

# How to User Guide - How to amend a submitted return 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

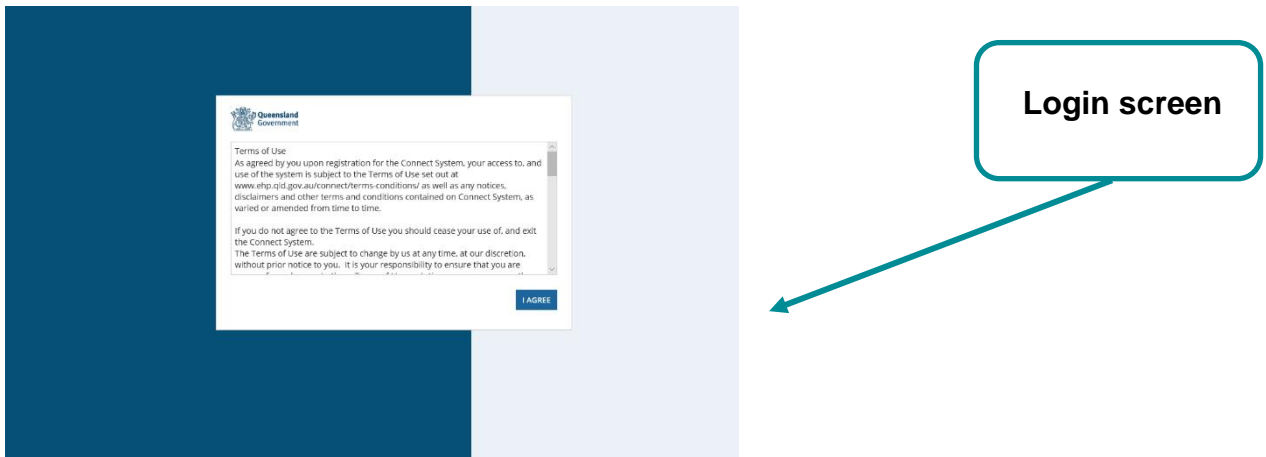
The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

The digital return 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 [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 [here](#).



Customers will need to register with the Department of Environment and Science to access Macropods Online. [Click here](#) to learn how to register.

If you are already registered, you can access Macropods Online [here](#).

## 3 How to amend a submitted return

You must request permission to amend a non-nil return you have previously submitted. If your request is accepted, you will be able to make changes to the return line items and re-submit that return.

Go to **MY RECORDS > SUBMITTED RETURNS**

Click on the **Return Reference No** hyperlink for the return to be amended.

Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status
RET023784	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 13:31	✓
RET023782	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 12:42	✓
RET023770	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 16:01	✓
RET023767	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:59	✓
RET023766	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:39	✓
RET023763	WA0002604	53 Douglas St GRACEMERE QLD 4702	19/01/2020 - 25/01/2020	N	01/02/2020	12/02/2020 13:13	✓

In the detailed view for that return, enter the reason for that amendment in the **Amendment Reason** box.

*Please note: The Date of Transaction (for dealer returns) and Date Taken (for Harvester returns) cannot be modified.*

Click the **Request Amendment** button.

**Permit Return: RET023763**

Summary Related Actions

General Information			
Return Reference ID	RET023763	Return Period Start Date	19 Jan 2020
(Dealer) Licence No	WA0002604	Return Status	Completed
Licence Holder Name	Macro Investments Pty Ltd	Document Received Date	12 Feb 2020
		Return Period End Date	25 Jan 2020
		Return Submitted Date	12 Feb 2020
		Return Due date	1 Feb 2020

**Actions**

Amendment Reason \*

Need to correct Start Tag No and weight.

**REQUEST AMENDMENT**

**Line Items**

ACTIVE ARCHIVED

Filters

Date of Transaction From: dd/mm/yyyy Date of Transaction To: dd/mm/yyyy Species: --- Please select --- Harvester Licence No: [ ]

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy
WA0002604	2020	23/01/2020	WA0002594	Mandelson	common wallaroo	🔍		📄

Click **YES** in the Amendment Request Confirmation pop-up box.

