



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 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

<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 Reconstruction of Essential Public Assets (REPA) and non-REPA (activity based) submissions, and close outs.
<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**.



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 **Reconstruction of Essential Public Assets (REPA)** delivery program.

**Name includes organisation, submission type and financial year.**

**Estimate-based submissions that have an approved submission (both REPA and non REPA).**

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.**

 For demonstration purposes only, a progress report for REPA program is illustrated in this user guide. Please note that the same steps are used for non REPA submissions.

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

The screenshot shows the MARS portal interface. On the left, a sidebar contains a tree view with 'IRC - REC - 1819' expanded to show 'Submissions', including 'IRC.0002.1718G.REC'. The main area displays details for this submission, such as 'Delivery program: IRC - REC - 1819', 'Submission type: Reconstruction of Essential Public Assets', and 'Financial year: 2018-2019'. Below this is a table with columns for 'Asset number', 'Asset name', 'Recommended value (RV)', 'Actual 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', and 'Construction physically complete'. The table lists two assets: 'S01 Redcliffe Vale Road' and 'Investigations & Design and Project Management'. Callouts with blue circles point to: 1) the submission in the sidebar, 2) the 'Recommended value (RV)' column in the table, 3) the details panel, and 4) the 'MARS' logo in the top right.

The submission can also be selected from here.

Submission rolled up to an asset level with recommended value.

Submission details.

Display of current location in MARS.

Two differences between REPA and non-REPA are:

- asset number column is called **line item reference** for non-REPA
- asset name column is called **supporting comments** for non-REPA.

### 3.2 Create progress report

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

The screenshot shows the 'Delivery programs' page in the MARS portal. The sidebar on the left has 'IRC - REC - 1819' selected, with 'Submissions' and 'Progress reports' listed below it. The main content area displays details for 'IRC - REC - 1819', including 'Delivery program: IRC - REC - 1819', 'Submission type: Reconstruction of Essential Public Assets', and 'Financial year: 2018-2019'. A blue button labeled 'CREATE PROGRESS REPORT' is visible in the top right of the main area. Callouts with blue circles point to the button and the details panel.

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 'IRC - REC - 1819' delivery program. The sidebar on the left has a 'Progress reports' section with a list of reports: 'IRC.PRO2.1819.REC' and 'IRC.PRO1.1819.REC'. The main display panel shows details for the selected report, including a table of submissions and a 'Progress Reports' section at the bottom. The 'Progress Reports' table has columns for 'Progress report name', 'Date lodged', and 'Progression'. The report 'IRC.PRO2.1819.REC' is shown with a 'Draft' status.

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	\$28,752.13	\$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	\$11,921.01	\$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. The top navigation bar includes 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need help?', and 'MARS'. The breadcrumb trail is 'IRC - REC - 1819 > Progress reports > IRC.PRO2.1819.REC'. The main content area is titled 'Details' and contains the following information:

Delivery program	IRC - REC - 1819
Submission type	Reconstruction of Essential Public Assets
Financial year	2018-2019
Progress report	IRC.PRO2.1819.REC <span style="background-color: yellow;">Draft</span>

Below this is a 'Progress report details' table:

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

To the right is a 'Supporting documents (0)' section with a '+ ADD DOCUMENTS' button. Below it, text reads: '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.'

At the top right of the main content area are three buttons: 'DELETE', 'EXPORT', and 'IMPORT'.

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

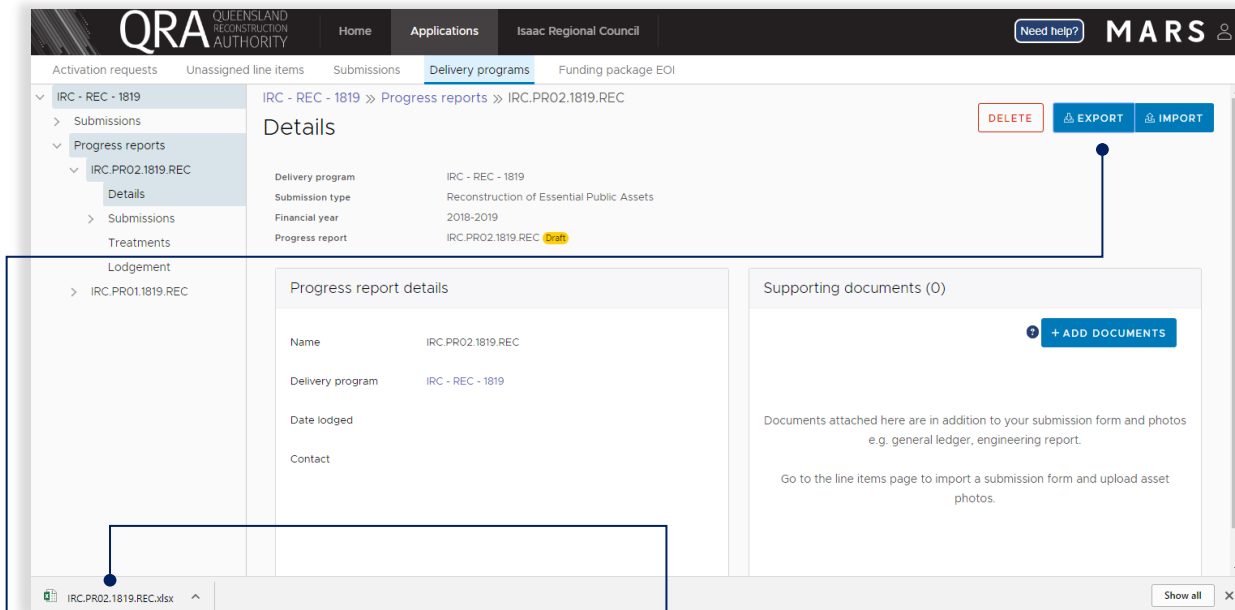
The screenshot shows the MARS portal interface. The top navigation bar includes 'Home', 'Applications', and 'Isaac Regional Council'. The 'Applications' tab is active, and the 'Delivery programs' sub-tab is selected. The main content area shows details for 'IRC - REC - 1819', including the submission type 'Reconstruction of Essential Public Assets' and financial year '2018-2019'. Below this is a table of 'Submissions' with columns for 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, and Actual start date. Two submissions are listed, both with 'In Progress' status. Below the submissions table is a 'Progress Reports' table with columns for Progress report name, Date lodged, and Progression. Two progress 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 to the 'Draft' button for the first report.

