

1ST QTR.

SEPTEMBER 2023								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
52	1							1 PD-1
1	2	2	3	4 PD-2	5 PD-2	6 PD-3	7 PD-3	8 PD-5
2	3	9	10	11	12	13	14	15
3	4	16	17	18	19	20	21	22
4	5	23	24	25	26	27	28	29
5	6	30						

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

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

2ND QTR.

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

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

FEBRUARY 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
22	1						1 PD-1	2 PD-2
23	2	3	4	5 PD-4	6 PD-5	7 PD-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	

3RD QTR.

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

APRIL 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
31	1			1 PD-1	2 PD-2	3 PD-3	4 PD-4	5 PD-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			

MAY 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
35	1					1 PD-1	2 PD-2	3 PD-3
36	2	4	5	6 PD-4	7 PD-5	8	9	10
37	3	11	12	13	14	15	16	17
38	4	18	19	20	21	22	23	24
39	5	25	26	27	28	29	30	31

4TH QTR.

JUNE 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
40	1	1	2	3 PD-1	4 PD-2	5 PD-3	6 PD-4	7 PD-5
41	2	8	9	10	11	12	13	14
42	3	15	16	17	18	19	20	21
43	4	22	23	24	25	26	27	28
44	5	29	30					

JULY 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
44	1			1 PD-1	2 PD-2	3 PD-3	4 PD-4	5 PD-5
45	2	6	7	8	9	10	11	12
46	3	13	14	15	16	17	18	19
47	4	20	21	22	23	24	25	26
48	5	27	28	29	30	31		

AUGUST 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1						1 PD-1	2 PD-2
49	2	3	4	5 PD-4	6 PD-5	7 PD-5	8	9
50	3	10	11	12	13	14	15	16
51	4	17	18	19	20	21	22	23
52	5	24	25	26	27	28	29	30
53	6	31						

To Pull Weekly Financial Data - Use Period Number (P) and Cut Number (C). Refer to examples below:
 For Fiscal Week 2 (09/02 - 09/08), use **P1 C2**.
 For Fiscal Week 9 (10/28 - 11/3): calendar dates 10/28-10/31, use **P2 C5**.
 For Fiscal Week 9 (10/28 - 11/3): calendar dates 11/1-11/3 use **P3 C1**.

Important Transmission Deadlines

- **Daily** - no later than 11:45 pm 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 pm 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
 - 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. 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 "Document Scanning Solutions" 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.
- 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 2023

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

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

October 2023

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

- Monday, October 2 (BD+1):
Final September Month End transmission due by 11:45 p.m. ET
- Tuesday, October 3 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM ET
- Wednesday, October 4 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 PM ET due
- Thursday, October 5 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 PM ET. Critical Financial adjustments due by 2 PM ET
- Friday, October 6 (BD+5):
Final statement/invoice available
- Monday, October 9: Canadian holiday
- Saturday, October 28 – Tuesday, October 31:
Allowable window for inventory count – Transmit by Wednesday, November 1 (BD+1) by 11:45 pm ET

November 2023

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

- Wednesday, November 1 (BD+1):
Final October Month End transmission due by 11:45 p.m. ET
- Thursday, November 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM ET
- Friday, November 3 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 PM ET
- Monday, November 6 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 PM ET
- Tuesday, November 7 (BD+5):
Final statement/invoice available
- Thursday, November 23/Friday, November 24: U.S. holiday
- Monday, November 27 – Thursday, November 30:
Allowable window for inventory count - transmit by Friday, December 1 (BD+1) by 11:45 pm ET

December 2023

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

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

January 2024

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

- Monday, January 1: U.S./Canadian holiday
- Tuesday, January 2 (BD+1):
Final December Month End transmission due by 11:45 p.m. ET
- Wednesday, January 3 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM ET
- Thursday, January 4 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 PM ET
- Friday, January 5 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 PM ET
- Saturday, January 6 (D+5):
Final statement/invoice available
- Monday, January 15: U.S. Holiday
- Saturday, January 28 – Wednesday, January 31:
Allowable window for inventory count – transmit by Thursday, February 1 (BD+1) by 11:45 pm ET

February 2024

FEBRUARY 2024								
WKYR	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	

- Thursday, February 1 (BD+1):
Final January Month End transmission due by 11:45 p.m. ET
- Friday, February 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM ET
- Monday, February 5 (BD+3):
Financial close, review preliminary reports – All financial and client report adjustments due by 8 PM ET
- Tuesday, February 6 (BD+4):
Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 PM ET
- Wednesday, February 7 (BD+5):
Final statement/invoice available
- Monday, February 19: U.S./Canadian holiday
- Thursday, February 29:
Conduct physical inventory count - transmit by Friday, March 1 (BD+1) by 11:45 pm ET

March 2024

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
28	3	9	10	11	12	13	14	15
29	4	16	17	18	19	20	21	22
30	5	23	24	25	26	27	28	29
31	6	30	31					

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

April 2024

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			

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

May 2024

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
37	3	11	12	13	14	15	16	17
38	4	18	19	20	21	22	23	24
39	5	25	26	27	28	29	30	31

- Wednesday, May 1 (BD+1):
Final April Month End transmission due by 11:45 p.m. ET
- Thursday, May 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM ET
- Friday, May 3 (BD+3): Financial close, review preliminary reports – All financial and client report adjustments due by 8 PM ET
- Monday, May 4 (B+D4): Financial close, day 2 – Analyze financial results. Critical Financial adjustments due by 2 PM ET
- Tuesday, May 5 (BD+5): Final statement/invoice available
- Monday, May 20: Canadian holiday
- Monday, May 27: U.S. holiday
- Tuesday May 28 – Friday, May 31:
Allowable window for inventory count – Transmit by Monday, June 3 (BD+1) by 11:45 pm ET

June 2024

JUNE 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
40	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
41	2	8	9	10	11	12	13	14
42	3	15	16	17	18	19	20	21
43	4	22	23	24	25	26	27	28
44	5	29	30					

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

July 2024

JULY 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
44	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
45	2	6	7	8	9	10	11	12
46	3	13	14	15	16	17	18	19
47	4	20	21	22	23	24	25	26
48	5	27	28	29	30	31		

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

August 2024

AUGUST 2024								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1						1 BD+1	2 BD+2
49	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
50	3	10	11	12	13	14	15	16
51	4	17	18	19	20	21	22	23
52	5	24	25	26	27	28	29	30
53	6	31						

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