Viewpoint
Jobpac Connect™

Taxable Payment Reporting
Function Guide
Version: 1.0

Trimble. Construction

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Overview of the Function

Overview

The ATO has mandated the reporting of payments to subcontractors for the supply of Construction Services to businesses. Information about this requirement can be found on the ATO web site.

To comply with this legislation Viewpoint has developed integrated functionality to collect, review and report on payments for construction services rendered to your business. Statement of objectives.

This new functionality is a significant and relatively complex modification to the Jobpac software touching on

- Invoice registration and posting,
- Purchase order maintenance,
- e-invoice processing,
- Subcontract maintenance,
- Subcontract payment processing
- Managed Purchase orders
- Associated database changes
- Associated audit trail changes

A review feature to further select or de-select invoices previously automatically selected via a series of defaults is included. An annual reporting function is built into this review feature. The function is designed to make the collection of this data as simple as possible, using a cascading set of defaults, with user overrides available.

If you install this function <u>after</u> the beginning of the tax year, a retrospective facility is available to select invoices paid in the tax year but before the installation actually occurred.

Setting up the Function

Parameter Setup

The complete function is "turned on" by a parameter. If this parameter is not turned on, then no changes will be visible to the user.

Parameter is	TPAYRP	
	Position 1	Set to Y to turn function on
	Position 2 to 11	Redundant
	Position 12	Set to Y if the presentation date is to be used to determine eligibility of payment. If N or not present, then paid date is used. Recommend Paid Date, i.e. set to N

The parameter must be turned on in any central creditor workid, and any workid where creditor ids are setup, and any workid where there may be eligible payments**.** International clients can leave the feature turned off for non Australian companies.

A second parameter exists to control the Creditors that are downloaded as part of the process setup. If this parameter is not turned on, then only Active Creditors are downloaded.

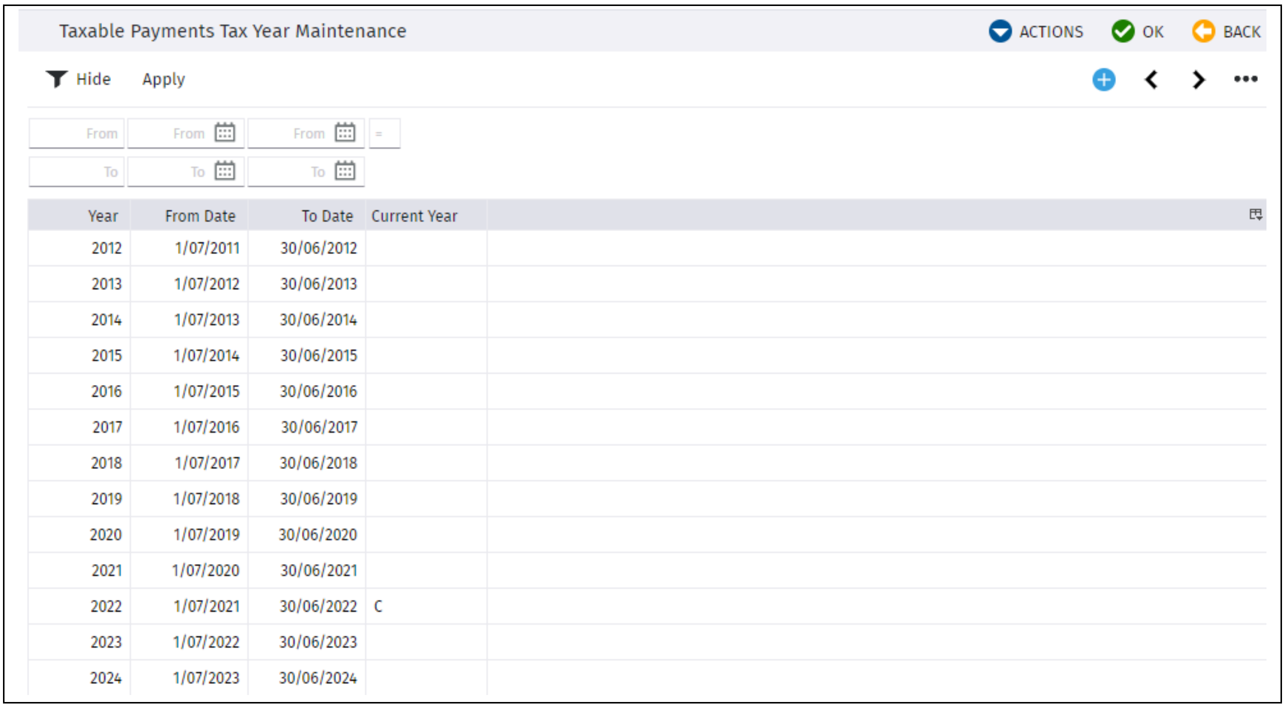
It is recommended this be set to 1.

Parameter is	TPRDWN	
	Position 1	Set to 1, 2, or 3 1 = All Creditors 2 = Inactive Creditors 3 = Creditors with a blank status

Setting up Reporting Year Ranges

Data is sent to the ATO by financial year. It is very important that this is set to the year you are preparing the data for.

To set the year, go to Set TPR Year (see next page) on the TPR menu. This will display the following

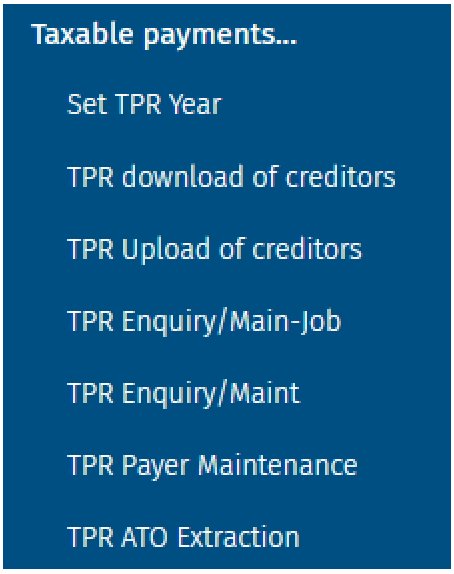


Year	From Date	To Date	Current Year
2012	1/07/2011	30/06/2012	
2013	1/07/2012	30/06/2013	
2014	1/07/2013	30/06/2014	
2015	1/07/2014	30/06/2015	
2016	1/07/2015	30/06/2016	
2017	1/07/2016	30/06/2017	
2018	1/07/2017	30/06/2018	
2019	1/07/2018	30/06/2019	
2020	1/07/2019	30/06/2020	
2021	1/07/2020	30/06/2021	
2022	1/07/2021	30/06/2022	C
2023	1/07/2022	30/06/2023	
2024	1/07/2023	30/06/2024	

Set a 'C' next to the year you require. For the 2021/2022 year set the C to 2022.

Menu Items

The options are on the Finance menu called "Taxable Payments..."



The only option that would generally be made available to project users would be:

- Option 4 "TPR Enquiry/Maint – Job".

The rest of the options should only be used by users who understand how the functionality works, and are charged with managing this reporting obligation.

Menu Name	Description
Set TPR Year	Set the current year for ATO reporting of taxable payments.
TPR Download of Creditors	This is used to download existing creditors to enable then to be marked with defaults for selection of invoices and subcontract payments
TPR Upload of Creditors	This is used to upload the marked up creditors, and establish selected invoices and subcontract payments retrospectively.
TPR Enquiry/Maint – Job	This will display a screen of all selected invoices for a particular job. It will not include invoices costed to more than one job, or to an account no, or to an asset.
TPR Enquiry/Maint	This will display a screen of all selected invoices
TPR Payer Maintenance	The payer is the company that is responsible for the payment to the creditors and subcontractors (Payees). Payer ABN and address must meet ATO validation requirements. This option displays if each Payer meets those requirement, and provides the facility to update them. It also displays if each Payee meets ATO validation requirements.
TPR ATO Extraction	This option establishes who is sending the ATO file, and prepares the file in the format required by the ATO, ready to send to the ATO via their website.

System Startup

Introduction

If you are installing this function after the beginning of the tax year, a retrospective facility must be used to select invoices already paid in the tax year but before the installation actually occurred.

This is achieved by downloading creditors to a spreadsheet, marking them up as likely to provide construction services billed by way of invoices or subcontract payments. These is then loaded back to Jobpac, and all eligible payments for the marked up creditors will be copied to a new file which will be available for further analysis via the Enquiry/Maintenance function.

The ATO requires that subcontractor ABNs and addresses that are sent with the payment information meet strict requirements. The ability to upload changes to ABNs and addresses is also provided within this function.

This must be done for each set of creditors you maintain.

Bulk Creditor Download for Mark-up

Select the option “**TPR Download of Creditors**”. This displays the following screen

Option	Description
Creditor Range	You can choose a range of creditors, If you are doing this for the first time, you would generally choose all creditors.
Download all Creditors marked as Subcontractors	This is defaulted to Y, and would generally always be ticked.
Download all Creditors NOT marked as Subcontractors	If you have some creditors that provide construction services but not via subcontract agreements, you may want to select this.
Include Creditors already marked as selected for subcontract Payments	If some creditors are already marked up for inclusion of subcontract payments, you may not want to select them again. If you do select them again, any invoices not already included for the selected creditors will now be included.
Include Creditors already marked as selected for Invoice Payments	If some creditors are already marked up for inclusion of invoice payments, you may not want to select them again. . If you do select them again, any invoices not already included for the selected creditors will now be included.

