



JAG Equipment & Training Program (JAG ETP)

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.**



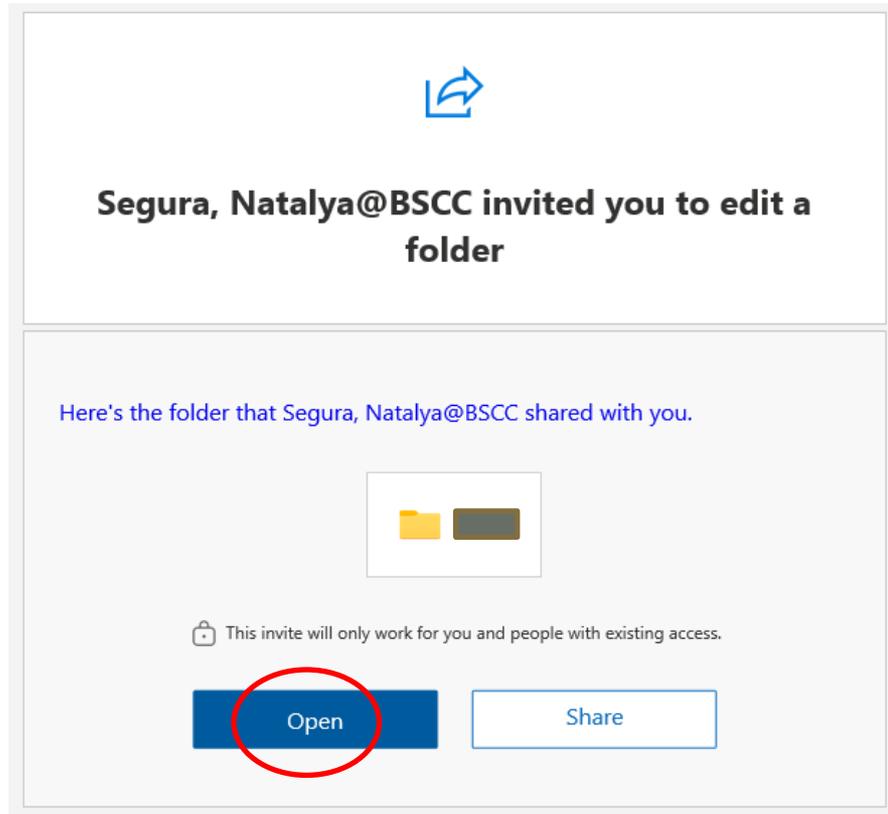
WHY ONEDRIVE?

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?

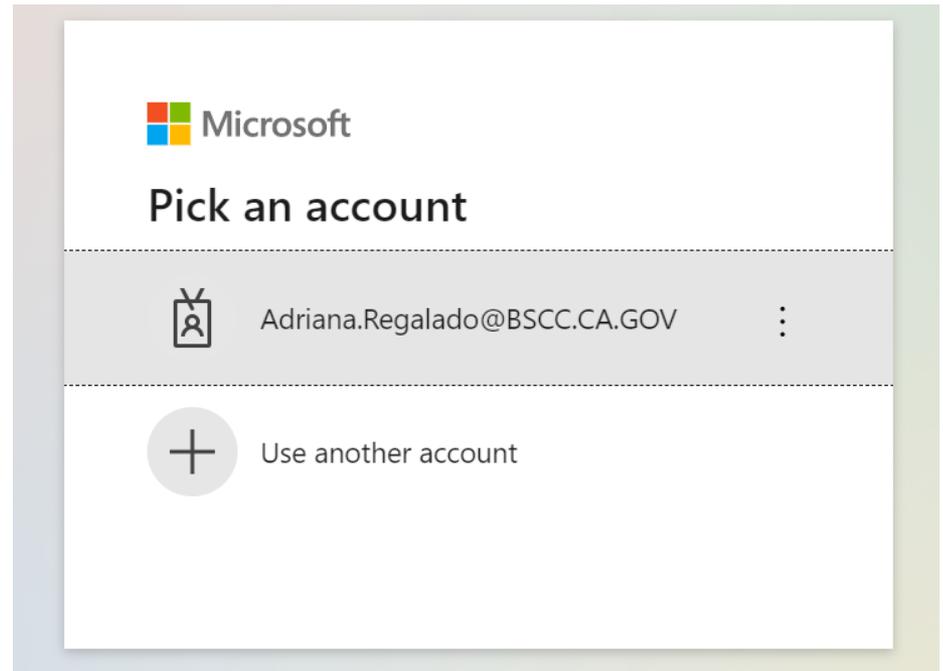
When BSCC shares your folder with you, OneDrive will automatically send an email with the link. Check spam!



