

LAST REVISED DATE: 07/08/2022

General Information

Task	Process Information
<p>Creating an Interpreter Invoice</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>An invoice is created for interpreter services for processing in GEARS.</p>

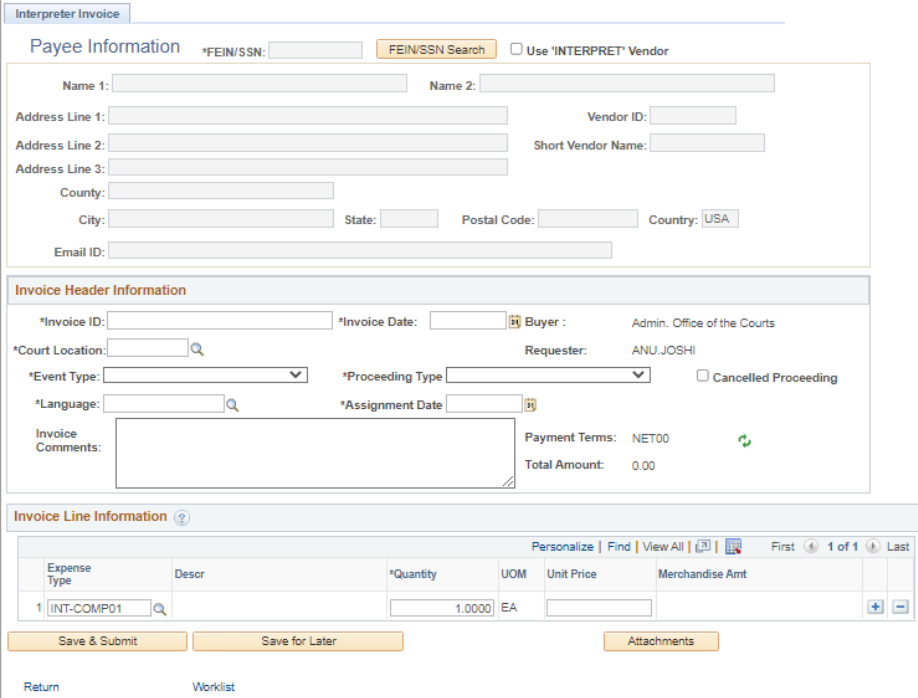
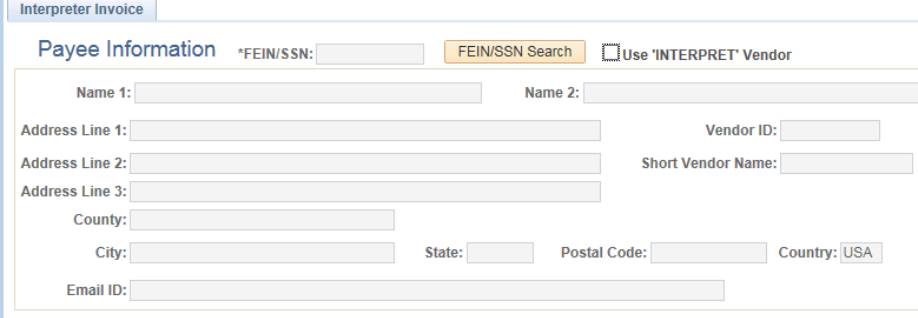
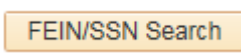
GEARS Navigation

