

# Nebraska

DEPARTMENT OF  
ECONOMIC DEVELOPMENT

## Payment Process Revision

Expense Date Range to replace Reporting Periods

5/16/22 & 5/19/22



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

# Agenda

- Summary of Changes & Effective Date
- Overview of Process
- In-system demo



# Payment Process Revision Overview (7/1/2022)

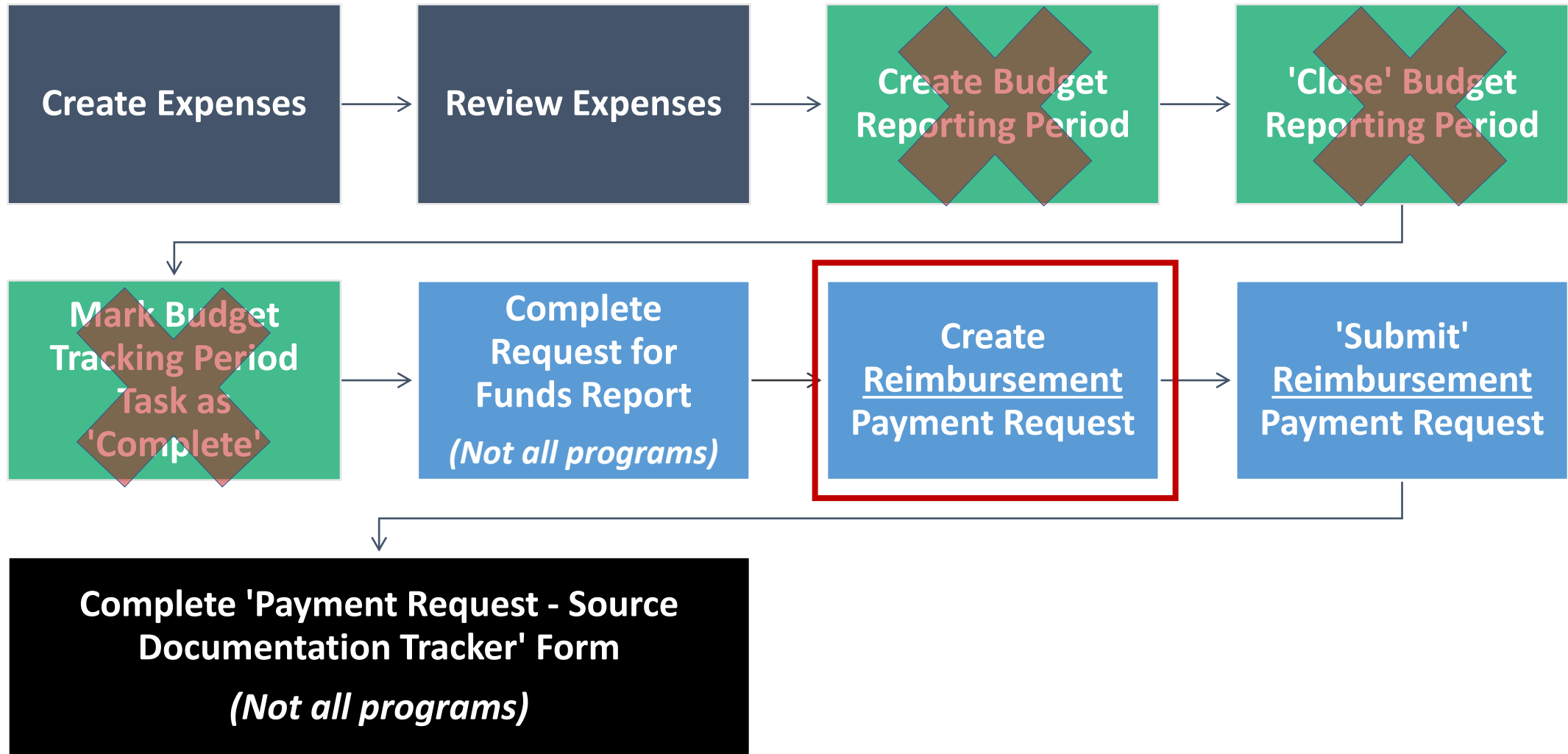
- Reporting periods will no longer be used
- Expenses will be attached to the payment request using a date range
  - Eliminate steps
  - Better visibility into what's included on the payment request
- Create one expense per supporting document/proof of payment
  - Improve record keeping, simplify monitoring, and better prepare for audits



# Advantages of New Process

- Eliminates steps in process
- Better visibility into what expenses are included in request
- Easier to edit if you make mistakes or if request is rejected





# Create Expenses

- Mark as “Reviewed” to use Date Range
  - Not a change

Created By nded.research+1@gmail.com

Expense Date\* 5/16/2022 

Expense Status Reviewed 

Payee Other  Select Payee...  [Create New](#) 



# Create Reimbursement Payment Request

- Related Reporting Period(s) = No, NEVER
- Payment Type = Reimbursement
- No 'Adjusted' amounts in Costs or Contributions areas
- Net Total = Requested Amount

## Payment Request Information

Payment Request Name	Payment Request #1
Date Created	2/3/2021
Related Reporting Period(s)	
Expenses From	1/4/2021 To 1/31/2021
Payment Type	Reimbursement

## Financial Detail

### Costs

Construction	\$18,000.00
General Administration	\$2,000.00
Net Costs	\$20,000.00

### Contributions

Match Contribution	\$10,000.00
Net Contribution	\$10,000.00

### Totals

Net Total	\$10,000.00
Requested Amount	\$10,000.00



# Demo

- Payment Request 2
  - April 2022 Payroll Report
    - General Admin
    - Direct Cost: \$2,500
    - Will make a mistake
  - Invoice 2A154 (Smith Construction)
    - Construction
    - Direct Cost: \$23,000
- \$25,500 Total Expenses with \$12,750 Requested Amount.
- Not included in Payment Request 2:
  - Invoice 1478 (We are Engineers)
    - Construction
    - Direct Cost: \$4,000





# Resources

- DED AmpliFund Resource Page
  - <https://opportunity.nebraska.gov/programs/amplifund/>
- ***Reminder: Use a Supported Internet Browser - Google Chrome, Mozilla Firefox, or Microsoft Edge.***
- Changes are effective: July 1, 2022

