

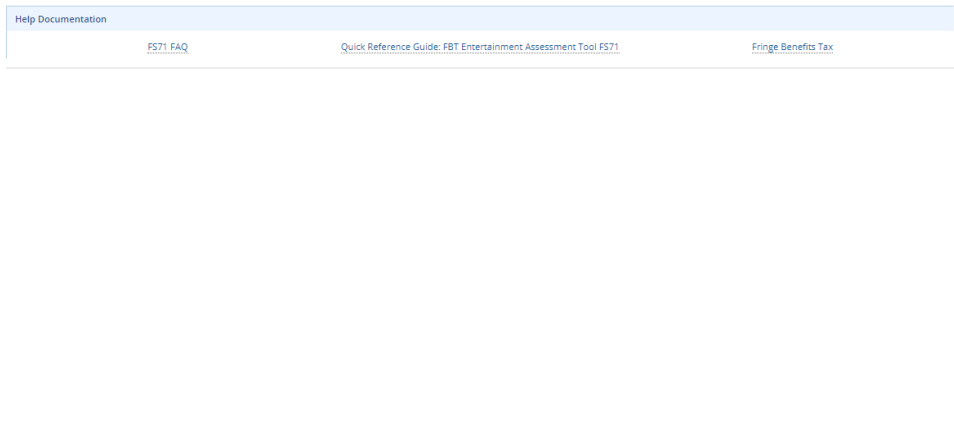
Quick Reference Guide – FBT Entertainment Assessment Tool FS71

Purpose: This guide provides an overview on how staff should use the FBT Entertainment Assessment Tool FS71 (the FS71) to determine the Fringe Benefits Tax (FBT) treatment of meal and entertainment expenditure, to identify the item codes to use when coding a meal or entertainment expense, and to calculate the correct split of the meal and entertainment expenses between these item codes.

The guide also provides instructions on how to save and access uncompleted FS71 decisions for finalisation later, as well as how to duplicate finalised decisions to easily re-use an FS71 (useful when processing multiple invoices for a single event).

References: For general information on FBT please refer to the University’s [FBT Page](#), and for specific queries relating to the FS71 please refer to the [FS71 FAQ page](#) on the Finance Unit’s website.

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Launching the FS71 in Appian	
<p>Launching the FS71</p> <p><i>Please note: Feel free to save this link in your favourites.</i></p>	<p>To access the FS71 directly, click on the following link: FBT Entertainment Assessment Tool FS71</p> <p>You may also be prompted to complete the FS71 when coding a meal/entertainment expense in Finance One. When an FS71 is required, you will be directed to the FS71 page.</p> <p>If prompted, use your UniSA username and password to access the Appian site.</p>
<p>Accessing Help Documentation</p> <p>Each screen of the FS71 contains links to Help Documentation:</p> <ol style="list-style-type: none"> 1. An FAQ about the FS71 decision tool 2. This Quick Reference Guide 3. A link to the University’s main FBT page 	

Using the FS71

Decision screens

1. Start the tool by choosing between **Recreational Entertainment** and **Meal Entertainment**. Base your choice on which one most accurately describes the event the expense relates to.

Click on the large blue boxes to select your choice.

Please note: Hovering over the boxes will bring up a helpful tip.

FBT Entertainment Assessment Tool FS71

Choose the type of expenditure:

Hover-over text

2. Progress through the decision screens of the tool by choosing the option on each page that most accurately describes the event that the expense relates to.

Click on the large blue boxes to select your choice.

3. Continue until you reach the **Details screen**.

Please note: This should reach the Decision Screen within 1-4 clicks.

4. At this point you may click **Save** to save your progress. We recommend you use this if you need to temporarily exit the program or need to contact someone for more details on the event (such as obtaining an attendance list).

Please note: Clicking Save will close the tool and you will be emailed a link to re-launch the determination later.

Decision screens (example):

FBT Entertainment Assessment Tool FS71

Choose the type of expenditure: MEALS

Details screen:

FBT Entertainment Assessment Tool FS71

Details screen

At the **Details Screen**, enter all required fields:

5. Name of Event
6. Venue
7. Vendor Name
8. Invoice number/Date *– if available, enter the unique document identifier otherwise enter the document date*
9. Date of Event
10. Total of invoice (AUD inc GST)
11. Contact phone number

FBT Entertainment Assessment Tool FS71

Entertainment Category
RECREATIONAL

Name of Event *	Venue *	Vendor Name *	Invoice Number / Date *
Event	Venue	Vendor Pty Ltd	111 222 333
Date of Event *	Total of Invoice (AUD inc GST) *	Contact Phone Number *	Attendee Input *
04/07/2019	10000.00	21922	<input type="radio"/> Bulk <input checked="" type="radio"/> Individual
Attendee Name	Attendee Category	Item Code	
No items available			
Add Attendee			

Attendee input:

There are two ways to input details on the attendees – in **Bulk** and by **Individual**.

