



FY26 CALENDAR

1ST QTR.

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

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

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

2ND QTR.

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

JANUARY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
17	1						1	2
18	2	3	4	5	6	7	8	9
19	3	10	11	12	13	14	15	16
20	4	17	18	19	20	21	22	23
21	5	24	25	26	27	28	29	30
22	6	31						

FEBRUARY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
22	1		1	2	3	4	5	6
23	2	7	8	9	10	11	12	13
24	3	14	15	16	17	18	19	20
25	4	21	22	23	24	25	26	27
26	5	28						

3RD QTR.

MARCH 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
26	1		1	2	3	4	5	6
27	2	7	8	9	10	11	12	13
28	3	14	15	16	17	18	19	20
29	4	21	22	23	24	25	26	27
30	5	28	29	30	31			

APRIL 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
30	1					1	2	3
31	2	4	5	6	7	8	9	10
32	3	11	12	13	14	15	16	17
33	4	18	19	20	21	22	23	24
34	5	25	26	27	28	29	30	

MAY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
34	1							1
35	2	2	3	4	5	6	7	8
36	3	9	10	11	12	13	14	15
37	4	16	17	18	19	20	21	22
38	5	23	24	25	26	27	28	29
39	6	30	31					

4TH QTR.

JUNE 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1			1	2	3	4	5
40	2	6	7	8	9	10	11	12
41	3	13	14	15	16	17	18	19
42	4	20	21	22	23	24	25	26
43	5	27	28	29	30			

JULY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
43	1					1	2	3
44	2	4	5	6	7	8	9	10
45	3	11	12	13	14	15	16	17
46	4	18	19	20	21	22	23	24
47	5	25	26	27	28	29	30	31

AUGUST 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1	1	2	3	4	5	6	7
49	2	8	9	10	11	12	13	14
50	3	15	16	17	18	19	20	21
51	4	22	23	24	25	26	27	28
52	5	29	30	31				

To Pull Weekly Financial Data - Use Period Number (P) and Cut Number (C). Refer to examples below:
 For Fiscal Week 1 (09/6 - 09/12), use **P1 C2**.
 For Fiscal Week 4 (09/27 - 10/3): calendar dates 09/27 - 09/30, use **P1 C5**.
 For Fiscal Week 4 (09/27 - 10/3): calendar dates 10/1 - 10/3 use **P2 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 CampusMealPlanLogs.USA@sodexo.com
- Email Deferred Income logs to RevenueAccountingLogs.NorAm@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
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

Key for Calendar Symbols:

KEY:

BD+1 to BD+5 = First Business Days of the Month

BD-1 to BD-5 = Last Business Days of the Month



**DENOTES ALLOWABLE WINDOW FOR INVENTORY
COUNT (TRANSMIT BY BD+1)**



**FINAL MONTH END TRANSMISSION DEADLINE
11:45 pm (EST) 1st 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 STATEMENT/INVOICE AVAILABLE
DAY AFTER FINANCE CLOSE (NOTE: CAN BE SATURDAY)**



US HOLIDAY MAY IMPACT PROCESSING SCHEDULE



**CANADIAN HOLIDAY MAY IMPACT
PROCESSING SCHEDULE**

**BOLDED FRIDAY DATES REPRESENT THE LAST
DAY IN THE BI-WEEKLY PAYROLL CYCLE**

September 2025

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

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

October 2025

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

- Wednesday, October 1 (BD+1):
Final September Month End transmission due by 11:45 p.m. ET
- Thursday, October 2 (BD+2)
Request/adjustments to be reflected in BD+3 preliminary reports due by 5 p.m. ET
- Friday, October 3 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Monday, October 6 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Tuesday, October 7 (BD+5):
Final statement/invoice available
- Monday, October 13: Canadian Holiday
- Tuesday, October 28 – Friday October 31:
Allowable window for inventory count – Transmit by Monday, November 3 (BD+1) by 11:45 p.m.ET

November 2025

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

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

December 2025

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

- Monday, December 1 (BD+1):
Final November Month End transmission due by 11:45 p.m.ET
- Tuesday, December 2 (BD+2)
Request/adjustments to be reflected in BD+3 preliminary reports due by 5 p.m. ET
- Wednesday, December 3 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Thursday, December 4 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Friday, December 5 (BD+5):
Final statement/invoice available
- Thursday, December 25- U.S./Canadian Holiday
- Friday, December 26- Canadian Holiday
- Sunday, December 28– Wednesday, December 31:
Allowable window for inventory count - Transmit by Friday, January 2 (BD+1) by 11:45 p.m.ET

