AmpliFund Core Series Training 5:

Master Data

Agenda

- Welcome and Introductions

- Master Data Review

- Reviewing Master Data Load Template

- Entering AmpliFund Master Data

- Key Takeaways & Action Items

- Question & Answer

Core Series Overview

- Training 1: Introduction to AmpliFund and Research

- Training 2: Grants Overview

- Training 3: Performance Plan Creation and Achievement Entry

- Training 4: Budget Creation and Expense Entry

- Training 5: Master Data

Master Data Review

AmpliFund

Data Element	Description
Organizations	Organizations include any entity whose contact information you want to capture in your account. The organizations list includes your funders, vendors, and partner organizations.
Individuals	Individuals are people at external organizations with information in your account. This includes contacts at your funders, vendors, and sub-recipients if applicable.
Staff	Staff are people at your organization who may be assigned responsibility for items.
Compensation	Compensation are detailed records that capture each staff's baseline earnings and can include benefits.
Benefit Types	Benefit Types include various kinds of non-wage compensation provided to staff in addition to their normal wages or salaries.
Users	Users are staff who may login to your organization's AmpliFund account.
Departments	Departments refer to internal departments or programs at your organization.
Subjects	Subjects provide a means to tag a grant record with key words, making your entire grant portfolio easier to filter. A grant may be linked to as many subjects as desired.
Budget Categories	Budget Categories serve as a mechanism to group together line items within a grant's budget and are required in order to build out budget line items.
GL Accounts	GL Accounts in AmpliFund are set-up to facilitate the mapping of a grant's actual expenses to its budget line items.

Master Data Elements

AmpliFund

Data Element	Grants	Performance Plans	Budgets / Expenses
Organizations	✓		
Individuals			
Staff/Users	✓	✓	✓
Compensation			✓
Subjects	✓		
Budget Categories			✓
Benefit Types			✓
Departments	✓		
GL Accounts			✓

Organizations

AmpliFund

Data Element	Description	Data Element Fields * Required fields
Organizations	Organizations include any entity whose contact information you want to capture in your account. The organizations list includes your funders, vendors, and partner organizations.	Name*, DBA Name, Organization Type*, Address Line 1, Address Line 2, City, State, Zip Code, Country, Email Address, Phone Number, Extension, DUNS Number, Website, Submission Website, Submission Website Username, Submission Website Password, Funding Cycle, Funding Cycle Description, Description, Unique Identifier

How are **Organizations** used in AmpliFund?

- Organizations are funders, prospects, external partner organizations
- Organizations are linked to grants and funding sources
- Organizations can be linked to individual contacts to track relationships
- Award Status reports can be filtered by organization (grantor)

Organizations

AmpliFund

Data Element	Data Element Fields * Required fields
Organizations	Name*, DBA Name, **Organization Type***, Address Line 1, Address Line 2, City, State, Zip Code, **Country**, Email Address, Phone Number, Extension, DUNS Number, Website, Submission Website, Submission Website Username, Submission Website Password, **Funding Cycle**, Funding Cycle Description, Description, Unique Identifier

Drop-Down and Selection Fields:

- **Organization Type:** Other, Vendor, Federal Government, State Government, Local Government, Foundation, Corporation

- **Country:** Select Country

- **Funding Cycle:** None, Monthly, Quarterly, Semi Annually, Yearly

Individuals

AmpliFund

Data Element	Description	Data Element Fields * Required fields
Individuals	Individuals are people at external organizations with information in your account. This includes contacts at your funders, vendors, and sub-recipients if applicable.	First Name*, Last Name*, Title, Address Line 1, Address Line 2, City, State, Zip Code, Country, Email Address*, Phone Number, Extension, Description, Unique Identifier

How are **Individuals** used in AmpliFund?

