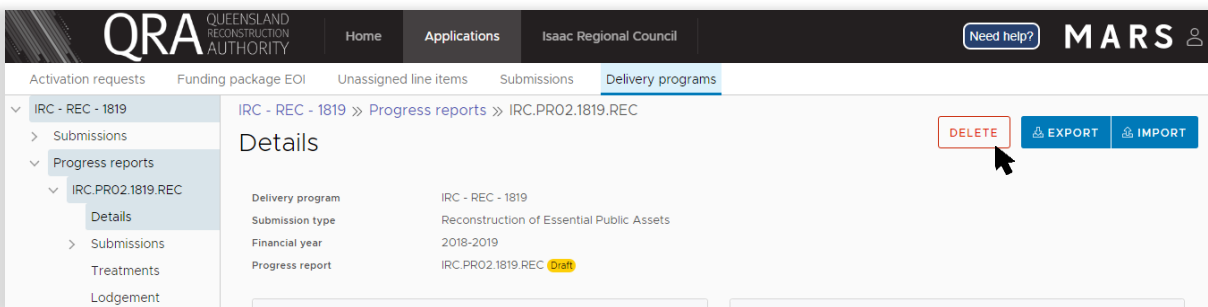
Treatment level reporting assists QRA to understand delivery progress. At a minimum, organisations should provide confirmation of treatment completion.

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

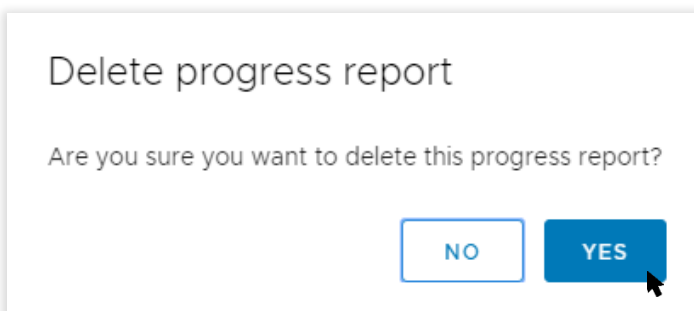
- estimated cost to complete (ECC)
- forecast start date
- forecast end date.

3.5 Delete progress report

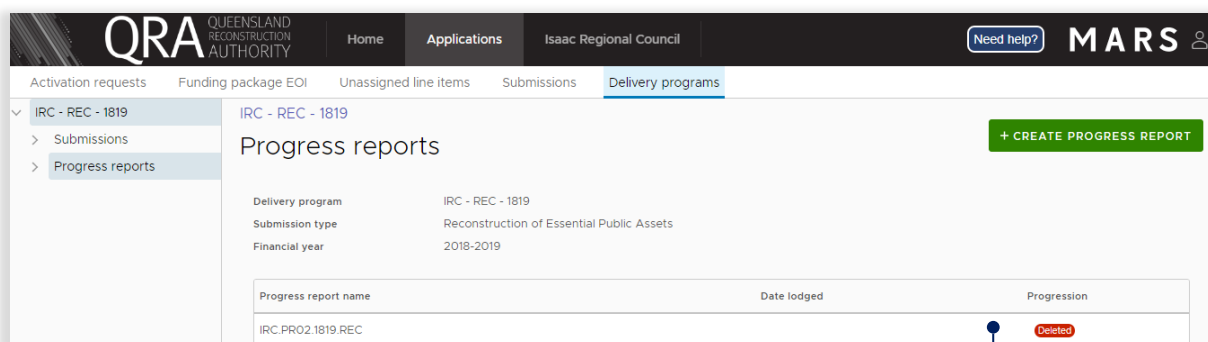
A progress report may need to be deleted if it was created accidentally, or new approved submissions become available and need to be added to the current report. To delete the current draft progress report, click **delete** as shown below.



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.

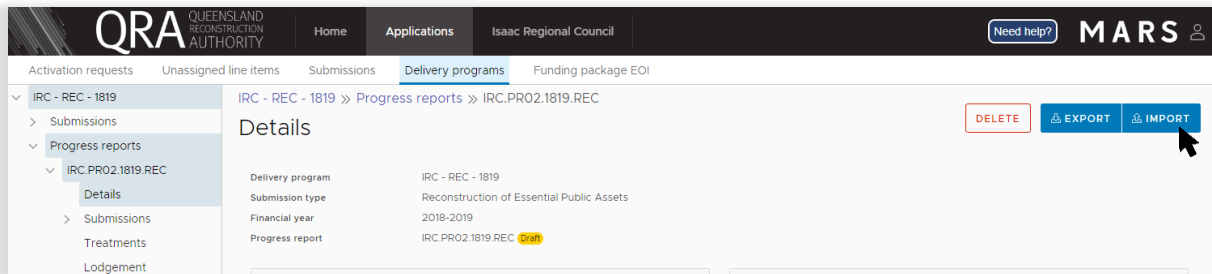
Refer to [3.2 Create a progress report](#) to recreate a new version of the progress report.

