



P2i Supplier Contract Management Portal

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.

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.

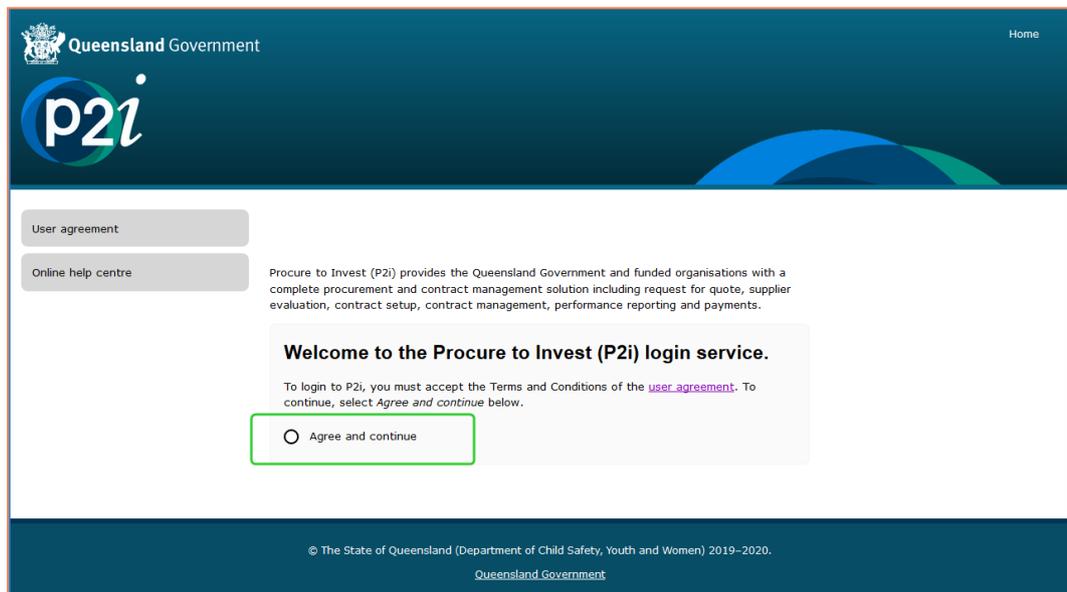
Supplier (SUP) - This area allows the user to map users to Service Outlets and assign roles.

Searching for contracts

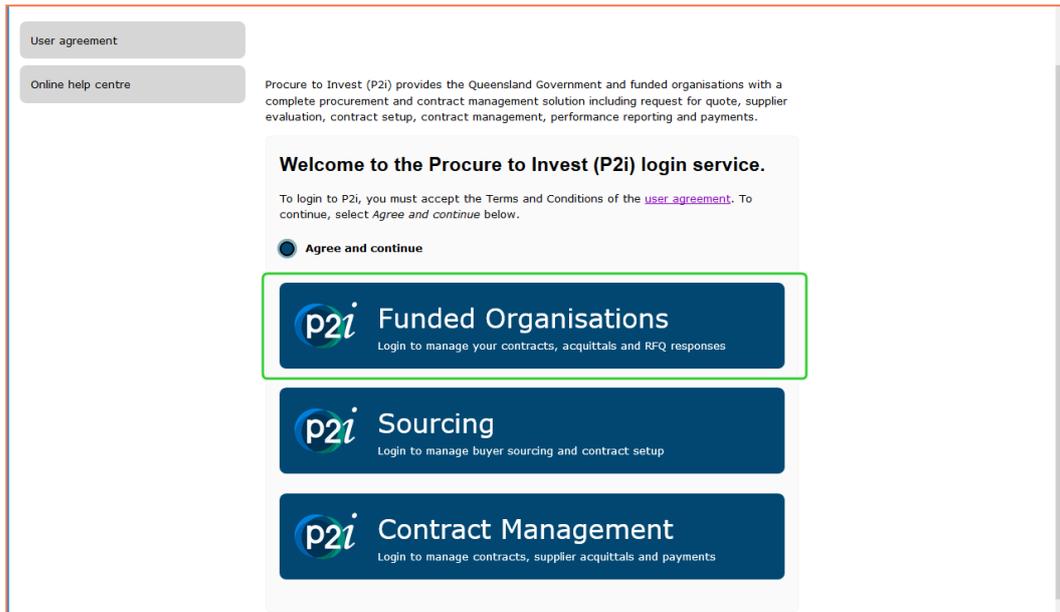
All contracts are located in the Contract Management Hub on the Supplier Contract Management Portal. To provide a user access to the Contract Management Hub, you will need to assign the Contract Management Hub application when performing the contract setup.

To search for contracts:

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



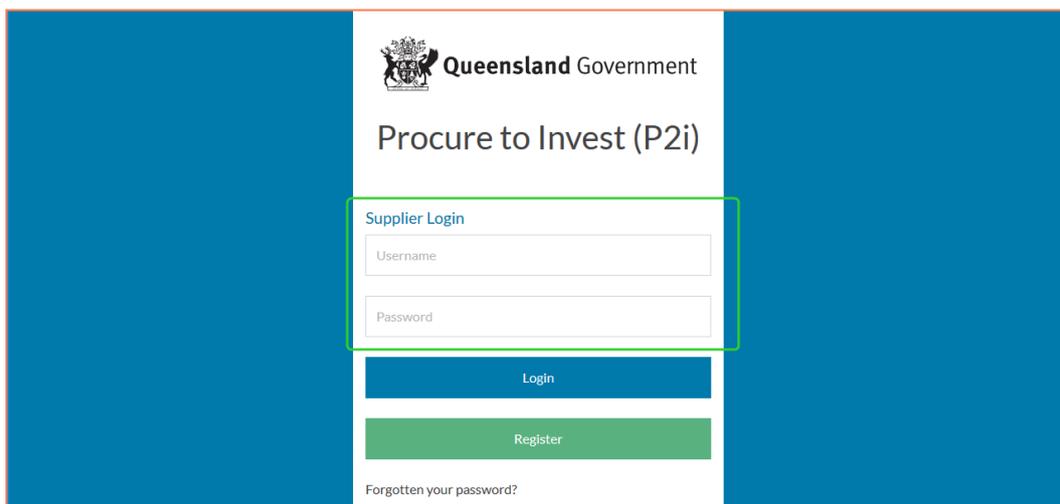
3. Click the **Funded Organisations** link.



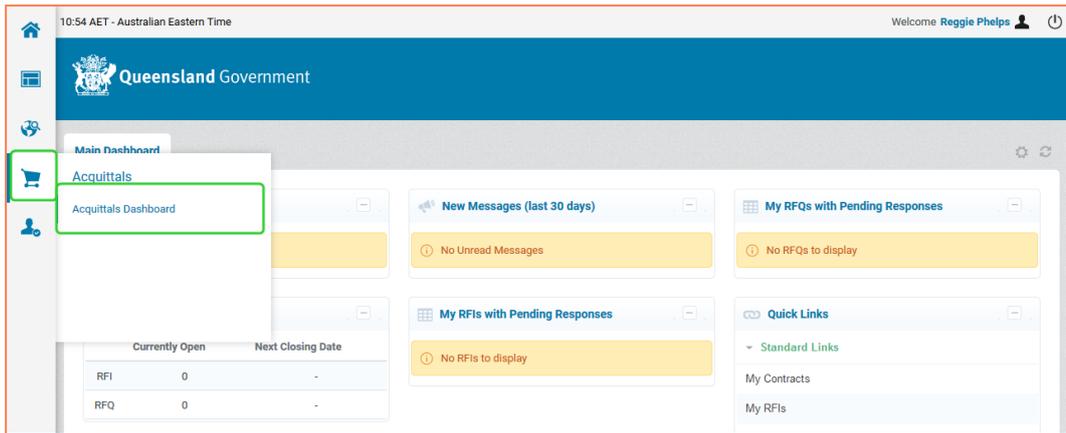
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

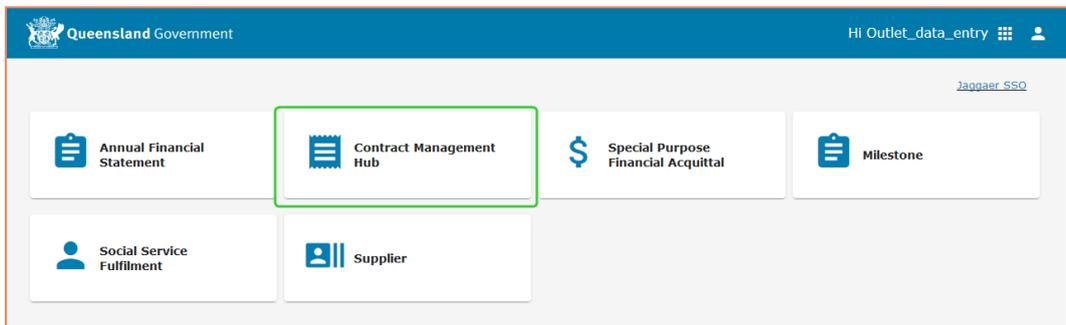
Tip: If you have forgotten your Username or Password click **Forgotten you password?**



6. Access the **Acquittals Dashboard**.

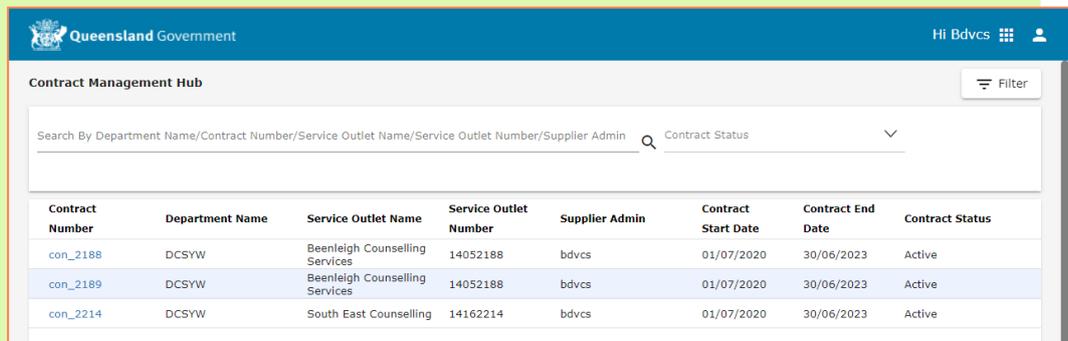


7. Click the **Contract Management Hub** tile.



8. Click the **Contract Number**.

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



Queensland Government Hi Bdvc

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 Bdvc

← 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

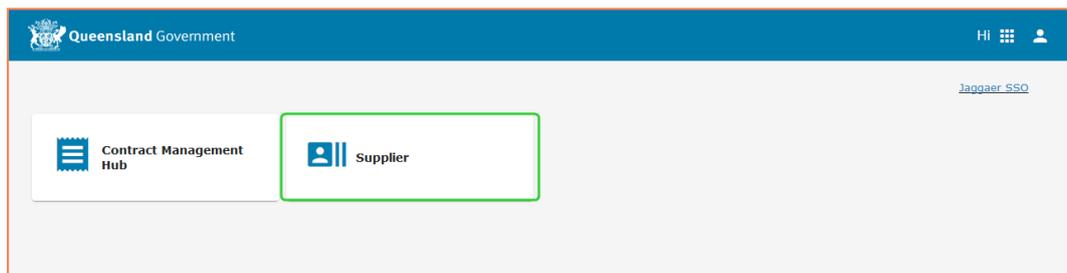
Assigning contract role allocations & assigning roles to the contract in the Contract Management hub

Assigning contract role allocations

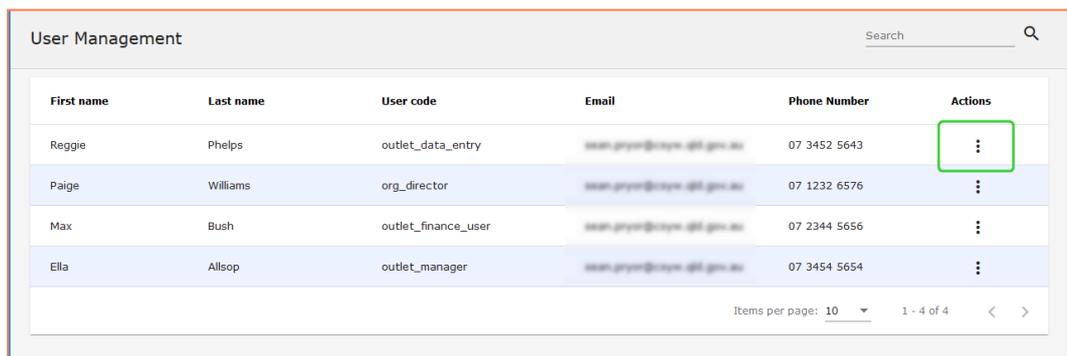
A notification is sent to your organisation to inform you that your contract has been activated in P2i. The first step for the Supplier Administrator (Super User) is to assign roles to the users.

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	max.pavel@scm.gov.bc.ca	07 3452 5643	⋮
Paige	Williams	org_director	max.pavel@scm.gov.bc.ca	07 123	👤 Assign Permissions
Max	Bush	outlet_finance_user	max.pavel@scm.gov.bc.ca	07 234	⋮
Ella	Allsop	outlet_manager	max.pavel@scm.gov.bc.ca	07 3454 5654	⋮

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

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
 Service_Outlet_Data_Entry

Apps *
 Select All
 Select all filtered results
 Social Service Fulfillment (SSF)
 Annual Financial Statement (AFS)

Default App *
 Home Page *
 Service_Outlet_Data_Entry

Cancel Submit

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

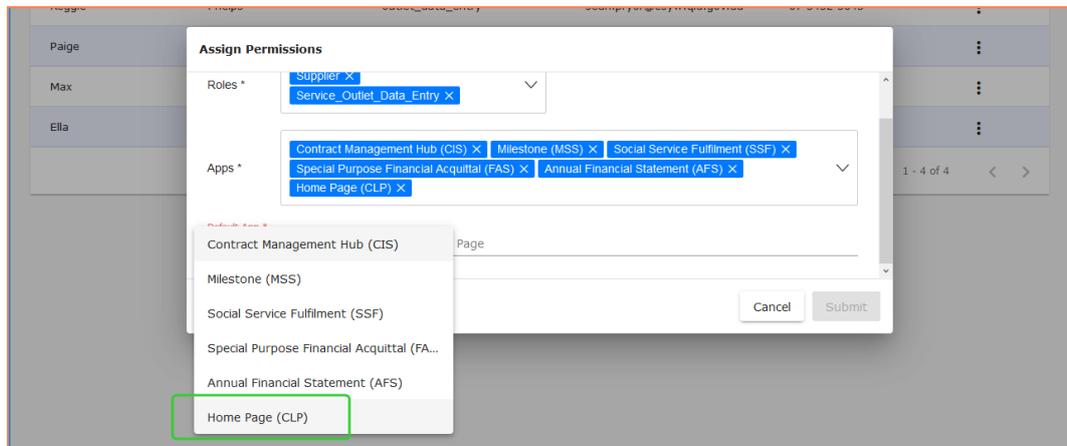
Assign Permissions

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

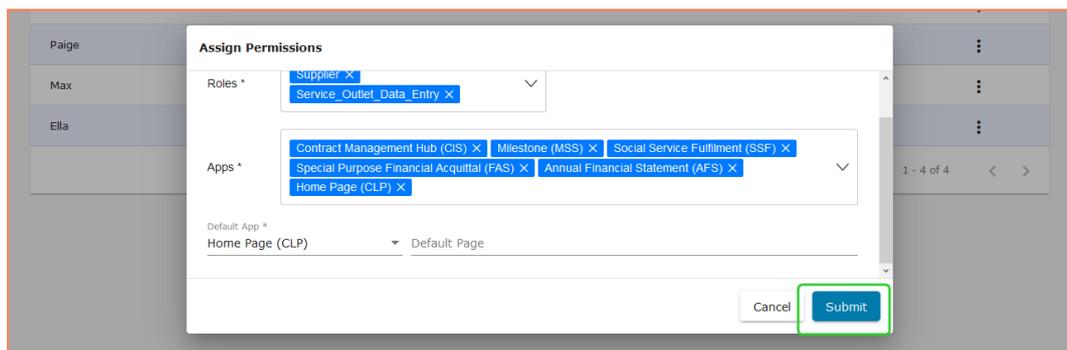
Default App *
 Default app req
 Select All
 Milestone (MSS)
 Social Service Fulfillment (SSF)

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: 'Contract Management Hub' (highlighted with a green box), 'Home Page', and 'Supplier'. Below the navigation bar is a table with the following data:

First name	Last name	User code	Email	Phone number	Actions
Reggie	Phelps	outlet_data_entry	reggie.phelps@communities.qld.gov.au	07 3452 5643	⋮
Paige	Williams	org_director	paige.williams@communities.qld.gov.au	07 1232 6576	⋮
Max	Bush	outlet_finance_user	max.bush@communities.qld.gov.au	07 2344 5656	⋮
Ella	Allsop	outlet_manager	ella.allsop@communities.qld.gov.au	07 3454 5654	⋮

At the bottom right of the table, there is a pagination control: 'Items per page: 10' and '1 - 4 of 4'.

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

The screenshot shows the 'Contract Management Hub' table. The 'Contract Number' column contains the value 'con_654', which is highlighted with a green box. The table has the following data:

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

At the bottom right of the table, there is a pagination control: 'Items per page: 10' and '1 - 1 of 1'.

3. Click **Assignment Details**.

The screenshot shows the 'Assignment Details' page for contract 'con_654'. The page is divided into several sections:

- Contract Details:**
 - Contract Number: con_654
 - Linked Contract Number: (blank)
 - Contract Start Date: 01/07/2020
 - Contract End Date: 30/06/2023
 - Total Contract Value \$: 240,000
 - Region: DCDSS Southern Operations
- Supplier Details:**
 - Supplier Organisation Name: Queensland Youth and Young Women Ser...
 - Supplier Primary User: Mania Smith
- Department Details:**
 - Department Name: DCSYW
 - Contract Officer: p2itestuser9@communities.qld.gov.au
- Assignment Details:** (highlighted with a green box)
- Associated Outlet Details:**

At the top right of the page, there is a button labeled 'View Payment and Report Status'.

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

The screenshot shows a web interface for contract management. At the top left, there is a back arrow and the text 'con_654'. At the top right, there is a button labeled 'View Payment and Report Status'. The main content area is divided into several sections:

- Total Contract Value \$**: 240,000
- Region**: DCSS Southern Operations
- Supplier Details**:
 - Supplier Organisation Name**: Queensland Youth and Young Women Ser...
 - Supplier Primary User**: Maria Smith
- Department Details**:
 - Department Name**: DCSYW
 - Contract Officer**: pzitestuser9@communities.qld.gov.au
- Assignment Details**:
 - Service Outlet Manager**: outlet_manager
 - Service Outlet Data Entry User**: outlet_data_entry
 - Supplier Budget and Finance Officer**: outlet_finance_user
 - Status**: Open
- Associated Outlet Details**: (collapsed)

At the bottom right of the 'Assignment Details' section, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a green box. The 'Service Outlet Manager', 'Service Outlet Data Entry User', and 'Supplier Budget and Finance Officer' dropdown menus are also highlighted with a green box.

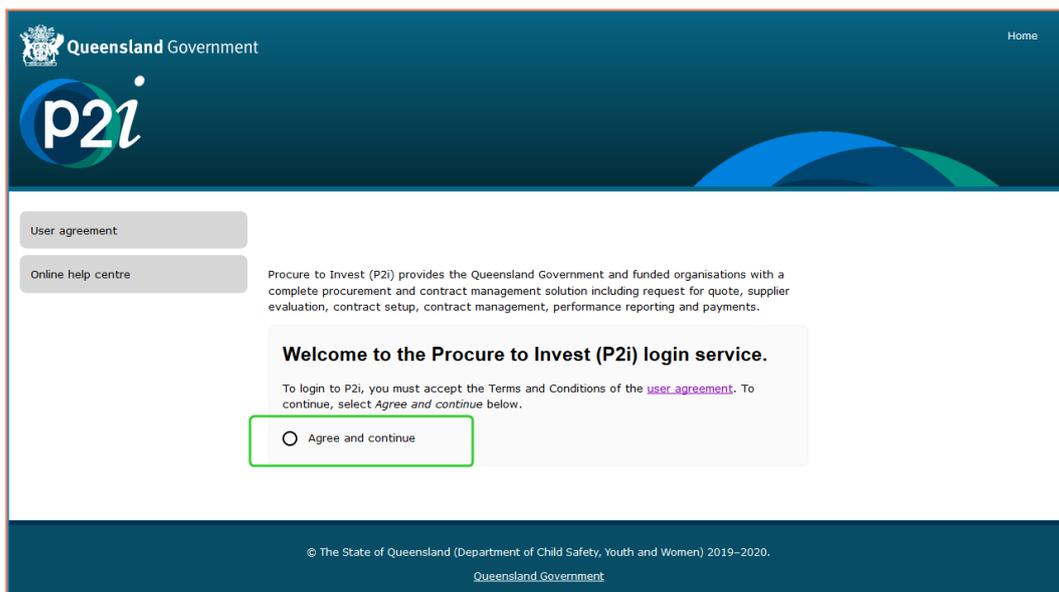
Note: Inform the Outlet Manager that roles have been set up for the contract. The Outlet Manager needs to update the Associated Outlet Details. Refer to the topic, **Updating the associated outlet details in the contract management hub**.

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**.



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 Procure to Invest (P2i) provides the Queensland Government and funded organisations with a complete procurement and contract management solution. Below this is a 'Welcome to the Procure to Invest (P2i) login service.' section, followed by a note about accepting the Terms and Conditions of the user agreement. A radio button is selected for 'Agree and continue'. 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).

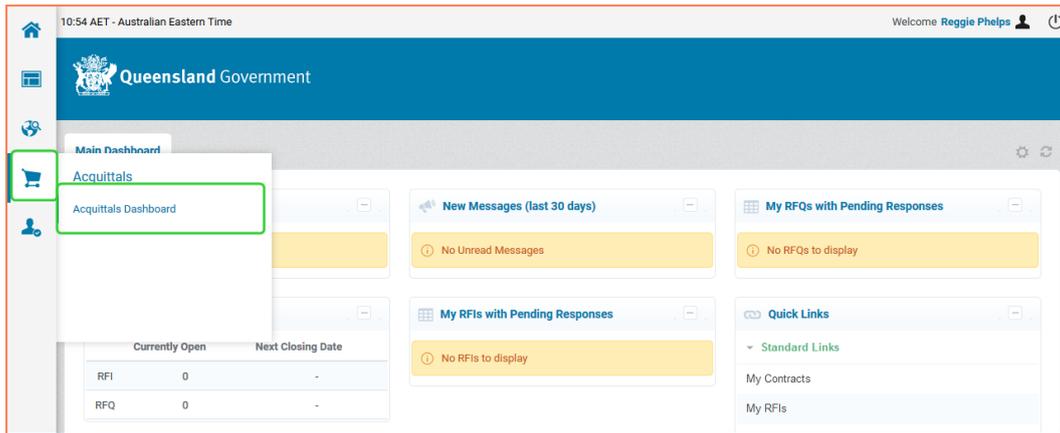
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

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

The screenshot shows the Queensland Government Procure to Invest (P2i) Supplier Login page. The page features the Queensland Government logo and the title 'Procure to Invest (P2i)'. The 'Supplier Login' section is highlighted with a green box 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 page, there is a link for 'Forgotten your password?'.

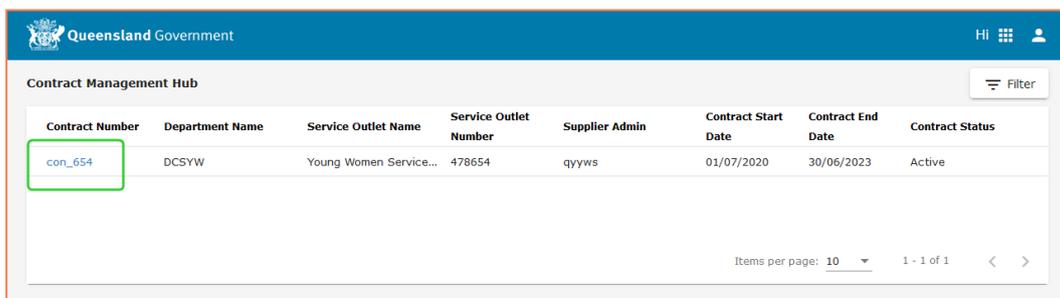
6. Access the **Acquittals Dashboard**.



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

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

Supplier Details

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

Department Details

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

Assignment Details

Associated Outlet Details

10. Click **Edit**.

Associated Outlet Details Edit

Service Outlet Number 478654	Service Outlet Name Young Women Services Logan	Region 41	NGOIS
Trading As Name	Service Outlet Address		

Contact 1

Name	Email	Position	Phone Number
-------------	--------------	-----------------	---------------------

Contact 2

Name	Email	Position	Phone Number
-------------	--------------	-----------------	---------------------

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.

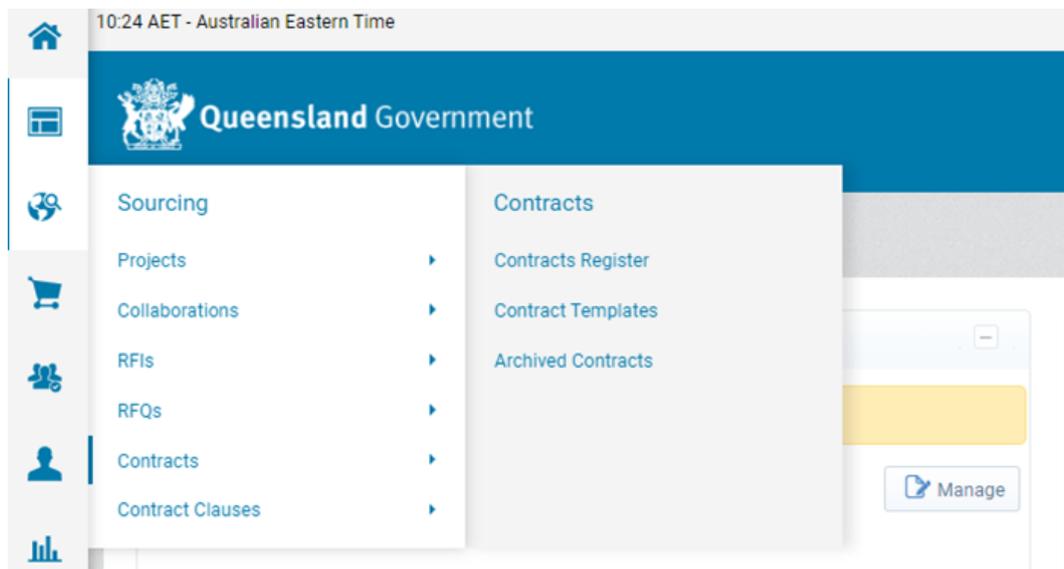
Viewing contract attachments

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

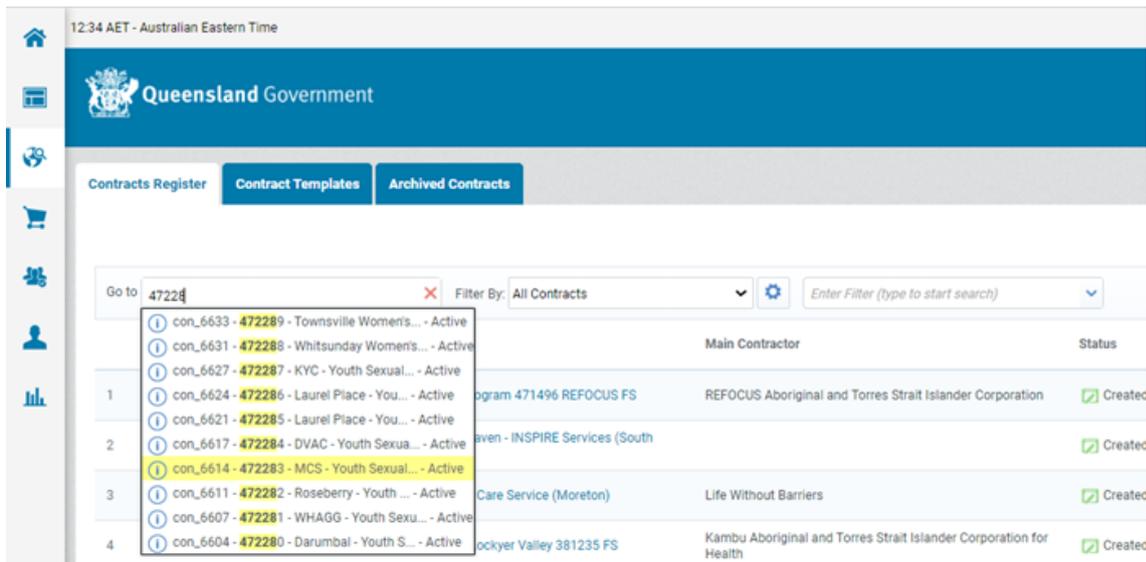
To view contract attachments, you need to first locate the contract in the contract register, which is accessible from the Main Dashboard.

