

# Approving Invoices For Translations And Interpretations

Welcome to the new Language Services Invoicing for translations and Interpretations

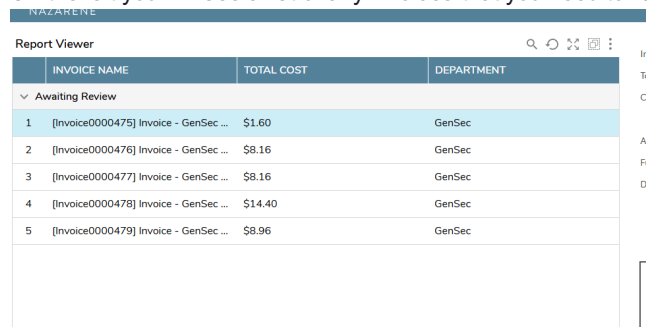
Your browser doesn't support video.  
Please download the file: [video/mp4](#)

This Article will go over this page

and how to approve, update codes, and not approve.

First Lets go over the Page,

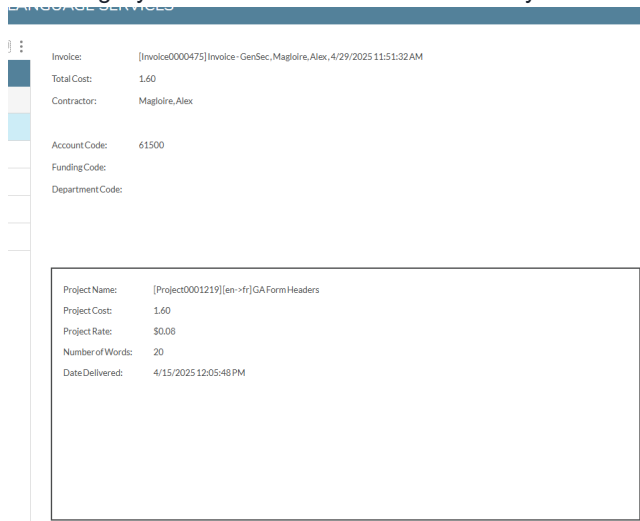
On the left you will see a list of any invoices that you need to review



The screenshot shows a 'Report Viewer' window with a table of invoices. The table has columns for 'INVOICE NAME', 'TOTAL COST', and 'DEPARTMENT'. There are 5 rows of data, all with 'GenSec' as the department. The first row is highlighted in blue.

	INVOICE NAME	TOTAL COST	DEPARTMENT
▼ Awaiting Review			
1	[Invoice0000475] Invoice - GenSec ...	\$1.60	GenSec
2	[Invoice0000476] Invoice - GenSec ...	\$8.16	GenSec
3	[Invoice0000477] Invoice - GenSec ...	\$8.16	GenSec
4	[Invoice0000478] Invoice - GenSec ...	\$14.40	GenSec
5	[Invoice0000479] Invoice - GenSec ...	\$8.96	GenSec

On the right you will see the invoice that is currently selected in blue



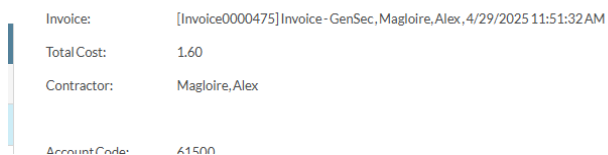
The screenshot shows the details of the selected invoice. It includes fields for Invoice, Total Cost, Contractor, Account Code, Funding Code, and Department Code. Below these is a section for Project Name, Project Cost, Project Rate, Number of Words, and Date Delivered.

Invoice: [Invoice0000475] Invoice - GenSec, Magloire, Alex, 4/29/2025 11:51:32 AM  
Total Cost: 1.60  
Contractor: Magloire, Alex  
Account Code: 61500  
Funding Code:  
Department Code:

Project Name: [Project0001219]en->fr]GA Form Headers  
Project Cost: 1.60  
Project Rate: \$0.08  
Number of Words: 20  
Date Delivered: 4/15/2025 12:05:48 PM

An invoice has 3 key area.

At the top it has the Invoice Name, the total Cost of the invoice and who the contractor is:



This screenshot shows the top section of an invoice with the following information:

Invoice: [Invoice0000475] Invoice - GenSec, Magloire, Alex, 4/29/2025 11:51:32 AM  
Total Cost: 1.60  
Contractor: Magloire, Alex  
Account Code: 61500

In the center of the invoice are the codes that the invoice current has:

Account Code: 61500  
 Funding Code:  
 Department Code:

at the bottom of the invoice are the projects that are apart of this invoice these will always contain 1 project but could contain more:

Project Name: [Project0001219][en->fr] GA Form Headers  
 Project Cost: 1.60  
 Project Rate: \$0.08  
 Number of Words: 20  
 Date Delivered: 4/15/2025 12:05:48 PM

Project Name: [Project0001205][en->es] GSEC 1.doc| Bylaws Changes Implemented Email  
 Project Cost: 6.56  
 Project Rate: \$0.08  
 Number of Words: 82  
 Date Delivered: 4/3/2025 2:31:14 PM

