



AmpliFund 



Grant Maker Pre-Award Core Series

AmpliFund and Illinois System Integrations

Core Series Overview

- 
- A solid green arrow pointing to the right, positioned to the left of the first bullet point.
- **Training 1:** AmpliFund & Illinois System Integrations
 - **Training 2:** Pre-Award – Master Data, Fund, Opportunity
 - **Training 3:** Pre-Award – Application Configuration
 - **Training 4:** Pre-Award – Scoring/Reviewer Field Set-up & Application Testing
 - **Training 5:** Pre-Award – Application Review Workflow Configuration & Testing

Agenda

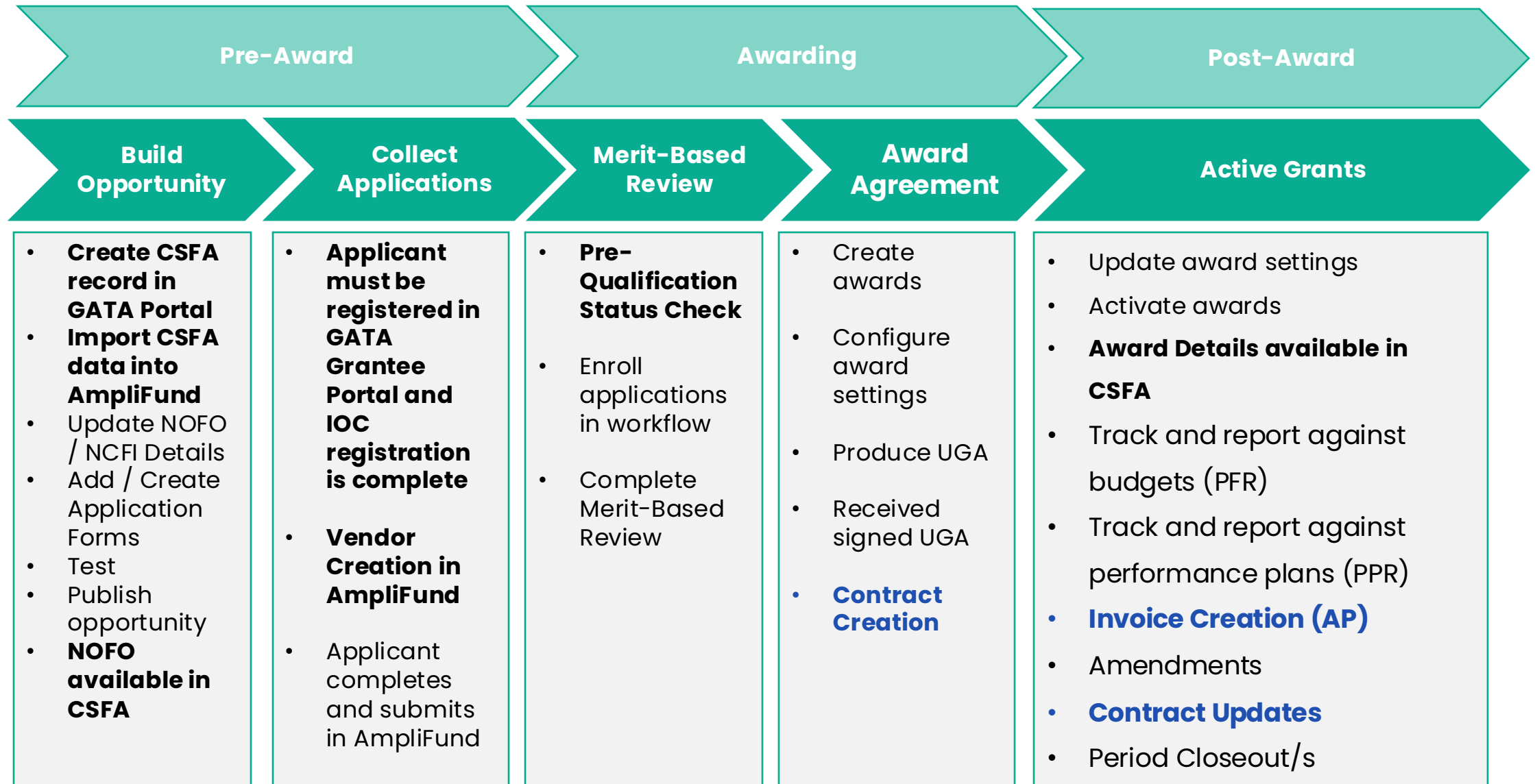
- Illinois Grant Management System (GMS) Process Overview
- Single Sign On
- GATA Systems/AmpliFund
- ERP Contracts
- ERP Payment Authorizations
- In-Product Demo
- Next Steps
- Customer Support
- Question & Answer

Illinois GMS Process Overview

Illinois GMS Process Overview



Illinois GMS Process Overview



Illinois Single Sign On

Agency/Grantor Single Sign On

- A single sign on process has been setup for the Illinois environment. When accessing any of the Illinois environments (Prod, UAT), users are directed to the IL.Gov Authentication Portal.
 - <https://il.amplifund.com>
 - <https://il-uat.amplifund.com>
- For users to gain access to AmpliFund, they must first have Illinois.gov domain access.
 - Credentials and Passwords are managed by the Illinois.gov domain.
 - Passwords are not maintained and cannot be updated via AmpliFund.
- For Stage Agency users, a user record must exist within your Agency's AmpliFund account.

Agency/Grantor Single Sign On

Prerequisites

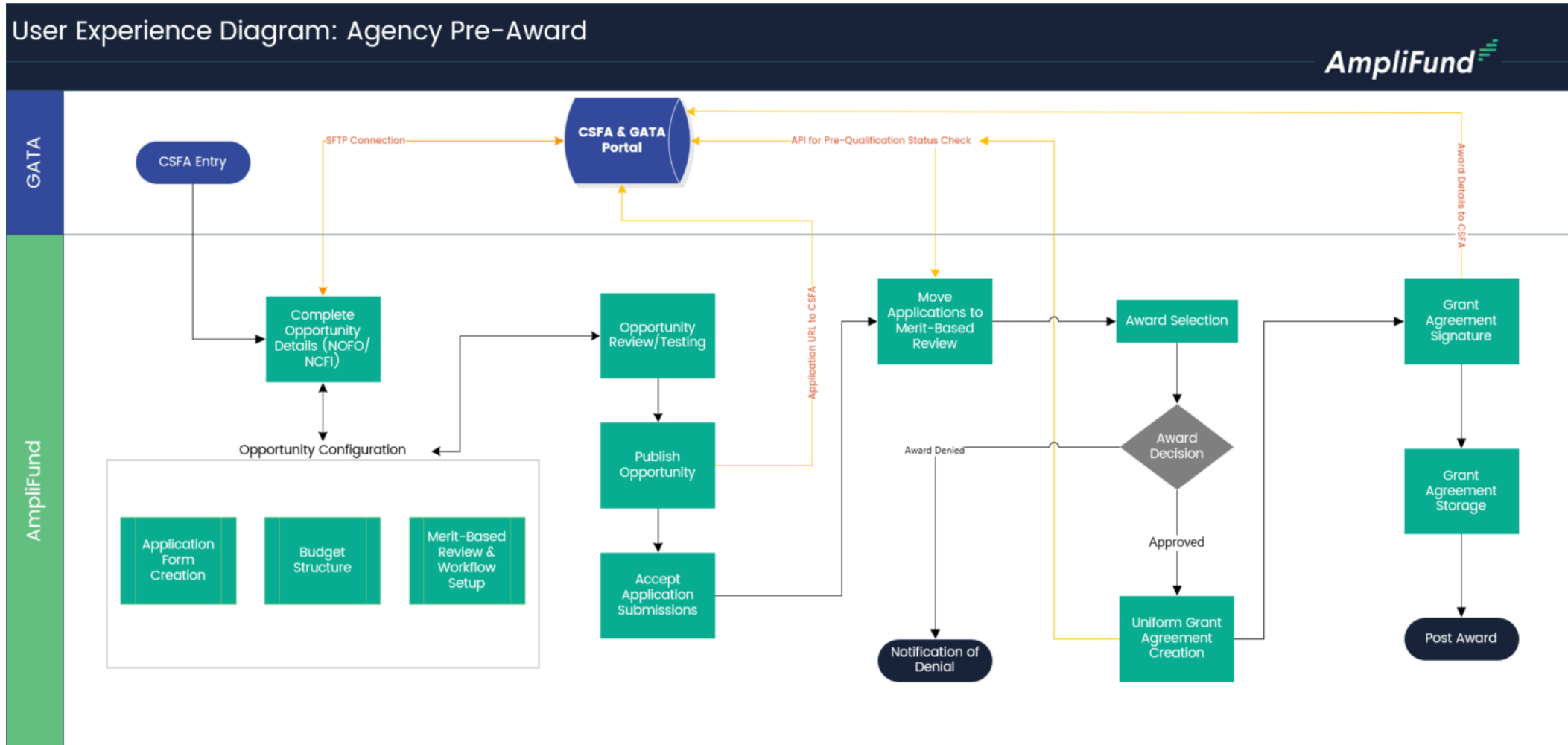
- User has active Illinois.gov domain account
- User record exists in Agency's AmpliFund account with an Illinois.gov domain email address as the username.

Single Sign On

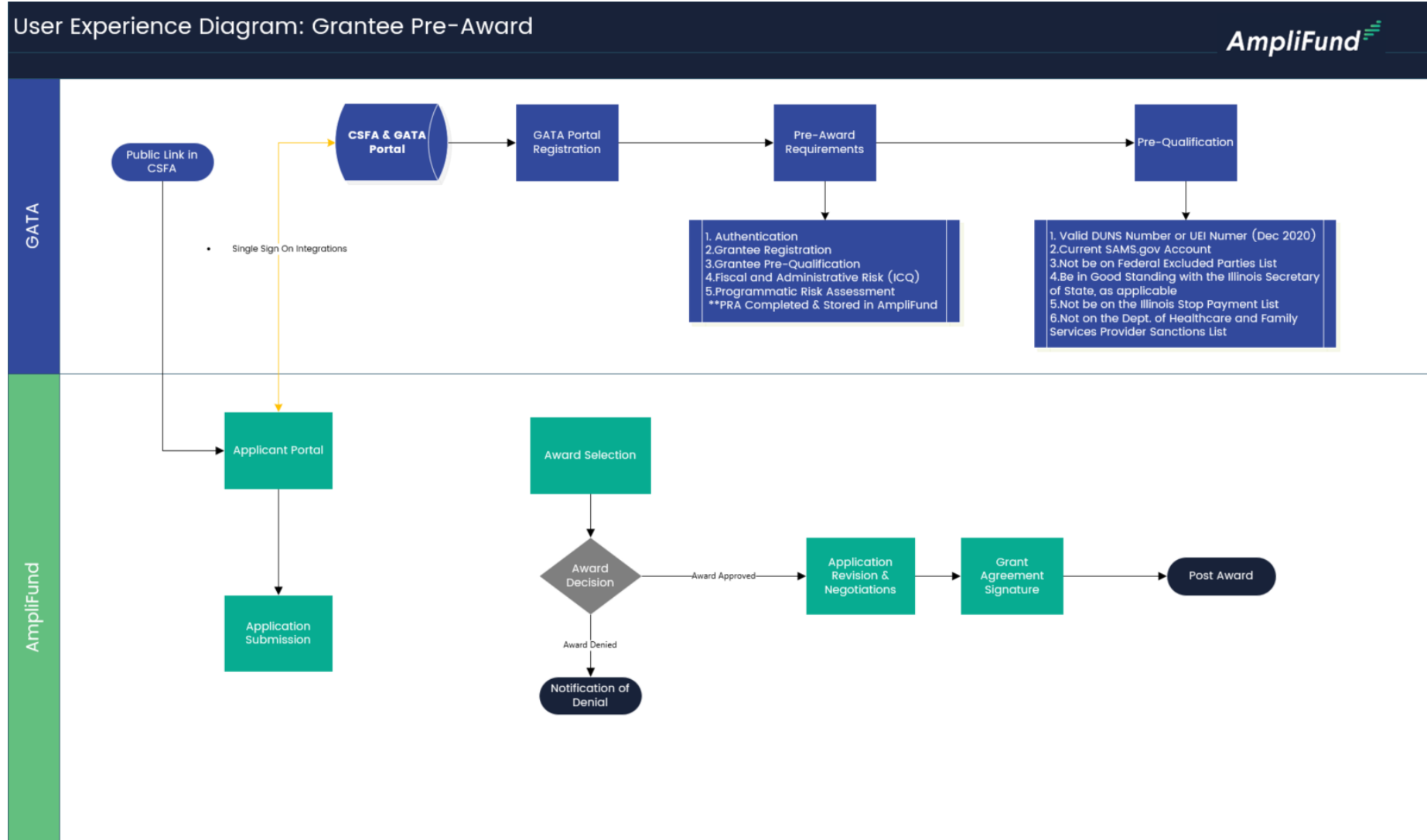
- Access AmpliFund via <https://il-uat.amplifund.com> or <https://il.amplifund.com>.
- User is directed to the IL.gov Authentication Portal.
- Click on Employee Account.
- Enter IL.gov domain username and password (this is typically a users email address and email password).

GATA Systems / AmpliFund

Agency – User Experience Diagram



Grantee – User Experience Diagram



CSFA to AmpliFund

The screenshot shows a form titled "Opportunity Information" with several fields. The "CSFA Number" field is highlighted with a green border and has a dropdown menu open. The dropdown menu lists several CSFA numbers: 295-00-0005, 330-00-2354, 340-00-0006, 340-00-0007, 340-00-0008, 340-00-0009, 340-00-0010, and 340-00-0011. The other fields are labeled "CSFA Popular Name", "Title*", and "Description".

- CSFA Data is pushed to AmpliFund in a nightly batch process.
 - Record must be active in CSFA to be available in AmpliFund.

CSFA to AmpliFund

- Additional Fields to be added with enhancements / updates to CSFA2.0.

<u>Field in CSFA Record</u>	<u>Field in AmpliFund Opportunity</u>
CSFA Number	CSFA Number
CSFA Popular Name	CSFA Popular Name
Program Title	Title
CSFA Short Description	Description
Agency Name	Awarding Agency Name
Agency Contact	Agency Contact Name
Agency Contact	Agency Contact Phone
Agency Contact	Agency Contact Email
Program Function	Fund Activity Category
Federal Funding (CFDA #)	Assistance Listing Number (numbers only)
Eligible Applicants	Eligible Applicants
Eligibility Requirements	Additional Eligibility Information



AmpliFund to CSFA

https://gata.illinois.gov/grants/csfa.html

CSFA Home / Funding Opportunities

HOW TO APPLY USING THE AMPLIFUND SYSTEM
Opportunities with **GMS** prepended have a NOFO in AmpliFund. NOFOs in AmpliFund have the same content but look slightly different in this system. These NOFOs are using AmpliFund for grant applications. You must have Grantee Portal access.
Also, your organization must be registered in the Grantee Portal.
For help completing these requirements, see the [Grantee Portal User Guide](#).

Opportunity Title	Agency	Application Date Range	Award Range
Nurse Educator Fellowship Program			
End Student Housing Insecurity (ESH)			
GMS FY24 Nursing Schools Grant			

PLEASE NOTE:

To Apply or Save an opportunity using the AmpliFund system you will be prompted to sign in. You must have Grantee Portal access and your organization must be registered in the Grantee Portal.

Print Help Download Save Apply

Opportunity Information

For help completing these requirements, see the [Grantee Portal User Guide](#).

Continue to the NOFO in AmpliFund...

