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ProviderHub

# ProviderHub training guide

## Remittance advice



## Remittance advice guide

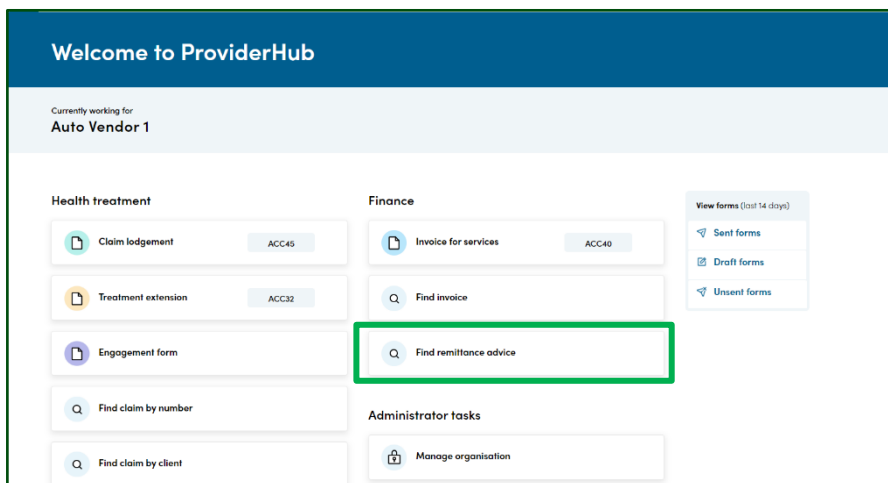
Use this feature when you want to get up to date information about remittances. The 'Find remittance' advice feature will display both single or multiple remittances with payment details. You'll also be able to download a copy of the remittance advice as a CSV file.

In this guide, you'll find the key steps to search for remittance issued by ACC. There are two ways to search for remittances:

- **single remittance:** view details of individual remittance advice
- **multiple remittance:** view a list of multiple remittances.

Users will be able to access remittance advice if your organisation's ProviderHub administrator has approved this financial task as being required for your role.

### Navigating the home page



From the ProviderHub home page, under the heading **Finance**, click **Find remittance advice**.

### Single remittance search

To view the details of a single remittance, click the **Single remittance** tab.

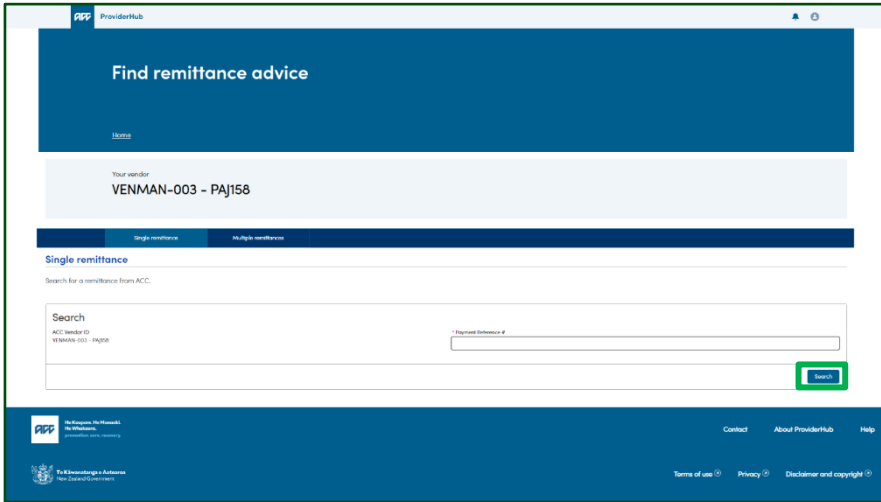
**Note:** you'll need the payment reference number.





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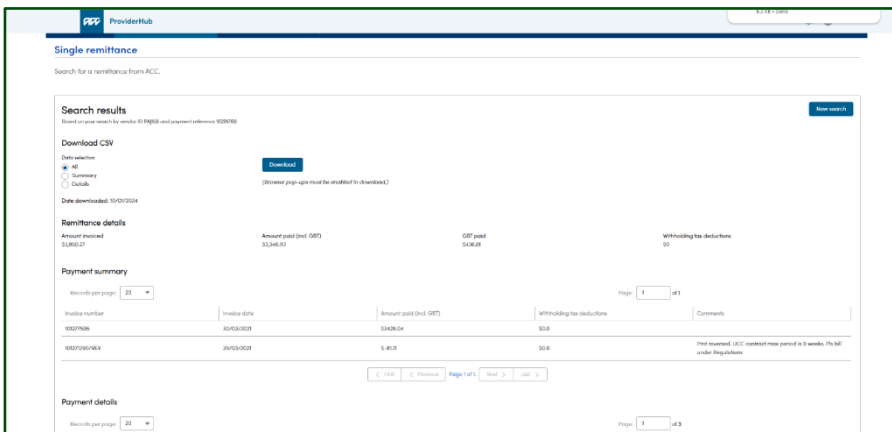


Your ACC vendor ID will be automatically populated.

