



GEARS

General Enterprise And Resource Support

**Entering
Interpreter Invoices**

Pathway: Main Menu – AOC Self Service – Interpreters & Jurors

Interpreters & Jurors - Windows Internet Explorer

http://gears.mdcourts.gov:10800/psp/fsprd/EMPLOYEE/ERP/c/AOC_VCHR_HOME.AOC_VCHR_HOME.GBL?BU

File Edit View Favorites Tools Help

Interpreters & Jurors

ORACLE

Home | Worklist | Perform

Favorites | Main Menu > AOC Self Service > Interpreters & Jurors

AOC Self-Service Invoices

Invoice Actions

 [Create Interpreter Invoice](#)

 [Create Juror Invoice](#)

 [View Invoices](#)

There are three sections: *Interpreter Invoice*, *Invoice Header Information*, and *Invoice Line Information*

Interpreter Invoice

Payee Information

*TIN / SSN:

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: Administrative Office of Court

*Court Location: Requester: LAURA.JONES

*Event Type: *Proceeding Type: Cancelled Proceeding

*Language:

Invoice Comments:

Payment Terms: NET00

Total Amount: 0.00

Invoice Line Information

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

| Expense Type | Description | *Quantity | UOM | Unit Price | Merchandise Amt |
|--------------|-----------------------------|-----------|-----|------------|-----------------|
| 1 INT-COMP01 | Court Certified Interpreter | 1.0000 | EA | 55.00000 | 55.00 |

Save & Submit

Save for Later

Attachments

For the *Interpreter Invoice* section:

- If the Payee is already set up as a Vendor in the system, enter the TIN/SSN or by searching using the Look Up TIN/SSN search.
- NOTE: The TIN or SSN must be 9 digits.
- The Payee's information (name, address, Vendor ID) will auto-populate.
- NOTE: The name and address fields cannot be edited as this information is populated by what is on the Vendor table in the system.

For the *Interpreter Invoice* section:

- If the Payee is NOT already set up as a Vendor in the system, click the Use “INTERPRET” Vendor checkbox. The *TIN/SSN AND Vendor ID fields will auto-populate with ‘INTERPRET’.
- 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.

The following information must be entered under the “Invoice Header Information” tab:

- **Invoice ID** – Formatted as follows: XXMMDDYYxxxx (interpreter’s initials, date of assignment, start time) i.e. TH0126150900.
- **Invoice Date**
(must match Invoice date on the hard copy invoice)
- **Court Location** – this applies to the court where services are being performed.
- **Invoice Comments** – optional

| Invoice Header Information | | | | |
|----------------------------|-------------------|-------------------------------|------------|---|
| *Invoice ID: | TH0126150900 | *Invoice Date: | 01/26/2015 | B |
| *Court Location: | C71-COMM | Washington County District Ct | | R |
| Invoice Comments: | Case SP 1283-2015 | | | P |
| | | | | T |

- The Buyer, Requester, and Payment Terms fields are populated by the system based on your user ID settings.
- The Total Amount field will change based on the amount entered in the Invoice Line Information section of the page.

Buyer : Administrative Office of Court

Requester: MARGARET.RECTO

Payment Terms: NET00

Total Amount: 0.00 

[Personalize](#) |
 [Find](#) |
 [View All](#) |
  |
 

| | UOM | Unit Price | Merchandise Amt |
|--|-----|------------|-----------------|
| | EA | | |

For the *Invoice Line Information* section:

| Expense Type | Description | *Quantity | UOM | Unit Price | Merchandise Amt |
|--------------|--------------------------------|-----------|-----|------------|-----------------|
| 1 INT-COMP01 | Court Certified Interpreter | | EA | | |
| 2 INT-EXP00 | Interpreter Expenses - Other C | 1.0000 | EA | | |

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).

Click the magnifying glass to change the expense type:

Use **INTCOMP04** - Other Interpreter Fees only when you are paying a rate not shown.

Use **INT-EXP00** for all other charges i.e., mileage, parking, and travel time.

Look Up Expense Type

Item ID:

Description:

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

| Item ID | Description | Amount |
|----------------------------|--|--------|
| INT-COMP01 | Court Certified Interpreter | 55 |
| INT-COMP02 | Eligible for Certification | 40 |
| INT-COMP03 | Eligible Interpreter | 45 |
| INT-COMP04 | Other Interpreter Fees - Charg | 0 |
| INT-EXP00 | Interpreter Expenses - Other C | 0 |

To add a line use the +/- on the side of each invoice line.



| Invoice Line Information ? | | | | | | | | |
|---|--------------|--------------------------------|----------|-----|------------|-----------------|---|---|
| Personalize Find View All First 1-2 of 2 Last | | | | | | | | |
| | Expense Type | Description | Quantity | UOM | Unit Price | Merchandise Amt | | |
| 1 | INT-COMP04 | Other Interpreter Fees - Charg | 1.0000 | EA | | | + | - |
| 2 | INT-EXP00 | Interpreter Expenses - Other C | 1.0000 | EA | | | + | - |

- Click on the “Attachment” button to attach the interpreter’s completed invoice and mapquest directions.
- The “Attachment” button will change to the following when a document has been attached:



Attachments (1)

- Click “Save and Submit” and a screen will appear that states the invoice was submitted successfully.
- An email notification will be sent upon the approval of the invoice.

rgaret Recto - GEARS\Approv... X Re: Training May 22 X > Fw: Tip Sheet Updates - PTP X

| | Who ^ | Date ^ | Time | Size ^ | Subject |
|--|-----------|------------|----------|--------|---|
| | GEARS_ERP | 03/26/2014 | 02:03 PM | 3,180 | Interpreter Invoice was approved by approver for processing |
| | GEARS_ERP | 03/21/2014 | 09:08 AM | 3,180 | Interpreter Invoice was approved by approver for processing |
| | GEARS_ERP | 03/21/2014 | 09:06 AM | 3,180 | Interpreter Invoice was approved by approver for processing |
| | GEARS_ERP | 03/21/2014 | 09:04 AM | 3,178 | Interpreter Invoice was approved by approver for processing |