

Recipient Expense Entry, Reporting Periods, and Payment Request Guide

Introduction

This guide should be used when seeking reimbursement for approved grant expenditures. The reimbursement process in AmpliFund is comprised of a series of steps outlined below.

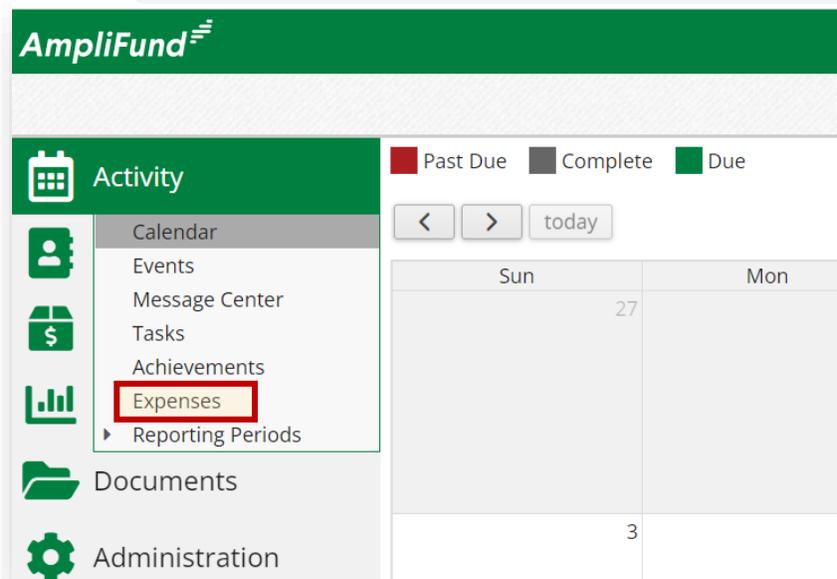


NOTE: If you are not seeking reimbursement during a reporting period, please skip Section 1 and 3. Only complete the steps in Section 2 to close the expense reporting period.

Section 1: Entering Expenses on an Award

The first step in requesting reimbursement for approved grant expenses is to enter the expense items in the AmpliFund system.

1. Log into AmpliFund (www.gotomygrants.com)
2. Access the “Expense Entry” screen by selecting “Activity → Expenses” on the left menu bar.



Recipient Expense Entry, Reporting Periods, and Payment Request Guide

3. Select the grant name you are entering expenses on, then click the “+” icon to add an expense.

The screenshot shows the 'Grant - Expenses' interface. The 'Filter By' section includes dropdowns for 'Time Frame' (set to 'All'), 'Grant' (set to 'CXX123: Elm SO Tactical Gear', highlighted with a red box), 'Category' (set to 'Select a Category'), and 'Line Item' (set to 'Select a Line Item'). A green 'Run' button is located below the filters. The 'Options' section on the right has checkboxes for 'Grant Start Date', 'GL Account' (checked), 'Budget Category', 'Project', 'Total Expensed', 'Responsible Individual' (checked), 'Created Date', 'Cash Match' (checked), and 'Grant Record ID'. Below the filters is a section titled 'All Expenses' with an 'Actions' bar containing a '+' icon (highlighted with a red box), a trash icon, and an eye icon. Below the actions is a table with the following columns: 'Select' (with a dropdown menu), 'Expense Date', 'Description', 'Expense Status', 'Origin', 'GL Account', 'Line Item', 'Responsible Individual', and 'C B'.

4. Enter the following fields on the “Add Expense, General Tab” screen.

- **Category** – select the appropriate budget category; only the categories in your approved budget will appear.
- **Line Item** – select the appropriate line item; only line items in your approved budget will appear. If you do not see the correct line item, ensure you have the correct budget category selected.
- **Direct Cost** – enter the total amount of the expense item
- **Expense Date** – enter the date the expense item was paid for by your organization

*** NOTE: If this is the final reporting period and the date the item was paid extends beyond the Award End Date, please use the last day of the reporting period as the Expense Date and include the actual date paid in the Description field. (For example, if the Award End Date is 3/31/2022 and the item was paid 4/15/2022, enter 3/31/2022 as the Expense Date and include “Date Paid 4/15/2022” in the Description field).