12. Select **Individual** if you have a small number of attendees and want to directly enter their names.

Click **Add Attendee** for each person attending. Then:

- a. Add the **Attendee Name** and
- b. Assign them an **Attendee Category**

You can remove attendees by clicking on the red Xs at the right of the screen.

13. Select **Bulk** if you have many attendees and want to upload a separate list of attendees.

Selecting **Bulk** will add the option **Attendee List**. Click on **Upload** to upload an external attendee list.

Please note: The FS71 will only upload PDF documents.

Then click **Add Attendee** for each attendee 'category' group. Then:

- c. Enter the **Number of Attendees** in each group and
- d. Assign the group an **Attendee Category**

You can remove attendee lines by clicking on the red Xs at the far right of the screen.

Choose how to add attendees:

Attendee Input ? *

Bulk Individual

Individual

FBT Entertainment Assessment Tool FS71

Entertainment Category
RECREATIONAL

Name of Event * Venue * Vendor Name * Invoice Number / Date *
Event Venue Vendor Pty Ltd 111 222 333

Date of Event * Total of Invoice (AUD inc GST) * Contact Phone Number * Attendee Input *
04/07/2019 10000.00 21922 Bulk Individual

Attendee Name	Attendee Category	Item Code	
Abigail Bowen	Staff	2973	X
Charles Daniels	Guest/Non Staff	2974	X
Employee	Associate	2973	X

Add Attendee

Attendee Category Description (in order of precedence)

Help Documentation

FS71 FAQ Quick Reference Guide: FBT Entertainment Assessment Tool FS71 Fringe Benefits Tax

CANCEL BACK SAVE REVIEW

Bulk

FBT Entertainment Assessment Tool FS71

Entertainment Category
RECREATIONAL

Name of Event * Venue * Vendor Name * Invoice Number / Date *
Event Venue Vendor Pty Ltd 111 222 333

Date of Event * Total of Invoice (AUD inc GST) * Contact Phone Number * Attendee Input * Attendee List *
04/07/2019 10000.00 21922 Bulk Individual Drop file here

Number of Attendees	Attendee Category	Item Code	
20	Staff	2973	X
13	Guest/Non Staff	2974	X
4	Function Staff	2975	X

Add Attendee

Attendee Category Description (in order of precedence)

Help Documentation

FS71 FAQ Quick Reference Guide: FBT Entertainment Assessment Tool FS71 Fringe Benefits Tax

CANCEL BACK SAVE REVIEW

Attendee Category Description

14. There are six categories that may apply, please select the most appropriate option.

There is a drop-down list providing more information available at the bottom of the screen.

Please note: This list is in order of precedence, so please select the **first and most specific category** that applies.

For example, a staff member who is both travelling and paying full price to attend an event would be a 'Paying Customer'. A local staff member who attends for free is simply 'Staff'.

Attendee Category Description (in order of precedence)	
Paying Customer	Any person (staff or otherwise) who pays an amount for a meal or recreation activity (via a ticket, reimbursement, embedded within registration fee etc).
Travelling Staff	Any employee provided a meal or recreation activity who is currently required to stay away from home (at least overnight).
Function Staff	Any staff member provided with a meal or recreation activity during an event they are required to attend as part of their employment but are not participating in or otherwise enjoying. This will include staff who act as ushers, ticket takers or other functions required to ensure an event runs smoothly.
Staff	Any employee who is provided with a meal or recreation activity without charge. Includes staff who enjoy or participate in an event that they are required to attend for their employment such as those required to network, or employees with a participating role in an event such as emcee or host.
Associate	Any family member or partner of a staff member provided with a meal or recreation activity without charge.
Guest/Non Staff	Any non-staff member (client, student, consultant, member of the public) provided with a meal or recreation activity without charge.

Review

15. Once all details have been entered, please click on the **Review** button to move to the **Review Screen**.

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Entertainment Category
RECREATIONAL

Name of Event * Venue * Vendor Name * Invoice Number / Date *

Event Venue Vendor Pty Ltd 111 222 333

Date of Event * Total of Invoice (AUD inc GST) * Contact Phone Number * Attendee Input * Attendee List *

04/07/2019 10000.00 21922 Bulk Individual UPLOAD Drop file here

Number of Attendees	Attendee Category	Item Code	
20	Staff	2973	X
13	Guest/Non Staff	2974	X
4	Function Staff	2975	X

Attendee Category Description (in order of precedence)

Help Documentation

FS71 FAQ Quick Reference Guide: FBT Entertainment Assessment Tool FS71 Fringe Benefits Tax

CANCEL BACK SAVE **REVIEW**

Review Screen

- 16. At the **Review Screen** please review all details for correctness. If you see any errors, you can return to a prior screen by pressing **Back**.
- 17. If you are satisfied all the details are correct, please click **Submit**.

