



# Country Solution Australia

IFSCLOUD24R1

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# 1 Taxable Payment Annual Report (TPAR)

## 1.1 What is Taxable Payment Annual Report (TPAR)

The Taxable Payment Annual Report (TPAR) allows:

- Payment made to contractors (or subcontractors) for services, or
- Grants paid by government entities to ABN holders.

to be reported where required under the Taxable Payments Reporting System (TPRS) and the Taxable Government Grants and Payments reporting measure.

The payments made to contractors for provision of the following services should be reported via TPAR.

- Building and Construction
- Courier
- Cleaning
- Information Technology (IT)
- Road Freight
- Security, investigation, or surveillance

The annual report must be provided to the Commissioner of the Australian Tax Office (ATO) no later than 28 August after the end of the financial year electronically.

Under the Taxation Administration Act of Australia, payers must keep payment information for a period of five years. The information can be kept electronically.

Where the information is kept electronically, a copy of the data file provided to the ATO must be able to be regenerated on request by the ATO (<https://www.ato.gov.au/Business/Reports-and-returns/Taxable-payments-annual-report/>).

## 1.2 File Structure Overview of TPAR

The file structure must be in the following order:

Sender data record 1
Sender data record 2
Sender data record 3

Payer identity data record
Software data record
Payee data record 1
Payee data record 2
Payee data record n

Repeat the above structure – from *Payer identity data record* – for other payers being reported on the same file.

File total data record
------------------------

*Sender Data Record* 1 to 3 and *Payer Data Record* sections include information relating to Payer's Australian Business Number (ABN), branch number, registered business name, address, contact name, phone number, and email address. The Sender Data Records must be reported once only and must be followed directly by the first Payer identity data record.

*Software Data Record* includes information about the software used to produce the report. It must immediately follow each Payer's identity data record.

*Payee Data Record* section includes information relating to the Payee's ABN, business name, contact details, address gross amount paid, total GST, and total tax withheld amount where the Payee has not quoted an ABN number. The *Payee data record(s)* must immediately follow each *Software data record*.

The *File total data record* must be the last record on the file (dataset) to indicate the end of the data. It contains the total number of records in the data file.

