



# MAXsys ClubGRANTS User Guide

Version 1.11



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# 1 Introduction

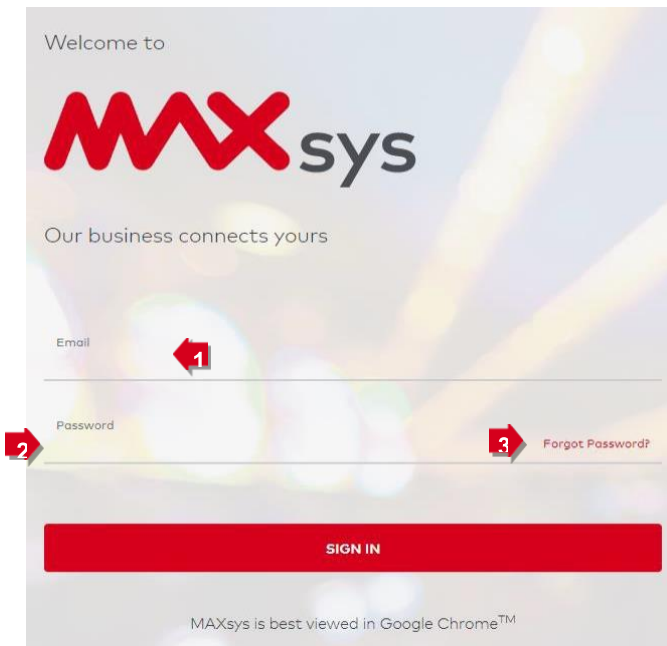
The Regulator's assessment of a club's annual return of ClubGRANTS expenditure is to determine if the claim is eligible for a tax rebate. If a club submits expenditure that clearly does not meet the guidelines, it will be assessed and rejected. While "Application" may be used throughout this guide and MAXsys application, the Regulator notes the annual ClubGRANTS submission process is a revenue assurance review of tax rebate compliance not an application for approval of the payments to the specified entities. Clubs may still be subject to targeted compliance audit activity.

## 2 Before you Start

### 2.1 Open your browser

The ClubGRANTS application is accessible through most popular web browsers, including Chrome, Safari and Firefox. Once you have launched your browser, navigate to [MAXsys.com.au](https://MAXsys.com.au) to launch MAXsys.

### 2.2 Log onto the MAXsys Application

The image shows the MAXsys login interface. At the top, it says "Welcome to" followed by the MAXsys logo. Below the logo is the tagline "Our business connects yours". There are two input fields: "Email" and "Password". A red arrow with the number "1" points to the Email field. Another red arrow with the number "2" points to the Password field. To the right of the Password field is a link that says "Forgot Password?". A red arrow with the number "3" points to this link. At the bottom of the form is a large red button labeled "SIGN IN". Below the button, it says "MAXsys is best viewed in Google Chrome™".

1. Type in your *Email* and *Password*
2. Click on the *SIGN IN*.
3. If you have forgotten your password, click on *Forgot Password*. A reset password link will be sent to your email address.

Note: After three unsuccessful attempts, you will be locked out and you will need to contact your MAXsys administrator.



**Note:** On this page are examples of messages you may receive if you enter wrong information.

## 2.3 Email and Password

If you enter the wrong details (Password and/or Email) you will receive the following message:

*“Oops, the details your provided aren’t quite right.”* Remember, you only have three attempts to sign in.

If you cannot remember your password, clickon *Forgot Password*.

A Password reset email will be sent with a link to re-set your new password

After three unsuccessful attempts, you will be locked out of the site.

You will receive the following message: *“Your account has been locked due to too many sign in attempts”*.

To unlock your account, click on *reset your password*.

A Password reset email will be sent to you with a link to re-set your new password.

Message: *“ Your Password has been reset. Please sign in using your new password”*.

Enter your details email and password.

Click on *SIGN IN*.

### Notes:

If you experience any problems call the DMS Helpdesk 1800 307 551.

Welcome to  
**MAXsys**

Oops, the details you provided aren't quite right.

Username  
XXXX

Password  
\*\*\*\*\*

[Forgot Password?](#)

**SIGN IN**

Welcome to  
**MAXsys**

Your Account (xxxxxxxxxxxxx) has been locked due to too many failed sign in attempts.

To unlock your account please reset your password.

MAXsys is best viewed in Google Chrome™

Welcome to  
**MAXsys**

Your password has been reset. Please sign in using your new password.

Username  
XXXX

Password

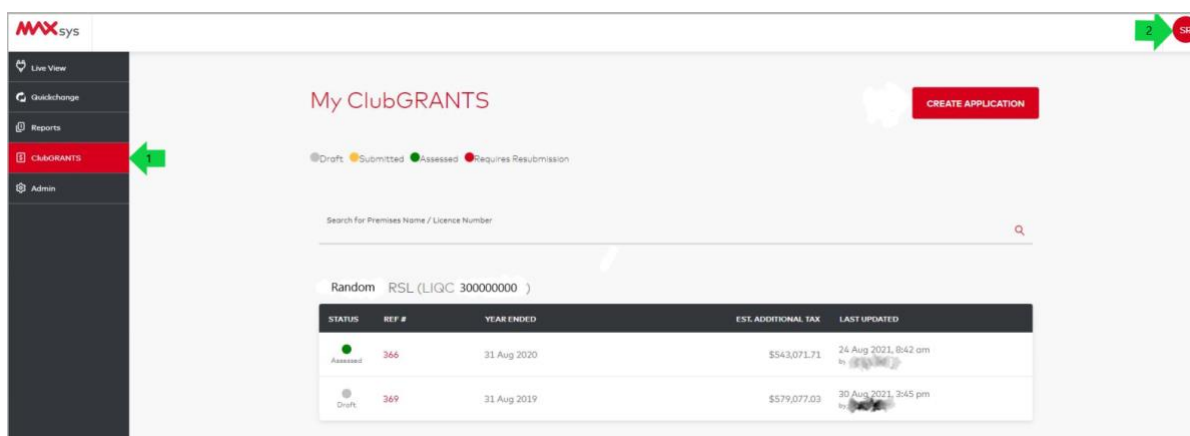
[Forgot Password?](#)

**SIGN IN**


MAXsys is best viewed in Google Chrome™


## 3 Starting an Application

### 3.1 My ClubGRANTS Landing Page



1. To access ClubGRANTS, Click on the ClubGRANTS  menu item in the sidebar.





If you cannot see the ClubGRANTS  icon and you should have access to ClubGRANTS, contact your MAXsys administrator.

If you want to return to the header page at any stage, click on the ClubGRANTS  icon again or use the back arrow.

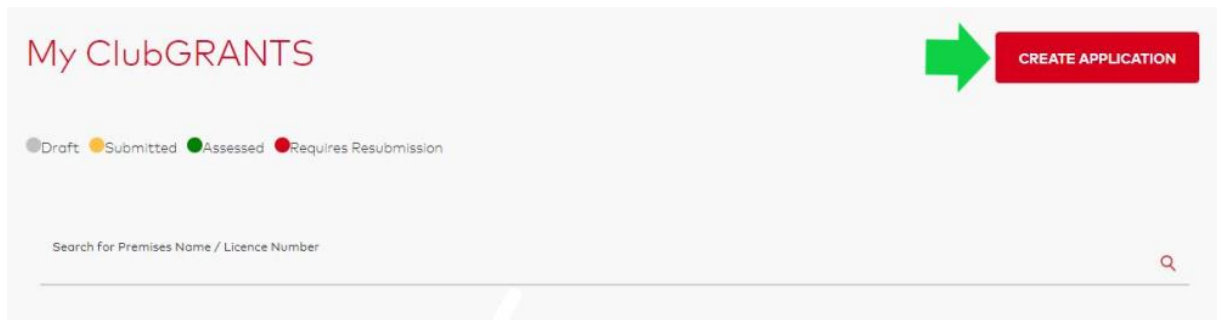
2. To sign out at any stage click on the dropdown arrow in the top right corner.

Follow the steps below to create an application.

