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Apricot User Training: First 5 Yuba Strategic Partners Session 3: Contracts & Invoicing

Onboarding Timeline

- **Phase 2 Data Entry:** Jan 24th – Feb 11th
- **Phase 3 Invoicing and Contracts:** February 11th and following
- **Phase 4 Workshop Series, Classes & Parent Connect –** Early March
- **Phase 5 Running Reports in Apricot –** Mid March

Individualized Support is available now and will continue indefinitely

Training Logistics

Training will last about an hour

- Everyone learns at a different pace so patience will be key.
- Hands on activities are crucial to understanding the software. Please Participate!
- Don’t be afraid to ask questions!

Robin Timoszyk

Administrator

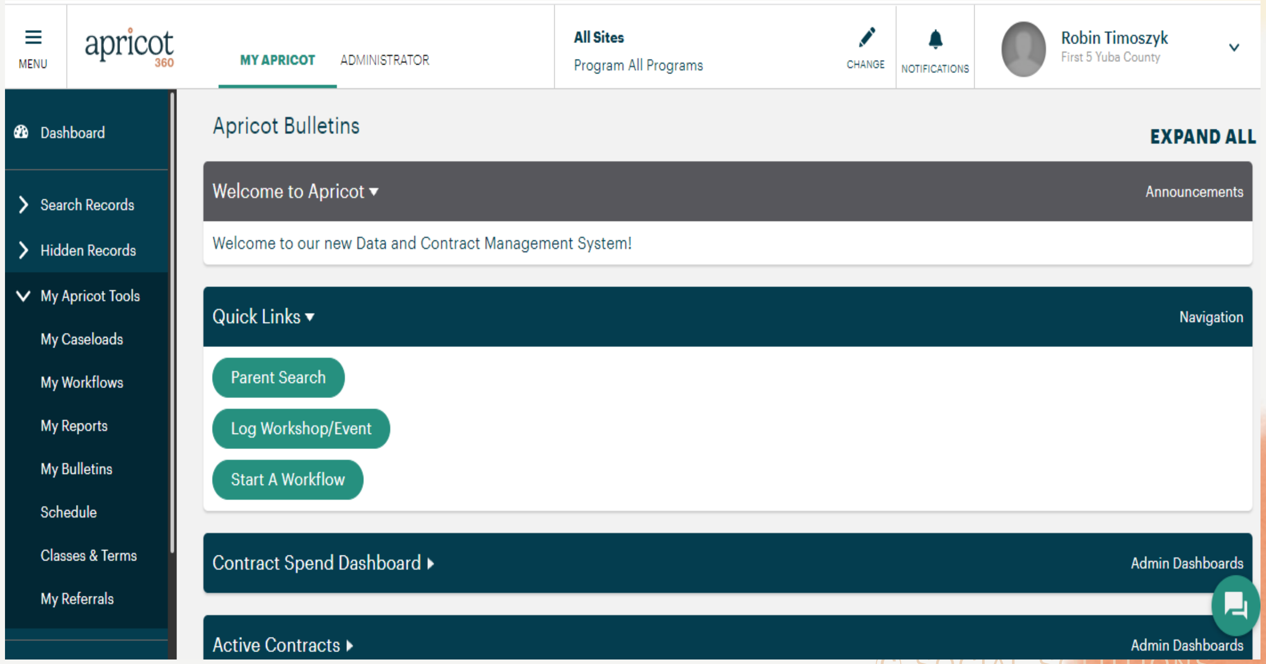
Training Logistics

To successfully complete training you need the following

- Reliable Internet Connection
- The most updated version of **Google Chrome** or **Mozilla Firefox**
- Apricot username (email address) and password

What is Apricot?

- Cloud based (no downloads required)
- Collect information about people and services
- Designed and tailored to fit program needs
- Streamline data entry
- View reports on your data
- Saves time



Learning Objectives

This training will cover:

- Contract Management Overview
- Invoicing
- Budget Revision
- Quarterly Reporting

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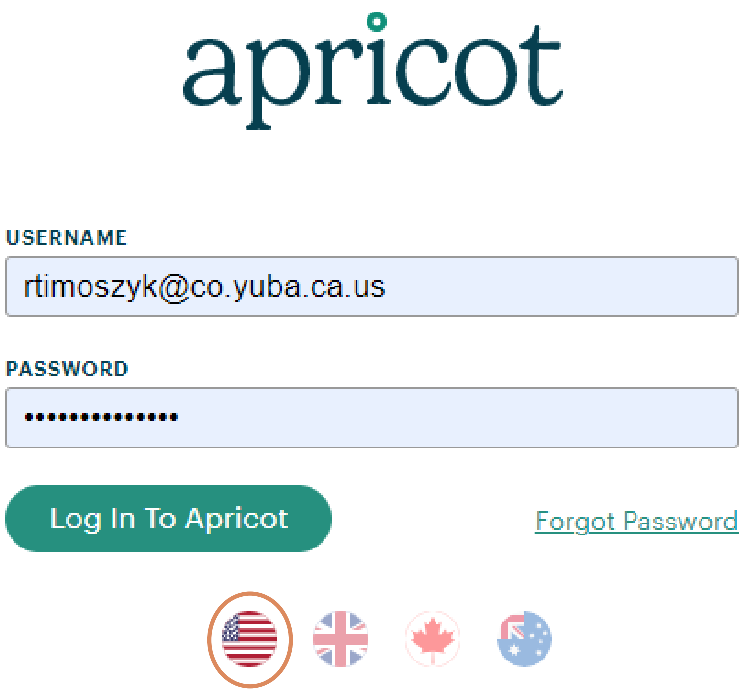
Basic Navigation Refresher

Logging Into Apricot

1. Navigate to apricot.socialsolutions.com
2. Verify the server/location is correct
3. Enter your email address and password

Note: 1 user and password per agency



Save log in page as a favorite.

Use Forgot Password to reset password.

