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Accident Compensation Corporation

ACC SendInvoice User Guide

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1 What is SendInvoice?

SendInvoice is a simple tool for securely sending electronic invoice schedules to ACC, so that ACC can pay for claims it has accepted. It's a desktop application that runs on Windows PCs, using modern, supported technology. SendInvoice consumes spreadsheets (in a .csv format) and submits that data through to ACC as an invoice.

This user guide describes what SendInvoice can do, how to prepare and submit invoices, and how to troubleshoot minor issues.

For further support, you can also watch the simple step by step SendInvoice 'how to' videos on our SendInvoice Channel:

https://www.youtube.com/playlist?list=PLL8nC8MhKPx7ijOh0OHxT26lC60rE0_Xb

2 What SendInvoice can do

SendInvoice provides a number of functions to make submitting and tracking your ACC invoices easy and user-friendly. They include:

- Validating the format of invoice schedule files before you submit them to ACC
- Providing you with several flexible invoice numbering options
- Checking your schedule for any duplicate invoice submissions
- Showing your invoice submission history so you can track what you've sent us
- Supporting tailored spreadsheets so you can customise your invoice schedule to your needs
- Enabling GST apportionment for existing users of XML Builder.
- We explain each one of these functions in detail throughout this User Guide.

2.1 Validating Invoice Schedule Files

To ensure we get the correct information to pay you promptly, SendInvoice validates your invoice schedules before sending them to ACC, by checking for any format errors. When you upload a spreadsheet, the validation process occurs automatically. If any validation errors are identified, you'll need to open your original spreadsheet file, fix the errors that have been identified by SendInvoice, and import the spreadsheet again. You can't fix errors directly in SendInvoice -this helps maintain the integrity of your original source files.

Schedule files must be in .csv format. Each schedule file must relate to one vendor and one contract, which you select in the user interface before you import the schedule.

What SendInvoice validates

SendInvoice checks and validates the format of the information contained in your uploaded schedule. However, until the schedule is submitted, SendInvoice is not able to verify if the data it contains is valid in ACC systems, or if the data items contained are related to each other as a combination (such as the relationship between service codes/contracts).

When you submit an invoice schedule, further validation processes are automatically carried out. These validation checks are checking that the following codes are valid in ACC's systems:

- claim number
- facility code
- NHI number
- provider ID
- service code
- vendor ID.

SendInvoice will generate an error message if any lines of data in your schedule are invalid.

Order of invoice lines within a spreadsheet

If an invoice schedule includes more than one invoice line for a claim number, payment is faster if these lines are grouped in consecutive rows, in ascending order by the service date.

If you include schedule numbers (column AD/30 in the spreadsheet) and have more than one schedule number in a spreadsheet, grouping by schedule number will make it easier for you to match any errors with your original file.

Duplicate invoice lines

Invoice lines with identical content are valid, as there are certain instances that you can claim for the same service for the same patient more than once on the same day. However, it is important to try to avoid duplicating lines accidentally — this will delay processing and payment of your invoices.

Handling high volumes of invoice lines or schedules

SendInvoice is capable of validating files with large numbers of invoice lines, but note that it will take longer to process if you are submitting spreadsheets with larger volumes of submissions, or if your spreadsheet contains multiple schedules.

2.2 Providing Flexible Invoice Numbering Options

SendInvoice handles and/or creates invoice numbers in three different ways. It's optional to provide a number, as SendInvoice will allocate a randomised invoice number if you don't include one. The three ways of creating invoice numbers are:

- Including your invoice number within the CSV spreadsheet that you upload
- Manually typing your invoice number into SendInvoice
- Allowing SendInvoice to allocate a randomised invoice number for you.

When you submit an invoice, SendInvoice verifies the uniqueness of schedule numbers in the file. SendInvoice validates that each invoice number is unique. If it isn't unique, SendInvoice will reject the invoice as a duplicate — even if the content is different than the initial submission.

You don't have to use different invoice numbers for different patients or claims that you are invoicing for. SendInvoice can bundle multiple patients and claims on the same invoice.

SendInvoice does not handle invoice prefixes

SendInvoice is unable to provide prefixes for an invoice. Therefore, any prefix must be included as part of your invoice number that you provide.

2.3 Checking for Duplicate Invoice Submissions

Once an invoice is submitted, SendInvoice checks and identifies if it has already been submitted and successfully received. It won't send duplicate invoice packages to ACC again.

However, SendInvoice cannot prevent all duplicates - if you change the order of lines in an invoice spreadsheet file, or import part of a file that was previously sent to ACC, SendInvoice won't recognise the new packages as duplicates.

In those cases, if you submit the same invoice twice in error, SendInvoice may generate a new unique invoice number and the submission process will accept the invoice. However, once the invoice has been received, ACC's invoicing system will recognise the invoice lines as duplicates, and payment will not occur.

2.4 Showing Invoice Submission History

SendInvoice keeps a record of all the invoices that you have submitted (or attempted to submit) through to ACC from your computer. This function allows you to view your invoice submission history and the submission response. This includes showing invoices which you attempted to submit unsuccessfully due to issues arising within your file

2.5 Supporting Tailored Spreadsheets

SendInvoice now allows the option for you to tailor your spreadsheets to have fewer columns and only show the data columns required for your invoices.

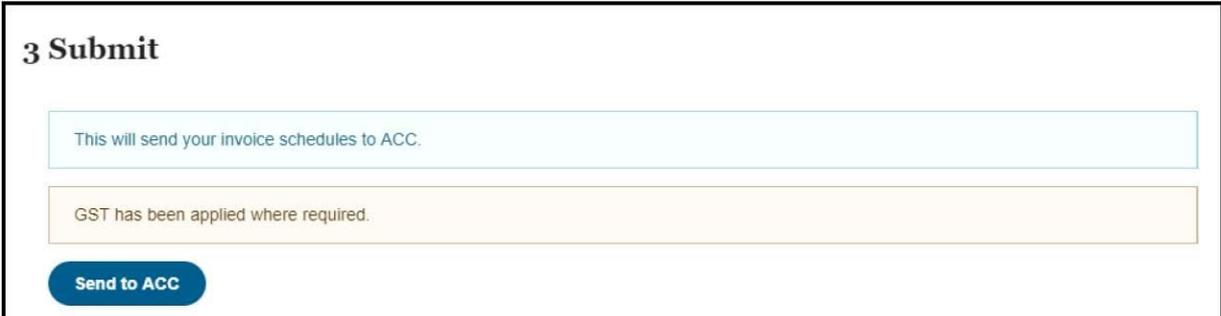
Before tailoring your spreadsheets, contact the Digital Operations team to confirm what details are required for your organisation's invoices. More details on the tailored spreadsheet format are included in Appendix B.

