

February 2024 Important Dates

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

Period 7 - March 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
26	1							1 BD+1
27	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8

Transmission Deadlines		Financial Review
Week Ending	Transmit By	Review Reports By
Friday, February 2	Monday, February 5	Wednesday, February 7
Friday, February 9	Monday, February 12	Wednesday, February 14
Friday, February 16	Monday, February 19	Wednesday, February 21
Friday, February 23	Monday, February 26	Wednesday, February 28
Thursday, February 29	Friday, March 1	Tuesday March 5

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