CREATING A PAYMENT REQUEST WITH REPORTING PERIOD IN AMPLIFUND

1. Add expenses under Post award/Financial/Expenses.

2. Review all the expenses using the checkmark button.

3. Add your budget reporting period at post-award/management/reporting period.

4. Close your reporting period – the button is at the bottom of the screen.

5. Add payment request at post award/cash flow/payment request.

6. Add the reporting period to your payment request.

7. Fill in the Requested Amount under the Financial part of the Payment Request and make sure it matches the grant funded amount from the total line above that.

8. Submit your payment request.