Viewpoint Jobpac Connect™

TPR - Checklist Function Guide
Version: 1.0

Document Control Table

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Approved or authorised by	
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Change History

Version	Date	Author	Description of Changes
1.0	31/3/2022	DMB	Initial Release

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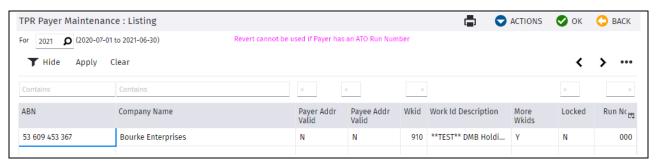
TPR Process

Introduction

This checklist is intended for those clients that have done the TPR process in previous years and just need a quick reminder of the process.

During the year all new subcontractors would have automatically been marked to be selected for TPR. If you want to re-assess all suppliers and creditors, then you need to use the Download/Upload process to update the creditors to be selected for TPR. Details of this are in the Taxable Payment Reporting Function Guide
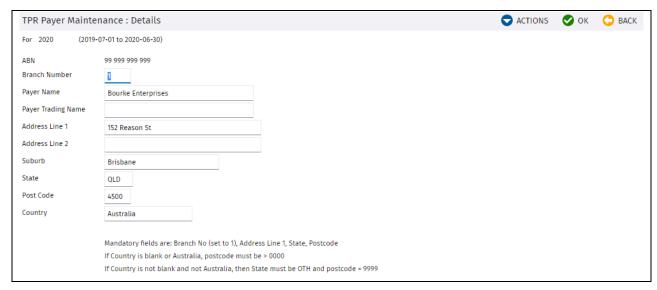
If you don't need to do this, then follow the instructions below.

Select TPR Payer Maintenance Option on the TPR Menu.

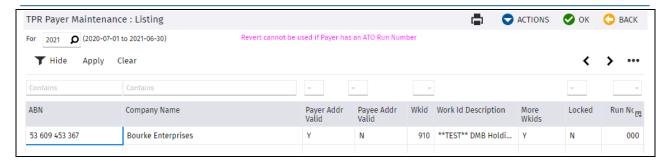This screen will hold a summary of transactions already extracted by Payer ABN.

If the Payer Address Valid is **N**, the select "**Payer Details**" from the right mouse button options, and enter the Payer Details.
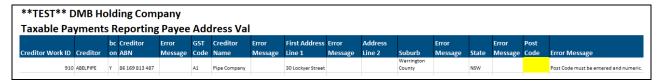

The indicator should turn to **Y**.

If the Payee Address Valid is **N**, the select "**Validate Payee Details**" from the right mouse button options. This will produce a report with the errors described in it.

Correct the errors in the spreadsheet using creditor maintenance. If there are too many errors to correct manually, then correct them in the spreadsheet, remove the Error description columns, and use this spreadsheet to Upload the changes via the Upload of Creditors option in the menu. The indicator needs to be Y in the TPR Payer Maintenance option.

ALL Work IDs/ABNs should be done at the same time, unless there is a significant reason for not doing this. All ABNs will be sent to the ATO together. **They are separated once submitted to the ATO so the ATO sees them as totally separate companies regardless of who sent them**. All rows on this screen must have a Y for Payer Valid and Payee Valid to be submitted as one.
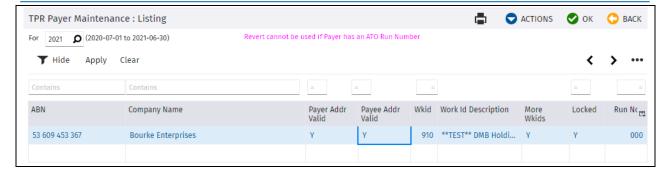
Now lock the Work IDs. Use **Right Mouse options to 'S'elect** all ABNs required and then **'Actions->Prepare File'** to lock the file.

The Locked column then turns to Y for those included.

Print Selected Transactions

You can use the option '**Print File'** from the **Actions** Button, to print a summary and detail report of the creditors and transactions that will be sent to the ATO. This is what you will need if the ATO requests detail of the data you sent at a later date. These are NOT the actual files sent to the ATO.

Check the Summary File

Check the list of creditors on this file. If there are any that should not be there, then unlock that ABN (right-click->Revert) and go to TPR Enquiry/Maintenance menu option, find the transactions for that creditor and de-select them. Then re-lock the ABN as per before. Run the 'Print File' option and check again.

Select the TPR Enquiry/Maint option on the TPR Menu.

The transactions to be included have been set in this screen with the current year and will be created in a file (in the final step) to be sent to the ATO. If you have found anything that should not be in the file then you will need to Unlock the file (Revert in the TPR Payer Maintenance screen) and return here to de-select the transactions.

Create the file to send to the ATO

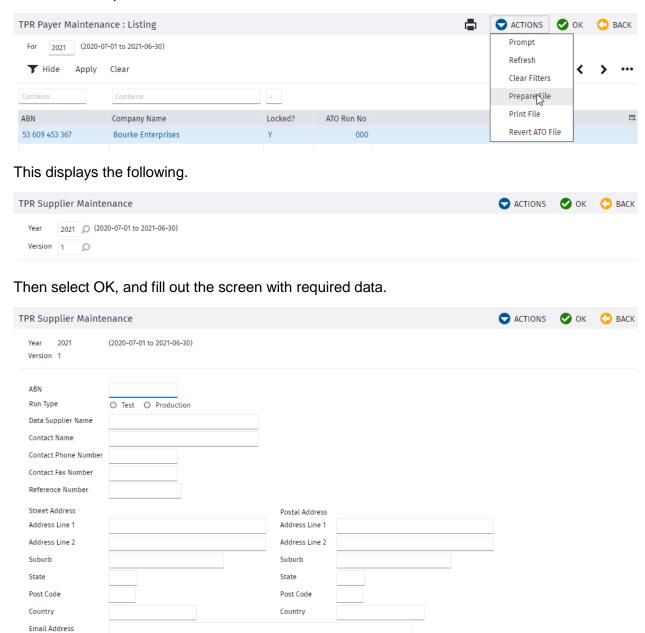Use the '**TPR ATO Extraction** Option" from the Taxable Payments Menu

This displays the following. Run Number should be zero.

Right-click and 'Select' each line you wish to send and then use the option **Actions->Prepare File** from the top menu.

This displays the following.

Then select OK, and fill out the screen with required data.

Use the ABN of the company actually supplying the data. If sending more than one company it is not important which ABN is entered here. Choose 'P'roduction option, **'T'esting is not necessary anymore**. Then select OK. The TPR file will be **emailed** to you.

Send to the ATO

You then need to log in to your company portal on the ATO site, and upload the file. The ATO will respond with any errors or warnings. You only need to worry about Errors, Warnings are acceptable. Errors must be fixed, and the process done again.

Reverting the Process.

If you go right through to this stage and then realise there is a problem, you can cancel the ATO file, by using the option "Revert ATO File". You should check with your Jobpac Consultant or Support before you do this.