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)**

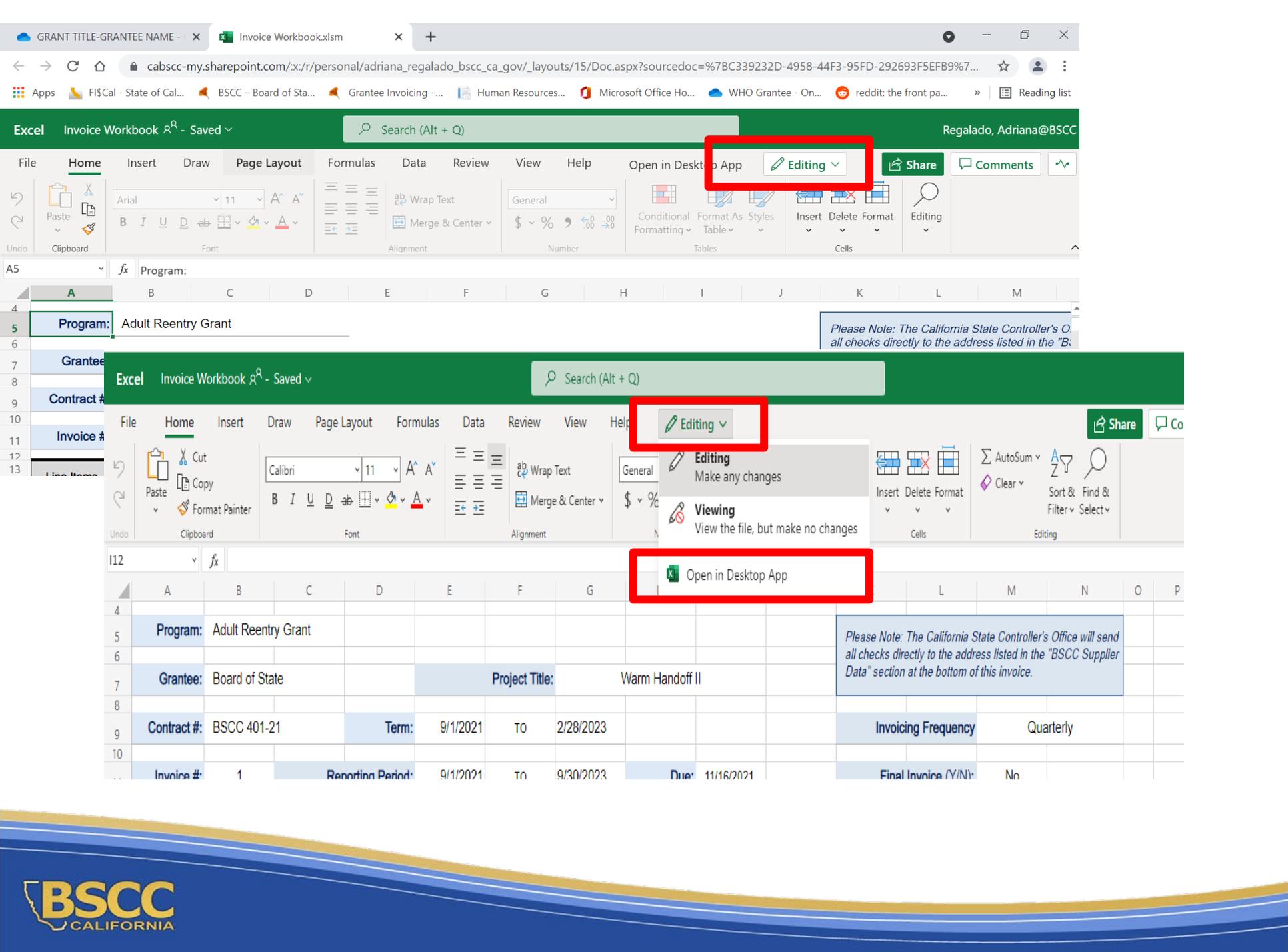
AFO ~ Project Director
AFO ~ Fiscal Contact

Keep **GRANTEE CONTACT INFORMATION SHEET** current



My files > JAG > JAG ETP > 01 - Grantee Folders > [Redacted]

📄	Name ↑ ▾	Modified ▾	Modified By ▾	File size ▾
📁	CMV	A few seconds a...	Norred, Chad@BSC	0 items
📁	Desk Reviews	24 minutes ago	Norred, Chad@BSC	3 items
📁	Invoices	24 minutes ago	Norred, Chad@BSC	0 items
📁	Resources	A few seconds a...	Norred, Chad@BSC	2 items



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

Paste B I U D Merge & Center General Conditional Formatting Format As Styles Insert Delete Format Editing

A5 Program: Adult Reentry Grant

Program:	Adult Reentry Grant
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Please Note: The California State Controller's O... all checks directly to the address listed in the "B:"

