

## Quick Reference Guide Examiner/Institution - Adding, Editing and Submitting Expenses for Payment

Last Revised: 2/19/2025

An invoice must be generated directly from the corresponding work request. Each billing service expense and travel expense must be itemized separately on the invoice. For institutions, only institution owners and authorized users with billing and invoicing access can add expenses to an examiner's work request.

### Click the link below to jump to the topic

#### [Add, edit and delete unbilled service or travel expense](#)

##### [Add an unbilled service or travel expense](#)

##### [Send an unbilled service or travel expense to the billing queue](#)


##### [Edit or delete an unbilled service or travel expense](#)

#### [Generate an invoice](#)

#### [Edit or delete a denied service or travel expense on an invoice](#)


## Add, edit and delete unbilled service or travel expense

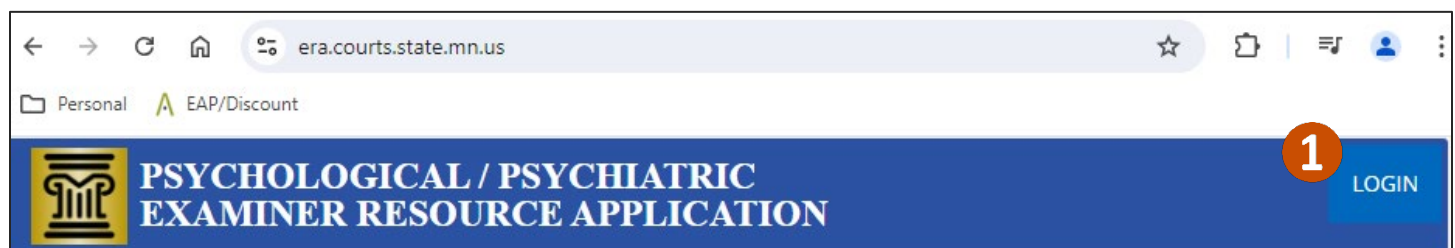
An unbilled expense refers to the cost that has then incurred but has not been invoiced for payment. The details of the expense are saved or recorded, allowing for accurate tracking, but the billing is postponed until a later time, such as the end of the billing cycle, upon completion of the examination, or when the specific conditions are met. This ensures that the expense is accounted for and can be properly included in a future invoice without immediate processing.

 Any unbilled expense must be submitted to the billing queue to proceed with invoicing. This process is essential for closing the work request, as it ensures that all costs are accurately reflected and accounted for before finalizing the invoice.

## Add an unbilled service or travel expense

1. Log into the [Examiner Resource Application \(ERA\)](#) by clicking on **Login** and completing the MyCourtMN login.

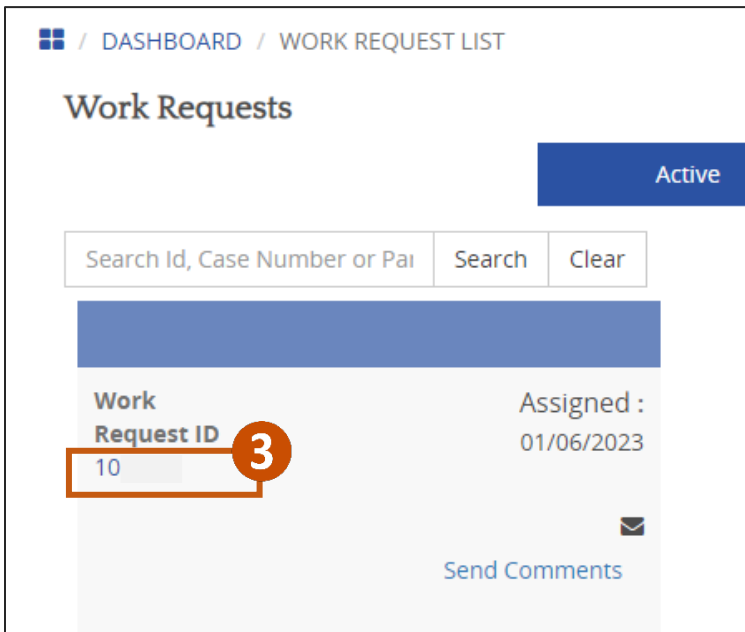
 If you have not registered, please see [Quick Reference Guide – Creating a MyCourtMN User Account with Multi-Factor Verification](#).