[FY24 Nursing Schools Grant](#)



Award Details to CSFA

- Final Pre-Award/Award step is Award Activation.
 - Click Activate on Award Record or Bulk Activate from Grant Awards Grid.
 - Activation Triggers Email notification to Grantee.
 - **Activation triggers Award Details to be pushed and posted to CSFA.**
 - Award is now Live in Grantees AmpliFund Account.
 - Grantee can access Award Record, enter expenses, submit achievements, complete post-award tasks.
- Future updates coming to eliminate Disabled/Deleted Awards in CSFA record.

ERP Contracts

Contract Interface Overview

Create and update Contracts and Earmarked Funds (EMF) documents in SAP.

- Real time interface.
- Originate in AmpliFund.
- Leverages AmpliFund Award Details & Agency License Information.
- SAP Vendor ID's provided via GATA Grantee Portal integration.
- SAP contract number is made available to AmpliFund once the contract is successfully submitted to SAP.
- EMF Details made available to AmpliFund after approval of contract in SAP.

Contracts

Contract Interface Overview

- FM & GM Views (HANA) are a primary component of the Contract Interface.
- The Contract Interface, specifically identification of Account Assignments, was designed to help guide users through the process.*
- Must have existing knowledge of SAP FM and GM Master data elements, including but not limited to:
 - Cost Centers and Fund Centers.
 - GL Account and Commitment Item.
 - Internal Order and WBS.
 - Functional Areas.
 - Contract COD related information ex: Award code, order type, class code
- Agency discussions are required to identify roles within AmpliFund and integration.

