



Committee for Public Counsel Services

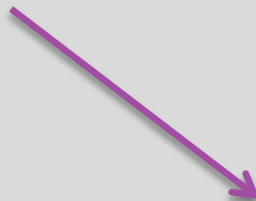
How to enter bills in Vbill for Court Reporters/Transcribers

Court Reporters/Transcribers Vbill Access - Job Aid



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- **STEP 1: Select the “Add Invoice” button.**



Vbill Invoice List For TESTOR, TEST Q JR

VENDOR NAME :

Status	# of Invoices	Status	# of Invoices
<input checked="" type="radio"/> Work In Progress	5	<input type="radio"/> Partially Processed	0
<input type="radio"/> Pending	71	<input type="radio"/> Processed	0
<input type="radio"/> Rejected	35	<input type="radio"/> Transmitted for Payment	0

INVOICE LISTING

<u>Vendor's Invoice #</u>	<u>Status</u>	<u>Client</u>	<u>Attorney</u>	<u>Service Type</u>	<u>Payment Ref #</u>
edit January	Work In Progress	Monica Brown		SERVICE OF PROCESS	
edit rerer	Work In Progress	CAFL, Test	Daniel Saroff	PRIVATE INVESTIGATION	
edit unique invoice 2	Work In Progress	CAFL, Test	MAURA HARDIMAN	PRIVATE INVESTIGATION	
edit John doe 1	Work In Progress	John doe	John Smith	PRIVATE INVESTIGATION	
edit 6321	Work In Progress	leonard	jessica jones	TRANSCRIBER	

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- **STEP 2: Select “Transcriber” from the “Service type chosen” drop down menu.**

Invoice List Input Invoices Manuals & Forms Manage

Vbill Invoice for TESTOR

Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, con

INVOICE SUMMARY

Service type chosen: ▼

Enter NAC Number:

or select attorney type if this invoice has no NAC: ▼

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- **STEP 3A:**
Enter Attorney
NAC number
and press
“OK”.

OR

- **STEP 3B:** If
there is no
NAC number,
then select the
correct
attorney type .

The screenshot shows a web interface for entering invoice information. At the top, there are navigation buttons: "Invoice List", "Input Invoices", "Manuals & Forms", and "Manage". Below these is the title "Vbill Invoice for TESTOR" and a red warning message: "Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, complete it here".

The main section is titled "INVOICE SUMMARY". It contains a dropdown menu for "Service type chosen:" with "TRANSCRIBER" selected. Below this is a text input field for "Enter NAC Number:" with an "Ok" button to its right. A purple arrow points from the "Ok" button in the instructions to this button. Below the NAC field is a dropdown menu for "or select attorney type if this invoice has no NAC:". A purple arrow points from the instructions to this dropdown. The dropdown menu is open, showing the following options: "(select attorney type)", "CPCS Employed Attorney", "Privately Retained Attorney", "Pro-Bono Attorney", "Pro Se Representation", and "Student".

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➤ **STEP 4A: Read the pop-up, make sure all the information is correct. Then select "OK".**

OR

➤ **STEP 4B: If there is no NAC number, you must enter the case information manually.**

The screenshot shows a web interface for entering invoice information. At the top, there are navigation buttons: "Invoice List", "Input Invoices", "Manuals & Forms", "Manage My Info", and "Notices". The main heading is "Vbill Invoice for TESTOR, TEST Q JR". Below this is a warning: "Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit and Oversight Department." The form is titled "INVOICE SUMMARY" and includes the following fields:

- Service type chosen: TRANSCRIBER (dropdown menu)
- Enter NAC Number: c00000011 (text input) with an "Ok" button
- Invoice Number: (empty text input)
- Fiscal Year: (empty dropdown menu)
- Court: BOSTON MUNICIPAL DISTRICT COURT (dropdown menu)
- Client Name: CAFL, Test (text input)
- Attorney Last: HARDIMAN (text input)
- Attorney First: MAURA (text input)
- Delivery Date or Final Fiscal Year Date of Service: (empty text input)
- Notes: (empty text area)
- Rejection Reason: (empty text input)

A "TOTALS" section is partially visible on the right. A blue pop-up message box is overlaid on the form, containing the text: "The data for NAC c00000011 is on file at CPCS. The following fields have been updated to match the data at CPCS: Attorney First Name, Attorney Last Name, Client Name, Court". An "Ok" button is at the bottom of the pop-up. A red arrow points from the "Enter NAC Number" field to the pop-up message.