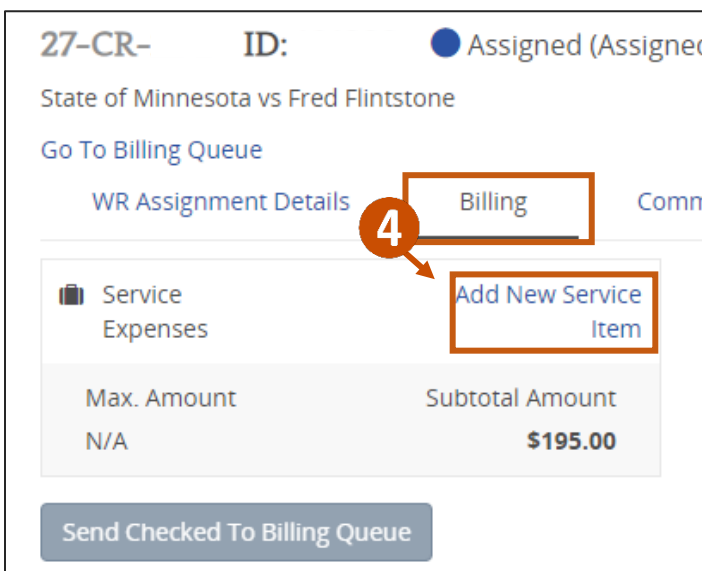
2. Click **My Work Requests**.



3. Click the **Work Request ID** number to open the work request.




4. Click the **Billing** tab then add new service item on the work request



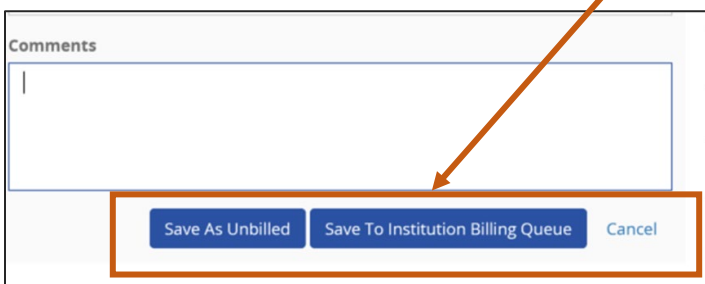
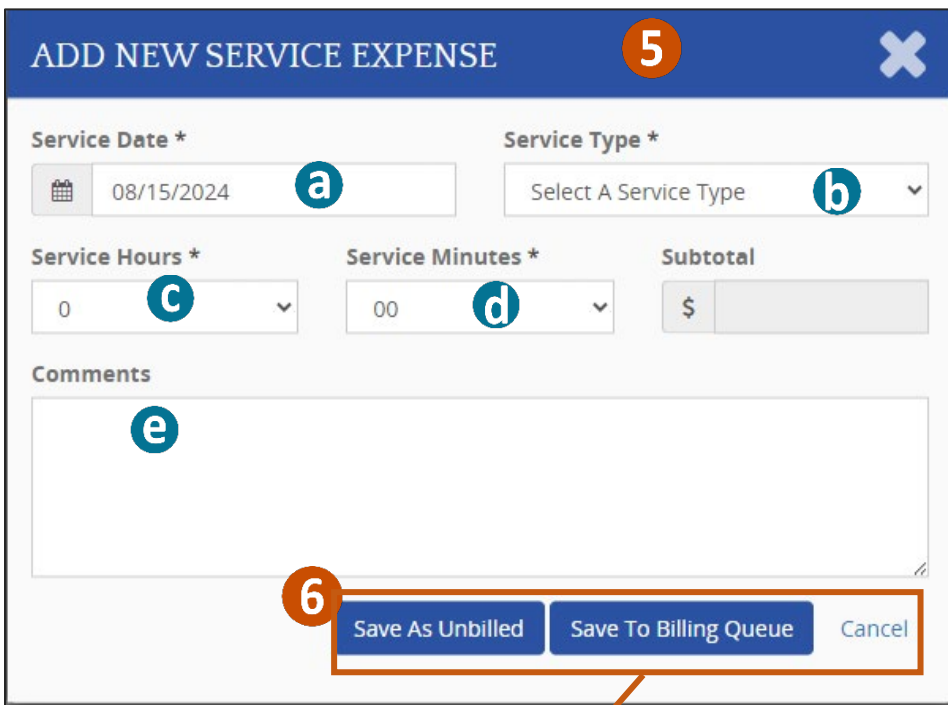
5. Enter the billing information:
  - a. **Service Date**
  - b. **Select the Service Type from the dropdown list**
  - c. **Service Hours**
  - d. **Service Minutes**
  - e. **Comments** (If applicable)
6. Click **Save As Unbilled** until you are ready to generate an invoice.

 Repeat steps 4 though 6 for all services rendered.

 Save as Unbilled is used to save the information and submit later. If there are multiple services entered, select Save as Unbilled until all services are entered to submit all expenses under one invoice.

