MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

LAST REVISED DATE: 07/31/2015

General Information

Task	Process Information
Viewing/Reopening an Interpreter Invoice	Invoices that you have saved and/or submitted are stored on the Self-Service Home page in GEARS. Retrieve and view invoices to: 1. Continue editing an Invoice that has not been submitted 2. View the status of a submitted Invoice 3. Reopen a denied invoice For more information about entering Interpreter Invoices, please refer to the Creating an Interpreter Invoice tip sheet.

GEARS Navigation

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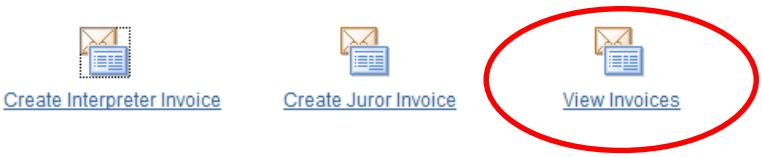
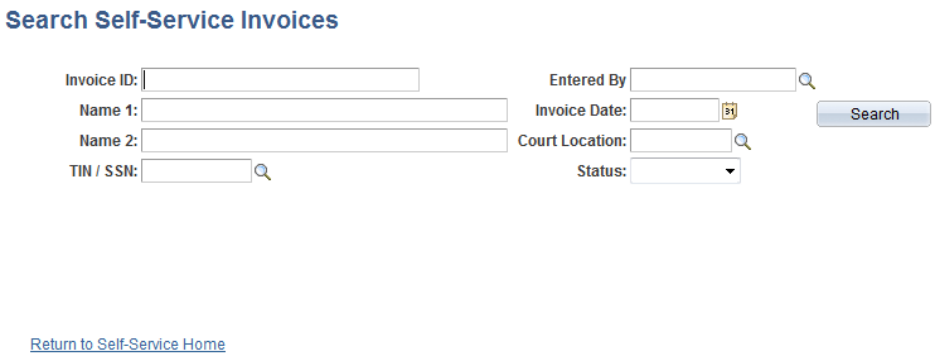
1.0 Process

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

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

2. The **Search Self-Service Invoices** page displays. Enter fields in the Search criteria to search for your Invoices.

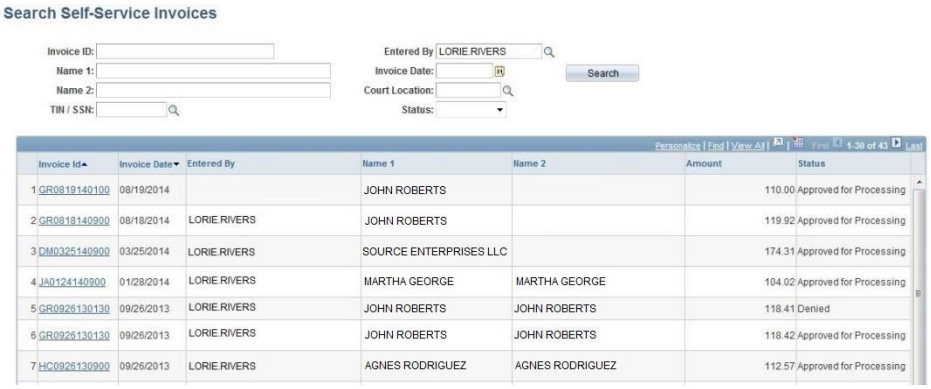


Retrieve invoices by using one or more of the following search criteria:

1. **Invoice ID – (E.g., *CS0815141015*)**
2. **Entered By – (name of user who entered the Invoice)**
3. **Name of Payee/Vendor**
4. **Invoice Date**
5. **Court Location**
6. **TIN/SSN**
7. **Status – (*Approved for Processing, Denied, Draft, Submitted for Processing*)**

3. **Click the Search button. In this scenario, the search for Invoices was by the name of the user (*e.g., Lorie.Rivers*) who entered the Invoice.**

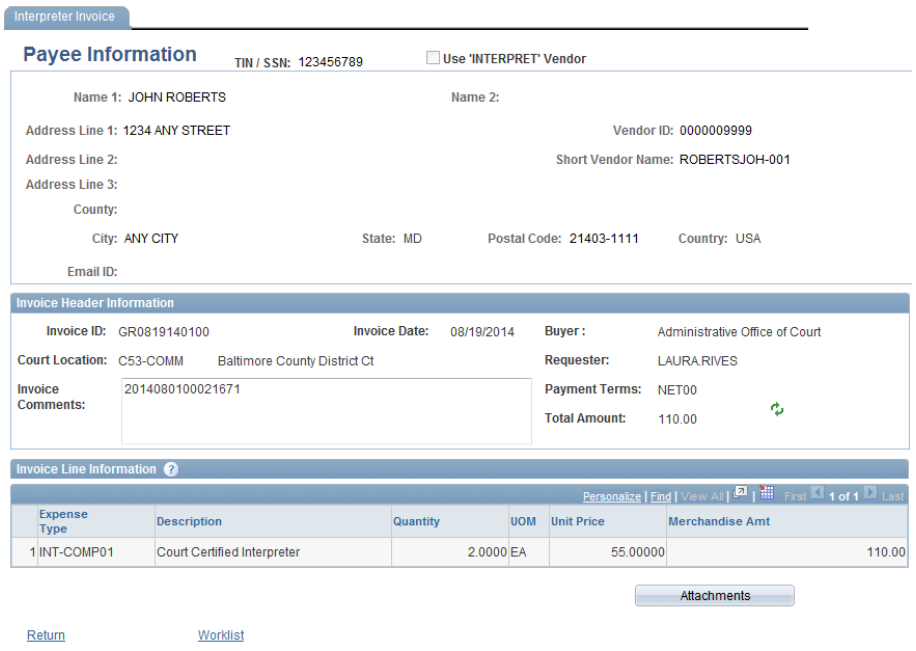
4. **The Results of the search displays.**



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.

