

# STEP – Expenses & Reimbursement

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

## Table of Contents

[Summary](#)

[Create Expenses](#)

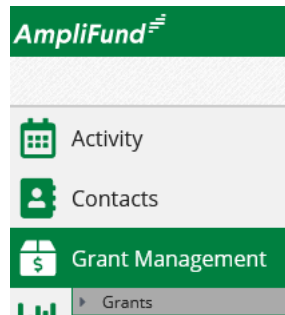
[Review Expenses](#)

[Create Reimbursement Payment Request](#)

## Summary

- To navigate to the Award screen:

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

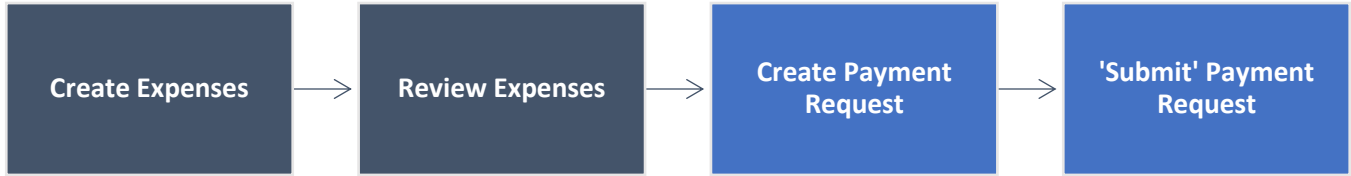


Name	Grantor	Award Status
DED Demo	Nebraska Department of Economic Development	Approved

This guide describes how to submit a payment request to DED. There are three basic steps:

1. Create Expenses
2. Review Expenses
3. Submit a Payment Request with associated expenses, using a date range

Every month, you will be able to submit a Payment Request. Payment Requests should only be submitted when requesting a reimbursement amount.



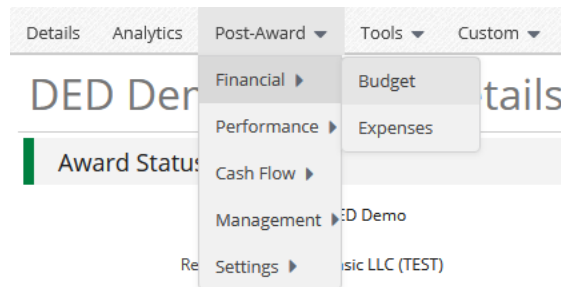
You will add expenses to track against your Budget.

### Attachments

- Below is a summary of where you will and won't add attachments to during this process:
  - Expense(s) (Attachments tab) – Source Documentation and Proof of Payment
  - Payment Request – No Attachments

### Budget

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



**NOTE:** If your budget is blank, please contact your Program Rep.

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

## 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.

Budget View Settings

Options

Grant Year  Responsible Individuals  GL Account  Match

Budget

Expense Budget	Grant Funded	Match	Total Cost
<b>IBR: 01</b>			
Other: Website Development and Optimization (Contractor) \$	\$6,000.00	\$1,500.00	\$7,500.00
Subtotal	\$6,000.00	\$1,500.00	<b>\$7,500.00</b>
<b>IBR: 02</b>			
Other: Marketing - Translation Services \$	\$6,000.00	\$1,500.00	\$7,500.00
Subtotal	\$6,000.00	\$1,500.00	<b>\$7,500.00</b>
<b>IBR: 03</b>			
Other: 3rd Party Product Testing \$	\$6,000.00	\$1,500.00	\$7,500.00
Subtotal	\$6,000.00	\$1,500.00	<b>\$7,500.00</b>
<b>IBR: 04</b>			
CASH MATCH ONLY: Meals - CITY \$	\$0.00	\$768.00	\$768.00
Lodging: Hotel - CITY \$	\$0.00	\$0.00	\$0.00
Other: Event/Activity - Booth/Reservations Fee \$	\$4,000.00	\$232.00	\$4,232.00
Transport: Airfare \$	\$0.00	\$0.00	\$0.00
Subtotal	\$4,000.00	\$1,000.00	<b>\$5,000.00</b>

