How to User Guide -
How to withdraw NIL returns

Macropods Online

The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Macropods Online.

Queensland Government

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1. Introduction to Macropods Online

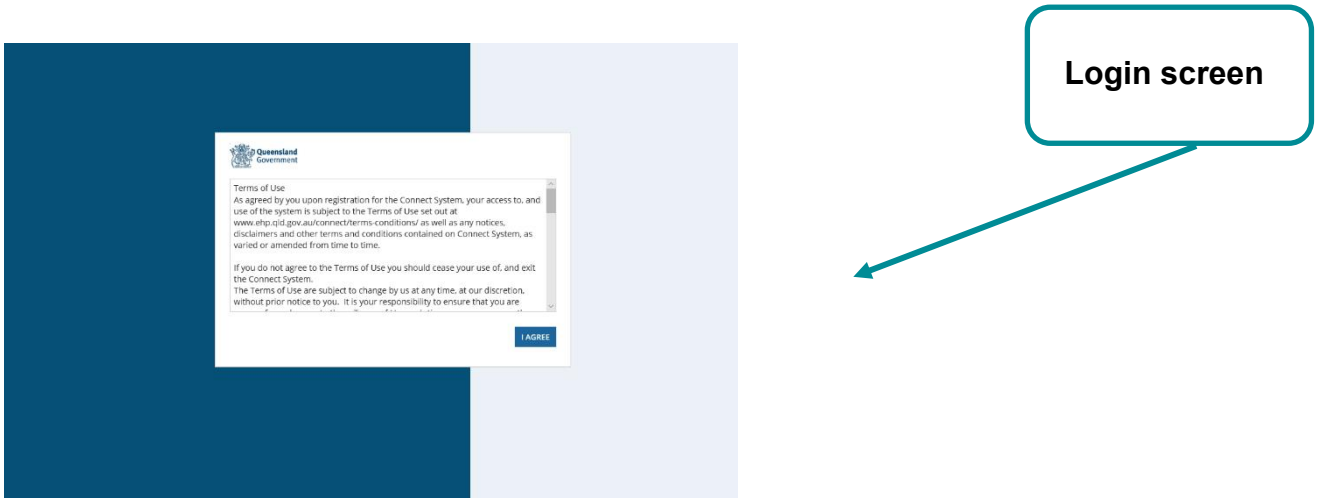
The Department of the Environment, Tourism, Science and Innovation has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

The digital record book feature on Macropods Online makes it easier for harvesters and dealers to comply with their record keeping obligations. And submitting returns is also faster and easier allowing users to view and complete their tasks online as simple transactions.

2. Have you registered for an online account?

Macropod customers not currently registered with the Department of the Environment, Tourism, Science and Innovation's Online Services will need to register to access Macropods Online. Click here to learn how to register for Online Services.

If you have already registered for a harvester or dealer licence in Connect or Online Services, you will automatically see the new Macropods Online when you login in here.



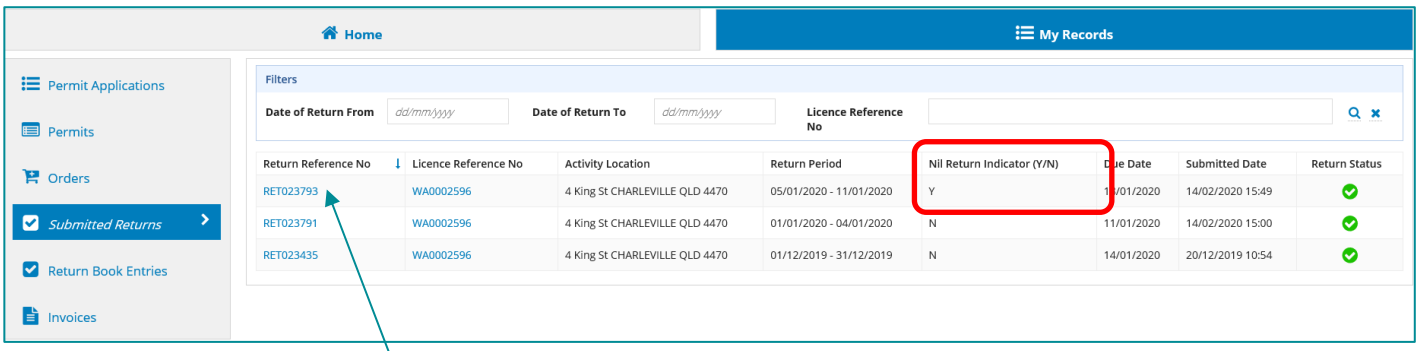
3. How to withdraw a NIL return

If you need to enter return book entries and submit these in a return for a period for which you have already submitted a nil return, you must withdraw that nil return.

