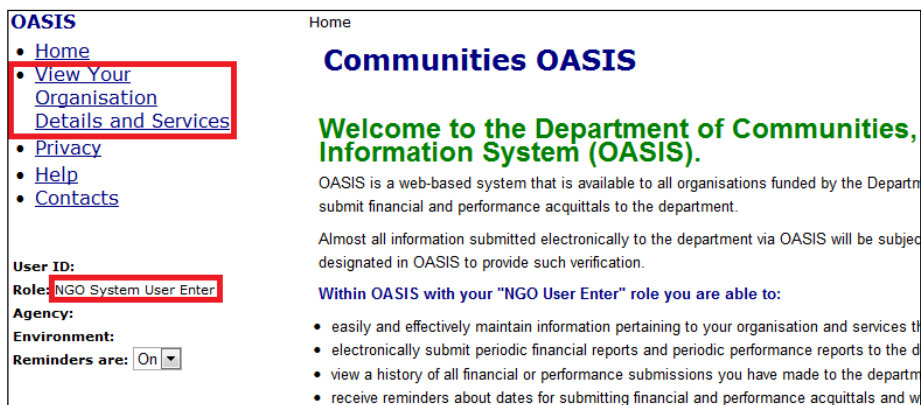


# Online Acquittal Support Information System (OASIS)

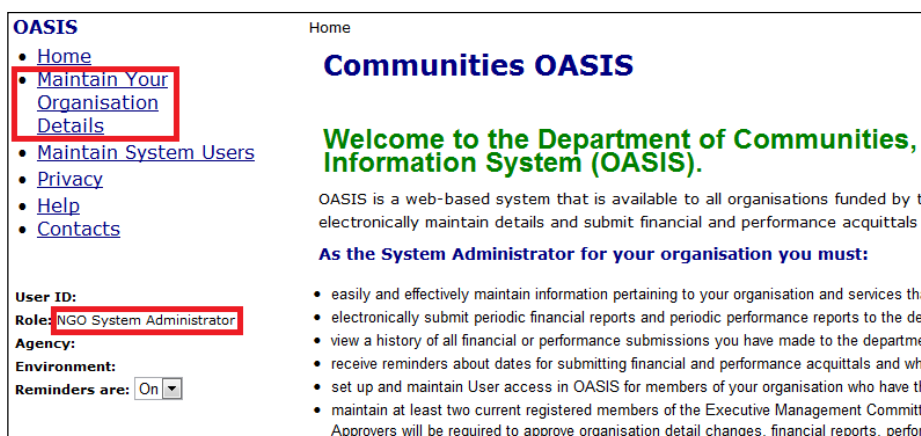
## Annual Audited Financial Statement and Annual Acquittal Statement Upload

### Process

1. Log in to OASIS and select *View Your Organisation Details (NGO User Enter role)* or *Maintain Your Organisation Details (NGO System Administrator role)* on the left hand menu.



The screenshot shows the OASIS home page for a user with the role 'NGO System User Enter'. The left-hand navigation menu is highlighted with a red box, showing the following options: Home, View Your Organisation Details and Services, Privacy, Help, and Contacts. The main content area displays the title 'Communities OASIS' and a welcome message: 'Welcome to the Department of Communities, Information System (OASIS)'. Below this, there is a brief description of the system and a list of capabilities for the 'NGO User Enter' role, including maintaining information, submitting reports, and receiving reminders.



The screenshot shows the OASIS home page for a user with the role 'NGO System Administrator'. The left-hand navigation menu is highlighted with a red box, showing the following options: Home, Maintain Your Organisation Details, Maintain System Users, Privacy, Help, and Contacts. The main content area displays the title 'Communities OASIS' and a welcome message: 'Welcome to the Department of Communities, Information System (OASIS)'. Below this, there is a brief description of the system and a list of responsibilities for the 'System Administrator' role, including maintaining information, submitting reports, and maintaining system users.

2. On the *Organisation Details Display* screen navigate to the *Organisation Task List* and select Start to commence the Annual Audited Financial Statement upload process.

#### **IMPORTANT INFORMATION**

\*\*\*If there is no active Annual Audited Financial Statement reminder please contact your Contract Manager to request the addition of the Annual Audited Financial Statement reminder.

\*\*\*If your OASIS user role is assigned to a Sub-Division you will not have the ability to upload the Annual Audited Financial Statement. Please contact your NGO System Administrator to complete the Annual Audited Financial Statement upload process.

\*\*\*NGO Approver roles cannot complete the Annual Audited Financial Statement upload process.

