Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

CBC Fee Invoicing

April 2020

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES

DCF-P-5239 (R. 04/2020)

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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.

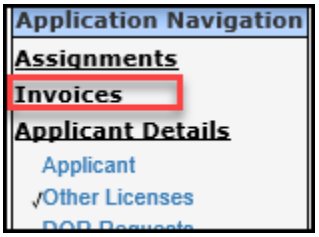
Background Checks included in Invoicing

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

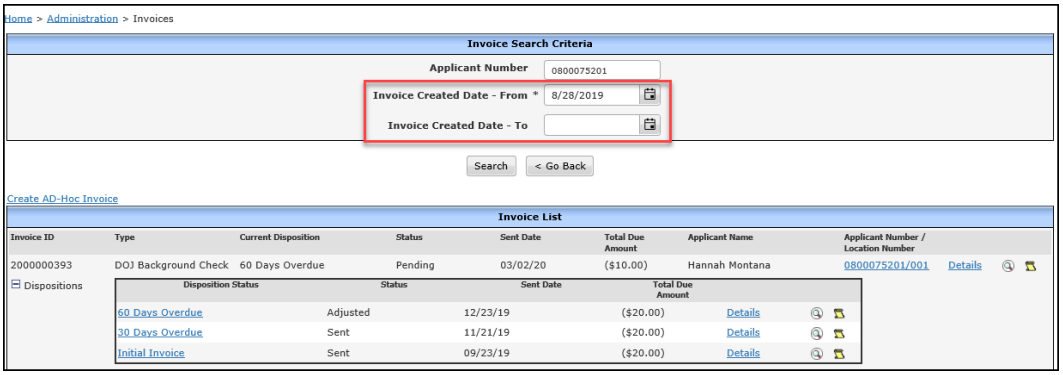
The CBC Transaction batch inserts the $10 fee into the transaction module on Wednesday nights for checks conducted from the last batch. If the individual is associated with multiple sites, the fee is inserted to the site that has the 'Apply ongoing background check fee to this location' set Yes. If the 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 6 months. Change the Invoice Created Date to view older invoices.



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.

Details > Transactions

Provider/Loc Number 6800039456 / 001
Facility Number 1122430
Facility Address 999 Mahalo Dr
Oconomowoc, WI 53066

Name Aloha Child Care Inc
Applicant/Loc Number 1800075117 / 001
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 2000001074	Automated Background Check Fee	($10.00)	$290.00	Invoiced		Details
07/11/13	T 2000001082	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 2000001033	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

Al 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:

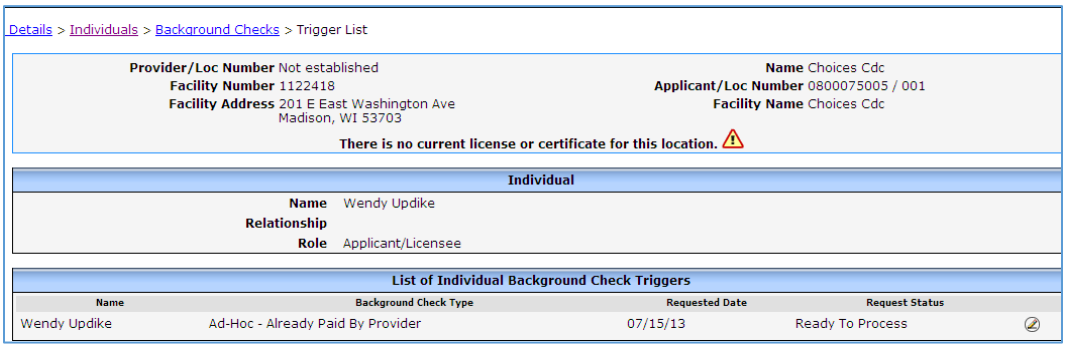
1. **Ad hoc – Already paid by Provider.**
   As soon as the ad hoc is entered into the system, the Initial background check fee appears in the Transaction module and the collection can be entered immediately. This will not be picked up by the invoicing. This option must be used when entering DOJ checks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

2. **Ad hoc - Paid by DCF.**
   No effect on transaction module or the invoicing.

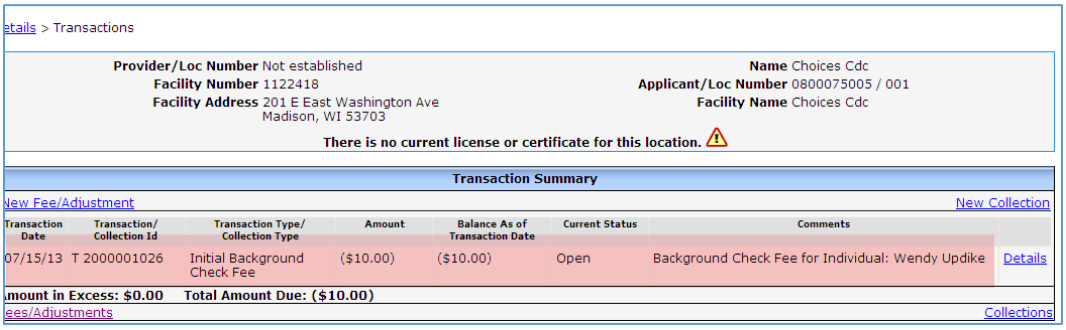
3. **Ad hoc – To be paid by Provider.**
   This check will be picked up by the invoicing batch process. This option should not be used with new applicants because an invoice cannot be created until a provider number has been created. This means that if the application is withdrawn or denied, the batch 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.

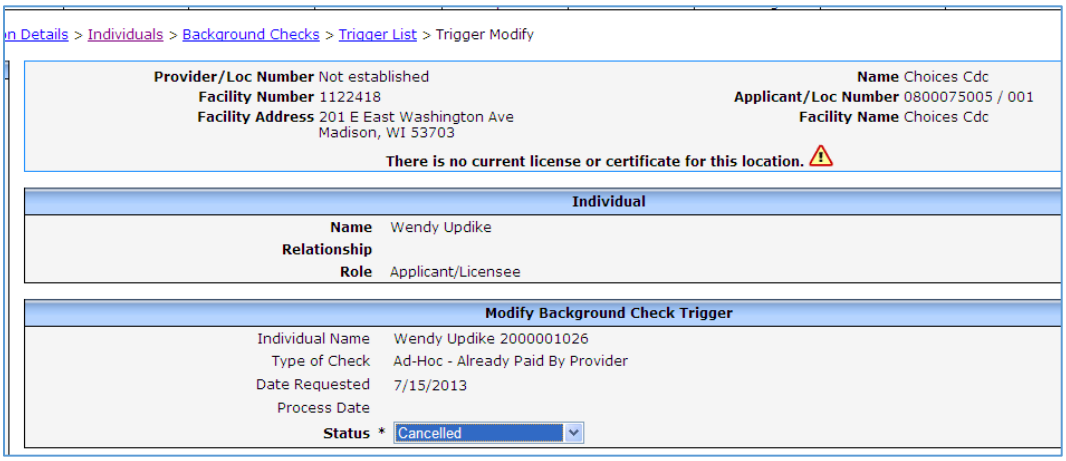


   b. The system generates the fee automatically.

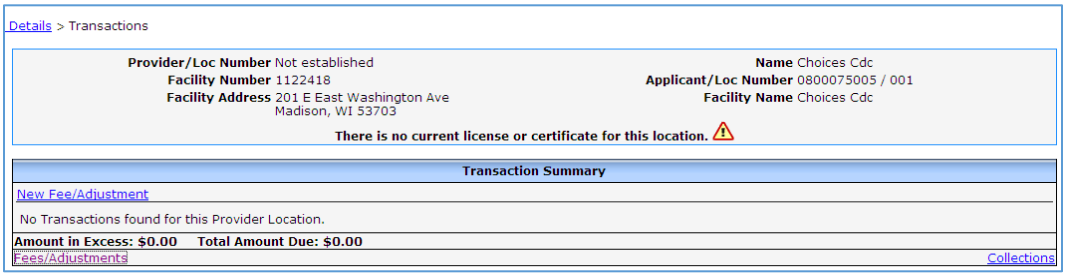


   c. The collection should be entered into the Transaction module.

d. If the ad hoc DOJ is cancelled….



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



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 screens 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**

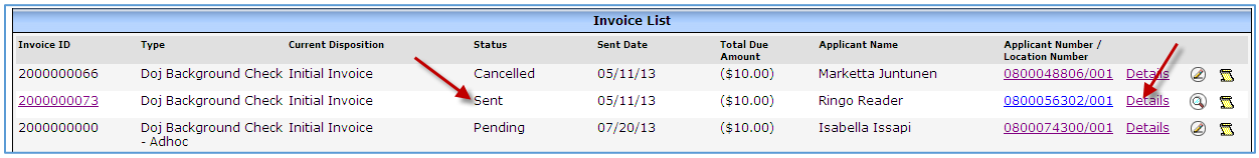
Fees/Adjustments Collections

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.

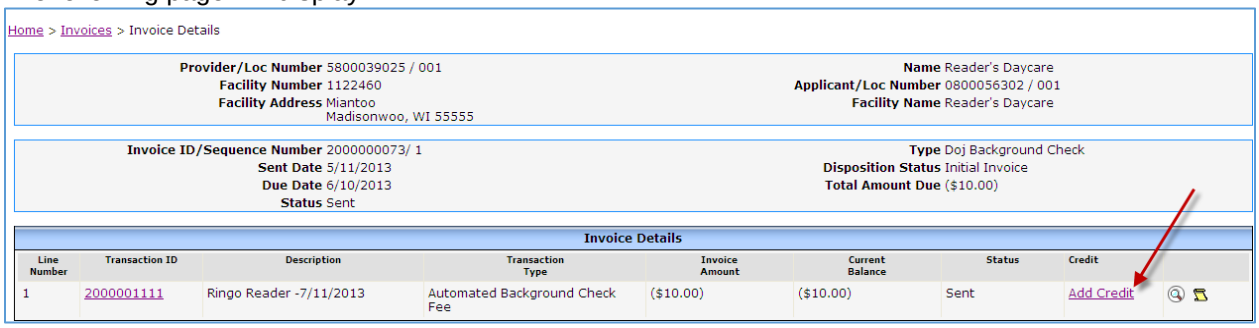
In order to generate a credit memo, go to the Invoice module, identify the provider and click on the Details link on the right.



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 - Adhoc	Initial Invoice	Pending	07/20/13	($10.00)	Isabella Issapi	0800074300/001	Details

The following page will display:



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

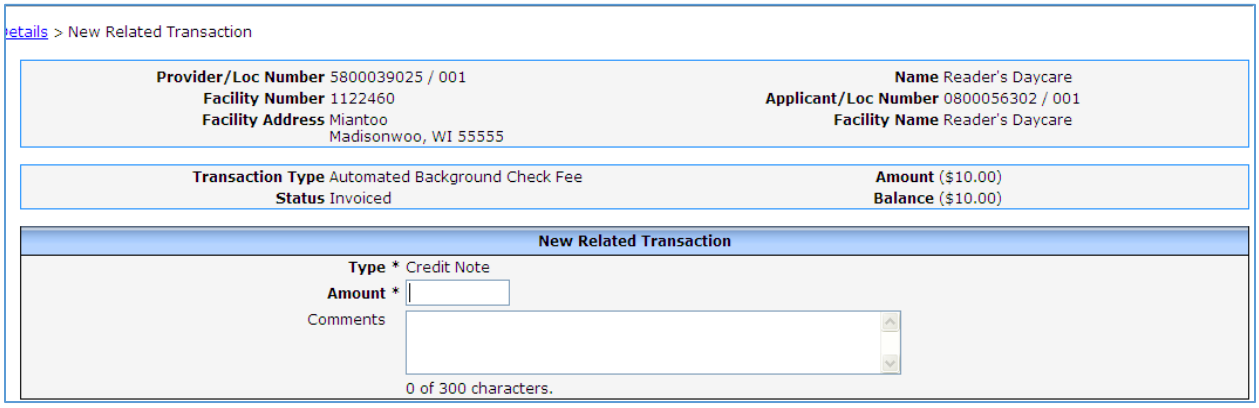
Type Doj Background Check
Disposition Status Initial Invoice
Total Amount Due ($10.00)

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)	($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.



etails > New Related Transaction

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

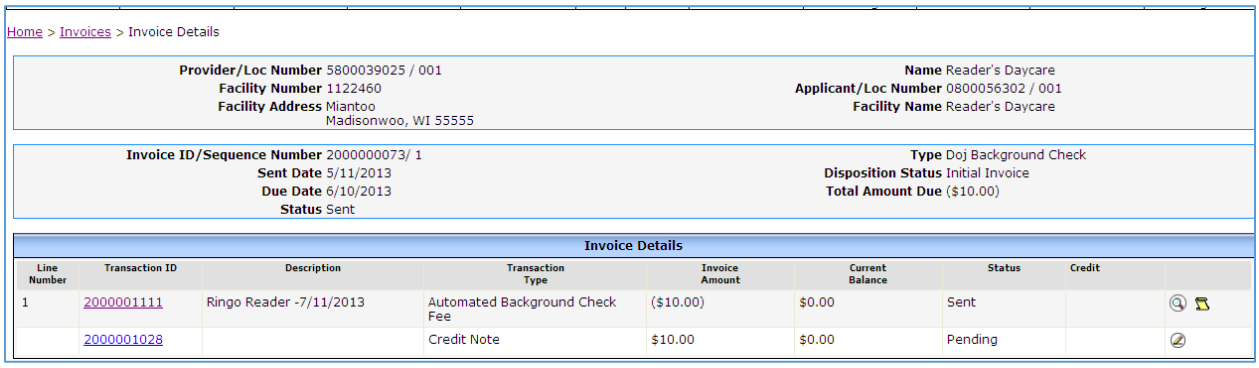
Transaction Type Automated Background Check Fee
Status Invoiced

Amount ($10.00)
Balance ($10.00)

New Related Transaction

Type * Credit Note
Amount *
Comments
0 of 300 characters.

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



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

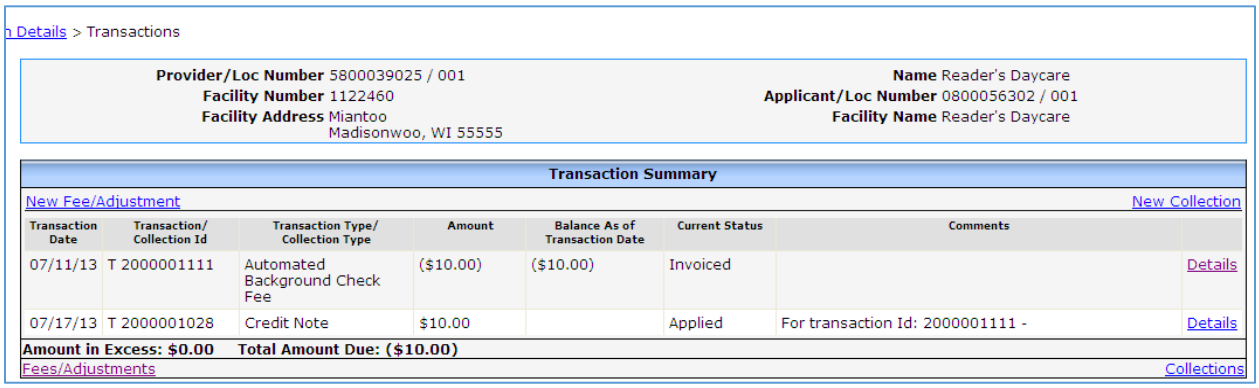
Invoice ID/Sequence Number 2000000073/ 1
Sent Date 5/11/2013
Due Date 6/10/2013
Status Sent

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:



n 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	
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)**

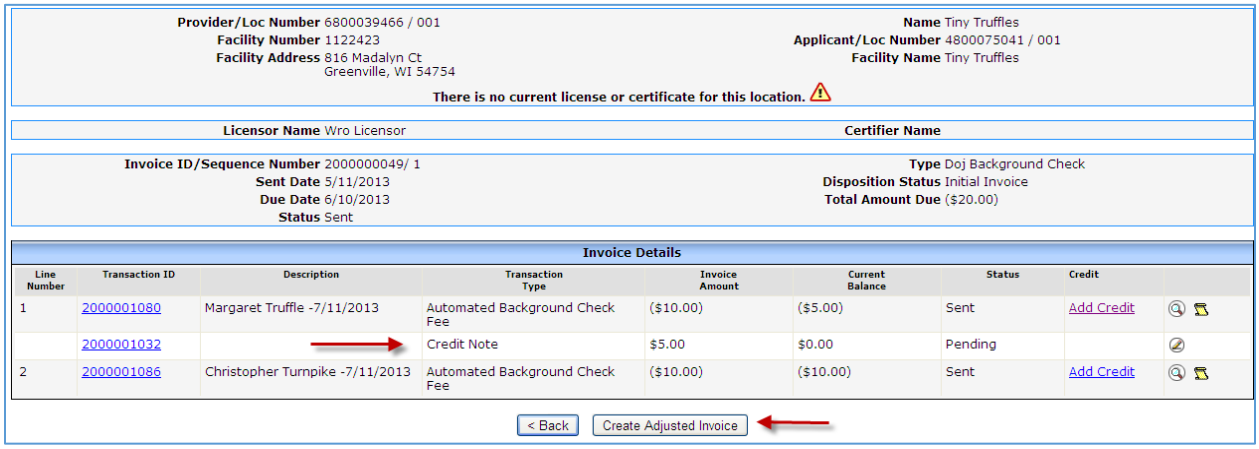
Fees/Adjustments | Collections

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

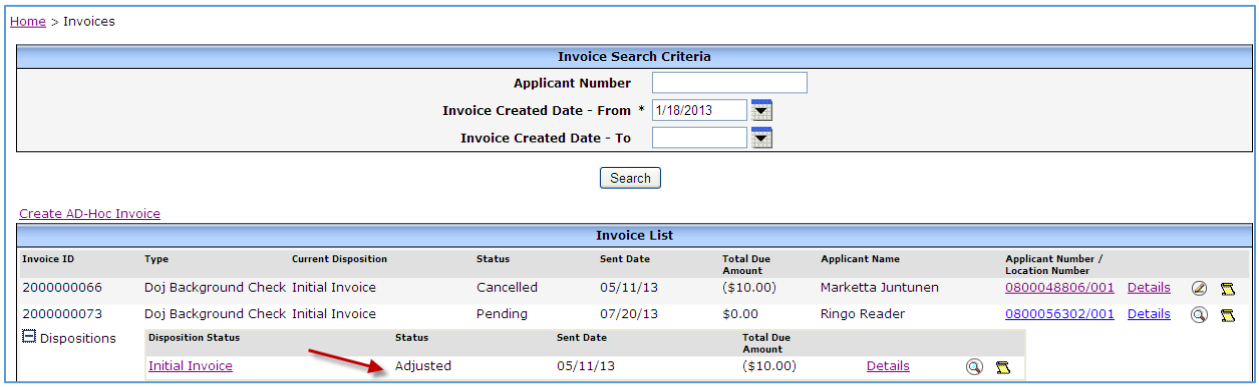
Adjusted Invoice

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

Once Credit memo is created, the Invoice details page shows ‘Create Adjusted Invoice’ button.



The list of invoices page will show the information.



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

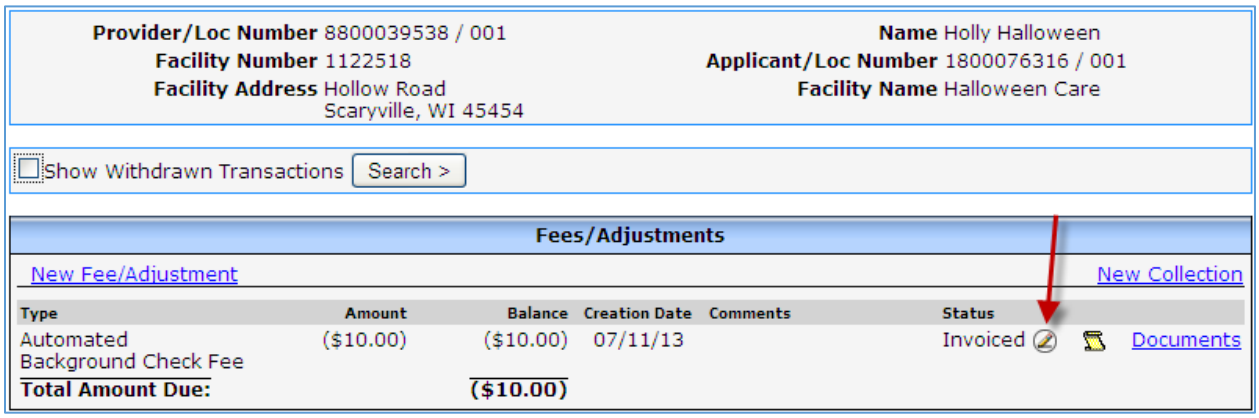
The process for these referrals is as follows:

1. BECR staff identifies closed facilities that have CBC fee balance that exceeds $50 by using the "All Forfeitures with outstanding Balance" WebI report.

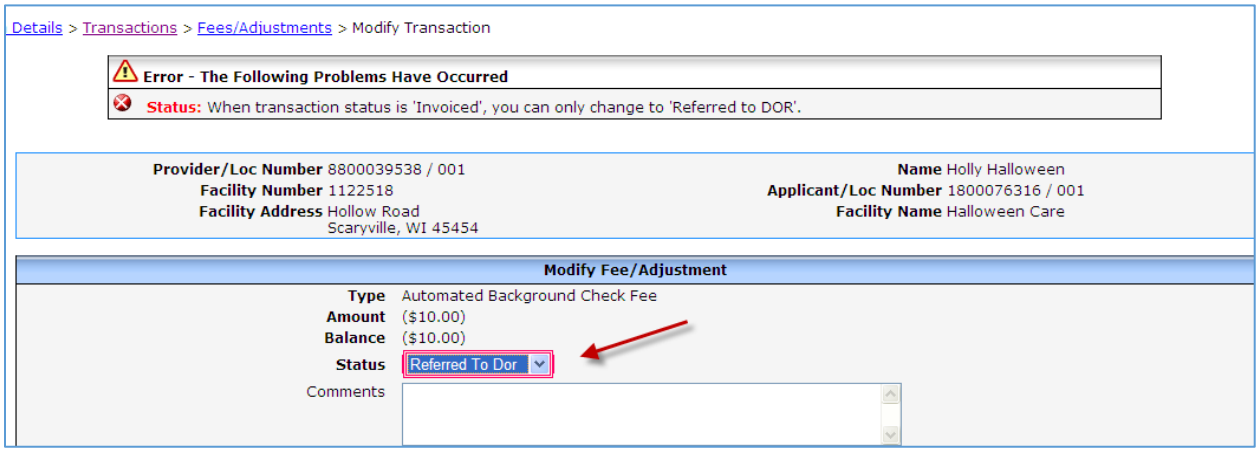
2. BECR staff complete the Refer to Finance standardized form and send to DCF Finance. Do not modify the fees in the transaction module at this time because Finance sends a letter to the provider informing the provider about the DOR referral. The provider is also sent 30, 60, and 90-day reminder notices 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.



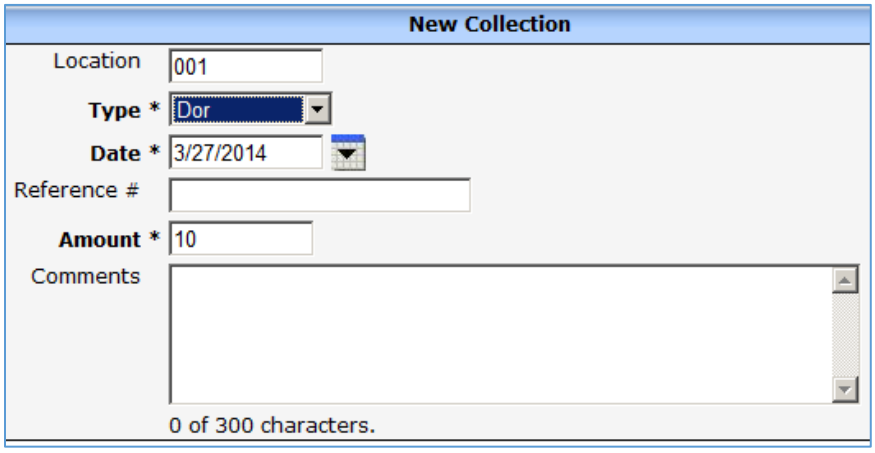
On the Modify Transaction screen, change the status to Referred to DOR.



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'.

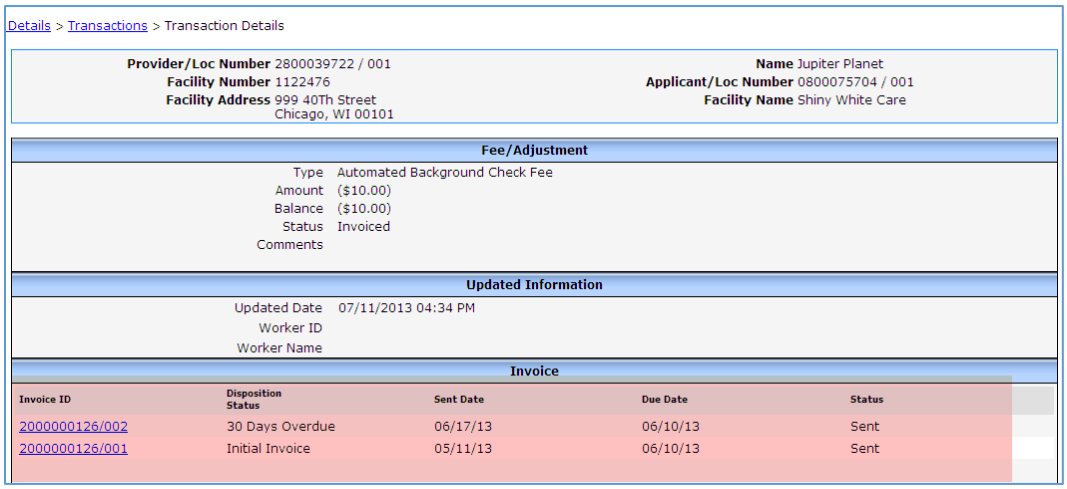


NOTE: You can use the 'DOR' collection type only referred to DOR transactions.

30- and 60-Day Reminders

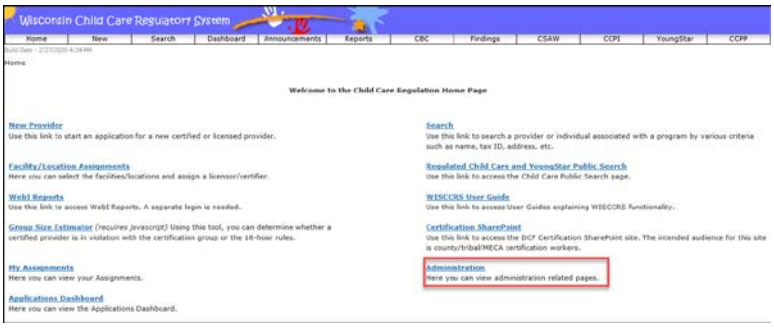
If no payment is recorded for a CBC within 30 days of the due date, the system generates the 30-day reminder letter. The reminder letter (and the Initial invoice) can be viewed at the Invoices screen.

The information is also inserted into the Transaction module:

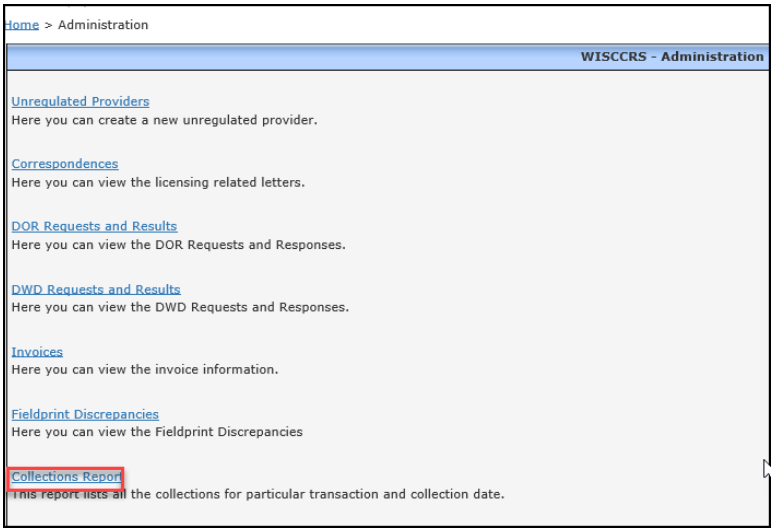


Reports

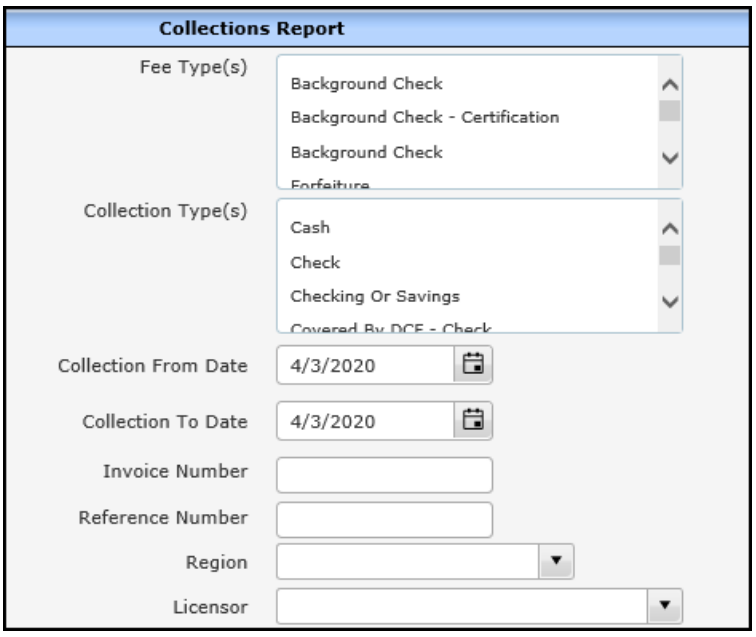
WISCCRS has a collection report available for the user to identify all collected fees entered into WISCCRS. The report can be attached to a deposit slip and checks to be submitted to DCF Finance. To access the report, click on the Administration link on the main page.



Then click on Collections Reports.



The following page will display:



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.

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	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.