



User Guide: Submit a standard report

This guide outlines the step-by-step process in the portal to enter and submit a standard payment times 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

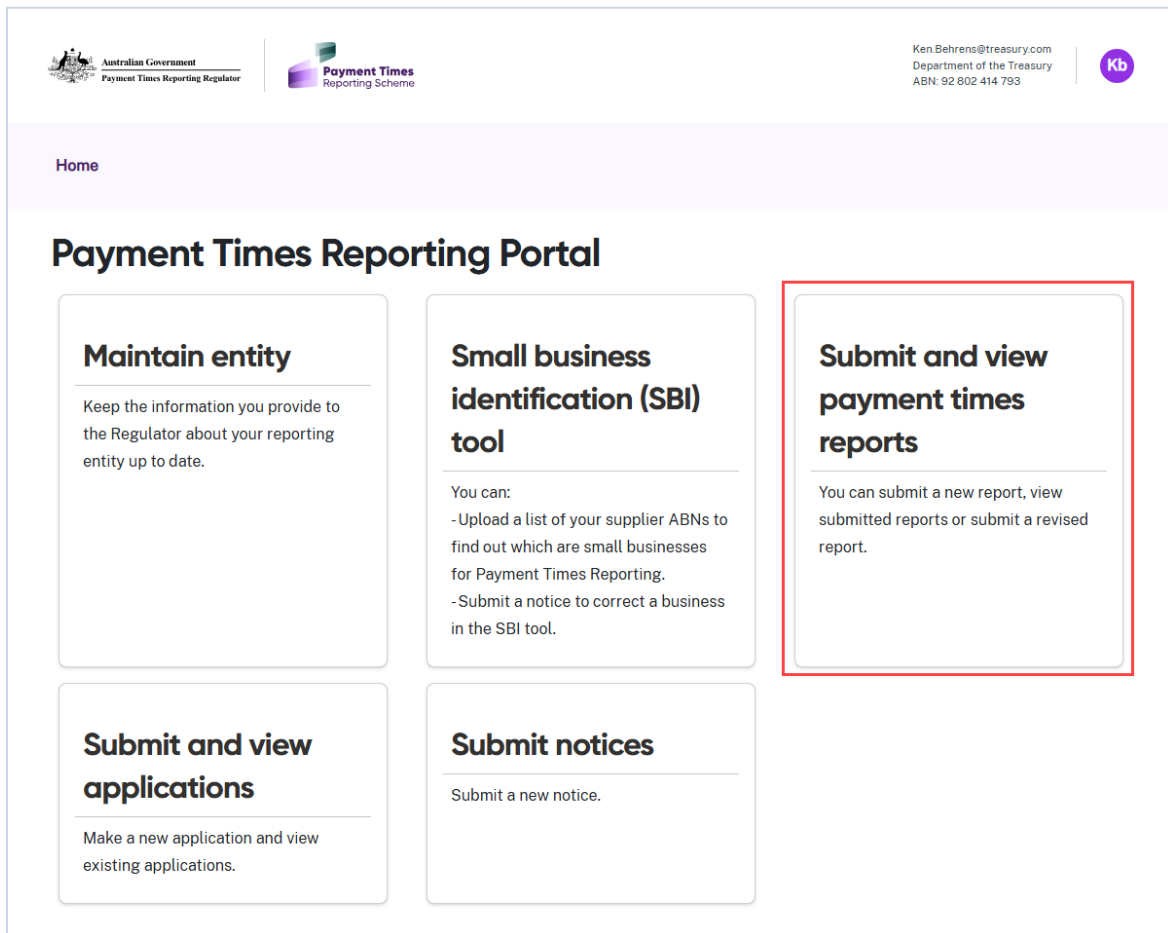
Revision history

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

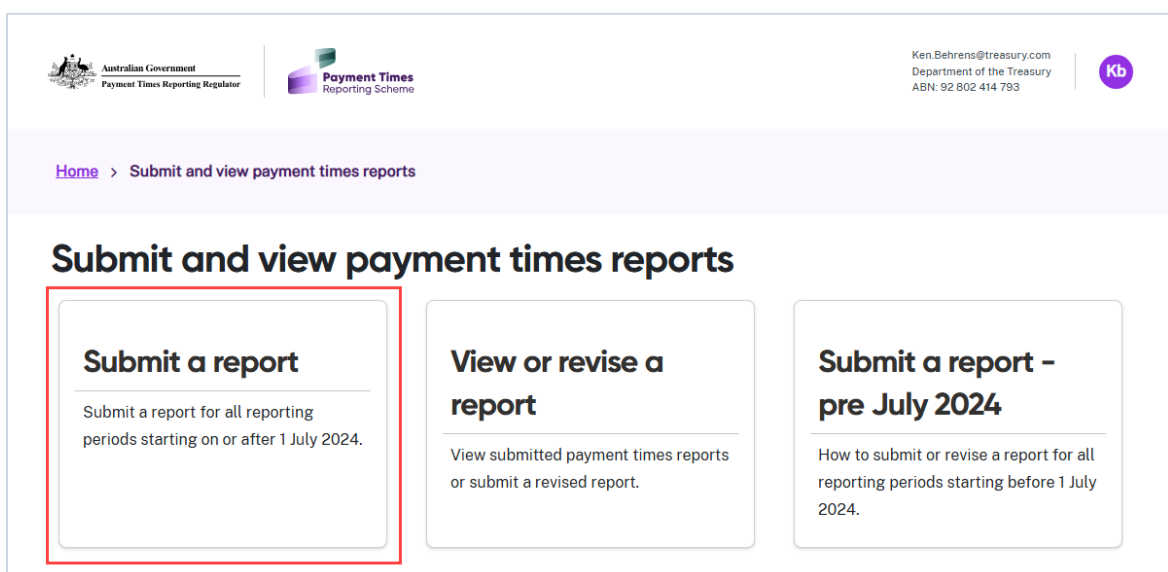
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Navigate to Submit and view payment times reports



