

# Adjutant Software Customer Support Tech Notes

Document Title: Amended Reports – KY (DRAFT)  
Document Number: 054  
Applies to: Campaign ToolBox for Kentucky

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## SUMMARY

DRAFT COPY – Pending review by KREF

This Tech Note describes how to create an Amended report using Campaign ToolBox for Kentucky. There are several things that must match up between the original report and the amended report – if not, the KREF system will reject the amended report.

## PROCEDURE

There are two places where you must indicate that this is an amended report:

- The individual record that is being amended must have the “Amendment” check box checked. This check box is located in the lower right quarter of the form.
- When the report is being created, you must check the “Amendment” box located just to the right of the “Signed Date” field.

The following fields must be exactly the same on both the original report AND the amended report:

- Start Date (set on the Statutory Reports form)
- End Date (set on the Statutory Reports form)
- Due Date (set on the Statutory Reports form)
- Election Date (step 13 in Initial Program Setup)
- Filer Number (step 23 in Initial Program Setup)
- Candidate Number (step 24 in Initial Program Setup)

The Signed Date for the amended report should be the date that the AMENDED report is signed.

When the “Amendment” box is checked and the report is created, you will be prompted for the “Signed Date” of the original report. This must match the date in the “Signed Date” field of the original report.

- If you are amending an amended report (changing a record that was previously marked as “Amendment”) then use the “Signed Date” of the amended report that you are amending.
- If you are amending records from both the original report AND from a previously submitted amended report, then file two different amended reports – one that amends the original report, and a second one that amends the previous amended report.

## NOTES

Amended reports normally only cover changes to individual transaction records (contributions, expenses, events, etc.). If you need to amend something that covers the entire report, please call KREF for guidance.