

Instructions for Entering Expenses into AmpliFund

FOR GRANTEES WITH REIMBURSEMENT GRANTS

Steps:

1. Enter expenses.
2. Create a Payment Request.
3. Submit your Payment Request.

Entering Expenses:

- **Purpose:** By adding an expense to AmpliFund, both you and SRBC can track actual expenditures against budgeted items. Entered expenses can then be summarized into a Payment Request. Please note that expenses must be entered prior to the Payment Request being created.
- **Navigation:** Go to Grants Management > Grants > Click on the Grant Name > Post-Award Tab > Financial > Expenses
- **Adding Expenses:**
 - To add a new expense, click the **'+' sign** under the title **Actions**.
 - Enter information into the **General** tab.
 - Select the **Category** from the dropdown list. Categories match the Budget Category from your grant budget.
 - Select the **Line Item** for the type of expense that you are entering.
 - Enter the **Direct Cost** of the expense. The cost should include both the amount covered by the grant and the amount for your match.
 - Input the date of the expense. If the expense covers a range of dates (i.e., an invoice from a contractor for the entire month of July), enter the last date in the range (i.e., July 31).
 - Set the **Expense Status** to **Reviewed**. **Please note that only expenses in a "Reviewed" status will be included in your Payment Request.**
 - For **Payee**, select the type of Payee from the dropdown menu. Click on **Create New** and enter the name of the **Payee**.
 - Enter a brief description of the expense in the **Description** field.
 - To document Cash Match or In-Kind Match contribution to an expense, click on the **Financials** tab. Then click on the dollar sign next to Cash Match or In-Kind Match and enter in the dollar amount that is included as either Cash Match or In-Kind Match. Verify that the amount shown as **Grant Funded** is the amount which should be reimbursed by SRBC.

- Add a copy of the receipt or invoice associated with the expense in the **Attachments** tab. Click the Attachments icon to upload the receipt or invoice and then click Save. If the invoice includes costs that cover multiple tasks, a single upload of the invoice will suffice.
- To create the expense, click on **Create**.
- **Reviewing Expenses:**
 - **Navigation:** Go to Post Award > Financial > Expenses
 - To see expenses that have already been entered into the system click on **Run**.

Creating a Payment Request for Reimbursed Expenses:

- **Purpose:** By creating a payment request, you will be able to compile all ‘Reviewed’ expenses for the period and submit them to SRBC for payment. Expenses must be entered prior to creation of the Payment Request, and must have a status of “Reviewed”.
- **Navigation:** Go to Grant Management > Grants > Grant Name > Post-Award > Cashflow > Payment Requests
- **Creating a Payment Request:**
 - To create a new payment request, click on the plus sign in the top right corner of the screen.
 - In the **Payment Request Name**, enter “Reimbursement” and then the number of the request. For example, if you are submitting your very first payment request for reimbursement, then you should name it “Reimbursement #1”. Subsequent requests should be named #2, #3 and so on.
 - **Date Created** will auto-populate. You can change this date if desired.
 - Enter **Expenses From** and **Expenses To**. For example, if you were preparing a reimbursement request for July – September expenses, you would enter July 1 in **Expenses From** and September 30 in **Expenses To**. These dates are very important as AmpliFund will only pull in expenses within this date range that are in a “Reviewed” status into your reimbursement request.
 - Once you have done this, the expense(s) you created should automatically populate in the **Financial Details Section**.
 - For **Payment Type**, select Reimbursement.
 - Enter **Requested Amount**. This amount should only include expenses that are covered by your grant. Expenses that were entered to meet match requirements should not be included in the Requested Amount. .
 - Add **Comments**.

- Click **Create/Save** or if you are ready to submit, click **Submit**.
 - If you click **Create/Save**, you will be able to come back to the payment request later to review and make edits before submitting.
 - When you click **Submit**, SRBC will be notified that your Payment Request is ready for review, and you will not be able to make any further edits.

