



# P2i Supplier Contract Management Portal

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## P2i User Guide

P2i

Department of Children, Youth Justice and Multicultural Affairs

Current as at 26/02/2021

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# Supplier Contract Management Portal

The Supplier Contract Management Portal allows your staff to perform all aspects of periodic or financial reporting. This includes performance reports, unspent funds, and milestones, as well as, allowing your staff to submit all Financial Acquittals, including Annual Audited Financial Statements and General or Special Purpose Financial Statements.

**Warning!:** If you submit a performance report or financial report to the Department and there are errors, you can request that your Contract Officer reject your submission. This allows you to correct any errors and resubmit. You cannot resubmit an acquittal via P2i that has been approved by the Department.

## Supplier Admin (Super User)

The Supplier Administrator (Super User) is responsible for setting up to contracts in the supplier contract management portal. This includes assigning roles to users and assigning users to contracts.

**Note:** One user can have multiple roles in the Supplier Contract Management Portal, including the Supplier Administrator (Super User). This is important for very small Service Outlets where there may be only one or two staff responsible for all aspects of Acquittal reporting.

**Warning!:** It is recommended that you allocate a minimum of two different staff members to each Service Outlet, so that the person responsible for submitting reports is not the same as the person approving those reports.

## Contract Management Portal Roles

There are four roles that require setting up in the contract management portal in P2i:

**Service outlet data entry** - Day to day activities that involve periodic data entry for performance based acquittals, and attaching milestone reports when necessary.

**Supplier budget and finance** - Recording of unspent funds for performance based acquittals, report financial acquittal statements and reporting audited financial statements.

**Service outlet manager** - Endorse periodic performance data.

**Supplier organisation director** - Approver role for performance data and financial acquittal statements.

## Contract Management Portal Applications

Each of the users needs to be given access to appropriate applications within the contract management portal. These applications are:

Annual Financial Statements (AFS) - Allows the user to upload annual finance statements

Contract Management Hub (CIS) - The Contract Management Hub lists all P2i contracts that the Departments have with a funded organisation.

Home Page (CLP) - Provides access to the portal Home Page. If this is the default page for a user, they can access other areas of the portal from here.

Special Purpose Financial Acquittals (FAS) - Allows the user to upload quarterly profit and loss statements.

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Milestone (MSS) - This area of the portal lists all milestone reports that the organisation is required to submit. These appear in the form of work items.

Social Service Fulfilment (SSF) - This area of the portal lists all performance based acquittals that the organisation is required to report on. These appear in the form of work items.

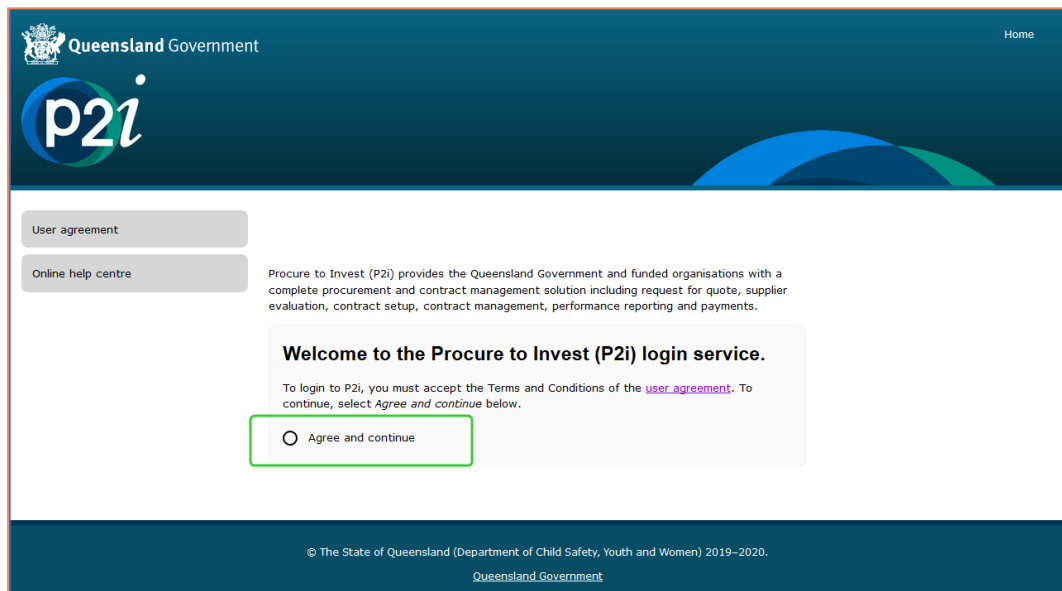
Supplier (SUP) - This area allows the user to map users to Service Outlets and assign roles.

# Searching for contracts

All contracts are located in the Contract Management Hub on the Supplier Contract Management Portal. To provide a user access to the Contract Management Hub, you will need to assign the Contract Management Hub application when performing the contract setup.

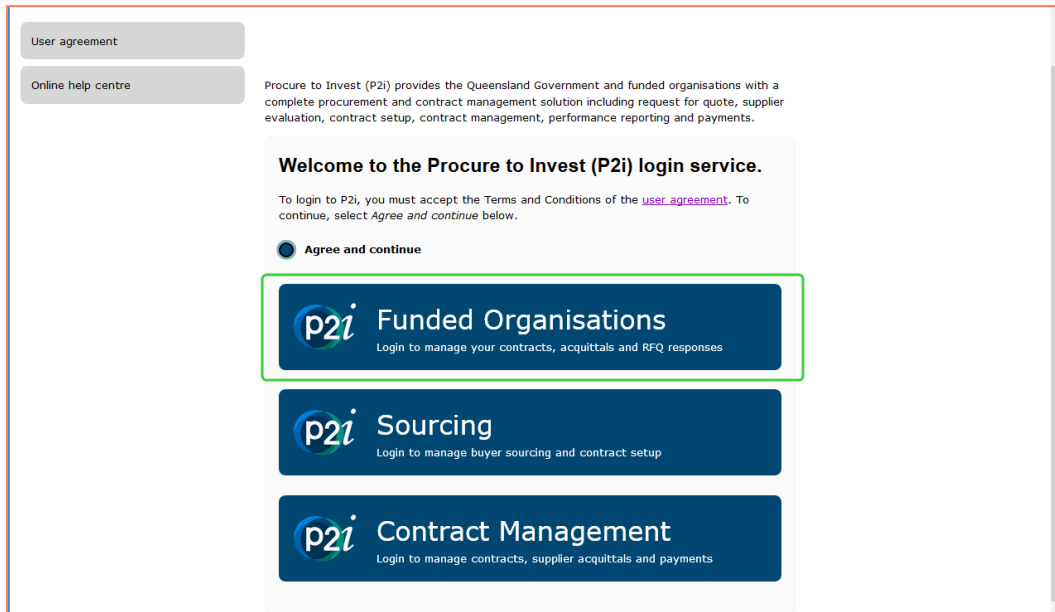
To search for contracts:

1. Access the P2i login service.
2. Click **Agree and continue**.



The screenshot shows the P2i login service page. At the top, there is a dark blue header with the Queensland Government logo and the P2i logo. Below the header, there are two buttons: "User agreement" and "Online help centre". To the right of these buttons, there is a paragraph of text: "Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments." Below this text, there is a white box with the heading "Welcome to the Procure to Invest (P2i) login service." and a paragraph: "To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below." Below this paragraph, there is a radio button labeled "Agree and continue". At the bottom of the page, there is a dark blue footer with the text: "© The State of Queensland (Department of Child Safety, Youth and Women) 2019–2020. Queensland Government".

3. Click the **Funded Organisations** link.



User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ Agree and continue

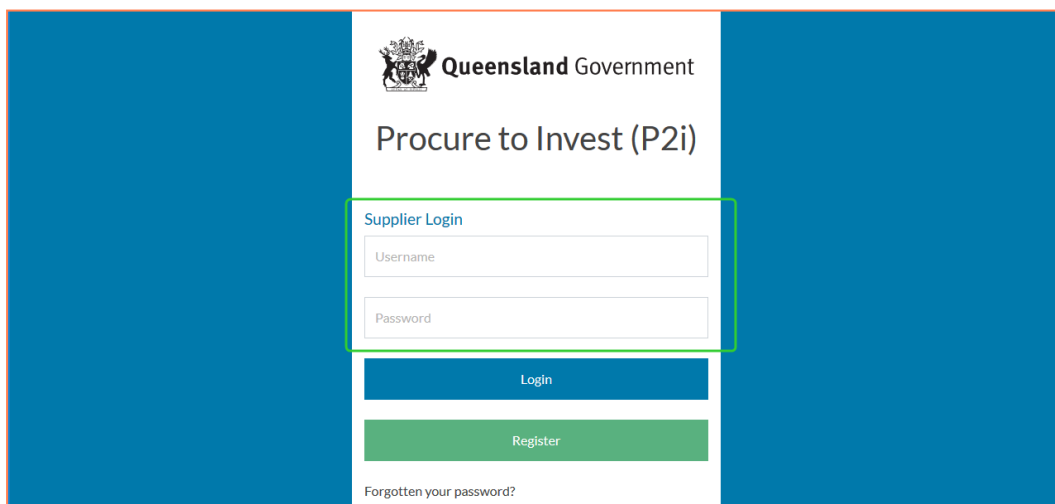
**p2i Funded Organisations**  
Login to manage your contracts, acquittals and RFQ responses

**p2i Sourcing**  
Login to manage buyer sourcing and contract setup

**p2i Contract Management**  
Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**



Queensland Government

Procure to Invest (P2i)

Supplier Login

Username

Password

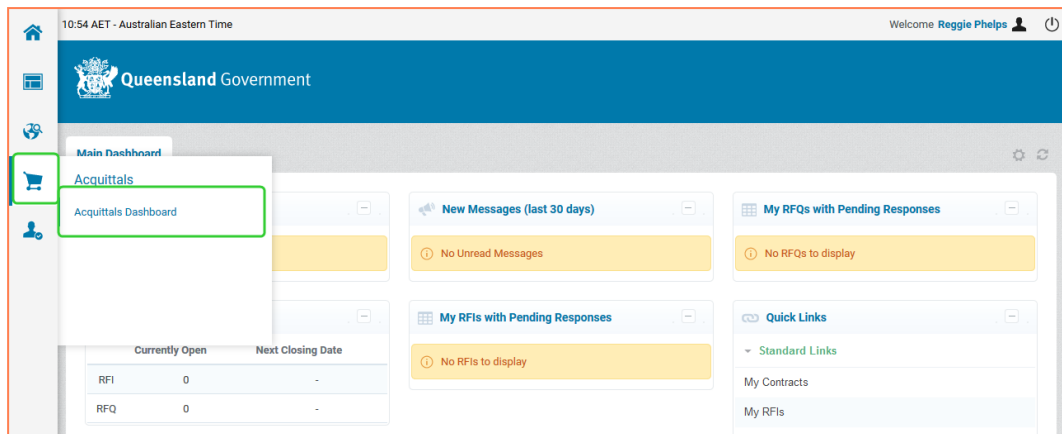
Login

Register

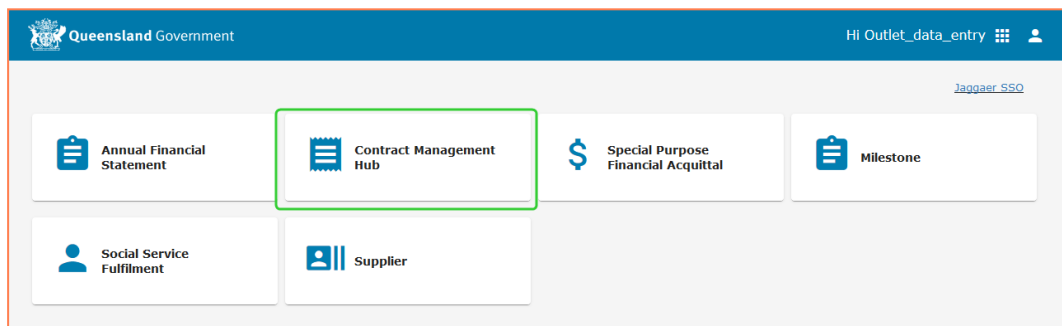
Forgotten your password?

6. Access the **Acquittals Dashboard**.



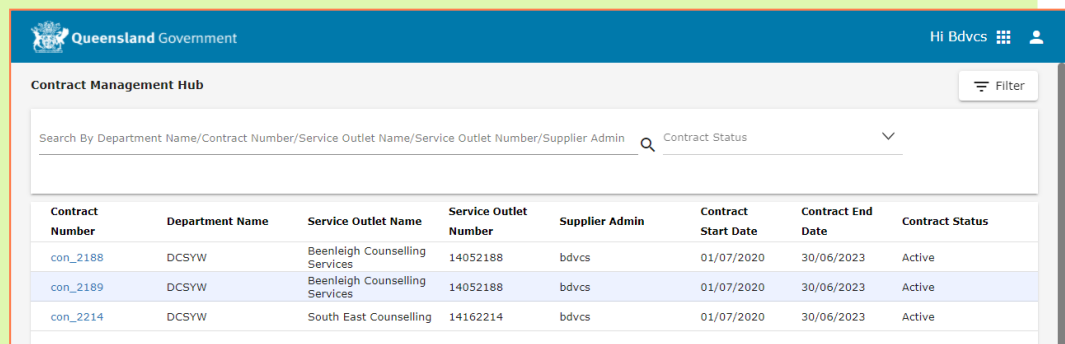



7. Click the **Contract Management Hub** tile.




8. Click the **Contract Number**.

**Tip:** Click the Filter button to search by Department Name, Contact Number, Service Outlet Name, Service Outlet Number or Supplier Admin (Super User). You can also filter by Contract Status.



Queensland Government

Hi Bdvcs



Contract Management Hub


Filter



Contract Number	Department Name	Service Outlet Name	Service Outlet Number	Supplier Admin	Contract Start Date	Contract End Date	Contract Status
con_2188	DCSYW	Beenleigh Counselling Services	14052188	bdvcs	01/07/2020	30/06/2023	Active
con_2189	DCSYW	Beenleigh Counselling Services	14052188	bdvcs	01/07/2020	30/06/2023	Active
con_2214	DCSYW	South East Counselling	14162214	bdvcs	01/07/2020	30/06/2023	Active

Items per page: 10


1 - 3 of 3

**Note:** From here you can view the **Contract Details**, **Supplier Details**, **Department Details** and **View the Payment and Report Status**.

 Queensland Government

Hi Bdvcs  

← con\_2188

 View Payment and Report Status

Contract Details

Contract Number

con\_2188

Linked Contract Number

Contract Start Date

01/07/2020

Contract End Date

30/06/2023

Total Contract Value \$

1,230,000

Updated Contract Value \$

NA

Supplier Details

Supplier Organisation Name

Beenleigh Domestic Violence Counselling...

Supplier Primary User

Alyssa Drake

Department Details

Department Name

DCSYW

Contract Officer

p2itestuser9@communities.qld.gov.au

Assignment Details

Associated Outlet Details

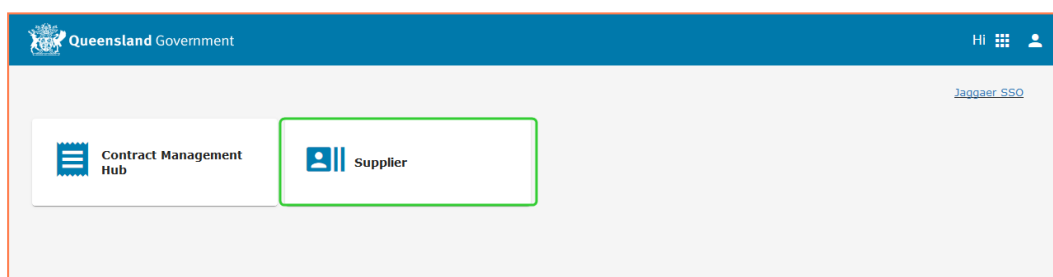
# Assigning contract role allocations & assigning roles to the contract in the Contract Management hub

## Assigning contract role allocations

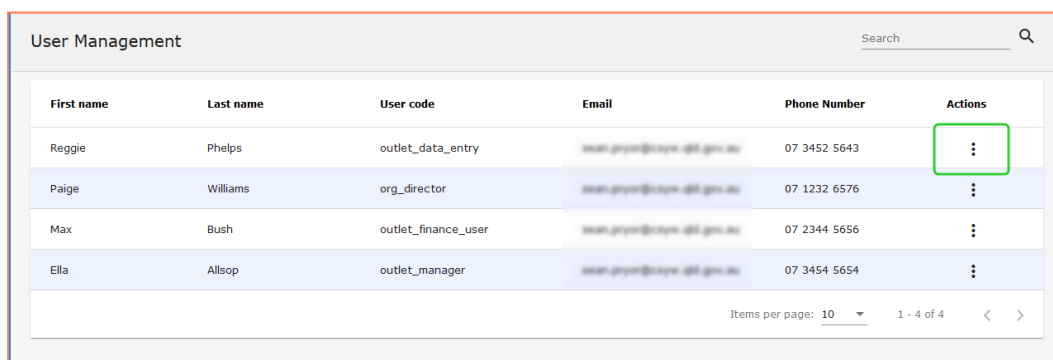
A notification is sent to your organisation to inform you that your contract has been activated in P2i. The first step for the Supplier Administrator (Super User) is to assign roles to the users.

To assign roles to users:

1. Click the **Supplier** tile.



2. Click the **Actions** icon next to the user.



3. Click **Assign Permissions**.

First name	Last name	User code	Email	Phone Number	Actions
Reggie	Phelps	outlet_data_entry	roan.pryor@roan-dsl.gov.au	07 3452 5643	⋮
Paige	Williams	org_director	roan.pryor@roan-dsl.gov.au	07 123	⋮ <span>Assign Permissions</span>
Max	Bush	outlet_finance_user	roan.pryor@roan-dsl.gov.au	07 234	⋮
Ella	Allsop	outlet_manager	roan.pryor@roan-dsl.gov.au	07 3454 5654	⋮

Items per page: 10 1 - 4 of 4 < >

- Click the **Roles** dropdown and select the role or roles that the user will be able to perform in the Contract Management Portal.

**Tip:** A user can have more than one role assigned.

Assign Permissions

Roles \* Supplier X Service\_Outlet\_Data\_Entry X

Apps \* Special Service Fulfilment (SSF) X Annual Financial Statement (AFS) X

Default App \* Service\_Outlet\_Data\_Entry

Home Page (CLP) X

Cancel Submit

- Click the **Apps** dropdown and select the applications that the user will have access to in the Contract Management Portal.

Assign Permissions

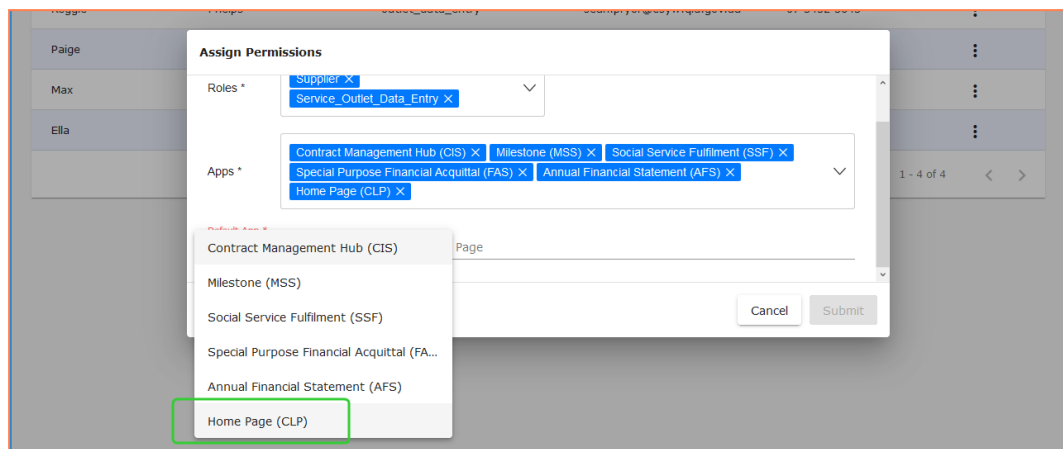
Apps \* Contract Management Hub (CIS) X Milestone (MSS) X Social Service Fulfilment (SSF) X Special Purpose Financial Acquittal (FAS) X Annual Financial Statement (AFS) X Home Page (CLP) X

Default App \* Milestone (MSS) Social Service Fulfilment (SSF)

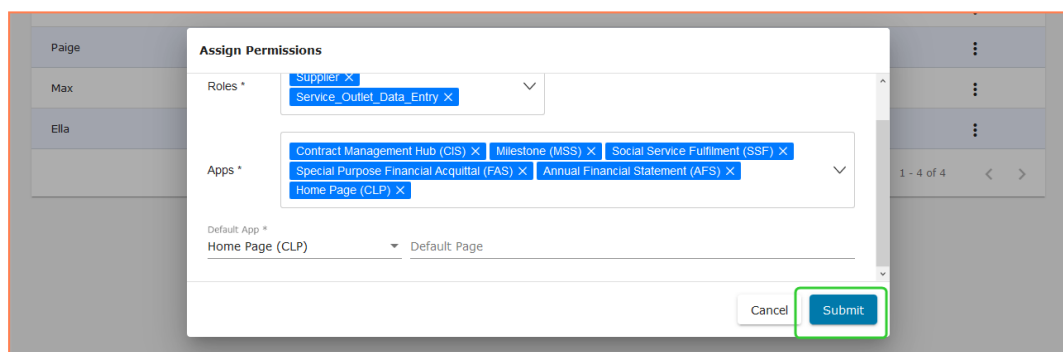
Default app req

Cancel Submit

6. Select the **Default App** that the user will see when they login to the Contract Management Portal.



7. Click **Submit**.



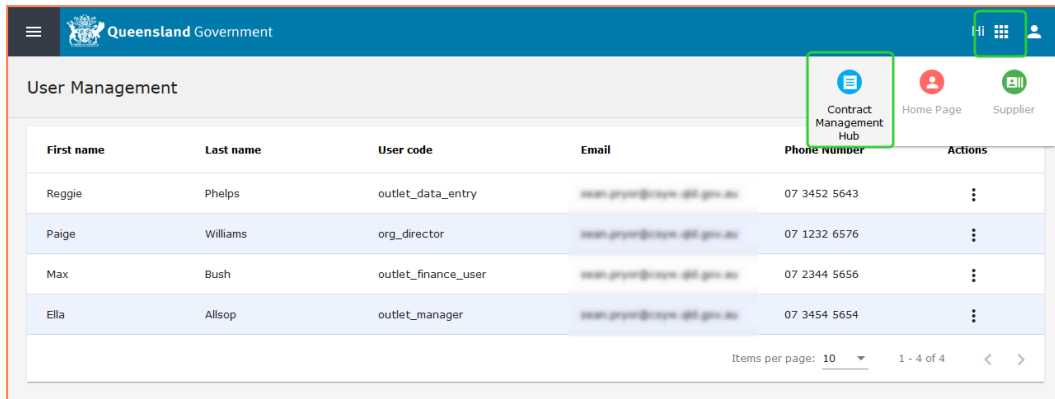
**Note:** Repeat the steps for all Service Outlet users.

## Assigning roles to the contract in the contract management hub

Once the Supplier Admin (Super User) has assigned the roles to each user, the next step is to complete the assignment details for each contract. This is done in the Contract Management Hub.

To assign roles to the contract:

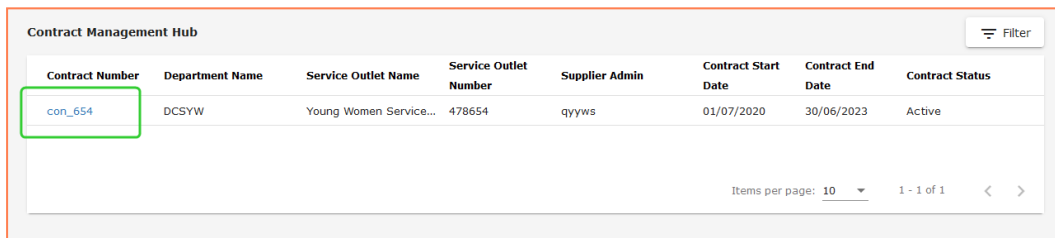
1. Click the **App Selector** icon and select **Contract Management Hub**.



The screenshot shows the 'User Management' page of the Queensland Government system. In the top right corner, there is a navigation bar with three icons: a blue document icon labeled 'Contract Management Hub', a red person icon labeled 'Home Page', and a green person icon labeled 'Supplier'. The 'Contract Management Hub' icon is highlighted with a green box. Below the navigation bar, there is a table with columns: First name, Last name, User code, Email, Phone number, and Actions. The table contains four rows of user data. At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 4 of 4'.

First name	Last name	User code	Email	Phone number	Actions
Reggie	Phelps	outlet_data_entry	sean.pryor@communities.qld.gov.au	07 3452 5643	⋮
Paige	Williams	org_director	sean.pryor@communities.qld.gov.au	07 1232 6576	⋮
Max	Bush	outlet_finance_user	sean.pryor@communities.qld.gov.au	07 2344 5656	⋮
Ella	Allsop	outlet_manager	sean.pryor@communities.qld.gov.au	07 3454 5654	⋮

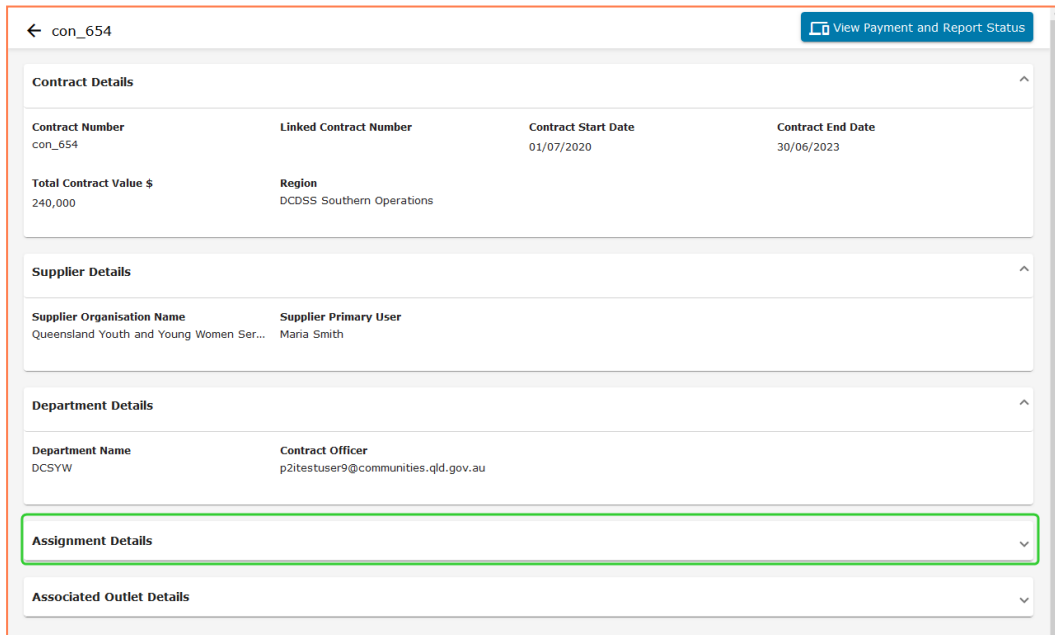
2. Click the **Contract Number** to view the details of the contract.



The screenshot shows the 'Contract Management Hub' table. The table has columns: Contract Number, Department Name, Service Outlet Name, Service Outlet Number, Supplier Admin, Contract Start Date, Contract End Date, and Contract Status. The 'Contract Number' column is highlighted with a green box. The table contains one row of data. At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 1 of 1'.

Contract Number	Department Name	Service Outlet Name	Service Outlet Number	Supplier Admin	Contract Start Date	Contract End Date	Contract Status
con_654	DCSYW	Young Women Service...	478654	qyyws	01/07/2020	30/06/2023	Active

3. Click **Assignment Details**.



The screenshot shows the 'con\_654' contract details page. The page has a header with a back arrow and the text 'con\_654'. There is a button labeled 'View Payment and Report Status'. The page is divided into several sections: Contract Details, Supplier Details, Department Details, Assignment Details, and Associated Outlet Details. The 'Assignment Details' section is highlighted with a green box. The 'Contract Details' section contains fields: Contract Number (con\_654), Linked Contract Number, Contract Start Date (01/07/2020), Contract End Date (30/06/2023), Total Contract Value \$ (240,000), and Region (DCDSS Southern Operations). The 'Supplier Details' section contains fields: Supplier Organisation Name (Queensland Youth and Young Women Ser...) and Supplier Primary User (Maria Smith). The 'Department Details' section contains fields: Department Name (DCSYW) and Contract Officer (p2itestuser9@communities.qld.gov.au).

Contract Details			
Contract Number	Linked Contract Number	Contract Start Date	Contract End Date
con_654		01/07/2020	30/06/2023
Total Contract Value \$	Region		
240,000	DCDSS Southern Operations		

Supplier Details	
Supplier Organisation Name	Supplier Primary User
Queensland Youth and Young Women Ser...	Maria Smith

Department Details	
Department Name	Contract Officer
DCSYW	p2itestuser9@communities.qld.gov.au

Assignment Details	
--------------------	--

Associated Outlet Details	
---------------------------	--

4. For each **Assignment**, select the person you granted permissions to in the previous section.
5. Click **Save**.

← con\_654 View Payment and Report Status

<b>Total Contract Value \$</b> 240,000	<b>Region</b> DCDSS Southern Operations
---	--

**Supplier Details**

<b>Supplier Organisation Name</b> Queensland Youth and Young Women Ser...	<b>Supplier Primary User</b> Maria Smith
--	---

**Department Details**

<b>Department Name</b> DCSYW	<b>Contract Officer</b> p2itestuser9@communities.qld.gov.au
---------------------------------	--

**Assignment Details**

<b>Service Outlet Manager</b> outlet_manager	<b>Service Outlet Data Entry User</b> outlet_data_entry	<b>Supplier Budget and Finance Officer</b> outlet_finance_user	<b>Status</b> Open
---	--	---	-----------------------

**Associated Outlet Details**

Cancel Save

**Note:** Inform the Outlet Manager that roles have been set up for the contract. The Outlet Manager needs to update the Associated Outlet Details. Refer to the topic, **Updating the associated outlet details in the contract management hub**.

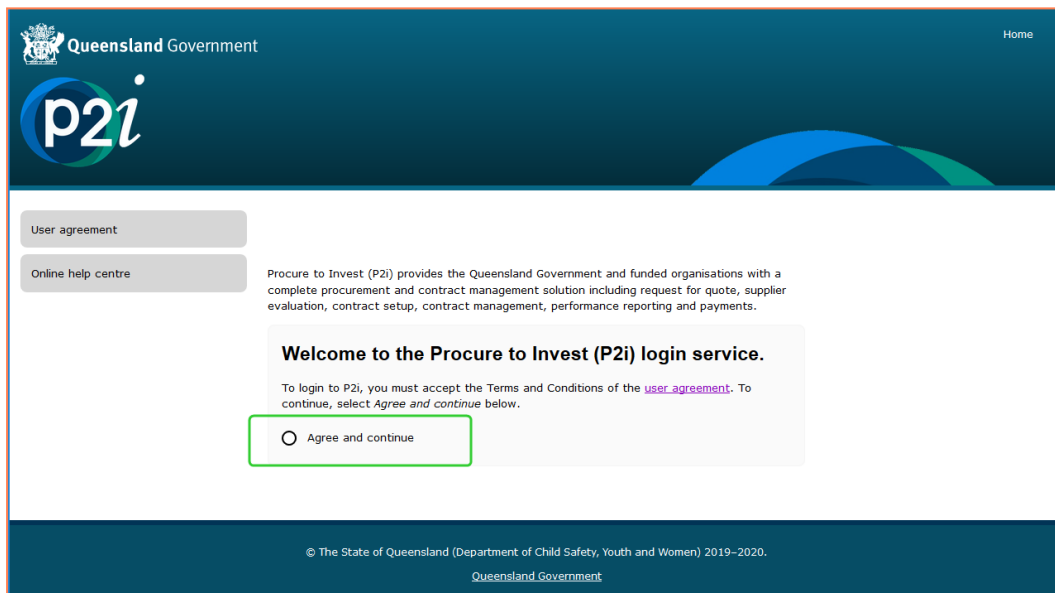
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# Adding and maintaining contract outlet details

One of the roles of the Outlet Manager is to update the details of the associated service outlet to include contact details. This can occur once the Outlet Manager has been mapped to the Service Outlet and assigned to the contract.

To update the outlet details:

1. Access the P2i login service.
2. Click **Agree and continue**.



The screenshot shows the P2i login service interface. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two buttons: "User agreement" and "Online help centre". The main content area contains a welcome message: "Welcome to the Procure to Invest (P2i) login service." followed by a note: "To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below." Below this text is a radio button labeled "Agree and continue", which is highlighted with a green border. At the bottom of the page, there is a footer with the copyright notice: "© The State of Queensland (Department of Child Safety, Youth and Women) 2019-2020." and the text "Queensland Government".

3. Click the **Funded Organisations** link.



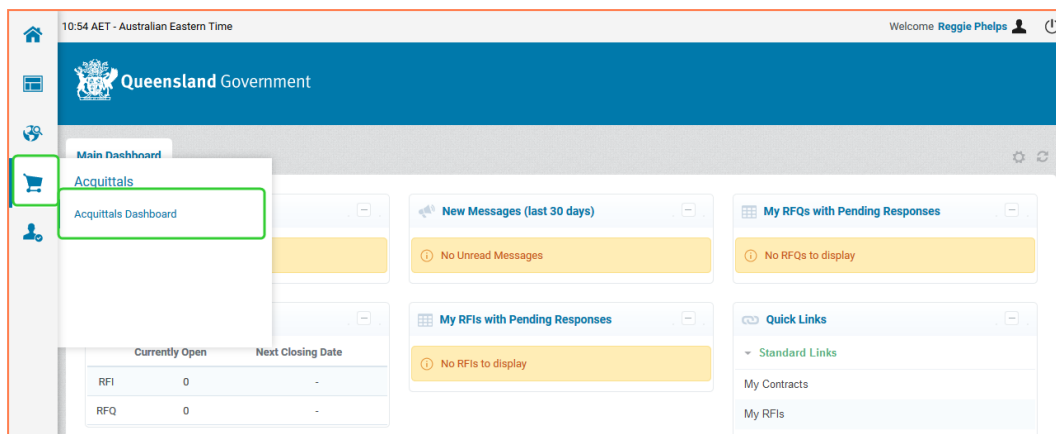
The screenshot shows the P2i login service interface. At the top left, there are links for 'User agreement' and 'Online help centre'. A paragraph explains that P2i provides a complete procurement and contract management solution for the Queensland Government and funded organisations. Below this, a 'Welcome to the Procure to Invest (P2i) login service.' message is followed by a note about accepting the Terms and Conditions of the user agreement. A radio button labeled 'Agree and continue' is selected. Three main login options are presented in blue boxes: 'Funded Organisations' (to manage contracts, acquittals, and RFQ responses), 'Sourcing' (to manage buyer sourcing and contract setup), and 'Contract Management' (to manage contracts, supplier acquittals, and payments).