The upload process remains the same.

2.6 Enabling GST Apportionment (for Existing XML Builder Users)

For existing users of XML Builder, SendInvoice now enables you to submit a special type of spreadsheet, to calculate an apportionment of GST for the services being invoiced. This GST apportionment calculation allocates GST from the GST line to all GST exclusive invoice lines automatically. It is only available to existing users who were previously submitting these spreadsheets using XML builder.

You should import your spreadsheet as normal. Once submitted, the GST apportionment occurs and a confirmation message appears confirming "GST has been applied where required".



The screenshot shows a web form titled "3 Submit". It contains two text boxes: a light blue one with the text "This will send your invoice schedules to ACC." and a light orange one with the text "GST has been applied where required.". Below these boxes is a blue button labeled "Send to ACC".

Figure 1: GST apportionment has occurred

Note: ACC does not support new users to use this functionality, as it can lead to accounting and reconciliation issues.

3 Preparing and Sending Invoices

You have installed SendInvoice, checked your digital certificate is correct, and added your vendor and contract ID's using the Install and Configure Guide and the 'how to' Videos. You are ready to go.

The following section covers preparing and sending invoices in SendInvoice.

3.1 Invoice Numbering

SendInvoice requires an invoice number. As explained in Section 2.2, SendInvoice will allocate a randomised invoice number if you don't provide one.

You can choose from one of the following three ways to create your invoice numbers:

- Include your invoice numbers within the CSV spreadsheet that you upload (see below)
- Manually type your invoice number into SendInvoice (see Section 3.2 for more detail)
- Allow SendInvoice to allocate a randomised invoice number for you (see Section 3.2 for more detail).

You don't have to use different invoice numbers for different patients or claims you are invoicing. SendInvoice can bundle multiple patients and claims on the same schedule.

Including your invoice number within your csv spreadsheet

Within your csv spreadsheet, column AD/30 can be used to name your invoices. Any number that is listed in this column will be used to number the submitted invoice.

When choosing your own invoice number, it must:

- have no more than 10 alphanumeric characters
- not start with the letter 'W'
- be unique to your organisation.

Multiple invoice lines can be bundled into the same invoice submission.

If you have more than 200 invoice lines within your spreadsheet, SendInvoice will split the submission into multiple submissions and add a suffix to the end of the invoice number.

For example, invoice "TestSub" with 450 invoice lines within the spreadsheet would split up into three submissions

- "TestSubA"(200lines)
- "TestSubB"(200lines)
- "TestSubC"(50 lines).

If you are using the new tailored spreadsheet template, the column headed "InvoiceID" will perform the same function as listed above (see Appendix B for more details of this template).

Please note: If you have used your csv spreadsheet to number your invoices, the invoice numbering option will not appear as you have already numbered your invoices.

3.2 Import Spreadsheet to Send to ACC

Once your vendor and contract have been selected, you can import schedules. The option to import schedules will not appear until these settings have been selected:

The screenshot shows the ACC Send Invoice 0.4.0 interface. At the top, the user is logged in as Kaaran McCracken. The main heading is '1 Select Vendor and Contract'. There are two dropdown menus: one for 'ACC TEST VENDOR' and one for 'TEST CONTRACT'. Below these are links for 'Manage Vendors' and 'Manage Contracts'. A light blue box contains the text: 'The vendor and contract selected above will apply to the schedules you are about to import.' Below this is the '2 Import schedule' section. It contains a message: 'You can import up to 5 CSV files at a time, up to 20 MB per file.' and a button labeled 'Select files to upload'.

Figure 2: Import schedules

Click on 'Select files to upload', browse to find the file folder where you have .csv files ready to import, then select one or more files. Windows will remember that file folder location for next time.

Once you have selected the spreadsheet(s) to upload, the invoice numbering field will appear if you haven't already numbered your invoice. Here you can input invoice numbers manually, or allow SendInvoice to allocate a number.

Using SendInvoice to number your invoices

The screenshot shows the '2 Import schedule' section of the interface. It contains a message: 'You can import up to 5 CSV files at a time, up to 20 MB per file.' and a button labeled 'Select files to upload'. Below this is the 'Schedule:' section. It features a table with two columns: 'File name' and 'Optional invoice number...'. The first row shows 'GP Test file1.csv' in the 'File name' column and an empty 'Optional invoice number...' field. At the bottom of the section is a blue 'Continue' button.

Figure 3: Numbering your invoice

Remember:

When choosing your own invoice number, it must:

- have no more than 10 alphanumeric characters
- not start with the letter 'W'
- be unique to your organisation.

Multiple invoice lines can be bundled into the same invoice submission.

If you have more than 200 invoice lines within your spreadsheet, SendInvoice will split the submission into multiple submissions and add a suffix to the end of the invoice number.

