

Search and Resend Payment Advice

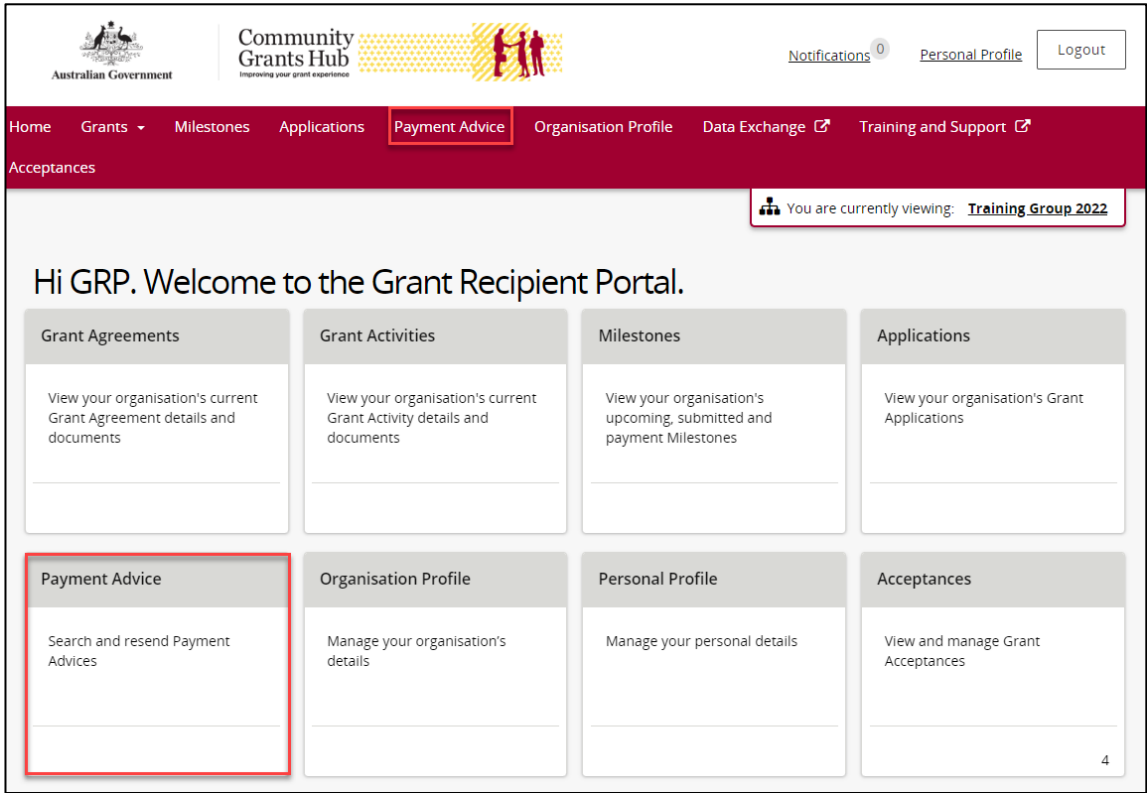
Grant Recipient Portal Task Card

Portal Access required: Administrator, Editor or View Only

The Grant Recipient Portal (Portal) enables grant recipients to search and resend their payment advice(s) (also known as a Recipient Created Tax Invoice (RCTI) or Remittance Advice).

This task card describes the process of searching and resending payment advice(s) in the Portal.

Navigating to Payment Advice

Step	Action
1	<p>From the Home screen, select the Payment Advice tile. Alternatively, select the Payment Advice link from the Navigation menu.</p>  <p>The screenshot shows the Grant Recipient Portal interface. At the top, there is a navigation bar with links: Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. Below the navigation bar, there is a section for 'Acceptances' and a user profile indicator showing 'You are currently viewing: Training Group 2022'. The main dashboard area contains several tiles: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice (highlighted with a red box), Organisation Profile, Personal Profile, and Acceptances. The 'Payment Advice' tile description is 'Search and resend Payment Advices'.</p>



Step	Action
2	<p>The Payment Advice search screen will display.</p> <div data-bbox="272 521 1410 1050"><p>You are here: Home / Payment Advice</p><h3>Payment Advice</h3><hr/><p>Search for Payment Advice</p><p>Select one of the following options to search Payment Advice</p><p>Option 1</p><p>Payment Date From: <i>dd/mm/yyyy</i> <input type="text"/> <input type="button" value="📅"/> Payment Date To: <i>dd/mm/yyyy</i> <input type="text"/> <input type="button" value="📅"/></p><p>Option 2</p><p>Financial Year: <input type="text" value="Please Select"/> <input type="button" value="▼"/></p><p>Option 3</p><p>Reference Number: <input type="text"/></p><p>Clear <input type="button" value="Run Search"/></p></div>