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

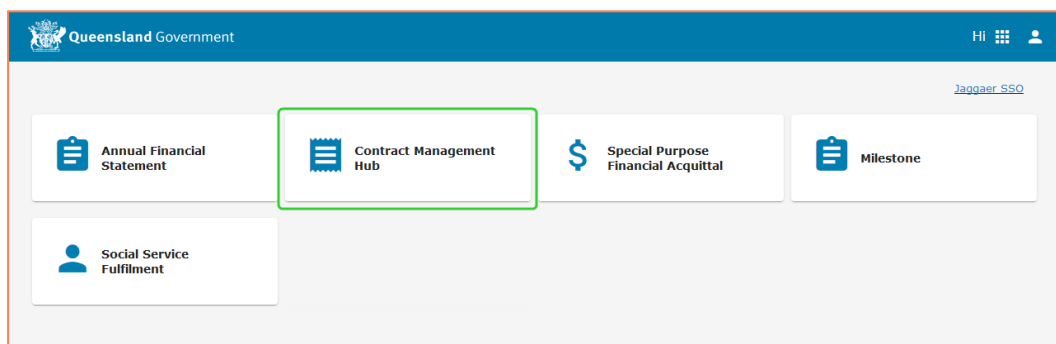
**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Supplier Login' page of the Queensland Government's Procure to Invest (P2i) system. The page features the Queensland Government logo and the P2i title. A green box highlights the 'Supplier Login' section, which includes input fields for 'Username' and 'Password'. Below these fields are 'Login' and 'Register' buttons. At the bottom, there is a link for 'Forgotten your password?'.

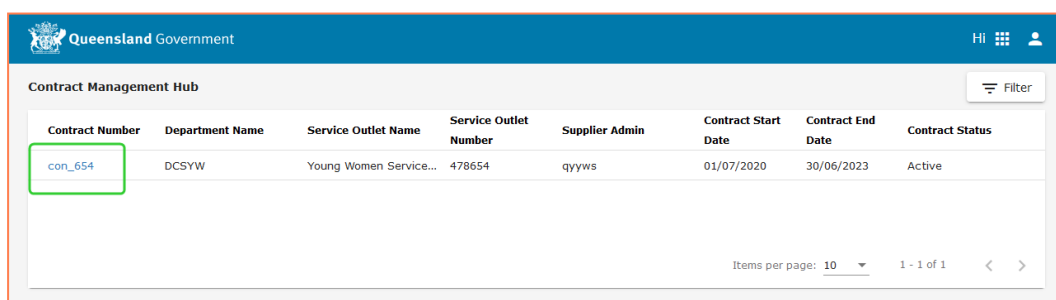
6. Access the **Acquittals Dashboard**.



7. Click the **Contract Management Hub** tile.



8. Click the **Contract Number**.



9. Click **Associated Outlet Details**.

[← con\\_654](#) [View Payment and Report Status](#)

**Contract Details**

<b>Contract Number</b> con_654	<b>Linked Contract Number</b>	<b>Contract Start Date</b> 01/07/2020	<b>Contract End Date</b> 30/06/2023
<b>Total Contract Value \$</b> 240,000	<b>Region</b> DCDSS Southern Operations		

**Supplier Details**

<b>Supplier Organisation Name</b> Queensland Youth and Young Women Ser...	<b>Supplier Primary User</b> Maria Smith
--	---

**Department Details**

<b>Department Name</b> DCSYW	<b>Contract Officer</b> p2itestuser9@communities.qld.gov.au
---------------------------------	--

**Assignment Details**

**Associated Outlet Details**

10. Click **Edit**.

**Associated Outlet Details** [Edit](#)

<b>Service Outlet Number</b> 478654	<b>Service Outlet Name</b> Young Women Services Logan	<b>Region</b> 41	<b>NGOIS</b>
<b>Trading As Name</b>	<b>Service Outlet Address</b>		

**Contact 1**

<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Phone Number</b>
-------------	--------------	-----------------	---------------------

**Contact 2**

<b>Name</b>	<b>Email</b>	<b>Position</b>	<b>Phone Number</b>
-------------	--------------	-----------------	---------------------

11. Enter details for **Contact 1** and **Contact 2** (if required).

12. Click **Save**.

Associated Outlet Details

Service Outlet Number  
478654

Service Outlet Name  
Young Women Services Logan

Region  
41

NGOIS

Trading As Name

Service Outlet Address

Contact 1

Name  
Angela Bell

Email  
abell@qyyws.org

Position  
Service Support

Phone Number  
0723451234

Contact 2

Name

Email

Position

Phone Number

Cancel

Save

**Note:** With all of the outlet details updated, the Department's Contract Manager can finalise the set up of the Contract.

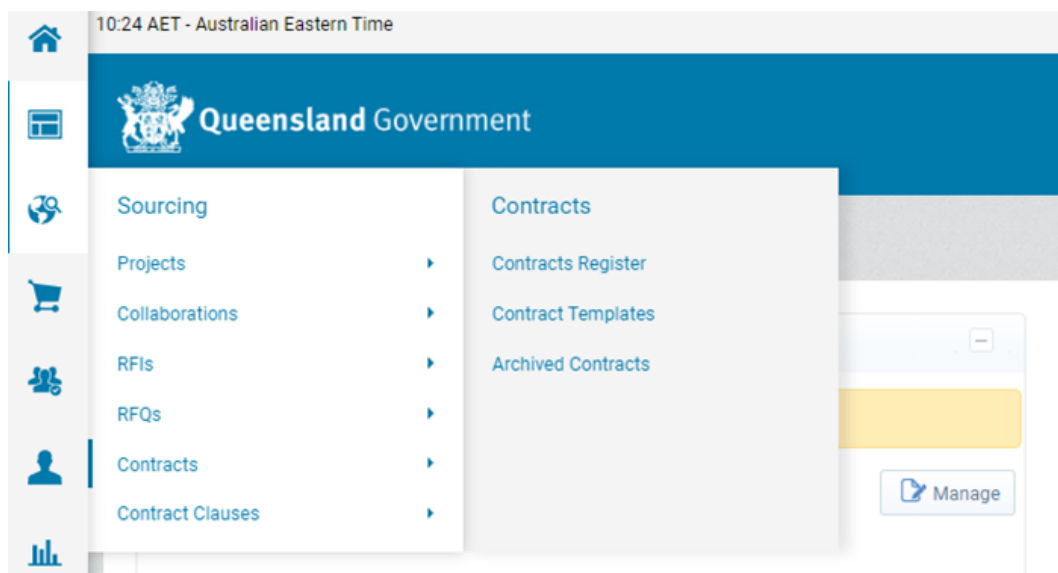
# Viewing contract attachments

To view contract attachments there are different steps you need to take depending on whether you are viewing attachments for contracts migrated from OASIS or new contracts (not migrated from OASIS).

## Viewing attachments for contracts migrated from OASIS

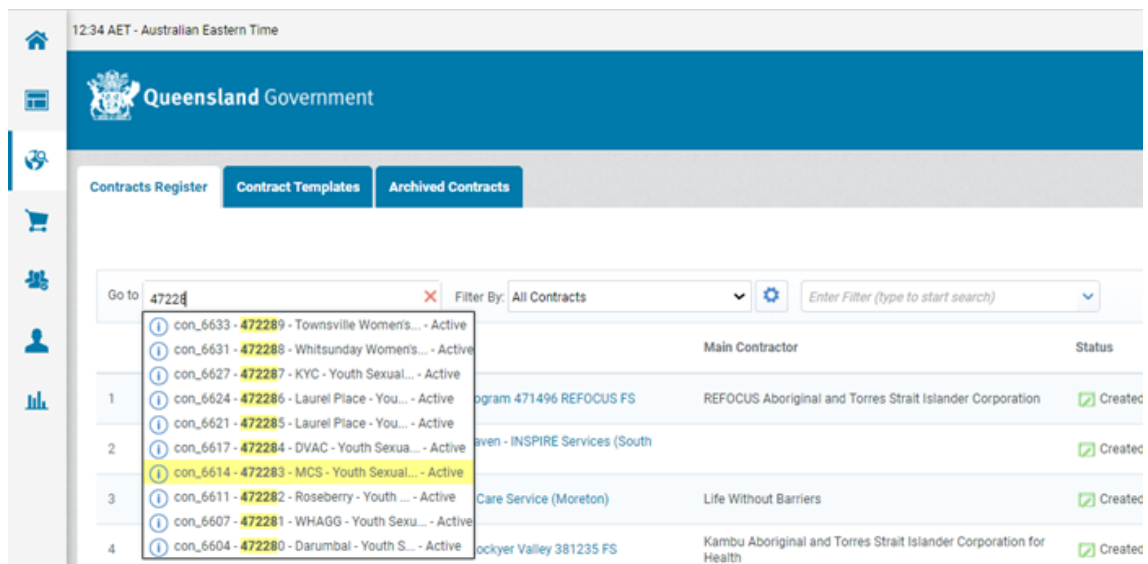
To view contract attachments, you need to first locate the contract in the contract register, which is accessible from the Main Dashboard.

1. Click on the Sourcing icon, click Contracts, then Contract Register

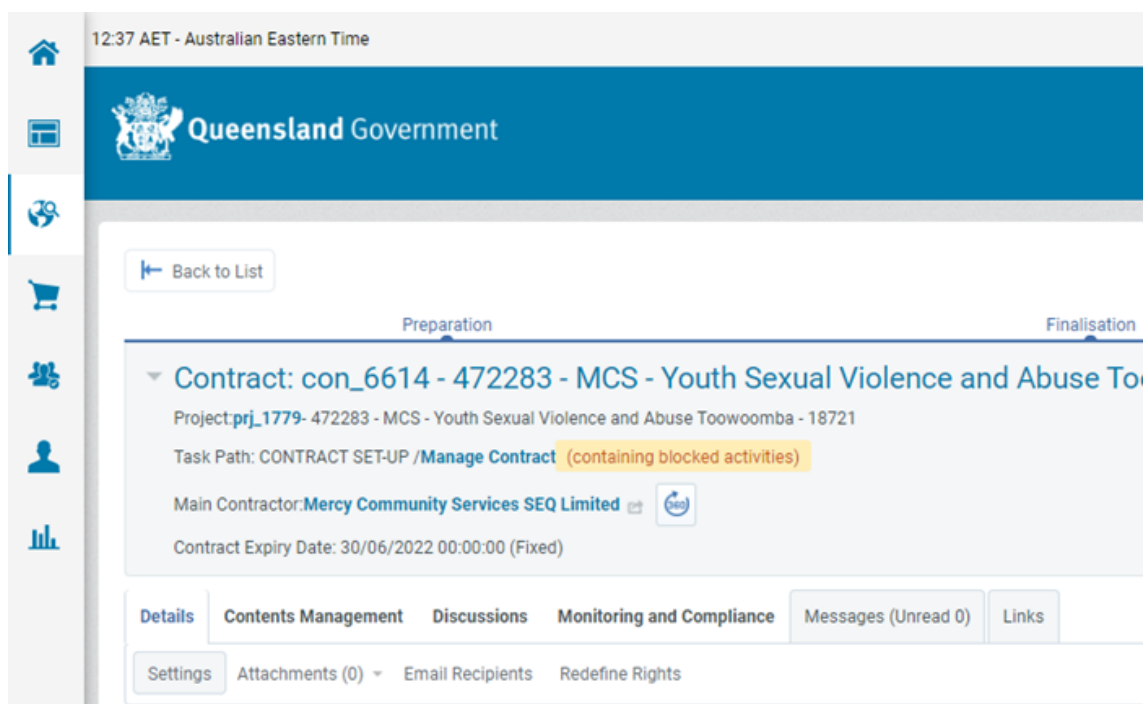


2. Search for the contract that you are looking for and click on it in the list (you will only see contracts assigned to your organisation in this list)

**Tip:** You can search on the con\_ number if know or part of the contract title.



3. Click on the linked project code in the contract header information to open the project container



4. Click on the Details, then click Attachments to display a list of the contract attachments. You can open each attachment by clicking on it.

**Tip:** The number of available attachments for the contract will be displayed in brackets.

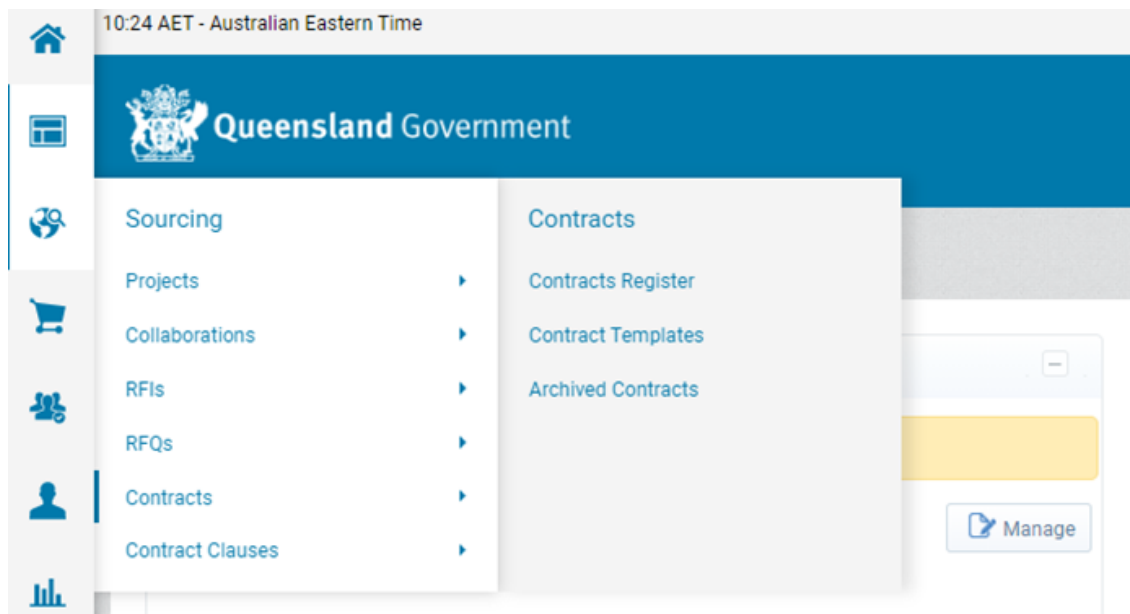
The screenshot shows the Queensland Government portal interface. At the top, it displays the time as 12:43 AET - Australian Eastern Time. The Queensland Government logo is visible. A sidebar on the left contains various navigation icons. The main content area shows a 'Back to List' button and a project summary for 'Project: prj\_1779 - 472283 - MCS - Youth Sexual Violence and Abuse' with an official start date of 19/10/2020. Below this, there are tabs for 'Details', 'Communication', and 'Process'. Under the 'Details' tab, there are sub-tabs for 'Settings', 'Project Attachments (2)', 'Project Objects (1)', 'History', and 'Project Team (1)'. The 'Project Attachments (2)' sub-tab is active, showing a search filter and a list of two attachments:

	Folder/File Name
1	20190501 CSYW23087 472283 SW.pdf
2	20190501 CSYW23087 VA 472283-18721.pdf

## Viewing attachments for new contracts (not migrated from OASIS)

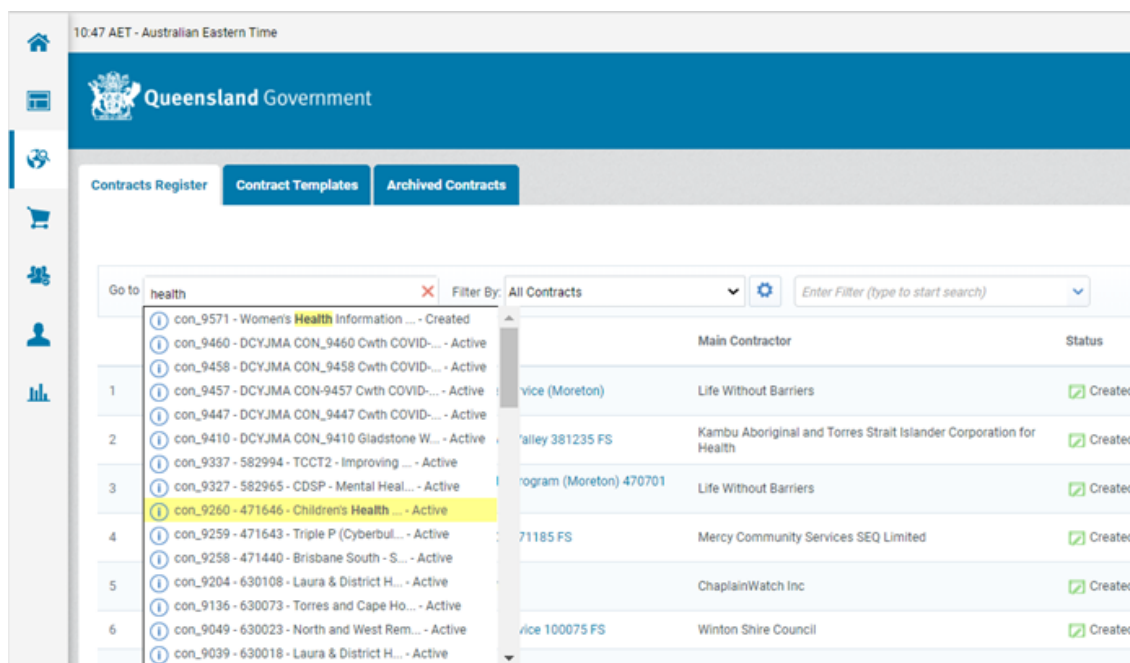
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1. Click on the Sourcing icon, click Contracts, then Contract Register



2. Search for the contract that you are looking for and click on it in the list (you will only see contracts assigned to your organisation in this list)

**Tip:** You can search on the con\_ number if know or part of the contract title.



3. Click on the Details, then click Attachments to display a list of the contract attachments. You can open each attachment by clicking on it.



**Tip:** The number of available attachments for the contract will be displayed in brackets.

The screenshot shows the Queensland Government contract management system interface. At the top, the time is 10:54 AET - Australian Eastern Time. The header features the Queensland Government logo and name. A left sidebar contains navigation icons for home, documents, globe, shopping cart, people, user profile, and analytics. The main content area displays a contract titled "Contract: con\_9260 - 471646 - Children's Health Queensland Hospital and Health Ser". Below the title, it shows the project "prj\_2753- 471646 - Children's Health Queensland Hospital and Health Services - Navigate Yo" and the task path "CONTRACT SET-UP /Manage Contract (containing blocked activities)". The main contractor is "Children's Health Queensland Hospital and Health Service" with a contact icon. The contract expiry date is "30/06/2021 00:00:00 (Fixed)". A progress bar at the top of the contract details shows "Preparation" and "Finalisation" stages. Below the contract details, there are tabs for "Details", "Contents Management", "Discussions", "Monitoring and Compliance", "Messages (Unread 0)", and "Links". At the bottom, there are buttons for "Settings", "Attachments (0)", "Email Recipients", and "Redefine Rights".

10:54 AET - Australian Eastern Time

Queensland Government

Back to List

Preparation Finalisation

Contract: con\_9260 - 471646 - Children's Health Queensland Hospital and Health Ser

Project: prj\_2753- 471646 - Children's Health Queensland Hospital and Health Services - Navigate Yo

Task Path: CONTRACT SET-UP /Manage Contract (containing blocked activities)

Main Contractor: Children's Health Queensland Hospital and Health Service

Contract Expiry Date: 30/06/2021 00:00:00 (Fixed)

Details Contents Management Discussions Monitoring and Compliance Messages (Unread 0) Links

Settings Attachments (0) Email Recipients Redefine Rights

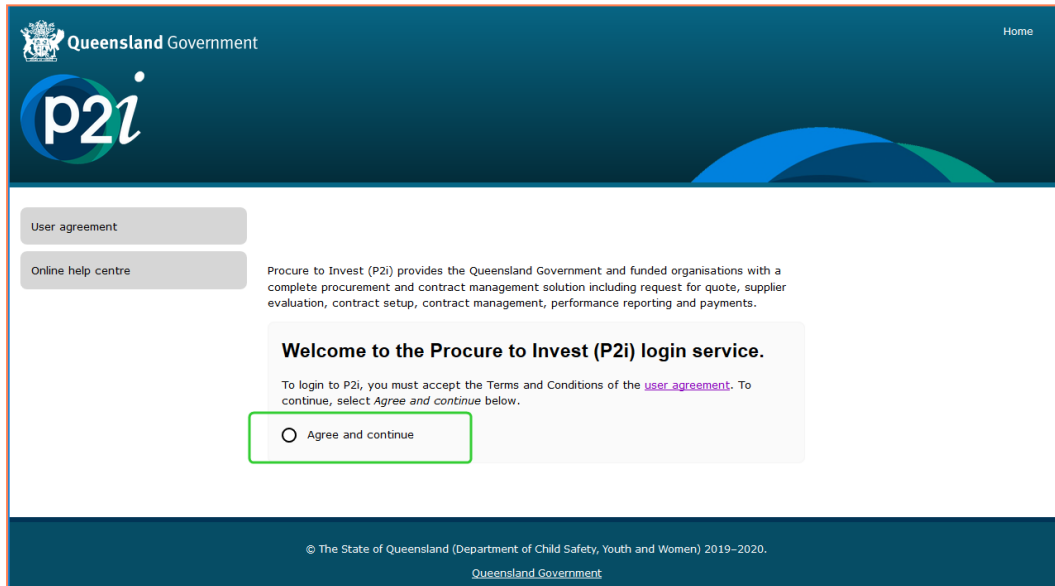
---

# Viewing contract payment and report status

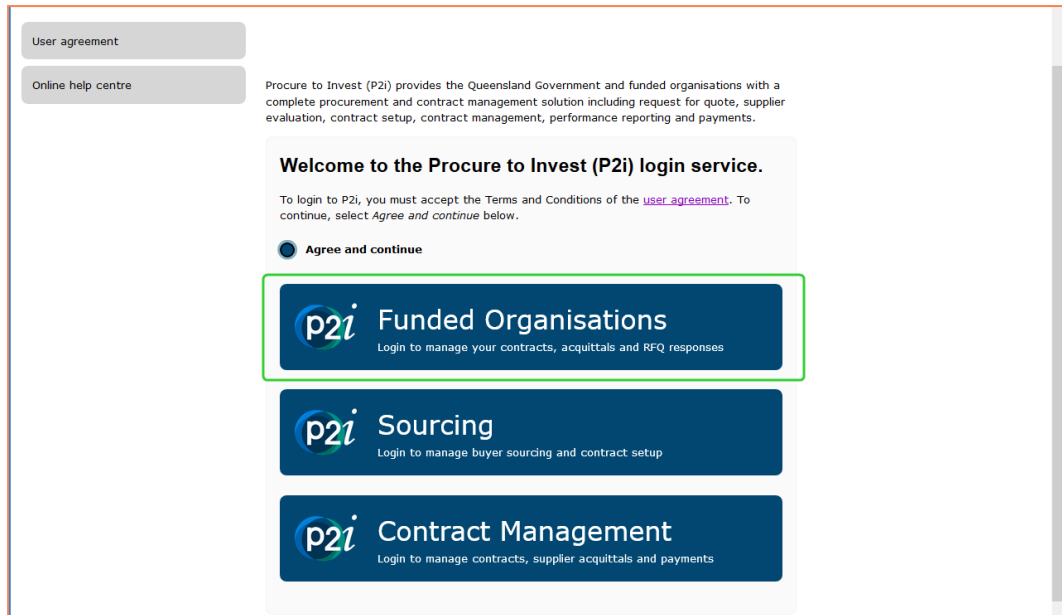
The **Payment and Report Status** provides users that have been assigned to the Service Outlet a view of the payments and reports have been scheduled based on the details of the service agreement.

To access the Payment and Report Status:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login interface. At the top, there is a dark blue header with the Queensland Government logo and the P2i logo. Below the header, on the left, are two buttons: 'User agreement' and 'Online help centre'. The main content area has a light blue background. It contains a paragraph explaining that P2i provides a procurement and contract management solution. Below this, there is a section titled 'Welcome to the Procure to Invest (P2i) login service.' which states that users must accept the Terms and Conditions of the user agreement. At the bottom of this section, there is a radio button labeled 'Agree and continue', which is highlighted with a green border. The footer of the page contains copyright information for the State of Queensland and the year 2019-2020.

3. Click the **Funded Organisations** link.



The screenshot shows the P2i login service interface. At the top left, there are links for 'User agreement' and 'Online help centre'. A paragraph describes the P2i service. Below this is a 'Welcome to the Procure to Invest (P2i) login service.' section with a note about accepting terms and conditions. A radio button labeled 'Agree and continue' is selected. Three main login options are presented in blue boxes: 'Funded Organisations' (highlighted with a green border), 'Sourcing', and 'Contract Management'. Each option includes a brief description of its function.

User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ **Agree and continue**

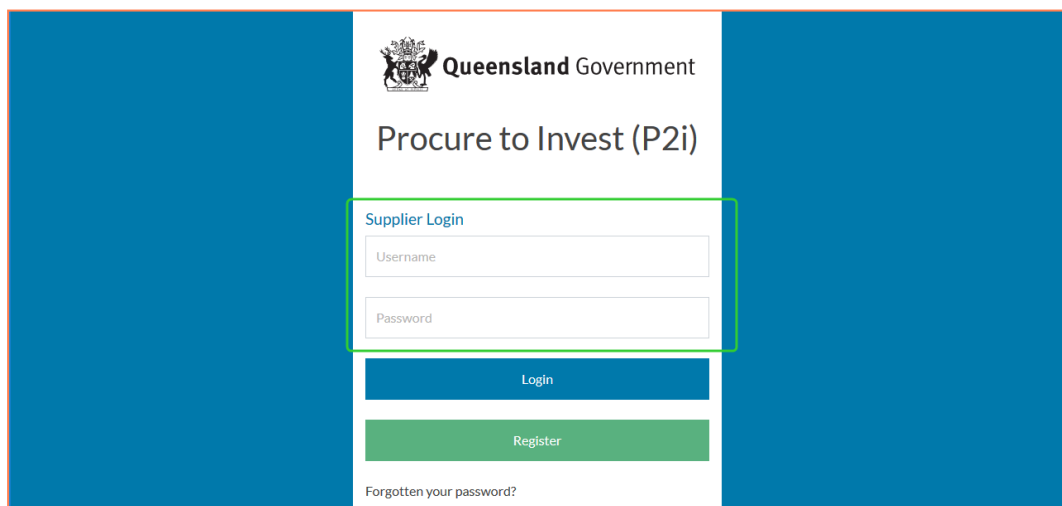
**p2i Funded Organisations**  
Login to manage your contracts, acquittals and RFQ responses

**p2i Sourcing**  
Login to manage buyer sourcing and contract setup

**p2i Contract Management**  
Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**



The screenshot shows the 'Supplier Login' page of the Queensland Government's Procure to Invest (P2i) system. The page has a blue header with the Queensland Government logo and name. Below the header, the title 'Procure to Invest (P2i)' is displayed. The 'Supplier Login' section is highlighted with a green border and contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: 'Login' (blue) and 'Register' (green). At the bottom, there is a link for 'Forgotten your password?'.

Queensland Government

Procure to Invest (P2i)

**Supplier Login**

Username

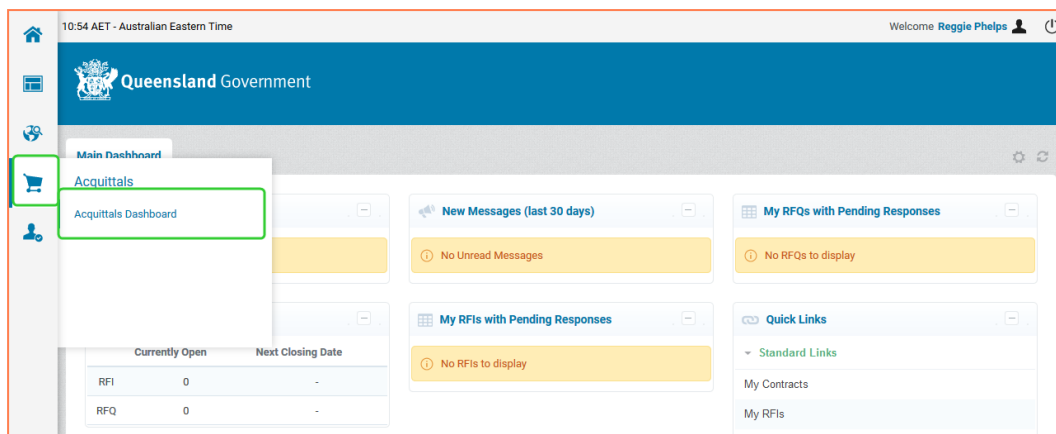
Password

Login

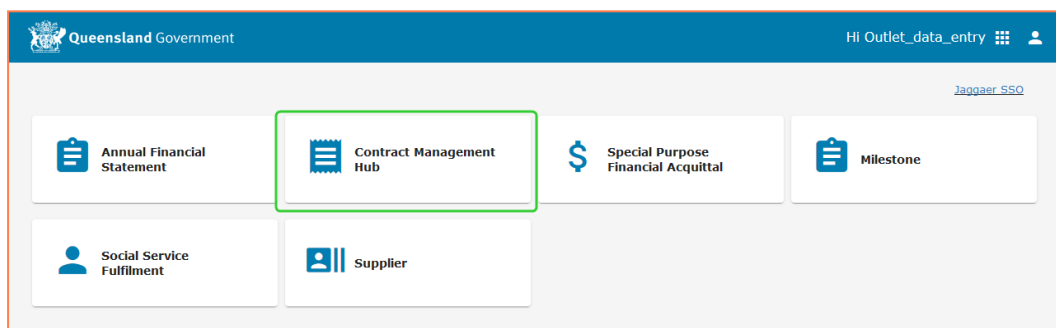
Register

Forgotten your password?

6. Access the **Acquittals Dashboard**.



7. Click the **Contract Management Hub** tile.



8. Click the **Contract Number**.

Queensland Government

Hi Outlet\_data\_entry

Contract Management Hub

Filter

Contract Number	Department Name	Service Outlet Name	Service Outlet Number	Supplier Admin	Contract Start Date	Contract End Date	Contract Status
con_1462	DCSYW	Gold Coast Centre A...	9921462	qyyws	01/01/2020	31/12/2023	Active
con_1669	DCSYW	Sexual Violence Cent...	11391669	qyyws	01/01/2020	31/12/2020	Active
con_1777	DCSYW	Beenleigh SV Centre	12031777	qyyws	01/01/2020	31/12/2020	Active
con_1778	DCSYW	Logan Counselling Ce...	12011778	qyyws	01/01/2020	31/12/2023	Active

Items per page: 10 1 - 4 of 4

9. Click **View Payment and Report Status**.

The screenshot shows a web interface for the Queensland Government. At the top, there's a blue header with the Queensland Government logo and the text 'HI Outlet\_data\_entry'. Below the header, a breadcrumb trail shows '← con\_1462'. A green box highlights a button labeled 'View Payment and Report Status'. The main content area is divided into two sections: 'Contract Details' and 'Supplier Details'. The 'Contract Details' section contains a table with the following data:

Contract Number	Linked Contract Number	Contract Start Date	Contract End Date
con_1462		01/01/2020	31/12/2023

Below the table, it shows 'Total Contract Value \$ 3,050,000'. The 'Supplier Details' section contains a table with the following data:

Supplier Organisation Name	Supplier Primary User
Queensland Youth and Young Women Ser...	Maria Smith

## 1. Review the **Payment and Report Status**.

### Note:

The **Report Type** can be **Periodic** or **Non-Periodic**.

The **Payment Period** is displayed in the 'date from - date to' format. For example, 01/01/2020-31/03/2020.

The following statuses are displayed for reports:

**Scheduled** - Reports that are scheduled for submission to the Department.

**Open** - Reports that are available for submission to the Department.

**Reported** - Performance Based Acquittals that have been submitted by the Service Outlet Data Entry person.

**Endorsed** - Performance Based Acquittals that have been endorsed by the Service Outlet Manager.

**Unspent Funds Reported** - Performance Based Acquittals that have had unspent funds reported by the Supplier Budget and Finance person.

**Supplier Approved** - Performance Based Acquittals that have been approved by the Organisation Director.

**Supplier Rejected** - Performance Based Acquittals that have

---

been rejected by the Service Outlet Manager or Organisation Director.

**Department Approved** - Performance Based Acquittals that have been approved by the Department.

**Pending Director Approval** - Annual Financial Statements and Financial Acquittals that are waiting for approval by the Organisation Director.

**Rejected by Director** - Annual Financial Statements and Financial Acquittals that have been rejected by the Organisation Director.

**Submitted to Department** - Annual Financial Statements and Financial Acquittals that have been rejected by the Organisation Director.

**Accepted by Department** - Annual Financial Statements and Financial Acquittals that have been approved by the Organisation Director

**Submitted** - Milestone reports that have been submitted by the Service Outlet Data Entry person.

**Acknowledged by Department** - Client Management Reports that have been received by the Department.

**Rejected by Department** - Milestones, Annual Financial Statements and Financial Acquittals that have been rejected by the Department.

**Department Rejected** - Performance Based Acquittals that have been rejected by the Department.

**Approved by Department** - Milestone reports that have been approved by the Department.

The following statuses are displayed for payments:

**Pending** - Payment for the period has not been released.

**Released** - Payments for the period have been released.

## Viewing contract payment and report status

Queensland Government Hi Outlet\_data\_entry

← con\_711 - View Payment and Report Status Filter

Report Type	Payment Period	Contracted Amount \$	Paid Amount \$	Payment Id	Reports	Report Status	Payment Status	Payment Release Date
	01/10/2019 - 31/12/2019	100,000		con_711_CP_1			Pending	
Periodic	01/01/2020 - 31/03/2020	100,000		con_711_CP_2	PBA 1	Department Approved	Pending	
					AFS 1	Accepted By Department		
					FA 1	Accepted By Department		
					ARC 1	Acknowledged By Department		
Periodic	01/04/2020 - 30/06/2020	100,000		con_711_CP_3	PBA 2	Department Approved	Pending	
					FA 2	Accepted By Department		
					ARC 2	Scheduled		
Non Periodic	01/05/2020 - 31/05/2020	20,000		con_711_CP_4	MS 1	Approved By Department	Pending	
Periodic	01/07/2020 - 30/09/2020	100,000		con_711_CP_5	PBA 3	Open	Pending	
					FA 3	Accepted By Department		
					ARC 3	Scheduled		
Periodic	01/10/2020 - 31/12/2020	100,000		con_711_CP_6	PBA 4	Scheduled	Pending	
					FA 4	Scheduled		
					ARC 4	Scheduled		

---

# Delegating Work Orders

The Supplier Administrator (Super User) has access to the delegation feature in P2i that will enable them to reassign Performance Based Acquittal (PBA), Financial Acquittal, Audited Financial Statement and Milestone Work Orders assigned to a P2i User within their organisation to another person with the same role. This becomes useful where the assigned staff member leaves an organisation or takes long term leave.

**Warning!:** A person must be set up with the same role before they can receive the delegated Work Order.

In the event that the User is not returning to the Organisation or will be absent for a long time, the Supplier Administrator (Super User) is required to change the User Assignments on all contracts that the User was assigned to. This is important as all future Work Orders will be sent to the user assigned to the contract. Refer to the topic [Assigning contract role allocations](#).