Enter the payment reference number.

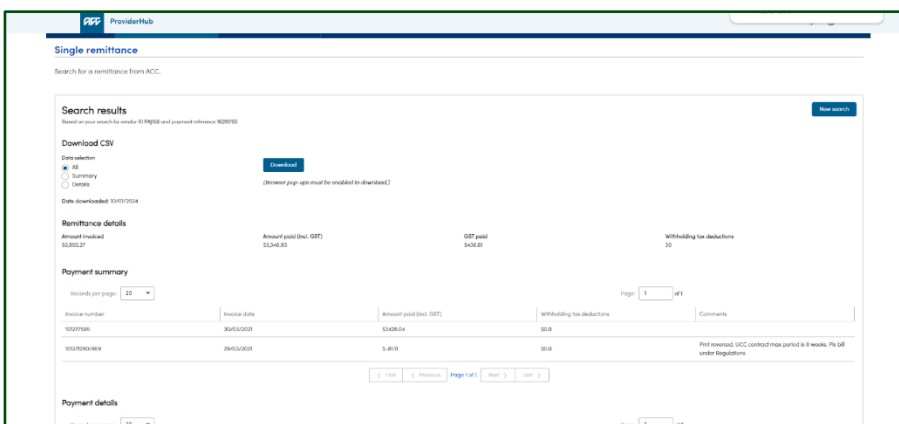
Click **Search**.

### Single remittance summary



The search results will display two sets of information.

**Payment summary:** this is an overview of basic information such as invoice number, invoice date, and amount paid.



**To download information:**

1. select the data you wish to download under **data selection**
2. click the **download** button.

Remittance advice



You can only download information in a CSV file format. To convert the CSV file into a PDF:

1. open the CSV file in your spreadsheet software (eg, Microsoft Excel)
2. click **File**, then **Open**, and choose **CSV file**
3. make any necessary adjustments or formatting changes to enable you to view the data, such as the width of the columns and height of the rows
4. select the desired data or the entire sheet to be converted into PDF
5. go to the **File** menu and choose the **Save As** or **Export** option
6. select PDF as the output format and specify the destination folder
7. click on **Save** to convert your CSV file to PDF.

Payment details

Records per page: 20 Page: 1 of 14

Invoice number	Invoice date	ACC45 ref	ACC claim no.	Client name	Service date	Service code	Provider ID	Facility	Amount paid (incl. GST)	Withholding tax	Comments
	14/11/2018				1/12/2018	CON			\$86.28	\$0.0	
	14/11/2018				1/12/2018	CON			\$190.06	\$0.0	
	14/11/2018				1/12/2018	SB1			\$98.19	\$0.0	
	14/11/2018				1/12/2018	SB2			\$216.89	\$0.0	
	14/11/2018				1/12/2018	SB3			\$6718	\$0.0	
	14/11/2018				1/12/2018	SB4			\$103.3	\$0.0	
	14/11/2018				1/12/2018	SB5			\$309.88	\$0.0	
	14/11/2018				1/12/2018	SB6			\$123.95	\$0.0	
	14/11/2018				1/12/2018	SB7			\$103.3	\$0.0	
	14/11/2018				1/12/2018	SD1			\$206.57	\$0.0	

**Payment details:** here you can view more details relating to each invoice, including the claim number, service date, and client name.

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Single remittance

Search for a remittance from ACC.

