

User Guide: Submit a report for an entity in external administration

This guide outlines the step-by-step process in the portal for an entity in external administration to enter and submit a report to the Regulator.

For information about payment times reporting, visit the [Guidance](#) resources on the website.

To access the portal you need a [Digital ID](#) and authorisation from your entity in [Relationship Authorisation Manager](#) to act on its behalf for payment times reporting.

For more information, see **Help and support to use the portal** on the Regulator's website.

Version 1.0

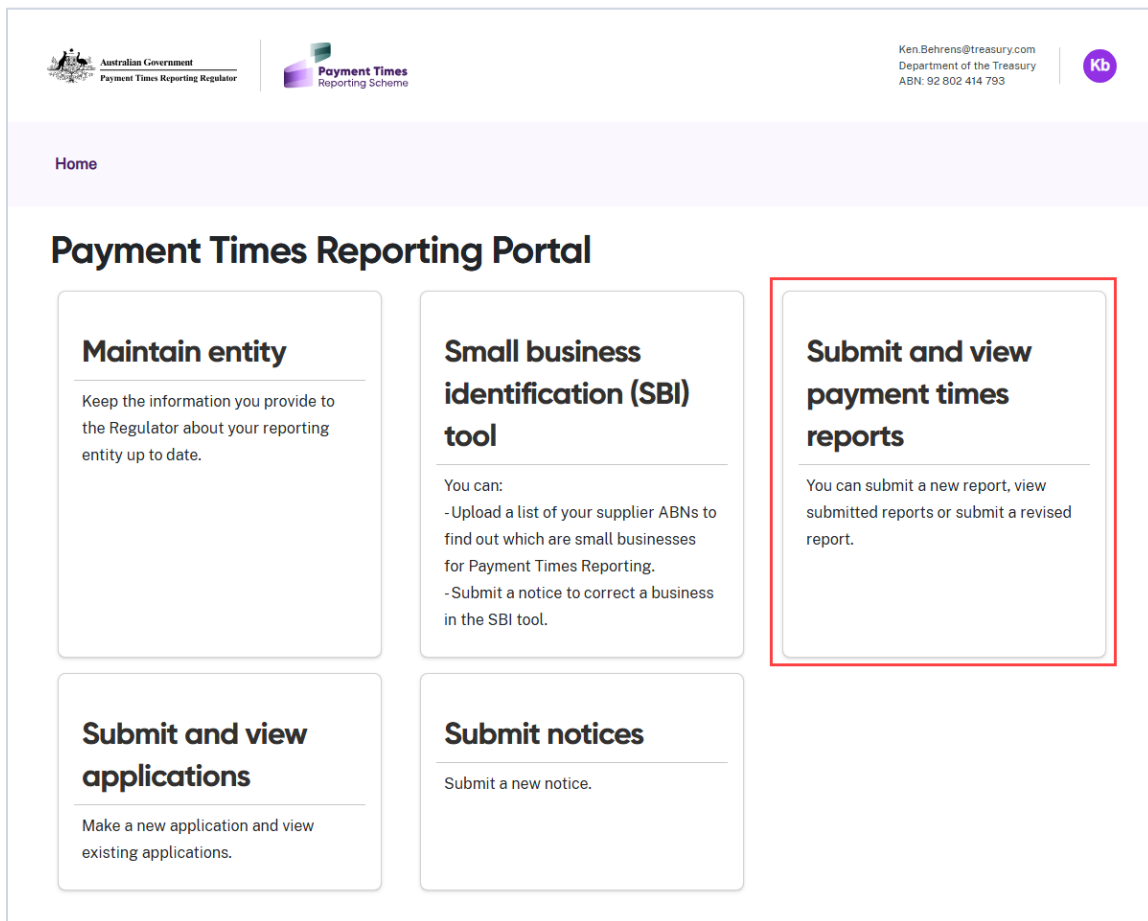
Revision history

Version	Date	Description
1.0	16 Feb 2026	Initial version with release of new portal.

