



Introduction

You can submit your **Monthly Harvest Returns (MHR)** via the Fishserve website.

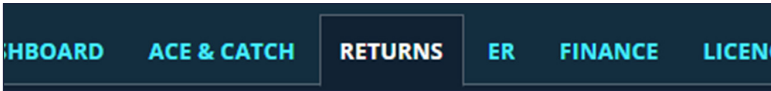
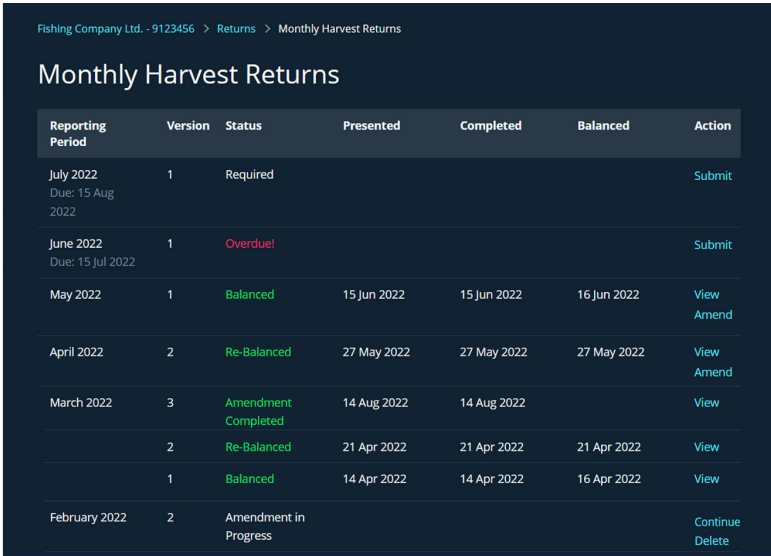
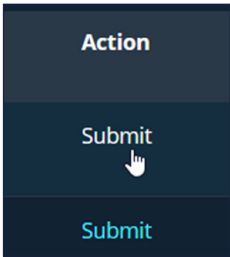
Use the guide below to find out more about MHRs and how to submit them.

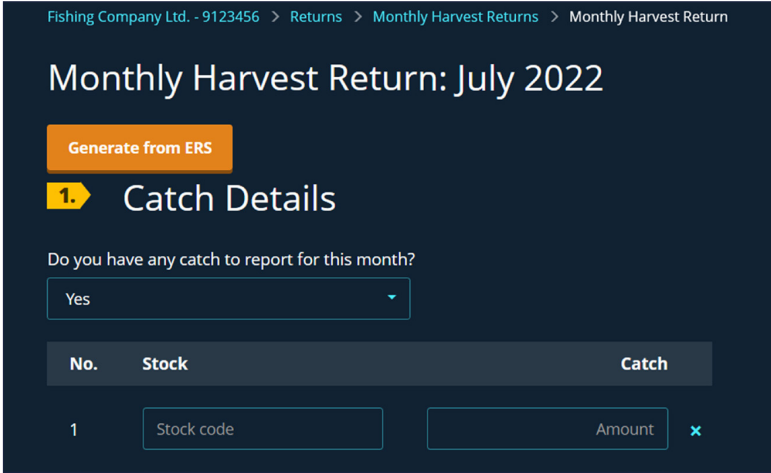
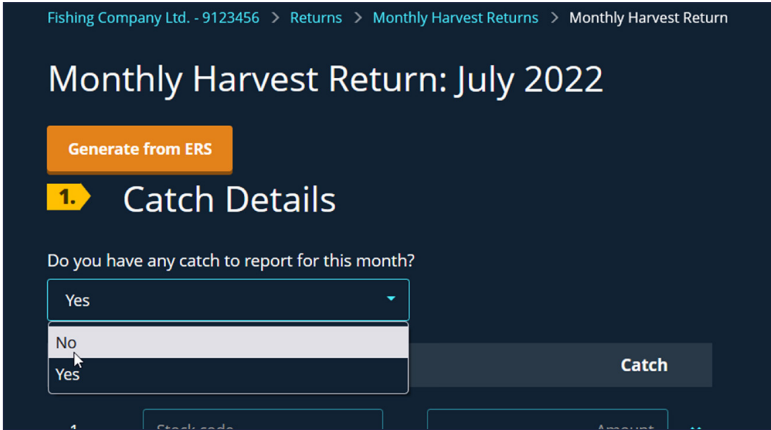
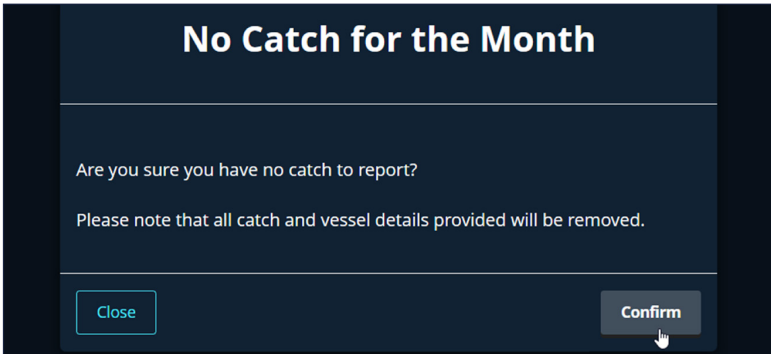
To **amend** an MHR, please refer to the **MHR amendment guide**.


