**Core Concept: Fund Financials**

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| Script  |
| Welcome to the AmpliFund Core Concept training video focused fund financials.  |
| In our last Core Concept video we created your first fund record in AmpliFund.  Now, we’ll review fund financials and how to add funding commitments and income received.  |
| After logging into AmpliFund, from the calendar you will navigate to   |
| Fund management, then click on Funds  |
| This takes you to your list of available fund records.  Click on the name of the fund record where you’d like to add funding commitment or income.  |
| Clicking on the name will take you to the fund details page.  This contains the information you entered about your fund and the ability to update fund details.  Let’s scroll down to the section labeled fund details.  |
| In the fund details section, we are going to focus on the funding committed, income received and available funds.  You must have income received in order to award recipients from this fund.  First, the total funding committed is the total dollars that have been pledged by contributors into the fund.  Committed funding is for internal planning purposes and does not impact your ability to generate awards.  |
| To add funding committed, click on the plus sign next to the dollar amount.  |
| This will bring up a funding commitment entry screen.  Based on your grant maker core subscription, you can enter a fund based on an organization, so you can leave the type selected as organization.  Next, you would select the organization name.  This list pulls from your organizations entered in AmpliFund.    |
| Select the organization name providing funding and add the dollar amount that organization has committed to provide.  Then hit save.    |
| After you hit save, you will notice the total funding committed will update with your amount entered.  As you can see from the screen, you still have access to the plus sign to add additional funding committed.  In this example, this fund now has $1M in committed funding.  As a reminder, committed funding is not required but can be a use  |
| Next, let’s dive into the total income received.  This is the total dollars received into the fund to date.  A fund must have income in order to generate an award for an opportunity tied to a fund.  Income can be added to a fund as it is received, you can add income today if you have it, or you can reference this portion later to add income to your fund at a future date.  |
| To add income, click on the plus sign next to total income received.  Since your grant maker core subscription enables funds from organizations, you can leave the type as organization.  Select the name of the organization providing funding, which pulls from organizations you have entered in AmpliFund.  The next required field is the amount received.  Include here the total dollar amount of funding received.  You can include the payment date, method, reference number, description and unique identifier if you’d like.  Once you’ve completed entering the income received, click save.  |
| After I hit save, I land back on the fund details page and can scroll back to our financial information.  You can see the income received that I just entered is added under the total income received.  Also you will note that the available funds field has now updated to match the amount I entered in income received.  In this example I now have $500,000 that I could award to recipients from this fund.  If you need to add more income received, simply click on the plus sign next to total income received amount and continue to add income received to the fund.  |
| Now that you know how to enter funding commitments and income, lets review how you can revisit those details later.  At the top of your screen, there is a Fund Management drop down.  We will review this section together.  |
| First if you click on commitments.  This will show you all funding commitments you’ve entered into AmpliFund for the fund.  From this screen you can edit or delete funding commitments, using the pencil or trash can icon next to the name.  You can also add additional funding commitments from the plus sign in the upper right hand corner of the screen in the tool bar.  |
| Next, we’ll explore Fund Management, and then click on income.  |
| This will take you to a screen of all income you’ve entered as received for this fund.  Similar to the commitments screen you have the option to edit or delete income, using the pencil or trash can icon next to the name.  You can also add additional income received from the plus sign in the upper right hand corner of the screen in the tool bar.  |
| The next options under fund management are Opportunities and awards.  We’ve not yet built opportunities or awards for this fund yet, but after those are built you’ll be able to explore linked opportunities or awards via this drop down.  |
| Through this Core Concept video, you’ve learned about fund financials.  Should you have additional questions, please reference our support site.  Thank you!  |