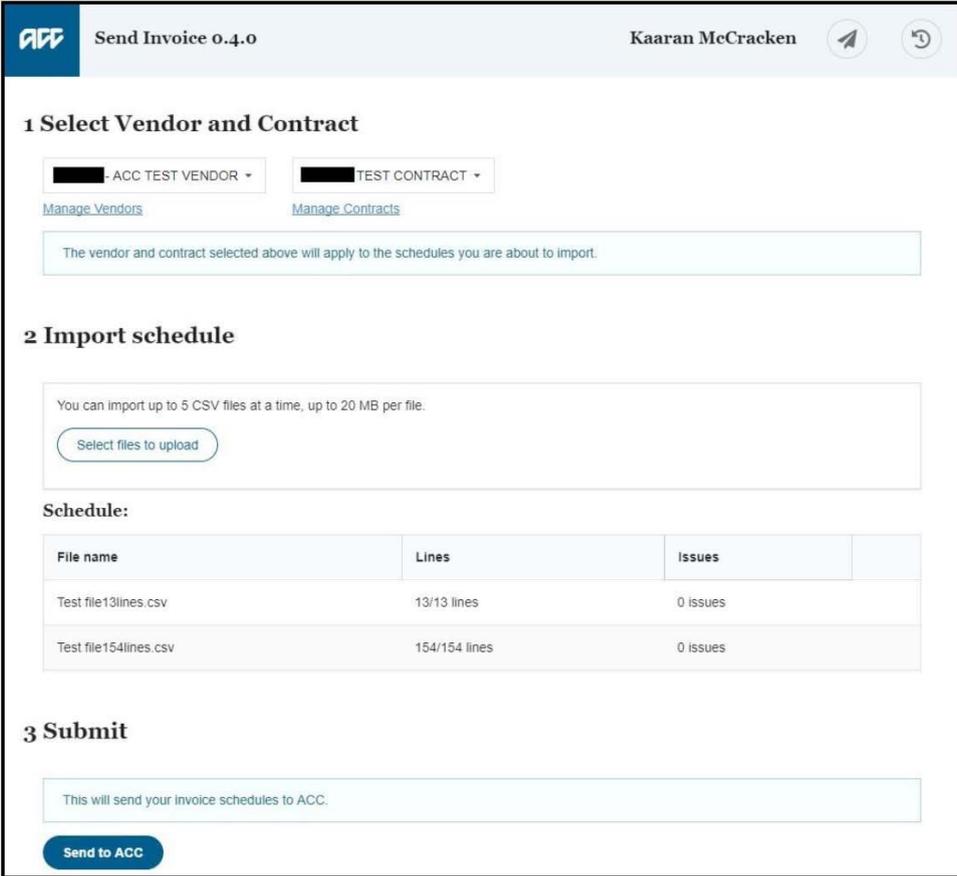
If you type in a number into this field, SendInvoice will use this number for the invoice that you are submitting. When you receive a payment remittance letter, this invoice number will be used as the reference for this submission.

Allowing SendInvoice to allocate a randomised invoice number

If you don't include an invoice number or use column AD, SendInvoice will create a unique 10-character identifier for each invoice. These numbers are randomised numbers that begin with "APG" (e.g. APG4GT8RZZ) and will be unique for every submission.

Because each invoice number is unique, if you are submitting more than 200 lines in one spreadsheet the 200 line suffix does not apply.

SendInvoice validates every row in your selected schedules, and shows the results as in Figure 4 below.



The screenshot shows the 'Send Invoice 0.4.0' interface. At the top, there is a header with the ACC logo, the version number 'Send Invoice 0.4.0', and the user name 'Kaaran McCracken'. Below the header, the interface is divided into three main sections:

- 1 Select Vendor and Contract:** This section contains two dropdown menus for selecting a vendor and a contract. Below these are links for 'Manage Vendors' and 'Manage Contracts'. A message box states: 'The vendor and contract selected above will apply to the schedules you are about to import.'
- 2 Import schedule:** This section includes a message: 'You can import up to 5 CSV files at a time, up to 20 MB per file.' Below this is a 'Select files to upload' button. Underneath, there is a 'Schedule:' section with a table showing the results of the import:

File name	Lines	Issues
Test file13lines.csv	13/13 lines	0 issues
Test file154lines.csv	154/154 lines	0 issues

- 3 Submit:** This section contains a message: 'This will send your invoice schedules to ACC.' Below this is a 'Send to ACC' button.

Figure 4: Send valid schedules to ACC

When you submit an invoice, SendInvoice verifies the uniqueness of schedule numbers in the file. SendInvoice validates that each invoice number is unique. If it isn't unique, SendInvoice will reject the invoice as a duplicate — *even if the content is different than the duplicate.*

3.3 Send to ACC

When all the files imported are valid— '0 issues' as shown in Figure 10 above—the 'Send to ACC' button appears.

If there's more than one unique invoice number, or more than 200 rows, SendInvoice automatically creates separate packages (to enable ACC's system to accept them). You can see them being sent in Figure 5 below.

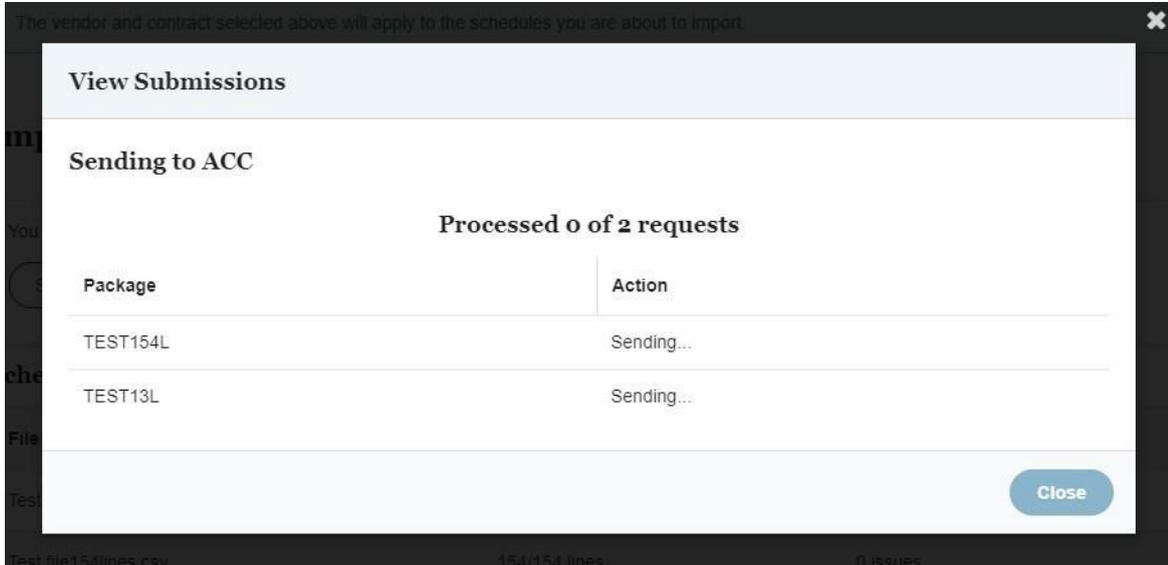


Figure 5: View submissions—sending progress

If all the invoice schedules are accepted, the list of schedules will disappear and will notify you of 'Success' and 'No errors' as below.

