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
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
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
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
1. Each category may contain many records.

2. Some forms have restricted use and others do not.
Grantee Contract

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

<table>
<thead>
<tr>
<th><em>Contract No.</em></th>
<th>SP22-103</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Project Title</em></td>
<td>Creative Arts Play Groups</td>
</tr>
<tr>
<td><em>Start Date</em></td>
<td>07/01/2021</td>
</tr>
<tr>
<td><em>End Date</em></td>
<td>06/30/2024</td>
</tr>
<tr>
<td><em>Grantee Type</em></td>
<td></td>
</tr>
<tr>
<td><em>Program Model</em></td>
<td>Developmentally appropriate, creative arts focused 0-5 playgroups</td>
</tr>
<tr>
<td><em>Service Category</em></td>
<td>General Family Support</td>
</tr>
<tr>
<td>Fiscal Contact Name</td>
<td>Staci Middle Howell</td>
</tr>
<tr>
<td>Fiscal Contact Phone</td>
<td>530 301 0625 ext.</td>
</tr>
<tr>
<td>Fiscal Contact Email</td>
<td></td>
</tr>
</tbody>
</table>
Grantee Profile - Contract

- Annual Budget
- Line Item Totals
- Budget Narrative

### A. Salaries and Benefits

<table>
<thead>
<tr>
<th>Management Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,600.00</td>
</tr>
</tbody>
</table>

**Management Salaries Description**

- Title: Executive Director (0.25 FTE)
- Duties Description:
  - Management of personal and subcontractor execution and oversee
  - Facility management of health and safety practices
  - Program budget development and oversee, reporting and invoicing
  - Program evaluation development, coordination and reporting
  - Program support and oversee 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/week x 48/weeks = $9,600.

<table>
<thead>
<tr>
<th>Program/Project Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16,900.00</td>
</tr>
</tbody>
</table>

**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/week x 48/weeks = $10,800

<table>
<thead>
<tr>
<th>Administrative Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Administrative Salaries Description**

Notes

<table>
<thead>
<tr>
<th>Total Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>26,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
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
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 both 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.

Select to Copy this record if the same Annual Budget will be used for a future Fiscal Year. Fiscal Year is set to Clear on Copy, meaning you must select a new Fiscal Year when adding the new Copy.
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.
Quarterly Progress Reports
**Progress Reporting**

<table>
<thead>
<tr>
<th>All Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contract (1 record)</td>
</tr>
<tr>
<td>• Annual Budget (1 record)</td>
</tr>
<tr>
<td>• Quarterly Report (0 records)</td>
</tr>
<tr>
<td>• Success Story (0 records)</td>
</tr>
<tr>
<td>• Invoice (1 record)</td>
</tr>
<tr>
<td>• Notes (0 records)</td>
</tr>
<tr>
<td>• File Upload (0 records)</td>
</tr>
</tbody>
</table>

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

*Each quarter*

*At least once per year*
## APRICOT USER TRAINING

### Quarterly Progress Reporting

Some examples of tailored forms

<table>
<thead>
<tr>
<th>All Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract</strong> (1 record)</td>
</tr>
<tr>
<td><strong>Annual Budget</strong> (1 record)</td>
</tr>
<tr>
<td><strong>Child Care Planning Council Performance Measure Report</strong> (0 records)</td>
</tr>
<tr>
<td><strong>Happy Toothmobile (MJUSD Dental Services) Quarterly PM Report</strong> (0 records)</td>
</tr>
<tr>
<td><strong>Yuba County Library Performance Measure Report</strong> (0 records)</td>
</tr>
<tr>
<td><strong>Quarterly Report</strong> (0 records)</td>
</tr>
<tr>
<td><strong>Client Success Story</strong> (0 records)</td>
</tr>
<tr>
<td><strong>Demographic Reporting</strong> (0 records)</td>
</tr>
<tr>
<td><strong>Invoice</strong> (2 records)</td>
</tr>
<tr>
<td><strong>Notes</strong> (0 records)</td>
</tr>
<tr>
<td><strong>File Upload</strong> (0 records)</td>
</tr>
</tbody>
</table>
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
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!