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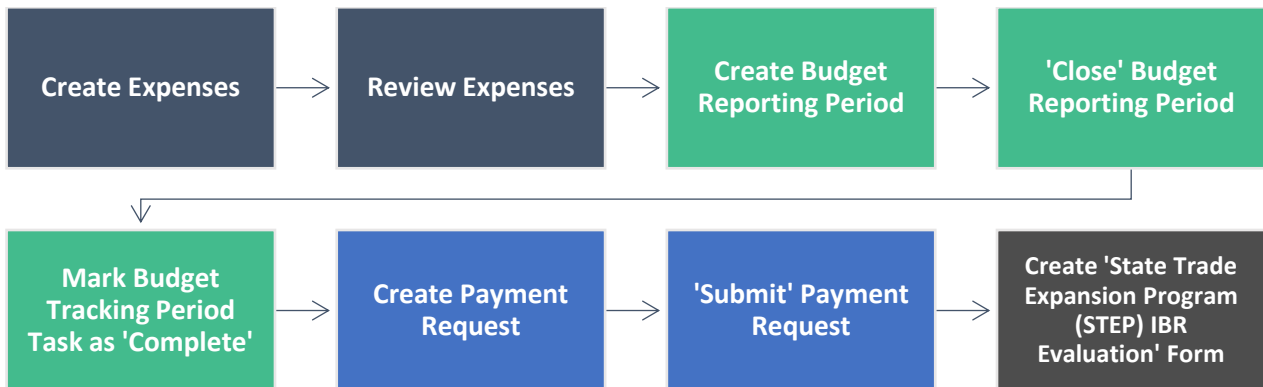
Browser: Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Navigate to the Award Screen

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

Summary

Every month, you will be able to complete a Budget Reporting Period and a Payment Request. Multiple Budget Reporting Periods can be combined into one Payment Request. Payment Requests should only be submitted when requesting a reimbursement amount.

Create Expenses →	**Review Expenses** →	**Create Budget Reporting Period** →	**'Close' Budget Reporting Period**
Mark Budget Tracking Period Task as 'Complete' →	**Create Payment Request** →	**'Submit' Payment Request** →	**Create 'State Trade Expansion Program (STEP) IBR Evaluation' Form**

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.

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Budget

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

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

The Budget will show you your line items for each IBR you have submitted that was approved.

| Details | Analytics | Post-Award ▾ | Tools ▾ | Custom ▾ | | |

STEP DEMO – Budget

📅 Start: **11/1/2020**   📅 End: **11/1/2021**

Budget View Settings

Options

☐Grant Year ☐Responsible Individuals ☐GL Accounts ☑Match

Budget $7,500 from the Grant $2,500 from Cash Match

Expense Budget	Grant Funded	Match	Total Cost
IBR: 01 📄	Line Item Information		
Other: Translation $	$750.00	$250.00	$1,000.00
Subtotal	$750.00	$250.00	**$1,000.00**
IBR: 02 📄			
CASH MATCH ONLY: Meals $	$0.00	$0.00	$0.00
Lodging: $	$1,500.00	$500.00	$2,000.00
Transport: $	$2,250.00	$750.00	$3,000.00
Subtotal	$3,750.00	$1,250.00	**$5,000.00**
IBR: 03 📄			
Other: 3rd Party Product Testing $	$3,000.00	$1,000.00	$4,000.00
Subtotal	$3,000.00	$1,000.00	**$4,000.00**
Total Expense Budget Cost	**$7,500.00**	**$2,500.00**	**$10,000.00**

Revenue Budget	Grant Funded	Match	Total Revenue
Grant Funding			
Awarded Amount	$7,500.00		$7,500.00
Subtotal	$7,500.00		**$7,500.00**
Match	Overall Award Information (Award Details tab)		
Cash Match		$2,500.00	$2,500.00
In-Kind		$0.00	$0.00
Subtotal		$2,500.00	**$2,500.00**
Total Revenue Budget Cost			**($10,000.00)**
Total Overall Budget Cost			**$0.00**