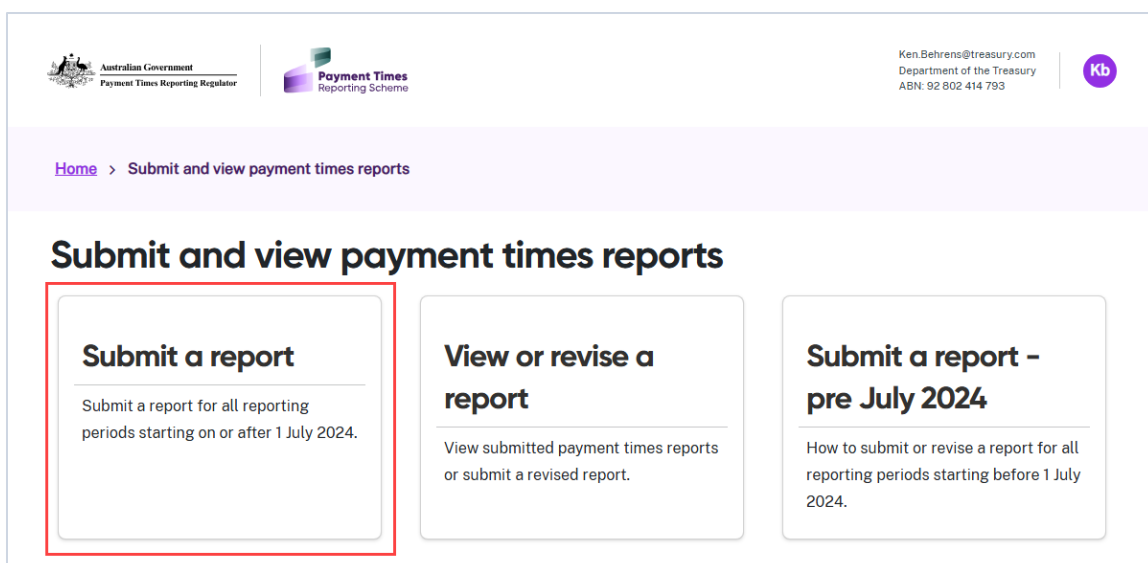
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Navigate to Submit and view payment times reports



1. Select the **Submit and view payment times reports** tile from the Home screen.



2. Select the **Submit a report** tile.

Step 1: Type of report.

In this step, choose the type of payment times report you are entering. Ensure the selected report type matches the report you intend to complete and submit.

Your selection will determine the information required in the following steps.

Submit a report

Type of report

Report details

...

Declaration

Review and submit

Warning

A reporting entity is the highest-level entity within a corporate group that meets all of the criteria to be a reporting entity under the *Payment Times Reporting Act 2020* (the Act). If an entity is controlled by another entity that meets the reporting entity criteria, it cannot be a reporting entity.

Your entity should only submit a report if your entity meets the criteria to be a reporting entity under the Act, including that it is not controlled by a reporting entity, or your entity has been determined to be a subsidiary reporting entity by the Regulator.

Read this important information before you continue

In this section, you can select the type of report you want to submit. You can only submit an **original** payment times report through this page if the reporting period commenced on 1 July 2024 or later.

To submit a report for a reporting period that began prior to 1 July 2024, visit the [Submit a report - pre July 2024](#) page.

To submit a revised report, go to the [View or revise a report](#) page.

For guidance on completing a report, including preparing datasets and calculating required data fields, refer to our [Guidance](#).

This report will be saved as a draft after you have completed the 'Report details' step. Once in draft, you can exit at any step and then return to finalise submission.

The draft report will be retained for three months from the date it was last modified.

Please select the type of report you need to submit *

Please select

Please select

Standard report

Entity adopting AASB 8 in the preparation of financial reports

Entity for which another entity is a reporting nominee

Entity that did not make payments to small business suppliers

Entity in external administration

Continue

- From the drop down menu, select **Entity in external administration** as the report type.
- Before you enter your report information, you should confirm the information about your entity in the portal is up to date and correct.

