

**LAST REVISED DATE: 06/30/2016**

**General Information**

Task	Process Information
<p><b>Viewing/Reopening an Interpreter Invoice</b></p>	<p>Invoices that you have saved and/or submitted are stored on the Self-Service Home page in GEARS. Retrieve and view invoices to:</p> <ol style="list-style-type: none"> <li>1. Continue editing an Invoice that has not been submitted</li> <li>2. View the status of a submitted Invoice</li> <li>3. Reopen a denied invoice</li> </ol> <p>For more information about entering Interpreter Invoices, please refer to the Creating an Interpreter Invoice tip sheet.</p>

**GEARS Navigation**

<p>Main Menu &gt; AOC Self Service &gt; Interpreters &amp; Jurors</p>	
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**1.0 Process**

This document is intended to provide a quick reference to viewing/reopening Self-Service Interpreter Invoices in GEARS.

STEP	ACTION	DETAILS
<p><b>1.</b></p>	<p><a href="#">AOC Self-Service Invoices</a> On the <a href="#">Invoice Actions</a> page, click the "View Invoices" link.</p>	<p><a href="#">AOC Self-Service Invoices</a></p> <p><a href="#">Invoice Actions</a></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <a href="#">Create Interpreter Invoice</a> </div> <div style="text-align: center;">   <a href="#">Create Juror Invoice</a> </div> <div style="text-align: center;">   <a href="#">View Invoices</a> </div> </div>

<p><b>2.</b></p>	<p>The <b>Search Self-Service Invoices</b> page displays. Enter fields in the Search criteria to search for your Invoices.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="text-align: center;">Search Self-Service Invoices</h3> <div style="display: flex; justify-content: space-between;"> <div> <p>Invoice ID: <input type="text"/></p> <p>Name 1: <input type="text"/></p> <p>Name 2: <input type="text"/></p> <p>TIN / SSN: <input type="text"/></p> </div> <div> <p>Entered By: <input type="text"/></p> <p>Invoice Date: <input type="text"/></p> <p>Court Location: <input type="text"/></p> <p>Status: <input type="text"/></p> </div> <div style="text-align: right;"> <p><input type="button" value="Search"/></p> </div> </div> <p style="text-align: center;"><a href="#">Return to Self-Service Home</a></p> <hr/> <div style="border: 1px solid black; padding: 5px;"> <p> Retrieve invoices by using one or more of the following search criteria:</p> <ol style="list-style-type: none"> <li>1. Invoice ID – (E.g., CS0815141015)</li> <li>2. Entered By – (name of user who entered the Invoice)</li> <li>3. Name of Payee/Vendor</li> <li>4. Invoice Date</li> <li>5. Court Location</li> <li>6. TIN/SSN</li> <li>7. Status – (Approved for Processing, Denied, Draft, Submitted for Processing)</li> </ol> </div> </div>																																										
<p><b>3.</b></p>	<p>Click the  button. In this scenario, the search for Invoices was by the name of the user (e.g., Lorie.Rivers) who entered the Invoice.</p>																																											
<p><b>4.</b></p>	<p>The Results of the search displays.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="text-align: center;">Search Self-Service Invoices</h3> <div style="display: flex; justify-content: space-between;"> <div> <p>Invoice ID: <input type="text"/></p> <p>Name 1: <input type="text"/></p> <p>Name 2: <input type="text"/></p> <p>TIN / SSN: <input type="text"/></p> </div> <div> <p>Entered By: <input type="text"/></p> <p>Invoice Date: 01/04/2016 <input type="text"/></p> <p>Court Location: <input type="text"/></p> <p>Status: <input type="text"/></p> </div> <div style="text-align: right;"> <p><input type="button" value="Search"/></p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Invoice Id</th> <th>Invoice Date</th> <th>Entered By</th> <th>Name 1</th> <th>Name 2</th> <th>Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">1 BS0104160900</a></td> <td>01/04/2016</td> <td>LISA SPRIGGS</td> <td>BASEM HENARY SAID</td> <td></td> <td>88.12</td> <td>Approved for Processing</td> </tr> <tr> <td><a href="#">2 AR0104160830</a></td> <td>01/04/2016</td> <td>LISA SPRIGGS</td> <td>ANNETTE M RAMOS</td> <td></td> <td>278.96</td> <td>Approved for Processing</td> </tr> <tr> <td><a href="#">3 AR0104160115</a></td> <td>01/04/2016</td> <td>LISA SPRIGGS</td> <td>ANNETTE M RAMOS</td> <td></td> <td>193.44</td> <td>Approved for Processing</td> </tr> <tr> <td><a href="#">4 KW0104160200</a></td> <td>01/04/2016</td> <td>LISA SPRIGGS</td> <td>KAREN K WONG</td> <td></td> <td>141.83</td> <td>Approved for Processing</td> </tr> <tr> <td><a href="#">5 GL0104160115</a></td> <td>01/04/2016</td> <td>LISA SPRIGGS</td> <td>QUALITY INTERPRETATION &amp; TRANSLATION LLC</td> <td>GARY LI</td> <td>225.12</td> <td>Approved for Processing</td> </tr> </tbody> </table> <hr/> <div style="border: 1px solid black; padding: 5px;"> <p> Click on any of the column heading titles to sort the list in ascending or descending order. For example, to see the list of invoices sorted by Invoice Date, click on the <b>Invoice Date</b> title.</p> </div> </div>	Invoice Id	Invoice Date	Entered By	Name 1	Name 2	Amount	Status	<a href="#">1 BS0104160900</a>	01/04/2016	LISA SPRIGGS	BASEM HENARY SAID		88.12	Approved for Processing	<a href="#">2 AR0104160830</a>	01/04/2016	LISA SPRIGGS	ANNETTE M RAMOS		278.96	Approved for Processing	<a href="#">3 AR0104160115</a>	01/04/2016	LISA SPRIGGS	ANNETTE M RAMOS		193.44	Approved for Processing	<a href="#">4 KW0104160200</a>	01/04/2016	LISA SPRIGGS	KAREN K WONG		141.83	Approved for Processing	<a href="#">5 GL0104160115</a>	01/04/2016	LISA SPRIGGS	QUALITY INTERPRETATION & TRANSLATION LLC	GARY LI	225.12	Approved for Processing
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<p><b>5.</b></p>	<p>Click on the <b>Invoice ID</b> link to view the Invoice.</p>																																											

