

Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Transactions

June 29, 2018



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Transactions

This module captures information about licensing/certification fees and collections. This module works similarly to an accounting system with debits and credits. If the agency charges a fee, the fee is entered into the Transaction module. As soon as the fee is entered, the Transactions screen shows a Balance Due. Once collections are entered and applied to the fees, the balance is adjusted accordingly.

Because the transaction module works similarly to an accounting system, fees that have been collected or adjusted cannot be deleted. However, fees can be withdrawn and collections reversed.

Display Transactions for a Provider/Center

To view Transaction information for a provider/center, click on the Transactions link in the left-side navigation menu. Below is a screen print of the Transactions screen:

Transaction Summary							
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments	
05/05/11	T 2000000256	Licensed Fee	(\$60.50)	(\$60.50)	Collected		Details
05/05/11	T 2000000269	Late Fee	(\$50.00)	(\$110.50)	Collected		Details
05/05/11	C 2000000079	Check	\$75.00	(\$35.50)	Applied		Details
05/05/11	C 2000000087	Check	\$50.00	\$0.00	Applied		Details
05/05/11	T 2000000295	Refund	\$14.50	\$14.50	Open	Refund created from: C 2000000087	Details
05/05/11	T 2000000299	Decrease Balance	\$14.50	\$29.00	Open		Details
05/05/11	T 2000000311	Forfeiture Fee	(\$500.00)	\$0.00	Open		Details
07/11/13	T 2000001075	Automated Background Check Fee	(\$10.00)	(\$10.00)	Collected		Details
04/24/15	C 2000001013	Cash	\$150.00	\$140.00	Applied		Details
06/02/15	T 2000001783	Automated Background Check Fee	(\$10.00)	\$130.00	Invoiced		Details
Amount in Excess: \$29.00			Total Amount Due: \$130.00				

Links on this page are (they are all explained in more detail later in this user guide):

- **New Fee/Adjustment:** This link takes you to a screen that is used to enter new fees/adjustments.
- **Collection:** This link takes you to a screen that displays history of all collections applied towards fees for a facility/provider.
- **Fees/Adjustments:** This link takes you to a screen that displays history of all fees/adjustments for a provider/center in a chronological order. On this page, you can access the Modify Fee/Adjustment screen or Delete (withdraw) Fee/Adjustment screen, view history and upload documents pertaining to a fee/adjustment. **This screen is also the best way to see exactly where the balance due and refund amounts are coming from.**

Fees/Adjustments						
Type	Amount	Balance	Creation Date	Comments	Status	
Automated Background Check Fee	(\$10.00)	\$0.00	07/11/13		Collected	Documents
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		Invoiced	Documents
Licensed Fee	(\$60.50)	\$0.00	05/05/11		Collected	Documents
Late Fee	(\$50.00)	\$0.00	05/05/11		Collected	Documents
Refund	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Decrease Balance	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		Open	Documents
Total Amount Due:		(\$370.00)				

- **New Collection:** This link takes you to a screen that is used to enter new collection information (explained later in this user guide).

New Fee/Adjustment Screen

Below is a print of the screen.

New Fee/Adjustment

Type *

Amount *

Comments

35 of 300 characters.

If you have **licensing** update access, you will see the following values in the Type field:

Fee Type	Description
Automated Background Check Fee	This fee type is automatically inserted for licensed provider records for automated background checks. The value is not available for users.
Cap increase fee	Use this type if a group center or camp increases capacity.
Decrease Balance	Use this type if the Balance Due needs to be lowered. This could be due to an error made during data entry.
FBI Fee	Use this type to enter fee for a FBI check.
Forfeiture Adjustment	Use this type if the forfeiture amount needs to be increased. Note: This does not change the original forfeiture amount tied to a violation.
Initial Background Check fee	This fee type is inserted when an Ad hoc DOJ background check trigger has been entered into WISCCRS and the Already Paid by Provider option is selected.
Increase Balance	Use this type if the Balance Due needs to be increased. This could be due to an error made during data entry.
Late fee	Use this type to record late fees.
License fee	Use this type to record license fees.
NSF Fee	Use this type to record an NFS fee.

If you have certification update access, you will see the following values:

Fee Type	Description
Background Check Fee	Use this type to record background check fees.
Cap Increase Fee - Certification	Use this type when a certified school age program increases capacity.
Decrease Balance - Certification	Use this type if the Balance Due needs to be lowered. This could be due to an error made during data entry.
FBI Fee - Certification	Use this type to enter fee for an FBI check.
Initial Background Check Fee – Certification	Use this type to enter the initial background check for an individual.
Increase Balance - Certification	Use this type if the Balance Due needs to be increased. This could be due to an error made during data entry.
Initial Certification fee	Use this type to record fees for new certification applications.
Late Fee - Certification	Use this type to record late fees.

