



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

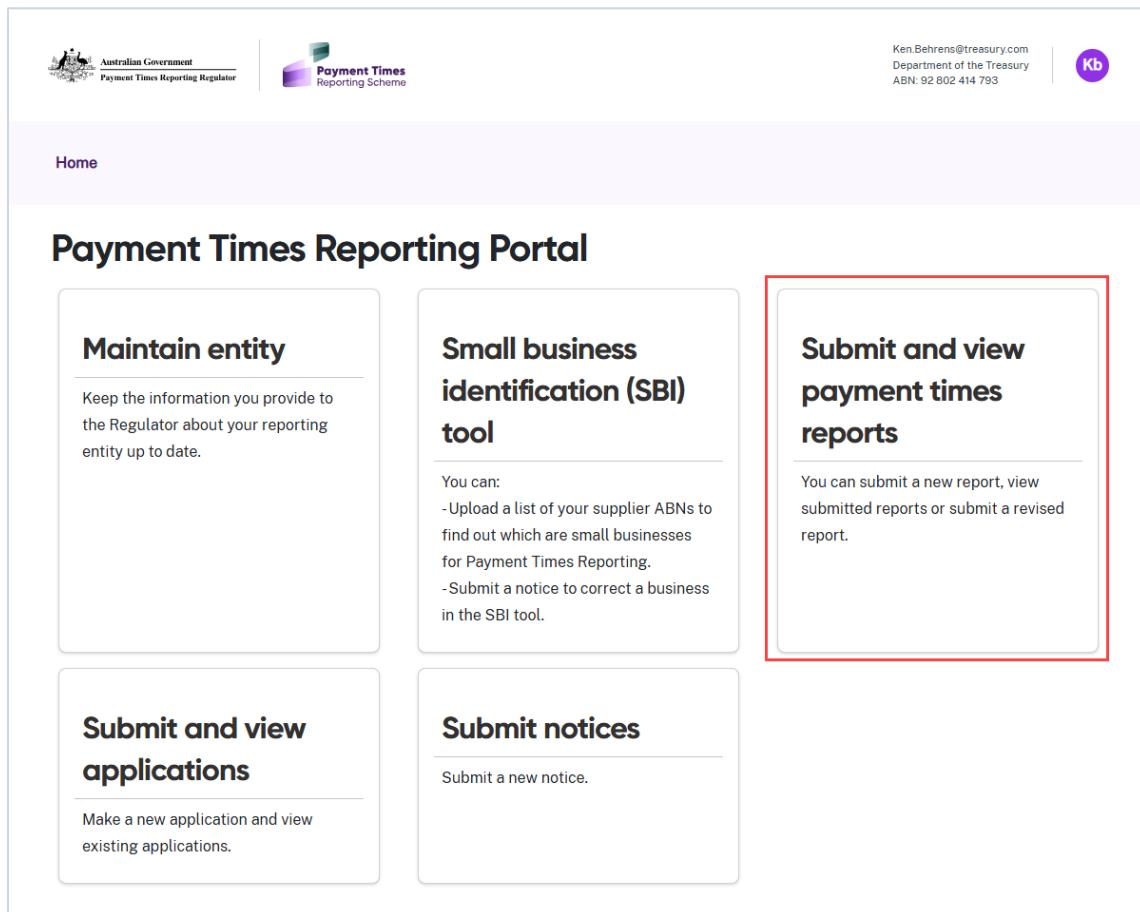
Revision history

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

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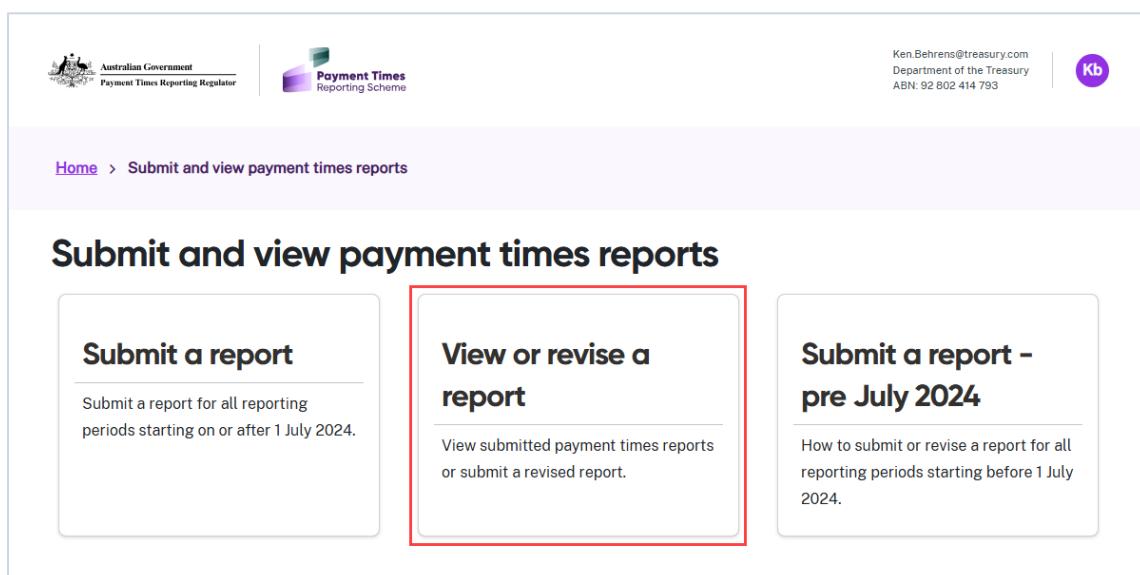
Navigate to Submit and view payment times reports



The screenshot shows the 'Payment Times Reporting Portal' home screen. It features six tiles:

- Maintain entity**: Keep the information you provide to the Regulator about your reporting entity up to date.
- Small business identification (SBI) tool**: You can:
 - Upload a list of your supplier ABNs to find out which are small businesses for Payment Times Reporting.
 - Submit a notice to correct a business in the SBI tool.
- Submit and view payment times reports**: You can submit a new report, view submitted reports or submit a revised report. (This tile is highlighted with a red border.)
- Submit and view applications**: Make a new application and view existing applications.
- Submit notices**: Submit a new notice.

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



The screenshot shows the 'Submit and view payment times reports' screen. It features three tiles:

- Submit a report**: Submit a report for all reporting periods starting on or after 1 July 2024.
- View or revise a report**: View submitted payment times reports or submit a revised report. (This tile is highlighted with a red border.)
- Submit a report - pre July 2024**: How to submit or revise a report for all reporting periods starting before 1 July 2024.

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.

View or revise a report

