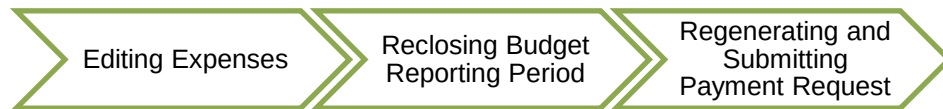


Recipient Guide for Resubmitting a Reimbursement Request

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).

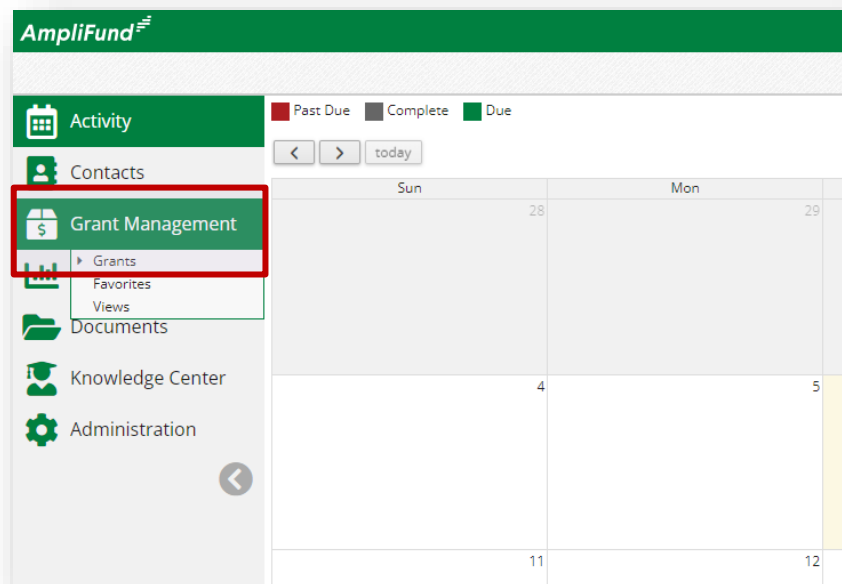


NOTE: If an CJG grant manager has rejected the payment request ONLY, skip ahead to Section 3, step 10.

Section 1: Editing Expenses on an Award

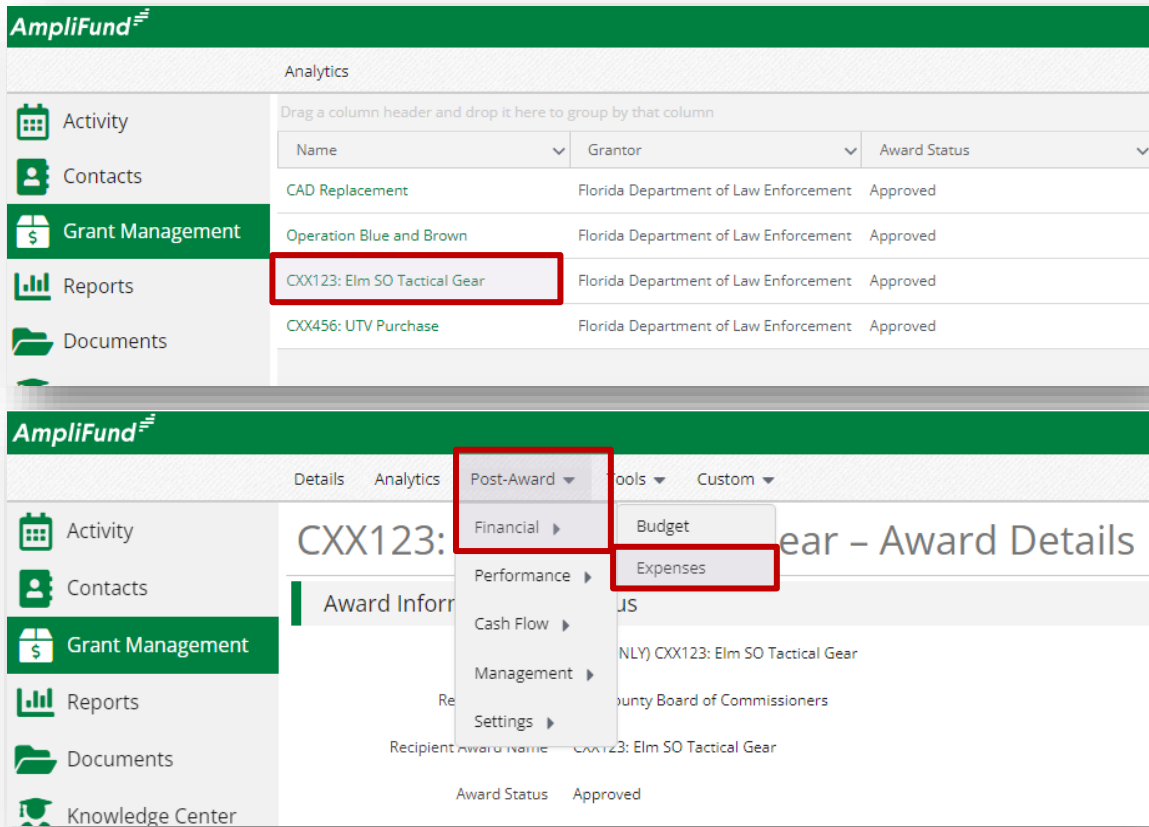
If a budget reporting period AND payment request are returned for corrections, you will need to edit the individual expense line in the AmpliFund system.