If you don't want to reply on the current markup of creditors, and current invoices already flagged for TPR, and want to start the extraction all over again for the financial year, it is recommended, that you tick all boxes, and extract all creditors and subcontractors, and review the total list.

The Bulk Creditor Download is an Excel only report. When you run the report, an excel spreadsheet of creditors is produced. See example below

NB This example has some columns hidden

Training Workid 960

Taxable Payments Reporting Download

Creditor WorkID	Creditor	Subcontract	Creditor ABN	GST Code	Creditor Name	First Address Line 1	Add	Suburb	State	Post Code	Date Opened	Last Used	Status	Select All Invoice Payments	Select All Subcontract Payments	Payer ABN
910	#1 DECKS	Y	86 600 390 387	A1	#1 Decks Pty Ltd	4/29 Bar Road		Taren Point	NSW	2229		2021-11-03	A	N	Y	53 609 453 367
910	AARDVARK	Y	35 118 171 190	A1	Aardvark Steel Constr P/L	16a Jumal Place		Fairfield	NSW	2164		2022-03-03	A	Y	Y	53 609 453 367
910	AARON	N	13 626 705 388	A1	Proscape Group Pty Ltd	95 Canterbury Road		Kilsyth	VIC	3137		2021-09-20	A	N	N	53 609 453 367
910	ABCALARM	N	97 069 593 862	A1	ABC Alarms Pty Ltd	PO Box 128		Holland Park	QLD	4121		2020-04-07	A	N	N	53 609 453 367
910	ABCCONT	N	52 627 033 149	A1	ABC Container Hire & Sales	PO Box 3331		Toowoomba Village Fair	QLD	4350		2021-07-16	A	N	N	53 609 453 367

The second to last two columns are the ones to mark-up.

Placing a Y in the Select All Invoice Payments column, will, on upload, set this flag to Y on the creditor master file. It will also find all invoices (not subcontract payments) for that creditor that have already been paid this tax year, or are yet to be paid, and will copy them to a new file that is then available for review via the Enquiry/Maintenance screens described later in this document. This includes all pending invoices for this creditor. This provides the option of deselecting them later if required.

Placing a Y in the Select All Subcontract Payments column, will, on upload, set this flag to Y on the creditor master file. It will also find all subcontract payments for that creditor that have already been paid this tax year, or are yet to be paid, and will copy them to a new file that is then available for review via the Enquiry/Maintenance screens described later in this document.

You can use Excel to filter using any of the columns. One suggestion is to filter by the "Subcontractor?" column, and then mark the "Select all subcontract payments" column to Y.

If you are provided with construction services by creditors marked as subcontractors, but not via subcontract agreements, you may want to mark the "Select all Invoice Payments" to Y.

This process may take you some time to analyse each creditor and decide if their invoice payments or subcontract payments will be classed as eligible payments.

You can also change the ABN of the creditor, any of the address fields, and in addition you can change the status of a creditor to I (Inactive). No other fields can be updated via this process.

A blank field in a column will NOT over write the field on the creditor file.

If you enter the word **clear** (not case sensitive), in any column, this will replace the field on the master file with blanks.

If you change data in any column, the system will validate the data according to the following rules. If you do not change any data no validation will be done.

The ATO requirements are (for either Address or Alternate address)

- ABN must meet ATO check digit check.
- Address Line 1 must contain data.
- Suburb must contain Data
- State must be QLD, NSW, VIC, ACT, SA, TAS, WA, NT, OTH(overseas)
- Postcode must be present and numeric.

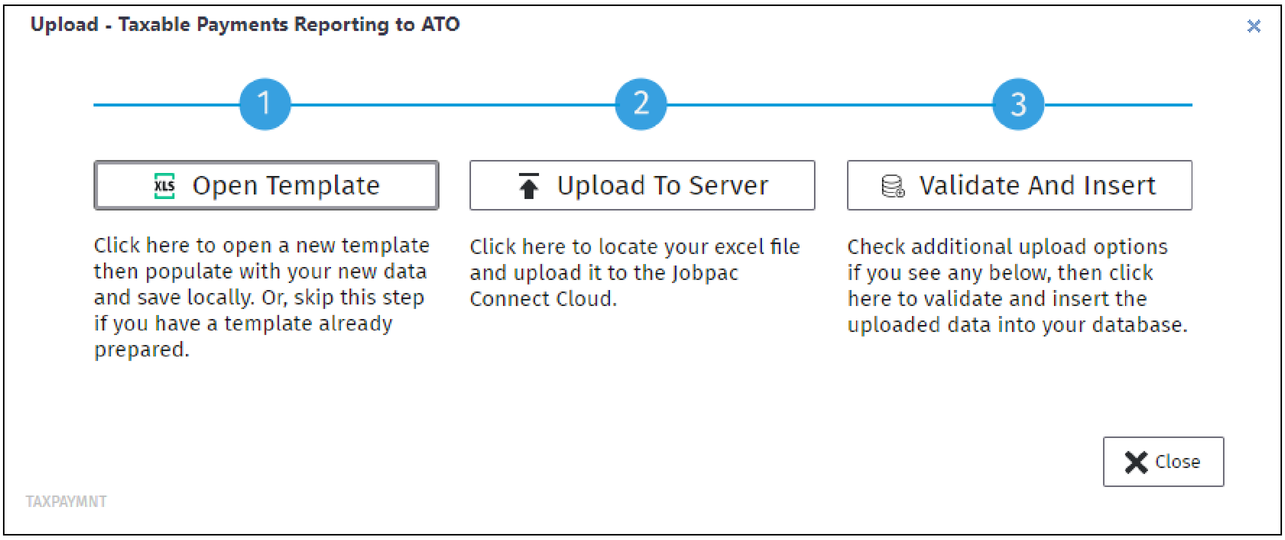
- Country must be blank, Australia, or any country.
- If country is not Australia, then State must be OTH, and postcode 9999.

When this data is sent to the ATO, the First address will be used if it contains any data, otherwise the Alternate address will be used.

Once you have marked up all creditors, save the spreadsheet in your system. The next step is to upload this information.

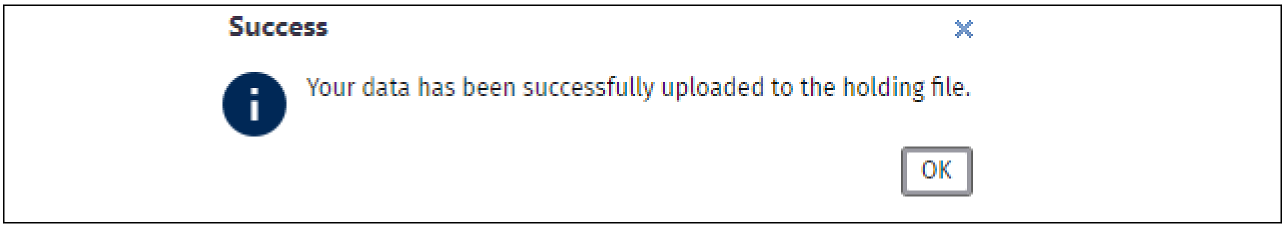
Bulk Upload of Marked up Creditors

Select the option "**TPR Upload of Creditors**". This will display the following screen.

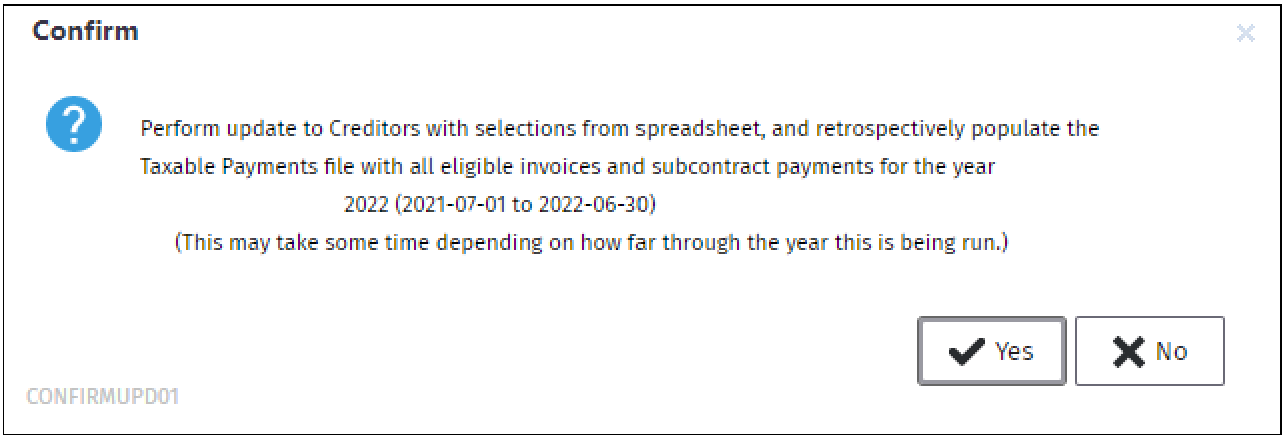


Select the option **Upload to Holding File**. You will be asked to find the saved spreadsheet from the earlier action. This will load the contents of the spreadsheet to a holding file. No update of creditors has yet occurred.

