

Unit Financial Systems User Guide

Printing Accounts Payable Reports Manual and Electronic

Use this guide as a reference to generate and print or save an e-copy of an Accounts Payable Unit Transmittal Report in UFS. You can easily navigate to the desired sections within the manual using the Table of Contents below by pressing “ctrl” key and clicking on the section title. There are also links throughout the document to related resources that will further assist you in the Change Order entry process.

SUPPORT	
Web UFS	Submit a SoFinance ticket, UFS General Request or email unitfinancialsystemsadministration.noram@sodexo.com
Accounts Payable	1-800-828-7762 option 1
AP Mailing Address & Fax Info	Option 0
Vendor Numbers	Option 1
Vendor Invoice Processing	Option 2
AP Email	apinvoiceprocessing.noram@sodexo.com

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Accounts Payable Transmission - The Accounts Payable process requires that units submit the vendor’s original invoice for payment to the Accounts Payable Department at the BSC. The Accounts Payable module in UFS is used to submit the accounts payable invoice information to the Buffalo Service Center for processing. By manually entering the invoice information, the amounts are distributed to the various account numbers. Direct Pay invoices are added automatically through the invoice approval process, via your Recon system (ePay (UFS) or TMC).

This guide will help you learn how to generate an Accounts Payable Unit Transmittal Report in UFS (or Maintenance Transmittal for Facilities Units). You can also utilize the AP Entry [UFS In-Application Help Content](#) for more information. Review [AF Topic 811.01 Vendor Invoice Processing – UFS Transmittals](#) for invoice processing policies.

Printing an Accounts Payable Weekly Report - UFS Transmittals are used by cost centers to submit all operating costs, supplies, food invoices, and any miscellaneous non-fixed asset related expenses, to Finance Shared Services for payment.

Navigate to **Expenses>Accounts Payable>Reports**.

Select a Report by using the drop-down arrow. **Accounts Payable Weekly Report** is the default option and the report needed for current weeks Accounts Payable Invoice entries. (Both the current week and the History report options will also generate the report for Direct Pay invoices). Click **Next**. (screenshot on page 2)

The screenshot shows the top navigation bar of the Unit Financial System. The user is identified as 'User: jhelms2' with a 'Week End: 6/10/2016 12:00:00 AM Week: 2 Per' and 'Node: AP DEPT DIR PAY RECON-NY/APDIRPA' and 'Build Number 1.4.0.1215'. The main menu includes 'Maintenance', 'Revenues', 'Expenses', 'Weekly Entries', 'Meal Entry', 'OSI', 'Statistics', 'WOR Reports', 'Transmit to FSC', and 'End of'. The 'Expenses->Accounts Payable->Reports' path is highlighted. Below the menu, the 'Select a Report:' dropdown is set to 'Accounts Payable Weekly Report.' and a 'Next >>>' button is visible.

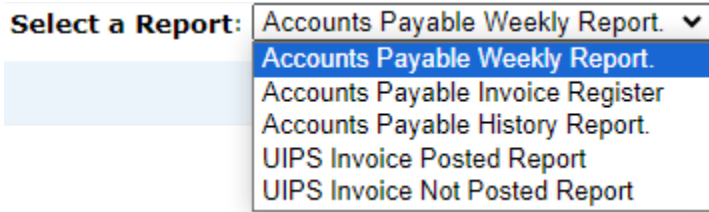
Make Selection Criteria

- **All** – Selection will display Invoices for ALL unit numbers in the Node that has Accounts Payables entered for current week
- **Range** – Allows selection to be limited to a specific unit or range of unit numbers

The screenshot shows the 'Selection Criteria' dialog box. It has a title bar 'Selection Criteria' and a subtitle 'Selection Criteria - Unit Number'. There are two radio button options: 'All' (selected) and 'Range'. Below the options, there is a text box that says 'There are NO Sort Options For This Report'. At the bottom, there are 'OK' and 'Cancel' buttons. A smaller, overlapping dialog box is also visible, showing the 'Range' option selected and two input fields for 'Unit Number' labeled 'From:' and 'To:'.

The Unit Transmittal will open in PDF format as shown below. To print a copy, click the **PRINTER ICON** in the Adobe tool options (you might need to move your cursor around the screen for the tool bar to pop up). To save a copy to your computer, click the **save icon** and follow the proper steps.

Additional Report Options - in addition to the **Accounts Payable Weekly Report**, there are other reporting options to choose from in the drop-down menu.



- **Accounts Payable Invoice Register** – displays summary of weekly accounts payables listing amounts distributed to each GL Account number in a vertical view
- **Accounts Payable History Report** – a history version of the weekly report. User can enter a “Range” to add different report criteria:
 - Week Ending Date
 - Invoice No.
 - Vendor Name
 - Vendor Number
- **UIPS Invoice Posted Report** – displays details of approved electronic invoice activity that has posted to UFS
- **UIPS Invoice Not Posted Report** – displays details of approved electronic invoice activity that has not posted to UFS and reasons why

Submitting Accounts Payable Documents to Buffalo Shared Services Center - Accounts Payable invoice copies* must be sent to the BSC on a weekly basis for invoices processed through UFS (do not include direct pay invoices). There are two ways to submit your accounts payable documents to the Buffalo Shared Services Center:

- **Simplify Scanning Solution** – scanning and emailing documents to Buffalo
 - [Document Scanning – What You Need to Know](#)
 - Visit the [Document Scanning Solutions](#) page on Sodexo_Net for more information
- **Mailing Transmittal Envelopes to Buffalo**
 - All segments should have received information on how to transition over to the Scanning Solution process
 - To mail the documents until transition is complete, In the green transmittal envelopes, you should include the Accounts Payable Weekly Report (Unit Transmittal) and all invoices placed behind the report, in the order in which they are listed. Complete instructions are available on the transmittal envelope. The package should be mailed to:

Sodexo, AP Dept.
 PO Box 352
 Buffalo NY 14240

***This documentation is required for audits as well as AP research and adjustments. It also serves as a backup to the copy that you keep on-site.**