**Permit Return: RET023763**

Summary Related Actions

**Amendment request confirmation**

Your request will be sent to the Macropod Management Unit for review. Do you want to continue?

**General Information**

Return Reference ID: RET023763, Return Period Start Date: 19 Jan 2020, Return Status: Completed, Document Received Date: 12 Feb 2020

(Dealer) Licence No: WA0002604, Licence Holder Name: Macro Investments Pty Ltd, Return Period End Date: 25 Jan 2020, Return Submitted Date: 12 Feb 2020, Return Due date: 1 Feb 2020

**Actions**

Amendment Reason \*

Need to correct Start Tag No and weight.

**REQUEST AMENDMENT**

**Line Items**

ACTIVE ARCHIVED

Filters

Date of Transaction From: dd/mm/yyyy Date of Transaction To: dd/mm/yyyy Species: --- Please select --- Harvester Licence No: [ ]

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy
WA0002604	2020	23/01/2020	WA0002594	Mandelson	common wallaroo	🔍		📄

Under **My Records > Submitted Returns** you can now see the status for the return as **'Amendment Requested'**

Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status
RET023784	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 13:31	✓
RET023782	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 12:42	✓
RET023770	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 16:01	✓
RET023767	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:59	✓
RET023766	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:39	✓
RET023763	WA0002604	53 Douglas St GRACEMERE QLD 4702	19/01/2020 - 25/01/2020	N	01/02/2020	12/02/2020 13:13	Amendment Requested
RET023762	WA0002604	53 Douglas St GRACEMERE QLD 4702	26/01/2020 - 01/02/2020	N	08/02/2020	12/02/2020 13:00	Amendment Requested
RET023760	WA0002604	53 Douglas St GRACEMERE QLD 4702	19/01/2020 - 25/01/2020	N	01/02/2020	12/02/2020 12:40	✓

The Submitted Return record now has a Status of **"Amendment Requested"**.

#### 4 Amend submitted return

If your request to amend a submitted return is approved, then you will see an **Amend Submitted Return RET999999 | <Holder Name>** incomplete action in your *My Incomplete Actions* grid.

Name	Date
Amend Submitted Return RET023763   Macro Investments Pty Ltd	24 Feb 2020 10:19 AM

And the status of your Submitted Return will change to **"Amendment in Progress"**.

Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status
RET023784	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 13:31	✓
RET023782	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 12:42	✓
RET023770	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 16:01	✓
RET023767	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:59	✓
RET023766	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:39	✓
RET023763	WA0002604	53 Douglas St GRACEMERE QLD 4702	19/01/2020 - 25/01/2020	N	01/02/2020	12/02/2020 13:13	Amendment in Progress
RET023762	WA0002604	53 Douglas St GRACEMERE QLD 4702	26/01/2020 - 01/02/2020	N	08/02/2020	12/02/2020 13:00	Amendment in Progress

Click on the **Amend Submitted Return RET999999 | <Holder Name>** incomplete action to make the required changes. Until you make the amendments and re-submit the return, your submitted return will appear with status *Amendment in Progress*.

Click on the **Edit** icon for the return line entry you want to change or delete.

**Amend Submitted Return RET023763 | Macro Investments Pty Ltd**

**General Information**

Return Reference ID	RET023763	Return Period Start Date	19 Jan 2020
(Dealer) Licence No	WA0002604	Return Period End Date	25 Jan 2020
Licence Holder Name	Macro Investments Pty Ltd	Return Due date	1 Feb 2020
Document Received Date	12 Feb 2020	Return Submitted Date	12 Feb 2020

**Line Items**

Filters

Date of Transaction From:  dd/mm/yyyy    Date of Transaction To:  dd/mm/yyyy    Species:  --- Please select ---

Harvester Licence No:     Dealer Licence No:

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Species	Details	Edit
WA0002604	2020	23/01/2020	WA0002594	common wallaroo		

I hereby certify that the information in this return is a true and correct account of the transaction.