Home > Organisation Details

### Organisation Details Display

**Organisation Name:**  
**Approved Service Provider No:**  
**Organisation Street Address:** FORTITUDE VALLEY QLD 4006  
**Organisation Postal Address:** NEW FARM QLD 4005

**ABN:**  
**Salutation:**  
**Organisation Contact:**  
**Organisation Contact Position:** **Organisation Phone:**  
**Organisation Fax:**  
**Organisation Email:** gmsp-team@communities.qld.gov.au

**NGO OASIS Administrator:**

### Organisation Executive Officers

**Member 1**  
**Position**  
**Member 2**  
**Position**

**Dept. Account Manager:**  
**Phone Number:**  
**Lead Contract Region:**

### Organisation Task List

Show next period.

Task Start	Description	For Period	
01 Jul 2017	Annual AFS	Due 31 Dec 2017	<a href="#">Start</a>
01 Jul 2017	Director's Certification overdue	Due 28 Jul 2017	<a href="#">Start</a>

- The Organisation Documents Maintenance screen will be displayed. Select *Browse* or *Choose File* and select the document and click *Open* for the document to be uploaded into OASIS. A comment is not mandatory but can be provided if required. Select *Save* to finalise the document upload process.

### Organisation Documents Maintenance

**Organisation:**

Note: The symbol . indicates that a field requires a value.

- Document Title:** Annual AFS 2016/2017
- Document Type:** Annual Audited Financial Statement
- Upload File:**

**Comments:**

- The *Organisation Documents List* will be displayed. Select the Annual Audited Financial Statement hyperlink to view the uploaded document. *Please note that the Amend functionality is only available for NGO System Administrators.*

Organisation Documents List			
<b>Director's Certification</b>			
1 Records			
Document Type	Title	Uploaded/Status	
Directors Certification	<a href="#">Director's Certification Due 28 July 2017</a>	Andy Nguyen on 27/07/2017 12:56:20 PM	<a href="#">Amend</a>
<b>Annual Audited Financial Statements</b>			
1 Records			
Document Type	Title	Uploaded/Status	
Annual Audited Financial Statement	<a href="#">Annual AFS 2016/2017</a>	Andy Nguyen on 6/09/2017 10:26:36 AM	<a href="#">Amend</a>

## Replacing the existing Annual Audited Financial Statement

The Amend functionality enables the NGO System Administrator to upload an Annual Audited Financial Statement to replace the existing Annual Audited Financial Statement for a specific reporting period while retaining the replaced Annual Audited Financial Statement.

### Process

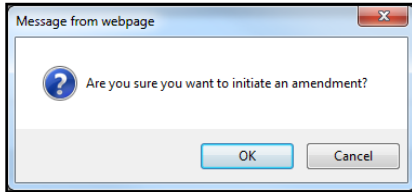
- On the *Organisation Details Display* screen select *View Documents*.

Organisation Details Display	
<b>Organisation Name:</b> <b>Approved Service Provider No:</b>  <b>Organisation Street Address:</b> FORTITUDE VALLEY QLD 4006 <b>Organisation Postal Address:</b> NEW FARM QLD 4005  <b>ABN:</b> <b>Salutation:</b> <b>Organisation Contact:</b> <b>Organisation Contact Position:</b> <b>Organisation Phone:</b> <b>Organisation Fax:</b> <b>Organisation Email:</b> gmsp-team@communities.qld.gov.au  <b>NGO OASIS Administrator:</b>	(-) Options Menu <ul style="list-style-type: none"> <li>• <a href="#">Changes Started</a></li> <li>• <a href="#">Maintain Sub-Divisions</a></li> <li>• <a href="#">Upload Acquittal File</a></li> <li>• <a href="#">Maintain/View Authorised Officers</a></li> <li>• <a href="#">View Change History</a></li> <li>• <a href="#">View Documents</a></li> <li>• <a href="#">Search Documents</a></li> </ul>

- The *Organisation Documents List* will be displayed. Select *Amend* to initiate an amendment to the Annual Audited Financial Statement.

Organisation Documents List			
<b>Director's Certification</b>			
1 Records			
Document Type	Title	Uploaded/Status	
Directors Certification	<a href="#">Director's Certification Due 28 July 2017</a>	Andy Nguyen on 27/07/2017 12:56:20 PM	<a href="#">Amend</a>
<b>Annual Audited Financial Statements</b>			
1 Records			
Document Type	Title	Uploaded/Status	
Annual Audited Financial Statement	<a href="#">Annual AFS 2016/2017</a>	Andy Nguyen on 6/09/2017 10:26:36 AM	<a href="#">Amend</a>

3. A popup will appear confirming that you wish to initiate an amendment. Select *OK* to proceed or *Cancel* to cease the amendment process.



