PAYMENT REQUESTS IN AMPLIFUND

This document covers creating and submitting payment requests in Amplifund. Note that the specifics of this process depend on your individual grant. Parts of this document may not apply to your individual grant. If you have any questions, please reach out to your grant admin.
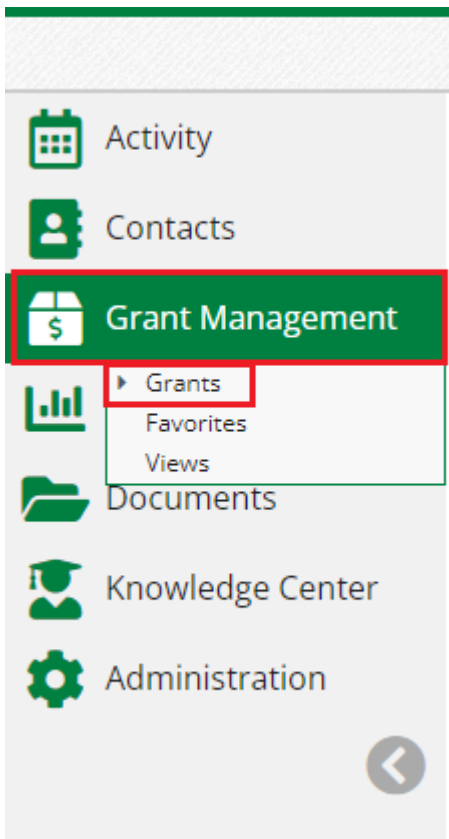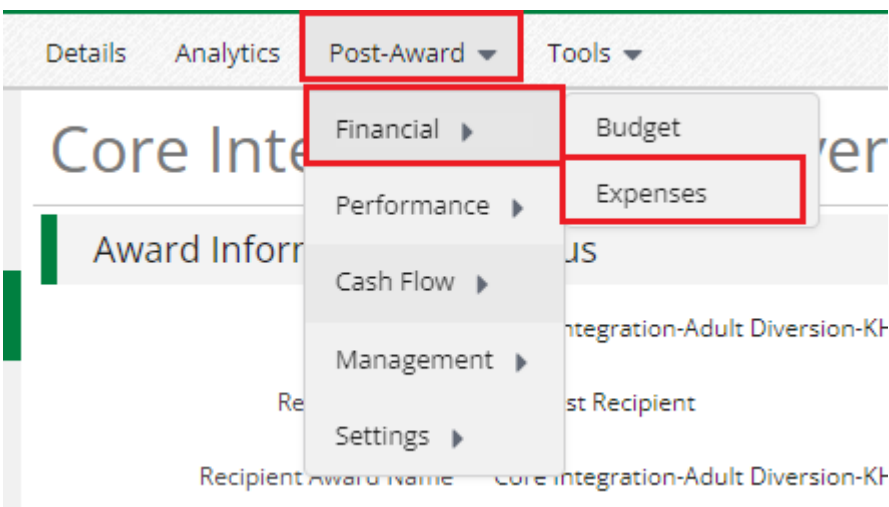
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NAVIGATING TO YOUR GRANT

The first step to creating a Payment Request is expense creation. First navigate to the award. From the left navigation menu click on Grant Management and then Grants.
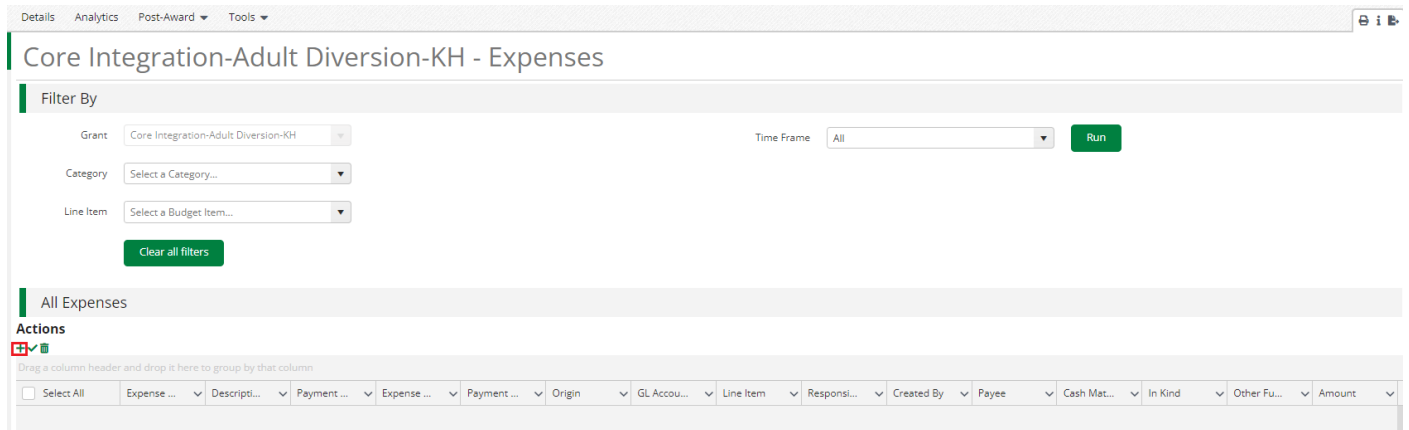

On this screen click the name of your grant.