Table 1 Progress report progression


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

### 3.4 Export progress report

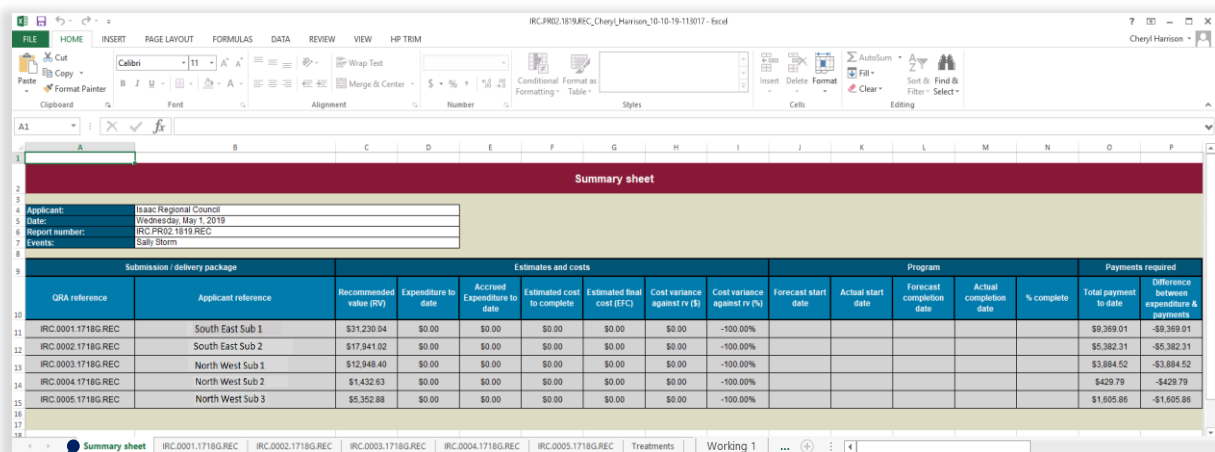
MARS has developed the submission and treatment details to be exported in Excel to support easy and effective updates of progress. To export the document, on the display panel click the **export** button and click to view document as shown below.



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

 Exported document filename includes portal user, date and time.

The exported progress report includes 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 that can be filtered, as shown below. Grey cells are locked (automatically updated). White cells should be populated to reflect current progress.




Rolled up values from each submissions. Each submission has its own tab displayed by asset. Treatment tab lists all treatments for every submission in the progress report. Working sheet available to help populate spreadsheet.

 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.

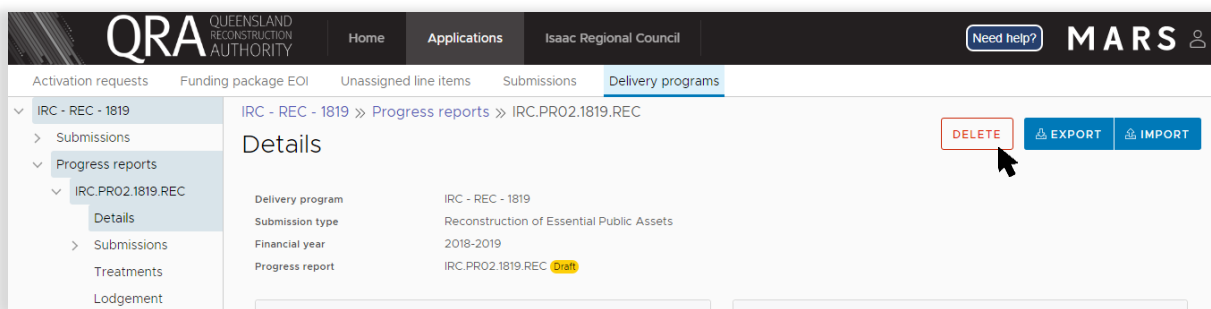
The following columns require mandatory inputs prior to first import for all draft progress reports:

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

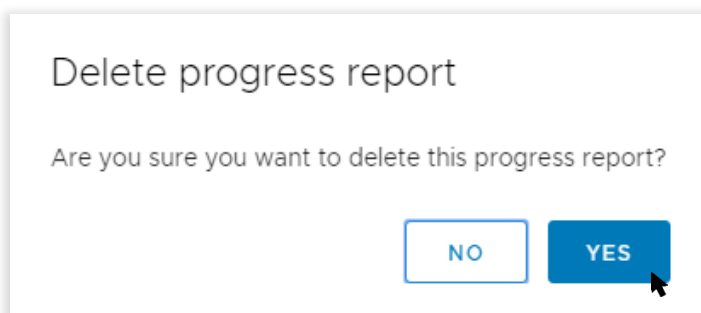
 Line items with zero value (not recommended during assessment) will not appear in the progress report.

