



Management Advisory Services Panel for the Australian Government

Quick Guide – Quarterly Reporting Response – March 2023

Reporting requirements

All Panellists are required to report to Finance quarterly, as per [Schedule 8](#) of the Head Agreement.

Finance requires information regarding paid invoices for the reporting period, which relate to the Management Advisory Service Panel usage.

A reminder email is sent before the reporting period is due to end, followed by an email with the template to be completed for the reporting period.

Returning a response

It is essential that each Panellist:

- reply to the email that is sent from Finance without amending the subject title
- use the Excel file provided in the email distributed by Finance
- attach the Excel file without changing the file name
- not change the tab name within the Excel file
- not amend any columns or tabs within the Excel file.

NIL response

To complete a successful 'NIL' response, complete the first five columns (A-E) of the Excel file. Columns A and B will have been populated with company name and ABN as supplied on the signed Head Agreement. To complete a successful NIL return, ensure:

- the correct template from current reporting period is used
- correct FY and Q are selected from the drop-down menu options
- formatting is not altered (including removing or retyping column A and B)
- no additional sheets/workbooks are added to the file
- title of template is not changed
- column E – select "NO" (paid invoices are not included in a NIL return)
- only the first 5 Columns are filled out.

Return to MASPanelReporting@finance.gov.au.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ABN	SRVC_PRVDR	FY	FY_QTR	INVS_PAID	AGENCY_ABN	AGENCY_CNT	ORDER_NO	COST_CENTRE	INVOICE_NO	GST_EXCL	GST_AMOUNT	INV_TOTAL	SRVC_AREA	SRVC_CAT
2	61970632495	Department of Finance (BOT Testing)	20XX-20XX	QX	NO										
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															

Note – 'X' represents variable elements

Compliant reporting return

Where services have been supplied under the panel, and invoices have been paid by the entity within the reporting period, Panellists are required to ensure your return meets all points below (columns A-O):

- the correct template from current reporting period is used
- correct FY and Q are selected from the drop-down menu options
- formatting is not altered (including removing or retyping column A and B)
- no additional sheets/workbooks are added to the file
- title of template is not changed
- there are no formulas used to calculate invoice amounts (refer to Schedule 8)
- column E – select “YES” (paid invoices are included in a reporting return)
- ensure you enter the correct Agency ABN **with no spaces**. Please refer to the Work Order if you need to confirm the agency ABN nominated by the Department that has engaged you
- that all required columns are completed in accordance with Schedule 8
- that any Cost Centre provided to you by an entity is included (column I). Please note this is a mandatory request for any invoices/contracts reported for the Department of Defence
- GST figures are checked and reflect the same figure itemised on your tax invoice
- you have selected the correct Service Area and Service Category for the services provided and in accordance with your Head Agreement

Return to MASPanelReporting@finance.gov.au.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	ABN	SRVC_PRVDR	FY	FY_QTR	INVS_PAID	AGENCY_ABN	AGENCY_CNT	ORDER_NO	COST_CENTRE	INVOICE_NO	GST_EXCL	GST_AMOUNT	INV_TOTAL	SRVC_AREA	SRVC_CAT
1	61970632495	Department of Finance (BOT Testing)	20XX-20XX	QX	YES	68706814312	testest@defenc	1234/CN1234	123456	INV12345	\$ 100,000.00	\$ 10,000.00	\$ 110,000.00	Financial	Accounting
2															
3															
4															
5															
6															
7															
8															
9															
10															

Note – ‘X’ represents variable elements

Running a Contract Notice report Via AusTender

Obtaining a Contract Notice (CN) report via AusTender will assist you to complete column H, necessary for a compliant Service Invoice Report (SIR). (Please note that only NCEs, and prescribed CCEs report on AusTender). The purpose of the CN ID is to allow the MAS Contract Reporting team to cross reference and identify government consultancy contracts. It is also necessary for the purpose of Entities reconciling the acquittal statements provided when the MAS panel fee is charged.

Please note that there are a small group of entities that have opted into using the MAS Panel and do not report on AusTender. In this instance, you will not have a CN to provide. You should manage your records to identify these arrangements in advance (on engagement) and be comfortable that both the entity and your company are aware of the conditions of this arrangement. The MAS Panel Contract Management Team (CMT) will be able to determine the status of this entity via the Agency ABN and Agency Contact email address. If you are unsure, please reach out to the CMT to discuss.

Step 1 – go to the “[Contract Notice by Standing Offer](#)” report on AusTender

Step 2 – ensure you select “All active and retired agencies” as an entity’s name can be changed via a Machinery of Government

The screenshot shows the AusTender website interface for the 'Contract Notice by Standing Offer Criteria' search. The page includes a navigation bar with 'Approaches to Market', 'Contract Notices', 'Standing Offers', 'Planned Procurements', 'Senate Order', and 'Help'. The search form is titled 'Contract Notice by Standing Offer Criteria' and includes a note about new requirements for standing offer arrangements. The search criteria are as follows:

- Step 1 of 2:** Search Criteria (1), Results (2)
- Agency:**
 - All Active Agencies
 - All Active and Retired Agencies
 - Select an Agency
 - Active Agencies:
 - Retired Agencies:
- Date Range:** from to
- Date Type:**
 - Publish Date
 - Start Date
 - End Date
- Value Range (AUD):** from \$ to \$
- Category:**
- SON ID (Include the prefix 'SON'):**
- Display Results:**

Step 3 – “Date Range” to search from the commencement of the MAS Panel Arrangement (12 July 2021)

Step 4 – “SON ID” for MAS is ‘SON3751667’

Step 5 – click “Display Results”. After downloading, a report will display

Step 6 – Sort by your Company ABN (supplier ABN) and review the contract notices entities have reported as being MAS related

Step 7 – Include the CN ID (column E) along with the agency Purchase Order (PO) on your SIR response. If you need to verify the CN ID, please do this directly with the entity that engaged you. Please note we are requesting both the PO and CN to ensure consistent reporting from supplier to entity.

Contact Us

Should you have any questions regarding this guidance, or any aspect of using the Panel, please contact Finance's MAS Panel Management team through one of the following:

Email: MASPanel@finance.gov.au

Phone: (02) 6215 3399

Website: [Management Advisory Services Panel | Department of Finance](#)