Guide for Applicants (Volume)

Fee Payments Perform a Batch Fee Payment

Version 1.4



Government of South Australia Department for Trade and Investment

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Background

For volume applicants the 'Batch Payment' option provides you with the option to make a payment of single or multiple Fee Advices, rather than making multiple individual payments.

Within the 'Batch Payment' dashboard you will have access to the following options.

	Option	Description
Create New Batch Payment	Create New Batch Payment	Make payment of a single and/or multiple fee advice payments in one batch by credit card.
III Batch Payment History	Pending Batch Payment	 A batch payment has been created with the awaiting payment fee advices linked and pending your action to: Complete the batch payment, or Delete the batch payment unlinking all associated invoices.
III Batch Payment Advanced Search	Batch Payment History	Perform a batch payment history search to locate a batch payment by date range, or batch ID number.
III Pending Batch Payment	Batch Payment Advanced Search	Perform a batch payment advance search to locate a fee payment by batch ID, application ID, fee advice type, and date paid.

1. Create a New Batch Payment

1. Click on **Batch Payment** available from 'Your applications' dashboard.

our applic	ations		Search.	<u>م</u>	Advanced Search Ø Hel
		TR	This is the		
Start a new	rapplication	Access an application submitted by someone else	Submit mandatory building notification	Submit mandatory Re-Inspection notification	Batch Payment
or your action (154) or your action	UNDER ASSESSMENT (1421)	DRAFT (5) LAND DIVISION CERTIFICATES	(28) CERTIFICATE OF OCCUPANCY (0) FIN	ALISED (453)	Help for this section
ID 1 Owner	Location	Nature Of Development	Relevant Authority	Lodged Action	Days

The Batch Payment dashboard displays, refer

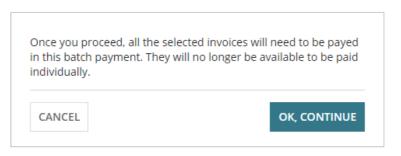
2. Click on Create New Batch Payment.



3. Select the fee advices you wish to pay (tick box), and then Create Batch Payment.

Fee	advice selection						
Plea	ase note that certain fe	ee advice types may not be	available to be added to a batch payment. This curre	ently includes: land division certificates	s, variations and certificate of o	iccupancy.	
3	Fee Advice ID	1 Application ID	Fee Advice Type	Fee Advice Date	Fee Amount	GST Amount	Total Amoun
	11249	9973	Land Division Certificate Fee Advice	10 Jun 2020	\$2,028.00	\$0.00	\$2,028.0
-	15729	13144	Assessment Fee Advice	12 Nov 2020	\$499.55	\$19.09	\$518.6
•	15730	13145	Assessment Fee Advice	12 Nov 2020	\$798.47	\$73.99	\$872.4
2	15750	11708	Assessment Fee Advice	16 Nov 2020	\$631.54	\$45,46	\$677.0
	15751	11683	Lodgement Fee Advice	16 Nov 2020	\$292.45	\$11.55	\$304.0
							5 item
					No. of Coloriad Fo	e Advices: 4. Total Pa	

4. Click **Ok**, **Continue** to acknowledge all selected Fee Advices will be paid in this batch payment.



Determine whether to continue making the batch payment or resume payment later and then complete the instructions applicable below:

- Make a batch payment on page 6, or
- Cancel a batch payment on page 8.

Make a batch payment

5. Click on Pay with credit card.

Batch Payment Confirmation

Fee Advice ID 1	Application ID	Invoice Type	Fee Advice Date	Fee Amount	GST Amount	Total Fee
3525	21001786	Assessment Fee Advice	23 Mar 2021	\$858.82	\$68.18	\$927.00
3789	21002568	Lodgement Fee Advice	17 Jun 2021	\$28,367.91	\$19.09	\$28,387.00

Tota	l Paymer	nt: \$29	,314.00
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Payment	
 To open a credit card payment session, select the 'Pay with credit card' link below. It is recommended that you do not close your browser or navigate away from the payment session without completing your payment or selecting 'Cancel'. If the payment session can be opened. 	session is
Pay with credit card	
Pending Batch Payment Warning	
Make sure you haven't paid for this batch before continuing.	
The batch payment has been associated with individual fee advices. If you click on <i>Cancel</i> without having made the payment, you may resume the payment process at a later tigoing to the pending batch payment list.	me by
	_
CANCEL	DONE

