

SAP Fiori Financial Adjustments – Customer Guide

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SAP Fiori Financial Adjustments is an application that allows you to submit a financial adjustment or transfer request directly within our SAP platform.

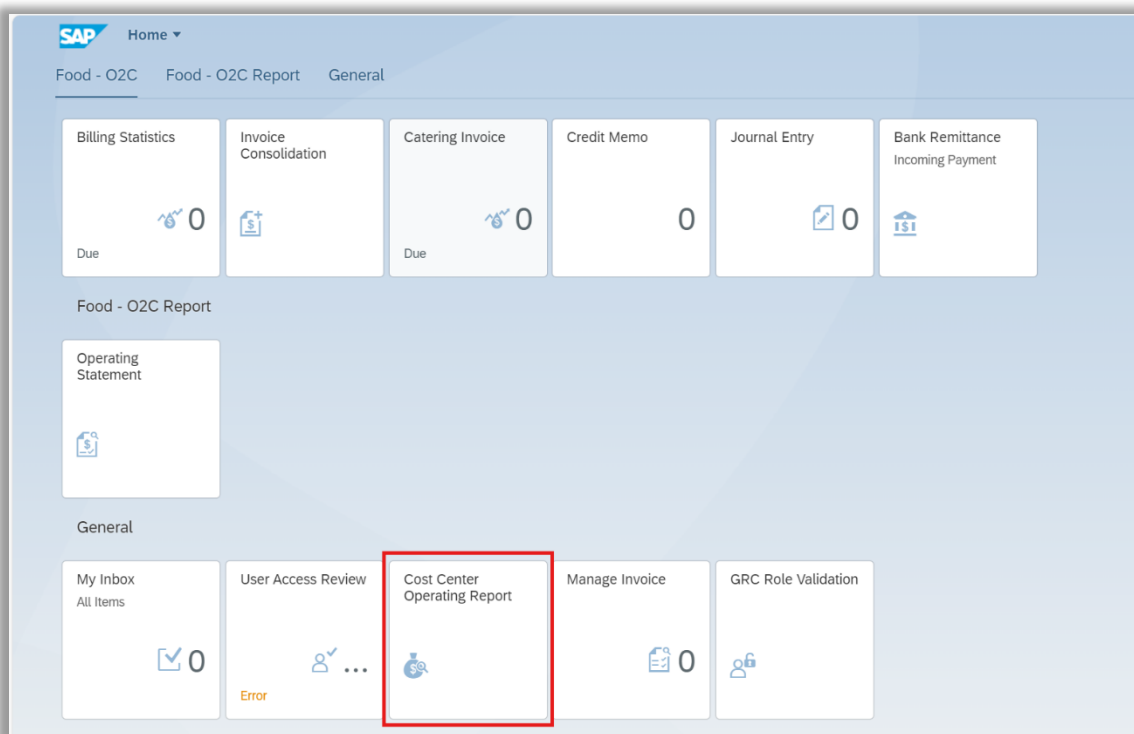
After submitting your financial adjustment in SAP Fiori:

1. You'll receive an email confirmation for a **SoFinance** request you can use to track your adjustment request. This SoFinance request is automatically created on your behalf.
2. Your designated Accountant in Finance Shared Services (FSS) will review your adjustment.

- a. If your Accountant has any questions or needs additional information is needed, they will **contact you via SoFinance** (you'll receive an email from Noram.SOfinance@sodexo.com).
3. After reviewing your adjustment, your Accountant will do one of the following:
 - a. **Approve** your adjustment and **mark your SoFinance request as Fulfilled**.
 - i. Your designated Accountant will make any necessary changes to your adjustment prior to approving/fulfilling and inform you of any changes in SoFinance. Your adjustment will post as a journal entry.
 - b. **Reject** your adjustment (only if the adjustment is not needed, an explanation will be provided to you) and **mark your SoFinance request as Cancelled**.

When your adjustment is approved and posted, you can view the activity immediately in the CCOR (Cost Center Operating Report). Note: Statistical/OSI adjustments will not be reflected in the CCOR, they will be reflected in the next day's reports.

1. Within the SAP Fiori app, click **Cost Center Operating Report** in the General section.



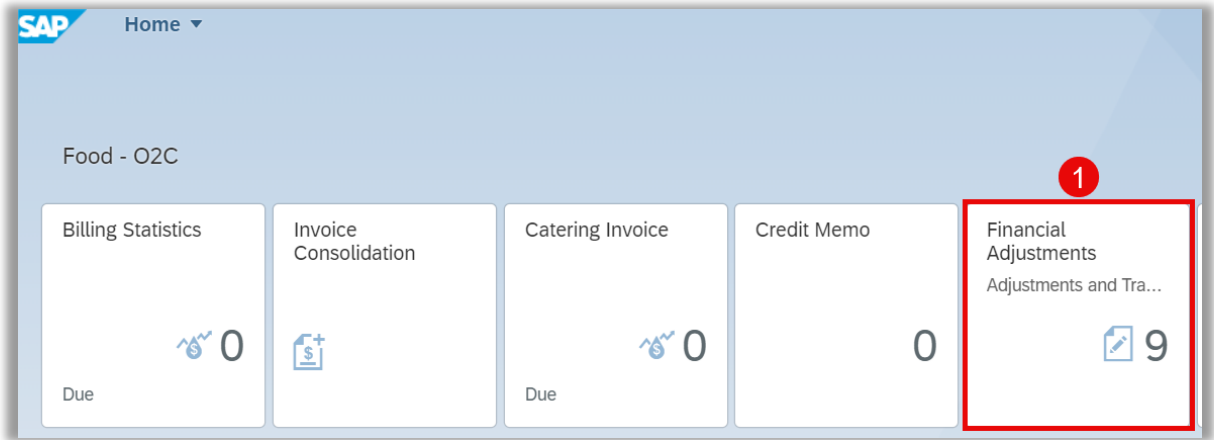
Adjustments submitted in the SAP Fiori application will NOT be reflected in the WOR (Weekly Operating Report), it will only be reflected in the CCOR. If you'd like to see the

activity reflected in WOR, you can [submit a one-time weekly account entry \(WAE\)](#) in UFS to reflect the activity on the WOR.

Note: A small number of adjustment requests do not need to be approved by the FSS team and will post immediately after you've submitted them.

Starting an Adjustment

1. In your browser, open the [SAP Fiori](#) site and click to open the **Financial Adjustments** module.



- a. Tip: Bookmark the SAP Fiori URL.
 - b. You can also access SAP Fiori in the Other Applications section of MySodexo.
2. When you first enter the Financial Adjustments module, you'll see a list of the recent adjustments you've submitted and their status.
 - a. To view the details of an adjustment you submitted, click the **blank box** to the left of the line.
 - b. Click **Display Item Detail**.

Adj Type:
Period - Month:
Status:

Cost Center:
Profit Center:
*Posting Date:

*Entered On:

Adj Items (9) | Approved (0), Pending (5), Rejected (0)

Document Nu...	Period	Fiscal ...	Posting ...	Entered ...	Adj Type	Cost Center	Document...	
3000002603	01	2025	09/30/2...	10/07/2...	IS-ME SDX-OWNE...	68525003	SX	PI
	01	2025	09/30/2...	10/03/2...	ST-ME OP STAT A...	56701001	A0	PI
	01	2025	09/30/2...	10/03/2...	IC-ME CLNT-OWN...	62558001	A4	PI
	01	2025	09/26/2...	09/26/2...	ST-ME OP STAT A...	56701001	A0	PI
3000000502	01	2025	09/05/2...	09/05/2...	CA-EXP. TO CON...	62558001	SC	PI
3000001500	01	2025	09/04/2...	09/04/2...	TR-TRANSEER PE...	62558001	SC	PI

