

Byrne State Crisis Intervention Program (Byrne SCIP) Cohort 2

Microsoft OneDrive



WHAT IS ONEDRIVE?

- ◆ **OneDrive is a Microsoft cloud storage service that lets you store your files in one place, share them with others, and access them from any device connected to the internet.**



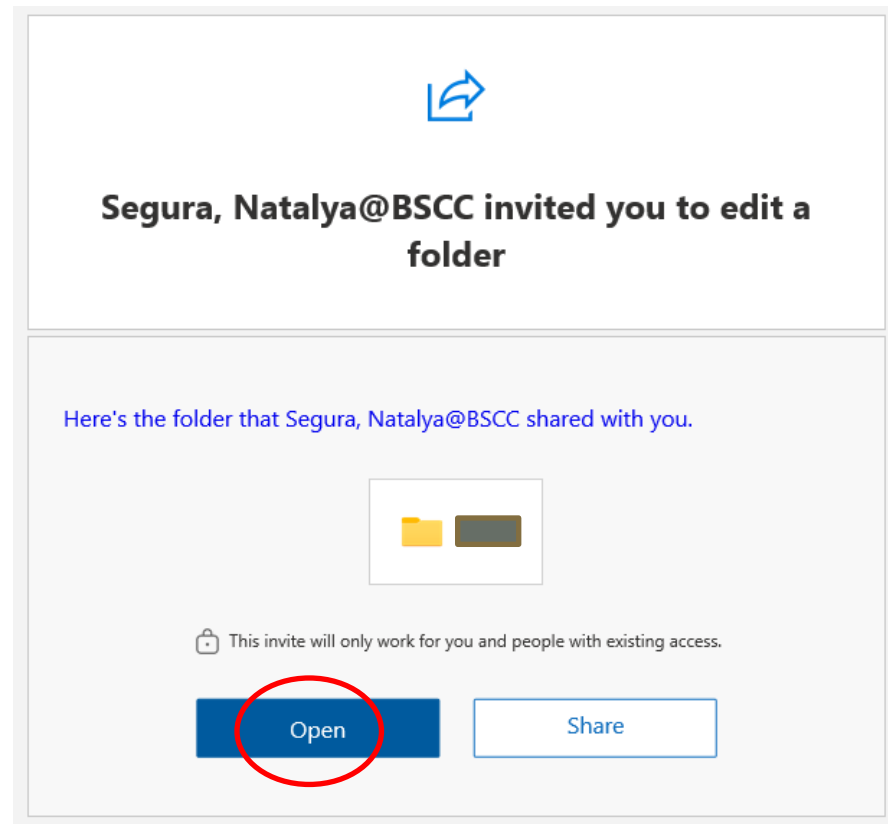
WHY ONEDRIVE?

Your organization's folder will be located on OneDrive.

- Instant file sharing
- Renders files from anywhere for real-time editing
- Securely stores files and information
- File access anywhere

How do I access OneDrive?

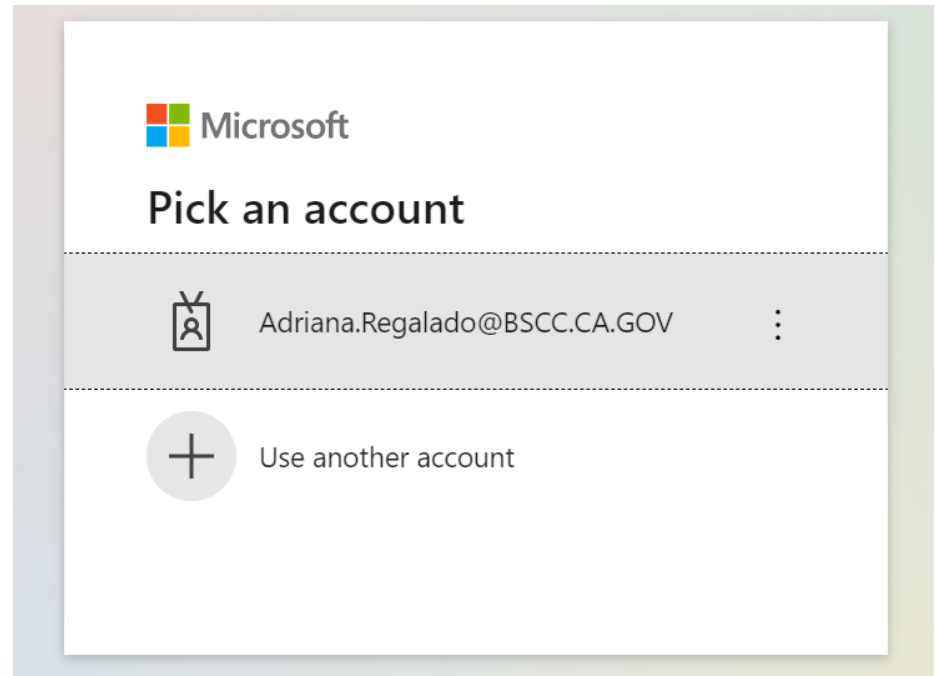
When BSCC shares your folder with you, OneDrive will automatically send an email with the link. Check spam!



