

CCCFF – Reporting Periods, Reimbursement, & Final Report

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

Navigate to the Award Screen

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

Summary

Every 6 months you will complete a Performance Reporting Period and a Budget Reporting Period.

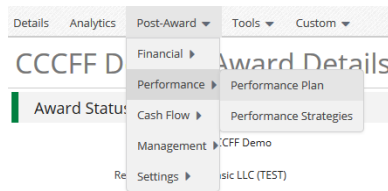
When your project is complete, you will submit a final Payment Request, submit your last Performance and Budget Reporting Period, and complete a Final Report form.

Performance Reporting Period

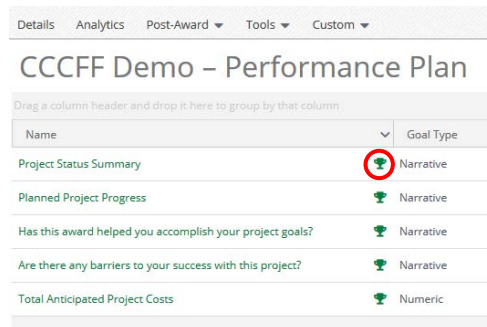
Achievements

You will add achievements to each Performance Plan Goal. Achievements are how the progress of each goal is tracked.

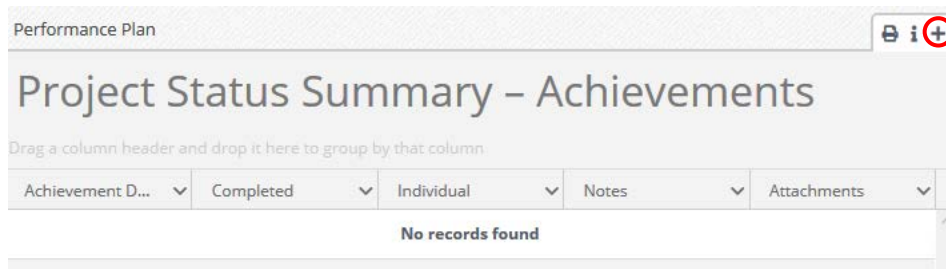
Award Screen > Post-Award (tab) > Performance > Performance Plan



Click the Achievement icon next to the goal name.



Next click the + icon (top right) to add an **Achievement**.



Complete the **Create Achievement** screen (additional instructions below) and click **Create**.

Narrative Goal Types:

Achievement Date – Date needs to be during the time period of the Reporting Plan.

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

6 Month Reporting	Time Periods
Report 1	03/31/2020-08/31/2020
Report 2	09/01/2020-02/28/2021
Report 3	03/31/2021-08/31/2021
Report 4	09/01/2021-02/28/2022

Answer – [Insert your Project Status Summary response]

Complete – Do not select unless this is your last report.

Notes – Leave this field blank, enter all text in the Answer field.

Upload File(s) – Do not attach additional documentation.

Once created, the edit pencil allows you to edit the achievement.

You will be able to go back to the Performance Plan Goals by clicking the **Performance Plan** at the top of the screen.

You will create an Achievement for each goal except 'Total Anticipated Project Costs'. 'Total Anticipated Project Costs' only needs an Achievement on your last Performance Reporting Period.

Numeric Goal Types: Total Anticipated Project Costs

NOTE: You will only enter an Achievement for the 'Total Anticipated Project Costs' on your last Performance Reporting Period.

Create Achievement

Grant: CCCFF Demo

Goal Type: Numeric

Goal: Total Anticipated Project Costs

Description:

Responsible Individual: John Doe

Achievement Date: 8/31/2020

Number to be Achieved: 20000

Number Achieved:

Notes:

Upload File(s):

Achievement Date – Date needs to be during the time period of the Reporting Plan.

Number Achieved – [Enter Total Anticipated Project Costs] (Includes Grant, Cash Match, and any other costs)

Notes – Leave this field blank, enter all text in the Answer field.

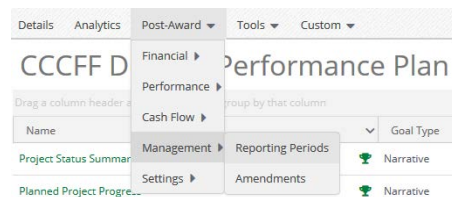
Upload File(s) – Do not attach additional documentation.

