



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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## Table of contents

<b>1 Introduction .....</b>	<b>5</b>
<b>2 Login to MARS .....</b>	<b>6</b>
<b>3 Prepare a progress report .....</b>	<b>7</b>
3.1 Navigate to the delivery program .....	7
3.2 Create progress report.....	8
3.3 Export progress report.....	9
3.4 Navigate to a draft progress report .....	11
3.5 Delete a progress report.....	11
3.6 Import progress report .....	12
3.6.1 Validation issues on import .....	12
3.6.2 Treatments tab .....	14
3.7 Add supporting documents .....	14
3.8 Lodge progress report.....	16
3.9 Mark submission as final.....	17
3.9.1 Verify final progress report .....	18
<b>4 Close out submission .....</b>	<b>20</b>
4.1 Navigate to the close out submission .....	20
4.2 Prepare close out submission .....	20
4.2.1 Highlight option .....	21
4.3 Add completion photos.....	21
4.4 Update scope .....	21
4.4.1 Scope change notifications.....	22
4.4.2 Scope change category .....	22
4.5 Amend a final progress report .....	23
4.5.1 Close out submission in delivery progression .....	24
4.5.2 Update progress report .....	25
4.6 Lodge close out submission.....	25
<b>5 Glossary .....</b>	<b>26</b>

# 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>

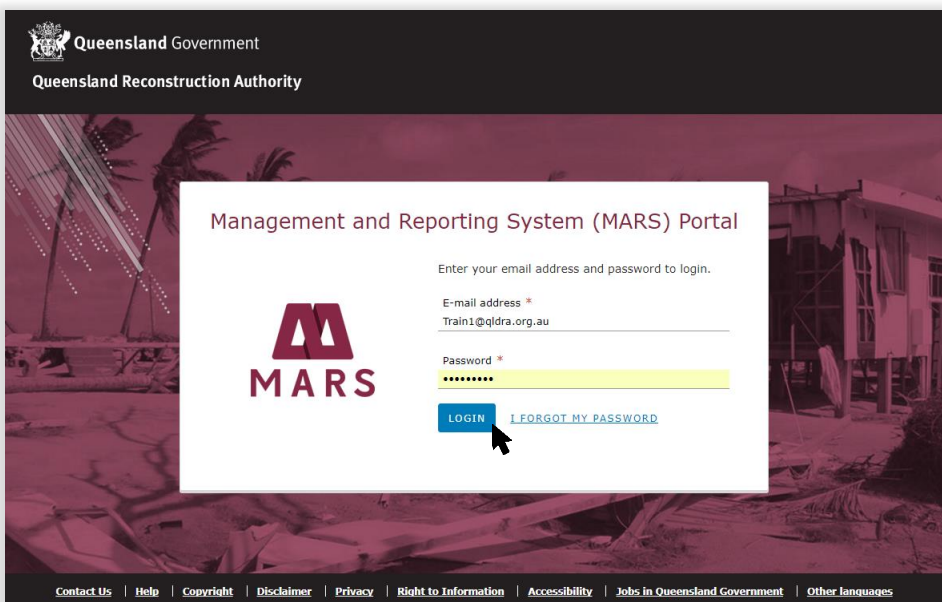
## 2 Login to MARS

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 [MARS Portal user access form](#).

Once you have clicked the MARS Portal Login link, the login screen below will be displayed to 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 **Delivery Programs** in the navigation bar. A list of all delivery programs that have approved submissions will be displayed. Click on the current **Reconstruction of Essential Public Assets** (REPA) delivery program.



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.

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

**Estimate based submission types that have an approved submission**

The selected delivery program is displayed with two information tabs:

- **Progress Reports** – all progress reports created to date and their status.
- **Submissions** – all approved submissions included within the delivery program.

Click on a submission from the list, as shown below.

