



## Notes on Modifying Award Amounts in STRIPES

This document is to be used as a supplement to the document “Linking a Requisition to Modify an Award.” That document is a step by step guide on how to modify awards in STRIPES. Please refer to that document and use this one for additional specific information to the process.

If you are increasing/decreasing the ceiling only (such as when exercising an option):

- You must increase/decrease the amount on the **Item | General** screen by the "increase by"/"decrease by" amount or make the amount whatever the value/ceiling should be.
- You must also go to **Ship To / Acct** (delivery and accounting detail screens) and increase/decrease generally the first Ship To Value by the "increase by"/"decrease by" amount.
- Within that Ship To, you must also edit the first accounting line item and increase/decrease the “Fully Funded Amount” by the “increase by”/“decrease by” amount.

If you are increasing the value/ceiling and obligating:

- You must increase the amount on the **Item | General** screen by the "increase by" amount or make the amount whatever the value/ceiling should be.
- You must also go to **Ship To / Acct** and **Add** a Ship To for the amount of the increase.
- Within that same Ship To detail, you can link the requisitions/obligate funds by adding an Accounting line and pulling in your Requisition.

If you are only obligating/deobligating funds:

- Go to **Ship To / Acct**.
- Go into the first Ship To.
- Link the requisitions/obligate funds by clicking on **Add** next to Accounting to add an accounting line, pulling in your Requisition.

Information on Net View:

- **Net View On** = Displays cumulative balances from Base award to the current mod
- **Net View Off** = Displays actions/amounts for the current mod only

All Line Item amounts (remember to include Net View On) = Total Value/Ceiling amount. For each Line Item, all Ship To amounts must equal the sum of that one Line Item amount.