

Minnesota Court Interpreter Program

Agency Invoice Submission User Guide

Revised, July 2012

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Submitting an Agency Invoice

Completing the Agency Invoice

1. Open Microsoft Internet Explorer and enter the following for the Address:

www.mncourts.gov or www.courts.state.mn.us

Press the Enter key or click the Go button in the browser's Address bar.

2. Select "Programs and Services" from the menu on the left side of the screen.
3. Select "Court Interpreter Program" from the list of programs provided.
4. Select "Invoicing and Payment Policy" from the menu that appears in the tan box on the right side of the screen.
5. Under Invoicing Instructions:, select "Agencies" to open the Agency Invoice Submission User Guide. Save this guide to your computer.
6. Select the template for Microsoft or Macintosh. Save the template to your computer.

Use this excel-spreadsheet to complete information about the interpreting assignments. Multiple interpreters' work in the same county may be included on the same invoice.

7. Enter a unique invoice number in the upper-right hand corner. Every invoice submitted must have a different invoice number.
8. Complete your agency's billing address.
9. Enter the name of your agency.
10. Enter the vendor code assigned to your agency by the MN Dept. of Finance.
11. Enter the date that the invoice is submitted.
12. Complete all information regarding the assignment, who interpreted, the interpreter's ID number, and payment information. Multiple interpreters may be included on this same invoice for work done in the same district court. For any further questions about completing this invoice, please contact the [ITD Service Desk](#).

PLEASE NOTE! If the interpreter interpreted for more than one case during his/her time at the courthouse, enter the specific case information for each case, but do not indicate the pay rate and the time spent interpreting for each individual case. Instead, on the line for the last case interpreted, indicate the pay rate and the TOTAL time spent interpreting on all cases.

For example, if the interpreter interpreted for three different parties for a total of 2.5 hours, type in the case-specific information for all three cases. On the line with information about the third case, type the pay rate, the total time spent interpreting, and travel time (if appropriate). See below in lines 10-12.

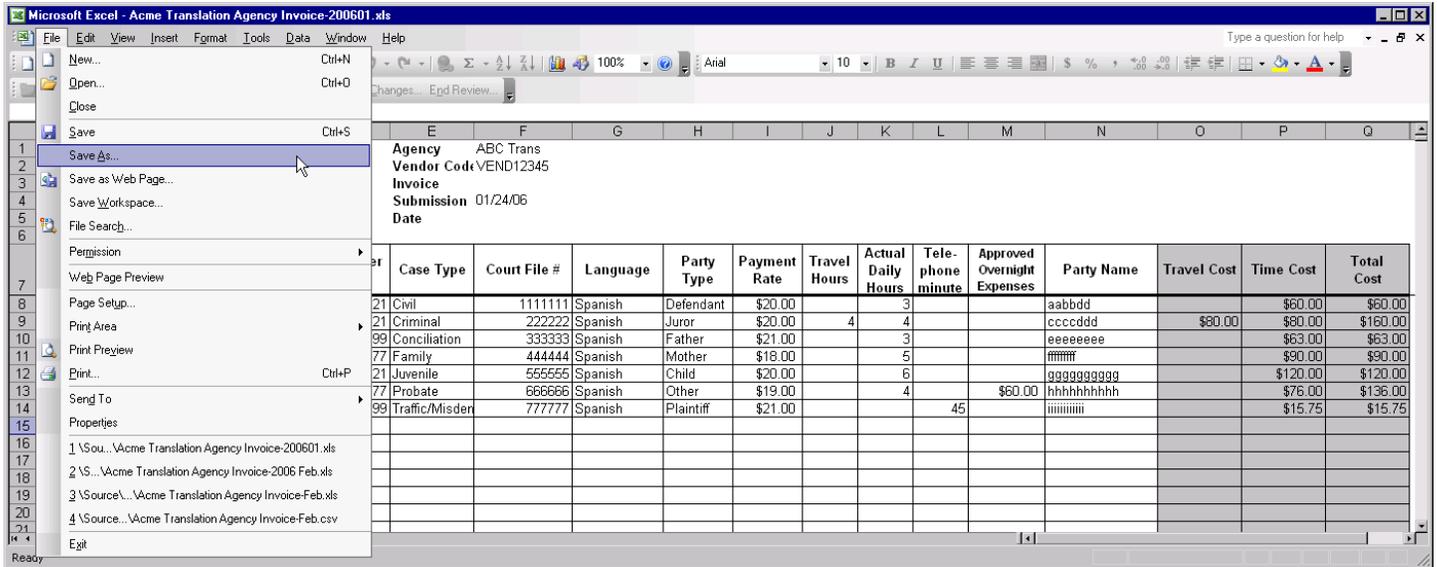
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	V
1	Invoice #	2006-245			Agency	Acme Interpreting												
2					Vendor Co	1234567890												
3	Billing	123 Main St.			Invoice													
4	Address	Suite 2			Submission	08/01/06												
5		Any Town, MN 55321			Date													
6																		
7	Date of Service	County	Interpreter Name	Interpreter ID #	Case Type	Court File #	Language	Party Type	Payment Rate	Travel Hours	Actual Daily Hours	Telephone minutes	Approved Overhead Expenses	Party Name	Travel Cost	Time Cost	Total Cost	
8	07/18/06	Anoka	James One	9999	Criminal	K1-06-0000	Lao	Defendant	\$40.00	2.00	0.50			James Two	\$80.00	\$80.00	\$160.00	
9	07/19/06	Anoka	James Three	8888	Civil	C4-06-0000	Swahili	Witness	\$50.00		1.20			James Four		\$100.00	\$100.00	
10	07/20/06	Anoka	James Five	7777	Cancelled	K2-06-0000	Italian	Defendant						James Six				
11	07/20/06	Anoka	James Seven	6666	Criminal	T4-06-0000	Italian	Defendant						James Eight				
12	07/20/06	Anoka	James Nine	5555	Conciliation	C-3-06-000	Italian	Respondent	\$40.00		2.50			James Ten		\$100.00	\$100.00	