Available Line Items for IBR

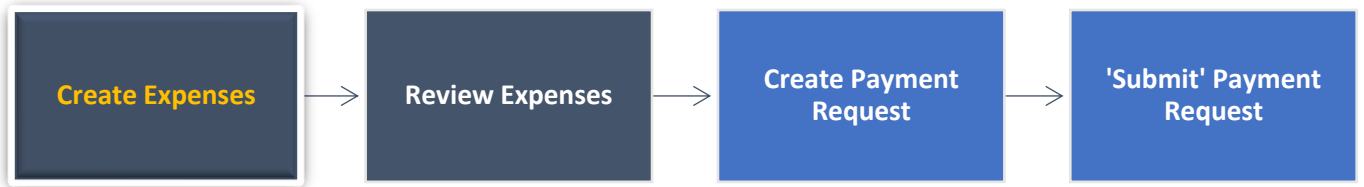
View 'Subtotal' for each IBR for maximum reimbursement information.

Example:

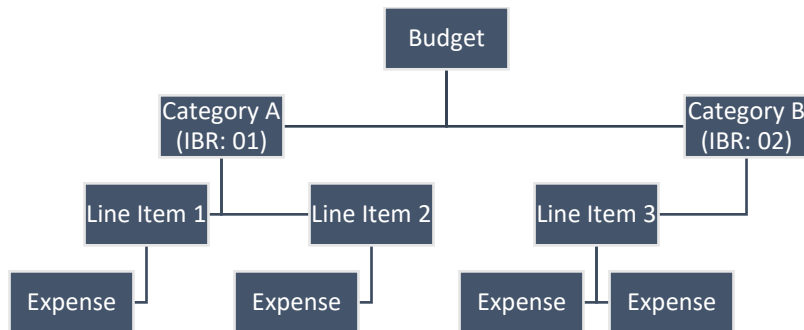
IBR 4 will have \$1,000 minimum cash match to receive the entire \$4,000 in grant funds. With the individual line item exact amounts unknown until the activity occurs, just the approved amount as an entirety is entered upon approval.

The per diem is filled out on the 'CASH MATCH ONLY' line item. This corresponding expense will be entered by DED at time of IBR approval.

## Create Expenses

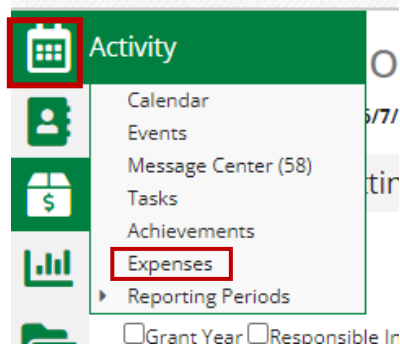


In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.

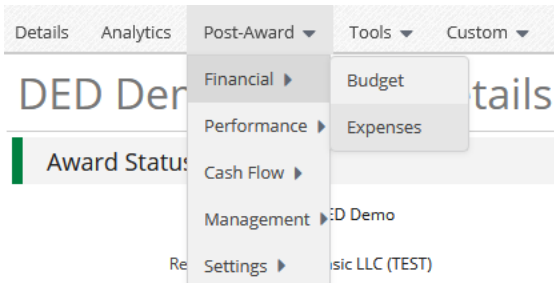


There are three ways to access the pages necessary for Expense creation:

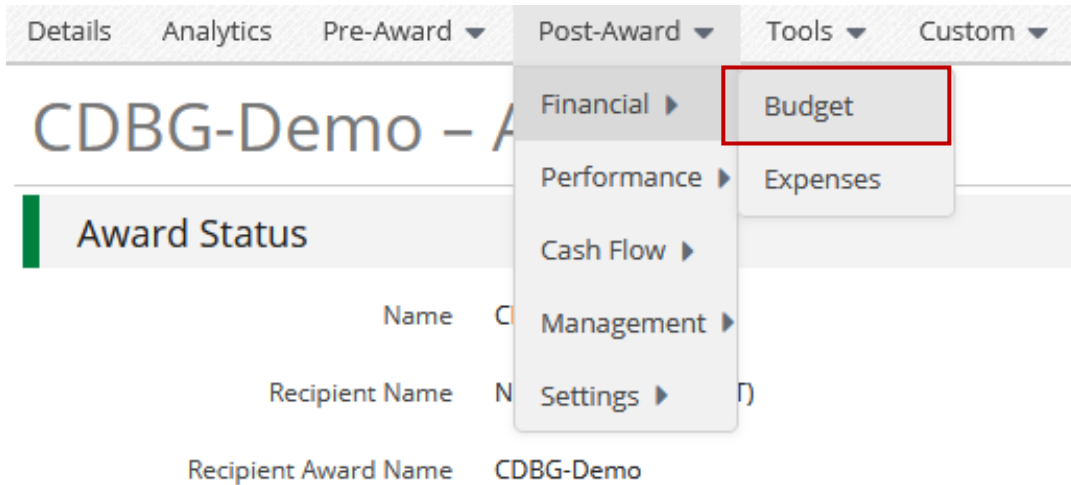
7. There are three ways to access the pages necessary for Expense creation:
  - a. Activity (left navigation) > **Expenses**



