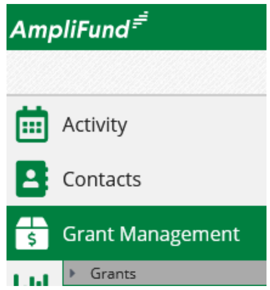
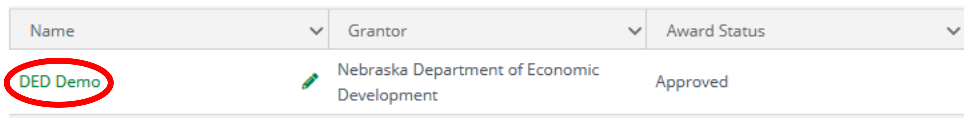
CCCFF – Expenses & 2nd Half Reimbursement

Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Navigate to Award Screen

From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]





Summary

Progress reports are due on a semi-annual basis for the duration of the project and until closeout. **Every six months you will complete a 1) Performance Reporting Period and a 2) Budget Reporting Period to demonstrate project progress to DED.** When your project is complete, you will submit a Final Payment Request, submit your last Performance and Budget Reporting Period, and complete a Final Report form.

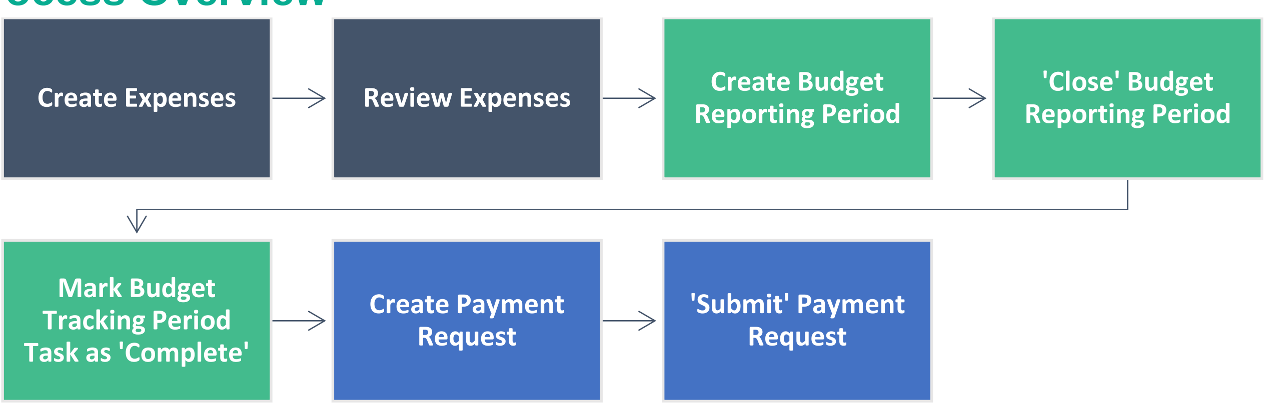
This document provides instructional information related to the Budget Reporting Periods and Final Payment Request (2nd Half Reimbursement). The Budget Reporting Period will include any expenses incurred during that period. The Final Payment Request may be submitted once you have entered and closed all expenses sufficient to demonstrate the 1:1 match requirement (e.g., eligible expenses totaling at least 2x the grant amount).

The table provides an example based on a two-year contract term of March 12, 2021 through March 11, 2023.

6 Month Reporting	Time Periods	Due Date
Report 1	03/12/2021-08/31/2021	09/30/2021
Report 2	09/01/2021-02/28/2022	03/30/2022
Report 3	03/01/2022-08/31/2022	09/30/2022
Report 4	09/01/2022-02/28/2023	03/30/2023

NOTE: *If your project is completed early, you will not need to complete the remaining Reporting Periods.*

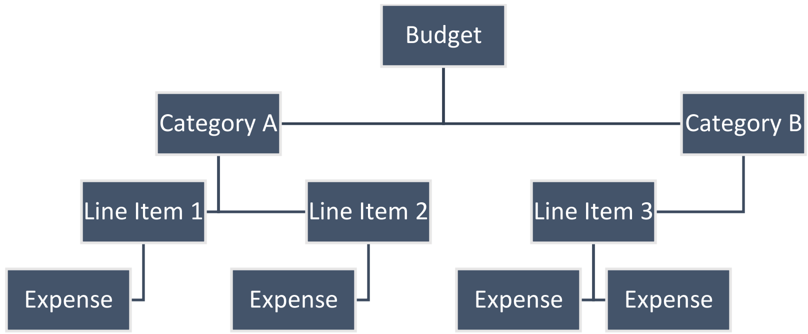
Process Overview



Budget Overview

To see your CCCFF Grant Budget, go to **Award Screen > Post-Award > Financial > Budget**.

In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.

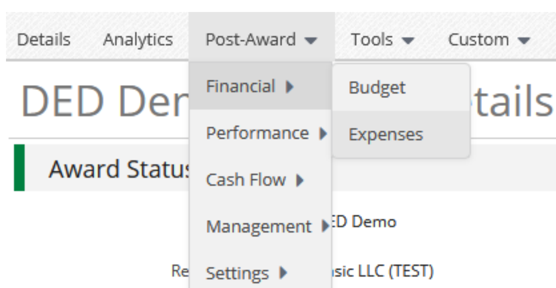


Create Expenses

All eligible expenses incurred during a Budget Reporting Period must be tracked in AmpliFund against your Budget. To create expenses:

Step 1: There are three ways to access the pages necessary for expense creation:

1. Activity (left navigation) > Expenses;
2. Award Screen > Post-Award > Financial > Budget > click the **$ icon** next to a line item; OR
3. Award Screen > Post-Award > Financial > Expenses



Step 2: From the Expense page, click the **+ icon** to add an expense.

