



## How to enter expenses and request a payment within AmpliFund

AmpliFund is a cloud-based grant management system.

### **GATA**

The Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., increases accountability and transparency in the use of grant funds while reducing the administrative burden on both state agencies and grantees through adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements). IEMA has adopted the uniform data field requirements on grant applications to comply with GATA.

In addition to the IEMA program guidance and application form, sub-award recipients also need to comply with GATA requirements for grant eligibility. More information regarding GATA can be found at <http://www.illinois.gov/sites/gata>.

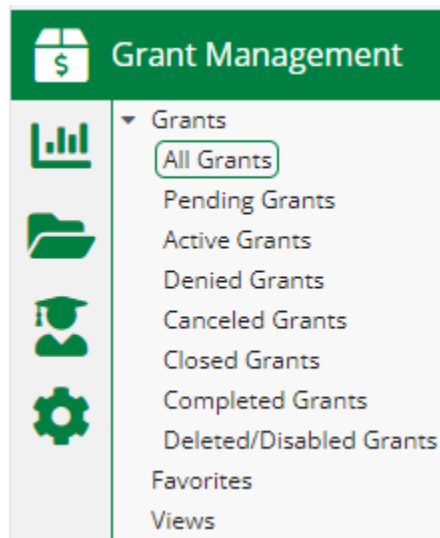
### **Accessing the activated award**

Internet access and an AmpliFund logon are needed to submit your reimbursement request.

Contact [EMA.grants@Illinois.gov](mailto:EMA.grants@Illinois.gov) with any technical questions.

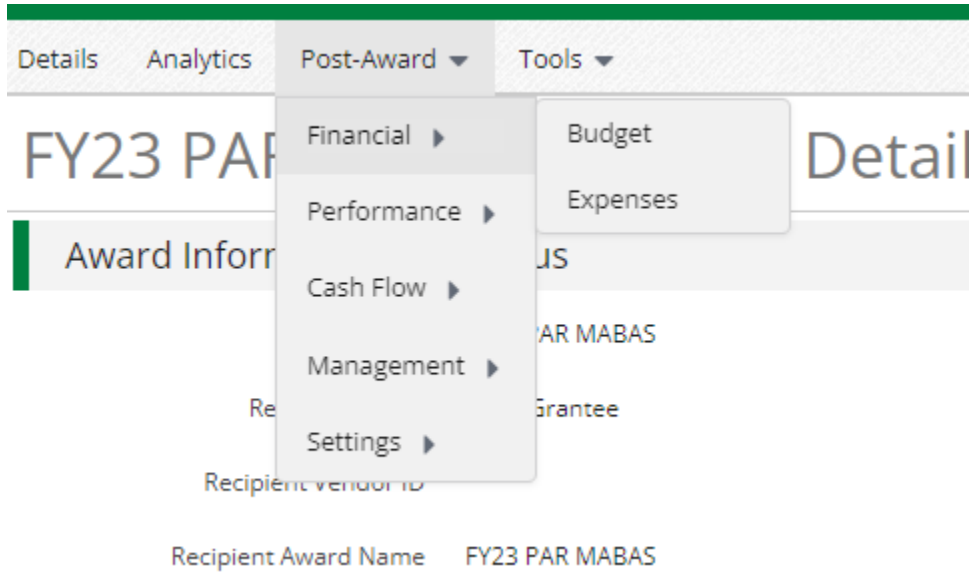
### **Use the following steps to added expenses against a line and request a payment**