- Individuals can be linked to Organizations and to other Individuals to track relationships
- Individuals can also be listed as funding sources (applies to Fund Management Clients only)

Individuals

AmpliFund

Data Element	Data Element Fields * Required fields
Individuals	First Name*, Last Name*, Title, Address Line 1, Address Line 2, City, State, Zip Code, **Country**, Email Address*, Phone Number, Extension, Description, Unique Identifier

Selection Fields:

- **Country:** Select Country

Staff and User Capabilities

Capability	Staff Records	User Records
Can be assigned responsibility for tasks	✔	✔
Can be assigned responsibility for budget items	✔	✔
Can be assigned responsibility for performance items	✔	✔
Can be assigned as grant manager	✔	✔
Can receive emails from AmpliFund		✔
Can be assigned security role		✔
Can login to AmpliFund		✔
Can set password		✔

Why create a staff record when adding a user record automatically creates a staff record?

- Adding someone to only the staff list allows for detailed planning, such as creating personnel line items, prior to inviting the user to the system.

Staff

AmpliFund

Data Element	Description	Data Element Fields * Required fields
Staff	Staff are people at your organization who may be assigned responsibility for items.	First Name*, Last Name*, Title, ***Supervisor***, Track Time*, Address Line 1, Address Line 2, City, State, Zip Code, Country, Email Address*, Phone Number, Extension, Description, ***Unique Identifier***

How are **Staff** used in AmpliFund?

- Staff are individuals internal to your organization
- Staff can be linked to organizations and other individuals to track relationships
- Staff can be listed as a personnel budget line items in grant or project budgets
- If importing Staff Compensation, Unique Identifier is required

Important notes for Time and Effort Module clients regarding *Supervisor* and *Unique Identifier* fields on Staff records are included in next slide.

Staff

AmpliFund

Data Element	Data Element Fields * Required fields
Staff	First Name*, Last Name*, Title, Supervisor, **Track Time***, Address Line 1, Address Line 2, City, State, Zip Code, **Country**, Email Address*, Phone Number, Extension, Description, Unique Identifier

Selection Fields:

- **Track Time*:** Monthly, Weekly

- **Country:** Select Country

Important Time & Effort Module Notes for Staff Records:

- The **Track Time** field is only relevant for customers using the Time and Effort module. If you do not specify a selection in the load file, then **Track Time** will be set to Monthly by default.

- For Time and Effort module clients, the **Unique Identifier** field on the Staff record is **required** because this field is used to facilitate the import of HR Actuals

- For Time and Effort module clients, the **Supervisor** field on the Staff record is **required**. The Supervisor included on the Staff record will be the person to whom the Staff member's time sheet is sent to for approval.

- The Supervisor name (i.e., First Name + Last Name) included on the Staff record needs to exist in AmpliFund in order to properly load the Staff to Supervisor association.

Compensation

AmpliFund

Data Element	Description	Data Element Fields * Required fields
Compensation	Compensation are detailed records that capture each staff's baseline earnings and can include benefits.	Unique Staff Identifier*, Compensation Start Date*, Compensation End Date, Position Type*, Compensation Type*, Annual Salary, Hourly Rate, Hours per Week, Benefit Type, Benefit Type Amount

How are **Compensation** records used in AmpliFund?

- Compensation records can only be created and viewed by Organization Administrators

- Compensation can span a designated time frame or have no end date

- Multiple compensation records can be related to each staff, however the dates cannot overlap

- Required for staff in order to track Time and Effort

- Pulls data into personnel budget items; prevents overallocation of staff time
  - Certain User Roles can see personnel budget detail, including Direct Cost and percent allocation to a grant.

Compensation

AmpliFund

Data Element	Data Element Fields * Required fields
Compensation	Unique Staff Identifier*, Compensation Start Date*, Compensation End Date*, Position Type*, Compensation Type*, Annual Salary, Hourly Rate, Hours per Week, Benefit Type, Benefit Type Amount

Drop-Down and Selection Fields:

- **Position Type*:** Select Country

- **Compensation Type*:** Salary, Hourly

- **Benefit Type:** Dollar, Percentage

Important Notes for Staff Compensation Records:

- **Unique Staff Identifier** must match the Unique Identifier on the corresponding Staff record

- **Compensation End Date** can be left blank in instances where an upcoming change in salary is known

- **Hours per Week** defaults to 40

- The **Benefit Type** and **Benefit Type Amount** field should be relabeled to match one of your organization's custom benefit types; i.e. Benefit Type 1 → Retirement Benefit, Benefit Amount 1 → Retirement Percentage

