

DBHDD AP Contracts Training Guide

BE D·B·H·D·D

Georgia Department of Behavioral Health & Developmental Disabilities

August 2020





BE·D·B·H·D·D AP Contracts

Vendor Document Types for Submission to DBHDD

DBHDD AP Contracts

Vendor Document Types

- Vendors are required to submit the following in accordance with Contract requirements:
 - Programmatic Reports: Standard and Non-Standard
 - Invoices: Standard and Non-Standard
 - CER (Cumulative Expenditure Report): Standard and Non-Standard
- Standard are forms “Completed” in the application
- Non-Standard are documents that are “uploaded”



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Document Status Definitions

DBHDD AP Contracts

- AP Contracts specify which type of Reports and Invoices Vendors are responsible to submit to DBHDD Programmatic Officers
- The Contract Management Application (CMA) uses the same status as Vendor Connect Portal

Status Definitions

- **Submitted**-Vendor has successfully submitted a document to be reviewed by Programmatic Officer
- **Approved**-Assigned Programmatic Officer has “Approved” accepted Programmatic Reports and or Invoices
- **Disapproved**-Assigned Programmatic Officer has “Disapproved” the invoice has been denied by the Programmatic Officer
- **Action Requested**-More information is needed be to process the documents.



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Email Notifications

DBHDD AP Contracts

Email Notifications

- Programmatic Officers will receive email notifications for all document status types. Included in each email notification:
 - Status
 - Vendor Name
 - Contract #
 - Request ID
 - Date of Status
 - Programmatic Officers Name
 - For Disapproval and Action Requested, comments will be included.

DBHDD AP Contracts

Email Notifications Examples

- AP Invoice (Non-Standard) **Uploaded**

Sample Email Notification 3: Vendor Connect App: AP Invoice (Non-Standard) Uploaded

From: UAT - DBHDD - Do Not Reply <uat@dbhdd.pa.gov>
Sent: Thursday, August 20, 2020 4:21 PM
To: yuserone@gmail.com; CMA Testing <cma.testing@dbhdd.pa.gov>; Test, Ottemal <ottemal.test@dbhdd.pa.gov>;
Cc: vendor.manager1@gmail.com; vendor.manager2@gmail.com
Subject: Vendor Connect App: AP Invoice (Non-Standard) Uploaded
Sensitivity: Confidential

Hi, there is a status change for the following:

Description	Value
Vendor Name	A Helping Hand Personal Care Home, Inc.
Contract #	44100-015-000022222
Invoice (Non-Standard) #	31
Created Date	8/20/2020
Created By	VUser One
Status	Uploaded

For tutorials and help please go to the [help page](#)
For questions about the Vendor Connect application please contact: VendorConnect.app@dbhdd.pa.gov
For application issues or assistance please contact IT: DBHDD.application@dbhdd.pa.gov

Thank you for your time today.
Replies to this email will not receive a response or be read.

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- AP Invoice (Non-Standard) **Submitted**

From: UAT - DBHDD - Do Not Reply <uat@dbhdd.pa.gov>
Sent: Thursday, August 20, 2020 4:21 PM
To: yuserone@gmail.com; CMA Testing <cma.testing@dbhdd.pa.gov>; Test, Ottemal <ottemal.test@dbhdd.pa.gov>;
Cc: vendor.manager1@gmail.com; vendor.manager2@gmail.com
Subject: Vendor Connect App: AP Invoice (Non-Standard) Submitted
Sensitivity: Confidential

Hi, there is a status change for the following:

Description	Value
Vendor Name	A Helping Hand Personal Care Home, Inc.
Contract #	44100-015-000022222
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Submitted By	VUser One
Status	Submitted

For tutorials and help please go to the [help page](#)
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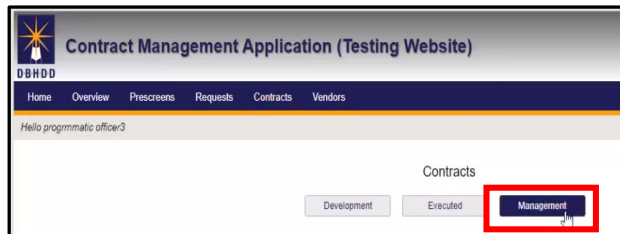
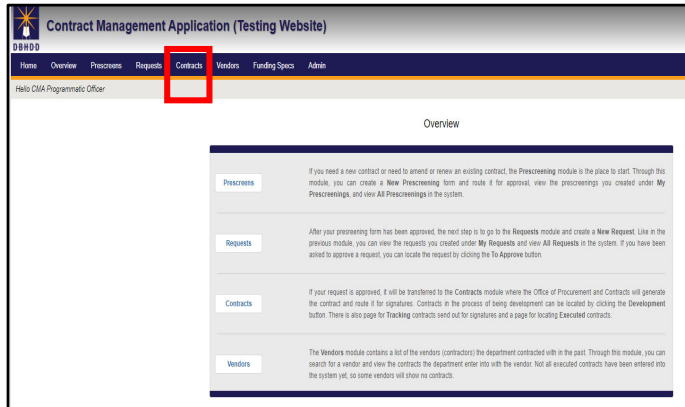


