

AmpliFund 



Core Series Recipient 3 – Financial Reporting

We will start 2 minutes after the hour!

Recipient Core Series

- Day 1 – Applicant & Recipient Core Series: AmpliFund Applicant Portal: Application Overview and Submission
- Day 2 – Applicant & Recipient Core Series: AmpliFund Navigation and Recipient Performance Reporting
-  • Day 3 – Applicant & Recipient Core Series: Recipient Financial Reporting
- Day 4 – Applicant & Recipient Core Series: Advanced Recipient Management and Tools
- Day 5 – Applicant & Recipient Core Series: State of Illinois Unique Applicant & Recipient Configurations

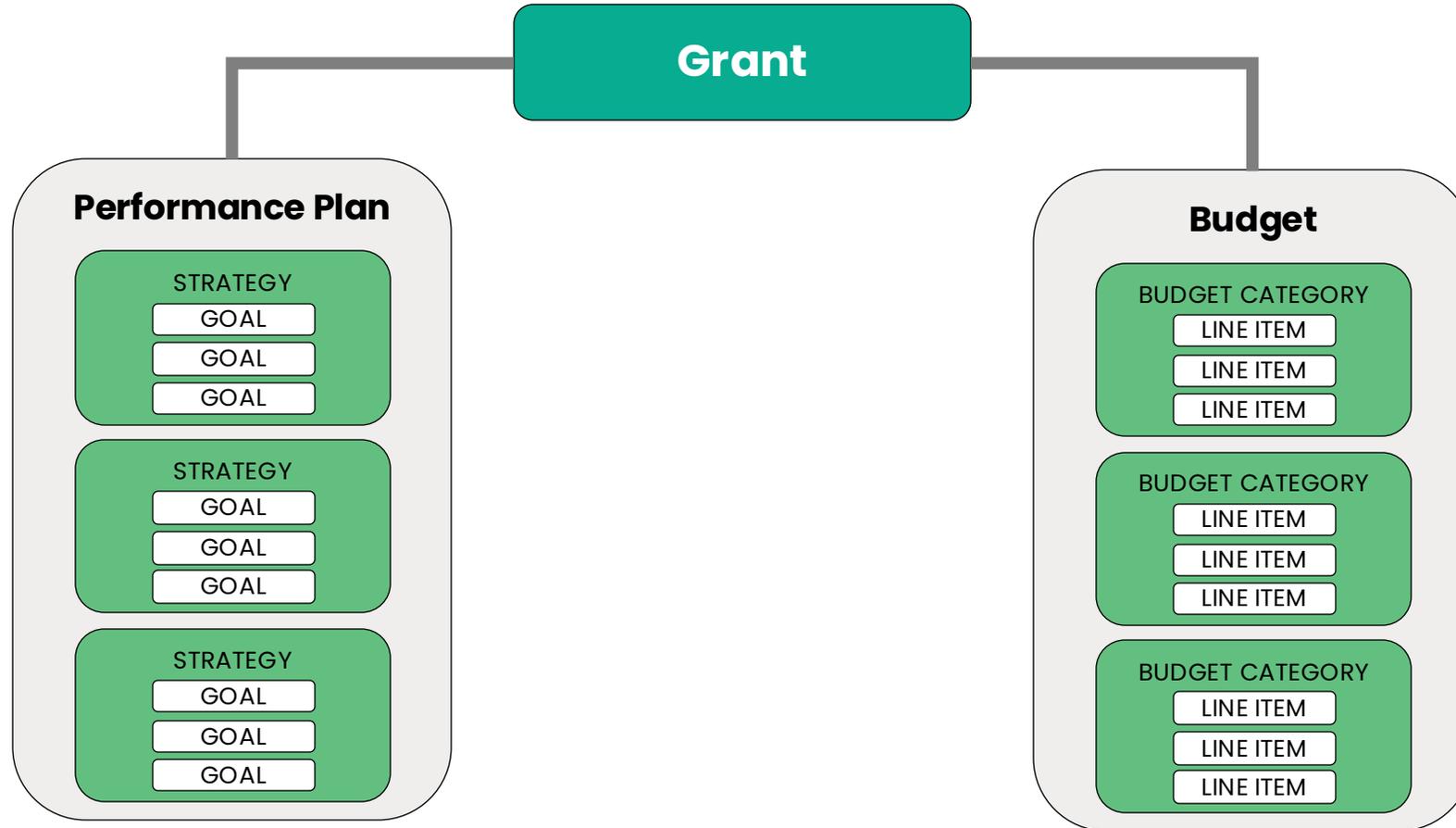
Agenda

- Review Budget
- Enter Expenses
- Close Expense Reporting Period
- Submit Payment Request
- Standard Expense Report
- Activity Center and Tools
- In-Product Demo
- Key Concepts
- Customer Support
- Question and Answer

Review Budget

Grant Overview

Plan Budget and Performance



Financial – Budget Terms

Budget Items	Definition	Example
Category	Budget categories group budget line items in the budget and reports.	Your Grant allows all Federal Budget Categories. Personnel, Construction, Equipment, etc.
Line Item	Budget line items are the planned expenses related to a Grant.	You have separate Line Items for all three Grant Managers working on this Grant.
Expenses	Expenses track dollars spent against a planned grant budget line item. Expenses can be added towards defined grant budget line items.	You enter Expenses for each employee Line Item for the Reporting Period.

Financial – Budget Terms

Goal Type	Definition	Example
Match	Match funds are resources going towards a Grant that is not Grant Funded. Match in AmpliFund includes Cash Match, In-kind Match, and Other Funding amounts.	You received \$100,000 with a 10% Cash Match Requirement to be used for the Travel Category.
Purpose Areas	Purpose Areas offer an additional way to allocate and track grant budgets. Multiple Purpose Areas can be added to a single award, grant, or opportunity budget category, and Purpose Areas and be reported on globally.	Your Grant has a State and Federal money that must be accounted for when entering Expenses.