- Add columns for additional **Benefit Types** as necessary

- The **Benefit Type Amount** field can be planned as a dollar amount or percentage; percentages must be input in decimal format. For example, 12% would be entered as .12
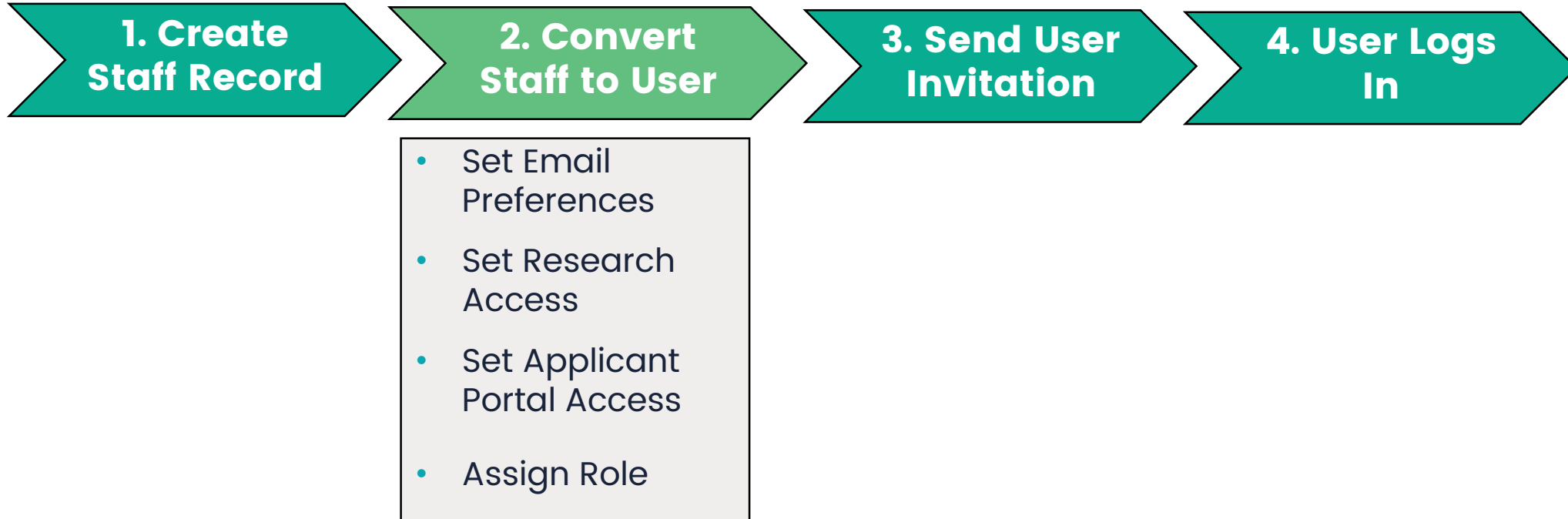
Benefit Types

AmpliFund

Data Element	Description	Data Element Fields * Required fields
Benefit Types	Benefit Types include various kinds of non-wage compensation provided to staff in addition to their normal wages or salaries	Name*

How are **Benefit Types** used in AmpliFund?

- Benefit Types can be assigned to a staff person's compensation history, personnel budget line items, or standalone budget line items

- Benefit Types examples include FICA, Medical Benefit, Other Benefit, Retirement Benefit

Staff User Process Flow

AmpliFund

| 1. Create Staff Record | 2. Convert Staff to User | 3. Send User Invitation | 4. User Logs In |

- Set Email Preferences
- Set Research Access
- Set Applicant Portal Access
- Assign Role

Importing Users instead of Staff eliminates manual process steps 1 and 2

Users

Data Element	Description	Data Element Fields * Required fields
Users	Users are staff who may login to your organization's AmpliFund account.	First Name*, Last Name*, Title, Supervisor First Name, Supervisor Last Name, Track Time*, Address Line 1, Address Line 2, City, State, Zip Code, Country, Email Address*, Pone Number, Extension, Description, Unique Staff Identifier, Daily Digest Email, Weekly Digest Email, Research Module Access, Applicant Portal Access, Role*, Departments

How are **Users** used in AmpliFund?

