



This document will explain:

The suggested setups and procedures required to assist with identifying reportable transactions. How to identify reportable purchases.

The suggested setups and procedures below are to assist you with identifying the reportable transactions to comply with the new ATO requirements for 'Taxable payments reporting – building and construction industry'.

The assumption is that you are purchasing all sub-contract labour using 'Special' type stock as you will be tracking the cost of this labour against jobs. If some of the sub-contract labour is not chargeable to clients, it should still be added to the relevant job and invoiced out at zero (if it is 'internal' ie not for a client, then add a job for your own company and assign the labour stock to that job).

NOTE: If you were previously expensing the subcontractor labour you should consider changing the method.

#### Create a Cardfile Non Report Group

Go to Tools>Groups>Cardfile>Non Report>Right Click on Root>select Add Group>add a new Cardfile group eg SC Reportable



#### Assign the relevant Vendor Cardfiles to the new report group

Go to Cardfiles>Create Cardfile List>Vendors only>edit the relevant vendor cardfiles for your reportable subcontractors and assign them to the new Cardfile report group

Editing Ca	ardFile - SUB.(	CON.1					⊡ ×
CardFile							Active
Card Code	SUB.CON.1	A.B.N.		Contact	John Smith	Ŧ	
Name	Subcontractor						Customer
Address	123 Mort Street			Delivery	123 Mort Street		vendor 🖉
				Address			User
			*	>>		×	Personal
Suburb	MORTDALE		*	Suburb	MORTDALE	· · · · · · · · · · · · · · · · · · ·	Ship
State	NSW -	PostCo	de 2223	State	NSW - Po	vstCode 2223	
Country	Australia		-	Country	Australia	-	
Groups	SC Reportable						
Vendor							
Terms	NET 102	* Net	7 Days		Tax	Default Currency AUD *	
Account No			Required Days		Allow PO Part Ship		
Credit Limit		0.00	Hours		Enable Electronic Send	Setup	
				Group	PO By Project Method	d <default></default>	
Name			JobTitle	Depa	artment Type	Value	
John Smith			Subcontractor		Phone	02 9570 0123	







## Add a Non Depleting Stock Record

Go to Stock>Add Stock>add a Non Depleting type stock record to use as a 'flagging' mechanism on reportable Purchase Orders. Unit can be Hour, tick 'Buy' and untick 'Sell' this stock. You will not be putting a cost against this stock, or selling this stock, it is simply a mechanism to identify the reportable purchase orders.

Editing Stock - SC.REPORTABLE	ت × ت
Stock Details Locations Descriptions Contracts	
Stock	
Code SC.REPORTABLE Type Non depleting   GL Group Labour - Onsite	→ Active 🖌
Desc Reportable Subcontractor Labour	÷
Measure	This stock I
Unit Quantity Unit Description Barcode	Unit Tax
1 HOUR * = 1.0000 IIII	Buy in HOUR - G - 10 % C Manufacture
2	
	Service
Qty by Locations	Serial# Attributes
Location	Qty on Hand Committed Available BackOrder Packaged On PO
	🔘 on purchase 🔘 on purchase
	O on sell O on sell
Groups Labour, Lab - Onsite	

## Add a Purchase Order for each reportable invoice provided by your subcontractors

You should add a Purchase Order for all subcontractor labour using the 'Special' labour stock code and the new non-depleting 'SC.REPORTABLE' stock code as this is your means of identifying the reportable PO's.

Editing P	urchase Orde	r 49												
PO#	49	Vend#	SUB.CON.1		<u>S</u> tatus	Booked	-	Tax Total	Tax Free Up	Ŧ				
Our Ref#		Erom#	SUB.CON.1		<u>T</u> ype	Purchase	-	Freight to Cost By	Value	*				
Mode	ACTIVE	S <u>h</u> ip#	SYS		V <u>e</u> nd Inv#			Allow Part Ship	Tax Paid	1				
Date <u>I</u> n	09/09/2013	Date Due	09/09/2013		end Inv D <u>a</u> te		-	Withhold GST						
BackOrd#		• Orig.PO#	49											
Notes														
	- T-::	ala Chatra	Com											
▶ 1 09/	09/2013 - SYS	<ul> <li>Booke</li> </ul>	d v	nents										_
+ Stock (	Code E	escription	Labour								Unit HOUR +	Ordered	Received 0	Cost (
2 SC.RE	PORTABLE F	eportable S	ubcontractor La	abour							HOUR +	1.00	0.00	0
Qty Count	:: 2													
Create	Similar	😢 Car	ncel Sav	e	Save & Clos	2								
PO Expens	ses													

# Add 'watchouts' to the relevant vendor Cardfiles

Go to Cardfiles>Create Cardfile List>Advanced List>by Group SC Reportable to generate a list of the relevant vendors. Edit each Cardfile in the list and add one or two 'Watchouts' as prompts to add the 'flagging' stock record to each reportable PO.