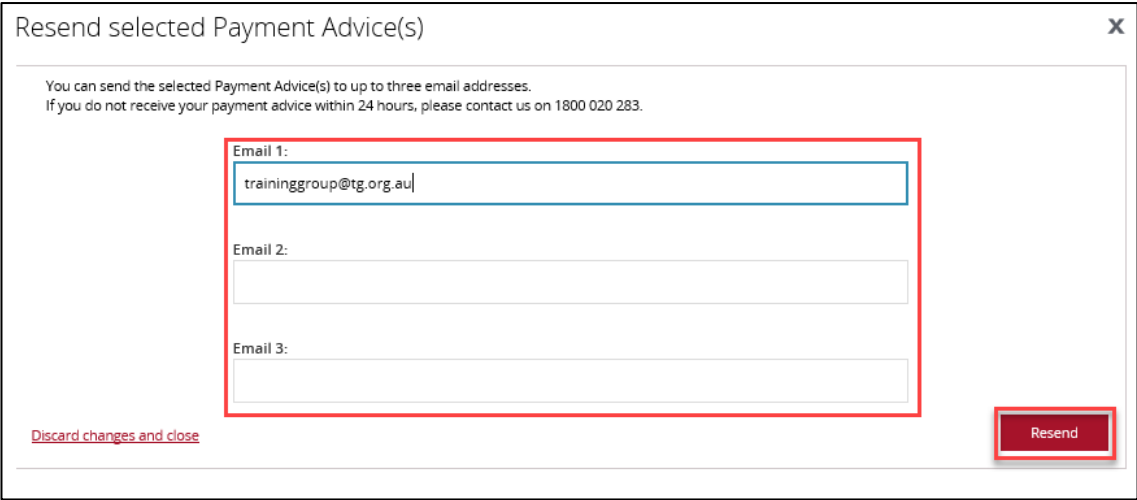
Search for Payment Advice(s)

Step	Action
3	<p>Search for a payment using one of the three available options:</p> <ul style="list-style-type: none">• Option 1 – Payment Date Range – Allows users to search for a payment using a specific date or date range.• Option 2 – Financial Year – Allows users to search all payments made during a financial year. <p>Note: the financial year is the second year listed in the date range. For example, searching 2022 will return results for the 2021-2022 financial year.</p> <ul style="list-style-type: none">• Option 3 – Reference Number – Allows users to search using the payment’s reference number. <p>Note: the reference number can be found on the bank statement and typically starts with 150 or 015.</p> <div data-bbox="272 1077 1422 1559"><p><small>You are here: Home / Payment Advice</small></p><p>Payment Advice</p><p>Search for Payment Advice</p><p><small>Select one of the following options to search Payment Advice</small></p><p>Option 1</p><p>Payment Date From: <i>dd/mm/yyyy</i> <input type="text"/> <input type="button" value="D"/> Payment Date To: <i>dd/mm/yyyy</i> <input type="text"/> <input type="button" value="D"/></p><p>Option 2</p><p>Financial Year:</p><p>Please Select <input type="button" value="v"/></p><p>Option 3</p><p>Reference Number: <input type="text"/></p><p><small>Clear</small> <input type="button" value="Run Search"/></p></div>



Step	Action												
4	<p>Once the appropriate information has been populated, select the Run Search button.</p> <div data-bbox="272 521 1414 1106"><p>You are here: Home / Payment Advice</p><h3>Payment Advice</h3><p>Search for Payment Advice</p><p>Select one of the following options to search Payment Advice</p><p>Option 1</p><p>Payment Date From: dd/mm/yyyy <input type="text"/> <input type="button" value="📅"/> Payment Date To: dd/mm/yyyy <input type="text"/> <input type="button" value="📅"/></p><p>Option 2</p><p>Financial Year: <input type="text" value="Please Select"/> <input type="button" value="▼"/></p><p>Option 3</p><p>Reference Number: <input type="text" value="0152759981"/></p><p>Clear <input type="button" value="Run Search"/></p></div>												
5	<p>The search results will display. Select the checkbox next to the Payment Advice(s) then select the Resend Selected button.</p> <p>Selecting the checkbox next to Payment Date will select all results.</p> <p>Note: Payment Advice(s) cannot be viewed before resending.</p> <div data-bbox="272 1357 1414 1648"><p>You are here: Home / Payment Advice / Search results</p><h3>Payment Advice</h3><p>Payment Advice includes Recipient Created Tax Invoices (RCTI) and Remittance records</p><p>Results (1)</p><table border="1"><thead><tr><th><input type="checkbox"/></th><th>Payment Date</th><th>Reference Number</th><th>Financial Year</th><th>Amount \$</th><th><input type="button" value="Search again"/></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>26/03/2020</td><td>0152759981</td><td>2020</td><td>\$16,500.00</td><td><input type="button" value="Resend Selected"/></td></tr></tbody></table></div>	<input type="checkbox"/>	Payment Date	Reference Number	Financial Year	Amount \$	<input type="button" value="Search again"/>	<input type="checkbox"/>	26/03/2020	0152759981	2020	\$16,500.00	<input type="button" value="Resend Selected"/>
<input type="checkbox"/>	Payment Date	Reference Number	Financial Year	Amount \$	<input type="button" value="Search again"/>								
<input type="checkbox"/>	26/03/2020	0152759981	2020	\$16,500.00	<input type="button" value="Resend Selected"/>								

Email the Payment Advice(s)

Step	Action
6	<p>After selecting Resend Selected, a dialogue box will display. Enter the appropriate email address/es and select Resend.</p> <p>Copies of the selected Payment Advice(s) will be sent to the nominated email addresses.</p> <p>Note: If the payment advice is not received within 24 hours, please contact the Grant Recipient Portal Helpdesk.</p> 

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: GRP.Helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 9:00am – 5:00pm (AEST/AEDT)