

Schedule 4 – Reporting

1. Reporting in relation to the Head Agreement

- 1.1. This clause 1 details the mandatory reporting requirements to Finance under the Head Agreement.

File Naming Convention

- 1.2. Service Providers must ensure reports are 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 'Recruit'.

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_Recruit_2021_05

Formatting Standards

- 1.3. Formatting standards for reporting the Services to Finance are detailed in the Report Specifications (Table 2 , below) with the following additional formatting standards to apply:
- 1.3.1. case sensitivity, where values that are intended to be the same are truly identical and do not differ in case sensitivity or through abbreviation;
- 1.3.2. 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;
- 1.3.3. files are to be provided as comma-separated values (CSV) using semi-colon text delimited format, or any other format reasonably requested by Finance;
- 1.3.4. files must be compatible with Microsoft Excel 2007, and later versions, unless otherwise advised by Finance; and
- 1.3.5. 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.

- 1.4. 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 all relevant report passwords to Finance.

Report Timing Requirements

- 1.5. The Service Provider must provide reports in accordance with the reporting schedule in Table 1, below:

Table 1: Service Provider Reporting Schedule

Report	Reporting Period	Report Due Date
Services Report	The Service Provider must provide two Services Reports each year; one for each of the following two reporting periods: <ul style="list-style-type: none"> • 1 January to 30 June; and • 1 July to 31 December. 	The Service Provider must provide each Services Report to Finance within 30 days of the end of each reporting period.

- 1.6. The Service Provider must submit a Services Report, whether or not any Entity invoices have been paid in the reporting period.
- 1.7. In the case where no Entity invoices have been paid in the relevant reporting period, the Service Provider is only required to complete positions A, B and E of the Report Specification in Table 2 at clause 1.12 to submit a compliant Services Report for the reporting period.

File Transfer Requirements and Security

- 1.8. Reports are to be transferred (submitted) to Finance electronically or as otherwise notified by Finance.
- 1.9. The Service Provider warrants that all transferred files are free of harmful code.

Services Report

- 1.10. The Service Provider must provide to Finance the Services Report in the format detailed in the Services Report Specification in Table 2 below.
- 1.11. The Services Report is to be provided at the times specified in the Reporting Schedule in Table 1 of this Schedule.
- 1.12. Only Services that have been invoiced and paid in full by an Entity within the reporting period are to be included in the Services Report for the reporting period.

Table 2 – Services 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 2025	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 indicate if invoices have been 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	ENTITY_ABN	To provide the ABN for each Entity that has paid an invoice.		The Entity ABN allows Finance to manage a range of administrative functions related to the Panel, which includes consolidated Panel reporting.
G	AN	ENTITY_CNT	To identify the Entity contact for the invoice paid.		This is to be the email address for the Entity contact from the Contract. This information is to provide Finance with an Entity point of contact to resolve any incorrect reporting of invoices paid by an Entity.
H	AN	ORDER_NO	To identify the Entity Order number for the invoice paid.		The Order number must be the Order number specified by an Entity in an Order, and must relate to the invoice paid by the Entity. The Order number may be a purchase order or contract number or an Entity identifier.
I	AN	COST_CENTRE	To identify the Entity's cost centre		To be included if provided by the Entity. If not provided by the Entity, this field should be left blank.
J	AN	INVOICE_NO	To provide a unique reference for any clarification on the Services provided by the Service Provider.		The INVOICE_NO relates to the Service Providers unique invoice number that was issued to, and paid by an Entity. 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 Entity.		Numeric value in Australian \$ to two decimal points. The may include negative amounts.
L	N	GST_AMOUNT	The GST amount for the invoice paid by the Entity.		Numeric value in Australian \$ to two decimal points.
M	N	INV_TOTAL	Total invoice amount (inclusive of GST) paid by the Entity.		Numeric value in Australian \$ to two decimal points.
N	A	RECRUIT_AREA	To allow Finance to undertake analysis of expenditure by the recruitment area for which Services were provided.	General Executive Board Specialist	To align with the Service Area as stated in a Contract. The text for the relevant Recruitment Area must match the reference table exactly.