**Daily**

1. Open SS Dump
   1. Copy over new data to Shipped Sales Report
   2. Copy over new data to Inventory Report
2. Update Shipped Sales
3. Populate Inventory Calculate Sheet
4. Download Settled Report from Authorize
5. Check Commerce Interface for new PO’s to invoice
6. Enter new closed deals into DDA (as needed)
7. Enter new payments into DDA (as needed)
8. Enter new closed deals (voucher sales only) in Bookings (as needed)

**Weekly**

1. Enter Breakage numbers (as supplied by Heather)
2. Complete Inventory run with Corey
3. Cash flow
4. Request Wells Fargo download from Monica

**Monthly**

1. EOM DDA
   1. EOM Breakage
2. Shipped Sales Revenue
   1. Refund Tru-Up
   2. Royalties
   3. Artwise Billing
   4. Fathead Billing
3. Inventory

**Miscellaneous**

1. Contact Jessica Jones at Groupon about snap shot of payments for last 2 weeks
2. Set up next month’s Shipped Sales Dump prior to the 1st for Jason to use on the 1st
3. Set up next month’s Shipped Sales and Inventory after EOM is finalized
4. Set up next month’s DDA after EOM is finalized