Australian Government
Payment Times Reporting Regulator

Payment Times Reporting Scheme

User Guide: View or revise a report

This guide outlines the steps in the portal to revise a submitted payment times report.

You can revise any report type. When you select a report to revise, the portal pre-fills the information from your original report so you can make the required changes.

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.

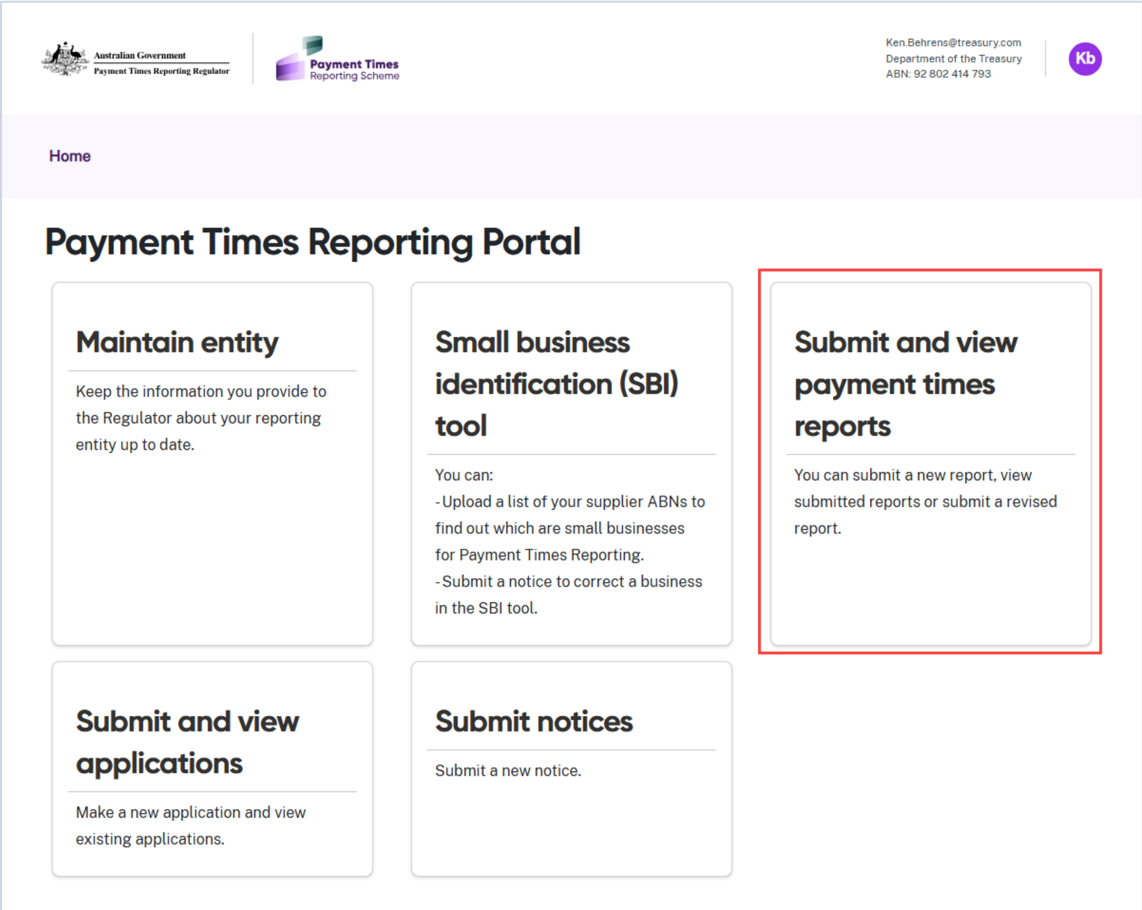
Version 1.0

Revision history

