



Australian Government
Payment Times Reporting Regulator

Payment Times Reporting

Understanding Reporting Fields

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paymenttimes.gov.au

Important notice about this document

This document has been developed to provide reporting entities under the *Payment Times Reporting Act 2020* (the **Act**) with additional information about the reporting fields ahead of preparing and completing a payment times report **for reporting periods commencing on or after 1 July 2024**.

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

In this document, unless otherwise indicated, references to 'reporting entities' includes reporting entities that meet the definition of a reporting entity under section 7 of the Act as well as volunteering entities, subsidiary reporting entities and reporting nominees, as determined by the Regulator.

A reporting entity must submit its reports through the [Payment Times Reporting Portal \(Portal\)](#), accessible through the Payment Times Reporting Regulator's (the **Regulator**) website at www.paymenttimes.gov.au.

The report must be completed using prescribed data fields that align with the entity's specific circumstances and the type of report it needs to submit.

This document contains the various fields for the different type of reports that may be used by entities.

Disclaimer

This guidance document does not constitute legal or professional advice and it should not be relied on as such.

Entities are responsible for determining their own obligations under the Act, and therefore should seek their own legal or professional advice to find out how the Act and other applicable laws apply to their organisation.

This document reflects the expected Portal content. While minor differences may arise, no material changes are anticipated.

Contents

- Contents ii**
- Datasets.....1**
- Instructions on submitting a payment times report2**
- Types of payment times reports3**
 - Report types included in this document.....3
 - Standard Payment Times Report5
 - Modified Report - AASB 814
 - Modified Report – Nil reporter26
 - Modified Report - External administration28
 - Modified Report - Nominated entity.....31

Datasets

Reporting field descriptions and guidance included in this document contain references to a 'TCP Dataset' and a 'SBTCP Dataset'.

These terms are explained in some detail below, however for more comprehensive information and guidance on preparing relevant datasets, including what details are required to be captured and what type of payments can be excluded, entities should refer to the:

- 'Method Statement' under subsection 13(4) of the Payment Times Reporting Rules 2024 (the **Rules**)
- 'What to Report - Step 3: Prepare Datasets' section of the [Guidance materials](#) (paragraphs 110 - 172)

In brief, to prepare a report and meet relevant content requirements, a reporting entity will generally¹ need to compile a dataset of payments, referred to as the Trade Credit Payments Dataset (**TCP Dataset**). It will then use the TCP Dataset to create a Small Business Trade Credit (**SBTCP Dataset**) by running the Australian Business Numbers (**ABNs**) from the TCP Dataset through the Small Business Identification Tool (**SBI Tool**) that can be accessed via the Portal.

Please note that datasets do not need to be submitted with payment times reports, however they must be retained in accordance with record keeping requirements in the Act.

Trade Credit Payments Dataset (TCP Dataset)

- This is a dataset of all identified payments, in the applicable reporting period, that were made under a trade credit arrangement by the reporting entity and all² entities it controlled as at the end of the reporting period.
- A trade credit arrangement occurs when a payment is made, or can be made, at least one calendar day after the supply of goods or services.
- Payment times are based on payments that fully settle an obligation. Any payment that does not settle an obligation is still to be recorded TCP Dataset but must be identifiable as a partial payment.
- Reporting entities can develop the TCP Dataset in a way that suits their needs, provided all required payments are accurately collected, classified and understood, and all necessary details (as specified in the Rules) are captured. Therefore, specific dataset templates are not included in this document.
- For more information, refer to 'What to Report - Datasets: In practice' section of the [Guidance materials](#) (paragraphs 170-172).

Small Business Trade Credit Payments Dataset (SBTCP Dataset)

- A reporting entity creates a SBTCP Dataset by running the ABNs from the TCP Dataset through the SBI Tool. Payments to ABNs identified as small businesses must be included in the SBTCP Dataset.
- The calculation and recording of payment times details (i.e. number of days taken to pay a particular invoice or notice for payment) is not required to be performed at the TCP Dataset stage (see above), however it is required for all payments that form part of the SBTCP Dataset.
- When there are multiple payments for one trade credit arrangement, only the payment that settles the full amount is used to calculate the payment time. For this reason, payments that have been recorded as partial payments in the TCP Dataset must be excluded³ from the SBTCP Dataset.

¹ **Note:** A reporting entity may not need to create a full TCP Dataset in certain specific circumstances where modified reporting is applicable. For more information, refer to 'What to report - Step 2: Identify Reporting Requirements' section of the [Guidance materials](#) (paragraphs 107-109).

² **Note:** The only exclusions to full consolidation of all controlled entities' payments relate to groups with entities that have received a subsidiary reporting entity or reporting nominee determination from the Regulator. For more information, refer to 'What to report - Step 1: Identify entities to consolidate' section of the [Guidance materials](#) (paragraphs 96-102).

³ **Note:** While partial payments are excluded from the SBTCP Dataset, the data will be used in the calculation of the 'percentage of small business procurement' report field on the payment times report, and therefore should be retained separately and remain accessible.

Instructions on submitting a payment times report

Before you begin: Entity Information

All reporting entities must give the Regulator information about the entity, by completing the 'Entity Information form', accessible through the Portal.

Note: If an entity is unable to access the Portal as it does not have an ABN, or is not eligible for Relationship Authorisation Manager (RAM) access, it should contact the Regulator directly to arrange an alternative method of providing the necessary entity information.

The form **must** be completed before an entity can submit its first report for a reporting period commencing on or after 1 July 2024.

Required entity information includes:

- Identifying and classifying details (Name, ABN, Australian and New Zealand Standard Industrial Classification (ANZSIC) subdivision code etc.)
- Contact information (primary email, mailing address etc)
- Financial information (financial year details etc)
- Entity structure (details of all controlled entities, details of ultimate parent etc)

For further details, please refer to 'How to report – Entity information' section of the [Guidance materials](#) (paragraphs 86-87)

Important Note: Entity information should be kept up to date. All reporting entities must ensure their entity information is accurate as at the time of submitting a payment times report, including making any necessary updates or corrections prior to submission, as required under subsection 10(2) of the Rules.

SUBMITTING A REPORT	
Steps	Details
Step 1	Upon successful login to the Portal and arrival on the landing page, click on to the tile named ' Submit and View Payment Times Reports '
Step 2	<p>A tile named 'Submit a Report' will be accessible, provided that:</p> <ol style="list-style-type: none">a) your entity has been classified as a 'reporting entity' on the Portal (subject to the entity's registration information including self-assessment questionnaire responses), andb) all required information in the Entity Information form has been completed <p>Click on this tile.</p> <p>Note: Another tile that you may see is 'Submit A Report – Pre 1 July 2024'. Under this option, entities will only be able to submit reports under the old framework, for reporting periods that commenced before 1 July 2024.</p> <p>The process and instructions for submitting those reports has not been covered in this document. Please refer to Appendix 1 of Guidance Note 2 for the relevant instructions.</p>

Step 3	<p>The Portal will then present a 'single select' option set, requiring you to select what type of report needs to be submitted for the entity. The options of report type are:</p> <ul style="list-style-type: none"> • Standard report. • Entity adopting AASB 8 in the preparation of financial reports. • Entity that did not make payments to small business suppliers. • Entity in external administration. • Entity for which another entity is a reporting nominee. <p>Select the type of report that is applicable to the reporting entity's circumstances (more details regarding applicability criteria are provided below).</p>
Step 4	<p>Follow the prompts and complete all applicable reporting fields in the payment times report.</p> <p>Note: Please give appropriate consideration to any warning messages and validation errors and, if required, refer to the additional information and guidance about relevant reporting fields provided in this document as well as the Guidance materials.</p>
Step 5	<p>Click on 'Submit report' to complete lodgement.</p> <p>An auto-generated confirmation email will be sent to the email address of the entity's nominated contact person.</p>