Save to Billing Queue/Save to Institution Billing Queue is used to save the information to the billing queue. It is recommended to use Save to Billing Queue/Save to Institution Billing Queue when there is only one service that requires payment. Saving to the billing queue with each billing service or travel expense will generate a new invoice for each separate expense. The process of submitting all combined service and travel expenses to the billing queue in order to generate one invoice is described in the next [section](#).

Cancel is to cancel the expense.



7. Click **Add New Travel Item**.

DASHBOARD / WORK REQUEST LIST / 27-CR-  
27- ID: 10 Assigned  
State of Minnesota vs Fred Flintstone  
Go To Billing Queue  
WR Assignment Details Billing Comments  
Service Expenses Add New Service Item  
Travel Expenses Add New Travel Item  
Max. Amount Subtotal Amount  
N/A \$195.00  
Subtotal Amount \$0.00

8. Enter the travel information:


- a. **Start Location - Address**
- b. **End Location - Address**
- c. **Travel Date**
- d. **Requested Minutes - only needed when additional minutes are beyond the calculated amount**
- e. **Requested Minutes Reason - enter more information to clarify the additional minutes**
- f. **Comments - enter information to clarify the travel expenses listed**

9. Click **Save As Unbilled** until you are ready to generate an invoice.

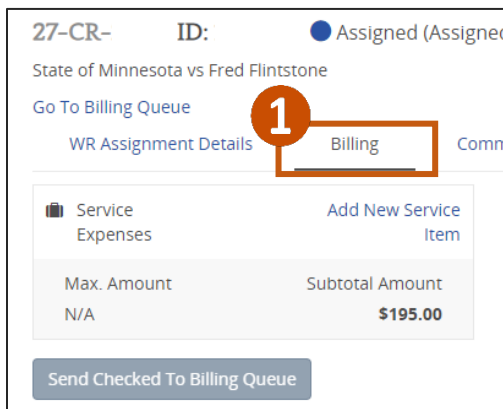
 Repeat steps 7 through 9 for all travel expenses.

ADD NEW TRAVEL EXPENSE  
Start Location  
Address \*  
Enter a location  
Note: Use of Google maps is bound by the Google Maps/Google Earth Additional Terms of Service and the Google Privacy Policy  
End Location  
Address \*  
Enter a location  
Note: Use of Google maps is bound by the Google Maps/Google Earth Additional Terms of Service and the Google Privacy Policy  
Travel Date \*  
08/15/2024  
Calculated Distance  
Calculated Minutes  
Requested Minutes  
SubTotal  
\$ 0.00  
Requested Minutes Reason  
Comments  
Save As Unbilled Save To Billing Queue Cancel

## Send an unbilled service or travel expense to the billing queue

 If edits are needed, go to section [Edit or delete a service, travel, unbilled expense](#).

1. Click the **Billing** tab on the work request.



27-CR- ID: Assigned (Assigned)