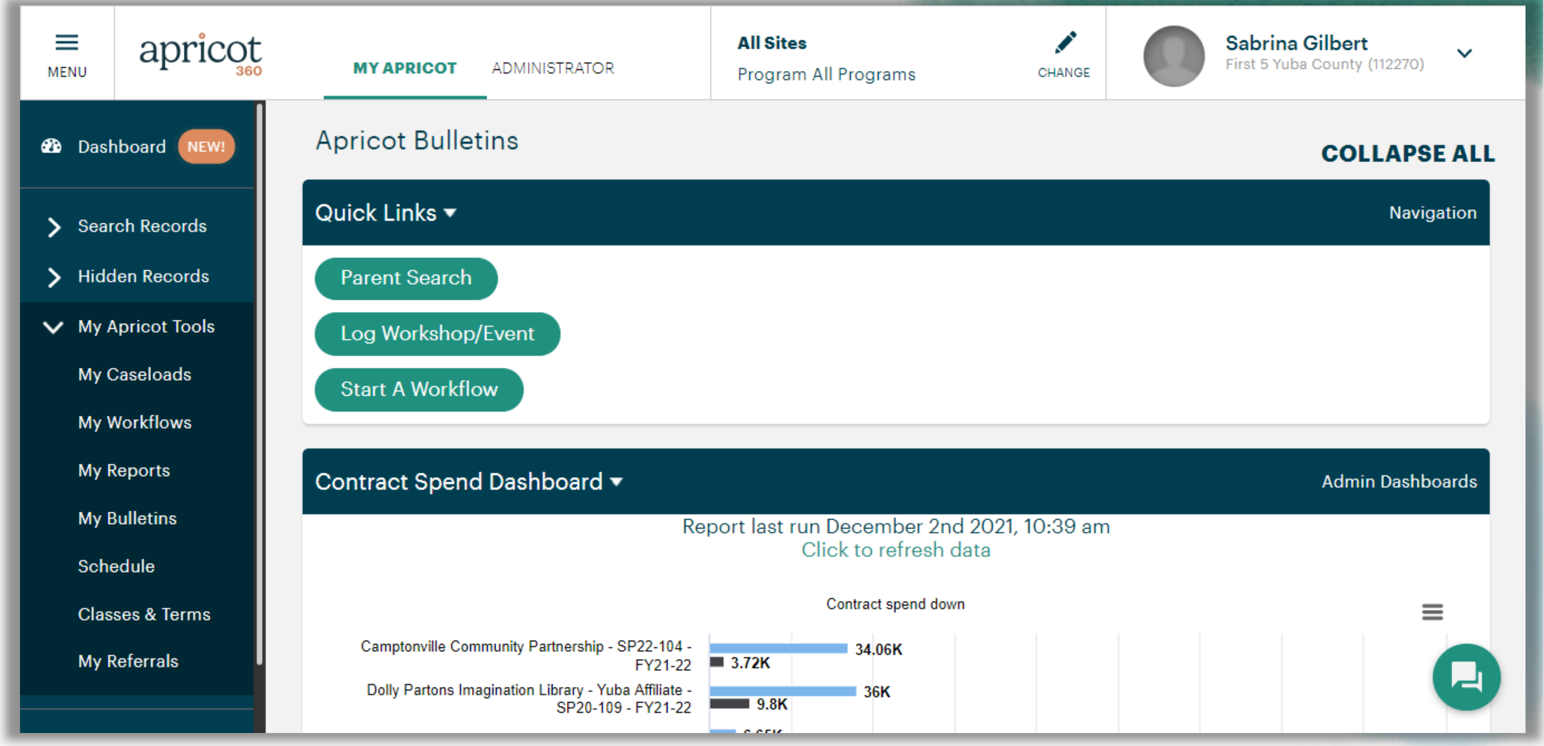
Forgot Password

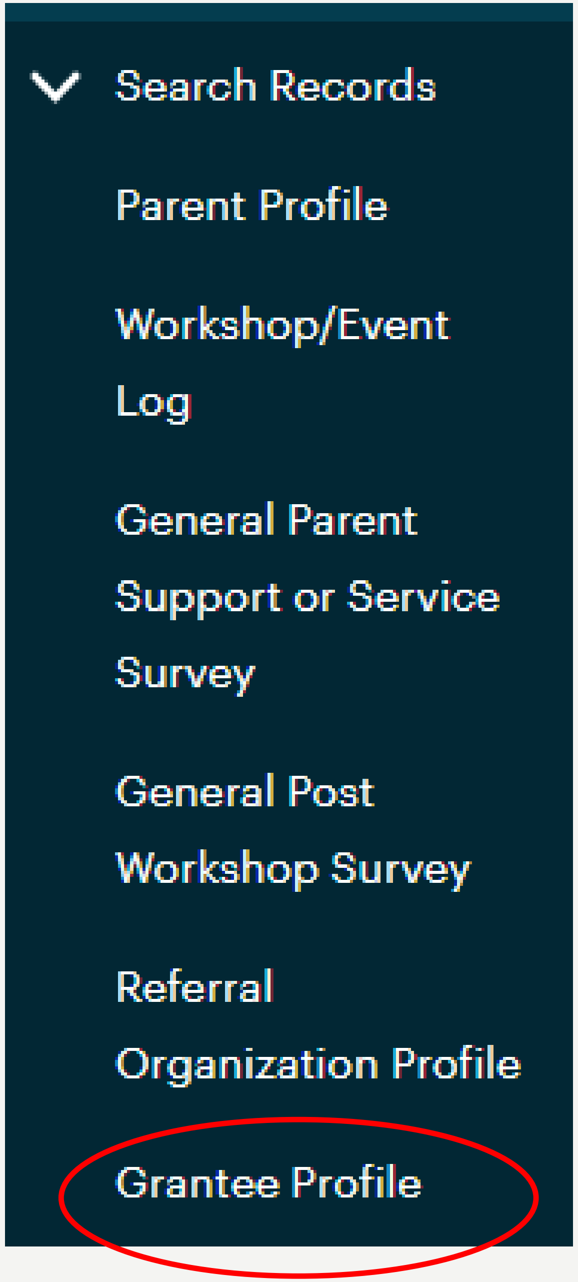
Use the forgot password link to reset your password via email.

- If you receive the “expired token” error message at initial log in, click Forgot Password.
- If locked out; **click forgot** password to reset.
- Password criteria is set by your Administrator.

The Bulletins Page

- Notifications
- Quick Links
- Reports
  - Contract Spend
  - Performance Measures





Left Side Palette

Search Records:

- Primary Forms
- Grantee profile

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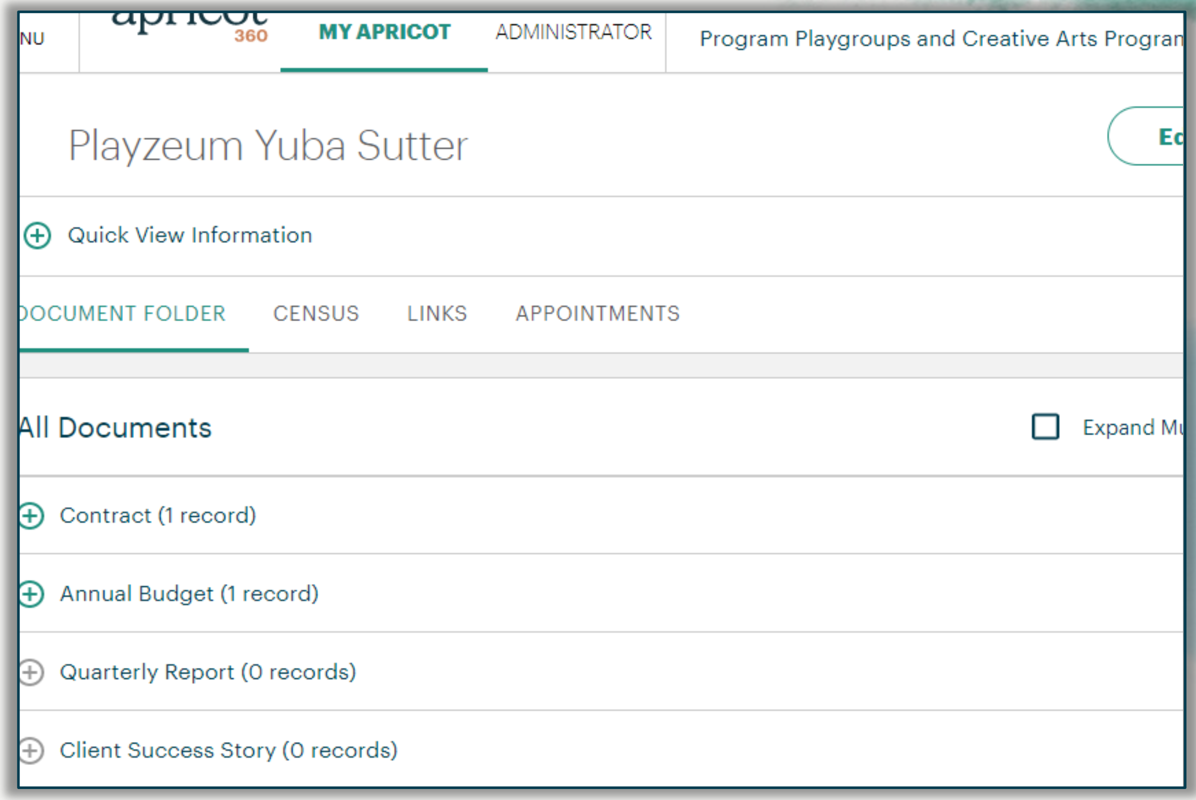
Contract Management

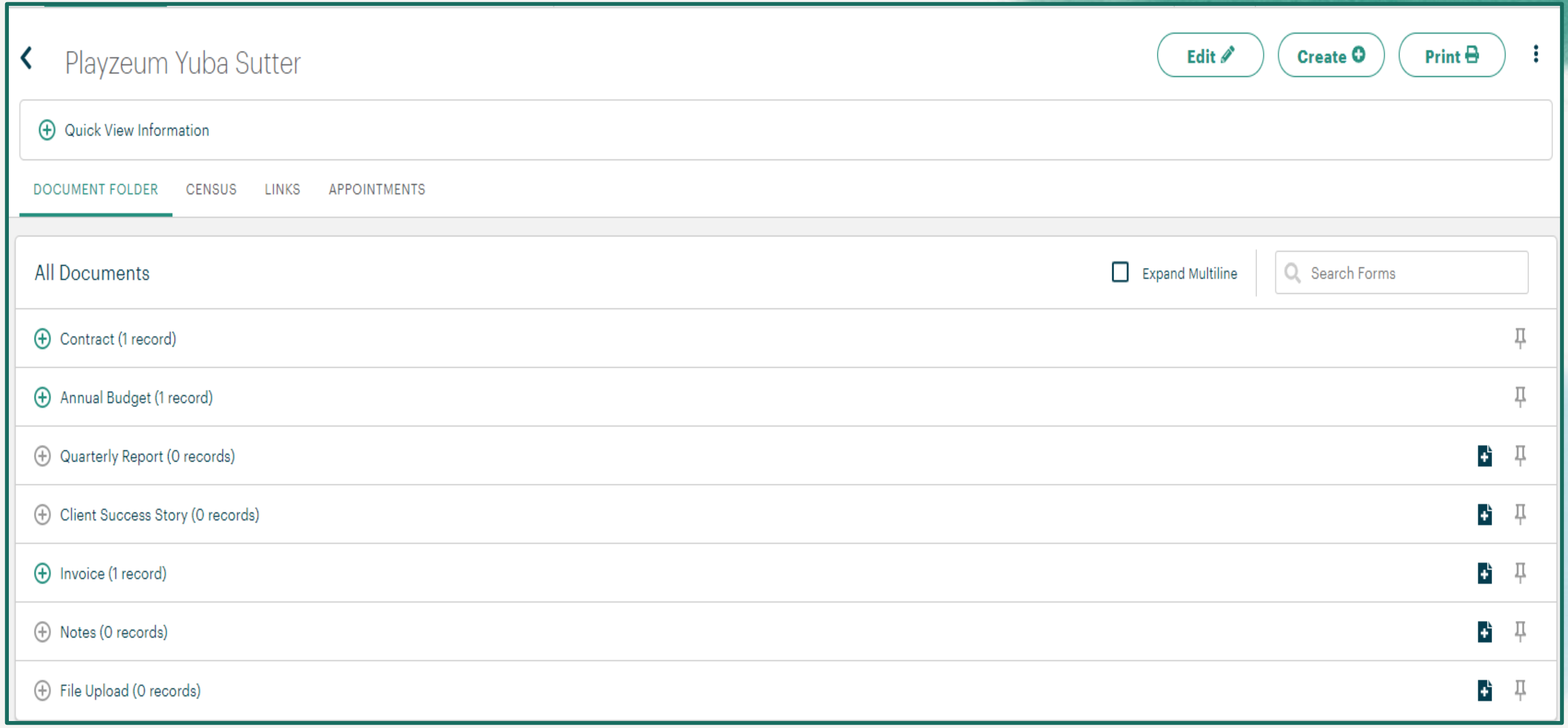
Grantee Profile

- Contract
- Annual Budget
- Invoicing
- Quarterly Progress Reports



Grantee Profile

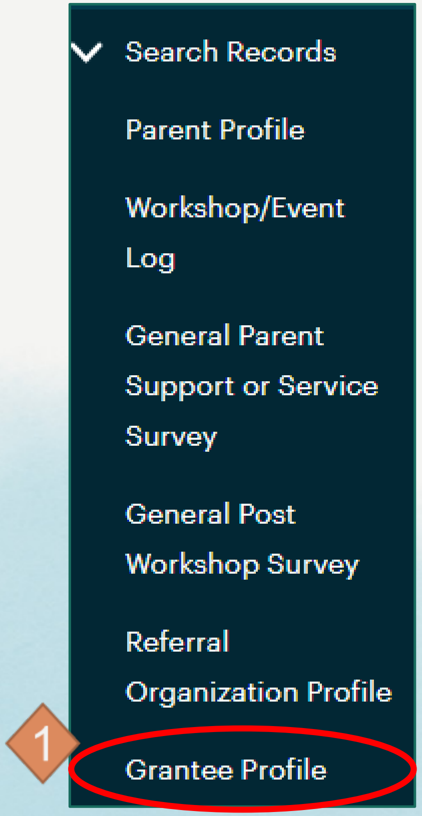
In the Grantee Profile folder you will find the documents necessary to meet the invoicing and reporting requirements of your contract.