View Attachments
Display Text
Display Item Detail
Attach Help Document

3. To submit a new adjustment, click **Create New Adj** in the bottom right of the screen.

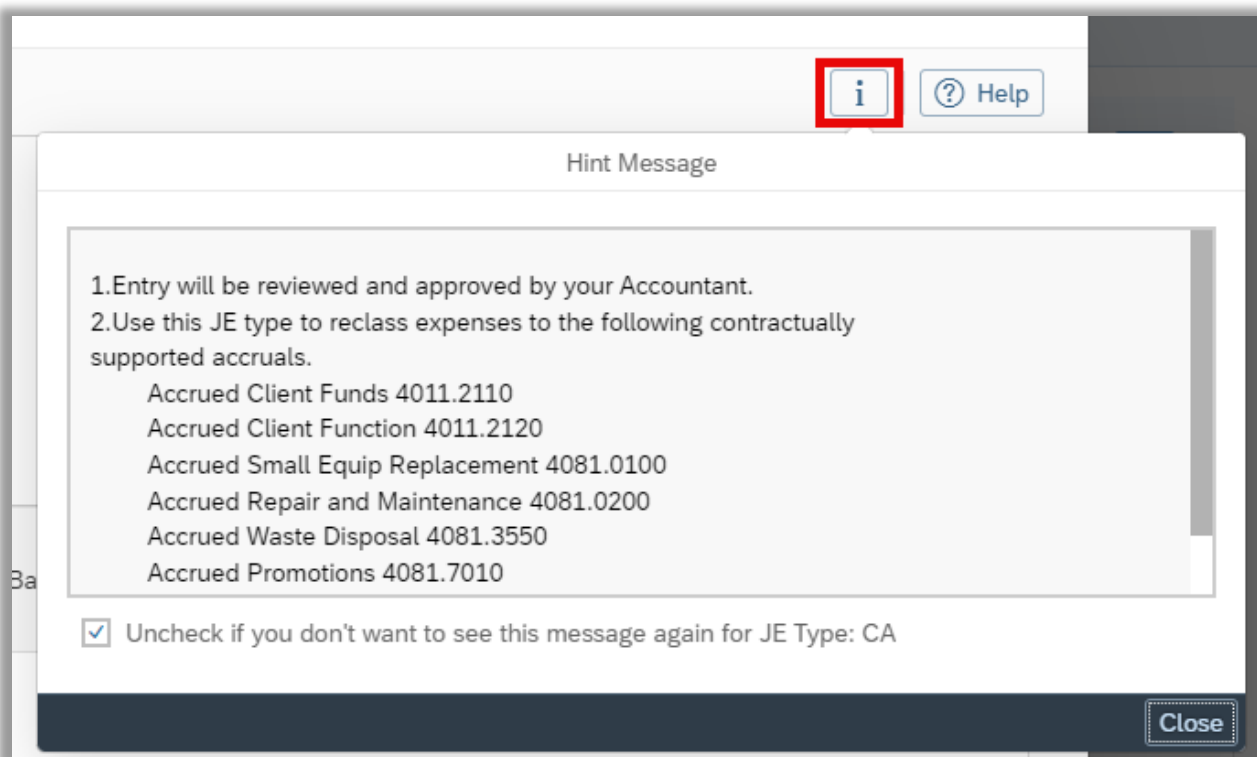
Document...	Status	Approve/Rej...	Profit Center	Compa...
SX	PENDING		68525003	USA1
A0	PENDING		56701001	USA1
A4	PENDING		62558001	USA1
A0	PENDING		56701001	USA1
SC	PENDING		62558001	USA1
SC			62558001	USA1

tail
Attach Help Document
Mass Adj Uplo
3
Create New Adj

Submitting an Adjustment

The steps and selections for your adjustment will vary based on the type of adjustment you're submitting. Instructions for each type of adjustment can be found below.

When creating an adjustment, use the **hint button** to view helpful and important guidance for submitting each type of adjustment.



To load a template you've saved, click **Select Template** in the bottom of the screen and select the template. [Go to instructions for using templates.](#)

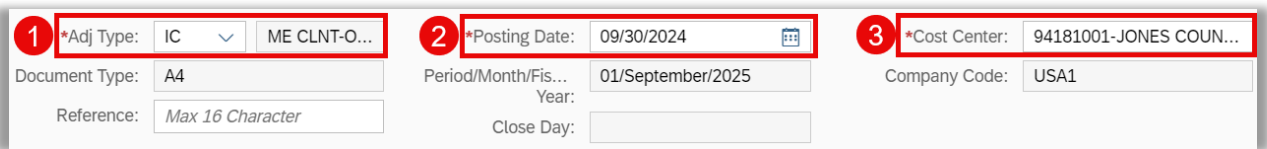


Client-Owned Inventory (Stat Inventory Adjustment)

| [WATCH VIDEO](#)

The purpose of this adjustment is to post an adjustment for Client-Owned inventory. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted. **This adjustment type should only be posted during close.**

1. In the **Adj Type** field, select **IC-ME CLNT-OWNED INVENT**.
2. In the **Posting Date** field, select the prior month end date.
3. Select the **Cost Center** you wish to adjust the inventory for (enter the first 4 digits).

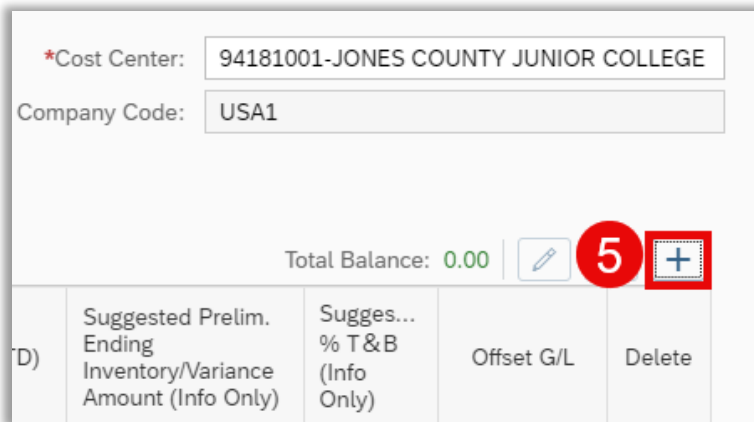


1. *Adj Type: IC ME CLNT-O...
 Document Type: A4
 Reference: Max 16 Character

2. *Posting Date: 09/30/2024
 Period/Month/Fis... 01/September/2025
 Year:
 Close Day:

3. *Cost Center: 94181001-JONES COUN...
 Company Code: USA1

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment. For this type of adjustment, an example reference might be “Inv Adjustment” or “Correct Inv.”
5. Click + to add a line.



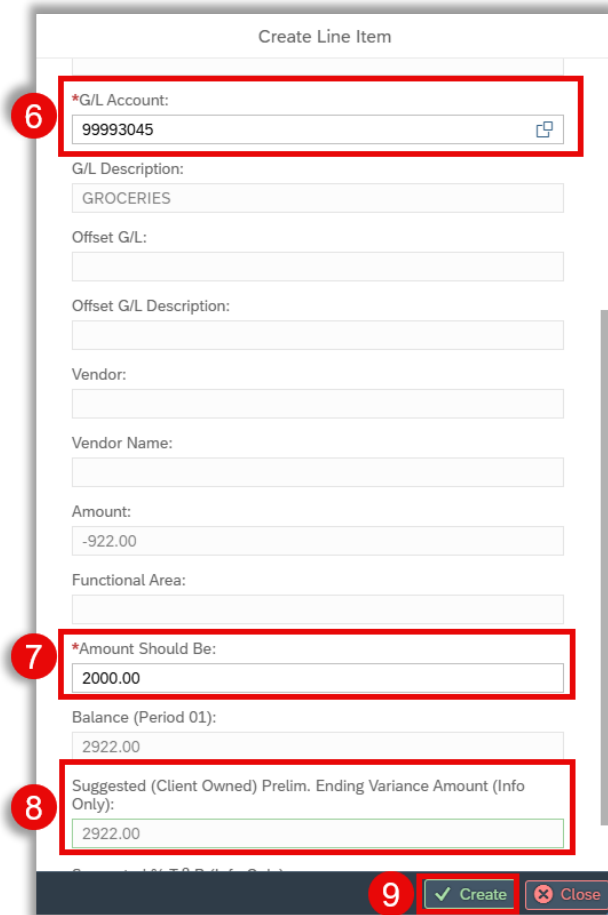
*Cost Center: 94181001-JONES COUNTY JUNIOR COLLEGE
 Company Code: USA1

Total Balance: 0.00

5. +

(D)	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T&B (Info Only)	Offset G/L	Delete
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6. Select the **G/L Account**.
7. In the **Amount Variance Should Be** field, enter the amount the variance should be, which is equal to your Beginning Inventory less your Ending Inventory (the variance value may be positive or negative). Do not enter ending inventory values.
8. Note the **Suggested Prelim. Ending Variance Amount (Info Only)** field displays the variance amount, as a reference when completing your adjustment.
9. Click **Create**.



