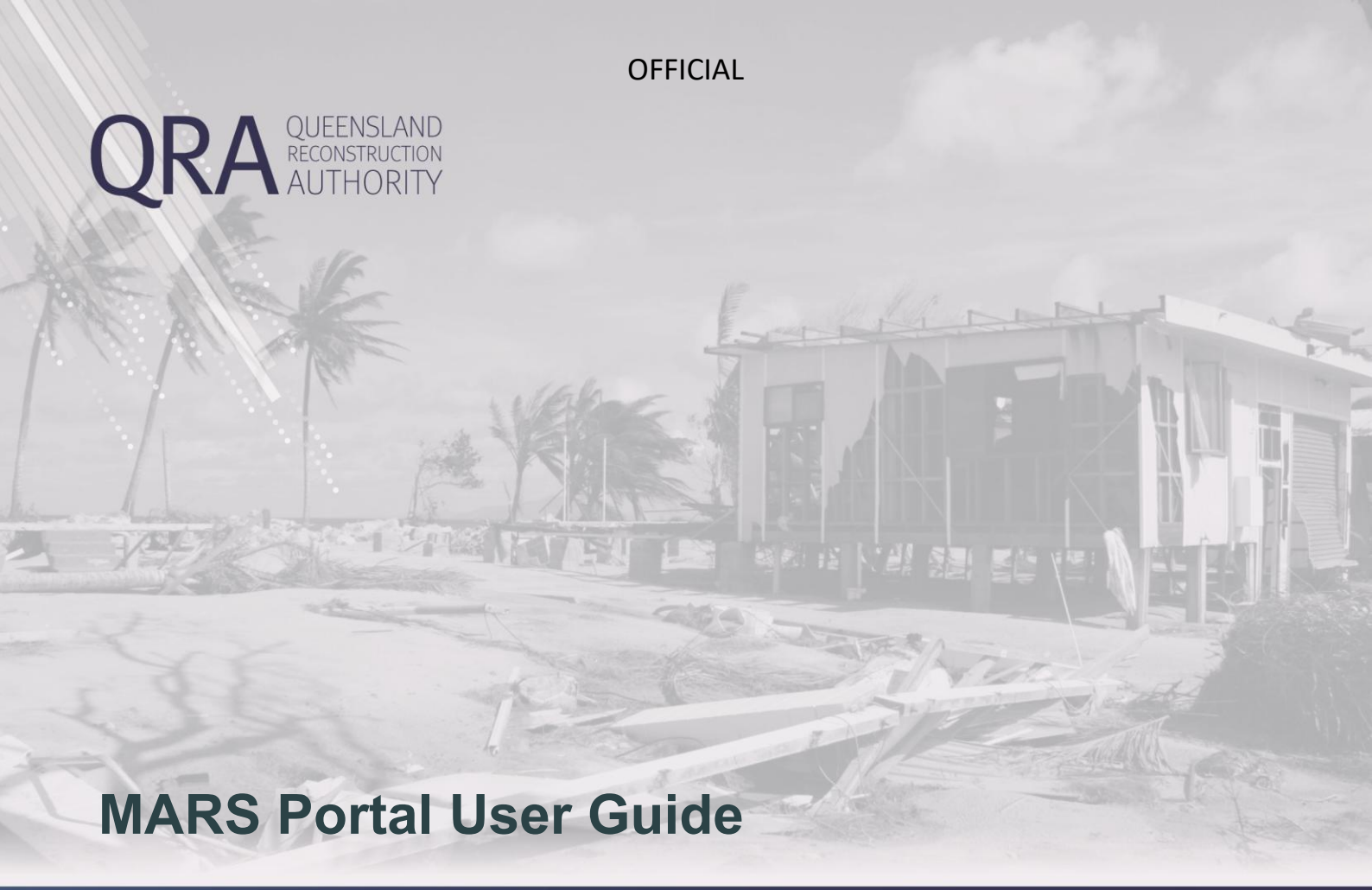
QRA QUEENSLAND RECONSTRUCTION AUTHORITY



MARS Portal User Guide

Non-REPA Estimate Updates

MARS | Queensland Reconstruction Authority

Queensland Government

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1. Estimate Updates for Non-REPA submissions

An Estimate Update on Non-REPA submissions is required when the following occurs:

- Funding needs to move between existing submissions in MARS; AND/OR
- Additional funds have been provided to the Program being delivered; AND/OR
- Minor scope changes have occurred.