Step 3: Enter all eligible expenses from the Reporting Period and any previous project expenses not yet reflected in AmpliFund. **You will enter all expenses from the reporting period individually (e.g., there will be an expense entered for each invoice).** There will be three tabs of information (General, Financial, and Attachments) to complete as further described below.

1. General Tab

The expense window will appear where you can add an expense record. On the General Tab, complete the following information:

Category: [Choose the category in the dropdown menu.]

Line Item: [Select Line Item. Dropdown is pre-populated from what line items are in the chosen category.]

Direct Cost: [Enter the amount for the eligible total cost of the expense (e.g., the invoice amount).]

Exclude From Match: [Do not check this box. Match calculations will be tabulated in the Financials Tab.]

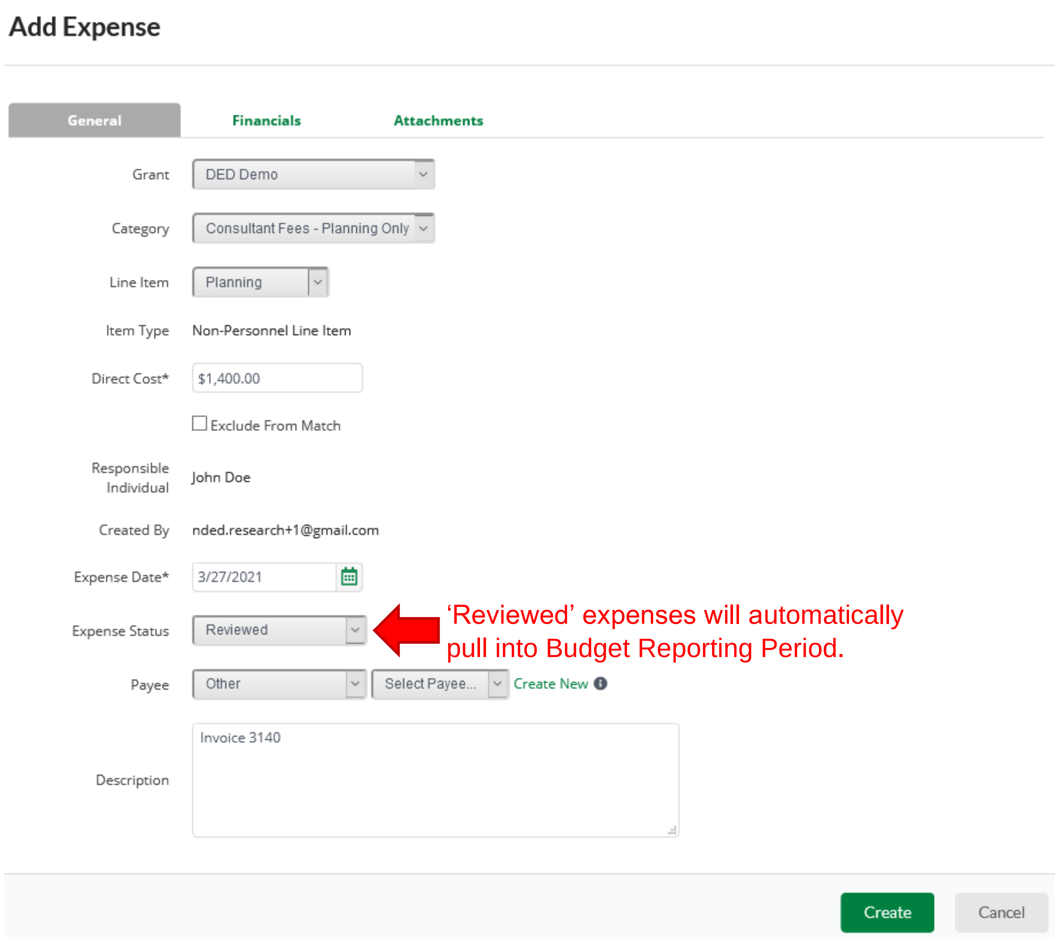
Expense Date: [Select the Date of the Expense (e.g., invoice date).]

Expense Status: Mark as Reviewed.

> ***NOTE:*** *An expense must be marked as* ***Reviewed*** *in order for it to appear in a Reporting Period.*

Payee: Optional.

Description: Optional. Add in any details you would like to record.



2. Financials Tab

This tab allows you to allocate a portion of the expense to Grant Funds and a portion to matching funds. The expenses must demonstrate a minimum of a 1:1 match. Additionally, only up to the Grant Amount should be designated as grant-funded (e.g., if the Grant Amount is $10,000, only $10,000 may be designated as grant-funded).

DED recommends that you allocate all expenses first as "cash match" until you have met the required minimum 1:1 match. After you have entered sufficient "cash match" expenses, you may enter the "cash match" amount as $0 and allocate expenses as "grant-funded" up to the grant amount. If there are additional expenses after all grant funds have been allocated, you may resume allocating expenses to match.

