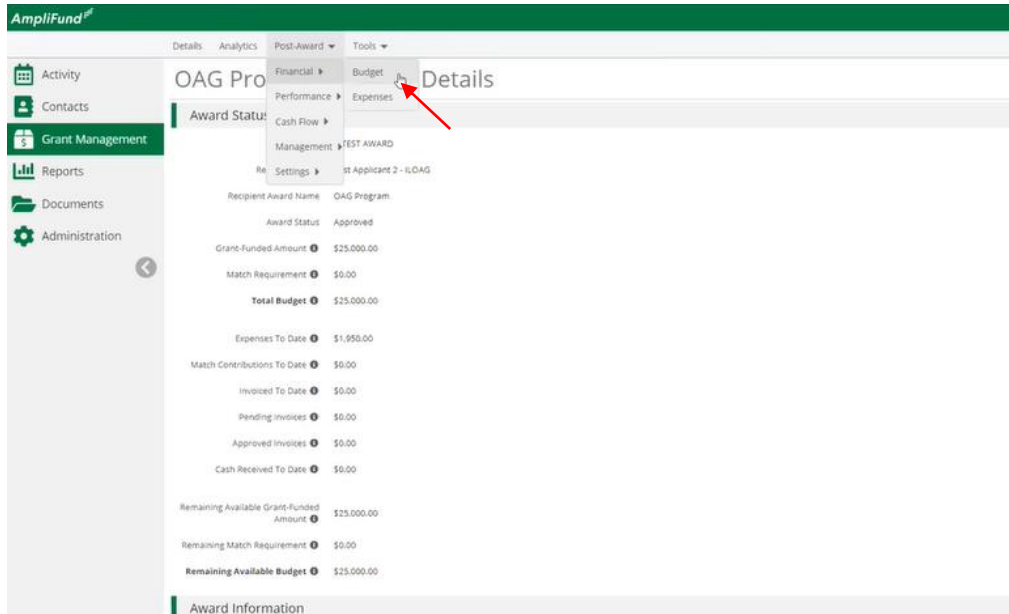


Creating an Expense

Click on Post Award, Financial, Budget:

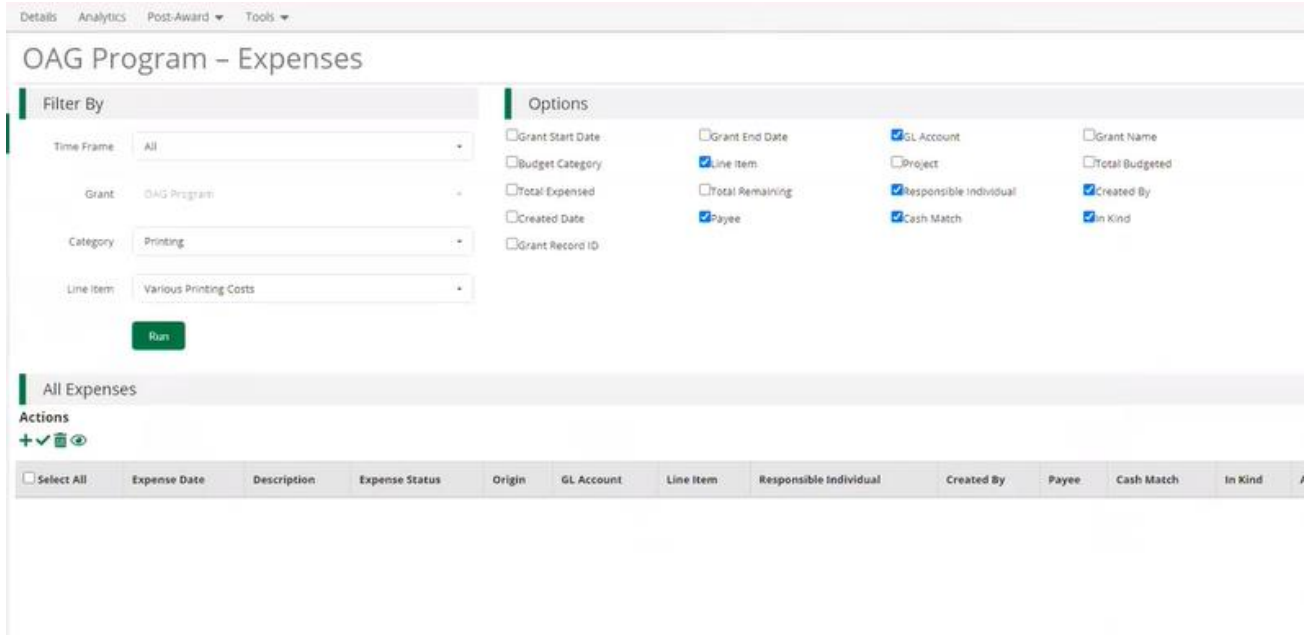


Click on the Line Item that you will be entering the expense in. In this example, we are adding an expense in Printing.

