

Online Acquittal Support Information System (OASIS)

NGO Approver – Approving a report/document

NGO Approvers are responsible for approving Financial and Performance Reports and any other document uploads, for example, Annual Audited Financial Statement, Annual Profit and Loss Statement.

The OASIS Welcome Screen

Queensland Government
Department of Communities, Child Safety and Disability Services

Home
Communities OASIS

Welcome to the Department of Communities, Child Safety and Disability Services Online Acquittal Support Information System (OASIS).

OASIS is a web-based system that is available to organisations funded by the Department of Communities, Child Safety and Disability Services to provide a secure way to electronically required reports and documents to the department.

Each organisation requires at least two current registered members of the Executive Management Committee, or duly authorised officers designated to provide verification of reports to OASIS, these representatives are assigned with the **NGO Approver** role.

As the NGO Approver for your organisation you are able to:

- approve reports and documents that are required to be submitted to the department
- approve changes made to your organisation details
- view information pertaining to your organisation and services that are funded by the department
- access and view completed financial acquittals, performance reports and other documents relating to your funded services

As an Executive Officer of the organisation you are responsible for requesting additional (or changes to) NGO System Administrators for your organisation by sending an email to team@communities.qld.gov.au. For more information refer to the 'four steps to start using OASIS' document available under the Fact Sheets heading [here](#).

Unauthorised access or inappropriate use of Communities OASIS may result in prosecution.
N.B. Do NOT use this system unless registered as a participant to enter the Online Acquittal Support Information System (OASIS) with the Department of Communities. The OASIS

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Other languages

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Queensland Government

1. The **Items Awaiting Approval** hyperlink will appear in red in the left column.
2. Please ensure the **Reminders are: "On"** to ensure email reminders are sent to you to notify you when a report requires approval.

OASIS

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3. **Reports Awaiting Approval** will display all reports and documents awaiting approval, in the following hierarchy:
- Service Reports
 - Service Documents
 - Organisation Reports and Documents

OASIS

- [Home](#)
- [Items Awaiting Approval](#)
- [View Your Organisation Details and Services](#)
- [Help](#)
- [Contacts](#)

[Home](#) > Reports Awaiting Approval

Reports Awaiting Approval

5 Records

Service	Year	Type	Period	Emailed to Approvers	Emailed By	1st Approver	1st Approval on
	2011	Financial Acquittal	01 Oct 2011 - 31 Dec 2011	16/07/2012 10:30:11 AM			

Organisation Documents Awaiting Approval

3 Records

Organisation	Document Type	Title	Uploaded By	Upload On
	Test Document Type	test		26/05/2014 1:35:28 PM

Service Documents Awaiting Approval

7 Records

Service	Document Type	Title	Uploaded By	Upload On
	Other	OSM Service Report		13/01/2012 10:47:38 AM

4. To access the report for approval, click on the **hyperlink** under the **Period** column:

[Home](#) > Reports Awaiting Approval

Reports Awaiting Approval

5 Records

Service	Year	Type	Period	Emailed to Approvers	Emailed By	1st Approver	1st Approval on
	2011	Financial Acquittal	01 Oct 2011 - 31 Dec 2011	16/07/2012 10:30:11 AM			

5. Please note that **Financial Reports require two approvals, Performance Reports require only one approval**. If your organisation is required to submit financial reports **TWO** approvers must be set up in the system by your OASIS System Administrator.
6. **Service Report**, click on the **View Printed Report** hyperlink to view the data contained in the report (the report will open in a new window).

Service Report

[Home](#) > Reports Awaiting Approval > Submit

Service Acquittal Submit

Service Name:
Service Number:
Reporting Period: 01 Jul 2013 - 30 Sep 2013

Step: [Income and Expenditure](#) | [Questions](#) | [Submit](#) | [Guide To Expenditure Accounts](#)

Status: Complete | Complete | Approval Required

Please review each of the steps above prior to your approval.

[<< Previous](#) | [View Printed Report](#) | [Next >>](#)

- I certify that I have sighted the income and expenditure for this period and that the information provided is a true account of the organisation's financial position, as it relates to departmental funding.
- I certify that these funds have been used as agreed in the Service Agreement.