4. The *Organisation Documents Maintenance* screen will be displayed. Select *Browse* or *Choose File* and select the document and click *Open* for the document to be uploaded into OASIS. Provide a *Reason for Amendment* and then select *Save* to finalise the document upload process.

**Organisation Documents Maintenance**

**Organisation:**

Note: The symbol . indicates that a field requires a value.

- **Document Title:** Annual AFS 2016/2017
- **Document Type:** Annual Audited Financial Statement
- **Upload File:** [View Document](#)
- **Reason for Amendment:**

**Expired:** No  
Created by Andy Nguyen (anguyen) on 06 Sep 2017 10:26 AM

NOTE: This document requires 0 approvals. 0 more required.

5. The new Annual Audited Financial Statement can be accessed by selecting the *Title* link and the previous version can be accessed by selecting the previously uploaded date hyperlink.

Annual Audited Financial Statements			
1 Records			
Document Type	Title	Uploaded/Status	
Annual Audited Financial Statement	<a href="#">Annual AFS 2016/2017</a>	Andy Nguyen on 6/09/2017 10:40:13 AM	<a href="#">Amend 06 Sep 2017</a>

If the incorrect document has been uploaded in error as part of the amendment process repeat steps 1 to 4.

# Annual Acquittal Statement Upload

## Process

1. Log in to OASIS and select *View Your Organisation Details (NGO User Enter role)* or *Maintain Your Organisation Details (NGO System Administrator role)* on the left hand menu.

The screenshot shows the OASIS home page for a user with the role 'NGO System User Enter'. The left-hand navigation menu is highlighted with a red box, showing the following links: Home, View Your Organisation Details and Services, Privacy, Help, and Contacts. The main content area displays the title 'Communities OASIS' and a welcome message: 'Welcome to the Department of Communities, Information System (OASIS)'. Below this, it states that OASIS is a web-based system for submitting financial and performance acquittals. A list of capabilities for the 'NGO User Enter' role is provided, including maintaining organisation information, submitting reports, viewing submission history, and receiving reminders.

The screenshot shows the OASIS home page for a user with the role 'NGO System Administrator'. The left-hand navigation menu is highlighted with a red box, showing the following links: Home, Maintain Your Organisation Details, Maintain System Users, Privacy, Help, and Contacts. The main content area displays the title 'Communities OASIS' and a welcome message: 'Welcome to the Department of Communities, Information System (OASIS)'. Below this, it states that OASIS is a web-based system for maintaining details and submitting financial and performance acquittals. A list of responsibilities for the 'System Administrator' role is provided, including maintaining organisation information, submitting reports, viewing submission history, receiving reminders, setting up user access, and maintaining registered members of the Executive Management Committee.

### **IMPORTANT INFORMATION**

\*\*\*If there is no active Annual Acquittal Statement reminder please contact your Contract Manager to request the addition of the Annual Acquittal Statement reminder.

\*\*\*NGO Approver roles cannot complete the Annual Acquittal Statement upload process.

2. Navigate to the Service that requires the Annual Acquittal Statement to be uploaded and Select the name of the service to access the [hyperlink](#). Please note that the Service may appear in the *Current Service Agreements* or *Expired Service Agreements* section.

Current Service Agreements					
Number	Name	Service Agreement	CSO	Service Agreement Created Date	
500000	<a href="#">Test Service 1</a>	01 Oct 2015 to 30 Jun 2018	<a href="#">Budget</a> Not Set	<a href="#">Change CSO</a>	04/11/2015
470000	<a href="#">Test Service 2</a>	01 Jul 2015 to 30 Jun 2018	<a href="#">Budget</a> Andy Nguyen	<a href="#">Change CSO</a>	28/07/2015

[Add new Service](#)

Expired Service Agreements					
Number	Name	Service Agreement	CSO	Service Agreement Created Date	
500000	<a href="#">Test Service 1</a>	01 Oct 2014 to 30 Sep 2015	<a href="#">Budget</a> Not Set	13/10/2014	
470000	<a href="#">Test Service 2</a>	01 Jul 2012 to 30 Jun 2015	<a href="#">Budget</a> Andy Nguyen	27/07/2012	

- On the *Service Detail Display* screen navigate to the *Service Task List* and select Start to commence the Annual Acquittal Statement upload process.

