



# **P2i Contract Setup - Contract Management Hub**

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## **P2i User Guide**

P2i

Department of Children, Youth Justice and Multicultural Affairs

Current as at 26/02/2021

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# Setting up contracts in the contract management hub

The contract management hub provides the **P2i Contract Officer**, **P2i Contract Manager** or **P2i Regional Manager**, and **P2i Payment Allocation Officer** with an area where they can finalise the set up of new contracts, manage the contracted reports and payments for each contract and trigger payments.

P2i breaks down the contents of the contract to identify payment amounts, payment types, report types and report schedule dates to:

- Schedule reports
- Schedule payments
- Associate reports with payments

In order for this to occur there are several activities that must take place. Each activity is assigned to the **P2i Contract Officer** (who attached and activated the signed contract), the **P2i Payment Allocation Officer**, and the **P2i Contract Manager** or **P2i Regional Manager**.

The **P2i Contract Officer** is responsible for assigning the **P2i Allocation Officer** and the **P2i Contract Manager** or **P2i Regional Manager** to the new contract.

The **P2i Payment Allocation Officer** is responsible for setting up the payment details and service outlet details. Once the contract has been activated in the hub by the **P2i Contract Manager** or **P2i Regional Manager**, they are responsible for completing the Payment Allocation Tool.

The **P2i Contract Manager** or **P2i Regional Manager** is responsible for activating the contract and then generating the acquittals so that they appear in the Supplier Contract Management Portal.

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**Note:** Before the **P2i Contract Manager** or **P2i Regional Manager** can generate the acquittals, the administrator of the Funded Organisation must assign users to manage the Service Outlet, including a Service Outlet Manager, a Service Outlet Data Entry Officer, and a Service Outlet Finance Officer. If a P2i user has already been assigned a Director role, then will be automatically assigned to the Service Outlet. The administrator will receive a notification when the contract is activated.

## Setting up the assignment details

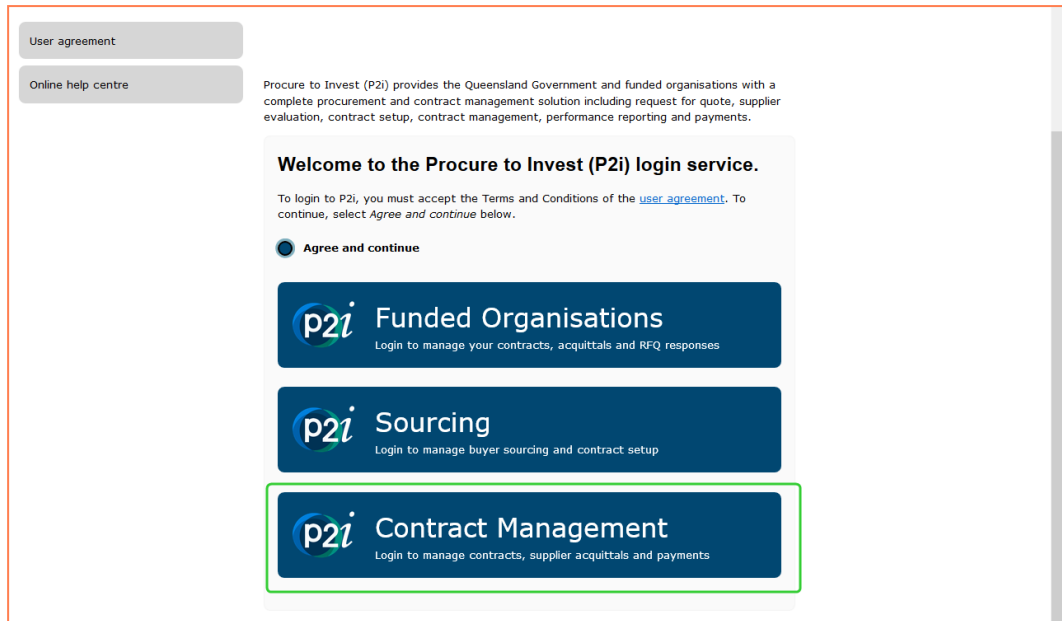
In order to complete the activation of the contract, the **P2i Contract Officer** is required to assign a **P2i Contract Manager** or **P2i Regional Manager** and **P2i Payment Allocation Office** to the contract.

[Watch the video to see how the P2i Contract Officer completes the assignment details.](#)

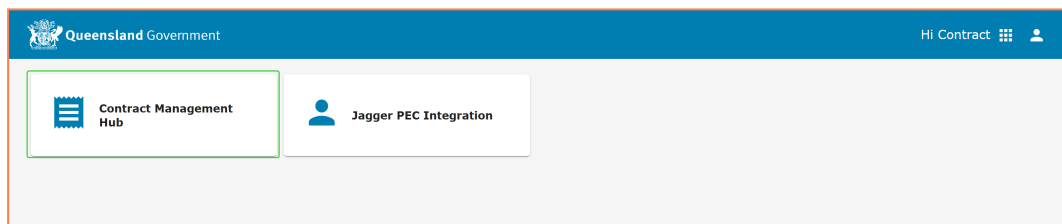
To set up the Assignment Details in the Contract Management Hub:

1. Login to the Contract Management Portal.

**Tip:** You can also click the link in the notification email to access the contract.



2. Click **Contract Management Hub** tile.



3. Click the **Contract Number** to access the contract to set up.

Contract Number	Supplier Organisation Name	Service Outlet Name	Service Outlet Number	Contract Officer	Contract Start Date	Contract End Date	Contract Status
con_604	Leading the Way Orga...	Leading the Way Logan	440604	p2itestuser9@commun...	01/04/2020	31/03/2023	Active
con_566	Super Mario Pty Ltd	Super Mario Training a...	566	p2itestuser9@commun...	01/01/2020	31/12/2022	Active
con_568	Super Mario Pty Ltd	Super Mario Training a...	568569	p2itestuser9@commun...	01/01/2020	31/12/2023	Active

**Tip:** The P2i Contract Officer can view all contracts in P2i. Refer to the topic, [Searching for contracts in the Contract Management Hub](#) for the guide on how to locate your contracts.

4. Click **Assignment Details**.

← con\_604

View Scheduled Reports View Scheduled Payments Trigger Payments

Contract Number	Contract Start Date	Contract End Date	Contract Status
con_604	01/04/2020	31/03/2023	Active

Total Contract Value \$  
1,207,000

**Supplier Details**

Supplier Organisation Name	Supplier Contact	Supplier Phone
Leading the Way Organisation	Ronaldo Matize	07 1234 5678

**Department Details**

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

**Assignment Details**

**Associated Outlet Details**

**Payment Details**

5. Click **Assign/Edit Assignee**.

**Department Details**

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

**Assignment Details**

Contract Manager Finance Officer Status

Open

Assign/Edit Assignee

6. Select the **Contract Manager** and **Finance Officer** from the respective drop down lists and click **Save**.

**Department Details**

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

**Assignment Details**

Contract Manager Finance Officer Status

P2itestuser1@communities.qld.gov.au P2itestuser8@communities.qld.gov.au Open

Cancel Save

**Note:** A notification has been sent to the assigned **P2i Payment Allocation Officer** who can now login and update the **Associated Outlet Details** and then update the **Payment Details**. Refer to the topic, [Setting up outlet and payment details](#).

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# Setting up outlet and payment details

Once the P2i Contract Officer has assigned a P2i Payment Allocation Officer to a new contract they have the task of entering the outlet and payment details.