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

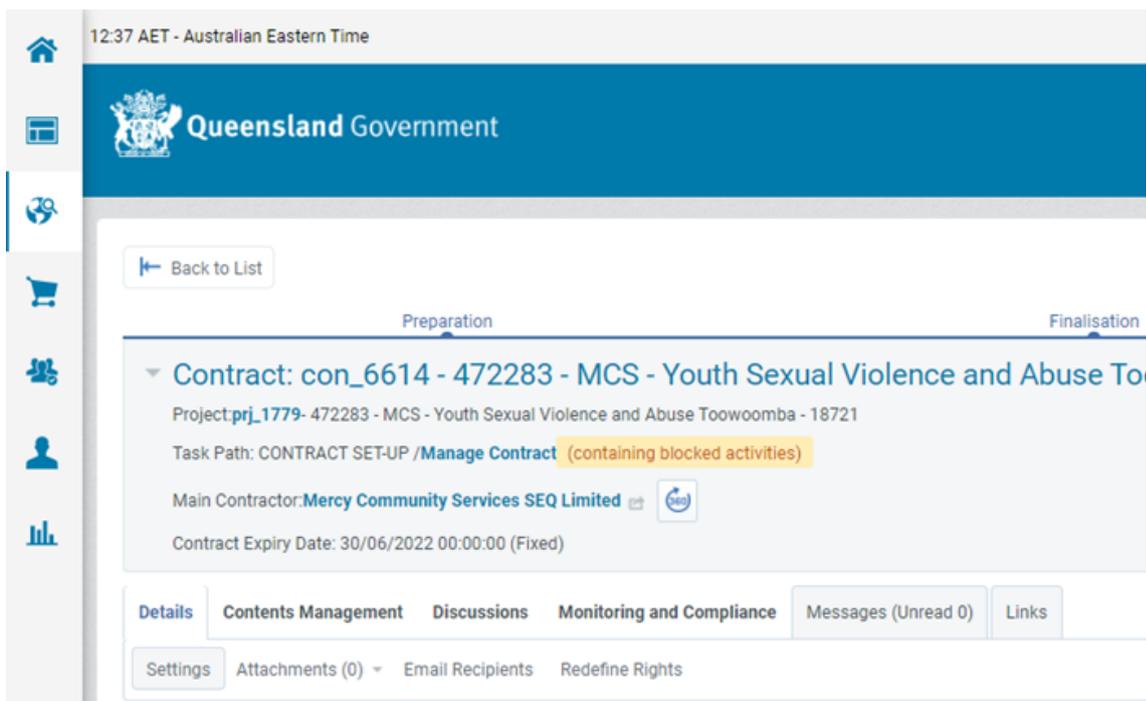


2. Search for the contract that you are looking for and click on it in the list (you will only see contracts assigned to your organisation in this list)

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.

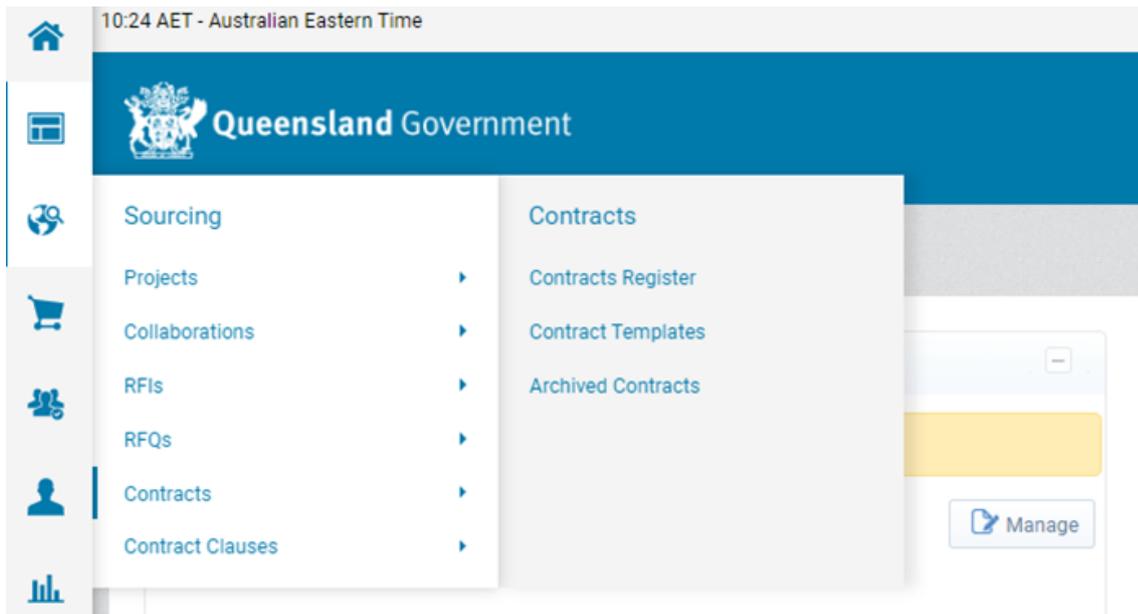
The screenshot displays the Queensland Government portal interface. At the top, it shows the time as 12:43 AET - Australian Eastern Time and the Queensland Government logo. The main content area is titled "Project: prj_1779 - 472283 - MCS - Youth Sexual Violence and Abuse" with an official start date of 19/10/2020. Below the title, there are tabs for "Details", "Communication", and "Process". Under "Details", there are sub-tabs for "Settings", "Project Attachments (2)", "Project Objects (1)", "History", and "Project Team (1)". The "Project Attachments (2)" tab is selected, showing a list of attachments. The list is titled "Visible to Suppliers (2)" and includes a search filter. The attachments listed are:

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)

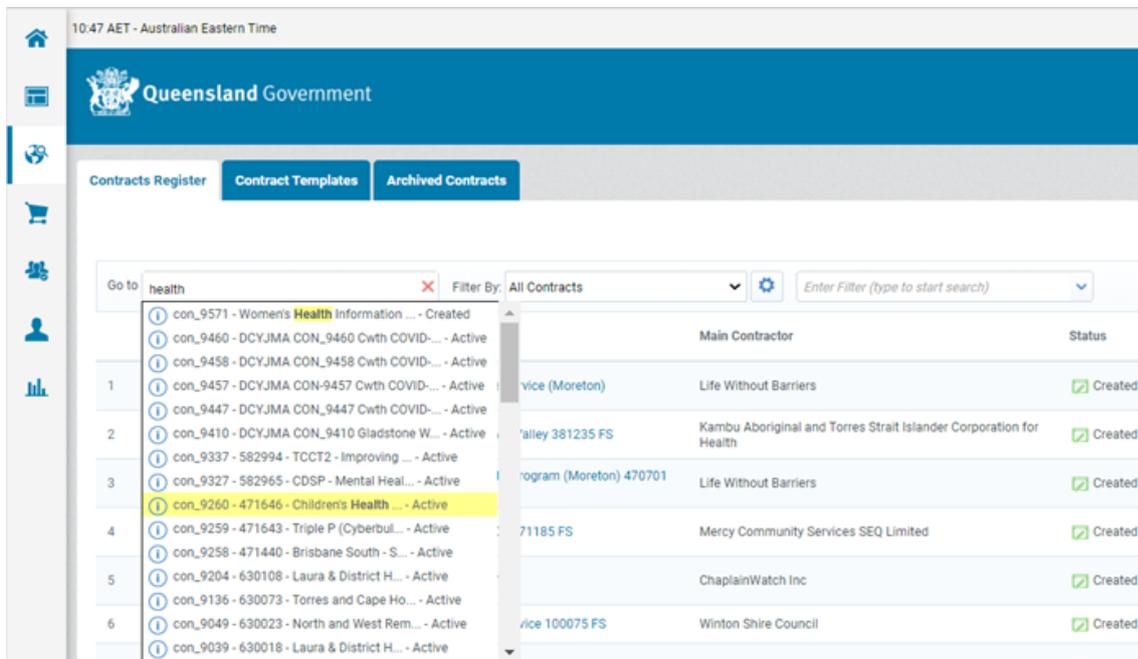
To view contract attachments, you need to first locate the contract in the contract register, which is accessible from the Main Dashboard.

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 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.

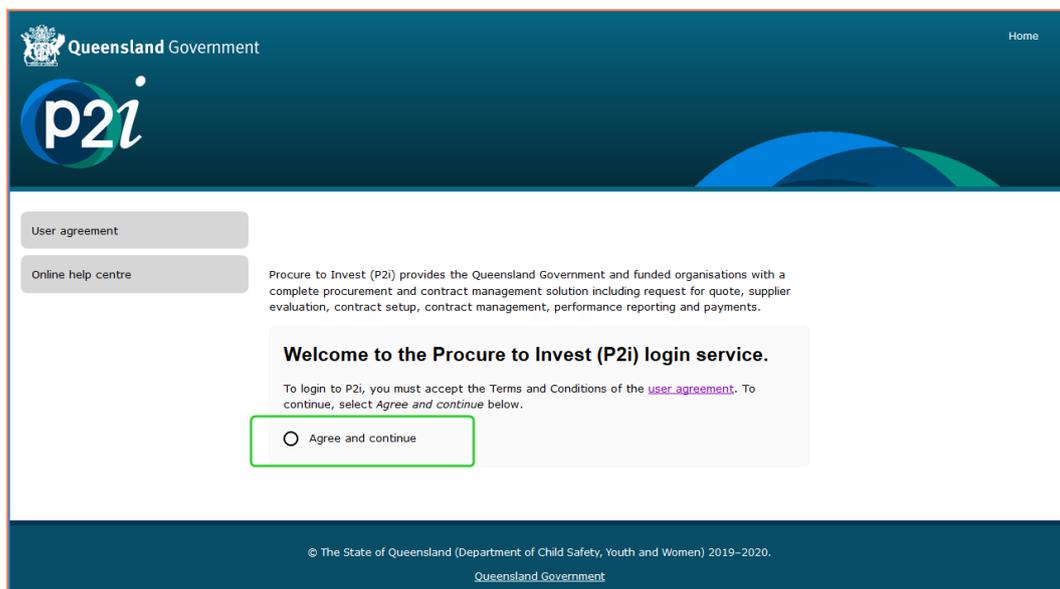
The screenshot displays the Queensland Government contract management system. At the top, it shows the time as 10:54 AET - Australian Eastern Time and the Queensland Government logo. A sidebar on the left contains navigation icons for home, dashboard, search, shopping cart, and user profile. The main content area features a 'Back to List' button and a progress bar with 'Preparation' and 'Finalisation' stages. The selected contract is 'Contract: con_9260 - 471646 - Children's Health Queensland Hospital and Health Services'. Below this, it lists the project 'prj_2753- 471646 - Children's Health Queensland Hospital and Health Services - Navigate Yo', the task path 'CONTRACT SET-UP /Manage Contract (containing blocked activities)', the main contractor 'Children's Health Queensland Hospital and Health Service', and the contract expiry date '30/06/2021 00:00:00 (Fixed)'. A navigation bar at the bottom includes tabs for 'Details', 'Contents Management', 'Discussions', 'Monitoring and Compliance', 'Messages (Unread 0)', and 'Links'. Below the tabs are buttons for 'Settings', 'Attachments (0)', 'Email Recipients', and 'Redefine Rights'.

Viewing contract payment and report status

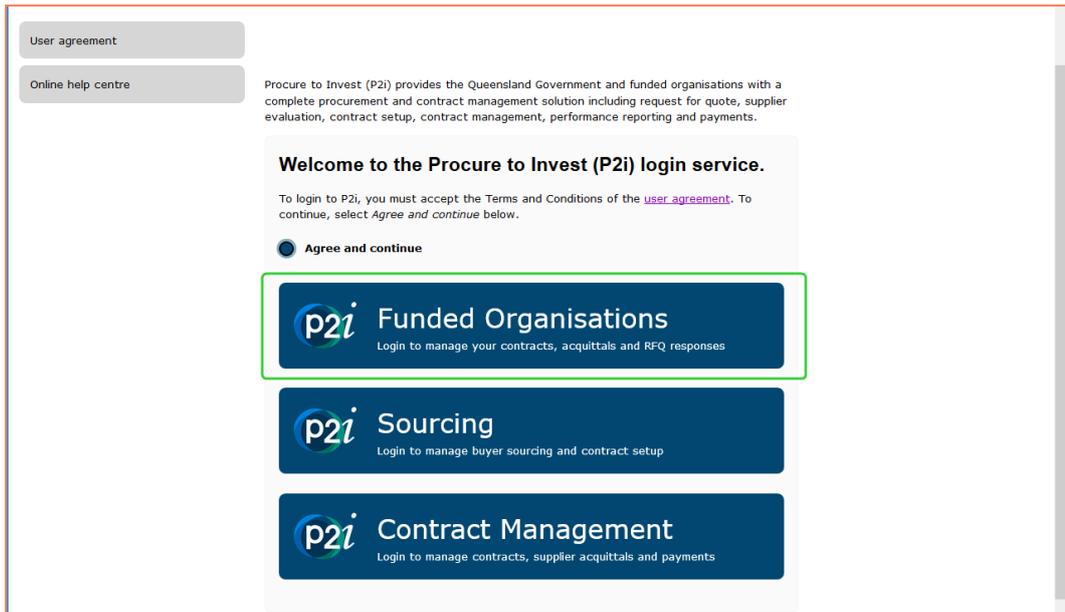
The **Payment and Report Status** provides users that have been assigned to the Service Outlet a view of the payments and reports have been scheduled based on the details of the service agreement.

To access the Payment and Report Status:

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



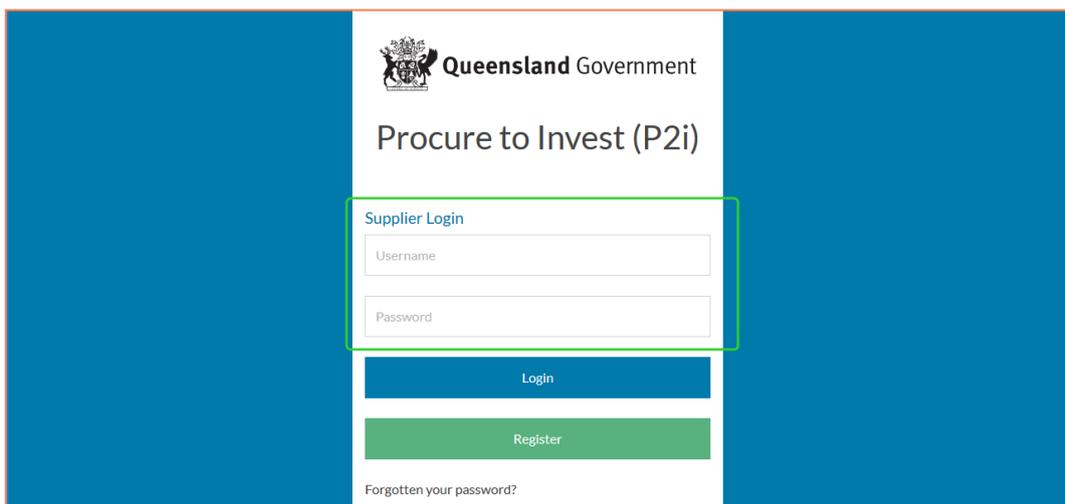
3. Click the **Funded Organisations** link.



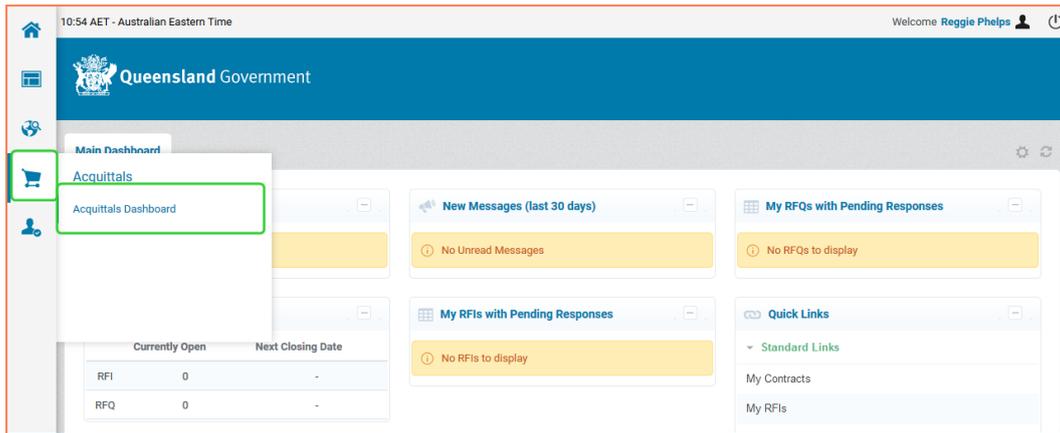
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

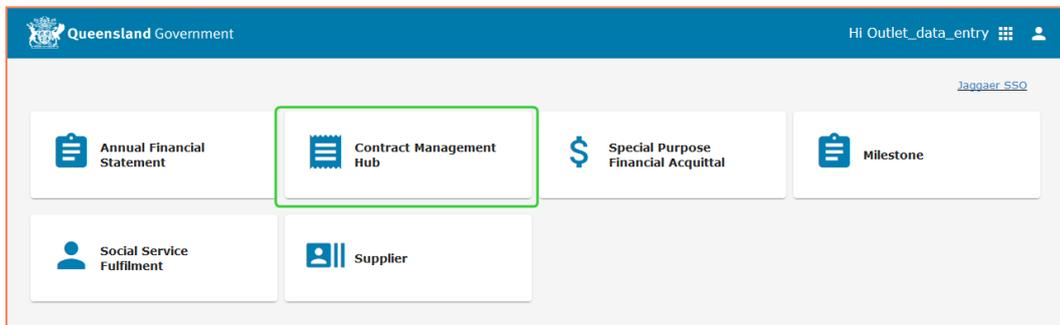
Tip: If you have forgotten your Username or Password click **Forgotten you password?**



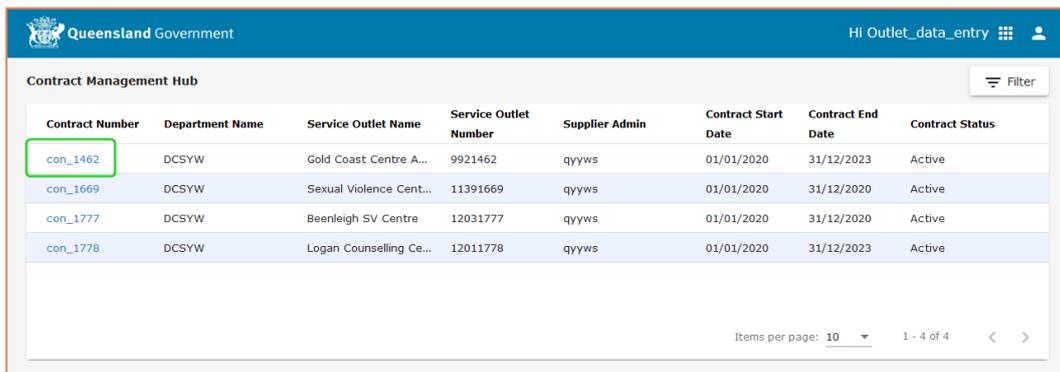
6. Access the **Acquittals Dashboard**.



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



8. Click the **Contract Number**.



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

The screenshot shows the 'View Payment and Report Status' page for contract 'con_1462'. The page is titled 'con_1462' and has a 'View Payment and Report Status' button highlighted with a green box. The page is divided into two main sections: 'Contract Details' and 'Supplier Details'.

Contract Details			
Contract Number	Linked Contract Number	Contract Start Date	Contract End Date
con_1462		01/01/2020	31/12/2023
Total Contract Value \$			
3,050,000			

Supplier Details	
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

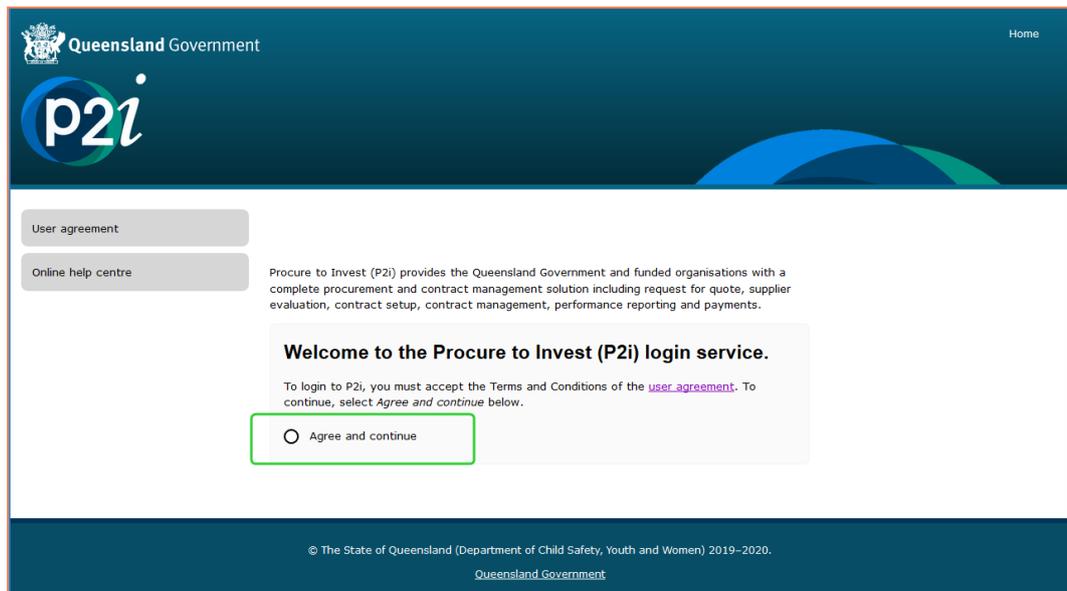
The Supplier Administrator (Super User) has access to the delegation feature in P2i that will enable them to reassign Performance Based Acquittal (PBA), Financial Acquittal, Audited Financial Statement and Milestone Work Orders assigned to a P2i User within their organisation to another person with the 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.

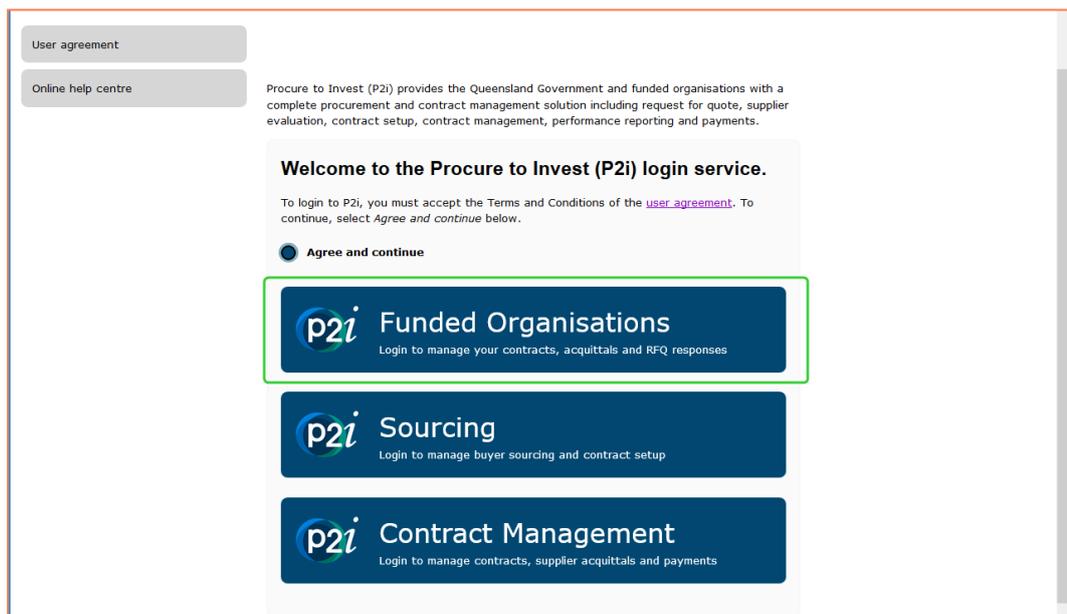
In the event that the User is not returning to the Organisation or will be absent for a long time, the Supplier Administrator (Super User) is required to change the User Assignments on all contracts that the User was assigned to. This is important as all future Work Orders will be sent to the user assigned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



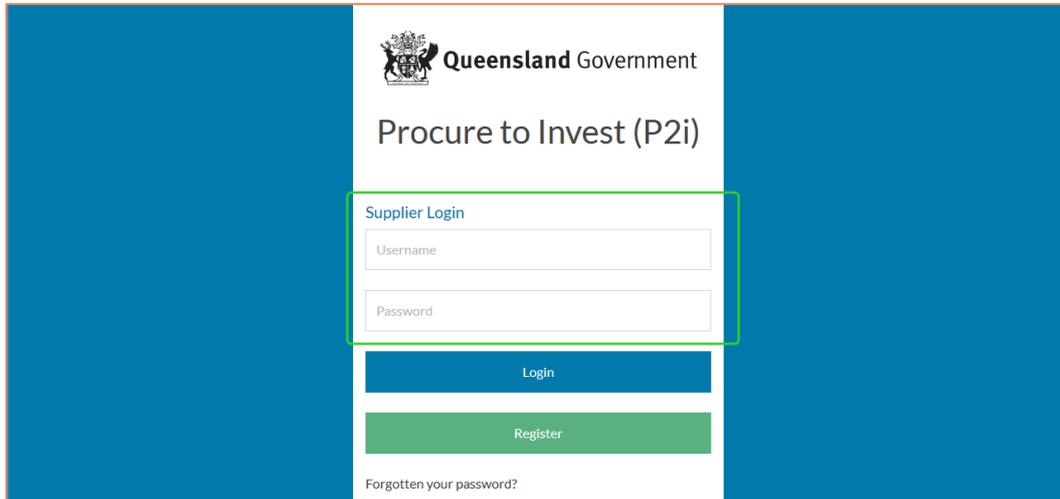
3. Click the **Funded Organisations** link.



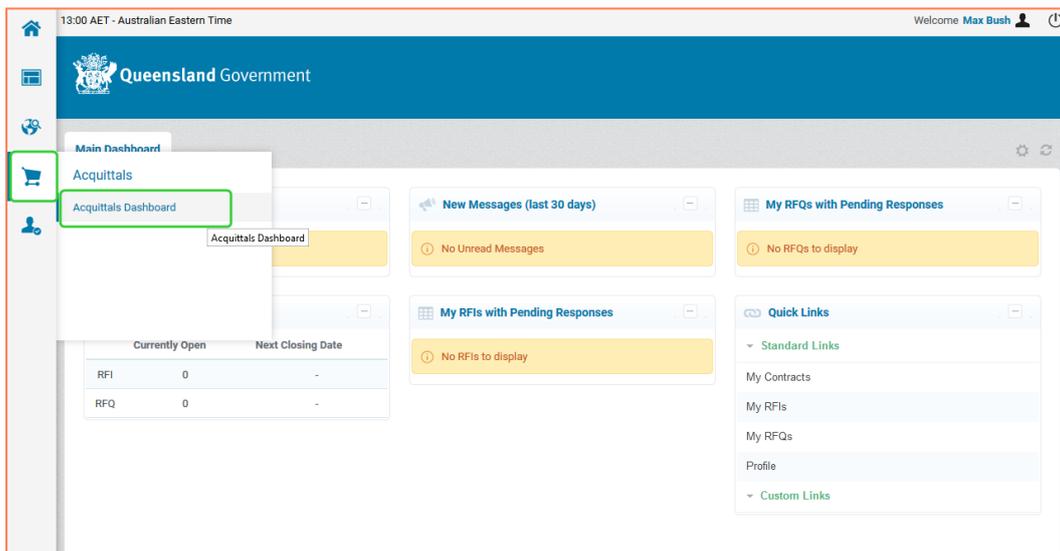
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

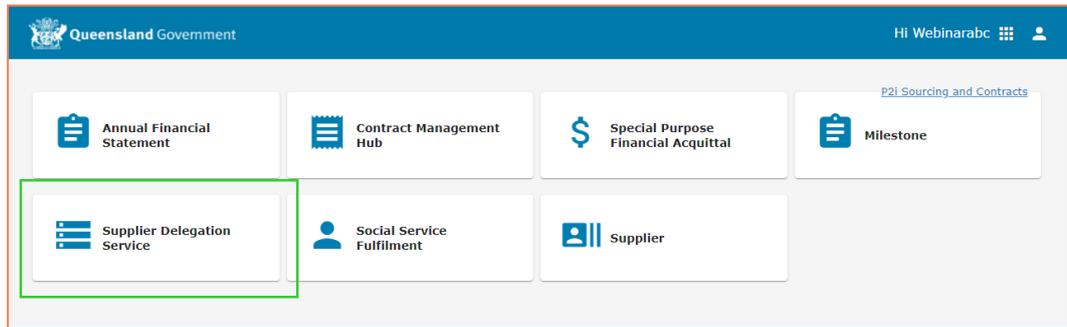
Tip: If you have forgotten your Username or Password click **Forgotten your password?**



6. Access the Acquittals Dashboard.



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

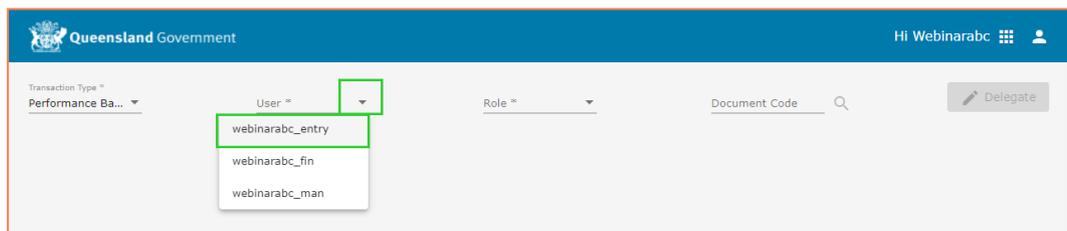


8. Select the **Transaction Type** from the drop down list.



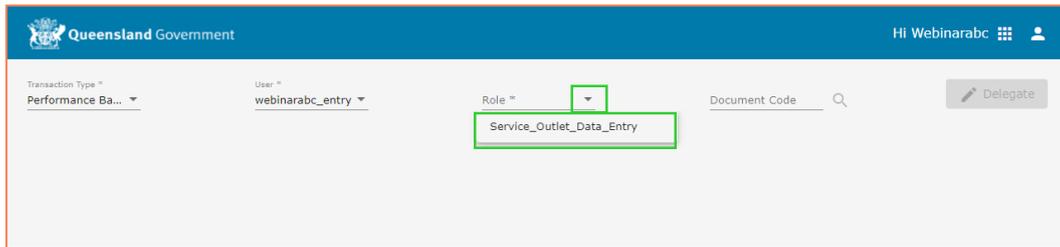
9. Select the **User** from the drop down list.

