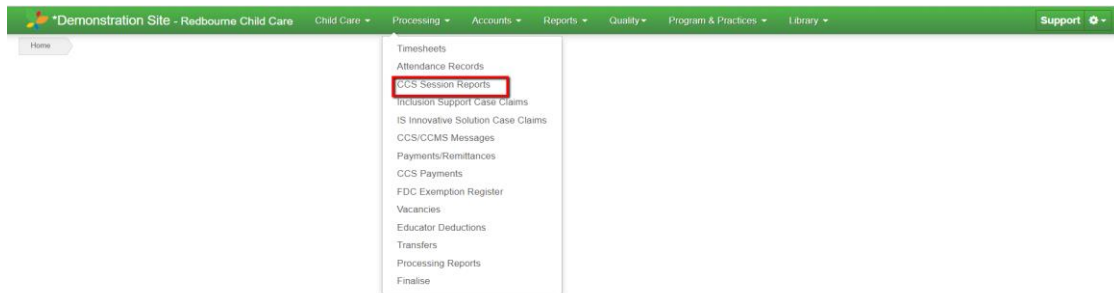
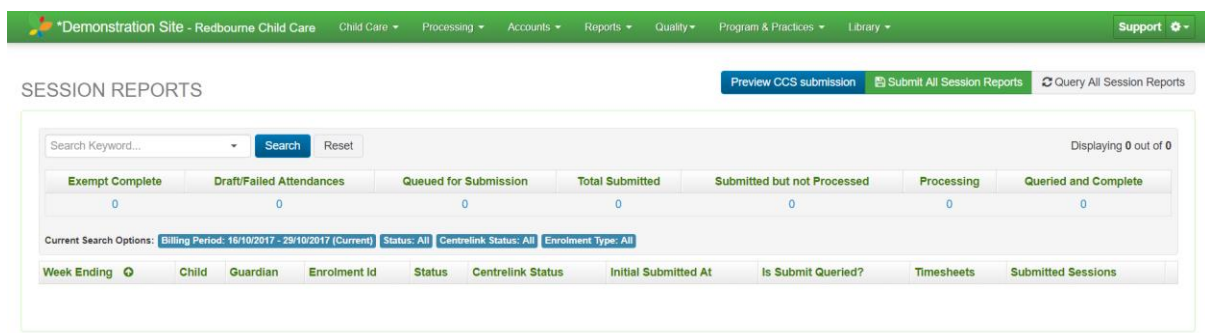


Submitting Session Reports

Under CCSS you will submit attendances under CCS Session Reports in the Processing Menu

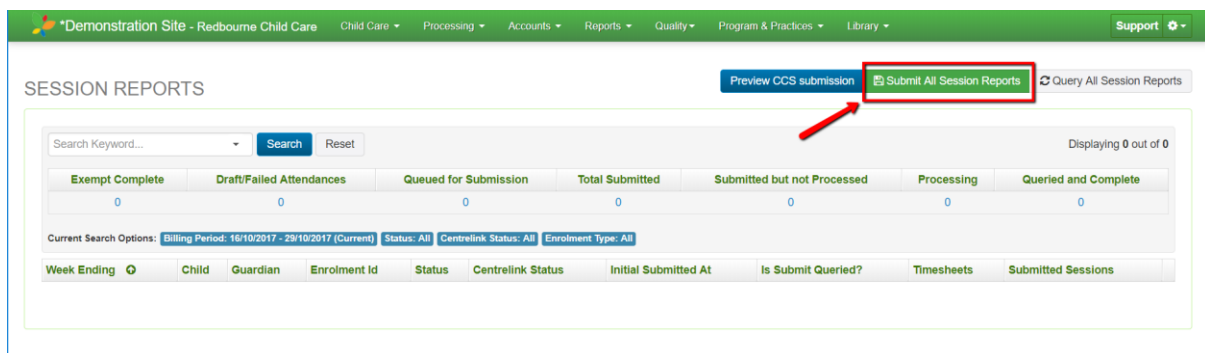


Your next screen that appears is where you generate your attendances to submit them through to CCS.



