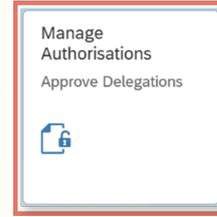


# Access an expenditure report

## 1 Staff access to view expenditure reports

Staff require the View Expenditure Reports authorisation to access the Certify Expenditure Reports tile. To request this authorisation:

- Select the Manage Authorisations tile.



### Note:

The Manage Authorisations – How To Guide is available online at

[maps.finance.gov.au/sites/default/files/2023-11/Help Guide Manage Authorisations.pdf](https://maps.finance.gov.au/sites/default/files/2023-11/Help%20Guide%20Manage%20Authorisations.pdf)

To view a reporting period:

- Log in to PEMS
- Select the Certify Expenditure Reports tile.



This opens a summary view for a selected reporting period.

## 2 View a reporting period

To view the Summary for a particular Reporting Period:

- Select the Reporting Period dropdown
- Refer to the Report Start Date, Report End Date and Report Status fields

Report Start Date	Report End Date	Office Name	Report Status
01/04/2023	30/06/2023	Parliamentarian, Name	Awaiting Certification
01/01/2023	31/03/2023	Parliamentarian, Name	IPEA Notified
01/10/2022	31/12/2022	Parliamentarian, Name	Certified
01/07/2022	30/09/2022	Parliamentarian, Name	Not Applicable

- Select the report line to open the required report period.

Report Start Date	Report End Date	Office Name	Report Status
01/04/2023	30/06/2023	Parliamentarian, Name	Awaiting Certification
01/01/2023	31/03/2023	Parliamentarian, Name	IPEA Notified

More information on each Report Status is provided in the table below.

# Access an expenditure report

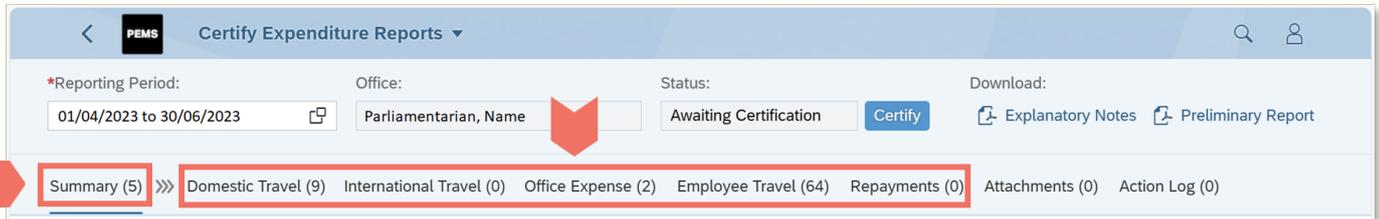
## 2 View a reporting period - continued

To view or return to the Summary view:

- Select the Summary tab.

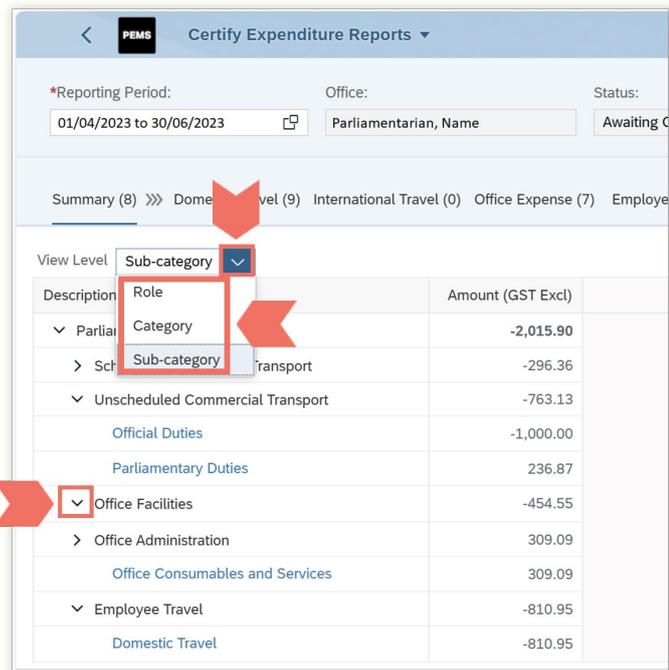
To view a specific category of transaction:

- Select the required category tab.



To change the way data is displayed:

- Select the View Level dropdown
- Select a view option.



To expand or collapse the report data list:

- Select the toggle controls.

## Report Status definitions

Status	Meaning	For action by:
Awaiting Certification	Report is available for review and certification	Parliamentarian can review and certify. Authorised staff can review.
IPEA Notified	Report has been certified offline and is awaiting action by IPEA. <b>Note:</b> Certification must be attached in PEMS.	IPEA
Certified	Report has been certified by parliamentarian.	-
Not Applicable	No data for the selected period. No certification is required.	-

## Additional information

Refer to the following PEMS guides at [ipea.gov.au/pemsresources](http://ipea.gov.au/pemsresources):

- Navigate and review an expenditure report
- Certify an expenditure report.