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.



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1. Introduction to Macropods Online

The Department of Environment and Science 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 Environment and Science's Online Services will need to register to access Macropods Online. Click <u>here</u> 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 <u>here</u>.



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

	🔒 Home	e		i⊟ My Records						
Permit Applications	Filters									
Permits	Date of Return From	dd/mm/yyyy Da	ate of Return To dd/mm/yyyy	Licence Reference No				<u>Q</u> ×		
_	Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status		
Crders	RET023793	WA0002596	4 King St CHARLEVILLE QLD 4470	05/01/2020 - 11/01/2020	Y	1/01/2020	14/02/2020 15:49	0		
Submitted Returns	RET023791	WA0002596	4 King St CHARLEVILLE QLD 4470	01/01/2020 - 04/01/2020	N	11/01/2020	14/02/2020 15:00	٢		
Return Book Entries	RET023435	WA0002596	4 King St CHARLEVILLE QLD 4470	01/12/2019 - 31/12/2019	Ν	14/01/2020	20/12/2019 10:54	0		
Invoices		\backslash								

Click on **Return Reference No** hyperlink to bring up the nil return that needs to be withdrawn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

Permit Retu	ırn: RET023793	}							
Summary Related A	actions								
General Information						Actions			
Return Reference ID (Dealer) Licence No Licence Holder Name	RET023793 WA0002596 Dalsy Deals	Return Period Start Date Return Period End Date Return Due date	5 Jan 2020 11 Jan 2020 18 Jan 2020	Return Status Document Received Date Return Submitted Date	Completed 14 Feb 2020 14 Feb 2020	Generate Return Copy	Withdraw Reason	•	WITHDRAW RETURN
Line Items		() ACTIVE					ARCHIVED		
Filters									
Date of Transaction From	dd/mm/yyyy	Date of Transac To	dd/mm/yyyy	Species	Please select	+ Harvester Licence No		Q ;	E
Dealer Licence No	Harvest Year	Date of tra	nsaction	Harvester Licence No	Harvester Na	me Species	View All Details	History	Generate Return Copy

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.

Summary Related Actions				Your nil return will be with	sur nil return will be withdrawn. Do you want to continue?							
eneral Information	NO		[YES								
eturn Reference ID RET023793 Dealer) Licence No WA0002596 Cence Holder Daisy Deals ame	Return Perio Date Return Perio Date Return Due o	d Start 5 Jan I d End 11 Ja date 18 Ja	2020 in 2020 in 2020	Document Received Date Return Submitted Date	14 Feb 2020 14 Feb 2020		Gene	rate Return Co	ру	Withdraw Reason • Late returns		WITHDRAW RETURN
ne Items	۵. ه ک	CTIVE				_		-	Ø ARCH	HIVED	-	
ne Items Filters	@ A1	стіуе		_		_			Øð arcf	HIVED	-	
Filters Date of Transaction ddfmmyyyy From	© A Date o To	CTIVE f Transaction	dalmmiyyyy	Species		Please select		Harvester No	۲ ARCH Licence	HIVED	Q ,	2

Permit Return: RET023793													
Summary Related Actions													
General Information						Actions							
Return Reference II	RET023793	Return Period Start	5 Jan 2020	Return Status	Withdrawn	P	This return has been withdrawn.						
(Dealer) Licence No	WA0002596	Date		Document Received	14 Feb 2020	Carl Generate Return Copy							
Licence Holder	Daisy Deals	Return Period End	11 Jan 2020	Date				WITHDRAW RETURN					
Name		Return Due date	18 Jan 2020	Return Submitted Date	14 Feb 2020								

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

	📸 Home			I⊟ My Records						
E Permit Applications	Filters									
🗐 Permits	Date of Return From	dd/mm/yyyy Dat	dd/mm/yyyy	Licence Reference No				<u>Q</u> x		
191	Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status		
F Orders	RET023793	WA0002596	4 King St CHARLEVILLE QLD 447	0 05/01/2020 - 11/01/2020	Υ	18/01/2020	14/02/2020 15:49	Â		
Submitted Returns	RET023791	WA0002596	4 King St CHARLEVILLE QLD 447	0 01/01/2020 - 04/01/2020	N	11/01/2020	14/02/2020 15:00	0		
Return Book Entries	RET023435	WA0002596	4 King St CHARLEVILLE QLD 447	0 01/12/2019 - 31/12/2019	N	14/01/2020	20/12/2019 10:54	0		
E Invoices										

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 Unit team:

Phone: 07 4530 1254 Email: mmp@des.qld.gov.au Macropods Online User Guide - How to amend or withdraw NIL returns