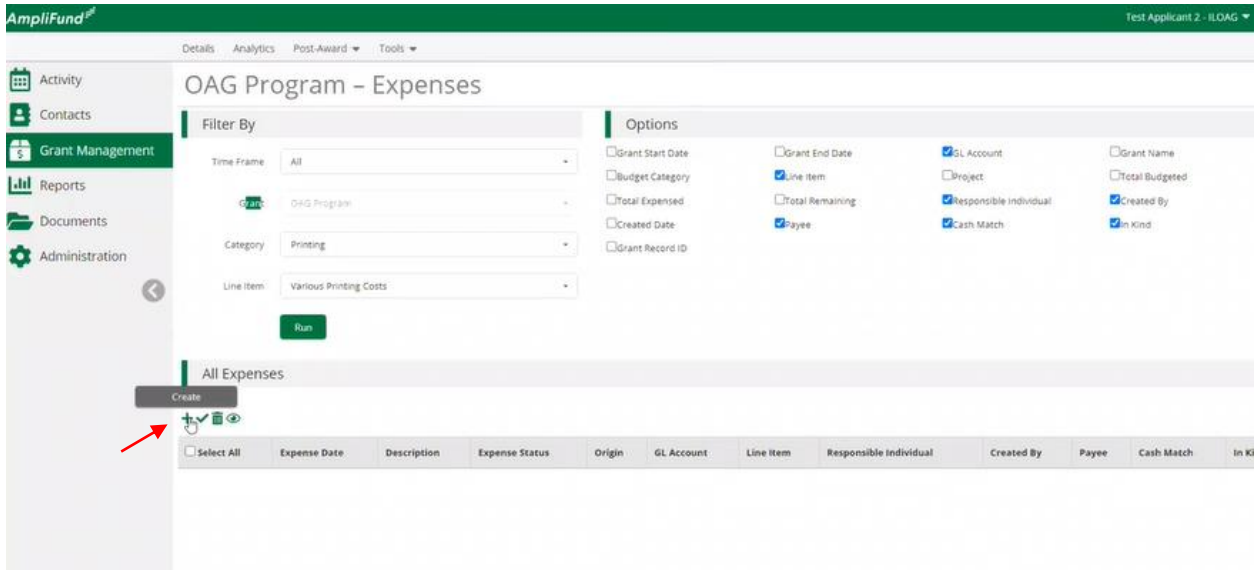
Click on the \$ icon:

Expense Budget +	Grant Funded
Equipment +	
Subtotal	\$0.00
Fringe Benefits +	
FTE Fringe	\$2,500.00
OPS Fringe	\$2,500.00
Subtotal	\$5,000.00
Personnel +	
FTE	\$7,500.00
OPS	\$7,500.00
Subtotal	\$15,000.00
Printing +	
Various Printing Costs	\$2,500.00
Subtotal	\$2,500.00
Training +	
CATUS Training 2	\$1,000.00
HUREF Training 3	\$1,000.00
OCH Training 1	\$500.00
Subtotal	\$2,500.00
Total Expense Budget Cost	\$25,000.00
Revenue Budget	Grant Funded
Grant Funding	
Awarded Amount	\$25,000.00
Subtotal	\$25,000.00
Match	
Cash Match	

You will see the following screen:



Add your expense by clicking the + icon:



Enter the direct cost of the line item:

Edit Expense


General **Financials** Attachments

Grant: OAG Program

Category: Printing

Line Item: Various Printing Costs


Item Type: Non-Personnel Line Item

Direct Cost* 


Exclude From Match

Responsible Individual: Admin

Created By: jneimeister@streamlinksoftware.com

Expense Date*: 8/16/2021 

Expense Status: New

Payee: Other Select Payee... Create New 

Description:

Create Cancel

Enter when the expense was incurred: You may use the last date of the quarter.

The screenshot shows the 'Edit Expense' form with the following fields and values:

- Grant: OAG Program
- Category: Printing
- Line Item: Various Printing Costs
- Item Type: Non-Personnel Line Item
- Direct Cost*: \$250.00
- Exclude From Match
- Responsible Individual: Admin
- Created By: jnemeister@streamlinksoftware.com
- Expense Date*: 8/16/2021
- Expense Status: (empty)
- Payee: (empty)
- Description: (empty)

A calendar dropdown is open for the 'Expense Date' field, showing the month of August 2021. The date 8/16/2021 is highlighted in green. The calendar also shows the previous month, July 2021, with the date Friday, July 30, 2021, highlighted in black.

Change the status to Reviewed:

The screenshot shows the 'Edit Expense' form with the following fields and values:

- Grant: OAG Program
- Category: Printing
- Line Item: Various Printing Costs
- Item Type: Non-Personnel Line Item
- Direct Cost*: \$250.00
- Exclude From Match
- Responsible Individual: Admin
- Created By: jnemeister@streamlinksoftware.com
- Expense Date*: 7/30/2021
- Expense Status: (empty)
- Payee: (empty)
- Description: (empty)

The 'Expense Status' dropdown menu is open, showing the following options:

- New
- Matched
- Reviewed
- Payment Requested
- Paid
- Denied

A red arrow points to the 'Reviewed' option, which is highlighted in blue. The 'Create' and 'Cancel' buttons are visible at the bottom of the form.

Add any attachments within the attachment section on this screen. For example, you may want to add a receipt for a printing expense incurred. If you are entering salary, you would attach the timesheets.