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



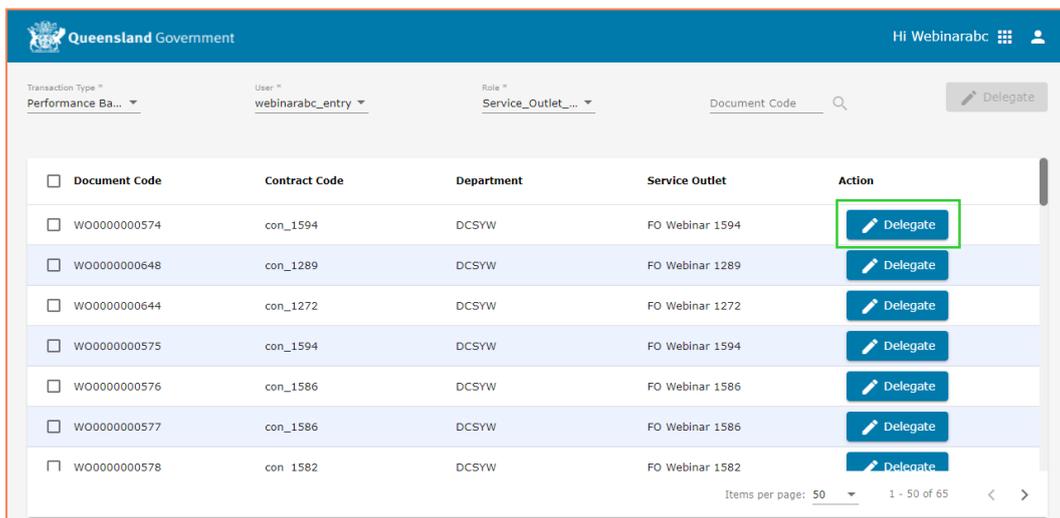
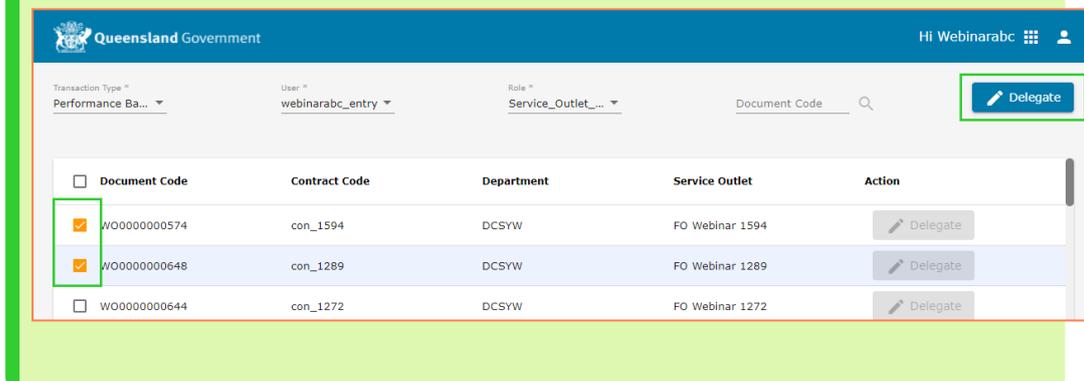
10. Select the **Role** that the **User** was assigned to.

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

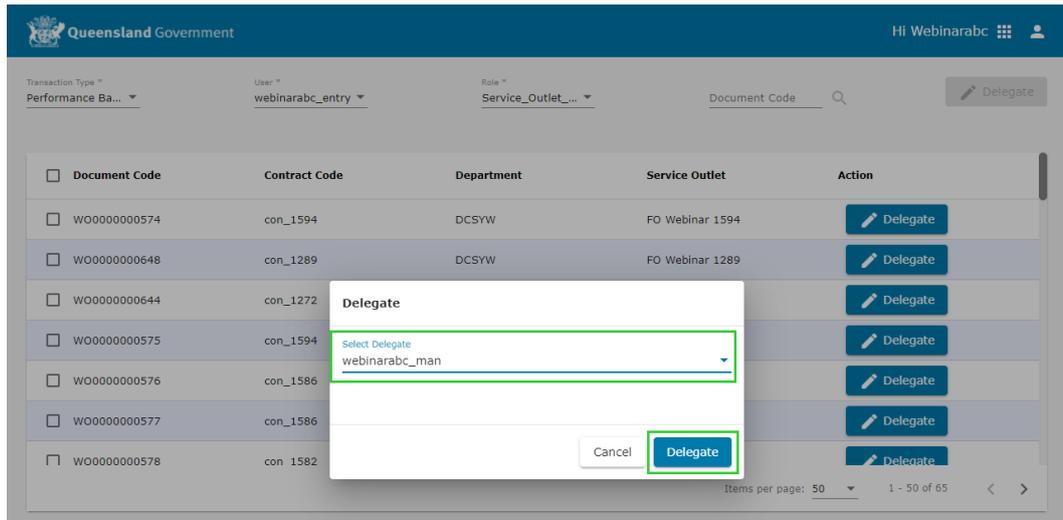


11. Click **Delegate** next to the Work Order you want to delegate to another user.

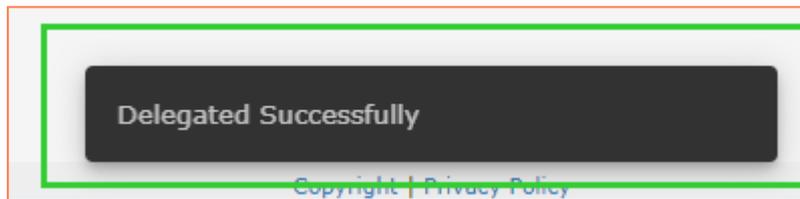
Tip: Tick multiple **Work Orders** and click **Delegate** to assign more than one Work Order to another user.



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, through-put, demographic, outcome and other performance measurement data.

These will then be:

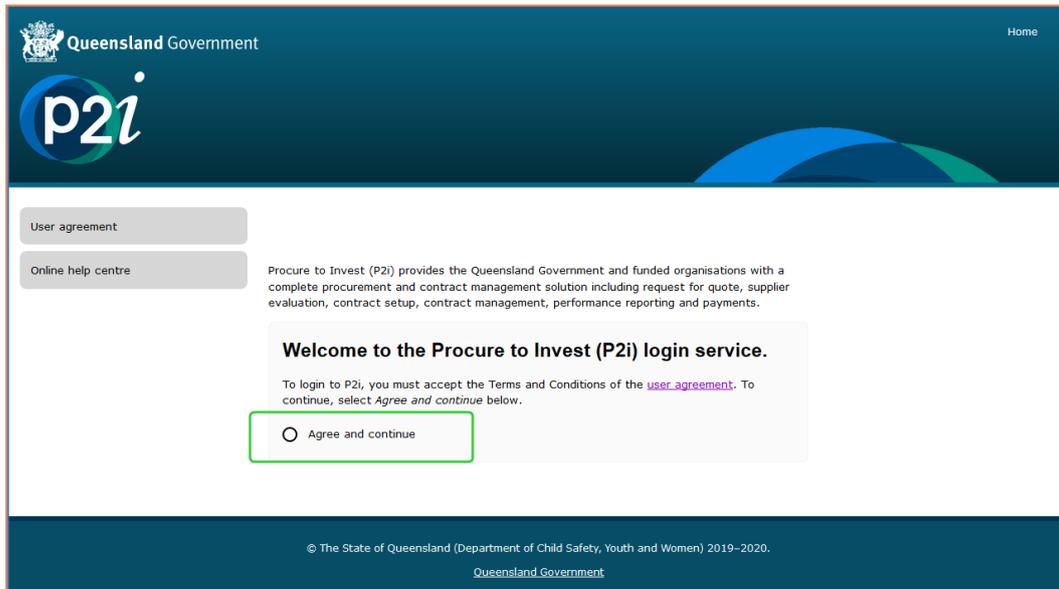
- submitted to a service outlet manager for endorsement,
- submitted to your financial officer to report on unspent funds,
- submitted to your director for approval, and
- submitted to the Department for assessment.

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

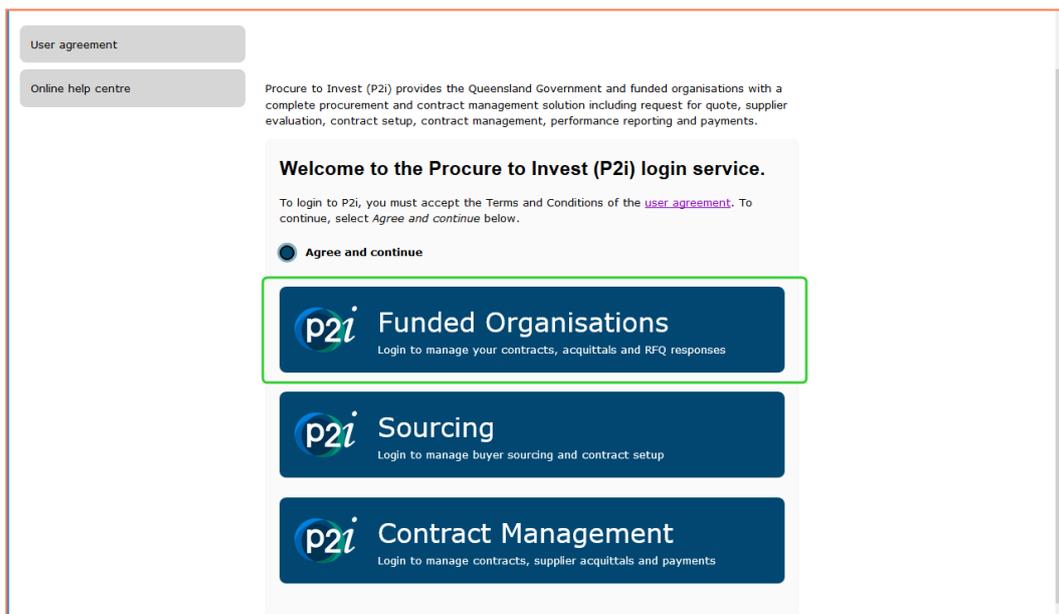
Watch the [video](#) or follow the steps below.

To submit your performance reports:

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



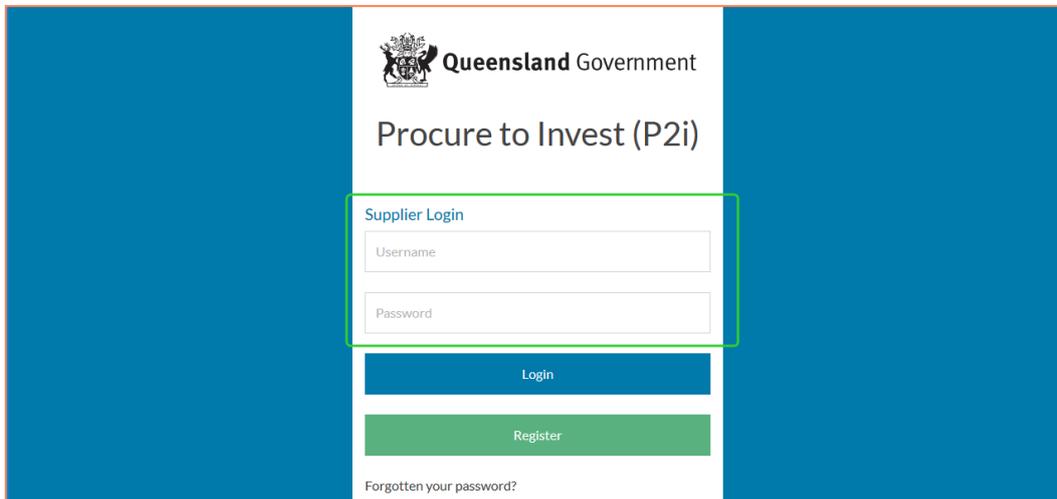
3. Click the **Funded Organisations** link.



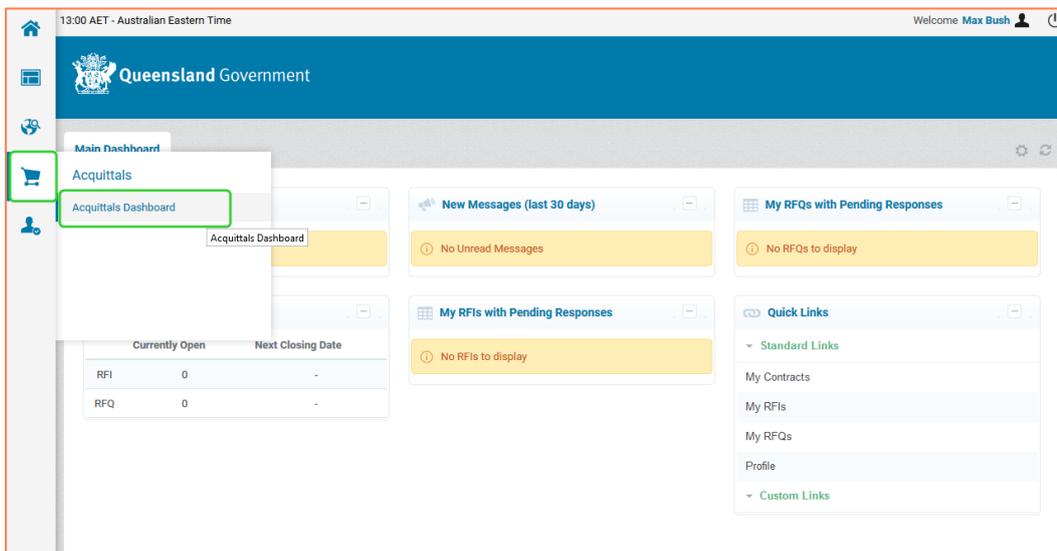
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

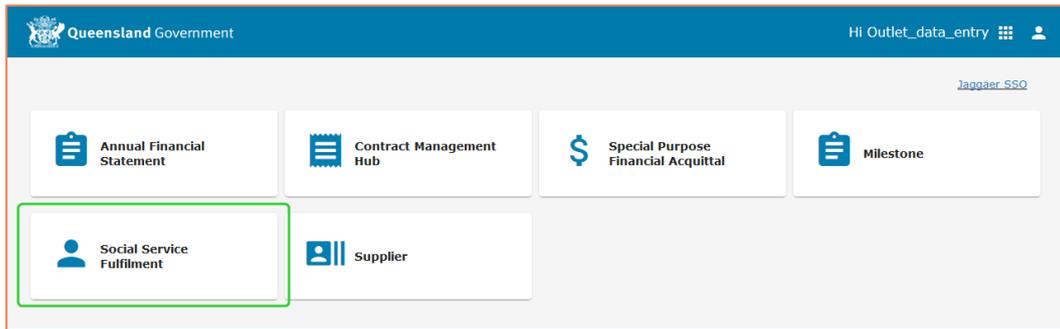
Tip: If you have forgotten your Username or Password click **Forgotten your password?**



6. Access the **Acquittals Dashboard**.



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.

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

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.

The screenshot displays the 'Procure to Invest (P2i) Story' interface for a Work Order (WO) with ID WO0000000181. The page is titled 'WO0000000181' and includes navigation buttons for 'View Previous Periods Data' and 'Preview'. The 'Overview' section provides key information:

Service Outlet	Supplier	Service Outlet Number	Funding Schedule Number
Gold Coast Centre Against Sexual Violence	Queensland Youth and Young Women Servi...	9921462	con_1462

Additional overview details:

Period Start Date	Period End Date	Status
01/01/2020	31/03/2020	Open

The 'Items' section contains a table with the following entries:

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)

The 'Unspent Details' section shows:

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

The 'Work Order Details' section includes:

Department	Division	Service Outlet Region
DCSYW	Moreton Region	DCSYW South East

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3. 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

← W0000000181 | 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.

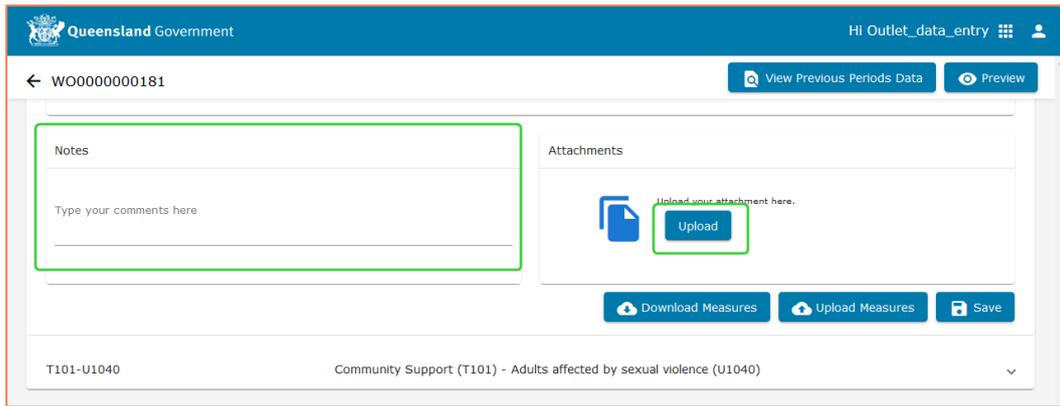
Item Code	Item Description	
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)	
Demographic		
Measure Code	Description	Achieved Value
IS205F	Number of female Service Users	0
		Target Value
		0
		UOM
		Service Users
Comments		
<hr/>		
Measure Code	Description	Achieved Value
IS205M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

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

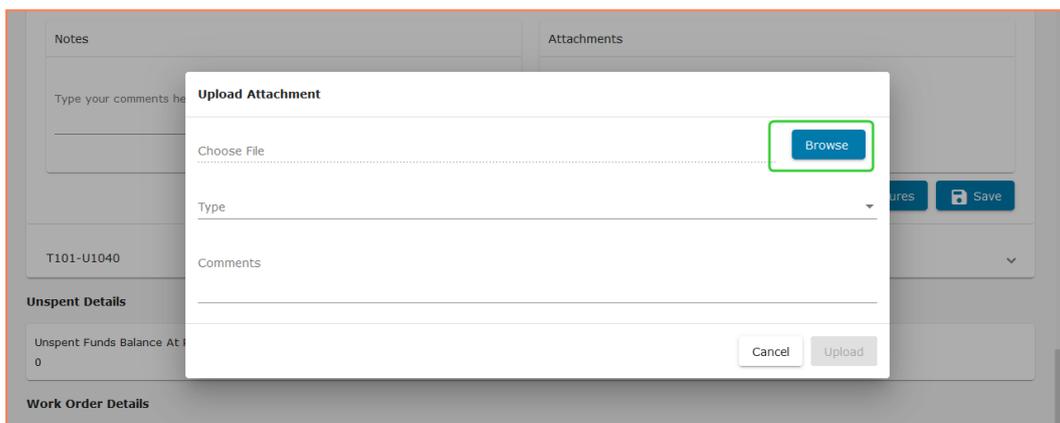
Item Code	Item Description	
T318-U1040	Counselling (T318) - Adults affected by sexual violence (U1040)	
Demographic		
Measure Code	Description	Achieved Value
IS205F	Number of female Service Users	0
		Target Value
		0
		UOM
		Service Users
Comments		
<hr/>		

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**.

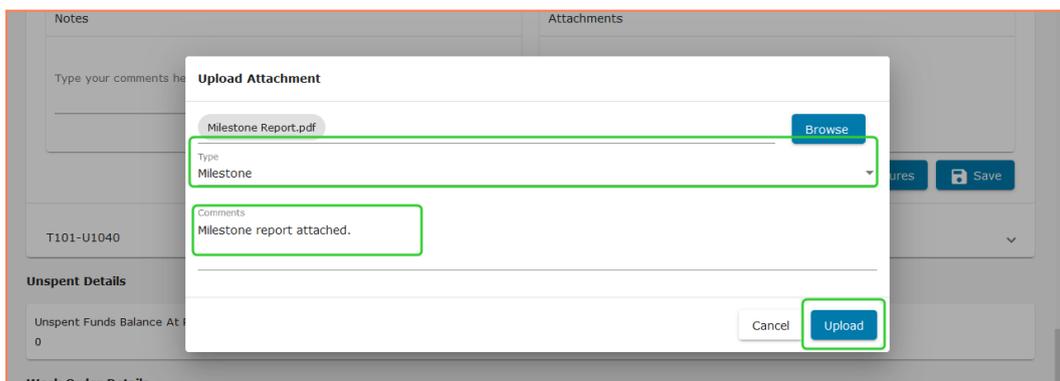


6. Click **Browse** and select the file you want to upload.



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

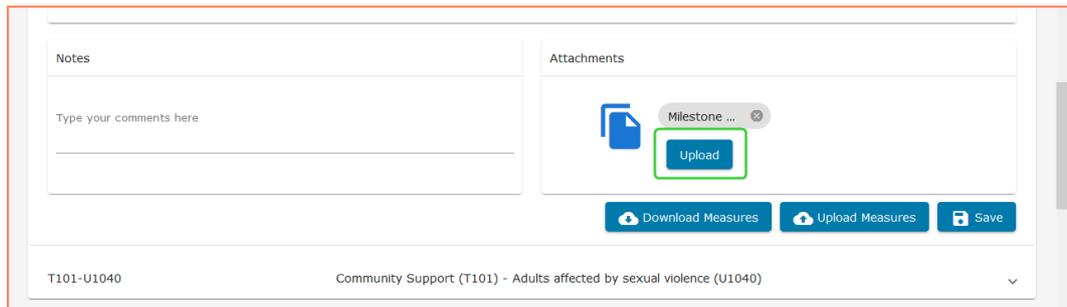
8. Click **Upload** to finish.



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.



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

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 **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

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 Supplier Rejected	

16. Select your approver from the list.

17. Enter any **Comments**

18. Click **Send for Endorsement**.

Queensland Government Hi Outlet_data_entry

WO0000000181

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 number.

Item Code: T318-U1040

Demographic: Demographic

Measure

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

Send for Endorsement

Select Approver: train_outlet_manager

Comments: Ready for your endorsement.

Buttons: Cancel, Send for Endorsement

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

19. Click **Go to Completed**.

Queensland Government Hi Outlet_data_entry

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

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.

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	Submitted Date	Status
WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020		Reported

Items per page: 10 1 - 1 of 1

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](#).

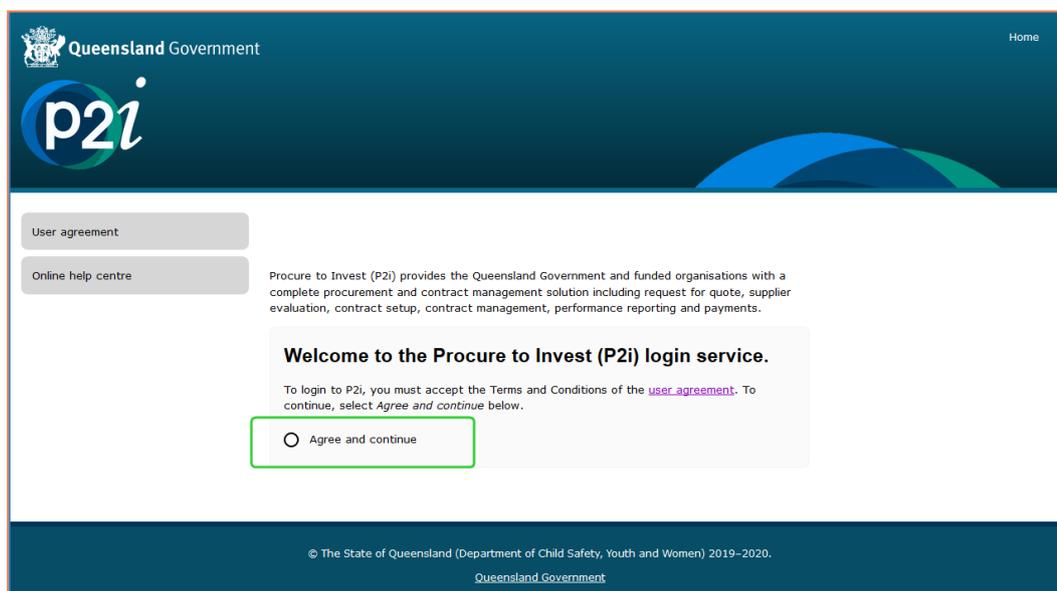
Resubmitting Department Rejected Performance Reports

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

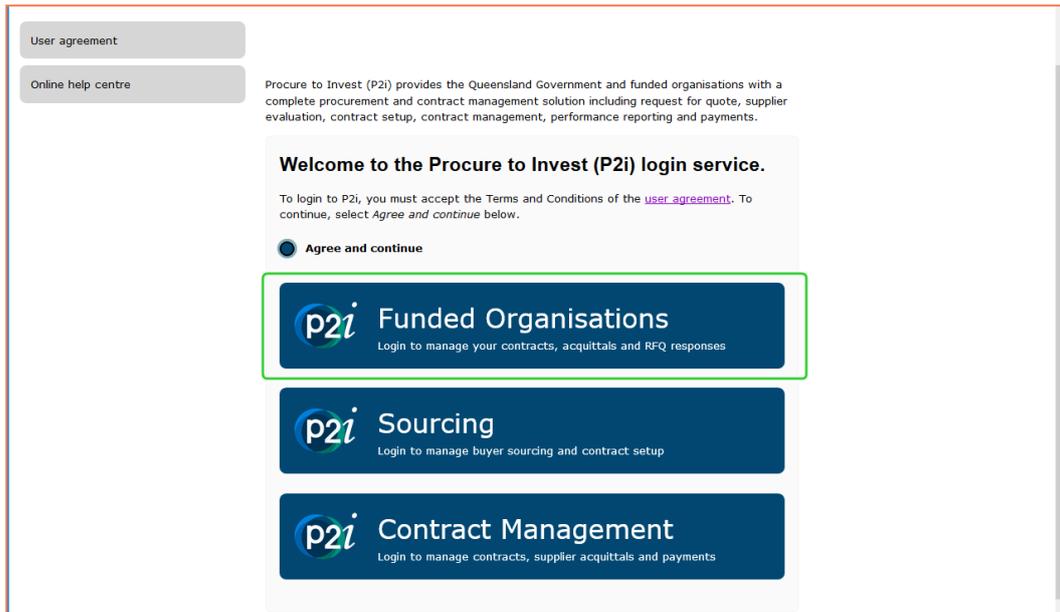
The Service Outlet Data Entry Officer is required to correct any issues (or leave if the issue is related to unspent funds) and send the report to the Outlet Manager for endorsement. The Outlet Manager then sends it to the Budget and Finance Officer to correct any issues with Unspent Funds (if required)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



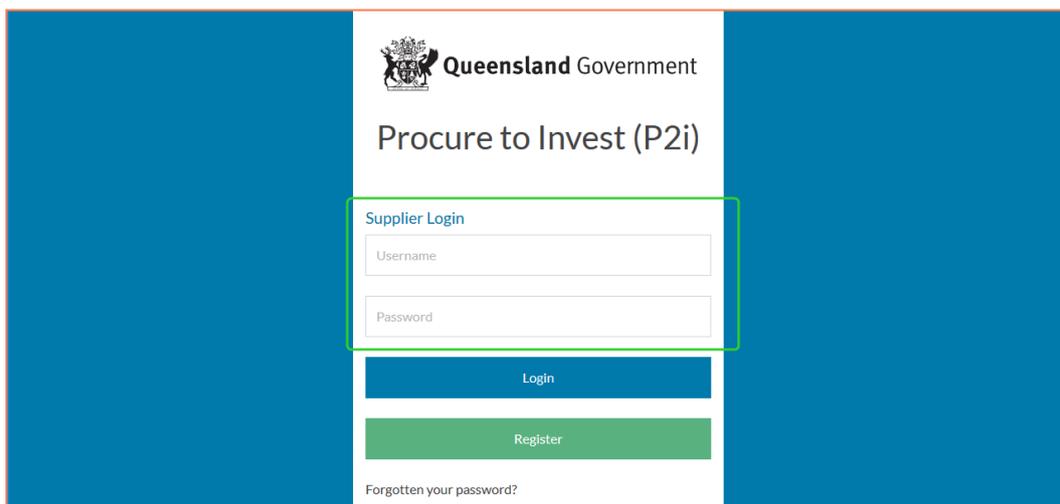
3. Click the **Funded Organisations** link.



