

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)

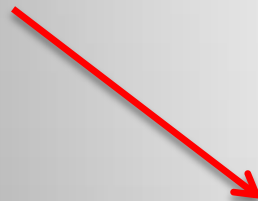
*If the Attorney you are working with is a Bar Advocate Attorney, he/she should have a NAC number. If the Attorney does not have a NAC number, please ask what attorney type they are i.e. CPCS STAFF, PRIVATELY RETAINED, PRO BONO, etc...

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

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



Vbill Invoice List For TESTOR, TEST Q JR

VENDOR NAME :

Status	# of Invoices	Status	# of Invoices
☒ Work In Progress	5	☐ Partially Processed	0
☐ Pending	71	☐ Processed	0
☐ Rejected	35	☐ 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 #
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	

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

- **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)

Enter NAC Number:

or select attorney type if this invoice has no NAC

PRIVATE INVESTIGATION
SOCIAL WORKER
SERVICE OF PROCESS
PSYCHOLOGIST
INTERPRETER
TRANSCRIBER

* Please enter a NAC or Select an attorney type.

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

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.

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

- **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 the "Vbill Invoice for TESTOR" web interface. At the top, there are four buttons: "Invoice List", "Input Invoices", "Manuals & Forms", and "Manage". Below these is a red warning message: "Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, con". The main heading is "Vbill Invoice for TESTOR". Below this is the section "INVOICE SUMMARY". It contains a dropdown menu for "Service type chosen:" with "PSYCHOLOGIST" selected. Below that is a text input field for "Enter NAC Number:" with an "Ok" button to its right. A red circle highlights the "Ok" button. Below the NAC field is a dropdown menu for "or select attorney type if this invoice has no NAC:". The dropdown is open, showing options: "(select attorney type)", "CPCS Employed Attorney", "Privately Retained Attorney", "Pro-Bono Attorney", "Pro Se Representation", and "Student". Two red arrows point from the text instructions on the left to the "Ok" button and the attorney type dropdown.

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

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

- **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.***

A screenshot of the "Vbill Invoice" form for "TESTOR, TEST Q JR". The form has a light blue background and a white border. At the top, there are five tabs: "Invoice List", "Input Invoices", "Manuals & Forms", "Manage My Info", and "Notices". Below the tabs, the title "Vbill Invoice for TESTOR, TEST Q JR" is displayed in blue. A warning message in red text states: "Warning: CPCS has not received your Annual Payment Registration Form for the current fiscal year, contact the Audit and Oversight Department". Below the warning, the section "INVOICE SUMMARY" is shown. It includes a dropdown menu for "Service type chosen:" set to "TRANSCRIBER", and a text input field for "Enter NAC Number:" with the value "c00000011" and an "Ok" button. Below this, there 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 are also fields for "Delivery Date or Final Fiscal Year Date of Service:" and "Notes:". A "TOTALS" section is partially visible. A red arrow points from the "Enter NAC Number:" field to a pop-up box. The pop-up box has a dark blue background and white text that reads: "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". There is an "Ok" button at the bottom of the pop-up box. A "Rejection Reason:" field is also visible at the bottom right.

Vendor Vbill Access - Job Aid



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 supervisor for more information.

INVOICE SUMMARY

Service type chosen:

Enter NAC Number:

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

Court:

Client Name:

Attorney Last:

Attorney First:

TOTALS

Service Amount:

Amount Paid:

Balance:

Current Status:

Current Status Instructions:

Rejection Reason:

Notes:

Invoice Saved.

Vendor Vbill Access - Job Aid



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 617-725-6000.

INVOICE SUMMARY

Service type chosen:

Enter NAC Number:

Invoice Number: Fiscal Year:

Court:

Client Name:

Attorney Last:

Attorney First:

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 617-725-6000.

TOTALS

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

Employee: Rate:

Vendor Vbill Access - Job Aid



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
 (enter new service detail here)	(select an activity type) Bonding/Parenting Assessment Client Interview Conduct Evaluation Conference With Attorney Court Appearance Home Study International Home Study Other Phone Calls Prepare Report Review Documents Travel Time			

MILEAGE

Display all mileage on one page? ☒ Yes ☐ No

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

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

[Back To Top](#)

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) ▼		☐	Add

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

[Back To Top](#)

EXPENSES

Display all expenses on one page? ☒ No ☐ Yes

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

[Back To Top](#)

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

The screenshot shows a web interface for adding service details. At the top, there are three buttons: "Delete", "Return To Invoice", and "Add Another Detail". Below these is the "SERVICES" section. It includes a toggle for "Display all services on one page?" with "No" selected. A table with columns "Date", "Activity Type", "Hours", "Amount", and "Note" is shown. The "Date" column has a date picker icon. The "Activity Type" column has a dropdown menu with the text "(select an activity type)". The "Hours" column has a text input field. The "Amount" column has a text input field. The "Note" column has a text area. An "Add" button is located at the bottom right of the table. 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.

Vendor Vbill Access - Job Aid



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

Current Status: **Work In Progress**

Notes:

DETAILS

Employee Name	Service Tot	Detail Total \$
Edit TEST, JOHN Q.	\$150.00	\$150.00

Vendor Vbill Access - Job Aid



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	Date Submitted:
Invoice Number: John Doe 2	Date Paperwork Received:
Client Name: CAFL, Test	Fiscal Year: 2016
Service Type: PSYCHOLOGIST	Submitted Amount: 150.00
	Amount Paid:
Court: Boston Municipal District Court	Total Hours Billed: 0.00
NAC Number: c00000011	Delivery Date: 03/01/2016
	Current Status: Work In Progress
Attorney Name: HARDIMAN, MAURA	Current Status Instructions:
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**

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: 03/28/2016
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: vc000000001

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 Y-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: vc000000001

Date Submitted: 03/28/2016
Date Paperwork Received: 03/28/2016
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.

Vendor Vbill Access - Job Aid



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
☐ Work In Progress	5	☐ Partially Processed	0
☒ Pending	72	☐ Processed	0
☐ Rejected	35	☐ Transmitted for Payment	0

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

INVOICE LISTING

<u>Vbill ID</u>	<u>Vendor's Invoice #</u>	<u>Status</u>	<u>Instructions</u>	<u>Client</u>	<u>Attorney</u>	<u>Service Type</u>	<u>Amount</u>	<u>Submittal Date</u>
view 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 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	Date Submitted: 03/28/2016
Vbill ID: v0951959	Date Paperwork Received:
Invoice Number: John Doe 2	Fiscal Year: 2016
Client Name: CAFL, Test	Submitted Amount: 150.00
Service Type: Transcriber	Amount Paid:
	Total Hours Billed: 0.00
Court: Boston Municipal District Court	Delivery Date: 03/01/2016
NAC Number: c000000011	Current Status: Awaiting CPCS Approval
Attorney Name: HARDIMAN, MAURA	Current Status Instructions:
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	

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
☐ Work In Progress	5	☐ Partially Processed	0
☒ Pending	72	☐ Processed	0
☐ Rejected	35	☐ 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		

Vendor Vbill Access - Job Aid



Committee for Public Counsel Services

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

Status	# of Invoices
☒ Work In Progress	6
☐ Pending	73
☐ Rejected	35

- **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

Status	# of Invoices
☐ Partially Processed	0
☐ Processed	0
☐ Transmitted for Payment	0

- **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:



Vendor Vbill Access - Job Aid



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>

Vendor Vbill Access - Job Aid



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://vbill.publiccounsel.net/>
- **Vendor Web:** <https://massfinance.state.ma.us/VendorWeb>
- **Vendor Bill Helpline:** vendorbills@publiccounsel.net