Homeland Security Grant Euna Guide

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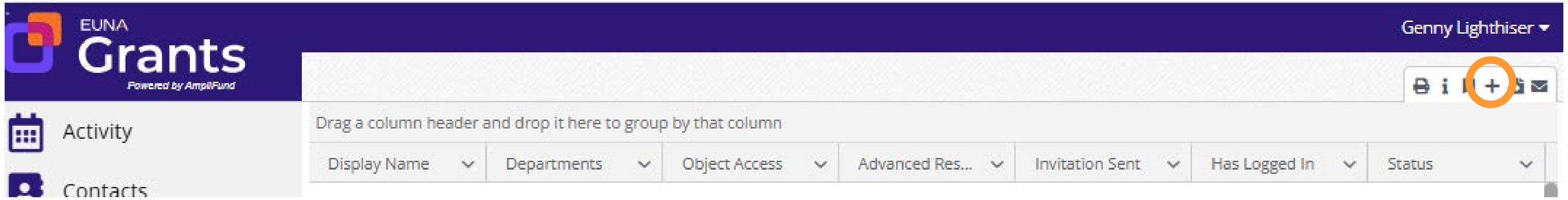
- Euna Website: https://mt.amplifund.com/account/Login.aspx

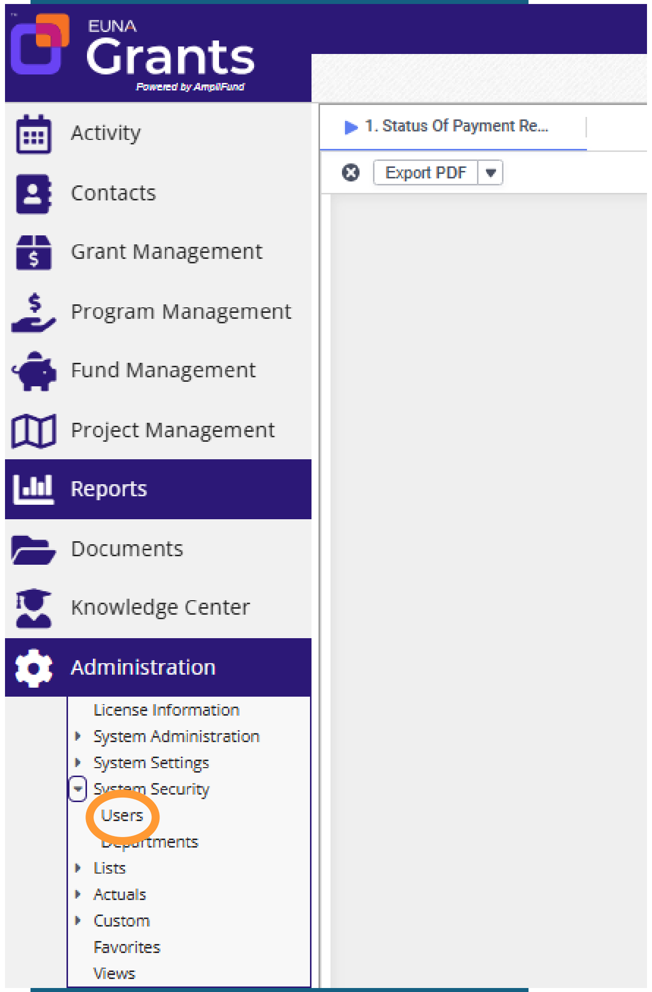
How to Add Users in Euna: Part One

As a Euna user with access to your grant, you can add other people in your organization as Euna users. They will then be able to submit performance reports, expenses, and payment requests.

On the left side of the Euna screen, select Administration>System Security>Users.

On the next screen, select the + icon in the upper right corner to create a user.





