



# Advance Payment Request Instructions for ARPA DAs (American Rescue Plan Act Delegate Agencies)

DHS (Department of Human Services) Fiscal Team

**Presented by: Roshawnda Anderson, Fiscal Analyst**  
**Fiscal Year 2023** *(Updated April 2023)*



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# Introduction

The purpose of this presentation is to explain the process for submitting Advance Payment Requests. To serve our current purpose and for this presentation, the “Advance Payment Request” will be treated as an “invoice” to facilitate payments to the Delegate Agencies.

Detailed instructions will be given. Visual examples will be provided.

There will also be an opportunity to ask questions that will subsequently be compiled into an FAQ. Please hold all questions until the end of this training.

This presentation will be recorded and available for future reference.



# Definitions

**Advance Payment Request template** - The template that the Agencies will submit for advance payment requests to facilitate payments.

**Projections template** - The spreadsheet the Agencies will use to provide COSA (City of San Antonio) a schedule of the amount they expect to spend during the contract period.

**Smartsheet** - A software for collaboration and work management. The Agencies will use this software to submit required documents to COSA.

It is important that the Advance Payment Requests and Projections templates are completed properly to avoid rejections and delays with future advance payments. It is equally important to submit all documents to COSA using Smartsheet.






# Process Overview

- For this specific process, Agencies will access all templates and forms through the COSA website.
- Agency completes the Advance Payment Request and Projections templates.
- Agency uploads the Advance Payment Request, Projections, and supporting documents to Smartsheet



The background features a light gray base with several organic, overlapping shapes in muted colors: a large reddish-brown shape on the left, a green shape at the top right, and a light gray shape at the bottom right. A white, stylized pine branch silhouette is visible in the top left corner. A white, wavy line graphic curves across the bottom of the page.

# DHS Partner Resource Web Page

# DHS Workshops

<https://www.sanantonio.gov/humanservices>

Click ABOUT

Click RESOURCES FOR PARTNERS & AGENCIES

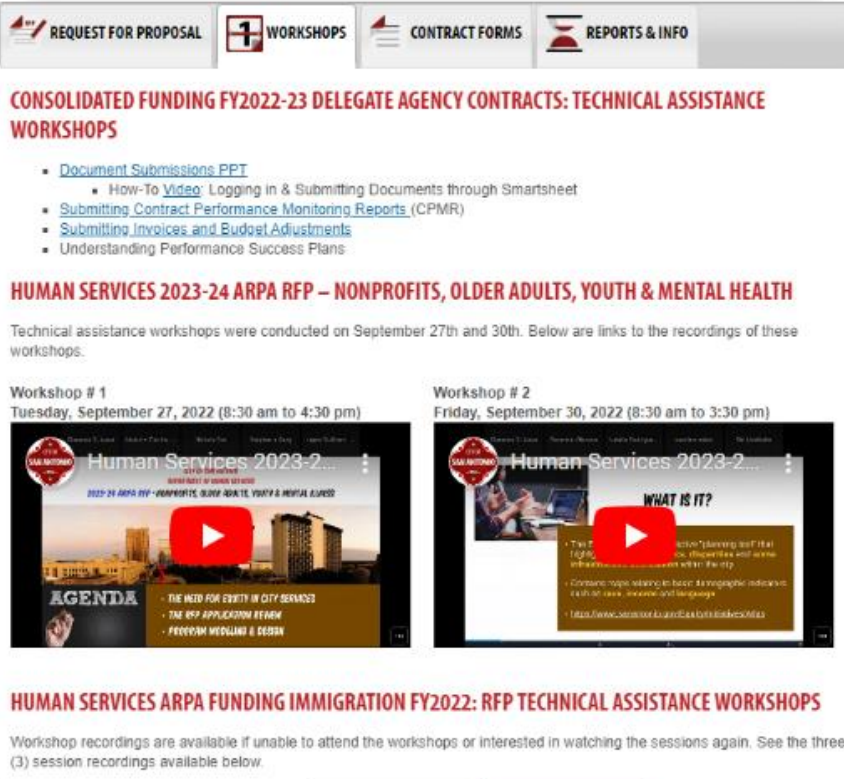
Click WORKSHOPS





# DHS Workshops

## Contracts



The screenshot shows a navigation bar with four tabs: REQUEST FOR PROPOSAL, WORKSHOPS (selected), CONTRACT FORMS, and REPORTS & INFO. Below the navigation bar, the main content area is titled "CONSOLIDATED FUNDING FY2022-23 DELEGATE AGENCY CONTRACTS: TECHNICAL ASSISTANCE WORKSHOPS". It lists several links: Document Submissions PPT, How-To Video: Logging in & Submitting Documents through Smartsheet, Submitting Contract Performance Monitoring Reports (CPMR), Submitting Invoices and Budget Adjustments, and Understanding Performance Success Plans. Below this, a section titled "HUMAN SERVICES 2023-24 ARPA RFP – NONPROFITS, OLDER ADULTS, YOUTH & MENTAL HEALTH" states that technical assistance workshops were conducted on September 27th and 30th. Two video thumbnails are shown: Workshop # 1 (Tuesday, September 27, 2022) and Workshop # 2 (Friday, September 30, 2022). The first thumbnail has an agenda: THE NEED FOR CIVITY IN CITY SERVICES, THE RFP APPLICATION REVIEW, and FREEDOM MEDALLION & DESIGN. The second thumbnail is titled "WHAT IS IT?" and lists topics like "What is 'Blending and' it?", "The RFP Application Review", and "Contracting Model: What is it? How to negotiate, identify, and use it?". At the bottom, a section titled "HUMAN SERVICES ARPA FUNDING IMMIGRATION FY2022: RFP TECHNICAL ASSISTANCE WORKSHOPS" notes that workshop recordings are available if unable to attend.