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Submit a report

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Review and submit

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Please select the type of report you need to submit *

Entity that did not make payments to small business suppliers

Before continuing, you must have reviewed and made necessary updates to the entity information as required under subsection 10(2) of the Payment Times Reporting Rules 2024.

The *Entity Information* form was last updated on 04/02/2026.

Update [Entity Information](#) form.

Continue

- The progress guide now shows the sections required for a report for an entity in external administration. Use the progress guide to track your progress as you complete each section.
- The portal displays a warning message reminding you to confirm the content in the **Entity information** form is still true and correct. This message also shows the date this form was last updated.
- If you need to review this content for accuracy, click the **Entity Information link** in the message to go to the form. Refer to the User Guide: Entity information for help to manage this process.
- If the **Entity information** is correct, select **Continue** to move to the next step.

Step 2: Report details

This step captures the reporting period for the report and the details of the entity's responsible member. This is the person with authority to approve the information for a payment times report.

Report details

Type of report

Report details

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Review and submit

Entity details

Entity name
Department of the Treasury

ABN
92 802 414 793

Reporting period

Reporting period start date *
01/07/2025

Reporting period end date *
31/12/2025

Approver details

Approving responsible member given name
The given name of the approving responsible member is required. If the member only has a single name, their name must be entered in the family name field.
Ken

Approving responsible member family name *
Approving responsible member family name is a required field. If the member only has a single name, their name must be entered in the family name field.
Behrens

Responsible member approval date *
01/01/2026

Delete

Continue

- Enter the start date and the end date of the reporting period in the **Reporting period** fields.
- Enter the **Given name** and **Family name** of the responsible member who approved the information for this report.
- Enter the **date** the responsible member approved the information for this report.
- Select **Continue** to move to the next step.

Step 3: External administration

This step captures details of the entity's external administration arrangements.

External administration

Type of report Report details **External administration** Miscellaneous Declaration Review and submit

Firm name of external administrator
Firm name of external administrator is required if there is a firm.
Consulting group

Given name of external administrator
Justin

Family name of external administrator *
Thyme

External administrator appointment type *

- Please select
- Please select
- Liquidator in a members' voluntary winding up
- Liquidator in a creditors' voluntary winding up
- Liquidator in a creditors' voluntary winding up (simplified liquidation process)
- Liquidator in a court-ordered winding up
- Liquidator in a provisional liquidation
- Administrator in a voluntary administration

13. Enter the **name of the firm** managing the external administration of the entity.
14. Enter the **Given name** and **Family name** of the external administrator appointed.
15. Select the **External administrator appointment type** from the drop-down list.

External administration

Type of report Report details **External administration** Miscellaneous Declaration Review and submit

Firm name of external administrator
Firm name of external administrator is required if there is a firm.
Consulting group

Given name of external administrator
Justin

Family name of external administrator *
Thyme

External administrator appointment type *
Liquidator in a members' voluntary winding up

External administrator appointment date *
01/01/2026

Delete Continue

16. Add the date the **External administrator** was appointed, then select **Continue**.

Step 4: Miscellaneous

Miscellaneous

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Review and submit

You may use the 'Report Comments' field to provide any additional information that adds context to any matter covered in the report.
Ensure any comments do not include personal or commercially sensitive information.

Report comments

Example

7 / 5000

Delete

Continue

17. The **Report comments** field displays and you have the option to add further information about your report here.
18. Select **Continue** after you have entered any report comments.

Step 5: Declaration

The declaration links to the Digital ID credentials you use to log in to the portal.



Read this declaration carefully. You are making a statement that may lead to regulatory action if the information in this form is not true and correct.

Declaration

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Review and submit

To proceed, please submit this report after making the following declarations.