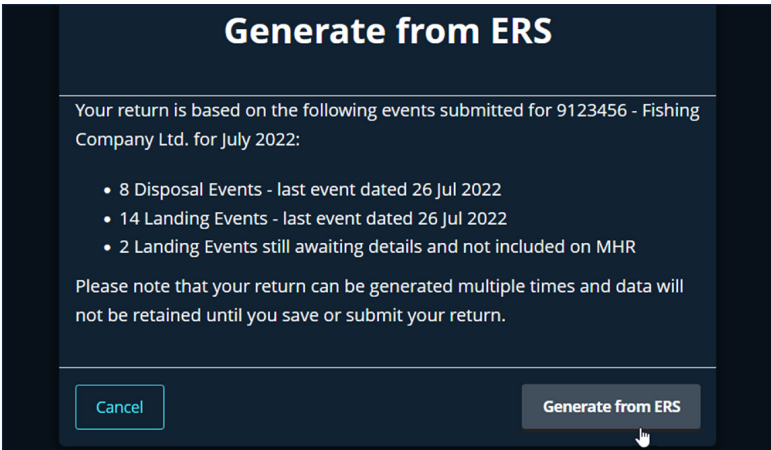
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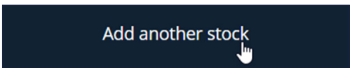

