Recipient Guide for Resubmitting a Reimbursement Request

Introduction

This guide should be used when resubmitting a reimbursement request after a rejection notification has been received. The recipient grant manager should receive a notification email from AmpliFund explaining the reason(s) for the rejection. The reimbursement process in AmpliFund is comprised of a series of steps outlined below. If an CJG grant manager has rejected both the budget reporting period AND payment request, each step below will need to be completed (beginning with Section 1).



<u>NOTE</u>: If an CJG grant manager has rejected the payment request ONLY, skip ahead to Section 3, step 10.

Section 1: Editing Expenses on an Award

If a budget reporting period AND payment request are returned for corrections, you will need to edit the individual expense line in the AmpliFund system.

- 1. Log into AmpliFund (<u>www.gotomygrants.com</u>)
- 2. Access the "Expense Entry" screen by selecting "Grant Management → Grants" on the left menu bar.

Activity	Past Due Complete Due	
Contacts	< > today	Mar
Grant Management	28	29
 ▶ Grants Favorites Views Documents 		
Knowledge Center	4	5
Administration		
0		
	11	12

Criminal Justice Grants External Reference Guide 3. Select the grant associated with the rejection by clicking on "Name"; this will open the Award Details page.then "Post-Award \rightarrow Financial \rightarrow Expenses" at the top of the screen.

	Analytics						
Activity			e to group by that column				
	Name	~	Grantor		~	Award Status	~
Contacts	CAD Replacement		Florida Departmen	t of Law En	forcement	Approved	
Grant Management	Operation Blue and Brow	'n	Florida Departmen	it of Law En	forcement	Approved	
Reports	CXX123: Elm SO Tactical (Gear	Florida Departmen	it of Law En	forcement	Approved	
	CXX456: UTV Purchase		Florida Departmen	t of Law En	forcement	Approved	
npliFund [≓]	Details Analytics	Post-Award		ustom =			
npliFund [≓]	Details Analytics	Post-Award	→ Tools → C	iustom 👻			
n pliFund[≓] Activity	Details Analytics	Post-Award Financial	iools C Budget	Custom 👻	0.25	Award	Dotails
npliFund [≓] Activity	Details Analytics	Post-Award Financial	 iools Budget Expenses 	Custom 👻	ear -	- Award	Details
n pliFund[≓] Activity Contacts	Details Analytics CXX123: Award Inforr	Post-Award Financial	ools Ools Ools Ools Budget Expenses JS	Custom 👻	ear -	- Award	Details
npliFund [≓] Activity Contacts Grant Management	Details Analytics CXX123: Award Inform	Post-Award Financial Performanc Cash Flow	fools C Budget Expenses JS NLY) CXX123	Custom ▼	ear -	- Award	Details
Activity Contacts Grant Management	Details Analytics CXX123: Award Inform	Post-Award Financial Performanc Cash Flow Managemen	ools C Budget Expenses JS NLY) CXX123 unty Board	iustom 👻	ear -	- Award	Details
Activity Contacts Grant Management Reports	Details Analytics CXX123: Award Inform Re	Post-Award Financial Performanc Cash Flow Managemen Settings	 iools - C Budget Expenses JS NLY) CXX123 NLY) CXX123 NLY) Board of 	Eustom 👻	CAL -	- Award	Details
Activity Contacts Grant Management Reports Documents	Details Analytics CXX123: Award Inform Re Recipient	Post-Award Financial Performanc Cash Flow Managemen Settings	ools Ools Budget Expenses JS NLY) CXX123 nut NLY) CXX123 covrz3: Elm SO Tar	Lustom 👻	ear - actical Gear sioners	- Award	Details

4. Click the "Run" button to view all expenses for the grant.

Filter E	Зу				
Grant	CXX123: Elm SO Tactical Gear	v	Time Frame All	•	Run
Category	Select a Category	•			
Line Item	Select a Budget Item	•			
	Clear all filters				

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- 5. If an CJG grant manager has instructed you to edit an expense: click the pencil icon next to the description.
- 6. Edit the fields as necessary or upload additional documentation using the information provided by your grant manager in the rejection notification. Click "Save" once all edits are complete.

All Ex	penses	5		
Actions	>			
□ Select All	Expens Date	e Description	Expense Status	Oriș
	1/5/202	22 10 active shooter kits @ \$500 each Check # 2343 State Contract dhju2348	t: Closed	Mar
	2/23/20	10 active shooter kits @ \$500 each Check # 2356 State Contract dhju2348	t: Closed	Mai
	3/16/20	4 active shooter kits @ \$1100 each shipping included 3 quotes Check#34943587	Closed	Mar
	4/6/2022 1 active shooter vest kit @ \$1100 each Shipping included 3 quotes Check#1282147		Reviewed	Mar
Edit Exp	ense			
Gene	eral	Financials Attachments		
	Grant	CXX123: Elm SO Tactical Gear 🐱		
	Category	D. Equipment		
	Line Item	Active Shooter Kits 🗸		
	Item Type	Non-Personnel Line Item		
D	irect Cost*	\$1,100.00		
		Exclude From Match		
R	esponsible Individual			

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Created By tennillerobinette@fdle.state.fl.us

Payee Other V Galls, Inc. V Create New ()

1 active shooter vest kit @ \$1100 each

Expense Date* 4/6/2022 💼 Expense Status Reviewed 🗸

Description 3 quotes

Cancel

Section 2: Resubmitting the Corresponding Budget Reporting Period

Once all corrections have been made to your expenses, you will need to resubmit the rejected budget reporting period for this award.

