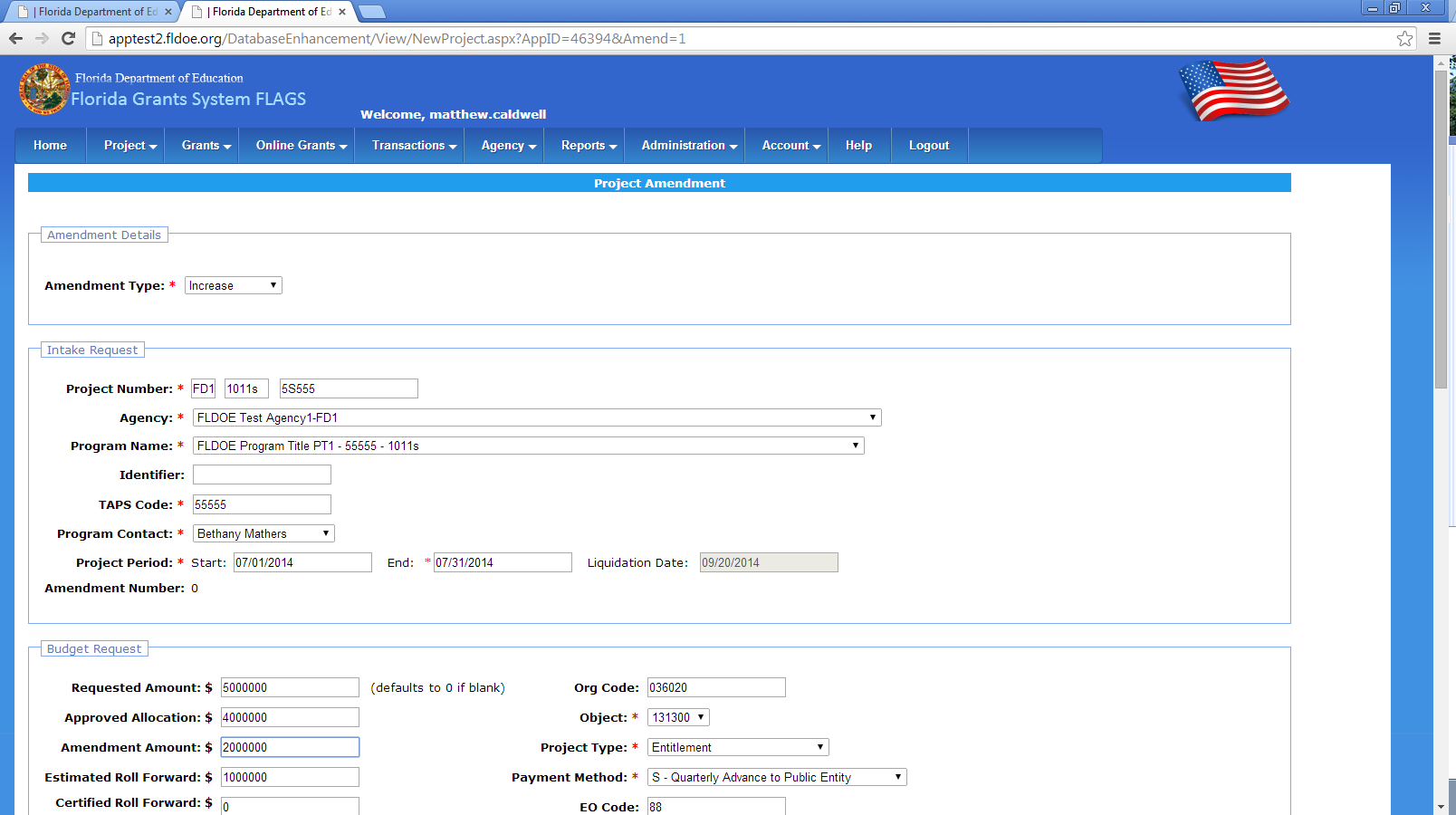
**Project Amendment to Allocation & Transaction**

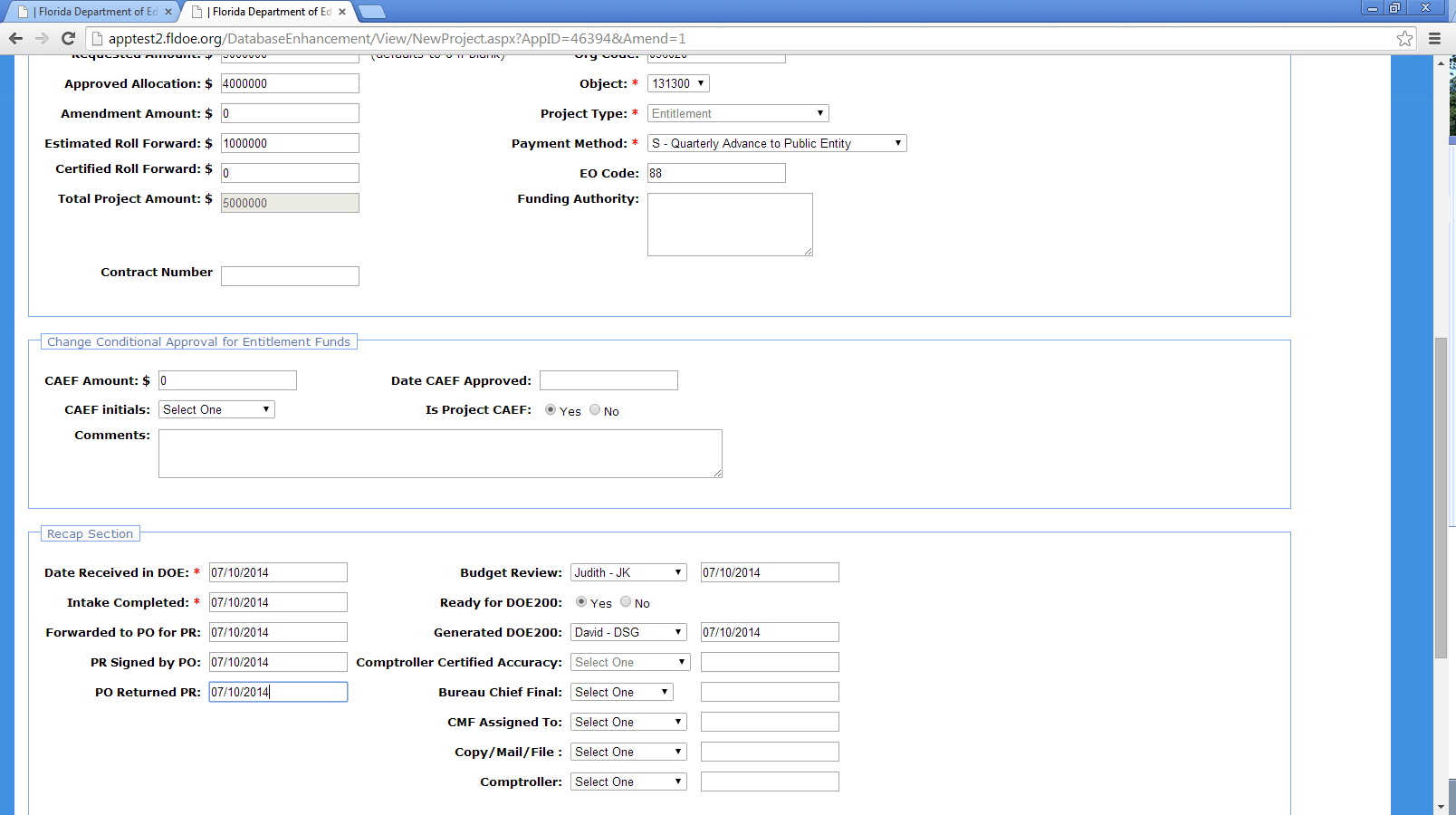
**Project Amendment can be done by (Roles):**