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	Forecast completion date	Actual completion date	Per cent complete	Total payment to date	Difference between expenditure & payments
IRC0004-1819G REC	Completed	South East Sub 1	\$909,400.07	\$909,400.07	\$0.00	\$0.00	\$909,400.07	\$0.00 0.00%	02/02/2021	03/02/2021	26/04/2021	29/04/2021	100%	\$204,615.01	\$704,785.06
			\$909,400.07	\$909,400.07	\$0.00	\$0.00	\$909,400.07	\$0.00 0.00%	02/02/2021	03/02/2021	26/04/2021	29/04/2021	100%	\$204,615.01	\$704,785.06

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.

Delivery Programs > IRC - REC - 1718 > Submissions > IRC.0004.1819G.REC

Submission details

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	Construction physically complete
80	Golden Mile Road	\$837,373.92	\$837,373.92	\$0.00	\$837,373.92	\$0.00 0%	02/02/2021	03/02/2021	25/04/2021	28/04/2021	100%
	Investigations & Design and Project Management	\$72,026.15	\$72,026.15	\$0.00	\$72,026.15	\$0.00 0%	02/02/2021	05/02/2021	26/04/2021	29/04/2021	100%
		\$909,400.07	\$909,400.07	\$0.00	\$909,400.07	\$0.00 0%	02/02/2021	03/02/2021	26/04/2021	29/04/2021	99%

Submission rolled up to an asset level

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

To create a progress report, navigate to the **Delivery Programs** page, and click the **create progress report** button, as shown below:

Delivery Programs > IRC - REC - 1718

+ CREATE PROGRESS REPORT

Progress Reports Submissions

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

Delivery Programs > IRC - REC - 1718 > Progress reports > IRC.PRO5.1718.REC

DELETE EXPORT IMPORT SAVE

Details Submissions Assets Treatments Lodgement

Progress report details

Name IRC.PRO5.1718.REC  
 Delivery program IRC - REC - 1718  
 Date lodged  
 Contact

Supporting documents (0)

+ ADD DOCUMENTS

Please attach any documentation to support the progress report.

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

Buttons to delete, export, import or save a progress report.

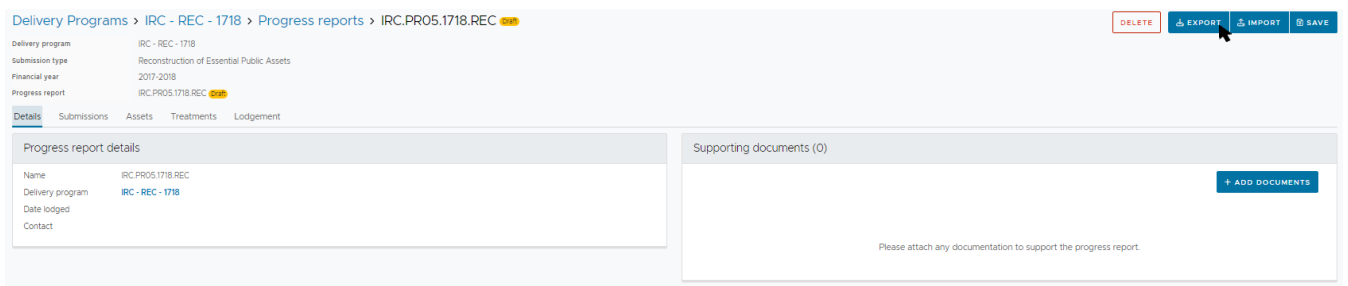


The progress report consists of the following:

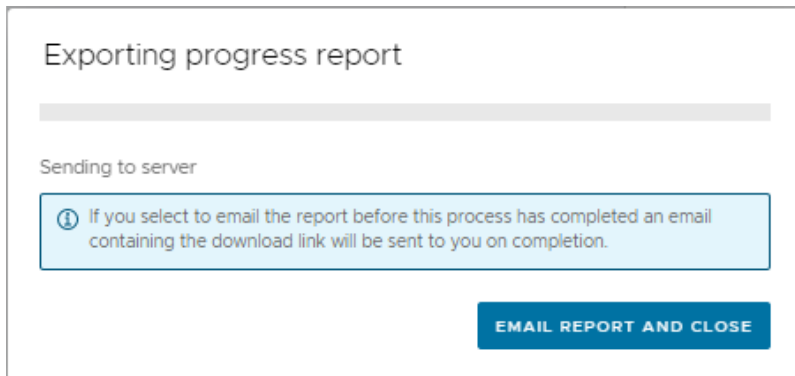
- **Details** tab – progress report details and supporting documents
- **Submissions** tab – all approved submissions within the selected progress report
- **Assets** tab – a list of assets from the selected submission within the progress report
- **Treatments** tab – a list of all treatments from all submissions in the selected progress report (Reconstruction of Essential Public Assets only)
- **Lodgement** tab – validation restrictions and warnings to address before lodging progress report to QRA.

### 3.3 Export progress report

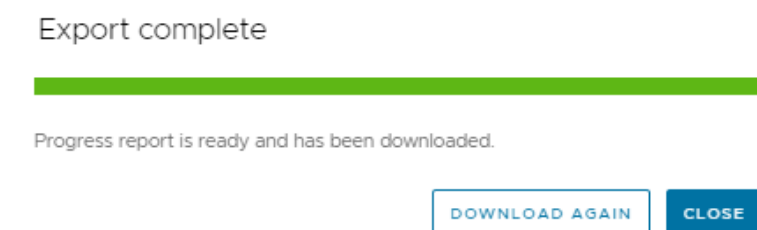
MARS has developed the submission and treatment details to be exported in Excel to support easy updates of progress. To export the document, click the **Export** button as shown below.



You can choose to have a link of the progress report emailed to you, by clicking the **Email Report and Close** button on the below pop-up message:



Or you can choose to wait for the report to be created as confirmed by the below pop-up message:



The exported document filename includes the progress report name, the portal user name, and the export date and time. The filename should not be changed. Changing the filename will impact progress report import and validation checks.

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.

Submission / delivery package		Estimates and costs						Program				Payments required			
QRA reference	Applicant reference	Recommended value (RV)	Expenditure to date	Accrued Expenditure to date	Estimated cost to complete	Estimated final cost (EFC)	Cost variance against rv (\$)	Cost variance against rv (%)	Forecast start date	Actual start date	Forecast completion date	Actual completion date	% complete	Total payment to date	Difference between expenditure & payments
IRC.0001.1718G.REC	South East Sub 1	\$31,230.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-100.00%						\$9,369.01	-\$9,369.01
IRC.0002.1718G.REC	South East Sub 2	\$17,941.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-100.00%						\$5,382.31	-\$5,382.31
IRC.0003.1718G.REC	North West Sub 1	\$12,948.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-100.00%						\$3,884.52	-\$3,884.52
IRC.0004.1718G.REC	North West Sub 2	\$1,432.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-100.00%						\$429.79	-\$429.79
IRC.0005.1718G.REC	North West Sub 3	\$5,352.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-100.00%						\$1,605.86	-\$1,605.86

- 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.

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.

Refer to [Glossary](#) for more information on populating the exported progress report.

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

### 3.4 Navigate to a draft progress report

Navigate to **Delivery Programs** in the navigation pane. Click on the current delivery program and click the **Progress Reports** tab, and the **Progress report name** in **Draft** progression state, as shown below.

Progress report name	Date lodged	Payment claim	Progression
IRC.PROS.1718.REC		No	Draft

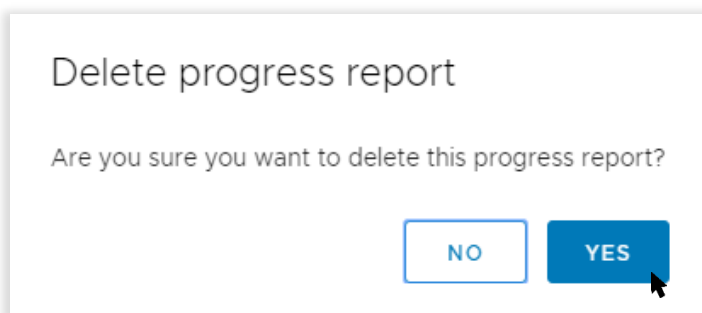
Table 1 Progress report progression

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 resolved any issue in the next progress report.
<b>Deleted</b>	The draft progress report has been deleted prior to lodgment.

