# **On-time Payment Reporting**

A guide for publication of On-time Payment open data.

Contents

[**On-time Payment Reporting** 1](#_Toc193292896)

[1 Associated policy 3](#_Toc193292897)

[2 Scope 3](#_Toc193292898)

[3 Procedure 3](#_Toc193292899)

[3.1 How to get access to publish data on data.qld.gov.au 3](#_Toc193292900)

[3.2 Publishing guides and manuals 3](#_Toc193292901)

[3.3 When should data be published? 4](#_Toc193292902)

[3.4 Preparing your On-time Payment data for publication 4](#_Toc193292904)

[3.5 Creating a new dataset on data.qld.gov.au 6](#_Toc193292907)

[3.6 Creating and updating resources 8](#_Toc193292908)

[3.6.1 Creating a new resource 8](#_Toc193292909)

[3.6.2 Updating a resource 9](#_Toc193292910)

[3.6.1 Impact of machinery-of-Government changes 11](#_Toc193292911)

[3.7 Adding your dataset to a group 13](#_Toc193292912)

[3.8 Reordering resources 13](#_Toc193292913)

[3.9 Updating your dataset 13](#_Toc193292914)

[3.10 Final product 14](#_Toc193292915)

[4 Contacts 15](#_Toc193292916)

Version Control

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Comments** |
| 1 | 01 July 2020 | Completed |
| 2 | 11 November 2020 | Included publication time frame recommendations |
| 3 | 20 January 2021 | Correction to publishing time frame recommendations |
| 4 | 26 March 2021 | Updates to add extra column of reporting data |
| 5 | 06 July 2021 | Changed description for field “Eligible claims for penalty interest SmallBus” column in section 3.5. |
| 6 | 15 October 2021 | Updates to preparing data, section 3.5, to include formatting requirements. |
| 7 | 9 December 2021 | Updates to guide due to changes to data.qld.gov.au |
| 8 | April 2025 | Review and update for Machinery of Government changes |

# 

# 1 Associated policy

Queensland Government On-time Payment Policy

[https://www.publications.qld.gov.au/dataset/queensland-government-On-time-payment-policy2019](https://www.publications.qld.gov.au/dataset/queensland-government-on-time-payment-policy2019)

# 2 Scope

The On-time Payment Policy (OPP) was introduced on 1 July 2020 and requires Queensland Government agencies to pay small business suppliers within 20 calendar days for eligible invoices. The OPP replaced the Late Payment Policy.

The OPP policy requires agencies to publish quarterly performance data on the Queensland Government Open Data Portal.

This guide will assist users to publish quarterly performance data.

# 3 Procedure

## 3.1 How to get access to publish data on data.qld.gov.au

To publish, update or remove data on the Queensland Government Open Data Portal (data.qld.gov.au) users will require a publishing account. If you already have a publishing account, skip ahead to **3.2 Publishing guides and manuals**.

To register for a publishing account follow the below steps:

1. Navigate to the access request page on Forgov – <https://www.forgov.qld.gov.au/request-publishing-access-data-and-publications-portals>
2. Check the radio button for “Data Portal”
3. Complete your details
4. Agree to the declaration
5. Enter your supervisors details
6. Click submit

This will generate an email to your nominated supervisor with instructions on how to proceed.

Once your supervisor has approved your access, Open Data Office will go through their necessary checks, create an account and will issue log in instructions to the approved user.

## 3.2 Publishing guides and manuals

The Open Data Office maintains a number of standard HTML user guides for the Open Data Portal.

These are stored on the Standards and Guidance page – <https://www.data.qld.gov.au/article/standards-and-guidance/publishing-guides-standards>

These guides include:

1. An Open Data portal publishing guide – <https://www.data.qld.gov.au/article/standards-and-guidance/publishing-guides-standards/open-data-portal-publishing-guide>
2. An Open Data portal user guide – non-publishing functions – <https://www.data.qld.gov.au/article/standards-and-guidance/publishing-guides-standards/open-data-portal-user-guide>
3. A resource formatting guide – <https://www.data.qld.gov.au/article/standards-and-guidance/publishing-guides-standards/resource-formatting>

## 3.3 When should data be published?

Agencies are required to publish performance data on the Open Data portal one calendar month following the end of the reporting period. The reporting periods and publishing dates are listed below.

