

# Nebraska

## Eliminate the use of an 'Advance' Payment Request

Expenses without Proof of Payment at time of Payment Request

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DEPARTMENT OF  
ECONOMIC DEVELOPMENT



[opportunity.nebraska.gov](https://opportunity.nebraska.gov)  
[TheGoodLifeIsCalling.com](https://TheGoodLifeIsCalling.com)

# Agenda

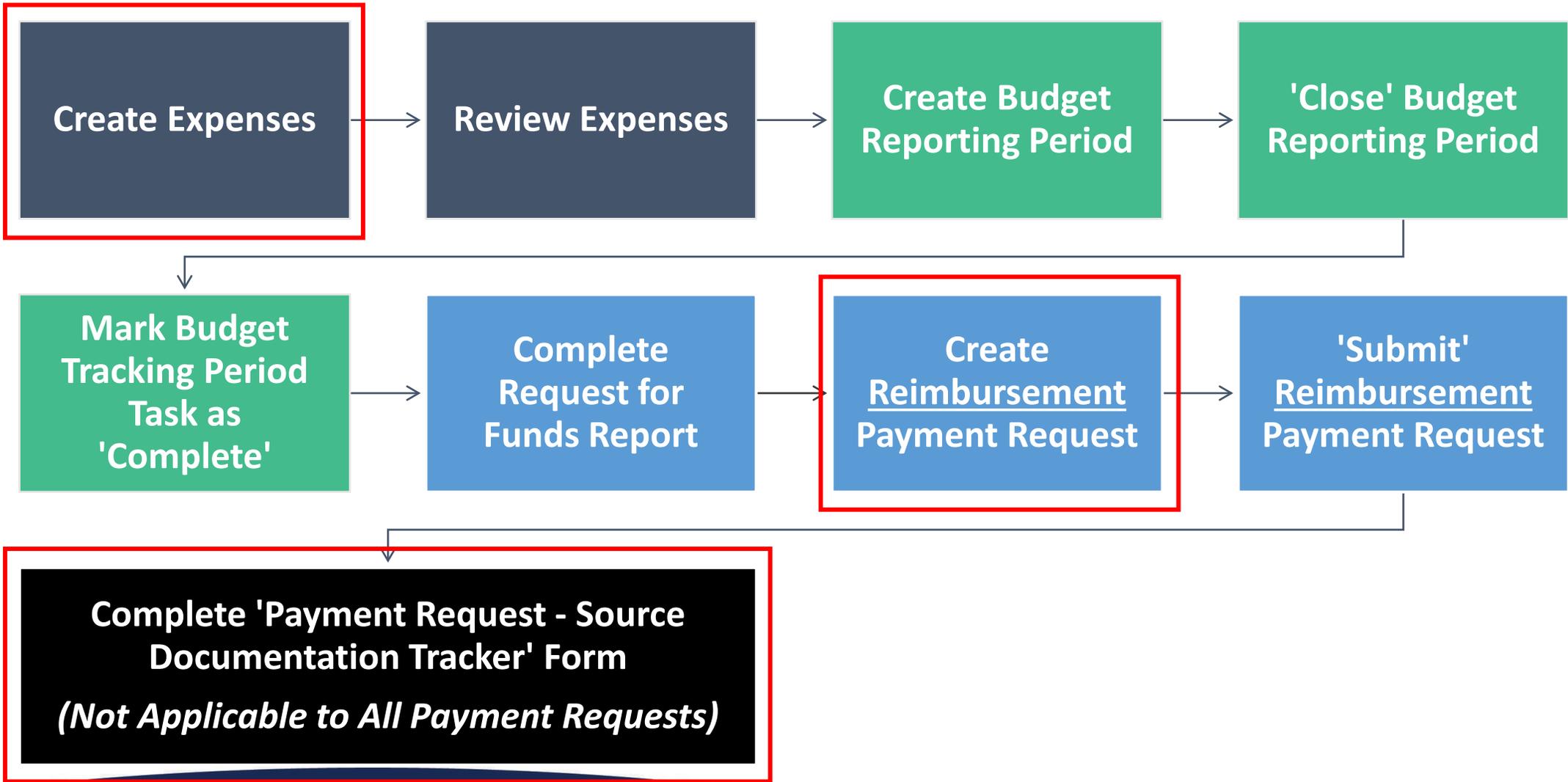
- Summary of Changes - Expenses without Proof of Payment
- Demo
- What to do with previously submitted 'Advance' Payment Requests?
- Regular Future Communication



# Summary of Changes - Expenses without Proof of Payment

- Expenses without Proof of Payment will be entered and ‘closed’ at time of Payment Request.
- All Payment Request types will be Reimbursement.
- Proof of Payment will be entered in the ‘Payment Request – Source Documentation Tracker’ Custom Form.
  - After Recipient has Proof of Payment for all expenses from that Payment Request that did not have Proof of Payment before.





