Updating the Shadow System

1. Use the *Instruction Guide - Getting the Monthly Financial Reports* to get the necessary information to start.

2. Open the Excel worksheet for the Shadow System

3. On the **Summary** tab of the workbook, update the date that says **Month End** to match the report.

4. Open the **Transaction Detail** report

5. Using the Transaction Detail report, post each line item to their corresponding tabs.

   a. When posting the transaction, follow these rules for easier research at future dates.

      i. In the description of the transactions, post the **Transaction ID** and the **Description Detail** of the corresponding transaction.

b. Make sure to post the **transaction amount** in the appropriate column of each tab in the workbook.

c. Remember that the <u>fee for each **expense**</u> is 1.61%, so you should adjust the total fee charge and distribute it appropriately with their charges.

6. Once posted, open the **Cash Summary** report and verify that the total **Available Balance** matches the total **Available Balance** of the **Summary** worksheet of the shadow system.

   a. If they do not match, do the following:
      i. Verify that the formulas are not corrupted.
      ii. Verify that all transactions posted.
          1. Take the difference between the shadow system's **Available Balance** and the **Cash Summary** report **Available Balance**.
      iii. If the difference is less than **$5.00** also verify that the assessment 1.61% fee was split appropriately as it could be off because of rounding.

7. Once the **Available Balances** from the **Cash Summary** and the shadow system's worksheet match, you are done!