



FY22 CALENDAR

1ST QTR.

SEPTEMBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
52	1					1 BD+1	2 BD+2	3 BD+3
1	2	4	5	6 BD+4	7 BD+5	8 BD+5	9	10
2	3	11	12	13	14	15	16	17
3	4	18	19	20	21	22	23	24
4	5	25	26	27	28	29	30	

OCTOBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
4	1							1 BD+1
5	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
6	3	9	10	11	12	13	14	15
7	4	16	17	18	19	20	21	22
8	5	23	24	25	26	27	28	29
9	6	30	31					

NOVEMBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
9	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
10	2	6	7	8	9	10	11	12
11	3	13	14	15	16	17	18	19
12	4	20	21	22	23	24	25	26
13	5	27	28	29	30			

2ND QTR.

DECEMBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
13	1					1 BD+1	2 BD+2	3 BD+3
14	2	4	5	6 BD+4	7 BD+5	8	9	10
15	3	11	12	13	14	15	16	17
16	4	18	19	20	21	22	23	24
17	5	25	26	27	28	29	30	31

JANUARY 2022								
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	7 BD+5
19	2	8	9	10	11	12	13	14
20	3	15	16	17	18	19	20	21
21	4	22	23	24	25	26	27	28
22	5	29	30	31				

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

3RD QTR.

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

APRIL 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
30	1							1 BD+1
31	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
32	3	9	10	11	12	13	14	15
33	4	16	17	18	19	20	21	22
34	5	23	24	25	26	27	28	29
35	6	30						

MAY 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
35	1		1	2 BD+1	3 BD+2	4 BD+3	5 BD+4	6 BD+5
36	2	7	8	9	10	11	12	13
37	3	14	15	16	17	18	19	20
38	4	21	22	23	24	25	26	27
39	5	28	29	30	31			

4TH QTR.

JUNE 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1					1 BD+1	2 BD+2	3 BD+3
40	2	4	5	6 BD+4	7 BD+5	8	9	10
41	3	11	12	13	14	15	16	17
42	4	18	19	20	21	22	23	24
43	5	25	26	27	28	29	30	

JULY 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
43	1							1 BD+1
44	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
45	3	9	10	11	12	13	14	15
46	4	16	17	18	19	20	21	22
47	5	23	24	25	26	27	28	29
48	6	30	31					

AUGUST 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
49	2	6	7	8	9	10	11	12
50	3	13	14	15	16	17	18	19
51	4	20	21	22	23	24	25	26
52	5	27	28	29	30	31		

To Pull Weekly Financial Data - Use Period Number (P) and Cut Number (C)

Example: For Fiscal Week 2 (09/04 - 09/10), use **P1 C2**.
 For Fiscal Week 4 (9/25 - 10/1): For 9/25 -9/30, use **P1 C5**. For 10/1 use **P2**

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 Non-standard PTO Reconciliation Spreadsheets to BSCNon-standardPaidTimeOff.USA@sodexo.com
- Email Meal Plan reconciliation logs to CampusMealPlanLogs.USA@sodexo.com
- Email Deferred Income logs to RevenueAccountingLogs.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 2021

SEPTEMBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
52	1					1 BD+1	2 BD+2	3 BD+3
1	2	4	5	6	7 BD+4	8 BD+5	9	10
2	3	11	12	13	14	15	16	17
3	4	18	19	20	21	22	23	24
4	5	25	26	27	28	29	30	

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

October 2021

OCTOBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
4	1							1 BD+1
5	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
6	3	9	10	11	12	13	14	15
7	4	16	17	18	19	20	21	22
8	5	23	24	25	26	27	28	29
9	6	30	31					

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

November 2021

NOVEMBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
9	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
10	2	6	7	8	9	10	11	12
11	3	13	14	15	16	17	18	19
12	4	20	21	22	23	24	25	26
13	5	27	28	29	30			

- Monday, November 1 (BD+1):
Final October Month End transmission due by 11:45 p.m. ET
- Tuesday, November 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Wednesday, November 3 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Thursday, November 4 (BD+4):
Financial close, day 2 – Analyze financial results
- Friday, November 5 (BD+5):
Final statement/invoice available
- Thursday, November 25/Friday, November 26: U.S. holiday
- Saturday, November 27 – Tuesday, November 30:
Allowable window for inventory count - transmit by Wednesday, December 1 (BD+1)

December 2021

DECEMBER 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
13	1					1 BD+1	2 BD+2	3 BD+3
14	2	4	5	6 BD+4	7 BD+5	8	9	10
15	3	11	12	13	14	15	16	17
16	4	18	19	20	21	22	23	24
17	5	25	26	27	28	29	30	31

