Checklist

Post-Award Financials Checklist

AmpliFund
A Euna Solutions Company

Financial data and documentation can be set and tracked in one centralized location to create internal visibility and streamline funds management. Learn how to establish your financial processes from configuring your budget, tracking actuals, and running reports for financial insights. **It All Starts With The Plan**

Add Your Master Data Elements

- [x] Set up Grantors/Funders as Organization records.
- [ ] Configure required **Staff Records**.
- [ ] Utilize AmpliFund's Federal Categories or configure your own **Budget Categories**.
- [ ] **Optional:** Create **Subjects** and **Departments**. Tag records for additional search, filtering, and reporting capabilities. You may also leverage Departments to increase control and compliance over user access.

Hint: Only Account Admins have access to establish security roles.

- [ ] **Optional:** If tracking Personnel line items, add **Compensation** and **Benefit Types**.
- [ ] **Optional:** You may link an Organization to individual contacts to track **Relationships**.

For full instructions of how to add Master Data, check out this Core Series Video.

Establish Your Grant Framework

- [ ] Create a **Grant** record and fill out all required fields.
    - [ ] The **Award Status** is the lifecycle stage your grant is in. Some sections of the Grant Details page will show or hide depending on the status selected.
    - [ ] Complete the **Post-Award Budget** fields, including Awarded Amount and any Cash, In-kind, or Other Match funding requirements.
- [ ] **Optional:** Define the frequency of Budget **Tracking Periods** on the Grant Settings selecting from Monthly, Quarterly, Semi-Annually, or Annually options.

Hint: Tracking periods allow you to group expenses under a reporting period and automate reminders of due dates.

- [ ] **Optional:** Configure **Risk Monitoring** settings to calculate risks like grant reporting, budgeting, and performance.

For full instructions, check out this video - Grants Core Concepts.

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Structure Your Finances for Success

Choose your Post-Award Budget settings:

- [ ] Enable any Cash, In-Kind, or Other Match
- [ ] Turn on Indirect Cost tracking
- [ ] Select Reconciliation Methods
- [ ] Add applicable Budget Categories
- [ ] Include Benefit Types, if applicable

Build your budget

- [ ] Add Personnel or Non-Personnel Budget Categories and configure **Line-Item** details.
- [ ] Add Match amounts and allocations under Financials tab.
- [ ] Configure Indirect, Expense Caps, and Spending Alerts under Configuration tab.

For full budget settings instructions, watch this Budget Creation Basics video.

Simplify Cash Flow Tracking

- [ ] Add **Expenses** against budget line-items via Import or Manual entry.

Hint: Track Expenses on a regular basis. Leverage Tasks reminders to stay on target.

- [ ] Use Payment Requests to serve as a planning tool for your organization to gather materials to submit reimbursement request to your funder.

Hint: Only Expenses marked as Reviewed with an expense date within your report window will be included in your pay request.

- [ ] Log Cash Receipts to track funder payments against payment requests.

For full tracking instructions, check out this Core Series Video.

Gain Quick Financial Insights through AmpliFund Reports

Run a variety of Post-Award data reports or create your own custom reports.

- [ ] Grant Budget Variance Report
- [ ] Expense Detail Report
- [ ] Payment Request Detail Report

Watch this video for full details on Financial Reports.