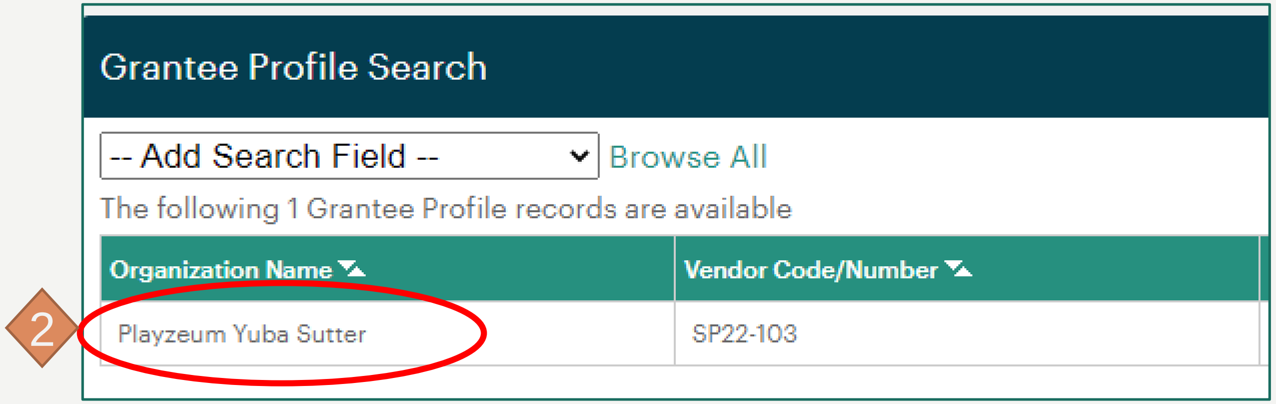


Accessing the Grantee Profile Folder

Step 1: Click the Grantee Profile under the Search Records

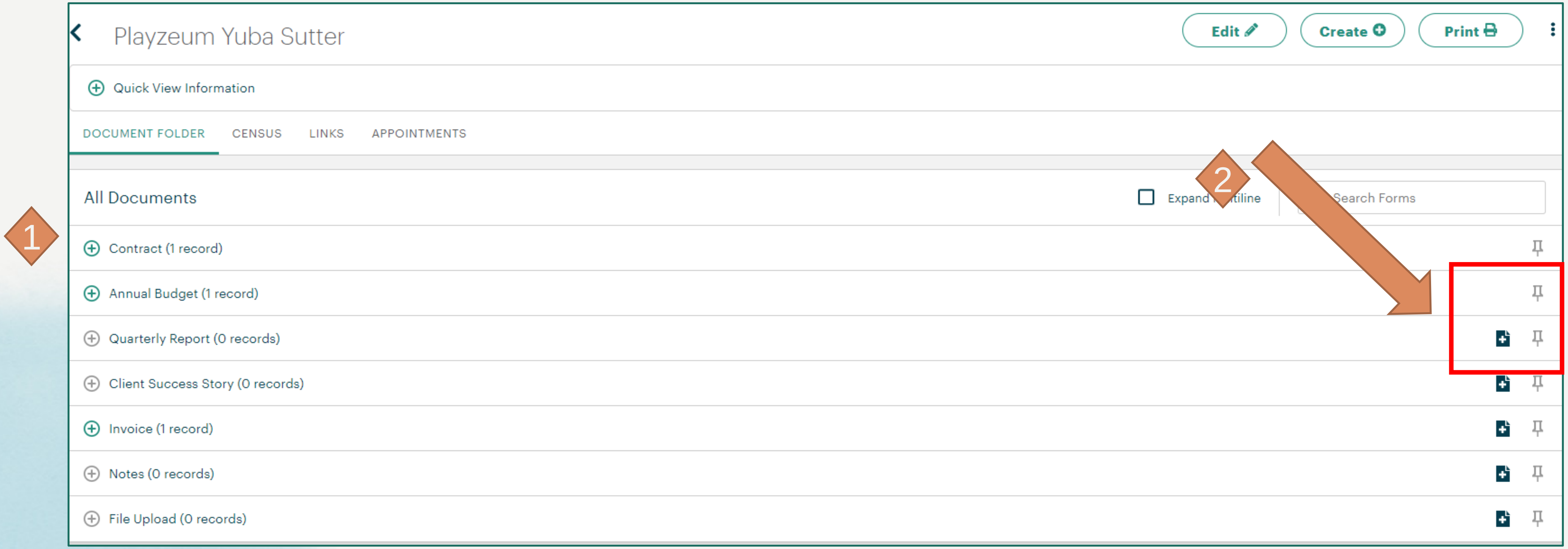
Step 2: Click the desired record from the search results





Grantee Document Folder

1. Each category may contain many records.
2. Some forms have restricted use and others do not.



Grantee Contract

***Contract No.**
SP22-103

***Status**
- ○ Draft
- ● Active
- ○ Closed

Project Title
Creative Arts Play Groups

***Start Date**
07/01/2021

***End Date**
06/30/2024

***Grantee Type**
- ○ Child Care Centers
- ● Community Based Organization
- ○ County Health & Human Services
- ○ County Office of Education/School District
- ○ Family Child Care
- ○ First 5 County Commission
- ○ Higher Education
- ○ Hospital/Health Plan
- ○ Other Public
- ○ Research/Consulting Firm
- ○ Resource & Referral Agency (COE or Non- Profit)
- ○ Family Resource Center

Program Model
Developmentally appropriate, creative arts focused 0-5 playgroups

***Service Category**
General Family Support

Result Area
Improved Family Functioning

Fiscal Contact Name
Staci | Middle | Howell

Fiscal Contact Phone
530 | 301 | 0623 ext.

Fiscal Contact Email

- This record acts as a cover sheet
- Some items are determined by First 5 CA Annual Report Guidelines

Grantee Profile - Contract

- Annual Budget
- Line Item Totals
- Budget Narrative

A. Salaries and Benefits ▾

Management Salaries

$9,600.00

Management Salaries Description

Title: Executive Director (0.25 FTE)
Duties Description:
- Management of personal and subcontractor execution and oversite
- Facility management of health and safety practices
- Program budget development and oversite, reporting and invoicing
- Program evaluation development, coordination and reporting
- Program support and oversite of curriculum and material development
- Development of program outreach efforts, marketing materials, platforms and events
- Development of registration platform, enrollment procedures and reporting
- Program collaboration efforts and coordination

Salary Calculation:
$40/hour x 5/hours/week x 48/weeks = $9,600.