### 3.5 Delete a progress report

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

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



The deleted progress report is displayed in the progress report list with a Progression state of Deleted.



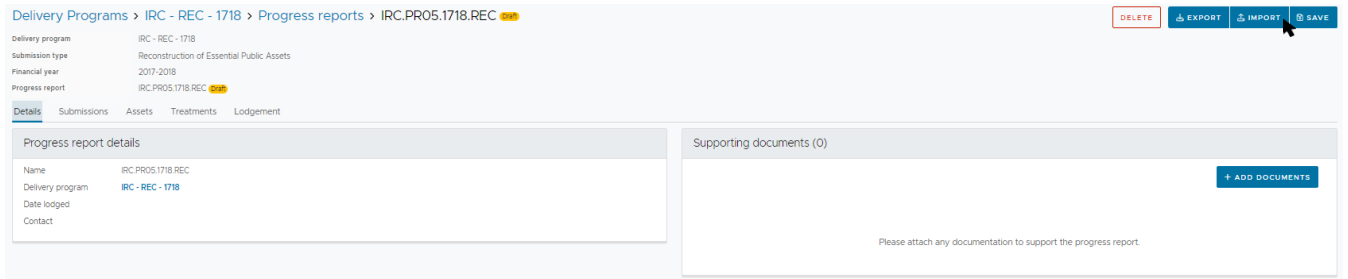
Refer to [Create a progress report](#) to recreate a new version of the progress report. When a new draft progress report is created, all data from last imported progress report before deletion is retained.

## 3.6 Import progress report

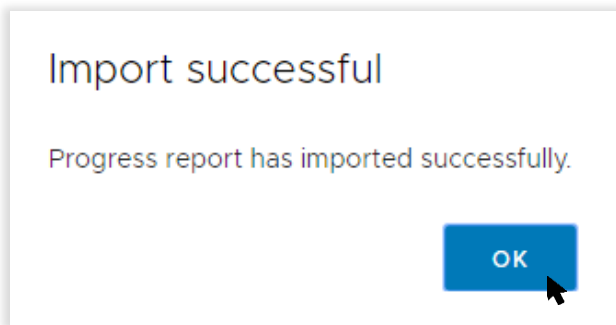
Refer to the following sections in this document for more information:

- [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 as shown below.