- Guide on how to register with Smartsheet is in the Document Submissions PowerPoint
- If you need assistance with access, please reach out to your assigned Contract Monitor

# ARPA Presentations

## ARPA Contracts

**PARTNERS & AGENCY RESOURCES**

HUMAN SERVICES HOME

ABOUT >

COMMUNITY CENTERS & FACILITIES >

EARLY EDUCATION & CHILD CARE ASSISTANCE >

EDUCATION SERVICES >

FAITH-BASED INITIATIVE >

FINANCIAL & EMERGENCY ASSISTANCE >

NEWS & MEDIA CENTER >

HOMELESS SERVICES >

IMMIGRATION SERVICES >

SENIOR SERVICES >



REQUEST FOR PROPOSAL WORKSHOPS CONTRACT FORMS

**FISCAL PRESENTATIONS**

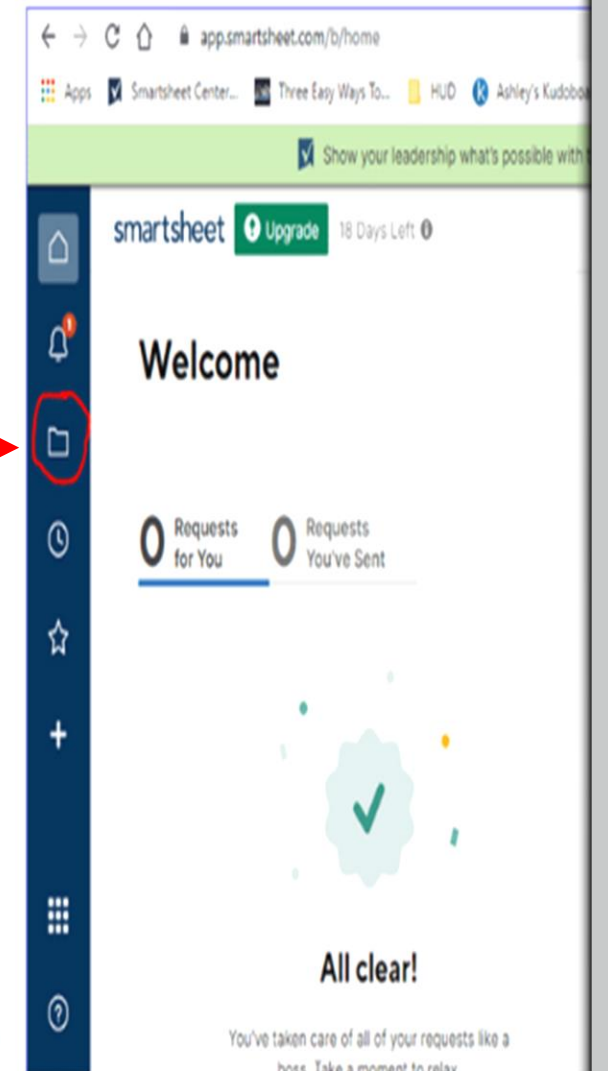
- Advance Payment Request Instructions for ARPA DAs (PDF)
  - ARPA Advance Payment Request Presentation (Video)
- Quarterly Review Invoice Template Instructions for ARPA DAs (PDF)
  - ARPA Quarterly Invoice Review Template Presentation (Video)

The background features a light grey base with several organic, overlapping shapes in muted colors: a large brownish-red shape on the left, a greenish-grey shape on the top right, and a light grey shape on the bottom right. A white, stylized pine branch silhouette is visible in the top left corner. A white, wavy line graphic curves across the bottom right area.

# Smartsheet Access

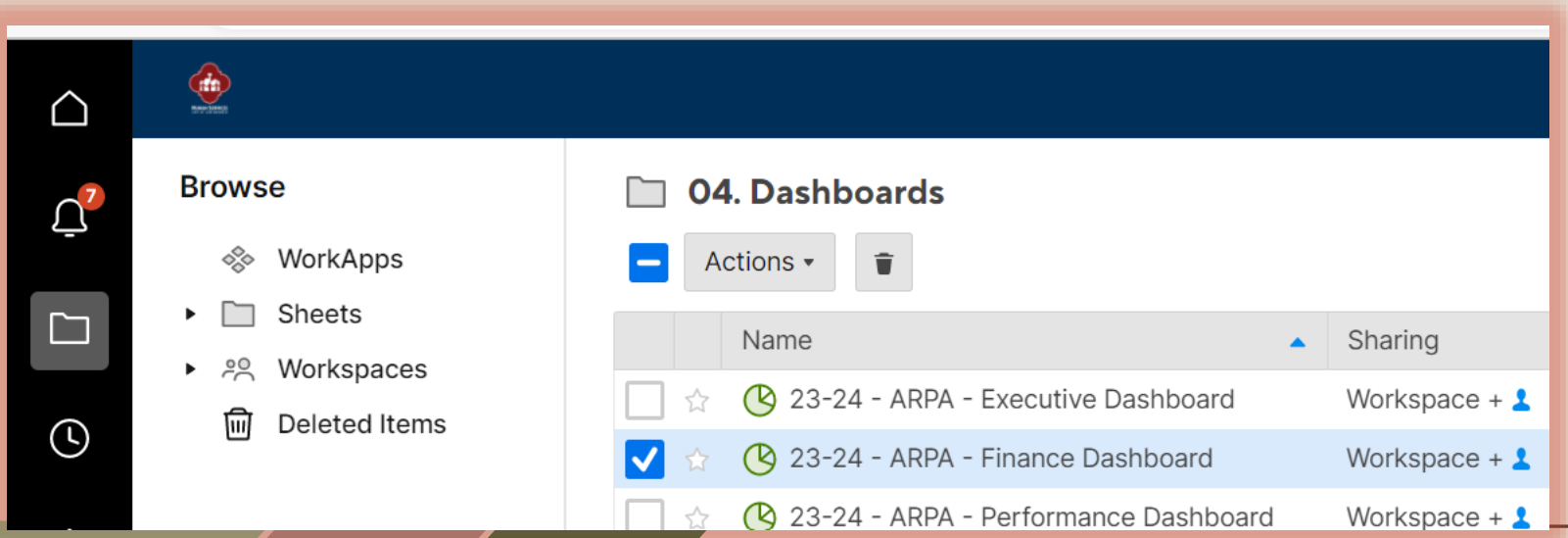
# User – Logged In

- When you login, you will be taken to the Home screen which operates like a Dashboard.
- Click on the file folder icon located on the left-hand toolbar.



