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Prevention. Care. Recovery.

ProviderHub

ProviderHub training guide

Remittance advice



Remittance advice guide

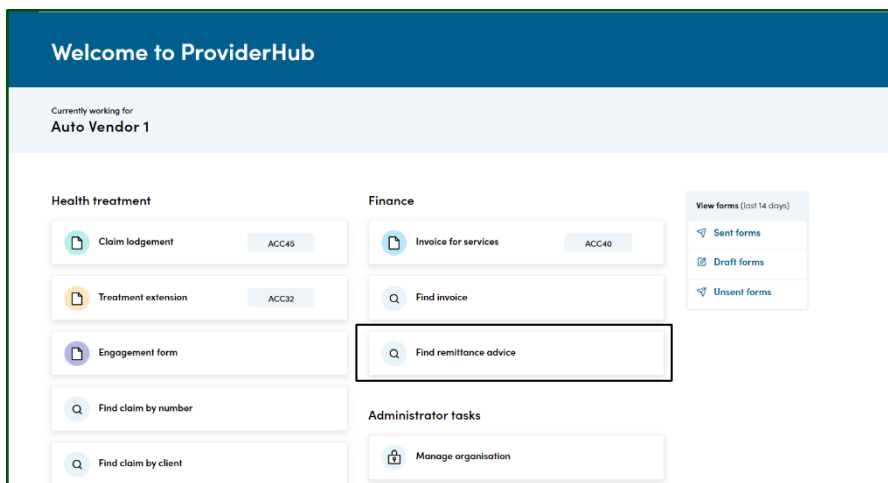
Use this feature when you want to get up to date information about remittances. Using this will display single or multiple remittances with payment details. You will also be able to download a copy of the remittance advice as a CSV file.

In this guide, you will find the key steps to search for remittance advices 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.

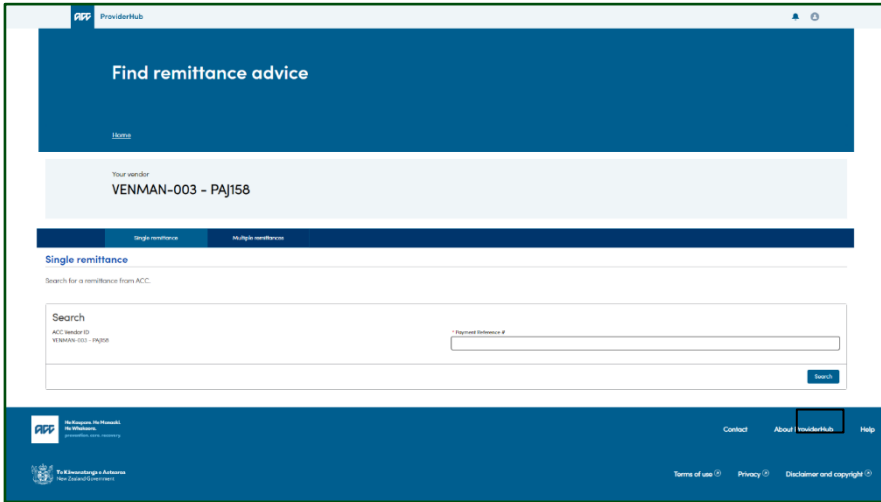
Note: you will need the payment reference number.





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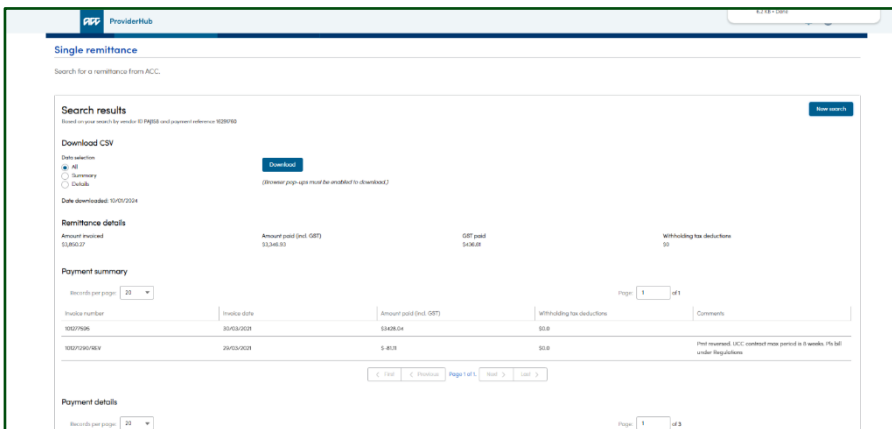


Your ACC vendor ID will be automatically populated.

Enter the payment reference number.

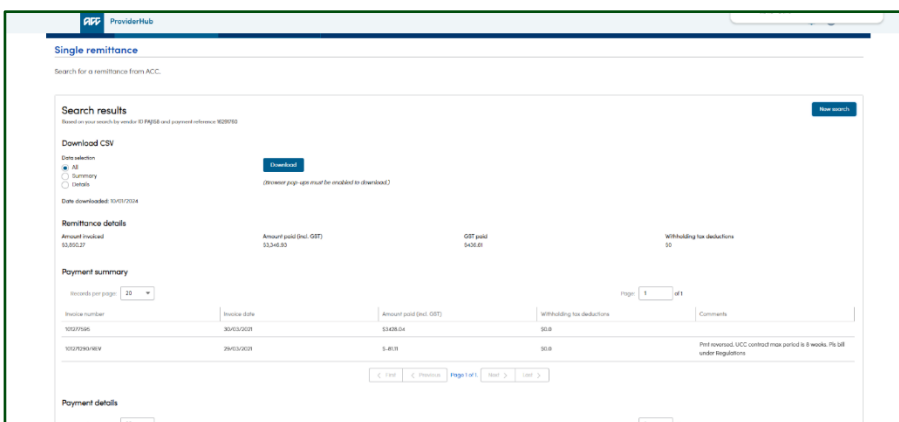
Click **Search**.

