KidTraks e-Invoicing Guide for Day Care Providers

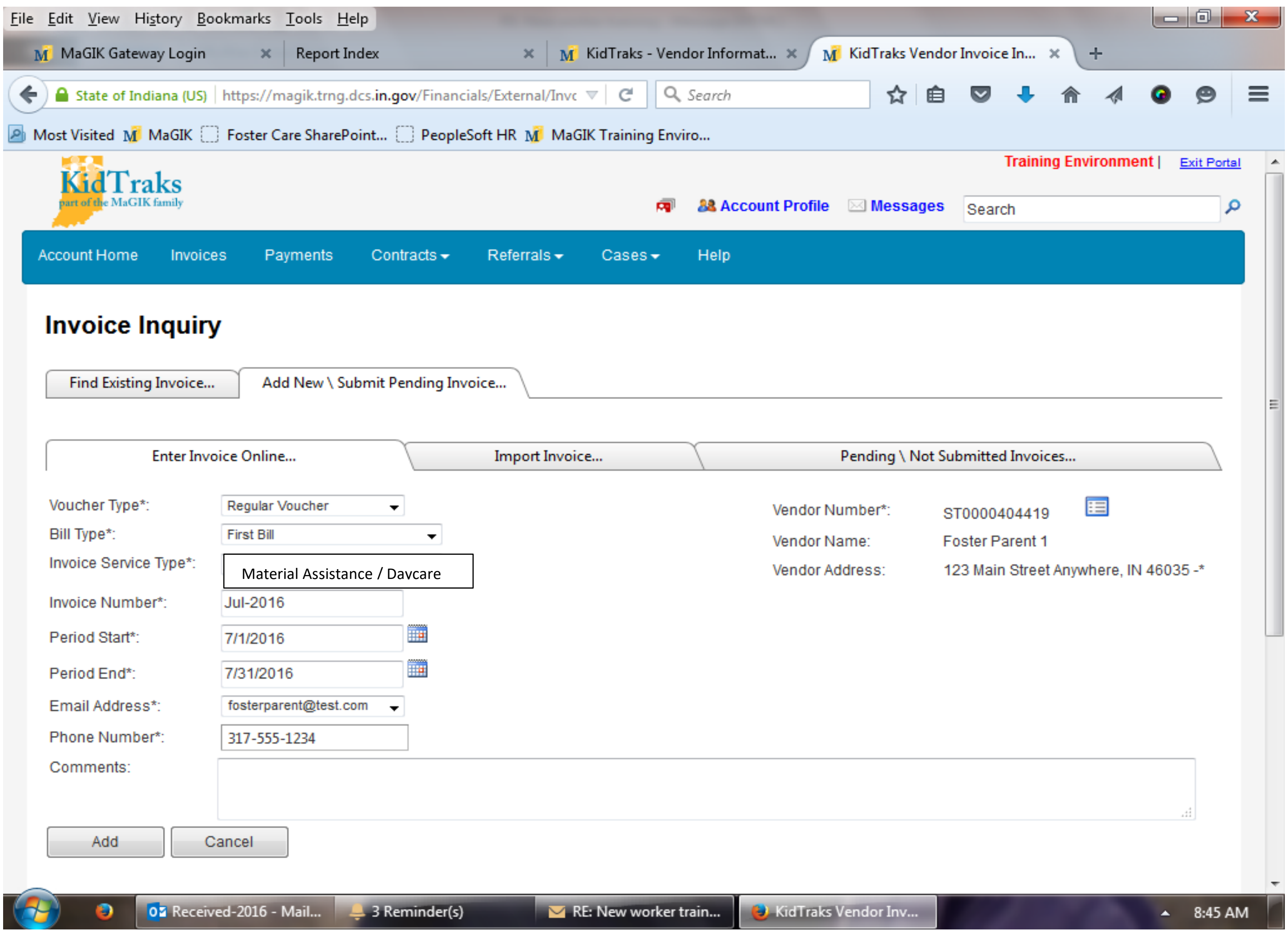
May 2022, Version 1.3

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

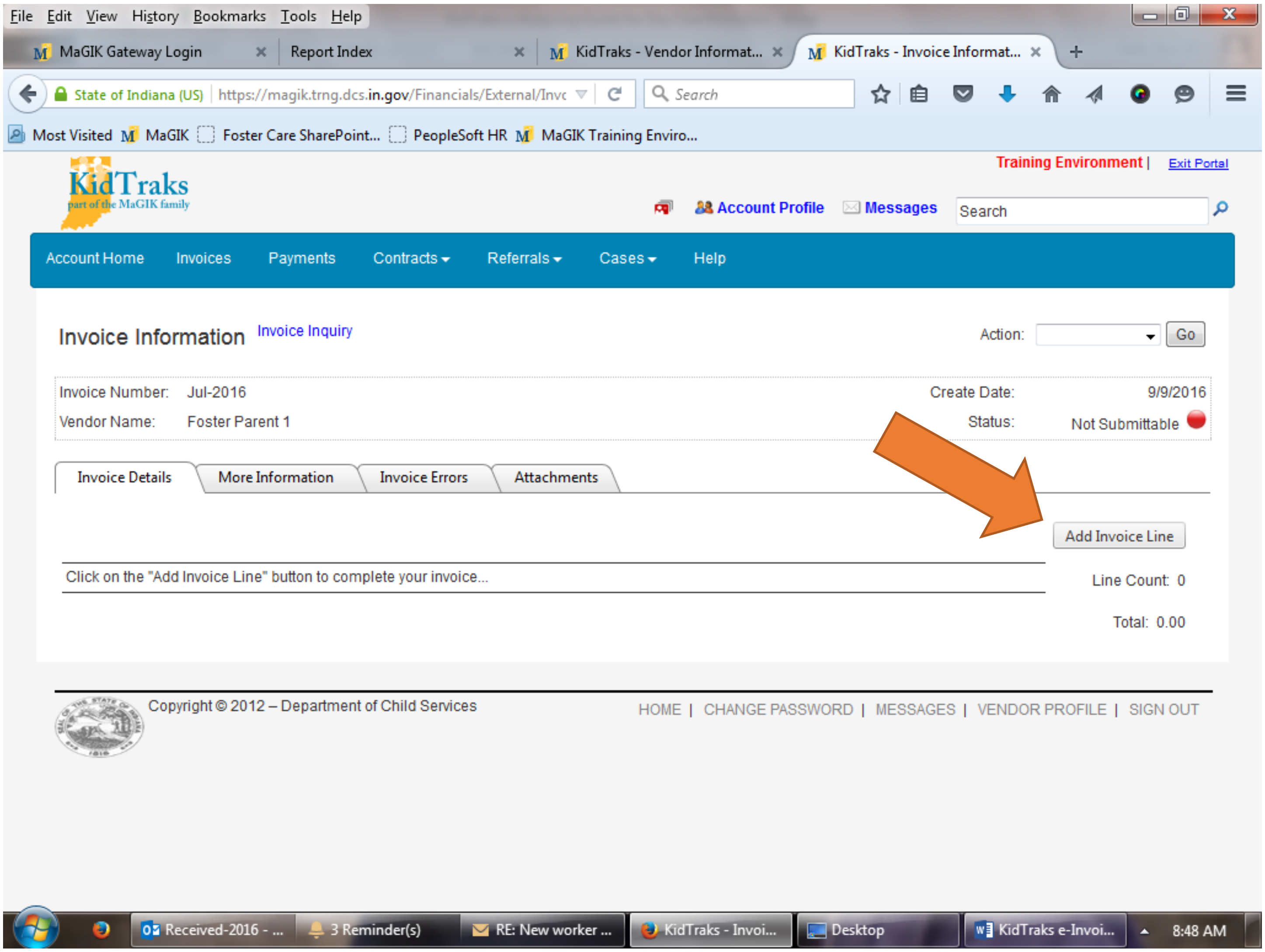
1. Login to KidTraks: https://magik.dcs.in.gov and select **“KidTraks”** at the left side of the screen.
2. Click on “Invoices” on the blue menu bar near the top of the screen.
3. Click on the **“Add New \ Submit Pending Invoice”** tab.