You will need to generate the attendances by selecting the generate attendances, leave the child name blank if you are completing this for the service or add in a child's name if you would like to do it for one child.

Your session reports will then be listed under Draft/Failed Attendances and you will select the Submit All Session Reports similar to CCMS



Once the session reports have been submitted they will move to Queried for Submission. CCSS has changed how the Department receives this information and as a result it will take longer to move through, please continue to refresh your screen to make sure sessions are moving over to Submitted but not processed

SESSION REPORTS Preview CCS submission Submit All Session Reports Query All Session Reports

Search Keyword... Displaying 0 out of 0

Exempt Complete	Draft/Failed Attendances	Queued for Submission	Total Submitted	Submitted but not Processed	Processing	Queried and Complete
0	0	0	0	0	0	0

Current Search Options: Billing Period: 16/10/2017 - 29/10/2017 (Current) Status: All Centrelink Status: All Enrolment Type: All

Week Ending Child Guardian Enrolment Id Status Centrelink Status Initial Submitted At Is Submit Queried? Timesheets Submitted Sessions

If the session have not moved we recommend trying to query the week ending to see if they update by Query All Session Reports and select your approval and Authorise By. Then use the Query Criteria and select Week Ending

Query All Session Reports

Approval

Authorised By

☒ **Since Last Updated**
Last updated at

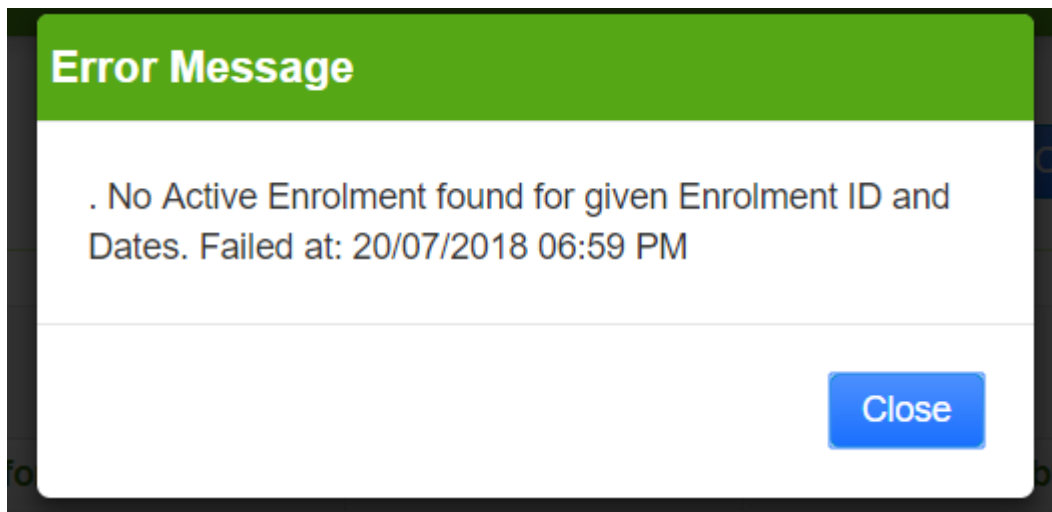
☐ **Query Criteria**
Week Ending
FaCSIA Enrolment Id

If after this, and it has been overnight, and the session reports have still not moved from Submitted but not Processed or Processing then you will need to contact CCS to see what status they have the sessions reports in. If CCS state they are still processing then you will need to wait until they have processed. However if CCS report they have been processed then you will need to contact the support desk for us to investigate why they have not moved. If session reports are still stuck in Queued for Submissions then you will need to contact the support desk for us to investigate. This may involve us contacting CCS to confirm the status or moving them back to draft and re-submitting.