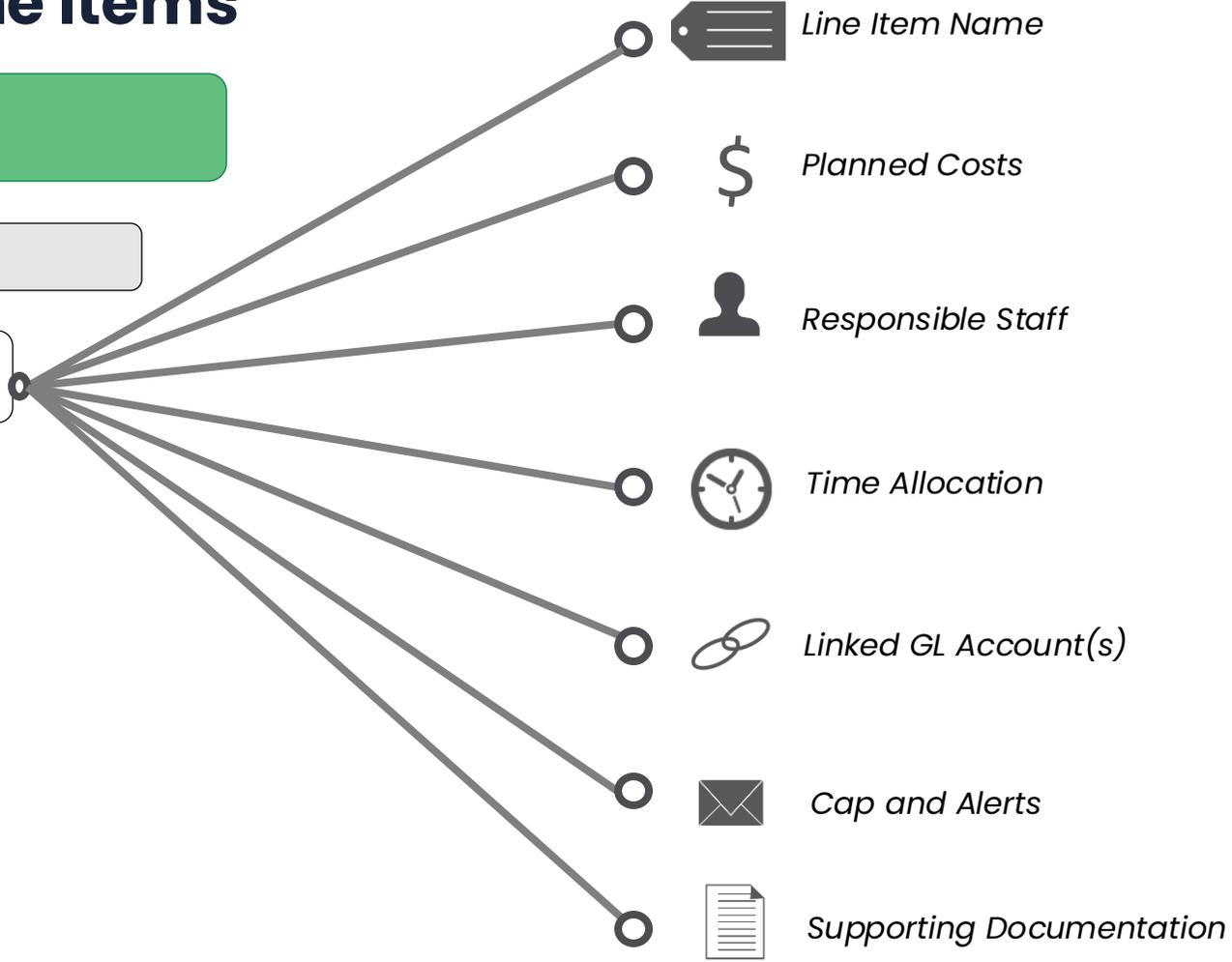
Budget Management - Line Items

Manage Budget Line Items

BUDGET

BUDGET CATEGORY

LINE ITEM



Access Budget and Review Category/Line Item

- From the Grant Details page click on Post-Award > Financial > Budget
- Configure the Budget Viewing Options
- Click on the Category or Line Item for more detail

The screenshot shows the AmpliFund interface with the following components:

- Navigation Sidebar:** Activity, Contacts, Grant Management (selected), Reports, Documents, Knowledge Center, Administration.
- Top Menu:** Details, Analytics, Post-Award, Tools.
- Sub-Menus:** Financial, Performance, Cash Flow, Management, Settings.
- Page Title:** TC - Budget
- Budget View Options:** Show Actuals From: 7/1/2023 To: 6/30/2024. Options: Show/Hide, Grant Year, Line Items (checked), Responsible Individuals, GL Accounts, Match (checked), Actuals, Remaining.
- Budget Table:**

Expense Budget	Grant-Funded Budgeted	Match Budgeted	Total Budgeted
Construction			
Test Construction \$	\$25,000.00	\$0.00	\$25,000.00
Subtotal	\$25,000.00	\$0.00	\$25,000.00
Equipment			
Test Equipment \$	\$25,000.00	\$0.00	\$25,000.00
Subtotal	\$25,000.00	\$0.00	\$25,000.00
Personnel			
Test Personnel \$	\$50,000.00	\$0.00	\$50,000.00
Subtotal	\$50,000.00	\$0.00	\$50,000.00
Supplies			
Test Supplies \$	\$0.00	\$10,000.00	\$10,000.00
Subtotal	\$0.00	\$10,000.00	\$10,000.00
Total Expense Budget Cost	\$100,000.00	\$10,000.00	\$110,000.00

The 'View Category Budget' interface displays the following details:

- Category:** Construction
- Budgeted Amount:** \$25,000.00
- Allowable Item Types:** Non-Personnel, Personnel, Direct Cost Calculation.
- Restrictions:** Indirect Cost (Disable), Cash Match (Disable), In-Kind Match (Disable), Other Funding (Disable).
- Change Restrictions:** Expense Cap (No).
- Spending Alerts:** Monthly Spending Alerts (No), Total Spending Alerts (No).

