

# MYOB Advanced

## Payment Times Reporting

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# Payment Times Reporting

The Payment Times Reporting Scheme (PTRS) is a method of reporting to the Australian Government Department of Industry, Science, Energy, and Resources (DISER) based on the time taken for a large business to make a payment to their small business suppliers.

**Note:** For more information, see [“Payment Times Reporting Scheme” on the DISER website](#).

## Who Needs to Report Payment Times?

Only Large Businesses need to perform this reporting, and only on bills they have received from the Small Businesses they deal with. A Large Business is defined as a business that:

- earns over \$100m in revenue for the last financial year, or;
- is part of a group that has earned over \$100m for the last financial year, and this company earns more than \$10m, and;
- is registered to operate in Australia.

A Small Business is defined as a business that:

- has annual revenue <\$10mil, and;
- is registered to operate in Australia, and;
- is registered on the DISER tool for small businesses.

The Payment Times Reporting Scheme commenced on 1 January 2021. It requires businesses to submit a report on their payment terms and practices. Reports are due each six months of an income year, within three months of the end of the reporting period. The first reporting period is therefore **1 January 2021 – 30 June 2021**, with the first report due by **30 September 2021**.

PTRS reports are uploaded to the [Payment Times Reporting Portal website](#). You will need a myGovID to log in to the portal. The PTRS report consists of two files:

- The *PTR Template*, which is a CSV file containing data on all of your payment information. MYOB Advanced produces this file—see “Reporting Payment Times” on page 6.
- The *Responsible Member Declaration Template*, which is a Word document containing signatures and associated declarations. The template for this document can be downloaded from the Payment Times Reporting Portal website—look for the **Download PTR Responsible Member Declaration Template** link on the home page.

See the page [“How to report”](#) for information on how to log in and complete the PTRS report.

# Setting up Advanced for PTRS

Before you can begin reporting payment times, you will need to set up the MYOB Advanced system to capture information related to PTRS.

## Setting up Suppliers

Once the PTRS customisation has been installed and the PTRS feature has been enabled, you can set PTRS options on supplier accounts. A **Small business, track for PTRS** option is available on the General Info tab of the Suppliers screen (AP303000). Tick this box if the supplier qualifies as a Small Business under PTRS.

You can tick this box manually if the supplier qualifies as a Small Business; however, it may be overridden by the PTRS Small Business Identification screen (MYPT4000)—see “Small Business Identification” on page 7.

The screenshot shows the MYOB Advanced interface for the Suppliers screen. The supplier selected is ERC Fitness Centre (Supplier ID: ERC0000001). The 'PTRS Settings' section is highlighted with a red box, showing the 'Small business, track for PTRS' checkbox checked. The 'ABN' field is also highlighted with a red box, containing the value 11 007 265 509. Other fields include Supplier Class (VENDDF - Vendor Default), Terms (CASHONLY - Cash Only), Currency ID (AUD), and Curr. Rate Type (SPOT). The 'Personal Data Privacy' section shows 'Consented to the Processing of Personal Data' checked, with a date of consent of 23/07/2021. The 'Retainage Settings' section shows 'Apply Retainage' unchecked and a Retainage Percent of 0.000000.

**Note:** To be included in PTRS reports, suppliers must have an ABN recorded. Before generating PTRS reports, ensure all Australian suppliers have ABNs recorded. An **ABN** field is available on the Suppliers screen for all suppliers who either have their Country or one of their Locations set to “AU” or who have the **Track for TPAR** option ticked. The **ABN** field now checks the ABN you enter to ensure that it is a valid ABN. You can use the PTRS Small Business Identification screen to check for suppliers with missing or invalid ABNs—see page 7.

# Effects on Bills and Adjustments

A **Received Date** field is available on the Bills and Adjustments screen (AP301000) for documents with an Australian supplier, so you can record when you received the invoice for PTRS reporting. MYOB Advanced checks the **Received Date** first for payment time reporting—if it is blank, the **Date** will be used. (This means that if the received date and the invoice date are the same, you can leave this field blank.)

The screenshot shows the MYOB Bills and Adjustments screen. The interface includes a search bar at the top, a left-hand navigation menu with categories like Favourites, Data Views, Time and Expenses, Finance, Banking, Projects, Payables, Receivables, Sales Orders, Purchases, and Inventory. The main area displays the 'Bills and Adjustments' form. Key fields include: Type: Bill; Reference Nbr.: <NEW>; Status: Balanced; Date: 23/07/2021; Supplier: JMC0000001 - JMC Ice Hockey Suppl; Location: RBYTEMAIN - Primary Location; Currency: AUD 1.00; Terms: CASHONLY - Cash Only; Due Date: 23/07/2021; Prompt Payme.: 23/07/2021. A red box highlights the 'Received Date' field, which is currently blank. A mouse cursor is positioned over the field. The right side of the screen shows a summary of totals, all of which are 0.00. At the bottom, there are tabs for Document Details, Financial Details, Tax Details, Approval Details, Discount Details, and Applications, along with a table header for items.

