

Perform a Batch Fee Payment

Version 1.4



Table of Contents

Background.....3

1. Create a New Batch Payment.....4

 Make a batch payment.....6

 Cancel a batch payment8

2. Resolve Pending Batch Payments.....9

 View fee advices within the batch payment.....10

 Complete the batch payment11

 Delete the batch payment13

3. Print Fee Advice Payment Tax Invoice15

4. Search for a Batch Payment18

 Perform a batch payment history search.....19

 View the Batch Payment fee advices.....19





 Export the Batch Payment fee advices20

 Perform a batch payment advance search.....22

Background

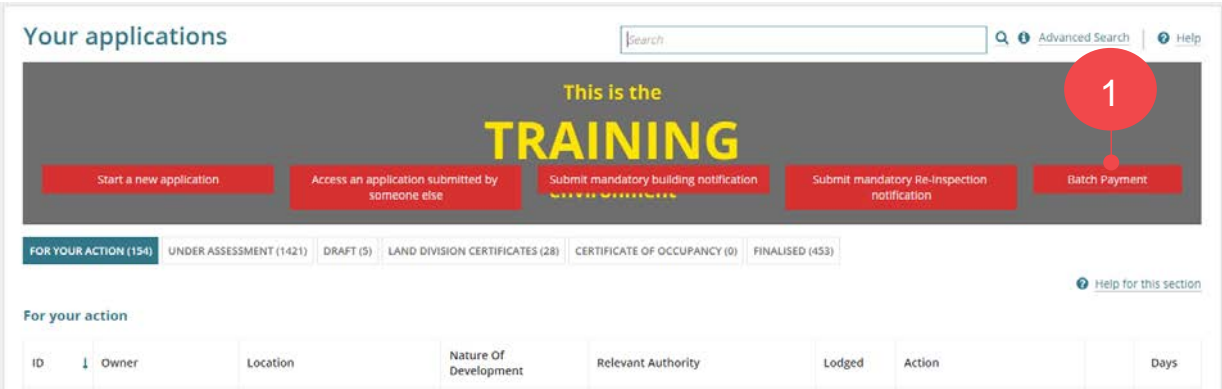
For volume applicants the 'Batch Payment' option provides you with the option to make a payment of single or multiple Fee Advices, rather than making multiple individual payments.

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.
 Batch Payment History	Pending Batch Payment	A batch payment has been created with the awaiting payment fee advices linked and pending your action to: <ul style="list-style-type: none">• Complete the batch payment, or• Delete the batch payment unlinking all associated invoices.
 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.
 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.

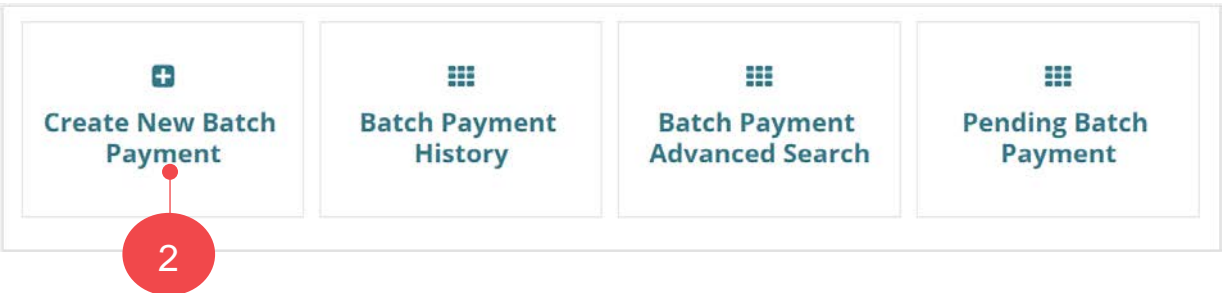
1. Create a New Batch Payment

- 1. Click on **Batch Payment** available from ‘Your applications’ dashboard.

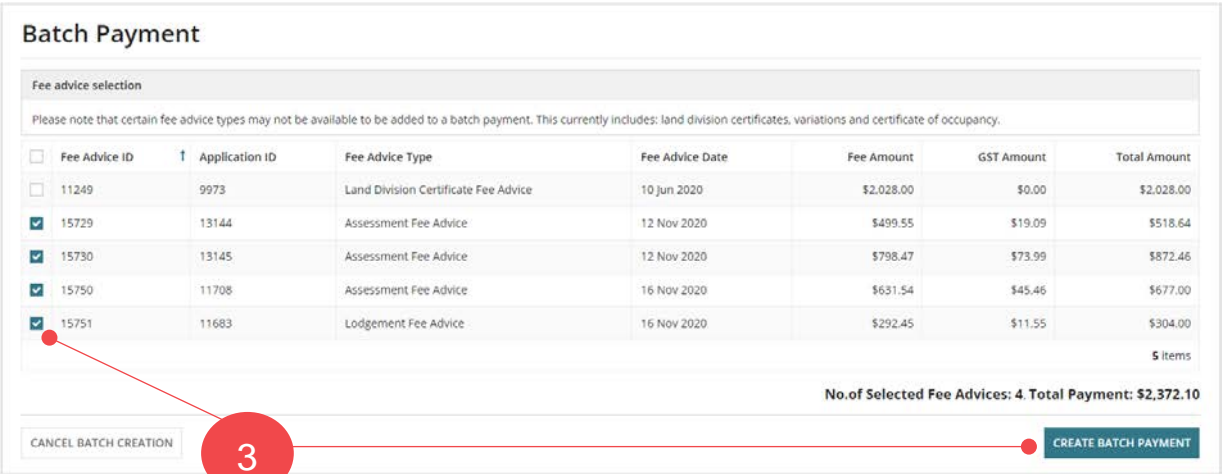


The **Batch Payment** dashboard displays, refer

- 2. Click on **Create New Batch Payment**.



