1. If this is the first of the month proceed to Step 2 otherwise skip to Step 3
2. Open last month’s Inventory file: S:\Finance\Reports\Inventory\Zazzle Inventory Reports\PIOC Inventory “Last Month” 2013.xlsx
   1. Save as new month
   2. Open: S:\Operations\Inventory\PIOC Inventory\18. “Current Month” 2013\Master Inventorty Sheet “CurrentMonth” 2013
   3. Go to Actual Inventory Sheet in PIOC Inventory
   4. In a1 enter change the file name to the current
      1. EX. Old: ='S:\Operations\Inventory\PIOC Inventory\17. July 2013\[Master Inventory Sheet July 2013.xlsx]Total Inventory'!A1
      2. Ex. New: ='S:\Operations\Inventory\PIOC Inventory\18.August 2013\[Master Inventory Sheet August 2013.xlsx]Total Inventory'!A1
      3. **DO NOT MAKE MANUALY CHANGES TO THIS SHEET AFTER IT IS LINKED. ANY CHANGES TO INVENTORY MUST BE DONE IN THE MASTER INVENTORY SHEET**
   5. Copy and paste that formula From A1:V1 down to A320:V320
   6. Go to the Master Inventory Sheet, select the whole sheet and then Format Painter and click on the Actual Inventory Sheet in the Inventory Workbook
   7. Make sure the sheet is calculated
   8. Go to Shipped Sales Sheet in the PIOC Inventory Workbook and clear columns A:Q
      1. **Do not clear row 1**
   9. Go to Finished Goods Sheet
      1. Copy the data in column E and F to B and C
      2. You are moving the “Ending” to the “Beginning” and at the end of the month you will add in the Ending as directed below
   10. Once the new month has been created double check that the Beginning Inventory for this new month match the ending inventory for last month
       1. If they do not investigate as to why
3. Open: S:\Finance\Reports\BOS Queries\shipped sales\”Current Month”\”Current Month”.xlsx
   1. Filter Column AA for #N/A
   2. Copy columns A:Q and paste into Column A in the first empty cell
      1. At the end of the month Filter for Reprints and copy and add those (only at end of month to avoid replications of reprints)
   3. Close SS Dump File
4. Open:
   1. S:\Operations\Inventory\Canvas In Storage\Canvas in Storage NEW\”CurrentMonth” Canvas In Storage.xlsx
      1. Go to the Inventory Sheet
      2. Double check that the pivot is set for the current ending month
      3. Refer to Canvas In Storage Process Doc for more information
   2. Copy and Paste as value into Column E and F the COGS calculation from the Inventory Sheet in Canvas in Storage File
5. Go back to Shipped Sales Sheet in PIOC Inventory
   1. Filter Column R (Alt ID) for #n/a
   2. Go to column G (product) and copy all of the products listed
   3. Paste them into the bottom on column A on the “Product Base List” sheet
      1. With the data still highlighted remove duplicates from the current selection
      2. Once duplicates are removed, enter the “Alt ID” into Column B
         1. Ex: PM\_SF1212MPStarCluster is really a MP1212
            1. If you are unsure of what it is ask Brandon
         2. Ex: MP2513 is MP1325
            1. Changing the Product code to have the dimension smallest to largest create uniformity
   4. After you added all of the product codes to the Product Base List, recheck column R for any #N/A
   5. Check Column S for any #N/A
      1. This means the product cannot be found in the Usage and Cost Sheets
      2. Add them to Usage first and then to cost
         1. Go to usage, find the first similar product type for the product you are adding
            1. Ex, Metal to metal or Canvas to canvas
         2. Copy the whole row and paste above
         3. Change the Product Code in Column A and the dimensions in G and H
         4. When you add rows, they need to be in the same row location on both sheets or the formulas will not be able to read properly
            1. Ex. If your like product is in row 17 and you insert above, add a row in the same place in the cost sheet
   6. Once all your products are there and calculated refresh the workbook
   7. Go to the Shipped Summary sheet and verify that the totals in column C26 and D26 match
      1. Also check that D26 is calculating the whole pivot range
   8. Go to the COGS Sheet and look at the Actual COGS vs the Calculated
      1. Every week this needs to be looked at
      2. All variances need to be explained
   9. Any questions go to Corey about Actual. He is responsible for updating the Master Inventory Sheet that the Actual Inventory reads off of
   10. Verify with Corey every week that he added the Canvas on the printers to the canvas WIP