State of Minnesota vs Fred Flintstone

Go To Billing Queue

WR Assignment Details **Billing** Comments

Service Expenses Add New Service Item

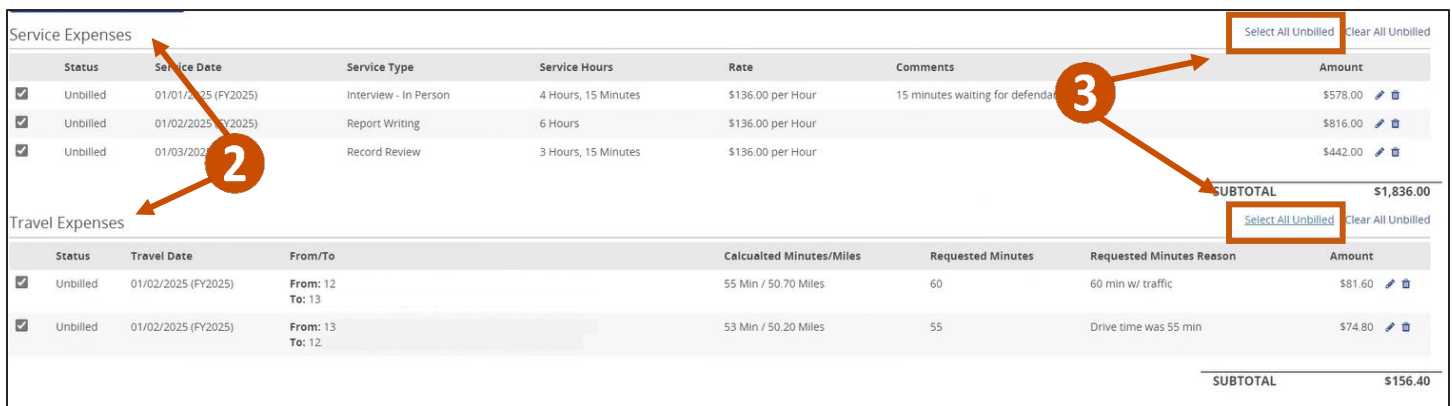
Max. Amount Subtotal Amount

N/A \$195.00

Send Checked To Billing Queue

2. Scroll down to **Service Expenses** or **Travel Expenses** section and locate the unbilled expenses.

3. Click **Select All Unbilled** in both **Service Expenses** and **Travel Expenses**.

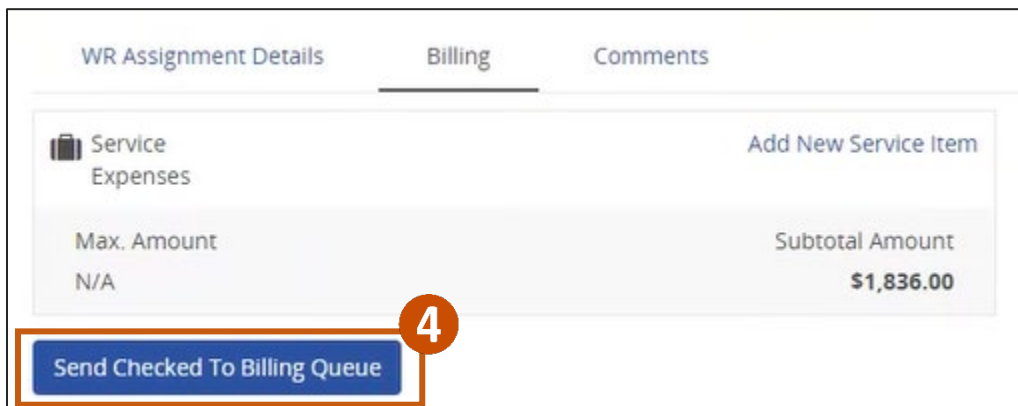


Service Expenses							
Status	Service Date	Service Type	Service Hours	Rate	Comments		Amount
<input checked="" type="checkbox"/>	Unbilled	01/01/2025 (FY2025)	Interview - In Person	4 Hours, 15 Minutes	\$136.00 per Hour	15 minutes waiting for defendant	\$578.00
<input checked="" type="checkbox"/>	Unbilled	01/02/2025 (FY2025)	Report Writing	6 Hours	\$136.00 per Hour		\$816.00
<input checked="" type="checkbox"/>	Unbilled	01/03/2025 (FY2025)	Record Review	3 Hours, 15 Minutes	\$136.00 per Hour		\$442.00
<b>SUBTOTAL</b>							<b>\$1,836.00</b>

Travel Expenses							
Status	Travel Date	From/To	Calculated Minutes/Miles	Requested Minutes	Requested Minutes Reason		Amount
<input checked="" type="checkbox"/>	Unbilled	01/02/2025 (FY2025)	From: 12 To: 13	55 Min / 50.70 Miles	60	60 min w/ traffic	\$81.60
<input checked="" type="checkbox"/>	Unbilled	01/02/2025 (FY2025)	From: 13 To: 12	53 Min / 50.20 Miles	55	Drive time was 55 min	\$74.80
<b>SUBTOTAL</b>							<b>\$156.40</b>

