1. **Artwise Billing**
   1. Open current Month Shipped Sales: S:\Finance\Reports\Revenue\Shipped Sales\2013\Shipped Sales “Current Month” 2013.xlsx
   2. Go to Artwise Sheet
      1. Refresh table
      2. Change ship month in B2 to the current month
      3. Copy and move page to new workbook
      4. Copy and paste all data as value
      5. Change data starting with A5 to a table
      6. Save data in: S:\Fulfillment\Artwise\Billings as current month
         1. Save a copy as a PDF
      7. Create invoice in GP for Artwise
2. **Fathead Billing**
   1. Open current Month Shipped Sales: S:\Finance\Reports\Revenue\Shipped Sales\2013\Shipped Sales “Current Month” 2013.xlsx
   2. Go to Fathead Sheet
      1. Refresh table
      2. Change ship month in B2 to the current month
      3. Copy and move page to new workbook
      4. Copy and paste all data as value
      5. Change data starting with A5 to a table
         1. Save data in: S:\Fulfillment\Fathead\billing
         2. Save a copy as a PDF
      6. Create invoice in GP for Fathead