

IE - Create Invoice

1. To create an invoice and submit your billing items, please click the **Create Invoice** button.

Edit	Event	Service Description	CTN	Date And Time Work Started	Date And Time Work Ended	Hours	Rate	Mileage	Amount	Origin	Destination	Map View	Document View	Adjusted Amount Reasoning	Rejection Reasoning
	Mileage - Expert	Traveled from Five Mile and Northline to Decker and Pontiac Trail	00000000-00				.82	20.3	\$16.65	Northfield Twp	Walled Lake	Map.png	Sample Mileage form and Map.pdf		None.

2. The Create INV/EXP Invoice Page will pop up, which contains all your pending invoice submission items as shown.

Create INV/EXP Invoice [X]

Payee Vendor Id: 123456 Invoice Date: 5/6/2025

Ctn: 00000000-02 Bar Number: 20000 Invoice Status: Pending

Vendor Internal Invoice Number (Required if Uploading Personal Invoice)

Total Amount: Account Code: [v]

Select All Calculate Total

I certify that the services and expenses that are being submitted were rendered in this case and that no part has been previously paid nor will be requested for such services

Selected	Event	Service Description	Date And Time Work Started	Date And Time Work Ended	Hours	Rate	Mileage	Amount	Origin	Destination
<input type="checkbox"/>	Travel Expenses - Investigator	Stayed 2 days at a hotel						250		

Cancel Create

3. Check the box that confirms that you have never billed for this item before.

I certify that the services and expenses that are being submitted were rendered in this case and that no part has been previously paid nor will be requested for such services

4. Choose your **Account code** from the drop-down menu:

Account Code

Select

I certify that the information provided is accurate and correct.

- Attorney
- Expert
- Investigator
- MAACS
- Second Chair
- Service Fee

Payee Vendor Id: 123456

Invoice Date: 5/6/2025

Ctn: 0000000-02

Bar Number: 20000

Invoice Status: Pending

Vendor Internal Invoice Number (Required if Uploading Personal Invoice)

Total Amount

Account Code: Investigator

5. If you upload a personal invoice, entering your internal invoice number is **required**.

Vendor Internal Invoice Number (Required if Uploading Personal Invoice)

100

6. Click on the **Select All** button to select all items that need to be attached, or check the box next to each item you want to bill for.

Select All Calculate Total

I certify that the services and expenses that are being submitted were rendered in this case and that no part has been previously paid nor will be requested for such services

Search: [] Go

Actions

Selected	Event	Service Description	Date And Time Work Started	Date And Time Work Ended	Hours	Rate	Mileage	Amount	Origin	Destination
<input checked="" type="checkbox"/>	Travel Expenses - Investigator	Stayed 2 days at a hotel						250		

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7. Click on the **Calculate Total** button. You will notice that the **Total Amount** field will update with the total for all billing items you selected.

Total Amount

250.00

Note: If you don't click **Calculate Total**, you will receive an error stating that the "Total Amount Must Have Some Value" and you will not be able to submit the invoice.

8. Click **Create** to create and submit the invoice.
 - a. **No further action is required at this time.** The invoice will now go through approvals and payment.
9. You will notice that the payment status for your item has changed to **Submitted for Attorney Certification** and you will see the pending invoice in the Pending Invoice Report at the bottom of INV/EXP Case page.

▼ Details

Q		Go	Actions															
Edit	Event	Service Description	CTN	Date And Time Work Started	Date And Time Work Ended	Hours	Rate	Mileage	Amount	Origin	Destination	Map View	Document View	Adjusted Amount Reasoning	Rejection Reasoning	Employee Name	Payment Status	Submission Date
	Travel Expenses - Investigator	Stayed 2 days at a hotel	00000000-02						\$250.00				Hotel Expenses.pdf			Bayan Alkas	Submitted For Attorney Certification	5/6/2025

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10. Upon creating an invoice, the attorney will receive an email to certify your items. Once certified, the invoice goes to the IDSD administrator for approval/rejection.
 - a. Attorneys may use the **Further Review** option rather than **Certify** if any of the activity was not asked for or if the time appears excessive.
 - b. IDSD admins may reach out to you for clarification and then can approve/reject the further reviewed item.
 - c. Attorneys don't have the ability to reject an item outright.
 - d. Attorneys will receive a weekly reminder if they have any outstanding approvals.

The invoicing process follows the below steps:



For billing inquiries or concerns about the invoicing process, please contact idsdfinance@waynecounty.com.