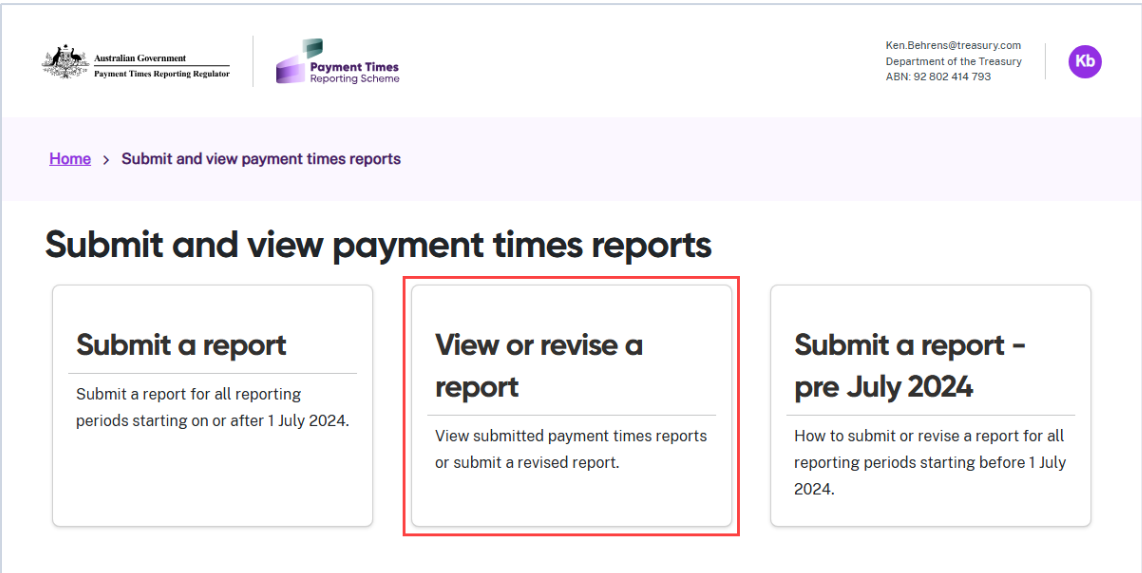
Version	Date	Description
1.0	16 Feb 2026	Initial version with release of new portal.

Contents

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 **View or revise a report** tile.

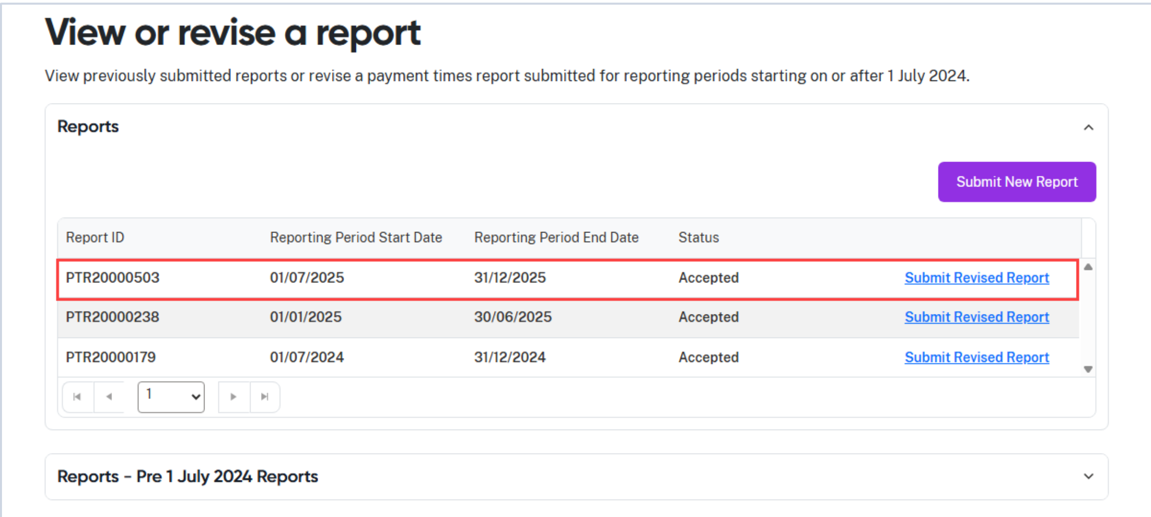
View or revise a report

View submitted reports

The portal displays a list of your entity's submitted reports, including revised reports, for each reporting period beginning on 1 July 2024 or later. You can revise only the most recently submitted report for a reporting period.