1. Flags Admin
2. Flags User
3. Flags Read-only
4. Internal/DOE
5. Comptroller Sys Admin
6. Base Agency Reviewer read-only
7. Base Agency User
8. Base Comptroller Reviewer
9. Base Comptroller Accountant
10. Base Comptroller Manager

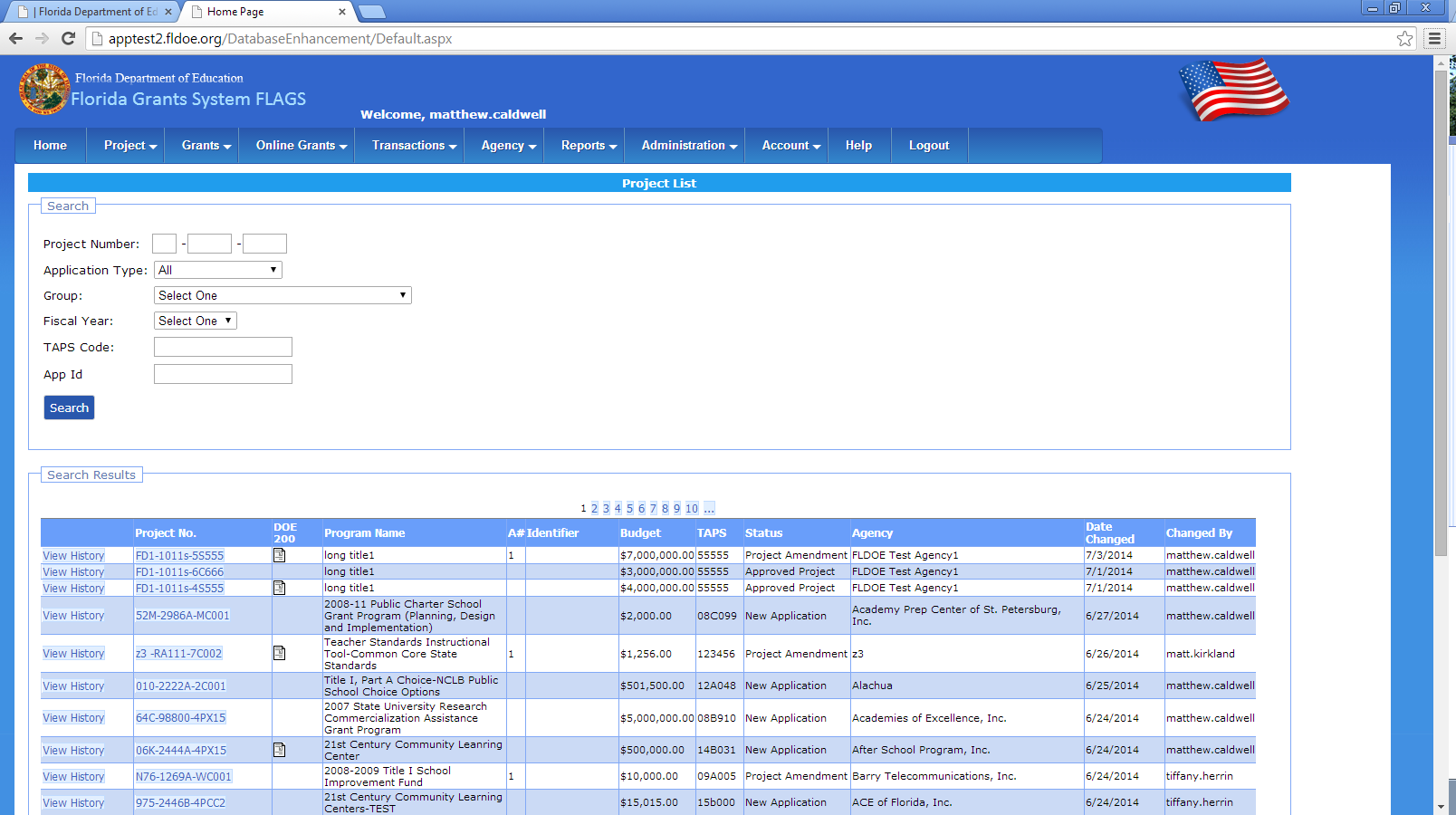
**Steps to Create an Amendment:**

1. ProjectNumber*,* identifies the Agency, funding source and the project.
2. A project must be approved to add an amendment must be added in project master page
3. Amendment Amount must be given

