



# Country Solution Australia

IFSCLOUD24R2



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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 (<u>https://www.ato.gov.au/Business/Reports-and-returns/Taxable-payments-annual-report/</u>).

## 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 be	eing 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.

• > Ad	• > Application Base Setup > Enterprise > Basic Data > Address Setup per Country @ Address Setup per Country									
V	ア +      田      ノ      面      ム      ✓     State Codes									
	Cour	ntry: AU 🔻 🗙	Detailed	Address	<ul> <li>State Preser</li> </ul>	ntation 👻 M	lore 🔻 🗢 Favorite	s App	cl	ear
(1)		Country		Detailed Address	State Presentation	County Presentation	City Presentation	Validate State Code	Validate County Code	Validate City Code
	÷	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							
$\ll$ $\Delta$ $\sim$							
Country		State Presentation					
AU - Australia		Names					
State Codes							
State Code	State Name	Numeric State Code					
🗌 і аст	Australian Capital Territor						
E NSW New South Wales							
E INT	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.

			×	Address		
Application Base Setup > Enterprise > Com	ipany > Company > Address 😕					
Sort by 💌	Address w with a with a with a strategy and		Select Country			_
ML-AUSTRALIA Name: ML-AUSTRALIA	« P A ~	1011	AU - AUSTRALIA			
Address #			Address 1	Address 2	State	
Communication Method	Company	Name	Empire Building	40 Main Street	South Australia	<u>5</u>
Message Setup	ML-AUSTRALIA	ML-AUSTRALIA	County	City	Zip Code	
Employees	Address ID: All		<u>5=</u>	Cadell 🔠	5321	<b>≦</b>
Show more	Address ID: AU  Q + @ / @ Company's Own Address ID General, Aconcess Information Country Validay Period AUSTRALIA	SUPPLY CHAIN INFORMATION	OK Cancel			
	Address Empire Building 40 Main Street 5321 - Cadeli					

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 > Con	Application Ress Setup > Enterprise > Company > Company > Communication Method: (2)											
Sort by 💌	<b>Communication</b> Method	MI-AUSTRALIA - MI-AUS	TRALIA 🔻 1 of									
ML-AUSTRALIA Name: ML-AUSTRALIA	« P L ~									Ø		
Address												
Communication Method #	Company	Name		,	Association N	lo		Created By				
Message Setup	ML-AUSTRALIA	ML-AUSTRALIA			5300408561	6		MANLLK				
Employees												
Show more												
	$\nabla + \prime$								<u>ه</u> ۲	e 🕤	24 ~	≣ ~
	<ul> <li>Comm ID Name</li> </ul>	Description	Communication Method	Value	Default per Metnod	Address ID	Default per Method and Address	Validity Period				
	E 1 Phone		Phone	(02) 5551 5678	Yes	AU	No	1/1/2022 - 12/31/2030				
	. : 2 Fax		Fax	(02) 5551 5679	Yes	AU	No	1/1/2022 - 12/31/2030				
	E 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 > Con	any > Company > Tax Control (2)	
Sort by 👻 ML-AUSTRALIA Name: ML-AUSTRALIA	Tax Control ML-AUSTRALIA - ML-AUSTRALIA ▼ 1 of 1 ≪ Ø A ~	Ö
Address Communication Method Message Setup Employees Accounting Rules Tur Commo II	Company Name Association No Created By ML-AUSTRALIA Soldation No S3004085616 MANLLK SSTEM S1004085616 MANLLK	•
I als Control of Invoice Payment Reed Assess Periodical Cost Allocation Supply Chain Information Localization Control Center Show less	General Information     Tax Rounding Level     Involce Fee Tax Code     Tax Correspondence, Involce Line - Manual Postings       Gross Amount Entry     Line Level     Correspondence, Involce Line - Manual Postings       Tax Amount Limit, Outgoing Invoke Lines     Ube Tax Involce     Correspondence, Involce Net Amount - Tax Withholding Base Am.       Post Preliminary Tax Withholding     Supplement Tax Withholding	
	Tax Llability Countries         Tax Llability	~

• 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.

			×	Address	
Application Base Setup > Enterprise > Supplier > Address 🖉					
Search Advanced			Select Country		
Supplier: ML-AU-S1 🔹 🗙 Name 👻	Association No 👻 More 👻 🗢 Favorites Search	Clear	Country AU - AUSTRALIA -		
Sort by 👻	Address ML-AU-S1 - CPB Contractors - 1 of 1		Address 1	Address 2	State
CC ML-AU-S1	« @ A ~		LEVEL 5 state building	37 Savages Road	Queensland 🔠
Name: CPB Contractors			County	City	Zip Code
Category: Supplier			<u> <u> </u></u>	Tarragindi 🔄	4121 5
Address #	Supplier	Name	OK Cancel		
Contact	ML-AU-S1	CPB Contractors	Calcel		
Communication Method	Address ID: 1 💌				
Message Setup					
Show more					
	Supplier's Own Address ID	Supplier Name			
	GENERAL ADDRESS INFORMATION DELIVERY TAX INFORMATIO	N DOCUMENT TAX INFORMATION			
	Country Validity Period				
	AUSTRALIA 👻	<b></b>			
	Address				
	LEVEL 5 state building				
	37 Savages Road 4121 - Tarragindi				

