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| Fact Sheet |
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# Introduction

This document provides a quick summary of the key reports found in My Agency, the secure section of the Funded Agency Channel (FAC) website.

If you cannot access a particular report, contact your organisation’s Access Controller. The Access Controller is responsible for limiting permissions to ensure each user can only access reports relevant to their role.

## Current and forward financial year reports

### SAM01 - Current funding and any variation awaiting acceptance

This report displays the current contract version of the agreement, along with any open variation amounts, down to commitment level. The variation is visible between organisation notification of publication and contract date. This report is useful for providing an understanding of what variations are currently in transition.

### SAM02a - Variation awaiting acceptance

This report displays the funding details of the current variation version of the agreement (currently being varied), down to sub activity level. Once this version of the agreement is accepted, the status of the agreement will go to contract. This report will only display data when the agreement is in ‘awaiting acceptance’ status.

### SAM02b - Current funding

The Current funding report displays the current contract version of the agreement, down to sub activity level. The information is grouped by financial year, agreement, service plan, activity, commitment and then sub activity. Rows highlighted with a light yellow background are used to indicate the most recent variations in the current agreement version.

### SAM02c – Old version within the current financial year

This report displays the old versions of agreements down to sub activity level for the current financial year. The report provides useful historical information about the agreement during the current financial year.

### SAM03 - Invoices

Displays all invoices paid to the organisation. Payment details are displayed at agreement, service plan, activity, and commitment level.

### SAM04 - Payment Schedule

This report displays the payment schedule of the contract version of the agreement at commitment level including invoice number. The information is listed by the due date of the payment, financial year, agreement, service plan, activity and then commitment.

### Services Standards and Guidelines by department and activity

This report displays all the Service Standards and Guidelines applicable to the Service Agreement. The information is listed by department, service plan template and then by activity. Note, an activity may have more than one service standard and guideline.

## Client specific funding reports

### Individualised Funding Allocation Management System (IFAMS) Client Level Funding Report

Client-level funding information is sourced from the Individualised Funding Allocation Management System (IFAMS) client-attached funding for relevant activities.

31223 - Children Complex Disability Support Needs

31290 - Individual, Child and Family Support - Better Futures

31209 - Out of Home Care - Targeted Care Packages.

31292 - Flexible Funding - Better Futures

The reports available for these activities are:

Client funding reports for current and previous years

This report provides information on client funding including out-years, a monthly cash flow breakdown for the current year, as well as an aggregate of any invoices paid.

## Invoice breakdown report

This report displays the client funding breakdown contained in a particular invoice.

## Compliance reports

### Service Agreement compliance certification (SACC) report

This report displays the questions and answers provided in the SACC by the organisation. The SACC is undertaken by funded organisations annually to certify their compliance with service agreement requirements. Questions cover financial management, risk management, privacy, and staff safety screening.

## Older version reports from 2012/13 onwards

### SAM02e – Final agreement version for all financial years

This report displays the final version of previous years’ agreements, commencing from financial year 2012-13. It is useful for determining the funding status as at the end of a financial year. This information may be useful for completing end of financial year audit or reporting requirements.

## User details report

This report displays all registered My Agency users for the organisation including what components they have access to, if any, if they username field is populated, they can log in

The Organisation Authority (OA) is not included in this report and is an eBusiness role. The OA is the person in the organisation responsible for approving all access requests for that organisation. To find out who your OA is you can either email [FAC@dffh.vic.gov.au](mailto:FAC@dffh.vic.gov.au) or [eBiz@support.vic.gov.au](mailto:eBiz@support.vic.gov.au)

If there is no active OA email [eBiz@support.vic.gov.au](mailto:eBiz@support.vic.gov.au) to commence the process to appoint a new OA.

## Service delivery tracking (SDT) report

Funded organisations are required to enter their ‘actual’ against ‘target performance’ for certain activities on the Acquittal tab in the Service Agreement Module. The reports display the monthly submitted data with details about:

* Service plan division
* Activity code
* departmental
* organisation acquittal contacts.

There are three service delivery tracking reports available:

1. tracking
2. graph
3. composition.

## Structured **reports**

Unlike other My Agency reports, structured reports are designed to be exported in PDF format rather than Excel. Once exported, they automatically appear in tabular format. This can be helpful when providing the reports to non-My Agency users or when taking reports to meetings.

The following reports are available in structured formats:

* SAM02a – Variation awaiting acceptance
* SAMS02b – Current funding

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* Structured SAM03 – Invoices.

## Indexation and Equal Remuneration Order

This report displays funds that relate to Global Price Update (GPU) indexation and Equal Remuneration Order (ERO). The report shows the amount of funding in the agreement before and after the application of the variation and the amount applied. The information is listed down to sub activity level and includes out-year funding. Indexation and ERO are not applied to all sub activities.

### Equal Remuneration Order (ERO) instalment

This report displays the increment included in the instalment of the ERO paid in the current financial year. The information is listed by financial year, agreement, service plan, activity, commitment and then sub activity.