

# Unit Financial Systems User Guide

## Adding a New Unit to an Existing Node

**Please note:** you must have access to web UFS, and to the node ID that will be used for this new unit. If you are not sure, contact the UFS team via [SoFinance](#), UFS General Request.

**What is a node ID?** Web UFS requires units to be set up and organized with a node ID. A node ID (think databases) is linked to a primary unit number and can contain many units and/or sub-units. Units in each node ID will share data related to vendors, customers, cashiers, where applicable. Web UFS users must request access to each node via the [SoUnified](#) access request form, and can have access to many node IDs, as required for UFS data entry or validation. Adding a unit to your node ID will automatically update access to anyone who has access to the node.



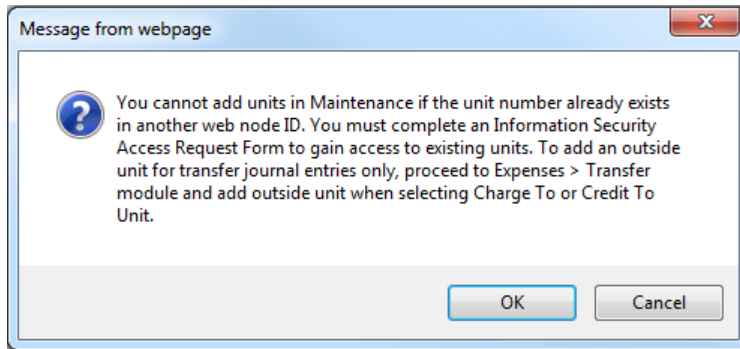
## Launch UFS



Access the Maintenance section of UFS. The following screen will appear. Select the Units option on the drop down menu.

Cost Center	Cost Center Name	Profit Center	Phone Number	Inventory	Monthly
61234001	Unit Test	61234001	716-932-2872	SDX Owned	Yes

Click the “Add” button and a popup screen will appear:



Click OK to remove message and advance to the next screen:

<b>Cost Center:</b> <input type="text"/> <input type="button" value="Deposit Method"/> <b>Cost Center Name:</b> <input type="text"/> <b>Address 1:</b> <input type="text"/> <b>Address 2:</b> <input type="text"/> <b>City/State/Zip:</b> <input type="text"/> <input type="text"/> <input type="text"/> <b>Phone Number:</b> <input type="text"/> <b>Unit Type:</b> 22: Food <input type="button" value="Q"/>	<b>Vending Bank Unit:</b> <input type="text"/> <input type="button" value="Q"/> <b>Petty Cash Fund:</b> <input type="text" value="0.00"/> <b>Petty Cash Vendor:</b> <input type="text"/> <input type="button" value="Q"/> <input type="button" value="SDX A/R Customer Numbers"/>
<b>Client Vending:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Inventory:</b> <input type="radio"/> Client Owned <input checked="" type="radio"/> SDX Owned/Managed
<b>Transmittal Type:</b> <input checked="" type="radio"/> Food <input type="radio"/> Vending <input type="radio"/> Maintenance	<b>WOR Type Services:</b> <input type="radio"/> Corporate <input checked="" type="radio"/> Campus
<b>Monthly:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Statistics Required:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
	<b>Over/Short Maximum Allowed:</b> <input type="text" value="0.00"/>

Enter Unit data for all empty fields.

Update defaulted information such as Unit Type, Client Vending, Transmittal Type and Statistics Required as applicable. Click the SDX A/R Customer Numbers button  and add the A/R customer number in order to set up your billing customers for this unit. You can obtain this A/R number from Accounts Receivable via [SoFinance](#) if you don't know it.

After you complete the Unit Maintenance information, you will need to enter your vendors. Select “Maintenance” and then “Vendors” from the drop down menu.

Unit Financial System  
 User:  
 Week End:  
 Node:  
 Build Number 1.4.0.1215

Maintenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC

Units  
 Customers  
**Vendors**  
 Tax Rates

Maintenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC End of Week Routines Setup

Maintenance->\*>Vendors

Vendor No.:

Vendor Name:

Address:

City/State/Zip:

Attn.:

Phone Number:

Direct Pay?:  Yes  No

Enter your vendor information. You can obtain the vendor number by contacting the Vendor Maintenance team via [SoFinance](#). You don't need to add an electronic vendor as they will flow into UFS automatically as electronic invoices hit the system.

Maintenance->\*>Vendors

Vendor No.	Vendor Name	Phone Number	Address	City	State	Direct Pay?
1294032	ROYAL CUP					Yes
1804103	Suisan Co LTD	808-935-8511	PO Box 366	Hilo	HI	Yes

4 Records Found |

You will now need to enter your tax information. Select "Maintenance" and then "Tax Rates" from the drop down menu:

Maintenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC

Units  
 Customers  
 Vendors  
**Tax Rates**  
 Accounts

Click the "add" button on the bottom of the page and the Tax Rate add screen will appear:

Maintenance->\*->Tax Rates.

Tax Code:

Tax Description:

Tax Rate %:

Tax Acct No.:

Enter your tax rate information. Work with your Segment Support analyst or Finance Director if you need assistance in determining the tax account number.

### You are now ready to enter your weekly financial data.

**\*\*Please Note:** Other unit setup data, cashiers, worksheets, templates, etc. must also be added, as required. History will not be available in the new node but will begin building as you enter data and transmit. If your unit is not new and exists in another node ID, you will still be able to access historical data through the previous node ID, or through your E=Vision portal.

Training on how to use the Unit Financial System, including more information on adding setup data to all modules is available. Refer to the [Web UFS Training page](#) on Sodexo\_Net for self-paced training available on Ingenium as well as short tutorials for a quick refresher on a specific module.

#### For UFS technical support:

- Submit a help ticket by clicking Generic Incident on [Self Service Mobile](#)
- You may also email for support at [Helpdeskufssupport.Noram@sodexo.com](mailto:Helpdeskufssupport.Noram@sodexo.com), or
- If **urgent**, please call the UFS Service Desk at 1-888-667-9111, options. 1, 2, 1.

#### For General UFS Questions

- Please use [SoFinance](#) to request support from the UFS Team.