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

# Onboarding Timeline

- **Phase 2 Data Entry:** Jan 24<sup>th</sup> – Feb 11<sup>th</sup>
- **Phase 3 Invoicing and Contracts:** February 11<sup>th</sup> 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!

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**Robin**  
**Timoszyk**  
Administrator

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# Training Logistics

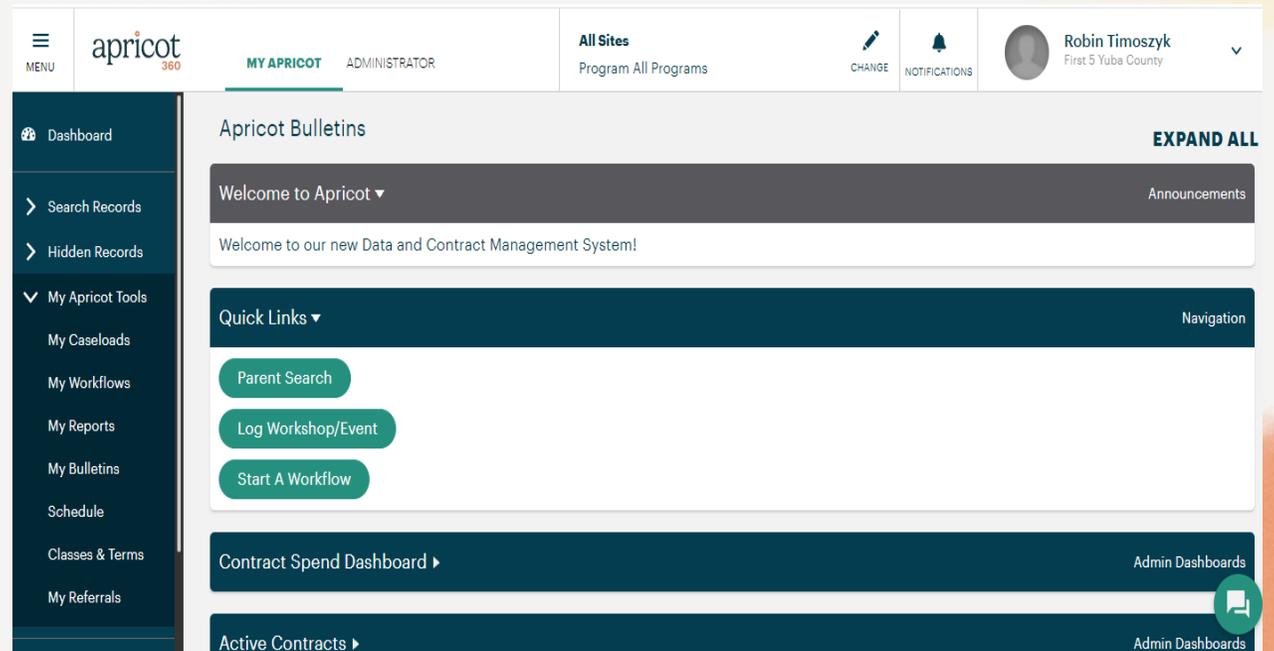
To successfully complete training you need the following