When this upload to the holding file is complete, the following screen is displayed

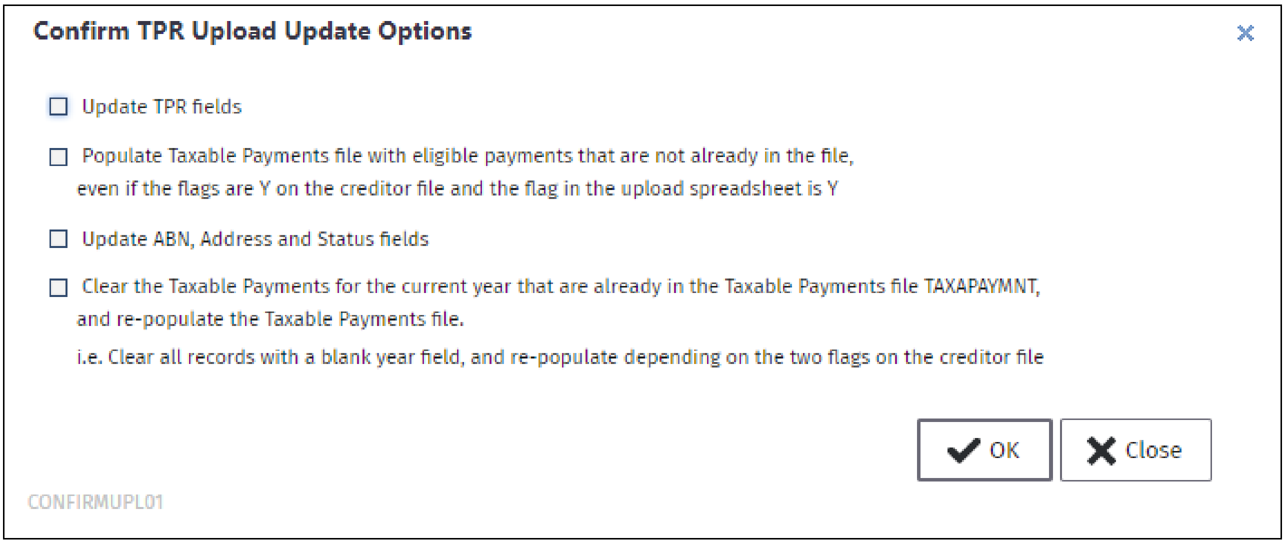


Then select '**Validate and Insert',** and the following screen is displayed



Check the date range and if OK, Select **Yes**.

A further screen will Display



Options are:

- **Update TPR fields**:

  The two TPR flags are updated for each creditor listed in the spreadsheet. For each creditor where the flag is **changed** to Y, all invoices for the year are written to the taxable payments file.

  If a Y updates the Select All Invoice Payments flag on the creditor master file, all invoices (not subcontract payments) for that creditor that have already been paid this tax year, or are yet to be paid, will be copied to a new file that is then available for review via the Enquiry/Maintenance screens described later in this document. This includes all pending invoices for this creditor. In addition all purchase orders for these creditors, will be defaulted to Y.

  If a Y updates the Select All Subcontract Payments flag on the creditor master file, all subcontract payments for that creditor that have already been paid this tax year, or are yet to be paid, will be copied to a new file that is then available for review via the Enquiry/Maintenance screens described later in this document. In addition, all subcontract agreements for these creditors, will be defaulted to Y.

- **Populate Taxable Payments file with eligible payments that are not already in the file, even if the Flags are Y and the flag in the spreadsheet is Y:**

  This will retrospectively include all eligible invoices for the creditor for the year.

- **Perform ABN, Address and Status updates**.

  If you select this then the contents of ABN field, Address fields, Suburb field, State field, Postcode field, and Country field will load to the creditors file. Blank fields in the spreadsheet will not load. If the word **clear** is in a field this will set the field to blank. Only changes to these fields are validated. If no change is made to the fields, then no validation is done.

- **Clear the Taxable payments for the current year that are already in the Taxable Payments file, and re-populate the Taxable Payments file:**

This is an option for users to start all over again for a particular year. It will only affect creditors that are listed in the spreadsheet.

NB. If you want to reload all invoices and subcontract payments for marked creditors, i.e. start all over, then tick First, Third, and Fourth boxes.

A validation report is produced in an Excel spreadsheet. Only data that was on the spreadsheet will be validated.

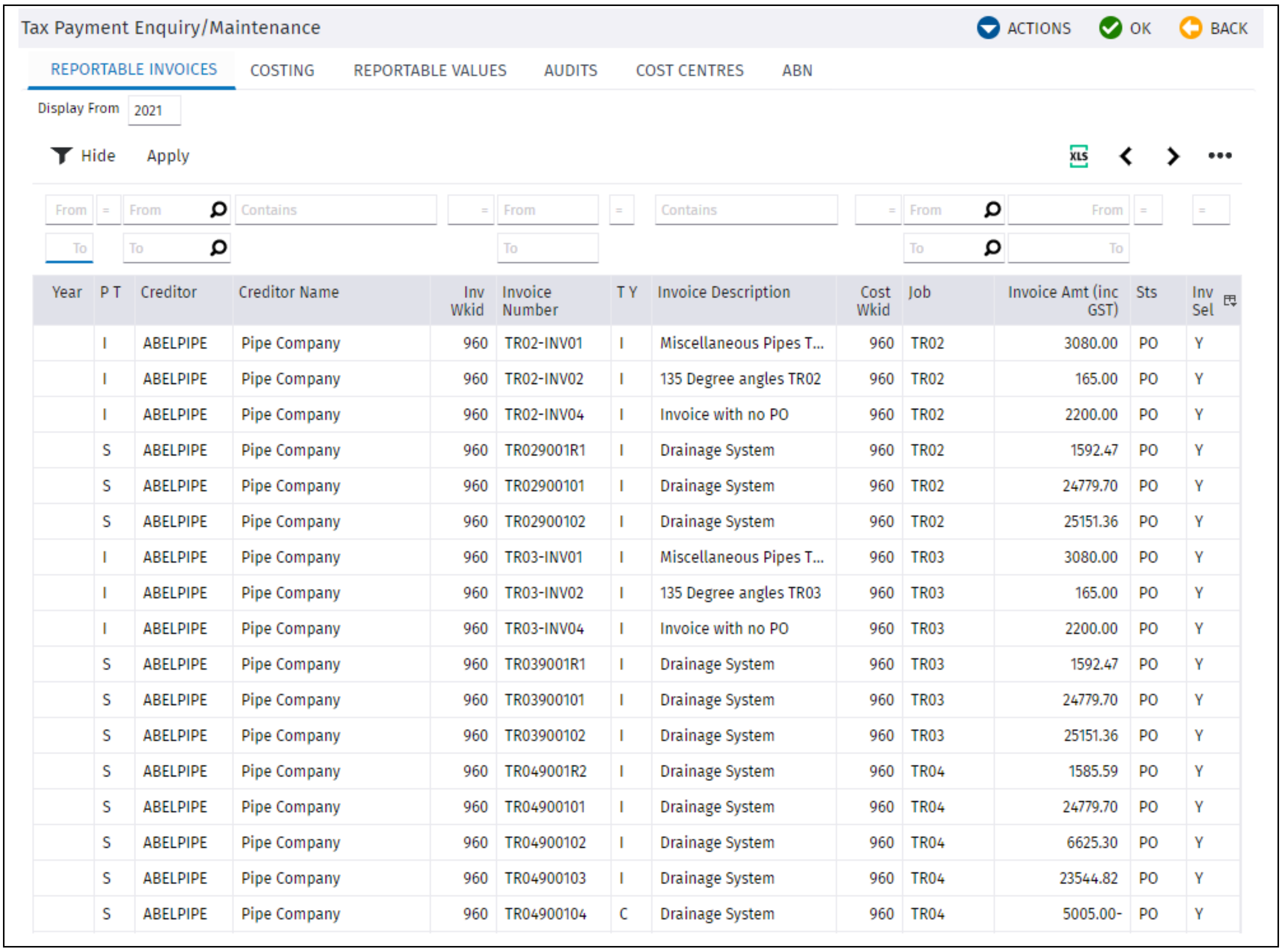
This function is repeatable. You can do this upload/download as many times as you want.

Review Selected Eligible Invoices

When the upload is completed, you can see the results via option **TPR Enquiry/Maint**.

All Invoices that may be eligible appear in this enquiry. You have the ability to de-select, re-select, either individually or by filtered groups.

This option is fully explained later in the document.



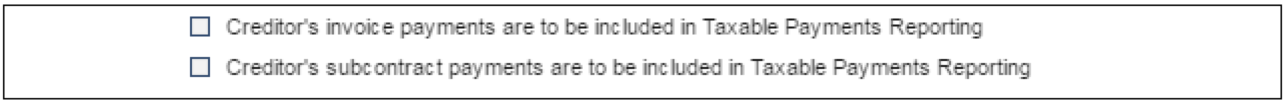
Year	P T	Creditor	Creditor Name	Inv Wkid	Invoice Number	T Y	Invoice Description	Cost Wkid	Job	Invoice Amt (inc GST)	Sts	Inv Sel
	I	ABELPIPE	Pipe Company	960	TR02-INV01	I	Miscellaneous Pipes T...	960	TR02	3080.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR02-INV02	I	135 Degree angles TR02	960	TR02	165.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR02-INV04	I	Invoice with no PO	960	TR02	2200.00	PO	Y
	S	ABELPIPE	Pipe Company	960	TR029001R1	I	Drainage System	960	TR02	1592.47	PO	Y
	S	ABELPIPE	Pipe Company	960	TR02900101	I	Drainage System	960	TR02	24779.70	PO	Y
	S	ABELPIPE	Pipe Company	960	TR02900102	I	Drainage System	960	TR02	25151.36	PO	Y
	I	ABELPIPE	Pipe Company	960	TR03-INV01	I	Miscellaneous Pipes T...	960	TR03	3080.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR03-INV02	I	135 Degree angles TR03	960	TR03	165.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR03-INV04	I	Invoice with no PO	960	TR03	2200.00	PO	Y
	S	ABELPIPE	Pipe Company	960	TR039001R1	I	Drainage System	960	TR03	1592.47	PO	Y
	S	ABELPIPE	Pipe Company	960	TR03900101	I	Drainage System	960	TR03	24779.70	PO	Y
	S	ABELPIPE	Pipe Company	960	TR03900102	I	Drainage System	960	TR03	25151.36	PO	Y
	S	ABELPIPE	Pipe Company	960	TR049001R2	I	Drainage System	960	TR04	1585.59	PO	Y
	S	ABELPIPE	Pipe Company	960	TR04900101	I	Drainage System	960	TR04	24779.70	PO	Y
	S	ABELPIPE	Pipe Company	960	TR04900102	I	Drainage System	960	TR04	6625.30	PO	Y
	S	ABELPIPE	Pipe Company	960	TR04900103	I	Drainage System	960	TR04	23544.82	PO	Y
	S	ABELPIPE	Pipe Company	960	TR04900104	C	Drainage System	960	TR04	5005.00-	PO	Y