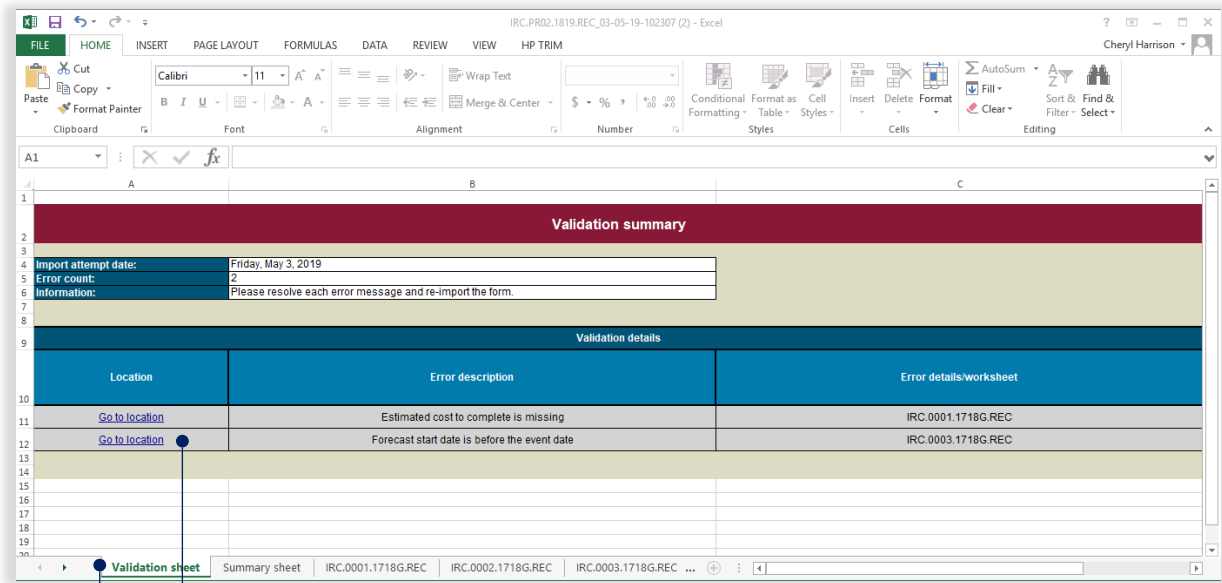
#### Validation failed

A new import form has been generated. Please resolve each error message on the validation sheet and re-import the form.



Click **ok** and open the new version of 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, manage versions outside of MARS 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 Treatments tab

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

The screenshot shows the 'Treatments' tab in the MARS portal. At the top, there is a breadcrumb trail: 'Delivery Programs > IRC - REC - 1718 > Progress reports > IRC.PR05.1718.REC'. Below this, a metadata section displays details for the delivery program, submission type, financial year, and progress report. The 'Treatments' tab is selected, showing a table with columns: QRA submission number, Line item reference, Asset name, Asset number, Chainage start, Chainage end, Treatment, Quantity, Per cent complete, Comment, and Photo Ref. Two callouts are present: one pointing to the 'Submission' and 'Asset' dropdown filters, and another pointing to the 'Per cent complete' and 'Comment' columns, stating they are populated from the imported report.

### 3.7 Add supporting documents

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

The screenshot shows the 'Details' tab in the MARS portal. On the left, the 'Progress report details' section shows the name 'IRC.PR05.1718.REC', delivery program 'IRC - REC - 1718', and other metadata. On the right, the 'Supporting documents (0)' section is empty, featuring a blue '+ ADD DOCUMENTS' button and a note: 'Please attach any documentation to support the progress report.'

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

The screenshot shows a Windows File Explorer window titled 'Open' with the path 'This PC > Desktop > Training'. The file list contains two items: 'Pictures' (File folder, modified 11/06/2019 12:11) and 'General Ledger' (Microsoft Excel W..., 8 KB, modified 11/06/2019 9:17 AM).

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

The screenshot shows an 'Acknowledgement' dialog box. The text inside reads: 'I understand that all documents attached to this submission will be removed from the portal after lodgement and stored within QRA's Record Management System.' At the bottom, there are two buttons: 'CANCEL' and 'I AGREE'.

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

Document details

General Ledger.xlsx

Document type: General ledger


Description: Expenses incurred

Business case  
Certification  
Cover Letter and Submission Documents  
Engineering Report  
**General ledger**  
Other  
Tax Invoice  
Video  
TMR photo report  
Schedule-of-rates

PROCEED

Select document type from drop-down menu.

Type description of document and click **proceed**.

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

Uploaded documents can be downloaded or removed as required.

### 3.8 Lodge progress report

On the **Lodgement** tab, restrictions and warning messages will be presented as shown below. 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.

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

The screenshot shows the 'Progress report lodgement' form in the MARS portal. The form is titled 'Progress report lodgement' and includes several sections: 'Lodgement restrictions', 'Lodgement warnings', 'Lodgement details', 'Payment claim', and 'Supporting evidence'. A red banner at the top states: 'Any lodgement restrictions identified must be resolved before you can lodge this progress report.' The form is annotated with blue circles and lines pointing to specific fields and sections, with corresponding text boxes explaining the requirements.

