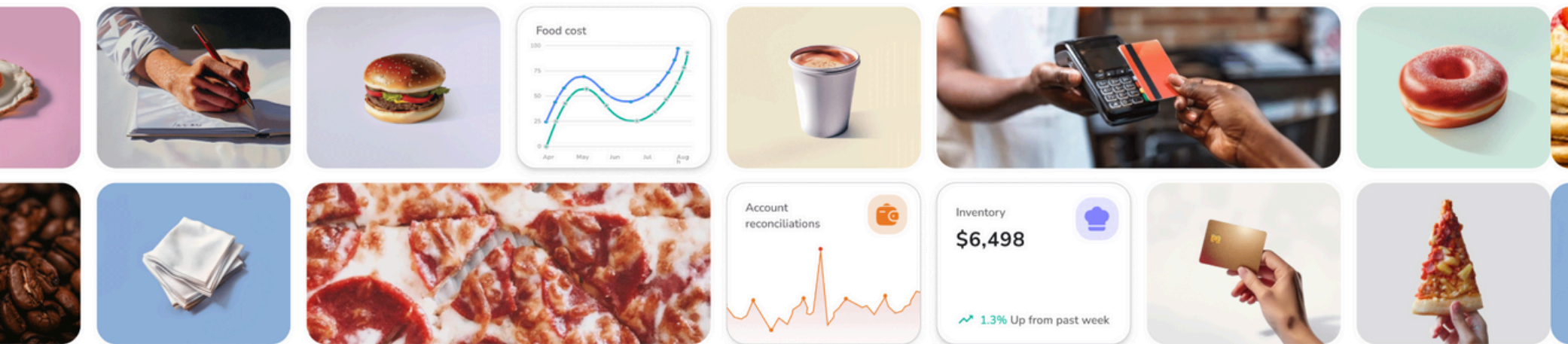




2025

Monday - Sunday 4-4-5 Work Week





Reports Schedule By Management Role

Monday - Sunday Work Week

Report							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Weekly SLA	GM / KM / AGM	GM / KM / AGM	GM / KM / AGM	GM / KM / AGM	GM / KM / AGM	GM / KM / AGM	GM / KM / AGM
Key info. Grid & Graph	GM / KM	GM / KM	GM / KM	GM / KM	GM / KM	GM / KM	GM / KM
Void / Comp. Discount	GM	GM	GM	GM	GM	GM	GM
Labor Metric Graph	GM / KM	GM / KM	GM / KM	GM / KM	GM / KM	GM / KM	GM / KM
Payroll Detail	GM						
Server ROI	GM						
COGS Widget		KM / AGM					
Budget Widget		KM / AGM		KM / AGM			
Top/Bottom Sellers	KM / AGM	KM / AGM	KM / AGM	KM / AGM	KM / AGM	KM / AGM	KM / AGM
Consolidated PMix	KM / AGM						
Budget vs Actual I&E	GM	GM	GM	GM	GM	GM	GM
AP Spend Widget		GM					
Cash Management Report		GM					
Report linked to Goal							
Report linked to Goal							



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12/30	31	Back Office Closed 1/1	2	3	4	5
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
6	7	8	9	10	11	12
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
13	14	15	16	17	18	19
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
Back Office Closed 20	21	22	23	24	25	26
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				



PERIOD 2 - January/February

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1/27	28	29	30	31	2/1	2
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
3	4	5	6	7	8	9
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
10	11	12	13	14	15	16
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
17	18	19	20	21	22	23
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				



PERIOD 3 - February/March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2/24	25	26	27	28	3/1	2
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				
3	4	5	6	7	8	9
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				
10	11	12	13	14	15	16
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance		Back Office Closed at 1pm MT		
17	18	19	20	21	22	23
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				
24	25	26	27	28	29	30
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				



PERIOD 4 - March/April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3/31	4/1	2	3	4	5	6
PRAP SLSINV		7pm - 9pm MST Profit Center™ Maintenance				
7	8	9	10	11	12	13
PRAP SLSINV		7pm - 9pm MST Profit Center™ Maintenance				
14	15	16	17	18	19	20
PRAP SLSINV		7pm - 9pm MST Profit Center™ Maintenance				
21	22	23	24	25	26	27
PRAP SLSINV		7pm - 9pm MST Profit Center™ Maintenance				



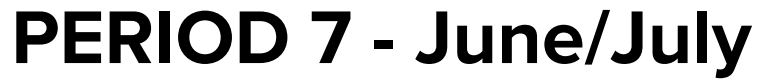
PERIOD 5 - April/May

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
4/28	29	30	5/1	2	3	4
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
5	6	7	8	9	10	11
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
12	13	14	15	16	17	18
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
19	20	21	22	23	24	25
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				



