MARYLAND JUDICIARY

GEARS General Enterprise And Resource Support

Quick Reference Tip Sheet

LAST REVISED DATE: 06/30/2016

General Information

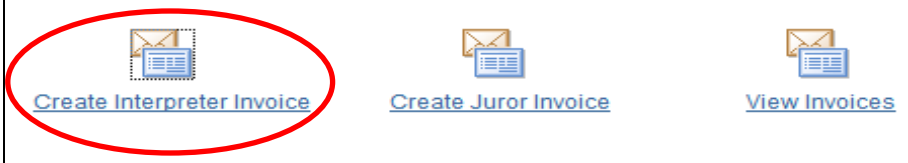
Task	Process Information
Creating an Interpreter Invoice	An invoice is created for interpreter services for processing in GEARS.

GEARS Navigation

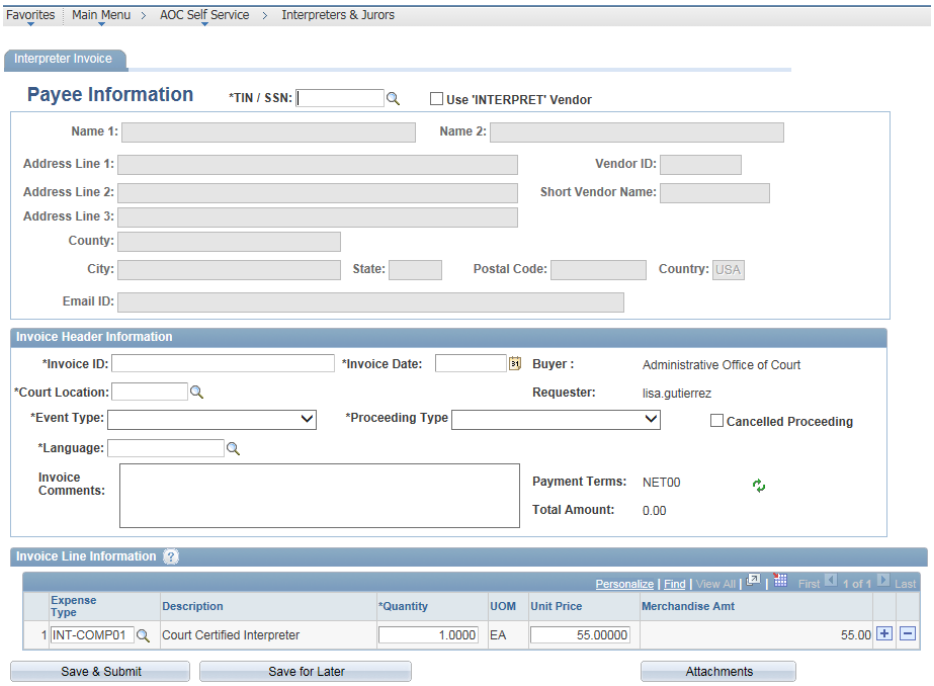
Main Menu > AOC Self Service > Interpreters & Jurors	

1.0 Process

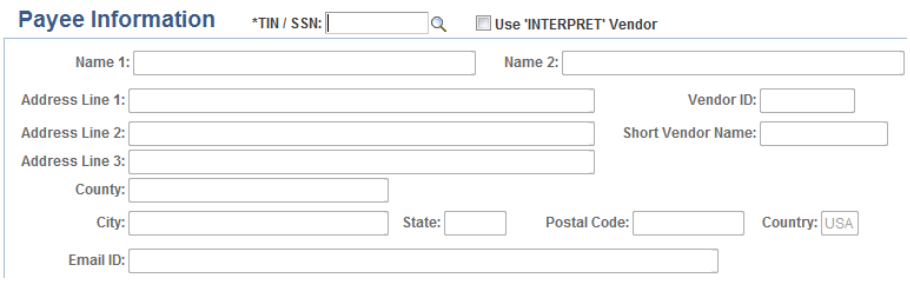
This document is intended to provide a quick reference to entering a Self-Service Interpreter Invoice in GEARS.

STEP	ACTION	DETAILS
1.	**On the** AOC Self-Service Invoices Invoice Actions **page, click the "Create Interpreter Invoice" link.**	

2. 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**).