7. To access a rejected Budget Reporting Period, select "Post-Award → Management → Reporting Periods" at the top of your main award page.

Details Analytics	Post-Award 👻 T	"ools
CXX123:	Financial	actical Gear – Award Details
Award Inforr	Cash Flow	sr
	Management 🕨	tical Gear Reporting Periods
Re Recipient	Settings	Amendments 3: Elm SO Tactical Gear
	Award Status Appro	oved

8. Select the green hyperlink on the left-hand side of the rejected Budget Reporting Period. Verify the total expense amount for the period is correct, and ensure the number of unreviewed expenses is zero.

<u>Note:</u> 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 the "Recipient Expense Entry, Reporting Periods, and Payment Request Guide" for editing expenses.

You can also add comments to the budget reporting period, and attach additional documentation, such as a copy of the general ledger; however, all documentation (invoices, paystubs, cancelled checks, etc.) for expenses **must** be attached at the expense item level as described in Section 1 of the "Recipient Expense Entry, Reporting Periods, and Payment Request Guide." Failure to do so may result in the payment request and budget reporting period being returned for editing.

Once you are ready to submit the budget reporting period to CJG, click the "Close" button in the bottom right corner of the screen. This change the status of all "Reviewed" expenses to "Closed" and prevent further editing unless the reporting period is rejected by your Grant Manager.

<u>Note</u>: Clicking "Save" does not close and submit the budget 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.

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Reporting Period Start	 Reporting Period End 	✓ Reporting Period Type √	🗸 Status 💌 🗸 🗸
3/1/2022	3/31/2022	Budget	Rejected
8/1/2021	8/31/2021	Budget	Open
8/1/2022	8/31/2022	Budget	Open
report CX B Sta Statu C Coal Coal Nur	Ing Periods X123: Elm SO Tactical Ge t: 3/1/2022 End: 3/31/2022 :Open Expenses O Achievements O rerall Expense Details Total Awarded Amount \$100,000,00 pense Amount for Period \$4,400,00 ber of Unreviewed Expenses 0 Comments Attach Documentation Attach Documentation Total Amount Structure Amount of the object of the obj	ar – Reporting Periods	
	Total Amount \$4,400.00		
	\$0.00	Cancel Close Save	

9. Once you have submitted (closed) your reporting period, the page will automatically refresh. Click on the "Reporting Periods" tab at the top of the page. This will take you back to the main reporting periods page for your award and open up the full menu bar.



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Section 3: Resubmitting the Corresponding Payment Request

The final action required is to resubmit the "Rejected" payment request in AmpliFund.

10. From the top menu bar, select "Post-Award \rightarrow Cash Flow \rightarrow Payment Requests".

Details Analytics	Post-Award 🔻	Tools 🔻 Custom 🔻
(BLT ON	Financial 🕨	23: Elm SO
Drag a column header a	Performance 🕨	b by that column
Reporting Period Star	Cash Flow 🕨	Payment Requests Dat
4/1/2022	Management 🕨	Cash Receipts
4/1/2022	Settings 🕨	4/30/2022
5/1/2022		5/31/2022
7/1/2022		7/31/2022

11. Select the edit pencil icon next to the payment request you want to resubmit. DO NOT CREATE A NEW REQUEST.



Criminal Justice Grants External Reference Guide 12. Select the reporting period that was closed in step # 8 by clicking in the box next to "Related Reporting Period(s)". Select the associated reporting period.

(BLT ONLY) CX	X123: Elm SO Tactical G
Grant Name	(BLT ONLY) CXX123: Elm SO Tactical Gear
Payment Request Infor	rmation
Payment Request Name *	EX30
Date Created	6/23/2023
Related Reporting Period(s)	
Payment Type	Period ending 6/30/2023 Period ending 10/31/2022
Payment Request Status	Rejected

13. Scroll down to the "Financial Detail" section. Ensure there are budget line items and a total listed under "Financial Detail". Enter the "Requested Amount" and ensure it matches the total in the "Grant Funded" column as shown below.

	Expensed	Cash Match	In-Kind Match	Match	Grant Funded
D. Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E. Supplies	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Totals	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
	Total				
Totals	\$2,000.00				
Requested Amount*	\$2,000.00				
Remaining Grant Balance	\$82,659.00				

14. Click "Submit" to send the revised payment request back to your assigned grant manager for review.

Note: Clicking "Save" 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.

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