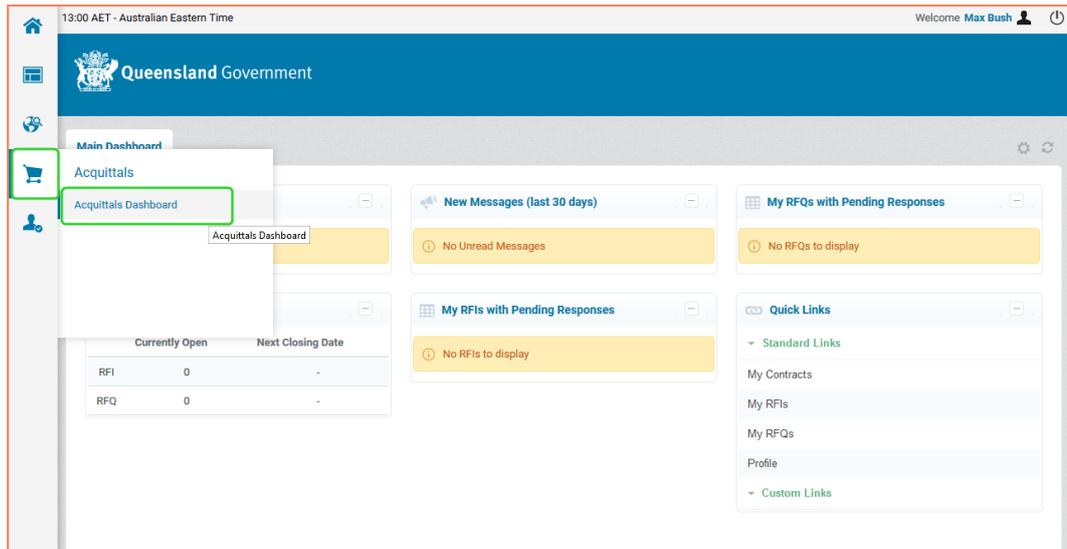
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

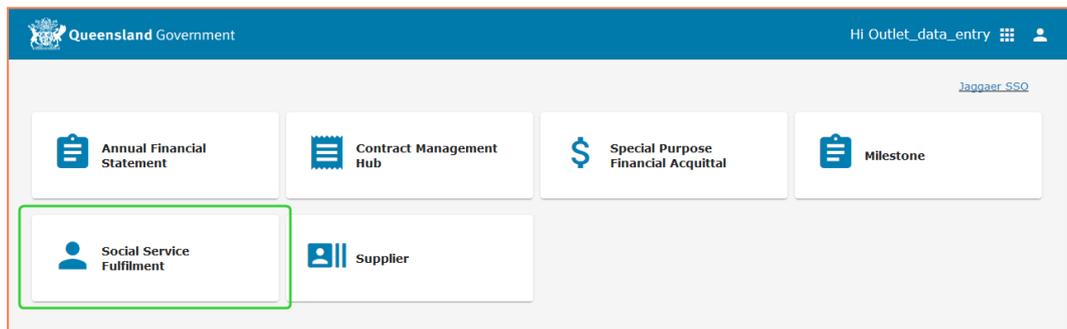
Tip: If you have forgotten your Username or Password click **Forgotten you password?**



6. Access the **Acquittals Dashboard**.



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



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

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

Pending		Completed					
Work Orders							
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.

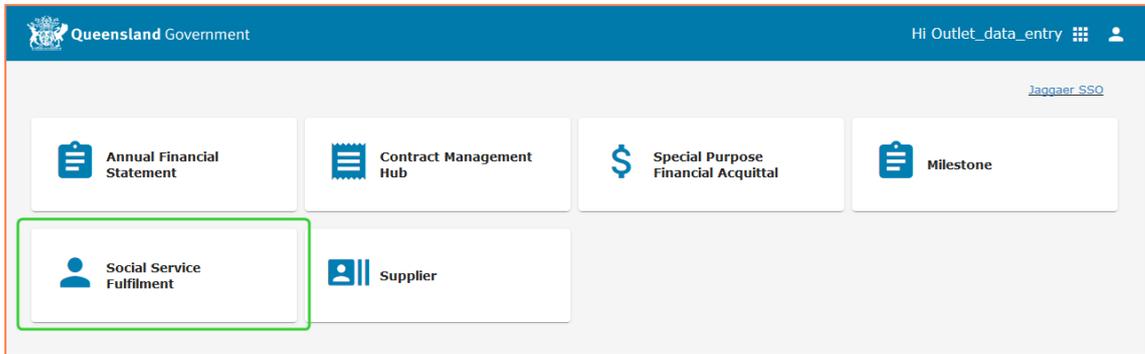
Note: Follow the instructions provided by the Department's Contract Officer. Click the Work Order number to open the performance report. Update any data or attachments as required and send through to the Outlet Manager for endorsement.

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 Work Orders section of the supplier portal. The table lists work orders with columns for Form Id, Funding Schedule Number, Department, Service Outlet Number, Service Outlet Name, Period End Date, Due Date, and Status. 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

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

Procure to Invest (P2i) Story | NIA Business Apps

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

Service Outlet Gold Coast Centre Against Sexual Violence	Supplier Queensland Youth and Young Women Servi...9921462	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)
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

Department DCSYW	Division Moreton Region	Service Outlet Region 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

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**

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

Download the Performance Based Acquittal for offline completion

Queensland Government

Hi Outlet_data_entry

← WO0000000181

Edit Send for Endorsement

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 Supplier Rejected	

Endorse a Performance Report

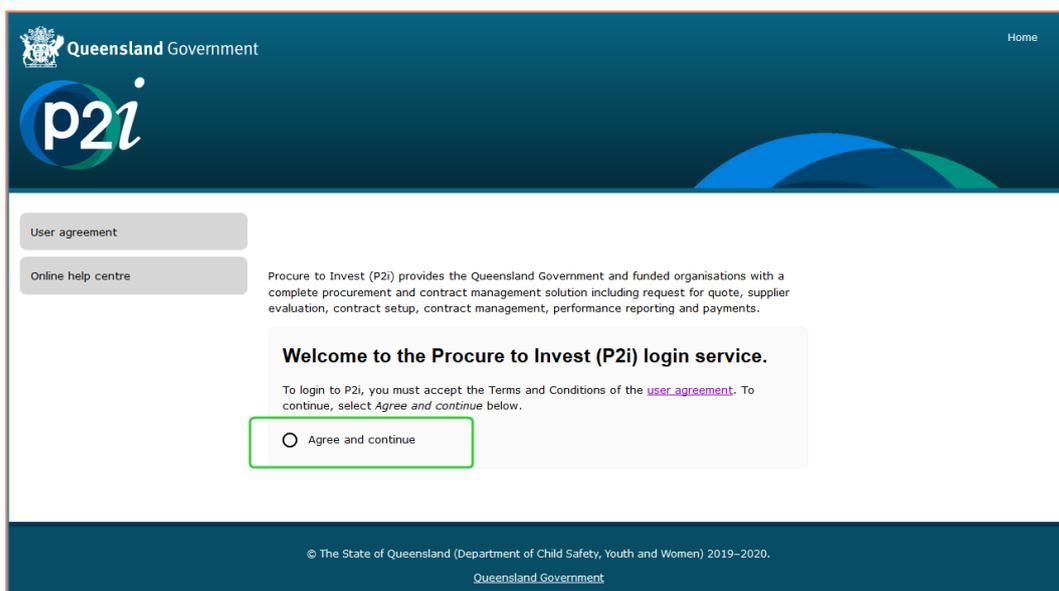
Once the Performance Based Acquittals have been created and submitted for endorsement, a Service Outlet Finance Officer of your organisation will be required to endorse the performance report prior to any unspent funds being reported.

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

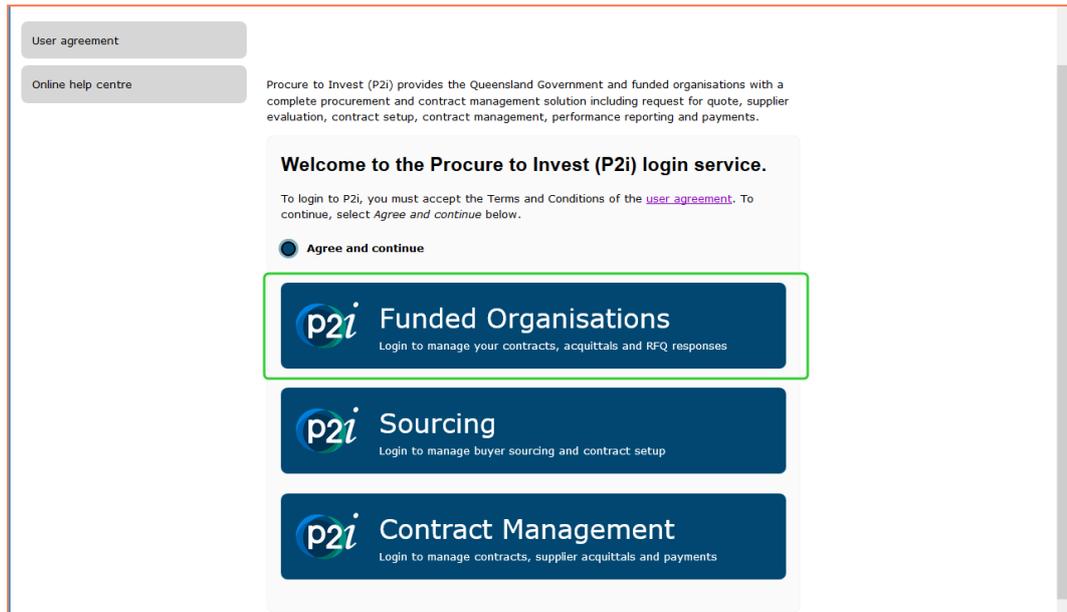
Watch the [video](#) or follow the steps below.

To report on performance based acquittals:

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



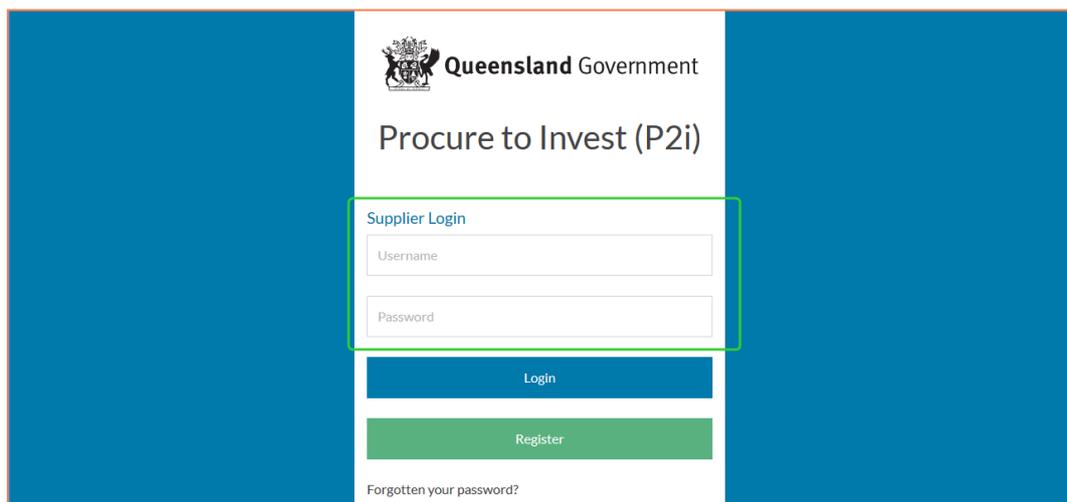
3. Click the **Funded Organisations** link.



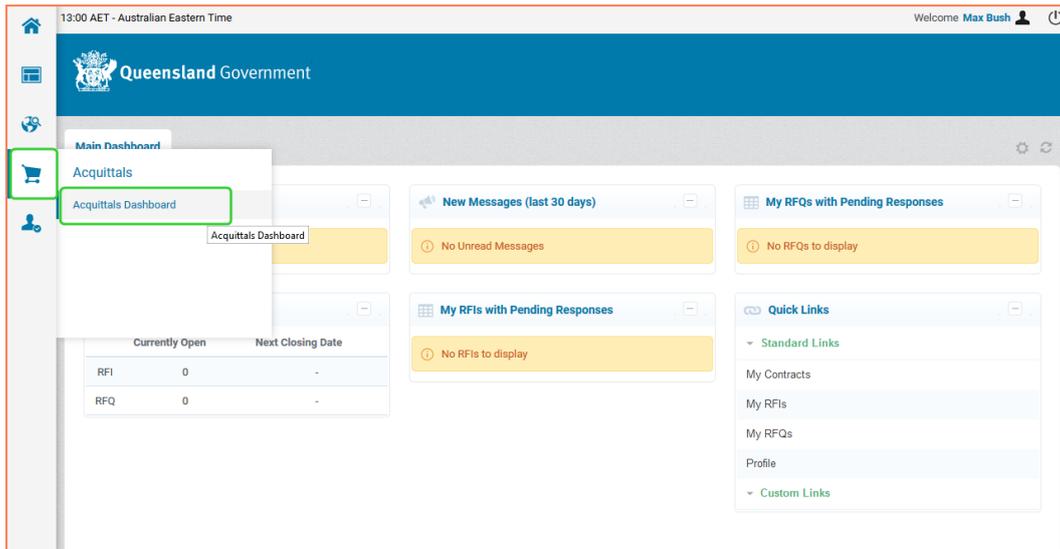
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

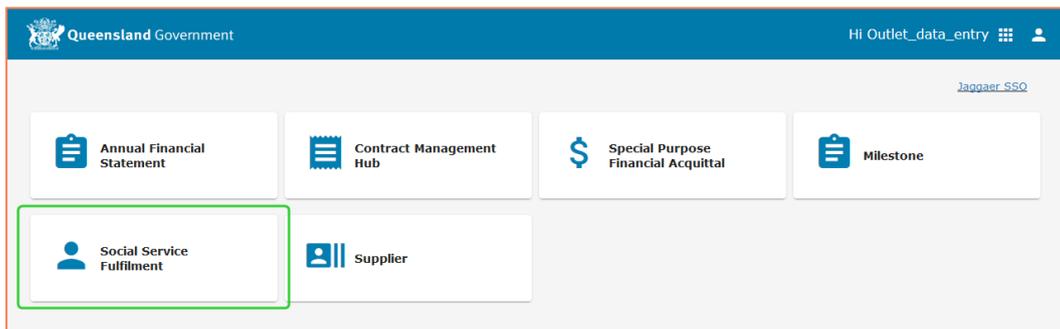
Tip: If you have forgotten your Username or Password click **Forgotten your password?**



6. Access the **Acquittals Dashboard**.



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 **Reported**.

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

Form Id	Funding Schedule Number	Department	Service Outlet Number	Service Outlet Name	Period End Date	Due Date	Status
W0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Reported

- 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		

← W0000000181 View Previous Periods Data Reject Endorse

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 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

Comments

Measure Code Description

IS205M Number of male Service Users

Comments

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.

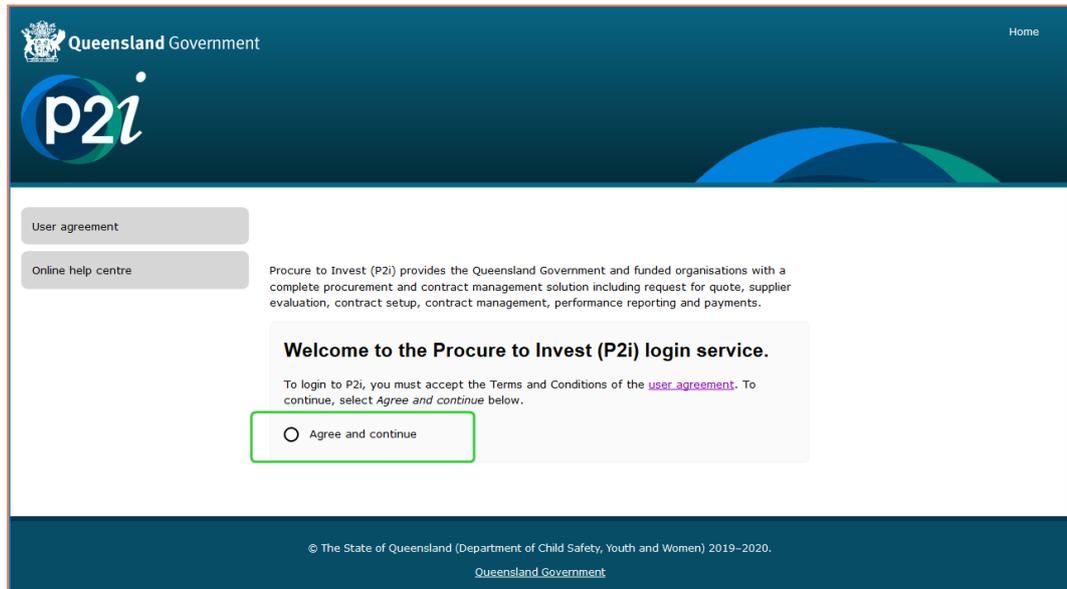
When a performance report has been endorsed by the Service Outlet Manager, a notification is sent to the Outlet's Finance Officer to inform them that they can report on any unspent funds.

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

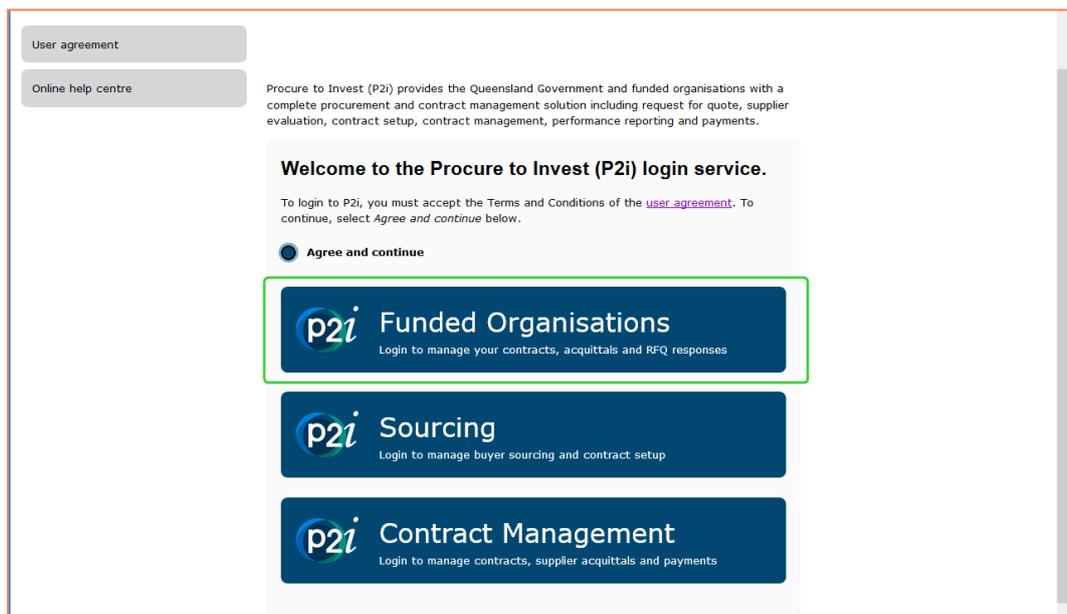
<p>Important Note</p> 	<p>To show that the unspent funds have increased, the 'Unspent Funds Movement During Period' figure is reported as a positive during the period, then the Balance at the end would be more (up) than the figure reported as Unspent Funds Balance at (Previous) period.</p> <p>To show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

To report on unspent funds:

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?**

Queensland Government
Procure to Invest (P2i)

Supplier Login

Username

Password

Login

Register

Forgotten your password?

6. 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

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

My Contracts

My RFIs

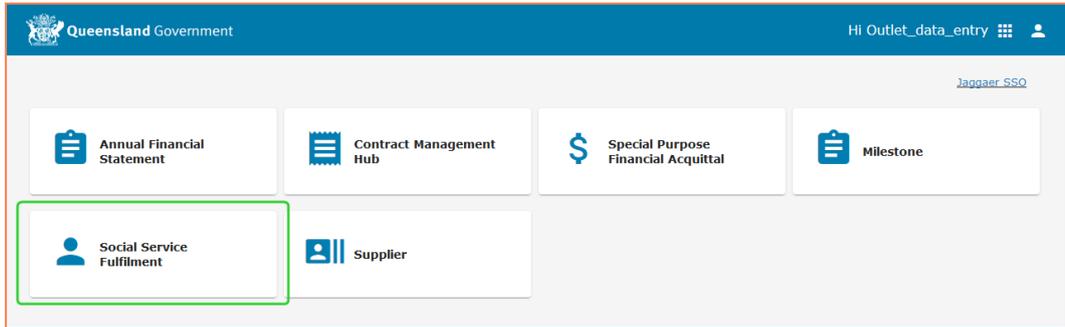
My RFQs

Profile

Custom Links

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

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 'Pending' tab in the Work Orders section. The table below contains the following data:

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) *	Unspent Funds Movement During Period (AUD) *
1000	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) *	Unspent Funds Movement During Period (AUD) *
1,000	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...	Supplier ID 42614
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**.

Queensland Government Hi Outlet_finance_user


 Your Submission for Request (W00000000181) has been created successfully.

[← 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**.

Submitting Milestone Reports

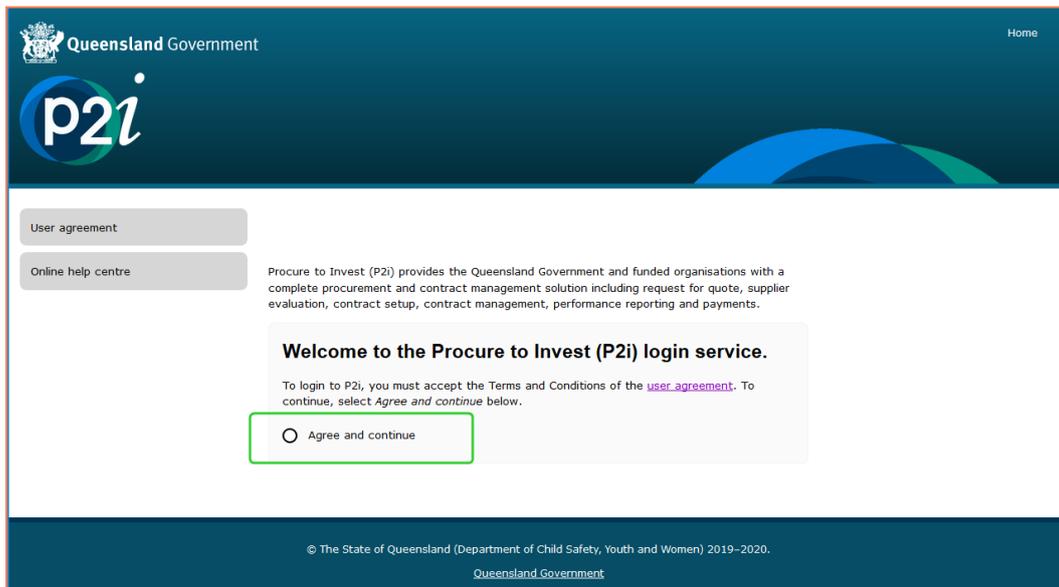
You are required to upload Milestone Reports through the Supplier Portal. Departmental staff access and view the report and then reject or approve the submission. Rejected submissions are returned to your organisation for review and re-submission. When the Milestone is approved by the Department, the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

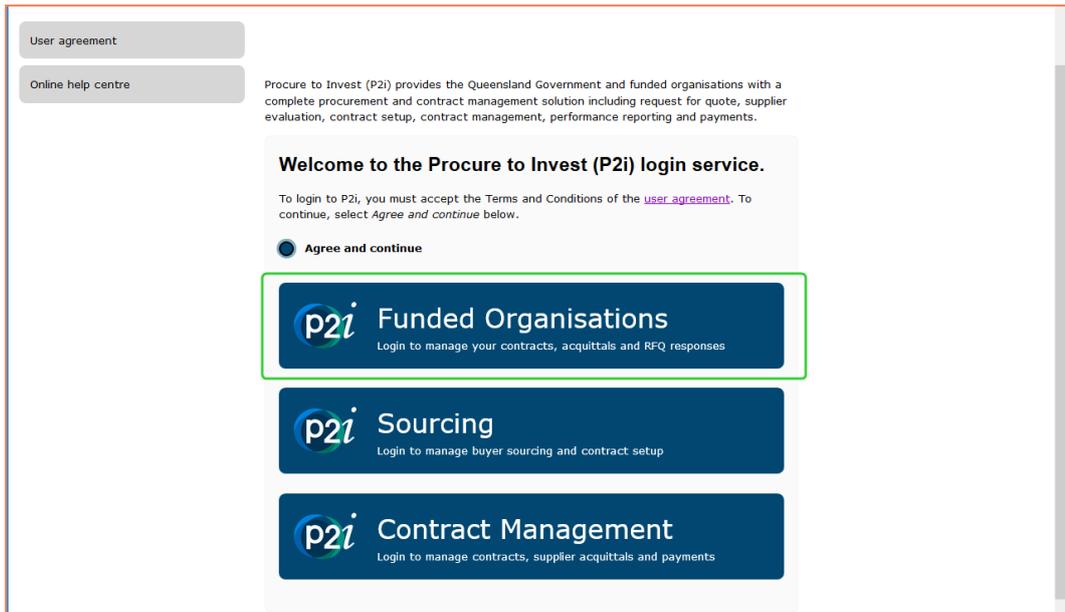
Watch the [video](#) or follow the steps below.

To submit a Milestone Report:

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



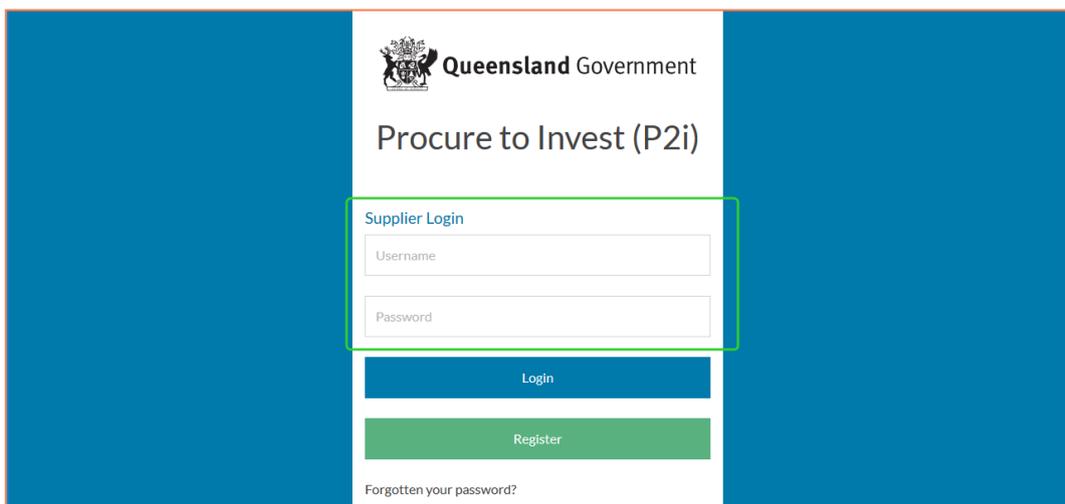
3. Click the **Funded Organisations** link.



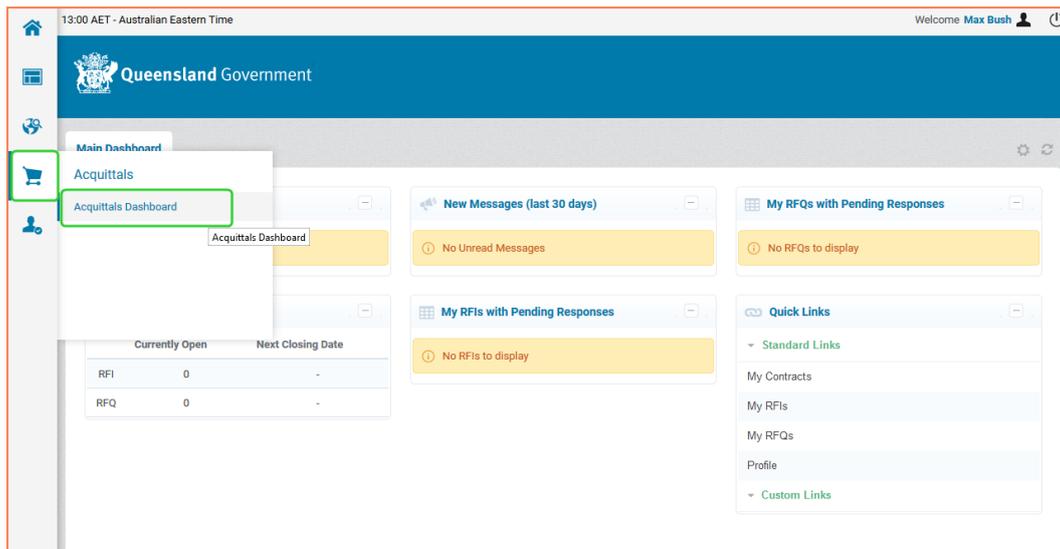
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

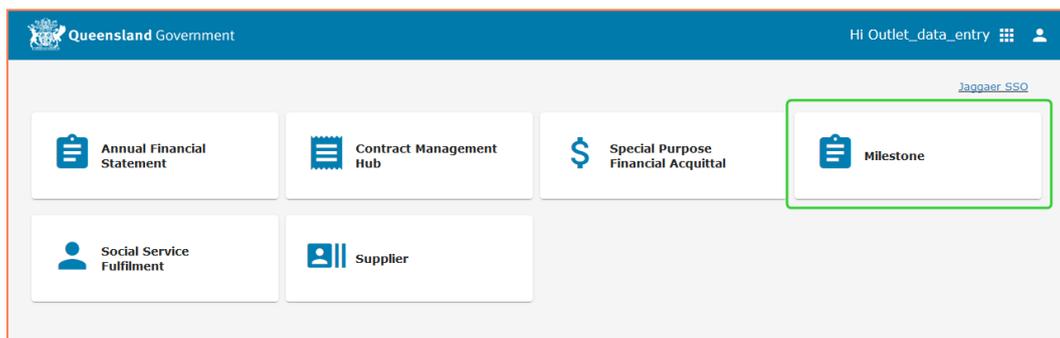
Tip: If you have forgotten your Username or Password click **Forgotten your password?**



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.