- **Expense Status** – should always be marked as “Reviewed” in order to submit for processing
 - NOTE: Leaving the Expense Status as “New” does not allow the expense items to be rolled into the reporting period in Section 2. This should only be used if you have a local process that requires a second-level verification of expense items entered on the grant.

Recipient Expense Entry, Reporting Periods, and Payment Request Guide

If you have a process for second-level reviews, the reviewer must edit the expense item (Section 4) to change the status.

- **Payee** – Click “Create New” to type in a Payee (vendor/person) name; if you have paid them before you can select the name from the existing list.
- **Description** – enter the appropriate information prescribed in the [“Reference Guide for Entering Expense Descriptions in AmpliFund”](#).

*****Do Not Click The “Create” button yet.*****

Add Expense

General Financials Attachments

Grant CXX123: Elm SO Tactical Gear

Category D. Equipment

Line Item Active Shooter Kits

Item Type Non-Personnel Line Item

Direct Cost* \$4,400.00

Exclude From Match

Responsible Individual

Created By tennillrobinette@fdle.state.fl.us

Expense Date* 4/5/2022

Expense Status New

Payee Other Select Payee... Create New

Description 4 active shooter vest kits @ \$1100 each shipping included 3 quotes Check#123244

Create Cancel

Recipient Expense Entry, Reporting Periods, and Payment Request Guide

5. Upload your supporting documentation for the expense item by selecting the “Attachments Tab→ Choose Files” at the top of the “Add Expense” screen. Note: you can upload multiple individual files, if necessary. Once uploaded, click “Create” to generate the expense item.

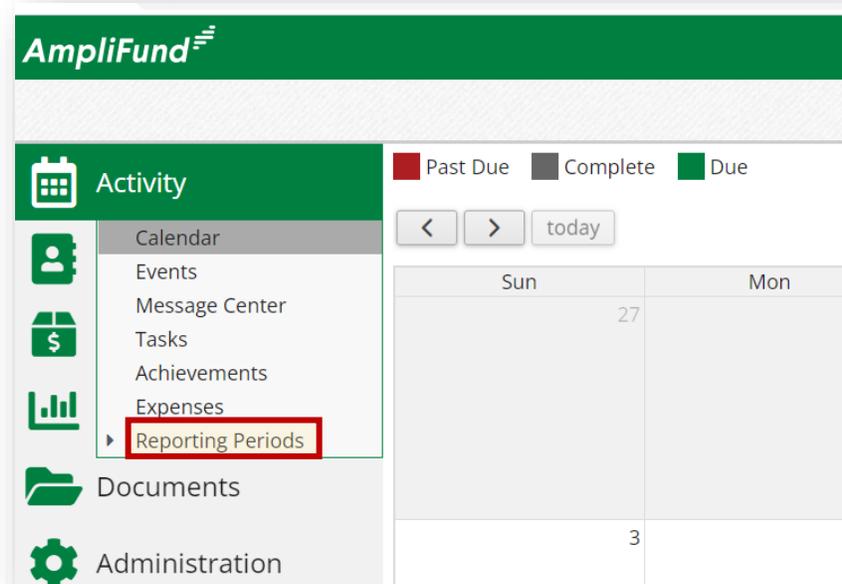
The screenshot shows the 'Add Expense' interface. At the top, there are three tabs: 'General', 'Financials', and 'Attachments'. The 'Attachments' tab is selected and highlighted with a red box. Below the tabs, there is an 'Upload File(s)' section with a 'Choose file(s)' button, also highlighted with a red box. Below this, a file named 'Award Updates (Title, RP, GM).docx' is listed. At the bottom right, there is a 'Create' button highlighted with a red box, and a 'Cancel' button next to it.

*****If additional expense items are necessary, return to step 3*****

Section 2: Creating and Closing Expense Reporting Periods

The second action required for requesting grant reimbursements through AmpliFund is to create and close the reporting period.

6. To create a reporting period, select “Activity → Reporting Periods” on the left menu bar.



Recipient Expense Entry, Reporting Periods, and Payment Request Guide

7. Select the “+” icon on the top action bar to create a new reporting period.



8. Select the grant name you are closing the period for, check the “Expenses” box (you will submit your Achievements separately), and select the period of time you are closing the period for. Reporting periods are generated based on your reporting frequency selection at the time of application and may be quarterly or monthly. Once selected, click “Save”.

