

Advance Payment Cash Budgets

This guide explains how to set up and start using the Advance Payment Cash Budgets feature.

With Advance Payment Cash Budgets, Funders can control whether recipients can apply for and receive awards that allow for advanced payments. This can be configured at the account, opportunity, or award level.

If advance payments are allowed, applicants can request their award in advance either by a payment schedule (**Advance Payment**) or based on a constant rate over the life of the grant (**Working Capital**). Both options allow for an initial advance at the start of the grant.


For awards, the funder will set up and approve the final advance payment amounts, rates, and schedule.

For Grant Makers

Grant Makers can set up advance payment settings for all new opportunities and awards.

Setting Up Advance Payments

For Grant Maker clients, Advance Payments can be turned on or off for all new opportunities and awards in the Administration settings. Grant Seekers will always be able to allow advance payments on grants and sub-awards, regardless of Administration settings.

1. Open **Administration** > **License Information**.
2. Open the **Settings tab**.
3. Click the  (**Edit icon**) in the *Icon Bar*.

Advance Payments

4. Check the **Allow Advance Payments checkbox**.
 - a. If checked, add **Default Initial Advance**. This will prepopulate Suggested Initial Advance on all new opportunities that allow advance payments as Reconciliation Methods.
 - b. Add **Default Working Capital Rate**. This will prepopulate Suggested Working Capital Rate on all new opportunities that allow Working Capital as a Reconciliation Method.
 - c. Add **Default Payment Schedule Instructions**. This will prepopulate Payment Schedule Instructions on all new opportunities that allow Advance Payment as a Reconciliation Method.

Setting Up Advance Payments on Opportunities

Funders can allow applicants to select an advance payment reconciliation method on their opportunities. Funders can allow Advance Payment and/or Working Capital as an advance payment method. Reimbursement is always allowed.



1. Create or edit an opportunity.

Reconciliation Methods

2. Select **Allowable Reconciliation Methods**.
 - **Advance Payment:** Grant funds are given to recipient a defined payment schedule which includes an initial advance
 - **Working Capital:** Grant funds are given to recipient based on maintaining the working capital rate over the life of the grant. Includes an initial advance.
 - **Reimbursement:** Recipient spends own money and then requests grant funds as reimbursement
 - a. If *Advance Payment*, add **Suggested Initial Advance** and **Payment Schedule Instructions**.
 - b. If *Working Capital*, add **Suggested Initial Advance** and **Suggested Working Capital Rate**.
3. Add **Attachments** as desired. This field can be used for providing the applicant a template to fill out and upload with their application.

Setting Up Advance Payments on Awards

While the applicants can propose an advance payment reconciliation method and/or payment schedule, funders have ultimate control on setting up the reconciliation method for their awards. Once the reconciliation method and/or payment schedule is set, funders and recipients can reference the method and schedule when creating and approving payment requests.

1. Open **Award Management>Awards**.
2. Click the  (**View Award icon**) next to a lead recipient name.
3. Open the **Post-Award tab>Settings>Budget Settings**.
4. Click the  (**Edit icon**) in the *Icon Bar*.

Reconciliation Methods

5. Select from the available **Allowable Reconciliation Methods**.
 - **Advance Payment:** Grant funds are given to recipient a defined payment schedule which includes an initial advance
 - **Working Capital:** Grant funds are given to recipient based on maintaining the working capital rate over the life of the grant. Includes an initial advance.
 - **Reimbursement:** Recipient spends own money and then requests grant funds as reimbursement
 - a. If *Advance Payment*, add **Initial Advance**.
 - b. If *Working Capital*, add **Initial Advance** and **Working Capital Rate**.

Payment Schedule


6. Add **monthly payment schedule** for the award. The ending balance must be \$0.00 at the end of the grant.

For Grant Seekers

Grant Seekers can set up advance payments on any grant or sub-award, regardless of account

settings. Once the reconciliation method and/or payment schedule is set, Grant Seekers can reference the method and schedule when creating and approving payment requests.

Setting Up Advance Payments

1. Open **Grant** or **Sub-Award**.
2. Open the **Pre-Award** or **Post-Award Budget Settings**.
3. Click the  (**Edit icon**) in the *Icon Bar*.

Reconciliation Methods

4. Select from the available **Allowable Reconciliation Methods**.
 - **Advance Payment:** Grant funds are given to recipient a defined payment schedule which includes an initial advance
 - **Working Capital:** Grant funds are given to recipient based on maintaining the working capital rate over the life of the grant. Includes an initial advance.
 - **Reimbursement:** Recipient spends own money and then requests grant funds as reimbursement
 - a. If *Advance Payment*, add **Initial Advance**.
 - b. If *Working Capital*, add **Initial Advance** and **Working Capital Rate**.

Payment Schedule

5. Add **monthly payment schedule** for the award. The ending balance must be \$0.00 at the end of the grant.

For Applicants

If the funder has allowed for advance payment reconciliation methods, the applicant will see the Reconciliation Methods section on the Project Information page. Depending on the opportunity settings, this may also be available on the opportunity's details.

Applying with an Advance Payment Budget

For Advance Payments, grant funds are given to recipient in advance as full lump sum.

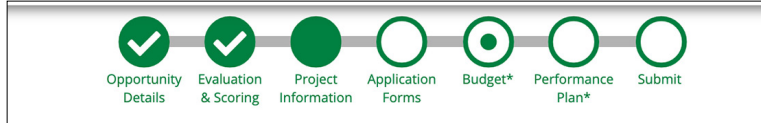
1. Open the **opportunity**.
2. Click **Project Information**.

Reconciliation Methods

3. In the *Allowable Reconciliation Methods* field, select **Advance Payment**.
4. Add **Proposed Initial Advance**.
5. Add **Justification for Reconciliation Method** and upload any **Supporting Documentation**.

Proposed Payment Schedule

6. Add **monthly payment schedule** for the grant. Your ending balance should be \$0.00 at the end of the grant.
7. Click **Save** to save your progress or **Mark as Complete** to save the page and mark as complete.
8. In the progress bar, click **Budget**.



9. When adding or editing a line item, add the portion of the line item that should be included as **Initial Advance**.

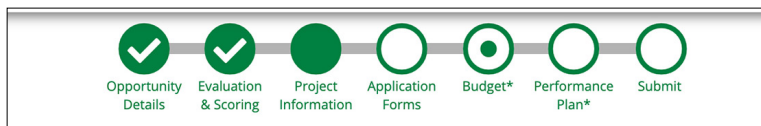
Applying with a Working Capital Budget

For Working Capital, grant funds are given to recipient in a defined payment schedule which includes an initial advance.

1. Open the **opportunity**.
2. Click **Project Information**.

Reconciliation Methods

3. In the *Allowable Reconciliation Methods* field, select **Working Capital**.
4. Add **Proposed Initial Advance** and **Proposed Working Capital Rate**.
5. Add **Justification for Reconciliation Method** and upload any **Supporting Documentation**.
6. Click **Save** to save your progress or **Mark as Complete** to save the page and mark as complete.
7. In the progress bar, click **Budget**.



8. When adding or editing a line item, add the portion of the line item that should be included as **Initial Advance**.

Budget View Settings

9. To view how Initial Advance is allocated across line items, check the **Initial Advance checkbox**.

