**Core Concept: Pre and Post Award Status Reports**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on the pre and post award status reports. |
| In AmpliFund, our reporting suite is focused on providing you with numerous highly configurable options.  Your organization can leverage grant dashboards for quick insights, summary financial reporting for key gaps and comprehensive views to dig deep into your data.  We strive to help you be action oriented, to achieve maximum outcomes, improve efficiency, and stay focused on your mission. |
| In this Core Concept video, we’ll focus on the pre and post award status reports.  In future Core Concept videos we’ll review other key areas of the AmpliFund reporting suite. |
| AmpliFund status reports are configurable and able to be quickly filtered to add or remove data.  You can customize the formatting to draw attention to specific areas.  Finally, status reports can be exported to save or share with others. |
| Let’s jump into AmpliFund and take a look!  When we log in, from the calendar click on Reports> Pre-Award>Pre-Award Status |
| This takes you to the Pre-Award status report!  This report contains key details about your grants, let’s dive in.  First you may notice that upon entering the report all grants are visible, to allow you flexibility.  To focus on the pre-award statuses only, you can select the pre-award statuses via the filter on the right. |
| In the report you can see status, grant, projected receipt date, departments, subjects, grant writers and key grant dates and financials.  If you want to remove columns and have a more focused view, simply uncheck the column you want to remove on the right filter options. |
| In the report you can change formatting to draw attention to specific cells or columns by right clicking in a cell.  The formatting tool bar will appear.  You can make headers bold or change the color or change how the data is displayed within the cell. |
| Under the filters options, you also can filter by specific subjects only to reduce your data set. |
| At the top of the report, you have export options for excel, PDF or RTF.  If I click on the PDF export option, an additional tab will appear with my PDF’d report. |
| I can quickly navigate back to my report screen by clicking on the report tab at the top. |
| Now, let’s move over to the Post Award status report and learn more about that option.  To get there under Reports then Post Award, I’ll click on the Post-Award Status report. |
| Welcome to the Post Award Status report.  This might look a little familiar from where we just were, but you can see there are a few different options here as well! |
| As you scroll across the report, you’ll see lots of details about your grants such as departments, start and end dates, grant funded amount, expenses to date and remaining available budget.  Similar to the pre-award status report you can remove columns as you see fit, by simply unchecking that box in the filter options. |
| Also in this report we have enhanced filter options, allowing you to filter by status, risk, departments or subjects. |
| You can add additional filters by clicking the plus sign at the top and add even further options for filtering! |
| To remove a filter and gain more space on your filtering bar, simply click the X next to the name. |
| This report also features similar formatting customization options by right clicking in any cell or column. |
| Finally you can always export this report by clicking on the export option in the top.  Similar to the pre-award status report, you have options of excel, pdf or rtf. |
| Through this Core Concept video you’ve learned about the pre and post award status reports.  Should you have any additional questions, please visit our support site.  Thank you! |