3.6 Import progress report

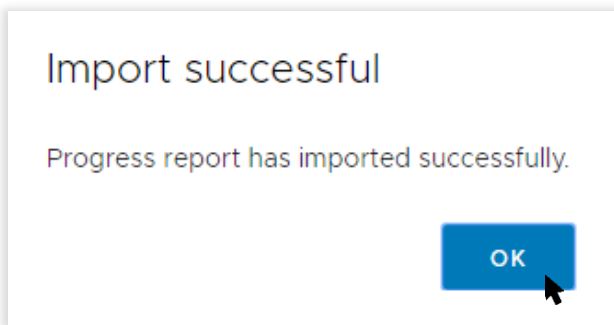
Refer to the following sections in this document for more information:

- 3.4 Export progress report

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

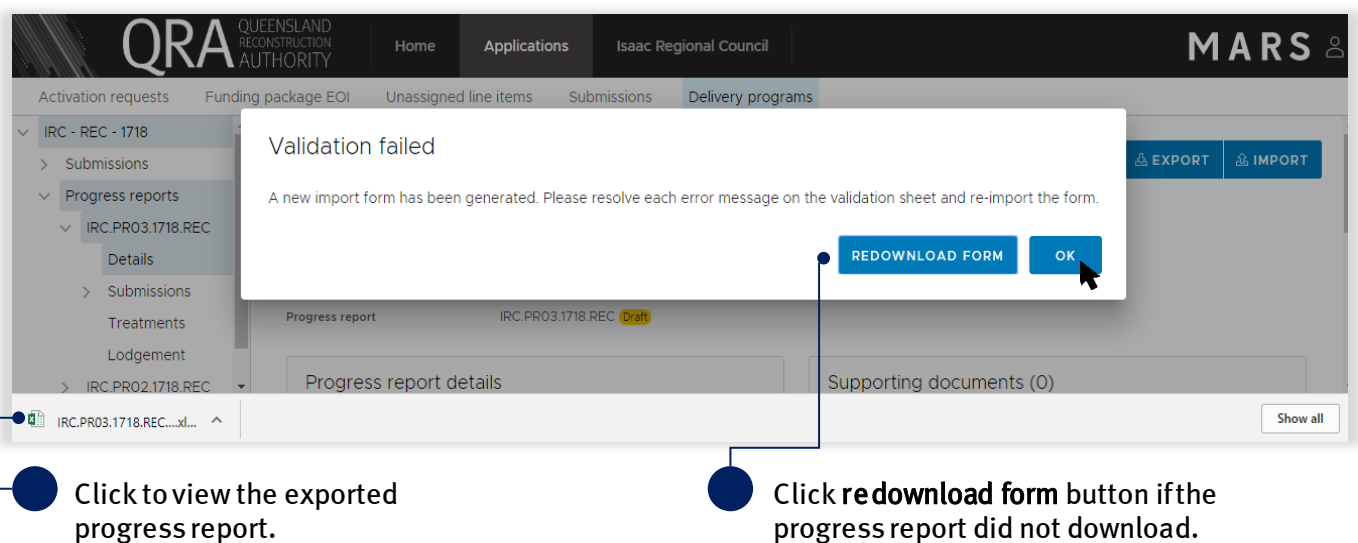


If all required information has been provided, click **ok** as shown below.



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.





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.

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
Go to location	Estimated cost to complete is missing	IRC.0001.1718G.REC
Go to location	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 [3.6 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.

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	

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.

