

# Unit Financial System (UFS) Expense Module

## UFS Procedures to Add, Update, Remove or Zero Inventory by Account Entry

The inventory by account entry process allows you to enter the beginning and/or ending inventory totals by school (where appropriate), unit number (where appropriate), subsection (where appropriate), and account number. This guide will teach you how to add, update, remove or zero-out your UFS Inventory by Account entry.

### Did you Complete an Inventory Adjustment through Operations Accounting?

If you did, don't forget to update your UFS data accordingly. When the accountants do an adjustment they are just temporarily reversing the inventory that was carried, they don't change the amount carried in the system, so it would continue to carry in SAP from week to week. Enter the updated values in UFS (either zero or an actual value) and transmit. This will update the carried inventory. If you have transmitted a zero inventory for a closed unit, be sure to remove that inventory record after the new week setup. As a reminder, you can only transmit inventory once per week ending date in UFS. Make sure all unit's inventory has been updated prior to transmitting.

**Note:** Inventory can only be transmitted once per UFS week-ending date. Make sure values for the inventory record have been finalized prior to transmitting.

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### To Add Inventory by Account Entry

Navigate to **Expenses > Inventory > Inventory by Account**

- Click **Add**
- Enter the header information as applicable
- To Add the Beginning and Ending Inventory Entries:
  - Click **Insert Before**
  - Enter the account number in the **Account** column or click the look up icon to pick from the list
  - Enter the beginning and ending inventory amount as applicable in the **Beg. Inv. Amt** and **End. Inv. Amt.** columns
  - Tab to the next line to enter the next account number or click **Insert After**
- **Repeat** until all required inventory accounts are added
- Click **Save**

**Notes:** To insert a line between two other lines, click once on the line above or below where you want to insert the line. Click **Insert Before** or **Insert After**. If you create a line in error, select the line and click **Delete**.

Unit Financial System

User:  
Week End:  
Node:

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

Expenses->Inventory->Inventory-By Account

Unit Number	Unit Name	Subsection No.	Subsection Name	Inv.Total	Last E
0 Records Found   Show Filters					
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/>					

Expenses->Inventory->Inventory-By Account

Unit Number: 12088401: Test Unit - DE

Subsection No.: 0: Vending Test Unit 2-XClient

Route Number:

Insert Before Insert After Delete

Account	Beg. Inv. Amount	End. Inv. Amount
60110010: BAKED GOODS	50.00	75.00
	0.00	0.00
<b>Total:</b>		75.00

Save Reset Cancel

## To Update or Edit Inventory by Account Entry

Navigate to **Expenses > Inventory > Inventory-By Account**

- Select Unit or School Inventory Record, click **Edit**.
- To **update Ending Inventory** Amounts
  - Click in End Inv. Amount field for first account and enter amount. Tab to the next account and enter amount and repeat until all new ending inventory amounts have been entered.
- To **insert a line** for new account number
  - Click once on the line above or below where you want to insert the line. Click **Insert Before** or **Insert After**
  - Enter the account number in the Account column or click the look up icon and select from the list
  - Repeat to add additional lines

- To **remove a line** to delete account from inventory record
  - Click once on the line and click **Delete**. **OK** to confirm.
- Click **Save** to accept changes

Expenses->Inventory->Inventory-By Account

Unit Number	Unit Name	Subsection No.	Subsection Name	Inv.Total	Last E
12088401	Test Unit - DE	0	Vending Test Unit 2-XClient	4327.00	6/13/2018

1 Records Found |  << < 1 of 1 > >>

Account	Beg.Inv.Amount	End.Inv.Amount
60110010: BAKED GOODS	450.00	375.00
60110020: BEVERAGE	525.00	450.00
60110030: MILK & ICE CREAM	432.00	220.00
60110040: GROCERIES	637.00	
60110060: MEAT EGGS & CHEES	1253.00	

Total:

Message from webpage

Remove selected record?

### To Remove an Inventory by Account Entry

Navigate to **Expenses > Inventory > Inventory-By Account**

- Select the Unit or School Inventory record, click **Remove**
- The inventory record will open to reveal the details. Click **Remove** again.
- A Remove Confirmation message appears.
- Click **OK** to confirm or **Cancel** (twice) to cancel the delete process

Expenses->Inventory->Inventory-By Account

Unit Number	Unit Name	Subsection No.	Subsection Name	Inv.Total	Last E
12088401	Test Unit - DE	0	Vending Test Unit 2-XClient	4327.00	6/13/2018

1 Records Found |  << < 1 of 1 > >>

Expenses->Inventory->Inventory-By Account

Unit Number: 12088401: Test Unit - DE  
 Subsection No.: 0: Vending Test Unit 2-XClient  
 Route Number:

Insert Before   Insert After   Delete

Account	Beg.Inv.Amount	End.Inv.Amount
60110010: BAKED GOODS	450.00	375.00
60110020: BEVERAGE	525.00	450.00
60110030: MILK & ICE CREAM	432.00	220.00
60110040: GROCERIES	637.00	1425.00
60110060: MEAT EGGS & CHEESE	1253.00	1857.00
		0.00
<b>Total:</b>		4327.00

Message from webpage

Are you sure you want to remove this record?

OK   Cancel

Remove   Cancel

### To Zero Out Inventory by Account Entry

Navigate to **Expenses > Inventory > Inventory-By Account**

- Select Unit or School Inventory Record, click **Edit**
- **Enter 0 (zero) in End. Inv. Amount** column for all accounts included in inventory by account record
- Click **Save**
- **Transmit** Unit Inventory
- **Perform a New Week Setup** (after all other financials have been entered and reports printed for the current week)

Note: If Beg. Inv. or End. Inv. values are still showing on the browser (user screen) after performing a New Week Setup, you should Remove the Inventory record(s).

Insert Before   Insert After   Delete

Account	Beg.Inv.Amount	End.Inv.Amount
60110070: PRODUCE	203.90	0.00
60220001: CLEANING SUPPLIES	254.32	0.00
60260001: PAPER/PLASTIC N/T	133.92	0.00
60260010: PAPER/PLASTIC TAX	91.13	0.00
	0.00	0.00
<b>Total:</b>		0.00

Save   Reset   Cancel

