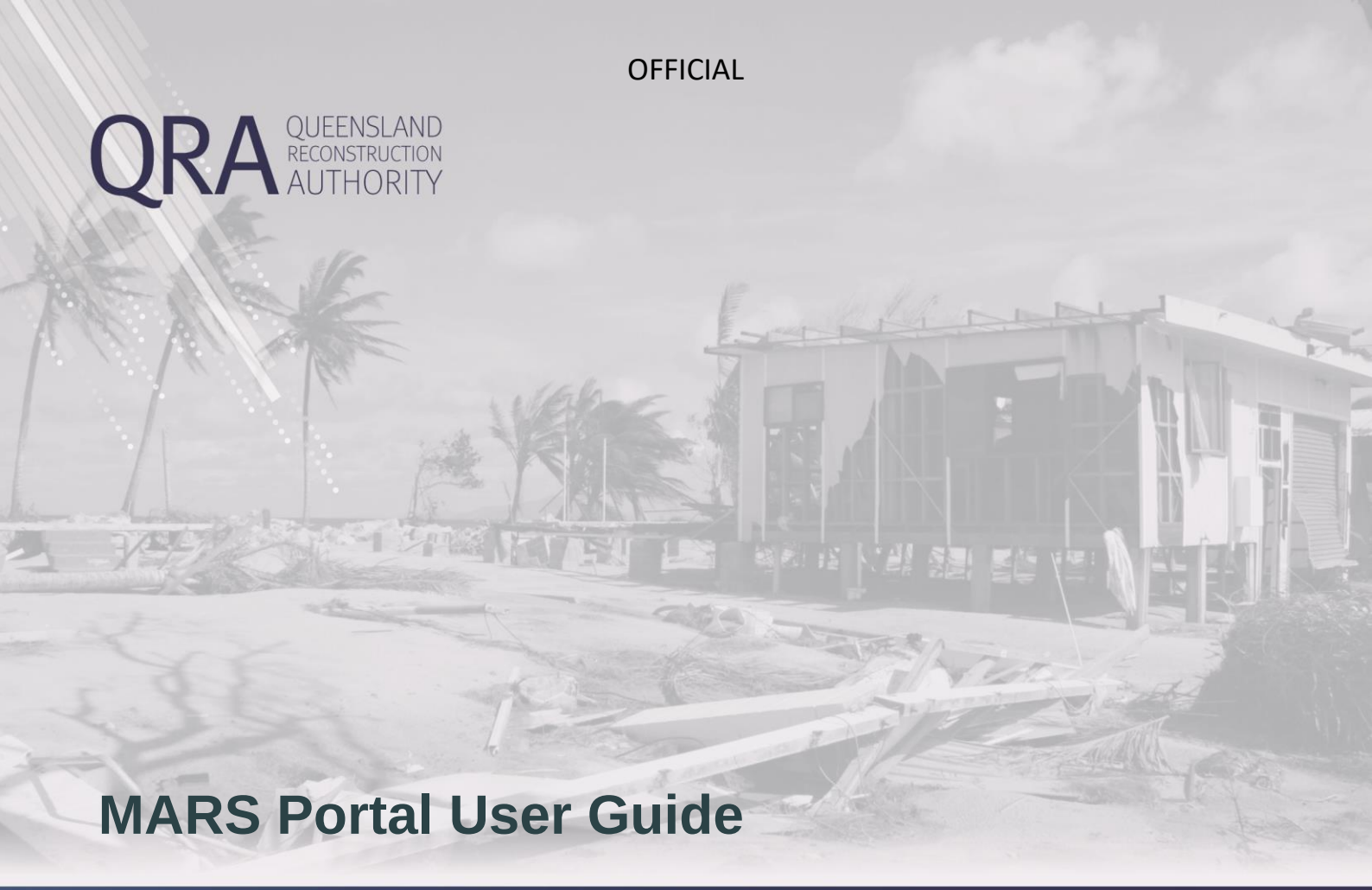
QRA QUEENSLAND RECONSTRUCTION AUTHORITY



MARS Portal User Guide

Project Funding Schedule Signoff Process

MARS | Queensland Reconstruction Authority

Queensland Government

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1. Program Funding Schedule Signoff