Saving Your Agency Invoice as a Comma-Separated Values (CSV) File

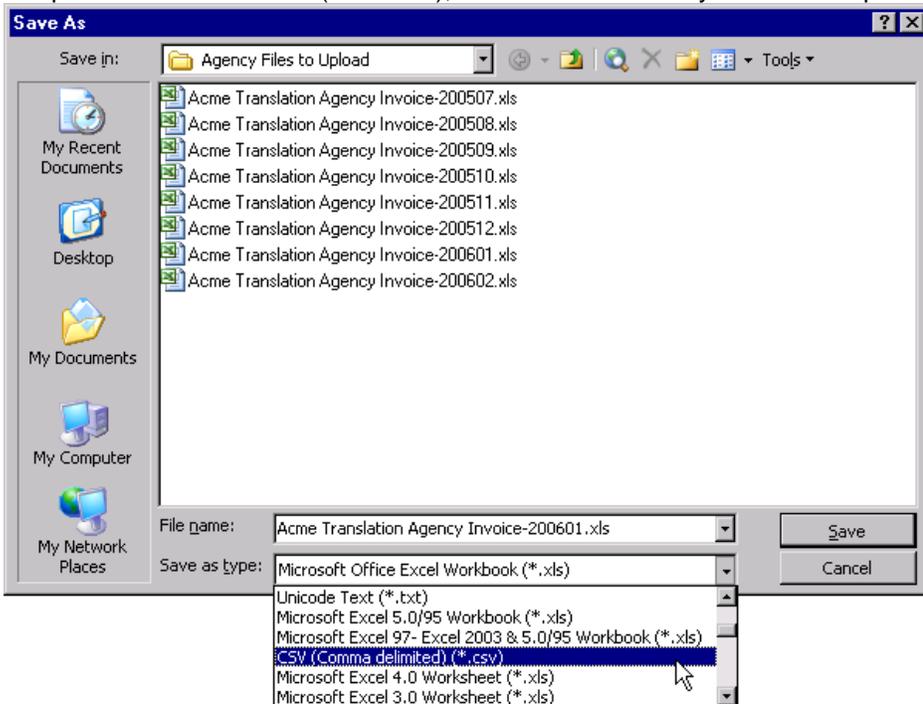
Because of the possibility of malicious macro code in an Excel spreadsheet, security policies at the Supreme Court of Minnesota do not allow the uploading of XLS files to the web server. Therefore, all agency invoice spreadsheets must be saved as a CSV file before uploading.

