

PAYMENT REQUESTS IN AMPLIFUND

This document covers creating and submitting payment requests in Amplifund. Note that the specifics of this process depends 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.

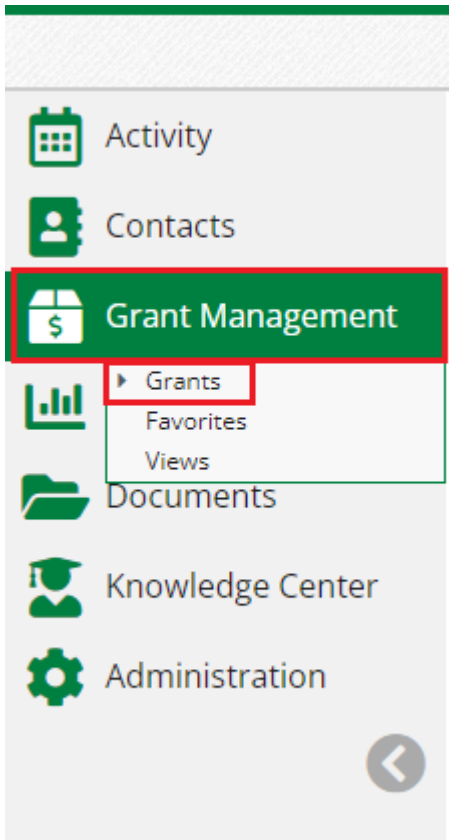
CONTENTS

EXPENSE CREATION	1
NAVIGATING TO YOUR GRANT.....	1
ENTERING EXPENSES	1
CREATING A PAYMENT REQUEST.....	3

EXPENSE CREATION

NAVIGATING TO YOUR GRANT

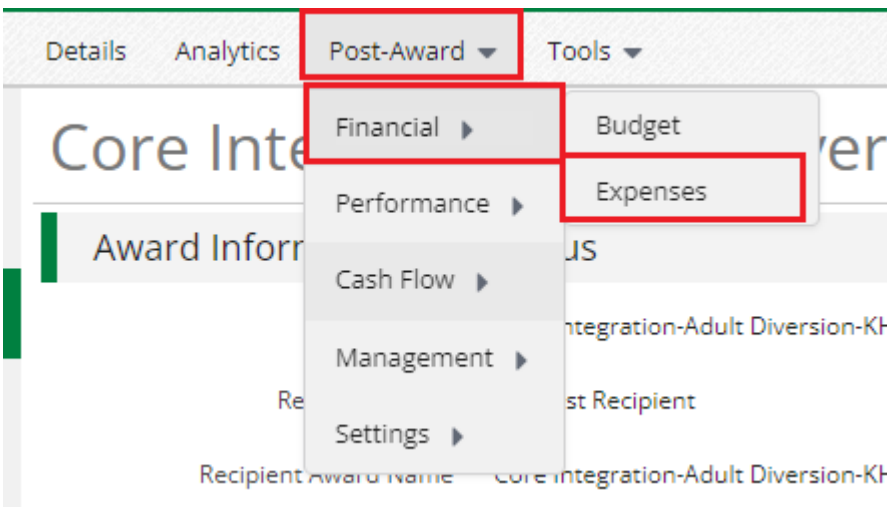
The first step to creating a Payment Request is expense creation. First navigate to the award. From the left navigation menu click on Grant Management and then Grants.



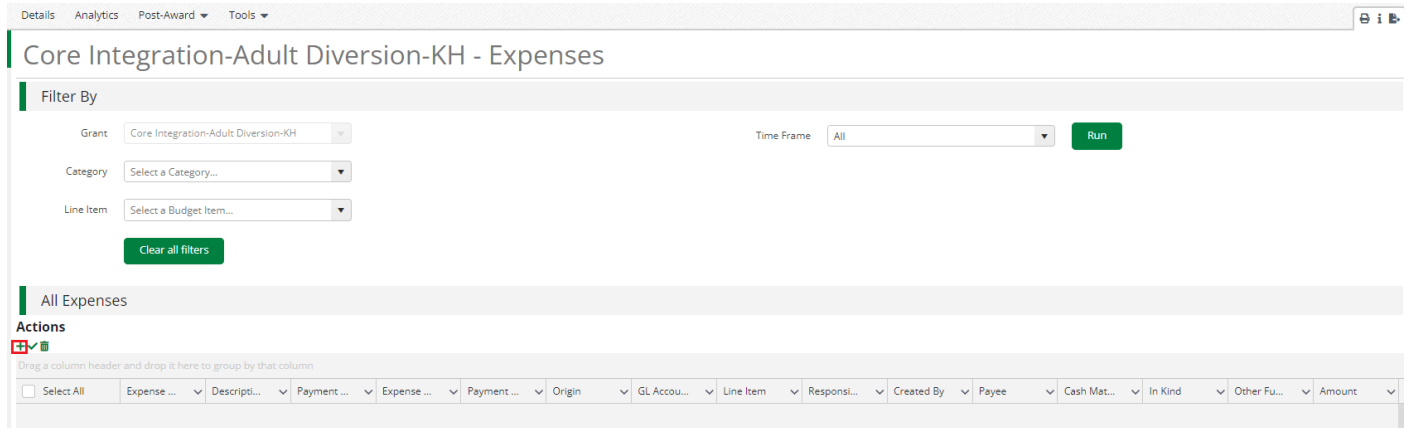
On this screen click the name of your grant.