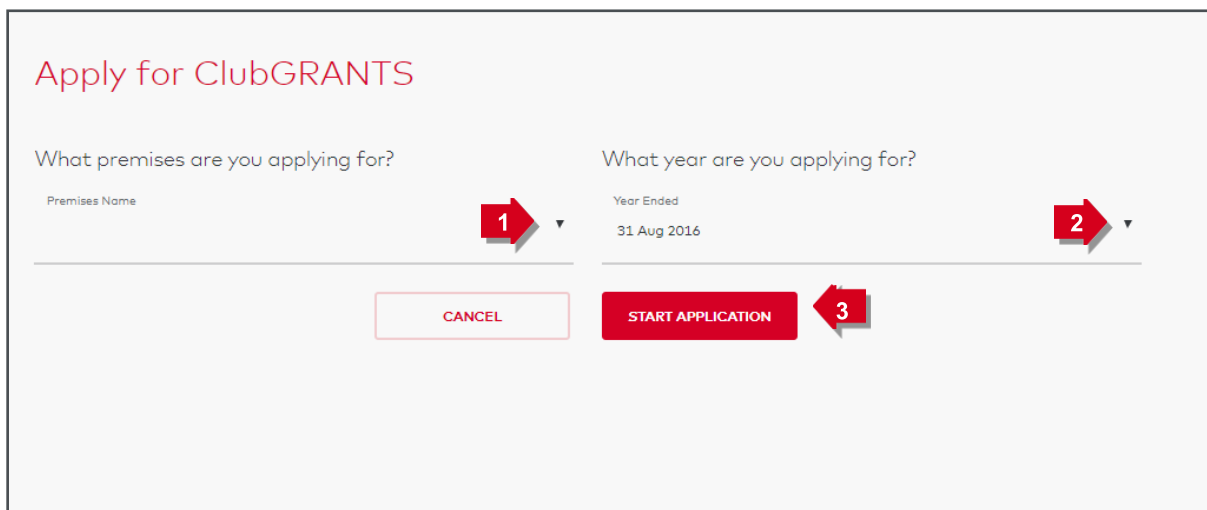
**Once you have started an application, the status of your application will be shown according to the following key.**

| Status  | Description   | Action   |
|---|---|--|
|  | Draft application – application in progress and can be amended prior to submission. | Edit and view the application.                           |
|  | Application submitted – does not have an outcome yet.                               | View the submitted application.                          |
|  | The Venue submission has been assessed.   | View the assessed application.                           |
|  | The Venue submission requires a resubmission.                                       | View the application. View the re-submitted application. |

## 3.2 Create an Application



1. Click on *Create Application* to start a new application.



2. If you manage a single premise, your premises name will appear automatically. If you manage and have access to multiple premises, click on the dropdown arrow and select the required premises.
3. Click on the dropdown arrow and select your ClubGRANTS tax year, i.e. *Year ended 31<sup>st</sup> August 2016*.
4. Click on *Start Application*.

**Note:** You can only have one submission per premises for each ClubGRANTS financial year unless the Regulator specifies a resubmission.

If a submission for a premise for the current year has been created, you will not be able to see that year in the dropdown menu.

### 3.3 Venue Information Fields

**My ClubGRANTS** CREATE APPLICATION

● Draft ● Submitted ● Assessed ● Requires Resubmission

Search for Premises Name / Licence Number Q

Random RSL (LIQC 300000000 )

| STATUS   | REF # | YEAR ENDED  | EST. ADDITIONAL TAX | LAST UPDATED                 |
|----------|-------|-------------|---------------------|------------------------------|
| Assessed | 366   | 31 Aug 2020 | \$543,071.71        | 24 Aug 2021, 8:42 am by      |
| Draft    | 369   | 31 Aug 2019 | \$579,077.03        | 30 Aug 2021, 3:45 pm by  ral |

- Once you have started the application, the application will appear in a draft status.

| Information Fields    |  |
|-----------------------|--|
| 1. Status             | Draft (application in progress).   |
| 2. Ref #              | Unique ID number of the submission.  |
| 3. Year Ended         | Ending year of the submission <i>31 August 20xx</i> .                            |
| 4. Est Additional Tax | Estimated additional tax field for the application (as per the tax calculation). |
| 5. Last Updated       | Date the application was last edited by the user.                                |

- Click on the *Reference Number* to continue editing an existing ClubGRANTS application (draft).

#### Draft Application

**Apply for ClubGRANTS** Status: ● Draft  
Last saved: 21 Nov 2017, 9:22 am

For year ended 31 Aug 2016

|                        |                                |                            |
|------------------------|--------------------------------|----------------------------|
| <b>Submission Info</b> | Reference #<br>XX              | Date<br>31 Aug             |
| <b>Premises Info</b>   | Licence Number<br>LIQC3XXXXXXX | Premises Name<br>MAXsys4   |
| <b>Exemptions</b>      | In-Kind Exemption Number       | Exemption Amount (%)<br>20 |

Suburb  
XXXXXXX

[ClubGRANTS Guidelines](#)

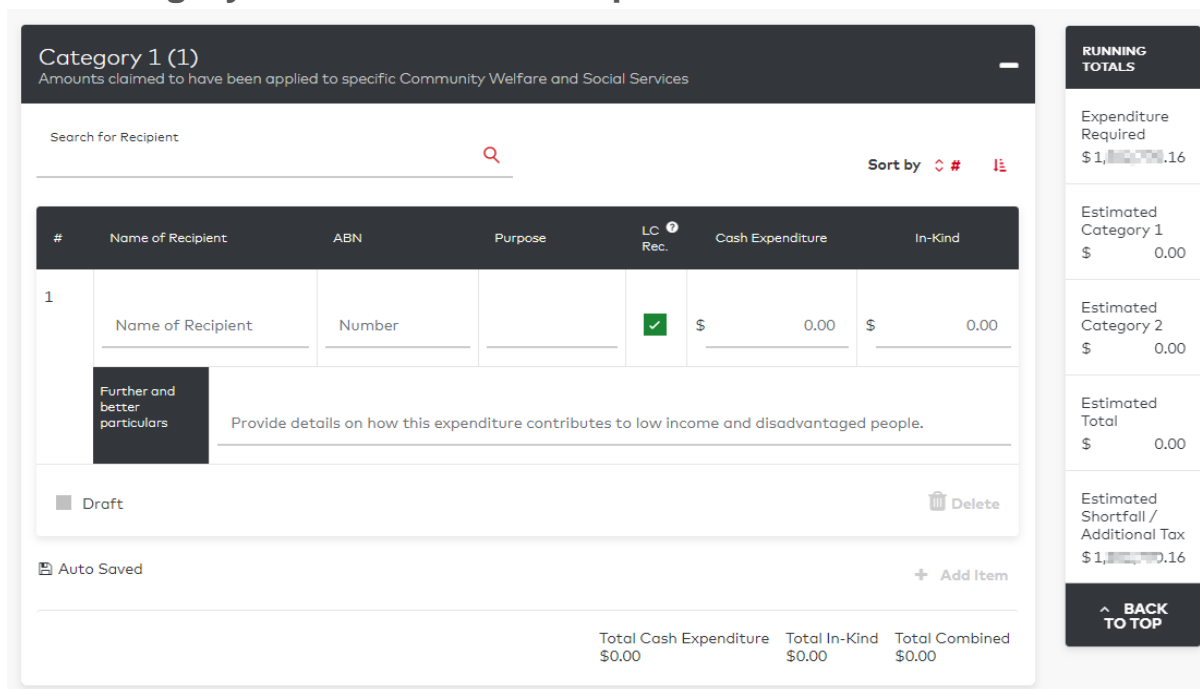





| Information Fields                   |   |
|--------------------------------------|---|
| For year ended                       | Date application ending in the format for the year ended 31 August 20xx.  |
| Status                               | Status of the application - draft application.  |
| Last saved                           | Date the application was created or last saved by the user.   |
| Submission Info/Reference #          | Pre-populated: application reference number   |
| Submission Info/Date                 | Pre-populated: date   |
| Premised Info/Licence Number         | Pre-populated: premises licence number  |
| Premises Info/Premises Name          | Pre-populated: premises name  |
| Premises Info/Suburb                 | Pre-populated: premises suburb  |
| Exemptions/ In-Kind Exemption Number | <b>Editable</b> field that allows users to enter a government provided exception ID Number. The completion of this field is required only if changing the default Exemption Amount. Refer to the Liquor & Gaming Website for application forms. |
| Exemptions/ Exemption Amount (%)     | Pre-populated: Default exemption amount (percentage)  |

## 4 Completing an Application

### 4.1 Category 1 - Enter a New Recipient



1. Click in the *Name of the Recipient* field and enter the name.
2. Click in the *Number* field. Enter the ABN number.
3. Click on the arrow in the *Purpose* field and select one of the options.
4. Click the *LC Rec.* box if the funding is in accordance with the Local Committee's recommendations or social expenditure priorities or your LGA.
5. If applicable, record expenditure in the *Cash Expenditure* field.
6. If applicable, record a non-cash expenditure in the *In-Kind* field.
7. You can delete a row from Category 1 - Click on the  icon.
8. To add an additional recipient, click on **+Add Item**.
9. Running totals are displayed on the right.

Note: You can use your *Tab* key and tab through the different fields instead of clicking on each one. The default for 'Cash Expenditure' and *In-kind* expenditure is zero.

## 4.2 Filtering Multiple Recipients

Follow the steps below to sort or search for a specific recipient if multiple recipients have been added.

