MINNESOTA
JUDICIAL BRANCH

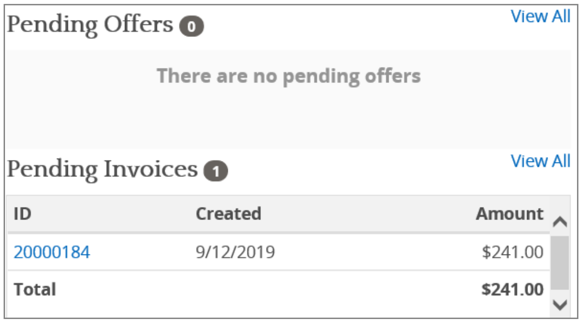
Quick Reference Guide

Working with Invoices and Reimbursement Expenses

Review, update, and submit a pending invoice for payment

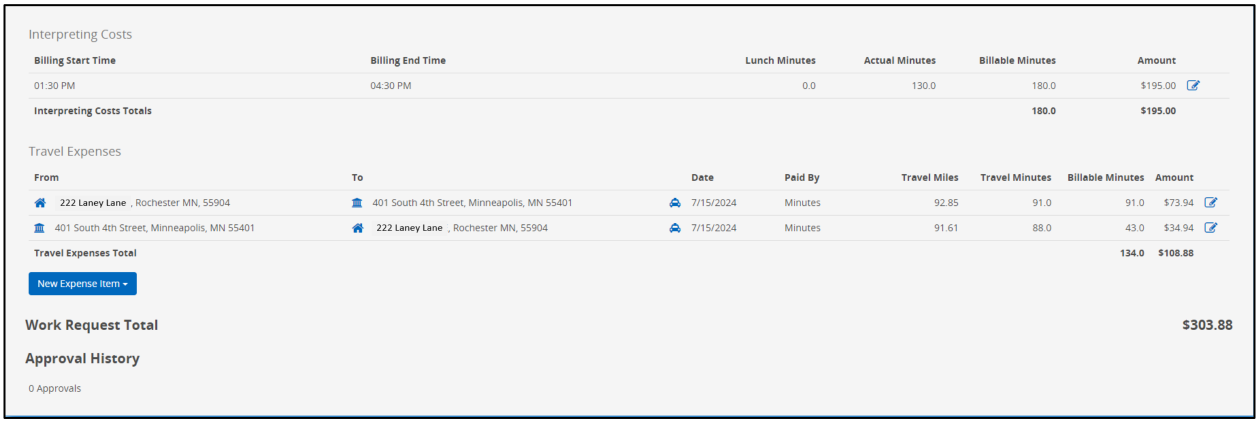
Submit an invoice with no additional expenses or disputes

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



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



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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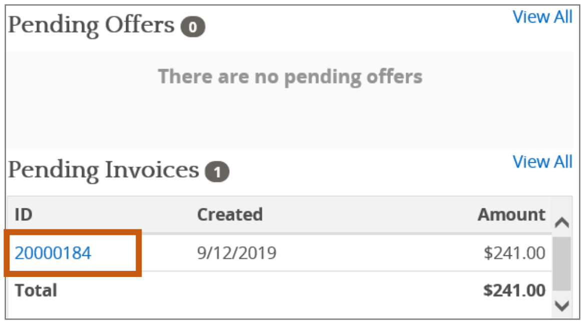
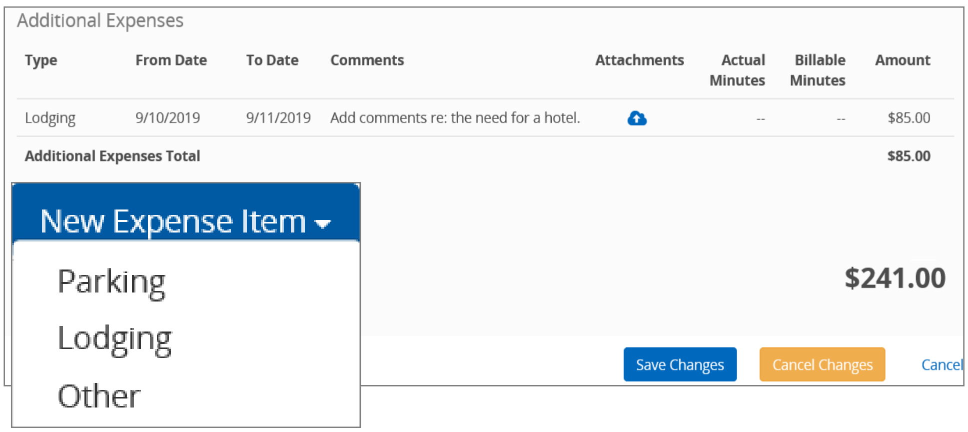
Submit an invoice with an expense

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



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.



