

Instructions for Mediators

How to Open, Approve and Submit Vouchers in the new WVS system

After you have logged into the system, you will see a screen that displays all of your vouchers.

Generally, the most recently created vouchers will be shown first but if not, you can easily sort the vouchers by mediation date. To do that, click at the top of Mediation Date column. Clicking once sorts them to show the most recent vouchers first, clicking again sorts them to show the oldest vouchers first.

Opening and Viewing Voucher Information

Vouchers that display an “edit” button in the left-hand column are vouchers that are available for you to approve. To see all of the vouchers ready for your approval, and only those, go to the Status column, click on the drop-down menu and select Current.

Click on the Edit button to review and approve the voucher. If you click on the View button, the voucher will open but you will be unable to edit or approve it.

The first voucher you open will open on the Case Information screen, as indicated by the tab with the green background. This screen displays the basic information about the case, such as: case number, program, mediation outcome, party names, mediation date and stipend amount – both the default amount and the amount approved. The default and approved amounts are usually the same, but will differ, when a manual change has been made by staff. The amount to be paid is the amount shown in the Amount Approved field.

It also indicates whether the voucher was created automatically, by the WVS system, or if it was manually generated by a staff member. The “Updated by” field shows the username of the last person who took action on the voucher.

If everything on the Case Information page is correct, click on the Claims and Service tab to enter the time spent in the mediation session. Enter the time and

click Save. You will not be able to submit a voucher for approval without entering the time.

After you've entered and saved the time, click on the Submit for Approval button, at the top of the page. A message will appear, asking if you're sure you want to take this action. If you are, click OK. You should then see a message indicating that the voucher has been Sent to the Branch Chief. Click Close and then click "Return to Voucher List" to approve additional vouchers.

Returning a Voucher, with Comment

Open the voucher by clicking on Edit.

If the Approved Amount shown on the Case Information screen is *incorrect*, or if something else is wrong with the voucher, you can add a comment, by clicking on the "Add Comments" tab. Then click on the "Add Comment" button and type in a message to Multi-Door staff, explaining the problem. Save your comment and confirm that you want to take this action, when prompted. Again, you will see a message indicating that the information was saved. Then click Close.

After entering your comment, you can return this voucher to the program officer for correction, by clicking on the Send to Program Officer button.

That's all there is to reviewing and approving vouchers!

Viewing other vouchers

You can see all of your vouchers at once, by going to the Status column and selecting All to review their status, or selecting a particular status, such as Approved by Multi-Door, to see those that have been approved by the Division Director or Deputy Director.

That status indicates vouchers that have been signed by the Division Director or Deputy Director and forwarded to the Court's Budget and Finance Division for processing and forwarding to the payor agency, the Internal Business Center of the Department of Interior.

As noted earlier, if the vouchers aren't shown in order, you can always click at the top of the Mediation Date column to sort by mediation date. Click once and the vouchers will be shown in order from most recent to least recent. Click again and they will be sorted in the reverse order. This sorting function applies to all columns on this screen, except the Mediator column.

Eventually, you will also be able to select the status Paid to see a list of vouchers that have been forwarded for payment to IBC. The system does not currently show any Paid vouchers, since we haven't transmitted any to the Budget and Finance Division, from the test system. If there are no vouchers in a particular status, that status will not appear on the drop-down list. Notice that the number of vouchers in each status is displayed in parentheses.

When the system goes live, there will be a Paid status option to select, from the drop-down menu in the status column. The dates shown as payroll dates are estimates by our Budget & Finance Division staff, based on the typical length of time it takes for vouchers to be paid after they're forwarded. The date of the actual deposit in your account could be slightly earlier or later.

Searching for a specific voucher

To find a particular voucher, you can go to the search field and type in a party name or case number, mediation date, or whatever you remember about the case that would make it easiest to identify. The system will search all voucher fields for that information and display a list of vouchers that contain a match. The search is not case sensitive, so you don't need to capitalize names. You can also type in just part of the name if you don't remember it all. Typing in a party name will produce results that find that name in any field, such as party name or mediator name, among your vouchers.

You can also search by case number, or voucher number, if you know it. Again, part of the number will do, but the system looks for an exact match in the sequence of letters and characters, so it's easiest to just enter the last part of the case number if you don't know the full, exact number. (The exact case number

would include the full year and case type indicator (such as CA, SC3, or MDF) and any leading zeros, i.e., 2017 CA 002345.)