How to Add Users in Euna: Part Two

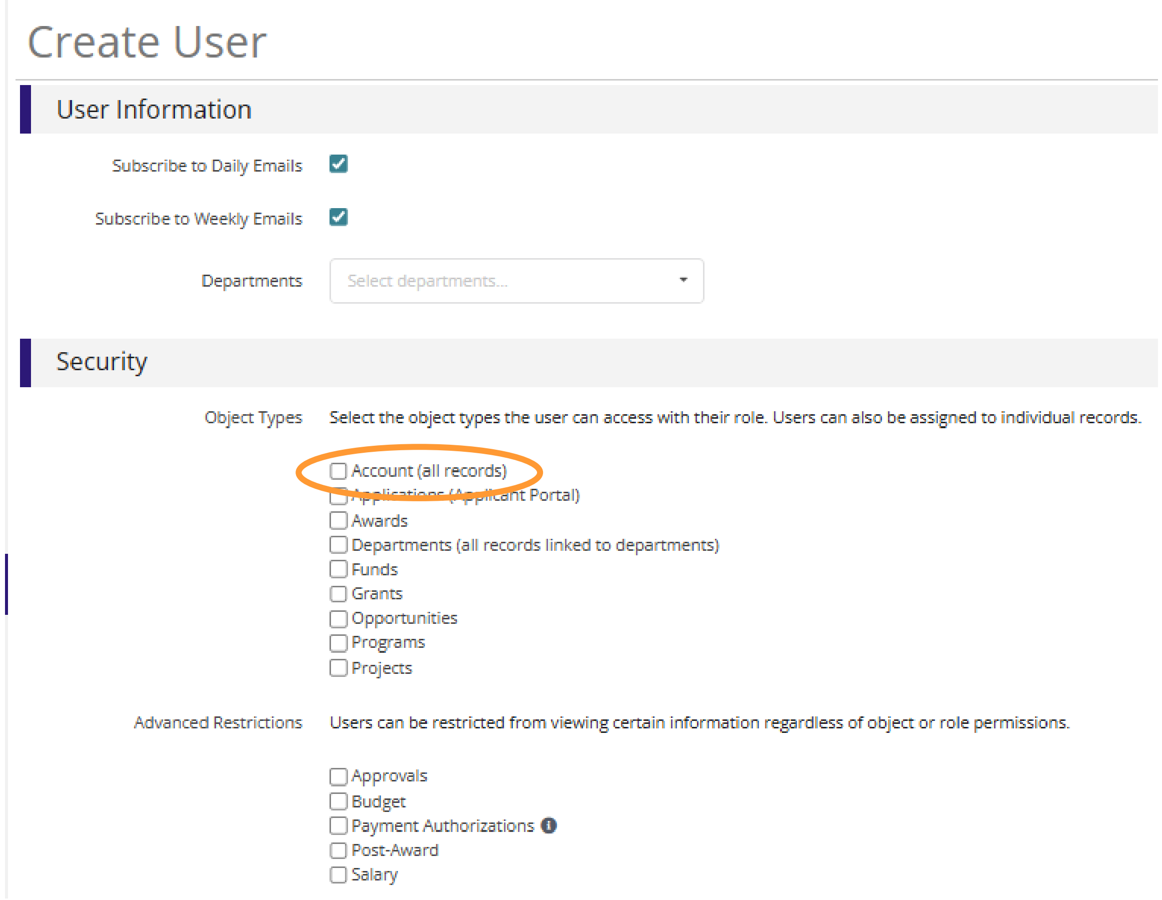
On the Create User screen, fill in the information about the new user.

Under **Security**, select Account (all records) for **Object Types**. Leave the **Advanced Restrictions** unchecked.

Fill in the Staff Information. First Name, Last Name, and Email Address are all required to create a User. **Track Time** should be set to "Monthly".

Under **Staff Record Information** and **User Record Information**, set both to "Enabled".

Click **Create**.

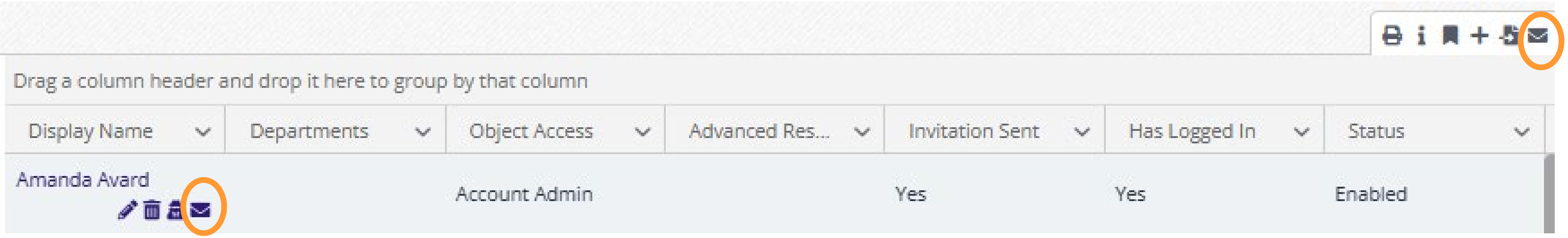


How to Invite Users into Euna

After you add a user in Euna, you need to invite them. There are two ways to send invitations:

1. After creating the user, click the envelope icon in the top right corner. A list of users will pop-up. Select the box next to the name of the user. Click the envelope icon in the top right corner to send the invitation.
2. On the left side of the Euna screen, select Administration>System Security>Users. This will open the list of users. Click on the envelope icon next to their name.