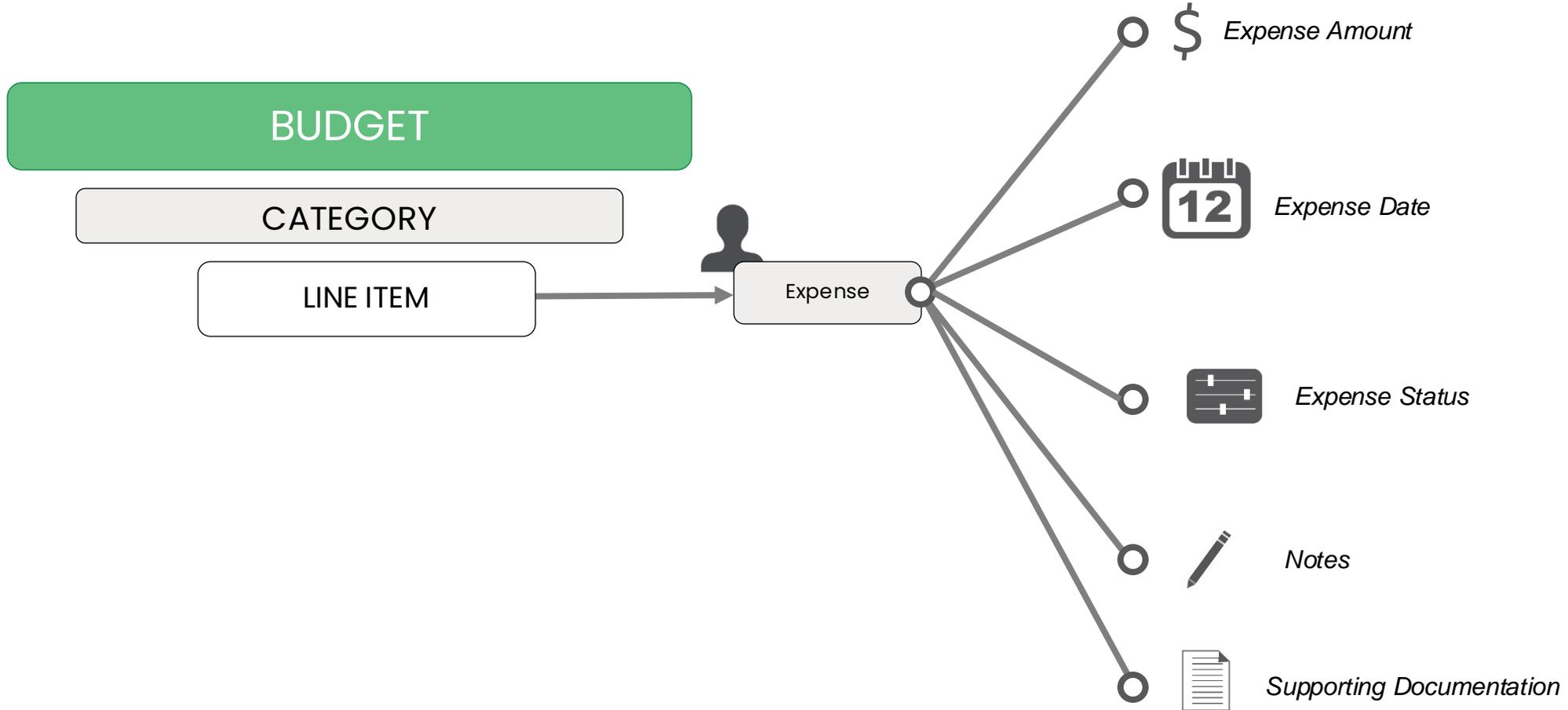
The 'View Budget Item' interface shows the following details:

- General:** Item Type (Non Personnel), Category (Construction), Name (Test Construction), Direct Cost (\$25,000.00), Exclude From Match (Yes), Responsible Type (Individual), Responsible Individual (Test User AmpliFund), Description.
- Financials:**
- Configuration:**
- Attachments:**

Enter Expenses

Budget Management - Expenses

Track Expenses



Enter Expenses – Baseline

- Click on Post-Award > Financial > Expenses to access all Expenses or
 - Or, on the Budget, click on the \$ icon next to the Line Item you wish to enter an Expense for
- Click on the + icon on the center left of the page to create a new Expense
- Select the Category
- Select the Line Item
- Enter the Direct Cost
- Enter the Expense Date (must be within the appropriate date range or Reporting Period)
- Mark the Expense as Reviewed
- Click on the Attachments Tab to add attachments as needed
- Click Create on the bottom right of the screen

Access Expenses

The screenshot shows the AmpliFund web application interface. At the top, there is a navigation bar with the AmpliFund logo on the left and the user name 'Thomas Colgrove' on the right. Below the navigation bar is a menu with options: Details, Analytics, Pre-Award, Post-Award, Tools, and Custom. A dropdown menu is open under 'Post-Award', showing sub-options: Financial, Performance, Cash Flow, Management, and Settings. The 'Expenses' option is highlighted. The main content area is titled 'Core Series Rec' and 'Expenses'. It features a 'Filter By' section with three dropdown menus: 'Grant' (set to 'Core Series Recip...'), 'Category' (set to 'Select a Category...'), and 'Line Item' (set to 'Select a Budget Item...'). There is a 'Time Frame' dropdown set to 'All' and a 'Run' button. A 'Clear all filters' button is also present. Below the filter section, there is a table header for 'All Expenses' with columns: Select All, Expe..., Desc..., Pay..., Expe..., Pay..., Origin, GL A..., Line..., Resp..., and Cre.

