



KidTraks e-Invoicing Guide for Resource Parents Submitting for Reimbursement of Day Care Expenses

May 2022; Version 1.2

Guidelines for Receipts:

- Receipts are required for reimbursement of day care expenses and should clearly indicate the following:
 1. Amount paid
 2. Date paid
 3. Dates of service
 4. Child who received day care services (if billing for multiple youths)
 5. Type of payment (cash, check, money order, etc.)
 6. Day care signature and contact information
- In order to submit electronically via KidTraks e-Invoicing, receipts must be electronically attached and in one of the following formats: .txt, .doc, .xls, .pdf, .docx, .xlsx or jpeg. If that's not feasible, then paper invoicing will need to be utilized to claim reimbursement.
- Multiple receipts can be scanned to multiple documents or all to a single document; either is fine. The important thing is to make sure that information is clearly visible on the scanned document.

KidTraks System Requirements:

- **Please use a PC or laptop; mobile devices are not recommended:** KidTraks works well on PC's and laptops but not consistently well on mobile devices such as smart phones and tablets.
- **Please use Firefox, Chrome or Internet Explorer; NOT Safari or Edge:** KidTraks works well with Firefox, Chrome and Internet Explorer (IE) but not consistently well using other web browsers such as Safari and Edge.

Step-by-Step Instructions:

A. Scan receipt(s) to your PC or laptop. Please ensure the above guidelines for receipts are followed.

B. Login to KidTraks using a PC or laptop; and using either Firefox, Chrome or IE web 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.

C. Enter Information 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-2022)
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 displaying the KidTraks Vendor Invoice Inquiry form. The browser's address bar shows the URL: <https://magik.trng.dcs.in.gov/Financials/External/Invc>. The page header includes the KidTraks logo and navigation links for Account Profile, Messages, and a search bar. The main navigation bar contains links for Account Home, Invoices, Payments, Contracts, Referrals, Cases, and Help. 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, showing a form with the following fields:

- Enter Invoice Online... Import Invoice... Pending \ Not Submitted Invoices...** (Navigation tabs)
- Voucher Type*:** Regular Voucher (dropdown)
- Bill Type*:** First Bill (dropdown)
- Invoice Service Type*:** Material Assistance / Davcare (dropdown)
- Vendor Number*:** ST0000404419 (text)
- Vendor Name:** Foster Parent 1 (text)
- Vendor Address:** 123 Main Street Anywhere, IN 46035 -* (text)
- Invoice Number*:** Jul-2016 (text)
- Period Start*:** 7/1/2016 (calendar)
- Period End*:** 7/31/2016 (calendar)
- Email Address*:** fosterparent@test.com (dropdown)
- Phone Number*:** 317-555-1234 (text)
- Comments:** (text area)

At the bottom of the form, there are two buttons: "Add" and "Cancel". The Windows taskbar at the bottom shows the time as 8:45 AM and several open applications, including "Received-2016 - Mail...", "3 Reminder(s)", "RE: New worker train...", and "KidTraks Vendor Inv...".

D. 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, including 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 page. Below the button, there is a text prompt: 'Click on the "Add Invoice Line" button to complete your invoice...' and a 'Line Count: 0' indicator. The footer of the page contains the text 'Copyright © 2012 – Department of Child Services' and a list of 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...', along with the system clock showing 8:48 AM.

E. Enter Invoice Line Detail (up to 5 days 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.

The screenshot shows a web application interface for entering invoice line details. At the top, there is a navigation bar with links for Account Home, Invoices, Payments, Contracts, Referrals, Cases, and Help. Below this is the 'Invoice Information' section, which includes an 'Invoice Inquiry' link and an 'Action' dropdown menu with a 'Go' button. The main form area contains the following fields and values:

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

Below the main form area are four tabs: Invoice Details, More Information, Invoice Errors, and Attachments. The 'Invoice Details' tab is active, showing the following fields:

- BURID: RF12345678
- Service*: 10514 - MATERIAL ASSISTANCE
- Component*: 882 - DAY CARE SERVICES
- Person ID: 123456789
- Person Name: (empty)
- Case ID: 234567890
- Case Type: Case Name: (empty)
- Start Date*: 7/6/2020
- End Date*: 7/10/2020
- Number of days: 5
- Billed Units*: 5 DAY
- Remaining Units: 0.00
- Billed Rate*: 18
- Billed Amount*: 90.00
- Case County*: (empty)
- Place of Service: (empty)
- Comments: (empty text area)

At the bottom of the form are five buttons: Save, Apply, Save/Add, Save/Add +, and Cancel.

F. Attach Receipts:

Receipts are required for day care expenses to be reimbursed and should be attached in the same order as entered on the invoice.

- a) Click on the **“Attachments”** tab, near the center of the screen.
- b) Click on the gray **“Add”** button at the far right.
- c) Type in a brief description of the attachment (e.g. “Receipt” or possibly the youth’s first name if you’re submitting for multiple children and have separate documents to attach for each).
- d) Click on the **“Browse”** button and find the document on your PC or laptop where you’ve previously scanned your receipt(s).
- e) Click on that document name, and then click on the **“Open”** button.
- f) Click on the **“Submit”** button; you should see the message: **“File Uploaded Successfully!”**
- g) Click on the **“Close”** button.

Please note that the above steps (a - g) to **Attach Receipts** can be repeated as necessary, i.e. if you’ve scanned your receipts to multiple documents.

G. 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.