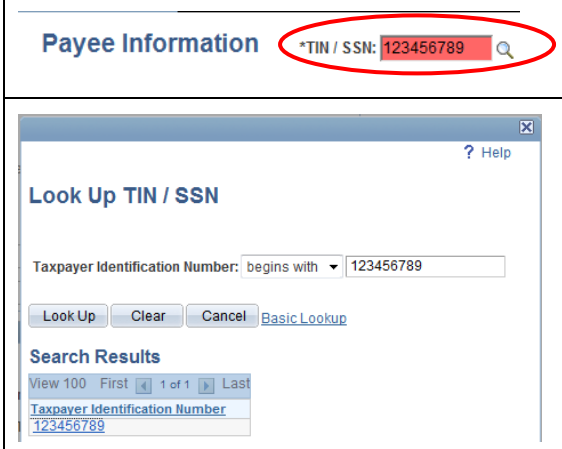


3. **<u>NOTE</u>: If the Payee is already set up as a Vendor in the system, follow the steps for 3a to populate the Payee Information. If the Payee has <u>not</u> been set up as a Vendor in the system, proceed to step 3c.**



3a. **If the Payee is already set up as a Vendor in the system, enter the TIN/SSN or search by using the TIN/SSN Look Up.**

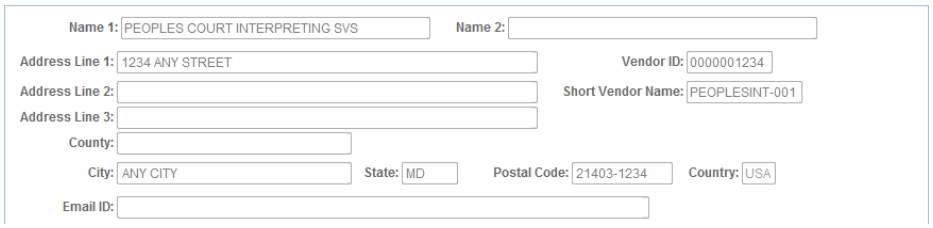
NOTE: The TIN or SSN must be 9 digits.



3b.

The Payee's information (name, address, Vendor ID) will auto-populate.

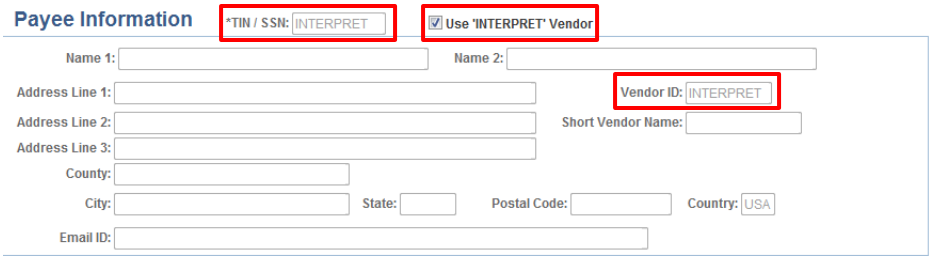
<u>NOTE</u>: The name and address fields cannot be edited as this information is populated by what is on the Vendor table in the system.



3c.

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'.

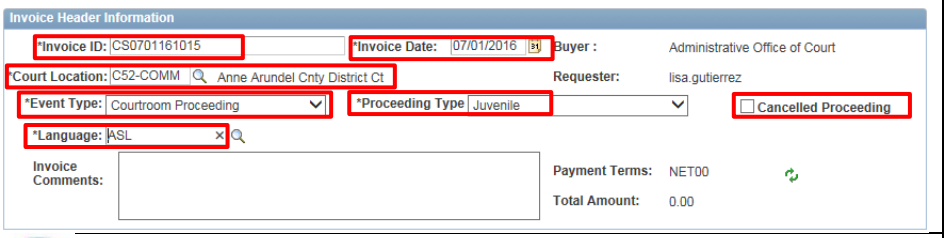
<u>NOTE</u>: Leave the Payee Information blank. The Department of Budget and Finance (DBF) or District Court Headquarters (DCHQ) will update the Payee Information after the Voucher Build, once the vendor has been added to the system.



4.

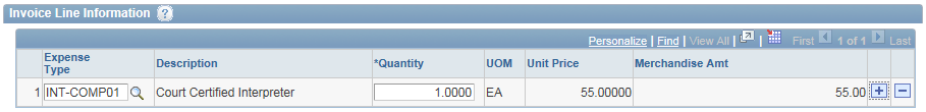
Enter the Invoice Header Information in the Invoice Header Information section.

<u>NOTE</u>: 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), (3) **Start Time** in hours/minutes (HHMM), and (4) **CC** for Circuit Court, if applicable. ***XXMMDDYYHHMM*** for all court locations other than Circuit Court or ***XXMMDDYYHHMMCC*** for Circuit Court.
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.
Cancelled Proceeding – check the box if the proceeding was cancelled.