The screenshot shows the 'Edit Expense' form with the 'Attachments' tab selected. The form contains the following fields and options:

- Grant: OAG Program
- Category: Printing
- Line Item: Various Printing Costs
- Item Type: Non-Personnel Line Item
- Direct Cost*: \$250.00
- Exclude From Match
- Responsible Individual: Admin
- Created By: jnemeister@streamlinksoftware.com
- Expense Date*: 7/30/2021
- Expense Status: Reviewed
- Payee: Other
- Select Payee: [dropdown]
- Create New: [icon]
- Description: [text area]
- Buttons: Create, Cancel

A red arrow points to the 'Create' button at the bottom right of the form.

The screenshot shows the 'Edit Expense' form with the 'General' tab selected. The form contains the following fields and options:

- Grant: OAG Program
- Created By: [text area]
- Expense Date: [calendar icon]
- Expense Status: [dropdown]
- Payee: Other
- Select Payee: [dropdown]
- Create New: [icon]
- Description: [text area]
- Buttons: Create, Cancel

A red arrow points to the 'Upload Files' button in the 'Attachments' section of the form.

Click Create:

The image shows a screenshot of a web application interface titled "Edit Expense". The form is divided into three tabs: "General", "Financials", and "Attachments". The "General" tab is active. The form contains the following fields and controls:

- Grant: QAG Program (dropdown)
- Category: Printing (dropdown)
- Line item: Various Printing Costs (dropdown)
- Item Type: Non-Personnel Line Item
- Direct Cost*: \$250.00 (text input)
- Exclude From Match
- Responsible Individual: Admin
- Created By: jnemeister@streamlinksoftware.com
- Expense Date*: 7/30/2021 (calendar icon)
- Expense Status: Reviewed (dropdown)
- Payee: Other (dropdown), Select Payee (dropdown), Create New (link)
- Description: (text area)

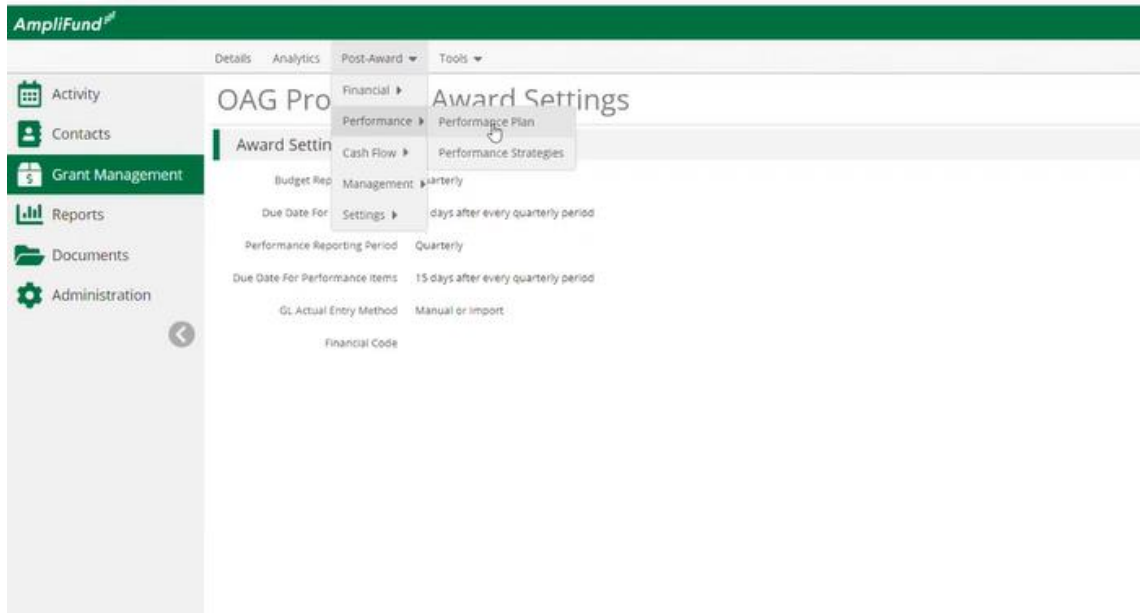
At the bottom right of the form, there are two buttons: "Create" (green) and "Cancel" (grey). A red arrow points to the "Create" button.

You will do this for each expense you have within the quarter.

