

Quick Reference Tip Sheet

LAST REVISED DATE: 07/08/2022

General Information

| Task | Process Information |
|--|--|
| <p>Viewing/Reopening 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>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"> 1. Continue editing an Invoice that has not been submitted 2. View the status of a submitted Invoice 3. Reopen a denied invoice <p>For more information about entering Interpreter Invoices, please refer to the Creating an Interpreter Invoice tip sheet.</p> |

GEARS Navigation


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

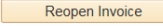

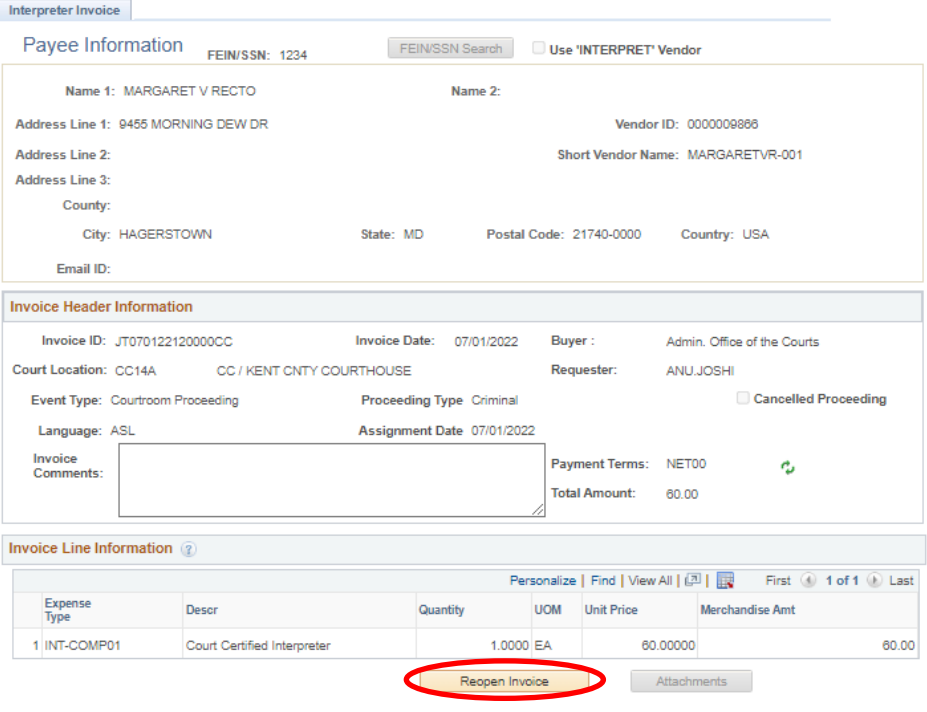
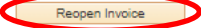




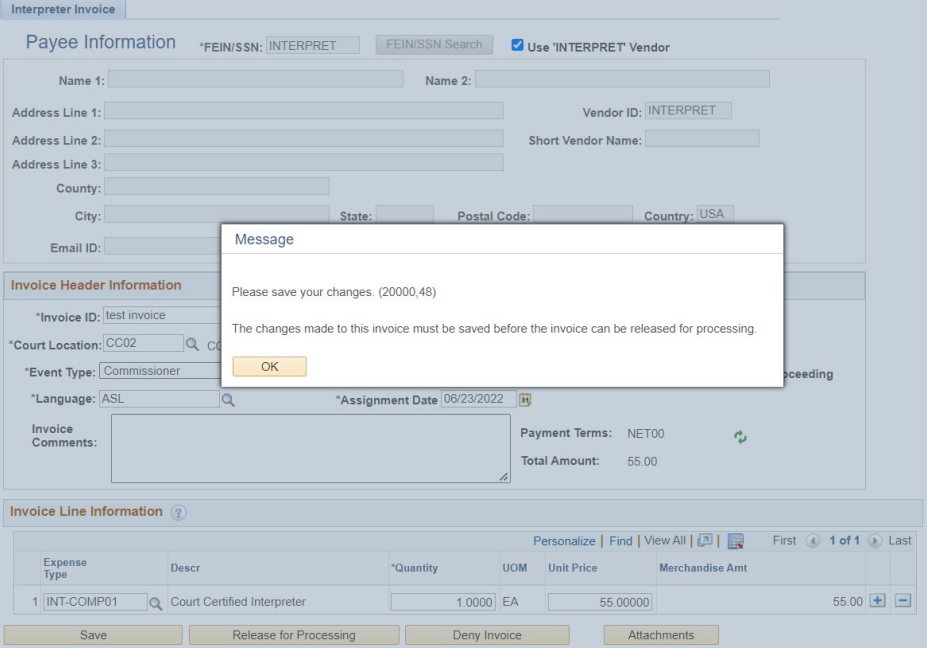
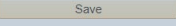

