1. Open Bookings: S:\Finance\Reports\Weekly Reports Zazzle\Bookings 2013\Bookings YTD.xlsx
2. All of the below should be done daily:
   1. Got yo 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
   2. Go to column X, copy the last row of data from column X:AR, copy next to all rows added today
   3. Sort the data for the current WE in column AJ
   4. 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
   5. 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
   6. In the categories column (AN) filter for “no order”
      1. Change the name of the type in Column I to an identifiable name
         1. Sheet “LookUP 2” Column E has a full list of qualified names
   7. 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 “Main 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
3. **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.
         1. 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.
      5. 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)
4. Once all of the above has been done for the week:
   1. Go to Coupon data consolidation on “Main Tables” Sheet: A55
      1. Reference the WOW (red) formulas to the most recent WE date
      2. If it is a new month:
         1. Move down the WOW and YTD total lines to make room for the new month
         2. Create a line for each WE in that month and a total Line
         3. Update the formulas in the YTD line to include the new month’s totals
   2. Once finished with all of the above do the following checks:
      1. Do AK82 and K129 match
         1. If they do not match:
            1. Make sure there are no “no order” lines on the OrdersReceived Sheet
            2. Also check that the pivot it reads off is updated
            3. Also check that the Deal Site companies are all showing in the Deal Site Breakdown table

Check it against the Pivot it reads off of

* + 1. Do AK82 = E+J+O(for the current month in the Top Blue Table)?
       1. If they do not match follow the same steps as ( c) above
    2. Look at the VS LY % on the “Fiscal” Sheet and compare them to the Current MTD % in the Blue Table on the “Main Tables” Sheet
       1. If they do not match check that all pivots that LY reads off of are correct
          1. For the Deal Sites, make sure the “Week Ending” filter at the top of the pivot is selected through the most current WE
  1. After all checks have been made
     1. Save the file as YTD
        1. This safeguards the data in the master file
        2. Then save as the current Month for reference purposes
     2. Copy the tables labeled for EOM Reports into an email and send to Monica
     3.    