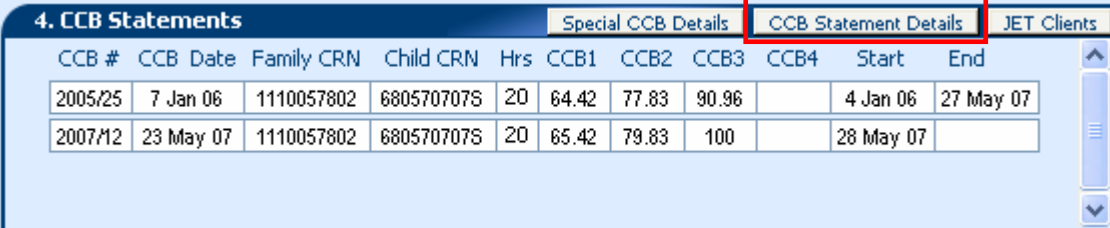


How do I enter CCB Statements?

There are two ways of entering the CCB information, through the **Family Information** screen and through the **CCB Statement Details** screen. As you are most likely to be entering from a bulk statement I will go through the process of entering this information through the **CCB Statement Details** screen.

1. To get to the **CCB Statement Details** screen you can either click on the **CCB Statement Details** button on the **Family** screen, which is visible when *NOT* in **Edit Mode**,



CCB #	CCB Date	Family CRN	Child CRN	Hrs	CCB1	CCB2	CCB3	CCB4	Start	End
2005/25	7 Jan 06	1110057802	680570707S	20	64.42	77.83	90.96		4 Jan 06	27 May 07
2007/12	23 May 07	1110057802	680570707S	20	65.42	79.83	100		28 May 07	

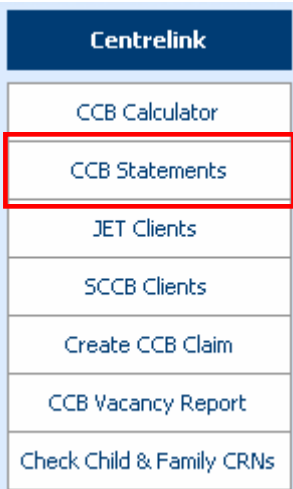
OR

Using the **Orange** balloon on the **Home** Page,



OR

From the **Site Map** click on **CCB Statements** listed under the **Blue Centrelink** Header.



Centrelink
CCB Calculator
CCB Statements
JET Clients
SCCB Clients
Create CCB Claim
CCB Vacancy Report
Check Child & Family CRNs

How do I enter CCB Statements?

2. **Enter Edit Mode** and use the dropdown selector beside **Customer Name**, or **Child Name** to select the account or child that you want to generate a new CCB statement for.

3. If it is the first CCB Statement for a family there will be no Family CRN or Child CRN for the record and you need to enter these details from the statement.

4. The **S'tment #** you get from the Centrelink statement; **Week Ending** is also on the Statement and is not the date to apply the centrelink percentage from; **Family CRN** and **Child CRN** are also entered from the Centrelink Statement; **Status** can be *Current*, *Cancelled*, or *Full Fee*; **Hrs** is the *eligible hours* on the statement; **Ch#** is the child number, i.e. if there is only one child in the centre it would be one, or if two children one would be Ch# 1 and the other Ch# 2; **CCB1** is the first CCB %, **CCB2** is the second CCB%, and so on. Where there is more than one child all CCB columns should be filled in for the number of children at the centre; **Apply From** is the *Monday* date that the percentage is to apply from. The program will automatically generate a *Monday* date from the date entered.

How do I enter CCB Statements?

- If it is a change to a CCB statement then the currently entered CCB information will come up on the screen for the selected child.

Child Care Benefit Statements

Children with no CCB Record
 Bryant, Rowena Jessica Bryant
 Cairns, Mary Alexandra Cairns
 Kaper, Kitty Aymen Kaper

Import Children's Details **EXIT EDIT MODE** ? Policy

CCB Statements History Current Print Current CCB Values

Select Statement: [v] Show All Historical Records Find: [] Show Only Current Records Find: []

Stment #	Week Ending	Family CRN	Customer Name	Status	Child CRN	Child Name	Hrs	Ch #	CCB1	CCB2	CCB3	CCB4	CCB5	GCB	Jet	Apply From	Apply Until
b/f	11 Mar 2006	6809705755	Ballantyne, Mary	Current	680977878T	Lachlan Ballantyne	50	1	20					<input type="checkbox"/>	<input type="checkbox"/>	12 Mar 06	

- Use the green arrow on the right hand side of the record to create a duplicate CCB record with a *Temp* Statement number.

Child Care Benefit Statements

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CCB Statements History Current Print Current CCB Values

Select Statement: [v] Show All Historical Records Find: [] Show Only Current Records Find: []

Stment #	Week Ending	Family CRN	Customer Name	Status	Child CRN	Child Name	Hrs	Ch #	CCB1	CCB2	CCB3	CCB4	CCB5	GCB	Jet	Apply From	Apply Until
Temp		6809705755	Ballantyne, Mary	Current	680977878T	Lachlan Ballantyne	50	1	0					<input type="checkbox"/>	<input type="checkbox"/>		
b/f	11 Mar 2006	6809705755	Ballantyne, Mary	Current	680977878T	Lachlan Ballantyne	50	1	20					<input type="checkbox"/>	<input type="checkbox"/>	12 Mar 06	

- Click in the **Apply Until** box for the record you are closing and enter an end date for the CCB statement. If it is not a Sunday date, the program will automatically put in a Sunday date. Change the *Temp* in the duplicated record to the CCB Statement number.
 (**NOTE: if you do not change the replace Temp with a Statement number, the record will be deleted.)

Child Care Benefit Statements

Children with no CCB Record
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Import Children's Details **EXIT EDIT MODE** ? Policy

CCB Statements History Current Print Current CCB Values

Select Statement: [v] Show All Historical Records Find: [] Show Only Current Records Find: []

Stment #	Week Ending	Family CRN	Customer Name	Status	Child CRN	Child Name	Hrs	Ch #	CCB1	CCB2	CCB3	CCB4	CCB5	GCB	Jet	Apply From	Apply Until
2007/31	4 Jul 2007	6809705755	Ballantyne, Mary	Current	680977878T	Lachlan Ballantyne	50	1	26.2					<input type="checkbox"/>	<input type="checkbox"/>	2 Jul 07	
b/f	11 Mar 2006	6809705755	Ballantyne, Mary	Current	680977878T	Lachlan Ballantyne	50	1	20					<input type="checkbox"/>	<input type="checkbox"/>	12 Mar 06	1 Jul 07