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| WAD Budget Reconcile Report |
| **Process Description: The WAD Budget Reconcile report is a running report generated monthly after the baseline has been brought in and reconciled. This report is used to calculate and verify the monthly change to each control account.** |

| **Checklist Steps** | | **Comments, Warnings and Errors, and Screen Captures** |
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|  | 1. Open the previous month’s WAD Budget Reconcile report  * Save it in the current month working files folder changing the filename to the current month * On the **Reconcile** tab, label the first blank column the current month and the next blank column *Difference* * Add a tab and label it the current month |  |
|  | 1. Run a report to get the current month’s budget values  * In Cobra run a SUMBYCST using CA number as the Criteria and BCWS as the Cost Reporting Set * When the report displays, select column “B”, click <Format>, <Cells> * Select “0.00. Click <Ok) * Select Columns A and B and copy them into the current month tab in the WAD Budget Reconcile |  |
|  | 1. Bring in the values from the current month tab to the Reconcile tab  * In the first cell of the current month column on the Reconcile tab, perform a Vlookup to bring the budget values in. Copy the formula down * In the *Difference* column, calculate the difference between the current month and the previous month. Copy the formula down. |  |
|  | 1. Perform a reverse Vlookup to find added control accounts  * On the Current Month tab, perform a Vlookup to the Reconcile tab * Any that result in N/A are added control accounts * Copy the CA Number to the Reconcile sheet * Copy the budget to the current month column |  |