View previously submitted reports or revise a payment times report submitted for reporting periods starting on or after 1 July 2024.

Reports

Report ID	Reporting Period Start Date	Reporting Period End Date	Status	
PTR20000503	01/07/2025	31/12/2025	Accepted	Submit Revised Report
PTR20000238	01/01/2025	30/06/2025	Accepted	Submit Revised Report
PTR20000179	01/07/2024	31/12/2024	Accepted	Submit Revised Report

Submit New Report

Reports - Pre 1 July 2024 Reports

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

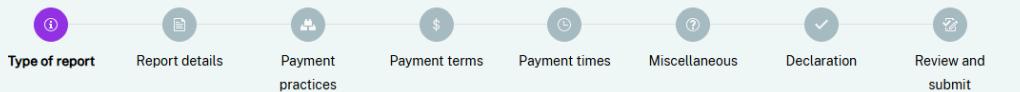
In this step, select the type of payment times report you want to submit as a revised report.



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



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

- 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.

- 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.
- 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.

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

Continue

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.

Report details

Progress bar: Type of report (1), Report details (2), Payment practices (3), Payment terms (4), Payment times (5), Miscellaneous (6), Declaration (7), Review and submit (8)

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: (input field)
Approving responsible member family name *: (input field)
Responsible member approval date *: dd/mm/yyyy (input field)

Continue

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.

Miscellaneous

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.

Report comments

Description of Changes *

0 / 5000

Delete

Continue

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](#).