

OFFICIAL



MARS Portal User Guide

Project Funding Schedule Acceptance

MARS | Queensland Reconstruction Authority

Document details

Security classification	Approved for public distribution
Date of review of security classification	30/09/2024
Authority	Queensland Reconstruction Authority
Document status	Published
Version	1.1

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1. Program Funding Schedule Acceptance

Once a Pre-Approval or Estimate update outcome is signed off by the CEO of QRA, the Project Funding Schedule (PFS) will become available to Accept (or Sign-off) in the MARS portal. Portal users with PFS Acceptance permission will be able to view and accept the PFS on behalf of their organisation.

To obtain access to perform PFS acceptance, please complete an updated MARS User Access Form and follow the procedure outlined on the following page:

<https://www.qra.qld.gov.au/funding-programs/mars-portal-funding-program-applications/mars-authorized-users>

1.1. Acceptance email from QRA

Following QRA CEO signoff, portal users with PFS Acceptance permission will receive an email from QRA.

This email will have details related to the PFS including a link to the specific PFS requiring acceptance in the MARS portal.

If you are already logged into the portal, the link will take you directly to the correct page; otherwise, you will be directed to the login screen first.

Subject Acceptance for Project Funding Schedule for ABC.0001.2324P.REC Submissions(s) within the PFS Office

We are pleased to advise that the Queensland Reconstruction Authority (QRA) has approved the above submission/s, Payment Reference number BN-77777, with the outcome detailed in the Project Funding Schedule/s available in the MARS Portal.

QRA will release payments once the PFS has been electronically signed.

Click here to view and accept the Project Funding Schedule. Link directly to the PFS Document

Alternatively, log into the MARS Portal and sign the Project Funding Schedule/s using the following steps:


- Log in
- Go to Assessment Outcomes -> Outcomes not accepted
- Select outcome record for the above Payment Reference Number to view Project Funding Schedule
- Click the Accept button which allow you to sign on-line

By signing the Project Funding Schedule, a Project Funding Agreement will be formed in accordance with clause 2.3 of the Head Agreement.

Please refer to the Transaction Register in the MARS Portal for payment outcome authorised by QRA.

If you have any questions, please feel welcome to contact your Regional Liaison Officer (RLO). Find your local RLO here [Regional Liaison Officers](#) email contact for any enquiries

Regards,
Queensland Reconstruction Authority



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1.2. Viewing Program Funding Schedules that are ready for acceptance

Within the portal, there are two ways to view and open PFS's that are ready for acceptance.

1.2.1. Through the landing page

All Program Funding Schedules that are ready for acceptance can be seen on the MARS Portal Landing Page under section called "Project funding schedule ready for acceptance"

The screenshot shows the MARS Portal interface for the Queensland Reconstruction Authority (QRA). On the left is a navigation menu for 'Sample Regional Council' with categories like 'Organisation', 'Digital road network', 'Activated events', 'Trigger points', 'Applications', 'Activation requests', 'Expressions of interest', 'Unassigned line items', 'Unassigned photos', 'Submissions', 'Delivery programs', 'Transaction register', and 'Assessment outcomes'. The main content area is divided into several panels:

- Submissions:** Shows 'In development' (0), 'Under assessment' (1), and 'Approved' (2). A message states 'There are no submissions in development.' A 'VIEW ALL IN DEVELOPMENT' button is present.
- Progress reports:** Shows 'In development' (0) and 'Approved' (2). A link for 'SRC.PR04.2223.RRG' is visible. A 'VIEW ALL' button is present.
- Project funding schedule ready for acceptance:** This section is highlighted with a red border and shows '1' item ready for acceptance. A link for 'SRC - REC - 2223G. Pre-approval. 4 days. (SRC.0022.2223G.REC)' is visible. A 'VIEW ALL' button is present.
- Pending queries:** Shows 0 pending queries. A message states 'No queries require your attention right now.' A 'VIEW ALL' button is present.
- Payment Certificate now available:** Shows 8 available certificates. A list of links is provided, including 'SRC.0017.2324U.EWK. Pre-Approval Assessment...', 'SRC.0016.2324U.REC. Pre-Approval Assessment...', 'SRC.PR18.2223.REC. Progress Report. BN-10749', 'SRC.0021.2324B.NRI. Pre-Approval Assessment...', and 'SRC.0019.2324B.NRI. Pre-Approval Assessment...'.
- Activation requests in development:** Shows 0 activation requests. A message states 'There are no activation requests in development.' A 'VIEW ALL' button is present.