#### 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

Application Base Setup > Enterprise > Supplication Base Setup > Supplication Base Setup > Enterprise > Supplication Base Setup > S	plier > Supplier > Address 🖉			
Search Advanced				ψ
Supplier: ML-AU-S1 ▼ × Name ▼	Association No 👻 More 👻 🗇 Favorites Search	Clear		Saved Searches $\checkmark$
Sort by 💌		*1		
CC ML-AU-S1 Name: CPB Contractors Association No: 32222111148	≪ ∂ Q ~			Q
Category: Supplier Address # Contact	Supplier ML-AU-S1	Name CPB Contractors	Association No 32222111148	
Communication Method Message Setup Show more	Address ID:1 ▼ Q + ⊡ ≠ 1			
	Supplier's Own Address ID	Supplier Name	Supplier Branch	
	GENERAL ADDRESS INFORMATION DELIVERY TAX INFORMATION	ION DOCUMENT TAX INFORMATION PURCHASE ADDRESS IN	ORMATION OUTBOUND ADDRESS INFORMATION	( )
	⊽ + ∥			
	- Company Tax ID Type	Tax ID Validated Tax ID Number Date		
	Y I ML-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.

Application Bes Setup > Enterprise > Supplier > Supplier > Communication Method: (2)									
Search Advanced 9									
Supplier: ML-AU-S1 ${\color{red} \star}{\color{black} \times}{\color{black} \times}{blac$	Supplier: ML-AU-51 • X Name • Association No • More • © Favorites Search Clear Saved Searches v								
Sort by 💌	Communication Method								
CC ML-AU-S1 Name: CPB Contractors	« @ Q ~	ML-AU-SI-CPB Contractors • 10	1		0				
Association No: 32222111148 Category: Supplier									
Address	Supplier	Name	A	Association No					
Contact	ML-AU-S1	CPB Contractors	3	32222111148					
Communication Method #									
Message Setup	$\nabla - 1 = 4$								
Invoice	V + /								
Payment				Default					
Purchase		Communicati	n	Default Method and					
SRM	Comm ID Name	Description Method	Value	Method Address ID Address Validity	Period				
Show less	E 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.



Applototo Basilapp ) Etheptia > Suppler >								
Search Hourse								
Supplier: ML-AU-S1 🔹 🗙 Name 👻	Suppler: ML-AUS1 • X Name • Association No • More • O Favortes Seven C+ar							
Sort by 🔹	Invoice MLAUSI-CP8 Contractors * 1of1							
CC ML-AU-S1 Name: CP8 Contractors	« Ø Д ~				٣			
Category: Supplier								
Address	Supplier	Name	Association No					
Contact	ML-AU-S1	CPB Contractors	32222111148					
Communication Method	Company: ML-AUSTRALIA - ML-AUSTRALIA 🔻							
Message Setup	O the fill of the Name Definition Card States							
Involce #	Q + 10 / 10 House Descrictors code scring							
Payment	GENERAL PROPERTIES TAX INFORMATION PO MATCHING MESSAGE DEFAULT	5		•	•			
Purchase								
SRM	Supplier Type	Supplier Group	Currency	Default Currency Rate Type				
Show less	External 👻	CLEANING - Cleaning Subcontractor	- AUD	•	•			
	Pian Paym Delay	Payment Term	Automatic Payment Authorization	Payment Authorizer				
		10 - 10 Days Net -	• No •	* « IPS Applications	•			
	Preliminary Code	Invoice Recipient	Use Invoice Recipient From	Involcing Supplier				
	·	MANASHA - Manasha Livera	r Fie	CC ML-AU-S1 - CPB Contractors	•			
	National Bank Code	Inactive Date	Inactive Reason					
	•	1	ê -		•			
	Posting Template Identity	Mandatory to enter Payment Reference at Notes						

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

Application Base Setup > Enterprise > Supplication Base Setup > Supplication B	lier > Supplier > Reyment 2			
Sort by * CC ML-AU-S1 Name: CP8 Contractors Association No: 52222111148	Payment MLAUS1-CPB Contractors ▼ 1 of 1 ≪ P △ ∨			Q
Category: Supplier Address Contact Communication Method	Suppler ML-AU-51 Company: ML-AUSTRALIA - ML-AUSTRALIA - Y	Name CPB Contractors	Association No 32222111148	
Message Setup Invoice Payment 8	Q + @ / m		AP Supplier Contact	
Purchase SRM Show less	Payae Isantay Internation Template - 1 - Default Template Confirmation Stat., Neurogr Allowed Bockset Spr Paym., One Involce/Prepa.	Payment Advice Payment Priority Vio Advice 1	Name Comm Method Value	Output Madia Printour. 👻
	Rus ID Oreck Report Puese Pages	Low Default Ryment Method for instain		
	Payment Method			ලාං ලිං පිං පිං orbut ලො
	Bectronic Psymetri Address           V           J         Paymetri Namod           L         F87           1         29332222222222	BC/art Cole Cafe.t		@ ~ 안 ~ 보 ~ 표 ~

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.