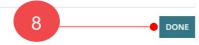
6. Provide your credit card details and then **Pay Now...** Pay Now ... to confirm your payment.

credit card payment session, select the 'Pay with credit card' link below. Imended that you do not close your browser or navigate away from the payment session without completing your payment or selecting 'Cancel'. I ent session is closed incorrectly, it may take up to 15 minutes before a new session can be opened.
PlanSA Overnment of South Australia
Payment Details a
* Required field
Card Number *
Expiration Month * Month Vear * Year
CVN * This code is a three or four digit number printed on the back or front of oredit cards.

8. Click **DONE** to complete.

Billing Information Payment Details Total amount AUD 29,37	
Total amount AUD 29,31	
	14.00
Card Type Visa	
Card Number xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
Expiration Date 03-2028	
Please keep a copy of this receipt for your records	
Secured by ANZ Banking Group Ltd. ABN 11 005 357 522	

CANCEL



The Batch Payment dashboard shows.

Đ			
Create New	Batch Payment	Batch Payment	Pending Batch
Batch Payment	History	Advanced Search	Payment

Cancel a batch payment

On cancelling a batch payment at this point of time, it will keep the fee advices chosen within the batch and will be available to pick-up from **Pending Batch Payment** from the 'Batch Payment' dashboard.

1. Click on **Cancel** to resume at another time.

ee Advice ID	1 Application ID	Invoice Type	Fee Advice Date	Fee Amount	GST Amount	Total Fe
5729	13144	Assessment Fee Advice	12 Nov 2020	\$499.55	\$19.09	\$518.6
5730	13145	Assessment Fee Advice	12 Nov 2020	\$798,47	\$73.99	\$872.4
5750	11708	Assessment Fee Advice	16 Nov 2020	\$631.54	\$45.46	\$677.0
5751	11683	Lodgement Fee Advice	16 Nov 2020	\$292.45	\$11.55	\$304.0
			pen until the payment has comple	ated)		

The Batch Payment dashboard displays.



Next, complete Resolve Pending Batch Payments.

2. Resolve Pending Batch Payments

When a Batch Payment was created but payment was not made, this is called a 'pending' batch payment and the resolution of the pending batch payment is required; complete or delete.

The **Fee Advice - Tax Invoice** is generated on payment of the fees and available from the Document store for the applicable application.

1. Click on Batch Payment available from 'Your Applications' dashboard.

our applic	r applications		Q 0 Advanced Search 0		
			This is the		
Start a nev	vapplication	Access an application submitted by	RAINING Submit mandatory building notification	n Submit mandatory Re-Inspection	Batch Payment
		someone else		notification	
R YOUR ACTION (154)	UNDER ASSESSMENT (1421)	DRAFT (5) LAND DIVISION CERTIFICA	TES (28) CERTIFICATE OF OCCUPANCY (0)	FINALISED (453)	Help for this sec
or your action					
D I Owner	Location	Nature Of Development	Relevant Authority	Lodged Action	Days

2. Click on **Pending Batch Payment** to view batch payments awaiting completion.

Create New Batch Payment	III Batch Payment History	III Batch Payment Advanced Search	EEE Pending Batch Payment

View fee advices within the batch payment

3. Click on **Batch ID** to view the individual Fee Advices.

Pending Batch Payment History

Batch ID 🗸		Fee Amount	GST Amount	Total Amount		
17	3	\$1,094.36	\$4.64	\$1,099.00	Complete Payment	Delete batch payment
10		\$285.45	\$4.55	\$290.00	Complete Payment	Delete batch payment
8		\$858.82	\$68.18	\$927.00	Complete Payment	Delete batch payment
GO BACK						

The individual Fee Advices within the batch are displayed within the **Pending Batch Payment History** screen.