To do this, perform the following:

1. Open the agency invoice in Excel.
2. From the File Menu, select Save As.



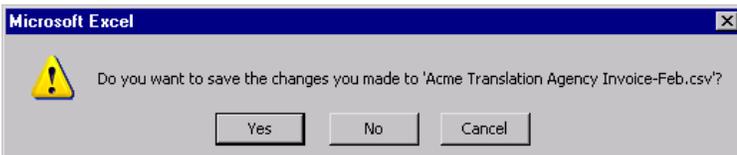
3. In the Save As dialog box, select "CSV (Comma delimited)(*.csv)" for **Save as type:** Macintosh users, please save as a CSV (Windows), and do not select any other CSV option.



- Click the button to save the file. You should take note of the folder where the CSV file is being saved so you can find it when it is time to upload the file to the web site.
- When asked if you want to keep the workbook in this format, click the button.



- Close Excel.
- When asked if you want to save the changes made to the spreadsheet, click the button.



Accessing the Invoice Entry Site

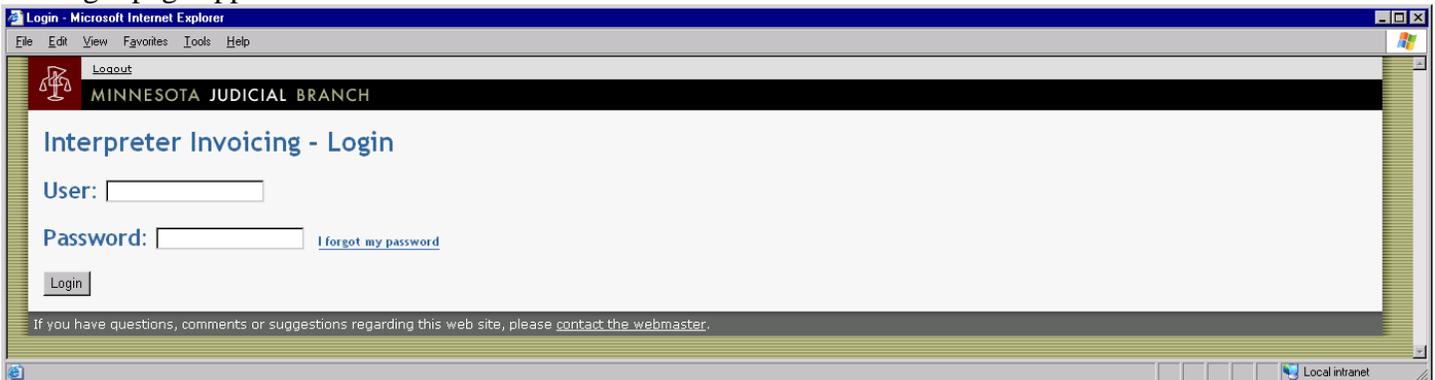
- Open Microsoft Internet Explorer and enter the following for the Address:

www.mncourts.gov or www.courts.state.mn.us

Press the Enter key or click the Go button in the browser's Address bar.

- Select "Programs and Services" from the menu on the left side of the screen.
- Select "Court Interpreter Program" from the list of programs provided.
- Select "Invoicing and Payment Policy" from the menu that appears in the tan box on the right side of the screen.
- Select the Interpreter and Agency Invoice link by clicking "HERE" in the center of the screen.