Search results

Download CSV

Download

Remittance details

Remittance number	Invoice date	Amount paid (incl. GST)	GST paid	Withholding tax deductions
10007966	30/01/2021	\$1438.84	\$18	\$18
10007967	28/01/2021	\$-419	\$18	\$18

Payment summary

Records per page: 20 Page: 1 of 1

Payment details

Records per page: 20 Page: 1 of 1

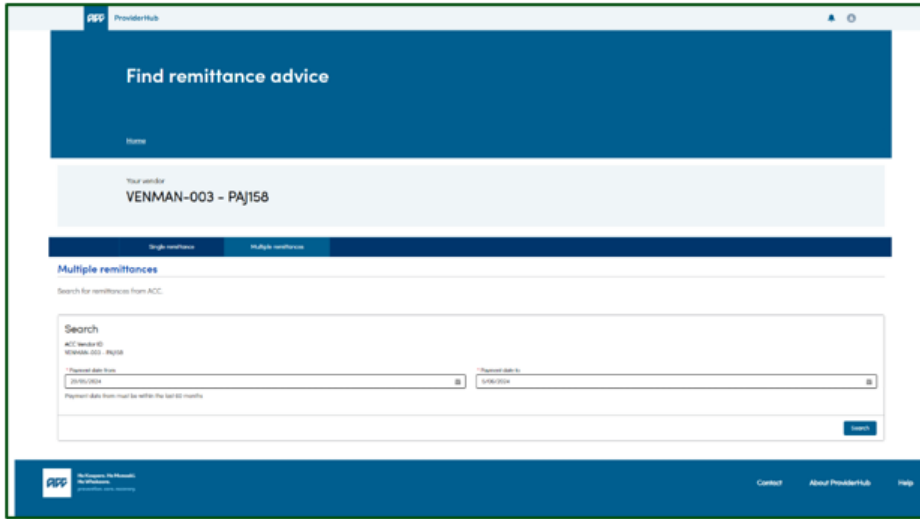
To check another remittance, click on **New search** and enter a new payment reference number.





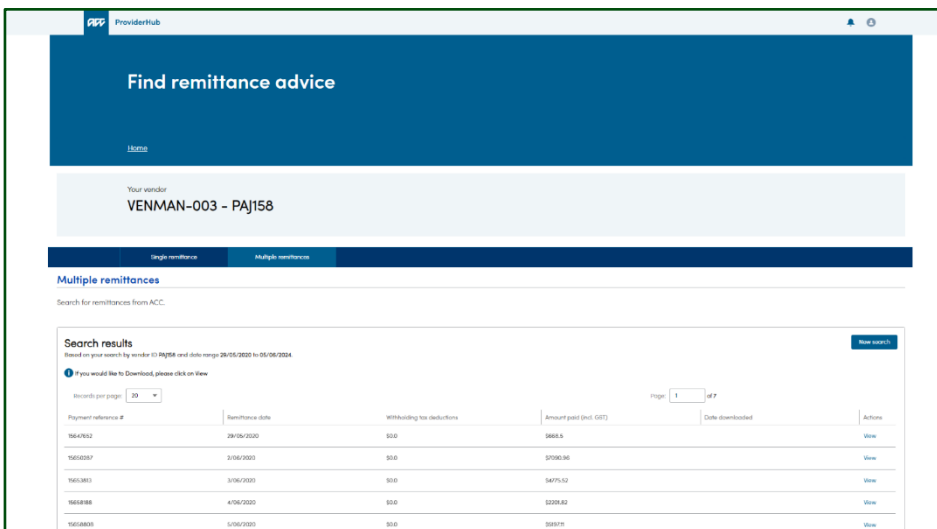
**Tip:** You can adjust the number of records that show on each page by clicking the drop-down arrow next to **Records per page**.

## Multiple remittance search



To view the details of multiple remittances, click the **Multiple remittances** tab. The multiple remittance search feature presents a list of payments based on a date range. The 'Payment date from' must be within the last 13 months.

Your ACC vendor ID will be automatically populated. Enter the payment date ranges. Click **search**.



## Multiple remittances summary

A list of all remittances within the selected payment date range will be generated.

To display more details for a particular payment, click on the **View** button under **Actions**.





**Tip:** You can adjust the number of records that show on each page by clicking the drop-down arrow next to **Records per page**.

Multiple remittances

Search for remittances from ACC.

Search results

Download CSV

Remittance details

Amount included (incl. GST)	Amount paid (incl. GST)	GST paid	Withholding tax deductions
\$955.1	\$953.22	\$93.19	\$0

Payment summary

Invoice number	Invoice date	Amount paid (incl. GST)	Withholding tax deductions	Comments
1983326	23/05/2020	\$953.22	\$0.0	
1983328	23/05/2020	\$956.28	\$0.0	

Payment details

Invoice number	Invoice date	ACC45 ref	ACC claim no.	Client name	Service date	Service code	Provider ID	Facility	Amount paid (incl. GST)	Withholding tax	Comments
1983326	23/05/2020	DR25476	1004892276	D Undermanga	16/05/2020	UCB	19264		\$953.22	\$0.0	

All invoices attached to your selected remittance will be displayed.

