FINANCIAL REPORTING IN AMPLIFUND

Detailed Instructions For Judiciary Grantees

October 17, 2022

This guide contains detailed instructions for grantees to enter, track, and report on their Judiciary grant funds in AmpliFund. Each section label below is a hyperlink to that part of the document. This guide is meant to be used in conjunction with local accounting records.

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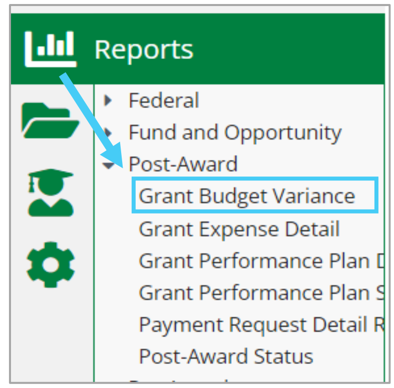
For questions or additional information contant your Judiciary grant manager.

Grant Budget Variance Report

Use this report to see what's in your grant budget, how much you've spent, and how much is remaining for each line item. *It is recommended that you run this report BEFORE you enter expenses for your quarterly report.*



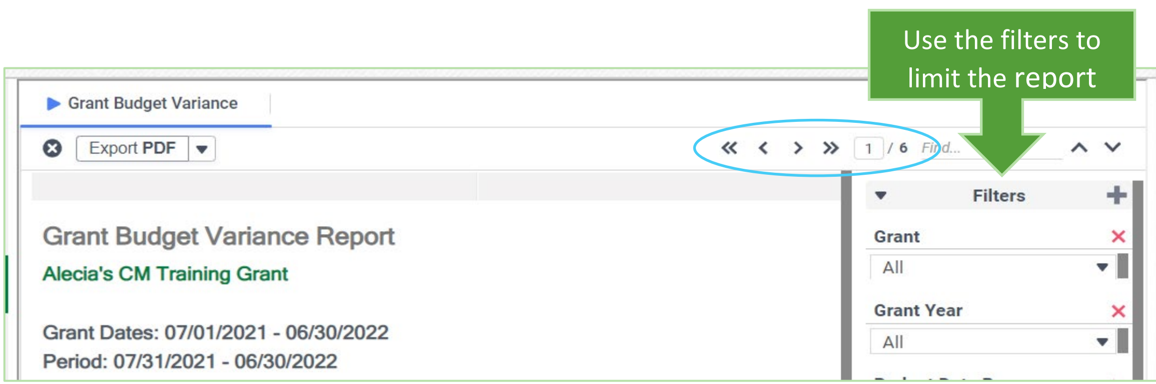
1. Open the report.

> Click on Reports and then on the carrot next to Post-Award to reveal the menu of report options.

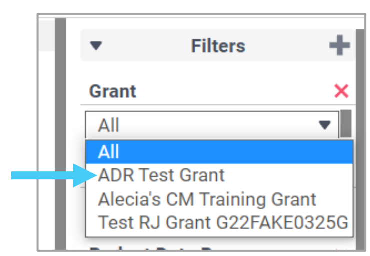
> Select Grant Budget Variance.

2. Use the filters to show only information about your current grant.

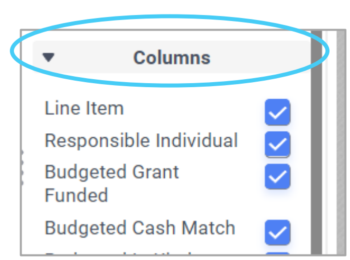
The default version of this report includes ALL your awards in AmpliFund. You need to use the filters on the right side of the screen to limit the report to the grant you want and to the columns you need.



> Start by selecting the award you want from the Grant drop-down menu.



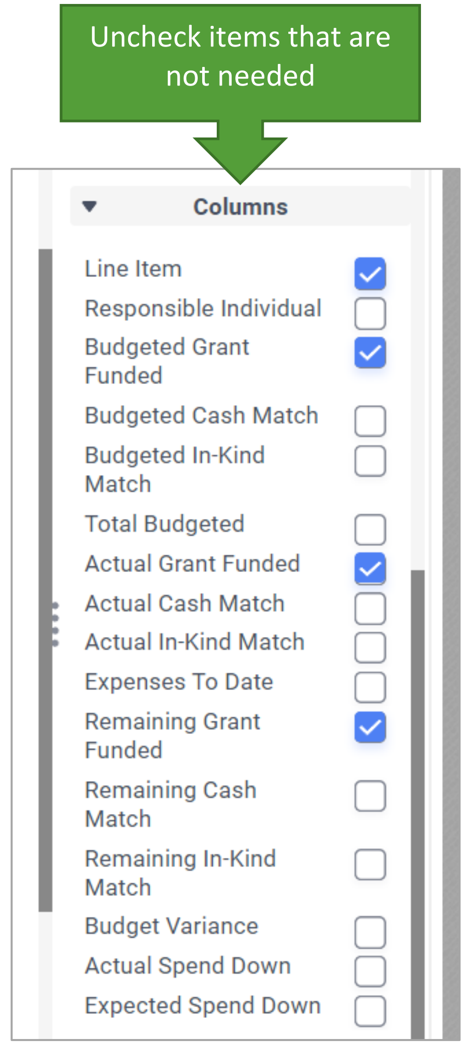
> Scroll down you see Columns.



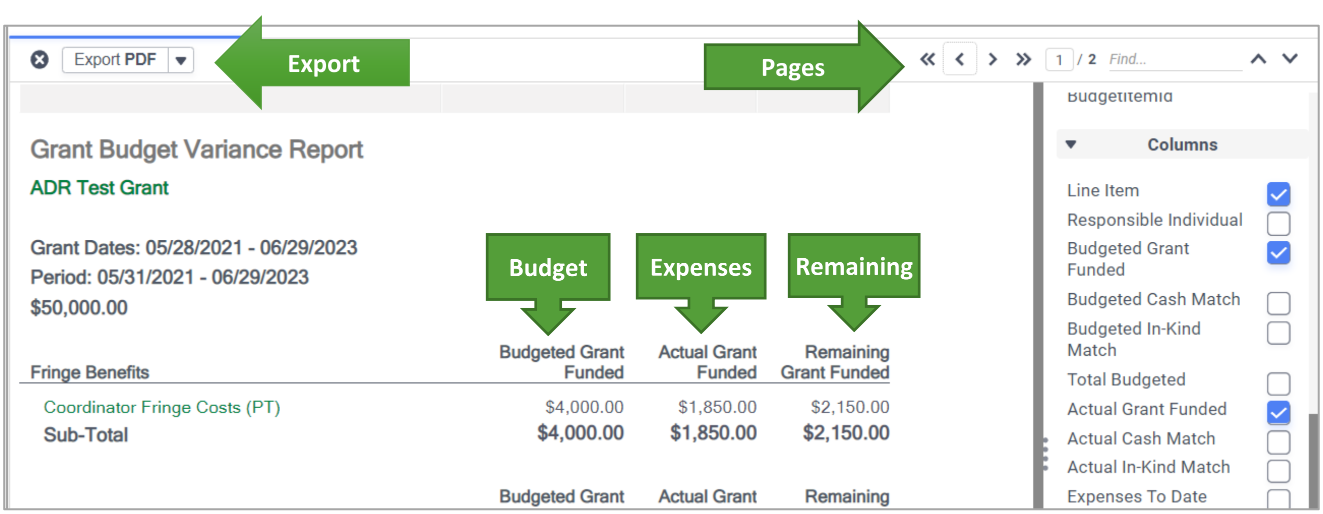
> Click on the blue checkmarks on the right to unselect any unneeded categories. Make sure you leave the following categories checked.