Details

Delivery program: IRC - REC - 1819
 Submission type: Reconstruction of Essential Public Assets
 Financial year: 2018-2019
 Progress report: IRC.PRO2.1819.REC **Draft**

Progress report details

Name: IRC.PRO2.1819.REC
 Delivery program: IRC - REC - 1819
 Date lodged:
 Contact:

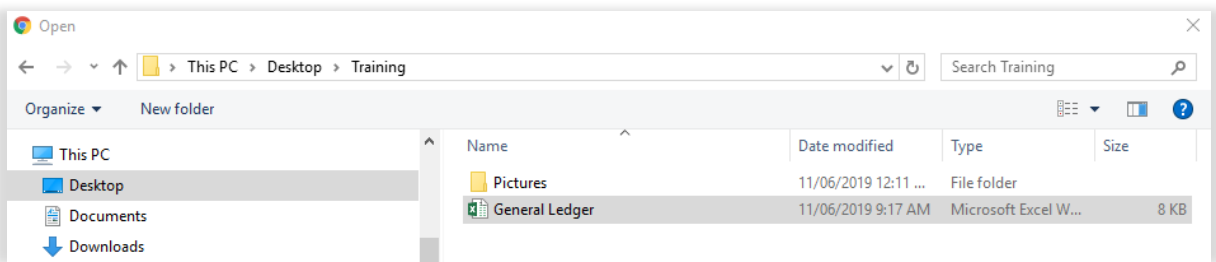
Supporting documents (0)

+ ADD DOCUMENTS

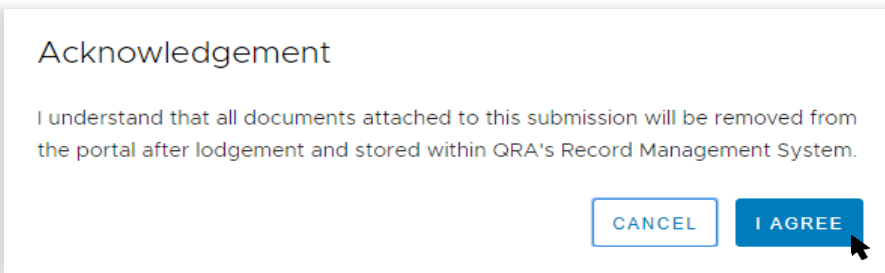
Documents attached here are in addition to your submission form and photos e.g. general ledger, engineering report.

Go to the line items page to import a submission form and upload asset photos.

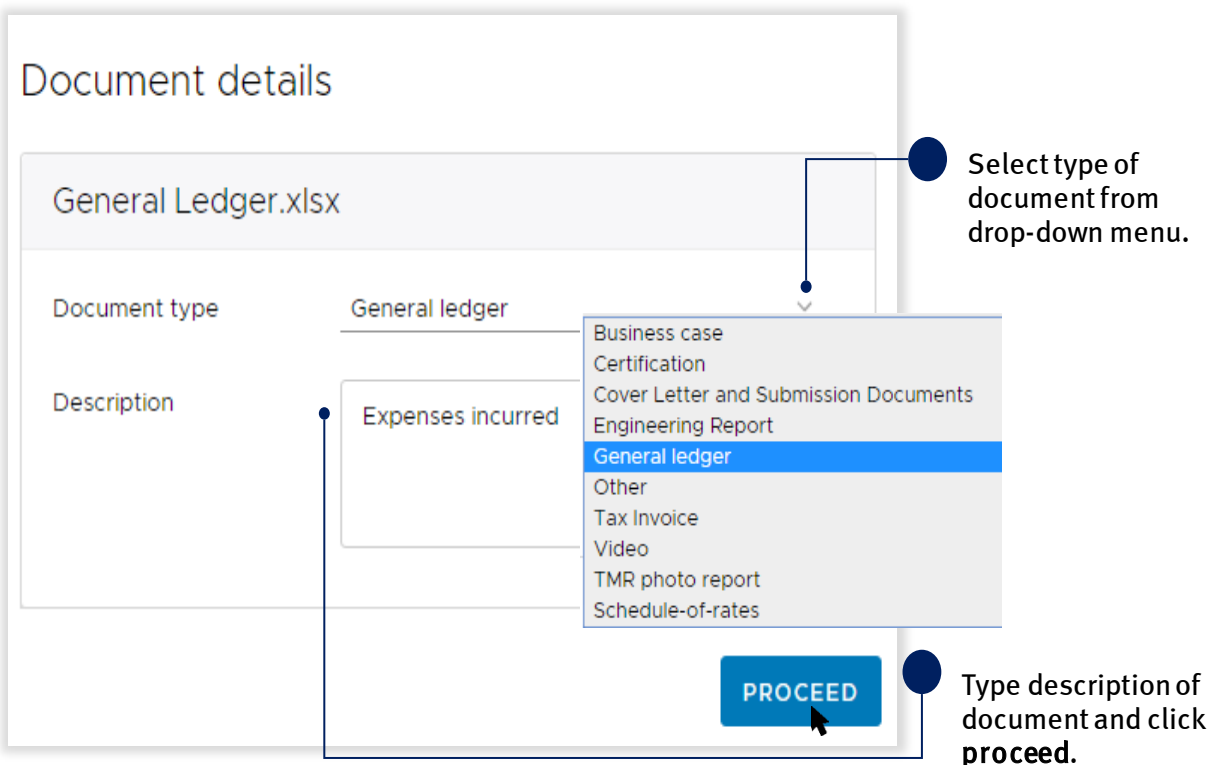
Select and attach the supporting document as per standard Microsoft application.



