

AmpliFund Quarterly Reporting Instructions

Quarterly Reporting Snapshot

Due Dates

Q1 - October 15

July 1 through September 30

Q2 - January 15

October 1 through December 31

Q3 - April 15

January 1 through March 31

Q4 - July 15

April 1 through June 30

Reporting Steps

- Data Enter Expenses
- Create Expense Report and Attach:
 - Require Documents to Support Expenses
 - Staff Job Descriptions (Q1)
 - Staff Resumes (Q1)
- Data Enter Performance Achievements
- Create Performance Achievement Report
- Create/Submit Payment Request

Quarterly Reporting Actions

- Log-in to AmpliFund
- Post-Award > Financial > Expenses > Create Expense (+Icon)
 - 1) Enter Expense Details
 - 2) Attach Grant-Funded Personnel Time Reports
 - 3) Attach Invoices for Approved Expense Line Items
 - 4) Close Budget Reporting Period

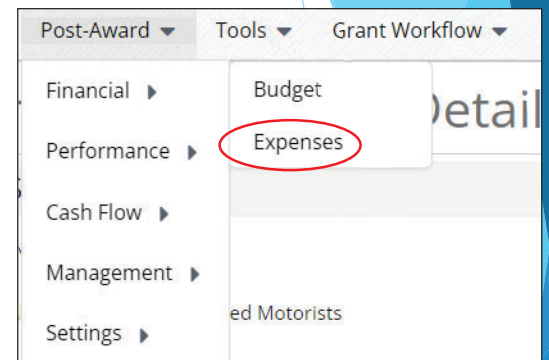
Quarterly Reporting Actions Continued

- ❑ Post-Award > Performance > Performance Plan > Trophy Icon > Enter Achievement (+Icon)
 - 1) Enter Achievement Number for All Services Provided within Quarter
 - 2) DV Only - Complete narrative field
- ❑ Post-Award Management: Close Performance Reporting Period
- ❑ Submit Payment Reimbursement Request

Financial Quarterly Report

► Accessing your Expenses

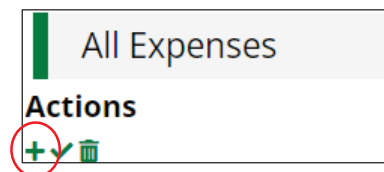
1. Go to **Grant Management > Grants**
2. Click your VCVA/DV Grant
3. Click on Post Award > Financial > Expenses



Financial Quarterly Report

Creating Expenses for the Quarter

- ▶ Click Run
- ▶ This will show each expense that has been entered to date
- ▶ Click the +Icon



Financial Quarter Report

- ▶ Create the New Expense:
- ▶ Enter in the Following:
 1. Category
 2. Line Item
 3. Direct Cost
 4. Expense Date
 5. Mark Expense Status as “Reviewed”
 6. Attach Documentation
 7. Click “Create”

Add Expense

GrantFY24 VCVA Grant Fund

CategoryPersonnel

Line ItemSelect a Budget Item...

Clear all filters

Item TypeNon-Personnel Line Item

Direct Cost *\$100.00

☐ Exclude From Match

Responsible Individual

Created Byahaltman@atg.state.il.us

Expense Date *3/31/2024

Expense StatusReviewed

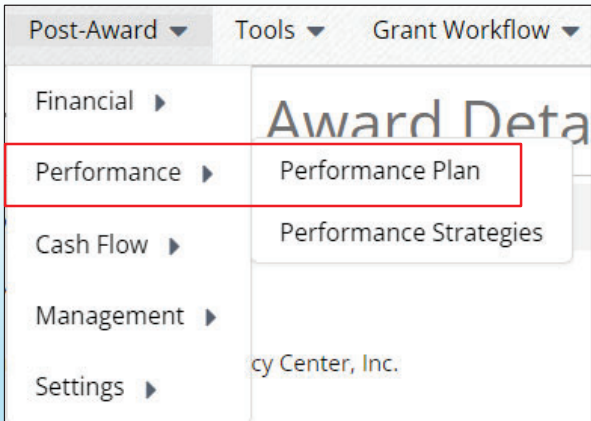
Payment StatusNew




Payee

Create

Performance/Achievement Report

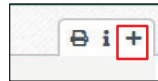
- Post-Award > Performance > Performance Plan > Trophy Icon > +Icon



