**Proposed modifications to individual Workbooks for Cycle 3 include:**

1. New file name – AGENCY-###-123120-v1
   1. Save in SharePoint - Cycle 3 Reporting Workbooks folder (to be created)
   2. Do we email to agencies, or send them to SharePoint?
2. Summary Tab
   1. Format cells to show 2 decimal places
   2. Using Paste VALUES, copy data from column F, and paste values only in column D
   3. Using Paste VALUES, copy data from column J, and paste values only in column H
   4. If any #REF type errors, flag for LS to fix.
   5. Add columns to show obligation balances – to be provided by LS
3. Cover Tab
   1. Clear Status
   2. Change Reporting Period start/end dates
4. Subrecipient Tab
   1. Remove protections from this tab. Pswd RIPRO
   2. Replace all data – including LEAs, not including new RIFANS vendors in December
5. Contracts – Clear Contents from R-AN
   1. Current Quarter Obligation
   2. Expenditure Start Date
   3. Expenditure End Date
   4. Total Expenditure Amount
   5. Expenditure Categories
6. Grants – Clear Contents from T-AP
   1. Current Quarter Obligation
   2. Expenditure Start Date
   3. Expenditure End Date
   4. Total Expenditure Amount
   5. Expenditure Categories
7. Loans – Clear Contents from P
   1. Current Quarter Obligation
8. Transfers – Clear Contents from I-AE
   1. Current Quarter Obligation
   2. Expenditure Start Date
   3. Expenditure End Date
   4. Total Expenditure Amount
   5. Expenditure Categories
9. Direct – Clear Contents from F-AB
   1. Current Quarter Obligation
   2. Expenditure Start Date
   3. Expenditure End Date
   4. Total Expenditure Amount
   5. Expenditure Categories
10. Aggregate Awards < 50000 - Clear Contents from B2:D6
    1. Updates this Quarter
    2. Current Quarter Obligation
    3. Current Quarter Expenditure/Payments
11. Aggregate Payments Individual – Clear Contents from A2:C2
    1. Updates this Quarter
    2. Current Quarter Obligation
    3. Current Quarter Expenditure/Payments