



Payment times reporting template instructions **(DRAFT)**

GUIDANCE NOTE 2: APPENDIX 1

Draft issued for public consultation on 22 July 2022

Our documents

About this guidance note

This guide is for reporting entities under the *Payment Times Reporting Act 2020 (the Act)*. It provides guidance on how to complete a payment times report template.

It may also help users of the *Payment Times Reports Register* to understand the calculations and basis for preparation of payment times reports.

Document history

This guidance note was first published on 22 July 2022 and based on the *Payment Times Reporting Act 2020* and *Payment Times Reporting Rules 2020 (the Rules)* as of that date.

Disclaimer

This guidance note does not constitute legal or professional advice and it should not be relied on as such. You should seek your own legal or professional advice to find out how the *Payment Times Reporting Act 2020* and other applicable laws apply to your organisation, because you are responsible for determining your obligations.

Examples in this guidance note are purely for illustration, they are not exhaustive and are not intended to impose or imply particular rules or requirements.

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Instructions on how to complete the payment times reporting templates

- Two templates are required for a payment times report – the **Payment times reporting (PTR) template** (a .csv file) and the **Responsible member declaration template** (a word file).
- All data fields in the PTR template are required by the *Payment Times Reporting Act 2020* and the *Payment Times Reporting Rules 2020*.
- Additional guidance to completing the templates is available in *Guidance note 2: Preparing a payment times report*.
- Do not include individual transactions or payments, or any information that may identify a particular business or individual (other than members of the principal governing body) in the report.
- All payments and activities included in the payment times report must relate to small businesses identified by the Small Business Identification (SBI) Tool.
- All data and calculations should be in Australian dollars and inclusive of GST.
- Enter all data and information into the PTR template from row 3 down. Do **not** enter data in the first 2 rows of the template.
- A single PTR template may be used to submit reports for a corporate group. To complete the template, add data for each reporting entity using a new row.
- All data and information entered in the PTR template must meet the validation requirements outlined in the instructions below. Any reports that contain data and information that do not meet these requirements will receive an error message and not be uploaded into the *Payment Times Reporting Portal*.

Payment Times Reports Register

Reports will be published to the *Payment Times Reports Register*, which is accessible to the public for free.

The Regulator screens reports and may not publish certain information if it would be contrary to the public interest. For more information see *Guidance note 2: Preparing a payment times report*.

How to complete the Payment times reporting template

Entity information

- Entities that do not have an ABN may need to submit their report directly to the Regulator. See Guidance note 2: Preparing a payment times report.
- Entities incorporated in Australia are either a controlling corporation or member entity:
 - > Controlling corporations are Australian incorporated entities that are not a subsidiary of another entity incorporated in Australia.
 - > Member entities are incorporated entities that have an Australian incorporated parent entity. Member entities must have a controlling corporation.
- The head entity is the ultimate parent entity of a corporate group.
- A controlling corporation may also have a head entity. A member entity may have a controlling corporation and a head entity.
- Description of the reporting entity's primary industry is based on the ATO's Business Industry Codes (BIC). This should match the BIC that is used in the reporting entity's tax return, if the entity is required to submit one. Reporting entities that do not submit a tax return should refer to the [ATO website](#) to select the most appropriate code.

For more information on controlling corporations, member entities and head entities see Guidance note 1: Key concepts

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--------------|--------|-------------------------|--|--|
| BusinessName | A | Reporting entity's name | The name of the reporting entity as registered on the Business Names Register . | Free text – Maximum 400 characters. This should be an exact match to the entity name registered in the portal. |
| ABN | B | Reporting entity's ABN | Australian Business Number, a unique 11-digit number that identifies your business to the government and community. | Maximum length, 11 digits – no spaces, numeric only. This should be an exact match to the ABN registered in the portal. If the reporting entity does not have an ABN, leave this cell blank . Instead, if the reporting entity has an ACN, include it in column C, 'ACN'. |
| ACN | C | Reporting entity's ACN | Australian Company Number, a unique 9-digit number that identifies your company to the government and community. An ACN is only required if the reporting entity has one. | Maximum length, 9 digits – no spaces, numeric only. This should be an exact match to the ACN registered in the portal |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|----------------------------|--------|---|---|---|
| ControllingCorporationName | D | If applicable, the name of the reporting entity's controlling corporation | If applicable, this cell should contain the name of that controlling corporation as registered on the Business Names Register . | Free text – Maximum 400 characters. This should be an exact match to the controlling corporation's name registered in the portal. |
| ControllingCorporationABN | E | If applicable, the ABN of the controlling corporation | If applicable, the ABN of the reporting entity's controlling corporation. | Maximum length, 11 digits – no spaces, numeric only. This should be an exact match to the ABN registered in the portal. If the controlling corporation does not have an ABN, leave this cell blank . |
| ControllingCorporationACN | F | If applicable, the ACN of the controlling corporation | If applicable, the ACN of the reporting entity's controlling corporation. | Maximum length, 9 digits – no spaces, numeric only. This should be an exact match to the ACN registered in the portal. If the controlling corporation does not have an ACN, leave this cell blank . |
| HeadEntityName | G | If applicable, the name of the reporting entity's head entity | Complete this cell if you are part of a corporate group. The head entity is the ultimate parent entity of the group. The head entity may also be the controlling corporation where the controlling corporation is the ultimate parent entity. This cell should contain the name of the head entity as registered on the Business Names Register (if applicable). If the entity is not registered on the Business Names Register provide the name registered in the head entity's domestic jurisdiction. | Free text – Maximum 400 characters. This should be an exact match to the head entity's name registered in the portal. |
| HeadEntityABN | H | If applicable, the ABN of the head entity | If applicable, the ABN of the reporting entity's head entity. | Maximum length, 11 digits – no spaces, numeric only. This should be an exact match to the ABN registered in the portal. If the head entity does not have an ABN, leave this cell blank . |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|----------------------|--------|---|--|--|
| HeadEntityACN | I | If applicable, the ACN of the head entity | If applicable, the ACN of the reporting entity's head entity. | Maximum length, 9 digits – no spaces, numeric only. This should be an exact match to the ACN registered in the portal. If the head entity does not have an ACN, leave this cell blank . |
| BusinessIndustryCode | J | The reporting entity's primary industry as based on the ATO's Business Industry Codes (BIC) | Description of the reporting entity's primary industry as based on the ATO's Business Industry Codes (BIC) . | 5-digit BIC, ##### This should be an exact match to the BIC registered in the portal and as used by the Australian Taxation Office. |