Single Creditor Mark-up

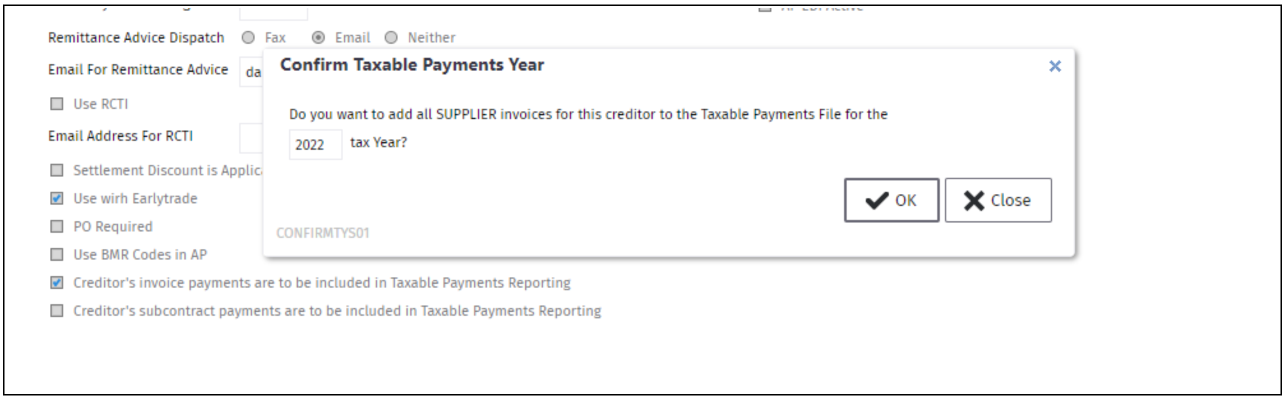
This retrospective facility is available for individual creditors. If you missed a creditor in the bulk upload, you can accomplish the same outcome from within creditor maintenance.

Select a creditor from within creditor maintenance.

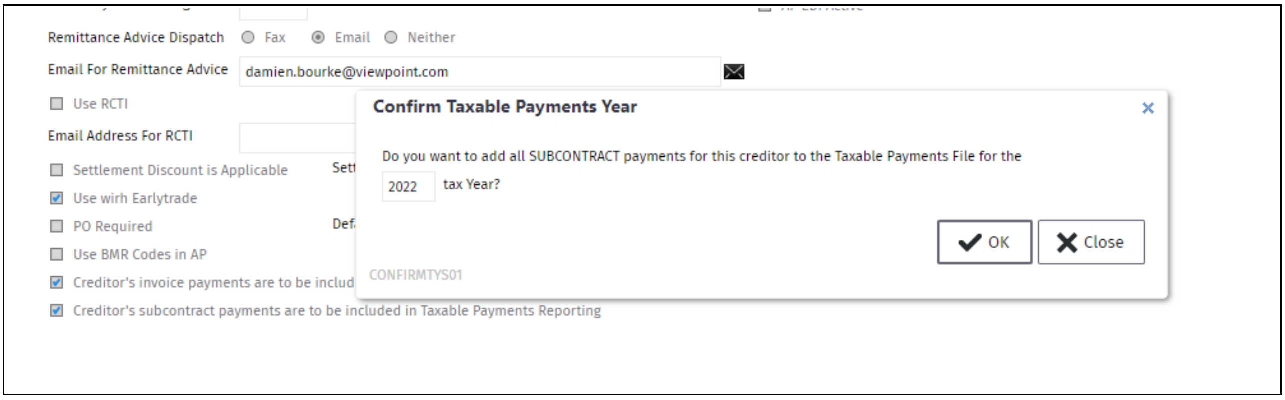
At the bottom of the third screen in creditor maintenance the following options are displayed.



If you tick the first option and click OK, the following is displayed



If you tick the second option and click OK, the following is displayed



Selecting OK will perform the same function as the bulk upload.

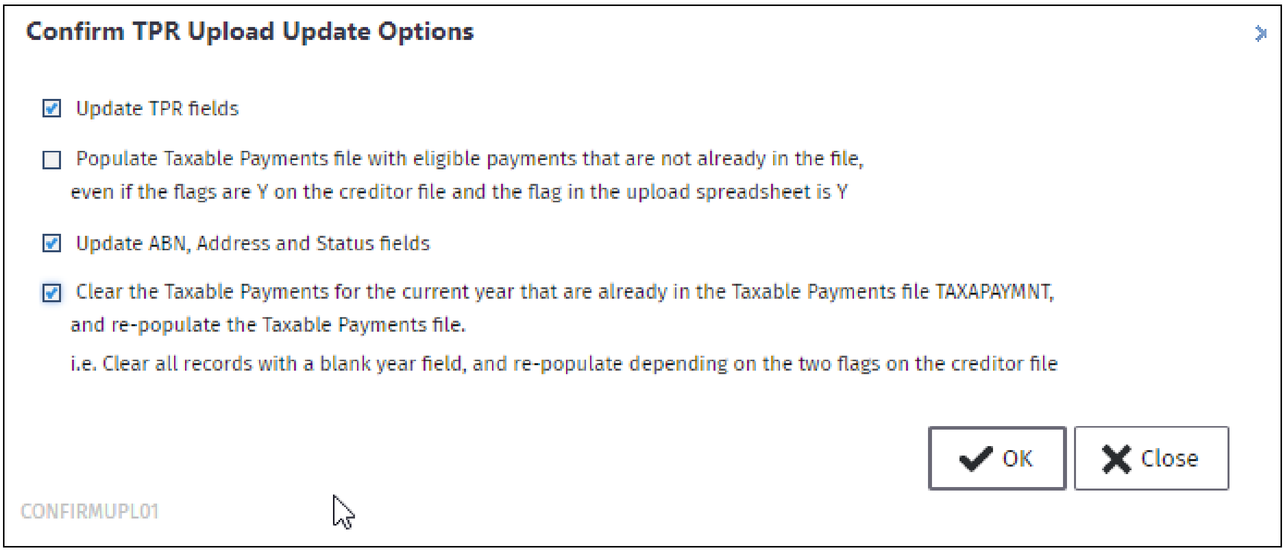
1. If the Select All Invoice Payments flag is ticked, all invoices (not subcontract payments) for that creditor that have already been paid this tax year, or are yet to be paid, will be copied to a new file that is then available for review via the Enquiry/Maintenance screens described later in this document. This includes all pending invoices for this creditor. In addition, all purchase orders for this creditor, including Managed purchase orders, will be defaulted to Y.

2. If the Select All Subcontract Payments flag is ticked, all subcontract payments for that creditor that have already been paid this tax year, or are yet to be paid, will be copied to a new file that is then available for review via the Enquiry/Maintenance screens described later in this document. In addition, all subcontract agreements for these creditors, will be defaulted to Y.

If the flags are unticked, no changes are made to the status of any invoices already marked as Y in the taxable payments enquiry screen. These need to be changed in the enquiry screen as required.

Can I Start all Over Again ?

You can start all over again, by downloading all creditors, and selecting the following options on upload.



Day to Day Processing

New Creditors/Subcontractors

When you create a new creditor, you can choose to tick either or both of the two options

☐ Creditor's invoice payments are to be included in Taxable Payments Reporting

☐ Creditor's subcontract payments are to be included in Taxable Payments Reporting

These will be used as the primary defaults for all invoice and subcontractor related transactions.

Subcontract Agreements

When a new subcontract agreement is setup or modified, it can be marked so that all payments are eligible for taxable payments reporting.

At the bottom of the first screen, the following is displayed

☐ Payments for this subcontract agreement to be included in Taxable Payments Reporting

This will already be defaulted from the creditor, but you can override it if required. Whatever is entered here becomes the default for each subcontract payment. All existing subcontract payments for this agreement will be changed to eligible payments if this is ticked.

Subcontract Payments

When a subcontract payment is prepared, it can be marked so that it is eligible for taxable payments reporting.

On the summary screen, the following is displayed.

☐ Payment in Taxable Payments Reporting

This will be defaulted from the subcontract agreement, but you can override it if required. If it is ticked, this payment will be added to the eligible payments file at the time of posting the payment.

Purchase Orders

When raising or amending a purchase order, the following is displayed in the header area of the purchase order.

☐ Invoices in Taxable Payments Reporting

This will already be defaulted from the creditor, but you can override it if required. Whatever is entered here becomes the default for each invoice related to the purchase order. All existing invoices for this purchase order will be changed to eligible payments if this is ticked.

