

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

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# **AMIS Training Manual**

## **AE104: CDFI/NACA Program Subsequent Payment Request Submission (CDFI/NACA Award Recipients)**

*December 2021*

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## Introduction

*AE101: Getting Started – Navigating AMIS (for External Users)* is a pre-requisite for the training manual you are currently viewing, *AE104: CDFI/NACA Program Payment Request Submission (for CDFI/NACA Award Recipients)*.

The objective of this training manual is to provide CDFI/NACA award Recipients with instructions and steps on how to create and submit subsequent payment requests from AMIS. Payment requests are approved in multiple steps by different CDFI Fund business units through AMIS.

After the initial payment is made, award Recipients must initiate subsequent payment requests through AMIS.

**Note:** A user is prevented from submitting a subsequent payment request unless all of the following conditions are satisfied:

- a. At least 90% of the previous payment has been expended.
- b. No previous payment request is pending payment.
- c. The total number of all subsequent submitted payment requests is less than three.
- d. The sum of all payments is less than or equal to the Award Amount.
- e. The Requested Amount is greater than zero.
- f. The person signing and submitting a payment request is an Authorized Representative.

## 1. Create and Submit a Payment Request

To request a subsequent payment:

1. Log in to the AMIS Portal.
2. Select an organization.
  - Ensure you are an Authorized Representative of the organization.  
To designate a Contact as an Authorized Representative within the Organization Profile, navigate to the Organization Detail page, Select the Related tab, scroll down to the Contact list, select the Contact Name, select the Edit link at the top of the screen then set the Type to Authorized Representative (shown below). To be an Authorized Representative of a CDFI you must be authorized to sign legal agreements on behalf of your organization.

The screenshot shows the 'Edit Test External' form. The 'Type' dropdown menu is open, showing options: 'Authorized Representative' (selected), '--None--', '✓ Authorized Representative' (indicated by a red arrow), and 'Point of Contact'. The 'Save' button is highlighted with a red box. Other fields include 'Contact Owner' (AMIS Support User), 'Legacy ID', 'Casefile ID' (003t0000001Q904AAC), 'Salutation' (--None--), 'First Name' (Test), 'Last Name' (External), 'Organization Name' (CDFI Test Organization-Unregulated), and 'Title'.

3. Click the **Awards** tab to access the **Awards Home Page**.

The screenshot shows the AMIS dashboard. The 'Awards' tab is highlighted in the top navigation bar. A red speech bubble points to the 'Awards' tab with the text 'Click the Awards Tab.' The dashboard includes sections for 'Recent Items' (Test External Moffett), 'My Tasks' (Today), and a 'Calendar' for December 5, 2021 - December 11, 2021. The calendar shows a grid for the week of December 5-11, 2021, with the date 'FRI 10' highlighted.

4. The award should be listed under the **Recently Viewed Awards** section.

The screenshot shows the 'Awards' section of the AMIS interface. The 'Recently Viewed' dropdown is selected, showing a list with one item. The table columns are: Award Name, Award Year, Award Program, Award Control Number, Award Amount \$, Organization, and Agreement Effective Date.

	Award Name	Award Year	Award Program	Award Control Number	Award Amount \$	Organization	Agreement Effective Date
1	AWD-0001	2020	NACA-TA	201NA	\$150,000.00	Inc.	11/10/2020

5. If the award is not listed under **Recently Viewed**, select **All** from the dropdown menu.

The screenshot shows the 'Awards' section with the 'All' dropdown menu open. A red arrow points to the 'All' option. The table shows two items: '2016 CMF Awards' and 'Recently Viewed (Pinned list)'.

	Award Name	Award Year	Award Program	Award Amount \$	Award Status
1	2016 CMF Awards	2019	NACA-TA	\$150,000.00	Executed
2	Recently Viewed (Pinned list)	2020	NACA-TA	\$150,000.00	Executed

6. Click on the appropriate **Award Name** to access the **Award Detail** page.

The screenshot shows the 'Awards' section with the 'Recently Viewed' dropdown selected. A red callout bubble points to the 'Award Name' column header and the first item in the list, 'AWD-0001'.

