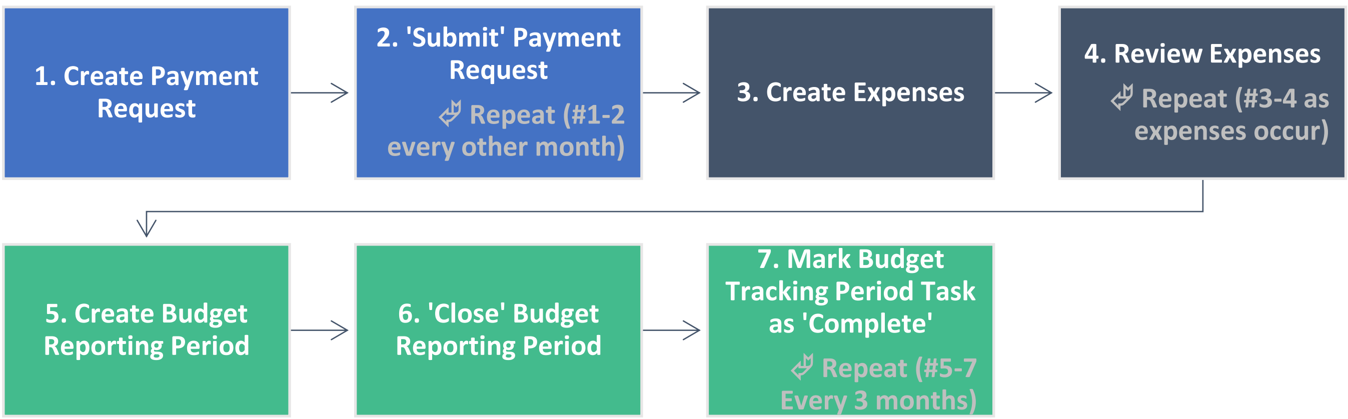
Microenterprise TA – Payment Requests & Expenses

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

Summary

Every other month you will create a Payment Request to initiate the advance process. While the expenses are occurring, you will enter them into AmpliFund. Quarterly, you will be able to 'close' those expenses with a Budget Reporting Period.



If you do not have any expenses during a Budget Reporting Period time frame, you can close a Budget Reporting period with $0 in expenses.

You will add expenses in order to track against your Budget.

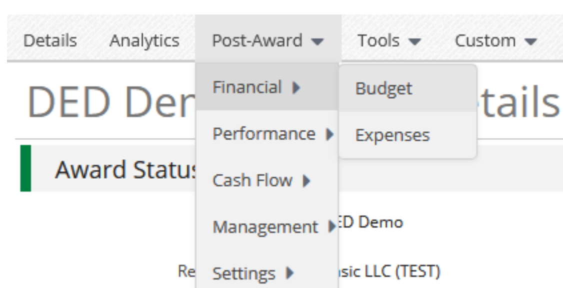
Attachments

Below is a summary of where you will and won't add attachments to during this process:

- Payment Request – No Attachments
- Expense(s) (Attachments tab) – Source Documentation
- Budget Reporting Period(s) – No Attachments

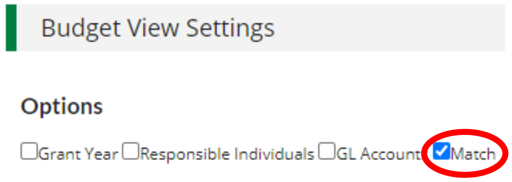
Budget

To see your budget: Award Screen > Post-Award > Financial > Budget

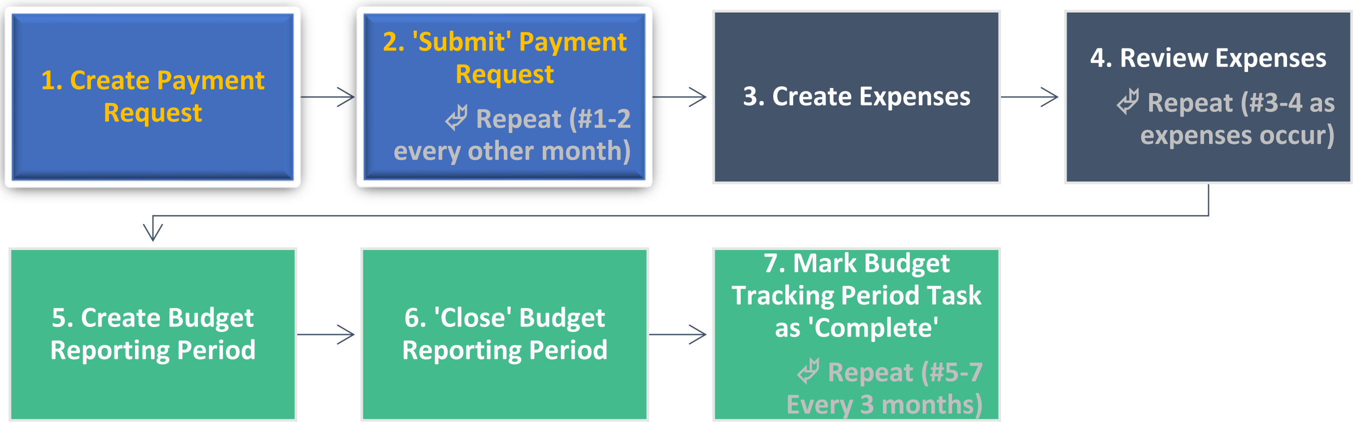


NOTE: *If your budget is blank, please see your 'Recipient Edit Budget' user guide to complete.*

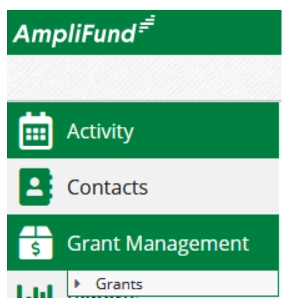
Select **Match** below the options to view the **Match** column.



