**Project Budget Report**

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| Script |
| Welcome to the AmpliFund Core Concept video focused on how the project budget report. |
| To provide customers with additional insight and analytics to their projects, AmpliFund developed the project budget report.  To access the report once in AmpliFund, click on Reports then Project then Project Budget Report. |
| This will take you to the main project budget report screen.  From here you have a variety of options within the report.  This report features the ability to compare budgeted and actual amounts for both project and grant line items. |
| First you can select your applicable project from the drop down list.  After you select a project, the grant drop down will reduce to only grants linked to that project.  If you want to further refine the data, you can view individual grants linked to that project using the drop down option. |
| Within the report you can expand the project line item to see a breakout by applicable grant. |
| Within the report you have formatting options for the data tables displayed if you’d like to change font size, color, etc. |
| Also for the graphs, you can change the type, legend location, etc by right clicking in the chart area. |
| The report can be exported to PDF, Excel or RTF via the drop down at the top. |
| After you select an export option such as PDF, an additional tab will appear at the top with your exported report.  To get back to the report you can click on the report tab. |
| Through this Core Concept video, you’ve learned how to access and use the Project budget report.  Should you have additional questions, please reference our support site.  Thank you! |