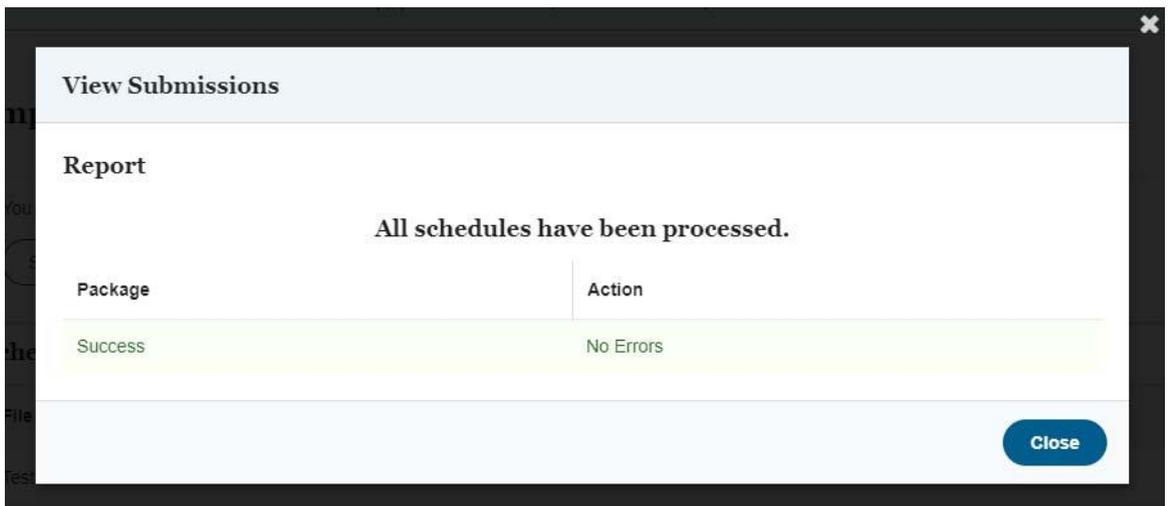


Figure 6: View submissions—success

All done! – You have successfully submitted your invoices to ACC. You can close the window to go back to the main page to submit more schedules or close the app.

3.4 View Invoice Submission History

SendInvoice keeps a record of all the invoices that you have submitted (or attempted to submit) through to ACC from your computer. This function allows you to view your invoice submission history and the submission response. This includes showing invoices which you attempted to submit unsuccessfully due to issues arising within your file.

To access the submission history, go to the top of the app and click on the 'Clock' icon circled in Figure 7 below.



Figure 7: Submission history icon

This will take you to your submission history. Here you can see the submissions that have occurred on this computer with the currently selected digital certificate. Each submission has the date/time of submission, the invoice number used, the file that was uploaded and the submission response.

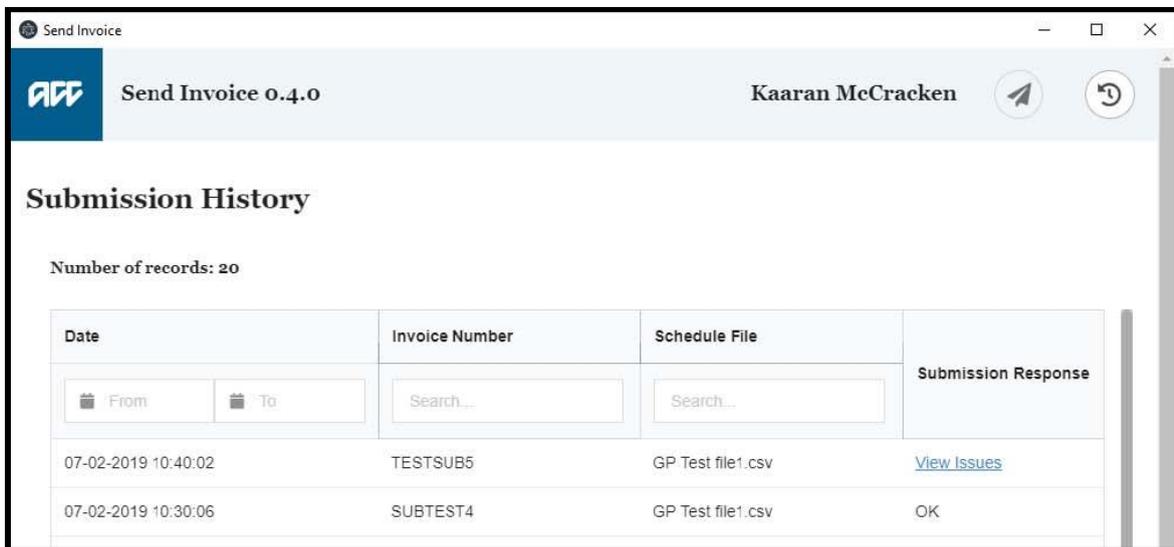


Figure 8: Submission history

You can search your submission history by 'Date', 'Invoice Number' and 'Schedule File':

Submission History

Number of records: 4

Date	Invoice Number	Schedule File	Submission Response
<input type="text" value="From"/> <input type="text" value="To"/>	<input type="text" value="Search..."/>	<input type="text" value="gp"/>	
07-02-2019 10:40:02	TESTSUB5	GP Test file1.csv	View Issues
07-02-2019 10:30:06	SUBTEST4	GP Test file1.csv	OK
09-11-2018 14:27:43	SFASFAS	GP Test file1.csv	OK
09-11-2018 13:52:15	SDJKFNSF	GP Test file1.csv	OK

Figure 9: Submission history search filter

Note: The default submission history display is sorted by 'Date' in descending order.