Reporting period dates

- Reporting entities generally submit a report for each of 2 reporting periods each income year.
- Reporting periods are generally 6 months but may be shorter or longer if the entity uses a 52-53-week income year or is in a transitional income year. You must provide comments in the 'Report Comments' section if the period reported for is less or more than 6 months.
- The reporting period start date should commence immediately following the prior reporting period end date.

For more information on reporting periods and income years see Guidance note 1: Key concepts.

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--------------------------|--------|--|---|--|
| ReportingPeriodStartDate | K | The starting date of the period covered in this report | The reporting period start date should commence immediately following the end of the prior reporting period. | dd/mm/yyyy Must be an earlier date than 'ReportingPeriodEndDate' and must be in the past. |
| ReportingPeriodEndDate | L | The end date of the period covered in this report | A date generally 6 months from the start date. If the period provided is less or more than 6 months, comments must be provided in the 'Report comments' field on the reasons why the period is not 6 months. | dd/mm/yyyy Must be a later date than 'ReportingPeriodStartDate' and must be in the past. |

Standard payment periods

- Standard payment periods are the standard terms offered in contracts to small business suppliers.
- If standard payment terms are not offered, the standard payment period reported is the most common (or mode in statistical terms) payment times offered.
- Standard payment periods are based on calendar days and inclusive of weekends and public holidays.
- If standard payment terms are expressed in business days, calculation should be based on the maximum payment period in an ordinary calendar week. For example, '5 business days' would be 7 calendar days and '3 business days' would be 5 calendar days.
- Standard payment days expressed in ranges are the maximum period of the range. For example, terms of 30 days from month end would be a standard payment period of 61 days.
- Where the standard payment period on offer or agreed with small business suppliers is that invoices will be paid on the same day as they are received, enter the number 1 (**one**).
- Where no terms are offered to small business suppliers because the entity does not procure from small business enter the number 0 (**zero**)

For more information on standard payment periods see Guidance Note 1: Key concepts.