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.

Supporting documents (1)

[? + ADD DOCUMENTS](#)

#	1
File name	GENERAL LEDGER.XLSX (7 KB)
Document type	General ledger
Description	Cost incurred
Uploaded date	11/06/2019
Actions	DOWNLOAD DELETE

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.

Lodgement restrictions

- ⚠ 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

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.

- ⚠ Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing.

Lodgement details

Contact *

☐ All evidence to support this progress report has been provided

Supporting evidence alternate lodgement method

This progress report includes a payment claim ☒ Yes ☐ No

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. On the left, under 'Lodgement restrictions', there is a red warning: 'A contact has not been provided.' Below it, under 'Lodgement warnings', there is a yellow warning: 'Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing.' On the right, under 'Lodgement details', there is a dropdown for 'Contact' with the placeholder 'Select contact...'. Below that is a checkbox for 'All evidence to support this progress report has been provided' which is unchecked. There is a text area for 'Supporting evidence alternate lodgement method' with a placeholder text. At the bottom, there is a section 'This progress report includes a payment claim' with radio buttons for 'Yes' (selected) and '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 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. Under 'Lodgement restrictions', it says 'No lodgement restrictions identified.' with a green checkmark. Under 'Lodgement warnings', it says 'No lodgement warnings identified.' with a green checkmark. In the 'Lodgement details' section, the 'Contact' dropdown now shows 'Cheryl Harrison'. The checkbox for 'All evidence to support this progress report has been provided' is now checked. The 'This progress report includes a payment claim' section still has 'Yes' selected. Below this is an 'Acknowledgement' section with a legal disclaimer text. At the bottom, there is a checkbox 'I AGREE' which is checked, and a green button labeled 'LODGE PROGRESS REPORT'. A small asterisk note at the bottom says '* Required on lodgement.'

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.

Treatments							
Treatment	Length	Width	Depth	Quantity	Per cent complete	Comment	Completion photo reference
					%		
Gravel resheeting (excludes supply of material)	562	6	0.05	168.6	100%	Lost 4 on the ground (spoiled)	Barmount Rd-1001.jpg
Heavy formation grading incorporating 50mm of imported material	562	6	0.05	168.6	100%		Barmount Rd-1002.jpg
Gravel Resheeting 100mm	30	6	0.1	18	100%		Road - 1001.jpg
Heavy formation grading	80	0	0	80	100%		
				435.2	100%		

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.

Submission - monthly progress reporting													
IRC.0060.1819E.REC													
Sally Storm													
Final													
Submission details		Expenditure											
Asset name	Recommended value (RV)	Actual expenditure to date	Accrued expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance against RV	Cost variance against RV	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Physically complete	Change in scope?
	\$	\$	\$	\$	\$	\$	%					%	Y/N
Turrawalla Road	\$2,043.03	\$2,043.03	\$0.00	\$0.00	\$2,043.03	\$0.00	0.00%	13-May-2019	16-May-2019	21-Dec-2020	12-Aug-2019	100%	N
Barmount Road	\$15,059.11	\$15,059.11	\$0.00	\$0.00	\$15,059.11	\$0.00	0.00%	13-May-2019	16-May-2019	21-Dec-2020	12-Aug-2019	100%	Y
Investigations & Design and Project Management	\$1,665.82	\$1,665.82	\$0.00	\$0.00	\$1,665.82	\$0.00	0.00%	13-May-2019	16-May-2019	21-Dec-2020	12-Aug-2019	100%	N
	\$18,767.96	\$18,767.96	\$0.00	\$0.00	\$18,767.96	\$0.00	0.00%	13-May-2019	16-May-2019	21-Dec-2020	12-Aug-2019	100.00%	

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.

The screenshot shows the 'Progress report lodgement' form. It includes a 'Lodgement restrictions' section with a red warning icon and text: 'One or more submissions in this progress report have been marked for final assessment. Please confirm this is correct by selecting the checkbox.' A red banner at the top right states: 'Any lodgement restrictions identified must be resolved before you can lodge this progress report.' The 'Lodgement details' section shows 'Contact *' as 'Eric Engineer'. There are two checkboxes: 'All evidence to support this progress report has been provided' (checked) and 'This progress report contains one or more submissions that are final' (unchecked). At the bottom, there is a section for 'This progress report includes a payment claim' with 'Yes' selected. Annotations with blue circles and lines point to the restriction warning, the 'final' checkbox, and the 'payment claim' section.