- 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





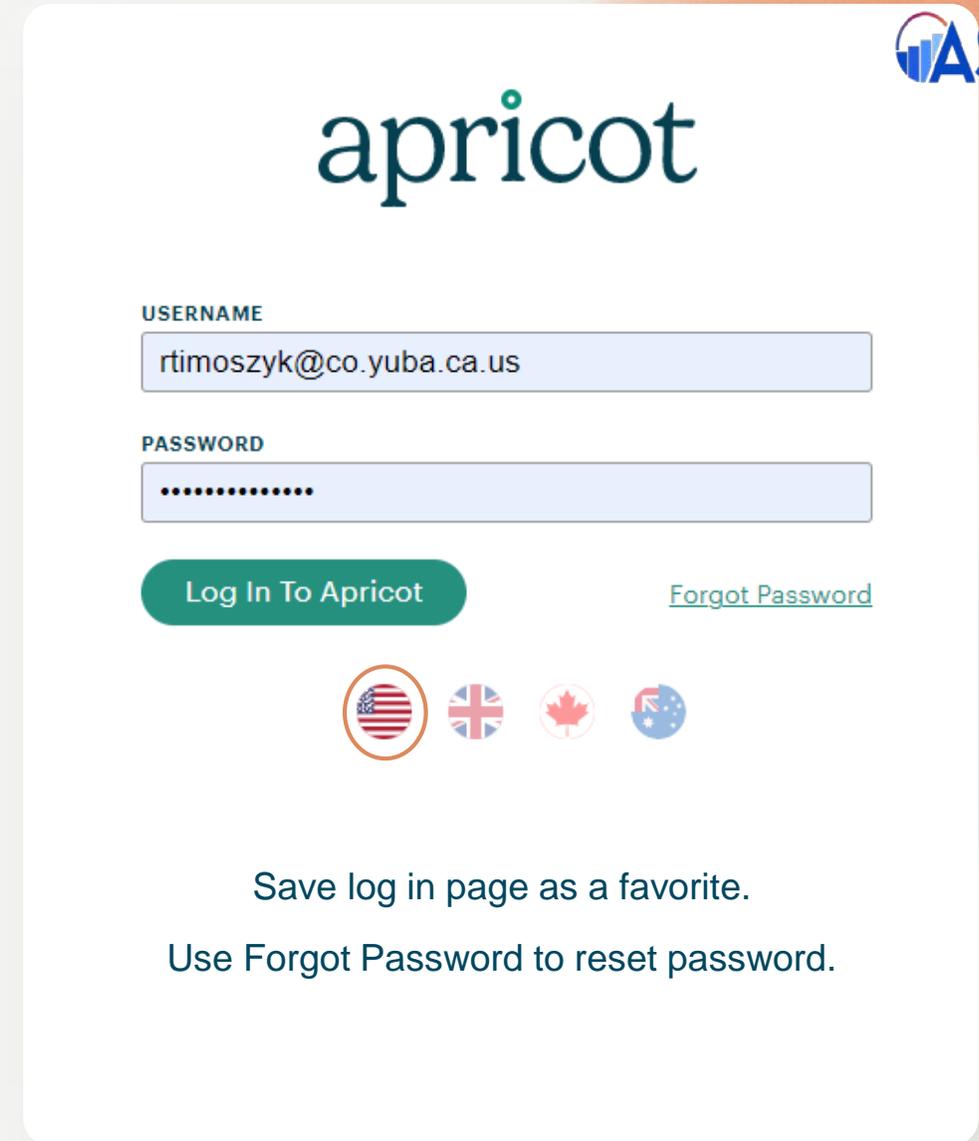
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# Basic Navigation Refresher

# Logging Into Apricot

1. Navigate to [apricot.socialsolutions.com](https://apricot.socialsolutions.com)
2. Verify the server/location is correct
3. Enter your email address and password

