AmpliFund Reports Guide

This guide details the various reports available in the *Reports* module.

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Pre-Award Reports

Pre-Award reports provides information on grants that have not yet been awarded to your organization. These reports are only available to Lifecycle and Grantee clients. These reports can be accessed by Organizational Admin, Additional Staff, and Department Admin and Department Users with linked departments.

Report Name	Description
Pre-Award Status Report	The Pre-Award Status Report provides a list of all pre-award grants by status and projected receipt date.

Post-Award Reports

Post-Award reports provides information on grants that have been awarded to your organization. These reports are only available to Lifecycle and Grantee clients. These reports can be accessed by Organizational Admin, Grant Managers, Additional Staff, and Department Admin and Department Users with linked departments.

Report Name	Description
Grant Budget Variance Report	The Grant Budget Variance Report provides a grant's variance between the planned grant budget and submitted expenses.
Grant Expense Detail Report	The Grant Expense Detail Report displays a list of all expenses associated with a grant.
Post-Award Status Report	The Post-Award Status Report provides an overview of the entire grant portfolio including award risk, status, and key dates.

Fund and Opportunity Reports

Fund and Opportunity reports are available for Grantor and Lifecycle clients. These reports provide insight into funds, awards, and opportunities. These reports are only available to Lifecycle and Grantor clients. These reports can be accessed by Organizational Admin, Opportunity Managers, and Department Admin and Department Users with linked departments.

Report Name	Description
Opportunity Funding Report	The Opportunity Funding Report displays a list of all awards funded by a selected funding opportunity. This report does not include competitive sub-award opportunities.
Sub-Award Funding Report	The Sub-Award Funding Report displays a list of all sub-awards funded by a selected grant.

Recipient Reports
For clients with Recipient and Sub-Recipient Access Licenses

Recipient reports are available for Grantor and Lifecycle clients. These reports provide insight into awards and sub-awards. Recipient (award) reports are available to Grantor and Lifecycle clients; sub-recipient (sub-award) reports are available to Grantee and Lifecycle clients. These reports can be accessed by Organizational Admin, Opportunity Managers, Award Grant Managers, and Department Admin and Department Users with linked departments.

Report Name	Description
Recipient Expense Detail Report	The Recipient Expense Detail Report displays a list of all expenses associated with a recipient and award.
Recipient Grant Budget Variance Report	The Recipient Grant Budget Variance Report provides an award's variance between the planned award budget and submitted expenses. This report is used to compare planned budget and actual expenses over the life of the award, and to monitor spending rates for compliance.
Sub-Recipient Expense Detail Report	The Sub-Recipient Expense Detail Report displays a list of all expenses associated with a sub-recipient and sub-award.
Sub-Recipient Grant Budget Variance Report	The Sub-Recipient Grant Budget Variance Report provides a sub-award's variance between the planned sub-award budget and submitted expenses. This report is used to compare planned budget and actual expenses over the life of the sub-award, and to monitor spending rates for compliance.