

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.

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State of Indiana (US) | https://magik.trng.dcs.in.gov/Financials/External/Invo | C | Search | Star | Print | Download | Home | Back | Forward | Help | Chat | More

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Account Profile Messages Search

Invoice Inquiry

Find Existing Invoice... Add New \ Submit Pending Invoice...

Enter Invoice Online... Import Invoice... Pending \ Not Submitted Invoices...

Voucher Type*: Regular Voucher

Bill Type*: First Bill

Invoice Service Type*: Material Assistance / Daycare

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:

Add Cancel

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

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Invoice Information [Invoice Inquiry](#)

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

Vendor Name: Foster Parent 1 Status: Not Submittable

Invoice Details More Information Invoice Errors Attachments

Add Invoice Line

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

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 - Invo... Desktop KidTraks e-Invo... 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.

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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 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@dcs.in.gov or 877-340-0309.