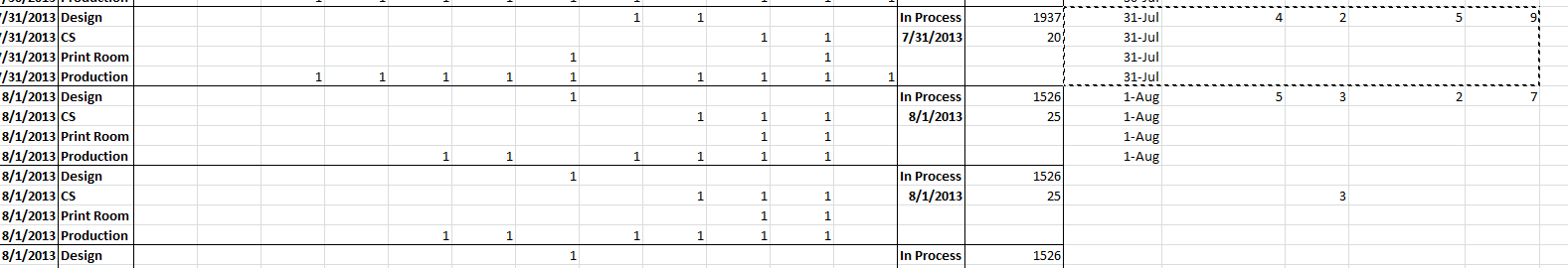
\*Hint: save all work as you go in case of crashing

1. **Run Queries (select export and no display for all)**
   1. Orders Received
      1. Start and end are the same (yesterday)
      2. Open file and save to: S:\Finance\Reports\BOS Queries\OrdersReceived\Orders Received 2013\”Current Month”2013
         1. Save all files in .xlsx format
         2. MMDDYYY
      3. Insert Column between B and C
         1. Enter: =concatenate(a2,”.”,b2)
      4. Save and leave open
   2. Order Status (approved – being shipped)
      1. No date range
      2. Open file and save to: S:\Finance\Reports\BOS Queries\Order Status
         1. Save as .xlsx
         2. MMDDYYYY
         3. Close file
   3. Orders shipped (No Display only – do not export)
      1. Start and end are the same (yesterday)
      2. Write down the total # orders shipped to enter into pipeline report
   4. Shipped Sales
      1. Start and end are the same (yesterday)
      2. No need to save file, just leave open until finished with report
   5. Shipped Reprints
      1. Start and end are the same (yesterday)
      2. Open file and then Open: S:\Operations\Reprints
         1. Save file into the respective WE file
            1. If it is a Friday, start the new week

All weeks end on Thursday

* + 1. Can discard after adding to the WE Report
  1. Orders Processed by Date(no display only – do not export)
     1. Job: Printer
     2. Start and end date the same (yesterday)
     3. Write down the # printed for the pipeline report

