

## Instructor Invoicing

Our goal is to make the process of submitting, tracking, and correcting invoices to LearnQuest quick and painless. We also hope that this new functionality will reduce errors in invoices and thereby enhance our ability to pay each invoice correctly and on-time.

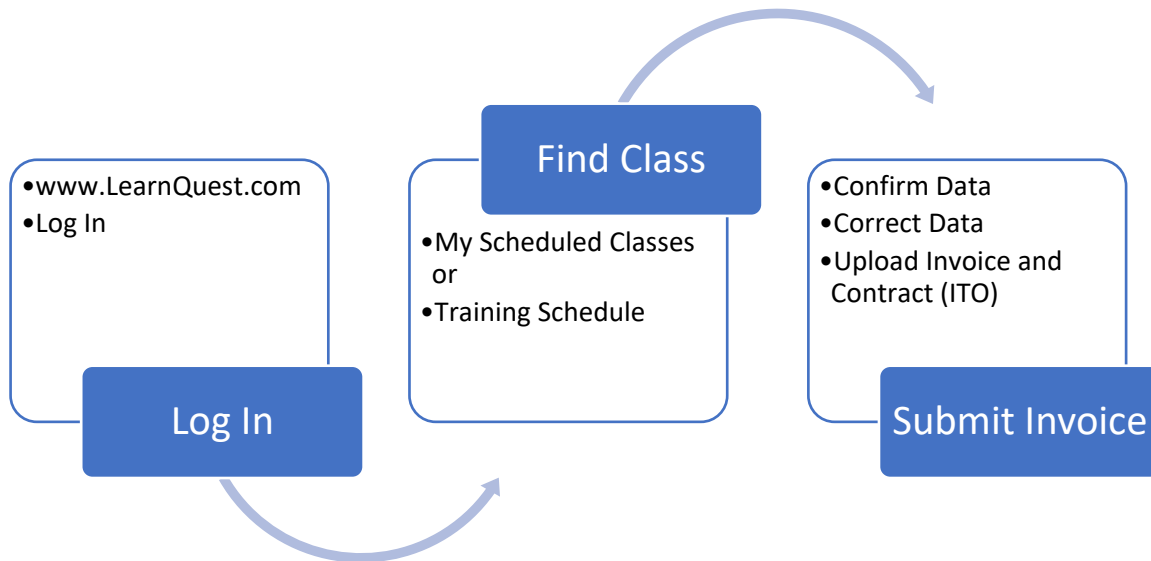
This new functionality has been added to our Partner Portal which makes it integrated with our systems and easy to access.

We will explore each of those three processes in this document:

- A. Submitting an Invoice
- B. Tracking an Invoice
- C. Correcting an Invoice

## Submitting an Invoice

This can be simply summarized as a three-step process involving: Logging In, Finding the Class you want to invoice for, and Submitting the Invoice...



### Log In

- 1st. Visit [www.LearnQuest.com](http://www.LearnQuest.com)
- 2nd. Click "Login" in the upper right corner
- 3rd. Enter your Username and Password
  - a. If you are not sure of your Username and Password, you can either click "I Forgot My Login Information" or contact your regional account manager.

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## Find a Class

There are two easy ways you can choose from to find the class you want to invoice against. Both are found in the menu that appears on the right side of your Portal once you are logged in:

### 1. My Scheduled Classes

Scheduled Classes

Clear Search

Course Name or Number						
Partner Class Id						
Start Date on or After				C	T	Cal
Start Date on or Before				C	T	Cal
Clear Search						
Process						

This screen allows you to search for a delivery by its course code/number, course name, or a date range. It is quick, easy to use, and brings you clearly to the list of classes you can invoice against. Then you can select the “Instructor Invoice” or “T&E Invoice” from the list of links below the class entry:

Scheduled Classes

Starting on or After 3/1/2022  
Starting on or Before 4/8/2022

Client	Course	Class Dates	Instructor
Global Demo TC: 2400141, Alice AM: Schmitz, Adam Demo Location - Italy DEN-53-22-0003	B6258GIT IBM Cognos Analytics: Author Reports Fundamentals (V11.1.x) (961994/ B6258GIT) <b>Partner: Demo Partner - Global</b> <b>Partner Class Code: 1234567890</b> Demo Location - Italy Classroom Training	28-Mar-2022 - 30-Mar-2022 09:30 AM - 11:30 PM	Pradeep Hanumalah