- **Line Item** – shows the individual expense lines in your budget.
- **Budgeted Grant Funded** – shows the amount of grant funds budgeted for each line item.
- **Actual Grant Funded** – shows the amount of grant funds that have been spent (Actuals)
- **Remaining Grant Funded** – shows how much you have left in each line item.

The report will update as you set the filters.



3. Export the report.
The report will likely be divided across 2-3 pages when viewing it in AmpliFund. To get a better view of your whole budget, click the Export PDF button to save the file to your computer. *Use this report as a guide when entering your grant expenses.*



Entering Expenses

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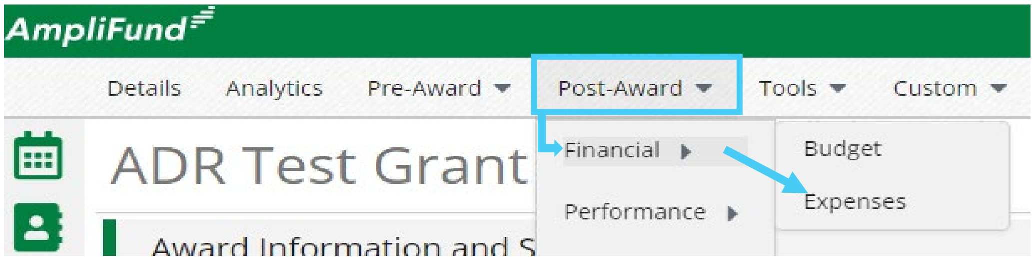
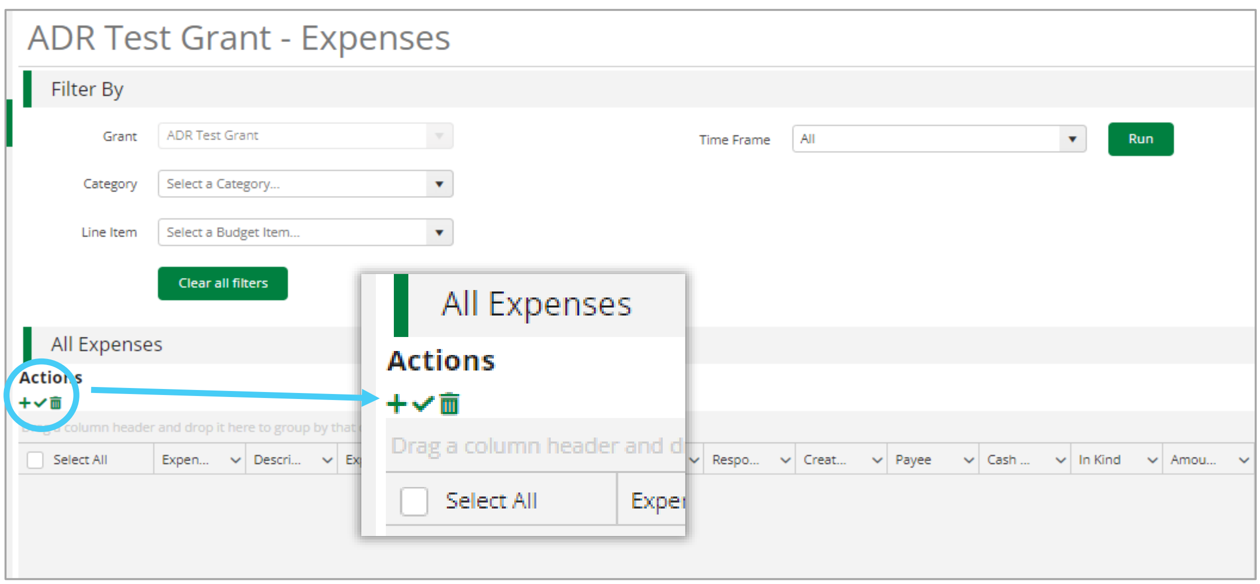
Expenses can be entered either as individual charges against a line item in your budget or as a quarterly summary of expenses for a line item.

1. **Open the Expenses page within your grant.**
   > From the **Post-Award** menu, select **Financial** and then **Expenses**.



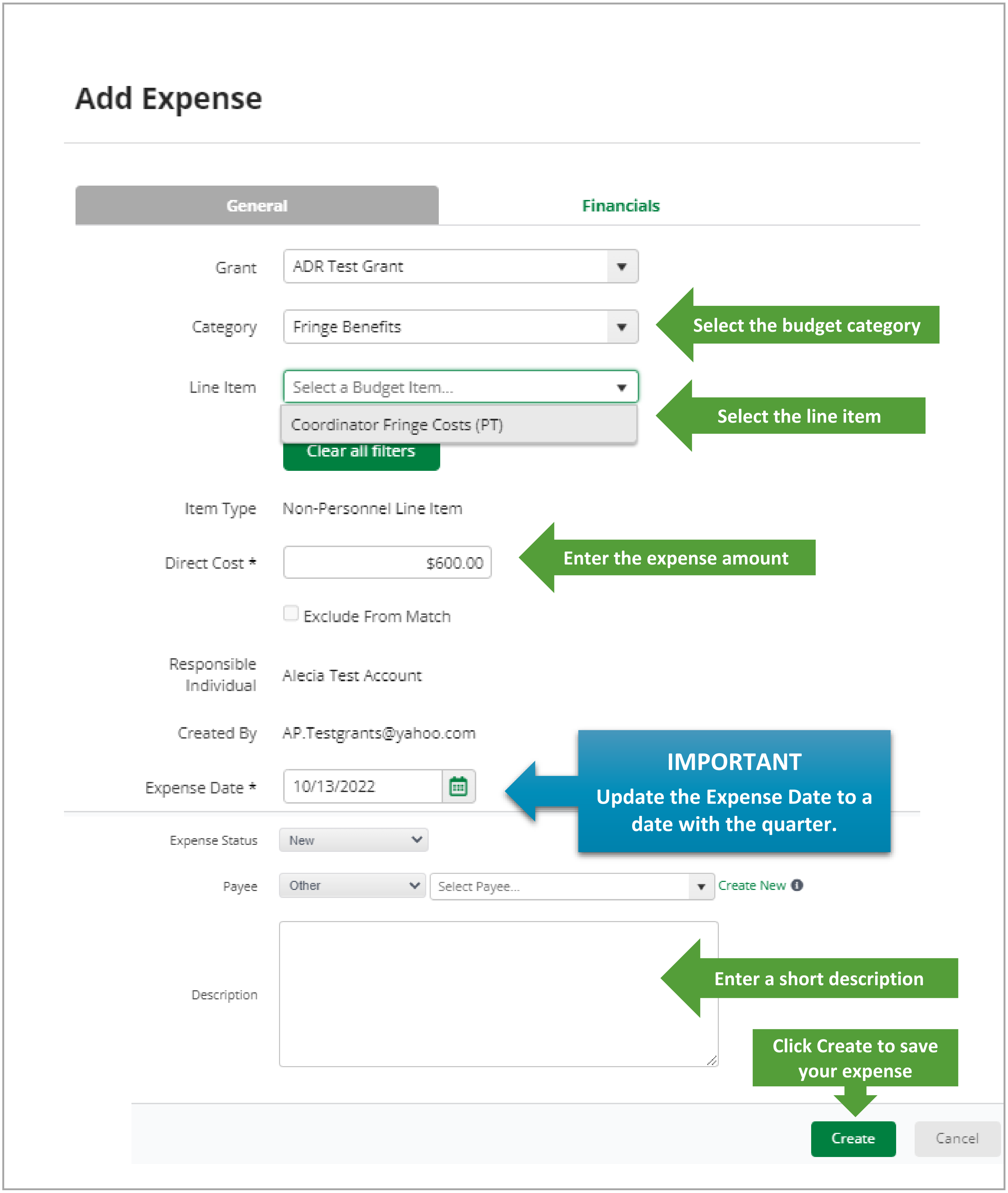
2. **Enter expenses in the All Expenses section.**
   > Click the + button to add an expense (see visual instructions on the following page)
   > Complete the Add Expense form for each expense you are charging against your grant budget. Do not enter any matching fund expenses.



IMPORTANT TIPS:

* It is recommended that you run the Grant Budget Variance Report before you enter your expenses.

* Review your local accounting system reports. Make sure that all expenses entered against your grant in AmpliFund match what is recorded in your local accounting records.


Add Expense
General
Financials
Grant
ADR Test Grant
Category
Fringe Benefits
Select the budget category
Line Item
Select a Budget Item...
Coordinator Fringe Costs (PT)
Clear all filters
Select the line item
Item Type
Non-Personnel Line Item
Direct Cost *
$600.00
Enter the expense amount
Exclude From Match
Responsible Individual
Alecia Test Account
Created By
AP.Testgrants@yahoo.com
Expense Date *
10/13/2022
IMPORTANT
Update the Expense Date to a date with the quarter.
Expense Status
New
Payee
Other
Select Payee...
Create New
Description
Enter a short description
Click Create to save your expense
Create
Cancel

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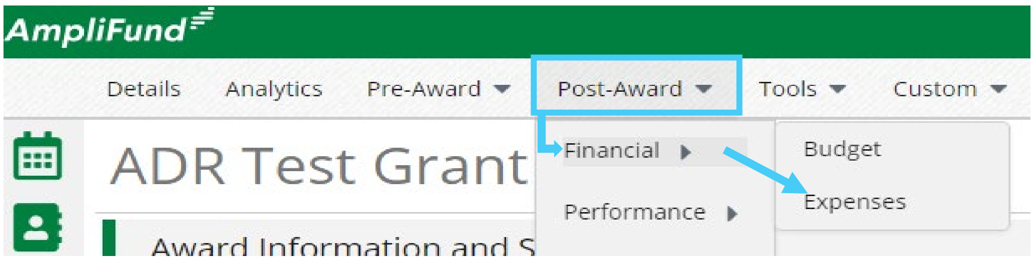
Reviewing Expenses

After entering your grant expenses, it is important to review them to make sure they are correct. This section will cover how to view your expenses, as well as how to use the filters and sorts to help you find potential errors.

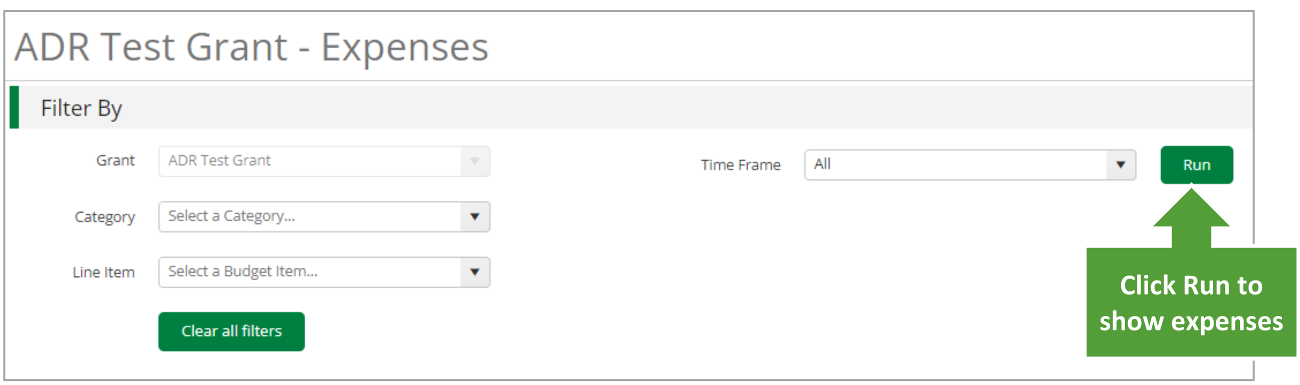
1. Open the expenses page from within your grant.

> From the **Post-Award** menu, select **Financial** and then **Expenses**.



2. Use the filters to select which expenses you want to see.

> The filters will let you see all expenses that have been entered for a specific category, line item, and/or period of time.
> Leaving the filters empty will let you see all expenses entered.
> Click **Run** when you have the filters set the way you want.



3. Review expenses to confirm that all expenses have been entered correctly.

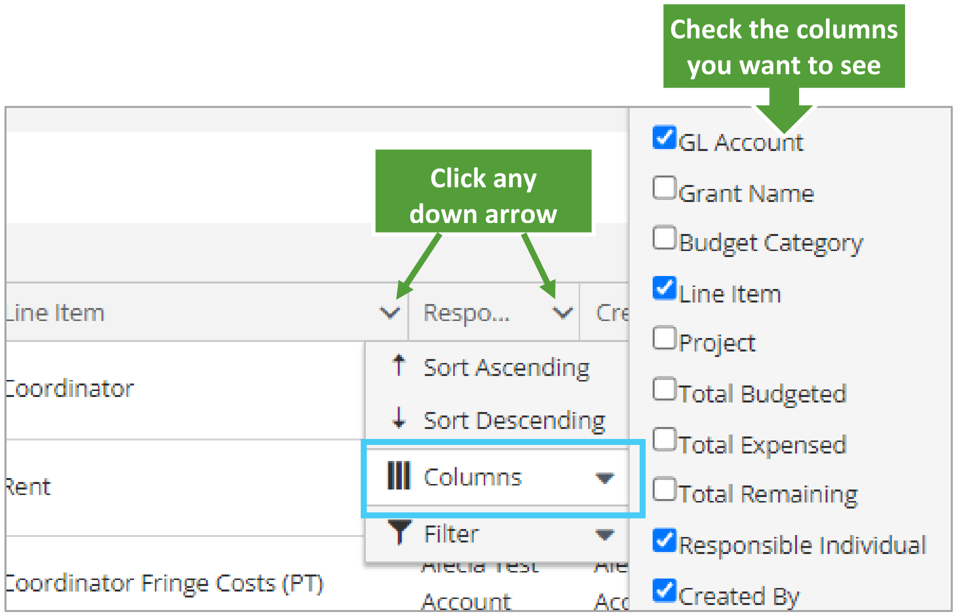
Common errors:

- Entering an expense twice
- Entering an expense without updating the expense date
- Leaving an expense in the "New" status

> Start by **using the time frame filter** to show all your expenses for the last 6 months.
(This time frame helps you to see what you entered recently, including anything that might be slightly before or after the reporting quarter on which you are working.)

> **Update the columns** that are included in the expense viewer.

- Click the down arrow to the right of any column heading to open the menu.
- Click Columns to open the check-box menu for which columns you want to include. You can check or uncheck any columns you want to see or hide, but it is recommended to add a check next to the Budget Category.



TIP: Once you have the columns you want, you can also click and drag them, so they appear in a different order.

> **Use the sort feature** to review and verify the accuracy of the expenses. You can sort by any of the columns, but the following options are helpful for finding potential errors. Activate the sorts by clicking the column heading you want.

- **Line Item** – to see like expenses next to each other. This is particularly helpful for finding potential duplicate expenses.
- **Expense Status** – to find all expenses that are marked New or Reviewed.
- **Expense Date** – to ensure that all your expenses have a date within the reporting quarter.
- **Created Date** – if you think something is missing and you know when you entered the expenses.

Possible problem: Duplicate entry?

In the example below, the view is sorted by Line Item. This helps to highlight that there are two entries for mileage that are for the same amount. These entries would need to be validated against local records to see if there were two different mileage charges, or whether of these is a duplicate.

eader and drop it here to group by that column

Expense Date	Description	Expense Stat...	Budget Catego...	Line Item	Amount
9/12/2022	Expense	New	Personnel	Coordinator	$4,000.00
8/11/2022	Expense	Closed	Fringe Benefits	Coordinator Fringe Costs (PT)	$850.00
9/28/2022	Coordinator Mileage Reimbursement- Sept. 2022	New	Travel	Mileage	$48.00
10/13/2022	Mileage - September	New	Travel	Mileage	$48.00
7/27/2022	Copy Paper	New	Supplies	Office Supplies	$58.00

Possible problem: Expense from previous quarter still marked "New."

In the example below, the view is sorted by Expense Date. This can help you find expense dates that are outside your reporting period (either before or after). This expense would need to be verified that it is not a duplicate of another line that was included in the previous quarters report. If it is a correct expense from a previous quarter, you can edit the expense line by clicking the pencil icon and updating the Expense date to one that is within the current reporting period. Then in the description field add the actual date of the expense.

eader and drop it here to group by that column

Expense Date	Description	Expense Status	Budget Catego...	Line Item	Amount
7/27/2022	Copy Paper	New	Supplies	Office Supplies	$58.00
8/11/2022	Expense	Closed	Personnel	Coordinator	$4,000.00
8/11/2022	Expense	Closed	Fringe Benefits	Coordinator Fringe Costs (PT)	$850.00
9/1/2022	Expense	Reviewed	Indirect Costs	Rent	$1,000.00

Possible problem: Expense entered without changing the expense date.

In the example below, the view has been filtered to show only Personnel expenses. The entry dated 11/15/2022 would need to be verified to confirm that the expense date is correct. If it was a charge from the first quarter and the expense date was not updated, click the edit pencil next to the item and change the expense date to one that is within the quarterly reporting period.

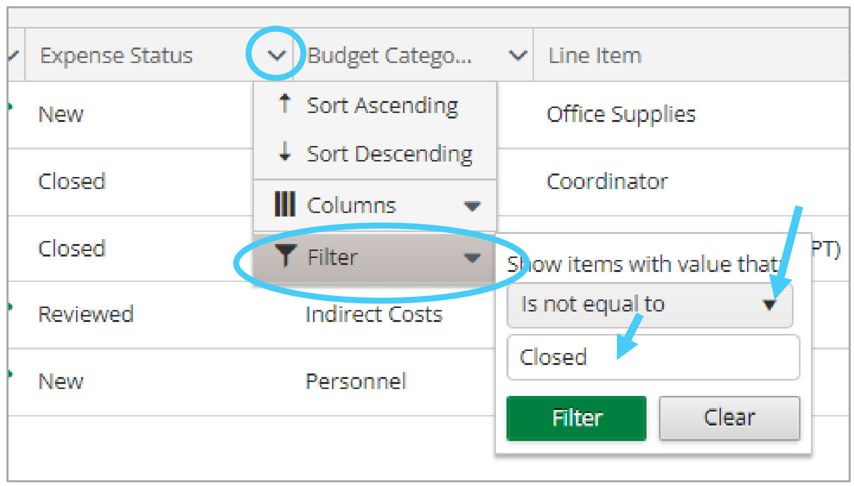
Expense Date	Description	Expense Status	Budget Category	Line Item	Amount
11/15/2022	Expense	Reviewed	Personnel	Coordinator	$4,000.00
9/12/2022	Expense	New	Personnel	Coordinator	$4,000.00

Click pencil to edit

4. **Mark all verified expenses as Reviewed.**
All expenses must have a reviewed status to be included in your quarterly financial report and your payment request. To find which expenses need to be updated you can use the sort by expense status described above, or you can filter the columns to just show expenses with a status of new or reviewed.

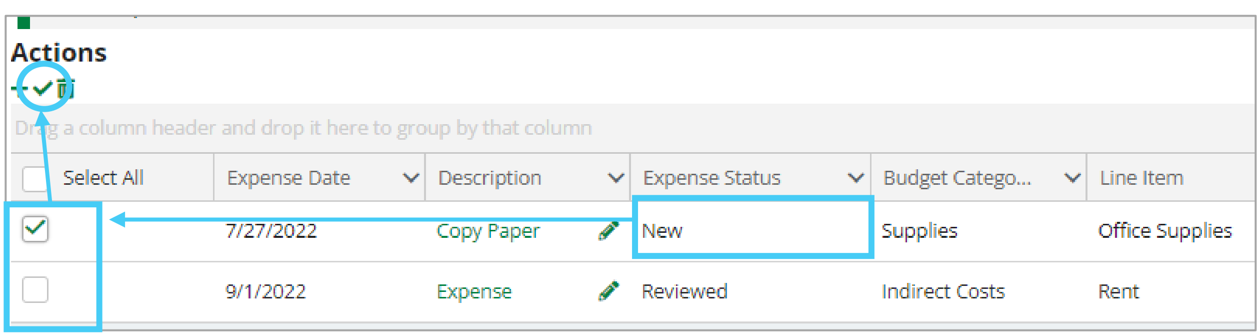
> Find expenses with a status of New or Reviewed by **Filtering the Expense Status column.**

- Clicking the down arrow on the right side of that column.
- Click on Filter and then change the filter operator to "Is not equal to".
- Enter "Closed" to exclude all closed expenses. *
- Click the green Filter button.

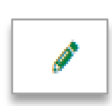


TIP – There are several filter options you can use such as "Is equal to" or "Contains" to hide or show the information you what you want.

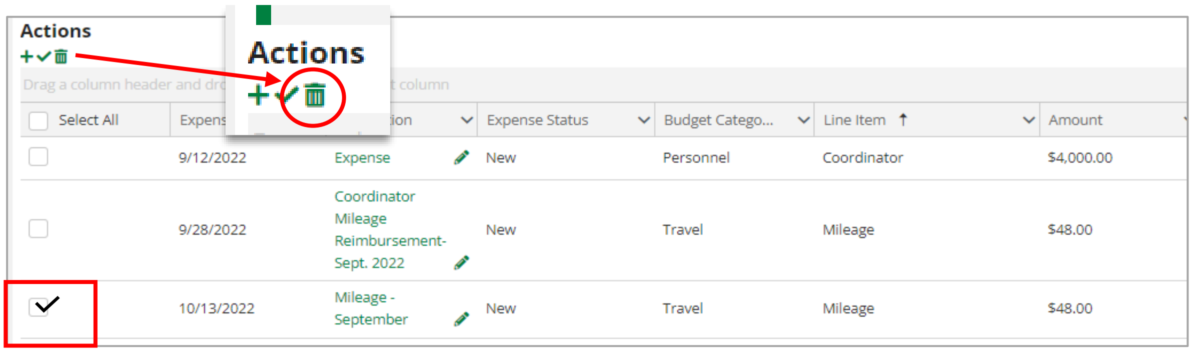
> **Mark expenses with a New status as Reviewed**.
You should not have any expenses with a "New" status when you submit your report.
- Click the selection box for each "New" expense line
- Click the green check mark under Actions



> If you need to edit any expenses, click the **edit pencil**.



> If you find an error and need to **delete an expense entry**, you can use the same process.
  - Click the select box at the end of the expense you need to delete.
  - Click the green trash can under Actions



5. Re-run the budget variance report

After you've entered and verified your quarterly expenses, but before closing your budget reporting period, it is recommended that you re-run the budget variance report again. This report will automatically update with the new expenses you've entered.

> Compare the new report to the one you ran before entering your expenses.
  - Has the Actual Grant Funded column increased by the correct amount?
  - Does the Remaining Grant Funded column match your accounting records?

> If yes, then proceed with the step below to close your budget reporting period and create a corresponding payment request.

> If no, then re-review your expense entries using the sort and filter options outlined above.

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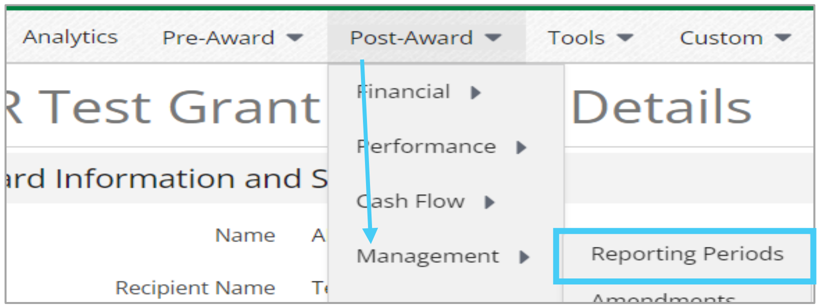
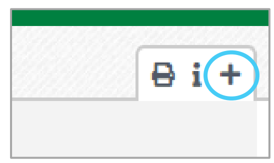
Closing the Reporting Period

To submit your expenses and achievements to the Judiciary you will need to first create and then close the quarterly reporting period.

1. **From the Post-Award menu in your grant, select Management and then Reporting Periods.**



2. **Click the + button in the upper right corner to create a new Quarterly Reporting Period.**

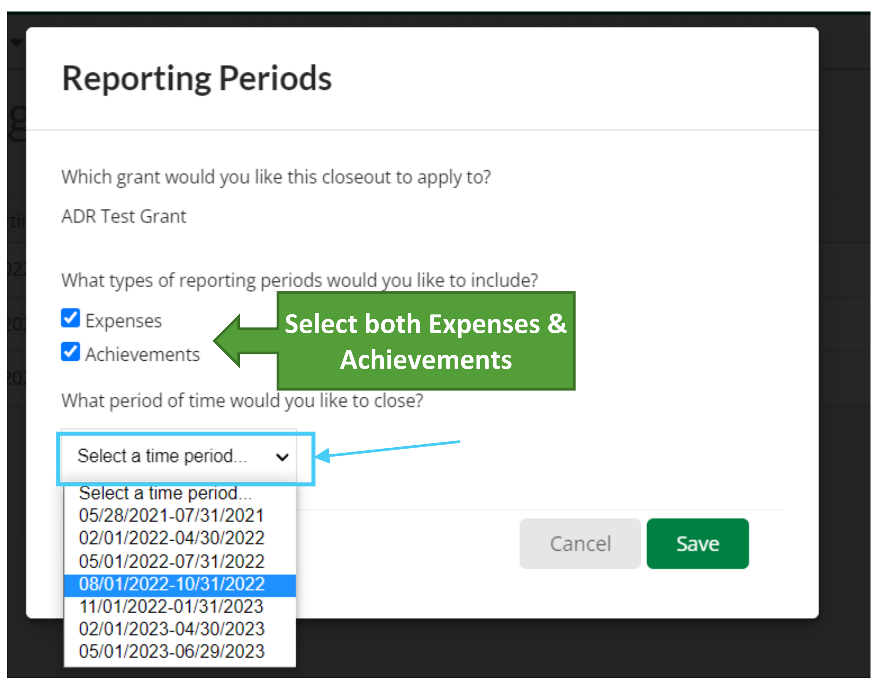


3. **Complete the pop-up form to indicate what types of information and which time period should be included in your report.**

    > Select Expenses and Achievements.

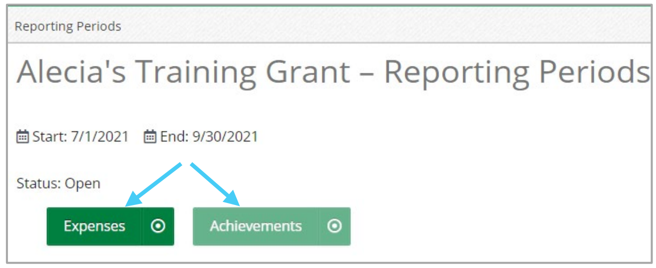
    > Select the date range that corresponds to the quarter on which you are reporting.

