**Core Concept: Budget Creation Non-Personnel Categories and Line Items**

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| **Script** |
| Welcome to the AmpliFund Core Concept video focused on adding non-personnel budget categories and line items. |
| During our last Core Concept video we learned about budget basics including configuring your budget settings. Now you are ready to create your budget including creating categories and line items. In this video we’ll focus on non-personnel items. |
| Within your budget you will configure categories and then line items. Expenses will be associated with line items on your budget. At the line item level there are numerous pieces of information you can track and manage to. |
| A few examples of how you might set up categories would be – Supplies, travel and construction. As you can see here under each of these categories, we then have more specific line items where we can break down expenses. However, if you only track expenses at a category level, like travel, you can enter a line item with the same verbiage and track at a broader level. |
| Today we will go through 3 budget examples, one without match, one with match and one without match but with tracking indirect cost. During today’s video we’ll add numerous non-personnel categories and line items to demonstrate that process. Let’s begin by logging into AmpliFund and going to our grant |
| From the grant details page, I will click on Post Award>Financial and then Budget. Here you can see our budget is blank. This is a 3 year grant for $500,000. Let’s start by adding our first budget category. Click the plus sign next to the Expense Budget. |
| This will generate a screen for you to enter your first category. If you don’t see the budget category you are looking for, navigate back to your budget settings on the grant to add the category. From the drop down I’ve selected Supplies and entered an amount of $250,000. Match, indirect in-kind, other funding are disabled on this example, but we’ll look at those later. |
| If you want to add an expense cap for the budget category, you can click the check box next to enable expense cap, and then you can enter a dollar value in the box. Users entering expenses above this amount will receive an error alert and won’t be able to save expenses that exceed this limit. |
| You can also enable monthly or total spending alerts at the category level. By checking monthly spending alerts you can set either a dollar or percentage threshold for both over and under budget categories. Spending alerts are sent to the grant manager. |
| If you have entered master data for purpose areas, this field will appear in the budget category set up. You can click on the drop down to select one or multiple purpose areas to add to this budget category. |
| At the bottom of the screen I have two options, I can save the category, which will add it to the budget but still allow edits or I can lock the category. If a category is locked only an organizational admin or grant manager can unlock the category and make changes. |
| After you click save or lock you will land back on the budget. You’ll notice your category will appear but the grant funded amount is still zero. This will change once you add a line item, however if you want to see the total amount allocated to your category, just hover over the name. |
| I’ll add one more category for travel at $250,000 and then we can add some line items to our budget. |
| To add a line item to supplies, I’ll click on the plus icon next to supplies. This pre-populates my item type as non-personnel and my category as supplies but those can be changed. I’ll enter the name Computers and put my direct cost as $100,000. Next, I’m required to select a responsible individual which pulls from your list of staff. |
| Next, I’ll click on the financials tab. This allows you to allocate the cost across your grant period. For allocation purposes, you can allocate by either month or year. The arrows evenly spread the values across your selection or you can clear via this icon. In addition, you can enter costs related to other funding. You can edit any of these amounts to match your budget as needed. |
| Finally, the last available tab is the Attachments tab. Here you can upload any relevant documents. This would not be the spot for receipts, those would go with your expenses , but this could be documentation from your application, quotes or estimates or any other relevant document. |
| Similar to the budget category you have the same options of Save or lock. |
| After clicking Save I am directed back to my budget and now can see my $100,000 amount under grant funded. |
| To see the line item name in your budget click the line item check box at the top. |
| I added two more line items to completely allocate out the budgeted amount for my supplies category. |
| At the top I can add additional view items to my screen such as responsible person, grant year and actuals and remaining. To see how much you spent, you would click the actuals check box. If you wanted to see the remaining budget, you would click the remaining check box. |
| Now let’s dive into a grant example with matching. I’ll navigate to my grant example then let’s check the settings under Post Award>Settings>Budget Settings |
| Now let’s go to Post Award>Financial >Budget. This is a 3 year grant with $500,000 grant funded and a $250,000 match. Making our total grant budget $750,000. |
| Let’s add the same categories as last time of Supplies and Travel. As I entered both categories, I left match as enabled on both. |
| As I add my line items you’ll notice one new option is to exclude from match. If you have specific line items you do not match on you can use that check box. |
| If match is left on for the line item, under the financials tab you can set either a match percentage or dollar amount. Here I’m adding a 25% match. All the other options on the other tabs are the same as what we reviewed in our earlier example. |
| After I hit save, I’m back on our budget and we have a few different items we can look at. First at the top I can view my line items, and also the match. |
| Selecting those I can now see a little more detail on our budget, here you can see that for our computers the total budget is $250,000 which is what we set in the line item. The match is 25% of that or $25,000 and the grant funded amount is the rest which is $75,000. Let’s add one more line item for our keyboards with the same match percentage of 25%. |
| Now you can see the match for both line items and the total on your budget. |
| Next, let’s look at an example budget where we track indirect cost. I’ll navigate back to my grants page and select my grant. Then I’ll navigate to Post Award> Settings> Budget settings. On the budget settings for this grant. I have % of indirect cost set up for the 3 year period and have them set to be system generated. |
| Back in my budget I will add our same categories of Supplies and travel |
| When entering the category there is the option to change the indirect cost, it’s currently at enabled but you can change to required or disabled. |
| As you enter your line items the only change is that under configuration, the option for generates indirect is checked. If that line item does not generate indirect costs you can uncheck the box before you save or lock. |
| When you go back to your budget page, you now see the computers line item and that the system has auto generated a line for indirect costs for that, which is $7000 based on the amount we are spending on computers. |
| Next, I added one more line item for keyboards, now on the budget you can see the keyboard line item and can also see that our indirect expenses amount has increased to $10,500 |
| If we click on our indirect cost line item, you can see that we are able to edit the total cost to whatever amount we chose. . |
| Through this video you’ve learned to add budget categories and line items for non-personnel items to grant budgets without match, with match and with indirect cost tracking. Should you have additional questions, please visit our support site. Thank you! |