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



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

Once you proceed, all the selected invoices will need to be payed in this batch payment. They will no longer be available to be paid individually.

CANCEL

OK, CONTINUE

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	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

Total Payment: \$29,314.00

Payment

1. To open a credit card payment session, select the 'Pay with credit card' link below.
2. 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](#)

5

Pending Batch Payment Warning

Make sure you haven't paid for this batch before continuing.

i 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](#)[DONE](#)

6. Provide your credit card details and then [Pay Now...](#) **Pay Now ...** to confirm your payment.

Payment

1. To open a credit card payment session, select the 'Pay with credit card' link below.
2. 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.



Government of South Australia

Payment Details

* Required field

Card Type *

☐

VISA

Visa

☐

Mastercard

Mastercard

Card Number *

Expiration Month *

Month

Expiration Year *

Year

CVN *

This code is a three or four digit number printed on the back or front of credit cards.



6


[Pay Now...](#)

Secured by ANZ Banking Group Ltd. ABN 11 005 357 522

7. The **Receipt** shows confirming your payment. Use Ctrl + P to **Print** the screen.
8. Click **DONE** to complete.

7

PlanSA



Government of South Australia

Receipt

Date: 01-02-2024

Order Number: eb503cd3-5aec-4a8b-9c86-fb32744ad492

Billing Information

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx3739

03-2028

Total amount

AUD 29,314.00

Please keep a copy of this receipt for your records

Secured by ANZ Banking Group Ltd. ABN 11 005 357 522

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


8


DONE

The **Batch Payment dashboard** shows.


Create New Batch Payment


Batch Payment History


Batch Payment Advanced Search


Pending Batch 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.

Batch Payment Confirmation

Fee Advice ID	Application ID	Invoice Type	Fee Advice Date	Fee Amount	GST Amount	Total Fee
15729	13144	Assessment Fee Advice	12 Nov 2020	\$499.55	\$19.09	\$518.64
15730	13145	Assessment Fee Advice	12 Nov 2020	\$798.47	\$73.99	\$872.46
15750	11708	Assessment Fee Advice	16 Nov 2020	\$631.54	\$45.46	\$677.00
15751	11683	Lodgement Fee Advice	16 Nov 2020	\$292.45	\$11.55	\$304.00

Total Payment: \$2,372.10

Pay with credit card

(opens BPoint in a new tab - please keep both tabs open until the payment has completed)

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

1

DONE

The **Batch Payment** dashboard displays.

Create New Batch Payment

Batch Payment History

Batch Payment Advanced Search

Pending Batch Payment

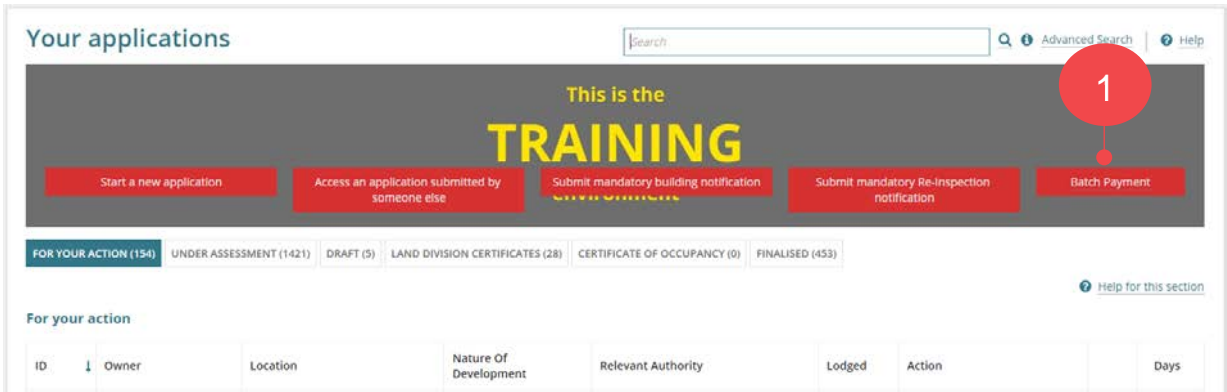
Next, complete [Resolve Pending Batch Payments](#).