**6.** The **Interpreter Invoice** page displays. Review the details of the Invoice.

Interpreter Invoice

**Payee Information** TIN / SSN: 010715954  Use 'INTERPRET' Vendor

Name 1: LAW OFFICES OF DENNIS J FARINA PC Name 2:  
 Address Line 1: PO BOX 189 Vendor ID: 0000011916  
 Address Line 2: Short Vendor Name: LAWOFFICES-012  
 Address Line 3:  
 County:  
 City: DENTON State: MD Postal Code: 21629 Country: USA  
 Email ID:

**Invoice Header Information**

Invoice ID: ZZ0627161234 Invoice Date: 07/01/2016 Buyer: Administrative Office of Court  
 Court Location: C52-COMM Anne Arundel Cnty District Ct Requester: LISA SPRIGGS  
 Event Type: Court Referred Service Proceeding Type Civil - Family  Cancelled Proceeding  
 Language: Greek  
 Invoice Comments:  Payment Terms: NET00   
 Total Amount: 126.70

**Invoice Line Information**

Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00
2 INT-TRVL	Interpreter Travel Time	2.5000	EA	10.00000	25.00
3 INT-MILE	Interpreter Mileage	63.0000	EA	0.54600	34.40
4 INT-PARK	Interpreter Parking Fees	1.0000	EA	12.30000	12.30

**Attachments**

**7.** **\*\*FOR DENIED INVOICES\*\***

To reopen a 'Denied' invoice, click the **Reopen Invoice** button, and then click **OK** to confirm the reopen.

Invoices that have been 'Denied' can be updated, including adding additional attachments, rather than having to create a new one.