    > Click Save to continue.

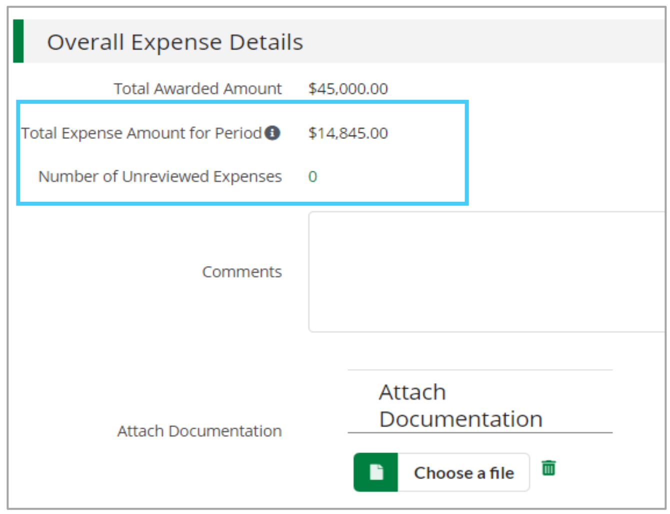


4. **Review the Reporting Period Form for unreviewed expenses and performance plan goals with no achievements.**

> The report will have two sections: Expenses and Achievements. **Click the appropriate box** to review each section.

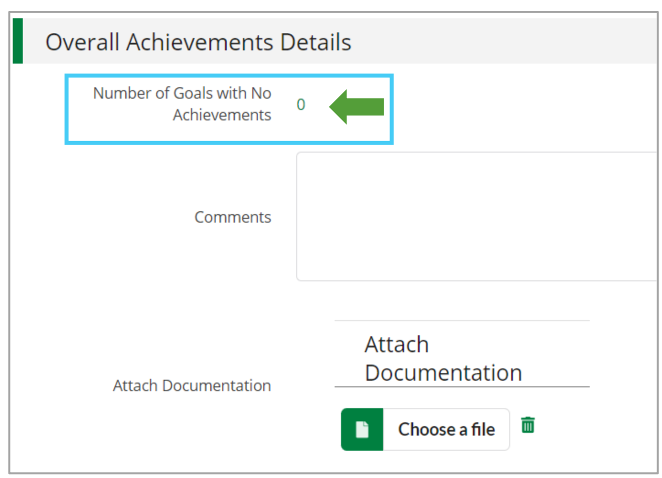


> **Expenses Section**
> Review the **Overall Expense Details** section. The total expense amount for the period should match your accounting records, and **the number of unreviewed expenses should be zero**. If you have no expenses for the specified period, provide an explanation in the Comments field.

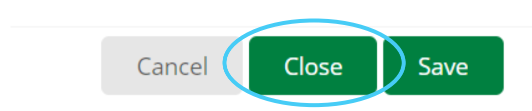


> Click Save and go to the Achievements Section
> *Do not click Close. This will close and lock both sections.

> **Achievements Section**
> Review the **Overall Achievements Details** section. The total Number of Goals with No Achievements should be zero. Make sure you have entered at least one achievement for each of your program goals.



> **Close the Reporting Period**
> The report is automatically sent to the Judiciary. You will not be able to make any changes after this.



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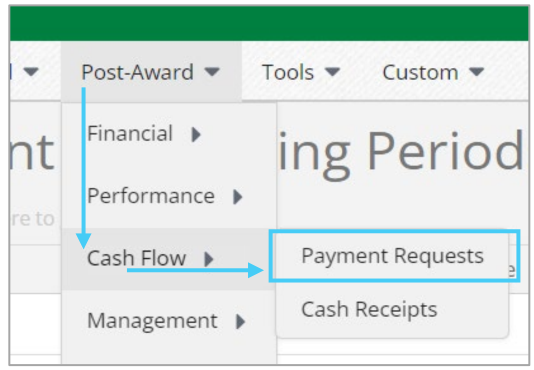
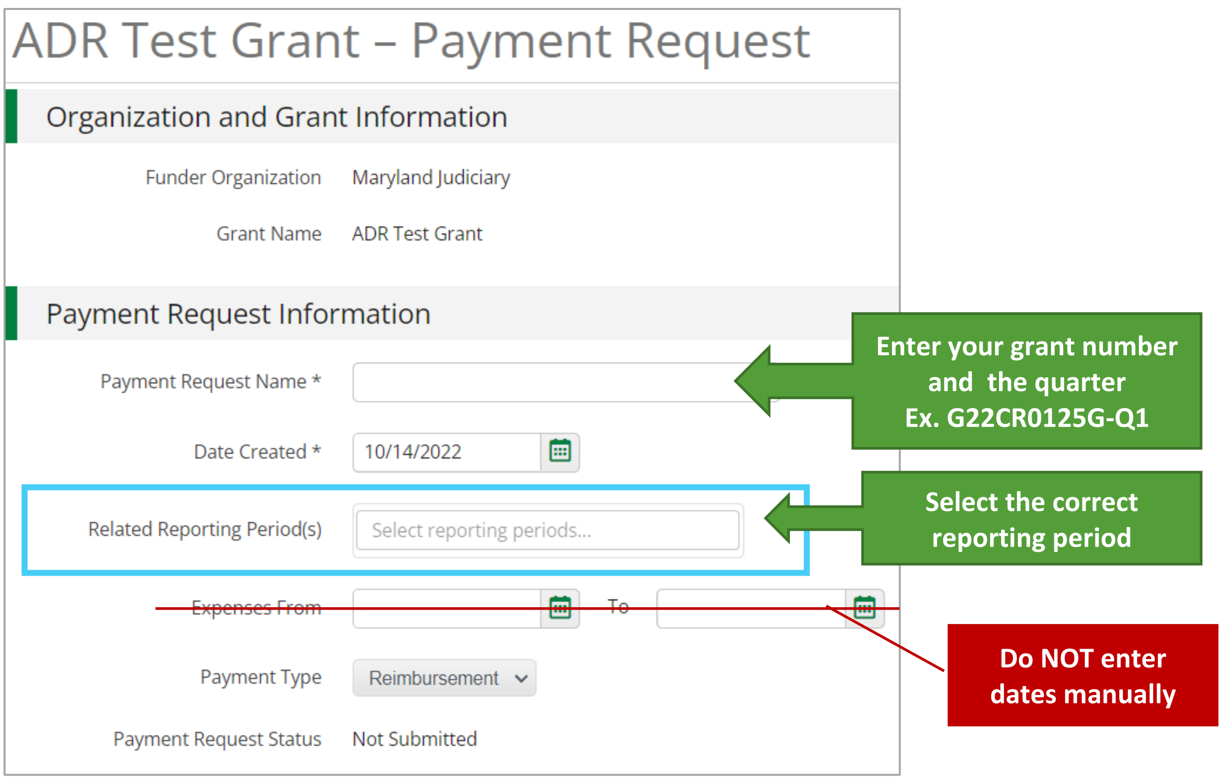
Creating a Payment Request

The final step in submitting your quarterly report is to create and submit a payment.