To amend a NIL return previously submitted:

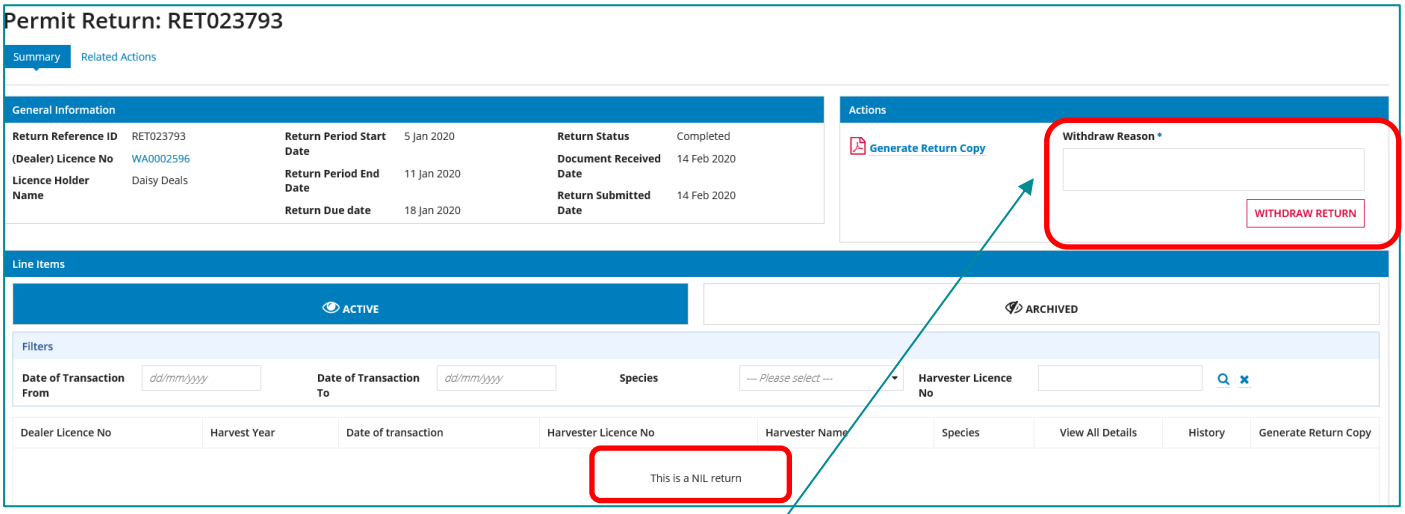
Go to ***MY RECORDS > SUBMITTED RETURNS***

A ***'Y'*** will be visible in the *Nil return Indicator (Y/N)* column



Click on **Return Reference No** hyperlink to bring up the nil return that needs to be withdrawn

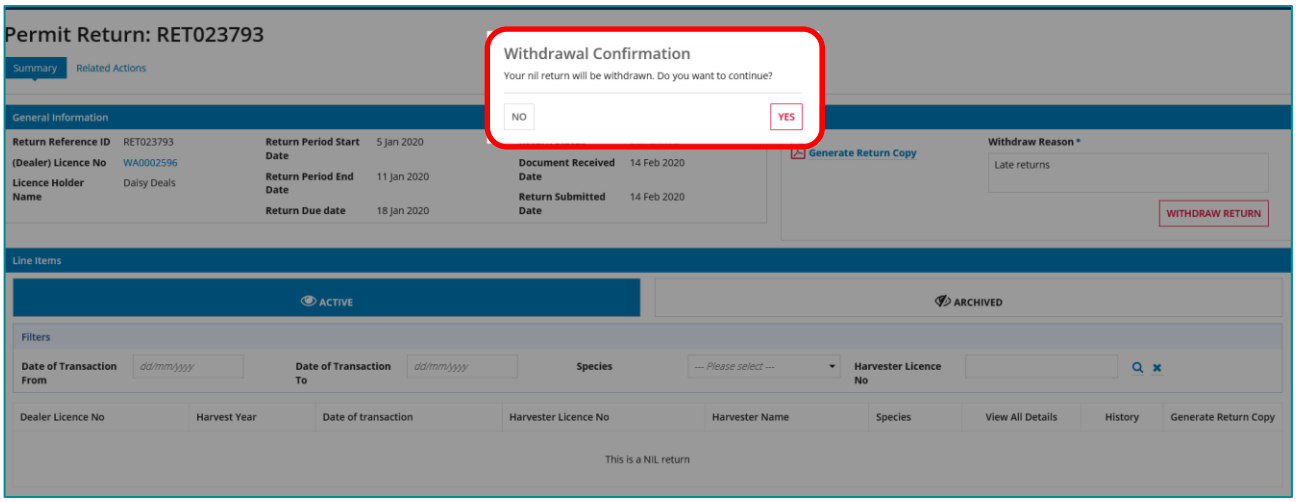
This will open the detail view for that nil return as shown below.

