

# Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

## **How to enter bills in Vbill for Vendors**

# Vendor Vbill Access - Job Aid



## Committee for Public Counsel Services

**Please review check list before moving forward  
These items are required for processing payment:**

- Motion for funds, All Pages** (“A clear and legible Judge’s “Signature & Allowed Date”)
- Attorney NAC number \***
- Itemized Time Records** (Reflects the work performed with date and hours billed)

\*If the Attorney you are working with is a Bar Advocate Attorney, he/she should have a NAC number. If the Attorney does not have a NAC number, please ask what attorney type they are i.e. CPCS STAFF, PRIVATELY RETAINED, PRO BONO, etc...

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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

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

**INVOICE LISTING**

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

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- **STEP 2: Select your service type on the drop down menu.**

**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

**INVOICE SUMMARY**

**Choose Service Type:** (select service type)

- PRIVATE INVESTIGATION
- SOCIAL WORKER
- SERVICE OF PROCESS
- PSYCHOLOGIST
- INTERPRETER
- TRANSCRIBER

**Enter NAC Number:**

*or select attorney type if this invoice has no NAC*

\* Please enter a NAC or Select an attorney type.

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**PLEASE READ THIS IMPORTANT MESSAGE BEFORE MOVING ON:**

If you know your Attorney's NAC number, Skip this message:

- If you do not have a NAC\* number (Notice of Assigned Counsel) Please ask and obtain from your attorney before moving on to the next page.
- If the attorney is NOT a bar advocate, please ask what type of an attorney they are i.e. CPCS STAFF, Privately Retained, Pro Bono, etc... So that you may select the correct type.

\*A Notice of Assigned Counsel is a number that a Bar Advocate receives when he or she is assigned to a new case.

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- **STEP 3-A: Obtain NAC number from Attorney and enter in box then press “OK”**

**OR**

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

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

\*If you select an attorney type by mistake and there is a NAC on file, [CLICK HERE](#) to add the nac number.

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

**OR**

- **STEP 4-B: If there is no NAC number, you must enter the case information manually. \*Enter client's Last Name first.\***

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". A warning message states: "Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit and Oversight Department." Below this is the "INVOICE SUMMARY" section. It includes a dropdown for "Service type chosen:" set to "TRANSCRIBER", and a text input for "Enter NAC Number:" with the value "c00000011" and an "Ok" button. Further down are fields for "Invoice Number:", "Fiscal Year:", "Court:" (set to "BOSTON MUNICIPAL DISTRICT COURT"), "Client Name:" (set to "CAFL, Test"), "Attorney Last:" (set to "HARDIMAN"), and "Attorney First:" (set to "MAURA"). There is also a "Delivery Date or Final Fiscal Year Date of Service:" field. A "TOTALS" section is partially visible. At the bottom, there is a "Notes:" field and a "Rejection Reason:" field. A red arrow points from the "Enter NAC Number:" field to a pop-up dialog box. The dialog box contains 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" and an "Ok" button.

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## Committee for Public Counsel Services

- **STEP 5:** Enter a *unique* invoice #. Inputting the client's name or NAC number as the invoice # is prohibited.
- **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 your vendor.

**INVOICE SUMMARY**

Service type chosen: PSYCHOLOGIST

Enter NAC Number: c00000011

Invoice Number: **7788D** Fiscal Year: \_\_\_\_\_

Court: BOSTON MUNICIPAL DISTRICT COURT

Client Name: CAFL, Test

Attorney Last: HARDIMAN

Attorney First: MAURA

TOTALS	
Service Amount:	
Amount Paid:	
Balance:	

Current Status: \_\_\_\_\_

Current Status Instructions: \_\_\_\_\_

Rejection Reason: \_\_\_\_\_

Notes: \_\_\_\_\_

Invoice Saved.

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## Committee for Public Counsel Services

### ➤ 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 and Oversight Department at 617-725-2000.

**INVOICE SUMMARY**

Service type chosen: PSYCHOLOGIST

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

TOTALS	
Service Amount:	
Amount Paid:	
Balance:	

Current Status:

Current Status Instructions:

Rejection Reason:

Notes:

Invoice Saved.

### ➤ STEP 9: Select your employee (if applicable), and input your CPCS rates (If you do not know, type in your normal rate). Then hit the “Continue Invoice Detail” button.

**INVOICE DETAIL**  
Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit and Oversight Department at 617-725-2000.

**TOTALS**

SERVICES \$	MILES \$	EXPENSE \$	DETAIL TOTAL \$
			\$ 0.00

Employee: TESTOR, VBILL T. Rate: \$ 180.50

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## Committee for Public Counsel Services

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

➤ **STEP 11: Select the appropriate Activity Type: If non appear on the drop down list, select “other” and add description in “notes”**

**INVOICE DETAIL**  
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.

**TOTALS**

SERVICES \$	MILES \$	EXPENSE \$	DETAIL TOTAL \$
			\$0.00

Employee: TESTOR, VBILL T. Rate: \$ 180.50 [Continue Invoice Detail](#)

[Delete](#) [Return To Invoice](#) [Add Another Detail](#)