**Note:** It is your responsibility to ensure that all invoice dates are entered correctly.

# Reporting Payment Times

Two screens are available for preparing the Payments Times Report:

- PTRS Small Business Identification (MYPY4000) – use this screen to confirm which of your suppliers count as Small Businesses for the purposes of PTRS. This is a necessary step before generating PTRS reports.
- PTRS Report Preparation (MYPT3000) – use this screen to gather the necessary details and generate a PTRS report file, which can then be uploaded to the [Payment Times Reporting Portal website](#). You can also view past PTRS reports from this screen.

The PTRS Small Business Identification screen also alerts you to any suppliers with empty or invalid ABNs.

The basic workflow for reporting payment times is:

1. Go to the PTRS Small Business Identification screen and click **Generate SBI** to generate a CSV file containing the ABNs entered for all suppliers in your system.
2. Upload this file to the Small Business Identification tool on the [Payment Times Reporting Portal website](#).
3. The Small Business Identification tool will return a CSV file containing only those ABNs from your export file belonging to businesses that count as Small Businesses under PTRS. Return to the PTRS Small Business Identification screen and click **Import SBI** to import this file into MYOB Advanced. This will automatically tick the **Small business, track for PTRS** setting for all suppliers whose ABNs are included in the import file and untick it for all other suppliers.
4. Go to the PTRS Report Preparation screen and enter all required details (see “Generating the Report” on page 8), then click **Generate PTR** to generate the PTRS report CSV file.
5. Upload this file and the *Responsible Member Declaration Template* file to the Payment Times Reporting Portal.

More detail on each of these steps is available in the sections below.

# Small Business Identification

The PTRS Small Business Identification (SBI) screen (MYPT4000) displays a list of any Australian suppliers with missing or invalid ABNs:

*Supplier	*Supplier Name	Country Name	ABN
ATO	Australian Taxation Office		12 3
DHS	Department of Human Services		30 28
STATENSW	Office Of State Revenue NSW		
V00000006	Asar Hardware Limited		44 33
V00000007	ATD Security Services, Inc.		
V00000016	China Seasons Industrial Limited		11 11
V00000018	Computer Environment Solution		11 12
V00000019	Dewsoft Toy Supply		11 123
V00000020	Good Hardware Pte Ltd.		55 55
V00000087	Western Solutions		
V00000088	Bondi food products		
V00000091	Horizon Retail		
V00000092	United Transportation		
V00000093	Midland Financial		
V00000094	Interior Assistance		
V00000095	Chase Electronics		
V00000096	Retail Laboratory		
V00000098	Fortune Food Products		

Use this list to enter ABNs for those suppliers that need them. (If the list is empty, then all Australian suppliers already have valid ABNs)

Click **Generate SBI** to generate CSV file containing the ABNs of all suppliers. If any suppliers are missing valid ABNs (i.e. if the list on this screen is not empty), a warning message showing the number of suppliers that will be excluded from the file appears. You can still proceed; however, any suppliers excluded from the generated file will not be updated automatically.

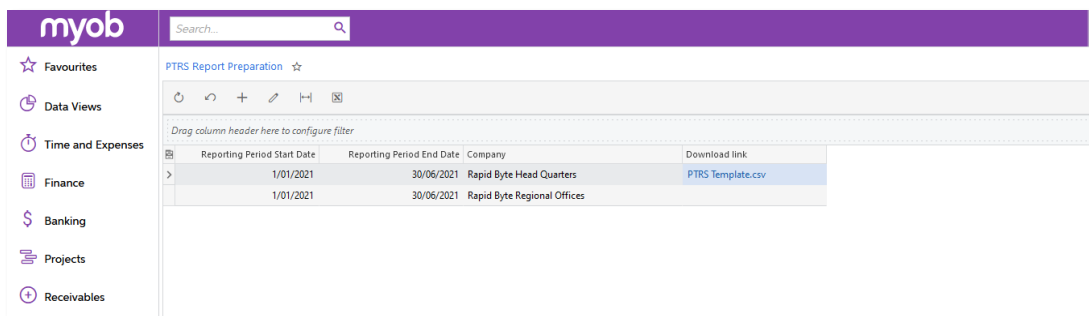
Upload the file to the Small Business Identification tool on the [Payment Times Reporting Portal website](#). This will return a second CSV file, containing only the ABNs of those suppliers who are registered as Small Businesses for PTRS.

You can now go back to the PTRS Small Business Identification (SBI) screen and click **Import SBI** to upload the CSV file returned by the Small Business Identification tool. MYOB Advanced will use this file to tick or untick the **Small business, track for PTRS** option for all suppliers depending on whether or not their ABN appears in the CSV file. A confirmation message displays the number of suppliers that will be marked and unmarked as Small Businesses.

