

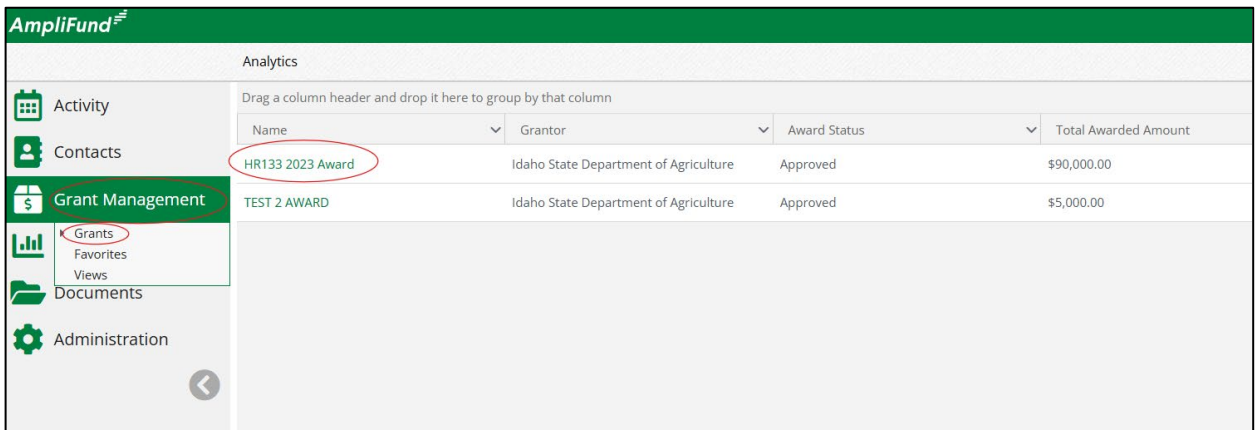
Recipient Financial Reporting Guide for Amplifund

This guide provides recipients with instructions on how to submit quarterly financial reporting for the SCBGP using the Amplifund platform. This guide will outline the step-by-step process for financial reporting.

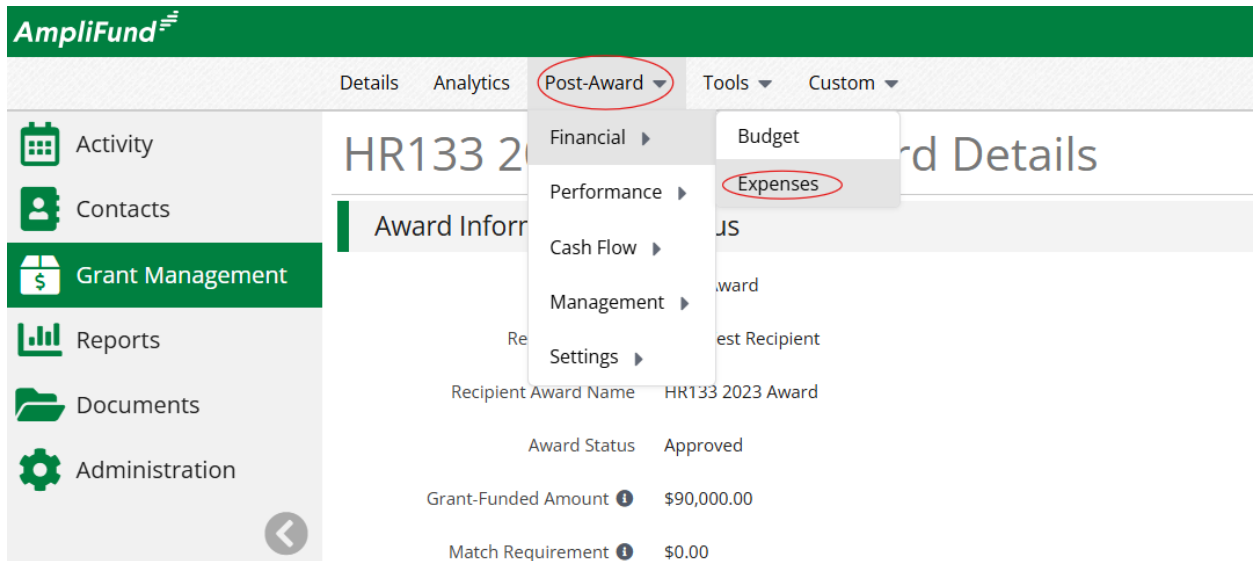
Expense Entry

The first step in requesting reimbursement is entering the line-item expenses for the reporting period.

