1. Open Current Month DDA
2. Open Commerce Interface
3. Open Groupon Merchant Dashboard
   * 1. [dbrendis@pictureitoncanvas.com](mailto:dbrendis@pictureitoncanvas.com) – November3
   1. Make sure you are in *Picture It On Canvas Pomway* Account
   2. Go to Deal page
   3. Click on Deal List
4. Log into Great Plains
5. Go to DDA and find most recent entry for Goods Art
   1. Check it against the Deal List in the Merchant Center to see if there are any other newly closed Deals
      1. If there is a new deal closed, copy the most recent entry and enter it as a new line
      2. Update the Deal Name and Start date
         1. The # Sold and $/Unit should be 0 until invoiced
            1. This also serves as a check and balance for invoicing
6. Go to the commerce interface
   1. Go to Payment Center
      1. Invoicing
         1. and select a PO
   2. Locate that deal in the DDA and update the # sold and the $/unit based on the data from the PO (make sure the total due matches)
7. Go to Great Plains
   1. Sales
      1. Transaction Entry
         1. Create a new batch
            1. Date of invoice is closed date (see DDA for date)
            2. Description = Deal Name
            3. Enter the PO in the corresponding field
            4. Total of PO is to be entered into the Sales Field
   2. Print completed invoice to screen
   3. Save as Word Doc
      1. S00## Deal Name
   4. Copy the invoice to the PIOC Desktop
      1. S:\Fulfillment\Groupon Goods\Goods Invoices
      2. Save and open and resave as PDF so both types are in there.
8. Go back to interface
   1. Upload the correct Invoice
   2. Enter the Invoice # in the field
   3. Click the box and upload.
9. In the DDA
   1. Enter the Invoice number at the end of the Deal name