**Process Document Check off List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Name | Employee Responsible | Employee Received Copy | Monica Copy | Employee Reviewed? |
| Schedule of Reports | Monica |  |  |  |
| Heather Daily Checklist | Heather |  |  |  |
| 4 Option Metal Deal | Heather |  |  |  |
| Changing Voucher Expirations | Heather |  |  |  |
| Pulling Voucher Sales | Heather |  |  |  |
| Breakage | Heather |  |  |  |
| Coupon Creation | Brandon/Heather |  |  |  |
| Morning Pipeline | Jason |  |  |  |
| Metrics | Jason |  |  |  |
| Week End Bookings | Jason |  |  |  |
| Month End Bookings | Jason |  |  |  |
| Payroll Metrics | Dorothy |  |  |  |
| Billing (FH & Artwise) | Dominic |  |  |  |
| Entering Deals into DDA | Dominic |  |  |  |
| EOM DDA | Dominic |  |  |  |
| Invoicing Groupon Goods | Dominic |  |  |  |
| Shipped Sales | Dominic |  |  |  |
| Entering AR in DDA | Dominic |  |  |  |
| Cash Flow | Dominic |  |  |  |
| Inventory | Dominic |  |  |  |
| Entering Breakage in DDA | Dominic |  |  |  |
| Canvas in Storage | Dominic |  |  |  |
| Dominic Daily Checklist | Dominic |  |  |  |
| Royalties | Dominic |  |  |  |