

# Wisconsin Child Care Regulatory System (WISCCRS)

## User Guide

### CBC Fee Invoicing

March 31, 2014



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# WISCCRS Invoicing

The CBC invoicing system generates invoices on DOJ check requested by the BECR staff (ad hoc – to be paid by provider) or DOJ checks run automatically. The system will also allow the CBU staff to trigger ad hoc invoices, 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 location that is marked HQ for the licensee.

At this time, the invoicing functionality does not include forfeitures or other fees.

## Automated Initial Invoices

Once the background check is run (DOJ check status = complete), the system creates a transaction record with ‘Ready to Invoice’ status. The fee status will be ‘Open’ for centers that have authorized the fee to be deducted from the Shares payments. The Fee is also listed on the Background Check screen with status. See screen print below

[Details](#) > [Individuals](#) > Background Checks

<b>Provider/Loc Number</b> 6800039456 / 001 <b>Facility Number</b> 1122430 <b>Facility Address</b> 999 Mahalo Dr Oconomowoc, WI 53066		<b>Name</b> Aloha Child Care Inc <b>Applicant/Loc Number</b> 1800075117 / 001 <b>Facility Name</b> Aloha Child Care							
<b>Licensor Name</b> Stephen Vakil		<b>Certifier Name</b>							
<b>Individual</b>									
<b>Name</b> Annabelle Kam									
<b>Relationship</b>									
<b>Role</b> Household Member/Occupant									
<b>Individual Background Checks</b>									
<a href="#">Request DOJ Background Check</a>									
Type of Check	Status	Date Requested	Date Received	Next Check Date	Background Check Fee	Fee Status	Updated Date		
Doj/Dhs	Complete	07/11/13	07/11/13	07/11/14	(\$10.00)	Invoiced	07/11/13	🔍	🗑️
Doj/Dhs	Complete	07/18/13	07/18/13	07/18/14	(\$10.00)	Ready To Invoice	07/18/13	🔍	🗑️
Child Protective Services	Complete	10/22/10					05/05/11	🔍	🗑️
County Reference Letter	Complete	10/22/10					05/05/11	🔍	🗑️
Doj/Dhs	Complete	10/22/10		10/22/11			05/05/11	🔍	🗑️
Ibis	Complete	10/22/10					05/05/11	🔍	🗑️

The Background Check Fee link takes you to the Transaction module (Transaction Details), where the invoice history for that specific CBC fee can be viewed. See print below for a record in ‘Invoiced’ status.

[Details](#) > [Transactions](#) > Transaction Details

<b>Provider/Loc Number</b> 6800039456 / 001 <b>Facility Number</b> 1122430 <b>Facility Address</b> 999 Mahalo Dr Oconomowoc, WI 53066		<b>Name</b> Aloha Child Care Inc <b>Applicant/Loc Number</b> 1800075117 / 001 <b>Facility Name</b> Aloha Child Care		
<b>Licensor Name</b> Stephen Vakil		<b>Certifier Name</b>		
<b>Fee/Adjustment</b>				
Type	Automated Background Check Fee			
Amount	(\$10.00)			
Balance	(\$10.00)			
Status	Invoiced			
Comments				
<b>Updated Information</b>				
Updated Date	07/11/2013 04:34 PM			
Worker ID				
Worker Name				
<b>Invoice</b>				
Invoice ID	Disposition Status	Sent Date	Due Date	Status
<a href="#">2000000044/002</a>	30 Days Overdue	06/17/13	06/10/13	Sent
<a href="#">2000000044/001</a>	Initial Invoice	05/11/13	06/10/13	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

