AMIS Training Manual
Small Dollar Loan (SDL) Program

Subsequent Payment Request Submission

Introduction

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

The objective of this training manual is to provide SDL Program 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 initial Award Payment has been expended.
   b.   No previous payment request is pending payment.
   c.   The sum of all payments is less than or equal to the Award Amount.
   d.   The Requested Amount is greater than zero.
   e.   The person signing and submitting a payment request is an Authorized Representative for the organization.

Create and Submit a Payment Request

To request a subsequent payment:

   1.   Log in to the AMIS Portal.
   2.   Select your 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.

Figure 1. Editing Contacts in AMIS

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

Figure 2. AMIS Portal Home Page

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

Figure 3. Awards Home - Recently Viewed

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

Figure 4. Awards Home - All

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

Figure 5. Awards Home – Name

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 Recipient is allowed to make one subsequent payment request per award.
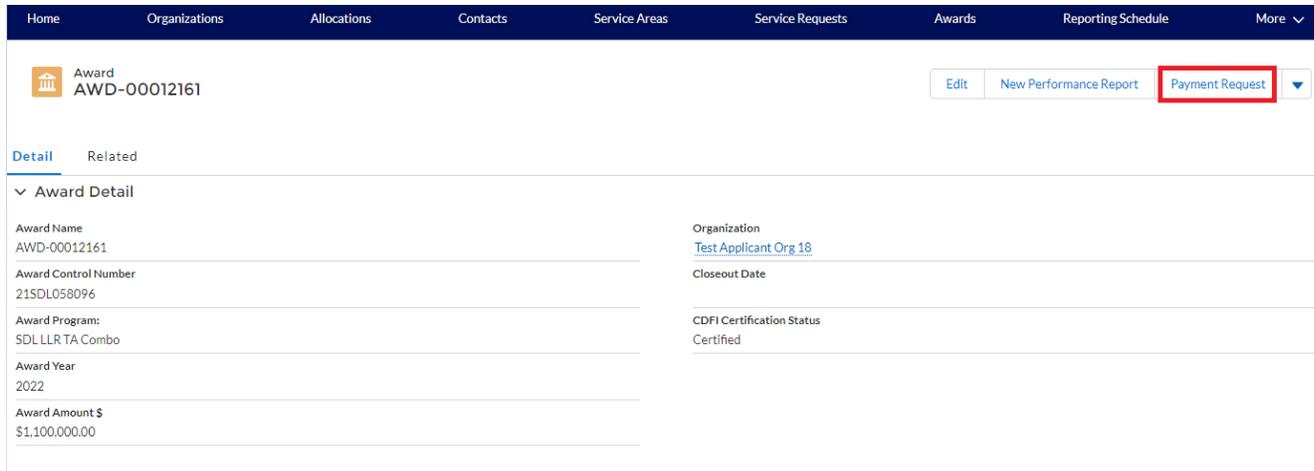
Figure 6. Awards Home - Payment Request

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.
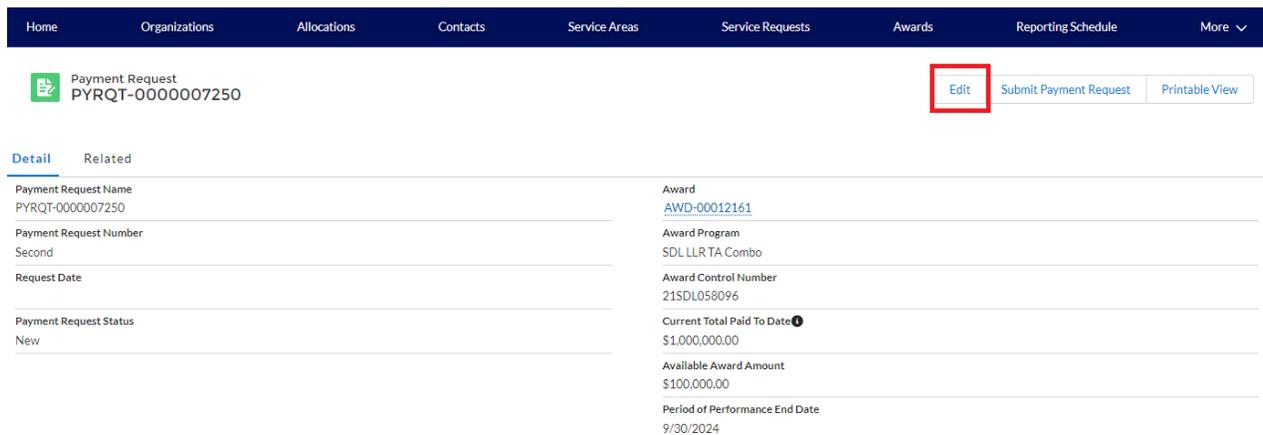
Figure 7. Payment Request - Edit

9. Complete the Required Information on the page.
      i. Enter the **Requested Amount.**
      ii. Enter the **Justification**.
      iii. Enter the **Cumulative Uses of Award $.** The amount entered must be at least 90% the initial payment. It also cannot exceed the Total Award Amount.
      iv. If you're the Authorized Representative for the organization, the **Payment Contact** should automatically populate. If not, in the Payment Contact field, please enter the name of an Authorized Representative.

