

Instructions for Submitting Invoices via the Electronic Reporting System (ERS)

The ERS system will allow treatment providers to submit invoices to the probation/pretrial offices via a secure internet site.

Positives of ERS:

- Because the information is entered on a spreadsheet created specifically for the agency, completion is much quicker.
- The spreadsheet automatically calculates costs.
- Saves time for both the vendor and the Pretrial Services and Probation Office, resulting in quicker processing and payment of invoices.

Process for Completing Spreadsheet:

- An Excel spreadsheet template will be forwarded to your agency via e-mail for completion. A separate spreadsheet will be sent for each contract and for each unit (Pretrial or Probation). The file will be named according to the contract. (ex. Pretrial Template, Probation Template, Pretrial MH Template, Probation Residential Template). If you have multiple contracts, the file will be named so that it is easily recognized. You will want to save the templates so that they are available to complete and submit each month.
- Tab #1- Contains basic instructions for completion of the spreadsheet.
- Tab #2 - You will enter the **Client Name**, **Client (PACTS) Number**, **Dates of Service**, **Services Rendered**, and **Quantity**. The costs will calculate automatically. Under **Services Rendered**, a drop down menu will appear with the project codes for all services awarded on your contract.
- Tab #3 - This is PART A of the invoice. All entries on the spread sheet will be totaled and displayed on PART A. You will need to enter the Judicial District (Ohio Northern), address, month of service (under **Service Delivery**), phone number, and Total # of individuals served. When completing the spreadsheet relative to transportation costs, please enter "1" as the quantity for each client.
- Each spreadsheet should be saved and named so that it is easily recognized. (Ex. Pretrial January 2013, Detox-Probation January 2013).

Sending the Invoice:

- Access the ERS secure website at <http://ers.uscourts.gov>
- Enter the BPA number in the correct field. You can cut and paste the BPA from Part A of the invoice.
- Enter the e-mail address of Pretrial/Probation person who will be processing the invoice. For Pretrial it is amy_ryder@ohnp.uscourts.gov and for Probation it is jodi_vargo@ohnp.uscourts.gov.
- Select whether it is a Pretrial Services or Probation invoice.
- Enter your e-mail address and click Next.
- Click Browse and select your saved invoice file.
- Check the box that you are certifying the invoice is correct. If you wish, you may enter any comments in the box provided, then click submit.

Supporting Documentation:

- Monthly Treatment Reports, Urinalysis Logs, and Daily Log Sheets will need to be mailed separately for the time being. There is a system being tested that will allow submission of these forms through ERS. You will be advised when that feature becomes available.