



# FY25 CALENDAR

1ST QTR.

SEPTEMBER 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
53	1		1	2	3	4	5	6
	2	7	8	9	10	11	12	13
	3	14	15	16	17	18	19	20
	4	21	22	23	24	25	26	27
	5	28	29	30				

OCTOBER 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
4	1				1	2	3	4
	2	5	6	7	8	9	10	11
	3	12	13	14	15	16	17	18
	4	19	20	21	22	23	24	25
	5	26	27	28	29	30	31	

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

2ND QTR.

DECEMBER 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
13	1		1	2	3	4	5	6
	2	7	8	9	10	11	12	13
	3	14	15	16	17	18	19	20
	4	21	22	23	24	25	26	27
	5	28	29	30	31			

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

FEBRUARY 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
22	1	1	2	3	4	5	6	7
	2	8	9	10	11	12	13	14
	3	15	16	17	18	19	20	21
	4	22	23	24	25	26	27	28

3RD QTR.

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

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

MAY 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
34	1						1	2
	2	3	4	5	6	7	8	9
	3	10	11	12	13	14	15	16
	4	17	18	19	20	21	22	23
	5	24	25	26	27	28	29	30
	6	31						

4TH QTR.

JUNE 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1		1	2	3	4	5	6
	2	7	8	9	10	11	12	13
	3	14	15	16	17	18	19	20
	4	21	22	23	24	25	26	27
	5	28	29	30				

JULY 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
43	1				1	2	3	4
	2	5	6	7	8	9	10	11
	3	12	13	14	15	16	17	18
	4	19	20	21	22	23	24	25
	5	26	27	28	29	30	31	

AUGUST 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
47	1							1
	2	2	3	4	5	6	7	8
	3	9	10	11	12	13	14	15
	4	16	17	18	19	20	21	22
	5	23	24	25	26	27	28	29
	6	30	31					

To Pull Weekly Financial Data - Use Period Number (P) and Cut Number (C). Refer to exa.m.ples below:  
 For Fiscal Week 1 (09/07 - 09/13), use **P1 C2**.  
 For Fiscal Week 8 (10/26 - 11/1): calendar dates 10/26-10/31, use **P2 C5**.  
 For Fiscal Week 8 (10/26 - 11/1): calendar dates 11/1 use **P3 C1**.

## Important Transmission Deadlines

- **Daily** - no later than 11:45 p.m.ET transmit the following:  
Cash Management, Request for Credit Invoices & Credit Memos, A/P Transmittals, Invoicing (Billing), Vending, Transfer Journal Entries (TJE)
- **Weekly** - by Monday no later than 11:45 p.m.ET, transmit the following:  
Fiori Invoices, Inventory, Operating Statement Input (OSI - Schools only), Petty Cash, Deposits
- **Month End** – on the first business day no later than 11:45 p.m.ET, transmit all remaining financial activity for month.

## Deadlines for Non-Transmitted Documents

Three Business Days prior to Month-End (BD-3)

- Fixed Asset Request - [Via Asset Management Portal](#)

One Business Day prior to Month-End (BD-1)

- Accounts Payable Request Via [AP Payment Request Portal](#)
  - Send petty cash Request via regular mail
- Maximo users – Complete goods receipt and vendor invoice submissions within Fiori.
- Accounts Receivable
  - Submit Accounts Receivable adjustments in SoFinance via applicable Accounts Receivable Service Requests

First Business Day following Month-End (BD+1)

- Email Meal Plan Deferred Income logs to [Ca.m.pusMealPlanLogs.USA@sodexo.com](mailto:Ca.m.pusMealPlanLogs.USA@sodexo.com)
- Email Deferred Income logs to [RevenueAccountingLogs.NorA.m.@sodexo.com](mailto:RevenueAccountingLogs.NorA.m.@sodexo.com)
- Submit Bad Debt approved exception forms in SoFinance via Accounts Receivable: Bad Debt Exception Service Request

Second Business Day following Month-End (BD+2)

- Finalize and save exceptions in Kronos by noon ET
- Finalize and approve Client invoices OR “Skip” billing dates to stop the automatic sales accrual in Fiori by 5 p.m.ET
- Approve any Credit memo or Cancellation requests raised in Fiori Apps by 5 p.m.ET

## Support Documentation Due to Finance Shared Services

Email scanned support documentation is the preferred support documentation method. For instructions and training, search "Record Retention Scanning Solution" on Sodexo\_Net.

Use the address below for regular mail:

Sodexo  
PO Box 352  
Buffalo, NY 14240-0352








Accounts Payable

- Email scanned copies of all non-electronic vendor invoices to:  
[RecordRetentionBuffalo.usa@sodexo.com](mailto:RecordRetentionBuffalo.usa@sodexo.com)  
Do not send electronic vendor invoices processed by Epay or The Market Connection.

