

May 2019

April '19						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June '19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28 P4 Closes 4/26/19 - New Account Add Submission Deadline	29	30	1 AP Close - 12 pm All Accruals Due - 12pm	2 DC Accrual Due - 12pm	3 Journal Entry Request Due - 10am Pre Prelim GL Close - 12pm Pre Prelim PL Issued - 3PM Pre Prelim Margin & BTP - 5pm	4	
5	6 Prelim 1 GL Close - 12pm Prelim 1 PL - 3PM Prelim 1 BS TB - PM Prelim 1 PL - 5PM	7 Store Discrepancy Reports due - EOD Accumulate list of Prelim 2 entries	8 Prelim 2 GL Close - 12pm Prelim 2 PL - 3PM Instacart PL - PM Prelim 2 BS TB - PM Prelim 2 PL - 5PM	9 Margin Report - PM Shrink Summary- PM	10	11	
12	13	14	15	16	17 BS Recs submission into Blackline	18	
19	20	21	22	23	24 BS Recs Reviewed & Certified in BL- EOD Critical Spreadsheets EOD	25	
26	27	28	29	30	31	1	
2	3	Key Deliverable to RLA/JB Deliverable to CFO	Definitions AM - Early in day, before noon PM - End of Day				