<b>Provider/Loc Number</b> 6800039456 / 001 <b>Facility Number</b> 1122430 <b>Facility Address</b> 999 Mahalo Dr Oconomowoc, WI 53066		<b>Name</b> Aloha Child Care Inc <b>Applicant/Loc Number</b> 1800075117 / 001 <b>Facility Name</b> Aloha Child Care					
<b>Licensor Name</b> Stephen Vakil		<b>Certifier Name</b>					
<b>Transaction Summary</b>							
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 <a href="#">Details</a>	
05/05/11	C 2000000072	Check	\$60.50	\$0.00	Applied	789 <a href="#">Details</a>	
05/05/11	T 2000000310	Forfeiture Fee	(\$300.00)	\$0.00	Collected	<a href="#">Details</a>	
05/06/11	C 2000000100	Check	\$300.00	\$300.00	Applied	<a href="#">Details</a>	
07/11/13	T 2000001074	Automated Background Check Fee	(\$10.00)	\$290.00	Invoiced	<a href="#">Details</a>	
07/11/13	T 2000001082	Automated Background Check Fee	(\$10.00)	\$280.00	Invoiced	<a href="#">Details</a>	
07/18/13	C 2000000608	Cash	\$5.00	\$285.00	Applied	<a href="#">Details</a>	
07/18/13	T 2000001033	Automated Background Check Fee	(\$10.00)	\$275.00	Ready To Invoice	<a href="#">Details</a>	
<b>Amount in Excess: \$0.00</b>		<b>Total Amount Due: \$275.00</b>					
<a href="#">Fees/Adjustments</a>				<a href="#">Collections</a>			

**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 will consider all 'Ready to Invoice' DOJ check transactions. It will run annually. It will create the invoice details for user verification with mail date of following Saturday after the batch run. Example: If the process is run on 7/29/13, the mail date will be 8/12/13. During the 10-day window, invoices can be excluded (bankruptcy, DOJ check was deleted, etc).

### **Ad-hoc Invoice:**

This process considers all 'Ready to Invoice' and 'Open' CBC transactions. The user can enter the request into WISCCRS at any time. The system will create the invoice details immediately for user verification with mail date the following Monday.

Example: If the ad-hoc request is entered on 7/29/13, the mail date will be 8/5/13.

### **Credit Notes and Adjusted Invoices:**

These documents are also using the same batch process as the Ad hoc above.

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 65 days has passed from the initial invoice mail date. The process runs every Saturday.

Example: If the initial invoice mail date is 8/21/13, then 30-day reminder mail date is 10/28/13.

### **60-day Reminder:**

This process considers all invoices with balance due if 95 days has passed from the initial invoice mail date. The process runs every Saturday.

Example: If Initial Invoice mail date is 8/21/13, then the 60-day reminder is mailed on 12/2/13.

## **Security**

The module is available for users who have update access to licensing records. All BECR staff are able to view the invoicing information, however, only BECR staff with special privilege (OCC or CBU) can update the invoicing details, create ad hoc invoices, etc.

All BECR staff will be able to generate the Collection reports on all fee collections entered into WISCCRS.

Staff in certifying agencies and users with inquiry access will not see the 'Invoices' and the "Operational Reports" links.

## **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. This will not be picked up by the invoicing.

- 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. A manual invoice can be triggered if needed.

Below is the process how an ‘Ad hoc – Already paid by Provider’ works:

1. Enter the ad hoc request.

[Details](#) > [Individuals](#) > [Background Checks](#) > Trigger List

<b>Provider/Loc Number</b> Not established <b>Facility Number</b> 1122418 <b>Facility Address</b> 201 E East Washington Ave Madison, WI 53703	<b>Name</b> Choices Cdc <b>Applicant/Loc Number</b> 0800075005 / 001 <b>Facility Name</b> Choices Cdc		
There is no current license or certificate for this location.			
Individual			
<b>Name</b>	Wendy Updike		
<b>Relationship</b>			
<b>Role</b>	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

2. The system generates the fee automatically.

[etails](#) > Transactions

<b>Provider/Loc Number</b> Not established <b>Facility Number</b> 1122418 <b>Facility Address</b> 201 E East Washington Ave Madison, WI 53703	<b>Name</b> Choices Cdc <b>Applicant/Loc Number</b> 0800075005 / 001 <b>Facility Name</b> Choices Cdc					
There is no current license or certificate for this location.						
Transaction Summary						
<a href="#">New Fee/Adjustment</a>	<a href="#">New Collection</a>					
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 <a href="#">Details</a>
<b>Amount in Excess: \$0.00</b>		<b>Total Amount Due: (\$10.00)</b>				
<a href="#">ees/Adjustments</a>		<a href="#">Collections</a>				

3. The collection can be entered into the Transaction module

4. If the ad hoc is cancelled....

[in Details](#) > [Individuals](#) > [Background Checks](#) > [Trigger List](#) > Trigger Modify