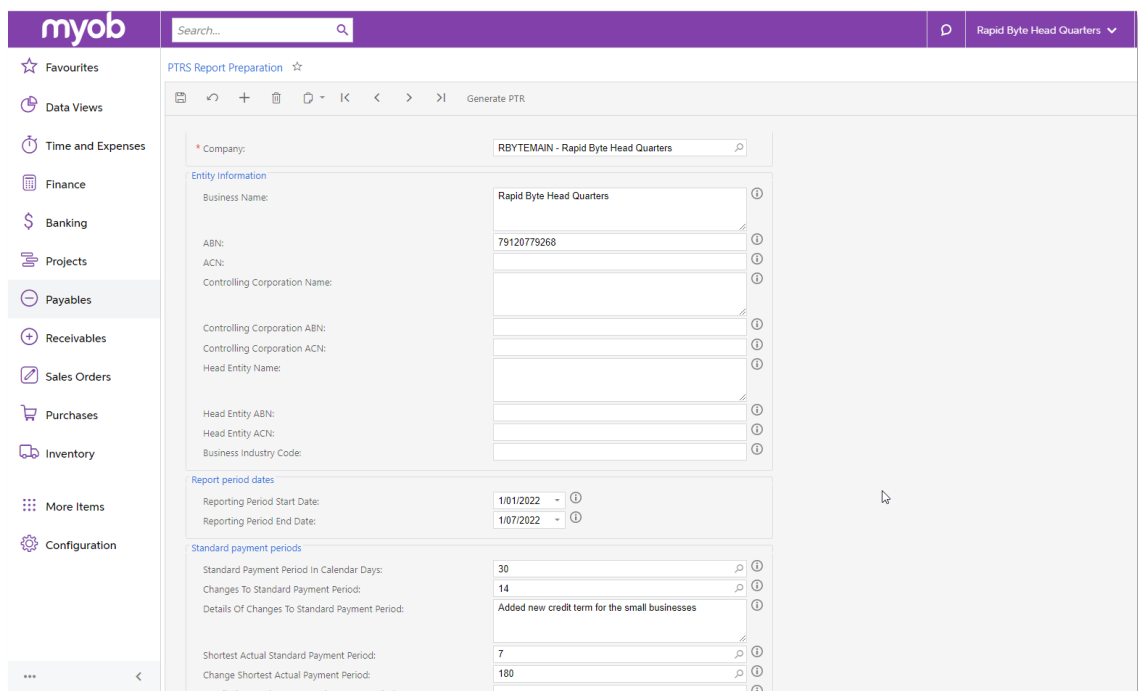
# Generating the Report

Once you have verified that your suppliers are correctly marked as Small Businesses, you can generate the PTRS report from the PTRS Report Preparation screen (MYPT3000).

The PTRS Report Preparation screen initially shows a GI listing all reports for all companies for the past seven years. You can search or filter by the reporting period dates and by the company name. The **Download** link lets you download the last report generated for this company for this reporting period. If the line has no link, this means the report has been saved but the file has not been generated yet. You can always return to any of the saved reports, edit the page, and generate the output file again. You can generate the output file as many times as you want and save it locally, but only the latest file that has been generated will be stored in the cloud storage.



Click the + button to create a new report or the edit button to open an existing one.



Select a company to report on, and the report will be populated with all manually entered or selected information from the previous report (if one exists) and the reporting dates will be automatically set, adding six months to the previous report's dates. Enter any missing required details in the fields below, then click **Generate PTR** to create the PTRS report CSV file.

The report fields are divided into sections, detailed below.



**Note:** While some fields on this screen are automatically calculated or populated automatically from the last return, all fields can be edited manually by the user at any time. The auto-calculated fields will be re-calculated if you change the reporting period dates or the company.

## Entity Information

This section contains details of the selected company, and details of the corporation or group that it belongs to, if any.

The Business Name and ABN default to the details of the selected company.

**Note:** The **Business Industry Code** is the Australian and New Zealand Standard Industrial Classification (ANZSIC) code for your company. To find your ANZSIC code, see the [Business industry code tool on the ATO website](#).

## Report Period Dates

Enter the date range that the report should be run over. The start and end dates default to six months after the last PTRS report was run.

## Standard Payment Periods

This section contains information on the standard, shortest and longest paying periods offered for inclusion in your contracts with your Small Business Creditors.

**Note:** If any of these values change from one reporting period to the next, you must include information on the change(s) in the relevant **Details of Change** field.

## Paid Small Business Invoices

This section displays the proportion of invoices that were paid within various time periods and the value of these invoices. These values are calculated automatically.

You can also enter descriptions of any practices or arrangements you have with your Small Business suppliers.

## Small Business Procurement

This section displays the proportion of all invoice payments that payments to Small Businesses represent, e.g. a value of 45.0 would mean that 45% of all invoice payments were to Small Businesses for the reporting period.

## Supply Chain Financing

This tab contains descriptions of the invoicing arrangements you have with your Small Business suppliers. The PTRS report takes into account any supply chain finance agreements, i.e. discounts for prompt payment of invoices, you have with any of your suppliers. Fields are available here to describe your supply chain arrangements (if any).

## Comments

You can enter any additional information or context that may provide further explanation of the report here.

## Submitter and Approval Details

This section contains the details of the people submitting the PTRS report.