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

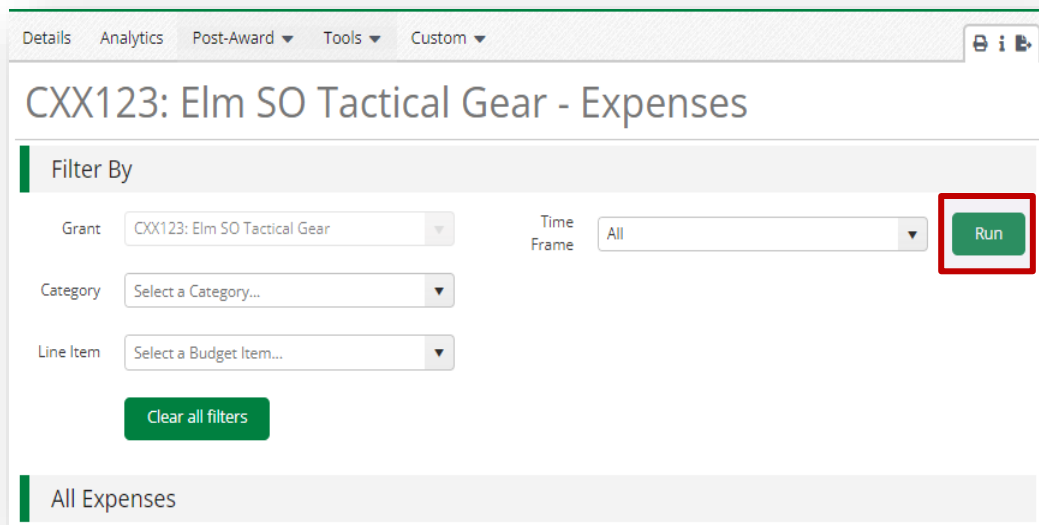


Recipient Guide for Resubmitting a Reimbursement Request

3. Select the grant associated with the rejection by clicking on "Name"; this will open the Award Details page. then "Post-Award → Financial → Expenses" at the top of the screen.