2. Resolve Pending Batch Payments

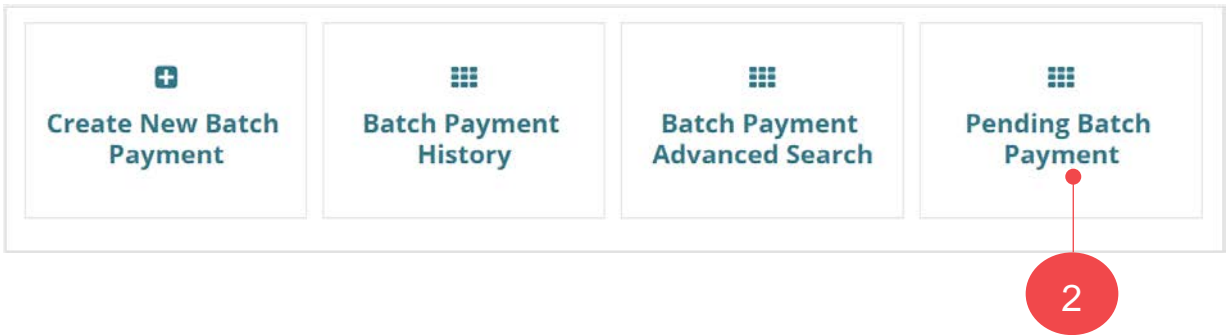
When a Batch Payment was created but payment was not made, this is called a ‘pending’ batch payment and the resolution of the pending batch payment is required; complete or delete.

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.



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



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	\$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

<< GO BACK					
Batch Payment Details					
Batch ID: 17			Total Payment: \$1,099.00		
Fee Advice ID	Application ID	Fee Advice Type	Fee Amount	GST Amount	Total Amount
4243	21002990	Certificate of Occupancy Fee Advice	\$46.36	\$4.64	\$51.00
4247	21002990	Land Division Certificate Fee Advice	\$1,048.00	\$0.00	\$1,048.00

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 Payment History

Batch ID	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 Payment: \$1,099.00

Payment

1. To open a credit card payment session, select the 'Pay with credit card' link below.
 2. 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](#)

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 DONE

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

Payment

1. To open a credit card payment session, select the 'Pay with credit card' link below.
 2. 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.



Government of South Australia

Payment Details

* Required field

Card Type *

☐ VISA Visa
 ☐ Mastercard

Card Number *

Expiration Month * Month
 Expiration Year * Year

CVN *


This code is a three or four digit number printed on the back or front of credit cards.


Pay Now...

Secured by ANZ Banking Group Ltd. ABN 11 005 357 522

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

9

 PlanSA

 Government of South Australia

Receipt

Date: 01-02-2024
Order Number: bd0c13fe-dbaef-42ef-b5b9-f5a767991c90

Billing Information

Payment Details

Card TypeVisa

Card NumberXXXXXXXXXXXX3713

Expiration Date02-2025

Total amountAUD 1,099.00

Please keep a copy of this receipt for your records

Secured by ANZ Banking Group Ltd. ABN 11 005 357 522

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

10

DONE


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


Pending Batch Payment History


Batch ID	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.


Create New Batch Payment


Batch Payment History


Batch Payment Advanced Search


Pending Batch 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 Batch Payment History

Batch ID	Fee Amount	GST Amount	Total Amount		
12	\$2,222.01	\$150.09	\$2,372.10	Complete Payment	Delete batch payment

GO BACK

- 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

2

DELETE PAYMENT

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

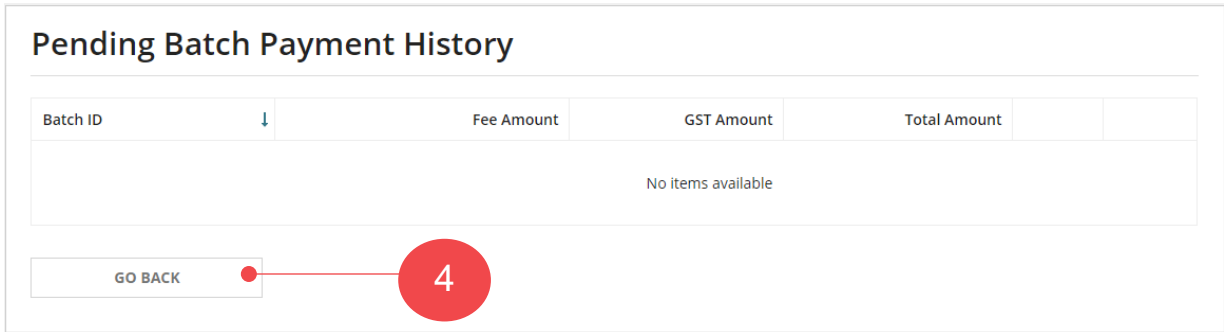
The batch payment will be deleted. Please continue only if you're sure it hasn't been paid for.