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

9. Click **View Previous Forms** to see previous Milestone attachments 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**.

MS000004386 [View Previous Forms](#)

Milestone/Attachment

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

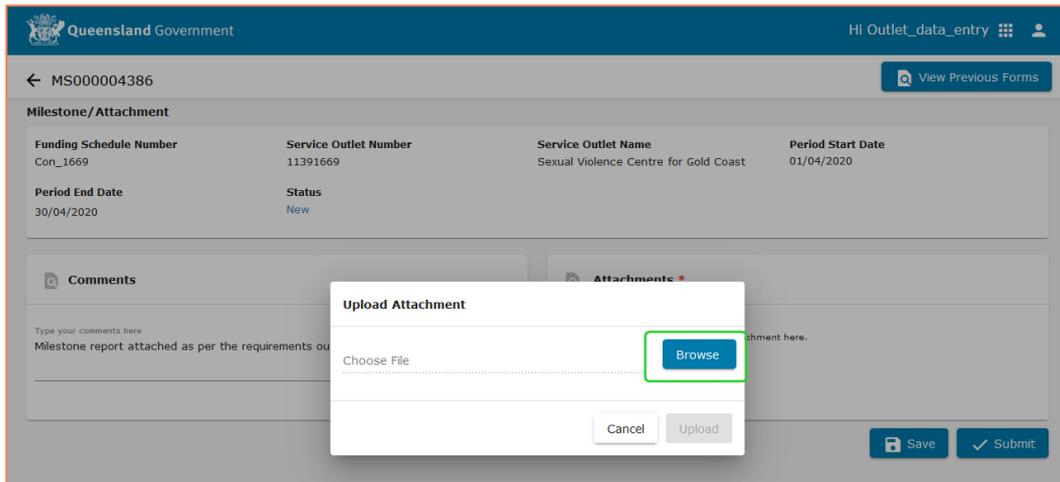
Comments

Type your comments here
Milestone report attached as per the requirements outlined in the Funding Schedule

Attachments *

Upload your attachment here.

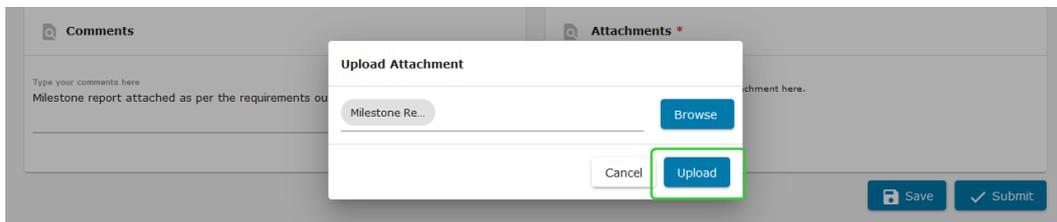
12. Click **Browse**.



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.

The screenshot shows the bottom portion of a web form. On the left is a 'Comments' section with a text area containing the text 'Milestone report attached as per the requirements outlined in the Funding Schedule'. On the right is an 'Attachments' section with a file upload icon and a button labeled 'Milestone ...' with an 'Upload' button below it. The 'Upload' button is highlighted with a green box. At the bottom right of the form are 'Save' and 'Submit' buttons.

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

The screenshot shows the full form interface. At the top is the 'Queensland Government' header. Below it is a breadcrumb trail 'MS000004386' and a 'View Previous Forms' button. A table displays the following data:

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

Below the table are the 'Comments' and 'Attachments' sections. The 'Attachments' section has an 'Upload' button. At the bottom right, the 'Save' and 'Submit' buttons are highlighted with a green box.

Note: These comments are only visible to your organisation.

17. Click **Submit**.

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

18. Click **Go to Completed**.

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

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

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.

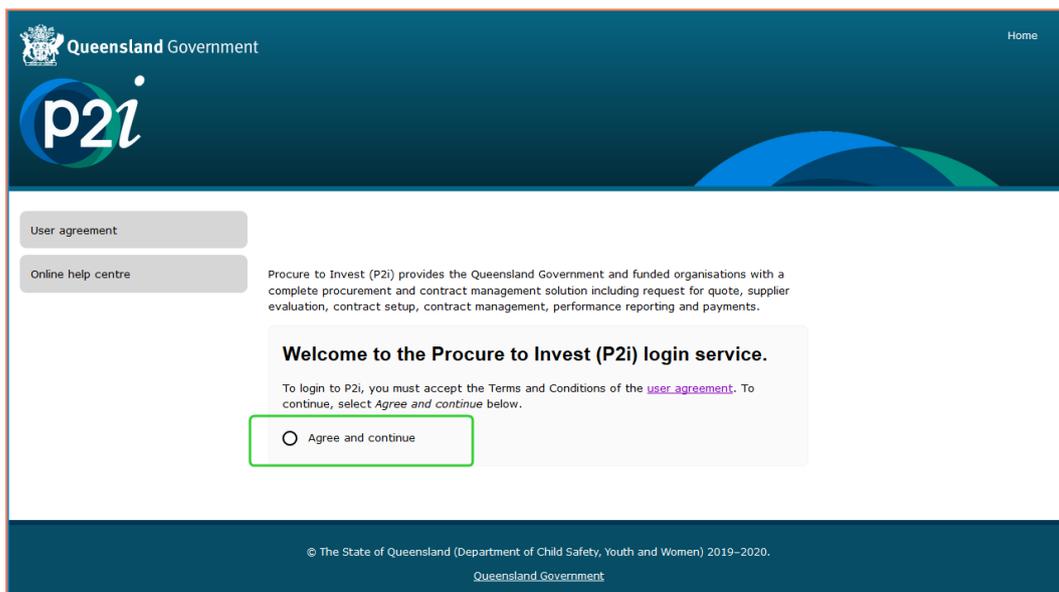
Resubmitting Department Rejected Milestone Reports

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**.



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 Procure to Invest (P2i) provides a complete procurement and contract management solution. Below this is a 'Welcome to the Procure to Invest (P2i) login service.' section, followed by 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' (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).

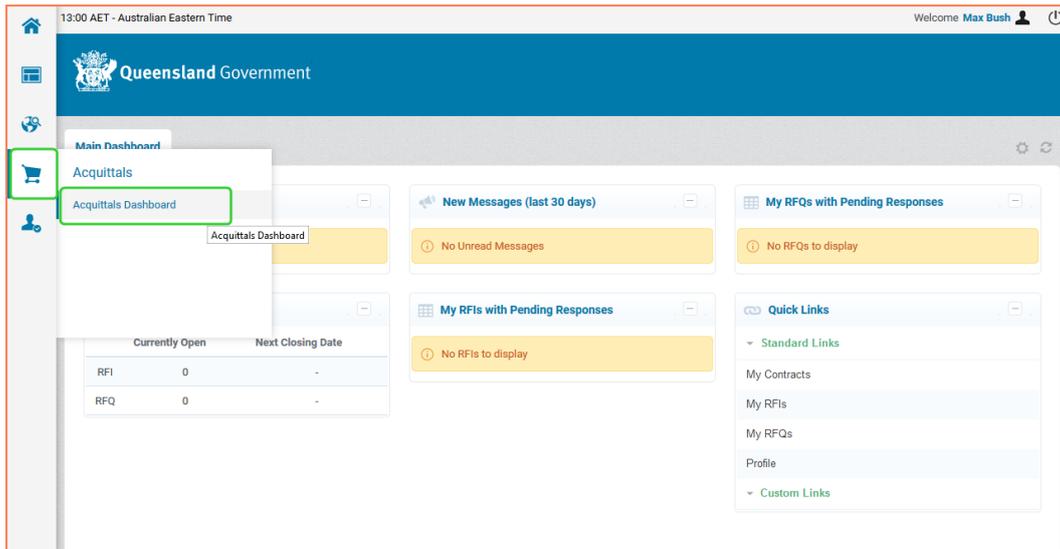
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

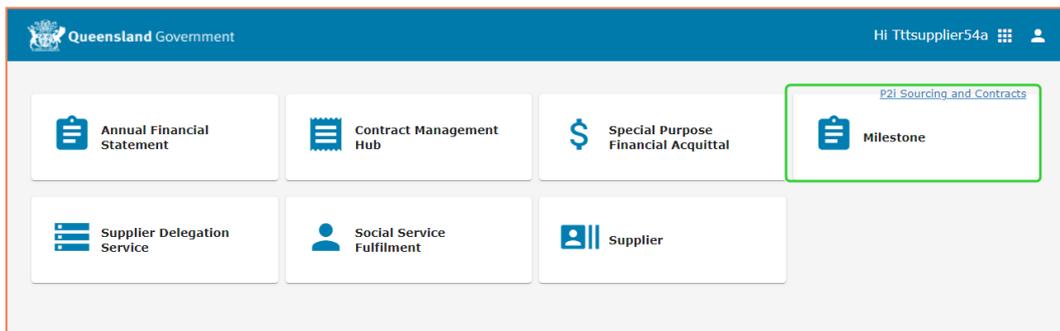
Tip: If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Supplier Login' page for the Queensland Government's Procure to Invest (P2i) system. The page features the Queensland Government logo and the P2i title. 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 for 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.



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

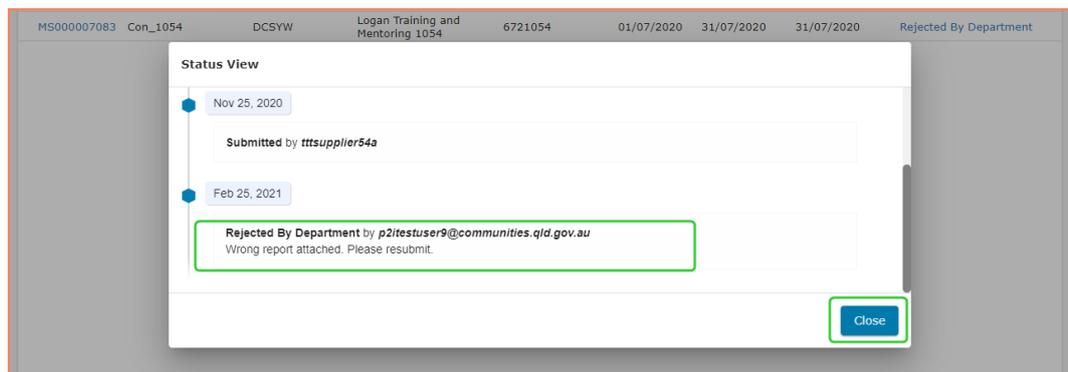


Note: Milestones that have been rejected by the Department appear in the Pending list with the **Status as Rejected by Department**.

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

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

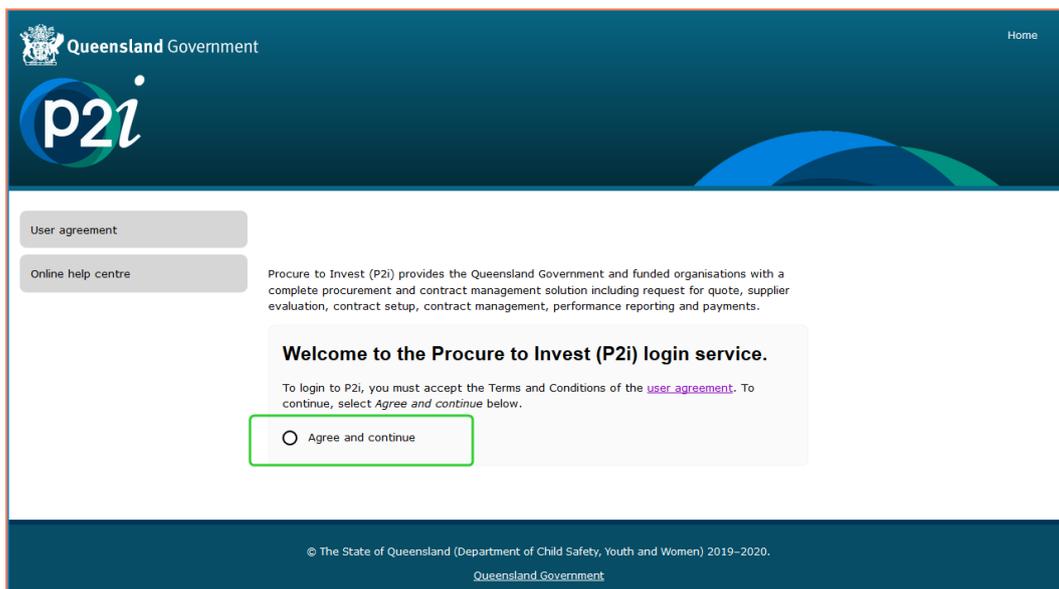
As your organisation's director you are required to approve the Service Outlet's performance measures and prior to submission to the Department as part of your performance reporting.

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.

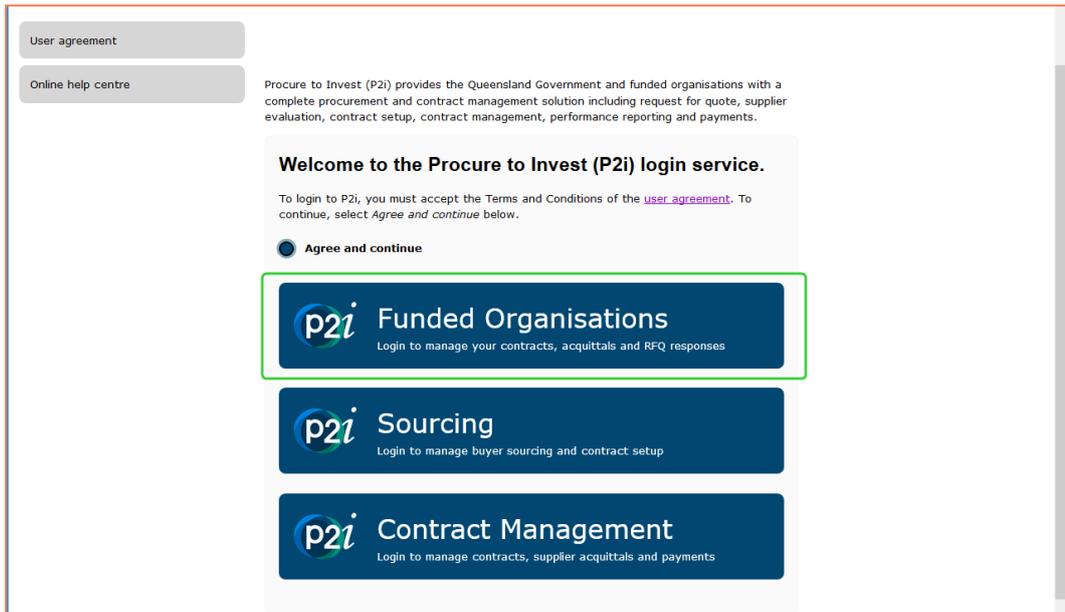
Watch the [video](#) or follow the steps below.

To approve (or reject) a Performance Based Acquittal:

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



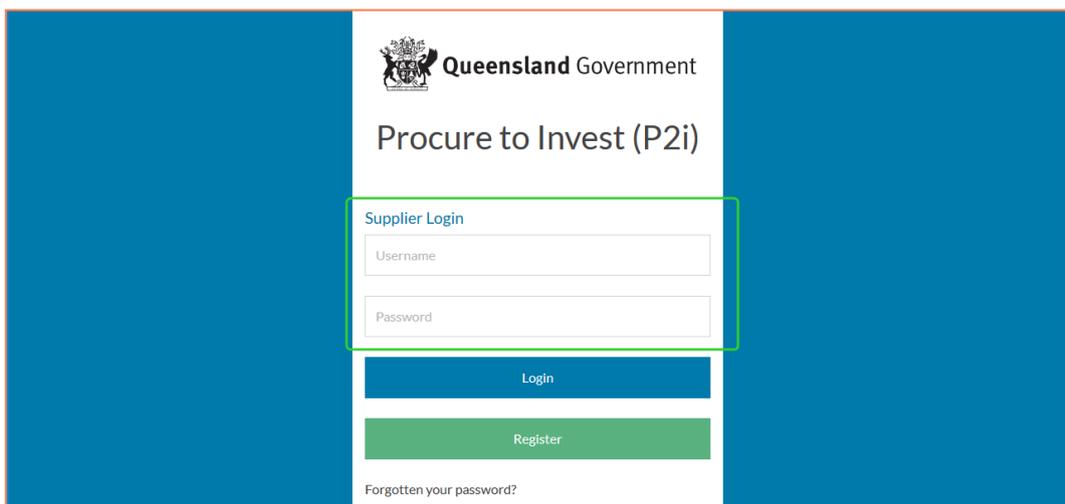
3. Click the **Funded Organisations** link.



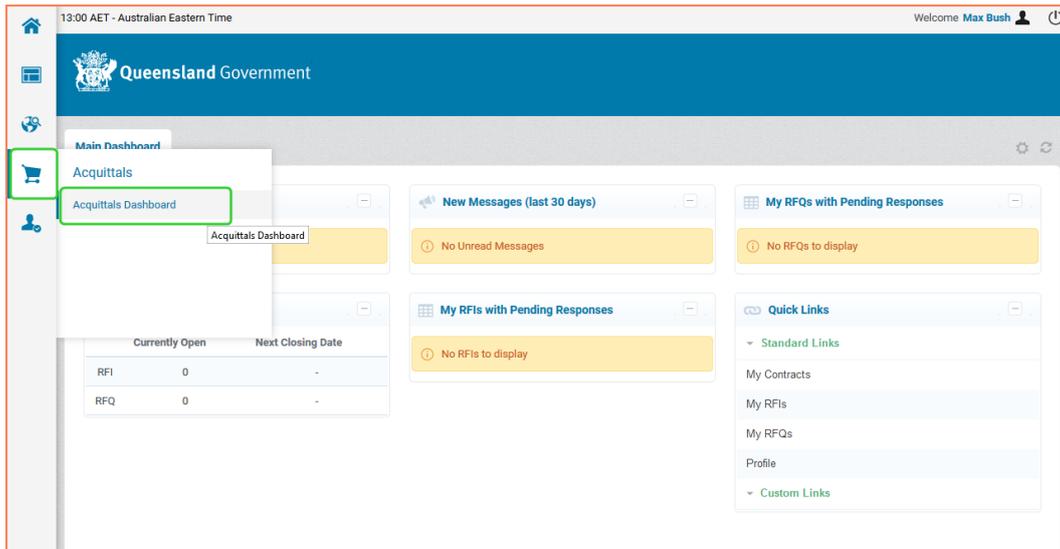
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

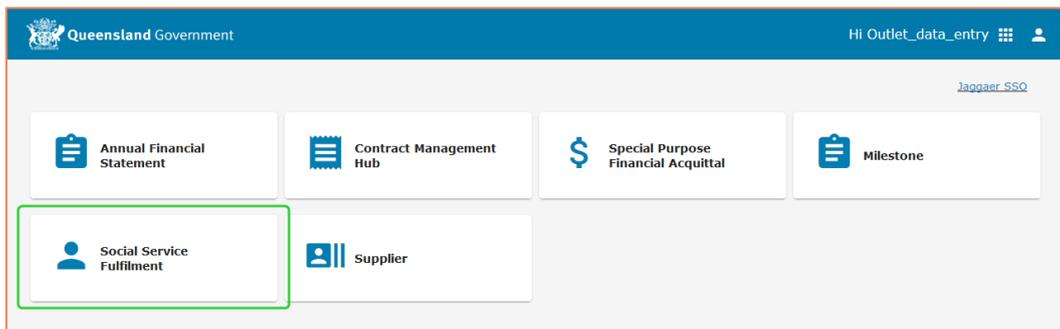
Tip: If you have forgotten your Username or Password click **Forgotten your password?**



6. Access the **Acquittals Dashboard**.



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 **Unspent Funds Reported**.

8. 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 Acquittals.

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
<input checked="" type="checkbox"/> WO0000000181	con_1462	DCSYW	9921462	Gold Coast Centre ...	31/03/2020	28/04/2020	Unspent Funds Reported

9. Click **Approve**.

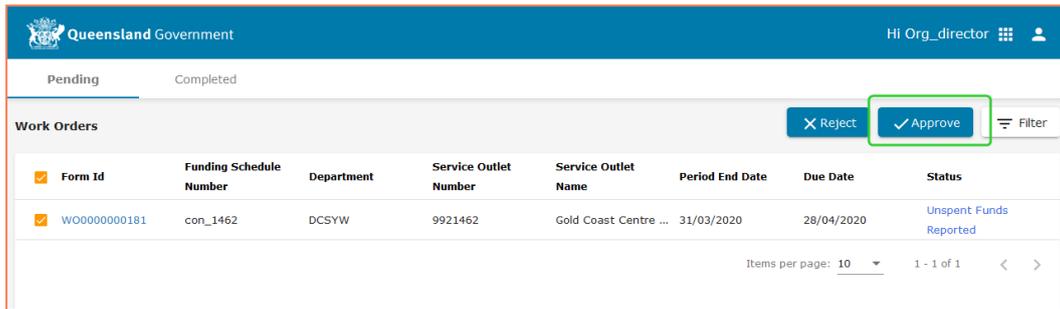
Tip: Click **Reject** and select **Reject Measure** to send the report back to the Outlet Data Entry officer for correction and resubmission. This will require re-endorsement by the Outlet Manager and re-reporting of unspent funds by the Finance Officer. A notification is sent to the Outlet Data Entry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

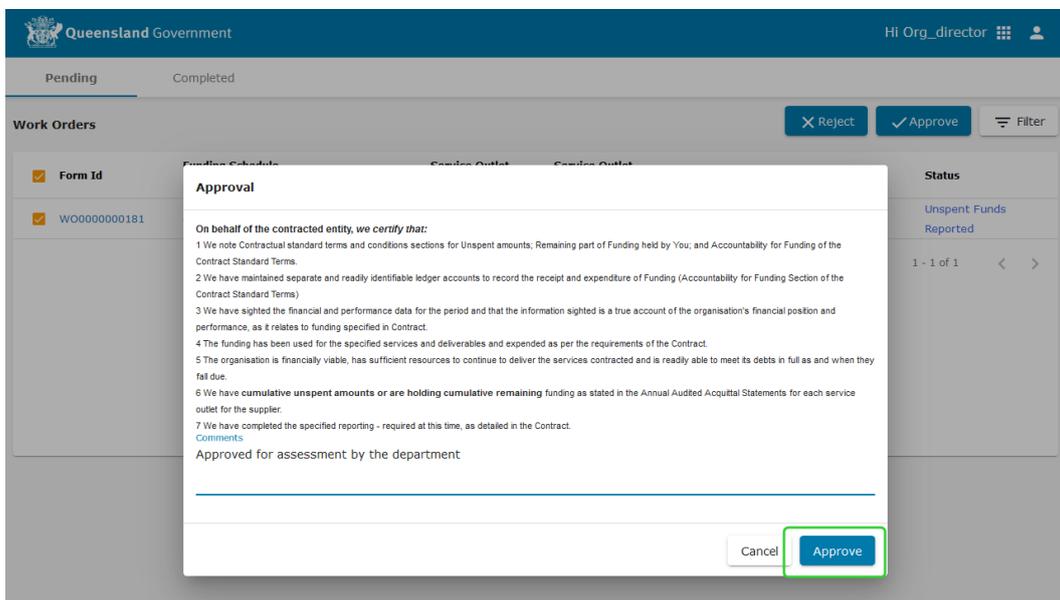
Reject Measure
 Reject Amount

Comments



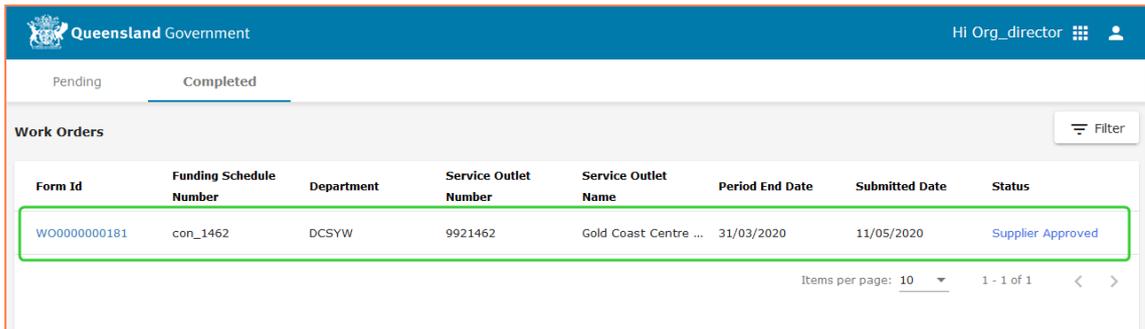
10. Review the details that you are certifying on behalf of the organisation.

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



The screenshot shows the Queensland Government Work Orders interface. At the top, there is a blue header with the Queensland Government logo and the text "Queensland Government". On the right side of the header, it says "Hi Org_director" followed by a grid icon and a user profile icon. Below the header, there are two tabs: "Pending" and "Completed", with "Completed" being the active tab. The main content area is titled "Work Orders" and includes a "Filter" button. Below this is a table with the following columns: Form Id, Funding Schedule Number, Department, Service Outlet Number, Service Outlet Name, Period End Date, Submitted Date, and Status. A single row of data is displayed, highlighted with a green border. The data in this row is: Form Id: W00000000181, Funding Schedule Number: con_1462, Department: DCSYW, Service Outlet Number: 9921462, Service Outlet Name: Gold Coast Centre ..., Period End Date: 31/03/2020, Submitted Date: 11/05/2020, and Status: Supplier Approved. At the bottom right of the table, there is a pagination control showing "Items per page: 10" and "1 - 1 of 1" with navigation arrows.

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	11/05/2020	Supplier Approved

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.

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 website](#), 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).

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 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.

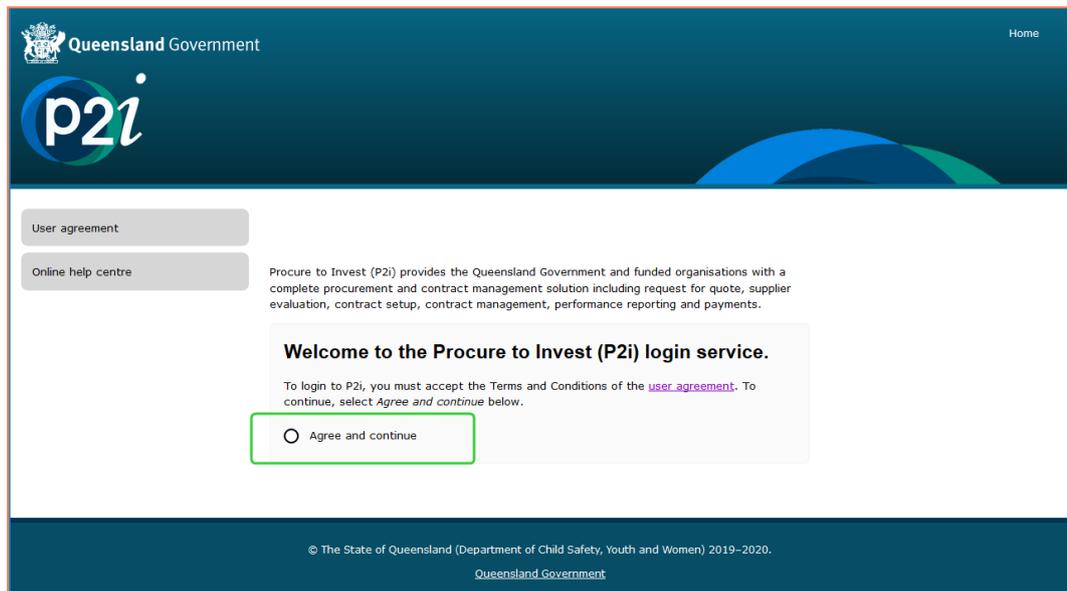
Option two: Submitting a separate annual audited financial statement and annual acquittal statement is to submit your Annual Acquittal Statement against each Service Outlet and one Annual Audited Financial Statement for the organisation. The Annual Acquittal Statements are approved by the director of 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.