You can view the list of submitted reports for reporting periods commencing prior to 1 July 2024 (i.e. on 30 June 2024 or earlier), but you **cannot** revise these reports through the portal.

Read about reporting for pre-1 July 2024 reporting periods in the Guidance archive section of the Regulator's website.



3. You are able to start a new original report from this screen. Select **Submit New Report** to launch this process.

You may find it helpful to read this User Guide alongside these resources:

- User Guide: Submit a standard report
- User Guide: Submit an AASB 8 report
- User Guide: Submit a report for nil small business payments
- User Guide: Submit a report for an entity in external administration

Revise a report

The portal displays a **Submit Revised Report** link next to reports that you can revise.

4. Identify the report you want to revise.

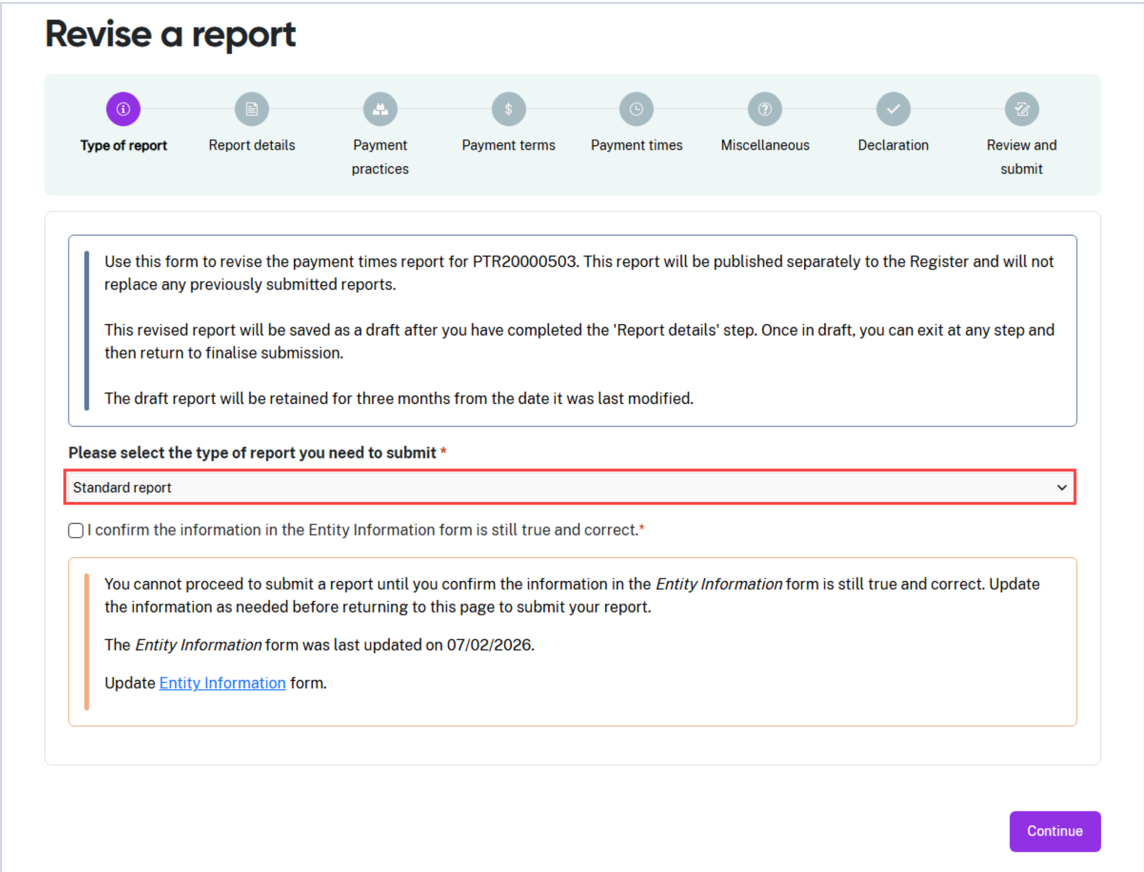
5. Click the **Submit Revised Report** link for that report.

Step 1: Type of report

In this step, select the type of payment times report you want to submit as a revised report.

Read the information on this page carefully and check you have selected the correct report number to revise.