January 2026

JANUARY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
17	1						1	2 BD+1
18	2	3	4	5 BD+2	6 BD+3	7 BD+4	8 BD+5	9
19	3	10	11	12	13	14	15	16
20	4	17	18	19	20	21	22	23
21	5	24	25	26	27	28	29	30
22	6	31						

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

February 2026

FEBRUARY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
22	1		1	2 BD+1	3 BD+2	4 BD+3	5 BD+4	6 BD+5
23	2	7	8	9	10	11	12	13
24	3	14	15	16	17	18	19	20
25	4	21	22	23	24	25	26	27
26	5	28						

- Monday, February 2 (BD+1):
Final January Month End transmission due by 11:45 p.m.ET
- Tuesday, February 3 (BD+2)
Request/adjustments to be reflected in BD+3 preliminary reports due by 5 p.m. ET
- Wednesday, February 4 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Thursday, February 5 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Friday, February 6 (BD+5):
Final statement/invoice available
- Monday, February 16: U.S./Canadian Holiday
- Saturday, February 28:
Conduct physical inventory count - Transmit by Monday, March 2 (BD+1) by 11:45 p.m.ET

March 2026

MARCH 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
26	1		1	2 BD+1	3 BD+2	4 BD+3	5 BD+4	6 BD+5
27	2	7	8	9	10	11	12	13
28	3	14	15	16	17	18	19	20
29	4	21	22	23	24	25	26	27
30	5	28	29	30	31			

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

April 2026

APRIL 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
30	1					1 BD+1	2 BD+2	3 BD+3
31	2	4	5	6 BD+4	7 BD+5	8	9	10
32	3	11	12	13	14	15	16	17
33	4	18	19	20	21	22	23	24
34	5	25	26	27	28	29	30	

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

May 2026

MAY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
34	1							1 BD+1
35	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
36	3	9	10	11	12	13	14	15
37	4	16	17	18	19	20	21	22
38	5	23	24	25	26	27	28	29
39	6	30	31					

- Friday, May 1 (BD+1):
Final April Month End transmission due by 11:45 p.m.ET
- Monday, May 4 (BD+2)
Request/adjustments to be reflected in BD+3 preliminary reports due by 5 p.m. ET
- Tuesday, May 5 (BD+3): Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Wednesday, May 6 (BD+4): Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Thursday, May 7 (BD+5): Final statement/invoice available
- Monday, May 18: Canadian Holiday
- Monday, May 25: U.S. Holiday
- Thursday, May 28 – Sunday, May 31:
Allowable window for inventory count – Transmit by Monday, June 1 (BD+1) by 11:45 p.m.ET

June 2026

JUNE 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
40	2	6	7	8	9	10	11	12
41	3	13	14	15	16	17	18	19
42	4	20	21	22	23	24	25	26
43	5	27	28	29	30			

- Monday, June 1 (BD+1):
Final May Month End transmission due by 11:45 p.m.ET
- Tuesday, June 2 (BD+2):
Request/adjustments to be reflected in BD+3 preliminary reports due by 5 p.m. ET
- Wednesday, June 3 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 p.m. ET
- Thursday, June 4 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 p.m. ET
- Friday, June 5 (BD+5):
Final statement/invoice available
- Friday, June 19: U.S. Holiday
- Saturday, June 27 – Tuesday, June 30:
Allowable window for inventory count - Transmit by Wednesday, July 1(BD+1) by 11:45 p.m.ET

July 2026

JULY 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
43	1					1 BD+1	2 BD+2	3 BD+3
44	2	4	5	6 BD+4	7 BD+5	8	9	10
45	3	11	12	13	14	15	16	17
46	4	18	19	20	21	22	23	24
47	5	25	26	27	28	29	30	31

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

August 2026

AUGUST 2026								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
49	2	8	9	10	11	12	13	14
50	3	15	16	17	18	19	20	21
51	4	22	23	24	25	26	27	28
52	5	29	30	31				

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