Service Task List					
<input type="checkbox"/> Show next period.					
<b>**The Financial Acquittal and Performance Reports task reminders will be locked until 10 days prior to the start date of the next reporting period.</b>					
Task Start	Description	For Period			
01 Jul 2017	Annual Acquittal Statement	Due 31 Dec 2017	<a href="#">Start</a>	<a href="#">Multi Service AAS</a>	
01 Jul 2017	Performance Report overdue	Apr - Jun 2017	<a href="#">Start</a>		

- The *Service Documents Maintenance* screen will be displayed. Select *Browse or Choose File* and select the document and click *Open* for the document to be uploaded into OASIS. A comment is not mandatory but can be provided if required. Select *Save* to finalise the document upload process.

Service Documents Maintenance	
<b>Service:</b>	500000 - <a href="#">Test Service 1</a>
<b>Service Plan Commenced:</b>	01 Oct 2015
<b>Service Plan Expires:</b>	30 Jun 2018
<b>Service Agreement Type:</b>	Service Agreement
<b>Funding Area/Service Type:</b>	
Note: The symbol . indicates that a field requires a value.	
• <b>Document Title:</b>	<input type="text" value="Annual Acquittal Statement 2016/2017"/>
• <b>Document Type:</b>	<input type="text" value="Annual Profit and Loss Statement"/> ▼
• <b>Upload File:</b>	<input type="text"/> <a href="#">Browse...</a>
<b>Comments:</b>	<input type="text"/>
<a href="#">Save</a>	<input type="button" value="Cancel"/>

- The *Service Documents* screen will be displayed. Select the Annual Acquittal Statement hyperlink to view the uploaded document. Please note that the Amend functionality is only available for NGO System Administrators.

Annual Acquittal Statements			
4 Records			
Document Type	Title	Uploaded/Status	
Annual Profit and Loss Statement	<a href="#">Annual Acquittal Statement 2016/2017</a>	Andy Nguyen on 6/09/2017 10:56:31 AM	<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Profit and Loss - Program</a>		<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Audited financial report</a>		<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Audited Financial Statements - Group</a>		<a href="#">Amend</a>

## Replacing the existing Annual Acquittal Statement

The Amend functionality enables the NGO System Administrator to upload an Annual Acquittal Statement to replace the existing Annual Acquittal Statement for a specific reporting period while retaining the replaced Annual Acquittal Statement.

### Process

1. On the *Service Detail Display* screen select *View Reports and Documents*.

**Service Detail Display**

**Organisation Name:**  
**Service Name:** Test Service 1  
**Service Number:** 500000  
**Agreement Type:** Service Agreement  
**Financial Statement Type:** Audited AFS  
**Financial Reporting Frequency:** Quarterly  
**Performance/Output Reporting Frequency:** Quarterly  
**Funding Area/Service Type:**

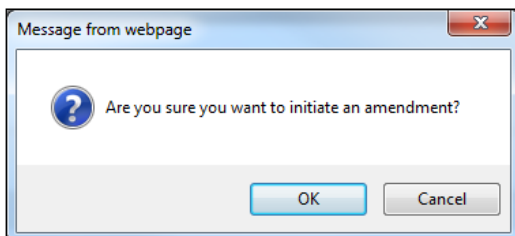
**Options Menu**  

- [Maintain Service](#)
- [Maintain Parameters\Measures](#)
- [View Change History](#)
- [View Budget](#)
- [View Reports and Documents](#)
- [Search Reports](#)
- [Search Documents](#)
- [View Reminder Schedule](#)
- [View Payments](#)
- [View Address Change History](#)

2. The *Service Reports and Documents* screen will be displayed. Select *Amend* to initiate an amendment to the Annual Acquittal Statement.

Annual Acquittal Statements			
4 Records			
Document Type	Title	Uploaded/Status	
Annual Profit and Loss Statement	<a href="#">Annual Acquittal Statement 2016/2017</a>	Andy Nguyen on 6/09/2017 10:56:31 AM	<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Profit and Loss - Program</a>		<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Audited financial report</a>		<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Audited Financial Statements - Group</a>		<a href="#">Amend</a>

3. A popup will appear confirming that you wish to initiate an amendment. Select *OK* to proceed or *Cancel* to cease the amendment process.



4. The *Service Documents Maintenance* screen will be displayed. Select *Choose File* and select the document and click *Open* for the document to be uploaded into OASIS. Select *Browse* or *Choose file* and then select the document and click *Open* for the document to be uploaded into OASIS. Provide a *Reason for Amendment* and then select *Save* to finalise the document upload process.

