

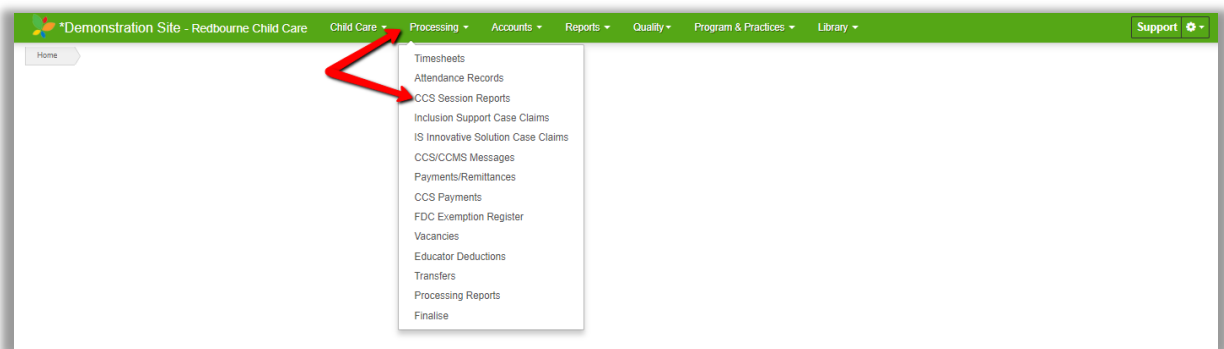
Revising a CCS Session Report

If a session report has been submitted to CCS, you can revise the session report if incorrect data was submitted to CCS.

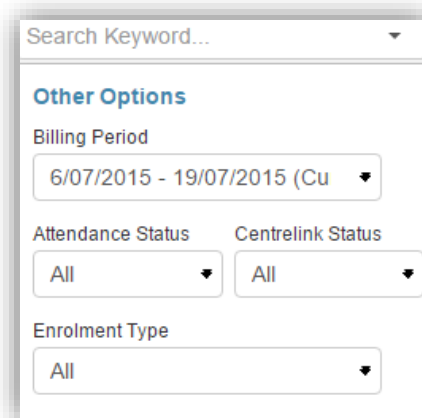
IHC - When you revise a session report, you must revise ALL the session reports for a family to be able to calculate the correct fees for the week and resubmit.

In order to revise a CCS Session report, you will first need to locate it.

Click **'Processing'** and select **'CCS Session Report'**.



Find the session report in the list or filter it using the **'Advanced Search'** function.



The screenshot shows the 'Advanced Search' function with the following options:

- Search Keyword...
- Other Options
- Billing Period: 6/07/2015 - 19/07/2015 (Cu)
- Attendance Status: All
- Centrelink Status: All
- Enrolment Type: All

Click the arrow and **'Revise'**

8/07/2018	Castlereagh Family Day Care	Bass-2751, Osvaldo	Bass-2751, Frederick	E8000075439	Processed	Processed	11/07/2018 2:08:38 PM	Yes	Sarah Whitmore	5	Details
8/07/2018	Castlereagh Family Day Care	Carrillo-1925, Randell	Carrillo-1925, Brant	E8000075480	Processed	Processed	7/07/2018 8:05:10 AM	Yes	Sarah Whitmore	5	Query Revise Cancel Edit Return Fee Reduction
8/07/2018	Castlereagh Family Day Care	Wagner-6778, Jamaal	Wagner-6778, Ursula	E8000075463	Processed	Processed	11/07/2018 2:08:46 PM	Yes	Noah Wood	5	
8/07/2018	Castlereagh Family	Bass-2751,	Bass-2751,		Approved By				Sarah Whitmore		

The following window will appear:

Warning

- This function is not to be used for cancelling session reports** submitted in error where no new session report is required to be submitted. Instead, use the Cancel option.
- Failure to submit a new session report will result in delays finalising the processing period.** To avoid delays, it is best to promptly submit the new session report immediately after revising.

Go Back
Continue

Read this message carefully!

If the session report should not have been submitted in the first place you will need to select go back and select the cancel action.

