

Amplifund Recipient Training

October 30, 2023

Question and Answer

1. Are agencies required to fill in the custom tab when entering expenses?
JWB – Yes, the custom tab is required for all expenses except for payroll and administrative costs.
2. Attachments are NOT required in the individual expenses, correct?
JWB – Yes, that is correct, supporting documentation is uploaded to the reporting period or payment request when submitting for reimbursement.
3. Can you enter a payee as a person or supplies, etc?
JWB – For payroll, please enter the staff name in the payee field. All other expenses, please use the vendor/payee name such as Amazon or John Smith.
4. What are the steps for when a second change is required to a position?
JWB – You would complete another award position change form to record the change.
5. When is an “other funding change form” required?
JWB – If there were a change in other sources of revenue, you would document the change here.
6. Should we be inputting the In-Kind or Cash Match numbers or just the grant funded numbers for reimbursement?
JWB – Please only enter grant funded expenses.
7. If an amendment is rejected by JWB, is there a way to modify without recreating the amendment in the expense?
JWB – No, Amplifund doesn’t have the option to modify the rejected amendments. You will need to create a new one.
8. When entering payroll spreadsheets to the reporting periods, do you need to see our full breakdown and totals of all employees, or just JWB reimbursable employees?
JWB – Just the JWB reimbursable employees.
9. Do you need to do a new position change form each time there is a change to a position (new hire, term, etc.)?
JWB – Yes, any changes in position require an award position change form.
10. Do we enter WFS expenses as a normal expense? Do we need to state that it is a WFS?
JWB – Please enter WFS expenses as you would any other expense. Adding WFS in the description is helpful for JWB review.