**Draft storyboard: Generating an Expense Reporting Period & Payment Request**

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| Script |
| Welcome to the AmpliFund recipient series video focused on Generating an Expense Reporting Period & Payment Request. This video is applicable to recipient organizations whose funders have determined that reporting periods will be used. Reference documentation provided by your funder to determine if reporting periods are included in your payment request process. |
| In order to submit a payment request to your funder with a reporting period there are 3 key steps that need to occur. The first is you need to enter all relevant expenses into AmpliFund. If you need a refresher on how to enter expenses into AmpliFund, you can reference our support video on how to enter expenses. The next step is to create and close a reporting period. The reporting period cadence is set by your funder and could be monthly, quarterly semi-annually or annually. If your funder has set up a reporting period cadence, this will appear on your AmpliFund calendar. After you’ve generated and closed an expense reporting period you can create a corresponding payment request to then submit to your funder. |
| In this video, we’ll be reviewing the reporting periods and payment processes. Let’s jump into AmpliFund and do that together. |
| 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> Management> Reporting Periods |
| Once in the reporting period entry area, click on the plus icon in the upper right hand corner to create your reporting period. |
| When the pop-up window appears, select the check box for expenses. Then from the date period drop down select the relevant date period. Then click save, which will create your reporting period record. |
| You will land on the reporting period details page. At the top you’ll see your total awarded amount and the total expenses entered for the period where the expense status is marked as reviewed. This also will include any expenses from prior periods that were entered after a reporting period was closed. For example if you are generating monthly reporting periods and in February you entered an expense for January, but you closed your January reporting period before entering the expense, it will pull into your February reporting period. The next field is the number of unreviewed expenses, you can click on the number to navigate to the expense entry screen and mark expenses as reviewed so they can be pulled into the reporting period. Next you can add any comments or attachments for your funder. |
| As you scroll down in the reporting period, you can see expense analytics overall and at the budget category level. |
| Finally, at the bottom, you can save the reporting period, which allows you to come back and edit the reporting period later, or you can submit the reporting period. When you click submit on the reporting period it will be closed and both the reporting period and the associated expenses cannot be edited further. When you hit submit a notification will go to the grant manager at your funder so they may review the reporting period if that is a relevant part of their process. |
| After you close your reporting period you can click on reporting periods at the top to get back to the list of reporting periods. |
| From the reporting period screen you can generate an associated payment request by clicking the payment request icon next to the reporting period date. The icon will only appear after you close a reporting period. Reporting periods must be closed, which submits it to your funder, in order to generate an associated payment request. You can also access payment requests via the Post Award>Cash Flow>Payment request drop down. From the reporting period screen if you click on the payment request icon, it will take you to the payment request. |
| On the payment request record, required fields include: “Payment Request Name” and “Date Created”. Both of these fields will automatically populate when you open up a new payment request. As you can see the reporting period is already associated because we opened up this payment request from the reporting periods screen. Via the drop down you can add additional closed reporting periods if necessary. The “expenses from” field cannot be edited as this is pulling in the dates from the reporting period cadence.  For the payment type options you can leave it as reimbursement or change to advance if that is permitted by your funder. As we scroll down to the financial detail section, this is automatically pulling in the expense detail associated with your reporting period. Confirm the total amount of this payment request by completing the “Requested Amount” required field. |
| Next you can enter comments for your funder or upload any relevant files. Your funder may have provided direction on specific details that need to be included in your payment request so we recommend referencing those details as you create your payment requests. |
| At the bottom of the payment request you have a few options, you can create the payment request which will save your work and you can come back later to continue editing the request or you can submit the payment request. When you hit submit 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 notification once they’ve made their decision. |
| After you’ve created and closed your reporting period and submitted your payment request you may want to mark the associated budget reporting period task as complete. You can navigate to Activity then tasks. |
| This will take you to a list of all tasks associated with your user account. You can mark the task as complete using the check mark or you can edit the task using the pencil icon. |
| Through this recipient series training video, you’ve learned how to generate an expense reporting period and a payment request and how to submit both to your funder. Should you have additional questions, please reference our support site. Thank you! |