Make the changes required and click **Saved Entries**.

**Line Items**

Filters

Date of Transaction From:  dd/mm/yyyy    Date of Transaction To:  dd/mm/yyyy    Species:  --- Please select ---

Harvester Licence No:     Dealer Licence No:

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Species	Details	Edit
WA0002604	2020	23/01/2020	WA0002594	common wallaroo		

**Edit Return Book Entry**

\* Harvester Licence Number:  WA0002594    \* Shire:  Longreach

\* Harvester Surname:  Mandelson    \* Zone:  Central Zone

\* Date of Transaction:  23/01/2020

Start Tag No.	Species	Sex	Carcass/Skin	Qty	Total Weight(kg)
<input type="text"/> 995	<input type="text"/> common wallaroo	<input type="text"/> Female	<input type="text"/> Carcass	<input type="text"/> 10	<input type="text"/> 275.4

Tick the *submitter's declaration* again and click the **Submit** button to re-submit the return.

**Amend Submitted Return RET023763 | Macro Investments Pty Ltd**

**General Information**

Return Reference ID	RET023763	Return Period Start Date	19 Jan 2020
(Dealer) Licence No	WA0002604	Return Period End Date	25 Jan 2020
Licence Holder Name	Macro Investments Pty Ltd	Return Due date	1 Feb 2020
Document Received Date	12 Feb 2020	Return Submitted Date	12 Feb 2020

**Line Items**

Filters

Date of Transaction From:  dd/mm/yyyy    Date of Transaction To:  dd/mm/yyyy    Species:  --- Please select ---

Harvester Licence No:     Dealer Licence No:

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Species	Details	Edit
WA0002604	2020	23/01/2020	WA0002594	common wallaroo		

I hereby certify that the information in this return is a true and correct account of the transaction.

The status of the re-submitted return is again **“Completed”**.

Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status
RET023784	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 13:31	✓
RET023782	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	13/02/2020 12:42	✓
RET023770	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 16:01	✓
RET023767	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:59	✓
RET023766	WA0002633	209 Raglan Street ROMA QLD 4455	02/02/2020 - 08/02/2020	N	15/02/2020	12/02/2020 14:39	✓
RET023763	WA0002604	53 Douglas St GRACEMERE QLD 4702	19/01/2020 - 25/01/2020	N	01/02/2020	12/02/2020 13:13	✓
RET023762	WA0002604	53 Douglas St GRACEMERE QLD 4702	26/01/2020 - 01/02/2020	N	08/02/2020	12/02/2020 13:07	Completed
RET023760	WA0002604	53 Douglas St GRACEMERE QLD 4702	19/01/2020 - 25/01/2020	N	01/02/2020	12/02/2020 12:40	✓

## 5 How to view all changes and deletions on returns

Go to **My Records > Submitted Returns**

Click on return you want to view

All return changes and deletions will be displayed in the **History** details and on the **ARCHIVED** tab.

The archived tab is shown here:

Line Items								
ACTIVE					ARCHIVED			
Filters								
Date of Transaction From	dd/mm/yyyy	Date of Transaction To	dd/mm/yyyy	Species	— Please select —	Harvester Licence No		
Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy
WA0002604	2020	23/01/2020	WA0002594	Mandelson	common wallaroo			
Details								
Dealer Licence No	WA0002604	NC Number	NC0002604	Species	common wallaroo			
Harvest Year	2020	Date of transaction	23/01/2020	Sex	Female			
Harvester Licence No	WA0002594	Document Received Date	12/02/2020	Carcass/Skin	Carcass			
Harvester name	Mandelson	Qty	10	Total weight (Kg)	264.3			
Shire	Longreach	Start Tag No	6654463					
Zone	Central Zone							