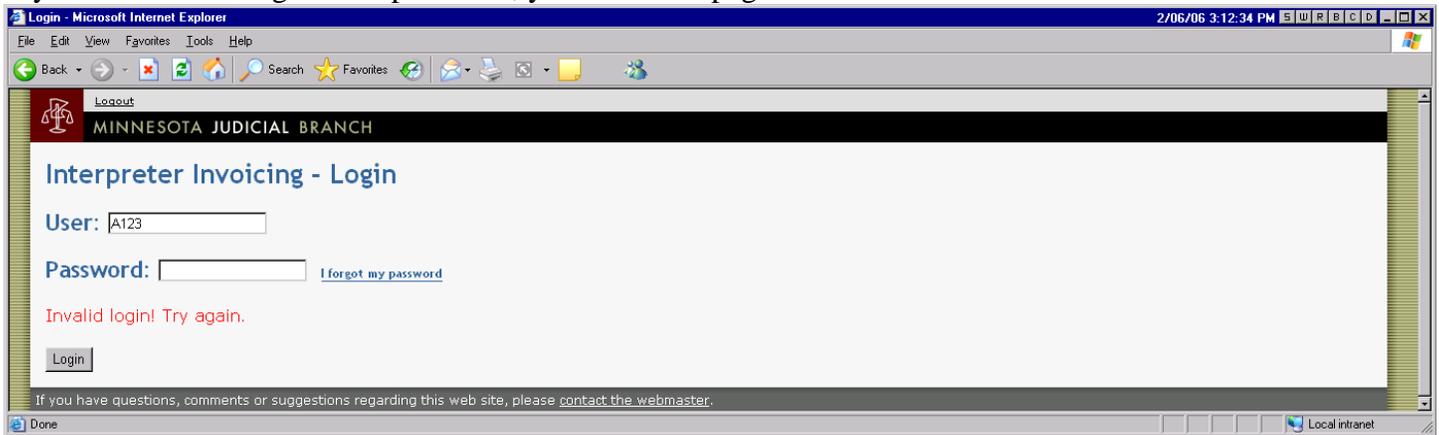
The login page appears.



Logging into the Invoice Entry Site

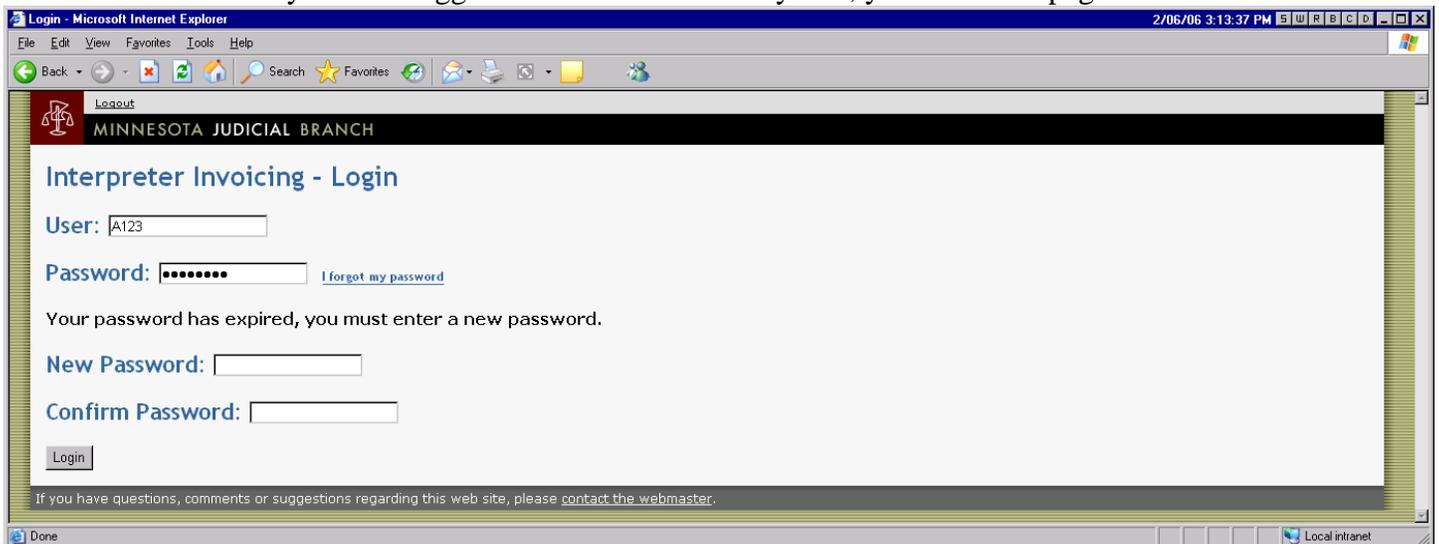
- Enter an "A" followed your agency identification number for the **User:**. If you do not know your agency identification number, contact the [ITD Service Desk](#).
- Enter your password for **Password:**
- Click the button.

