**Core Concept: Grant Budget Variance and Grant Expense Detail**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on the grant budget variance report and grant expense detail report. |
| 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 key financial reports including the grant budget variance report and grant expense detail report.  In future Core Concept videos we’ll review other key areas of the AmpliFund reporting suite. |
| AmpliFund financial reports are configurable and able to be quickly filtered to add or remove data.  Users can sort data displayed by key data points.  You can customize the formatting to draw attention to specific areas.  Finally, 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> Post-Award>Grant Budget Variance |
| Welcome to the grant budget variance report!  This report provides you with visibility at the budget category and line item level on budgeted spend versus actual spend.  This also provides a total for the full grant at the bottom. |
| This lands on the first grant in your all grants list, you can either scroll through grants using the arrows at the top, or select a specific grant via the drop down menu.  The drop down menu will default to none but you can adjust to any grant. |
| On the filtering section, you have options to change the data set in a variety of ways.  You can change the budget data range using the date slider. |
| You can sort the data either ascending or descending by various budget columns. |
| Also, you can add or remove columns with just a click under the columns section. |
| Within the report, the customizable formatting toolbar appears here, as in other reports, by right clicking in a cell.  You can change formatting to draw attention to specific data points as you see fit. |
| Also at the top, you can export this report to PDF, Excel or RTF. |
| Now let’s move over to the grant expense detail report to dive even deeper into our financials!  From the left navigation menu, click on Reports>Post Award Reports> Grant Expense Detail |
| On this report, you can see each individual expense that has been tracked in AmpliFund against a grant budget line item.  The report features key information such as expense date, expense status, description, line item, category and amount. |
| On the right you have filtering options including changing the grant, filtering to a specific category or filtering to a line item.  You can also change the date range.  To look at only a specific expense type, you can use the check boxes provided. |
| Finally on the right you can add or remove columns to the report as you see fit. |
| This report also allows for customizable formatting per headers or column and |
| Can be exported to Excel, PDF or RTF. |
| Through this Core Concept video you’ve learned about the grant budget variance report and grant expense detail report.  Should you have any additional questions, please visit our support site.  Thank you! |