

Quick Reference Guide

Working with Invoices and Reimbursement Expenses

Review, update, and submit a pending invoice for payment

Submit an invoice with no additional expenses or disputes

1. Click the invoice **ID** number to open and view details.

Pending Offers 0 View All		
There are no pending offers		
Pending Invoices 1 View All		
ID	Created	Amount
20000184	9/12/2019	\$241.00
Total		\$241.00

2. Review the invoice information for accuracy.
 - Hearing details (sign in/out time, case number, location, type, etc.)
 - Assignment Rate
 - Interpreting Costs
 - Travel Expenses, if applicable - Google Maps is the standard used to calculate mileage
 - Additional Expenses, if applicable

Interpreting Costs							
Billing Start Time	Billing End Time	Lunch Minutes	Actual Minutes	Billable Minutes	Amount		
01:30 PM	04:30 PM	0.0	130.0	180.0	\$195.00	✎	
Interpreting Costs Totals				180.0	\$195.00		
Travel Expenses							
From	To	Date	Paid By	Travel Miles	Travel Minutes	Billable Minutes	Amount
222 Laney Lane , Rochester MN, 55904	401 South 4th Street , Minneapolis, MN 55401	7/15/2024	Minutes	92.85	91.0	91.0	\$73.94 ✎
401 South 4th Street , Minneapolis, MN 55401	222 Laney Lane , Rochester MN, 55904	7/15/2024	Minutes	91.61	88.0	43.0	\$34.94 ✎
Travel Expenses Total						134.0	\$108.88
New Expense Item							
Work Request Total							\$303.88
Approval History							
0 Approvals							

3. Click **Accept Invoice**. The invoice is sent for approval and payment. See the section of **View Invoice by status** on page 8.

Accept Invoice

Request Changes

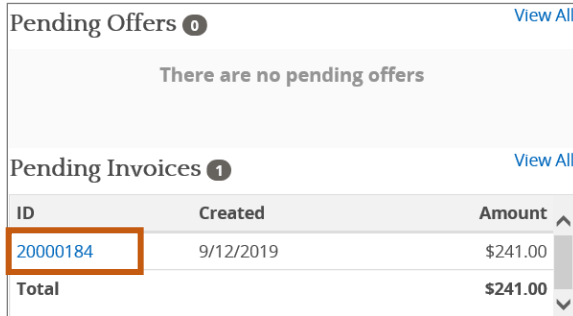
Cancel

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Submit an invoice with an expense

1. Click the invoice **ID** number to open and view details.

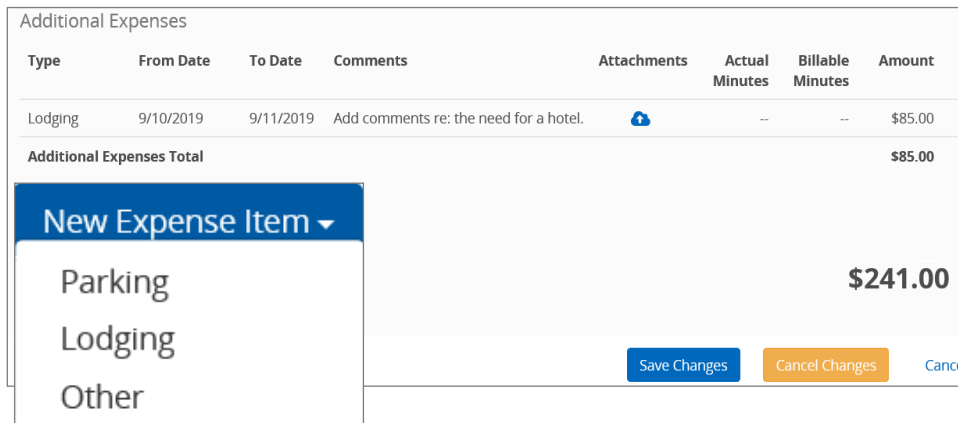


Pending Offers 0 View All		
There are no pending offers		
Pending Invoices 1 View All		
ID	Created	Amount
20000184	9/12/2019	\$241.00
Total		\$241.00

2. Click **Request Changes** to add a new expense. If needed, click **Cancel** to undo this action.



3. Click the **New Expense Item** drop-down and click on the type of expense you want to add.



Type	From Date	To Date	Comments	Attachments	Actual Minutes	Billable Minutes	Amount
Lodging	9/10/2019	9/11/2019	Add comments re: the need for a hotel.		--	--	\$85.00
Additional Expenses Total							\$85.00

New Expense Item ▾	
Parking	\$241.00
Lodging	
Other	

[Save Changes](#)
[Cancel Changes](#)
[Cancel](#)



Review the interpreter payment policy before adding expenses to an invoice.