The screenshot shows a 'Reporting Periods' dialog box. It contains three sections: 'Which grant would you like this closeout to apply to?' with a dropdown menu showing 'CXX123: Elm SO Tactical Gear'; 'What types of reporting periods would you like to include?' with a checked checkbox for 'Expenses' and an unchecked checkbox for 'Achievements'; and 'What period of time would you like to close?' with a dropdown menu showing '03/01/2022-03/31/2022'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Recipient Expense Entry, Reporting Periods, and Payment Request Guide

9. Verify the total expense amount for the period is correct, and the number of unreviewed expenses is zero.

Note: If the number of unreviewed expenses is greater than zero, click on the number itself and it will take you the expense review screen. From there you will need to follow the instructions in Section 4 of this guide for editing expenses.

You can also add comments to the reporting period, and attach additional documentation, such as copy of the general ledger. All documentation (invoices, paystubs, cancelled checks, etc.) for expenses however **must** be attached at the expense item level as described in Section 1. Failure to do so may result in the payment request being returned for editing.

Once you are ready to submit the reporting period to CJG, click the “Close” button in the bottom right corner of the screen. This will mark all your reviewed expenses as closed status preventing further editing unless the reporting period is returned by your Grant Manager.

Note: Once a reporting period has been marked “closed” it will no longer appear on the time period drop down.

Note: Clicking “Save” does not close and submit the reporting period. This should only be used if you have an internal organization process or procedure that requires a second-level verification of entries prior to submitting to CJG.

Reporting Periods

CXX123: Elm SO Tactical Gear – Reporting Periods

Start: 3/1/2022 End: 3/31/2022

Status: Open

Expenses Achievements

Overall Expense Details

Total Awarded Amount \$100,000.00

Total Expense Amount for Period \$4,400.00

Number of Unreviewed Expenses 0

Comments

Attach Documentation

Choose a file

Expenses Analytics

	Total Amount
	\$4,400.00
	\$0.00

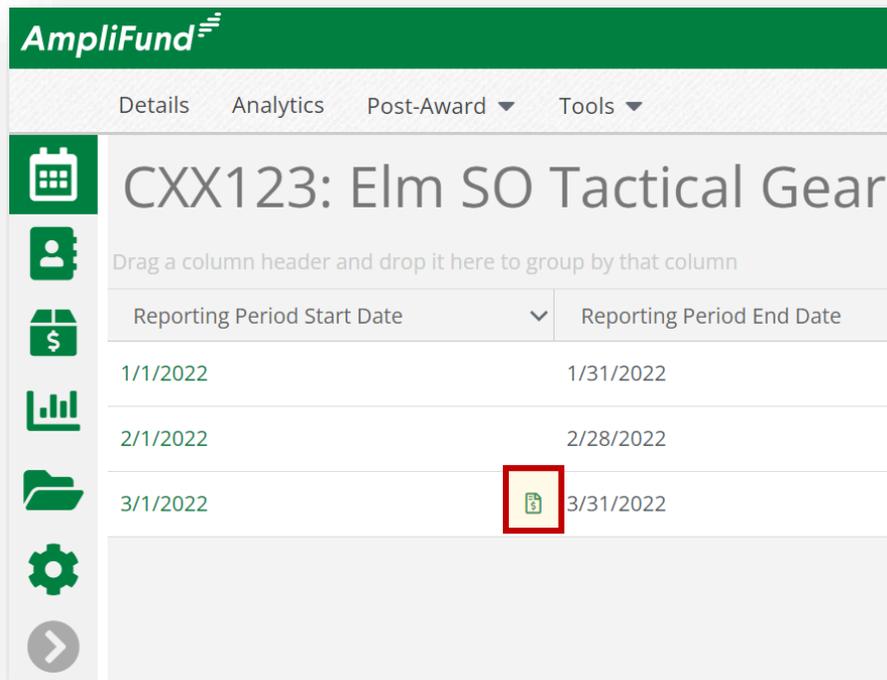
Cancel Close Save

Recipient Expense Entry, Reporting Periods, and Payment Request Guide

Section 3: Creating and Submitting a Payment Request

The final action required for a recipient to submit a reimbursement request for approved grant expenditures is to create and submit a payment request in AmpliFund.