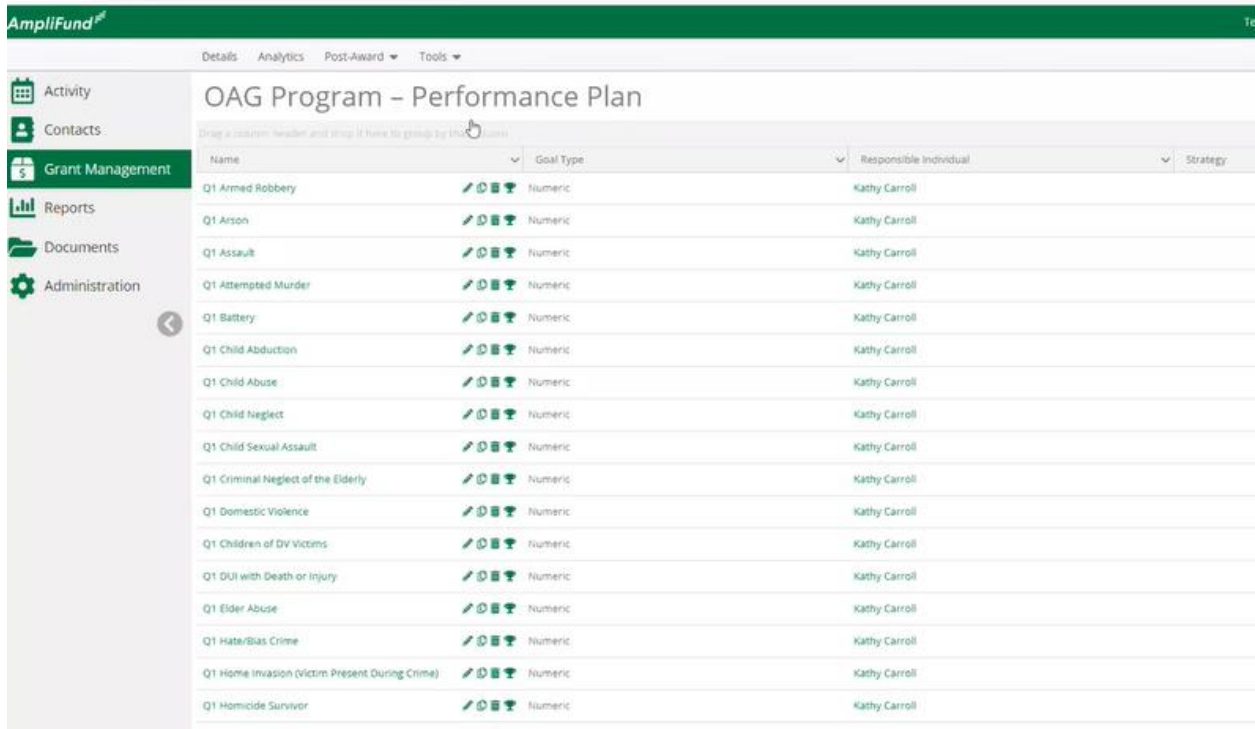
How to Create Achievements in the Performance Plan

Performance Plan

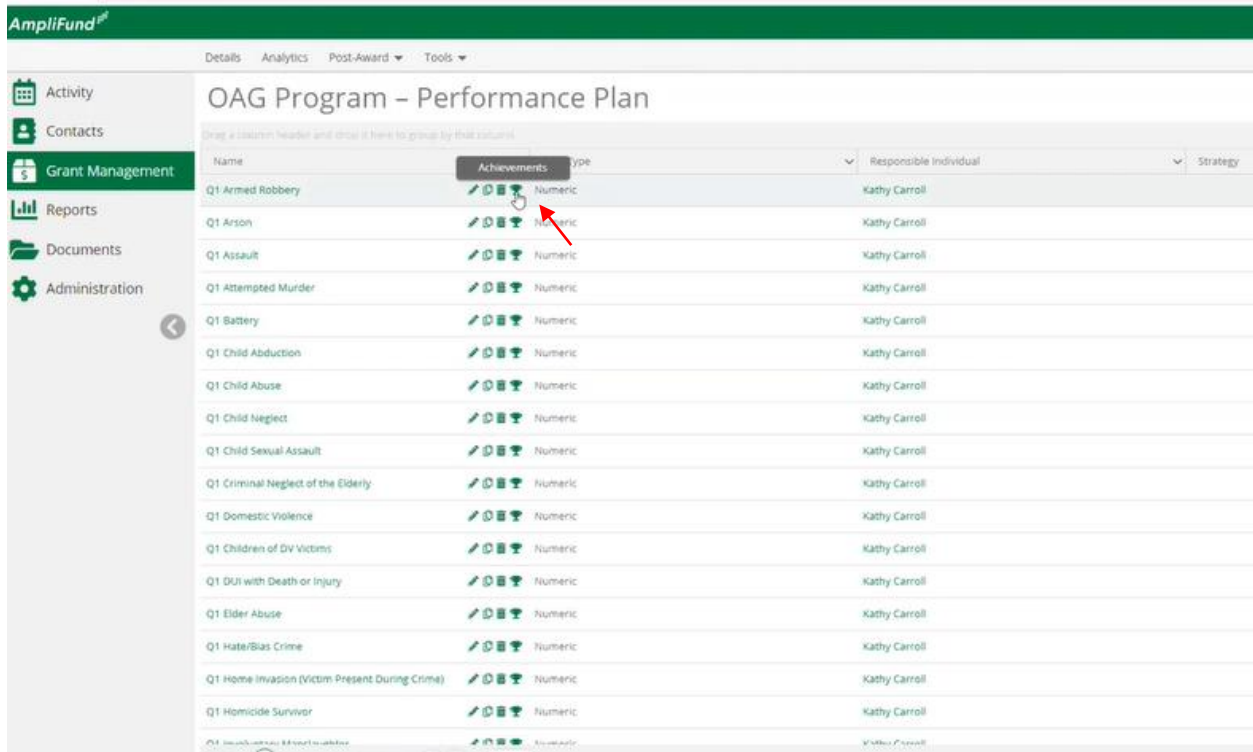
Click on Post Award, Performance, Performance Plan



Performance Plan:



To report your Achievements for the quarter, click on the trophy icon:

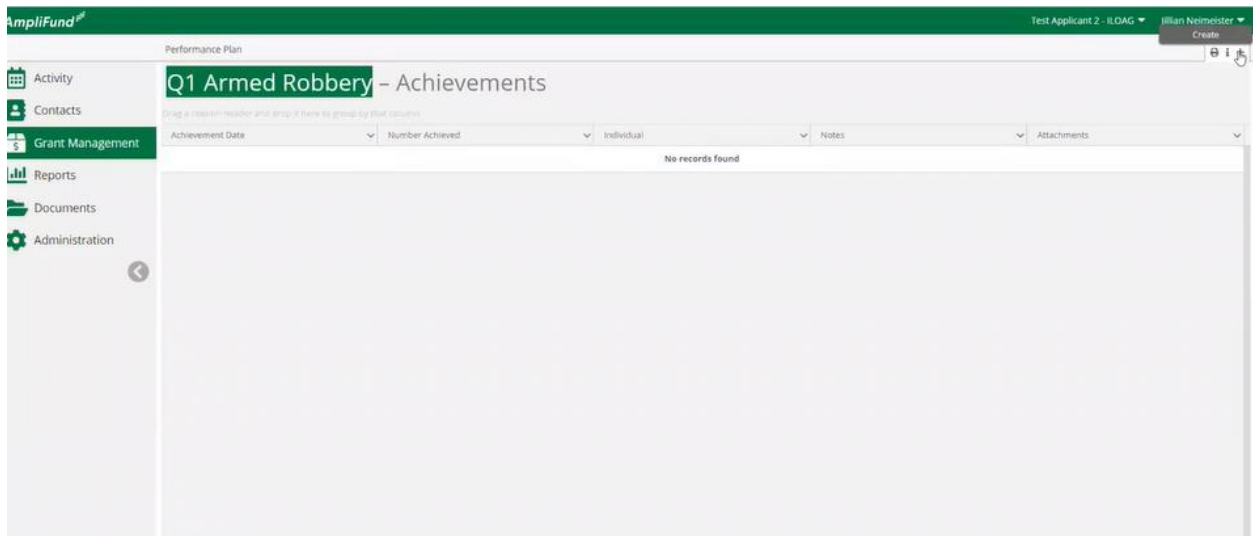


The screenshot shows the AmpliFund Performance Plan interface. The left sidebar contains navigation options: Activity, Contacts, Grant Management (highlighted), Reports, Documents, and Administration. The main content area is titled "OAG Program - Performance Plan" and displays a table with columns for Name, Achievements, Type, Responsible Individual, and Strategy. A red arrow points to the trophy icon in the Achievements column for the "Q1 Armed Robbery" row.

Name	Achievements	Type	Responsible Individual	Strategy
Q1 Armed Robbery		Numeric	Kathy Carroll	
Q1 Arson		Numeric	Kathy Carroll	
Q1 Assault		Numeric	Kathy Carroll	
Q1 Attempted Murder		Numeric	Kathy Carroll	
Q1 Battery		Numeric	Kathy Carroll	
Q1 Child Abduction		Numeric	Kathy Carroll	
Q1 Child Abuse		Numeric	Kathy Carroll	
Q1 Child Neglect		Numeric	Kathy Carroll	
Q1 Child Sexual Assault		Numeric	Kathy Carroll	
Q1 Criminal Neglect of the Elderly		Numeric	Kathy Carroll	
Q1 Domestic Violence		Numeric	Kathy Carroll	
Q1 Children of DV Victims		Numeric	Kathy Carroll	
Q1 DUI with Death or Injury		Numeric	Kathy Carroll	
Q1 Elder Abuse		Numeric	Kathy Carroll	
Q1 Hate/Bias Crime		Numeric	Kathy Carroll	
Q1 Home Invasion (Victim Present During Crime)		Numeric	Kathy Carroll	
Q1 Homicide Survivor		Numeric	Kathy Carroll	

In this example, we are adding achievement for Armed Robbery.

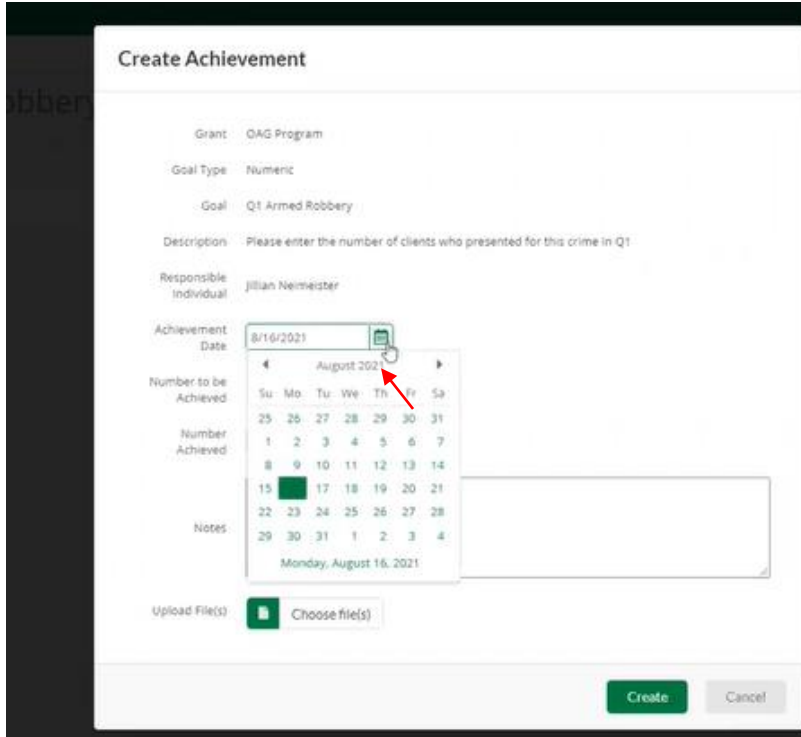
Next you will click on the + icon(create) located on the top right:



The screenshot shows the AmpliFund Performance Plan interface for "Q1 Armed Robbery - Achievements". The left sidebar is the same as in the previous screenshot. The main content area shows a table with columns for Achievement Date, Number Achieved, Individual, Notes, and Attachments. The table is currently empty, displaying "No records found". A red arrow points to the "+ Create" button in the top right corner of the table area.