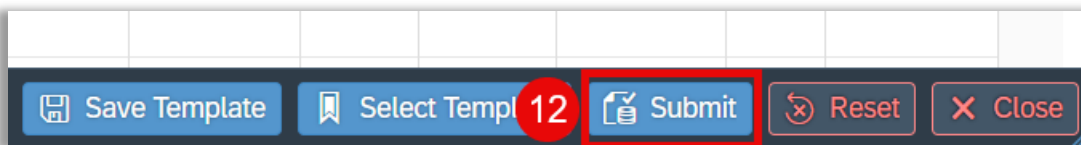
The screenshot shows the 'Create Line Item' form with the following fields and values:

- *G/L Account:** 99993045 (Step 6)
- G/L Description:** GROCERIES
- Offset G/L:** (empty)
- Offset G/L Description:** (empty)
- Vendor:** (empty)
- Vendor Name:** (empty)
- Amount:** -922.00
- Functional Area:** (empty)
- *Amount Should Be:** 2000.00 (Step 7)
- Balance (Period 01):** 2922.00
- Suggested (Client Owned) Prelim. Ending Variance Amount (Info Only):** 2922.00 (Step 8)
- Buttons:** Create (Step 9), Close

10. If you have multiple inventory adjustments to request, continue adding a line for each inventory adjustment (steps 5-8). Otherwise, continue to the next step.

11. Note: You cannot enter an Explanation of Adjustment for this type of adjustment. In order to provide supporting information for your adjustment, click **Upload Attachments** at the bottom of the screen and upload a document that contains the details for your adjustment (the who, what, where, why, when).

12. Click **Submit** at the bottom of the screen.



The screenshot shows the bottom navigation bar with the following buttons:

- Save Template
- Select Temp
- Submit** (Step 12)
- Reset
- Close

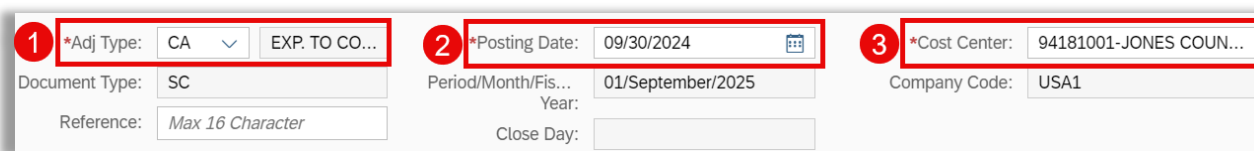
13. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Expense to Contract Accrual

[WATCH VIDEO](#)

The purpose of this adjustment is to reclass expenses to contractually supported accruals. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

1. In the **Adj Type** field, select **CA-EXP TO CONTRACT ACCR**.
2. In the **Posting Date** field, select today's date OR, if you're submitting the adjustment for the prior period during close, enter the prior month's end date.
3. Select the **Cost Center** (enter the first 4 digits).

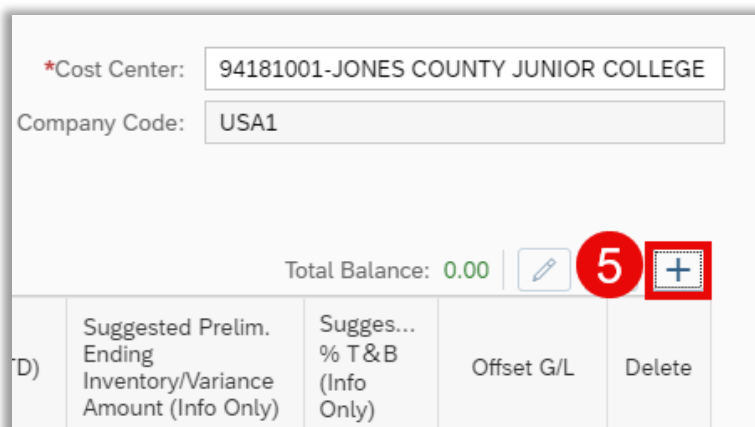


1 *Adj Type: CA EXP. TO CO...
 Document Type: SC
 Reference: Max 16 Character

2 *Posting Date: 09/30/2024
 Period/Month/Fis... Year: 01/September/2025
 Close Day:

3 *Cost Center: 94181001-JONES COUN...
 Company Code: USA1

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment.
5. Click **+** to add a line.



*Cost Center: 94181001-JONES COUNTY JUNIOR COLLEGE
 Company Code: USA1

Total Balance: 0.00

5 +

D)	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T&B (Info Only)	Offset G/L	Delete
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6. In the **G/L Type** field, select the appropriate Contract Balance Sheet account.
7. Select the **G/L Account**.
8. Enter the **Amount**.
 - a. To increase expenses and decrease revenues, enter a positive (+) amount (this is the most common use of this adjustment type).
 - b. To decrease expenses and increase revenues, enter a negative (-) amount.
9. Note the **Balance** field will display the current balance in the account, for your reference.

10. Click **Create**.

The screenshot shows the 'Create Line Item' form with the following fields and values:

- Item No: 1
- *Cost Center: 62558001
- Cost Center Description: LUTHERAN MEDICAL CTR FOOD
- Profit Center: 62558001
- Profit Center Description: LUTHERAN MEDICAL CTR FOOD
- *G/L Type: 40112110 - CLNT FUND (Callout 6)
- *G/L Account: 60665021 (Callout 7)
- G/L Description: SMALL EQUIP PURCHASE
- Offset G/L: 40112110
- Offset G/L Description: ACRD CLIENT FUNDS
- Vendor: (empty)
- Vendor Name: (empty)
- *Amount: 1500.00 (Callout 8)
- Functional Area: (empty)
- Amount Should Be: (empty)
- Balance (YTD): -23600.00 (Callout 9)
- Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00
- Suggested % T&B (Info Only): 0.00

At the bottom right, there are two buttons: 'Create' (with a green checkmark icon) and 'Close' (with a red X icon). The 'Create' button is highlighted with a red box and a callout number 10.

11. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

The screenshot shows the bottom navigation bar with three buttons: 'Explanation of Adjustment' (with a magnifying glass icon), 'Upload Attachments' (with an upload icon), and 'Save Template' (with a document icon). The 'Explanation of Adjustment' button is highlighted with a red box and a callout number 11.

12. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.

13. Click **Submit** at the bottom of the screen.

The screenshot shows the bottom navigation bar with five buttons: 'Save Template' (with a document icon), 'Select Temp' (with a document icon), 'Submit' (with a document icon), 'Reset' (with a circular arrow icon), and 'Close' (with a red X icon). The 'Submit' button is highlighted with a red box and a callout number 13.

14. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Labor Transfer | [WATCH VIDEO](#)

The purpose of this adjustment is to transfer hourly and/or admin labor from one unit to another **only when the transfer cannot be made in Kronos (when possible, please submit the labor transfer in Kronos by the applicable deadline)**. If you submit this adjustment during close, it will be reviewed and approved by FSS & Banking before it is posted; if requested at any other time during the month, the adjustment will post immediately without review/approval.