Fee Type	Description
NSF Fee - Certification	If the agency charges a fee for a Non-Sufficient Funds (NSF) check, use this type to record the additional fee.
Other fee	Use this type to record other fees not listed on the pull-down menu.
Re-certification fee	Use this type to record fees that the agency charges for re-certification applicants.

After the fee has been added to New Fee/Adjustment page, the following page will display:

Fees/Adjustments						
Type	Amount	Balance	Creation Date	Comments	Status	New Collection
Automated Background Check Fee	(\$10.00)	\$0.00	07/11/13		Collected	Documents
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		Invoiced	Documents
License Fee	(\$60.50)	\$0.00	05/05/11		Collected	Documents
Late Fee	(\$50.00)	\$0.00	05/05/11		Collected	Documents
Refund	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Decrease Balance	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		Open	Documents
Cap Increase Fee	(\$84.80)		06/29/18	Cap increase from 50-55 on 6/24/18.	Open	Documents
Total Amount Due:		(\$454.80)				

The Transaction displays the amounts due and total balance. The status will remain open until the fee has been received and the collection entered into the Transaction module. Fees can be deleted (withdrawn) if no collection or adjustment has been applied to the amount. To display amounts in withdrawn status, click on the check box above the fee table.

Modify Fee/Adjustment

To Modify Fee/Adjustment, complete the following steps:

1. Click on the **Transactions** link in the left-side navigation menu.
2. Click on the **Fees/Adjustments** link on the bottom of the Transaction page.

Transaction Summary						
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
05/05/11	T 2000000256	License Fee	(\$60.50)	(\$60.50)	Collected	
05/05/11	T 2000000269	Late Fee	(\$50.00)	(\$110.50)	Collected	
05/05/11	C 2000000079	Check	\$75.00	(\$35.50)	Applied	
05/05/11	C 2000000087	Check	\$50.00	\$0.00	Applied	
05/05/11	T 2000000295	Refund	\$14.50	\$14.50	Open	Refund created from: C 2000000087
05/05/11	T 2000000299	Decrease Balance	\$14.50	\$29.00	Open	
05/05/11	T 2000000311	Forfeiture Fee	(\$500.00)	\$0.00	Open	
07/11/13	T 2000001075	Automated Background Check Fee	(\$10.00)	(\$10.00)	Collected	
04/24/15	C 2000001013	Cash	\$150.00	\$140.00	Applied	
06/02/15	T 2000001783	Automated Background Check Fee	(\$10.00)	\$130.00	Invoiced	
Amount in Excess: \$29.00			Total Amount Due: \$130.00			

3. Click on the Modify icon on the Fees/Adjustments screen.

Fees/Adjustments						
Type	Amount	Balance	Creation Date	Comments	Status	New Collection
Automated Background Check Fee	(\$10.00)	\$0.00	07/11/13		Collected	Documents
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		Invoiced	Documents
License Fee	(\$60.50)	\$0.00	05/05/11		Collected	Documents
Late Fee	(\$50.00)	\$0.00	05/05/11		Collected	Documents
Refund	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Decrease Balance	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		Open	Documents
Cap Increase Fee	(\$84.80)		06/29/18	Cap increase from 50-55 on 6/24/18.	Open	Documents
Total Amount Due:		(\$454.80)				

- If the status of the fee is Collected, only comments can be entered or modified.

Modify Fee/Adjustment	
Type	License Fee
Amount	(\$60.50)
Balance	\$0.00
Status	Collected
Comments	Check #123

- If the status is Open, the Amount and Comments can be modified.

Modify Fee/Adjustment	
Type	Initial Background Check Fee
Amount	<input type="text" value="20"/>
Balance	(\$20.00)
Status	Open
Comments	<input type="text"/>

Delete (Withdraw) Fee/Adjustment

To access the Delete Fee/Adjustment screen, complete the following steps:

- Click on the **Transactions** link in the left-side navigation menu.
- Click on the **Fees/Adjustments** link on the bottom of the Transaction page.