Note: The Justification must explain the Recipient's plans to expend the funds within the performance period, or how the Recipient has spent the funds if the award amount has already been expended. A Subsequent Payment can only be requested after at least ninety percent (90%) of the initial Payment has been expended on SDL Program Assistance authorized uses, as defined in the Assistance Agreement.

Edit PYRQT-0000007250

Period of Performance End Date
9/30/2024

Request and Use of Funds

* Cumulative Uses of Award $ ⓘ

$950,000.00

Total Payments Prior to Request Date
$1,000,000.00

Use of Funds Comparison ⓘ
95.00%

* Requested Amount ⓘ

$100,000.00

* Justification ⓘ

Justification Text

* Payment Contact ⓘ

John Henry Irons ✕

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

Signature ⓘ
☐

Figure 8. Payment Request - Fields

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.

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* Payment Contact   ⓘ

John Henry Irons   ✕

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☐

Figure 9. Payment Request - Signature

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

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$100,000.00

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Justification Text

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John Henry Irons   ✕

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Signature
☑

Cancel   Save & New   Save

Figure 10. Edit - Save Button

12. You will receive a confirmation stating the Payment Request has been updated.
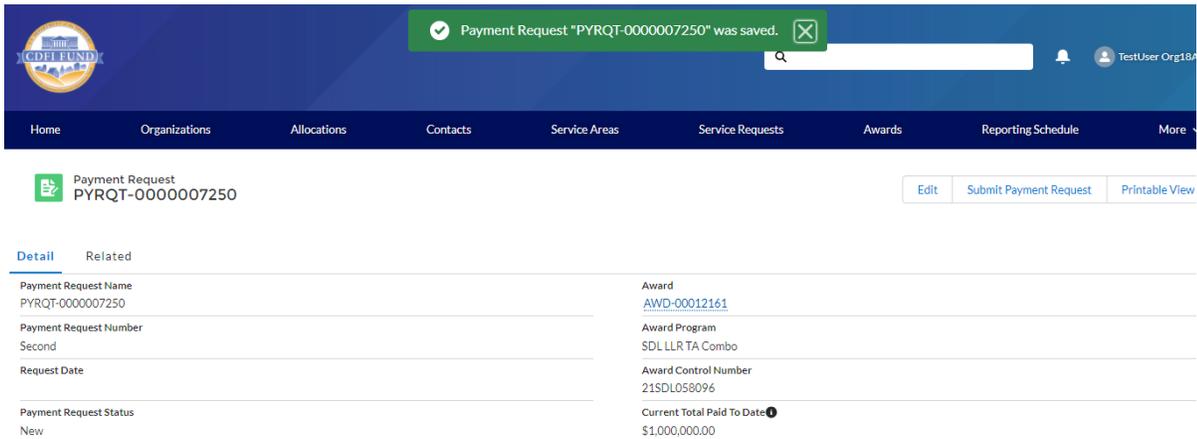
Figure 11. Payment Request Saved

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.
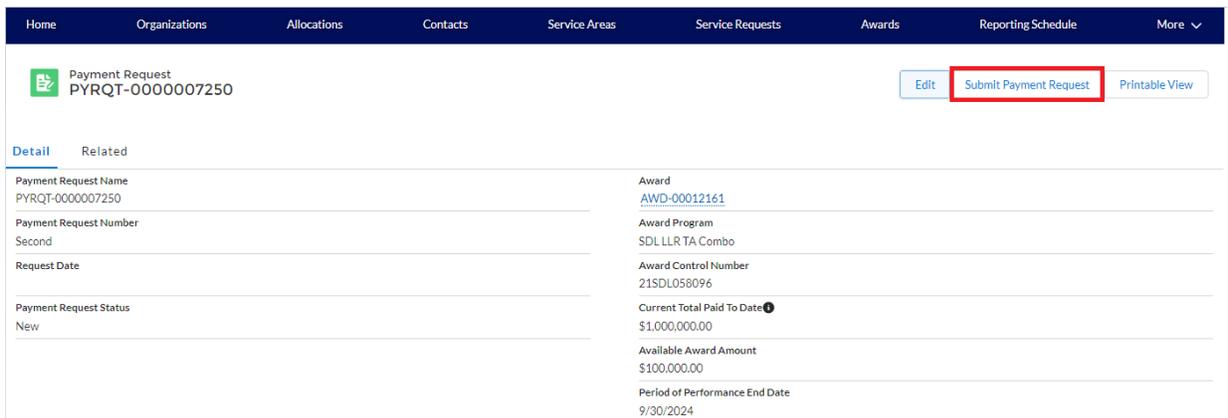
Figure 12. Submit Payment Request

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.

Figure 13. Payment Request Detail Page - Submit for Approval Confirmation

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 "Submitted" on the Payment Request Detail page.

Note: You will receive email notification from SDL Program Staff if the Payment Request is rejected. If the Payment Request is rejected, SDL 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.

Figure 14. Payment Request Status - Submitted

16. If you receive an email from SDL 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.