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:

Resubmitting the Reporting Period

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

Post-Award (tab) > Management > Reporting Period

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.
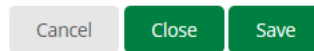
Post-Award (tab) > Management > Reporting Period

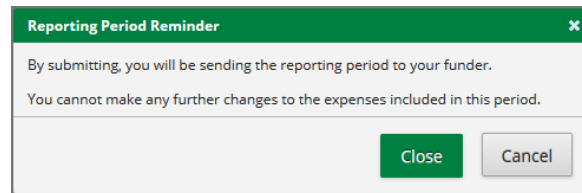| Reporting Period Start Date	Reporting Period End Date	Reporting Period Ty...	Status
8/12/2020	8/31/2020	Budget	Closed
9/1/2020	9/30/2020	Budget	Closed
10/1/2020	10/31/2020	Budget	Rejected

Click ➡ (pointing to 10/1/2020)

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.

[Cancel] [Close] [Save]

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

Reporting Period Reminder

By submitting, you will be sending the reporting period to your funder.

You cannot make any further changes to the expenses included in this period.

[Close] [Cancel]

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.