1. Open: S:\Finance\Reports\Daily Deal Analysis\Daily Deal Analysis 2013 “Current Month”USE.xlsx
2. Open up the email received by Heather
3. Print out the Pivot Table (or leave on screen whichever is easier)
4. Filter Column A for the first company listed in the Pivot from Heather
5. Go to the DDA and Hide columns I:AD
6. Filter Column C for the first market name
   1. Find the corresponding deal based on products and launch date
      1. If the expirations do not match ask Heather to investigate which is correct
7. Based on the detail in the Pivot from Heather, enter the Coupons Used into column AH and the Coupons Unused into AI
   1. If there are coupons classified as used after expiration add the number to AH and also enter it in AL