To delegate a work order:

1. Access the P2i login service.
2. Click **Agree and continue**.



The screenshot shows the P2i login service interface. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two links: 'User agreement' and 'Online help centre'. A paragraph explains that P2i provides a complete procurement and contract management solution. A 'Welcome to the Procure to Invest (P2i) login service.' message is followed by a note about accepting the Terms and Conditions of the user agreement. A radio button labeled 'Agree and continue' is highlighted with a green box. At the bottom, there is a copyright notice for the State of Queensland (Department of Child Safety, Youth and Women) 2019-2020.

Queensland Government

Home

p2i

User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☐ Agree and continue

© The State of Queensland (Department of Child Safety, Youth and Women) 2019-2020.  
Queensland Government

3. Click the **Funded Organisations** link.

The screenshot shows the main menu of the P2i login service. It includes the same header and links as the previous screenshot. The 'Agree and continue' radio button is now selected. Below the welcome message, there are three main menu items, each with a P2i logo and a description: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments). The 'Funded Organisations' link is highlighted with a green box.

User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ Agree and continue

**p2i Funded Organisations**  
Login to manage your contracts, acquittals and RFQ responses

**p2i Sourcing**  
Login to manage buyer sourcing and contract setup

**p2i Contract Management**  
Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

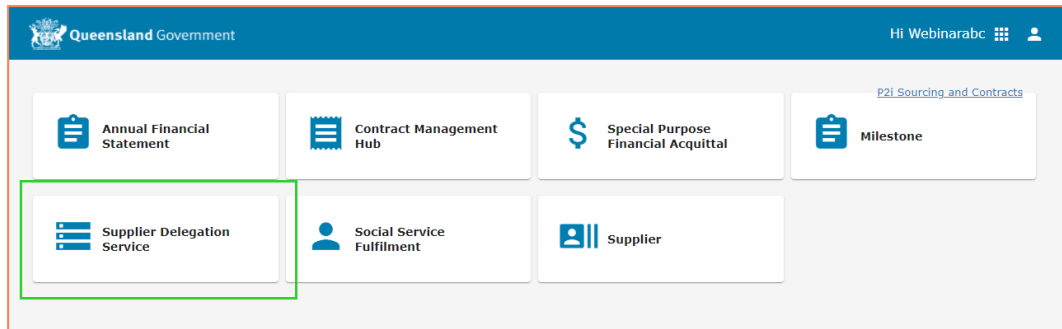
The screenshot shows the 'Procure to Invest (P2i)' login page for suppliers. It features the Queensland Government logo at the top. Below the logo, the text 'Procure to Invest (P2i)' is displayed. A 'Supplier Login' section contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the login section, there is a link that says 'Forgotten your password?'.

6. Access the Acquittals Dashboard.

The screenshot shows the Queensland Government Portal home page. The top navigation bar includes the time '13:00 AET - Australian Eastern Time' and a welcome message 'Welcome Max Bush'. The main content area is divided into several sections. On the left, there is a sidebar with a menu. The 'Acquittals' menu item is highlighted with a green box, and its sub-menu 'Acquittals Dashboard' is also highlighted with a green box. The main content area displays several tiles: 'New Messages (last 30 days)' with 'No Unread Messages', 'My RFQs with Pending Responses' with 'No RFQs to display', 'My RFIs with Pending Responses' with 'No RFIs to display', and a 'Quick Links' section with links to 'My Contracts', 'My RFIs', 'My RFQs', and 'Profile'. A table at the bottom left shows 'Currently Open' and 'Next Closing Date' for 'RFI' and 'RFQ'.

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

7. Click the **Supplier Delegation Service** tile on the Portal home page.

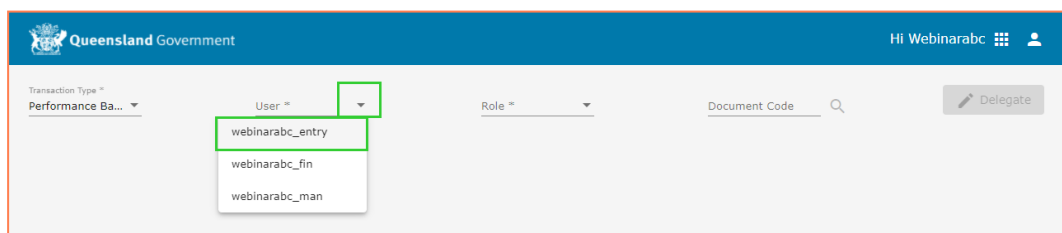


8. Select the **Transaction Type** from the drop down list.



9. Select the **User** from the drop down list.

**Note:** This is the User that is no longer available to complete the pending performance report or financial acquittal.



10. Select the **Role** that the **User** was assigned to.

**Note:** Pending Work Orders assigned to the User are listed.

Queensland Government

Hi Webinarabc

Transaction Type \* Performance Ba...  
User \* webinarabc\_entry  
Role \* **Service\_Outlet\_Data\_Entry**  
Document Code

11. Click **Delegate** next to the Work Order you want to delegate to another user.

**Tip:** Tick multiple **Work Orders** and click **Delegate** to assign more than one Work Order to another user.

Queensland Government

Hi Webinarabc

Transaction Type \* Performance Ba...  
User \* webinarabc\_entry  
Role \* Service\_Outlet\_...  
Document Code

<input type="checkbox"/>	Document Code	Contract Code	Department	Service Outlet	Action
<input checked="" type="checkbox"/>	WO0000000574	con_1594	DCSYW	FO Webinar 1594	<input type="button" value="Delegate"/>
<input checked="" type="checkbox"/>	WO0000000648	con_1289	DCSYW	FO Webinar 1289	<input type="button" value="Delegate"/>
<input type="checkbox"/>	WO0000000644	con_1272	DCSYW	FO Webinar 1272	<input type="button" value="Delegate"/>

Queensland Government

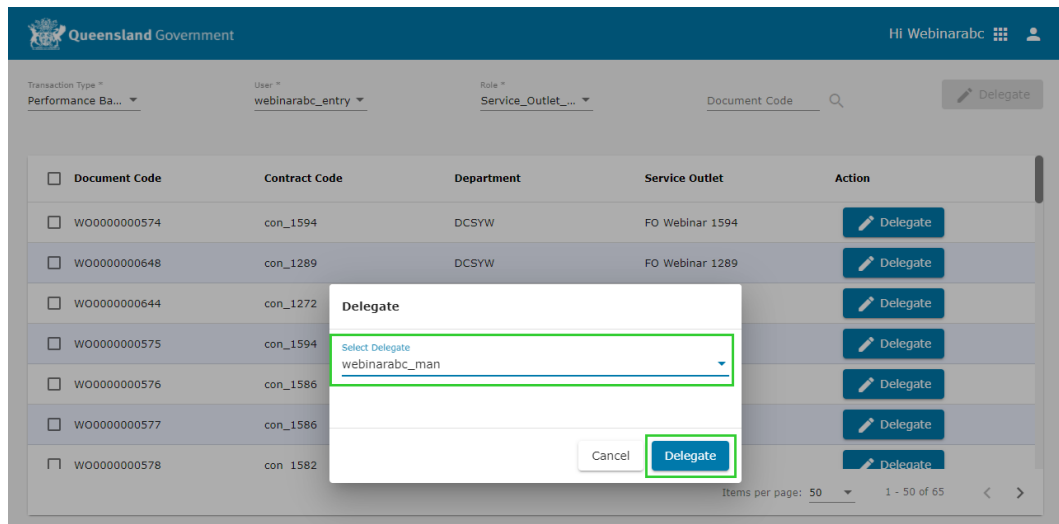
Hi Webinarabc

Transaction Type \* Performance Ba...  
User \* webinarabc\_entry  
Role \* Service\_Outlet\_...  
Document Code

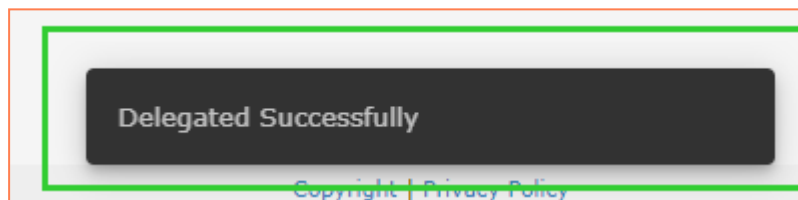
<input type="checkbox"/>	Document Code	Contract Code	Department	Service Outlet	Action
<input type="checkbox"/>	WO0000000574	con_1594	DCSYW	FO Webinar 1594	<input type="button" value="Delegate"/>
<input type="checkbox"/>	WO0000000648	con_1289	DCSYW	FO Webinar 1289	<input type="button" value="Delegate"/>
<input type="checkbox"/>	WO0000000644	con_1272	DCSYW	FO Webinar 1272	<input type="button" value="Delegate"/>
<input type="checkbox"/>	WO0000000575	con_1594	DCSYW	FO Webinar 1594	<input type="button" value="Delegate"/>
<input type="checkbox"/>	WO0000000576	con_1586	DCSYW	FO Webinar 1586	<input type="button" value="Delegate"/>
<input type="checkbox"/>	WO0000000577	con_1586	DCSYW	FO Webinar 1586	<input type="button" value="Delegate"/>
<input type="checkbox"/>	WO0000000578	con_1582	DCSYW	FO Webinar 1582	<input type="button" value="Delegate"/>

Items per page: 50 1 - 50 of 65

12. Select the delegate from the drop down and click **Delegate**.



13. The following notification will display at the bottom of the screen:



14. Verify the Work Order has delegated successfully

**Note:** Once the Work Order is delegated it appears only to the Delegated User. The Acquittals workflow will still remain the same and the Delegated user will be able to work on it.

---

# Periodic Reporting (Performance Reporting/Unspent Funds/Milestones)

The Supplier Contract Management Portal allows your staff to submit performance reports, report on unspent funds, and upload milestone reports.

The Supplier Contract Management Portal allows your staff to:

- Complete your Performance Reports for your service outlet manager to endorse.
- Upload any Milestone reports and submit to the Department for approval.
- Report on unspent funds.
- Approve and submit your Performance Reports to the Department.

Watch the [video](#) or follow the steps below.

# Submitting Performance Reports

Your organisation is required to collect data for each of the performance measures specified in the service agreement and submit this data in a performance report, via the Supplier Contract Management Hub, to the department as per the requirements in the service agreement. Data types include output, throughput, demographic, outcome and other performance measurement data.

These will then be:

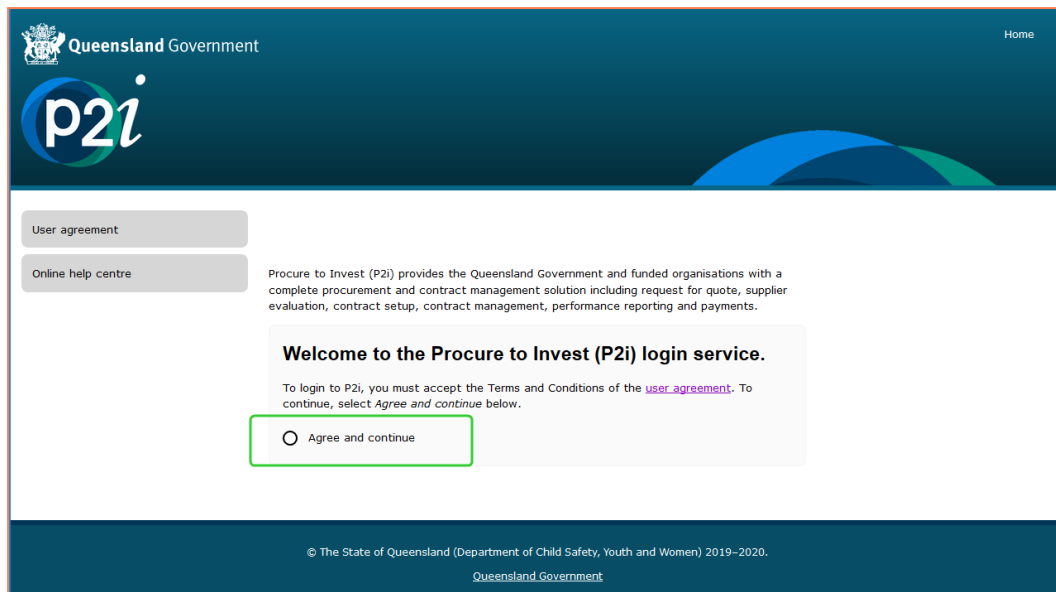
- submitted to a service outlet manager for endorsement,
- submitted to your financial officer to report on unspent funds,
- submitted to your director for approval, and
- submitted to the Department for assessment.

A notification is sent to the Service Outlet Data Entry Officer when a performance based acquittal is due for reporting.

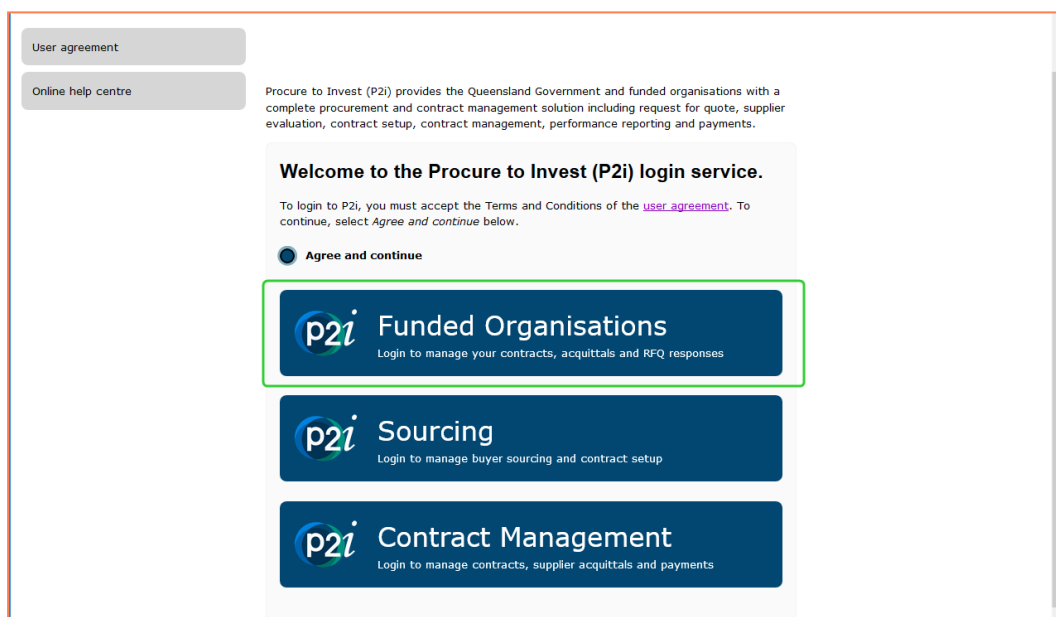
Watch the [video](#) or follow the steps below.

To submit your performance reports:

1. Access the P2i login service.
2. Click **Agree and continue**.



3. Click the **Funded Organisations** link.



4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.



**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Procure to Invest (P2i)' Supplier Login page. It features a blue header with the Queensland Government logo and the text 'Procure to Invest (P2i)'. Below this is a 'Supplier Login' section with a green border. It contains two input fields: 'Username' and 'Password'. Below the input fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the login section is a link that says 'Forgotten your password?'.

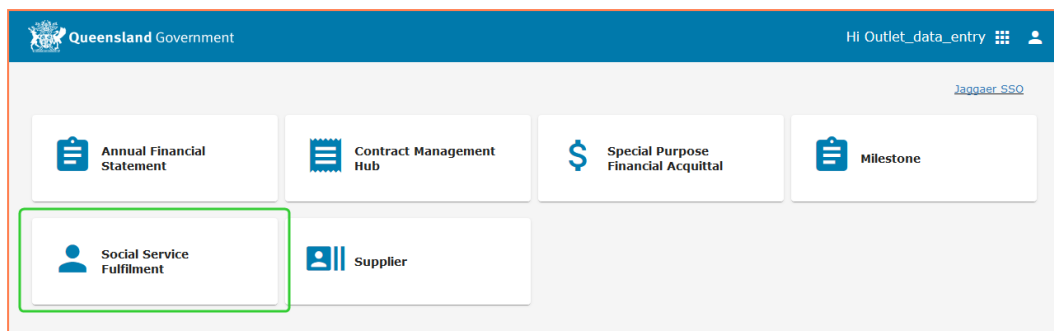
### 6. Access the **Acquittals Dashboard**.

The screenshot shows the 'Main Dashboard' of the Queensland Government. The top bar includes the time '13:00 AET - Australian Eastern Time' and the user 'Welcome Max Bush'. The dashboard is divided into several sections. On the left, there is a sidebar with a shopping cart icon highlighted in green, and a dropdown menu showing 'Acquittals' and 'Acquittals Dashboard'. The main content area features a table with the following data:

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

Other sections on the dashboard include 'New Messages (last 30 days)' with 'No Unread Messages', 'My RFQs with Pending Responses' with 'No RFQs to display', and 'My RFIs with Pending Responses' with 'No RFIs to display'. A 'Quick Links' section is also present on the right side.

### 7. Click the **Social Service Fulfilment** tile on the supplier portal home.



**Note: Performance Based Acquittals** for each **Service Outlet** appear in the Pending list with the Due Date and Status.

- Click the Form Id number (i.e. WO0000XXX) next to the acquittal report that you want to submit to your Outlet Manager for approval.

Queensland Government

Hi Outlet\_data\_entry

Pending Completed

Work Orders Filter

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000325	con_1669	DCSYW	11391669	Sexual Violence Ce...	30/06/2020	28/07/2020	Open
WO0000000324	con_1669	DCSYW	11391669	Sexual Violence Ce...	31/03/2020	28/04/2020	Open
WO0000000182	con_1462	DCSYW	9921462	Gold Coast Centre ...	30/06/2020	28/07/2020	Open
<b>WO0000000181</b>	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Open

Items per page: 10 1 - 4 of 4

## About the Performance Report

The performance report has four (4) sections to help you prepare your submission.

**Overview** - displays the Service Outlet and Organisation name, the Service Outlet Number, Funding Schedule Number, Period Start and End Date and the Status of the report.

**Items** - Each Service Type - Service User combination is listed. Clicking the item expands it so that the report can be prepared. You can enter the comments and values manually or upload them via an excel file. The excel file template is included at the bottom of each Item.

**Unspent Details** - Any unspent funds are reported by the Service Outlet's finance officer.

**Work Order Details** - Displays details about the Department you are reporting to, your Organisation's details and the Contract Details under which the report is being submitted.

## Submitting the Performance Report

To Submit the Performance Report for endorsement:

1. Click the **Item** that you want to report on.
2. Click **View Previous Periods Data** to make the data from previous reporting periods available.

Procure to Invest (P2i) (Story 1) x NIA Business Apps x

https://procuredcloud-storytest.infosysedge.com/ba/supplier/ssf/wo-detail/WO0000000181/version/

Getting Started P2i Train P2i Story

Queenland Government Hi Outlet\_data\_entry

← WO0000000181 View Previous Periods Data Preview

**Overview**

<b>Service Outlet</b> Gold Coast Centre Against Sexual Violence	<b>Supplier</b> Queensland Youth and Young Women Servi...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/01/2020	<b>Period End Date</b> 31/03/2020	<b>Status</b> Open	

**Items**

Note : Where the response is numeric, use whole numbers in the 'Achieved Value' field only. Where the response is text, use the 'Comments' field.

Item Code	Item Description
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)
T101-U1040	Community Support (T101) - Adults affected by sexual violence (U1040)

**Unspent Details**

Unspent Funds Balance At Period End (AUD) *	Unspent Funds Movement During Period (AUD) *
0	0

**Work Order Details**

Department Details

<b>Department</b> DCSYW	<b>Division</b> Moreton Region	<b>Service Outlet Region</b> DCSYW South East
----------------------------	-----------------------------------	--

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- Enter a value in the **Achieved Value** field or a response in the **Comments** field for each **Measure**.

**Note:** Where the response is numeric, use whole numbers in the 'Achieved Value' field only. Where the response is text use the 'Comments' field. Comments fields are limited to 1000 characters.

Queensland Government Hi Outlet\_data\_entry

← W00000000181 View Previous Periods Data Preview

**Items**  
Note : Where the response is numeric, use whole numbers in the 'Achieved Value' field only. Where the response is text, use the 'Comments' field.

Item Code	Item Description			
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)			
Demographic				
<b>Measure Code</b> IS205F	<b>Description</b> Number of female Service Users	<b>Achieved Value</b> 0	<b>Target Value</b> 0	<b>UOM</b> Service Users
<b>Comments</b>				
<b>Measure Code</b> IS205M	<b>Description</b> Number of male Service Users	<b>Achieved Value</b> 0	<b>Target Value</b> 0	<b>UOM</b> Service Users
<b>Comments</b>				
Other				

**Tip:** Hover over the Indicator icon for a more detailed description of what is required in the Achieved Value field.

Item Code	Item Description			
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)			
Demographic				
<b>Measure Code</b> IS205F	<b>Description</b> Number of female Service Users	<b>Achieved Value</b> 0	<b>Target Value</b> 0	<b>UOM</b> Service Users
<b>Comments</b>				

Count each female Service User who received a service during the reporting period

4. Add any comments in the **Notes** field.
5. Click **Upload** to add Case Files or Milestone reports to the **Item**.

Queensland Government

Hi Outlet\_data\_entry

WO0000000181

View Previous Periods Data

Preview

Notes

Type your comments here

Attachments

Upload your attachment here.

Upload

Download Measures

Upload Measures

Save

T101-U1040

Community Support (T101) - Adults affected by sexual violence (U1040)

6. Click **Browse** and select the file you want to upload.

Upload Attachment

Choose File

Browse

Type

Comments

Cancel

Upload

7. Select **Case Study** or **Milestone** from the **Type** field and add any Comments.

8. Click **Upload** to finish.

Upload Attachment

Milestone Report.pdf

Browse

Type

Milestone

Comments

Milestone report attached.

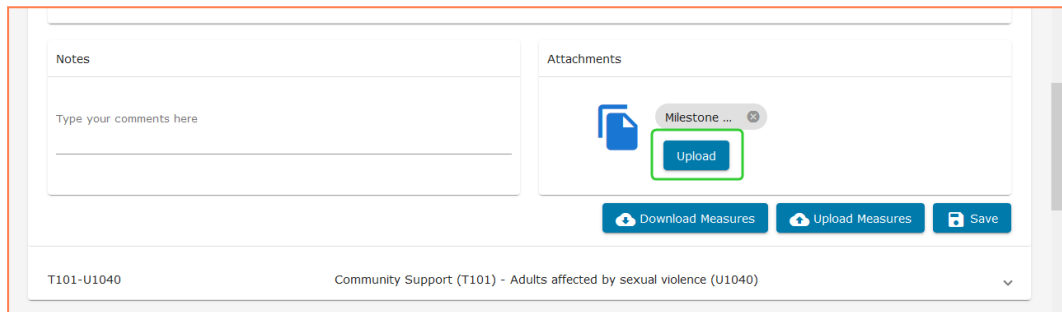
Cancel

Upload

9. Click **Upload** again to add more attachments.

**Note:** Up to three (3) attachments can be added to each **Item**.

- Valid file types that can be uploaded are PDF, Word Documents (docx/doc), Images (png, jpeg,) Spreadsheets (xls/xlsx/csv) and PowerPoint Presentations (ppt/pptx).
- A filesize limit of 10MB exists.

A screenshot of a web form interface. On the left is a 'Notes' section with a text area labeled 'Type your comments here'. On the right is an 'Attachments' section. It features a blue document icon, a text input field containing 'Milestone ...', and a green-bordered 'Upload' button. Below these are three buttons: 'Download Measures' (with a download icon), 'Upload Measures' (with an upload icon), and 'Save' (with a save icon). At the bottom of the form, there is a breadcrumb trail: 'T101-U1040' followed by 'Community Support (T101) - Adults affected by sexual violence (U1040)' and a dropdown arrow.

10. Continue to add **Achieved Values**, **Comments**, **Notes** and **Attachments** to each Item.

**Tip:** You can click **Download Measures** to open an Excel spreadsheet where you can enter the Achieved Values and Comments. After you have entered the data, save the file and click **Upload Measures**. The form will be populated with data entered in the spreadsheet.

11. Click **Save** at any time to save your work.
12. When you are ready to submit your work to your Service Outlet Manager, click **Preview**.

**Tip:** This will allow you to make any changes before sending for approval.

13. Click **Preview**.

Queensland Government Hi Outlet\_data\_entry

← WO0000000181 View Previous Periods Data Preview

**Overview**

<b>Service Outlet</b> Gold Coast Centre Against Sexual Violence	<b>Supplier</b> Queensland Youth and Young Women Servi...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/01/2020	<b>Period End Date</b> 31/03/2020	<b>Status</b> Open	

**Items**

Note : Where the response is numeric, use whole numbers in the 'Achieved Value' field only. Where the response is text, use the 'Comments' field.

Item Code	Item Description
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)

Demographic

Measure Code	Description	Achieved Value	Target Value	UOM
IS205F	Number of female Service Users	100	0	Service Users

Comments

14. Click **Edit** to make any changes.

15. Click **Send for Endorsement** to submit the report to your **Service Outlet Manager**.

Queensland Government Hi Outlet\_data\_entry

← WO0000000181 Edit Send for Endorsement

**Overview**

<b>Service Outlet</b> Gold Coast Centre Against Sexual Violence	<b>Supplier</b> Queensland Youth and Young Women Servi...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/01/2020	<b>Period End Date</b> 31/03/2020	<b>Status</b> Supplier Rejected	

16. Select your approver from the list.

17. Enter any **Comments**

18. Click **Send for Endorsement**.



The screenshot shows the 'Hi Outlet\_data\_entry' form in the Queensland Government system. A modal window titled 'Send for Endorsement' is open, allowing the user to select an approver and add comments. The background form displays details for request WO0000000181, including service outlet information, funding schedule, and a table of items.

Measure Code	Description	Value	Service Users
IS205F	Number of female Service Users	100	0

**Note:** Your submission has been completed and is ready for approval

19. Click **Go to Completed**.

The screenshot shows a confirmation message: 'Your Submission for Request (WO0000000181) has been created successfully.' Below the message is a button labeled 'Go To Completed'.

**Note:** The status of the line item will appear as **Reported**.

A notification is sent to the Service Outlet Manager to inform them that the acquittal is due for endorsement.

The screenshot shows the 'Work Orders' table in the 'Completed' tab. The table lists the submission with a status of 'Reported'.

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Submitted Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020		Reported

---

**Note:** The Service Outlet Manager can now endorse the Performance Based Acquittal before it is sent to the Finance Officer and then Organisation Director for submission to the Department. Refer to the topic, [Endorse a Performance Based Acquittal](#).

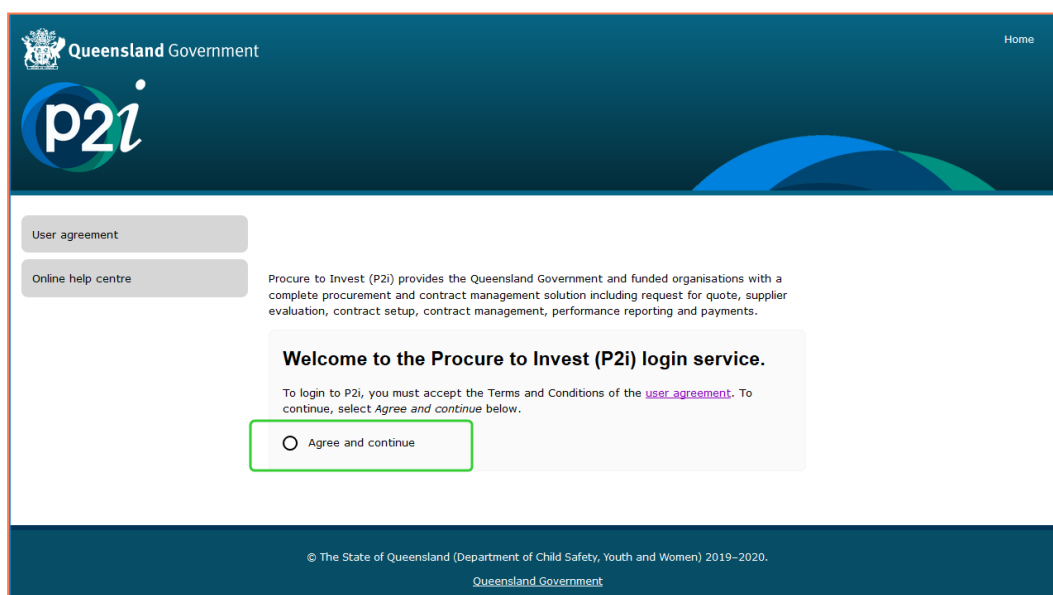
# Resubmitting Department Rejected Performance Reports

A notification is sent to the Service Outlet Data Entry Officer when a performance based acquittal has been rejected by the Department.

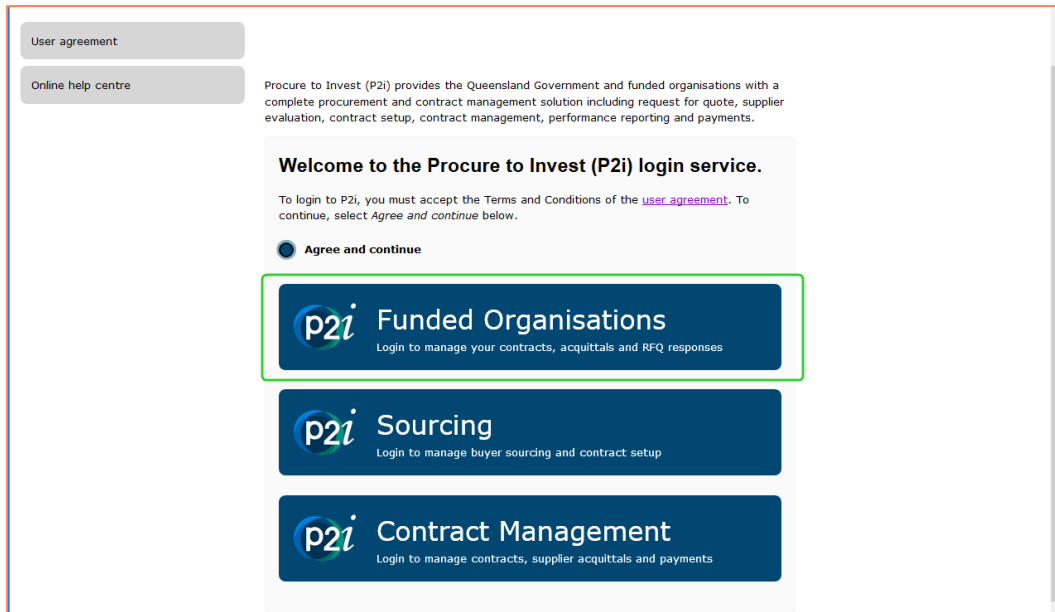
The Service Outlet Data Entry Officer is required to correct any issues (or leave if the issue is related to unspent funds) and send the report to the Outlet Manager for endorsement. The Outlet Manager then sends it to the Budget and Finance Officer to correct any issues with Unspent Funds (if required) and then to the Organisation Director to approve and send through to the Department for reassessment.

To resubmit your performance reports:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login service interface. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two buttons: "User agreement" and "Online help centre". To the right of these buttons, there is a paragraph of text explaining the P2i service. Below this text, there is a section titled "Welcome to the Procure to Invest (P2i) login service." which contains a link to the "user agreement" and a prompt to "Agree and continue". The "Agree and continue" button is highlighted with a green border. At the bottom of the page, there is a footer with copyright information and the Queensland Government logo.

3. Click the **Funded Organisations** link.



User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ Agree and continue

**p2i Funded Organisations**

Login to manage your contracts, acquittals and RFQ responses

**p2i Sourcing**

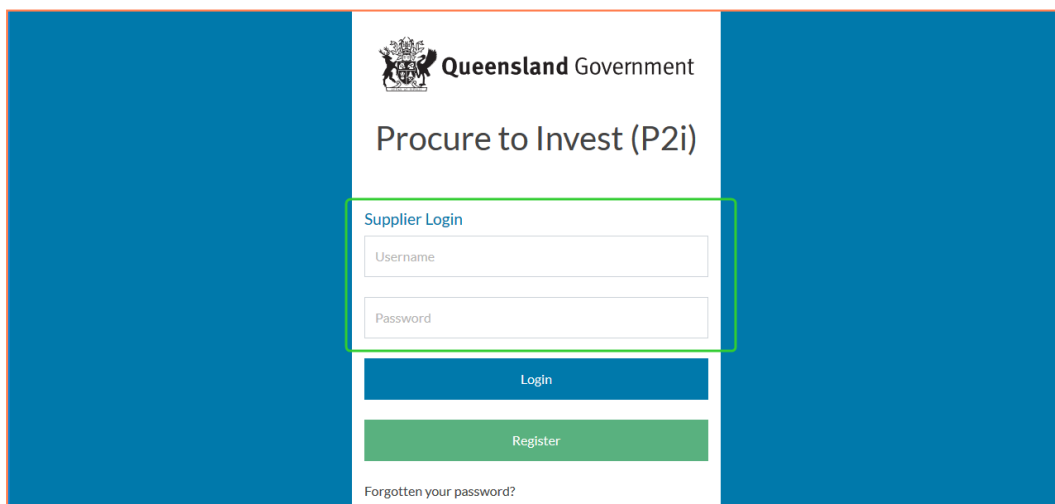
Login to manage buyer sourcing and contract setup

**p2i Contract Management**

Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**



Queensland Government

Procure to Invest (P2i)

Supplier Login

Username

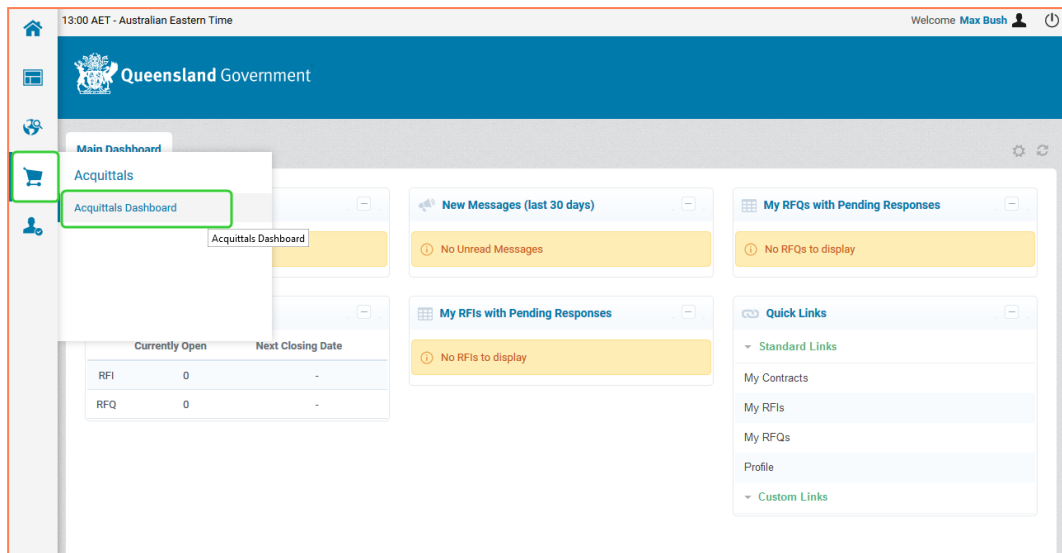
Password

Login

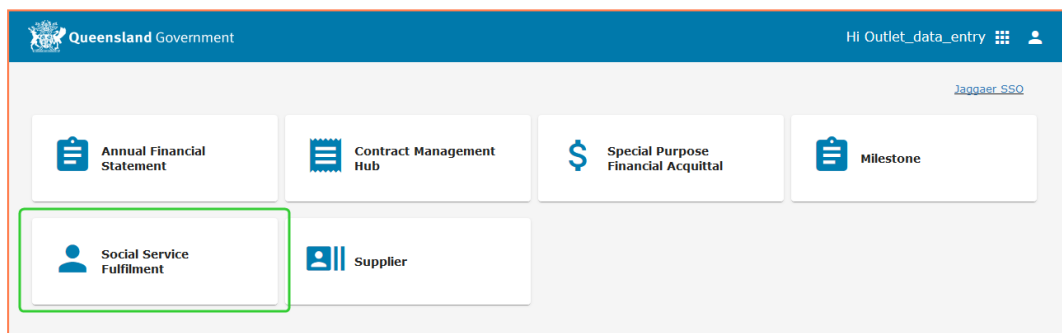
Register

Forgotten your password?