### 3.5 Delete progress report

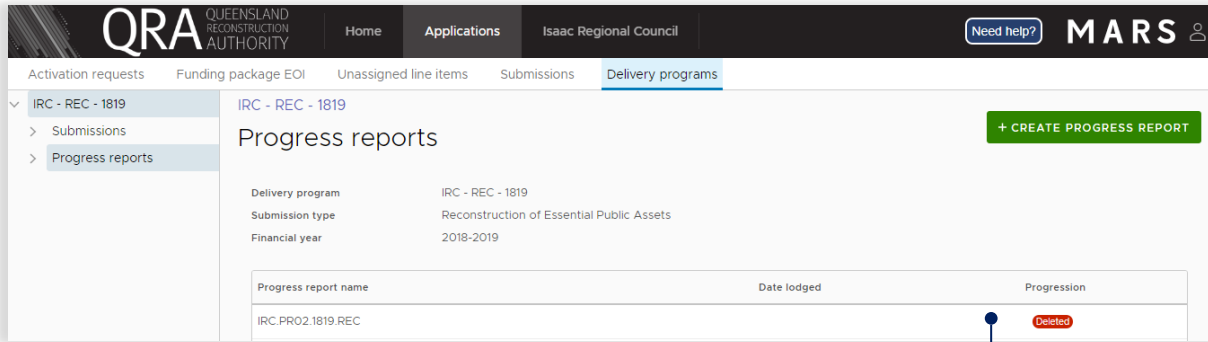
A progress report may need to be deleted if it was created accidentally, or new approved submissions become available and need to be added to the current report. To delete the current draft progress report, click **delete** as shown below.



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.



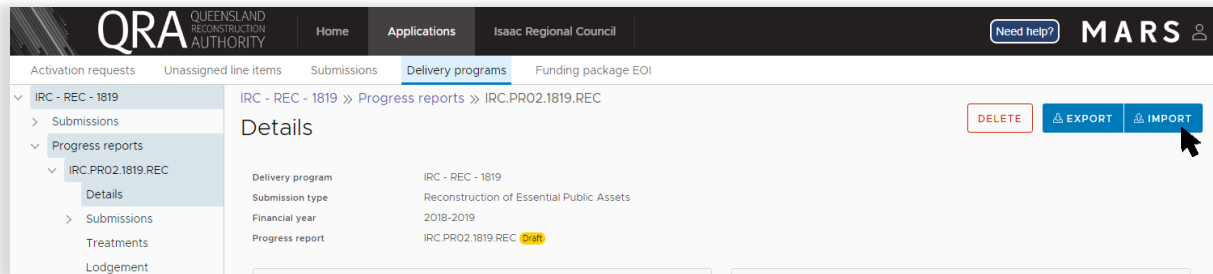
Refer to [Create a progress report](#) to recreate a new version of the progress report. When a new draft progress report is created, all data from last imported progress report before deletion is retained.

### 3.6 Import progress report

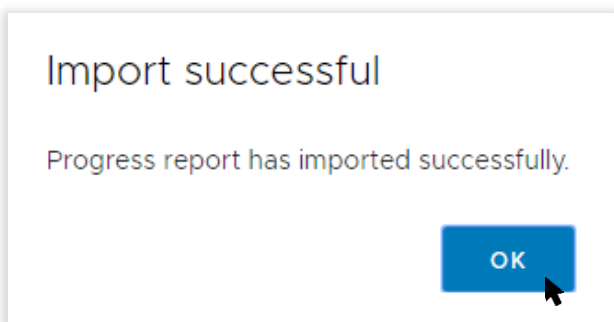
Refer to the following sections in this document for more information:

- [Export progress report](#)

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

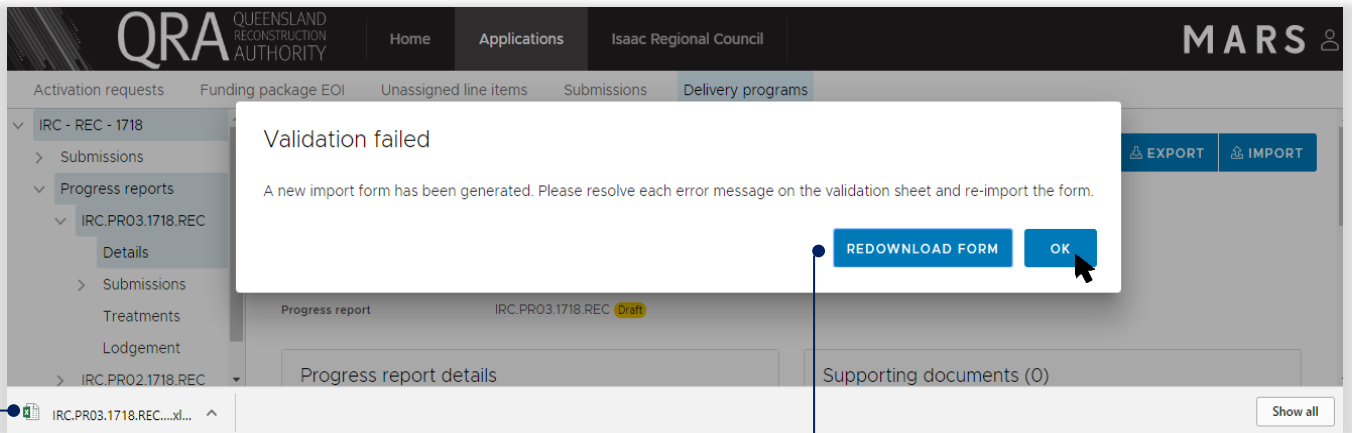


If all required information has been provided, click **ok** as shown below.