The 'Add Expense' dialog box is shown, featuring three tabs: 'General', 'Financials', and 'Attachments'. The 'General' tab is active. It contains the following fields and options:

- Grant: Core Series Funder - TC
- Category: Select Category...
- Line Item: Select a Budget Item...
- Clear all filters button
- Item Type: Non-Personnel Line Item
- Direct Cost *: \$0.00
- Exclude From Match
- Responsible: Individual
- Created By: tcolgrove@amplifund.com
- Expense Date *: MM/DD/YYYY
- Expense Status: New
- Payment Status: New

At the bottom right, there are 'Create' and 'Cancel' buttons.

Enter Expenses – Match

- Click on the Financials tab and enter the appropriate Match amount
 - Cash Match
 - In-Kind Match
 - Other Funding
- Match can be entered as a \$ or % amount depending on how your funder configured the budget settings

The screenshot displays the 'Add Expense' form in the AmpliFund application. The 'Financials' tab is selected, showing the following fields and values:

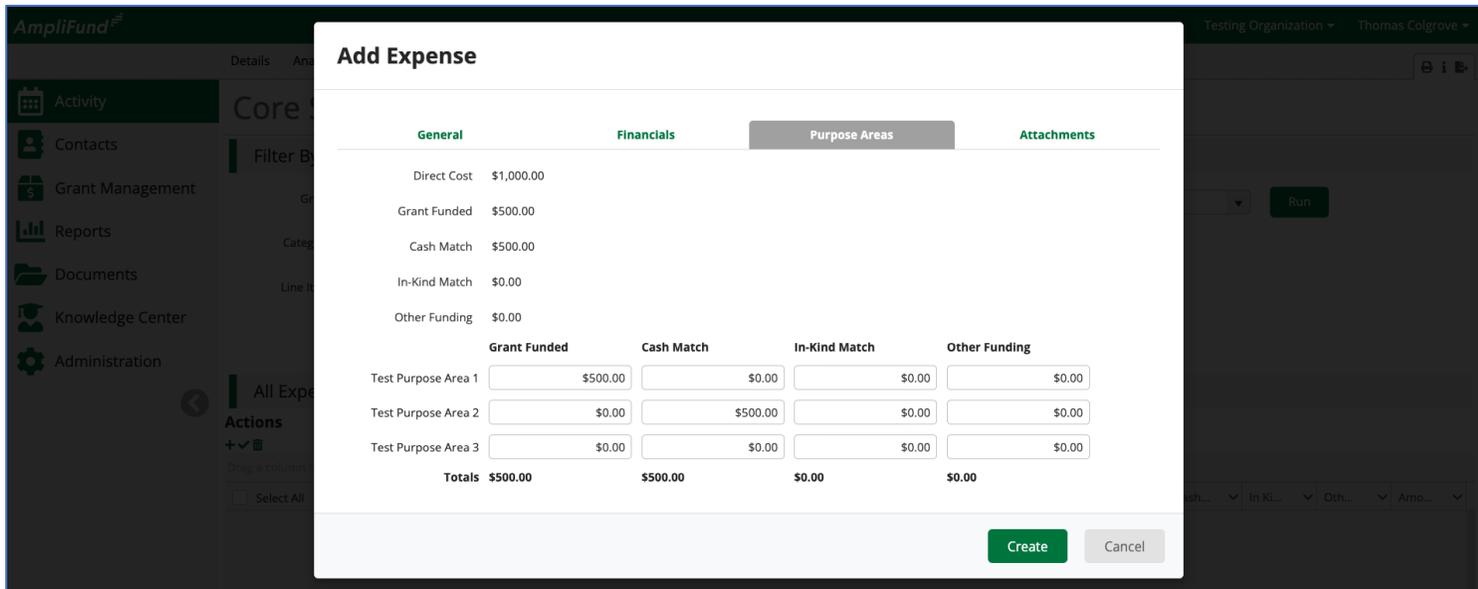
Field	Value
Grant Funded	\$500.00
Match Amount	\$500.00
Direct Cost	\$1,000.00

Match Type	Amount	Unit	Match Amount
Cash Match Amount	\$500.00	Dollar	\$500.00
In-Kind Amount	0.00%	Percentage	\$0.00
Other Funding Amount	0.00%	Percentage	\$0.00

Additional fields include 'GL Account' and 'GL Source Code'. The form has 'Create' and 'Cancel' buttons at the bottom.

