

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	
09:00 AM	11:00 AM	0.0	120.0	120.0	\$70.00	
Interpreting Costs Totals				120.0	\$70.00	
Travel Expenses						
From	To	Date	Paid By	Travel Miles	Travel Minutes	Billable Miles Amount
411 West 2nd St, Grand Marais MN, 55604	2100 3rd Ave Anoka, MN 55303 2489	11/16/2023	Mileage	263.36	255.0	263.36 \$172.50
2100 3rd Ave Anoka, MN 55303 2489	411 West 2nd St, Grand Marais MN, 55604	11/16/2023	Mileage	263.79	255.0	263.79 \$172.78
Travel Expenses Total						\$27.15 \$345.28
Work Request Total						\$415.28
Approval History						
Invoice Status	Expenses Approval Status	Approved By	Approved Date			
Pending Level 1 Review	Approved	ISAACSONM	11/16/2023 1:53:43 PM			
Pending Interpreter/Agency Review	Approved	myra.isaacson+irma1@courts.state.mn.us	11/16/2023 1:54:27 PM			

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

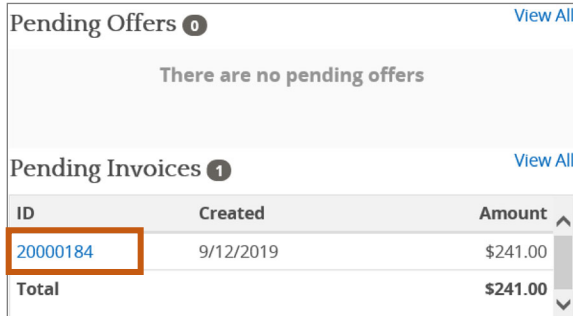


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Submit an invoice with an Expense

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

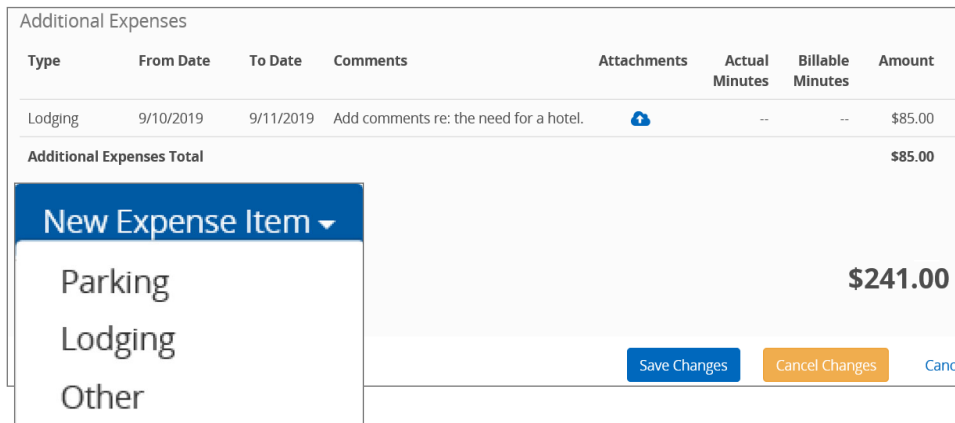


Pending Offers 0 View All		
There are no pending offers		
Pending Invoices 1 View All		
ID	Created	Amount
20000184	9/12/2019	\$241.00
Total		\$241.00

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](#)



Be sure to review the interpreter payment policy prior to 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

Comments

Parking meter

Save

Cancel

6. Click **Save Changes**. Make sure to upload any needed receipts to the expense prior to 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	
<div style="background-color: #0070c0; color: white; padding: 2px 5px; display: inline-block; border-radius: 3px;">New Expense Item ▾</div>								
Work Request Total							\$247.00	

Save Changes

Cancel Changes

Cancel

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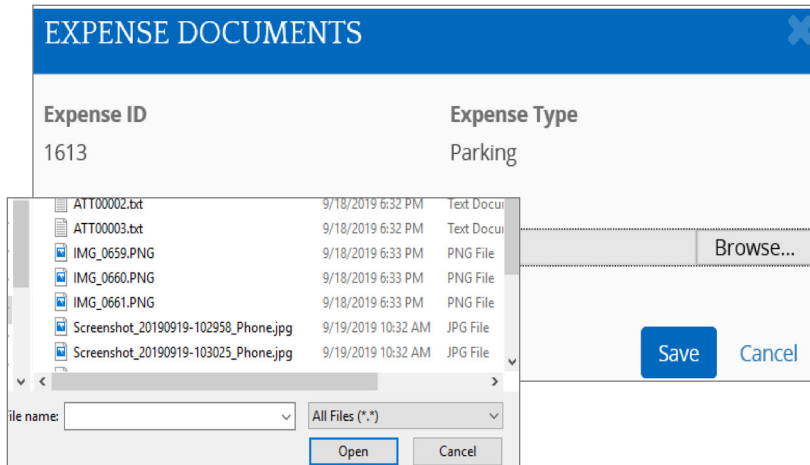
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Upload expenses receipt to an invoice

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.



The screenshot shows a window titled "EXPENSE DOCUMENTS" with a close button in the top right. Below the title bar, there are two columns: "Expense ID" and "Expense Type". The "Expense ID" is 1613 and the "Expense Type" is Parking. Below this, there is a list of files with columns for file name, date, and type. The files listed are:

File Name	Date	Type
ATT00002.txt	9/18/2019 6:32 PM	Text Docu
ATT00003.txt	9/18/2019 6:32 PM	Text Docu
IMG_0659.PNG	9/18/2019 6:33 PM	PNG File
IMG_0660.PNG	9/18/2019 6:33 PM	PNG File
IMG_0661.PNG	9/18/2019 6:33 PM	PNG File
Screenshot_20190919-102958_Phone.jpg	9/19/2019 10:32 AM	JPG File
Screenshot_20190919-103025_Phone.jpg	9/19/2019 10:32 AM	JPG File





Below the file list, there is a "Browse..." button. At the bottom of the window, there are "Save" and "Cancel" buttons. A file selection dialog is also visible, showing a list of files and a "file name:" field. The dialog has "Open" and "Cancel" buttons at the bottom.

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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 comment box.
4. Click **Save**. If you entered a dispute in error, click **Edit Dispute** to edit or delete the dispute.

EXPENSE DISPUTE ✕

Enter the reason you disagree with the details of this expense item

Dispute Reason*

I was assisting the party until 10:25

Save
Cancel

5. Click **Save Changes**.

Save Changes
Cancel Changes
Cancel

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

Accept Invoice
Request Changes
Cancel



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**.

Accept Invoice
Request Changes
Cancel

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

this is perfect.

thanks –

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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 <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>		
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

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

Pending

Approved

Returned

Standard

6. Click **Submit Changes**.

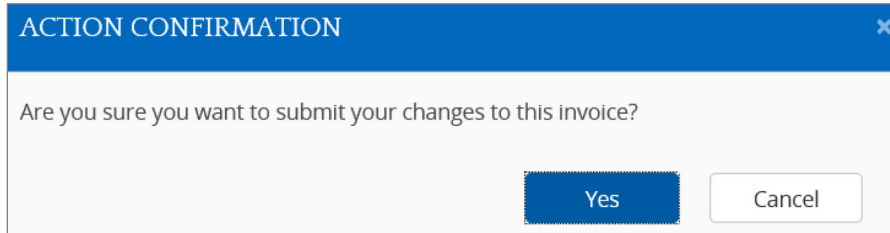
Returned: 0/1

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.