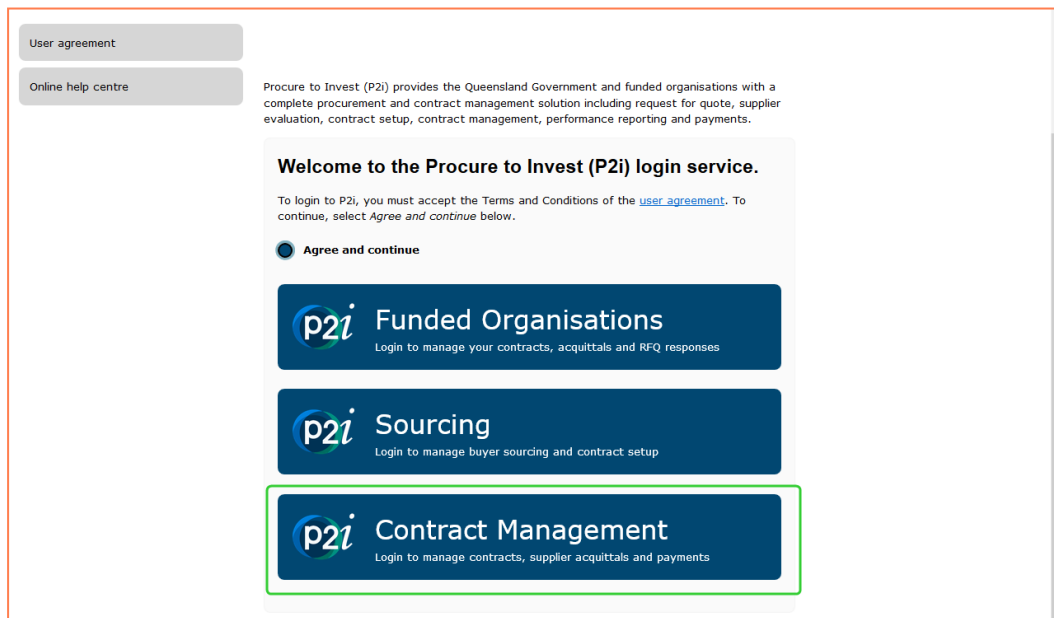
[Watch the video to see how the P2i Payment Allocation Officer completes the outlet and payment details.](#)

## Setting up the associated outlet details

To set up the associate outlet details:

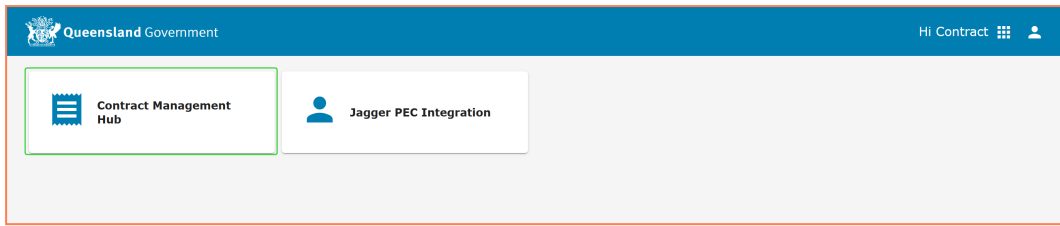
1. Login to the Contract Management Portal.

**Tip:** You can also click the link in the notification email to access the contract.



2. Click **Contract Management Hub**.





3. Click the Contract Number to access the contract to set up.

Contract Number	Supplier Name	Service Outlet Name	Service Outlet Number	Contract Officer	Contract Start Date	Contract End Date	Contract Status
con_566	Super Mario	Super Mario Training an...	566	cofficer@communities.q...	01/01/2020	31/12/2022	Active
con_567	Super Mario			cofficer@communities.q...	01/01/2020		Active
con_568	Super Mario	Super Mario Training an...	568569	cofficer@communities.q...	01/01/2020	31/12/2023	Active
con_546		test_outlet11	11	siptestuser4@communiti...	11/12/2019	10/12/2022	Active
con_547		test_outlet11	11	siptestuser4@communiti...	11/12/2019	10/12/2022	Active
con_548		test_outlet11	11	siptestuser4@communiti...	10/12/2019	10/12/2022	Active
con_398				siptestuser1@communiti...	30/11/2019	30/11/2020	Active
con_399		service outlet	12	siptestuser1@communiti...	30/11/2019	30/11/2020	Active
con_394		service_outlet_11	11	siptestuser1@communiti...	29/11/2019	30/11/2022	Active
con_396		service_outlet_11	11	siptestuser1@communiti...	29/11/2019	30/11/2022	Active

**Tip:** The **P2i Allocation Officer** can view all contracts in P2i. Refer to the topic, [Searching for contracts in the Contract Management Hub](#) for the guide on how to locate your contracts.

4. Click **Associated Outlet Details**.

← con\_1155

View Scheduled Reports View Scheduled Payments Trigger Payments

Contract Number	Contract Start Date	Contract End Date	Contract Status
con_1155	01/04/2020	31/03/2023	Active

Total Contract Value \$  
1,207,000

**Supplier Details**

Supplier Organisation Name	Supplier Contact	Supplier Phone
Leading The Way	Barr Andrew	07345345345

**Department Details**

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

**Assignment Details**

**Associated Outlet Details**

**Payment Details**

5. Click **Edit**.

**Tip:** Click the **NGOIS** link to check the status of the organisation on the Non-Government Organisation Information System (NGOIS) database.

← con\_571

View Scheduled Reports View Scheduled Payments Trigger Payments

**Assignment Details**

**Associated Outlet Details**

Service Outlet Number 571379	Service Outlet Name Mario Training North Coast	Region DCSYW Moreton	Contact 1	<a href="#">Edit</a>
Contact 2	<a href="#">NGOIS</a>	ATSI Specific No	Vendor Number	
Peak Flag No	Is Renewable No	Service Purpose Rec	Service Purpose NR	
Department Owned Building No	Unrecovered Audit	State Wide Flag No	Tax Code	
Performance	Trading As Name	Service Outlet Address Type	Service Outlet Address	

**Payment Details**

6. Update the details and click **Save**.

**Warning!** It is recommended that you do not change the **Is Renewable** status to **Yes** at this stage. This can be completed when setting up the Payment Allocation Tool.

← con\_571 View Scheduled Reports View Scheduled Payments Trigger Payments

**Associated Outlet Details**

Service Outlet Number: 571379 | Service Outlet Name: Mario Training North Coast | Region: DCSYW Moreton | Contact 1: [Field]

Contact 2: [Field] | NGOIS: [Field] | ATSI Specific: No | Vendor Number \*: 11111111

Peak Flag: No | Is Renewable \*: No | Service Purpose Rec: [Field] | Service Purpose NR: [Field]

Department Owned Building: No | Unrecovered Audit: [Field] | State Wide Flag: No | Tax Code: [Field]

Performance: Green | Trading As Name: [Field] | Service Outlet Address Type: Public | Service Outlet Address: 1 Mario Drive, Bundaberg QLD

**Payment Details**

[Cancel] [Save]

**Tip:** The following fields can be updated on the Associated Outlet Details screen:

**ATSI Specific** - select **Yes** if the Organisation has indicated they are ATSI Specific

**Vendor Number** - The Vendor Number must be retrieved from SAP and entered exactly as provided.

**Peak Flag** - Select **Yes** if the organisation is a peak body.

**Is Renewable** - Select **Yes** if this funding was flagged as renewable in the Budget Tool. (Only set this flag to Yes after the Payment Allocation Tool as been set up).

**Service Purpose Rec** - Free text field typically provided in the Funding Memorandum of Approval that supports the reason for recurrent funding.

**Service Purpose NR** - Free text field typically provided in the

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Funding Memorandum of Approval that supports the reason for non-recurrent funding.

**Department Owned Building** - Select **Yes** if the service outlet location is in a building owned by the Department.

**Unrecovered Audit** -

**State Wide Flag** - Select **Yes** if the funding is Statewide

**Tax Code** - Select the correct Tax Code for the organisation.

**Performance** - can be set as **Red, Amber** or **Green**.

**Trading As Name** - enter the name the organisation trades as.

**Service Outlet Address Type** - select **Confidential, Public**, or **Restricted**

**Service Outlet Address** - the field is integrated and validated through ARCGIS

Business rules for public, confidential and restricted address:

1. When a service outlet Address is marked as confidential only the following fields of the address is to be captured:

- a. Suburb
- b. Postcode
- c. other geocoded information

2. When a service outlet Address is marked as restricted the address must be flagged as restricted.

(The Department marks the address as restricted so that the address details can be viewed on the system but NOT published as part of certain reports)

3. When a service outlet address is public, there are no restrictions on the address.

**Note:** The assigned **P2i Payment Allocation Officer** can now update the **Payment Details**.

## Setting up the payment details

To set up the payment details:

1. Click **Payment Details**.

Queensland Government | Hi Contract

← con\_566 | View Scheduled Reports | View Scheduled Payments | Trigger Payments

1,207,000

**Supplier Details**

<b>Supplier Organisation Name</b> Super Mario Pty Ltd	<b>Supplier Contact</b> collin.d'costa@csyw.qld.gov.au	<b>Supplier Phone</b> 07 12011201
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**Department Details**

<b>Department Name</b> DCSYW	<b>Contract Officer</b> cofficer@communities.qld.gov.au
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**Assignment Details**

**Associated Outlet Details**

**Payment Details**

2. Click **Edit**.

**Payment Details**

RetECCSText: No | Doc Type: KR | Payment Method: F - EFT | ChqPayTermCode: [dropdown]

[Edit](#)

3. Update the details and click **Save**.

**Warning!** Even if no change to the details is being made, select at least one item from a drop down before clicking **Save**.