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- **STEP 5:** Enter a *unique* invoice #. Inputting the client's name or NAC number as the invoice # is prohibited.
- **STEP 6:** For services where you have not delivered the transcript by June 30th but have performed billable services, enter the final fiscal year date you provided services, then create a new bill (& new invoice #) for the same case in the new fiscal year. Otherwise, enter the delivery date.
- **STEP 7:** Select the Save button.

Vbill Invoice for TESTOR,
Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact [redacted]

INVOICE SUMMARY

Service type chosen: TRANSCRIBER

Enter NAC Number: c00000011

Invoice Number: **7788D** Fiscal Year: _____

Court: BOSTON MUNICIPAL DISTRICT COURT

Client Name: CAFL, Test

Attorney Last: HARDIMAN

Attorney First: MAURA

Delivery Date or Final Fiscal Year Date of Service: 3/1/2016

Notes:

TOTALS

Service Amount: _____
Amount Paid: _____
Balance: _____

Current Status: _____
Current Status Instructions: _____
Rejection Reason: _____

Invoice Saved.

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➤ **STEP 8: Select the “Enter Invoice Detail” button.**

Vbill Invoice for TESTOR,
Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit

INVOICE SUMMARY

Service type chosen: TRANSCRIBER

Enter NAC Number: c00000011

Invoice Number: John Doe 2 Fiscal Year:
Court: BOSTON MUNICIPAL DISTRICT COURT

Client Name: CAFL, Test

Attorney Last: HARDIMAN

Attorney First: MAURA

Delivery Date or Final Fiscal Year Date of Service: 3/1/2016

Notes:

Current Status:
Current Status Instructions:
Rejection Reason:

TOTALS

Service Amount:	
Amount Paid:	
Balance:	

Invoice Saved.

➤ **STEP 9: Select your employee (if applicable), then select the “Continue Invoice Detail” button.**

Vbill Invoice Detail for
Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit

INVOICE DETAIL

TOTALS

SERVICES \$	DETAIL TOTAL \$
-------------	-----------------

Employee: TEST, JOHN Q.

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➤ **STEP 10: Enter your dates of service (earliest to most recent).**

➤ **STEP 11: Select the appropriate Activity Type: i.e. Direct Appeal, Expedited, etc.**

INVOICE DETAIL

Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit

TOTALS

SERVICES \$ DETAIL TOTAL \$ **\$0.00**

Employee: TEST, JOHN Q.

SERVICES

Display all services on one page? No Yes

Date	Activity Type	# of Units	Amount
2/29/2016 (enter new service detail here)	<div style="border: 1px solid black; padding: 5px;"><p>(select an activity type)</p><p>Electronic Reproduction</p><p>Pages Copied</p><p>Pages Transcribed</p><p>Pages Transcribed-Direct Appeal</p><p>Pages Transcribed-Direct Appeal Expedited</p><p>Pages Transcribed-Expedited</p><p>Sitting Fee</p></div>		

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- **STEP 12: Select the “Return to Invoice” button.**

Vbill Invoice Detail for Test, J

INVOICE DETAIL

Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit and Oversight De

TOTALS

SERVICES \$ 150.00 DETAIL TOTAL \$ 150.00

Employee: TEST, JOHN Q.

SERVICES

Display all services on one page? No Yes

Date	Activity Type	# of Units	Amount
2/29/2016	Pages Transcribed	50	\$150.00

(select an activity type)

(enter new service detail here)

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- **STEP 13:** Once you have returned to the invoice list select the “Save” button.
- **STEP 14:** If you have more service dates to add then select the “Edit” link.
- **STEP 15:** Once you are satisfied, select the “Review & Submit” button.

Vbill Invoice for TESTOR, TEST Q JR

Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit and Oversight Department at 617-209-5596.