### 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.

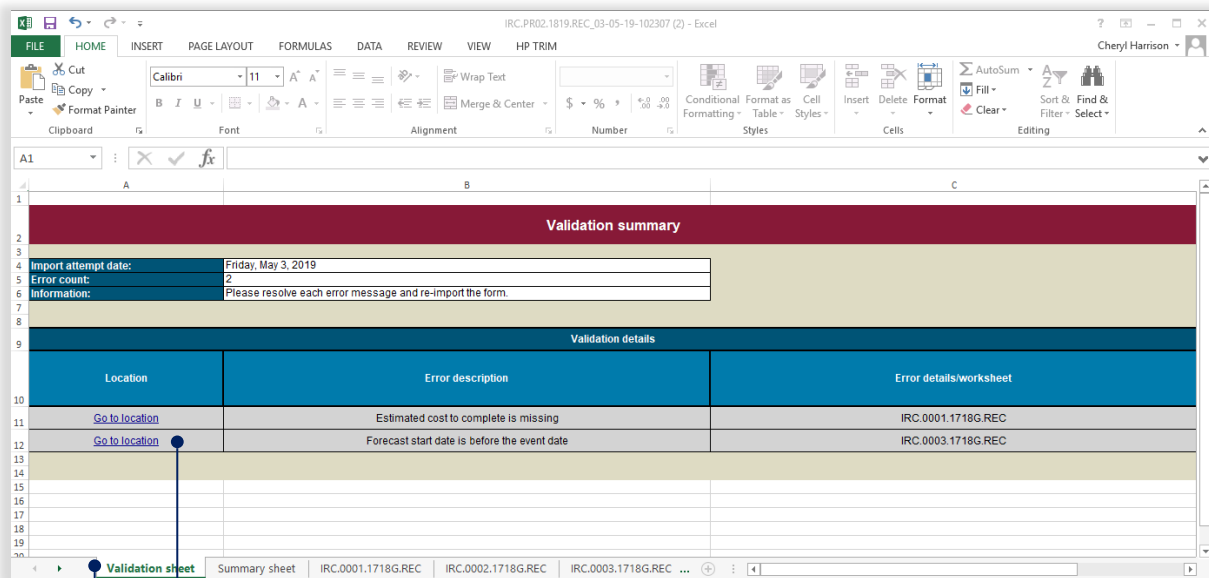


Click to view the exported progress report.

Click **re download 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 [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.



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.

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

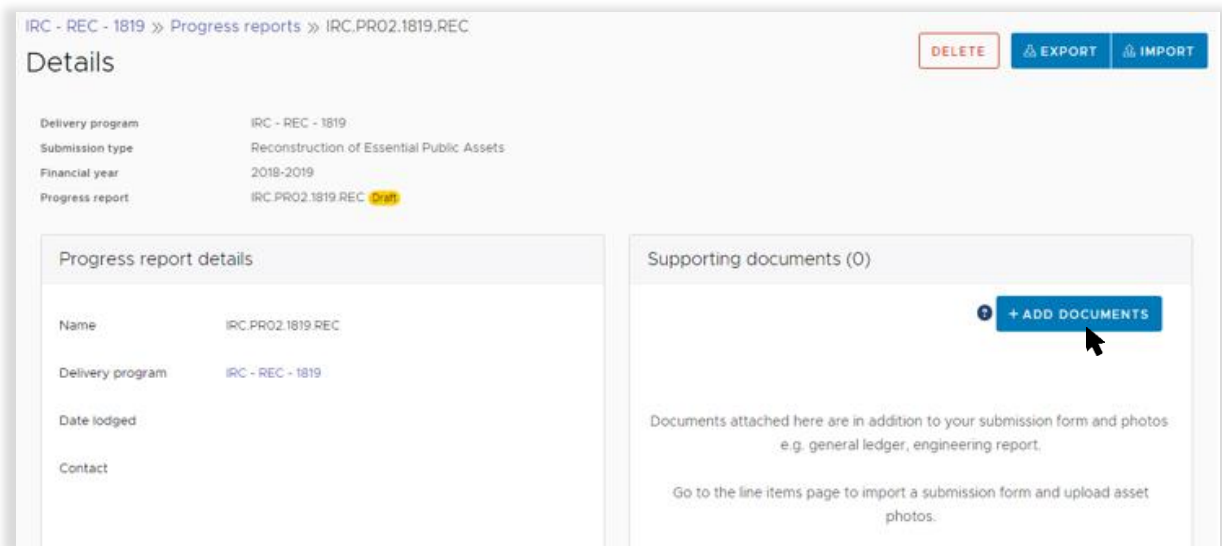
Submission	Line item reference	Asset name	Asset number	Chainage start	Chainage end	Treatment	Quantity	Percent complete	Comment
IRC.0001.1718G.REC	000001	Barmount Road	70	8700	9262	Gravel resheeting (excludes supply of material)	168.6	80	
IRC.0001.1718G.REC	000002	Barmount Road	70	8700	9262	Heavy formation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

Click to view treatment page.

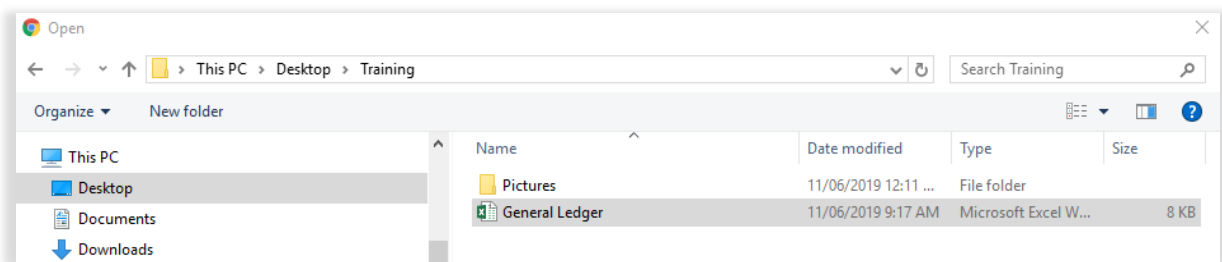
Columns auto-populated from the progress report.