Enter Expenses – Purpose Areas

- Click on the Purpose Areas tab to enter the appropriate Purpose Area amounts
 - The Category and Line Item must be selected before entering Purpose Areas
 - All Purpose Area entries must equal the total direct cost
 - At least one Purpose Area must be used
 - Match must be accounted for when entering Purpose Areas



Add Expense

General Financials **Purpose Areas** Attachments

Direct Cost \$1,000.00
 Grant Funded \$500.00
 Cash Match \$500.00
 In-Kind Match \$0.00
 Other Funding \$0.00

	Grant Funded	Cash Match	In-Kind Match	Other Funding
Test Purpose Area 1	<input type="text" value="\$500.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Test Purpose Area 2	<input type="text" value="\$0.00"/>	<input type="text" value="\$500.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Test Purpose Area 3	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Totals	\$500.00	\$500.00	\$0.00	\$0.00

Create Cancel

Close Expense Reporting Period

Access Reporting Periods

- From the Grant Details page click on Post-Award > Management > Reporting Periods
- Click on the + Icon on the top right of the screen
- Select Expenses
- Select the Reporting Period
- Click Save on the bottom right of the screen

AmpliFund Testing Organization Thomas Colgrove

Details Analytics Post-Award Tools

Activity
Contacts
Grant Management
Reports
Documents
Knowledge Center
Administration

Core Series Funder - TC – Reporting Periods

Drag a column header and drop it here to group by that column

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
10/1/2023	10/31/2023	Budget	Open
7/1/2023	7/31/2023	Budget	Closed
8/1/2023	8/31/2023	Budget	Closed
9/1/2023	9/30/2023	Performance	Closed
8/1/2023	8/31/2023	Performance	Rejected
7/1/2023	7/31/2023	Performance	Rejected

Reporting Periods

Which grant would you like this closeout to apply to?
Core Series Funder - TC

What types of reporting periods would you like to include?
 Expenses
 Achievements

What period of time would you like to close?

Select a time period...
 9/1/2023-9/30/2023
 11/1/2023-11/30/2023
 12/1/2023-12/31/2023
 1/1/2024-1/31/2024
 2/1/2024-2/29/2024
 3/1/2024-3/31/2024
 4/1/2024-4/30/2024
 5/1/2024-5/31/2024
 6/1/2024-6/30/2024

Cancel Save

Close Reporting Periods

- Attach documents as needed
- Check that Expenses are pulling into the Reporting Period
- Click the Close button on the bottom right of the screen to submit to your funder
 - A popup window will appear when closing
- Clicking Save will create the Reporting Period but does not submit it to your funder

Core Series Funder - TC – Reporting Periods

📅 Start: 9/1/2023 📅 End: 9/30/2023

Status: Open

Expenses 🔄

Overall Expense Details

Total Awarded Amount \$100,000.00

Total Expense Amount for Period \$10,000.00

Number of Unreviewed Expenses 0

Comments

Attach Documentation Choose a file

Expenses Analytics

of Categories within 10% of Budget 0

of Categories over Budget 1

of Categories under Budget 3

Variance for Period \$833.34

Variance Grant to Date \$11,700.00

Expenses Closeout

Select All

Select	Category Name	Budgeted Amount	Total Amount
<input checked="" type="checkbox"/>	Construction	\$2,083.33	\$10,000.00
<input checked="" type="checkbox"/>	Equipment	\$2,083.33	\$0.00
<input checked="" type="checkbox"/>	Personnel	\$4,166.67	\$0.00
<input checked="" type="checkbox"/>	Supplies	\$833.33	\$0.00

Cancel
Close
Save

Navigate back to the Reporting Period List Page

- After Closing click on the Reporting Periods tab on the top left of the Reporting Period page to access the list of all Reporting Periods for this Grant

The screenshot displays the AmpliFund web interface. At the top, the header includes the AmpliFund logo, the text 'Reporting Periods', and user information: 'Testing Organization' and 'Thomas Colgrove'. A left-hand navigation menu contains icons and labels for 'Activity', 'Contacts', 'Grant Management' (which is highlighted), 'Reports', 'Documents', 'Knowledge Center', and 'Administration'. The main content area is titled 'Core Series Funder - TC - Reporting Periods' and shows the following details:

- Start: 9/1/2023, End: 9/30/2023
- Status: Open
- A green button labeled 'Expenses' with a circular arrow icon.
- A section titled 'Overall Expense Details' containing:
 - Total Awarded Amount: \$100,000.00
 - Total Expense Amount for Period: \$10,000.00
 - Number of Unreviewed Expenses: 0
- A 'Comments' section with a text input area.
- An 'Attach Documentation' section with a 'Choose a file' button and a trash icon.

Submit Payment Requests

Submit Payment Request – Reporting Period

- Click on the \$ icon next to the Budget Reporting Period you wish to submit a Payment Request
- This will automatically load the Payment Request page and attach the corresponding Reporting Period
- Update the Name – Optional
- Update the Date – Optional
- Double Check the Related Reporting Period
- Check the Financial Detail to ensure the Expenses are pulling in by Category
- Click on the Category to review the individual Expenses
- Enter the Requested Amount
- Click Submit on the bottom right of the screen
 - A popup window will appear when Submitting
- Clicking Save will create the Payment Request but does not submit it to your funder

Submit Payment Request – Date Range

- From the Grants Details page click on Post-Award > Cashflow > Payment Requests
- Update the Name – Optional
- Update the Date – Optional
- Enter the Date Range – Required
- Check the Financial Detail to ensure the Expenses are pulling in by Category
- Click on the Category to review the individual Expenses
- Enter the Requested Amount
- Click Submit on the bottom right of the screen
 - A popup window will appear when Submitting
- Clicking Save will create the Payment Request but does not submit it to your funder

Submit Payment Request - Images

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Details Analytics Post-Award Tools

Core Series Funder - TC - Reporting Periods

Drag a column header and drop it here to group by that column

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
10/1/2023	10/31/2023	Budget	Open
7/1/2023	7/31/2023	Budget	Closed
9/1/2023	9/30/2023	Budget	Closed
8/1/2023	8/31/2023	Budget	Closed
9/1/2023	9/30/2023	Budget	Closed
8/1/2023	8/31/2023	Budget	Closed
7/1/2023	7/31/2023	Budget	Closed

