1. Open Current Month Shipped Sales Report
   1. Ex. S:\Finance\Reports\Revenue\Shipped Sales\2013\Shipped Sales “CurrentMonth”2013.xlsx
2. Open Current Month Shipped Sales Dump (SS)
   1. S:\Finance\Reports\BOS Queries\shipped sales\”Current Month” 2013
3. Filter Column Z from SS Dump to not include “Dup”
   1. Dup = the order has already been added to Shipped Sales
   2. “Reprints” = the order has been added to Shipped sales on a different Ship Date
      1. Ignore the Reprints on the daily adding
      2. At the end of the month, add all Reprints to shipped sales
   3. #N/A = the order needs to be added
4. Copy Columns A:P of results in SS Dump into Column A of Shipped Sales, Shipped Sales 2013 Sheet
5. Go back to SS Dump and Copy Columns R:X into Column Q on Shipped Sales 2013 Sheet
6. Copy Column Y from SS Sump into Column AP of Shipped Sales 2013 Sheet
7. Close out SS Sump
8. Go to Shipped Sales Report
9. Copy down formulas in Columns X:AN
10. Copy down formulas in columns AQ:BG
11. Calculate the sheet
12. Go to Column AW and Filter for current WE
13. Go to Column AS and Filter for #N/A
    1. If no #N/A are found, skip to step 14 otherwise:
    2. Copy results in Column G(product codes) to sheet “Goods Deal”
    3. With the data you just pasted still highlighted, go to the data toolbar and remove duplicates from the selection
    4. In Column C enter the deal names
       1. For deal names see: S:\Creative\Bar Codes\Used UPCs\UPC & Product Codes\UPC\_PP.xlsx
          1. If the product code cannot be found, send [hwalker@pictureitoncanvas.com](mailto:hwalker@pictureitoncanvas.com) an email and ask her to update the sheet
14. Go back to shipped sales and make sure there are no more #N/A in Column AS
    1. Clear the filter for that column
15. Filter Column AW for the current WE Date
16. Go to column AG on shipped sales 2013 sheet and Filter for “House”
    1. Any changes made to a coupon (as directed below) must be done in Column Q or S, where
    2. If the code is from a Happy Hour Sale, add the codes to the Sale Codes Sheet
       1. When the Happy Hour email is received during the week, add the codes to the file so this goes quicker
    3. If anything starts with LSMU7 or LSMU12 or LSMU##, add a dash after the #number listed
       1. Based off codes sets Brandon and Heather make for Living Social
    4. If the code is a random set of 6 letters and/or numbers, add a “DS-“ in front of it
    5. If the code starts with Spree, enter a dash after the Spree
    6. If the code entered is “Manually-Entered Charge”, look the order up in BOS for the correct coupon
       1. If the Customer name is Fathead, Artwise or Zazzle, delete “Manually-Entered Charge” from Column Q or S so the order can be properly classified
       2. If the Coupon reference is nowhere on the order in BOS, send the list of orders to Michele Kubitz to research for you and provide you with the Data
    7. Go to Column AG on Shipped Sales 2013 Sheet and Filter for “SignOn” and “SIgnOn Upgrade”
       1. If none are found skip to the next step, otherwise:
       2. Replace Manually Entered Charge with that you find in BOS
    8. **If there is a manually entered charge and the Product Code begins with CF, delete the manually entered charge from the coupon column, the customer paid in cash**
    9. If there is a FALSE in Column AG, the prefix has not yet been added to the LookUp sheet
       1. Enter the Prefix in Column A of the lookup sheet and fill out the information for columns B, C, E and F
          1. If you do not know anything about the deal ask Brandon/Heather to investigate for you
17. Clear the Filter in AG
18. Go to column AH and Filter for #N/A
    1. If there are none clear filter and move to step 19
    2. If there are #N/A
       1. Add the Company name from Column AF to the bottom of Column A on Sheet 3 and name as one of the following:
          1. 3rd Party
          2. Fulfillment
          3. Incentive
          4. PIOC
19. Refresh all of the data
20. Go to the PIOC Summary Sheet
    1. Make sure the totals of the two pivots match the totals in the green table:
       1. At the beginning of the month change the month reference in Pivot A3 and in Pivot F3
       2. Enter the corresponding number for the correct month in K4
       3. The total in Pivot A3 should match P85 (Order Total $)
       4. The total in Pivot F3 should match Q85 (Cust. Paid)
21. Go to the Zazzle Summary Sheet and make sure everything is current and updated
    1. Change the month name in F2
    2. In Pivot A21, add the current month to the Pull down in Deal Site Cell
    3. In Pivote F3, select the current month in the Pulls down for Ship Month cell
    4. In the Goods Pivot, change the month to the current month and last month
       1. Delete all of the Invoice # references
       2. In column N next to the Goods Pivot (Pivot K20) enter: =m#\*-.04(# being the row number)
          1. Double check the formula in N23 that it sums all of the 4% return allowance
             1. Do the same for the 2%

2% only applies to Case deals

1. Open the Windows Viewer to S:\Fulfillment\Groupon Goods\Goods Invoices
   1. Enter all corresponding Invoice #’s next to the deal name for reference