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|-------------------------------------|--------|--|---|---|
| StandardPaymentPeriodInCalendarDays | M | The reporting entity's standard payment supply period at the start of the 6-month reporting period. | <p>The standard payment period on offer to small business suppliers at the start of the reporting period expressed in calendar days.</p> <p>If the entity does not offer standard payment terms, the standard payment period is the most common (or mode in statistical terms) number of days that were offered to small business suppliers in the previous reporting period.</p> | Number of calendar days, numerical only. ## days |
| ChangesToStandardPaymentPeriod | N | Changes to the standard payment period for the reporting entity over the 6 months of the reporting period in calendar days | <p>The standard payment period to small business suppliers at the end of the reporting period, expressed in calendar days.</p> <p>If the entity does not offer standard payment terms, the standard payment period is the most common (or mode in statistical terms) number of days that were offered to small business suppliers during the reporting period.</p> <p>If there has been no change to the standard period, enter again the standard payment period for the reporting entity at the start of the 6-month reporting period in calendar days (the same calendar day as entered in column M).</p> | Number of calendar days, numerical only. ## days |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|---|--------|---|---|---|
| DetailsOfChangesToStandardPaymentPeriod | O | Explanation of any changes to the standard payment period for the reporting entity over the 6-month reporting period | <p>Details of changes that have occurred during the reporting period to the standard payment terms offered to small business suppliers in the reporting period.</p> <p>If there has been no change to the standard period, this cell should be blank.</p> | Free text – Maximum 1000 characters. |
| ShortestActualStandardPaymentPeriod | P | The shortest standard payment period for the reporting entity at the start of the 6-month reporting period in calendar days | <p>The shortest standard payment period on offer to small business suppliers at the start of the reporting period expressed in calendar days.</p> <p>If there is no shortest standard payment period, enter again the standard payment period for the reporting entity at the start of the 6-month reporting period in calendar days (the same calendar day as entered in column M).</p> <p>Where the standard payment period on offer or agreed with small business suppliers is that invoices will be paid on the same day as they are received, enter the number 1 (one).</p> | Number of calendar days, numerical only. ## days |
| ChangeShortestActualPaymentPeriod | Q | Changes to the shortest standard payment period for the entity over the 6-month reporting period in calendar days | <p>The shortest payment period to small business suppliers at the end of the reporting period, expressed in calendar days.</p> <p>If there has been no change to the shortest period, enter again the shortest standard payment period for the reporting entity at the start of the 6-month reporting period in calendar days (the same calendar day as entered in column P).</p> | Number of calendar days, numerical only. ## days |
| DetailChangeShortestActualPaymentPeriod | R | Explanation of any changes to the shortest standard payment period for the entity during the 6-month reporting period | <p>Details of any changes that have occurred to the shortest standard payment period to small business suppliers.</p> <p>If there has been no change to the shortest period, this cell should be blank.</p> | Free text – Maximum 1000 characters. |
| LongestActualStandardPaymentPeriod | S | The longest standard payment period for the entity at the start of the 6-month reporting period in calendar days | <p>The longest standard payment period on offer to small business suppliers at the start of the reporting period, expressed in calendar days.</p> <p>If there is no longest standard payment period, enter again the standard payment period for the reporting entity at the start of the 6-month reporting period in calendar days (the same calendar day as entered in column M).</p> | Number of calendar days, numerical only. ## days |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--|--------|---|--|--|
| ChangeLongestActualPaymentPeriod | T | Changes to the longest standard payment period for the entity over the 6-month reporting period in calendar days | <p>The standard longest payment period to small business suppliers at the end of the reporting period, expressed in calendar days.</p> <p>If there has been no change to the longest period, enter again the longest standard payment period for the reporting entity at the start of the 6-month reporting period in calendar days (the same calendar day as entered in column S).</p> | <p>Number of calendar days, numerical only.</p> <p>## days</p> |
| DetailChangeLongestActualPaymentPeriod | U | Explanation of any changes to the longest standard payment periods for the entity during the 6-month reporting period | <p>Details of any changes that have occurred to the longest standard payment period to small business suppliers.</p> <p>If there has been no change to the longest period, this cell should be blank.</p> | Free text – Maximum 1000 characters. |

Small business payments

- Report small business payment times as the proportion (percentage) of total number and total value of small business payments using the equations:

$$\frac{\text{Total number of small business invoices paid between [x] and [y] days}}{\text{Total number of all small business invoices paid}} \times 100$$

Payment by number

$$\frac{\text{Total value of small business invoices paid between [x] and [y] days}}{\text{Total value of all small business invoices paid}} \times 100$$

Payment by value

- Counting of days starts on the date the invoice is received. If the date the invoice is received is difficult to determine, use the invoice date of issue.
- An invoice is paid for:
 - > direct debit: when the amount has been debited from the reporting entity’s bank account
 - > credit or procurement card: when the amount has been debited from the reporting entity’s credit or procurement card account
 - > cheque: when the cheque has been provided to the supplier
 - > cash transactions: when the money has been provided to the supplier
 - > supply chain finance arrangements: when the invoice would have been due for payment if the supplier had not used supply chain financing arrangements.
- Where the invoice is paid before it is received, the payment is a zero-payment time.
- If no small business invoices have been paid in the reporting period, enter zero (0.0) for all.

See Guidance note 1: Key concepts for more small business payments.