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



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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 Expenses				
Actions				
+ ✓ 🗑️ 👁️				
☐ Select All	Expense Date	Description	Expense Status	Original
☐	1/5/2022	10 active shooter kits @ \$500 each Check # 2343 State Contract: dhju2348	Closed	Man
☐	2/23/2022	10 active shooter kits @ \$500 each Check # 2356 State Contract: dhju2348	Closed	Man
☐	3/16/2022	4 active shooter kits @ \$1100 each shipping included 3 quotes Check#34943587	Closed	Man
☐	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

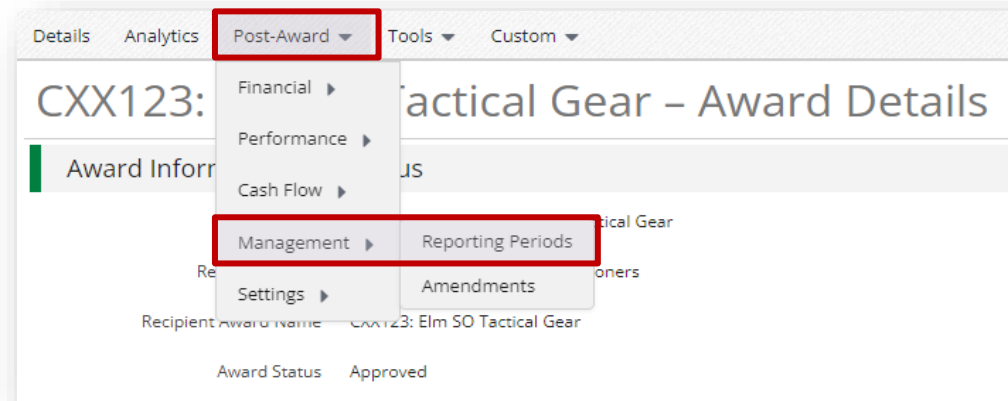
Cancel

Recipient Guide for Resubmitting a Reimbursement Request

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.



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.

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 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.

Note: 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.

Recipient Guide for Resubmitting a Reimbursement Request

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

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

Attach Documentation

Choose a file

Expenses Analytics

	Total Amount
	\$4,400.00
	\$0.00

Cancel

Close

Save

- 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.

Reporting Periods

CXX123: Elm SO Tactical Gear – Reporting Periods

Start: 3/1/2022

End: 3/31/2022

Status: Closed

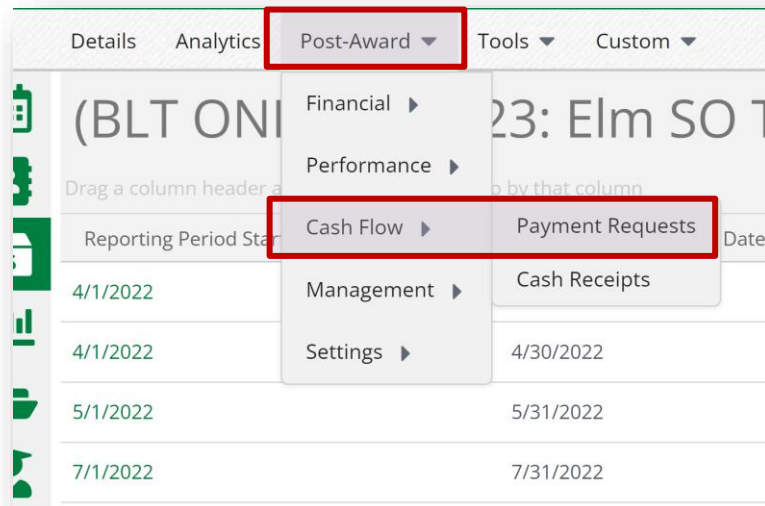
Expenses

Recipient Guide for Resubmitting a Reimbursement Request

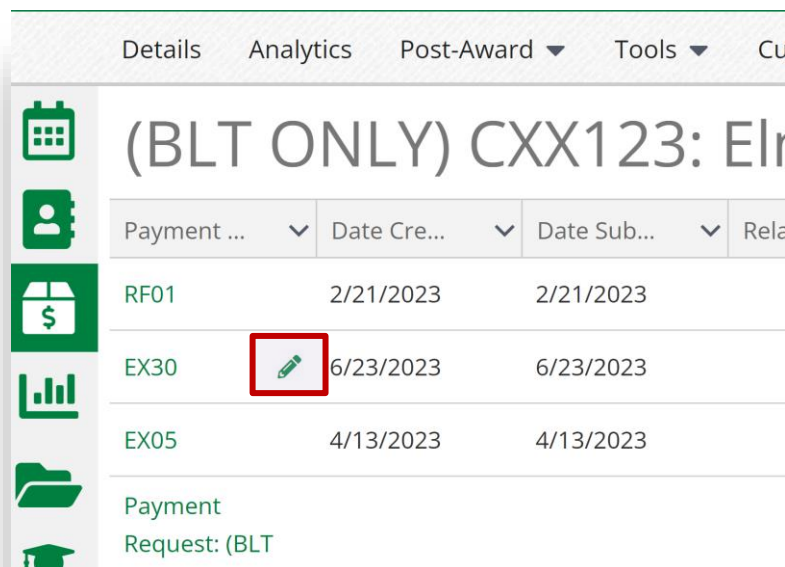
Section 3: Resubmitting the Corresponding Payment Request

