

Submitting a Previously Rejected Reporting Period

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

NOTE: This process applies to both Budget and Performance Reporting Periods.

How will I know if my Reporting Period has been Rejected?

You will receive an email like the following:

NAHTF Demo Reporting Period **Rejected** Inbox x

AmpliFund Administrator no-reply@gotomygrants.com via sendgrid.net to ned.research+1 **Award Name**

AmpliFund

John,

Nebraska Department of Economic Development has rejected your reporting period for 10/1/2020 - 10/31/2020.

You forgot some expenses.

Please contact the funding organization or [log in to AmpliFund](#) to view the reporting period.

Regards,

AmpliFund Administrator
Basic LLC (TEST)

AmpliFund is the leading enterprise grant management platform designed for nonprofit and public sector organizations to manage every phase of the grant management process.

Resubmitting the Reporting Period

Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose your Grant]

Post-Award (tab) > Management > Reporting Period

Details Analytics Post-Award Tools Custom

NAHTF D Award Details

Award Status

Financial Performance Cash Flow Management Reporting Periods Settings Amendments

You will see the list of your Reporting Periods, and the **Rejected** Reporting Period.

Reporting Period Start Date	Reporting Period End Date	Reporting Period Ty...	Status
8/12/2020	8/31/2020	Budget	Closed
9/1/2020	9/30/2020	Budget	Closed
10/1/2020	10/31/2020	Budget	Rejected

After verifying which Reporting Period has been **Rejected**, you can go into AmpliFund and edit the corresponding information as you would when you would normally enter them. The expenses and achievements for that Reporting Period are no longer 'Closed.'

Budget Reporting Periods:

- Add/Delete expenses
- Edit expenses

Performance Reporting Periods:

- Add/Delete achievements
- Edit achievements

When your corresponding information has been completed, navigate back to the Reporting Period that was Rejected.

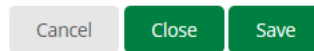
Post-Award (tab) > Management > Reporting Period

Reporting Period Start Date	Reporting Period End Date	Reporting Period Ty...	Status
8/12/2020	8/31/2020	Budget	Closed
9/1/2020	9/30/2020	Budget	Closed
Click → 10/1/2020	10/31/2020	Budget	Rejected

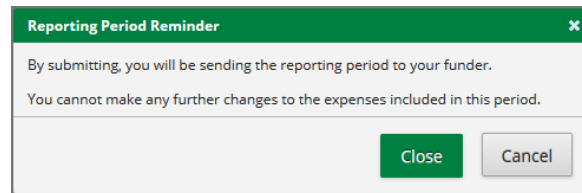
Verify the information is pulling correctly as you would normally 'Close' a Reporting Period.

Scroll to the bottom of the page.

Click **Close** to submit, or **Save** to submit later.



When ready to submit, click **Close** again.



Click back to **Reporting Periods**.

Reporting Periods

You will see the status of your submitted Reporting Period as **Closed** now.

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
8/12/2020	8/31/2020	Budget	Closed
9/1/2020	9/30/2020	Budget	Closed
10/1/2020	10/31/2020	Budget	Closed

If necessary for the Budget Reporting Periods, you will now be able to submit a new Payment Request like normal. You will not edit the Rejected Payment Request.