Errors from Failed Session Reports:

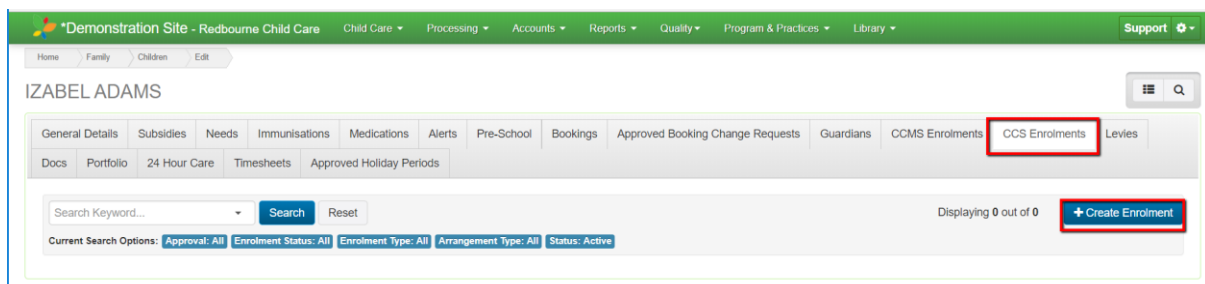
Common Errors as at 23/07/18:

No active enrolment for this session:



This error indicates there is no CCS enrolment for the child you are trying to submit for.

To fix this you will need to go to the child's record and under CCS Enrolment you will need to create a CCS Enrolment



If however there is a CCS Enrolment you should also check the start and end date, does it fall in the correct period you are trying to submit for? Is the correct parent/guardian selected on the enrolment and booking.

No session on the CCS enrolment

The below error indicates, the child has a CCS enrolment but no sessions have been submitted under the enrolment

Error Message

. Validation error(s) - Timesheet for child [REDACTED]
 [REDACTED] for week ending 8/07/2018 and enrolment
 [REDACTED] does not have any sessions.. Failed at:
 11/07/2018 08:42 AM

Close

To fix this go to the child's record and under the CCS Enrolment tab, view the enrolment and check the Session tab and see if the sessions cover the sessions on the timesheets you are trying to submit

Enrolment	Status	CCMS Advances	Educator	Sessions	Messages	Entitlements

Week	Type	Day	Start	Stop	Amount	Unit	Casual Description	Casual Hours	Actions
1	Routine	Wed	8:00 AM	6:00 PM	100	Session		0	

Unable to query the session

Query CCS Session Report

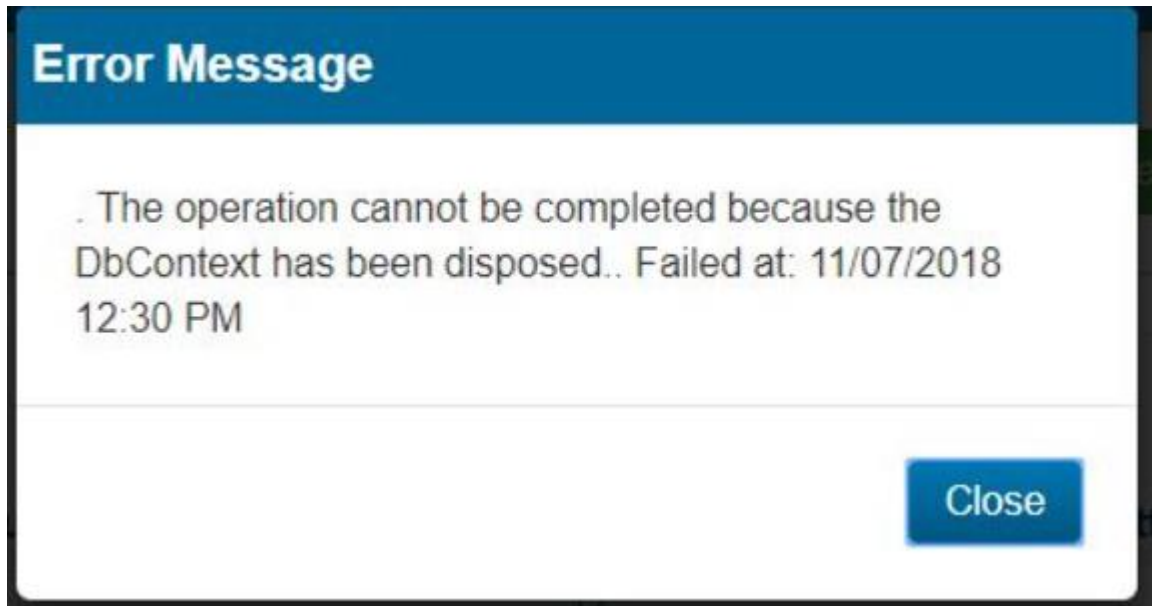
Error querying session report. Could not find matching session report in database for EnrolmentId [REDACTED] WeekEnding: 8/07/2018 12:00:00 AM InitialSubmittedDateTime: 11/07/2018 10:35:46 PM

