







# April 2024 Important Dates

Period 8 - April 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
31	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
32	2	6	7	8	9	10	11	12
33	3	13	14	15	16	17	18	19
34	4	20	21	22	23	24	25	26
35	5	27	28	29	30			
Period 9 - May 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
35	1					1 BD+1	2 BD+2	3 BD+3
36	2	4	5	6 BD+4	7 BD+5	8	9	10

Transmission Deadlines		Financial Review
Week Ending	Transmit By	Review Reports By
Friday, April 5	Monday, April 8	Wednesday, April 10
Friday, April 12	Monday, April 15	Wednesday, April 17
Friday, April 19	Monday, April 22	Wednesday, April 24
Friday, April 26	Monday, April 29	Wednesday, May 1
Tuesday, April 30	Wednesday, May 1	Friday, May 3

- All units MUST take a full physical inventory in accordance with AF Topic, 832-01 and enter results into UFS
- If no entry is made with new inventory values for week 1 of the new period, the month-end inventory amounts will automatically be carried forward and displayed on reports for week 1

-  Final month end transmission deadline 11:45 pm (ET) 1<sup>st</sup> business day of month (BD+1).
-  Financial Close - Day 1 (BD+3) Review Preliminary Reports All Adjustments Due
-  Financial Close - Day 2 (BD+4) - Analyze Financial Results
-  Final Period End Settlement Invoices Available (D+5)
-  Weekly transmissions due
-  Conduct physical inventory

**REMINDER: Inventory can only be transmitted once per node, per UFS week-ending date.**

- Reminder - Electronic invoices approved after noon (ET) on 5/2 (BD+2) will be delayed for posting to the following day.
- Kronos data must be updated and saved by noon ET 5/2 (BD+2) for data to be captured for the automatic payroll accrual
- Fiori (client invoices) finalized and approved by 5:00 pm ET on 5/2 (BD+2) will post on the "Settlement To" date
- Unit level adjustments will be processed on 5/3 (BD+3) and 5/6 (BD+4)
- Review financial reports and data available on Brio and E=Vision on 5/3 (BD+3) and 5/6 (BD+4). A NOC alert will be sent by 6:30 a.m. ET when financial results are delayed

Visit the [Financial Close – All U.S. Segments Sodexo\\_Net](#) page for more financial close deadline details.