[Prep Request](#) | [Reserve a Lab](#) | [Courseware](#) | [Badge](#) |  
[Outline](#) | [Attendance Sheet](#) | [Registration System \(\)](#) | [Computer Assignment Sheet](#) | [Assessments](#) | [Progress Report](#)  
[Client Class Documents](#) | [View Setup](#) | [Class Materials](#) | [Supplemental Documents](#) | [Virtual Training Tips](#) | [Get Eval Links](#)  
[Connect to Machine1](#) | [Connect to Machine2](#) | [Instructor Invoice](#) | [T & E Invoice](#)

*\*NOTE: This method of searching is limited to only displaying up to 100 records.*

### 2. Training Schedule

Training Schedule  
Enter your selection criteria

Clear Search

Course Number or Name						
Start on or after	Apr	8	2022	C	T	Cal
Start on or before	Jul	7	2022	C	T	Cal -->
Continue						

This screen also allows you to search for a delivery by its course code/number, course name, or a date range. It is quick, easy to use, and brings you clearly to the list of classes you can invoice against. The list from this method of search has no limit to the number of records it can display and shows the results in a calendar-like format.

Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 12/27	Tue - 12/28	Wed - 12/29	Thu - 12/30	Fri - 12/31
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 1/3	Tue - 1/4	Wed - 1/5	Thu - 1/6	Fri - 1/7
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 1/10	Tue - 1/11	Wed - 1/12	Thu - 1/13	Fri - 1/14
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 1/17	Tue - 1/18	Wed - 1/19	Thu - 1/20	Fri - 1/21
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 1/24	Tue - 1/25	Wed - 1/26	Thu - 1/27	Fri - 1/28
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 1/31	Tue - 2/1	Wed - 2/2	Thu - 2/3	Fri - 2/4
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 2/7	Tue - 2/8	Wed - 2/9	Thu - 2/10	Fri - 2/11
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 2/14	Tue - 2/15	Wed - 2/16	Thu - 2/17	Fri - 2/18
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 2/21	Tue - 2/22	Wed - 2/23	Thu - 2/24	Fri - 2/25
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 2/28	Tue - 3/1	Wed - 3/2	Thu - 3/3	Fri - 3/4
GCP-100 Google Cloud Platform Fundamentals Virtual Training using Google Qwiklabs Modality: Virtual Lab Source: Google Qwiklabs GTR LearnGreen		Public	Pradeep Hanumalah	NA, LA, EU, Africa	Webex ID 3	Conf+2 Reg+0 Canc+0 Pend+0	V	V	V	V	
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 3/7	Tue - 3/8	Wed - 3/9	Thu - 3/10	Fri - 3/11
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 3/14	Tue - 3/15	Wed - 3/16	Thu - 3/17	Fri - 3/18
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 3/21	Tue - 3/22	Wed - 3/23	Thu - 3/24	Fri - 3/25
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 3/28	Tue - 3/29	Wed - 3/30	Thu - 3/31	Fri - 4/1
B6258GIT IBM Cognos Analytics STG Classroom Training Modality: Classroom Lab Source: No Lab Partner: Demo Partner - Global	B6258G	Global Demo	Pradeep Hanumalah	Demo Location - Italy		Conf+0 Reg+0 Canc+0 Pend+0	V	V	V		
Course/Activity	WWCourseCode	Client	Instructor	Location	Webex ID	Enr	Mon - 4/4	Tue - 4/5	Wed - 4/6	Thu - 4/7	Fri - 4/8

Then you can select the event by clicking on its name. This will bring you to the same display screen as demonstrated in the “My Scheduled Classes” from which you can click the “Instructor Invoice” or “T&E Invoice” from the list of links below the class entry:

#### Scheduled Classes

Starting on or After	3/1/2022
Starting on or Before	4/8/2022

Client	Course	Class Dates	Instructor
Global Demo TC: Siperakis, Alica AM: Scharitz, Adam Demo Location - Italy DB:155-22-0002	B6258GIT IBM Cognos Analytics: Author Reports Fundamentals (V11.1.x) (961994/ B6258GIT) <b>Partner: Demo Partner - Global</b> <b>Partner Class Code: 1234567890</b> Demo Location - Italy Classroom Training	28-Mar-2022 - 30-Mar-2022 09:30 AM - 11:30 PM	Pradeep Hanumalah
<a href="#">Prep Request</a>   <a href="#">Reserve a Lab</a>   <a href="#">Courseware</a>   <a href="#">Badge</a>   <a href="#">Outline</a>   <a href="#">Attendance Sheet</a>   <a href="#">Registration System ()</a>   <a href="#">Computer Assignment Sheet</a>   <a href="#">Assessments</a>   <a href="#">Progress Report</a> <a href="#">Client Class Documents</a>   <a href="#">View Setup</a>   <a href="#">Class Materials</a>   <a href="#">Supplemental Documents</a>   <a href="#">Virtual Training Tips</a>   <a href="#">Get Eval Links</a> <a href="#">Connect to Machine1</a>   <a href="#">Connect to Machine2</a>   <a href="#">Instructor Invoice</a>   <a href="#">T &amp; E Invoice</a>			

## Submit an Invoice

Once you have logged in and selected a course to invoice against, the last step is to submit the invoice. When you reach this form, our system will automatically pre-populate any information we already have. Please verify this information against your records and ensure that the matching information is in your invoice.

