

Background

During the assessment of a development application 'assessment fees' are generated and payment is required to progress the development application assessment. Notification of this fee payment is either by email or post, based on the communication method nominated during the submission of the development application.

To identify development applications with fee payments outstanding and holding up the progress of the development application assessment, you can generate the 'DAs Awaiting Payment report' from the **Council Application Management Reporting** tool.

Note: the **Outstanding Payments report** and the reporting tool is 'only' available to Local Government councils.

What happens next?

Following the generation of the 'DAs Awaiting Payment' report, find the development application within the ePlanning system **Assessments** dashboard to locate the contact details to follow-up by calling directly and/or printing the outstanding 'fee advice' to send via post.

Associated Guides

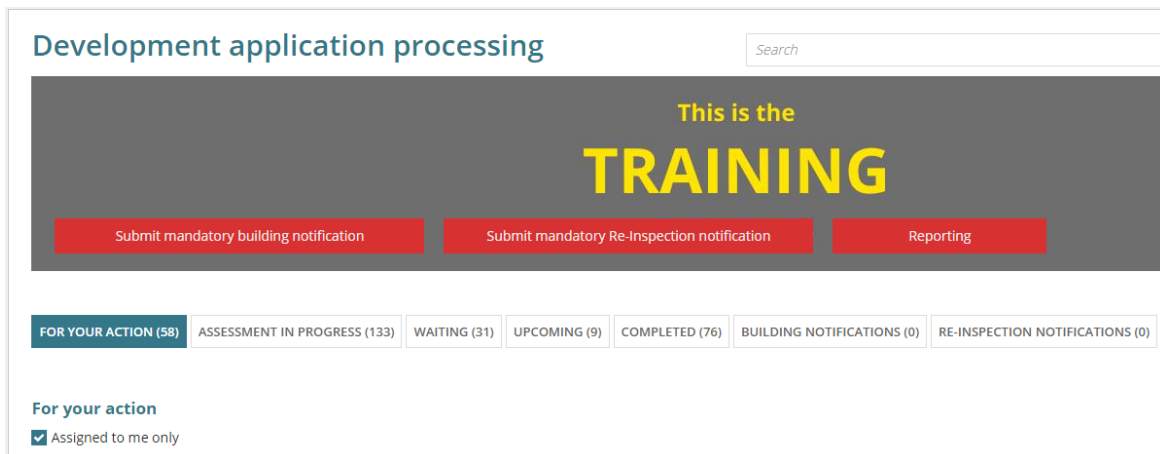
[Application and Operational Reporting](#)

This guide provides information regarding the reporting services (DAP and Power BI), an overview of the full suite of reports available to councils, instructions on running these reports and exporting them to perform further analysis in Microsoft Excel, and/or to import into your own reporting platforms.

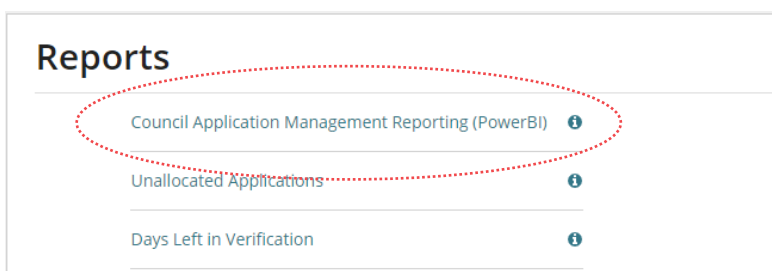
Generating the DAs Awaiting Payment report

Complete the instructions to generate the DAs Awaiting Payment report and print or export the results into Excel.

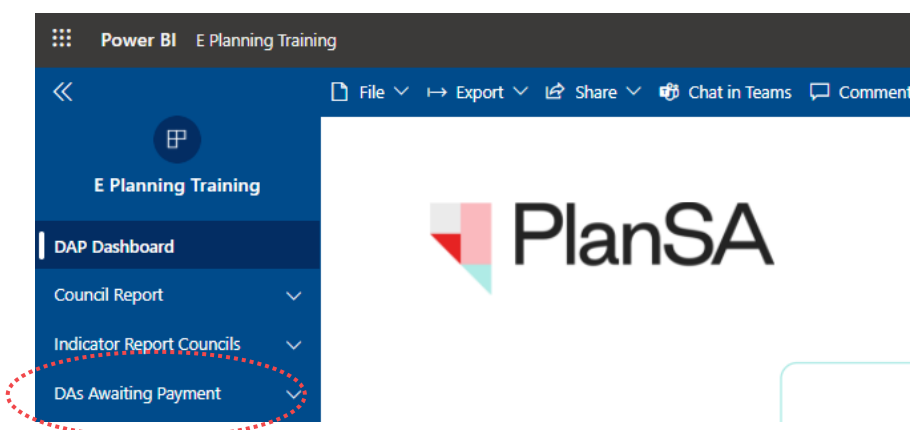
1. On logging in, the **Assessments** dashboard will display.
2. Click on **Reporting**.



