

CMLS Guide: Financial management – acquittal data

Financial reporting requirements

Financial reporting requirements are outlined on the [Reports and Meetings Service Provision Requirement](#). More information on the descriptions and examples of data fields is available in the [FTE and Acquittal Data Dictionary](#).

Data Entry

1. Log into CMLS and click on the **Contract Tab**.
2. In the **My Contracts form**, select a contract by using the search fields or clicking on any of the hyperlinked text.

MY CONTRACTS							
Contract Number	Contract Title	Service Type	Contract Type	Status	Service Provider Contract Manager Name	Contract Manager	Contract Value (excl GST)
P365C1 2.							
P365C1	Family Based Care	General Family Based Care	NFP Standard	Active	Phoebe Farncomb	JessicaContractManag	\$10,000,000.00

3. Scroll down to the **Acquittal Report field**.
4. **For First Acquittal Report** (either the first acquittal of the financial year or the first acquittal of the contracted agreement):
 - a. click the **Add Acquittal Report button**

Acquittal Report					
Acquittal Report Number	Service Provider	Financial Year	Total Expenditure	Net Surplus or Deficit	Status
116	Company ZXY	2020-21	\$667,266.00	\$1,350,335.00	Q2 Endorsed

1 items

Add Acquittal Report

- b. use the drop down menu to select the **Financial Year**

Service Provider:	Company ZXY	Service Type:	General Family Based Care
Contract Number:	P365C1		
Contract Title:	Family Based Care		
Financial Year:	4. 2020-21		
		6.	Load FTE Data
Attached Approved Acquittal Report			

- c. click the **Save button** at the top of the screen to save this record and continue to **Step 6**.
5. **To Continue a Current Acquittal Report** (enter in remaining quarters of the current financial year), click on the **blue hyperlinked text** of the required financial year.

Acquittal Report					
Acquittal Report Number	Service Provider	Financial Year	Total Expenditure	Net Surplus or Deficit	Status
116	Company ZXY	2020-21	\$667,266.00	\$1,350,335.00	Q2 Endorsed

6. Click the **Load FTE Data button** to pull across previously entered FTE information.

- Users can return to the contract screen at any time by clicking the **Parent: Contract** button in the top right corner of the form.

- Previous submitted quarter data will be available to view, but cannot be edited.

Status	Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status	
	Endorsed	Start			
Previous Years Balance (Reporting Purpose Only)					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Balance Surplus or Deficit from previous year (OVER)/ UNDER SPEND	-\$37,874.55	\$0.00			-\$37,874.55
Under Spend recovered by DCP		\$0.00			\$0.00
Sub-total - Surplus or Deficit - Previous Year (this is not included in figures below)	-\$37,874.55	\$0.00	\$0.00	\$0.00	-\$37,874.55
Income					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
DCP Approved Carried Forward Balance (Formal Approval required)		\$0.00			\$0.00
Department for Child Protection Funding	\$850,500.00	\$850,500.00			\$1,701,000.00
ERO Funding	\$15,565.00	\$15,565.00			\$31,130.00
Growth Funding	\$164,986.00	\$120,485.00			\$285,471.00
Surplus Offset - PY Surplus recovered from current FY which forms part of the overall contract amount to be acquitted against)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue		\$0.00			\$0.00
Interest Earned on Funds		\$0.00			\$0.00
Sub-total Income	\$1,031,051.00	\$986,550.00	\$0.00	\$0.00	\$2,017,601.00

- Enter data into the current quarter's data fields:
 - For fields with no cost recorded, **please enter a Zero '0'** into the field to inform the DCP Contract Manager that there was zero cost and this field was not left blank unintentionally.
- Review the **Data Dictionary** below for any queries regarding data fields.
- Enter any supporting comments into the **Supporting Commentary** field.

- Users can save the data without submitting to DCP by clicking the **Save** button at the top of the screen.
- Click the **Attached Approved Acquittal Report** button to attach a document. Service Providers can choose to upload a signed and approved acquittal report at this stage.

- Once all data is completed and accurate, submit the acquittal and FTE information to DCP by clicking the **Submit for Review** button below the quarter. By clicking this button, the user is submitting an authorised acquittal report.



Total Expenditure					
TOTAL EXPENDITURE	\$332,732.00	\$184,307.00	\$0.00	\$0.00	\$517,039.00
NET SURPLUS/ DEFICIT	\$698,319.00	\$802,243.00	\$0.00	\$0.00	\$1,500,562.00
<input type="button" value="Submit for Review"/>					

15. The submitted by information will auto populate once the authorised acquittal report has been submitted

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Submitted By:		Phoebe Farncomb		
Position Held:		Service Provider Contract Manager		
Date & Time:		12-May-2021 10:31 AM		

16. The DCP Contract Manager will review and either approve or reject the acquittal report.

17. If errors are identified, the DCP Contract Manager will reject the acquittal report, which will allow the Service Provider to edit the report and resubmit (repeating steps above).

18. To view comments made by the DCP Contract Manager at the approval or rejection stage, click on the hyperlinked text under the Approval heading.

Approval									
#	Status	Date Submitted	Approvals						
1	Rejected	18-Feb-2021	#	Assignee	Approval Role	Status	Date Actioned	Quarter	Comments
			1	JessicaContractMa	Contract Manager	Rejected	24-Feb-2021	Q2	[24-Feb-2021]: Rejected for Test
2	Approved	11-Feb-2021	#	Assignee	Approval Role	Status	Date Actioned	Quarter	Comments
			1	JessicaContractMa	Contract Manager	Endorsed	11-Feb-2021	Q1	

19. The approval record will display the comments and date of return.

20. Click on the Parent: approval process button to return to the previous screen.

Government of South Australia
Department for Child Protection

Approval

1363

Details

Contract Number: P365C2 **Financial Year:** 2020-21-**Quarter:** Q2, **Yearly Proposed Funding Value (excl GST):** \$10,000,000.00, **Contract Title :**Family Based Care, **Service Provider:** Company ZXY

Endorser Details:

Endorser Name: Endorser Title:

Endorser Comments:

[24-Feb-2021]: Rejected for Test

Endorser Date:

Status: