

AMPLIFUND CORE SERIES


TRAINING 4:

Budget Creation and Expense Entry

Agenda

- Welcome and Introductions
- Master Data Revit
- Functionality
 - Budget Settings
 - Budgets
 - Expenses
 - Tracking Periods
 - Reports & Custom Views
- Key Takeaways & Action Items
- Question & Answer

Core Series Overview

- Training 1: Introduction to AmpliFund and Research
- Training 2: Grants Overview
- Training 3: Performance Plan Creation and Achievement Entry
-  • Training 4: Budget Creation and Expense Entry
- Training 5: Master Data

Master Data Revisit

Setting up master data elements that have a major role in grant creation:

- **Staff**
 - People at your organization who can receive emails from AmpliFund and may be assigned responsibility for items
 - Compensation records associated with assigning staff to personnel line items
- **Budget Categories**
 - Serve as a mechanism to group together line items within a grant's budget and are required in order to build out budget line items
- **Benefit Types**
 - Non-wage compensation provided to staff in addition to their normal wages or salaries
- **GL Accounts**
 - Set-up to facilitate the mapping of a grant's actual expenses to its budget line items

Master Data Elements

Data Element	Grants	Performance Plans	Budgets / Expenses
Organizations	✓		
Individuals			
Staff	✓	✓	✓
Compensation			✓
Subjects	✓		
Budget Categories			✓
Benefit Types			✓
Departments	✓		
GL Accounts			✓

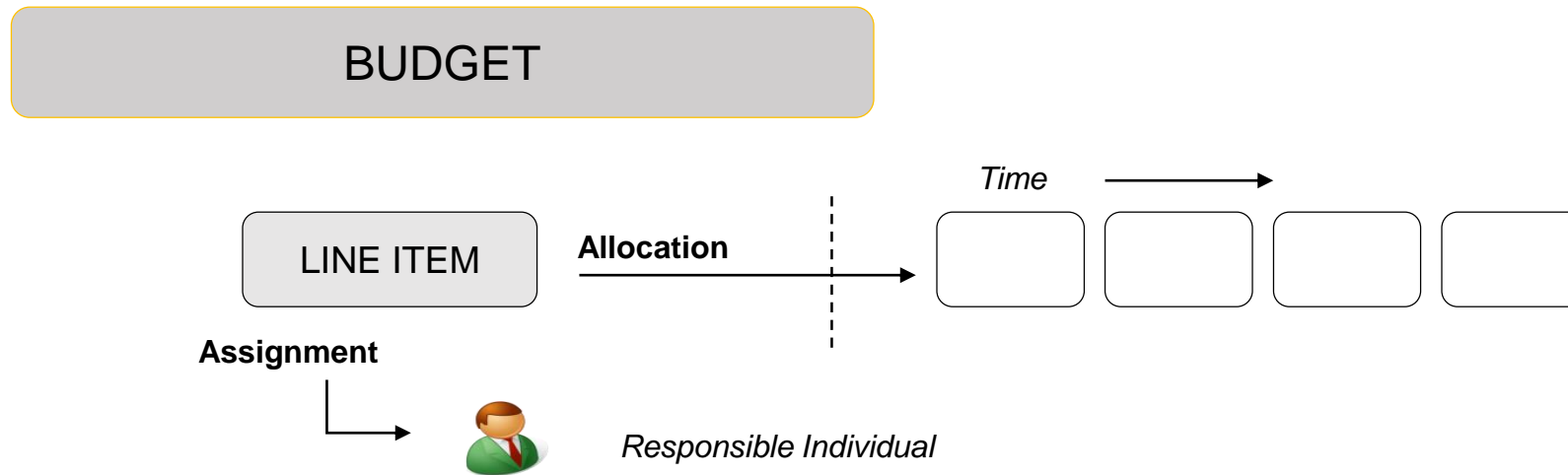
Budget Settings

Reflect funder-specific requirements per grant:

- Matching
 - Cash and/or In-kind
- Indirect Cost
- Budget Categories
- Benefit Types

Budget Management: Line Items

Manage Budget Line Items



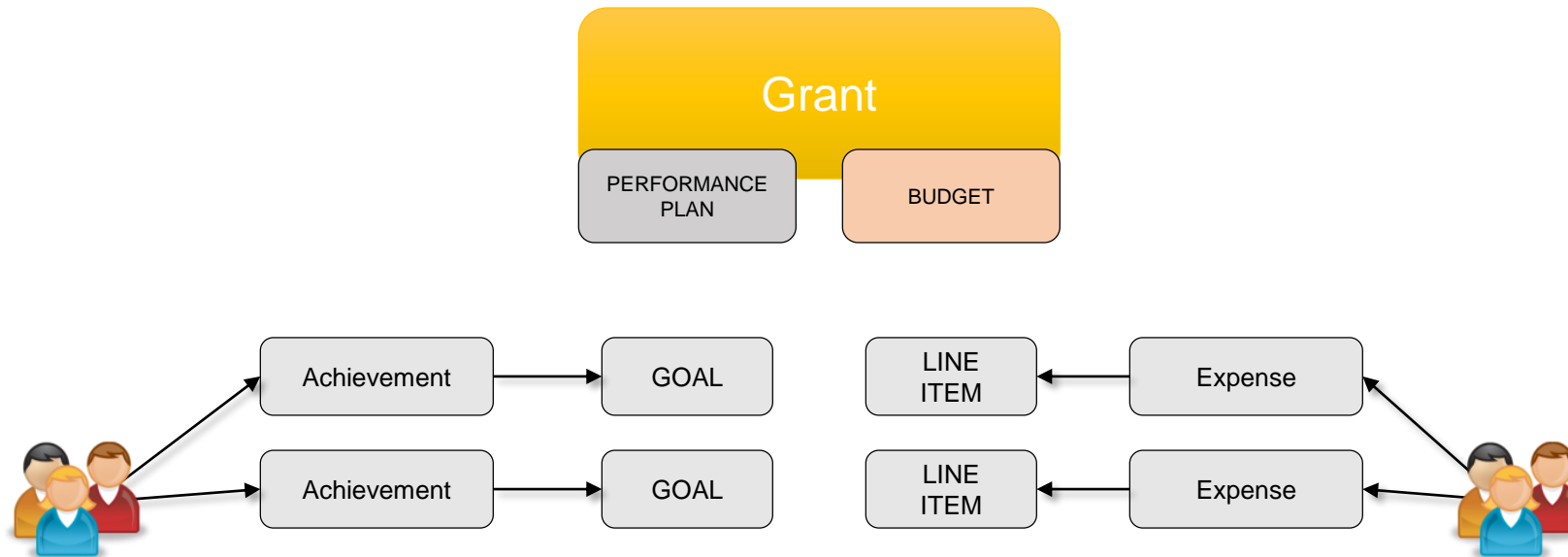
Budget Management: Activity Center

Page	Description
Calendar	Every user's homepage; each user can view items assigned to them on the calendar
Message Center	Provides access to messages sent through AF
Events	Important dates in a grant's lifecycle as entered on a grant details page; events do not require any action to be taken; they simply serve as reminders
Tasks	Tasks track the completion of important grant management-related responsibilities that are not achievements or expenses
Achievements	Progress accomplished against a planned grant programmatic goal
Expenses	Tracks dollars spent against a planned grant budget line item. Expenses are added towards the defined grant budget line items
Tracking Periods	Segmented periods of a grant, typically corresponding to funder reporting requirements

User Specific Section: non-Organization Admin users see only the items they are responsible for in the Activity section.

Budget Management: Expenses

Track Achievements and Expenses



Budget Management: Expenses

The screenshot displays the AmpliFund web application interface. The top navigation bar shows 'AmpliFund Full Cycle' on the left and 'AmpliFund Training FC' and 'Jillian Neimeister' on the right. A 'Back' button is visible in the top left of the main content area. The left sidebar menu is highlighted with a blue circle, showing the 'Activity' section expanded to 'Expenses'. The main content area is titled 'Grant - Expenses' and includes 'Expenses View Settings'. Under 'View By', there are four dropdown menus: 'Time Frame' (Last Month), 'Grant' (Select a Grant), 'Category' (Select a Category), and 'Line Item' (Select a Line Item). Below these is an orange 'Run' button. Under 'Options', there are several checkboxes: 'Grant Start Date', 'Grant End Date', 'GL Account' (checked), 'Line Item' (checked), 'Total Budgeted', 'Total Expensed', 'Total Remaining', 'Responsible Individual' (checked), 'Created By' (checked), 'Payee' (checked), 'Cash Match' (checked), and 'In Kind' (checked). At the bottom of the main content area, there is a section titled 'Expenses' with a link for 'All Expenses +'. The bottom of the sidebar shows 'Contacts' and 'Grant Management'.

Activity → Expenses

Achievements: Progress marked against a budget line items

- View all expenses against a grant budget, specific grant category or line item
- Add new expenses to a budget line item

Tracking Periods

The screenshot displays the AmpliFund Full Cycle web application interface. The top navigation bar is orange with the AmpliFund logo on the left and the text 'AmpliFund' on the right. Below the navigation bar, there is a breadcrumb trail: 'Back > Tracking Periods'. The main content area is titled 'Active Living: Bicycle and Walking Trails – Tracking Periods'. It shows the start and end dates as 'Start: 4/1/2017' and 'End: 4/30/2017', and the status as 'Open'. There is an orange button labeled 'Expenses' with a magnifying glass icon. Below this, a section titled 'Overall Expense Details' contains the following information: 'Total Awarded Amount \$377,134.45', 'Total Expense Amount for Period ? \$0.00', and 'Number of Unreviewed Expenses 109'. At the bottom of this section, there is a 'Comments' text area and an 'Attach Documentation' button. On the left side of the interface, there is a sidebar menu with the following items: 'Activity', 'Calendar', 'Message Center', 'Events', 'Tasks', 'Achievements', 'Expenses', 'Payment Request Approval', 'Tracking Periods', and 'Reporting Periods'. The 'Tracking Periods' item is highlighted with a blue rounded rectangle. At the bottom of the sidebar, there are icons for 'Contacts' and 'Home'.

Activity → Tracking Periods

Tracking Period: Offers the ability to review all achievements submitted within a period and closeout

- Analytics provide metrics of planned line items versus actual expenses

Reports & Custom Views

Pre-Award Reports	Description
Award Status	Overview of the entire grant portfolio including the grant solicitation success rate
Submission Budget	Provides a grant's pre-award submission budget by fiscal year, including match data
Submission Performance Plan	Provides a grant's submission performance plan
Allocation Reports	Provides Staff members' percent of time and salary amount allocated to grants
Relationship Reports	Displays relationships between organizations, individuals, and staff

Custom Views: Views provide an alternative method to configure data in a meaningful way to the user. Views can be saved for future use or exported for further manipulation.

Reports & Custom Views

Post-Award Reports	Description
Award Status	Overview of the entire grant portfolio including spend down percent and program performance by percent
Grant Budget Variance	Provides a grant's variance between the planned grant budget and submitted expenses for a specified time period
Grant Performance Variance	Provides a grant's variance between the planned performance plan goals and submitted achievements for a specified time period
Overall Grant Reports	Provides a list of all grants with the selected status including grant start date, length in months, spend-down percentage, and performance percentage
GL & Line Item Reports	Provides visibility into expenses against a selected GL account or line item
Goal & Achievement Reports	Provides visibility into achievements against a selected goal

Custom Views: Views provide an alternative method to configure data in a meaningful way to the user. Views can be saved for future use or exported for further manipulation.

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www.gotomygrants.com

Key Takeaways

- Ensure relevant master data elements exist in AmpliFund
- Life cycle of Budget Line Items
 - Understand creation
 - Marking progress against line items with Expenses
 - Closeout: Tracking Periods (Payment Requests)
- Reporting against the Budget

Action Items to Complete. . .

- Update Budget Settings including assigning correct budget Categories
- Create a Budget with multiple categories and line items

Question & Answer



Post Implementation Support

Submit a support ticket:

support@amplifund.zendesk.com

Visit the support portal:

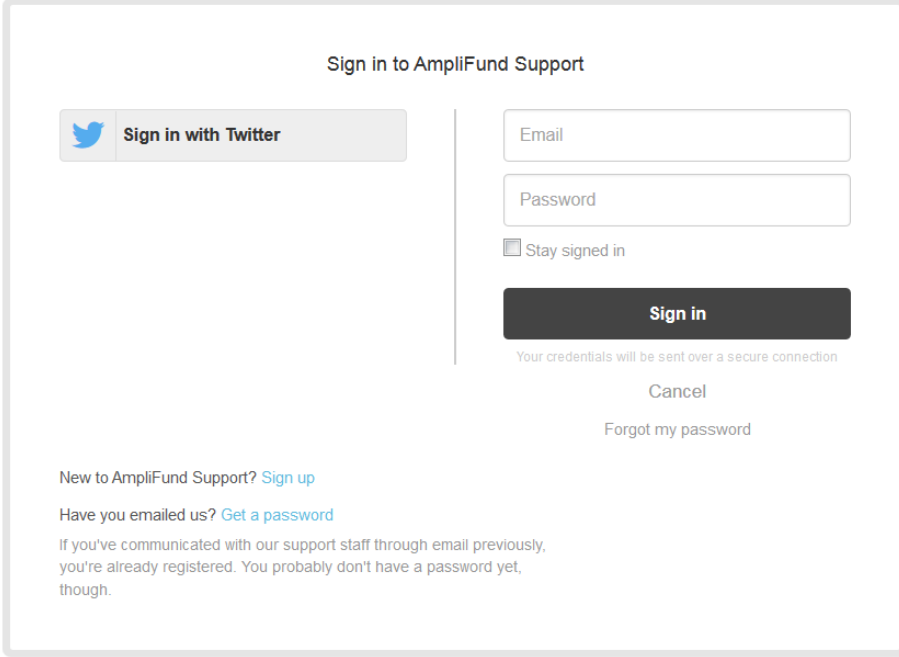
<http://amplifund.zendesk.com>

Supported browsers:


- IE9 +
- Chrome (current version)
- Firefox (current version)
- Safari (5+)

AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign Up** button
7. A welcome email from support@amplifund.zendesk.com will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

Stay signed in

Sign in

Your credentials will be sent over a secure connection

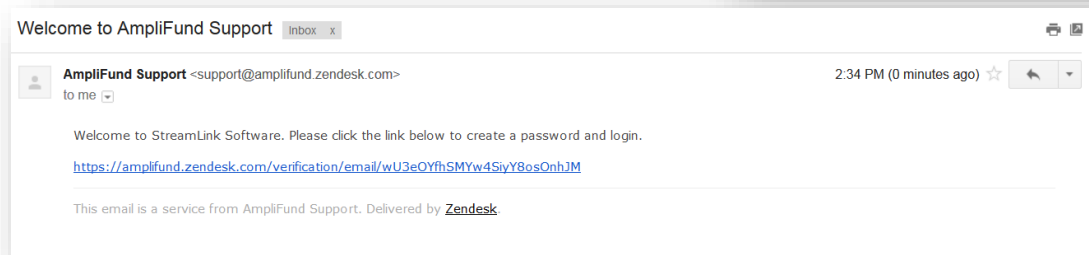
Cancel

[Forgot my password](#)

New to AmpliFund Support? [Sign up](#)

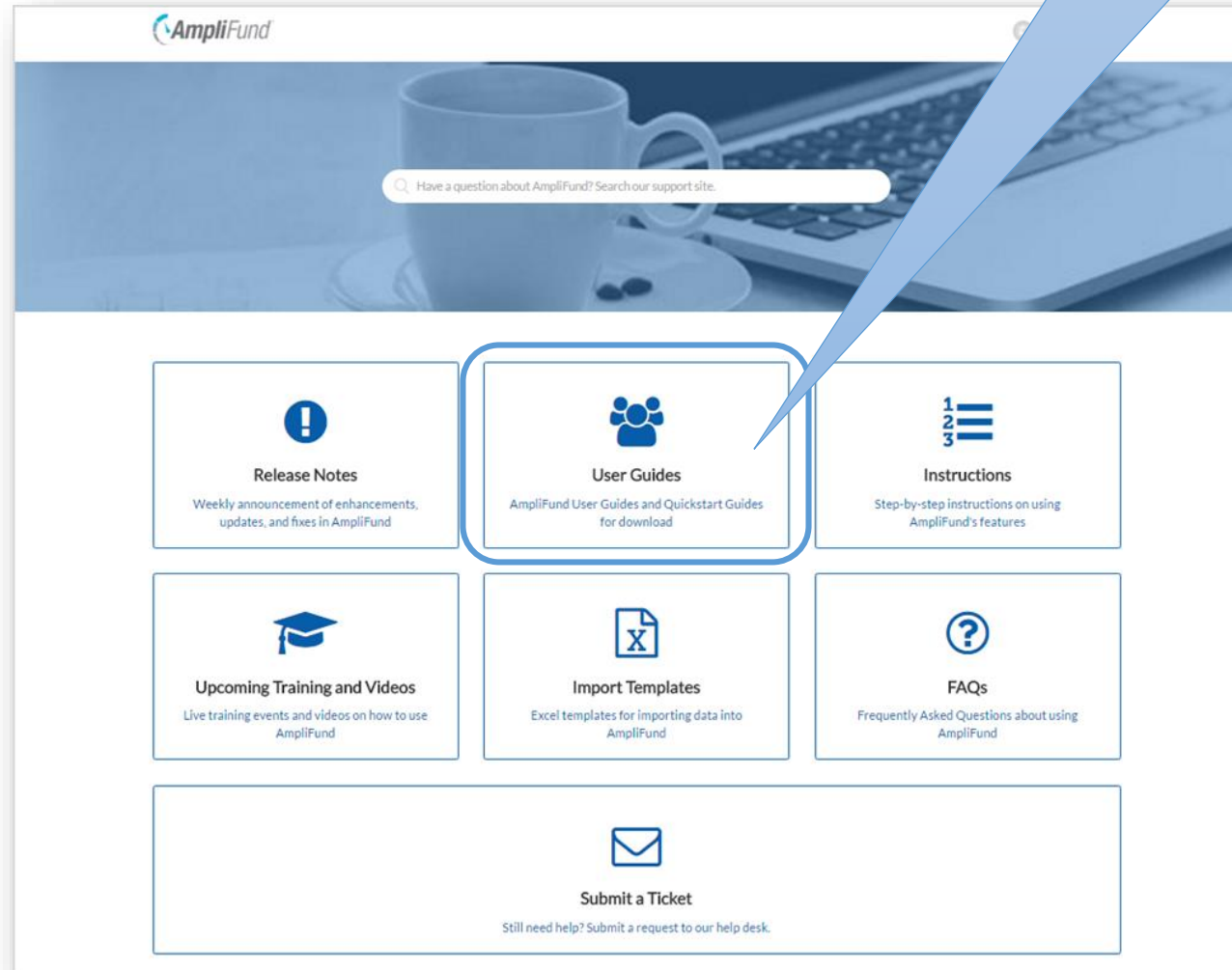
Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.



AmpliFund Support Site

User Guides available on the AmpliFund Support Site



Reference Materials & URLs

- Contact Management
- Grant Management Guide
- Administration Guide
- Security Roles

AmpliFund URLs

www.gotomygrants.com

<http://amplifund.zendesk.com>