INVOICE SUMMARY

Choose Service Type:

Enter NAC Number:

Invoice Number: Fiscal Year: **2016**

Court:

Client Name:

Attorney Last:

Attorney First:

Delivery Date or Final Fiscal Year Date of Service:

TOTALS

Service Amount:	\$150.00
Amount Paid:	\$0.00
Balance:	\$150.00

Current Status: **Work In Progress**

Notes:

DETAILS

	Employee Name	Service Tot	Detail Total \$
<input type="button" value="Edit"/>	TEST, JOHN Q.	\$150.00	\$150.00

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➤ **STEP 16: Select the “Submit” button so that the attorney can certify the bill.**

➤ **STEP 17: The current status of your bill will change from “Work in Progress” to “Pending”.**

Vbill Review For TESTOR, TEST

After reviewing the voucher for accuracy, scroll down to the bottom of the Vbill Review Form and click the Submit button to continue the submission process or the Cancel button to stop the submission process for this voucher.

Vendor Name: TESTOR, TEST Q JR
Invoice Number: John Doe 2
Client Name: CAFL, Test
Service Type: Transcriber

Date Submitted:
Date Paperwork Received:
Fiscal Year: 2016
Submitted Amount: 150.00
Amount Paid:
Total Hours Billed: 0.00
Delivery Date: 03/01/2016

Current Status: Work In Progress

Current Status Instructions:

Court: Boston Municipal District Court
NAC Number: c00000011

Attorney Name: HARDIMAN, MAURA

Vendor Code: vc0000000001

Invoice Details

Employee Name: TEST, JOHN Q.

Totals:

Services \$:	150.00
Detail Total:	150.00

Services

Date	Activity Type	# of Units	Amount	Note
2/29/2016	Pages Transcribed	50	\$150.00	

Submit **Cancel**

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Vbill Review Form

After reviewing the voucher for accuracy, scroll down to the bottom of the Vbill Review Form and click the Submit button to continue the submission process or the Cancel button to stop the submission process for this voucher.

Vendor Name: TESTOR, TEST Q JR
 Date Submitted:
 Date Paperwork Received:
 Fiscal Year: 2016
 Invoice Number: John Doe 2
 Client Name: CAFL, Test
 Service Type: Transcriber
 Submitted Amount: 150.00
 Amount Paid:
 Total Hours Billed: 0.00

Court: Boston Municipal District Court
 NAC Number: c00000011
 Attorney Name: HARDIMAN, MAURA
 Vendor Code: vc0000000001

Current Status:

By transmitting this information, you are certifying under the pains and penalties of perjury that you have provided the services and incurred the costs on the dates and for the times listed and that your charges for services on this bill are based upon your contemporaneous time records maintained in accordance with the CPCS policy, the CPCS Assigned Counsel and V-Bill Manuals, and regulations which you have received and read.

Employee Name: TEST, JOHN Q.

Totals:
 Services \$: 150.00
 Detail Total: 150.00

Date	Activity Type	# of Units	Amount	Note
2/29/2016	Pages Transcribed	50	\$150.00	

Vbill Review For TESTOR, TEST Q JR

This invoice is still awaiting attorney approval. Please wait for the attorney to approve this invoice before printing and mailing this document.

You may want to print this page for your records.

Vendor Name: TESTOR, TEST Q JR
 Vbill ID: V0951959
 Invoice Number: John Doe 2
 Client Name: CAFL, Test
 Service Type: Transcriber
 Date Submitted: 03/28/2016
 Date Paperwork Received:
 Fiscal Year: 2016
 Submitted Amount: 150.00
 Amount Paid:
 Total Hours Billed: 0.00
 Delivery Date: 03/01/2016

Court: Boston Municipal District Court
 NAC Number: c00000011
 Attorney Name: HARDIMAN, MAURA
 Vendor Code: vc0000000001

Current Status: Pending Attorney Signature
 Current Status Instructions:

Employee Name: TEST, JOHN Q.

Totals:
 Services \$: 150.00
 Detail Total: 150.00

Date	Activity Type	# of Units	Amount	Note
2/29/2016	Pages Transcribed	50	\$150.00	

Once the attorney associated with this invoice has approved or rejected it, you will be notified by e-mail. At that point you can log back in, print the Final Invoice Summary sheet, follow the instructions to attach any required documentation to it and mail it into CPCS.