Construction - Expenses

Line Item	Expense Date	Description	Attachments	Direct Cost	Cash Match	In Kind Match	Other Funding	Grant-Funded Remaining
Test Construction	9/30/2023			\$10,000.00	\$5,000.00	\$0.00	\$0.00	\$11,900.00
Totals:				\$10,000.00	\$5,000.00	\$0.00	\$0.00	

[Close](#)

AmpliFund Testing Organization Thomas Colgrove

Core Series Funder - TC - Payment Request: Core Series Funder - TC_3/10/2024

Payment Request Information

Payment Request Name *

Date Created *

Related Reporting Period(s)

Expenses From To

Payment Type

Payment Request Status

Financial Detail

[Create New Expense +](#)

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining
Construction	\$10,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$11,900.00
Totals	\$10,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	

[Create](#) [Submit](#) [Cancel](#)

Standard Financial Reports

Expense Detail and Budget Variance Report

- Click on Reports > Post-Award
 - Expense Detail
 - Grant Budget Variance
- Configure the Filters from the column on the right side of the page
 - Filter by All, Category, and/or Line Item, and Date Range
- Click the Export PDF tab to export as
 - PDF, Excel, RTF, CSV

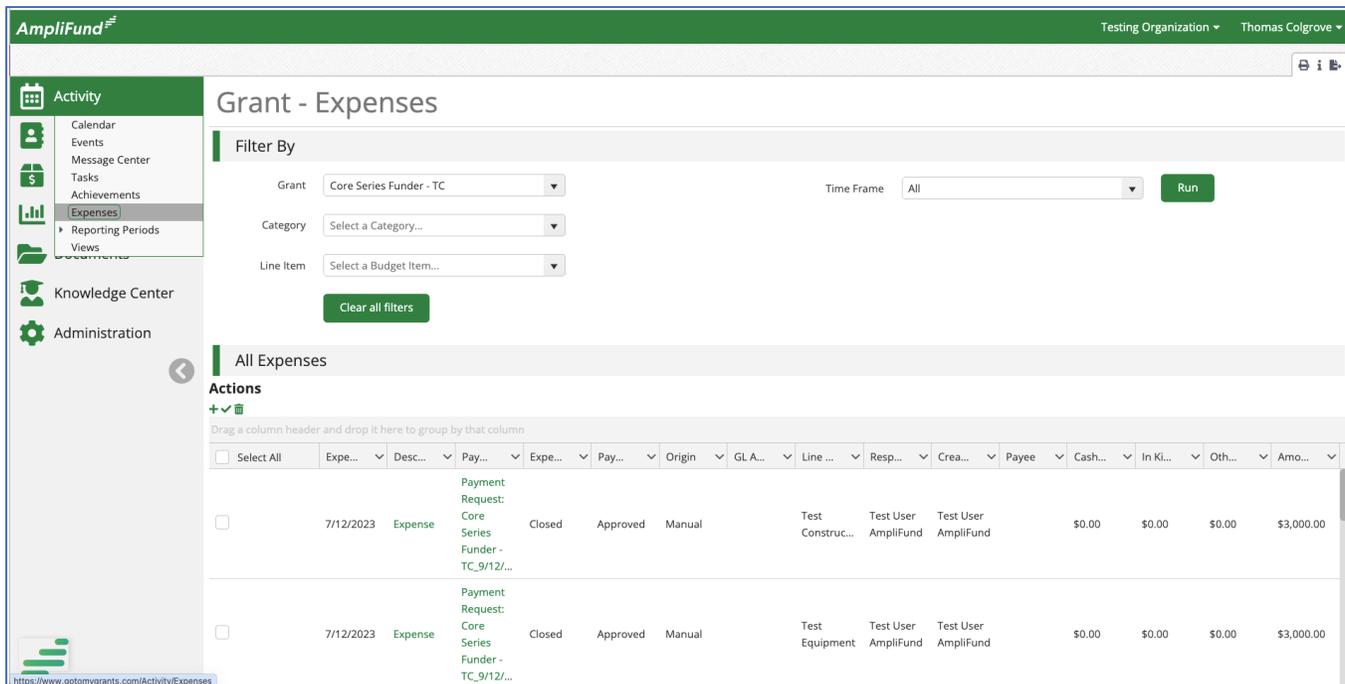
Expense Date	Expense Status	Line Item	Category	Amount
07/12/2023	Closed	Test Construction	Construction	\$3,000.00
07/12/2023	Closed	Test Equipment	Equipment	\$3,000.00
07/31/2023	Closed	Test Personnel	Personnel	\$6,000.00
08/02/2023	Closed	Test Supplies	Supplies	\$100.00
08/03/2023	Closed	Test Construction	Construction	\$100.00
08/31/2023	Closed	Test Personnel	Personnel	\$7,000.00
08/31/2023	Closed	Test Construction	Construction	\$5,000.00
08/31/2023	Closed	Test Supplies	Supplies	\$5,000.00
Grand Total				\$29,200.00

Category	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Other
Construction					
Test Construction	Test User AmpliFund	\$25,000.00	\$0.00	\$0.00	
Sub-Total		\$25,000.00	\$0.00	\$0.00	
Equipment					
Test Equipment	Test User AmpliFund	\$25,000.00	\$0.00	\$0.00	
Sub-Total		\$25,000.00	\$0.00	\$0.00	
Personnel					
Test Personnel	Test User AmpliFund	\$50,000.00	\$0.00	\$0.00	
Sub-Total		\$50,000.00	\$0.00	\$0.00	
Supplies					
Test Supplies	Test User AmpliFund	\$0.00	\$10,000.00	\$0.00	
Sub-Total		\$0.00	\$10,000.00	\$0.00	
Grand Total		\$100,000.00	\$10,000.00	\$0.00	

Activity Center and Tools

Activity Center – Expenses

- Click on Activity > Expenses for a shortcut to entering Expenses
- Filter the Grant – Required
 - Category, Line Item, and Time Frame are optional
- Click Run
 - Leave all filters except the Grant blank and click Run to filter all Expenses



AmpliFund

Testing Organization Thomas Colgrove

Activity

- Calendar
- Events
- Message Center
- Tasks
- Achievements
- Expenses
- Reporting Periods
- Views

Knowledge Center

Administration

Grant - Expenses

Filter By

Grant: Core Series Funder - TC Time Frame: All

Category: Select a Category...