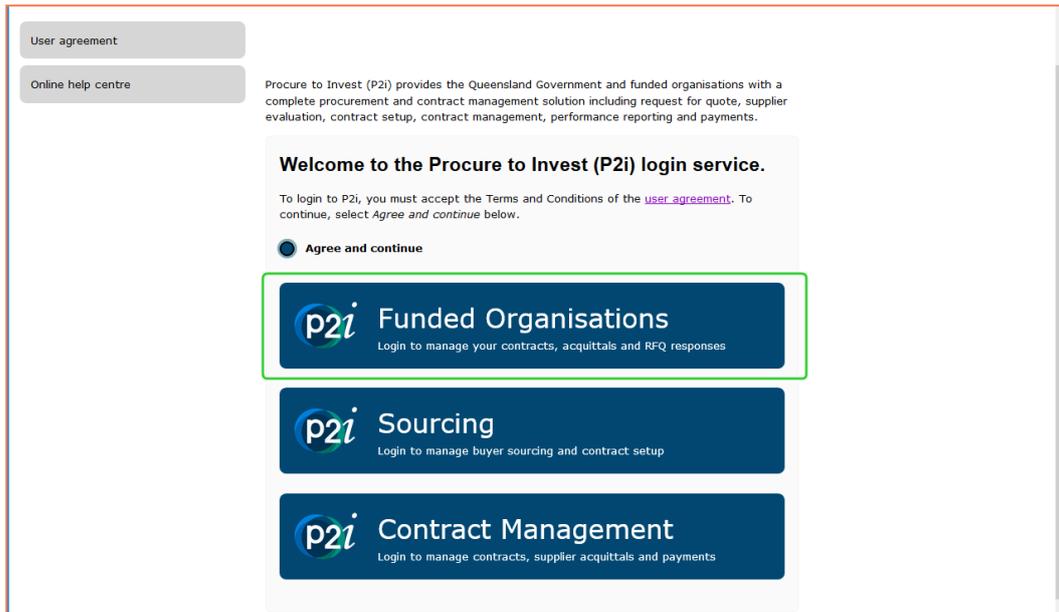
Option one: Submitting a combined Annual Audited Financial Statement and Annual Acquittal Statement

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

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

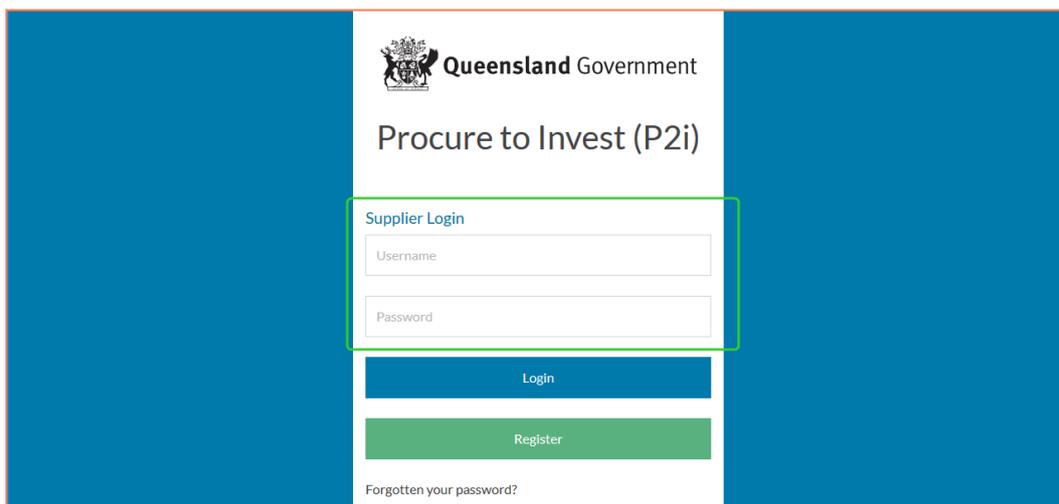


3. Click the **Funded Organisations** link.

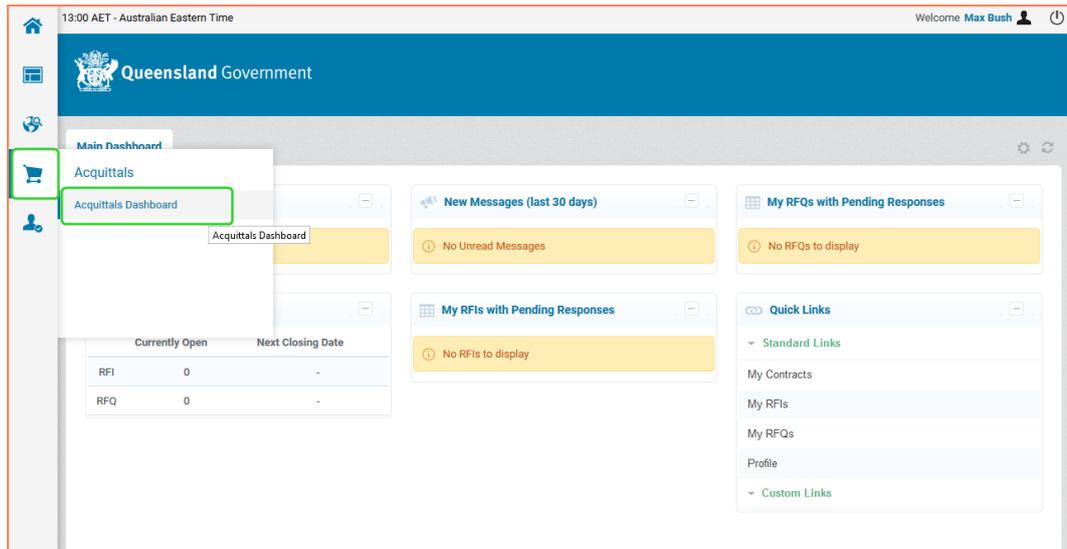


4. Enter your **Username** and **Password** in the **Supplier Login** area.
5. Click **Login**.

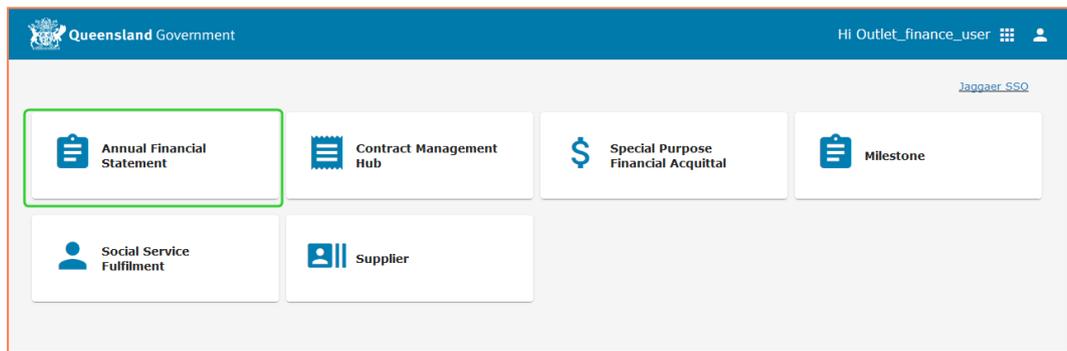
Tip: If you have forgotten your Username or Password click **Forgotten you password?**



6. Access the Acquittals Dashboard.



7. 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.

8. 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 Filter

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 Hi Outlet_finance_user

← FS000002846 View Previous Forms

Annual Financial Statement

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

Comments

Type your comments here

Annual Financial Statement attached

Attachments *

Upload your attachment here.



Save Submit

12. Click **Browse**.

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 Attachments *

Type your comments here
Annual Financial Statement attached

Choose File **Browse**

Cancel Upload

Save Submit

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**.

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 Attachments *

Type your comments here
Annual Financial Statement attached

Annual Fina... **Browse**

Cancel **Upload**

Save Submit

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 Queensland Government AFS submission interface. The main form displays the following information:

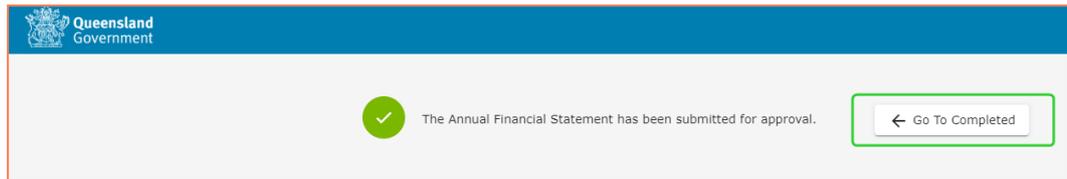
Period	Fiscal Year	Funded Organisation	Status
Yearly	2019-20	Queensland Youth and Young Women Servi...	New

Below the table, there are sections for 'Comments' and 'Attachments'. The 'Comments' section contains the text: 'Type your comments here' and 'Annual Financial Statement attached'. The 'Attachments' section is currently empty.

A 'Send for Approval' modal is open, showing a dropdown menu for 'Select Approver' with 'org_director' selected. The 'Comments' field in the modal contains the text 'AFS ready for your approval'. The modal has 'Cancel' and 'Send For Approval' 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**.

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	Submitted Date	Status
FS000002846	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Yearly	2019-20		Pending Director A...

Items per page: 25 1 - 1 of 1

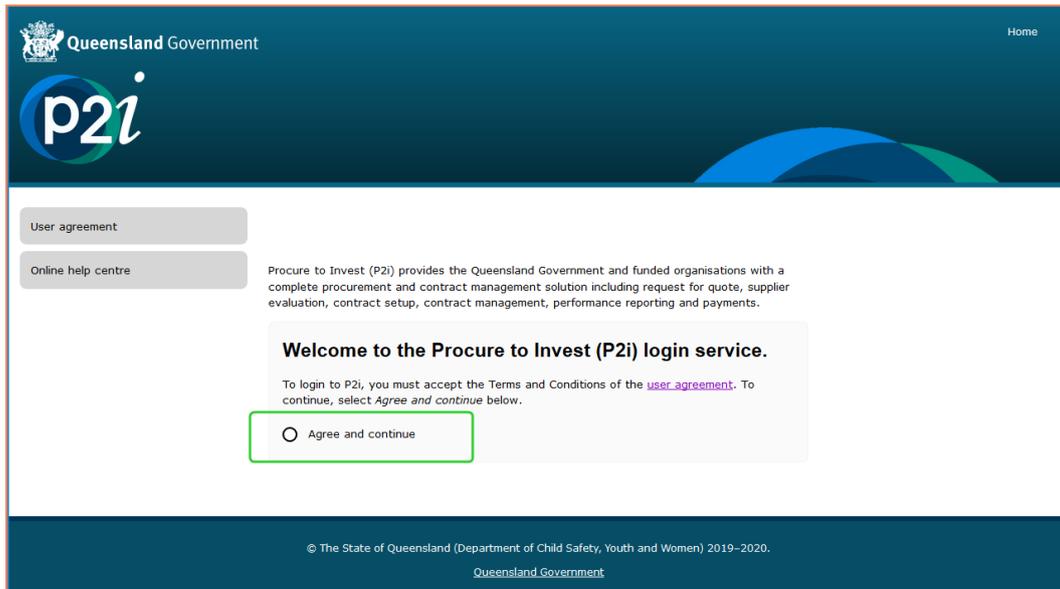
Note: The Organisation Director can now approve the Annual Audited Financial Statement for submission to the Department. Refer to the topic, [Approve an Annual Audited Financial Statement](#).

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

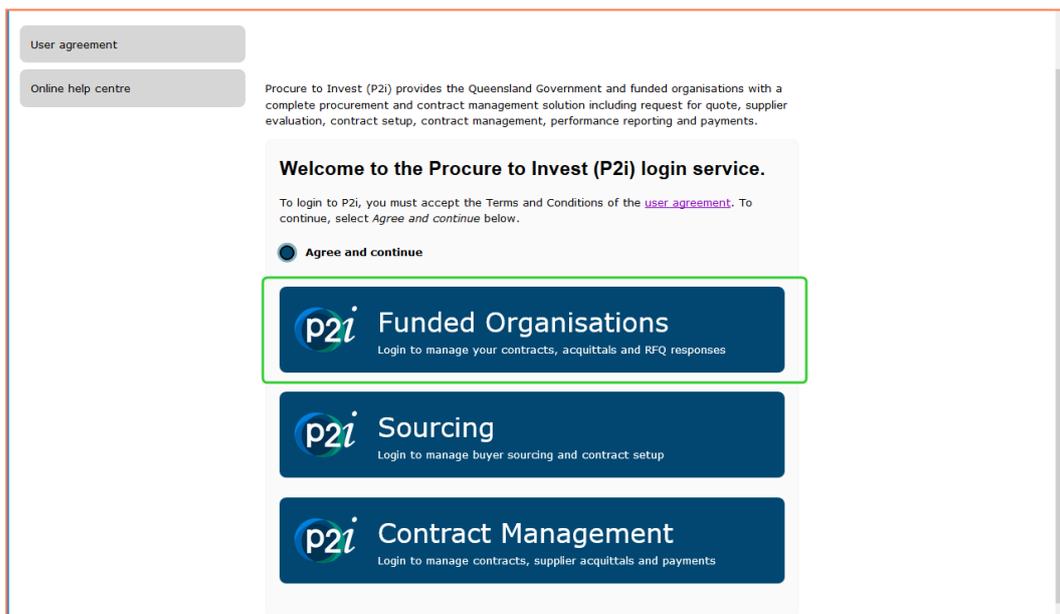
This option allows you to submit an Annual Audited Financial Statement at the organisation level and Annual Acquittal Statements at the service outlet level.

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

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



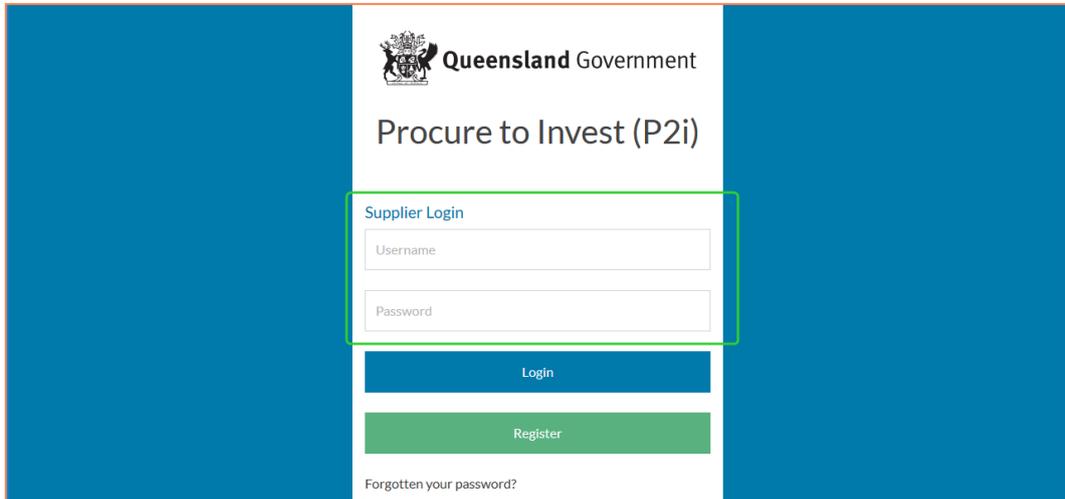
3. Click the **Funded Organisations** link.



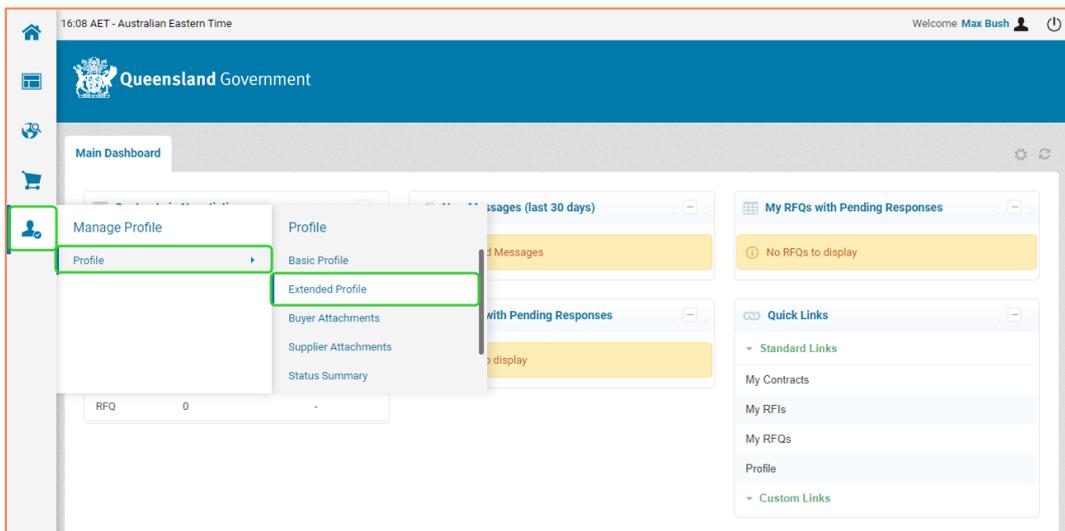
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

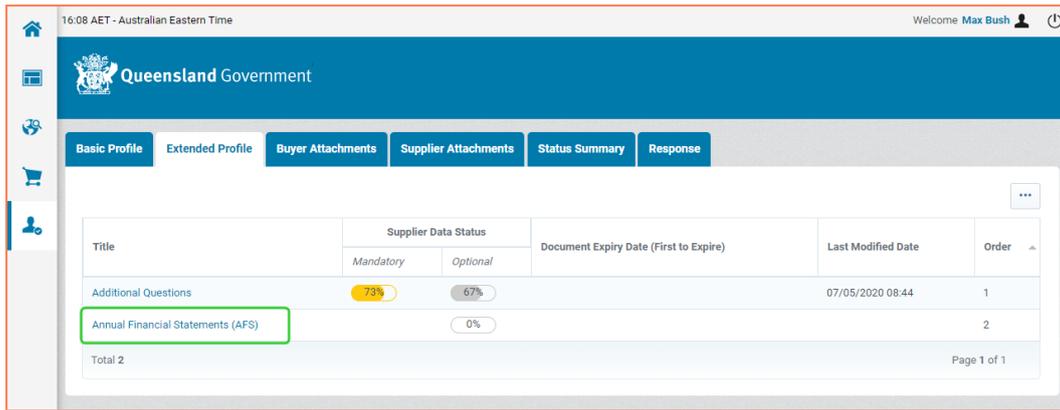
Tip: If you have forgotten your Username or Password click **Forgotten your password?**



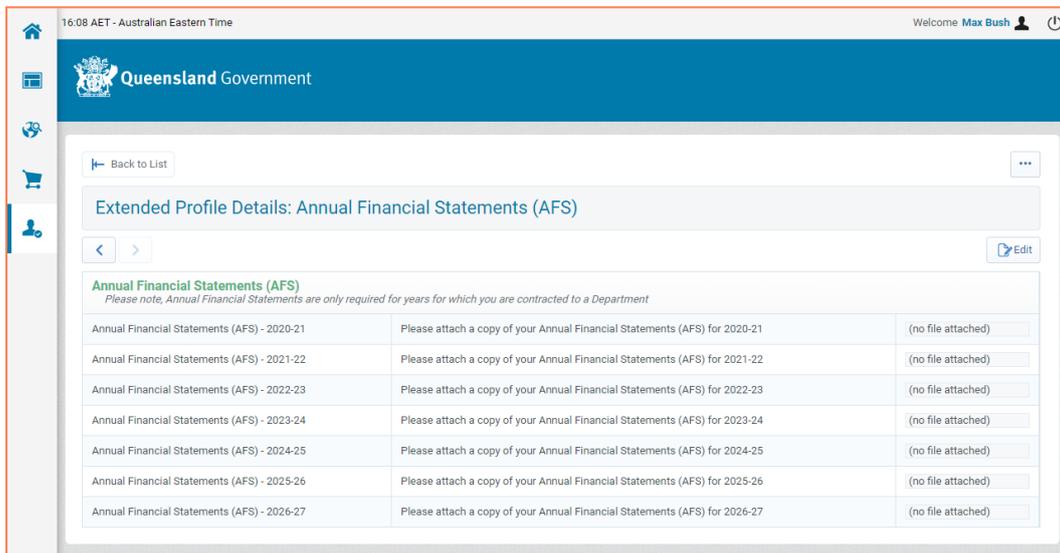
6. Click the **Manage Profile** icon and then select **Profile** and then **Extended Profile**.



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



8. Click Edit.



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

Year	Description	Action
Annual Financial Statements (AFS) - 2020-21	Please attach a copy of your Annual Financial Statements (AFS) for 2020-21	+ Click to attach file
Annual Financial Statements (AFS) - 2021-22	Please attach a copy of your Annual Financial Statements (AFS) for 2021-22	+ Click to attach file
Annual Financial Statements (AFS) - 2022-23	Please attach a copy of your Annual Financial Statements (AFS) for 2022-23	+ Click to attach file
Annual Financial Statements (AFS) - 2023-24	Please attach a copy of your Annual Financial Statements (AFS) for 2023-24	+ Click to attach file
Annual Financial Statements (AFS) - 2024-25	Please attach a copy of your Annual Financial Statements (AFS) for 2024-25	+ Click to attach file
Annual Financial Statements (AFS) - 2025-26	Please attach a copy of your Annual Financial Statements (AFS) for 2025-26	+ Click to attach file
Annual Financial Statements (AFS) - 2026-27	Please attach a copy of your Annual Financial Statements (AFS) for 2026-27	+ Click to attach file

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

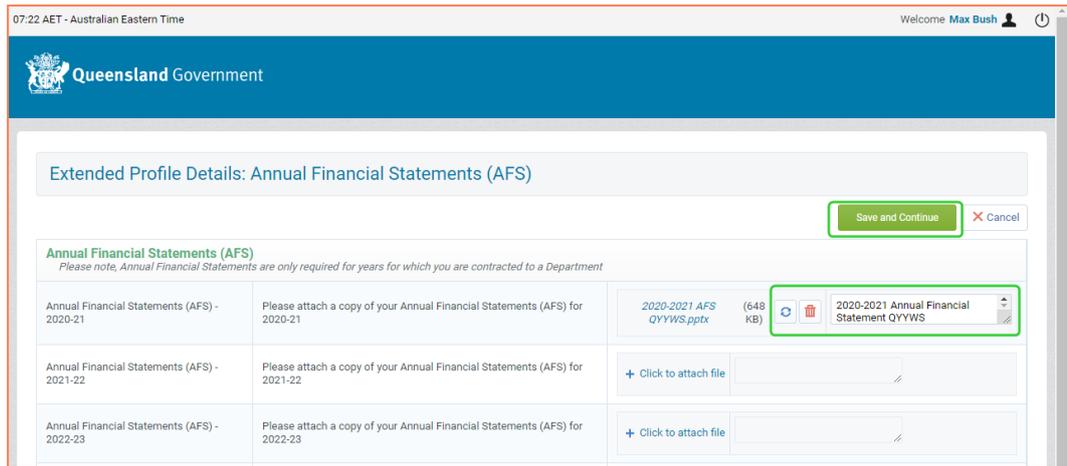
Attachment Description

2020-2021 Annual Financial Statement QYYWS

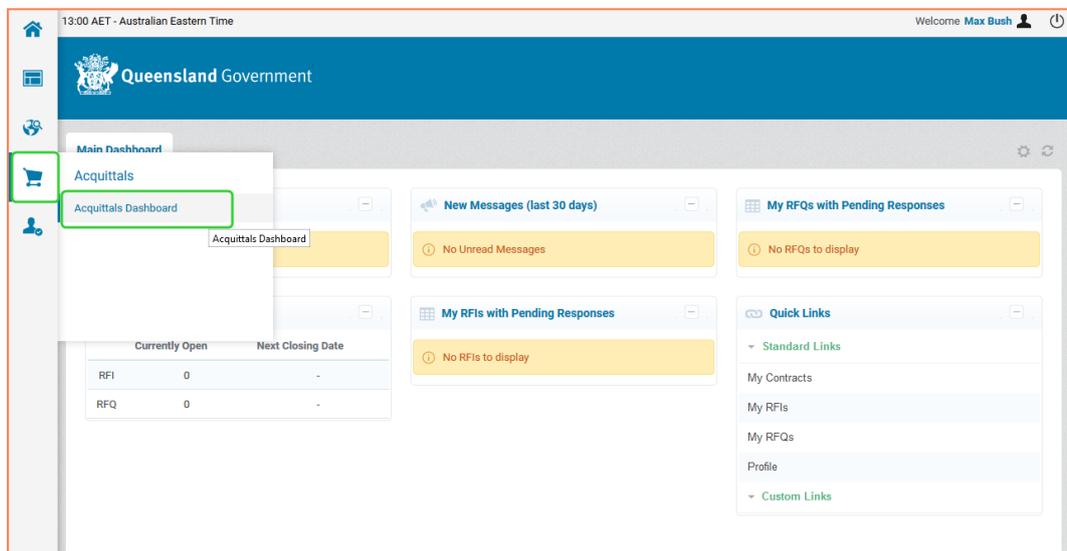
Characters available 1958

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.

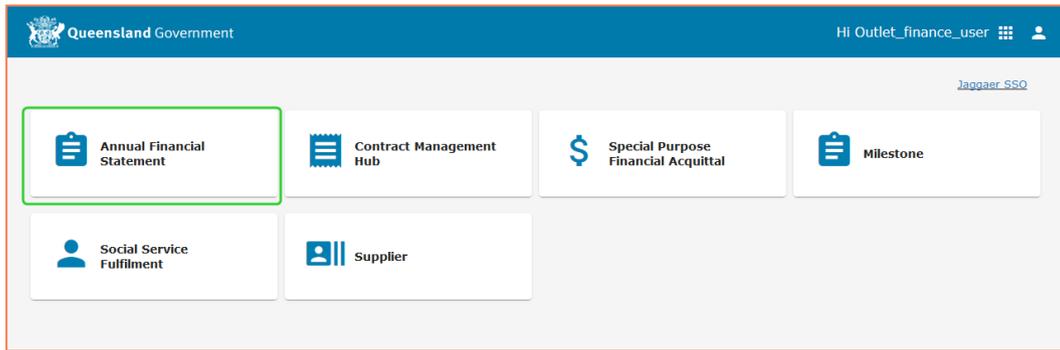


13. Access the Acquittals Dashboard.



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' section of the user interface. It features a table with the following columns: Form Id, Funding Schedule Number, Department, Service Outlet Name, Service Outlet Number, Period, Year, Due Date, and Status. The 'Form Id' column is highlighted with a green border. The table contains one row of data.

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

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

- 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**.

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.

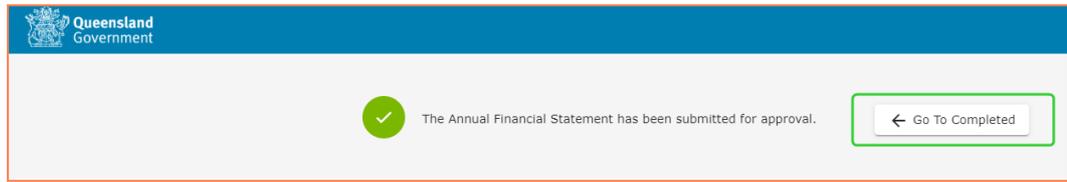
23. Select your Organisation Director. Add any comments you wish to make (optional).

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**.



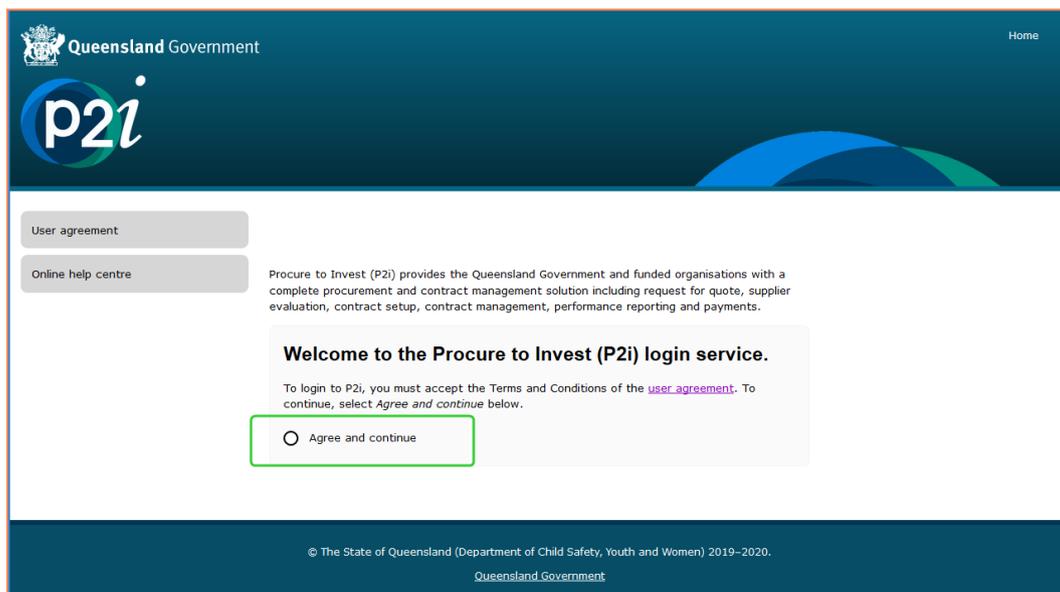
Resubmitting Department Rejected Annual Financial Statements

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**.



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 Procure to Invest (P2i) provides a complete procurement and contract management solution. Below this, a 'Welcome to the Procure to Invest (P2i) login service.' message is displayed, followed by instructions to 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 buttons: '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).