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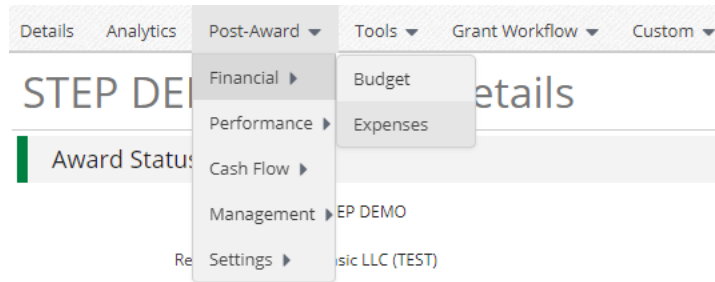AmpliFund
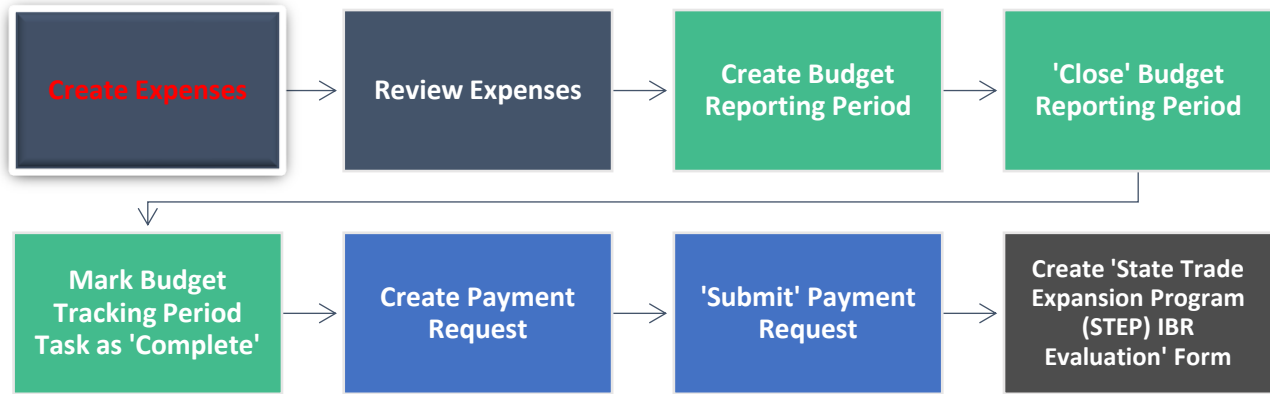
Create Expenses

In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.
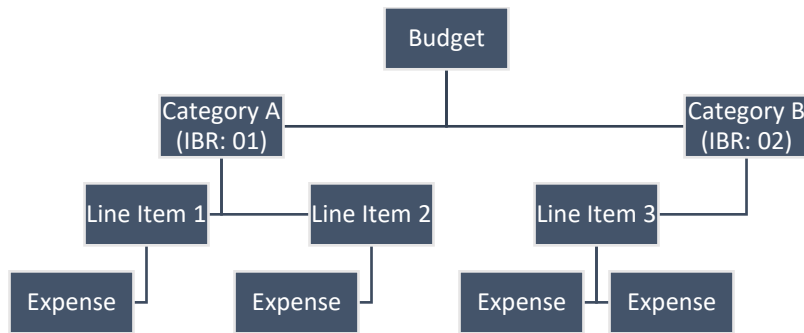
There are three ways to access the pages necessary for Expense creation:

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.