**Annotations:**

- Lodgement restrictions:** A red asterisk (\*) indicates a restriction: 'A contact has not been provided'.
- Lodgement warnings:** A yellow triangle warning icon indicates: 'Please confirm all supporting evidence has been included in the progress report, or advise of the alternate method for providing'.
- Lodgement details:** A dropdown menu for 'Select contact' is shown.
- Payment claim:** Radio buttons for 'Yes' and 'No' are shown, with 'No' selected.
- Supporting evidence:** A checkbox for 'All evidence to support this claim has been provided' is shown.

**Text boxes explaining annotations:**

- Lodgement restrictions and warnings:** (Points to the red asterisk and yellow warning icon)
- Ensure all mandatory fields indicated by the red asterisk (\*) are entered to lodge a progress report.** (Points to the 'A contact has not been provided' restriction)
- Select Yes if a payment claim is requested. A general ledger must be added to support this claim.** (Points to the 'Payment claim' section)
- Check to indicate that all evidence to support this claim has been provided within the MARS progress report. If not checked, MARS requires that the alternate lodgement method field is completed identifying the alternate means of providing supporting information e.g. USB.** (Points to the 'Supporting evidence' section)



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.

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. Click **Lodge Progress Report** button to lodge the 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 **Treatments** tab, enter the **percent complete** and **comment** as shown below.

If you wish to upload completion photos during the closeout submission process using photo references in submission line items, the photo file name or folder name must be populated in the Treatments tab of the progress report. **This step is no longer essential** as you can choose to have MARS automatically assign photos to close out submission line items based on the geo location information in the completion photos. Refer to the [MARS Portal user guide – Upload photo evidence to submission](#) on the QRA website for more information on the bulk photo upload 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 Barmount Rd-1001.jpg
Gravel Resheeting 100mm	30	6	0.1	18	100%		
Heavy formation grading	80	0	0	80	100%		
				<b>435.2</b>	<b>100%</b>		

Click to view **treatments** tab details.

Enter percent complete.

If you wish to upload completion photos with photo references, 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 photo references 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.

This column can remain blank if you choose to use MARS bulk photo upload Auto Assign functionality. Refer to the [MARS Portal user guide – Upload photo evidence to submission](#) for more information.


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														
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 RV	Forecast start date	Actual start date	Forecast completion date	Actual completion date	Physically complete	Change in scope?	Additional or supporting comments
	\$	\$	\$	\$	\$	\$	%					%	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	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	
	<b>\$18,767.96</b>	<b>\$18,767.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,767.96</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>13-May-2019</b>	<b>16-May-2019</b>	<b>21-Dec-2020</b>	<b>12-Aug-2019</b>	<b>100.00%</b>		

- Click to submission tab details.
- Accrued 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**.

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

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

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

### 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.

Progress report lodgement

**Lodgement restrictions**

▲ One or more submissions in this progress report have been marked for final assessment. Please confirm this is correct by selecting the checkbox.

**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 GRA, which may impact assessment and approval processing times.

▲ Photo file names included on the final progress report (photo reference column) prior to lodgement will be copied to the close out submission. During close out these file names can be used to bulk upload completion photos.

Any lodgement restrictions identified must be resolved before you can lodge this progress report.

**Lodgement details**

Contact \* Eric Engineer

All evidence to support this progress report has been provided

This progress report contains one or more submissions that are final

**This progress report includes a payment claim**

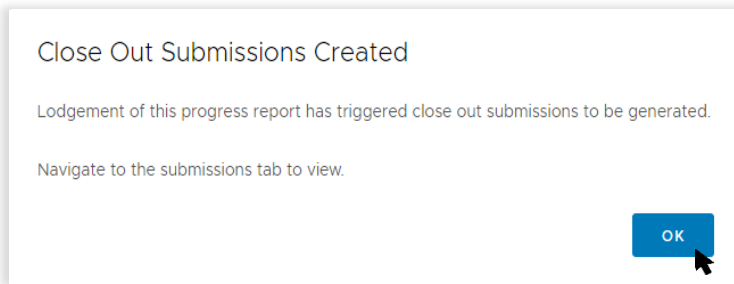
Yes  No

- 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.

