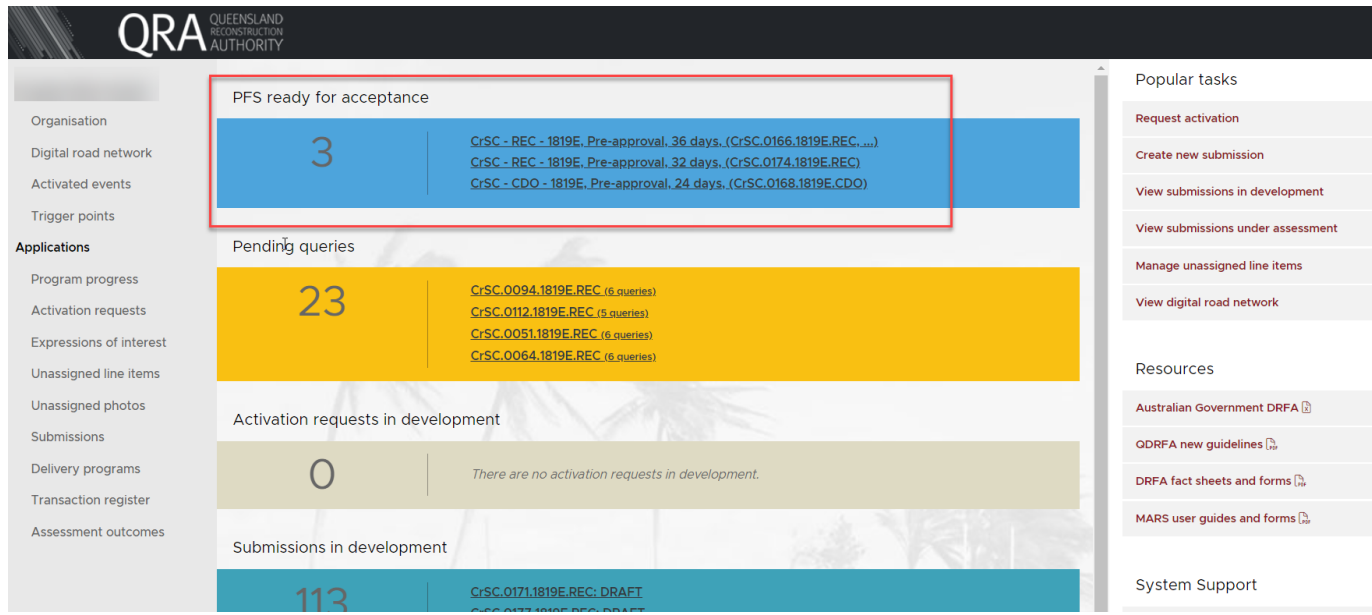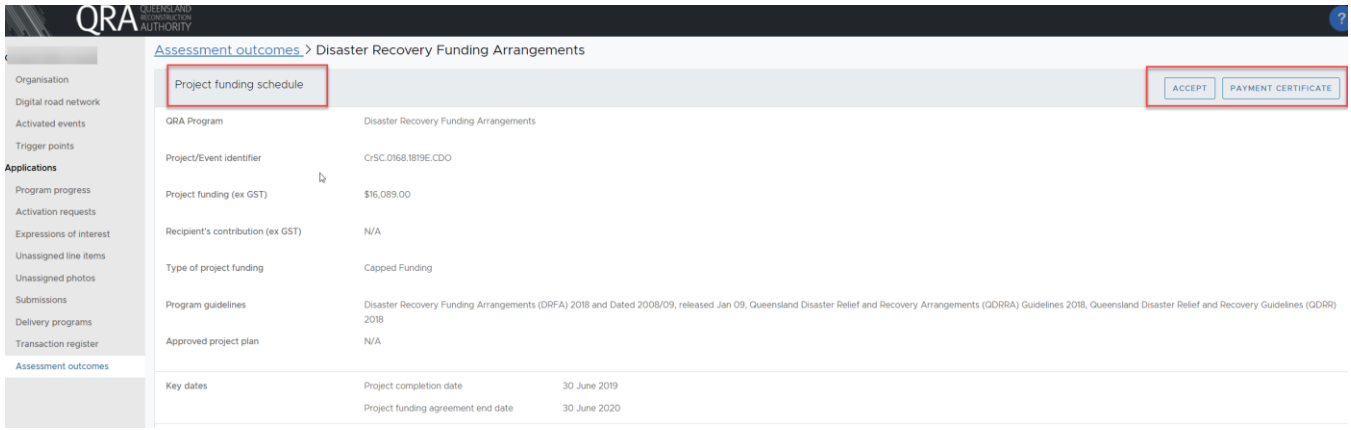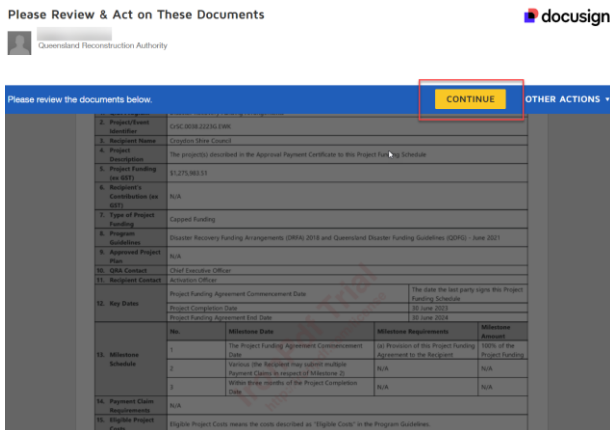# Management and Reporting System (MARS) Portal
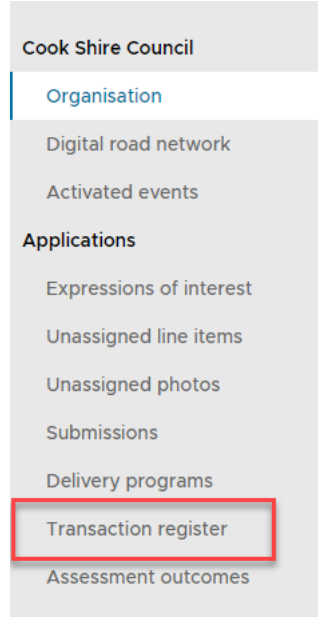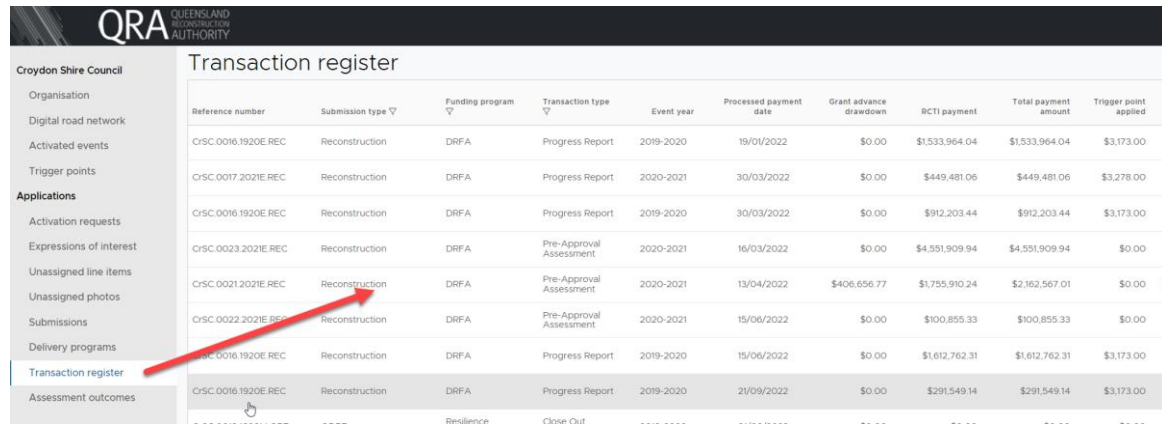
Enhancement summary