	Award Name	Award Year	Award Program	Award Control Number	Award Amount \$	Organization	Agreement Effective Date
1	AWD-0001	2020	NACA-TA	201NA	\$150,000.00	Inc.	11/10/2020

7. From the Award Detail page, click on the **Payment Request** button located in the dropdown to generate a new subsequent payment request.

**Note:** The award recipient is allowed to make up to three subsequent payment requests per award. The example above shows that two subsequent payment requests have been disbursed and paid.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More ▾

**Award**  
AWD-0000

Submit for Approval Printable View Edit ▾

Organization [Redacted] Corporation Total Award/Loan Amount \$700,000.00 Total Pending Payments \$0.00

**Detail** Related

Organization [Redacted] Corporation Award Name AWD-0000

Award Program: NACA-FA Closeout Date

Award Year 2020 CDFI Certification Status Certified

Award Control Number 201NA0 [Redacted]

8. A new **Payment Request** will automatically generate, and you will be redirected to the new **Payment Request** detail page. From this page, click on the **Edit** button.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More ▾

**Payment Request**  
PYRQT-000000

Edit Submit Payment Request Printable View

**Detail** Related

Payment Request Name PYRQT-000000 Award AWD-0000

Payment Request Number Second Award Program NACA-FA

Request Date Award Control Number 201NA [Redacted]

Payment Request Status New Current Total Paid To Date \$500,000.00

Available Award Amount \$200,000.00

Period of Performance End Date 9/30/2023

9. Complete the Required Information on the page.
- Enter the **Requested Amount for New Payment Request**.
  - Enter the **Justification**.
  - Enter the **Cumulative Uses of Award \$**. The amount entered must be at least 90% of previous payment paid.

**Note:** The Justification must explain the recipient's plans to expend the funds within a twelve (12) month period, or how the recipient has spent the funds if the award amount has already been expended. If the Recipient requests the final subsequent payment less than six (6) months prior to the Performance Period End Date, the detailed justification must demonstrate that the Recipient will be able to expend the funds into an authorized use of Financial Assistance/Technical Assistance funds.

Edit PYRQT-000000

\* Cumulative Uses of Award \$ ⓘ

\$450,000.00

\* Requested Amount ⓘ

\$125,000.00

Total Payments Prior to Request Date

\$500,000.00

\* Justification ⓘ

Justification

Use of Funds Comparison ⓘ

90.00%

Payment Contact ⓘ

Search Contacts... ⓘ

Payment Request Attestation

I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) The Recipient has disbursed at least ninety percent (90%) of the cumulative of the previous payment(s) into an Authorized

Signature

☐

Cancel

Save & New

Save

10. As the Authorized Representative, read the Payment Request Attestation and check the signature box. If the record has been saved without checking the box place your cursor over the signature box to sign the Payment Request as the Authorized Representative. A pencil icon is displayed. Select this icon and the signature box is available to check. Check the signature box.

Edit PYRQT-000000 [REDACTED]

**Request and Use of Funds**

\* Cumulative Uses of Award \$ ⓘ  
\$0.00

\* Requested Amount ⓘ  
\$0.00

Total Payments Prior to Request Date  
\$500,000.00

\* Justification ⓘ

Use of Funds Comparison ⓘ  
0.00%

Payment Contact ⓘ  
Search Contacts... 🔍

**Payment Request Attestation**  
I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) The Recipient has disbursed at least ninety percent (90%) of the

Signature  
☒

Cancel Save & New Save

9/30/2023

11. Select the **Save** button to save the record. Do not click the **Save & New** button.

Edit PYRQT-000000 [REDACTED]