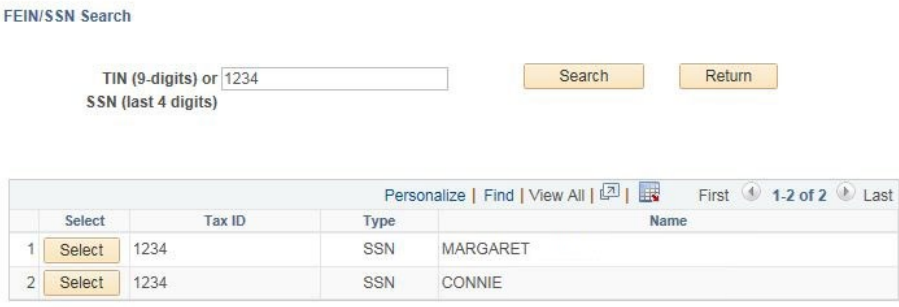
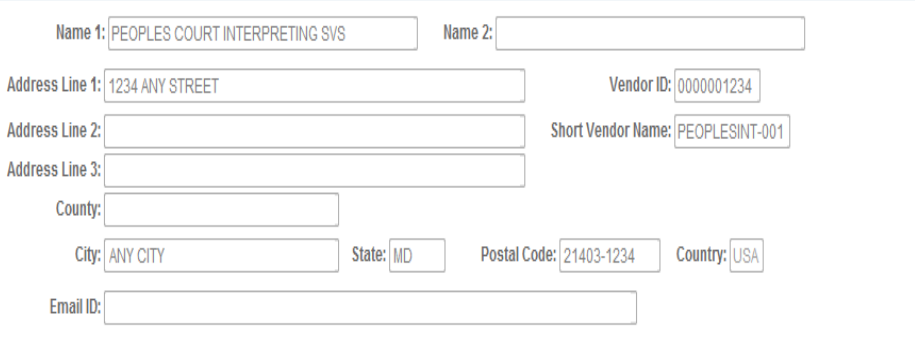
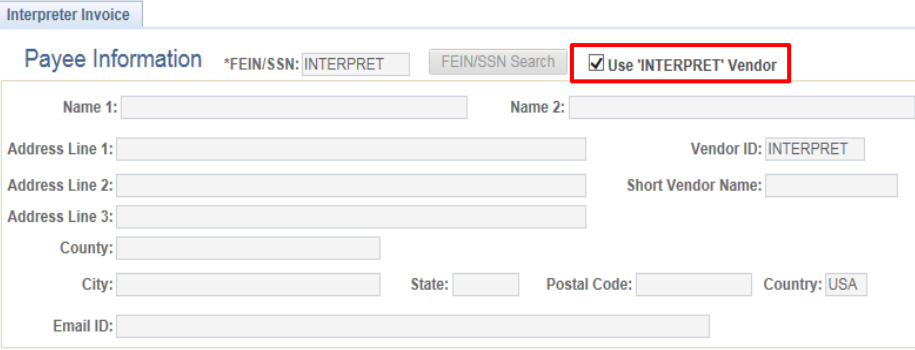
<p>Main Menu > AOC Self Service > AOC Interpreter Invoice Entry</p>	
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1.0 Process

This document is intended to provide a quick reference to entering a Self-Service Interpreter Invoice in GEARS.

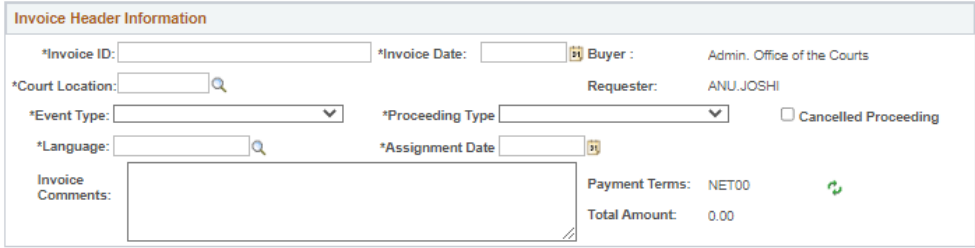
STEP	ACTION	DETAILS
1.	<p>On the AOC Self-Service Invoices Invoice Actions page, click the “Create Interpreter Invoice” link.</p>	