NOTE: *As per STEP Program Guidelines, you will need to make sure you meet the minimum amount of Cash Match per total in each IBR, not line item. Going over in Cash Match per Category is allowable.*

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General tab

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

Add Expense

General	Financials	Attachments

Grant: STEP DEMO

Category: IBR: 03

Line Item: Other: 3rd Party Product Testing

Item Type: Non-Personnel Line Item

Direct Cost*: $4,400.00

☐ Exclude From Match

Responsible Individual: John Doe

Created By: nded.research+1@gmail.com

Expense Date*: 11/16/2020

Expense Status: Reviewed

Payee: Other | Select Payee... | Create New ⓘ

Description: Invoice 3140

[Create] [Cancel]

Category – [Choose the corresponding IBR Number 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 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.*

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Financials tab

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

In Kind Amount – Leave Blank, $0.

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

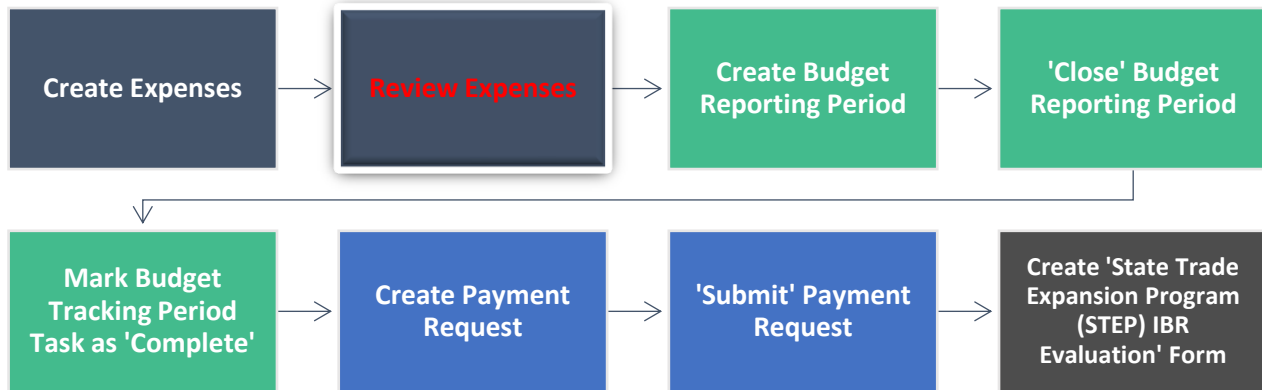**Direct Cost** – Auto populate from General tab.

Attachments tab

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

Click **Create** to add that expense.

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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.

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)

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AmpliFund Reports to Track Expenses

Total Expenses per Category (per IBRs)

To view your total expenses that have been entered (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.

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Grant Budget Variance

Summarizes the budgeted and actual expensed amounts (line items and category totals). Includes all expenses, not necessarily approved expenses.

This report will show you if you still need to use Cash Match in a category (IBR).

NOTE: *In the STEP Program, it is possible to go over in the 'Budgeted Grant Funded' if they are eligible expenses because the Budget is based on estimates.*

Example: IBR Does Not Meet 25% Cash Match

IBR: 03	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual In-Kind Match	Actual Total	Budget Variance
Other: 3rd Party Product Testing	John Doe	$3,000.00	$1,000.00	$0.00	$4,000.00	$3,400.00	$1,000.00	$0.00	$4,400.00	$400.00
Sub-Total		$3,000.00	$1,000.00	$0.00	$4,000.00	$3,400.00	$1,000.00	$0.00	$4,400.00	$400.00

Reflects Budget — Reflects Entered Expenses

$$(Actual\ Total - CASH\ MATCH\ ONLY\ line\ items) \times 25\% \leq Actual\ Cash\ Match$$

OR

$$\frac{Actual\ Cash\ Match}{(Actual\ Total - CASH\ MATCH\ ONLY\ line\ items)}$$

This example only has 23% Cash Match.

