

KidTraks e-Invoicing Guide for Day Care Providers

May 2022, Version 1.3

A. Login to KidTraks using a PC or laptop; and using Firefox, Chrome or Internet Explorer browser:

1. Login to KidTraks: <https://magik.dcs.in.gov> and select “KidTraks” at the left side of the screen.
2. Click on “Invoices” on the blue menu bar near the top of the screen.
3. Click on the “Add New \ Submit Pending Invoice” tab.

B. Enter Info on the “Enter Invoice Online” tab:

1. For **Voucher Type**, select “Regular Voucher.”
2. For **Bill Type**, select “First Bill.”
3. For **Invoice Service Type**, select “Material Assistance/Daycare.”
4. For **Invoice Number**, enter a unique identifier for this invoice; can be any numbers, letters or characters, up to a total of 8 (example: Jul-2016)
5. For **Period Start**, enter the first of the month that is being billed.
6. For **Period End**, enter the last day of the month being billed (cannot be a future date).
7. **E-mail Address & Phone Number** should auto-fill.
8. **Comments** can remain blank.
9. Click on the “Add” button at the lower left of the screen.

The screenshot shows a web browser window with the URL <https://magik.trng.dcs.in.gov/Financials/External/Invc>. The page title is "KidTraks Vendor Invoice Inquiry". The browser tabs include "MaGIK Gateway Login", "Report Index", "KidTraks - Vendor Informat...", and "KidTraks Vendor Invoice In...". The page header shows "State of Indiana (US)" and "Training Environment | Exit Portal". The main navigation bar includes "Account Home", "Invoices", "Payments", "Contracts", "Referrals", "Cases", and "Help". The "Invoices" menu is active, and the "Add New \ Submit Pending Invoice..." tab is selected. The form is titled "Invoice Inquiry" and has two tabs: "Find Existing Invoice..." and "Add New \ Submit Pending Invoice...". The "Add New \ Submit Pending Invoice..." tab is active, and the "Enter Invoice Online..." sub-tab is selected. The form fields are as follows:

Voucher Type*:	Regular Voucher	Vendor Number*:	ST0000404419
Bill Type*:	First Bill	Vendor Name:	Foster Parent 1
Invoice Service Type*:	Material Assistance / Daycare	Vendor Address:	123 Main Street Anywhere, IN 46035 -*
Invoice Number*:	Jul-2016		
Period Start*:	7/1/2016		
Period End*:	7/31/2016		
Email Address*:	fosterparent@test.com		
Phone Number*:	317-555-1234		
Comments:			

Buttons: Add, Cancel

C. Click on the “Add Invoice Line” button at the right of the screen:

The screenshot displays the KidTraks web application interface. At the top, there is a navigation bar with the following items: Account Home, Invoices, Payments, Contracts, Referrals, Cases, and Help. Below this, the 'Invoice Information' section is visible, containing fields for Invoice Number (Jul-2016), Vendor Name (Foster Parent 1), Create Date (9/9/2016), and Status (Not Submittable). A large orange arrow points to the 'Add Invoice Line' button located on the right side of the screen. Below the button, there is a text prompt: 'Click on the "Add Invoice Line" button to complete your invoice...'. The bottom of the page features a footer with the state seal, copyright information (© 2012 - Department of Child Services), and navigation links (HOME, CHANGE PASSWORD, MESSAGES, VENDOR PROFILE, SIGN OUT). The Windows taskbar at the bottom shows several open applications, including 'Received-2016', '3 Reminder(s)', 'RE: New worker ...', 'KidTraks - Invoi...', 'Desktop', and 'KidTraks e-Invoi...', with the system clock showing 8:48 AM.

D. Enter Invoice Line Detail (up to a 5-day week of service per invoice line):

1. For “**BURID**” enter the **Billable Unit Referral ID (i.e. RF number)** from the referral.
2. **IMPORTANT:** Click on the icon just to the right of the RF number, which will auto-fill the following info from the referral: Service, Component, Person ID, Case ID & County. Please don't edit this information.
3. Enter the dates of service in the “**Start Date**” and “**End Date**” fields (up to a 5-day week).
4. For “**Billed Rate**” enter the daily rate, which is generally “**18**” as DCS generally pays up to \$18 per day / \$90 per week.
5. “**Place of Service**” and “**Comments**” can remain blank.
6. Select the appropriate button at the lower-left of the screen, as per the following guidance:
 - If there are more invoice lines (i.e. days/weeks of service) to enter from the same referral, click on the “**Save/Add +**” button, and a new invoice line screen will display with info from the same referral already populated. Repeat steps 3-6 for each day/week of service, up to 48 lines per invoice.
 - If there are more invoice lines to enter from another referral, click on “**Save/Add**” and a new blank invoice line screen will display.
 - If you've entered the last day/week of service on this invoice, click on the “**Save**” button, and proceed to the **Invoice Submission** steps below.

Account Home Invoices Payments Contracts Referrals Cases Help

Invoice Information [Invoice Inquiry](#) Action: Go

Invoice Number: Jul-2020 Create Date: 9/23/2020
Vendor Name: WRFS SERVICES LLC Status: Not Submittable

Invoice Details More Information Invoice Errors Attachments

BURID:

Service:*

Component:*

Person ID: Person Name:

Case ID: Case Type: Case Name:

Start Date:* End Date:* Number of days: 5

Billed Units:* DAY Remaining Units: 0.00

Billed Rate:*

Billed Amount:*

Case County*:

Place of Service:

Comments:

Save Apply Save/Add Save/Add + Cancel

E. Invoice Submission:

1. Check “**Status**” indicators toward the right of the screen for **green**, **yellow** or **red**:
 - If indicators are all **green**, then you’re ready to proceed to step #2 below.
 - If indicators are **yellow** or **red**, select the “**Invoice Errors**” tab near the center of the screen. Error messages provided should indicate the problem and how to fix it.
 - If invoice line info needs to be changed, select “**Invoice Details**” tab, click on the blue “**Edit**” at the left of the screen, make any needed changes, and click on the “**Save**” button at the bottom-left of the screen.
 - The “**More Information**” tab also may include info that needs to be edited to fix any errors indicated. If any changes made here, be sure to click on the “**Update**” button at the lower-left.
2. From the **Action** drop-down menu at the upper-right of the screen, select “**Submit Invoice**” and click on the “**Go**” button.
3. Take a final look at the invoice info you’re about to submit, and if it appears ready for submission, then click on the check-box at the lower-left of the screen: “**I Agree to the Terms of Use**” and click on the “**Submit and Continue**” button at the bottom of the screen.
4. Status indicator at the right side of the screen should now indicate “**Submitted**” which means **you’ve successfully submitted your invoice to DCS!** Payment should occur in approximately 35-45 days from the date of submission.
5. Optionally, you can view your submitted invoice by selecting “**Invoices**” from the blue menu bar near the top. Then on the “**Invoice Inquiry**” screen, click on the drop-down arrow at the right of the screen, select “**All Transactions**” and click on the “**Go**” button. Your submitted invoice should now come into view and indicate status: “**Submitted to DCS.**”
6. For invoicing assistance, please feel free to contact **DCS Payment Research Unit** at DCSPaymentResearchUnit@dcs.in.gov or 877-340-0309.