Hello, Please update this member account as follows and let me know if you have any questions.

Thank you,

# Transaction Type: Increment

1. Increase the Obligated Amount by $XX,XXX. New total = $XX,XXX
2. Increase Anticipated Amount to: $XX,XXX
3. Make the same changes above to the associated parent accounts:

[account number] Parent – Revenue Accounts

[account number] Parent – Expense Account

1. Extend the Project End Date and Obligation End Dates to: MM/DD/YYYY
2. (If applicable) Add payments to the payment schedule:

MM/DD/YYYY, $XXXX

MM/DD/YYYY, $XXXX

1. Add general comment to the parent accounts and member child: $XXX added to the obligated total due to payment received from [member]. OST [ticket number]