**Service Documents Maintenance**

**Service:** 500000 - [Test Service 1](#)  
**Service Plan Commenced:** 01 Oct 2015  
**Service Plan Expires:** 30 Jun 2018  
**Service Agreement Type:** Service Agreement

**Funding Area/Service Type:**

Note: The symbol **.** indicates that a field requires a value.

**Document Title:** Annual Acquittal Statement 2016/2017  
**Document Type:** Annual Profit and Loss Statement

**Upload File:** [View Document](#)

**Reason for Amendment:** Incorrect document uploaded

**Expired:** No  
 Created by Andy Nguyen (anguyen) on 06 Sep 2017 10:56 AM

NOTE: This document requires 0 approvals. 0 more required.

- The new Annual Acquittal Statement can be accessed by selecting the document under the *Title* link and the previous version can be accessed by selecting the previously uploaded date hyperlink.

Annual Acquittal Statements			
4 Records			
Document Type	Title	Uploaded/Status	
Annual Profit and Loss Statement	<a href="#">Annual Acquittal Statement 2016/2017</a>	Andy Nguyen on 6/09/2017 11:01:18 AM	<a href="#">Amend</a> <a href="#">06 Sep 2017</a>
Annual Profit and Loss Statement	<a href="#">Profit and Loss - Program</a>		<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Audited financial report</a>		<a href="#">Amend</a>
Annual Profit and Loss Statement	<a href="#">Audited Financial Statements - Group</a>		<a href="#">Amend</a>

If the incorrect document has been uploaded in error as part of the amendment process repeat steps 1 to 4.



## Multi Service Annual Acquittal Statement Upload


To enable the consolidation of all reporting requirements for various services within OASIS, the Multi Service Annual Acquittal Statement functionality enables the user to upload one Annual Acquittal Statement for **all** services for their organisation that have an Annual Acquittal Statement requirement.

The Single and Multi Service Special Purpose Financial Report/Annual Acquittal Statement template can be downloaded on the Department of Communities, Child Safety and Disability Services Internet.

The template is located in the *Service Agreement Resources* section using the below link:  
<https://www.communities.qld.gov.au/gateway/funding-grants/streamlined-agreements>

### Service Agreement Resources

- [DS and CC Special Purpose Financial Report Template - Periodic and Annual \(XLSX, 56 KB\) \(CSV, 16 KB\)](#)
- [Community Services and Child Safety Special Purpose Financial Report \(XLSX, 44 KB\) \(CSV, 16 KB\)](#)
- [Community Services and Child Safety Financial Acquittal - Periodic \(XLSX, 49 KB\) \(CSV, 16 KB\)](#)

Department of Communities		SAMPLE		V 11
Child Safety and Disability Services				
<b>Special Purpose Financial Report/ Annual Acquittal Statement</b>				
Organisation	<input type="text"/>			Reset Form
Organisation Identifier	<input type="text"/>			Print Form
				Add new Service
Reporting Date as at:	<input type="text" value="/ / 20"/>			
Annual Approved Funding Amounts:				

The Special Purpose Financial Report/Annual Acquittal Statement template can be used as a guide or utilised as a form to submit to the department.

1. Populate your Organisation details
2. Select *Add new Service* to start populating the template. Continue to select *Add New Service* to populate multiple services within the template.
3. Select *Print Form* to print and finalise the template

## Process

1. Log in to OASIS and select *View Your Organisation Details (NGO User Enter role)* or *Maintain Your Organisation Details (NGO System Administrator role)* on the left hand menu.

**OASIS** Home

- Home
- **View Your Organisation Details and Services**
- Privacy
- Help
- Contacts

**Communities OASIS**

**Welcome to the Department of Communities, Information System (OASIS).**

OASIS is a web-based system that is available to all organisations funded by the Department of Communities, Information System. OASIS is used to submit financial and performance acquittals to the department.

Almost all information submitted electronically to the department via OASIS will be subject to verification. OASIS is used to provide such verification.

**Within OASIS with your "NGO User Enter" role you are able to:**

- easily and effectively maintain information pertaining to your organisation and services through OASIS
- electronically submit periodic financial reports and periodic performance reports to the department
- view a history of all financial or performance submissions you have made to the department
- receive reminders about dates for submitting financial and performance acquittals and verify

User ID:  
 Role: **NGO System User Enter**  
 Agency:  
 Environment:  
 Reminders are:  On

**OASIS** Home

- Home
- **Maintain Your Organisation Details**
- Maintain System Users
- Privacy
- Help
- Contacts

**Communities OASIS**

**Welcome to the Department of Communities, Information System (OASIS).**

OASIS is a web-based system that is available to all organisations funded by the Department of Communities, Information System. OASIS is used to maintain details and submit financial and performance acquittals to the department.