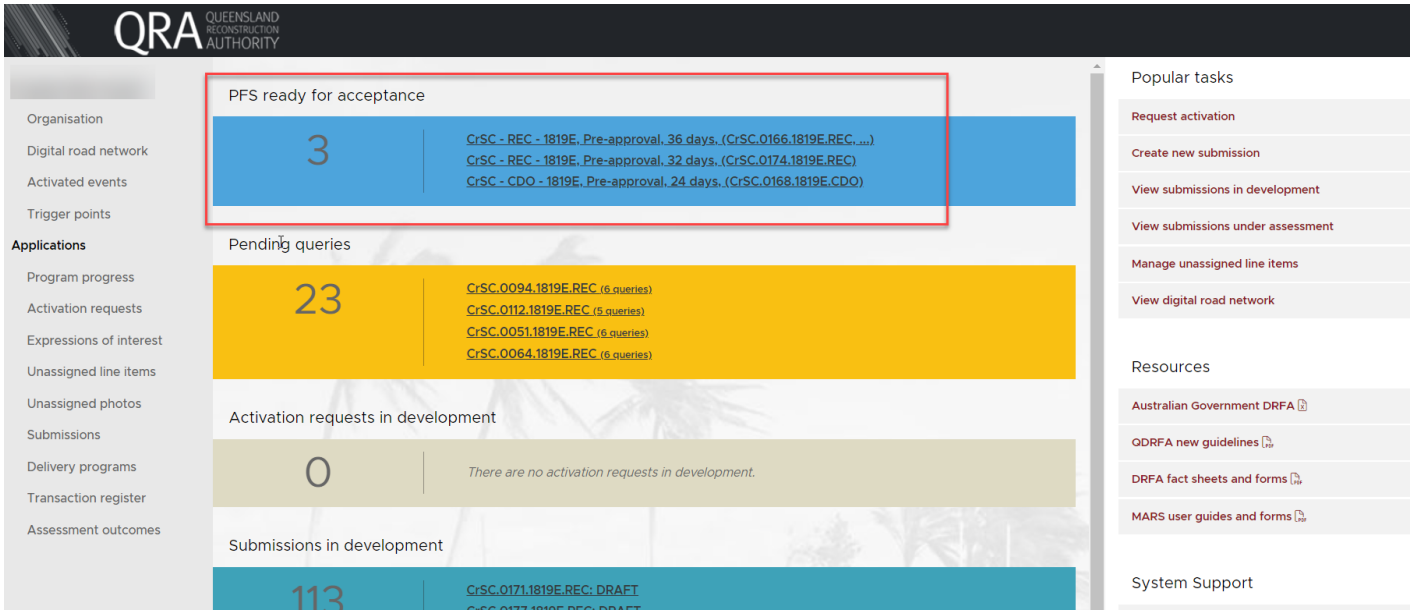
Once a Pre-Approval or Estimate update outcome is signed off by the CEO of QRA, the Project Funding Schedule (PFS) will become available to sign off (or Accept) in the MARS portal. Executives or their delegates will be able to view and sign off the PFS on behalf of the organisation.

1.1. Viewing Program Funding Schedules that are ready for signoff

There are two ways to view and open PFS's that are ready for acceptance.

1.1.1. Through the landing page

All Program Funding Schedules that are ready for sign off can be seen on the MARS Portal Landing Page under section called "PFS Ready for Acceptance"

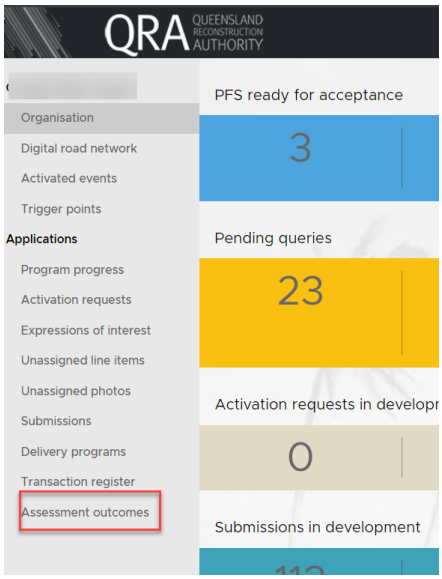


The list will show all PFS documents waiting for acceptance by the organisation. It will detail the

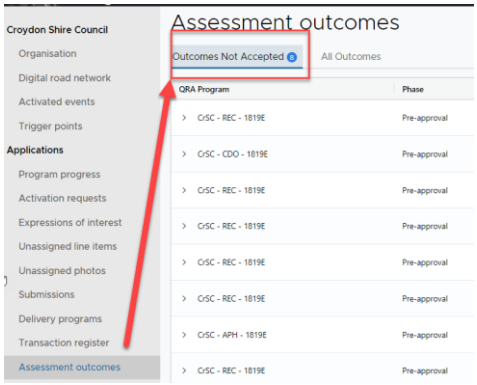
- Organisation short code
- Submission type code
- Number of days the item has been waiting for acceptance