Agreement to Issue Recipient Created Tax Invoices
The following conditions will apply:

- The Grantee and The Department must be registered for GST when the Tax Invoice is issued;
- The Grantee will not issue a Tax Invoice in respect of the supply of services under this Agreement;
- The Grantee acknowledges that it is registered for GST and agrees to notify The Department if the Grantee ceases to be registered or if it ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices;
- The Department acknowledges that it is registered for GST and agrees to notify The Grantee if The Department ceases to be registered or if it ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices; and
- The Grantee hereby certifies that the information contained in this statement presents fairly the financial position of the above service.

7. **Service Documents** and **Organisation Reports and Documents** select **View Document** to open the attached document.

Organisation Document

Home > Reports Awaiting Approval > Organisation Documents Maintenance

Organisation Documents Maintenance

Organisation:

Note: The symbol * indicates that a field requires a value.

• Document Title:

• Document Type:

• Upload File:

- After viewing the report, select **Approve** to finalise the document, or select **Reject** to return the report for amendment.
- To return to the **Reports Awaiting Approval** screen to continue approving documents, please click on the breadcrumbs at the top of the page.

Home > **Reports Awaiting Approval** > Organisation Documents Maintenance

Organisation Documents Maintenance

Organisation:

- Select the **Help** link to access the OASIS User Guide.

OASIS

- Home
- View Your Organisation Details and Services
- Privacy
- Help**
- Contacts

User ID: test
Role: NGO System User View
Agency:

Environment: Test
Reminders are: Off

Home > Organisation Details > Service Details > Contact Us > Help
MYOB File Export Instructions for Quarterly Financial Acquitall
Quicken File Export Instructions for Quarterly Financial Acquitall
OASIS System User Manual(Pdf) for NGO Users.

OASIS User Manuals
The User Manuals above are divided into various sections based on the function you are performing in OASIS.

OASIS Information Sessions
The Department of Communities, Child Safety and Disability Services is using a web-based teleconferencing tool called WebEx to deliver OASIS Information Sessions to NGOs. WebEx enables the Department of Communities, Child Safety and Disability Services to run the OASIS application online and allow a number of participants to view it and participate in interactive sessions.
To register for a **live** session contact your Department of Communities, Child Safety and Disability Services representative.

Javascript Not Installed?
For problems regarding Javascript not being installed on your PC, please click on the following link.
[Download Javascript](#)

Standard Chart of Accounts
The Standard Chart of Accounts is used for Financial Acquitalls. For more information click [here](#).
The **OASIS Service Desk** is available from Monday to Friday between 9.00am and 5.00pm on 1300 847 435 or email us at ogasishelp@communities.qld.gov.au

- Select the **Contacts** link for information about the OASIS Help Desk and other OASIS-related issues:

OASIS

- Home
- View Your Organisation Details and Services
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User ID: test
Role: NGO System User View
Agency:

Environment: Test
Reminders are: Off

Home > Organisation Details > Service Details > Contact Us

Contact Us

For **technical issues** relating to OASIS, including all requests for NGO Administrator logins:

- Contact the OASIS IT Servicedesk between 9.00am and 5.00pm
 - Phone: 1300 847 435
 - Email: ogasishelp@communities.qld.gov.au

For **service delivery** issues relating to the outputs and activities you achieve under your service agreement:

Communities Funded Services

- Contact a **Community Support Officer** from the local Department of Communities, Child Safety and Disability Services Regional Office.

Child Safety Funded Services

- Contact your **Community Resource Officer** from the local Department of Communities, Child Safety and Disability Services Regional Office.

Multicultural Affairs Funded Services

- Contact your **Departmental Officer** from the local Department of Aboriginal and Torres Strait Islander and Multicultural Affairs.

For **grant payment** issues relating to the payment or non-payment of a Department of Communities grant email the following address:
grantsteammailbox@communities.qld.gov.au

- Fact Sheets:**

<http://www.communities.qld.gov.au/gateway/funding-and-grants/online-acquitall-support-information-system-oasis/publications-and-resources>