Create Reporting Period

After **Achievements** have been created, you are ready to create a Performance Reporting Period.

Reporting Periods can be accessed in two ways:

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



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



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

NOTE: This selected Time Period are the dates the achievements needs to be between.

Reporting Periods

Which grant would you like this closeout to apply to?
CCCCF Demo

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... ▼

Select a time period...

03/31/2020-08/31/2020

09/01/2020-02/28/2021

03/01/2021-08/31/2021

09/01/2021-02/28/2022

Number of Goals with No Achievements needs to be 1 (Don't add an Achievement to 'Total Anticipated Project Costs', this will be the Goal with No Achievement).

When you are on your last Performance Reporting Period, this may be before your 4th Reporting Period if your project will be completed before the contract end date, the **Number of Goals with No Achievements** needs to be 0.

The Achievement Dates needs to be within the Reporting Time frame, or else it will not pull into the report.

If your **Number of Goals with No Achievements** is not 1 (regular report) or 0 (final report), **Save** this Reporting Period, enter the missing achievements/edit achievement dates, reopen this same Performance Reporting Period and verify the **Number of Goals with No Achievements** is correct, then **Submit**.

Achievements Analytics show how many achievements are associated for each goal during your Reporting Period (not the complete contract time period).

Overall Achievements Details

Number of Goals with No Achievements 0 Regular Reports needs to be 1.

Comments

Attach Documentation

Achievements Analytics		
Goal	Type	# of Achievements Period to Date
Project Status Summary	Narrative	1
Planned Project Progress	Narrative	1
Has this award helped you accomplish your project goals?	Narrative	1
Are there any barriers to your success with this project?	Narrative	1
Total Anticipated Project Costs	Numeric Goal	0

Don't need to enter until final Performance Reporting Period.

Overall Achievements Details

Number of Goals with No Achievements **0** **Final Reports needs to be 0.**

Comments

Attach Documentation

Achievements Analytics

Goal	Type	# of Achievements Period to Date
Project Status Summary	Narrative	1
Planned Project Progress	Narrative	1
Has this award helped you accomplish your project goals?	Narrative	1
Are there any barriers to your success with this project?	Narrative	1
Total Anticipated Project Costs	Numeric Goal	1

In the **Achievement Closeout** section, leave the 'Select All' selected. This is 'closing' out your achievements associating them to this Reporting Period. The achievements can no longer be edited after being 'closed'.

Achievements Closeout

Select All

If you are ready to submit to DED, click **Close** (Submit). If you are not ready to submit, click **Save**.

To see all Reporting Periods, go to: Award Screen > Post-Award > Management > Reporting Periods

If you had a 'Saved' Reporting Period, this is where you would go to come back, click on it, and 'Close' it.

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.

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

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

Details Analytics Post-Award Tools Custom

CCCCFF Demo – Budget
Start: 3/31/2020 End: 3/31/2022

Budget View Settings

Options
 Grant Year Responsible Individuals GL Account Match

Budget

Expense Budget

	Grant Funded	Match	Total Cost
Construction			
Construction	\$5,000.00	\$5,000.00	\$10,000.00
Subtotal	\$5,000.00	\$5,000.00	\$10,000.00
Consultant Fees - Planning Only			
Subtotal	\$0.00	\$0.00	\$0.00
Consultant Fees - Construction Only			
Consultant Fees - Construction	\$5,000.00	\$0.00	\$5,000.00
Subtotal	\$5,000.00	\$0.00	\$5,000.00
Fixed Equipment and Furnishings			
Subtotal	\$0.00	\$0.00	\$0.00
Other Ineligible Project Costs			
Subtotal	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$10,000.00	\$5,000.00	\$15,000.00
Revenue Budget			
	Grant Funded	Match	Total Revenue
Grant Funding			
Awarded Amount	\$10,000.00		\$10,000.00
Subtotal	\$10,000.00		\$10,000.00
Match			
Cash Match		\$5,000.00	\$5,000.00
In-Kind		\$0.00	\$0.00
Subtotal		\$5,000.00	\$5,000.00
Total Revenue Budget Cost			(\$15,000.00)
Total Overall Budget Cost			\$0.00

Example: This Budget is using 2 different categories with 2 different line items.