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

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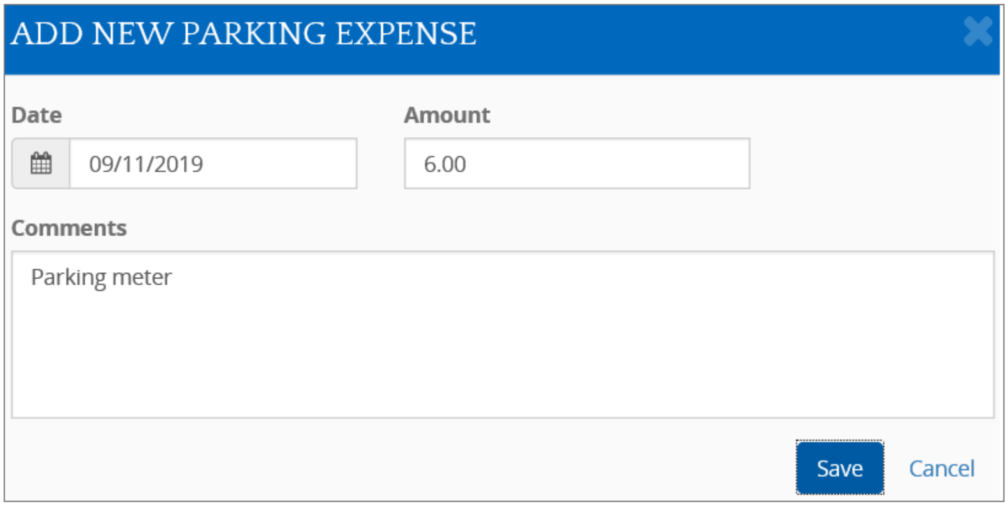
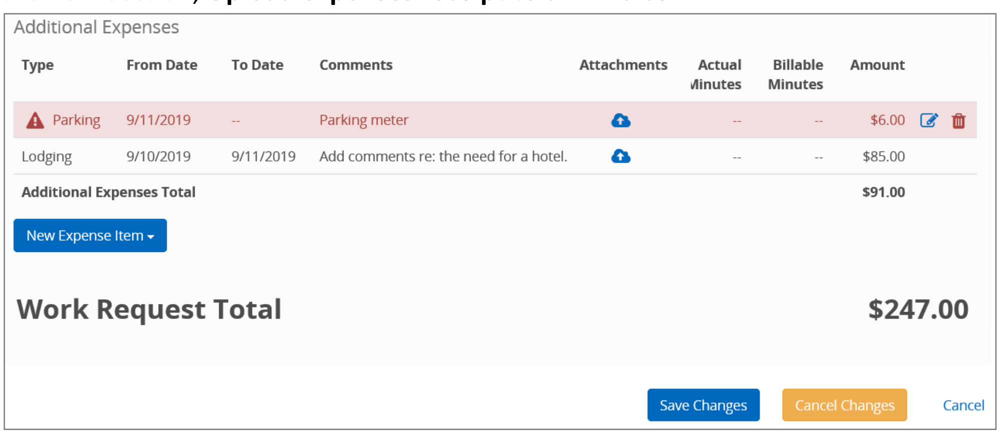
4. Enter expense information such as date of expense, amount of expense, and a comment, if needed.
5. Click **Save**. The expense is added to the invoice and is sent to the scheduling specialist for review and approval.



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**.