CANCEL

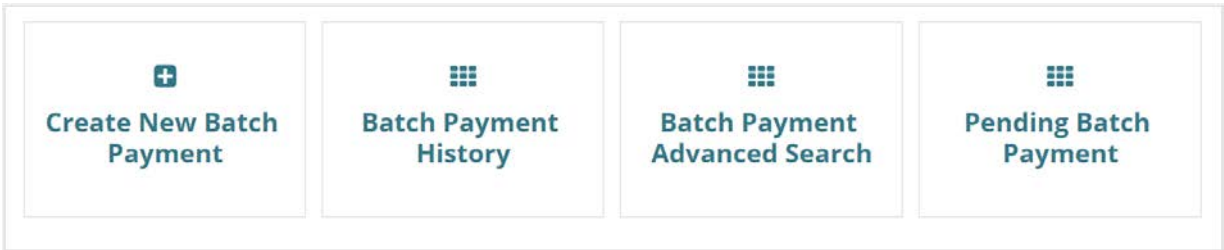
3

OK, CONTINUE

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



The **Batch Payment** dashboard displays.



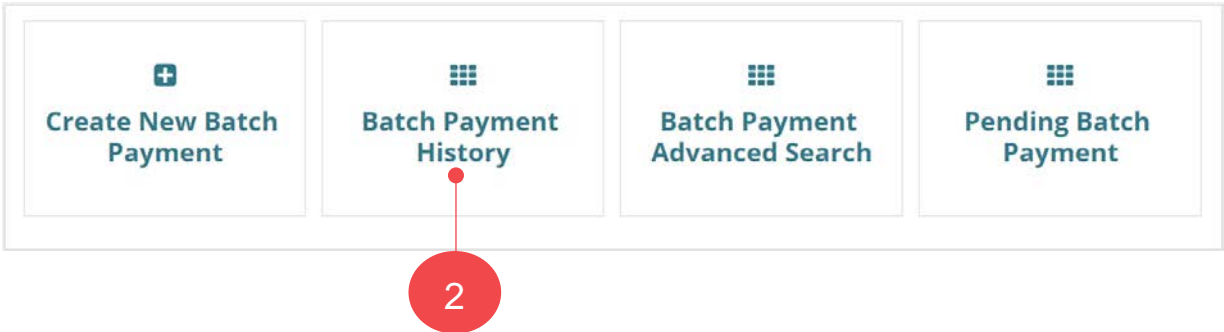
Next, complete [Create a New Batch Payment](#).

3. Print Fee Advice Payment Tax Invoice

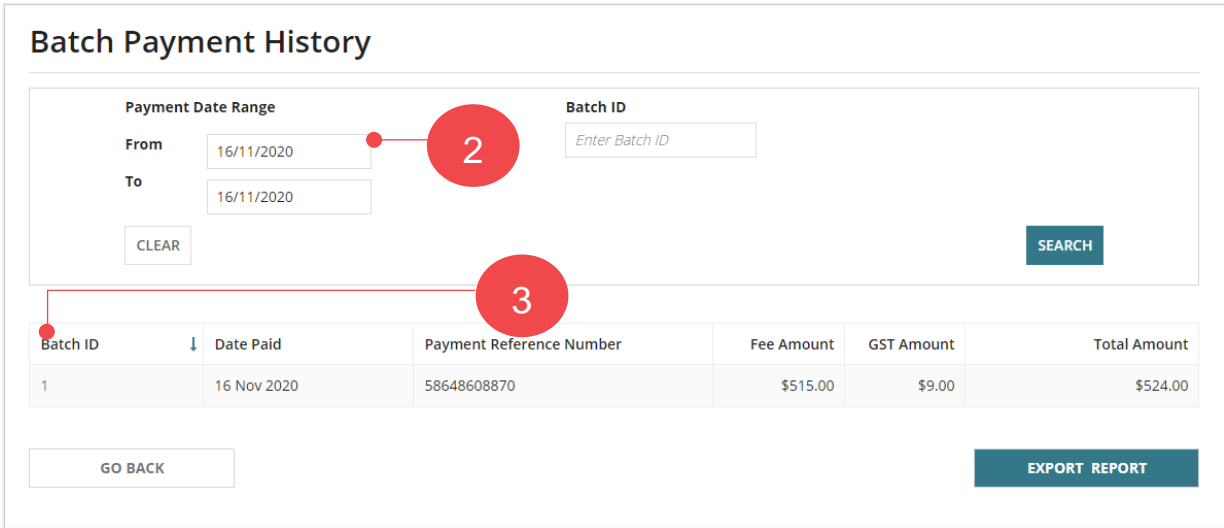
From within the **Batch Payment** dashboard and the **Batch Payment History** option you can view the individual paid invoices from the payment batch, and print as required.

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.



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

Batch Payment History

<< GO BACK

Batch Payment Details Report

Batch ID: 1

Date Paid: 16 Nov 2020

Payment Reference Number: 58648608870

Total Payment: \$524.00

Fee Advice ID	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



Development location(s)