If you **change the report type** as part of your revision, the portal **will not** pre-fill information from the last submitted report if it is not relevant to the revised report type.



Revise a report

Type of report | Report details | Payment practices | Payment terms | Payment times | Miscellaneous | Declaration | Review and submit

Use this form to revise the payment times report for PTR20000503. This report will be published separately to the Register and will not replace any previously submitted reports.

This revised 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 07/02/2026.

Update Entity Information form.

Continue

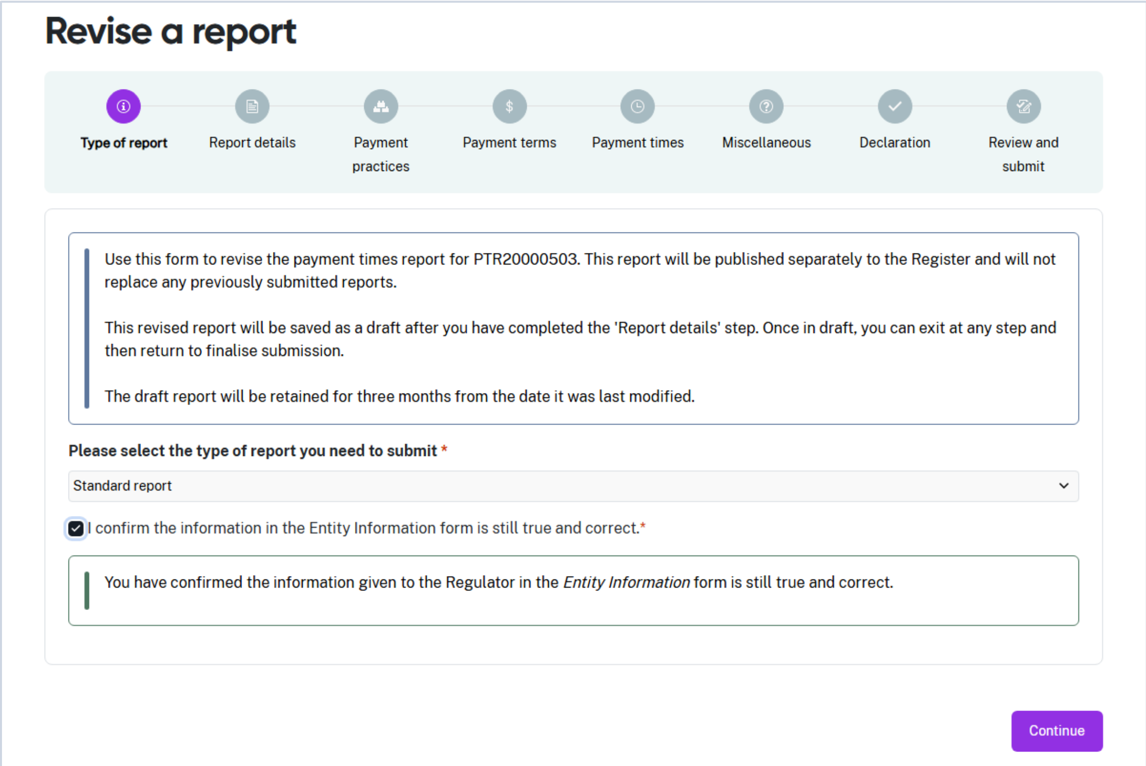
6. From the drop-down menu, select the **type of report** to submit as a revised report.

In this User Guide, we are showing the steps to revise a **standard report**.

The process for revising a report is the same as the process for entering and submitting that report type.

7. 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.
8. 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.

9. 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.