4. Click on Go Back to return to the Pending Batch Payment History screen.

Pending Batch Payment History

atch Payment Deta	ails	4				
Batch ID: 17			Tota	l Payment: \$1,099.00		
Fee Advice ID	t	Application ID	Fee Advice Type	Fee Amount	GST Amount	Total Amoun
4243		21002990 🖍	Certificate of Occupancy Fee Advice	\$46.36	\$4.64	\$51.0
4247		21002990 🗹	Land Division Certificate Fee Advice	\$1,048.00	\$0.00	\$1,048.0

- 5. On return to the Pending Batch Payment History screen, determine whether to;
 - Complete the batch payment, or
 - Delete the batch payment.

Pending Batch Payment History

Batch ID 🕴	Fee Amount	GST Amount	Total Amount		
17	\$1,094.36	\$4.64	\$1,099.00	Complete Payment	Delete batch payment
10	\$285.45	\$4.55	\$290.00	Complete Payment	Delete batch payment
8	\$858.82	\$68.18	\$927.00	Complete Payment	Delete batch payment

GO BACK

Complete the batch payment

6. Click on Complete Payment.

Pending Batch I	Payment History
-----------------	-----------------

0	-	, ,				
Batch ID	Ļ	Fee Amount	GST Amount	Total Amount		
17		\$1,094.36	\$4.64	\$1,099.00	Complete Payment	Delete batch payment

7. Click on Pay with credit card.

Batch Payment Confirmation

Fee Advice ID	Application ID	Invoice Type	Fee Advice Date	Fee Amount	GST Amount	Total Fee
4243	21002990	Certificate of Occupancy Fee Advice	30 Sept 2021	\$46.36	\$4.64	\$51.00
4247	21002990	Land Division Certificate Fee Advice	6 Oct 2021	\$1,048.00	\$0.00	\$1,048.00
					Total Paym	ent: \$1,099.00

Payment
 To open a credit card payment session, select the 'Pay with credit card' link below. It is recommended that you do not close your browser or navigate away from the payment session without completing your payment or selecting 'Cancel'. If the payment session is closed incorrectly, it may take up to 15 minutes before a new session can be opened.
■ Pay with credit card ● 7
Pending Batch Payment Warning
Make sure you haven't paid for this batch before continuing.
The batch payment has been associated with individual fee advices. If you click on Cancel without having made the payment, you may resume the payment process at a later time by going to the pending batch payment list.

CANCEL



6

PlanSA (Government of South Australia
Government of South Australia
Payment Details 🔒
* Required field
VISA Visa
Card Number *
Expiration Month * Month Year * Year Year
CVN * This code is a three or four digit number printed on the back or front of credit cards.
8 Pay Now

- 9. The Receipt shows confirming your payment. Use Ctrl + P to Print the screen.
- 10. Click **DONE** to complete.

Receipt		Date: 01-02-2024 Order Number: bd0c13fe-dbaf-42ef-b5b9-f5a767991c90		
Billing Information				
Payment Details		Total amount	AUD 1,099.00	
Card Type	Visa			
Card Number	200000000003713			
Expiration Date	02-2025			
Please keep a copy of this	receipt for your records			
Secured by ANZ Banking atch Payment Warning you haven't paid for this batch	Group Ltd. ABN 11 005 357 522			

11. Go Back, in the Pending Batch Payment History screen.

Pending Batch Payment History

Batch ID I	Fee Amount	GST Amount	Total Amount		
10	\$285.45	\$4.55	\$290.00	Complete Payment	Delete batch payment
8	\$858.82	\$68.18	\$927.00	Complete Payment	Delete batch payment
GO BACK	•	11			

The 'Batch Payment' dashboard displays. Return to **Your Applications** dashboard or stay on the **Batch Payment** dashboard to make another batch payment.

Đ			
Create New Batch	Batch Payment	Batch Payment	Pending Batch
Payment	History	Advanced Search	Payment

Delete the batch payment

Delete the batch payment to remove the individual fee advices from the batch to pay individual or select multiple fee advices forming a new batch.

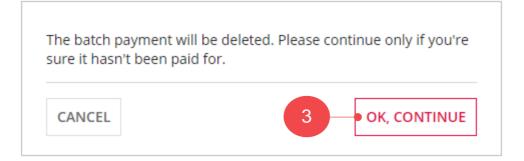
1. Click on Delete batch payment.

