

Quick Reference Guide

Adjusting a Summary Return in the Queensland Waste Data System (QWDS)

If you have already submitted your Summary Return you are still able to adjust it. As with the Summary Return, the Data Entry person can make the changes. However, a Verifier will need to submit the adjustment.

Adjusting the Summary return

AUDIENCE: The adjustment can be completed by the **Data Entry** person or the **Verifier** however only the **Verifier** can submit the adjustment for assessment

Steps:

1. **Select Summary Returns** from the Dashboard sidebar – the Summary Returns Screen will open. You will see the returns that are current. The Status of the return will say Finalised Return and the actions column will say **Adjust**.

Reporting Period	Date Due	Status	Received	Actions
April 2019	31 May 2019	Awaiting Return		Submit
March 2019	30 Apr 2019	Finalised Return	7 May 2019	Adjust

2. **Click Adjust** and the return for that period will open.

Summary Return: Landfills R Us .

Bin Chicken Landfill Reporting Period Ending: 31 Mar 2019

If there has been no waste related activity at this Site for this period please tick here:

Otherwise, please complete the table below

Incoming Waste	Tonnes Received	Tonnes to levyable part of site
Municipal solid waste	1,000.00	1,000.00
Commercial and Industrial waste		
Construction and Demolition waste	200.00	150.00
Contaminated soil with disposal permit		
Regulated Waste - Category 1	75.00	57.00
Regulated Waste - Category 2		
Residue waste from recycling activities with approved discounts		
Waste with general levy exemption		
Waste with approved levy exemption		
Total	1,275.00	1,207.00
Total Levy liability for the reporting period for Bin Chicken Landfill		\$95,085.00
Previous Levy for this reporting period		\$95,085.00
Adjustment for this reporting period		\$0.00

In this example the amount should be 75.00 (tonnes) in the Tonnes to levyable part of site

3. Make the changes to all relevant rows in the **Incoming Waste** section.

Note that you will also need to adjust the total tonnes in Source of Incoming Waste and Waste movements to levyable part of site to match your changes in Incoming Waste

4. Once you have made your adjustments you will need to add a note to **Client Comments** to update why the adjustment(s) were made.

Client Comments

Incorrectly entered first time around - DF

5. Click **next** and the updated Total Levy Screen will appear. Note that the new total amount is listed under *Reporting Summary by Site* and the new adjustment amount payable (or account credit amount) is reflected in Total Levy Payable.

Summary Return: **Landfills R Us W258648** Reporting Period Ending: 31 Mar 2019

Total Levy

Adjusted Levy for March 2019:		\$97,875.00
Original Levy for March 2019:	(-)	\$95,085.00
Total levy payable		\$2,790.00

Reporting Summary by Site

Bin Chicken Landfill	\$97,875.00
HiTech Waste Management Facility	\$0.00

Comments

Declaration

I, Verifier Twenty, declare that the information provided in this Summary Return is true and correct and I am authorised to make this decision on behalf of the organisation to which this submission relates.

Data Entry person will not be able to submit the Adjustment so will only see a Save option here.

Verifier: once you are happy with the adjustment tick the declaration and click submit

6. You can now **add a comment** if required and click on **Save** if a Data Entry person or **tick the Declaration box and click Submit (verifier only)**

The Return will now appear as two lines in the Summary Return with the recent change appearing as Draft Adjustment

Summary Returns: **Landfills R Us**

View Latest Version
 Action Required
 View All

Reporting Period	Date Due	Status	Received	Actions
April 2019	31 May 2019	Awaiting Return		Submit
March 2019	30 Apr 2019	For Assessment	7 May 2019	
March 2019	30 Apr 2019	Finalised Return	7 May 2019	

Note: if you can't see the row you need to then select the View All radio button

This adjustment will now be reviewed by the Department of Environment and Science (DES), and will either be accepted or declined. You will receive an email when the adjustment has been assessed. If there are any questions the Department will contact you.

More information

For any enquiries relating to QWDS please call 13 QGOV (13 74 68) or email Enquiries.QWDS@des.qld.gov.au