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**Payment Details** ^

RetECCSText      Doc Type      Payment Method      ChqPayTermCode

No      KR      F - EFT      .....

Cancel Save

**Tip:** The following fields can be updated on the Payment Details screen:

- RetECCS text
- DocType
- Payment Method
- CqPayTermCode

**Note:** The assigned P2i Contract Manager can activate the Contract. Refer to the topic, [Activating the contract in the Contract Management Hub](#).

# Activating the contract in the Contract Management Hub

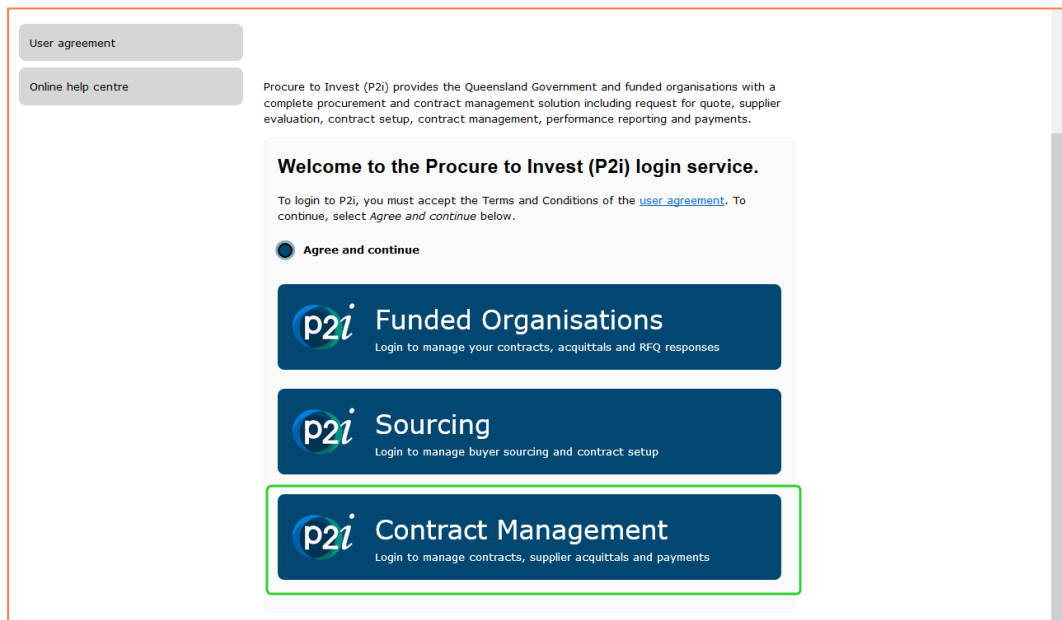
Once the **P2i Payment Allocation Officer** has set up the outlet and payment details on the new contract, the **P2i Contract Manager** or **P2i Regional Manager** is notified that the contract is ready to activate.

[Watch the video to see how the P2i Contract Manager activates the contract and learn about the different screens.](#)

To activate the contract:

1. Login to the Contract Management Portal.

**Tip:** You can also click the link in the notification email to access the contract.



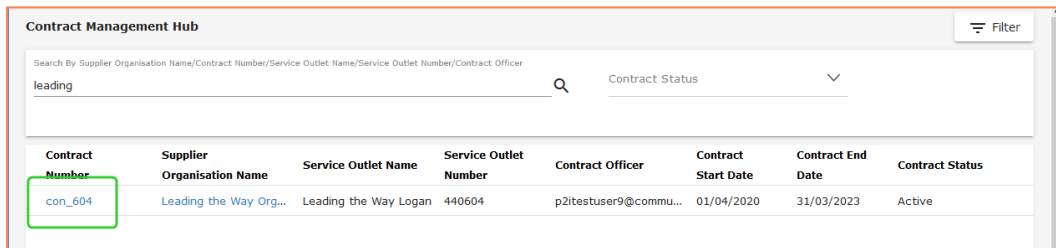
2. Click the **Contract Management Hub** tile.



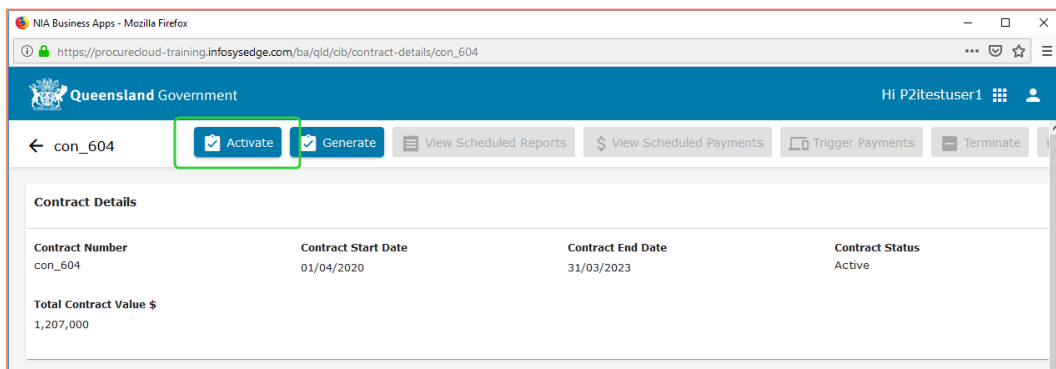
3. Select the contract from the list of available contacts.

**Tip:** The **P2i Contract Manager** or **P2i Regional Manager** can view all contracts in P2i. Refer to the topic, [Searching for contracts in the Contract Management Hub](#) for the guide on how to locate your contracts.

1. Click the **Contract Number** to open.



4. Click the **Activate** button.



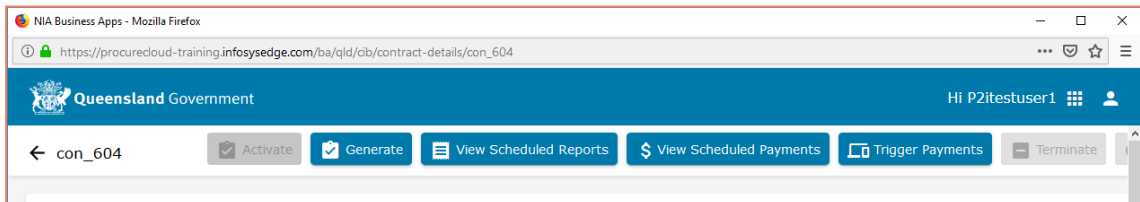
5. Click **Confirm**.



6. The P2i Contract Manager is now able to access the **Scheduled Reports**, **Scheduled Payments**, and **Trigger Payments** screens.

**Warning!** The **P2i Contract Manager** or **P2i Regional Manager** cannot generate the work items (the scheduled reports that the Funded Organisation will need to complete) until the **P2i Payment Allocation Officer** has completed the Payment Allocation Tool setup and the Supplier Administrator (Super User) has made their user assignments. Refer to the topics, [Setting up the Payment Allocation Tool](#) and [Setting up user roles and permissions in the supplier contract management portal](#).

The **P2i Contract Officer** or **P2i Contract Manager** must alert the **Supplier Administrator (Super User)** that they can assign their users to the activated contract as P2i does not do this automatically. This can be done by opening the contract in the Main Dashboard under the Contracts Register and sending a message to the Supplier.



**Note:** The **P2i Contract Manager** can now view the Scheduled Reports, Scheduled Payments and Trigger Payments screens. Refer to the topic, [Viewing the scheduled reports and payments screens](#).

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# Viewing the scheduled reports and payments screens

Once the contract has been activated the system will create a list of schedule reports and payments based on the details of the contract.

## **Scheduled Reports**

The system will analyse the content of a contract and identify all the report types (process trigger types) defined in the contract. For all the identified report types P2i schedules the report for the duration of the contract based on the frequency defined for each report type. The frequency of a report type can be periodic (monthly, quarterly, half yearly or annually) or non-periodic (one-off reports). If a report type defined in the contract is associated with performance measures then the system will associate the measures identified in the contract (measures for a contract are identified through the Investment Reporting Framework and currently the Performance Based Acquittal is the only report type which will be used to measure supplier performance).

## **Scheduled Payments**

The system will analyse the content of the contract and identify the payment amount defined for each financial year. This payment amount for the financial year can be of periodic (monthly, quarterly, half yearly or annually) or non-periodic in nature. When the identified payment amount is periodic then system automatically calculates and schedules the amount based on payment frequency defined in the contract. When the identified payment is non-periodic the system schedules the payment on month specified in the contract.