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Project Name: [Project0001218][en->es] GA Form Headers  
 Project Cost: 1.60  
 Project Rate: \$0.08  
 Number of Words: 20  
 Date Delivered: 4/15/2025 12:05:48 PM

Now lets update the codes for a specific invoice  
 We start by right click a row in the invoice list to see available actions:

Viewer

	INVOICE NAME	TOTAL COST	DE
Waiting Review			
1	[Invoice0000475] Invoice - GenS...	\$1	Ge
2	[Invoice0000476] Invoice - GenS...	\$8.16	Ge
3	[Invoice0000477] Invoice - GenS...	\$8.16	Ge

To update the codes we want the Update codes action  
 Once we click "update codes" we get a pop-up form to fill out:

GenSec Account Code: 61500

GenSec

GenSec

GenSec

GenSec

GenSec

**Update Codes** [Close]

Department Code: [Dropdown]

Fund Code: [Dropdown]

[CANCEL] [SAVE]

0001219][en->fr] GA Form Headers  
 25 12:05:48 P

Once filled out click save and the invoice you right clicked will be updated:

Invoice:	[Invoice0000475] Invoice - GenSec, Magloire,
Total Cost:	1.60
Contractor:	Magloire,Alex
Account Code:	61500
Funding Code:	PYC1018
Department Code:	C120
<hr/>	
Project Name:	[Project0001219][en->fr]GAForm Head
Project Cost:	1.60

If you are happy with the codes on that invoice you can now right click it again and select the approve action:

Viewer

	INVOICE NAME	TOTAL COST	DEPARTMENT
Awaiting Review			
1	[Invoice0000475] Invoice - GenS...	\$1.60	GenSec
2	[Invoice0000476] Invoice - GenS...	\$8.16	GenSec
3	[Invoice0000477] Invoice - GenS...	\$8.16	GenSec

That invoice will now be approved:

Report Viewer

	INVOICE NAME	TOTAL COST	DEPARTMENT
Approved			
1	[Invoice0000475] Invoice - GenSec ...	\$1.60	GenSec
Awaiting Review			
2	[Invoice0000476] Invoice - GenSec ...	\$8.16	GenSec

And the Invoice Details will show who and when it was approved:

Funding Code:	PYC1018
Department Code:	C120
Approver:	Rachel Ricápito
Date Approved:	[REDACTED]
<hr/>	
Project Name:	[Project0001219][en->fr]GAForm H
Project Cost:	1.60

If you do not approve right click the invoice and select the action do not approve:

Viewer

	INVOICE NAME	TOTAL COST	DEPARTMENT
Awaiting Review			
1	[Invoice0000475] Invoice - GenS...	\$1.60	GenSec
2	[Invoice0000476] Invoice - GenS...	\$8.16	GenSec
3	[Invoice0000477] Invoice - GenS...	\$8.16	GenSec

This will mark it as not approved:

4	[Invoice0000479] Invoice - GenSec ...	\$8.96
<div style="background-color: #f2f2f2; padding: 2px;">             ▼ Not Approved           </div>		
5	[Invoice0000476] Invoice - GenSec ...	\$8.16

If you wish to Approve, Update, or not approve multiple invoice start by clicking this box above the list of invoices:



This will make a box next to each row appear on the left:

**Report Viewer**

<input type="checkbox"/>	INVOIC
▼ Approved	
<input type="checkbox"/>	1 [Invoice
▼ Awaiting Review	
<input type="checkbox"/>	2 [Invoice
<input type="checkbox"/>	3 [Invoice
<input type="checkbox"/>	4 [Invoice
▼ Not Approved	
<input type="checkbox"/>	5 [Invoice

Select the invoices you wish to perform multiple actions on at the same time by clicking the new box.

This will show you a box with the actions you can perform:

<input type="checkbox"/>	1	[Invoice0000475] Invoice - GenS...	\$1.60	G
▼ Awaiting Review				
<input checked="" type="checkbox"/>	2	[Invoice0000477] Invoice - GenS...	\$8.16	G
<input checked="" type="checkbox"/>	3	[Invoice0000478] Invoice - GenS...	\$14.40	G
<input checked="" type="checkbox"/>	4	[Invoice0000479] Invoice - GenS...	\$8.96	G
▼ Not Approved				
<input type="checkbox"/>	5	[Invoice0000476] Invoice - GenS...	\$8.16	G

**Group Actions** x

Approve 3/3

Do Not Approve 3...

Update Codes 3/3

That concludes how to manage the invoices.

If you wish to set a default Department Code or Fund Code for invoices to your department Click the Settings button on the bottom right:

[Click Here](#)

[Settings](#)

This will pop-up a form just like updating codes for an invoice:

Update Codes

Department Code:

Fund Code:

CANCEL SAVE

Account Code: 61500

0001219][en

25 12:05:48 F

Simply fill it out and save.

This will not update existing Invoices only future invoices.

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