

CMLS Guide: Financial management – FTE data

Financial reporting requirements

Financial reporting requirements are outlined on the [Reports and Meetings Service Provision Requirement](#). More information on the descriptions and examples of data fields is available in the [FTE and Acquittal Data Dictionary](#).

Data entry

1. Log into CMLS and click on the **Contract Tab**.
2. In the **My Contracts form**, select a contract by using the search fields or clicking on any of the hyperlinked text.

MY CONTRACTS							
Contract Number	Contract Title	Service Type	Contract Type	Status	Service Provider (Contract Manager Name)	Contract Manager	Contract Value (excl GST)
P365C1							
P365C1	Family Based Care	General Family Based Care	NFP Standard	Active	Phoebe Farncomb	JessicaContractManag	\$10,000,000.00

3. Scroll down to the **FTE Details form**.

FTE Details

FTE Details Number	Service Provider	Financial Year	Quarter	Status
0 items				

4. **Add FTE Details**

4. Click on the **Add FTE Details button**.
5. In the **Contract Details form**, use the drop down menus to select the **Financial Year** and **Quarter** of the reporting period.

Contract Details	
Service Provider:	Company ZXY
Contract Number:	P365C1
Contract Title:	Family Based Care
Financial Year:	5. 2020-21
Service Type:	General Family Based Care
Status:	Start
Quarter:	5. Q2
<input type="button" value="Load Data"/>	
Attached Approved FTE Details	

6. Click the **Save button** at the top of the page to ensure data is not lost.
7. If FTE information for previous quarters has been submitted for this contract, click the Load Data button to copy that information across.
8. In the **FTE Details Form** enter the FTE data for employee costs.
 - a. Add additional lines to this form by clicking the **green plus button**.
 - b. Users can also add five additional lines by clicking the **green plus x 5 button**.



- c. Delete a line if necessary by clicking the **red cross**.
- 9. Each line must be unique in order for CMLS to recognise the data. If more than employee has the same position, ERO, Award, class and step either:
 - a. record all the costs in the one line (eg if there are three full time Community Services Worker on Grade 4 Step 1, the costs can be grouped together and FTE will be shown as 3.0)
 - b. alternatively, add an identifying number or letter in the position field. (eg Community Services Worker A, B, C, each with an FTE of 1.0).

Position Type	Salaries & Wages	ERO	Award	Class/ Step	FTE	Value
FTE Details	Community Services Worker	Y	SCHCDSI	4.1	3.00	\$50,928.00
FTE Details	Community Services Worker A	Y	SCHCDSI	4.1	1.00	\$16,976.00
FTE Details	Community Services Worker B	Y	SCHCDSI	4.1	1.00	\$16,976.00
FTE Details	Community Services Worker C	Y	SCHCDSI	4.1	1.00	\$16,976.00

- 10. Each position must be entered consistently for each quarter. If the positions are not entered consistently (i.e. with the same identifying data) CMLS will duplicate FTE lines in the acquittal report.
- 11. Once the first quarter of the contract’s performance data has been submitted, users can press the Load Data button for subsequent quarters to bring forward last quarter’s data.

Example of inconsistent data

In the example below, Placement Support Worker was entered in Quarter 1 as “Placement Support Worker 1” and in Quarter 2 as “Placement Support Worker.” This led to duplication of positions.

Salaries and Wages (Linked from FTE Details)		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
Position Type	Position	FTE	Value	FTE	Value	FTE	Value	FTE	Value	Value
FTE Details	Program Manager - Limestone Coast	0.98	\$19,438.90							\$19,438.90
FTE Details	Placement Support Worker	1	\$13,771.36							\$13,771.36
FTE Details	Placement Support Worker	0.33	\$6,155.13							\$6,155.13
FTE Details	Placement Support Worker	1.06	\$12,637.20							\$12,637.20
FTE Details	Placement Support Worker 1	0.96	\$18,715.10							\$18,715.10
FTE Details	Placement Support Worker 2	1	\$19,342.24							\$19,342.24

Example of consistent data

In the example below, positions are entered consistently as “Placement Support Worker 1” across Quarter 1 and Quarter 2. CMLS consolidates this data and the acquittal report shows correctly.

Salaries and Wages (Linked from FTE Details)		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total
Position Type	Position	FTE	Value	FTE	Value	FTE	Value	FTE	Value	Value
FTE Details	Program Manager - Limestone Coast	0.98	\$19,438.90							\$19,438.90
FTE Details	Placement Support Worker 1	0.96	\$18,715.10	1	\$13,771.36					\$32,486.46
FTE Details	Placement Support Worker 2	1	\$19,342.24	0.33	\$6,155.13					\$25,497.37
FTE Details	Placement Support Worker 3	1.85	\$34,344.78	1.06	\$12,637.20					\$46,981.98

- 12. Once all data has been entered correctly, click the **Save button** at the top of the screen. The FTE data saved here will be pulled across into the Acquittal report.
- 13. Users can return to the contract screen at any time by clicking the **Parent: Contract button** in the top right corner of the form.

FTE Details

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