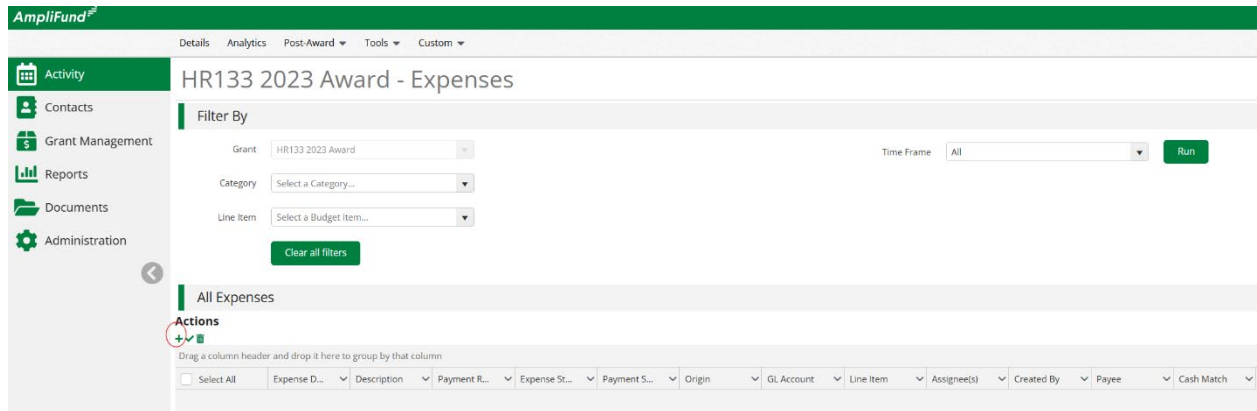
- a. Navigate to the left dashboard and click Grants Management > Grants > Select Grant



- b. On the Award Details page, at the top, click Post Award > Financial > Expenses



- c. Click the (+) under “All Expenses”. An expense form will pop up to enter an expense. Repeat this form for each expense incurred in the reporting period.



- i. The Category and Line Item fields will be directly tied to the project’s approved workplan. Select the appropriate Category and Line item that corresponds to the incurred expense.
- ii. Enter the Direct Cost or Salary Amount for the line item expense.
- iii. Select Expense Date. The date needs to be within the period you are reporting to be included in the payment request.
- iv. Select the Expense Status as “Reviewed” so that the expense is pulled into the Payment Request.
- v. Add a description of the expense if it is not clear how it ties to the workplan.
- vi. Upload the supporting documentation under the Attachments tab.

Add Expense

General

Financials

Attachments vi.

Grant: HR133 2023 Award

Category: Personnel

Line Item: Project Manager

Clear all filters

i.

Item Type: Non-Personnel Line Item

Direct Cost *

Exclude From Match

ii.

Assignee(s): Admin User
Created By: Brenden.Meyet@ISDA.IDAHO.GOV

Expense Date *

Expense Status: Reviewed

iii. & iv.

Payment Status: New

Payee: Other Create New

Description: John Smith worked as the project manager coordinating project activities.

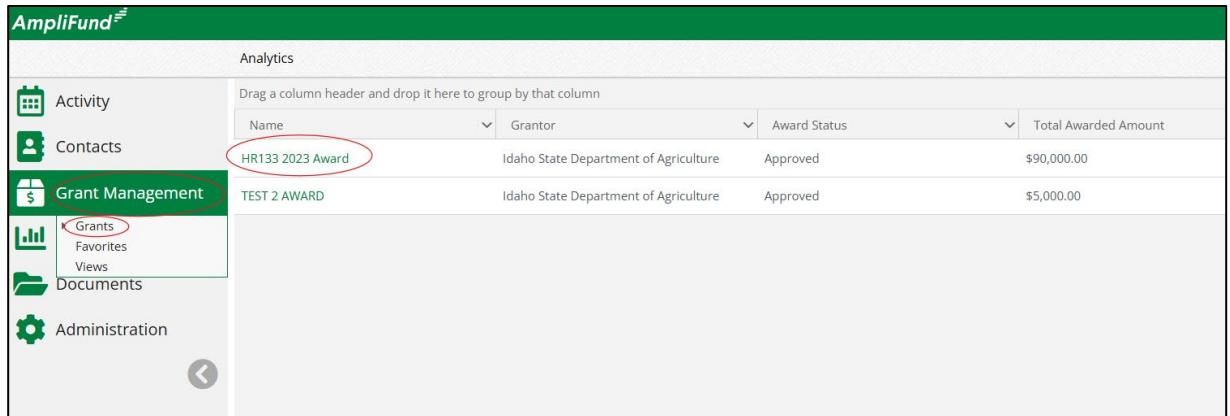
v.

