

The background of the slide features a complex geometric pattern of overlapping triangles and polygons in various shades of blue, ranging from light sky blue to deep navy blue. The pattern is most prominent on the right side and bottom of the slide.

FY25 VCVA/DV Quarterly Reporting Instructions

Quarterly Reporting Process

Due Dates:

1st Quarter Report due October 15th

July 1st - September 30th

2nd Quarter Report due January 15th

October 1st - December 31st

3rd Quarter Report due April 15th

January 1st - March 31st

4th Quarter Report due July 15th

April 1st - June 30th

Quarterly Reports must include the following:

- ▶ Expense Report
- ▶ Documentation to Support Expenses
- ▶ Resumes Required for 1st Quarter
- ▶ Performance/Achievement Report
- ▶ Payment Reimbursement Request

Quarterly Reporting Actions

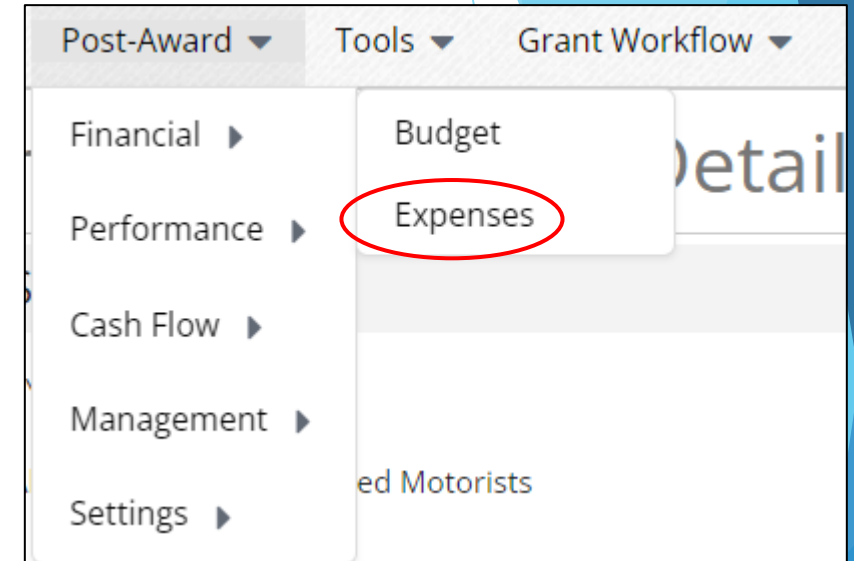
- ❑ Log-in to AmpliFund
- ❑ Post-Award > Financial > Expenses > Create Expense (+Icon)
 - 1) Enter Expense Details
 - 2) Attach Grant-Funded Personnel Time Reports
 - 3) Attach Invoices for Approved Expense Line Items
 - 4) Close Budget Reporting Period

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

Grant FY24 VCVA Grant Fund

Category Personnel

Line Item Select a Budget Item...

[Clear all filters](#)

Item Type Non-Personnel Line Item

Direct Cost * \$100.00

Exclude From Match

Responsible Individual

Created By ahalteman@atg.state.il.us


Expense Date * 3/31/2024

Expense Status Reviewed

Payment Status New

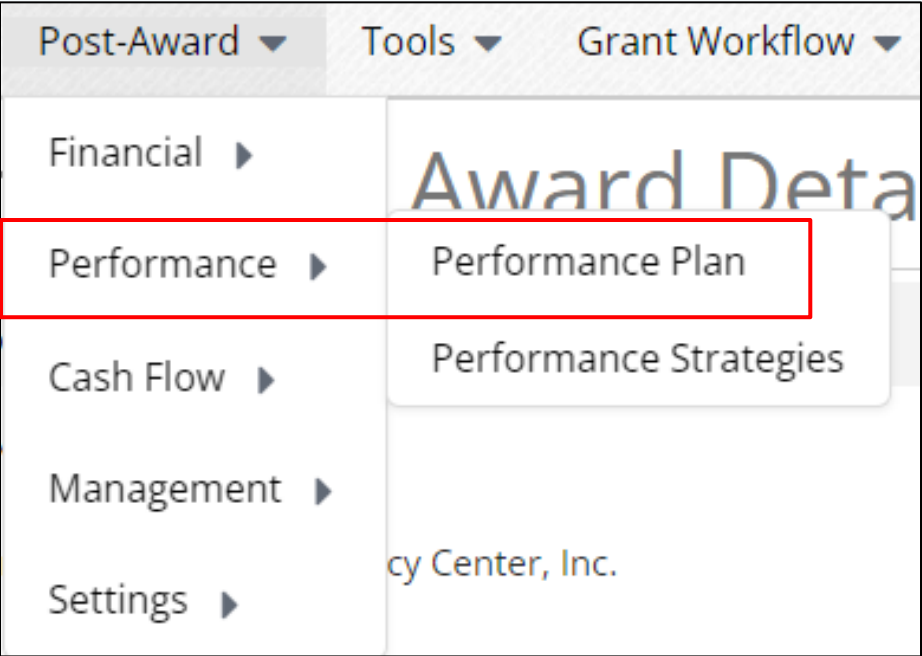
Payee

[Create](#)























