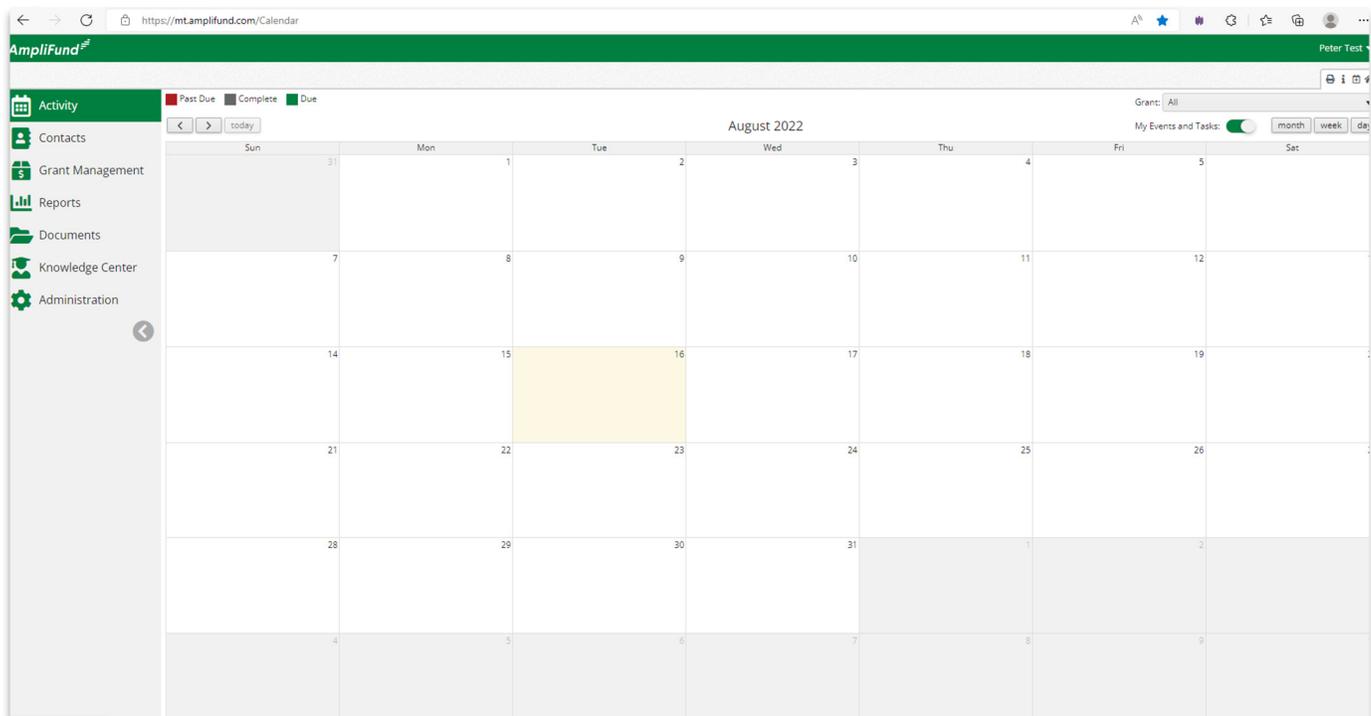
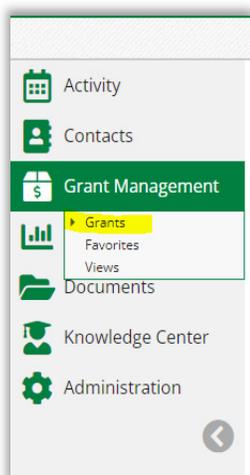


AmpliFund

Creating Expense Entries, Reporting Periods, & Payment Requests



1. Log in to AmpliFund and click Grant Management from the navigation bar located on the left-hand side of the screen.
2. From the Grant Management drop-down menu, select Grants.



3. A list of all the grants that awarded to your entity will appear. Click on the grant you want.



After clicking on the grant you want, the Details page will pull up.

