

Submit a Reimbursement Payment Request

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](#)

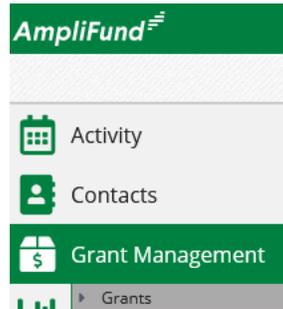
[Program-Specific Guidance](#)

- [BIA](#)

Summary

- To navigate to the Award screen:

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

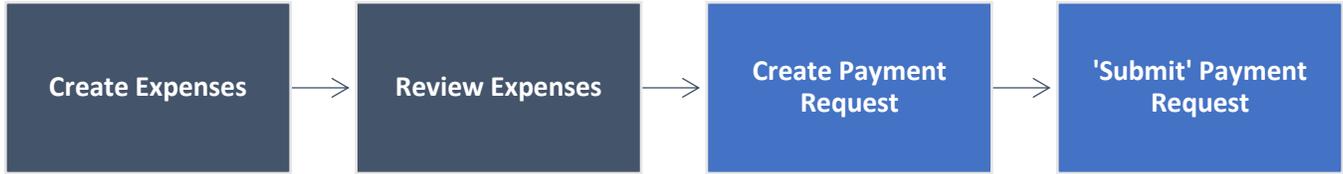


Name	Grantor	Award Status
DED Demo	Nebraska Department of Economic Development	Approved

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.



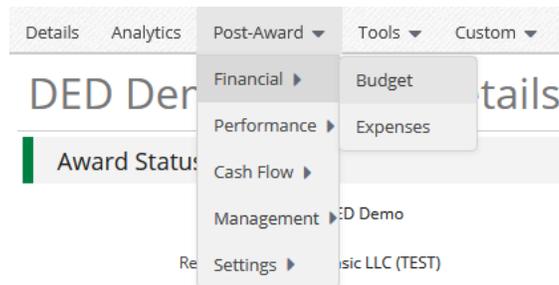
You will add expenses to track against your Budget.

