

Cancel a contract variation (amendment)**

**** Including mitigating downstream validation failures by ...**

Ensuring an IRF Target Alignment has occurred AND the contract variation (amendment) is cancelled correctly during the project workflow: **Complete Project**.

Overview:

This error will occur in P2i Downstream (Contract Management Hub app) when a cancel amendment is performed incorrectly.

Contract is available in hub, however due to below errors in contract setup in sourcing system, it cannot be actioned further. Request to fix the below errors in sourcing system and sync back to hub.

List of error(s)

- Performance Targets have not been setup for the contract with contractType Funding.Schedule.V1.
- Catchment area has not been setup for the contract with contractType Funding.Schedule.V1.

Contract Details

Contract Number	Contract Start Date	Contract End Date	Contract Status	Original Contract Value For All Years (\$ ex GST)
con_23666	01/01/2025	31/12/2029	Active	500,000

Supplier Details

Supplier Organisation Name
Andy Test Organisation One

Department Details

Department Name	Contract Officer
DFSDSCS	p2icontractofficerjma@communities.qld.gov.au

Proceed to Details Page OK

Prerequisite

The contract must be within the ORIGINAL (or TRANSITIONAL) project's workflow task: **Create, setup and approve variation xx**

Steps - cancel a contract variation (amendment)

Align Targets and Submit IRF

This is to occur EVEN IF NO OTHER MODIFICATIONS ARE MADE TO THE CONTRACT.

Click **Investment Framework Lookup**

- Select Load Latest Data (wait for IRF screen to load – fetching latest data please wait)
- Click **Align Targets**
 - click **Preview**

- click **Save**
- click **Close**
- Click **Submit**
- Click **Close**.
- Close the IRF screen.

Validate IRF Submission

Confirm IRF validation was successfully completed

- Navigate to the amendment (on the **Amendments** tab, click the **Amendment Title** hyperlink).
- Scroll to the **Additional Information** section.
- Verify the **Value** (i.e. a date time stamp) in the **Latest IRF update** field is from a few moments ago.

OTHER RELATED INFORMATION			
Question	Description	Value	Editable By
Contains IRF measures from	* The Contract code of the contract from which this contract was copied. This changes from the copied contract to the final contract once IRF measures are updated and submitted.	Ref Contract Code : con_23500	Integration Only
Contract system ID	* The System ID of the contract from which this contract was copied. This changes from the copied contract to the final contract once IRF measures are updated and submitted.	Ref Contract Id : 166503	Integration Only
Latest IRF update	* The timestamp of when the IRF was updated. This changes from copied contract IRF Update time stamp to the final contract IRF update timestamp once IRF measures are updated and submitted.	Investment framework last updated on : 25/02/2026, 8:58:27 AM	Integration Only
DO NOT USE			
Question	Description	Value	Editable By
CTR.InvestmentFramework.Lookup.Contract.Variation.Validation	* Do not change - Investment Framework Lookup Contract Variation Validation	True	Buyer

REQUEST APPROVAL (includes auto promotion to workflow task: Sign and execute validation xx)

Navigate (via the contract’s sidebar menu) to the project’s workflow task.

Within the task, click **Request Approval**.

Request approval from the Senior Director.

Senior Director provides approval.

→ contract automatic promotes to workflow task: **Sign and execute validation xx**.

SIGN, COMPLETE ~~CANCEL~~ AND MANAGE VARIATION

Navigate (via the contract’s sidebar menu) to the project’s workflow task.

Click **Complete Task** in project’s workflow task (Sign and execute variation xx)

Click **Confirm**

Click **Confirm**

→ contract automatic promotes to workflow task: **Complete variation xx**.

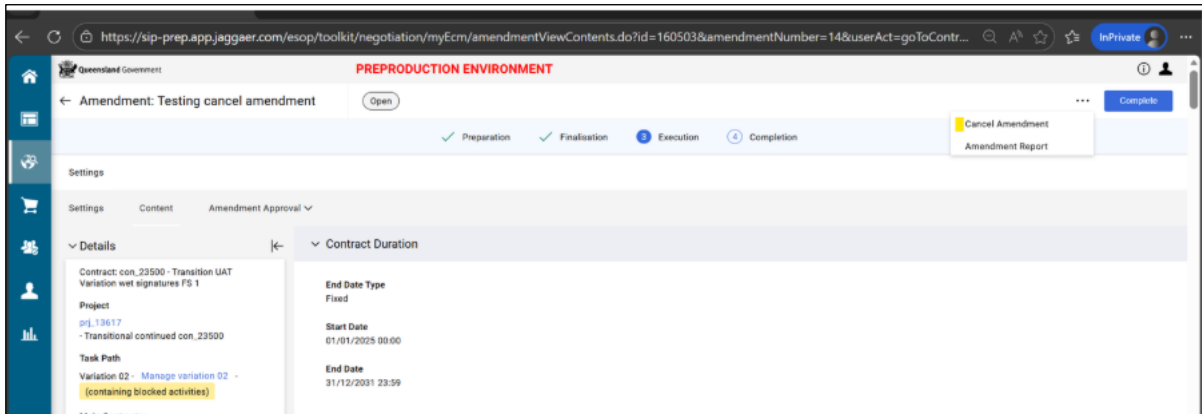
Open the contract.

Navigate to the Amendment created (on the **Amendments** tab, click the **Amendment Title** hyperlink)

Click the ellipsis (...) (i.e. the three dots top right of screen)

Select **Cancel Amendment**

>> **DO NOT** click **Complete** <<



Click **OK**.

Click **Save**.

→ contract amendment is cancelled

Navigate (via the contract's sidebar menu) to the project's workflow task.

Click **Complete Task** in project's workflow task (Complete variation xx).

Click **Confirm**.

Click **Confirm**.

→ contract is promoted to workflow task: Manage variation xx.

Review for valid cancellation of variation (amendment)

Login to P2i Downstream (Contract Management Portal)

Navigate to the contract within the Contract Management Hub.

NOTE: It can take up to 10 minutes for a downstream sync, and the contract status may still be **Open Amendment**. Wait for the status to change.

If the screen present with the error message, the cancellation process was not successful and indicates the IRF validation was not properly completed.

- If errors are present, a new amendment must be created, submitted, and completed correctly, ensuring that the IRF validation is successfully processed. This will resolve the error.

By following these steps, contract amendments will be cancelled correctly and prevent the validation failure in **P2i Downstream**.

For further assistance, please consult the relevant system documentation or email p21support@csyw.qld.gov.au