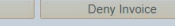
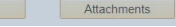
1.0 Process

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

| STEP | ACTION | DETAILS |
|------|--|---------|
| 1. | On the AOC Self-Service Invoices page, click the "View Invoices" link. | |

| <p>2.</p> | <p>The Search Self-Service Invoices page displays. Enter fields in the Search criteria to search for your Invoices.</p> | | | | | | | | | | | | | | | | |
|-------------------|---|---|------|----------|--------|------|------|---|--------|------|-----|----------|---|--------|------|-----|--------|
| | | Retrieve invoices by using one or more of the following search criteria: <ol style="list-style-type: none"> 1. Invoice ID – (E.g., <i>CS0815141015</i>) 2. Name of Payee/Vendor 3. Invoice Date 4. Court Location 5. FEIN/SSN Search (see step 2a) 6. Status – (<i>Approved for Processing, Denied, Draft, Submitted for Processing</i>) | | | | | | | | | | | | | | | |
| <p>2a.</p> | <p>*If searching for an existing invoice using the FEIN or SSN:</p> <p>Click on the "FEIN/SSN Search" button.</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> | <table border="1"> <thead> <tr> <th></th> <th>Select</th> <th>Tax ID</th> <th>Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Select</td> <td>1234</td> <td>SSN</td> <td>MARGARET</td> </tr> <tr> <td>2</td> <td>Select</td> <td>1234</td> <td>SSN</td> <td>CONNIE</td> </tr> </tbody> </table> | | Select | Tax ID | Type | Name | 1 | Select | 1234 | SSN | MARGARET | 2 | Select | 1234 | SSN | CONNIE |
| | Select | Tax ID | Type | Name | | | | | | | | | | | | | |
| 1 | Select | 1234 | SSN | MARGARET | | | | | | | | | | | | | |
| 2 | Select | 1234 | SSN | CONNIE | | | | | | | | | | | | | |
| <p>3.</p> | <p>Click the button.</p> | | | | | | | | | | | | | | | | |