An Estimate Update can only be initiated once official documentation has been received from the Grant Administrator approving the changes.

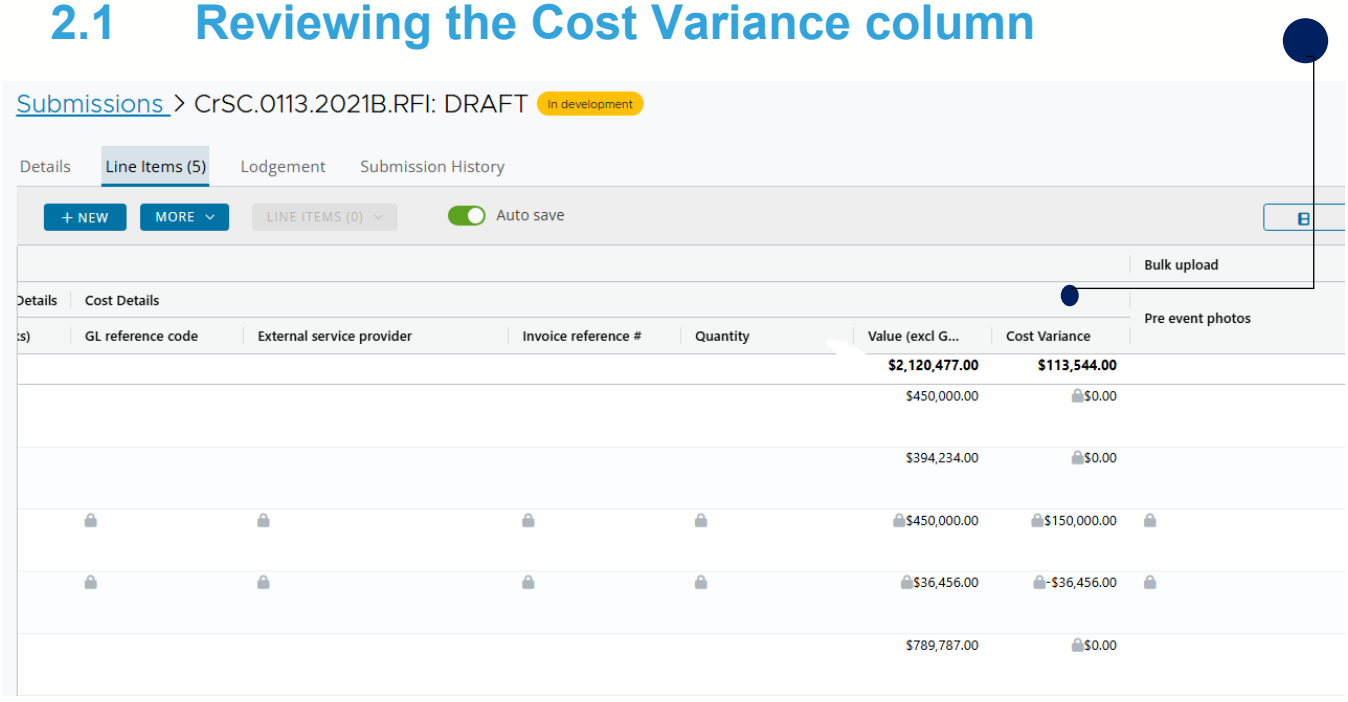
2. Completing the Estimate Update

A QRA staff member is responsible for initiating an Estimate Update in MARS. Once it is created, an Estimate Update will then be available for Applicants in the MARS Portal. Applicants will be advised when this occurs.