### 3.7 Add supporting documents

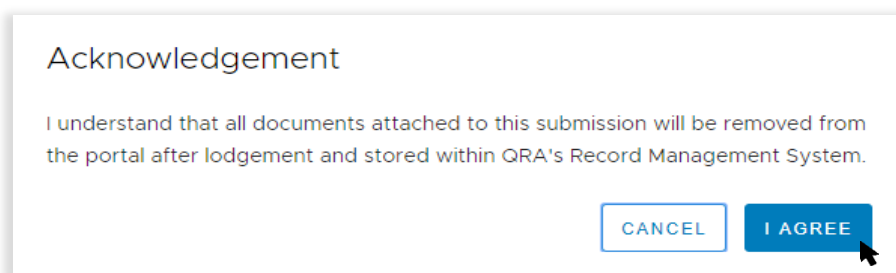
When a payment is required, a general ledger document should be added to the progress report. Click **add documents** button, as shown below.



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.


The screenshot shows a form titled "Document details" with the following fields:

- Document name:** General Ledger.xlsx
- Document type:** General ledger (with a dropdown arrow)
- Description:** Expenses incurred

A dropdown menu is open for the "Document type" field, listing the following options: Business case, Certification, Cover Letter and Submission Documents, Engineering Report, **General ledger** (highlighted), Other, Tax Invoice, Video, TMR photo report, and Schedule-of-rates. A blue "PROCEED" button is located at the bottom right of the form.



Annotations:

- A blue dot points to the dropdown arrow with the text: "Select document type from drop-down menu."
- A blue dot points to the "PROCEED" button with the text: "Type description of document and click proceed."

 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.

The screenshot shows a table titled "Supporting documents (1)" with a "+ ADD DOCUMENTS" button. The table contains one document entry:

#	1
File name	GENERAL LEDGER.XLSX (7 KB)
Document type	General ledger
Description	Cost incurred
Uploaded date	11/06/2019
Actions	<div style="display: flex; gap: 10px;"> <span> DOWNLOAD</span> <span> DELETE</span> </div>

Annotations:

- A blue dot points to the "DOWNLOAD" button with the text: "Click **download** to view document."
- A blue dot points to the "DELETE" button with the text: "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.



When **payment claim** is set to **no**, it is acknowledged that Queensland Reconstruction Authority will not:

- issue a payment as a result of this progress report
- provide any further correspondence in relation to this progress report.

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, there are sections for 'Lodgement restrictions' (with a warning: 'A contact has not been provided.') and 'Lodgement warnings' (with a warning: 'Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing.'). On the right, the 'Lodgement details' section includes a 'Contact \*' dropdown menu, a 'Payment claim' section with a radio button for 'Yes' (selected) and 'No', and a 'Supporting evidence' section with a checkbox for 'All evidence to support this progress report has been provided'. Below this is an 'Alternate lodgement method:' section with a text box containing the warning message. A red banner at the top right states: 'Any lodgement restrictions identified must be resolved before you can lodge this progress report.' Blue callout lines connect the text instructions to the corresponding fields and warnings in the form.

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

● 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.

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

- Lodgement restrictions:**
  - ✓ No lodgement restrictions identified.
  - ✓ No lodgement warnings identified.
- Lodgement details:**
  - Contact \*: Eric Engineer
  - Payment claim: This progress report includes a payment claim.  Yes  No
  - Supporting evidence:  All evidence to support this progress report has been provided
  - Acknowledgement:
 

I, Cheryl Harrison certify that:


    - the reported delivery against time, expenditure and approved scope is accurately detailed in this report, and is in accordance with requirements outlined in the Commonwealth Disaster Recovery Funding Arrangements, the Queensland Disaster Relief and Recovery Guidelines and, where applicable the relevant resilience or betterment funding program guidelines
    - the organisation will follow or has followed applicable procurement processes for contracted works
    - the reported actual expenditure has been reported against the approved recommended value of each asset where costs have been incurred
    - all reasons for variances to delivery of the
  - I AGREE
  - [LODGE PROGRESS REPORT](#)

At the bottom of the form, there is a note: "\* 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.

 After lodgement another draft progress report can be created, but cannot be lodged until the previous progress report is approved.

### 3.9 Mark 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	188.6	100%	Lost. 4 on the ground (spoiled)	Barmount Rd-1001.jpg
Heavy formation grading incorporating 50mm of imported material	562	6	0.05	188.6	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 **treatments** 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														
Final														
Submission details														
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 EFC	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Physically complete	Change in scope?	Additional or supporting comments
	\$	\$	\$	\$	\$	\$	%					%	Y/N	
Turravolta 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	additional gravel to fill scour
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.**
- Include per cent complete against approved scope for each asset line.
- 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:

- [Import progress report](#)
- [Add supporting documents](#)

### 3.9.1 Verify final progress report

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

Confirmation of a lodgement restriction that a progress report was marked as final. Tick 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.

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

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

- [Lodge progress report](#)

Click **ok** to continue.

 Submissions and treatments that have been marked as **final** in a previous progress report are read-only on future progress report exports.

## 4 Close out submission

A close out is initiated when a submission is marked as final on the progress report. Refer to section [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 detail
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.