Entering Expenses

1. From the Details page click on Post-Award located in ribbon at the top. Hover over Financial then click Expenses.

The screenshot shows the AmpliFund software interface. The top ribbon includes 'Details', 'Analytics', 'Pre-Award', 'Post-Award', and 'Tools'. The 'Post-Award' ribbon is active, and the 'Financial' dropdown menu is open, showing options like 'Expenses', 'Budget', 'Performance', 'Cash Flow', 'Management', and 'Settings'. The 'Expenses' option is highlighted. The main content area displays the following data:

Award Information and Summary	
Name	M
Recipient Name	M
Recipient Award Name	Match test 3 - Award
Award Status	Approved
Grant-Funded Amount	\$1,800.00
Match Requirement	\$200.00
Total Budget	\$2,000.00
Expenses To Date	\$80.00
Match Contributions To Date	\$0.00
Invoiced To Date	\$75.00
Pending Invoices	\$20.00
Approved Invoices	\$0.00
Cash Received To Date	\$0.00
Remaining Available Grant-Funded Amount	\$1,780.00
Remaining Match Requirement	\$200.00
Remaining Available Budget	\$1,980.00
Fund Activity Categories	

The bottom section of the page is titled 'Post-Award Information'.

2. Enter the time frame (this will either be monthly or quarterly) then click Run. Click on the + to enter expenses.

The screenshot shows the 'Match Test 3 - Award - Expenses' interface. At the top, there are navigation tabs: 'Details', 'Analytics', 'Pre-Award', 'Post-Award', and 'Tools'. The main title is 'Match Test 3 - Award - Expenses'. Below the title is a 'Filter By' section with three dropdown menus: 'Grant' (set to 'Match Test 3 - Award'), 'Category' (set to 'Select a Category...'), and 'Line Item' (set to 'Select a Budget Item...'). To the right of these filters are three input fields: 'Time Frame' (set to 'Custom'), 'Start Date', and 'End Date', each with a calendar icon. A green 'Run' button is located to the right of the 'Time Frame' field. Below the filters is a green 'Clear all filters' button. Underneath is an 'All Expenses' section with an 'Actions' header and a '+', '✓', and '✕' icon. Below the actions is a text prompt: 'Drag a column header and drop it here to group by that column'. At the bottom is a table header with columns: 'Select All', 'Expense ...', 'Descripti...', 'Expense ...', 'Origin', 'GL Acco...', 'Line Item', 'Respons...', 'Created ...', 'Payee', 'Cash Ma...', 'In Kind', and 'Amount'.

3. From the Add Expense you will enter all the required information on EACH of the Tabs (General, Financials, Attachments)

General Tab

The screenshot shows the 'Add Expense' form with the 'General' tab selected. The form has three tabs: 'General', 'Financials', and 'Attachments'. The 'General' tab contains the following fields: 'Grant' (set to 'Match Test 3 - Award'), 'Category' (set to 'Select Category...'), 'Line Item' (set to 'Select a Budget Item...'), a green 'Clear all filters' button, 'Item Type' (set to 'Non-Personnel Line Item'), 'Direct Cost *' (set to '\$0.00'), an 'Exclude From Match' checkbox (unchecked), 'Responsible Individual' (empty), 'Created By' (set to 'mbcctest-peter@turnbows.org'), 'Expense Date *' (set to '8/16/2022'), 'Expense Status' (set to 'New'), 'Payee' (set to 'Other'), a 'Select Payee...' dropdown, and a 'Create New' button with an information icon. At the bottom is a 'Description' text area. At the very bottom of the form are two buttons: 'Create' and 'Cancel'.