## **Trigger Payments**

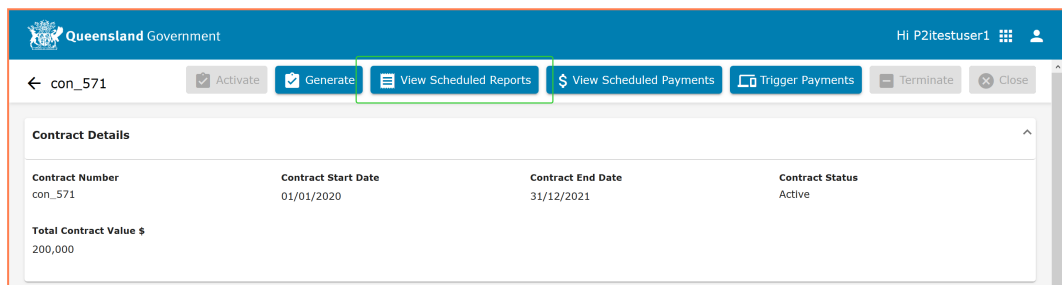
The system automatically identifies the reports for a payment period and associates the report to the payment. The associated reports are mandated by the system to be in assessed state before the user can process a payment for the

payment period. However, a payment can be processed to a supplier without receiving a report by escalating the request.

## Viewing the Scheduled Reports

To view the scheduled reports:

1. Click the **View Scheduled Reports** button.



2. Review the scheduled reports.

**Note:** All scheduled reports are listed in chronological order based on their Trigger Date. This refers to the date they will appear as a work item for the Funded Organisation to complete by the Due Date.

The screenshot shows the 'View Scheduled Reports' screen for contract 'con\_571'. The page title is 'con\_571 - View Scheduled Reports'. There is a 'Filter' button in the top right corner. The main content is a table with the following columns: Report Name, Report Type, Frequency, Trigger Date, Due Date, Reminder Date, Report Period, and Status. The table contains 7 rows of data:

Report Name	Report Type	Frequency	Trigger Date	Due Date	Reminder Date	Report Period	Status
AFS 1	Periodic	Yearly	01/01/2020	27/12/2020	01/07/2020	01/01/2020 - 30/06/2020	Scheduled
PBA 1	Periodic	Quarterly	01/01/2020	28/04/2020	31/03/2020	01/01/2020 - 31/03/2020	Scheduled
PBA 2	Periodic	Quarterly	01/04/2020	28/07/2020	01/07/2020	01/04/2020 - 30/06/2020	Scheduled
AFS 2	Periodic	Yearly	01/07/2020	27/12/2021	01/07/2021	01/07/2020 - 30/06/2021	Scheduled
PBA 3	Periodic	Quarterly	01/07/2020	28/10/2020	01/10/2020	01/07/2020 - 30/09/2020	Scheduled
PBA 4	Periodic	Quarterly	01/10/2020	28/01/2021	31/12/2020	01/10/2020 - 31/12/2020	Scheduled
PBA 5	Periodic	Quarterly	01/01/2021	28/04/2021	31/03/2021	01/01/2021 - 31/03/2021	Scheduled
PBA 6	Periodic	Quarterly	01/04/2021	28/07/2021	01/07/2021	01/04/2021 - 30/06/2021	Scheduled
AFS 3	Periodic	Yearly	01/07/2021	30/06/2022	31/12/2021	01/07/2021 - 31/12/2021	Scheduled
PBA 7	Periodic	Quarterly	01/07/2021	28/10/2021	01/10/2021	01/07/2021 - 30/09/2021	Scheduled

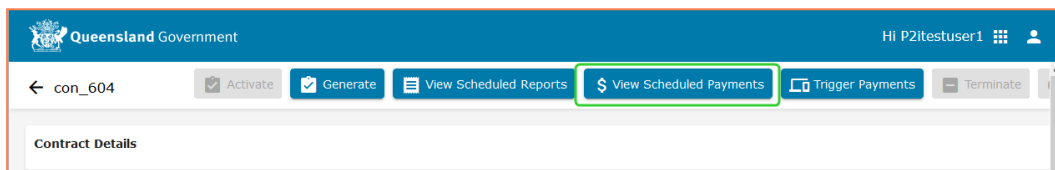
At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 11'.

**Tip:** Use the **Filter** button to search by the Report Name or filter by the report status. Click the back arrow to return to the contract screen

## Viewing the Scheduled Payments

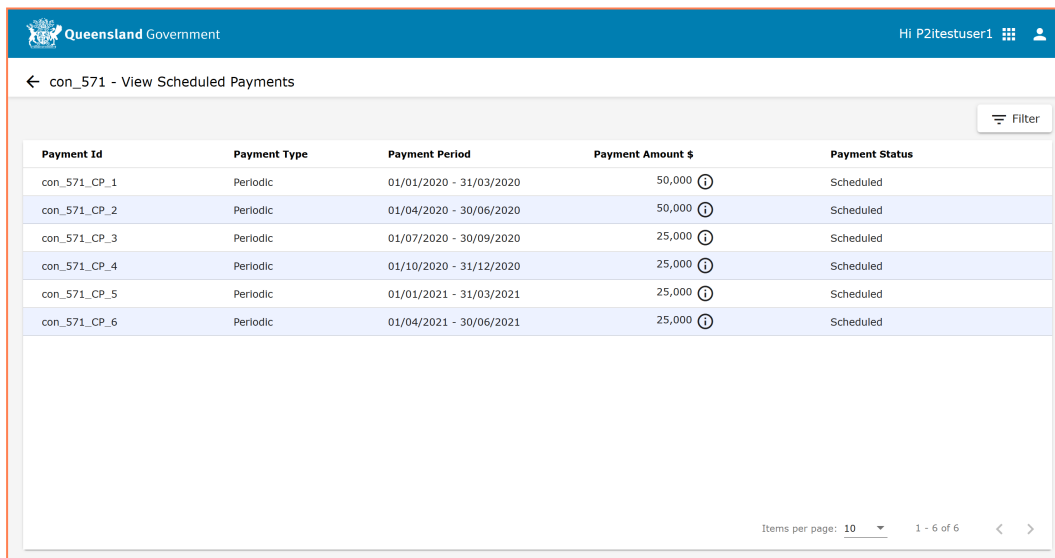
To view the scheduled payments:

1. Click the **View Scheduled Payments** button.



2. Review the scheduled payments.

**Note:** All scheduled payments are listed in chronological order based on their Payment Period.



The screenshot shows the 'View Scheduled Payments' page for contract 'con\_571'. The page includes a 'Filter' button and a table with the following data:

Payment Id	Payment Type	Payment Period	Payment Amount \$	Payment Status
con_571_CP_1	Periodic	01/01/2020 - 31/03/2020	50,000 ⓘ	Scheduled
con_571_CP_2	Periodic	01/04/2020 - 30/06/2020	50,000 ⓘ	Scheduled
con_571_CP_3	Periodic	01/07/2020 - 30/09/2020	25,000 ⓘ	Scheduled
con_571_CP_4	Periodic	01/10/2020 - 31/12/2020	25,000 ⓘ	Scheduled
con_571_CP_5	Periodic	01/01/2021 - 31/03/2021	25,000 ⓘ	Scheduled
con_571_CP_6	Periodic	01/04/2021 - 30/06/2021	25,000 ⓘ	Scheduled

At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 6 of 6'.

3. Click the indicator icon to view the payment amount split.

Payment Amount \$
50,000 ⓘ
50,000 ⓘ
25,000 ⓘ

4. Click the **Ok** button to close the view.

**Note:** The payment amount split show the amounts for each service type if there is more than one.

Payment Amount Split		
<b>Payment Id</b>	<b>Payment Amount \$</b>	<b>Payment Period</b>
con_571_CP_1	50,000	01/01/2020 - 31/03/2020
<b>Service Type</b>	<b>Service Delivery \$</b>	<b>Total Amount \$</b>
T440	50,000	50,000

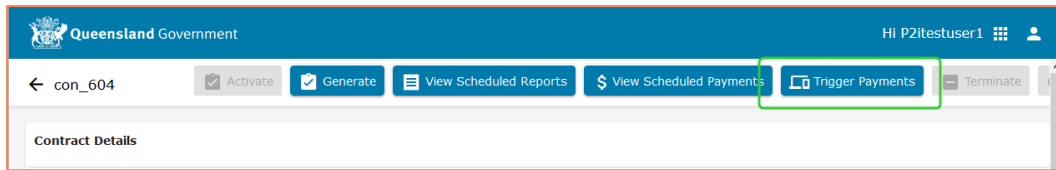
**Tip:** Use the Filter button to search by the Payment ID or filter by the payment status. Click the back arrow to return to the contract screen.