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 'IRC - REC - 1819' and includes a '+ CREATE PROGRESS REPORT' button. Below this, there are details for the delivery program and submission type. A table titled 'Submissions' contains the following data:

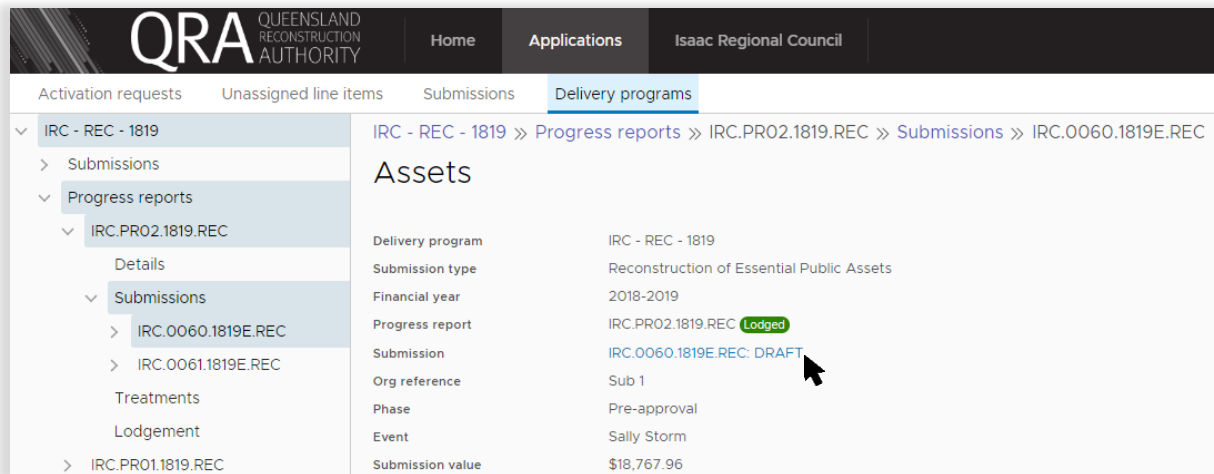
QRA submission number	Progression	Organisation reference	Recommended value (RV)	Actual expenditure to date	Accrued expenditure to date	Estimated cost to complete (ECC)	Estimated final cost (EFC)	Cost variance against RV	Forecast start date	Actual start date
IRC.0060.1819E.REC	Final	Sub 1	\$18,767.96	\$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.

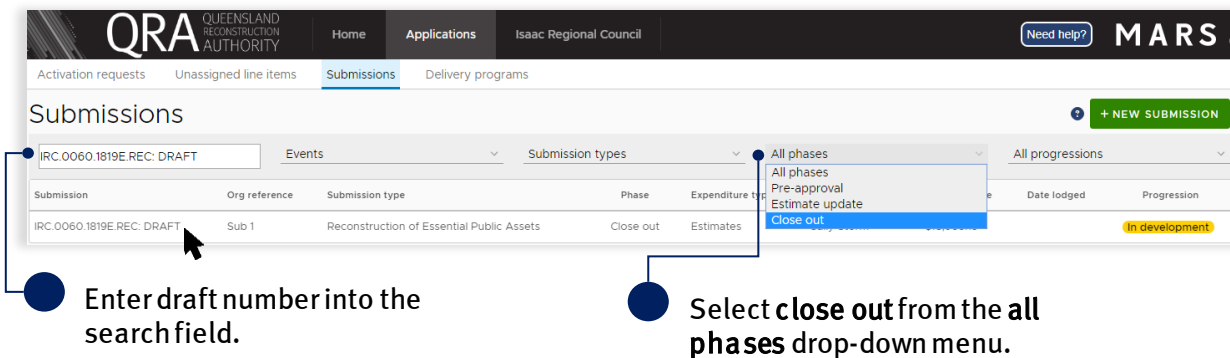
The screenshot shows the submission details for 'IRC.0060.1819E.REC'. The left sidebar shows a navigation menu with 'IRC - REC - 1819' expanded to 'Submissions', and 'IRC.0060.1819E.REC' selected. The main content area displays the following details:

- 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

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



- 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.

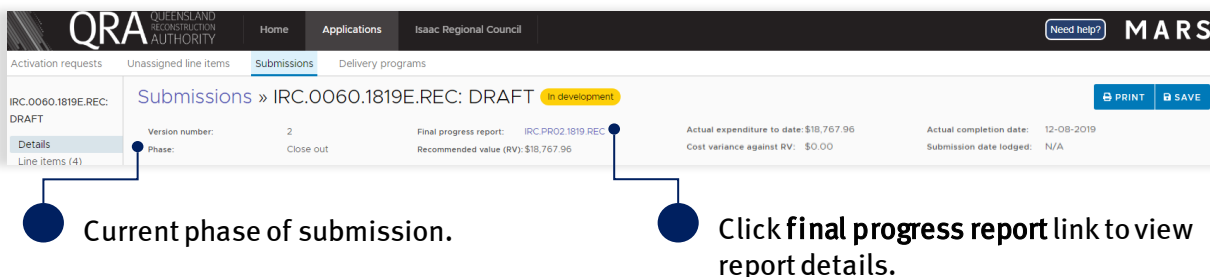


Enter draft number into the search field.

Select close out from the all phases 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.



Current phase of submission.

Click **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:

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



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

The screenshot displays the MARS portal interface for a submission. The top navigation bar includes 'QRA', 'Home', 'Applications', 'Isaac Regional Council', and 'MARS'. The main content area shows 'Submissions > IRC.0060.1819E.REC: DRAFT' with a 'Need help?' button and 'PRINT' and 'SAVE' options. A left sidebar contains 'Details', 'Line items (4)', 'Validation check', 'Lodgement', and 'Submission history'. The main area features a 'Photos' section with an 'UPLOAD TO LINE ITEMS (1)' button and a message 'No photos found for the selected line item.' Below this is a 'Submission View' section with a table of line items.