**As the System Administrator for your organisation you must:**

- easily and effectively maintain information pertaining to your organisation and services through OASIS
- electronically submit periodic financial reports and periodic performance reports to the department
- view a history of all financial or performance submissions you have made to the department
- receive reminders about dates for submitting financial and performance acquittals and verify
- set up and maintain User access in OASIS for members of your organisation who have the role of "NGO System Administrator"
- maintain at least two current registered members of the Executive Management Committee

User ID:  
 Role: **NGO System Administrator**  
 Agency:  
 Environment:  
 Reminders are:  On

### IMPORTANT INFORMATION

\*\*\*If there is no active Annual Acquittal Statement reminder, please contact your Contract Manager to request the addition of the Annual Acquittal Statement reminder.

\*\*\*NGO Approver roles cannot complete the Annual Acquittal Statement upload process.

2. Navigate to the Service that requires the Annual Acquittal Statement to be uploaded and Select the name of the service to access the [hyperlink](#). Please note that the Service may appear in the *Current Service Agreements* or *Expired Service Agreements* section.

Current Service Agreements						
Number	Name	Service Agreement	CSO		Service Agreement Created Date	
500000	<a href="#">Test Service 1</a>	01 Oct 2015 to 30 Jun 2018	<a href="#">Budget</a>	Not Set	<a href="#">Change CSO</a>	04/11/2015
470000	<a href="#">Test Service 2</a>	01 Jul 2015 to 30 Jun 2018	<a href="#">Budget</a>	Andy Nguyen	<a href="#">Change CSO</a>	28/07/2015

[Add new Service](#)

Expired Service Agreements						
Number	Name	Service Agreement	CSO		Service Agreement Created Date	
500000	<a href="#">Test Service 1</a>	01 Oct 2014 to 30 Sep 2015	<a href="#">Budget</a>	Not Set		13/10/2014
470000	<a href="#">Test Service 2</a>	01 Jul 2012 to 30 Jun 2015	<a href="#">Budget</a>	Andy Nguyen		27/07/2012

- On the *Service Detail Display* screen navigate to the *Service Task List* and select *Multi Service AAS* to commence the Multi Service Annual Acquittal Statement upload process.

**Service Task List**


Show next period.

**\*\*The Financial Acquittal and Performance Reports task reminders will be locked until 10 days prior to the start date of the next reporting period.**

Task Start	Description	For Period		
01 Jul 2017	Annual Acquittal Statement	Due 31 Dec 2017	<a href="#">Start</a>	<b>Multi Service AAS</b>
01 Jul 2017	Performance Report overdue	Apr - Jun 2017	<a href="#">Start</a>	

- A warning message will appear requesting the confirmation of changing the document type from service level to organisation level. Select OK to proceed with the document upload process.

Message from webpage X

 Are you sure you want to consolidate all of your Annual Acquittal Statements? You will be required to upload one Multi Service Annual Acquittal Statement for all the services within your organisation that have this requirement. Please note that this statement will now become an Organisation level document type.

- The *Organisation Documents Maintenance* screen will be displayed. Select *Choose File* and select the document and click *Open* for the document to be uploaded into OASIS. Select *Browse or Choose file* and select the document to be uploaded into OASIS. A comment is not mandatory but can be provided if required. Select *Save* to finalise the document upload process.

**Organisation Documents Maintenance**

**Organisation:**

Note: The symbol . indicates that a field requires a value.

- **Document Title:**
- **Document Type:**
- **Upload File:**

**Comments:**

6. The *Organisation Documents List* will be displayed. Select the [Multi Service Annual Acquittal Statement](#) hyperlink to view the uploaded document. Please note that the [Amend](#) functionality is only available for NGO System Administrators.

Organisation Documents List			
<b>Director's Certification</b>			
2 Records			
Document Type	Title	Uploaded/Status	
Directors Certification	<a href="#">Director's Certification Due 28 July 2017</a>	Andy Nguyen on 23/08/2017 2:31:18 PM	<a href="#">Amend 28 Jul 2017</a>
Directors Certification	<a href="#">Director's Certification Due 28 April 2017</a>	Andy Nguyen on 11/05/2017 3:55:21 PM	<a href="#">Amend</a>
<b>Annual Audited Financial Statements</b>			
2 Records			
Document Type	Title	Uploaded/Status	
Annual Audited Financial Statement	<a href="#">Annual AFS 2016/2017</a>	Andy Nguyen on 6/09/2017 11:12:56 AM	<a href="#">Amend</a>
Annual Acquittal Statement	<a href="#">Multi Service Annual Acquittal Statement 2016/2017</a>	Andy Nguyen on 6/09/2017 11:12:38 AM	<a href="#">Amend</a>

Please note that once the Multi Service Annual Acquittal Statement upload process is completed it will become an Organisation Level document. All services within the selected organisation that have an Annual Acquittal Statement requirement will have its Service Task List effectively removed as the requirement to upload this document at the service level is no longer required.