6. Access the **Acquittals Dashboard**.



- Click the **Social Service Fulfilment** tile on the supplier portal home.



**Note: Performance Based Acquittals** that have been rejected by the Department appear in the Pending list with the **Status** as **Reopened**.

- Click Status link to view the comments added by the Department's Contract Officer.

Pending

Completed

Work Orders

Filter

<input type="checkbox"/>	Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
	WO0000000521	con_1147	DCSYW	6721147	Logan Training and...	31/12/2020	28/01/2021	Reopened
	WO0000001026	con_1147	DCSYW	6721147	Logan Training and...	31/03/2021	28/04/2021	Open
	WO0000000872	con_888	DCSYW	888567	Logan Training and...	31/03/2021	28/04/2021	Open
	WO0000000807	con_1117	DCSYW	6721117	Logan Training and...	31/03/2021	28/04/2021	Open
	WO0000000806	con_1117	DCSYW	6721117	Logan Training and...	31/03/2021	28/04/2021	Open

Items per page: 10

1 - 5 of 5

< >

9. Scroll down to the bottom of the Status View to see the Contract Officer's comments and click Close when done.

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000521	con_1147	DCSYW	6721147	Logan Training and...	31/12/2020	28/01/2021	Reopened
WO0000001026							Open
WO0000000872							Open
WO0000000807							Open
WO0000000806							Open

**Status View**

29/10/2020, 11:56:00 AM

Supplier Approved by [tttsupplier31a](#)

25/02/2021, 1:44:58 PM

Department Rejected by [p21testuser9@communities.qld.gov.au](#)  
Please attach the correct Milestone Report.

Close

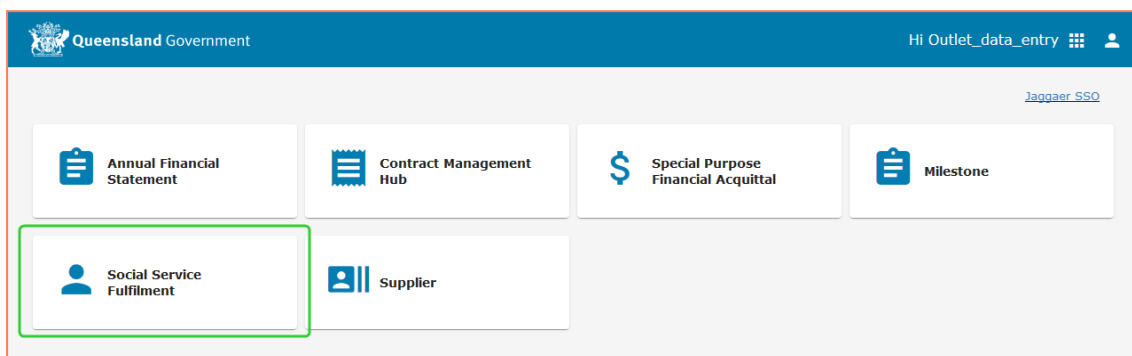
**Note:** Follow the instructions provided by the Department's Contract Officer. Click the Work Order number to open the performance report. Update any data or attachments as required and send through to the Outlet Manager for endorsement.

## Download the Performance Based Acquittal for offline completion

Only one service outlet manager, supplier budget & finance officer and service outlet data entry user can be assigned to a contract at any given time. If multiple users want to complete the Performance Based Acquittal (PBA), the service outlet data entry user assigned can download the measures in an excel format which can be shared with users and completed offline. The com-

pleted measures spreadsheet can then be directly uploaded into P2i and then submitted for approval by the assigned service outlet data entry user.

1. Click the **Social Service Fulfilment** tile on the supplier portal home.



Note: Performance Based Acquittals for each Service Outlet appear in the Pending list with the Due Date and Status.

2. Click the Form Id number (i.e. WO0000XXX) next to the acquittal report

The screenshot shows the 'Pending' tab in the Supplier Portal. It displays a table of Work Orders. The row with Form Id WO0000000181 is highlighted with a green border.

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000325	con_1669	DCSYW	11391669	Sexual Violence Ce...	30/06/2020	28/07/2020	Open
WO0000000324	con_1669	DCSYW	11391669	Sexual Violence Ce...	31/03/2020	28/04/2020	Open
WO0000000182	con_1462	DCSYW	9921462	Gold Coast Centre ...	30/06/2020	28/07/2020	Open
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Open

Items per page: 10 1 - 4 of 4

3. Click on the **Item** that you want to report on

Procure to Invest (P2i) Story 1: X NIA Business Apps X +

https://procurecloud-storytest.infosysedge.com/ba/supplier/ssf/wo-detail/WO0000000181/version/

Getting Started P2i Train P2i Story

Queensland Government Hi Outlet\_data\_entry

← WO0000000181 View Previous Periods Data Preview

**Overview**

<b>Service Outlet</b> Gold Coast Centre Against Sexual Violence	<b>Supplier</b> Queensland Youth and Young Women Servi...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/01/2020	<b>Period End Date</b> 31/03/2020	<b>Status</b> Open	

**Items**

Note : Where the response is numeric, use whole numbers in the 'Achieved Value' field only. Where the response is text, use the 'Comments' field.

Item Code	Item Description
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)
T101-U1040	Community Support (T101) - Adults affected by sexual violence (U1040)

**Unspent Details**

Unspent Funds Balance At Period End (AUD) *	Unspent Funds Movement During Period (AUD) *
0	0

**Work Order Details**

Department Details

<b>Department</b> DCSYW	<b>Division</b> Moreton Region	<b>Service Outlet Region</b> DCSYW South East
----------------------------	-----------------------------------	--

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4. Select **Download Measures** located towards the bottom of the screen and repeat this step for other item codes as required

Notes

Type your comments here

Attachments

Upload

Download Measures Upload Measures Save

T101-U1040 Community Support (T101) - Adults affected by sexual violence (U1040)

5. Open the excel file downloaded and a spreadsheet view of your measures will display

6. Populate the **Achieved Value** field and **Measure Comments** if required.



**Tip:** Ensure that any numeric value fields are whole numbers and ensure that there are no special characters (e.g. unnecessary spaces and long hyphens) in the measure comments fields as you will not be able to save/submit your PBA.

## 7. Save the file

Measure Code	Measure Description	Counting Rule	Achieved Value	Target Value	Measure Uom	Measure Comments
IS131	Number of case panels coordinated during the reporting period	Count each case	5	0	Case Panels	Test comments
A01.2.02HH	Number of hours provided during the reporting period A01.2.02H	Count all hours s	150	200	Hours	
IS39	Number of Service Users identifying as being from Culturally and Linguistically diverse background	Count each Servic	5	0	Service Users	
IS205F	Number of female Service Users	Count each femal	10	0	Service Users	
IS205M	Number of male Service Users	Count each male	8	0	Service Users	
IS35	Number of Service Users identifying as Aboriginal and/or Torres Strait Islander	Count each Servic	10	0	Service Users	
OM2.1.03	Number of Service Users with improved family interactions/connectedness	Count each servic	4	0	Service Users	
OM2.1.04	Number of Service Users with improved quality of life	Count each Servic	3	0	Service Users	
OM2.1.08	Number of Service Users with improved life skills	Count each Servic	4	0	Service Users	
GM07	Number of Service Users who had case plans closed/finalised as a result of majority of needs being met during the reporting period	Count each Servic	0	0	Service Users	
IS145	Number of Service Users who have exited from the service during the reporting period	Count each Servic	1	0	Service Users	
IS147	Number of Service Users who received a service during the reporting period.	Count each Servic	10	0	Service Users	
IS150	Number of Service Users with new case plan developed during the reporting period	Count each Servic	1	0	Service Users	Test test test
IS255	Number of Service Users that commenced receiving a service during the reporting period	Count each Servic	3	0	Service Users	

## 8. Click the **Social Service Fulfilment** tile on the supplier portal home and then select Form Id number (i.e. WO0000XXX) next to the acquittal report

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000325	con_1669	DCSYW	11391669	Sexual Violence Ce...	30/06/2020	28/07/2020	Open
WO0000000324	con_1669	DCSYW	11391669	Sexual Violence Ce...	31/03/2020	28/04/2020	Open
WO0000000182	con_1462	DCSYW	9921462	Gold Coast Centre ...	30/06/2020	28/07/2020	Open
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Open

## 9. Select the **Item** that you want to report on and then select **Upload Measures** located towards the bottom of the screen

Notes

Type your comments here

Attachments

Upload

Download Measures
Upload Measures
Save

T101-U1040
Community Support (T101) - Adults affected by sexual violence (U1040)

10. Confirm that the measure responses uploaded have populated all required measure fields for the selected Item

11. Repeat above step for other item codes as required

12. Select **Save** (if this button is greyed out, refer to step 7)

13. When you are ready to submit your work to your Service Outlet Manager, click **Preview**

Queensland Government

Hi Outlet\_data\_entry

← WO0000000181
View Previous Periods Data
Preview

Overview

Service Outlet  
Gold Coast Centre Against Sexual Violence

Supplier  
Queensland Youth and Young Women Servi...

Service Outlet Number  
9921462

Funding Schedule Number  
con\_1462

Period Start Date  
01/01/2020

Period End Date  
31/03/2020

Status  
Open

Items

Note : Where the response is numeric, use whole numbers in the 'Achieved Value' field only. Where the response is text, use the 'Comments' field.

Item Code	Item Description
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)

Demographic

Measure Code	Description	Achieved Value	Target Value	UOM
IS205F	Number of female Service Users	100	0	Service Users

Comments

14. Click Send for Endorsement to submit the report to your Service Outlet Manager.

Queensland Government

Hi Outlet\_data\_entry

← WO0000000181

Edit

✓ Send for Endorsement

Overview

<b>Service Outlet</b> Gold Coast Centre Against Sexual Violence	<b>Supplier</b> Queensland Youth and Young Women Servi...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/01/2020	<b>Period End Date</b> 31/03/2020	<b>Status</b> Supplier Rejected	

---

# Endorse a Performance Report

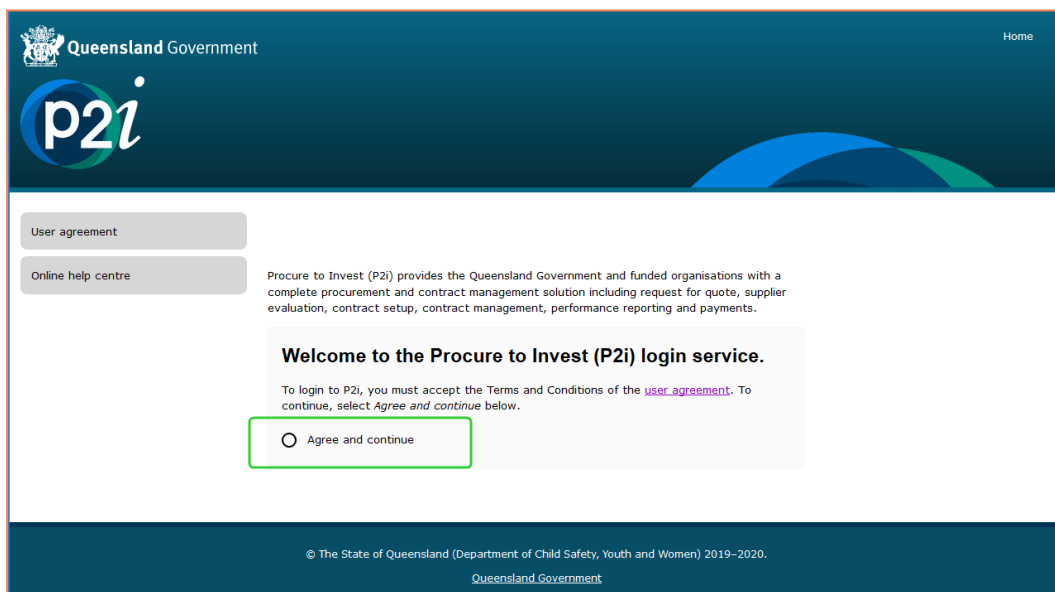
Once the Performance Based Acquittals have been created and submitted for endorsement, a Service Outlet Finance Officer of your organisation will be required to endorse the performance report prior to any unspent funds being reported.

A notification is sent to the Service Outlet Manager to inform them that they can endorse the report.

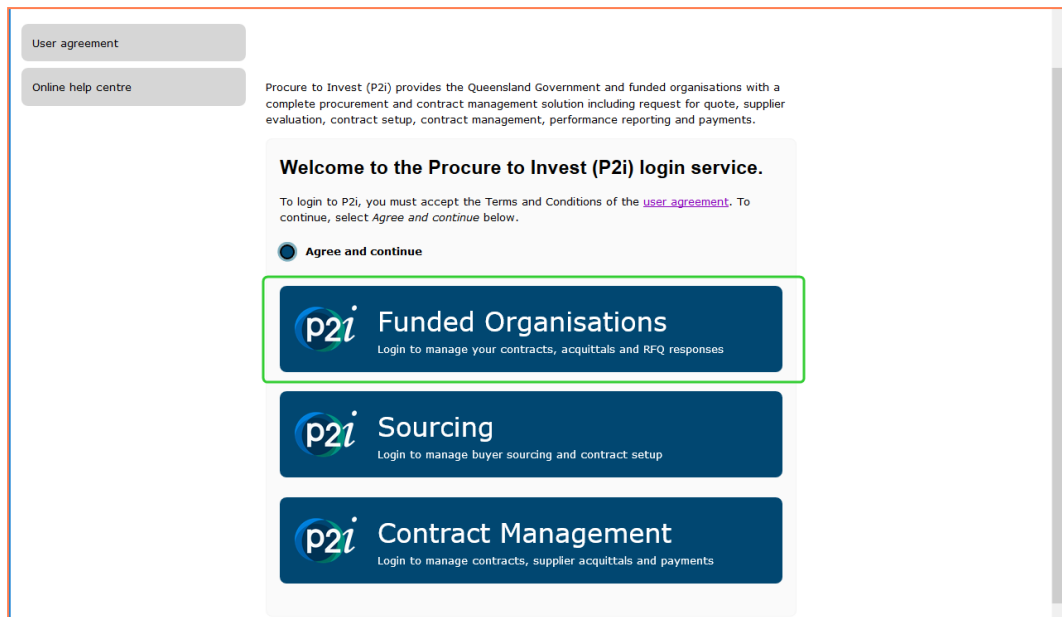
Watch the [video](#) or follow the steps below.

To report on performance based acquittals:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login service interface. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two links: "User agreement" and "Online help centre". The main content area features a welcome message: "Welcome to the Procure to Invest (P2i) login service." followed by a note: "To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below." Below this text is a radio button labeled "Agree and continue", which is highlighted with a green border. At the bottom of the page, there is a footer with the copyright notice: "© The State of Queensland (Department of Child Safety, Youth and Women) 2019–2020. Queensland Government".

3. Click the **Funded Organisations** link.



The image shows the P2i login service welcome screen. At the top left, there are two links: 'User agreement' and 'Online help centre'. Below these, a paragraph describes the P2i service. A 'Welcome to the Procure to Invest (P2i) login service.' message is followed by a note about accepting terms and conditions. A radio button labeled 'Agree and continue' is selected. Below this, there are three main login options, each with the P2i logo and a description: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments).

User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ **Agree and continue**

**p2i Funded Organisations**  
Login to manage your contracts, acquittals and RFQ responses

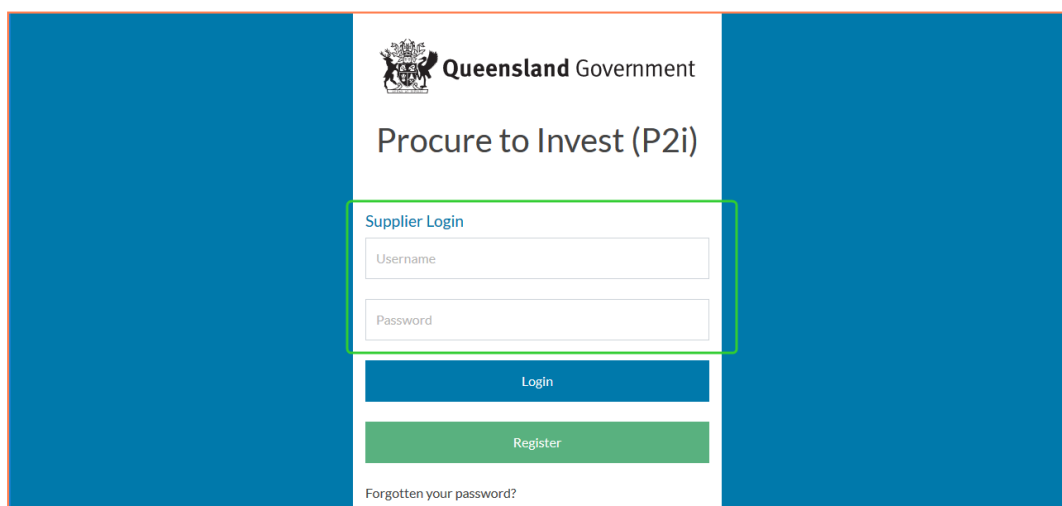
**p2i Sourcing**  
Login to manage buyer sourcing and contract setup

**p2i Contract Management**  
Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**



The image shows the Queensland Government Procure to Invest (P2i) Supplier Login page. The page has a blue header with the Queensland Government logo and the text 'Queensland Government Procure to Invest (P2i)'. Below this, there is a 'Supplier Login' section with two input fields: 'Username' and 'Password'. Below the input fields are two buttons: 'Login' (blue) and 'Register' (green). At the bottom, there is a link 'Forgotten your password?'.

Queensland Government

Procure to Invest (P2i)

**Supplier Login**

Username

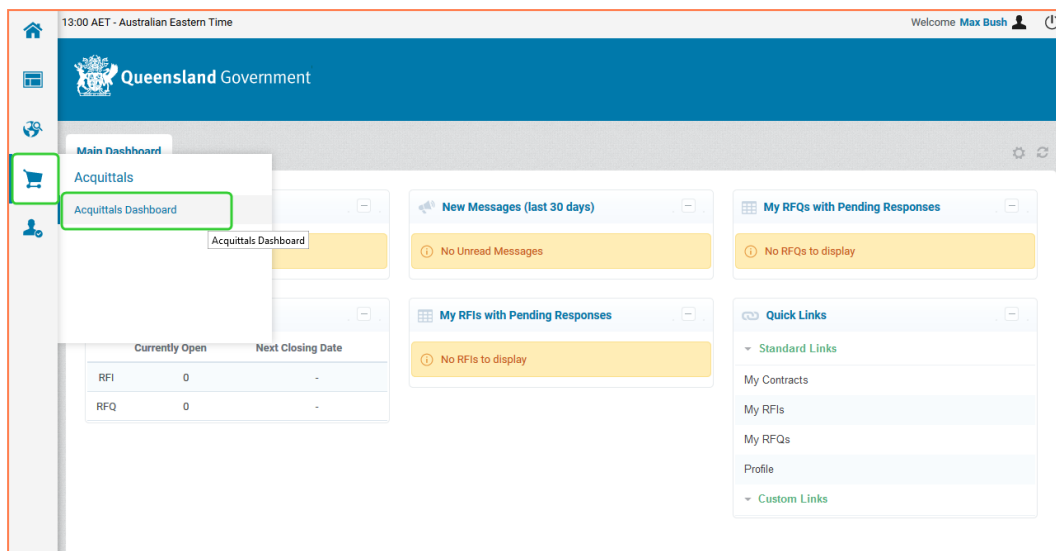
Password

Login

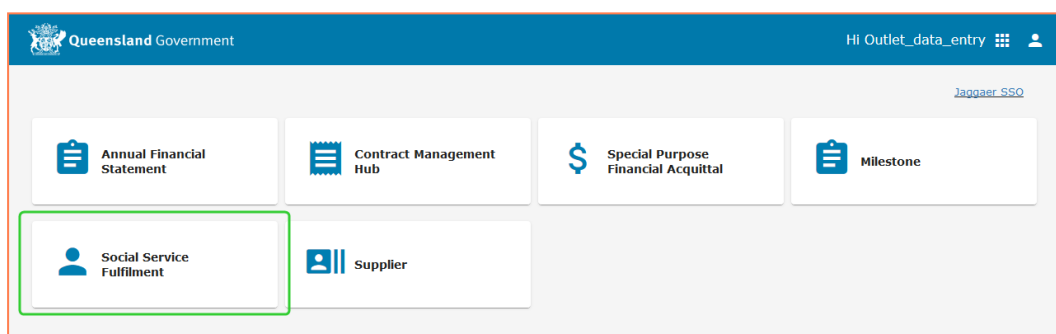
Register

Forgotten your password?

6. Access the **Acquittals Dashboard**.



- Click the **Social Service Fulfilment** tile on the supplier portal home.



**Note: Performance Based Acquitalls** for each **Service Outlet** appear in the Pending list with the Due Date and the Status of **Reported**.

- Click the Form Id number (i.e. WO0000XXX) next to the acquittal report that you want to endorse.

Queensland Government Hi Train\_outlet\_manager

Pending Completed

Work Orders Filter

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Reported

Items per page: 10 1 - 1 of 1

- Click each Item to expand the submitted data for review.
- Click **View Previous Periods Data** to make the data from previous reporting periods available.

**Tip:** The **View Previous Period Data** icon becomes bold. Available data displays when you hover over the icon.

Measure Code	Description	Achieved Value	Target Value	UOM
IS205F	Number of female Service Users	100	0	Service Users
Comments		No Data Available		

Queensland Government Hi Train\_outlet\_manager

← WO0000000181 View Previous Periods Data Reject Endorse

Overview

Service Outlet	Supplier	Service Outlet Number	Funding Schedule Number
Gold Coast Centre Against Sexual Violence	Queensland Youth and Young Women Servi...	9921462	con_1462
Period Start Date	Period End Date	Status	
01/01/2020	31/03/2020	Reported	

Items

Note : Where the response is numeric, use whole numbers in the 'Achieved Value' field only. Where the response is text, use the 'Comments' field.

Item Code	Item Description
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)
T101-U1040	Community Support (T101) - Adults affected by sexual violence (U1040)

- Review the reported data and click **Endorse** when ready.

**Note:** Click **Reject** to send it back to the Outlet Data Entry officer for correction and resubmission. Clicking reject changes the status of the report to **Supplier Rejected**.

Queensland Government HI Train\_outlet\_manager

WO0000000181 View Previous Periods Data Reject Endorse

Item Code	Item Description
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)

Demographic

Measure Code	Description	Achieved Value	Target Value	UOM
IS205F	Number of female Service Users	100	0	Service Users
IS205M	Number of male Service Users	80	0	Service Users

12. Click the dropdown next to **Select Approver** and select the Finance Officer that will report on **Unspent Funds**.

13. Add any **Comments** as required.

14. Click **Endorse**.

Demographic

Measure Code	Description
IS205F	Number of female Service Users
IS205M	Number of male Service Users

**Endorsement**

Select Approver  
outlet\_finance\_user

Comments  
Ready for reporting on Unspent Funds

Cancel Endorse

**Note:** Your submission has been completed.

Click **Go To Completed**.



Queensland Government

Hi Train\_outlet\_manager

Your Submission for Request (WO0000000181) has been created successfully.

[← Go To Completed](#)

**Note:** The submitted Performance Based Acquittal displays with a status of Supplier Endorsed. A notification will be sent to your outlet's finance officer to inform that they can now report in unspent funds.

Queensland Government

Hi Train\_outlet\_manager

Pending
Completed

Work Orders
Filter

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Submitted Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020		Supplier Endorsed

Items per page: 10
1 - 1 of 1

**Note:** The Organisation Finance Officer can now report on Unspent Funds. Refer to the topic, **Reporting on Unspent Funds**.

---

# Unspent Funds Reporting

Once the Performance Report has been endorsed by the Outlet Manager, the Outlet's Finance Officer can report on any unspent funds.

When a performance report has been endorsed by the Service Outlet Manager, a notification is sent to the Outlet's Finance Officer to inform them that they can report on any unspent funds.

Watch the [video](#) or follow the steps below.

Important  
Note



To show that the unspent funds have increased, the 'Unspent Funds Movement During Period' figure is reported as a positive during the period, then the Balance at the end would be more (up) than the figure reported as Unspent Funds Balance at (Previous) period.

To show the unspent funds have decreased, the 'Unspent Funds Movement During Period' figure is reported as a negative during the period, then the Balance at the end would be less (down) than the figure reported as Unspent Funds Balance at (Previous) period

To report on unspent funds:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login service interface. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two links: 'User agreement' and 'Online help centre'. A paragraph explains that Procure to Invest (P2i) provides a complete procurement and contract management solution. A 'Welcome to the Procure to Invest (P2i) login service.' message is followed by a note that users must accept the Terms and Conditions of the user agreement. A radio button labeled 'Agree and continue' is highlighted with a green box. At the bottom, there is a footer with copyright information for the State of Queensland (Department of Child Safety, Youth and Women) 2019-2020.

Queensland Government

Home

p2i

User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☐ Agree and continue

© The State of Queensland (Department of Child Safety, Youth and Women) 2019-2020.  
Queensland Government

3. Click the **Funded Organisations** link.

The screenshot shows the main menu of the P2i login service. It includes the same header and links as the previous screenshot. The 'Agree and continue' radio button is now selected. Below the welcome message, there are three main menu items, each with a P2i logo and a description: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments). The 'Funded Organisations' link is highlighted with a green box.

User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ Agree and continue

**Funded Organisations**  
Login to manage your contracts, acquittals and RFQ responses

**Sourcing**  
Login to manage buyer sourcing and contract setup

**Contract Management**  
Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

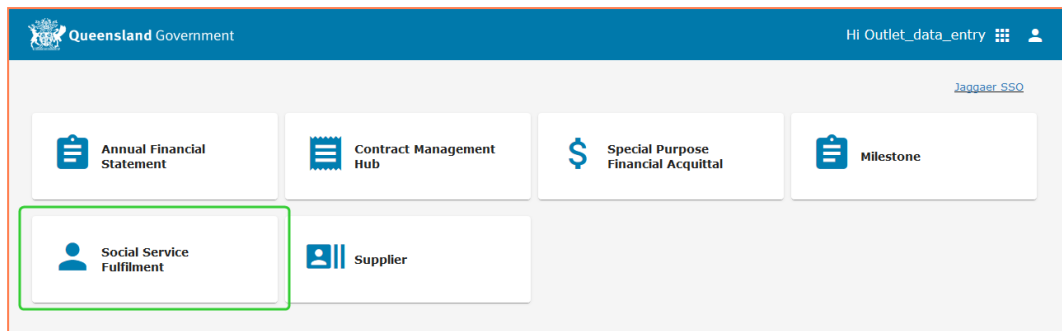
The screenshot shows the 'Procure to Invest (P2i)' login page for suppliers. It features the Queensland Government logo at the top. Below the logo, the text 'Procure to Invest (P2i)' is displayed. A 'Supplier Login' section contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: 'Login' (blue) and 'Register' (green). At the bottom of the login section, there is a link that says 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.

The screenshot shows the main dashboard of the Queensland Government Supplier Portal. The top navigation bar includes the Queensland Government logo and the text 'Welcome Max Bush'. The dashboard is divided into several sections:

- Left Sidebar:** Contains icons for 'Main Dashboard', 'Acquittals', and 'Acquittals Dashboard'. The 'Acquittals' icon is highlighted with a green box.
- Top Section:** Displays 'New Messages (last 30 days)' with a status of 'No Unread Messages'.
- Right Section:** Displays 'My RFQs with Pending Responses' with a status of 'No RFQs to display'.
- Bottom Section:** Displays 'My RFIs with Pending Responses' with a status of 'No RFIs to display'.
- Quick Links:** A section on the right side with links to 'My Contracts', 'My RFIs', 'My RFQs', 'Profile', and 'Custom Links'.

7. Click the **Social Service Fulfilment** tile on the supplier portal home.



**Note: Performance Based Acquittals** for each **Service Outlet** appear in the Pending list with the Due Date and the Status of **Supplier Endorsed**.

- Click the Form Id number (i.e. WO0000XXX) next to the acquittal report that you want to report unspent funds.

The screenshot shows the Queensland Government dashboard with the user 'Hi Outlet\_finance\_user'. The 'Pending' tab is selected, and the 'Work Orders' section is displayed. A table lists the work orders, with the first row highlighted by a green border.

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Supplier Endorsed

Items per page: 10 1 - 1 of 1

- Enter the **Unspent Funds Balance At Period End (AUD)** and the **Unspent Funds Movement During Period (AUD)**.
- Click **Save**.
- Click **Preview** when you are ready to submit.

Queensland Government

Hi Outlet\_finance\_user

← WO0000000181

View Previous Periods Data Preview

**Unspent Details**

Unspent Funds Balance At Period End (AUD) \* 1000

Unspent Funds Movement During Period (AUD) \* 0

Save

12. Click **Send for Approval**.

Queensland Government

Hi Outlet\_finance\_user

← WO0000000181

Edit Send for Approval

**Unspent Details**

Unspent Funds Balance At Period End (AUD) \* 1,000

Unspent Funds Movement During Period (AUD) \* 0

13. Click the dropdown next to Select Approver and select the Director that will approve your submission.

14. Enter any **Comments** as required.

15. Click **Send For Approval**.

**Work Order Details**

Department Details

Department DCSYW Division Moreton Region

Contract Officer P2itestuser9 P2i Contract Officer

Supplier Details

Supplier Name Queensland Youth and Youn... 42614 Supplier ID

ABN/ACN

**Send for Approval**

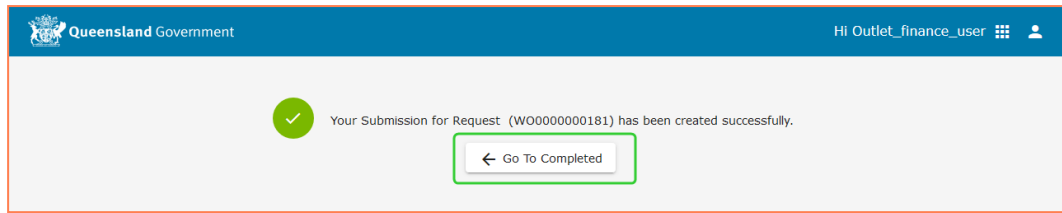
Select Approver org\_director

Comments Unspent funds reported and ready for approval

Cancel Send for Approval

Note: Your submission has been completed and sent to your Organisation Director for approval.

16. Click **Go To Completed**.



**Note:** The submitted Performance Based Acquittal will display with a status of Unspent Funds Reported. A notification is sent to your organisation's director.

Queensland Government

Hi Outlet\_finance\_user

Pending Completed

Work Orders Filter

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Submitted Date	Status
W00000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020		Unspent Funds Reported

Items per page: 10 1 - 1 of 1

**Note:** The Organisation Director can now approve the Performance Based Acquittal. Refer to the topic, **Approving a Performance Base Acquittal**.

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# Submitting Milestone Reports

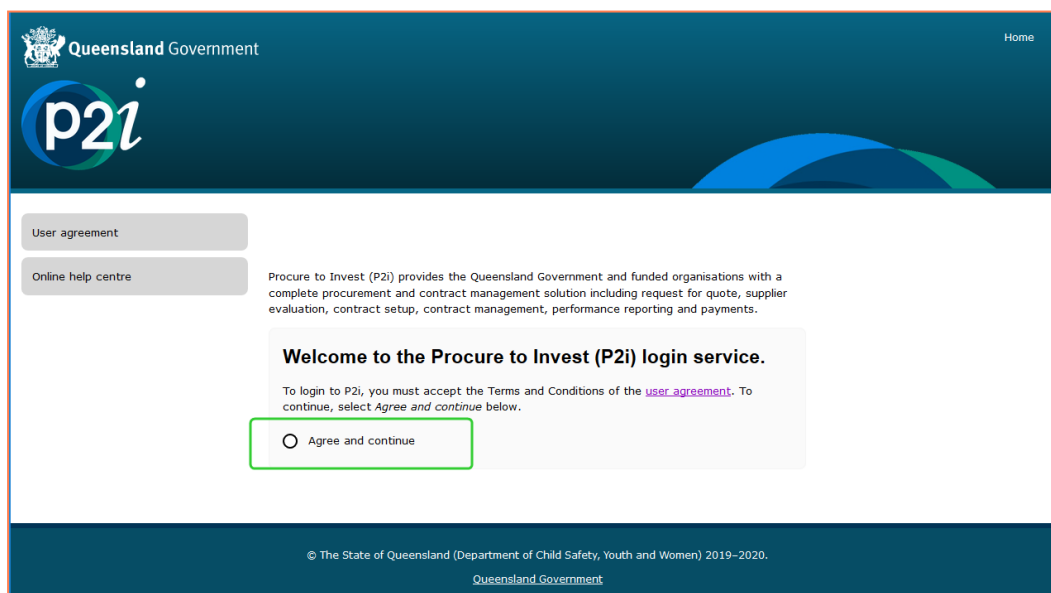
You are required to upload Milestone Reports through the Supplier Portal. Departmental staff access and view the report and then reject or approve the submission. Rejected submissions are returned to your organisation for review and re-submission. When the Milestone is approved by the Department, the status of the submission changes to Accepted by Department in the Supplier Portal.

When a Milestone report is due a notification it is sent to the Service Outlet Data Entry person with details of the contract number and the reporting period.

Watch the [video](#) or follow the steps below.