1. **Order Status Workbook**
   1. Open: S:\Finance\Reports\Incentive Workbook\Order Statuses.xlsm
   2. Go to Button Sheet and click the button
   3. When it is finished running go to the Log Sheet (make sure Calculation is on Automatic)
   4. Copy and paste as value the most recent date that you ran in columns A:P
      1. Make sure there is more data below for tomorrow
   5. Copy down the formulas in column A:U
   6. 
   7. Go Back to the “Order Status Dump” Sheet
      1. Filter Column R for “CS” and “Design”
         1. Filter Column Q for anything over 2
         2. Open: S:\Finance\Reports\BOS Queries\Order Status\BOLO 073113CS.xlsx
         3. Copy and paste the new data over and save for the current date
            1. Leave this open so you can resave for each department
      2. Filter Column R for “Print Room”
         1. Filter Column Q for anything over 2
            1. Filter Column H to not include Cards
            2. If there is anything over 2 and that are not cards copy and paste over the CS Bolo and save as Print Room
      3. Filter Column R for “Production”
         1. Filter Column Q for anything over 3
         2. Column I, exclude Mugs and Wrap Cases
         3. Copy and paste over CS/Print Room Bolo and Save as Production
   8. When finished with BOLOS save and close the Order Status Workbook
2. **Bookings YTD**
   1. Open Bookings: S:\Finance\Reports\Weekly Reports Zazzle\Bookings 2013\Bookings YTD.xlsx
   2. Got o most recent Orders Received:
      1. Copy A2:W2, all the way down and paste into the first empty cell in column a of the OrdersReceived Tab in the Bookings YTD File
   3. Go to column X, copy the last row of data from column X:AR, copy next to all rows added today
   4. Sort the data for the current WE in column AJ
   5. In the upgrade column (AE) filter for anything identified as “House”
      1. If anything starts with LSMU7 or LSMU12, add a dash after the 7 or 12
      2. If the code is a random set of 6 letters and/or numbers, add a “DS-“ in front of it
         1. All changes to the codes must be done in column Q or S, wherever the data is found
      3. If the code is from a HH sale, add the codes to the PIOC Codes sheet at the bottom
      4. If the code begins with PIOC#- or PIC#-, leave it alone.
      5. Clear filter after all changes made
   6. In the upgrade column (Ae) filter for anything that says “SignOn” or “Signon upgrade”
      1. If it is a manually-entered charge, look the order up in BOS and enter the correct coupon in column q
      2. Clear filter after all changes made
   7. In the categories column (AN) filter for “no order”
      1. Change the name of the type in Column I to a identifiable name
         1. Sheet “LookUP 2” Column E has a full list of qualified names
   8. In the Data Tool bar, clear all filters, then refresh all
      1. Be carefully not to click around too much while this is happening, it can freeze the program up
      2. Once the program has finished running, go to the tables sheet. Make sure that B23 has the most current WE date. Your data you just added should be populated , if not, check to make sure auto calculation is on. If it is and it is still not there, go to the pivots tab and make sure all pivots are showing the most current data
         1. Also check that your calculation is on Automatic
   9. **TO DO ON MONDAYS:**
      1. Go to “2012 – Tables” Sheet.
         1. AV29 starts the 2012 WE table of data, make sure your most current LY WE is there and populated. Check the formulas to make sure they are looking through the full date range in columns A:S
         2. Do the same thing for BQ29 which populates 2013 WE data. The table it reads off of is in columns U:AM
         3. Also check that CL29 has the most current WE for 2013 there to give the percentages
         4. Next check the Tables in AV1,BR1, and CO1 are correct for the current months. For 2012 data, you do not want it to look past the LY WE otherwise the % are going to be for the whole month and not MTD.
      2. Go back to “Main Tables” Sheet
         1. Row 19 or Current Month Row, make sure the cell references are correct (will only need to be done at the beginning of each month)
   10. Save the File as YTD (at end of each week it is saved as the Current WE, always make sure it is saved as YTD first to not lose the data)
   11. Close when finished updating
3. **Days in Production**
   1. Open: S:\Finance\Reports\BOS Queries\OrdersReceived\Orders Received 2013\days in production.xlsx
   2. Go to most recent(s) Orders Received, copy columns A:P to the bottom of Sheet 1.
      1. Do not include Row 1
   3. Copy down the formulas in Q and R on Sheet 1
   4. Close all Orders Received Files but leave Days in Production Open
4. Master – Pipeline Data
   1. Open: S:\Finance\Reports\BOS Queries\shipped sales\Master - Pipeline Data.xlsx
   2. Open most current month’s Shipped Sales Dump
      1. Ex: S:\Finance\Reports\BOS Queries\shipped sales\”Current Month” 2013\”Current Month”.xlsx
   3. Open Current Run: S:\Finance\Reports\BOS Queries\shipped sales\Current Run.xlsm
      1. Current run = order import de-dup
      2. #N/A = data is missing from look at file
         1. True new order
      3. “Dup” = already exists
      4. “” = data is there with a different ship date – ignore – “reprint” candidate
   4. Go to most recent Shipped Sales Query Run
      1. Copy and paste all data over Current Run Sheet in the Current Run File and then close the query run
      2. Click the Button for the Current Run
      3. Copy A:Y for the results into most recent Shipped Sales Dump, close the Current Run
   5. Go to the SS Dump and Filter AB filter for “#N/A”
      1. Copy Columns A:P of the results into Master – Pipeline Data on the “Dump” Sheet
      2. Copy down the formula in Column Q
      3. Calculate and Refresh the workbook
      4. Close and save the SS Dump workbook
   6. Go back to Days in Production Workbook, recalculate and refresh the workbook
5. **Pipeline**
   1. Days in Production and Mater-Pipeline Data should still be open
   2. Open: S:\Finance\Reports\Daily Reporting\Pipeline 2013 Main File USE.xlsm
      1. Click button to open all needed workbooks
   3. Calculate and refresh the whole workbook first to gather all the data from your open workbooks
   4. On the Email Sheet, go to Column AC and move the data accordingly
      1. Reference yesterday’s file if needed
   5. Go to Data Sheet and Fill in the data for Columns AJ:AL based on query results
      1. Open the Orders Shipped Query run, filter for all Groupon Goods
         1. Add the total # of items shipped for Goods to the Printed column
         2. You can discard the orders shipped query run
      2. Open the Shipped Reprints query run
         1. Open the most current we file for reprints
            1. Ex: S:\Operations\Reprints\ShippedReprints\_WE20130801.xlsx
         2. Copy the shipped reprints data in the Bottom
   6. Go back to Email sheet and click on the BOLO Pivot and refresh it if it didn’t update earlier
   7. Update the Today’s BOLO Goal with the counts from the Pivot
   8. Run the On Hold Query and enter the # of Items On Hold
   9. Copy and Move the Email Sheet to a new Workbook
      1. Copy the whole sheet and paste as Value
      2. Now you can close all other Files
      3. Format your Email Sheet as needed
      4. Save here: S:\Finance\Reports\Daily Reporting\Daily Pipeline – under today’s date
      5. Format BOLO Pivot as desired
   10. Once finished click the button for closing