Alternatively, clicking on the column header will change the order to ascending/descending to adjust the results.

Submission History

Number of records: 4

Date ▾	Invoice Number	Schedule File	Submission Response
<input type="text" value="From"/> <input type="text" value="To"/>	<input type="text" value="Search..."/>	<input type="text" value="gp"/>	
09-11-2018 14:27:43	SFASFAS	GP Test file1.csv	OK
09-11-2018 13:52:15	SDJKFNSF	GP Test file1.csv	OK
07-02-2019 10:40:02	TESTSUB5	GP Test file1.csv	View Issues
07-02-2019 10:30:06	SUBTEST4	GP Test file1.csv	OK

Figure 10: Submission history after clicking on the column header

Note: The submission history will only show submissions that have been sent from your computer and the digital certificate that is currently selected for this session of SendInvoice. It will not show submissions from other computers within your organisation. To see submissions that are made under a different digital certificate on this computer, you will need to log out of SendInvoice, then login again and select the necessary digital certificate when prompted.

For invoices that have failed to submit to ACC, 'View Issues' will appear as the Submission Response.

Submission History

Number of records: 22

Date	Invoice Number	Schedule File	Submission Response ▾
<input type="text" value="From"/> <input type="text" value="To"/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	
07-02-2019 10:40:02	TESTSUB5	GP Test file1.csv	View Issues

Figure 11: Submission history - 'View Issues' link

Clicking on the [‘View Issues’](#) link will bring up a pop-up window which will display the error details.

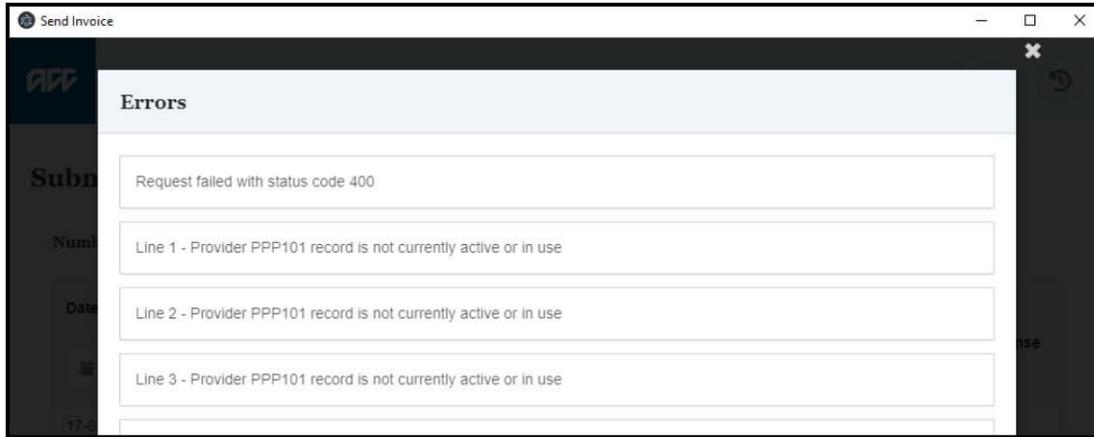


Figure 12: Submission history - ‘View Issues’ showing the error details

You will then need to go back to your original spreadsheet and adjust the data to correct the errors and then resubmit the invoice.

4 Troubleshooting

4.1 Digital Certificate

If you haven't yet installed a digital certificate, SendInvoice will prompt you as below.

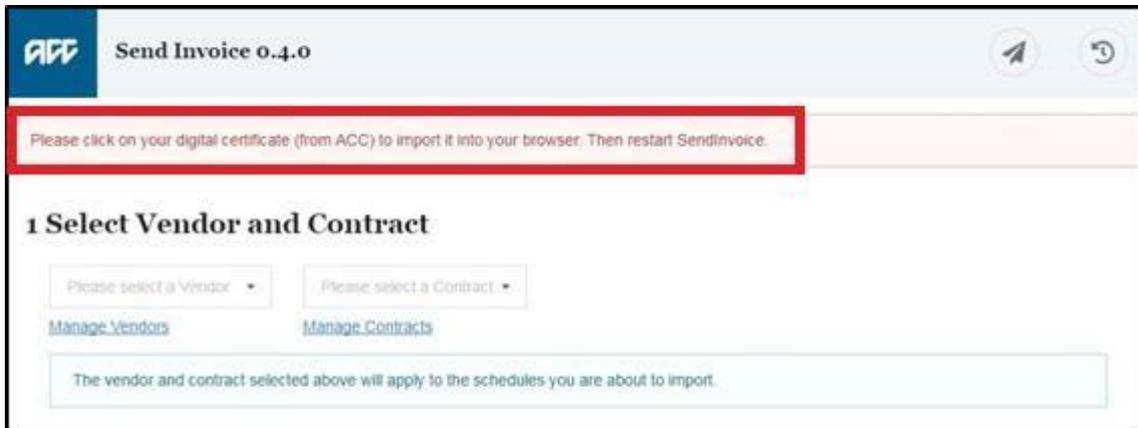


Figure 13: Digital certificate warning

The instructions that came with your HealthLink CD explains how to install the digital certificate.

If you have more than one certificate installed, each time you start SendInvoice it will prompt you to select the appropriate certificate for the invoices you want to submit in the current session.



Figure 14: Select your digital certificate

Select the certificate you want to use. It will authenticate all the files you send to ACC, until you close SendInvoice. To choose a different digital certificate, just close and restart SendInvoice.

4.2 Schedule File Validation

If you select too many files at once, or a file format that isn't csv, SendInvoice will warn you, "Please select no more than 5 files at once", or "Schedule files must be in csv format".

Once you have adjusted your spreadsheet(s), click "Select files to upload" again.

4.3 Invoice Line Validation

If SendInvoice finds validation issues, it explains in red text what to do at the top of the screen, and shows results in the report area under “Schedule” as shown below.

Send is enabled when all imported files are valid. View errors here, fix them in the original file, and import the file again.

1 Select Vendor and Contract

ACC TEST VENDOR TEST CONTRACT

Manage Vendors Manage Contracts

The vendor and contract selected above will apply to the schedules you are about to import.