Scope change category	Id	# Photos	Pre event photos	Post event photos	Completion photos	Type	Name
REQUIRED INCORPORATE	000001	0		@@@700.jpg@@@900.jpg@111.jpg	Barmount Rd-1001.jpg	@Road - gravel	@Barmo
REQUIRED INCORPORATE	000002	0		@@@700.jpg@@@900.jpg@111.jpg	Barmount Rd-1002Barmount Rd-1003	@Road - gravel	@Barmo

### 4.2.1 Highlight option

The highlight option is available to help with 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:

- Highlight option

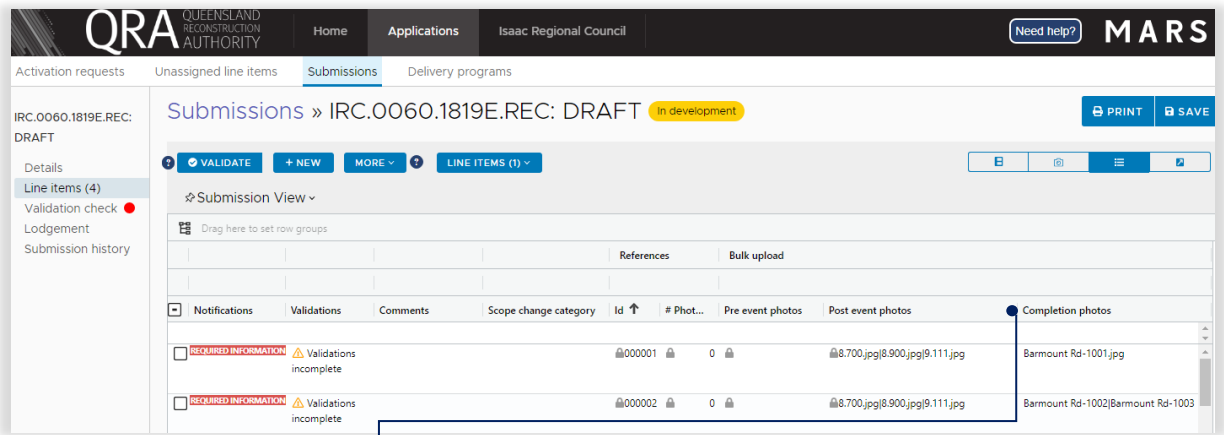
## 4.3 Add completion photos

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

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

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

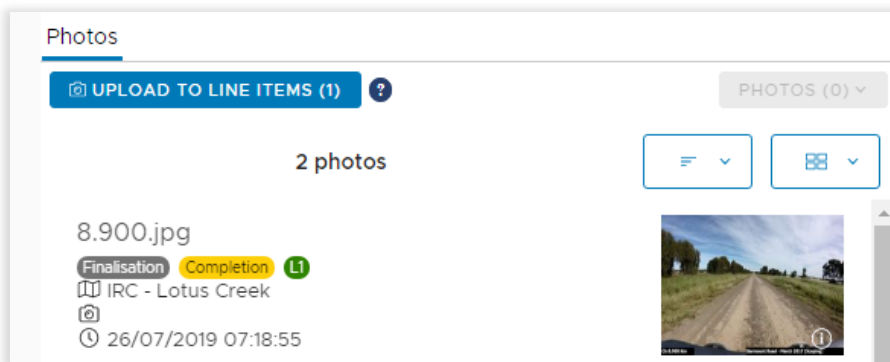


Table 2 Photo upload types

Photo type	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 navigation buttons: 'VALIDATE', '+ NEW', and 'MORE'. Below these is a 'Photos' section with 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, Australia, with a red outline indicating a project area. Below the map is a 'Submission View' section containing a table of line items.

Geo coding		Coordinates				Treatment details					
Chainage (m)		Start X	Start Y	End X	End Y	Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity
Start	End										
8,700	9,262	149.1133	-22.525413	149.108037	-22.524547	Gravel resheeting (excludes supply of material)	m <sup>3</sup>	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 <sup>3</sup>	562.00	6.00	0.050	168.600

Callouts from the image:

- Bulk upload or manually add completion photos.** Points to the 'PHOTOS (0)' section.
- Update final geo coding.** Points to the 'Chainage (m)' and 'Coordinates' columns.
- Change treatment and details.** Points to the 'Treatment details' section.
- Add new scope.** Points to the 'Quantity' column.

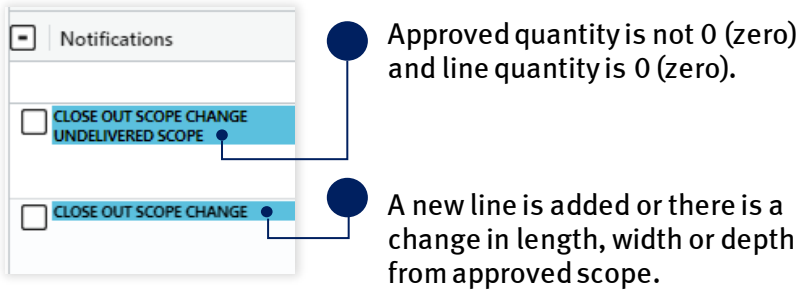
Refer to the following sections in the [MARS Portal user guide – Activation and submission preparation](#) on the QRA website for more information:

- Manually add a line item
- Bulk photo upload
- Manually add photos to a line item
- Validate data quality