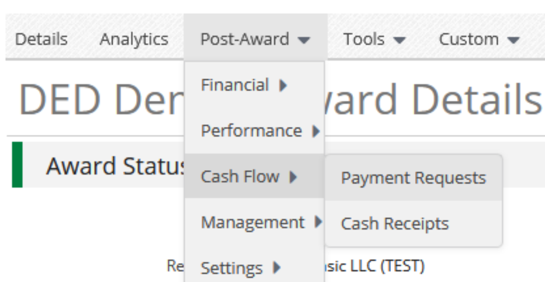
Create Payment Request - How to Create the Advance



Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose your Grant]



Post-Award (tab) > Cash Flow > Payment Requests



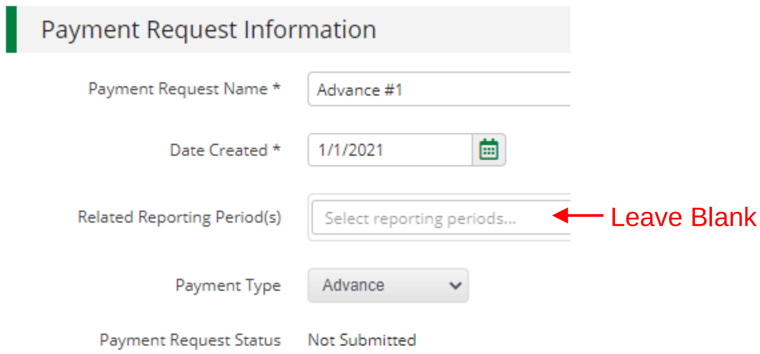
Click the **+ icon** in the top right.

Payment Request Name: Advance #

Date Created: Today's date

Related Reporting Period(s): Leave blank

Payment Type: Advance



In the Financial Detail section, enter your advance amount in the **Projected Expenses** field communicated to you by your Program Manager.

$$Advance\ Amount\ = Round\ Down\ to\ nearest\ whole\ dollar\left(\frac{Total\ Grant\ Funds}{12}\right)$$

$$You\ will\ adjust\ your\ final\ Advance\ to\ reconcile\ the\ difference\ in\ rounding.$$

$$See\ examples\ below\ if\ you\ have\ \$1{,}000{,}000\ in\ grant\ funds.*$$

*If you have been awarded $1,000,000, you cannot request more than $500,000 in 1 calendar year. See ‘Example 1’ and ‘Example 2’ for your Payment Request amount schedule.

Example 1: $1,000,000 grant award in which Advances span 2 calendar years.

Payment Request (Calendar Year 1)	Projected Expenses (Requested Amount)	Payment Request (Calendar Year 2)	Projected Expenses (Requested Amount)
Advance #1	$83,333.00	Advance #7	$83,333.00
Advance #2	$83,333.00	Advance #8	$83,333.00
Advance #3	$83,333.00	Advance #9	$83,333.00
Advance #4	$83,333.00	Advance #10	$83,333.00
Advance #5	$83,333.00	Advance #11	$83,333.00
Advance #6	**$83,335.00**	**Advance #12**	**$83,335.00**

Example 2: $1,000,000 grant award in which Advances span 3 calendar years.

Payment Request (Calendar Year 1)	Projected Expenses (Requested Amount)	Payment Request (Calendar Year 2)	Projected Expenses (Requested Amount)	Payment Request (Calendar Year 3)	Projected Expenses (Requested Amount)
Advance #1	$83,333.00	Advance #6	$83,333.00	**Advance #12**	**$83,337.00**
Advance #2	$83,333.00	Advance #7	$83,333.00		
Advance #3	$83,333.00	Advance #8	$83,333.00		
Advance #4	$83,333.00	Advance #9	$83,333.00		
Advance #5	$83,333.00	Advance #10	$83,333.00		
		Advance #11	$83,333.00		

Example 3: $500,000 grant award in which Advances span 2 calendar years.

