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1. Attorney Registration:



- 1.1.1. Bexar County eInvoice (Attorney Login/Registration) Link:
 - 1.1.1.1. Returning User:
 - 1.1.1.1.1. If returning user enter Sign in name / Password and click Sign in.
 - 1.1.1.2. New User:
 - 1.1.1.2.1. If new to elnvoice click Sign up now link.

eInvoice					
Sign in with your sign in name					
βign in name					
Password					
Forgot your password?					
Sign in					
Don't have an account? Sign up now					

1.1.1.3. Sign up Screen:

eInvoice
/erification is necessary. Please click Send button.
Email Address
Send verification code
New Password
Confirm New Password
Display Name
First Name
Last Name
Bar Number
Vendor ID
Phone Number
Create

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- 1.1.1.3.1. Enter Email Address and Click Send verification code button.
- 1.1.1.3.2. Enter Verification Code.
- 1.1.1.3.3. Click Verify Code button.
- 1.1.1.3.4. Enter all fields.
- **Note:** First / Last Name and Bar Number must match Odyssey Case Manager exactly to avoid error when login into elnvoice.
- **Note:** Vendor ID is required and should be correct to avoid not being paid when elnvoice sends elnvoice to Infor system. If you are not sure of your vendor ID contact the Bexar County Auditor's Office.
- 1.1.1.3.5. Click Create button.
- 1.1.1.4. Appian elnvoice landing page:

Hello, Jeffrey. Welcome to elnvoice	
User Information	
Please make sure the information below is correct If changes are needed, please update in the My Profile tab	
Name: Jeffrey Martinez	
Email: dumasmw@hotmail.com	
Bar Number: 24077437	
Vendor ID: 159753	
	CONTINUE

- 1.1.1.4.1. Verify all the information you registered and Click Continue.
- 1.1.1.4.2. If incorrect information user will see error message:



1.1.1.4.3. If correct user will land on attorney submission screen which section 2 below.



2. Submitter Tabs Features:

	TASKS			🎟 🌘 appían
批			Hello, Test. Welcome to elnvoice	
			Create New elnvoice	
			View elnvoices	

2.1. elnvoice Portal Tab:

- 2.1.1. Create New elnvoice button:
 - 2.1.1.1. Allows submitter to start the creation of a new elnvoice.
- 2.1.2. View elnvoices button:
 - 2.1.2.1. Allows submitter to see any elnvoice they have created.

IVOICE PORTAL	TASKS	REPORTS MY PROFILE						🌔 appi
≓ My Tasks ♂								
OPEN IN P	ROGRESS							
Open Tasks								
	elnvoice	elnvoice Status	Case Number	Task	Task Status	Court Type	Court #	Updated On
ACCEPT	15	Rejected By Approver To Submitter	2019PA01172	Re-Submit elnvoice	Open	Children's Court	RM 307	12/6/2021

- 2.2. Tasks Tab:
 - 2.2.1. Open:
 - 2.2.1.1. Shows tasks that have been rejected back to the submitter for corrections.
 - 2.2.1.2. Click elnvoice hyperlink to look at the invoice details.
 - 2.2.1.3. Click Accept to start correcting the elnvoice.

EINVOICE PORTAL	TASKS	REPORTS							🌔 appían
≣ Mv	Tasks 2	,							
OPEN IN P	ROGRESS								
In Progress T	asks								
	elnvoice	elnvoic	e Status	Case Number	Task	Task Status	Court Type	Court #	Updated On
RESUME	156	Started		2020JUV00448	Build elnvoice	Active	Juvenile District Court	436th	12/16/2021
RESUME	90	Started		2020JUV00765	Build elnvoice	Active	Juvenile District Court	436th	12/6/2021



2.2.2. In Progress:

- 2.2.2.1. Shows elnvoices that have been started but not yet submitted for approval.
- 2.2.2.2. Click Resume to continue the creation and submission.

3. Reports Tab:

EINVOICE PORTAL	TASKS	REPORTS	
	orts 2	hmit	
Submitted elnv	voice Amounts v	vs. Approved eln	voice

3.1. Report Features:

- 3.1.1. User will see Submitted elnvoice Amounts vs. Approved elnvoice Amounts (Attorney's Only).
- 3.1.2. This shows only elnvoices the submitter has created.