1.1.2. The Assessment outcomes menu

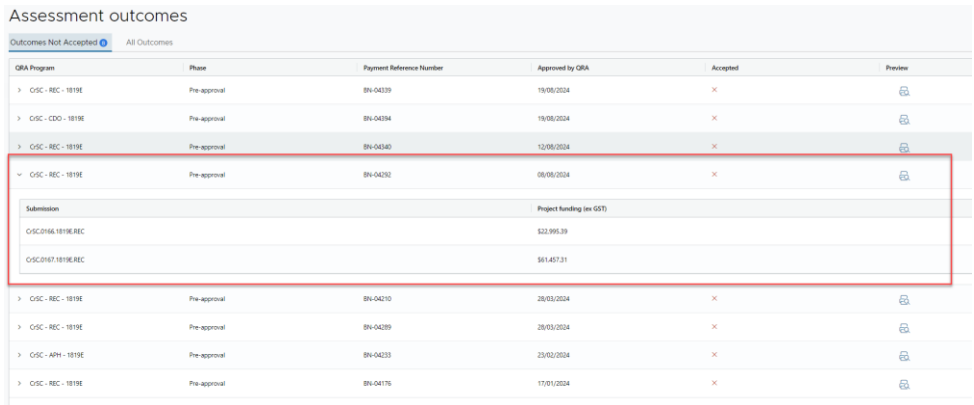
A user with the correct permissions will be able to see the Assessment outcome menu item in the left vertical menu. Click this link to see a list of all PFS's.



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 signed off and yet to be signed off).



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



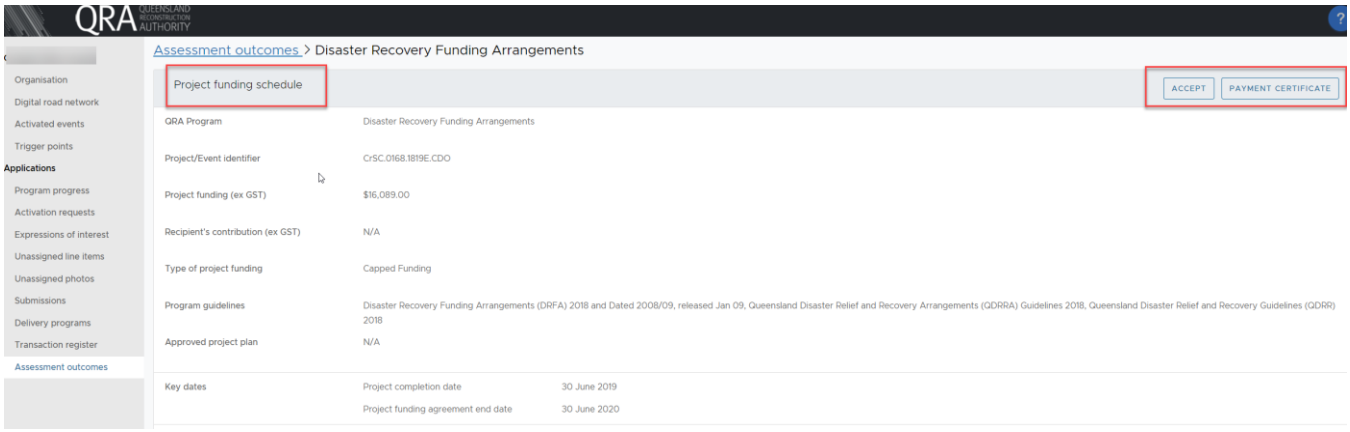
Click anywhere else on the line to open the PFS for Acceptance or to view a signed off PFS.

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.

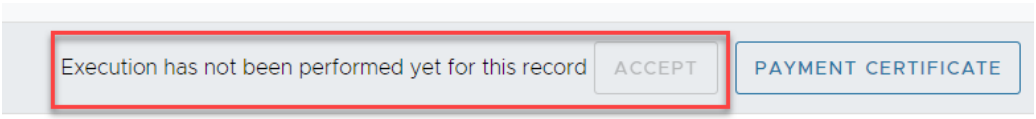
Both options will open the PFS in the portal.