$$\frac{\$1,000}{\$4,400} = 0.23$$

Example: IBR Includes 'CASH MATCH ONLY: Meals' to compensate for

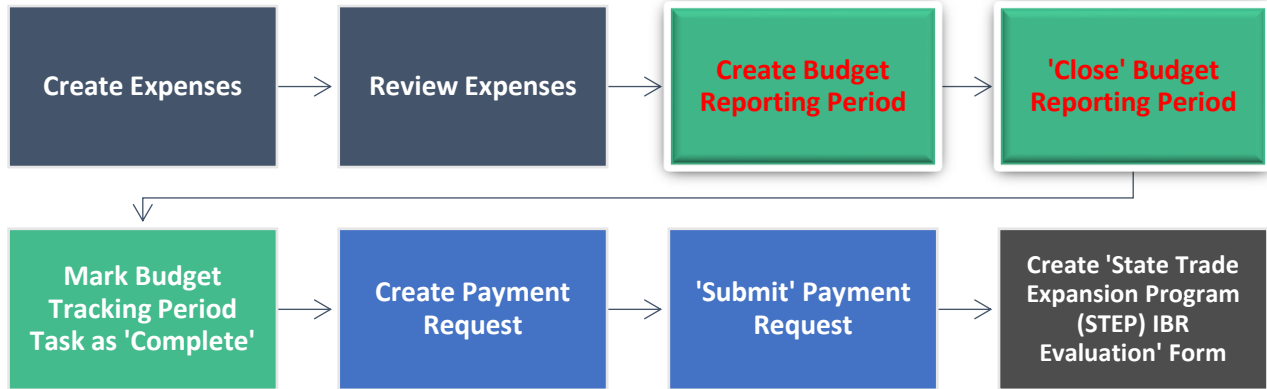| IBR: 02	Responsible Individual	Budgeted Grant Funded	Budgeted Cash Match	Budgeted In-Kind Match	Budgeted Total	Actual Grant Funded	Actual Cash Match	Actual In-Kind Match	Actual Total	Budget Variance
Lodging:	Jerry Gergich	$1,500.00	$500.00	$0.00	$2,000.00	$2,250.00	$750.00	$0.00	$3,000.00	$1,000.00
Transport:	John Doe	$2,250.00	$750.00	$0.00	$3,000.00	$1,700.00	$300.00	$0.00	$2,000.00	-$1,000.00
CASH MATCH ONLY: Meals	John Doe	$0.00	$0.00	$0.00	$0.00	$0.00	$200.00	$0.00	$200.00	$200.00
Sub-Total		$3,750.00	$1,250.00	$0.00	$5,000.00	$3,950.00	$1,250.00	$0.00	$5,200.00	$200.00

This example only has $25% Cash Match.

$$\frac{\$1,250}{(\$5,200 - \$200)} = 0.25$$

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.

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Create Budget Reporting Period

```
Create Expenses → Review Expenses → Create Budget Reporting Period → 'Close' Budget Reporting Period
                                                                              ↓
Mark Budget Tracking Period Task as 'Complete' → Create Payment Request → 'Submit' Payment Request → Create 'State Trade Expansion Program (STEP) IBR Evaluation' Form
```

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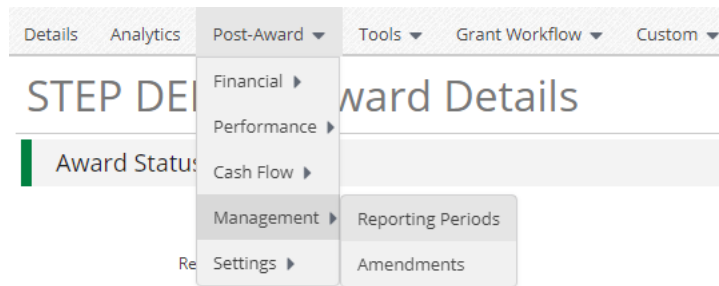
Click the **+** icon (top right) to start a Reporting Period.