Category 1 (1)  
Amounts claimed to have been applied to specific Community Welfare and Social Services

Search for Recipient

1

2

by

3

| # | Name of Recipient              | ABN    | Purpose        | LC Rec. | Cash E |
|---|--------------------------------|--------|----------------|---------|--------|
| 1 | Test                           | Number | A1 - Family Su | ✓       | \$     |
|   | Further and better particulars | Test   |                |         |        |

Draft

Delete

Auto Saved

+ Add Item

Total Cash Expenditure

Total In-Kind

Total Combined

\$0.00

\$0.00

\$0.00

### 1. Search for Category 1 Recipient

Enter the name of the recipient in the dynamic search field next to the search icon.

### 2. Filter on multiple recipients.

Click on the *Sort by* button. A dropdown menu will pop up. Click on the required sort option to sort the items (recipients) accordingly.

### 3. Filter on multiple recipients.

Click on the  icon to sort the items (recipients) in ascending or descending order.



### 4.3 Category 1 - Fields

| Field Name                     | Rules                     | Notes  |
|--------------------------------|---------------------------|--|
| Unique ID Number               | N/A                       | Increments per row added, auto reindex until submitted.  |
| Name of Recipient              | Required                  | Searchable field.  |
| ABN                            | Optional                  | Searchable field.  |
| Purpose                        | Dropdown menu<br>Required | Required and select only one.  |
| LC Rec.                        | Click on the box.         | If selected, "Yes" else is "No"<br><i>"Yes, if funding is in accordance with the Local Committee's recommendations or social expenditure priorities for you LGA. Otherwise, No."</i> |
| Cash Expenditure               | Dollar \$ > = 0           | Used to record cash eligible category 1 expenditure.<br>No commas or spaces, only decimal point.   |
| In - Kind                      | Dollar \$ > = 0           | Used to record non-cash eligible category 1 expenditure.<br>No commas or spaces between the numbers, only decimal point.   |
| Further and better particulars | Required                  | Clubs must provide a description about how the funding provided meets the requirements of the ClubGRANTS guidelines. Otherwise, a tax rebate may not be applied.                     |
| Total Combined                 | Calculate Automatically   | [Total cash expenditure] + [total in-kind]   |



## 4.4 Enter a New Category 2 Recipient

### Category 2

Category 2 (2)  
Amounts that have been applied to other ClubGRANTS Expenditure

Search for Recipient

Sort by

| #  | Name of Recipient | ABN            | Purpose   | Ass. w/ Club                        | Cash Expenditure | In-Kind   |
|--|-------------------|----------------|-----------|-------------------------------------|------------------|-----------|
| 1.   | Monster Inc       | 76 965 043 444 | A - Sport | <input checked="" type="checkbox"/> | \$ 100.01        | \$ 100.00 |
| <div>Further and better particulars</div> <div>Two</div> |                   |                |           |                                     |                  |           |

Submitted

The process to enter, edit, filter and search for category 2 recipients is the same as category 1.

- The *Sort Options* that are different to category 1 are:  
*Associated with Club?*
- The *Purpose* dropdown menu has different options to select from category 1.



## 4.5 Category 2 - Fields

| Field Name          | Rules                   | Notes  |
|---------------------|-------------------------|--|
| Unique ID Number    | N/A                     | Increments per row added, auto reindex until submitted |
| Name of Recipients  | Is required             | Searchable field                                       |
| ABN                 | Optional                | Searchable field                                       |
| Purpose             | Dropdown menu           | Required and select only one.                          |
| Associated w/ Club. | Toggle                  | Associated with club. Tick box to select yes.          |
| Cash Expenditure    | Dollar \$ > = 0         | Used to record category 2 cash expenditure.            |
| In - Kind           | Dollar \$ > = 0         | Used to record non-cash category 2 expenditure.        |
| Total Combined      | Calculate Automatically | [Total cash expenditure] + [total in-kind]             |

## 4.6 Tax Calculation

| Calculation of required ClubGRANTS <span>—</span> |                        |
|---|------------------------|
| <b>Premises Profit</b>                            |                        |
| DESCRIPTION                                       | GAMING MACHINE PROFIT  |
| 3 Months to August 2016                           | \$1,234,567.89         |
| 3 Months to May 2016                              | \$2,345,678.90         |
| 3 Months to February 2016                         | \$3,456,789.01         |
| 3 Months to November 2015                         | \$4,567,890.12         |
| <b>Total Profit</b>                               | <b>\$11,604,925.92</b> |
| Less Threshold                                    | \$1,000,000.00         |
| <b>Total Profit Less Threshold</b>                | <b>\$10,604,925.92</b> |

1. You can expand [+] or collapse [-] the calculation for required application by toggling the [+/-] selector.
2. This is a view of the Gaming Machine Profits for the 4 quarters of this Venue. In this example the 15/16 tax year has been used.
3. The threshold is set to \$ 1,000,000.00 (The ClubGRANTS scheme applies to profits over a \$1 million).
4. Total Profit less Threshold is the balance of the Gaming Machine Profits, minus the threshold. This figure is required to calculate the minimum expenditure for category 1 and category 2.

Example:

$$\text{Total profit} = Q1 + Q2 + Q3 + Q4 = \$6,168,452.00$$

$$\text{Threshold} = \$1,000,000.00$$

$$\text{Total Profit less Threshold} = \$6,168,452.00 - \$1,000,000.00 = \$5,168,452.00$$



## 4.7 Expenditure vs Threshold

|   | CATEGORY 1         | CATEGORY 2         | TOTAL              |
|---|--------------------|--------------------|--------------------|
| Minimum Expenditure Required                | \$38,763.39        | \$56,852.97        | \$95,616.36        |
| Cash Expenditure                            | \$1,000.00         | \$20.00            | \$1,020.00         |
| In-Kind Expenditure                         | \$0.00             | \$0.00             | \$0.00             |
| <b>Estimated ClubGRANTS Assessment</b>      | <b>\$1,000.00</b>  | <b>\$20.00</b>     | <b>\$1,020.00</b>  |
| <b>Estimated Shortfall / Additional Tax</b> | <b>\$37,763.39</b> | <b>\$56,832.97</b> | <b>\$94,596.36</b> |

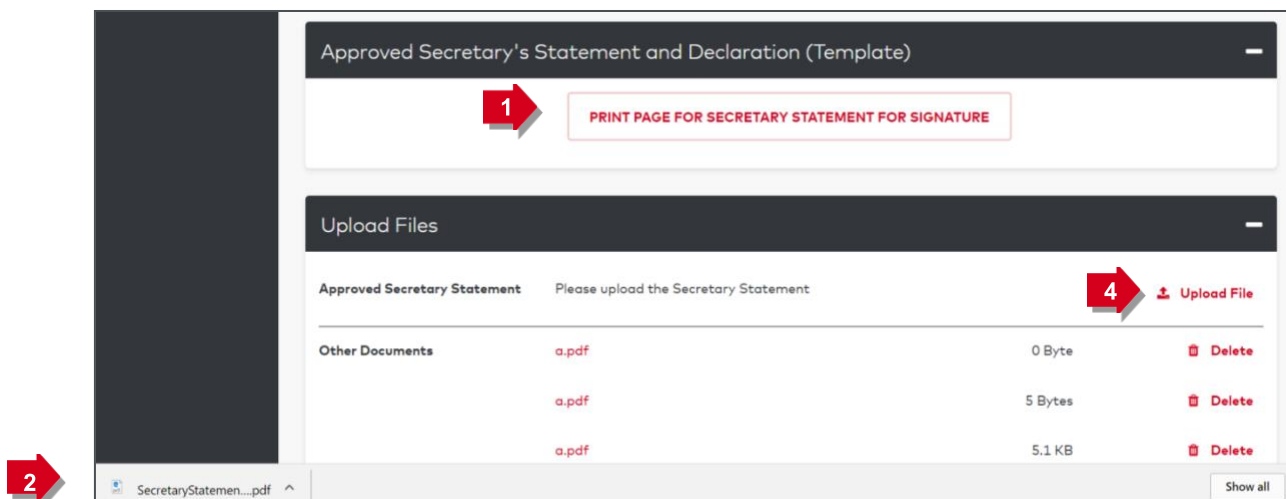
| <b>Example Only</b><br>Demonstrating the difference between <i>Excess</i> and/or <i>Shortfall</i> for Category 1 and Category 2.   |  |   |
|--|--|---|
| Items  | Category Notes   | Total                                     |
| Total Profit Less Threshold  | Total Profit - Threshold<br>\$6,168,452.00 - \$1,000,000.00  | \$5,168,452.00                            |
| Minimum Expenditure Required   | Category 1: 0.75% of Total Profit Less Threshold<br>Category 2: 1.1% of Total Profit Less Threshold  | \$38,763.39<br>\$56,852.97                |
| Cash Expenditure   | Category 1: Total Category 1 Cash Expenditure<br>Category 2: Total Category 2 Cash Expenditure<br>Total: Category 1 Expenditure + Category 2 Expenditure   | \$1,000.00<br>\$20.00<br>\$1,020.00       |
| In-Kind Expenditure  | Category 1: Category 1 In-Kind Expenditure<br>Category 2: Category 2 In-Kind Expenditure   | \$0.00<br>\$0.00                          |
| Estimated ClubGRANTS Assessment  | Category 1: Sum of Category 1 Cash Expenditure and In-Kind Expenditure<br>Category 2: Sum of Category 2 Cash Expenditure and In-Kind Expenditure   | \$1,000.00<br>\$20.00                     |
| Estimated Shortfall/Additional Tax   | Category 1: Shortfall: \$38,763.39 - \$1,000.00<br>Category 2 : Shortfall: \$56,852.97 - \$20.00<br>Total:<br><br>This field automatically estimates additional tax payable due to a shortfall in ClubGRANTS expenditure. An excess in Category 1 Expenditure will reduce the additional tax due to a shortfall in Category 2 expenditure. However, an excess in Category 2 expenditure will not reduce the additional tax due to a shortfall in Category 1 expenditure. | \$37,763.39<br>\$56,832.97<br>\$94,596.36 |
| <b>Notes:</b> The calculation for the Estimated Tax will not include any In-Kind expenditure exceeding the 20% limit and will not include any In-Kind exemption you may have been granted. |  |   |