OICE PORTAL	TASKS						🎟 🌒 appia
Lill Rep Please select a re Submitted elr	eport and click submit	t Approved elm	voice • CLEAR				
From Date		To Date					
01/01/2021		12/31/202	21				
SEADCH DATE	RANGE						
JEANCH DATE							
DOCX	•	GENERATE	REPORT				
DOCX	• Case #	GENERATE	REPORT	Court	Approved Amt	Submitted Amt	Approved Date
DOCX eInvoice 68	Case # 2020JUV00004	GENERATE Rep Sim	REPORT resented Party (Last, First) pson, L	Court 289th Juvenile District Court	Approved Amt \$1,200.00	Submitted Amt \$1,200.00	Approved Date
DOCX elnvoice 68 2	Case # 2020JUV00004 2019PA01164	GENERATE Rep Sim Pow	REPORT resented Party (Last, First) pson, L vell, Susan	Court 289th Juvenile District Court 166th Civil District Court	Approved Amt \$1,200.00 \$500.00	Submitted Amt \$1,200.00 \$125.00	Approved Date 12/1/2021 11/19/2021

- 3.1.3. Reports use date range to filter and cannot be larger than a year range.
- 3.1.4. The grid will display all data that matches the filters above.
- 3.1.5. Column header can be clicked to sort AtoZ or ZtoA.
- 3.1.6. A user may generate the report in CSV, DOCX, XLSX, and PDF.

Note: The filtered data you see in the grid is what will be generated in the report.

Note: Sorted columns do not change the report generation so you will still see the data just not sorted AtoZ or ZtoA if using the sort on column headers.



4. My Profile Tab:

EINVOICE PORTAL	TASKS		
💄 My	Profile		
		1 User Inform	ation
		First Name*	Last Name *
		Test	Submitter
		Email: testsubmitter@bexar.c Phone:	com
		Bar Number:	
		24077437	
		Vendor ID:	
		CANCEL	SAVE PROFILE

- 4.1. Attorney Personnel:
 - 4.1.1. Attorneys are setup by registering and then that information displays here and can be edited if needed.
 - 4.1.2. The first name, last name, and bar number must match the information listed in Odyssey Case Manager exactly.
 - 4.1.3. Attorney Vendor ID should be correct or when elnvoice is sent for payment it will error and payment will not happen until corrected.

5. Create New elnvoice Process:

Home > Create New elnvoice	nvoice			
DC2019CR0983	Search SID Number	Search Case Reference Numb		
SUBMIT CLEAR				
All Cases				
Case Number		Status	Origin Court Number	
DC2019CR0983		Sentenced	175th	
				VIEW CASE CART

- 5.1. Create elnvoice:
 - 5.1.1. Search Fields:
 - 5.1.1.1. Search by Case Number / SID / Case Reference Number then click Submit.
 - Note: All search fields are exact match not partial match to gain results.
 - **Note:** All civil case vouchers being submitted must contain cause numbers that include CI, PA, or EM5 only.



5.1.2. All Cases Section:

5.1.2.1. Results will display in All Cases section.

Home > Create New elnvoice > Case Details

Case Details		
Case Number	Name (Last, First)	SID
DC2019CR0983	ALONZO, JACQUELINE	1011743
Style	Origin Court Number	
State of Texas VS JACQUELINE FLORES ALONZO	175th	
Status	Disposition Date	
Sentenced	2/13/2020	
Offense Date	Offense Level	Offense Description
7/1/2018	F3	360111 F3 INDECENCY-CHILD EXPO

5.1.3. Case Hyperlink:

- 5.1.3.1. Displays details about the case:
 - 5.1.3.1.1. Name / SID and Style will display if attorney is listed as attorney on record in Tyler case management system, otherwise they will display N/A.
- **Note:** If attorney is not listed as attorney on record, they still can create elnvoice but they must enter the party they represent manually (Name and SID (if applicable).

Note: SID only populates for Criminal cases.

- 5.1.3.1.2. Origin Court Number / Status / Disposition Date populate with what is stored in Tyler Case Management System.
- 5.1.3.1.3. Offense Date / Offense Level / Offense Description only display for Criminal cases.
- 5.1.3.1.4. MTR Description / MTR Date will only show if there is MTR on the case.
- 5.1.3.1.5. Click Create New elnvoice in breadcrumb to return to All Cases screen.