Contract Creation in AmpliFund

Post Award › Management › Contracts

Create Contract

Contracts

SAP Contract Number

Old Contract Number

Agency Contract Reference

Contract Name Test Award- Megan Buskirk

Total Value *

Valid From 7/8/2022

Valid To 12/23/2022

Award Code *

Travel Indicator

Fixed Price

Advance Payment

Sub-Contractor Utilization

Sub-Contractor Disclosure

Class Code and Order Type *

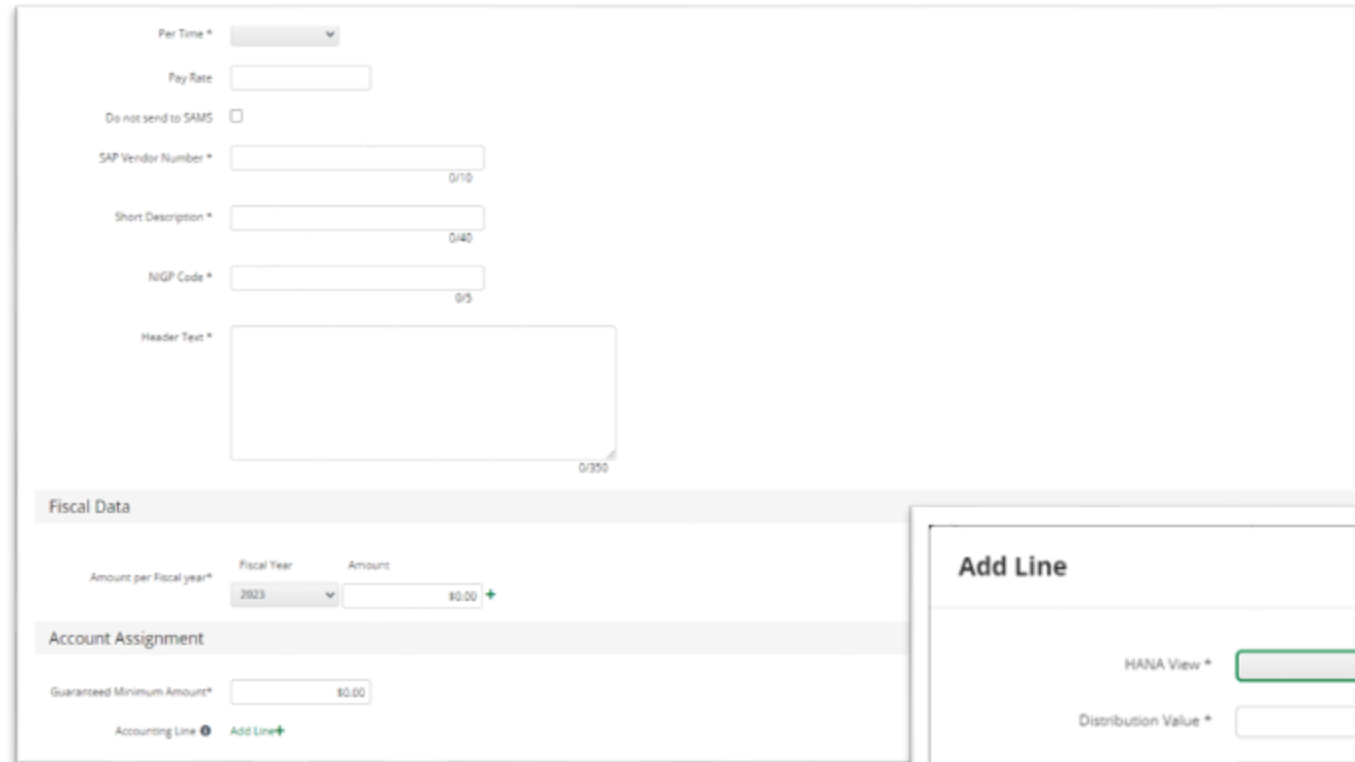


Grant Lifecycle in AmpliFund

- Pre-Award and Application Process.
- Merit-Based Review Process.
- Create Award shell.
- Produce Uniform Grant Agreement.
- Receive signed Uniform Grant Agreement (on or offline).
- **Create Contract.**
- Configure additional award settings.
- Activate Award.
- Post-Award activities.
... including invoice interface!

Contract Creation in AmpliFund

Post Award > Management > Contracts



Per Time *

Pay Rate

Do not send to SAMS

SAP Vendor Number * 0/10

Short Description * 0/40

NIGP Code * 0/5

Header Text * 0/350

Fiscal Data

Amount per Fiscal year*	Fiscal Year	Amount
	2023	\$0.00 +

Account Assignment

Guaranteed Minimum Amount* \$0.00

Accounting Line

Moves entry from SAP to AmpliFund

- Cost Centers and Fund Centers.
- GL Account and Commitment Item.
- Internal Order and WBS .
- Functional Areas.
- Contract COD related information ex: Award code, order type, class code.



Add Line

HANA View *

Distribution Value * \$0.00

Fund *

How to Create/Edit ERP Contract

- Create Contract - <https://il-amplifund.zendesk.com/hc/en-us/articles/29371109976851-How-to-Create-Contracts>.
- Edit Contract - <https://il-amplifund.zendesk.com/hc/en-us/articles/29365340568851-Editing-a-Contract>.

ERP Payment Authorizations

Post-Award Management Process

Financial Management: Agency and Grantee Actions

Business Process

Financial / Cash Flow

- *Grantee Adds Expenses.*
 - Is documentation required?
 - › Recommendation: Yes (file or narrative).
 - Where should documentation be added?
 - › Recommendation: Attached to the Expense Record.
- “Period Financial Report”
 - *Grantee Reporting Period.*
 - *Grantee Runs Periodic Financial Report (PFR).*
 - *Grantee Submit Expenses Reporting Period with PFR.*
 - *Agency Reviews Reporting Period and PFR.*
 - › Who approves? Are there rejections? What is the workflow?

Post-Award Business Processes

Financial Management: Agency and Grantee Actions

Business Process

Financial / Cash Flow

- *Grantee* Creates Payment Request.
 - Should it be tied to the expenses?
 - > Recommendation: Yes.
 - Is documentation required?
 - > Recommendation: Yes, can be with expenses (file or narrative).
 - Should it be by date range or reporting period?
 - > Recommendation: By date range.
- *Agency* Reviews Payment Request.
 - Who approves? Are there rejections? What is the workflow?