Types of payment times reports

Report types included in this document

Report type	Description and Applicability Criteria
Standard Payment Times Report (PTR)	<p>Standard report for periods commencing on or after 1 July 2024.</p> <p>To be used by all reporting entities unless their circumstances fall into one of the four categories (outlined below) requiring modified reporting.</p>
Modified PTR - AASB 8	<p>Modified report for a reporting entity that was required to comply with AASB 8: Operating Segments (or an equivalent financial reporting standard of a foreign jurisdiction) in the preparation of its financial reports for the financial year immediately preceding a reporting period.</p> <p>See paragraphs 214-216 of the Guidance materials for more information.</p>
Modified PTR - Nil Reporter	<p>Modified report for a reporting entity that, along with all its controlled entities, has not made any payments under a trade credit arrangement to Australian small business suppliers (as per the SBI Tool).</p> <p>See paragraphs 223-226 of the Guidance materials for more information.</p>

<p>Modified PTR - External Administration</p>	<p>Modified report for a reporting entity that was in external administration:</p> <ul style="list-style-type: none"> • at any time during the reporting period, or • after the reporting period ends but before the due date of the payment times report for the reporting period. <p>See paragraphs 217 -219 of the Guidance materials for more information.</p>
<p>Modified PTR - Nominated Entity</p>	<p>Modified report for a reporting entity that has a reporting nominee (i.e. the reporting entity was specified as a ‘nominated entity’ in a reporting nominee determination that was in effect during the reporting period).</p> <p>See paragraphs 220-222 of the Guidance materials for more information.</p>

REPORT GUIDE TABLES

The following tables specify the content that will be required in each of the 5 different report types. The tables contain the following details:

- **Field Name:** The name of the reporting field that will be displayed in the webform on the Portal (noting the disclaimer at the start of this document about possible minor differences).
- **Description:** A description of the data/information that has to be provided under the relevant reporting field.
- **Guidance:** Guidance on completing the relevant reporting field, including instructions on using data captured the TCP and SBTCP datasets as well as references to applicable sections of the Guidance materials.
- **Field Validations:** Key validation requirements (not exhaustive) that will be applicable to the reporting fields.

IMPORTANT NOTICE ABOUT TERMS USED IN THE TABLES:

- 1) For reporting entities that meet the definition of a reporting entity under section 7 of the Act, as well as volunteering entities and subsidiary reporting entities, as determined by the Regulator:
 - the term ‘**small business trade credit payments**’ means all payments made under a trade credit arrangement by the reporting entity and all its controlled entities (if any), considered as a group, to Australian small business suppliers.
- 2) For reporting entities that are ‘nominee’ reporting entities as determined by the Regulator (i.e. known as ‘reporting nominees’ in the Act and the Rules)
 - the term ‘**small business trade credit payments**’ means all payments made under a trade credit arrangement by the nominee reporting entity and all its nominated entities, considered as a group, to Australian small business suppliers, and
 - references to the term “**controlled entities**” should be replaced with the term “**nominated entities**”.

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Confirmation statement	Confirmation that each particular of information in the entity's <i>'Entity Information'</i> form, as mostly recently updated, is still true and correct	<p>The Portal will present a confirmation statement and a mandatory checkbox field, requiring the entity to confirm that all its entity information, as mostly recently updated, is still true and correct as at the time of submitting the report.</p> <p>The entity will be unable to proceed with submitting a payment times report without completing this confirmation.</p>	<p>MANDATORY</p> <p>Format: Checkbox</p>
Entity Details			
Entity Name	Entity's name as registered on the Australian Business Register	Fields will be pre-populated based on the data in the <i>'Entity Information'</i> form.	Pre-populated fields
Entity ABN	Entity's Australian Business Number, if applicable		
Entity ACN	Entity's Australian Company Number, if applicable		
Entity ARBN	Entity's Australian Registered Body Number, if applicable		

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations	
Report Details				
Reporting Period				
Reporting period start date	The start date of the reporting period covered in the report	<p>Reporting entities must submit two reports per year, each covering a six-month period based on their financial year.</p> <p>For example, for a reporting entity that has a standard 12- month financial year of 1 July 2024 - 30 June 2025, its reporting periods would be as follows:</p> <p><u>First report for its financial year</u></p> <p>Reporting period start date: 1 July 2024 and Reporting period end date: 31 December 2024</p> <p><u>Second report for its financial year</u></p> <p>Reporting period start date: 1 January 2025 and Reporting period end date: 30 June 2025</p> <p>Note: Entities using a 52-53 week financial year must submit a report covering the first six months of their financial year and a second report for the rest of their financial year.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 77-80, Example 17, Example 18.</i></p>	MANDATORY	
Reporting period end date	The end date of the reporting period covered in the report	<p>Format: DD/MM/YYYY</p> <p>Start date cannot be before 1 July 2024</p> <p>End date cannot be the same or later than date of submission (i.e. report cannot be submitted until after the end of reporting period)</p> <p>The specified period, including the start and end dates, cannot overlap or fall within any other accepted report for the entity</p>		
Approver				
Approving responsible member given name	Given name of the responsible member who approved the report	<p>A responsible member approving the report must have authority to give that approval and may be:</p> <ul style="list-style-type: none"> • an individual member of that entity’s principal governing body • if the entity is a trust administered by a sole trustee, that trustee • if the entity is a corporation sole, an individual constituting the corporation • if an entity is under administration, an administrator or • if the entity is of a kind prescribed by the rules, a prescribed member of the entity. <p>Note: The approval must be in provided in writing before the report is submitted. Entities do not need to attach evidence of the written or signed approval to the report.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 210-212, Example 45</i></p>	MANDATORY	
Approving responsible member family name	Family name of the responsible member who approved the report			<p>Format: Free text</p> <p>Maximum 1000 characters</p>
Responsible member approval date	The date that the responsible member approved the report			<p>Format: DD/MM/YYYY</p> <p>Cannot be before Reporting period end date</p>

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Payment Practices			
Did the entity offer supply chain finance arrangements during the reporting period?	<p>Did the reporting entity or any of its controlled entities offer supply chain financing options to Australian small business suppliers?</p> <p>(No calculation required)</p>	<p>A report must include information as to whether, during the reporting period, the entity or any of its controlled entities, made an offer to enter into a supply chain finance arrangement.</p> <p>A supply chain finance arrangement means an arrangement under which an entity undertakes or agrees to pay a small business supplier for the supply of a good or service (directly or indirectly) earlier than the terms for payment would otherwise allow, in exchange for the small business supplier paying a fee or accepting a smaller payment for the supply of the good or service.</p> <p>Supply chain finance includes:</p> <ul style="list-style-type: none"> • settlement discounts (when a supplier offers a buyer a discount for early payment) • dynamic discounts (when a buyer offers early payment in exchange for a discount) • reverse factoring (when a buyer offers early payment, funded by a third party, in exchange for a discount). <p><i>Relevant sections in Guidance materials: Paragraphs 199-200</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</p> <p>Format: Single selection from list options: Yes / No</p> <p>Note: If answered yes, details are to be provided in the 'Report Comments' field</p>
Did the entity charge fees as part of the procurement process?	<p>Did the reporting entity or any of its controlled entities charge fees for Australian small business suppliers to participate in procurement processes?</p> <p>(No calculation required)</p>	<p>A report must include information as to whether, during the reporting period, the entity or any of its controlled had or used a practice or arrangement which involved one or more Australian small business suppliers paying the entity an amount to either be able to make an offer to the entity to supply it with goods or services or to be able to issue an invoice to the entity for the supply of goods or services.</p> <p>This includes listing or subscription fees associated with e-procurement platforms and fees to stay on supplier lists.</p> <p><i>Relevant sections in Guidance materials: Paragraphs 201-202</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</p> <p>Format: Single selection from list options: Yes / No</p> <p>Note: If answered yes, details are to be provided in the 'Report Comments' field.</p>
Do any Australian laws, voluntary codes or agreements impose requirements on the entity's payment times and practices to small businesses?	<p>Does the reporting entity or any of its controlled entities have legal or voluntary obligations regarding payment times and practices for Australian small business suppliers?</p> <p>(No calculation required)</p>	<p>A report must include information as to whether another law of the Commonwealth, or a law of a State or Territory, or a code of conduct (which binds participants in an industry regulated by the code by voluntary agreement), imposes requirements on the entity or any of its controlled entities, in relation to their payment times and practices for Australian small business suppliers (e.g. industry codes or security of payment laws).</p> <p><i>Relevant sections in Guidance materials: Paragraphs 203-204, Example 43, Example 44</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</p> <p>Format: Single selection from list options: Yes / No</p> <p>Note: If answered yes, details are to be provided in the 'Report Comments' field</p>