1. **From the Post-Award menu within your grant, click Cash Flow and then Payment Requests.**



2. **Complete the Payment Request Form**



Continued to the Financial Detail section below.

Financial Detail

Costs

Fringe Benefits $850.00

Indirect Costs $1,000.00

Personnel $4,000.00

Supplies $78.50

~~Additional Expenses Select budget categories...~~

Do not add additional expenses

Net Costs $5,928.50

Totals

Net Total $5,928.50

Requested Amount* 5928.50

Copy the Net Total into the Requested Amount field

Remaining Grant Balance $30,400.00

Additional Information

Comments

Attachments Choose file(s)

Add comments or attachments (optional)

Certification

Required: By typing my name and date below, and submitting this payment request, I certify that to the best of my knowledge, information and belief the amounts reported in the reporting period referenced above are correct and accurate, that all expenditures have been made in accordance with the grant conditions and that payment is due and has not been previously requested.

Full Name*

Date*

Enter your name and date

Create Submit Cancel

Click Submit to send your payment request to the Judiciary

Your financial report is now complete!

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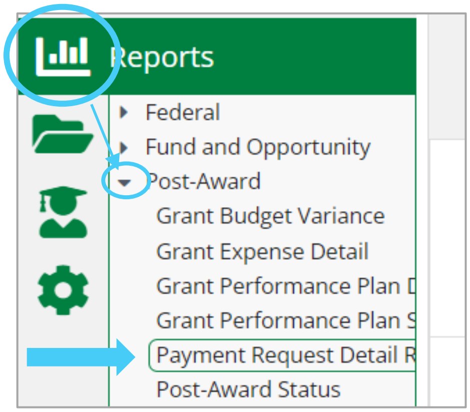
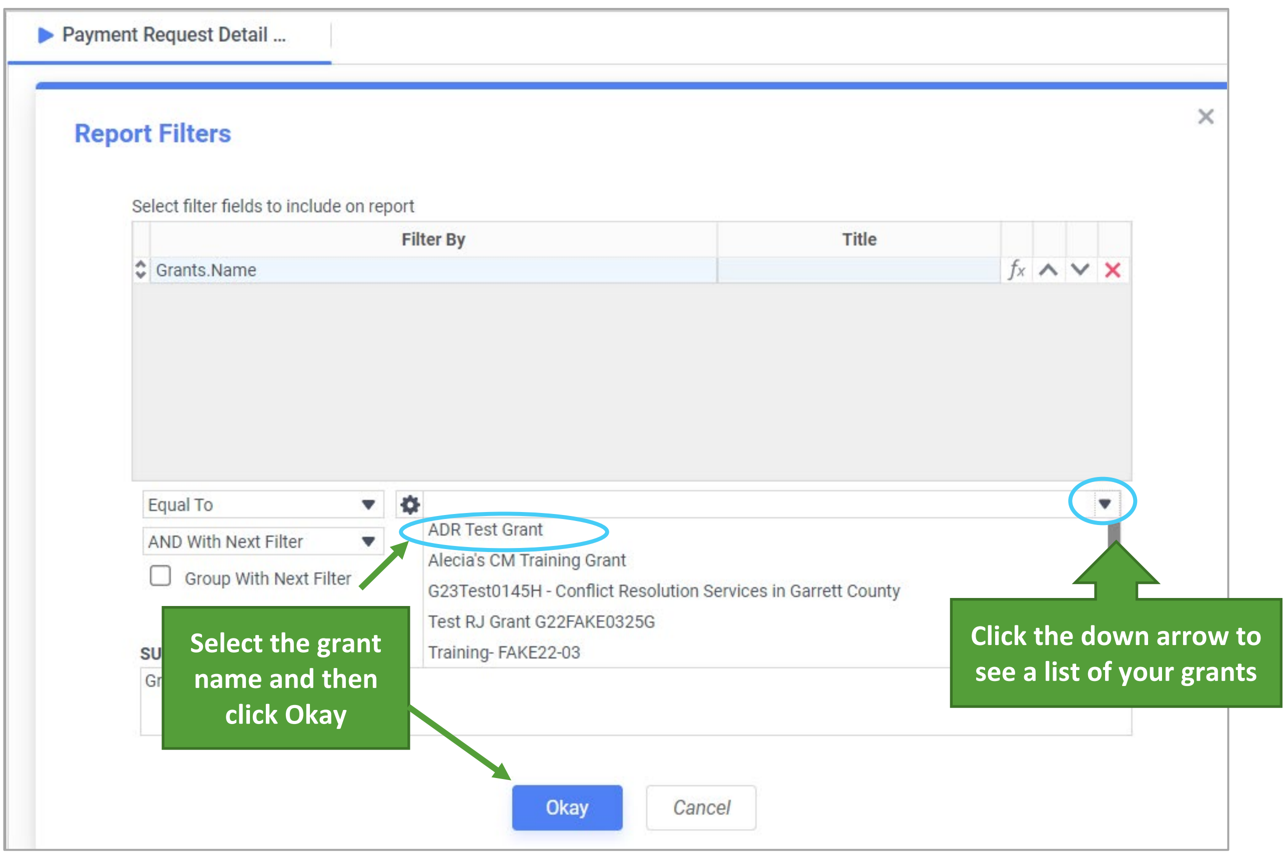
Running the new Payment Request Detail Report