| <p>4.</p> | <p>The Results of the search displays.</p> | <p>Search Self-Service Invoices</p> <p>Invoice ID: <input type="text"/> Entered By: <input type="text"/> <input type="button" value="Q"/></p> <p>Name 1: <input type="text"/> Invoice Date: 07/06/2017 <input type="button" value="S"/> <input type="button" value="Search"/></p> <p>Name 2: <input type="text"/> Court Location: <input type="text"/> <input type="button" value="Q"/></p> <p>FEIN/SSN: <input type="text"/> FEIN/SSN Search <input type="button" value="S"/> Status: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Invoice ID</th> <th>Invoice Date</th> <th>Court Location</th> <th>Location Name</th> <th>Entered By</th> <th>Name 1</th> <th>Name 2</th> <th>Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.CSD706170930</td> <td>07/06/2017</td> <td>C24-CTHSE</td> <td>Baltimore City Circuit Court</td> <td>CANDYCE BRACEY</td> <td>SPANISH CONNECTION INC</td> <td></td> <td>264.07</td> <td>Approved for Processing</td> </tr> <tr> <td>2.YRD706171100</td> <td>07/06/2017</td> <td>C74-COMM</td> <td>Baltimore City District Ct</td> <td>LISA SPRIGGS</td> <td>YVETTE D HUGHES RIVIERE</td> <td></td> <td>87.83</td> <td>Approved for Processing</td> </tr> <tr> <td>3.DF0202170900</td> <td>07/06/2017</td> <td>C74-COMM</td> <td>Baltimore City District Ct</td> <td>LISA SPRIGGS</td> <td>DJAMSHID FOROUGH</td> <td></td> <td>359.63</td> <td>Approved for Processing</td> </tr> <tr> <td>4.ARD706170200</td> <td>07/06/2017</td> <td>C74-COMM</td> <td>Baltimore City District Ct</td> <td>LISA SPRIGGS</td> <td>ANNETTE M RAMOS</td> <td></td> <td>219.38</td> <td>Approved for Processing</td> </tr> <tr> <td>5.IB0706170900</td> <td>07/06/2017</td> <td>C74-COMM</td> <td>Baltimore City District Ct</td> <td>LISA SPRIGGS</td> <td>INNA BRASLAVSKY</td> <td></td> <td>121.15</td> <td>Approved for Processing</td> </tr> <tr> <td>6.JK0628170130</td> <td>07/06/2017</td> <td>C74-COMM</td> <td>Baltimore City District Ct</td> <td>LISA SPRIGGS</td> <td>CARRIE DUNGLEY & ASSOCIATES PC</td> <td></td> <td>389.77</td> <td>Approved for Processing</td> </tr> </tbody> </table> <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 Invoice Date title.</p> <p>*Note: if searching by status, know that a “Denied” invoice can only be found using that status until it is reopened (see step 7). Once it has been reopened, the invoice status is reset back to “Draft”.</p> | Invoice ID | Invoice Date | Court Location | Location Name | Entered By | Name 1 | Name 2 | Amount | Status | 1.CSD706170930 | 07/06/2017 | C24-CTHSE | Baltimore City Circuit Court | CANDYCE BRACEY | SPANISH CONNECTION INC | | 264.07 | Approved for Processing | 2.YRD706171100 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | YVETTE D HUGHES RIVIERE | | 87.83 | Approved for Processing | 3.DF0202170900 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | DJAMSHID FOROUGH | | 359.63 | Approved for Processing | 4.ARD706170200 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | ANNETTE M RAMOS | | 219.38 | Approved for Processing | 5.IB0706170900 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | INNA BRASLAVSKY | | 121.15 | Approved for Processing | 6.JK0628170130 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | CARRIE DUNGLEY & ASSOCIATES PC | | 389.77 | Approved for Processing |
|---|---|--|------------------------------|----------------|---|---------------|------------|-------------------------|---|--------|--------|----------------|------------|---|------------------------------|----------------|------------------------|--|--------|-------------------------|----------------|------------|----------|----------------------------|--------------|-------------------------|--|-------|-------------------------|----------------|------------|----------|----------------------------|--------------|------------------|--|--------|-------------------------|----------------|------------|----------|----------------------------|--------------|-----------------|--|--------|-------------------------|----------------|------------|----------|----------------------------|--------------|-----------------|--|--------|-------------------------|----------------|------------|----------|----------------------------|--------------|--------------------------------|--|--------|-------------------------|
| Invoice ID | Invoice Date | Court Location | Location Name | Entered By | Name 1 | Name 2 | Amount | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3.DF0202170900 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | DJAMSHID FOROUGH | | 359.63 | Approved for Processing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.ARD706170200 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | ANNETTE M RAMOS | | 219.38 | Approved for Processing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6.JK0628170130 | 07/06/2017 | C74-COMM | Baltimore City District Ct | LISA SPRIGGS | CARRIE DUNGLEY & ASSOCIATES PC | | 389.77 | Approved for Processing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>5.</p> | <p>Click on the Invoice ID link to view the Invoice.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>6.</p> | <p>The Interpreter Invoice page displays. Review the details of the Invoice.