Achievement Date	Number Achieved	Individual	Notes	Attachments
No records found				

You will enter the **achievement date** and the **number achieved**. For the date of the achievement, you may use the last date of the quarter.



Create Achievement

Grant: OAG Program

Goal Type: Numeric

Goal: Q1 Armed Robbery

Description: Please enter the number of clients who presented for this crime in Q1

Responsible Individual: Jillian Neimeister

Achievement Date: 8/16/2021

Number to be Achieved: [empty]

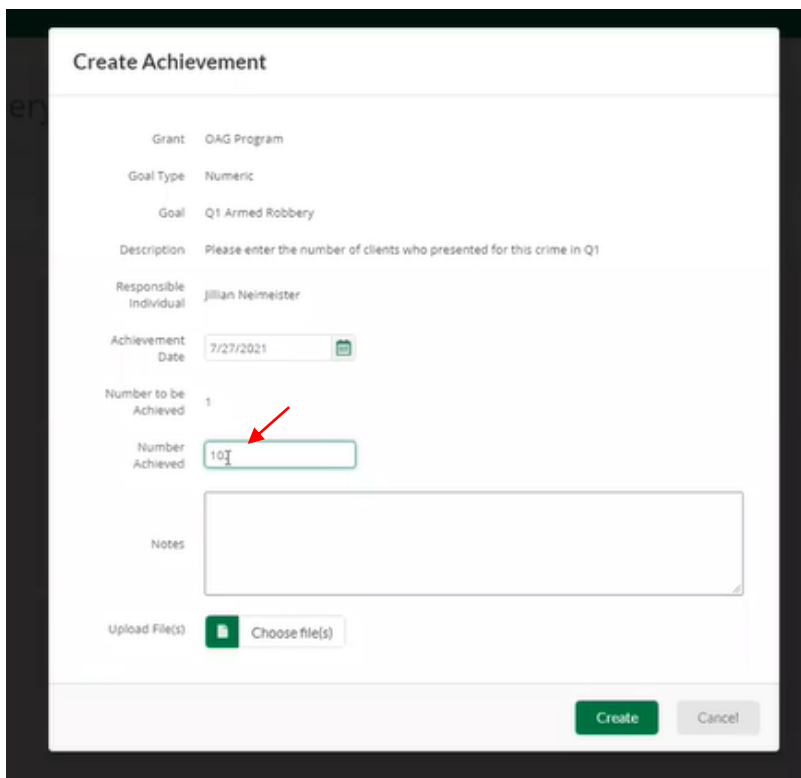
Number Achieved: [empty]

Notes: [empty]

Upload File(s): Choose file(s)

Create Cancel

The screenshot shows a calendar dropdown for the achievement date. The calendar is for August 2021, with the date 8/16/2021 selected. A red arrow points to the date 16 in the calendar.



Create Achievement

Grant: OAG Program

Goal Type: Numeric

Goal: Q1 Armed Robbery

Description: Please enter the number of clients who presented for this crime in Q1

Responsible Individual: Jillian Neimeister

Achievement Date: 7/27/2021

Number to be Achieved: 1

Number Achieved: 100

Notes: [empty]

Upload File(s): Choose file(s)

Create Cancel

The screenshot shows the 'Create Achievement' form with the achievement date set to 7/27/2021 and the number achieved set to 100. A red arrow points to the number 100 in the 'Number Achieved' field.

You may attach files relevant to the achievement. For example, an agenda for a training you attended or conducted.

The screenshot shows the 'Create Achievement' form with the following details: Grant: OAG Program; Goal Type: Numeric; Goal: Q1 Armed Robbery; Description: Please enter the number of clients who presented for this crime in Q1; Responsible Individual: Jillian Neimeister; Achievement Date: 7/27/2021; Number to be Achieved: 1; Number Achieved: 102. A red arrow points to the 'Choose file(s)' button located below the 'Notes' text area.

Click Create:

This screenshot is identical to the one above, but the red arrow now points to the 'Create' button at the bottom right of the form.

You will follow these steps for each goal that you report on within the Performance Plan.