1 KING WILLIAM ST ADELAIDE SA 5000

Title ref CT 6144/284 Plan parcel F122559 AL2 Council Adelaide City Council

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

Summary

Documents

Sharing access

Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

☒ Application

☒ Planning Consent

☒ Building Consent

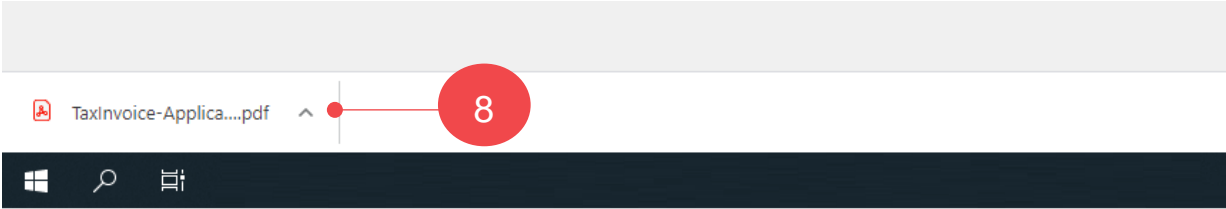
Additional document filters

☐ Snapshots

☒ Invoices

Document	Type
<input type="checkbox"/> TaxInvoice-Application20001551-PlanningConsent-1389-40933.pdf	Tax Invoice
<input type="checkbox"/> FeeAdvice-Application20001551-PlanningConsent-1389-27894.pdf	Fee Advice
<input type="checkbox"/> Testfile-27891.docx	CITB Payment Reference

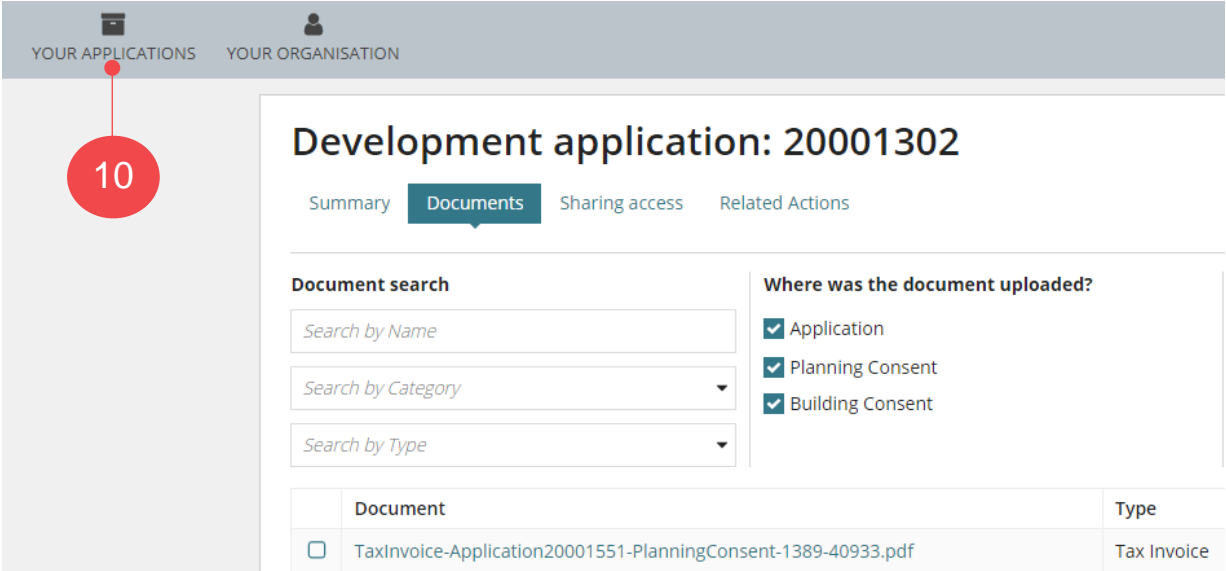
8. Click on the **Tax Invoice download** to view and/or print.



9. Print the **Tax Invoice** as needed.

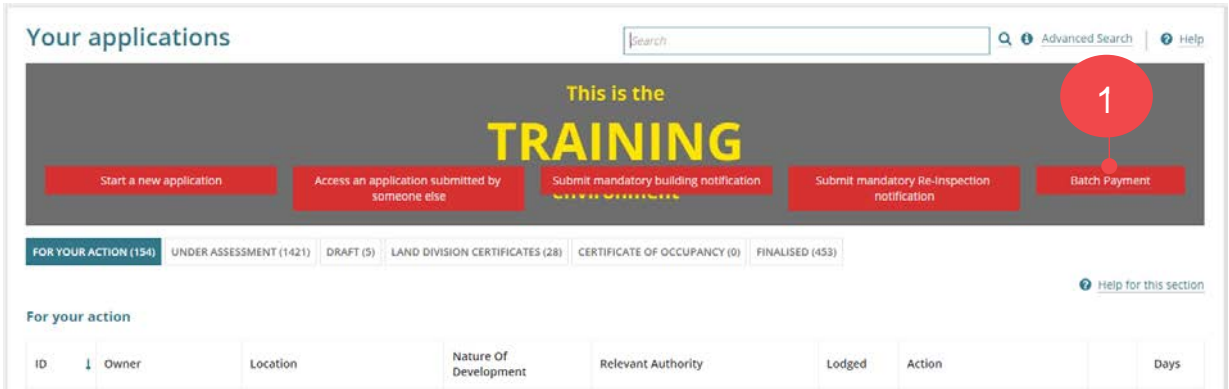


10. Return to the Development Application **Documents** screen, then select **Your Applications** and repeat the steps until all tax invoice/s are printed.