Revenue Accounting

- Email non-Infor cash register readings, mobile app or any other retail channel daily activity, third party batch settlements, manual overring records, and cash paid out receipts to:  
[RecordRetentionCashMgmt.usa@sodexo.com](mailto:RecordRetentionCashMgmt.usa@sodexo.com)

**Key for Calendar Symbols:**

<b>KEY:</b>	
<b>BD+1 to BD+5 = First Business Days of the Month</b>	
<b>BD-1 to BD-5 = Last Business Days of the Month</b>	
	<b>DENOTES ALLOWABLE WINDOW FOR INVENTORY COUNT (TRANSMIT BY BD+1)</b>
	<b>FINAL MONTH END TRANSMISSION DEADLINE 11:45 pm (EST) 1st BUSINESS DAY of MONTH (BD+1)</b>
	<b>FINANCIAL CLOSE - DAY 1 (BD+3) REVIEW PRELIMINARY REPORTS ALL ADJUSTMENTS DUE</b>
	<b>FINANCIAL CLOSE - DAY 2 (BD+4) ANALYZE FINANCIAL RESULTS</b>
	<b>FINAL STATEMENT/INVOICE AVAILABLE DAY AFTER FINANCE CLOSE (NOTE: CAN BE SATURDAY)</b>
	<b>US HOLIDAY MAY IMPACT PROCESSING SCHEDULE</b>
	<b>CANADIAN HOLIDAY MAY IMPACT PROCESSING SCHEDULE</b>
<b>BOLDED FRIDAY DATES REPRESENT THE LAST DAY IN THE BI-WEEKLY PAYROLL CYCLE</b>	

**September 2024**

SEPTEMBER 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
53	1		1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4
1	2	7	8	9	10	11	12	13
2	3	14	15	16	17	18	19	20
3	4	21	22	23	24	25	26	27
4	5	28	29	30				

- Monday, September 2: U.S./Canadian Holiday
- Tuesday, September 3 (BD+1)  
Final August Month End transmission due by 11:45 p.m. ET
- Wednesday, September 4 (BD+2):  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Thursday, September 5 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Friday, September 6 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Saturday, September 7 (D+5)  
Final statement/invoice available
- Friday, September 27 – Monday, September 30:  
Allowable window for inventory count - Transmit by Tuesday, October 1 (BD+1) by 11:45 p.m.ET

**October 2024**

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

- Tuesday, October 1 (BD+1):  
Final August Month End transmission due by 11:45 p.m. ET
- Wednesday, October 2 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Thursday, October 3 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Friday, October 4 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Saturday, October 5 (D+5):  
Final statement/invoice available
- Monday, October 14: Canadian holiday
- Monday, October 28 – Thursday, October 31:  
Allowable window for inventory count – Transmit by Friday, November 1 (BD+1) by 11:45 p.m.ET

**November 2024**

NOVEMBER 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
8	1							1 BD+1
9	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
10	3	9	10	11	12	13	14	15
11	4	16	17	18	19	20	21	22
12	5	23	24	25	26	27	28	29
13	6	30						

- Friday, November 1 (BD+1):  
Final October Month End transmission due by 11:45 p.m.ET
- Monday, November 4 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Tuesday, November 5 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Wednesday, November 6 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Thursday, November 7 (BD+5):  
Final statement/invoice available
- Wednesday, November 27 – Saturday, November 30:  
Allowable window for inventory count - Transmit by Monday, December 2 (BD+1) by 11:45 p.m.ET
- Thursday, November 28/Friday, November 29: U.S. holiday

**December 2024**

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

- Monday, December 2 (BD+1):  
Final November Month End transmission due by 11:45 p.m.ET
- Tuesday, December 3 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Wednesday, December 4 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Thursday, December 5 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Friday, December 6 (BD+5):  
Final statement/invoice available
- Wednesday, December 25- U.S./Canadian holiday
- Saturday, December 28– Tuesday, December 31:  
Allowable window for inventory count - Transmit by Thursday, January 2 (BD+1) by 11:45 p.m.ET

**January 2025**

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

- Wednesday, January 1: U.S./Canadian holiday
- Thursday, January 2 (BD+1):  
Final December Month End transmission due by 11:45 p.m.ET
- Friday, January 3 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Monday, January 6 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Tuesday, January 7 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Wednesday, January 8 (BD+5):  
Final statement/invoice available
- Monday, January 20: U.S. Holiday
- Tuesday, January 28 – Saturday, January 31:  
Allowable window for inventory count – Transmit by Monday, February 3 (BD+1) by 11:45 p.m.ET



**February 2025**

FEBRUARY 2025								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
22	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
23	2	8	9	10	11	12	13	14
24	3	15	16	17	18	19	20	21
25	4	22	23	24	25	26	27	28

- Monday, February 3 (BD+1):  
Final January Month End transmission due by 11:45 p.m.ET
- Tuesday, February 4 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Wednesday, February 5 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Thursday, February 6 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Friday, February 7 (BD+5):  
Final statement/invoice available
- Monday, February 17: U.S./Canadian holiday
- Friday, February 28:  
Conduct physical inventory count - Transmit by Monday, March 3 (BD+1) by 11:45 p.m.ET

**March 2025**

MARCH 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
26	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
27	2	8	9	10	11	12	13	14
28	3	15	16	17	18	19	20	21
29	4	22	23	24	25	26	27	28
30	5	29	30	31				

- Monday, March 3 (BD+1):  
Final February Month End transmission due by 11:45 p.m.ET
- Tuesday, March 4 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Wednesday, March 5 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Thursday, March 6 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Friday, March 7 (BD+5):  
Final statement/invoice available
- Friday, March 28 – Monday, March 31:  
Allowable window for inventory count - Transmit by Tuesday, April 1 (BD+1) by 11:45 p.m.ET

**April 2025**

APRIL 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
30	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
31	2	5	6	7	8	9	10	11
32	3	12	13	14	15	16	17	18
33	4	19	20	21	22	23	24	25
34	5	26	27	28	29	30		

- Tuesday, April 1 (BD+1): (also Canadian holiday)  
Final March Month End transmission due by 11:45 p.m.ET
- Wednesday, April 2 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Thursday, April 3 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Friday, April 4 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Saturday, April 5 (D+5):  
Final statement/invoice available
- Monday, April 21: Canadian holiday
- Sunday, April 27 – Wednesday, April 30:  
Allowable window for inventory count – Transmit by Wednesday, May 1 (BD+1) by 11:45 p.m.ET

**May 2025**

MAY 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
34	1						1 BD+1	2 BD+2
35	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
36	3	10	11	12	13	14	15	16
37	4	17	18	19	20	21	22	23
38	5	24	25	26	27	28	29	30
39	6	31						

- Thursday, May 1 (BD+1):  
Final April Month End transmission due by 11:45 p.m.ET
- Friday, May 2 (BD+2)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Monday, May 5 (BD+3): Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Tuesday, May 6 (BD+4): Financial close, day 2 – Analyze financial results.  
Critical Financial adjustments due by 2 p.m. ET
- Wednesday, May 7 (BD+5): Final statement/invoice available
- Monday, May 19: Canadian holiday
- Monday, May 26: U.S. holiday
- Wednesday, May 28 – Saturday, May 31:  
Allowable window for inventory count – Transmit by Monday, June 2 (BD+1) by 11:45 p.m.ET

**June 2025**

JUNE 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1		1	2 BD+1	3 BD+2	4 BD+3	5 BD+4	6 BD+5
40	2	7	8	9	10	11	12	13
41	3	14	15	16	17	18	19	20
42	4	21	22	23	24	25	26	27
43	5	28	29	30				

- Monday, June 2 (BD+1):  
Final May Month End transmission due by 11:45 p.m.ET
- Tuesday, June 3 (BD+2):  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Wednesday, June 4 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Thursday, June 5 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Friday, June 6 (BD+5):  
Final statement/invoice available
- Friday, June 27 – Monday, June 30:  
Allowable window for inventory count - Transmit by Tuesday, July 1(BD+1) by 11:45 p.m.ET

**July 2025**

JULY 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
43	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
44	2	5	6	7	8	9	10	11
45	3	12	13	14	15	16	17	18
46	4	19	20	21	22	23	24	25
47	5	26	27	28	29	30	31	

- Tuesday, July 1 (BD+1): (Canadian Holiday)  
Final June Month End transmission due by 11:45 p.m.ET
- Wednesday, July 2 (BD+2):  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Thursday, July 3 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Friday, July 4 (BD+4): (U.S. Holiday)  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Saturday, July 5 (BD+5):  
Final statement/invoice available
- Monday, July 28 – Thursday, July 31:  
Allowable window for inventory count – Transmit by Friday, August 1 (BD+1) by 11:45 p.m.ET

**August 2025**

AUGUST 2025								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
47	1							1 BD+1
48	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
49	3	9	10	11	12	13	14	15
50	4	16	17	18	19	20	21	22
51	5	23	24	25	26	27	28	29
52	6	30	31					

- Friday, August 1 (BD+1):  
Final July Month End transmission due by 11:45 p.m.ET
- Monday, August 4 (BD+2): (Canadian Holiday)  
Request/adjustments to reflected in BD+3 preliminary reports due by 5 p.m. ET
- Tuesday, August 5 (BD+3):  
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Wednesday, August 6 (BD+4):  
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Thursday, August 7 (BD+5):  
Final statement/invoice available
- Sunday, August 31:  
Conduct physical inventory – Transmit by Monday, September 1 (BD+1) by 11:45 p.m.ET