How to Create a Reporting Period

Once you have created your expenses, click on Details:

The screenshot shows the 'OAG Program - Award Details' page. At the top, there is a navigation bar with 'Details', 'Analytics', 'Post-Award', and 'Tools'. Below the navigation bar, the page title is 'OAG Program - Award Details'. The main content area is titled 'Award Status' and contains the following information:

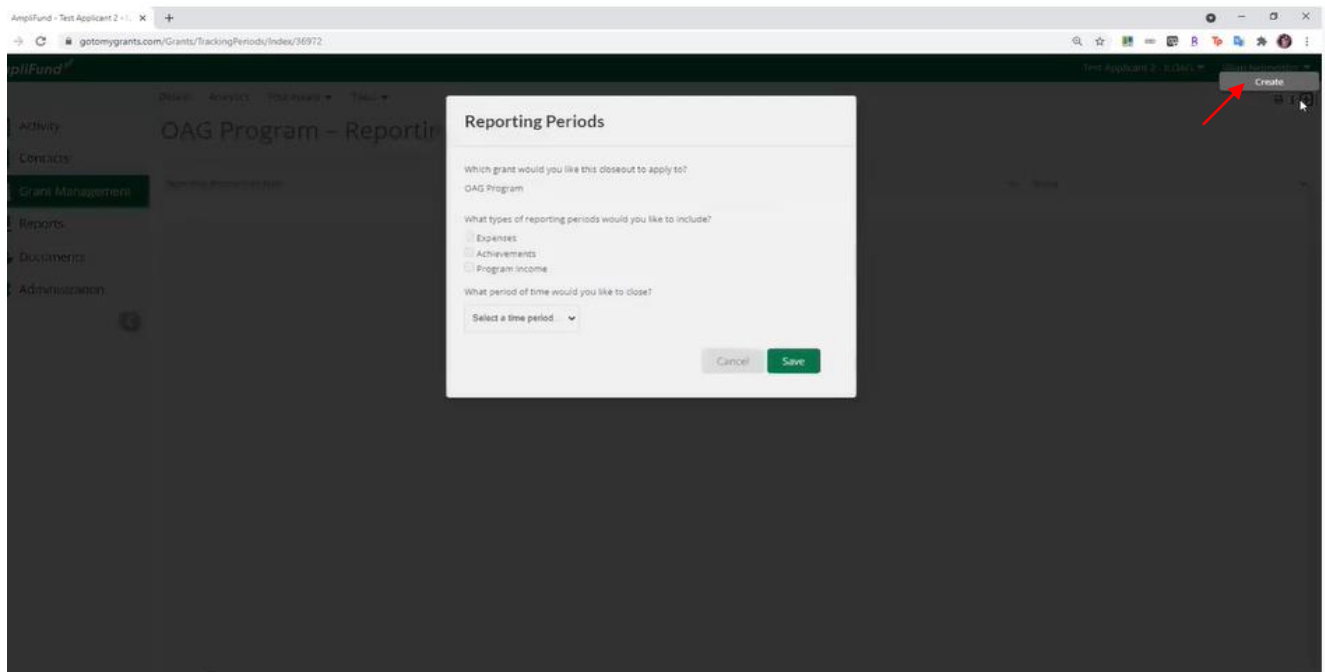
Name	A TEST AWARD
Recipient Name	Test Applicant 2 - IL0AG
Recipient Award Name	OAG Program
Award Status	Approved
Grant-Funded Amount	\$25,000.00
Match Requirement	\$0.00
Total Budget	\$25,000.00
Expenses To Date	\$2,650.00
Match Contributions To Date	\$0.00
Invoiced To Date	\$0.00
Pending Invoices	\$0.00
Approved Invoices	\$0.00
Cash Received To Date	\$0.00
Remaining Available Grant-Funded Amount	\$25,000.00
Remaining Match Requirement	\$0.00
Remaining Available Budget	\$25,000.00

Click on Post-Award, Management and then Reporting Period:

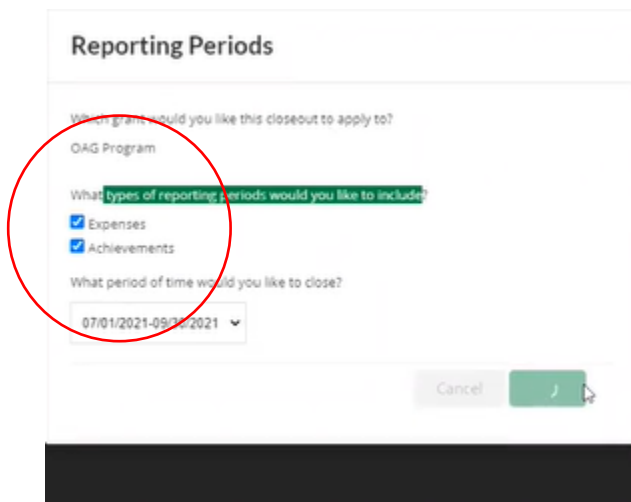
The screenshot shows the 'OAG Program - Award Details' page with a red circle highlighting the 'Post-Award' menu and its 'Management' > 'Reporting Periods' path. The navigation bar at the top includes 'Details', 'Analytics', 'Post-Award', and 'Tools'. The page title is 'OAG Program - Award Details'. The main content area is titled 'Award Status' and contains the following information:

Recipient Award Name	OAG Program
Award Status	Approved
Grant-Funded Amount	\$25,000.00
Match Requirement	\$0.00
Total Budget	\$25,000.00
Expenses To Date	\$2,650.00
Match Contributions To Date	\$0.00
Invoiced To Date	\$0.00
Pending Invoices	\$0.00
Approved Invoices	\$0.00
Cash Received To Date	\$0.00
Remaining Available Grant-Funded Amount	\$25,000.00
Remaining Match Requirement	\$0.00
Remaining Available Budget	\$25,000.00