\$10,000 from the Grant

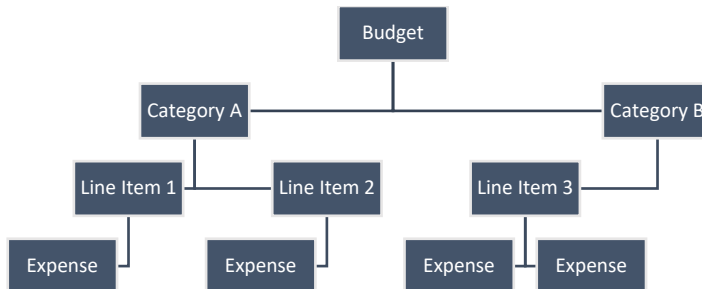
\$5,000 from Cash Match

Line Item Information

Overall Award Information (Award Details tab)

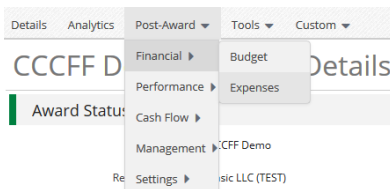
Creating Expenses

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 \$ next to a line item



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

Actions



General tab

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

Add Expense

General Financials Attachments

Grant: CCOFF Demo

Category: Construction

Line Item: Construction

Item Type: Non-Personnel Line Item

Direct Cost*: \$4,000.00

Exclude From Match

Responsible Individual: John Doe

Created By: ndedresearch1@gmail.com

Expense Date*: 7/1/2020

Expense Status: Reviewed

Payee: Other Selected Payee... Create New

Description: Invoice 3140 - Painting

Category - Choose a budget Category from 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 will enter \$0 for Match on the Financials tab.

Expense Date - Select the Date of the Expense.

Expense Status – Reviewed.

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

Payee – Optional.

Description - Add in any details you would like to record.

Financials tab

Add Expense

General	Financials	Attachments
Grant Funded	\$1,500.00	
Match Amount	\$2,500.00	
Direct Cost	\$4,000.00	
Cash Match Amount	<input type="text" value="\$2,500.00"/> Dollar Percentage	Match Amount <input type="text" value="\$2,500.00"/>
In Kind Amount	<input type="text" value="0.00%"/> Dollar Percentage	<input type="text" value="\$0.00"/>
GL Account		

Cash Match – Toggle from Dollar or Percentage. Enter the Cash Match for this expense. If this expense has no 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

Add Expense

General	Financials	Attachments
Upload File(s)	<input type="button" value="Choose file(s)"/>	
	Invoice 3140 - Painting.pdf	

You will attach your **Source Documentation** here as one attachment.

Source Documentation includes all of the following (please attach in the order listed):

1. Detailed, Paid Invoice
2. Proof of Transfer (cancelled check/check image or bank statement)

Or, where invoices are not detailed*:

1. Service Contract
2. Paid Invoice
3. Proof of Transfer (cancelled check/check image or bank statement)

**Detailed invoices include line items with associated costs. Conversely, as an example, invoices that list "as contracted" must be accompanied by their associated contract.*

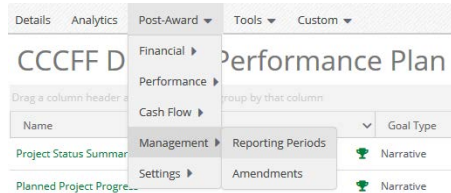
Click **Create** to add that expense.

Create Reporting Period

NOTE: Budget Reports are on the same schedule as Performance Reports, every 6 months. You can submit a Budget Reporting Period with no expenses if you do not have expenses during that time frame.

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**.

Reporting Periods

Which grant would you like this closeout to apply to?

Test Award for Research

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... ▾

Cancel

Save

Overall Expense Details

Total Awarded Amount \$10,000.00

Total Expense Amount for Period ⓘ \$15,000.00

Number of Unreviewed Expenses 0

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.

Enter optional **Comments**

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

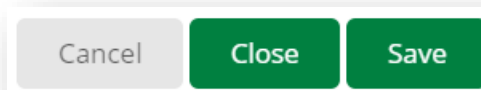
Expense Analytics: Not applicable; it takes the total in your categories and divides it by the number of months (periods). This is not accurate with how we allocate money.