- Users are people that have AmpliFund login credentials

- Users are assigned a Role to determine their level of access into AmpliFund

- Once created, Users must be invited into your organization's account by an Organization Administrator

- Users can be invited individual or in bulk

- Usernames are the Email Address listed on Staff record

- Passwords are created by User during invitation process

Users

AmpliFund

Data Element	Data Element Fields * Required fields
Users	First Name*, Last Name*, Title, Supervisor First Name, Supervisor Last Name, Track Time*, Address Line 1, Address Line 2, City, State, Zip Code, Country, Email Address*, Phone Number, Extension, Description, Unique Staff Identifier, Daily Digest Email, Weekly Digest Email, Research Module Access, Applicant Portal Access, Role*, Departments

Selection Fields:

- **Track Time*:** Monthly, Weekly

- **Country:** Select Country

- **Daily Digest Email:** Yes, No

- **Weekly Digest Email:** Yes, No

- **Research Module Access:** Yes, No

- **Applicant Portal Access:** Yes, No

- **Department(s):** Only available for Department-type user roles; must exactly match a department(s) from your organization's Departments list; separate multiple Departments with a comma without spaces

- **Role*:** see next slide

Users

These are explicit security roles; additional implicit security roles are available on some records to elevate staff security in relation to record

User Security Roles:

- **Organizational Admin:** Full access to AmpliFund; can view, create new, and edit all records

- **Executive:** Full view access to all records

- **Department Admin:** Full view/create access to grants in connected department(s)

- **Department User (Salary):** View access to grants in connected department(s); visibility into personnel line items

- **Department User (No Salary):** View access to grants in connected department(s); no visibility into personnel line items

- **Researcher:** Capable of using Research Module to search grants

- NOTE: This list encompasses standard AmpliFund security roles; based on your subscription and add-on modules, you may have additional security role options

Departments

Data Element	Description	Data Element Fields * Required fields
Departments	Departments refer to internal departments or programs at your organization.	Name*, Description, Unique Identifier

How are **Departments** used in AmpliFund?

- Departments can be assigned to users, grants, and projects

- Multiple departments can be assigned to a user, a grant, or a project

- Departments are the basis of security for department-level users in AmpliFund
  - Based on the department(s) to which a user is assigned, the user will be able to see grants or projects that are also assigned to that department(s)
  - Example: Development Department users cannot see grants assigned to the Human Resources (HR) Department because the Development Department users are not assigned to the HR Department

- Some AmpliFund reports can be run based on department

Subjects

Data Element	Description	Data Element Fields * Required fields
Subjects	Subjects provide a means to tag a grant record with key words, making your entire grant portfolio easier to filter. A grant may be linked to as many subjects as desired.	Name*

How are **Subjects** used in AmpliFund?

- Subjects are key words or tags used assigned to grants to make your grant portfolio more searchable

- When viewing your grant portfolio, you can modify your view to sort grants by subject

- Subject quick create feature enables users to add Subjects on-the-fly while creating grants

- Subject examples include STEM, Community Outreach, Wellness, etc.

Budget Categories: Federal

Data Element	Description	Pre-defined List
Budget Categories: Federal	Budget Categories serve as a mechanism to group together line items within a grant's budget and are required in order to build out budget line items.	Construction Consultants/Contracts Equipment Fringe Benefits Personnel Supplies Travel

How are **Budget Categories: Federal** used in AmpliFund?

- AmpliFund has both Custom Categories and Federal Categories

- The list of Federal Categories is pre-defined and cannot be modified

- There is no functional difference between Custom and Federal Categories

- Each budget line item must be assigned to only one Budget Category

Budget Categories: Custom

Data Element	Description	Data Element Fields * Required Fields
Budget Categories: Custom	Budget Categories serve as a mechanism to group together line items within a grant's budget and are required in order to build out budget line items.	*Name

How are **Budget Categories: Custom** used in AmpliFund?