Once the Estimate Update draft is created, the following changes occur:

- a new column called Cost variance against RV value will be included within the line items grid.
- users have the ability amend the **Submission value** OR **Cost details value** column
  - the submission type will dictate which **value** column is available to the user
  - amending the value column is only possible for lines that have not been marked as 100% physically complete on a previously Approved Progress Report.
- users can add or clone new line/s
- any new line that is created must have a unique **Delivery Description** field as this column is used during the Progress Reporting phase
- users can amend the description fields

2.1 Reviewing the Cost Variance column



A value will be included on a line, in the Cost Variance column, when that line has been marked as 100% physically complete on a previously Approved Progress Report.

The value will represent the difference between the Project funding amount (including trigger point, if applicable) and the actual spend. Where a line is overspent, the value will be a positive (e.g. $200.77) and where it is underspent the value will be a negative (-$200.77).

Where a line has not been previously marked as 100% physically complete, the value will be $0.

This column has been included to easily show the user the value available at a line level. This will enable users to move funding between lines in a submission (where applicable).

Note: All fields will be locked for those lines that are 100% delivery complete and no values can be updated.

2.2 Amending the value and description fields

When an Estimate Update is created a user can amend the value field and/or description field within a line or lines in a submission.

To adjust the value column, click in the Value (excl GST) column and amend the value. Values must be to two decimal places.

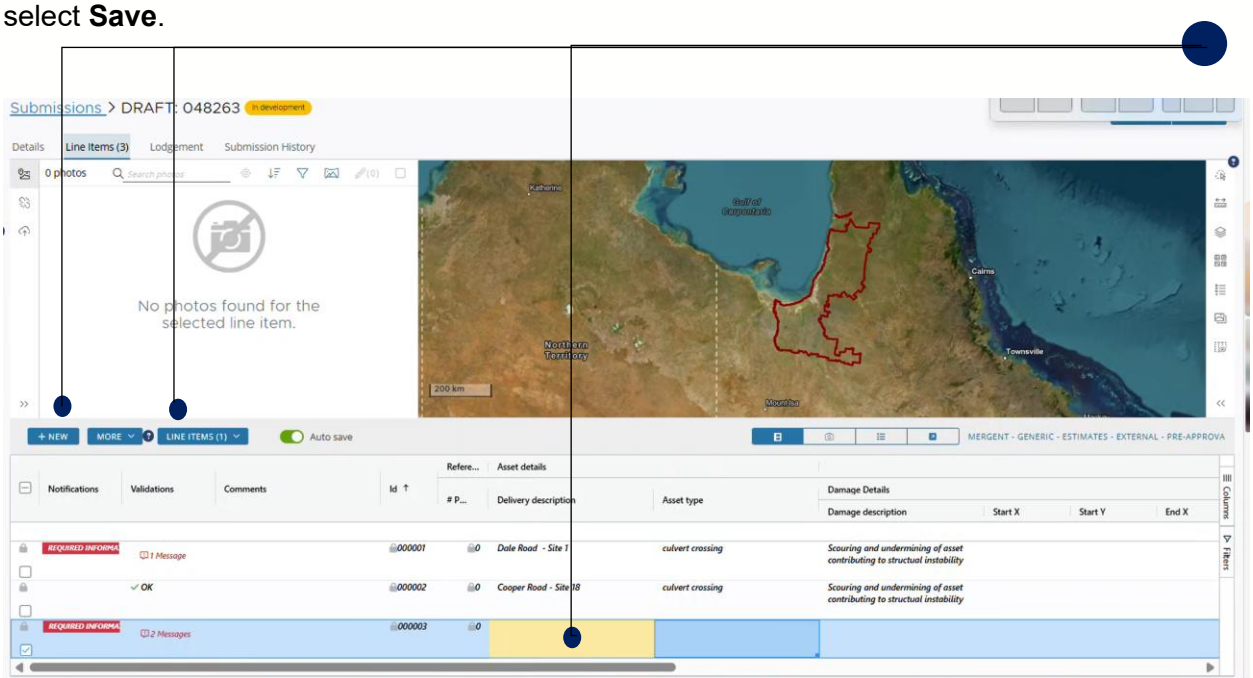
The adjust the description column, click in the relevant field and amend the description.