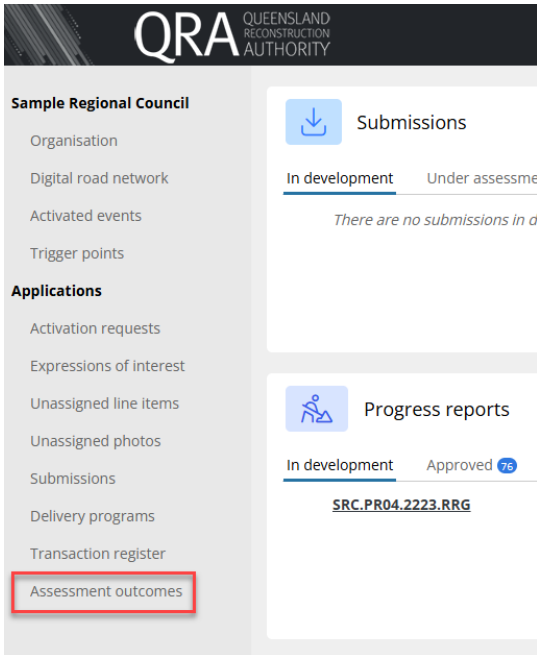
The Queensland Government logo is visible in the bottom left corner.

The list will show all PFS documents waiting for acceptance by the organisation. It will detail the

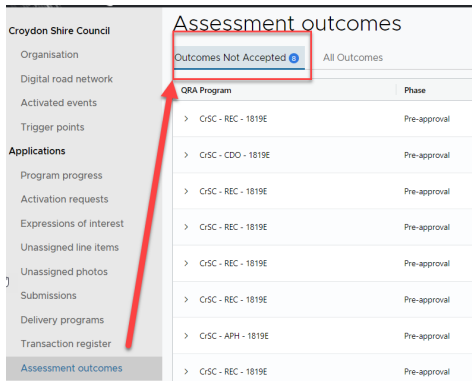
- Organisation short code
- Submission type code
- Number of days the item has been waiting for acceptance

1.2.2. The Assessment outcomes menu

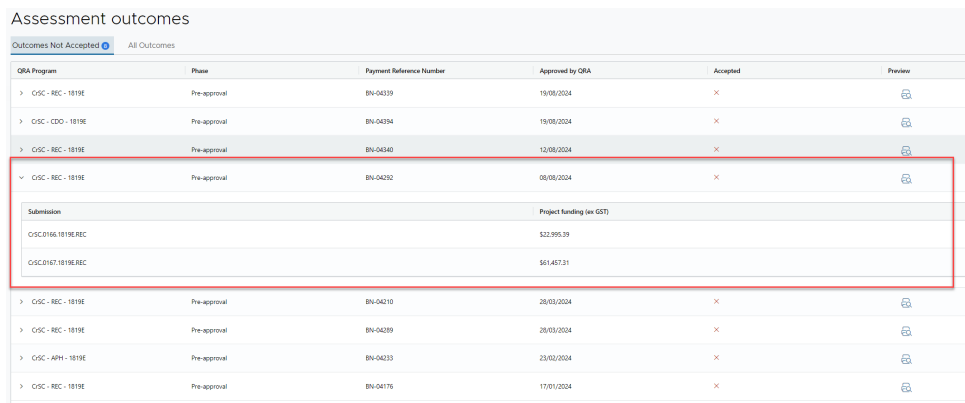
A user with the correct permissions will be able to see the Assessment outcome menu item in the left vertical menu. Click this link to see a list of all PFS's.



There are two tabs in this view, the first showing all PFS outcomes that have not yet been accepted by the organisation and another tab that shows All outcomes (those accepted and yet to be accepted).



Click on the arrow on the left of a line to see a breakdown of all submissions within a PFS in the list.



Click anywhere else on the line to open the PFS for Acceptance or to view a signed off PFS.

2. Accepting the Program Funding Schedule

2.1.1. Opening a Program Funding Schedule

To access the PFS, either click on an item in the “PFS Ready for Acceptance” list on the landing page or click on a line in the Assessment outcomes list.

Both options will open the PFS in the portal.

Key dates	Project completion date	30 June 2019
	Project funding agreement end date	30 June 2020

2.1.2. Accepting a Program Funding Schedule

If a user has permissions **and** the Briefing note has been executed and signed off by QRA, then the user will be shown an Accept button when opening a PFS.

If the PFS is not ready for Acceptance, then the following message will be displayed and the Accept button will be greyed out.