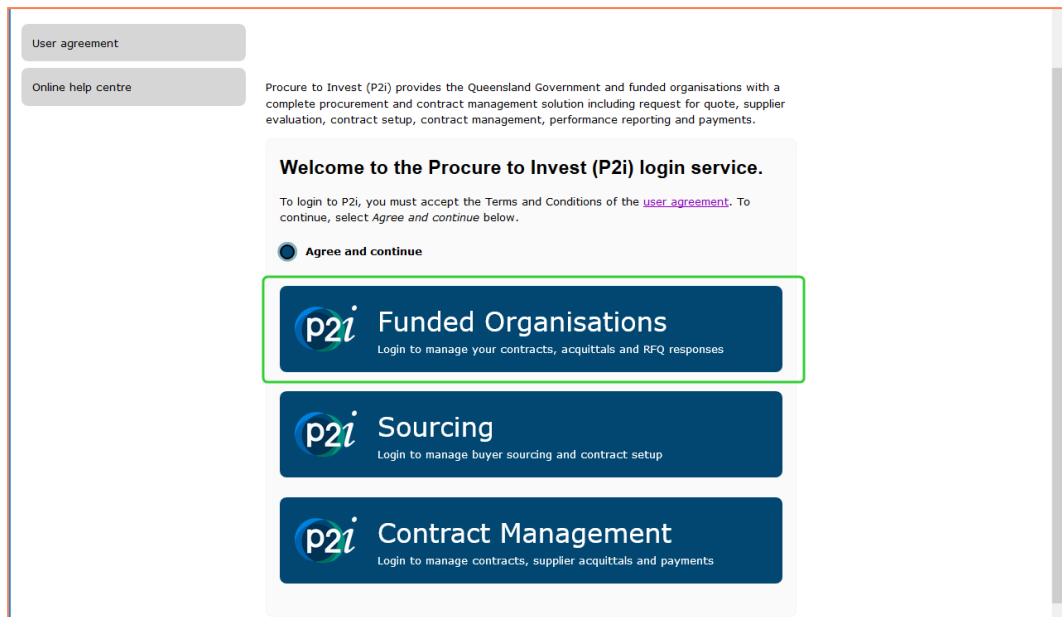
To submit a Milestone Report:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login service interface. At the top, there is a dark blue header with the Queensland Government logo and the P2i logo. Below the header, there are two buttons: "User agreement" and "Online help centre". A central white box contains the text "Welcome to the Procure to Invest (P2i) login service." and "To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below." Below this text, there is a radio button labeled "Agree and continue", which is highlighted with a green border. At the bottom of the page, there is a dark blue footer with the copyright notice "© The State of Queensland (Department of Child Safety, Youth and Women) 2019–2020." and the text "Queensland Government".

3. Click the **Funded Organisations** link.





The image shows the P2i login service welcome screen. At the top left, there are two links: 'User agreement' and 'Online help centre'. Below these, a paragraph describes the P2i service. A 'Welcome to the Procure to Invest (P2i) login service.' message is followed by a note about accepting terms and conditions. A radio button labeled 'Agree and continue' is selected. Below this, there are three main login options, each with the P2i logo and a description: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments).

User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ Agree and continue

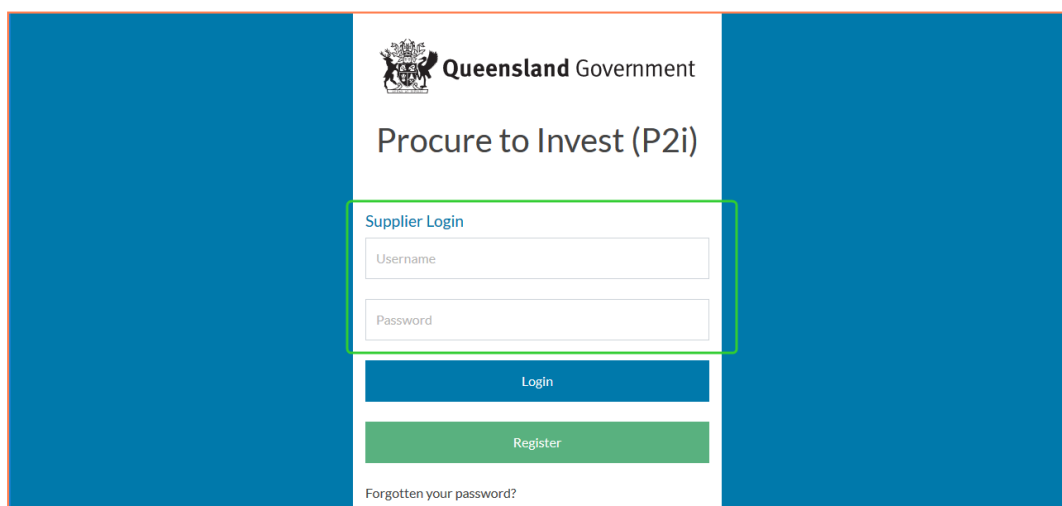
**p2i Funded Organisations**  
Login to manage your contracts, acquittals and RFQ responses

**p2i Sourcing**  
Login to manage buyer sourcing and contract setup

**p2i Contract Management**  
Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**



The image shows the Queensland Government Procure to Invest (P2i) Supplier Login form. The form is centered on a blue background. It features the Queensland Government logo and the P2i title. The 'Supplier Login' section contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: 'Login' (blue) and 'Register' (green). At the bottom, there is a link for 'Forgotten your password?'.

Queensland Government

Procure to Invest (P2i)

**Supplier Login**

Username

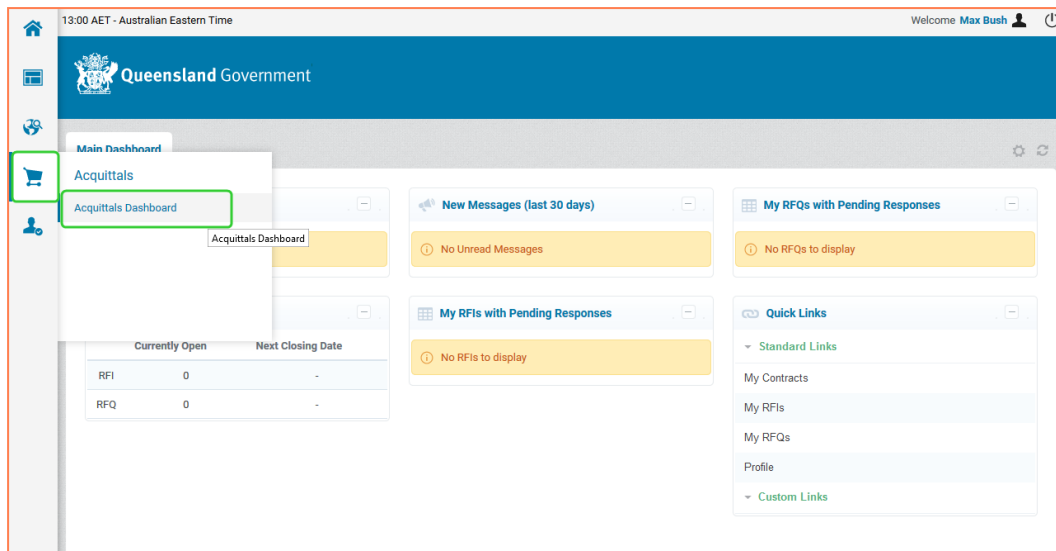
Password

Login

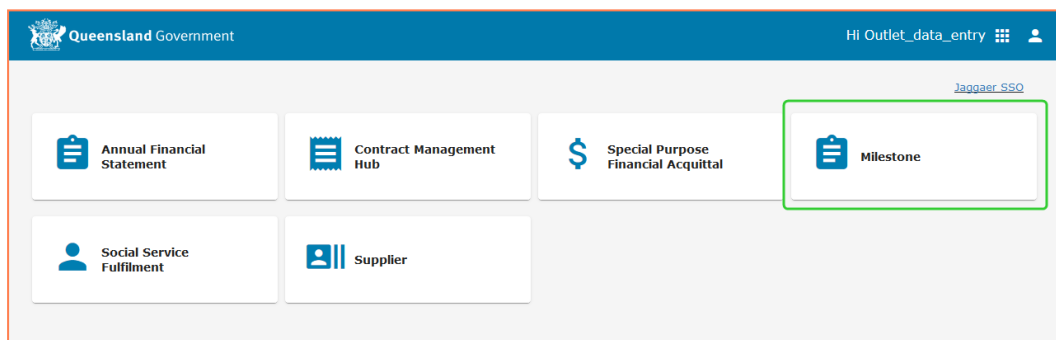
Register

Forgotten your password?

6. Access the Acquittals Dashboard.



7. Click the **Milestone** tile on the Portal home page.



**Note:** Milestone/Attachment for each Service Outlet appear in the Pending list with the Due Date and Status.

8. Click the Form Id number (i.e. MS0000XXX) to upload your Milestone report.

Queensland Government | Hi Outlet\_data\_entry

Pending | Completed

Milestone/Attachment Filter

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period Start Date	Period End Date	Due Date	Status
MS000004386	Con_1669	DCSYW	Sexual Violence Centre...	11391669	01/04/2020	30/04/2020	30/04/2020	New

Items per page: 25 | 1 - 1 of 1

- Click **View Previous Forms** to see previous Milestone attachments submitted for this service outlet.
- Enter any comments for the submission in the **Comments** section.

**Note:** Comments will be visible to the Department.

- Click **Upload**.

Queensland Government | Hi Outlet\_data\_entry

← MS000004386 View Previous Forms

Milestone/Attachment

<b>Funding Schedule Number</b> Con_1669	<b>Service Outlet Number</b> 11391669	<b>Service Outlet Name</b> Sexual Violence Centre for Gold Coast	<b>Period Start Date</b> 01/04/2020
<b>Period End Date</b> 30/04/2020	<b>Status</b> New		

**Comments**

Type your comments here

Milestone report attached as per the requirements outlined in the Funding Schedule

**Attachments \***

Upload your attachment here.

**Upload**

**Save** **Submit**

- Click **Browse**.

13. Locate your Milestone document.

Tip: If you have selected the wrong document, click Browse to select a new one.

14. Click **Upload**.

15. Click **Upload** again to add more attachments

**Note:** Up to three (3) attachments can be added.

- Valid file types that can be uploaded are PDF, Word Documents (docx/doc), Images (png, jpeg,) Spreadsheets (xls/xlsx/csv)

and PowerPoint Presentations (ppt/pptx).

- A file size limit of 10MB exists.

16. Click **Save** and then click **Submit** when you are ready to submit the Milestone.

**Note:** These comments are only visible to your organisation.

17. Click **Submit**.

Queensland Government Hi Outlet\_data\_entry

← MS000004386 View Previous Forms

**Milestone/Attachment**

<b>Funding Schedule Number</b> Con_1669	<b>Service Outlet Number</b> 11391669	<b>Service Outlet Name</b> Sexual Violence Centre for Gold Coast	<b>Period Start Date</b> 01/04/2020
<b>Period End Date</b> 30/04/2020	<b>Status</b> New		

**Comments**

Type your comments here  
Milestone report attached as per the requirements of

**Submit**

Comments  
Milestone report ready for assessment.


Cancel **Submit**

**Save** **Submit**

**Note:** Your submission has been completed and sent to the Department for assessment.

18. Click **Go to Completed**.

Queensland Government Hi Outlet\_data\_entry

 The Milestone/Attachment has been submitted. ← Go To Completed

The status of the line item will appear as **Submitted**.

Queensland Government Hi Outlet\_data\_entry

Pending Completed

**Milestone/Attachment** Filter

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period Start Date	Period End Date	Submitted Date	Status
MS000004386	Con_1669	DCSYW	Sexual Violence Centre...	11391669	01/04/2020	30/04/2020	11/05/2020	Submitted

Items per page: 25 1 - 1 of 1

**Note:** A notification has been sent to the Contract Officer responsible for this Service Outlet to inform them that the report has been submitted. When the report has been approved (or if it has been rejected) a notification is sent to

the Service Outlet Data Entry person informing them of the Department's assessment.

---

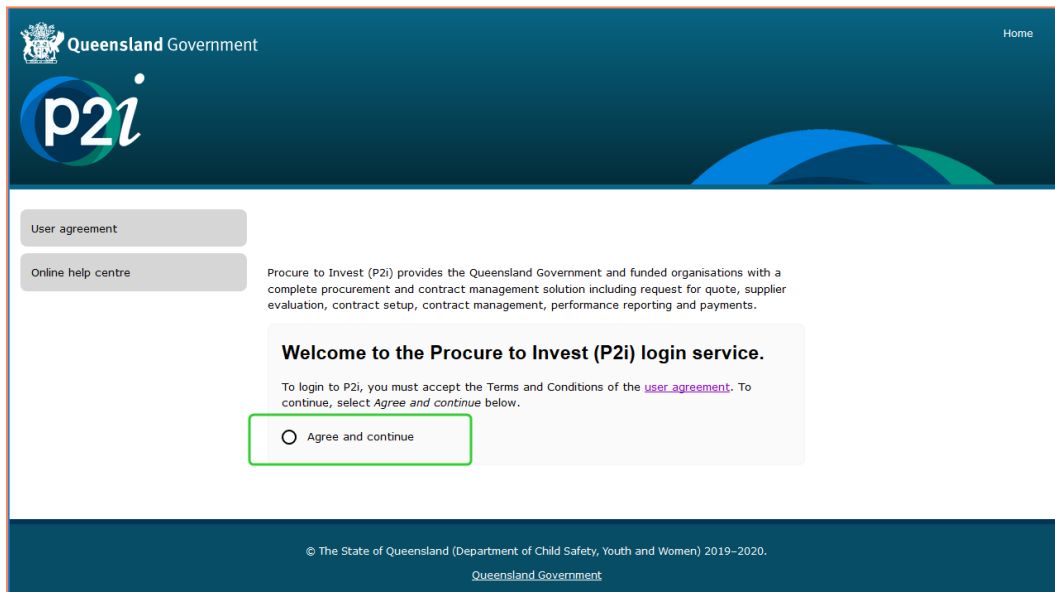
# Resubmitting Department Rejected Milestone Reports

A notification is sent to the Service Outlet Data Entry Officer when a milestone report has been rejected by the Department.

The Service Outlet Data Entry Officer is required to correct any issues and resubmit the milestone report. No approval is required by Outlet Manager or Organisation Director

To resubmit your performance reports:

1. Access the P2i login service.
2. Click **Agree and continue**.

A screenshot of the P2i login service page. The header features the Queensland Government logo and the P2i logo. On the left, there are links for 'User agreement' and 'Online help centre'. The main content area includes a description of the P2i service and a 'Welcome to the Procure to Invest (P2i) login service.' message. Below this, a text box states: 'To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.' A radio button next to 'Agree and continue' is highlighted with a green border. The footer contains copyright information: '© The State of Queensland (Department of Child Safety, Youth and Women) 2019–2020. Queensland Government'.

3. Click the **Funded Organisations** link.



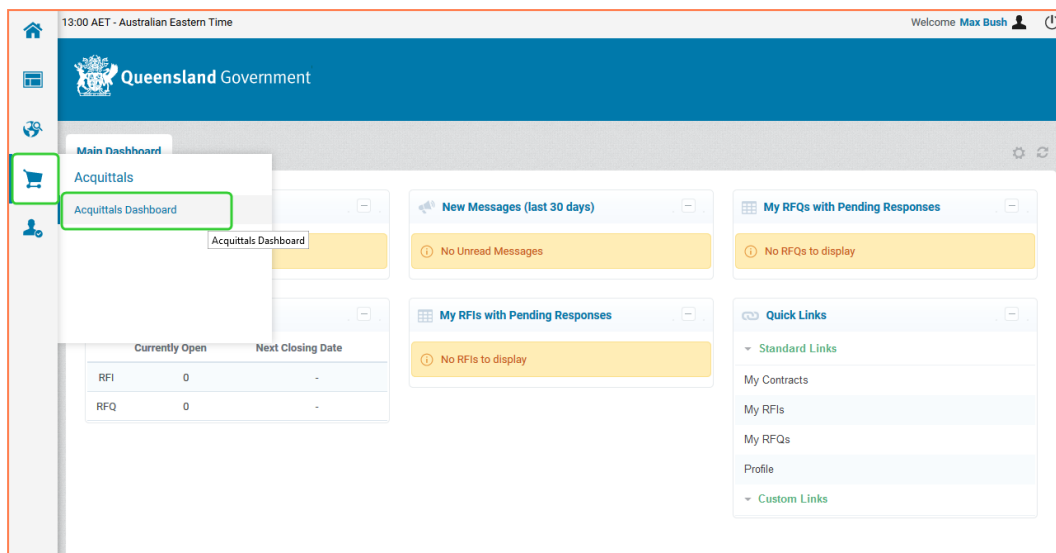
The screenshot shows the P2i login service interface. At the top left, there are links for 'User agreement' and 'Online help centre'. A paragraph describes the service: 'Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.' Below this is a 'Welcome to the Procure to Invest (P2i) login service.' section. It states: 'To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select Agree and continue below.' There is a radio button labeled 'Agree and continue' which is selected. Below this are three large blue buttons with the P2i logo: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments).

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

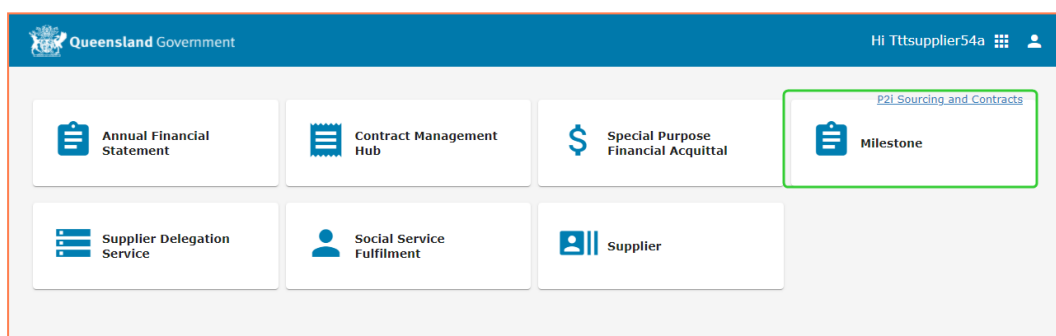
**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Supplier Login' page of the Queensland Government's Procure to Invest (P2i) system. The page has a blue header with the Queensland Government logo and the text 'Queensland Government' and 'Procure to Invest (P2i)'. The main content area is white. It features a 'Supplier Login' section with two input fields: 'Username' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the white section, there is a link that says 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.



- Click the **Milestone** tile on the supplier portal home.

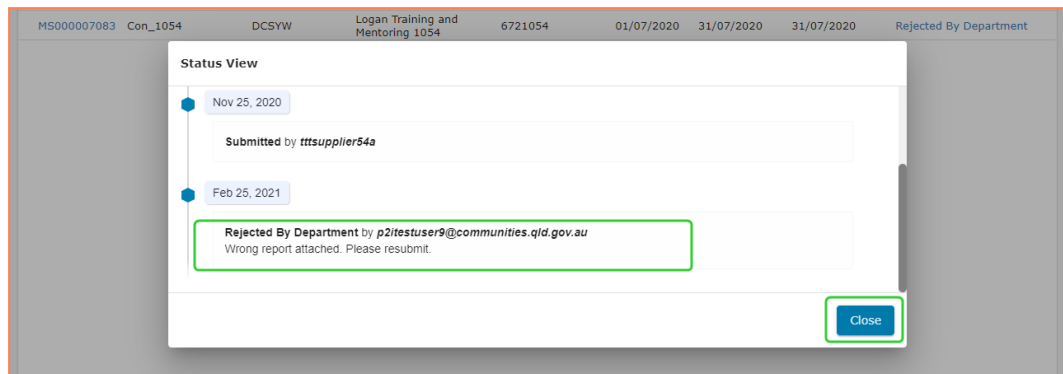


**Note: Milestones** that have been rejected by the Department appear in the Pending list with the **Status** as **Rejected by Department**.

- Click Status link to view the comments added by the Department's Contract Officer.

Pending								
Completed								
Milestone/Attachment								
Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period Start Date	Period End Date	Due Date	Status
MS000007083	Con_1054	DCSYW	Logan Training and Mentoring 1054	6721054	01/07/2020	31/07/2020	31/07/2020	Rejected By Department

9. Scroll down to the bottom of the Status View to see the Contract Officer's comments and click **Close** when done.



**Note:** Follow the instructions provided by the Department's Contract Officer. Click the Milestone number to open the milestone report. Update any attachments as required and send through to the Department for approval.

---

# Approve a Performance Report

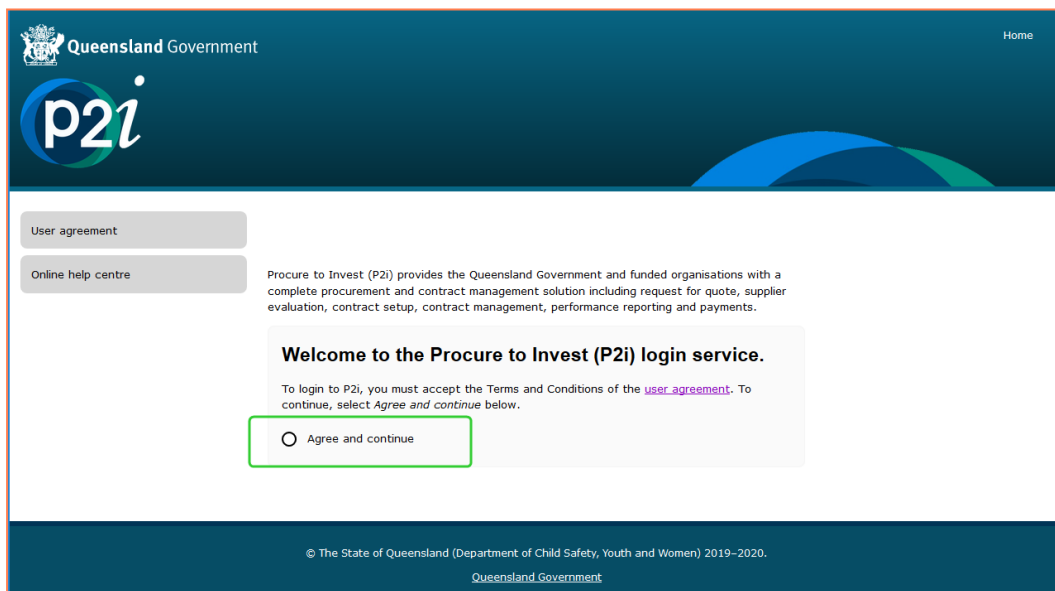
As your organisation's director you are required to approve the Service Outlet's performance measures and prior to submission to the Department as part of your performance reporting.

When a performance based acquittal has been reported by the Service Outlet's Finance Officer, a notification is sent to the Organisation Director to inform them that unspent funds have been reported and that the acquittal has been endorsed by the Service Outlet Manager.

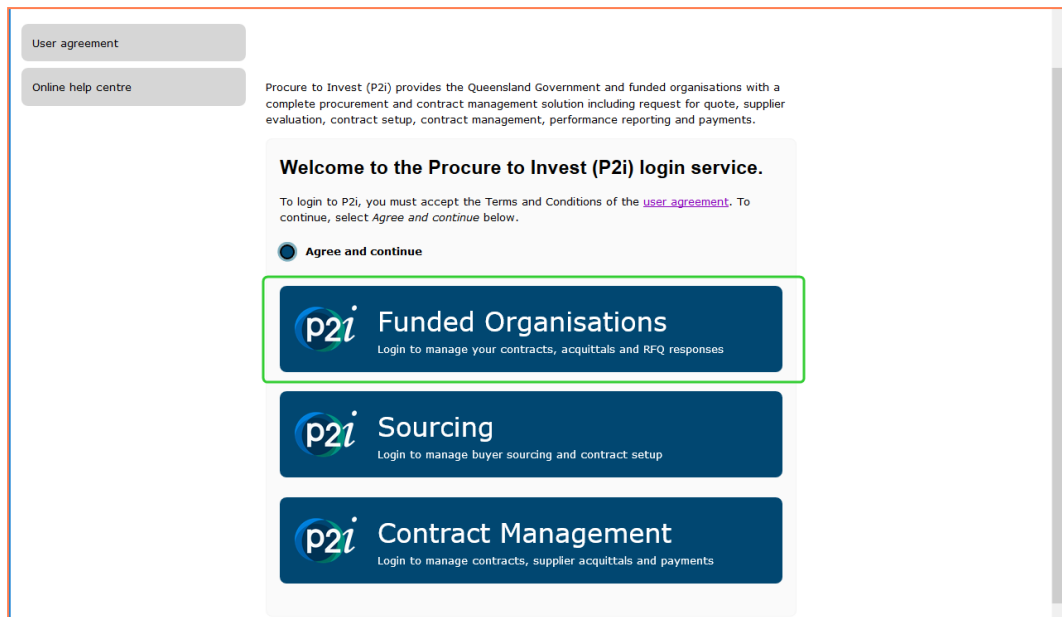
Watch the [video](#) or follow the steps below.

To approve (or reject) a Performance Based Acquittal:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login service interface. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two buttons: "User agreement" and "Online help centre". The main content area features a welcome message: "Welcome to the Procure to Invest (P2i) login service." followed by a note: "To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below." Below this text is a radio button labeled "Agree and continue", which is highlighted with a green border. At the bottom of the page, there is a footer with the copyright notice: "© The State of Queensland (Department of Child Safety, Youth and Women) 2019-2020." and the text "Queensland Government".

3. Click the **Funded Organisations** link.

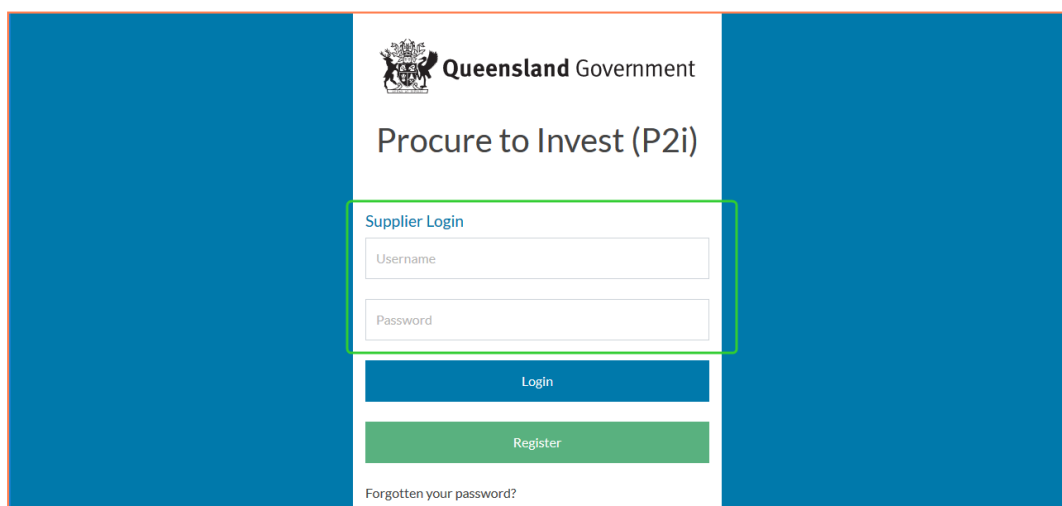


The screenshot shows the P2i login service interface. At the top left, there are links for 'User agreement' and 'Online help centre'. A paragraph describes the service: 'Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.' Below this is a 'Welcome to the Procure to Invest (P2i) login service.' section. It states: 'To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select Agree and continue below.' There is a radio button labeled 'Agree and continue' which is selected. Below this are three large blue buttons with the P2i logo: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments).

4. Enter your **Username** and **Password** in the **Supplier Login** area.

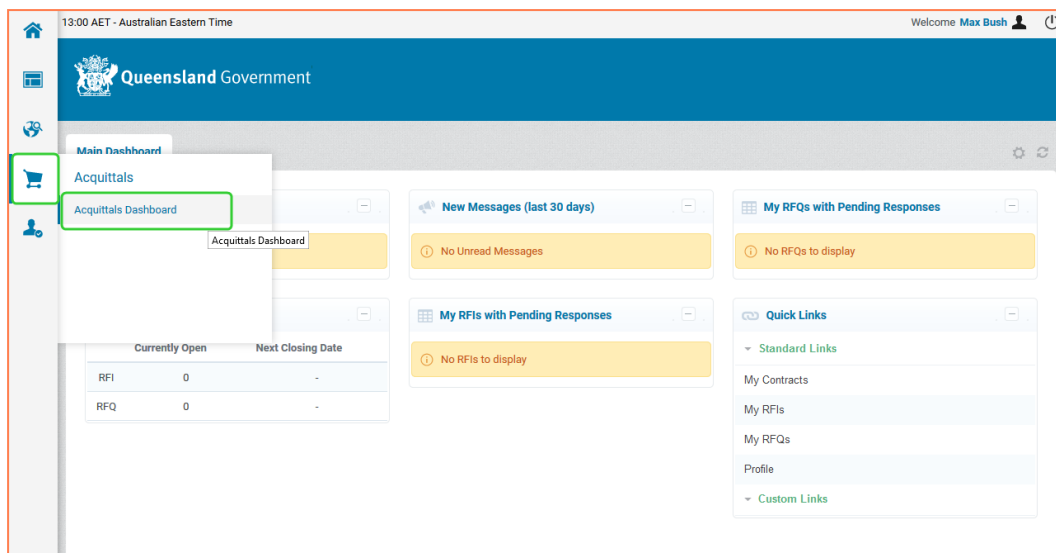
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

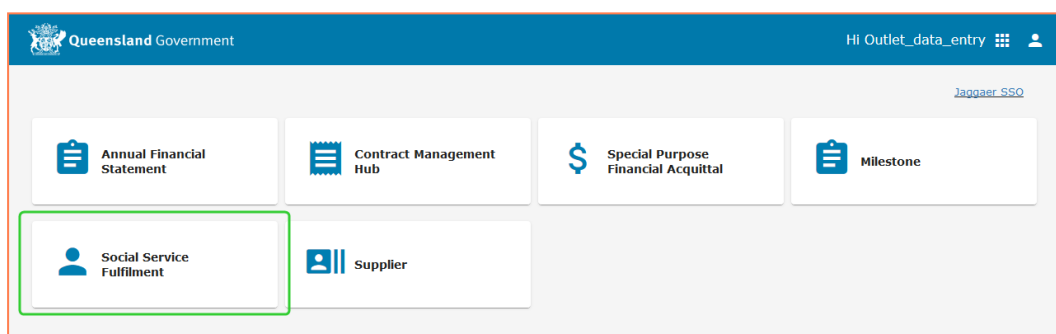


The screenshot shows the 'Supplier Login' page of the Queensland Government's Procure to Invest (P2i) system. The page has a blue header with the Queensland Government logo and the text 'Queensland Government Procure to Invest (P2i)'. Below this is a 'Supplier Login' section with two input fields: 'Username' and 'Password'. Below the input fields are two buttons: 'Login' (blue) and 'Register' (green). At the bottom of the login section is a link that says 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.



- Click the **Social Service Fulfilment** tile on the supplier portal home.

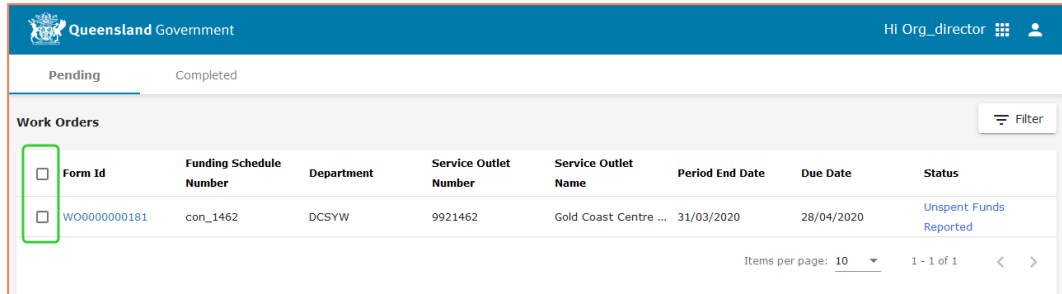


**Note: Performance Based Acquitalls** for each **Service Outlet** appear in the Pending list with the Due Date and the Status of **Unspent Funds Reported**.

- Tick the box next to the Form Id number (i.e. WO0000XXX) that you want to approve (or reject).

**Tip:** To perform a bulk approval or rejection, tick the box next to the Form Id column header to select all Performance Based Acquitalls.

You can then untick items that you want to exclude from the bulk approval or rejection.

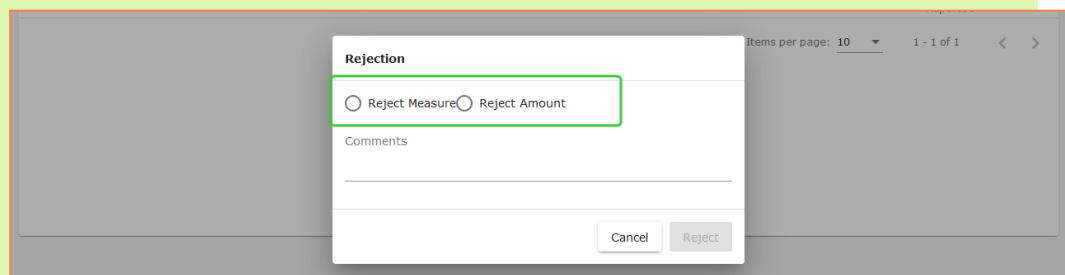


Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Unspent Funds Reported

## 9. Click **Approve**.

Tip: Click **Reject** and select **Reject Measure** to send the report back to the Outlet Data Entry officer for correction and resubmission. This will require re-endorsement by the Outlet Manager and re-reporting of unspent funds by the Finance Officer. A notification is sent to the Outlet Data Entry officer to inform them of the rejection.

Click **Reject** and select **Reject Amount** to send the report back to the Finance Officer for correction and resubmission of the unspent funds to the Organisation Director for approval. A notification is sent to the Finance officer to inform them of the rejection.



**Rejection**

☒ Reject Measure
 ☐ Reject Amount

Comments

Queenland Government Hi Org\_director

Pending Completed

Work Orders Reject Approve Filter

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Unspent Funds Reported

Items per page: 10 1 - 1 of 1

10. Review the details that you are certifying on behalf of the organisation.

11. Add any Comments as required and click **Approve**.

Queenland Government Hi Org\_director

Pending Completed

Work Orders Reject Approve Filter

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Unspent Funds Reported

**Approval**

On behalf of the contracted entity, we certify that:

1 We note Contractual standard terms and conditions sections for Unspent amounts; Remaining part of Funding held by You; and Accountability for Funding of the Contract Standard Terms.

2 We have maintained separate and readily identifiable ledger accounts to record the receipt and expenditure of Funding (Accountability for Funding Section of the Contract Standard Terms)

3 We have sighted the financial and performance data for the period and that the information sighted is a true account of the organisation's financial position and performance, as it relates to funding specified in Contract.

4 The funding has been used for the specified services and deliverables and expended as per the requirements of the Contract.

5 The organisation is financially viable, has sufficient resources to continue to deliver the services contracted and is readily able to meet its debts in full as and when they fall due.

6 We have cumulative unspent amounts or are holding cumulative remaining funding as stated in the Annual Audited Acquittal Statements for each service outlet for the supplier.

7 We have completed the specified reporting - required at this time, as detailed in the Contract.

[Comments](#)

Approved for assessment by the department

Cancel Approve

**Note:** The acquittals report has been submitted to the Department for assessment.

The approved Performance Based Acquittal will display with a status of Supplier Approved.



Queensland Government							
Hi Org_director							
<div>Pending</div> <div>Completed</div>							
Work Orders <span>Filter</span>							
Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Submitted Date	Status
WO00000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	11/05/2020	Supplier Approved
Items per page: 10 1 - 1 of 1							

**Note:** A notification has been sent to the Contract Officer responsible for this Service Outlet to inform them that the report has been submitted. When the report has been approved (or if it has been rejected) a notification is sent to the Service Outlet Data Entry person informing them of the Department's assessment.

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# Financial Acquittals

The Supplier Contract Management Portal allows your staff to submit all financial acquittals, including Annual Audited Financial Statements at the Organisation level and Annual Acquittal Statements at the Service Outlet level or combined at the Service Outlet level (suitable for smaller organisations). You can also submit General or Special Purpose Financial Acquittals.