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Payment Terms			
<p>To complete this section of the report, entities will need to perform statistical calculations using the payment terms that have been determined and recorded for each individual payment captured in the SBTCP Dataset. (See page 1 of this document for more information on developing a TCP Dataset and a SBTCP Dataset).</p> <p>The meaning of 'payment term' for the purpose of payment times reporting is given by section 7 of the Payment Times Reporting Rules 2024.</p> <p>Payment terms must be in calendar days.</p> <p>For more information on how to determine the payment term for a specific payment, please refer to paragraphs 143 -150 (including Examples 32-35) of the Guidance materials.</p>			
Most common payment term (statistical mode)	The most common payment term for all small business trade credit payments in the reporting period	<p>This is the payment term that appears most frequently (i.e. statistical mode) across all payments in the SBTCP Dataset.</p> <p>Entities can calculate the mode using Python's mode(), R's mode(), or Excel's MODE().</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 174-175</i></p>	MANDATORY Format: Whole Number [#] Number of calendar days, whole number only
Receivable terms compared to most common payment term	Was the most commonly offered receivable term for credit sales to all customers longer, shorter or the same as the most common payment term for small business trade credit payments?	<p>A report must indicate whether the group's receivable terms (i.e. how quickly the entity expects contractually to get paid by all its customers) are longer, shorter or the same as its payment terms to Australian small business suppliers (i.e. how quickly the entity is expected contractually to pay).</p> <p>The relevant comparison is between:</p> <ul style="list-style-type: none"> (a) the most commonly offered receivable terms for credit sales to all customers (for the reporting entity and all its controlled entities, considered as a group); and (b) the most common payment term for all payments captured in the SBTCP Dataset (i.e. the value calculated in the previous reporting field). <p>To determine the value for (a), entities can take the policy approach, accounting receivable days approach or transaction approach.</p> <p>Note: If the reporting entity and/or most of its controlled entities have no credit sales or accounts receivable (e.g. due to a policy of accepting only advance payments or cash on delivery) then the 'most common offered receivable term' can be considered to be 0. Accordingly, if the most common payment term was more than 0 days for the relevant reporting period, then the comparison of receivable terms to payment terms would be 'shorter'.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 179-187, Example 40, Example 41</i></p>	MANDATORY Format: Single selection from list options: Longer / Shorter / Same

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Range of most common payment terms - minimum	The <u>minimum</u> value in the range of separately calculated most common payment terms for each individual entity within the consolidated group	<p>The values for these two reporting fields can be determined as follows:</p> <p>Step 1: Using the SBTCP Dataset, calculate a separate statistical mode payment term for <u>each</u> individual entity in the dataset, based only on the payments recorded against the particular entity.</p> <p>Step 2: Take the lowest (i.e. minimum) and highest (i.e. maximum) values that were calculated at Step 1 and report those values in the respective fields.</p>	Format: Whole Number [#] Number of calendar days, whole number only
Range of most common payment terms - maximum	The <u>maximum</u> value in the range of separately calculated most common payment terms for each individual entity within the consolidated group	<p>Important Note: The SBTCP Dataset should already not contain any data for a group entity that did not make any trade credit payments to Australian small businesses. However, to avoid any doubt, a payment term of 0 must not be adopted for group entity(ies) with no small business procurement.</p> <p>Rather, the entity(ies) should be excluded from relevant calculations altogether (even if that is the reporting entity itself).</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 176-177 , Example 38</i></p>	
Expected most common payment term for next period (estimate)	<u>For the next reporting period</u> , the <u>expected</u> most common payment term for small business trade credit payments, based on any anticipated changes in payment practices	<p>If no changes are expected, the same values as in the current reporting period should be reported (i.e. enter the same respective mode payment term and minimum/maximum mode payment term range values that were reported for the current reporting period).</p> <p>Important note: Do not report 0 in these fields as a means of indicating that no payments are expected to be made to Australian small businesses in the next period (i.e. that the reporting entity is anticipated to become a Nil Reporter for payment times reporting purposes).</p> <p>Rather, the fields should still reflect what the range would be in the next reporting period if there WERE to be payments made Australian small business suppliers.</p>	MANDATORY⁴ Format: Whole Number [#] Number of calendar days, whole number only
Expected range of most common payment terms for next period - minimum (estimate)	<u>For the next reporting period</u> , the <u>expected minimum</u> value in the range of most common payment terms across the consolidated group, based on any anticipated changes in payment practices		
Expected range of most common payment terms for next period - maximum (estimate)	<u>For the next reporting period</u> , the <u>expected maximum</u> value in the range of most common payment terms across the consolidated group, based on any anticipated changes in payment practices		

⁴ Fields are displayed only if the reporting entity had controlled entities as at the end of the relevant reporting period

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Payment Times			
<p>To complete this section of the report, entities will need to perform statistical calculations using the payment times that have been determined and recorded for each individual payment captured in the SBTCP Dataset. (See page 1 of this document for more information on developing a TCP Dataset and a SBTCP Dataset).</p> <p>The meaning of 'payment time' for the purpose of payment times reporting is given by section 8 of the Payment Times Reporting Rules 2024.</p> <p>Important note: Payment time must be in calendar days and cannot be less than 0. Where a payment for a trade credit arrangement is made on the same day or before an invoice is issued, the payment time is zero days.</p> <p>For more information on how to determine the payment time for a specific payment, please refer to paragraphs 166-169 of the Guidance materials.</p>			
Average payment time	The (arithmetic) average payment time for all small business trade credit payments in the reporting period	<p>This is the arithmetic average (i.e. statistical mean) of the payment times that have been calculated for all payments in the SBTCP Dataset.</p> <p>Do not use the geometric mean.</p> <p>Entities can calculate the average using Python's <code>statistics.mean()</code>, R's <code>mean()</code>, or Excel's <code>AVERAGE()</code>.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 188-189</i></p>	MANDATORY
Median payment time	The median payment time for all small business trade credit payments in the reporting period	<p>This is the statistical median of the payment times that have been calculated for all payments in the SBTCP Dataset.</p> <p>If there is an even number of payments, the median payment time is taken to be the average of the two middle values.</p> <p>Entities can calculate the median using Python's <code>median()</code>, R's <code>median()</code>, or Excel's <code>MEDIAN()</code>.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 190-191</i></p>	MANDATORY
80th percentile payment time	The number of days it took to make 80% of all small business trade credit payments in the reporting period	<p>These are the 80th and 95th percentiles of the payment times that have been calculated for all payments in the SBTCP Dataset.</p> <p>Entities can calculate the relevant percentile value using Python's <code>numpy.percentile()</code>, R's <code>quantile()</code>, or Excel's <code>PERCENTILE.INC()</code>.</p>	MANDATORY
95th percentile payment time	The number of days it took to make 95% of all small business trade credit payments in the reporting period	<p>Note: Entities must ensure that the result is an actual payment time value from the SBTCP dataset, without averaging or interpolation. In Excel, this can be achieved by sorting the SBTCP Dataset by payment times in ascending order (fastest to slowest) and then using the <code>PERCENTILE.INC</code> function in conjunction with the <code>INDEX</code> and <code>MATCH</code> function.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 192-194, Example 42</i></p>	MANDATORY
			MANDATORY

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Percentage of small business trade credit arrangements paid within payment terms	The percentage of all small business trade credit payments in the reporting period that were made within the payment term	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time which was less than or equal to the payment term (for the specific payment).</p> <p>The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } \leq \text{ payment term)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 195</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</p> <p>Format: Number [#.##]</p> <p>Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into field (e.g. 20.148% is entered as 20.15, not 0.20)</p> <p>Must be a value between 0 and 100</p>
Invoices paid within 30 days (%)	The percentage of all small business trade credit payments in the reporting period that were made within 30 days	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time of 30 days or less. The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } \leq 30 \text{ days)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 196</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</p> <p>Format: Number [#.##]</p> <p>Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into fields (e.g. 20.148% entered as 20.15, not 0.20)</p> <p>Must be a value between 0 and 100</p>
Invoices paid in 31-60 days (%)	The percentage of small business trade credit payments in the reporting period that were made between 31 and 60 days	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time between 31 and 60 days. The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } \geq 31 \text{ days } \& \leq 60 \text{ days)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 196</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</p> <p>Format: Number [#.##]</p> <p>Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into fields (e.g. 20.148% entered as 20.15, not 0.20)</p> <p>Must be a value between 0 and 100</p>
Invoices paid over 60 days (%)	The percentage of all small business trade credit payments in the reporting period that were made in over 60 days	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time of 61 days or more. The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } > 60 \text{ days)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 196</i></p>	<p>The sum of the values in these 3 reporting fields cannot total less than 99% or more than 101% (allowing for rounding)</p>