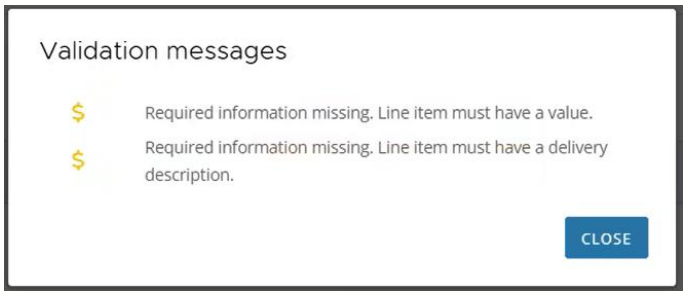
A lock will be present when the field is locked. A field will be locked when that line has been previously marked at 100% physically complete.

2.3 Adding new lines

If you want to add line items directly into MARS, from the **Line Items** tab, select **New** and a new line will be added below any existing line items. Lines can also be cloned by clicking on a line, select the **Line items** menu button and selecting **Clone.**

Orange cells on the row indicate mandatory information and blue cells (if any) indicate recommended fields likely to be required by QRA during their assessment. When the line item has been populated, select **Save**.



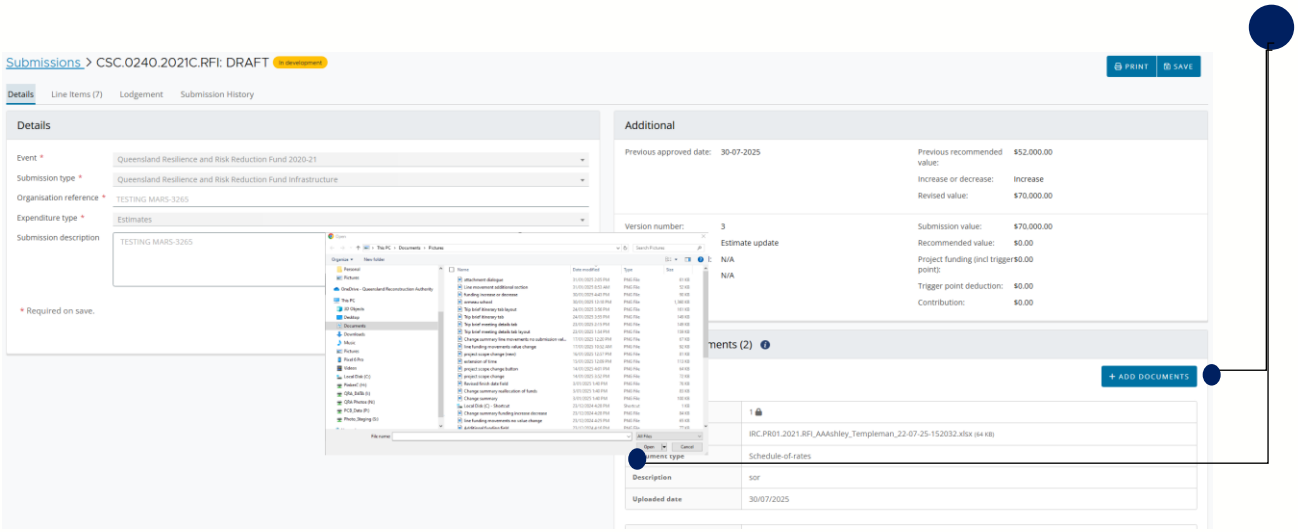


2.4 Attach the Supporting Documents

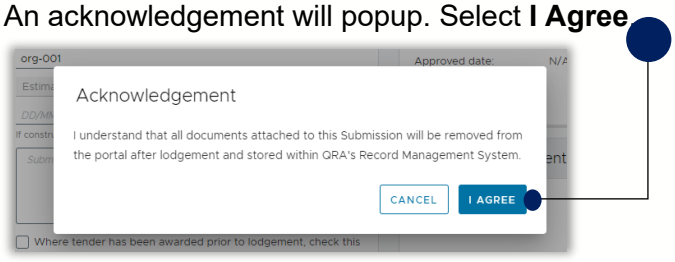
For all Estimate Update changes, users must add documentation to the Estimate Update submission.