Program/Project Salaries

$16,900.00

Program/Project Salaries Description

Title: Program Specialist (0.70 FTE)
Duties Description:
- Provides 72 two-hour parent-child creative arts classes
- 12 on-the-go events
- Complete curriculum and material development for 4 sessions
- Attends parent and planning meetings
- Support evaluation efforts and reporting
- Support enrollment procedures

Salary Calculation:
$28/hour x 12.5/hours/weekly x 48/weeks = $16,900

Administrative Salaries

$0.00

Administrative Salaries Description

Notes

Total Salaries

26500

Total Benefits

Benefits Description

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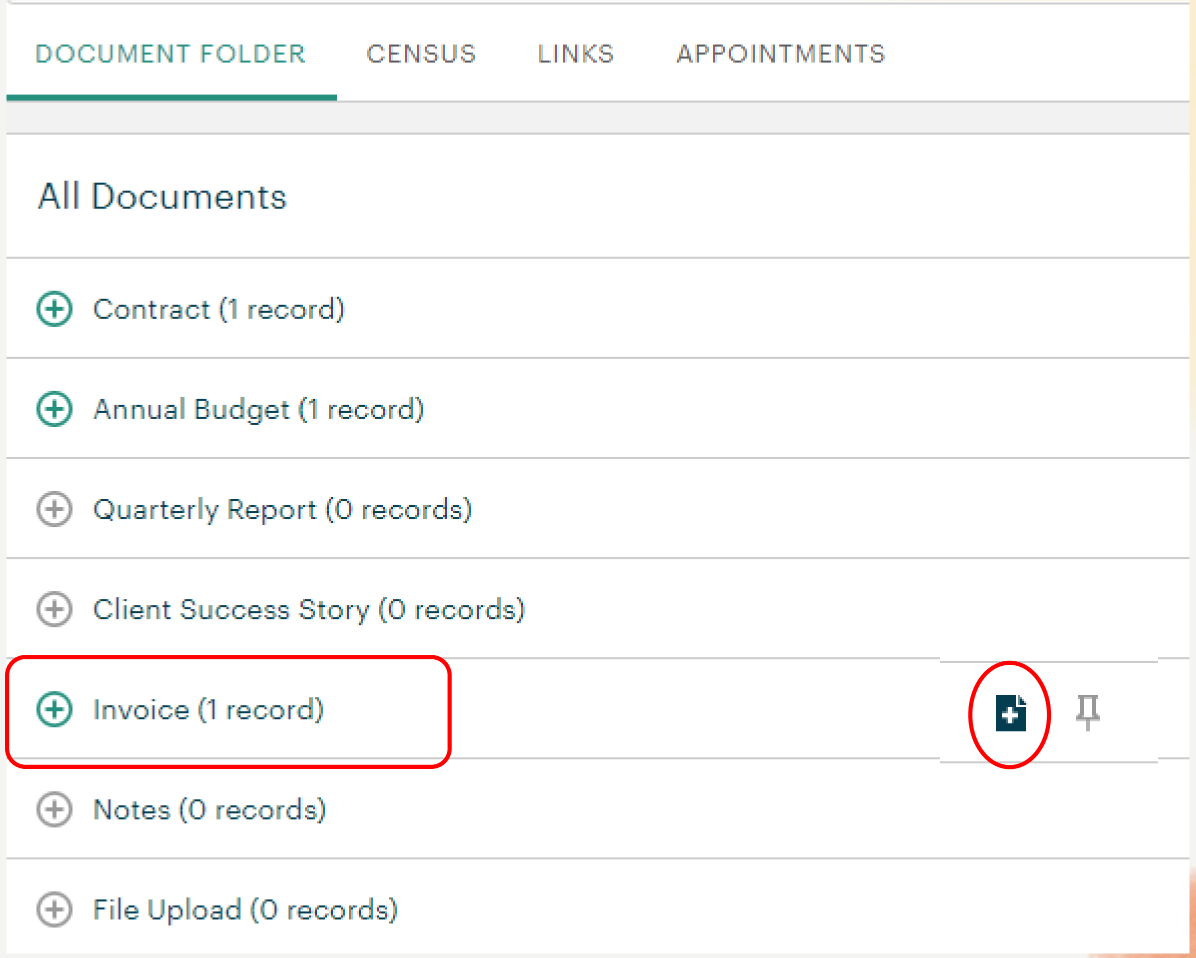
Invoice Submission

