For each reconciliation:

1. Under grant folder 🡪 reconciliations, create new current month folder
2. Open previous month reconciliation file and “Save As” with current month date extension (XXX-22) to new current month folder
3. Update the month close date at the top of the spreadsheet
4. Update the monthly detail on the right (under XXX-22 header)
* Compare the projections to what hit and make note of any discrepancies - this could mean reallocations are necessary. You can do this by entering what actually hit and then inserting a comment.
* As you update the monthly detail, change the font color from blue to black to indicate this is what actually hit the ledger. Make sure to overwrite any formulas by hard-coding the numbers (even if the numbers align, keeping the fringe and benefit formulas will often cause a rounding issue later down the line).
* Update the headers of the detail columns to show “current” for new month update and “actual” for previous month and before.
1. Update the formulas on the left (summary) section
* Confirm that the Current Month Expenses match the Fund Summary (main page) report
* Confirm the Paid to Date Expenses match the Fund Summary (main page) report
* Don’t forget to update the formula for projections as well – this ties directly to the projected balance below (though this may not match the Fund Summary report since we are able to incorporate more detailed projections than what the system might pull).

Save the file along with a PDF packet containing the main Fund Summary page and the Account Period Detail to

* the current month XXX-22 folder on the shared drive (created at step 1)
* the PI folder in PennBox home division folder