ENTER INFORMATION IN THE FOLLOWING FIELDS - Category, Line Item, Direct Cost, Expense Date (this will default to the current date), Payee, and description (if needed)

Financials Tab

Add Expense

General **Financials** Attachments

Grant Funded \$0.00

Match Amount \$0.00

Direct Cost \$0.00

Cash Match Amount	<input type="text" value="0.00%"/>	<input type="button" value="Dollar"/> <input type="button" value="Percentage"/>	Match Amount
In-Kind Amount	<input type="text" value="0.00%"/>	<input type="button" value="Dollar"/> <input type="button" value="Percentage"/>	\$0.00

GL Account

If there is a Match, this is where it will be entered. This can be done by dollar amount or percentage.

Attachments Tab

Add Expense

General Financials **Attachments**

Attachments

Upload all backup documentation for the entered expenses here. If you have fringe and personnel upload the backup to both Fringe and Personnel expense lines.

Once you have entered all the information onto each of the tabs click on create (this can be done from any of the tabs). Continue entering all the expenses that you need to submit for this period by repeating this process for each expenditure type. Please keep everything in each budget category (ex, Supplies, Personnel, Fringe, Other) as you enter the expenses.

Match Test 3 - Award - Expenses

Filter By

Grant: Match Test 3 - Award Time Frame: All Run

Category: Select a Category... Clear all filters

Line Item: Select a Budget Item...

All Expenses

Actions

Drag a column header and drop it here to group by that column

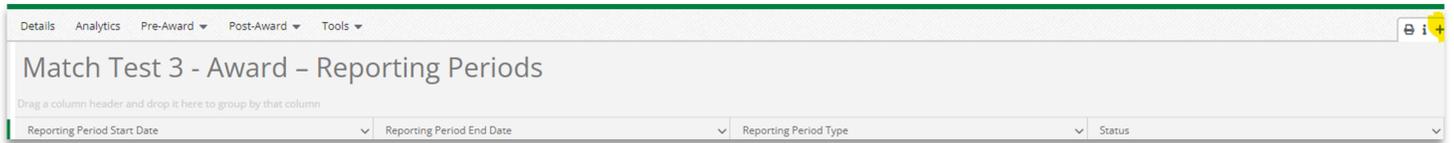
<input type="checkbox"/> Select All	Expense Date	Description	Expense Status	Origin	GL Account	Line Item	Responsible I...	Created By	Payee	Cash Match	In Kind	Amount
<input type="checkbox"/>	2/1/2022	Expense	New	Manual		Trial and error	Adam Test	Peter Test	employee	\$0.00	\$0.00	\$10.00

Creating Reporting Period

1. Click on Post Award, hover over Management, click on Reporting Periods.

The screenshot shows the AmpliFund web application interface. The browser address bar displays the URL: <https://mt.amplifund.com/Activity/Expenses?grantId=1176>. The main navigation menu on the left includes: Activity, Contacts, Grant Management (highlighted), Reports, Documents, Knowledge Center, and Administration. The top navigation bar contains: Details, Analytics, Pre-Award, Post-Award (selected), and Tools. A dropdown menu is open under 'Post-Award', showing options: Financial, Performance, Cash Flow, Management (selected), and Settings. A sub-menu is open under 'Management', showing options: Reporting Periods (selected) and Amendments. The background shows the 'Match Test 3 - Award - Expenses' page with filter controls and a table of expenses.

2. Click on the +



3. Check mark expenses, select the time period from the drop down (these were entered by MBCC), click on Save

Reporting Periods

Which grant would you like this closeout to apply to?

Match Test 3 - Award

What types of reporting periods would you like to include?

Expenses

Achievements

What period of time would you like to close?

02/01/2022-02/28/2022

Cancel Save

4. Click on the number of unreviewed expenses

Match Test 3 - Award - Reporting Periods

Start: 2/1/2022 End: 2/28/2022

Status: Open

Expenses

Overall Expense Details

Total Awarded Amount	\$1,800.00
Total Expense Amount for Period	\$0.00
Number of Unreviewed Expenses	1

Comments

Attach Documentation

Attach Documentation

Choose a file

5. Enter time frame and click Run

Match Test 3 - Award - Expenses

Filter By

Grant: Match Test 3 - Award

Category: Select a Category...