The following watchouts will appear when you 1) add a PO and select the vendor and move off the vendor field,







Editing Ca	ardFile - SUB.C	ON.1		
CardFile				
Card Code	SUB.CON.1	A.B.N.	Contact John Smith	
Name	Subcontractor			
Address	123 Mort Street		🗧 Editing Watchout #1	• **
			On Purchase Order	· Active
Suburb	MORTDALE			
State	NSW 🔻	PostCode 2	Valid from to III	
Country	Australia		Make sure you add SC.REPORTABLE stock to the PO	
Groups	SC Reportable			
Drag a colu	mn header here t	o group by that		
Watchout #	Watchout On	W		
1	Purchase Order	Ve		

and 2) when you set a PO to FINISH but before you save it.

Editing Ca	ardFile - SUB.CON.1		
- CardFile			
Card Code	SUB.CON.1 A.B.N.	Contact John Smith	
Name	Subcontractor		
Address	123 Mort Street	Editing Watchout #2	• **
		On Purchase Order when FINISH for CardFile SUB.CON.1	Active
Suburb	MORTDALE	Valid from The Transformer T	
State	NSW T PostCode		
Country	Australia	Confirm if this PO is reportable and if so ensure that SC.REPORTABLE is added before your finish the PO.	A .
Groups	SC Reportable		
Drag a colu	mp beader bere to group by tha		

# Identifying reportable Purchase Orders

To compile the report for the ATO you need to identify the reportable payments. In Jim2 terms this means you first need to identify the reportable PO's, then confirm if they have been paid within the reporting period.

Go to Purchases>Create PO List>Advanced List

At the top right of the list unselect Active and Received and select Finish

Select the required date range by Inv Date for the reporting period eg financial year

Select the flagging stock code SC.REPORTABLE

If you want all reportable vendors to be included in your list then select the Vendor Group SC.REPORTABLE and run If you want to run the list separately for each vendor then just select the vendor and run.







Durcha	se Orde	liet -	2												и П и	
PO	se orde	LISC	2													
PO#	¥		<u>V</u> end#		··· <u>S</u> tati	s	▼ Vend	d Inv#		Active Received	/					
Our Ref#	Ŧ		Erom#					Lype	•	Finished						
Mode	•	*	Ship#						U	nread Email 📃						
Dates						-		Stock			1					
Date>		- 15	Due>	*	15 Inv Da	te> 01/07/2	012 - 15	Linked Job#								
Date<		-	Due<	-	🖊 Inv Da	ite< 30/06/2	013 -	Stock#	SC.REPORTA	BLE 🗡						•
Extras			Vendor	Groups	/			Serial#								
Currency	/	*	Groups	SC Reportable			OR	Groups							OR	
								Attributes							OR	
Drag a c	olumn hea	der here	to group	by that column												
PO#	Status	Туре		Mode	Vend#	From#	Vend Inv#	t Date	Our Ref#	Тс	tal Due	Ship#	Back PO#	Received	Stock Total	Not
49	FINISH	Purcha	se		SUB.CON.1	SUB.CON.	1 258	09/09/20	13	88	00 09/09/2013	SYS		30/06/201	80.00	
88.00 80.00																
	Add La Leit Cancel															
List Adv	anced List	0	¢ List	2											Record 1 of	1

The list will provide you with the reportable PO's with an invoice date within the specified period, but you will need to confirm which of these PO's have been paid before you can complete your ATO reporting.

## **Generating reports**

If all the PO's have been paid within the specified reporting period, you can simply print out the PO List – By Vendor report which will give you the inc GST total of the PO's in the list.

Invalid per PO Box 1 DEMOVILLE ABN	Licence NSW 2111				Purchase List by Ven	dor						
OrigPO#	Vend Inv#	Date Due	Status	Stock Code	Description	Unit	Qty Ord	Qty Rec'ed	Unit Price TP	PO Total	Linked : CardCode	Jobs
SUB.CON	.1	Subcont	ractor		John Smith							
49 49	258 258	09/09/13 09/09/13	FINISH FINISH	SC.LABOUR SC.REPORTABLE	Sub contract Labour Reportable Subcontractor Labour	HOUR HOUR	1.00 1.00	1.00 1.00	\$88.00 \$0.00	\$88.00 \$0.00		
							Vendo	r Total:		\$88.00		
* showir	ng original PO# in:	stead of Backo	rder PO#				Repor	t Total:		\$88.00		

If not all PO's have been paid within the specified reporting period you will need to manually calculate the total of the reportable PO's. If you right click in the list>select Export Data from the drop down menu>you can save the data as an excel file.

View	F2
Edit	F9
Export Data	Ν
Print	63
Print Preview	
Сору	Ctrl+C
Copy All	Ctrl+Alt+C
Copy Row	Shift+Ctrl+Alt+C
Grid Columns	

For further assistance or information please call Happen support on 02 9570 4696 or email support@happen.biz