Expense Closeout: Keep this as 'Select All'. 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.

If you are ready to submit your Reporting Period to NE DED, click **Close**

If you wish to save progress but not submit to NE DED click the **Save** button

You cannot edit Reporting Periods after they have been 'Closed'



How to 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.

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

Time Frame: Custom (Reporting Period as the Start Date and End Date most likely)

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.

Grant - Expenses

Filter By	Options					
Time Frame: All	<input type="checkbox"/> Grant Start Date	<input type="checkbox"/> Grant End Date	<input type="checkbox"/> GL Account	<input type="checkbox"/> Grant Name	<input checked="" type="checkbox"/> Budget Category	
Grant: TEST	<input checked="" type="checkbox"/> Line Item	<input checked="" type="checkbox"/> Total Budgeted	<input checked="" type="checkbox"/> Total Expensed	<input checked="" type="checkbox"/> Total Remaining	<input type="checkbox"/> Responsible Individual	
Category: Select a Category	<input type="checkbox"/> Created By	<input type="checkbox"/> Created Date	<input type="checkbox"/> Payee	<input checked="" type="checkbox"/> Cash Match	<input checked="" type="checkbox"/> In Kind	
Line Item: Select a Line Item	<input type="checkbox"/> Grant Record ID					
Run						

You can click into the expenses, 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.

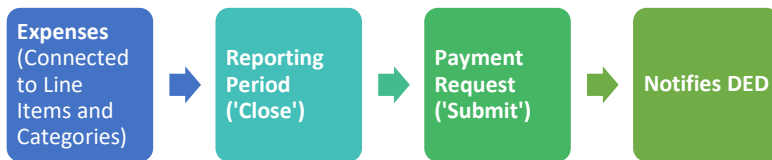
Amount: Expense’s Direct Cost (Grant Funded + Cash Match amount)

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).

Budget Overview



AmpliFund Reports to Track Expenses

Total Expenses per Category

To view your total expenses that have been entered (not necessarily approved),

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

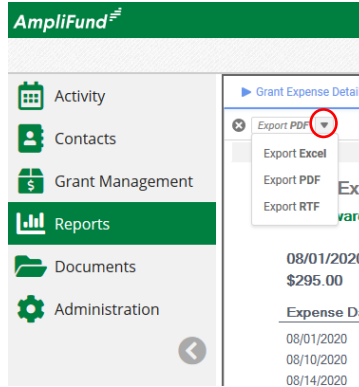
View the Category Budget graph at the bottom.

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).

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).

Reimbursement - Creating A Payment Request

Only 1 additional Payment Request will need to be made.

After the Reporting Period is 'Closed', a Payment Request can be created. Navigate to your Reporting Periods. There are 2 ways from the Reporting Period, and 1 way directly from the Payment Request area.

1. Activity (left navigation) > Reporting Periods > Closed
2. Award Screen > Post-Award > Management > Reporting Periods
 - a) Next to the Reporting Period that you just closed, there is a money icon, click that to start the Payment Request.

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type
7/1/2020	7/31/2020	Budget
6/1/2020	6/30/2020	Budget
8/1/2020	8/31/2020	Budget

3. Award Screen > Post-Award > Cash Flow > Payment Requests > + icon (top right)

Payment Request Information

Payment Request Name*

Date Created*

Related Reporting Period(s)

Payment Type

Payment Request Status

Payment Request Name: Final Payment Request

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

Related Reporting Period(s): Make sure all available reporting period(s) are chosen. Select the multiple reporting periods so it will auto populate the category amounts.

Payment Type: Reimbursement

NOTE: Because you have the corresponding 'Related Reporting Period(s)', you will not adjust the **Financial Detail** section except for the **Requested Amount**.