- AmpliFund has both Custom Categories and Federal Categories

- The list of Federal Categories is pre-defined and cannot be modified and is listed on the previous slide

- There is no functional difference between Custom and Federal Categories

- Each budget line item must be assigned to only one Budget Category

- User created Budget Categories are referred to as Custom Categories these are optional categories that append to the list of Federal Categories

GL Accounts

AmpliFund

Data Element	Description	Data Element Fields * Required fields
GL Accounts	GL Accounts in AmpliFund are set up to facilitate the mapping of a grant's actual expenses to its budget line items.	GL Name*, Description, GL Code*, Classification 1, Classification 2, Account Code 4, Account Code 5, Account Code 6

How are **GL Accounts** used in AmpliFund?

- Assigning to budget line items

- Importing actuals

- Reporting
  - Some AmpliFund reports show GL accounts
  - Other reports are pulled by GL accounts (GL Account Overview, GL Account Detail)
  - Post-Award Budget Reports give you the option to show or hide GL Accounts

Configurable settings for GL Account structure must be set up in Administration > License Information > Settings. Unused code fields must be turned off and names may be customized.

In order to facilitate the load of actual expense data, the GL Account structure in AmpliFund must be constructed such that *each budget line item is mapped to a GL Account in AmpliFund*.

To facilitate the import of actual grant expenses into AmpliFund, the GL Account structure created in AmpliFund should *follow a convention that matches how actual expenses can be exported from your accounting system*.

GL Accounts Configuration

AmpliFund

Configurable Settings

Up to six account code fields are available

- Unused account code fields must be turned off

Names may be customized to match client specific terminology:

Account Number:	11-510-94-526000-52000

Account Components:

Component	Component Name
11	Fund
510	Purpose
94	Designation
526000	Object
52000	Unit

AmpliFund Settings

GL Code / Account Code 1
Class 1 / Account Code 2
Class 2 / Account Code 3
Account Code 4
Account Code 5

AmpliFund

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GL Account Definition

Use Account Code 1*	Yes
	GL Code ?
Use Account Code 2	Yes
	Classification 1 ?
Use Account Code 3	Yes
	Classification 2 ?
Use Account Code 4	No
	?
Use Account Code 5	No
	?
Use Account Code 6	No
	?

- Activity
- Contacts
- Grant Management
- Research
- Project Management
- Fund Management
- Award Management
- Documents
- Reports
- Knowledge Center
- **Administration**
  - License Information
  - ▸ System Administration
  - ▸ System Security
  - ▸ Lists
  - ▸ Actuals
  - ▸ Custom

Location in AmpliFund: Administration → License Information → Settings

GL Accounts in AmpliFund:

## Understanding the Importance of GL Accounts in AmpliFund

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Why are GL Accounts in AmpliFund so important?

GL Accounts in AmpliFund facilitate the ***mapping:***

- ***Of actual expense data*** exported from your accounting system

- ***To budget line items created*** in AmpliFund

Grant Financial Code defines the unique identifier linking general GL Accounts to grant specific line items.

This structure is necessary in order to facilitate the mapping of actual expenses to grant budgets in AmpliFund.
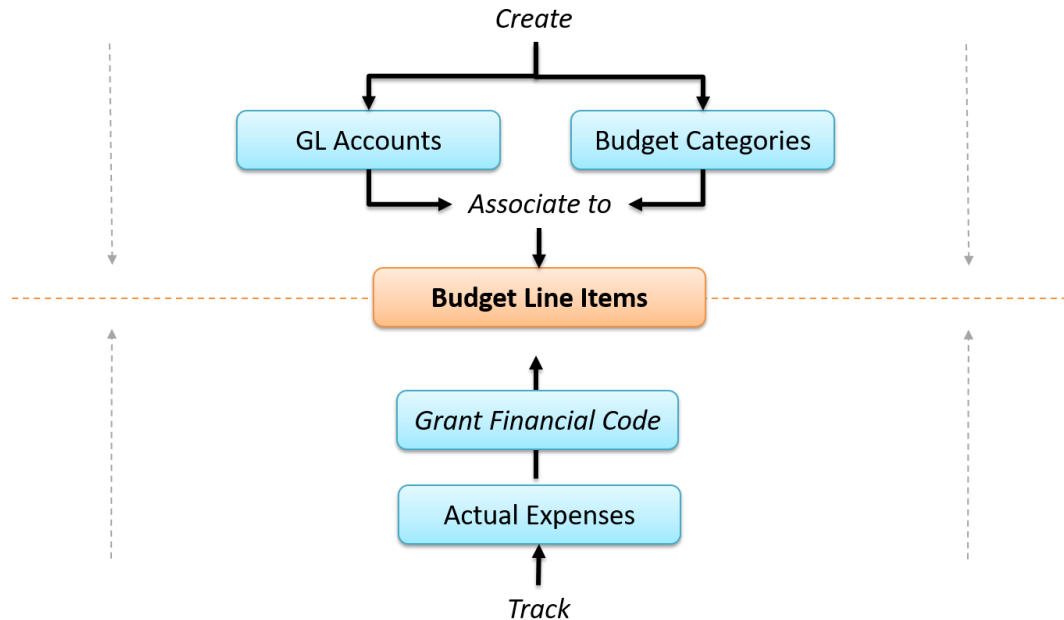
GL Accounts and the Grant Financial Code in AmpliFund provide the link to connect a grant's actual expenses to its budget line items.