3. Click on **Council Application Management Reporting** from within the **Reports** screen.



4. Select **DAs Awaiting Payment** report from the dashboard menu.

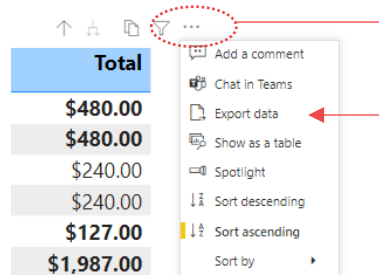


5. A list of 'all' development applications with outstanding payments will display.

DA ID	Amount	GST	Total
20001650	480.00	0.00	\$480.00
Invoice ID:1537, Date: 8/28/2020	480.00	0.00	\$480.00
2906	240.00	0.00	\$240.00
2907	240.00	0.00	\$240.00
20001651	115.45	11.55	\$127.00
20001686	1,941.55	45.45	\$1,987.00
20001691	250.00	0.00	\$250.00
20001742	292.45	11.55	\$304.00
20001770	367.91	19.09	\$387.00
20001912	302.00	0.00	\$302.00
20002043	177.00	0.00	\$177.00
Total	3,926.36	87.64	\$4,014.00

6. To 'print a copy of the report' click on **File** in the tool bar and then **Print this page** to send to your local office printer.

Alternatively, to show in an 'excel document' click on the **3 dots** icon and then **Export data**.



7. Leave the default selections within the **Export data** window and then select **Export** to complete the action.

Export data

Which data would you like to export?

Summarized data
 Underlying data

File format:
.xlsx (Excel 150,000-row max)

Data exports with all applied filters.
 For large data models, only a limited number of rows can be exported. [Learn more](#)
 Currently, underlying data can only be exported into an Excel doc (.xlsx).

Export Cancel

How to...

Report on development applications with fee payments outstanding



8. Click on the **report download** located at the bottom of the page to open in Excel.

4

The report will open in Excel, then edit as needed.

Applied filters: Total is greater than \$0.00 InvoiceStatusCode is PENDINGApp Crtd dt adl is on or after 31/07/2020 12:00:00 AM

DA ID	Invoice number with date	Invoice	Sum of	Sum of	Sum of
20001650	Invoice ID:1537, Date: 8/28/2020	2906	240	0	\$240.00
20001650	Invoice ID:1537, Date: 8/28/2020	2907	240	0	\$240.00
20001651	Invoice ID:1845, Date: 10/8/2020	3485	115.45	11.55	\$127.00
20001686	Invoice ID:1618, Date: 9/10/2020	3089	177	0	\$177.00
20001686	Invoice ID:1618, Date: 9/10/2020	3090	250	0	\$250.00
20001686	Invoice ID:1618, Date: 9/10/2020	3091	500	0	\$500.00
20001686	Invoice ID:1618, Date: 9/10/2020	3092	454.55	45.45	\$500.00
20001686	Invoice ID:1618, Date: 9/10/2020	3093	240	0	\$240.00
20001686	Invoice ID:1618, Date: 9/10/2020	3094	240	0	\$240.00
20001686	Invoice ID:1618, Date: 9/10/2020	3095	80	0	\$80.00
20001691	Invoice ID:1816, Date: 9/28/2020	3441	250	0	\$250.00
20001742	Invoice ID:1620, Date: 9/10/2020	3097	177	0	\$177.00
20001742	Invoice ID:1620, Date: 9/10/2020	3098	115.45	11.55	\$127.00
20001770	Invoice ID:1694, Date: 9/15/2020	3230	177	0	\$177.00
20001770	Invoice ID:1694, Date: 9/15/2020	3231	190.91	19.09	\$210.00
20001912	Invoice ID:1960, Date: 10/21/2020	3683	177	0	\$177.00
20001912	Invoice ID:1960, Date: 10/21/2020	3684	125	0	\$125.00
20002043	Invoice ID:1995, Date: 10/23/2020	3751	177	0	\$177.00