Review the PFS and if you happy to accept the outcome then click the Accept button. The system will show the following message while it returns the QRA signed copy of the PFS for you to countersign.

Once the PFS is ready you will be shown a DocuSign version of the PFS for you to sign digitally.

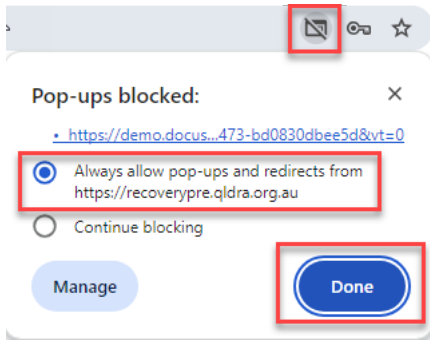


Note: payment for the submission(s) will not be received in the next MARS payment run until the PFS has been accepted.



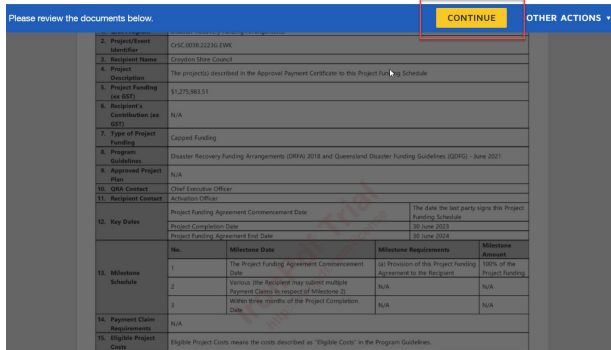
Note: If the DocuSign document does not display, check that a popup blocker is not the issue.

In Chrome, this can be resolved by clicking on the Pop-up icon in the right of the Address bar, selecting **“Always allow pop-ups and redirects from <https://recovery.qldra.org.au>”** and selecting **Done**.

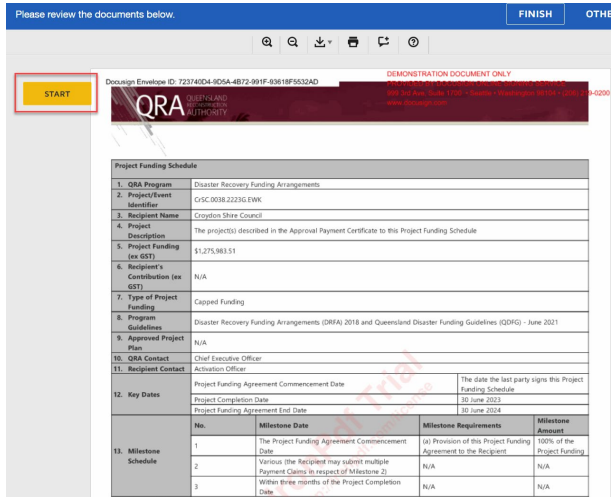


2.2. Signing the DocuSign Program Funding Schedule

Once you have clicked the Accept button a DocuSign form will be displayed. Click on the Continue Button to start the signing process.



Click the Start button to review the PFS content prior to signing.

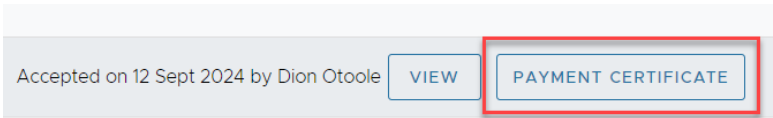


2.3. Viewing and Printing Payment certificates

Payment certificates can be viewed, converted to PDF or be printed from the MARS portal. This functionality is available to portal users with Finance, Organisation Executive or Delegate access.

2.3.1. Viewing the Payment Certificate

There are two ways to view a PFS. Payment certificates can be viewed from the PFS screen.