## 5 Submitting an Application

### 5.1 Uploading Files (including Secretary Statement)

1. Click here to download the *Secretary's Statement*.



Note: It is mandatory to attach a secretary's statement.

2. The *Secretary Statement* will download here. Click on the PDF document to open the document (Refer to example of the statement on the next page).
3. There are two ways to enter in the required details.
  - a. Download, enter the required details and save.
  - or
  - b. Print the PDF, enter the required details and complete with required signatures. Scan and save a copy of the statement.
4. Click to upload the *Approved Secretary's Statement*.  
 Note: You CANNOT delete the Secretary's Statement once uploaded.

#### Notes:


1. Only upload an approved secretary's statement, in the *Secretary Statement* section
2. Other files can be uploaded below, under *other documents*.
3. You can download all files you have attached.
4. You can also delete files you uploaded, except for the Secretary's statement, as the inclusion of this document is mandatory for submission.



## Enter Required Details on Secretary Statement

FM2021

**Approved club Secretary's statement and declaration**

 **Department of Industry**  
Liquor & Gaming




**Before you complete this form**

**What this form is for**  
This declaration must be signed by the club's Secretary/Manager when claiming donations and expenditure made towards community development and support projects and services as eligible for rebate under the ClubGRANTS Scheme for a specific club gaming tax year.  
A club lists the donations and expenditure made towards specific community development and support projects and services as eligible under the ClubGRANTS Scheme for a specific club gaming tax year.

**How to lodge this form**

To be uploaded as part of your ClubGRANTS returns in the Liquor & Gaming NSW ClubGRANTS Portal.

**Need more information?**

 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)  
 [clubgrants@liquorandgaming.nsw.gov.au](mailto:clubgrants@liquorandgaming.nsw.gov.au)  
 1300 024 720

**Declaration**

I, ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

of (street address)

Suburb/town/city

Premises number

Street address

Suburb/town/city

State  Postcode

2. My contact details are




Daytime phone

Email

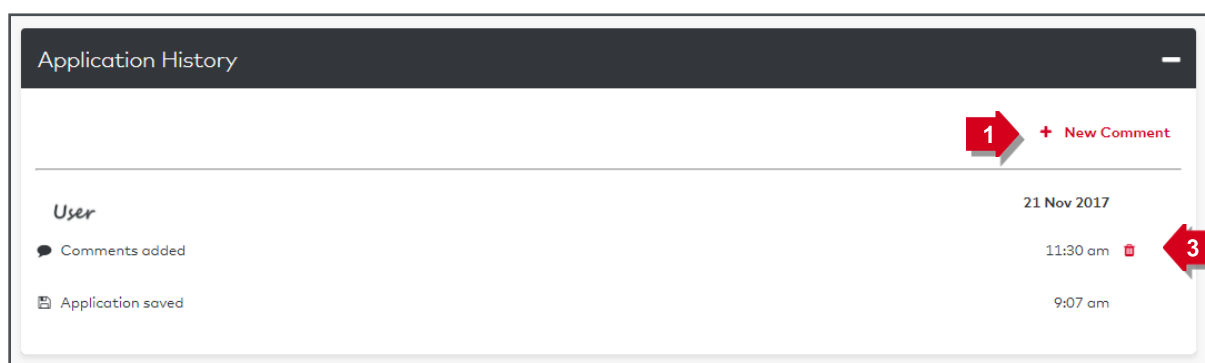
1. Complete the PDF statement by entering the information in the blue shaded area.
2. Save this document (on your device). You can print it at a later stage.


Note: Your secretary must sign and date the document and a Justice of Peace must witness the document. (Follow the instructions on the save menu bar to save from here).

## 5.2 Application History Icons

| Text                  | Icon  | Notes                          |
|-----------------------|---|--------------------------------|
| Application saved     |  | You saved a draft application. |
| Comment added         |  | You added a comment.           |
| Application submitted |  | You submitted an application.  |

## 5.3 Adding a Comment



1. Click on + *New Comment* to add a comment.
2. Once comment has been added, click on *Add Comment*.
3. Click on the delete  icon to delete comments.

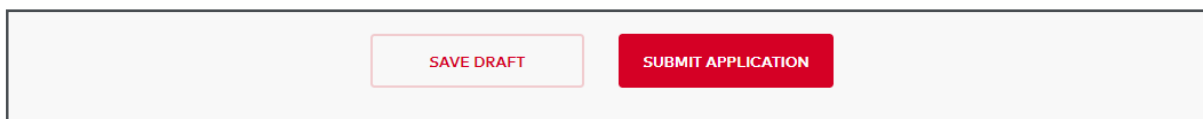
### Notes:

You can **ONLY** delete a comment you have added in the current version.

You cannot delete any comments another user has added.

You cannot delete any comments that the system has created.

## 5.4 Saving or Submitting an Application

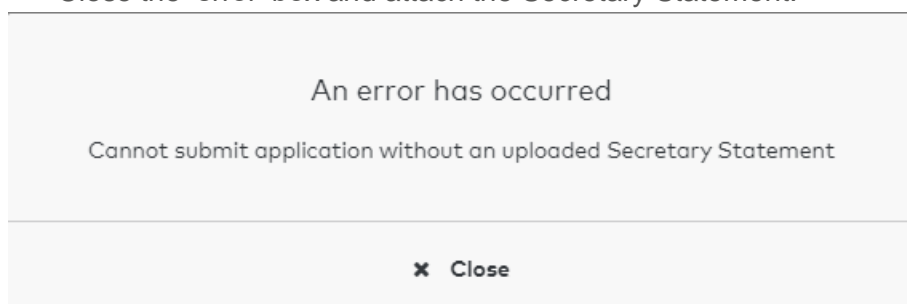


A horizontal bar containing two buttons. On the left is a light red button with the text 'SAVE DRAFT'. On the right is a dark red button with the text 'SUBMIT APPLICATION'.

1. Any changes are saved automatically. However, to ensure the draft has been saved Click on *Save Draft*.
2. Click on *Submit Application* if you are ready to submit the application to the Regulator.

## 5.5 Submission Error

1. If any of the line items are invalid, you cannot submit the application.  
The line items with errors are highlighted.
2. If there is no *Secretary's Statement* attached you cannot submit the application.  
Close the 'error' box and attach the Secretary Statement.



An error message box with a light gray background. It contains the text 'An error has occurred' in bold, followed by 'Cannot submit application without an uploaded Secretary Statement'. At the bottom right is a button with an 'x' icon and the text 'Close'.

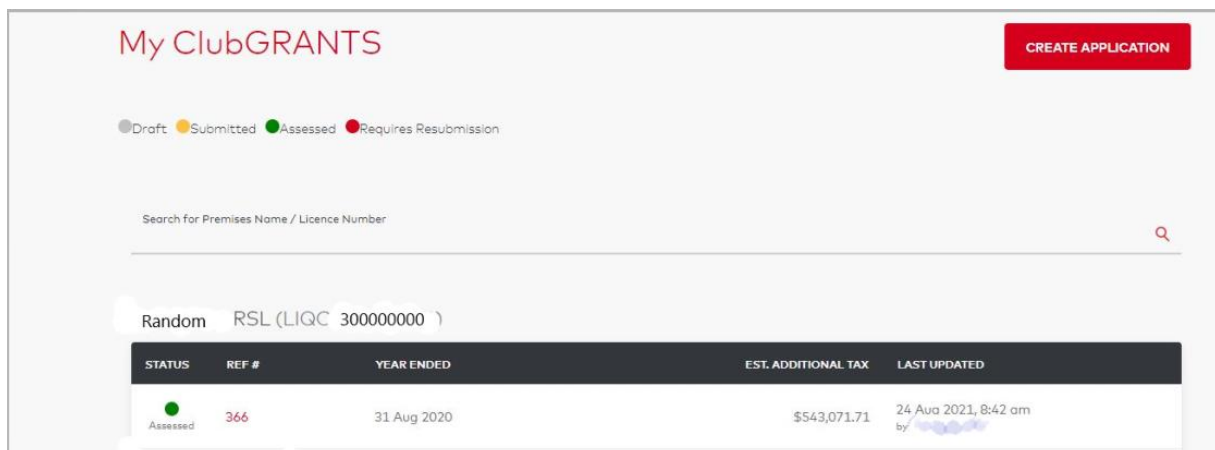
3. Once you have resolved any errors click on *Submit Application*.