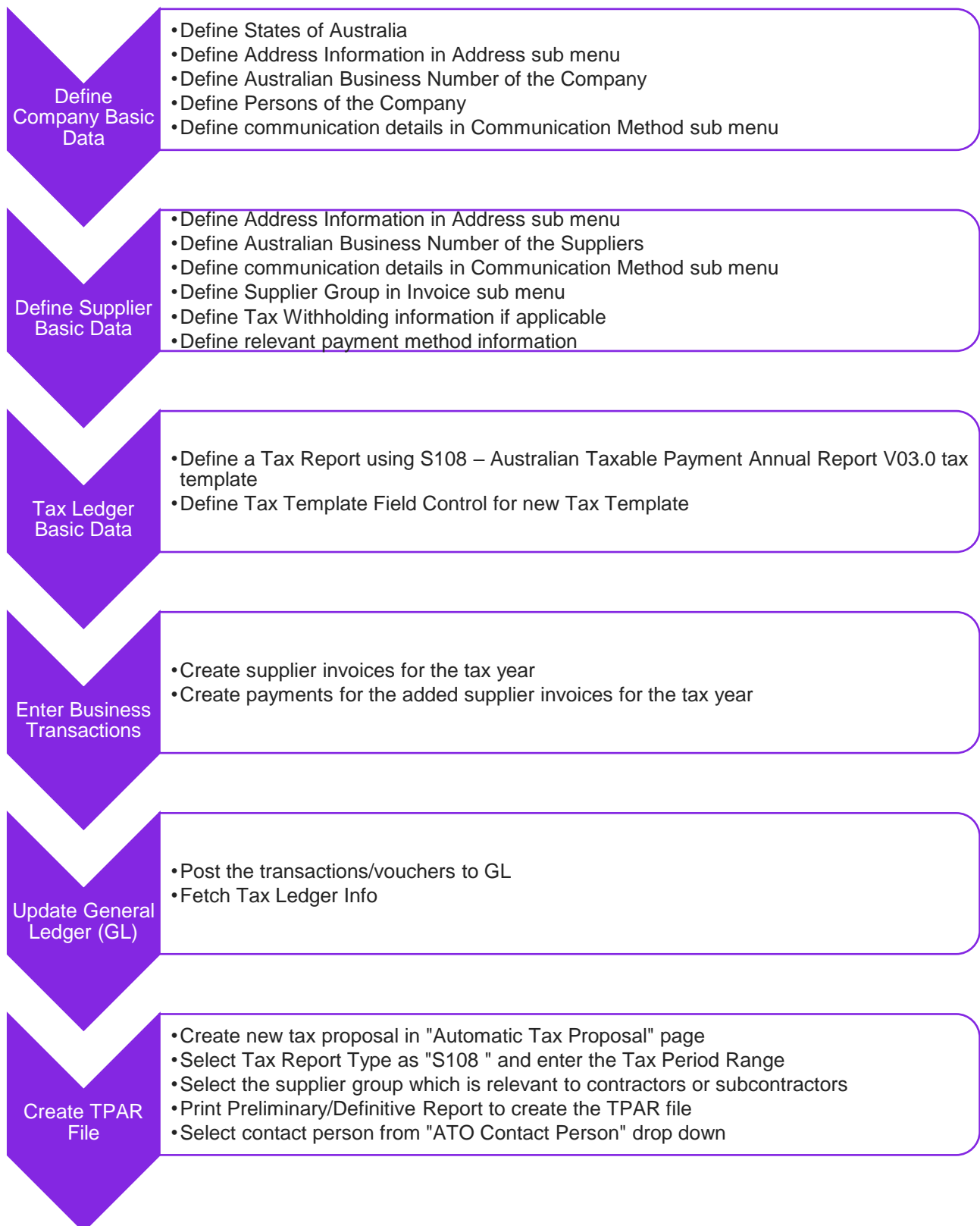
### 1.3 Solution TPAR File

The TPAR solution for Australia has been developed based on the IFS Core functionality - "Tax Ledger" which will enable the user to create and save the TPAR text file.

To support the TPAR requirements for country Australia, the following has been done:

1. New external file template and type as **TaxRepAuTpar** were added to support the TPAR report creation.
2. New tax template **S108 – Australian Taxable Payment Annual Report V03.0** added to the **Tax Template** page.
3. In **Tax Template** page, Template fields were added to *Field Control Basic* to show the TPAR data.
4. *Tax Template Field Control* should be defined to see the Information Fields added.
5. The *Automatic Tax Proposal* page can be used to create the TPAR file.
6. **Supplier Group** parameter was added to the **Automatic Tax Proposal** page to derive information and to filter/distinguish payment details of the contractors or subcontractors from other suppliers.
7. **ATO Contact Person** parameter was added to **Print Preliminary Report/Print Definitive Report (Print to File)** assistant and a corresponding Information Field on the **Automatic Tax Proposal** page was added.

Below are the steps to create a TPAR text file.



## 1.4 Prerequisites

The following prerequisites should be satisfied to generate a TPAR text file for tax purposes.


- It is recommended to create the company using Standard Template (STD).
- It is mandatory to define a Tax Report using the S108 – Australian Taxable Payment Annual Report V03.0 tax Template on the **Tax Report** page.

## 1.5 Define Company and Supplier Basic Data

### 1.5.1 DEFINE COMPANY BASIC DATA

#### 1.5.1.1 Define Address Setup per Country and States

Open **Application Base Setup/Enterprise/Basic Data/Address Setup per Country** and add Australia Country.



(1)	Country	Detailed Address	State Presentation	County Presentation	City Presentation	Validate State Code	Validate County Code	Validate City Code
<input checked="" type="checkbox"/>	AU - AUSTRALIA	No	Names	Names	Names	No	No	No

Then using the State Codes command, add below States of Australia or any State as mentioned in the Taxable Payment Annual Report Specification (Chapter 6) on the **States** page.

**States** AU - Australia ▼ 1 of 1

Country: AU - Australia      State Presentation: Names

**State Codes**

Filter + Edit

✓	State Code	State Name	Numeric State Code
<input type="checkbox"/>	ACT	Australian Capital Territor	
<input type="checkbox"/>	NSW	New South Wales	
<input type="checkbox"/>	NT	Northern Territory	

### 1.5.1.2 Define Company Address Information

Open the **Company/Address** sub menu and add the address details such as Address 1, Address 2, State, City, and Zip Code. This address information will be filled in Sender Data Records 2, 3, and Payer Identity Data Record sections of the TPAR file.

Application Base Setup > Enterprise > Company > Company > Address

Sort by

**Address** ML-AUSTRALIA - ML-AUSTRALIA ▼ 1 of 1

ML-AUSTRALIA  
Name: ML-AUSTRALIA

Address #

Communication Method

Message Setup

Employees

Show more

Company: ML-AUSTRALIA      Name: ML-AUSTRALIA

Address ID: AU ▼

Q + Edit Delete

Company's Own Address ID

**GENERAL ADDRESS INFORMATION** TAX INFORMATION SUPPLY CHAIN INFORMATION

Country: AUSTRALIA      Validity Period

Address: Empire Building, 40 Main Street, 5321 - Cadell

**Address**

Select Country

Country: AU - AUSTRALIA ▼

Address 1: Empire Building      Address 2: 40 Main Street      State: South Australia

Country:      City: Cadell      Zip Code: 5321

OK Cancel

### 1.5.1.3 Define Communication Methods of the Company

Open the **Company/Communication Method** sub menu and add information relating to Phone, Fax, and Email communication methods as required. This address information will be filled in Sender Data Records 2, 3, and Payer Identity Data Record sections of the TPAR file.