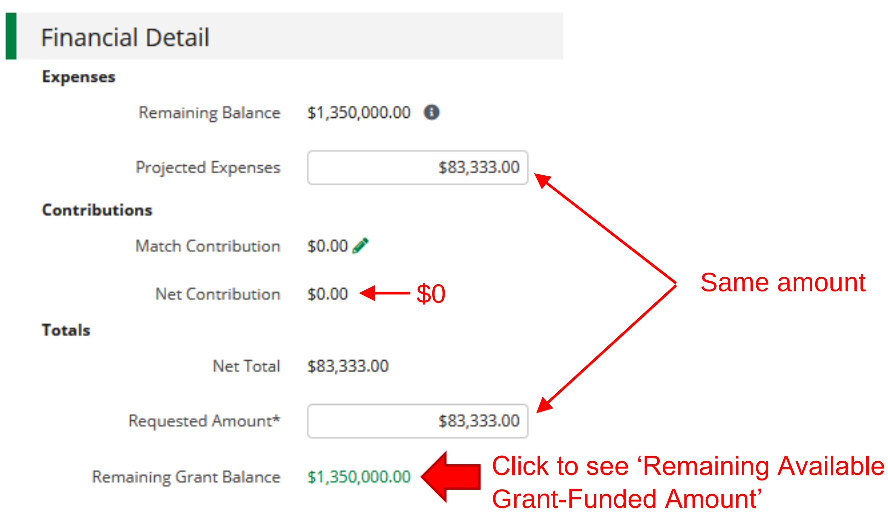
Payment Request (Calendar Year 1)	Projected Expenses (Requested Amount)	Payment Request (Calendar Year 2)	Projected Expenses (Requested Amount)
Advance #1	$41,666.00	Advance #7	$41,666.00
Advance #2	$41,666.00	Advance #8	$41,666.00
Advance #3	$41,666.00	Advance #9	$41,666.00
Advance #4	$41,666.00	Advance #10	$41,666.00
Advance #5	$41,666.00	Advance #11	$41,666.00
Advance #6	$41,666.00	**Advance #12**	**$41,674.00**

Example 4: $500,000 grant award in which Advances span 3 calendar years.

Payment Request (Calendar Year 1)	Projected Expenses (Requested Amount)	Payment Request (Calendar Year 2)	Projected Expenses (Requested Amount)	Payment Request (Calendar Year 3)	Projected Expenses (Requested Amount)
Advance #1	$41,666.00	Advance #6	$41,666.00	**Advance #12**	**$41,674.00**
Advance #2	$41,666.00	Advance #7	$41,666.00		
Advance #3	$41,666.00	Advance #8	$41,666.00		
Advance #4	$41,666.00	Advance #9	$41,666.00		
Advance #5	$41,666.00	Advance #10	$41,666.00		
		Advance #11	$41,666.00		

Keep **Match Contribution** to $0.

In the **Requested Amount**, enter the same amount as the **Projected Expenses**.



NOTE: *The 'Remaining Balance' includes Match amounts. Click the 'Remaining Grant Balance' link to see 'Remaining Available Grant-Funded Amount'*

Comments: *Optional*

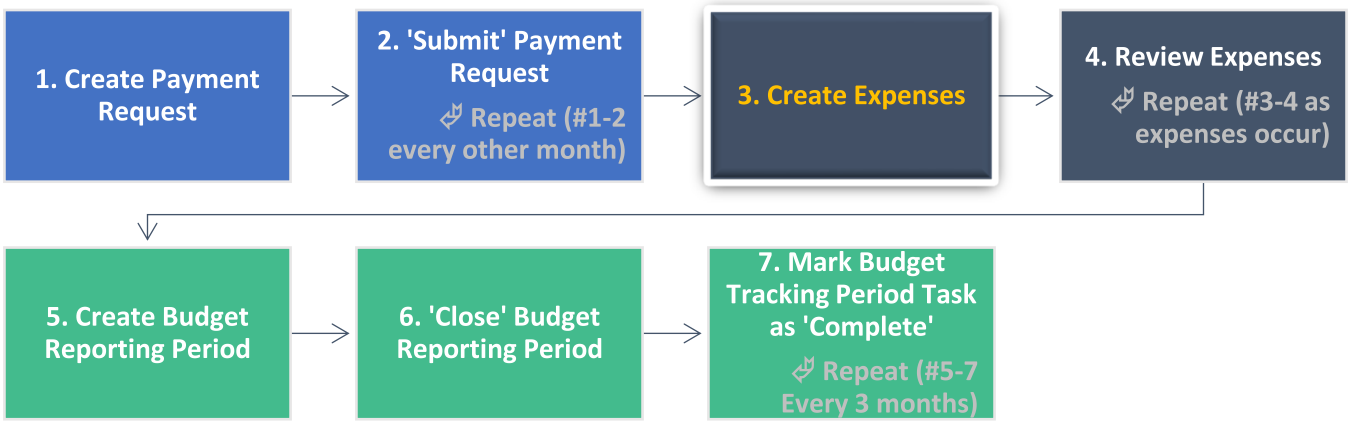
Attachments: None

If you are done, click **Submit**. If you do not want to submit yet, you can **Create** and come back later to submit.

Submitting the Payment Request will notify your Program Manager.