10. Click the “Reporting Periods” link on the top menu bar to return to the list of all reporting periods.
11. From the reporting periods screen, click the “Payment Request” icon next to the Reporting Period start date.



The screenshot shows the AmpliFund interface for a reporting period. The title is "CXX123: Elm SO Tactical Gear". Below the title is a table with two columns: "Reporting Period Start Date" and "Reporting Period End Date". The table has three rows of data. The third row has a red box around a small icon next to the start date "3/1/2022".

Reporting Period Start Date	Reporting Period End Date
1/1/2022	1/31/2022
2/1/2022	2/28/2022
3/1/2022	3/31/2022

12. Enter/review the following data on the Payment Request form.

- **Payment Request Name** – you must use the following sequential naming convention for each payment request: EX## (i.e. EX01, EX02, EX03). Payment requests will be returned for correction if this format is not used.
- **Date Created** – select the date you are creating the payment request
- **Related Reporting Period** – ensure the correct reporting period end date is showing. If it is not, go back to your reporting periods screen and repeat step 10 for the correct reporting period.
- **Payment Type** – ensure reimbursement is selected.
- **Costs** – ensure the amount is correct for each budget category presented. This information is derived from the reporting period you submitted and linked to the payment request.

Recipient Expense Entry, Reporting Periods, and Payment Request Guide

- **Requested Amount** – enter the amount you are seeking for reimbursement. This is typically the same amount as the “Net Total” field but verify the information carefully. Additionally, the requested amount cannot exceed the remaining grant balance showing on this screen.

Once all information has been entered/verified, click “Submit” to send the payment request to your grant manager for review.

Note: Clicking “Create” does not submit the payment request. This should only be used if you have an internal organization process or procedure that requires a second-level verification of entries prior to submitting to CJG.

CXX123: Elm SO Tactical Gear – EX03

Organization and Grant Information

Funder Organization Florida Department of Law Enforcement

Grant Name CXX123: Elm SO Tactical Gear

Payment Request Information

Payment Request Name * EX03

Date Created * 4/6/2022

Related Reporting Period(s) Period ending 3/31/2022 X

Payment Type Reimbursement

Payment Request Status Not Submitted

Financial Detail

Costs

D. Equipment \$4,400.00

Additional Expenses Select budget categories...

Net Costs \$4,400.00

Contributions

Match Contribution \$0.00

Net Contribution \$0.00

Totals

Net Total \$4,400.00

Requested Amount* \$0.00

Remaining Grant Balance \$90,000.00

Additional Information

Create Submit Cancel

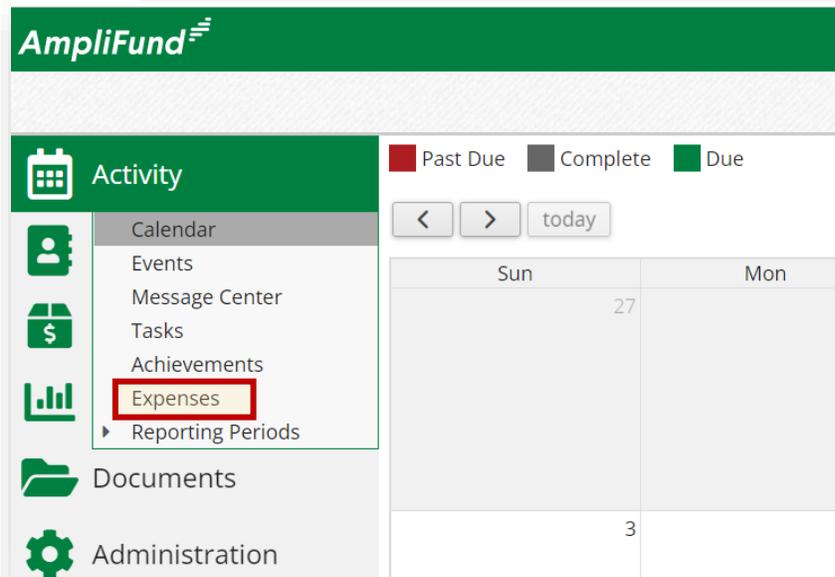
***** This completes the steps required to submit your request for reimbursement to CJG for review and approval*****