<p>2.</p>	<p>The Interpreter Invoice page displays three sections of fields to be completed to generate the Interpreter Invoice (Payee Information, Invoice Header Information, and Invoice Line Information).</p>	 <p>The screenshot shows the 'Interpreter Invoice' form. It is divided into three main sections: <ul style="list-style-type: none"> Payee Information: Includes fields for Name 1, Name 2, Address Line 1-3, County, City, State, Postal Code, Country (USA), Vendor ID, and Short Vendor Name. There are also input fields for FEIN/SSN and a 'FEIN/SSN Search' button, and a checkbox for 'Use INTERPRET Vendor'. Invoice Header Information: Includes fields for Invoice ID, Invoice Date, Buyer (Admin. Office of the Courts), Court Location, Requester (ANU.JOSHI), Event Type, Proceeding Type, Language, and Assignment Date. It also shows Payment Terms (NET00) and Total Amount (0.00). Invoice Line Information: A table with columns for Expense Type, Descr, Quantity, UOM, Unit Price, and Merchandise Amt. One line is visible with Expense Type 'INT-COMP01', Quantity '1.0000', and UOM 'EA'. </p>
<p>3.</p>	<p>NOTE: If the Payee is already set up as a Vendor in the system, you must know their FEIN - Tax Identification Number (TIN) or Social Security Number (SSN). Continue to step 3a to populate the Payee Information. If the Payee has <u>not</u> been set up as a Vendor in the system or you don't know their TIN/SSN, skip to step 3d.</p>	 <p>This screenshot shows the 'Payee Information' section of the form, which is identical to the one in the previous step, but it is the only section visible in this view.</p>
<p>3a.</p>	<p>If the Payee is already set up as a Vendor in the system, click on the "FEIN/SSN Search" button.</p>	 <p>A close-up of the 'FEIN/SSN Search' button, which is a yellow button with black text.</p>

<p>3b.</p>	<p>Enter either the Vendor's 9-digit TIN or the last 4 digits of the Vendor's SSN and click the Search button. Any matching values will populate in the table. Click the Select button next to the correct vendor.</p>	 <p>FEIN/SSN Search</p> <p>TIN (9-digits) or SSN (last 4 digits) 1234 Search Return</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Tax ID</th> <th>Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1 <input type="button" value="Select"/></td> <td>1234</td> <td>SSN</td> <td>MARGARET</td> </tr> <tr> <td>2 <input type="button" value="Select"/></td> <td>1234</td> <td>SSN</td> <td>CONNIE</td> </tr> </tbody> </table>	Select	Tax ID	Type	Name	1 <input type="button" value="Select"/>	1234	SSN	MARGARET	2 <input type="button" value="Select"/>	1234	SSN	CONNIE
Select	Tax ID	Type	Name											
1 <input type="button" value="Select"/>	1234	SSN	MARGARET											
2 <input type="button" value="Select"/>	1234	SSN	CONNIE											
<p>3c.</p>	<p>Payee information corresponding to the selected vendor will auto-populate the invoice.</p> <p>NOTE: The name and address fields cannot be edited, as this information is populated by what is on the Vendor table in the system.</p>	 <p>Name 1: PEOPLES COURT INTERPRETING SVS Name 2:</p> <p>Address Line 1: 1234 ANY STREET Vendor ID: 0000001234</p> <p>Address Line 2: Short Vendor Name: PEOPLESINT-001</p> <p>Address Line 3:</p> <p>County:</p> <p>City: ANY CITY State: MD Postal Code: 21403-1234 Country: USA</p> <p>Email ID:</p>												
<p>3d.</p>	<p>If the Payee is NOT already set up as a Vendor in the system, click the Use "INTERPRET" Vendor <input checked="" type="checkbox"/> checkbox. The *FEIN/SSN AND Vendor ID fields will auto-populate with 'INTERPRET'.</p> <p>NOTE: Leave the Payee Information blank. The Department of Budget and Finance (DBF) or District Court Headquarters (DCHQ) will update the Payee Information after the Voucher Build, once the vendor has been added to the system.</p>	 <p>Interpreter Invoice</p> <p>Payee Information *FEIN/SSN: INTERPRET FEIN/SSN Search <input checked="" type="checkbox"/> Use 'INTERPRET' Vendor</p> <p>Name 1: Name 2:</p> <p>Address Line 1: Vendor ID: INTERPRET</p> <p>Address Line 2: Short Vendor Name:</p> <p>Address Line 3:</p> <p>County:</p> <p>City: State: Postal Code: Country: USA</p> <p>Email ID:</p>												

4. Enter the Invoice Header Information in the **Invoice Header Information** section.

NOTE: Invoice IDs should be unique, and should only be used/paid once. If you enter a duplicate invoice, you will receive a warning when saving the invoice.