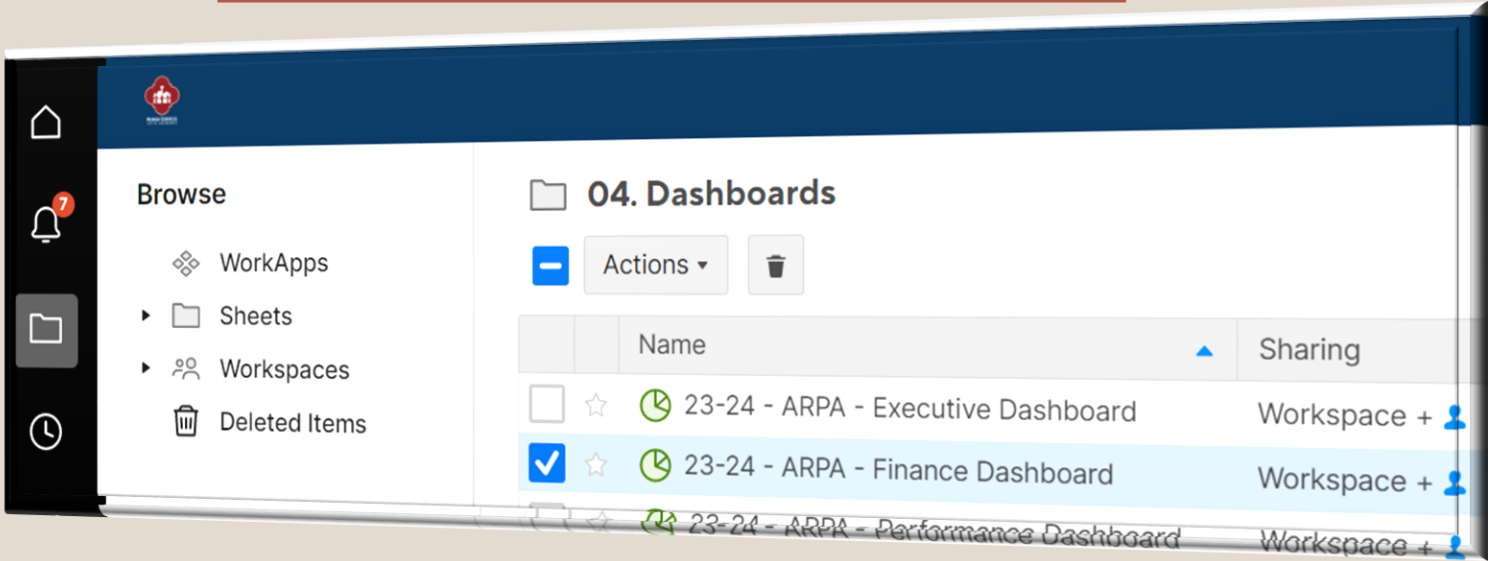
# Dashboard Access

- Based on your user access, defined by the email you used when registering, you will see the following Dashboards:
  - User 1 – ARPA Performance Dashboard
  - User 2 – ARPA Finance Dashboard
  - User 3 – ARPA Executive Dashboard



# Dashboard Access

Click on the User Dashboard



Users of the Finance Dashboard are the only ones that can submit the Advance Payment Request, Projections, Budget Revisions and amendment documents.

All other users will have **View Only** access

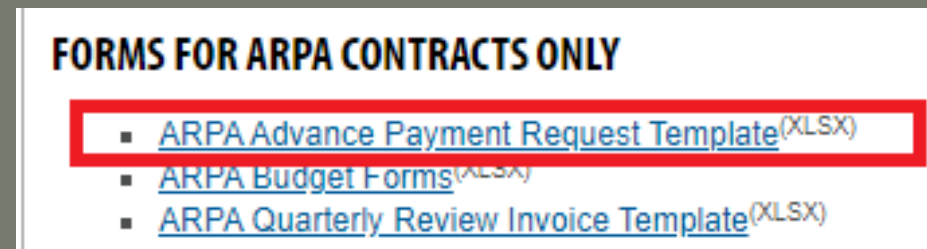


The background features a white base with a large, semi-transparent brown circle on the left and a large, semi-transparent olive green circle on the right. A faint, light-colored silhouette of a palm tree is visible in the upper left corner. A thin, light-colored line curves across the bottom of the page.

# How to complete the Advance Payment Request Template

# How to complete the Advance Payment Request Template

- STEP 1
- To access the Advance Payment Request template, Go to <https://www.sanantonio.gov/humanservices/about/PartnersandAgency#185971956-contract-forms>



## PAUSE BEFORE STEP 2: *Quick Vendor Support Information*

- Vendor Information Forms (VIF)
  - If you are new to COSA (City of San Antonio), you will need to have a Vendor Record/ID set up in our SAP system before you can receive any payments.
  - Please reach out to your Contract Monitor for assistance.

### FORMS & DOCUMENTATION:

The forms used to establish and modify vendor records include the IRS W-9 and IRS W-8BEN-E forms, the Vendor Information Form, the Automated Clearing House (ACH) Request Form, Wire Request forms, and the Vendor Master Maintenance Form. Forms to be completed by vendors can be found on the Procurement Division website. However, Financial Operations sends the ACH and Wire forms to vendors by request.

Vendors should send completed forms directly to Financial Operations using the Vendor Support email address: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov). We recommend that vendors encrypt the forms, if they are able to, when they email them. The Vendor Support phone number is: 210-207-0118.

Contract:	ARPA Delegate Agency	Invoice Date:	02/10/23
Agency and Program:	TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Invoice#:	Q3ADV23TEST
Address:		Period:	Quarter 3
City, State, Zip:		Months:	MAY 2023 - JUL 2023
		Purchase Order#:	4500123456

ARPA Delegate Agency	
Total Award for TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	\$100,000.00
Percentage of Award Allowable for Quarter 3	12.5%

Advance Payment Request	
Payment for Quarter 3: MAY 2023 - JUL 2023	\$12,500.00

Agency Attestation	
Our agency understands payment requested is contingent on meeting performance metrics and previously paid funds have been spent and expenditures have been recognized by COSA.	
Signature/Date:	Title:

Advance Adjustments (COSA use only)	
Adjustment based off of Performance Measures If any	
Adjustment based off of Actual Expenditures for Quarter 1 (NOV 2022 - JAN 2023) If any	
Total Payment for Quarter 3: MAY 2023 - JUL 2023	

COSA Approval	
Accountant/Date:	Acceptance Date:
Fiscal Analyst/Date:	Material Doc#:
	PO#: 4500123456

# How to complete the Advance Payment Request Template

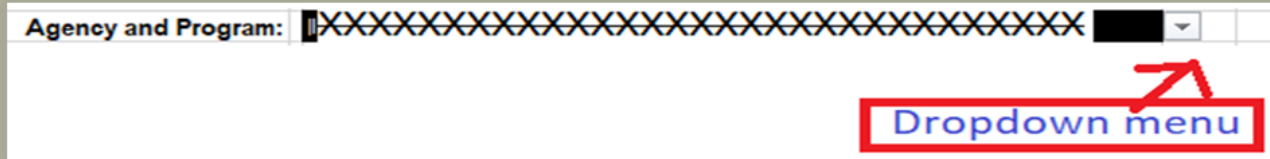
- Step 2
- When you click on the link to open the Advance Payment Request template, it should look like this screenshot.