# Create Expenses

- Complete the 'Expense Payment Detail' section in the Expense's Custom Tab.

## Expense Payment Detail

Do you have proof of payment for this expense?\*

- Yes  
 No

ALWAYS attach your source documentation to the expense.

If you have PROOF OF PAYMENT: attach proof of payment to this expense.

If you have DO NOT have complete proof of payment: you will need to complete the 'Payment Request - Source Documentation Tracker' form after paying the vendor. This form is in the Custom tab (top navigation).



# Create Reimbursement Payment Request

- Related Reporting Period(s) = Yes, ALWAYS
- Payment Type = Reimbursement
- No 'Adjusted' amounts in Costs or Contributions areas
- Net Total = Requested Amount

**Payment Request Information**

Payment Request Name \*

Date Created \*

Related Reporting Period(s)

Payment Type

Payment Request Status Not Submitted

**Financial Detail**

**Costs**

Acquisition of Real Property (01) \$10,000.00

Additional Expenses

Net Costs \$10,000.00

**Contributions**

Match Contribution \$2,500.00

Net Contribution \$2,500.00

**Totals**

Net Total \$7,500.00

Requested Amount\*

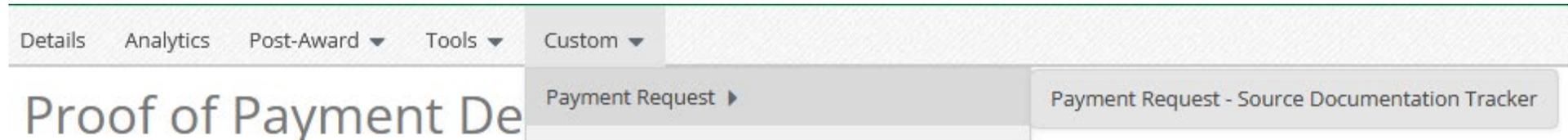
Remaining Grant Balance \$8,710.00



# Complete 'Payment Request – Source Documentation Tracker' Form

**NOTE:** *Not Applicable to All Payment Requests*

- Navigate to your Award > Custom tab (top navigation) > Payment Request > Payment Request – Source Documentation Tracker



- Hover over **i** icons for more information on each field. 
- Fill out 1 per Applicable Payment Request (expenses marked 'No' on Proof of Payment question in the Expense's Custom tab)
  - If needed, edit existing form, do not create another form for the same Payment Request.



# Advantages of New Process

- Easier to see balance of award.
  - Expenses are always entered.
- Able to have 'non paid' and 'paid' on 1 Payment Request.
- Only 1 process to do Payment Requests.



# Demo

- Payment Request 1, \$29,500 requested amount.
  - Invoice 111
    - Proof of Payment? **No**
      - Direct Cost, \$2,000 (Street Improvement).
  - Invoice ABC
    - Proof of Payment? **Yes**
      - Direct Cost, \$7,000 (General Admin).
  - Invoice 5952
    - Proof of Payment? **No**
      - Direct Cost, \$25,000 with \$4,500 Cash Match(Steet Improvement).
- \$34,000 Total Expenses with \$29,500 Requested Amount.
  - \$27,000 without Proof of Payment at time of Payment Request.



# What to do with previously submitted 'Advance' Payment Requests?

- DED will create and close the expenses from the previous 'advances'.
- Recipients will complete the 'Payment Request – Source Documentation Tracker' form for those previous advances if proof of payment had not been submitted.
  - DED will notify Recipient Grant Managers which are missing.
- Recipients will start to use this new process.



# Regular Future Communication

- DED will notify Recipient Grant Managers if they have not filled out the 'Payment Request – Source Documentation Tracker' Custom Form.
- Program Reps will check for previous 'Payment Request – Source Documentation Tracker' forms before processing submitted Payment Requests.



# Resources

- DED AmpliFund Resource Page
  - <https://opportunity.nebraska.gov/programs/amplifund/>
- ***Reminder: Use a Supported Internet Browser - Google Chrome, Mozilla Firefox, or Microsoft Edge.***