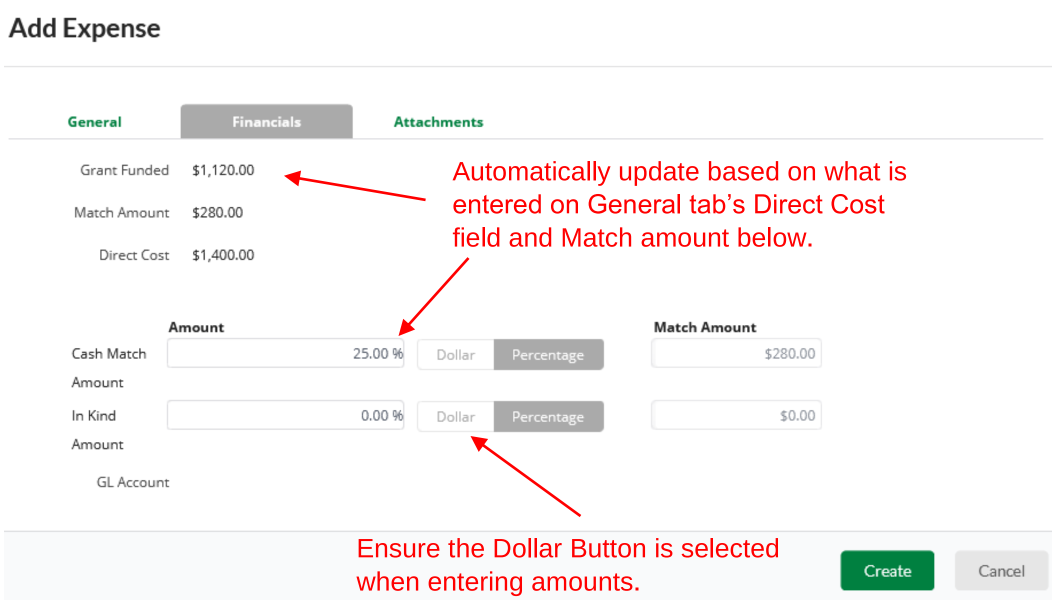
> *For example, if Anytown had a $10,000 CCCFF award and a total project budget of $25,000, then the first $10,000 worth of expenses should be allocated to "cash match" to meet the 1:1 match requirement. In this example, if the first invoice is for $12,000, then the recipient should allocate $10,000 to cash match and $2,000 to grant-funded. If the second invoice is for $8,000, the recipient should allocate all $8,000 as grant-funded. At this point, Invoice #1 and #2 have utilized all $10,000 of grant funds, any subsequent invoices would need to be designated as cash match.*

Cash Match Amount: [Enter the Cash Match for this expense using the "Dollar" function. If this expense has no cash match, enter $0.]

In Kind Amount: [Enter the In-Kind Match for this expense. If this expense has no in kind match, enter $0.]

Grant Funded: No action required. Auto calculated based on what is entered in the Direct Cost and Match Amount.

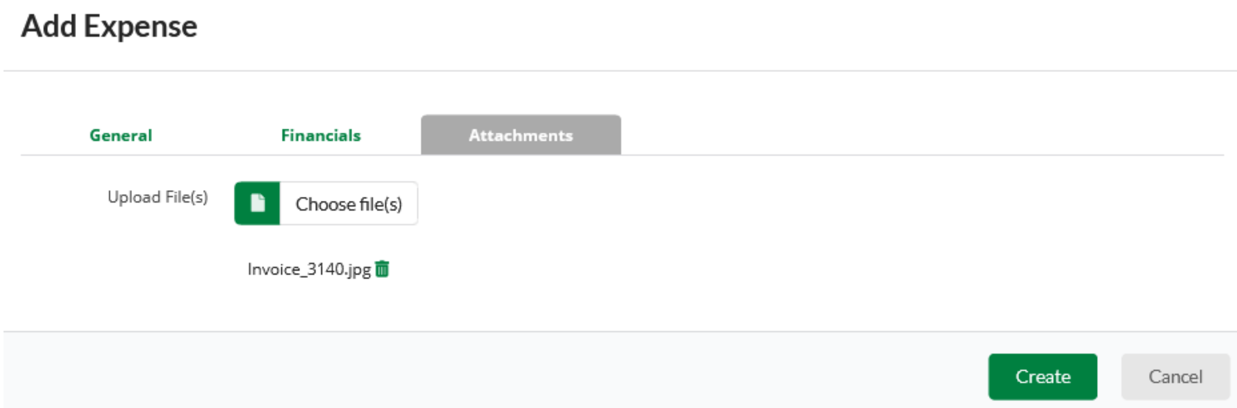
Direct Cost: No action required. Auto populated from General Tab.



3. Attachments Tab

You will attach your Source Documentation here associated with each expense. **Source Documentation must clearly demonstrate a transfer of funds and should include a copy of any service contracts, invoices, cancelled checks, and/or bank statements demonstrating payment.**

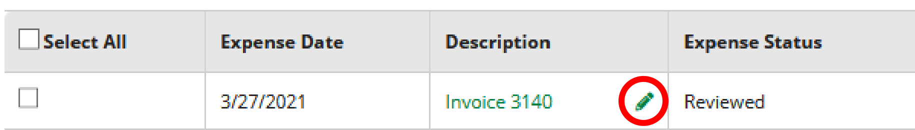
Once all documentation has been uploaded, click **Create** to add the expense.