Interpreter Invoice

**Payee Information** TIN / SSN: 566595302  Use 'INTERPRET' Vendor

Name 1: JAIME OCHOA Name 2:  
 Address Line 1: 10527 TOLLING CLOCK WAY Vendor ID: 0000008586  
 Address Line 2: Short Vendor Name: JAIMEOCHOA-001  
 Address Line 3:  
 County:  
 City: COLUMBIA State: MD Postal Code: 21044-0000 Country: USA  
 Email ID:

**Invoice Header Information**

Invoice ID: JO0314160900 Invoice Date: 03/18/2016 Buyer: Administrative Office of Court  
 Court Location: C74-COMM Baltimore City District Ct Requester: LISA SPRIGGS  
 Event Type: Commissioner Proceeding Type Civil - Family  Cancelled Proceeding  
 Language: Ga  
 Invoice Comments: denial comments  Payment Terms: NET00   
 Total Amount: 175.30

**Invoice Line Information**

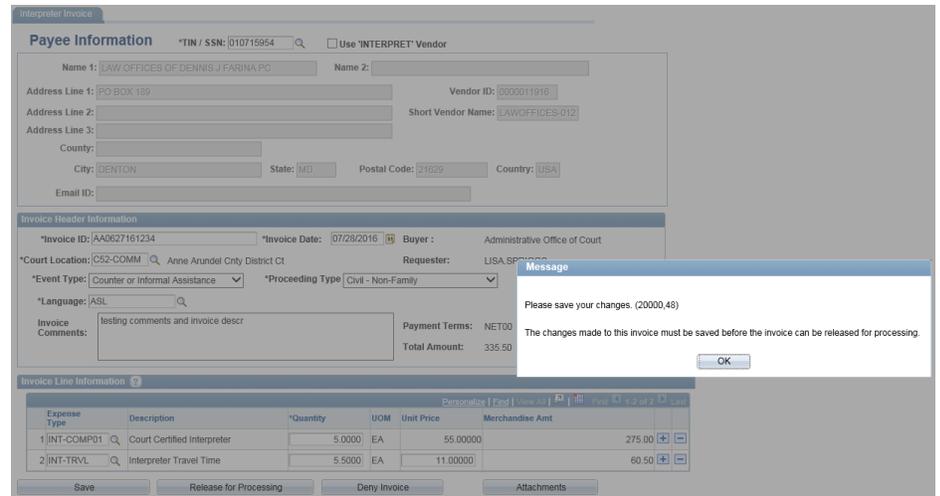
Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	2.5000	EA	55.00000	137.50
2 INT-EXP00	Interpreter Expenses - Other C	1.0000	EA	22.80000	22.80
3 INT-EXP00	Interpreter Expenses - Other C	1.0000	EA	15.00000	15.00

**Reopen Invoice** **Attachments**

8.

**\*\*FOR APPROVERS ONLY\*\***

When making edits to an Invoice, you must 'Save' your changes first before you 'Release for Processing'. If you make edits to the Invoice and attempt to 'Release for Processing' without first saving, an error message will appear. To correct, click the  button to return to the Interpreter Invoice page. Then, click the **Save** button and lastly, click the **Release for Processing** button.



The screenshot displays the 'Interpreter Invoice' system interface. A message dialog box is overlaid on the screen, stating: "Please save your changes. (20000,48). The changes made to this invoice must be saved before the invoice can be released for processing." Below the message is an "OK" button. The background interface includes the following sections:

- Payee Information:** Name 1: LAW OFFICES OF DENNIS J FARINA PC, Name 2: [blank], Vendor ID: 000001916, Short Vendor Name: LAWOFFICES-012, City: DENTON, State: MD, Postal Code: 21629, Country: USA.
- Invoice Header Information:** Invoice ID: AA0627161234, Invoice Date: 07/29/2016, Buyer: Administrative Office of Court, Court Location: C52-COMM, Anne Arundel Cnty District Ct, Requester: LISA SPINALE, Event Type: Counter or Informal Assistance, Proceeding Type: Civil - Non-Family, Language: ASL, Invoice Comments: testing comments and invoice descr, Payment Terms: NET00, Total Amount: 335.50.
- Invoice Line Information Table:**

Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	5.0000	EA	55.00000	275.00
2 INT-TRVL	Interpreter Travel Time	5.5000	EA	11.00000	60.50

*This completes the steps to Viewing/Reopening 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.