Invoice Registration

When an invoice is registered, it can be marked so that it is eligible for taxable payments reporting.

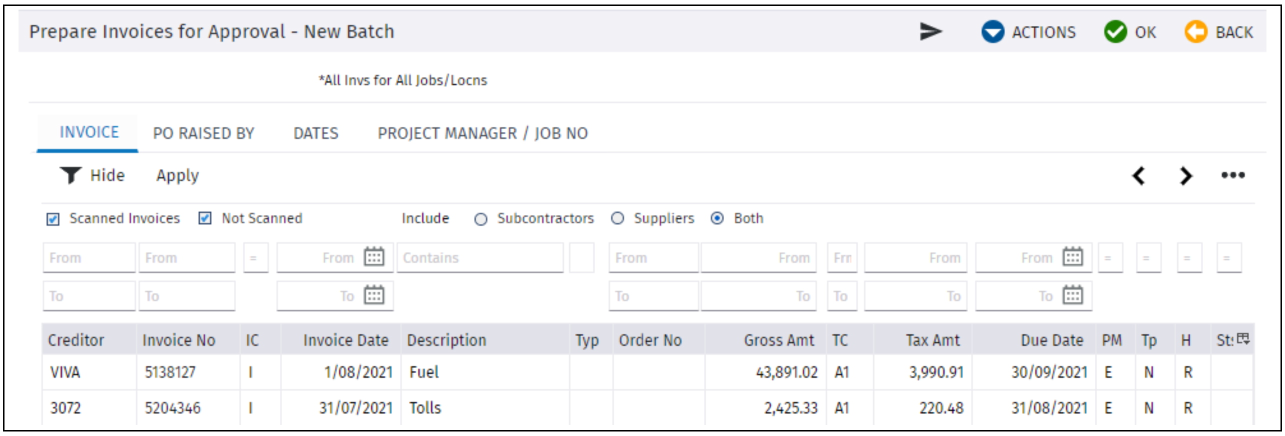
On the entry screen, the following is displayed.

☐ This invoice to be included in the Taxable Payments Reporting

This will be defaulted from the creditor, but can be overridden it if required. If it is ticked, this payment will be added to the eligible payments file at the time of registering the invoice.

e-invoice Costing

A column has been added to the job or location list of pending invoices. Column is headed TP. Users can change the column to Y to make the invoice eligible for taxable payments, or to N to remove it from eligibility. The default value for this column comes from the registration process. See example below.



Creditor	Invoice No	IC	Invoice Date	Description	Typ	Order No	Gross Amt	TC	Tax Amt	Due Date	PM	Tp	H	St
VIVA	5138127	I	1/08/2021	Fuel			43,891.02	A1	3,990.91	30/09/2021	E	N	R	
3072	5204346	I	31/07/2021	Tolls			2,425.33	A1	220.48	31/08/2021	E	N	R	

The option to select or de-select any invoice also is displayed on the dissection screen.

Invoice Posting

When an invoice is posted in the standard AP invoice posting screen (not e-invoicing), it can be marked so that it is eligible for taxable payments reporting.

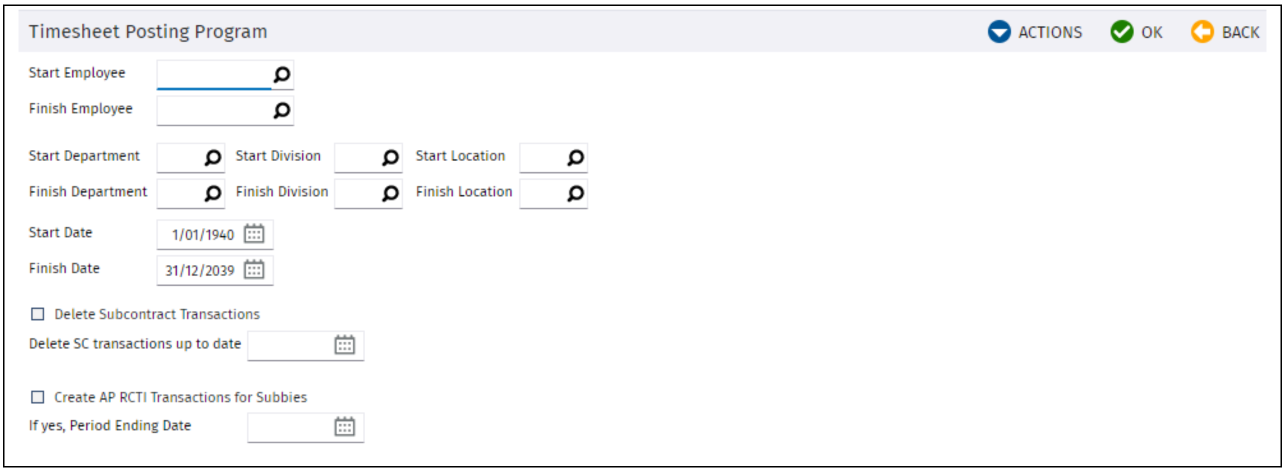
On the entry screen, the following is displayed.

☑ This invoice to be included in Taxable Payments Reporting

This will be defaulted from the creditor, or the registered invoice if one is selected, or the purchase order if one is entered, in that hierarchy, and can be overridden if required. If it is ticked, this payment will be added to the eligible payments file at the time of posting the invoice.

RCTIs Produced from Timesheet Posting

There is a facility in the Payroll Timesheet system to prepare an RCTI from entered timesheet entries from contractors (not employees). This option exists in the timesheet posting process.



If this option is used, and the creditor is tagged so that invoices should be included in Taxable Payments reporting, then the invoices produced by this process will be added to the TPR Enquiry/Maintenance list.

Eligible Payments Maintenance

Introduction

The list of invoices to be considered to be eligible for TPR is presented in an enquiry screen. Individual invoices or filtered groups can be de-selected or re-selected via this screen.

This screen is used to prepare the report for the ATO at the end of the financial year.

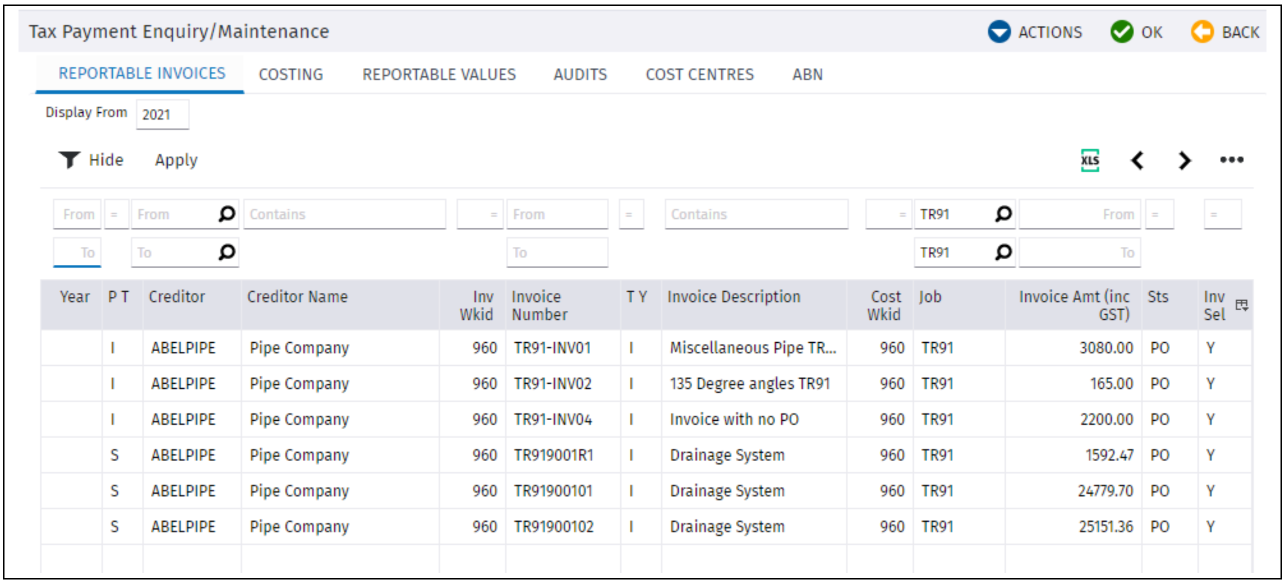
There are two versions of this enquiry. One is for invoices and subcontract payments that are associated with jobs only, and the other is for all invoices no matter where they are costed.

Eligible Payments Screen Description – Jobs Only

This screen displays only invoices that are totally costed to a single job. It is initially filtered on the entry job, but the filter can be cleared, and all invoices for all jobs the user has access to will be displayed.

It is designed for Project Managers and their staff to manage the selection of invoices for TPR for their job only.