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Miscellaneous			
Small business trade credit payments as a percentage of total trade credit payments	The total value of small business trade credit payments as a percentage of the total value of <u>all</u> payments made under a trade credit arrangement in the reporting period	<p>This is the value of all the payments in the SBTCP Dataset plus the value of any partial small business trade credit payments that were excluded from the SBTCP Dataset, as a percentage of the value of all payments in the TCP Dataset.</p> <p>The percentage is to be determined using the following formula:</p> $\frac{(\text{Value of payments in the SBTCP Dataset}) + (\text{Value of any partial payments to Australian small business suppliers that were excluded from the SBTCP Dataset})}{(\text{Value of payments in the TCP Dataset})} \times 100$ <p>Important Note: The percentage calculated using the above formula must be rounded to 2 decimal places, but <u>do not round down to 0</u>. If the calculated percentage is less than 0.005%, please input 0.01 in this field.</p> <p>This is because a value of 0% indicates that there have been no payments made to Australian small businesses during the reporting period, meaning the entity should instead submit a 'Modified PTR - Nil Reporter' report type. See page 3 of this document for more details.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 135-137 (partial payments), Paragraphs 164-165 (partial payments), Paragraph 197</i></p>	<div style="background-color: #ffe6e6; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p>Format: Number [#.##]</p> <p>Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into field (e.g. 20.148% is entered as 20.15, not 0.20)</p> <p>Must be a value between 0.01 and 100 (i.e. cannot have a value of 0)</p>
Percentage of Peppol enabled small business procurement	The percentage of all small business trade credit payments in the reporting period that were 'Peppol eInvoice enabled' payments	<p>This is the number of 'Peppol capable' payments in the SBTCP Dataset as a percentage of the number of all payments in the SBTCP Dataset.</p> <p>The percentage is to be determined using the following formula:</p> $\frac{(\text{Number of payments in the SBTCP Dataset that were "Peppol enabled"})}{(\text{Number of payments in the SBTCP Dataset})} \times 100$ <p>Only invoices or payment notices that could be sent or received through the Peppol eInvoicing network qualify as eInvoices.</p> <p>A payment is considered eInvoice capable when the receiving reporting entity is set up to receive eInvoices and has no business rules that block or reroute them.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 138-140, Paragraph 198, Example 29, Example 30</i></p>	<div style="background-color: #ffe6e6; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p>Format: Number [#.##]</p> <p>Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into fields (e.g. 20.148% is entered as 20.15, not 0.20)</p> <p>Must be a value between 0 and 100</p>

STANDARD PAYMENT TIMES REPORT

Field Name	Description	Guidance	Field Validations
Report comments	Explain and provide context for the reporting entity's payment times and practices	<p>If applicable, entities can use this field to explain and provide context for its payment times and practices.</p> <p>Please note that entities must provide reasonable additional information relating to any of the following:</p> <ul style="list-style-type: none"> • Material events that affected payment times and practices. • Changes to financial reporting practices or methods. • Identification of controlled entities for which payment data was excluded, explaining why the information was not accessible. • Any other details without which the report is likely to be misleading in a material respect. <p>Comments should not include any personal or commercially sensitive information.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 205-207</i></p>	<p style="text-align: center;">Format: Free Text</p> <p>If the entity answered "Yes" to any of the fields in the Payment Practices section of the report then comments are required</p>
Declaration			
Declaration	Declaration	The exact wording of the declaration statement will be finalised upon the release of the report form in the Portal.	<p style="text-align: center;">Format: Checkbox</p>

⁵ Mandatory in certain circumstances - see details in the 'Guidance' and 'Field Validations' columns

MODIFIED PAYMENT TIMES REPORT

Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Confirmation statement	Confirmation that each particular of information in the entity's <i>'Entity Information'</i> form, as mostly recently updated, is still true and correct	<p>The Portal will present a confirmation statement and a mandatory checkbox field, requiring the entity to confirm that all its entity information, as mostly recently updated, is still true and correct as at the time of submitting the report.</p> <p>The entity will be unable to proceed with submitting a payment times report without completing this confirmation.</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">MANDATORY</div> Format: Checkbox
Entity Details			
Entity Name	Entity's name as registered on the Australian Business Register	Field will be pre-populated based on the data in the <i>'Entity Information'</i> form.	Pre-populated fields
Entity ABN	Entity's Australian Business Number, if applicable		
Entity ACN	Entity's Australian Company Number, if applicable		
Entity ARBN	Entity's Australian Registered Body Number, if applicable		

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Report Details			
<i>Reporting Period</i>			
Reporting period start date	The start date of the reporting period covered in the report	Reporting entities must submit two reports per year, each covering a six-month period based on their financial year. For example, for a reporting entity that has a standard 12- month financial year of 1 July 2024 - 30 June 2025, its reporting periods would be as follows: <u>First report for its financial year</u> Reporting period start date: 1 July 2024 and Reporting period end date: 31 December 2024 <u>Second report for its financial year</u> Reporting period start date: 1 January 2025 and Reporting period end date: 30 June 2025	MANDATORY
Reporting period end date	The end date of the reporting period covered in the report	Note: Entities using a 52-53 week financial year must submit a report covering the first six months of their financial year and a second report for the rest of their financial year. <i>Relevant section/s in Guidance materials: Paragraphs 77-80, Example 17, Example 18.</i>	
<i>Approver</i>			
Approving responsible member given name	Given name of the responsible member who approved the report	A responsible member approving the report must have authority to give that approval and may be: <ul style="list-style-type: none"> • an individual member of that entity’s principal governing body • if the entity is a trust administered by a sole trustee, that trustee • if the entity is a corporation sole, an individual constituting the corporation • if an entity is under administration, an administrator or • if the entity is of a kind prescribed by the rules, a prescribed member of the entity. 	MANDATORY
Approving responsible member family name	Family name of the responsible member who approved the report		
Responsible member approval date	The date that the responsible member who approved the report	Note: The approval must be in provided in writing before the report is submitted. Entities do not need to attach evidence of the written or signed approval to the report. <i>Relevant section/s in Guidance materials: Paragraphs 210-212, Example 45</i>	
			<p>Format: DD/MM/YYYY</p> <p>Start date cannot be before 1 July 2024</p> <p>End date cannot be the same or later than date of submission (i.e. report can't be submitted until after the end of reporting period)</p> <p>The specified period, including the start and end dates, cannot overlap or fall within any other accepted report for the entity</p>
			<p>Format: Free text</p> <p>Maximum 1000 characters</p>
			<p>Format: Free text</p> <p>Maximum 1000 characters</p>
			<p>Format: DD/MM/YYYY</p> <p>Cannot be before Reporting period end date</p>

