

# How to report Commonwealth unspent amount



Mandatory reporting of service-held Commonwealth unspent amounts commenced on 1 January 2022. The ability to Opt in to return the Commonwealth unspent amount concluded on 28 February 2022. Providers now report on an ongoing basis for all non-opted in care recipients during every claim cycle.

1



For non-opted in care recipients, determine the Commonwealth unspent amount held by the provider.

2



Log in to the Aged Care Provider Portal (ACPP), or submit a paper claim.

3



**Report Commonwealth unspent amount**

There are 3 ways to report Commonwealth unspent amounts on the ACPP:



### Care Recipient Profile

Perfect for reporting and opting in just one care recipient.

Location:  
select **CW unspent amounts** - **Report** under the **Commonwealth Amount** tab.



### Bulk Invoice screen

Ideal when reporting for multiple care recipients.

Location:  
select **Bulk reported Commonwealth unspent amount** in the **Quick links** menu or hamburger menu.



### File Import

Users can import a CSV file into ACPP to report multiple care recipients at once.

Location:  
Use the export and import buttons on the **Bulk reported Commonwealth unspent amount** screen.

4



Enter remaining claim information (leave, entries, departures), other care events and invoice amounts.

5



Navigate to current claim, and make any corrections before you finalise the claim.

For more information on how to use the ACPP, see [servicesaustralia.gov.au/agedcareportal](https://servicesaustralia.gov.au/agedcareportal)

