## **DBHDD AP Contracts Training Guide**

# **BED·B·H·D·D**

Georgia Department of Behavioral Health & Developmental Disabilities

August 2020





## Vendor Document Types for Submission to DBHDD

#### 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"



Document Status Definitions

- 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.



## **Email Notifications**

#### **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.

#### **Email Notifications Examples**

• AP Invoice (Non-Standard) Uploaded

				C Reply C Reply	II -> Ferward	
CT CMA resting				8 10 1 8 10	Tae 8/25/2020	1 11:09 AM
() Please treat this as Confidential.						
rom: UAT - DBHDD - Do Not Repty < DoNot.Repty @dbhdd.g	<u>8400</u> 0					
enc inursory, August 20, 2020 4:21 PM (n: wserme@mail.com: CM& Testing comatesting@dbhc	tid as proce Test. Ottemail soltemail test fürfichtid as proc					
ic: vendor.manager1@gmail.com; vendor.manager2@gma	Loom					
abject: Vendor Connect App: AP Invoice (Non-Standard) U	ploaded					
ensionity: compensa						
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and, and a state state of the s						
Description	Value					
Vendar Name	A Helping Hand Personal Care Home, Inc.					
Contract #	44101-015-0000222222					
Invoice (Non-Standard) #	31					
Created Date	8/20/2020					
Created By	VUser One					
Status	Uploaded					
or entries and help peaks go to the <u>max take</u> .						
or questions about the ventor Connect approation please contact	<u>Vendor, correct, appendinter, da, dev</u>					
For application issues or assistance please contact IT: DBHDD app	Acalions@dbhdd ga cov					
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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 < DoNot.Reply@dbhc	Id as gov?	
Sent: Thursday, August 20, 2020 4:21 PM		
To: vuserone@gmail.com; CMA Testing < cma.testing@d	bhdd.ga.gov>; Test, Oitemail < <u>oitemail.test@dbhdd.ga.gov</u> >	
Cc: vendor.manager1@gmail.com; vendor.manager2@g	mail.com	
Subject: Vendor Connect App: AP Invoice (Non-Standard	Submitted	
Sensitivity: Conridential		
Hello, there is a status change for the following:		
Description	Vieles	
bescription	Velor	
Vendor Name	A Helping Hand Personal Care Home, Inc.	
Contract #	44100-015-0000222222	
Invoice (Non-Standard) #	31	
Created Date	8/20/2020	
Submitted By	VUser One	
Status	Submitted	
For tutorials and help please op to the Help page.		
For questions about the Verder Cornert application please cor	fart VenterConnect ann@dbhdi aa orw	
For preferring income or environmentation and and (F. ORUDO		
For application issues or association prease contact (1. DBHDD)	atticenes statement de dan	
Thank you for your time today.		
Replies to this email will not receive a response or be read.		
Please do not reply to this email it was generated automatically	and the email address it was sent from is not monitored.	
This message and any included attachments are from the Depa strictly prohibited. If you receive this message in error or have r	rtment of Behavioral Health and Developmental Disabilities and are intended only for the addressee(s). The inforn asson to believe you are not authorized to receive it, please promptly delete this message and notify <b>chied accie</b>	alten contained herein may include printleged and otherniste confidential information. Unaufhorized review, forwarding printing, copying, distributing, or use of information is intersignitud as age by e-mail.
DBHDD disclaims all responsibility and liability for the accuracy connection with this e-mail message and any attachment(s).	and content of this o-mail message, any attachments(s), and for any damages or losses arising from any inaccura	des, errors, viruses, verms, Trejan horses, or other components of a destructive nature. DBHDD shall not be held liable for direct, indexed, energyunnhal or special damages
1		



