1. Open: S:\Finance\Reports\Daily Deal Analysis\Daily Deal Analysis 2013 “Current Month” USE.xlsx
2. Go the Analysis Sheet
3. If the conditions of this deal have previously run:
   1. Find the last entry for that type of deal
   2. Copy the lines that contain the data
   3. Insert at the top
      1. Change the market name
      2. Change the 3 dates
      3. Update the Units Sold
4. If the conditions of this deal have never ran:
   1. Go to the Lookup Sheet
      1. Populate the sheet with all of the data based on the contract
         1. When entering the data into Column B, if the company has run the same product before but there is something else about the deal that is different, enter the data slightly different
            1. Ex: 0608 slate or 06x08 Slate or 0608Slate or 06x08Slate
            2. This will ensure that the information pulled is per the contract of the most recent deal and not something that ran before.
      2. If you just did this step:
         1. Open: S:\Finance\Reports\Weekly Reports Zazzle\Bookings 2013\Bookings YTD.xlsx and update the same information on the lookup sheet there
            1. Get the prefixes from Brandon/Heather and enter those into the sheet as well
         2. Open: S:\Finance\Reports\Revenue\Shipped Sales\2013\Shipped Sales “Current Month”.xlsx and follow the same as Step 1.
5. After all of the above has been completed, sanity check your information
   1. Are there any cells in your new rows showing #N/A?
   2. Do the $/Unit on Column J match what you entered into the Lookup sheet?
      1. Since everything is formula driven off of the unique entry in column G, triple check that everything was entered correctly