1. Open: S:\Finance\Reports\Coupon Usage\Coupons Used Master 2013.xlsx
2. Filter Column N (Expires) for this month and next month
   1. Ex: 8/13 and 9/13
3. Open: S:\Finance\Reports\Coupon Usage\Used.csv ☺
4. Delete any pre-existing data
5. Go to Master List
   1. Copy codes (column A) from current filtering into Used.csv
6. Once pasted into Used.csv
   1. Highlight the whole column you just pasted
   2. Ctl+F
   3. Click on the replace tab
      1. Replace What: “Coupon: “(make sure you include the space after the “:” )
      2. Replace with: leave blank
7. Save file and close
8. Go to Box 2.0
   1. Run through Coupon Usage
      1. Refer to Changing Voucher Expiration Codes for more detail
9. Download CSV
   1. Move column P to between A and B
   2. Copy columns A:H to Breakage File Sheet 1
      1. S:\Finance\Reports\Coupon Usage\Breakage.xlsx
   3. Then close our download csv of usage
10. Go back to Master List File
    1. Filter Column Q to Unused only
    2. Go to the top of the sheet
       1. In the first blank cell of the R column enter:
          1. =IFERROR(VLOOKUP($A2037,[Breakage.xlsx]Sheet1!$A:$H,3,FALSE),"")
          2. Change $a2037 to equal the actual Row number
       2. In the first blank cell of the S column enter:
          1. =IFERROR(VLOOKUP($A2037,[Breakage.xlsx]Sheet1!$A:$H,5,FALSE),"")
          2. Change $a2037 to equal the actual Row number
       3. In the first blank cell of the T column enter:
          1. =IFERROR(VLOOKUP($A2037,[Breakage.xlsx]Sheet1!$A:$H,2,FALSE),"")
          2. Change $a2037 to equal the actual Row number
       4. In the first blank cell of the U column enter:
          1. =IFERROR(VLOOKUP($A2037,[Breakage.xlsx]Sheet1!$A:$H,8,FALSE),"")
          2. Change $a2037 to equal the actual Row number
    3. After all formulas have been entered, copy them down to the last showing coupon
       1. Let the file finish calculating
          1. You can see the progress in the bottom right corner of the excel screen
11. Clear all filters
12. Highlight Columns R:U
    1. Copy and paste as value (123 box)
13. Got to Breakage Sheet in Master List Workbook
14. Change filter Parameters in B3 to this month and next month
15. Refresh all using the button in the Data Toolbar
16. Open a new workbook
17. Copy the pivot to the new workbook and email to Dominic
    1. In email say: This is your updated breakage numbers for this week