Pending B	Batch Paymer	nt History				
Batch ID	Ļ	Fee Amount	GST Amount	Total Amount		
12		\$2,222.01	\$150.09	\$2,372.10	Complete Payment	Delete batch payment
GO BACK	(\$2,222.01	\$150.09	\$2,372.10	Complete Payment	Delete batch payment

2. Click on **Delete Payment** to remove the individual fee advices from the batch, or **Go Back** to the Pending Batch Payment History.

Cancel Batch Payment -12
Pending Batch Payment Warning
Make sure you haven't paid for this batch before continuing.
Once you delete a batch payment, the individual fee invoices will be payable individually or selectable for a new batch payment.
GO BACK

3. Click Ok, Continue to acknowledge the deletion of the batch payment.



4. Click Go Back within the Pending Batch Payment History screen.

Batch ID	Ļ	Fee Amount	GST Amount	Total Amount	
			No items available		

The Batch Payment dashboard displays.

Create New Batch	Batch Payment	Batch Payment	Pending Batch
Payment	History	Advanced Search	Payment

Next, complete Create a New Batch Payment.

3. Print Fee Advice Payment Tax Invoice

From within the **Batch Payment** dashboard and the **Batch Payment History** option you can view the individual paid invoices from the payment batch, and print as required.

You will also receive an email confirming the successful payment and links to follow in order to view the development application or view the Documents screen of the development application to access the Fee Advice - Tax Invoice or print (as required).

1. Click on Batch Payment History.



- 2. Locate the payment batch using the **Payment Date Range** or **Batch ID** filter.
- 3. Click on the **Batch ID** to view the individually linked Fee Advices.

Payment Date Range		Batch ID			
From 16/11/2020		Enter Batch ID			
То	16/11/2020				
CLEAR	R				SEARCH
		3			
atch ID	↓ Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amour
	16 Nov 2020	58648608870	\$515.00	\$9.00	\$524.0

4. Click on the Application ID to access the Documents store for the application.

GO BACK					
atch Payment Details Re	eport				
Batch ID: 1 Date Paid: 16 Nov 2020 4 4 7 7 7 7 7 7 8 8 9 9 9 9 9 9 9 9 9 9 9 9					
Fee Advice ID	1 Application ID	Invoice Type	Fee Amount	GST Amount	Total Amount
99	1138 🖓	Lodgement Fee Advice	\$90.00	\$9.00	\$99.00
1141	20001302	Assessment Fee Advice	\$375.00	\$0.00	\$375.00
1928	20001985 📝	Certificate of Occupancy Fee Advice	\$50.00	\$0.00	\$50.00

5. Click on **Documents** tab within the Development Application screen.

Development application: 20001302	
Summary Documents Sharing access Related Actions	
King	Development location(s)
	1 KING WILLIAM ST ADELAIDE SA 5000
an Ra	Title ref CT 6144/284 Plan parcel F122559 AL2 Council Adelaide City Council
Adelaide	Nature of development
	New housing Planning and Building Consent Created By Test Auto

- 6. Click on Invoices filter to view the application Fee Advices and Tax Invoices.
- 7. Click on **document name** for the Tax Invoice to download.

Development application: 20001302

ocu	ment search	Where was the document uploaded?		Additional document filters	
Sear	ch by Name	✓ Building Consent		☐ Snapshots Invoices 	
	ch by Category •				
scar	Document		Туре		
	TaxInvoice-Application20001551-PlanningCon	Tax Invoice			
	FeeAdvice-Application20001551-PlanningCon	sent-1389-27894.pdf	Fee Advice		
	Testfile-27891.docx		CITB Payment Reference		

8. Click on the Tax Invoice download to view and/or print.

æ	TaxInvoi	ce-Applicapdf	^ •	3		
-	Q	Цi				

9. Print the Tax Invoice as needed.

TaxInvoice-/	Application20001302-PlanningConsent-1141-4055 1 /	1			¢	ŧ	7
	PlanSA	۲	Government of So Department for Infra and Transport ABN 92 366 288 13	structure			9
	Invoice to:	For e	enquiries, pleas	e contact:			
	Test Automation	City 1 Fal	of Adelaide ke Address Ade 08 888 1111				
	Application number: 20001302						
	Tax Invoice No: 1141						
	Date: 16 Nov 2020						
	Nature of development:						
	New housing Planning and Building Consent Crea	ted By Test Auto					
	Tax Invoice (Receipt)						
	Description of Supply	Amount	GST	Total			
	Planning Consent						

10. Return to the Development Application **Documents** screen, then select **Your Applications** and repeat the steps until all tax invoice/s are printed.