Note: Upon creating a user, they will receive an email invitation from Euna and will be prompted to click on a link to establish their own unique password

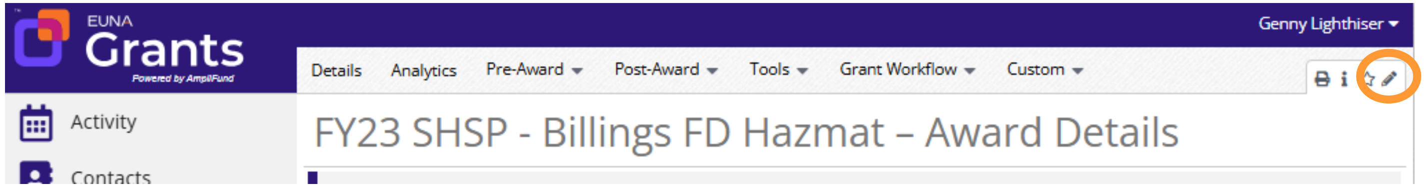


Navigating to Your Grant

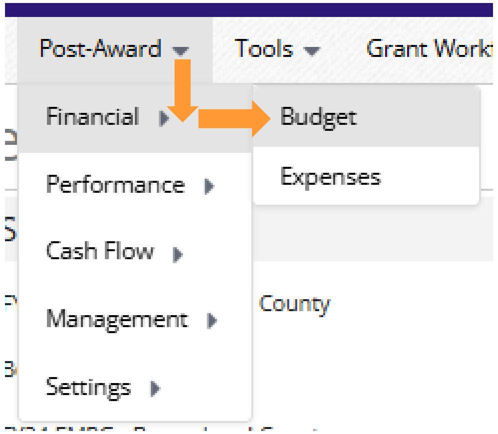
On the left side of the Euna screen, select **Grant Management > Grants** and then click on the name of your Grant.

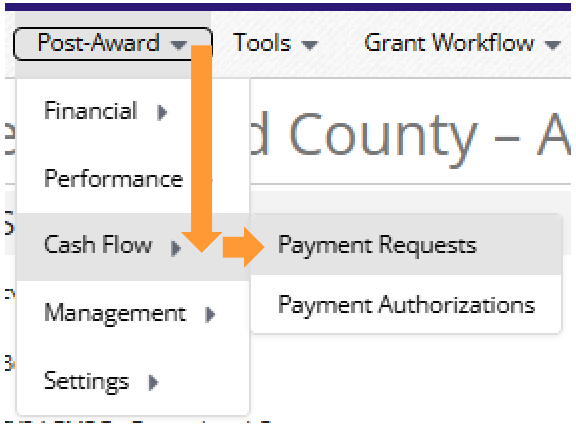
If you click the pencil in the top right corner, you can edit the Grant Name and add a Recipient Grant Manager.

Click save.



Across the top of the screen are dropdown menus to navigate to different parts of your grant. Click Post-Award to access you Budget and expenses, create a Payment Request, and change settings.