Permit Return: RET023763									
Summary					Related Actions				
General Information									
Return Reference ID	RET023763	Return Period Start Date	19 Jan 2020	Return Status	Completed				
(Dealer) Licence No	WA0002604	Return Period End Date	25 Jan 2020	Document Received Date	12 Feb 2020				
Licence Holder Name	Macro Investments Pty Ltd	Return Due date	1 Feb 2020	Return Submitted Date	12 Feb 2020				
						Actions			
						Amendment Reason *			
						<input type="text"/>			
						<input type="button" value="REQUEST AMENDMENT"/>			
Line Items									
ACTIVE					ARCHIVED				
Filters									
Date of Transaction From	dd/mm/yyyy	Date of Transaction To	dd/mm/yyyy	Species	— Please select —	Harvester Licence No			
Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy	
WA0002604	2020	23/01/2020	WA0002594	Mandelson	common wallaroo				

Clicking on **View All Details** will displayed the amended details for the line item.

The screenshot shows the 'Details' section of a submitted return. The 'History' button is highlighted, indicating that clicking on it will display the original details for the line item which was amended.

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy
WA0002604	2020	23/01/2020	WA0002594	Mandelson	common wallaroo			

Dealer Licence No	Harvest Year	NC Number	Date of transaction	Species
WA0002604	2020	NC0002604	23/01/2020	common wallaroo
Harvester Licence No	Harvester name	Document Received Date	Sex	Carcass/Skin
WA0002594	Mandelson	12/02/2020	Female	Carcass
Shire	Zone	Qty	Total weight (Kg)	Start Tag No
Longreach	Central Zone	10	275.4	995

Clicking on **History** will display the original details for the line item which was amended.

The screenshot shows the 'History Details' section of a submitted return. The 'History' button is highlighted, indicating that clicking on it will display the original details for the line item which was amended.

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy
WA0002604	2020	23/01/2020	WA0002594	Mandelson	common wallaroo			

Dealer Licence No	Harvest Year	NC Number	Date of transaction	Species
WA0002604	2020	NC0002604	23/01/2020	common wallaroo
Harvester Licence No	Harvester name	Document Received Date	Sex	Carcass/Skin
WA0002594	Mandelson	12/02/2020	Female	Carcass
Shire	Zone	Qty	Total weight (Kg)	Start Tag No
Longreach	Central Zone	10	264.3	6654463

## 6 Refused request to amend a submitted return

If your request to amend a submitted return is refused, you will get a message saying 'Refused request to amend submitted return RETxxxxx'

The screenshot shows the 'My Incomplete Actions' section. A message is displayed: 'Refused request to amend submitted return RET023767 | Macro Investments Pty Ltd' with a date of '12 Feb 2020 04:59 PM'.

Name	Date
Refused request to amend submitted return RET023767   Macro Investments Pty Ltd	12 Feb 2020 04:59 PM

You will be able to view the reason the request to amend a submitted return was refused and close the task.



### Refused request to amend submitted return RET023767 | Macro Investments Pty Ltd

General Information	
<b>Return Reference ID</b>	RET023767
<b>(Dealer) Licence No</b>	WA0002633
<b>Licence Holder Name</b>	Macro Investments Pty Ltd
<b>Document Received Date</b>	12 Feb 2020
<b>Return Period Start Date</b>	2 Feb 2020
<b>Return Period End Date</b>	8 Feb 2020
<b>Return Due date</b>	15 Feb 2020
<b>Return Submitted Date</b>	12 Feb 2020

**Your Amendment Reason**  
Amend #3: can I amend a 3rd time?

**Rejection Comments**  
Your 3rd request to amend this submitted return is denied. Sorry.

**The amendment request for your submitted return has been rejected. Please contact the department if you have any further issues.**

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

Phone: 07 4530 1254  
Email: [mmp@des.qld.gov.au](mailto:mmp@des.qld.gov.au)