# How to complete the Advance Payment Request Template

- Step 3
  - Contract: This field will auto populate

Contract: ARPA Delegate Agency

- Step 4
  - Agency and Program: Choose your agency and program form a dropdown menu



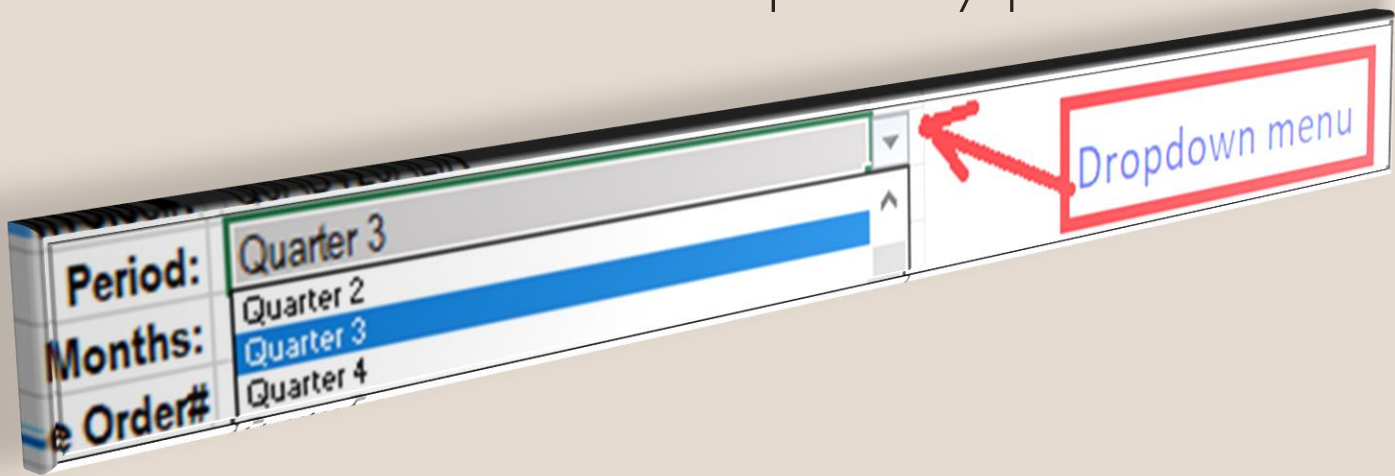
- Step 5
  - Address, City, State, and Zip: Please enter your complete address. If your address has changed from what you initially submitted to COSA, contact your Contract Monitor immediately and they will put you in touch with Vendor Maintenance Support. This will start the process to ensure that your address is updated in the Smartsheet Master Data file and in the COSA accounting system.

# How to complete the Advance Payment Request Template

- Step 6
  - The Invoice Date and Invoice number fields will auto populate

<b>Invoice Date:</b>	01/17/23
<b>Invoice#:</b>	Q3ADV23ALIR

- Step 7
  - Period: Select the correct quarterly period from the dropdown menu





# How to complete the Advance Payment Request Template

- Step 8
  - The Month and Purchase Order # will auto populate
- Step 9
  - Everything in the ARPA Delegate Agency and Advance Payment Request sections will auto populate

<b>Months:</b>	FEB 2023 - APR 2023
<b>Purchase Order#</b>	4500123456

ARPA Delegate Agency	
Total Award for TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	\$100,000.00
Percentage of Award Allowable for Quarter 2	12.5%
Advance Payment Request	
Payment for Quarter 2: FEB 2023 - APR 2023	\$12,500.00

- Step 10
  - The last section, Agency Attestation, needs to have your signature, the date and your title entered in. (We accept both digital and “hard” signatures).

## Agency Attestation

<b>Signature/Date:</b>	<b>Title:</b>
------------------------	---------------

# How to complete the Advance Payment Request Template

<b>Contract:</b> ARPA Delegate Agency	<b>Invoice Date:</b> 01/18/23	This will auto populate
<b>Agency and Program:</b> TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	<b>Invoice#:</b> Q2ADV23TEST	
<b>Address:</b>	<b>Period:</b> Quarter 2	Choose correct quarterly period from the dropdown menu
<b>City, State, Zip:</b>	<b>Months:</b> FEB 2023 - APR 2023	
Please enter correct address for payment to be sent in order to avoid delays	<b>Purchase Order#</b> 4500123456	
Choose your agency & program from the dropdown		
This will auto populate		

ARPA Delegate Agency	
Total Award for TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	\$100,000.00
Percentage of Award Allowable for Quarter 2	12.5%

Advance Payment Request	
Payment for Quarter 2: FEB 2023 - APR 2023	\$12,500.00

Agency Attestation	
Our agency understands payment requested is contingent on meeting performance metrics and previously paid funds have been spent and	
<b>Signature/Date:</b>	<b>Title:</b>

Please enter your signature, the date, and your title

# HOW TO COMPLETE THE PROJECTIONS SPREADSHEET

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The purpose of the 'ARPA Projections' tab on the ARPA DA Advance Payment Request template file, is for you to list the projected amount of funds you expect to spend over the next two years. This spreadsheet should be updated each time an Advance Payment Request is submitted. As each month ends, you will need to update the monthly columns with the actual amounts spent. The columns for the actual amounts are formulated to turn Blue at the end of each month.

# How to complete the Projections spreadsheet

- Step 11
- When you click on the link to open the Projection spreadsheet template, it should look like this screenshot.

Agency and Program: TEST AGENCY - TEST PROGRAM (NEW EXECUTION)														
		Quarter 1 FY24		Quarter 8 FY24				Quarter 9 FY 24						
Category	COSA Approved Budget	Nov-22	Dec-22	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Total Projections Plus Actuals	Variance from Budget	Variance Explanation	
Personnel											\$ -	\$ -		
Contractual Services											\$ -	\$ -		
Commodities											\$ -	\$ -		
Fixed Charges											\$ -	\$ -		
Capital Outlay											\$ -	\$ -		
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

Note the Shaded Columns should be reported as actuals.  
Please provide Justification for any variance reported

# Instructions for entering Projections

**COSA APPROVED BUDGET**  
Column B

A	B
Agency and Program:	
Category	COSA Approved Budget
Personnel	
Contractual Services	
Commodities	
Fixed Charges	
Capital Outlay	

Enter in your approved budget for each category in column 'B' titled "COSA Approved Budget"

**QUARTER 1 FY23 – QUARTER 9 FY24**  
Columns 'C' through 'AC'

C	D	E	F	G
Quarter 1, FY23		Quarter 2, FY23		
Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
\$	\$	\$	\$	\$

Enter the actuals spent for prior quarters. The blue shaded columns should be reported as actual numbers.