Please note documentation for this Estimate Update can be in the form of written approval from NEMA or QRA or could be an email from your QRA Liaison Officer advising of a funding increase/decrease for your submission. If you do not have any of the above documentation or are unsure what constitutes formal correspondence, please reach out to your QRA Liaison Officer.

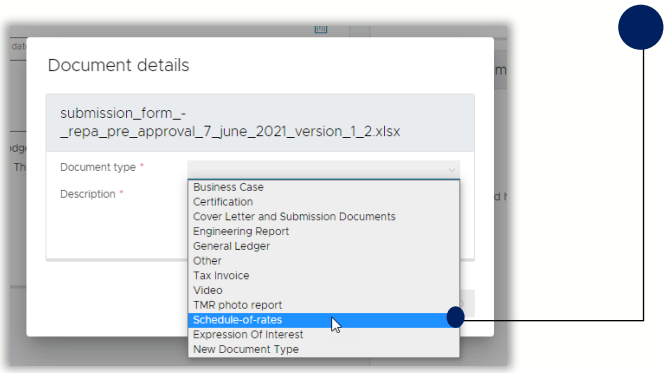
To add a document, click on the **Details** tab. Select **Add Documents** then navigate to the location of the file on your computer, select the document from your file browser, then select **Open**.



An acknowledgement will popup. Select **I Agree**

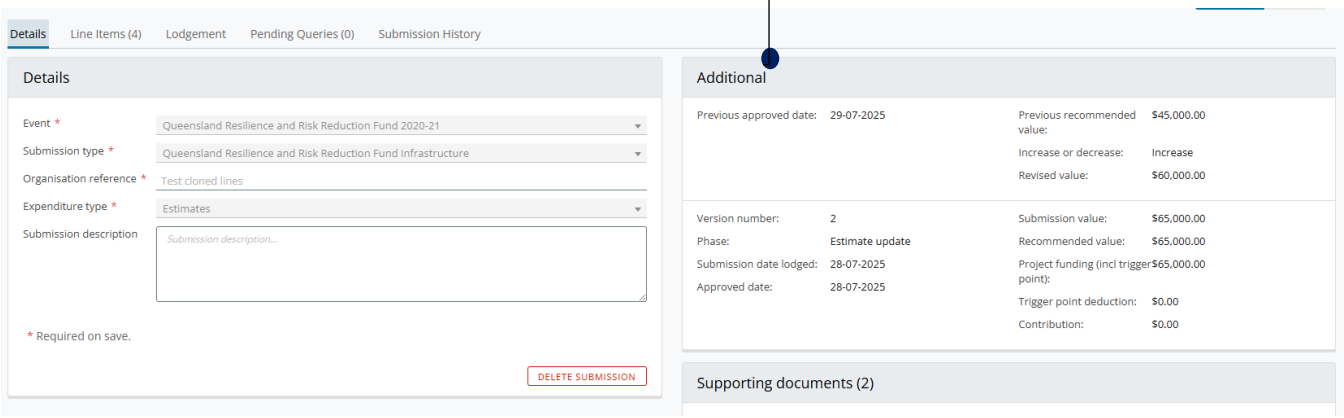


From the **Document details** window, select the **EU document type**, enter a **Description** then select **Proceed**. The document will be included in the **Documents** section where you can download or delete it.



3. Balancing the Estimate Update

Before progressing to lodgement of the Estimate Update, you need to check that the submission balances. The Details tab includes an Additional panel (above Supporting documents) where all the values have been captured. An example is included below.