Application Base Setup > Enterprise > Company > Company > Communication Method

Sort by

ML-AUSTRALIA  
Name: ML-AUSTRALIA

Address

Communication Method

Message Setup

Employees

Show more

### Communication Method ML-AUSTRALIA - ML-AUSTRALIA 1 of 1

Company: ML-AUSTRALIA, Name: ML-AUSTRALIA, Association No: 53004085616, Created By: MANLLK

✓	Comm ID	Name	Description	Communication Method	Value	Default per Method	Address ID	Default per Method and Address	Validity Period
<input type="checkbox"/>	1	Phone		Phone	(02) 5551 5678	Yes	AU	No	1/1/2022 - 12/31/2030
<input type="checkbox"/>	2	Fax		Fax	(02) 5551 5679	Yes	AU	No	1/1/2022 - 12/31/2030
<input type="checkbox"/>	3	Email		E-Mail	manasha@ifsworld.com	No	AU	No	1/1/2022 - 12/31/2030

#### 1.5.1.4 Define Persons for the Company

Open the **Person/Persons Per Company** page or **Company/Employees** sub menu and add the User IDs of employees related to the company. Then these User IDs will be suggested to the LOV of the ATO contact person on the **Automatic Tax Proposal** page where the Business User will select the contact person who corresponds with the Australian Tax Office. The LOV selection will be printed in the **Sender name** field in the Sender Data Record 2 section of the TPAR file.

#### 1.5.1.5 Define Australian Business Number of Company

Define the Australian Business Number and Branch Number in either page mentioned below,

- Company/Tax Control sub menu/Invoice Tab/Tax Liability Countries or Company/Association No

Application Base Setup > Enterprise > Company > Company > Tax Control

Sort by

ML-AUSTRALIA  
Name: ML-AUSTRALIA

Address

Communication Method

Message Setup

Employees

Accounting Rules

Tax Control

Invoice

Payment

Fixed Assets

Periodical Cost Allocation

Supply Chain Information

Localization Control Center

Show less

### Tax Control ML-AUSTRALIA - ML-AUSTRALIA 1 of 1

Company: ML-AUSTRALIA, Name: ML-AUSTRALIA, Association No: 53004085616, Created By: MANLLK

GENERAL INVOICE SUPPLY CHAIN EXTERNAL TAX SYSTEM

General Information

Amount Method: Gross Amount Entry, Tax Rounding Level: Line Level, Invoice Fee Tax Code: , Tax Correspondence, Invoice Line - Manual Postings: ☒

Tax Amount Limit, Outgoing Invoice Lines: ☐ Use Tax Invoice: ☐ Correspondence, Invoice Net Amount - Tax Withholding Base Am...: ☐ Supplement Tax Withholding: ☐

Post Preliminary Tax Withholding: ☒

Tax Liability Countries

(1)	Country	Tax ID Type	Tax ID Number	Tax ID Validated Date	Tax Registration Text	Branch	Valid From	Valid Until
<input checked="" type="checkbox"/>	AUSTRALIA	AU	53004085616			1	7/1/2022	12/31/2049

- Or Application Base Setup/Enterprise/Tax/Tax Office page

The Sender Australian Business Number (ABN) field will be printed in Sender Data Record 1 of the TPAR file. The branch number field will be printed in the Payer Identity Data Record of the TPAR file. If the payer does not have a branch number, this field will be set to 001.



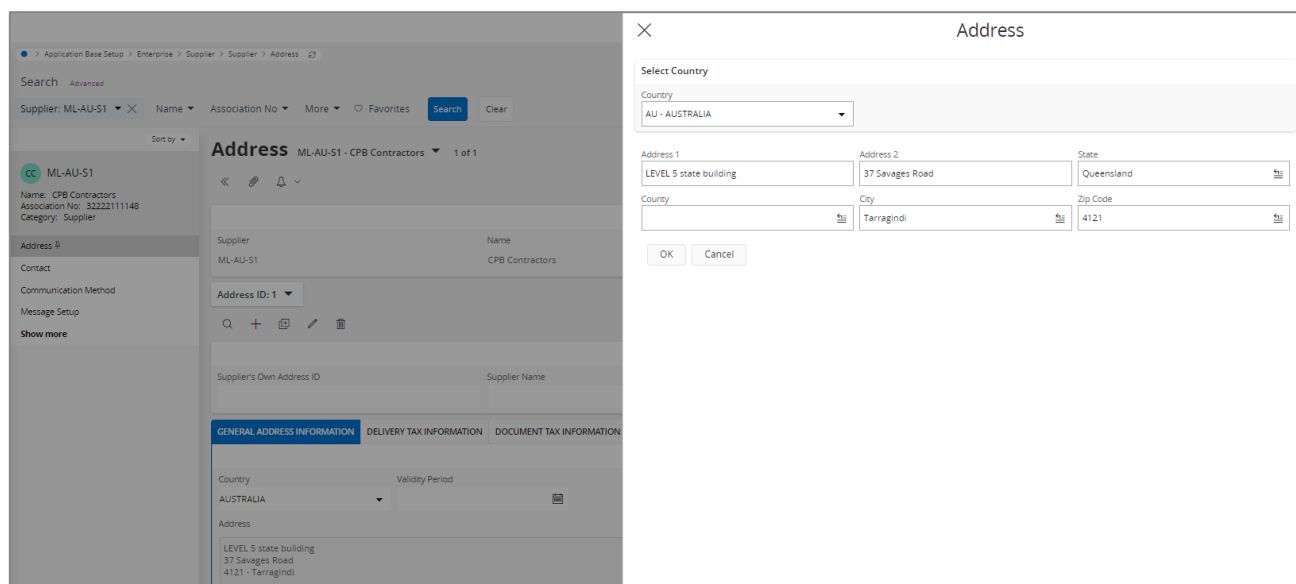
Priority is given as follows, Tax Office page, Company/Tax Control sub menu/Invoice Tab/Tax Liability Countries, and then Company/Association No field.