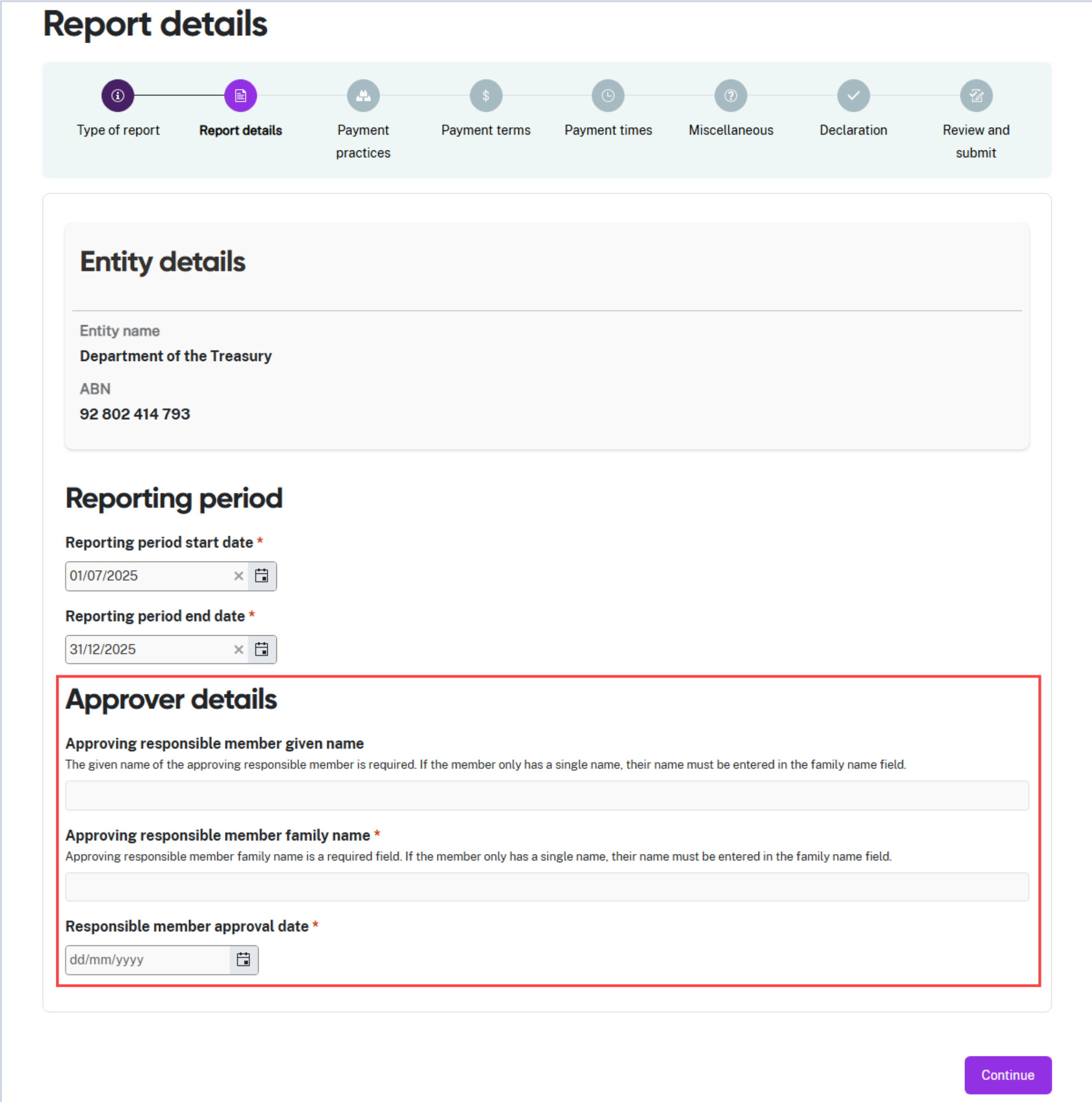


10. When your **Entity information** is correct, **check the box** to confirm this is the case. This is a mandatory field and is marked with a red asterisk. It cannot be left blank.