## Contracts Assigned to Programmatic Officers

- On the main navigation bar, select "Contracts"
- Click "Management

Home	Overview	Prescreens	Requests	Contracts	Vendors	Funding Specs	Admin
allo CM	4 Programmati	: Officer					
							Overview
					Prescree	ns	If you need a new control of need to aneed or menu an existing control, the Prescreening module is the place to start. Through the module, you can cruste a New Prescreening from and node if for approxit, where the processings you crusted under A Prescreenings, and ever All Prescreenings to be system.
					Reques	19	After your presenting from has been approved, the next step is to go to the Requests module and create a New Request. Like in the previous module, you can view the requests you created under MB Requests and view AI Requests in the system. If you have been asked to approve a request, you can locate the request by closing the To Approve butter.
					Contrac	ts	If your request is approved, it will be transferred to the Costractio module where the Office of Procurement and Costracts will generate the central and now it for appearum. Contracts in the process of keing devolutioned can be located by closing the Development bottler. There is also page for Tracking contracts send out for openitives and a page for locating Executed contracts.
					Vendor	5	The Vendors module contains a list of the vendors (contraction) he department contracted with in the past. Through this module, you search fire a vendor and view the contracts the department enter into with the vendor. Not all executed contracts have been entered in the northermal and any vendors with the executed contracts have been entered in the northermal and any vendors with the executed contracts have been entered in the northermal and any vendors with the executed contracts have been entered in the northermal and any vendors with the executed contracts have been entered in the northermal and any vendors with the executed contracts have been entered in the northermal and the northermal three entered in the northermal and the northe



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Contract #	Туре	Vendor	Contracts Service	Start Date	End Date	Amount (\$)	Status	Download
Contract # 44100-015-0000111111	Type AP	Vendor A Helping Hand Personal Care Home, Inc.	Contracts Service C/A Inpatient Beds	Start Date 07-01-20	End Date 06-30-21	Amount (\$) 120,000.00	Status Open/Active	Download L
Contract # 44100-015-0000111111 44100-015-0000123456	Type AP AP	Vendor A Helping Hand Personal Care Home, Inc. A Helping Hand Personal Care Home, Inc.	Chatracts Service C/A Inpatient Beds C/A Inpatient Beds	Start Date 07-01-20 07-01-20	End Date 06-30-21 06-30-21	Amount (\$) 120,000.00 120,000.00	Status Open/Active Open/Active	Download L L
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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)

					Contra	ct Submissions				
	ID	Туре	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	progrmmatic officer3	2	Submitted	Ŧ
Select Invoice/Programmatic     Beport (Non Standard)	30	Invoice (Non-Standard)	07-01-20 mission	07-31-20	VUser One	07-30-20			Uploaded	±
<ul> <li>Select Decision Type-Approved</li> </ul>	Type Invoice Start Date 07-01-2020	Period Coversed	ub-Type Invoice (Non-Standard) by Report nd Date 07-31-2020		~			Pecision / Status Date		
<ul><li>Click Submit</li><li>System will automatically</li></ul>	Name VUser One	Submitted Title Invoice Staff 3 OBHDD Apr	Date 07-2	7-2020			Approved	v Submit		
generate the Decision Date and change the Status from Submitted to "Approved"	Name programmatic off Comments / Action	The PO3 PO3 Requested / Reason for Disapproval	Status Subr	nitted						
		Select	sit			Na	me Title programmatic officer3 V P	DBHDD Approver	Status Approved	
		Approve / Disapprove? Disapprove? Disapprove? Disapproved Disapproved prices with a proved prices with a proved prices proved prices proved prices proved prices proved prices pr	iecision / Status Dale				mmerts / Action Requested / Reason for Disagent Approver / Disa	prove? Decision / Status D. 07-31-2020	do	

#### 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 Subm	issions				
ID	Туре	Start Date	End Date	Added By	Date Added	Assigned To	Days In Que	Status	Download
5	Invoice (Standard)	07-20-20	07-24-20	AddEdit Report	07-22-20	progrmmatic officer3	9	Submitted	
6	Invoice (Standard)	07-21-20	07-22-20	AddEdit Invoice	07-22-20	progrmmatic officer3	9	Submitted	
		Standard Invoice							
Contractor Georgia Prevention Project		Contract # 44100-906-0000137818		Sontraction's Account / Involue #	Inform	nation will auto	populate f	rom the C	Contract
Electronic Funds Transfer?	Yes (Must have completed authorization for EPT on Ne)	it Checks or Remittance Advise to			Informa	ation will auto pop	oulate when t	he Electron	ic
First Name	Last Name	Address			Iransfe	er=Yes			
Attention		Cay		_Select V Zp Code	When=	No, user will be r	equired to er	nter fields m	anually
By checking the box above, I un Vendor Representative Young	Provide a service of provide and that submitting the sources     The services or products solve have been provided according     To service or provided according	Add Accompliatments / Invice Amount Vendor Signature / Cetification in this fashion is the logal equivalent of havin to the terms of the costinuct and that the per Vendor Representative New	ng placed my handwritten signature on th meet amount claimed accurately reflects base-141599	e submitted document. Additionally, 1 am also certifying the contracted rate. of Spraces / Certification 00-13-2200		Approve / Disapprove Approved	Decision / Status Date     Submit		
Nama Nyisa Greene-Young	Tox V RPS Supervisor	DBHOD Approver	Inclos Status Submitted						
Comments / Action Requested / Reason	n to Daagonuu				Name	griminatic officer3	DBHDD Approver	Status Approved	
	Approvel / Disapprovel?	V			Comm	ents / Action Requested / Reason for Disapproval	•		
Close	Ann	rove / Disapprove?	Decision / Status Date			Approve / Disapprove Approved	7 Decision / Status Date		