- Wednesday, December 1 (BD+1):
Final November Month End transmission due by 11:45 p.m. ET
- Thursday, December 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Friday, December 3 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Monday, December 6 (BD+4):
Financial close, day 2 – Analyze financial results
- Tuesday, December 7 (BD+5):
Final statement/invoice available
- Friday, December 24 Recognized U.S./Canadian holiday
- Tuesday, December 28 – Friday, December 31:
Allowable window for inventory count - transmit by Monday, January 3 (BD+1)
- Friday, December 31 Recognized U.S./Canadian holiday

January 2022

JANUARY 2022								
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	7 BD+5
19	2	8	9	10	11	12	13	14
20	3	15	16	17	18	19	20	21
21	4	22	23	24	25	26	27	28
22	5	29	30	31				

- Monday, January 3 (BD+1):
Final December Month End transmission due by 11:45 p.m. ET
- Tuesday, January 4 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Wednesday, January 5 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Thursday, January 6 (BD+4):
Financial close, day 2 – Analyze financial results
- Friday, January 7 (BD+5):
Final statement/invoice available
- Monday, January 17: U.S. Holiday
- Friday, January 28 – Monday, January 31:
Allowable window for inventory count – transmit by Tuesday, February 1 (BD+1)

February 2022

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

- Tuesday, February 1 (BD+1):
Final January Month End transmission due by 11:45 p.m. ET
- Wednesday, February 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Thursday, February 3 (BD+3):
Financial close, review preliminary reports – All adjustments due
- Friday, February 4 (BD+4):
Financial close, day 2 – Analyze financial results
- Saturday, February 5 (BD+5):
Final statement/invoice available
- Monday, February 21: U.S./Canadian holiday
- Monday, February 28:
Conduct physical inventory count - transmit by Tuesday, March 1 (BD+1)

March 2022

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

- Tuesday, March 1 (BD+1):
Final February Month End transmission due by 11:45 p.m. ET
- Wednesday, March 2 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Thursday, March 3 (BD3+):
Financial close, review preliminary reports – All adjustments due
- Friday, March 4 (BD+4):
Financial close, day 2 – Analyze financial results
- Saturday, March 5 (BD+5):
Final statement/invoice available
- Monday, March 28 – Thursday, March 31:
Allowable window for inventory count - transmit by Friday, April 1 (BD+1)

April 2022

APRIL 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
30	1							1 BD+1
31	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
32	3	9	10	11	12	13	14	15
33	4	16	17	18	19	20	21	22
34	5	23	24	25	26	27	28	29
35	6	30						

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

May 2022

MAY 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
35	1		1	2 BD+1	3 BD+2	4 BD+3	5 BD+4	6 BD+5
36	2	7	8	9	10	11	12	13
37	3	14	15	16	17	18	19	20
38	4	21	22	23	24	25	26	27
39	5	28	29	30	31			

- Monday, May 2 (BD+1):
Final April Month End transmission due by 11:45 p.m. ET
- Tuesday, May 3 (BD+2)
Request/adjustments to reflected in BD+3 preliminary reports due by 5 PM EST
- Wednesday, May 4 (BD+3): Financial close, review preliminary reports – All adjustments due
- Thursday, May 5 (B+D4): Financial close, day 2 – Analyze financial results
- Friday, May 6 (BD+5): Final statement/invoice available
- Monday, May 23: Canadian holiday
- Monday, May 30: U.S. holiday
- Saturday, May 28 – Tuesday, May 31:
Allowable window for inventory count – Transmit by Wednesday, June 1 (BD+1)

June 2022

JUNE 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1					1 BD+1	2 BD+2	3 BD+3
40	2	4	5	6 BD+4	7 BD+5	8	9	10
41	3	11	12	13	14	15	16	17
42	4	18	19	20	21	22	23	24
43	5	25	26	27	28	29	30	

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

July 2022

JULY 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
43	1							1 BD+1
44	2	2	3	4 BD+2	5 BD+3	6 BD+4	7 BD+5	8
45	3	9	10	11	12	13	14	15
46	4	16	17	18	19	20	21	22
47	5	23	24	25	26	27	28	29
48	6	30	31					

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

August 2022

AUGUST 2022								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1			1 BD+1	2 BD+2	3 BD+3	4 BD+4	5 BD+5
49	2	6	7	8	9	10	11	12
50	3	13	14	15	16	17	18	19
51	4	20	21	22	23	24	25	26
52	5	27	28	29	30	31		

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