## 6 Reviewed Applications

### 6.1 Assessed Application

#### NOTES:

- The status of your document will remain a draft document until you submit the application.
- If “Save Draft” is clicked on an Assessed application, the application will return to a draft state.



**My ClubGRANTS** CREATE APPLICATION

● Draft ● Submitted ● Assessed ● Requires Resubmission

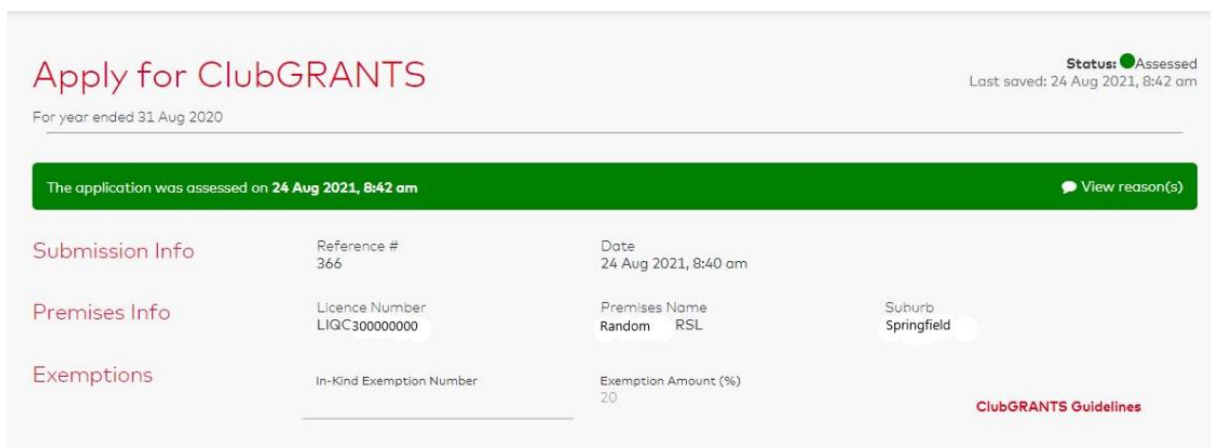
Search for Premises Name / Licence Number

Random RSL (LIQC 300000000 )

| STATUS   | REF # | YEAR ENDED  | EST. ADDITIONAL TAX | LAST UPDATED         |
|----------|-------|-------------|---------------------|----------------------|
| Assessed | 366   | 31 Aug 2020 | \$543,071.71        | 24 Aug 2021, 8:42 am |

1. ClubGRANTS landing page: application assessed by the Regulator will display a **green** status.
2. CLICK on the *reference number* to view assessed application.

### Application Assessed/Assessed with Edits – Example



**Apply for ClubGRANTS** Status: ● Assessed  
Last saved: 24 Aug 2021, 8:42 am

For year ended 31 Aug 2020

The application was assessed on 24 Aug 2021, 8:42 am View reason(s)

|                        |                                 |                              |
|------------------------|---------------------------------|------------------------------|
| <b>Submission Info</b> | Reference #<br>366              | Date<br>24 Aug 2021, 8:40 am |
| <b>Premises Info</b>   | Licence Number<br>LIQC300000000 | Premises Name<br>Random RSL  |
| <b>Exemptions</b>      | In-Kind Exemption Number        | Exemption Amount (%)<br>20   |

[ClubGRANTS Guidelines](#)

If the Regulator has changed any details in the application during the approval process, the modified item will display “Assessed with edits”.

| # | Name of Recipient              | ABN    | Purpose  |
|---|--------------------------------|--------|----------|
| 1 | Test_1                         | Number | A2 - Chi |
|   | Further and better particulars | Test_1 |          |

Assessed with Edits

|                       |     |             |                |                         |
|-----------------------|-----|-------------|----------------|-------------------------|
| Requires Resubmission | 370 | 31 Aug 2019 | \$1,332,931.82 | 30 Aug 2021, 5:56 pm by |
|-----------------------|-----|-------------|----------------|-------------------------|

## 6.2 Resubmission Required

1. ClubGRANTS landing page: an application requiring a resubmission will display a **red** status.
2. CLICK on the *reference number* to view application.

### Application Required Resubmission - Example

# Apply for ClubGRANTS

For year ended 31 Aug 2016

**1** Status: ● Requires Resubmission  
Last saved: 18 May 2018, 5:21 pm

The application was flagged as requiring resubmission on 18 May 2018, 5:21 pm [View reason\(s\)](#)

|                 |                                |                               |
|-----------------|--------------------------------|-------------------------------|
| Submission Info | Reference #<br>XX              | Date<br>15 Sep 2017, 11:55    |
| Premises Info   | Licence Number<br>LIQXXXXXXXXX | Premises Name<br>XXXXX XXXXXX |
| Exemptions      | In-Kind Exemption Number       | Exemption Amount (%)<br>20    |

[ClubGRANTS Guidelines](#)

**2**

1. The (**red**) status of this example application indicates the application requires a resubmission
2. The heading is highlighted **red** and it states: *The application was flagged as requiring a resubmission on 18 May 2018, 5:21 pm.*
3. Click on the *View Reason(s)* button. This will display the *Application History* with reason(s).

## 6.3 Rejected Application – Reasons

Under *Application History* you will find the reasons for the resubmission required of this application.

- The **red** indicates resubmission required.
- The **green** indicates that it has been assessed.

| Application History                                  |  |                               |
|--|--|-------------------------------|
|  |  | <a href="#">+ New Comment</a> |
| Roger Regulator                                      |  | 30 Aug 2021                   |
| Application assessed                                 |  | 6:12 pm                       |
| Application assessed                                 |  | 6:11 pm                       |
| Random club  |  | 30 Aug 2021                   |
| Submitted Application                                |  | 6:10 pm                       |
| Ken Leong  |  | 30 Aug 2021                   |
| Draft saved  |  | 6:10 pm                       |
| Application requires resubmission                    |  | 5:56 pm                       |
| Application flagged as requiring resubmission        |  | 5:56 pm                       |
| Category 1, Item 2 rejected. Reject Test 2 line item |  | 5:52 pm                       |
| Random club  |  | 30 Aug 2021                   |
| Submitted Application                                |  | 5:49 pm                       |
| Application saved                                    |  | 5:44 pm                       |

Note: Discussions on any changes to an application must be made directly with the Regulator not the Max Help Desk.

If you scroll up on this page, the rejected item will be indicated in red as per below.

Category 1 (1)

Amounts claimed to have been applied to specific Community Welfare and Social Services

Search for Recipient

Sort by

| #                               | Name of Recipient | ABN                          | Purpose        | LC Rec                              | Cash Donations | In-Kind     |
|---------------------------------|-------------------|------------------------------|----------------|-------------------------------------|----------------|-------------|
| 1                               | Recipient1        | Number                       | A1 - Family Su | <input checked="" type="checkbox"/> | \$ 10,000.00   | \$ 5,000.00 |
| Further and better particulars  |                   | Details as per specification |                |                                     |                |             |
| <div><div></div> Rejected</div> |                   |                              |                |                                     |                |             |
| Auto Saved                      |                   |                              |                | + Add Item                          |                |             |
| Total Cash Donations            |                   | Total In-Kind                |                | Total Combined                      |                |             |
| \$0.00                          |                   | \$0.00                       |                | \$0.00                              |                |             |

## 6.4 Resubmitting an Application

Category 1 (1)  
Amounts claimed to have been applied to specific Community Welfare and Social Services

Search for Recipient

Sort by

| #   | Name of Recipient | ABN    | Purpose        | LC Rec. | Cash Donations | In-Kind     |
|---|-------------------|--------|----------------|---------|----------------|-------------|
| 1   | Recipient1        | Number | A1 - Family Su |         | \$ 10,000.00   | \$ 5,000.00 |
| <div>Further and better particulars</div> <div>Details as per specification</div> |                   |        |                |         |                |             |
| <div>Rejected</div>   |                   |        |                |         |                |             |

Auto Saved

+ Add Item

Total Cash Donations

Total In-Kind

Total Combined

\$0.00

\$0.00

\$0.00

1. Rejected items cannot be edited but a new row can be added (+ **Add Item**) to the application with updated details.
2. If you are not ready to submit the changes, Click *SAVE DRAFT*.
3. If you are ready to resubmit the application, Click *SUBMIT APPLICATION*.