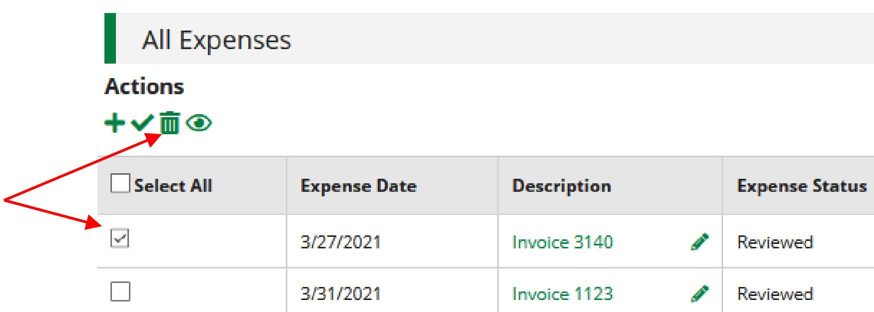
Edit Expenses

Editing an Expense: To edit an expense after creation, click the **Pencil icon** next to the description, make changes, and click **Save**. If the Expenses are not showing up on the Expense Page, go to **Award Screen > Post-Award > Financial > Expenses** and click the green "Run" button.

NOTE: *Expenses with an Expense Status of 'Closed' cannot be edited.*



Deleting an Expense: To delete an expense, select the expense row(s) then click the **Trashcan icon**.



Review Expenses (Before Closing Reporting Period)

You will want to double check the expenses in the Reporting Period before the Reporting Period is closed. To do this, you'll want to review the 'Reviewed' expenses.

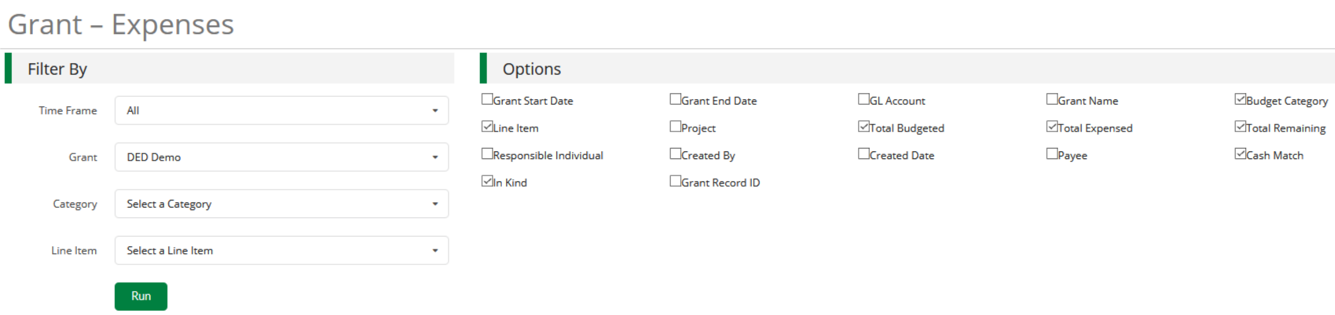
Step 1: Go to **Award Screen > Post-Award (tab) > Financial > Expenses**. Next, you can filter by timeframe, grant, category, and line item.

Time Frame: Select the Time Frame for which you would like to review related expenses (e.g., the duration of the Reporting Period in which you are currently reporting).

Grant: [Choose Grant.]

Category: Leave this as 'Select a Category' to see all categories. You can filter further if you need to.

Line Item: Leave this as 'Select a Line' Item' to see all line items. You can filter further if you need to.



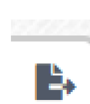
Step 2: Click **Run**. This will now list all expenses from your filtering criteria. You may utilize the "Options" feature to identify what columns that you would like to appear on the list of expenses (e.g., budget category and line item to see how the expense lines up with the budget).

The Options feature in the top righthand corner allows you to toggle which columns appear on the Expense Table. These features include, but are not limited to:

- **Expense Status:** The ones that are a part of the reporting period are 'Reviewed'. 'Closed' Expenses have already been submitted to Reporting Periods.
- **Budget Category:** What the line item is tied to.
- **Line Item:** What the Expense is tied to in the category.
- **Total Budgeted:** The total Budgeted amount for that line item.
- **Total Expensed:** The total Expensed amount for that line item.
- **Total Remaining:** The following formula for that line item: Total Budgeted – Total Expensed.
- **Cash Match:** Cash Match Amount for that Expense.
- **In Kind:** In Kind Match Amount for that Expense.
- **Amount:** Expense's Direct Cost (Grant Funded + Cash Match amount).

You can also click into the expenses (clicking the green description name), if it is easier, to view and read the description.

The Expense Table may be exported to an excel document by clicking on the paper icon in the top righthand corner.

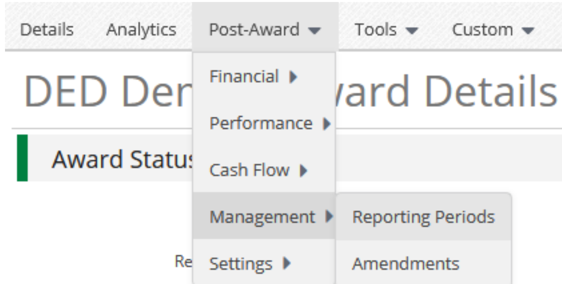


Create Budget Reporting Period

NOTE: *If you do not have any expenses during a Budget Reporting Period time frame, you must close a Budget Reporting Period with $0 in expenses.*