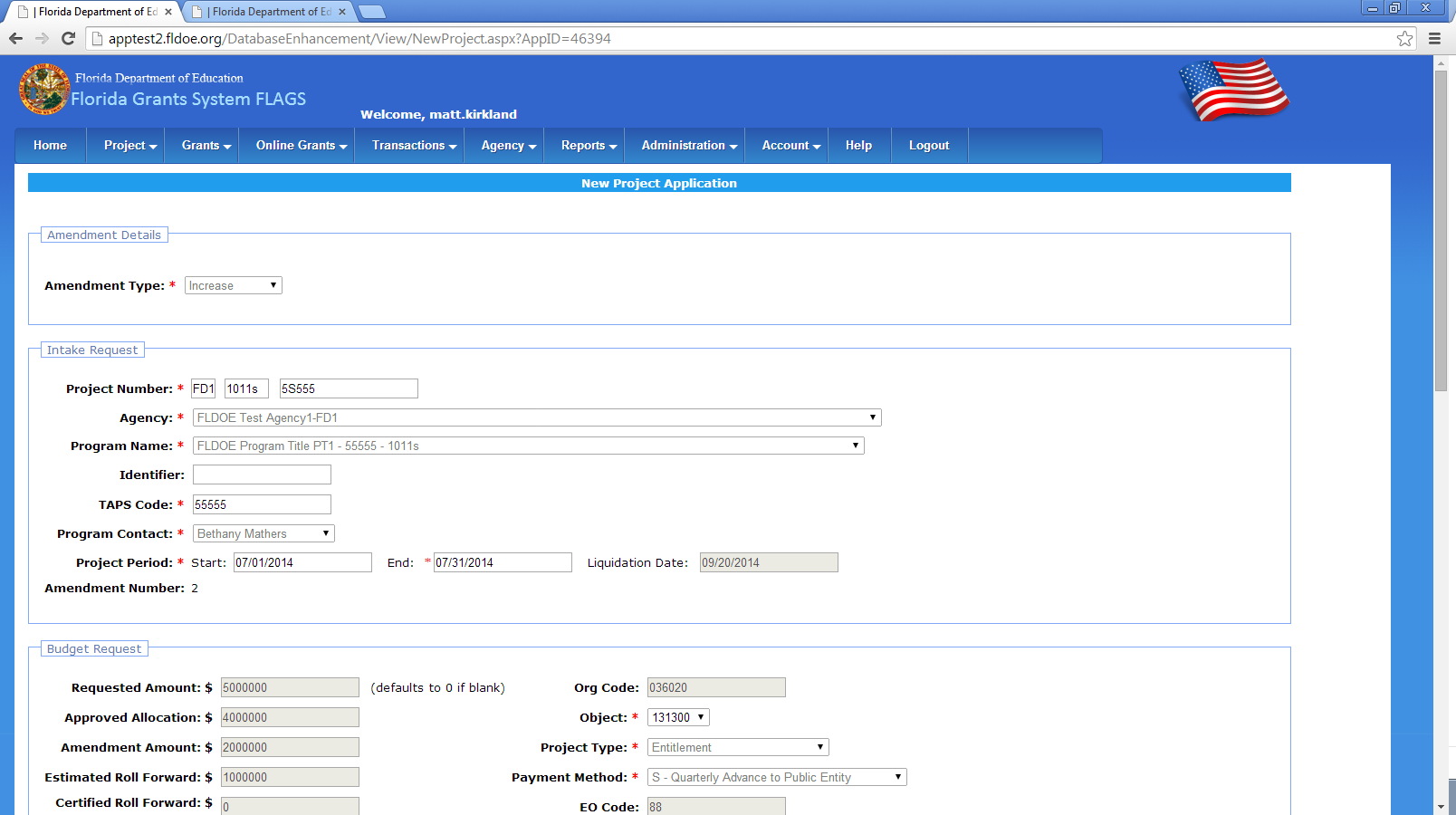


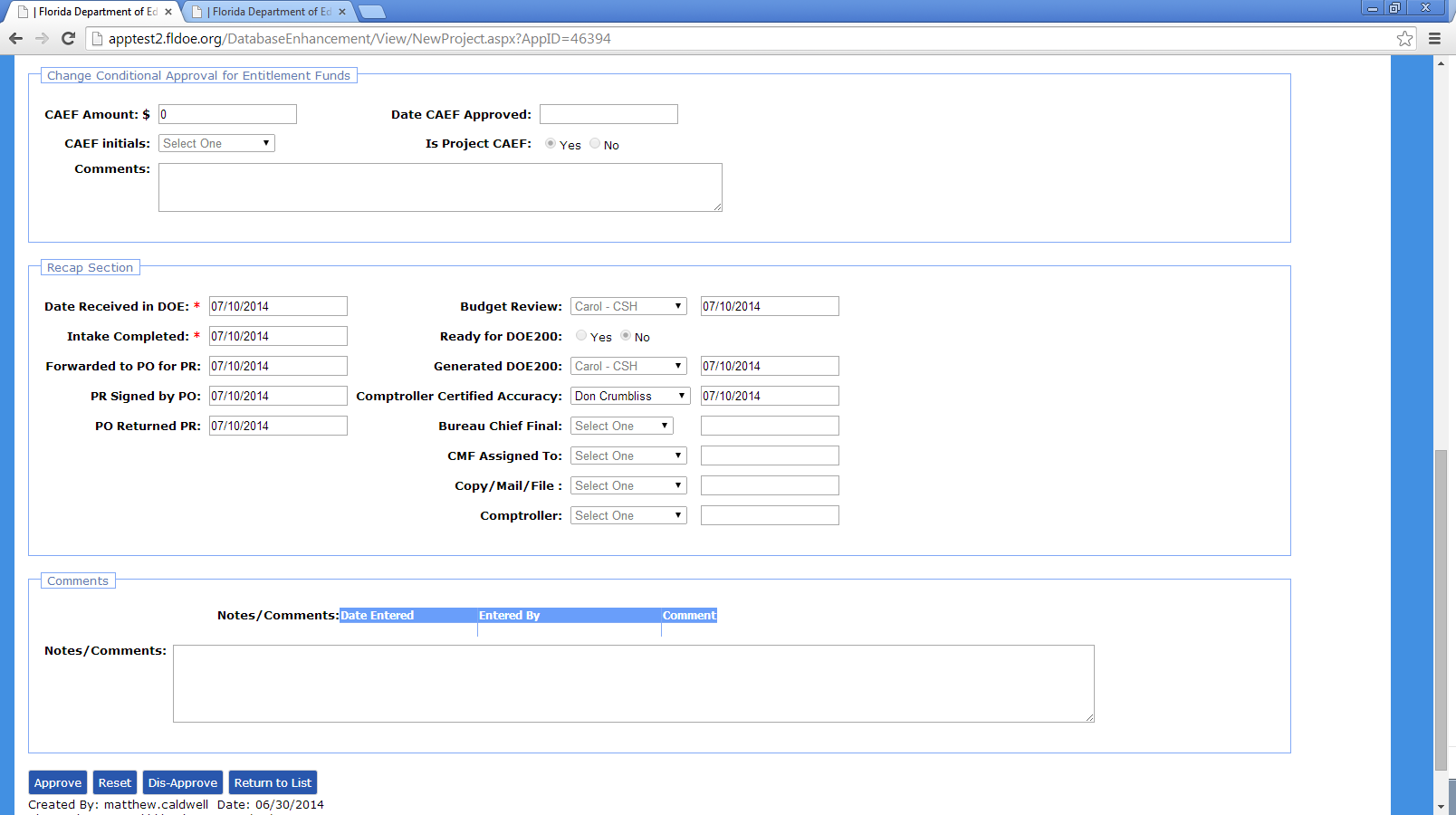


1. After adding an amendment the project status is changed to Project Amendment