

# 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.

CCS PAYMENTS Query Payments

Clearing Number | Payment Items

Search Options ... Search Reset Export Displaying 3 out of 3

Current Search Options: Service: All | Disbursed?: All | Payment Date From: 15/08/2021 | Transaction: All | Sub Transaction: All

Service Id	Service Name	Clearing Number	Enrolment Id	Session Report Week Ending	Document Number	Line Item	Sub Line Item	Posting Date	Request	Transaction Code	Sub Transaction Code	GST Code	Amount
190016362L	Redbourne Child Care	00100000016gdd	E8000083440	18/07/2021	110026214620a	1	001	9/09/2021	2020	Child Care Subsidy	CCS Payt. Family Day Care	P5 - BUY Out of Scope or No GST	\$12.00
190016362L	Redbourne Child Care	00100000016gdd	E8000102953	18/07/2021	110026214620b	1	001	9/09/2021	2020	Child Care Subsidy	CCS Payt. Family Day Care	P5 - BUY Out of Scope or No GST	\$12.00

*Note: Red arrows in the original image point to Document Number, Line Item, Sub Line Item, and Request columns, with a label "Not included in the report".*

### Accessing the Report

Click on Reports and select Financial.

Demonstration Site - Redbourne Child Care Centre

Child Care | Processing | Accounts | **Reports** | Quality | Program & Practices | Admin | Support

Home


DASHBOARD

**Work Centre**

Welcome to your Work Centre.

- Daily Care
- Children In Care
- e-Signatures
- Parent Feedback
- Messages
- EOL
- Children (30 Active Children)
- Roll Call
- Parent Portal
- News

*Note: In the original image, a red arrow points to the 'Reports' menu, and another red arrow points to the 'Financial' option in the dropdown menu.*


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Select the report CCS Service Payment Summary:

## FINANCIAL REPORTS

### 1. Select Report

Select 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:

## 2. Set Report Parameters

CCS Approval  
190016362L - Redbourne Child Care

Payment Date From  Payment Date To

Session Report From (Monday)  Session Report To (Sunday)

Payment Amount From  Payment Amount To

Main Transaction Code  Sub Transaction Code

Clearing Number  EnrolmentId

GST Code  Children

Print Individual Payment Details

[Download](#) [Export CSV](#)

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).

Service: 190016362L - Redbourne Child Care							
Clearing Number	Main Transaction code	Sub Transaction Code	GST Code	Child	Enrolment Id	Week Ending	GST Inclusive
000120000202 (Paid: 02/07/2018)							
	Additional Child Care Subsidy	CCS Payt. Family Day Care	PS - BUY Out of Scope or No GST	Jamaal Wagner-6778	E8000075463	17/06/2018	690.00
	Child Care Subsidy	CCS Payt. Family Day Care	PS - BUY Out of Scope or No GST	Dudley Good-3791	E8000038725	17/06/2018	161.50
	Child Care Subsidy	CCS Payt. Family Day Care	PS - BUY Out of Scope or No GST	Hans Zavala-1510	E8000075535	17/06/2018	245.10
	Child Care Subsidy	CCS Payt. Family Day Care	PS - BUY Out of Scope or No GST	Oswaldo Bass-2751	E8000075439	17/06/2018	403.75

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.

Service: 190016362L - Redbourne Child Care							
Clearing Number	Main Transaction code	Sub Transaction Code	GST Code	Child	Enrolment Id	Week Ending	GST Inclusive
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							
Service: 190016362L - Redbourne Child Care							
Clearing Number	Main Transaction code	Sub Transaction Code	GST Code	Child	Enrolment Id	Week Ending	GST Inclusive
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							
Service: 190016362L - Redbourne Child Care							
Clearing Number	Main Transaction code	Sub Transaction Code	GST Code	Child	Enrolment Id	Week Ending	GST Inclusive
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

Session Report