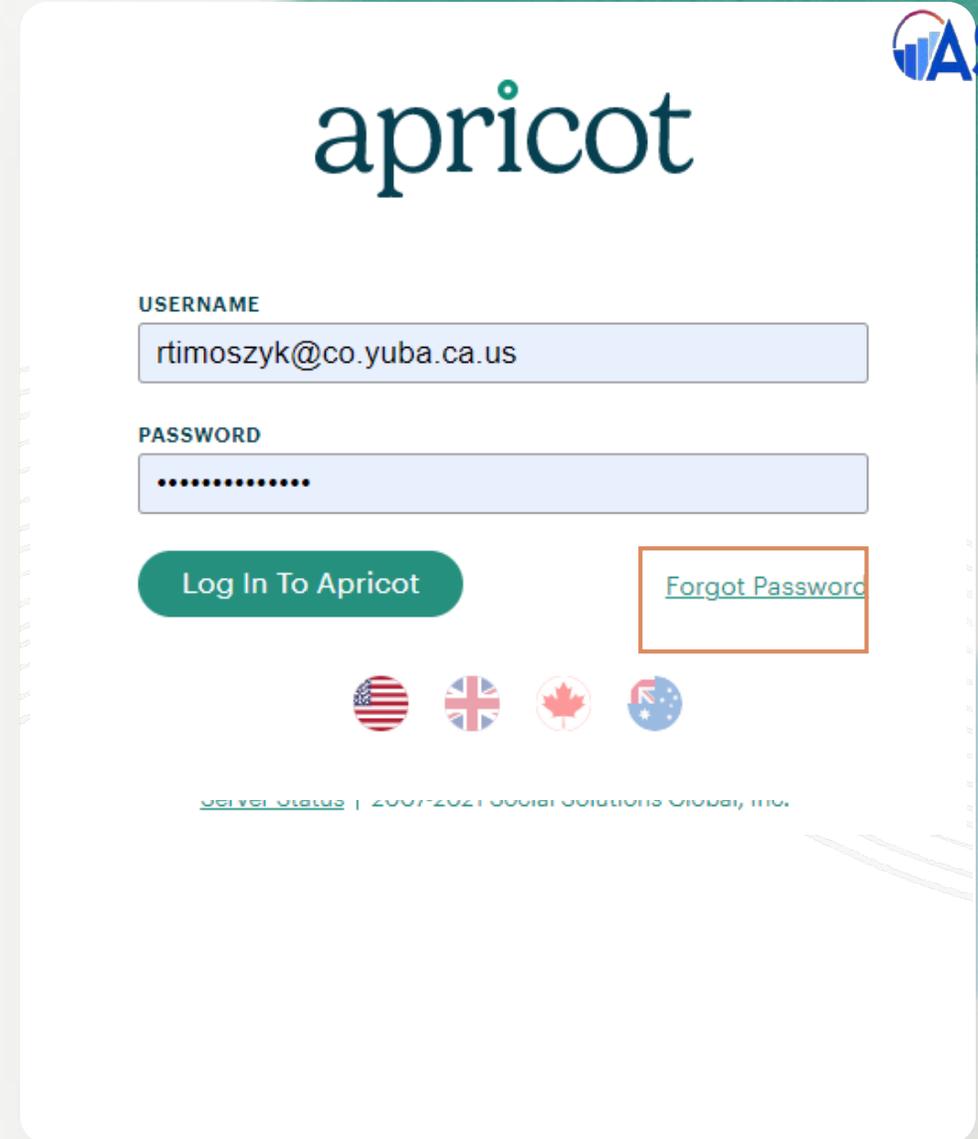
**Note: 1 user and password per agency**



# 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

The screenshot shows the Apricot 360 interface. At the top, there's a header with the 'apricot 360' logo, 'MY APRICOT ADMINISTRATOR' status, 'All Sites Program All Programs', a 'CHANGE' button, and a user profile for 'Sabrina Gilbert' from 'First 5 Yuba County (112270)'. On the left is a dark navigation menu with options like 'Dashboard', 'Search Records', 'Hidden Records', 'My Apricot Tools', 'My Caseloads', 'My Workflows', 'My Reports', 'My Bulletins', 'Schedule', 'Classes & Terms', and 'My Referrals'. The main content area is titled 'Apricot Bulletins' and includes a 'COLLAPSE ALL' button. Below this is a 'Quick Links' section with buttons for 'Parent Search', 'Log Workshop/Event', and 'Start A Workflow'. The 'Contract Spend Dashboard' section shows a report from December 2nd, 2021, with a 'Click to refresh data' link. A bar chart titled 'Contract spend down' displays data for two entities: 'Camptonville Community Partnership - SP22-104 - FY21-22' with a spend of 34.06K (3.72K difference) and 'Dolly Partons Imagination Library - Yuba Affiliate - SP20-109 - FY21-22' with a spend of 36K (9.8K difference).