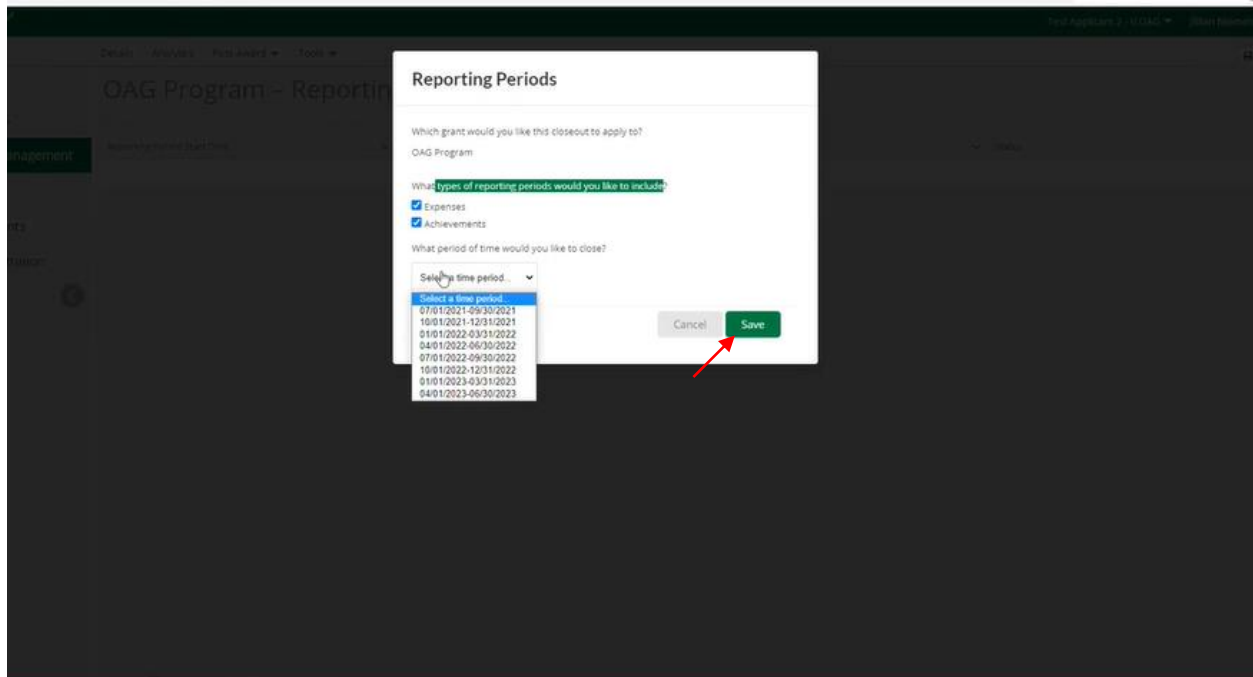
On the top right hand corner, click on the + icon to create your first reporting period:



Select the type of reports you want to include. If you are finished with the achievements (performance plan) and the expenses, you will select both. You will enter the reporting period dates. For Quarter 1, you will select 7/1/2021-9/30/2021:



Click Save:



Closing Out the Reporting Period:

Review both Expenses and Achievements. Once reviewed and completed, you will close out the reporting period.

OAG Program – Reporting Periods

Start: 7/1/2021 End: 9/30/2021

Status: Open

Expenses Achievements

Overall Expense Details

Total Awarded Amount	\$25,000.00
Total Expense Amount for Period	\$700.00
Number of Unreviewed Expenses	6

Comments

Attach Documentation

Choose a file

Expenses Analytics

# of Categories within 10% of Budget	0
# of Categories over Budget	1

Overall Expense Detail, the Number of Unreviewed Expenses should be 0 before submitting:

Overall Expense Details

Total Awarded Amount	\$25,000.00
Total Expense Amount for Period	\$2,650.00
Number of Unreviewed Expenses	0

Comments

If all expenses have been reviewed and are correct, you will click the close at the bottom right:

The screenshot shows a software interface with a sidebar on the left containing navigation options: Activity, Contacts, Grant Management (highlighted), Reports, Documents, and Administration. The main content area is titled 'Reporting Periods' and includes an 'Attach Documentation' section with a 'Choose a file' button. Below this is the 'Expenses Analytics' section, which displays summary statistics: '# of Categories within 10% of Budget' (0), '# of Categories over Budget' (1), and '# of Categories under Budget' (3). It also shows 'Variance for Period' and 'Variance Grant to Date' both at (\$2,425.00). The 'Expenses Closeout' section features a table with columns for 'Select', 'Category Name', 'Budgeted Amount', and 'Total Amount'. The table contains four rows: Fringe Benefits (\$625.00), Personnel (\$1,875.00), Printing (\$312.50), and Training (\$312.50). At the bottom right of the interface, there are three buttons: 'Cancel', 'Close' (highlighted with a red arrow), and 'Save'.

Select	Category Name	Budgeted Amount	Total Amount
<input checked="" type="checkbox"/>	Fringe Benefits	\$625.00	\$0.00
<input type="checkbox"/>	Personnel	\$1,875.00	\$0.00
<input checked="" type="checkbox"/>	Printing	\$312.50	\$250.00
<input checked="" type="checkbox"/>	Training	\$312.50	\$450.00

You will not be able to make any corrections once you close out the reporting period.

Note: You do not have to close out achievements and expenses at the same time. You may close out one at a time.