

## National Brand Revenue Reporting Procedure Brands Accounting

### Of Concern To

Cost Centers with National Brands operated under Sodexo's Master Franchise Agreements

### Introduction

Reporting National Brand revenue accurately and timely is critical to ensure the accuracy of Sodexo's financial reports. All brand revenue must be reported through the Branded Cost Center and to the specific General Ledger Accounts for each Brand. This will ensure correct royalty payments to the brand. Please refer to the reporting requirements below to help record accurate brand revenue.

### Branded General Ledger Accounts

Brands Accounting requires a specific set of General Ledger Accounts be used for each Branded Franchise (i.e., Chick-fil-A). When selecting the appropriate General Ledger Account number, please ensure the account selected matches the brand name and tender type. For example, to report Chick-fil-A Mandatory Board Sales, the sales should be reported to **G/L 7001.4330 "Revenue-Chick-Fil-A-Mandatory Board"**. If the tender type is funds held by the client, a statistical account will need to be used to report these branded sales. Failure to report the branded sales to the appropriate account number and branded cost center may result in inaccurate royalty payments and client commissions (if applicable).

The list of Branded General Ledger Accounts to use for Brands Revenue Reporting can be found on Sodexo\_Net page [Brands Accounting - Chart of Accounts](#).

### Catering

Branded Catering needs to be reported to the brand specific catering account to ensure royalties and client commissions are paid accurately. If the catering sales are being billed in UFS to a generic catering account, a TJE will be processed to reclass the sales to the correct unit and branded catering account. If there is no specific branded catering account, please contact [Brands Accounting](#) for further guidance.

### Reporting Coupons/Discounts/Employee Meals for a Branded Location

All brand revenue must be reported at retail value unless the brand contract specifically states otherwise. Contact [Brands Accounting](#) for further guidance.

Per contract, select brands do allow discounts to be used at the location. These discounts would reduce gross sales and therefore reduce royalties paid. In addition, select brands allow free/reduced employee meals, also to reduce gross sales for the brand. Contact [Brands Accounting](#) for further guidance.

## Meal Plans/Meal Equivalency

All branded purchases made using meal plan funds and/or meal equivalencies need to be reported using Sodexo's Standard Meal Plan Financial Processes according to the [Meal Plan Deferred Income Manual](#).

## Bite+ Universities

- For transactions paid in advance through the app, sales are reported centrally by Revenue Accounting to the appropriate branded GL accounts provided by Brands Accounting.
- For transactions tendered at the POS at the time of pickup, sales would be included in your register reading totals and must be reported in UFS according to the [Bite+ Universities Reporting Procedure](#).
- All Bite+ Universities transactions should be posted based on the Tender & Revenue GL Mapping matrix [Bite+ Universities GL Account Mapping](#)

## Bite LevelUp

For locations where Bite mobile ordering is not integrated with the POS system:

- For transactions paid in advance through the app, sales are reported centrally by Revenue Accounting. If there is a branded unit and only branded sales are processed under that specific cost center number, Revenue Accounting will make arrangements to post the sales to the appropriate branded GL accounts provided by Brands Accounting. Revenue Accounting must be notified if branded activity needs to be posted for a specific cost center, otherwise sales will post to a generic sales account.
- If there are multiple menu offerings (branded and non-branded) at a specific cost center, Revenue Accounting will post the sales to a generic sales account as they are unable to determine the amount of sales applicable to the individual offerings. Therefore, the unit will need to process a TJE to reclass the revenue to the appropriate branded account, by utilizing the LevelUp Dashboard for sales detail. If you're unsure if you need to process a TJE, please contact Revenue Accounting for additional guidance.

For integrated Infor POS tendered transactions, Bite sales are included in your register reading totals and must be reported in UFS based on your sales and operations detail report to the appropriate branded revenue accounts.

## Dynamify/12 Pay

All purchases are reported centrally by Revenue Accounting to the appropriate branded account.

## Sales Validation

Sales data must be reviewed BEFORE transmitting in UFS and/or sending sales to the Brand Partner. The sales data must include all retail sales from all point of purchase systems and Apps. The sales that are being reported to the branded partner should match exactly what is being reported in UFS. If there is a discrepancy, resolve it before sending your sales to the branded partner.

## For Additional Assistance:

If your unit requires an additional sales account for accurate brand reporting, or if you have brands related questions, please contact Brands Accounting at 716-428-8468, or 800-828-7762, option 8,

extension 58468, or by sending an email to NorAm Brands Accounting at [clientaccountingbrands.noram@sodexo.com](mailto:clientaccountingbrands.noram@sodexo.com).

If you have questions regarding brand sales reporting with other apps or within the UFS Cash Management/Statistics Module, please contact Revenue Accounting at 1-800-828-7762 option 2, option 1, option 2, or by sending an email to NorAm Revenue Reporting [RevenueReportingCompliance.NorAm@sodexo.com](mailto:RevenueReportingCompliance.NorAm@sodexo.com).

Please visit the [UFS Reporting Procedures](#) Sodexo\_Net Page for additional revenue reporting procedures.