GRS Monthly Reporting Packet

KEB recommends compiling the following documents in an easy-to-find location to support monthly GRS Reporting:

1. Any reports run from financial software (e.g., D365 Reports and New World)
2. Any reports or spreadsheets from Program Managers, Contractors or others that affect fiscal reporting
3. Any workpapers used for calculations or data entry into GRS
4. Screenshots of GRS entries
5. Any reports, dashboards, and spreadsheets compiled or distributed to others on a routine basis
6. Narrative to include all monthly information into one electronic folder so that all information is compiled in one place