User is asked to enter a Job No, then the following screen displays:



Year	P T	Creditor	Creditor Name	Inv Wkid	Invoice Number	T Y	Invoice Description	Cost Wkid	Job	Invoice Amt (inc GST)	Sts	Inv Sel
	I	ABELPIPE	Pipe Company	960	TR91-INV01	I	Miscellaneous Pipe TR...	960	TR91	3080.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR91-INV02	I	135 Degree angles TR91	960	TR91	165.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR91-INV04	I	Invoice with no PO	960	TR91	2200.00	PO	Y
	S	ABELPIPE	Pipe Company	960	TR919001R1	I	Drainage System	960	TR91	1592.47	PO	Y
	S	ABELPIPE	Pipe Company	960	TR91900101	I	Drainage System	960	TR91	24779.70	PO	Y
	S	ABELPIPE	Pipe Company	960	TR91900102	I	Drainage System	960	TR91	25151.36	PO	Y

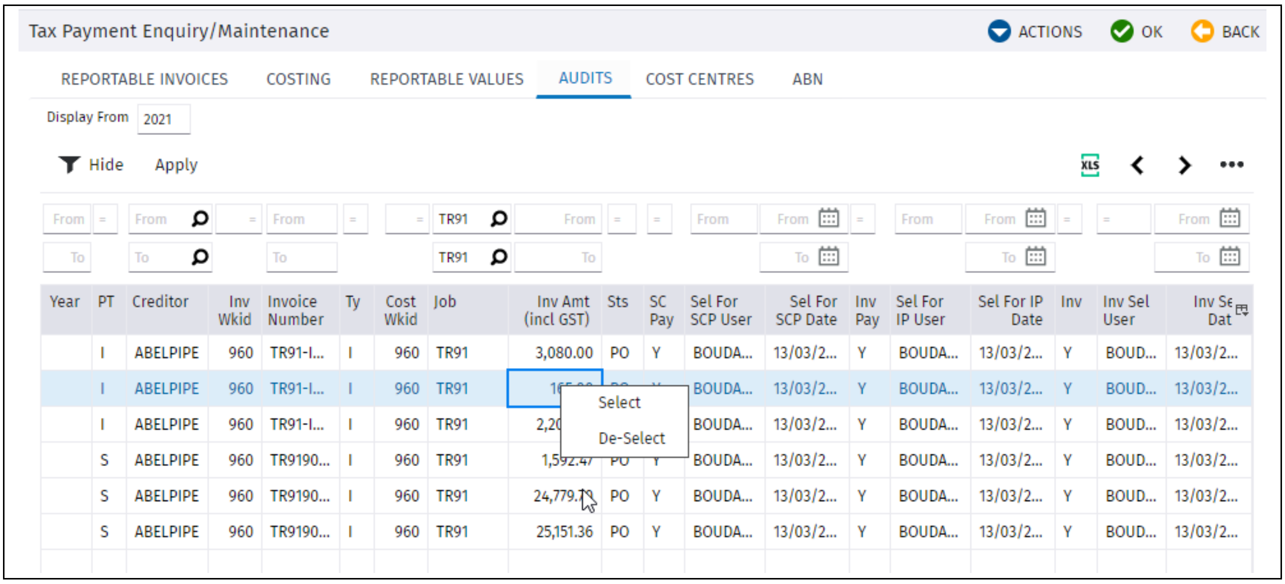
Columns	Description
Year	This will be blank for the current year. Other years shown represent transactions included in previous years. They cannot be changed.
PT	This indicates payment type. I for Invoice, and S for Subcontract Payment.
TY	This is invoice type. I for Invoice ,and C for Credit
Invoice Amount	This is the full invoice amount. It may not be the reportable amount, as only paid value of invoices is sent to the ATO. An invoice could be paid partly in one year and partly in the next year.

Columns	Description
Sts	PO represents a posted invoice, PE represents a pending invoice.
GL Account No	This will always be blank in this enquiry.
Asset No	This will always be blank in this enquiry
Reportable Amt Incl GST	This is the amount of the invoice that was Paid in the current year, i.e. between 1/7/YY and 30/6/YY
Reportable GST Amount	This is the GST amount associated with the Paid amount.
SC Pay	This indicates (N/Y) whether the creditor was marked to include all **Subcontractor** payments in TPR. It includes who marked the creditor and when the creditor was marked.
INV Pay	This indicates (N/Y) whether the creditor was marked to include all **Invoice** payments in TPR. It includes who marked the creditor and when the creditor was marked.
Invoice Selected	This indicates (N/Y) if the invoice is selected for inclusion in TPR. It includes who marked the invoice or subcontract payment, and when the transaction was marked
Cost Centre	This is the cost code associated with the invoice or subcontract payment. If more than one cost centre is associated with the invoice, then "MULTI" will be displayed.
ABN Payee	This is the ABN of the Creditor
ABN Payer	This is the ABN of the company responsible for the payment.

There are options on **Actions** Button.

Option	Description
Clear Filters	This will clear all filters form all screens, including the job no, and display all invoices for all jobs the user has access to.
Select All	This will change the TPR indicator on all invoices filtered at the time to Y. i.e. eligible for Taxable Payments Reporting.
De-Select All	This will change the TPR indicator on all invoices filtered at the time to N. i.e. NOT eligible for Taxable Payments Reporting

A right mouse click on an invoice displays the following options to Select or De-select

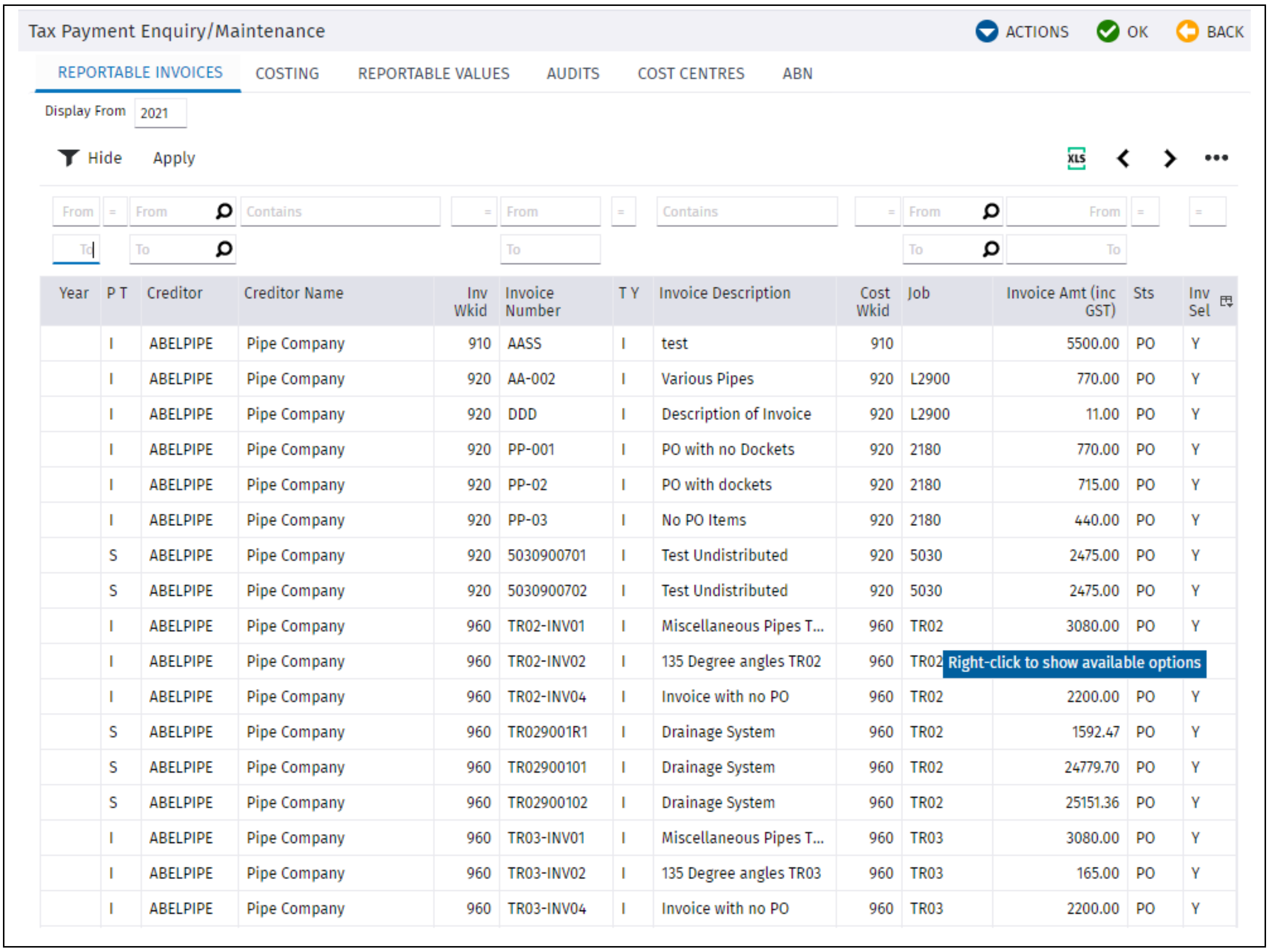


Option	Description
Select	This will change the TPR indicator on this invoice Y. i.e. eligible for Taxable Payments Reporting.
De-Select	This will change the TPR indicator on this invoices to N. i.e. NOT eligible for Taxable Payments Reporting

Eligible Payments Screen Description – All Transactions

This screen displays all invoices that are totally costed to a single job, costed to multiple jobs, costed to General Ledger Account numbers, and costed to assets. This screen is generally used only by staff who administer the Taxable Payment Reporting, and will prepare the report for the ATO.

When the menu option is chosen the following screen displays.



