Omaha Tracker Instructions

This is an ongoing process of sponsor reporting that CEMML is required to provide to Omaha on a monthly basis.

1. Take the last sent spreadsheet that Liz (will be Kelly M.) sent to the sponsors and save it to your desktop
2. Go through and move closed lines from the first 3 tabs over to the closed/cancel Tab (I literally copy and paste the line). The closed/canceled tab is organized by the names of the agreement tabs so be sure to paste to the correct section.
    a. I only actually move it to the closed tab once we close it in WCNR
    b. The 3 tabs with active accounts are: CESU_Omaha, CESU OMAHA_Fort Worth, and Omaha_Alaska
3. In the left hand corner of each active tab, Remove the reporting date for now and change Status Tracker line to say the next month (ie. change from September to October)
4. Also on each tab, update the date in cell P1 to be the months closing date (ie. 10/31/21)
5. Once these edits are done, re-save the file and send to Shara. Shara will add new agreements for reporting. Give her a 1 week deadline to get it back to you.

Steps 1-5 are usually done within the first week of each month

6. Once you have the spreadsheet back from Shara, confirm that Heather, Julie and Alexis have completed reconciling CEMML 53s for the month
7. Next you go through each account and update column K:
    a. The data for it comes from the "Project Report By Category with Projections" report on the intranet
    b. Use the balance without encumbrances, so the pure $$ actually spent to date for your data
    c. While you are doing that, watch the %s in columns K and L. If the difference between the two are greater than 30%, make the text red. If it was red and it's now below 30% after updating, change the text back to black.
    d. Note: Shara isn't the best at getting the formula's added for the new acocunts so you may need to add in the formulas on the new lines. Formula's can be found by looking at another cell in the same column
    e. Anything that says #NUM means the end date has passed so I just override the formula with "100%" unless the project has been extended.
8. Add back in the reporting date in the left corner as the date you pulled the data
9. Once Edits are final, upload it to one drive and share the document to all PIs listed on the sheet and then give the PIs until the last day of the month or so to get their edits in (they edit columns N and P)

Steps 6-9 are usually completed by the 15th of each month

10. Liz or Kelly will then pull the spreadsheet once PIs have edits in and send to the sponsor
11. Once the sheet is sent to Omaha, the process starts over again.