1. Pipeline
   1. Daily
2. Bookings
   1. Daily
   2. Friday Morning by 10 to Monica
      1. On Main Tables Sheet:
         1. Include Blue table in A1, Red table in A8, Long table in U26, Short table in I81
      2. On Fiscal Budget Sheet
         1. This Month VS Budget VS LY and Total YTD
   3. EOM
      1. The first of each month send last month’s data
         1. Main Tables Sheet
            1. Blue Table in A1, Short Table in I109, Long Table in AI26
         2. Fiscal Budget Sheet
            1. Same snap used for WE
3. Metrics
   1. Friday by 11 am
      1. Template in Bookings YTD File
4. Payroll Metrics
   1. Friday by 11am
5. Shipped Sales
   1. Daily
      1. Needs to always be available to give a number to Monica
   2. Monthly
      1. By the 2nd (working day) of each month
6. Inventory
   1. Weekly
      1. Review on Friday or first thing Monday
   2. Monthly
      1. By the 3rd (working day) of each month
7. DDA
   1. As new deals happen
   2. As new payments are made
   3. Weekly
      1. Cashflow run occurs on Friday
   4. Monthly
      1. By the 2nd (working day) of each month
8. Breakage
   1. Weekly
      1. Heather runs numbers, Dominic enters into DDA
   2. Monthly
      1. By the 2nd (working day of each month) with DDA
9. Goods Invoices
   1. Check for new ones everyday
   2. Ensure all that are available to bill are completed by the EOM
10. Fathead Billing
    1. Monthly
       1. By the 2nd (working day) of each month
11. Artwise Billing
    1. Monthly
       1. By the 2nd (working day) of each month
12. Royalties
    1. Monthly
       1. By the 2nd (working day) of each month