

You can enquire on certificate request fee and certificate liability transactions that all users for your organisation have made through RevenueSA Online using the Payment Enquiry function.

At the end of each business day, all liability transactions processed by your organisation during that day are combined together into a Payment File. This Payment File is processed the next business day, debiting one amount (being the total of liabilities paid) to the nominated bank account.

The certificate request fee transactions are deducted individually from the nominated bank account.

To assist you in reconciling payments made from your bank account, you can perform an enquiry on the payment file ID that is shown on your bank statement. This function provides you with a breakdown of the individual transactions contained in the debit to your bank account.

1. Select **Payment Enquiry** from the **Certificates ESL and Land Tax Menu**.
2. In order to enquire on a certificate, you first need to search for it. You can search for a certificate using different pieces of information.

Field	Description
ESL Land Tax	These checkboxes indicate the type of certificates you wish to enquire on. The system automatically defaults with both boxes ticked. If you only wish to search for one type of certificate, click in the appropriate box to remove the tick.
Assessment Number Title Reference Certificate Number	Enter the assessment number, title reference or certificate number that you wish to view payment information for.
Payment Date	To search for payments for a particular day, enter the date in the format of DD/MM/YYYY.
Payment File Identifier	To view a specific payment file, enter the payment file identifier, this is the number that appears on your bank statement.
Date Range From and To	Enter the date range for the certificate/s you wish to view in the format of DD/MM/YYYY.

3. Once you have entered your search criteria, click on the **Search** button. Your search results will be displayed.

ent Enquiry

ESL *: Land Tax *: Assessment Number : _____
 Title Reference _____ Certificate Number : _____
 Payment Date : _____ Payment Identifier : _____
 Period Range From : 07/08/2018 Period Range To : 08/08/2018

Search Clear

ESL Transaction Details

Certificate Number	Assessment Number	Title Reference	Date Paid	Amount Paid	Payment Type	Certificate Reference	Ref ID	Bank Account	Payment File Id
22222	1122334455	CT 2345/67	07/08/2018	155.00	Liability		1408	CERTS	000350
22224	2233445566	CT 3456/78	07/08/2018	15.80	Request		140	CERTS	000350

Land Tax Transaction Details

Certificate Number	Assessment Number	Title Reference	Date Paid	Amount Paid	Payment Type	Certificate Reference	Ref ID	Bank Account	Payment File Id
22223	1122334455	CT 2345/67	07/08/2018	429.00	Liability		140	CERTS	000350
22225	2233445566	CT 3456/78	07/08/2018	33.25	Request		140	CERTS	000350

The information displayed on this screen includes:

Field	Description
Certificate Number / Assessment Number / Title Reference	The certificate number, assessment number and title reference for the property.
Date Paid Amount Paid	The date and amount for the certificate request fee/liability that was authorised for payment.
Payment Type	Indicates if the payment is for a certificate request or liability.
Certificate Reference	If applicable, displays the Certificate Reference entered on the Certificate Details screen.
Ref ID	A unique payment reference number is assigned to each certificate request fee payment and certificate liability payment. The Payment Reference is also displayed on the payment receipt for certificate liability payments.
Bank Account Payment File Identifier	Displays the bank account selected for the payment. The payment file identifier. A unique payment file identifier is assigned to each certificate request fee payment and to the 'group' of certificate liability

payments that have been processed on the same day, i.e. in the one payment file. The payment file identifier may also appear on your bank statement.