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

Editing Make any changes
Viewing View the file, but make no changes

112

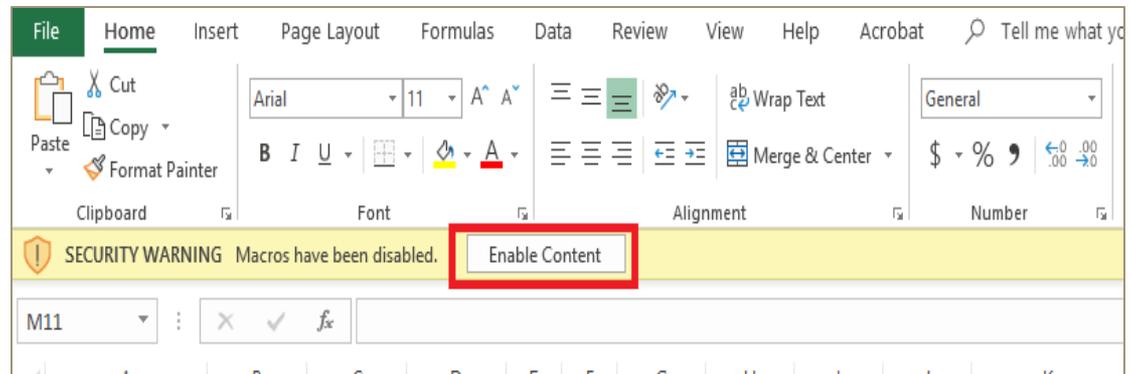
Program:	Adult Reentry Grant						
Grantee:	Board of State	Project Title:	Warm Handoff II				
Contract #:	BSCC 401-21	Term:	9/1/2021 TO 2/28/2023	Invoicing Frequency	Quarterly		
Invoice #:	1	Reporting Period:	9/1/2021 TO 9/30/2023	Due:	11/16/2021	Final Invoice (Y/N):	No

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.

SECURITY WARNINGS IN THE INVOICE WORKBOOK

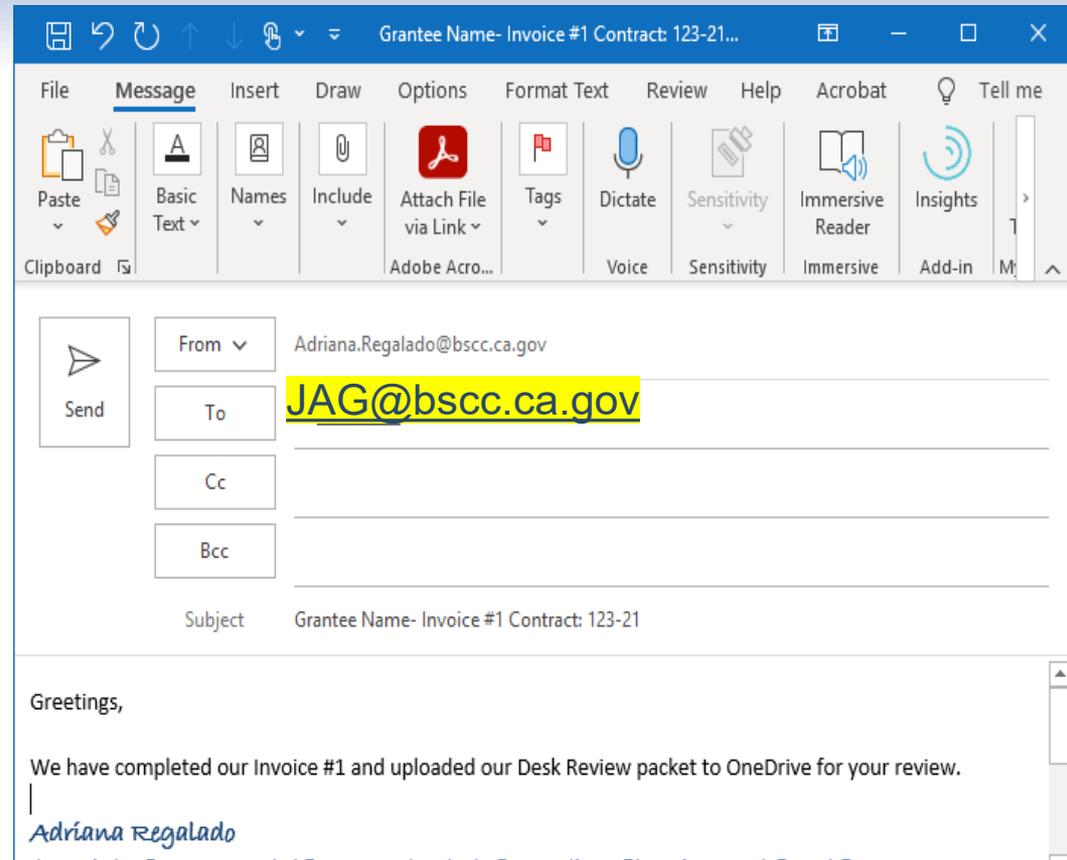


- In some cases, Excel will prompt the user to enable macros. When this prompt appears, select Enable Editing then Enable Content. Enabling these options will allow you to enter information into your Invoice.



EMAIL SUBMISSION

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





Questions?

