

Recipient Reports

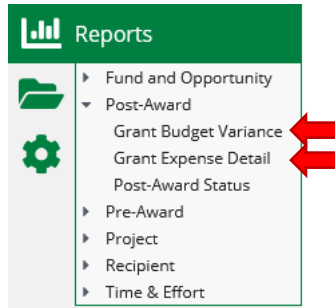
Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

AmpliFund Reports to Track Expenses

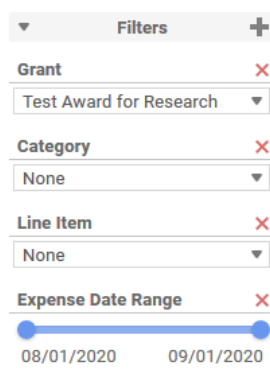
NOTE: If you are editing/adding/deleting expenses, you will need to refresh your page to see the updates.

Standard Reports

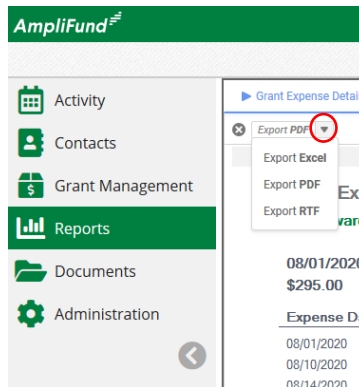
Go to Reports (left navigation) > Post-Award > [Choose Report]



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'.

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.

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'.