2 Import schedule

You can import up to 5 CSV files at a time, up to 20 MB per file.

Select files to upload

Schedule:

File name	Lines	Issues	
Test file13lines.csv	13/13 lines	0 issues	
Test file15lines.csv	145/154 lines	9 issues	View Issues

Figure 15: Validation error report

Choose “View issues” to see the details:

View issues

line 2

The ServiceCode1 field is required.

line 3

The ServiceCode1 field is required.

line 4

Figure 16: List of validation errors

You will need to fix these errors before SendInvoice will allow you to submit the invoice through to ACC, as the “Send to ACC” button will not be visible on the screen until the errors are corrected.

With this list of issues visible for easy reference, go to your original schedule file, open it and fix all the errors listed. Save the schedule, close the error list, and re-import the file— “Select files to upload” is still showing.

4.4 Submission Errors

During the submission process, the 'Sending' message for one or more packages may change to 'View issues', if results are returned from the submission process advising that the schedule has failed.



Figure 17: List of validation errors

The package name helps you find where to look for errors in the original schedule file.

The schedule with no invoice numbers in Figure 17 above, has been split due to its size - as each package is limited to 200 invoice lines. So, the package with suffix '-2' starts after the first 200 data rows in the schedule, that is line 202 in Excel (remembering the header row is line 1).

If your schedule has invoice numbers in column 30, the package name will be the invoice number. If there are more than 200 lines with the same invoice number, the invoice number will have a single letter as a suffix.

Depending on the accuracy of the data, some packages might succeed, while others may have issues as below.

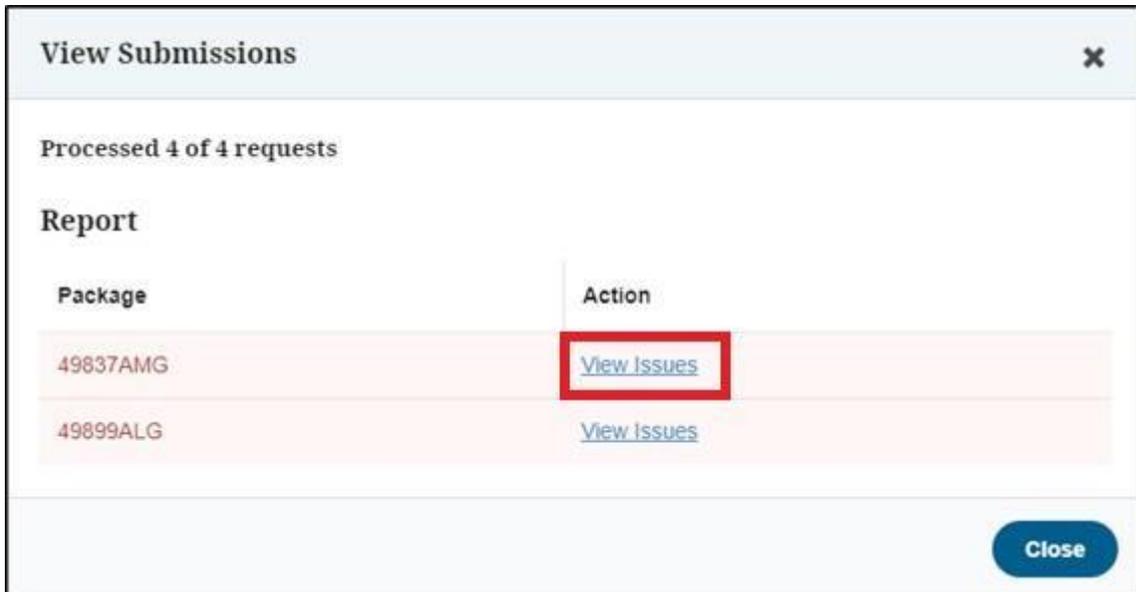


Figure 18: View submissions—2 out of 4 packages have issues

These package names are invoice numbers.

Open the original schedule, and in SendInvoice choose “View issues” to see the list of errors for the selected package—that is, for schedule lines with that invoice number:

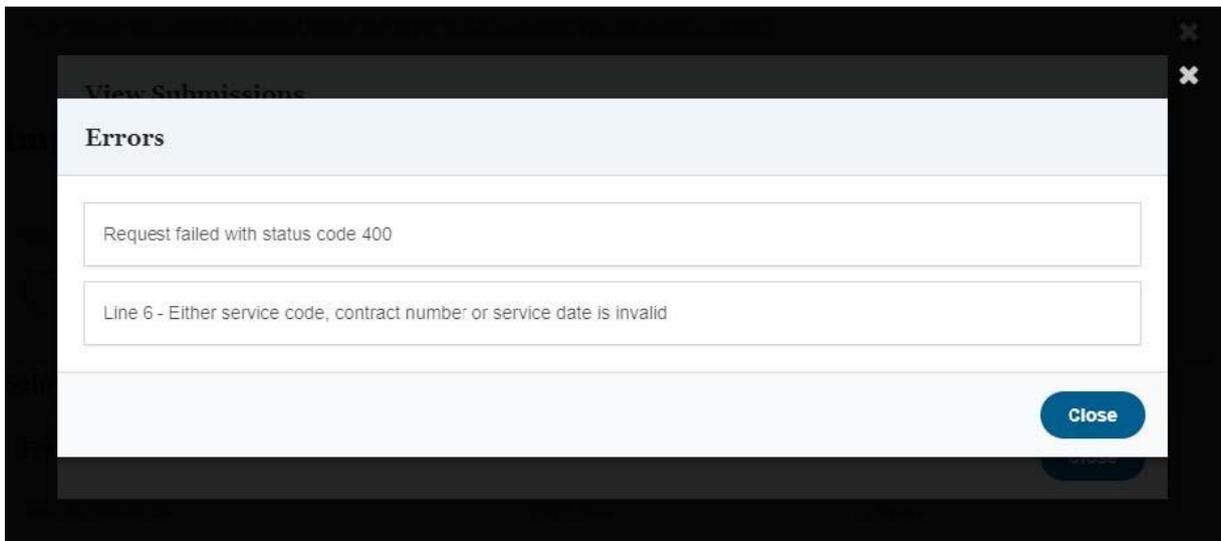


Figure 19: Submission error list for a package

These are the same errors that you get from a submissions query.