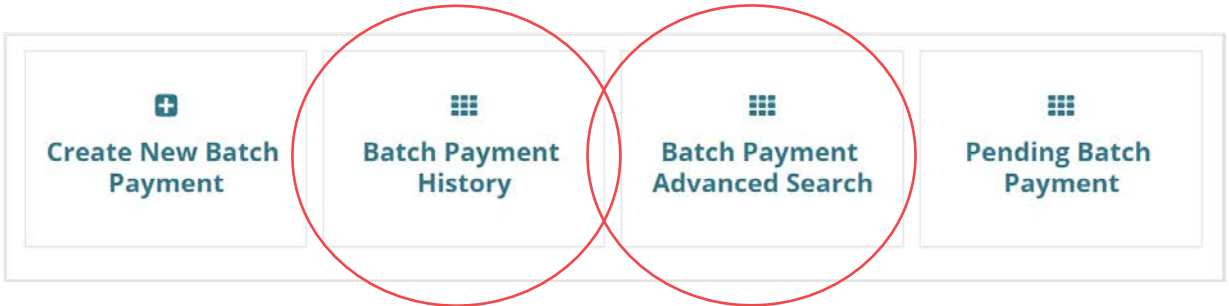
4. Search for a Batch Payment

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



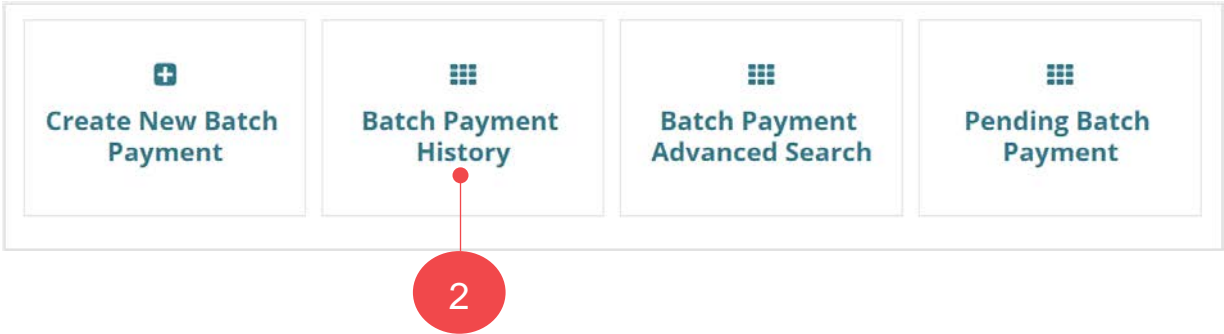
There are two search options available to locate a Fee Advice payment.

- **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.