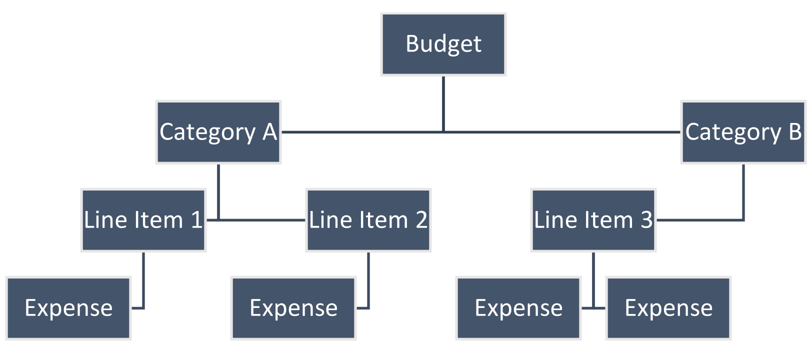
The **Recipient Grant Manager** assigned on your Award will receive an email notification when your Payment Request has been approved or rejected by your Program Manager.

Create Expenses



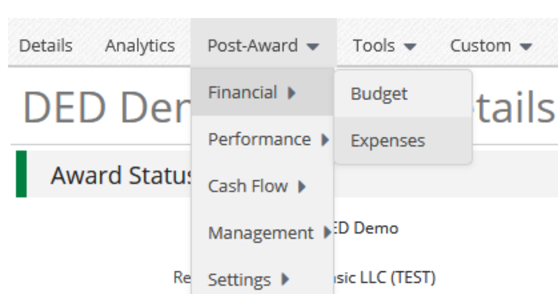
NOTE: *Your Award is receiving its entire Grant Funds only by advances, you will not need to create a 'reimbursement' Payment Request. You will only need to 'close' all expenses for your project (including the required match) with source documentation.*

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



There are three ways to access the pages necessary for Expense creation:

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

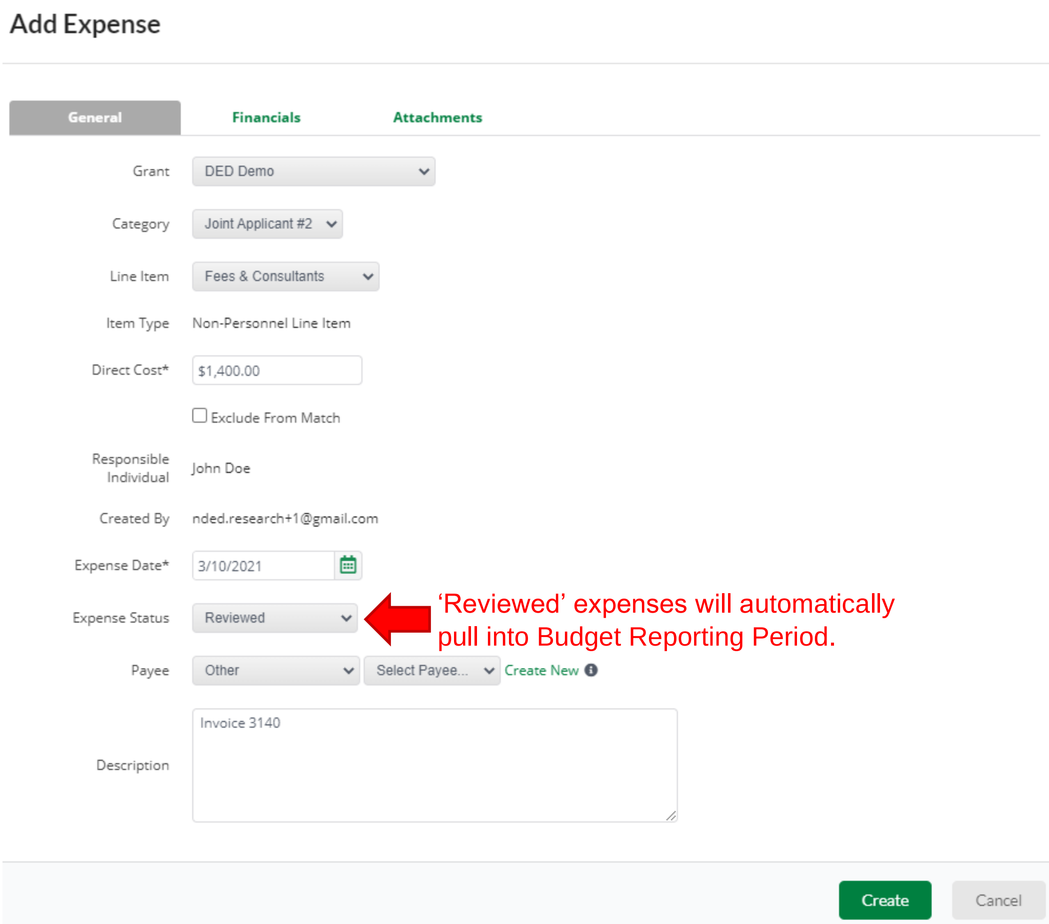


From the Expense page, click the **+ icon** to add an expense.

NOTE: *Going over in Cash Match per Category is allowable.*

General tab

The expense window will appear where you can add an expense record.



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. (Grant Funds + Match)]

Exclude From Match – [Select if all of the cost is covered by Grant Funds ($0 Match), or you can enter $0 for Match on the Financials tab.]

Expense Date – [Select the Date of the Expense.]