YOUR APPLICATIONS YOUR OR	GANI	ATION	
10		welopment application: 20001302	
	Sear Sear	ment search th by Name th by Category th by Type Where was the document uploaded? Image: Application Image: Ap	
		Document	Туре
		TaxInvoice-Application20001551-PlanningConsent-1389-40933.pdf	Tax Invoice

4. Search for a Batch Payment

1. Click on **Batch Payment** available from 'Your Applications' dashboard.

Your applic	ations		Search	٩	Advanced Search @ Hel
		TR	This is the		1
Start a nev	application Acce	is an application submitted by someone else	Submit mandatory building notification	Submit mandatory Re-Inspection notification	Batch Payment
FOR YOUR ACTION (154)	UNDER ASSESSMENT (1421) DR	AFT (5) LAND DIVISION CERTIFICATES (28) CERTIFICATE OF OCCUPANCY (0) FINAL	LISED (453)	
or your action					 Help for this section
ID 1 Owner	Location	Nature Of Development	Relevant Authority	Lodged Action	Days

There are two search options available to locate a Fee Advice payment.

- **Perform a batch payment history search** to locate a batch payment by date range, or batch ID number.
- **Perform a batch payment advance search** to locate a fee payment by batch ID, application ID, fee advice type, and date paid.



Perform a batch payment history search

2. Click on **Batch Payment History** to view batch payments awaiting completion.



3. Type or select the **payment date range** and then **Search**.

From To	11/11/2020	Enter Batch ID			
То					
10	11/11/2020				
CLEAR	2				SEARCH
Batch ID	↓ Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amount
13	16 Nov 2020	58638485519	\$2,222.01	\$150.09	\$2,372.10
4	12 Nov 2020	58533802911	\$721.91	\$19.09	\$741.00
	11 Nov 2020	58512824533	\$7,390.77	\$152.15	\$7,542.92

View the Batch Payment fee advices

4. Click on **Batch ID** number to view the individual fee advices that make up the batch.

	ayment D	ate Range	Batch ID			
F	rom	11/11/2020	Enter Batch ID			
т	o	11/11/2020				
	CLEAR		4			SEARCH
BatchiD	Ļ	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amour
		11 Nov 2020	58512824533	\$7,390.77	\$152.15	\$7,542.9

5. Go Back, to the search results to perform another search or export the report results.

GO BACK		5				
atch Payment Details	Report					
Batch ID: Date Paid:		020	-	at Reference 58512824533 Number: ************************************		
Fee Advice ID	t	Application ID	Invoice Type	Fee Amount	GST Amount	Total Amount
15686		13144 🗗	Lodgement Fee Advice	\$3,204.13	\$47.15	\$3,251.28
15688		13145 🖸	Lodgement Fee Advice	\$1,638.91	\$52.73	\$1,691.64
15691		13146 🗹	Lodgement Fee Advice	\$2,547.73	\$52.27	\$2,600.00

Export the Batch Payment fee advices

6. Click on **Export Report** to download the search results.

P	ayment D	ate Range		Batch ID			
F	rom	11/11/2020		Enter Batch ID			
т	o	11/11/2020					
	CLEAR						SEARCH
Batch ID	ţ	Date Paid	Payment Referen	nce Number	Fee Amount	GST Amount	Total Amoun
		11 Nov 2020	58512824533		\$7,390.77	\$152.15	\$7,542.9