## Replacing the existing Multi Service Annual Acquittal Statement

The [Amend](#) functionality enables the NGO System Administrator to upload a Multi Service Annual Acquittal Statement to replace the existing Multi Service Annual Acquittal Statement for a specific reporting period while retaining the replaced Multi Service Annual Acquittal Statement.

### Process

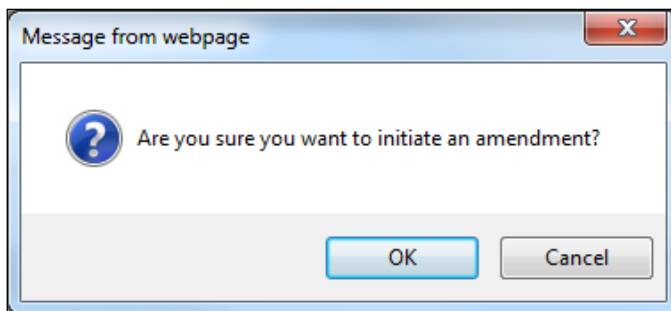
1. On the *Organisation Details Display* screen select *View Documents*.

Organisation Details Display	
<b>Organisation Name:</b>	
<b>Approved Service Provider No:</b>	
<b>Organisation Street Address:</b>	FORTITUDE VALLEY QLD 4006
<b>Organisation Postal Address:</b>	NEW FARM QLD 4005
<b>ABN:</b>	
<b>Salutation:</b>	
<b>Organisation Contact:</b>	
<b>Organisation Contact Position:</b>	
<b>Organisation Phone:</b>	
<b>Organisation Fax:</b>	
<b>Organisation Email:</b>	gmsp-team@communities.qld.gov.au
<b>NGO OASIS Administrator:</b>	
	<ul style="list-style-type: none"> <li>[-] Options Menu               <ul style="list-style-type: none"> <li>• <a href="#">Changes Started</a></li> <li>• <a href="#">Maintain Sub-Divisions</a></li> <li>• <a href="#">Upload Acquittal File</a></li> <li>• <a href="#">Maintain/View Authorised Officers</a></li> <li>• <a href="#">View Change History</a></li> <li>• <a href="#">View Documents</a></li> <li>• <a href="#">Search Documents</a></li> </ul> </li> </ul>

- The *Organisation Documents List* will be displayed. Select *Amend* to initiate an amendment to the Multi Service Annual Acquittal Statement.

Organisation Documents List			
<b>Director's Certification</b>			
2 Records			
Document Type	Title	Uploaded/Status	
Directors Certification	<a href="#">Director's Certification Due 28 July 2017</a>	Andy Nguyen on 23/08/2017 2:31:18 PM	<a href="#">Amend 28 Jul 2017</a>
Directors Certification	<a href="#">Director's Certification Due 28 April 2017</a>	Andy Nguyen on 11/05/2017 3:55:21 PM	<a href="#">Amend</a>
<b>Annual Audited Financial Statements</b>			
2 Records			
Document Type	Title	Uploaded/Status	
Annual Audited Financial Statement	<a href="#">Annual AFS 2016/2017</a>	Andy Nguyen on 6/09/2017 11:12:56 AM	<a href="#">Amend</a>
Annual Acquittal Statement	<a href="#">Multi Service Annual Acquittal Statement 2016/2017</a>	Andy Nguyen on 6/09/2017 11:12:38 AM	<a href="#">Amend</a>

- A popup will appear confirming that you wish to initiate an amendment. Select *OK* to proceed or *Cancel* to cease the amendment process.



- The *Organisation Documents Maintenance* screen will be displayed. Select *Browse* or *Choose File* and select the document and click *Open* for the document to be uploaded into OASIS. Provide a *Reason for Amendment* and then select *Save* to finalise the document upload process.

