**Supplemental Video: Cash Receipts**

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| Script |
| Welcome to the AmpliFund training video focused on cash receipts. |
| This video reviews the process for logging cash receipts, the last step in our financial process in AmpliFund. |
| Cash receipts are an important financial feature in AmpliFund.  Tracking cash receipts from your funder provides visibility into each payment you receive from the funder per grant.  The cash receipts you enter in the system will total up on the grant details page so you can compare the total amount received to date versus your total expenses or your total awarded amount.  The added layer of visibility from cash receipts can be an important check and balance in your financial tracking in AmpliFund. |
| Let’s jump into AmpliFund and enter our first cash receipt.  When we log into AmpliFund, there are two ways you can get to cash receipts.  We’ll navigate from the calendar to our grant by going to Grants>All Grants |
| Select the grant you want to enter a cash receipt for and click on the grant.  You can click on the analytics tab and get to cash receipts from Quick Create.  Or From the grant details page select Post Award>Cash Flow>Cash Receipts |
| From the cash receipts page, hit the plus icon in the upper right icon toolbar. |
| This will take you to an entry screen to add your cash receipt details.  The only required fields are the name, organization, and amount.  The organization is pre-populated based on the funder for your grant, but you can change this to any other entity that is in your organizations list.  For your own tracking purposes you may also want to add the receipt date or a payment reference number.  Here you also have the option to upload documentation that you may want to store with this record.  Once you’ve completed your entry, click Create. |
| Now your entry will appear on the list of cash receipts for this grant. |
| Let’s hop over to the grant details page and see where our cash receipts total displays.  On the grant details page, I can scroll down to the cash received to date to see the total amount I’ve logged as received. |
| Through this video you’ve learned how to log cash receipts in AmpliFund.  Should you have additional questions, please visit our support site.  Thank you! |