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

...

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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 **Standard report** as the type of report.
- Before you enter your report information, you must confirm the information about your entity is up to date and correct.


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Submit a report


**Type of report**


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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 *

Standard report

☐ I confirm the information in the Entity Information form is still true and correct.*

You cannot proceed to submit a report until you confirm the information in the *Entity Information* form is still true and correct. Update the information as needed before returning to this page to submit your report.

The *Entity Information* form was last updated on 24/01/2026.

Update [Entity Information](#) form.


Continue


5. The progress guide now shows the sections required for a **Standard report**. Use the progress guide to track your progress as you complete each section.
6. 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.
7. 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.


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Warning

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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 *

Standard report

☒ I confirm the information in the Entity Information form is still true and correct.*

You have confirmed the information given to the Regulator in the *Entity Information* form is still true and correct.

Continue

- When your **Entity information** is correct, **check the box** to confirm this is the case. This is a mandatory field and is marked with a red asterisk. It cannot be left blank.
- Select **Continue** to move to the next step.

Draft reports

Warning

A draft report has been identified. Either continue with this report or delete the report to start again.

The portal saves your unsubmitted reports as drafts. If you have a draft report, you will see this message at the top of the **Submit a report** step.

- Selecting **Continue** will open the draft to continue with the report.
- Selecting **Delete** will erase all information and delete the draft report.


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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.


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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 *

Reporting period end date *

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.

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.

Responsible member approval date *

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: Payment practices

This step collects information about your entity's payment practices.

Payment practices

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Did the entity offer supply chain finance arrangements during this reporting period? *

☐ Yes

☒ No

Did the entity charge fees as part of its procurement process? *

☐ Yes

☒ No

Do any Australian laws, voluntary codes or agreements impose requirements on the entity's payment times and practices to small businesses? *

☒ Yes

☐ No

Provide details of obligations in the 'Report Comments' field.

Delete

Continue

16. Read the 3 questions in this step carefully before answering.
17. These are mandatory fields and are marked with a red asterisk. They cannot be left blank.
18. For each question, select **Yes** if your entity applied this payment practice during the reporting period. When you select **Yes**, the portal will prompt you to enter details about the relevant payment practice in the Miscellaneous step of the report.
19. Answer **No** if your entity did not apply this payment practice during the reporting period.
20. Select **Continue** when you have answered every question.

Step 4: Payment terms

Payment terms

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Review and submit

Most common payment term (statistical mode) *

30

Receivable terms compared to most common payment term *

☐ Longer

☐ Shorter

☒ Same

Did the entity control any other entities as at 31/12/2025? *

☐ Yes

☒ No

Expected common payment term for next period (estimate) *

30

Delete

Continue

21. All fields in this step are mandatory fields and are marked with a red asterisk. They cannot be left blank.
22. Enter the **Most common payment term** as a whole number of days.
23. Indicate if the receivable terms are **Longer**, **Shorter** or the **Same** when compared to the most common payment term.
24. The portal asks whether your entity controlled any other entities at the end of the reporting period.



The report cross-checks controlled entity details in the **Entity Information** form.

If you have controlled entities but answer **No** in this step, the portal will show a warning message in the **Review and submit** stage.

25. Select **No** if your entity did not control any other entities at the end of the reporting period.
26. If you answered **No** to having controlled entities, enter an estimate of the **Expected common payment term** for the next reporting period, as a whole number of days.
27. Select **Yes** if your entity did control other entities at this time. The portal will display additional fields to collect reporting information.

