

## HOW TO CHANGE YOUR PENDING DRAW REPORT INTO A DAILY DRAW FILE

1. Open up an old Daily Draw File (DDF) and clear all of the rows except the header/title row.

AccountID	RouteID	Location	DrawDate	ProductID	DrawTotal

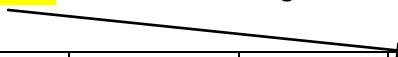
2. Then open your Pending Draw Report (PDR) - should look like the below table - and look at the day required.

Pending Draw Report										
NOTE: ***SUBJECT TO CHANGE*** Download your Route Draw Report when it becomes available each publishing day for final confirmation of draw quantities.										
Account:	3000									
Correct as at:	3:17PM Tue 8 Dec 2015									
RouteID	ProductID	RouteName	AccountName	Thu 10-Dec	Fri 11-Dec	Sat 12-Dec	Sun 13-Dec	Mon 14-Dec	Tue 15-Dec	Wed 16-Dec
03000N02	WST	Dist X NIE	Dist X	0	0	0	0	0	0	0
05666R01	QKA	Super Del	Super Del	2						
05666R01	WST	Super Del	Super Del	19	21	54	0	22	24	22
03000B01	WST	Dist X	Dist X	10	10	10		10	10	10
05643R01	QKA	Gourmet	Gourmet	1						
05643R01	WST	Gourmet	Gourmet	26	24	62	0	28	20	24
03000N01	WST	Dist X	Dist X	0	0	0				
01160R22	WST	Cellarbrat	Starcom	0	0	0				
03000H01	CMN	Dist X	Dist X	1						
03000H01	TAB	Dist X	Dist X		10			2		2
03000H01	WST	Dist X	Dist X	726	737	2036		732	715	778
03000H01	KAL	Dist X	Dist X			1				

3. From the PDR, copy and paste all required information into the blank DDF file you have prepared.
4. Then include your account number in the very first column and then in the fourth column, enter the date for the actual delivery edition; e.g. for the edition being delivered on Saturday 26 December 2015, you should enter 26/12/2015. The DDF should look like this now.

AccountID	RouteID	Location	DrawDate	ProductID	DrawTotal
3000	03000N02	Distributor X	12/12/2015	WST	0
3000	05666R01	Super Deli	12/12/2015	QKA	
3000	05666R01	Super Deli	12/12/2015	WST	54
3000	03000B01	Distributor X	12/12/2015	WST	10
3000	05643R01	Gourmet Deli	12/12/2015	QKA	
3000	05643R01	Gourmet Deli	12/12/2015	WST	62
3000	03000N01	Distributor X	12/12/2015	WST	0
3000	01160R22	Cellarbrations	12/12/2015	WST	0
3000	03000H01	Distributor X	12/12/2015	CMN	
3000	03000H01	Distributor X	12/12/2015	TAB	
3000	03000H01	Distributor X	12/12/2015	WST	2036
3000	03000H01	Distributor X	12/12/2015	KAL	1

5. Now you will need to take out any irrelevant information, such as routes that have no supply. I've used Saturday as an example, so there are routes with zero supply because there are no publications produced on that day. You can do this by either sorting by the **'DrawTotal'** column or deleting the entire row out.



AccountID	RouteID	Location	DrawDate	ProductID	<b>DrawTotal</b>
3000	03000N02	Distributor X	12/12/2015	WST	0
3000	03000N01	Distributor X	12/12/2015	WST	0
3000	01160R22	Cellarbrations	12/12/2015	WST	0
3000	03000H01	Distributor X	12/12/2015	KAL	1
3000	03000B01	Distributor X	12/12/2015	WST	10
3000	05666R01	Super Deli	12/12/2015	WST	54
3000	05643R01	Gourmet Deli	12/12/2015	WST	62
3000	03000H01	Distributor X	12/12/2015	WST	2036
3000	05666R01	Super Deli	12/12/2015	QKA	
3000	05643R01	Gourmet Deli	12/12/2015	QKA	
3000	03000H01	Distributor X	12/12/2015	CMN	
3000	03000H01	Distributor X	12/12/2015	TAB	

6. Now your newly created DDF should look like this.

AccountID	RouteID	Location	DrawDate	ProductID	DrawTotal
3000	03000N02	Distributor X	12/12/2015	WST	0
3000	03000N01	Distributor X	12/12/2015	WST	0
3000	01160R22	Cellarbrations	12/12/2015	WST	0
3000	03000H01	Distributor X	12/12/2015	KAL	1
3000	03000B01	Distributor X	12/12/2015	WST	10
3000	05666R01	Super Deli	12/12/2015	WST	54
3000	05643R01	Gourmet Deli	12/12/2015	WST	62
3000	03000H01	Distributor X	12/12/2015	WST	2036

7. Once completed, ensure you save the spreadsheet either on your *Desktop* or in folder of your choice. You should now be able to upload as normal.