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

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

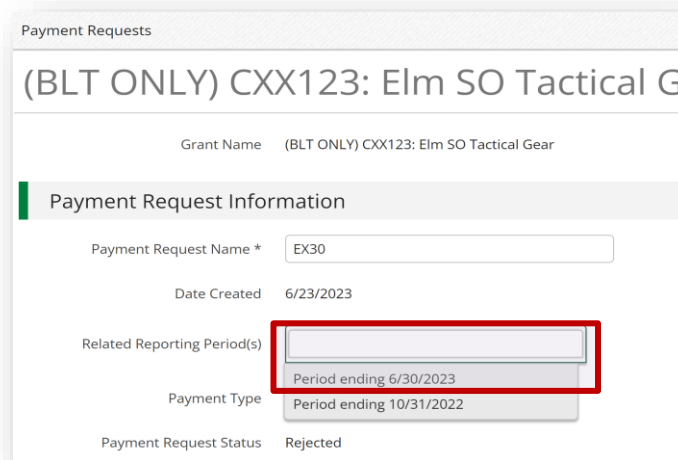


11. Select the edit pencil icon next to the payment request you want to resubmit. **DO NOT CREATE A NEW REQUEST.**



Recipient Guide for Resubmitting a Reimbursement Request

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.



Payment Requests

(BLT ONLY) CXX123: Elm SO Tactical Gear

Grant Name (BLT ONLY) CXX123: Elm SO Tactical Gear

Payment Request Information

Payment Request Name * EX30

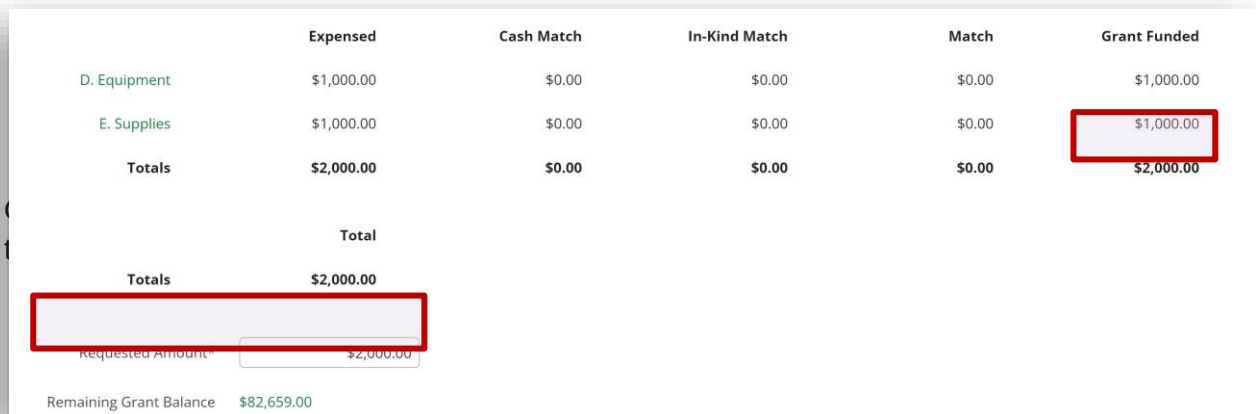
Date Created 6/23/2023

Related Reporting Period(s) Period ending 6/30/2023

Payment Type 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 *****