Once you have read this message then select **'continue'**. A window similar to the following is displayed:

Revise Session Report

Child: Hugo Everett-5587

Ts#	Educator	Pay Subsidies To	Subsidy
1	Florence Porter ▾	Educator ▾	Select... ▾

If not specified, subsidy from the original timesheet will be copied to the new timesheet.

Action Vary/Substitute ▾

Reason -- Select -- ▾

Reason For Late Change

Reason For No Change

Authorised By Select... ▾

Comments

* Reason for Late Change only required when revising session report after the allowable timeframe or a later day agreed by the Secretary.

Close
Revise Session Report

Do not select a **'Subsidy'**

You must select a **'Reason'** as to why you are revising

If you are revising a session report after the CCS legislation time frames then you will also need to select a **'Reason for Late Change'**

Select **'Authorised Person'** and click **'Revise Session Report'**

The session report will be marked as **'Pending Resubmission'**, but no transaction is submitted to CCS until you submit the replacement session report.

You will automatically be re-directed to the replacement timesheet. From here, make changes as required, mark as ready for CCMS and submit via the CCS Session Reports window.

For further instruction on processing timesheets, please refer to the tip sheet **'Day 1 Timesheet Processing'**.

Trouble shooting: -

1. **DO NOT** revise session reports for entitlements unless you have been instructed by CCS help desk to do so. If the parent is entitled to subsidies CCS will revise the session reports automatically.
2. **You need to select the correct Action. When you select the "Revise" option for a session report:**

8/07/2018	Castlereagh Family Day Care	Bass-2751, Osvaldo	Bass-2751, Frederick	E8000075439	Processed	Processed	11/07/2018 2:08:38 PM	Yes	Sarah Whitmore	5	Details
8/07/2018	Castlereagh Family Day Care	Carrillo-1925, Randell	Carrillo-1925, Brant	E8000075480	Processed	Processed	7/07/2018 8:05:10 AM	Yes	Sarah Whitmore	5	<ul style="list-style-type: none"> Query Revise Cancel Edit Return Fee Reduction
8/07/2018	Castlereagh Family Day Care	Wagner-6778, Jamaal	Wagner-6778, Ursula	E8000075463	Processed	Processed	11/07/2018 2:08:46 PM	Yes	Noah Wood	5	
8/07/2018	Castlereagh Family Day Care	Bass-2751, Osvaldo	Bass-2751, Frederick		Approved By				Sarah Whitmore		

A window similar to the following is displayed:

Revise Session Report

Child: Hugo Everett-5587

Ts#	Educator	Pay Subsidies To	Subsidy
1	Florence Porter	Educator	Select...

If not specified, subsidy from the original timesheet will be copied to the new timesheet.

Action:

Reason:

Reason For Late Change:

Reason For No Change:

Authorised By:

Comments:

* Reason for Late Change only required when revising session report after the allowable timeframe or a later day agreed by the Secretary.

You must select an Action:

Action:

- Vary/Substitute
- No Change

In the majority of cases, you need to select the "Vary/Substitute" action.

You would only select the "No Change" option **if the parent/guardian disputed** the session report.

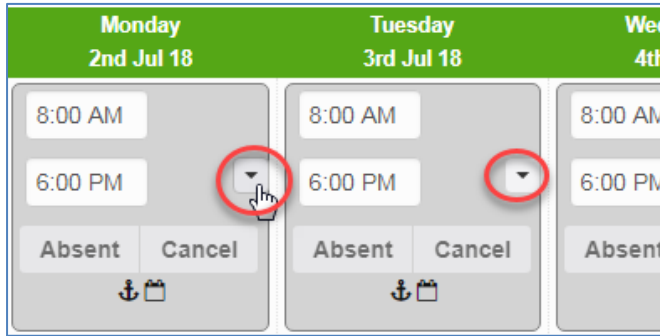
NOTE: If you select the incorrect action, you won't be able to submit your revised session report without contacting the Help desk for assistance.