Line Item: Select a Budget Item...

Time Frame: Custom

Start Date: 2/1/2022

End Date: 2/28/2022

Run

Clear all filters

All Expenses

Actions

6. Click on edit (the pencil)

Match Test 3 - Award - Expenses

Filter By

Grant: Match Test 3 - Award

Category: Select a Category...

Line Item: Select a Budget Item...

Time Frame: Custom

Start Date: 2/1/2022

End Date: 2/28/2022

Run

Clear all filters

All Expenses

Actions

Drag a column header and drop it here to group by that column

<input type="checkbox"/> Select All	Expense Date	Description	Expense Status	Origin	GL Account	Line Item	Responsible L.	Created By	Payee	Cash Match	In Kind	Amount
<input type="checkbox"/>	2/1/2022	Expense	New	Manual		Trial and error	Adam Test	Peter Test	employee	\$0.00	\$0.00	\$10.00

7. Review each Tab (General, Financials, Attachments) to verify the information entered is correct. Once all information has been verified, on the General Tab, change the Expense Status from new to reviewed. This is done by clicking on the arrow under Expense Status, change from New to Reviewed. Click on Save. You will repeat this for each expense line, verifying the information and changing the expense status from new to reviewed. Anything not marked as reviewed will not attach to the reporting period when closed in the upcoming steps.

Edit Expense

General
Financials
Attachments

Grant: Match Test 3 - Award

Category: Personnel

Line Item: Trial and error

[Clear all filters](#)

Item Type: Non-Personnel Line Item

Direct Cost: \$10.00

Exclude From Match

Responsible Individual: Adam Test

Created By: mbctest-peter@turnbows.org

Expense Date: 2/1/2022

Expense Status: **New**

Payee: employee [Create New](#)

Description:

[Save](#) [Cancel](#)

8. You will repeat this for each expense line, verifying the information and changing the expense status from new to reviewed. Anything not marked as reviewed will not attach to the reporting period when closed in the upcoming steps.

Match Test 3 - Award - Expenses

Filter By

Grant: Match Test 3 - Award

Category: Select a Category...

Line Item: Select a Budget Item...

[Clear all filters](#)

Time Frame: Custom

Start Date: 2/1/2022

End Date: 2/28/2022

All Expenses

Actions

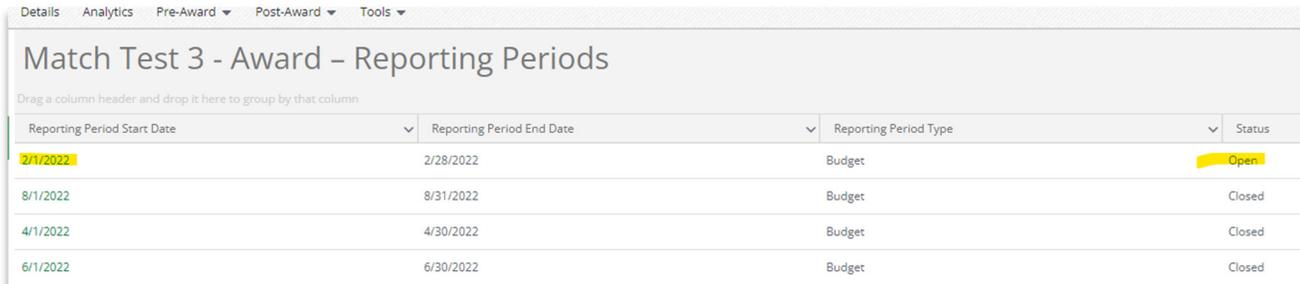
[+ ✓ 🗑](#)

Drag a column header and drop it here to group by that column

<input type="checkbox"/> Select All	Expense Date	Description	Expense Status	Origin	GL Account	Line Item	Responsible I...	Created By
<input type="checkbox"/>	2/1/2022	Expense	Reviewed	Manual		Trial and error	Adam Test	Peter Test
<input type="checkbox"/>	2/1/2022	Expense	New	Manual		Trial and error	Adam Test	Peter Test

After all the expenses have been updated to Reviewed, the reporting period needs to be closed.