Year	P T	Creditor	Creditor Name	Inv Wkid	Invoice Number	T Y	Invoice Description	Cost Wkid	Job	Invoice Amt (inc GST)	Sts	Inv Sel
	I	ABELPIPE	Pipe Company	910	AASS	I	test	910		5500.00	PO	Y
	I	ABELPIPE	Pipe Company	920	AA-002	I	Various Pipes	920	L2900	770.00	PO	Y
	I	ABELPIPE	Pipe Company	920	DDD	I	Description of Invoice	920	L2900	11.00	PO	Y
	I	ABELPIPE	Pipe Company	920	PP-001	I	PO with no Dockets	920	2180	770.00	PO	Y
	I	ABELPIPE	Pipe Company	920	PP-02	I	PO with dockets	920	2180	715.00	PO	Y
	I	ABELPIPE	Pipe Company	920	PP-03	I	No PO Items	920	2180	440.00	PO	Y
	S	ABELPIPE	Pipe Company	920	5030900701	I	Test Undistributed	920	5030	2475.00	PO	Y
	S	ABELPIPE	Pipe Company	920	5030900702	I	Test Undistributed	920	5030	2475.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR02-INV01	I	Miscellaneous Pipes T...	960	TR02	3080.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR02-INV02	I	135 Degree angles TR02	960	TR02 Right-click to show available options			
	I	ABELPIPE	Pipe Company	960	TR02-INV04	I	Invoice with no PO	960	TR02	2200.00	PO	Y
	S	ABELPIPE	Pipe Company	960	TR029001R1	I	Drainage System	960	TR02	1592.47	PO	Y
	S	ABELPIPE	Pipe Company	960	TR02900101	I	Drainage System	960	TR02	24779.70	PO	Y
	S	ABELPIPE	Pipe Company	960	TR02900102	I	Drainage System	960	TR02	25151.36	PO	Y
	I	ABELPIPE	Pipe Company	960	TR03-INV01	I	Miscellaneous Pipes T...	960	TR03	3080.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR03-INV02	I	135 Degree angles TR03	960	TR03	165.00	PO	Y
	I	ABELPIPE	Pipe Company	960	TR03-INV04	I	Invoice with no PO	960	TR03	2200.00	PO	Y

Columns	Description
Year	This will be blank for the current year. Other years shown represent transactions included in previous years. They cannot be changed.
PT	This indicates payment type. I for Invoice, and S for Subcontract Payment.
TY	This is invoice type. I for Invoice ,and C for Credit
Invoice Amount	This is the full invoice amount. It may not be the reportable amount, as only paid value of invoices is sent to the ATO. An invoice could be paid partly in one year and partly in the next year.
Sts	PO represents a posted invoice, PE represents a pending invoice.

Columns	Description
GL Account No	This will only be populated if the invoice is costed to a G/L account only.
Asset No	This will only be populated if the invoice is costed to an asset.
Reportable Amt Incl GST	This is the amount of the invoice that was Paid in the current year, i.e. between 1/7/YY and 30/6/YY
Reportable GST Amount	This is the GST amount associated with the Paid amount.
SC Pay	This indicates (N/Y) whether the creditor was marked to include all **Subcontractor** payments in TPR. It includes who marked the creditor and when the creditor was marked.
INV Pay	This indicates (N/Y) whether the creditor was marked to include all **Invoice** payments in TPR. It includes who marked the creditor and when the creditor was marked.
Invoice Selected	This indicates (N/Y) if the invoice is selected for inclusion in TPR. It includes who marked the invoice or subcontract payment, and when the transaction was marked
ABN Payee	ABN of the creditor
ABN Payer	ABN of the company responsible for the payment.
Cost Code	This is the cost code associated with the invoice or subcontract payment. If more than one cost centre is associated with the invoice, then “MULTI” will be displayed.

There are options on the **Actions** button

Option	Description
Clear Filters	This will clear all filters form all screens, including the job no, and display all invoices for all jobs the user has access to.
Select All	This will change the TPR indicator on all invoices filtered at the time to Y. i.e. eligible for Taxable Payments Reporting.
De-Select All	This will change the TPR indicator on all invoices filtered at the time to N. i.e. NOT eligible for Taxable Payments Reporting.
Download **Same as Button at top of screen.**	This will download to a spreadsheet all the filtered transactions.

Downloading Transactions to Excel

The **Download** button at the top of the Enquiry/Maintenance screen, will down-load all transactions that are currently filtered.

If you want a full list of transactions that make up the summary report sent to the ATO, then filter the enquiry on the year required, and then select Download button.

This produces a spreadsheet of the transactions.

Reporting to the ATO

ATO Requirements

The ATO have described a format for the file of Taxable payments. This consists of three components

1. Details of the main company sending the information
2. Details of each statutory company (the PAYERS) responsible for paying the creditors and subcontractors
3. Details of each creditor or subcontractor (the PAYEES) to whom the payments were made.

Individual files for separate company ABNs can be sent to the ATO. Or a single file with multiple ABNs can be prepared and sent to the ATO.

There is a three stage process for preparing this file to send to the ATO.

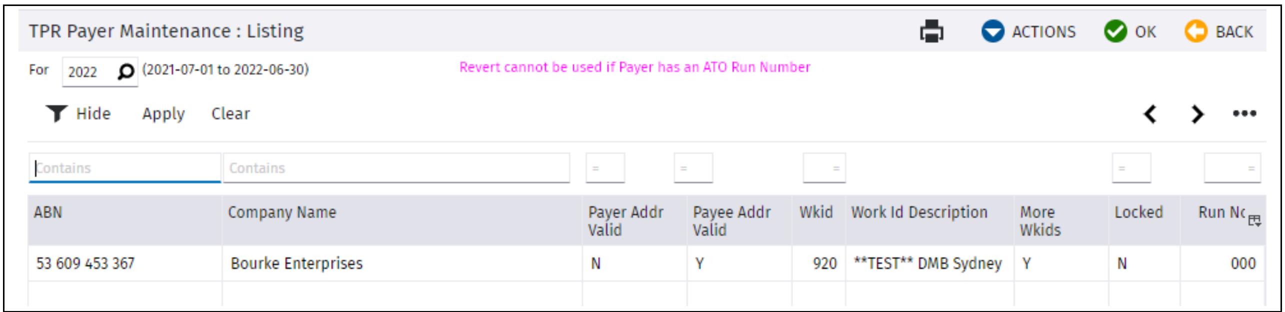
Stage 1. Getting the PAYER data correct. This means the ABN and the address details of each company sending data must be in the correct ATO format.

Stage 2. Getting the PAYEE data correct. This means for each creditor that has eligible transactions, the ABN and address details must be in the correct ATO format.

Stage 3. Preparing the ATO format for a particular Run No (one or more Payers) and sending to the ATO.

Getting the PAYER and PAYEE Data Correct

Select TPR Payer Maintenance. This displays the following screen:



This will include all companies with Different ABNs. Both Payer Address and Payee Address must be Y, and Lock must by Y, to move on.

Columns	Description
ABN	This is the ABN of companies that are responsible for payments to contractors, and for which at least one eligible payment exists. (called Payer ABN)
Payer Address Valid	If this is Y, then the Payer details meet the ATO validation requirements.
Payee Address Valid	If this is Y, then the address details for ALL contractors for this Payer meet the ATO validation requirements

Columns	Description
Workid	This is the workid that was used to get the address details for the Payer from the CO**** system parameters.
More Workids	A number of workids can relate to the same ABN. This will be Y if there is more than one. The list can be viewed by the RMB option **Show all workids**.
Locked	If this is Y, then the transactions have been locked ready to prepare a file to send to the ATO
Run No	If this is 001 or more, then the file has been prepared and sent to the ATO.

There are options using the Right Mouse Button.

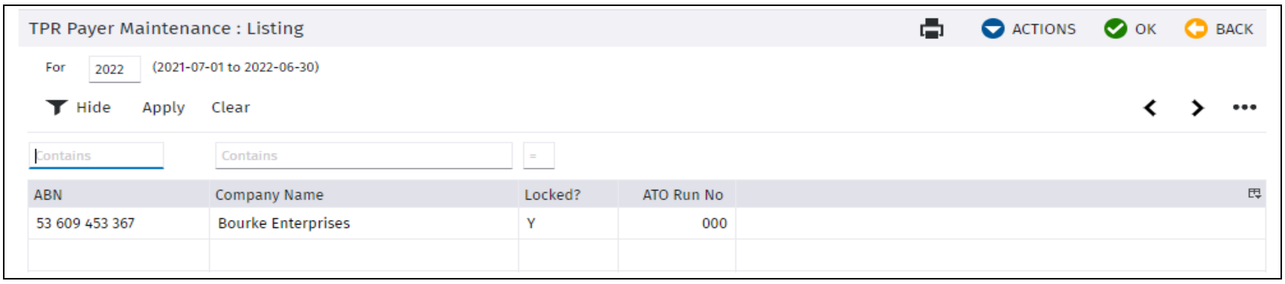
Option	Description
Payer details	This will display the payer address details, and they can be updated and validated.
Validate Payee details	Selecting this will display a validation report in a spreadsheet for creditors for this payer. This spreadsheet is in the same format as the Creditor download previously described, except for some error description columns. The data can be corrected and these columns can be deleted, and the changes uploaded in the TPR Upload of creditors.
Select	This is used to select a row on this screen, to be used with the options in the Left Hand panel. i.e. Validate all Selected, Prepare File, Print file.
Reset Payer	If a payer has been locked prior to sending to the ATO, but needs to be recreated, then this option will unlock the file.
Show All Workids	This displays all workids that make up the Payer row on this screen.

There are options in the **Actions** Button

Option	Description
Validate All selected	This will prepare a single report of errors for all creditors in all Payers that were selected in this screen.
Prepare File	This option will lock off the transactions for the payers selected in preparation for construction of the ATO file. If Yes is selected, the **Locked** indicator will change to Y.
Print File	This will present a screen that can be used to print both a summary (one line per Creditor) and detailed list of transactions used for the construction of the ATO summary file.