**IN THIS EXAMPLE, JAN23- MAR23**  
Columns Following Actual spend Columns

D	E	F	G
Quarter 1, FY23		Quarter 2, FY23	
Dec-22	Jan-23	Feb-23	Mar-23
\$	\$	\$	\$

Enter the projected spend for all quarters following the actual spend amounts entered, which would be the remaining non-shaded columns.

**VARIANCE EXPLANATIONS**  
Columns 'AD' through 'AG'

AD	AE	AG
Total Projections Plus Actuals	Variance from Budget	Variance Explanation
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	
\$ -	\$ -	

If there are any variance(s) please enter the explanation or justification within the variance explanation section.

Agency and Program: TEST AGENCY - TEST PROGRAM (NEW EXECUTION) This field will auto populate

Category	COSA Approved Budget	Quarter 1 _ FY23			Quarter 2 _ FY23			Quarter 3 _ FY23			Quarter 4 _ FY23			Quarter 5 _ FY24		Q	
		Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23		Jan-24
Personnel																	
Contractual Services																	
Commodities																	
Fixed Charges																	
Capital Outlay																	
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Annotations:**

- Please enter your approved budget for each category (points to COSA Approved Budget column)
- All columns are formatted to change to this shaded blue color once the end of the month has passed. In this example the column for January FY 23 will turn blue on Feb 1st, the February FY 23 column will turn blue on Mar 1st, etc. Therefore the numbers in the shaded columns should represent prior quarter months and should be reported as actuals. (points to shaded columns)
- Please provide the projection spend amounts in the remaining months that are not shaded. Therefore the numbers in the non-shaded columns should represent the amounts you plan on spending in those future months. In this example those months would be from Jan FY23 through Jan FY 25. (points to unshaded columns)

Note the Shaded Columns should be reported as actuals.  
Please provide Justification for any variance reported

Quarter 9 _ FY 24		Total Projections Plus Actuals	Variance from Budget	Variance Explanation
Dec-24	Jan-25			
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	

**Annotations:**

- Please provide any explanations needed or justification for any variances reported. (points to Variance Explanation column)
- This field will auto populate (points to Quarter 9 header)

# How to complete the Projections spreadsheet



# IMMIGRATION Timeline Visual

Submission of  
Advance  
Payment  
Request and  
Quarterly  
Review Invoices

DUE DATES	QUARTER	COVERED PERIOD	SUBMISSION TYPE	% of Full 2yr Award
Upon Execution	1	11/1/22-1/31/23	Advance Payment Request	12.5%
2/20/2023	2	2/1/23-4/30/23	Advance Payment Request	12.5%
2/20/2023	1	11/1/22-1/31/23	Quarterly Review Invoice	
5/20/2023	3	5/1/23-7/31/23	Advance Payment Request	12.5%
5/20/2023	2	2/1/23-4/30/23	Quarterly Review Invoice	
8/20/2023	4	8/1/23-10/31/23	Advance Payment Request	12.5%
8/20/2023	3	5/1/23-7/31/23	Quarterly Review Invoice	
11/20/2023	5	11/1/23- 1/31/24	Advance Payment Request	12.5%
11/20/2023	4	8/1/23-10/31/23	Quarterly Review Invoice	
2/20/2024	6	2/1/24-4/30/24	Advance Payment Request	12.5%
2/20/2024	5	11/1/23- 1/31/24	Quarterly Review Invoice	
5/20/2024	7	5/1/24-7/31/24	Advance Payment Request	12.5%
5/20/2024	6	2/1/24-4/30/24	Quarterly Review Invoice	
8/20/2024	8	8/1/24-10/31/24	Advance Payment Request	5.5%
8/20/2024	7	5/1/24-7/31/24	Quarterly Review Invoice	
<b>11/20/2024</b>	8	<b>8/1/24-10/31/24</b>	<b>Quarterly Review Invoice</b>	
Closeout Period	9	Closeout Period	Closeout of contract	7%

# NONIMMIGRATION Timeline Visual

Submission of  
Advance  
Payment Request  
and Quarterly  
Review Invoices

DUE DATES	QUARTER	COVERED PERIOD	SUBMISSION TYPE	% of Full 2yr Award
Upon Execution 3/20/2023	1	3/1/23-5/31/23	Advance Payment Request	12.5%
6/20/2023	2	6/1/23-8/31/23	Advance Payment Request	12.5%
6/20/2023	1	3/1/23-5/31/23	Quarterly Review Invoice	
9/20/2023	3	9/1/23-11/30/23	Advance Payment Request	12.5%
9/20/2023	2	6/1/23-8/31/23	Quarterly Review Invoice	
12/20/2023	4	12/1/23-2/29/24	Advance Payment Request	12.5%
12/20/2023	3	9/1/23-11/30/23	Quarterly Review Invoice	
3/20/2024	5	3/1/24- 5/31/24	Advance Payment Request	12.5%
3/20/2024	4	12/1/23-2/29/24	Quarterly Review Invoice	
6/20/2024	6	6/1/24-8/31/24	Advance Payment Request	12.5%
6/20/2024	5	3/1/24- 5/31/24	Quarterly Review Invoice	
9/20/2024	7	9/1/24-11/30/24	Advance Payment Request	12.5%
9/20/2024	6	6/1/24-8/31/24	Quarterly Review Invoice	
12/20/2024	8	12/1/24-2/28/25	Advance Payment Request	5.5%
12/20/2024	7	9/1/24-11/30/24	Quarterly Review Invoice	
3/20/2025	8	12/1/24-2/28/25	Quarterly Review Invoice	
Closeout Period	9	Closeout Period	Closeout of contract	7%

# Questions Tab ???

1

There will be a “questions” tab in the ARPA Advance Payment Request file.

2

Please enter any questions you have in this tab regarding the forms, process, etc.

3

The questions will be addressed, and an “FAQ” tab will be created for future reference.

	CATEGORY	QUESTIONS	COMMENTS / SUGGESTIONS
<b>EXAMPLE 1</b>	Projections	What are the blue columns for?	Try changing the color to green
<b>EXAMPLE 2</b>	Process	How do you save the Advance Payment Request as a PDF file?	It would be easier if we could submit this form as a PDF and an Excel file

# Questions Tab ???

## Example

# DEMONSTRATION

## Advance Payment Request



# Items to Remember

## Advance Payment Request Template

The Advance Payment Request needs to be submitted as a signed PDF file.