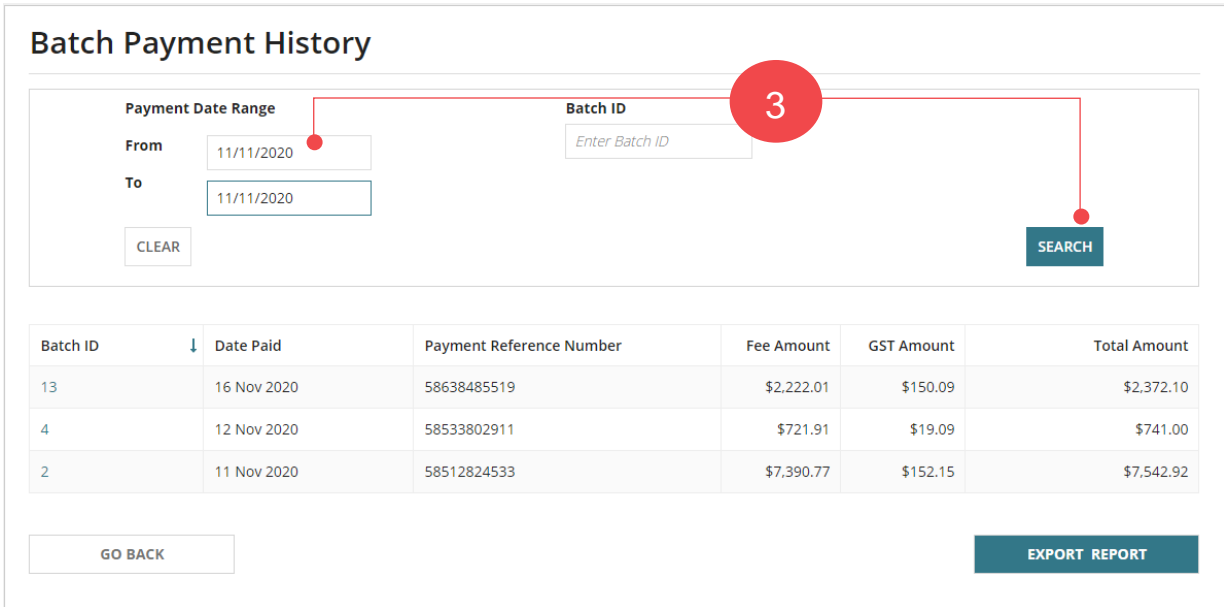


Perform a batch payment history search

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

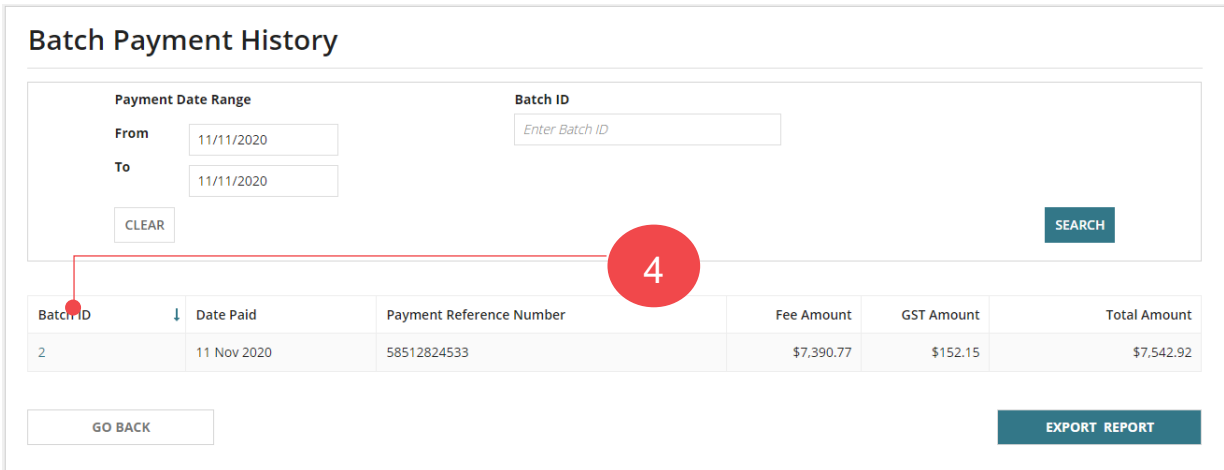


3. Type or select the **payment date range** and then **Search**.



View the Batch Payment fee advices

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



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

Batch Payment History

<< GO BACK

Batch Payment Details Report

Batch ID: 2

Date Paid: 11 Nov 2020

Payment Reference Number: 58512824533

Total Payment: \$7,542.92

Fee Advice ID	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.

Batch Payment History

Payment Date Range

From 11/11/2020

To 11/11/2020

CLEAR

Batch ID

Enter Batch ID

SEARCH

Batch ID	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amount
2	11 Nov 2020	58512824533	\$7,390.77	\$152.15	\$7,542.92

GO BACK

EXPORT REPORT

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

GO BACK

Batch Payment Ad....xlsx

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

Batch_Payment_ID	Date_Paid	Payment_Reference_Number	Fee_Amount	GST_Amount	Total_Amount
2	11/11/2020 17:27	58512824533	7390.77	152.15	7542.92

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

Batch Payment History

Payment Date Range
 From: 11/11/2020
 To: 11/11/2020
 CLEAR

Batch ID
 Enter Batch ID

SEARCH

Batch ID	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amount
2	11 Nov 2020	58512824533	\$7,390.77	\$152.15	\$7,542.92

GO BACK

EXPORT REPORT

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

Batch Payment History

Payment Date Range
 From: dd/mm/yyyy
 To: dd/mm/yyyy
 CLEAR

Batch ID
 Enter Batch ID

SEARCH

Batch ID	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Amount
3	17 Nov 2020	58663853029	\$552.00	\$0.00	\$552.00
2	17 Nov 2020	58663412321	\$90.00	\$9.00	\$99.00
1	16 Nov 2020	58648608870	\$515.00	\$9.00	\$524.00

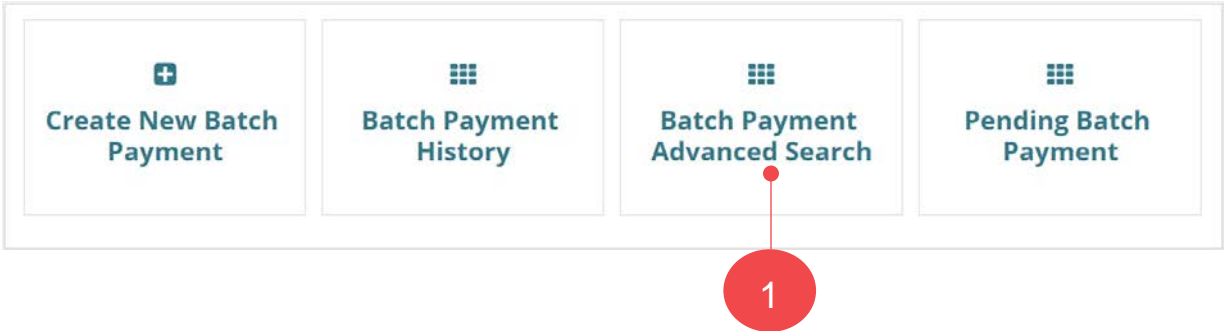
GO BACK

EXPORT REPORT

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.