Invoice ID – the format should be (1) **First and Last Initial of the Vendor/Payee**, (2) **Assignment Date** (MMDDYY), and (3) **Docket Time** in hours/minutes (HHMM). The format would be **XXMMDDYYHHMM** for all court locations. **Example:** if Tammy Sitar interpreted for a case on 8/16/17 with a docket time of 8:30, the entry would be TS0816170830. **Note:** Where hyphenated or multiple last names are used, the last “last name” is to be utilized in the invoice number for all invoices. Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.

Invoice Date – invoice date as it appears on the invoice.

Court Location – court where the services were performed.

Event Type – type of event being interpreted.

Proceeding Type – type of court proceeding.

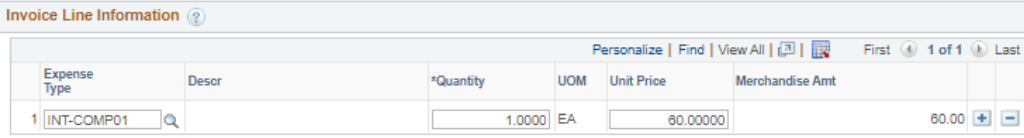
Language – language being interpreted.

Assignment Date – This is the court date to which the interpreter is assigned.


***Note:** This date is critical in determining the rates for interpreter services. Make sure it matches the invoice assignment date exactly.

Cancelled Proceeding – check the box if the proceeding was cancelled.


5. Enter the Invoice Line Information in the **Invoice Line Information** section.


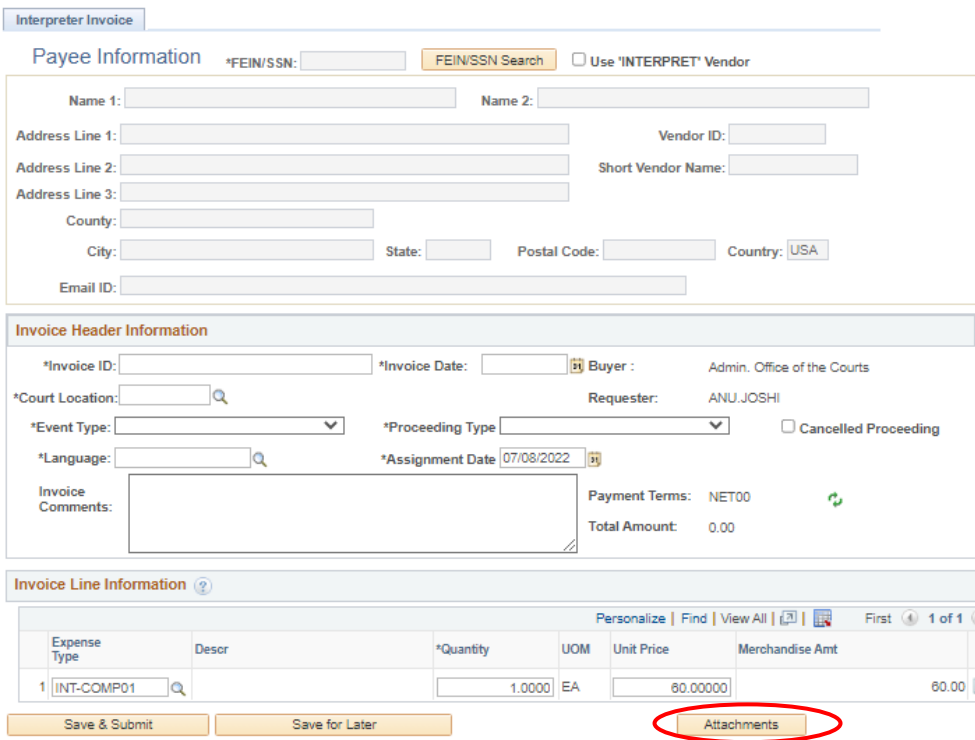
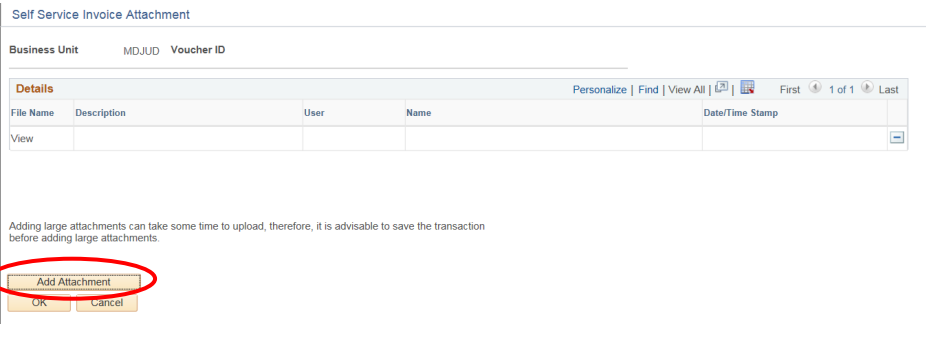