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|---|--------|--|---|---|
| NumberInvoicesPaidWithin20DaysOfReceipt | V | The proportion (by number) of small business invoices paid in 20 calendar days or less | $\frac{\text{Total \# small business invoices paid } \leq 20 \text{ days}}{\text{Total \# all small business invoices paid}} \times 100$ | ###.# Do not enter percentage symbol. |
| NumberInvoicesPaidBetween21And30Days | W | The proportion (by number) of small business invoices paid between 21 and 30 calendar days | $\frac{\text{Total \# small business invoices paid between 21 and 30 days}}{\text{Total \# all small business invoices paid}} \times 100$ | Proportion must be expressed as a percentage rounded to one decimal place (e.g., 10.45% expressed as 10.5 not 10.45, 0.1045). |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|---------------------------------------|--------|--|--|--|
| NumberInvoicesPaidBetween31And60Days | X | The proportion (by number) of small business invoices paid between 31 and 60 calendar days | $\frac{\text{Total \# small business invoices paid between 31 and 60 days}}{\text{Total \# all small business invoices paid}} \times 100$ | Must be zero or a positive number Maximum 100%. All proportions given for the number of invoices paid across all timeframes must: <ul style="list-style-type: none"> not total less than 99% or more than 101% (allowing for rounding), or total zero (no invoices to report). |
| NumberInvoicePaidBetween61And90Days | Y | The proportion (by number) of small business invoices paid between 61 and 90 calendar days | $\frac{\text{Total \# small business invoices paid between 61 and 90 days}}{\text{Total \# all small business invoices paid}} \times 100$ | |
| NumberInvoicesPaidBetween91And120Days | Z | The proportion (by number) of small business invoices paid between 91 and 120 calendar days | $\frac{\text{Total \# small business invoices paid between 91 and 120 days}}{\text{Total \# all small business invoices paid}} \times 100$ | |
| NumberInvoicesPaidInMoreThan120Days | AA | The proportion (by number) of small business invoices paid after more than 120 calendar days | $\frac{\text{Total \# small business invoices paid > 120 days}}{\text{Total \# all small business invoices paid}} \times 100$ | |
| ValueInvoicePaidByNumberWithin20Days | AB | The proportion (by value) of small business invoices paid in 20 calendar days or less | $\frac{\text{Total value of small business invoices paid < 20 days}}{\text{Total value of all small business invoices paid}} \times 100$ | ###.# Do not enter percentage symbol. Proportion must be expressed as a percentage rounded to one decimal place (e.g., 10.45% expressed as 10.5 not 10.45, 0.1045). Must be zero or a positive number Maximum 100%. All proportions given for the number of invoices paid across all timeframes must: <ul style="list-style-type: none"> not total less than 99% or more than 101% (allowing for rounding), or total zero (no invoices to report) |
| ValueInvoicesPaidBetween21And30Days | AC | The proportion (by value) of small business invoices paid between 21 and 30 calendar days | $\frac{\text{Total value of small business invoices paid between 21 and 30 days}}{\text{Total value of all small business invoices paid}} \times 100$ | |
| ValueInvoicesPaidBetween31And60Days | AD | The proportion (by value) of small business invoices paid between 31 and 60 calendar days | $\frac{\text{Total value of small business invoices paid between 31 and 60 days}}{\text{Total value of all small business invoices paid}} \times 100$ | |
| ValueInvoicesPaidBetween61And90Days | AE | The proportion (by value) of small business invoices paid between 61 and 90 calendar days | $\frac{\text{Total value of small business invoices paid between 61 and 90 days}}{\text{Total value of all small business invoices paid}} \times 100$ | |
| ValueInvoicesPaidBetween91And120Days | AF | The proportion (by value) of small business invoices paid between 91 and 120 calendar days | $\frac{\text{Total value of small business invoices paid between 91 and 120 days}}{\text{Total value of all small business invoices paid}} \times 100$ | |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|------------------------------------|--------|---|---|--------------------------|
| ValueInvoicesPaidInMoreThan120Days | AG | The proportion (by value) of small business invoices paid after more than 120 calendar days | $\frac{\text{Total value of small business invoices paid > 120 days}}{\text{Total value of all small business invoices paid}} \times 100$ | |

Invoicing arrangements

- Invoicing arrangements must include requirements of small business suppliers when invoicing the reporting entity. This may include requirements to einvoice, use of certain payment system platforms or approval requirements before giving the invoice.
- If invoicing arrangements are not prescribed and invoices can be given in a manner elected by small business suppliers, this should be included in the report.
- If the reporting entity does not have small business suppliers, you can leave these fields **blank**.

See Guidance note 1: Key concepts for more information on invoicing arrangements.

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|---------------------------------|--------|--|---|--------------------------------------|
| InvoicePracticesAndArrangements | AH | Details of any practices or arrangements used by the reporting entity during the reporting period for the receiving or paying of small business invoices | <p>Describe any arrangements under which small business invoices must be provided to, or will be paid by, the reporting entity. For example:</p> <ul style="list-style-type: none"> • invoices must only be submitted on certain days of the month, or at the end of the month • a total amount must be spent before an invoice will be paid • arrangements for progress payments • payments depend on the reporting entity selling the goods or services provided by the small business <p>If invoicing practices can be determined by the small business supplier, report this.</p> <p>If there are no specific practices or arrangements, report this.</p> | Free text – Maximum 1000 characters. |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--|--------|---|---|--------------------------------------|
| PracticesAndArrangementsForLodgingTender | AI | Details of any practices or arrangements used by entity during the reporting period requiring small business suppliers to pay an amount, including a subscription or membership fee to participate in the entity's procurement processes, including to lodge a tender | <p>Describe any practices or arrangements where a small business is required to pay an amount, including a subscription or membership fee to participate in the reporting entity's procurement processes, including to lodge a tender.</p> <p>If there are no specific practices or arrangements, report this.</p> | Free text – Maximum 1000 characters. |
| PracticesAndArrangementsToAcceptInvoice | AJ | Details of any practices or arrangements used by entity during the reporting period requiring small business suppliers to pay an amount, including a subscription or membership fee for the entity to accept an invoice issued by the small business supplier | <p>Describe any practices or arrangements where a small business is required to pay an amount, including a subscription or membership fee for the reporting entity to accept an invoice issued from the small business supplier.</p> <p>If there are no invoicing practices a small business supplier must follow to have an invoice accepted, report this.</p> | Free text – Maximum 1000 characters. |

