

TAXABLE PAYMENT ANNUAL REPORT

SUMMARY

This document explains how the new ATO requirement for reporting of 'service payments' to sub-contractors is handled by Constructor.

First it will look at the initial set up Contractor performs when updating to Version 2.14, in order to record the relevant taxable payments information.

Then it will discuss the way Constructor handles gathering of information for this report.

Finally it will look at how to produce the report for tax purposes.

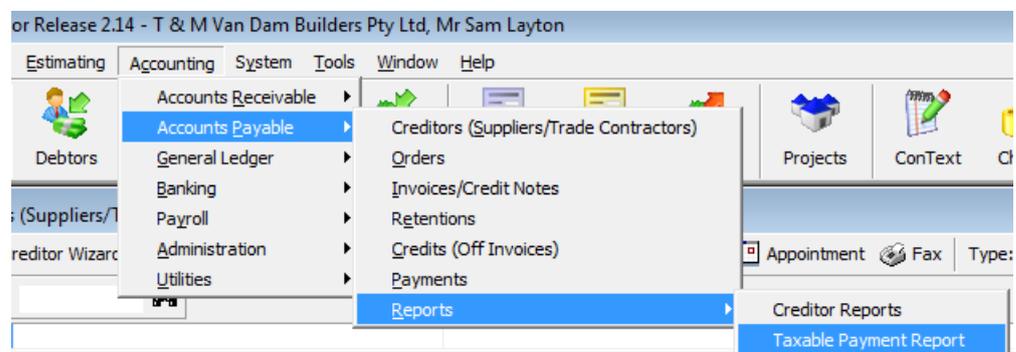
HOW IT WORKS

If your creditor has a classification of SUB CONTRACTOR and had payments for that year, they will be subject to this report. It is important that your creditor is set to SUB CONTRACTOR to be included

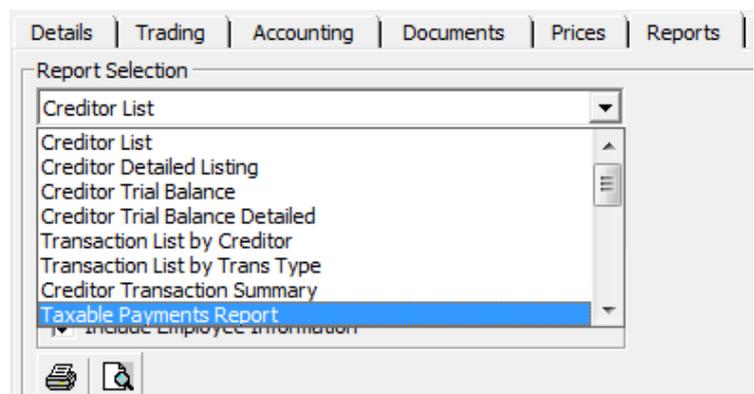
PRODUCING THE REPORT

The ATO prefer the Taxable Payments Report to be submitted to them electronically via their online business portal. Constructor will generate the electronic file for you to submit via this medium.

This can be accessed via either, the Accounts Payable Reports menu, or on the Creditors Summary Screen.



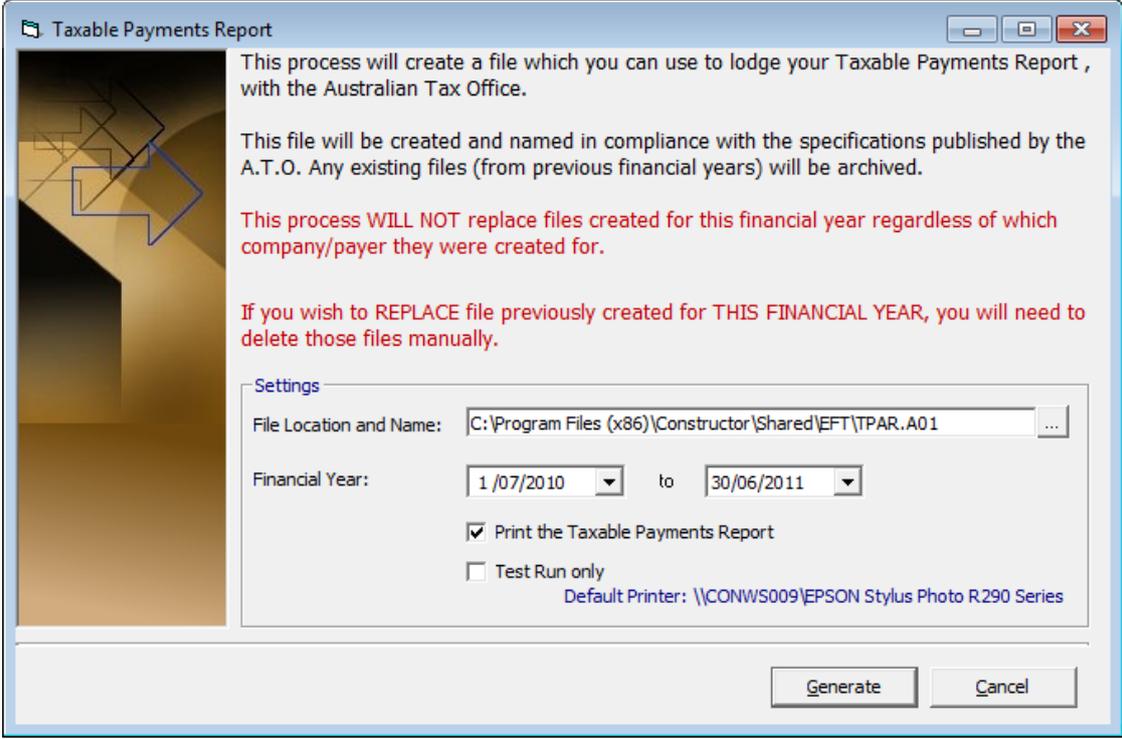
Or Creditor Summary – Reports Tab



Either option opens the following screen.

The default report name is TPAR (Taxable Payment Annual Report) and will save to the EFT Folder. (See Tools-Options in the main menu of Constructor). The file name and location can be changed if required.

The **Financial Year** dates will default to the current financial year when this form is opened however they can be changed if necessary.



The screenshot shows a dialog box titled "Taxable Payments Report". It contains the following text:

This process will create a file which you can use to lodge your Taxable Payments Report, with the Australian Tax Office.

This file will be created and named in compliance with the specifications published by the A.T.O. Any existing files (from previous financial years) will be archived.

This process **WILL NOT** replace files created for this financial year regardless of which company/payer they were created for.

If you wish to **REPLACE** file previously created for **THIS FINANCIAL YEAR**, you will need to delete those files manually.

Settings

File Location and Name: C:\Program Files (x86)\Constructor\Shared\EFT\TPAR.A01

Financial Year: 1 /07/2010 to 30/06/2011

Print the Taxable Payments Report

Test Run only

Default Printer: \\CONWS009\EPSON Stylus Photo R290 Series

Buttons: Generate, Cancel

Print the Taxable Payment report option will produce a summary preview of what is included in the report and can be printed for personal records.

Test Run only option will produce the TPAR flat file that is for test purposes only.

Constructor will then gather information from all invoice, credit and remittance line items that fall between the given dates and which have been flagged as being related to a 'service'. The information will be totaled by creditor and included in the file (for submission to the ATO) according to the ATO's specifications. (Specifications describing the contents of this electronic file are available from the ATO or from Constructor support.)

A printed version of the report is also available for your records, as described above, by checking the "Print the Taxable Payment report" option as you generate the file.
