



PEMS Factsheet

Getting the PEMS Reports and more

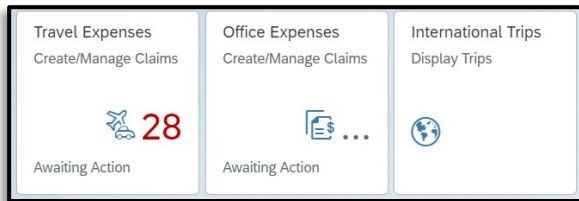
The information you have previously received in the Monthly Management Reports (MMRs) is now available in PEMS through the following tiles:

Budget Usage Reports



For Budget Usage reports, go to ‘**Reporting – Office Information**’ tile appears under the ‘**Reporting**’ tab. Guidance on accessing and reviewing Budget Usage reports can be found in [How To Guide: Reporting – Office Information](#) and in the next page below.

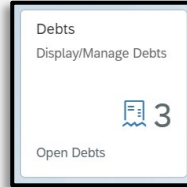
Travel Expenditure



For Travel Expenditure, you will require the following tiles appears under the **Expense Management** tab:

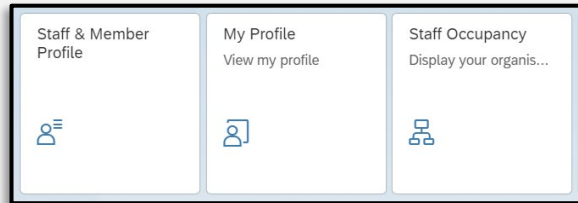
- For Domestic Travel Expenditure select the **Travel Expenses** tile.
- For Private Plated Vehicle information, select the **Office Expenses** tile.
- To view current, future and completed COMCAR bookings please go to [CARS | Ministerial and Parliamentary Services \(finance.gov.au\)](https://www.finance.gov.au/cars)
- For International Travel Expenditure, select the **International Trips** tile.

Debt Reporting



For Debt Reporting, you will require the **Debts** tile appears under the **Expense Management** tab. Guidance on accessing and reviewing Budget Usage reports can be found in [Display and Manage Debts - How to guide.](#)

Personal Information



For Personnel Information, you will require the following tiles appears under **Members and Staff** tab:

- For Parliamentarian details select the **My Profile** tile.
- For Spouse/Nominee, Dependents or Designated Persons details, select the **Staff & Member Profile** tile.
- For Employee details select the **Staff Occupancy** tile.
- For Temporary Traveller details select the **Staff & Member Profile** tile.

Note: If you cannot locate these tiles on your dashboard, you will need to add them via the **App Finder** that is located in the top right hand corner or your screen.

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.





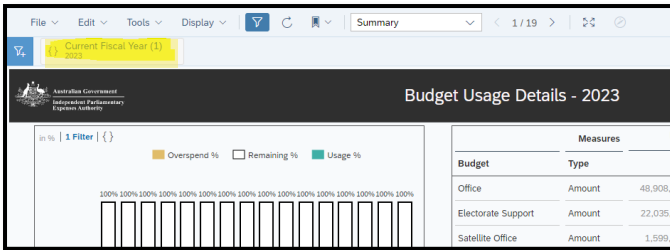
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Getting the PEMS Reports and more

Budget Usage Report – Search Financial Year

To change the Financial Year:

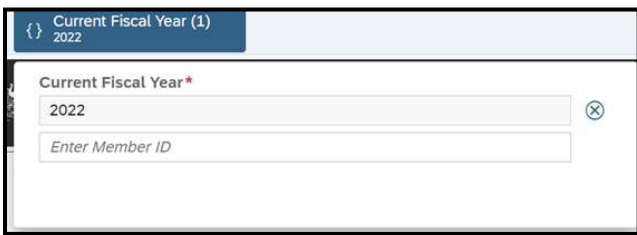
1. Select the **Current Fiscal Year** search box at the top left hand corner of the screen.



2. From the search box click on the **X** on the right hand side of the window to clear the search year term.



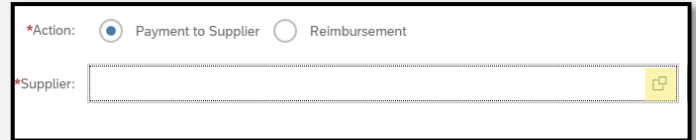
3. Enter in the Financial Year required. For example for 2021/22, type 2022. Then hit Enter.



Note: There is no **OK** button, click anywhere outside the search box to keep the selected year. The year entered should remain in the **Current Fiscal Year** tab. The Budget Usage details in the charts will reflect the Financial Year required.

Office Claims – Vendor Search

When entering office claims, you can find your vendor by typing the Australian **Business Number (ABN)** into the search bar.



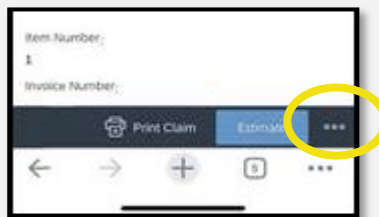
- If the vendor is not presenting after searching with their **ABN**, a request can be submitted to your vendor to the PEMS.

Further information on creating Office Expenses Claims can be found in [How to Create an Office Expense Claim](#).

Mobile Phone - Personalise PEMS home page

Did you know you can personalise your PEMS home page by adding and removing function tiles via the **App Finder** [top left].

If using mobile phone for the PEMS, you will need to expand the menu for the extra features by clicking on the 3 dots button.



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