Small business procurement

- Report total small business procurement by value as a proportion of all procurement using the equation:

$$\frac{\text{Total value of all small business invoice payments}}{\text{Total value of all invoice payments}} \times 100$$

- Exclude negative invoices from the calculation.
- Calculate based on amount payable in invoices. Do not adjust for future discounts or rebates not applied in the invoice to reduce the amount payable.
- A reporting entity who is a member of a controlling corporation should exclude invoices from any business that is also a member entity of the same group. Include invoices from small businesses that are part of another controlling corporation or group that are identified by the Small Business Identification Tool.
- To calculate the value of invoices paid using foreign currency, use the 'Translation (conversion) to Australian dollars – foreign currency exchange rates guidance on the ATO's website.
- If there were **no** invoice payments from small business suppliers during the 6-month reporting period, enter a **zero**, i.e., 0.0.

See Guidance note 1: Key concepts for more information on invoices.

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--------------------------------------|--------|--|---|---|
| TotalValueOfSmallBusinessProcurement | AK | The proportion, determined by total value, of all procurement by the reporting entity during the reporting period that was from small business suppliers | $\frac{\text{Total value of all small business invoice payments}}{\text{Total value of all invoice payments}} \times 100$ | <p>###.#</p> <p>Do not enter a percentage symbol.</p> <p>Proportion must be expressed as a percentage rounded to one decimal place (e.g., 10.45 expressed as 10.5 not 10.45, 0.1045).</p> <p>Must be a positive number.</p> <p>Maximum 100%.</p> |

Supply chain financing

- Supply chain financing arrangements are arrangements under which a reporting entity agrees to pay a small business supplier or arranges for a third party to pay a small business supplier, earlier than the payment terms in exchange for the small business supplier accepting a discount on the payment.
- This can include but is not limited to:
 - > **settlement discounts** where a supplier offers a buyer a discount in exchange for early payment
 - > **dynamic discounts** where a buyer offers and funds early payment in exchange for a discount, typically after an invoice has been received
 - > **reverse factoring** where a buyer offers suppliers early payment in exchange for a discount, with early payment funded by a third party.
- If small business suppliers did not use or were not required to use supply chain finance arrangements in the 6-month reporting period, enter a **zero** (0.0) or leave **blank**.

See Guidance note 1: Key concepts for more information on supply chain financing.

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--|--------|--|--|---|
| SupplyChainFinanceArrangements | AL | A description of any supply chain finance arrangements that are provided or used for small business suppliers | Describe any supply chain finance arrangements that are provided or used with small business suppliers. Descriptions can, but are not required to, name third parties that facilitate, organise or provide supply chain financing arrangements. | Free text – Maximum 1000 characters. |
| TotalNumberSupplyChainFinanceArrangement | AM | The proportion, determined by total number, of small business invoices where these supply chain finance arrangements were used | $\frac{\text{Total number of all small business invoices that utilised supply chain finance}}{\text{Total number of all small business invoices}} \times 100$ | ###.# Do not enter a percentage symbol. Proportion must be expressed as a percentage rounded to one decimal place (e.g., 10.45% expressed as 10.5 not 10.45, 0.1045). Must be a positive number. Maximum 100%. |
| TotalValueSupplyChainFinanceArrangements | AN | The proportion, determined by total value, of small business invoices where supply chain finance arrangements were used | $\frac{\text{Total value (pre-discount) of all small business invoices that utilised supply chain finance}}{\text{Total value of all small business invoices}} \times 100$ | ###.# Do not enter a percentage symbol. |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--|--------|--|---|---|
| | | | | Proportion must be expressed as a percentage rounded to one decimal place (e.g., 10.45% expressed as 10.5 not 10.45, 0.1045). Must be a positive number. Maximum 100. |
| BenefitsOfSupplyChainFinanceArrangements | AO | Details of any benefits, including commissions or other payments, received by the reporting entity from the provider of any supply chain finance arrangements | Describe any benefits, including commissions or other payments, received by the reporting entity from the provider of any supply chain finance arrangements. | Free text – Maximum 1000 characters. |
| RequirementToUseSupplyChainFinance | AP | Statement on whether small business suppliers were required to agree to use supply chain finance arrangements to participate in the reporting entity's procurement process or to receive payments for invoices during the reporting period | Describe any requirements where small business suppliers had to agree to utilise supply chain finance arrangements to participate in the reporting entity's procurement processes or receive payment on invoices from the reporting entity during the 6-month reporting period. | Free text – Maximum 1000 characters. |

Notifiable events

- There are only 3 types of notifiable events: a change in accounting period, a change of business name and a member entity notification of ceasing to be a reporting entity due to having income less than A\$10 million for its 2 most recent income years.
- If an entity becomes aware of a notifiable event after lodgement of a payment times report, it may submit a revised report with details of the notifiable event.
- Other events a reporting entity wishes to include in its report should be reported in the 'Report Comments' field (column AT).
- If a reporting entity has not had a notifiable event, leave these cells **blank**.