- Click on Post Award, hover over Management and click on Reporting Periods. Click on the Reporting Period that you want to close.

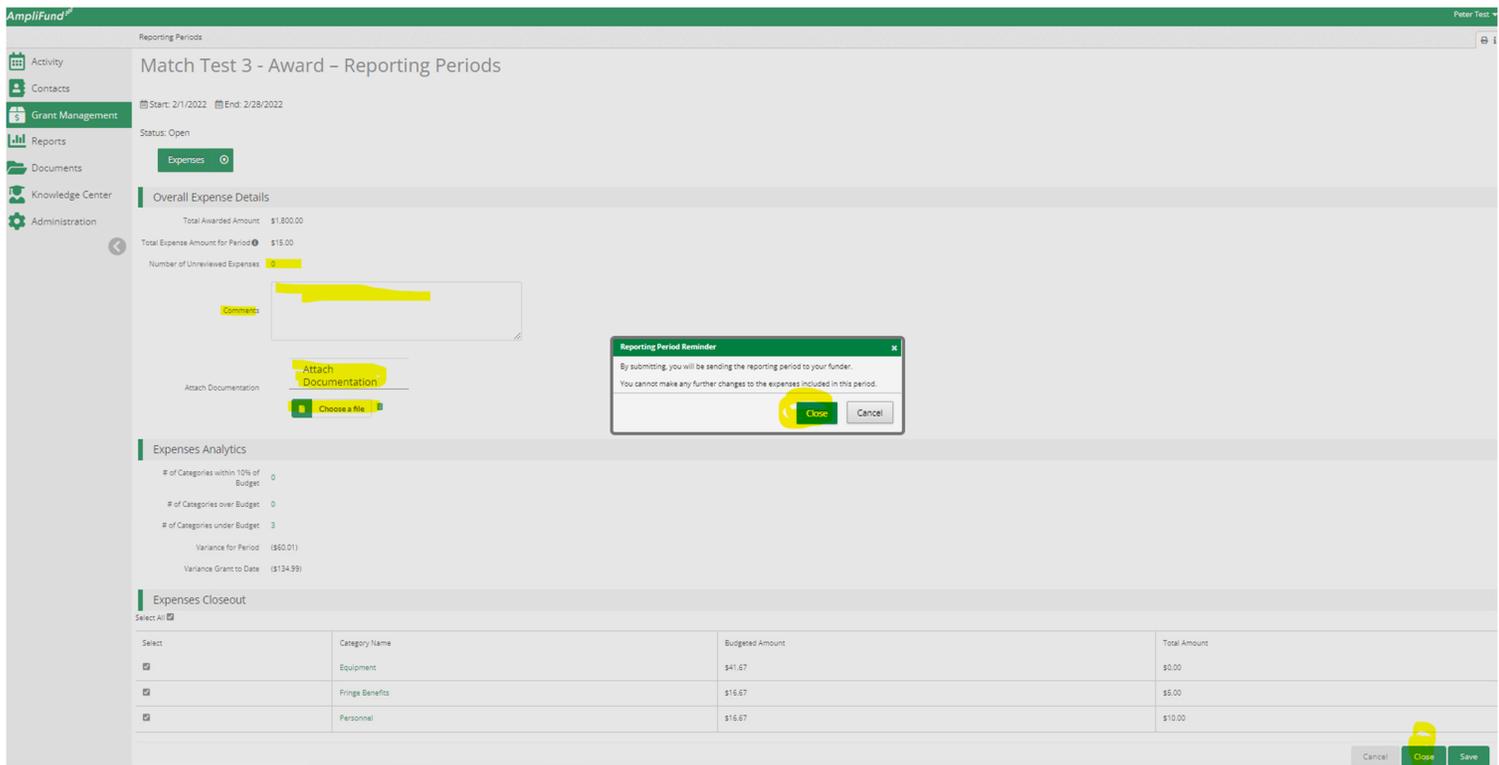


Match Test 3 - Award - Reporting Periods

Drag a column header and drop it here to group by that column

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
2/1/2022	2/28/2022	Budget	Open
8/1/2022	8/31/2022	Budget	Closed
4/1/2022	4/30/2022	Budget	Closed
6/1/2022	6/30/2022	Budget	Closed

- The number of unreviewed expenses should be 0. If you have any additional comments or documents, they can be attached here. Scroll to the bottom of the page and click **Close, Close**. If you click on save this will only save the information for you to work on later and the reporting period will not be closed to attach to the payment request in the next step.



Amplifund Reporting Periods

Match Test 3 - Award - Reporting Periods

Start: 2/1/2022 End: 2/28/2022

Status: Open

Expenses

Overall Expense Details

Total Awarded Amount: \$1,800.00

Total Expense Amount for Period: \$15.00

Number of Unreviewed Expenses: 0

Comment:

Attach Documentation

Attach Documentation

Choose a File

Expenses Analytics

- # of Categories within 10% of Budget: 0
- # of Categories over Budget: 0
- # of Categories under Budget: 3

Variance for Period: (\$60.01)

Variance Grant to Date: (\$134.99)

Expenses Closeout

Select All

Select	Category Name	Budgeted Amount	Total Amount
<input checked="" type="checkbox"/>	Equipment	\$41.67	\$0.00
<input checked="" type="checkbox"/>	Fringe Benefits	\$16.67	\$5.00
<input checked="" type="checkbox"/>	Personnel	\$16.67	\$10.00

Reporting Period Reminder

By submitting, you will be sending the reporting period to your funder. You cannot make any further changes to the expenses included in this period.

Close Cancel

Cancel Close Save