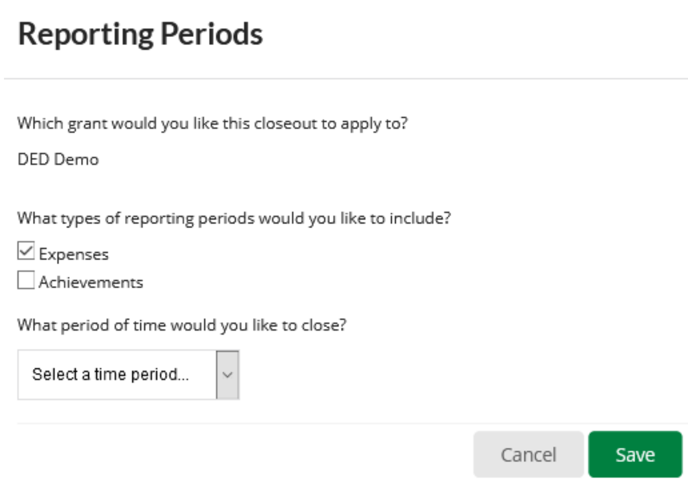
After all **Expenses** have been entered, you must create a Budget Reporting Period. To create a Reporting Period:

Step 1: Go to the **Award Screen > Post-Award > Management > Reporting Periods.**



Step 2: Click the **+ icon** (top right) to start a Reporting Period.

Step 3: On the Reporting Periods screen, select **Expenses**. The **Time Period** for the report is the last six months that the current budget report covers (e.g., September reporting covers work completed from the previous March – August. Therefore, the time period is between **March 1 and August 31** of that year.). Click **Save**.



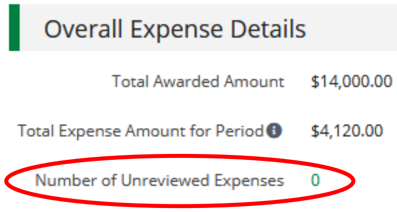
Step 4: You have successfully assigned the Expenses to the Reporting Period. Review the Reporting Period screen to ensure all information is correct.

1. **OVERALL EXPENSE DETAILS:** Review the Reporting Period in the **Overall Expense Details** section.

   Total Awarded Amount: This is your total grant funded amount.

   Total Expense Amount for Period: This will include grant funded + match expenses that have been marked as 'Reviewed' during this Reporting Period.

   Number of Unreviewed Expenses: The number of Expenses that have been entered and not marked as Reviewed will appear in the **Number of Unreviewed Expenses** field. Please click on the number and ensure all expenses that need to be included in the Reporting Period have been marked as Reviewed.



Comments: Optional.

Attach Documentation: Do not attach additional documentation here. **You will not need to upload your documentation here; it is on your individual expenses.**

2. **EXPENSE ANALYTICS**

Skip this information. This section is not applicable; it takes the total in your categories and divides it by the number of months (periods). This is not accurate with how we allocate money.

3. **EXPENSE CLOSEOUT**

Keep this as 'Select All'. Expenses need to be 'closed' in order to show up in the Payment Request. Like the 'Expense Analytics' section, the 'Budgeted Amount' column is not applicable.

Step 5: If you are ready to submit your Reporting Period to Nebraska DED, click **Close.** If you wish to save progress but not submit to Nebraska DED click the **Save** button.

NOTE: You cannot edit Reporting Periods after they have been 'Closed'. If you need to edit an expense from a 'closed' reporting period, contact your Program Manager.

Found Expense After Reporting Period Is Closed

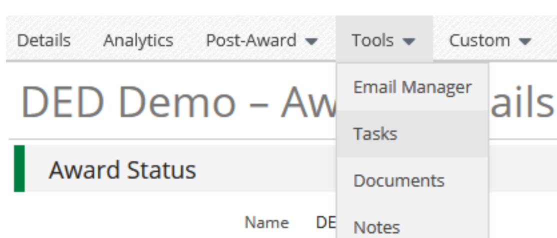
If you have an item that should have been included in a previous Reporting Period, you can include it in the most recent Reporting Period. The date of the expense can be from a previous 'Closed' Reporting Period. If it is marked as 'Reviewed' it will roll-up into the next one.

EXAMPLE: January's Reporting Period has been 'Closed'. However, in February, you found you did not enter a January expense, "Expense B". When you create the Reporting Period for February, Expense B will roll-up into the current reporting period as long as it has been marked 'Reviewed' (even though it has a January date).

Marking Budget Tracking Period Tasks Complete

After completing your reporting period, you must mark your Task as complete.

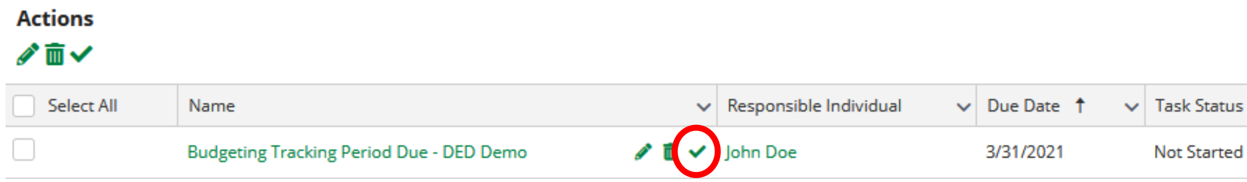
Step 1: Go to the **Award Screen > Tools (tab) > Tasks**.



