**Core Concept: GL Set up**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on GL Account Set-up |
| After you’ve consulted with your AmpliFund implementation team on GL accounts and identified the appropriate structure, there are a number of steps to complete to be able to successfully import expenses.  This video will review the 5 set up steps for GL accounts using an example structure. |
| First, here is the example structure the sample customer and their AmpliFund implementation team determined would be the best fit based on the customers accounting system and reporting needs out of AmpliFund. |
| The first step is to update the GL account settings to identify which account codes will be utilized and name those that will be used.  This set up is completed in the Administration section under License Information then Settings.  Let’s walk through this in AmpliFund together. |
| After logging into AmpliFund click on Administration, then License Information |
| In the License Information click on the settings tab. |
| Under the settings tab click the edit pencil then scroll down to the GL Account Definition section. |
| For our example GL account structure we are using account code 1.  We’ve marked this drop down as Yes and named the field.  For the account codes that will not be used, we’ve left those marked as No.  While we provide up to 6 account code segments, keeping the GL structure as simplified and streamlined as possible is a best practices which is why we’ve concatenated 2 fields into 1 code here. |
| Next, we’ll need to load all our GL accounts into AmpliFund.  This step is also completed under the Administration section, then Lists, then GL Accounts.  You can either manually enter each code or utilize our excel based import template found on the AmpliFund support site.  All combinations of your GL account codes must be entered into AmpliFund. |
| First let’s enter one manually together.  In AmpliFund go to Administration, Lists then GL accounts. |
| This will take you to the GL account entry screen where you can click on the plus sign to add your first GL account. |
| On the GL entry screen enter the GL name, code and location.  Here’s an example from our sample account configuration. |
| Next let’s look at how you would enter that same example on the import template. |
| After you’ve loaded all your GL account codes, the next step is to add a grant financial code to each grant where you intend to import expenses and ensure that grant is set up to import expenses.  Both of these actions are completed under the grant settings section. |
| In AmpliFund navigate to Grant management, then Grants. |
| Select the applicable grant from your list of available grants. |
| Click on Post Award, then settings then Grant settings. |
| Under the grant settings, click on the edit pencil to add your grant financial code and adjust the GL entry method.  Import must be selected as an option to be able to import expenses.  Your grant financial code is important as that will need to be added here then will also be included on each expense import you complete.  Your grant financial code is the unique code assigned by your accounting/financial system to this funding source, this is used as the match key for imports. |
| Your final step in preparing to import expenses is to configure the Budget line items to include the associated GL accounts.  This is completed under the Post Award Budget associated with your grant. |
| Navigate from your grant to Post Award, then Financial then Budget. |
| On the budget click on the edit pencil next to the applicable line item. |
| On the line item entry screen, click on the financials tab, then enter the GL Account(s) that are applicable to that line item.  You can attach multiple GL accounts to one budget line item if applicable.  The GL account line items can also be updated via the budget import template, which is reviewed in another video available on our support site. |
| Through this Core Concept video, you’ve learned how to complete the GL account set up steps to be able to import expenses into AmpliFund.  Should you have additional questions, please visit our support site.  Thank you! |