ENTERING EXPENSES

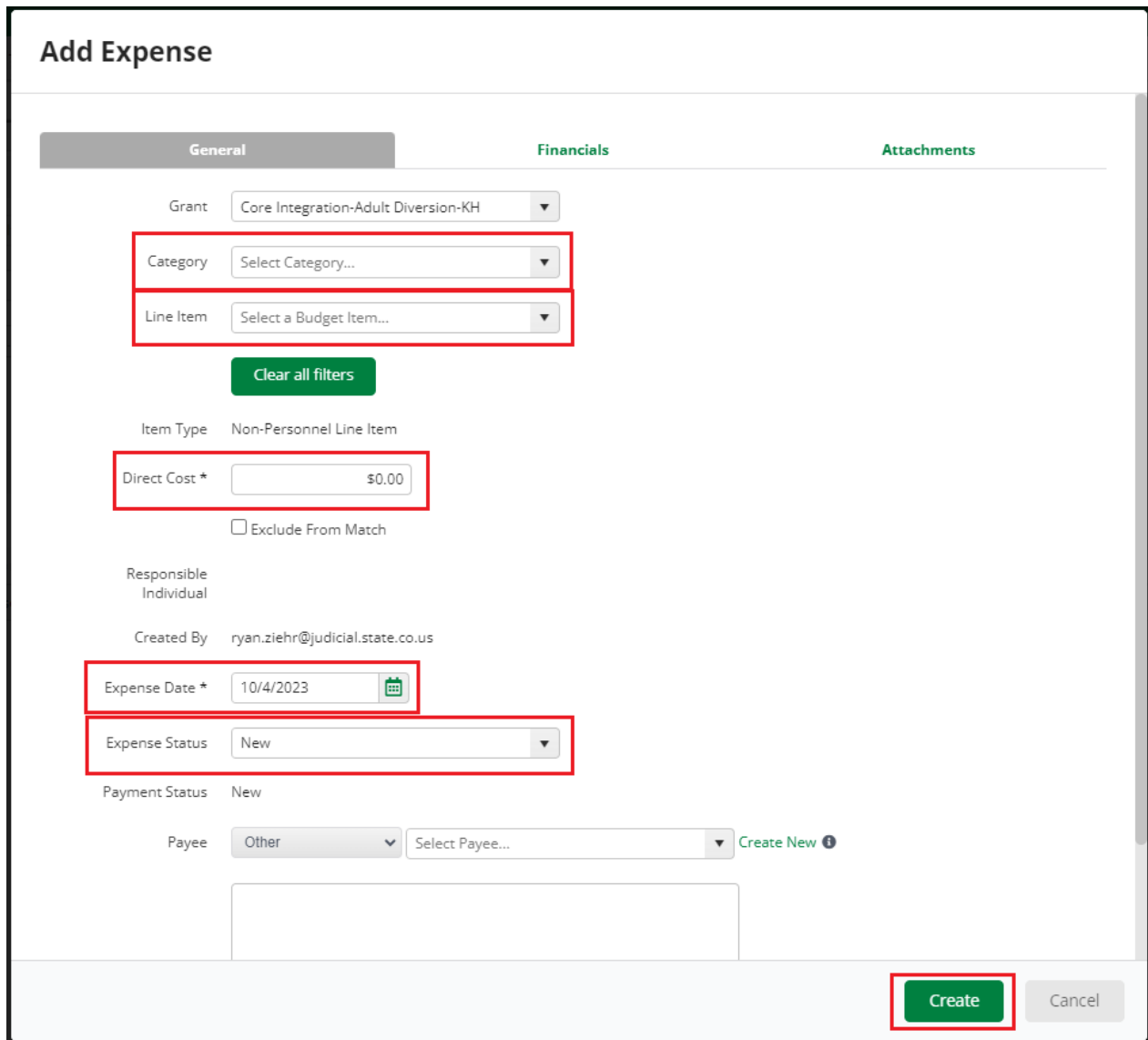
From the Post-Award dropdown at the top of the screen click on Expenses under the Financial section.