1. In the **Adj Type** field, select **LT-LABOR TRANSFER**.
2. In the **Posting Date** field, select today's date OR, if you're submitting the adjustment for the prior period during close, enter the prior month's end date.
3. Select the **Cost Center** you wish to transfer (charge) the labor to (enter the first 4 digits).

1 *Adj Type: LT <input type="button" value="v"/> LABOR TR...	2 *Posting Date: 09/30/2024 <input type="button" value="calendar"/>	3 *Cost Center: 62558001-LUTHERAN M...
Document Type: SC	Period/Month/Fis... 01/September/2025	Company Code: USA1
Reference: <i>Max 16 Character</i>	Year: <input type="text"/>	
	Close Day: <input type="text"/>	

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment. For this type of adjustment, an example reference might be "Temp Labor" or "John Doe Lbr".

For this type of adjustment, you'll add at least 2 lines for each of the four accounts (Wages, W/C, Benefits, and Taxes) in the Admin or Hourly G/L Type.

- A line for the amount you're transferring (charging) to a cost center
- A line for the amount you're transferring from (crediting) a cost center.

Note: For Canadian **Admin** labor transfers, you do NOT need to transfer benefits, please transfer wages only.

Below is an example of the lines you would add for an Admin labor transfer from one cost center to another.

G/L Type: Admin

BWT-ADMIN MANAGER	Line #1: Select the cost center you're transferring (charging) to and enter the amount as a positive (+) number.
	Line #2: Select the cost center you're transferring from (crediting) and enter the same amount as line #1 but as a negative (-) number.
BWT-W/C- MANAGER	Line #3: Select the cost center you're transferring (charging) to and enter the amount as a positive (+) number.
	Line #4: Select the cost center you're transferring from (crediting) and enter the same amount as line #3 but as a negative (-) number.
BRD WG/BN-TSFR- MGR	Line #5: Select the cost center you're transferring (charging) to and enter the amount as a positive (+) number.
	Line #6: Select the cost center you're transferring from (crediting) and enter the same amount as line #5 but as a negative (-) number.
TAX-BWT- MANAGER	Line #7: Select the cost center you're transferring (charging) to and enter the amount as a positive (+) number.
	Line #8: Select the cost center you're transferring from (crediting) and enter the same amount as line #7 but as a negative (-) number.

You may transfer labor to/from multiple cost centers to a single cost center. For these adjustments, you will have more than 2 lines for each account and the lines must balance to \$0, which you can confirm using the **Total Balance** field on the adjustment screen.

5. **Add Line #1** to document the amount you're transferring (charging) to a cost center for the Wages account:
 - a. Click **+** to add a line.

*Cost Center: 94181001-JONES COUNTY JUNIOR COLLEGE

Company Code: USA1

Total Balance: 0.00

5

(D)	Suggested Prelim. Ending Inventory/Variance	Sugges... % T & B (Info)	Offset G/L	Delete
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- Note that the **Cost Center** defaults to the cost center you selected in Step 3 – this is the cost center you’re transferring (charging) to.
- Select the **G/L Type**, which is the labor type you wish to transfer.
- Select the **Wages G/L Account**, as that’s the easiest line to start with.
 - For Admin, select 64101120.
 - For Hourly, select 64100120
- Enter the **Amount** as a **positive (+) number**.
- Click **Create**.

Create Line Item

Item No: 1

b *Cost Center: 94181001

Cost Center Description: JONES COUNTY JUNIOR COLLEGE

Profit Center: 94181001

Profit Center Description: JONES COUNTY JUNIOR COLLEGE

c *G/L Type: ADMIN LABOR

d *G/L Account: 64101120

G/L Description: BWT-ADMIN MANAGER

Offset G/L:

Offset G/L Description:

Vendor:

Vendor Name:

e *Amount: 2400.00

Functional Area:

Amount Should Be:

Balance: 0.00

Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00

Suggested % T & B (Info Only): 0.00


f Create Close

6. **Add Line #2** to document the amount you're transferring from (crediting) a cost center for the Wages account.
 - a. TIP! To save time, you can copy Line #1 and change a few fields, then save the line.
 - i. Click the **blank box** to the left of the line to select it.
 - ii. Click the **Copy** button.



The screenshot shows a table titled "Line Item" with a "Total Balance: 2400.00" at the top right. The table has columns: Item No, Cost Ce..., Profit Ce..., G/L Type, G/L Ac..., Ve..., Amount, Functi... Area, Amount Should Be, Bal..., Sug... Preli... Endi... Inve... Amo... (Info Only), Sugge... % T & B (Info Only), Offset G/L, and Delete. Line 1 is selected, and the "Copy" button (a document icon) is highlighted with a red box. A red circle with the letter 'i' points to the blank box to the left of Line 1.

- iii. Select the newly added line and click the **Edit** button, or click directly in the columns of the newly added line to change the values.





The screenshot shows the same "Line Item" table, but now Line 2 is selected. The "Total Balance" is updated to 4800.00. The "Edit" button (a pencil icon) is highlighted with a red box. A red circle with the letter 'iii' points to the blank box to the left of Line 2.

- iv. **Change the cost center** to the cost center you're transferring from (crediting).
 - v. **Change the amount** to a **negative (-) number**.
 - vi. Click **Save**.
 - b. If you do NOT wish to copy the first line, and wish to create the second line from scratch:
 - i. Click **+** to add a line.
 - ii. Select the **Cost Center** you're transferring from (crediting).
 - iii. Select the **G/L Type**, which is the labor type you wish to transfer (same as line #1)
 - iv. Select the **G/L Account** (same as line #1).
 - v. Enter the **Amount** as a **negative (-) number**.

- vi. Click **Create**.
7. Note that if you're transferring labor to/from multiple cost centers to a single cost center, you may have more than 2 lines for the account.
8. **Repeat steps 5-7** for each of the other 3 accounts in the G/L Type (W/C, BN, TAXES).
 - a. Note that the suggested rates for W/C, Benefits, and W/C are displayed in the **Suggested % T&B (Info Only)** field, however you may enter any other amount.

Create Line Item

Item No:	<input type="text" value="3"/>
*Cost Center:	<input type="text" value="94181001"/>
Cost Center Description:	<input type="text" value="JONES COUNTY JUNIOR COLLEGE"/>
Profit Center:	<input type="text" value="94181001"/>
Profit Center Description:	<input type="text" value="JONES COUNTY JUNIOR COLLEGE"/>
*G/L Type:	<input type="text" value="ADMIN LABOR"/> 
*G/L Account:	<input type="text" value="61620045"/> 
G/L Description:	<input type="text" value="BWT-W/C-MANAGER"/>
Offset G/L:	<input type="text"/>
Offset G/L Description:	<input type="text"/>
Vendor:	<input type="text"/>
Vendor Name:	<input type="text"/>
*Amount:	<input type="text"/>
Functional Area:	<input type="text"/>
Amount Should Be:	<input type="text"/>
Balance:	<input type="text" value="0.00"/>
Suggested Prelim. Ending Inventory/Variance Amount (Info Only):	<input type="text" value="0.00"/>
a Suggested % T&B (Info Only):	<input type="text" value="6.70"/>

- b. As you complete your adjustment, the Total Balance field will indicate whether your lines are balancing to \$0.

Year:
 Close Day:

b Total Balance: 0.00

Vendor	Amount	Function... Area	Amount Should Be	Balance	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T & B (Info Only)	Offse
	2400...			0.00	0.00	0.00	

9. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished

9

Explanation of Adjustment Upload Attachments Save Template

10. Click **Upload Attachments** if you'd like to include any documentation to support your adjustment.
11. To save time when you need to submit a labor transfer in the future, save the adjustment as a template by clicking **Save Template** at the bottom of the screen. The next time you create a labor transfer, you can load this template and simply change the cost centers and amounts before submitting. [Go to instructions for saving and using a template.](#)

Upload Attachments 11 Save Template Select Template Submit

12. After saving your template (if you decide to do so), click **Submit** at the bottom of the screen.

chments Save Template Select Tem 12 Submit

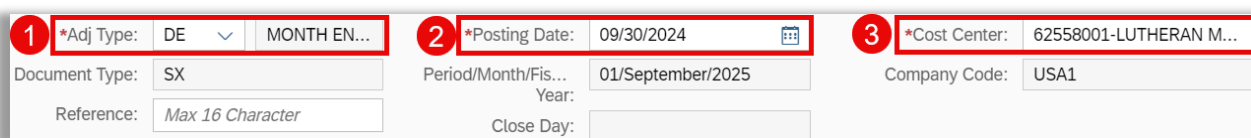
13. If your adjustment is submitted during close, your designated Accountant will review and approve your adjustment or contact you if any additional information is needed (otherwise, it will post immediately).