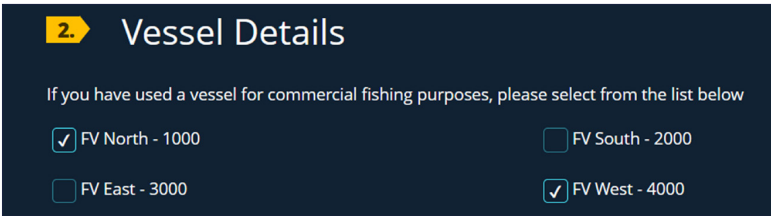
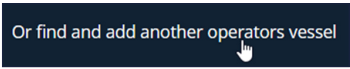
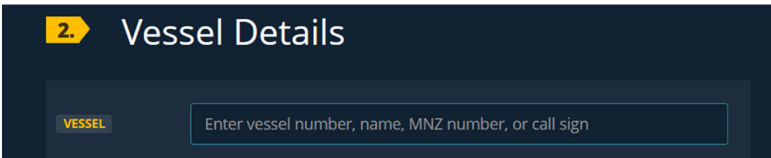
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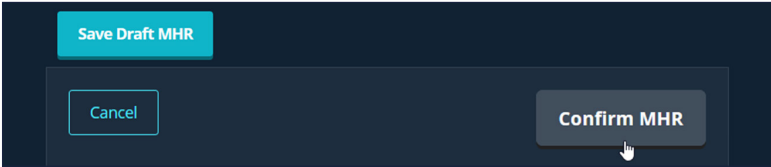
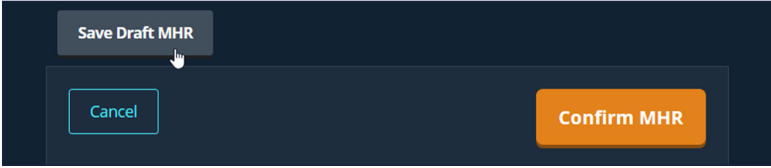
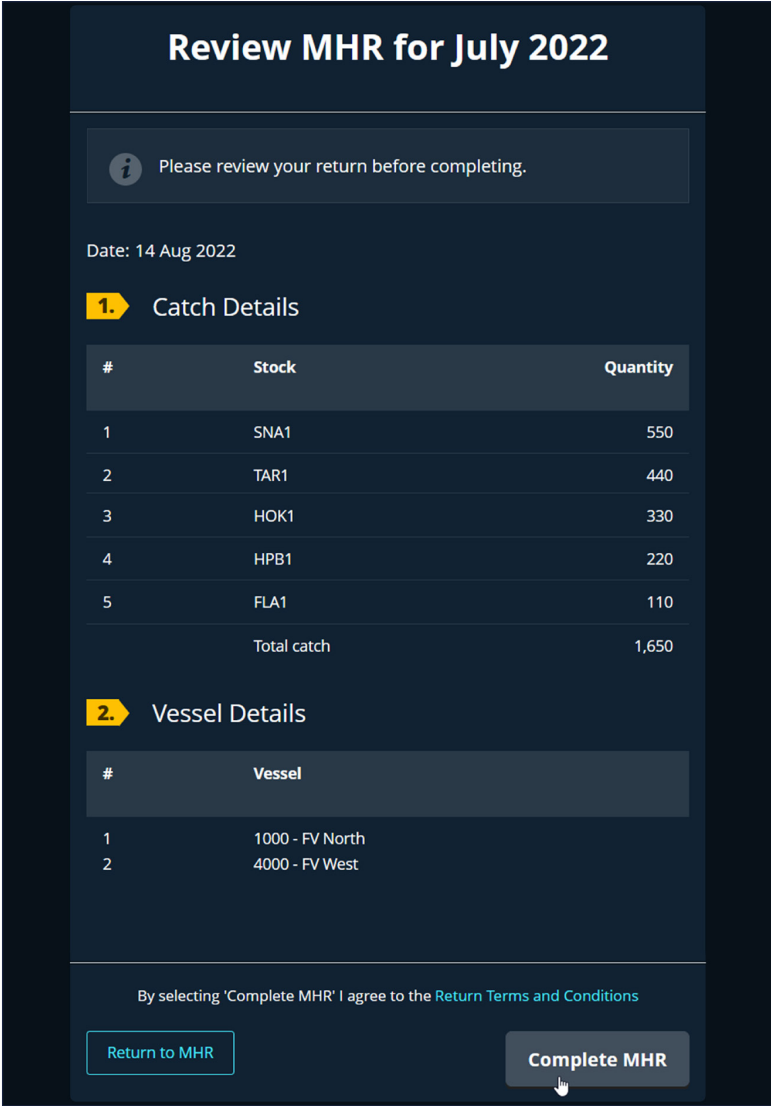
Submitting MHRs