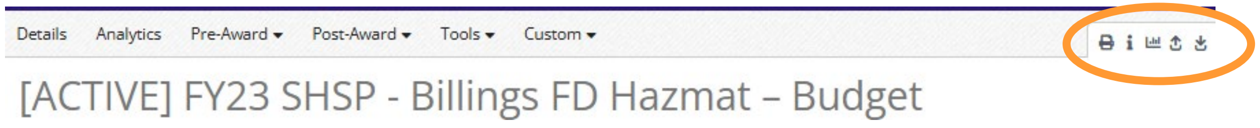




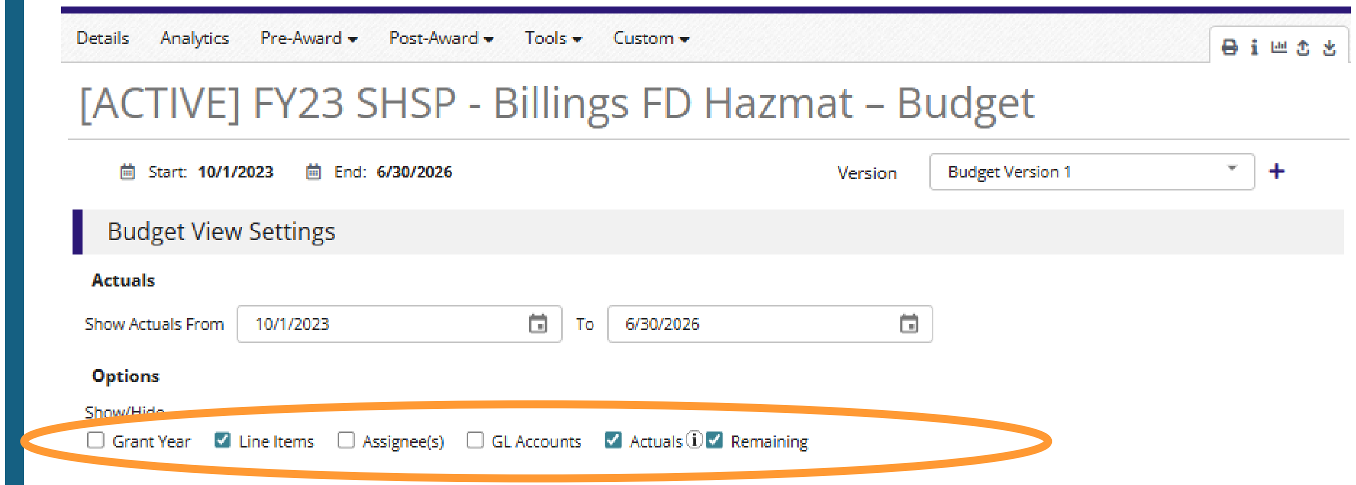
Select Custom to access your Performance Report Form

Viewing Your Grant Budget

After you have opened your budget, it can be exported as an excel or .pdf report using the icons at the top right of your screen.



Often overlooked are the view/hide options above your budget. The most helpful to select when viewing your budget are Line Items, Actuals, and Remaining. These options help you see the details of your budget.



If you would like to see the individual expenses you have created for your grant, select Post-Award>Financial>Expenses. Once the Expense screen opens, select the green “Run” button on the right.

Submitting your Semi-Annual SHSP Performance Report

Semi-Annual Performance Reports are due July 10th and January 10th for the previous six months.

How to Create and Submit Performance Report in Euna:

1. In Euna, navigate to **Grant Management > Grants > Select the Corresponding SHSP or NSGP Grant**
2. At the top of the page click the Custom tab and choose **Performance Report Form**
3. In the top right of the page, click on the **+ icon** to create a new report
4. Complete all required fields

When the report is complete, use the **Submit** button to send the final version to MT DES. Please note that once the report is submitted it cannot be edited. Contact your grant coordinator if revisions need to be made to a submitted report.