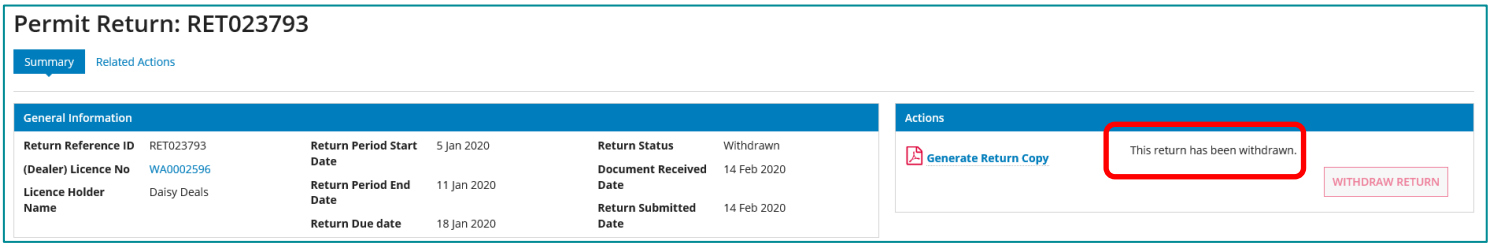


Enter a reason in the *Withdrawal Reason* box.

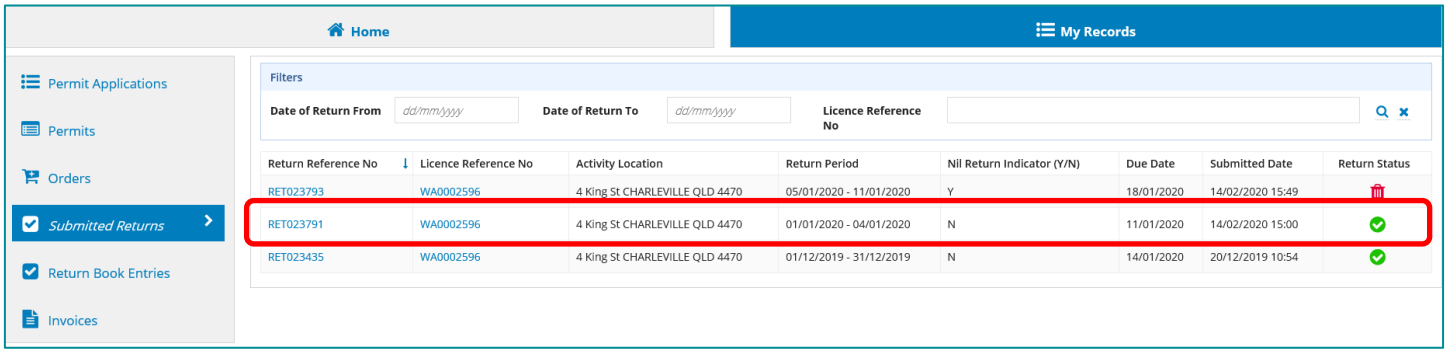
Click **WITHDRAW RETURN**

Click on YES in the Withdrawal Confirmation pop-up screen to proceed
If you click No, you will return to the previous screen.





On ***My Records > Submitted Returns*** the withdrawn NIL return is now showing as withdrawn



New return book entries can be created for that same return period. These entries can then be submitted into a return.

For more information on the Macropods Online please contact the Macropod Management Program:

Email: mmp@detsi.qld.gov.au