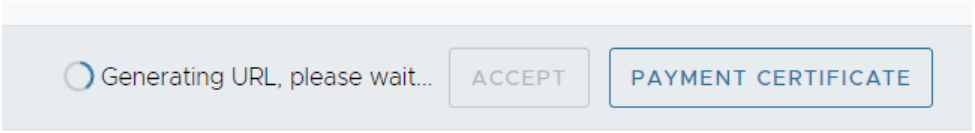
2.1.2. Accepting a Program Funding Schedule

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.



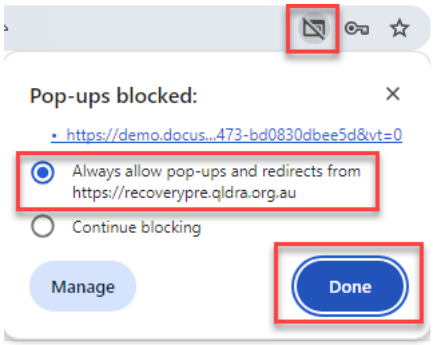
Review the PFS and if you happy to accept the outcome then click the Accept button. The system will show the following message while it returns the QRA signed copy of the PFS for you to countersign.



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

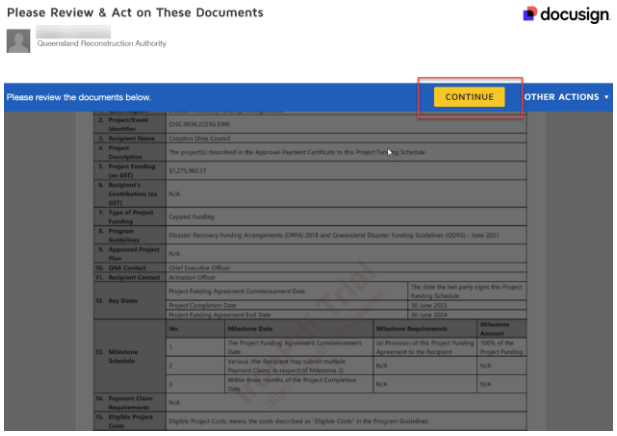
Note: If the DocuSign document does not display, check that a popup blocker is not the issue.

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.

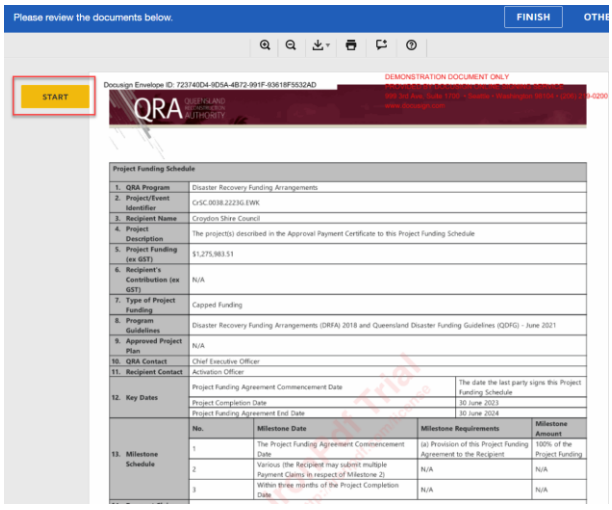


2.2. Signing the DocuSign Program Funding Schedule

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

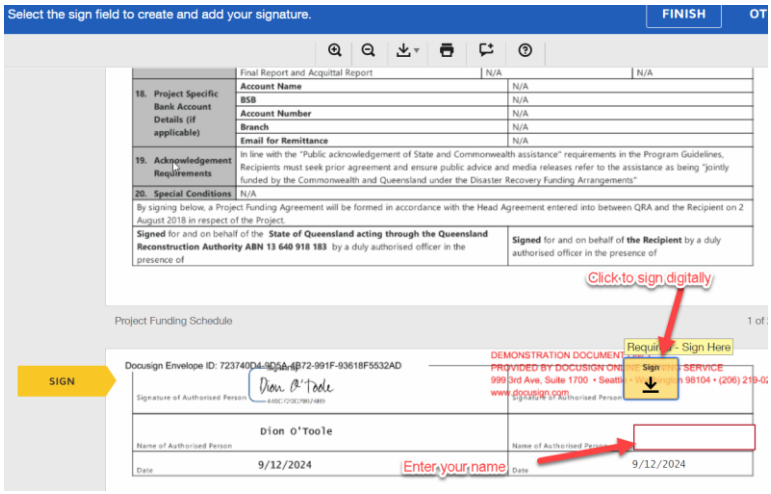


Click the Start button to review the PFS content prior to signing.