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.



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

## 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 various ways:

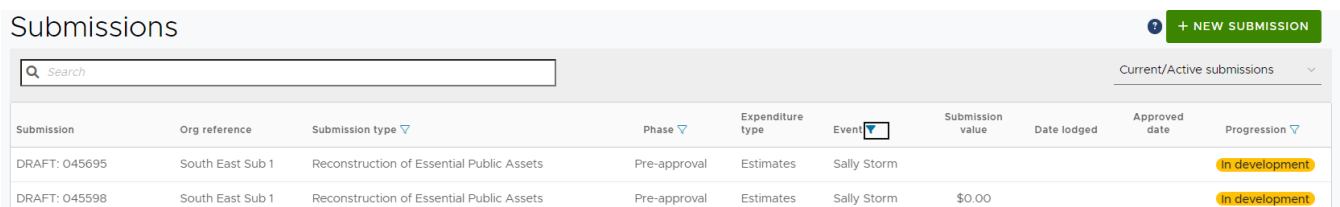
1. the delivery program submissions list.
2. the submissions page list.

Navigation options are shown below.

1. Click **Delivery Programs** on the navigation pane. Open the current delivery program, click the **Submissions** tab and click the final submission to display the submission details.



2. Click **Submissions** on the navigation pane. Enter the submission number in the search field or select the **phase** from the filter to narrow down your search. Select **close out** from the phase drop down. Click the submission to display the submission details.



### 4.2 Prepare close out submission

On the close out submission, the **Additional** section on the **Details** page summarises the value and status details with the final progress report link.

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** tab to view previously approved line items.

### 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 to individual line items on the close out submission. Bulk photo upload can be done:

1. Automatically by MARS. Based on the photo's geo location information, MARS can automatically assign photos to submission line items; or
2. By including photo reference information in the final progress report spreadsheet (in the photo reference column) prior to progress report lodgement.

If the close out includes new scope, the pre event photos and post event photos can be uploaded to MARS requesting MARS to automatically assign uploaded photos to line items based on the photo's geo location information. If using photo references to bulk upload, photo references can be added to the photo reference columns on the new scope lines.

Every line item in a close out submission must have a completion photo.

Refer to the [MARS Portal user guide – Upload photo evidence to submission](#) on the QRA website for more information on how to add completion photos.

### 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)
- scope change category (required)
- comments (validations and additional information).

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

- Manually add a line item
- Validate data quality.

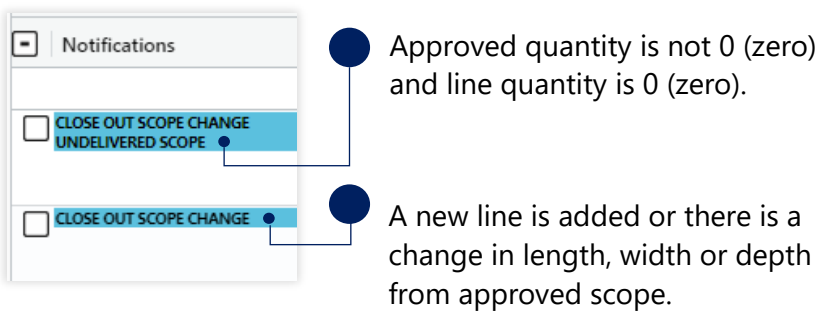
Refer to the following sections in the [MARS Portal user guide – Upload photo evidence to submission](#) on the QRA website for more information on bulk photo upload or manually adding photos to a line item:

- Select photo(s) to bulk upload to a submission
- Select and upload photo(s) to a single line item in a submission.