Attachments

1. 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

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



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

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

Details Analytics Post-Award Tools Custom



DED Demo – Budget

Start: 1/1/2020 End: 12/31/2021

Budget View Settings

Options

Grant Year Responsible Individuals GL Accounts Match

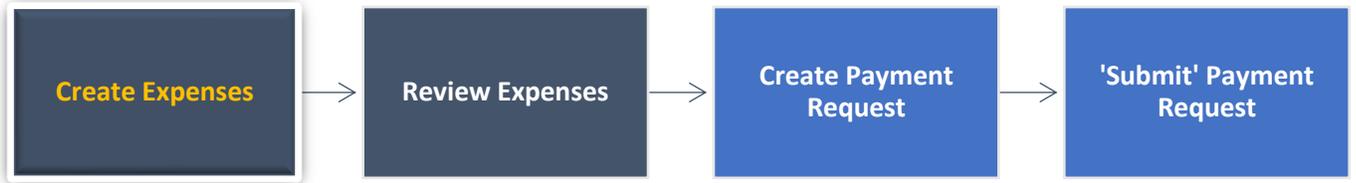
Budget

\$10,000 from the Grant

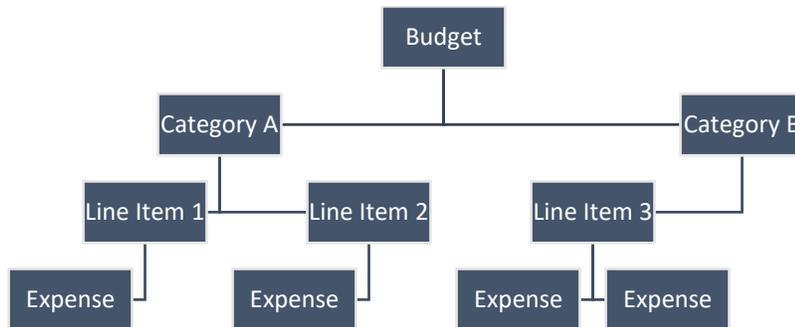
\$5,000 from Match

Expense Budget +	Grant Funded	Match	Total Cost
Contract Development + Line Item Information			
Contract A \$	\$0.00	\$750.00	\$750.00
Contract B \$	\$0.00	\$1,250.00	\$1,250.00
Subtotal	\$0.00	\$2,000.00	\$2,000.00
Employee Wages +			
Employee Wages \$	\$7,500.00	\$0.00	\$7,500.00
Subtotal	\$7,500.00	\$0.00	\$7,500.00
Materials & Supplies +			
Maintenance Supplies \$	\$300.00	\$0.00	\$300.00
Metal \$	\$500.00	\$2,500.00	\$3,000.00
Packing Supplies \$	\$400.00	\$0.00	\$400.00
Rubber \$	\$1,300.00	\$0.00	\$1,300.00
Subtotal	\$2,500.00	\$2,500.00	\$5,000.00
Other +			
Other \$	\$0.00	\$500.00	\$500.00
Subtotal	\$0.00	\$500.00	\$500.00
Total Expense Budget Cost	\$10,000.00	\$5,000.00	\$15,000.00
Revenue Budget			
Overall Award Information (Award Details tab)			
Grant Funding			
Awarded Amount	\$10,000.00		\$10,000.00
Subtotal	\$10,000.00		\$10,000.00
Match			
Cash Match		\$5,000.00	\$5,000.00
In-Kind		\$0.00	\$0.00
Subtotal		\$5,000.00	\$5,000.00
Total Revenue Budget Cost			(\$15,000.00)
Total Overall Budget Cost			\$0.00

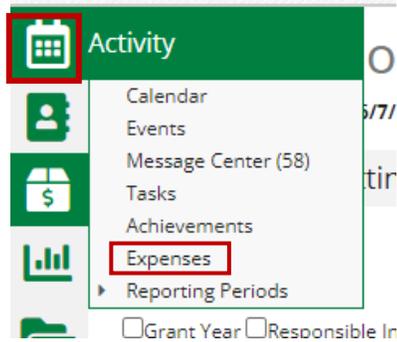
Create Expenses



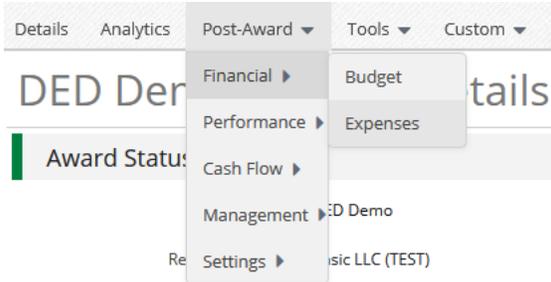
In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.



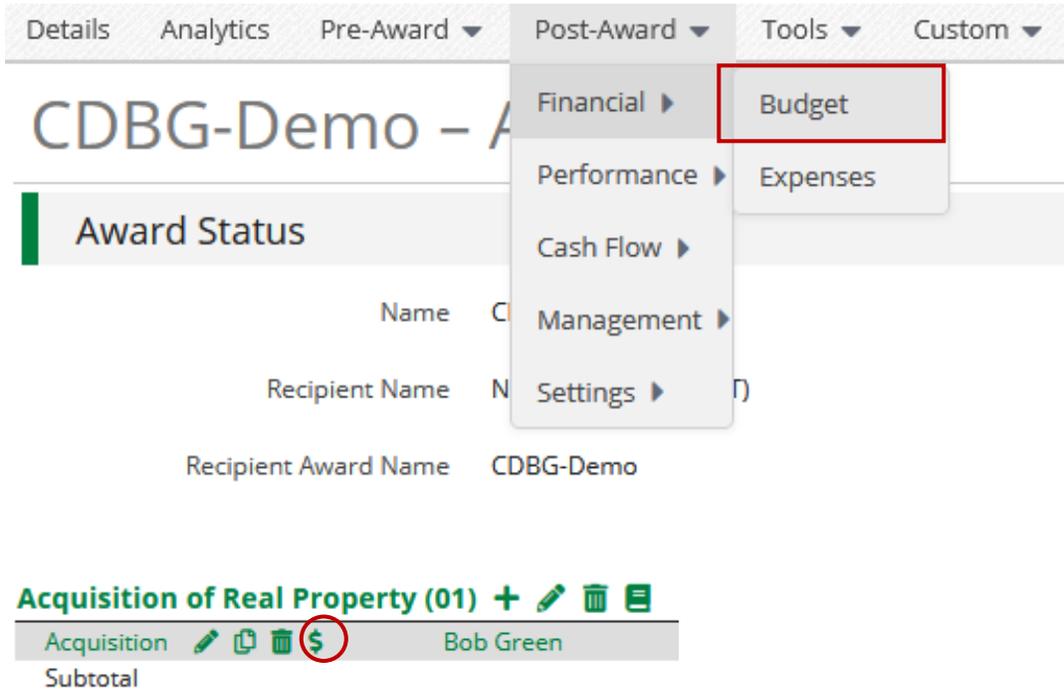
4. There are three ways to access the pages necessary for Expense creation:
 - a. Activity (left navigation) > **Expenses**



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



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



5. 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.