<b>Provider/Loc Number</b> Not established <b>Facility Number</b> 1122418 <b>Facility Address</b> 201 E East Washington Ave Madison, WI 53703	<b>Name</b> Choices Cdc <b>Applicant/Loc Number</b> 0800075005 / 001 <b>Facility Name</b> Choices Cdc
There is no current license or certificate for this location.	
Individual	
<b>Name</b>	Wendy Updike
<b>Relationship</b>	
<b>Role</b>	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"/>

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

[Details](#) > Transactions

<b>Provider/Loc Number</b> Not established <b>Facility Number</b> 1122418 <b>Facility Address</b> 201 E East Washington Ave Madison, WI 53703	<b>Name</b> Choices Cdc <b>Applicant/Loc Number</b> 0800075005 / 001 <b>Facility Name</b> Choices Cdc
There is no current license or certificate for this location. 	

Transaction Summary	
<a href="#">New Fee/Adjustment</a>	
No Transactions found for this Provider Location.	
<b>Amount in Excess: \$0.00</b>	<b>Total Amount Due: \$0.00</b>
<a href="#">Fees/Adjustments</a>	<a href="#">Collections</a>

## Shares Deduction Authorized

If the provider has authorized the CBC fee to be deducted from the Shares payments, the system will take the amount out of the next Shares issuance.

If no Shares issuances are made, the system will keep the fee status 'Open' for four weeks. If no Shares issuances are made to the provider during this time frame, the status will be changed to 'Ready to Invoice'. This fee will be invoiced at next invoice batch run. However, the system keeps checking the Shares issuance every week until the automated invoice batch is run.

Once the fee is deducted from the Shares payments, the collection record with details will be visible in the Transaction Module. If no Shares payments are issued by the next automated invoice run, the fee is invoiced. Once the fee status is changed to 'Invoiced', no Shares deductions can be done.

<b>Provider/Loc Number</b> 8800039458 / 001 <b>Facility Number</b> 1122435 <b>Facility Address</b> 123 Main St Anytown, WI 45454	<b>Name</b> Patty Cake Day Care <b>Applicant/Loc Number</b> 6800075167 / 001 <b>Facility Name</b> Patty Cake 1
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<b>Licensor Name</b> Stephen Vakil	<b>Certifier Name</b>
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Transaction Summary							
<a href="#">New Fee/Adjustment</a>							<a href="#">New Collection</a>
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments	
05/05/11	T 2000000261	Forfeiture Adjustment	(\$400.00)	(\$400.00)	Collected	This was for a forfeiture assessment.	<a href="#">Details</a>
05/05/11	T 2000000270	Increase Balance	(\$400.00)	(\$800.00)	Open		<a href="#">Details</a>
05/05/11	C 2000000073	Check	\$400.00	(\$400.00)	Applied		<a href="#">Details</a>
05/05/11	T 2000000303	Decrease Balance	\$200.00	(\$400.00)	Open		<a href="#">Details</a>
05/05/11	T 2000000307	Forfeiture Fee	(\$50.00)	(\$400.00)	Open		<a href="#">Details</a>
05/05/11	T 2000000314	Forfeiture Fee	(\$50.00)	(\$400.00)	Open		<a href="#">Details</a>
07/11/13	T 2000001078	Automated Background Check Fee	(\$10.00)	(\$410.00)	Invoiced		<a href="#">Details</a>
07/22/13	T 2000001034	Automated Background Check Fee	(\$10.00)	(\$420.00)	Collected		<a href="#">Details</a>
07/22/13	T 2000001035	Automated Background Check Fee	(\$10.00)	(\$430.00)	Collected		<a href="#">Details</a>
07/22/13	C 2000000609	Subsidy	\$20.00	(\$410.00)	Applied		<a href="#">Details</a>
<b>Amount in Excess: \$200.00</b>			<b>Total Amount Due: (\$410.00)</b>				

The Details link next to the collection record takes you to the Applied Collection screen where the user can view the date the fee was collected from the Shares issuance.