#### 4.4.1 Scope change notifications

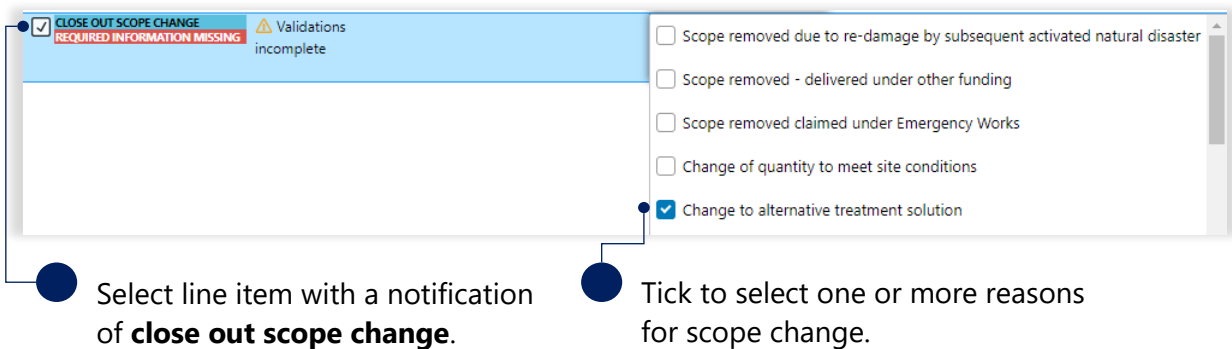
Line items will be updated with two possible notifications for line items with any scope change:


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.



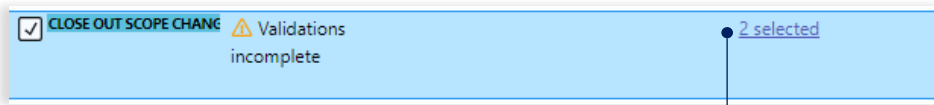
#### 4.4.2 Scope change category

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.



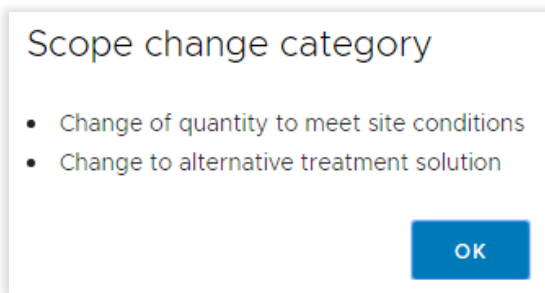
 If more than one category applies to a scope change, tick multiple categories in the list.


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.



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

A pop up will display the categories selected.



 Double-click in the cell to update category selection.

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

- 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** tab, 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.

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.

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

Submissions + NEW SUBMISSION

Search  Current/Active submissions

Submission	Org reference	Submission type	Phase	Expenditure type	Event	Submission value	Date lodged	Approved date	Progression
IRC.0004.1819G.REC: DRAFT	South East Sub 1	Reconstruction of Essential Public Assets	Close out	Estimates	Sally Storm	\$909,400.07			<span style="background-color: #ffc107; padding: 2px;">In development</span> <span style="background-color: #17a2b8; color: white; padding: 2px;">In delivery</span>

 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

Click **Submissions** on the navigation pane. Enter the submission number in the search field or select the **phase** from the filter to narrow down your search. Select **close out** from the phase drop down.

Submissions										<a href="#">+ NEW SUBMISSION</a>
<input type="text" value="Search"/>										Current/Active submissions
Submission	Org reference	Submission type	Phase	Expenditure type	Event	Submission value	Date lodged	Approved date	Progression	
DRAFT: 045695	South East Sub 1	Reconstruction of Essential Public Assets	Pre-approval	Estimates	Sally Storm					In development
DRAFT: 045598	South East Sub 1	Reconstruction of Essential Public Assets	Pre-approval	Estimates	Sally Storm	\$0.00				In development

Click the submission and refer to the [Close out submission](#) section in this document to create and lodge 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:

- Validate data quality
- Lodgement.

## 5 Glossary

Table 2 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 3 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.

Field label	Definition
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 4 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 5 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 6 Close out scope change categories

Scope change category selection
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