Performance/Achievement Report

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



A screenshot of a table with a red arrow pointing to the trophy icon in the first row. The table has two columns: 'Name' and 'Goal Type'. Each row contains a name, a set of icons (edit, copy, delete, trophy), and a goal type. The trophy icon in the first row is highlighted with a red arrow.

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

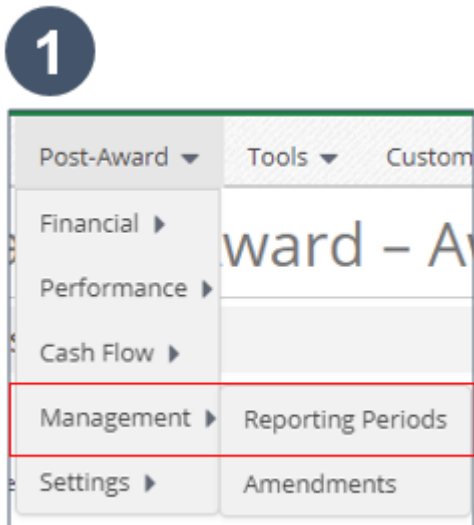
- Enter in the Achievement Date and Number Achieved
- Repeat Steps for each Goal Achieved within the Reporting Period

Create Achievement

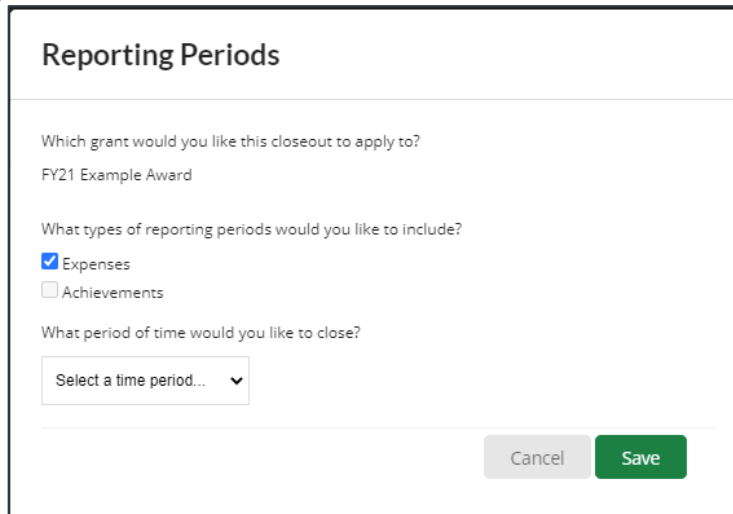
Grant	FY24 VCVA Grant Fund
Goal Type	Numeric
Goal	24 hour Crisis Line
Description	Please enter a numeric goal for the FY24 grant year
Responsible Individual	Andrea Halteman
Achievement Date	<input type="text" value="3/31/2024"/>
Number to be Achieved	5
Number Achieved	<input type="text" value="0"/>

Closing Out Reporting Period

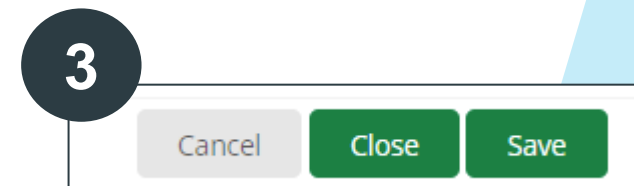
1. Post-Award>Management>Reporting Periods
2. Click + icon located in the upper right-hand corner
3. Select Achievements, Expenses and Reporting Time Period
4. Review Report
5. Close Report



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A screenshot of a dialog box titled 'Reporting Periods'. The dialog contains the following text and controls:
- Question: 'Which grant would you like this closeout to apply to?'
- Answer: 'FY21 Example Award'
- Question: 'What types of reporting periods would you like to include?'
- Options: A checked checkbox for 'Expenses' and an unchecked checkbox for 'Achievements'.
- Question: 'What period of time would you like to close?'
- Control: A dropdown menu with the text 'Select a time period...'.
- Buttons: 'Cancel' and 'Save' buttons at the bottom right.



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 Name	2nd Quarter		
Date Created	12/31/2023		
Related Reporting Period(s)	Period ending 12/31/2023		
Expenses From	10/1/2023	To	12/31/2023
Payment Type	Reimbursement		

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

Andrea.Halteman@ilag.gov

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+