Home > Create New elnvoice

=	create entry	bice			
DC20	19CR0983	Search SID Number	Search Case Reference Numb		
SUBN	IIT CLEAR				
All Ca	ses				
	Case Number		Status	Origin Court Number	
Ħ	DC2019CR0983		Sentenced	175th	
					VIEW CASE CART



Home > Create New elnvoice > Co	nfirm Selection			
⊘ Confirm Se	ection			
Case Number DC2019CR0983 Style State of Texas VS JACQUELINE FLORES ALONZO Status Sentenced	Name (Last, First) ALONZO, JACQUELINE Origin Court Number 175th Disposition Date 2/13/2020	Party SID 1011743		Edit Party
MTR Description PROBATION REVOKED	MTR Date 7/1/2018			
Offense Date 7/1/2018	Offense Level F3	Offense Des 360111 F3 IN	scription	0
Court Type *	Court Number *	Payment Ca	ategory *	Sub-Payment Category*
Criminal District Court 🔹	175th	▼ Select On	1e 🔻	Select One
Party I Represent Is: * Adult Child / Juvenile CANCEL				

- 5.1.4. Shopping Cart Button:
 - 5.1.4.1. eInvoice populates with existing data and attorney must enter remaining fields before the Add To Case Cart button will activate.
 - **Note:** Court Type and Court Number can only be edited if Civil / Child Support or Children's Court elnvoice. This is determined by Tyler Case Management.
 - 5.1.4.2. Select Payment Category this is pre-populated by Court Type and will vary based on the case that is selected.
 - 5.1.4.3. Sub-Payment Category only displays for Criminal District and Juvenile District Courts cases.

Court Type *	Court Number *		Court Specialty*		Payment Category *	
Children's Court	▼ Select One		▼ Select One	-	Select One	•
Party Represent ls:*	Date of Appointme	ent *				
◯ Adult	mm/dd/ww	曲				
Ochild / Juvenile		_				

- 5.1.4.4. Court Specialty / Date of Appointment only display for Children's Court cases.
- 5.1.4.5. Select if the person represented is an Adult or Child/Juvenile.
 - 5.1.4.5.1. If Adult is selected the name will stay as displayed in Tyler.
 - 5.1.4.5.2. If Child/Juvenile is selected the name will shorten:
 - 5.1.4.5.2.1. Last Initial / First Initial for Civil / Child Support and Children's Court cases.
 - 5.1.4.5.2.2. Last Name / First Initial if Juvenile cases.
- 5.1.4.6. Click Add To Case Cart button once all information if populated.



Home > Create New elnvoice > Cor	nfirm Selection					
⊘ Confirm Sel	ection					
Case Number DC2018CR9196W	Name (Last, First) ALONZO, JACQUELINE		Party SID 1011743		Edit Party	
Style State of Texas VS JACQUELINE	Origin Court Number 175th					
Status Sentenced	Disposition Date 8/30/2018					
MTR Description PROBATION REVOKED	MTR Date 7/20/2016					
Offense Date 6/5/2018	Offense Level FS		Offense Description 400408 FS PROSTITUTION- 3 OR N	ИR	t.	
Court Type *	Court Number *		Payment Category *		Sub-Payment Category *	
Criminal District Court 🔹	175th	-	F3 -		N/A	*
Party I Represent Is:* Adult Child / Juvenile CANCEL						

- 5.1.4.7. Add additional cases if needed:
 - 5.1.4.7.1. Once first case added to cart user cannot edit the required fields for an elnvoice.

2018CR9196W	Search SID Number	Search Case Reference Numb			
BMIT CLEAR					
Cases					
Case Number		Status	Orij	gin Court Number	
		commence and the second second			
DC2018CR9196W	Case Cart	Sentenced	175	sh	VIEW CASE CAF
bc2018CR9196W te > Create New elnvoice > Case Cart cart	Case Cart	Sentenced	175	sh	VIEW CASE CAR
C2018CR9196W Ale > Create New elnvoice > Case Cart Case Number	Case Cart SID	Sentenced	175 Status	Origin Court Number	VIEW CASE CAR Disposition Date
Case Number Case Sumber Case Coart Case Number	Case Cart SID 1011743 1011743	Name (Last, First) ALONZO, JACQUELINE	Status Sentenced	Origin Court Number 175th	VIEW CASE CAR Disposition Date 2/13/2020

- 5.1.5. View Case Cart Screen:
 - 5.1.5.1. Displays any case that have been added to the attorney's cart.
 - Note: Civil / Child Support / Children's Court only allow 1 case per Case Cart thus only 1 case per elnvoice.
 - Note: Criminal cases allow multiple cases per Case Cart / elnvoice but they must be of the same SID.
 - 5.1.5.2. Delete any case if needed.
 - 5.1.5.3. Click Create New elnvoice bread crumb (above the Case Cart) if you need to add more cases.
 - 5.1.5.4. Click Create elnvoice button when all cases have been added to the cart.