Note that a Labor Transfer adjustment DOES NOT post to the WOR, rather, you can view the activity in the CCOR (Cost Center Operating Report available on the home page in SAP Fiori). If you'd like to manually add the activity to your WOR, you may submit a one-time weekly entry in UFS to reflect this entry, which will then appear on your WOR.

Month End Deferral of Expense | [WATCH VIDEO](#)

The purpose of this adjustment is to defer expenses to the balance sheet to be recognized in a future period. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

1. In the **Adj Type** field, select **DE-MONTH END DEF OF EXPENSE**
2. In the **Posting Date** field, select the prior month's end date.
3. Select the **Cost Center** (enter the first 4 digits).

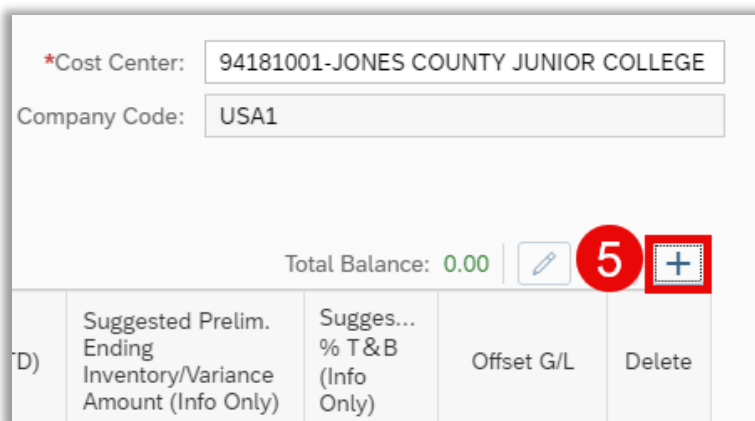


1 *Adj Type: DE MONTH EN...
 Document Type: SX
 Reference: Max 16 Character

2 *Posting Date: 09/30/2024
 Period/Month/Fis... 01/September/2025
 Year:
 Close Day:

3 *Cost Center: 62558001-LUTHERAN M...
 Company Code: USA1

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment.
5. Click **+** to add a line.



*Cost Center: 94181001-JONES COUNTY JUNIOR COLLEGE
 Company Code: USA1

Total Balance: 0.00

5 +

(D)	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T & B (Info Only)	Offset G/L	Delete
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6. Select the **G/L Account**.
7. Enter the **Amount**.
 - a. You must enter the amount as a **negative (-)** number in order to decrease expenses and increase revenues.
8. Click **Create**.

Create Line Item

Item No:	1
*Cost Center:	94181001
Cost Center Description:	JONES COUNTY JUNIOR COLLEGE
Profit Center:	94181001
Profit Center Description:	JONES COUNTY JUNIOR COLLEGE
G/L Type:	
6 *G/L Account:	60665001
G/L Description:	EQUIPMENT-SMALL
Offset G/L:	40815000
Offset G/L Description:	ACRD EXP-REVERSING
Vendor:	
Vendor Name:	
7 *Amount:	-1500.00
Functional Area:	
Amount Should Be:	
Balance:	0.00
Suggested Prelim. Ending Inventory/Variance Amount (Info Only):	0.00
Suggested % T & B (Info Only):	0.00

8 ✓ Create ✗ Close

9. If you have multiple expenses to defer, continue adding a line for each expense (steps 5-8). Otherwise, continue to the next step.

10. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

<div> 10 📄 Explanation of Adjustment 📎 Upload Attachments 💾 Save Template </div>						

11. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.

12. Click **Submit** at the bottom of the screen.

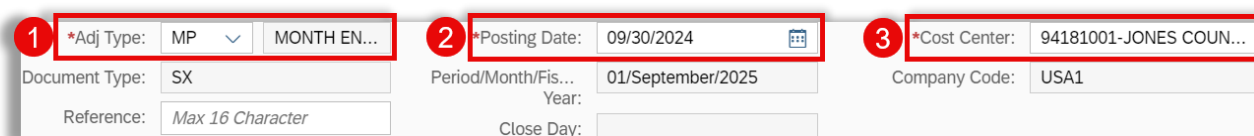
<div> 💾 Save Template 📖 Select Template 12 📤 Submit </div>

13. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Month End Late Payable | [WATCH VIDEO](#)

The purpose of this adjustment is to accrue late vendor invoices/credits not processed within the month. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

1. In the **Adj Type** field, select **MP-MONTH END LATE PAYABLE**.
2. In the **Posting Date** field, enter the prior month's end date.
3. Select the **Cost Center**.

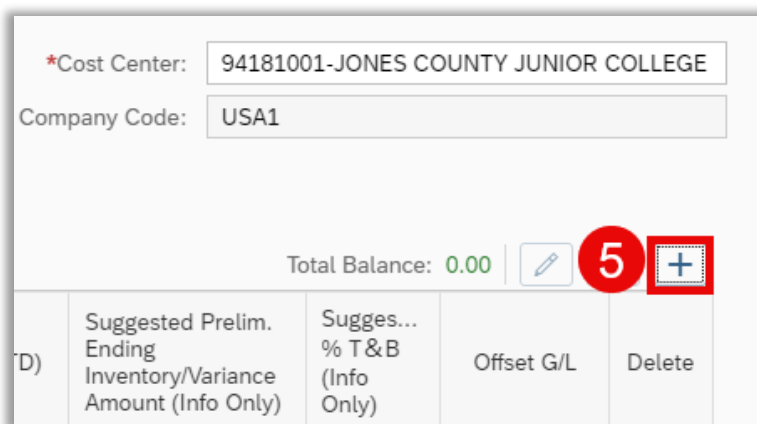


1. *Adj Type: MP MONTH EN...
 Document Type: SX
 Reference: Max 16 Character

2. *Posting Date: 09/30/2024
 Period/Month/Fis... 01/September/2025
 Year:
 Close Day:

3. *Cost Center: 94181001-JONES COUN...
 Company Code: USA1

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment. For this type of adjustment, an example reference might be "Inv 123456" or "Accrue Inv".
5. Click + to add a line.



*Cost Center: 94181001-JONES COUNTY JUNIOR COLLEGE
 Company Code: USA1

Total Balance: 0.00

5. +

(D)	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T & B (Info Only)	Offset G/L	Delete
-----	--	-------------------------------	------------	--------

6. Select the **G/L Account**.
7. If possible, please select the **Vendor** for the invoice.
8. Enter the **Amount**.
9. Click **Create**.

Create Line Item

Item No:	1
*Cost Center:	62558001
Cost Center Description:	LUTHERAN MEDICAL CTR FOOD
Profit Center:	62558001
Profit Center Description:	LUTHERAN MEDICAL CTR FOOD
G/L Type:	
6 *G/L Account:	60110010
G/L Description:	BAKED GOODS
Offset G/L:	40815000
Offset G/L Description:	ACRD EXP-REVERSING
7 Vendor:	4843023
Vendor Name:	EMPIRE BAKING COMPANY
8 *Amount:	160.00
Functional Area:	
Amount Should Be:	
Balance:	0.00
Suggested Prelim. Ending Inventory/Variance Amount (Info Only):	0.00
Suggested % T&B (Info Only):	0.00

9 ✓ Create ✗ Close

10. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

10 📄 Explanation of JE 📎 Upload Attachments

11. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.
12. Click **Submit** at the bottom of the screen.

