

# How to User Guide - How to submit a dealer or harvester return online 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.*

# Table of Contents

1	Introduction.....	3
2	Have you registered for an online account? .....	3
3	How to submit returns online.....	4
4	How to submit a NIL Return .....	5
5	How to review your submitted returns.....	6

## 1 Introduction

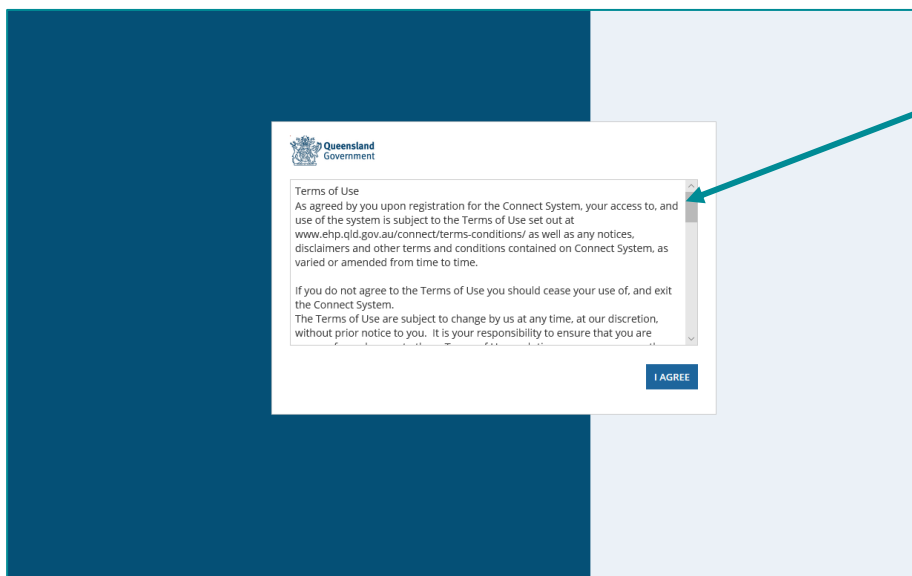
The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

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?

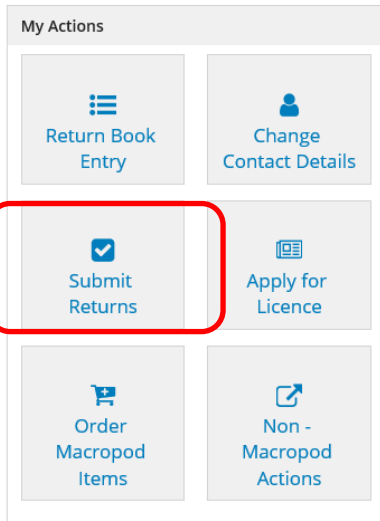
Macropod customers not currently registered with the Department of Environment and Science's Online Services will need to register to access Macropods Online. Click [here](#) to learn how to register for Online Services.

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](#).



Login screen

### 3 How to submit returns online



Click the **SUBMIT RETURN** action button on the *Home* tab to submit return book entries as a return or to submit a nil return for a return period.

- Choose the licence you are submitting the return for



- Choose the return period you are submitting the return for:
  - Return periods for *harvester returns* and *dealer returns prior to 2020* are calendar months:
    - Select the year and the month

The form shows two dropdown menus: 'Year' with '2019' selected and 'Month' with 'December' selected.

- Return periods for *dealer returns from 2020* are Sunday-Saturday weekly periods
  - Select the year, the month and the week

The form shows three dropdown menus: 'Year' with '2020' selected, 'Month' with 'january' selected, and 'Week' with 'Week 1 (01 Jan - 04 Jan)' selected.

This will prompt the system to bring up previously saved return book entries as per the image below:

**Submit Returns**

Permit #	Location Name	Expiry Date	Status
<input checked="" type="checkbox"/> WA0002596	4 King St CHARLEVILLE QLD 4470	31 Dec 2021	<input checked="" type="checkbox"/>

Year: 2020 | Month: January | Week: Week 1 (01 Jan - 04 Jan)

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Species	Details
WA0002596	2020	01/01/2020	WA0002500	eastern grey kangaroo	<a href="#">Details</a>

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

You can view the details for each entry by clicking on the *Details* icon.

- Tick the *declaration* to confirm that the entries you are submitted are true and correct.
- Click the **SUBMIT** button on the bottom right hand side to submit your return.

Note: You can submit multiple non-nil return for each return period.

#### 4 How to submit a NIL Return

If you are submitting a nil return, tick the *NIL return* checkbox.

Note: The Submit NIL Return checkbox is only displayed if:

- No saved return book entries exist for the return period you have selected
- No return has been submitted for the period you have selected.

Only one nil return can be submitted by return period.

- Choose the return period you are submitting the return for:
  - Return periods for *harvester returns* and *dealer returns prior to 2020* are calendar months:
    - Select the year and the month

Year	Month
2019	December

- Return periods for *dealer returns from 2020* are Sunday-Saturday weekly periods
  - Select the year, the month and the week
- Tick the Submit NIL return option
- Tick the submitter declaration
- Click **SUBMIT**

**Submit Returns**

Permit #	Location Name	Expiry Date	Status
WA0002596	4 King St CHARLEVILLE QLD 4470	31 Dec 2021	✔

Return Entries  
false

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Species	Details
No Records Available					

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

## 5 How to review your submitted returns

Go to **MY RECORDS > SUBMITTED RETURNS** to view submitted returns

Home My Records

Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status
<a href="#">RET023791</a>	WA0002596	4 King St CHARLEVILLE QLD 4470	01/01/2020 - 04/01/2020	N	11/01/2020	14/02/2020 15:00	✔
RET023435	WA0002596	4 King St CHARLEVILLE QLD 4470	01/12/2019 - 31/12/2019	N	14/01/2020	20/12/2019 10:54	✔

Need help? 1300 130 372 (Option 6) connecthelp@des.qld.gov.au

To review a submitted return in detail, click on the **RETURN REFERENCE No.** which is hyperlinked.

Under the **Summary** tab you will see the just submitted return details

Permit Return: RET023791

Summary Related Actions

General Information				Actions	
Return Reference ID	RET023791	Return Period Start Date	1 Jan 2020	Return Status	Completed
(Dealer) Licence No	WA0002596	Return Period End Date	4 Jan 2020	Document Received Date	14 Feb 2020
Licence Holder Name	Daisy Deals	Return Due date	11 Jan 2020	Return Submitted Date	14 Feb 2020

Amendment Reason \*

Line Items

ACTIVE ARCHIVED

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy
WA0002596	2020	01/01/2020	WA0002500	Henry Jones Harvest	eastern grey kangaroo	<a href="#">View All Details</a>	<a href="#">History</a>	<a href="#">Generate Return Copy</a>

Click on **View All Details** to review all the particulars for the submitted return line item.

For more information on 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)