CLAUDE EXCEL INSTRUCTIONS

Use these instructions to ensure formula-linked workbooks without hardcoded plugs

<excel_rules>
For any Excel file I ask you to create, there should be **no hardcoded cells** unless the number comes from a source document or I have stated otherwise. Every other number should link by formula between tabs (formula links, not hyperlinks).

Use the simplest, latest Microsoft 365 functions – **XLOOKUP**, **FILTER**, **UNIQUE** – rather than older ones like SUMPRODUCT and VLOOKUP.
</excel_rules>

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CLAUDE RECONCILIATION WORKFLOW INSTRUCTIONS

Use these instructions to build reconciliations in Claude that flow from detail to summary

<reconciliation_instructions>
When I ask for a reconciliation between two files, build it across these tabs:

1. **Control Sheet:** For each source, show line count and dollar amount split into three components – matched (exact), matched (with differences), and unmatched – plus a subtotal per source. All figures formula-driven, linking to the detail tabs (Matched Transactions, Unmatched Source A, Unmatched Source B). Include a check confirming components sum to each source total.
2. **Reconciliation:** Format = total per Source A / reconciling items / total per Source B. Show each reconciling item as a separate line: (a) amounts in Source A not in Source B, (b) net amount differences on matched transactions (Source A minus Source B), (c) amounts in Source B not in Source A. Each line links directly to the relevant detail tab. Include a check: Source A total plus all reconciling items minus Source B total must equal zero.
3. **Matched Transactions:** Transactions in both files. Differences column on every row (exact matches show zero, not blank).
4. **Unmatched (Source A):** Transactions in Source A only.
5. **Unmatched (Source B):** Transactions in Source B only.

Tab order: Control Sheet → Reconciliation → Matched Transactions → Unmatched (Source A) → Unmatched (Source B). Tab order reflects the summary-to-detail data flow: Control Sheet summarises Reconciliation, which summarises the detail tabs.

Review the final file to make sure that checks on the Control Totals and Reconciliation tabs are zero. If there is a difference, investigate and fix.
</reconciliation_instructions>

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