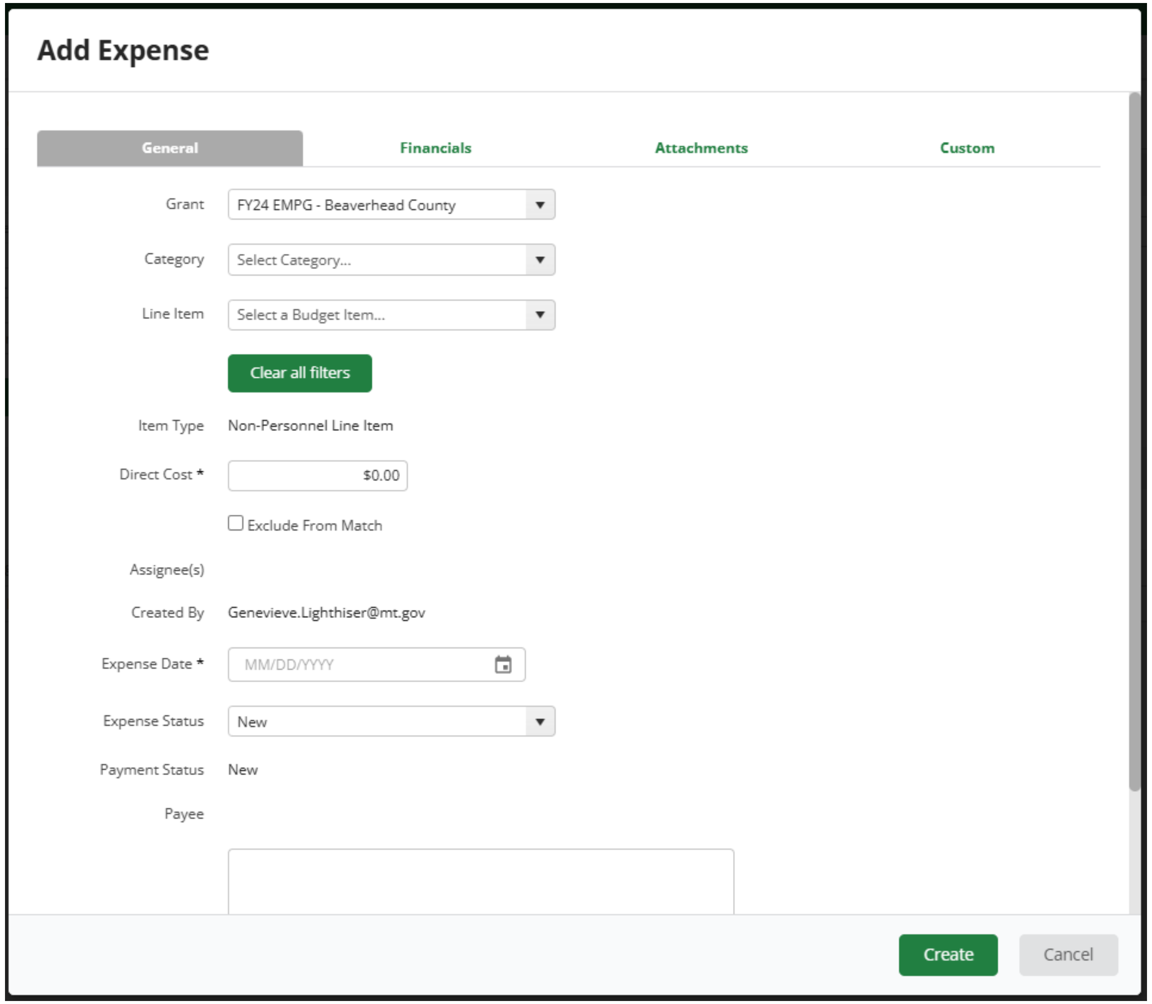
How to Submit for Reimbursement : Step 1 of 2

Creating the Expenses

There are two steps to complete submitting a payment request to MT DES, creating the expense and then creating and submitting the Payment Request.

Step 1: Create an Expense

1. In Euna, open **Grant Management tab > Grants > Select the Corresponding SHSP Grant**
2. **At the top of the page, select Post-Award > Financial > Expenses**
3. Under the **Actions heading**, click the **+** to add an expense
4. A separate **Add Expense** window will appear.