Name ▲		Goal Type
24 hour Crisis Line	   	Numeric
Assistance with Crime Victim Compensation Forms	   	Numeric
Assistance with VINE Registration	   	Numeric
Case Management	   	Numeric
Child Abuse	   	Numeric

Performance/Achievement Report

- ▶ Enter number achieved for each performance goal
- ▶ **DV Grant Program ONLY: Complete Narrative field**
- ▶ Once you click the Trophy Icon for the goal, you will click the +icon located on the top right-hand corner



Please note:

- ▶ Achievement date must be within the relevant quarter
 - ▶ 1st Quarter: July 1st -September 30th
 - ▶ 2nd Quarter: October 1st -December 31st
 - ▶ 3rd Quarter: January 1st - March 31st
 - ▶ 4th Quarter: April 1st - June 30th

Performance/Achievement Report

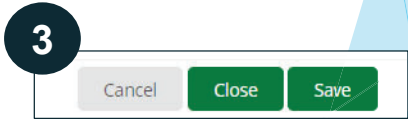
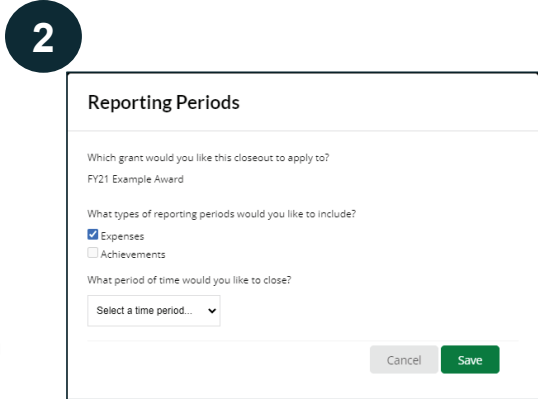
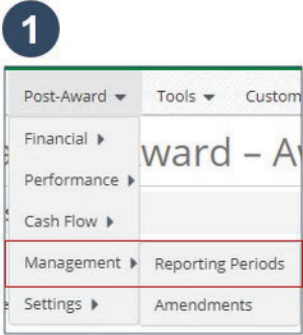
- Enter in the Achievement Date and Number Achieved
- Repeat Steps for each Goal Achieved within the Reporting Period

Create Achievement

Grant	FY24 VCVA Grant Fund
Goal Type	Numeric
Goal	24 hour Crisis Line
Description	Please enter a numeric goal for the FY24 grant year
Responsible Individual	Andrea Halteman
Achievement Date	3/31/2024
Number to be Achieved	5
Number Achieved	0

Closing Out Reporting Period

- 1. Post-Award>Management>Reporting Periods
- 2. Click + icon located in the upper right-hand corner
- 3. Select Achievements, Expenses and Reporting Time Period
- 4. Review Report
- 5. Close Report



Important Information

Reporting Period MUST be Closed
prior to submitting a Payment
Reimbursement Request

Creating a Payment Reimbursement Request

- ▶ Post Award > Cash Flow > Payment Request
 - 1. Click the +icon located on the top right
 - 2. Enter Name (1st, 2nd, 3rd, or 4th Quarter) and Date Created
 - 3. Choose the Related Reporting Period
 - 4. Type in Total Requested Amount - Should Match Expenses for Quarter
 - 5. Click Submit

Payment Request Information

Payment Request Name2nd Quarter

Date Created12/31/2023

Related Reporting Period(s)Period ending 12/31/2023

Expenses From10/1/2023To12/31/2023

Payment TypeReimbursement

Support Resources

Please reach out to your assigned Grant Monitor or our Program Leads:

Sharon Dehn

Director, VCVA

Sharon.dehn@ilag.gov

Andrea Halteman

Assistant Director, VCVA

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Ashley Meyer

Senior Grant Monitor, VCVA/DV Statewide Program

Ashley.Meyer@ilag.gov



Support Resources

Submit a support ticket

- ▶ support@amplifund.zendesk.com

Visit the support portal

- ▶ <https://amplifund.zendesk.com>

Supported Browsers

- ▶ Google Chrome (current supported releases)
- ▶ Mozilla Firefox (current supported releases)
- ▶ Microsoft Edge (current supported releases)
- ▶ Apple Safari 10+

