Controls		Errors	Details
Todays Date	13/10/2022		*Enter Today's date in B2*
NTA Date	12/10/2022		*NTA Date will automatically populate when you add Capital Movement Summaries in the Current Day Sheet*
Previous Date	11/10/2022		*Previous Date will automatically populate when you copy data from Current Day to Previous Day*

Instructions

1. Change cell B2 to todays date
2. Open the worksheet Current Day, highlight all cells and paste them in cell A1 of the Previous Day \
3. Open the CapitalMovement summaries from BNP in the R drive and paste the AU summary in A4 and the NZ summary in A36
4. Make sure that no errors are showing up in column C of the Controls worksheet
5. Create a new folder in :R\Daily\Macro under the correct year, month and date and **save a copy** of this spreadsheet in there
6. Save a copy of the Announcement worksheet as a **PDF** in the same folder as this spreadsheet
7. Sign the document in the Maker field, if you do not have a digital signature - go here https://support.microso

Self attestation	
Maker	X
Checker	X