● > Apj	● > Application Base Setup > Enterprise > Supplier > Supplier > Payment > EFT Payment Addresses - ML-AU-S1 🛛 🤤								
EFT	EFT Payment Addresses - ML-AU-S1								
V	+ 🖉								
~	Payment Method	Address ID	Description	Account	Blocked Default for Use Branch				
0	EFT	1	1	2333222222222	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				$\bigcirc$				
Tax Template	Country Code	Report Based on	Selection Based on					
S108 - Australian Taxable Payment Annual Report V03.0	AU	Tax Transaction	Tax Transaction Tax Codes -					
又 +				③ ∨ 24 ∨ ≡ ∨				
🗸 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.

• > Fir	nanci	als > Tax Ledger > Basic Data > Tax Templates 🛛 🤗									
Search Advanced											
lax ler	Tax Template: S108 • X Country Code • More • O Favorites Search Clear										
Tax Templates											
$\nabla$	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
	:	S108 - Australian Taxable Payment Annual Report V	AU	Received	Can	Blocked	TaxRepAuTpar	TaxRepAuTpar		Yes	File

🔹 > Financials > Tax Ledger > Tax Report 🦪										Company	ML-AUSTRALIA
Sort by 💌	Tax Repo	ort S108 - Austra	lian Taxable Payment Annual Report	V0.30 V							
S108 Descri Australian Taxable Payment An	« + ₪	/ m									Q
					Addit	tional Paran	neters				_
	Report No	Description			Detail	Level	Sort Order	Proposal Period/Date Range	Number of Perio	ds	
	S108	Australian Taxable	Payment Annual Report V0.30					Based on Periods	1		
	Tax Template				Correc	ction Type		Repost Sequence Number	Document Series		
	S108 · Australian T	axable Payment Annu	al Report V03.0		Repla	cement Repo	ort				
	Tax Group			Tax Direction							
				Received							
	Report Based on	Obsolete Tax Tem									
	Tax Transaction	No									
	Output Method				Repo	orting Currer	ncy				
	Output Media		External File Template		Repor	ting Currency	Base		Currency		
	File		TaxRepAuTpar · Australian Taxable P	ayments Annual Report		unting Currer	ncy		✓ AUD		
	Tax Report Layout II	D	XML Layout ID		Curren	ncy Rate Type					
	DELIVERY TYPE	OMPANY									< >
	∀ +								6	) ∨ 24 ·	· ≣ ·
	U 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**.



				×		New	Tax Proposal		
Financials > Tax Ledger > Automatic Tax Proposal									
Automatic Tax Proposal				Proposal ID	Description				
				2	TPAR 2022				
V New Tax Proposal				Tax Office					
Proposal ID Description Creation Date User ID	Acknowledge Date I	Tax Report Date Status	Tax Repo				•		
1 tpar 22     8/25/2022     NA MAI	LLK	Created	S108 - :	S108 - S108 - AUSTRALIA	N TAXABLE PAYMENT #	NNUAL REPORT VO	•	Attachments	
				Period/Date Range					
				Deried	From Year	From Period	To Year	To Period	
				Date	2022		2022	12	
				Substitution					
				Variables					
				Proposal Type					
				A have Descended		Proposal Reference			
				Correction Proposal	sal	1 · tpar 22			
				Status		Correction Type			
				Created		Replacement Report			
				Identity Range					
				Customer/Supplie	er				
				Supplier Groups	KUTTINAT				
				Supplier Group					
				(3) SECURITY; CLEANING	B&C	•			
				OK Cat	ncel				
					-				

- 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.

> Financials > Tax Ledger > Automatic Tax Proposal 2	×	Print to File
Automatic Tax Proposal	Header Information -Output Information	
文 / 自 A ~ 河Details New Tax	ATO Contact Person	
(1) Proposal ID Description Creation Da	Person ID MANASHA	
1 sadsdadasd 7/29/202.	Previous     Next     Finish     Cancel	

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

	× Print to File
Automatic Tax	Tax Proposal 1 - TPAR 2022/7
▼     //     //     //     //       New Tax Proposal     Transfer	Output Media Option  Export and Print  Print Only
(1) Proposal ID Desc	Tax Fle Name Tpar2707202
2 I TPA	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.



#### 2.1.2 SPECIFICATION OF TPAR REPORT

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

