

Quick Reference Guide - Using LSA Service Codes

What is changing?

Service Contracts now display a Service Code against each service listed in the Service Schedule.

Providers are encouraged to reference the relevant Service Code on invoices submitted where possible.

Step 1 - Find the Service Code on Service Contracts

SCHEDULE OF SERVICES

Unless otherwise agreed the Services for the LSS participant are not to exceed the following schedule.

Service Schedule

Scheduled Service	Service Code	Start	Finish	Units	Rate	Total Cost
AT- Repairs and Maintenance	LSA-ATRM	2025-11-05	2026-11-04	1	\$65	\$65

[screenshot of Service Schedule from Service Contract]

The Service Code is displayed alongside each service in the Service Schedule section of your Service Contract.

Step 2 - Reference the Service Code on your invoices

Example invoice line:

Date	Item Code/Item	Description	QTY	Unit Price	TOTAL
05/08/2026	LSA-ATRM	Wheelchair Repair	1	\$188	\$188

Alternative example:

Lifetime Support Authority

Kaurna Country, Wakefield House
30 Wakefield Street, Adelaide SA 5000
PO Box 1218, Adelaide SA 5000
1300 880 849

lifetime.support@sa.gov.au

ABN: 39 202 082 213

Date	Description	QTY	Unit Price	TOTAL
05/08/2026	AT- Repair and Maintenance (LSA-ATRM)	1	\$188	\$188

Service Codes may be included within the service description or as a separate field depending on your invoicing system.

Frequently Asked Questions

Do I have to include LSA Service Codes on invoices?

No.

Including Service Codes is encouraged but not mandatory. However, it will support efficient invoice processing.

Will my invoice still be processed if I do not include a Service Code?

Yes.

Existing invoicing arrangements remain unchanged.

Why is LSA introducing Service Codes?

Service Codes assist with matching services delivered to contracted services to support automated invoice processing.

Where can I find the Service Codes?

The Service Codes are displayed in the Service Schedule section of your Service Contract. I

Why can't I see Service Codes on my Service Contract?

Services Codes will only appear in the Schedule of Services table on Service Contracts generated from 19 June 2026 onwards.

If your Service Contract was generated before this date, Service Codes will not be displayed.

What if my invoicing system does not support Service Codes?

You may include the Service Code within the service description on your invoice, where possible. Inclusion of Services Codes is encouraged but not compulsory.

Lifetime Support Authority

Kaurna Country, Wakefield House

30 Wakefield Street, Adelaide SA 5000

PO Box 1218, Adelaide SA 5000

1300 880 849

lifetime.support@sa.gov.au

ABN: 39 202 082 213

Using accounting software

Depending on your invoicing system, you may be able to add LSA Service Codes to your invoice templates, item codes, or service descriptions.

If you use one of the accounting systems below, you may find the following resources helpful:

- Xero: [Add an Inventory Item](#)
 - MYOB: [Creating Customer Invoices](#)
 - Cliniko: [Set up billable items](#)
 - Nookal: [Creating Services](#) / [Editing an Item in an Existing Invoice](#)
 - Splose: [Add Products to Invoices](#)
-

Questions?

Please contact us by emailing lifetime.support@sa.gov.au or call 1300880849.

Lifetime Support Authority

Kaurna Country, Wakefield House

30 Wakefield Street, Adelaide SA 5000

PO Box 1218, Adelaide SA 5000

1300 880 849

lifetime.support@sa.gov.au

ABN: 39 202 082 213