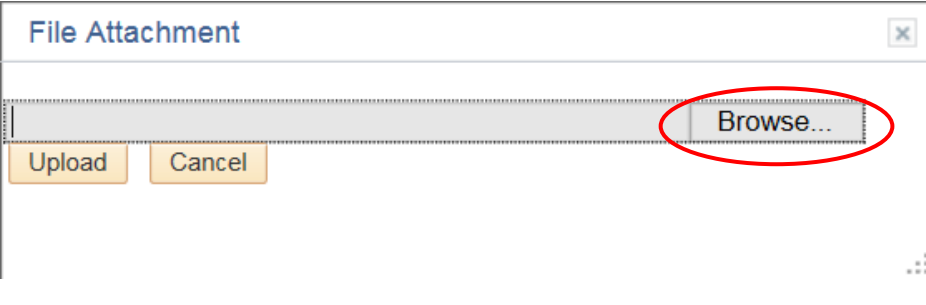


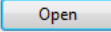
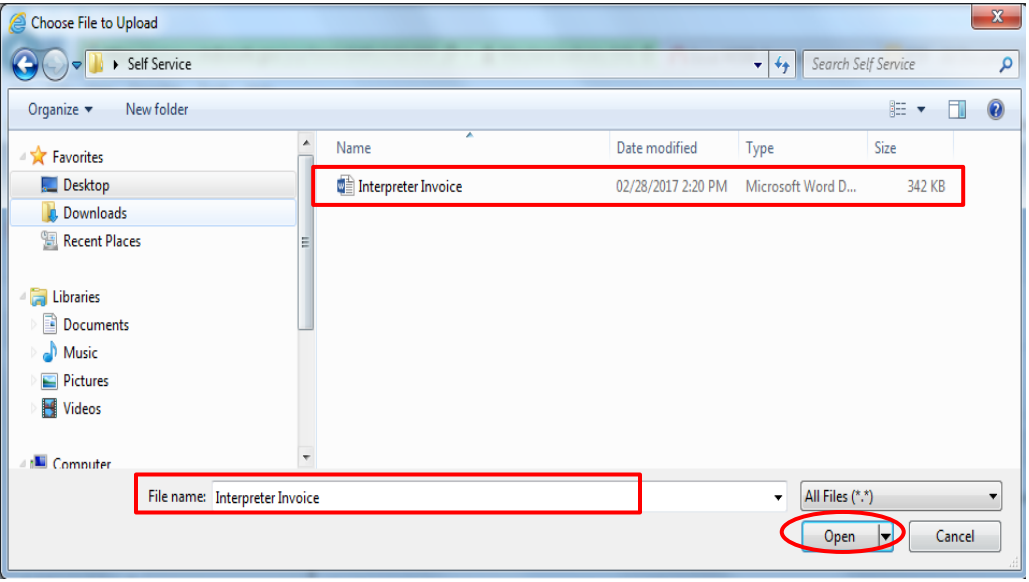
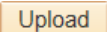