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 copied 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.

The screenshot shows a pop-up window titled 'Close Out Submissions Created'. It contains the text: 'The following close out submissions have been created during the lodgement of this progress report.' and 'Click the link below to navigate to the Close Out submissions, or view them from the submissions tab.' Below this text is a button with the text 'IRC.0060.1819E.REC: DRAFT'. A mouse cursor is pointing at the button. An 'OK' button is located at the bottom right of the window.

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.

QRA QUEENSLAND RECONSTRUCTION AUTHORITY

Home Applications Isaac Regional Council Need help? MARS

Activation requests Unassigned line items Submissions **Delivery programs**

IRC - REC - 1819 + CREATE PROGRESS REPORT

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

Submissions

QRA submission number	Progression	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
IRC.0060.1819E.REC	Final	Sub 1	\$18,767.96	\$18,767.96	\$0.00	\$0.00	\$18,767.96	\$0.00 0.00%	13/05/2019	16/05/2019
IRC.0061.1819E.REC	In Progress	Sub 2	\$6,707.51	\$1,871.56	\$0.00	\$6,595.48	\$8,467.04	\$1,759.53 26.23%	13/05/2019	16/05/2019

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

IRC - REC - 1819 >> Submissions

IRC.0060.1819E.REC

IRC.0061.1819E.REC

> Progress reports

Delivery program IRC - REC - 1819
Submission type Reconstruction of Essential Public Assets
Financial year 2018-2019
Submission [IRC.0060.1819E.REC: DRAFT](#)
Org reference Sub 1
Phase Pre-approval
Event Sally Storm
Submission value \$18,767.96

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

The screenshot shows the QRA MARS portal interface. The navigation bar includes 'Home', 'Applications', and 'Isaac Regional Council'. The 'Submissions' tab is active. The left sidebar shows a tree view with 'IRC - REC - 1819' expanded, leading to 'Progress reports' and then 'IRC.PRO2.1819.REC'. The main content area shows 'Assets' for the submission 'IRC.0060.1819E.REC: DRAFT'. A mouse cursor is pointing at the 'DRAFT' link.

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.

The screenshot shows the 'Submissions' page in the QRA MARS portal. The search field contains 'IRC.0060.1819E.REC: DRAFT'. The 'All phases' drop-down menu is open, showing options: 'All phases', 'Pre-approval', 'Estimate update', and 'Close out'. A mouse cursor is pointing at the 'Close out' option. Annotations with blue circles and arrows point to the search field and the 'Close out' option, with text explaining the actions.

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.

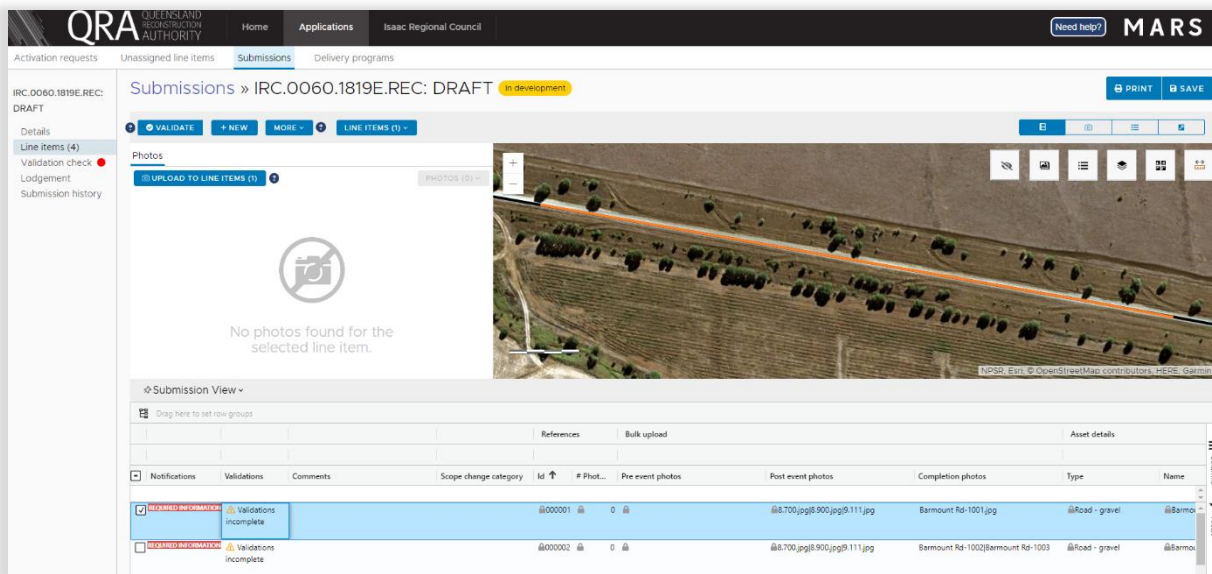
The screenshot shows the 'Submissions' page for submission 'IRC.0060.1819E.REC: DRAFT'. The page displays details for the submission, including version number, phase, and final progress report link. A mouse cursor is pointing at the 'Final progress report' link.