### NOTES:

1. You can **+add** a new row for Category 1 and 2 items to resubmit the Application.
2. Assessed row is indicated in **green**.
3. You can delete any comments you have added in the current version.
4. You **cannot** delete any comments another user has added.
5. You **cannot** delete any comments that the system has created.
6. If the application is in a "Submitted" state and L&GNSW has made some adjustments to the application, then the landing page values will mismatch the application details until L&GNSW either assesses the application or marks it as requiring resubmission.



## 7 ClubGRANTS Reports

There are two reports available for venues to view details of the ClubGRANTS information they have entered in the MAXsys system. These are:

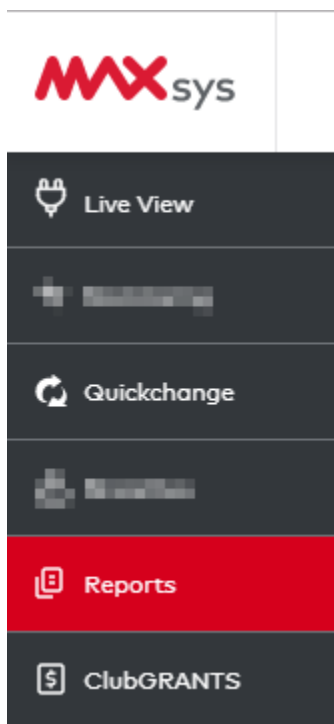
1. Actual ClubGRANTS Summary; and
2. Actual ClubGRANTS Details.

These reports provide a summary view of the ClubGRANTS data, as well as a more detailed view of all grants that have been recorded on the ClubGRANTS application in the system.

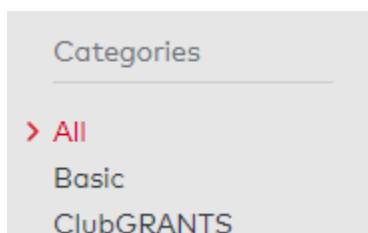
These reports can be printed or exported as required.

### 7.1 Accessing Reports

The ClubGRANTS reports are accessed by selecting the Reports icon in the MAXsys menu.

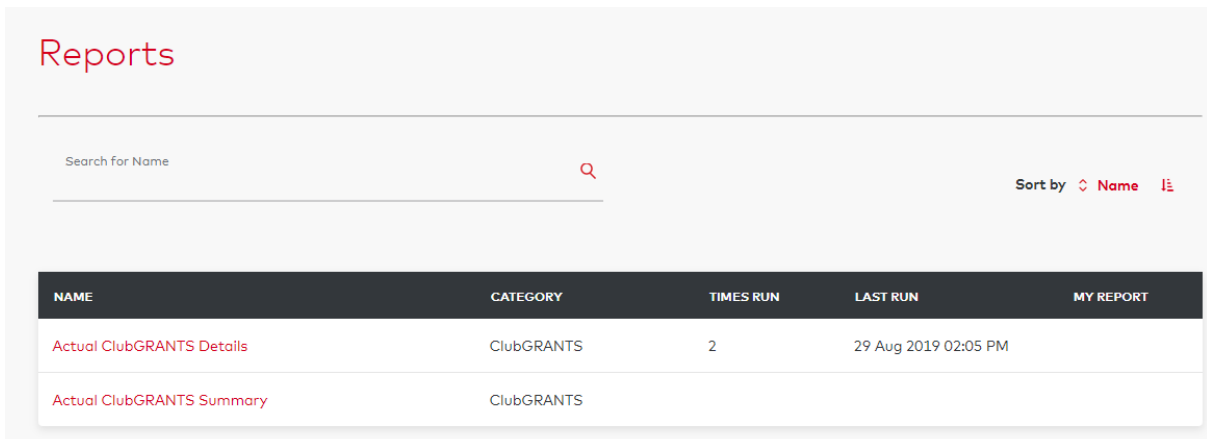


The submenu will provide a broken-down set of categories to be able to navigate to the desired reports. Selecting ClubGRANTS will provide a list of the ClubGRANTS related reports to run.



## 7.2 Main Reports Screen

Once the ClubGRANTS category has been selected, the following screen will be presented.

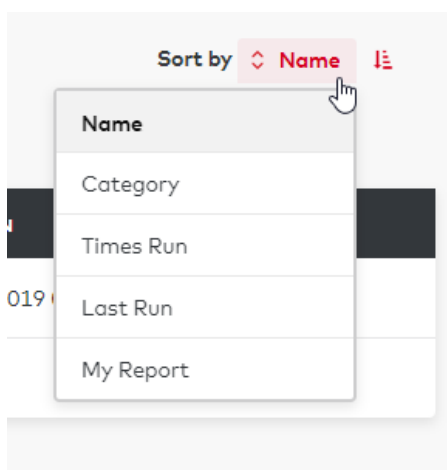


The screenshot shows the 'Reports' screen with a search bar and a table of reports. The search bar is labeled 'Search for Name' and has a magnifying glass icon. The table has five columns: NAME, CATEGORY, TIMES RUN, LAST RUN, and MY REPORT. There are two rows of reports listed.

| NAME                      | CATEGORY   | TIMES RUN | LAST RUN             | MY REPORT |
|---------------------------|------------|-----------|----------------------|-----------|
| Actual ClubGRANTS Details | ClubGRANTS | 2         | 29 Aug 2019 02:05 PM |           |
| Actual ClubGRANTS Summary | ClubGRANTS |           |                      |           |

The search field allows you to quickly find a report by name. Typing the name of a report will dynamically filter the list to only show reports that match the text that has been entered.

The list of reports can be sorted based on the column values.



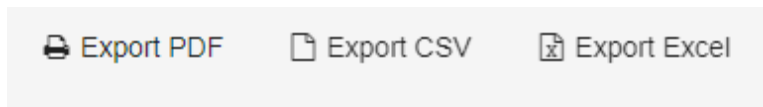
## 7.3 Common Report Features

The report screens have several common features across all reports. These include:

1. Export functionality
2. Report Customisation Options
3. Column Selection/Column Sizing

### 7.3.1 Export functionality

Each report has the option to export into PDF, CSV or Excel format.



Selecting the appropriate export format will automatically trigger the export of the report data. Each export will include any parameters that were used in the production of the report, such as:

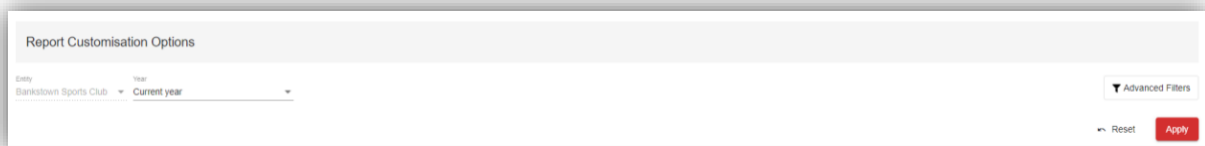
1. Who ran the report?
2. The sorting criteria
3. When the report was run.

If there are specific selections made relevant to the report, these will also be included.

### 7.3.2 Report Customisation Options

Each report screen has an initial section showing the Report Customisation Options. This section contains any selection criteria required for the current report, along with a set of advanced filters that can be manipulated to filter and format the report data to show and display only the data that you are interested in seeing. The advanced filters are hidden until the Advanced Filters button is selected.

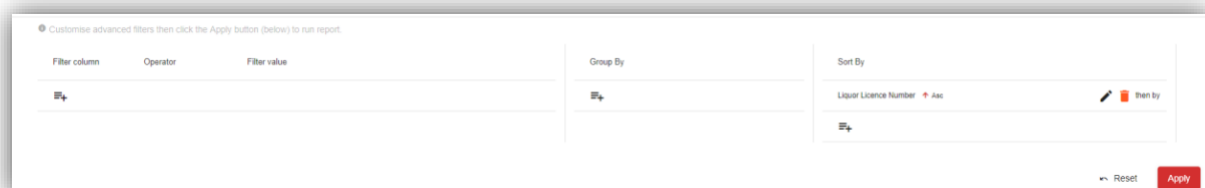
An example of this can be seen on the 'Actual ClubGRANTS Summary' report.



In this example, we have the option of selecting which year we would like to view the summarised data for. If the logged in user has access to this ClubGRANTS report for multiple venues, they would also be able to select the entity for which they want to report on. Once the selection is made, the user clicks on the Apply button to apply the selection to the report.