## Viewing the trigger payments screen

The system automatically identifies the reports for a payment period and associates the reports to the payment. All associated reports can be viewed in the trigger payments screen.

To view the trigger payments screen:

## 1. Click Trigger Payments.



## 2. Review the Trigger Payments.

Note: All the associates reports and payments are listed in chronological order based on the payment period.

The screenshot shows the 'Trigger Payments' table for contract 'con\_604'. The table has columns for Report Type, Payment Period, Payment Amount \$, Payment Id, Reports, Workflow Status, Assigned, and Actions. The data is as follows:

Report Type	Payment Period	Payment Amount \$	Payment Id	Reports	Workflow Status	Assigned	Actions
	01/04/2020 - 30/04/2020	7,000 ⓘ	con_604_CP_1		Scheduled	p2itestuser9@com...	
	01/04/2020 - 30/06/2020	100,000 ⓘ	con_604_CP_2		Scheduled	p2itestuser9@com...	
Periodic	01/07/2020 - 30/09/2020	100,000 ⓘ	con_604_CP_3	PBA 1 AFS 1	Scheduled	p2itestuser9@com...	
Periodic	01/10/2020 - 31/12/2020	100,000 ⓘ	con_604_CP_4	PBA 2	Scheduled	p2itestuser9@com...	
Periodic	01/01/2021 - 31/03/2021	100,000 ⓘ	con_604_CP_5	PBA 3	Scheduled	p2itestuser9@com...	
Periodic	01/04/2021 - 30/06/2021	100,000 ⓘ	con_604_CP_6	PBA 4	Scheduled	p2itestuser9@com...	
Periodic	01/07/2021 - 30/09/2021	100,000 ⓘ	con_604_CP_7	PBA 5 AFS 2	Scheduled	p2itestuser9@com...	
Periodic	01/10/2021 - 31/12/2021	100,000 ⓘ	con_604_CP_8	PBA 6	Scheduled	p2itestuser9@com...	
Periodic	01/01/2022 - 31/03/2022	100,000 ⓘ	con_604_CP_9	PBA 7	Scheduled	p2itestuser9@com...	
Periodic	01/04/2022 - 30/06/2022	100,000 ⓘ	con_604_CP_10	PBA 8	Scheduled	p2itestuser9@com...	
Periodic	01/07/2022 - 30/09/2022	100,000 ⓘ	con_604_CP_11	PBA 9 AFS 3	Scheduled	p2itestuser9@com...	
Periodic	01/10/2022 - 31/12/2022	100,000 ⓘ	con_604_CP_12	PBA 10	Scheduled	p2itestuser9@com...	
Periodic	01/01/2023 - 31/03/2023	100,000 ⓘ	con_604_CP_13	PBA 11	Scheduled	p2itestuser9@com...	

Note: The P2i Payment Allocation Officer must complete the Payment Allocation Tool setup and the Supplier Administrator (Super User) must make their user assignments before the P2i Contract Manager can generate the Contract work items. Refer to the topic, [Setting up the Payment Allocation Tool](#).

# Setting up the Payment Allocation Tool

Once the **P2i Contract Manager** or **P2i Regional Manager** has activated the contract, the **P2i Payment Allocation Officer** can set up the Payment Allocation Tool.

**Note:** A system notification is sent to the **P2i Payment Allocation** informing them that the Payment Allocation Tool is due to be set up.

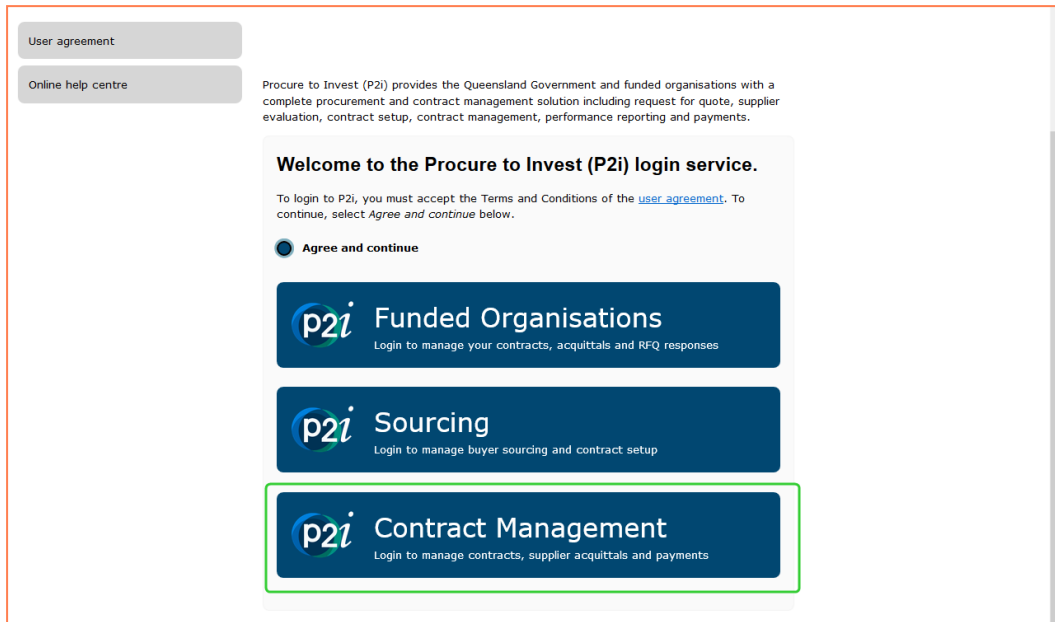
The Payment Allocation Tool is used by the **P2i Payment Allocation Officer** to allocate the scheduled payments to the Investment Area, Cost Centres, GL Account, Funding Source and Funding Tags based on the Funding Memorandum of Approval.

**Tip:** On receiving the Payment Allocation Tool set up notification, contact the **P2i Contract Officer** or **P2i Regional Manager** to request a copy of the Funding Memorandum of Approval.

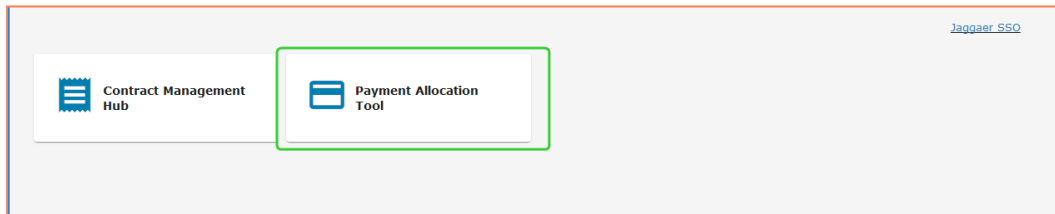
To set up the Payment Allocation Tool:

---

## 1. Login to the Contract Management Portal.



## 2. Click the **Payment Allocation Tool** tile.



## 3. Click the **Contract Number** to view and set up the payment allocations.

**Tip:** Use the Filter button to search for contracts by Supplier Organisation Name, Contract Number, Service Outlet Name or Service Outlet Number.



## Setting up the Payment Allocation Tool

**Payment Allocation Tool** Filter

Search By Supplier Organisation Name/Contract Number/Service Outlet Name/Service Outlet Number

youth   Contract Status

Contract Number	Supplier Organisation Name	Service Outlet Name	Service Outlet Number	Contract Start Date	Contract End Date	Contract Status
con_705	Queensland Youth and Young Women Service	WOMEN'S COMMUNITY SUPPORT NQ	472642	01/07/2021	30/06/2026	Active
con_2184	Queensland Youth and Young Women Service	Queensland Mentoring	13392184	01/01/2021	31/12/2023	Active
con_2245	FO Webinar ABC	Youth Engagement and Linkage Service - YELS	14012245	01/10/2020	30/09/2023	Active
con_2247	FO Webinar ABC	Youth Engagement and Linkage Service - YELS	14012245	01/10/2020	30/09/2023	Active
con_2249	FO Webinar ABC	Youth Engagement and Linkage Service - YELS	14072249	01/10/2020	30/09/2023	Active