5.1.6. Create elnvoice Screen:

E el	nvoice: 175					
Highest	Case #			Attorney Role (Required)		
	DC2019CR0983			Current Attorney of Record		-
	DC2018CR9196W			Current Attorney of Record		•
Edit Cases ADD SERV Fee Cart	/ICE TYPE					
	Category	Service	Service Date	Fee Туре	Amount	Comment
			No services/fees a	dded		
Running el \$0.00	nvoice Total (Cannot Submit W	lith \$0.00)				

CANCEL EINVOICE SAVE & EXIT

NEXT (ADD MORE ATTACHMENTS)

5.1.7. Add Service(s) Screen:

- 5.1.7.1. Cases Section:
 - 5.1.7.1.1. List cases that were added to the cart.
 - 5.1.7.1.2. If Multiple Cases, select which case is Highest (Criminal District and Juvenile / First Case Filed (Criminal County)
 - 5.1.7.1.3. Select Attorney Role from the drop-down list.

🖹 elnvoice: 175

Cases					
Highest	Case #	SID	Name (Last, First)	Attorney Role (Required)	Remove
	DC2019CR0983	1011743	ALONZO, JACQUELINE	Current Attorney of Record	×
	DC2018CR9196W	1011743	ALONZO, JACQUELINE	Current Attorney of Record	×
ADD NEW	/ CASE TO CART				
Finish Editir	D.g				

5.1.7.2. Edit Cases Link:

- 5.1.7.2.1. Remove any case that should not be part of the elnvoice.
- 5.1.7.2.2. Click ADD NEW CASE TO CART button to add any additional case(s) that are needed.
- 5.1.7.2.3. When done click Finish Editing link.



elnvoice > Add Fee						
\$ Add Service	/Fee					
Service Category	Service *			Service Date	*	
In Court Appearance 🔹	Court Appearance - Docke	et Call (Hourly) - F3 (\$90.00)	•	mm/dd/yyyy	曲	
Fee Type Hourly	Number of units *	Amount \$0.00				
Comment						
		0/125				
Upload Attachments For This Ser	rvice					
File		Description			Туре	Delete
			No items available			
Add Attachment						
CANCEL						ADD FEE

5.1.7.3. Add Service Type Button:

5.1.7.3.1. Add Service/Fee Screen:

5.1.7.3.1.1. Select Service Category from drop-down (Configured per court).

Note: Most courts have In Court / Out of Court and Trial Expenses.

- 5.1.7.3.1.2. Select Service from drop-down (Configured per court).
- 5.1.7.3.1.3. Enter Service Date
- 5.1.7.3.1.4. Fee Type:

Service Category	Service *			Service Date *	
In Court Appearance 🔹	Court Appearance - Docket	Call (Hourly) - F3 (\$90.00)	•	12/06/2021	曲
Fee Type	Number of units *	Amount			
Hourly	1	\$90.00			

5.1.7.3.1.5. Hourly Service Fee:

5.1.7.3.1.5.1. Enter Number of Units and system calculates Amount

Service Category	Service *	Service Date *	
In Court Appearance 🔹	Flat Fees for Pleas (Flat) - F3 (\$450.00)	12/06/2021	曲
Fee Type	Amount		
Flat	\$450.00		

5.1.7.3.1.6. Flat Service Fee:

5.1.7.3.1.6.1. One flat fee service is picked the amount is populated.



Service Category	Service *	Service *				
Trial Expenses	▼ Expert Witness/Professio	Expert Witness/Professional Testimony (Custom)				
Fee Туре	Fee Amount *	Number of units *	Amount			
Custom	\$75.00	2	\$150.00			
Comment						
		0/125				
Required Attachments: C Upload Attachments For	Order Approving Expert Witness(s) This Service					
File		Description		-	Туре	
			No items available			
Add Attachment						