I declare that:

- I am authorised to provide the information contained in this form.
- There is a record of the written approval of this form by a responsible member of the Entity.
- On behalf of the responsible member who approved this payment times report:
 - I have made all necessary enquiries, and that to the best of my knowledge the responses provided in this form are correct and complete.
 - I understand that it may be a criminal offence and/or a contravention of a civil penalty provision of the *Payment Times Reporting Act 2020 (PTR Act)* to provide false or misleading information or documents to the Payment Times Reporting Regulator (the **Regulator**), including because of the omission of any matter or thing without which the information or document is false or misleading, and that this may result in the giving of infringement notices or the taking of other enforcement action.
 - I understand that personal information under the *Privacy Act 1988* and protected information under the PTR Act will be collected by the Regulator when this form is lodged, and that it may be shared for the purposes of the PTR Act or otherwise in accordance with law.
 - I understand that appropriate records of any information used in the preparation of a payment times report must be kept for a period of at least 7 years after the end of the relevant reporting period. I am aware that a failure to do so may amount to a contravention of a civil penalty provision of the PTR Act, which may result in the giving of infringement notices or the taking of other enforcement action.

☒ Check this box to accept the declaration.

Given name	Family name	Date of submission
Ken	behrens	04/02/2026

Delete

Continue

19. If you think there may be an error earlier in the report, you can click a **circle icon** in the progress guide to return to that section of the report.



You **do not need** to provide a signed Responsible Member declaration with your report for reporting periods beginning on 1 July 2024 or later.


In the Declaration above, you are confirming that a written record of the Responsible Member's approval of the report content exists.


20. Check the **declaration** box when you are satisfied the information in this report is correct and complete.
21. Select **Continue** to proceed to Step 6: Review and submit.


Step 6: Review and submit


This step lets you review all the information in the report before you submit it to the Regulator.


Review and submit


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Review and submit

The *Entity Information* form was last updated on 10/02/2026.

Update [Entity Information](#) form.

Please review the information you have provided before submitting your Payment Times Report.

Type of report

Please select the type of report you need to submit

Entity in external administration

Report details

External administration

Firm name of external administrator

Consulting group

Given name of external administrator

Justin

Family name of external administrator

Thyme

External administrator appointment type

Liquidator in a members' voluntary winding up

External administrator appointment date

01/01/2026

Miscellaneous

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Delete

Print

Validate

22. Review the information in a section by clicking on the **down arrow** at the right hand side of the section name. In this example, the **Type of report** and **External administration** sections are expanded to show the summary details displayed by the portal.
23. Collapse the view of the section by clicking the **up arrow**.
24. Click a **circle icon** in the progress guide to return to that section of the form if you need to update information.

Review and submit

Type of report

Report details

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Review and submit

The *Entity Information* form was last updated on 10/02/2026.
Update [Entity Information](#) form.

Please review the information you have provided before submitting your Payment Times Report.

Type of report

Please select the type of report you need to submit
Entity in external administration

Report details

External administration

Firm name of external administrator
Consulting group
Given name of external administrator
Justin
Family name of external administrator
Thyme
External administrator appointment type
Liquidator in a members' voluntary winding up
External administrator appointment date
01/01/2026

Miscellaneous

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Validate

25. Select **Validate** when the report information is final.
26. The portal runs a series of validation checks to surface technical errors in the report.
27. The portal will return a message with any validation errors it finds. You can return to the step in the process with the error to correct the information.

The screenshot shows a web interface for submitting a report. At the top, there is a tab labeled "Declaration" with a dropdown arrow. Below the tab is a large rectangular box with a red border containing the following text:

This Payment Times Report has passed all validation checks and is ready to submit.

You will not be able to view this report in the Portal after submission. The Regulator recommends that you keep a copy for your records. One way is to select 'print' after the report has been validated.

Below the text box, there are three buttons: "Delete" on the left, "Print" in the middle, and "Submit" on the right. The "Submit" button is highlighted with a red border.

28. If you have not printed your report, select **Print** to print a paper copy of the report using a connected printer, or to save a copy as a PDF. The form prints with all sections expanded to show all details.
29. Select **Submit** to provide your payment times report to the Regulator.