▼ Search Records

Parent Profile

Workshop/Event  
Log

General Parent  
Support or Service  
Survey

General Post  
Workshop Survey

Referral

Organization Profile

Grantee Profile

# Left Side Palette

Search Records:

- Primary Forms
- Grantee profile



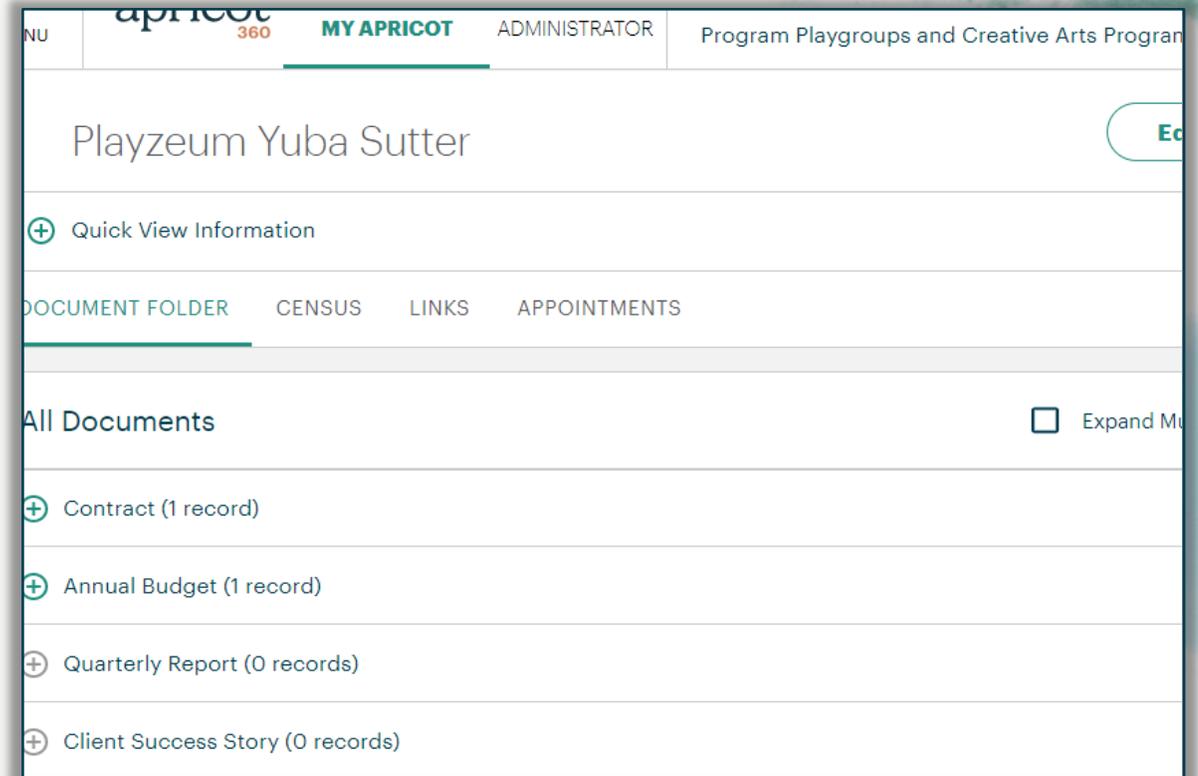


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# Contract Management

# 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.

The screenshot shows the 'Playzeum Yuba Sutter' profile page. At the top right, there are buttons for 'Edit', 'Create', and 'Print'. Below the header is a 'Quick View Information' section. A navigation bar includes 'DOCUMENT FOLDER' (selected), 'CENSUS', 'LINKS', and 'APPOINTMENTS'. The main content area is titled 'All Documents' and includes a search bar and an 'Expand Multiline' checkbox. The document list is as follows:

Document Type	Record Count	Actions
Contract	1 record	Expand, Pin
Annual Budget	1 record	Expand, Pin
Quarterly Report	0 records	Expand, Pin, Add
Client Success Story	0 records	Expand, Pin, Add
Invoice	1 record	Expand, Pin, Add
Notes	0 records	Expand, Pin, Add
File Upload	0 records	Expand, Pin, Add



# 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

- ✓ Search Records
- Parent Profile
- Workshop/Event Log
- General Parent Support or Service Survey
- General Post Workshop Survey
- Referral
- Organization Profile
- Grantee Profile**