Example: XYZ Community College
Information from Client's Account System

Account Number: 11-510-94-526000-52000

Account Components:

Component	Component Name	Component Description
11	Fund	State Current Unrestrict
510	Purpose	Student Services
94	Designation	Minority Mentoring
526000	Object	Office Supplies
52000	Unit	Minority Male Mentoring FY2015

XYZ County Community College

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June 2015

Grant Budget Report
Unit 52000   Minority Male Mentoring FY2015

Acct Code	Account Name	Budget	Expended This Month	Expended This Year	Unexpended Balance	Outstd Encum	Unencumb Balance
11-510-94-519200	Student Service Speakers	2000.00	0.00	4500.00	(2500.00)	0.00	(2500.00)
11-510-94-526000	Student Service Office Supplies	1000.00	0.00	0.00	1000.00	0.00	1000.00
11-510-94-531110	Student Service In-State Ground Transport	1400.00	0.00	0.00	1400.00	0.00	1400.00
11-510-94-531140	Student Service In-State Lodging	1200.00	0.00	805.05	394.95	0.00	394.95
11-510-94-531150	Student Service In-State Meals	940.00	0.00	852.80	87.20	0.00	87.20
11-510-94-531500	Studen Service Registration Fees	2750.00	85.40	1000.00	1750.00	0.00	1750.00
11-510-94-539500	Student Services Other Current Expenses	0.00	0.00	183.52	(183.52)	0.00	(183.52)
11-510-94-539581	Student Service Student Function	0.00	0.00	85.40	(85.40)	0.00	(85.40)
Unit TOTALS		9290.00	85.40	7426.77	1863.23	0.00	1863.23

Example: XYZ Community College
Sample Set-Up A: GL Accounts in AmpliFund

AmpliFund

GL Account - Data Element Fields in AmpliFund Master Data Template

* Required fields

GL Name*	Description	GL Code*	Class 1	Class 2	Account Code 4	Account Code 5	Account Code 6
Student Service Speakers		11-510-94-519200					
Student Service Office Supplies		*11-510-94-526000*					
Student Service In-State Ground Transportation		11-510-94-531110					
Student Service In-State Lodging		11-510-94-531140					
Biology Department Office Supplies		*11-600-35-526000*					
Student Health Center Office Supplies		*11-700-21-526000*					
Account Name	**Description**	**Fund**	**Purpose**	**Designation**	**Object**		

Grant Financial Code = 52000 (Unit Code)

Example: XYZ Community College

Sample Set-Up B: GL Accounts in AmpliFund

AmpliFund

GL Account - Data Element Fields in AmpliFund Master Data Template

* Required fields

GL Name*	Description	GL Code*	Class 1	Class 2	Account Code 4	Account Code 5	Account Code 6
Student Service Speakers		11	510	94	519200		
Student Service Office Supplies		*11*	510	94	*526000*		
Student Service In-State Ground Transportation		11	510	94	531110		
Student Service In-State Lodging		11	510	94	531140		
Biology Department Office Supplies		*11*	600	35	*526000*		
Student Health Center Office Supplies		*11*	700	21	*526000*		
Account Name	**Description**	**Fund**	**Purpose**	**Designation**	**Object**		