## 1.5.2 DEFINE SUPPLIER BASIC DATA

Set up Suppliers as per Standard Functionality in IFS Cloud.

### 1.5.2.1 Define Supplier Address Information

Open the **Supplier/Address** sub menu and add the address details such as Address 1, Address 2, State, City, and Zip Code. This address information will be filled in the Payee Data Record section of the TPAR file.

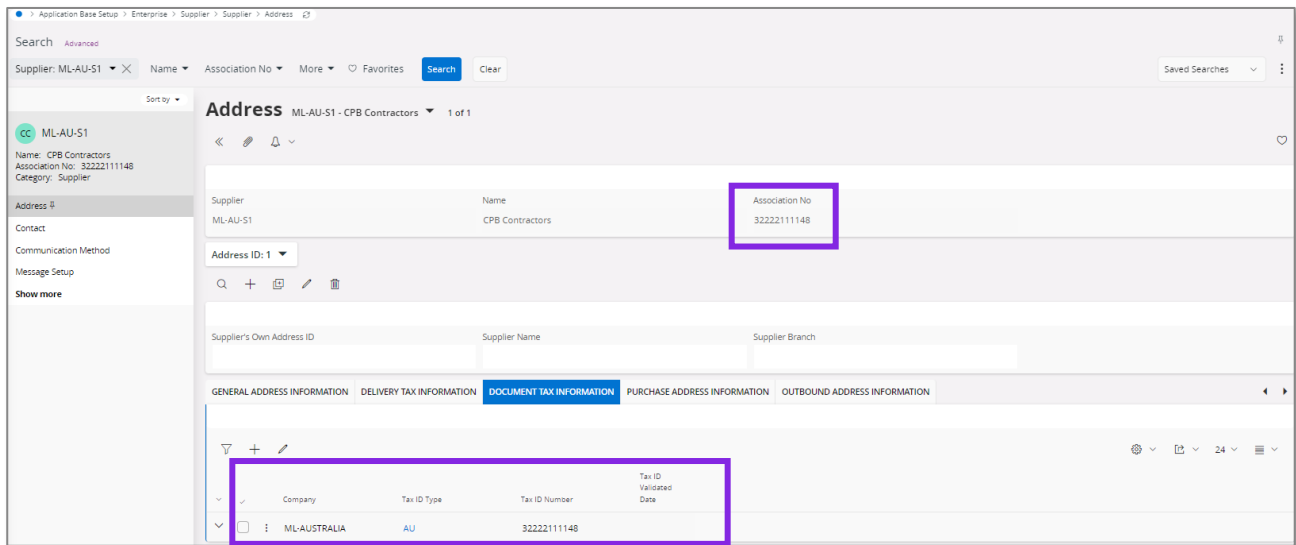


### 1.5.2.2 Define Australian Business Number of Suppliers

Define the Australian Business Number in either of the fields on the **Supplier** page as mentioned below (priority is given in the same order),

- Supplier/Address/Document Tax Information tab or

- **Supplier/Association No**



Supplier: ML-AU-S1  
Name: CPB Contractors  
Association No: 32222111148  
Category: Supplier

Address ID: 1

Supplier's Own Address ID: Supplier Name: Supplier Branch:

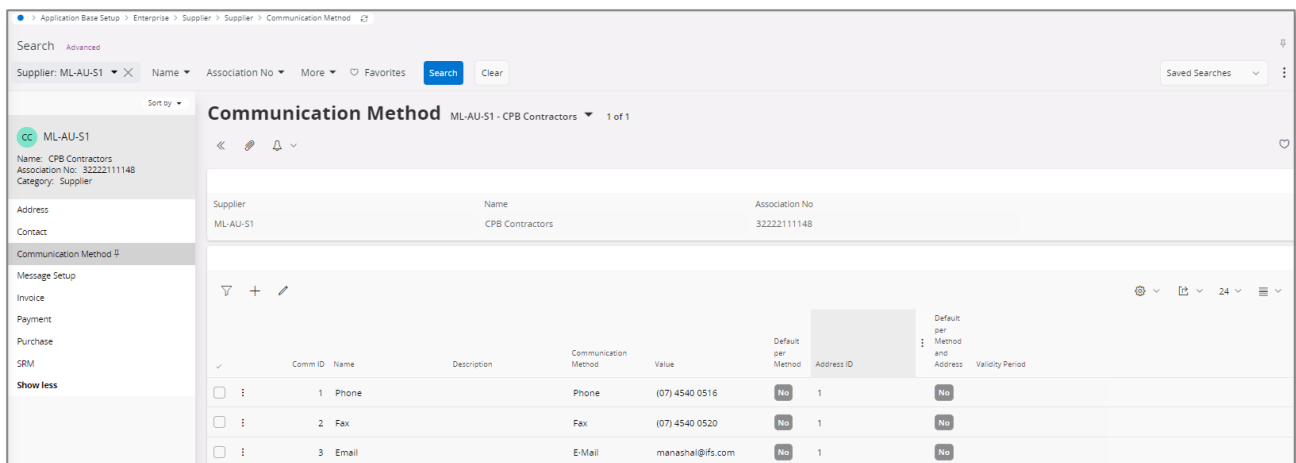
GENERAL ADDRESS INFORMATION | DELIVERY TAX INFORMATION | **DOCUMENT TAX INFORMATION** | PURCHASE ADDRESS INFORMATION | OUTBOUND ADDRESS INFORMATION

