

1ST QTR.

SEPTEMBER 2020								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
52	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
1	2	5	6	7 BD+5	8	9	10	11
2	3	12	13	14	15	16	17	18
3	4	19	20	21	22	23	24	25
4	5	26	27	28	29	30		

OCTOBER 2020								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
4	1						1 BD+1	2 BD+2
5	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
6	3	10	11	12	13	14	15	16
7	4	17	18	19	20	21	22	23
8	5	24	25	26	27	28	29	30
9	6	31						

NOVEMBER 2020								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
9	1		1	2 BD+1	3 BD+2	4 BD+3	5 BD+4	6 BD+5
10	2	7	8	9	10	11	12	13
11	3	14	15	16	17	18	19	20
12	4	21	22	23	24	25	26	27
13	5	28	29	30				

2ND QT R.

DECEMBER 2020								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
13	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
14	2	5	6	7 BD+5	8	9	10	11
15	3	12	13	14	15	16	17	18
16	4	19	20	21	22	23	24	25
17	5	26	27	28	29	30	31	

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

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

Denotes Canadian Holiday "Family Day" Feb 15th

3RD QT R.

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

APRIL 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
30	1						1 BD+1	2 BD+2
31	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
32	3	10	11	12	13	14	15	16
33	4	17	18	19	20	21	22	23
34	5	24	25	26	27	28	29	30

MAY 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
34	1	1	2	3 BD+1	4 BD+2	5 BD+3	6 BD+4	7 BD+5
35	2	8	9	10	11	12	13	14
36	3	15	16	17	18	19	20	21
37	4	22	23	24	25	26	27	28
38	5	29	30	31				

4TH QT R.

JUNE 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
39	1				1 BD+1	2 BD+2	3 BD+3	4 BD+4
40	2	5	6	7 BD+5	8	9	10	11
41	3	12	13	14	15	16	17	18
42	4	19	20	21	22	23	24	25
43	5	26	27	28	29	30		

JULY 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
43	1						1 BD+1	2 BD+2
44	2	3	4	5 BD+3	6 BD+4	7 BD+5	8	9
45	3	10	11	12	13	14	15	16
46	4	17	18	19	20	21	22	23
47	5	24	25	26	27	28	29	30
48	6	31						

AUGUST 2021								
WK YR	CUT	SAT	SUN	MON	TUE	WED	THU	FRI
48	1		1	2 BD+1	3 BD+2	4 BD+3	5 BD+4	6 BD+5
49	2	7	8	9	10	11	12	13
50	3	14	15	16	17	18	19	20
51	4	21	22	23	24	25	26	27
52	5	28	29	30	31			

TO PULL WEEKLY FINANCIAL DATA - Use Period Number (P) and Cut Number (C)

Example: For Fiscal Week 2 (09/05 - 09/11), use P1 C2.

For Fiscal Week 4 (9/26 - 10/2): For 9/26 -9/30, use P1 C5. For 10/1 - 10/2 use P2 C1.

IMPORTANT TRANSMISSION DEADLINES

DAILY by 2:45pm/7:15 pm/11:45 pm EST: Cash Management, Change Order Activity, 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 EST: Vending, Inventory, Operating Statement Input (OSI - Schools only), Petty Cash, Linen Master
MONTH END no later than 11:45 pm EST FIRST BUSINESS DAY of the month: All remaining financial activity for month.

DEADLINES FOR NON TRANSMITTED DOCUMENTS

- 1) Third last Business Day of Month (BD-3)
FIXED ASSET REQUESTS (ONE OF BELOW METHODS):
 Via Asset Management Portal <https://portal.mysodexo.com/WAI-Initiator/startSession?application=amp>
- 2) Last Business Day of Month (BD-1)
ACCOUNTS PAYABLE
 Payment Requests Via AP Payment Request Portal
<https://www.mysodexo.com/sites/mySodexo/home/application-resources/ap-payments-request-portal.html>
 Send Petty Cash Logs via regular mail
ACCOUNTS RECEIVABLE
 E-mail Accounts Receivable adjustments to AccountsReceivable.NorAm@sodexo.com
- 3) First Business Day of Month (BD+1)
MANAGEMENT ACCOUNTING
 E-mail Non-standard PTO Reconciliation Spreadsheets to BSCNon-standardPaidTimeOff.USA@sodexo.com
 E-mail Meal Plan reconciliation logs to CampusMealPlanLogs.USA@sodexo.com
REVENUE ACCOUNTING
 E-mail Deferred Income logs to RevenueAccountingLogs.NorAm@sodexo.com
- 4) Second Business Day of Month (BD+2)
 Finalize and save exceptions in Kronos by noon ET; Finalize and Approve client invoices in Fiori by 5:00 pm ET

SUPPORT DOCUMENTATION DUE TO FINANCE SHARED SERVICES

- ACCOUNTS PAYABLE:**
 Send copies of all non-electronic vendor invoices (preferably scanned and send via e-mail)
Remember: Do not send invoices processed by Epay or The Market Connection
 Fax Utility remittance including unit number to Accounts Payable - e fax number 716-568-8395.
REVENUE ACCOUNTING: RecordRetentionCashMgmt.usa@sodexo.com
 Send non-Vivonet cash register readings, third party batch settlements, over ring records, cash paid out receipts

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

E-mail Scanned Support Documentation is preferred method - for Regular Mail use address:

Sodexo
 PO Box 352
 Buffalo, NY 14200-0352

To scan & send UFS invoices and/or Cash Management documents, search "Record Retention Scanning Solution" on SODEXONET for instructions & training information.