IMPORTANT CHANGES TO CCS PAYMENTS AND YOUR PROCESSING WORKFLOW

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 your payments. 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 Educators (and/or families).

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 the Educator or family), an adjustment will be raised in your current processing period.

The adjustment entry will remove the entry previously displaying on the Educator's Payment Advice report (and/or Parent/Guardian Payment Advice report) and will replace it with a new entry. This will appear as follows:

Child Care Details   Note: Attendances marked with an * are adjustments

Week Ending	Care Fees	Other Fees	Educator Total Fee	Family Levy	Fee Reduction				Parent Gap this Period
					Subsidy	JFA	CCR	Oth Sub	
8/07/2018	-90.90	0.00	-90.90	-2.61	0.00	0.00	0.00	0.00	-93.50
8/07/2018	90.90	0.00	90.90	2.61	27.01	0.00	0.00	0.00	66.50

In the image above, CCS was not paid on the original entry. The CCS value has now been successfully returned from CCSS and has been distributed to the Educator.

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 passed to the Educator (and/or families).

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:

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

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

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 Educators (and/or families), 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':

Click the [Search] 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.

You will also receive warning of undisbursed payments in your Finalise window:
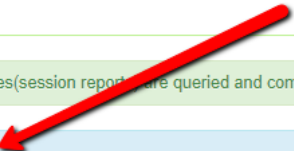
FINALISE CURRENT PROCESSING PERIOD

Period: 17/09/2018 to 30/09/2018
(2 Weeks)

Attendances: Complete: 0
Attendances: Submitted but not processed: 198, Complete: 11
IS Claims: Processed: 0
IS Claims: Processed: 0
Deductions: 0 of 67 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

All attendances(session reports) are queried and complete.

WARNING:
964 payment items have not been disbursed to session reports and therefore have not been distributed to educators for payment.
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.