Invoice / Voucher Creation

- *Agency* Creates Payment Authorization from Payment Request.*

* Requires Contract Creation in AmpliFund.

Post-Award Business Processes

Financial Management: Agency and Grantee Actions

Business Process

Invoice / Voucher Creation (cont'd)

- *SAP* Invoice created in Parked status.
- *SAP* Sent to IOC.
- *SAP* EMF balance reduced.
- *IOC* Warrant info generated and sent to *SAP*.

Grantee Cash Receipts

- Optional: *Grantee* Creates Cash Receipt (after Payment).

How to create Payment Authorization

- Create Payment Authorization - <https://il-amplifund.zendesk.com/hc/en-us/articles/29369750090899-How-to-Create-Payment-Authorizations>.

In-Product Demo

Next Steps

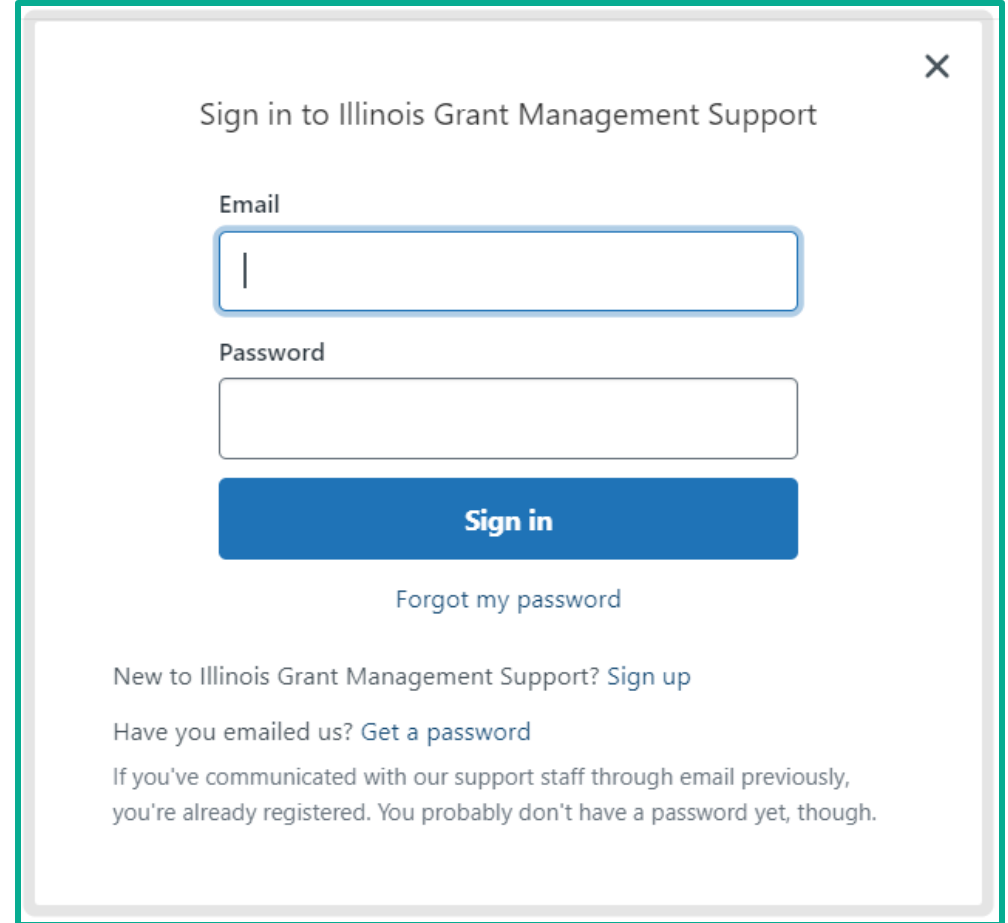
Next Steps

- Review the CSFA.
- Review the ERP Contract and Payment Authorization Articles.
- Gather an Opportunity to use for training the rest of the week.

Customer Support

Create AmpliFund Support Account

1. Access the appropriate support site.
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. An email from support@zendesk.com will be sent to you via email.
8. Click the link to set your password.



