**Accessing and Updating a Rejected Payment Request**

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| Script |
| Welcome to the AmpliFund recipient series video focused on accessing and updating a rejected payment request. If a payment request is rejected by your funder, the user assigned as the recipient grant manager will receive an automatic notification from AmpliFund alerting them. |
| To access the rejected payment request, you can click on the link in the email or take the following steps after logging into AmpliFund. |
| From the calendar navigate to Grant Management then grants |
| From the list of grant awards select the relevant grant award by clicking on the name. |
| Once in the award details, click on Post Award> Cash Flow>Payment Requests. Here you can view all payment requests associated with this grant award. |
| Once in the payment requests entry area, click on the name of the payment request that has been rejected. Once in the payment request you can see the funders comments under Response. |
| Then if you need to generate a new payment request to submit to the funder, you can click on the pencil icon in the upper right hand corner. You will then be on an editable payment request screen. You will need to re-enter your payment request name, date created, expenses by category and total expenses. You can also include any comments or files. |
| At the bottom of the payment request you will have the same options as when you submitted your initial payment request. You can create the payment request which will save your work and you can come back later to continue editing/adding to the request or you can submit the payment request. When you hit submit and confirm your submission, a notification will generate to the grant manager at the funding organization and you will no longer be able to edit the payment request. Your funder will then be able to review the payment request and either approve or reject. The recipient grant manager will receive an automatic email once they’ve made their decision. The activity history of your previous payment request is included at the bottom of the screen. |
| If you navigate back to the main payment request screen, you will notice the initial rejected payment request record is retained in your account for reference and your newly created and submitted payment request record is present. |
| Through this recipient series training video, you’ve learned how to access a rejected payment request and update. Should you have additional questions, please reference our support site. Thank you! |