INVOICE WORKBOOK ON ONEDRIVE



Sign into OneDrive as you would normally sign in on your PC



STAFF ACCESS ON ONEDRIVE


















- ✓ **Project Director**
- ✓ **Program Contact**
- ✓ **Fiscal Contact**
- ✓ **Authorized Financial Officer (AFO)**

AFO ~ Project Director
AFO ~ Fiscal Contact

Keep **GRANTEE CONTACT INFORMATION SHEET** current



My files > Byrne SCIP > SCIP Cohort 2 > Grantee Folders > [Redacted] 				
 Name  	Modified 	Modified By 	File size 	
  CMV	5 minutes ago	Norred, Chad@BSC	0 items	
  Desk Reviews	6 minutes ago	Norred, Chad@BSC	4 items	
  Invoices	6 minutes ago	Norred, Chad@BSC	0 items	
  Resources	4 minutes ago	Norred, Chad@BSC	0 items	

Excel Invoice Workbook - Saved Search (Alt + Q) Regalado, Adriana@BSCC

File Home Insert Draw Page Layout Formulas Data Review View Help Open in Desktop App Editing Share Comments

Clipboard Font Alignment Number Tables Cells Editing

A5	fx	Program:												
4														
5		Program:	Adult Reentry Grant											
6														

Please Note: The California State Controller's Office will send all checks directly to the address listed in the "BSCC Supplier Data" section at the bottom of this invoice.

Excel Invoice Workbook - Saved Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Help Editing Share Co