in Project List page

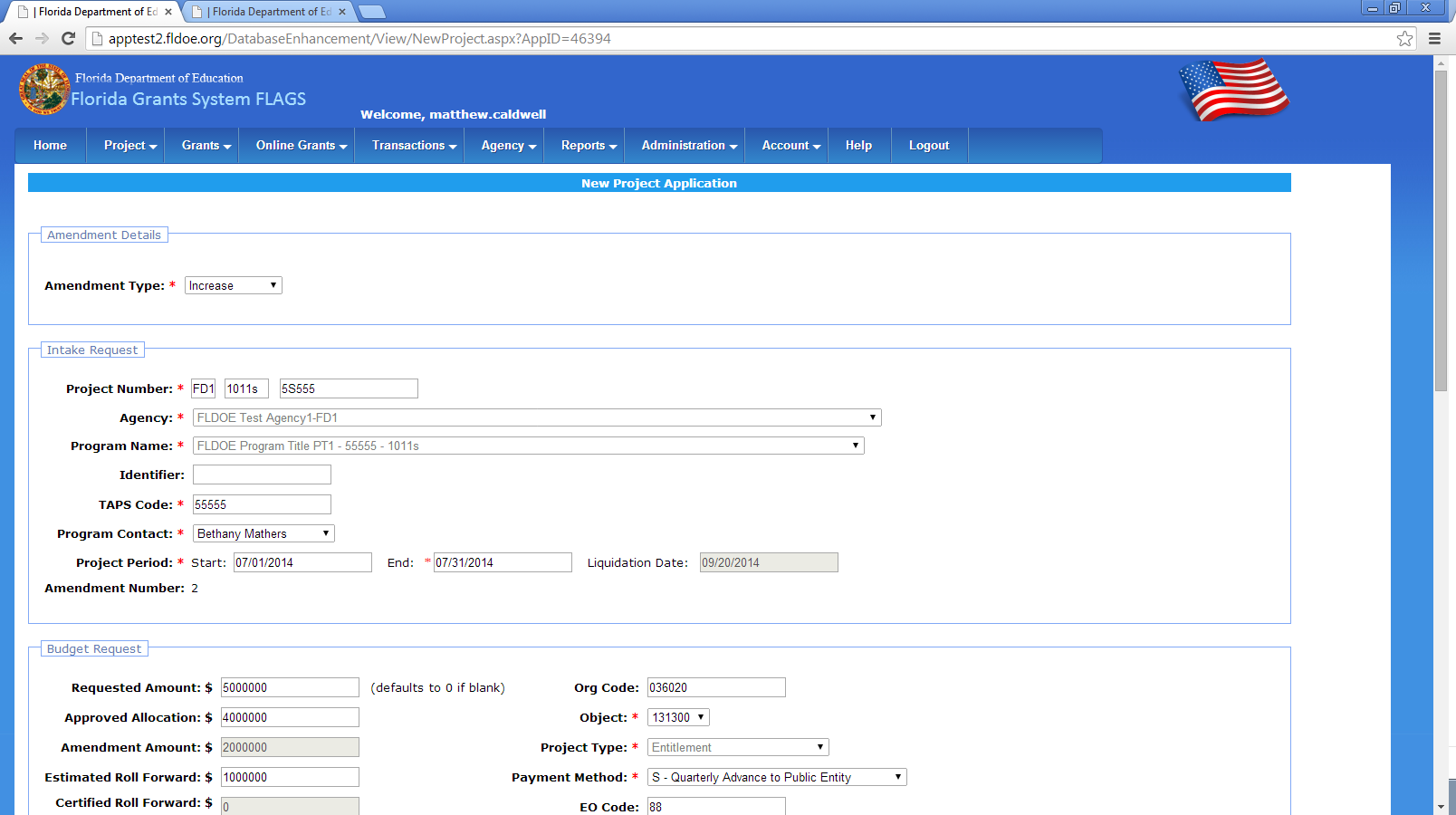


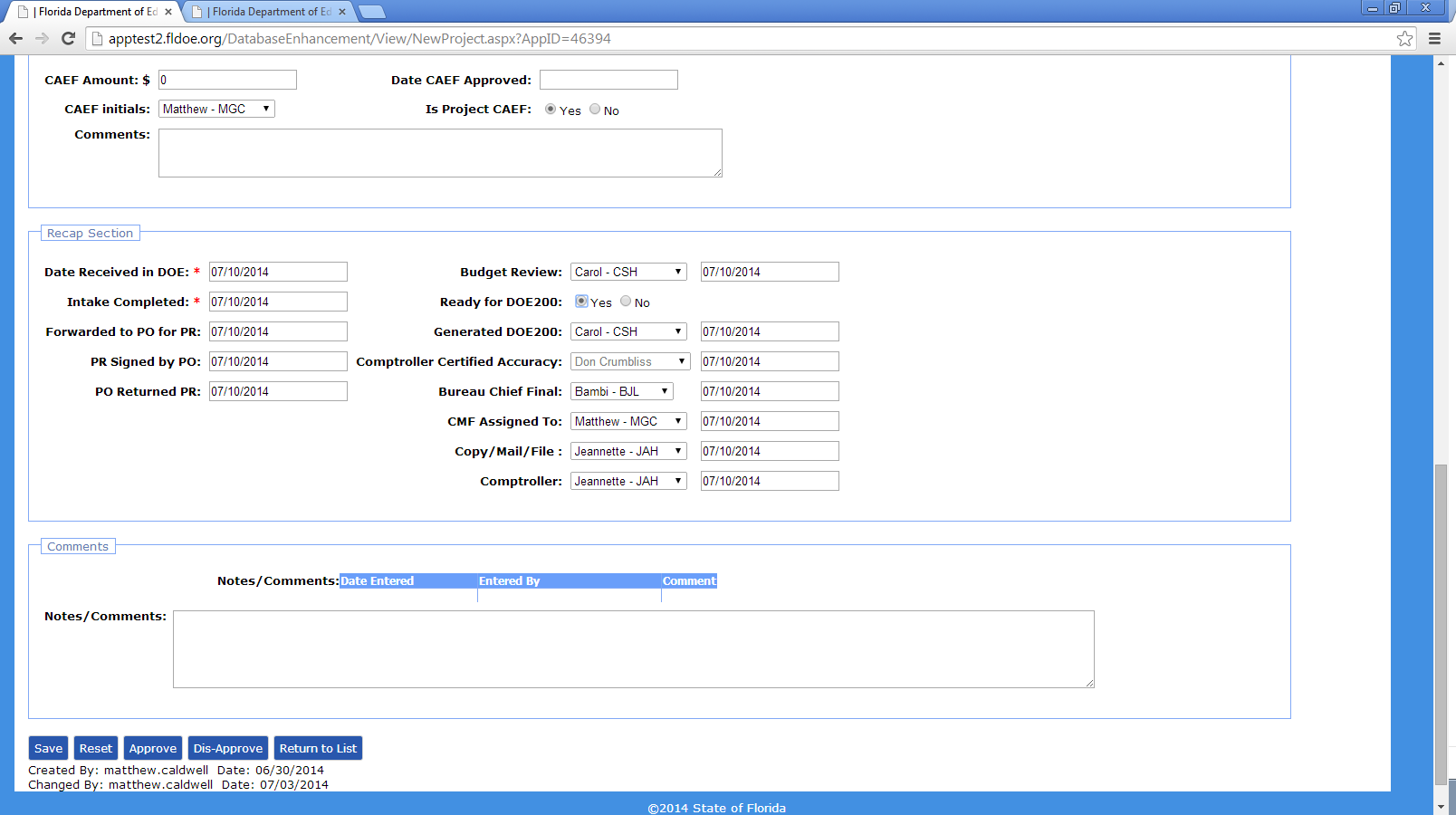
1. Comptroller should approve the amended project



