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AmpliFund

Reporting Periods & Payment Requests

BIA Programs

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

Adding Expenses

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

1. Activity > Expenses
2. Grant Management > Grants > [Choose Grant] > Post-Award > Expenses
3. Grant Management > Grants > [Choose Grant]> Post-Award > Budget > click the $ next to a line item

Creating an Expense

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

General tab

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

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 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.

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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

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.

Add Expense

General	Financials	Attachments

Grant Funded $375.00

Match Amount $125.00

Direct Cost $500.00

	Amount			**Match Amount**
Cash Match Amount	$125.00	Dollar	Percentage	$125.00
In Kind Amount	0.00 %	Dollar	Percentage	$0.00
GL Account				

Create   Cancel

***NOTE:** For SBIR/STTR awards, "Cash Match" includes your Federal Award.*

Attachments tab

You will attach your invoices to the Budget Reporting Period, not here.

Click **Create** to create an expense

Creating a Reporting Periods

Monthly expense reports can be submitted to NE DED via the creation of a Reporting Period. Once expenses are entered, a Reporting Period can be created utilizing the following steps:

Please note: only ONE expense report can be created each month. This must occur before you request funds, so be sure that all applicable expense are entered.

1. Reporting Periods can be accessed in two ways:

   a. Go to **Activity > Reporting Periods**

   b. Go to **Grant Management > Grants > [Choose Grant]**. Click on **Post-Award > Management > Reporting Periods**

2. Click the **+** to create a new Reporting Period

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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]

3. Check the **Expenses** box

4. Select the **Month** you would like to create a Reporting Period for from the dropdown list

5. Click **Save** to create the Reporting Period

How to Double Check Expenses

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.

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	Custom	☐ Grant Start Date	☐ Grant End Date	☐ GL Account	☐ Grant Name	☑ Budget Category
Start Date	📅	☑ Line Item	☑ Total Budgeted	☑ Total Expensed	☑ Total Remaining	☐ Responsible Individual
End Date	📅	☐ Created By	☐ Created Date	☐ Payee	☑ Cash Match	☑ In Kind
Grant	Test Award for BIA	☐ Grant Record ID				
Category	Select a Category					
Line Item	Select a Line Item					
	[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.

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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.

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

Closing a Reporting Period

Review and Close a Reporting Period by following these steps:


1. Review the Reporting Period in the **Overall Expense Details** section

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

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

4. 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.

5. Enter any **Comments**

6. Upload relevant documents in the **Attach Documentation** field. Your invoices/receipts are attached here as 1 file.

7. **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.

8. **Expense Closeout:** Keep this as 'Select All'. Expenses need to be 'closed' in order to show up in the Payment Request.

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

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

11. You cannot edit Reporting Periods after they have been 'Closed'
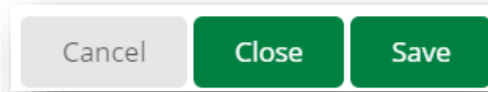
Creating A Payment Request

All Payment Requests must be associated with Budget Reporting Periods. The most frequent Budget Reporting Periods can be completed is once a month. Multiple Budget Reporting Periods can be combined into one Payment Request.

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.

a. Activity (left navigation) > Reporting Periods > Closed

b. Award Screen > Post-Award > Management > Reporting Periods

   i.   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
8/12/2020		8/31/2020		Budget
9/1/2020		9/30/2020		Budget
10/1/2020		10/31/2020		Budget

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

Payment Request Name: Payment Request [#]

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

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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

You can click the green **Remaining Grant Balance** field to verify your **Grant Balances** before submitting. Hover over the info icon to read the descriptions. These amounts include all categories, run the 'Grant Budget Variance Report' to make sure you are within your category amounts.

Totals

Net Total	$2,250.00
Requested Amount*	$2,250.00
Remaining Grant Balance	$10,000.00 ← Click

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.

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. Verify there is not an Adjusted Match Contribution field. Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.

'Adjustments'
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 here the edit pencil.

Contributions

Match Contribution	$5,000.00 ✏
Net Contribution	$5,000.00

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

Contributions

Match Contribution	$5,000.00
→ Adjusted Match Contribution	$5,000.00 🗑
Net Contribution	$5,000.00

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

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Contributions

The Adjusted field is incorrectly adjusting the Net Contribution as a result.

Match Contribution $5,000.00 ✏️

Adjusted Match Contribution | $0.00 | 🗑️

Net Contribution $0.00

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

Totals:

Net Costs – Net Contributions

Requested Amount: Enter the 'Net Total' amount (Verify Net Costs and Net Contribution amounts are correct)

Comments: Optional.
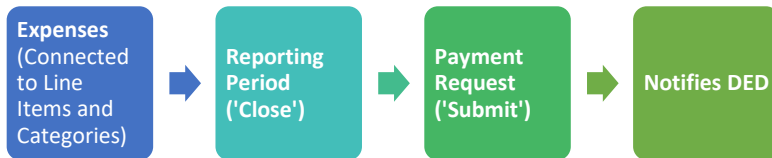
Upload File(s): Optional.

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. 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 it as long as it has been marked 'Reviewed' (Even though it has a January date).

Overview

Expenses (Connected to Line Items and Categories) → Reporting Period ('Close') → Payment Request ('Submit') → Notifies DED

Reporting Periods can be 'closed' (submitted) once a month, but you do not need to 'close' a Reporting Period every month if you do not want to create a Payment Request yet.

Reports

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.

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Standard Reports

Go to Reports > 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).

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