Transaction Summary							
New Fee/Adjustment							
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments	
05/05/11	T 2000000256	License Fee	(\$60.50)	(\$60.50)	Collected		Details
05/05/11	T 2000000269	Late Fee	(\$50.00)	(\$110.50)	Collected		Details
05/05/11	C 2000000079	Check	\$75.00	(\$35.50)	Applied		Details
05/05/11	C 2000000087	Check	\$50.00	\$0.00	Applied		Details
05/05/11	T 2000000295	Refund	\$14.50	\$14.50	Open	Refund created from: C 2000000087	Details
05/05/11	T 2000000299	Decrease Balance	\$14.50	\$29.00	Open		Details
05/05/11	T 2000000311	Forfeiture Fee	(\$500.00)	\$0.00	Open		Details
07/11/13	T 2000001075	Automated Background Check Fee	(\$10.00)	(\$10.00)	Collected		Details
04/24/15	C 2000001013	Cash	\$150.00	\$140.00	Applied		Details
06/02/15	T 2000001783	Automated Background Check Fee	(\$10.00)	\$130.00	Invoiced		Details
Amount in Excess: \$29.00			Total Amount Due: \$130.00				

- On the Fees/Adjustments screen, click on the Delete icon to access the deletion page. If the status of the fee is Collected or has been adjusted, the Delete icon will not display.

Fees/Adjustments							
New Fee/Adjustment							
Type	Amount	Balance	Creation Date	Comments	Status		
Automated Background Check Fee	(\$10.00)	\$0.00	07/11/13		Collected		Documents
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		Invoiced		Documents
License Fee	(\$60.50)	\$0.00	05/05/11		Collected		Documents
Late Fee	(\$50.00)	\$0.00	05/05/11		Collected		Documents
Refund	\$14.50	\$14.50	05/05/11		Open		Apply Documents
Decrease Balance	\$14.50	\$14.50	05/05/11		Open		Apply Documents
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		Open		Documents
Cap Increase Fee	(\$84.80)	(\$84.80)	06/29/18	Cap increase from 50-55 on 6/24/18.	Open		Documents
Total Amount Due:		(\$454.80)					

- On the following screen, enter a comment and then click on the Withdraw button.

Modify Fee/Adjustment	
Type	Initial Background Check Fee
Amount	(\$20.00)
Balance	(\$20.00)
Status	Open
Comments	<input type="text"/>
0 of 300 characters.	
Updated Information	
Updated Date	12/10/2012 11:41 AM
Worker ID	W01140
Worker Name	Lena Licensor
<input type="button" value="Withdraw >"/>	

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Because the transaction module in WISCCRS works similarly to an accounting system, the deleted/withdrawn fees do not disappear but are listed in Withdrawn status.

After the screen has been processed, you will be taken back to the Fees/Adjustments page. To view the record that you just deleted/withdrew, click on the Show Withdrawn Transactions and click Search.

Provider/Loc Number 1800039681 / 001 Facility Number 1122648 Facility Address 124 Money Ln Moneyville, WI 45454	Name Tracy Transaction Applicant/Loc Number 5800078353 / 001 Facility Name Tracys Terrific Toddlers							
<input checked="" type="checkbox"/> Show Withdrawn Transactions <input type="button" value="Search >"/>								
Fees/Adjustments								
New Fee/Adjustment New Collection								
Type	Amount	Balance	Creation Date	Comments	Status			
License Fee	(\$60.50)	\$0.00	12/07/12	Check #123	Collected			Documents
Forfeiture Adjustment	(\$20.00)	(\$20.00)	12/07/12		Open			Documents
Fbi Fee	(\$50.00)	(\$50.00)	12/10/12		Open			Documents
Total Amount Due:		(\$70.00)						

The following page will include all fees that are in Withdrawn status:

<input checked="" type="checkbox"/> Show Withdrawn Transactions <input type="button" value="Search >"/>								
Fees/Adjustments								
New Fee/Adjustment								
Type	Amount	Balance	Creation Date	Comments	Status			
License Fee	(\$60.50)	\$0.00	12/07/12	Check #123	Collected			Documents
Forfeiture Adjustment	(\$20.00)	(\$20.00)	12/07/12		Open			Documents
Initial Background Check Fee	(\$20.00)	(\$20.00)	12/10/12		Withdrawn			Documents
Fbi Fee	(\$50.00)	(\$50.00)	12/10/12		Open			Documents
Total Amount Due:		(\$70.00)						

Collections

Once the payment from the provider/applicant has been received, the payment is recorded as collected.

Entering a Collection

To access the New Collection screen, take the following steps:

1. Click on the **Transactions** link in the left-side navigation menu.
2. Click on **Fees/Adjustments** in the lower left corner.
3. Click on **New Collection** link on the right.

