



Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

CBC Fee Invoicing

October 2024

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The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please contact the Bureau of Early Care Regulation at dcfclicreg@wisconsin.gov or 608-421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

WISCCRS Invoicing

The CBC invoicing system generates invoices on DOJ name-based checks. The CBU staff can also trigger credit notes and adjusted invoices. The system also creates 30- and 60-day reminders for unpaid CBC fees that have been invoiced by WISCCRS. All invoice documents are mailed out from Thornton Ave printing facility and mailed to the provider location.

The invoicing functionality does not include forfeitures or other fees.

Frequency

If the provider location has unpaid Background Check Fees for individuals associated with the program, an invoice is mailed around the 20th of the month in January, May and September.

Background Checks included in Invoicing

- **Initial DOJ on Minors**
- **Annual DOJ checks on individuals associated with a program**
- **DOJ ad hoc – to be paid by provider**

The CBC Transaction batch inserts the \$10 fee into the transaction module on Wednesday nights for checks conducted from the last batch. If the individual is associated with multiple sites, the fee is inserted to the site that has the 'Apply ongoing background check fee to this location' set Yes. If the individual with an unpaid CBC fee is inactive at the time of the invoicing, the facility to which the individual was attached at the time of the DOJ is invoiced.

Invoice History for a Provider Location

To view invoice history for a provider location, select the Invoices link in the left navigation menu.



The following page shows invoices for the last six months. Change the Invoice Created Date to view older invoices.

The screenshot shows the 'Invoice Search Criteria' and 'Invoice List' pages. The 'Invoice Search Criteria' section includes fields for 'Applicant Number' (0800075201), 'Invoice Created Date - From' (8/28/2019), and 'Invoice Created Date - To' (highlighted with a red box). The 'Invoice List' section shows a table with the following data:

Invoice ID	Type	Current Disposition	Status	Sent Date	Total Due Amount	Applicant Name	Applicant Number / Location Number
2000000393	DOJ Background Check	60 Days Overdue	Pending	03/02/20	(\$10.00)	Hannah Montana	0800075201/001
	Dispositions	Disposition Status	Status	Sent Date	Total Due Amount		
		60 Days Overdue	Adjusted	12/23/19	(\$20.00)	Details	
		30 Days Overdue	Sent	11/21/19	(\$20.00)	Details	
		Initial Invoice	Sent	09/23/19	(\$20.00)	Details	

Automated Initial Invoices

For ad hoc DOJ checks, the system creates a transaction record with 'Open' status. The fee remains open until the invoice batch is run and the status is changed to Invoiced.

Transaction Summary						
New Fee/Adjustment						New Collection
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
03/26/18	T 2000002521	Background Check	(\$10.00)	(\$10.00)	Open	Background Check Fee for Individual: Emma Employee Details
01/22/20	T 2000003384	Background Check	(\$10.00)	(\$20.00)	Invoiced	Details

For Annual DOJ and Initial DOJ, the fees for all DOJ checks conducted during a week, are inserted into the transaction module on Wednesdays in Ready to Invoice status.

After the Invoice batch has run, the Status is changed to Invoiced.

Transaction Summary						
New Fee/Adjustment						New Collection
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
03/26/18	T 2000002521	Background Check	(\$10.00)	(\$10.00)	Open	Background Check Fee for Individual: Emma Employee Details
01/22/20	T 2000003384	Background Check	(\$10.00)	(\$20.00)	Invoiced	Details

The Details link takes you to the Transaction Details where you can view the invoicing history for the amount.

Fee/Adjustment					
Type	Background Check	Amount	(\$10.00)	Balance	(\$10.00)
				Status	Invoiced
Comments					
Updated Information					
Updated Date	01/22/2020 09:37 AM	Worker ID	0	Worker Name	Data Not Found
Invoice					
Invoice ID	Disposition Status	Sent Date	Due Date	Status	
2000000395/003	60 Days Overdue	12/23/19	10/23/19	Sent	
2000000395/002	30 Days Overdue	11/21/19	10/23/19	Sent	
2000000395/001	Initial Invoice	09/23/19	10/23/19	Sent	

If the Transaction status is 'Ready to Invoice,' the system automatically creates the invoice at the next batch, or an ad hoc invoice can be created.

Transactions						
Provider/Loc Number 6800039456 / 001						Name Aloha Child Care Inc
Facility Number 1122430						Applicant/Loc Number 1800075117 / 001
Facility Address 999 Mahalo Dr Oconomowoc, WI 53066						Facility Name Aloha Child Care
Licensor Name Stephen Vakil						Certifier Name
Transaction Summary						
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
05/05/11	T 2000000262	License Fee	(\$60.50)	(\$60.50)	Collected	Regular licensing fee due Details
05/05/11	C 2000000072	Check	\$60.50	\$0.00	Applied	789 Details
05/05/11	T 2000000310	Forfeiture Fee	(\$300.00)	\$0.00	Collected	Details
05/06/11	C 2000000100	Check	\$300.00	\$300.00	Applied	Details
07/11/13	T 20000001074	Automated Background Check Fee	(\$10.00)	\$290.00	Invoiced	Details
07/11/13	T 20000001082	Automated Background Check Fee	(\$10.00)	\$280.00	Invoiced	Details
07/18/13	C 2000000608	Cash	\$5.00	\$285.00	Applied	Details
07/18/13	T 20000001033	Automated Background Check Fee	(\$10.00)	\$275.00	Ready To Invoice	Details
Amount in Excess: \$0.00						Total Amount Due: \$275.00
Fees/Adjustments						
Collections						

CAUTION: When entering non-CBC related collections such as licensing fee, etc. into WISCCRS, please be careful not to apply the collection to a CBC that is in 'Ready to Invoice' status.

Batch Processes

Below is a list of invoice jobs schedules.

Initial Invoice

This process considers all 'Ready to Invoice' DOJ check transactions. It will run around the 20th of the month in January, May, and September.

The 10-day review period has been eliminated.

Ad hoc Invoice

The ad hoc invoicing has been disabled.

Credit Notes and Adjusted Invoices

These documents are sent on Mondays.

Example: Credit note or adjusted invoice entered today, the notice is sent following Monday.

30-day Reminder

This process considers all invoices with balance due if 60 days has passed from the initial invoice mail date. The process runs every Saturday.

Example: If the initial invoice mail date is 1/20/20, the 30-day reminder goes out on 3/23/20.

60-day Reminder

This process considers all invoices with balance due if 90 days has passed from the initial invoice mail date. The process runs every Saturday.

Example: If Initial Invoice mail date is 01/20/20, then the 60-day reminder is mailed on 04/20/20.

Security

All licensing/certification staff can view the invoicing information, however, only BECR staff with special privilege (OCC or CBU) can update the invoicing details, create credit notes, etc.

All licensing/certification staff can generate the Collection reports on all fee collections entered into WISCCRS.

Ad Hoc DOJ Requests

Below are explanations how the new invoice module handles various ad hoc DOJ background check scenarios.

1. Ad hoc – Already paid by Provider

As soon as the ad hoc is entered into the system, the Initial background check fee appears in the Transaction module and the collection can be entered immediately. This will not be picked up by the invoicing. This option must be used when entering DOJ checks for new applicants.

2. Ad hoc - Paid by DCF

No effect on transaction module or the invoicing.

3. Ad hoc – To be paid by Provider

This check will be picked up by the invoicing batch process. This option should not be used with new applicants because an invoice cannot be created until a provider number has been created. This means that if the application is withdrawn or denied, the batch will not generate an invoice for these facilities.

Below is the process how an 'Ad hoc – Already paid by Provider' works.

a. Enter the ad hoc request.

Details > Individuals > Background Checks > Trigger List

Provider/Loc Number	Not established	Name	Choices Cdc
Facility Number	1122418	Applicant/Loc Number	0800075005 / 001
Facility Address	201 E East Washington Ave Madison, WI 53703	Facility Name	Choices Cdc
There is no current license or certificate for this location. !			
Individual			
Name	Wendy Updike		
Relationship			
Role	Applicant/Licensee		
List of Individual Background Check Triggers			
Name	Background Check Type	Requested Date	Request Status
Wendy Updike	Ad-Hoc - Already Paid By Provider	07/15/13	Ready To Process !

b. The system generates the fee automatically.

Details > Transactions

Provider/Loc Number	Not established	Name	Choices Cdc
Facility Number	1122418	Applicant/Loc Number	0800075005 / 001
Facility Address	201 E East Washington Ave Madison, WI 53703	Facility Name	Choices Cdc
There is no current license or certificate for this location. !			
Transaction Summary			
New Fee/Adjustment		New Collection	
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount
07/15/13	T 2000001026	Initial Background Check Fee	(\$10.00)
Balance As of Transaction Date		Current Status	Comments
(\$10.00)		Open	Background Check Fee for Individual: Wendy Updike ! Details
mount in Excess: \$0.00		Total Amount Due: (\$10.00)	
Fee/Adjustments		Collections	

c. The collection should be entered into the Transaction module.

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d. If the ad hoc DOJ is cancelled...

In Details > Individuals > Background Checks > Trigger List > Trigger Modify

Provider/Loc Number	Not established	Name	Choices Cdc
Facility Number	1122418	Applicant/Loc Number	0800075005 / 001
Facility Address	201 E East Washington Ave Madison, WI 53703	Facility Name	Choices Cdc
There is no current license or certificate for this location. 			
Individual			
Name	Wendy Updike		
Relationship			
Role	Applicant/Licensee		
Modify Background Check Trigger			
Individual Name	Wendy Updike 2000001026		
Type of Check	Ad-Hoc - Already Paid By Provider		
Date Requested	7/15/2013		
Process Date			
Status *	<input type="button" value="Cancelled"/>		

e. The system will also delete the system-generated fee.

Details > Transactions

Provider/Loc Number	Not established	Name	Choices Cdc
Facility Number	1122418	Applicant/Loc Number	0800075005 / 001
Facility Address	201 E East Washington Ave Madison, WI 53703	Facility Name	Choices Cdc
There is no current license or certificate for this location. 			
Transaction Summary			
New Fee/Adjustment			
No Transactions found for this Provider Location.			
Amount in Excess: \$0.00	Total Amount Due: \$0.00		
Fees/Adjustments		Collections	

Shares Deduction Authorized

While the CBC Fee Deduction screen is still visible in WISCCRS, Shares Deductions for CBC fees is no longer an option thru the vendor FIS. Future automation changes will remove this screen from WISCCRS but in the meantime this note is to acknowledge the screen's existence, but its inoperability.

Manual Invoicing (Ad hoc Invoice) – Functionality Disabled

The ad hoc invoicing was disabled with the 1/10/20 changes.

Cancelling an Invoice – Functionality Disabled

The functionality to exclude an invoice from the mailing is no longer possible.

Transaction Module – Amount in Excess

Sometimes, licensees submit payments that exceed the balance in WISCCRS. When this is entered into the Transaction module, the system displays the amount in the Amount in Excess section.

Transaction Summary											
New Fee/Adjustment											
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments					
07/11/13	T 2000001140	Automated Background Check Fee	(\$10.00)	(\$10.00)	Collected	Details					
03/28/14	T 2000001347	License Fee	(\$60.50)	(\$70.50)	Collected	Details					
03/28/14	C 2000000754	Check	\$80.50	\$0.00	Applied	Details					
03/28/14	T 2000001348	Refund	\$10.00	\$10.00	Open	Refund created from: C 2000000754 Details					
Amount in Excess: \$10.00		Total Amount Due: \$0.00									
Fees/Adjustments											
Collections											

When the automated invoice batch is run in WISCCRS, the system will generate an invoice even if there is a positive balance. The amount must be manually applied to the future fees. If the amount in excess is applied to a fee prior to the invoicing, then no invoice is generated.

Credit Memo

Credit memos are generated daily with a mailing date the following Monday. Credit memos can only be issued to an invoice with 'Sent' status.

In order to generate a credit memo, go to the Invoice module, identify the provider and click on the Details link on the right.

Invoice List							
Invoice ID	Type	Current Disposition	Status	Sent Date	Total Due Amount	Applicant Name	Applicant Number / Location Number
2000000066	Doj Background Check	Initial Invoice	Cancelled	05/11/13	(\$10.00)	Marketta Juntunen	0800048806/001 Details  
2000000073	Doj Background Check	Initial Invoice	Sent	05/11/13	(\$10.00)	Ringo Reader	0800056302/001 Details  
2000000000	Doj Background Check	Initial Invoice - Adhoc	Pending	07/20/13	(\$10.00)	Isabella Issapi	0800074300/001 Details  

The following page will display:

Home > Invoices > Invoice Details																
<p>Provider/Loc Number 5800039025 / 001 Facility Number 1122460 Facility Address Miantoo Madisonwoo, WI 55555</p> <p>Name Reader's Daycare Applicant/Loc Number 0800056302 / 001 Facility Name Reader's Daycare</p>																
<p>Invoice ID/Sequence Number 2000000073/ 1 Sent Date 5/11/2013 Due Date 6/10/2013 Status Sent</p> <p>Type Doj Background Check Disposition Status Initial Invoice Total Amount Due (\$10.00)</p>																
<p>Invoice Details</p> <table border="1"> <thead> <tr> <th>Line Number</th> <th>Transaction ID</th> <th>Description</th> <th>Transaction Type</th> <th>Invoice Amount</th> <th>Current Balance</th> <th>Status</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2000001111</td> <td>Ringo Reader -7/11/2013</td> <td>Automated Background Check Fee</td> <td>(\$10.00)</td> <td>(\$10.00)</td> <td>Sent</td> <td>Add Credit  </td> </tr> </tbody> </table>	Line Number	Transaction ID	Description	Transaction Type	Invoice Amount	Current Balance	Status	Credit	1	2000001111	Ringo Reader -7/11/2013	Automated Background Check Fee	(\$10.00)	(\$10.00)	Sent	Add Credit  
Line Number	Transaction ID	Description	Transaction Type	Invoice Amount	Current Balance	Status	Credit									
1	2000001111	Ringo Reader -7/11/2013	Automated Background Check Fee	(\$10.00)	(\$10.00)	Sent	Add Credit  									

Click on the Add Credit link.

On the New Related Transaction page, add the amount and comment why the credit memo is necessary.

details > New Related Transaction			
<p>Provider/Loc Number 5800039025 / 001 Facility Number 1122460 Facility Address Miantoo Madisonwoo, WI 55555</p> <p>Name Reader's Daycare Applicant/Loc Number 0800056302 / 001 Facility Name Reader's Daycare</p>			
<p>Transaction Type Automated Background Check Fee Status Invoiced</p> <p>Amount (\$10.00) Balance (\$10.00)</p>			
<p>New Related Transaction</p> <table border="1"> <tr> <td>Type * Credit Note</td> </tr> <tr> <td>Amount * <input type="text"/></td> </tr> <tr> <td>Comments <small>0 of 300 characters.</small></td> </tr> </table>	Type * Credit Note	Amount * <input type="text"/>	Comments <small>0 of 300 characters.</small>
Type * Credit Note			
Amount * <input type="text"/>			
Comments <small>0 of 300 characters.</small>			

The Invoice Details now shows both the initial invoice record and the Credit Note.

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Home > Invoices > Invoice Details							
Provider/Loc Number 5800039025 / 001 Facility Number 1122460 Facility Address Miantoo Madisonwoo, WI 55555							
Name Reader's Daycare Applicant/Loc Number 0800056302 / 001 Facility Name Reader's Daycare							
Invoice ID/Sequence Number 2000000073 / 1 Sent Date 5/11/2013 Due Date 6/10/2013 Status Sent							
Type DoJ Background Check Disposition Status Initial Invoice Total Amount Due (\$10.00)							
Invoice Details							
Line Number	Transaction ID	Description	Transaction Type	Invoice Amount	Current Balance	Status	Credit
1	2000001111	Ringo Reader -7/11/2013	Automated Background Check Fee	(\$10.00)	\$0.00	Sent	 
	2000001028		Credit Note	\$10.00	\$0.00	Pending	

The Transaction Module also shows the same information:

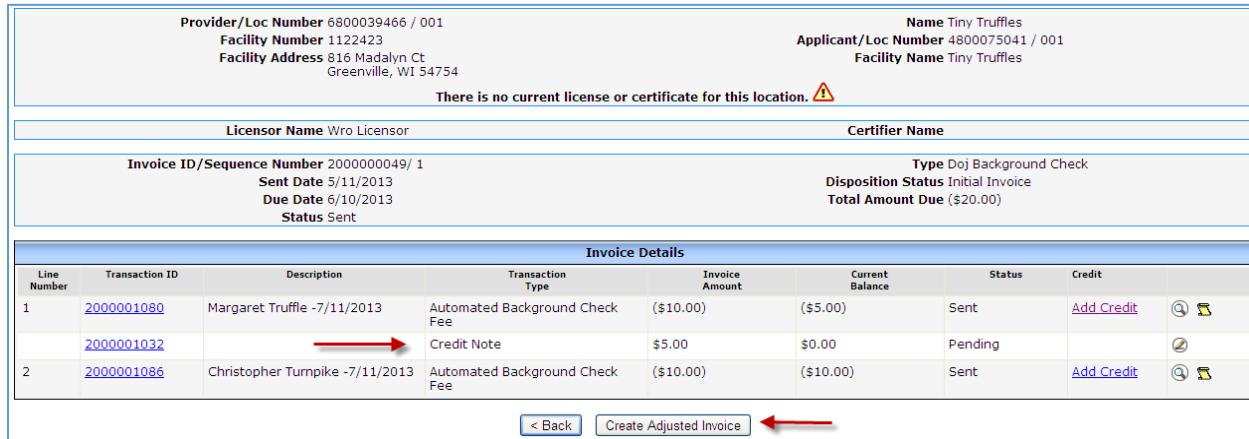
In Details > Transactions							
Provider/Loc Number 5800039025 / 001 Facility Number 1122460 Facility Address Miantoo Madisonwoo, WI 55555							
Name Reader's Daycare Applicant/Loc Number 0800056302 / 001 Facility Name Reader's Daycare							
Transaction Summary							
New Fee/Adjustment New Collection							
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments	Actions
07/11/13	T 2000001111	Automated Background Check Fee	(\$10.00)	(\$10.00)	Invoiced		Details
07/17/13	T 2000001028	Credit Note	\$10.00		Applied	For transaction Id: 2000001111 -	Details
Amount in Excess: \$0.00 Total Amount Due: (\$10.00)						Collections	
Fees/Adjustments							

Once the Credit Note is entered, the transaction balance is adjusted by the amount on the note.

Adjusted Invoice

If the Credit Note did not cover the entire amount on the invoice, a new invoice can be generated.

Once the Credit Memo is created, the Invoice details page shows 'Create Adjusted Invoice' button.



Provider/Loc Number 6800039466 / 001
 Facility Number 1122423
 Facility Address 816 Madalyn Ct
 Greenville, WI 54754

Name Tiny Truffles
 Applicant/Loc Number 4800075041 / 001
 Facility Name Tiny Truffles

There is no current license or certificate for this location. !

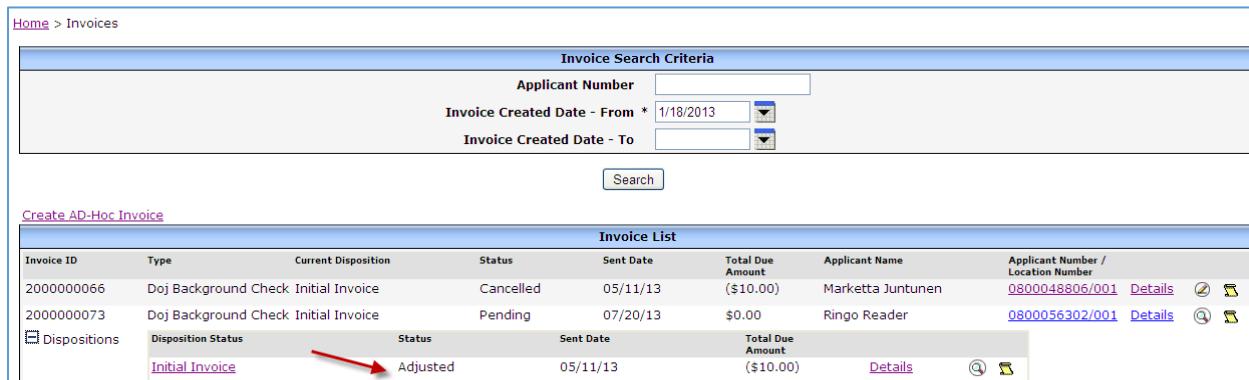
Licensor Name Wro Licensor		Certifier Name	
Invoice ID/Sequence Number 2000000049 / 1		Type Doj Background Check	
Sent Date 5/11/2013		Disposition Status Initial Invoice	
Due Date 6/10/2013		Total Amount Due (\$20.00)	
Status Sent			

Invoice Details

Line Number	Transaction ID	Description	Transaction Type	Invoice Amount	Current Balance	Status	Credit
1	2000001080	Margaret Truffle -7/11/2013	Automated Background Check Fee	(\$10.00)	(\$5.00)	Sent	Add Credit  
	2000001032		Credit Note	\$5.00	\$0.00	Pending	 
2	2000001086	Christopher Turnpike -7/11/2013	Automated Background Check Fee	(\$10.00)	(\$10.00)	Sent	Add Credit  

[< Back](#) [Create Adjusted Invoice](#) 

The list of invoices page will show the information.



Home > Invoices

Invoice Search Criteria

Applicant Number	<input type="text"/>
Invoice Created Date - From *	<input type="text" value="1/18/2013"/>
Invoice Created Date - To	<input type="text"/>

Search

[Create AD-Hoc Invoice](#)

Invoice List

Invoice ID	Type	Current Disposition	Status	Sent Date	Total Due Amount	Applicant Name	Applicant Number / Location Number
2000000066	Doj Background Check	Initial Invoice	Cancelled	05/11/13	(\$10.00)	Marketta Juntunen	0800048806/001 Details  
2000000073	Doj Background Check	Initial Invoice	Pending	07/20/13	\$0.00	Ringo Reader	0800056302/001 Details  
Disposition	Disposition Status	Status	Sent Date	Total Due Amount			
	Initial Invoice	Adjusted	05/11/13	(\$10.00)		Details  	

Referring Fees to Department of Revenue (DOR)

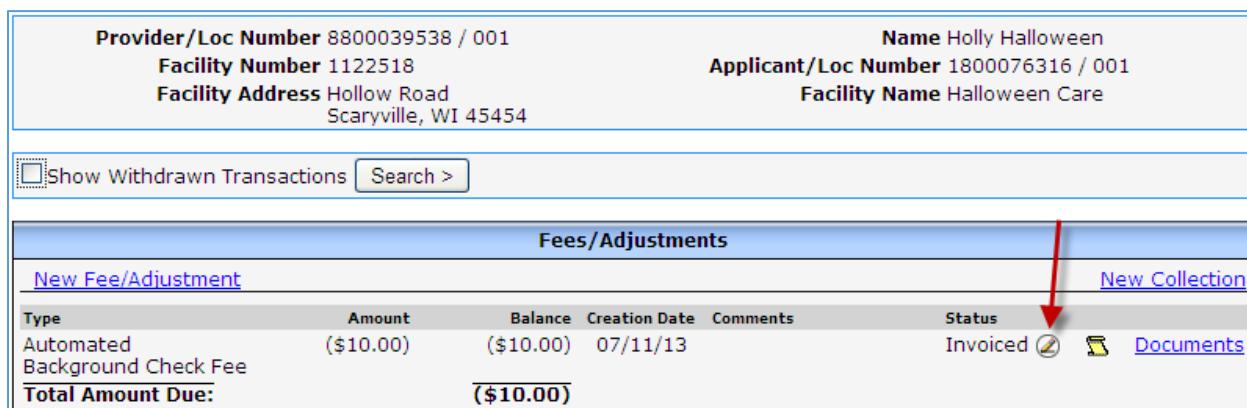
The department refers closed provider invoiced fees that exceed \$50 to DOR. DOR collects the fees from the provider.

CBC Fees Referred to DOR – Invoiced using WISCCRS

The process for these referrals is as follows:

1. BECR staff identifies closed facilities that have CBC fee balance that exceeds \$50 by using the “All Forfeitures with outstanding Balance” WebI report.
2. BECR staff complete the [Refer to Finance](#) standardized form and send to DCF Finance. Do not modify the fees in the transaction module at this time because Finance sends a letter to the provider informing the provider about the DOR referral. The provider is also sent 30-, 60-, and 90-day reminder notices to send in the payment.
3. Finance will notify CBU of those that are referred to DOR. Update the record in the Transaction module as explained below:

Access the fee on the Fees/Adjustments screen.



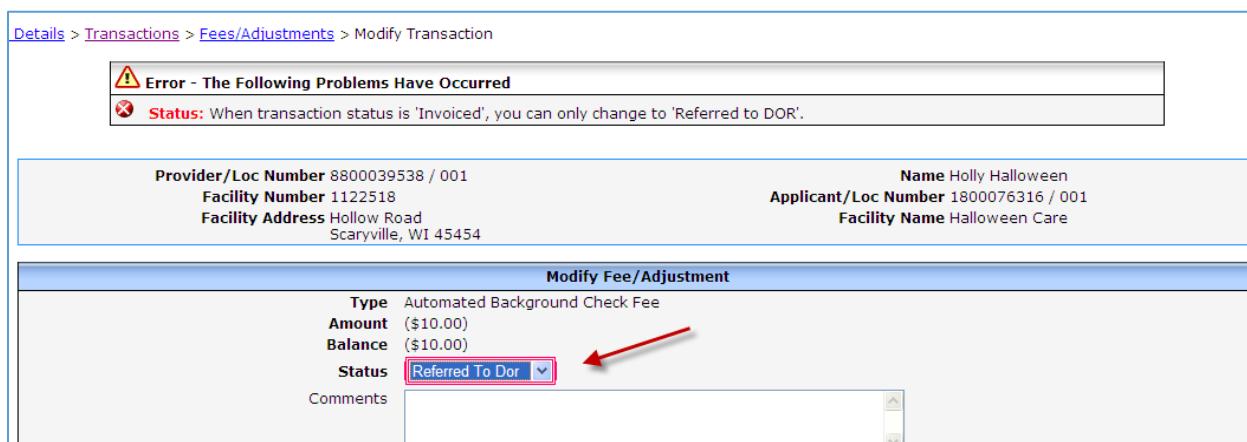
Provider/Loc Number 8800039538 / 001
 Facility Number 1122518
 Facility Address Hollow Road
 Scaryville, WI 45454

Name Holly Halloween
 Applicant/Loc Number 1800076316 / 001
 Facility Name Halloween Care

Show Withdrawn Transactions [Search >](#)

Fees/Adjustments					
New Fee/Adjustment New Collection					
Type	Amount	Balance	Creation Date	Comments	Status
Automated Background Check Fee	(\$10.00)	(\$10.00)	07/11/13		Invoiced   Documents
Total Amount Due:	(\$10.00)				

On the Modify Transaction screen, change the status to Referred to DOR.



Details > Transactions > Fees/Adjustments > Modify Transaction

Error - The Following Problems Have Occurred

Status: When transaction status is 'Invoiced', you can only change to 'Referred to DOR'.

Provider/Loc Number 8800039538 / 001
 Facility Number 1122518
 Facility Address Hollow Road
 Scaryville, WI 45454

Name Holly Halloween
 Applicant/Loc Number 1800076316 / 001
 Facility Name Halloween Care

Modify Fee/Adjustment	
Type	Automated Background Check Fee
Amount	(\$10.00)
Balance	(\$10.00)
Status	Referred To Dor 
Comments	<input type="text"/>

NOTE: The 'Referred to DOR' status is only available for fees that have been invoiced. The status for other fees cannot be changed to this status.

Fees Collected by DOR

Once DOR has collected the CBC fee, Finance will notify the CBU staff. Enter the collection details in WISCCRS collection page with collection type as 'DOR'.

New Collection

Location	001
Type *	Dor
Date *	3/27/2014
Reference #	
Amount *	10
Comments	0 of 300 characters.

NOTE: You can use the 'DOR' collection type only referred to DOR transactions.

30- and 60-Day Reminders

If no payment is recorded for a CBC within 30 days of the due date, the system generates the 30-day reminder letter. The reminder letter (and the Initial invoice) can be viewed at the Invoices screen.

2000000126	Doj Background Check 30 Days Overdue	Sent	06/17/13	(\$10.00)	Jupiter Planet	0800075704/001	Details		
<input checked="" type="checkbox"/> Dispositions	Disposition Status	Status	Sent Date	Total Due Amount					

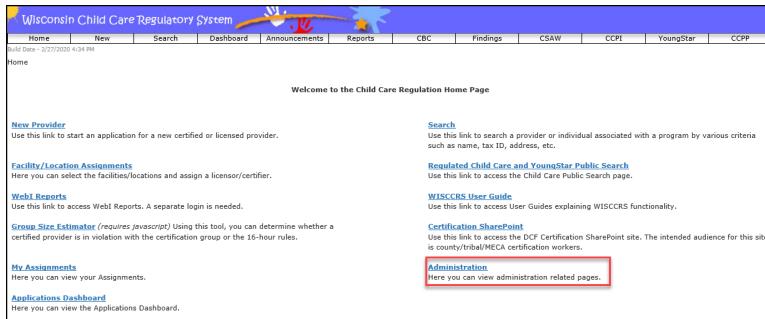
[Initial Invoice](#)

The information is also inserted into the Transaction module.

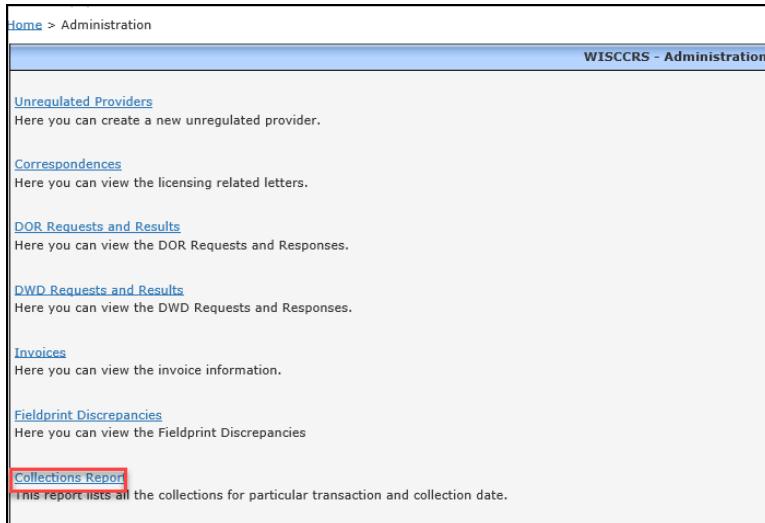
Details > Transactions > Transaction Details					
Provider/Loc Number	2800039722 / 001				
Facility Number	1122476				
Facility Address	999 40Th Street Chicago, WI 00101				
Name Jupiter Planet					
Applicant/Loc Number 0800075704 / 001					
Facility Name Shiny White Care					
Fee/Adjustment					
Type	Automated Background Check Fee				
Amount	(\$10.00)				
Balance	(\$10.00)				
Status	Invoiced				
Comments					
Updated Information					
Updated Date	07/11/2013 04:34 PM				
Worker ID					
Worker Name					
Invoice					
Invoice ID	Disposition Status	Sent Date	Due Date	Status	
2000000126/002	30 Days Overdue	06/17/13	06/10/13	Sent	
2000000126/001	Initial Invoice	05/11/13	06/10/13	Sent	

Reports

WISCCRS has a collection report available for the user to identify all collected fees entered into WISCCRS. The report can be attached to a deposit slip and checks to be submitted to DCF Finance. To access the report, click on the Administration link on the main page.



Then click on Collections Reports.



The following page will display:

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Collections Report

Fee Type(s)	Background Check Background Check - Certification Background Check Forfeiture
Collection Type(s)	Cash Check Checking Or Savings Covered By DCF - Check
Collection From Date	4/3/2020 <input type="button" value="Calendar"/>
Collection To Date	4/3/2020 <input type="button" value="Calendar"/>
Invoice Number	<input type="text"/>
Reference Number	<input type="text"/>
Region	<input type="text"/>
Licensor	<input type="text"/>

Below are explanations for each field on the search page.

Field	Description
Transaction Type	Choose from the list the transaction type(s) that you want to be included in the report. If you want all transaction types to be included, skip this field.
Collection Type	Choose the collection type from the list.
Collection From Date	Enter the first date of transactions you want to be included on the report.
Collection To Date	Enter the last date of transactions you want to be included on the report.
Invoice Number	If you need to find a collection for a specific invoice, enter the invoice number into this field. Enter a 6- month period in the Collection Date fields to restrict the time frame. If dates are left blank, the system scans the entire database causing the search to time out.
Reference Number	Enter the reference number of the record you want to find. Delete the date fields so the search is not restricted to today's date.
Region	You can search collections completed by a region.
Licensor	If you want to narrow down the search by a BECR staff member, choose the name from the list.

Below is a screen print of the report.

WISCCRS User Guide – CBC Fee Invoicing

Child Care Collections Report								
Collection Period	:	1/1/2020 - 2/28/2020	Region	:				
Reference#	:	Invoice#	:	User Name				
Transaction Type(s)	:							
Provider/Location	Facility ID	Facility Name	Description	Collection Type	Reference#	Invoice#	Date	Amount
Background Check								
1800039971 / 001	1123204	Chocolate Cakes Daycare		Checking Or Savings	WS2CCE00 4296546		01/28/20	\$10.00
1800039971 / 001	1123204	Chocolate Cakes Daycare		Checking Or Savings	WS2CCE00 4304071		01/30/20	\$15.00
2800039422 / 001	1122365	Good Time Sally		Credit/Debit Card	WS2CCE00 4296661		01/27/20	\$10.00
2800040092 / 001	1123290	Lakeland Group Centre	Minor Employee	Check	2000000371		01/24/20	\$10.00
2800040092 / 001	1123290	Lakeland Group Centre	Super Trooper	Check	2000000371		01/24/20	\$10.00

If the payment was received via e-payment, the Reference# column has a code that starts with WS2CCE.

At this time, the report is not available in Excel format. However, the Adobe Pro allows the users to convert it into Excel.