Or by clicking anywhere on a line item in the Transaction register list

Transaction register										
Reference number	Submission type	Funding program	Transaction type	Event year	Processed payment date	Grant advance drawdown	RCTI payment	Total payment amount	Trigger point applied	
CRISC.0016.1920E.REC	Reconstruction	DRFA	Progress Report	2019-2020	19/01/2022	\$0.00	\$1,533,964.04	\$1,533,964.04	\$3,173.00	
CRISC.0017.2021E.REC	Reconstruction	DRFA	Progress Report	2020-2021	30/03/2022	\$0.00	\$449,481.06	\$449,481.06	\$3,278.00	
CRISC.0016.1920E.REC	Reconstruction	DRFA	Progress Report	2019-2020	30/03/2022	\$0.00	\$912,203.44	\$912,203.44	\$3,173.00	
CRISC.0023.2021E.REC	Reconstruction	DRFA	Pre-Approval Assessment	2020-2021	16/03/2022	\$0.00	\$4,551,909.94	\$4,551,909.94	\$0.00	
CRISC.0021.2021E.REC	Reconstruction	DRFA	Pre-Approval Assessment	2020-2021	13/04/2022	\$406,656.77	\$1,755,910.24	\$2,162,567.01	\$0.00	
CRISC.0022.2021E.REC	Reconstruction	DRFA	Pre-Approval Assessment	2020-2021	15/06/2022	\$0.00	\$100,855.33	\$100,855.33	\$0.00	
CRISC.0016.1920E.REC	Reconstruction	DRFA	Progress Report	2019-2020	15/06/2022	\$0.00	\$1,612,762.31	\$1,612,762.31	\$3,173.00	
CRISC.0016.1920E.REC	Reconstruction	DRFA	Progress Report	2019-2020	21/09/2022	\$0.00	\$291,549.14	\$291,549.14	\$3,173.00	

Using either of these two options will open a pop-up window which will display the payment certificate details.

Progress Payment Certificate												PRINT	CLOSE
QRA Submission number	Description	Project funding amount (inc trigger point)	Estimated final cost	Maximum progress payment amount	Total payments to date	Trigger point	Total expenditure to date	Total expenditure recommended to date	Expenditure not recommended	Drawdown on grant advance	RCTI payment	Total payment amount	
CRISC.0028.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event-Cairns	\$884,693.68	\$882,320.09	\$0.00	\$265,408.10	\$0.00	\$18,320.09	\$265,408.10	\$0.00	\$0.00	\$0.00	\$0.00	
CRISC.0029.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event-NorthernRds01	\$4,687,799.04	\$4,689,203.46	\$0.00	\$1,406,339.71	\$0.00	\$645,203.46	\$1,406,339.71	\$0.00	\$0.00	\$0.00	\$0.00	
CRISC.0030.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event-NorthernRds02	\$4,541,884.47	\$4,601,113.89	\$0.00	\$1,361,581.94	\$3,278.00	\$357,113.89	\$1,361,581.94	\$0.00	\$0.00	\$0.00	\$0.00	
CRISC.0032.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event-Beachiffley	\$3,197,132.19	\$3,191,864.87	\$0.00	\$959,139.66	\$0.00	\$60,864.87	\$959,139.66	\$0.00	\$0.00	\$0.00	\$0.00	
CRISC.0033.2223G.REC	Reconstruction of Essential Public Assets - Northern and Central Queensland Monsoon and Flooding, 20 December 2022 - 30 April 2023 - 2023Event-Yapper-DamageOnDamage	\$4,275,482.56	\$4,224,826.85	\$0.00	\$3,496,023.03	\$0.00	\$3,499,826.85	\$3,499,826.85	\$0.00	\$0.00	\$3,803.82	\$3,803.82	
Reconstruction of Essential Public Assets - Northern and Central Queensland													

1. All amounts in the body of the above table are GST exclusive
2. Payments will be grossed up for GST

2.3.2. Printing the Payment Certificate

When viewing the payment certificate click on the Print button to create a PDF document version of the payment certificate.



This will generate the PDF version from which you will be able to download or print the document.

Queensland Government
Queensland Reconstruction Authority

Recipient: Cook Shire Council
Date: 27/09/2024
Event Year: 2018-2019

APPROVAL PAYMENT CERTIFICATE

QRA submission number	Description	Requested project funding	Ineligible project posts	Under investigation amount	Eligible project costs	Recipient contribution	Project funding amount	Payment for milestone 1		
								Drawdown on grant advance	RCTI payment	Total payment amount
CoSC0025.1819H.REC	Reconstruction of Essential Public Assets - Tropical Cyclone Penny 24 December 2018 - 10 January 2019 - CSCTEST20.09.24	\$33,302.32	\$11,139.75	\$0.00	\$22,162.57	\$5,540.64	\$16,621.93	\$0.00	\$0.00	\$0.00
TOTAL		\$33,302.32	\$11,139.75	\$0.00	\$22,162.57	\$5,540.64	\$16,621.93	\$0.00	\$0.00	\$0.00

NOTES
1. All amounts in the body of the above table are GST exclusive
2. Payments will be grossed up for GST

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