1. In Shipped Sales report
   1. Go to Royalties Tab
   2. Check all pivots to make sure there is one for each artist and that the month is current
   3. Go to shipped sales sheet, filter column AX for blanks
   4. Got o column G and scroll through the list of products to see if there are any PP\_FD or anything that starts with FD
      1. If you find any, add those to the Goods Deal Page, column M and populate the data
   5. For Zazzle:
      1. Copy their pivot into a new workbook, paste the data as values, format as a table
      2. Save: S:\Finance\Reports\Revenue\Com & Royalty\Royalties\Zazzle
      3. Email to Erik Pemberton: erik.pemberton@zazzle.com
   6. For all others:
      1. Cut checks for each Artist