Complete the General Tab

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

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

Add Expense

The screenshot shows the 'Add Expense' form with the following fields and values:

- General** (tab highlighted in red)
- Financials** (tab)
- Attachments** (tab)
- Grant: DED Demo
- Category: Materials & Supplies
- Line Item: Metal
- Item Type: Non-Personnel Line Item
- Direct Cost*: \$1,400.00
- Exclude From Match
- Responsible Individual: John Doe
- Created By: nded.research+1@gmail.com
- Expense Date*: 3/10/2021
- Expense Status: Reviewed (indicated by a red arrow and text: 'Reviewed' expenses will be eligible to include on the Payment Request.)
- Payee: Other (with 'Select Payee...' and 'Create New' options)
- Description: Invoice 3140
- Buttons: Create, Cancel

Category – [Choose the category in 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

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

Add Expense

General **Financials** **Attachments**

Grant Funded \$1,120.00
Match Amount \$280.00
Direct Cost \$1,400.00

Amount Match Amount

Cash Match \$280.00 Dollar Percentage \$280.00
Amount

In Kind 0.00 % Dollar Percentage \$0.00
Amount

GL Account

Click to toggle between Dollar Amount and Percentage Amount

Create Cancel

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

In Kind Amount – [Toggle to **Dollar**. Enter the In-Kind Match for this expense. If this expense has no cash match, enter \$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

8. Complete the **Attachments** tab on the Expense
9. 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.

Add Expense

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

Edit Expenses

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

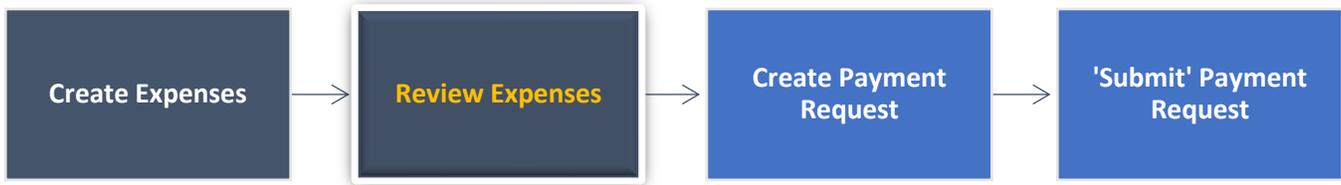
NOTE: Expenses with an Expense Status of 'Closed' cannot be edited because they have already been approved by DED. If your expense status is "Reviewed", but you do not have an edit pencil, DELETE the associated, unsubmitted payment request.

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

12. 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

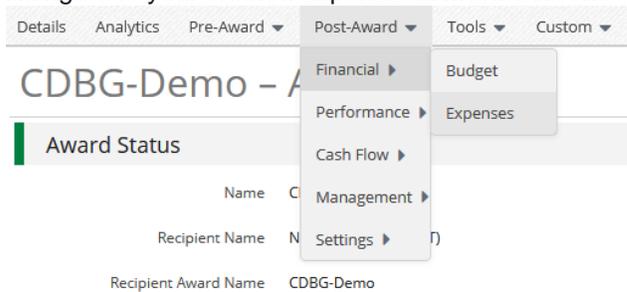


You will want to double check the 'Reviewed' expenses before creating a payment request.

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

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



14. On the Expenses screen, set the appropriate filters:
 - **Time Frame:** Custom (Typically, use date range from your payment request.)
 - **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"/>						

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



16. 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.

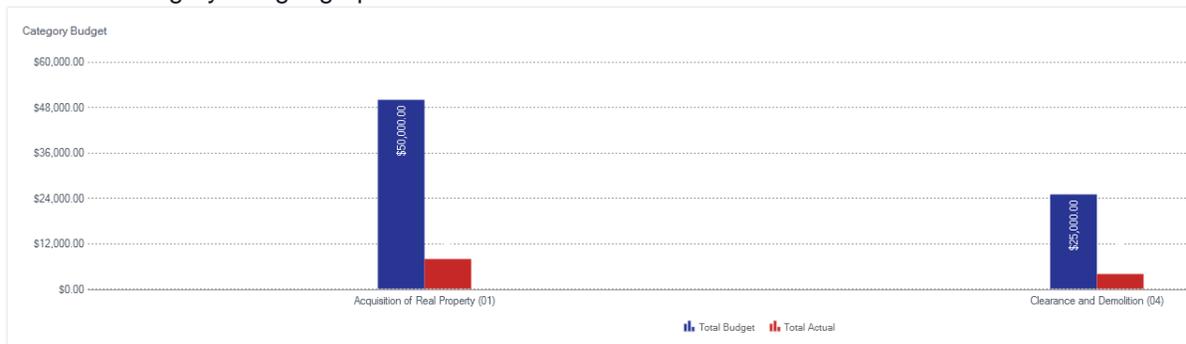
Analytics (Total Expenses per Category)

17. 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



DED Demo – Award Details

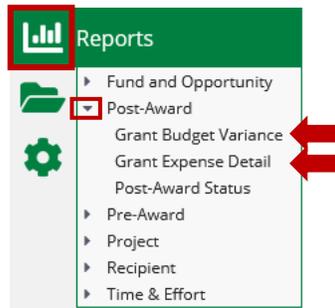
18. View the Category Budget graph at the bottom.