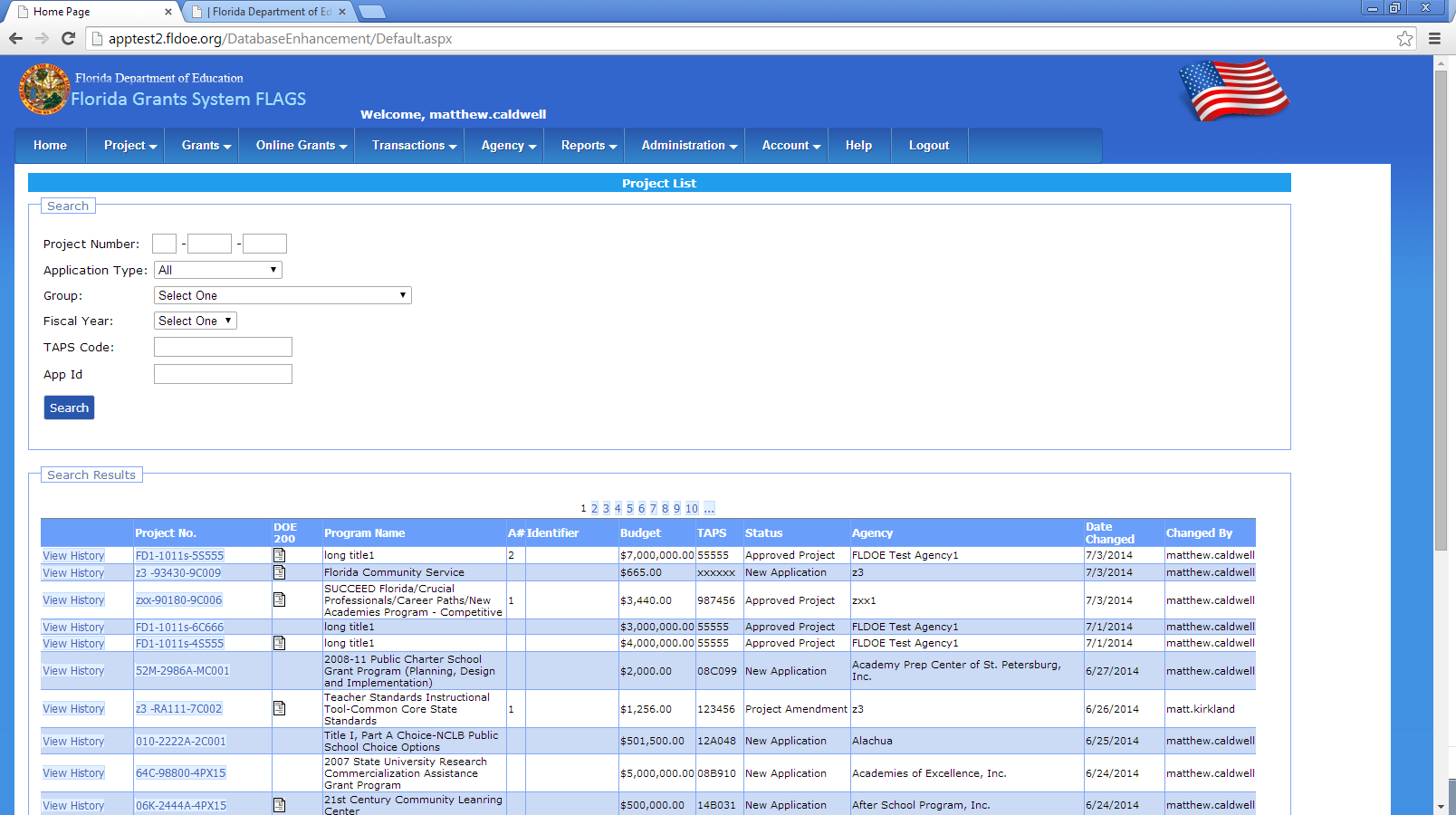


1. It should again be approved by Grants

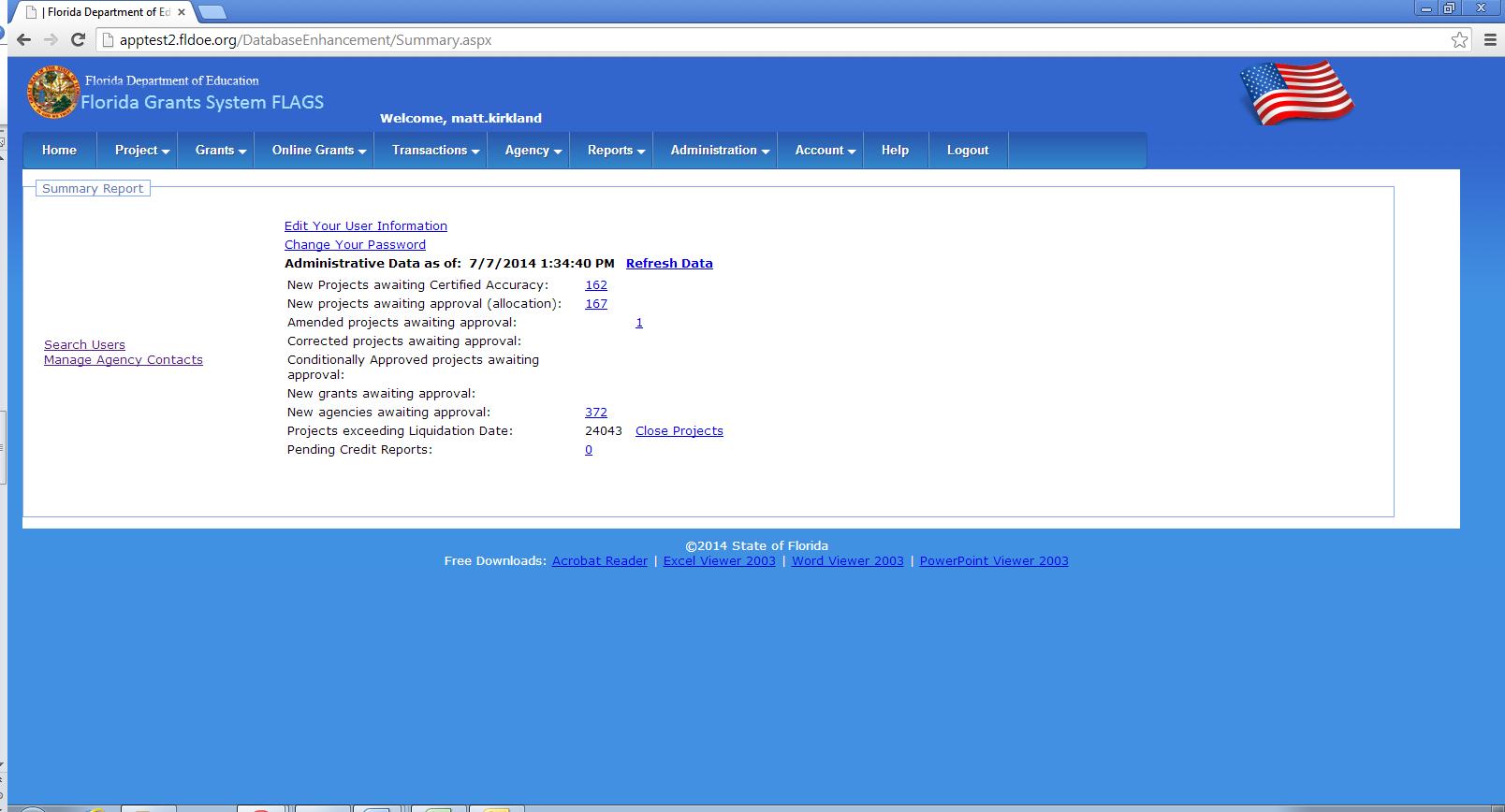