The Supplier Contract Management Portal allows your staff to:

- Submit Annual Audited Financial Statements
- Approve Annual Audited Financial Statements
- Submit General or Special Purpose Financial Acquittals
- Approve General or Special Purpose Financial Acquittals

# Business Rules

You will be required to submit financial statements annually with due dates in accordance with the lodgement period of your incorporating legislation, or, if not otherwise stated, within 6 months of the end of your financial year.

For the Service Agreement, You, as an organisation, are considered by Us to be a 'Reporting Entity' as set out in the *Statement of Accounting Concepts (SAC1)*, *Definition of the Reporting Entity* prepared by the Public Sector Accounting Standards Board of the Australian Accounting Research Foundation and by the Accounting Standards Review Board.

## Financial Statements: Requirement 1 of 2

You must provide the Department with an audited financial report as a Reporting Entity, for each financial year\*, which has been prepared at an organisation level and must be:

- a. in the form of either a General Purpose Financial Report or a Special Purpose Financial Report (see below), as determined to be appropriate for You; and
- b. prepared in accordance with the Australian Statements of Accounting Concepts and Australian Accounting Standards.

**Note:** If the Service Agreement includes more than one Funding Schedule or You have more than one Service Agreement with Us, You are only required to submit one copy of Your General Purpose Financial Report or Special Purpose Financial Report to Us for each financial year.

Any Special Purpose Financial Report must adopt the following as minimum reporting standards:

- a. accrual accounting;

- 
- b. compliance with classification, recognition and measurement guidance of the Australian Accounting Standards and other mandatory reporting requirements; and
  - c. disclosure necessary to give a 'true and fair view' or 'present fairly' so as to ensure financial reports are not misleading.

Any Special Purpose Financial Report must include:

- a. statement of profit and loss;
- b. statement of financial position;
- c. statement of cashflows;
- d. notes to and forming part of the financial statements;
- e. directors' statement/declaration;
- f. a 'basis of preparation' note as per the recorded board resolution regarding the basis of preparing financial reports, including all aspects of accounting standards that have not been complied with; and
- g. independent audit report.

## **Financial Statements: Requirement 2 of 2**

You must also provide an Annual Acquittal Statement for the Funding received from Us under this Funding Schedule during each financial year, which acquittal must:

- a. be in the form of a Special Purpose Financial Report\*;
- b. apply the Australian Statements of Accounting Concepts and Australian Accounting Standards in the same manner to that used to satisfy the requirements for annual financial reporting; and
- c. include:
  - i. statement of profit and loss;
  - ii. statement of assets and liabilities;
  - iii. directors' statement/declaration; and
  - iv. independent audit report.

Refer to Our sample Special Purpose Financial Report available on [our web-site](#), which is, provided as a guide only.

If you are a local government, tertiary institution or a Queensland statutory body you are only required to provide us with an Annual Acquittal Statement (Financial Statements Requirement 2).

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# Submit Annual Audited Financial Statements

You are required to upload Annual Audited Financial Statements through the Supplier Contract Management Portal. You have two options for doing so.

**Option one: Submitting a combined Annual Audited Financial Statement and Annual Acquittal Statement** is to submit a combined Annual Audited Financial Statement and Annual Acquittal Statement against each Service Outlet. These are approved by the director of your organisation. Departmental staff access and view the combined Annual Audited Financial Statement and Annual Acquittal Statement and then reject or approve the submission. Rejected submissions are returned to your organisation for review and re-submission. When the combined Annual Audited Financial Statement and Annual Acquittal Statement is approved by the Department, the status of submissions change to Accepted by Department in the Supplier Contract Management Portal.

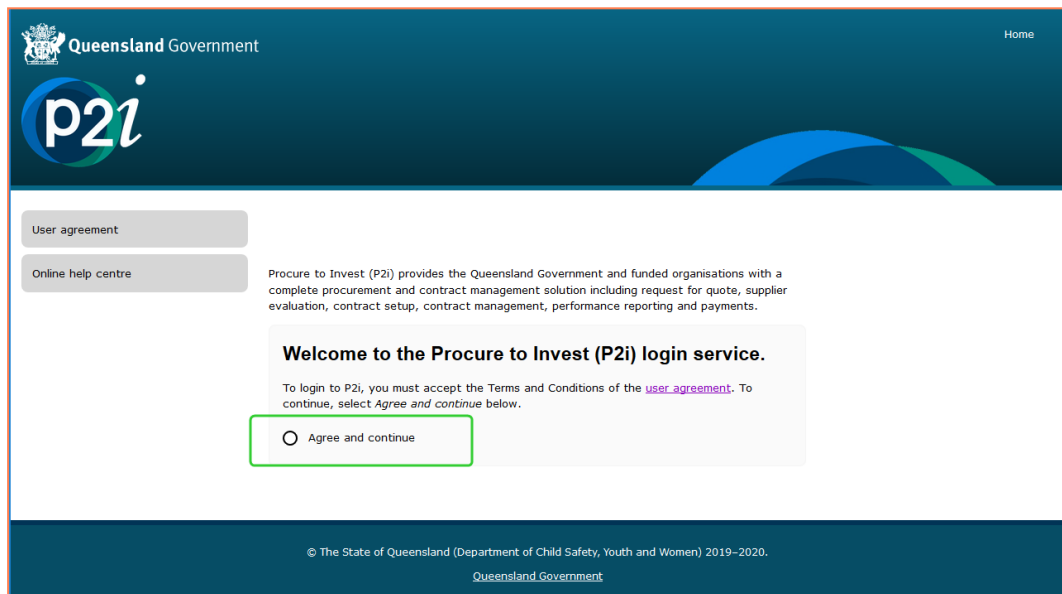
**Option two: Submitting a separate annual audited financial statement and annual acquittal statement** is to submit your Annual Acquittal Statement against each Service Outlet and one Annual Audited Financial Statement for the organisation. The Annual Acquittal Statements are approved by the director of your organisation while there is no system approval for the Annual Audited Financial Statement. Departmental staff access and view the Annual Acquittal Statement and then confirm the submission of the Annual Audited Financial Statement.

Watch the [video](#) or follow the steps below.

## Option one: Submitting a combined Annual Audited Financial Statement and Annual Acquittal Statement

To submit a combined Annual Audited Financial Statement and Annual Acquittal Statement:

1. Access the P2i login service.
2. Click **Agree and continue**.



The screenshot shows the P2i login service page. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two links: "User agreement" and "Online help centre". The main content area contains a welcome message: "Welcome to the Procure to Invest (P2i) login service." followed by a paragraph stating that users must accept the Terms and Conditions of the user agreement to login. Below this, there is a radio button labeled "Agree and continue" which is highlighted with a green border. At the bottom of the page, there is a footer with the copyright notice: "© The State of Queensland (Department of Child Safety, Youth and Women) 2019-2020." and the Queensland Government logo.

3. Click the **Funded Organisations** link.

The screenshot shows the P2i login service interface. At the top left, there are links for 'User agreement' and 'Online help centre'. A paragraph explains that P2i provides a complete procurement and contract management solution for the Queensland Government and funded organisations. Below this, a 'Welcome to the Procure to Invest (P2i) login service.' message is followed by a note that users must accept the Terms and Conditions of the [user agreement](#). A radio button labeled 'Agree and continue' is selected. Three main login options are presented in blue boxes: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments). The 'Funded Organisations' box is highlighted with a green border.

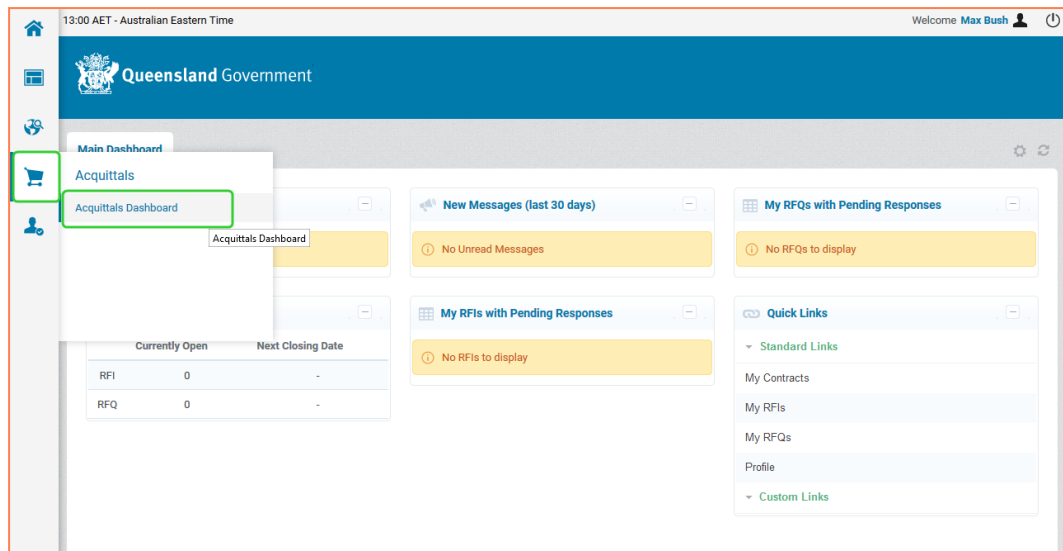
4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

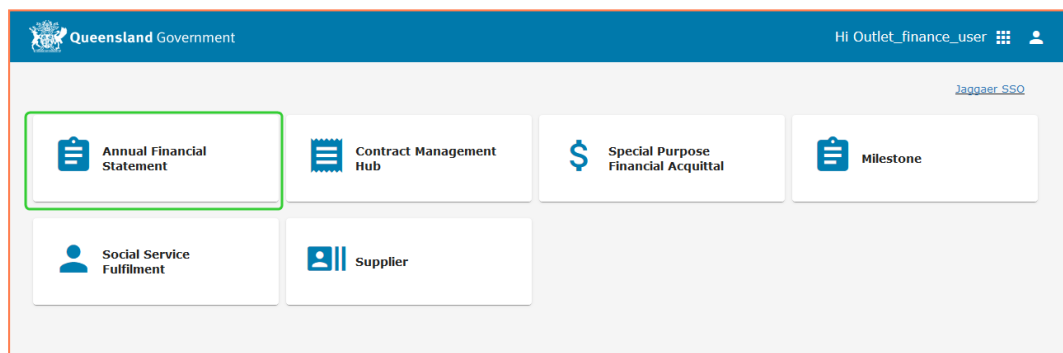
The screenshot shows the 'Supplier Login' page of the Queensland Government's Procure to Invest (P2i) system. The page has a blue header with the Queensland Government logo and the text 'Procure to Invest (P2i)'. The main content area is white and contains a 'Supplier Login' section. This section includes two input fields: 'Username' and 'Password', both of which are highlighted with a green border. Below these fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the section, there is a link that says 'Forgotten your password?'.

6. Access the Acquittals Dashboard.





- Click the **Annual Financial Statement** tile on the Portal home page.



**Note:** Annual Finance Statements for each Service Outlet appear in the Pending list with the Due Date and Status.

- Click the Form Id number (i.e. FS0000XXX) against the appropriate line item for the Annual Audited Financial Statement to be uploaded to.

Queensland Government

Hi Outlet\_finance\_user

Pending Completed

Annual Financial Statement

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Due Date	Status
FS000002846	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Yearly	2019-20	27/11/2020	New

Items per page: 25 1 - 1 of 1

9. Click **View Previous Forms** to see previous Annual Audited Financial Statements submitted for this service outlet.
10. Enter any comments for the submission in the **Comments** section.

**Note:** Comments will be visible to the Department.

11. Click **Upload**.

Queensland Government

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← FS000002846 View Previous Forms

Annual Financial Statement

Period	Fiscal Year	Funded Organisation	Status
Yearly	2019-20	Queensland Youth and Young Women Servi...	New

Comments

Type your comments here

Annual Financial Statement attached

Attachments \*

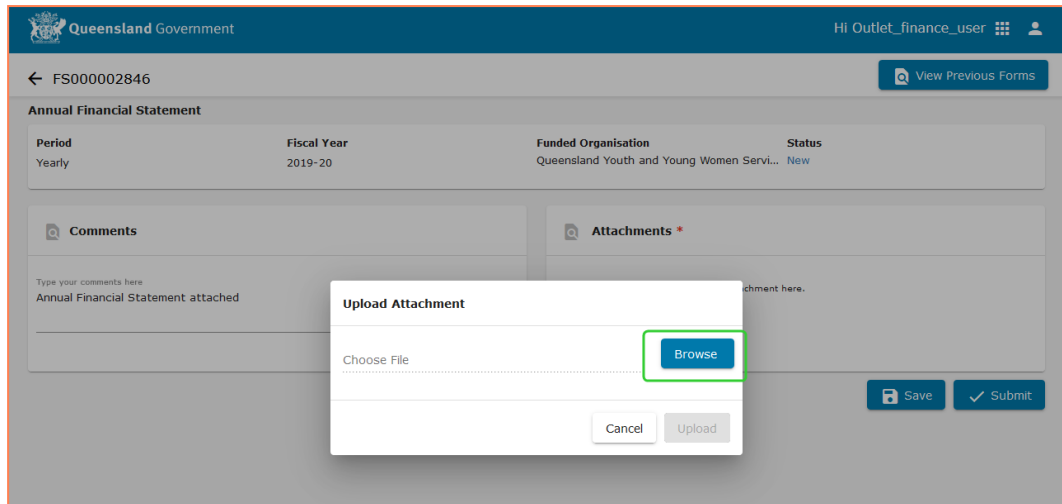
Upload your attachment here.

Upload

Save Submit

12. Click **Browse**.

## Submit Annual Audited Financial Statements

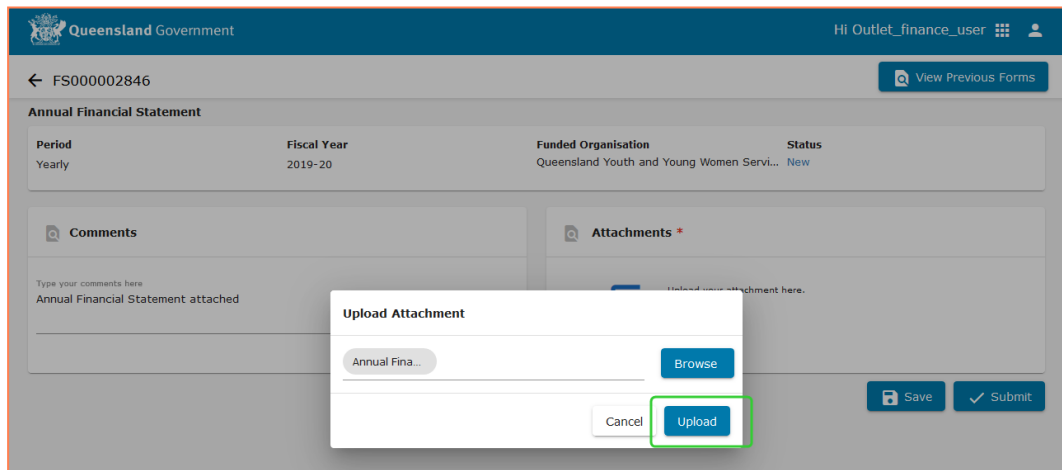


The screenshot shows the Queensland Government portal for submitting an Annual Financial Statement. The form is titled 'Annual Financial Statement' and includes fields for 'Period' (Yearly), 'Fiscal Year' (2019-20), 'Funded Organisation' (Queensland Youth and Young Women Servi...), and 'Status' (New). Below these fields are sections for 'Comments' and 'Attachments \*'. An 'Upload Attachment' dialog box is open, showing a 'Choose File' button and a 'Browse' button, which is highlighted with a green box. The dialog also has 'Cancel' and 'Upload' buttons. The background form has 'Save' and 'Submit' buttons at the bottom right.

13. Locate your Annual Audited Financial Statement document.

Tip: If you have selected the wrong document, click Browse to select a new one.

14. Click **Upload**.



The screenshot shows the same Queensland Government portal as before. The 'Upload Attachment' dialog box is open, and the 'Annual Fina...' file is selected. The 'Upload' button is now highlighted with a green box. The background form remains the same, with 'Save' and 'Submit' buttons at the bottom right.

**Note:**

- Valid file types that can be uploaded are PDF, Word Documents (docx/doc), Images (png, jpeg,) Spreadsheets (xls/xlsx/csv) and PowerPoint Presentations (ppt/pptx).
- A filesize limit of 10MB exists.

15. Click **Submit** when you are ready to submit the AFS.
16. Select your Organisation Director. Add any comments you wish to make (optional).

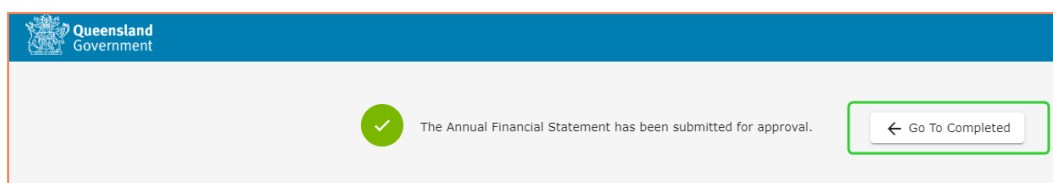
**Note:** These comments are only visible you the approver.

17. Click **Send for Approval**.

The screenshot shows the 'Annual Financial Statement' submission page for FS000002846. The page includes fields for Period (Yearly), Fiscal Year (2019-20), Funded Organisation (Queensland Youth and Young Women Servi...), and Status (New). A 'Comments' section is visible with the text 'Annual Financial Statement attached'. A modal titled 'Send for Approval' is open, featuring a 'Select Approver' dropdown menu with 'org\_director' selected, a 'Comments' text area containing 'AFS ready for your approval', and buttons for 'Cancel' and 'Send For Approval'. The background page also has 'Save' and 'Submit' buttons.

**Note:** Your submission has been completed and sent for approval. A notification has been sent to the Organisation Director to inform that the report is ready for approval.

18. Click **Go to Completed**.



The status of the line item will appear as **Pending Director Approval**.

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Submitted Date	Status
FS000002846	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Yearly	2019-20		Pending Director Approval

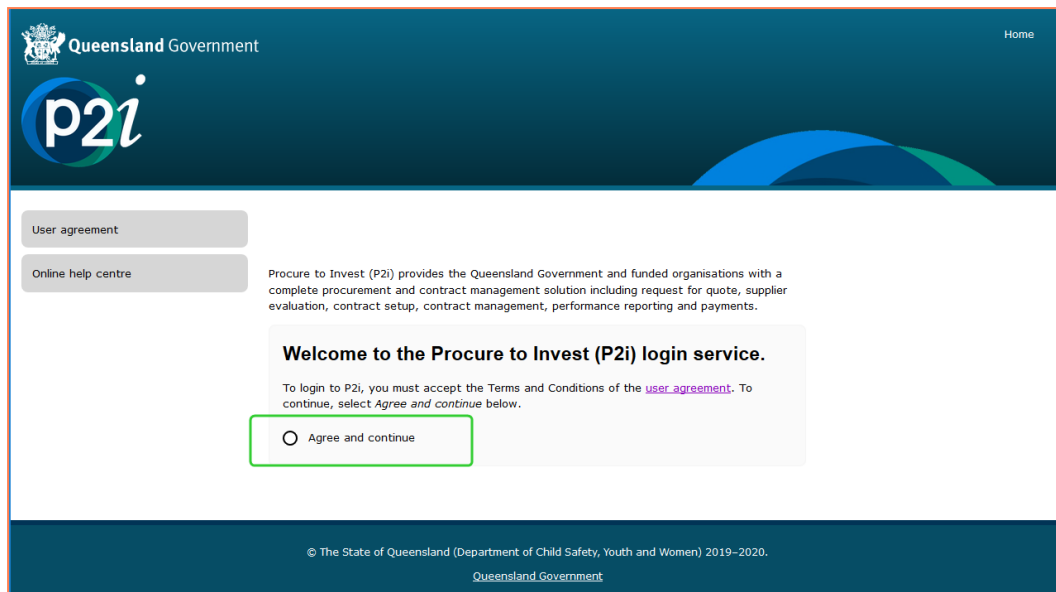
**Note:** The Organisation Director can now approve the Annual Audited Financial Statement for submission to the Department. Refer to the topic, [Approve an Annual Audited Financial Statement](#).

## Option two: Submitting a separate annual audited financial statement and annual acquittal statement

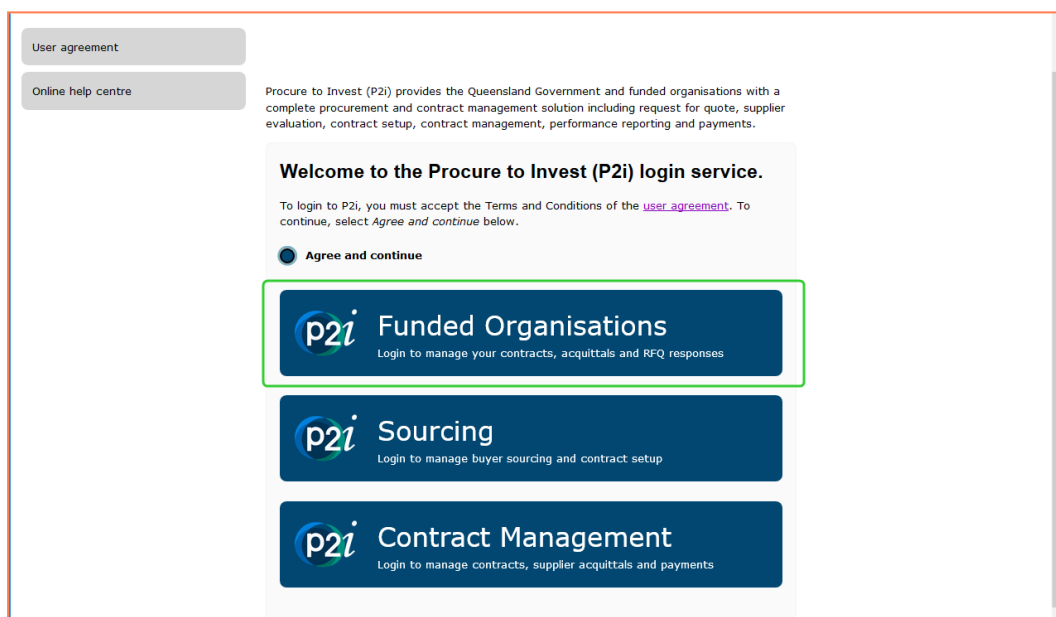
This option allows you to submit an Annual Audited Financial Statement at the organisation level and Annual Acquittal Statements at the service outlet level.

To submit a separate Annual Audited Financial Statement and Annual Acquittal Statement:

1. Access the P2i login service.
2. Click **Agree and continue**.



3. Click the **Funded Organisations** link.



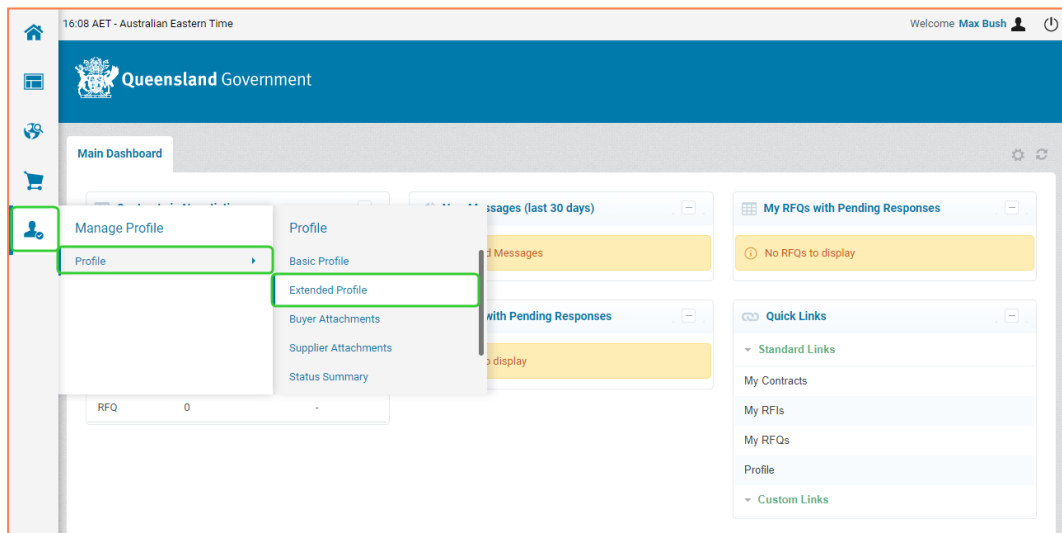
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Procure to Invest (P2i)' login page for suppliers. It features the Queensland Government logo at the top. Below the logo, there is a 'Supplier Login' section with two input fields: 'Username' and 'Password'. A blue 'Login' button is positioned below the password field, and a green 'Register' button is below the login button. At the bottom of the login section, there is a link that says 'Forgotten your password?'. The entire page is set against a blue background.

- Click the **Manage Profile** icon and then select **Profile** and then **Extended Profile**.



- Click the **Annual Financial Statements (AFS)** link.

16:08 AET - Australian Eastern Time Welcome Max Bush

**Queensland Government**

Basic Profile Extended Profile Buyer Attachments Supplier Attachments Status Summary Response

Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order
	Mandatory	Optional			
Additional Questions	73%	67%		07/05/2020 08:44	1
Annual Financial Statements (AFS)		0%			2
Total 2					Page 1 of 1

8. Click Edit.

16:08 AET - Australian Eastern Time Welcome Max Bush

**Queensland Government**

Back to List

Extended Profile Details: Annual Financial Statements (AFS)

< > Edit

**Annual Financial Statements (AFS)**  
Please note, Annual Financial Statements are only required for years for which you are contracted to a Department

Annual Financial Statements (AFS) - 2020-21	Please attach a copy of your Annual Financial Statements (AFS) for 2020-21	(no file attached)
Annual Financial Statements (AFS) - 2021-22	Please attach a copy of your Annual Financial Statements (AFS) for 2021-22	(no file attached)
Annual Financial Statements (AFS) - 2022-23	Please attach a copy of your Annual Financial Statements (AFS) for 2022-23	(no file attached)
Annual Financial Statements (AFS) - 2023-24	Please attach a copy of your Annual Financial Statements (AFS) for 2023-24	(no file attached)
Annual Financial Statements (AFS) - 2024-25	Please attach a copy of your Annual Financial Statements (AFS) for 2024-25	(no file attached)
Annual Financial Statements (AFS) - 2025-26	Please attach a copy of your Annual Financial Statements (AFS) for 2025-26	(no file attached)
Annual Financial Statements (AFS) - 2026-27	Please attach a copy of your Annual Financial Statements (AFS) for 2026-27	(no file attached)

9. Click **Click to attach file** next to the financial period you want to report on.



16:09 AET - Australian Eastern Time Welcome Max Bush

**Queensland Government**

Extended Profile Details: Annual Financial Statements (AFS)

[Save and Continue](#) [Cancel](#)

**Annual Financial Statements (AFS)**  
Please note, Annual Financial Statements are only required for years for which you are contracted to a Department

Annual Financial Statements (AFS) - 2020-21	Please attach a copy of your Annual Financial Statements (AFS) for 2020-21	<a href="#">+ Click to attach file</a>
Annual Financial Statements (AFS) - 2021-22	Please attach a copy of your Annual Financial Statements (AFS) for 2021-22	<a href="#">+ Click to attach file</a>
Annual Financial Statements (AFS) - 2022-23	Please attach a copy of your Annual Financial Statements (AFS) for 2022-23	<a href="#">+ Click to attach file</a>
Annual Financial Statements (AFS) - 2023-24	Please attach a copy of your Annual Financial Statements (AFS) for 2023-24	<a href="#">+ Click to attach file</a>
Annual Financial Statements (AFS) - 2024-25	Please attach a copy of your Annual Financial Statements (AFS) for 2024-25	<a href="#">+ Click to attach file</a>
Annual Financial Statements (AFS) - 2025-26	Please attach a copy of your Annual Financial Statements (AFS) for 2025-26	<a href="#">+ Click to attach file</a>
Annual Financial Statements (AFS) - 2026-27	Please attach a copy of your Annual Financial Statements (AFS) for 2026-27	<a href="#">+ Click to attach file</a>

10. Drag and drop your Annual Audited Financial Statement into the **Drag and Drop** area or click **Select a File to Upload**.

[Cancel](#)

**Attachments**

Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading.  
 ⓘ The platform allows individual attachments up to a maximum size of 52 MB but it is recommended that you keep attachments to 2MB or less.

ⓘ File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

[Select a File to Upload](#)

**Attachments**

#	Type	File Name	Size
Use the button to Upload or DRAG and DROP into this area			

11. Enter an **Attachment Description** and click **Confirm**.

**Tip:** Click **Replace Attachment** to change the attached document.  
Click **Remove Attachment** to remove the attached document.

Confirm

Cancel

### Attachments

Select an attachment to upload. Please keep attachments to a manageable size in order to facilitate downloading. The platform allows individual attachments up to a maximum size of 52 MB but it is recommended that you keep attachments to 2MB or less.

File extensions not permitted: .bin, .exe, .dll, .pif, .bat, .cmd, .com, .htm, .html, .msi, .js, .json, .reg

Replace Attachment

Remove Attachment



#	Type	File Name	Size
1	PPTX	2020-2021 AFS QYYWS.pptx	647.7 kb

Attachment Description

2020-2021 Annual Financial Statement QYYWS

Characters available 1958

12. Click **Save and Continue**.

**Tip:** Click the  icon to change the attached document. Click the  to remove the attached document. Update the attachment description if required.

07:22 AET - Australian Eastern Time

Welcome Max Bush

Queensland Government

Extended Profile Details: Annual Financial Statements (AFS)

Save and Continue Cancel

**Annual Financial Statements (AFS)**  
Please note, Annual Financial Statements are only required for years for which you are contracted to a Department

Annual Financial Statements (AFS) -	Please attach a copy of your Annual Financial Statements (AFS) for	
2020-21	2020-21	2020-2021 AFS QYWS.pptx (648 KB) 2020-2021 Annual Financial Statement QYWS
2021-22	2021-22	+ Click to attach file
2022-23	2022-23	+ Click to attach file

### 13. Access the **Acquittals Dashboard**.

13:00 AET - Australian Eastern Time

Welcome Max Bush

Queensland Government

Main Dashboard

Acquittals

Acquittals Dashboard

Acquittals Dashboard

New Messages (last 30 days)

No Unread Messages

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

My Contracts

My RFIs

My RFQs

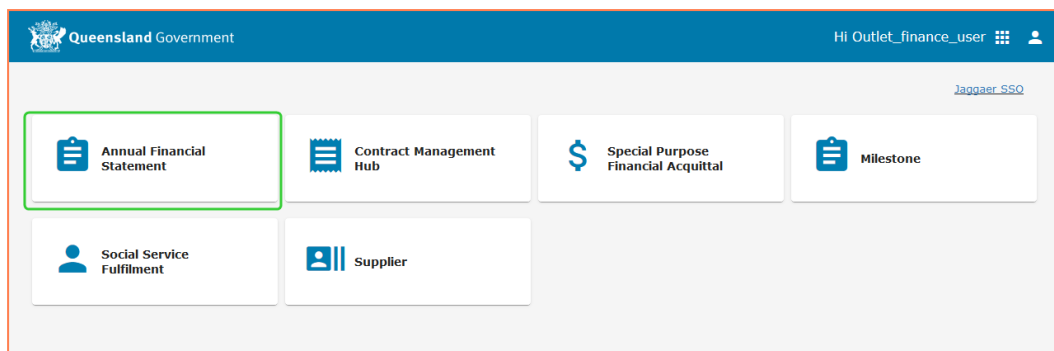
Profile

Custom Links

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

### 14. Click the **Annual Financial Statement** tile on the Portal home page.

**Note:** You are going to submit the Annual Acquittal Statement in place of the Annual Audited Financial Statement



**Note:** Annual Financial Statements for each Service Outlet appear in the Pending list with the Due Date and Status.

- Click the Form Id number (i.e. FS0000XXX) against the appropriate line item for the Annual Acquittal Statement to be uploaded to.

The screenshot shows the 'Annual Financial Statement' table in the Queensland Government portal. The table has columns for Form Id, Funding Schedule Number, Department, Service Outlet Name, Service Outlet Number, Period, Year, Due Date, and Status. The 'Form Id' 'FS000002846' is highlighted with a green box. The table also includes a 'Filter' button and pagination information at the bottom.

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Due Date	Status
FS000002846	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Yearly	2019-20	27/11/2020	New

- Click **View Previous Forms** to see previous Annual Acquittal Statements submitted for this service outlet.
- Enter any comments for the submission in the **Comments** section.

**Note:** Comments will be visible to the Department.

- Click **Upload**.

## Submit Annual Audited Financial Statements

Queensland Government

Hi Outlet\_finance\_user

← FS000002846 View Previous Forms

**Annual Financial Statement**

Period	Fiscal Year	Funded Organisation	Status
Yearly	2019-20	Queensland Youth and Young Women Servi...	New

**Comments**

Type your comments here

Audited Annual Statement attached

**Attachments \***

Upload your attachment here.

Upload

Save Submit

19. Click **Browse**.

Queensland Government

Hi Outlet\_finance\_user

← FS000002846 View Previous Forms

**Annual Financial Statement**

Period	Fiscal Year	Funded Organisation	Status
Yearly	2019-20	Queensland Youth and Young Women Servi...	New

**Comments**

Type your comments here

Audited Annual Statement attached

**Attachments \***

Upload your attachment here.

Upload

Save Submit

**Upload Attachment**

Choose File

Browse

Cancel Upload

20. Locate your Annual Acquittal Statement document.

Tip: If you have selected the wrong document, click Browse to select a new one.

21. Click **Upload**.

**Note:**

- Valid file types that can be uploaded are PDF, Word Documents (docx/doc), Images (png, jpeg,) Spreadsheets (xls/xlsx/csv) and PowerPoint Presentations (ppt/pptx).
- A filesize limit of 10MB exists.

22. Click **Submit** when you are ready to submit the Annual Acquittal Statement.

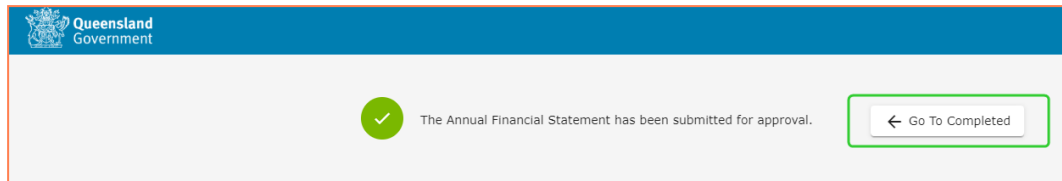
23. Select your Organisation Director. Add any comments you wish to make (optional).

**Note:** These comments are only visible you the approver.

24. Click **Send for Approval**.

**Note:** Your submission has been completed and sent for approval. A notification has been sent to the Organisation Director to inform that the report is ready for approval.