Sign in to Illinois Grant Management Support

Email

Password

Sign in

[Forgot my password](#)

[New to Illinois Grant Management 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 Illinois Support Portal

Submit a support ticket:

Commercial - support@amplifund.zendesk.com.

Illinois - support@il-amplifund.zendesk.com.

Nebraska - support@ne-amplifund.zendesk.com.

Visit Support Portal:

Commercial - <https://amplifund.zendesk.com>.

Illinois - <https://il-amplifund.zendesk.com>.

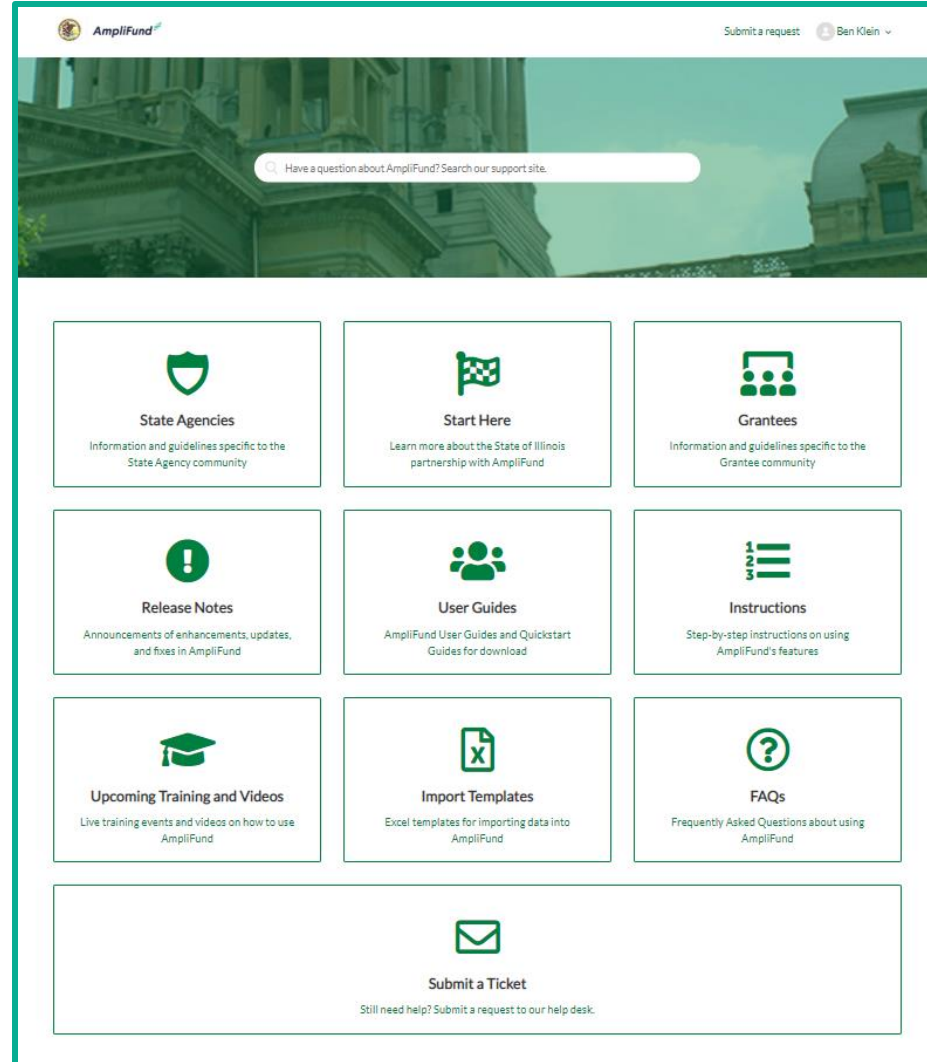
Nebraska - <https://ne-amplifund.zendesk.com>.

Production Site:

Commercial - <https://www.gotomygrants.com>.

Illinois - <https://il.amplifund.com>.

Nebraska - <https://ne.amplifund.com>.



Question & Answer