State of Indiana Euna Grants Powered by AmpliFund
Grant Maker Quick Step Guide

Payment Authorization Process for use when Program Staff are Creating Payment Authorizations

October 2026

1. Recipient submits expenses and a Payment Request.
2. Program staff reviews the Payment Request for accuracy and completeness.
    a. If inaccurate or incomplete, reject the Payment Request with a comment to the recipient asking them to make corrections and resubmit.
    b. If accurate and complete, mark the Payment Request as Approved.
3. Program staff will then create a Payment Authorization.
    a. Post-Award > Cash Flow > Payment Authorizations
    b. Click the “+” sign in the upper right corner
    c. Name: enter a name for this Payment Authorization
    d. Payment Status: Authorized
    e. Related Payment Requests: Select appropriate related Payment Requests (only Payment Requests in the Approved status will appear)
    f. Authorized Amount: enter the amount you are authorizing to be paid
    g. Authorization Date: enter the date you are authorizing this payment
    h. Finance Details
        i. Enter relevant numbers for Purchase Order #, Invoice #, Requisition #, and Voucher #. Please Note: Purchase Order # and Invoice # are required for the payment file integration with PeopleSoft Financials.
    i. Click Create.
4. A report has been developed to pull all Payment Authorizations that are in Authorized status.
5. This report can be scheduled to be sent to a specific email address on a specified cadence. For example, FSSA is having this report automatically run daily and it will be sent to their Claims email inbox.
6. When this report is received by the designated user or user group, they will review the report details for accuracy and compliance. If there are no issues, they will then log in to PeopleSoft to receive the payments into PeopleSoft. This is the step that is required to get the actual payment to the recipient.
7. Once PeopleSoft has made the payment to the recipient, someone from the agency will need to come back into Euna Grants Powered by AmpliFund and update the Payment Authorization as Paid. (Please note – there is an integration being built to remove this step soon).
    a. Locate the appropriate Payment Authorization.
    b. Click the pencil icon.
    c. Change the Payment Status to Paid
    d. Locate the Payment Information section and enter:
        i. Total Amount Paid
        ii. Payment Date