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Most common payment term (statistical mode) *

30

Receivable terms compared to most common payment term *

Longer

Shorter

☒ Same

Did the entity control any other entities as at 31/12/2025? *

☒ Yes

No

Range of most common payment terms - minimum *

30

Range of most common payment terms - maximum *

30

Expected common payment term for next period (estimate) *

30

Expected range of most common payment terms for next period - minimum (estimate) *

30

Expected range of most common payment terms for next period - maximum (estimate) *

30

Delete

Continue

28. All fields in this step are mandatory fields and are marked with a red asterisk. They cannot be left blank.
29. In the 5 reporting fields that appear on a **Yes** response:
 - a) Enter the **minimum mode payment term** for the reporting group, as a whole number of days.
 - b) Enter the **maximum mode payment term** for the reporting group, as a whole number of days.
 - c) Enter an estimate of the **expected common payment term** for the next reporting period, as a whole number of days.
 - d) Enter an estimate for the **minimum value** in the expected **range of most common payment terms** for the next reporting period.
 - e) Enter an estimate for the **maximum value** in the expected **range of most common payment terms** for the next reporting period.
30. Select **Continue** when you have answered every question and completed every reporting field.
31. You may see a message if your information triggers any validation checks.

Step 5: Payment times

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Average payment time *

30.00

Median payment time *

31.00

80th percentile payment time *

32

95th percentile payment time *

33

Percentage of small business trade credit arrangements paid within payment terms *

100.00%

Invoices paid within 30 days (%) *

100.00%

Invoices paid in 31-60 days (%) *

0.00%

Invoices paid over 60 days (%) *

0.00%

Delete

Continue

32. All fields in this step are mandatory fields and are marked with a red asterisk. They cannot be left blank.
33. For the first 5 fields in this step:
 - a) Enter the **Average payment time** in days, as a number to 2 decimal places.
 - b) Enter the **Median payment time** in days, as a number to 2 decimal places.
 - c) Enter the **80th percentile payment time** in days, as a whole number.
 - d) Enter the **95th percentile payment time** in days, as a whole number.
 - e) Enter the **Percentage of small business trade credit arrangements paid with the agreed payment terms**, as a number to 2 decimal places.
34. For the final 3 fields in this step relating to **Invoices paid...**, ensure the total of all percentages equals **100%** (the system allows a very small rounding variance).
 - a) Enter the percentage of **Invoices paid within 30 days**, as a number to 2 decimal places.
 - b) Enter the percentage of **Invoices paid in 31-60 days**, as a number to 2 decimal places.
 - c) Enter the percentage of **Invoices paid over 60 days**, as a number to 2 decimal places.
35. Select **Continue** when you have completed every field.
36. You may see a message if your information triggers any validation checks.

Step 6: Miscellaneous

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Small business trade credit payments as a percentage of total trade credit payments *

100.00%

Percentage of Peppol enabled small business procurement *

100.00%

Use the 'Report Comments' field to explain and provide context for the entity's payment times and practices. You must provide additional information about certain changes and events.

Ensure your comments do not include any personal or commercially sensitive information.

Entities must provide reasonable additional information about any of the following:

- 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.

You answered 'yes' to one or more questions in the 'Payment Practices' section. You must provide relevant details in the 'Report Comments' field.

Report comments *

Example

7 / 5000

Delete

Continue

37. Enter the **Percentage of total trade credit payments made to small businesses**, based on value. This field is a numeric value to 2 decimal places.
38. Enter the **Percentage of small business payments that were made using Peppol enabled systems**. This field is a numeric value to 2 decimal places.
39. You have the option to add further information about your report in the **Report comments** field.
40. Select **Continue** when you have completed every field.

Note: the **Yes** response in Step 3: Payment practices caused the **Report comments** field to become a mandatory field and be marked with a red asterisk.

Step 7: 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.

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I 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

41. 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.

42. Check the **declaration** box when you are satisfied the information in this report is correct and complete.
43. Select **Continue** to proceed to Step 8: Review and submit.

Step 8: 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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The *Entity Information* form was last updated on 24/01/2026.
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
Standard report
I confirm the information in the Entity Information form is still true and correct.
Yes

Report details

Payment practices

Did the entity offer supply chain finance arrangements during this reporting period?
No
Did the entity charge fees as part of its procurement process?
No
Do any Australian laws, voluntary codes or agreements impose requirements on the entity's payment times and practices to small businesses?
Yes

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Delete

Print

Validate

44. 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 **Payment practices** sections are expanded to show the summary details displayed by the portal.
45. Collapse the view of the section by clicking the **up arrow**.
46. Click a **circle icon** in the progress guide to return to that section of the form if you need to update information.

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The *Entity Information* form was last updated on 24/01/2026.

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

Standard report

I confirm the information in the Entity Information form is still true and correct.

Yes

Report details

▼

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▼

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▼

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▼

Delete

Print

Validate

47. Select **Validate** when the report information is final.
48. The portal runs a series of validation checks to surface technical errors in the report.
49. 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.

Declaration

▼

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.

Delete

Print

Submit

50. 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.
51. Select **Submit** to provide your payment times report to the Regulator.