25. Click **Go to Completed**.



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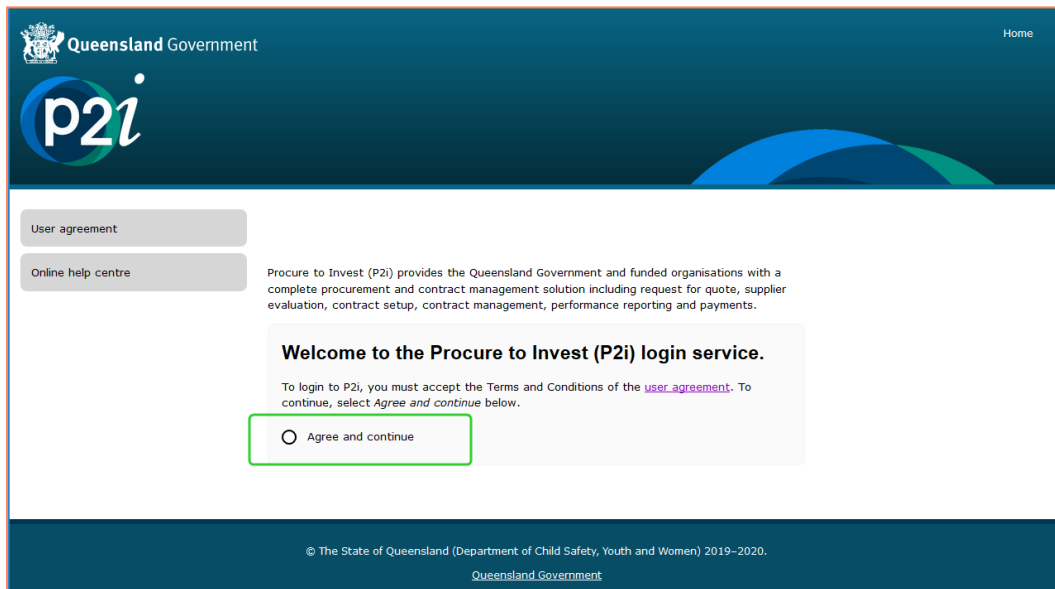
# Resubmitting Department Rejected Annual Financial Statements

A notification is sent to the Budget and Finance Officer when an annual financial statement has been rejected by the Department.

The Budget and Finance Officer is to correct any issues with the report and then send it to the Organisation Director to approve and send through to the Department for reassessment.

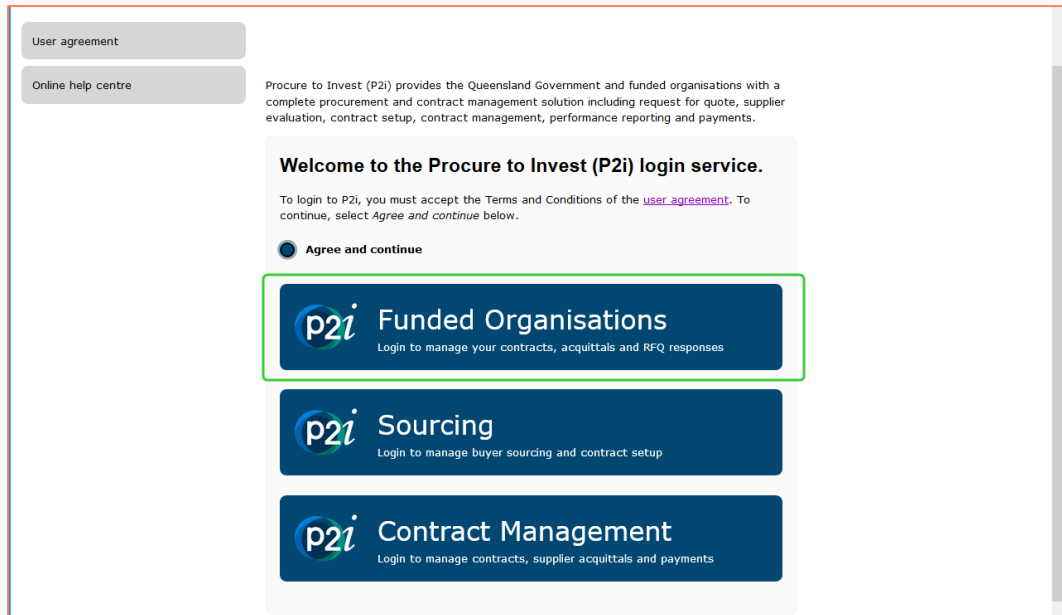
To resubmit your annual financial statement:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login service interface. At the top, there is a dark blue header with the Queensland Government logo on the left and a 'Home' link on the right. Below the header, the 'p2i' logo is prominently displayed. On the left side, there are two links: 'User agreement' and 'Online help centre'. The main content area features a welcome message: 'Welcome to the Procure to Invest (P2i) login service.' followed by a note that users must accept the Terms and Conditions of the user agreement. A radio button labeled 'Agree and continue' is highlighted with a green border. At the bottom, there is a footer with copyright information: '© The State of Queensland (Department of Child Safety, Youth and Women) 2019–2020. Queensland Government'.

3. Click the **Funded Organisations** link.

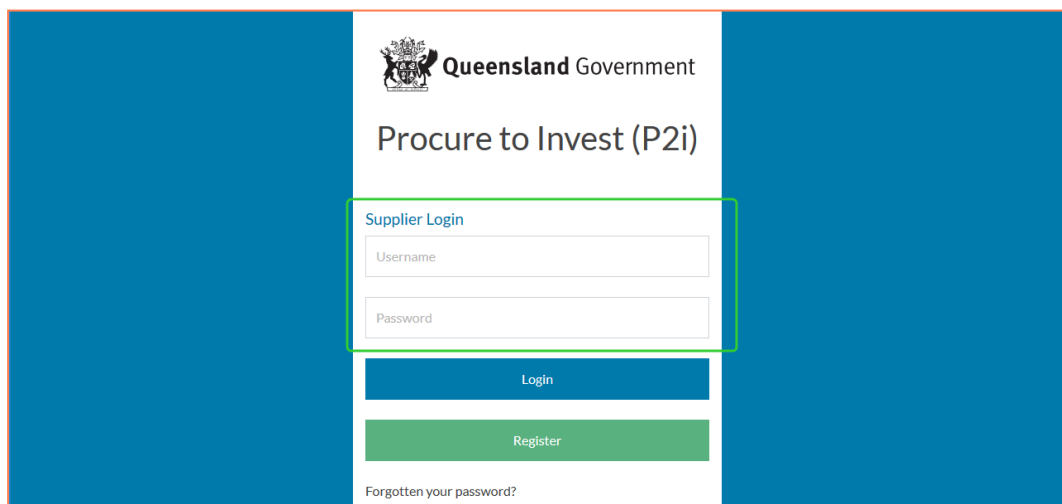




The image shows the P2i login service welcome screen. At the top left, there are two links: 'User agreement' and 'Online help centre'. Below these, a paragraph explains that P2i provides a complete procurement and contract management solution for the Queensland Government and funded organisations. A 'Welcome to the Procure to Invest (P2i) login service.' message is followed by a note that users must accept the Terms and Conditions of the user agreement. A radio button labeled 'Agree and continue' is selected. Below this, there are three main login options, each with the P2i logo and a description: 'Funded Organisations' (Login to manage your contracts, acquittals and RFQ responses), 'Sourcing' (Login to manage buyer sourcing and contract setup), and 'Contract Management' (Login to manage contracts, supplier acquittals and payments). The 'Funded Organisations' option is highlighted with a green border.

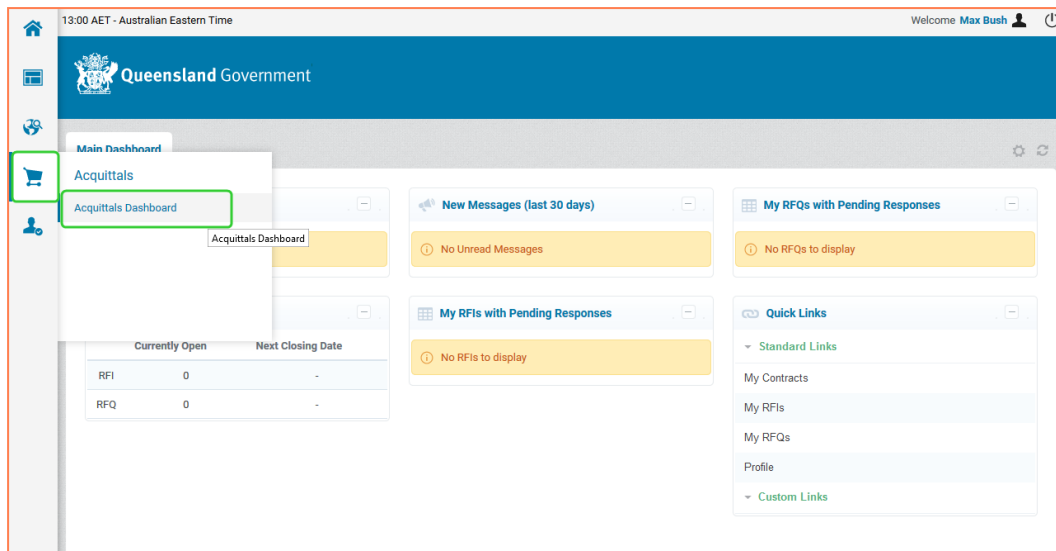
4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

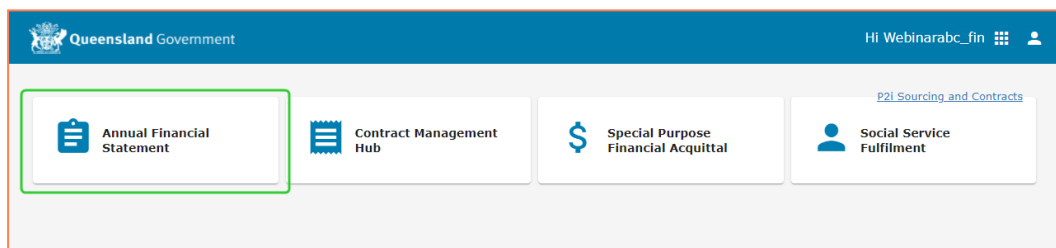


The image shows the Queensland Government Procure to Invest (P2i) Supplier Login form. The form is set against a blue background with the Queensland Government crest and logo at the top. The title 'Procure to Invest (P2i)' is prominently displayed. Below the title, the 'Supplier Login' section is highlighted with a green border. It contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the form, there is a link that says 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.



- Click the **Annual Financial Statement** tile on the supplier portal home.



**Note: Annual Financial Statements** that have been rejected by the Department appear in the Pending list with the **Status** as **Rejected By Department**.

- Click Status link to view the comments added by the Department's Finance Officer.

Annual Financial Statement								
Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Fiscal Year	Due Date	Status
FS000007335	con_1416	DCSYW	FO Webinar 1416	6721416	Yearly	2020-21	27/12/2021	Rejected By Department
FS000007437	con_1509	DCSYW	FO Webinar 1509	6721509	Yearly	2020-21	27/12/2021	New
FS000007307	con_1420	DCSYW	FO Webinar 1420	6721420	Yearly	2020-21	27/12/2021	New

9. Scroll down to the bottom of the Status View to see the Finance Officer's comments and click **Close** when done.



**Note:** Follow the instructions provided by the Department's Finance Officer. Click the Annual Financial Statement number to open the report. Update any attachments as required and send through to the Director for approval.

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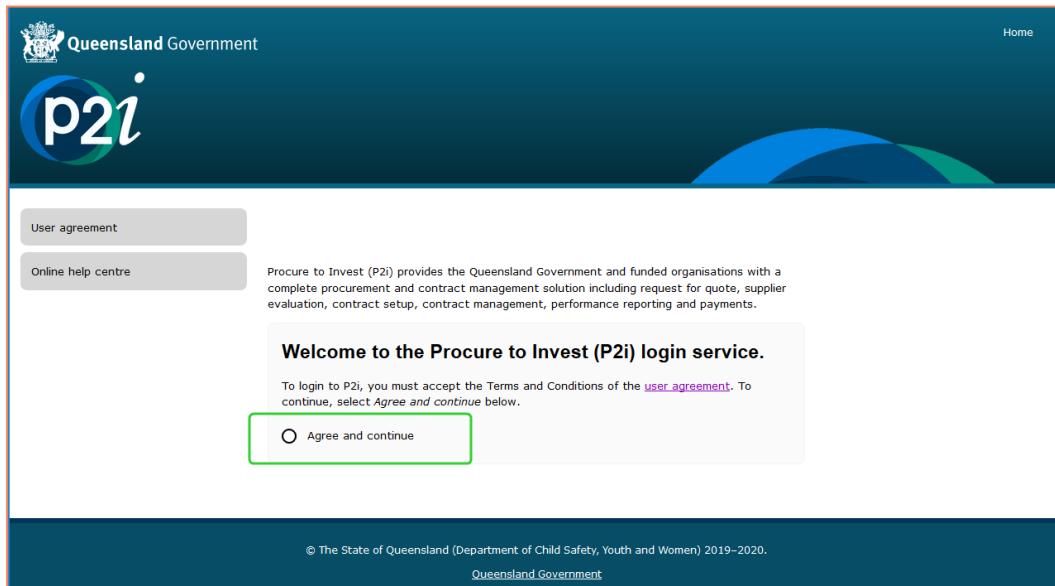
# Approve an Annual Audited Financial Statement

As your organisation's director you are required to approve your Annual Audited Financial Statement prior to submission to the Department as part of your acquittal reporting. You may also reject the submitted Annual Audited Financial Statement and have the appropriate person in your organisation resubmit it once any errors are corrected. When you have an Annual Financial Statement waiting for approval, you will receive an email notification. Alternatively, you can log in to P2i and access all submitted Annual Financial Statements.

Watch the [video](#) or follow the steps below.

To approve or reject an Annual Financial Statement:

1. Access the P2i login service.
2. Click **Agree and continue**.



The screenshot shows the P2i login service interface. At the top, there is a header with the Queensland Government logo and the P2i logo. Below the header, there are two links: "User agreement" and "Online help centre". The main content area features a welcome message: "Welcome to the Procure to Invest (P2i) login service." followed by a note: "To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below." Below this text is a radio button labeled "Agree and continue", which is highlighted with a green border. At the bottom of the page, there is a footer with the copyright notice: "© The State of Queensland (Department of Child Safety, Youth and Women) 2019–2020. Queensland Government".

3. Click the **Funded Organisations** link.

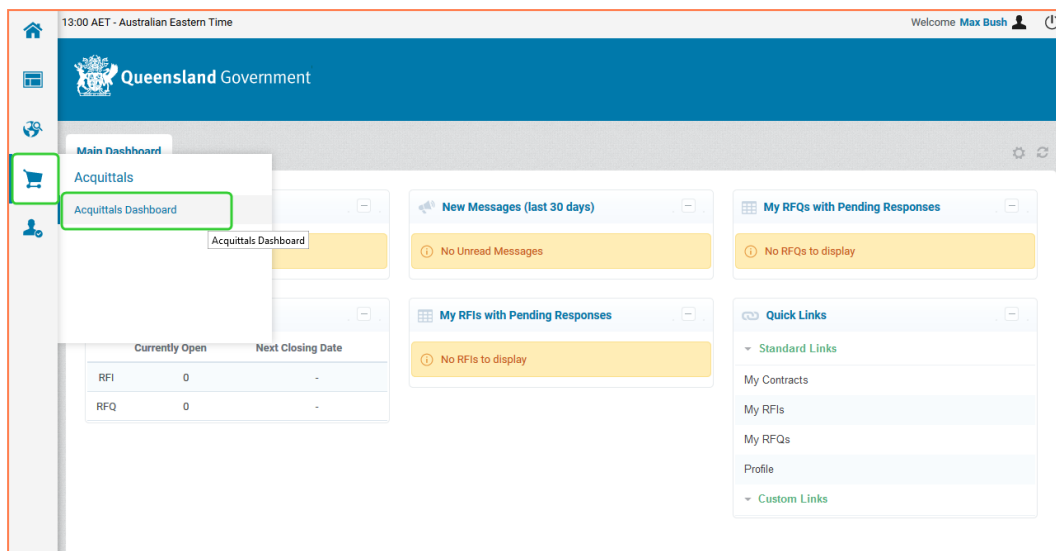
The screenshot shows the P2i login service page. At the top left, there are links for 'User agreement' and 'Online help centre'. A paragraph describes the P2i service. Below this is a 'Welcome to the Procure to Invest (P2i) login service.' section with a note about accepting terms and conditions. A radio button labeled 'Agree and continue' is selected. Three main login options are listed in blue boxes: 'Funded Organisations' (highlighted with a green border), 'Sourcing', and 'Contract Management'. Each option includes a brief description of its function.

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

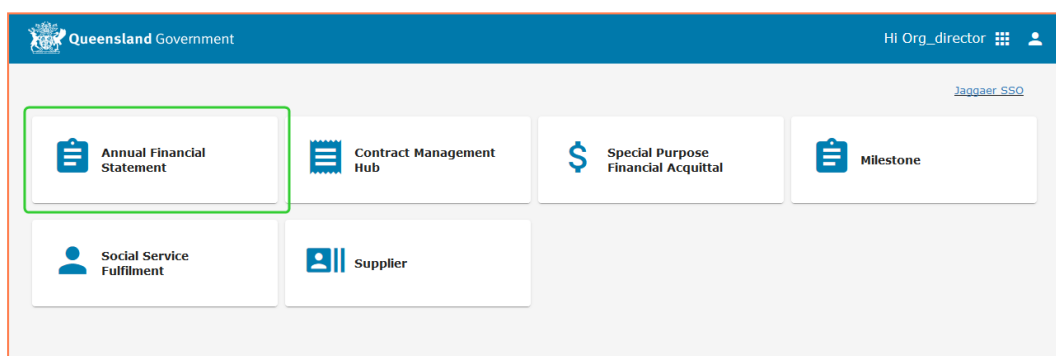
**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Supplier Login' page of the Queensland Government's Procure to Invest (P2i) system. The page has a blue header with the Queensland Government logo and name. Below the header, the title 'Procure to Invest (P2i)' is displayed. The 'Supplier Login' section is highlighted with a green border and contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the login section, there is a link that says 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.



7. Click the **Annual Financial Statement** tile on the Portal home page.



**Note: Annual Financial Statements** for each **Service Outlet** appear in the Pending list with the Due Date and the Status of **Pending Director Approval**.

8. Tick the box next to the Form Id number (i.e. FS0000XXX) that you want to approve (or reject).

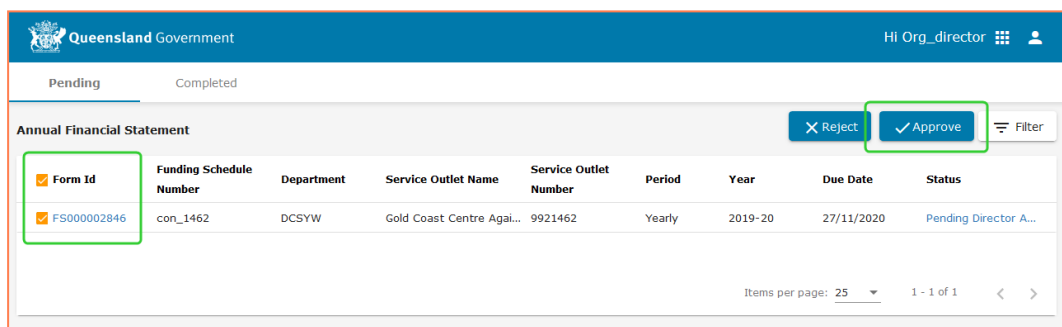
**Tip:** To perform a bulk approval or rejection, tick the box next to the Form Id column header to select all Annual Financial Statements.

You can then untick items that you want to exclude from the bulk approval or rejection.

Click the link to access the uploaded Annual Financial Statement and submit for approval (or rejection).

9. Click **Approve**.

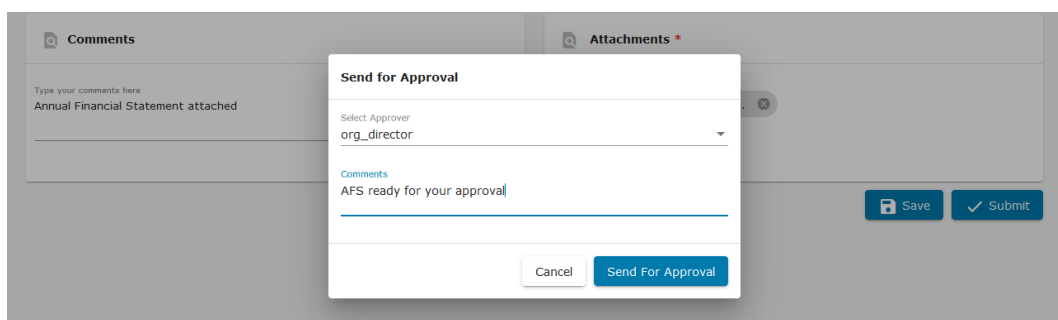
**Tip:** Click **Reject** to return the submission to your Outlet Financial Officer for review and resubmission. A notification is sent to them to inform them of the rejection.



The screenshot shows the Queensland Government portal interface. At the top, there's a blue header with the Queensland Government logo and the user 'HI Org\_director'. Below the header, there are tabs for 'Pending' and 'Completed'. The main section is titled 'Annual Financial Statement' and contains a table with columns: Form Id, Funding Schedule Number, Department, Service Outlet Name, Service Outlet Number, Period, Year, Due Date, and Status. The first row of data shows 'FS000002846' under Form Id, 'con\_1462' under Funding Schedule Number, 'DCSYW' under Department, 'Gold Coast Centre Agal...' under Service Outlet Name, '9921462' under Service Outlet Number, 'Yearly' under Period, '2019-20' under Year, '27/11/2020' under Due Date, and 'Pending Director A...' under Status. Above the table, there are buttons for 'Reject' and 'Approve', with the 'Approve' button highlighted by a green box. A 'Filter' button is also present. At the bottom right, there's a pagination control showing 'Items per page: 25' and '1 - 1 of 1'.

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Due Date	Status
<input checked="" type="checkbox"/> FS000002846	con_1462	DCSYW	Gold Coast Centre Agal...	9921462	Yearly	2019-20	27/11/2020	Pending Director A...

10. Add any Comments as required and click **Approve**.



The screenshot shows a 'Send for Approval' dialog box. It has a 'Select Approver' dropdown menu with 'org\_director' selected. Below the dropdown, there's a 'Comments' section with the text 'AFS ready for your approval'. At the bottom of the dialog, there are 'Cancel' and 'Send For Approval' buttons. In the background, there's a 'Comments' section with a text area and a 'Save' button, and an 'Attachments' section with a 'Submit' button.

**Note:** The annual audited financial statement has been submitted to the Department for assessment. A notification has been sent to the Department to inform them that the report is ready for assessment.

The approved Audited Annual Financial Statements will display with a status of **Submitted to Department**.

Queensland Government								Hi Org_director
Pending		Completed						
Annual Financial Statement								Filter
Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Submitted Date	Status
FS000002846	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Yearly	2019-20	11/05/2020	Submitted To Dep...
Items per page: 25								1 - 1 of 1



# Submit General or Special Purpose Financial Acquittals

Your organisation may be required to submit Financial Acquittals through the Supplier Portal. These financial acquittals can be submitted via the web form or by attaching an Excel Spreadsheet to submission. The following topic covers the web form acquittal, with the Excel method covered beneath.

These submissions are required to be approved by your organisation's director.

Watch the [video](#) or follow the steps below.

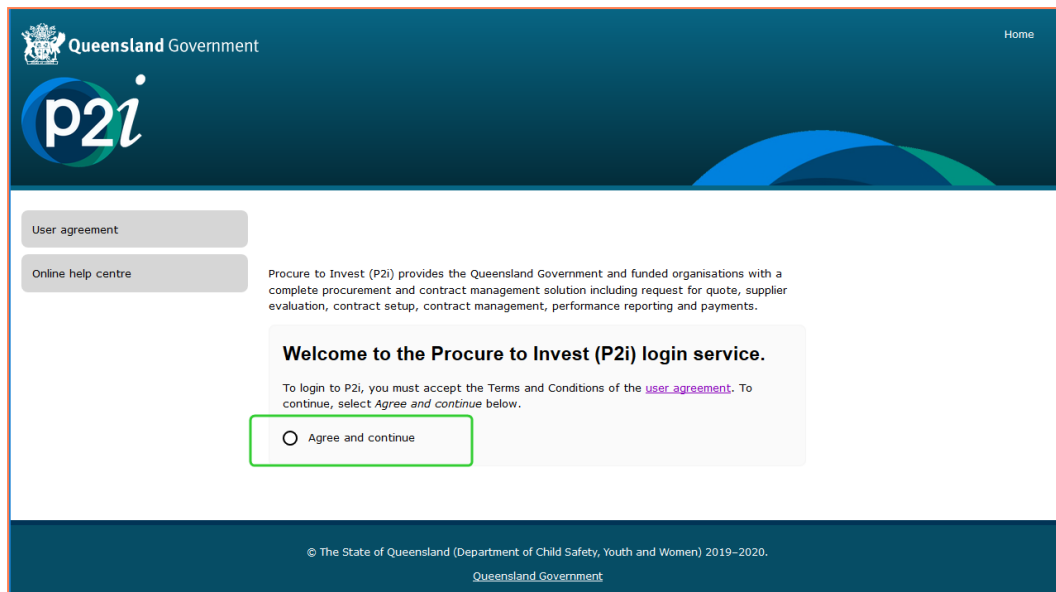
Important  
Note



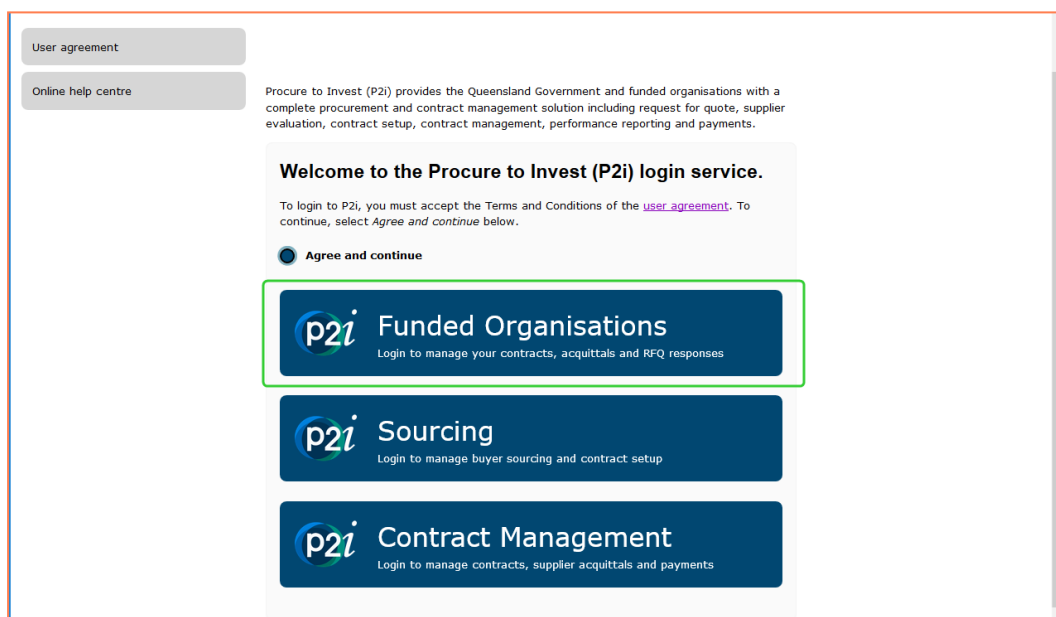
An acquittal/payment can be received/approved for a previous quarter as long as it is within the current financial year. Funded Organisations can submit acquittals for previous quarters. These can then be acquitted and a payment recommendation made and approved.

To report on special purpose financial acquittals:

1. Access the P2i login service.
2. Click **Agree and continue**.



3. Click the **Funded Organisations** link.



4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Procure to Invest (P2i)' Supplier Login page. It features a blue header with the Queensland Government logo and the text 'Procure to Invest (P2i)'. Below the header is a 'Supplier Login' section with a green border. This section contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the login section is a link that says 'Forgotten your password?'.

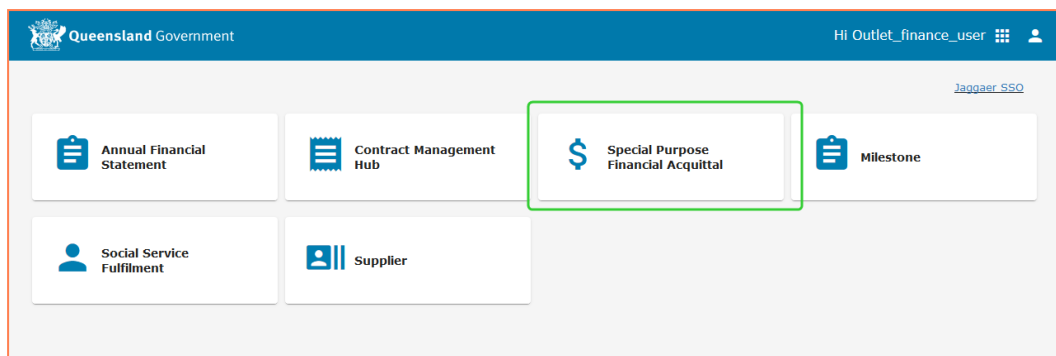
6. Access the Acquittals Dashboard.

The screenshot shows the 'Main Dashboard' of the Queensland Government. The dashboard has a blue header with the Queensland Government logo and the text 'Main Dashboard'. Below the header is a sidebar with a shopping cart icon highlighted in green. The main content area is divided into several sections. The 'Acquittals' section is highlighted with a green border. It contains a table with the following data:

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

Other sections on the dashboard include 'New Messages (last 30 days)' with 'No Unread Messages', 'My RFIs with Pending Responses' with 'No RFIs to display', and 'My RFQs with Pending Responses' with 'No RFQs to display'. There is also a 'Quick Links' section with links to 'My Contracts', 'My RFIs', 'My RFQs', 'Profile', and 'Custom Links'.

7. Click the **Special Purpose Financial Acquittal** tile.



8. Click the Form Id number (i.e. FA0000XXX) against the appropriate line item for the Special Purpose Financial Acquittal to be submitted.

**Note:** Special Purpose Financial Acquittals for each Service Outlet appear in the Pending list with the Due Date and Status.

The screenshot shows the 'Special Purpose Financial Acquittal' table in the Queensland Government user interface. The table has two tabs: 'Pending' and 'Completed'. The 'Pending' tab is selected. The table has a 'Filter' button in the top right corner. The table columns are: Form Id, Funding Schedule Number, Department, Service Outlet Name, Service Outlet Number, Period, Year, Due Date, and Status. The table contains three rows of data. The row with Form Id FA000012466 is highlighted with a green border.

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Due Date	Status
FA000025216	con_1669	DCSYW	Sexual Violence Centre...	11391669	Yearly	2019-20	27/12/2020	New
FA000012467	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Apr-Jun	2019-20	28/07/2020	New
FA000012466	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Jan-Mar	2019-20	28/04/2020	New

Items per page: 25 1 - 3 of 3

9. Review the notes prior to completing the financial acquittal.

## Submit General or Special Purpose Financial Acquittals

Queensland Government

Hi Outlet\_finance\_user

FA000012466

View Previous Forms

**Notes**

**Amounts to be entered are cumulative financial year to reporting date.**

**Note 1:** Actual and accrued income related to specified funding. If accrued income is included related amounts may appear at Items 9 and 13. Accruals cannot exceed approved funding.

**Note 2:** Non-reciprocal operating funds received from a State Government entity for unspecified goods or services.

**Note 3:** Non-reciprocal capital funds received to acquire/purchase or construct properties, upgrade or enhance existing properties, or acquire/purchase other items reported as assets.

**Note 4:** Reciprocal funding from State Government entity for the procurement of goods or services for the benefit of third party consumers. Restriction would be required by a Service Agreement. May be recoverable by the State entity depending on the conditions of a Service Agreement.

**Note 5:** Payments from third parties for the consumption of goods or services initially funded by a State Government entity. Restriction would be required by a Service Agreement. May be recoverable by the State entity depending on the conditions of a Service Agreement.

**Note 6:** Other Income derived from the funded activity if any.

**Note 7:** Expenditure related to specified funding. Includes both paid and accrued expenditure. If accrued expenditure is included a corresponding amount should appear at Item 9. If Service Agreement specifies Funding at Salaries & Wages, and Other Operating Expenditure levels then expenditure to be reported at that level. If Funding not specified then expenditure to be reported as Other Operating Expenditure.

**Note 8:** No surplus or deficit should appear unless (1) Income for Capital purposes has been received or accrued. If Capital funding has been recorded corresponding entries should appear at Items 9 through 14 as appropriate. Or (2) unless a deficit has been incurred and total expenses exceed approved funding/income.

**Note 9:** Recording of Accrued Income over that received to meet Expenditure for a period, e.g. Funding - (State) Operating, Funding - (State) Capital, Fees and Charges - (State) Restricted, and Other Fees and Charges.

**Note 10:** Other Current and Non-Current Assets, if any, derived from approved funding (including Work In Progress (WIP)).

**Note 11:** Income identified as being excess to requirements to achieve the objective of the specified funding to be paid back to the State funding entity, e.g. Funding - (State) Operating, Funding - (State) Capital, Fees and Charges - (State) Restricted.

**Note 12:** Recording of Unearned Income (e.g. Grants - (State) Operating, Grants - (State) Capital, Fees and Charges - (State) Restricted) received over that required to:

- meet Expenditure for a period; or
- excess to requirements to acquire/purchase or construct properties, or
- upgrade or enhance existing properties, or
- acquire/purchase other items reported as assets; or

10. Click **View Previous Forms** to see previous Special Purpose Financial Acquittals submitted for this service outlet.

11. Enter the **Annual Approved Funding Amount \$** in the **Preparer Details** section.

**Preparer Details**

Preparer Name	Position	Telephone Number	Email	Annual Approved Funding Amount
Max Bush	Budget_Officer	07 2342 6567	sean.pryor@csyw.qld.gov.au	\$ 600000

12. Enter the **Income** and **Expenditure** amounts in the **Statement Of Income And Expenditure** section using whole dollar values only.

**Tip:** Refer to the Notes for guidance.

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FA000012466 View Previous Forms

### Statement Of Income And Expenditure

Income		Expenditure	
Funding - (State) Operating \$	300000	Salaries And Wages \$	400000
Funding - (State) Capital \$	100000	Other Operating Expenditure \$	200000
Fee And Charges - (State) Restricted \$	50000		
Other Fee And Charges \$	50000		
Other Income \$	100000		
<b>Total Income \$</b>	<b>600,000</b>	<b>Total Expenditure \$</b>	<b>600,000</b>
		<b>Surplus / Loss \$</b>	<b>0</b>

13. Enter the **Assets** and **Liabilities** amounts in the **Statement Of Assets And Liabilities** section using whole dollar values only.

**Tip:** Refer to the Notes for guidance.

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FA000012466 View Previous Forms

### Statement Of Assets And Liabilities

Assets		Liabilities	
<b>Current Assets</b>		<b>Current Liabilities</b>	
Total Accrued Income \$	200000	<b>Repayable Funding</b>	
Other Current Assets \$	100000	Funding Repayable To Government Departme...	1000
		<b>**This amount will be subject to further discussion with the department.</b>	
<b>Total Current Assets \$</b>	<b>300,000</b>	<b>Unearned Income</b>	
Non-Current Assets \$	100000	Revenue Received In Advance \$	300000
		Other Current Liabilities \$	200000
<b>Total Assets \$</b>	<b>400,000</b>	<b>Total Current Liabilities \$</b>	<b>501,000</b>
		Non-Current Liabilities \$	100000
		<b>Total Liabilities \$</b>	<b>601,000</b>

14. Enter any notes in the **Comments** section.

15. Upload any supporting documents in the **Attachments** section.

**Note:** **Comments** and **Attachments** will be visible to the Department.

16. Click **Submit** when you are ready to have the Financial Acquittal approved by your Director.

**Tip:** Click **Save** to save your work if you are not ready to submit the Financial Acquittal to your Director for approval.