#### 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"

				Contrac	Submissions				
ID	Туре	Star	t Date End Da	te Added By	Date Added	Assigned	To Days In Q	ue Status	Download
20	Cumulativa Evpandituras Da	nort (Non Standard)	07.01.20	07.21.20 V/Jco	000 07.2	0.20 program	atic officar3 3	Submitted	
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		Period Covered by	Report						
	Start Date	End	Date						
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		0.1-11-10					Approve r Disapprove:	Deusiun / Status Date	
		Submitted By					Approved	·	
	VUser One	Title Invoice Staff 3	07-2	7-2020			мî		
								Submit	
		DBHDD Appro	ver						
	Name	Title	Status						
	programmatic officer3	P03	Sub	mitted					
	Comments / Action Requested / Reason for Disa	approval							
					10				
					_				
	Approve /	Disapprove? Decisi	on / Status Date				DBHDD Approv	ler	
						Name programmatic officer3	Title PO3	Status	
		Submit							
						Comments / Action Requested / Re	ason on Disapprova		
	Close				Save				
	Annrove /	Disapprove? Decisio	in / Status Date				Approve / Disapprove? Decis	ion / Status Date	
	Sale	art V	in / Glatas Date				Approved •	31-2020	
	Jeh	ect •				-			
	Appro	ved				6			
	Disap	proved pmit			L	Close			Save
	Action	redu Saen							

#### DBHDD AP Contracts-CER Standard

10       Type       Start Date       Added By       Date Added By	ID       Type       Start Dute       End Dute       Added By       Date Added M       Assigned To       Days to Due       Starture       Download         30       Cumulative Expenditures Report       07-01-20       07-31-20       VUser One       07-29-20       programmatic efficer3       2       Submitted         Image: Starture Report					Contract Submissions				
A Standard there line item expense be approved tision Type-Approved nit I automatically generate the tited to "Approved" I automatically contained the status t a to the status t a to the status t a	30       Cumulative Expenditures Report       07-01-20       07-31-20       VUser One       07-29-20       programmatic officer3       2       Submitted		ID Тур	e Start Date	End Date	Added By Date Added	Assigned To	Days In Que	Status	Download
R Standard   there line item expense   be approved   ision Type-Approved   nit   I automatically generate the tate and change the Status itted to "Approved"   Image: the status			30 Cumulative Expendit	ures Report 07-01-20 0	-31-20	/User One 07-29-20	progrmmatic officer3	2	Submitted	
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it automatically generate the ite and change the Status ited to "Approved"		sion Type-Approved	Electronic Funds Transfer?	ve completed authorization for EFT on file)	cks or Remittance Advise to		Acres	s / Disammun 2 Darising /	Statue Data	
automatically generate the ate and change the Status itted to "Approved"	Note       Note       Note       Note         Image: State	it		A3955			Apr	roved v	natus Date	
et and change the Status ed to "Approved"	Suble         Suble <t< td=""><td></td><td>Attention</td><td>Cty</td><td>State</td><td>Zip Code</td><td></td><td>6</td><td></td><td></td></t<>		Attention	Cty	State	Zip Code		6		
te and change the Status ted to "Approved"	The first of t	automatically generate the		Basissi Prostand by Dansel				Submit		
d to "Approved"	Image: Contract Strategy         Text Strategy         <	and change the Status		Start Date End Date						
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Equivant         6.000         30.00         6.00         4.000.00           Fault Cash         6.00         6.00         6.00         6.00	Professional 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.		Equipment 15.000.00 Facility Costs 0.00	0.00	0.00 14,99 0.00 0.0	0.00				
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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 Contrac	t Initiation & Summary Form			
View	r	Section #			Se	ction Name		Section St	tatus
Sele	ct	1			Contra	ctor Information		Comple	ite
Sele	ct	2			Busine	ess Information		Comple	ite
Sele	ct	3			Departmental A	dministrative Information		Comple	ite
Sele	ct	4			Contract Amounts,	Grants, and Budget Codes		Certification R	Required
Sele	ct	5			Department and Co	ntractor Contact Information		Comple	ite
Sele	ct	6			Contract Se	ervice Delivery Sites		Comple	te
Sele	ct	7			Purpo	ise of Contract		Comple	ite
Sele	rt	8			Contra	et Deliverables		Comple	te
Sele	ct	9			Fede	ral Reporting		N/A	
Sele	ct	10			Vendor / Subr	ecipient Requirements		N/A	
Sele	ct	11			Budget / P	ayments / Reports		Certification R	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 Contr	ract Initiation & Summary Form				
View	1	Section #				Section Name		Section	n Status	
Selec	t.	1			Con	tractor Information		Com	plete	
Selec	t.	2			Bus	siness Information		Com	plete	
Selec	t.	3			Departmenta	Administrative Information		Com	plete	
Selec	t	4		Contract Amounts, Grants, and Budget Codes				Certification Re		
Selec	t	5			Department and	Contractor Contact Information		Com	piete	
Selec	t	6			Contract	Service Delivery Sites		Com	plete	
Selec	t	7			Pu	rpose of Contract		Com	piete	
Selec	t	8			Con	tract Deliverables		Com	plete	
Selec	t	9			Fe	ederal Reporting		N	/A	
Selec	1	10			Vendor / Si	ibrecipient Requirements		N	/A	
Selec	1	11			Budget	/ Payments / Reports		Certificatio	n Required	