- b. Award Screen > Post-Award > Financial > **Expenses**



c. Award Screen > Post-Award > Financial > Budget > click the \$ icon next to a line item



8. From the Expense page, click the + icon to add an expense.



## DED Requirement

Create one expense per invoice or per receipt.

*Example: for 1 project you may have 10 receipts for purchasing construction materials and 1 invoice from an engineer. You should have a total of 11 expenses for this project.*

**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.

If your approved IBR has a 'per diem', the expense will be entered for you by a DED staff member. It will be on a 'CASH MATCH ONLY' line item.

## Complete the General Tab

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

9. Complete the **General** tab on the expense

## Add Expense

**General** Financials Attachments

Grant: Demo 2.24.22 - Yr 9

Category: IBR: 02

Line Item: Other: Marketing – Translation Se

Item Type: Non-Personnel Line Item

Direct Cost\*: \$4,500.00

Exclude From Match

Responsible Individual

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

Expense Date\*: 11/16/2020

Expense Status: Reviewed

Payee: Other Select Payee... Create New

Description: Invoice 3140

Create Cancel

'Reviewed' expenses will be eligible to include on the Payment Request.

**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 to match the source document date.]

**Expense Status** – Reviewed.

**NOTE:** An expense must be marked as **Reviewed** for it to be included on the Payment Request.

**Payee** – Optional. If you wish to track your vendors/contractor/firm, use the **dropdown**, or choose **Create New** and type in the name of your vendor.

**Description** – Optional. Add in any details you would like to record.

## Complete the Financials Tab

10. Complete the **Financials** tab on the expense

### Add Expense

**Cash Match Amount** – [Toggle to **Dollar**. Enter the Cash Match for this expense. If this expense has no cash match, enter \$0.]

- **NOTE:** Please see the '[AmpliFund Reports to Track Expenses](#)' and '[Examples](#)' sections for more guidance on the cash match amount to enter.

**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.

### Best Practice

If you have additional eligible costs after running out of grant and match funds, use match amount again (not grant funds). Going over in matching funds *is* allowed. However, going over the grant-funded amount will cause processing delays and require you to correct expenses.

Review your current match amount entered by viewing the '[Grant Budget Variance](#)' report. Checking this report *before* you submit a Payment Request can save you time and effort and ensure your expenses are accurate.

## Complete the Attachments Tab

11. Complete the **Attachments** tab on the Expense
12. Attach your Source Documentation and Proof of Payment here. Source Documentation is required on ALL draws.
  - a. Source Documentation includes receipts, invoices, timesheets, bank statements, cleared checks, etc.

- b. Proof of Payment means a canceled check, bank statement, confirmation of debit or credit card payment, confirmation of wire or automated clearing house transfer, or similar documentation which provides substantiating evidence that payment of an invoice has been made.

**NOTE:** The only expense that does not need Source Documentation is the 'Per Diem' expense DED will enter for you.

### Add Expense

General
Financials
Attachments

Upload File(s) Choose file(s)

Invoice\_3140.jpg

Create
Cancel

13. Click **Create** to add that expense.

### Edit Expenses

14. To edit an expense after creation, click the **Pencil icon** next to the description, make changes, and click **Save**.

**NOTE:** Expenses with an Expense Status of 'Closed' cannot be edited because they have already been approved by DED. If your expense status is "Reviewed", but you do not have an edit pencil, DELETE the associated, unsubmitted payment request.