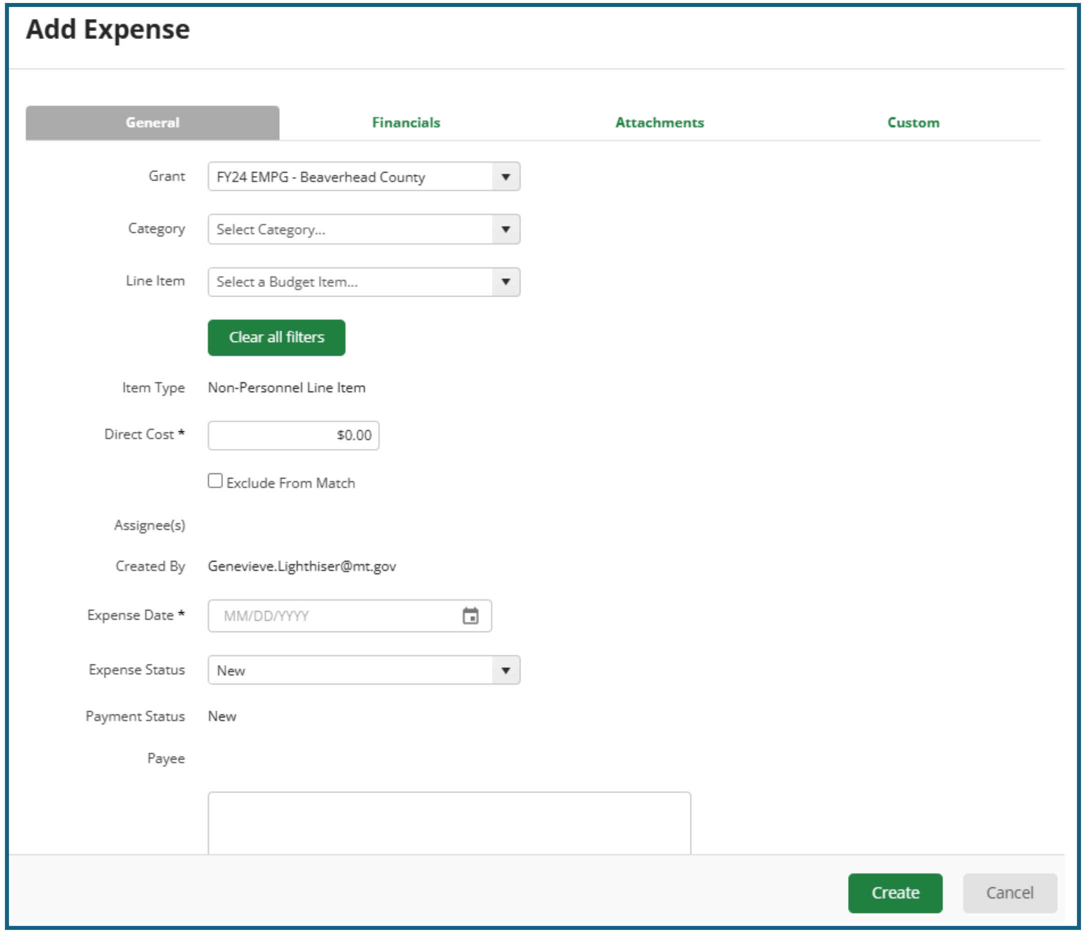


How to Submit for Reimbursement : Step 1 of 2

Creating the Expenses

Step 1: Create an Expense Continued

1. In the **General tab** (top of window), choose a **Budget Category** from the dropdown menu
2. Select a **Line Item** from the dropdown menu
3. Enter the total amount for the expense in the **Direct Cost field**
4. Select a date for the expense in the **Expense Date** field. This should be the date the expense occurred, NOT the date you are entering the expense.
5. Select **Reviewed** in the Expense Status dropdown menu.
6. Add expense details in the description field
7. Click **Create** to create the expense
8. Repeat this "Create an Expense" step for each expense that will be included in the payment request.