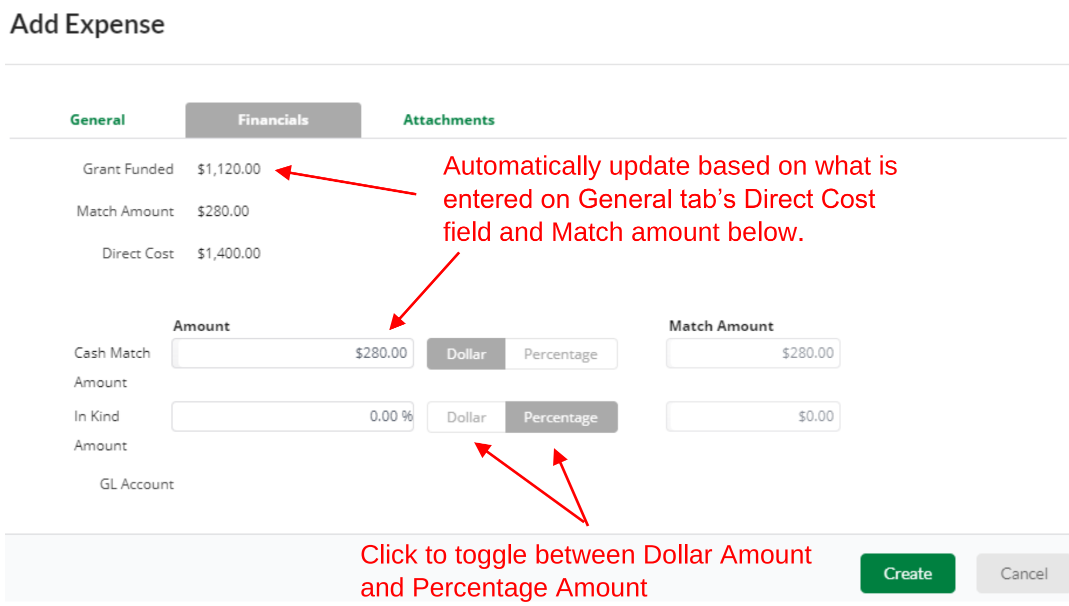
Expense Status – **<u>Reviewed.</u>**

> ***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.*

Financials tab



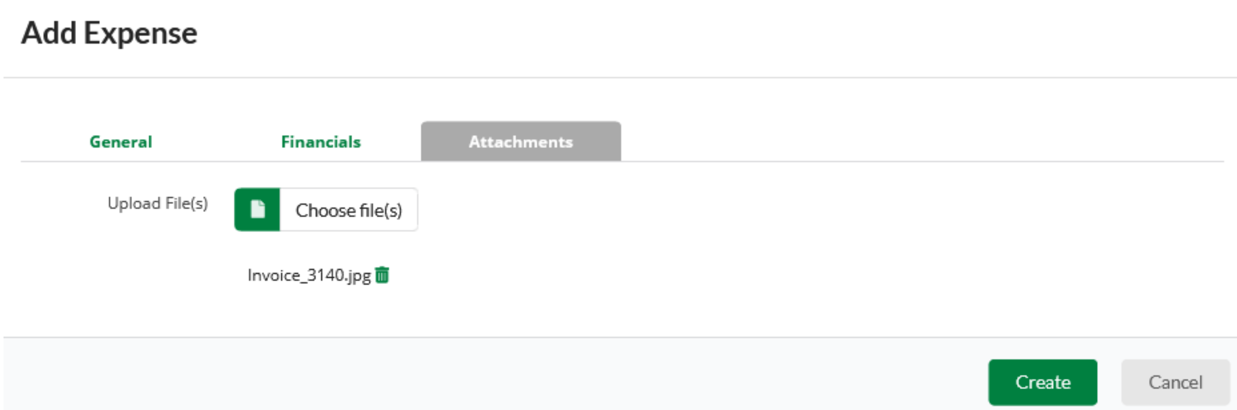
Cash Match Amount – [Toggle from Dollar or Percentage. Enter the Cash Match for this expense. If this expense has no cash match, enter $0 or 0 percentage.]

In Kind Amount – [Toggle from Dollar or Percentage. Enter the Cash Match for this expense. If this expense has no in kind match, enter $0 or 0 percentage.]

Grant Funded – Auto calculate based what is entered in the Direct Cost and Match Amount.

Direct Cost – Auto populate from General tab.

Attachments tab



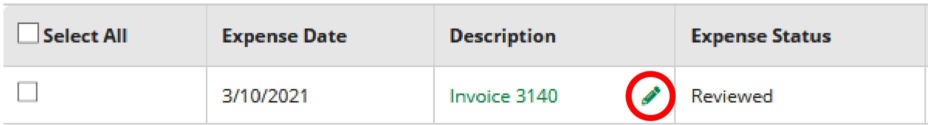
You will attach your **Source Documentation** here. **Source Documentation** includes: receipts, invoices, etc.

Click **Create** to add that expense.

