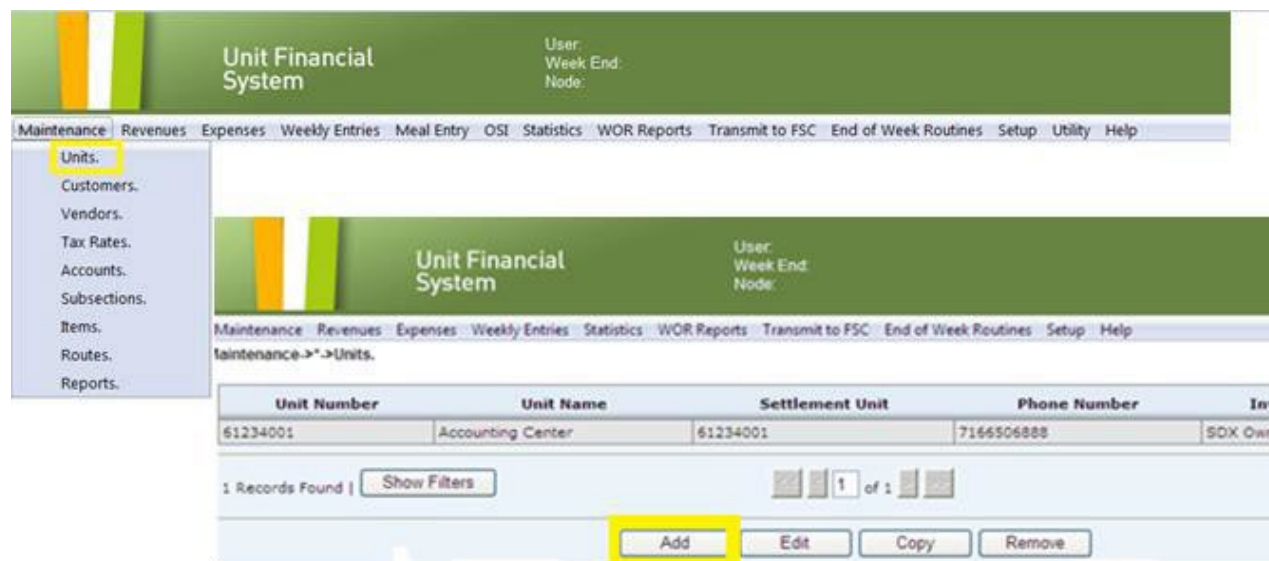


Unit Financial Systems User Guide

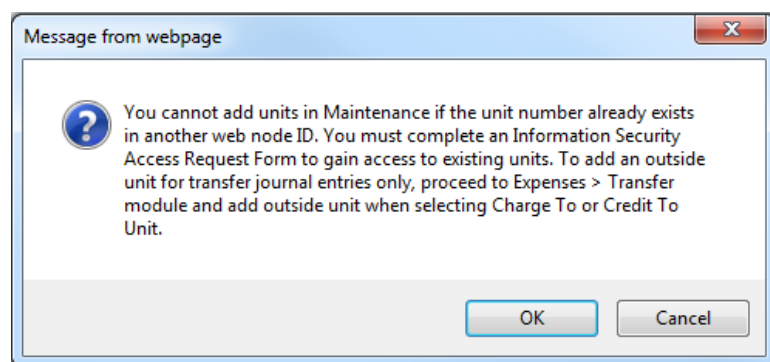
Adding a Unit to an Existing Web UFS Node

Log into the Web UFS Node where the unit will be added.

- Click on the Maintenance tab and select Units.
- Click the Add button.



The following screen will appear. Click OK to remove the message and advance to the next screen. Note, this is not an error message, just a reminder that a unit can only exist in one UFS node.



- Enter the unit data for all empty fields.
 - Update the 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 to set up any billing customers for this unit. You can obtain this A/R

number from Accounts Receivables (accountsreceivable.noram@sodexo.com) if you do not know it.

- If the unit will not create non-contractual invoices, this A/R number is not required.

Unit Financial System		User:
		Week End:
		Node:
Maintenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC End of Week Routines Setup Utility Help		
Maintenance->*.>Units.		
Unit Number: <input type="text"/> <input type="button" value="Deposit Method"/>		Settlement Unit: <input type="text"/> <input type="button" value="Q"/>
Unit Name: <input type="text"/>		Vending Bank Unit: <input type="text"/> <input type="button" value="Q"/>
Address 1: <input type="text"/>		Petty Cash Fund: <input type="text" value="0.00"/>
Address 2: <input type="text"/>		Petty Cash Vendor: <input type="text"/> <input type="button" value="Q"/>
City/State/Zip: <input type="text"/> <input type="text"/> <input type="text"/>		<input type="button" value="SDX A/R Customer Numbers"/>
Phone Number: <input type="text"/> Unit Type: 22: Food <input type="button" value="Q"/>		Inventory: <input type="radio"/> Client Owned <input checked="" type="radio"/> SDX Owned/Managed
Client Vending: <input type="radio"/> Yes <input checked="" type="radio"/> No	Unit Cut Off Day: <input type="text" value="Thurs"/>	WOR Type Services: <input type="radio"/> Corporate <input checked="" type="radio"/> Campus
Transmittal Type: <input checked="" type="radio"/> Food <input type="radio"/> Vending <input type="radio"/> Maintenance	Statistics Required: <input type="radio"/> Yes <input checked="" type="radio"/> No	
5-4-4: <input checked="" type="radio"/> Yes <input type="radio"/> No	Over/Short Maximum Allowed: <input type="text" value="0.00"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>		

You can now add any Vendors or other setup data that will be required for the unit. Electronic vendors will be added automatically as invoices flow into the system.