1. Open: S:\Finance\Reports\Daily Deal Analysis\Daily Deal Analysis 2013 “Current Month”USE.xlsx
2. Verify that all deals (Voucher Sales and Goods Deals) have been entered
3. If this is the beginning of a new month
   1. Go to the beginning sheets of the workbook
   2. Find the most recent Month’s tab
   3. Make a copy and move it in front of Last Month’s
   4. Change the filter in B3 to the current month
4. If this is the EOM then all of the above should already been done, if not follow the steps above
5. After Breakage has been entered into the DDA
   1. Refresh the whole workbook and make sure everything calculates
   2. Manually check that the cell references for “Additional over” % and $ are referencing the correct cells on the “Actual Breakage” Sheet