|  |  |  |
| --- | --- | --- |
| **Reporting quarter** | **Reporting period** | **Reports to be published by** |
| Q1 | 1 July – 30 September | 31 October |
| Q2 | 1 October – 31 December | 31 January |
| Q3 | 1 January – 31 March | 30 April |
| Q4 | 1 April – 30 June | 31 July |

## 3.4 Preparing your On-time Payment data for publication

1. Download the On-time Payment publishing csv template. <https://www.publications.qld.gov.au/dataset/publishing-standards-data-qld-gov-au/resource/8356bb2d-4e9d-4cb0-9d12-19e4f752f778>
2. Each quarter, you will calculate the following information from your internal departmental systems.
3. Ensure you follow the publishing format when entering data.
4. DO NOT create a new file for each quarter, just add in the new data to the existing file. DO NOT change the name of the file when you upload a new csv to Open Data.
5. File naming convention should be: Agency name\_On time Payment Report\_FY.csv.
6. A new resource should be created for each financial year.

|  |  |  |
| --- | --- | --- |
| **Field** | **Publishing format** | **Description** |
| Quarter | Whole number 1-4 | This is to determine which quarter of the financial year the payment was made. There are 4 quarters in the year:   1. 01 July to 30 September 2. 01 October to 31 December 3. 01 January to 31 March 4. 01 April to 30 June |
| Eligible claims for penalty interest SmallBus | Whole number.  Use separator (,) if over 1,000  If no eligible claims received enter 0. Do not leave blank or include ‘Nil’. | The total number of eligible claim forms for penalty interest that have been received and assessed by the reporting agency as being eligible to receive penalty interest |
| Penalty interest paid SmallBus | $[value]  Do not leave blank. If no claims, enter $0. Do not leave blank or include ‘Nil’.  Use separator (,) if over $1,000.  Round up to the dollar, do not include cents.  Include $ symbol. | Amount of penalty interest paid to small businesses. |
| Total eligible and undisputed invs SmallBus | Whole number  Use separator (,) if over 1,000.  Do not leave blank. If no claims, enter 0. Do not leave blank or include ‘Nil’. | Total number of eligible and undisputed invoices from known small business suppliers. |
| Eligible and undisputed inv paid late SmallBus | Whole number  Use separator (,) if over 1,000.  Do not leave blank. If no claims, enter 0. Do not leave blank or include ‘Nil’. | Total number of eligible and undisputed invoices from known small business suppliers paid late. |
| Value eligible and undisputed inv paid late SmallBus | $[value]  Do not leave blank. If no claims, enter $0. Do not leave blank or include ‘Nil’.  Use separator (,) if over $1,000.  Round up to the dollar, do not include cents.  Include $ symbol. | Total value of eligible and undisputed invoices from known small business suppliers paid late. |
| Mean days paid late eligible and undisputed inv SmallBus | Whole number  Do not leave blank. If no claims, enter 0. Do not leave blank or include ‘Nil’. | Average number of days paid late across all eligible and undisputed invoices from known small business suppliers for the reporting period |
| Percent of all late payments SmallBus | [Value]% to one decimal point, e.g. 7.6%  Do not leave blank. If no claims, enter 0%. Do not leave blank or include ‘Nil’.  Include % symbol. | Total percentage of late payments (beyond 20 calendar days) made to known small businesses. |
| Percent of all late payments Others | [Value]% to one decimal point, e.g. 7.6%  Do not leave blank. If no claims, enter 0%. Do not leave blank or include ‘Nil’.  Include % symbol. | Total percentage of late payments (beyond 30 calendar days) to all other businesses. |

## Creating a new dataset on data.qld.gov.au

All OPP data should be published in **one** dataset per department. You should only need to create a dataset the first time you publish On-time payment data on the Open Data Portal. You do not need to create a new dataset for each quarter or financial year.

To do this follow the below steps:

1. Navigate to the data.qld.gov.au website and log into your publishing account.
2. Click either the “My Datasets” tab or the “Data” tab in the menu.

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AI-generated content may be incorrect.