Clipboard Font Alignment Number Tables Cells Editing

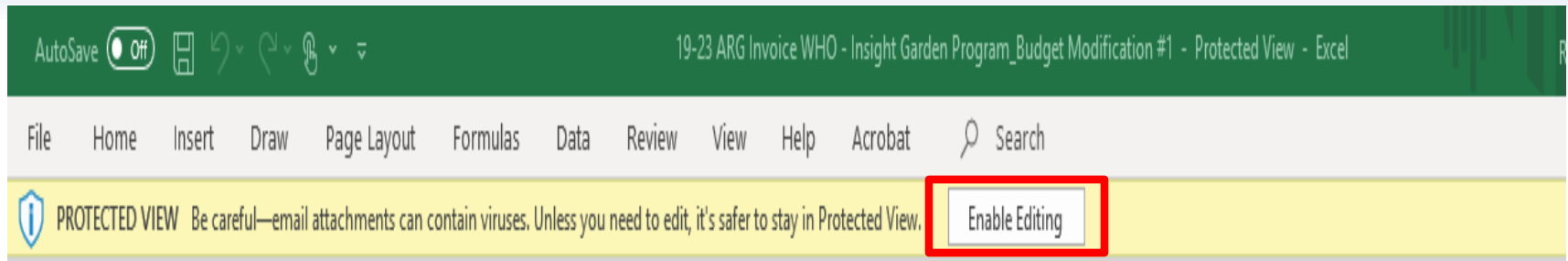
Editing Make any changes

Viewing View the file, but make no changes

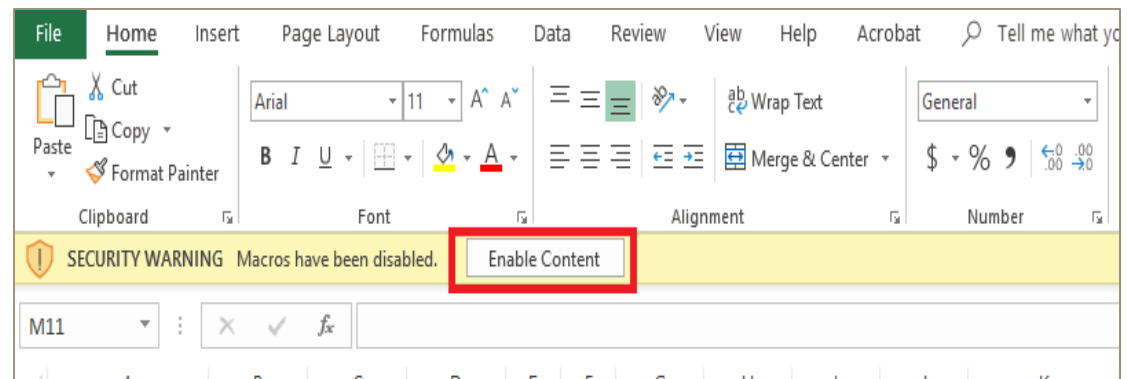
112	fx													
4														
5		Program:	Adult Reentry Grant											
6														
7		Grantee:	Board of State			Project Title:	Warm Handoff II							
8														
9		Contract #:	BSCC 401-21		Term:	9/1/2021	TO	2/28/2023			Invoicing Frequency	Quarterly		
10														
11		Invoice #:	1		Reporting Period:	9/1/2021	TO	9/30/2023		Due:	11/16/2021		Final Invoice (Y/N):	No

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SECURITY WARNINGS IN THE INVOICE WORKBOOK

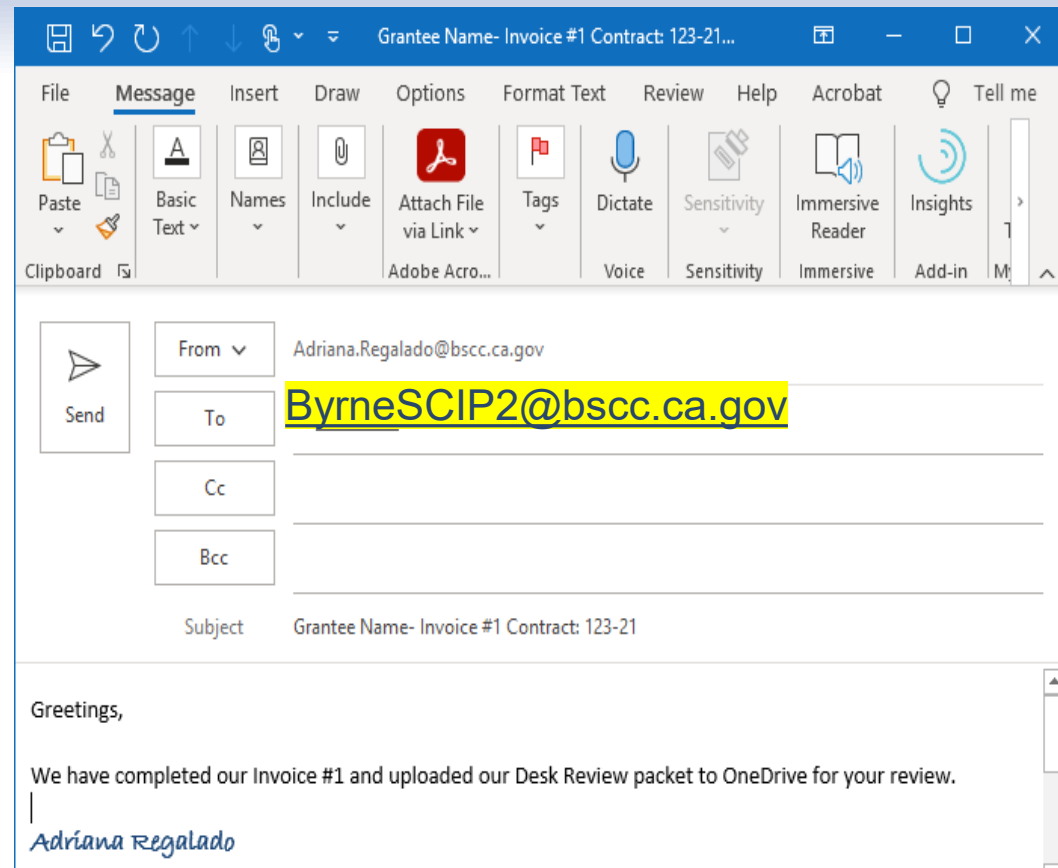


- In some cases, Excel will prompt the user to enable macros. When this prompt appears, select Enable Editing then Enable Content. Enabling these options will allow you to enter information into your Invoice.



EMAIL SUBMISSION

- Project staff will email the Byrne SCIP Cohort 2 inbox to inform us that your Invoice is ready for review.
- In the Email Subject line indicate: **Grantee Name – Invoice # and Subject**





Questions?