Step	Description																																																															
1	<p>Click the Returns tab to begin submitting an MHR. Note: You must be signed into Fishserve and have Returns Manager authorisation to do this.</p> 																																																															
2	<p>The Monthly Harvest Returns screen will display. Note: Refer to the MHR Summary Screen guide for more information.</p>  <table border="1"> <thead> <tr> <th>Reporting Period</th> <th>Version</th> <th>Status</th> <th>Presented</th> <th>Completed</th> <th>Balanced</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>July 2022 Due: 15 Aug 2022</td> <td>1</td> <td>Required</td> <td></td> <td></td> <td></td> <td>Submit</td> </tr> <tr> <td>June 2022 Due: 15 Jul 2022</td> <td>1</td> <td>Overdue!</td> <td></td> <td></td> <td></td> <td>Submit</td> </tr> <tr> <td>May 2022</td> <td>1</td> <td>Balanced</td> <td>15 Jun 2022</td> <td>15 Jun 2022</td> <td>16 Jun 2022</td> <td>View Amend</td> </tr> <tr> <td>April 2022</td> <td>2</td> <td>Re-Balanced</td> <td>27 May 2022</td> <td>27 May 2022</td> <td>27 May 2022</td> <td>View Amend</td> </tr> <tr> <td>March 2022</td> <td>3</td> <td>Amendment Completed</td> <td>14 Aug 2022</td> <td>14 Aug 2022</td> <td></td> <td>View</td> </tr> <tr> <td></td> <td>2</td> <td>Re-Balanced</td> <td>21 Apr 2022</td> <td>21 Apr 2022</td> <td>21 Apr 2022</td> <td>View</td> </tr> <tr> <td></td> <td>1</td> <td>Balanced</td> <td>14 Apr 2022</td> <td>14 Apr 2022</td> <td>16 Apr 2022</td> <td>View</td> </tr> <tr> <td>February 2022</td> <td>2</td> <td>Amendment in Progress</td> <td></td> <td></td> <td></td> <td>Continue Delete</td> </tr> </tbody> </table>	Reporting Period	Version	Status	Presented	Completed	Balanced	Action	July 2022 Due: 15 Aug 2022	1	Required				Submit	June 2022 Due: 15 Jul 2022	1	Overdue!				Submit	May 2022	1	Balanced	15 Jun 2022	15 Jun 2022	16 Jun 2022	View Amend	April 2022	2	Re-Balanced	27 May 2022	27 May 2022	27 May 2022	View Amend	March 2022	3	Amendment Completed	14 Aug 2022	14 Aug 2022		View		2	Re-Balanced	21 Apr 2022	21 Apr 2022	21 Apr 2022	View		1	Balanced	14 Apr 2022	14 Apr 2022	16 Apr 2022	View	February 2022	2	Amendment in Progress				Continue Delete
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3	<p>Click Submit for the month/year of the return (e.g. July 2022).</p> 																																																															

Step	Description
4	<p>The Monthly Harvest Return will display.</p> 
5	<p>If you have catch to report, go to step 8. If you have no catch to report, go to step 6.</p>
Nil Returns	
6	<p>You need to submit a nil return if you have no catch to report for the month. To do this, select No from the drop-down menu under Do you have any catch to report for this month?</p> 
7	<p>A pop-up will appear asking you to confirm the nil return. Click Confirm if you have no catch to report. Go to step 14.</p> 

Step	Description
8	<p>To report your catch for the month, you can:</p> <ul style="list-style-type: none"> Go to step 9 to generate the return using data from landing & disposal reports you submitted to Fishserve. Go to step 12 to manually enter the return details.
Generating MHRs from ER	
9	<p>Click Generate from ERS to pull return details from the landing & disposal reports you submitted to Fishserve. For more information, refer to the Generate from ERS Details section (page 6).</p> <p>From the drop-down menu, you can choose either:</p> <ul style="list-style-type: none"> Draft MHR which will display your catch and vessel details on screen for your review. Export Stock Lines as CSV which will produce a .csv (Excel) report of stocks and weights.  <p>Note: This method overwrites any information already entered for the return. The Generate from ERS button will not be available when:</p> <ul style="list-style-type: none"> The MHR has been balanced (you can't generate an amendment from ERS details) The MHR has been rejected.
10	<p>A pop-up window displays after choosing Draft MHR, which will display the following information:</p> <ul style="list-style-type: none"> The number of disposal reports with stocks that are to be included on the MHR and the date of the latest report. The number of landing reports with stocks that are to be included on the MHR and the date of the latest report. The number of landing reports that have landing codes that require the LFR details received date to be provided where it is not (these will not be included in the MHR). <p>Check that all details are correct, then click Generate from ERS. The details generated will not be retained unless you save or submit the MHR. You can amend your landing and disposal reports and re-generate the MHR details any time up until the MHR is balanced.</p> 

Step	Description
11	Once you have generated the MHR details, you can make additional changes before saving or submitting the MHR (e.g. adding stock lines, changing weights, adding/removing vessels). Go to step 14 .
Manually Entering MHRs	
12	<p>Under catch details, enter the stock and catch details. Only valid stock codes and whole amounts for catch can be entered.</p>  <p>Click Add another stock to add more stock lines. You can also use the tab and enter keys to add another stock after entering a catch amount. Enter as many as required.</p>  <p>Click the X over to the right-hand side to delete stock lines.</p> 
13	<p>Any vessel registered to you will be listed under vessel details. Tick the box to add vessels to the MHR. Untick boxes to remove vessels from the MHR.</p>  <p>Click Or find and add another operator's vessel to add a vessel that is not listed.</p>  <p>This will display a search window where you can search by vessel number or name to find another operator's vessel.</p> 

