Learning Provider Portal Quick Guide

Payment Remittance Files

Please refer to section 17 of the User Guide for full and detailed instructions on the Remittance Files.

The Remittance Report allows users with Financials Administrator access to view and export Remittance Reports.

1. To access the report hover over the Applicant Information Service, select the Financials Home menu and select the Remittance Report link.

The Remittance Report will provide information on payments that are in progress, payments that have been paid to the Provider and any payments that have been recovered.

The file can either be viewed on screen or exported as an xml file.

The screen will provide the following information:

Indicator Description	Descriptor
Schedule Payment Date	The date that the payment instalment has been scheduled for payment
Actual Payment Date	The date that the payment was made to the Provider
Payment Status	Status of payment : • Scheduled • In Progress - payment is being processed but has yet to reach your account • Paid - payment has been paid • Failed - payment has failed
Payment Amount	The total of the individual payment and recoveries on the remittance file for that month. Please note that this will not necessarily be the amount deposited in your bank account. The payment you receive will be impacted by any outstanding recovery amounts shown on previous remittance files. (please refer to the user guide for further details)
Recovery Amount	The amount that will be recovered due to an outstanding offset recovery amount (caused by reassessments which occurred in previous months) This amount will have been documented in a previous remittance file.
Payment to Bank	The total amount that will be paid to the Provider in that payment run
Export Tick box	Allows user to select the file to be exported

Information on most recent payments will appear first and you can navigate through the pages of payments by using the numbers under the list of payments. Here you can also select how many records per page you would like to display by selecting the number from the dropdown menu.

To view details of the individual learners who make up the payment file, select the Actual Payment Date hyperlink. This will open a window showing the Remittance Report detail which will display a summary of the payment selected and give learner level breakdown for each payment.

Remittance Export

Remittance files can be exported as xml files. To export Remittance Reports select the tick boxes next to the files you wish to export