Create
Cancel

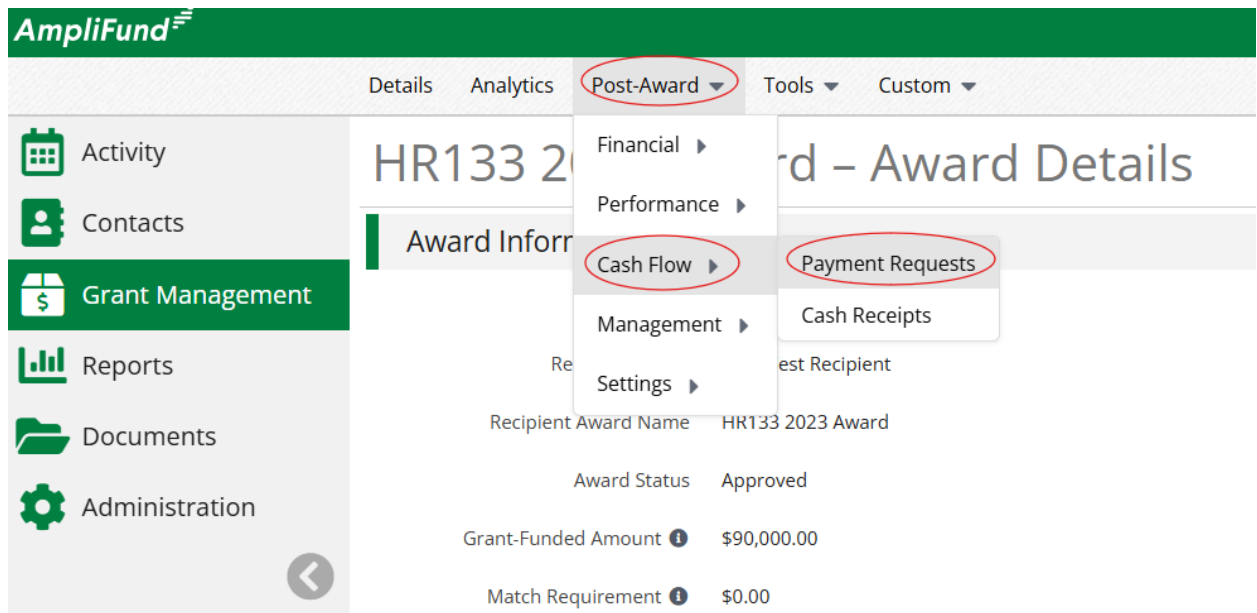
Generating a Payment Request

Once all expenses have been entered for the reporting period, a payment request will need to be generated. This creates a request for reimbursement that will notify ISDA that you have made a submission.

- a. Navigate to the left dashboard and click Grants Management > Grants > Select Grant

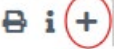


- b. On the Award Details page, at the very top, click Post Award > Cash Flow > Payment Request



c. Click the (+) in the top right corner and fill out the payment request information

Details Analytics Post-Award ▾ Tools ▾ Custom ▾



HR133 2023 Award – Payment Requests

Payment Request Name	Expenses From	Expenses To	Amount Requested	Status	Decision Date
Payment Request: HR133 2023 Award_8/26/2024	4/1/2024	6/30/2024	\$0.00	Rejected	10/3/2024 11:36 AM
Payment Request #3	3/1/2024	3/31/2024	\$500.00	Submitted	

- i. Enter Payment Request name. This will autofill to a generic name. You can keep this name or rename to the reporting quarter if you would like.
- ii. Enter date created. This will autofill to today's date which is okay.
- iii. Expense From/To > Select the corresponding reporting period.
Pro-tip: All reviewed expenses previously entered within this time frame will automatically pull into your payment request.

Payment Request Information

Payment Request Name * i.

Date Created * ii.

Expenses From To iii.

Payment Type

Payment Request Status Not Submitted

- iv. Under Financial Detail > Type in total Requested Amount. This should match the total in the Financial Detail table. If no expenses were incurred for the period, then report the amount of \$0.00.
- v. Add any additional comments and/or upload files for Funder. Please upload the project ledger template and general ledger within this section.

Financial Detail

Create New Expense +


	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
Fringe Benefits	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$29,183.00
Other	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)
Personnel	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$30,674.00
Totals	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	

Requested Amount* **iv.**

Remaining Grant Balance \$84,817.00

Additional Information


Comments **v.**


Attachments 

- vi. Under Quarter Dates > Enter quarter start date and end date for the reporting period
- vii. Click Submit to send the completed request to ISDA. Be aware that clicking “Create” will only save the payment request and will not submit the request to ISDA. Once you are ready to send to ISDA, you must click **Submit**.

Quarter Dates

Please provide the start and end dates for the quarter for which you are submitting a request.

Quarter Start Date*  **vi.**

Quarter End Date* 

vii.