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.



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



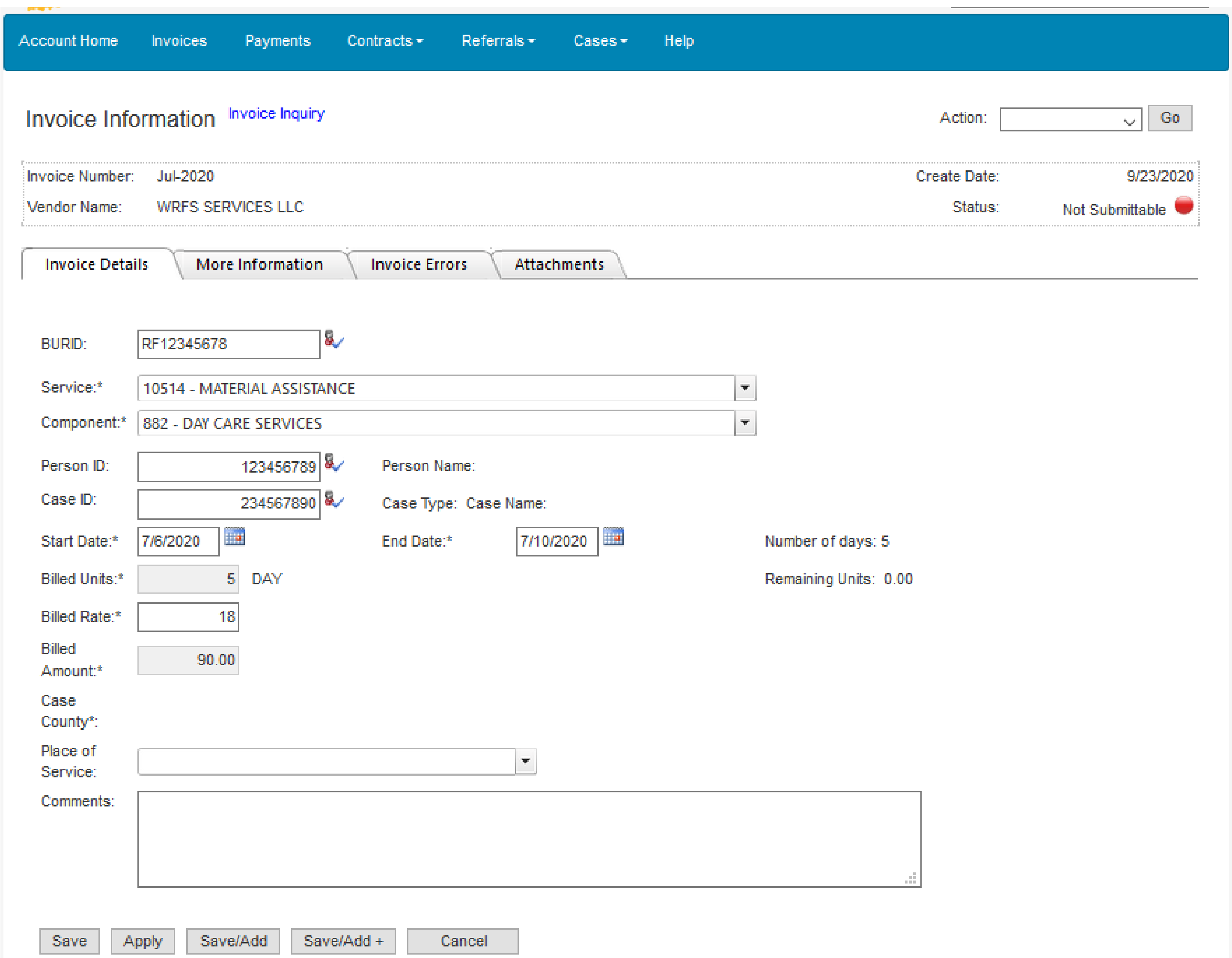
D. Enter Invoice Line Detail (up to a 5-day week of service per invoice line):

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.



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.