5.1.7.3.1.7. Custom Service Fee:

5.1.7.3.1.7.1. Enter the Fee Amount / Number of Units and system calculates amount.

5.1.7.3.1.8. Comment Field:

5.1.7.3.1.8.1. Enter any comment about the service fee.

Note: Comments are required for some fees and optional for others. (Configured per court)

5.1.7.3.1.9. Upload Attachments for this Service Section:

5.1.7.3.1.9.1. Click Add

5.1.7.3.1.9.2. Click Upload or drag and drop a file.

- 5.1.7.3.1.9.3. Enter description that helps reviewer / approvers know what the attachment is about.
- 5.1.7.3.1.9.4. Select Attachment Type from drop-down.
- 5.1.7.3.1.9.5. If optional attachment not needed, click delete to remove (cannot proceed with elnvoice if required attachment is not there).
- **Note:** Attachments are required for some fees and optional for others. (Configured per court).
- 5.1.7.3.1.10. Click Add Fee button.
- **Note:** Add Fee button will only activate when all required fields are correctly filled in.
- 5.1.7.3.1.11. Add additional fees for the invoice by clicking Add Service Type Button are repeating 4.1.7.2.1.1 4.1.7.2.1.10 above.
- 5.1.7.4. Cancel elnvoice Button:
 - 5.1.7.4.1. Click this if no longer want to proceed with the elnvoice.

Note: This will permanently delete the elnvoice and user will have to start over. If just don't have time to finish use the Save & Exit button to resume later.



5.1.7.5. Save & Exit Button:

- Click to save elnvoice and work that has been completed. The elnvoice 5.1.7.5.1. will go into In Progress task for later completion.
- Represented Party(s) Button: (only shows for Children's Court) 5.1.7.6.

EINVOICE PORTAL		REPORTS					🎟 🛞 appi
	Reporting	ed Part	:y(s)				
Name	(Last, First)				Туре	Relationship	
				No it	ems available		
+ Add New Per	son						
BACK (EDIT S	ERVICE INFO)	SAVE & EXIT					NEXT (ADD MORE ATTACHMENTS)

5.1.7.6.1. Add New Person link:

Add the party(s) you represent (at minimum it should contain the 5.1.7.6.1.1. person from the case information when you created the elnvoice)

elnvoice >	CPS	Reporting
------------	-----	-----------

Represented Party(s)								
	Name (Last, First)	Туре	Relationship					
×	Ramos, Tony	Child	Father					
+ Add	+ Add New Person							
BAC	(EDIT SERVICE INFO) SAVE & EXIT			NEXT (ADD MORE ATTACHMENTS)				

5.1.7.7. Add More Attachments Button:

elnvoice > A	Attachments			
🙆 Re	equired Attachments			
Order Of Upload Rec	Appointment Required For Each Case - Yo quired Documents	u May Include Multiple Cases On One Document		
File		Description	Туре	Delete
UPLOAD	Drop file here	0/125	Order of Appointment	Θ
UPLOAD	Drop file here	0/125	Order of Appointment •	Θ
O Add Att	achment			
Optio	onal Attachments			
File		Description	Туре	Delete
		No items available		
Add Att	achment			
BACK (ED	IT SERVICE INFO) SAVE & EXIT		NEXT (QA	ALERTS)



- 5.1.7.7.1. Required Attachment Section:
 - 5.1.7.7.1.1. Upload Order of Appointment from Court/Judge assigning attorney to the case.
 - 5.1.7.7.1.1.1. Requirements says to upload 1 order per case but if order is for all cases on the elnvoice user can delete the rows not needed.
 - 5.1.7.7.1.2. Upload any other Required Attachments (read the blue hint helper for any other required attachments).
- 5.1.7.7.2. Optional Attachments Section:
 - 5.1.7.7.2.1. Upload any not required attachments for the elnvoice.
- 5.1.7.7.3. Click QA Alerts button when all correct attachments have been uploaded.

5.1.7.8. QA Alert Screen:

elnvoice > Attachments > QA Alerts	
elnvoice: 175	
A QA Alerts	
A QA Alert(s) Found For Case # DC2019CR0983 ALERT: ONE YEAR PAST DISPOSITION DATE FOR THIS CASE	
Please Enter Justification (Required)	0/2500
A Alert(s) Found For Case # DC2018CR9196W ALERT: ONE YEAR PAST DISPOSITION DATE FOR THIS CASE	
Please Enter Justification (Required)	0/2500
BACK (EDIT ATTACHMENTS) SAVE & EXIT	NEXT (ADD EINVOICE COMMENT)

5.1.7.8.1. Enter Justification for any QA Alert.

Note: Justification must be entered to move ahead or user can decide to go back and cancel elnvoice if its realized the elnvoice should not proceed further.