FBT Entertainment Assessment Tool FS71

EVENT DETAILS

Event Name	Event	Vendor Name	Vendor Pty Ltd	Submitted By	Mr Kristian Thoroughgood
Venue	Venue	Invoice Number / Date	111 222 333	Contact Phone Number	21922
Date	04/07/2019	Total Invoice (including GST)	\$10,000.00	Category	RECREATIONAL
Total Attendees	37				

INVOICE SUMMARY

Item Code	\$ Amount (including GST)	FBT Treatment	Description	Number of Attendees
2973	\$5,405.41	FBT	Recreational entertainment provided to staff	20
2974	\$3,513.51	No FBT	Recreational entertainment provided to external persons	13
2975	\$1,081.08	No FBT	Exempt food and drink under specific rules	4

ATTENDEE DETAILS

Number	Category	Item Code
20	Staff	2973
13	Non Staff	2974
4	Function Staff	2975

Help Documentation

[FS71 FAQ](#)
[Quick Reference Guide: FBT Entertainment Assessment Tool FS71](#)
[Fringe Benefits Tax](#)

Download the FS71 form as a PDF and attach to Finance One with the invoice

- 18. Once submitted, the FS71 will create a PDF document that you should download and save.


Please note: The PDF will also be emailed to your email address in case you forget to download.

- 19. Process the entertainment expense invoice in Finance One by following the instructions on the FS71:

- a. Split the expense in the amounts outlined
- b. Code these split amounts into the item codes as indicated.

Download as PDF

Entertainment Expenditure Form

Your entertainment expenditure has been submitted. Click the PDF icon to download a limited copy of your submission. A copy of your itemised submission has also been sent to Avision. 

Please process this invoice by allocating the \$ amounts to the item codes as indicated and uploading the pdf of this determination to Finance One as an attachment to the invoice. Correctly coding this invoice will assist in avoiding paying unnecessary FBT.

[Help Documentation](#)
[Fringe Benefits Tax](#)
[Entertainment Expenditure Instructions](#)
[Entertainment Expenditure FAQ](#)

Click PDF icon to download

Split the invoice and code expense as instructed into Finance One

Section 2: INVOICE SUMMARY

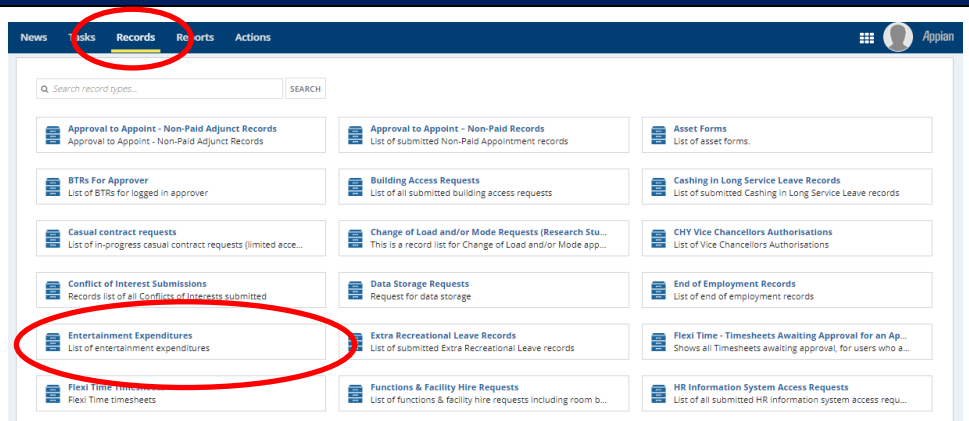
PLEASE PROCESS THIS INVOICE BY ALLOCATING THE \$ AMOUNTS TO THE ITEM CODES AS INDICATED AND UPLOADING THE PDF OF THIS DETERMINATION TO FINANCE ONE AS AN ATTACHMENT TO THE INVOICE. *** CORRECTLY CODING THIS INVOICE WILL ASSIST IN AVOIDING PAYING UNNECESSARY FBT ***

Item Code	\$ Amount (including GST)	FBT Treatment	Description	Number of Attendees
2975	\$1,904.76	No FBT	Exempt food and drink under specific rules	4
2973	\$5,238.10	FBT	Recreational entertainment provided to staff	11
2974	\$2,857.14	No FBT	Recreational entertainment provided to external persons	6

Records: Accessing saved decisions and duplicating previous decisions

Access Records in Appian

1. Select the **Records** option within Appian and then select **Entertainment Expenditures**.



2. Within the Records view you will see **Incomplete** and **Complete** Records. Clicking on the date submitted will open the **Event Details Summary Page**:

- a. Select an **Incomplete** decision to continue a Saved decision.
- b. Select a **Complete** decision to **Duplicate** the decision for another invoice.