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

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Overall Expense Details

Total Awarded Amount $7,500.00

Total Expense Amount for Period ℹ $4,400.00

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'
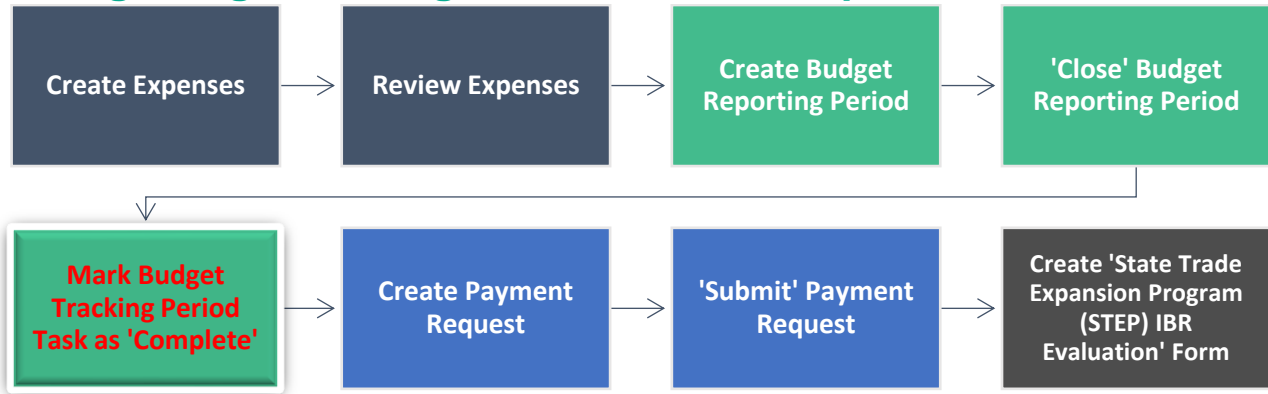
Cancel   Close   Save
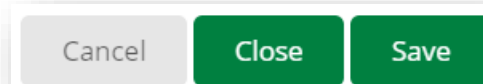
Found Expense After Reporting Period Is Closed

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).

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Marking Budget Tracing Period Tasks Complete

| Create Expenses | → | Review Expenses | → | Create Budget Reporting Period | → | 'Close' Budget Reporting Period |

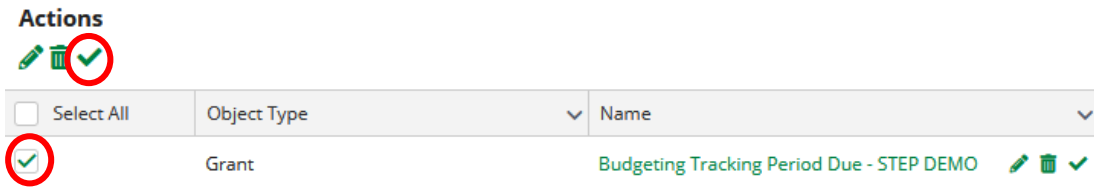| Mark Budget Tracking Period Task as 'Complete' | → | Create Payment Request | → | 'Submit' Payment Request | → | Create 'State Trade Expansion Program (STEP) IBR Evaluation' Form |

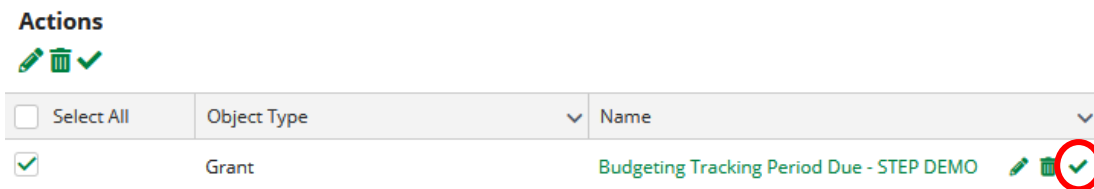There are 2 ways to navigate to Tasks.