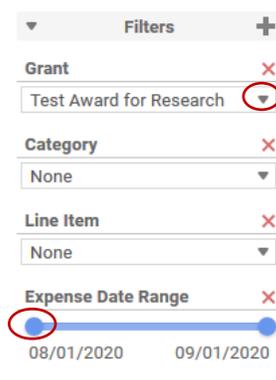
Standard Reports

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

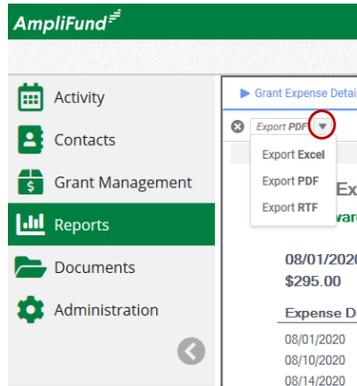
19. Go to Reports (left navigation) > Post-Award > [Choose Report]



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

20. 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.

Example:

Grant Budget Variance Report
CDBG-Demo

Reflects Budget

Reflects Entered Expenses

Grant Dates: 06/26/2020 - 08/28/2021
Period: 06/30/2020 - 08/28/2021
\$50,000.00

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
Sub-Total		\$25,000.00	\$25,000.00	\$0.00	\$50,000.00	\$5,000.00	\$3,000.00	\$0.00	\$8,000.00
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
Sub-Total		\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00
Grand Total		\$50,000.00	\$25,000.00	\$0.00	\$75,000.00	\$130,000.00	\$3,000.00	\$0.00	\$133,000.00

Category Totals (Sum of line items)

Grant Expense Detail

21. 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).

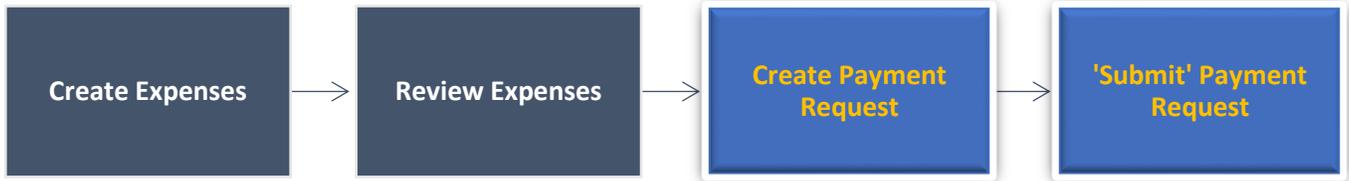
Grant Expense Detail
CDBG-Demo

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	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
Grand Total						\$10,000.00

Create Reimbursement Payment Request

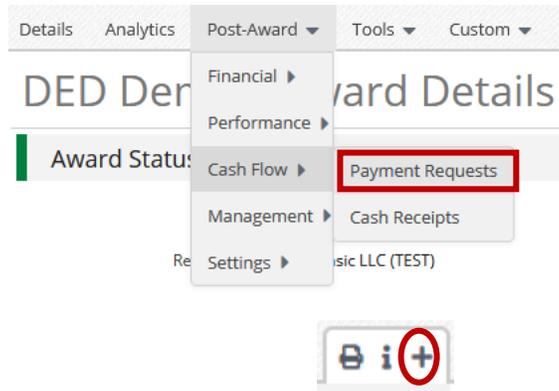
All Reimbursement Payment Requests must be associated with Reviewed Expenses. You can only complete one Payment Request a month.



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

- 22. 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

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:** “Payment Request [#]”.
 - If there have been 3 *APPROVED* previous payment requests, current request is #4.
 - On the Award, navigate to Post-Award tab > Cash Flow > Payment Requests to see any previously created and *APPROVED* Payment Requests.
- **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.

23. 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.

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

Adjustments

25. 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 
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 \$280.00 
Adjusted Match Contribution 
Net Contribution \$0.00

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

Totals

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

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

Additional Information

28. **Comments:** *Optional.*

29. **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

30. 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

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

Program-Specific Guidance

Business Innovation Act (BIA)

To simplify entering expenses, calculate your Program's Payment Request minimum match percentage using the table below. Using the dollar button, enter the Cash Match amount, rounded up to the nearest penny. This helps ensure each Payment Request meets your cash match minimum requirement. Your last Payment Request may need to be adjusted to ensure you draw down all your available grant funds*.

Program	Match Rates: Cash Match Minimums for Expenses (Direct Cost x Match Rate = Enter with Dollar Button)
Academic R&D	50%
Prototype	33.34%
SBIR/STTR	0%
Bioscience (All Programs)	50%
Value-Added Agriculture (All Programs)	20%

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

End