3.1 Funding change OR Funding change and Scope adjustment

When a Funding change **or** both a Funding change and Scope adjustment occurs, the **Revised value** must equal the **Submission value**. The below information explains how each of those values are determined.

- Previous recommended value = the Submission value when the Estimate Update was initiated
- Revised value = the revised Submission value after the Estimate Update was initiated
- Submission value = the total of the line items on the Estimate Update

If the **Revised value** and the **Submission value** do not equal the same value, then a value has been entered incorrectly on the line items. You will need to amend the line values so that the **Revised value** and the **Submission value** balance before attempting to lodge the Estimate Update.

3.2 Scope adjustment

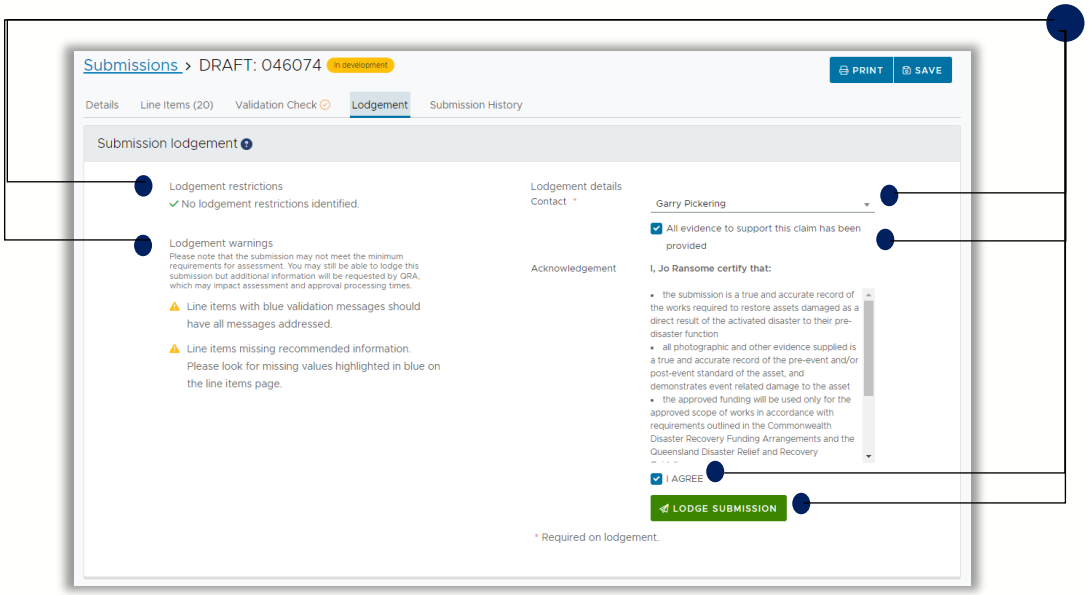
When only a Scope adjustment occurs, the **Submission value** must equal the **Previous recommended value**. The below information explains how each of those values are determined.

- Previous recommended value = the Submission value when the Estimate Update was initiated
- Submission value = the total of the line items on the Estimate Update

If these do not equal the same value, then a value has been entered incorrectly on the line items. You will need to revise and balance these values before proceeding to lodge the Estimate Update.

4. Lodge the Estimate Update

When you are ready to finalise and have your Estimate Update assessed by QRA, select the **Lodgement** tab.



Any lodgement restrictions and warnings will be displayed on the left side of the page. Lodgement restrictions are displayed in red and must be addressed before lodging the Estimate Update.

Lodgement warnings will display a yellow triangle with an exclamation mark. Lodgement warnings will not prevent the submission being lodged, but any missing information may result in requests from QRA during the assessment process.

When all lodgement restrictions have been addressed, the Estimate Update can be lodged.

Select a Lodgement contact name then tick the acknowledgements and select **Lodge Submission.**

Once the submission has been lodged, no further information can be added or amended. The Estimate Update will now be assessed by QRA.

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