

OFFICIAL

QRA QUEENSLAND
RECONSTRUCTION
AUTHORITY

MARS Portal User Guide

Non-REPA Estimate Updates

MARS | Queensland Reconstruction Authority

Document details

Security classification	
Date of review of security classification	
Authority	Queensland Reconstruction Authority
Document status	
Version	1.0

Copyright

This publication is protected by the *Copyright Act 1968*.

© The State of Queensland (Queensland Reconstruction Authority) June 2024.

Licence



This work is licensed by State of Queensland (Queensland Reconstruction Authority) under a Creative Commons Attribution (CC BY) 4.0 International licence. To view a copy of this licence, visit:

<http://www.creativecommons.org/licenses/by/4.0/au/>

In essence, you are free to copy, communicate and adapt this publication, as long as you attribute the work to the State of Queensland (Queensland Reconstruction Authority).

To view a copy of this licence, visit www.creativecommons.org/licenses/by/4.0/.

Interpreter



The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this report, you can access the Translating and Interpreting Services via www.qld.gov.au/languages or by phoning 13 14 50.

Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Copies

Copies of this publication are available on our website at www.gra.qld.gov.au.

Further copies are available upon request to:

Queensland Reconstruction Authority

PO Box 15428

City East

QLD

4002

Phone (07) 3008 7200

info@gra.qld.gov.au

Contents

1.	Estimate Updates for Non-REPA submissions	5
2.	Completing the Estimate Update	5
2.1	Reviewing the Cost Variance column	5
2.2	Amending the value and description fields	6
2.3	Adding new lines	6
2.4	Attach the Supporting Documents	7
3.	Balancing the Estimate Update	8
3.1	Funding change OR Funding change and Scope adjustment	8
3.2	Scope adjustment	8
4.	Lodge the Estimate Update	8

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

Submissions > CrSC.0113.2021B.RFI: DRAFT In development

Details | **Line Items (5)** | Lodgement | Submission History

+ NEW MORE LINE ITEMS (0) ● Auto save E

Bulk upload

Details		Cost Details					
(s)	GL reference code	External service provider	Invoice reference #	Quantity	Value (excl G...	Cost Variance	Pre event photos
					\$2,120,477.00	\$113,544.00	
					\$450,000.00	🔒\$0.00	
					\$394,234.00	🔒\$0.00	
	🔒	🔒	🔒	🔒	🔒\$450,000.00	🔒\$150,000.00	🔒
	🔒	🔒	🔒	🔒	🔒\$36,456.00	🔒-\$36,456.00	🔒
					\$789,787.00	🔒\$0.00	

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.

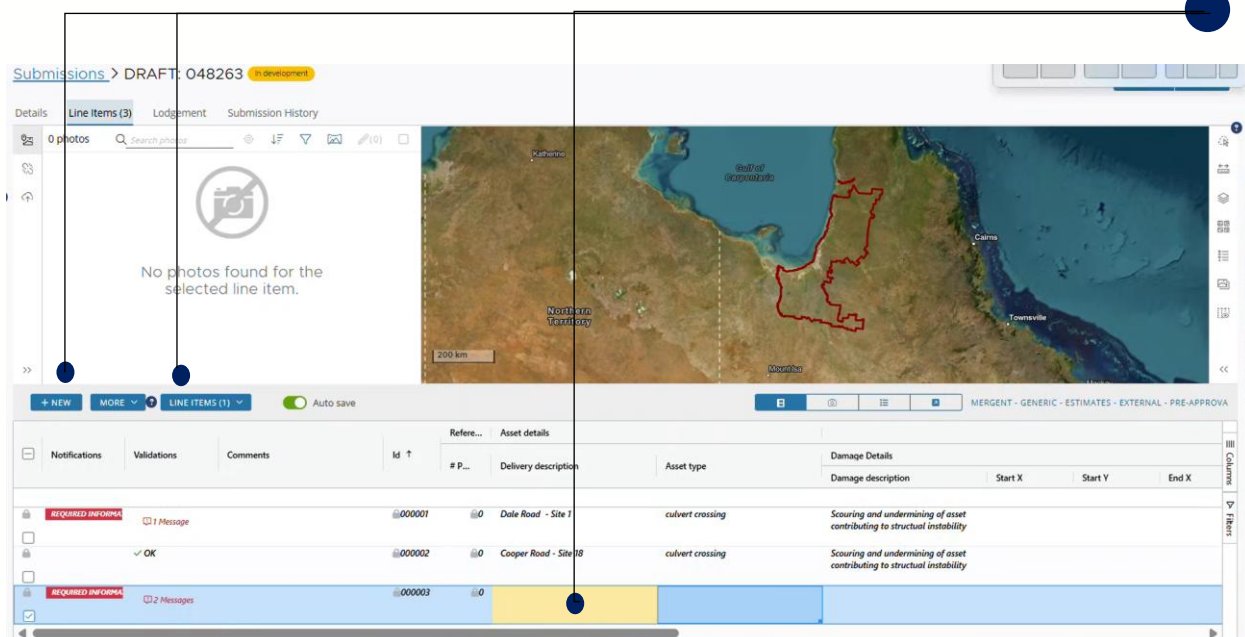
To adjust the description column, click in the relevant field and amend the description.