If you enter the wrong user or password, you will see a page similar to this with red text:



If you see this screen, make sure the agency identification number is correct, and then re-enter your password and click the **Login** button.

If this is the first time you have logged in to the Invoice Entry Site, you will see a page similar to this:



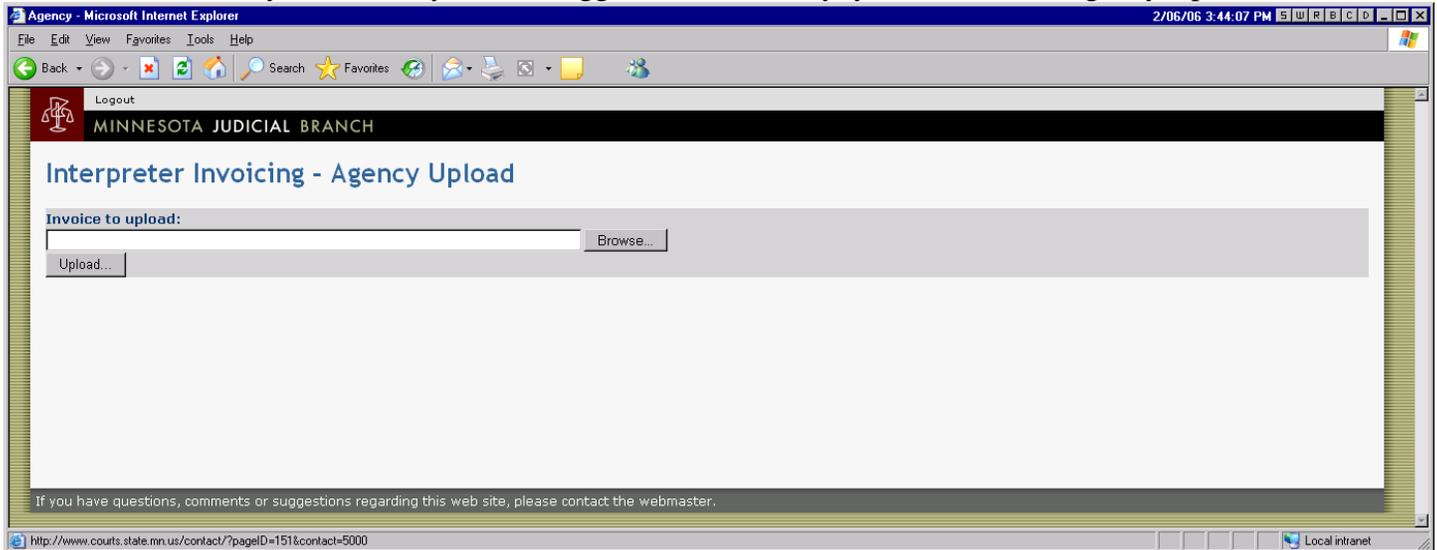
This means it is time for you to create a new password. The new password must be at least 5 characters long and must not be the same as your current password. Enter your new password for both **New Password:** and **Confirm Password:**. You must enter exactly the same password for **New Password:** and **Confirm Password:**. After you have entered your new password, click the **Login** button.

Forgot My Password

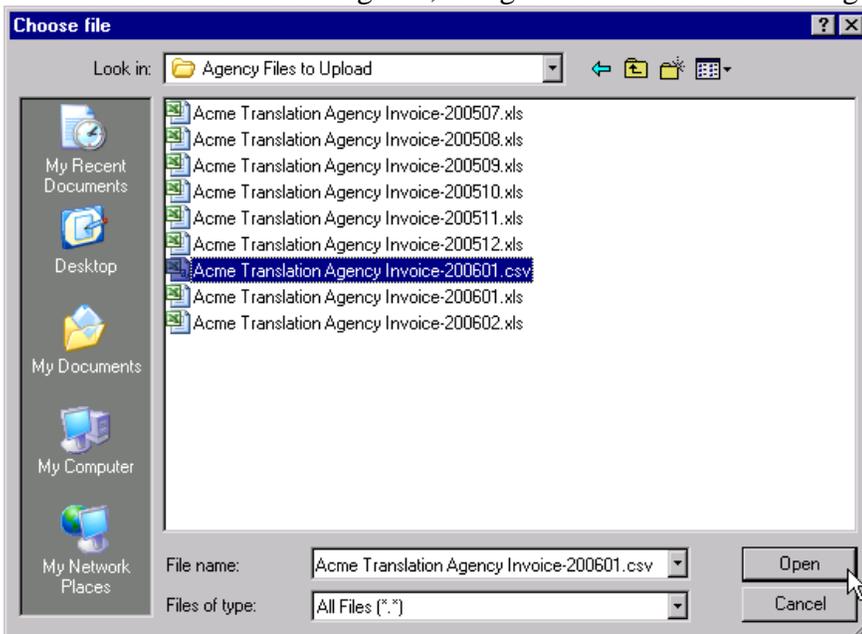
If you forget your password, you will have to contact the [ITD Service Desk](#) to have a new password created.

