

Submitting an Amendment

Using the KCW – WPM button

An Amendment is the rearranging of already allocated funds in the categories

- First step is to login to the KCW at:
<http://khap.kdhe.state.ks.us/public/kcw/>.
- After login, go to the Grant Mgmt Homepage.
- Find the appropriate grant.
- Press the “WPM” button.
- Go to the **Financial Transaction** tab on the Work Plan Summary homepage.

When submitting an Amendment, go to the financial transaction page.



Work Plan Summary

Welcome to the Kansas Clean Waters System

Grant ID: 678

Grant Title: This grant is for training purposes 6-22-11

Start Date: 9/1/2011

End Date: 12/31/2012

Adv. Payment: 20%

[Return to View All Grants](#)

[Home Page](#)

[Click Here](#)

Project ID's and Funding | Financial Transactions | Budget | Reporting Periods | Reports | Documents

Project ID: 1 | All Project ID's | Type: Please note: All Types | Action

All Payment Types | Add New Financial Transaction

Tran Type	Payment Type	Project ID	Reporting Period	Date	Personnel	Fringe Benefits	Travel	Equipment Purchase	Supplies	Contractual Services	Other	Indirect Cost	Amt Req	Amt Paid	Status	
Original Budget	Administrative	2011-W056	September 2011 - November 2011	06/22/2011	2000.00	1500.00	0.00	350.00	4000.00	15000.00	11000.00	0.00	0.00	0.00	0.00	Approved

Press the "Add New Financial Transaction" button and a form will come up.

Submitting an Amendment



Welcome to the Kansas Clean Waters System

This grant is for training purposes. 6-22-11

Title:
Grant ID: 678

Return to WPM Home Form (no changes will be saved)

Project ID: 2011-W056
Transaction Type: Amendment
Payment Type: Quarterly
Reporting Period: September 2011 - November 2011

Select Project ID

Select "Amendment"

Select Appropriate reporting period

Amounts will be rounded to the nearest dollar. In order to move money from one Expenditure Category to another, place a negative amount (-1.00) in the category from which you wish to removed funds. Then place a positive amount (1.00) in the category to which you wish the funds moved.

All amounts will be considered positive amounts unless preceded by a minus sign.

Personnel:	0.00	0.00
Fringe Benefits:	0.00	0.00
Travel:	0.00	0.00
Equipment	0.00	0.00
Supplies	0.00	0.00
Contractual Services:	0.00	0.00
Others:	0.00	0.00
Indirect Costs:	0.00	0.00
Total:	0.00	0.00

Change to Budget:

State the change to the budget here

Reason for Budget Modification:

State the reasons for the changes here

- Make the changes in the table.
- Put a positive dollar amount in the category the funds are being transferred into.
- Put a negative dollar amount in the category the funds are being taken from.

Press the "Add Transaction" button to submit the amendment.

Add Transaction

After the amendment has been submitted the status will be "Awaiting PO Approval"



Welcome to the Kansas Clean Waters System

Work Plan Summary

Grant ID: 678
 Grant Title: This grant is for training purposes 6-22-11
 Start Date: 9/1/2011
 End Date: 12/31/2012
 Adv. Payment: 20%
[Return to View All Grants Home Page.](#)
[Click Here](#)

Project ID's		Type		Please note		All Types		Action		Add New Financial Transaction					
Project ID	Reporting Period	Date	Grant	Match	Personnel	Fringe Benefits	Travel	Equipment Purchase	Supplies	Contractual Services	Other	Indirect Cost	Amt Req	Amt Paid	Status
Original Budget	2011-2011	06/22/2011	2000.00	1500.00	350.00	0.00	150.00	6000.00	4000.00	15000.00	0.00	0.00	0.00	0.00	Approved
Affidavit	2011-2011	07/14/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Approved
Amendment	2011-2011	07/18/2011	0.00	0.00	0.00	0.00	0.00	1000.00	0.00	-1000.00	0.00	0.00	0.00	0.00	Awaiting PO

The PO will be the only approval needed.

Once PO approves, the status will change to "Approved"

An email will be sent to Coordinator when amendment is approved

An amendment will only be **rejected** in rare instances.

- An email will be sent to the Coordinator with the reason for the rejection.
- An amendment cannot be submitted again once it has been rejected.