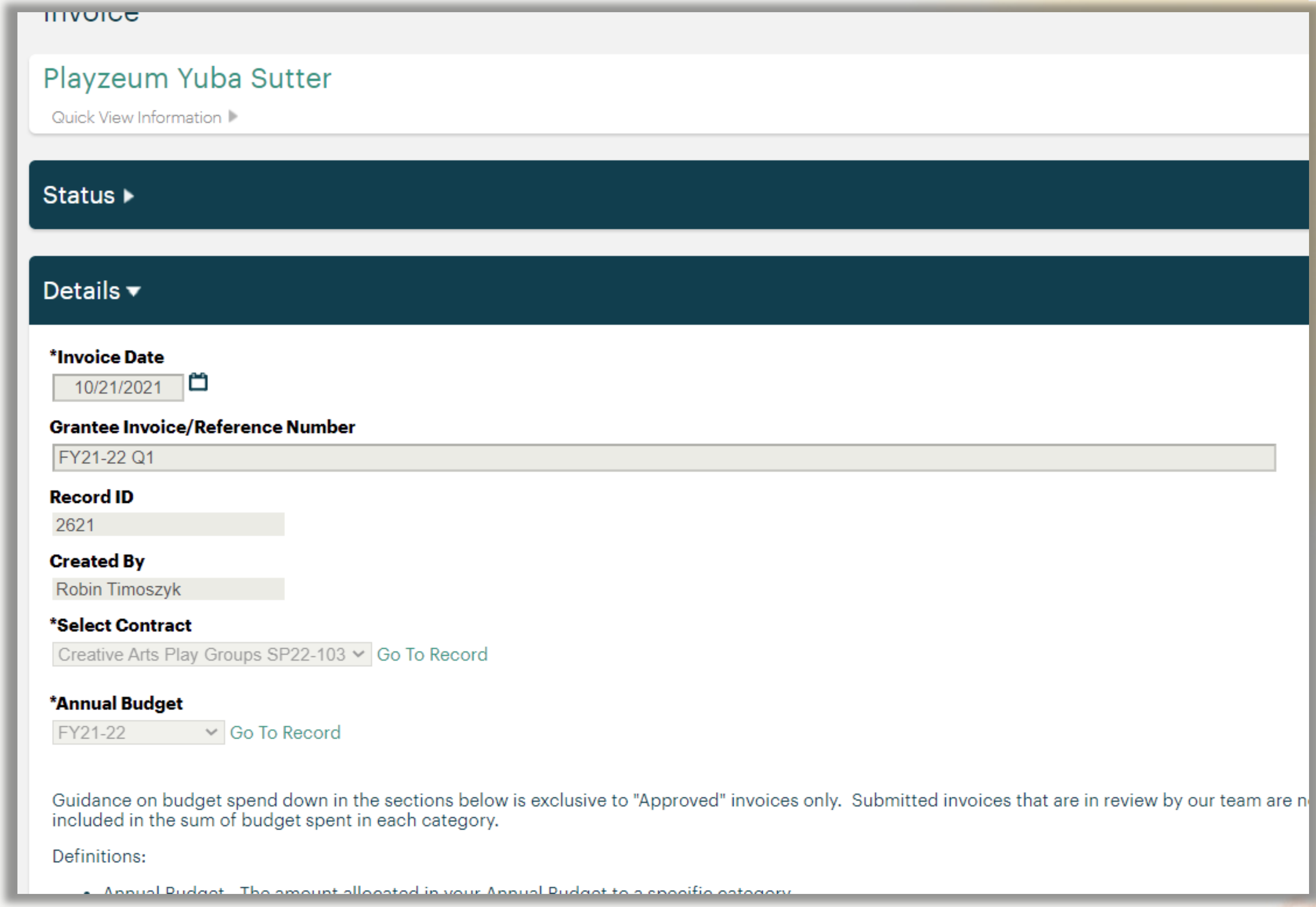
Invoice

- Scroll to Invoice
- Select the new document icon (the green sheet of paper with the + inside)
- This takes you to a new blank invoice to complete.



Invoice

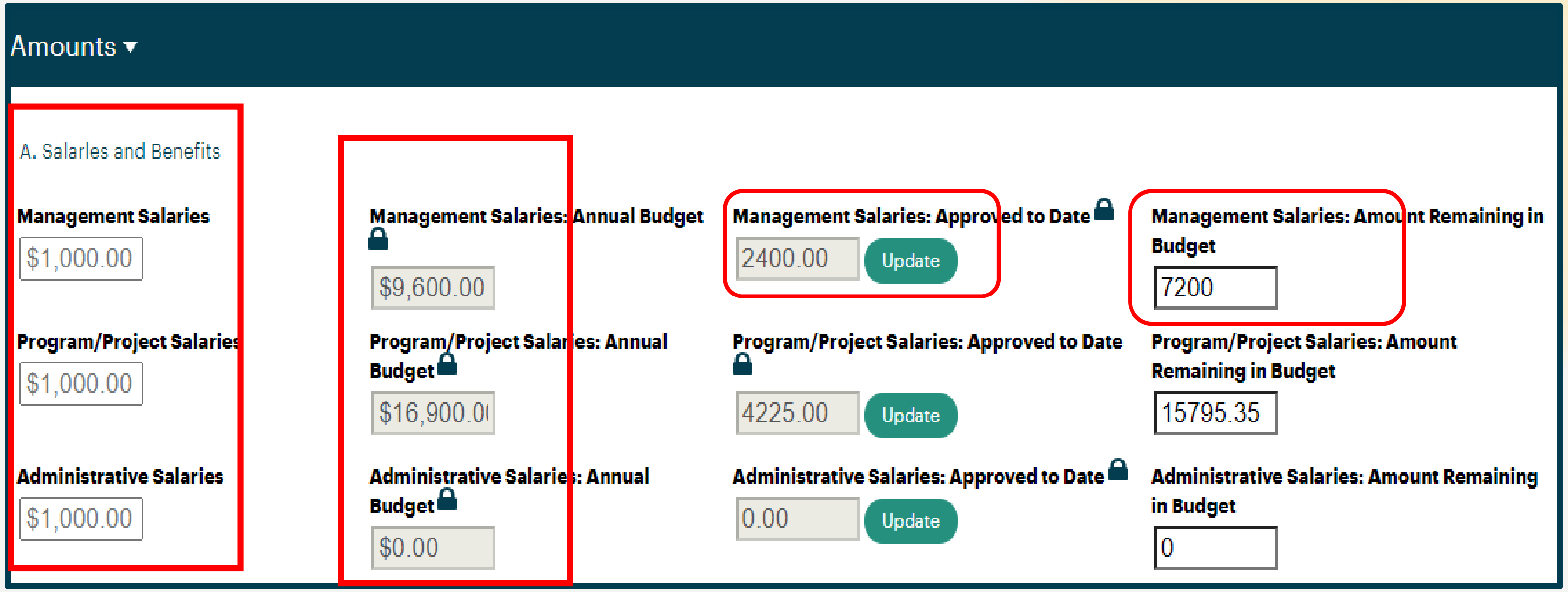
- Complete the form (required fields are marked with an asterisk (*)



Best Practice: Indicate the reporting period in the Grantee Invoice/Reference Number field

Invoice

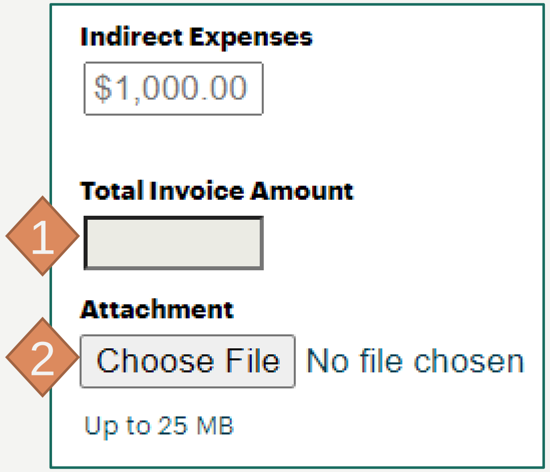
- Once you select a budget year, additional fields appear.
- In the far left column, enter the **total** amount for each line.

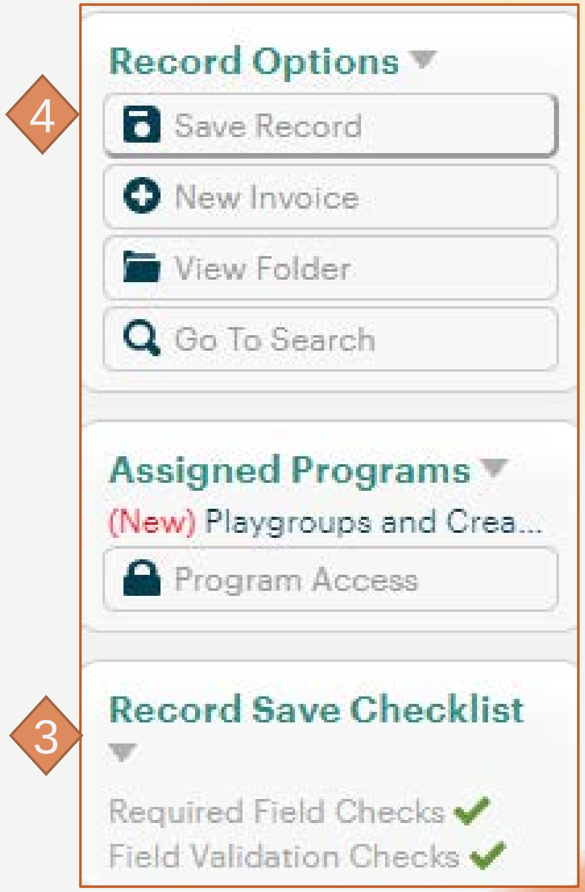


NOTE: Each Partner's July – September 2021 Invoice has already been entered.

