**Script : Generating Payment request without a reporting period**

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| Script |
| Welcome to the AmpliFund recipient series video focused on Generating a Payment Request without a reporting period. This video is applicable to recipient organizations whose funders have determined that reporting periods will not be used. Reference documentation provided by your funder to which payment request process you should follow. |
| In order to submit a payment request to your funder you may need to enter all relevant expenses into AmpliFund, reference documentation provided by your funder to determine if this step should be completed. 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 submit a payment request. If your funder has indicated reporting periods are part of their payment request process, there is an alternative video on AmpliFund’s support site that you may watch to review that process. |
| In this video, we’ll be reviewing how to generate a payment request without a reporting period. 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. |
| When you click on the award name and are on the award details page, you can review some of the financial fields which will update as you take action in your AmpliFund account. When you generate a payment request to your funder it will update the invoiced to date and pending invoices fields on your award. |
| Once in the award details, click on Post Award> Cash Flow>Payment Requests |
| Once in the payment requests entry area, click on the plus icon in the upper right hand corner to create your payment request. |
| On the payment request record, there are 2 required fields that will automatically populate. These fields are the “Payment Request Name” & “Date Created” fields. You can edit either field if needed. You will leave the reporting period field blank since reporting fields are not part of the process indicated by your funder, the reporting period field may not be present based on the configuration your funder has set. Next you will enter the expense date range you are submitting this payment request for. Please note – only expenses with expense dates that fall within this date range and are in a status of reviewed will populate on the payment request. If expenses already exist in AmpliFund and fall within this date range they will automatically populate. The frequency for submitting payment requests will be established by your funder. For the payment type options you can leave as reimbursement or change to advance if that is permitted by your funder. |
| As we scroll down to the financial detail section, you’ll see the option to “Create New Expense”. On the “Create New Expense” pop up window you’ll fill out the details of your expense. First is the expense category, then the line item. The direct cost is the total amount of your expense including any match amount. The expense date should be the date the expense was occurred or follow any specific funder guidelines. The expense date entered must fall within the window you entered on the previous screen otherwise it will not appear on your payment request. The expense status will default to a “Reviewed” status. It should be left in this status if this expense is to be included in your payment request. If you are required to enter a payee that is done here, and finally at the bottom we have an optional “Description” field. |
| Now let’s move on to the Financials tab. If there is a match requirement tied to your expense it can be entered here as either a percentage or a dollar amount. Note that the “grant funded” amount will automatically update based on what is entered here. |
| The last tab is the “Attachments” tab. If there is any required documentation you must provide tied to this expense it can be uploaded here. |
| Once you have filled out all required fields you can create the expense by clicking “Create”. You will then be taken back to the payment request screen. In the “financial detail” section you’ll see all expenses you’ve entered tied to this payment request. To see specific details on certain expenses you can click on the hyperlink for that particular expense.  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 or you can submit the payment request. When you click 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. |
| If we navigate back to our award details page by clicking on payment requests then details, you can see that the invoices to date and pending invoices amounts are updated based on the payment request we just submitted. If your funder approves the invoice, the approved invoice field will update. You can click on the amount to see the details of the payment request including name, date and amount. You can also click on the name of the payment request to go back to the request. |
| Through this recipient series training video, you’ve learned how to generate a payment request without a reporting period and how to submit it to your funder. Should you have additional questions, please reference our support site. Thank you! |