Queensland Government Hi P2itester8

**Payment Allocation Tool** Filter

Search By Supplier Organisation Name/Contract Number/Service Outlet Name/Service Outlet Number

youth   Contract Status

Contract Number	Supplier Organisation Name	Service Outlet Name	Service Outlet Number	Contract Start Date	Contract End Date	Contract Status
con_705	Queensland Youth and Young Women Service	WOMEN'S COMMUNITY SUPPORT NQ	472642	01/07/2021	30/06/2026	Active
con_2184	Queensland Youth and Young Women Service	Queensland Mentoring	13392184	01/01/2021	31/12/2023	Active
con_2245	FO Webinar ABC	Youth Engagement and Linkage Service - YELS	14012245	01/10/2020	30/09/2023	Active
con_2247	FO Webinar ABC	Youth Engagement and Linkage Service - YELS	14012245	01/10/2020	30/09/2023	Active
con_2249	FO Webinar ABC	Youth Engagement and Linkage Service - YELS	14072249	01/10/2020	30/09/2023	Active
con_2253	FO Webinar ABC	Youth Engagement and Linkage Service - YELS	14092253	01/10/2020	30/09/2023	Active

4. Click the **Filter** button to begin the payment allocation task.

← con\_2249

**Contract Details**

<b>Contract Number</b> con_2249	<b>Service Outlet Number</b> 14072249	<b>Contract Start Date</b> 01/10/2020	<b>Contract End Date</b> 30/09/2023
<b>Total Contracted Value For All Years (\$ ex GST)</b> 1,665,579	<b>Funded Organisation</b> FO Webinar ABC	<b>Service Outlet Name</b> Youth Engagement and Linkage Service - YELS	<b>Region</b> DCSW Northern Queensland
<b>Tax Code</b> PG	<b>Potential Renewable</b> No	<b>Payment Allocation Tool Status</b> Pending	

Filter

Actions	Payment Allocation ID	Payment ID	Financial Year	Period	Service Type - Service User	Payment Type	Total Contracted Funding (\$ ex GST)	Investment Area	Cost Centre
	7577	con_2249_CP_1	2020-2021	Oct-Dec	T314-U2107	Service Delivery	97,158		0
	7580	con_2249_CP_1	2020-2021	Oct-Dec	T103-U2107	Service Delivery	41,640		0
	7576	con_2249_CP_2	2020-2021	Jan-Mar	T314-U2107	Service Delivery	97,158		0
	7579	con_2249_CP_2	2020-2021	Jan-Mar	T103-U2107	Service Delivery	41,640		0

5. Use any of the available populated fields to filter the payments.

← con\_2249

**Contract Details**

Confirm Payment Allocation Tool Set Up Export to Excel Save Filter

Search By Internal Order Number/Client Reference/Notes Payment ID Financial Year Period

Service Type - Service User Payment Type Investment Areas GL Accounts

Funding Sources Funding Tags 1 Funding Tags 2 Show All

Financial Year dropdown menu:

- Unselect All
- 2020-2021
- 2021-2022
- 2022-2023
- 2023-2024

Actions	Payment Allocation ID	Payment ID	Financial Year	Period	Service Type - Service User	Payment Type	Total Contracted Funding (\$ ex GST)	Investment Area	Cost Centre
	7577	con_2249_CP_1	2020-2021	Oct-Dec	T314-U2107	Service Delivery	97,158		0
	7580	con_2249_CP_1	2020-2021	Oct-Dec	T103-U2107	Service Delivery	41,640		0

6. Click the **Filter** button again to collapse the fields area.

← con\_2249

**Contract Details**

Confirm Payment Allocation Tool Set Up Export to Excel Save Filter

Search By Internal Order Number/Client Reference/Notes Payment ID Financial Year Period

Service Type - Service User Payment Type Investment Areas Cost Centres GL Accounts

Funding Sources Funding Tags 1 Funding Tags 2 Show All

2020-2021 x 2021-2022 x

7. Click the **Pencil** icon to edit the first line.

**Contract Details**

Confirm Payment Allocation Tool Set Up Export to Excel Save Filter

Actions	Payment Allocation ID	Payment ID	Financial Year	Period	Service Type - Service User	Payment Type	Total Contracted Funding (\$ ex GST)	Investment Area	Cost Centre
	7577	con_2249_CP_1	2020-2021	Oct-Dec	T314-U2107	Service Delivery	97,158		0
	7580	con_2249_CP_1	2020-2021	Oct-Dec	T103-U2107	Service Delivery	41,640		0

8. Use the scroll bar at the bottom to scroll across to the right.

Contract Details

Confirm Payment Allocation Tool Set Up Export to Excel Save Filter

		Totals (Actuals) (\$ ex GST)								
Actions	ie	Total Contracted Funding (\$ ex GST)	Investment Area *	Cost Centre*	GL Account*	Funding Source	Funding Tag 1	Funding Tag 2	Recurrent Funding	Amount (Forecast ex GST)
✕	very	97,158							No	0
✎	very	41,640		0	0				No	
✎	very	97,158		0	0				No	
✎	very	41,640		0	0				No	
✎	very	97,158		0	0				No	
✎	very	41,639		0	0				No	
✎	very	41,640		0	0				No	
✎	very	97,159		0	0				No	
✎	very	41,640		0	0				No	
✎	very	97,159		0	0				No	
✎	very	41,640		0	0				No	
									No	
									Totals (\$ ex GST)	

9. Select the **Investment Area**, **Cost Centre**, **GL Account**, **Funding Source** and **Funding Tag 1**, **Funding Tag 2** and set **Recurrent Funding** to **Yes**, where required.

Confirm Payment Allocation Tool Set Up Export to Excel Save Filter

		Totals (Actuals) (\$ ex GST)								
Actions	ie	Total Contracted Funding (\$ ex GST)	Investment Area *	Cost Centre*	GL Account*	Funding Source	Funding Tag 1	Funding Tag 2	Recurrent Funding	Amount (Forecast ex GST)
✕	very	97,158	Young People	1335181	530402	State	Capacity Buil...		Yes	0
✎	very	41,640		0	0				No	
✎	very	97,158		0	0				No	
✎	very	41,640		0	0				No	
✎	very	97,158		0	0				No	
✎	very	41,639		0	0				No	
✎	very	41,640		0	0				No	
✎	very	97,159		0	0				No	
✎	very	41,640		0	0				No	
✎	very	97,159		0	0				No	
✎	very	41,640		0	0				No	
									No	
									Totals (\$ ex GST)	

10. Scroll across and enter the **Amount (Forecast) \$**.

**Warning!** The sum of **Amount (Forecast) + Realised Under-spends** must equal to the **Total Contracted Funding** for the period.

11. Scroll across and enter same amount entered in the **Amount (Forecast) \$** in to the **Full Year Effect (\$ ex GST)** field.

Actions	Amount (Forecast) (\$ ex GST)	Realised Underspend (\$ ex GST)	Indexation Source Name	Indexation Source Value %	ERO Amount (\$ ex GST)	Payment Released Date	Funds Returned (Reference Invoice #)	Funds Returned (\$ ex GST)	Full Year Effect (\$ ex GST)
✕	97158	0			0			0	97158
✎	0	0			0			0	0
✎	0	0			0			0	0

12. Scroll across to the end to add any **Notes** to the allocation.

Actions	Indexation Source Name	Funds Returned \$	Full Year Effect \$	RCTI Text	Previous EOFY Accrual	Current EOFY Carryover Type	Internal Order Number	Client Reference	Notes
✕	T101_2022-2023	0	0	T101_2022-2023	No				Add/View Notes
✕	T101_2022-2023	0	0	T101_2022-2023	No				Add/View Notes
✎	T101_2022-...	0	0	T101_2022-...	No				
✎	T101_2022-...	0	0	T101_2022-...	No				
✎	T101_2022-...	0	0	T101_2022-...	No				

13. Click **Save**.

Actions	Total Contracted Funding (\$ ex GST)	Investment Area	Cost Centre	GL Account	Funding Source	Funding Tag 1	Funding Tag 2	Recurrent Funding	Amount (Forecast) (\$ ex GST)
✕	97,158	Young People	1335181	530402	State	Capacity Buil...		Yes	97158
✎	41,640		0	0				No	
✎	97,158		0	0				No	
✎	41,640		0	0				No	

14. Repeat the steps for the remaining Payment Allocations for each period.

Note: When entering payment allocation details for future funding periods, P2i prompts you to enter the **Indexation Source Name**.

Actions	Amount (Forecast) (\$ ex GST)	Realised Underspend (\$ ex GST)	Indexation Source Name *	Indexation Source Value %	ERO Amount (\$ ex GST)	Payment Released Date	Funds Returned (Reference Invoice #)	Funds Return ex GST
	97,157	0	State	0	0			
	41,640	0	State	0	0			
	97,159	0	State	0	0			0
	0	0						

## Allocating payments to multiple funding sources

The P2i Payment Allocation Officer can enter separate amounts for each payment so that they are recorded against different funding sources.