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Payment Practices			
Did the entity offer supply chain finance arrangements during the reporting period?	Did the reporting entity or any of its controlled entities offer supply chain financing options to Australian small business suppliers? (No calculation required)	<p>A report must include information as to whether, during the reporting period, the entity or any of its controlled entities, made an offer to enter into a supply chain finance arrangement.</p> <p>A supply chain finance arrangement means an arrangement under which an entity undertakes or agrees to pay a small business supplier for the supply of a good or service (directly or indirectly) earlier than the terms for payment would otherwise allow, in exchange for the small business supplier paying a fee or accepting a smaller payment for the supply of the good or service.</p> <p>Supply chain finance includes:</p> <ul style="list-style-type: none"> • settlement discounts (when a supplier offers a buyer a discount for early payment) • dynamic discounts (when a buyer offers early payment in exchange for a discount) • reverse factoring (when a buyer offers early payment, funded by a third party, in exchange for a discount). <p><i>Relevant sections in Guidance materials: Paragraphs 199-200</i></p>	<div style="background-color: #fce4d6; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p style="text-align: center;">Format: Single selection from list Options: Yes / No</p> <p>Note: If answered yes, details are to be provided in the 'Report Comments' field</p>
Did the entity charge fees as part of the procurement process?	Did the reporting entity or any of its controlled entities charge fees for Australian small business suppliers to participate in procurement processes? (No calculation required)	<p>A report must include information as to whether, during the reporting period, the entity or any of its controlled had or used a practice or arrangement which involved one or more Australian small business suppliers paying the entity an amount to either be able to make an offer to the entity to supply it with goods or services or to be able to issue an invoice to the entity for the supply of goods or services.</p> <p>This includes listing or subscription fees associated with e-procurement platforms and fees to stay on supplier lists.</p> <p><i>Relevant sections in Guidance materials: Paragraphs 201-202</i></p>	<div style="background-color: #fce4d6; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p style="text-align: center;">Format: Single selection from list Options: Yes / No</p> <p>Note: If answered yes, details are to be provided in the 'Report Comments' field.</p>
Do any Australian laws, voluntary codes or agreements impose requirements on the entity's payment times and practices to small businesses?	Does the reporting entity or any of its controlled entities have legal or voluntary obligations regarding payment times and practices for Australian small business suppliers? (No calculation required)	<p>A report must include information as to whether another law of the Commonwealth, or a law of a State or Territory, or a code of conduct (which binds participants in an industry regulated by the code by voluntary agreement), imposes requirements on the entity or any of its controlled entities, in relation to their payment times and practices for Australian small business suppliers (e.g. industry codes or security of payment laws).</p> <p><i>Relevant sections in Guidance materials: Paragraphs 203-204, Example 43, Example 44</i></p>	<div style="background-color: #fce4d6; padding: 5px; font-weight: bold; writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p style="text-align: center;">Format: Single selection from list Options: Yes / No</p> <p>Note: If answered yes, details are to be provided in the 'Report Comments' field</p>

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Payment Terms			
<p>To complete this section of the report, entities will need to perform statistical calculations using the payment terms that have been determined and recorded for each individual payment captured in the SBTCP Dataset. (See page 1 of this document for more information on developing a TCP Dataset and a SBTCP Dataset).</p> <p>The meaning of 'payment term' for the purpose of payment times reporting is given by section 7 of the Payment Times Reporting Rules 2024.</p> <p>Payment terms must be in calendar days.</p> <p>For more information on how to determine the payment term for a specific payment, please refer to paragraphs 143 -150 (including Examples 32-35) of the Guidance materials.</p>			
Most common payment term (statistical mode)	The most common payment term for all small business trade credit payments in the reporting period	<p>This is the payment term that appears most frequently (i.e. statistical mode) across all payments in the SBTCP Dataset.</p> <p>Entities can calculate the mode using Python's mode(), R's mode(), or Excel's MODE().</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 174-175</i></p>	MANDATORY Format: Whole Number [#] Number of calendar days, whole number only
Receivable terms compared to most common payment term	Was the most commonly offered receivable term for credit sales to all customers, longer, shorter, or the same as the most common payment term for small business trade credit payments?	<p>A report must indicate whether the group's receivable terms (i.e. how quickly the entity expects contractually to get paid by all its customers) are longer, shorter or the same as its payment terms to Australian small business suppliers (i.e. how quickly the entity is expected contractually to pay).</p> <p>The relevant comparison is between:</p> <ul style="list-style-type: none"> (a) the most commonly offered receivable terms for credit sales to all customers (for the reporting entity and all its controlled entities, considered as a group); and (b) the most common payment term for all payments captured in the SBTCP Dataset (i.e. the value calculated in the previous reporting field). <p>To determine the value for (a), entities can take the policy approach, accounting receivable days approach or transaction approach.</p> <p>Note: If the reporting entity and/or most of its controlled entities have no credit sales or accounts receivable (e.g. due to a policy of accepting only advance payments or cash on delivery) then the 'most common offered receivable term' can be considered to be 0. Accordingly, if the most common payment term was more than 0 days for the relevant reporting period, then the comparison of receivable terms to payment terms would be 'shorter'.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 179-187, Example 40, Example 41</i></p>	MANDATORY Format: Single selection from list options: Longer / Shorter / Same

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Range of most common payment terms - minimum	The <u>minimum</u> value in the range of separately calculated most common payment terms for each individual entity within the consolidated group	<p>The values for these two reporting fields can be determined as follows:</p> <p>Step 1: Using the SBTCP Dataset, calculate a separate statistical mode payment term for <u>each</u> individual entity in the dataset, based only on the payments recorded against the particular entity.</p> <p>Step 2: Take the lowest (i.e. minimum) and highest (i.e. maximum) values that were calculated at Step 1 and report those values in the respective fields.</p>	<p style="text-align: center;">Format: Whole Number [#]</p> <p style="text-align: center;">Number of calendar days, whole number only</p>
Range of most common payment terms - maximum	The <u>maximum</u> value in the range of separately calculated most common payment terms for each individual entity within the consolidated group	<p>Important Note: The SBTCP Dataset should already not contain any data for a group entity that did not make any trade credit payments to Australian small businesses. However, to avoid any doubt, a payment term of 0 must not be adopted for group entity(ies) with no small business procurement.</p> <p>Rather, the entity(ies) should be excluded from relevant calculations altogether (even if that is the reporting entity itself).</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 176-177 , Example 38</i></p>	
Expected most common payment term for next period (estimate)	For the <u>next reporting period</u> , the <u>expected</u> most common payment term for small business trade credit payments, based on any anticipated changes in payment practices	<p>If no changes are expected, the same values as in the current reporting period should be reported (i.e. enter the same respective mode payment term and minimum/maximum mode payment term range values that were reported for the current reporting period).</p>	MANDATORY⁶
Expected range of most common payment terms for next period - minimum (estimate)	For the <u>next reporting period</u> , the <u>expected minimum</u> value in the range of most common payment terms across the consolidated group, based on any anticipated changes in payment practices	<p>Important note: Do not report 0 in these fields as a means of indicating that no payments are expected to be made Australian small businesses in the next period (i.e. that the reporting entity is anticipated to become a Nil Reporter for payment times reporting purposes).</p> <p>Rather, the fields should still reflect what the range would be in the next reporting period if there WERE to be payments made Australian small business suppliers.</p> <p>(If there is no expected change to current policy for payment terms, report the same values as for current period).</p>	
Expected range of most common payment terms for next period - maximum (estimate)	For the <u>next reporting period</u> , the <u>expected maximum</u> value in the range of most common payment terms across the consolidated group, based on any anticipated changes in payment practices		

⁶ Field is displayed only if reporting entity had controlled entities as at the end of the relevant reporting period

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Payment Times			
<p>To complete this section of the report, entities will need to perform statistical calculations using the payment times that have been determined and recorded for each individual payment captured in the SBTCP Dataset. (See page X of this document for more information on developing a TCP Dataset and a SBTCP Dataset).</p> <p>The meaning of 'payment time' for the purpose of payment times reporting is given by section 8 of the Payment Times Reporting Rules 2024.</p> <p>Important note: Payment time must be in calendar days and cannot be less than 0. Where a payment for a trade credit arrangement is made on the same day or before an invoice is issued, the payment time is zero days.</p> <p>For more information on how to determine the payment time for a specific payment, please refer to paragraphs 166-169 of the Guidance materials.</p>			
Average payment time	The (arithmetic) average payment time for all small business trade credit payments in the reporting period	<p>This is the arithmetic average (i.e. statistical mean) of the payment times that have been calculated for all payments in the SBTCP Dataset.</p> <p>Do not use the geometric mean.</p> <p>Entities can calculate the average using Python's <code>statistics.mean()</code>, R's <code>mean()</code>, or Excel's <code>AVERAGE()</code>.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 188-189</i></p>	MANDATORY Format: Number [#.##] Must be 0 or a positive number, rounded to two decimal places
Median payment time	The median payment time for all small business trade credit payments in the reporting period	<p>This is the statistical median of the payment times that have been calculated for all payments in the SBTCP Dataset.</p> <p>If there is an even number of payments, the median payment time is taken to be the average of the two middle values.</p> <p>Entities can calculate the median using Python's <code>median()</code>, R's <code>median()</code>, or Excel's <code>MEDIAN()</code>.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 190-191</i></p>	MANDATORY Format: Number [#.##] Must be 0 or a positive number, rounded to two decimal places
80th percentile payment time	The number of days it took to make 80% of all small business trade credit payments in the reporting period	<p>These are the 80th and 95th percentiles of the payment times that have been calculated for all payments in the SBTCP Dataset.</p> <p>Entities can calculate the relevant percentile value using Python's <code>numpy.percentile()</code>, R's <code>quantile()</code>, or Excel's <code>PERCENTILE.INC()</code>.</p>	MANDATORY Format: Whole Number [#] Number of calendar days, whole number only
95th percentile payment time	The number of days it took to make 95% of all small business trade credit payments in the reporting period	<p>Note: Entities must ensure that the result is an actual payment time value from the SBTCP dataset, without averaging or interpolation. In Excel, this can be achieved by sorting the SBTCP Dataset by payment times in ascending order (fastest to slowest) and then using the <code>PERCENTILE.INC</code> function in conjunction with the <code>INDEX</code> and <code>MATCH</code> function.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 192-194, Example 42</i></p>	MANDATORY Number of calendar days, whole number only

