

# RETURN FEE REDUCTION

If a subsidy was not able to be passed onto the educator or parent, CCS may advise you to return the subsidy. You can do this in the software via the Return Fee Reduction function.

Please only do this process if you have been advised by the CCS help desk in writing.

This tip sheet will walk you through:

- [Creating Return Fee Reduction Transaction](#)
- [Querying Return Fee Reduction](#)
- [Cancelling a Return Fee Reduction](#)

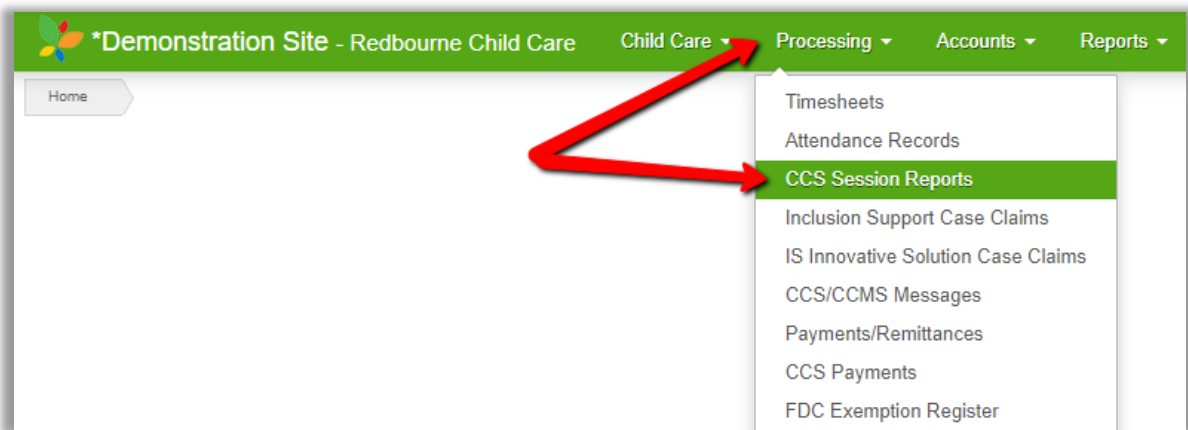
## Summary

1. Click on Processing menu
2. Select CCS session reports
3. Find the session report using the search options
4. Click on the down arrow and select Return Fee Reduction
5. Click the +New Return Fee Reduction
  - a. Enter the total fee reduction amount for the week
  - b. Amount already passed on
  - c. Amount you cannot pass on
  - d. Authorised person
6. Click Submit

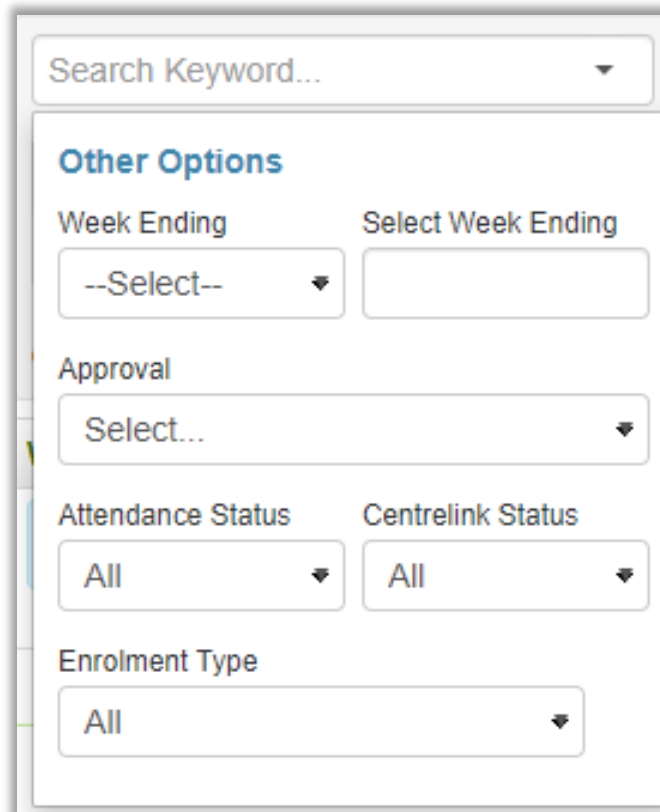
# RETURN FEE REDUCTION

## Detailed

In order to submit a return fee reduction to CCSS, you will first need to locate it. Click Processing and select CCS Session Reports:

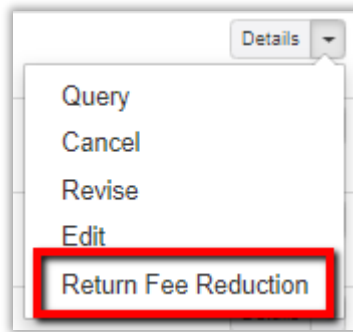


Find the session report in the list the Search function.

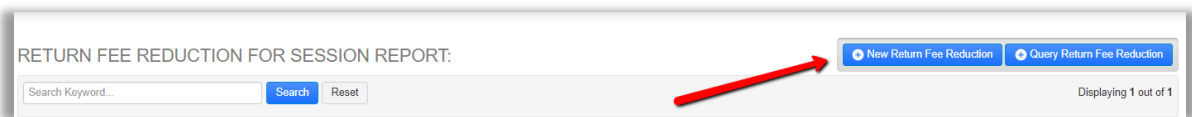
A screenshot of a search function interface. At the top is a search bar labeled 'Search Keyword...'. Below it is a section titled 'Other Options' containing several filter fields: 'Week Ending' with a dropdown menu showing '--Select--' and a text input field labeled 'Select Week Ending'; 'Approval' with a dropdown menu showing 'Select...'; 'Attendance Status' with a dropdown menu showing 'All'; 'Centrelink Status' with a dropdown menu showing 'All'; and 'Enrolment Type' with a dropdown menu showing 'All'.