Fees/Adjustments							New Collection
Type	Amount	Balance	Creation Date	Comments	Status		
Automated Background Check Fee	(\$10.00)	\$0.00	07/11/13		Collected		Documents
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		Invoiced		Documents
License Fee	(\$60.50)	\$0.00	05/05/11		Collected		Documents
Late Fee	(\$50.00)	\$0.00	05/05/11		Collected		Documents
Refund	\$14.50	\$14.50	05/05/11		Open		Apply Documents
Decrease Balance	\$14.50	\$14.50	05/05/11		Open		Apply Documents
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		Open		Documents
Cap Increase Fee	(\$84.80)	(\$84.80)	06/29/18	Cap increase from 50-55 on 6/24/18.	Open		Documents
Total Amount Due:		(\$454.80)					

The following screen will display.

New Collection

Location

Type *

Date *

Reference #

Amount *

Comments

4. Enter the collection information.

The table below explains the fields on this screen:

Field Name	Description
Location	This field is defaulted to the location/facility the user is accessing the transaction module. You can enter collections to other sites by changing the location number to be a site s/he wants to apply the collection towards. If you are making payments for multiple locations with one check/money order you will clear out the Location field so the payment can be allocated to multiple locations that have a balance due.
Type	Choose check, cash, credit card or money order.
Date	Enter the date the payment was received
Reference #	This field can be used to record a check number. If the payment is issued via a credit card, please do not enter the account/card number in this field for security reasons.
Amount	Enter the amount

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After this page is processed, the following information will display:

New Collection							
Location							
Type * Check							
Date * 6/27/2018							
Reference # 52369							
Amount * \$150.00							
Comments Capacity increase from 50-55.							
Apply Collection							
Type	Amount	Balance	Creation Date	Comments	Amount App	Invoice ID	Location
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		\$10.00	200000240	000
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		\$140.00		001
Cap Increase Fee	(\$84.80)	(\$84.80)	06/29/18	Cap increase from 50-55 on 6/24/18.	\$0.00		001

Be sure to apply the amount to the correct transaction. Zero out all other fields.

If the received amount is the same as the total balance, the system will automatically split the amounts so both/all fees are covered. If the received amount is less than the balance, **you must allocate the amounts towards outstanding fees. The system defaults to applying payment to the oldest transactions first. If you don't want the system to do this, you must change the way the payment is being allocated.** After submitting the collection, you are taken to the Collection screen. The transaction page will now show \$0 balance for this specific transaction and the Status is marked Completed.

Fees/Adjustments						
New Fee/Adjustment						
Type	Amount	Balance	Creation Date	Comments	Status	
Initial Certification Fee	-\$50.00	\$0.00	03/18/11		Co	
Background Check Fee	-\$40.00	\$0.00	03/18/11	fee includes provider and 3 household members.	Co	
Total Amount Due:		\$0.00				

Amount in Excess

Occasionally, providers submit a larger amount than what the balance is in the system. This can cause an amount to be displayed in the Amount in Excess field.

Transaction Summary						
New Fee/Adjustment						
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
05/05/11	T 2000000256	License Fee	(\$60.50)	(\$60.50)	Collected	
05/05/11	T 2000000269	Late Fee	(\$50.00)	(\$110.50)	Collected	
05/05/11	C 2000000079	Check	\$75.00	(\$35.50)	Applied	
05/05/11	C 2000000087	Check	\$50.00	\$0.00	Applied	
05/05/11	T 2000000295	Refund	\$14.50	\$14.50	Open	Refund created from: C 2000000087
05/05/11	T 2000000299	Decrease Balance	\$14.50	\$29.00	Open	
05/05/11	T 2000000311	Forfeiture Fee	(\$500.00)	\$0.00	Open	
07/11/13	T 2000001075	Automated Background Check Fee	(\$10.00)	(\$10.00)	Collected	
04/24/15	C 2000001013	Cash	\$150.00	\$140.00	Applied	
06/02/15	T 2000001783	Automated Background Check Fee	(\$10.00)	\$130.00	Invoiced	
06/29/18	T 2000002686	Cap Increase Fee	(\$84.80)	\$45.20	Collected	Cap Increase from 50-55 on 6/24/18.
06/29/18	C 2000001662	Check	\$150.00	\$130.00	Applied	Capacity increase from 50-55.
06/29/18	T 2000002687	Refund	\$65.20	\$94.20	Open	Refund created from: C 2000001662
Amount in Excess: \$94.20			Total Amount Due: \$130.00			

In the case above, the amount in excess is \$29.50 but there is also a \$10 balance. Portion of the amount in excess can be applied towards the fee owed.