To allocate payments to multiple funding sources:

1. Click the copy icon.

Actions	Payment Allocation ID	Payment ID	Financial Year	Period	Service Type - Service User	Payment Type	Total Contracted Funding \$	Investment Area	Cost Centre
	683	con_654_CP_1	2020-2021	Jul-Sep	T101-U1150	Service Delivery	20,000	Community	1316201
	684	con_654_CP_2	2020-2021	Oct-Dec	T101-U1150	Service Delivery	20,000	Community	1316201
	685	con_654_CP_3	2020-2021	Jan-Mar	T101-U1150	Service Delivery	20,000	Community	1316201
	686	con_654_CP_4	2020-2021	Apr-Jun	T101-U1150	Service Delivery	20,000	Community	1316201

2. Change the **Funding Source** and enter **0** in the **Amount (Forecast) \$** field.
3. Click **Save**.

Confirm Payment Allocation Tool Set Up										Export to Excel	Save	Filter					
Int Area *	Community	Cost Centre *	1316201	GL Account *	470035	Funding Source	Revenue	Funding Tag 1	Womens Reh...	Funding Tag 2	Womens Hea...	Recurrent Funding	Yes	Amount (Forecast) \$	0	Realised Underspend...	0
Totals \$ (Actuals)														80,000			
Actions	Contracted Funding \$	Investment Area	Cost Centre	GL Account	Funding Source	Funding Tag 1	Funding Tag 2	Recurrent Funding	Amount (Forecast) \$	Realised Underspend...							
	20,000	Community	1316201	470035	State	Womens Rehab...	Womens Health	Yes	20,000	0							
	20,000	Community	1316201	470035	State	Womens Rehab...	Womens Health	Yes	20,000	0							
	20,000	Community	1316201	470035	State	Womens Rehab...	Womens Health	Yes	20,000	0							
	20,000	Community	1316201	470035	State	Womens Rehab...	Womens Health	Yes	20,000	0							
Totals \$														80,000			

**Note:** A copy of the Payment Allocation is now available.

- Click the **Pencil** icon next to either the copy of the original Payment Allocation.

Confirm Payment Allocation Tool Set Up										Export to Excel	Save	Filter
Actions	Payment Allocation ID	Payment ID	Financial Year	Period	Service Type - Service User	Payment Type	Total Contracted Funding \$	Investment Area	Cost Centre			
	695	con_654_CP_1	2020-2021	Jul-Sep	T101-U1150	Service Delivery	20,000	Community	1316201			
	683	con_654_CP_1	2020-2021	Jul-Sep	T101-U1150	Service Delivery	20,000	Community	1316201			
	684	con_654_CP_2	2020-2021	Oct-Dec	T101-U1150	Service Delivery	20,000	Community	1316201			
	685	con_654_CP_3	2020-2021	Jan-Mar	T101-U1150	Service Delivery	20,000	Community	1316201			
	686	con_654_CP_4	2020-2021	Apr-Jun	T101-U1150	Service Delivery	20,000	Community	1316201			

- Enter the amount being allocation from each Funding Source in the Amount (Forecast) \$.
- Click **Save**.

Confirm Payment Allocation Tool Set Up										Export to Excel	Save	Filter			
Totals \$ (Actuals)														80,000	0
Actions	*	GL Account*	Funding Source	Funding Tag 1	Funding Tag 2	Recurrent Funding	Amount (Forecast) \$	Realised Underspend \$	Payment Processed Date (Actuals)	Funds Returned (Refer Invoice)					
		470035	Revenue	Womens Reh...	Womens Hea...	Yes	10000	0							
		470035	State	Womens Reh...	Womens Hea...	Yes	10000	0							
	1	470035	State	Womens Rehab...	Womens Health	Yes	20,000	0							
	1	470035	State	Womens Rehab...	Womens Health	Yes	20,000	0							
	1	470035	State	Womens Rehab...	Womens Health	Yes	20,000	0							
Totals \$														80,000	0

- Repeat the steps for the remaining Payment Allocations for each period.

**Tip:** The Payment Allocation Tool records all actions when setting up the payment allocation for a contract. Click the **Change History** icon to view all changes to an allocation.

[Confirm Payment Allocation Tool Set Up](#)
[Export to Excel](#)
[Save](#)
[Filter](#)

Actions	Payment Allocation ID	Payment ID	Financial Year	Period	Service Type - Service User	Payment Type	Total Contracted Funding \$	Investment Area	Cost Centre
	695	con_654_CP_1	2020-2021	Jul-Sep	T101-U1150	Service Delivery	20,000	Community	1316201
	683	con_654_CP_1	2020-2021	Jul-Sep	T101-U1150	Service Delivery	20,000	Community	1316201
	684	con_654_CP_2	2020-2021	Oct-Dec	T101-U1150	Service Delivery	20,000	Community	1316201
	685	con_654_CP_3	2020-2021	Jan-Mar	T101-U1150	Service Delivery	20,000	Community	1316201
	686	con_654_CP_4	2020-2021	Apr-Jun	T101-U1150	Service Delivery	20,000	Community	1316201

**Payment Allocation Tool Change History**

Payment Allocation ID : 695 [Export to Excel](#)

Change Type	Changed By	Change Date	Payment ID	Financial Year	Period	Service Type - Service User	Payment Type	Total Contracted Funding \$	Investment Area	Cost Centre
Edit	P2itestuser...	30/03/2020 2:00:18 PM	con_654_C...	2020-2021	Jul-Sep	T101-U1150	Service Deli...	20000	Community	1316201
Copy from 683	P2itestuser...	30/03/2020 1:54:56 PM	con_654_C...	2020-2021	Jul-Sep	T101-U1150	Service Deli...	20000	Community	1316201

## Confirming the Payment Allocation Tool Set Up

Once all payment allocations have been assigned, the P2i Payment Allocation Officer can confirm set up.

1. Click **Confirm the Payment Allocation Tool Set Up**.

← Con\_654

**Contract Details**

<b>Contract Number</b> con_654	<b>Service Outlet Number</b> 478654	<b>Contract Start Date</b> 01/07/2020	<b>Contract End Date</b> 30/06/2023
<b>Total Contracted Value For All Years \$</b> 240,000	<b>Funded Organisation</b> Queensland Youth and Young Women S...	<b>Service Outlet Name</b> Young Women Services Logan	<b>Region</b> DCDSS Southern Operations
<b>Tax Code</b> PF	<b>Potential Renewable</b> No	<b>Payment Allocation Tool Status</b> Pending	

[Confirm Payment Allocation Tool Set Up](#)
[Export to Excel](#)
[Save](#)
[Filter](#)

Actions	Amount \$	Investment Area	Cost Centre	GL Account	Funding Source	Funding Tag 1	Funding Tag 2	Recurrent Funding	Amount (Forecast) \$	Realised Under \$
	20,000	Community	1316201	470035	Revenue	Womens Re...	Womens He...	Yes	10,000	
	20,000	Community	1316201	470035	State	Womens Re...	Womens He...	Yes	10,000	
	20,000	Community	1316201	470035	State	Womens Re...	Womens He...	Yes	20,000	
	20,000	Community	1316201	470035	State	Womens Re...	Womens He...	Yes	20,000	

**Totals \$ (Actuals)** 240,000

## 2. Click **Confirm**.

**Note:** The Supplier Administrator (Super User) must complete the assignment of users to the contract through the Supplier Contract Management Hub before the P2i Contract Manager can generate the work items (any financial or performance acquittals) that may be required for payments to be made. Refer to the topic, [Setting up assignment details](#) so that you can provide support to the funded organisation if required.

Where **Recurrent Funding** has been set to **Yes** in the Payment Allocation Tool, return to the Contract Management Hub and change the **Is Renewable** to **Yes**.

## Updating the Is Renewable

1. Select the Contract Management Hub from the nine square button.

Actions	Centre	GL Account	Funding Source	Funding Tag 1	Funding Tag 2	Recurrent Funding
	5181	530402	State	Capacity Building		Yes
	5181	530402	State	Capacity Building		Yes
	5181	530402	State	Capacity Building		Yes

2. Search for and open the Contract.

Contract Number	Supplier Organisation Name	Service Outlet Name	Service Outlet Number	Contract Officer	Contract Start Date	Contract End Date	Contract Status
con_2249	FO Webinar ABC	Youth Engagement and Linkage Service...	14072249	p2itestuser9@communities.qld.gov.au	01/10/2020	30/09/2023	Active

3. Open the Associated Outlet Details and click Edit.



## Setting up the Payment Allocation Tool

**Associated Outlet Details**

Service Outlet Number: 14072249    Service Outlet Name: Youth Engagement and Linkage Serv...    Region: DCSYW Northern Queensland    Contact 1

Contact 2: NGOIS    ATSI Specific: No    Vendor Number: CS111111

Peak Flag: No    Is Renewable: No    Service Purpose Rec:    Service Purpose NR

Department Owned Building: No    Unrecovered Audit:    State Wide Flag: No    Tax Code: PG

Performance:    Trading As Name:    Service Outlet Address Type:    Service Outlet Address:

[Edit](#)

- Change **Is Renewable** to **Yes** and enter any required text in the **Service Purpose Rec** field and click **Save**.

