

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

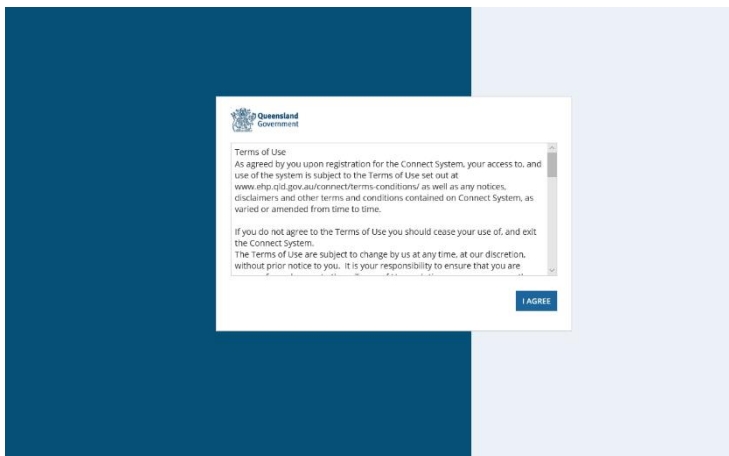
The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

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 [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 in [here](#).



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

Return Reference No	Licence Reference No	Activity Location	Return Period	Nil Return Indicator (Y/N)	Due Date	Submitted Date	Return Status
RET023793	WA0002596	4 King St CHARLEVILLE QLD 4470	05/01/2020 - 11/01/2020	Y	11/01/2020	14/02/2020 15:49	✓
RET023791	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	✓

Click on **Return Reference No** hyperlink to bring up the nil return that needs to be withdrawn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 Return: RET023793

Summary | Related Actions

General Information

Return Reference ID	RET023793	Return Period Start Date	5 Jan 2020	Return Status	Completed
(Dealer) Licence No	WA0002596	Return Period End Date	11 Jan 2020	Document Received Date	14 Feb 2020
Licence Holder Name	Daisy Deals	Return Due date	18 Jan 2020	Return Submitted Date	14 Feb 2020

Actions

Generate Return Copy

Withdraw Reason *

WITHDRAW RETURN

Line Items

ACTIVE | ARCHIVED

Filters

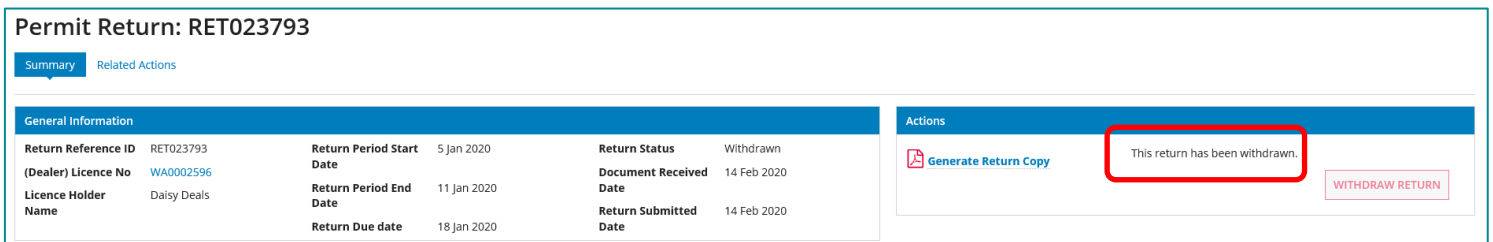
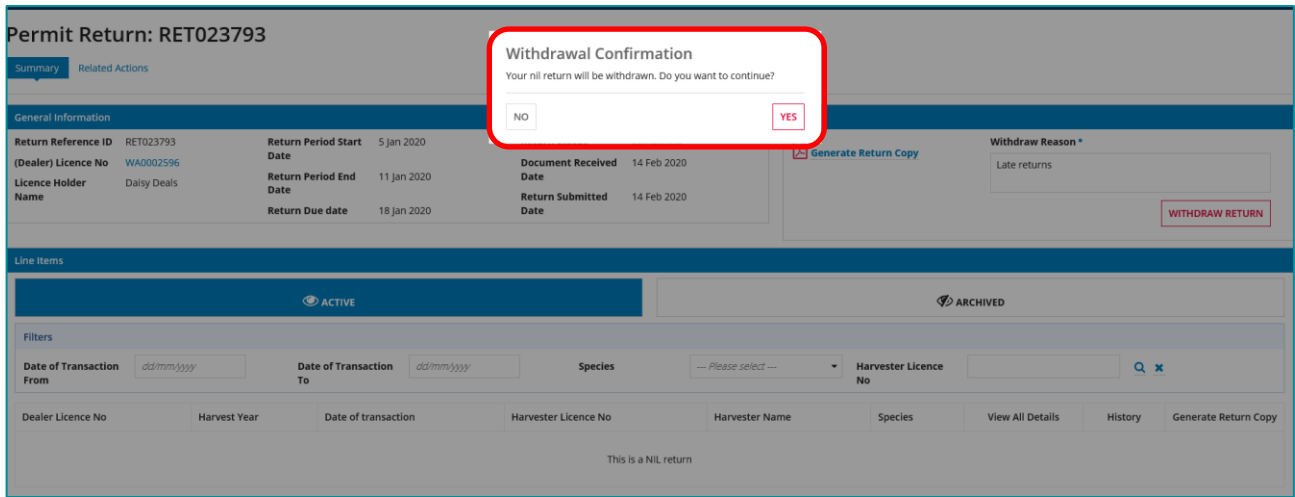
Date of Transaction From: dd/mm/yyyy | Date of Transaction To: dd/mm/yyyy | Species: --- Please select --- | Harvester Licence No: []

Dealer Licence No	Harvest Year	Date of transaction	Harvester Licence No	Harvester Name	Species	View All Details	History	Generate Return Copy
This is a NIL return								

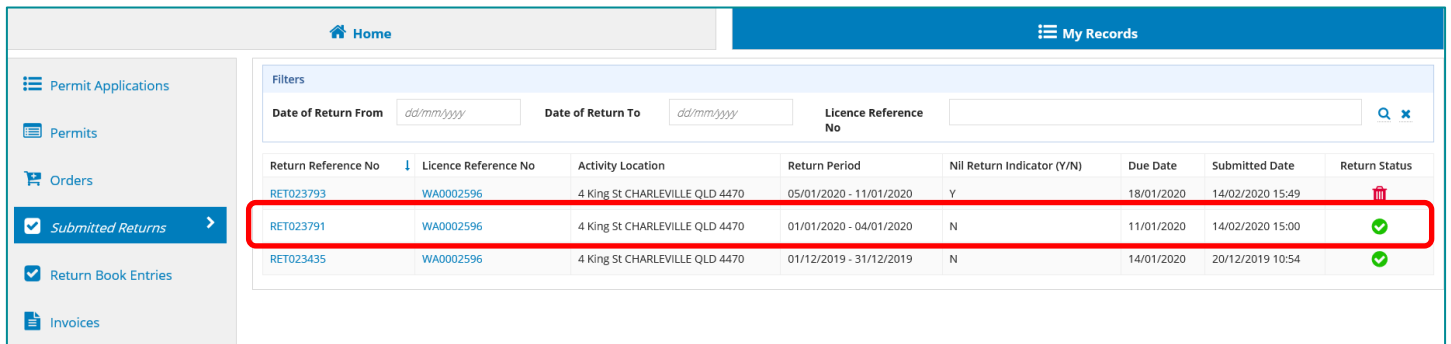
Enter a reason in the *Withdrawal Reason* box.

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.



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



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