- 5.1.7.8.1.1. There are 7 QA alerts for the elnvoice System:
 - 5.1.7.8.1.1.1. One year past disposition date for this case,
 - 5.1.7.8.1.1.2. Another Completed elnvoice(s) found for this case # and different fee total,
 - 5.1.7.8.1.1.3. Another Active elnvoice(s) found for this case # and different fee total,
 - 5.1.7.8.1.1.4. Another Completed elnvoice(s) found for this case # and same fee total,
 - 5.1.7.8.1.1.5. Another Active elnvoice(s) found for this case # and same fee total,
 - 5.1.7.8.1.1.6. Another Completed elnvoice(s) found with same SID,
 - 5.1.7.8.1.1.7. Another Active elnvoice(s) found with same SID.
- 5.1.7.8.2. Click Add elnvoice Comment button.



5.1.7.9. Comments Screen:

elnvoice > Attachments > QA Alerts > Comments		
New Comment		
	0/4000	
		NEVT (ACKNOW) EDGE 9. STIPM

- 5.1.7.9.1. Enter any comment about the elnvoice to be seen by reviewers/approvers of the elnvoice. (This is optional field)
- 5.1.7.9.2. Click Acknowledge & Submit button.

5.1.7.10. Acknowledgement Screen:

elnvoice >	Attachments > QA Alerts > C	Comments > Acknow	ledgement	
~ A	cknowledge	ment		
Criminal	District Court			
	I swear that having been d receive any money or any	duly appointed, I pers thing else of value fo	sonally represented the above-named defendant and that the foregoing facts are true and correct. I further swear or affirm that I have not received nor wi or representing the accused, except as approved by the Court in writing.	1
Reference	Number			
Add a ref	erence number	0/125		
BACK (E	DIT EINVOICE COMMENT)	SAVE & EXIT	SUBMIT EINVOI	CE

5.1.7.11. Click the box to acknowledge the submission of the elnvoice.

- **Note:** The acknowledgement is specific to each court and is configured to show based on the case entered in the elnvoice.
- 5.1.7.12. Add Reference Number
 - 5.1.7.12.1. This is optional / Alpha and/or Numeric field the attorney can use to help them search for certain elnvoices.
- 5.1.7.13. Click Submit elnvoice button.

6. Workflows:

- 6.1. Civil and Child Support Courts:
 - 6.1.1. Submitter:
 - 6.1.1.1. Submit elnvoice Automatically goes Forward to Reviewer
 - 6.1.1.2. Save & Exit
 - 6.1.1.3. Cancel elnvoice
 - 6.1.2. Reviewer:
 - 6.1.2.1. Forward to Recommender
 - 6.1.2.2. Forward to Approver
 - 6.1.2.3. Reject back to Submitter
 - 6.1.3. Recommender:



- 6.1.3.1. Forward to Approver
- 6.1.3.2. Reject to Reviewer

6.1.4. Approver:

- 6.1.4.1. Forward to Auditor
- 6.1.4.2. Reject to Submitter
- 6.1.4.3. Close without Payment
- 6.1.5. Auditor:
 - 6.1.5.1. Forward for Payment
 - 6.1.5.2. Reject to Approver

6.2. Children's Court:

- 6.2.1. Submitter:
 - 6.2.1.1. Submit elnvoice Automatically goes Forward to Approver
 - 6.2.1.2. Save & Exit
 - 6.2.1.3. Cancel elnvoice
- 6.2.2. Approver:
 - 6.2.2.1. Forward to Auditor
 - 6.2.2.2. Reject to Submitter
 - 6.2.2.3. Close without Payment
- 6.2.3. Auditor:
 - 6.2.3.1. Forward for Payment
 - 6.2.3.2. Reject to Approver

6.3. Criminal County Court:

- 6.3.1. Submitter:
 - 6.3.1.1. Submit elnvoice Automatically goes Forward to Reviewer
 - 6.3.1.2. Save & Exit
 - 6.3.1.3. Cancel elnvoice