For more information on notifiable events and lodgement of revised payment times reports see Guidance note 3: Applications and notifications.

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|--------------------------------------|--------|--|--|---|
| DetailOfChangeInAccountingPeriod | AQ | Where there has been a change to the accounting period (income year), include the start date for the new accounting period | <p>A reporting entity must notify of changes to its accounting period. Provide the start date for the new accounting period.</p> <p>For information on transitional reporting periods see Guidance note 1: Key concepts</p> | <p>dd/mm/yyyy</p> <p>If there has been no change to the reporting entity's accounting period, leave this cell blank.</p> |
| DetailOfChangeInBusinessName | AR | Information about any changes to business name that occurred during the reporting period | <p>A reporting entity must report changes to its name that occurred during the reporting period.</p> <p>Provide details of the entity's former name and current name as changed on the Business Names Register.</p> | <p>Free text – Maximum 1000 characters.</p> <p>If there has been no change to the reporting entity's business name, leave this cell blank.</p> |
| DetailEntitesBelowReportingThreshold | AS | Notification by a member entity whose income was below \$10 million in the 2 most recent income years | <p>A member entity must give notice it has ceased to be a reporting entity because its income has fallen below A\$10 million for its 2 most recent income years.</p> <p>This notice can only be given:</p> <ul style="list-style-type: none"> by a member entity at the end of an income year. <p>This can only be given by a member entity. Controlling corporations and other reporting entities must apply to cease to be a reporting entity.</p> <p>When giving notice, the entity should state:</p> <p><i>'This entity last had income greater than A\$10 million in its income year ending [date of period]. The entity's income for the two most recent income years has been less than A\$10 million.'</i></p> | <p>Maximum 1000 characters.</p> <p>Free text</p> <p>If there has been no change to a member entity's reporting requirements, leave this cell blank.</p> |

Report comments

- Reporting entities must provide any information that may provide context or explanation for information in a report.
- Reporting entities should consider providing the following information:
 - > The methodology used to prepare the report, including whether invoice issue or receipt date was used, and the approach used for the SBI Tool.
 - > If an entity previously reported as a volunteering entity but now reports as an entity deemed as a reporting entity under the Act.
 - > If the entity includes payments to businesses identified as a small business by the SBI Tool, but the entity believes are not small businesses, information can be provided on how the inclusions impacted payment times. Details must be anonymised and can state the number of entities believed to be incorrectly categorised by the SBI Tool and whether their inclusion had a material impact on the payment times reported.
 - > If disputed invoices have had a material impact on payment times reported, anonymised details of the dispute and the impact their exclusion would have on payment times can be included.
- If information is included in comments that is not in the public interest to publish, we may redact the information.

For more information on redaction of payment times reports see [Information sheet 1: Our approach to regulation](#).

For information on other information that should be provided in report comments see [Guidance note 2: Preparing a payment times report](#).

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|----------------|--------|---|--|--------------------------------------|
| ReportComments | AT | Any written information to provide context or explanation in relation to the information provided in the report | Any additional information or context that may provide further explanation of any sections of this payment times report. | Free text – Maximum 1000 characters. |

Submission and approval details

- This information is **not** published to the [Payment Times Reports Register](#).
- The ‘Approver’ must be an individual who is a member of the entity’s principal governing body.
- A responsible member of a controlling corporation can be the signatory for the payment times reports of the entire group of member entities. Approval from the principal governing body (eg, the Board) is not required to submit a report.
- Details of the ‘Approver’ must align with the signatory of the responsible member declaration attached to the report.
- Approval of a report by a responsible member can occur prior to the report being given to the principal governing body.