Batch Payment Advanced Search

Payment Date Range
From: 16/11/2020
To: 16/11/2020
CLEAR

Fee Advice ID
Enter Fee Advice ID

Fee Advice Type
Select Fee Advice Type

Payment Reference Number
Enter Payment Reference Number

Application ID
Enter Application ID

Batch Payment ID
Enter Batch Payment ID

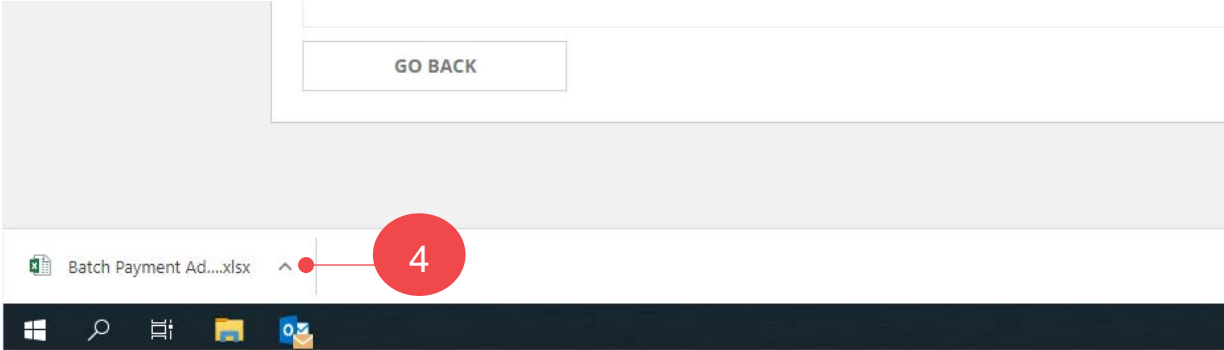
SEARCH

Batch ID	Fee Advice ID	Application ID	Fee Advice Type	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Fee
1	99	1138	Lodgement Fee Advice	16 Nov 2020	58648608870	\$90.00	\$9.00	\$99.00
1	1141	20001302	Assessment Fee Advice	16 Nov 2020	58648608870	\$375.00	\$0.00	\$375.00
1	1928	20001985	Certificate of Occupancy Fee Advice	16 Nov 2020	58648608870	\$50.00	\$0.00	\$50.00

GO BACK

EXPORT REPORT

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



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

Batch Payment Advance History - 17_11_2020 08_08 GMT_10_30 [Protected View] - Excel

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

112

	A	B	C	D	E	F	G	H	I	J
	Batch_ID	Fee_Advice_ID	Application_ID	Invoice_Type	Date_Paid	Payment_Reference_Number	Fee_Amount	Gst_Amount	Total_Amount	
1	1	99	1138	Lodgement Fee Advice	16/11/2020 18:09	58648608870	90	9	99	
2	1	1141	20001302	Assessment Fee Advice	16/11/2020 18:09	58648608870	375	0	375	
3	1	1928	20001985	Certificate of Occupancy Fee Advice	16/11/2020 18:09	58648608870	50	0	50	
4										
5										
6										
7										

Sheet 1

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

Batch Payment Advanced Search

Payment Date Range From: 16/11/2020 To: 16/11/2020 CLEAR		Fee Advice ID Enter Fee Advice ID	Payment Reference Number Enter Payment Reference Number	Batch Payment ID Enter Batch Payment ID
		Fee Advice Type Select Fee Advice Type	Application ID Enter Application ID	

6

Batch ID	Fee Advice ID	Application ID	Fee Advice Type	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Fee
1	99	1138	Lodgement Fee Advice	16 Nov 2020	58648608870	\$90.00	\$9.00	\$99.00
1	1141	20001302	Assessment Fee Advice	16 Nov 2020	58648608870	\$375.00	\$0.00	\$375.00
1	1928	20001985	Certificate of Occupancy Fee Advice	16 Nov 2020	58648608870	\$50.00	\$0.00	\$50.00

GO BACK EXPORT REPORT

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

Batch Payment Advanced Search

Payment Date Range From: dd/mm/yyyy To: dd/mm/yyyy CLEAR		Fee Advice ID Enter Fee Advice ID	Payment Reference Number Enter Payment Reference Number	Batch Payment ID Enter Batch Payment ID
		Fee Advice Type Select Fee Advice Type	Application ID Enter Application ID	

Batch ID	Fee Advice ID	Application ID	Fee Advice Type	Date Paid	Payment Reference Number	Fee Amount	GST Amount	Total Fee
1	99	1138	Lodgement Fee Advice	16 Nov 2020	58648608870	\$90.00	\$9.00	\$99.00
1	1141	20001302	Assessment Fee Advice	16 Nov 2020	58648608870	\$375.00	\$0.00	\$375.00
1	1928	20001985	Certificate of Occupancy Fee Advice	16 Nov 2020	58648608870	\$50.00	\$0.00	\$50.00
2	408	20000042	Lodgement Fee Advice	17 Nov 2020	58663412321	\$90.00	\$9.00	\$99.00
3	1389	20001551	Lodgement Fee Advice	17 Nov 2020	58663853029	\$552.00	\$0.00	\$552.00

5 items

GO BACK EXPORT REPORT

7

For more information visit
plan.sa.gov.au



Government of South Australia

Department for Trade
and Investment