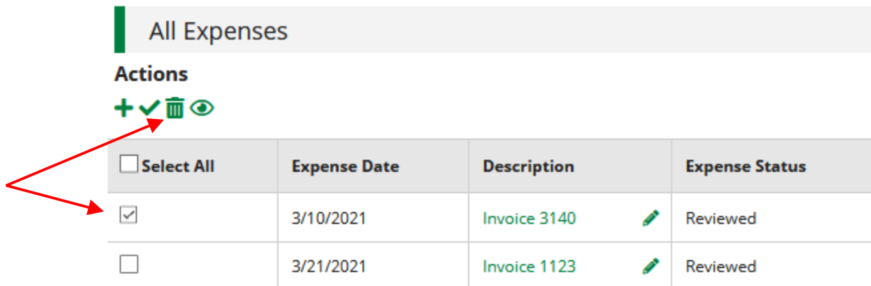
Edit Expenses

To edit an expense after creation, click the **Pencil icon** next to the description, make changes, and click **Save**.

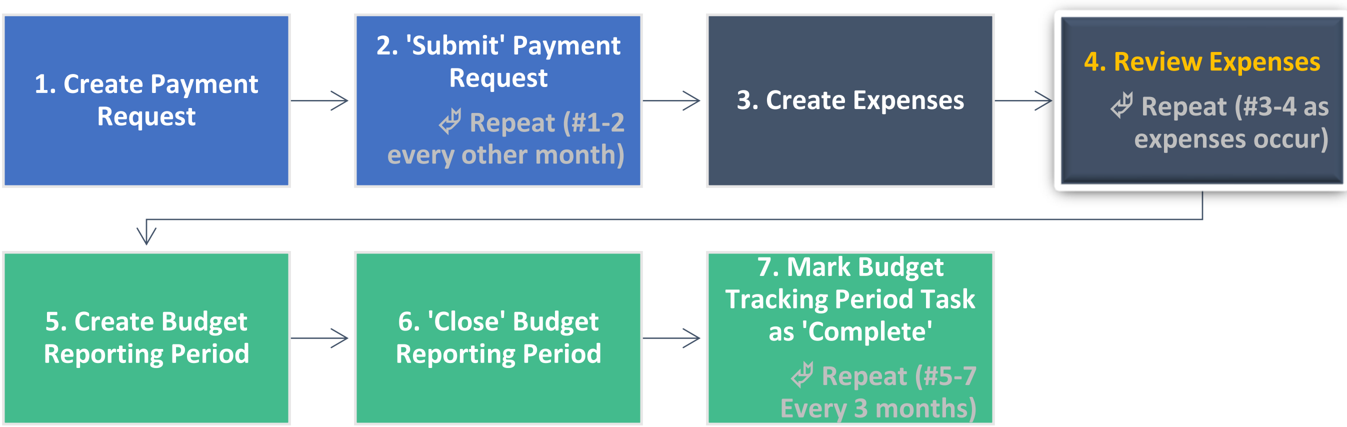
NOTE: *Expenses with an Expense Status of 'Closed' cannot be edited.*



To delete an expense or more than one, 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, <u>you'll want to review the 'Reviewed' expenses</u>.

Award Screen > Post-Award (tab) > Financial > Expenses

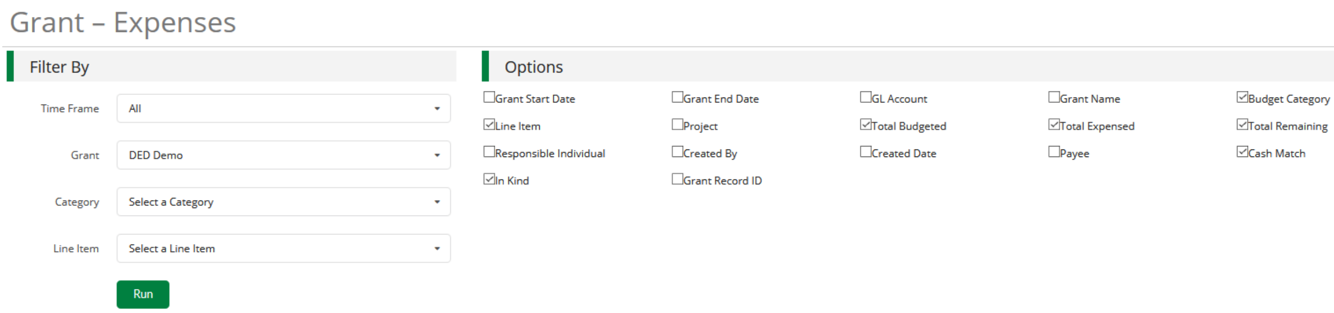
Time Frame: Custom (Reporting Period as the Start Date and End Date most likely, unless you have reviewed expenses during the time frame from already closed reporting periods)

Grant: [Choose Grant]

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

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

Click **Run**. This will now list all expenses from your filtering criteria.



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

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.