For more information on principal governing bodies and responsible members see [Guidance note 1: Key concepts](#)

For information on approval of payment times reports see [Guidance note 2: Preparing a payment times report](#)

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|----------------------|--------|--|---|---|
| SubmitterFirstName | AU | First name of the person submitting the report | The first name of the person submitting this payment times report on behalf of the reporting entity. | Free text – Maximum 400 characters. |
| SubmitterLastName | AV | Last name of the person submitting the report | The last name of the person submitting this payment times report on behalf of the reporting entity. | Free text – Maximum 400 characters. |
| SubmitterPosition | AW | Position of the person submitting the report | The position, role or title of the person submitting this payment times report on behalf of the reporting entity. | Free text – Maximum 400 characters. |
| SubmitterPhoneNumber | AX | Phone number of the person submitting the report | The phone number of the person submitting this payment times report on behalf of the reporting entity for use during standard business hours. | Free text – Maximum 50 characters If the phone number starts with a 0 (zero) reformat the cell category to ‘text’ before entering information. |
| SubmitterEmail | AY | Email of the person submitting the report | The email address of the person submitting this payment times report on behalf of the reporting entity. | Must be a valid email address e.g., xxx@xxx.xxx Maximum 400 characters. |
| ApproverFirstName | AZ | First name of the responsible member of the reporting entity or if relevant, the controlling | The first name of the responsible member of the reporting entity or controlling corporation who approved the report for submission to the Regulator. | Free text – Maximum 400 characters. |

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|---------------------|--------|---|---|---|
| | | corporation, who approved the report | | |
| ApproverLastName | BA | Last name of the responsible member of the Reporting Entity or if relevant, the controlling corporation, who approved the report | The last name of the responsible member of the reporting entity or controlling corporation who approved the report for submission to the Regulator. | Free text – Maximum 400 characters. |
| ApproverPosition | BB | Position of the responsible member of the Reporting Entity or if relevant, the controlling corporation, who approved the report | The position, role or title of the responsible member of the reporting entity or controlling corporation who approved the report for submission to the Regulator. If acting for a responsible member under a Company Power of Attorney or similar delegation, please state this next to the position title/role. | Free text – Maximum 400 characters |
| ApproverPhoneNumber | BC | Phone number of the responsible member of the Reporting Entity or if relevant, the controlling corporation, who approved the report | The phone number of the responsible member of the reporting entity or controlling corporation who approved the report for submission to the Regulator for use during standard business hours. | Free text – Maximum 50 characters If the phone number starts with a 0 (zero) reformat the cell category to 'text' before entering information. |
| ApproverEmail | BD | Email of the responsible member of the Reporting Entity or if relevant, the controlling corporation, who approved the report | The email address of the responsible member of the reporting entity or controlling corporation who approved the report for submission to the Regulator. | Must be a valid email address e.g., xxx@xxx.xxx Maximum 400 characters. |
| ApprovalDate | BE | Date the report was approved by responsible member of the reporting entity or if relevant, the controlling corporation | The date the report was approved for submission to the Regulator by the responsible member of the reporting entity or controlling corporation. | dd/mm/yyyy This date should not be before the end of the reporting period. |

Principal governing body

- The principal governing body is the body, or group of members of the reporting entity, with primary responsibility for the governance of the reporting entity.
- It is best practice that the payment times report is provided to the entity’s principal governing body at the earliest available opportunity. At the latest, this should be before the next payment times report is due.
- The identity of the members of the principal governing body should be provided to ensure approvals and declarations have been provided by a responsible member of that body. These names will be published to the [Payment Times Reports Register](#).

For more information on principal governing bodies and responsible members see [Guidance note 1: Key concepts](#)

| Cell name | Column | Template information | Cell guidance | Cell contents validation |
|-----------------------------------|--------|--|---|---|
| PrincipalGoverningBodyName | BF | Name of the principal governing body of the reporting entity. The principal governing body has primary responsibility for the governance of the reporting entity | The name of the principal governing used by the entity (e.g., the board). | Free text – Maximum 400 characters. |
| PrincipalGoverningBodyDescription | BG | Description of the principal governing body of the reporting entity. The principal governing body has primary responsibility for the governance of the reporting entity | A description of the role of the reporting entity’s principal governing body within the business. This should include the names of the individuals in the principal governing body. | Free text – Maximum 1000 characters. |
| ResponsibleMemberDeclaration | BH | The date the report will be provided to the principal governing body. | The date by when the payment times report will be provided to the reporting entity’s principal governing body for review. For more information, please review the section below, ‘ How to complete the Responsible member declaration template ’ | dd/mm/yyyy This date should not be before the end of the reporting period or the approval date. |