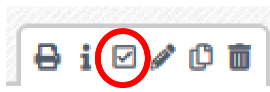
Step 2: There are 3 ways to mark a Task as complete:

1. Select Tasks that you wish to mark complete, then click the **Mark as Complete** action.

2. Individually click the **Mark as Complete** action on the individual Task.



3. Click into the action, and click the **Mark as Complete** action in the top right.



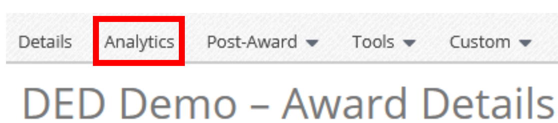
AmpliFund Reports to Track Expenses

This section provides an overview of reports available in AmpliFund for the Recipient to utilize when tracking expenses. <u>Information in this section is not required for purposes of completing the Budget Reporting Period.</u>

Total Expenses per Category

To view your total expenses that have been entered that do not have an expense status of 'Denied' (not necessarily approved):

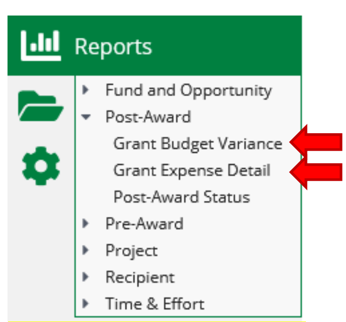
<u>Step 1</u>: Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab.



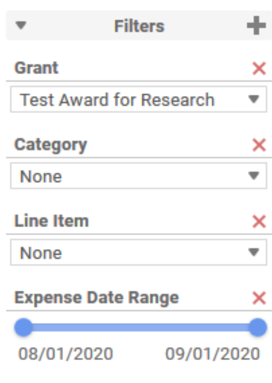
<u>Step 2</u>: View the Category Budget graph at the bottom.

Standard Reports

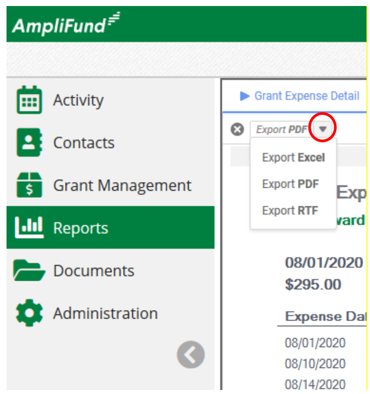
<u>Step 1</u>: Go to Reports (left navigation) > Post-Award > [Choose Report]



<u>Step 2 (Optional)</u>: Additional Filters (such as date and grant) are on the right side.



Step 3: Export this report on the left side. Select the down arrow and choose the export type.



Overview of Grant Budget Variance Report

This Report summarizes the budgeted and actual expensed amounts (line items and category totals). It includes all expenses (e.g., expenses that have not necessarily been approved and expenses that do not have an expense status of 'Denied').

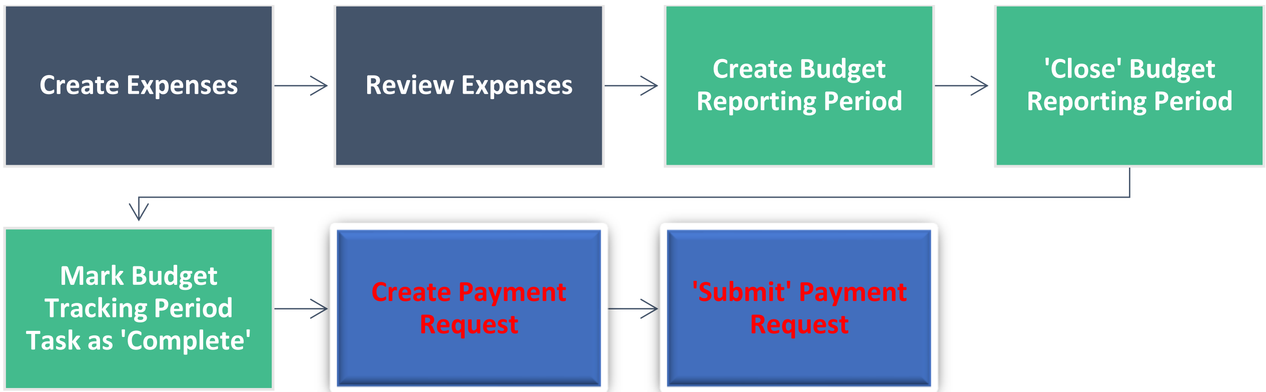
This report will show you if you still need to use Cash Match in a category, or if you have designated too many expenses as grant-funded.

Overview of Grant Expense Detail Report

This Report lists entered expenses, instead of having to search in the **Grant Expenses** section (Grant Management) > Grants > [Choose Grant] > Post-Award > Financial > Expenses. It includes all expenses (e.g., expenses that have not necessarily been approved and expenses that do not have an expense status of 'Denied').

Create the Final Payment Request (Reimbursement)

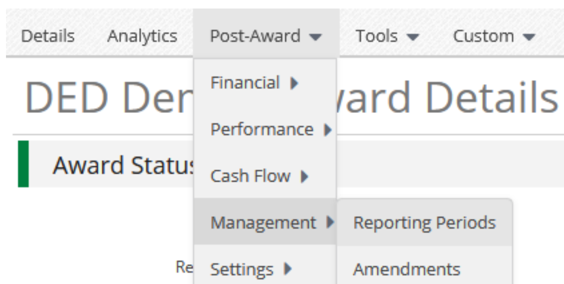
Process Overview



NOTE: *You will not create a Final Payment Request until you are ready to get the second half of your Grant Funds (i.e., you can demonstrate the required 1:1 match in the expenses).*

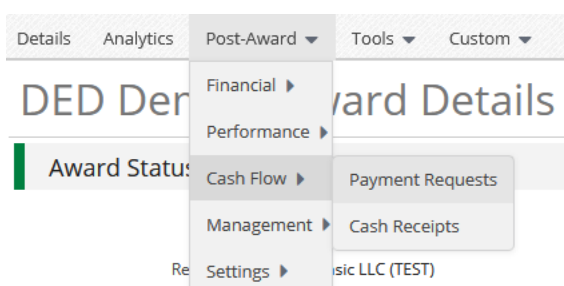
Instructions

Step 1: Prior to completing the final payment request, ensure that all Budget Reporting Periods containing eligible expenses are 'Closed'. Go to the **Award Screen > Post-Award > Management > Reporting Periods**.