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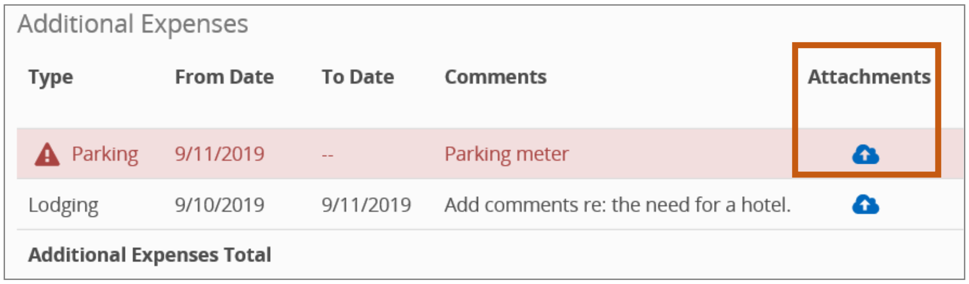
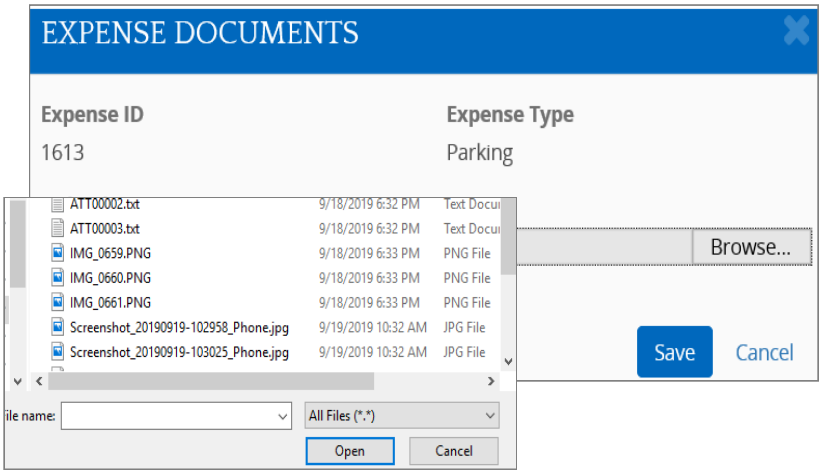
Upload expenses receipt to an invoice

1. Click the **attachment** icon.



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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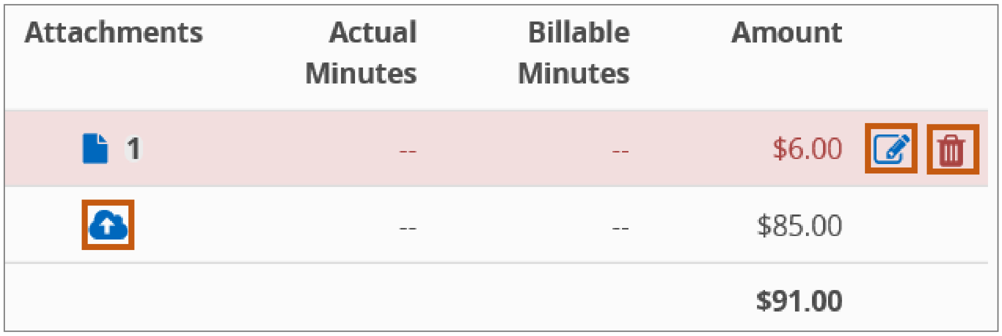
Manage an expense or attachment

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**.

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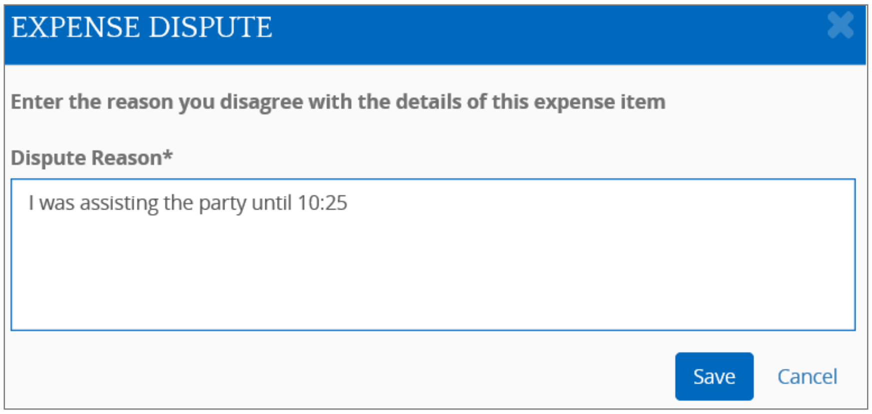
3. Enter the reason for dispute in the required **Dispute Reason** comment box.
4. Click **Save**. If you entered a dispute in error, click **Edit Dispute** to edit or delete the dispute.