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.
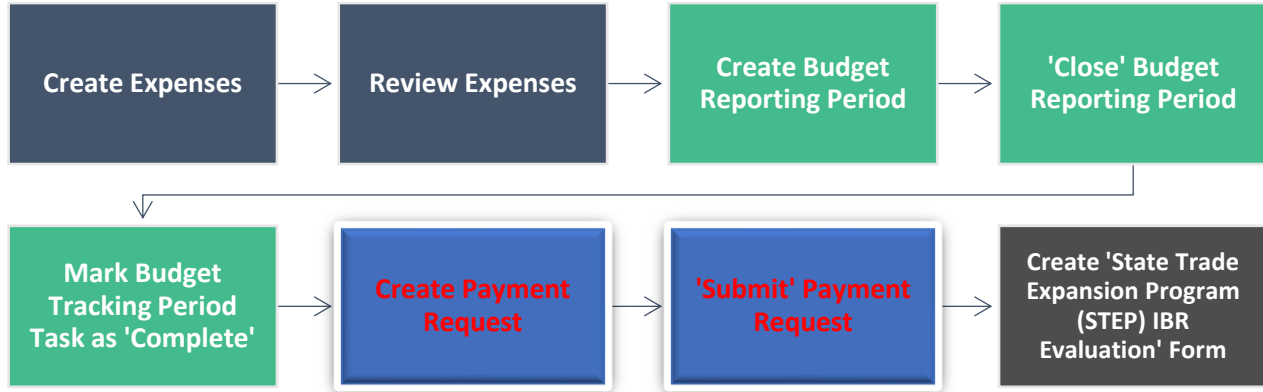
Actions

	Select All	Object Type		Name	
☑		Grant		Budgeting Tracking Period Due - STEP DEMO	✏ 🗑 ✓

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

Actions

	Select All	Object Type		Name	
☑		Grant		Budgeting Tracking Period Due - STEP DEMO	✏ 🗑 ✓

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

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Create Payment Request (Reimbursement)

Create Expenses	→	Review Expenses	→	Create Budget Reporting Period	→	'Close' Budget Reporting Period

Mark Budget Tracking Period Task as 'Complete'	→	Create Payment Request	→	'Submit' Payment Request	→	Create 'State Trade Expansion Program (STEP) IBR Evaluation' Form

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.

You must wait until you have all of your expenses for an IBR before submitting a Payment Request (You cannot submit 2 Payment Requests for the same IBR, but can have multiple IBRs in 1 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.

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 ⌄	Status
11/1/2020	11/30/2020	Budget	Closed

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

Payment Request Information

Payment Request Name* : IBR: 03

Date Created* : 12/11/2020 📅

Related Reporting Period(s) : Period ending 12/31/2020 ✕   Period ending 11/30/2020 ✕   ▾

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

Payment Type : Reimbursement ▾

Payment Request Status : Not Submitted

Payment Request Name: IBRs Numbers for 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

The green **Remaining Grant Balance** field and link may not accurately show how much you have in your award from underestimates from the budget (grant funds and cash match) and CASH MATCH ONLY line items. Run the 'Grant Budget Variance Report' to make sure you are within your match requirements of 25% per IBR.

Totals

Net Total	$3,300.00
Requested Amount*	$3,300.00
Remaining Grant Balance	$2,900.00 ← Click

In this example, it shows we are $400 short because we went over by that amount in our IBR, but still have 25% cash match.

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.

Costs

IBR: 03	$4,400.00 ✏️
Additional Expenses	Select budget categories... ▼
Net Costs	$4,400.00

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	$1,100.00 ✏️
Net Contribution	$1,100.00

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

Contributions

Match Contribution	$1,100.00 ✏️
➡️ Adjusted Match Contribution	$0.00 🗑️
Net Contribution	$0.00