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



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
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	CON	[REDACTED]	[REDACTED]	\$86.28	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	CON	[REDACTED]	[REDACTED]	\$190.06	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SB1	[REDACTED]	[REDACTED]	\$98.19	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SB2	[REDACTED]	[REDACTED]	\$216.89	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SB3	[REDACTED]	[REDACTED]	\$6718	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SB4	[REDACTED]	[REDACTED]	\$103.3	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SB5	[REDACTED]	[REDACTED]	\$309.88	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SB6	[REDACTED]	[REDACTED]	\$123.95	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SB7	[REDACTED]	[REDACTED]	\$103.3	\$0.0	
[REDACTED]	14/11/2018	[REDACTED]	[REDACTED]	[REDACTED]	1/12/2018	SD1	[REDACTED]	[REDACTED]	\$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

Remittance details

Payment summary

Invoice number	Invoice date	Amount paid (incl. GST)	Withholding tax deductions	Comments
1007996	30/01/2021	\$438.84	\$0.0	
1007996	29/01/2021	\$-40.0	\$0.0	Post covered UCC contract rose period is 9 weeks, 76.5% under regulations

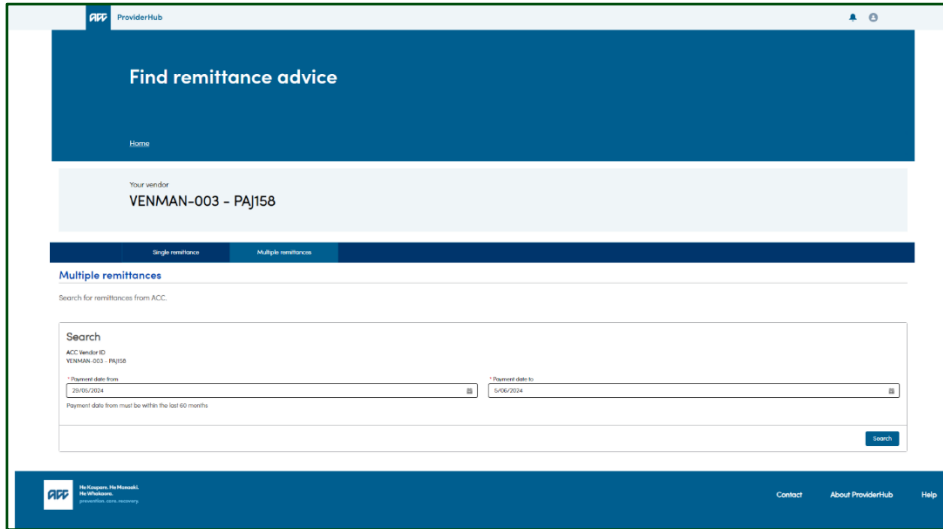
To check another remittance, click on **New search** and enter a new payment reference number.

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





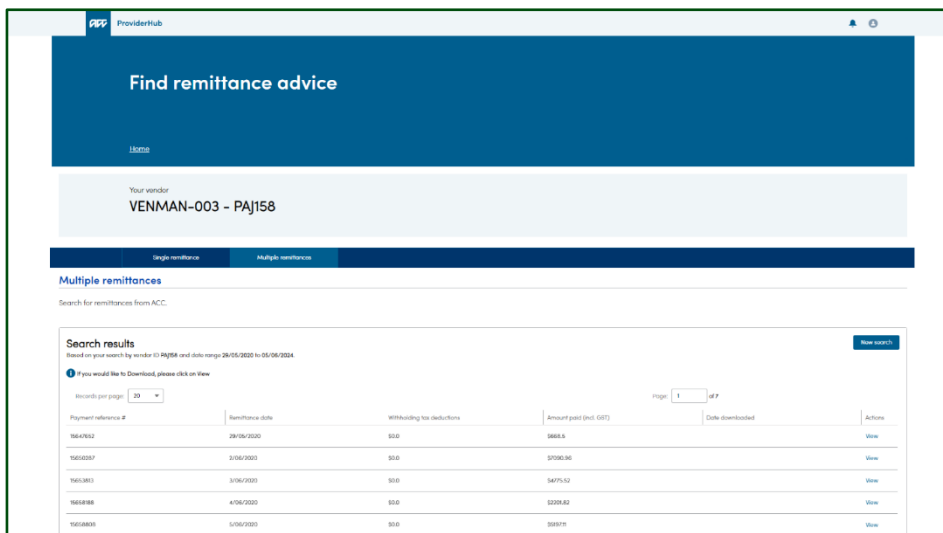
Multiple remittance search



To view the details of multiple remittances, click the **Multiple remittances** tab. The multiple invoice search feature presents a list of invoices based on a date range.

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**.

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Multiple remittances

Search for remittances from ACC.

Search results

Download CSV

Remittance details

Invoice number	Invoice date	Amount paid (incl. GST)	GST paid	Withholding tax deductions
1983320	22/05/2020	\$93.22	\$0.0	\$0.0
1983328	22/05/2020	\$008.98	\$0.0	\$0.0

Payment summary

Invoice number	Invoice date	ACC ref	ACC claim no.	Client name	Service date	Service code	Provider ID	Facility	Amount paid (incl. GST)	Withholding tax	Comments
1983320	22/05/2020	DN204%	100488227%	D Lundenhope	16/05/2020	UCR	PA/58	SBL11	\$93.22	\$0.0	

All invoices attached to your selected remittance will be displayed.

Remittance advice