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Percentage of small business trade credit arrangements paid within payment terms	The percentage of all small business trade credit payments in the reporting period that were made within the payment term	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time which was less than or equal to the payment term (for the specific payment).</p> <p>The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } \leq \text{ payment term)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 195</i></p>	MANDATORY
Invoices paid within 30 days (%)	The percentage of all small business trade credit payments in the reporting period that were made within 30 days	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time of 30 days or less. The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } \leq 30 \text{ days)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 196</i></p>	MANDATORY
Invoices paid in 31-60 days (%)	The percentage of small business trade credit payments in the reporting period that were made between 31 and 60 days	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time between 31 and 60 days. The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } \geq 31 \text{ days } \& \leq 60 \text{ day)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 196</i></p>	MANDATORY
Invoices paid over 60 days (%)	The percentage of all small business trade credit payments in the reporting period that were made in over 60 days	<p>This is the proportion of payments in the SBTCP Dataset that had a payment time of 61 days or more. The proportion is to be expressed as a percentage, calculated using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset where payment time } > 60 \text{ days)}}{\text{(Number of total payments in SBTCP Dataset)}} \times 100$ <p><i>Relevant section/s in Guidance materials: Paragraph 196</i></p>	MANDATORY

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Operating Segments			
<p>Reporting entities that adopt AASB 8: Operating Segments (or a similar foreign standard) in the preparation of financial reports must also provide, in their payment times report, the following information in relation to each operating segment:</p> <ul style="list-style-type: none"> • Mode payment term • Average payment time • Median payment time • 80th percentile payment time • 95th percentile payment time • Proportion of payments within terms • Proportion of payments within 30 days • Proportion of payments between 31 and 60 days • Proportion of payments in more than 60 days <p>Calculating the above values for operating segments requires the same statistical calculations as those used for the correspondingly named fields in the main part of the report (for the whole consolidated group). However, instead of using all payments captured in the SBTCP Dataset, only those payments specific to the relevant operating segment should be included in the calculations. To enable this, each payment in the SBTCP Dataset should be classified by segment.</p> <p>Important note: Operating segment information must be reported for <u>all</u> operating segments for the entity, including segments which did not make any payments Australian small businesses (nil values are to be reported in all fields relating to those segments).</p> <p>For more information on operating segments, please refer to paragraphs 214 - 216 (including Examples 46 and 47) of the Guidance materials.</p>			
Operating Segment One			
Operating Segment Name	The name of the operating segment	This is the name of the operating segment as reflected in the reporting entity's consolidated financial reports.	<div style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p style="text-align: center;">Format: Free text Maximum 1000 characters</p>
Operating Segment Most common payment term (statistical mode)	The most common payment term for all small business trade credit payments that were allocated to the relevant operating segment for financial reporting purposes	This is the payment term that appears most frequently (i.e. statistical mode) across the payments classified to the relevant operating segment in the SBTCP Dataset . See ' <i>Payment Terms - Most Common payment term</i> ' field for additional guidance.	<div style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p style="text-align: center;">Format: Whole Number [#] Number of calendar days, whole number only</p>
Operating Segment Average payment time	The (arithmetic) average payment time for all small business trade credit payments that were allocated to the relevant operating segment for financial reporting purposes	This is the arithmetic average (i.e. statistical mean) of the payment times that have been calculated for all payments classified to the relevant operating segment in the SBTCP Dataset . See ' <i>Payment Times - Average payment time</i> ' field for additional guidance.	<div style="writing-mode: vertical-rl; transform: rotate(180deg);">MANDATORY</div> <p style="text-align: center;">Format: Number [#.##] Must be 0 or a positive number, rounded to two decimal places</p>

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Operating Segment Median payment time	The median payment time for all small business trade credit payments that were allocated to the relevant operating segment for financial reporting purposes	This is the statistical median of the payment times that have been calculated for all payments classified to the relevant operating segment in the SBTCP Dataset . See ' <i>Payment Times - Median payment time</i> ' field for additional guidance.	MANDATORY Format: Number [#.##] Must be 0 or a positive number, rounded to two decimal places
Operating Segment 80th percentile payment time	The number of days it took to make 80% of all small business trade credit payments that were allocated to the relevant operating segment for financial reporting purposes	This is the 80th percentile of the payment times that have been calculated for all payments classified to the relevant operating segment in the SBTCP Dataset . See ' <i>Payment Times - 80th percentile payment time</i> ' field for additional guidance.	MANDATORY Format: Whole Number [#] Number of calendar days, whole number only
Operating Segment 95th percentile payment time	The number of days it took to make 95% of all small business trade credit payments that were allocated to the relevant operating segment for financial reporting purposes	This is the 95th percentile of the payment times that have been calculated all payments classified to the relevant operating segment in the SBTCP Dataset . See ' <i>Payment Times - 95th percentile payment time</i> ' field for additional guidance.	MANDATORY
Operating Segment - Percentage of small business trade credit arrangements paid within payment terms	The percentage of all small business trade credit payments (that were allocated to the relevant operating segment for financial reporting purposes) that were made within the payment term	This is the proportion of the payments classified to the relevant operating segment in the SBTCP Dataset , which had a payment time that was less than or equal to the payment term (for the specific payment). The proportion is to be expressed as a percentage, calculated using the following formula: $\frac{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment, where payment time } \leq \text{ payment term)}}{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment)}} \times 100$	MANDATORY Format: Number [#.##] Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into field (e.g. 20.148% is entered as 20.15, not 0.20) Must be a value between 0 and 100

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Operating Segment Invoices paid within 30 days (%)	The percentage of small business trade credit payments (that were allocated to the relevant operating segment for financial reporting purposes) that had a payment time of 30 days or less	<p>This is the proportion of the payments classified to the relevant operating segment in the SBTCP Dataset, which had a payment time of less than or equal to 30 days. The value is to be determined using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment, where payment time } \leq 30 \text{ days)}}{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment)}} \times 100$	<div style="background-color: #f8d7da; padding: 5px; display: inline-block; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">MANDATORY</div> <p style="text-align: right; margin-top: 10px;">Format: Number [#.##]</p> <p style="text-align: right; margin-top: 10px;">Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into field (e.g. 20.148% is entered as 20.15, not 0.20)</p> <p style="text-align: right; margin-top: 10px;">Each field must have value that is between 0 and 100</p> <p style="text-align: right; margin-top: 10px;">The sum of the values in these 3 reporting fields cannot total less than 99% or more than 101% (allowing for rounding)</p>
Operating Segment Invoices paid in 31-60 days (%)	The percentage of all small business trade credit payments (that were allocated to the relevant operating segment for financial reporting purposes) that were made between 31 and 60 days	<p>This is the proportion of the payments classified to the relevant operating segment in the SBTCP Dataset, which had a payment time between 31 and 60 days. The value is to be determined using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment, where payment time } \geq 31 \text{ days } \& \leq 60 \text{ days)}}{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment)}} \times 100$	
Operating Segment Invoices paid over 60 days (%)	The percentage of all small business trade credit payments (that were allocated to the relevant operating segment for financial reporting purposes) that were made in over 60 days	<p>This is the proportion of the payments classified to the relevant operating segment in the SBTCP Dataset, which had a payment time of 61 days or more. The value is to be determined using the following formula:</p> $\frac{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment, where payment time } > 60 \text{ days)}}{\text{(Number of payments in SBTCP Dataset that relate to the relevant operating segment)}} \times 100$	

Important note: Operating segment information must be reported for all operating segments for the entity. The fields and guidance for subsequent operating segment(s) are the same as for operating segment one, above. When submitting a report the Portal will allow the necessary data fields to be enabled for additional operating segments, as required.