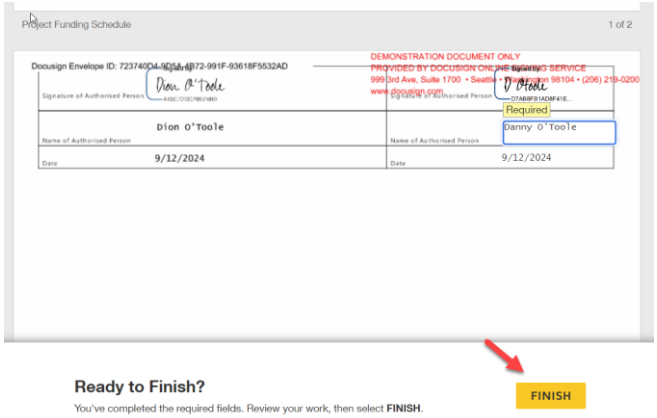


Click on the Sign icon and enter your name manually into the Name field. These are mandatory fields. The current date will be used as the date of signing.

Note: If this is the first time that you have signed a PFS in DocuSign, you may be asked to accept a digital version of your name prior to signing the PFS



Once the Signature and name fields have been entered click on the Finish button to complete the signoff process



You will be returned back to the portal version of the PFS. The Accepting user and signed date will be displayed and the Accept button will change to a View button

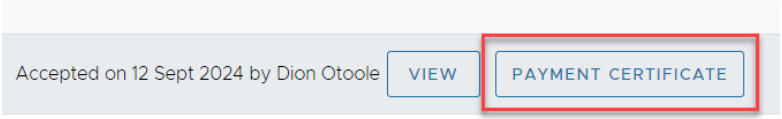
Click the View button at any stage to view the signed copy of the PFS as a PDF document.

2.3. Viewing and Printing Payment certificates

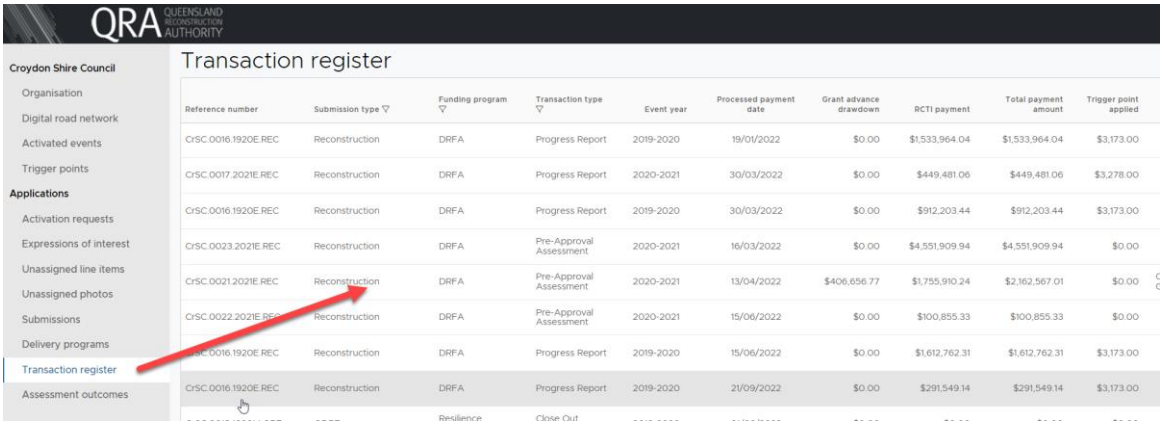
Payment certificates can be viewed, converted to PDF or be printed from the MARS portal. This functionality is available to portal users with Finance, Organisation Executive or Delegate access.

2.3.1. Viewing the Payment Certificate

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



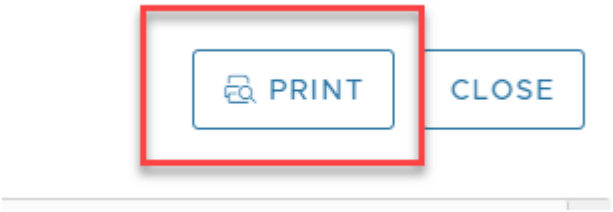
Or by clicking anywhere on a line item in the Transaction register list



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

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.

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