#### 7.3.2.1 Advanced Filters


Selecting the "Advanced Filters" button in the Report Customisation Options section will display options for filtering, grouping and sorting the report data.




### 7.3.2.1.1 Filtering Data



The first section of the 'Advanced filters' is used for the filtering of report data based on criteria that is user defined.


Customise advanced filters then click the Apply button (below) to run report.

| Filter column   | Operator | Filter value |
|---|----------|--------------|
|  |          |              |


Selecting the  icon will add a new row to the filtering criteria.

Multiple filtering conditions can be input by adding additional rows using the  icon.

| Filter column | Operator      | Filter value  |
|---------------|---------------|---|
| Filter on...  | ▼ Operator... | ▼ Filter value...   |
|               |               |   |

Filtering conditions can be accepted by selecting the  icon at the end of the line.

Selecting the  icon will delete a filtering row.

Selecting the  on a previously entered row will allow it to be changed.

#### 7.3.2.1.1.1 Filter Column

The 'Filter on' drop down will allow the selection of any of the columns that are contained within this report. For the Actual ClubGRANTS Summary report, this looks like:

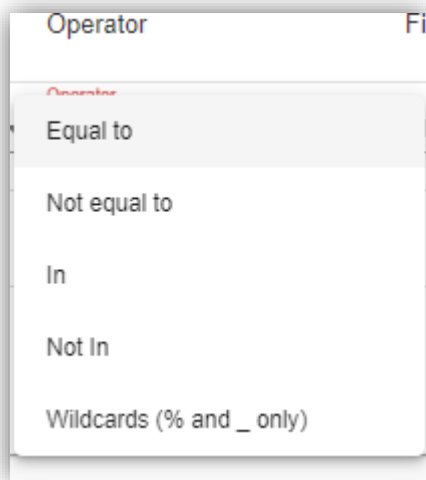
Filter column

Filter on

- Licence Details
- Suburb
- LGA
- Reference
- Date of Submission
- Count of Recipients
- Exemption #

### 7.3.2.1.1.2 Operator

The operator drop down offers options relevant to the type of data contained in the filter column. An example of a text-based field has 5 options, relevant to a text-based selection below.



Number fields will have different options such as 'greater than', and 'less than' which are meaningful mainly to number-based fields.

| Operator                        | Meaning   |
|---------------------------------|---|
| <b>Equal to</b>                 | The value in the report must exactly match the specified value contained in 'Filter value'                      |
| <b>Not equal to</b>             | The value in the report must NOT match the specified value contained in 'Filter value'                          |
| <b>In</b>                       | The value in the report exactly matches the selected items contained in the 'Filter value'                      |
| <b>Not In</b>                   | The value in the report does not match the selected items contained in the 'Filter value'                       |
| <b>Greater than</b>             | The value in the report is greater than the specified value contained in 'Filter value'                         |
| <b>Less than</b>                | The value in the report is less than the specified value contained in 'Filter value'                            |
| <b>Greater than or equal to</b> | The value in the report is greater than or equal to the specified value contained in 'Filter value'             |
| <b>Less than or equal to</b>    | The value in the report is less than or equal to the specified value contained in 'Filter value'                |
| <b>Wildcards (% and _ only)</b> | The value in the report matches the wildcard specification contained in the 'Filter value' (See details below). |

## Wildcards

Two special characters, referred to as wildcards, can be used to provide greater flexibility in the filtering of data. These are the '%' and '\_' characters, where the '%' character will match 0, 1, 2 or more characters, and the '\_' that matches exactly one character, regardless of the value of the character.

The following table provides some examples of these wildcards.

| Example | Meaning   |
|---------|---|
| A%      | Finds any values that start with "A"  |
| %A      | Finds any values that end with "A"  |
| %or%    | Finds any values that have "or" in any position   |
| _r%     | Finds any values that have "r" in the second position   |
| A__%    | Finds any values that start with "A" and are at least 3 characters in length (note the 2 underscores) |
| A%o     | Find any values that start with "A" and end with "o"  |

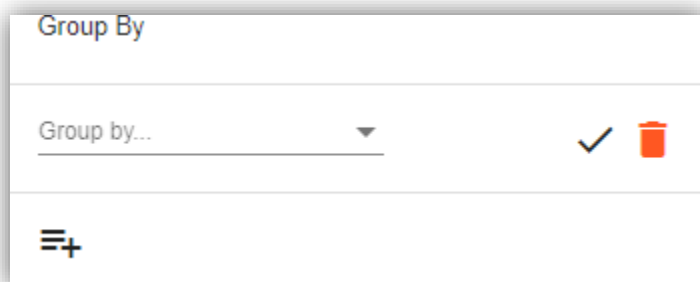
### 7.3.2.1.1.3 Filter value

The filter value allows you to specify the criteria that you want to filter against, based on the 'Filter on' and 'Operator' selections. The options for filling out the filter value change based on the operator selection. Where possible, the filter value will provide a drop-down list to allow for selection of allowable values.




Where this is not possible, the Filter value can be filled with text.

### 7.3.2.1.2 Grouping Data

The second section of the Advanced Filters allows the report data to be grouped and sub grouped.

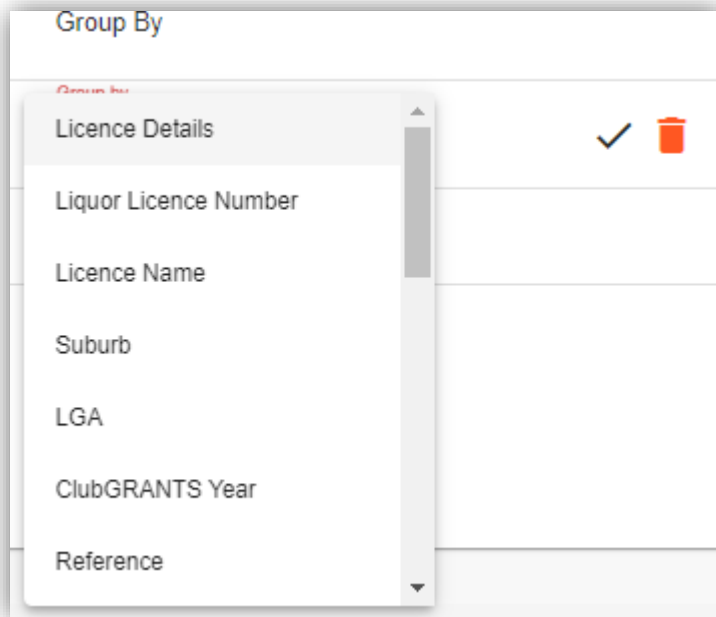


This set of options works similarly to the Filter section. New rows are added by selecting the

 icon, and editing and deleting grouping items are actioned through the   options.

Selecting the 'Group by' will give a drop-down list of the columns that the data should be grouped by.

An example of this drop-down for the 'Actual ClubGRANTS summary' report is shown below.

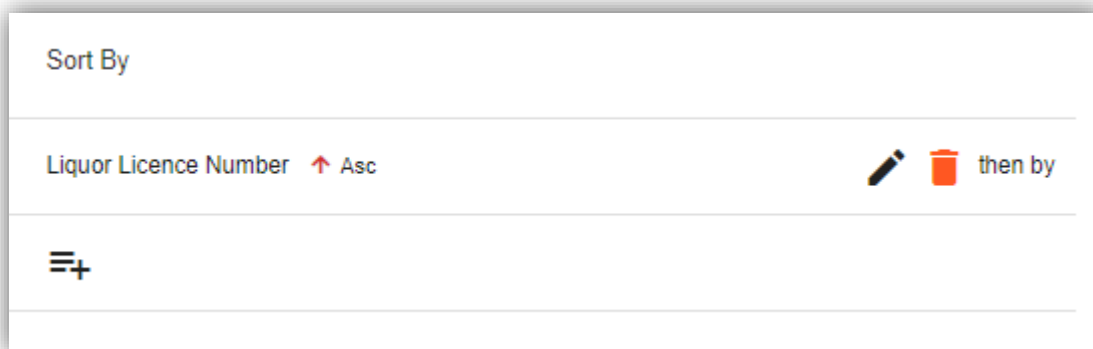


Group By

*Remove Item*

|                       |   |   |
|-----------------------|---|---|
| Licence Details       | ✓ | ✖ |
| Liquor Licence Number |   |   |
| Licence Name          |   |   |
| Suburb                |   |   |
| LGA                   |   |   |
| ClubGRANTS Year       |   |   |
| Reference             |   |   |

### 7.3.2.1.3 Sorting Data



Sort By

|                       |       |   |   |         |
|-----------------------|-------|---|---|---------|
| Liquor Licence Number | ↑ Asc | ✎ | ✖ | then by |
| ≡+                    |       |   |   |         |

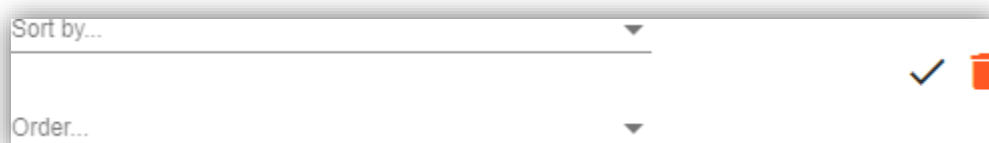
The final section of the 'Advanced Filters' controls sorting.

