

# KidTraks e-Invoicing Guide for Day Care Providers

Updated October 2025

## A. Login to KidTraks using a PC or laptop; and using Firefox, Chrome or Microsoft Edge 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; this can be any combination of numbers, letters or characters, up to a total of 8 (example: Jul-2025)
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 displays the KidTraks web application interface. The browser window shows the URL <https://magik.trng.dcs.in.gov/Financials/External/Inv...>. The application has a blue header with the 'KidTraks' logo and navigation links: 'Account Home', 'Invoices', 'Payments', 'Contracts', 'Referrals', 'Cases', and 'Help'. A secondary navigation bar includes 'Find Existing Invoice...', 'Add New \ Submit Pending Invoice...', and tabs for 'Enter Invoice Online...', 'Import Invoice...', and 'Pending \ Not Submitted Invoices...'. The 'Enter Invoice Online...' tab is active, showing a form with the following fields:

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:			

At the bottom of the form are 'Add' and 'Cancel' buttons. 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...'.

**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 links for 'Account Home', 'Invoices', 'Payments', 'Contracts', 'Referrals', 'Cases', and 'Help'. Below this, the 'Invoice Information' section is visible, showing details for an invoice created on 9/9/2016 with a status of 'Not Submittable'. A large orange arrow points to the 'Add Invoice Line' button located on the right side of the screen. The bottom of the page features a footer with copyright information and navigation links. The Windows taskbar at the very 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.

File Edit View History Bookmarks Tools Help

MaGIK Gateway Login Report Index KidTraks - Vendor Informat... KidTraks - Invoice Informat...

State of Indiana (US) https://magik.trng.dcs.in.gov/Financials/External/Invc Search

Most Visited MaGIK Foster Care SharePoint... PeopleSoft HR MaGIK Training Enviro...

KidTraks part of the MaGIK family

Training Environment | Exit Portal

Account Profile Messages Search

Account Home Invoices Payments Contracts Referrals Cases Help

Invoice Information Invoice Inquiry Action: Go

Invoice Number: Jul-2016 Create Date: 9/9/2016

Vendor Name: Foster Parent 1 Status: Not Submittable

Invoice Details More Information Invoice Errors Attachments

Click on the "Add Invoice Line" button to complete your invoice...

Add Invoice Line

Line Count: 0

Total: 0.00

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HOME | CHANGE PASSWORD | MESSAGES | VENDOR PROFILE | SIGN OUT

Received-2016 - ... 3 Reminder(s) RE: New worker ... KidTraks - Invoi... Desktop KidTraks e-Invoi... 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:

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:

## 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 are made here, 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 within approximately 2-3 weeks 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@dcsln.gov](mailto:DCSPaymentResearchUnit@dcsln.gov) or 877-340-0309.