Confirm that all related reporting periods are marked as "Closed" in the fourth column.

Step 2: To create the Payment Request, go to the **Award Screen > Post-Award > Cash Flow > Payment Requests > + icon (top right)**.



Step 3: Complete the requested information.

1. **PAYMENT REQUEST INFORMATION**

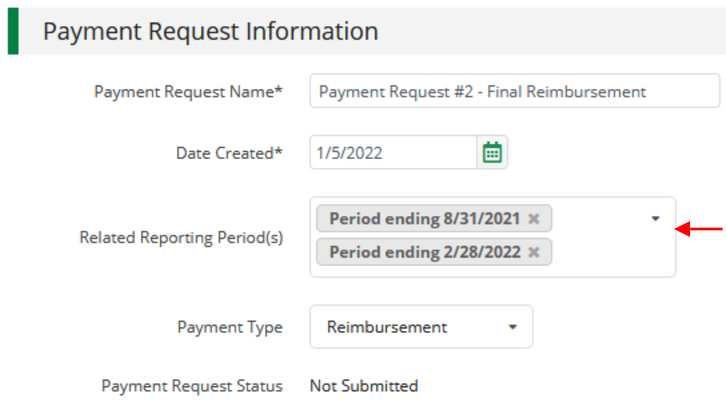
   Payment Request Name: Payment Request #2 – Final Reimbursement

Date Created: Today's date (date you are requesting payment)

Related Reporting Period(s): <u>Make sure all available reporting period(s) are chosen.</u>

Payment Type: Reimbursement

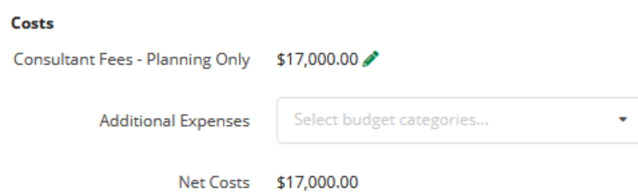
NOTE: *Contact your Program Manager for them to 'Reject' your Budget Reporting Periods if you need to edit your Grant Funded and Match fields in your expenses. You will not be able to edit a 'Closed' expense.*



This will combine multiple Reporting Periods for 1 Payment Request if you select more than 1.

2. **FINANCIAL DETAIL**

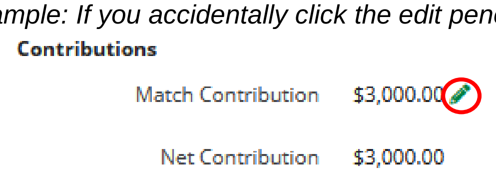
Costs: Information auto populates from what has been entered as expenses in Reporting Periods. Do not adjust these amounts or add additional categories. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>



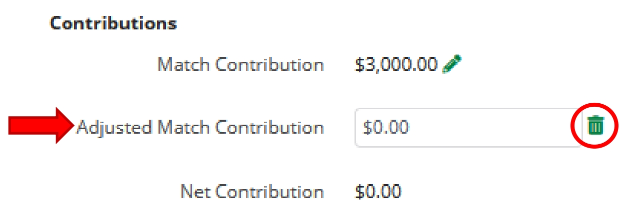
Contributions: Information auto populates from what has been entered as expenses in Reporting Periods. Verify there is not an Adjusted Match Contribution field. <u>Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.</u>

*NOTE: Verify that there is not an **Adjusted Match Contribution** or **Adjusted (Category Name)** field in the Financial Detail section. The adjustment field appears if you click on the edit pencil next to the **Cost category amount** or the **Contributions Match field**.*

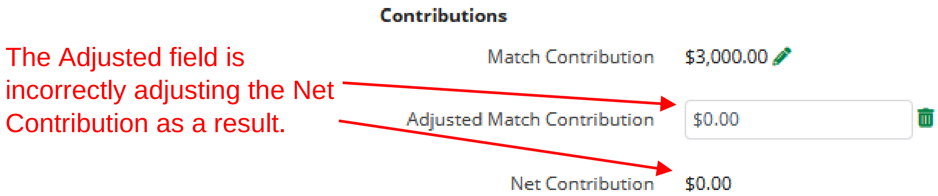
Example: If you accidentally click the edit pencil (see below).



The adjusted field will appear. To remove it, click the green trashcan.



If 0 is entered, it means that the Match is $0, not none, and will adjust the Net Contribution.



NOTE: *This has the same affect to Net Costs if the adjusted field is entered on Cost Categories.*

Totals:

Net Total: Net Costs – Net Contributions.

Requested Amount: [Enter the 'Net Total' amount (above) – 1st Advance Amount. This amount will be your 2nd half of your Grant Funds amount.] (Verify Net Costs and Net Contribution amounts are correct).