Company	Tax ID Type	Tax ID Number	Tax ID Validated Date
ML-AU-AUSTRALIA	AU	32222111148	

The Payee Australian business number will be filled in the Payee Data Records of the TPAR file. If no ABN has been provided this field will be zero filled.

### 1.5.2.3 Define Communication Methods of the Suppliers

Open the **Supplier/Communication Method** sub menu and add information relating to Phone and Email communication methods as required. This address information will be filled in the Payee Data Record sections of the TPAR file.



Supplier: ML-AU-S1  
Name: CPB Contractors  
Association No: 32222111148  
Category: Supplier

Communication Method ID: 1

Comm ID	Name	Description	Communication Method	Value	Default per Method	Address ID	Validity Period
1	Phone		Phone	(07) 4540 0516	No	1	No
2	Fax		Fax	(07) 4540 0520	No	1	No
3	Email		E-Mail	manashal@ifs.com	No	1	No

### 1.5.2.4 Define Invoice and Payment Information of Suppliers

Open the **Supplier/Invoice** sub menu and add invoice-related information as per standard functionality. The Supplier Group should be defined for contractors (or subcontractors) uniquely or use an existing supplier group defined in the application. Supplier Group will be used to filter the payments made to subcontractors or contractors from other suppliers.

Application Base Setup > Enterprise > Supplier > Supplier > Invoice

Search: ML-AU-S1

Supplier: ML-AU-S1

Invoice: ML-AU-S1 - CFB Contractors

Supplier: ML-AU-S1, Name: CFB Contractors, Association No: 3222211148, Category: Supplier

Company: ML-AUSTRALIA - ML-AUSTRALIA

Supplier Group: CLEANING - Cleaning Subcontractor, Currency: AUD, Default Currency Rate Type: Default

Payment Term: 10 - 10 Days Net, Automatic Payment Authorization: No, Payment Authorizer: IFS Applications

Invoice Recipient: MANAGHA - Managha Livara, Use Invoice Recipient From: File, Invoicing Supplier: ML-AU-S1 - CFB Contractors

Open the **Supplier/Payment** sub menu and add payment-related information as per standard functionality.

Application Base Setup > Enterprise > Supplier > Supplier > Payment

Payment: ML-AU-S1 - CFB Contractors

Supplier: ML-AU-S1, Name: CFB Contractors, Association No: 3222211148, Company: ML-AUSTRALIA - ML-AUSTRALIA

Payment Method: EFT - Domestic Payments in AUD, Australia

Electronic Payment Address: EFT, 1, 1, 233322222222, 111-222

The Account Number and Branch mentioned in the electronic payment address of the Payment Method will be printed in Payee financial institution BSB and Payee financial institution account number fields in Payee Data Records. If these are not present, these fields will be zero filled.

Application Base Setup > Enterprise > Supplier > Supplier > Payment > EFT Payment Addresses - ML-AU-S1

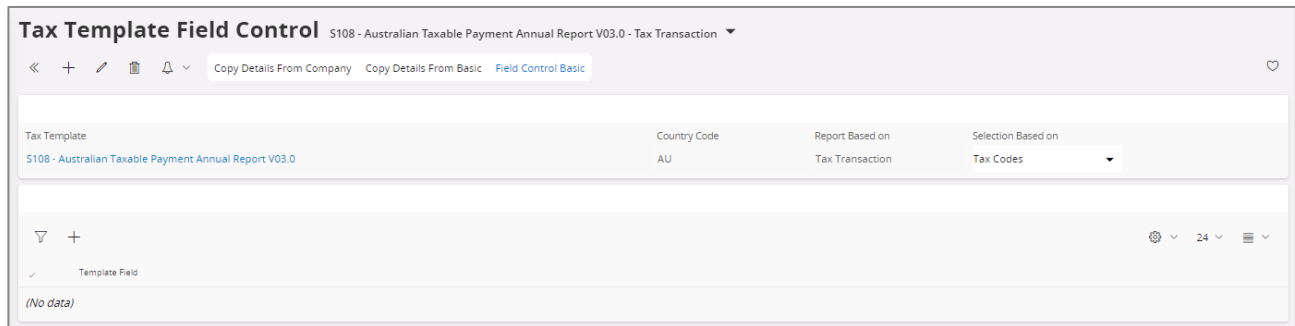
EFT Payment Addresses - ML-AU-S1

Payment Method	Address ID	Description	Account	Default	Blocked for Use	Branch
EFT	1	1	233322222222	Yes	No	111-222

## 1.5.3 DEFINE TAX LEDGER BASIC DATA

### 1.5.3.1 Define Tax Template Field Control

Open **Tax Ledger/Basic Data/Tax Template Field Control** and add S108 – Australian Taxable Payment Annual Report V03.0 tax template with Selection Based on as Tax Codes and save.