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

Contributions

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

Match Contribution	$1,100.00 ✏️
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).
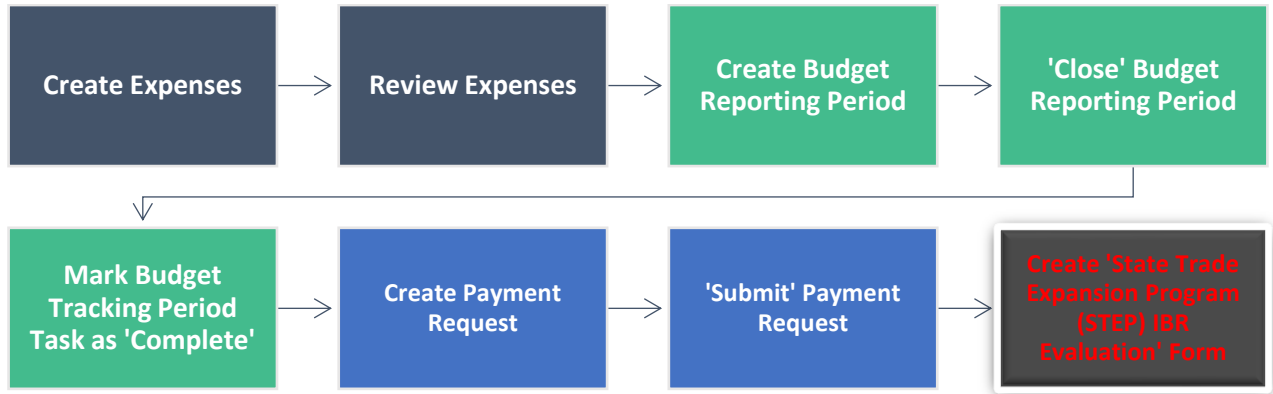
Comments: Optional.

Upload File(s): Optional

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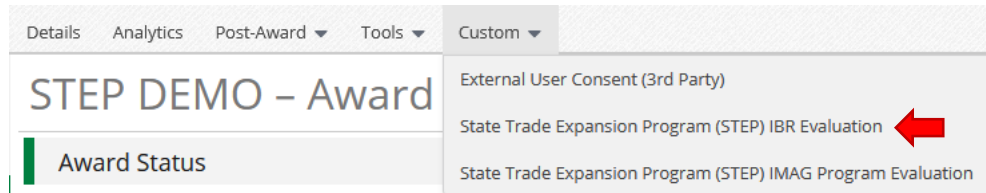
This will create an automatic email to DED that you have submitted this.

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

Create IBR Evaluation Form

In your award, navigate to the Custom (tab) > State Trade Expansion Program (STEP) IBR Evaluation

Click on the **+** in the top right corner to create a form.

Fill in the required fields for the IBR you submitted for the Payment Request. You will complete this form at the end of the quarter.
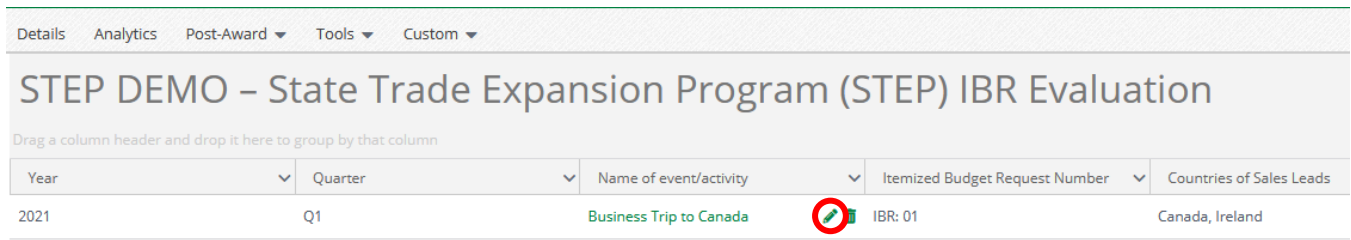
Click **Create** when you are done.

You will need a separate form for each IBR.

Edit a Form Later

View your list of Forms by going to the Custom (tab) > [Choose your Form Type]

To edit the form after initial creation, click the edit pencil icon.

You can edit the form fields now. When you are done, click **Save**.