**\*NOTE:** The number one reason for invoices being denied is due to missing information, like our identifier (Job Code). The number two reason is that the information in the invoice does not match the information in the Task Order. **Please take a moment to ensure your invoice is both complete and accurate.**

Instructor Invoice	
* First Name	* Last Name
<input type="text" value="Walt"/>	<input type="text" value="Bartsch"/>
* Email	* Job Code
<input type="text" value="wjbartsch@sbcglobal.net"/>	<input type="text" value="PUB21-19-3048"/>
LearnQuest Incorporated AMERICAS-finance@learnquest.com United States United States	* Student Attendance Count
	<input type="text" value="0"/>
* Your Invoice Number	* Currency
<input type="text" value="Your Invoice Number"/>	<input type="text" value="USD"/>
* Total Training Cost	* Attach Invoice
<input type="text" value="Total Training Cost"/>	<input type="button" value="Choose File"/> No file chosen
Total Course Materials Cost	Total Lab Cost
<input type="text" value="Total Course Materials Cost"/>	<input type="text" value="Total Lab Cost"/>
* Taxes	Description
<input type="text" value="0"/>	<input type="text" value="Tax Not Applicable"/>
* Total	* Attach Instructor Task Order / LQ Purchase Order
<input type="text" value="0"/>	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Send this Invoice to LearnQuest"/>	

If the information in your invoice does not match the information on the screen, you may update the screen, but you will also want to ensure that any deviations are clearly delineated and explained on your invoice. Updating this form to match your invoice will not make it so that your invoice matches the original Task Order.

Please upload BOTH your invoice and your counter-signed copy of the Instructor Task Order.

Instructor Invoice	
* First Name Walt	* Last Name Bartsch
* Email wjbartsch@sbcglobal.net	* Job Code PUB21-19-3048
LearnQuest Incorporated AMERICAS-finance@learnquest.com United States United States	* Student Attendance Count 0
* Your Invoice Number Your Invoice Number	* Currency USD
* Total Training Cost Total Training Cost	* Attach Invoice ⓘ Choose File No file chosen
Total Course Materials Cost Total Course Materials Cost	Total Lab Cost Total Lab Cost
* Taxes ⓘ 0	Description Tax Not Applicable
* Total 0	* Attach Instructor Task Order / LQ Purchase Order ⓘ Choose File No file chosen
Send this Invoice to LearnQuest	

Note: Do not put any special characters in the invoice file name you are trying to upload. The invoice file format must be PDF. Eventually, you will not need to upload your ITO.

## Tracking an Invoice

Invoices are categorized four ways, and can all be viewed easily on the “Instructor Invoice History” screen which is linked from the Partner Portal Menu on the right side of your screen when you log in. If you have navigated to another area of the Portal, you can easily return to the home page with the main menu by clicking “Partner Portal” at the top of the page.

Instructor Invoice History

Quick Dates:

Next 30 days | Next 60 days | Next 90 days  
Last Week | This Week | Next Week | Next 2 Weeks  
This Month | Last Month | Next Month  
2022 YTD | 2022 | 2021

Start Date After

C

T

Cal

Start Date Before

C

T

Cal

Job Code

Status

☐ Submitted ☐ Completed ☐ Not Submitted ☐ Rejected ☒ All

Search Invoice

Instructor Portal Menu

Instructor Home

Instructor Resources

Apply To Teach

My Scheduled Classes

Instructor Invoice History

Evaluation History

Skills Update

Availability Calendar

Training Schedule

Report a Problem

Certification Tracking

Once you have clicked “Instructor Invoice History”, you can use the query screen to select a specific invoice by Job Code or you could narrow your selection by date range or status. To see a complete history, enter no dates, no Job Code, and set the Status to “All”.

- Not Submitted**
  - Class is complete
  - An Invoice has not been submitted via the system.
- Submitted Invoices**
  - Some or all of the invoices have been submitted
  - An invoice for the delivery may be submitted, but Travel and Expenses may not have been submitted yet.
  - The invoice has not been reviewed by LearnQuest's Finance department.
- Rejected Invoices**
  - These have been submitted, they have been reviewed, and there is a problem.
  - The reason for the rejection will be noted next to any rejected invoice.
- Invoice History**
  - These invoices have been submitted and reviewed.
  - Any deficiencies have been resolved.
  - Their due date, status, and ultimate Paid Date are all visible.

