

# Navigate and review 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
- Select the relevant reporting period by clicking on the report row.



The Reporting Period screen will appear showing the default Summary tab view.

## 2 Navigate an expenditure report

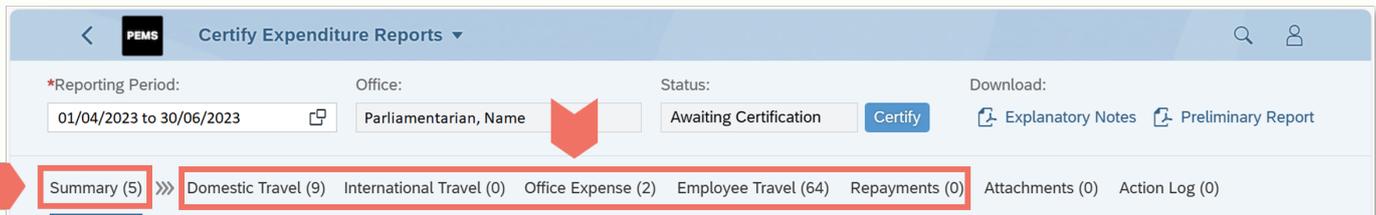
Payments, invoices and repayments for the selected period, are grouped by categories.

To view or return to the Summary view

- Select the Summary tab.

To view a specific category of transaction:

- Select the required category tab.



**Note:** Repayments are not included in the Summary view and only appear in the Repayments tab.

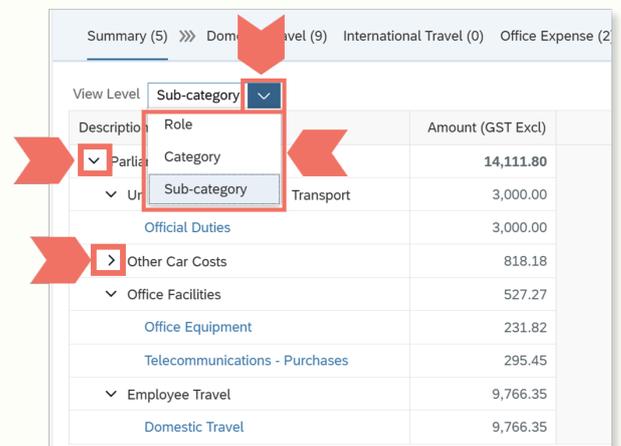
To change the way data is displayed:

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

**Note:** Sub-category is the default View Level.

To manually expand or collapse a Role or Category view level:

- Select the toggle controls.



# Navigate and review an expenditure report

## 2 Navigate an expenditure report - continued

To open a Sub-category display tab while in the Summary tab, either:

- Select the blue Sub-category  
For example, Official Duties.
- or
- Select the category tab  
For example, Domestic Travel.

View Level	Category	Amount (GST Excl)
▼	Parliamentarian	14,111.80
▼	Unscheduled Commercial Transport	3,000.00
▼	Official Duties	3,000.00
>	Other Car Costs	818.18
>	Office Facilities	527.27
>	Employee Travel	9,766.35

To expand the category view to the transaction details:

- Select the Role, Category, Sub-category toggle controls as required.

Reviewed	Amount (GST Excl)	Expense Date	Reference	Claimant	Details	Supplier	Publishable Notes	Non-Publishable Notes
▼ <input type="checkbox"/> Parliamentarian	3,818.18							
▼ <input type="checkbox"/> Unscheduled Commercial Transport	3,000.00							
▼ <input type="checkbox"/> Official Duties	3,000.00							
<input type="checkbox"/> 10047173	1,000.00	1 Feb 23	8004224	Parliamentarian, Name	Shepparton to Melbourne 1 Feb 23			Official Duties
<input type="checkbox"/> 10047169	1,000.00	1 Feb 23	8004224	Parliamentarian, Name	Melbourne to Wodonga 1 Feb 23			Official Duties
<input type="checkbox"/> 10047171	1,000.00	1 Feb 23	8004224	Parliamentarian, Name	Wodonga to Shepparton 1 Feb 23			Official Duties

**Note:** Reference, Supplier and Non-Publishable Notes information is provided to assist with the review process. These are not included in the published report.

## 3 Review an expenditure report

Use the optional checkboxes to identify what has been reviewed.

**Note:** Checkboxes can be used either at the transaction level to select individual transactions or at the Sub-category, Category or Role level to select all items below that level.

To save checkmarks:

- Select the Save button.

View Level	Sub-category	Save
▼	Parliamentarian	
▼	Unscheduled Commercial Transport	
▼	Official Duties	
<input checked="" type="checkbox"/>	10047173	
<input checked="" type="checkbox"/>	10047169	
<input type="checkbox"/>	10047171	

View Level	Sub-category	Save
▼	Parliamentarian	
▼	Unscheduled Commercial Transport	
▼	Official Duties	
<input checked="" type="checkbox"/>	10047173	
<input checked="" type="checkbox"/>	10047169	
<input checked="" type="checkbox"/>	10047171	

# Navigate and review an expenditure report

## 3 Review an expenditure report - continued

To access additional information about an expense item:

- Select the blue Reference hyperlink.

View Level	Sub-category	Amount (GST Excl)	Expense Date	Reference
Parliamentarian		3,818.18		
Unscheduled Commercial Transport		3,000.00		
Official Duties		3,000.00		
10047173		1,000.00	1 Feb	8004224
10047169		1,000.00	1 Feb 23	8004224

Domestic Travel Claim

Claimant Information (Expense Claim)

Current Status: Verified (0008)

Claimant: Parliamentarian

Position: Backbencher

Homebase: Canberra

Expense Details (1)

Date of Expense	Item Number	Expense Type	Invoice Number
03/04/2023 - 03/04/2023	1	Parking	

Estimates Overview

Total Estimated Amount: 300.00 A

Estimated Net Amount Due: 300.00 A

Additional Attachments (2)

Comments

Invoice 1.pdf

The information screen will open in a new browser tab. Close the tab to return to the Certify Expenditure Reports screen.

**Note:** For access to hyperlinks to view additional details of expense information the 'View Senator or Members Budgets' authorisation is required. Refer to the Manage Authorisations - How To Guide for more information about this authorisation 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%20-%20Manage%20Authorisations.pdf)

## 4 Download an expenditure report

To download a PDF version of the expenditure report:

- Select the Preliminary Report download link.

Download:

Explanatory Notes

Preliminary Report

Australian Government  
Independent Parliamentary  
Expenses Authority

Parliamentarian, NAME

1 April to 30 June 2023

Preliminary Report

Expenditure Report

The PDF Preliminary Report will open in the browser.

- Print or save the PDF as required.

The Explanatory Notes are included in the Preliminary Report. To download separately:

- Select the Explanatory Notes download link.

**Note:** Where no data is available for a selected Reporting Period:

- The Summary will indicate no data has been found
- The Status will show 'Not Applicable'.

Certify Expenditure Reports

\*Reporting Period: 01/07/2022 to 30/09/2022

Office: Parliamentarian, Name

Status: Not Applicable

Summary (0)

Description	Amount (GST Excl)
No data found for the selected period. Check the reporting period and office filter.	

## Additional information

For report status definitions, see the Access an Expenditure Report guide.

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

- Access an expenditure report
- Certify an expenditure report.