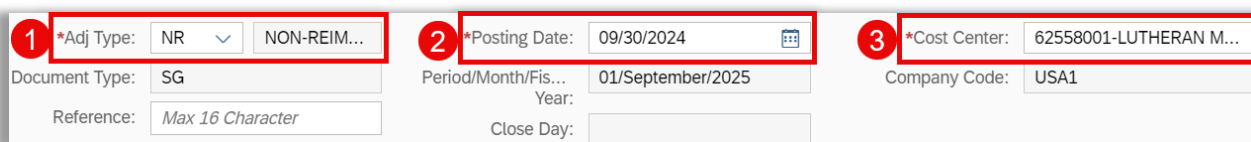
📎 Upload Attachments 📄 Save Template 📖 Select Template 12 📄 Submit

13. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Non-Reimbursable Items | [WATCH VIDEO](#)

The purpose of this adjustment is to move expenses so they are not billed to the client (move an expense from client billable to SDX profit). This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

1. In the **Adj Type** field, select **NR- NON-REIMBURSABLE CLIEN**.
2. Enter today's date in the **Posting Date** field, OR, if you're submitting the adjustment for the prior period during close, enter the prior month's end date.
3. Select the **Cost Center** you wish to move the expense for.



1 *Adj Type: NR NON-REIM...
 Document Type: SG
 Reference: Max 16 Character

2 *Posting Date: 09/30/2024
 Period/Month/Fis... 01/September/2025
 Year:
 Close Day:

3 *Cost Center: 62558001-LUTHERAN M...
 Company Code: USA1

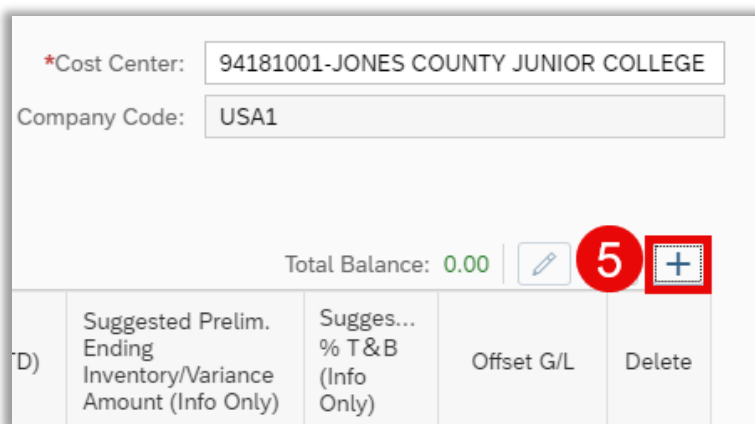
4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment. For this type of adjustment, an example reference might be "Change FA to 116" or "Non-Billable".

For this adjustment, you'll create two lines:

- **Line #1** will put the expense in SDX profit.
- **Line #2** will remove the expense as a client billable.

Note that lines must balance to \$0, which you can confirm using the **Total Balance** field on the adjustment screen.

5. Click **+** to add **Line #1**.



*Cost Center: 94181001-JONES COUNTY JUNIOR COLLEGE
 Company Code: USA1

Total Balance: 0.00

5 +

(D)	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T&B (Info Only)	Offset G/L	Delete
-----	--	-----------------------------	------------	--------

6. Select the **G/L Account**.

7. Enter the **Amount** as a **positive (+)** number, which will post the amount to SDX profits (the Functional Area will default to 116).
8. Click **Create**.

Create Line Item

Item No:	1
*Cost Center:	62558001
Cost Center Description:	LUTHERAN MEDICAL CTR FOOD
Profit Center:	62558001
Profit Center Description:	LUTHERAN MEDICAL CTR FOOD
G/L Type:	
6 *G/L Account:	60110010
G/L Description:	BAKED GOODS
Offset G/L:	
Offset G/L Description:	
Vendor:	
Vendor Name:	
7 *Amount:	160.00
Functional Area:	116
Amount Should Be:	
Balance:	0.00
Suggested Prelim. Ending Inventory/Variance Amount (Info Only):	0.00
Suggested % T & B (Info Only):	0.00

8 ✓ Create ✗ Close

9. Click **+** to add **Line #2**.

*Cost Center:	62558001-LUTHERAN MEDICAL CTR FOOD			
Company Code:	USA1			
Total Balance: 160.00		9 +		
e	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T & B (Info Only)	Offset G/L	Delete

10. Select the same **G/L Account** you used in Line #1.
11. Enter the same **Amount** as Line #1 but as a **negative (-)** number, which will remove the expense from client billable (the Functional Area will default to 111).
12. Click **Create**.

Create Line Item

Item No: 2

*Cost Center: 62558001

Cost Center Description: LUTHERAN MEDICAL CTR FOOD

Profit Center: 62558001

Profit Center Description: LUTHERAN MEDICAL CTR FOOD

G/L Type:

10 *G/L Account: 60110010

G/L Description: BAKED GOODS

Offset G/L:

Offset G/L Description:

Vendor:

Vendor Name:

11 *Amount: -160.00

Functional Area: 111

Amount Should Be:

Balance: 0.00

Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00

Suggested % T & B (Info Only): 0.00

12

13. Tip: Rather than adding Line #2 from scratch, you can copy Line #1, change the amount to a negative number.

- a. Click the **blank box** to the left of the line to select it.
- b. Click the **Copy** button.

Line Item

Total Balance: 0.00

Item No	Cost Center	Profit Center	G/L Type	G/L Acco...	Vendor	Amount	Functional Area	Amount Should Be	Bala...	Sugge... Prelim. Ending Invent... Amount (Info Only)	Suggested % T & B (Info Only)	Off... G/L	Delet
<div>a</div> <div></div> 1	62...	62...		6... <div></div>		160.00	116		0.00	0.00	0.00		<div></div>

- c. **Change the amount** on the second line to a **negative (-) number**.

Item No	Cost Center	Profit Center	G/L Type	G/L Account	Vendor	Amount
1	62558001-...	62558001-...		601100...		160.00
2	62558001-...	62558001-...		601100...		-160...

14. If you have multiple expenses to move, continue adding lines for each expense (steps 5-13). Otherwise, continue to the next step.

15. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

15

Explanation of Adjustment
 Upload Attachments
 Save Template

16. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.

17. Click **Submit** at the bottom of the screen.

....

Explanation of JE
 Upload Attachments
 Save Template
 Select Template
 17
 Submit

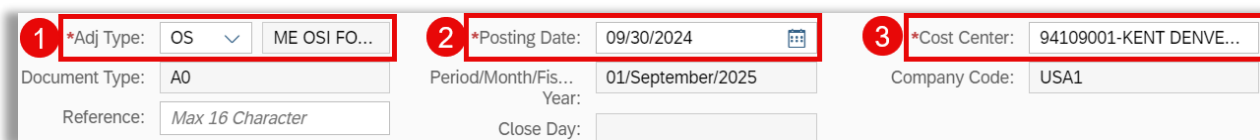
18. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

OSI for Schools | [WATCH VIDEO](#)

The purpose of this adjustment is to adjust client information posted to statistical accounts in the Schools segment. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

It is recommended that you submit the adjustment via UFS throughout the month when possible, as this ensures accuracy of UFS reports and allows for UFS calculations (i.e., reimbursements tied to meals). Adjustments through SAP Fiori should be used only when correcting via UFS is not an option.

1. In the **Adj Type** field, select **OS-ME OSI FOR SCHOOL**.
2. Enter today's date in the **Posting Date** field, OR, if you're submitting the adjustment for the prior period during close, enter the prior month's end date.
3. Select the **Cost Center**.