Payment Request

1. From the main screen click on Post Award, hover over Cash Flow, click on Payment Request.

Reporting Period Start Date	Date	Reporting Period Type	Status
8/1/2022		Budget	Closed
4/1/2022	4/30/2022	Budget	Closed
6/1/2022	6/30/2022	Budget	Closed
2/1/2022	2/28/2022	Budget	Closed

2. Click on the (+).
3. Fill in the following Fields
 - Enter the Payment Request Name
Format should be Grant Award, then period ending (month or Qtr ending date)
Example MT01-1176 Period Ending 2.28.22
 - Date Created (it will default to today's date)
 - Related Reporting Period – This is where the reporting period will be attach that was created in the previous step
 - DO NOT ADD ADDITIONAL EXPENSES HERE
 - Review Net Costs
 - Enter Requested Amount (Net Total and Request Amount need to be the same)
 - Additional comments can be entered here along with additional attachments
4. Click Submit, Submit

This will send the request to MBCC to review

If you select Create the Payment Request will be saved to edit later and will not be sent to MBCC

Match Test 3 - Award – Match Test 3 ending 02282022

Organization and Grant Information

Funder Organization Montana Board of Crime Control
Grant Name Match Test 3 - Award

Payment Request Information

Payment Request Name * Match Test 3 ending 02282022
Date Created * 8/18/2022
Related Reporting Period(s) Period ending 2/28/2022 X
Expenses From 2/1/2022 To 2/28/2022
Payment Type Reimbursement
Payment Request Status Not Submitted

Financial Detail

Costs

Fringe Benefits \$5.00
Personnel \$10.00
Additional Expenses Select budget categories...
Net Costs \$15.00

Contributions

Match Contribution \$0.00
Net Contribution \$0.00

Totals

Net Total \$15.00
Requested Amount* \$15.00
Remaining Grant Balance \$1,980.00

Additional Information

Comments

Attachments Choose file(s)

Create Submit Cancel