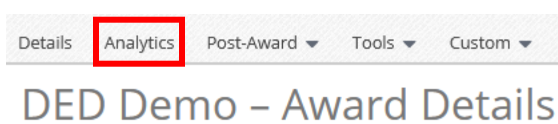
Amount: Expense's Direct Cost (Grant Funded + Cash Match amount)

AmpliFund Reports to Track Expenses

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):

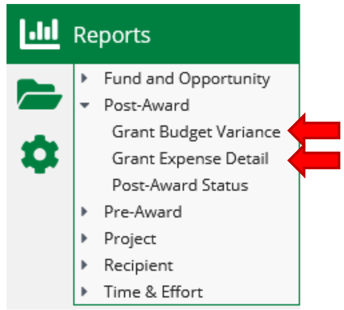
Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab



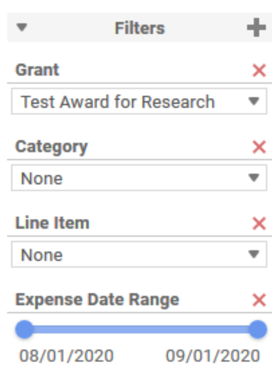
View the Category Budget graph at the bottom.

Standard Reports

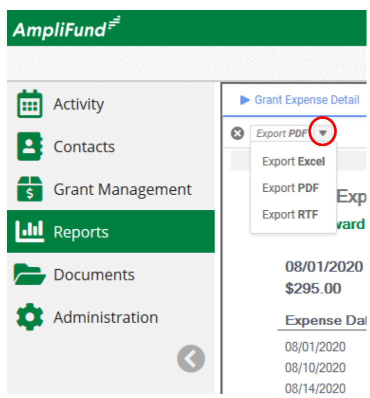
Go to Reports (left navigation) > Post-Award > [Choose Report]



Additional Filters (such as date and Grant) are on the right side.



Export this report on the left side. Select the down arrow, and choose the export type.



Grant Budget Variance

Summarizes the budgeted and actual expensed amounts (line items and category totals). Includes all expenses, not necessarily approved expenses and do not have an expense status of ‘Denied’.

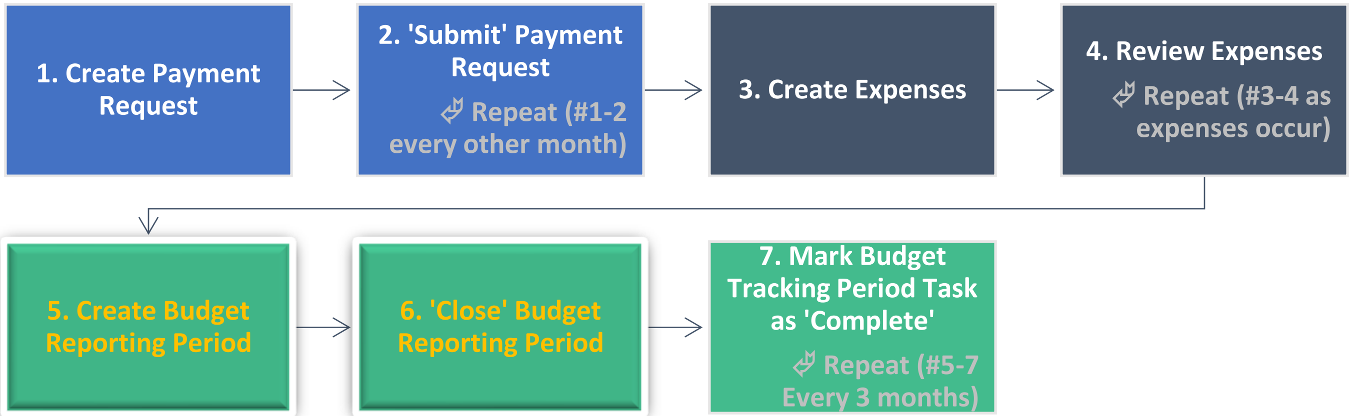
<u>This report will show you if you still need to use Cash Match in a category, or if you have entered expenses as too much Grant Funds.</u>

Grant Expense Detail

Lists entered expenses, instead of having to search in the **Grant Expenses** section (Grant Management) > Grants > [Choose Grant] > Post-Award > Financial > Expenses).

Includes all expenses, not necessarily approved expenses and do not have an expense status of ‘Denied’.

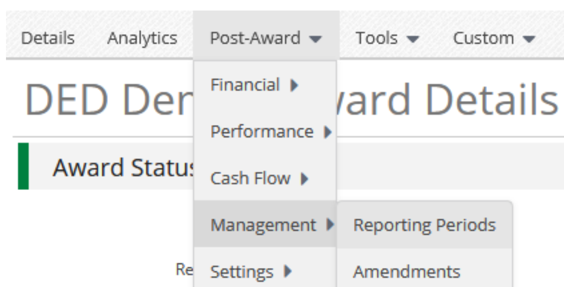
Create Budget Reporting Period



NOTE: *You can submit a Budget Reporting Period with no expenses if you do not have expenses during that time frame. You can also submit a Budget Reporting Period with only Cash Match expenses.*

