CCS SERVICE PAYMENTS SUMMARY REPORT

The report is designed to allow services to print/export detail or summary information regarding the CCS payments, such as Child Care Subsidy and Additional Child Care Subsidy.

This tip sheet will walk you through:

- **Accessing the Report**
- **Filtering the Report**
- **Filter Rules**
- **Report Layout**

Summary

1. Click into the Reports menu
2. Select Financial
3. Select CCS Service Payment Summary
4. Select your report filters
5. Download for a PDF report
   or
   Export to CSV

CCS SERVICE PAYMENTS SUMMARY REPORT

Detailed

The CCS Service Payment report provides similar information to the details displayed in the "Clearing Number" and "Payment Items" tabs accessed from the Processing, CCS Payments menu. However, the report excludes some of the audit information, such as payment item Document Number, Line Item, Sub Line Item, and Request details.

Accessing the Report

Click on **Reports** and select **Financial**.

Select the report **CCS Service Payment Summary**:

Filtering the Report

When you select the "CCS Service Payment Summary" option from the Report dropdown list, a page similar to the following will be displayed:

The report allows the user to select an Approval (CCS Service) and optionally specify one or more other filter conditions, such as a Payment Date Range (date payment was paid to the service), Session Report Date Range, Payment Amount Range, Main Transaction Code, Sub Transaction Code, Clearing Number, Enrolment Id, GST Code, and an option to include detail or summary payment details.

A "Children" drop down list is provided so you can select a child without having to remember the child's CCS Enrolment Id.

Tip: If a child has multiple CCS enrolments, such as a CWA and a PEA, selecting the child will include payments for both enrolments (provided they match the other filter options).

Filter Rules

The following rules are applied when determining which payment items to include on the report:

- An Approval (CCS Service) must be selected.
- The payment item must match ALL the conditions that have been specified.
- Any conditions that have been left blank will be ignored.
- Dropdown list with an "All" or "Select…" value will be ignored.
- For a range condition, you can specify a "From" value, a "To" value, or both a "From" and a "To" value.
- The "Download" button will download the report to a PDF file.
- The "Export CSV" button will create a "CSV" file that can be loaded into another program, such as Microsoft Excel.

Report Layout

The selected filter conditions are printed under the report title.

If the "Print Individual Payment Details" checkbox is **checked**, details of each individual payment item that match the filter condition will be printed separately under their Clearing Number (and date paid).

If the "Print Individual Payment Details" checkbox is **unchecked**, only a total for the "Main Transaction Code" will be included under each Clearing Number for the payment items that match the report filter.

Clearing Number	Main Transaction code	Sub Transaction Code	GST Code	Child	Enrolment Id	Week Ending	GST Inclusive
Service: 190016362L - Redbourne Child Care							
000120000202 (Paid: 02/07/2018)							
	Additional Child Care Subsidy						690.00
	Child Care Subsidy						1342.01
Clearing Number Total:	Transactions: 2						2032.01

The summary version will include a total for each "Main Transaction Code" included in the Clearing Number

The "Clearing Number Total" row includes the number of entries printed for the clearing number, as well as, the total value of the payment items for the clearing number.

The "Service Total" row includes the number of Clearing Numbers included on the report, the number of individual entries for all clearing numbers, and the total value of the payment items for all the items.

CCS Payment Summary Report

Report Options: Session Report From: 26/08/2019, Session Report To: 01/09/2019, Print Individual Payment Details: Yes

Clearing Number	Main Transaction code	Sub Transaction Code	GST Code	Child	Enrolment Id	Week Ending	GST Inclusive
Service: 190016362L - Redbourne Child Care							
000100000318 (Paid: 25/09/2019)							
	Child Care Subsidy	CCS Payt. Family Day Care	P5 - BUY Out of Scope or No GST	Domingo Hall-49	E8000075501	01/09/2019	165.30
	Child Care Subsidy	CCS Payt. Family Day Care	P5 - BUY Out of Scope or No GST	Dudley Good-3791	E8000038725	01/09/2019	127.19
Clearing Number Total:	Transactions: 2						292.49
001200012773 (Paid: 25/09/2019)							
	Child Care Subsidy	CCS Payt. Family Day Care	P5 - BUY Out of Scope or No GST	Dudley Good-3791	E8000038725	01/09/2019	32.69
Clearing Number Total:	Transactions: 1						32.69
Service Total:	Clearing Numbers: 2, Transactions: 3						325.18

The "Week Ending" column refers to the "Session Report" week ending

CCS Payment Summary Report

Report Options: Session Report From: 26/08/2019, Session Report To: 01/09/2019, Print Individual Payment Details: Yes

Session Report

Clearing Number	Main Transaction code	Sub Transaction Code	GST Code	Child	Enrolment Id	Week Ending	GST Inclusive
Service: 190016362L - Redbourne Child Care							
000100000318 (Paid: 25/09/2019)							
	Child Care Subsidy	CCS Payt. Family Day Care	P5 - BUY Out of Scope or No GST	Domingo Hall-49	E8000075501	01/09/2019	165.30
	Child Care Subsidy	CCS Payt. Family Day Care	P5 - BUY Out of Scope or No GST	Dudley Good-3791	E8000038725	01/09/2019	127.19
Clearing Number Total:	Transactions: 2						292.49