# WISCCRS User Guide – CBC Fee Invoicing

[Details](#) > [Collections](#) > Applied Collections

<b>Provider/Loc Number</b> 8800039458 / 001 <b>Facility Number</b> 1122435 <b>Facility Address</b> 123 Main St Anytown, WI 45454		<b>Name</b> Patty Cake Day Care <b>Applicant/Loc Number</b> 6800075167 / 001 <b>Facility Name</b> Patty Cake 1					
<b>Licensor Name</b> Stephen Vakil		<b>Certifier Name</b>					
<b>Collection Details</b>							
Type * Subsidy Date * 07/27/2013 Reference # 280039922 Amount * \$20.00 Comments							
<b>Transaction Details for Collection</b>							
Transaction Type	Amount	Balance	Creation Date	Amount Applied	Location	Comments	Updated Date
Automated Background Check Fee	(\$10.00)	\$0.00	07/22/13	\$10.00	000		07/22/13
Automated Background Check Fee	(\$10.00)	\$0.00	07/22/13	\$10.00	000		07/22/13
<b>Total:</b>				<b>\$20.00</b>			

## Manual Invoicing (Ad hoc Invoice)

Manual invoicing will most often be used when a facility has closed and DCF wants to manually trigger the invoice instead of waiting until the next annual automated invoicing. Before entering the ad hoc invoice, please verify if the provider has authorized Shares deductions. If Shares deduction indicator exists in WISCCRS, log into CSAW or CCPI to check if the provider has received recent payments (last few weeks). If recent payments have been made, wait two week before requesting the ad hoc invoice.

Steps on creating an ad hoc invoice:

1. Access the Invoice module by clicking the Invoices link on the bottom of the home page.

Statewide Announcements	County Specific Announcements
<b>Welcome To Wisccrs/Webi Training!</b> 2/22/2012 If you are having concerns with the system performance or functionality, check the announcements first. If not announcement pertaining the problem has been posted, then call the number that appears on the error message screen.	No County announcements for you at this time. Please click on the Announcements link to view all announcements.
<a href="#">More...</a>	

### Tasks

#### New

Here you can start a new application process for provider regulation, modify an existing application, or process a continuation application.

#### Facility/Location Assignments

Here you can select the facilities/locations and assign a licensor/certifier.

#### Search

Enter basic criteria to find an applicant/provider in order to view the application, modify the application, or process a continuation application.

**Group Size Estimator** (requires javascript) Using this tool, you can determine whether a certified provider is in violation of child care certification rules.

#### Correspondence Requests

Here you can add the request for licensing related letters.

#### Invoices

Here you can view the invoice information.

### Announcements

#### WebI Reports

Here you can view and print existing applications and related reports.

#### Unregulated Provider

Here you can create a new unregulated provider.

#### WISCCRS User Guide

Wisconsin Child Care Regulation Web Site User Guide.

#### Information for Certifying Agencies

This link will take you to the DCF Child Care Certification Partner page.

#### Regulated Child Care and YoungStar Public Search

This link will take you to the Regulated Child Care and YoungStar Public Search page.

#### Operational Reports

Here you can view and print the operational reports.

The Invoices link will take you to the main invoice page.

2. Click on the Create Ad-Hoc Invoice link.

[Home](#) > Invoices

Invoice Search Criteria	
Applicant Number	<input type="text"/>
Invoice Created Date - From *	1/24/2013
Invoice Created Date - To	<input type="text"/>

[Create AD-Hoc Invoice](#)

3. Search the provider/facility you want to create the invoice for.

The Invoice Request page will display all DOJ checks that have not been invoiced yet.

Provider # 0800039460	Name Kay's Child Care Inc
Applicant # 9800075091	

  

Transaction Details				
Transaction ID	Transaction Type	Transaction Amount	Current Balance	
<a href="#">2000001069</a>	Automated Background Check Fee	(\$10.00)	(\$10.00)	Open
<a href="#">2000001076</a>	Automated Background Check Fee	(\$10.00)	(\$10.00)	Open



The list of Invoices page will show the above record as pending until the nightly invoice batch runs and creates the PDF document and changes the Fee status 'Ready to Invoice'.

2000000001	Doj Background Check Initial Invoice - Adhoc	Pending	07/29/13	(\$20.00)	Kay Burger	<a href="#">9800075091/001</a>	<a href="#">Details</a>		
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The ad hoc invoices generated during the week will be sent the following Monday.

## Cancelling an Invoice

Cancelling an invoice is necessary if the provider has filed for bankruptcy, DOJ check was deleted or other reasons.