<input type="checkbox"/> Select All	Expense Date	Description		Expense Status
<input type="checkbox"/>	3/10/2021	Invoice 3140		Reviewed

15. To delete an expense or more than one, select the expense row(s) then click the **Trashcan icon**.

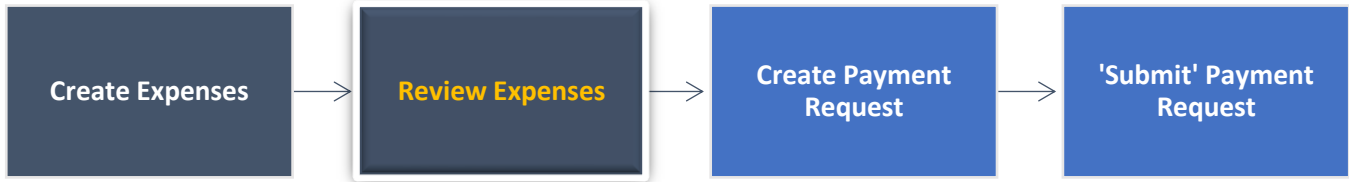
All Expenses

**Actions**

<input type="checkbox"/> Select All	Expense Date	Description		Expense Status
<input checked="" type="checkbox"/>	3/10/2021	Invoice 3140		Reviewed
<input type="checkbox"/>	3/21/2021	Invoice 1123		Reviewed



## Review Expenses

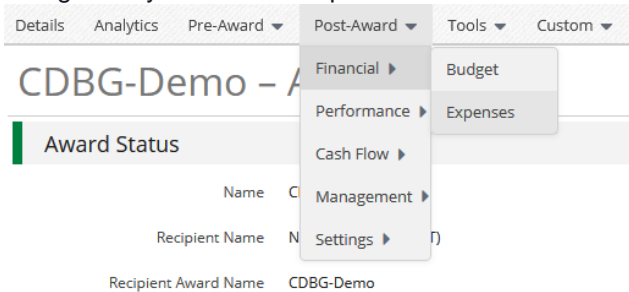


You will want to double check the 'Reviewed' expenses before creating a payment request.

The section below, [Evaluate Created Expenses](#), shows you the best option to review your expenses individually. The following section, [View AmpliFund Reports to Track Expenses](#), presents three different ways to review all your expenses and overall budget. This section is optional but is useful in monitoring that you are drawing down funds appropriately

### Evaluate Created Expenses

16. Navigate to your created expenses: Award Screen > Post-Award (tab) > Financial > Expenses



17. On the Expenses screen, set the appropriate filters:

- **Time Frame:** Custom (Typically, use the Reporting Period as the Start Date and End Date, unless you have reviewed expenses during the time frame from already closed reporting periods)
- **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.
- **Options:**
  - **Total Budgeted** – The total Budgeted amount for that line item.
  - **Total Expensed** – The total Expensed amount for that line item.
  - **Total Remaining** – The 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)

#### Grant – Expenses

Filter By	Options				
Time Frame: All	<input type="checkbox"/> Grant Start Date	<input type="checkbox"/> Grant End Date	<input type="checkbox"/> GL Account	<input type="checkbox"/> Grant Name	<input checked="" type="checkbox"/> Budget Category
Grant: DED Demo	<input checked="" type="checkbox"/> Line Item	<input type="checkbox"/> Project	<input checked="" type="checkbox"/> Total Budgeted	<input checked="" type="checkbox"/> Total Expensed	<input checked="" type="checkbox"/> Total Remaining
Category: Select a Category	<input type="checkbox"/> Responsible Individual	<input type="checkbox"/> Created By	<input type="checkbox"/> Created Date	<input type="checkbox"/> Payee	<input checked="" type="checkbox"/> Cash Match
Line Item: Select a Line Item	<input checked="" type="checkbox"/> In Kind	<input type="checkbox"/> Grant Record ID			
<input type="button" value="Run"/>					

18. Click **Run**. This will now list all expenses from your filtering criteria.



19. You can click into the expenses (clicking the green description name), if it is easier, to view and read the description.

**Expense Status:** The ones that can be included in a payment request are 'Reviewed'. 'Closed' Expenses have already been submitted.

