



Search and Resend Payment Advice

Task Card

The Grant Recipient Portal (Portal) allows users to search for payment advice records and resend them by email. Payment advice documents are also known as Recipient Created Tax Invoices (RCTIs) or Remittance Advices.

Portal access required: Administrator, Editor, or View Only.

Quick Links

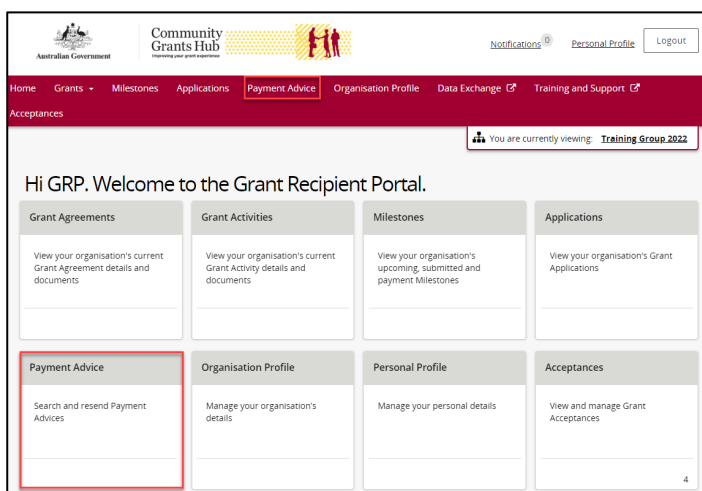
[Navigate to Payment Advice](#)

[Search for Payment Advice](#)

[Need help?](#)

Navigate to Payment Advice

From the Portal home page, select the **Payment Advice** tile, or link from the navigation menu.



The **Payment Advice** search page opens. This is where you can search for payment advice records.

You are here: [Home](#) / [Payment Advice](#)

Payment Advice

Search for Payment Advice

Select one of the following options to search Payment Advice

Option 1

Payment Date From: dd/mm/yyyy

Payment Date To: dd/mm/yyyy

Option 2

Financial Year:

Please Select

Option 3

Reference Number:

[Clear](#) [Run Search](#)

Search for Payment Advice

Search for a payment using one of the following options:

Payment Date Range

Search using a specific payment date or date range.

Financial Year

Search for all payments made in a financial year.

Note: Enter the second year of the financial year. For example, entering **2022** will return payments from the **2021-22 financial year**.

Reference Number

Search using the payment reference number shown on your bank statement. Reference numbers usually begin with **150** or **015**.

You are here: [Home](#) / [Payment Advice](#)

Payment Advice

Search for Payment Advice

Select one of the following options to search Payment Advice

Option 1

Payment Date From: dd/mm/yyyy

Payment Date To: dd/mm/yyyy

Option 2

Financial Year:

Please Select

Option 3

Reference Number:

[Clear](#) [Run Search](#)

Enter the search information and select **Run Search**.

You are here: Home / Payment Advice

Payment Advice

Search for Payment Advice

Select one of the following options to search Payment Advice

Option 1

Payment Date From: dd/mm/yyyy

Payment Date To: dd/mm/yyyy

Option 2

Financial Year:

Option 3

Reference Number:

[Clear](#)

Review the search results.

Select the checkbox beside the payment advice you want to resend, then select **Resend Selected**.

To select all payment advice records displayed, select the checkbox in the column heading next to **Payment Date**.

Note: Payment advice documents cannot be viewed in the Portal before they are resent

You are here: Home / Payment Advice / Search results

Payment Advice

Payment Advice includes Recipient Created Tax Invoices (RCTI) and Remittance records

Results (1)

☐	Payment Date	Reference Number	Financial Year	Amount \$
☐	26/03/2020	0152759981	2020	\$16,500.00

[Search again](#)

Enter up to three email addresses and select **Resend**.

The selected payment advice documents will be emailed to the addresses entered.

Note: If the payment advice is not received within 24 hours, contact the Portal Helpdesk

Resend selected Payment Advice(s) ✕

You can send the selected Payment Advice(s) to up to three email addresses.
If you do not receive your payment advice within 24 hours, please contact us on 1800 020 283.

Email 1:

Email 2:

Email 3:

[Discard changes and close](#)

Need help?

For further assistance with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.