Grant Financial Code = 52000 (Unit Code)

Example: XYZ Community College

Sample Set-Up C: GL Accounts in AmpliFund

GL Account - Data Element Fields in AmpliFund Master Data Template

* Required fields

GL Name*	Description	GL Code*	Class 1	Class 2	Account Code 4	Account Code 5	Account Code 6
Student Service Speakers		11-510-94-519200-52000					
Student Service Office Supplies		*11-510-94-526000-52000*					
Student Service In-State Ground Transportation		11-510-94-531110-52000					
Student Service In-State Lodging		11-510-94-531140-52000					
Biology Department Office Supplies		*11-600-35-526000-52000*					
Student Health Center Office Supplies		*11-700-21-526000-52000*					
Account Name	**Description**	**Fund**	**Purpose**	**Designation**	**Object**		

Example: XYZ Community College

Sample Set-Up D: GL Accounts in AmpliFund

AmpliFund

GL Account - Data Element Fields in AmpliFund Master Data Template

* Required fields

GL Name*	Description	GL Code*	Class 1	Class 2	Account Code 4	Account Code 5	Account Code 6
Student Service Speakers		11	510	94	519200	52000	
Student Service Office Supplies		*11*	510	94	*526000*	*52000*	
Student Service In-State Ground Transportation		11	510	94	531110	52000	
Student Service In-State Lodging		11	510	94	531140	52000	
Biology Department Office Supplies		*11*	600	35	*526000*	*52000*	
Student Health Center Office Supplies		*11*	700	21	*526000*	*52000*	
Account Name	**Description**	**Fund**	**Purpose**	**Designation**	**Object**		

Grant Financial Code is part of unique GL code structure

Other Notes – Status Field

- **Status*: Enabled or Disabled**
  - Default value for Status* = Enabled
  - You can update this value to Disabled if needed

- **Master Data Elements with the Status* Field**
  - Organizations
  - Individuals
  - Staff
  - Users
  - Departments

- **If Status* is set to Disabled**
  - Disabled items will no longer display in any listing pages in the system (unless you change your filter criteria)
  - Disabled items will no longer display in any drop-down or selection lists in the system

Master Data Element Locations

AmpliFund

Data Element	Location in AmpliFund
Organizations	Contacts → Organizations
Individuals	Contacts → Individuals
Staff	Contacts → Staff
Compensation	Contacts → Staff
Benefit Types	Administration → Lists → Benefit Types
Users	Administration → System Security → Users
Departments	Administration → System Security → Departments
Subjects	Administration → Lists → Subjects
Budget Categories	Administration → Lists → Budget Categories
GL Accounts	Administration → Lists → GL Accounts

Master Data Elements can be entered into AmpliFund either manually or via a load process.

Master Data Load Process

- **Prepare the load file using the AmpliFund Master Data Load Templates**
  - Standard AmpliFund data load template format must be used
  - Additional columns cannot be added to the load template format
  - Remove instruction row or unused, unrequired columns
- **Navigate to record import page**
  - Example: Contacts > Staff to import staff records
- **Select import icon**
- **Map Fields**
- **Select Create**

To avoid challenges during the import process, master data load files must conform to the AmpliFund data load template format.

AmpliFund In-Product Review

www.gotomygrants.com

Reviewing the Master Data Template

Key Takeaways

- Helpful tip: Focus on Pilot Grant Master Data early in implementation

- Prepare the files using the provided or downloadable import templates for greatest success