The screenshot shows the 'Financial Acquittal' form for 'FA000012466' in the Queensland Government system. The form is divided into several sections:

- Assets:** A table with two rows: 'Total Current Assets \$' with a value of 300,000, and 'Non-Current Assets \$' with a value of 100,000. The total is 'Total Assets \$' with a value of 400,000.
- Liabilities:** A table with two rows: 'Total Current Liabilities \$' with a value of 501,000, and 'Non-Current Liabilities \$' with a value of 100,000. The total is 'Total Liabilities \$' with a value of 601,000.
- Comments:** A text area with the placeholder 'Type your comments here' and the text 'Financial Acquittal included for Department Review'.
- Attachments:** A section with a blue document icon and the text 'Upload your attachment here.' and an 'Upload' button.

At the bottom right, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a green border.

17. Select your Organisation Director.
18. Add any **Comments**.
19. Click **Send for Approval**.

**Send for Approval**

Select Approver  
org\_director

Comments  
Ready for your approval

Cancel Send For Approval

**Note:** Your submission has been completed and sent for approval. A notification is sent to the Organisation Director to inform that the report is ready for approval.

20. Click **Go to Completed**.

Queensland Government Hi Outlet\_finance\_user

✓ The Financial Acquittal has been submitted for approval .

Go to Completed

21. The status of the line item will appear as **Pending Director Approval**.

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Pending Completed

Special Purpose Financial Acquittal Filter

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Submitted Date	Status
FA000012466	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Jan-Mar	2019-20		Pending Director Approval

Items per page: 25 1 - 1 of 1

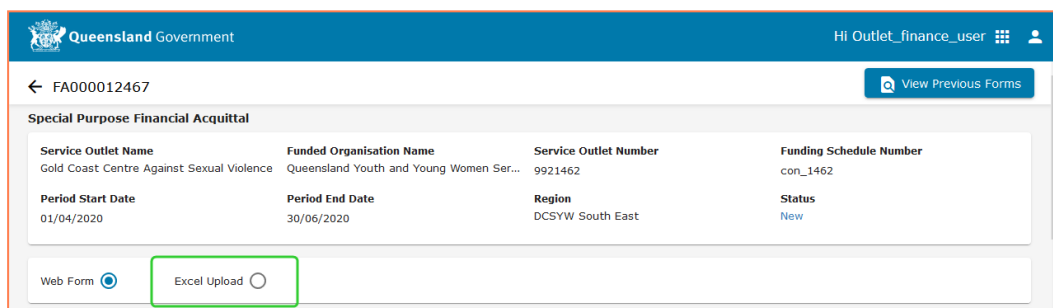


**Note:** The Organisation Director can now approve the Special Purpose Financial Acquittal for submission to the Department. Refer to the topic, [Approve a Special Purpose Financial Acquittal](#).

## Submitting an Excel Spreadsheet

In addition to the web form, you may also use an Excel Spreadsheet to submit financial acquittals:

1. Select **Excel Upload**.



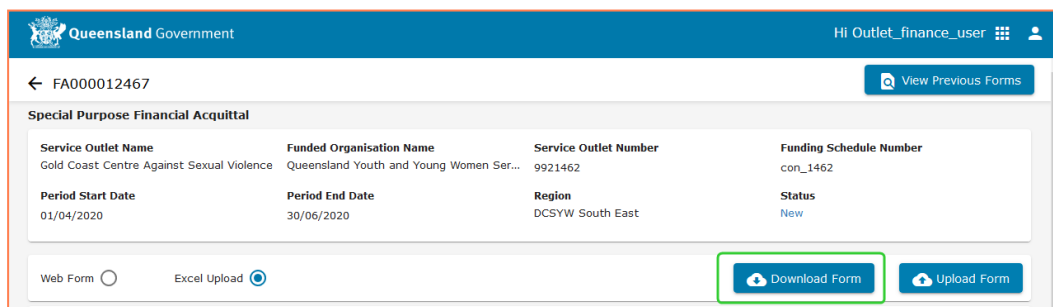
The screenshot shows the 'Special Purpose Financial Acquittal' form for FA000012467. The form includes fields for Service Outlet Name, Funded Organisation Name, Service Outlet Number, Funding Schedule Number, Period Start Date, Period End Date, Region, and Status. The 'Excel Upload' radio button is selected and highlighted with a green box.

Service Outlet Name	Funded Organisation Name	Service Outlet Number	Funding Schedule Number
Gold Coast Centre Against Sexual Violence	Queensland Youth and Young Women Ser...	9921462	con_1462

Period Start Date	Period End Date	Region	Status
01/04/2020	30/06/2020	DCSYW South East	New

Web Form ☒ Excel Upload ☐

2. Click the **Download Form** button.



The screenshot shows the same 'Special Purpose Financial Acquittal' form. The 'Download Form' button is highlighted with a green box.

Service Outlet Name	Funded Organisation Name	Service Outlet Number	Funding Schedule Number
Gold Coast Centre Against Sexual Violence	Queensland Youth and Young Women Ser...	9921462	con_1462

Period Start Date	Period End Date	Region	Status
01/04/2020	30/06/2020	DCSYW South East	New

Web Form ☐ Excel Upload ☒

Download Form Upload Form

3. Open the form when prompted.
4. Enter all amounts using whole dollar values only.
5. Save the file to a location you can upload from (e.g. your Desktop).
6. Click **Upload Form**.

Queensland Government

Hi Outlet\_finance\_user

FA000012467

View Previous Forms

**Special Purpose Financial Acquittal**

<b>Service Outlet Name</b> Gold Coast Centre Against Sexual Violence	<b>Funded Organisation Name</b> Queensland Youth and Young Women Ser...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/04/2020	<b>Period End Date</b> 30/06/2020	<b>Region</b> DCSYW South East	<b>Status</b> New

Web Form ☐ Excel Upload ☒

Download Form Upload Form

7. Select the file from the save location and click **Open**.
8. Scroll down to review and amend the values if required.
9. Enter any explanatory notes in the **Comments** section.
10. Upload any supporting documents in the **Attachments** section.

**Note:**

- Valid file types that can be uploaded are PDF, Word Documents (docx/doc), Images (png, jpeg,) Spreadsheets (xls/xlsx/csv) and PowerPoint Presentations (ppt/pptx).
- A filesize limit of 10MB exists.

11. Click **Submit** when you are ready to submit the AFS.

## Submit General or Special Purpose Financial Acquittals

The screenshot shows the 'Financial Acquittal' form for 'FA000012466' in the Queensland Government system. The form is divided into several sections:

- Assets:** Total Current Assets \$ 300,000; Non-Current Assets \$ 100,000; Total Assets \$ 400,000.
- Liabilities:** Revenue Received In Advance \$ 300,000; Other Current Liabilities \$ 200,000; Total Current Liabilities \$ 501,000; Non-Current Liabilities \$ 100,000; Total Liabilities \$ 601,000.
- Comments:** A text area with the placeholder 'Type your comments here' and the text 'Financial Acquittal included for Department Review'.
- Attachments:** A section with an 'Upload' button and the text 'Upload your attachment here.'

At the bottom right, there are 'Save' and 'Submit' buttons. The 'Submit' button is highlighted with a green box.

12. Select your Organisation Director. Add any comments you wish to make (optional).

**Note:** These comments are only visible you the approver.

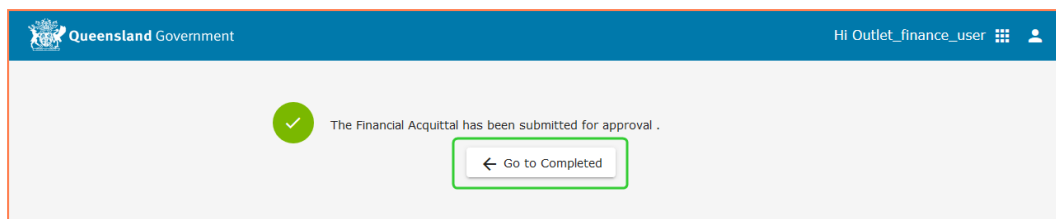
13. Click **Send for Approval**.

The screenshot shows the 'Send for Approval' dialog box overlaid on the form. The dialog box contains:

- Select Approver:** A dropdown menu with 'org\_director' selected.
- Comments:** A text area with the placeholder 'Ready for your approval'.
- Buttons:** 'Cancel' and 'Send For Approval'.

**Note:** Your submission has been completed and sent for approval.

14. Click **Go to Completed**.



15. The status of the line item will appear as **Pending Director Approval**.

Queensland Government

Hi Outlet\_finance\_user

Pending Completed

Special Purpose Financial Acquittal

Filter

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Submitted Date	Status
FA000012467	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Apr-Jun	2019-20		Pending Director Approval
FA000012466	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Jan-Mar	2019-20		Pending Director Approval

Items per page: 25 1 - 2 of 2

**Note:** The Organisation Director can now approve the Special Purpose Financial Acquittal for submission to the Department. Refer to the topic, [Approve a Special Purpose Financial Acquittal](#).

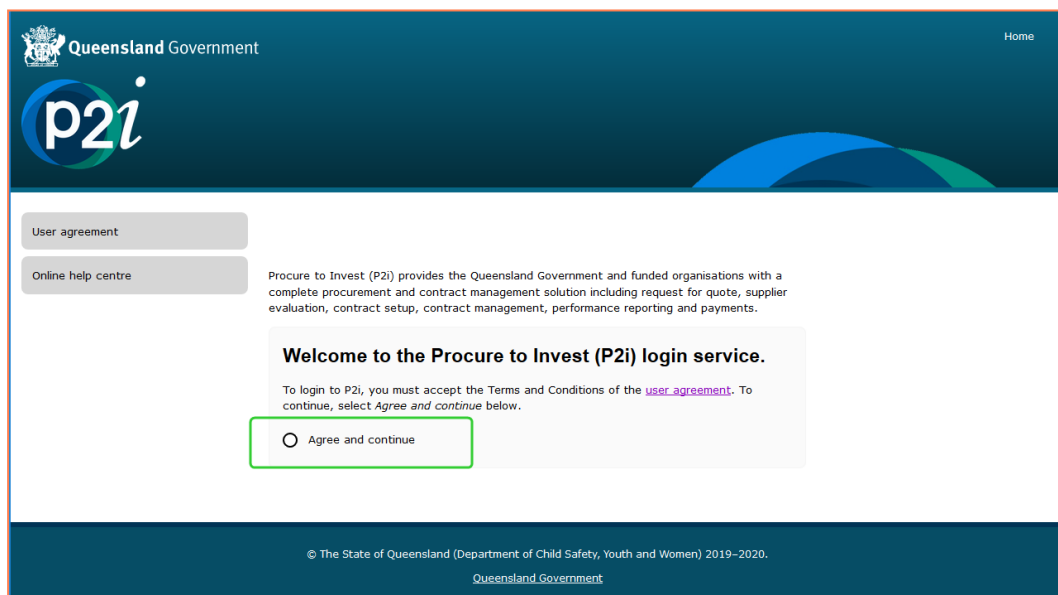
# Resubmitting Department Rejected General or Special Purpose Financial Acquittals

A notification is sent to the Budget and Finance Officer when a general or special purpose financial acquittal has been rejected by the Department.

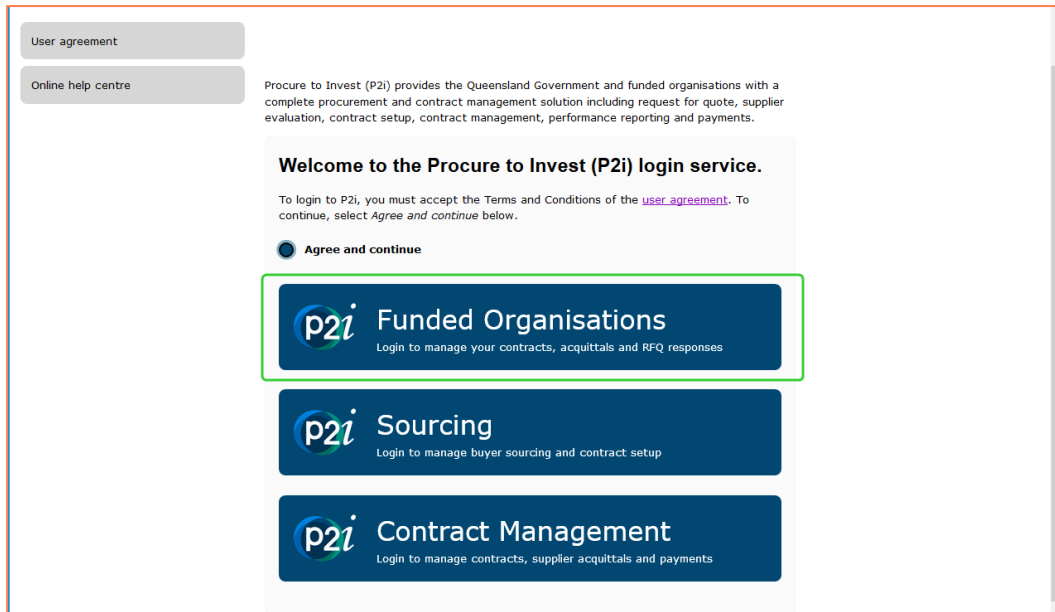
The Budget and Finance Officer is to correct any issues with the report and then send it to the Organisation Director to approve and send through to the Department for reassessment.

To resubmit your general or special purpose financial acquittal:

1. Access the P2i login service.
2. Click **Agree and continue**.

The screenshot shows the P2i login service interface. At the top, there is a dark blue header with the Queensland Government logo and the P2i logo. Below the header, there are two buttons: "User agreement" and "Online help centre". To the right of these buttons, there is a paragraph of text explaining the P2i service. Below this text, there is a section titled "Welcome to the Procure to Invest (P2i) login service." which contains a link to the "user agreement" and a radio button labeled "Agree and continue". The radio button is highlighted with a green border. At the bottom of the page, there is a footer with copyright information and the Queensland Government logo.

3. Click the **Funded Organisations** link.



User agreement

Online help centre

Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution including request for quote, supplier evaluation, contract setup, contract management, performance reporting and payments.

**Welcome to the Procure to Invest (P2i) login service.**

To login to P2i, you must accept the Terms and Conditions of the [user agreement](#). To continue, select *Agree and continue* below.

☒ Agree and continue

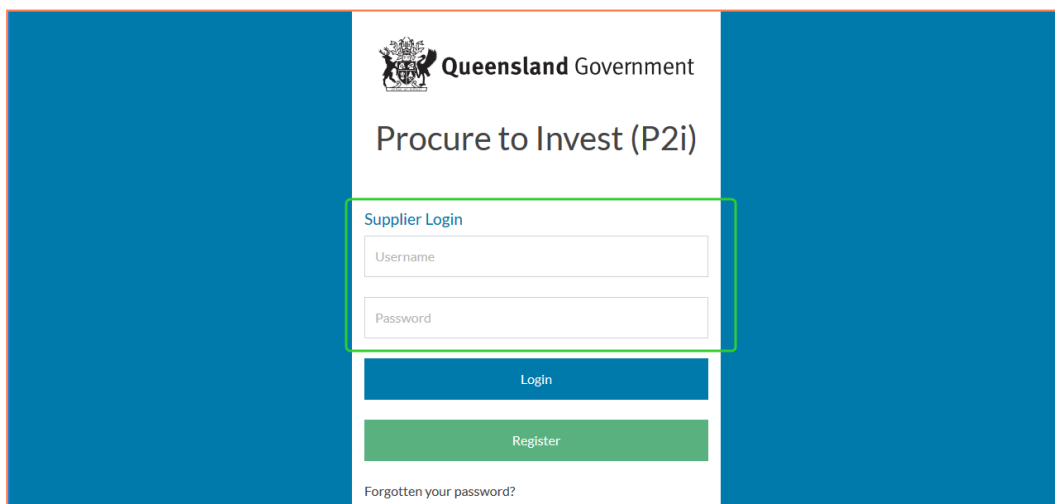
**p2i Funded Organisations**  
Login to manage your contracts, acquittals and RFQ responses

**p2i Sourcing**  
Login to manage buyer sourcing and contract setup

**p2i Contract Management**  
Login to manage contracts, supplier acquittals and payments

4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**



Queensland Government

Procure to Invest (P2i)

Supplier Login

Username

Password

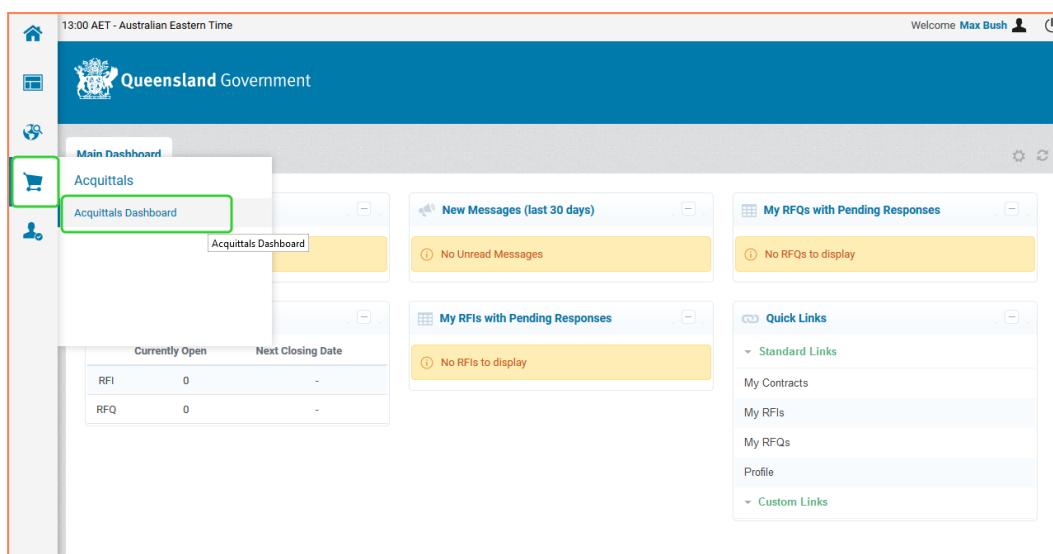
Login

Register

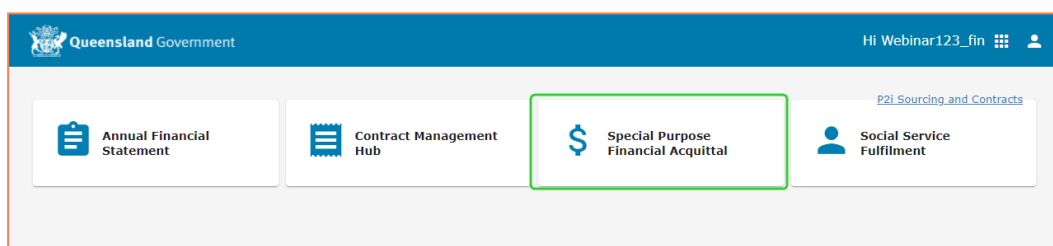
Forgotten your password?

6. Access the **Acquittals Dashboard**.

## Resubmitting Department Rejected General or Special Purpose Financial



- Click the **Special Purpose Financial Acquittal** tile on the supplier portal home.

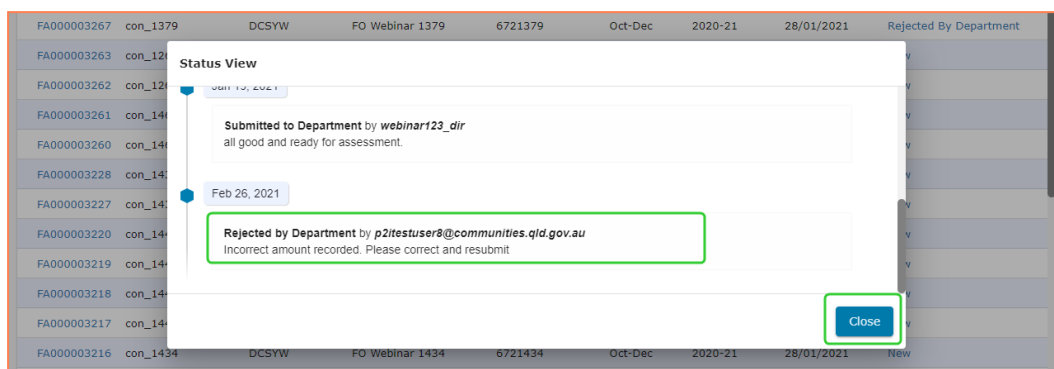


**Note: General or Special Purpose Financial Acquittals** that have been rejected by the Department appear in the Pending list with the **Status as Rejected By Department**.

- Click Status link to view the comments added by the Department's Finance Officer.

Special Purpose Financial Acquittal								
Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Due Date	Status
FA000003267	con_1379	DCSYW	FO Webinar 1379	6721379	Oct-Dec	2020-21	28/01/2021	Rejected By Department
FA000003263	con_1262	DCSYW	FO Webinar 1262	6721262	Oct-Dec	2020-21	28/01/2021	New
FA000003262	con_1262	DCSYW	FO Webinar 1262	6721262	Jul-Sep	2020-21	28/10/2020	New

- 
9. Scroll down to the bottom of the Status View to see the Finance Officer's comments and click Close when done.



**Note:** Follow the instructions provided by the Department's Finance Officer. Click the Finance Acquittal number to open the acquittal report. Update any data or attachments as required and send through to the Director for approval.



# Approve General or Special Purpose Financial Acquittals

As your organisation's director you are required to approve your financial acquittals prior to submission to the Department as part of your acquittal reporting. You may also reject the submitted financial acquittal and have the appropriate person in your organisation resubmit it once any errors are corrected. When you have a financial acquittal for approval waiting, you will receive an email notification.

Watch the [video](#) or follow the steps below.

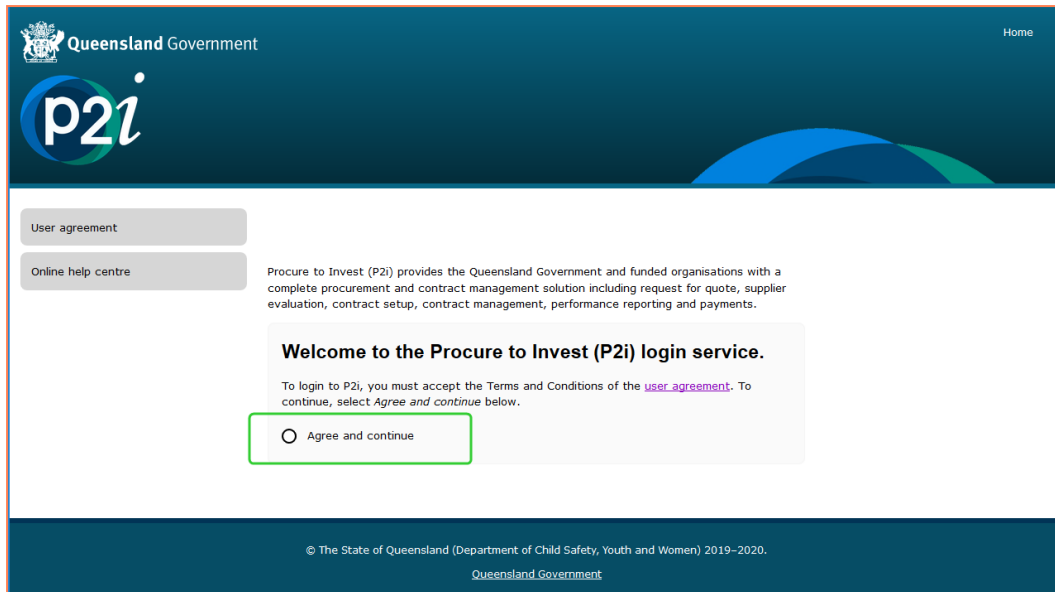
Important  
Note



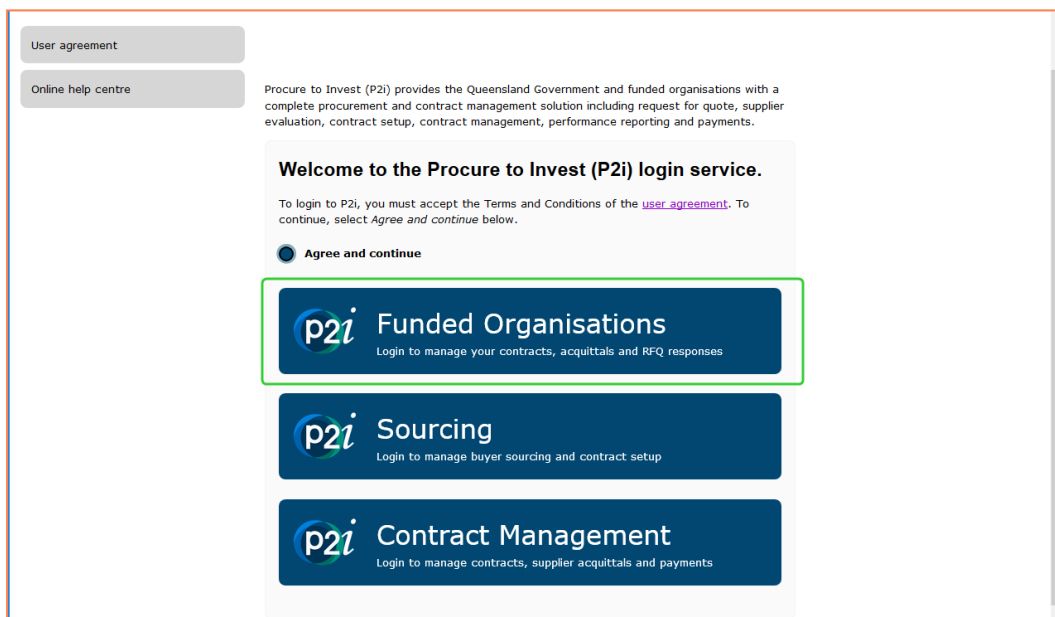
A report can be resubmitted to the department if it has not already been approved by the department. The report must be 'rejected' by the department first so that a new report can be re-submitted. This report will maintain its data and will flow back to the Data Entry allocation officer. The report must be resubmitted via the work flow again starting with Data Entry, Outlet Manager endorsement, Budget and Finance reported and finally Director approval.

To approve or reject a special purpose financial acquittal:

1. Access the P2i login service.
2. Click **Agree and continue**.



3. Click the **Funded Organisations** link.



4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

**Tip:** If you have forgotten your Username or Password click **Forgotten your password?**

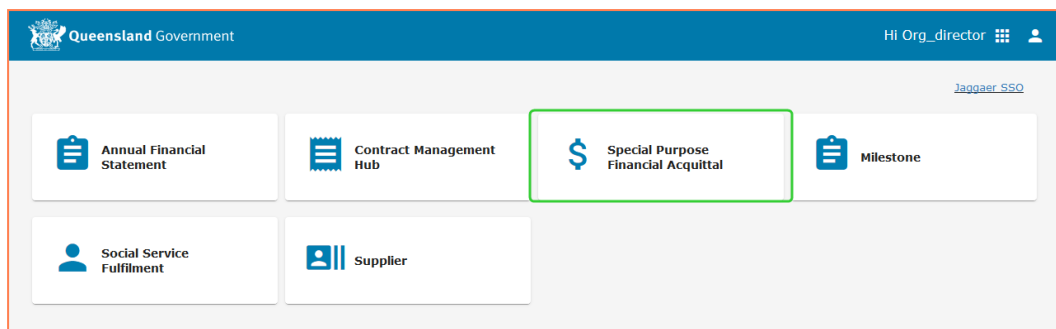
The screenshot shows the 'Procure to Invest (P2i)' Supplier Login page. It features a blue header with the Queensland Government logo and the text 'Procure to Invest (P2i)'. Below the header is a 'Supplier Login' section with a green border. This section contains two input fields: 'Username' and 'Password'. Below these fields are two buttons: a blue 'Login' button and a green 'Register' button. At the bottom of the login section is a link that says 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.

The screenshot shows the 'Acquittals Dashboard' within the Queensland Government system. The dashboard has a blue header with the Queensland Government logo and the text 'Acquittals Dashboard'. Below the header is a 'Main Dashboard' section. On the left side of the dashboard is a sidebar with a shopping cart icon and a user profile icon. The main content area is divided into several sections. The top section is titled 'New Messages (last 30 days)' and contains a yellow box with the text 'No Unread Messages'. Below this is a section titled 'My RFIs with Pending Responses' which also contains a yellow box with the text 'No RFIs to display'. To the right of these sections is a 'Quick Links' section with a list of links: 'My Contracts', 'My RFIs', 'My RFQs', 'Profile', and 'Custom Links'. At the bottom of the dashboard is a table with the following data:

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

7. Click the **Special Purpose Financial Acquittal** tile on the supplier portal home.



**Note: Special Purpose Financial Acquittals** for each **Service Outlet** appear in the Pending list with the Due Date and the Status of **Pending Director Approval**.

- Click the Form Id number (i.e. FA0000XXX) that you want to approve (or reject).

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Pending | Completed

Special Purpose Financial Acquittal | [Bulk Review](#) | [Filter](#)

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Due Date	Status
FA000012467	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Apr-Jun	2019-20	28/07/2020	Pending Director Approval
FA000012466	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Jan-Mar	2019-20	28/04/2020	Pending Director Approval

Items per page: 25 | 1 - 2 of 2

**Tip:** To perform a bulk approval or rejection, click **Bulk Review**. Review the Total Income(\$), Total Expenditure (\$), Surplus/Loss (\$) and Repayable Funding (\$) for each Acquittal.

## Approve General or Special Purpose Financial Acquittals

Funding Schedule Number	Service Outlet Name	Service Outlet Number	Total Income (\$)	Total Expenditure (\$)	Surplus/Loss (\$)	Repayable Funding (\$)
con_1462	Gold Coast Centre Against ...	9921462	600,000	600,000	-	1,000
con_1462	Gold Coast Centre Against ...	9921462	600,000	600,000	-	1,000

Tick the box next to the Funding Schedule Number to select all Acquittals and untick the ones that you want to Approve or Reject.

Funding Schedule Number	Service Outlet Name	Service Outlet Number	Total Income (\$)	Total Expenditure (\$)	Surplus/Loss (\$)	Repayable Funding (\$)
<input checked="" type="checkbox"/> con_1462	Gold Coast Centre Against ...	9921462	600,000	600,000	-	1,000
<input type="checkbox"/> con_1462	Gold Coast Centre Against ...	9921462	600,000	600,000	-	1,000

- Review any comments and attachments that have been added.
- Click **View Previous Forms** to make previous Special Purpose Financial Acquittal data available.

**Tip:** The **View Previous Period Data** icon becomes bold. Available data displays when you hover over the icon.

Measure Code	Description	Achieved Value	Target Value	UOM
IS205F	Number of female Service Users	100	0	Service Users

No Data Available

- Click **Approve**.

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FA000012466 View Previous Forms Reject Approve

**Special Purpose Financial Acquittal**

<b>Service Outlet Name</b> Gold Coast Centre Against Sexual Violence	<b>Funded Organisation Name</b> Queensland Youth and Young Women Ser...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/01/2020	<b>Period End Date</b> 31/03/2020	<b>Region</b> DCSYW South East	<b>Status</b> Pending Director Approval

**Notes**

**Preparer Details**

<b>Preparer Name</b> Max Bush	<b>Position</b> Budget_Officer	<b>Telephone Number</b> 07 2342 6567	<b>Email</b> sean.pryor@csyw.qld.gov.au	<b>Annual Approved Funding Amount</b> \$ 600000
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**Statement Of Income And Expenditure**

Income	Expenditure
Funding - (State) Operating \$ 300000	Salaries And Wages \$ 400000
Funding - (State) Capital \$ 100000	Other Operating Expenditure \$ 200000
Fee And Charges - (State) Restricted \$ 50000	<b>Total Expenditure \$ 600,000</b>

12. Read the declaration text and add any approval comments as required.

13. Click **Approve**.

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FA000012466 View Previous Forms Reject Approve

**Special Purpose Financial Acquittal**

<b>Service Outlet Name</b> Gold Coast Centre Against Sexual Violence	<b>Funded Organisation Name</b> Queensland Youth and Young Women Ser...	<b>Service Outlet Number</b> 9921462	<b>Funding Schedule Number</b> con_1462
<b>Period Start Date</b> 01/01/2020	<b>Period End Date</b> 31/03/2020	<b>Region</b> DCSYW South East	<b>Status</b> Pending Director Approval

**Notes**

**Preparer Details**

<b>Preparer Name</b> Max Bush	<b>Position</b> Budget_Officer	<b>Annual Approved Funding Amount</b> \$ 600000
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**Statement Of Income And Expenditure**

Income	Expenditure
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Funding - (State) Capital \$ 100000	Other Operating Expenditure \$ 200000
Fee And Charges - (State) Restricted \$ 50000	<b>Total Expenditure \$ 600,000</b>

**Approval**

Declaration on behalf of the organisation

*I declare that the attached special purpose financial statement (the statement):*

- a) complies with accounting standards as appropriate
- b) gives a true and fair view of the financial position and performance of the reporting entity in terms of the specified funding, and
- c) there are reasonable grounds to believe that the reporting entity will continue to be able to pay its debts as and when they become due and payable.

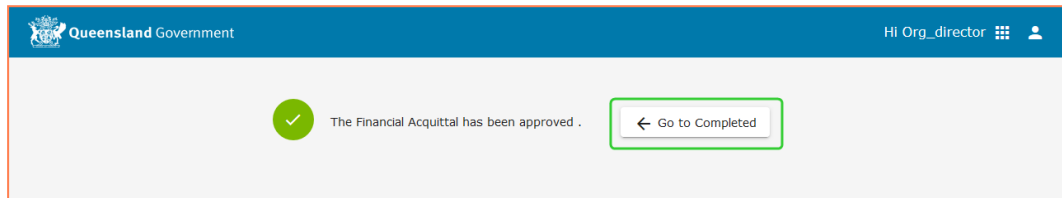
[Comments](#)

Approved and ready for assessment by the Department

Cancel Approve

**Note:** The Special Purpose Financial Acquittal has been completed and sent to the Department for review.

14. Click **Go to Completed**.



**Note:** The status of the line item will appear as **Submitted to Department**.

The screenshot displays the 'Special Purpose Financial Acquittal' table. The table has two tabs: 'Pending' and 'Completed', with 'Completed' being the active tab. A 'Filter' button is located in the top right corner. The table contains one row of data, which is highlighted with a green border. The row details are as follows:

Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Submitted Date	Status
FA000012466	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Jan-Mar	2019-20	11/05/2020	Submitted To Department

At the bottom right of the table, there is a pagination control showing 'Items per page: 25' and '1 - 1 of 1'.

**Note:** A notification has been sent to the Department's Finance Officer responsible for this Service Outlet to inform them that the report has been submitted. When the report has been approved (or if it has been rejected) a notification is sent to the Service Outlet Finance Officer informing them of the Department's assessment

