

Certify an expenditure report

1 View a reporting period

To open the Summary view for a particular Reporting Period:

- Select the Certify Expenditure Reports tile
- Select the Reporting Period dropdown.



Reporting periods with a status of Awaiting Certification can be certified.

- Select the required Reporting Period by clicking on the report row.



There are two ways to certify a Reporting Period:

- Online, by parliamentarians only
- Offline, by an authorised staff member.

2 Online certification - parliamentarian

To certify a Reporting Period online:

- Select Certify.



This will display the Confirm screen.

To continue with certification:

- Select Certify.

This will display a Success message:

- Select OK.

Note: Selecting Cancel will return you to the previous screen.



The report is now certified, and the status updated. No further action is required.



Certify an expenditure report

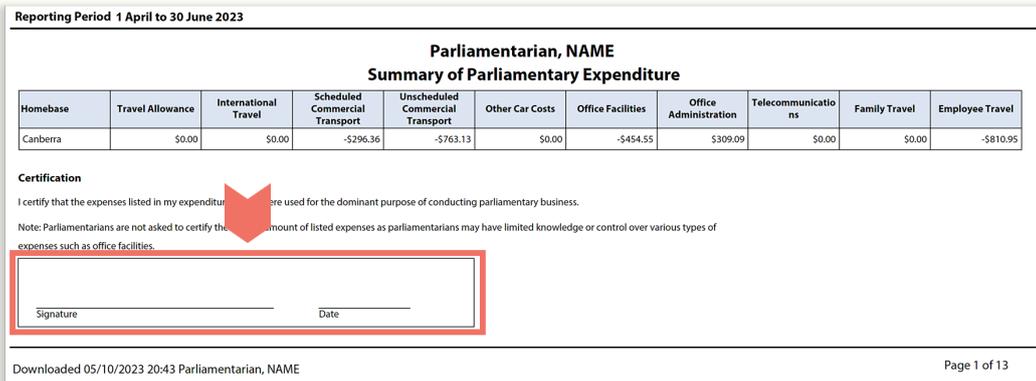
3 Offline certification – authorised staff

To certify a Reporting Period offline:

- Select Preliminary Report

This will download a PDF version of the expenditure report.

- Print the certification page (p. 1)
- Have your parliamentarian sign and date



- Scan and save the signed certification page.

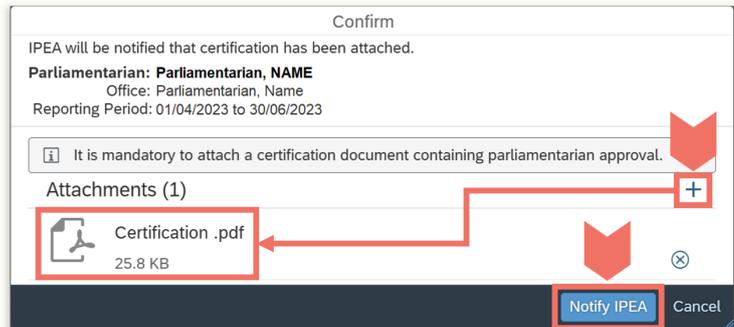
Return to the Certify Expenditure Reports screen:

- Select Notify IPEA.



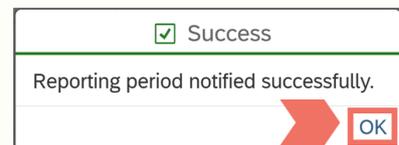
This displays the Confirm screen:

- Select the plus symbol (+)
- Attach the signed certification page from the saved location
- Select Notify IPEA.



This displays a Success message:

- Select OK.



The status is updated to IPEA Notified. IPEA will review the certification and update the status to Certified. No further action is required for this Reporting Period.



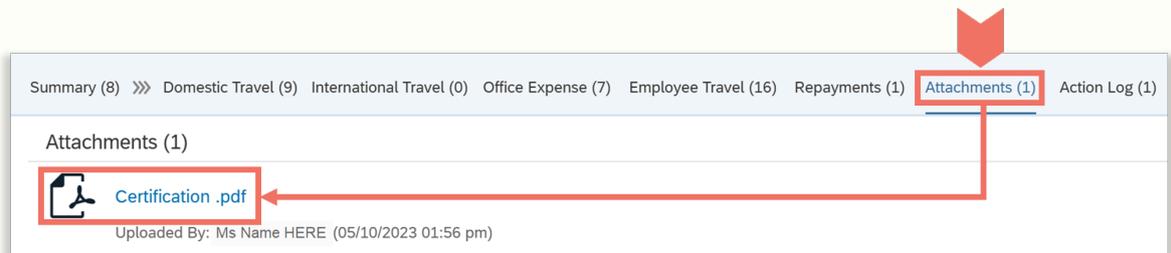
Certify an expenditure report

3 Offline certification – authorised staff - continued

To view the signed certification:

- Select the Attachments tab
- Select the certification file attachment.

This will download the certification file PDF.



Additional information

For Report Status definitions, see the Access an expenditure report guide.

Refer to the following PEMS guides at ipea.gov.au/pemsresources:

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