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

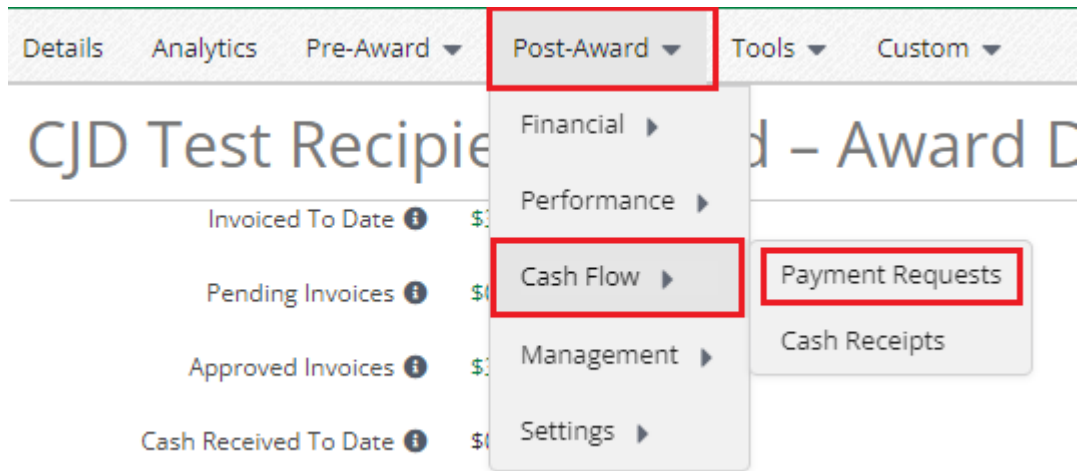


On the Add Expense screen select a Category and Line Item from their respective dropdown menus. Update the Direct Cost field to reflect a single expense. Change the Expense Status from New to Reviewed. The Reviewed status makes expenses eligible to get pulled into a Payment Request. Update the Expense 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.

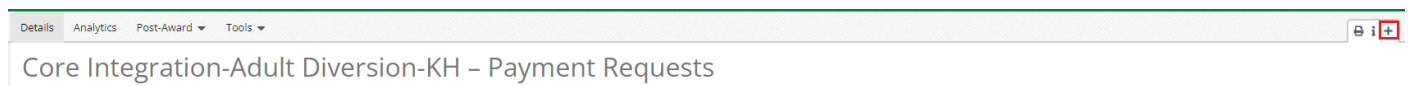


CREATING A PAYMENT REQUEST

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.

A screenshot of a software interface showing the 'Core Integration-Adult Diversion-KH - Payment Request Information' form. The form is divided into two main sections: 'Organization and Grant Information' and 'Payment Request Information'. The 'Organization and Grant Information' section includes 'Funder Organization' (Colorado Judicial (Sandbox Environment)) and 'Grant Name' (Core Integration-Adult Diversion-KH). The 'Payment Request Information' section includes 'Payment Request Name' (Payment Request: Core Integration-Adult Diver), 'Date Created' (10/4/2023), 'Related Reporting Period(s)' (Select reporting periods...), 'Expenses From' and 'To' date fields (both highlighted with a red box), 'Payment Type' (Reimbursement), and 'Payment Request Status' (Not Submitted).

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

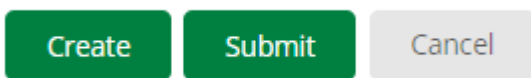
Create New Expense +

	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*

Remaining Grant Balance \$19,134.00

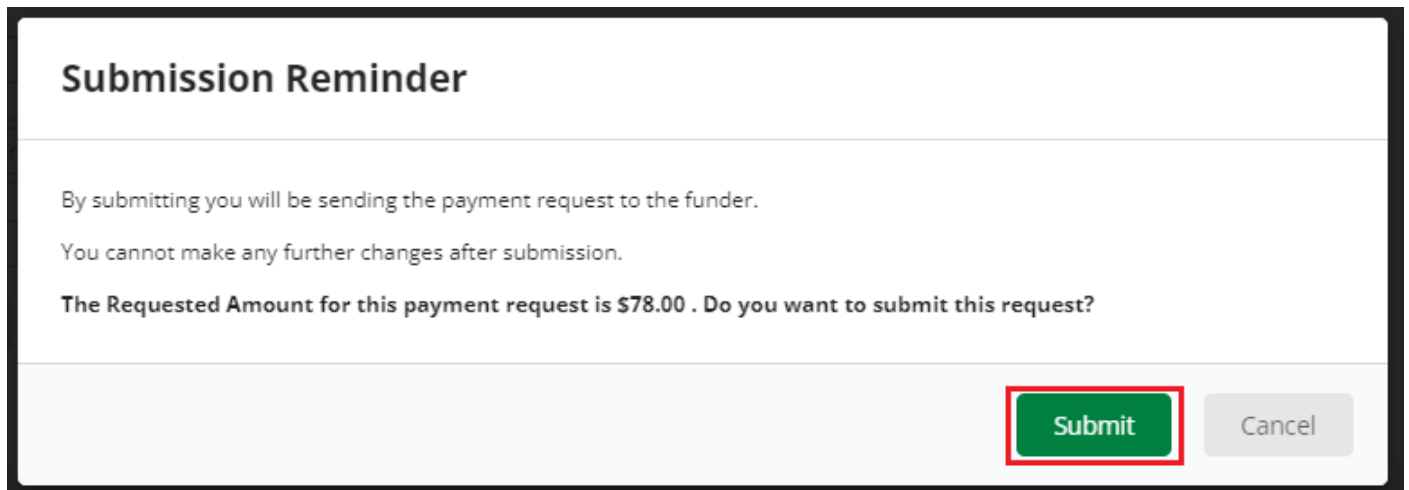
At the bottom of the screen there are three buttons, Create, Submit, and Cancel



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.



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.



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.