STEP 18: A Vbill ID number is automatically generated for the submitted bill.

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- **STEP 19: After the attorney certifies your bill, your current status will change to “Awaiting CPCS Approval”. You will also receive a Vbill Notice under the “Notice” menu.**

Vbill Invoice List For TESTOR, TEST Q JR

VENDOR NAME:

Status	# of Invoices	Status	# of Invoices
<input type="radio"/> Work In Progress	5	<input type="radio"/> Partially Processed	0
<input checked="" type="radio"/> Pending	72	<input type="radio"/> Processed	0
<input type="radio"/> Rejected	35	<input type="radio"/> Transmitted for Payment	0

[Add Invoice](#) [View Payment Detail](#) [Upload Bills to CPCS](#)

INVOICE LISTING

Vbill ID	Vendor's Invoice #	Status	Instructions	Client	Attorney	Service Type	Amount	Submittal Date
view v0951959	John Doe 2	Awaiting CPCS Approval		CAFL, Test	MAURA HARDIMAN	TRANSCRIBER	150.00	3/28/2016

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- **STEP 20: You may now print out the bill. Sign and date it.**

Note: Please read and attach all required documentation before mailing your bill.

- **STEP 21: Mail to: CPCS Accounts Payable Unit, 100 Cambridge St, 14th Floor, Boston MA, 02114**

- **STEP 26: Please e-mail Vendorbills@publiccounsel.net for any payment related questions.**

V-bill Final Invoice Summary

The attorney has approved your bill. You must now print the Final Invoice Summary sheet, attach any required documentation to it and mail it to CPCS.


You may want to print this page for your records.

Vendor Name: TESTOR, TEST Q JR Vbill ID: v0951959 Invoice Number: John Doe 2 Client Name: CAFL, Test Service Type: Transcriber	Date Submitted: 03/28/2016 Date Paperwork Received: Fiscal Year: 2016 Submitted Amount: 150.00 Amount Paid: Total Hours Billed: 0.00 Delivery Date: 03/01/2016 Current Status: Awaiting CPCS Approval Current Status Instructions:
---	---

Court: Boston Municipal District Court
NAC Number: c000000011

Attorney Name: HARDIMAN, MAURA

Vendor Code: vc0000000001



Invoice Details

Employee Name: TEST, JOHN Q.

Totals:	Services \$: 150.00
	Detail Total: 150.00

Date	Activity Type	# of Units	Amount	Note
2/29/2016	Pages Transcribed	50	\$150.00	

Ok

VENDOR SIGNATURE

I certify under the pains and penalties of perjury that I have provided the services and incurred the costs on the dates and for the times listed. I further certify that all charges for services on this bill are based upon my contemporaneous time records maintained in accordance with CPCS policy, the CPCS Assigned Counsel and V-Bill Manuals, and regulations.

(_____)

Vendor Signature Date

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Note: When we receive your Vbill in our office, the “Paperwork Recvd” date will populate. We process bills in the order in which they are received. Normally, it will take 3 to 4 weeks from paper work receipt date until it is processed and transmitted for payment.

VENDOR NAME:

Status	# of Invoices	Status	# of Invoices
<input type="radio"/> Work In Progress	5	<input type="radio"/> Partially Processed	0
<input checked="" type="radio"/> Pending	72	<input type="radio"/> Processed	0
<input type="radio"/> Rejected	35	<input type="radio"/> Transmitted for Payment	0

[Add Invoice](#) [View Payment Detail](#) [Upload Bills to CPCS](#)

INVOICE LISTING

Vbill ID	Vendor's Invoice #	Status	Instructions	Client	Attorney	Service Type	Amount	Submittal Date	Paperwork Recvd	Payment Ref #
view v0951959	John Doe 2	Awaiting CPCS Approval		CAFL, Test	MAURA HARDIMAN	TRANSCRIBER	150.00	3/28/2016		



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There are **6 folders/categories** in Invoice List screen:

Status	# of Invoices
<input checked="" type="radio"/> Work In Progress	6
<input type="radio"/> Pending	73
<input type="radio"/> Rejected	35

Status	# of Invoices
<input type="radio"/> Partially Processed	0
<input type="radio"/> Processed	0
<input type="radio"/> Transmitted for Payment	0

- **Work In Progress**: Bills are created, edited, and submitted
- **Pending**: Bills are awaiting CPCS Processing
- **Rejected**: Bills are rejected by Attorney, S116, or CPCS Analysts
- **Partially Processed**: Remaining amount of paid bills are displayed
- **Processed**: Bills are Approved by CPCS Analysts
- **Transmitted for Payment**: Bills have been paid

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The Vbill Review form will populate after the bill is successfully submitted.