3. If the details of a revised timesheet haven't changed, CCS will reject the revised session report.

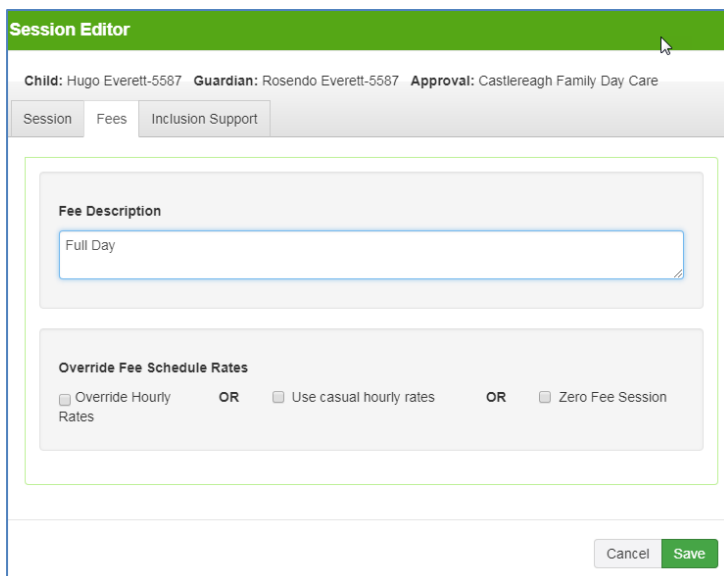
NOTE: We have requested CCS to remove this edit check so you won't have to do the following workaround.

To prevent this issue from occurring, if you have revised a session report and there is no change to the Times or Fees, you should edit one of the timesheet sessions and enter a comment in the "Fees" tab, "Fee Description" field, such as "Full Day", "Morning", or any other comment that is applicable.

Click the  "Down Arrow" to edit a session:



A window similar to the following will be displayed:



Click the "Fees" tab and enter a "Fee Description".

This comment will be enough to make CCS believe the session report has changed from the previous submitted session report.

NOTE: If you have revised a timesheet multiple times, you may need to add a "Fee Description" to a different session or change the existing "Fee Description" if there is only on one session.

NOTE: IHC Services

This is a real issue for IHC services, because the fees are only submitted for one child in the family and zero fees are submitted for the other children in the family.

When you revise a session report, you must revise ALL the session reports for a family to be able to calculate the correct fees for the week.

You will need to enter a "Fee Description" for one session on each child's timesheet if the hours on the timesheet have not changed, because the fees will be allocated to only one child.

4. If you revise a session report, you must submit a replacement session report.

In CCMS, when you revise an attendance, a cancellation transaction is immediately submitted to CCMS to cancel the already submitted attendance and it doesn't matter if you ever get around to submitting a replacement attendance.

In CCS, if you submitted a session report in error and there will be no replacement session report, you must **"Cancel"** the session report. The **"Cancel"** option will send a **"Withdraw"** request to CCS.

8/07/2018	Castlereagh Family Day Care	Bass-2751, Osvaldo	Bass-2751, Frederick	E8000075439	Processed	Processed	11/07/2018 2:08:38 PM	Yes	Sarah Whitmore	5	Details
8/07/2018	Castlereagh Family Day Care	Carrillo-1925, Randell	Carrillo-1925, Brant	E8000075480	Processed	Processed	7/07/2018 8:05:10 AM	Yes	Sarah Whitmore	5	<ul style="list-style-type: none"> Query Revise Cancel Edit Return Fee Reduction
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8/07/2018	Castlereagh Family	Bass-2751,	Bass-2751,		Approved By				Sarah Whitmore		

A window similar to the following is displayed:

Withdraw Session Report

Reason

Reason For Late Withdrawal

Authorised By

* Reason for Late Withdrawal only required when withdrawing session report after the allowable timeframe or a later day agreed by the Secretary.

In CCS, we are not allowed to submit a cancellation (Withdrawal) transaction if a replacement session report will be submitted. CCS will automatically cancel the original session report when a replacement session report is received.

When you revise a session report, the session report will be marked as "Cancelling", but no transaction is submitted to CCS. This allows you to change the timesheets and submit a replacement session report.

NOTE: If you selected the "Revise" option instead of the "Cancel" option, you must submit a replacement session report and then "Cancel" (Withdraw) the replacement session report.