Uploading an Invoice

Use the **Accessing the Invoice Entry Site** and **Logging into the Invoice Entry Site** sections on page 2 to log into the Invoice Entry Site. Once you have logged in successfully, you will see the Agency Upload Form:



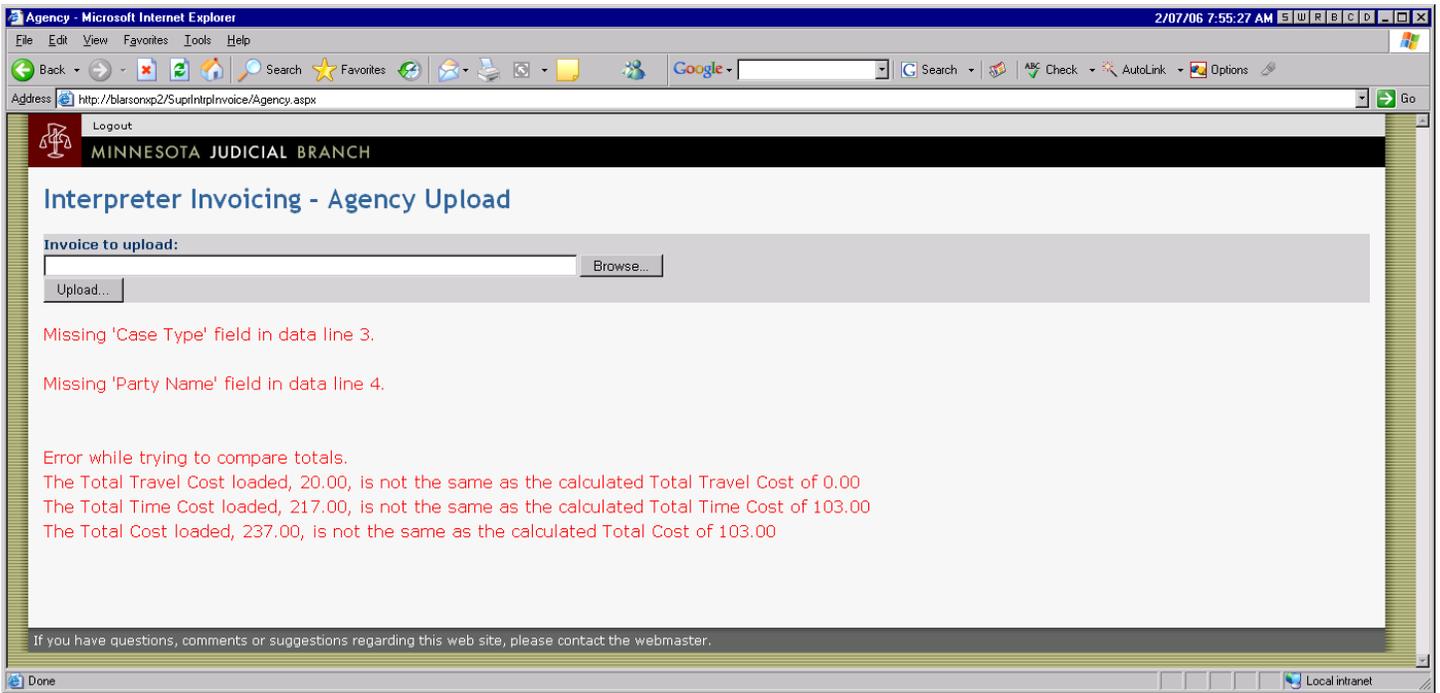
1. Click the **Browse...** button.
2. In the Choose File dialog box, navigate to the folder containing the CSV file to upload.



