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Note

Depending on your account settings, this record type may have additional custom fields or sections.

Cash Flow

AmpliFund tracks money requested and received in the Cash Flow section of the Post-Award tab. Payment requests allow grant recipients to invoice grant funding organizations for expenses accrued (reimbursement) or anticipated (cash advance) during the life of the grant. Payment requests can be submitted directly to the funder for review and approval and recipients can create cash receipts to track received payments from the funder.

How To Add a Payment Request

Payment requests can be created independently, or directly from closed tracking or reporting periods by clicking the  (**Payment Request icon**) next to a period name on *Post-Award tab* > *Management* > *Tracking Periods* or > *Reporting Periods*.

1. Open **Grant Management** > **Grants** > **All Grants**.
2. Click a **grant name**.
3. Open the **Post-Award tab** > **Cash Flow** > **Payment Requests**.
4. Click the **+** (**Create icon**) in the *Icon Bar*.

Payment Request Information

5. Add a **Payment Request Name**.
6. Add **Date Created**.
7. Select **Related Tracking/Reporting Period(s)** to include (optional). The expenses in the closed period will populate the totals in the *Financial Detail* section.
8. Select **Payment Type**.
 - **Reimbursement:** Request payment for costs accrued
 - **Advance:** Request payment for anticipated expenses
9. Select a **Payment Request Status**.
 - **Not Submitted:** Payment request has not been submitted to the funder
 - **Submitted:** Payment request has been submitted to the funder
 - **Approved:** Payment request has been approved by the funder
 - **Rejected:** Payment request has been rejected by the funder
 - **Paid:** Payment has been received
10. If payment request has been submitted, add **Date Submitted** (optional).

Costs/Expenses

11. Update **budget category totals** as necessary. These amounts pull from reviewed expenses in the closed tracking or reporting period.
12. In the *Additional Expenses* field, select a **Budget Category** and add **expense amount** (optional).

Contributions

13. Update **Match Contribution** (optional)

Totals

14. Add **Requested Amount**.
15. If payment request has been *Approved*, add the **Approved Amount**.

Details

16. Add **Comments** (optional). These will be visible to the funder.
17. Click **Choose a file** to add attachments (optional).
18. Click **Create** or **Submit** to send to the funder.

Note

Once the payment request is submitted, you can no longer edit the payment request.

Note

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How To Add a Cash Receipts

Cash receipts allow grantees to track funder payments against payment requests, as well as other received payments. The funder organization will not have insight into a recipient's cash receipts. Cash receipts can be created from the *Post-Award tab > Cash Flow > Cash Receipts* or directly from the payment request.

1. Open **Grant Management > Grants > All Grants**.
2. Click a **grant name**.
3. Open the **Analytics tab**.
4. In the *Quick Create* section, click the **+ (Create icon)** next to *Cash Receipts*.
5. In the pop-up window, add **Receipt Name**.
6. Select a funding **Organization**. This defaults to the grant funder and pulls from *Contacts > Organizations*.
7. Select **Payment Date**.
8. Add payment **Amount**.
9. Select **Payment Method**.
10. Add **Payment Reference Number** (optional).
11. Select a **GL Account**. This list pulls from *Administration > Lists > GL Accounts*.
12. Select a **Relate Payment Request** (optional). This will link the cash receipt to a payment request.
13. Click **Choose a file** to attach a file from your computer (optional).

14. Add **Description** (optional).
15. Click **Create**.