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



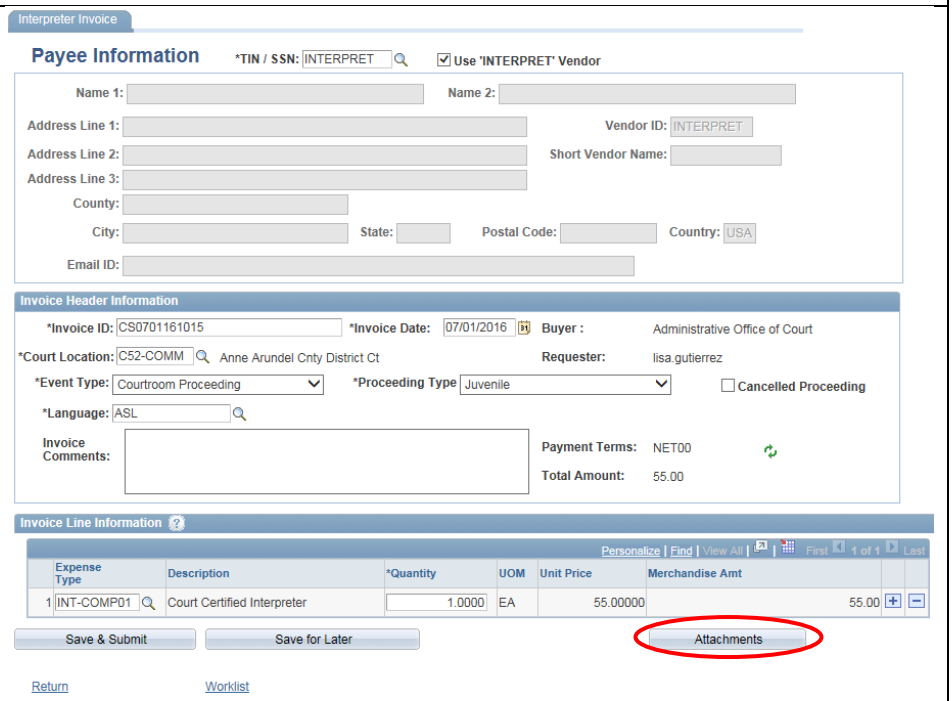
To enter the line information for an Interpreter Invoice, please enter the amount of hours that the Interpreter has logged into the Quantity field on line 1 (Expense/Interpreter Type: INT-COMP01).

Please note: The system defaults to Court Certified Interpreter (INT-COMP01). 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).

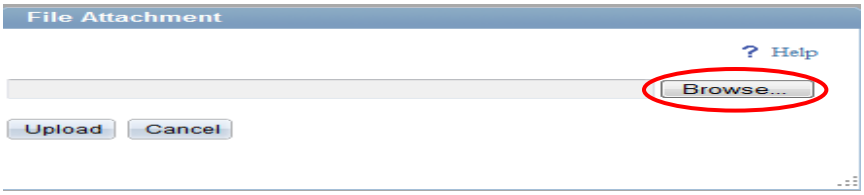
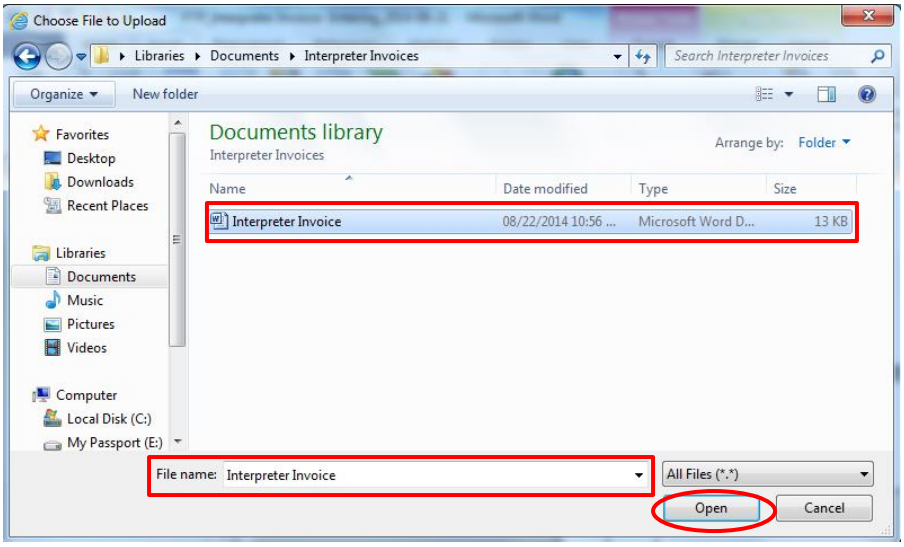
If there are additional expenses that were incurred, please enter the quantity and unit price on subsequent lines (Expense Type: INT-MILE, INT-PARK, INT-TRVL). To add lines required to the invoice, click on the + and repeat the above steps.

