



FY23 CALENDAR

1ST QTR.

SEPTEMBER 2022								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
52	1						1 BD+1	2 BD+2
1	2	3	4	5 BD+3	6 BD+3	7 BD+4	8 BD+5	9
2	3	10	11	12	13	14	15	16
3	4	17	18	19	20	21	22	23
4	5	24	25	26	27	28	29	30

OCTOBER 2022								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
5	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
6	2	8	9	10	11	12	13	14
7	3	15	16	17	18	19	20	21
8	4	22	23	24	25	26	27	28
9	5	29	30	31				

NOVEMBER 2022								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
9	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
10	2	5	6	7	8	9	10	11
11	3	12	13	14	15	16	17	18
12	4	19	20	21	22	23	24	25
13	5	26	27	28	29	30		

2ND QTR.

DECEMBER 2022								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
13	1						1 BD+1	2 BD+2
14	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
15	3	10	11	12	13	14	15	16
16	4	17	18	19	20	21	22	23
17	5	24	25	26	27	28	29	30
18	6	31						

JANUARY 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
18	1		1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4
19	2	7	8	9	10	11	12	13
20	3	14	15	16	17	18	19	20
21	4	21	22	23	24	25	26	27
22	5	28	29	30	31			

FEBRUARY 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
22	1				1 BD+1	2 BD+2	3 BD+3	
23	2	4	5	6 BD+4	7 BD+5	8	9	10
24	3	11	12	13	14	15	16	17
25	4	18	19	20	21	22	23	24
26	5	25	26	27	28			

3RD QTR.

MARCH 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
26	1					1 BD+1	2 BD+2	3 BD+3
27	2	4	5	6 BD+4	7 BD+5	8	9	10
28	3	11	12	13	14	15	16	17
29	4	18	19	20	21	22	23	24
30	5	25	26	27	28	29	30	31

APRIL 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
31	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
32	2	8	9	10	11	12	13	14
33	3	15	16	17	18	19	20	21
34	4	22	23	24	25	26	27	28
35	5	29	30					

MAY 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
35	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
36	2	6	7	8	9	10	11	12
37	3	13	14	15	16	17	18	19
38	4	20	21	22	23	24	25	26
39	5	27	28	29	30	31		

4TH QTR.

JUNE 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1						1 BD+1	2 BD+2
40	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
41	3	10	11	12	13	14	15	16
42	4	17	18	19	20	21	22	23
43	5	24	25	26	27	28	29	30

JULY 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
44	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
45	2	8	9	10	11	12	13	14
46	3	15	16	17	18	19	20	21
47	4	22	23	24	25	26	27	28
48	5	29	30	31				

AUGUST 2023								
WKYR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
49	2	5	6	7	8	9	10	11
50	3	12	13	14	15	16	17	18
51	4	19	20	21	22	23	24	25
52	5	26	27	28	29	30	31	

To Pull Weekly Financial Data - Use Period Number (P) and Cut Number (C). Refer to examples below:
 For Fiscal Week 2 (09/03 - 09/09), use **P1 C2**.
 For Fiscal Week 9 (10/29 - 11/4): calendar dates 10/29-10/31, use **P2 C5**.
 For Fiscal Week 9 (10/29 - 11/4): calendar dates 11/1-11/4 use **P3 C1**.

Important Transmission Deadlines

- **Daily** - no later than 11:45 pm ET transmit the following:
Cash Management, Requests for Credit Invoices & Credit Memos, A/P Transmittals, Invoicing (Billing), Vending, Transfer Journal Entries (TJE)
- **Weekly** - by Monday no later than 11:45 pm ET, transmit the following:
Fiori Invoices, Inventory, Operating Statement Input (OSI - Schools only), Petty Cash, Deposits
- **Month End** – on 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 Requests - [Via Asset Management Portal](#)

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

- Accounts Payable Requests 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
 - E-mail Accounts Receivable adjustments to AccountsReceivable.NorAm@sodexo.com

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
- Email Bad Debt approved exception forms to AccountsReceivable.NorAm@sodexo.com

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.

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..

For any regular mail use the below address:

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.
- Email Utility remittance including cost center number to: APInvoiceProcessing.Noram@sodexo.com

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 2022

SEPTEMBER 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
52	1						1 BD+1	2 BD+2
1	2	3	4	5	6 BD+3	7 BD+4	8 BD+5	9
2	3	10	11	12	13	14	15	16
3	4	17	18	19	20	21	22	23
4	5	24	25	26	27	28	29	30

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

October 2022

OCTOBER 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
5	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
6	2	8	9	10	11	12	13	14
7	3	15	16	17	18	19	20	21
8	4	22	23	24	25	26	27	28
9	5	29	30	31				

- Monday, October 3 (BD+1):
Final September Month End transmission due by 11:45 p.m. ET
- Tuesday, October 4 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Wednesday, October 5 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Thursday, October 6 (BD+4):
Financial close, day 2 – Analyze financial results
- Friday, October 7 (BD+5):
Final statement/invoice available
- Monday, October 10: Canadian holiday
- Friday, October 28 – Monday, October 31:
Allowable window for inventory count – Transmit by Tuesday, November 1 (BD+1)

November 2022

NOVEMBER 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
9	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
10	2	5	6	7	8	9	10	11
11	3	12	13	14	15	16	17	18
12	4	19	20	21	22	23	24	25
13	5	26	27	28	29	30		