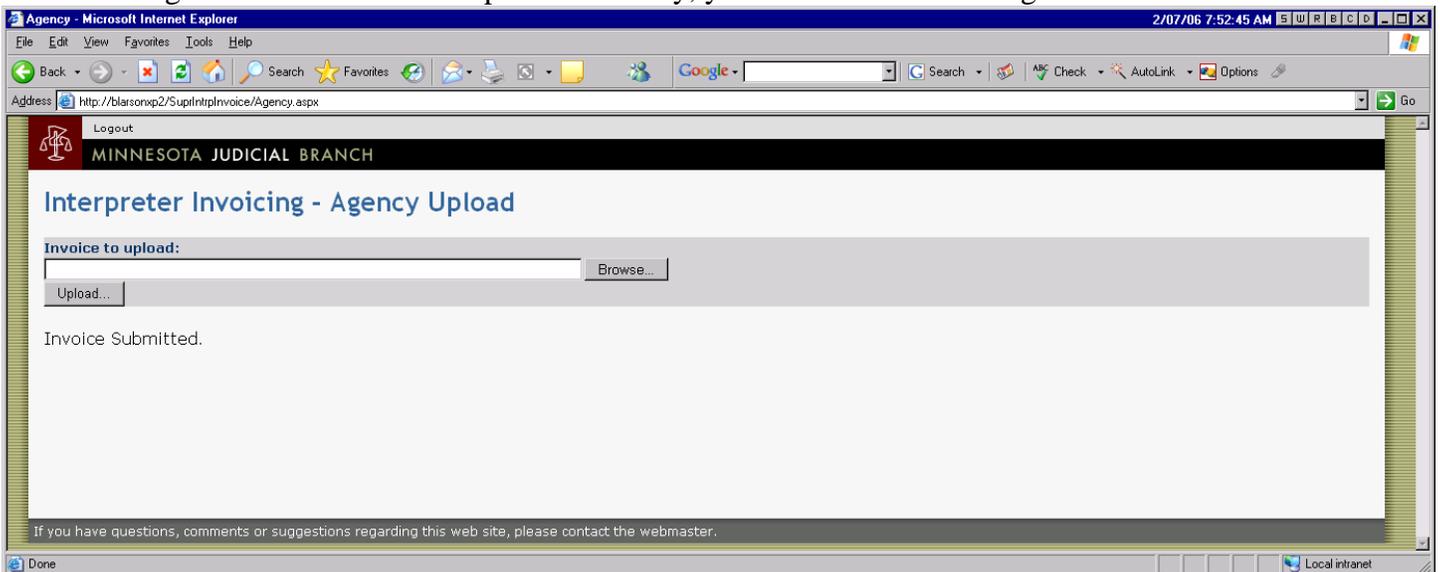
3. Select the appropriate CSV file and click the **Open** button.

Note: If you select a file with an extension other than CSV, an error message will appear. If this occurs, click the **Browse...** button again and select a CSV file.

4. Click the **Upload...** button. The CSV file will be uploaded to the Supreme Court server and validated. If there are errors, the form will appear similar to the following:



5. Look at the red text at the bottom of the form to determine what items are incorrect. In the example screen above, the Case Type is required, but it has not been entered on the third detail line of the agency invoice spreadsheet. Also, the Party Name is required, but it has not been entered on the fourth line of the agency invoice. There are also errors related to the invoice totals. However, detail lines that are in error are not counted in the totals calculated by the upload routine, so errors in detail lines will cause errors in invoice totals.
6. Modify your original spreadsheet, then repeat the steps in the **Uploading an Invoice** section to upload the invoice again. When the invoice uploads correctly, you will see the following screen:



7. You may upload another invoice or click the [Logout](#) link at the top of the page when your uploading is complete. The invoice will now be sent to the district court where the interpreting was conducted, and a court employee will verify that the information is correct before it is processed for payment.