</p> | <p>Interpreter Invoice</p> <p>Payee Information *FEIN/SSN: 1234 <input type="button" value="FEIN/SSN Search"/> <input type="checkbox"/> Use 'INTERPRET' Vendor</p> <p>Name 1: MARGARET V RECTO Name 2: <input type="text"/></p> <p>Address Line 1: 9455 MORNING DEW DR Vendor ID: 000009886</p> <p>Address Line 2: <input type="text"/> Short Vendor Name: MARGARETVR-001</p> <p>Address Line 3: <input type="text"/></p> <p>County: <input type="text"/></p> <p>City: HAGERSTOWN State: MD Postal Code: 21740-0000 Country: USA</p> <p>Email ID: <input type="text"/></p> <p>Invoice Header Information</p> <p>*Invoice ID: JT070122120000CC *Invoice Date: 07/01/2022 <input type="button" value="S"/> Buyer: Admin. Office of the Courts</p> <p>*Court Location: CC14A <input type="button" value="Q"/> CC / KENT CNTY COURTHOUSE Requester: ANU.JOSHI</p> <p>*Event Type: Courtroom Proceeding *Proceeding Type: Criminal <input type="checkbox"/> Cancelled Proceeding</p> <p>*Language: ASL <input type="button" value="Q"/> *Assignment Date: 07/01/2022 <input type="button" value="S"/></p> <p>Invoice Comments: <input type="text"/> Payment Terms: NET00 <input type="button" value="R"/></p> <p>Total Amount: 0.00</p> <p>Invoice Line Information <input data-bbox="771 1585 795 1606" type="button" value="?"/></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 <input type="button" value="Q"/></td> <td></td> <td>1.0000</td> <td>EA</td> <td>60.00000</td> <td>60.00 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p><input type="button" value="Save & Submit"/> <input type="button" value="Save for Later"/> <input type="button" value="Attachments (1)"/></p> | Expense Type | Descr | *Quantity | UOM | Unit Price | Merchandise Amt | 1 INT-COMP01 <input type="button" value="Q"/> | | 1.0000 | EA | 60.00000 | 60.00 <input type="button" value="+"/> <input type="button" value="-"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expense Type | Descr | *Quantity | UOM | Unit Price | Merchandise Amt | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 INT-COMP01 <input type="button" value="Q"/> | | 1.0000 | EA | 60.00000 | 60.00 <input type="button" value="+"/> <input type="button" value="-"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| <p>7.</p> <p>**FOR DENIED INVOICES**</p> <p>To reopen a 'Denied' invoice, click the  button, and then click  to confirm the reopen.</p> <p>Invoices that have been 'Denied' can be updated, including adding additional attachments, rather than having to create a new one.</p> | |  <p>Interpreter Invoice</p> <p>Payee Information FEIN/SSN: 1234 <input type="text"/> FEIN/SSN Search <input type="checkbox"/> Use 'INTERPRET' Vendor</p> <p>Name 1: MARGARET V RECTO Name 2: Vendor ID: 000009886 Address Line 1: 9455 MORNING DEW DR Short Vendor Name: MARGARETVR-001 Address Line 2: Address Line 3: County: City: HAGERSTOWN State: MD Postal Code: 21740-0000 Country: USA Email ID:</p> <p>Invoice Header Information</p> <p>Invoice ID: JT070122120000CC Invoice Date: 07/01/2022 Buyer: Admin. Office of the Courts Court Location: CC14A CC / KENT CNTY COURTHOUSE Requester: ANU.JOSHI Event Type: Courtroom Proceeding Proceeding Type: Criminal <input type="checkbox"/> Cancelled Proceeding Language: ASL Assignment Date: 07/01/2022 Invoice Comments: Payment Terms: NET00 Total Amount: 60.00</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>Court Certified Interpreter</td> <td>1.0000</td> <td>EA</td> <td>60.00000</td> <td>60.00</td> </tr> </tbody> </table> <p> </p> <p>Save Confirmation</p> <p> Invoice Successfully Reopened</p> <p></p> | Expense Type | Descr | Quantity | UOM | Unit Price | Merchandise Amt | 1 INT-COMP01 | Court Certified Interpreter | 1.0000 | EA | 60.00000 | 60.00 |
|---|-----------------------------|---|--------------|------------|-----------------|-----|------------|-----------------|--------------|-----------------------------|--------|----|----------|-------|
| Expense Type | Descr | Quantity | UOM | Unit Price | Merchandise Amt | | | | | | | | | |
| 1 INT-COMP01 | Court Certified Interpreter | 1.0000 | EA | 60.00000 | 60.00 | | | | | | | | | |
| <p>8.</p> <p>**FOR APPROVERS ONLY**</p> <p>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.</p> | |  <p>Interpreter Invoice</p> <p>Payee Information *FEIN/SSN: INTERPRET <input type="text"/> FEIN/SSN Search <input checked="" type="checkbox"/> Use 'INTERPRET' Vendor</p> <p>Name 1: Name 2: Vendor ID: INTERPRET Address Line 1: Short Vendor Name: Address Line 2: Address Line 3: County: City: State: Postal Code: Country: USA Email ID:</p> <p>Invoice Header Information</p> <p>*Invoice ID: test invoice *Court Location: CC02 *Event Type: Commissioner *Language: ASL *Assignment Date: 06/23/2022 Invoice Comments: Payment Terms: NET00 Total Amount: 55.00</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>Court Certified Interpreter</td> <td>1.0000</td> <td>EA</td> <td>55.00000</td> <td>55.00</td> </tr> </tbody> </table> <p>   </p> | Expense Type | Descr | *Quantity | UOM | Unit Price | Merchandise Amt | 1 INT-COMP01 | Court Certified Interpreter | 1.0000 | EA | 55.00000 | 55.00 |
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| 1 INT-COMP01 | Court Certified Interpreter | 1.0000 | EA | 55.00000 | 55.00 | | | | | | | | | |