Records that have been automatically invoiced (12 month batch), will remain in pending status for 10 days before the system creates the actual invoice that will be sent out. During this window of 10 days, the invoice status can be changed to 'Exclude from Invoicing'.

To exclude a record from invoicing, click the modify link on the Invoice Details page to exclude the transaction. On the Modify Invoice Details page, the status can be changed. NOTE: This is allowed only if the invoice is in pending status and the invoice disposition status is 'Initial'.

[ails](#) > Modify Invoice Details

**Provider/Loc Number** 4800039524 / 001  
**Facility Number** 1122489  
**Facility Address** 200 E Washington Ave  
 Madison, WI 537032832

**Sequence Number** 2000000000/ 1  
**Sent Date** 7/20/2013  
**Due Date** 8/19/2013  
**Status** Pending

Modify Invoice Details	
Transaction ID	2000001043
Status *	Excluded From Invoice
Invoice Line Number	
Invoice Amount	(\$10.00)
Comments	

## 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		<a href="#">Details</a>
03/28/14	T 2000001347	License Fee	(\$60.50)	(\$70.50)	Collected		<a href="#">Details</a>
03/28/14	C 2000000754	Check	\$80.50	\$0.00	Applied		<a href="#">Details</a>
03/28/14	T 2000001348	Refund	\$10.00	\$10.00	Open	Refund created from: C 2000000754	<a href="#">Details</a>
<b>Amount in Excess: \$10.00</b>			<b>Total Amount Due: \$0.00</b>				
<a href="#">Fees/Adjustments</a>							<a href="#">Collections</a>

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.

# WISCCRS User Guide – CBC Fee Invoicing

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	Cancelled	05/11/13	(\$10.00)	Marketta Juntunen	0800048806/001 <a href="#">Details</a>
<a href="#">2000000073</a>	Doj Background Check Initial Invoice	Sent	Sent	05/11/13	(\$10.00)	Ringo Reader	0800056302/001 <a href="#">Details</a>
2000000000	Doj Background Check Initial Invoice - Adhoc	Pending	Pending	07/20/13	(\$10.00)	Isabella Issapi	0800074300/001 <a href="#">Details</a>

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	<a href="#">2000001111</a>	Ringo Reader -7/11/2013	Automated Background Check Fee	(\$10.00)	(\$10.00)	Sent	<a href="#">Add Credit</a>

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** \*

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	<a href="#">2000001111</a>	Ringo Reader -7/11/2013	Automated Background Check Fee	(\$10.00)	\$0.00	Sent	
	<a href="#">2000001028</a>		Credit Note	\$10.00	\$0.00	Pending	

The Transaction Module also shows the same information:

[Details](#) > Transactions

<b>Provider/Loc Number</b> 5800039025 / 001 <b>Facility Number</b> 1122460 <b>Facility Address</b> Miantoo Madisonwoo, WI 55555				<b>Name</b> Reader's Daycare <b>Applicant/Loc Number</b> 0800056302 / 001 <b>Facility Name</b> Reader's Daycare			
Transaction Summary							
<a href="#">New Fee/Adjustment</a>						<a href="#">New Collection</a>	
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		
07/17/13	T 2000001028	Credit Note	\$10.00		Applied	For transaction Id: 2000001111 -	
<b>Amount in Excess: \$0.00</b>			<b>Total Amount Due: (\$10.00)</b>				
<a href="#">Fees/Adjustments</a>						<a href="#">Collections</a>	

Once the Credit Note is sent, the transaction balance will be 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.

<b>Provider/Loc Number</b> 6800039466 / 001 <b>Facility Number</b> 1122423 <b>Facility Address</b> 816 Madalyn Ct Greenville, WI 54754				<b>Name</b> Tiny Truffles <b>Applicant/Loc Number</b> 4800075041 / 001 <b>Facility Name</b> Tiny Truffles			
There is no current license or certificate for this location.							
<b>Licensor Name</b> Wro Licensor				<b>Certifier Name</b>			
<b>Invoice ID/Sequence Number</b> 2000000049/ 1 <b>Sent Date</b> 5/11/2013 <b>Due Date</b> 6/10/2013 <b>Status</b> Sent				<b>Type</b> Doj Background Check <b>Disposition Status</b> Initial Invoice <b>Total Amount Due</b> (\$20.00)			
Invoice Details							
Line Number	Transaction ID	Description	Transaction Type	Invoice Amount	Current Balance	Status	Credit
1	<a href="#">2000001080</a>	Margaret Truffe -7/11/2013	Automated Background Check Fee	(\$10.00)	(\$5.00)	Sent	<a href="#">Add Credit</a>
	<a href="#">2000001032</a>	Credit Note		\$5.00	\$0.00	Pending	
2	<a href="#">2000001086</a>	Christopher Turnpike -7/11/2013	Automated Background Check Fee	(\$10.00)	(\$10.00)	Sent	<a href="#">Add Credit</a>
<input type="button" value=" &lt; Back"/>		<input type="button" value=" Create Adjusted Invoice"/>					