### 4.4.1 Scope change notifications

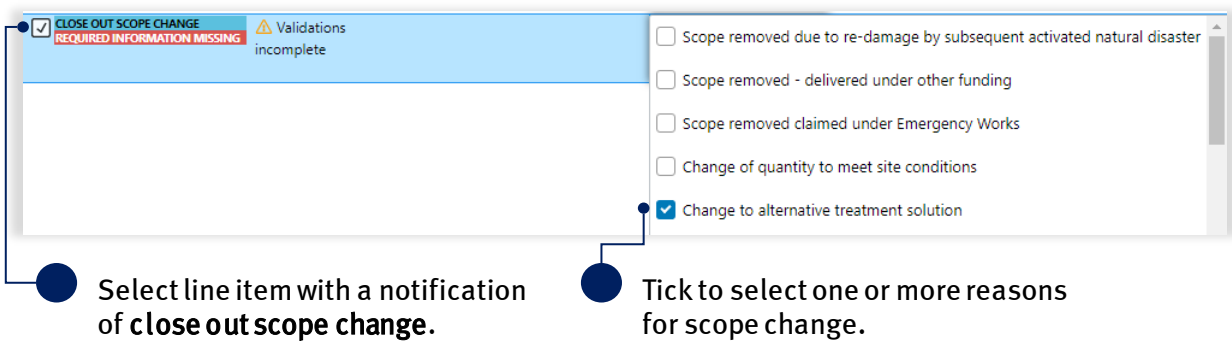
Line items will be updated with two possible notifications for line items with any scope change:


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.



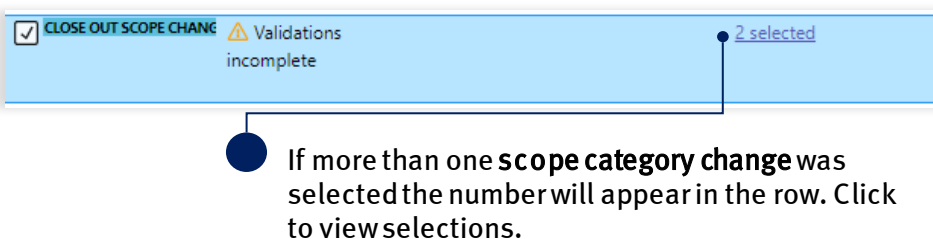
### 4.4.2 Scope change category

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. Refer to [Glossary](#) for full list of scope change categories.

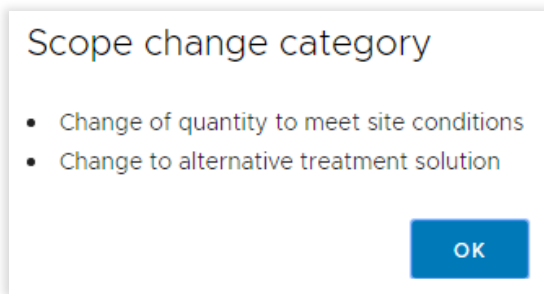



 If more than one category applies to a scope change, tick multiple categories in the list.

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 category 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:


- 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 shows the MARS portal interface. At the top, there's a navigation bar with 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', and 'MARS'. Below the navigation bar, there are tabs for 'Activation requests', 'Unassigned line items', 'Submissions', and 'Delivery programs'. The main content area shows 'Submissions » IRC.0060.1819E.REC: DRAFT' with a status of 'In development'. There are 'PRINT' and 'SAVE' buttons. The 'Details' section includes fields for 'Event' (Sally Storm), 'Submission type' (Reconstruction of Essential Public Assets), 'Organisation reference' (Sub 1), 'Expenditure type' (Estimates), 'Construction start date', and 'Submission description'. A 'Supporting documents' section shows a table with one document: 'GENERAL LEDGER.XLSX (7 KB)'. At the bottom of the details page, there is a 'MARK AS STILL IN PROGRESS' button.

 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

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

Line items (5) Version number: 2 Final progress report: [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		<span style="background-color: yellow;">In development</span> <span style="background-color: blue; color: white;">In delivery</span>

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

Once the updated progress report is marked as final, the badge will be removed and the close out submission will be updated with the new progress report information.

## 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.

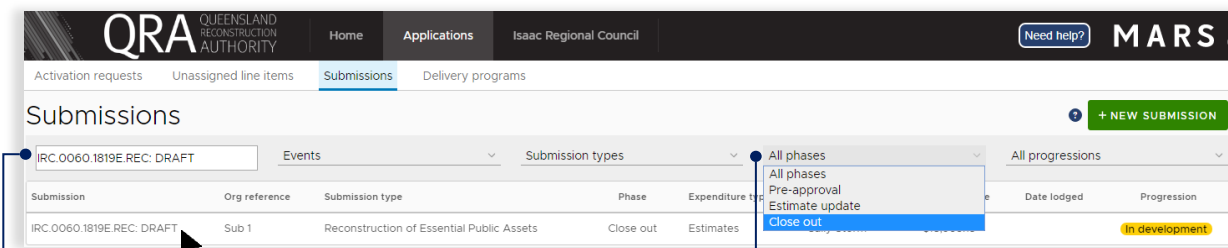
- [Create progress report](#)
- [Export progress report](#)
- [Delete progress report](#)
- [Mark submission as final](#)
- [Import progress report](#)
- [Lodge progress report](#)



A progress report cannot be lodged until the previous progress report has 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 phases** drop-down menu.

Navigate to the progress report and refer to [Close out submission](#) section in this document to create and lodge a final progress report.

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

- Validate data quality
- 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 (difference between EFC and RV).
Cost variance against RV (%)	Per cent value auto-calculated based on the cost (difference between EFC and 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.



Field label	Definition
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 (REPA 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.

Table 6 Excel working tab descriptions

Field label	Definition
Blank	The working sheet can be used for calculations or to import financial data from other sources (organisation systems). A formula can be added to the submissions to read from these working tabs.

Table 7 Close out scope change categories

<b>Scope change category selection</b>
Scope removed due to re-damage by subsequent activated natural disaster
Scope removed – delivered under other funding
Scope removed - claimed under Emergency Works
Change of quantity to meet site conditions
Change to alternative treatment solution
Treatment replaced by lower construction-cost alternative
Omission of treatment due to mitigation/betterment/capital works
Variation required due to ‘special circumstances’ (as per DRFA definition)
Scope not delivered
Delivered under complementary works