6. **Add Attachments. Click the Attachments button.**

Invoices may not be submitted without an attachment.

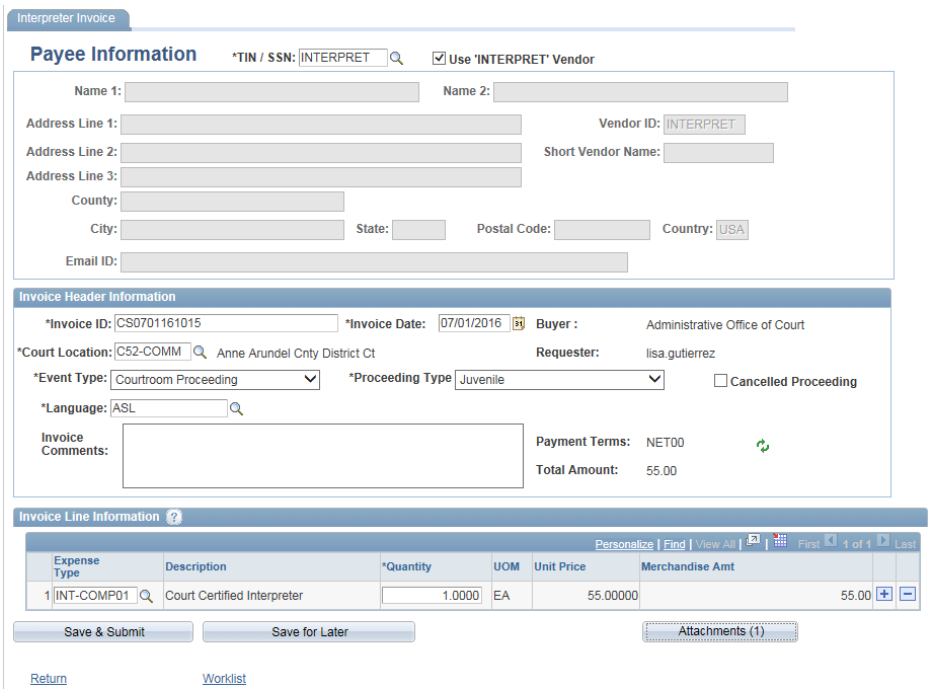


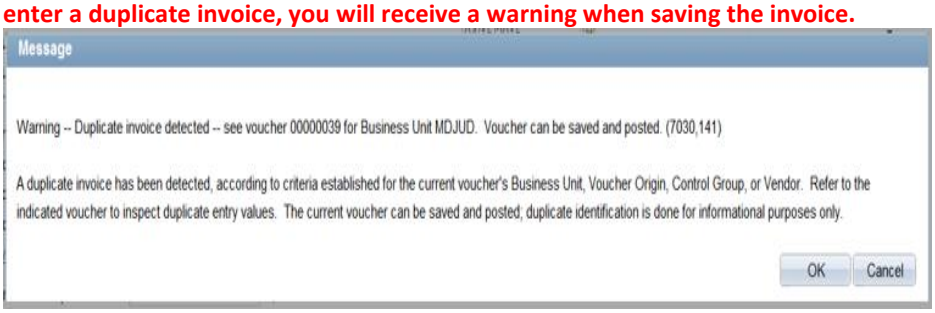
7. **The Self Service Invoice Attachment page displays.**

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

12. **The** Interpreter Invoice **page displays.**

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



13.	**Save and Submit the Invoice for Approval.**	If the Invoice is ready to be submitted, click the Save & Submit 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.**  Once an Invoice has been Saved and Submitted, the Invoice is routed into the workflow based on the court location selected. The approver for District Court is Cynthia Pecenak. The approvers for Program Services are Ksenia Boitsova and Lorena Sevilla Somoza. 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 Reopen Invoice button, make adjustments, and submit it again. Do not recreate a Denied invoice.
		Invoice(s) can be saved at any time during the previous steps by clicking the Save for Later button. This allows you to save the Invoice, leave the page, and return later using the View Invoices 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 as a Draft Status in GEARS.

This completes the steps to Entering Interpreter Invoice(s).

End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.