Line numbers here **do not** refer to row numbers in your original schedule. You need to compare the content of the submission error with the content of your schedule, to find and fix the errors. Then import your file again.

4.5 Duplicate Packages

When you've fixed any errors, and resubmitted your file, so long as you didn't change the order of rows or the invoice numbers, SendInvoice will create the same set of packages as before. These packages will include the ones that had errors and SendInvoice will now send them to ACC. The other packages have already been accepted by the submission process. SendInvoice lists them as duplicates for your information. You don't need to do anything with duplicate schedules as displayed below.

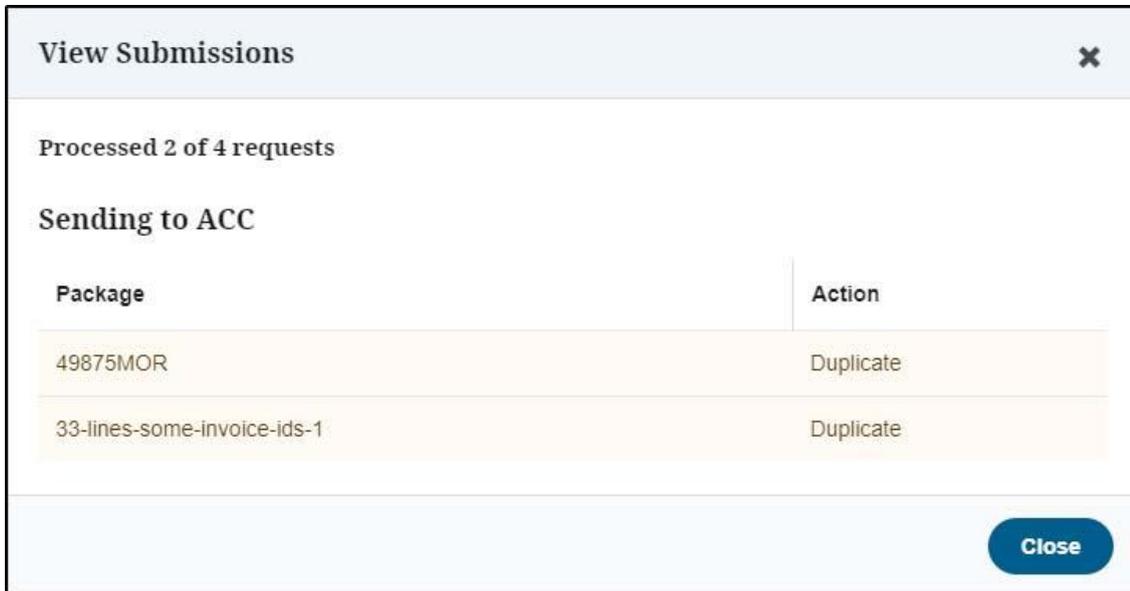


Figure 20: View submissions--duplicates

5 More information

To report an issue, get further information or make a suggestion for an improvement, you can contact the Digital Operations team by email at digitaloperations@acc.co.nz.

Appendix A - Schedule input files

1. Schedule files must have 28, 29, or 30 columns; the last two columns are optional.
2. Data in the first row is ignored, since column headings are expected.
3. Columns must be in the order given in the table below.
4. All dates must be in the format 'dd/mm/yyyy'. Single-digit days and months are valid.
5. The same invoice number can occur on no more than 5,200 lines.

The following table describes the content of each column.

The first 28 columns must be supplied, even those with no content. The six columns that must contain data are shown in **bold** and those that must be empty are shown in **red**.

Column #	Heading	Type	Length	Notes
1 A	Provider ID	alphanumeric	2-6	
2 B	Claim number	alphanumeric	1-12	any one of: A123456, AA12345, 1234567, 12345678901, A1234567890 where A represents any letter and each digit represents any digit (accepts a purchase order number)
3 C	-	string	-	leave this column empty
4 D	Accident date	date		must be between 01 Jan 1972 and the current date (inclusive)
5 E	NHI number	alphanumeric	7	
6 F	Claimant's first name	string	1-20	
7 G	Claimant's second name	string	0-40	

Column #	Heading	Type	Length	Notes
8 H	Claimant's third name	string	0-40	max total length of these two fields: 79 characters, so that one space can separate them when concatenated into a single 80- character field
9 I	Claimant's family name	string	1-25	
10 J	Claimant's date of birth	date		if present, must be between 01 Jan 1900 and the current date (inclusive) cannot be after the accident date
11 K	Service date	date		must be between 01 Jan 2000 and 31 Dec 2099
12 L	Facility code	alphanumeric	1-6	
13 M	-	string	-	leave this column empty
14 N	Total claimed	decimal	8.2	0.00-999,999.99 Enter digits and decimal point only SendInvoice assumes GST is included
15 O	Hours claimed*	integer	2	00-99
16 P	Minutes claimed*	integer	2	00-59 If a value is present in either hours or minutes, at least one of them must be greater than 0
17 Q	Distance claimed*	integer	1-5	1-99,999 kilometres Enter digits only
18 R	Schedule line comment	string	255†	For instance: purchase order number, injury information, consumables claimed
19 S	Service code 1	alphanumeric	1-10	
20 T	Service code 2	alphanumeric	0-10	(only for medical services...
21 U	Service code 3	alphanumeric	0-10	
22 V	Service code 4	alphanumeric	0-10	

Column #	Heading	Type	Length	Notes
23 W	Service code 5	alphanumeric	0-10	...only for medical services)
24 X	Description 1	string	†	can use for other comments...
25 Y	Description 2	string	†	
26 Z	Description 3	string	†	
27 AA	Description 4	string	†	
28 AB	Description 5	string	†	...or vendors' reference data
29 AC ‡	Units claimed*	integer	0-4	1-999 When the billing method is units, specify the number of units for that service on the same day
30 AD ‡	Invoice number (schedule ID)	alphanumeric	1-10 or 9	max length 9 when more than 200 data rows have this schedule ID, to allow for a 1-character suffix

* non-zero data is allowed in only one of: hours and/or minutes, distance, units. When there is no data in these columns, or all zeroes, one unit is billed.

