# Submitting the Notification of Annual Audit (NAA)

**Browser:** Log into AmpliFund, https://ne.amplifund.com using Google Chrome, Mozilla Firefox, or Microsoft Edge.
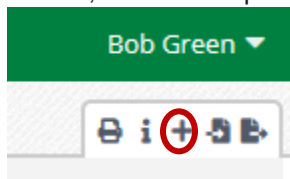
## Navigating to NAA Form

1. Navigate to your Grant
   a. On the left navigation click Grant Management > Grants > [Select your Grant]

2. Click on **Custom** tab

3. Select **Notification of Annual Audit (NAA)** form



## Completing NAA Form

4. After the NAA Form, a new form will need to be "created". In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.



5. Fill out all the required fields, as indicated by an asterisk (*) in the **Notification of Audit Form** section.

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6. If you are required to conduct a single audit, complete the **Submission of Single Audit** section.

    **NOTE:** *You can complete this section later. Move on to step #7. When you have the Single Audit report, follow steps # 1-3. Then follow steps #6. A-C.*

    a. Click the pencil icon to edit your completed NAA form.

| Details | Analytics | Post-Award ▼ | Tools ▼ | Custom ▼ | | | |
|---|---|---|---|---|---|---|---|

## STEP DEMO 01122021 – Notification of Annual Audit Form (NAA)

Drag a column header and drop it here to group by that column

| 1. Subrecipient: ▼ | | 2. Identify the en... ▼ | 4. Was a Single A... ▼ | 5 a. Contact pers... ▼ | 5 c. Contact pers... ▼ | 5 d. Contact pers... ▼ | UPLOAD: Sin |
|---|---|---|---|---|---|---|---|
| Anytown | ✏️🗑️ | 8/20/2021 | Single Audit not required for total federal expenditures under $750,000 | John | 111-222-3456 | john.smith@acmecorp... | |

    b. Complete the **Submission of Single Audit** section.

## Submission of Single Audit

Instructions: If a single audit is require
forward a copy of the aud
the time you are complet

    c. Click **Save.**

[ Save ] [ Cancel ]

7. Once the Required Fields are complete, click the **Create**, located near the lower right-hand corner.

[ Create ] [ Cancel ]

# End