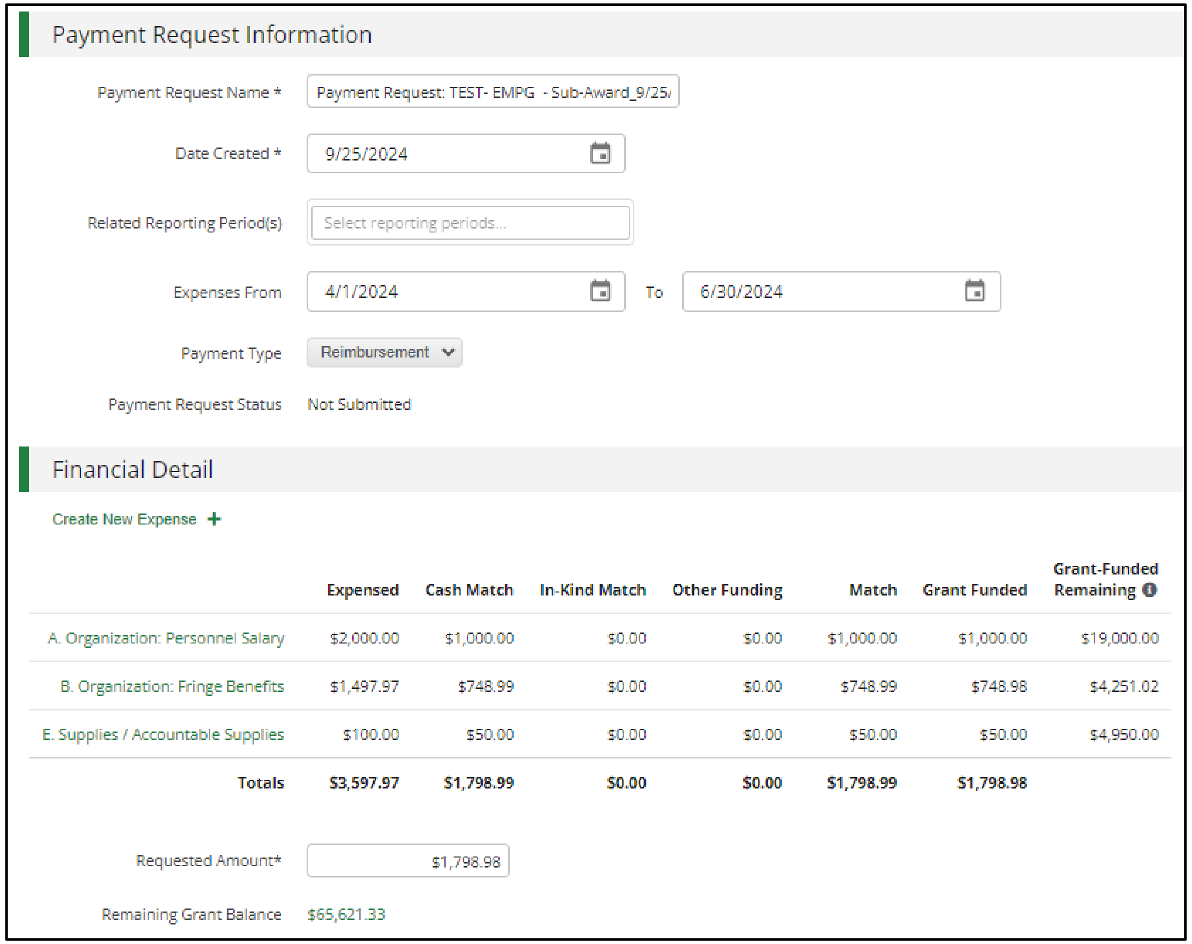


How to Submit for Reimbursement : Step 2 of 2

Creating the Payment Request

Step 2: Create and Submit a Payment Request

- In Euna, Click the **Post-Award** dropdown menu and click **Cash Flow > Payment Requests**
- Click the **+** icon in the top right-hand corner to “create” a Payment Request
- **Update the Payment Request Name** following a standard naming convention:
  - Example: Organization Name- Q1
- The **Date Created** field will default to today’s date
- Set the date range for the quarter. All the expenses that you created with dates that fall into this date range will be visible in the Financial Detail section in your payment request.



Payment Request Information

Payment Request Name * Payment Request: TEST- EMPG - Sub-Award_9/25/

Date Created * 9/25/2024

Related Reporting Period(s) Select reporting periods...

Expenses From 4/1/2024 To 6/30/2024

Payment Type Reimbursement

Payment Request Status Not Submitted

Financial Detail

Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining
A. Organization: Personnel Salary	$2,000.00	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$19,000.00
B. Organization: Fringe Benefits	$1,497.97	$748.99	$0.00	$0.00	$748.99	$748.98	$4,251.02
E. Supplies / Accountable Supplies	$100.00	$50.00	$0.00	$0.00	$50.00	$50.00	$4,950.00
Totals	$3,597.97	$1,798.99	$0.00	$0.00	$1,798.99	$1,798.98	

Requested Amount* $1,798.98

Remaining Grant Balance $65,621.33

How to Submit for Reimbursement : Step 2 of 2

Creating the Payment Request

Step 2: Create and Submit a Payment Request

- In the **Payment Type** dropdown, select **Reimbursement**
  - Euna will total your expenses automatically.
  - <u>Enter the grant-funded column total into the **Requested Amount** field.</u>
- Upload required supporting documentation:
  - a general ledger or cleared check showing proof of payment
    - Personnel costs: employees' names must be present on proof of payment.
  - Relevant invoices, receipts, and/or mileage logs
  - For soft match, attach an event agenda, sign-in roster, and soft match tracker.