Preparing the ATO Report

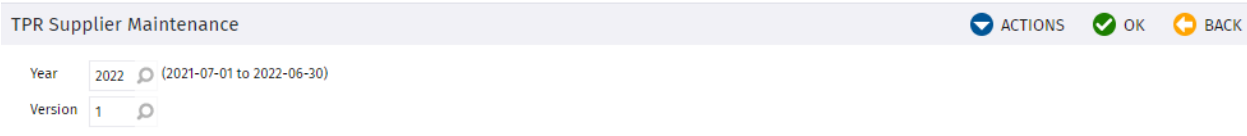
Select option **TPR ATO Extraction**. This displays the following



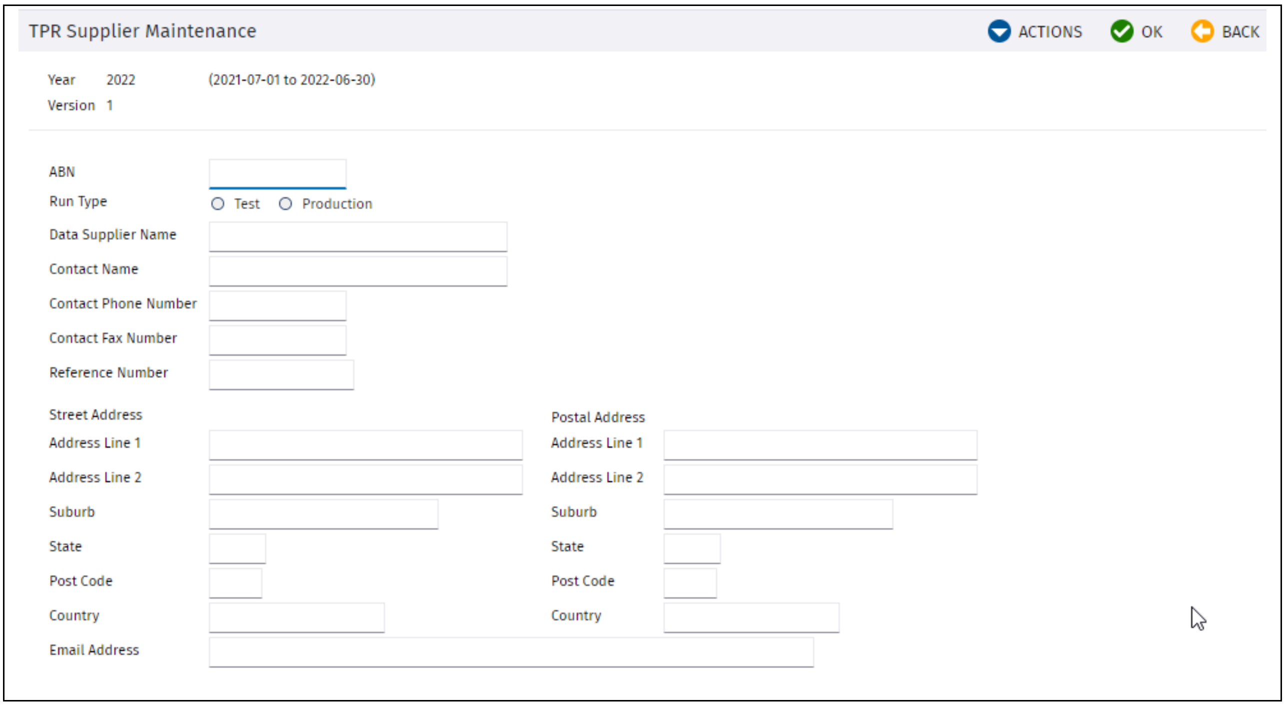
This displays all payer ABNs that have been locked off in preparation for the ATO report. If a Final ATO report (PRODUCTION) has been produced, then the run number will be 001 or greater.

Each line can be separately selected to prepare a single file for the ATO. If more than one Payer is selected, a single file is prepared for that selection, with an allocated run number.

Selecting **Prepare File** will first display the following screen.



Select OK, and details of the company that is responsible for sending the data to the ATO must be input. The details are either the same as for the payer selected, or can be those of a holding company, or an accounting firm.



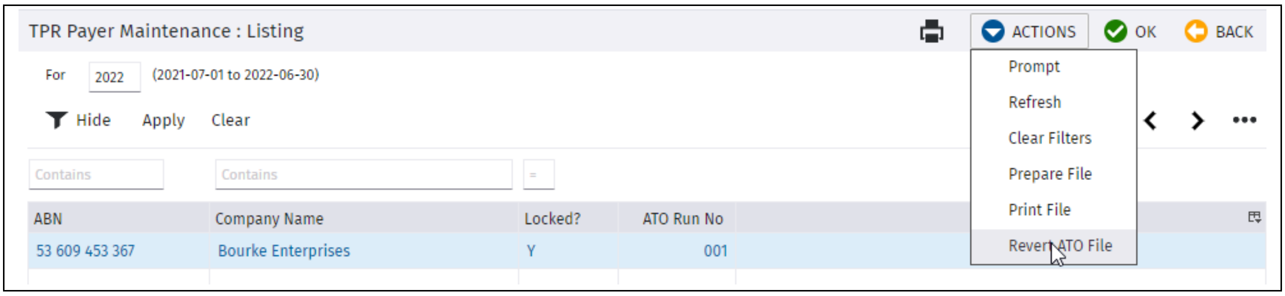
A file can be prepared and sent to the ATO for validation by using the Test option on the ATO website. **Production** can be checked here, Test on this screen is no longer required**.**

The system will validate this data, and if OK, this will produce a .txt file in the ATO required format, which will be emailed to the user who runs the Option.

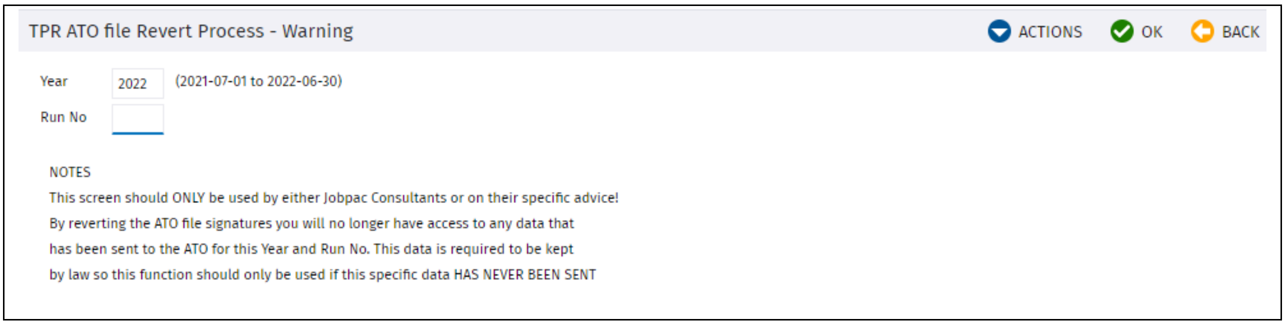
Go to your company ATO portal and send this file to the ATO.

Revert ATO file

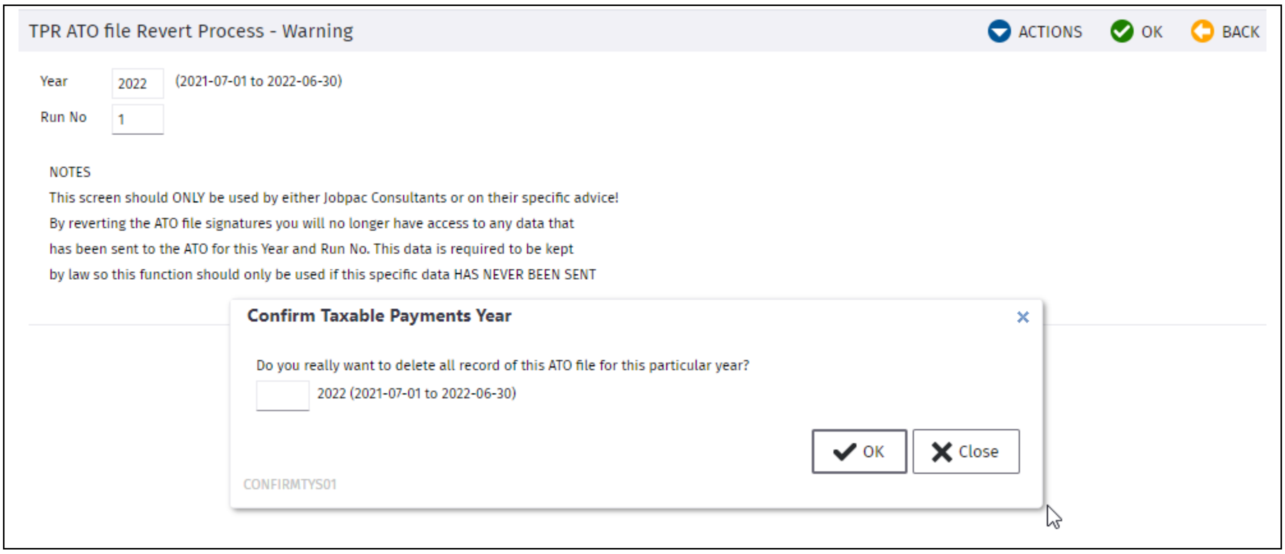
If it is necessary to re-create and resend the ATO file, then the option Revert ATO can be used



This message is displayed if this option is used



The Run number must be entered, and a further message is displayed.



Selecting this will delete the ATO file and corresponding data. You can start again.