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Miscellaneous			
Small business trade credit payments as a percentage of total trade credit payments	The total value of small business trade credit payments as a percentage of the total value of <u>all</u> payments made under a trade credit arrangement in the reporting period	<p>This is the value of all the payments in the SBTCP Dataset plus the value of any partial small business trade credit payments that were excluded from the SBTCP Dataset, as a percentage of the value of all payments in the TCP Dataset.</p> <p>The percentage is to be determined using the following formula:</p> $\frac{(\text{Value of payments in the SBTCP Dataset}) + (\text{Value of any partial payments to Australian small business suppliers that were excluded from the SBTCP Dataset})}{(\text{Value of payments in the TCP Dataset})} \times 100$ <p>Important Note: The percentage calculated using the above formula must be rounded to 2 decimal places, but <u>do not round down to 0</u>. If the calculated percentage is less than 0.005%, please input 0.01 in this field.</p> <p>This is because a value of 0% indicates that there have been no payments made to Australian small businesses during the reporting period, meaning the Entity should instead submit a 'Modified PTR - Nil Reporter' report type. See page 3 of this document for more details.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 135-137 (partial payments), Paragraphs 164-165 (partial payments), Paragraph 197</i></p>	<div style="background-color: #FFDAB9; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">MANDATORY</div> <p>Format: Number [#.##]</p> <p>Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into field (e.g. 20.148% entered as 20.15, not 0.20)</p> <p>Must be a value between 0.01 and 100 (i.e. cannot have a value of 0)</p>
Percentage of Peppol enabled small business procurement	The percentage of all small business trade credit payments in the reporting period that were 'Peppol invoice enabled' payments	<p>This is the number of 'Peppol capable' payments in the SBTCP Dataset as a percentage of the number of all payments in the SBTCP Dataset.</p> <p>The percentage is to be determined using the following formula:</p> $\frac{(\text{Number of payments in the SBTCP Dataset that were "Peppol enabled"})}{(\text{Number of payments in the SBTCP Dataset})} \times 100$ <p>Only invoices or payment notices that could be sent or received through the Peppol invoicing network qualify as elvoices.</p> <p>A payment is considered elvoice capable when the receiving reporting entity is set up to receive elvoices and has no business rules that block or reroute them.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 138-140, Paragraph 198, Example 29, Example 30</i></p>	<div style="background-color: #FFDAB9; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">MANDATORY</div> <p>Format: Number [#.##]</p> <p>Must be expressed as a percentage rounded to two decimal places, without the percentage symbol input into fields (e.g. 20.148% entered as 20.15, not 0.20)</p> <p>Must be a value between 0 and 100</p>

MODIFIED PAYMENT TIMES REPORT - Entity adopting AASB 8 in the preparation of financial reports

Field Name	Description	Guidance	Field Validations
Report comments	Explain and provide context for the reporting entity's payment times and practices	<p>If applicable, entities can use this field to explain and provide context for its payment times and practices.</p> <p>Please note that entities must provide reasonable additional information relating to any of the following:</p> <ul style="list-style-type: none"> • Material events that affected payment times and practices. • Changes to financial reporting practices or methods. • Identification of controlled entities for which payment data was excluded, explaining why the information was not accessible. • Any other details without which the report is likely to be misleading in a material respect. <p>Comments should not include any personal or commercially sensitive information.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 205-207</i></p>	<div style="display: flex; align-items: center;"> <div style="background-color: #fff9c4; padding: 2px 5px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">OPTIONAL⁷</div> <div style="padding: 5px;"> <p style="text-align: center;">Format: Free Text</p> <p>If the entity answered "Yes" to any of the fields in the Payment Practices section of the report then comments will be required</p> </div> </div>
Declaration			
Declaration	Declaration	The exact wording of the declaration statement will be finalised upon the release of the report form in the Portal.	<div style="display: flex; align-items: center;"> <div style="background-color: #ffe0b2; padding: 2px 5px; writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">MANDATORY</div> <div style="padding: 5px;"> <p style="text-align: center;">Format: Checkbox</p> </div> </div>

⁷ Mandatory in certain circumstances - see details in the 'Guidance' and 'Field Validations' columns

MODIFIED PAYMENT TIMES REPORT

Entity that did not make payments to small business suppliers

Field Name	Description	Guidance	Field Validations
Entity Details			
Entity Name	Entity's name as registered on the Australian Business Register	Field will be pre-populated based on the data in the 'Entity Information' form.	Pre-populated fields
Entity ABN	Entity's Australian Business Number, if applicable		
Entity ACN	Entity's Australian Company Number, if applicable		
Entity ARBN	Entity's Australian Registered Body Number, if applicable		
Report Details			
Reporting Period			
Reporting period start date	The start date of the reporting period covered in the report	<p>Reporting entities must submit two reports per year, each covering a six-month period based on their financial year.</p> <p>For example, for a reporting entity that has a standard 12- month financial year of 1 July 2024 - 30 June 2025, its reporting periods would be as follows:</p> <p><u>First report for its financial year</u> Reporting period start date: 1 July 2024 and Reporting period end date: 31 December 2024</p> <p><u>Second report for its financial year</u> Reporting period start date: 1 January 2025 and Reporting period end date: 30 June 2025</p> <p>Note: Entities using a 52-53 week financial year must submit a report covering the first six months of their financial year and a second report for the rest of their financial year.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 77-80, Example 17, Example 18</i></p>	<p>Format: DD/MM/YYYY</p> <p>Start date cannot be before 1 July 2024</p> <p>End date cannot be the same or later than date of submission (i.e. report can't be submitted until after the end of reporting period)</p> <p>The specified period, including the start and end dates, cannot overlap or fall within any other accepted report for the entity</p>
Reporting period end date	The end date of the reporting period covered in the report		

MODIFIED PAYMENT TIMES REPORT - Entity that did not make payments to small business suppliers

Field Name	Description	Guidance	Field Validations	
<i>Approver</i>				
Approving responsible member given name	Given name of the responsible member who approved the report	<p>A responsible member approving the report must have authority to give that approval and may be:</p> <ul style="list-style-type: none"> • an individual member of that entity’s principal governing body • if the entity is a trust administered by a sole trustee, that trustee • if the entity is a corporation sole, an individual constituting the corporation • if an entity is under administration, an administrator or • if the entity is of a kind prescribed by the rules, a prescribed member of the entity. <p>Note: The approval must be in provided in writing before the report is submitted. Entities do not need to attach evidence of the written or signed approval to the report.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 210-212, Example 45</i></p>	MANDATORY	
Approving responsible member family name	Family name of the responsible member who approved the report			<p>Format: Free text</p> <p>Maximum 1000 characters</p>
Responsible member approval date	The date that the responsible member who approved the report			<p>Format: DD/MM/YYYY</p> <p>Cannot be before Reporting period end date</p>
<i>Miscellaneous</i>				
Small business trade credit payments as a percentage of total trade credit payments	The total value of small business trade credit payments as a percentage of the total value of <u>all</u> payments made under a trade credit arrangement in the reporting period	<p>Important Note: The 'Modified PTR - Nil Reporter' report type must only be used by a reporting entity that, along with its controlled entities, had not made any payments under a trade credit arrangement to Australian small business suppliers (as per the SBI Tool) in the relevant reporting period.</p> <p><u>Accordingly, the value in this field must be reported as 0%.</u></p> <p>This is because a value of anything other than 0% indicates that there have been payments made to Australian small businesses during the reporting period. This indicates that the Entity should instead submit a different type of report other than 'Modified PTR - Nil Reporter'. See page 3 of this document for more details.</p>	MANDATORY	
Report comments	Explain and provide context for the reporting entity’s modified report	If applicable, entities can use this field to provide any additional information that adds context for any matter covered in the report.	OPTIONAL	
<i>Declaration</i>				
Declaration	Declaration	The exact wording of the declaration statement will be finalised upon the release of the report form in the Portal.	MANDAT	