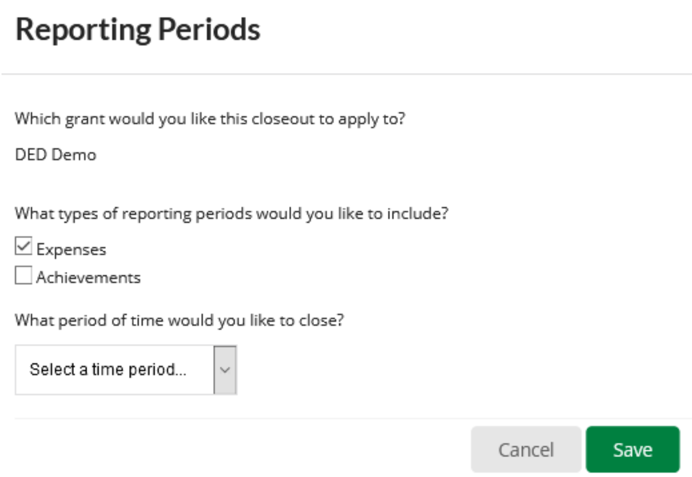
Reporting Periods can be accessed in two ways:

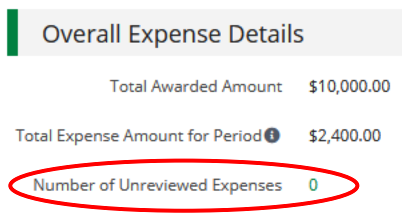
1. Activity (left navigation) > Reporting Periods
2. Award Screen > Post-Award > Management > Reporting Periods



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

Select **Expenses**, the **Time Period** for the report, and click **Save**.





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.

The number 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: *None*

You will not need to upload your documentation here; it is on your individual expenses.

Expense Analytics: 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.

Expense Closeout: Keep this as ‘Select All’. Like the ‘Expense Analytics’ section, the ‘Budgeted Amount’ column is not applicable.

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.

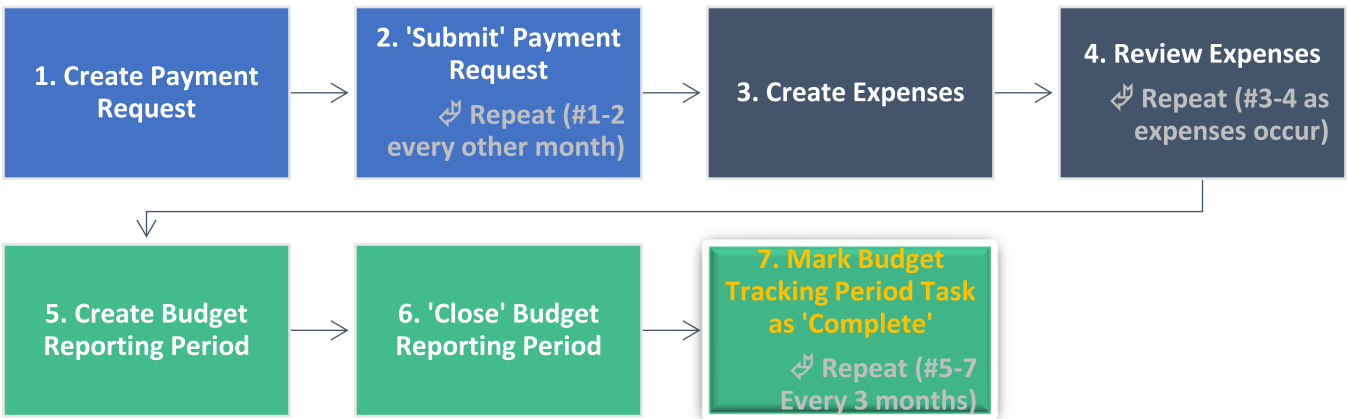
You cannot edit Reporting Periods after they have been ‘Closed’. If you need to edit an expense from a ‘closed’ reporting period, contact your Program Manager.

Found Expense After Reporting Period Is Closed

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

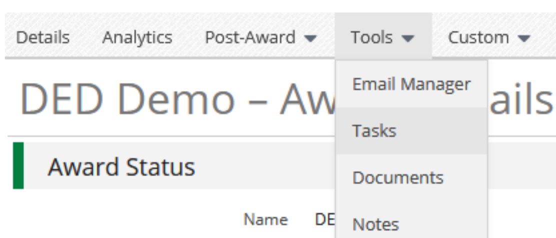
EXAMPLE: January's Reporting Period has been 'Closed'. However, in February, you found you did not enter a January expense, "Expense B". When you create the Reporting Period for February, Expense B will roll-up into the current reporting period as long as it has been marked 'Reviewed' (even though it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

Marking Budget Tracking Period Tasks Complete



There are 2 ways to navigate to Tasks.

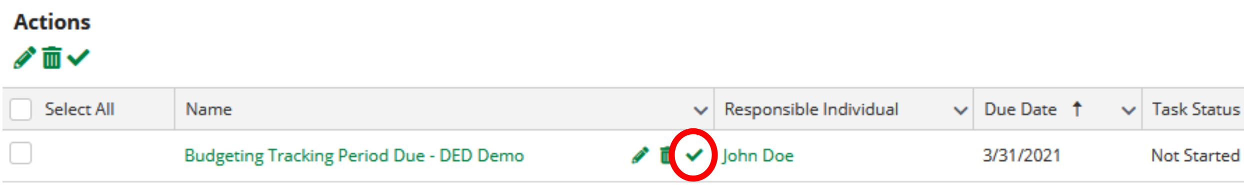
a) Activity (side navigation) > Tasks
b) AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > Tasks



Mark the Tasks you are done with as 'Complete':

1. Select Goals 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.