Invoice

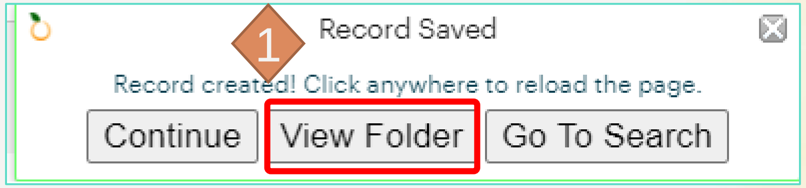
1. Once you have entered all the amounts, ensure the total matches your numbers.
2. Attach the backup documents you normally provide with your invoice.
3. Review the Record Save Checklist (no red X)
4. On the Record Options palette, select Save Record

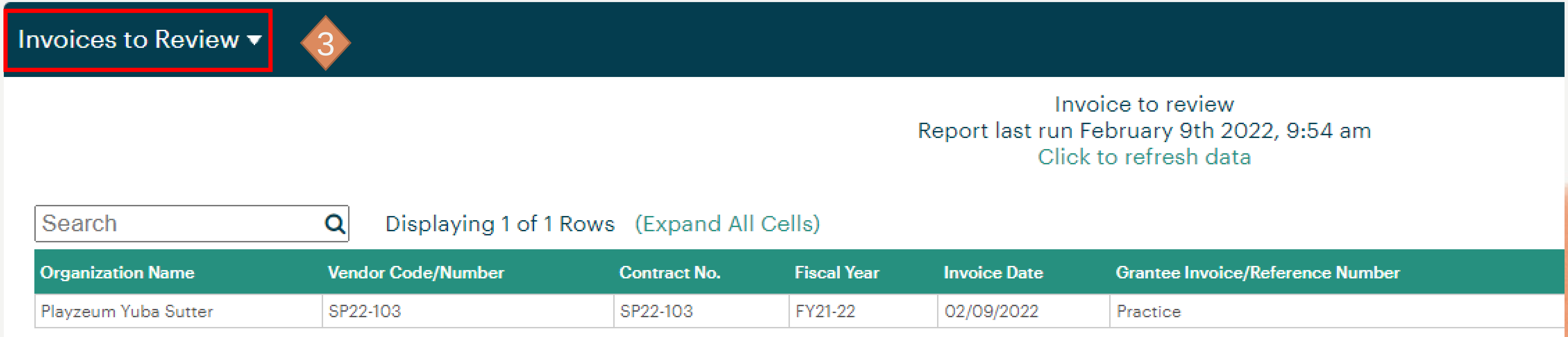




Invoicing

1. Click View Folder.
2. Expand the Invoice folder to see the submitted invoice.
3. Once submitted, the invoice appears in a report for First 5 staff. Staff will review and process as usual.





Hands-On Activity: Enter an Invoice

1. Click the Grantee Profile option on the left navigation palette.
2. Select your contract to open your documents folder.
3. Click the New icon to the right of the Invoice in your document folder.
4. Complete the form. In the Grantee Invoice/Reference field enter either “Practice” or “Fake”.
5. Enter the remaining fields.
6. Review the Record Save Checklist.
7. Click “Save Record.”
8. Click “View Folder”