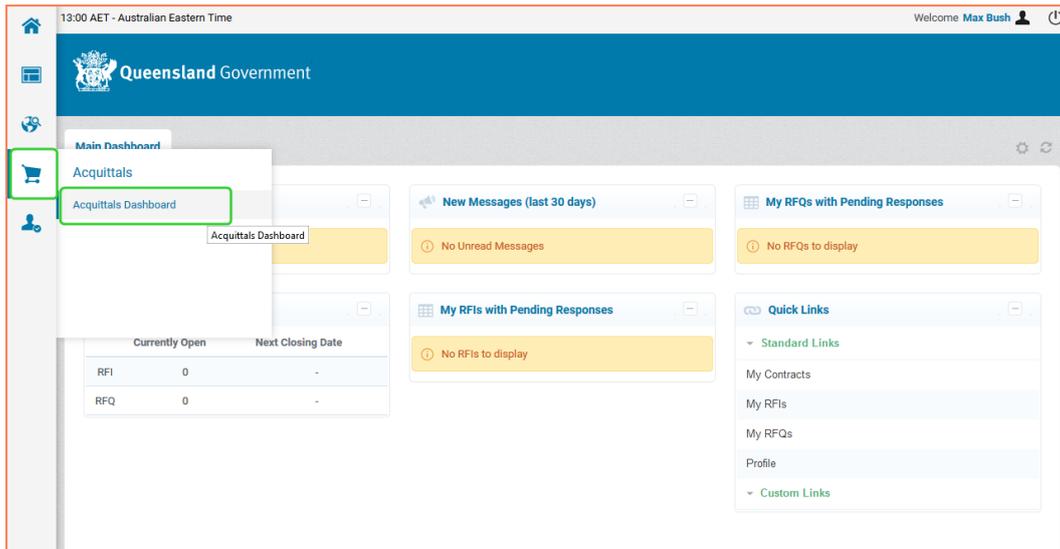
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

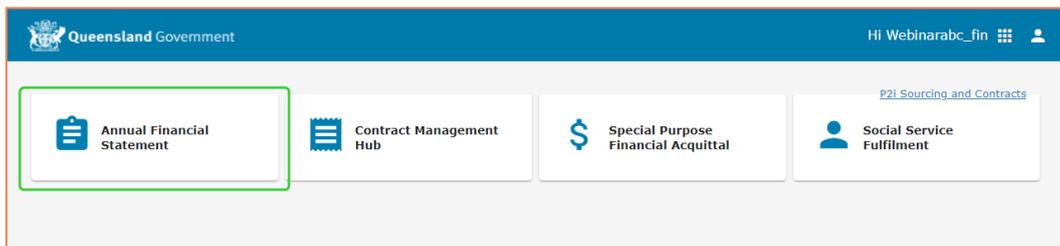
Tip: If you have forgotten your Username or Password click **Forgotten your password?**

The screenshot shows the 'Supplier Login' page of the Procure to Invest (P2i) system. The page features the Queensland Government logo and the title 'Procure to Invest (P2i)'. The 'Supplier Login' section is highlighted with a green box and contains a 'Username' input field, a 'Password' input field, a blue 'Login' button, and a green 'Register' button. Below the buttons, there is a link for 'Forgotten your password?'.

6. Access the **Acquittals Dashboard**.



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

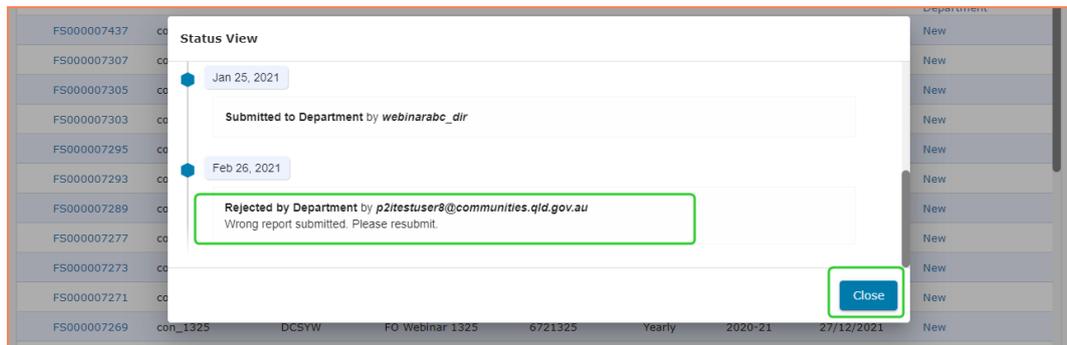


Note: Annual Financial Statements that have been rejected by the Department appear in the Pending list with the **Status as Rejected By Department**.

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

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.

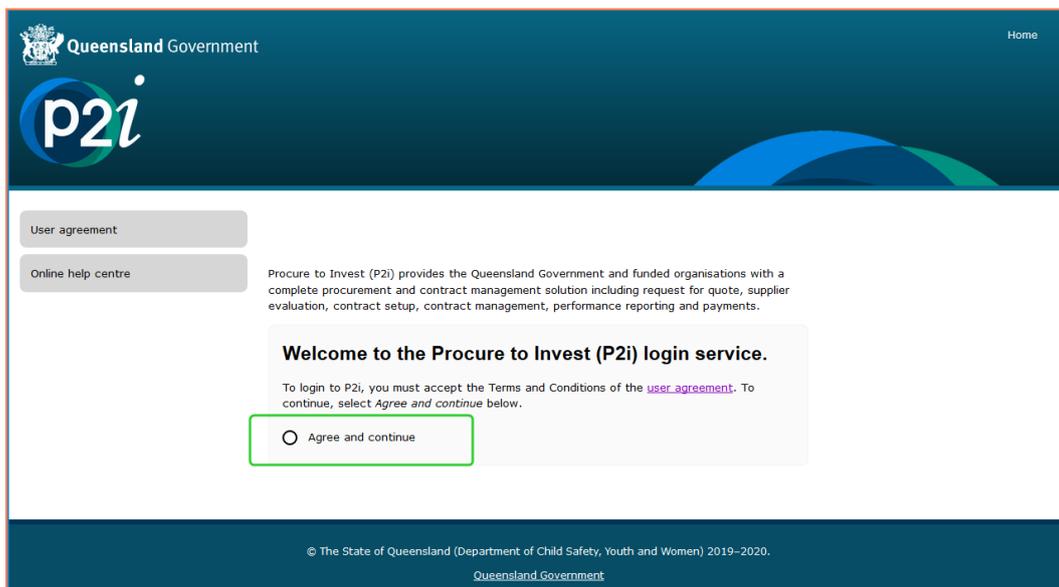
Approve an Annual Audited Financial Statement

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.

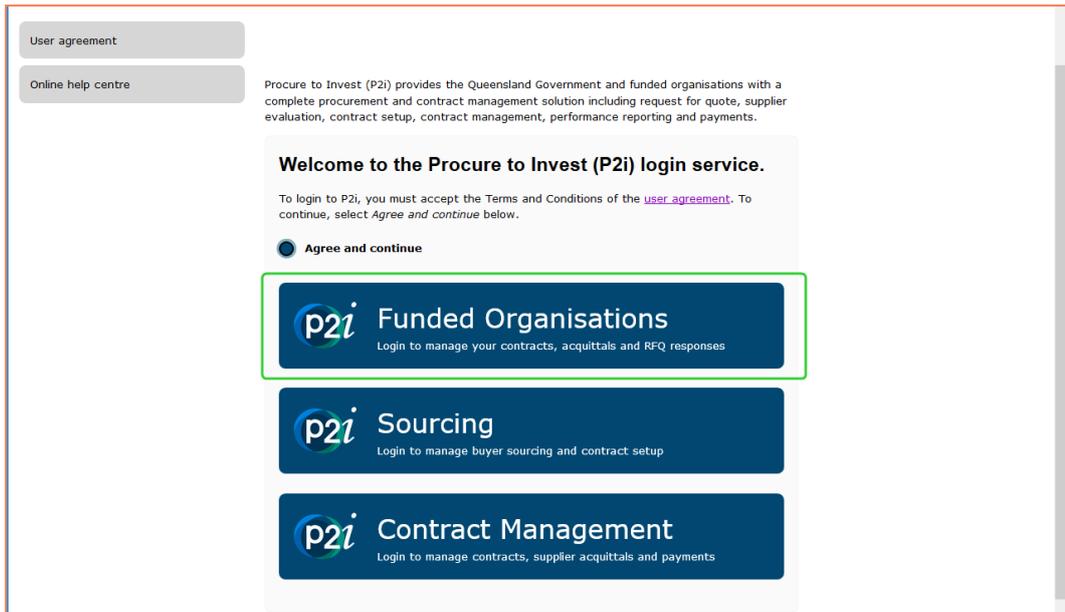
Watch the [video](#) or follow the steps below.

To approve or reject an Annual Financial Statement:

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



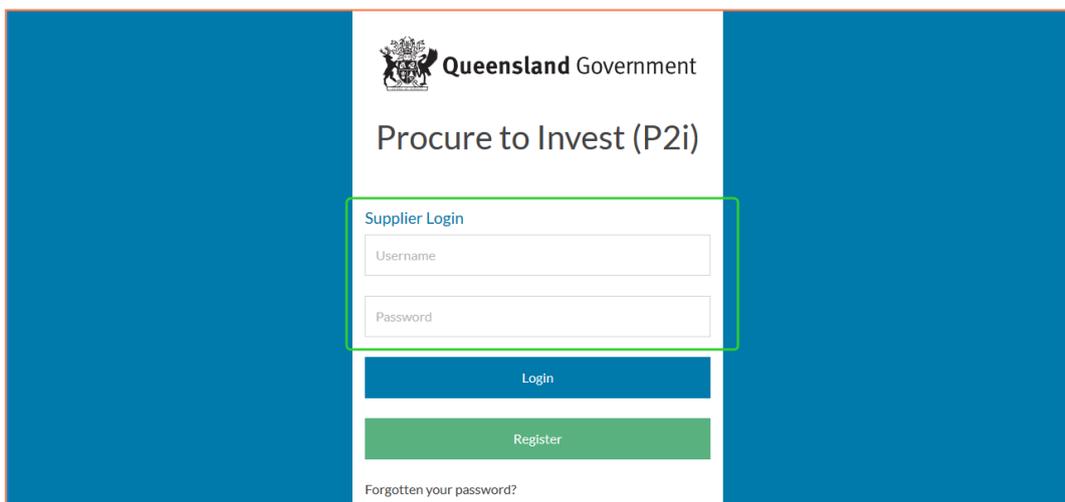
3. Click the **Funded Organisations** link.



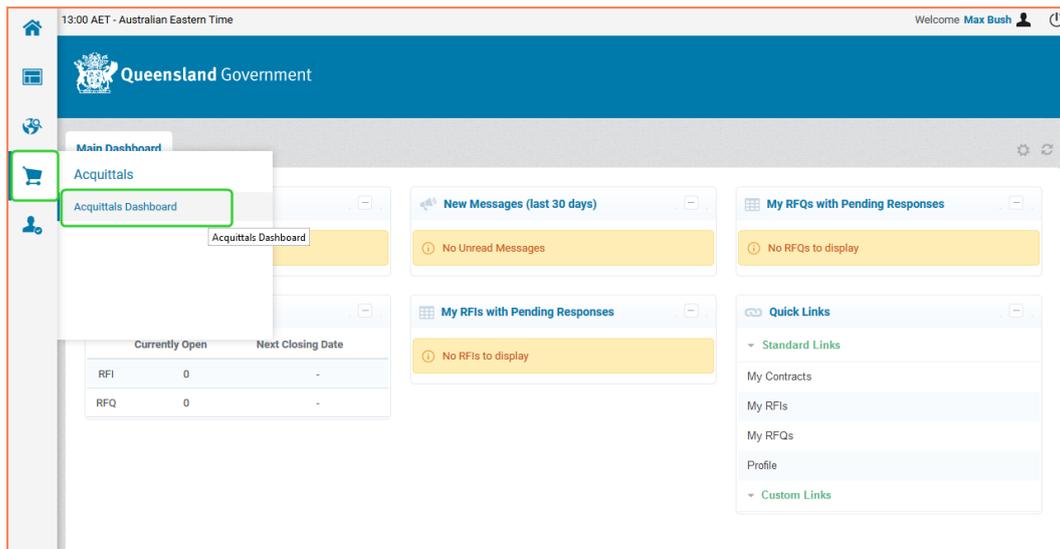
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

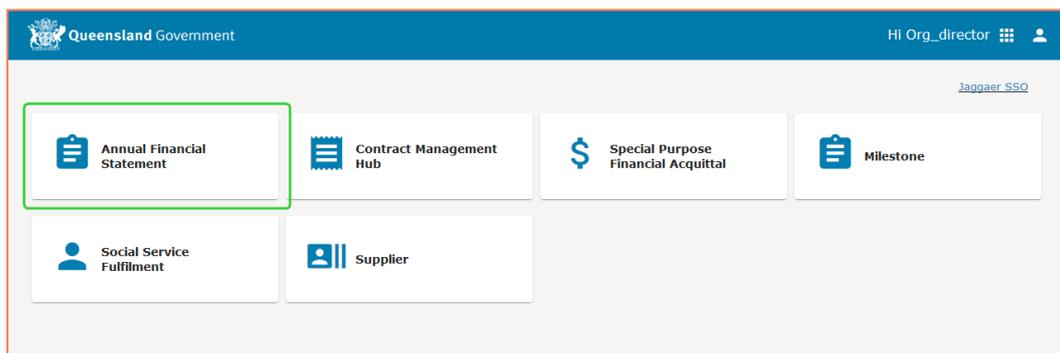
Tip: If you have forgotten your Username or Password click **Forgotten your password?**



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).

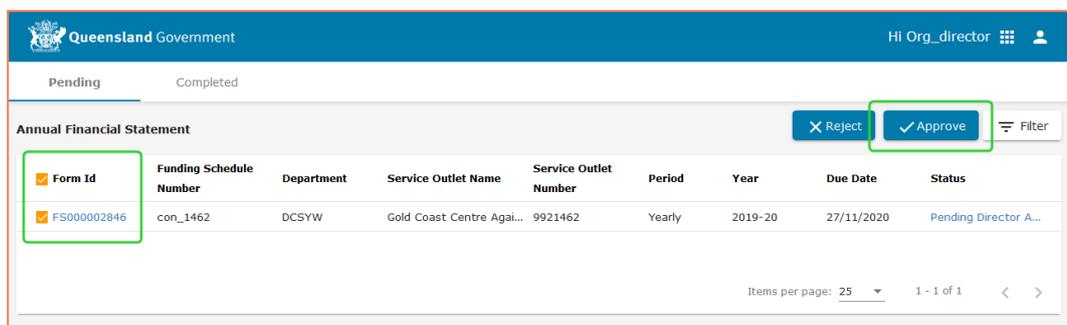
Tip: To perform a bulk approval or rejection, tick the box next to the Form Id column header to select all Annual Financial Statements.

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).

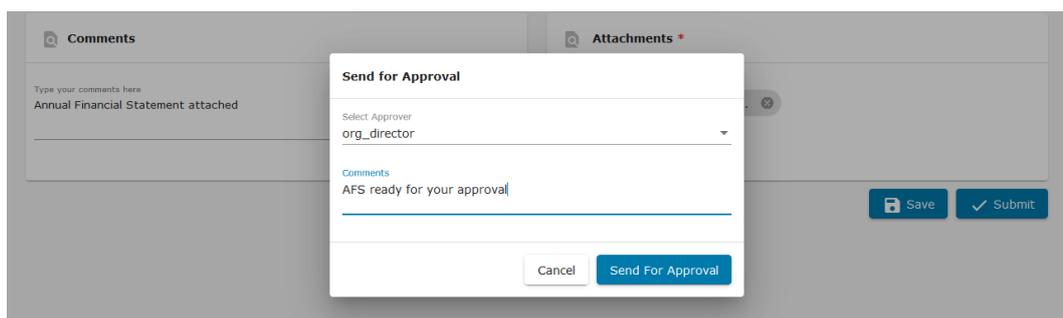
9. Click **Approve**.

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 is a navigation bar with the Queensland Government logo and the user name 'Hi Org_director'. Below the navigation bar, there are tabs for 'Pending' and 'Completed'. The main content area is titled 'Annual Financial Statement' and features 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 is highlighted with a green box, showing 'FS000002846' as the Form Id, 'con_1462' as the Funding Schedule Number, 'DCSYW' as the Department, 'Gold Coast Centre Agal...' as the Service Outlet Name, '9921462' as the Service Outlet Number, 'Yearly' as the Period, '2019-20' as the Year, '27/11/2020' as the Due Date, and 'Pending Director A...' as the Status. To the right of the table, there are buttons for 'Reject' and 'Approve', with the 'Approve' button highlighted by a green box. A 'Filter' button is also visible. At the bottom right, there is a pagination control showing 'Items per page: 25' and '1 - 1 of 1'.

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



The screenshot shows the 'Send for Approval' dialog box in the Queensland Government portal. The dialog box has a title 'Send for Approval' and contains a 'Select Approver' dropdown menu with 'org_director' selected. Below the dropdown, there is a 'Comments' section with the text 'AFS ready for your approval'. At the bottom of the dialog box, there are 'Cancel' and 'Send For Approval' buttons. In the background, the 'Comments' section of the portal is visible, showing a text area with the text 'Annual Financial Statement attached' and 'Save' and 'Submit' buttons.

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**.

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...

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.

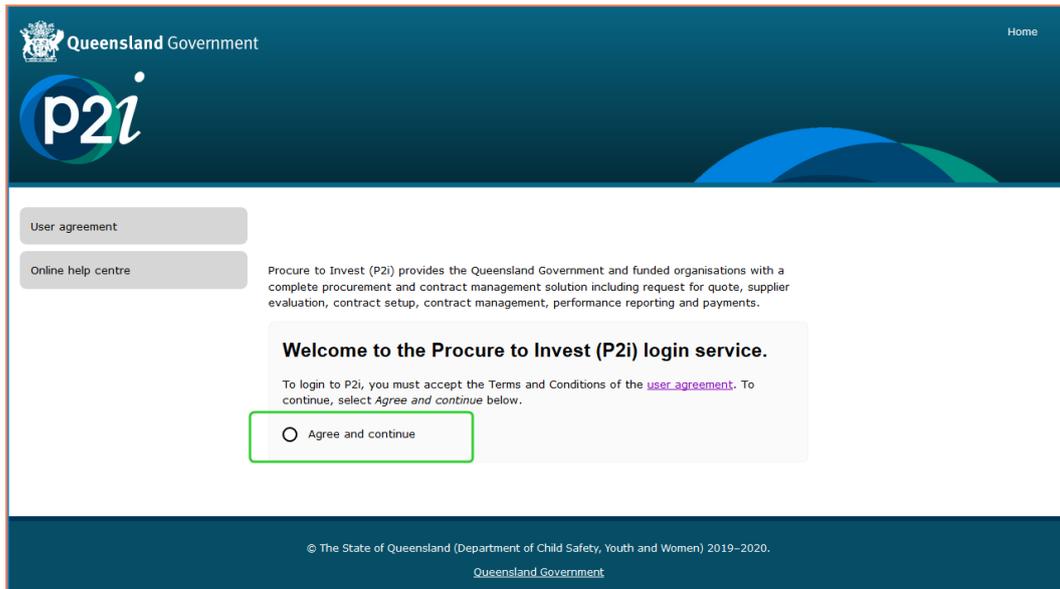
Important
Note



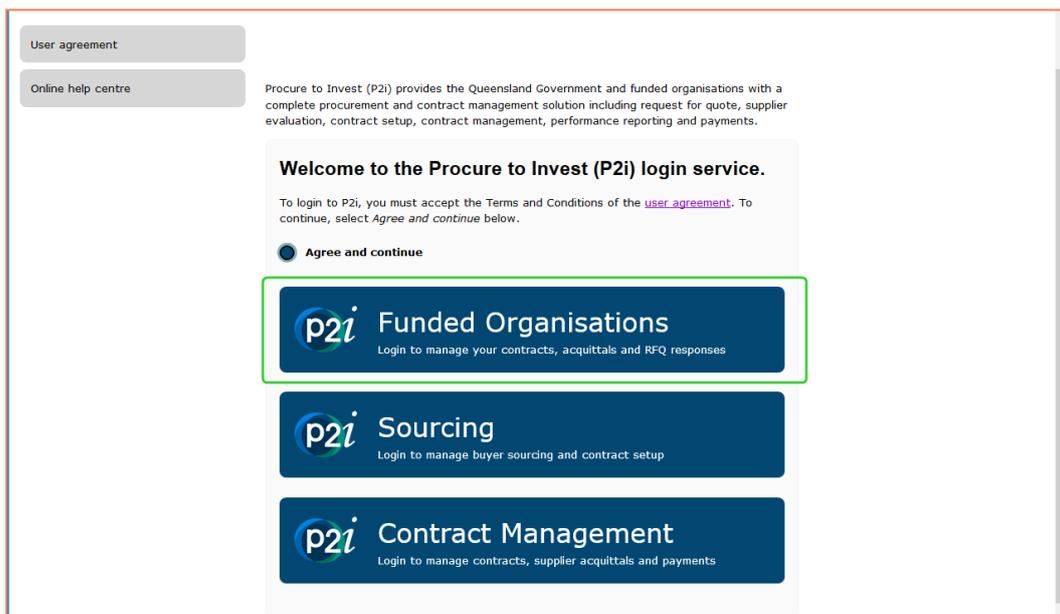
An acquittal/payment can be received/approved for a previous quarter as long as it is within the current financial year. Funded Organisations can submit acquittals for previous quarters. These can then be acquitted and a payment recommendation made and approved.

To report on special purpose financial acquittals:

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



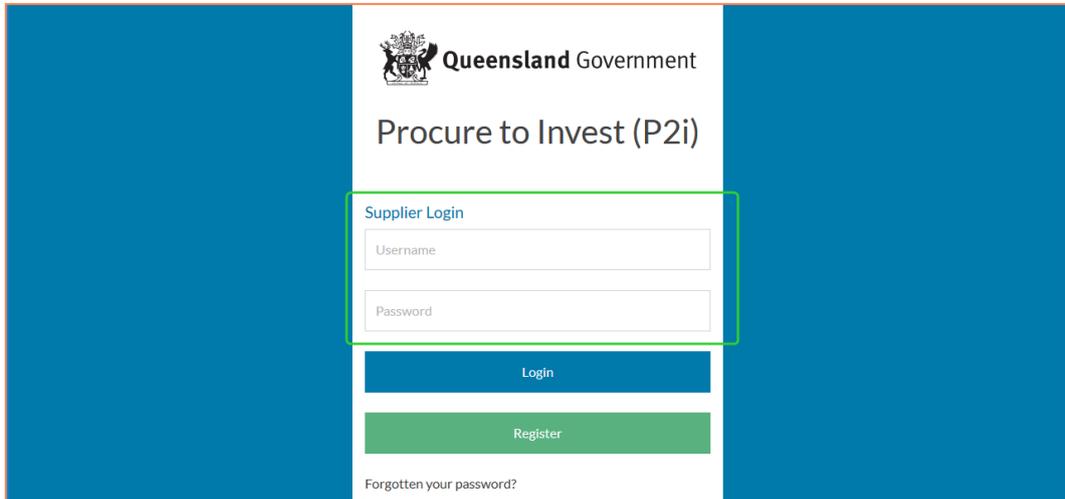
3. Click the **Funded Organisations** link.



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?**



Supplier Login

Username

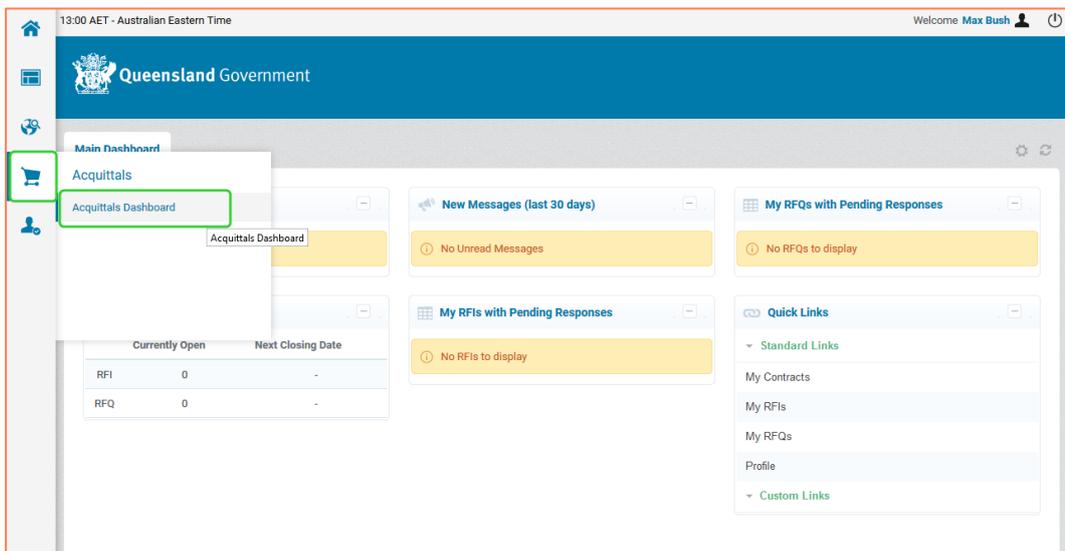
Password

Login

Register

Forgotten your password?

6. 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 RFQs with Pending Responses

No RFQs to display

My RFIs with Pending Responses

No RFIs to display

Quick Links

Standard Links

My Contracts

My RFIs

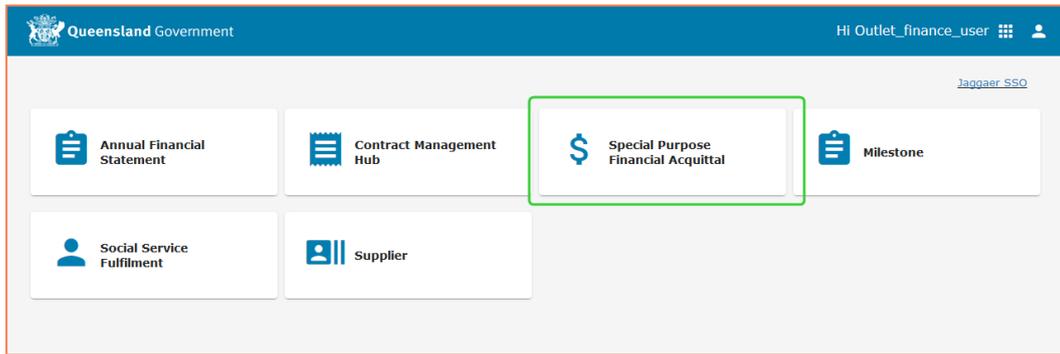
My RFQs

Profile

Custom Links

	Currently Open	Next Closing Date
RFI	0	-
RFQ	0	-

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



- 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.

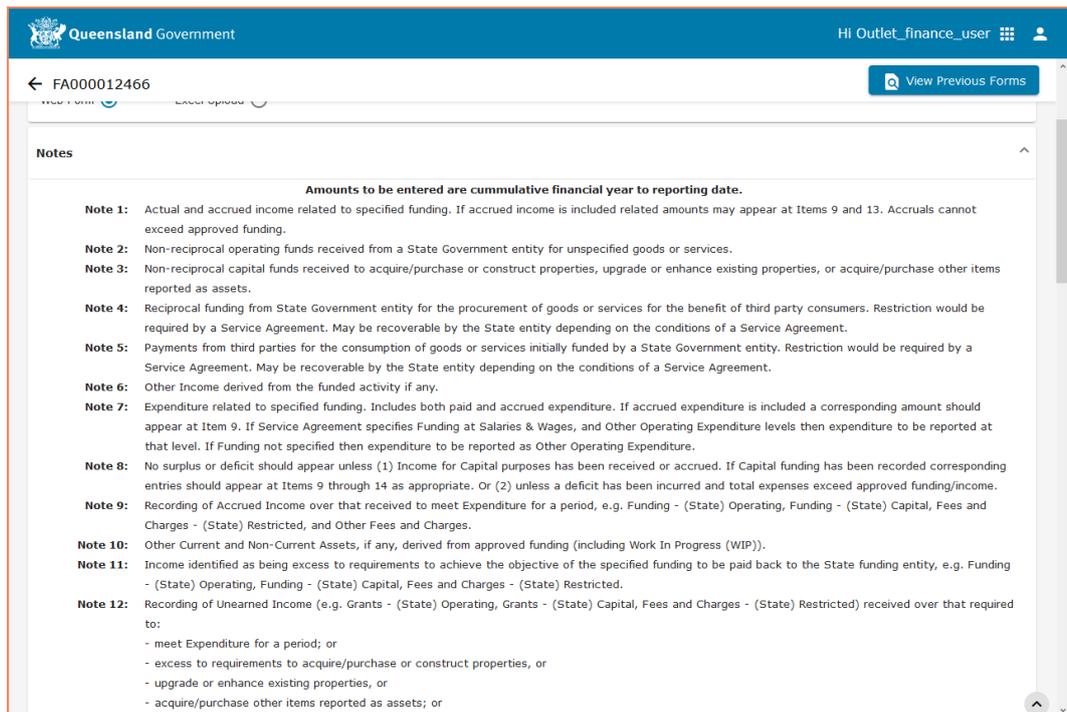
The screenshot shows the 'Special Purpose Financial Acquittal' table in the Queensland Government user interface. The table has two tabs: 'Pending' (selected) and 'Completed'. The table has a 'Filter' button in the top right corner. The table columns are: Form Id, Funding Schedule Number, Department, 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 box.