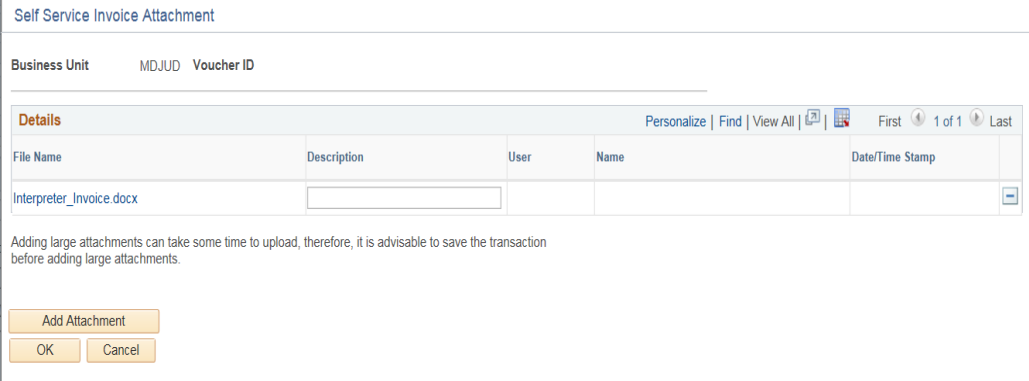
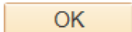
To enter the line information for an Interpreter Invoice, please enter the amount of hours that the Interpreter has logged into the Quantity field on line 1 (Expense/Interpreter Type: INT-COMP01).

Please note: The system defaults in with Court Certified Interpreter (INT-COMP01) and the appropriate rate based on the entered Assignment Date. If you need to change the type of Interpreter (e.g. to Eligible Interpreter) please click the magnifying glass  next to Expense Type to select the appropriate Expense/Interpreter type (INT-COMP02, INT-COMP03).

All rates will be systematically determined based on the Rate Expense Type selected and the assignment date entered.

If there are additional expenses that were incurred, please enter the quantity and unit price on subsequent lines (Expense Type: INT-MILE, INT-TRVL). To add lines required to the invoice, click on the  and repeat the above steps.

<p>6. Add Attachments. Click the Attachments button.</p> <p> Invoices may not be submitted without an attachment.</p>	 <p>Interpreter Invoice</p> <p>Payee Information *FEIN/SSN: <input type="text"/> FEIN/SSN Search <input type="checkbox"/> Use 'INTERPRET' Vendor</p> <p>Name 1: <input type="text"/> Name 2: <input type="text"/></p> <p>Address Line 1: <input type="text"/> Vendor ID: <input type="text"/></p> <p>Address Line 2: <input type="text"/> Short Vendor Name: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>County: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> Postal Code: <input type="text"/> Country: <input type="text" value="USA"/></p> <p>Email ID: <input type="text"/></p> <p>Invoice Header Information</p> <p>*Invoice ID: <input type="text"/> *Invoice Date: <input type="text"/> Buyer: Admin. Office of the Courts</p> <p>*Court Location: <input type="text"/> Requester: ANU.JOSHI</p> <p>*Event Type: <input type="text"/> *Proceeding Type: <input type="text"/> <input type="checkbox"/> Cancelled Proceeding</p> <p>*Language: <input type="text"/> *Assignment Date: 07/08/2022</p> <p>Invoice Comments: <input type="text"/></p> <p>Payment Terms: NET00</p> <p>Total Amount: 0.00</p> <p>Invoice Line Information</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Descr</th> <th>*Quantity</th> <th>UOM</th> <th>Unit Price</th> <th>Merchandise Amt</th> </tr> </thead> <tbody> <tr> <td>1 INT-COMP01</td> <td></td> <td>1.0000</td> <td>EA</td> <td>60.00000</td> <td>60.00</td> </tr> </tbody> </table> <p>Save & Submit Save for Later Attachments</p>	Expense Type	Descr	*Quantity	UOM	Unit Price	Merchandise Amt	1 INT-COMP01		1.0000	EA	60.00000	60.00
Expense Type	Descr	*Quantity	UOM	Unit Price	Merchandise Amt								
1 INT-COMP01		1.0000	EA	60.00000	60.00								
<p>7. The Self Service Invoice Attachment page displays.</p>	 <p>Self Service Invoice Attachment</p> <p>Business Unit MDJUD Voucher ID</p> <p>Details</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Description</th> <th>User</th> <th>Name</th> <th>Date/Time Stamp</th> </tr> </thead> <tbody> <tr> <td>View</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.</p> <p>Add Attachment OK Cancel</p>	File Name	Description	User	Name	Date/Time Stamp	View						
File Name	Description	User	Name	Date/Time Stamp									
View													
<p>8. Click the Add Attachment button.</p>	 <p>Add Attachment</p> <p>OK Cancel</p>												
<p>9. Click Browse... to add the file to be attached.</p>	 <p>File Attachment</p> <p>Browse...</p> <p>Upload Cancel</p>												