1. Log into your AmpliFund account.
2. Open Grant Management>Grants>All Grants.

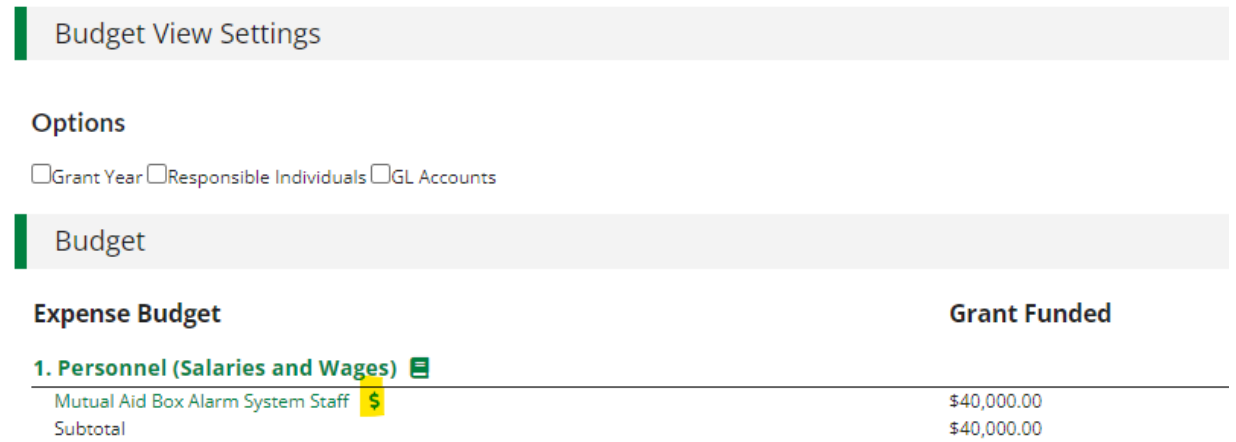


3. Click what Grant you are wanting to enter your expenses against.

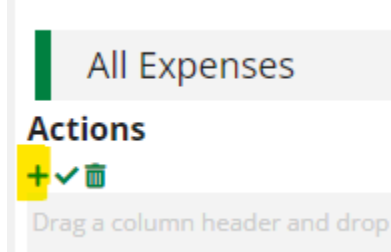
- Open the Post-Award tab>Financial>Budget.



- Click the (Expenses icon  ) next to a line item you are wanting to enter in an expense against.



- Click the (Create icon  ) under all expenses.



7. Enter in the Direct Cost or Salary amount.


## Add Expense


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General	Financials	Attachments
Grant	FY23 PAR MABAS	
Category	6. Contractual Services & Subawards	
Line Item	MABAS Readiness Center	
<a href="#">Clear all filters</a>		
Item Type	Non-Personnel Line Item	
Direct Cost *	300.00	
<input checked="" type="checkbox"/> Exclude From Match		

8. Enter in the Expense date (Must be a date within this quarter), Expense Status (must be reviewed), Payee, and a description of the expense.

Created By Nichole.Strayer@Illinois.gov

Expense Date \* 10/12/2022 

Expense Status Reviewed 

Payee Vendor  Altorfer [Use Existing](#) 

Description  
Generator maintenance

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- Then you will want to attach the invoice at this time. Select the Attachment tab at the top and choose file you want to attach.

### Add Expense

General
Financials
Attachments

Attachments Choose file(s)

Create
Cancel

- Hit create when finished.

- To enter another expense, you can change the category if you need to change categories and then hit the **+** and repeat steps 7-10.