Line Item: Select a Budget Item...

All Expenses

Actions

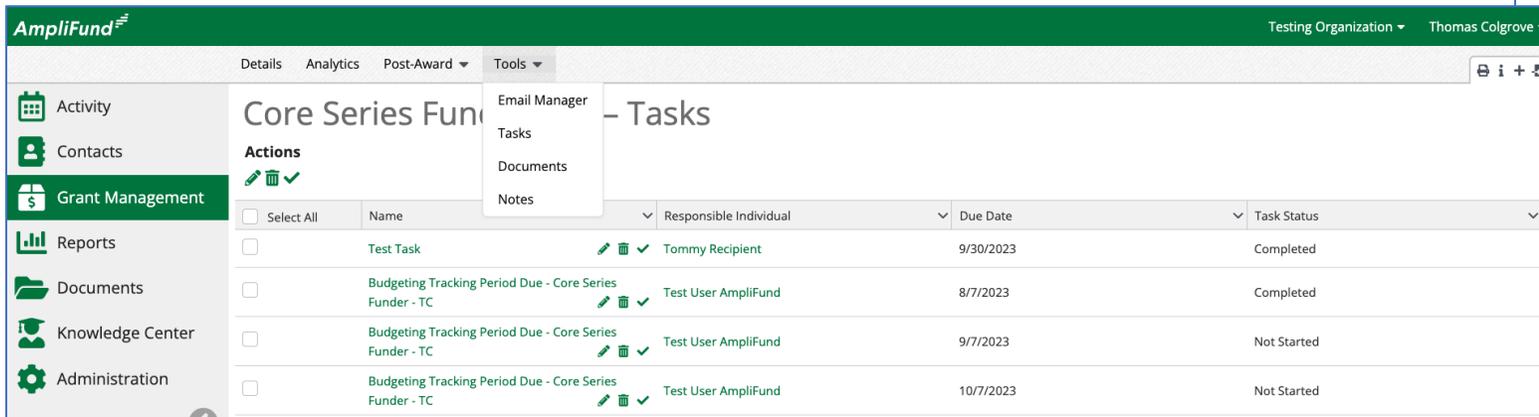
Drag a column header and drop it here to group by that column

<input type="checkbox"/> Select All	Expe...	Desc...	Pay...	Expe...	Pay...	Origin	GL A...	Line ...	Resp...	Crea...	Payee	Cash...	In Ki...	Oth...	Amo...
<input type="checkbox"/>	7/12/2023	Expense	Payment Request: Core Series Funder - TC_9/12/...	Closed	Approved	Manual		Test Construct...	Test User AmpliFund	Test User AmpliFund		\$0.00	\$0.00	\$0.00	\$3,000.00
<input type="checkbox"/>	7/12/2023	Expense	Payment Request: Core Series Funder - TC_9/12/...	Closed	Approved	Manual		Test Equipment	Test User AmpliFund	Test User AmpliFund		\$0.00	\$0.00	\$0.00	\$3,000.00

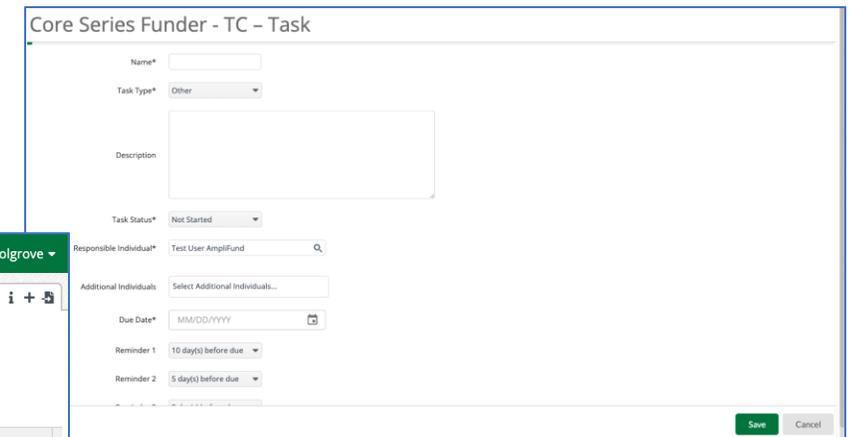
<https://www.gotomygrants.com/Activity/Expenses>

Tools – Tasks

- There are auto-generated standard tasks for Budget and Performance reporting requirements that you must mark as complete
 - Click on the checkmark icon next to the Task to mark as complete
- You can create Tasks and automatic reminders for yourself or other Users in your account
 - Click on the + icon on the top right of the screen
 - Enter all required information
 - Configure reminders
 - Click Save on the bottom right of the screen



