

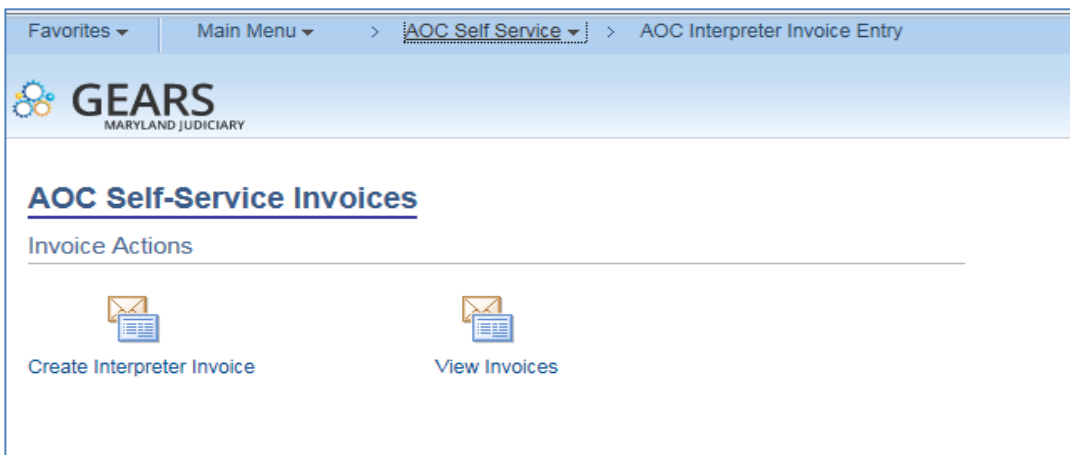
Interpreter Self-Service Monitoring Recommendations

The Department of Budget and Finance (DBF) is recommending that you monitor and review your self-service invoices on a weekly basis to retrieve critical invoice information to ensure that your invoices are being processed in a timely fashion. Often times, invoices do not make it to DBF because one or more processes have not been completed on the invoice, such as submitting for approval or correcting denied invoices. By following the below recommended actions, invoices can be more closely monitored and missing actions can be completed to allow the invoice(s) to be processed. Please keep in mind that results will only be returned for invoices that you have entered.

The below navigation should be used as indicated:

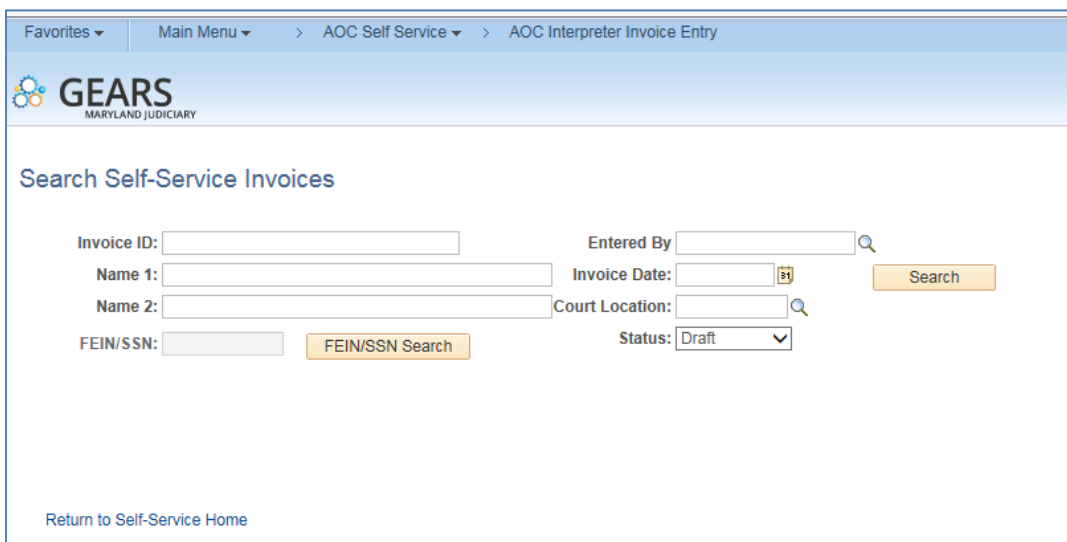
Main Menu>>AOC Self Service>>AOC Interpreter Invoice Entry

Select *View Invoices* to perform the following functions:



Invoices in Draft Status-

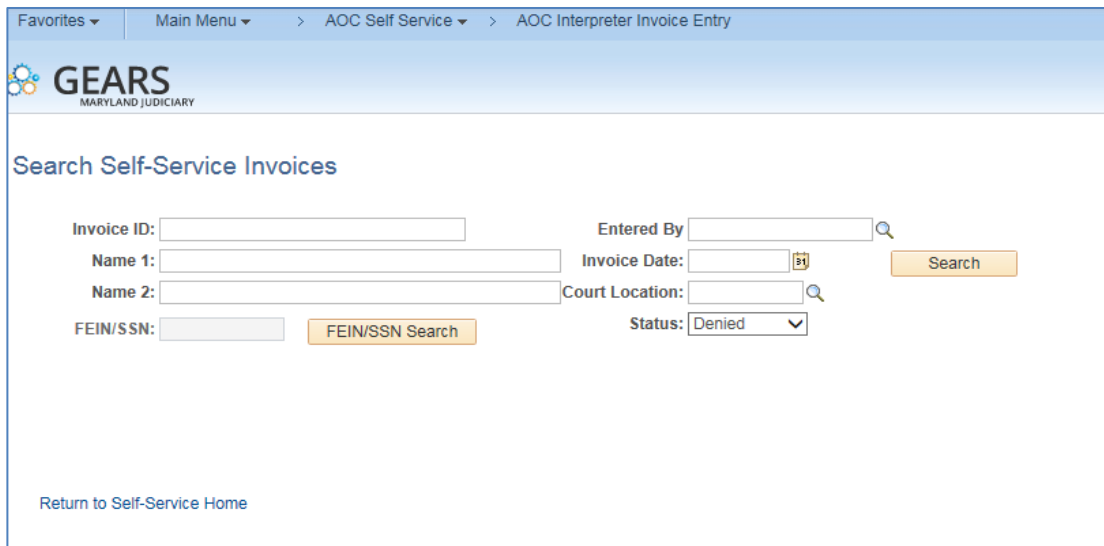
To perform this inquiry, select *Draft* under **Status**. This inquiry will display invoices that have not been submitted for approval. Invoices in this status will NOT route to DBF Accounts Payable for further processing. See example below:



REQUIRED ACTION – Open the existing invoice, verify the invoice is not a duplicate, and if not, save & submit the invoice. The invoice will then be finalized and ready for your approver review and upon approval, routed to DBF for further processing. If the invoice is a duplicate, see the Duplicate Invoice Section of this document for instructions.

Invoices in Denied Status-

To perform this inquiry, select *Denied* under **Status**. This inquiry will display invoices that have been denied by your approver. Invoices in this status will NOT route to DBF Accounts Payable for further processing. See example below:

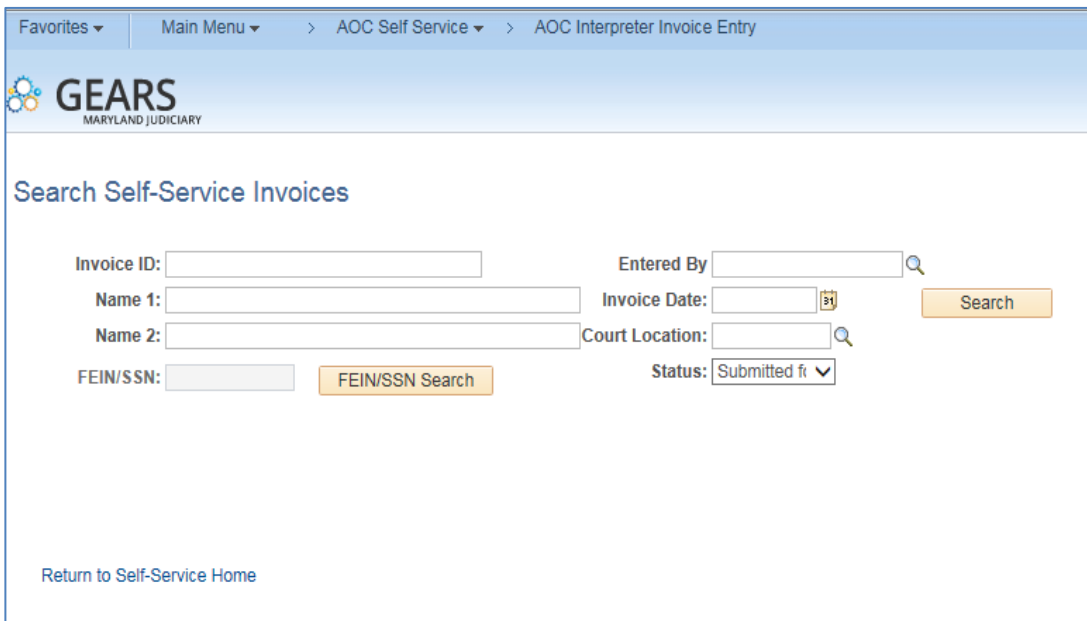


The screenshot shows a web application interface for searching self-service invoices. At the top, there is a breadcrumb trail: Favorites > Main Menu > AOC Self Service > AOC Interpreter Invoice Entry. Below this is the GEARS MARYLAND JUDICIARY logo. The main heading is "Search Self-Service Invoices". The search form includes several input fields: Invoice ID, Name 1, Name 2, FEIN/SSN, Entered By, Invoice Date, and Court Location. There are also search icons for the Entered By, Invoice Date, and Court Location fields. A "Search" button is located to the right of the Invoice Date field. A "FEIN/SSN Search" button is located below the FEIN/SSN field. The Status dropdown menu is set to "Denied". At the bottom left, there is a link "Return to Self-Service Home".

REQUIRED ACTION – Open the existing invoice, verify this invoice is not a duplicate and if not, make the necessary corrections per your approver’s comments by reopening the invoice. If you are unsure how to reopen an invoice please see the *Viewing/Reopening an Interpreter Invoice* tip sheet. When completed, save & submit the invoice. The invoice will then be finalized and ready for your approver review and upon approval, routed to DBF for further processing. For duplicates, see the Duplicate Invoice Section of this document for instructions.

Invoices in Submitted for Processing Status-

To perform this inquiry, select *Submitted for Processing* under **Status**. This inquiry will display invoices that have been submitted for processing but not approved. Invoices in this status will NOT route to DBF Accounts Payable for further processing. See example below:



REQUIRED ACTION – If an invoice was submitted more than two weeks ago, contact your approver to request that they take action on the invoice. Once the invoice is approved, it will be routed to DBF for further processing.

Duplicate Invoices -

If it is determined that an invoice is a duplicate, please submit a request to delete the invoice, including the invoice number, date and status. Please contact:

- For District Court Invoices- District Court Finance 410-260-1248
- For Circuit Court Invoices- Manager, Accounting Operations 410-260-1379

Summary -

As shown with the above scenarios, this Inquiry page can be very useful to be proactive with your invoice management. Each fiscal year-end, all of these vouchers will need to be taken care of and cleared up timely. As always, any questions, please reach out to a staff member of DBF, DCHQ or the Court Interpreter Program.