### Not Submitted

This table summarizes any classes which have completed but which have not had an Invoice submitted against it yet.

Courses appear in this table on the last day of a scheduled session. You cannot submit an invoice for a class until it has completed.

The “Instructor Invoice” and/or “T & E Invoice” in this table will be hyperlinked to the Invoice Submission screen.

Note: T&E (Travel and Expenses) are not necessarily applicable and should never be applicable for virtual training. Please review your Instructor Task Order to verify if any Travel Expenses are expected.

File Edit View History Bookmarks Tools Help

Home | LearnQuest Dev Tracker | Request List | Vendors | Instructor Invoice History

wellpointassessment.learnquest.com/assessment/lq-test/lms-vendor.aspx?realpage=InstructorInvoiceHistory.asp

Import bookmarks... Getting Started Microsoft Office Home Problem Reporting - ... Learnquest Login LearnQuest Request T... LearnQuest Login Login | Ntirety Custo...

**LearnQuest** BROWSE CATALOG Search for Training

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Training | Solutions | Company | Offers | Partners | Trainers | Partner Portal Contact Us 877-206-0106 | Logout EN

Invoice Not Submitted for following jobcodes

Excel

Job Code	Course Number	Instructor Name	Start Date	End Date	Instructor Invoice	T & E Invoice
IBM36-18-0029	LO-093101	Duplicate InstructorThree	09/17/2018	09/20/2018	<a href="#">Instructor Invoice</a>	<a href="#">T &amp; E Invoice</a>
IBM36-18-0045	MOC-20334-CZ	Pradeepyy H	10/15/2018	10/18/2018	<a href="#">Instructor Invoice</a>	<a href="#">T &amp; E Invoice</a>
SEC21-19-0001	TW093GNL	Pradeep Hanumaiah Hanumaiah	07/02/2019	07/04/2019	<a href="#">Instructor Invoice</a>	<a href="#">T &amp; E Invoice</a>
CLY09-19-0001	MOC-40551-PT	Pradeep Hanumaiah Hanumaiah	09/09/2019	09/12/2019	<a href="#">Instructor Invoice</a>	<a href="#">T &amp; E Invoice</a>

**Demo Partner Training**

Partner Portal Menu

- Vendor Home
- Course Catalog
- Class Schedules
- Load Data
- Single Class Management
- My Scheduled Classes
- Invoice History
- Training Schedule
- Reports



## Submitted Invoices

This table summarizes any classes for which you have submitted either partial or complete invoicing. Invoicing could be partial in cases where Travel and Expenses are being billed as actuals after the class. It is ideal to receive all invoices at the same time, but we understand there are times when receipts need to be submitted separately.

The invoices have not been reviewed and are neither approved nor rejected yet.

### Submitted Invoices

Excel

Green Jobcode = Primary instructor invoice is submitted.

*Italicized + Gray BG Jobcode* = Primary instructor invoice is not submitted.

Job Code	Invoice Number	Student Attendance Count	Currency	Submitted	Instruction	Course Material	Labs	T & L	Other	Taxes	Sub Total	TDS	Total	Receipts / Invoice
<i>IBM18-19-0001</i>	1011	0	AED	08/01/2022	10	101	1	NA	NA	1	1	0	113	Instructor Invoice ITO/PO Request ITO/PO
<i>BAS48-19-0001</i>	1011	0	AED	08/01/2022	100	0	0	NA	NA	0	0	0	100	Instructor Invoice ITO/PO Request ITO/PO

## Rejected Invoices

This table shows any invoices where a discrepancy has been identified. Those discrepancies could include but are not limited to:

- Invoicing the wrong LearnQuest entity with complete and correct address
- Missing countersigned Task Order
- Differing price
- Differing currency

The specific reason for the rejection will be reflected in the “Reason” column. Whenever an invoice enters this state (and this table) you will receive an email alert so that you know corrections are necessary.

Clicking the hyperlinked Invoice Number on the invoice’s row will bring you to the Invoice Submission window where you can re-submit a corrected invoice.

If you believe your invoice is accurate and our rejection is in error, you can contact our Accounts Payable department at [AP@LearnQuest.com](mailto:AP@LearnQuest.com).