<p>9a.</p>	<p>Locate and select the file to upload and click</p> <p></p>	
<p>9b</p>	<p>Click the  button.</p>	
<p>10</p>	<p>The Self Service Attachment page displays.</p> <p> The attachment file name appears on the Self Service Invoice Attachment Page. Optionally, descriptions may be added in the Description field.</p> <p>NOTE: to add additional attachments, repeat steps, 8-10.</p>	
<p>11</p>	<p>Click the  button.</p>	

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The **Interpreter Invoice** page displays.

The **Attachments** button will display the number of attachments included in the invoice. In this scenario, there is one (1) attachment.

Attachments (1)

Interpreter Invoice

Payee Information *FEIN/SSN: **FEIN/SSN Search** Use 'INTERPRET' Vendor

Name 1: Name 2:

Address Line 1: Vendor ID:

Address Line 2: Short Vendor Name:

Address Line 3:

County:

City: State: Postal Code: Country:

Email ID:

Invoice Header Information

*Invoice ID: *Invoice Date: Buyer: Admin. Office of the Courts

*Court Location: Requester: ANU.JOSHI

*Event Type: *Proceeding Type: Cancelled Proceeding

*Language: *Assignment Date: 07/08/2022

Invoice Comments:

Payment Terms: NET00

Total Amount: 0.00

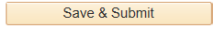
Invoice Line Information

Personalize | Find | View All | First 1 of 1 Last

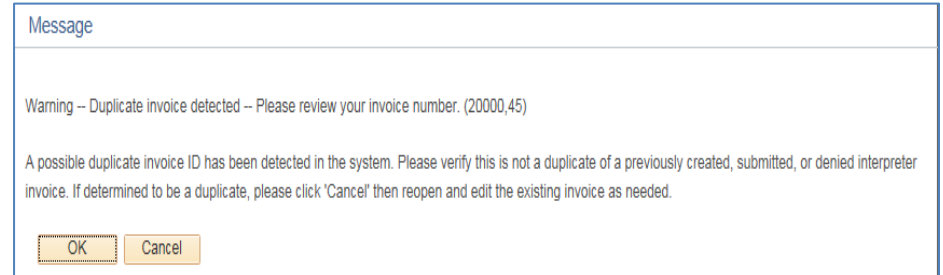
Expense Type	Descr	*Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01		1.0000	EA	60.00000	60.00

Save & Submit Save for Later **Attachments (1)**

13. Save and Submit the Invoice for Approval.

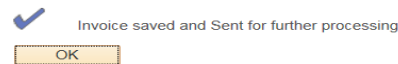
If the Invoice is ready to be submitted, click the  button.

NOTE: Invoice IDs should be unique, and should only be used/paid once. If you enter a duplicate invoice, you will receive a warning when saving the invoice.



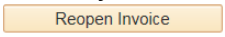
Upon successful Save & Submission, the following message appears:

Save Confirmation






Once an Invoice has been Saved and Submitted, the Invoice is routed into the workflow based on the court location selected (either District Court or Program Services).

The Approvers will review each invoice and decide whether to Approve or Deny the Invoice. You will receive an email notification once the invoice is approved or denied. You may want to do a print screen of the invoice for your records. If approved, the invoice is moved through processing in GEARS.

*** Note:** *If the invoice is Denied, the invoice creator can view the invoice, click the  button, make adjustments, and submit it again. Do not recreate a Denied invoice.*

When an invoice is denied & then reopened, it switches back to "Draft" status. This is the same status an invoice would be in after it is created, but before it is submitted for approval.

To find an invoice again by status, search for invoices in "Draft" status rather than "Denied".

 Invoice(s) can be saved at any time during the previous steps by clicking the  button. This allows you to save the Invoice, leave the page, and return later using the  link on the main AOC Self-Service Invoices – Invoice Actions navigation page. Please note, Save for Later will not move the invoice forward for processing until you have Submitted the Invoice. Saved Invoices will be Saved in a Draft Status in GEARS.