1

Grantee Profile Search	
-- Add Search Field --	Browse All
The following 1 Grantee Profile records are available	
Organization Name ▾	Vendor Code/Number ▾
Playzeum Yuba Sutter	SP22-103

2



# Grantee Document Folder

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

The screenshot shows a mobile application interface for 'Playzeum Yuba Sutter'. At the top, there are navigation buttons for 'Edit', 'Create', and 'Print'. Below this is a 'Quick View Information' section. The main content area is titled 'DOCUMENT FOLDER' and includes sub-sections for 'CENSUS', 'LINKS', and 'APPOINTMENTS'. A list of document categories is shown, including 'All Documents', 'Contract (1 record)', 'Annual Budget (1 record)', 'Quarterly Report (0 records)', 'Client Success Story (0 records)', 'Invoice (1 record)', 'Notes (0 records)', and 'File Upload (0 records)'. A red box highlights a plus icon in the action menu of the 'Contract (1 record)' entry, with an arrow pointing to it from a diamond labeled '2'. A diamond labeled '1' points to the 'All Documents' header.



# Grantee Contract

<b>*Contract No.</b> SP22-103	<b>*Status</b> <input type="radio"/> Draft <input checked="" type="radio"/> Active <input type="radio"/> Closed
<b>Project Title</b> Creative Arts Play Groups	
<b>*Start Date</b> 07/01/2021	
<b>*End Date</b> 06/30/2024	
<b>*Grantee Type</b> <input type="radio"/> Child Care Centers <input checked="" type="radio"/> Community Based Organization <input type="radio"/> County Health & Human Services <input type="radio"/> County Office of Education/School District <input type="radio"/> Family Child Care <input type="radio"/> First 5 County Commission <input type="radio"/> Higher Education <input type="radio"/> Hospital/Health Plan <input type="radio"/> Other Public <input type="radio"/> Research/Consulting Firm <input type="radio"/> Resource & Referral Agency (COE or Non- Profit) <input type="radio"/> Family Resource Center	<ul style="list-style-type: none"><li>• This record acts as a cover sheet</li><li>• Some items are determined by First 5 CA Annual Report Guidelines</li></ul>
<b>Program Model</b> Developmentally appropriate, creative arts focused 0-5 playgroups	
<b>*Service Category</b> General Family Support	<b>Result Area</b> Improved Family Functioning
<b>Fiscal Contact Name</b> Staci Middle Howell	
<b>Fiscal Contact Phone</b> 530 301 0623 ext.	
<b>Fiscal Contact Email</b>	



# Grantee Profile - Contract

- Annual Budget
- Line Item Totals
- Budget Narrative

**A. Salaries and Benefits ▼**

<p><b>Management Salaries</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;">\$9,600.00</div>  <p><b>Program/Project Salaries</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;">\$16,900.00</div>  <p><b>Administrative Salaries</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;">\$0.00</div>  <p><b>Total Salaries</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;">26500</div> <p><b>Total Benefits</b></p>	<p><b>Management Salaries Description</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Title: Executive Director (0.25 FTE)                      Duties Description:                      - Management of personal and subcontractor execution and oversight                      - Facility management of health and safety practices                      - Program budget development and oversight, reporting and invoicing                      - Program evaluation development, coordination and reporting                      - Program support and oversight 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.</p> </div> <p><b>Program/Project Salaries Description</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>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</p> </div> <p><b>Administrative Salaries Description</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     Notes                 </div>
<p><b>Benefits Description</b></p>	





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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.

DOCUMENT FOLDER   CENSUS   LINKS   APPOINTMENTS

---

All Documents

- + Contract (1 record)
- + Annual Budget (1 record)
- + Quarterly Report (0 records)
- + Client Success Story (0 records)
- + Invoice (1 record)**  
- + Notes (0 records)
- + File Upload (0 records)



# Invoice

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

INVOICE

Playzeum Yuba Sutter

[Quick View Information](#) ▶

Status ▶

Details ▼

**\*Invoice Date**  
10/21/2021

**Grantee Invoice/Reference Number**  
FY21-22 Q1

**Record ID**  
2621

**Created By**  
Robin Timoszyk

**\*Select Contract**  
Creative Arts Play Groups SP22-103 [Go To Record](#)

**\*Annual Budget**  
FY21-22 [Go To Record](#)

Guidance on budget spend down in the sections below is exclusive to "Approved" invoices only. Submitted invoices that are in review by our team are not included in the sum of budget spent in each category.