† maximum total size of columns 18, 24, 25, 26, 27, and 28 is 255 characters, including one space separating each field.

‡ you can leave out either or both of these columns.

Appendix B - Tailored spreadsheet template

It is recommended that you contact the Digital Operations team to set up your template to suit your invoicing requirements.

Data in the first row of the spreadsheet is used as the identifier for the content in the column beneath and the column name **MUST** be in the format listed below, otherwise the app will ignore the column.

The order of the columns is not important, just that the right data content should be held within the correct column underneath the identifier.

All dates must be in the format 'dd/mm/yyyy'. Single-digit days and months are valid. The same invoice number can occur on no more than 5,200 lines.

The rows in the following table in **bold** are the mandatory data fields and **must** be in your spreadsheet and contain data. The remaining rows show the conditional and optional data fields and are only required depending on your type of invoice. E.g. if you are billing for a time-based service, then you will need to include the relevant time columns in your spreadsheet – HoursClaimed and MinutesClaimed.

Column Heading	Data Contained	Type	Length	Mandatory, Conditional or Optional datafield	Notes
ProviderID	Provider ID	alphanumeric	2-6	Conditional	Only required if the service being invoiced is a clinical service
ClaimNumber	Claim number	alphanumeric	1-12	Mandatory	any one of: A123456, AA12345, 1234567, 12345678901, A1234567890 where A represents any letter and each digit represents any digit (accepts a purchase order number)
AccidentDate	Accident date	date		Optional	must be between 01 Jan 1972 and the current date (inclusive)
NHI	NHI number	alphanumeric	7	Optional	
FirstName	Claimant's first name	string	1-20	Mandatory	

Column Heading	Data Contained	Type	Length	Mandatory, Conditional or Optional datafield	Notes
FamilyName	Claimant's family name	string	1-20	Mandatory	
DateOfBirth	Claimant's date of birth	date		Optional	if present, must be between 01 Jan 1900 and the current date (inclusive) cannot be after the accident date
ServiceDate	Service date	date		Mandatory	must be between 01 Jan 2000 and 31 Dec 2099
ClaimAmount	Total claimed	decimal	8.2	Mandatory	0.00-999,999.99 Enter digits and decimal point only SendInvoice assumes GST is included
HoursClaimed	Hours claimed*	integer	2	Conditional	00-99
MinutesClaimed	Minutes claimed*	integer	2	Conditional	00-59 If a value is present in either hours or minutes, at least one of them must be greater than 0
DistanceClaimed	Distance claimed*	integer	1-5	Conditional	1-99,999 kilometres Enter digits only
LineComment	Schedule line comment	string	255	Conditional	For instance: purchase order number, injury information, consumables claimed
ServiceCode1	Service code	alphanumeric	1-10	Mandatory	

Column Heading	Data Contained	Type	Length	Mandatory, Conditional or Optional datafield	Notes
UnitsClaimed	Units claimed*	integer	0-4	Conditional	1-999 When the billing method is units, specify the number of units for that service on the same day
InvoiceID	Invoice number (schedule ID)	alphanumeric	1-10	Optional	max length 9 when more than 200 data rows have this schedule ID, to allow for a 1-character suffix
FacilityCode	Facility Code	alphanumeric	1-6	Optional	

* non-zero data is allowed in only one of: hours and/or minutes, distance, units. When there is no data in these columns, or all zeroes, one unit is billed.

Appendix C - Differences between SendInvoice & XML Builder

SendInvoice is the replacement for XML Builder that enables Providers to submit bulk invoices online. Here are the differences that you should be aware of between the two applications, along with any workarounds or notes that may assist you in deciding when to adopt the new SendInvoice tool.

Feature	Send Invoice	XML Builder	Notes/Workaround
1. Mitigates the Java Applet risk			XML Builder uses Java Applets which will become unsupported by Oracle and may become unstable from January 2019. SendInvoice utilises our APIs to submit invoices to ACC so removes this risk
2. Simplified process and a more user-friendly interface in SendInvoice.			Simplified process and a more user-friendly interface in SendInvoice.
3. Data validation checks prior to submission			SendInvoice validates data is in the correct format, ensuring clean data is submitted which reduces payment delays downstream. Some checks done by XML builder have been removed since their accuracy was not robust.
4. Ensures data integrity during submission process			Data integrity is maintained by keeping CSV file as the sole source of truth. Users could correct submission file issues in XML Builder, however, this meant that an accurate record of what was actually submitted is not retained in the original spreadsheet.
5. Handles large volumes of invoice lines per transaction			SendInvoice can comfortably handle up to 20K of invoice lines in 1 transaction. Its recommended that larger invoice volumes should be submitted in multiple transactions by separating your CSV spreadsheets as this can affect app performance.
6. Selecting multiple spreadsheets to upload in 1 transaction			SendInvoice can handle uploading 5 separate spreadsheets at 1time.
7. Consumes CSV files and sends as an invoice to ACC			Same CSV file format is being used.

Feature		Send Invoice	XML Builder	Notes/Workaround
8. GST apportionment calculation (allocating GST from the GST line to all GST exclusive invoice lines)				SendInvoice v2.040 now includes this function
9. Submission history available				SendInvoice v2.040 now includes this function
10. Direct input of invoice number				Manually number your invoices directly in SendInvoice or include your invoice number within your csv upload spreadsheet. Otherwise SendInvoice will allocate a randomised invoice number for you.
11. Tailored spreadsheet template				SendInvoice v2.040 now allows the option for upload spreadsheets to be tailored to have fewer columns to only show the required data fields for your invoices Contact our Digital Operations team to confirm your organisation's requirements
12. Saved profile combinations				Take extra care when submitting invoices using SendInvoice to ensure correct combinations submitted each time
13. Create single invoices				Use eBusiness Gateway invoice form instead_ https://health.myacc.co.nz/portal/secure/ebusiness/invoicing Limitations to using the online invoice form - claim needs to be registered and overall invoice value is less than \$100k