

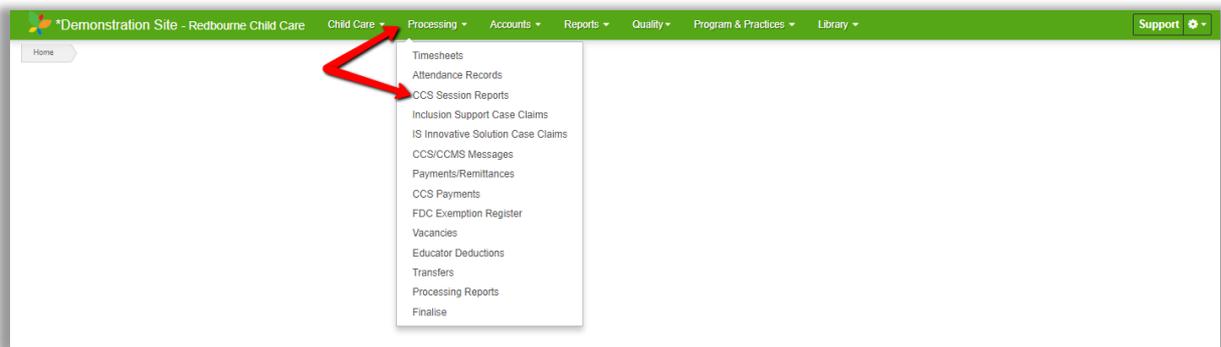
Revising a CCS Session Report

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

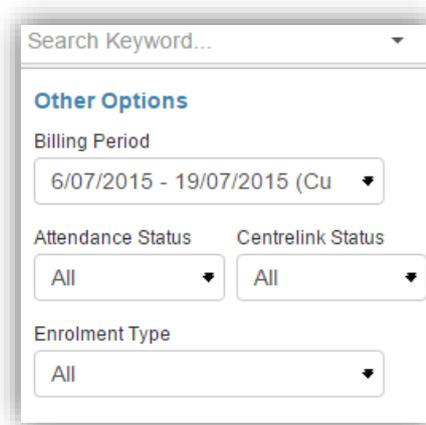
IHC - When you revise a session report, you must revise ALL the session reports for a family to be able to calculate the correct fees for the week and resubmit.

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 'Advanced Search' form includes a 'Search Keyword...' field and several filter options:

- 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	<input style="width: 100%;" type="text" value="Florence Porter"/>	<input style="width: 100%;" type="text" value="Educator"/>	<input style="width: 100%;" type="text" value="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.

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 be automatically re-directed to the replacement timesheet. From here, make the changes as required, mark as ready for CCS 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: -

- **DO NOT** revise 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.
- If the details of a revised timesheet haven't changed, CCS will reject the revised session report
- 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.
- 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.

Please follow our tip sheet on **How to avoid issues revising or cancelling a Session Report** for further instructions.