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4. Enter expense information such as date of expense, amount of expense, and a comment, if needed.
5. Click **Save**. The expense is added to the invoice and is sent to the scheduling specialist for review and approval.

ADD NEW PARKING EXPENSE ✕

Date **Amount**

📅 09/11/2019

6.00

Comments

Parking meter

Save
Cancel

6. Click **Save Changes**. Upload any needed receipts to the expense before submitting the invoice. See the next section, **Upload expenses receipt to an invoice**.

Additional Expenses								
Type	From Date	To Date	Comments	Attachments	Actual Minutes	Billable Minutes	Amount	
▲ Parking	9/11/2019	--	Parking meter	📎	--	--	\$6.00	✎ 🗑
Lodging	9/10/2019	9/11/2019	Add comments re: the need for a hotel.	📎	--	--	\$85.00	
Additional Expenses Total							\$91.00	
New Expense Item ▾								
Work Request Total							\$247.00	

Save Changes
Cancel Changes
Cancel

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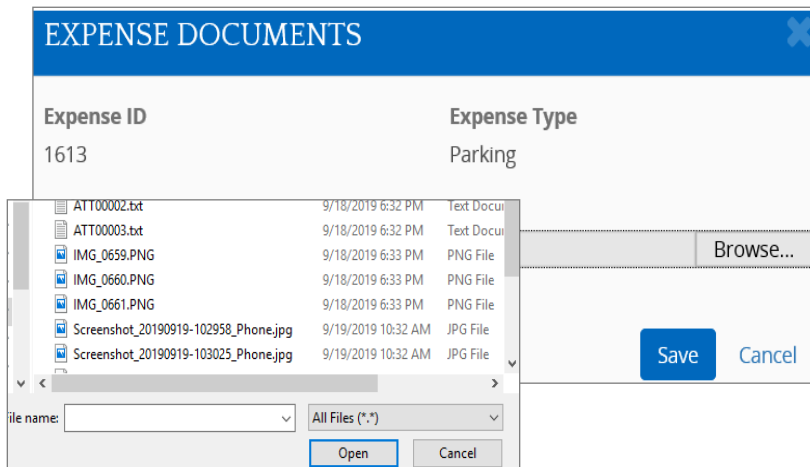
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Upload expenses receipt to an invoice

1. Click the **attachment** icon.

Additional Expenses				
Type	From Date	To Date	Comments	Attachments
Parking	9/11/2019	--	Parking meter	
Lodging	9/10/2019	9/11/2019	Add comments re: the need for a hotel.	
Additional Expenses Total				

2. Click **Browse**. Select the document you want to upload from your files and then double click the file or click **Open**.
3. Click **Save**. The attachment icon shows number of uploaded documents.







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Manage an expense or attachment

1. Click the **edit** icon to change expense information.
2. Click the **delete** icon to manage or delete an attachment.
3. Click the **attachment** icon to remove an expense.

Attachments	Actual Minutes	Billable Minutes	Amount	
 1	--	--	\$6.00	 
	--	--	\$85.00	
			\$91.00	