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## Spending Projections

The Spending Projections need to be submitted as an Excel file

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## Date of Submission

The 20<sup>th</sup> of the beginning of the quarter.

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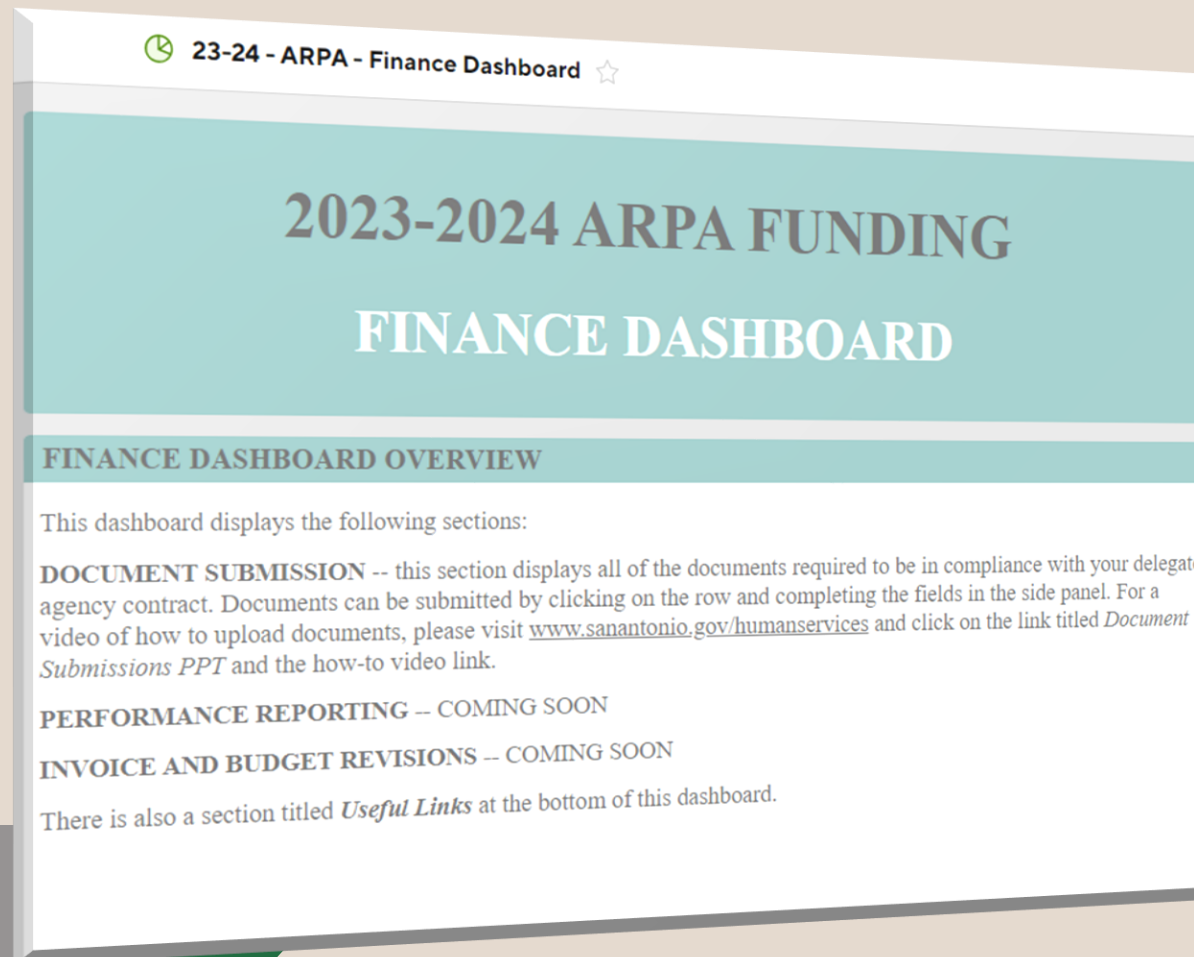


The background features a large, dark brown circle on the left and a large, olive green circle on the right. In the top left corner, there are stylized, light-colored foliage elements. A thin, light-colored line curves across the bottom right area.

# How to upload and submit documents using Smartsheet

# Submitting Documents

After logging into Smartsheet and clicking on the FY23-24 ARPA Finance Dashboard (Slides11-14), your dashboard should look like this screenshot.



The screenshot shows a Smartsheet dashboard titled "23-24 - ARPA - Finance Dashboard". The main heading is "2023-2024 ARPA FUNDING FINANCE DASHBOARD". Below this is a section titled "FINANCE DASHBOARD OVERVIEW". The text in this section reads: "This dashboard displays the following sections: **DOCUMENT SUBMISSION** -- this section displays all of the documents required to be in compliance with your delegate agency contract. Documents can be submitted by clicking on the row and completing the fields in the side panel. For a video of how to upload documents, please visit [www.sanantonio.gov/humanservices](http://www.sanantonio.gov/humanservices) and click on the link titled *Document Submissions PPT* and the how-to video link. **PERFORMANCE REPORTING** -- COMING SOON **INVOICE AND BUDGET REVISIONS** -- COMING SOON There is also a section titled *Useful Links* at the bottom of this dashboard."

# Submitting Documents

Scroll down until you see the budget revision section which is also the Advance Payment Request Sections.