Authorised By

Close
Query Session Report

Under CCS we no longer have attendance ID to identify a session report, instead we have to rely on enrolment ID and Week Ending date. As a result of this when we are querying it has made it difficult to identify what session we are querying in CCS records and therefore we have varying times when querying and not matching our records. You will need to contact the help desk to assistance with these attendances until we can get a solution with the department.

Error when submitting





This error occurs when the connection between our software and CCS is down. To fix this you just simply need to re-submit the attendances again by either using the Submit All Session Reports all or individually using the drop arrow at the end of the session.

SESSION REPORTS Preview CCS submission **Submit All Session Reports** Query All Session Reports

Search Keyword... Search Reset Displaying 14 out of 14

Exempt Complete	Draft/Failed Attendances	Queued for Submission	Total Submitted	Submitted but not Processed	Processing	Queried and Complete
1	2	0	11	1	0	10

Current Search Options: Billing Period: 2/07/2018 - 8/07/2018 (Current) Searchparams.Approvalid: Select... Status: All Centrelink Status: All Enrolment Type: All

Week Ending	Approval	Child	Guardian	Enrolment Id	Status	Centrelink Status	Initial Submitted At	Is Submit Queried?	Timesheets	Submitted Sessions	
13/05/2018		Everett-5587, Rosella	Everett-5587, Rosendo	E8000076371	Draft			No	Florence Portal	2	Preview 

Failed session report with the below error

Submit CCS Session Report

- Submission failed for SPAttRef. : C50-128616-20180719134331815. Error - Validation error(s) - There are timesheets that have not been finalised and submitted by educators. All timesheets must be finalised before attendance can be created for [redacted] for week ending 8/07/2018 (Enrolment Id [redacted])

Authorised By

The session has actually gone through but it has not queried through the information back from CCS. To fix this you will need to query the session by the Enrolment ID in the Query All Sessions

Query All Session Reports

Approval

Authorised By

☒ **Since Last Updated**

Last updated at

11/07/2018 05:35:41 AM

☐ **Query Criteria**

Week Ending

FaCSIA Enrolment Id

Querying Session Reports

Query All Session Reports

- Another attendance query is already running for the approval, please wait for the current query to complete. Alternatively, you may query an individual record by selecting query criteria and entering a value.

Approval

Authorised By

☒ Since Last Updated

Last updated at

16/07/2018 07:02:45 AM

☐ Query Criteria

Week Ending

FaCSIA Enrolment Id

If this error occurs, it means there is already another query running in background for all sessions and you need to wait until this has been completed and you have received a notification. However, you can query a session individually by selecting the drop-down arrow at the end of the session.

SESSION REPORTS

[Preview CCS submission](#)


[Submit All Session Reports](#)

[Query All Session Reports](#)

Search Keyword... Search Reset Displaying 14 out of 14

Exempt Complete	Draft/Failed Attendances	Queued for Submission	Total Submitted	Submitted but not Processed	Processing	Queried and Complete
1	2	0	11	1	0	10

Current Search Options: Billing Period: 2/07/2018 - 8/07/2018 (Current) Searchparams.ApprovalId: Select... Status: All Centrelink Status: All Enrolment Type: All

Week Ending	Approval	Child	Guardian	Enrolment Id	Status	Centrelink Status	Initial Submitted At	Is Submit Queried?	Timesheets	Submitted Sessions	
13/05/2018		Everett-5587, Rosella	Everett-5587, Rosendo	E8000076371	Draft			No	Florence Portal	2	Previous 