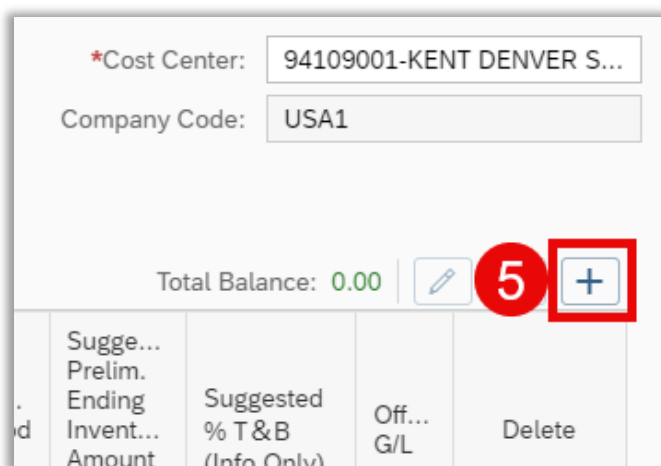


1 *Adj Type: OS ME OSI FO... 2 *Posting Date: 09/30/2024 3 *Cost Center: 94109001-KENT DENVE...

Document Type: A0 Period/Month/Fis... 01/September/2025 Company Code: USA1

Reference: Max 16 Character Close Day:

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment.
5. Click **+** to add a line.



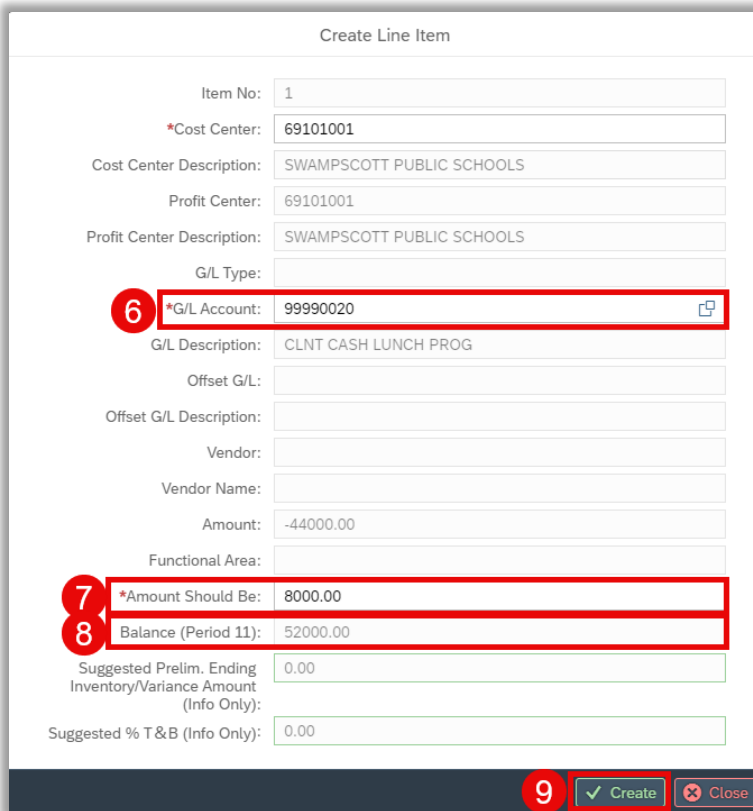
*Cost Center: 94109001-KENT DENVER S... Company Code: USA1

Total Balance: 0.00 5 +

Sugge... Prelim. Ending Invent... Amount	Suggested % T & B (Info Only)	Off... G/L	Delete

6. Select the **G/L Account**.
7. Enter the **Amount Should Be**.
8. Note the **Balance** field displays the preliminary balance for reference.

9. Click **Create**.



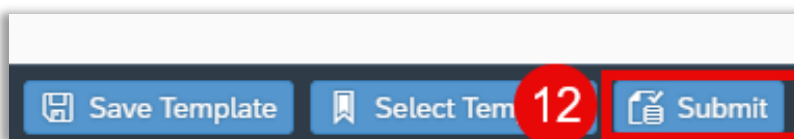
The screenshot shows the 'Create Line Item' form with the following fields and values:

- Item No: 1
- *Cost Center: 69101001
- Cost Center Description: SWAMPSCOTT PUBLIC SCHOOLS
- Profit Center: 69101001
- Profit Center Description: SWAMPSCOTT PUBLIC SCHOOLS
- G/L Type:
- 6** *G/L Account: 99990020
- G/L Description: CLNT CASH LUNCH PROG
- Offset G/L:
- Offset G/L Description:
- Vendor:
- Vendor Name:
- Amount: -44000.00
- Functional Area:
- 7** *Amount Should Be: 8000.00
- 8** Balance (Period 11): 52000.00
- Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00
- Suggested % T & B (Info Only): 0.00
- 9** Create
- Close

10. If you need to adjust multiple accounts, continue adding lines for adjustment (steps 5-9). Otherwise, continue to the next step.

11. Note: You cannot enter an Explanation of Adjustment for this type of adjustment. In order to provide supporting information for your adjustment, click **Upload Attachments** at the bottom of the screen and upload a document that contains the details for your adjustment (the who, what, where, why, when).

12. Click **Submit** at the bottom of the screen.



The screenshot shows the bottom of the screen with the following buttons:

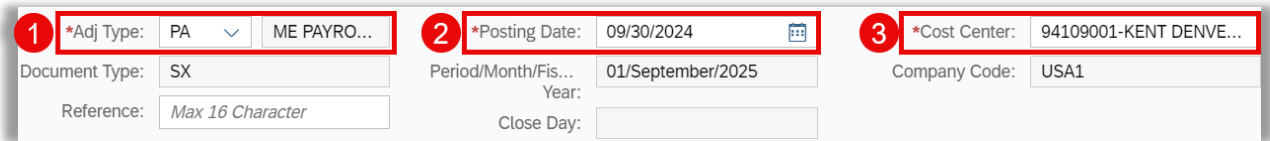
- Save Template
- Select Tem
- 12** Submit

13. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Payroll Accrual Adjustment | [WATCH VIDEO](#)

The purpose of this adjustment is to adjust the system-posted payroll accrual to better match actuals when an employee did not properly record their payroll for the stub week at the end of each period. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

1. In the **Adj Type** field, select **PA-ME PAYROLL ACCR ADJUST**.
2. In the **Posting Date** field, select the prior month's end date.
3. Select the **Cost Center**.

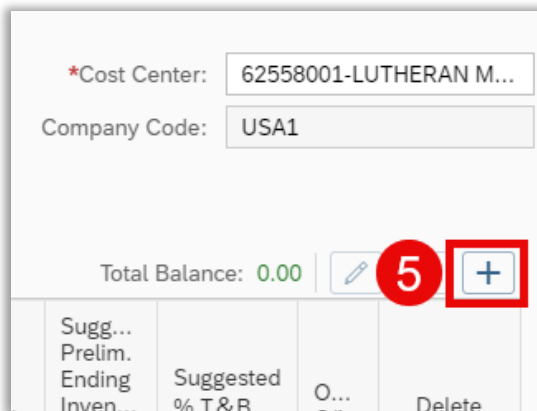


1. *Adj Type: PA ME PAYRO...
 Document Type: SX
 Reference: Max 16 Character

2. *Posting Date: 09/30/2024
 Period/Month/Fis...: 01/September/2025
 Year:
 Close Day:

3. *Cost Center: 94109001-KENT DENVE...
 Company Code: USA1

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment.
5. Click **+** to add a line.



*Cost Center: 62558001-LUTHERAN M...
 Company Code: USA1

Total Balance: 0.00

5. +

Sugg... Prelim. Ending Inven...	Suggested % T & B	O...	Delete
--	----------------------	------	--------

6. Select the **G/L Type**.
7. Select the **G/L Account**.
8. Enter the **Amount**.
 - a. Enter a **positive (+)** number to increase the payroll (increase expenses).
 - b. Enter a **negative (-)** number to decrease the payroll (decrease expenses).
9. Click **Create**.