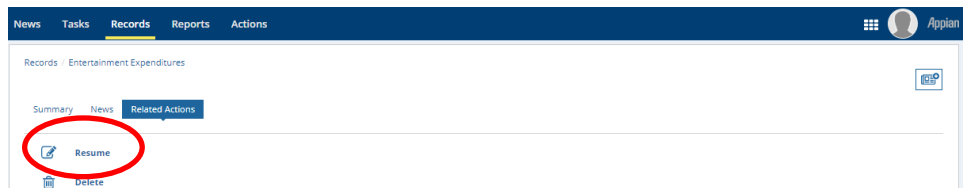
Please note: Incomplete decisions will remain available for 28 days before being deleted. Completed decisions are kept permanently.

Submitted	Employee	Event Name	Venue	Vendor	Event Category	Total Invoice	Status	Itemised PDF
09/10/2019 09:50	Mr Kristian Thoroughgood	Christmas Party	Location A	Vendor ABC	MEALS; SOCIAL; INTERNAL	\$1,541.00	Incomplete	
09/10/2019 09:52	Mr Kristian Thoroughgood	Lunch with Tax Advisers	Fancy Restaurant	Unlikely Pty Ltd	MEALS; BUSINESS; MISC; OFF_PREMISES	\$200.00	Complete	
09/10/2019 16:12	Mr Kristian Thoroughgood	Event	Venue	Vendor Pty Ltd	RECREATIONAL	\$10,000.00	Complete	

Accessing an incomplete and saved FS71

3. Clicking on the date submitted of an **Incomplete** decision will open the **Event Details** summary page. To access the determination:
 - a. Click on the **Related Actions** Tab.
 - b. Select **Resume**.

Event Name	Vendor Name	Submitted By
Christmas Party	Vendor ABC	Mr Kristian Thoroughgood
Venue	Invoice Number / Date	Contact Phone Number
Location A	22334455	21922
Date	Total Invoice (including GST)	Category
10/10/2019	\$1,541.00	MEALS; SOCIAL; INTERNAL
Total Attendees		
44		



Duplicating a Completed FS71

4. Clicking on the date submitted of a **Completed** FS71 decision will open the **Event Details** summary page. To access the determination:
 - a. Click on the **Related Actions** Tab;
 - b. Select **Duplicate**.

5. Selecting **Duplicate** will create a new instance of the previously completed FS71, open at the **Details Screen**. This instance will have all the data pre-filled (including any uploaded PDF attendance lists).

This information can be edited as required and will create a new FS71 record when submitted.

The screenshots illustrate the following steps:

- Event Details Summary:** Shows event information for 'Lunch with Tax Advisers' at 'Fancy Restaurant' on '11/10/2019'. The 'Related Actions' tab is highlighted.
- Duplicate Action:** The 'Duplicate' button is highlighted in the 'Related Actions' menu.
- Entertainment Expenditures Table:** A table listing expenditures with columns for Submitted, Employee, Event Name, Venue, Vendor, Event Category, Total Invoice, Status, and Itemised PDF. Two rows are circled:

Submitted	Employee	Event Name	Venue	Vendor	Event Category	Total Invoice	Status	Itemised PDF
10/10/2019 14:10	Mr Kristian Thoroughgood	Lunch with Tax Advisers	Fancy Restaurant	Unlikely Pty Ltd	MEALS; BUSINESS; MISC; OFF_PREMISES	\$50.00	Complete	[PDF Icon]
10/10/2019 10:59	Mr Kristian Thoroughgood	Event	Venue	Vendor Pty Ltd	RECREATIONAL	\$10,000.00	Complete	[PDF Icon]
09/10/2019 09:58	Mr Kristian Thoroughgood	Christmas Party	Location A	Vendor ABC	MEALS; SOCIAL; INTERNAL	\$1,541.00	Incomplete	N/A
09/10/2019 08:42	Mr Kristian Thoroughgood	Lunch with Tax Advisers	Fancy Restaurant	Unlikely Pty Ltd	MEALS; BUSINESS; MISC; OFF_PREMISES	\$200.00	Complete	[PDF Icon]