**Core Concept: Expense Entry**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on entering expenses. |
| In our prior core concept videos we’ve reviewed how to configure your budget settings, how to set up your budget categories and line items and now it’s time to dive into adding expenses against your budget. |
| In AmpliFund your expense record ties directly to your budget line item.  On the expense itself you’ll have the opportunity to add numerous different pieces of expense information.  Let’s hop into AmpliFund and get started with a few examples! |
| First, let’s review the 3 ways you can add expenses in AmpliFund.  1 way is to navigate to Activity and then Expenses. |
| Another way is to go to your Grant, then navigate to the Analytics tab, then under Quick Create, click on the word expenses to add an expense to the grant. |
| Finally, a third way to add expenses is to navigate to your grant budget, then click on the dollar sign next to the line item for which you want to enter an expense. |
| If you enter the grant expenses page like our last example from the line item in the budget, the filters will auto populate to the category and line item you were on in the budget.  These filters can be changed.  If you want to look at expenses entered you can click run.  To add an expense click the plus sign. |
| The expense will auto populate with the grant, category and line item.  You can edit these if you want to add a different expense.  I’ve entered here the cost of $1,000 for hotels.  Since I have match enabled on this grant, I have an option to exclude this expense from match on the screen. |
| The date you enter for the expense must be within the grant window.  Next, we have options for different expense statuses.  All expenses start as New.  Reviewed: The expense has been reviewed; Payment Requested: The expense has been invoiced to the funder; Paid: The expense has been paid by the funder; Denied: The expense has been denied by the funder.   You have the option to add a payee but that is not required.  Payee’s pull from your organization lists. |
| Since match is enabled for this grant, I can go to the financials tab if I want to add a match % or dollar amount for this expense.  On this particular grant, I don’t have a % or dollar amount defaulted for the match so any match would have to be manually entered. |
| On the attachments tab you can upload receipts or any other documentation related to the expense that you’d want tracked within AmpliFund. |
| After I hit create you can now see my entered expense at the bottom of the screen.  You’ll notice this expense is still in the new status.  Before closing your tracking period, which we’ll cover in our next Core Concept video, you’ll want this expense in a “reviewed” status.  Align internally within your organization if there will be a review process for expenses and who will be responsible for that process. |
| To change the expense status to reviewed, you would use the check icon under actions.  You can review expenses one at a time or in bulk by choosing select all. |
| If you have a grant where the match % or dollar amount is defaulted, the match will auto calculate in the expense you entered.  Let’s look at this example where our match is set to 25%.  I’m entering an expense for $500 for keyboards. |
| On the financials tab, the match is automatically set to $125 but can be edited. |
| Now let’s look at our grant that we have set up to track indirect expenses.  This grant is set up to have the system generate indirect expenses.  Here I entered an expense for $500 for keyboards. |
| If I want to see the corresponding indirect expense line item.  In the top filters I need to navigate to the indirect category. |
| By running those parameters, I can see that the system auto generated an indirect expense line item to correspond with my keyboard entry. |
| Through this Core Concept video you’ve learned how to enter expenses into AmpliFund.  Should you have additional questions, please visit our support site.  Thank you! |