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Contracts Assigned to
Programmatic Officers

DBHDD AP Contracts

- On the main navigation bar, select “Contracts”
- Click “Management



- Tools to help locate a specific Contract:
 - Search by Contract Number, Vendor Name, Service
 - All columns in the contract grid are “sortable”
 - Use the “Filter”

Contracts

Development Executed Management

Contract Number Vendor Service Clear

Contract #	Type	Vendor	Service	Start Date	End Date	Amount (\$)	Status	Download
44100-015-000011111	AP	A Helping Hand Personal Care Home, Inc.	C/A Inpatient Beds	07-01-20	06-30-21	120,000.00	Open/Active	Download
44100-015-0000123456	AP	A Helping Hand Personal Care Home, Inc.	C/A Inpatient Beds	07-01-20	06-30-21	120,000.00	Open/Active	Download
44100-015-0000123888	AP	A Helping Hand Personal Care Home, Inc.	AD Residential Treatment	07-20-20	02-26-21	75,000.00	Open/Active	Download
44100-015-0000123999	AP	A Helping Hand Personal Care Home, Inc.	BH Mobile Crisis	07-20-20	03-31-21	95,000.00	Open/Active	Download
44100-015-0000127777	AP	A Helping Hand Personal Care Home, Inc.	AD Residential Treatment	07-20-20	01-29-21	100,000.00	Open/Active	Download
44100-015-0000222222	AP	A Helping Hand Personal Care Home, Inc.	C/A Inpatient Beds	07-01-20	06-30-21	120,000.00	Open/Active	Download
44100-015-0000585858	AP	A Helping Hand Personal Care Home, Inc.	C/A Inpatient Beds	07-01-20	06-30-21	120,000.00	Open/Active	Download
44100-015-0000785400	AP	100 Blackmen of Georgia	Assertive Community Treatment Consulting	07-20-20	05-31-21	7,000.00	Open/Active	Download
44100-015-0000987611	AP	A Helping Hand Personal Care Home, Inc.	AD Residential Treatment	07-20-20	01-29-21	100,000.00	Open/Active	Download
44100-015-0000999999	AP	A Helping Hand Personal Care Home, Inc.	C/A Inpatient Beds	07-01-20	06-30-21	120,000.00	Open/Active	Download
44100-908-0000123333	AP	100 Blackmen of Georgia	Accountability Courts	07-17-20	05-31-21	50,000.00	Open/Active	Download
44100-909-0000122333	AP	A.W. Holdings, LLC	Accountability Courts	07-17-20	06-30-21	60,006.00	Open/Active	Download



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Approving

Standard Invoice

Non-Standard Invoice

Standard CER

Non-Standard CER

Standard Programmatic Report

Non-Standard Programmatic Report

DBHDD AP Contracts-Invoice/Programmatic Reports (Non-Standard)

- Select Invoice/Programmatic Report (Non-Standard)
- Select Decision Type-Approved
- Click Submit
- System will automatically generate the Decision Date and change the Status from Submitted to “Approved”

Contract Submissions									
ID	Type	Start Date	End Date	Added By	Date Added	Assigned To	Days In Que	Status	Download
27	Invoice (Non-Standard)	07-01-20	07-31-20	VUser One	07-29-20	programmatic officer3	2	Submitted	↓
30	Invoice (Non-Standard)	07-01-20	07-31-20	VUser One	07-30-20	---	1	Uploaded	↓

Approve Submission

Type: Invoice Sub-Type: Invoice (Non-Standard)

Period Covered by Report

Start Date: 07-01-2020 End Date: 07-31-2020

Submitted By

Name: VUser One Title: Invoice Staff 3 Date: 07-27-2020

DBHDD Approver

Name: programmatic officer3 Title: PO3 Status: Submitted

Comments / Action Requested / Reason for Disapproval

Approve / Disapprove? ... Select Decision / Status Date

Submit

Information will auto populate from the Contract

Approve / Disapprove? Approved Decision / Status Date

Submit

Approve / Disapprove? ... Select Decision / Status Date

Submit

DBHDD Approver

Name: programmatic officer3 Title: PO3 Status: Approved

Comments / Action Requested / Reason for Disapproval

Approve / Disapprove? Approved Decision / Status Date: 07-31-2020

Close Save

DBHDD AP Contracts-Invoice/Programmatic Report (Standard)

