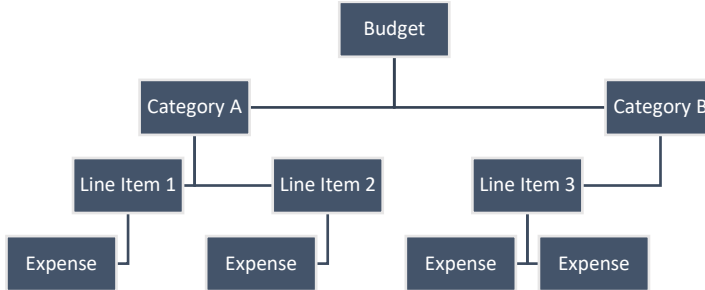


# BIA – Editing Budget

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

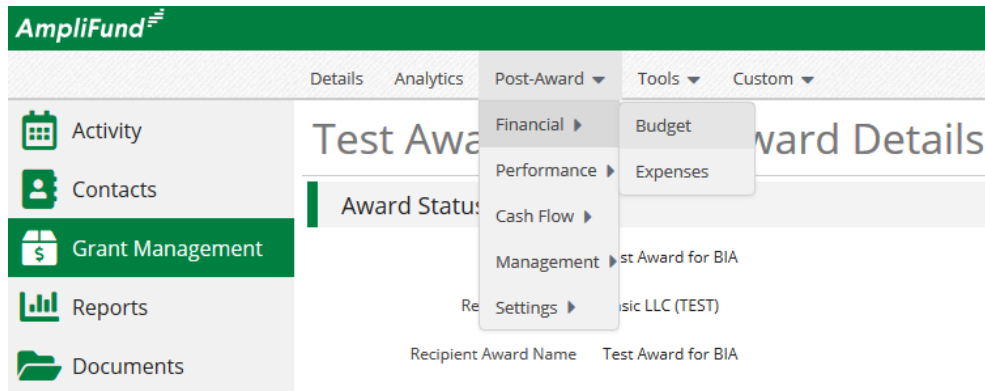
## Budget

AmpliFund expenses will be allocated to line items. Line items will be allocated to Budget Expense Categories.

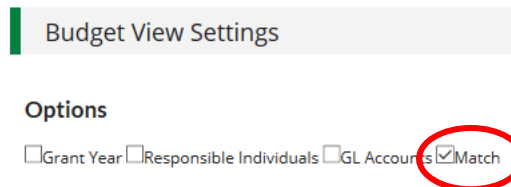


**NOTE:** You will not be adding expenses while setting up the budget.
















AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Post-Award (tab) > Financial > Budget



When you are on the Budget screen, view the 'Match' column by selecting it under **Options** if it is not selected by default.



The **Revenue Budget** at the bottom is a summary of your award. It will show the allocated **Grant Funded** and **Match** amounts that you will add/edit your **Expense Budget** to total to.

Budget			
Expense Budget +	Grant Funded	Match	Total Cost
<b>Contract Development +</b>   			
Subtotal	\$0.00	\$0.00	<b>\$0.00</b>
<b>Employee Wages +</b>   			
Subtotal	\$0.00	\$0.00	<b>\$0.00</b>
<b>Equipment +</b>   			
Subtotal	\$0.00	\$0.00	<b>\$0.00</b>
<b>Materials &amp; Supplies +</b>   			
Subtotal	\$0.00	\$0.00	<b>\$0.00</b>
<b>Other +</b>   			
Subtotal	\$0.00	\$0.00	<b>\$0.00</b>
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Revenue Budget	Grant Funded	Match	Total Revenue
<b>Grant Funding</b>			
Awarded Amount	\$15,000.00		\$15,000.00
Subtotal	\$15,000.00		<b>\$15,000.00</b>
<b>Match</b>			
Cash Match		\$5,000.00	\$5,000.00
In-Kind		\$0.00	\$0.00
Subtotal		\$5,000.00	<b>\$5,000.00</b>
<b>Total Revenue Budget Cost</b>			<b>(\$20,000.00)</b>
<b>Total Overall Budget Cost</b>			<b>(\$20,000.00)</b>

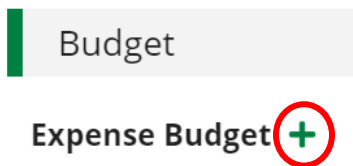
Your categories may be different than this example

In the above example, \$15,000 has been awarded with a \$5,000 Cash Match. The total project cost is \$20,000, and the Expense Budget line items need to be added to reflect the Revenue Budget.

**NOTE:** Some of your Categories or Line Items may be locked by your DED Program Rep so you cannot edit them.

## Adding Categories

If you need to add a category, click the + next to **Expense Budget**



Click the dropdown on the **Category** field to see the options, and click **Create**. See the next section for Category Detail information.

## Adding Budget Allocations to Categories

In order to add line items to a category, there must be a budgeted amount in that category.

Click the edit pencil next to the category to verify there is a Budgeted Amount entered, or to add one.