**Request and Use of Funds**

\* Cumulative Uses of Award \$ ⓘ  
\$750,000.00

\* Requested Amount ⓘ  
\$125,000.00

Total Payments Prior to Request Date  
\$500,000.00

\* Justification ⓘ  
Justification

Use of Funds Comparison ⓘ  
0.00%

Payment Contact ⓘ  
Search Contacts... 🔍

**Payment Request Attestation**  
I, the Authorized Representative of the Recipient, do hereby certify on behalf of the Recipient: 1) The Recipient has performed and complied with all general award terms and conditions required by the Assistance Agreement. 2) The Recipient has disbursed at least ninety percent (90%) of the

Signature  
☒

Cancel Save & New Save

9/30/2023

12. You will receive a confirmation stating the Payment Request has been updated.



The screenshot shows the AMIS interface with a blue header bar. A green checkmark icon and a message box at the top center state: "Payment Request 'PYRQT-0000003296' was saved." The navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area displays the details for a Payment Request named "PYRQT-000000". On the right, there are buttons for "Edit", "Submit Payment Request", and "Printable View". The "Detail" tab is selected, showing a table of information:

Payment Request Name	PYRQT-000000	Award	AWD-0000
Payment Request Number	Second	Award Program	NACA-FA
Request Date		Award Control Number	201NA0
Payment Request Status	New	Current Total Paid To Date	\$500,000.00
		Available Award Amount	\$200,000.00
		Period of Performance End Date	9/30/2023

13. Select the **Submit Payment Request** button. Payment Request must be submitted for approval to CDFI Fund and go through an approval process to determine if funds are disbursed.

This screenshot is identical to the previous one, but the "Submit Payment Request" button in the top right corner is highlighted with a red rectangular box.

14. Once you click the **Submit Payment Request** button, AMIS will display a message to confirm your intent to submit the payment request. Click the **OK** button to confirm.

The screenshot shows a confirmation dialog box with a white background and a blue border. The text inside reads: "full01-mycdfifund.cs32.force.com says" followed by "Are you sure you want to submit this payment?". At the bottom right, there are two buttons: "OK" (highlighted with a red rectangular box) and "Cancel".

**Note:** AMIS creates a Payment Request Review Pending Task and assigns it to the appropriate CDFI Fund staff for approval. You will not be able to edit the Payment Request while it is undergoing CDFI Fund staff review. If the submitted Payment Request is rejected by the CDFI Fund, you will be able to edit the Payment Request and provide the appropriate information.

15. Once submitted, the **Payment Request Status** field will update to “Program review in progress” on the Payment Request Detail page.

**Note:** You will receive email notification from CDFI Program Staff if the Payment Request is rejected. If the Payment Request is rejected, CDFI Program Staff will provide detailed comments regarding what has to be corrected in order to gain approval. The award recipient will then have the opportunity to correct the issue and resubmit the Payment Request by editing the rejected Payment Request to make the necessary corrections and resubmit for approval.

The screenshot displays the 'Payment Request Detail' page in the AMIS system. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and a More dropdown menu. The main header shows the 'Payment Request' icon and the ID 'PYRQT-000000' with a redacted box. Action buttons for 'Edit', 'Submit Payment Request', and 'Printable View' are located on the right. Below the header, there are two tabs: 'Detail' (selected) and 'Related'. The 'Detail' tab is divided into two columns. The left column contains fields for 'Payment Request Name' (PYRQT-000000 with a redacted box), 'Payment Request Number' (Second), 'Request Date' (12/13/2021 10:22 AM), and 'Payment Request Status' (Program review in progress, highlighted with a red border). The right column contains fields for 'Award' (AWD-0000 with a redacted box), 'Award Program' (NACA-FA), 'Award Control Number' (201NA with a redacted box), 'Current Total Paid To Date' (\$500,000.00), 'Available Award Amount' (\$200,000.00), and 'Period of Performance End Date' (9/30/2023).

16. If you receive an email from CDFI Program Staff that the Payment Request has been rejected, correct the issue outlined in the rejection comments and repeat steps 8-14 to edit the Payment request record and resubmit.