- 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

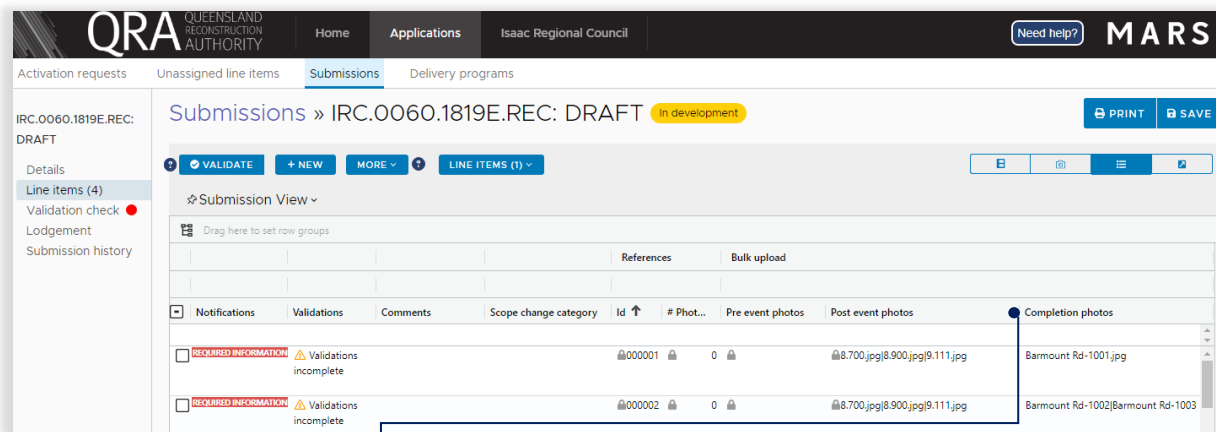
4.3 Add completion photos

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.

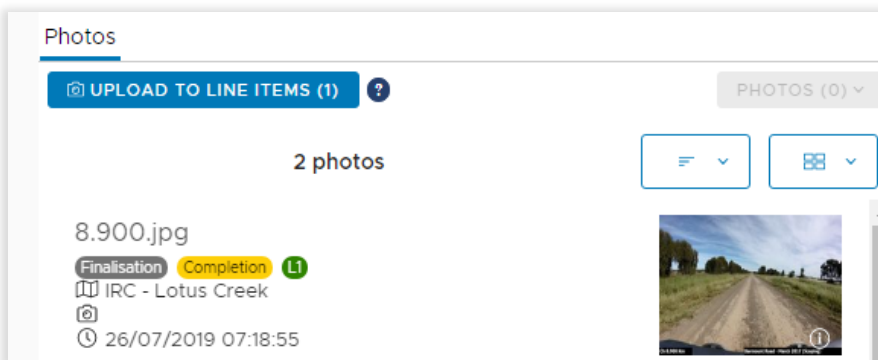


Table 2 Photo upload types

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).

The screenshot displays the MARS Portal interface. At the top, there are tabs for 'VALIDATE', '+ NEW', and 'MORE'. Below the tabs, a 'Photos' section shows a 'BULK PHOTO UPLOAD' button and a message: 'No line items selected. Please select a line item to see photos here.' To the right is a map of Queensland with a red boundary. Below the map is a 'Submission View' section containing a table of line items. Four callout boxes with blue circles point to specific parts of the interface:

- Bulk upload or manually add completion photos.** Points to the 'BULK PHOTO UPLOAD' button.
- Update final geo coding.** Points to the 'Chainage (m)' and 'Coordinates' columns in the table.
- Change treatment and details.** Points to the 'Treatment' column in the table.
- Add new scope.** Points to the 'Unit', 'Length (m)', 'Width (m)', 'Depth (m)', and 'Quantity' columns in the table.