Expense	Approved Budget	Prior Approved Cumulative Expenditures	Expen	ditures for Reimbursement	Remainin	g Contract Funds	Delete	
Regular Operating	780.00	0.00		0.00		780.00	ŵ	
Travel	120.00	0.00		0.00		120.00	â	
Equipment	0.00	0.00		0.00		0.00	Û	
Facility Costs	0.00	0.00		0.00		0.00	â	
Telecommunications	10.00	0.00		0.00		10.00	î	
Expense	Approved Budget	Prior Approved Cumulative Expendit	tures	Expenditures for Reimbu	ursement	Remaining Co	ntract Fu	nd
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		0.0	D	
Telecommunications	810.00	0.00		0.00		810.	00	
hildren'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	
	\$3,549.00	\$0.00		\$0.00		\$3,549	9.00	

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
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
	\$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

## BE-D-B-H-D-D AP Contracts

 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.

D-B-H-D-D

 Vendors will receive "email notifications" that will include details for Action Requested or Disapproval.

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Select	~		
Select			
Approved			
Disapproved		omit	
Action Port	Netod		
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start Date		End Date	
07-01-2020		07-31-2020	
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Name Vilser One	Title	Date 07-27-2020	
Name VUser One	Title Invoice Staff 3	Date 07-27-2020	
Name VUser One	Title Invoice Staff 3 DBHD	Date 07-27-2020	
Name VUser One	Title Invoice Staff 3 DBHD Title	Date 07-27-2020 DD Approver Status	
Name VUser One Name programatic officer3	Title Invoice Staff 3 DBHD Title V PO3	Date 07-27-2020 DD Approver Status Submitted	
Name VUser One Name programmatic officer3 Comments / Action Requested /	Title Invoice Staff 3 DBHD Title PO3 Reason for Disapproval	Date 07-27-2020 DD Approver Status Submitted	
Name VUser One Name programmatic officer3 Comments / Action Requested / I need more	Title Invoice Staff 3 DBHD Title PO3 Reason for Disapproval	Date 07-27-2020 DD Approver Status Submitted	
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Name VUser One Name programmatic officer3 Comments / Action Requested / I need more]	Title Invoice Staff 3 DBHD PO3 'Reason for Disapproval Approve / Disapprove?	Date 07-27-2020 DD Approver Status Submitted Decision / Status Date	
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