

# Quarterly Reporting Instructions

VCVA & DV Grants

# Quarterly Reporting Due Dates

1st Quarter Report due October 15<sup>th</sup>

July 1<sup>st</sup> – September 30<sup>th</sup>

2<sup>nd</sup> Quarter Report due January 15<sup>th</sup>

October 1<sup>st</sup> – December 31<sup>st</sup>

3<sup>rd</sup> Quarter Report due April 15<sup>th</sup>

January 1<sup>st</sup> – March 31<sup>st</sup>

4<sup>th</sup> Quarter Report due July 15<sup>th</sup>

April 1<sup>st</sup> – June 30<sup>th</sup>

\*Late report submission will cause delay in funding release for your agency

# Quarterly Reporting Requirements

Two (2) reports must be completed/submitted by each quarterly due date:

## Expense Report

- Data-Entered Expenses
- Documentation
  - Personnel Time Report - PTR (for each grant-funded employee)
  - Any Pertinent Staff Change or Staff Vacancy Forms (refer to PTR for details)
  - Non-Personnel Grant Expense Details Form (if applicable)
  - Receipts, Invoices and Proof of Payment (if applicable)
  - Agency Job Descriptions for Grant-Funded Employees (Q1 Reporting only)
  - Grant-Funded Employee Resumes (Q1 Reporting only)

## Performance Achievements Report

- Data-entered numeric achievements

## Quarterly Grant Funds Payment Request

- Create and submit once Performance and Expense Reports are complete

# Overview of Quarterly Reporting Steps



Log into your AmpliFund Account



Enter in Expenses  
Post-Award > Financial >  
Expense > Create Expense



Enter in Achievements  
Post-Award >  
Performance >  
Performance Plan >  
Enter Achievement



Create and Close  
Reporting Periods  
Post-Award >  
Management > Create  
Budget and  
Performance Reporting  
Period > Close Budget  
and Performance  
Reporting Period

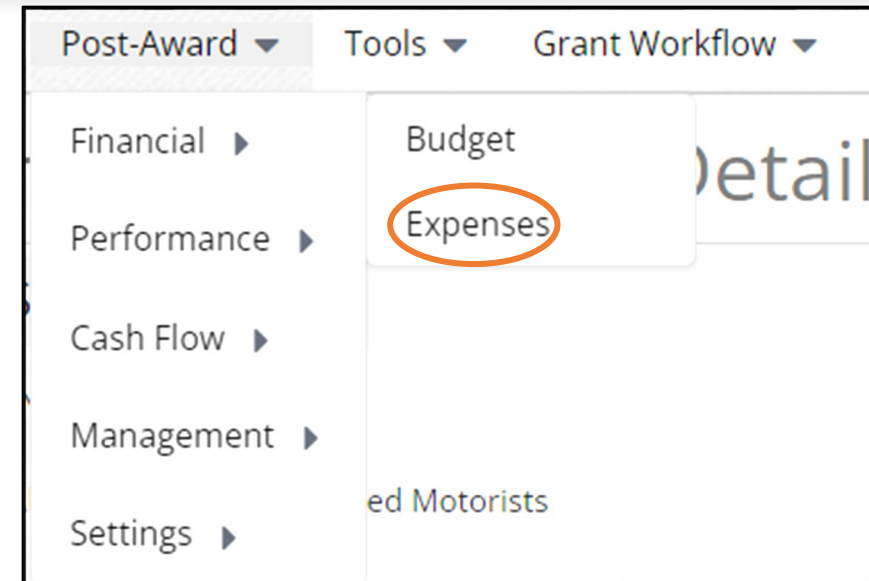


Submit Payment  
Reimbursement Request  
Post-Award > Cash Flow >  
Payment Request

# Reporting Expenses

## Log into your AmpliFund Account

- Scroll to Grant Management > **Grants**
- Select the VCVA/DV Grant
- Click Post-Award > Financial > Expenses



# Reporting Expenses continued...

## Creating Quarterly Expenses

- Click the **+** (Create Expense icon) under *Actions*.
- Select a **Category**.
- Select a **Line Item**.
- Add the **Direct Cost** or **Salary** amount
- Select Expense Date (Must be within the quarter your closing
- Select Expense Status, must be marked **Reviewed** prior to closing report
- Attach Documentation
- 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](#)

# Reporting Performance

## Reporting Quarterly Performance

- Post-Award > Performance > Performance Plan
- Click the 🏆 (Trophy icon) for each service you have an achievement to report.
- Click the + icon located on top right-hand corner
- Enter number achieved for each performance goal
- Enter in achievement date for each performance goal (date must be within the relevant reporting period)
- Click “Create”
- Repeat steps for each goal achieved within quarter
- DV Grant Program ONLY: Complete Narrative field

*Please note achievement date **must** be within the relevant quarter:*

*1<sup>st</sup> Quarter: July 1<sup>st</sup> -September 30<sup>th</sup>*

*2<sup>nd</sup> Quarter: October 1<sup>st</sup> -December 31<sup>st</sup>*

*3<sup>rd</sup> Quarter: January 1<sup>st</sup> - March 31<sup>st</sup>*

*4<sup>th</sup> Quarter: April 1<sup>st</sup> - June 30<sup>th</sup>*

# Closing Out the Report

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

The image shows a software interface for closing out a report. It includes a menu path, a dialog box for selecting reporting periods, and a final confirmation screen.

**1** The menu path is: Post-Award > Management > Reporting Periods. The 'Reporting Periods' option is highlighted with a red box.

**2** The 'Reporting Periods' dialog box contains the following information:

- Which grant would you like this closeout to apply to?  
FY21 Example Award
- What types of reporting periods would you like to include?  
☒ Expenses  
☐ Achievements
- What period of time would you like to close?  
Select a time period... ▼
- Buttons: Cancel, Save

**3** The final confirmation screen shows three buttons: Cancel, Close, and Save.



# Important Notice

The Expense Reporting Period **must** be closed prior to submitting a Payment Reimbursement Request

# Creating a Payment Reimbursement Request

1. Post-Award > Cash Flow > Payment Request
2. Click the + icon located on the top right-hand corner
3. Select the related reporting period from the drop-down bar (do **not** type in the dates)
4. Enter in the Total Requested Amount
5. 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

Sharon Dehn

Director, VCVA

[Sharon.Dehn@ilag.gov](mailto:Sharon.Dehn@ilag.gov)

Ashley Meyer

Grant Monitor II, VCVA

[Ashley.Meyer@ilag.gov](mailto:Ashley.Meyer@ilag.gov)

Andrea Halteman

Assistant Director, VCVA

[Andrea.Halteman@ilag.gov](mailto:Andrea.Halteman@ilag.gov)

# AmpliFund Support Resources

## Submit a support ticket

- [support@amplifund.zendesk.com](mailto: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+