11. Select **Continue** to move to the next step.

Step 2: Report details

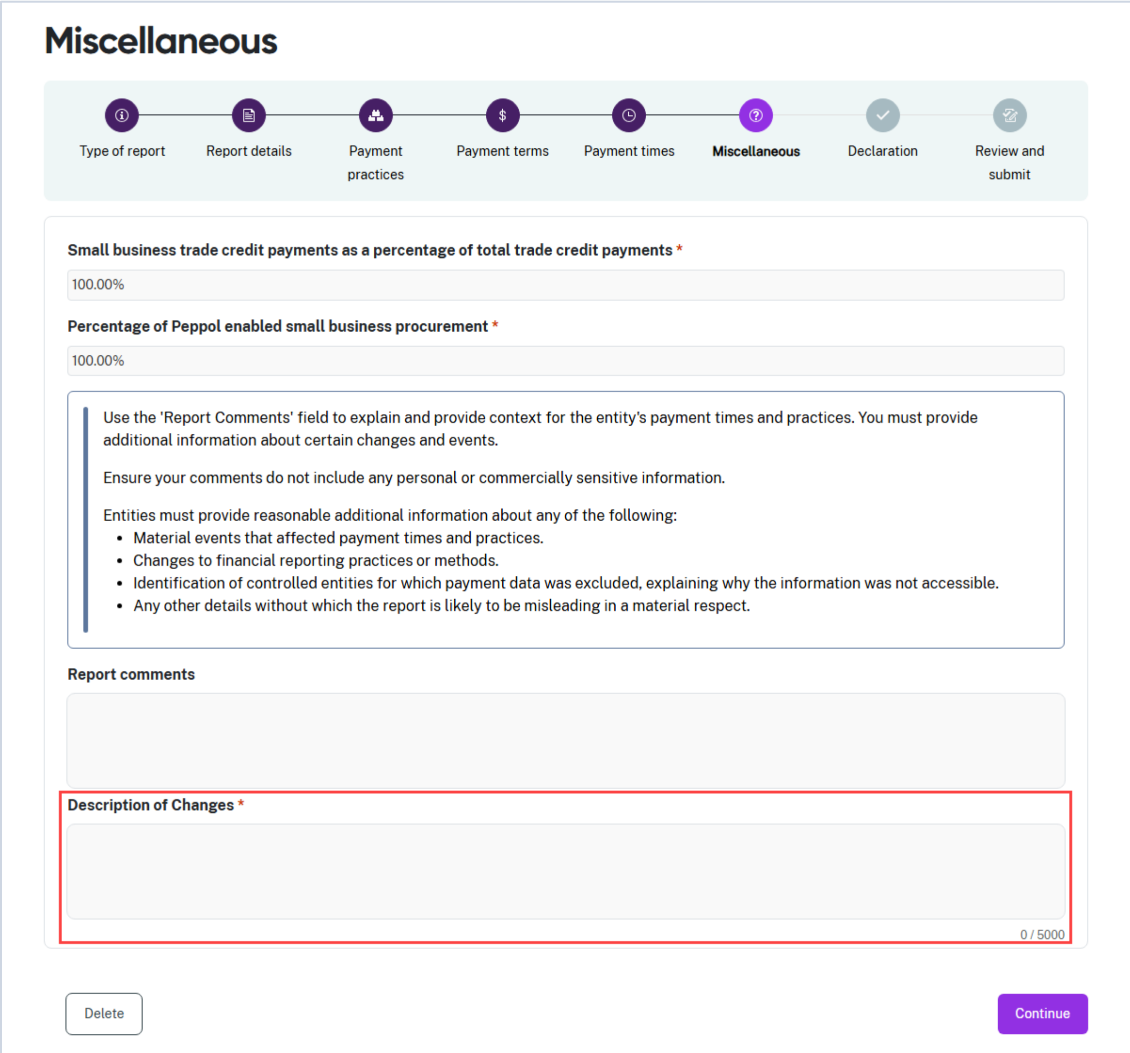
This step pre-fills the Entity details and reporting period information from the latest submitted report.



12. Enter the **Given name** and **Family name** of the responsible member who approved the revised information for this report.
13. Enter the **date** the responsible member approved the revised information for this report.
14. Select **Continue** to move to the next step. If you have not changed the report type, the portal will pre-fill this form with the information from the report you are revising. Review this information and edit it as needed.
15. You can follow the standard reporting steps and see the field information in **User Guide: Submit a standard report**.

Step 3: Description of changes

The **Miscellaneous** step of the report form captures a description of the revisions to the report.



16. Enter a description of the amendments you made to the submitted report in the **Description of Changes** field. This is a mandatory field and is marked with a red asterisk. It cannot be left blank.
17. Select **Continue** to move to the **Declaration** and **Review and submit** steps.
18. These steps to finalise and submit the revised report are the same as in **User Guide: Submit a standard report**.