7. Click on the Batch Payment download to open in Excel.

	GO BAC!	(
Batch Payment A	dxlsx 🗖 7		
日 P 目	=		

8. The search results report opens in Excel, and Enable Editing to make changes or print.

X		LAYOUT FORMULAS DATA		0 13_33 GMT_10_30 [Protected View] - E	cel	? 📧 –	- X
	_	from the Internet can contain viruses. U		in Protected View. Enable Editing		8	×
D	n • : × ✓ f	c					^
	А	В	С	D	E	F	G
1	A Batch_Payment_ID		C Payment_Reference_Number	D Fee_Amount	L	F Total_Amount	G
1 2		Date_Paid	Payment_Reference_Number		GST_Amount		
1 2 3	Batch_Payment_ID	Date_Paid	Payment_Reference_Number	Fee_Amount	GST_Amount		
	Batch_Payment_ID	Date_Paid	Payment_Reference_Number	Fee_Amount	GST_Amount		
	Batch_Payment_ID	Date_Paid	Payment_Reference_Number	Fee_Amount	GST_Amount		
3 4	Batch_Payment_ID	Date_Paid	Payment_Reference_Number	Fee_Amount	GST_Amount		
3 4 5	Batch_Payment_ID	Date_Paid	Payment_Reference_Number	Fee_Amount	GST_Amount		
3 4 5 6 7	Batch_Payment_ID	Date_Paid	Payment_Reference_Number	Fee_Amount	GST_Amount		

9. Return to the **Batch Payment History** screen, and click **Clear** to remove your search criteria to perform another search.

raymen	t Date Range	Batch ID			
From	11/11/2020	Enter Batch ID			
То	11/11/2020	1			
CLEAR		9			SEARCH
Batch ID	↓ Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amour

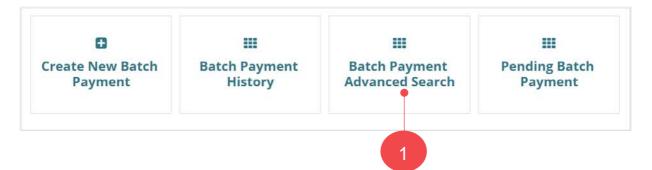
10. Go Back to the Batch Payment dashboard to perform another action.

ra	ment Date Range	Batch ID			
Fre	dd/mm/yggy	Enter Batch ID			
То	dd/mmygggy				
c	LEAR				SEARCH
latch ID	1 Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amour
Batch ID	Date Paid 17 Nov 2020	Payment Reference Number 58663853029	Fee Amount \$552.00	GST Amount \$0.00	
					Total Amoun \$552.0 \$99.0

Perform a batch payment advance search

Within the **Batch Payment Advance Search** you can locate a specific batch, by using one or a combination of search criteria.

1. Click on **Batch Payment History Search** to view batch payments awaiting completion.



- 2. Enter your search criteria within the applicable field/s, then **Search** to return matching records.
- 3. Click on Export Report to download the search results.

	Payment	Date Ran	ge	Fee Advice ID		Payment	Reference Number	Batch Payment ID		
	From	16/11/	2020	Enter Fee Advice ID		Enter Pay	vment Reference Number	Enter Batch Payment ID		
	то			Fee Advice Type		Applicatio	on ID			
		16/11/	2020	Select Fee Advice Type		Enter App	plication ID			
	CLEAR								SEARCH	
Batch ID	CLEAR	vice ID	Application ID	Fee Advice Type	Dat	e Paid	Payment Reference Number	Fee Amount	GST Amount	Total Fe
Batch ID		vice ID	Application ID	Fee Advice Type Lodgement Fee Advice		e Paid	Payment Reference Number 58648608870	Fee Amount \$90.00		
Batch ID 1	1 Fee Ad	vice ID	- 22		167				GST Amount	Total Fe \$99.0 \$375.0

