

# IMPORTANT CHANGES TO CCS PAYMENTS AND YOUR PROCESSING WORKFLOW

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To accommodate updates made by CCSS to the way CCS Payments are returned to your service, changes have been made to your software.

Previously, the CCS value returned on session reports was used for calculating the CCS value on Parent/Guardian accounts. It was identified that the values returned on the session report from CCSS were not always reflective of the CCS payment actually made (eg in cases of parent debts raised, adjustments, or payments withheld etc). For this reason, the CCS figure will be determined from the CCS Payments queried rather than the CCS value on session reports.

This change will ensure that subsidy is correctly distributed to your Parent/Guardian accounts. If your service invoices in advance, this will ensure that CCS adjustments are correctly made where applicable.

## *What does this mean for my service?*

Following the release of this change, the very first query of CCS Payments/Session Reports will query payments not only from the current processing period, but dating back to 02/07/2018.

If your service had any cases of conflicting CCS values on session reports and CCS payments (therefore resulting in under or over payment of subsidy to a Parent/Guardian account), this will be adjusted when creating attendance invoices.

*If your service uses the 'Invoicing' function, we **STRONGLY RECOMMEND** that after this first query takes place you take some time to invoice each week from 02/07/2018 to ensure that adjustments are created if applicable. This is also a good opportunity to ensure that any adjustments which may have been missed (by not running the invoicing process after session reports have been queried) are applied to your Parent/Guardian accounts.*

**Moving forward**, you will be required to follow a new process when querying session reports.

It is now a requirement that CCS Payments must first be queried before you may query Session Reports. This is to ensure that CCS Payments are correctly disbursed onto the Session Reports, allowing the CCS value to then be correctly applied when invoicing the Parent/Guardian.



***Please note that in most cases, your session reports will be queried as part of the overnight query. The overnight query will handle this process for you.***

In the event that you need to manually query your session reports but forget to query your CCS Payments, you will receive the following message:

### Query All Session Reports

- CCS Payments was queried up to 29/09/2018 12:00 AM. Please query payments before querying Session Reports.

Approval

CCS Payments queried at

Authorised By

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**Since Last Updated**

Last updated at

**Query Criteria**

Week Ending

FaCSIA Enrolment Id

Before attempting to query your Session Reports again, query all CCS Payments in the CCS Payments module:

### CCS PAYMENTS

Clearing Number

Payment Items

Displaying 20 out of 43

Current Search Options: Service: All

You will need to query all payments using the 'Since Last Updated' option:

**Query CCS Payments** ✕

Approval

Authorised By

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**Since Last Updated**

Last queried at

29/09/2018 12:00:00 AM

**Query Criteria**

Date Paid From

Date Paid To

Clearing Number

Close
Query

Once your query has complete, you may query your Session Reports. Ensure that you query your Session Reports by 'Since Last Updated' also.

### Identifying Undisbursed CCS Payments

To ensure that all CCS payments have been correctly disbursed to your Parent/Guardian accounts, you may run a search within your CCS Payments module.

Within the 'Payment Items' tab, open the advanced search dropdown menu. Next, open the 'Disbursed?' dropdown menu and select 'No':

**CCS PAYMENTS**
Query Payments

Clearing Number
Payment Items

Search Keyword...

Search

Reset

Export

Displaying 20 out of 3917

Service: All
Disbursed?: All
Transaction: All
Sub Transaction: All

Clearing	Enrolment	Session Report Week Ending	Document Number	Line Item	Date Paid	Request	Transaction Code	Su	Tra

Click the  button to filter any undisbursed payments.

Any Payment Items returned in the search will need to be disbursed to your Session Reports. To successfully disburse the payments, you will need to query your Session Reports by 'Since Last Updated' as previously mentioned.

*If your service finalises processing periods, you will also receive warning of undisbursed payments in your Finalise window:*

**FINALISE CURRENT PROCESSING PERIOD**

**Period:**

Attendances: Submitted but not processed: 1, Processing: 2, Complete: 296  
 IS Claims: Processed: 0  
 Deductions: 0 of 0 educators

Before you can finalise, you must have:

- Entered the timesheets
- Entered adjustments (if necessary)
- Submitted all timesheets to the CCMS web site
- Queried the CCMS web site for subsidy calculation results
- Printed the timesheet reports
- Printed the calculation reports
- Ensured the electronic banking transfer succeeded
- If the duration of your next processing period is changing eg from 2 weeks to 1 week, ensure you have changed it in Setup before finalising

The CCMS calculation is incomplete:  
Unfinalised CCS Session Reports: 2

**WARNING:**  
49 payment items have not been disbursed to session reports and therefore have not been distributed to parent accounts.  
If you wish to disburse the payments now, you will need to return to 'Session Reports' and query all session reports using the 'Since Last Updated' option.

Please note that this is only a warning. If your service chooses to do so, you may finalise and disburse the payments in the following processing cycle.