How to complete the Responsible member declaration template

| Section | Content | Guidance | Validation |
|-----------------------------|--|---|---|
| Responsible member approval | <p>Approval of the Payment Times Report in accordance with sections 14(1)(I) and 14(5) of the <i>Payment Times Reporting Act 2020</i></p> <p>I, the undersigned, am the responsible member of the principal governing body for the reporting entity/entities or its controlling corporation as named below.</p> <p>I hereby approve the payment times report/s for the reporting period of <dd/mm/yyyy> to <dd/mm/yyyy>.</p> <p>I declare that the payment times report/s does not contain personal information or commercial-in-confidence information additional to what is required to fulfil the reporting obligations.</p> <p>I declare that the information provided in the report, to the best of my knowledge, is complete and accurate.</p> <p>I acknowledge that there are potential civil penalties for providing false or misleading information.</p> | <p>The <i>Payment Times Reporting Act 2020</i> requires all payment times reports to be approved by a ‘responsible member of the principal governing body’ for the reporting entity. A responsible member of a controlling corporation can alternatively be the signatory for the payment times report of the entire group of member entities.</p> <p>The responsible member is an individual member of the entity’s principal governing body who is authorised to sign the payment times report.</p> <p>For example, if the entity is a:</p> <ul style="list-style-type: none"> • constitutional corporation: a member of the principal governing body (e.g., the Board) who has the company’s express or implied authority to sign the report on behalf of the company • partnership: a partner of the partnership with authority to act on behalf of the partnership • superannuation fund: the trustee, which may be an individual or a corporation (the same as that of the constitutional corporation) • trust: the trustee, which may be an individual or a corporation (the same as that of the constitutional corporation) • sole trader: that individual is the responsible member • entity under administration: the administrator is the responsible member. <p>A person acting for a responsible member under a Company Power of Attorney or similar delegation, may also approve the report.</p> <p>It is a reporting entity’s responsibility to ensure the report is approved by someone who is or is formally acting as a responsible member. Whether a delegation would satisfy the requirements of a responsible member is subject to the terms of the reporting entity’s delegation arrangements.</p> | <p>This should be an exact match to the data provided in the .csv file for the approver details section, columns AZ – BG.</p> <p>To complete this declaration, the responsible member must complete their details (name, position title/role), add the entity name and ABN/ACN for the report they are submitting and note the date they approved the report.</p> <p>This will need to be done for each entity if the responsible member is approving multiple reports on behalf of the group. To do this, the responsible member should copy and paste the signature section as shown below, down the page as many times as required to cover all entities. They should then complete the details for each entity.</p> <p><full name> <position title / role> <reporting entity name> <ABN or ACN> <signature of responsible member of entity or its controlling corporation> <date></p> <p>They should also sign the page. The signature may take the form of an image of an individual’s handwritten signature, a digital</p> |

| Section | Content | Guidance | Validation |
|--|---|--|--|
| | | <p>A responsible member of a controlling corporation can be the signatory for the payment times reports of the entire group of member entities.</p> <p>Electronic signatures are acceptable and should identify the signatory in a reliable manner (see the <i>Electronic Transactions Act 1999</i>). The signature may be an image of an individual’s handwritten signature, a digital signature, or a typed name accompanied by the word ‘signed’. If acting for a responsible member under a Company Power of Attorney or similar delegation, please state this next to the position title / role.</p> | <p>signature, or a typed name accompanied by the words ‘signed’.</p> <p>If the individual who is approving the report is acting as a responsible member under a Company Power of Attorney or similar delegation, they should state this next to their position title / role.</p> |
| <p>Provision to the Principal Governing Body</p> | <p>Provision of the Payment Times Report to the principal governing body in accordance with section 14(1)(k) of the <i>Payment Times Reporting Act 2020</i> and section 9(e) of the <i>Payment Times Reporting Rules 2020</i></p> <p>I, the person named below, am the responsible member of the principal governing body for the reporting entity named below.</p> <p>I hereby declare that the payment times report for the report period of <dd/mm/yyyy> to <dd/mm/yyyy> will be provided to the principal governing body of the reporting entity by or on the following date <dd/mm/yyyy>.</p> | <p>The <i>Payment Times Reporting Act 2020</i> requires all payment times reports to be provided to the reporting entity’s ‘principal governing body’.</p> <p>A responsible member of each reporting entity or of a controlling corporation, must state the date by which the report(s) will be provided to the principal governing body of each reporting entity. The declaration requires the responsible member’s details but does not require the responsible member’s signature.</p> <p>If acting for a responsible member under a Company Power of Attorney or similar declaration, please state this next to the position title/role.</p> <p>Further information on who the principal governing body and who the responsible member should be is given in the guidance above for ‘Responsible member approval’.</p> | <p>This should be an exact match to the date provided in the .csv template at ‘ResponsibleMemberDeclaration’ in column BH.</p> <p>This date should not be before the end of the reporting period or the approval date.</p> <p>To complete this delegation page, the responsible member must complete their details (name, position title/role), add the entity name and ABN/ACN for the report they are submitting and note the date the report will be provided to the principal governing body of that entity.</p> <p>This will need to be done for each entity if the responsible member is approving multiple reports on behalf of the group. To do this, the responsible member should copy and paste the signature section as shown below, down the page as many times as required to cover all entities. They should then complete the details for each entity.</p> <p><i>I hereby declare that the payment times report for the report period of <dd/mm/yyyy> to <dd/mm/yyyy> will be provided to the principal governing body of the reporting</i></p> |

| Section | Content | Guidance | Validation |
|---------|---------|----------|--|
| | | | <p><i>entity by or on the following date</i> <dd/mm/yyyy>.</p> <p><i><full name></i></p> <p><i><position title / role></i></p> <p><i><reporting entity name></i></p> <p><i><ABN or ACN></i></p> <p><i><signature of responsible member of entity or its controlling corporation></i></p> <p><i><date></i></p> |