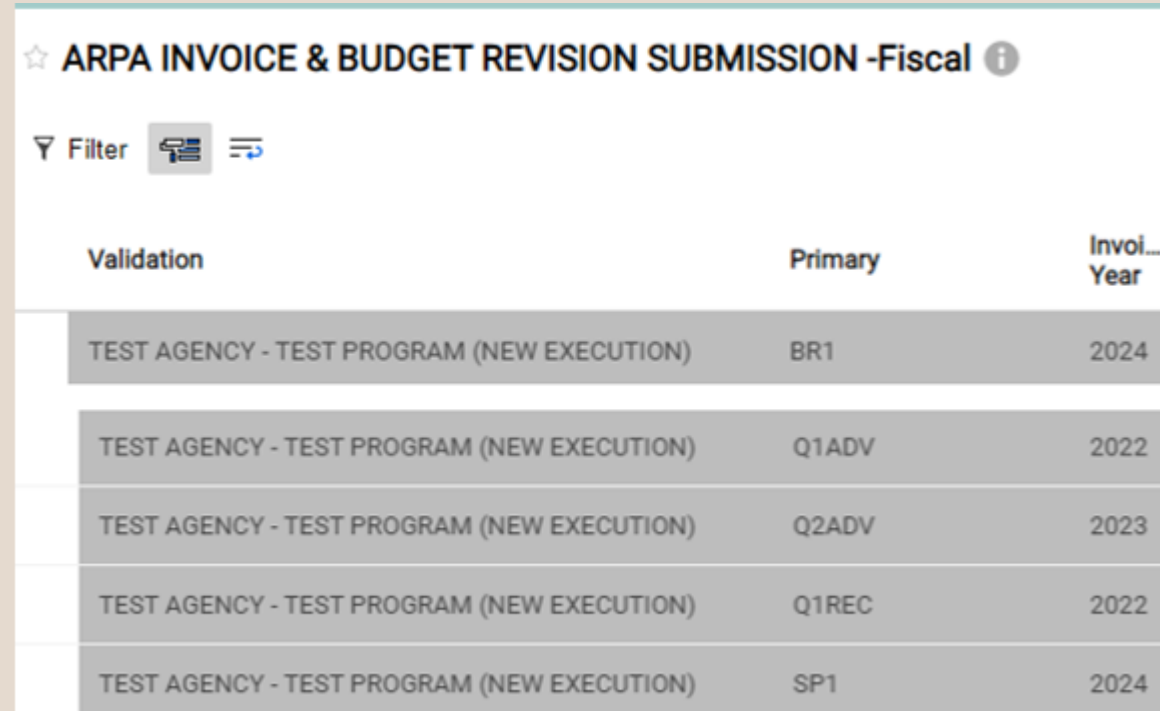
3. INVOICE AND BUDGET REVISIONS								
☆ ARPA INVOICE & BUDGET REVISION SUBMISSION -Fiscal ⓘ								
Filter [Icons]								
Validation	Primary	Invoi... Year	Original Amount	Template Completed and Attached?	General Ledger and Applicable Support Attached?	Submitted by Agency	V - Invoice Status	
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR1	2024				<input type="checkbox"/>		
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q1ADV	2022	\$20,000.00	Yes	Yes	<input checked="" type="checkbox"/>		PENDING
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q2ADV	2023	\$50,000.00	Yes	Yes	<input checked="" type="checkbox"/>		PENDING
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q1REC	2022				<input type="checkbox"/>		
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	SP1	2024	\$50,000.00	Yes	Yes	<input checked="" type="checkbox"/>		PENDING

## Document Acronyms:

- BR = Budget Revision
- Q1ADV = Quarter 1 Advance
- SP = Supplemental Invoice/Advance Payment Request
- REC = Quarterly Review Invoice

# Submitting Documents

You will not be able to submit items in Smartsheet until at least the five to ten days before the due date.



☆ ARPA INVOICE & BUDGET REVISION SUBMISSION -Fiscal ⓘ

Filter [Icons]

Validation	Primary	Invo... Year
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR1	2024
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q1ADV	2022
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q2ADV	2023
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q1REC	2022
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	SP1	2024

# Submitting Documents

- Click on the row for the Advance Request / budget revision you wish to submit
- Details Pane will open to the “Data Tab”

## 3. INVOICE AND BUDGET REVISIONS

### ☆ ARPA INVOICE & BUDGET REVISION SUBMISSION -Fiscal ⓘ

Filter  

Validation	Primary	Invoi... Year	Original Amount	Template Completed and Attached?	General Ledger and Applicable Support Attached?	Submitted by Agency	V - Invoice Status
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR1	2024				<input type="checkbox"/>	
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q1ADV	2022	\$20,000.00	Yes	Yes	<input checked="" type="checkbox"/>	PENDING
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q2ADV	2023	\$50,000.00	Yes	Yes	<input checked="" type="checkbox"/>	PENDING
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q1REC	2022				<input type="checkbox"/>	
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	SP1	2024	\$50,000.00	Yes	Yes	<input checked="" type="checkbox"/>	PENDING

#### Details

Data Attachments (3)

#### Validation

Validate you are submitting for the correct agency and program.

TEST AGENCY - TEST PROGRAM (NEW EXECUTION)

#### Invoiced Month

Validate you are submitting on the correct line. BR = Budget Revision | ADV = Quarterly Advance Request | REC = Quarterly Reconciliation | SP = Supplemental Reconciliation | AM= Budget Amendment

Q1ADV

#### Invoiced Year

2022

# Submitting Documents

## 3. INVOICE AND BUDGET REVISIONS

☆ ARPA INVOICE & BUDGET REVISION SUBMISSION -Fiscal ⓘ

Filter [Icons]

Validation	Primary	Invoi... Year	Original Amount	Template Completed and Attached?	Gen App Atta
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR1	2024	\$100,000.00	Yes	Yes
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR2	2024			
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR3	2024			
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR4	2024			
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	Q1ADV	2022	\$10,000.00	Yes	Yes
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	SP1	2024			

### Details

Data Attachments (0)

#### Validation

Validate you are submitting for the correct agency and program.

TEST AGENCY - TEST PROGRAM (NEW EXECUTION)

#### Invoiced Month

Validate you are submitting on the correct line. BR = Budget Revision | ADV = Quarterly Advance Request | REC = Quarterly Reconciliation | SP = Supplemental Reconciliation | AM= Budget Amendment

BR1

#### Invoiced Year

2024

- On the “Data” tab, verify the following information is correct as it relates to the document you are trying to submit:
  - Validation Field ( Agency Name and Program Name)
  - Invoiced Month (*This is one of the Document Acronyms coming from the **Primary** Column*)
  - Invoice Year (*This should be the year that the Advance Request is submitted*)
- This will help ensure the Advance Payment Request/budget revision is being submitted on the correct row.

# Submitting Documents

- Add your attachments under the “Attachment” tab
- Attachments - Document Naming Convention:
  - Advance Payment Request: Agency -Quarter, ADV, and Master ID

## Details

Data

Attachments (0)

No attachments to display



# Submitting Documents

- After attaching your files go back to the “Data” tab and enter the following information:
  - Original Invoice Amount (*This is the Advance Payment Request amount*)
  - Invoice Template Completed and Attached? (*This is the Advance Payment Request template*)
  - General Ledger and Applicable Support Attached (*This is the Projections Templates*)
- Invoice/*Advance Payment Request* Submitted by Agency (Don't put a ✓ in the Box until you've verified everything)
- Click Save.