1. Click the “Add Dataset” button

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Description automatically generated

1. Download a copy of the On-time payment metadata template. <https://www.publications.qld.gov.au/dataset/publishing-standards-data-qld-gov-au/resource/863ce0f1-cdf0-4204-90dd-09cf53afbc5e>
2. Complete the fields on the dataset create page using the examples in the metadata template. A description of what each field means is below:

|  |  |
| --- | --- |
| **Field** | **Description** |
| Title | This is the title of your dataset. It will show up as bold and underlined in search results.  Note: Do not put a date in this field.  Note: A department acronym is acceptable if your name is too long, e.g. “DCSB On-time payment report” |
| Description | This is a description of what data is contained in the dataset. In this instance it should identify that on-time payment performance data is contained in the resources. |
| Tags | These should be used to help with the discoverability of your dataset. They are keywords that will come up in search results. |
| Licence | The default value, “Creative Commons Attribution 4.0” should be used. This licence indicates how the data can be used.  <https://creativecommons.org/licenses/by/4.0/> |
| Organisation | This should default to your department however if you are a publisher for more than one department please select which department you are publishing on behalf of. |
| Visibility | In order for the dataset to be displayed on the website this field must be set to “Public.” A private dataset can only be seen by users with publishing access. |
| Source | Leave this field blank. Data is compiled by the department and therefore quoting an external source is not required. |
| Version | When creating the dataset the version should be set to 1.0. You can edit this each time the dataset it modified. |
| Email | This should be your contact email for communication regarding this data. A generic group mailbox is best. |
| Security Classification | This should default to “PUBLIC” as the data should be made open. |
| Used in data driven application | If you select “Yes” a user will not be able to delete the dataset. If “No” is selected a user will have the ability to delete the dataset. |
| Update Frequency | As the reporting of this data is required quarterly this should be set to “Quarterly.” |
| Next Update Due | This is automatically calculated, but can be manually selected or entered. |
| Contains de-identified data | NO |
| Default data schema JSON | This is not a mandatory field. If you would like to upload or link a JSON schema for your data this is where you can upload it. |
| Data schema validation options | LEAVE BLANK. This is for advanced users only to refine the behaviour of data schema validation. |

1. Click “Next:Add Data”

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1. Proceed to step 6 in 3.6.1 to create a resource.

## 3.6 Creating and updating resources

### 3.6.1 Creating a new resource

1. For the 1st quarter of each financial year you will need to create a new resource (csv).
2. Locate the On-time Payment dataset for your department. You can do this the same way as section 3.3 or if you created the dataset it will be in the “My Datasets” tab after logging in.

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1. Click the “Manage” button in the top right.

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Description automatically generated

1. Click the “Resources” tab from the menu.

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1. Click the “+ Add new resource” button.

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Description automatically generated

1. Download a copy of the On-time payment metadata template. <https://www.publications.qld.gov.au/dataset/publishing-standards-data-qld-gov-au/resource/863ce0f1-cdf0-4204-90dd-09cf53afbc5e>
2. Complete the fields on the resource create page using the examples in the metadata template. A description of what each field means is below:

|  |  |
| --- | --- |
| **Field** | **Description** |
| File | Click “Upload” to upload a file from your computer to the portal. If your file is hosted externally you can add the hyperlink by clicking the “Link” button. |
| Name | This is the name of this specific resource. It should contain the financial year of the data.  Note: A department acronym is acceptable if your name is too long. EG “CDSB On-time payment report 2024-5.” |
| Format | CSV |
| Description | This is a description of what is contained in this particular resource. It should reference the financial year. |
| Size | This is not a mandatory field. If you are linking a document you can add the size of the document to the metadata. |
| Resource visible | Leave as default, set to TRUE. |
| Re-identification risk governance completed | Leave as default, set to NO |
| Request privacy assessment | No. This is not required |
| Privacy assessment result | Leave blank |
| Data Schema | This is not a mandatory field. If you would like to upload or link a JSON schema for your data this is where you can upload it. |
| Data schema validation options | LEAVE BLANK. This is for advanced users only to refine the behaviour of data schema validation. |

1. Click the “Add” button.
2. Review your dataset and resource to ensure they have been created correctly.

### 3.6.2 Updating a resource

1. For the 2nd, 3rd, and 4th quarter of each financial year you will need to update the current resource (csv) with the latest quarters data.
2. Navigate to the data.qld.gov.au website and log into your publishing account.
3. Locate the On-time payment dataset for your department. You can do this the same way as section 3.3 or if you created the dataset it will be in the “My Datasets” tab after logging in.

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1. Download a copy of the respective CSV (if you don’t have it saved already) and edit the CSV to add the current quarter’s data. Save this file.
2. Click the “Manage” button in the top right.