5. **Click on the Invoice ID link to view the Invoice.**

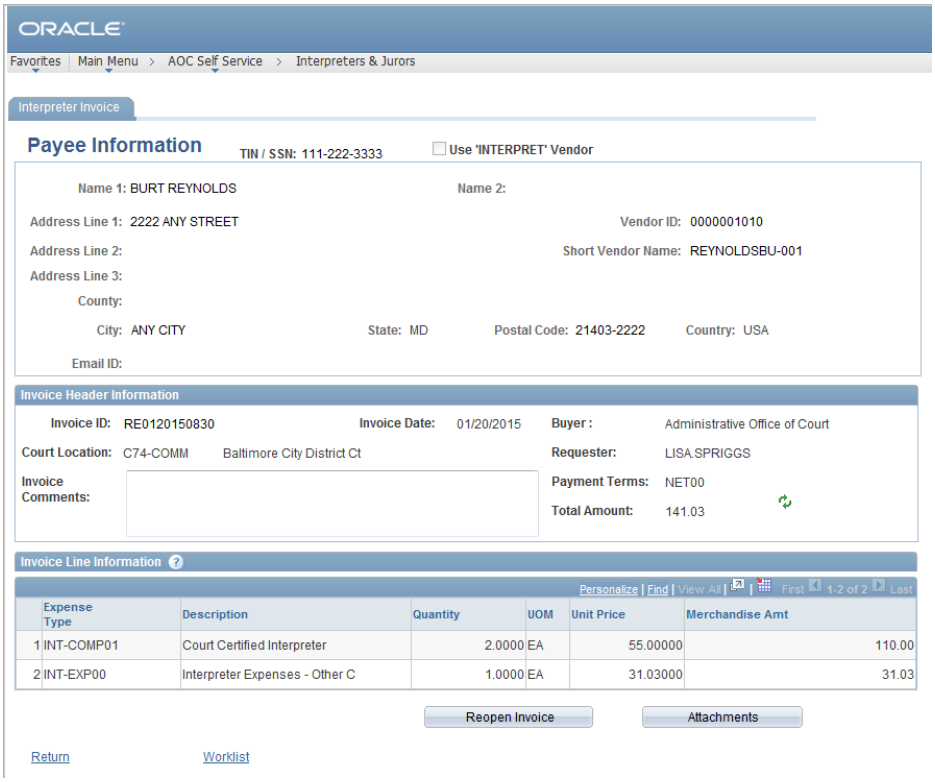
6. **The** Interpreter Invoice **page displays. Review the details of the Invoice.**



7. *****FOR DENIED INVOICES*****

To reopen a 'Denied' invoice, click the Reopen Invoice **button, and then click** OK **to confirm the reopen.**

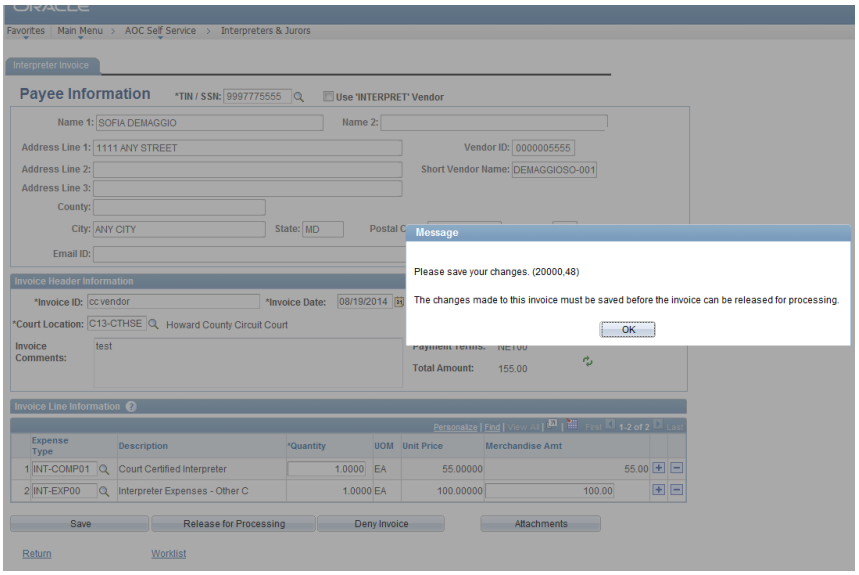
Invoices that have been 'Denied' can be updated, including adding additional attachments, rather than having to create a new one.



8.

*****FOR APPROVERS ONLY*****

When making edits to an Invoice, you must 'Save' your changes first before '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 OK button to return to the Interpreter Invoice page. Then, click the Save button and lastly, click the Release for Processing button.



This completes the steps to Viewing/Reopening Interpreter Invoice(s).

Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.