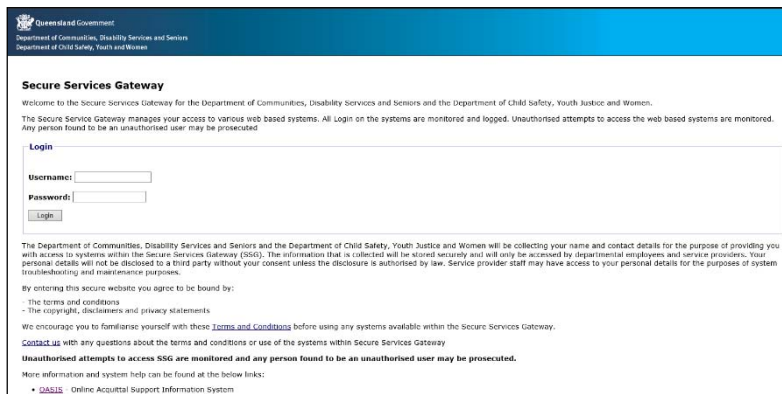
Organisation Documents Maintenance	
<b>Organisation:</b>	
Note: The symbol . indicates that a field requires a value.	
• <b>Document Title:</b>	Multi Service Annual Acquittal Statement 2016/2017
• <b>Document Type:</b>	Annual Acquittal Statement
• <b>Upload File:</b>	<a href="#">View Document</a> U:\CES\FS\fundadm\GRS\OASIS\Proj <a href="#">Browse...</a>
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5. The new Multi Service Annual Acquittal Statement can be accessed by selecting the document under the *Title* link and the previous version can be accessed by selecting the previously uploaded date hyperlink.

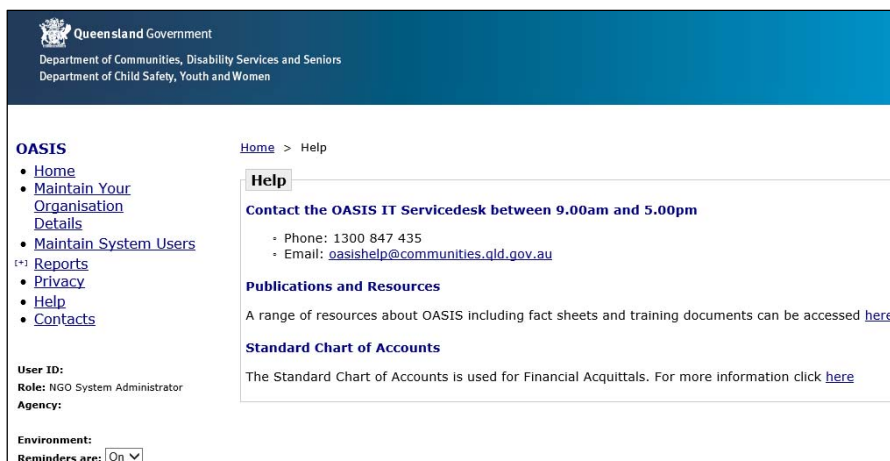
Organisation Documents List			
<b>Director's Certification</b>			
2 Records			
Document Type	Title	Uploaded/Status	
Directors Certification	<a href="#">Director's Certification Due 28 July 2017</a>	Andy Nguyen on 23/08/2017 2:31:18 PM	<a href="#">Amend 28 Jul 2017</a>
Directors Certification	<a href="#">Director's Certification Due 28 April 2017</a>	Andy Nguyen on 11/05/2017 3:55:21 PM	<a href="#">Amend</a>
<b>Annual Audited Financial Statements</b>			
2 Records			
Document Type	Title	Uploaded/Status	
Annual Acquittal Statement	<a href="#">Multi Service Annual Acquittal Statement 2016/2017</a>	Andy Nguyen on 6/09/2017 11:22:50 AM	<a href="#">Amend 06 Sep 2017</a>
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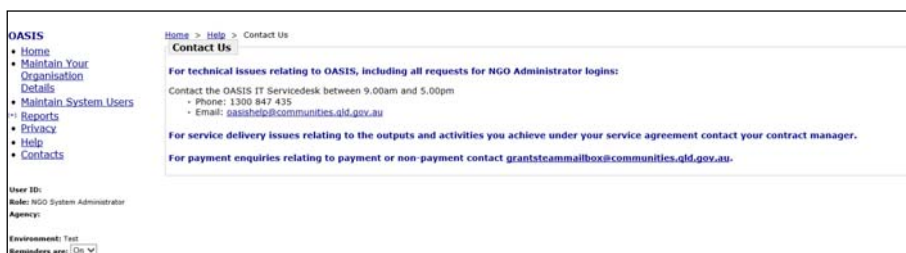
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