- Select Invoice (Standard)
- Select Decision Type-Approved
- Click Submit
- System will automatically generate the Decision Date and change the Status from Submitted to “Approved”

Contract Submissions									
ID	Type	Start Date	End Date	Added By	Date Added	Assigned To	Days In Que	Status	Download
5	Invoice (Standard)	07-20-20	07-24-20	Add/Edit Report	07-22-20	programmatic officer3	9	Submitted	
6	Invoice (Standard)	07-21-20	07-22-20	Add/Edit Invoice	07-22-20	programmatic officer3	9	Submitted	

Standard Invoice

Contract: Georgia Prevention Project Contract # 44100-006-0000137616 Contractor Account Invoice #

Electronic Funds Transfer? Yes (Must have completed authorization for EFT on file) No (Want Checks or Remittance Advice to)

First Name: Last Name: Address: Address: City: State: Zip Code:

Period Covered by Invoice
Start Date: 07-01-2020 End Date: 06-01-2020

Accomplishments are entered here by the Vendor

Vendor Signature / Certification
By checking the box above, I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. Additionally, I am also certifying that the services or products shown above have been provided according to the terms of the contract and that the payment amount claimed accurately reflects the contracted rate.

Vendor Representative Name: Public Merchant Vendor Representative Title: Director of Programs Vendor Representative Phone: 678-314-1089 Date of Signature - Certification: 06-18-2020

DBHDD Approver
Name: Myka Greene-Young Title: RPS Supervisor Invoice Status: Submitted
Comments / Action Requested / Reason for Disapproval:

Approve / Disapprove? Decision / Status Date

Information will auto populate from the Contract

Information will auto populate when the Electronic Transfer=Yes

When=No, user will be required to enter fields manually

Approve / Disapprove? Decision / Status Date

Approved

Submit

DBHDD Approver

Name: programmatic officer3 Title: PO3 Status: Approved

Comments / Action Requested / Reason for Disapproval:

Approve / Disapprove? Decision / Status Date

Approved 07-31-2020

Approve / Disapprove? Decision / Status Date

... Select

... Select

Approved

Disapproved

Action Required

Submit

DBHDD AP Contracts-CER (Non-Standard)

- Select CER (Non-Standard)
- Select Decision Type-Approved
- Click Submit
- System will automatically generate the Decision Date and change the Status from Submitted to “Approved”

ID	Type	Start Date	End Date	Added By	Date Added	Assigned To	Days In Que	Status	Download
28	Cumulative Expenditures Report (Non-Standard)	07-01-20	07-31-20	VUser One	07-29-20	programmatic officer3	2	Submitted	

Approve Submission

Type: Invoice
 Sub-Type: Cumulative Expenditure Report (Non-Standard)

Period Covered by Report
 Start Date: 07-01-2020
 End Date: 07-31-2020

Submitted By
 Name: VUser One
 Title: Invoice Staff 3
 Date: 07-27-2020

DBHDD Approver
 Name: programmatic officer3
 Title: PO3
 Status: Submitted

Comments / Action Requested / Reason for Disapproval

Approve / Disapprove? ... Select
 Decision / Status Date

Submit

Close Save

Information will auto populate from the Contract

Approve / Disapprove? Approved
 Decision / Status Date

Submit

Approve / Disapprove? ... Select
 Decision / Status Date

Submit

DBHDD Approver

Name: programmatic officer3
 Title: PO3
 Status: Approved

Comments / Action Requested / Reason for Disapproval

Approve / Disapprove? Approved
 Decision / Status Date: 07-31-2020

Submit

Close Save

DBHDD AP Contracts-CER Standard

- Select CER Standard
- Vendors enter line item expense amounts to be approved
- Select Decision Type-Approved
- Click Submit
- System will automatically generate the Decision Date and change the Status from Submitted to “Approved”

ID	Type	Start Date	End Date	Added By	Date Added	Assigned To	Days In Que	Status	Download
30	Cumulative Expenditures Report	07-01-20	07-31-20	VUser One	07-29-20	progmatic officer3	2	Submitted	

Contract Budget and Cumulative Expenditure Report

Contractor: A Helping Hand Personal Care Home, Inc. Service: AD Residential Treatment