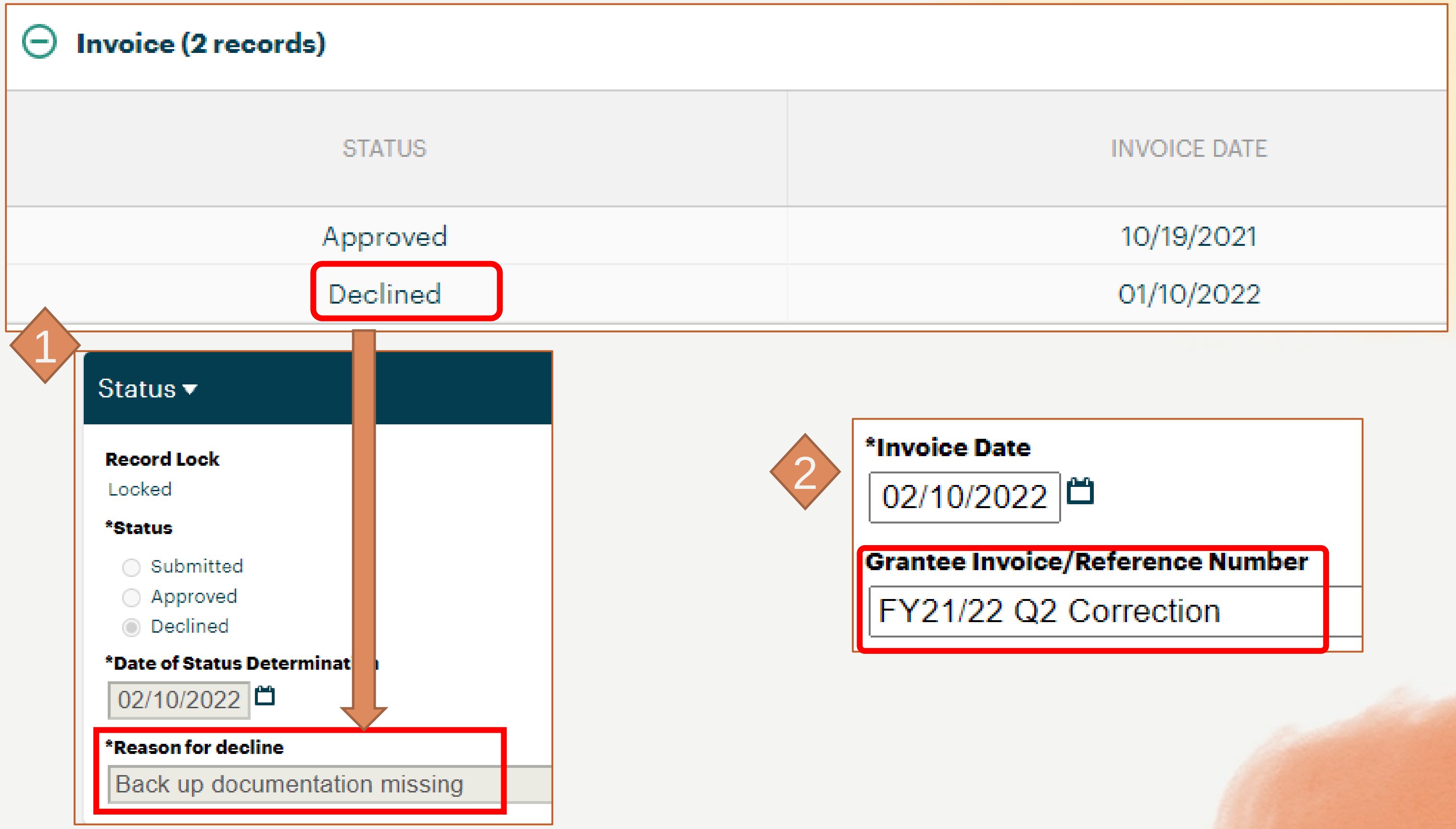
Invoicing –

It was declined! Now what???

1. An email will be sent with an explanation of why the invoice was declined and how to remedy the situation.*

2. You will submit a *new* invoice with “correction” or “update” in the invoice/reference field

3. Staff will review and process as usual.



**Make sure Robin has your fiscal contact’s email*

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Budget Revision

Budget Revision

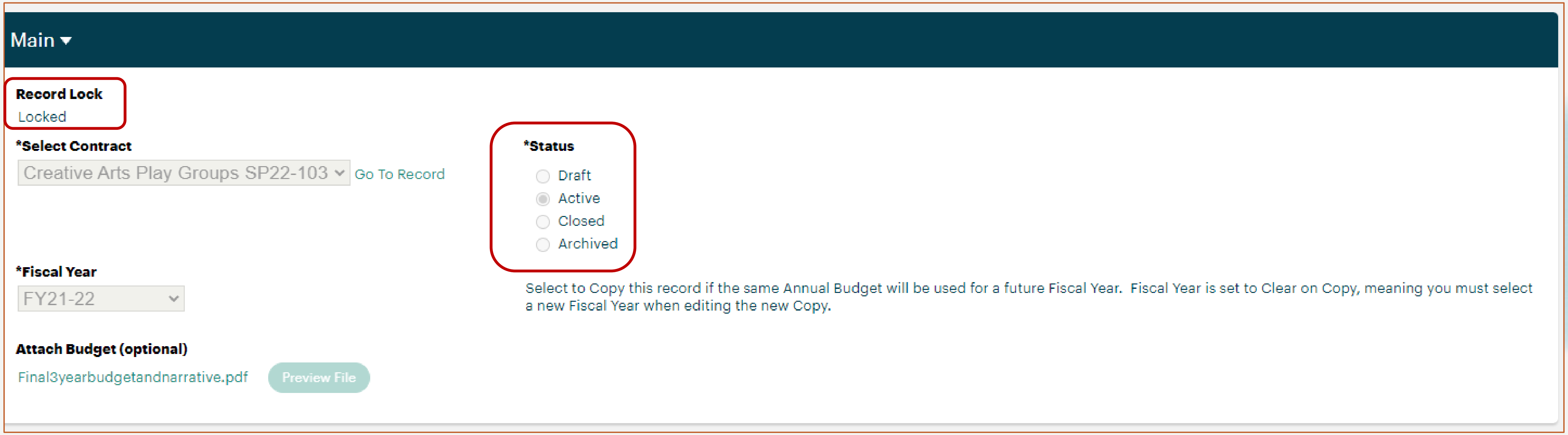
Three types of revisions

- 10% or Less change to the line item(s)
  - Approved by Executive Director
- More than 10% change to the line item(s)
  - Approved by Commission, may require contract amendment
- Rollover of unspent funds from 1 fiscal year to the next
  - Approved by Commission as part of the annual budget process

IMPORTANT: If you believe a revision or rollover would be appropriate for FY 21/22, please email <u>both</u> Ericka and Robin no later than 3/31/22 to begin the process.

Budget Revision

- After advising First 5 Yuba of your interest in a budget revision, staff will open a draft budget for the fiscal year.
- The draft will be used to update the line item(s) and narrative portion of the budget



Budget Revision

As we work through any requested revisions we will develop a step-by-step guide to ensure this is a viable process for both Strategic Partners and First 5 Yuba moving forward.

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Quarterly Progress Reports

Progress Reporting

All Documents

- Contract (1 record)
- Annual Budget (1 record)
- Quarterly Report (0 records) — Each quarter
- Success Story (0 records) — At least once per year
- Invoice (1 record)
- Notes (0 records)
- File Upload (0 records) — Optional

- Required of all Strategic Partners
- Some forms are universal
- Others are specific to the program's evaluation plan

Quarterly Progress Reporting

Some examples of tailored forms

All Documents

- Contract (1 record)
- Annual Budget (1 record)
- Child Care Planning Council Performance Measure Report (0 records)
- Happy Toothmobile (MJUSD Dental Services) Quarterly PM Report (0 records)
- Yuba County Library Performance Measure Report (0 records)
- Quarterly Report (0 records)
- Client Success Story (0 records)
- Demographic Reporting (0 records)
- Invoice (2 records)
- Notes (0 records)
- File Upload (0 records)

Hands-On Activity: Complete a Quarterly Report

1. Click the Grantee Profile option on the left navigation palette.
2. Select your contract to open your documents folder.
3. Click the New icon to the right of the Quarterly Report in your document folder.
4. Complete the form. Review the Record Save Checklist.
5. Click “Save Record.”
6. Click “View Folder”

Optional Extra Credit:

1. From the document folder, click the New icon to the right of Success Story
2. Complete the form
3. Click Save Record

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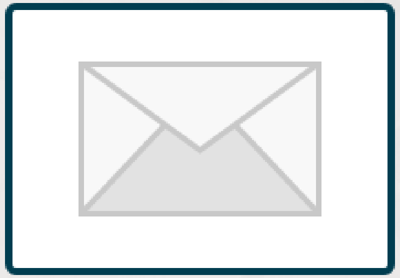
Resources

Customer Care

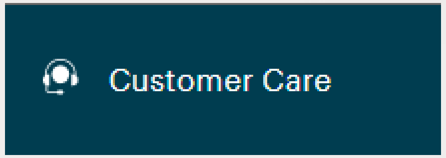


Have a question or problem?

Step 1: Check the Apricot Implementation resources @ https://www.first5yuba.org/funded-programs.html (scroll to bottom of the page)

Step 2: Contact your Administrator (Robin)

Step 3: Search the intercom for an answer to your question while waiting to hear back from your Admin.



Step 4: Administrator will submit a support ticket to Apricot Customer Care team for technical issues.

Thank you for joining us!