**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.

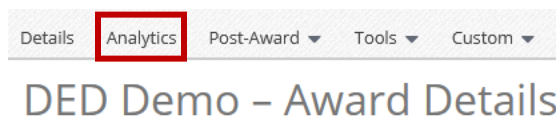
**Amount:** Expense's Direct Cost (Grant Funded + Cash Match amount)

## View AmpliFund Reports to Track Expenses

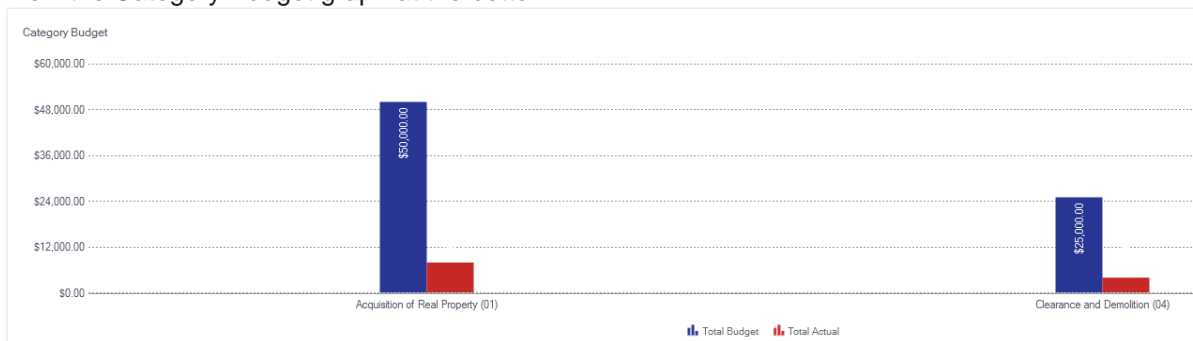
This section is *optional* but can be used to help review your expenses in a different format and monitor your overall budget. There is one dashboard (**Analytics**) and two reports (**Grant Budget Variance** and **Grant Expense Detail**) that you can view to review or track your expenses and monitor your budget.

Analytics (Total Expenses per Category)

20. To view your total expenses that have been entered that do not have an expense status of 'Denied' (not necessarily approved): Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab



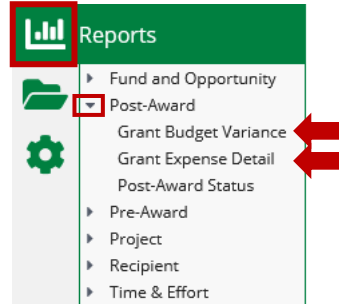
21. View the Category Budget graph at the bottom.



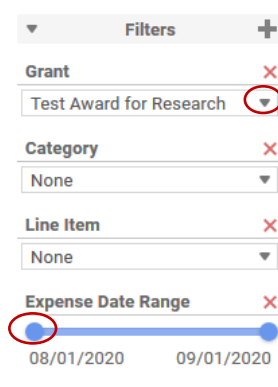
## Standard Reports

Two reports are available to you for budget and expense tracking: **Grant Budget Variance** and **Grant Expense Detail**.

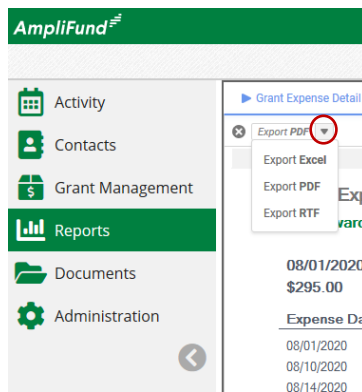
22. Go to Reports (left navigation) > Post-Award > [Choose Report]



a. Additional Filters (such as date and Grant) are on the right side.



b. To export this report, select the **down arrow** on the left side and choose the **export type**.



**Grant Budget Variance**

23. 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'.

**NOTE:** This report will show you have not fully contributed your Cash Match in a category or if you have over-requested Grant Funds.