Contract #: 44100-015-0000123888 Purchase Order #: Contract Start Date: 02-29-2021 Contract End Date: 07-29-2020

Regions Served: Region 1, Region 2, Region 3, Region 4, Region 5, Region 6, Statewide

Electronic Funds Transfer? Yes (Must have completed authorization for EFT on file) No (Paper Checks or Remittance Advice to)

First Name: Last Name: Address: City: State: Zip Code:

Period Covered by Report: Start Date: 07-01-2020 End Date: 07-31-2020

Expense	Approved Budget	Prior Approval Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delta
Personnel Services	10,000.00	25.00	10.00	9,975.00	
Regular Operating	20,000.00	25.00	0.00	19,975.00	
Travel	30,000.00	10.00	0.00	29,990.00	
Equipment	15,000.00	10.00	0.00	14,990.00	
Facility Costs	0.00	0.00	0.00	0.00	
Per Diem/Pass/Contract	0.00	0.00	0.00	0.00	
Telecommunications	0.00	0.00	0.00	0.00	
	\$75,000.00	\$90.00	\$10.00	\$74,990.00	

I understand that I am applying my signature and that submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. By checking the box above, I am also certifying that the expenditures reported have been made for program accomplishments within the approved budgeted items.

Vendor Representative Name: Vendor Representative Title: Vendor Representative Phone: Date of Signature / Certification:

Information will auto populate from the Contract

Approve / Disapprove? Decision / Status Date

Approved

Submit

Line item expenses are entered by the Vendor

Approve / Disapprove? Decision / Status Date

...Select

...Select

Approved

Disapproved

Action Requested

Submit

DBHDD Approver

Name: programmatic officer3 Title: PO3 Status: Approved

Comments / Action Requested / Reason for Disapproval:

Approve / Disapprove? Decision / Status Date

Approved 07-31-2020

Close Save



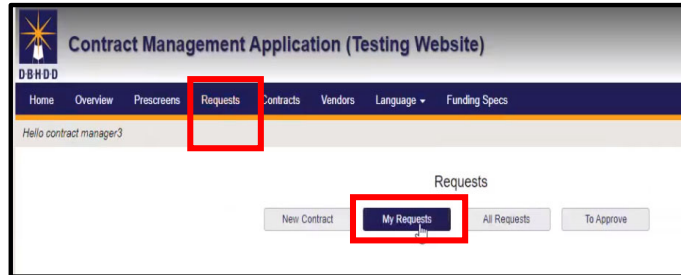
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CER-Standard
Line Items
Adding/Changing

DBHDD AP Contracts-CER Standard-Add/Edit Line Items

- To Add/Edit CER Standard Line Items, click on “Requests” in the main navigation bar.
- Select “My Requests”
- Click “Select” for Section 11



View	Prescreen ID	Request ID	Request Type	Contract Type	Sub-Type	Vendor Name	Requestor	Date Created	Status
AP Contract Initiation & Summary Form									
View	Section #								Section Status
Select	1					Contractor Information			Complete
Select	2					Business Information			Complete
Select	3					Departmental Administrative Information			Complete
Select	4					Contract Amounts, Grants, and Budget Codes			Certification Required
Select	5					Department and Contractor Contact Information			Complete
Select	6					Contract Service Delivery Sites			Complete
Select	7					Purpose of Contract			Complete
Select	8					Contract Disincentives			Complete
Select	9					Federal Reporting			N/A
Select	10					Vendor / Subrecipient Requirements			N/A
Select	11					Budget / Payments / Reports			Certification Required

DBHDD AP Contracts-CER Standard-Add/Edit Line Items

- To Add/Edit CER Standard Line Items, click on “Requests” in the main navigation bar.
- Select “My Requests”
- Click “Select” for Section 11
- Under Dept. Payment to Contractor option “C” is selected.
- Click on the Icon, “to create”

View	Prescreen ID	Request ID	Request Type	Contract Type	Sub-Type	Vendor Name	Requestor	Date Created	Status
Select	4	6	New Contract	AP	Expense	A.W. Holdings, LLC	contract manager3	07-16-20	Transferred

AP Contract Initiation & Summary Form			
View	Section #	Section Name	Section Status
Select	1	Contractor Information	Complete
Select	2	Business Information	Complete
Select	3	Departmental Administrative Information	Complete
Select	4	Contract Amounts, Grants, and Budget Codes	Certification Required
Select	5	Department and Contractor Contact Information	Complete
Select	6	Contract Service Delivery Sites	Complete
Select	7	Purpose of Contract	Complete
Select	8	Contract Deliverables	Complete
Select	9	Federal Reporting	N/A
Select	10	Vendor / Subrecipient Requirements	N/A
Select	11	Budget / Payments / Reports	Certification Required