5. Click **Save Changes**.

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

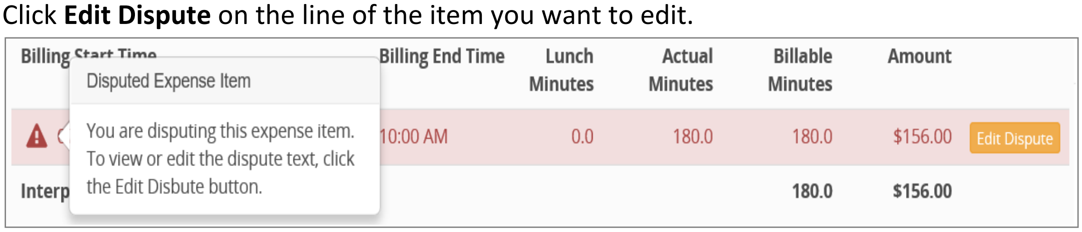
If the Accept Invoice popup is not clicked on, the invoice will not move to the next review.

If a dispute is denied, you will be notified.

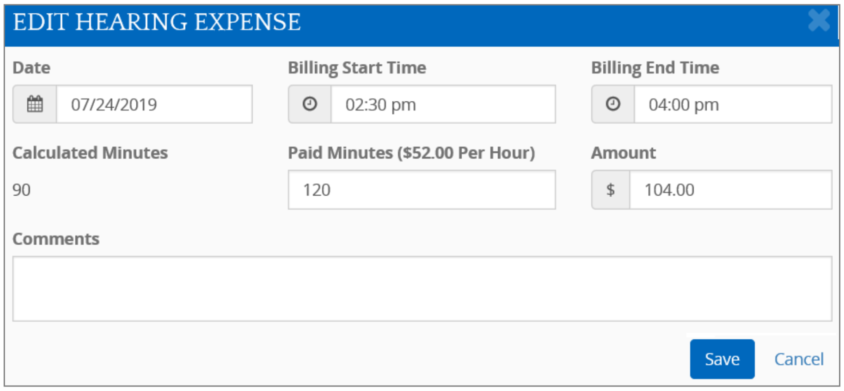
Edit a dispute

1. Click **Request Changes**.

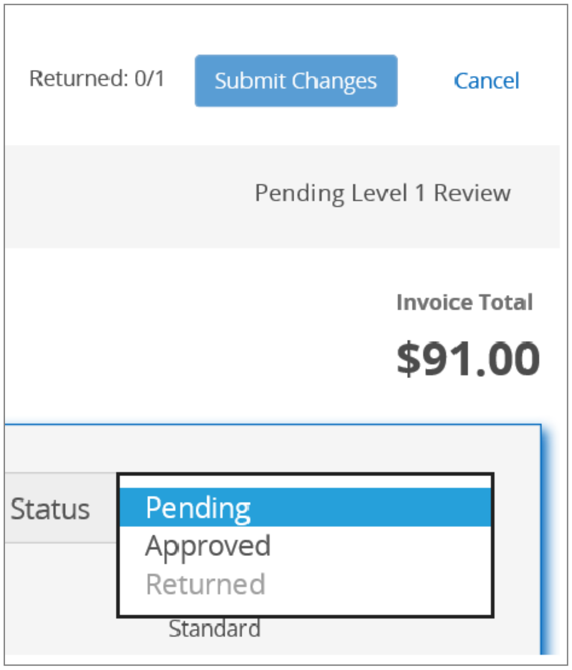
2. Click **Edit Dispute** on the line of the item you want to edit.



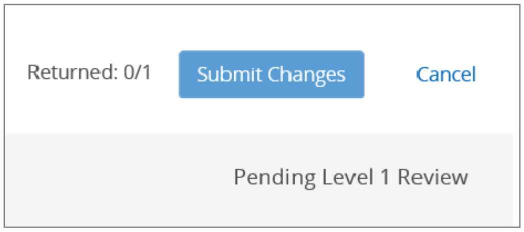
3. Click **Save**. The invoice is updated.



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



6. Click **Submit Changes**.



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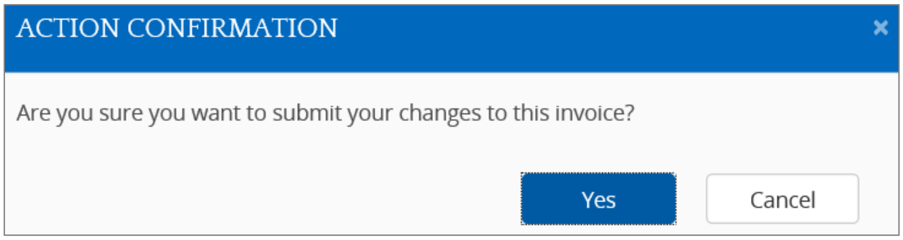
7. Click **Yes** to confirm. The updated invoice is sent to scheduler for review.



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.