4. Click **Send Checked To Billing Queue** to save the expenses as billable and send the expenses to the billing queue.



WR Assignment Details **Billing** Comments

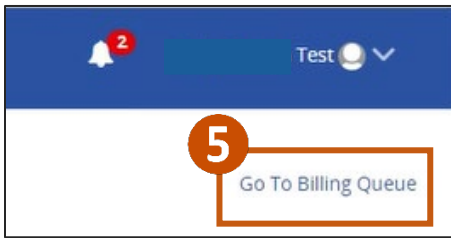
Service Expenses Add New Service Item

Max. Amount Subtotal Amount

N/A \$1,836.00

Send Checked To Billing Queue

5. Click **Go To Billing Queue** in the upper right corner.



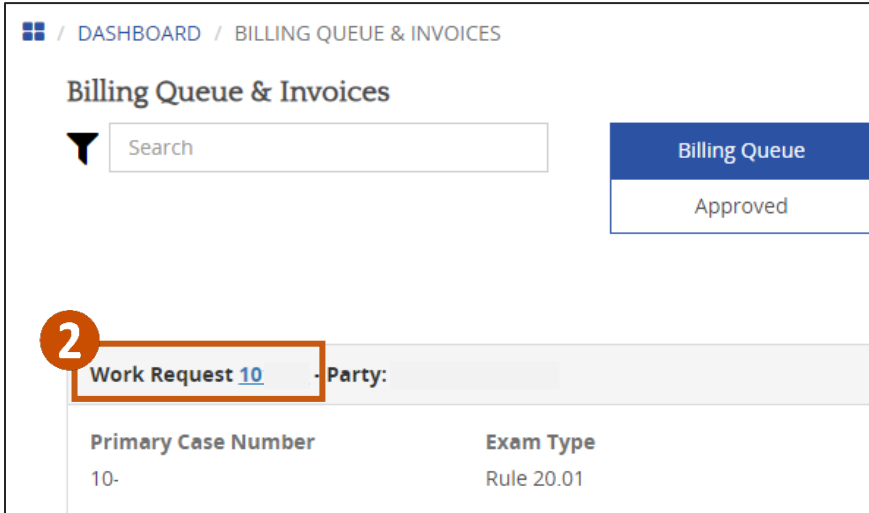
6. Proceed to step 3 on [Generate an invoice](#).

## Edit or delete an unbilled service or travel expense

1. Click **My Invoices**.



2. Click on the **Work Request ID** number.



3. To make edits, click the pencil icon next to the service or travel expense.

IO- ID: Assigned (Assigned By: State of Minnesota vs  
Go To Billing Queue  
WR Assignment Details Billing Comments

Service Expenses Add New Service Item  
Travel Expenses Add New Travel Item

Max. Amount Subtotal Amount  
N/A \$438.75

Send Checked To Billing Queue

Service Expenses Select All Unbilled Clear All Unbilled

Status	Service Date	Service Type	Service Hours	Rate	Comments	Amount
<input type="checkbox"/>	Billing Queue	08/15/2024 (FY2025)	Other	1 Hours	\$195.00 per Hour	\$195.00
<input type="checkbox"/>	Billing Queue	08/15/2024 (FY2025)	Interview - In Person	30 Minutes	\$195.00 per Hour	
<input type="checkbox"/>	Unbilled	08/15/2024 (FY2025)	Report Writing	45 Minutes	\$195.00 per Hour	
SUBTOTAL						\$438.75

Travel Expenses Select All Unbilled Clear All Unbilled

Status	Travel Date	From/To	Calculated Minutes/Miles	Requested Minutes	Requested Minutes Reason	Amount
<input type="checkbox"/>	Billing Queue	08/15/2024 (FY2025)	From: 25 To: 61	23 Min / 18.40 Miles		\$44.85
SUBTOTAL						\$44.85

Amount

\$195.00		
\$292.50		
\$195.00		

4. Make necessary edits and click **Save**.

EDIT SERVICE EXPENSE

Service Date \* 08/15/2024 Service Type \* Report Writing

Service Hours \* 1 Service Minutes \* 30 Subtotal \$ 292.50

Comments

4 Save Cancel

5. To delete a service or travel expense, click the trash can icon.

10-CR- ID: Assigned  
State of Minnesota vs  
Go To Billing Queue  
WR Assignment Details Billing Comments

Service Expenses Add New Service Item  
Travel Expenses Add New Travel Item

Max. Amount Subtotal Amount  
N/A \$438.75

Send Checked To Billing Queue

Service Expenses Select All Unbilled Clear All Unbilled

Status	Service Date	Service Type	Service Hours	Rate	Comments	Amount
<input type="checkbox"/>	Billing Queue	08/15/2024 (FY2025)	Other	1 Hours	\$195.00 per Hour	\$195.00
<input type="checkbox"/>	Billing Queue	08/15/2024 (FY2025)	Interview - In Person	30 Minutes	\$195.00 per Hour	\$52.50
<input type="checkbox"/>	Unbilled	08/15/2024 (FY2025)	Report Writing	45 Minutes	\$195.00 per Hour	\$146.25
SUBTOTAL						\$438.75

Travel Expenses Select All Unbilled Clear All Unbilled

Status	Travel Date	From/To	Calculated Minutes/Miles	Requested Minutes	Requested Minutes Reason	Amount
<input type="checkbox"/>	Billing Queue	08/15/2024 (FY2025)	From: 25 To: 61	23 Min / 18.40 Miles		\$44.85
SUBTOTAL						\$44.85

Amount

\$195.00		
\$292.50		
\$195.00		

6. Click **Yes** on the popup confirmation window.

**ACTION CONFIRMATION**

Are you sure you want to delete this record?