← con\_2249    [View Scheduled Reports](#)    [View Scheduled Payments](#)    [Trigger Payments](#)

**Associated Outlet Details**

Service Outlet Number: 14072249    Service Outlet Name: Youth Engagement and Linkage Serv...    Region: DCSYW Northern Queensland    Contact 1

Contact 2: NGOIS    ATSI Specific: No    Vendor Number: CS111111

Peak Flag: No    Is Renewable: **Yes**    Service Purpose Rec: **To deliver a range of services that supp...**    Service Purpose NR

Department Owned Building: No    Unrecovered Audit:    State Wide Flag: No    Tax Code: PG

Performance:    Trading As Name:    Service Outlet Address Type:    Service Outlet Address:

[Cancel](#)    [Save](#)

**Note:** The Payment Allocation Tool automatically applies the **Full Year Effect (\$ ex GST)** to future payment periods with the status **Renewable**.

		7582	con_2249_CP_1_2	2023-2024	Jul-Sep	T103-U2107	Service Delivery	41,640	Young P	0	41,640	U21
		7583	con_2249_CP_1_5	2023-2024	Oct-Dec	T103-U2107	Renewable	0	Young P	0	41,640	U21
		7586	con_2249_CP_1_5	2023-2024	Oct-Dec	T314-U2107	Renewable	0	Young P	0	97,160	U21
		7584	con_2249_CP_1_4	2023-2024	Jan-Mar	T103-U2107	Renewable	0	Young P	0	41,640	U21
		7587	con_2249_CP_1_4	2023-2024	Jan-Mar	T314-U2107	Renewable	0	Young P	0	97,160	U21
		7585	con_2249_CP_1_3	2023-2024	Apr-Jun	T103-U2107	Renewable	0	Young P	0	41,640	U21
		7588	con_2249_CP_1_3	2023-2024	Apr-Jun	T314-U2107	Renewable	0	Young P	0	97,160	U21
										0	2,081,979	

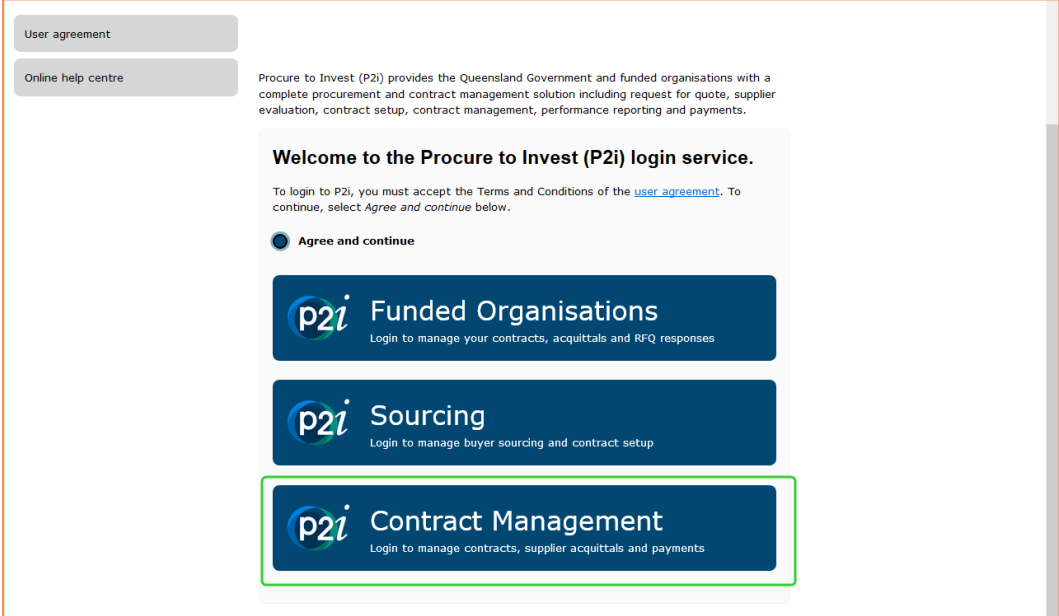
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# Generating the contract work items

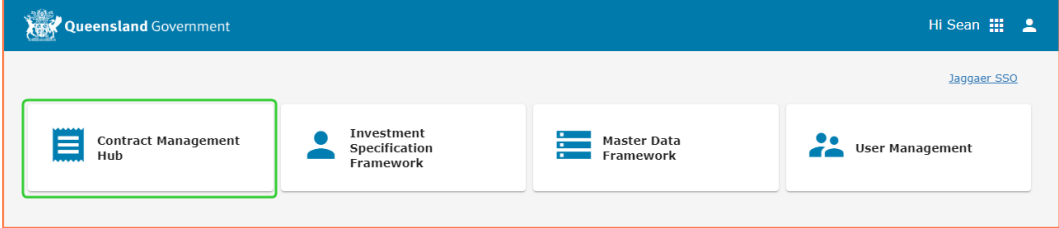
Once the P2i Payment Allocation Officer has completed the set up of the Payment Allocation Tool and the Supplier Administrator (Super User) has completed their set up in the Supplier Contract Management Portal, the contract manager is ready to generate the work items. The work items are the scheduled reports that will appear in the supplier's pending items that fall on the trigger dates.

To generate the work items:

1. Login to the Contract Management Portal.



2. Click the Contract Management Hub tile.



3. Select the contract from the list of available contacts

**Tip:** Contracts will appear in chronological order. You can use the Filter button to search for specific contracts or filter by contract status

Contract Number	Supplier Name	Service Outlet Name	Service Outlet Number	Contract Officer	Contract Start Date	Contract End Date	Contract Status
Con1003	Health Equipment and Services Supplier of Brisbane	Queensland Government Of Australia Community	1	contract_officer@qld.com	05/08/2019	03/06/2021	active
Con1002	Health Equipment and Services Supplier of Queensland...	Queensland Government Of Australia Community	1	contract_officer@qld.com	05/08/2019	03/06/2021	active
C20003	Health Equipment and Services Supplier of Queensland...	Queensland Government Of Australia Community	1	contract_officer@qld.com	05/08/2019	03/06/2021	active
C20004	Health Equipment and Services Supplier of Queensland...	Queensland Government Of Australia Community	1	contract_officer@qld.com	05/08/2019	03/06/2021	active
C20001	Health Equipment and Services Supplier of Queensland...	Queensland Government Of Australia Community	1	contract_officer@qld.com	05/08/2019	03/06/2021	active
C20002	Health Equipment and Services Supplier of Queensland...	Queensland Government Of Australia Community	1	contract_officer@qld.com	05/08/2019	03/06/2021	active
C001020223	Health Equipment and Services Supplier of Brisbane	Aboriginal & Torres Strait Islander Community	456721	contract_officer@qld.com	10/06/2019	09/06/2021	

4. Click the **Generate** button.

← C20003 Generate Activate View Scheduled Reports View Scheduled Payments Trigger Payments

**Contract Details**

Contract Number C20003	Contract Start Date 05/08/2019	Contract End Date 03/06/2021	Contract Status Active
---------------------------	-----------------------------------	---------------------------------	---------------------------

Total Contract Value \$  
30,000

**Supplier Details**

Supplier Name Health Equipment and Services Supplier of Queensland...	Supplier Contact org_director@qld.com	Supplier Address 1 Queen St, Queensland Government Of Australia, QLD, 4001	Supplier Phone 888888888
--	--	---	-----------------------------

**Department Details**

Department Name DCSYW	Contract Officer contract_officer@qld.com
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**Assignment Details**

**Associated Outlet Details**

**Payment Details**

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**Note:** The Funded Organisation can now refer to the work items associated with the contract to submit their reports. Refer to the topic on [Acquittals](#) to learn how the funded organisation will use the Supplier Contract Management Portal. This will allow you to provide any support as required. Refer to the topic, [Reviewing the trigger payments screen](#) for more details on payment recommendations.