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

- 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)).

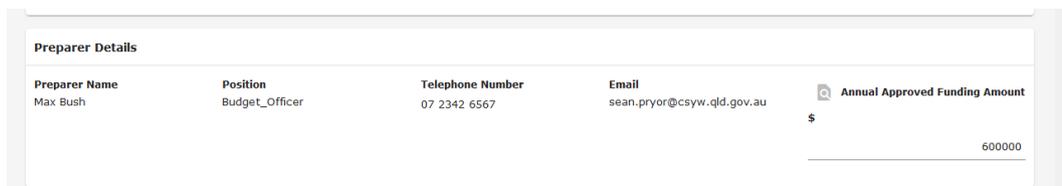
Note 11: Income identified as being excess to requirements to achieve the objective of the specified funding to be paid back to the State funding entity, e.g. Funding - (State) Operating, Funding - (State) Capital, Fees and Charges - (State) Restricted.

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.

Queensland Government Hi Outlet_finance_user

← 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	Total Expenditure \$	600,000
Other Fee And Charges \$	50000	Surplus / Loss \$	0
Other Income \$	100000		
Total Income \$	600,000		

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.

Queensland Government Hi Outlet_finance_user

← FA000012466 View Previous Forms

Statement Of Assets And Liabilities

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

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.

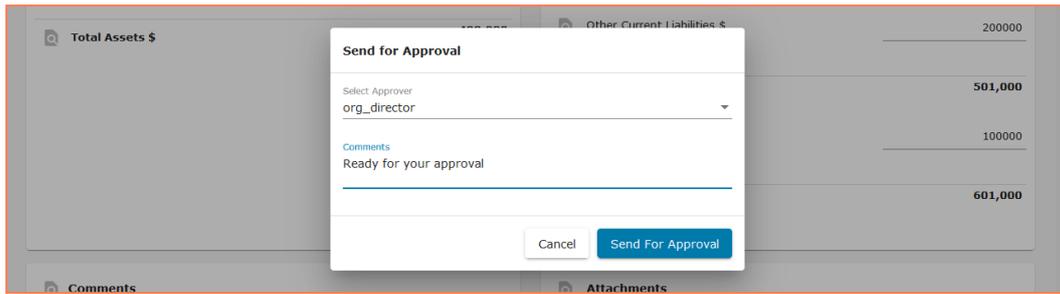
Tip: Click **Save** to save your work if you are not ready to submit the Financial Acquittal to your Director for approval.

The screenshot shows a web form for submitting a financial acquittal. The header includes the Queensland Government logo and the user name 'Hi Outlet_finance_user'. The form ID is 'FA000012466'. The form is divided into several sections:

- Assets:** A table with three rows: 'Total Current Assets \$' (300,000), 'Non-Current Assets \$' (100,000), and 'Total Assets \$' (400,000).
- Liabilities:** A table with four rows: 'Revenue Received In Advance \$' (300,000), 'Other Current Liabilities \$' (200,000), 'Total Current Liabilities \$' (501,000), 'Non-Current Liabilities \$' (100,000), and 'Total Liabilities \$' (601,000). A note above this section states: '**This amount will be subject to further discussion with the department.'
- Comments:** A text area with the placeholder 'Type your comments here' and the text 'Financial Acquittal included for Department Review'.
- Attachments:** A section with the text 'Upload your attachment here.' and an 'Upload' button.

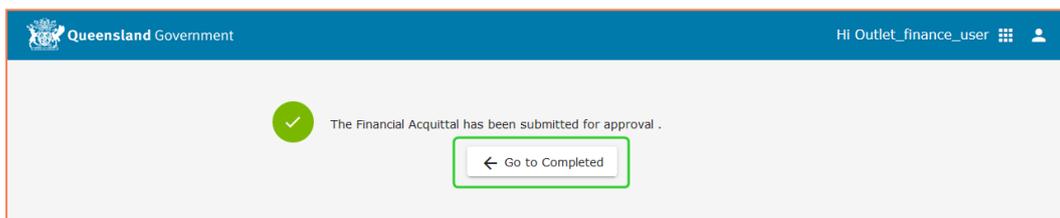
At the bottom right, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a green box.

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



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

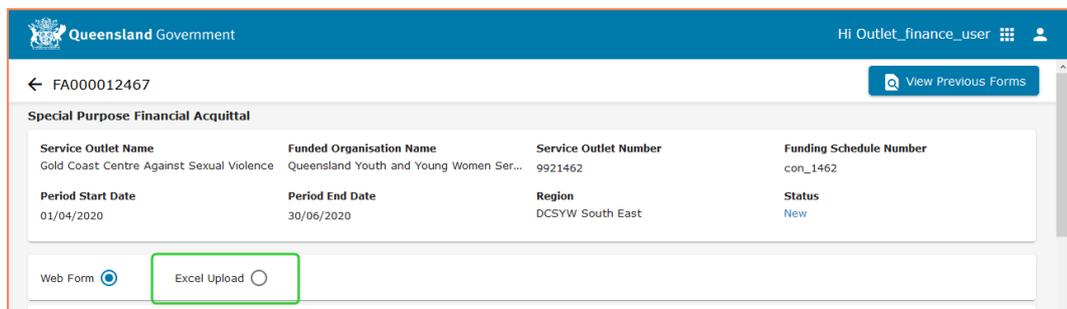
Form Id	Funding Schedule Number	Department	Service Outlet Name	Service Outlet Number	Period	Year	Submitted Date	Status
FA000012466	con_1462	DCSYW	Gold Coast Centre Agai...	9921462	Jan-Mar	2019-20		Pending Director Approval

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**.

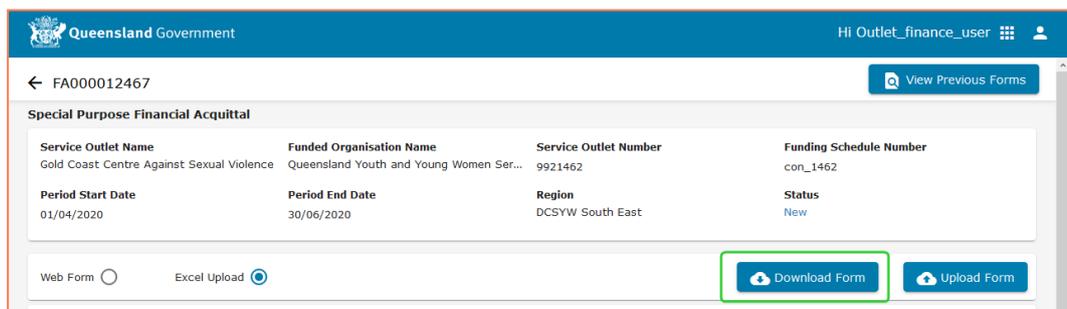


The screenshot shows the 'Special Purpose Financial Acquittal' form in the Queensland Government system. The form is for FA000012467. It displays the following details:

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

At the bottom of the form, there are two radio buttons: 'Web Form' (selected) and 'Excel Upload' (highlighted with a green box).

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



The screenshot shows the same 'Special Purpose Financial Acquittal' form. The 'Excel Upload' radio button is now selected. The 'Download Form' button is highlighted with a green box. The 'Upload Form' button is also visible.

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

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

Queensland Government HI Outlet_finance_user

FA000012466 View Previous Forms

Total Current Assets \$	300,000
Non-Current Assets \$	100,000
Total Assets \$	400,000

****This amount will be subject to further discussion with the department.**

Unearned Income

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

Type your comments here
Financial Acquittal included for Department Review

Attachments

Upload your attachment here.
Upload

Save Submit

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**.

Send for Approval

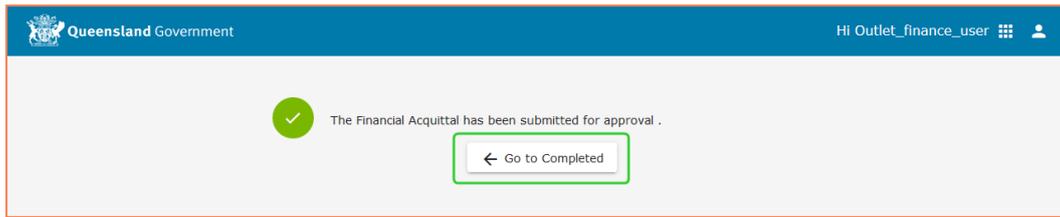
Select Approver
org_director

Comments
Ready for your approval

Cancel Send For Approval

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

14. Click **Go to Completed**.



15. 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
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

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](#).

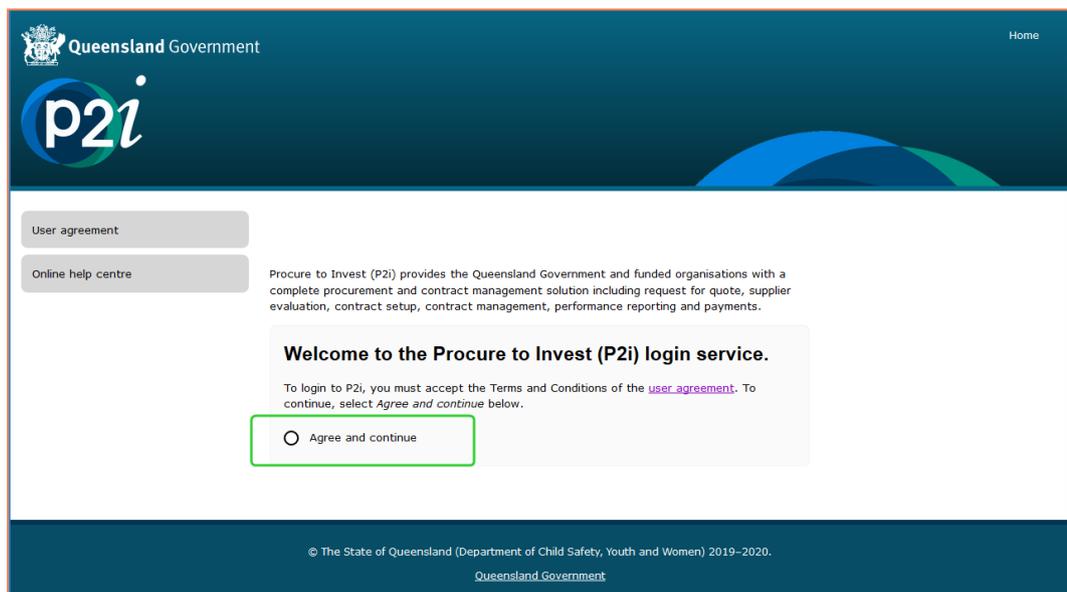
Resubmitting Department Rejected General or Special Purpose Financial Acquittals

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

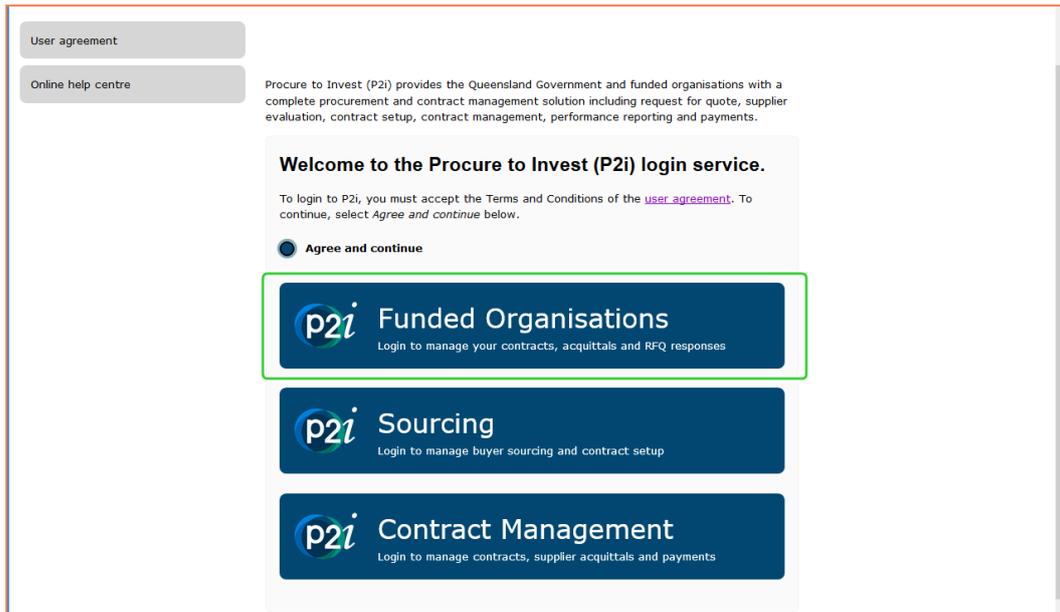
The Budget and Finance Officer is to correct any issues with the report and then send it to the Organisation Director to approve and send through to the Department for reassessment.

To resubmit your general or special purpose financial acquittal:

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



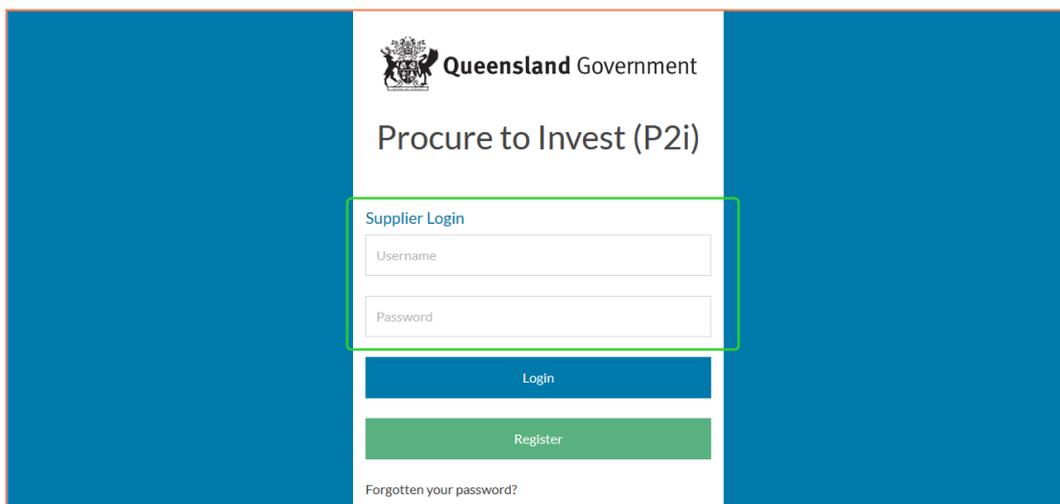
3. Click the **Funded Organisations** link.



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

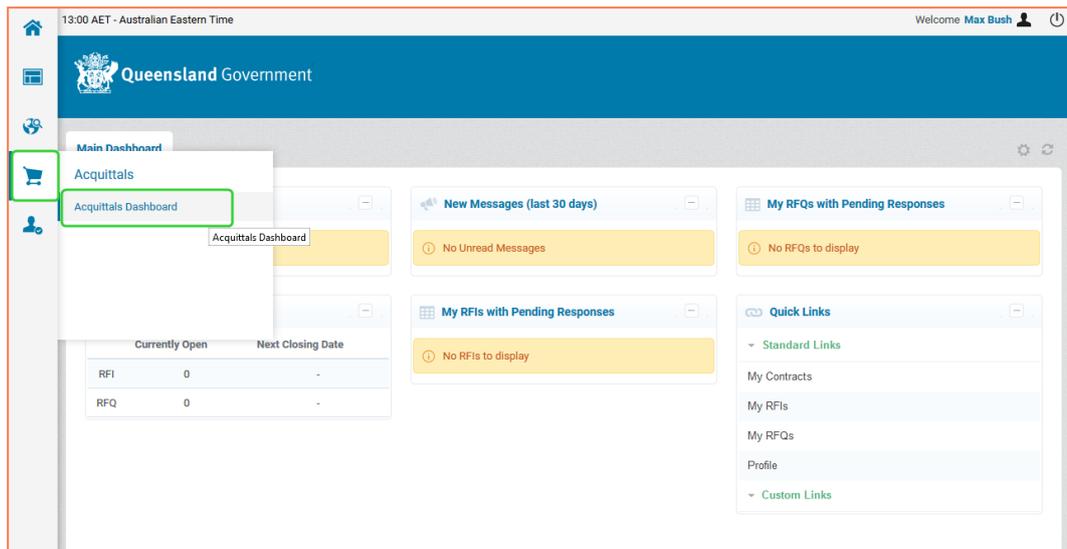
5. Click **Login**.

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

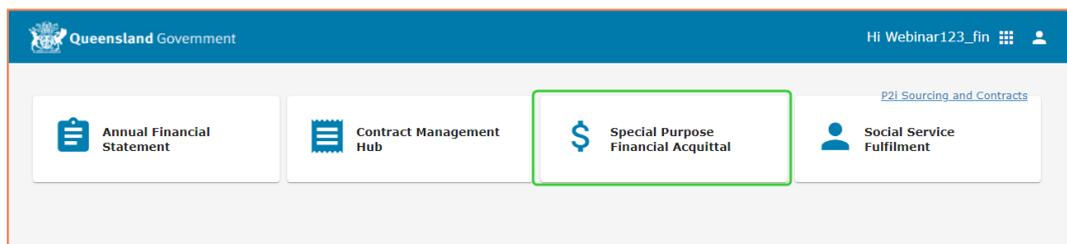


6. Access the **Acquittals Dashboard**.

Resubmitting Department Rejected General or Special Purpose Financial



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

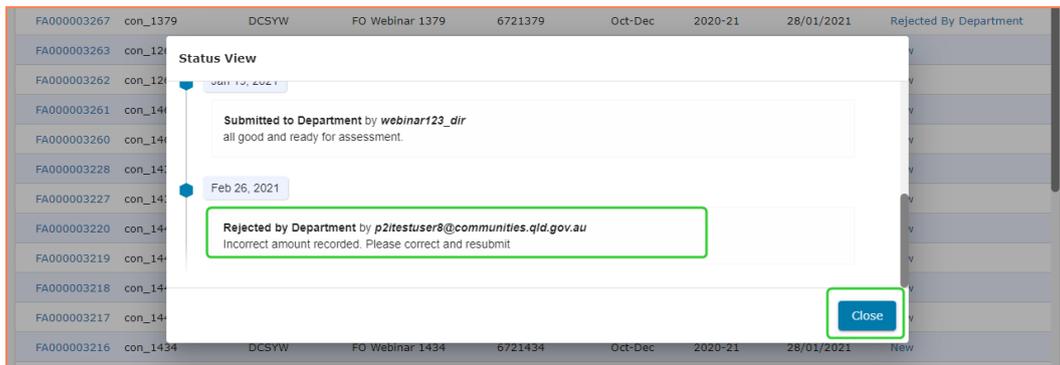


Note: General or Special Purpose Financial Acquittals that have been rejected by the Department appear in the Pending list with the **Status as Rejected By Department**.

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

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.

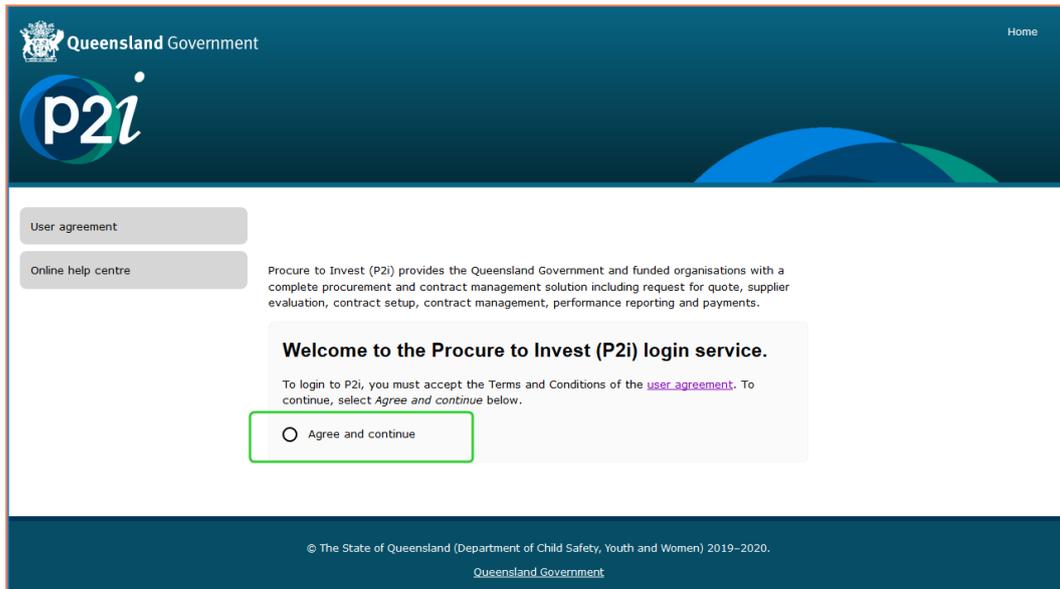
Important
Note



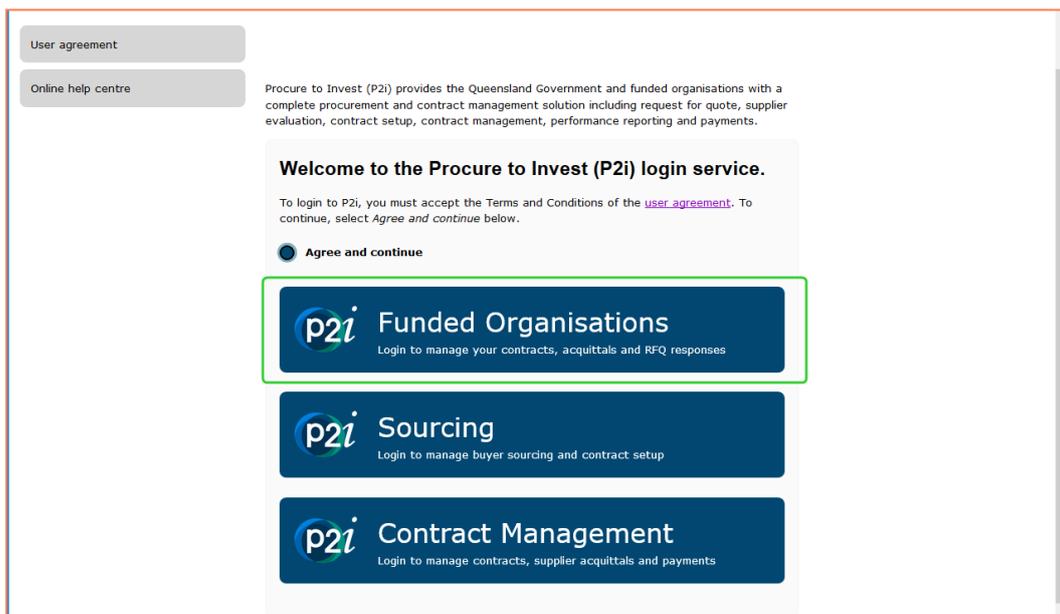
A report can be resubmitted to the department if it has not already been approved by the department. The report must be 'rejected' by the department first so that a new report can be re-submitted. This report will maintain its data and will flow back to the Data Entry allocation officer. The report must 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**.



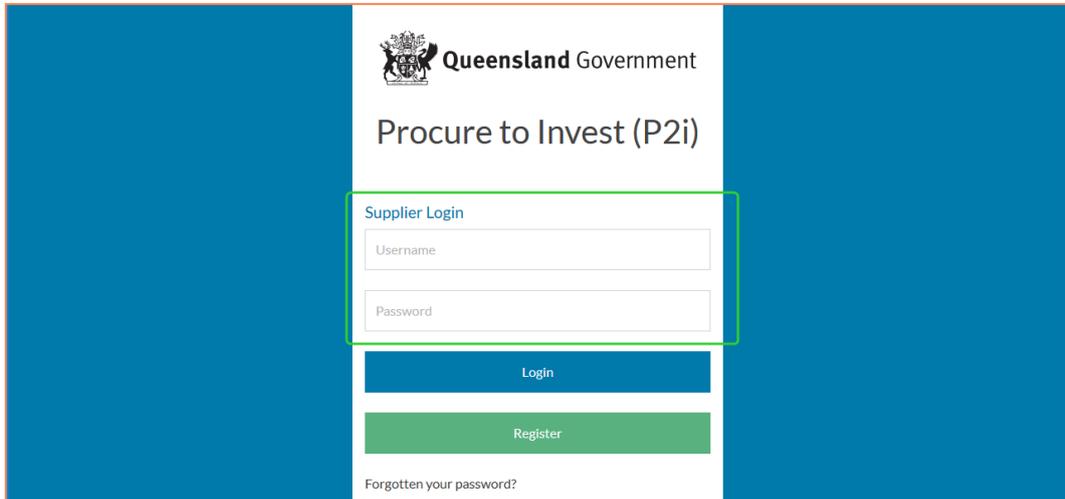
3. Click the **Funded Organisations** link.



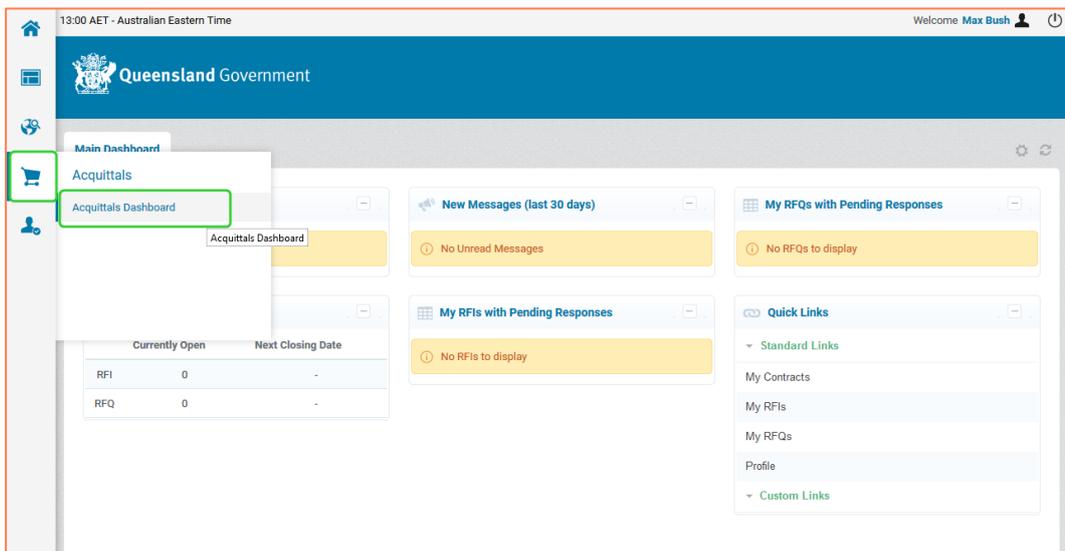
4. Enter your **Username** and **Password** in the **Supplier Login** area.

5. Click **Login**.

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

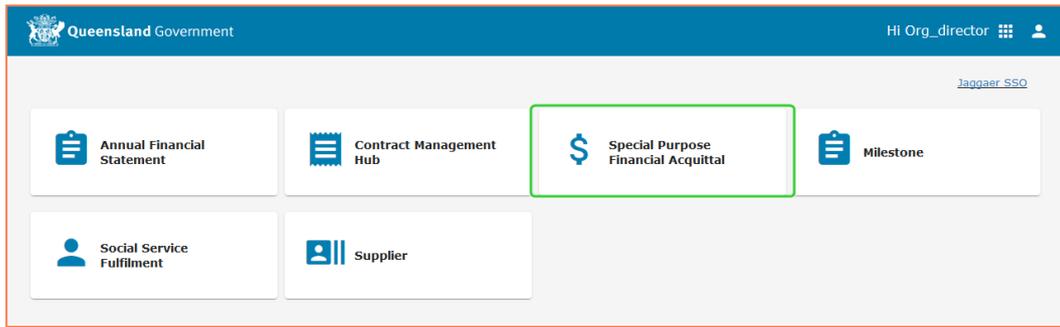


6. Access the **Acquittals Dashboard**.



	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**.

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

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

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 (\$)
<input 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

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**.

Queensland Government Hi Org_director

FA000012466 View Previous Forms Reject Approve

Special Purpose Financial Acquittal

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

Notes

Preparer Details

Preparer Name Max Bush	Position Budget_Officer	Telephone Number 07 2342 6567	Email sean.pryor@csyw.qld.gov.au	Annual Approved Funding Amount \$ 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	Total Expenditure \$	600,000

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

13. Click **Approve**.

Queensland Government Hi Org_director

FA000012466 View Previous Forms Reject Approve

Special Purpose Financial Acquittal

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

Notes

Preparer Details

Preparer Name Max Bush	Position Budget_Officer	Annual Approved Funding Amount \$ 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	Total Expenditure \$	600,000

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 a table titled "Special Purpose Financial Acquittal" with a "Filter" button in the top right corner. The table has two tabs: "Pending" and "Completed", with "Completed" selected. The table columns are: Form Id, Funding Schedule Number, Department, Service Outlet Name, Service Outlet Number, Period, Year, Submitted Date, and Status. A single row is visible, highlighted with a green border, showing the following data:

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