**6**

7. Go back to billing queue and follow steps found in section [Generate an invoice.](#)

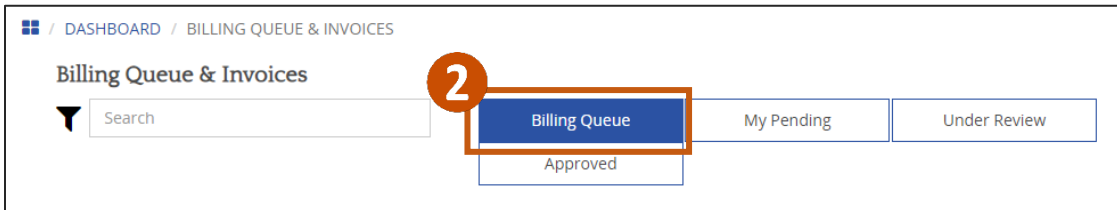


## Generate an invoice

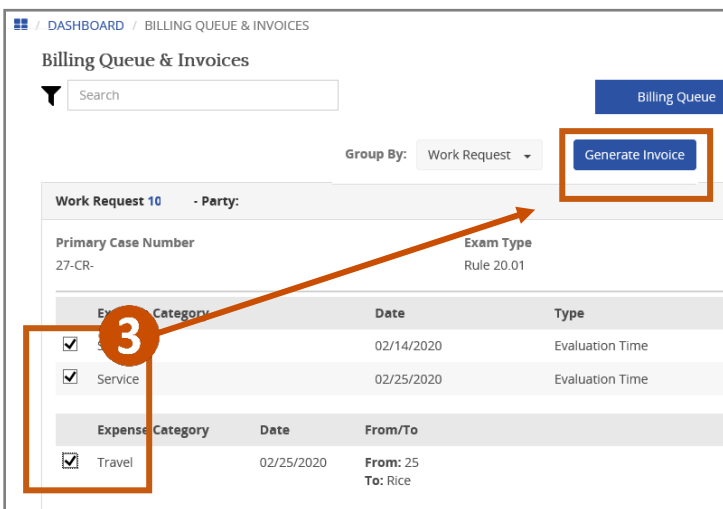
1. Click **My Invoices**.



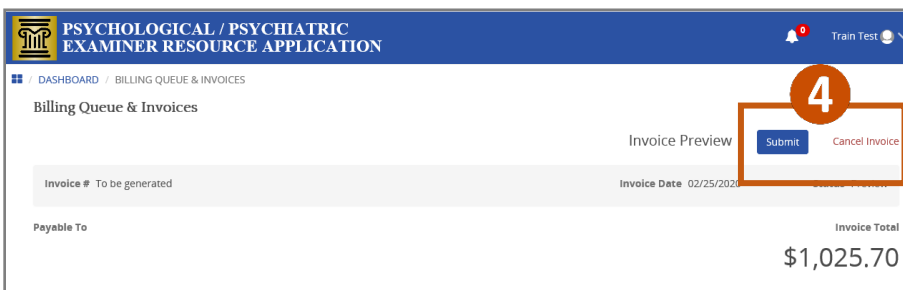
2. Click **Billing Queue**.



3. Review and confirm each expense category that should be on the invoice is added. Select all service and travel expenses and then click **Generate Invoice**.



4. Review expenses to ensure they are accurate and then click:
  - **Submit** if all expenses are correct
  - **Cancel Invoice** if the information is incorrect or adjustment is needed



! After invoices are approved and paid, Examiners should see [QRG – Reviewing and Closing a Work Request](#).

## Edit or delete a denied service or travel expense on an invoice

An invoice may be denied. Examiners can review the denied invoice and notes from the ERA Coordinator. When an invoice is denied, Examiner can edit or remove an existing expense and resubmit the invoice. If a new expense needs to be added after the invoice has been submitted, Examiners must enter it on the work request and generate a new invoice.

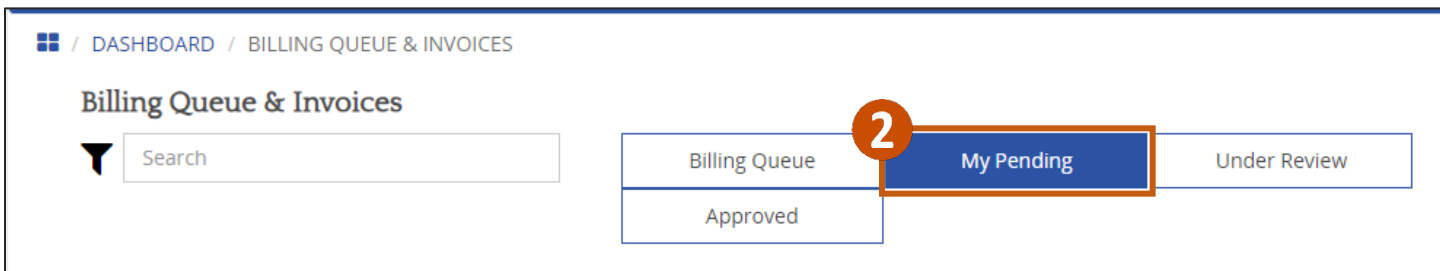
**!** To edit a denied service or travel expense on an invoice, complete steps 1 through 7 in the section.