**Budgeted Amount** – Total Cost for the Category. Includes Grant Funds and Match amounts of line items.

**Cash Match** - Enable

**In-Kind Match** - Disable

Click **Save**

**Edit Category Budget**

---

**Category Details**

Category: Contract Development

Budgeted Amount\*: \$4,000.00

Indirect Cost: Disable

Cash Match: Enable

In-Kind Match: Disable

---

**Change Restrictions**

Enable Expense Cap

---

**Spending Alerts**

Enable Monthly Spending Alerts

Enable Total Spending Alerts

---

Save Lock Cancel

**NOTE:** Only categories that you are going to use need category Budgeted Amounts. Categories that will not be used can be deleted and re-added later.







Employee Wages +   

---




Subtotal

**Adding Line Items in Categories**

Each category you are going to use for expenses, will need at least 1 line item. If you prefer, you can make your line item generic like the category name (like it is pictured below in the example) or you can add specific line items. This is your tool to track your expenses, so be as detailed as necessary to correctly account for your project costs.

Expense Budget +	Grant Funded	Match	Total Cost
Contract Development +   			
Contract Development    \$	\$3,000.00	\$1,000.00	\$4,000.00
Subtotal	\$3,000.00	\$1,000.00	<b>\$4,000.00</b>

To add a line item, click the green + next to the category.

Equipment   

---

Subtotal

**NOTE:** Always use 'Non Personnel' line items.

Item Type

Category

Name\*

### General Tab

**Item Type** – Non Personnel / Personnel

**Category** – Will default to the category where you clicked the +, but can change it from the dropdown.

**Name** – Name of your line item, you can enter it as the name of the category if you only have 1 line item.

**Direct Cost** - Total line item cost. Grant Funds + Match

**Exclude from Match** – Select this if all of this line item are coming from Grant Funds. It will automatically enter \$0 on the Financials tab.

**Responsible Individual** – Select the user who will be responsible for the budget. They must already be an AmpliFund user in your Recipient account.

**Description** – Optional.

General Financials Configuration Attachments

Item Type

Category

Name\*

Direct Cost\*

Exclude From Match

Responsible Type

Responsible Individual\*

Description

Create Lock Cancel

### Financials Tab

**Direct Cost** – This is auto populated from the General tab. (Total line item cost. Grant Funds + Match)

**Cash Match Amount** – Toggle from Dollar or Percentage. Enter in the Cash Match for this line item. If this line item has no match, enter \$0 or 0 percentage.

**GL Account** - leave blank.

**Allocate** – Do not alter. These will not be used.

General **Financials** Configuration Attachments

Direct Cost

Cash Match Amount   Dollar  Percentage

GL Account

Allocate  Monthly  Yearly







↕ ↔

Grant Year	Start Year	Amount
1	2020	<input type="text" value="\$3,840.00"/>
2	2021	<input type="text" value="\$3,840.00"/>
3	2022	<input type="text" value="\$320.00"/>

Configurations Tab  
Do not alter.

Attachments Tab  
Do not alter.










Click **Create**

Equipment +   	Grant Funded	Match	Total Cost
Equipment    \$	\$6,000.00	\$2,000.00	\$8,000.00
Subtotal	\$6,000.00	\$2,000.00	<b>\$8,000.00</b>

### Edit Line Items in Categories

To edit an existing line item, click the pencil icon on the line item.

Follow the same guidelines as above to edit and save.

Materials & Supplies +   
Plastic    \$
Steel    \$
Subtotal

### Balanced Budget Example

Your Award's budget categories may be different than the example below.

Budget			
Expense Budget +	Grant Funded	Match	Total Cost
<b>Contract Development +</b>			
Contract Development	\$3,000.00	\$1,000.00	\$4,000.00
Subtotal	\$3,000.00	\$1,000.00	<b>\$4,000.00</b>
<b>Equipment +</b>			
Equipment	\$6,000.00	\$2,000.00	\$8,000.00
Subtotal	\$6,000.00	\$2,000.00	<b>\$8,000.00</b>
<b>Materials &amp; Supplies +</b>			
Plastic	\$0.00	\$2,000.00	\$2,000.00
Steel	\$6,000.00	\$0.00	\$6,000.00
Subtotal	\$6,000.00	\$2,000.00	<b>\$8,000.00</b>
<b>Total Expense Budget Cost</b>	<b>\$15,000.00</b>	<b>\$5,000.00</b>	<b>\$20,000.00</b>
<b>Revenue Budget</b>	<b>Grant Funded C</b>	<b>Match</b>	<b>Total Revenue</b>
<b>Grant Funding</b>			
Awarded Amount	\$15,000.00		\$15,000.00
Subtotal	\$15,000.00		<b>\$15,000.00</b>
<b>Match</b>			
Cash Match		\$5,000.00	\$5,000.00
In-Kind		\$0.00	\$0.00
Subtotal		\$5,000.00	<b>\$5,000.00</b>
	<b>Total Revenue Budget Cost</b>		<b>(\$20,000.00)</b>
	<b>Total Overall Budget Cost</b>		<b>\$0.00 B</b>

A

Your categories may be different than this example

- A. Amount totals based upon your Award contract, found in the **Award Budget Information** on the Details tab.
- B. **Total Overall Budget Cost = \$0.00**  
Total Expense Budget Cost = (Total Revenue Budget Cost) = Grant Funds + Cash Match
- C. **Grant Funded** column (**Expense Budget**) equals the **Awarded Amount (Revenue Budget)** totals. **Match** column from **Expense Budget** equals the **Match** column from **Revenue Budget** totals.