Recipient Expense Entry, Reporting Periods, and Payment Request Guide

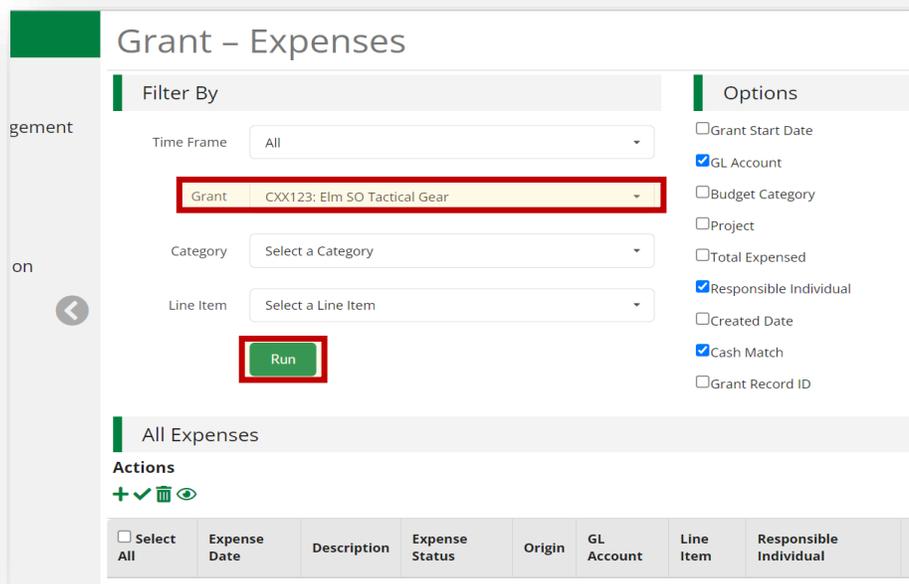
Section 4: Editing Expense Items

If a payment request and/or reporting period is returned to you for correction, or you need to make a correction to an expense prior to submitting your reimbursements, you will need to edit the individual expense line in the AmpliFund system.

1. Log into AmpliFund (www.gotomygrants.com)
2. Access the “Expense Entry” screen by selecting “Activity → Expenses” on the left menu bar.



3. Select the grant name you are entering expenses on, then click the “Run” button to view all expenses on the grant.



Recipient Expense Entry, Reporting Periods, and Payment Request Guide

- To edit the expense, select the pencil icon next to the description link. Only expenses in the status of “New” or “Reviewed” will have an edit pencil option.
- Edit the fields necessary or upload additional documentation using the information provided in Section 1 above. Click “Save” once all edits are complete.

All Expenses

Actions
+ ✓ 🗑️ 👁️

<input type="checkbox"/> Select All	Expense Date	Description	Expense Status	Original
<input type="checkbox"/>	1/5/2022	10 active shooter kits @ \$500 each Check # 2343 State Contract: dhju2348	Closed	Man
<input type="checkbox"/>	2/23/2022	10 active shooter kits @ \$500 each Check # 2356 State Contract: dhju2348	Closed	Man
<input type="checkbox"/>	3/16/2022	4 active shooter kits @ \$1100 each shipping included 3 quotes Check#34943587	Closed	Man
<input type="checkbox"/>	4/6/2022	1 active shooter vest kit @ \$1100 each Shipping included 3 quotes Check#1282147	Reviewed	Man

Edit Expense

General Financials Attachments

Grant CXX123: Elm SO Tactical Gear

Category D. Equipment

Line Item Active Shooter Kits

Item Type Non-Personnel Line Item

Direct Cost* \$1,100.00

Exclude From Match

Responsible Individual

Created By tennillerobinette@fdle.state.fl.us

Expense Date* 4/6/2022

Expense Status Reviewed

Payee Other Galls, Inc. Create New

Description 1 active shooter vest kit @ \$1100 each
Shipping included
3 quotes
Check#1282147

Save Cancel