**Tax Template Field Control** S108 - Australian Taxable Payment Annual Report V03.0 - Tax Transaction

Copy Details From Company Copy Details From Basic Field Control Basic

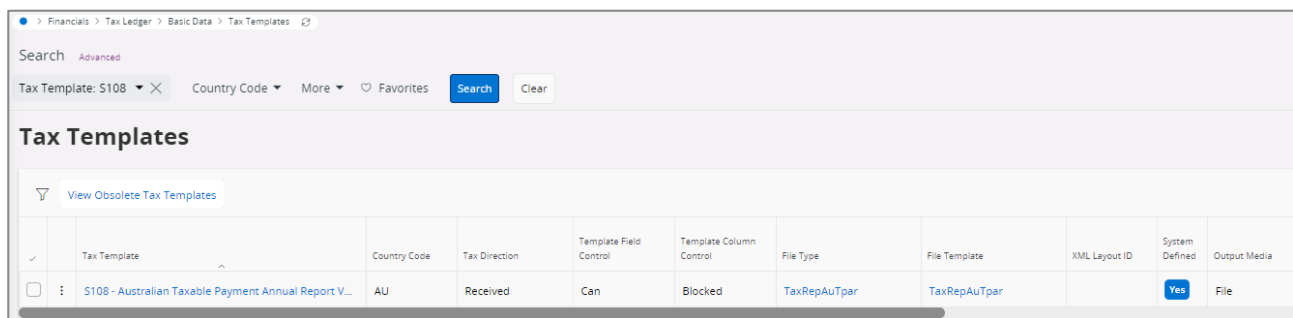
Tax Template	Country Code	Report Based on	Selection Based on
S108 - Australian Taxable Payment Annual Report V03.0	AU	Tax Transaction	Tax Codes

Template Field

(No data)

### 1.5.3.2 Define Tax Report

Open **Tax Ledger/Tax Report** and define a new tax report using the new tax template introduced for taxable payment annual report – S108 – Australian Taxable Payment Annual Report V0.30.



Financials > Tax Ledger > Basic Data > Tax Templates

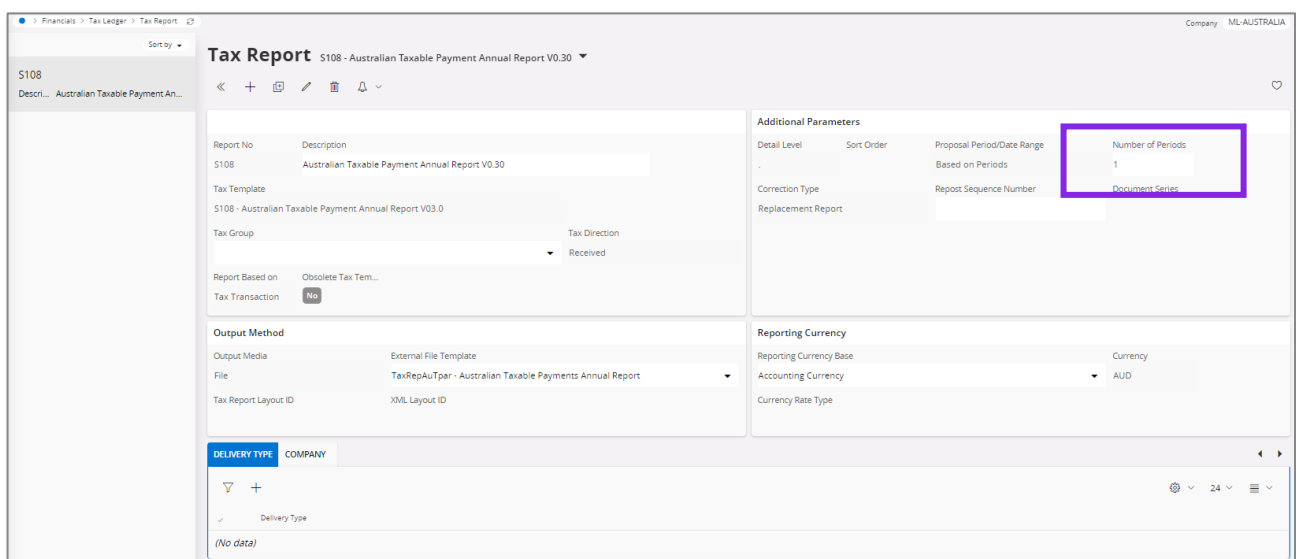
Search Advanced

Tax Template: S108 Country Code More Favorites Search Clear

**Tax Templates**

View Obsolete Tax Templates

✓	Tax Template	Country Code	Tax Direction	Template Field Control	Template Column Control	File Type	File Template	XML Layout ID	System Defined	Output Media
<input type="checkbox"/>	S108 - Australian Taxable Payment Annual Report V...	AU	Received	Can	Blocked	TaxRepAuTpar	TaxRepAuTpar		Yes	File



Financials > Tax Ledger > Tax Report

Sort by

S108  
Descri... Australian Taxable Payment An...