MODIFIED PAYMENT TIMES REPORT

Entity in external administration

Field Name	Description	Guidance	Field Validations
Entity Details			
Entity Name	Entity's name as registered on the Australian Business Register	Field will be pre-populated based on the data in the 'Entity Information' form.	Pre-populated fields
Entity ABN	Entity's Australian Business Number, if applicable		
Entity ACN	Entity's Australian Company Number, if applicable		
Entity ARBN	Entity's Australian Registered Body Number, if applicable		
Report Details			
Reporting Period			
Reporting period start date	The start date of the reporting period covered in the report	Reporting entities must submit two reports per year, each covering a six-month period based on their financial year. For example, for a reporting entity that has a standard 12- month financial year of 1 July 2024 - 30 June 2025, its reporting periods would be as follows: <u>First report for its financial year</u> Reporting period start date: 1 July 2024 and Reporting period end date: 31 December 2024 <u>Second report for its financial year</u> Reporting period start date: 1 January 2025 and Reporting period end date: 30 June 2025	MANDATORY Format: DD/MM/YYYY Start date cannot be before 1 July 2024 End date cannot be the same or later than date of submission (i.e. report can't be submitted until after the end of reporting period) The specified period, including the start and end dates, cannot overlap or fall within any other accepted report for the entity
Reporting period end date	The end date of the reporting period covered in the report	Note: Entities using a 52-53 week financial year must submit a report covering the first six months of their financial year and a second report for the rest of their financial year. <i>Relevant section/s in Guidance materials: Paragraphs 77-80, Example 17, Example 18</i>	

MODIFIED PAYMENT TIMES REPORT - Entity in external administration

Field Name	Description	Guidance	Field Validations	
<i>Approver</i>				
Approving responsible member given name	Given name of the responsible member who approved the report	A responsible member approving the report must have authority to give that approval and may be: <ul style="list-style-type: none"> an individual member of that entity's principal governing body if the entity is a trust administered by a sole trustee, that trustee if the entity is a corporation sole, an individual constituting the corporation if an entity is under administration, an administrator or if the entity is of a kind prescribed by the rules, a prescribed member of the entity. <p>Note: The approval must be in provided in writing before the report is submitted. Entities do not need to attach evidence of the written or signed approval to the report.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 210-212, Example 45</i></p>	MANDATORY	
Approving responsible member family name	Family name of the responsible member who approved the report			Format: Free text Maximum 1000 characters
Responsible member approval date	The date that the responsible member who approved the report			Format: DD/MM/YYYY Cannot be before Reporting period end date
<i>External Administrator</i>				
External administrator appointment type	In what capacity was the external administrator appointed?	A reporting entity that is in external administration at any point during a reporting period or the 3 month window before the report is due, must submit a (simplified) report and provide the external administrator's details, the date of appointment and the capacity in which the administrator was appointed.	MANDATORY	
External administrator Firm name	Enter the name of the firm from which the external administrator has been appointed (if applicable)			For the purposes of the Act, external administration has the same meaning as in the Corporations Act. This includes situations where a liquidator has been appointed.
External administrator given name	Given name of the appointed external administrator			'Appointment Type' Options: Entities can choose from a list that covers most types of external administration, controller appointments and schemes of arrangement (as outlined in Information Sheet 29 on the ASIC website).
External administrator family name	Family name of the appointed external administrator			Entities will also have the option to select 'Other', in which instance relevant details should be included under 'Report Comments'.
External administrator appointment date	The date of the external administrator's appointment			<i>Relevant section/s in Guidance materials: Paragraphs 217-219</i>

⁸ Mandatory if there is a firm

MODIFIED PAYMENT TIMES REPORT - Entity in external administration

Field Name	Description	Guidance		Field Validations
<i>Miscellaneous</i>				
Report comments	Explain and provide context for the reporting entity’s modified report	If applicable, entities can use this field to provide any additional information that adds context for any matter covered in the report.	OPTIONAL	Format: Free Text
<i>Declaration</i>				
Declaration	Declaration	The exact wording of the declaration statement will be finalised upon the release of the report form in the Portal.	MANDATORY	Format: Checkbox

MODIFIED PAYMENT TIMES REPORT

Entity for which another entity is a reporting nominee

Field Name	Description	Guidance	Field Validations
Entity Details			
Entity Name	Entity's name as registered on the Australian Business Register (ABR)	Field will be pre-populated based on the data in the ' <i>Entity Information</i> ' form.	Pre-populated fields
Entity ABN	Entity's Australian Business Number, if applicable		
Entity ACN	Entity's Australian Company Number, if applicable		
Entity ARBN	Entity's Australian Registered Body Number, if applicable		
Report Details			
Reporting Period			
Reporting period start date	The start date of the reporting period covered in the report	Reporting entities must submit two reports per year, each covering a six-month period based on their financial year. For example, for a reporting entity that has a standard 12- month financial year of 1 July 2024 - 30 June 2025, its reporting periods would be as follows: <u>First report for its financial year</u> Reporting period start date: 1 July 2024 and Reporting period end date: 31 December 2024 <u>Second report for its financial year</u> Reporting period start date: 1 January 2025 and Reporting period end date: 30 June 2025	MANDATORY Format: DD/MM/YYYY Start date cannot be before 1 July 2024 End date cannot be the same or later than date of submission (i.e. report can't be submitted until after the end of reporting period) The specified period, including the start and end dates, cannot overlap or fall within any other accepted report for the entity
Reporting period end date	The end date of the reporting period covered in the report	Note: Entities using a 52-53 week financial year must submit a report covering the first six months of their financial year and a second report for the rest of their financial year. <i>Relevant section/s in Guidance materials: Paragraphs 77-80, Example 17, Example 18</i>	

MODIFIED PAYMENT TIMES REPORT - Entity for which another entity is a reporting nominee

Field Name	Description	Guidance	Field Validations	
<i>Approver</i>				
Approving responsible member given name	Given name of the responsible member who approved the report	<p>A responsible member approving the report must have authority to give that approval and may be:</p> <ul style="list-style-type: none"> • an individual member of that entity’s principal governing body • if the entity is a trust administered by a sole trustee, that trustee • if the entity is a corporation sole, an individual constituting the corporation • if an entity is under administration, an administrator or • if the entity is of a kind prescribed by the rules, a prescribed member of the entity. <p>Note: The approval must be in provided in writing before the report is submitted. Entities do not need to attach evidence of the written or signed approval to the report.</p> <p><i>Relevant section/s in Guidance materials: Paragraphs 210-212, Example 45</i></p>	MANDATORY	
Approving responsible member family name	Family name of the responsible member who approved the report			<p>Format: Free text</p> <p>Maximum 1000 characters</p>
Responsible member approval date	The date that the responsible member who approved the report			<p>Format: DD/MM/YYYY</p> <p>Cannot be before Reporting period end date</p>
<i>Reporting Nominee Details</i>				
Details of reporting nominee name	Reporting nominee's name as registered on the Australian Business Register	<p>These fields will be prepopulated using information provided in the <i>Entity Information form</i> completed by the reporting nominee (which would have specified the entity as its nominated entity).</p>	Pre-populated fields	
Details of reporting nominee ABN	Reporting nominee's Australian Business Number, if applicable			
Details of reporting nominee ACN	Reporting nominee's Australian Company Number, if applicable			
Details of reporting nominee ARBN	Reporting nominee's Australian Registered Body Number, if applicable			

MODIFIED PAYMENT TIMES REPORT - Entity for which another entity is a reporting nominee

Field Name	Description	Guidance	Field Validations
Miscellaneous			
Report comments	Explain and provide context for the reporting entity's modified report	If applicable, entities can use this field to provide any additional information that adds context for any matter covered in the report.	OPTIONAL Format: Free Text
Declaration			
Declaration	Declaration	The exact wording of the declaration statement will be finalised upon the release of the report form in the Portal.	MANDATORY Format: Checkbox