To delete a denied service or travel expense on an invoice, complete steps 1 through 4 and then continue to step 8 through 16 in the section.

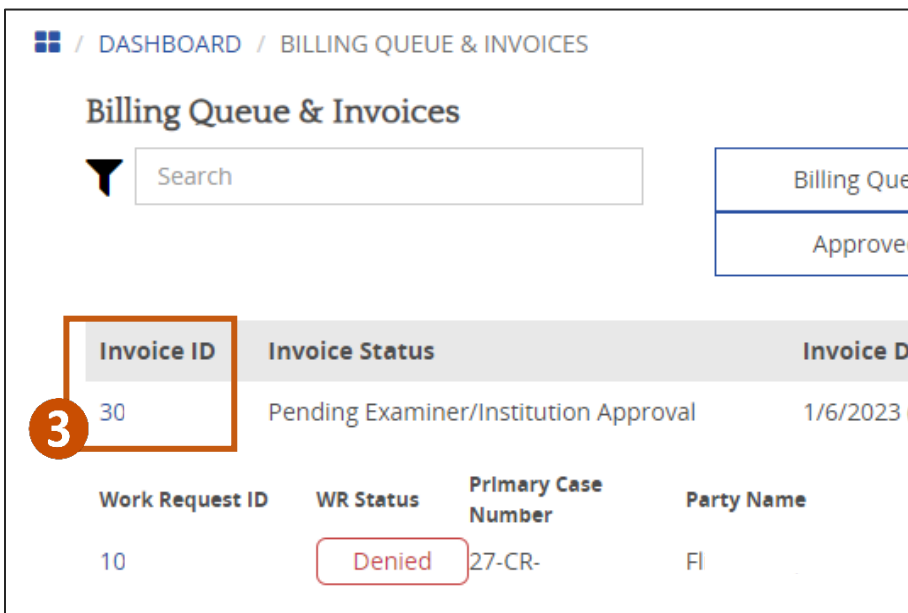
1. Click **My Invoices**.



2. Click **My Pending**.



3. Click on the denied **Invoice ID number** to open.



4. Click **WR Expense Denied Comments** to view the denial reasons.

Invoice # 300C Invoice Date 01/06/2023 Status Pending Examiner/Institution Approval

Payable To Invoice Total \$195.00

Work Request ID 101339 Hennepin County WR Expense Denied Comments 1

Comments 1

Denied

5. Click the pencil icon in the service or travel expense to make edits.

Date	Type	Hours	Rate	Comments	Amount
01/06/2023 (FY2023)	Employee Travel Time	1 Hours	\$195.00 per Hour		\$195.00
Service Subtotal					\$195.00
Work Request Subtotal					\$195.00

Amount \$195.00 \$195.00 \$195.00

6. Make changes to the expense and click **Save**.

EDIT SERVICE EXPENSE

Service Date \* 01/06/2023 Service Type \* Employee Travel Time

Service Hours \* 1 Service Minutes \* 00 Subtotal \$ 195.00

Comments

Save Cancel

7. Click **Resubmit** in the upper right corner.

Resubmit Cancel

Status Pending Examiner/Institution Approval

- To return a service or travel expense to the **Billing Queue** for further edits, click the icon to remove the service or travel expense.

Work Request ID 10    Hennepin County    WR Expense Comments    WR Expense Denied    Denied

Service Expenses

Date	Type	Hours	Rate	Comments	Amount
01/06/2023 (FY2023)	Employee Travel Time	1 Hours	\$195.00 per Hour		\$195.00
Service Subtotal					\$195.00
Work Request Subtotal					\$195.00

Summary Box:

Amount
\$195.00
<b>\$195.00</b>
<b>\$195.00</b>

Annotations: A red circle with the number 8 highlights the edit icon in the table row. An orange arrow points from this icon to a red circle with the number 8 in the summary box, which also highlights the edit icon next to the \$195.00 amount.

- Click **Yes** to confirm the deletion on the popup confirmation window.

**ACTION CONFIRMATION** [Close]

Removing an expense from an invoice cannot be reversed. This expense will be sent back to your billing queue.  
Are you sure that you want to remove this expense?

[9] **Yes**    Cancel

Annotation: A red circle with the number 9 highlights the 'Yes' button.

- Go back to **Billing Queue**.

