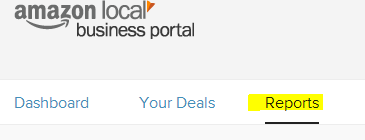
1. Open: S:\Finance\Reports\Daily Deal Analysis\Daily Deal Analysis 2013 “Current Month” USE.xlsx
   1. \*\*Once a week request a Wells Fargo download from Monica to ensure no payments are missed. Groupon Goods Payments only come through WF.
      1. When you receive the download, open: S:\Finance\Reports\Revenue\WF downloads\WF “Current Month”.xlsx
         1. Copy the newest download payments onto the sheet
         2. Verify that you have received all payments into the DDA using the Check Registry sheet
2. If the payment is from Amazon:
   1. Open the Amazon Merchant Portal
      1. <https://local.amazon.com/businesses/payment-summary>
      2. [mdenosta@pictureitoncanvas.com](mailto:mdenosta@pictureitoncanvas.com)
      3. 12525stowe
   2. Go to Reports
      1. 
   3. Find your payment amount
      1. If you cannot find the payment amount, try adding the payments around the similar dates
         1. If you still cannot determine what you are being paid from, please contact Matt at Amazon
            1. Matt Kull ([amazonlocal-merchantsupport@amazon.com](mailto:amazonlocal-merchantsupport@amazon.com))
3. If the Payment is from Groupon
   1. Go to the Merchant Center
      1. Merchant.groupon.com
      2. [dbrendis@pictureitoncanvas.com](mailto:dbrendis@pictureitoncanvas.com)
      3. November3
   2. Log into the Picture It On Canvas Account via the My Account filter on the top right
      1. Deals
         1. Invoice History
   3. Look for the payment total in the list. If not found:
      1. Log into the Picture It On Canvas Pomway Account via the My Account Filter on the top right
         1. Deals
            1. Invoice History
         2. If the payment is still not found email Jessica Jones ([jjones@groupon.com](mailto:jjones@groupon.com)) and ask for a 2 week snapshot of the most recent Goods Payments
         3. If it does not appear in the Goods snapshot, the payment hit the bank before it hit the dashboard (which happens on occasion) so check back the next couple of days
            1. If it still does not appear, email Lisa ([ljohnson@groupon.com](mailto:ljohnson@groupon.com)) and ask Lisa for assistance
   4. Once your payment detail has been found, regardless of the account it is found in; click on the Payment Date and print out the detail
      1. If the payment says: “There is no further information for this payment”
         1. Email Lisa ([ljohnson@groupon.com](mailto:ljohnson@groupon.com)) the ACH# and request a breakdown
      2. Barring the detail is available when you click the link go to the next step
4. Once you have the details for your payment go back to the DDA and Filter Column A by the company you just received the payment from
   1. Based on the details given with the payment
      1. Find the Market Name
      2. Find the run date (in the event of multiple run times for that market)
      3. Enter the payment information in the appropriate payment column
         1. Is it a 1st, 2nd, 3rd installment?
         2. Enter the Date the check was disbursed
   2. Enter the Payment Information on the Check Registry sheet of the DDA
      1. If Column L is anything other than $0, your payment was not fully applied
   3. If the payment is for Amazon, it should be within a 1% margin based on how they are paying the deal
      1. Ex. 100% at 1st payment or 90%/10%
         1. All of these details will be in the merchant portal on the reports page
   4. If the payment is Groupon Goods, it should be exact
      1. Contact Jessica Jones ([jjones@groupon.com](mailto:jjones@groupon.com)) if it is not about the discrepancy
   5. If the payment is for a Groupon Voucher Deal
      1. If it is the deal that has 4 options of metal, apply the payment where you can
         1. We are more concerned about how it turns out in the end
      2. If the deal is for any other voucher sales
         1. The 1st and 2nd installments should be within <1% of what is there
         2. The 3rd installment should be no more than 5% off
         3. If a payment is issued for a Market on a run date and all 3 payments have already been received, enter the payment information in Columns Y:AA
            1. This is our Refund Tru-Up, meaning they overestimated the # of refunds they would receive and are giving us back our share.