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

Example:

<p>Grant Budget Variance Report CDBG-Demo</p> <p>Grant Dates: 06/26/2020 - 08/28/2021 Period: 06/30/2020 - 08/28/2021 \$50,000.00</p>	<p>Reflects Budget</p>	<p>Reflects Entered Expenses</p>
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Acquisition of Real Property (01)	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
Acquisition of Real Property (01)	Bob Green	\$25,000.00	\$25,000.00	\$0.00	\$50,000.00	\$5,000.00	\$3,000.00	\$0.00	\$8,000.00
<b>Sub-Total</b>		<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$5,000.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>

Clearance and Demolition (04)	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
Clearance and Demolition (04)	Bob Green	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$22,000.00	\$0.00	\$0.00	\$22,000.00
Construction Management	Bob Green	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$103,000.00	\$0.00	\$0.00	\$103,000.00
<b>Sub-Total</b>		<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>

Grand Total		\$50,000.00	\$25,000.00	\$0.00	\$75,000.00	\$130,000.00	\$3,000.00	\$0.00	\$133,000.00
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Category Totals (Sum of line items)

**Grant Expense Detail**

24. Lists entered expenses. You can use this report instead of searching in the **Grant Expenses** section (Grants > [Choose Grant] > Post-Award > Financial > Expenses).

**NOTE:** Includes ALL expenses (approved and unapproved).

Grant Expense Detail  
CDBG-Demo

06/26/2020 - 08/28/2021  
\$10,000.00

Expense Date	Expense Status	Description	Line Item	Category	Payee	Amount
03/04/2021	Reviewed	Clearance	Clearance and Demolition (04)	Clearance and Demolition (04)		\$1,000.00
03/04/2021	Reviewed	Demolition	Demolition	Clearance and Demolition (04)		\$3,000.00
03/04/2021	Reviewed	Acquisition	Acquisition	Acquisition of Real Property (01)		\$6,000.00
<b>Grand Total</b>						<b>\$10,000.00</b>

## Examples

**NOTE:** STEP's Cash Match is 25% of maximum reimbursement allowed.

Example 1:

\$6,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Invoice ABC	\$7,500	\$1,500	\$6,000
<b>Total</b>	<b>\$7,500</b>	<b>\$1,500</b> <b>(0.25 x 6,000 = 1,500)</b>	<b>\$6,000</b>

Example 2:

\$6,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Invoice 123	\$4,500	\$1,125	\$3,375
<b>Total</b>	<b>\$4,500</b>	<b>\$1,125</b> <b>(0.25 x 4,500 = 1,125)</b>	<b>\$3,375</b> <b>(4,500 - 1,125)</b>

Example 3:

\$6,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Invoice 1 of 2	\$6,000	\$3,000*	\$3,000*
Invoice 2 of 2	\$3,000	\$0*	\$3,000*
<b>Total</b>	<b>\$9,000</b>	<b>\$3,000</b> <b>(Receiving all grant funds, \$1,500 min)</b>	<b>\$6,000</b> <b>(Receive maximum)</b>

\*The total cash match needs to be correct on the Payment Request. As long as the total for match/grant funds is correct, it does not matter which expenses have match.

Example 4:

\$4,000 approved for IBR

Expense	Direct Cost	Match Amount	Grant Funds
Per Diem (This expense will be entered for you by DED)	\$768	\$768	\$0
Lodging	\$1,000	\$0*	\$1,000*
Airplane	\$1,000	\$0*	\$1,000*
Booth Reservation	\$6,000	\$4,000*	\$2,000*
<b>Total</b>	<b>\$8,768</b>	<b>\$4,768</b> <b>(Receiving all grant funds, \$1,000 min)</b>	<b>\$4,000</b> <b>(Receive maximum)</b>

\*The total cash match needs to be correct on the Payment Request. As long as the total for match/grant funds is correct, it does not matter which expenses have match.

**Example 5:**  
 \$10,000 approved IBR

Expense	Direct Cost	Match Amount	Grant Funds
Per Diem (This expense will be entered for you by DED)	\$768	\$768	\$0
Lodging	\$1,000	\$0*	\$1,000*
Airplane	\$4,000	\$0*	\$4,000*
Booth Reservation	\$6,000	\$1,732*	\$4,268*
<b>Total</b>	<b>\$11,768</b>	<b>\$2,500</b> <b>(0.25 x 10,000 = 2,500)</b>	<b>\$9,268</b> <b>(11,768 – 2,500 = 9,268)</b>

\*The total cash match needs to be correct on the Payment Request. As long as the total for match/grant funds is correct, it does not matter which expenses have match.