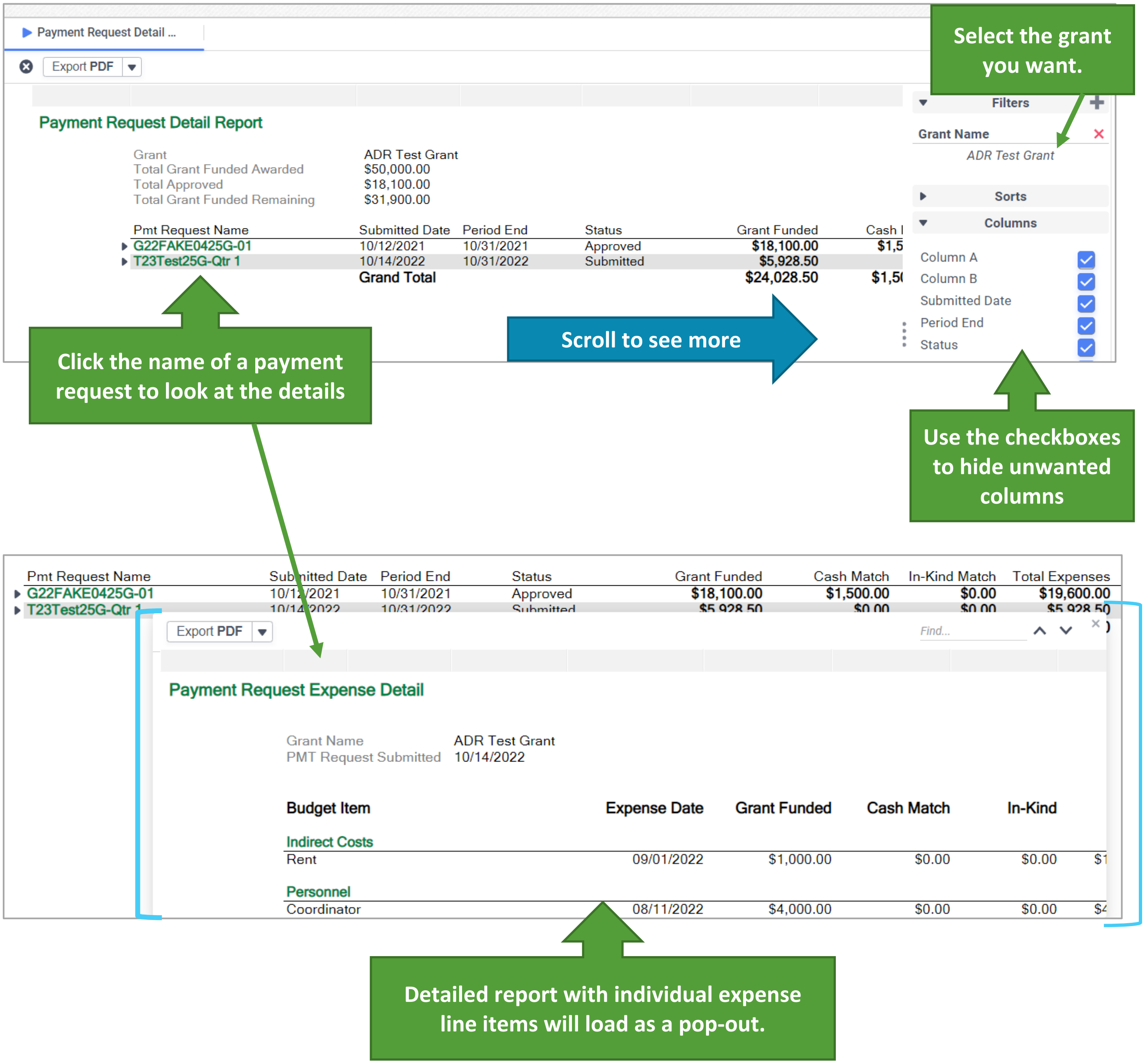
AmpliFund has created a new report to help grantees see a detailed view of the expenses included in your payment request. This report can help you keep track of what you have spent, as well as what has been submitted to the Judiciary. Note – this report will only pull expenses that have been tied to a payment request.

1. **From Reports, click the carrot in front of Post-Award to open the post award report options.**

2. **Select Payment Request Detail Report from the list.**
   Select the grant you want on the report filter.







You can export both portions of the report to Excel or PDF to keep with your own records.

IMPORTANT NOTE: If you find a error in your payment request when running this report, you will need to contact your Judicary grant manager and ask them to reject your payment request and reporting period. You will not be able to make any edits while those are closed and locked.

Requesting a Budget Amendment

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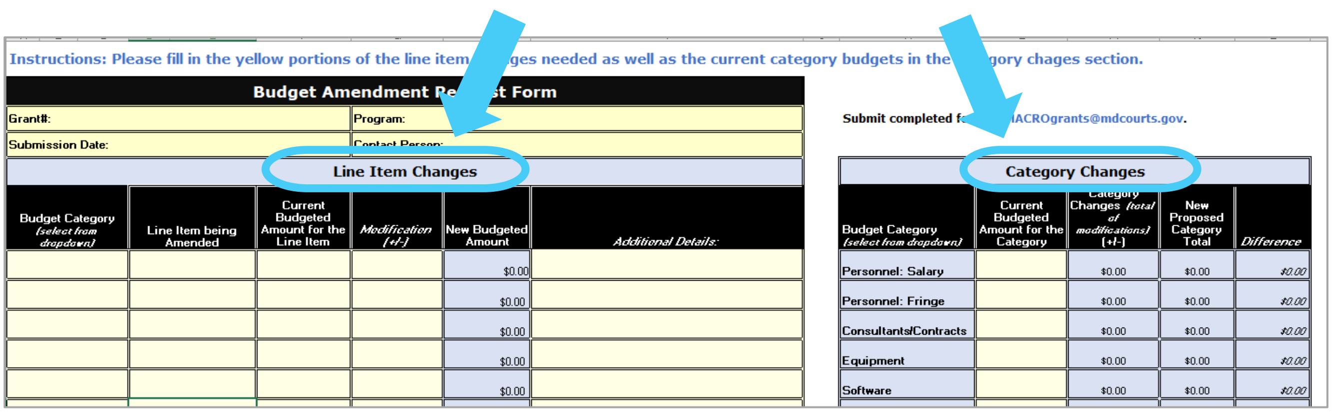
All award budgets have been locked. Per Judiciary grant policy, the budgets are set to allow expense entries that can exceed the category budget by 10% or $10,000, whichever is smaller. This means that your expenses can vary slightly from your budget, but if you need to spend funds outside of those thresholds or need to add a new line item, you will need to request a budget amendment. In FY23, you will complete this process outside of AmpliFund. The steps below outline how to complete and request a budget amendment request.

1. **Run the Grant Budget Variance Report as outlined above.** [Instructions]
   You will need this report so you can see how much is currently budgeted for each category and line item.

2. **Complete the Budget Amendment Detail Form in Excel.**
   There are two sections that need to be completed: Line-Item Changes and Category Changes.


Instructions: Please fill in the yellow portions of the line item ges needed as well as the current category budgets in the gory chages section.

Budget Amendment Re... st Form

Grant#:	Program:
Submission Date:	Contact Person:

Submit completed f... IACROgrants@mdcourts.gov.

Line Item Changes

Budget Category *(select from dropdown)*	Line Item being Amended	Current Budgeted Amount for the Line Item	*Modification (+/-)*	New Budgeted Amount	*Additional Details:*
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	

Category Changes

Budget Category *(select from dropdown)*	Current Budgeted Amount for the Category	Category Changes *(total of modifications)* (+/-)	New Proposed Category Total	*Difference*
Personnel: Salary		$0.00	$0.00	*$0.00*
Personnel: Fringe		$0.00	$0.00	*$0.00*
Consultants/Contracts		$0.00	$0.00	*$0.00*
Equipment		$0.00	$0.00	*$0.00*
Software		$0.00	$0.00	*$0.00*

> **Line-Item Changes**. For each line item you are requesting to modify:
- Select the budget category from the list that matches the category shown in your Budget Variance Report.
- Enter the name of the line item
- Enter the current budget amount for that line item
- Enter the amount you want to add or remove from that line item.
- Complete the Additional Details column explain why the budgeted amount needs to change.

> **Category Changes.**
- Enter the current budget for each category in your grant budget. Use the Budget Variance Report from AmpliFund.

3. **Submit the completed form to your grant awarding department.**