- Understand how Master Data interacts with other areas of the system

- Master Data can be manually added or imported into AmpliFund

Action Items to Complete

- Complete Master Data template or individual element files for import

- Request an Expense Entry session with Product Trainer as needed

AmpliFund

Question & Answer

Post Implementation Support

AmpliFund

Submit a support ticket:

support@amplifund.Zendesk.com

Visit the support portal:

https://amplifund.zendesk.com
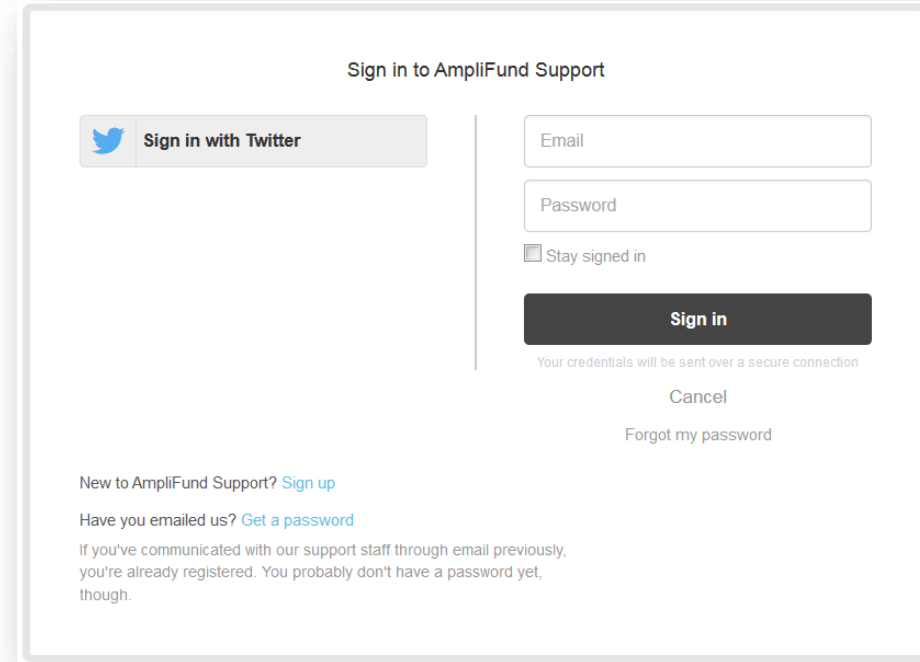
Supported Browsers:

- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

AmpliFund Support Site

AmpliFund

1. Go to https://amplifund.zendesk.com

2. Click the **Sign up** link

3. Enter your **full name**

4. Enter your **email address**

5. Complete the **I'm not a robot** check

6. Click the **Sign up** button

7. A welcome email from support@zendesk.com will be sent to you via email

8. Click the link to set your password

Sign in to AmpliFund Support

Sign in with Twitter

Email

Password

Stay signed in

Sign in
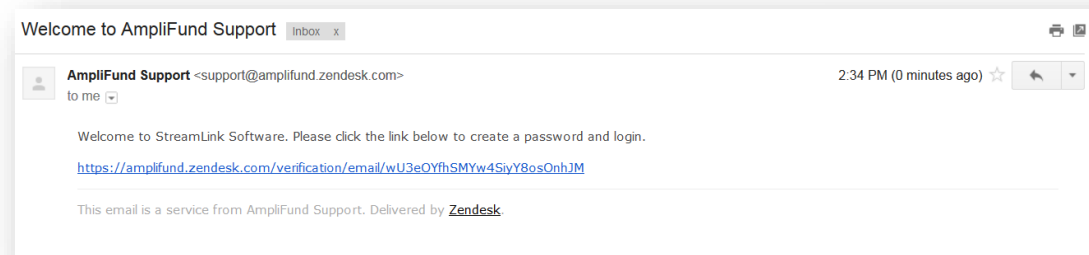
Your credentials will be sent over a secure connection

Cancel

Forgot my password

New to AmpliFund Support? Sign up

Have you emailed us? Get a password

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

Welcome to AmpliFund Support   Inbox   x

AmpliFund Support <support@amplifund.zendesk.com>   2:34 PM (0 minutes ago)
to me

Welcome to StreamLink Software. Please click the link below to create a password and login.

https://amplifund.zendesk.com/verification/email/wU3eOYfhSMYw4SiyY8osOnhJM

This email is a service from AmpliFund Support. Delivered by Zendesk.

AmpliFund Support Site

Reference Materials & URLs

AmpliFund

Reference Materials

- User Interface Navigation Guide
- Contact Management Guide
- Administration Guide
- Security Roles Matrix

AmpliFund URLs

- www.gotomygrants.com
- https://amplifund.zendesk.com