This section will show the default sorting that is applied to the report data. In the example above, the default sorting is based on the Liquor Licence Number and is sorted in an ascending order.

To adjust this sorting record, select the  icon.

To add some additional sorting criteria, select the  icon.

When a new row is added, the user is provided the following information:



Sort by...

Order...

✓ ✖

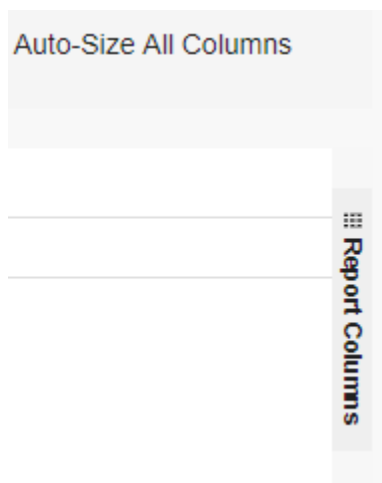
Selecting the 'Sort by' drop-down will provide a list of columns that can be sorted by. Selecting the 'Order' drop-down allows the user to sort in an ascending or descending order.

### 7.3.3 Column Selection/Column Sizing

The main section of the reporting screen has options to auto-size the columns, and also to select/deselect columns to be shown in the report.

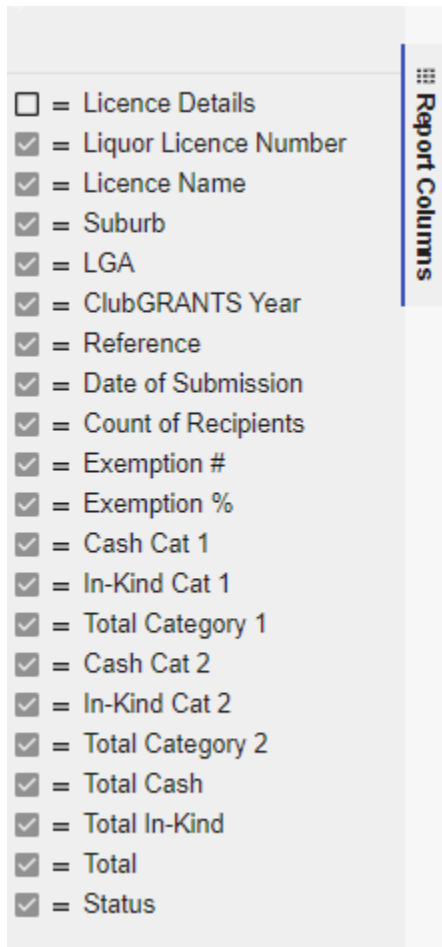
Selecting the **Auto-Size All Columns** will automatically grow/shrink columns to fit the report data based on the contents of those columns.

The columns displayed in the report are controlled through the 'Report Columns' icon on the RHS of the report.



Selecting the 'Report Columns' will provide a selectable list for controlling the enabling/disabling of a particular column of data. For the 'Actual ClubGRANTS Summary', this is shown as:



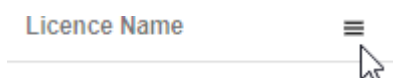


Selecting a checkbox will include the column in the report. Deselecting a checkbox will remove the column from the report.

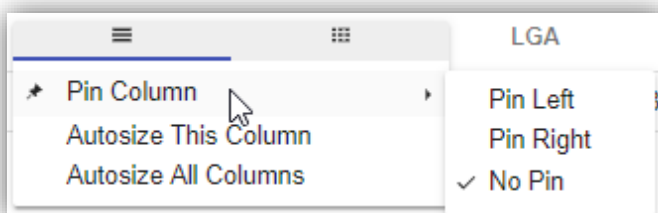
Once selections/deselections have been made, click on the 'Report Columns' icon again to hide the panel.

### 7.3.3.1 Report Column Operations

Hovering the mouse over any column in a report will display an icon to allow operations to be performed on the column.



Selecting this icon show the following menu:



Pin Column will allow the column to be pinned to the LHS or RHS of the report. Once pinned, the column will remain fixed and visible when the remaining report columns are scrolled left and right (similar to the Microsoft Excel freeze pane option).

The Auto size options will allow the shrinking/expanding of either this column, or all columns, to fit the data contained in the column.

## 7.4 ClubGRANTS Reports

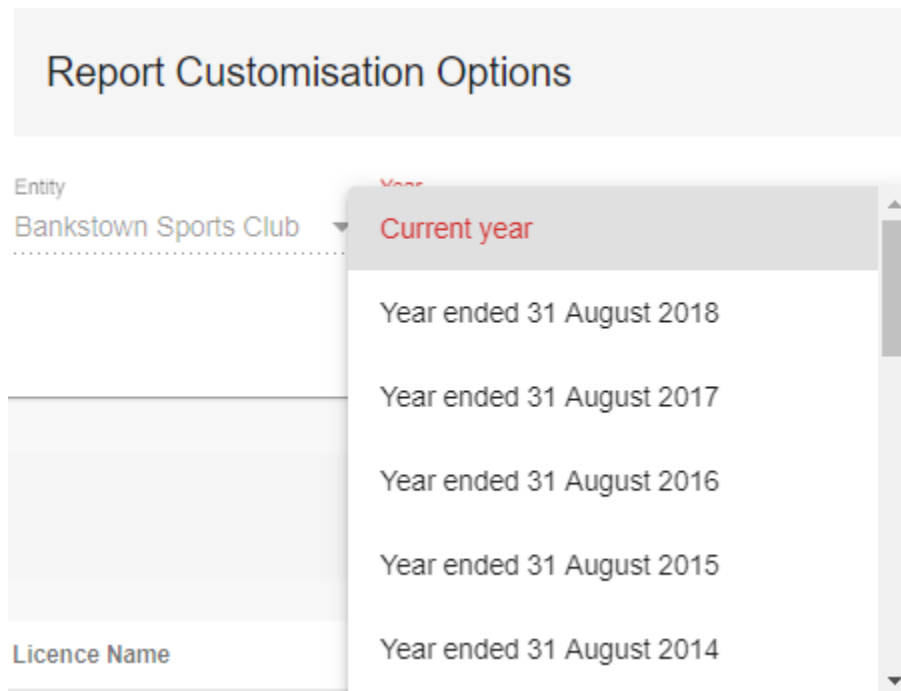
There are two reports available for ClubGRANTS users. These are:

1. Actual ClubGRANTS Summary; and
2. Actual ClubGRANTS Detail.

### 7.4.1 Actual ClubGRANTS Summary

The summary report provides a summarised record of the ClubGRANTS applications provided by the selected venue for the selected year.

Options for the year can be any completed Club financial year, or the current year.



**Report Customisation Options**

Entity: Bankstown Sports Club

Year: Current year

- Year ended 31 August 2018
- Year ended 31 August 2017
- Year ended 31 August 2016
- Year ended 31 August 2015
- Year ended 31 August 2014

Licence Name

The details provided on the report include:

- Total Cash contributions granted under the Category 1 scheme;
- Total Cash contributions granted under the Category 2 scheme;
- Total In-Kind contributions granted under the Category 1 scheme;
- Total In-Kind contributions granted under the Category 2 scheme;
- Total Cash + In-Kind contributions granted under the Category 1 scheme;
- Total Cash + In-Kind contributions granted under the Category 2 scheme;
- Total Cash contributions granted under the Category 1 scheme;
- Total combined Cash contributions granted under both Category 1 and Category 2 schemes;



- Total combined In-Kind contributions granted under both Category 1 and Category 2 schemes;
- Total combined Cash + In-Kind contributions granted under both Category 1 and Category 2 schemes;
- Application status

### **7.4.2 Actual ClubGRANTS Details**

The Actual ClubGRANTS Details report provides a list of grants that have been included on the application. Each grant includes information including:

- Grant Recipient
- ABN
- Purpose
- LC Recommended
- Category
- Cash contribution made under Category 1
- Cash contribution made under Category 2
- In-Kind contribution made under Category 1
- In-Kind contribution made under Category 2
- Total contribution made under Category 1
- Total contribution made under Category 2
- Total Cash contribution across all categories
- Total In-Kind contribution across all categories
- Total contributions across all categories
- Grant status
- Grant Line Status