Definitions:

- Annual Budget: The amount allocated in your Annual Budget to a specific category.

**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.

Amounts ▾

Category	Annual Budget	Approved to Date	Amount Remaining in Budget
<b>A. Salaries and Benefits</b>			
<b>Management Salaries</b>	Management Salaries: Annual Budget \$9,600.00	Management Salaries: Approved to Date 2400.00 <span>Update</span>	Management Salaries: Amount Remaining in Budget 7200
<b>Program/Project Salaries</b>	Program/Project Salaries: Annual Budget \$16,900.00	Program/Project Salaries: Approved to Date 4225.00 <span>Update</span>	Program/Project Salaries: Amount Remaining in Budget 15795.35
<b>Administrative Salaries</b>	Administrative Salaries: Annual Budget \$0.00	Administrative Salaries: Approved to Date 0.00 <span>Update</span>	Administrative Salaries: Amount Remaining in Budget 0

**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

**Indirect Expenses**

**Total Invoice Amount**

**Attachment**  
 No file chosen  
 Up to 25 MB

**Record Options** ▼

---

**Assigned Programs** ▼

(New) Playgroups and Crea...

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**Record Save Checklist** ▼

Required Field Checks ✓

Field Validation Checks ✓



# 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.

Record Saved

Record created! Click anywhere to reload the page.

Continue **View Folder** Go To Search

Invoice (2 records)

STATUS	INVOICE DATE
<b>Submitted</b>	02/08/2022
Approved	10/21/2021

**Invoices to Review**

Invoice to review  
Report last run February 9th 2022, 9:54 am  
Click to refresh data

Search  Displaying 1 of 1 Rows (Expand All Cells)

Organization Name	Vendor Code/Number	Contract No.	Fiscal Year	Invoice Date	Grantee Invoice/Reference Number
Playzeum Yuba Sutter	SP22-103	SP22-103	FY21-22	02/09/2022	Practice



# 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*

Invoice (2 records)

STATUS	INVOICE DATE
Approved	10/19/2021
Declined	01/10/2022

1

Status ▾

Record Lock  
Locked

\*Status

Submitted

Approved

Declined

\*Date of Status Determination

02/10/2022

\*Reason for decline

Back up documentation missing

2

\*Invoice Date

02/10/2022

Grantee Invoice/Reference Number

FY21/22 Q2 Correction





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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 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

Main ▾

**Record Lock**  
Locked

**\*Select Contract**  
Creative Arts Play Groups SP22-103 ▾ [Go To Record](#)

**\*Status**

- Draft
- Active
- Closed
- Archived

**\*Fiscal Year**  
FY21-22 ▾

**Attach Budget (optional)**  
Final3yearbudgetandnarrative.pdf [Preview File](#)

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 editing 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.



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# Quarterly Progress Reports

# Progress Reporting

All Documents
+ Contract (1 record)
+ Annual Budget (1 record)
+ Quarterly Report (0 records)
+ Success Story (0 records)
+ Invoice (1 record)
+ Notes (0 records)
+ File Upload (0 records)

Each quarter

At least once per year

Optional

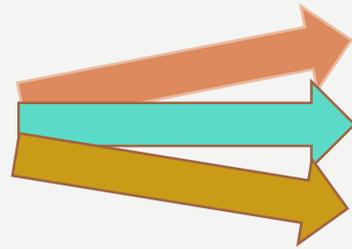
- Required of all Strategic Partners
- Some forms are universal
- Others are specific to the program's evaluation plan



APRICOT USER TRAINING

# 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

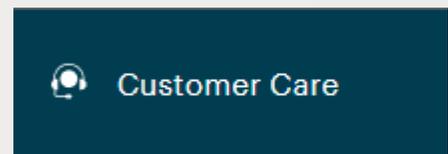
Have a question or problem?

**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!