**SERVICES**  
Display all services on one page?  No  Yes

Date	Activity Type	Hours	Amount	Note
<input type="text"/> (enter new service detail here)	<div style="border: 1px solid black; padding: 5px;"><p>(select an activity type)</p><p>Bonding/Parenting Assessment</p><p>Client Interview</p><p>Conduct Evaluation</p><p>Conference With Attorney</p><p>Court Appearance</p><p>Home Study</p><p>International Home Study</p><p>Other</p><p>Phone Calls</p><p>Prepare Report</p><p>Review Documents</p><p>Travel Time</p></div>	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Add</a>

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**MILEAGE**  
Display all mileage on one page?  No  Yes

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## Committee for Public Counsel Services

➤ **STEP 11-A: Enter date of Mileage if applicable. Miles are counted as round trip.**

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### MILEAGE

Display all mileage on one page?  No  Yes

<u>Travel Date</u>	<u>From</u>	<u>To</u>	<u>Miles</u>	<u>Round Trip</u>	<u>Dollars</u>
(select date of travel) ▼ (select new travel here)	(select a city/town) ▼	(select a city/town) ▼	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

➤ **STEP 11-B: Enter Expenses if applicable. \*Any amount that totals \$5.00 or over requires a receipt**

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### EXPENSES

Display all expenses on one page?  No  Yes

<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Note</u>
<input type="text"/> (enter new expense here)	(select an expense type) ▼	<input type="text"/>	<input type="text"/>

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## Committee for Public Counsel Services

The screenshot shows a web interface for adding services. At the top, there are three buttons: "Delete", "Return To Invoice", and "Add Another Detail". Below these is the heading "SERVICES" and a question "Display all services on one page?" with radio buttons for "No" (selected) and "Yes". A table with columns "Date", "Activity Type", "Hours", "Amount", and "Note" is shown. The "Date" column has a calendar icon and a text input field with the placeholder "(enter new service detail here)". The "Activity Type" column has a dropdown menu with the placeholder "(select an activity type)". The "Hours", "Amount", and "Note" columns have text input fields. An "Add" button is located at the end of the table row, highlighted with a red box. A red arrow points from the "Return To Invoice" button to the "Add" button.

- **STEP 12-A:** Click the “Add” button to finish your date of service. Continue adding dates if necessary in Step 10

- **STEP 12-B:** Click the “Return to Invoice” button to finish and SAVE.

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## Committee for Public Counsel Services

- **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:

TOTALS	
Service Amount:	<b>\$150.00</b>
Amount Paid:	<b>\$0.00</b>
Balance:	<b>\$150.00</b>

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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## Committee for Public Counsel Services

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

**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:**

**Invoice Details**

**Employee Name:** TEST, JOHN Q.

**Totals:**

<b>Services \$:</b>	150.00
<b>Detail Total:</b>	150.00

**Services**

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

**Submit** **Cancel**

# Vendor Vbill Access - Job Aid



## Committee for Public Counsel Services

### 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  
 Invoice Number: John Doe 2  
 Client Name: CAFL, Test  
 Service Type: Transcriber  
 Date Submitted: 03/28/2016  
 Date Paperwork Received: 03/01/2016  
 Fiscal Year: 2016  
 Submitted Amount: 150.00  
 Amount Paid: 0.00  
 Total Hours Billed: 0.00  
 Court: Boston Municipal District Court  
 NAC Number: c00000011  
 Attorney Name: HARDIMAN, MAURA  
 Vendor Code: vc0000000001

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.

Ok Cancel

#### 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 Ok

### 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

Court: Boston Municipal District Court  
 NAC Number: c00000011

Attorney Name: HARDIMAN, MAURA

Vendor Code: vc0000000001

Date Submitted: 03/28/2016  
 Date Paperwork Received: 03/01/2016  
 Fiscal Year: 2016  
 Submitted Amount: 150.00  
 Amount Paid: 0.00  
 Total Hours Billed: 0.00  
 Delivery Date: 03/01/2016  
 Current Status: Pending Attorney Signature  
 Current Status Instructions:



#### 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	

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.

Ok

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

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## Committee for Public Counsel Services

- **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**

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

# Vendor Vbill Access - Job Aid



## Committee for Public Counsel Services

- **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, 75 Federal Street 6th Floor Boston MA, 02110**

- **STEP 26: Please e-mail [Vendorbills@publiccounsel.net](mailto: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

Court: Boston Municipal District Court  
NAC Number: c000000011  
Current Status: Awaiting CPCS Approval  
Current Status Instructions:

Attorney Name: HARDIMAN, MAURA  
Vendor Code: vc0000000001

  
v 0 9 5 1 9 5 9

**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	

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

# Vendor Vbill Access - Job Aid



## Committee for Public Counsel Services

**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 #
<a href="#">view</a> v0951959	John Doe 2	Awaiting CPCS Approval		CAFL, Test	MAURA HARDIMAN	TRANSCRIBER	150.00	3/28/2016		

# Vendor Vbill Access - Job Aid



## Committee for Public Counsel Services

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

# Vendor Vbill Access - Job Aid



## Committee for Public Counsel Services

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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## Committee for Public Counsel Services

*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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## Committee for Public Counsel Services

### 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://www.cpcsvendorbill.com>
- **Vendor Web:** <https://massfinance.state.ma.us/VendorWeb>
- **Vendor Bill Helpline:** [vendorbills@publiccounsel.net](mailto:vendorbills@publiccounsel.net)