Select All	Name	Responsible Individual	Due Date	Task Status
<input type="checkbox"/>	Test Task	Tommy Recipient	9/30/2023	Completed
<input type="checkbox"/>	Budgeting Tracking Period Due - Core Series Funder - TC	Test User AmpliFund	8/7/2023	Completed
<input type="checkbox"/>	Budgeting Tracking Period Due - Core Series Funder - TC	Test User AmpliFund	9/7/2023	Not Started
<input type="checkbox"/>	Budgeting Tracking Period Due - Core Series Funder - TC	Test User AmpliFund	10/7/2023	Not Started



Core Series Funder - TC – Task

Name*

Task Type*

Description

Task Status*

Responsible Individual*

Additional Individuals

Due Date*

Reminder 1

Reminder 2

In-Product Demo

Key Concepts

Key Concepts

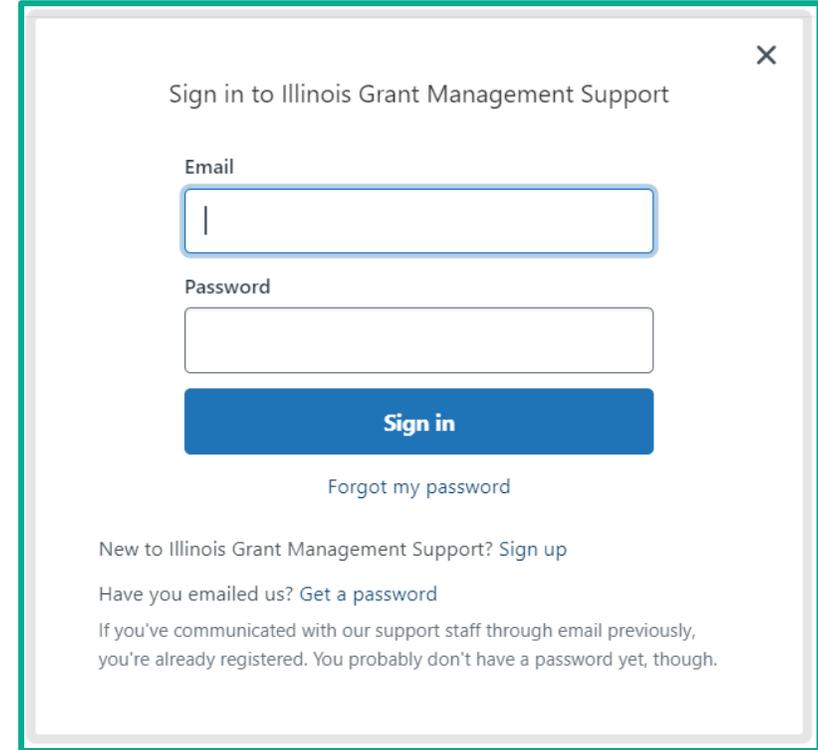
- Financial Reporting
 - Budget
 - Expenses
 - Reporting Periods
 - Payment Requests
 - Standard Reports
 - Activity Center and Tools

Next Session: Advanced Management and Tools

Customer Support

Create AmpliFund Support Account

1. Go to the appropriate support site
 - <https://amplifund.zendesk.com>
 - <https://il-amplifund.zendesk.com>
 - <https://ne-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. An email from support@zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to Illinois Grant Management Support

Email

Password

Sign in

[Forgot my password](#)

New to Illinois Grant Management 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.

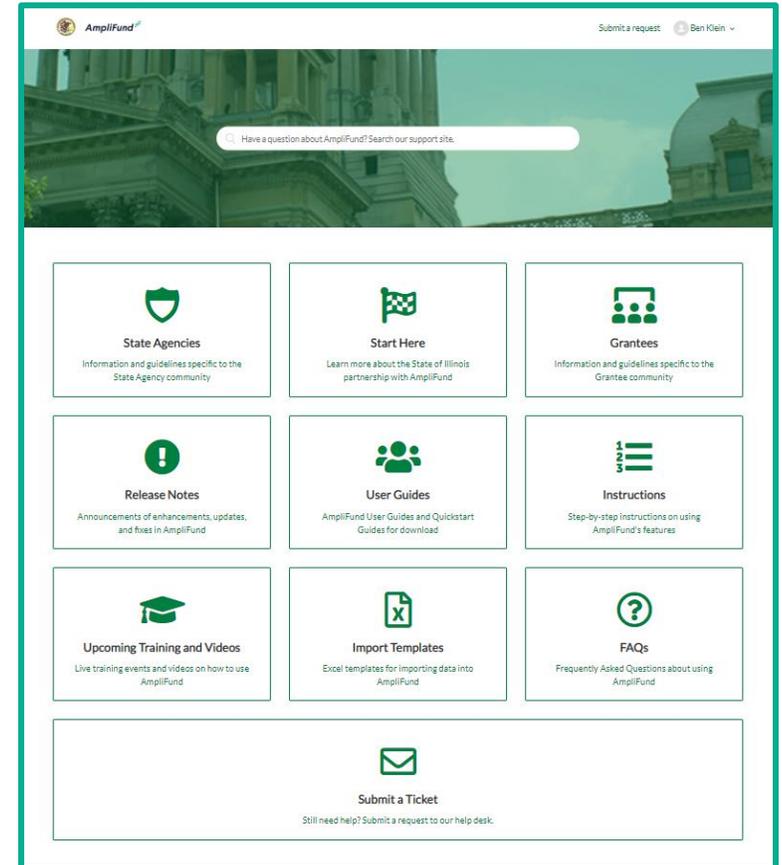
Amplifund Illinois Support Portal

Submit a support ticket:

- Commercial – Support@amplifund.zendesk.com
- Illinois – Support@il-amplifund.zendesk.com
- Nebraska – Support@ne-amplifund.zendesk.com

Supported Browsers:

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



Question and Answer