Departments Payment to Contractor:

A. \$ _____ after the completion of all contract requirements (No attachment required)

B. \$ _____ Progress Payment Schedule (click here to attach copy of payment schedule)

C. \$ 99000.00 Total \$ 99000.00 Cost Reimbursement Budget/Line Item Budget (click here to create line item budget) **to create**

D. Total \$ _____ A. (1st Qtr.) \$ _____ B. (2nd-4th Qtr.) \$ _____ Reimbursement \$ _____

E. Develop Own Payment Language (Enter Here)

F. \$ Rate Schedule-Total Payment shall not exceed \$ _____ (click here to attach copy of rate schedule)

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Regular Operating	780.00	0.00	0.00	780.00	
Travel	120.00	0.00	0.00	120.00	
Equipment	0.00	0.00	0.00	0.00	
Facility Costs	0.00	0.00	0.00	0.00	
Telecommunications	10.00	0.00	0.00	10.00	

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds
Travel	120.00	0.00	0.00	120.00
Equipment	560.00	0.00	0.00	560.00
Facility Costs	0.00	0.00	0.00	0.00
Telecommunications	810.00	0.00	0.00	810.00
Children's Mental Health Awareness	800.00	0.00	0.00	800.00
Direct Benefits	459.00	0.00	0.00	459.00
Educational Services	800.00	0.00	0.00	800.00
Total	\$3,548.00	\$0.00	\$0.00	\$3,548.00

Programmatic Officer can “edit” an existing line item budget

DBHDD AP Contracts-CER Standard-Add/Edit Line Items

- To Add a new budget line item, click on “Add New Expense”
- Enter New Expense type and amount.

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds	Delete
Travel	<input type="text" value="120.00"/>	0.00	<input type="text" value="0.00"/>	120.00	
Equipment	<input type="text" value="560.00"/>	0.00	<input type="text" value="0.00"/>	560.00	
Facility Costs	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>	0.00	
Telecommunications	<input type="text" value="10.00"/>	0.00	<input type="text" value="0.00"/>	10.00	
Children's Mental Health Awareness	<input type="text" value="800.00"/>	0.00	<input type="text" value="0.00"/>	800.00	
Direct Benefits	<input type="text" value="459.00"/>	0.00	<input type="text" value="0.00"/>	459.00	
	\$1,949.00	\$0.00	\$0.00	\$1,949.00	

+ Add New Expense

Expense Type Educational Services	Approved Budget <input type="text" value="800.00"/>
Cancel	Add

In this example, the Programmatic Officer is adding \$800.00 for Educational Services and clicks “Add”

Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expenditures for Reimbursement	Remaining Contract Funds
Travel	<input type="text" value="120.00"/>	0.00	<input type="text" value="0.00"/>	120.00
Equipment	<input type="text" value="560.00"/>	0.00	<input type="text" value="0.00"/>	560.00
Facility Costs	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>	0.00
Telecommunications	<input type="text" value="810.00"/>	0.00	<input type="text" value="0.00"/>	810.00
Children's Mental Health Awareness	<input type="text" value="800.00"/>	0.00	<input type="text" value="0.00"/>	800.00
Direct Benefits	<input type="text" value="459.00"/>	0.00	<input type="text" value="0.00"/>	459.00
Educational Services	<input type="text" value="800.00"/>	0.00	<input type="text" value="0.00"/>	800.00
	\$3,549.00	\$0.00	\$0.00	\$3,549.00

Remaining fund balances should always match your budget

DBHDD AP Contracts-Action Requested/Disapprovals

AP Contracts

- Invoice
- Report Status



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- Any document type that has a status of “Action Requested” or “Disapproval” the Programmatic Officer is “required” to enter comments so Vendors can provide the necessary details.
- Vendors will receive “email notifications” that will include details for Action Requested or Disapproval.

Approve / Disapprove? Decision / Status Date

... Select

... Select

Approved

Disapproved

Action Requested

Submit

Start Date: 07-01-2020 End Date: 07-31-2020

Submitted By

Name: VUser One Title: Invoice Staff 3 Date: 07-27-2020

DBHDD Approver

Name: programmatic officer3 Title: PO3 Status: Submitted

Comments / Action Requested / Reason for Disapproval

I need more

Approve / Disapprove? Decision / Status Date

Action Requested

Submit

Close Save