DASHBOARD / BILLING QUEUE & INVOICES

Billing Queue & Invoices

Search

[10] **Billing Queue**    My Pending

Annotation: A red circle with the number 10 highlights the 'Billing Queue' button.

11. Click the **Work Request** ID number to open.

DASHBOARD / BILLING QUEUE & INVOICES

### Billing Queue & Invoices

Search Billing Queue

**Work Request 10** Party:

Primary Case Number: 27-CR- Exam Type: Rule 20.01

Expense Category	Date	Type
<input type="checkbox"/> Service	01/06/2023 (FY2023)	Employee Travel Time

**Work Request 10** Party:

Primary Case Number: 10-CR- Exam Type: Rule 20.01


Expense Category	Date	From/To
<input type="checkbox"/> Travel	08/15/2024 (FY2025)	From: 25 To: 15

12. Click the trash can icon to delete the expense.

Select All Unbilled Clear All Unbilled

Comments	Amount
	\$195.00
<b>SUBTOTAL</b>	<b>\$195.00</b>
Select All Unbilled Clear All Unbilled	
Requested Minutes Reason	Amount
	\$11.70
	\$44.85
<b>SUBTOTAL</b>	<b>\$56.55</b>

**Amount**

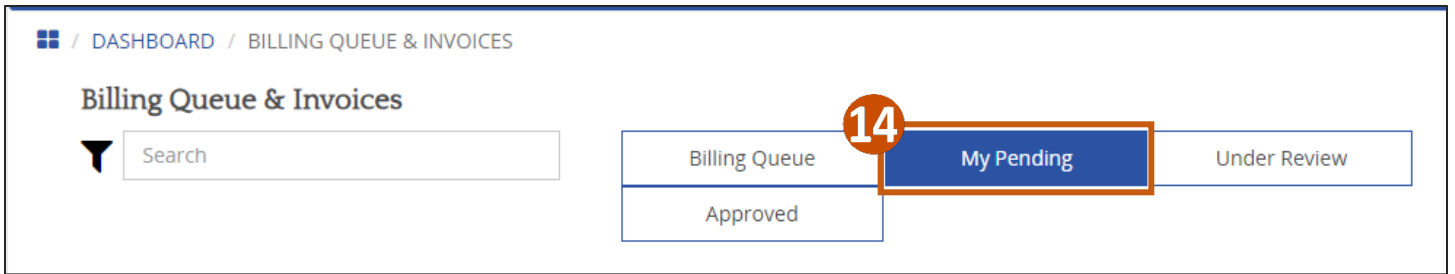
\$11.70 

\$44.85

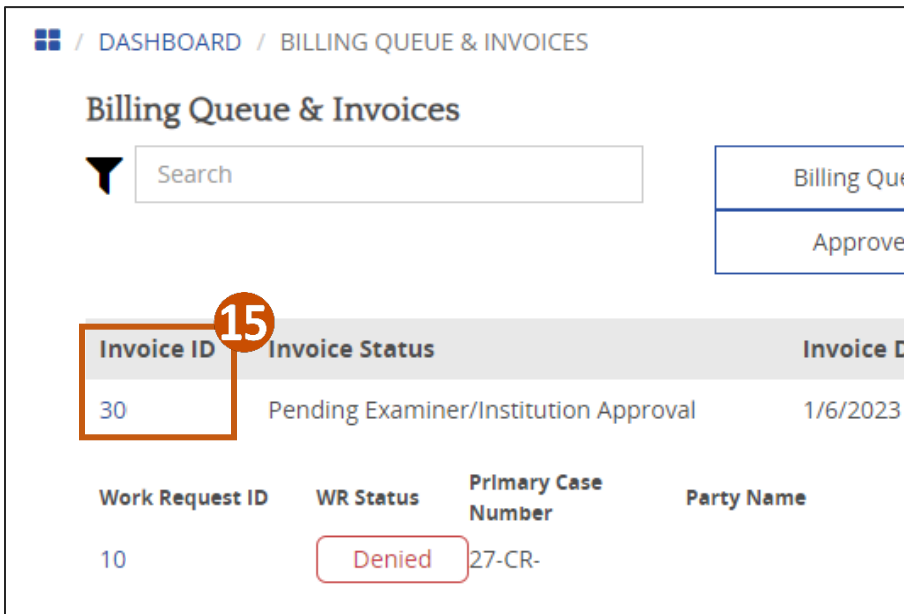
**\$56.55**

13. Click the refresh button on the web browser page, then go back to the **Billing Queue**.

14. Click **My Pending**.



15. Locate the original denied invoice ID number and click on the **Invoice ID** to open.



16. Click **Resubmit** in the upper right corner.