Here are some key highlights:

- **Vbill ID** is generated (begins with V)
- **Vendor Code** (begins with VC)
- **Current status** will display *Pending Attorney Signature*
- **Date submitted** (the date the bill was submitted in Vbill)
- **Date Paperwork Received** (this date only populates upon receipt of bill in office)

Attorney certification highlights:

- **Rejected in Full**
 - Attorney may reject bill fully if there is no knowledge of production of said transcript
 - Bill is returned to *Rejected* folder and the **current status** will display *Rejected by Attorney*
- **Rejected for Modification**
 - Bill is returned to *Work In Progress* folder to edit, delete and/or re-submit.
 - The **current status** will display *Rejected by Attorney for Modification*
- **Certified**
 - Bill is certified by attorney and the **current status** will display *Awaiting CPCS Approval*. Vendor receives notice that attorney has certified the bill.
 - Bill remains in *Pending* folder until received and processed by CPCS

You may want to print this page for your records.

Vendor Name: TESTOR, TEST Q JR
Vbill ID: V0893826

Invoice Number: test55
Client Name: smith, john
Service Type: Transcriber

Court: Ayer District Court
Attorney Type: CPCS Employed Attorney

Attorney Name: Acevedo, Yolanda Y

Vendor Code: vc0000000001



Date Submitted: 07/24/2015
Date Paperwork Received:

Fiscal Year: 2015

Submitted Amount: 1,500.00

Amount Paid:

Total Hours Billed: 0.00

Delivery Date: 05/31/2015

Current Status: Pending Attorney Signature

Current Status Instructions:



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You may want to print this page for your records.

Vendor Name: TESTOR, TEST Q JR
Vbill ID: V0864097

Invoice Number: 84

Client Name: Test, Joe

Service Type: Transcriber

Court: Holyoke Juvenile Court

NAC Number: C00000011

Attorney Name: DOE, JOHN

Vendor Code: vc0000000001

Date Submitted: 12/15/2014

Date Paperwork Received:

Fiscal Year: 2015

Submitted Amount: 101.00

Amount Paid:

Total Hours Billed: 0.00

Delivery Date: 12/01/2014

Current Status: Awaiting CPCS Approval

Current Status Instructions: Vendor Must Print Out Invoice and Attach Documentation and Mail To CPCS.



Vbill Final Invoice Summary page

- Current Status instructions:
 - Vendor prints Final Invoice Summary page, signs it, attaches documentation (as required) and mails to CPCS
- CPCS reviews bill and paperwork (as required) to ensure its adherence to billing policy/guidelines
- Bill is approved (processed) for payment and appears within *Processed* folder
- (Not likely for your service type) but if motion depletes or if allowable amount exceeds motion then the bill is reduced to the maximum allowable amount by the motion. In this case the bill appears in the *Partially Processed* folder
- Weekly, usually Wednesdays, bills are submitted to the Comptroller for payment and the bill appears in the *Transmitted for Payment* folder. Paid bills disappear after 30 days.
- To view older bills, select the *View Payment Detail* button
- To verify payments made to you please visit the Comptroller's website, Vendor Web, at <https://massfinance.state.ma.us/VendorWeb>



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LINKS:

- **FAQs:** <https://www.publiccounsel.net/cfo/court-cost-faq/#transcripts>
- **CPCS Website:** <https://www.publiccounsel.net/cfo/billing/>
- **Manual & Webinars:** <https://www.publiccounsel.net/cfo/manuals-and-webinars/>
- **Vbill:** <https://vbill.publiccounsel.net/>
- **Vendor Web:** <https://massfinance.state.ma.us/VendorWeb>
- **Vendor Bill Helpline:** vendorbills@publiccounsel.net