- Tuesday, November 1 (BD+1):
Final October Month End transmission due by 11:45 p.m. ET
- Wednesday, November 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Thursday, November 3 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Friday, November 4 (BD+4):
Financial close, day 2 – Analyze financial results
- Saturday, November 5 (D+5):
Final statement/invoice available
- Thursday, November 24/Friday, November 25: U.S. holiday
- Sunday, November 27 – Wednesday, November 30:
Allowable window for inventory count - transmit by Thursday, December 1 (BD+1)

December 2022

DECEMBER 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
13	1						1 BD+1	2 BD+2
14	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
15	3	10	11	12	13	14	15	16
16	4	17	18	19	20	21	22	23
17	5	24	25	26	27	28	29	30
18	6	31						

- Thursday, December 1 (BD+1):
Final November Month End transmission due by 11:45 p.m. ET
- Friday, December 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Monday, December 5 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Tuesday, December 6 (BD+4):
Financial close, day 2 – Analyze financial results
- Wednesday, December 7 (BD+5):
Final statement/invoice available
- Monday, December 26 Recognized U.S./Canadian holiday
- Wednesday, December 28– Saturday, December 31:
Allowable window for inventory count - transmit by Tuesday, January 3 (BD+1)

January 2023

JANUARY 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
18	1		1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4
19	2	7	8	9	10	11	12	13
20	3	14	15	16	17	18	19	20
21	4	21	22	23	24	25	26	27
22	5	28	29	30	31			

- Monday, January 2 Recognized U.S./Canadian holiday
- Tuesday, January 3 (BD+1):
Final December Month End transmission due by 11:45 p.m. ET
- Wednesday, January 4 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Thursday, January 5 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Friday, January 6 (BD+4):
Financial close, day 2 – Analyze financial results
- Saturday, January 7 (D+5):
Final statement/invoice available
- Monday, January 16: U.S. Holiday
- Saturday, January 27 – Tuesday, January 31:
Allowable window for inventory count – transmit by Wednesday, February 1 (BD+1)

February 2023

FEBRUARY 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
22	1					1 BD+1	2 BD+2	3 BD+3
23	2	4	5	6 BD+4	7 BD+5	8	9	10
24	3	11	12	13	14	15	16	17
25	4	18	19	20	21	22	23	24
26	5	25	26	27	28			

- Wednesday, February 1 (BD+1):
Final January Month End transmission due by 11:45 p.m. ET
- Thursday, February 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Friday, February 3 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Monday, February 6 (BD+4):
Financial close, day 2 – Analyze financial results
- Tuesday, February 7 (BD+5):
Final statement/invoice available
- Monday, February 20: U.S./Canadian holiday
- Tuesday, February 28:
Conduct physical inventory count - transmit by Wednesday, March 1 (BD+1)

March 2023

MARCH 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
26	1					1 BD+1	2 BD+2	3 BD+3
27	2	4	5	6 BD+4	7 BD+5	8	9	10
28	3	11	12	13	14	15	16	17
29	4	18	19	20	21	22	23	24
30	5	25	26	27	28	29	30	31

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

April 2023

APRIL 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
31	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
32	2	8	9	10	11	12	13	14
33	3	15	16	17	18	19	20	21
34	4	22	23	24	25	26	27	28
35	6	29	30					

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

May 2023

MAY 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
35	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
36	2	6	7	8	9	10	11	12
37	3	13	14	15	16	17	18	19
38	4	20	21	22	23	24	25	26
39	5	27	28	29	30	31		

- Monday, May 1 (BD+1):
Final April Month End transmission due by 11:45 p.m. ET
- Tuesday, May 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Wednesday, May 3 (BD+3): Financial close, review preliminary reports – All adjustments due
- Thursday, May 4 (B+D4): Financial close, day 2 – Analyze financial results
- Friday, May 5 (BD+5): Final statement/invoice available
- Monday, May 22: Canadian holiday
- Monday, May 29: U.S. holiday
- Sunday May 28 – Wednesday, May 31:
Allowable window for inventory count – Transmit by Thursday, June 1 (BD+1)

June 2023

JUNE 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1						1 BD+1	2 BD+2
40	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
41	3	10	11	12	13	14	15	16
42	4	17	18	19	20	21	22	23
43	5	24	25	26	27	28	29	30

- Thursday, June 1 (BD+1):
Final May Month End transmission due by 11:45 p.m. ET
- Friday, June 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Monday, June 5 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Tuesday, June 6 (BD+4):
Financial close, day 2 – Analyze financial results
- Wednesday, June 7 (BD+5):
Final statement/invoice available
- Tuesday, June 27 – Friday, June 30:
Allowable window for inventory count - transmit by Monday, July 3(BD+1)

July 2023

JULY 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
44	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
45	2	8	9	10	11	12	13	14
46	3	15	16	17	18	19	20	21
47	4	22	23	24	25	26	27	28
48	6	29	30	31				

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

August 2023

AUGUST 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
49	2	5	6	7	8	9	10	11
50	3	12	13	14	15	16	17	18
51	4	19	20	21	22	23	24	25
52	5	26	27	28	29	30	31	

- Tuesday August 1 (BD+1):
Final July Month End transmission due by 11:45 p.m. ET
- Tuesday August 1: Canadian holiday
- Wednesday, August 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Thursday, August 3 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Friday, August 4 (BD+4):
Financial close, day 2 – Analyze financial results
- Saturday, August 5 (D+5):
Final statement/invoice available
- Thursday, August 31:
Conduct physical inventory – transmit by Friday, September 1 (BD+1)