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**.



Validation messages

- \$ Required information missing. Line item must have a value.
- \$ Required information missing. Line item must have a delivery description.

CLOSE

2.4 Attach the Supporting Documents

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

Acknowledgement

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.

CANCEL
I AGREE

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

Document details

submission_form_-_repa_pre_approval_7_june_2021_version_1_2.xlsx

Document type *

Description *

- Business Case
- Certification
- Cover Letter and Submission Documents
- Engineering Report
- General Ledger
- Other
- Tax Invoice
- Video
- TMR photo report
- Schedule-of-rates
- Expression Of Interest
- New Document Type

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.

The screenshot shows a software interface with a 'Details' tab selected. The 'Additional' panel is visible, displaying the following information:

Previous approved date:	29-07-2025	Previous recommended value:	\$45,000.00
		Increase or decrease:	Increase
		Revised value:	\$60,000.00
Version number:	2	Submission value:	\$65,000.00
Phase:	Estimate update	Recommended value:	\$65,000.00
Submission date lodged:	28-07-2025	Project funding (incl trigger point):	\$65,000.00
Approved date:	28-07-2025	Trigger point deduction:	\$0.00
		Contribution:	\$0.00

Below the 'Additional' panel, there is a section for 'Supporting documents (2)'.

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.

Submissions > DRAFT: 046074 in development PRINT SAVE

Details Line Items (20) Validation Check ○ **Lodgement** Submission History

Submission lodgement ⊕

Lodgement restrictions
✓ No lodgement restrictions identified.

Lodgement warnings
 Please note that the submission may not meet the minimum requirements for assessment. You may still be able to lodge this submission but additional information will be requested by QRA, which may impact assessment and approval processing times.

- ▲ Line items with blue validation messages should have all messages addressed.
- ▲ Line items missing recommended information. Please look for missing values highlighted in blue on the line items page.

Lodgement details
 Contact * Garry Pickering

All evidence to support this claim has been provided

Acknowledgement
 I, Jo Ransome certify that:

- the submission is a true and accurate record of the works required to restore assets damaged as a direct result of the activated disaster to their pre-disaster function
- all photographic and other evidence supplied is a true and accurate record of the pre-event and/or post-event standard of the asset, and demonstrates event related damage to the asset
- the approved funding will be used only for the approved scope of works in accordance with requirements outlined in the Commonwealth Disaster Recovery Funding Arrangements and the Queensland Disaster Relief and Recovery

I AGREE

LODGE SUBMISSION

* Required on lodgement.

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.

OFFICIAL

QRA QUEENSLAND
RECONSTRUCTION
AUTHORITY



Queensland Reconstruction Authority
PO Box 15428
City East
QLD 4002
Phone (07) 3008 7200
info@qra.qld.gov.au
www.qra.qld.gov.au