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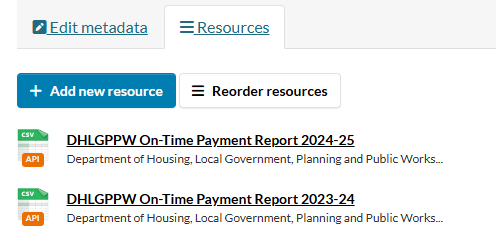
Description automatically generated

1. Click the “Resources” tab from the menu.

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Description automatically generated

1. Click on the resource you wish to update.



1. Click the “Clear” button to remove the current CSV.

A screenshot of a computer

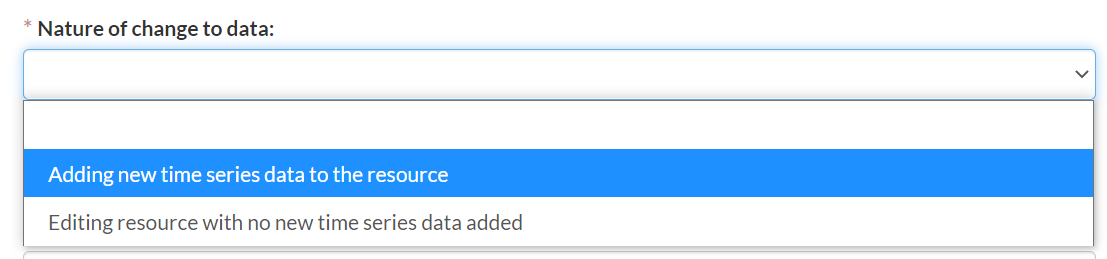
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1. Either “Upload” or “Link” your new, updated CSV.

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Description automatically generated

1. A new metadata field will appear called “Nature of change to data”. Select “Adding new time series data to the resource” if you are adding the next quarters data. Select “Editing resource with no new time series data added” if you are just updating existing data but not adding the next quarters data, e.g. fixing an error with a previous quarters publishing.



1. Click the “Update Resource” button.
2. Review your resource to ensure it has been correctly updated.

### 3.6.1 Impact of machinery-of-Government changes

OPP performance data needs to accurately reflect the departmental structure for the reporting period. Agencies impacted by machinery-of-Government (MOG) changes will need to create a new data set or a under their new departmental name. The following steps should be undertaken when finalising the current data set, noting the Department of Customer Services, Open Data and Small and Family Business may provide further guidance on publishing and reporting processes following a MOG.

1. Navigate to the data.qld.gov.au website and log into your publishing account.
2. Locate any datasets for your department that exist for the publishing of Late Payment data. You can do this by:
   1. Clicking “Data” from the menu

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* 1. Select your department from the “Organisation” filter on the left

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* 1. Search for “On-time Payment” in the search

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1. Click on the dataset link

A screenshot of a web page

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1. Click the “Manage” button in the top right

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Description automatically generated

1. Update the description by adding the following text:

*This Department was impacted by the machinery-of-Government changes outlined in the Administrative Arrangements Order (No. xxx) xxx.*

*This data set is no longer being updated.*

1. Change the “Update Frequency” drop down box to “Not Updated”

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Description automatically generated

1. Click the “Update Dataset” button.

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Description automatically generated

## 3.7 Adding your dataset to a group

You should ensure your dataset is added to the following groups to help with discoverability.

**Government**

There is an online guide on how to do this here - <https://www.data.qld.gov.au/article/standards-and-guidance/publishing-guides-standards/open-data-portal-publishing-guide#Groups>

## 3.8 Reordering resources

It is best practice to re-order your resources in financial year. If you need to re-order your resources you can follow the only guide here - <https://www.data.qld.gov.au/article/standards-and-guidance/publishing-guides-standards/open-data-portal-publishing-guide#reorder>

## 3.9 Updating your dataset

If you need to update any of the metadata on your dataset you can follow the below guide:

<https://www.data.qld.gov.au/article/standards-and-guidance/publishing-guides-standards/open-data-portal-publishing-guide#Update>

## 3.10 Final product

Your final dataset should look similar to the below:

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Your final resource page should look similar to the below:

A screenshot of a computer

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Your final resource should look similar to the below:

A screenshot of a spreadsheet

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# 4 Contacts

Questions about this guide or the publication of data on the Open Data Portal:

Mark Wheeley

Open Data Office

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Questions about the OPP and other procedures should be directed to the Department of Customer Services, Open Data and Small and Family Business

[opp@desbt.qld.gov.au](mailto:OPP@desbt.qld.gov.au)