**Core Concept: Budget Tracking Periods**

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| Script   |
| Welcome to the AmpliFund Core Concept video focused on budget tracking periods.  |
| In this video we are continuing to follow our financial process and are now on step 4 where we dive into budget tracking periods.  In AmpliFund budget tracking periods allow you to create a financial reporting period for a particular grant, add expenses and close out that period.  |
| Let’s jump into AmpliFund to create our first tracking period.  Before you create a tracking period, you’ll need to configure the reporting requirements for your grant on the grant settings page.  You might remember in our Core Concept video about performance plans we took this step for performance reporting.  To configure this setting navigate to your grant, then click on Post Award>Settings>Grant Settings  |
| Here we’ll hit the pencil icon to edit the grant settings. Then I’ll select the drop down that best matches how often I’m required to report out my budget on this grant to my funder.    |
| For this grant, I’ll enter monthly and then indicate that my report is due 15 days after the end of the month.  I’ll hit save on the settings page and then I’m all set to get started with my tracking period.  |
| To generate my first tracking period.  I’ll navigate to Post Award>Management> Tracking Period.  |
| On this screen you’ll see that I don’t currently have any tracking periods.  To start my first one, I’ll click on the plus sign in the top right icon toolbar.  |
| Today, I’m generating an expense report only, so I’ll select Expenses.  |
| In the drop down, every month is listed as a separate period since I’ve indicated that I need to report out expenses to my funder monthly.  Earlier I entered expenses for August, so I’ll select that period and then hit Save.  |
| Now I’m in my tracking period and we have a few items to look at!  First, I see my total award amount, the expenses for the period are at $0 because as you can see from the line below that, they are not yet in reviewed status.  I can click on this number since it’s green and underlined and can jump to review my expenses.  |
| I land on this screen which is blank, to see my expenses I’ll need to hit Run.  |
| Now I see my 2 expenses for this period, they both look good so I’ll hit select all and then the check box to mark them as reviewed.  |
| Now I’ll navigate back to my tracking period by going to Post Award>Management>Tracking Periods. My tracking period is available and still open so I’ll click on the start date to get back into it.  |
| Now we can see this screen changed a bit and I have $1500 of expenses for this period.  |
| As I scroll down, you can see some expense analytics about your grant and you have the option to remove any expense categories.  |
| If I click save, my tracking period will save and I can still edit the tracking period to add expenses.  If I hit close, the tracking period will be closed and no further expenses can be added.  |
| After hitting close and clicking the reminder that my tracking period will be closed my changes are saved.  Since I’m the organizational admin, I do have the ability to re-open a tracking period.  To do that you need to be on the tracking period and then can click Open.  |
| Through this Core Concept video you’ve learned how to create a budget tracking period, add expenses to the period and close a budget tracking period.  Should you have additional questions, please visit our support site!  Thank you!  |