Remaining Grant Balance: Click the **Remaining Award Balance** link and verify that your **Remaining Available Grant-Funded Amount** is equal to or less than your **Requested Amount** for this Payment Request.

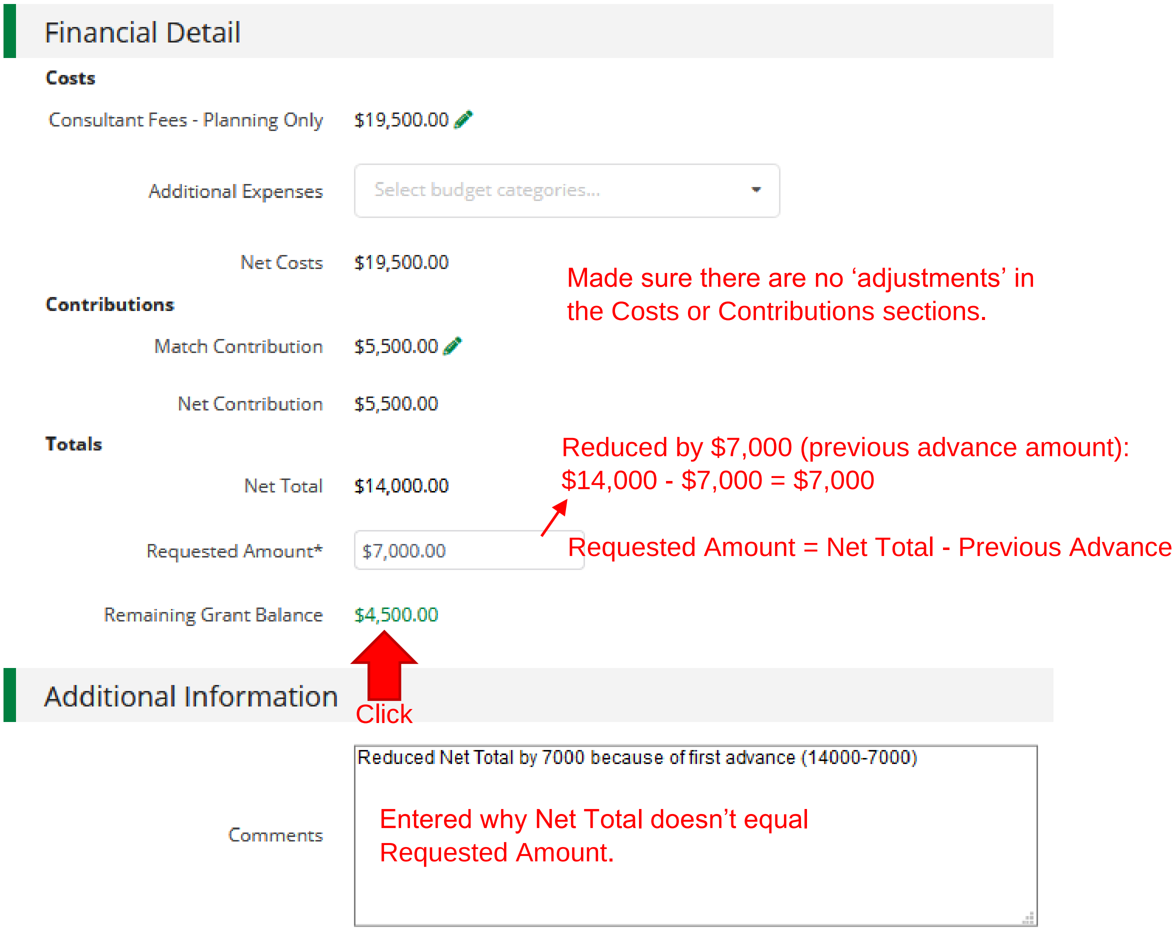
NOTE: *Hover over the icons to see how each field is calculated.*

Additional Information: In the Comments section, provide the calculation of the requested amount (e.g., Total Grant Amount – 50% Advance = 50% Reimbursement Request). Uploading any additional files is optional.

Step 4: Click **Submit** if you are done. This will create an automatic email to DED that you have submitted this Payment Request. Click **Create** if you want to submit later.

Example

In this example Final Payment Request example, the Recipient was awarded $14,000 in Grant Funds and needed to have minimum of $3,000 of cash match. Their first half of their advance was $7,000. After entering all of their expenses, they have $5,500 of cash match.



'Remaining Grant Balance' Pop-up Screen:

Grant Balances

Grant-Funded Amount	$14,000.00	
Match Requirement	$3,000.00	
Total Budget	$17,000.00	Grant Funds expenses entered into AmpliFund, $14,000 ($19,500 - $5,500)
Expenses To Date	$19,500.00	Expenses entered into AmpliFund
Match Contributions To Date	$5,500.00	Over in Match by $2,500 (5,500 - 3,000)
Invoiced To Date	$14,000.00	Includes Approved, Submitted, and Rejected Payment Requests
Pending Invoices	$0.00	
Approved Invoices	$7,000.00	Paid Payment Requests by DED or in Processing to get paid.
Cash Received To Date	$0.00	
Remaining Available Grant-Funded Amount	$7,000.00	Grant Funds left (notice $0 in Pending Invoices). This is the max amount the recipient should Request.
Remaining Match Requirement	($2,500.00)	
Remaining Available Budget	$4,500.00	

Close

Payment Request Notification

You will receive an email notification when the Payment Request has either been 'Approved' or 'Rejected' by your Program Manager.