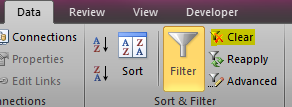
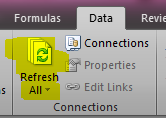
1. Open: S:\Finance\Reports\Daily Deal Analysis\Daily Deal Analysis 2013 “CurrentMonth”USE.xlsx
2. After all payments for the Week have been entered into the DDA
3. Hide Columns:
   1. B
   2. D:F
   3. H:O
4. Filter Column P (Check #) for Blanks only
5. In the Filter in Column R (Pay #1) uncheck the boxes for any 0 or – or Blanks
6. In column Q (Pay #1 Date) pull down the filter and select Sort Newest to Oldest
   1. I always do this to help me see anything really old at the bottom that may need my attention
7. After 4-6 have been implemented, Hide Column P
8. Go to the Expected Cahsflow Sheet and clear the data that is in Columns A:F(not the headers)
9. Copy the data in A:R that is now showing on the Analysis Sheet
10. Select the Expected Cashflow Sheet
11. Paste the data into Column B
    1. Enter the Payment Number in Column B
12. Go back to the Analysis Sheet
13. Clear all Filters using the Data Toolbar Function
    1. 
14. Hide Q:R and repeat the above with S:U and then with V:X
15. Once all 3 payment columns have been entered into the Expected Cahsflow Sheet, refresh the data
    1. 
16. Check Column G for any dates that do not make sense
    1. If the date a payment is due is paste the preset date range
       1. Go to the week ending dates and add more WE dates
17. In the Pivot I1, pull down the filter in the WE box and select everything except Blanks and #N/A
    1. If you know more detail about payments that have not yet been made note those I Column K
18. Copy the Pivot and paste over the table in column N:P
    1. Make sure the WE column is in chronological order
19. Copy the table and paste into an email and send to Monica