Chainage (m)		Coordinates				Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity
Start	End	Start X	Start Y	End X	End Y						
8,700	9,262	149.1133	-22.525413	149.108037	-22.524547	Gravel resheeting (excludes supply of material)	m ³	562.00	6.00	0.050	168.600
8,700	9,262	149.1133	-22.525413	149.108037	-22.524547	Heavy formation grading incorporating 50mm of imported material	m ³	562.00	6.00	0.050	168.600

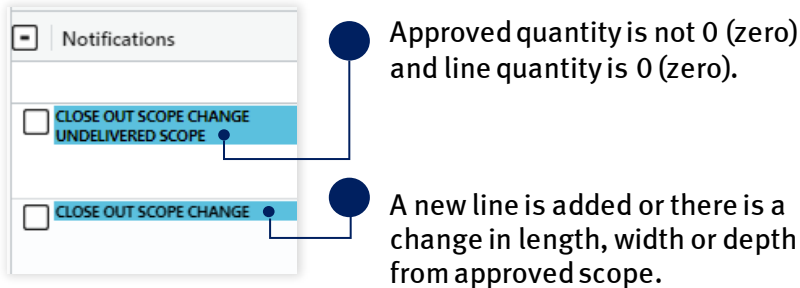
Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation](#) on the QRA website for more information:

- 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

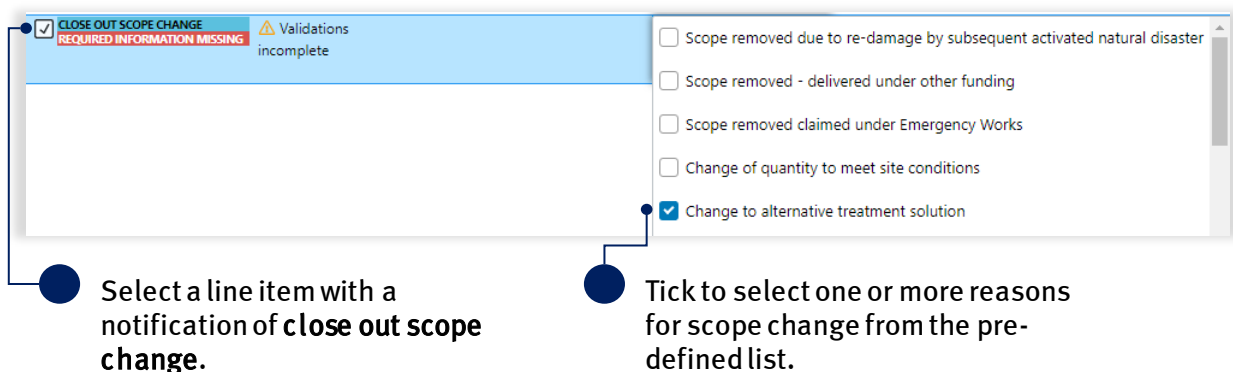
Line items will be updated with two possible notifications for line items with any scope change:

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.



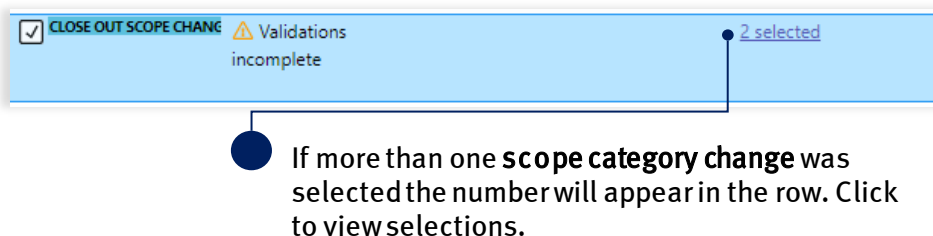
4.4.2 Scope change category

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.



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.




A pop up will display the categories selected.

Scope change category

- Change of quantity to meet site conditions
- Change to alternative treatment solution

OK

 Double-click in the cell to update category selection.