FOR GRANTEES WITH ADVANCE PAYMENT GRANTS

Steps:

1. Prepare and submit a Request for Advance.
2. Enter expenses covered by the advance payment.

Creating a Request for Advance Payment:

- **Purpose:** Request up to 25% of your grant amount as an advance payment.
- **Navigation:** Go to Grant Management > Grants > Grant Name > Post-Award > Cashflow > Payment Requests
- **Creating a Payment Request:**
 - To create a new payment request, click on the plus sign in the top right corner of the screen.
 - Enter in the **Payment Request Name**.
 - For advance requests, enter “Advance #1”. Subsequent requests should then use #2, #3, and so on.
 - **Date Created** will auto-populate. You can change this date if desired.
 - For **Payment Type**, select Advance.
 - Enter **Requested Amount**. The maximum amount you can request is 25% of your grant amount.
 - Add **Comments** if desired.
 - Click **Create/Save** or if you are ready to submit, click **Submit**.
 - If you click **Create/Save**, you will be able to come back to the payment request later to review and make edits before submitting.
 - When you click **Submit**, SRBC will be notified that your Request for Advance is ready for review, and you will not be able to make any further edits.
- **Entering Expenses:**
 - **Purpose:** By adding an expense to AmpliFund, both you and SRBC can track actual expenditures against budgeted items. Entered expenses will also be tracked against your advanced funds.

- **Navigation:** Go to Grants Management > Grants > Click on the Grant Name > Post-Award Tab > Financial > Expenses
- **Adding Expenses:**
- To add a new expense, click the **'+' sign** under the title **Actions**.
- Enter information into the **General** tab.
 - Select the **Category** from the dropdown list. Categories match the Budget Category from your grant budget.
 - Select the **Line Item** for the type of expense that you are entering.
 - Enter the **Direct Cost** of the expense. The cost should include both the amount covered by the grant and the amount for your match.
 - Input the date of the expense. If the expense covers a range of dates (i.e., an invoice from a contractor for the month of July), enter the last date in the range (i.e., July 31).
 - Set the **Expense Status** to **Reviewed** (see subsequent page for preview).
 - For **Payee**, select the type of Payee from the dropdown menu. Click on **Create New** and enter the name of the **Payee**.
 - Enter a brief description of the expense in the **Description** field.
- To document Cash Match or In-Kind Match contribution to an expense, click on the **Financials** tab. Then click on the dollar sign next to Cash Match or In-Kind Match and enter in the dollar amount that is included in the expense that is covered by either Cash Match or In-Kind Match. Verify that the amount shown as **Grant Funded** is the amount which should be covered by the Advance that you received from SRBC.
- Add a copy of the receipt or invoice associated with the expense in the **Attachments** tab. Click the Attachments icon to upload the receipt or invoice and then click Save.
- To create the expense, click on **Create**.
- **Reviewing Expenses:**
 - **Navigation:** Go to Post Award > Financial > Expenses
 - To see expenses that have already been entered into the system click on **Run**.

Examples: How To Input Your Expenses:

Example #1 – Monthly Invoice From A Contractor That Covers More Than One Task; All Expenses Covered By The Grant

1. Task 1: Survey Photo. Flight & Ground Control – current billing is \$0
2. Task 2: Survey Supplemental Existing Conditions – input with date of 8/26/2023 a total of \$24,132.50; attach copy of invoice under Attachments tab
3. Task 3: Survey Wetlands – input with date of 8/26/2023 a total of \$11,500.00; attach a copy of the invoice under Attachments tab

Note: If the invoice includes details for these totals, upload all details with the summary invoice.

For Professional Services Rendered Through: August 26, 2023

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Survey Photogrammetric Flight & Ground Control	\$18,700.00	100.00	\$18,700.00	\$18,700.00	\$0.00
Survey Supplemental Existing Conditions	\$68,950.00	100.00	\$68,950.00	\$44,817.50	\$24,132.50
Survey Wetlands	\$11,500.00	100.00	\$11,500.00	\$0.00	\$11,500.00
	\$99,150.00		\$99,150.00	\$63,517.50	\$35,632.50
					\$35,632.50
			Invoice Total		\$35,632.50

Example #2 – Labor Charges (i.e., Date End Of Month And Attach A Printout Of The Details)

1. Prepare report with detailed labor charges.
2. Input total labor for the month by Task; date with last day of the month.
3. Upload the detailed report under Attachments.

In this example, total expenses of \$285 (assuming they are covered by the grant) would be input into AmpliFund and dated 3/31/2023. The details below would be uploaded under Attachments.