Financial Detail	
Costs	
Construction	\$10,000.00
Consultant Fees - Construction Only	\$5,000.00
Additional Expenses	<div style="border: 1px solid #ccc; padding: 2px;"> Consultant Fees - Planning Only ✕ </div> <div style="border: 1px solid #ccc; padding: 2px;"> Fixed Equipment and Furnishings ✕ </div> <div style="border: 1px solid #ccc; padding: 2px;"> Other Ineligible Project Costs ✕ </div>
Consultant Fees - Planning Only	<input type="text" value="\$0.00"/>
Fixed Equipment and Furnishings	<input type="text" value="\$0.00"/>
Other Ineligible Project Costs	<input type="text" value="\$0.00"/>
Net Costs	\$15,000.00
Contributions	
Match Contribution	\$5,000.00
Net Contribution	\$5,000.00
Totals	
Net Total	\$10,000.00
Requested Amount*	<input type="text" value="\$5,000.00"/>
Remaining Grant Balance	\$5,000.00

Example:

\$15,000 of Costs

\$5,000 of Match

\$10,000 Net Total (But already received 'Initial Payment Request' Advance of \$5,000 earlier in Contract Term.

Requesting Amount is \$5,000 not \$10,000.

Costs:

Auto populates what has been entered as expenses in Reporting Periods. Do not adjust these amounts or add additional categories. Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.

Contributions:

Auto populates what has been entered as expenses in Reporting Periods. Do not adjust this amounts. Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.

Totals:

Net Costs – Net Contributions

Requested Amount: Enter the 'Remaining Grant Balance' amount

Comments: Optional.

Upload File(s): Optional.

Click **Submit** if you are done. Click **Create** if you want to submit later.

This will create an automatic email to DED that you have submitted this.

Final Report

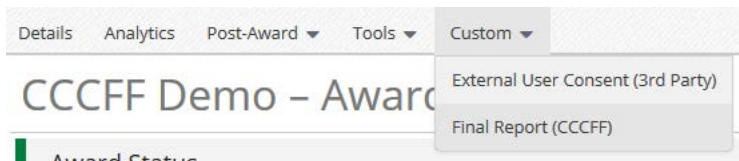
When you are ready to complete your final report, remember to complete your 6 month reporting (Performance Reporting Period) as well. This time, select the 'Complete' checkbox when entering achievements.

Final Report Form

NOTE: You can submit all other items to this point **prior** to actual project completion. The Final Report Form is only to be submitted **after** you have (1) completed all of the Reporting Periods (Achievements and Expenses), (2) submitted your Final Payment Request, and (3) completed the actual project. In other words, the project is ready for closeout.

After completing your final Reporting Periods, you will have 1 additional form to complete.

Award Screen > Custom (tab) > Final Report (CCCCFF)



Click + (top right) to create a new form.



Complete the form, and click Create at the bottom right.



After initially creating, you can click the edit pencil to update the form if it hadn't been completed all at once.



And then you can **Save** any updates.



When the form is complete, navigate to your tasks and Mark as Complete the corresponding task.

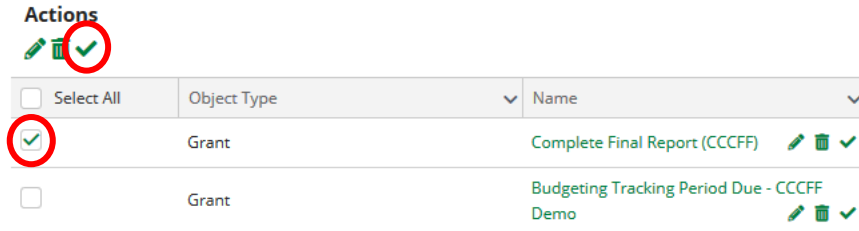
Marking Tasks Complete

There are 2 ways to navigate to Tasks.

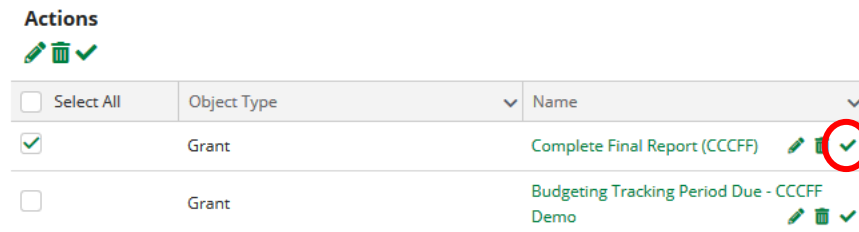
- a) Activity (side navigation) > Tasks
- b) AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > Tasks

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.