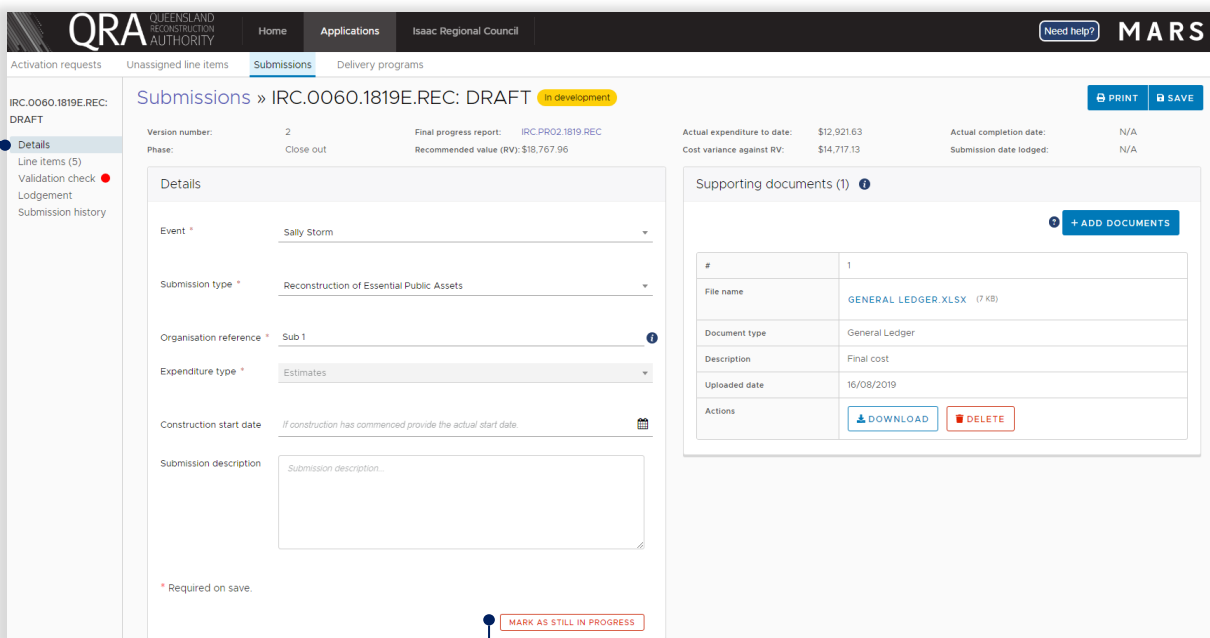
Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation](#) on the QRA website for more information on filtering the notification column:

- 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.



The screenshot displays the 'Submissions' page in the MARS portal. The submission is identified as 'IRC.0060.1819E.REC: DRAFT' and is in the 'In development' stage. Key details include:

- Version number:** 2
- Phase:** Close out
- Final progress report:** IRC.PRO2.1819 REC
- Recommended value (RV):** \$18,767.96
- Actual expenditure to date:** \$12,921.63
- Cost variance against RV:** \$14,717.13
- Actual completion date:** N/A
- Submission date lodged:** N/A

The 'Details' section shows:

- Event:** Sally Storm
- Submission type:** Reconstruction of Essential Public Assets
- Organisation reference:** Sub 1
- Expenditure type:** Estimates
- Construction start date:** If construction has commenced provide the actual start date.
- Submission description:** Submission description.

The 'Supporting documents' table lists one document:

#	File name	Document type	Description	Uploaded date	Actions
1	GENERAL LEDGER.XLSX (7 KB)	General Ledger	Final cost	16/08/2019	DOWNLOAD DELETE

At the bottom of the details page, there is a button labeled 'MARK AS STILL IN PROGRESS'.

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.

⚠ Mark as still in progress - IRC.0060.1819E.REC: DRAFT?

This submission was previously marked as final in a progress report. This action will revert its status in the next progress report to 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.

If you wish to continue, please type **IRC.0060.1819E.REC: DRAFT** to confirm:

IRC.0060.1819E.REC: DRAFT

● Copy submission number. ● Paste from above or type submission number.

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.

Activation requests Unassigned line items **Submissions** Delivery programs

▼ IRC.0060.1819E.REC: DRAFT Submissions » IRC.0060.1819E.REC: DRAFT In development In delivery

Details

Line items (5)	Version number: 2	Final progress report:
Validation check ●	Phase: Close out	Recommended value (RV): \$18,767.96

● The final progress report link has been removed. ● The in delivery badge is displayed.

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

QRA QUEENSLAND RECONSTRUCTION AUTHORITY Home Applications Isaac Regional Council [Need help?](#) **MARS**

Activation requests Unassigned line items **Submissions** Delivery programs

Submissions + NEW SUBMISSION

Search Events Submission types Close out All progressions

Submission	Org reference	Submission type	Phase	Expenditure type	Event	Submission value	Date lodged	Progression
IRC.0060.1819E.REC: DRAFT	Sub 1	Reconstruction of Essential Public Assets	Close out	Estimates	Sally Storm	\$18,965.13		In development In delivery

● In delivery progression badge shows the close out submission has been placed on hold.

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.