Grantee Name: ABC Company						
Project Name: Stream Restoration Project						
Date(s): March 1 - March 31, 2023						
DATE	PERSONNEL	HOURS	RATE	COST	TASK	DESCRIPTION
3/9/23	Joe Smith	5	\$ 40.00	\$ 45.00	Task 1	Site Meeting
3/9/23	Cathy Jones	5	\$ 50.00	\$ 55.00	Task 1	Site Meeting
3/15/23	Joe Smith	3	\$ 40.00	\$ 43.00	Task 1	Inspection
3/17/23	Joe Smith	6	\$ 40.00	\$ 46.00	Task 1	Meet with Contractor
3/23/23	Joe Smith	2	\$ 40.00	\$ 42.00	Task 1	Inspection
3/30/23	Cathy Jones	4	\$ 50.00	\$ 54.00	Task 1	Prepare Permit
Labor for March, 2023				\$ 285.00		

Example #3 – Expense Is Part Grant Reimbursement And Part Match

1. Input total costs covered by the grant and the match in the “General” tab.

Line Item

Item Type

Direct Cost

Exclude From Match

2. Input the portion of the costs that is covered by Grantee’s matching contribution in the “Financials” tab.

Grant Funded

Match Amount

Direct Cost

	Amount		
Cash Match Amount	<input type="text" value="\$175,000.00"/>	<input type="text" value="Dollar"/>	<input type="text" value="Percentage"/>
In-Kind Amount	<input type="text" value="0.00%"/>	<input type="text" value="Dollar"/>	<input type="text" value="Percentage"/>
Other Funding Amount	<input type="text" value="0.00%"/>	<input type="text" value="Dollar"/>	<input type="text" value="Percentage"/>

3. Upload the supporting documentation/invoice in the “Attachments” tab.

Example #4 – Large Project With A Lot Of Invoices

1. Summarize invoices in a spreadsheet; must be separated by task and by line item.

Expense Date	Task	Description	Line Item	Payee	Cash Match	In Kind	Grant Funded	Total Expense
12/01/2023	Task 01	pipe fittings	Supplies and Materials	True Value	\$ 80.53	\$ -	\$ -	\$ 80.53
12/01/2023	Task 01	pipe ferncos	Supplies and Materials	Agway	\$ 35.88	\$ -	\$ -	\$ 35.88
11/14/2023	Task 01	pipe fittings	Supplies and Materials	Outdoor Supply Store	\$ -	\$ -	\$ 18.25	\$ 18.25
12/05/2023	Task 01	sprinkler heads	Supplies and Materials	Outdoor Supply Store	\$ -	\$ -	\$ 62.78	\$ 62.78
12/06/2023	Task 01	supplies	Supplies and Materials	Outdoor Supply Store	\$ -	\$ -	\$ 142.14	\$ 142.14
12/08/2023	Task 01	trench bits	Supplies and Materials	ebay	\$ 360.40	\$ -	\$ -	\$ 360.40
12/12/2023	Task 01	4" valve	Supplies and Materials	Lowe's	\$ -	\$ -	\$ 891.40	\$ 891.40
12/17/2023	Task 01	supplies	Supplies and Materials	Lowe's	\$ 274.62	\$ -	\$ -	\$ 274.62
12/22/2023	Task 01	clow valves	Supplies and Materials	Outdoor Supply Store	\$ -	\$ -	\$ 2,271.59	\$ 2,271.59
12/27/2023	Task 01	supplies	Supplies and Materials	Outdoor Supply Store	\$ -	\$ -	\$ 1,987.80	\$ 1,987.80
12/27/2023	Task 01	diesel	Supplies and Materials	Griffith Energy	\$1,461.80	\$ -	\$ -	\$ 1,461.80
		TOTAL			\$2,213.23	\$ -	\$ 5,373.96	\$ 7,587.19

2. Input total costs of \$7,587.19 in the “General” tab.
3. Input the portion of the total costs that are a matching contribution (\$2,213.23) in the “Financials” tab; the amount covered by grants funds should be \$5,373.96.
4. Upload the spreadsheet and the documentation for the payments in the “Attachments” tab; these can all be uploaded as a single file.