**Tax Report** S108 - Australian Taxable Payment Annual Report V0.30

Report No: S108  
Description: Australian Taxable Payment Annual Report V0.30

Tax Template: S108 - Australian Taxable Payment Annual Report V03.0

Tax Group: Tax Direction: Received

Report Based on: Tax Transaction: No

Output Method: Output Media: External File Template: TaxRepAuTpar - Australian Taxable Payments Annual Report

Tax Report Layout ID: XML Layout ID

**Additional Parameters**

Detail Level	Sort Order	Proposal Period/Date Range: Based on Periods	Number of Periods: 1
Correction Type	Repost Sequence Number	Document Series	
Replacement Report			

**Reporting Currency**

Reporting Currency Base	Currency
Accounting Currency	AUD
Currency Rate Type	

DELIVERY TYPE COMPANY

Delivery Type

(No data)

The **Number of Periods** under **Additional Parameters** on the **Tax Report** page should be set up as 12 as this report is an annual report.

## 1.6 Enter Business Transactions

Using the basic data entered in previous steps create Manual Supplier Invoices and Mixed Payments/Cash Box etc. for a selected period.

Payment information such as the Total Paid amount and Total Tax (GST) amount will be filled in the TPAR file, for each supplier/payee in the Payee Data Record section.

## 1.7 Update General Ledger (GL) and Fetch Tax Ledger Info

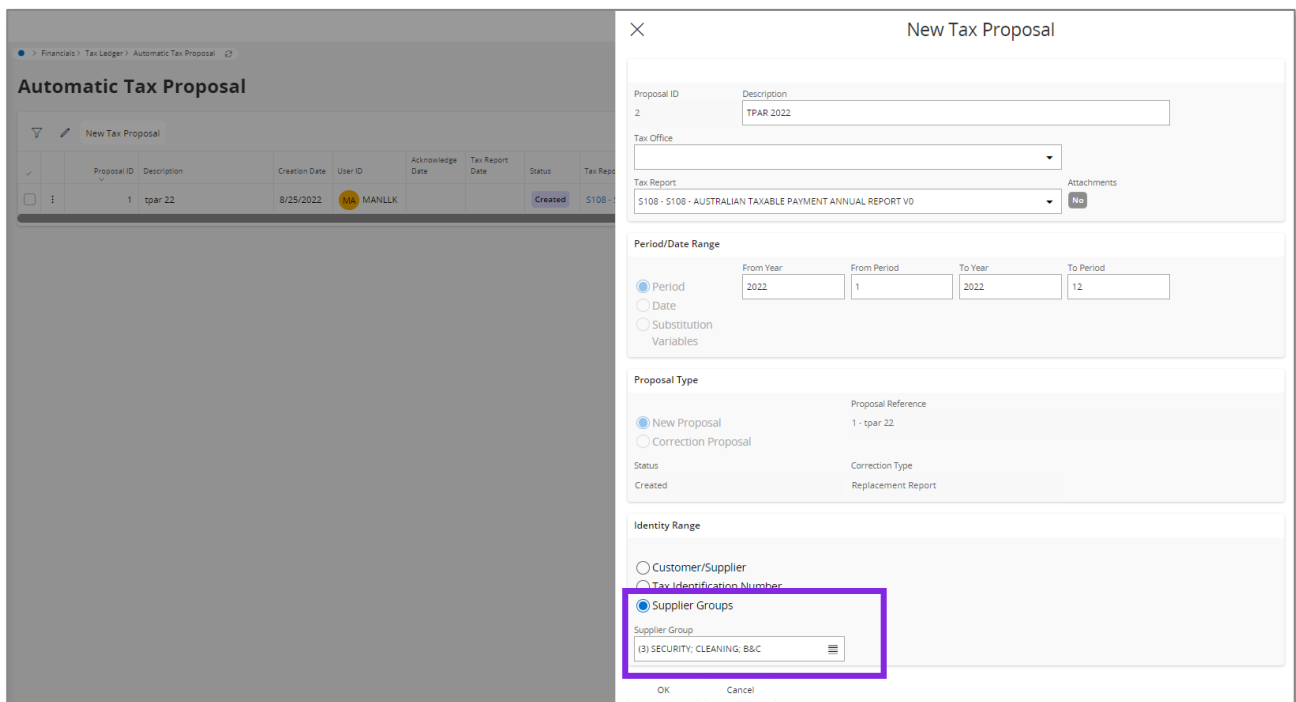
Once all the business transactions are entered into IFS Cloud user should update the posted transactions/vouchers to General Ledger and then Fetch the Tax Ledger Info before creating the TPAR file.

## 1.8 Create TPAR File

### 1.8.1 GENERATE TPAR REPORT

Here are the steps to create a TPAR text file.

1. Open the **Automatic Tax Proposal** page.
2. Click **New Tax Proposal** command to create a new tax proposal.
3. Then enter the following data:
  - a. Add a Description
  - b. Select the tax report created using the S108 tax template
  - c. Enter the period range
  - d. In the **Identity Range** section, select the relevant Supplier Group radio Button and select the supplier groups for contractors or subcontractors, and click **OK**.