### FY23 PAR MABAS - Expenses

Filter By

Grant

Category

Line Item

Clear all filters

Time Frame

Run

All Expenses

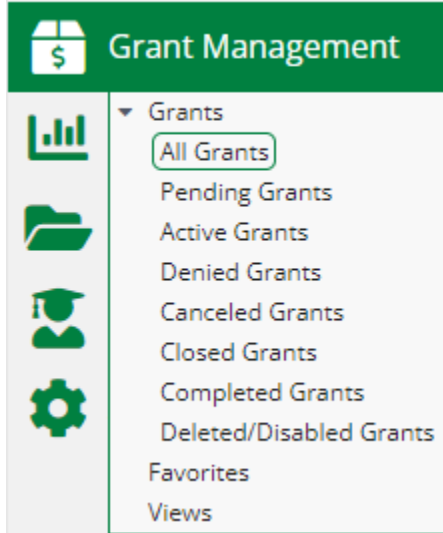
**Actions**  
+ ✓ ✕

Drag a column header and drop it here to group by that column

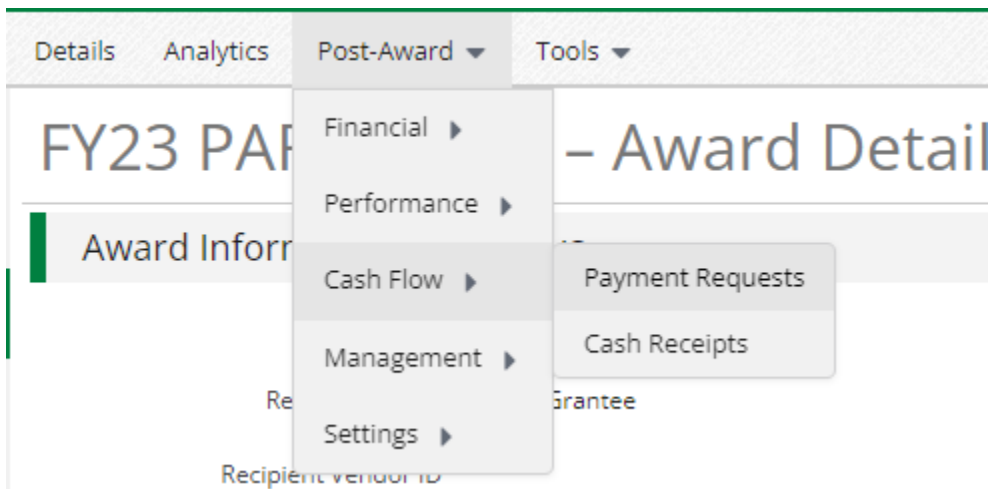
<input type="checkbox"/>	Select All	E...	D...	E...	O...	G...	L...	R...	C...	P...	C...	I...	A...
<input type="checkbox"/>		10/12...	Gener... maint...	Revie...	Manual		MABAS Readi... Center	Admin	Nichole Strayer	Altorfer	\$0.00	\$0.00	\$300...


**Use the following steps to request a payment based off the expenses that were added.**

1. Open Grant Management>Grants>All Grants.



2. Click what Grant you are wanting to enter your expenses against.
3. Open the Post-Award tab>Cash Flow>Payment Request.



4. Click the (Create icon ) in upper right corner



uests

5. In the Payment Request Information section:
  - a. Add a **payment request name**
  - b. Add **date created**. (Use date the request is being submitted.)
  - c. Select **related reporting period(s) or enter in the dates of the reporting period**.
  - d. Payment type should be **Reimbursement**

## FY23 PAR MABAS – 1st quarter RRR MABAS

### Organization and Grant Information

Funder Organization    Emergency Management Agency

Grant Name    FY23 PAR MABAS

### Payment Request Information

Payment Request Name \*   

Date Created \*   

Related Reporting Period(s)   

Expenses From        To   

Payment Type     ▾

Payment Request Status    Not Submitted

Hold Status    Yes

6. In the Financial Detail section:
  - a. **Costs**: should populate of expenses you entered.
  - b. You can add additional expenses if you have any
  - c. **Totals**: Should populate the amount if you cost.

### Financial Detail

#### Costs

6. Contractual Services & Subawards    \$300.00

Additional Expenses   

Net Costs    \$300.00

#### Totals

Net Total    \$300.00


Requested Amount\*   

Remaining Grant Balance    \$549,364.49

7. In additional Information section:
  - a. You can add the project narrative update for activities that took place during the reporting period.

Additional Information

Comments

Attachments  Choose file(s)

8. You will want to hit submit when you are ready to submit your reimbursement request.

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CreateSubmitCancel