

Revising or Cancelling a Session Report under CCS

If a session report has been submitted to CCS, you can revise the session report if it was incorrect, just like you could revise an attendance under CCMS; however, there are three issues that relate to CCS that you need to be aware of.

1. 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	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		

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	<input type="text"/>
Reason For No Change	<input type="text"/>
Authorised By	Select...
Comments	<input type="text"/>

* 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

You must select an Action:

Action	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #e1f5fe; padding: 2px;">Vary/Substitute</div> <div style="background-color: #4CAF50; color: white; padding: 2px;">Vary/Substitute</div> <div style="padding: 2px;">No Change</div> </div>
--------	---

- 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.

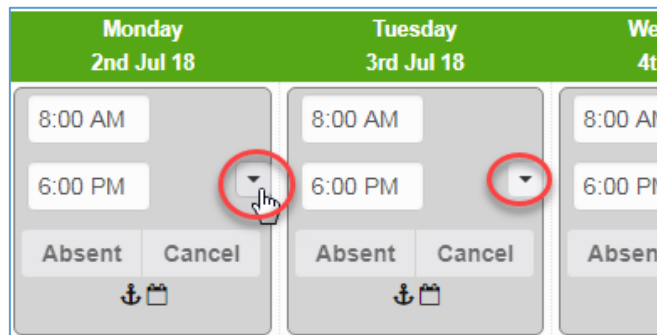
NOTE: If you select the incorrect action, you won't be able to submit your revised session report without contacting the Harmony Help Desk for assistance.

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

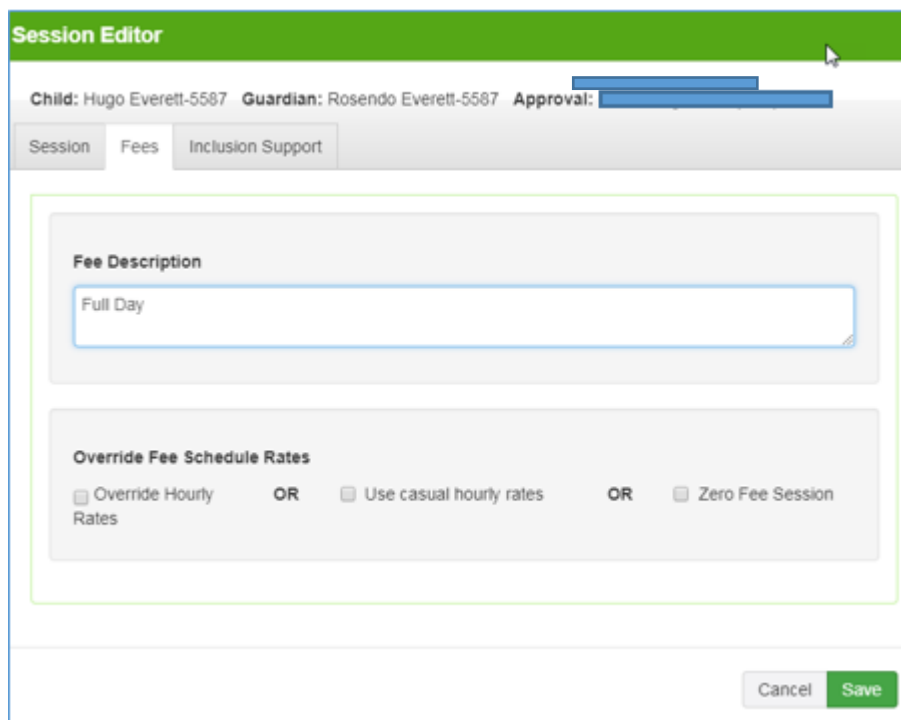
NOTE: We have requested CCS to remove this edit check so you won't have to do the following workaround.

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.

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

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.