PERIOD 6 - May/June

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5/26 Back Office Closed PR AP SLS INV	27	28 7pm - 9pm MST Profit Center™ Maintenance	29	30	31	6/1
2 PR AP SLS INV	3	4 7pm - 9pm MST Profit Center™ Maintenance	5	6	7	8
9 PR AP SLS INV	10	11 7pm - 9pm MST Profit Center™ Maintenance	12	13	14	15
16 PR AP SLS INV	17	18 7pm - 9pm MST Profit Center™ Maintenance	Back Office Closed 19	20	21	22
23 PR AP SLS INV	24	25 7pm - 9pm MST Profit Center™ Maintenance	26	27	28	29



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6/30	7/1	2	3	Back Office Closed 4	5	6
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
7	8	9	10	11	12	13
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
14	15	16	17	18	19	20
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
21	22	23	24	25	26	27
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						



PERIOD 8 - July/August

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7/28	29	30	31	8/1	2	3
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
4	5	6	7	8	9	10
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
11	12	13	14	15	16	17
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				
18	19	20	21	22	23	24
PR AP SLS INV		7pm - 9pm MST Profit Center™ Maintenance				



PERIOD 9 - August/September

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8/25	26	27	28	29	30	31
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				
Back Office Closed 9/1	2	3	4	5	6	7
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				
8	9	10	11	12	13	14
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				
15	16	17	18	19	20	21
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				
22	23	24	25	26	27	28
PR SLS AP INV		7pm - 9pm MST Profit Center™ Maintenance				



PERIOD 10 - September/October

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9/29	9/30	10/1	2	3	4	5
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
6	7	8	9	10	11	12
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
13	14	15	16	17	18	19
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
20	21	22	23	24	25	26
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						



PERIOD 11 - October/November

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
PRAP SLSINV 10/27	28	29	30 Back Office Closed at 3pm MT	31	11/1	2
PRAP SLSINV 3	4	5 7pm - 9pm MST Profit Center™ Maintenance	6	7	8	9
PRAP SLSINV 10	11	12 7pm - 9pm MST Profit Center™ Maintenance	13	14	15	16
PRAP SLSINV 17	18	19 7pm - 9pm MST Profit Center™ Maintenance	20	21	22	23



PERIOD 12 - November/December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11/24	25	26	Back Office Closed 27	Back Office Closed 28	29	30
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
12/1	2	3	4	5	6	7
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
8	9	10	11	12	13	14
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
15	16	17	18	19	20	21
PR SLS		7pm - 9pm MST Profit Center™ Maintenance				
AP INV						
22	23	24	25	26	27	28
PR SLS		Back Office Closed at 12pm MT 7pm - 9pm MST Profit Center™ Maintenance	Back Office Closed			
AP INV						



Back Office
By Buyers Edge Platform

2024

4-4-5 Week Period Schedule

Monday - Sunday

Period #	Period Start Date	Period End Date
1	01/01/2024	01/28/2024
2	01/29/2024	02/24/2024
3	02/25/2024	03/31/2024
4	04/01/2024	04/28/2024
5	04/29/2024	05/26/2024
6	05/27/2024	06/30/2024
7	07/01/2024	07/28/2024
8	07/29/2024	08/25/2024
9	08/26/2024	09/29/2024
10	09/30/2024	10/27/2024
11	10/28/2024	11/24/2024
12	11/25/2024	12/29/2024

2025

4-4-5 Week Period Schedule

Monday - Sunday

Period #	Period Start Date	Period End Date
1	12/30/2024	01/26/2025
2	01/27/2025	02/23/2025
3	02/24/2025	03/30/2025
4	03/31/2025	04/27/2025
5	04/28/2025	05/25/2025
6	05/26/2025	06/29/2025
7	06/30/2025	07/27/2025
8	07/28/2025	08/24/2025
9	08/25/2025	09/28/2025
10	09/29/2025	10/26/2025
11	10/27/2025	11/23/2025
12	11/24/2025	12/28/2025

2025

Annual Period Schedule



PERIOD 12 2024 November - December						
MON	TUE	WED	THU	FRI	SAT	SUN
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

PERIOD 1 2025 December - January						
MON	TUE	WED	THU	FRI	SAT	SUN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

PERIOD 2 2025 January - February						
MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

PERIOD 3 2025 February - March						
MON	TUE	WED	THU	FRI	SAT	SUN
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PERIOD 4 2025 March - April						
MON	TUE	WED	THU	FRI	SAT	SUN
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

PERIOD 5 2025 April - May						
MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

PERIOD 6 2025 May - June						
MON	TUE	WED	THU	FRI	SAT	SUN
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

PERIOD 7 2025 June - July						
MON	TUE	WED	THU	FRI	SAT	SUN
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

PERIOD 8 2025 July - August						
MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

PERIOD 9 2025 August - September						
MON	TUE	WED	THU	FRI	SAT	SUN
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

PERIOD 10 2025 September - October						
MON	TUE	WED	THU	FRI	SAT	SUN
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

PERIOD 11 2025 October - November						
MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

PERIOD 12 2025 November - December						
MON	TUE	WED	THU	FRI	SAT	SUN
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

PERIOD 1 2026 December - January						
MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25