Payment Request Information

Payment Request Name	Payment Request: FY24 SHSP - Beaverhead Generator_10/3/2025
Date Created	10/3/2025
Expenses From	5/23/2025 To 8/25/2025
Payment Type	Reimbursement
Date Submitted	10/15/2025 12:33 PM
Submitted By	Rochelle Hoerning

Financial Detail

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining
Construction	$26,760.00	$0.00	$0.00	$0.00	$0.00	$26,760.00	$23,240.00
Totals	**$26,760.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,760.00**	

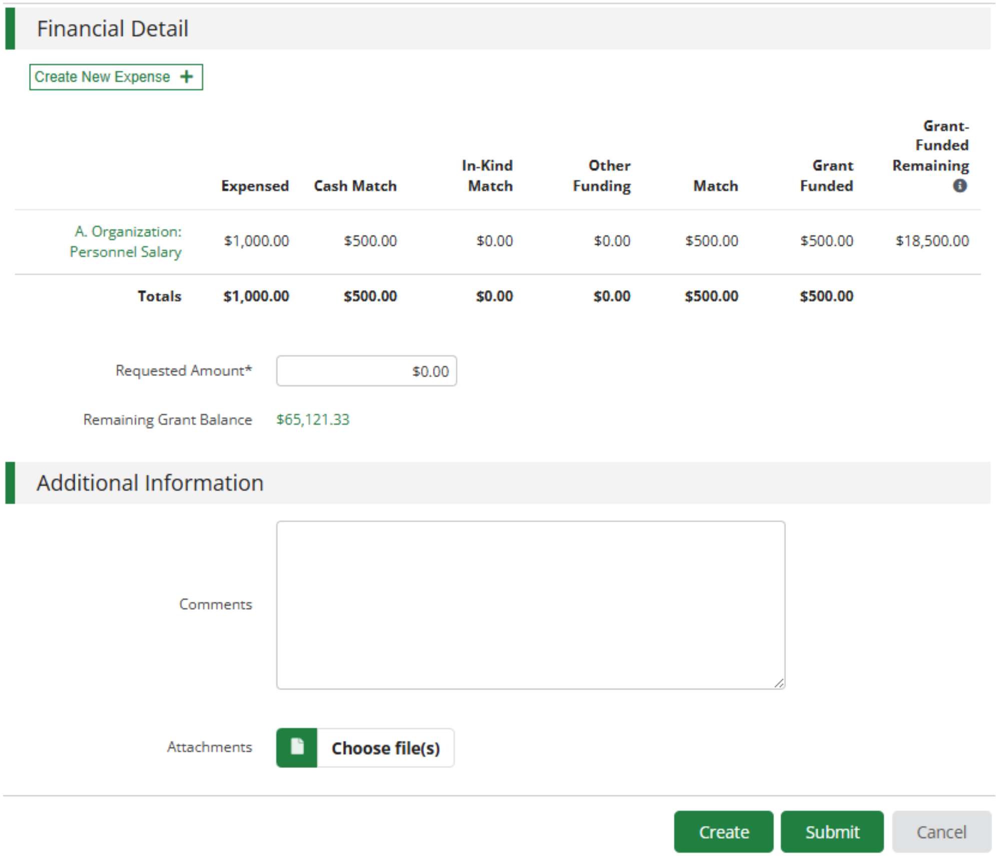
Requested Amount	$26,760.00
Remaining Award Balance	$80,240.00

How to Submit for Reimbursement: Step 2 of 2

Creating the Payment Request

Step 2: Create and Submit a Payment Request

- If you are not ready to Submit your payment request to DES but want to save your changes, click **Create**
- If you are ready to Submit your payment request to DES, click **Submit.**
    - Upon hitting Submit, Euna will generate an email notification to your assigned grant coordinator.
- To revise and resubmit a payment request:
    - select Post-Award tab > Cash Flow > Payment Requests.
    - Click the Edit (Pencil Icon) next to the name of the Payment Request you want to revise (The payment request must be in Rejected Status to enable editing.)
    - Make the necessary edits and click on the Submit button to send the payment to MT DES



Common Errors with Payment Requests

The Expense(s) are not attached/visible within the Payment Request

- Is your expense in "Reviewed" status?
- Is your expense date within the range you have set for the payment request?
- Do you have multiple payment request drafts for the same date range?

Expense totals do not equal the "requested amount" within the Payment Request

- If you update an expense amount, you MUST update the "requested amount" in your payment request. Although the total will update, it WILL NOT update your amount requested.
- Post Award > Cash flow > Payment Requests > Pencil Icon > Enter corrected "requested amount" and submit.

Questions

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