The screenshot shows the 'Automatic Tax Proposal' interface on the left and the 'New Tax Proposal' dialog box on the right.

**Automatic Tax Proposal Interface:**

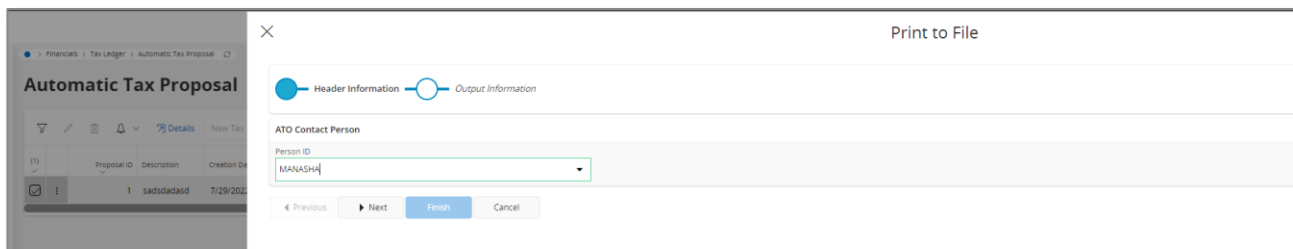
- Header: Automatic Tax Proposal
- Buttons: New Tax Proposal
- Table:

Proposal ID	Description	Creation Date	User ID	Acknowledge Date	Tax Report Date	Status	Tax Report
1	tpar 22	8/25/2022	MANLLK			Created	S108

**New Tax Proposal Dialog Box:**

- Proposal ID: 2
- Description: TPAR 2022
- Tax Office: [Dropdown]
- Tax Report: S108 - S108 - AUSTRALIAN TAXABLE PAYMENT ANNUAL REPORT V0
- Attachments: No
- Period/Date Range:
  - From Year: 2022
  - From Period: 1
  - To Year: 2022
  - To Period: 12
- Proposal Type:
  - New Proposal (Selected)
  - Correction Proposal
- Proposal Reference: 1 - tpar 22
- Status: Created
- Correction Type: Replacement Report
- Identity Range:
  - Customer/Supplier
  - Tax Identification Number
  - Supplier Groups (Selected)
- Supplier Group: (3) SECURITY; CLEANING; B&C
- Buttons: OK, Cancel

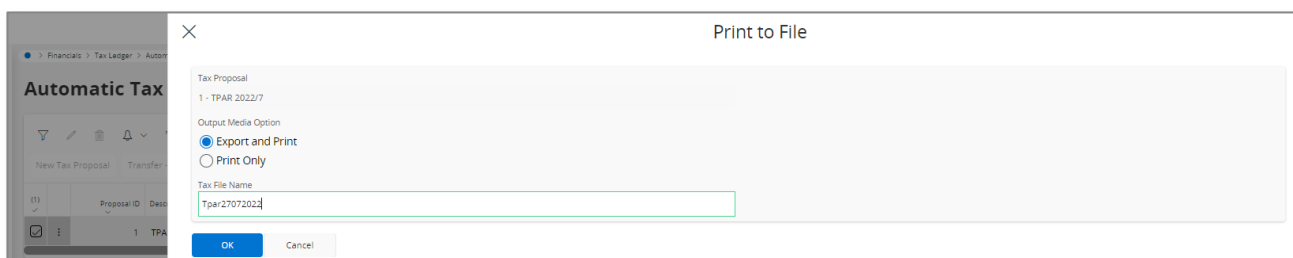
4. For TPAR file generation, click **Print Preliminary** or **Definitive Report** and provide below:
  - a. The ATO Contact Person from the Person ID LOV and click **Next**.



The screenshot shows the 'Print to File' dialog box with the following fields:

- Header Information: [Progress Bar]
- Output Information: [Progress Bar]
- ATO Contact Person:
  - Person ID: MANASHA
- Buttons: Previous, Next, Finish, Cancel

- b. A Tax File Name with the .txt file extension.



The screenshot shows the 'Print to File' dialog box with the following fields:

- Tax Proposal: 1 - TPAR 2022/7
- Output Media Option:
  - Export and Print (Selected)
  - Print Only
- Tax File Name: Tpar27072022
- Buttons: OK, Cancel

## 1.9 Data Mapping of TPAR FILE

Please refer Annexures to view the mapping of IFS data to TPAR fields.

## 1.10 Specification of TPAR FILE

Please refer Annexures to view the newest Taxable Payment Annual Payment Specification version of V3.0.1.

## 1.11 Delimitations

- The fields relating to Payment Type Grant (G) will be blank filled in the TPAR file as Government Grants/Payments related pages are not supported in IFS Cloud.
- Handling of Withholding Tax and Payment made in advance are not supported.

## 2 Appendix

### 2.1 Taxable Payment Annual Report (TPAR)

#### 2.1.1 DATA MAPPING OF TPAR REPORT

The below attached Excel file describes the mapping of IFS data to TPAR fields.



TPAR Data  
Mapping.xlsx

#### 2.1.2 SPECIFICATION OF TPAR REPORT

The below attached is the Taxable Payment Annual Report V03.0.1



Taxable\_payments\_an  
nual\_report\_specificati