Enhancements have been made to Management and Reporting System (MARS) Portal as follows:
1. A new section to allow organisation executives and their delegates to view and accept **Project Funding Schedules**.
2. The Transaction Register functionality has been expanded to allow users to view and download **Payment Certificates**.

View and Accept Project Funding Schedules		
#	**MARS Action**	
1	When a user with 'Organisation Exec' access logs into the portal, all Program Funding Schedules ready for sign-off will be displayed on the MARS Portal Landing Page under the section titled 'PFS Ready for Acceptance. Click on an item to be open the Project Funding Schedule page.	

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2	Within the Project Funding schedule (PFS) screen the user can see all the details that make up the PFS and choose to Accept the PFS or the related Payment Certificate.	
3	Once you have clicked the Accept button a DocuSign form will be displayed. Click on the Continue Button to start the signing process.	

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| 4 | Click the View button at any stage to view the signed copy of the PFS in DocuSign. | |

View, Print or Download a Payment Certificate from the Transaction Register

#	MARS Action	Screenshot
1	Open the Transaction Register using the Navigation Pane on the left hand side (this option is available to portal users with Organisation Executive, Delegate or Finance access).	
2	Click on any Transaction line item to open the related Payment Certificate. This will open a pop-up window which will display the payment certificate details.	

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		Progress Payment Certificate PRINT CLOSE
3	When viewing the payment certificate click on the Print button to create a PDF document version of the payment certificate.	