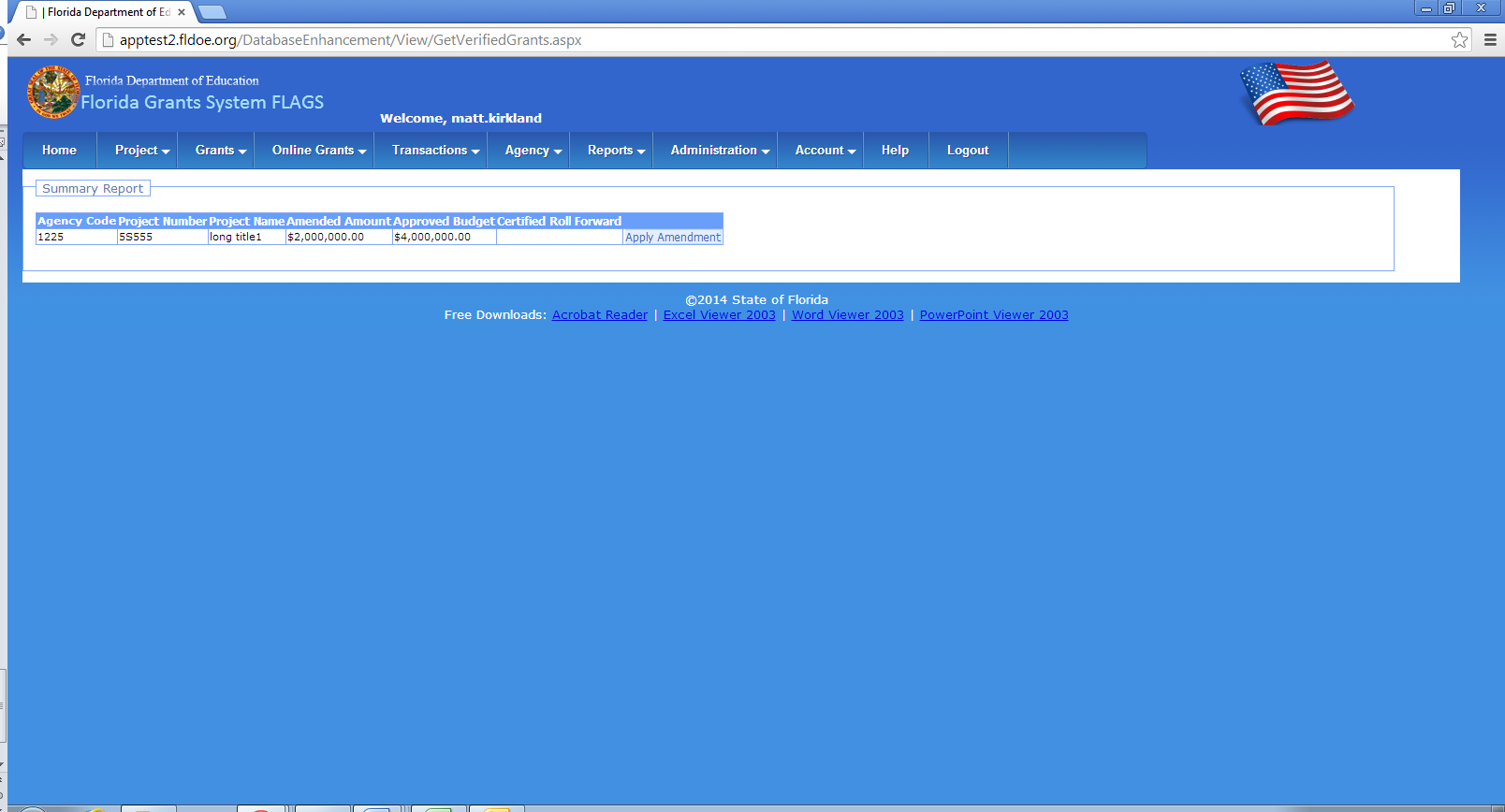
1. Project state is changed to approved in project list



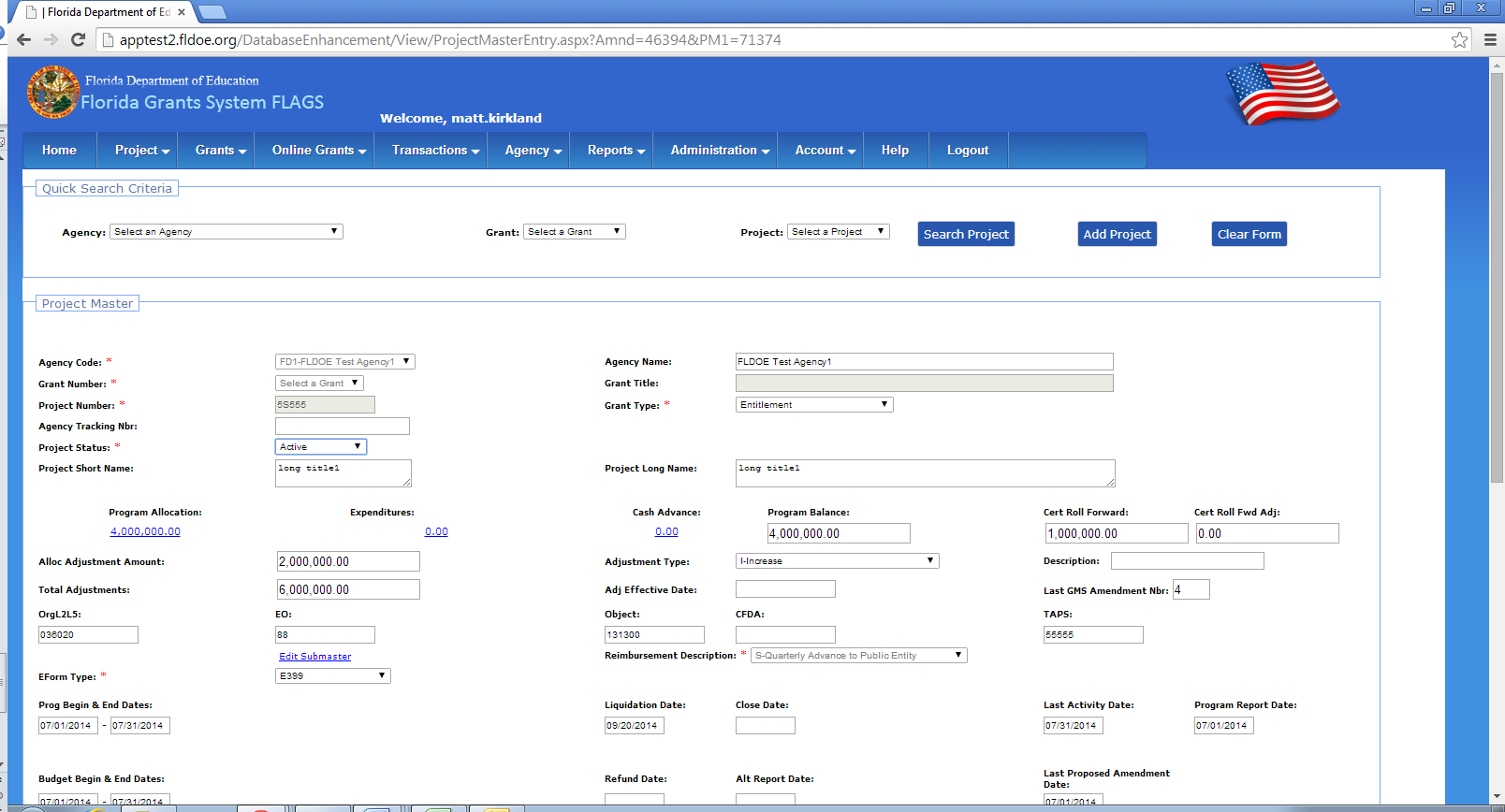
1. Once the amendments were approved they are shown in comptrollers home screen under amended projects awaiting approval

