Checking Award Balance / Final Payment Request

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

This guide will show you how to see your Award Balance as well as your entered expenses balance for Grant Funds and Cash Match.

NOTE: If you go over on Match Contribution amounts, your "Budgeted Remaining" fields may be negative. This is allowable and expected. If you see a negative "Budgeted Remaining" amount, verify that you are not exceeding your Grant Funded amount.

Award Details

1. Login to AmpliFund > Grant Management (left navigation) > Grants > [Choose Your Grant]
2. Hover over the ⓘ **icon** to see how each field is calculated.

Award Status

Expenses To Date: Sum of all Expenses entered, but not necessarily approved. (Does not include denied expense statuses or deleted expenses)

Match Contributions To Date: Sum of the Match on all Expenses entered, but not necessarily approved. (Does not include denied expense statuses or deleted expenses)

Pending Invoices: Payment Requests waiting for DED decision.

Approved Invoices: Grant Funds paid by DED or in processing to get paid.

Remaining Available Grant-Funded Amount: Grant Funded amount you have left to draw down (assuming Pending Invoices are approved in full).

Award Budget Information

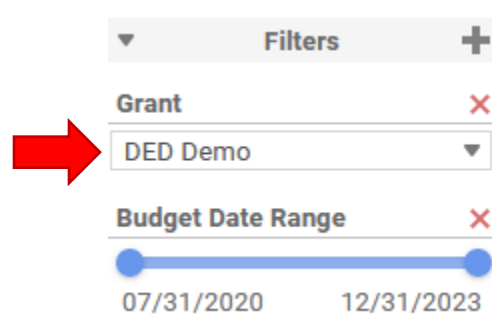**Awarded Amount:** Total Grant Funds allocated to your award.

Cash Match Amount: minimum Cash Match required for your award.

In-Kind Match Amount: minimum In-Kind Match required for your award.

Reports

Login to AmpliFund > Reports (left navigation) > Post-Award > Grant Budget Variance

On the right side, use the **Filters** area to select your Grant name.

Use this report to review the following columns:

- Budgeted Grant Funded

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- Budgeted Cash Match
- Budgeted In-Kind Match
- Actual Grant Funded
- Actual Cash Match
- Actual In-Kind Match

This report will help determine if you need to change the grant/match amounts in your expenses to meet your requirements. It will also help you verify that you do not enter expenses for more Grant Funds than you have available.

NOTE: *The "actual" columns include all expenses entered, not necessarily approved. They do not include denied expense statuses or deleted expenses.*

Payment Request Fields (For Final Payment Request)

Before making your final Payment Request, you will want to verify that you have reached your Match Contributions, as well as not exceeded your Grant Funds amount.

In your Payment Request's Financial Detail area, click on the **Remaining Grant Balance** link.

You will see the same fields that are on the Award Details' Award Status section. Hover over the 🛈 **icon** to see how each field is calculated.

Verify your **Requested Amount** is not greater than the **Remaining Available Grant-Funded Amount**.

Example

In this example for a final payment request, you can see that the Recipient has exceed their match (Remaining Grant-Funded Amount) Based on the Match Contribution, they should not ask for more than $2,200 in Grant Funds (Net Total Amount). If the Net Total did not equal the Remaining Grant-Funded Amount (*NOT* 'Remaining Grant Balance'), expenses need to be edited with their Grant Funds/Match amounts. If the previous Payment Request was an advance, see the '1st Payment Request After an Advance' User Guide, you will not be requesting the Net Total.

Financial Detail

Costs

Construction	$32,200.00 ✏️
Additional Expenses	Select budget categories... ▾
Net Costs	$32,200.00

Contributions

Match Contribution	$30,000.00 ✏️
Net Contribution	$30,000.00

Totals

Net Total	$2,200.00
Requested Amount*	$0.00
Remaining Grant Balance	($29,500.00)

Click

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'Remaining Grant Balance' Pop-up Screen:

Grant Balances

Grant-Funded Amount ℹ	$20,000.00
Match Requirement ℹ	$5,000.00
Total Budget ℹ	$25,000.00
Expenses To Date ℹ	$56,700.00
Match Contributions To Date ℹ	$36,700.00
Invoiced To Date ℹ	$27,800.00
Pending Invoices ℹ	$0.00
Approved Invoices ℹ	$17,800.00
Cash Received To Date ℹ	$0.00
Remaining Available Grant-Funded Amount ℹ	$2,200.00
Remaining Match Requirement ℹ	($31,700.00)
Remaining Available Budget ℹ	($29,500.00)

Grant Funds expenses entered into AmpliFund, $20,000 ($56,700 - $36,700)

Expenses entered into AmpliFund

Over in Match by $31,700 (36,700 - 5,000)

Includes Approved, Submitted, and Rejected Payment Requests

Paid Payment Requests by DED or in Processing to get paid.

Grant Funds left (notice $0 in Pending Invoices). This is the max amount the recipient should Request, and is the Net Total amount on the Payment Request.

Close

04/07/2021   Additional Resources - https://opportunity.nebraska.gov/amplifund/#FAQ