Dispute an invoice

1. Click **Request Changes**.

Accept Invoice
Request Changes
Cancel

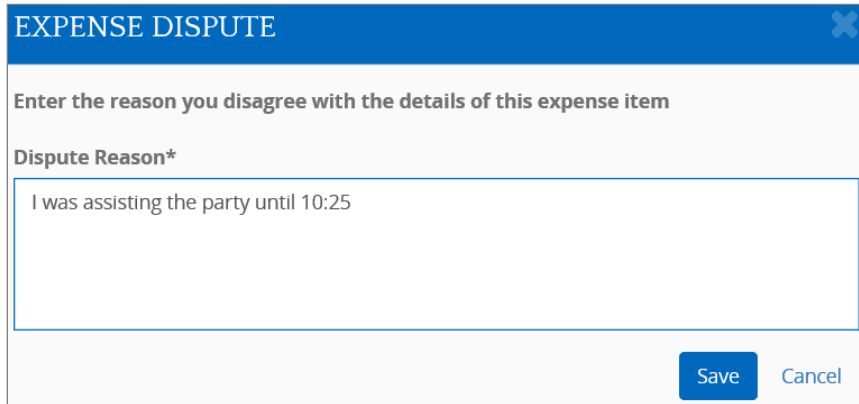
2. Click **Dispute** on the line of the item you want to dispute.

Actual Minutes	Billable Minutes	Amount	
180.0	180.0	\$156.00	Dispute
	180.0	\$156.00	

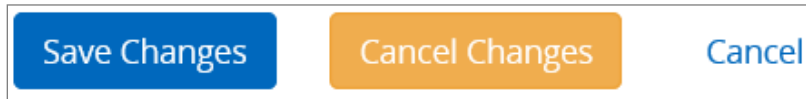
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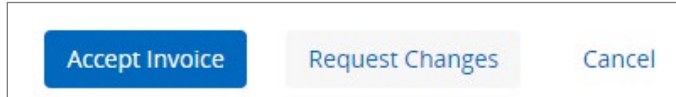
3. Enter the reason for dispute in the required **Dispute Reason** comment box.
4. Click **Save**. If you entered a dispute in error, click **Edit Dispute** to edit or delete the dispute.



5. Click **Save Changes**.



6. Click **Accept Invoice** to save the dispute, and it will be sent to the scheduling specialist for review.




If the Accept Invoice popup is not clicked on, the invoice will not move to the next review.




If a dispute is denied, you will be notified.

Edit a dispute

1. Click **Request Changes**.



2. Click **Edit Dispute** on the line of the item you want to edit.

Billing Start Time	Billing End Time	Lunch Minutes	Actual Minutes	Billable Minutes	Amount
Disputed Expense Item					
 You are disputing this expense item. To view or edit the dispute text, click the Edit Dispute button.	10:00 AM	0.0	180.0	180.0	\$156.00
Interp				180.0	\$156.00

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3. Click **Save**. The invoice is updated.

EDIT HEARING EXPENSE ✕

Date <input type="text" value="07/24/2019"/>	Billing Start Time <input type="text" value="02:30 pm"/>	Billing End Time <input type="text" value="04:00 pm"/>
Calculated Minutes 90	Paid Minutes (\$52.00 Per Hour) <input type="text" value="120"/>	Amount \$ 104.00

Comments

4. Click **Submit Changes**. The invoice is sent to the scheduler for a review.
5. Update **Status** to **Approved**.

Returned: 0/1

Pending Level 1 Review

Invoice Total
\$91.00

Status	<div style="background-color: #0070c0; color: white; padding: 2px;">Pending</div> <div style="padding: 2px;">Approved</div> <div style="padding: 2px;">Returned</div>
	Standard

6. Click **Submit Changes**.

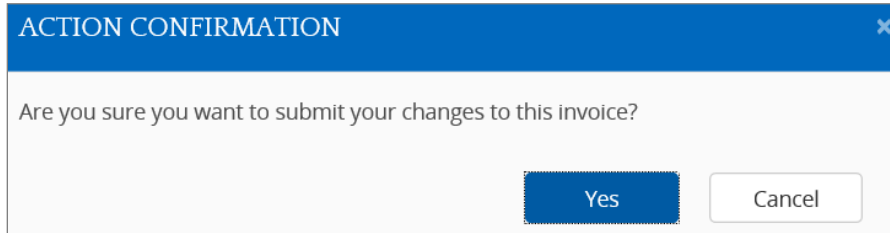
Returned: 0/1

Pending Level 1 Review

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7. Click **Yes** to confirm. The updated invoice is sent to scheduler for review.



View Invoices by status

1. Click **Invoices**.



2. Select a Status:

- **My Pendings** - View, edit, and submit your pending invoice.
- **Under Review** - View the status of invoices you have submitted for payment and are pending approval.
- **Approved** - View the status of approved invoices and pay date.