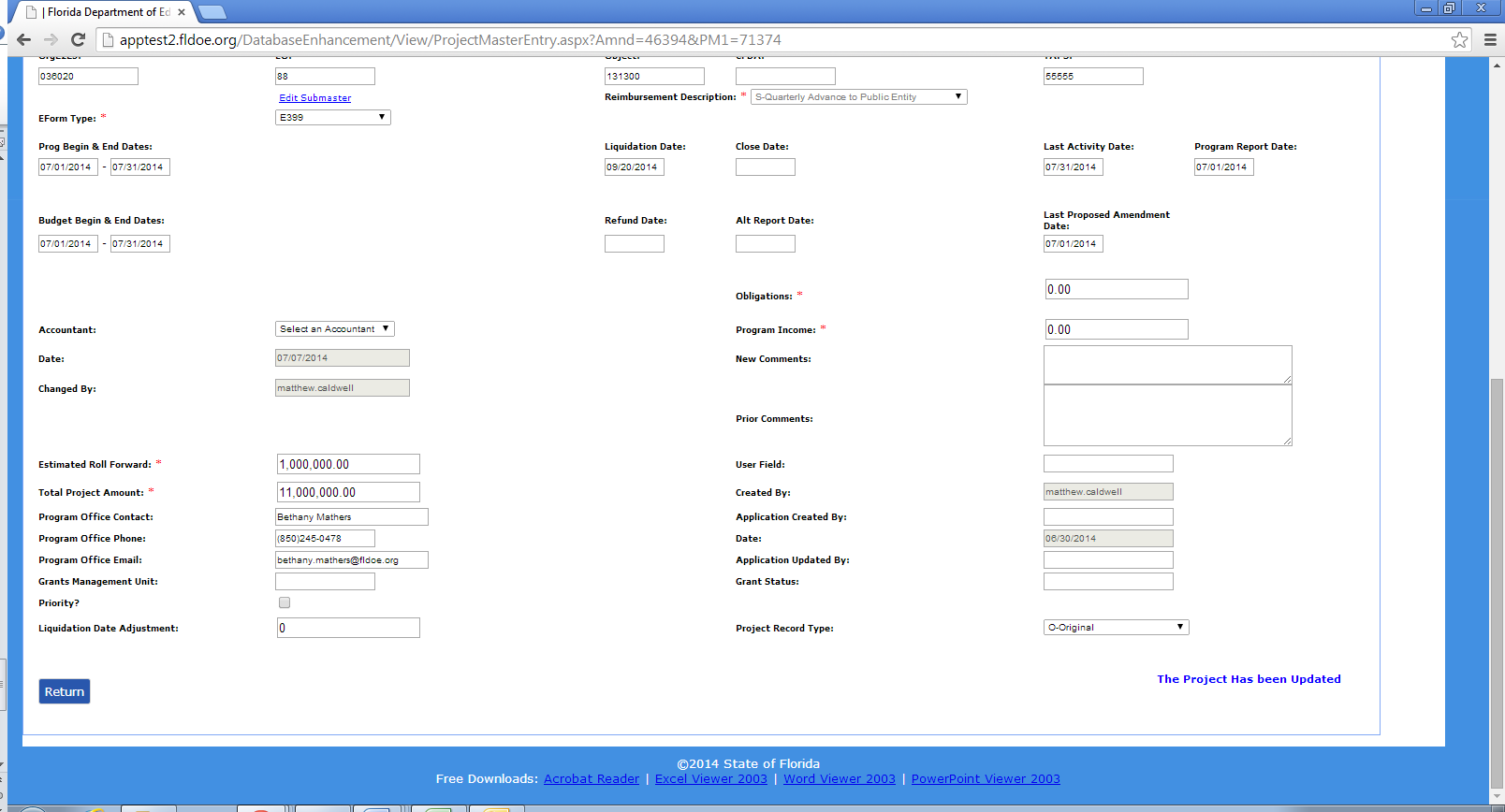


1. Comptrollers will approve the amendment by clicking on apply amendment



1. In Project master page the amendment can be approved





1. After clicking the save button “The project has been updated” message will be displayed
2. After the comptroller has saved the project in project master it was not shown in the comptrollers home screen anymore