**Example 6:**  
 \$4,000 approved IBR

Expense	Direct Cost	Match Amount	Grant Funds
Per Diem (This expense will be entered for you by DED)	\$768	\$768	\$0
Lodging	\$1,000	\$0	\$1,000
Airplane	\$500	\$0	\$500
Booth Reservation	\$1,000	\$0	\$1,000
<b>Total</b>	<b>\$3,268</b>	<b>\$768</b> <b>Receiving max reimbursement amount</b> <b>(0.25 x 2,500 = \$625 min)</b>	<b>\$2,500</b> <b>(Maximum reimbursement amount)</b>

## Create Reimbursement Payment Request

All Reimbursement Payment Requests must be associated with Reviewed Expenses. You can only complete one Payment Request a month.

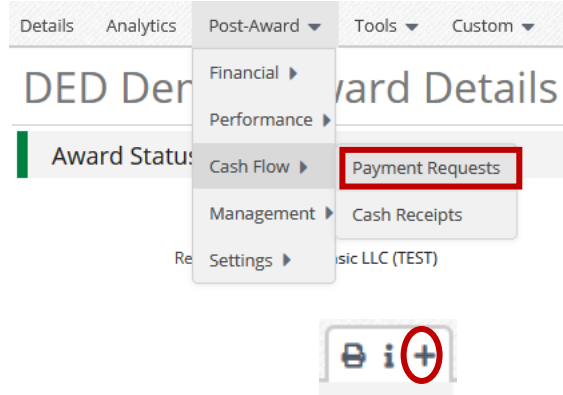
**You must wait until you have all of your expenses for an IBR before submitting a Payment Request (You cannot submit 2 Payment Requests for the same IBR).**



### Access Payment Request Page

After creating 'Reviewed' expenses, a Payment Request can be created.

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



## Complete and Review Reimbursement Payment Request

### Payment Request Information Section

25. Complete the **Payment Request Information Section**

#### Payment Request Information

Payment Request Name \*

Date Created \*

Related Reporting Period(s)

Expenses From  To

Payment Type

Payment Request Status Not Submitted

← This selects all 'Reviewed' expenses whose dates are in the range. If an expense has already been submitted, it will not be included.

**Payment Request Name:** IBRs Numbers for Payment Request

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

**Related Reporting Period(s):** Will always be blank. You will select expenses using the date range.

**Payment Type:** Reimbursement

**Expenses From:** Select the date range that includes all your 'Reviewed' expenses. Note that if an expense in the date range has already been submitted, it will not be included.

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

#### Totals

Net Total	\$2,250.00
Requested Amount*	<input type="text" value="\$2,250.00"/>
Remaining Grant Balance	\$10,000.00  Click

### Costs

Auto populates grant funds from 'Reviewed' expenses within the selected date range.

26. Do not adjust these amounts or add additional categories. Adjusted Payment Requests will be rejected if they don't match expenses.

Costs	
Employee Wages	\$1,700.00
Materials & Supplies	\$2,400.00
Additional Expenses	<input type="text" value="Select budget categories..."/>
Net Costs	\$4,100.00

### Contributions

Auto populates match from 'Reviewed' expenses within the selected date range.

27. Verify there is not an Adjusted Match Contribution field. Adjusted Payment Requests will be rejected if they don't match expenses.

### Adjustments

28. 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	\$280.00
Net Contribution	\$280.00

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

Contributions	
Match Contribution	\$280.00
Adjusted Match Contribution	<input type="text" value="\$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	
Match Contribution	\$280.00
Adjusted Match Contribution	<input type="text" value="\$0.00"/>
Net Contribution	\$0.00

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

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



## Totals

29. **Net Total** = Net Costs – Net Contributions

30. **Requested Amount:** [Enter the 'Net Total' amount] (Verify Net Costs and Net Contribution amounts are correct)

## Additional Information

31. **Comments:** *Optional.*

32. **Upload File(s):** *None*

## Editing Expenses

If you find that your 'Cost' section is incorrect, you have a mistake in your expenses. To fix that, do NOT click 'Create'. Leave the Payment Request page and go to your expense grid. [Edit the expense](#) and then create a NEW Payment Request.

## Submit the Reimbursement Request

33. Click **Submit** if you are done. Click **Create** if you want to submit later.



**NOTE:** This will create an automatic email to DED that you have submitted this Payment Request.

## Payment Request Notification

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