4. Click on the Batch Payment download to open in Excel.

	GO BACK		
Batch Payment Adxlsx	ו <u>4</u>		
🖶 A 🛱 📄	02		

5. The search results report opens in Excel, and **Enable Editing** to make changes or print.

X		5- (ਟੇ ਨ ∓		Batch Payment Advance Histo	ory - 17_11_2020 08_08 GMT_10	_30 [Protected View] - Excel			? 🖭	- 🗆
F	ILE	HOME	INSERT PAGE LA	YOUT FORMULAS DA	TA REVIEW VIEW DM						
Û	PRC	TECTED V	IEW Be careful—files fro	om the Internet can contain viru	ises. Unless you need to edit, it's safer to	stay in Protected View.	Enable Editing 📍		5		
13	2	Ŧ	$X \checkmark f_X$						Ŭ /		
		A	В	С	D	E	F	G	н	1	J
1	Batch		0	C C	0	E Date_Paid	F Payment_Reference_Number	-	H Gst_Amount	I Total_Amount	J
	Batch		0	Application_ID	0	E Date_Paid 16/11/2020 18:09		-	Gst_Amount	I Total_Amount 9	J 99
	Batch		Fee_Advice_ID	Application_ID 1138	Invoice_Type		58648608870	Fee_Amount	Gst_Amount	9	99 375
	Batch		Fee_Advice_ID 99	Application_ID 1138 20001302	Invoice_Type Lodgement Fee Advice	16/11/2020 18:09 16/11/2020 18:09	58648608870 58648608870	Fee_Amount 90	Gst_Amount	9	
	Batch		Fee_Advice_ID . 99 . 1141	Application_ID 1138 20001302	Invoice_Type Lodgement Fee Advice Assessment Fee Advice	16/11/2020 18:09 16/11/2020 18:09	58648608870 58648608870	Fee_Amount 90 375	Gst_Amount	9	375
	Batch		Fee_Advice_ID . 99 . 1141	Application_ID 1138 20001302	Invoice_Type Lodgement Fee Advice Assessment Fee Advice	16/11/2020 18:09 16/11/2020 18:09	58648608870 58648608870	Fee_Amount 90 375	Gst_Amount	9	375
	Batch		Fee_Advice_ID . 99 . 1141	Application_ID 1138 20001302	Invoice_Type Lodgement Fee Advice Assessment Fee Advice	16/11/2020 18:09 16/11/2020 18:09	58648608870 58648608870	Fee_Amount 90 375	Gst_Amount	9	375
	Batch	_ID 1	Fee_Advice_ID . 99 . 1141	Application_ID 1138 20001302	Invoice_Type Lodgement Fee Advice Assessment Fee Advice	16/11/2020 18:09 16/11/2020 18:09	58648608870 58648608870	Fee_Amount 90 375	Gst_Amount	9	375

6. Return to the **Batch Payment Advanced Search** screen, and click **Clear** to remove your search criteria to perform another search.

	Payme	ent Date Ra	nge	Fee Advice ID		Payment	Reference Number	Batch Payment ID		
	From	16/11	/2020	Enter Fee Advice ID		Enter Pay	ment Reference Number	Enter Batch Payment ID		
	То		12020	Fee Advice Type		Applicatio	in ID			
		16/11	/2020	Select Fee Advice Type	•	Enter App	elication ID			
		AR		6					SEARCH	
latch ID	1 Fee	e Advice ID	Application ID	Fee Advice Type	Date	e Paid	Payment Reference Number	Fee Amount	GST Amount	Total Fe
latch ID	1 Fee 99	e Advice ID				e Paid Nov 2020	Payment Reference Number 58648608870	Fee Amount \$90.00		Total Fe \$99.0
latch ID		e Advice ID	Application ID	Fee Advice Type	16 N				GST Amount	

7. Go Back to the Batch Payment dashboard to perform another action.

	Payment Date Range			Fee Advice ID	Paymen	t Reference N <mark>um</mark> ber	Batch Payment ID		
1	rom			Enter Fee Advice ID	Enter P	syment Reference Number	Enter Batch Payment ID		
1	ſo			Fee Advice Type	Applicat	ion ID			
				Select Fee Advice Type	• Enter A	pplication ID			
Batch ID 1	Fee Advi	ce ID	Application ID	Fee Advice Type	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Fe
	99		1138 @	Lodgement Fee Advice	16 Nov 2020	58648608870	\$90.00	\$9.00	\$99.0
	1141		20001302	Assessment Fee Advice	16 Nov 2020	58648608870	\$375.00	\$0.00	\$375.0
	1928		20001985 🖪	Certificate of Occupancy Fee Advice	16 Nov 2020	58648608870	\$50.00	\$0.00	\$50.0
	408		20000042	Lodgement Fee Advice	17 Nov 2020	58663412321	\$90.00	\$9.00	\$99.0
	1389		20001551	Lodgement Fee Advice	17 Nov 2020	58663853029	\$552.00	\$0.00	\$552.0
									5 item

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