The list of invoices page will show the information.

[Home](#) > Invoices

Invoice Search Criteria							
<b>Applicant Number</b> <input type="text"/>							
<b>Invoice Created Date - From *</b> 1/18/2013 <input type="text"/>							
<b>Invoice Created Date - To</b> <input type="text"/>							
<input type="button" value=" Search"/>							
<a href="#">Create AD-Hoc Invoice</a>							
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	Initial Invoice	Cancelled	05/11/13	(\$10.00)	Marketta Juntunen	<a href="#">0800048806/001</a> <a href="#">Details</a>
2000000073	Doj Background Check: Initial Invoice	Initial Invoice	Pending	07/20/13	\$0.00	Ringo Reader	<a href="#">0800056302/001</a> <a href="#">Details</a>
<input type="checkbox"/> Dispositions		<b>Disposition Status</b> <a href="#">Initial Invoice</a>	<b>Status</b> Adjusted	<b>Sent Date</b> 05/11/13	<b>Total Due Amount</b> (\$10.00)	<a href="#">Details</a>	

## Referring Fees to Department of Revenue (DOR)

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

### CBC fees referred to DOR - Invoiced using WISMART

Fees that were invoiced using the WISMART system have 'Referred to Finance' status in WISCCRS. The status for these fees cannot be changed to reflect the DOR referral. When Finance notifies CBU that DOR has collected the fees, enter the collection as usual.

### 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 a Webl report.
2. The report is sent 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 given 30 days 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.

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

Show Withdrawn Transactions

Fees/Adjustments							
<a href="#">New Fee/Adjustment</a>							<a href="#">New Collection</a>
Type	Amount	Balance	Creation Date	Comments	Status		
Automated Background Check Fee	(\$10.00)	(\$10.00)	07/11/13		Invoiced		<a href="#">Documents</a>
<b>Total Amount Due:</b>		<b>(\$10.00)</b>					

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

[Details](#) > [Transactions](#) > [Fees/Adjustments](#) > Modify Transaction

 <b>Error - The Following Problems Have Occurred</b>
 <b>Status:</b> When transaction status is 'Invoiced', you can only change to 'Referred to DOR'.

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

Modify Fee/Adjustment	
<b>Type</b>	Automated Background Check Fee
<b>Amount</b>	(\$10.00)
<b>Balance</b>	(\$10.00)
<b>Status</b>	Referred To Dor 
<b>Comments</b>	<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	
<b>Location</b>	<input type="text" value="001"/>
<b>Type *</b>	<input type="text" value="Dor"/>
<b>Date *</b>	<input type="text" value="3/27/2014"/> 
<b>Reference #</b>	<input type="text"/>
<b>Amount *</b>	<input type="text" value="10"/>
<b>Comments</b>	<input type="text"/>

0 of 300 characters.

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

### When a DOJ Record is Deleted

Sometimes, the DOJ check needs to be deleted. After the DOJ record is deleted, take the following steps:

[Details](#) > [Individuals](#) > Background Checks

<b>Provider/Loc Number</b> 8800039688 / 001 <b>Facility Number</b> 1122671 <b>Facility Address</b> 123 Candy Ln Candyville, WI 45454	<b>Name</b> Candy Land <b>Applicant/Loc Number</b> 1800078611 / 001 <b>Facility Name</b> Candy Care
---	---

Individual	
<b>Name</b>	Candy Land
<b>Relationship</b>	
<b>Role</b>	Applicant/Licensee



Individual Background Checks							
New Individual Background Check							<a href="#">Request DOJ Background Check</a>
Type of Check	Status	Date Requested	Date Received	Next Check Date	Background Check Fee	Fee Status	Updated Date
Doj/Dhs	Complete	07/11/13	07/11/13	07/11/14	(\$10.00)	Invoiced	07/11/13
County Reference Letter	Complete	01/25/13					01/25/13
Doj/Dhs	Complete	01/25/13		04/25/13			01/25/13

- If the invoice was already sent before the DOJ check was deleted, create a credit note.
- If the invoice cycle has not run, keep track of the deleted record. Once the next automated invoice batch has run, the invoice will be in pending status and the system allows the record be excluded from invoicing.