\*Note: After Agency clicks submit and saves, the submission is finalized and cannot be changed. Any other updates including uploading additional attachments will not be received by COSA.

**Details**

Data Attachments (0)

**Original Invoice Amount \***  
When submitting a monthly invoice enter the Total Invoice Amount. When submitting a Budget Revision or Budget Amendment enter the Total Award Amount.

\$ 100000

Preview: \$100,000.00

**Invoice Template Completed and Attached? \***  
Confirm you have attached the signed PDF and unsigned excel copy of the DHS Template applicable to your submission. A response of YES is required to submit. A response of no will not allow the system to accept your submission.

Yes

**General Ledger and Applicable Support Attached? \***  
Review your attachments for this submission and confirm you have attached the required supporting documents. A response of YES is required to submit, regardless if you are required to attach additional support. A response of no will not allow the system to accept your submission.

Yes

**Invoice Submitted by Agency \***  
Review your submission and ensure all attachments were successfully uploaded. Click the box below and the Save button to submit. Note: After submitting, please ensure you receive the Smartsheet notification to confirm the system accepted this submission.

# Submitting Documents

- After submitting, the Agency will receive a notification that their document has been received by COSA

The screenshot displays a notification system. On the left, a 'Notifications' panel is open, showing a list of notifications. The first notification is titled 'SUBMITTED | DHS INVOICE TRACKER - TEST BR1 2023 - SUBMITTED TO...' and is attributed to 'Issac Espinoza'. Below the title, it states: 'This email is to serve as a notice that the TEST AGENCY - TEST PROGRAM (NEW EXECUTION) invoice for the period of BR1 2023 has been...'. Below this notification, another one is partially visible: 'DHS Invoice Tracker Acct Deadline'. On the right, the selected notification is expanded into an email view. The subject line is 'SUBMITTED | DHS INVOICE TRACKER - TEST BR1 2023 - SUBMITTED TO COSA'. The timestamp is '10/28/22 3:44 PM'. The body of the email contains the following text: 'This email is to serve as a notice that the TEST AGENCY - TEST PROGRAM (NEW EXECUTION) invoice for the period of BR1 2023 has been submitted to DHS. A supplemental email will be issued when the item is accepted for review. Please remember to submit your Monthly CPRM if your Agency has not yet done so for this invoice period. If your Agency's CPRM has not been submitted within 24 hours of this submittal, the invoice may be held, or rejected from processing.'

**Notifications**

All Requests

**SUBMITTED | DHS INVOICE TRACKER - TEST BR1 2023 - SUBMITTED TO...**  
a few seconds ago • Issac Espinoza

This email is to serve as a notice that the TEST AGENCY - TEST PROGRAM (NEW EXECUTION) invoice for the period of BR1 2023 has been...

**DHS Invoice Tracker Acct Deadline**

**SUBMITTED | DHS INVOICE TRACKER - TEST BR1 2023 - SUBMITTED TO COSA**

10/28/22 3:44 PM

This email is to serve as a notice that the TEST AGENCY - TEST PROGRAM (NEW EXECUTION) invoice for the period of BR1 2023 has been submitted to DHS.

A supplemental email will be issued when the item is accepted for review.

Please remember to submit your Monthly CPRM if your Agency has not yet done so for this invoice period.

If your Agency's CPRM has not been submitted within 24 hours of this submittal, the invoice may be held, or rejected from processing.

# Revision/ Resubmission



# Revision/Resubmission

## Rejections or Revisions/Resubmissions:

If Agency is aware a revision is needed, you must contact your assigned Contract Monitor to request rejection of the initial submission.

- Once rejected by DHS, follow the same process noted above for document submission.
- Rejections will be processed by Smartsheet overnight and Agencies can resubmit the next day. The Agencies will receive a rejection notification with details of the reason for the rejection. This indicates that the Agencies can now resubmit.
- Revised attachments must follow the same naming convention noted above and add “Revised mm.dd.yy” at the end of file name.

# Revision/Resubmission

## Rejection Notification:

### Notifications

All Requests

- S** Notice of Rejection - BR123TEST  
October 29, 2022 • samantha.joens+sanant...  
Greetings, This email is a notification of rejection for TEST AGENCY - TEST PROGRAM (NEW EXECUTION), for the invoice BR123TES...
- IE** SUBMITTED | DHS INVOICE TRACKER - TEST BR1 2023 - SUBMITTED TO...  
October 28, 2022 • Issac Espinoza  
This email is to serve as a notice that the TEST AGENCY - TEST PROGRAM (NEW EXECUTION) invoice for the period of BR1 2023 has been...
- NZ** New Master ID Added to the Master Data  
October 28, 2022 • Natalie Zertuche  
A new Master ID has been added to the Master

### Notice of Rejection - BR123TEST

10/29/22 3:02 AM

Greetings,

This email is a notification of rejection for TEST AGENCY - TEST PROGRAM (NEW EXECUTION), for the invoice BR123TEST.

The item was rejected for the following:

PER AGENCY/DIVISION REQUEST.

Please see the following for additional information:

Rejecting per Agency Request. Agency forgot to include an attachment.

Please reach out the assigned Contract Monitor, Issac Espinoza, Natalie Zertuche, samantha.joens+sanantoniofiscal@smartsheet.com, if you have any questions.

Thank you for your time,

# Document Status



# Document Status

## Advance Payment Request Status:

- Completed Status = Approved by DHS, with AP for processing of final payment
- Pending Status = Submitted to DHS, pending DHS review and approval.
- Empty field = Not submitted and/or not received by DHS.

23-24 - ARPA - Finance Dashboard

☆ ARPA INVOICE & BUDGET REVISION SUBMISSION -Fiscal

Filter

Validation	Primary	Invol... Year	Original Amount	Template Completed and Attached?	General Ledger and Applicable Support Attached?	Submitted by Agency	V - Invoice Status
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR1	2024	\$100,000.00	Yes	Yes	<input checked="" type="checkbox"/>	PENDING
TEST AGENCY - TEST PROGRAM (NEW EXECUTION)	BR2	2024				<input type="checkbox"/>	



# Smartsheet Demonstration



# QUESTIONS / COMMENTS

# Thank You

**Roshawnda Anderson**

Fiscal Analyst

Fiscal | Department of Human Services

100 West Houston Street | 9th Floor | San Antonio TX 78205

Tel: (210) 207-4627 | [Roshawnda.Anderson@SanAntonio.gov](mailto:Roshawnda.Anderson@SanAntonio.gov)