6.3.2. Reviewer:

- 6.3.2.1. Forward to Recommender
- 6.3.2.2. Forward to Approver
- 6.3.2.3. Reject back to Submitter
- 6.3.3. Recommender:
 - 6.3.3.1. Forward to Approver



6.3.3.2. Reject to Reviewer

6.3.4. Approver:

- 6.3.4.1. Forward to Auditor
- 6.3.4.2. Reject to Submitter
- 6.3.4.3. Close without Payment
- 6.3.5. Auditor:
 - 6.3.5.1. Forward for Payment
 - 6.3.5.2. Reject to Approver
- 6.4. Criminal District and Juvenile District Courts:
 - 6.4.1. Submitter:
 - 6.4.1.1. Submit elnvoice Automatically goes Forward to Reviewer
 - 6.4.1.2. Save & Exit
 - 6.4.1.3. Cancel elnvoice
 - 6.4.2. Reviewer:
 - 6.4.2.1. Forward to Approver
 - 6.4.2.2. Reject back to Submitter
 - 6.4.3. Approver:
 - 6.4.3.1. Forward to Voucher Recommendation Committee
 - 6.4.3.2. Forward to Auditor
 - 6.4.3.3. Reject to Submitter
 - 6.4.3.4. Close without Payment
 - 6.4.4. Voucher Recommendation Committee:
 - 6.4.4.1. Members:
 - 6.4.4.1.1. Forward to Chair
 - 6.4.4.2. Chair:
 - 6.4.4.2.1. Forward to Approver
 - 6.4.4.2.2. Reject to Submitter
 - 6.4.5. Approver:
 - 6.4.5.1. Forward to Voucher Recommendation Committee
 - 6.4.5.2. Forward to Auditor
 - 6.4.5.3. Reject to Submitter
 - 6.4.5.4. Close without Payment



6.4.6. Auditor:

- 6.4.6.1. Forward for Payment
- 6.4.6.2. Reject to Approver

7. Resubmission Process:

EINVOICE PORTAL	TASKS	REPORTS	A MY PROFILE					₩ (🚺 appia
🚍 My Tasks 🧝									
OPEN IN P	ROGRESS								
open Tasks	elnvoice	elnvoice	Status	Case Number	Task	Task Status	Court Type	Court #	Update d On
ACCEPT	175	Rejected	By Reviewer	DC2019CR0983	Re-Submit To Reviewer	Open	Criminal District Court	175th	1/8/2022

- 7.1. Open Task:
 - 7.1.1. Rejected elnvioces will be in Open Task.
 - 7.1.2. Click Accept to start the resubmission of the elnvoice.



7.2. View elnvoice History Link:

Previous elnvoice Comments									
Comment		Created By		Created On					
Please add the Jail visit		Test Reviewer	1/8/2022 9:56 AM CST						
optional comment		Test Submitter		PM CST					
elnvoice Tasks	elnvoice Tasks								
elnvoice Status	Task		Task Status	last Updated On					
Rejected By Reviewer Re-Submit To Reviewer			Active	1/8/2022					
Submitted For Review	Review Submitted eInvoice	Review Submitted elnvoice		1/8/2022					
Started	Build elnvoice		Completed	1/7/2022					

- 7.2.1. Shows all task and changes that have happen to the elnvoice after initial submission.
- 7.2.2. Key is it shows the rejectors comment to submitter so to revise the elnvoice correctly before hitting Re-submit.
- 7.2.3. Click Back to elnvoice Build link to return to elnvoice to make needed changes.

7.3. elnvoice Tabs:

7.3.1. Work through each tab editing what was asked by the rejector.



- 7.3.2. Attachments will remain on the elnvoice from initial submission, but attorney can add more if needed.
- 7.3.3. QA Alerts will require a comment again before moving forward.
- 7.3.4. Comments Screen will show all previous comments for the elnvoice, and attorney can add another comment if needed.
- 7.3.5. Acknowledgement must be checked again before being able to hit Re-submit elnvoice.
- 8. Mobile Application Download and Setup:

Note: Before using the Mobile application user must be registered to use the elnvoice system.

- 8.1. Setting up the Appian Phone App:
 - 8.1.1. Go to the Apple App Store or Google Play Store, depending on what type of device you own. Search for Appian and install the app on your phone.



8.1.2. Open the app and select "Set Up Account"





- 8.1.3. Under service address put the Bexar County eInvoice URL which will be provided.
- 8.1.4. Click the next arrow and you are ready to log in.