### 30 and 60 Day Reminders

If no payment is recorded for a CBC within **35 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.

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

The information is also inserted into the Transaction module:

[Details](#) > [Transactions](#) > Transaction Details

<b>Provider/Loc Number</b> 2800039722 / 001 <b>Facility Number</b> 1122476 <b>Facility Address</b> 999 40Th Street Chicago, WI 00101	<b>Name</b> Jupiter Planet <b>Applicant/Loc Number</b> 0800075704 / 001 <b>Facility Name</b> 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
<a href="#">2000000126/002</a>	30 Days Overdue	06/17/13	06/10/13	Sent
<a href="#">2000000126/001</a>	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 Operational Reports link on the main page.

Welcome to the Child Care Regulation Home Page

Statewide Announcements	County Specific Announcements
<p><b>Welcome To Wisccrs/Webi Training!</b> 2/22/2012</p> <p>If you are having concerns with the system performance or functionality, check the announcements first. If not announcement pertaining the problem has been posted, then call the number that appears on the error message screen.</p> <p style="text-align: right;"><a href="#">More...</a></p>	<p>No County announcements for you at this time. Please click on the Announcements link to view all announcements.</p>

### Tasks

#### New

Here you can start a new application process for provider regulation, modify an existing application, or process a continuation application.

#### Facility/Location Assignments

Here you can select the facilities/locations and assign a licenser/certifier.

#### Search

Enter basic criteria to find an applicant/provider in order to view the application, modify the application, or process a continuation application.

**Group Size Estimator** (requires javascript) Using this tool, you can determine whether a certified provider is in violation of child care certification rules.

#### Correspondence Requests

Here you can add the request for licensing related letters.

#### Invoices

Here you can view the invoice information.

### Announcements

#### WebI Reports

Here you can view and print existing applications and related reports.

#### Unregulated Provider

Here you can create a new unregulated provider.

#### WISCCRS User Guide

Wisconsin Child Care Regulation Web Site User Guide.

#### Information for Certifying Agencies

This link will take you to the DCF Child Care Certification Partner page.

#### Regulated Child Care and YoungStar Public Search

This link will take you to the Regulated Child Care and YoungStar Public Search page.

#### Operational Reports

Here you can view and print the operational reports.

Then click on Collections Reports.

[Home](#) > Reports

**WISCCRS - Operational Reports**

[Collections Report](#)

This report lists all the collections for particular transaction and collection date.

The following page will display:

**Collections Report**

Transaction Type(s)	<div style="border: 1px solid #ccc; padding: 2px;">                     Automated Background Check Fee                      Cap Increase Fee                      Fbi Fee                      Forfeiture Adjustment                      Forfeiture Fee                 </div>
Collection From Date	3/28/2014
Collection To Date	3/28/2014
Invoice Number	<input type="text"/>
Reference Number	<input type="text"/>
Region	<input type="text"/>
Licenser	<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 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 timing 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.

Provider/Location	Facility ID	Facility Name	Description	Collection Type	Reference#	Invoice#	Date	Amount
<b>Automated Background Check</b>								
1800039471 / 001	1122466	Savanna's Babyz	Savanna Banana	Cash		2000000002	03/25/14	\$10.00
1800039721 / 001	1122622	Joy	Yankee Doodle	Cash		2000000125	03/24/14	\$6.00
6800039495 / 001	1122486	Sarah's Kids		Cash		2000000058	03/26/14	\$10.00
6800039456 / 001	1122430	Aloha Child Care	Harriet Nakea	Cash		2000000044	03/25/14	\$5.00
6800039456 / 001	1122430	Aloha Child Care	Annabelle Kam	Cash		2000000044	03/25/14	\$10.00

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