Step	Description
14	<p>Click Confirm MHR to submit the return.</p>  <p>Click Save Draft MHR if you're not ready to submit the return yet. This allows you to add more details later.</p> <p>Note: You won't meet your reporting obligations until you have selected Confirm MHR.</p> 
15	<p>A pop-up window displays after choosing Confirm MHR. Check that all details are correct, then click Complete MHR.</p> 

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16	<p>The Monthly Harvest Returns screen will display and the return status will update.</p>  <table border="1"> <thead> <tr> <th>Reporting Period</th> <th>Version</th> <th>Status</th> <th>Presented</th> <th>Completed</th> <th>Balanced</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>August 2022 Due: 15 Sep 2022</td> <td>1</td> <td>Required</td> <td></td> <td></td> <td></td> <td>Submit</td> </tr> <tr> <td>July 2022</td> <td>1</td> <td>Complete</td> <td>14 Aug 2022</td> <td>14 Aug 2022</td> <td></td> <td>View Update</td> </tr> <tr> <td>June 2022 Due: 15 Jul 2022</td> <td>1</td> <td>Overdue!</td> <td></td> <td></td> <td></td> <td>Submit</td> </tr> <tr> <td>May 2022</td> <td>1</td> <td>Balanced</td> <td>15 Jun 2022</td> <td>15 Jun 2022</td> <td>16 Jun 2022</td> <td>View Amend</td> </tr> <tr> <td>April 2022</td> <td>2</td> <td>Re-Balanced</td> <td>27 May 2022</td> <td>27 May 2022</td> <td>27 May 2022</td> <td>View Amend</td> </tr> </tbody> </table>	Reporting Period	Version	Status	Presented	Completed	Balanced	Action	August 2022 Due: 15 Sep 2022	1	Required				Submit	July 2022	1	Complete	14 Aug 2022	14 Aug 2022		View Update	June 2022 Due: 15 Jul 2022	1	Overdue!				Submit	May 2022	1	Balanced	15 Jun 2022	15 Jun 2022	16 Jun 2022	View Amend	April 2022	2	Re-Balanced	27 May 2022	27 May 2022	27 May 2022	View Amend
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Generate from ERS Details

Catch Details

- Stock lines will be generated from all landing and disposal reports with an event date during the month of the MHR (e.g., landing reports dated in July will be included on your July MHR).
- Any landing report that does not include an LFR details received date where it is required (e.g. landings with code L), will not be included even if weights have been provided.
- Only landing and disposal codes that are required to be reported on your MHR will be included. Please see the **Codes Required to be Reported on MHRs** guide for a list of these codes.
- Only the latest version of accepted landing and disposal reports will be included.

Stock Aggregation

- Stocks will be aggregated where they are the same, and the total weight for each stock across all Landing & Disposal reports for the month will be added together, the weight will then be rounded up or down.
- Hāpuku / Bass will be aggregated to 'HPB' - All BAS and HAP stock codes reported with the same area code will be aggregated to 'HPB' (e.g. BAS1 becomes HPB1).*
- Flatfish stocks will be aggregated to 'FLA' - All BFL, BRI, GFL, LSO, ESO, SFL, TUR, YBF stock codes reported with the same area code will be aggregated to 'FLA' (e.g. LSO1 becomes FLA1).*
- Oreo stocks reported will be aggregated to 'OEO' - All BOE, SSO, SOR and WOE stock codes reported with the same area code will be aggregated to 'OEO' (e.g. SSO3 becomes OEO3).*
- Green-Lipped Mussel and Green-Lipped Mussel spat stocks will be aggregated to 'GLM' - MSG and MSP stock codes reported with the same area code will be aggregated to 'GLM' (e.g. MSG1 becomes GLM1).*

Vessel Details

- All vessels included on any accepted report (Trip Start, Trawl, etc.) during the month will be included in the vessel details.

***Please note:** These stocks must be reported at a group level in your **MHRs only**.
You must report them at a species level in your **electronic reports**.

Contact the **Fishserve** helpline on **04 460 9555** if you have any questions or require assistance.