ENTERING EXPENSES

From the Post-Award dropdown at the top of the screen click on Expenses under the Financial section.

Click the + icon within the Actions section. This will bring up the Add Expense screen.


On the Add Expense screen select a Category and Line Item from their respective dropdown menus. Update the Direct Cost field to reflect a single expense. Change the Expense Status from New to Reviewed. The Reviewed status makes expenses eligible to get pulled into a Payment Request. Update the Expense Date as needed. Finally click Create at the bottom of the screen. Repeat these steps for each expense you need to make a Payment Request for.
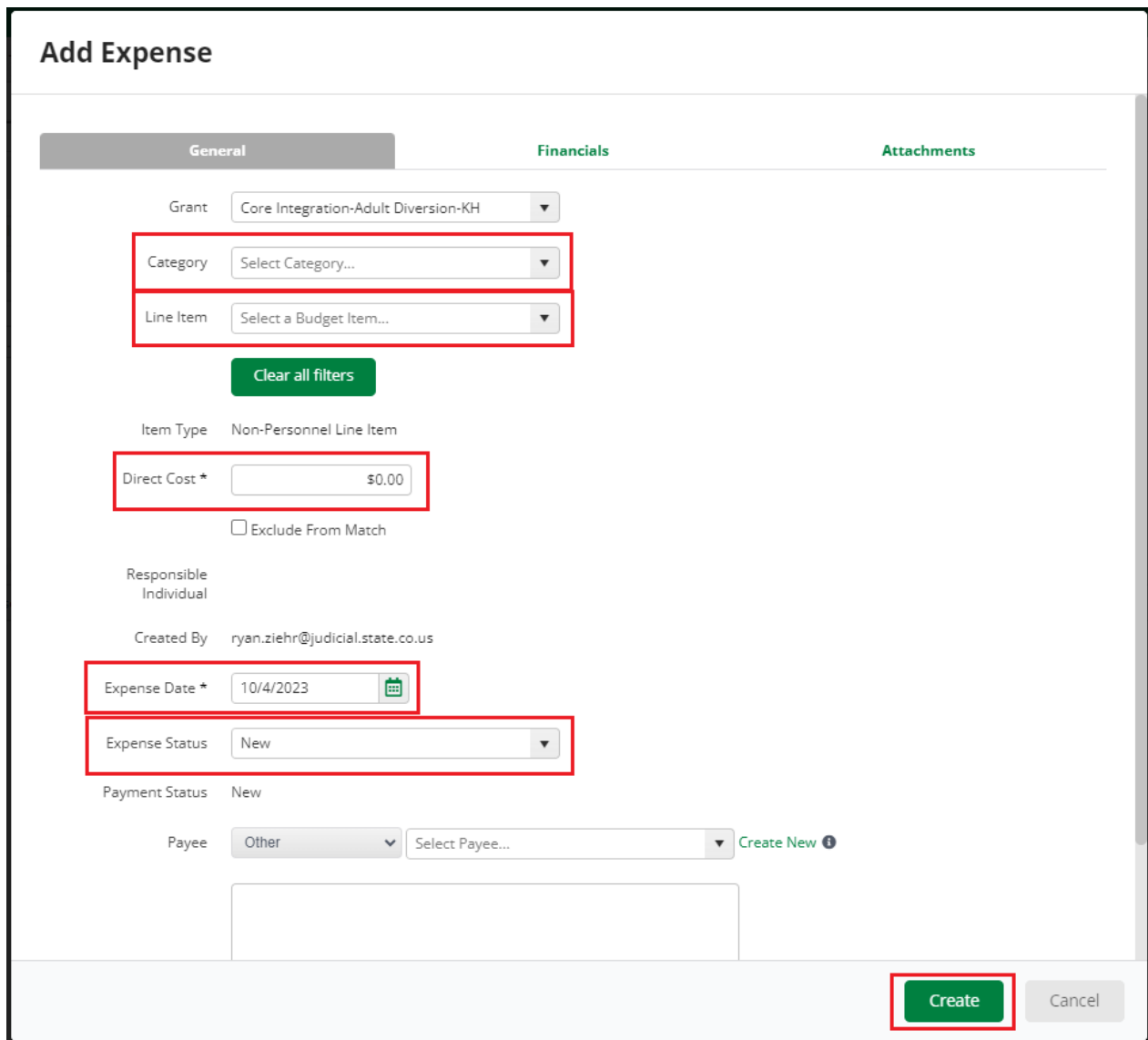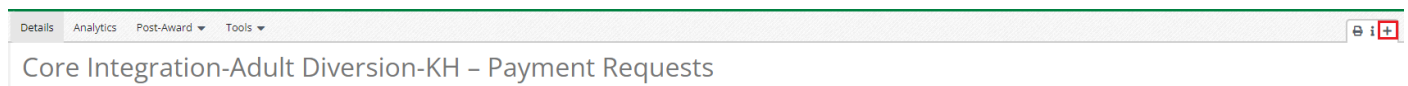
CREATING A PAYMENT REQUEST

