

Schedule 8 – Reporting

1. Introduction

- 1.1. The purpose of this Schedule 8 is to outline the reporting requirements agreed between Finance and the Service Provider.

2. File Naming Convention

- 2.1. Reports are to be clearly labelled, with the following file naming convention to be applied:

ABN_Name_Date

Where:

ABN is the Service Provider's ABN, with no spaces

Name the Report Name is 'SrvsInv'.

Date is the date of the report using a YYYY_MM format, i.e. for May 2021, the date would be 2021_05.

The file name would be ABN_SrvsInv_2021_05

3. Formatting Standards

- 3.1. Formatting standards for each report are detailed in the Report Specifications in Table 2, with following additional formatting standards to apply:
- (a) case sensitivity, where values that are intended to be the same are truly identical and do not differ in case sensitivity or through abbreviation;
 - (b) the letter 'A' in the Format Column of a Report Specification indicates the field is text field, and the letters 'AN' in the Format Column of a Report Specification indicates the field is text and number field;
 - (c) files are to be provided as comma-separated values (CSV) using semi-colon text delimited format, or any other format reasonably requested by Finance;
 - (d) files must be compatible with Microsoft Excel 2007, and later versions, unless otherwise advised by Finance; and
 - (e) reports must not be locked in a manner that prevents Finance from reviewing or analysing raw information in a report, or the information used to generate a report.
- 3.2. Where agreed by Finance, reports may be password protected for confidentiality or security purposes. Where Finance has agreed to a report being password protected the Service Provider must provide report passwords to Finance.

4. Report Timing Requirements

- 4.1. The Service Provider must provide reports in accordance with the reporting schedule presented in Table 1.

Table 1: Service Provider Reporting Schedule

Report	Schedule
Services Invoice Report	Within 10 Business Days of the end of each quarter, with the first report due within 10 Business Days of 30 September 2021.

- 4.2. The Service Provider must submit a Services Invoice Report, whether or not any Agency invoices have been paid in the reporting period.
- 4.3. In the case where no Agency invoices have been paid in the reporting period, the Service Provider is only required to complete positions A, B and C in Table 2 below to complete and submit a compliant Services Invoice Report for the reporting period.

5. File Transfer Requirements and Security

- 5.1. Reports are to be transferred (submitted) to Finance electronically or as otherwise notified by Finance.
- 5.2. The Service Provider warrants that all transferred files are free of Harmful Code.

6. Report Specifications

- 6.1. The Service Provider agrees to provide the reports in the format specified in this clause.
- 6.2. **Services Invoice Report**
- 6.2.1. The Service Provider must provide to Finance the Services Invoice Report in the format detailed in the Services Invoice Report Specification in Table 2 of this clause 6.2.
- 6.2.2. The Services Invoice Report is to be provided at the times specified in the Reporting Schedule in Table 1 of clause 4 of this Schedule.
- 6.2.3. Only Services that have been invoiced and paid in full by an Agency within the reporting period are to be included in Services Invoice Report for the reporting period.

Table 2: Services Invoice Report Specification

Position	Format	Header Name	Purpose	Reference Table	Notes
A	N	ABN	To uniquely identify the Service Provider.		The Australian Business Number (ABN) of the Service Provider as stated in the Head Agreement
B	AN	SRVC_PRVDR	To uniquely identify the Service Provider.		This is a short name agreed with Finance to uniquely identify the Service Provider and cannot be varied without approval from Finance.
C	A	FY	To identify the financial year the invoice was paid.	2021 2022 2023 2024	The main purpose of this field is to qualify which financial year an invoice relates to.
D	A	FY_QTR	To identify the reporting quarter the invoice was paid.	Q1 Q2 Q3 Q4	The main purpose of this field is to qualify which quarter within a financial year an invoice relates to.
E	A	INVS_PAID	To provide indication of invoices paid within the reporting period.	Yes No	The main purpose of this field is to provide a simple mechanism for Service providers that have not had any invoices paid within the reporting period to report to Finance.
F	N	AGENCY_ABN	To provide the ABN for the Agency that has paid the invoice.		The Agency ABN allows Finance to manage a range of administrative functions related to the Panel, which includes consolidated Panel reporting.
G	AN	AGENCY_CNT	To identify the Agency contact for the invoice paid.		This is to be the email address for the Agency contact from the Order. This information is to provide Finance with an Agency point of contact to resolve any incorrect reporting of invoices paid by an Agency.
H	AN	ORDER_NO	To identify the Agency Order number for the invoice paid.		The Order number must be the Order number specified by an Agency in an Order, and must relate to the invoice paid by the Agency. The Order number may be a purchase order or contract number or an Agency identifier.
I	AN	COST_CENTRE	To identify the Agency's cost centre		To be included if provided by the Agency
J	AN	INVOICE_NO	To provide a unique reference for any clarification on the Services provided by the Service Provider.		Note: Only invoices paid in full are to be included in this report. Unlimited format.
K	N	GST_EXCL	The GST exclusive amount for the invoice paid by the Agency.		Numeric value in AU\$ to two decimal points. The may include negative amounts.
L	N	GST_AMOUNT	The GST amount for the invoice paid by the Agency.		Numeric value in AU\$ to two decimal points.
M	N	INV_TOTAL	Total invoice amount (inclusive of GST) paid by the Agency.		Numeric value in AU\$ to two decimal points.
N	A	SRVC_AREA	To allow Finance to undertake analysis of expenditure by Service Area.	Financial Corporate Commercial	To align with the Service Area as stated in an Order. The text for the relevant Service Area must match the reference table exactly.
O	A	SRVC_CAT	To allow Finance to undertake analysis of expenditure by the Service Category.	<u>For the Financial Service Area</u> Accounting Financial Advisory Financial Audit Actuarial <u>For the Corporate Service Area</u> Organisational Planning & Development Human Resources Corporate Governance Internal Audit	To align with the Service Category for the Service Area as stated in an Order. The text for the relevant Service Category must match the reference table exactly.

Position	Format	Header Name	Purpose	Reference Table	Notes
				<u>For the Commercial Service Area</u> Government Policy Programs and Projects Procurement & Contract Management Privacy Probity Risk	