

Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

CBC Fee Invoicing

April 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.

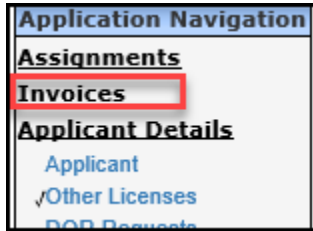
Background Checks included in Invoicing

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.

The screenshot displays the "Invoice Search Criteria" form and the "Invoice List" table. The "Invoice Created Date - From" field is highlighted with a red box and contains the date 8/28/2019. The "Invoice List" table shows a single invoice with a total due amount of \$10.00, which has been broken down into three rows: "60_Days_Overdue" (Adjusted, \$20.00), "30_Days_Overdue" (Sent, \$20.00), and "Initial Invoice" (Sent, \$20.00).

Invoice Search Criteria							
Applicant Number	0800075201						
Invoice Created Date - From *	8/28/2019						
Invoice Created Date - To							
Search < Go Back							
Invoice List							
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.

[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

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						
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
07/15/13	T 2000001026	Initial Background Check Fee	(\$10.00)	(\$10.00)	Open	Background Check Fee for Individual: Wendy Updike
Amount in Excess: \$0.00		Total Amount Due: (\$10.00)				

- 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="text" 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 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	
200000066	Doj Background Check	Initial Invoice	Cancelled	05/11/13	(\$10.00)	Marketta Juntunen	0800048806/001	Details  
200000073	Doj Background Check	Initial Invoice	Sent	05/11/13	(\$10.00)	Ringo Reader	0800056302/001	Details  
200000000	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

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.

[Details](#) > 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 *	<input type="text"/>
Comments	<input type="text"/>
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		

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The Transaction Module also shows the same information:










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.

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 Sent Date 5/11/2013 Due Date 6/10/2013 Status Sent				Type Doj Background Check Disposition Status Initial Invoice Total Amount Due (\$20.00)			
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  
<input type="button" value=" < Back"/> <input type="button" value=" 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 *		1/18/2013 					
Invoice Created Date - To		<input type="text"/> 					
<input type="button" value=" 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  
 Dispositions		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" Webl 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		Name Holly Halloween	
Facility Number 1122518		Applicant/Loc Number 1800076316 / 001	
Facility Address Hollow Road Scaryville, WI 45454		Facility Name Halloween Care	

Show Withdrawn Transactions

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'.

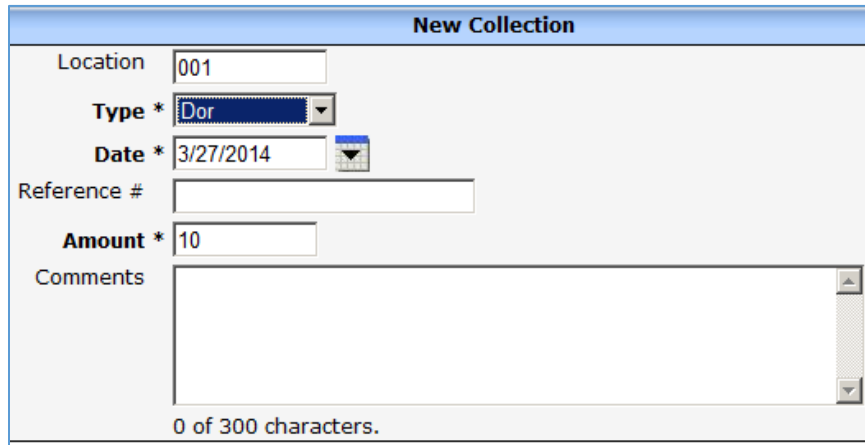
Provider/Loc Number 8800039538 / 001		Name Holly Halloween	
Facility Number 1122518		Applicant/Loc Number 1800076316 / 001	
Facility Address Hollow Road Scaryville, WI 45454		Facility Name Halloween Care	

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'.



The screenshot shows a web form titled "New Collection". The form contains the following fields and values:





- Location:** 001
- Type *:** Dor (selected from a dropdown menu)
- Date *:** 3/27/2014 (selected from a date picker)
- Reference #:** (empty text box)
- Amount *:** 10
- Comments:** (empty text area with a scrollbar)

At the bottom of the form, it indicates "0 of 300 characters." for the comments field.

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.

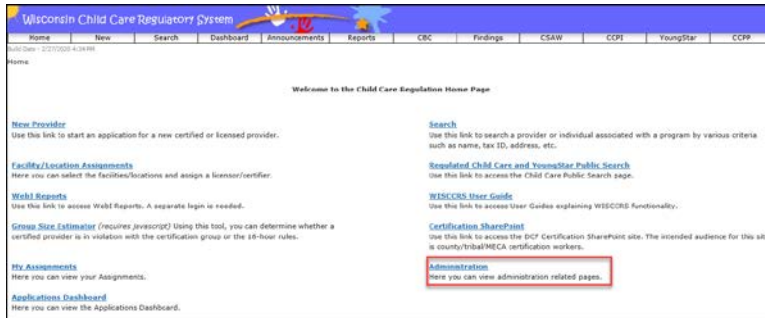
2000000126	Doj Background Check 30 Days Overdue	Sent	06/17/13	(\$10.00)	Jupiter Planet	0800075704/001 Details 
	Disposition Status	Status	Sent Date	Total Due Amount		
	Initial Invoice	Sent	05/11/13	(\$10.00)	Details	 

The information is also inserted into the Transaction module:

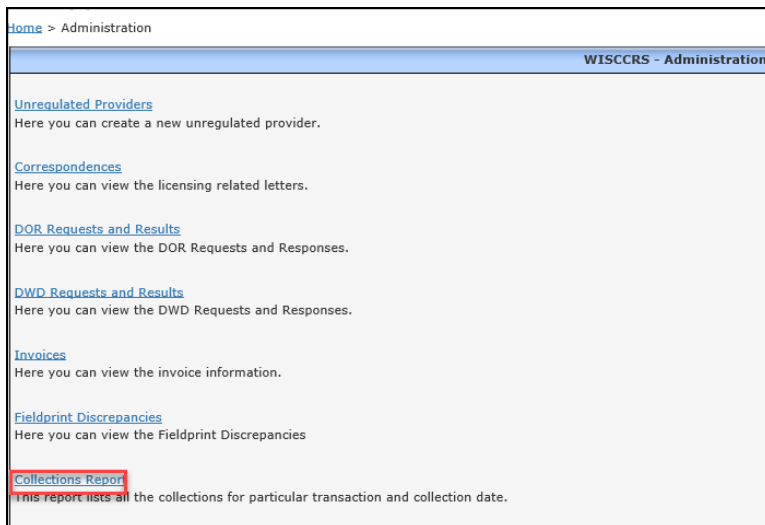
Details > Transactions > Transaction Details				
Provider/Loc Number 2800039722 / 001 Facility Number 1122476 Facility Address 999 40Th Street Chicago, WI 00101	Name Jupiter Planet Applicant/Loc Number 0800075704 / 001 Facility Name Shiny White Care			
Fee/Adjustment				
Type	Automated Background Check 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:

The screenshot shows the Collections Report form. The form has a blue header with the title 'Collections Report'. The form contains several fields: Fee Type(s) (a dropdown menu with options: Background Check, Background Check - Certification, Background Check, Forfeiture), Collection Type(s) (a dropdown menu with options: Cash, Check, Checking Or Savings, Covered By DCF - Check), Collection From Date (4/3/2020), Collection To Date (4/3/2020), Invoice Number (text input), Reference Number (text input), Region (dropdown menu), and Licensors (dropdown menu).

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 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.