**\*NOTE:** LearnQuest’s Net Payment Terms begin from the date we received an *accurate* invoice.

Rejected Invoices

[Excel](#)

Job Code	Invoice Number	Student Attendance Count	Currency	Submitted	Instruction	Course Material	Labs	T & L	Other	Taxes	Sub Total	TDS	Total	Rejected Reason	Receipts / Invoice
GCP15-19-0016	<a href="#">1</a>	0	AED	07/25/2022	1	0	0	NA	NA	0	0	0	1	test	<a href="#">Instructor Invoice ITO/PO Request ITO/PO</a>

## Invoice History

This table lists all submitted and approved invoices. It gives you a simple summary whereby you can track the status of payments sent and due dates.

If you believe your payment due date is in error, you can contact our Accounts Payable department at [AP@LearnQuest.com](mailto:AP@LearnQuest.com).

**\*NOTE: LearnQuest's Net Payment Terms begin from the date we received an *accurate* invoice.**

### Invoice History (Completed)

Excel

Green Jobcode = Primary instructor invoice is submitted.

**Italicized + Gray BG Jobcode = Primary instructor invoice is not submitted.**

Job Code	Invoice Number	Student Attendance Count	Currency	Submitted	Instruction	Course Material	Labs	T & L	Other	Taxes	Sub Total	TDS	Total	Due Date	Paid Date	Receipts / Invoice
PUB21-22-1209	9138	28	USD	06/24/2022	2250	0	0	NA	NA	0	0	0	2250	7/24/2022	07/26/2022	Instructor Invoice ITO/PO Request ITO/PO
AME07-22-0009	9162	7	USD	07/12/2022	4000	0	0	NA	NA	0	0	0	4000	8/12/2022	12/23/2021	Instructor Invoice ITO/PO Request ITO/PO
AME07-22-0009	9162	7	USD	07/12/2022	4000	0	0	NA	NA	0	0	0	4000	8/12/2022	12/23/2021	Instructor Invoice ITO/PO Request ITO/PO
AME07-22-0009	9162	7	USD	07/12/2022	4000	0	0	NA	NA	0	0	0	4000	8/12/2022	12/23/2021	Instructor Invoice ITO/PO Request ITO/PO
AME07-22-0009	9162	7	USD	07/12/2022	4000	0	0	NA	NA	0	0	0	4000	8/12/2022	12/23/2021	Instructor Invoice ITO/PO Request ITO/PO
AME07-22-0009	9162	7	USD	07/12/2022	4000	0	0	NA	NA	0	0	0	4000	8/12/2022	12/23/2021	Instructor Invoice ITO/PO Request ITO/PO
DUK13-22-0005	9167	7	USD	07/25/2022	5000	1568	0	NA	NA	0	0	0	6568	8/25/2022	08/23/2022	Instructor Invoice ITO/PO Request ITO/PO

## Correcting an Invoice

Ensuring accurate records effectively and efficiently is a critical aspect of invoicing and one of the primary drivers that led LearnQuest to add this functionality into our Portal. Once you have received a rejection notice, you will be able to find that same line item in the “Rejected Invoices” table of your “Instructor Invoice History” screen.

Rejected Invoices															
Excel															
Job Code	Invoice Number	Student Attendance Count	Currency	Submitted	Instruction	Course Material	Labs	T & L	Other	Taxes	Sub Total	TDS	Total	Rejected Reason	Receipts / Invoice
GCP15-19-0016	1	0	AED	07/25/2022	1	0	0	NA	NA	0	0	0	1	test	<a href="#">Instructor Invoice ITO/PO Request ITO/PO</a>

Clicking the hyperlinked Invoice Number on the invoice’s row will bring you to the Invoice Submission window where you can re-submit a corrected invoice.

Instructor Invoice

The invoice you submitted has been rejected for test

\* First Name

Pradeep

\* Email

p.hanumaiah@gmail.com

LearnQuest Incorporated

AMERICAS-finance@learnquest.com

United States

United States

\* Your Invoice Number

1

\* Total Training Cost

1

Total Course Materials Cost

0

\* Taxes ⓘ

0

\* Total

1

\* Last Name

H

\* Job Code

GCP15-19-0016

\* Student Attendance Count

0

\* Currency

AED

\* Attach Invoice ⓘ View Attachment

Choose File No file chosen

Total Lab Cost

0

Description

Tax Not Applicable

\* Attach Instructor Task Order / LQ Purchase Order ⓘ View Attachment

Choose File No file chosen

Send this Invoice to LearnQuest

When you reach this form, our system will automatically pre-populate any information we already have. Please verify this information against your records and ensure that the matching information is in your invoice.

Please upload BOTH your corrected invoice and your counter-signed copy of the Instructor Task Order.