**Core Concept: Amendments**

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| Script  |
| Welcome to the AmpliFund Core Concept video focused on Amendments.  |
| In AmpliFund there are 4 amendment options available.  You can use amendments as a tracking mechanism.  You will also need to update relevant grant details for any amendments your funder approves. First you can log an amendment for a change in the amount awarded.  You can also log an amendment for a change to the award duration.  Our third option is a budget category amendment to move dollars between budget categories.  And finally you can log an amendment for performance goals.  |
| In AmpliFund, you will access amendments on the individual grant record.  Navigate to grant management then grants.  |
| Select the applicable grant from your grants list.  |
| Navigate to Post Award then Management then Amendments  |
| Once in the amendments screen click on the plus icon to add your first amendment.  |
| This will take you to an amendment section where you can select the type of amendment.  During this video we’ll create one amendment for each available type.  Let’s start by clicking on the circle next to Award Duration then on the text for Award duration.    |
| After clicking on that additional fields will appear.  Start by naming your amendment and including a date approved.  |
| Then add amendment details about the change to the duration.  You can adjust the approved length of the award and have the option to include the approved close out date.  There is a spot to store the justification for the amendment.  |
| If you’d like you can upload any relevant files and use the internal notes section for any additional notes you’d like stored with the amendment.  |
| Once you are done entering relevant information click Save in the bottom right hand corner.  |
| After you click save your amendment will appear on the screen.  Next let’s add another amendment by clicking the plus icon in the upper right hand corner.  |
| This time let’s select Awarded Amount, remember to click on the circle next to Awarded Amount then on the Awarded Amount text for the appropriate fields to appear.  |
| Enter an amendment name and date approved.  |
| Under Awarded Amount, you will see the current awarded amount then a spot for you to log the approved total awarded amount.  You can also add a justification if you’d like.  |
| There is also a spot to store any relevant documents or notes, remember to click save once you’ve completed your updates.  |
| To add our next amendment click the plus icon in the upper right hand corner.  |
| This time let’s select category budget by clicking on the circle then the words category budget.  |
| As with the other amendments you are required to include an amendment name and date approved.  |
| The categories that are currently in your budget for the grant will appear, select the applicable budget categories or if necessary you can add a new category.  |
| After you select a budget category, additional fields will appear.  You will see the current budgeted category total, the acutals total and then there is a spot for you to enter your proposed category total.  |
| Similar to other amendment types, you can add a justification, documents and any other notes, then remember to click save.  |
| Let’s add our last amendment by clicking on the plus icon in the upper right hand corner again.  |
| This time we’ll review our final amendment type which is the performance goal.  Click on the circle next to performance goal and then the words performance goal.  |
| As with the other amendment types, it is required to enter a name and date approved.  |
| Then you’ll have an option to select a current performance goal via a check box or add a new goal.  |
| If you click on the check box next to a particular performance goal additional fields will appear.  Like in this example where the current goal is numeric and the number to be achieved was 100.  Now we have an option to propose a new number achieved.  |
| With this amendment type you also have the option of including a justification, files and any relevant notes.  Click save to save your amendment.  Remember that for approved amendments be sure to update any relevant grant details on the grant record.  |
| Through this Core Concept video you’ve learned how to create amendments for tracking in AmpliFund.  Should you have additional questions, please reference our support site.  Thank you!  |