After creating your expense(s) you can create a Payment Request. From the Post-Award dropdown at the top of the screen click on Payment Request under the Cash Flow section.
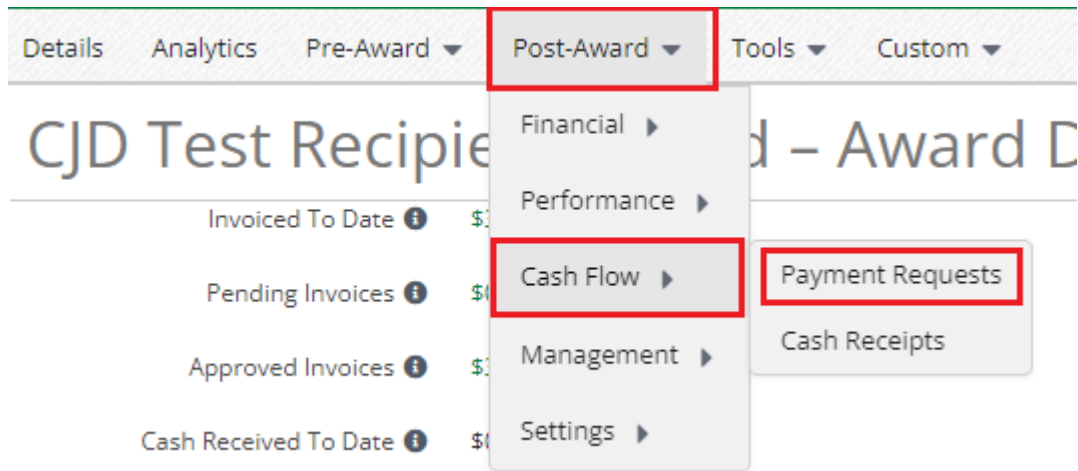
Click the + icon in the upper right corner to create a new Payment Request.

Update the Expenses From and To sections to the date range this Payment Request is covering. Note that for the expense(s) created in the previous section to appear the Expense Date must fall between the From and To dates.

After the From and To dates are entered, the Financial Detail section should automatically update with the Expenses created within this date range. If no expenses appear, make sure that the dates are correct and that the Expense Status was changed from New to Reviewed. Enter the Requested Amount this Payment Request is for. Expenses can also be created at this step. To do this click on Create New Expense +. This will bring up the Add Expense window. This screen should be filled out as described in the Entering Expenses section of this document.

Financial Detail

Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
Case Management/Participant Support Services	$143.00	$0.00	$0.00	$0.00	$0.00	$143.00	$57.00
DA Adult Diversion Staff Compensation	$32.00	$0.00	$0.00	$0.00	$0.00	$32.00	$143.00
Totals	**$175.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$175.00**	

Requested Amount* $0.00

Remaining Grant Balance $19,134.00

At the bottom of the screen there are three buttons, Create, Submit, and Cancel

Create   Submit   Cancel
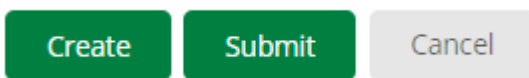
Create will allow you to save the Payment Request so that you can continue to work on it at a later time. To edit a Payment Request, click the pencil icon at the top of the screen. A payment request can also be deleted at this step by clicking on the trash can icon.

Payment Requests

Once you have finished creating your Payment Request click Submit. Clicking Submit will bring up a window confirming you want to submit the request, click Submit on this screen. Once a payment request is submitted it cannot be edited.

Submission Reminder

By submitting you will be sending the payment request to the funder.

You cannot make any further changes after submission.

The Requested Amount for this payment request is $78.00 . Do you want to submit this request?

Submit   Cancel

Cancel will close the Payment Request screen. If the Payment Request has not been saved any information entered on this screen will be lost.

Note that expenses can not appear on multiple Payment Requests. For example, if you have an expense with a date of 10/4/2023 and a Payment Request with Expenses from 10/1/2023 to 10/7/2023 the expense will not show up on a new Payment Request with this From and to Date.