## Detailed cont.

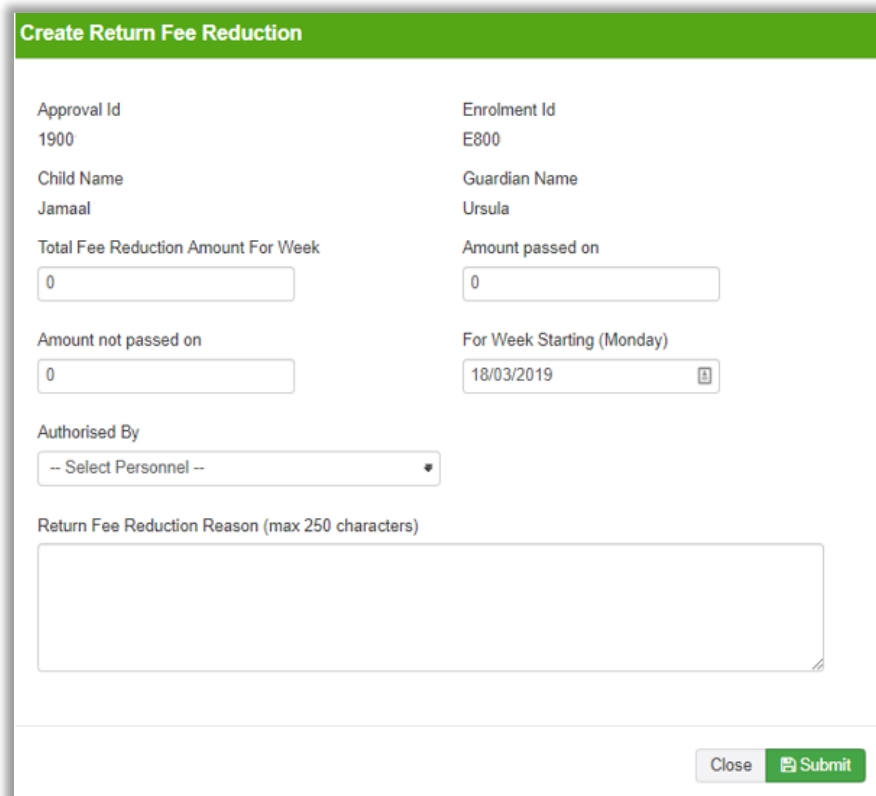
Once you have found the record click on the drop-down arrow and select **Return Fee Reduction**



Select **New Return Fee Reduction**



The following window will appear:

A screenshot of a web application form titled 'Create Return Fee Reduction'. The form is divided into two columns. The left column contains: 'Approval Id' (1900), 'Child Name' (Jamaal), 'Total Fee Reduction Amount For Week' (input field with 0), 'Amount not passed on' (input field with 0), 'Authorised By' (dropdown menu with '-- Select Personnel --'), and 'Return Fee Reduction Reason (max 250 characters)' (text area). The right column contains: 'Enrolment Id' (E800), 'Guardian Name' (Ursula), 'Amount passed on' (input field with 0), and 'For Week Starting (Monday)' (calendar icon and input field with 18/03/2019). At the bottom right of the form are 'Close' and 'Submit' buttons.

Enter the Total Fee Reduction Amount for the week, Amount already passed on, the amount you cannot pass on and Authorised Person.

# Detailed cont.

Click **Submit**, you will then receive a successful message

If you refresh the page, the transaction will display in the table:

RETURN FEE REDUCTION FOR SESSION REPORT: New Return Fee Reduction Query Return Fee Reduction

Search Keyword... Search Reset Displaying 1 out of 1

Approval Id	Enrollment Id	Child Name	Session Report Start Date	RFR Id	Total Fee Reduction	Amount Passed On	Amount Not Passed On	Cancel Reason
		SANDY	4/06/2018	3000341	\$242.25	\$161.50	\$80.75	<span>Cancel</span>

1

## Querying Return Fee Reduction Transactions

To query a Return Fee Reduction transaction, enter the **Authorised Person** and select **Query**:

RETURN FEE REDUCTION FOR SESSION REPORT: New Return Fee Reduction Query Return Fee Reduction

Search Keyword... Search Reset Displaying 1 out of 1

Approval Id	Enrollment Id	Child Name	Session Report Start Date	RFR Id	Total Fee Reduction	Amount Passed On	Amount Not Passed On	Cancel Reason
		SANDY	4/06/2018	3000341	\$242.25	\$161.50	\$80.75	<span>Cancel</span>

1

The transaction will query.

## Canceling a Return Fee Reduction Transaction

To cancel a Return Fee Reduction transaction, enter the **Authorised Person** and select **Cancel**:

RETURN FEE REDUCTION FOR SESSION REPORT: New Return Fee Reduction Query Return Fee Reduction

Search Keyword... Search Reset Displaying 1 out of 1

Approval Id	Enrollment Id	Child Name	Session Report Start Date	RFR Id	Total Fee Reduction	Amount Passed On	Amount Not Passed On	Cancel Reason
		SANDY	4/06/2018	3000341	\$242.25	\$161.50	\$80.75	<span>Cancel</span>

1

The record will be cancelled.