Applying the Amount in Excess towards a Fee:

Below are the steps:

1. Click on the Fees/Adjustments link.

Date	Transaction ID	Description	Amount	Balance	Status	Comments
07/11/13	T 200001075	Automated Background Check Fee	(\$10.00)	(\$10.00)	Collected	
04/24/15	C 200001013	Cash	\$190.00	\$140.00	Applied	
06/02/15	T 200001783	Automated Background Check Fee	(\$10.00)	\$130.00	Invoiced	
06/29/18	T 200002686	Cap Increase Fee	(\$84.80)	\$45.20	Collected	Cap increase from 50-55 on 6/24/18.
06/29/18	C 200001662	Check	\$190.00	\$130.00	Applied	Capacity increase from 50-55.
06/29/18	T 200002687	Refund	\$65.20	\$94.20	Open	Refund created from: C 200001662
Amount in Excess: \$94.20			Total Amount Due: \$130.00			

2. Then click on the Apply link next to the Refund row.

Type	Amount	Balance	Creation Date	Comments	Status	New Collection
Automated Background Check Fee	(\$10.00)	\$0.00	07/11/13		Collected	Documents
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		Invoiced	Documents
License Fee	(\$60.50)	\$0.00	05/05/11		Collected	Documents
Late Fee	(\$50.00)	\$0.00	03/05/11		Collected	Documents
Refund	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Decrease Balance	\$14.50	\$14.50	05/05/11		Open	Apply Documents
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		Open	Apply Documents
Cap Increase Fee	(\$84.80)	\$0.00	06/29/18	Cap increase from 50-55 on 6/24/18.	Collected	Documents
Refund	\$65.20	\$65.20	06/29/18		Open	Apply Documents
Total Amount Due:		(\$370.00)				

3. The Apply link takes you to New Collection screen. Click on Distribute

New Collection

Location:

Type: * Refund

Date: *

Reference #:

Amount: *

Comments:

0 of 300 characters.

4. Because the Amount in Excess is still larger than the balance, a warning message is displayed stating that a new refund amount will display if the amount is applied to the fee.

Error - The Following Problems Have Occurred

Refund: There is a Collection excess of \$65.20. Click on the 'Apply Collection' button to continue. New Refunds are displayed on the Transaction page.

Provider/Loc Number: 5800039455 / 001
Facility Number: 1122426
Facility Address: 123 E New Road Rd D Anytown, WI 45454

Name: ABC Child Care
Applicant/Loc Number: 7800075077 / 001
Facility Name: ABC Child Care Anytown

Provider is on a Probationary License.

Licenser Name: Pirikko Occ User **Certifier Name:** Clark Certifier

New Collection

Location:

Type: * Check

Date: *

Reference #:

Amount: *

Comments:

Apply Collection

Type	Amount	Balance	Creation Date	Comments	Amount Applied	Invoice ID	Location
Automated Background Check Fee	(\$10.00)	(\$10.00)	06/02/15		<input type="text" value=""/>	200000240	000
Forfeiture Fee	(\$500.00)	(\$360.00)	05/05/11		<input type="text" value=""/>		001
Cap Increase Fee	(\$84.80)	(\$84.80)	06/29/18	Cap increase from 50-55 on 6/24/18.	84.80	<input type="text" value=""/>	001

5. If a partial collection is drawn from an Amount in Excess, the system does not allow the status to be switched to Refund Issued, however, the remainder can be applied towards future fees.

Issuing a Refund for an Amount in Excess (licensing only):

If the agency is going to issue a refund due to the entire Amount in Excess, please take the following steps to record the transaction into WISCCRS.

1. On the Fees/Adjustments screen, click on the Modify icon next to the Refund.

Fees/Adjustments						
New Fee/Adjustment						
Type	Amount	Balance	Creation Date	Comments	Status	
Initial Background Check Fee	(\$10.00)	\$0.00	06/26/14	Background Check Fee for Individual: Patricia Walters	Collected	Documents
License Fee	(\$60.50)	\$0.00	07/20/15		Collected	Documents
Refund	\$29.50	\$19.50	07/20/15		Open	Apply Documents
Initial Background Check Fee	(\$10.00)	\$0.00	07/20/15	Background Check Fee for Individual: Patricia Walters	Collected	Documents
Total Amount Due:		\$0.00				

2. On the Modify Transaction screen, change the Status to Refund Issued. Please note: This does not automatically generate a refund.

Modify Fee/Adjustment	
Type	Refund
Amount	\$29.50
Balance	\$29.50
Status	Open
Comments	Open
0 of 300 characters.	

This will reset the Amount in Excess to \$0.

Dually Regulated Providers

If a provider is both certified and licensed, the system no longer allows collections to be applied to fees due to the other agency. Example: Provider is in process of becoming certified by Dane county but is also applying for licensing. Both agencies have entered fees into WISCCRS. When the provider submits the payment to Dane county, the Dane worker can only apply collection to the certification fees. The reverse is also true.