Create Line Item

Item No: 1

*Cost Center: 62558001

Cost Center Description: LUTHERAN MEDICAL CTR FOOD

Profit Center: 62558001

Profit Center Description: LUTHERAN MEDICAL CTR FOOD

6 *G/L Type: ADMIN LABOR

7 *G/L Account: 64101110

G/L Description: WAGES-ADMIN PR-ACRD

Offset G/L: 40815200

Offset G/L Description: ACRD EXPENSE-PAYROLL

Vendor:

Vendor Name:

8 *Amount: 1200.00

Functional Area:

Amount Should Be:

Balance: 0.00

Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00

Suggested % T & B (Info Only): 0.00

9 ✓ Create ✗ Close

10. If you need to adjust multiple units or payroll types, continue adding a line for each adjustment (steps 5-9). Otherwise, continue to the next step.

11. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

11

🔍 Explanation of Adjustment 📎 Upload Attachments 📄 Save Template

12. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.

13. Click **Submit** at the bottom of the screen.

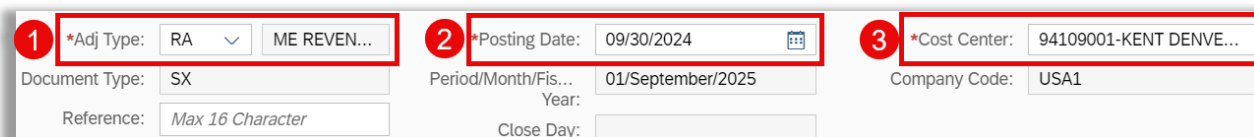
📄 Save Template 📖 Select Template 13 📤 Submit

14. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Revenue Adjustment | [WATCH VIDEO](#)

The purpose of this adjustment is ensure that the revenue reported accurately reflects the actual sales earned in the current period. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

1. In the **Adj Type** field, select **RA-ME REVENUE ADJUST.**
2. Enter today's date in the **Posting Date** field, OR, if you're submitting the adjustment for the prior period during close, enter the prior month's end date.
3. Select the **Cost Center**.

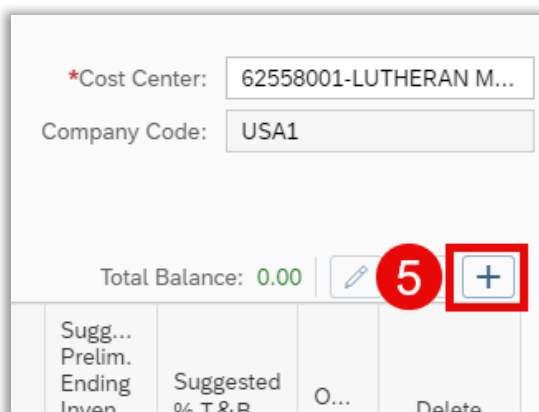


1 *Adj Type: RA ME REVEN...
 Document Type: SX
 Reference: Max 16 Character

2 *Posting Date: 09/30/2024
 Period/Month/Fis... 01/September/2025
 Year:
 Close Day:

3 *Cost Center: 94109001-KENT DENVE...
 Company Code: USA1

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment.
5. Click **+** to add a line.



*Cost Center: 62558001-LUTHERAN M...
 Company Code: USA1

Total Balance: 0.00

5 +

Sugg... Prelim. Ending Inven...	Suggested % T & B	O...	Delete
--	----------------------	------	--------

6. Select the **G/L Account**.
7. Enter the **Amount**.
 - a. Enter a **negative (-)** number to increase revenue (this is the most common use of this adjustment).
 - b. Enter a **positive (+)** number to decrease revenue.
8. Click **Create**.

Create Line Item

G/L Type:

*G/L Account: 70101000

G/L Description: REV-FULL SERVICE

Offset G/L: 41107000

Offset G/L Description: I A/R-ACRD SALES & REV

Vendor:

Vendor Name:

*Amount: -28000.00

Functional Area:

Amount Should Be:

Balance:

8 Create Close

9. If you need to make multiple adjustments to revenue, continue adding a line for each adjustment (steps 5-8). Otherwise, continue to the next step.

10. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

10

Explanation of Adjustment Upload Attachments Save Template

11. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.

12. Click **Submit** at the bottom of the screen.

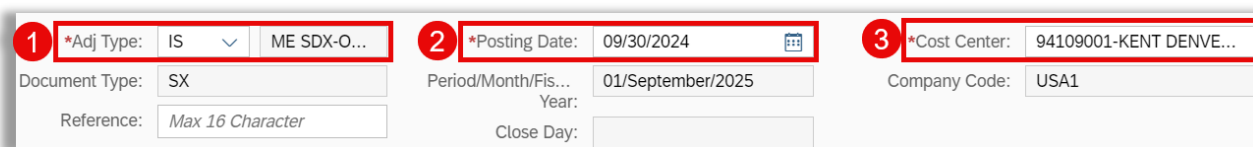
Upload Attachments Save Template Select Template 12 Submit

13. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Sodexo-Owned Inventory (Expense Inventory Adjustment) | [WATCH VIDEO](#)

The purpose of this adjustment is to post an adjustment for Sodexo-Owned inventory. This type of adjustment will be reviewed and approved by FSS & Banking before it is posted. **This adjustment should only be posted during close.**

1. In the **Adj Type** field, select **IS-ME SDX-OWNED INVENTORY**.
2. In the **Posting Date** field, select the prior month end date.
3. Select the **Cost Center** you wish to adjust the inventory for (enter the first 4 digits).

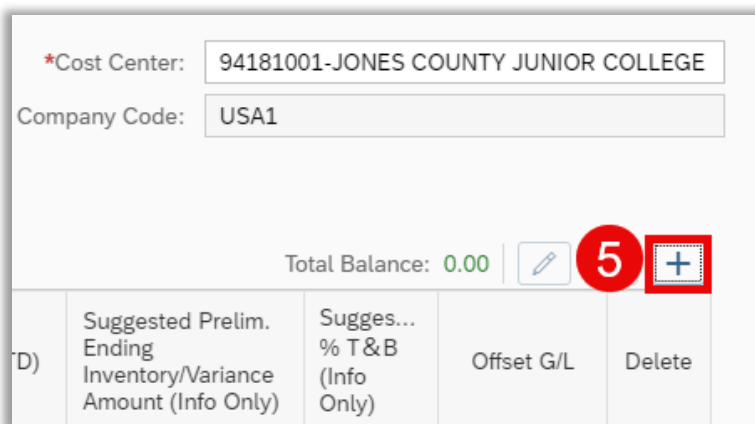


1 *Adj Type: IS ME SDX-O...
 Document Type: SX
 Reference: Max 16 Character

2 *Posting Date: 09/30/2024
 Period/Month/Fis... 01/September/2025
 Year:
 Close Day:

3 *Cost Center: 94109001-KENT DENVE...
 Company Code: USA1

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment. For this type of adjustment, an example reference might be “Inv Adjustment” or “Correct Inv.”
5. Click + to add a line.



*Cost Center: 94181001-JONES COUNTY JUNIOR COLLEGE
 Company Code: USA1

Total Balance: 0.00

5 +

(D)	Suggested Prelim. Ending Inventory/Variance Amount (Info Only)	Sugges... % T&B (Info Only)	Offset G/L	Delete
-----	--	-----------------------------	------------	--------

6. Select the **G/L Account**.
7. In the **Amount Ending Inv Should Be** field, enter the amount your ending inventory should be (enter a positive value).
8. Note the **Suggested Prelim. Ending Inventory Amount (Info Only)** field displays the current preliminary ending inventory, as a reference when completing your adjustment.
9. Click **Create**.

Create Line Item

6 *G/L Account:
60110020

G/L Description:
BEVERAGE

Offset G/L:
37000001

Offset G/L Description:
INVTRY-FOOD PERISH

Vendor:

Vendor Name:

Amount:
-75.00

Functional Area:

7 *Amount Should Be:
75.00

Balance (As on 09/30/2024):
0.00

8 Suggested (Sodexo Owned) Prelim. Ending Inventory Amount (Info Only):
72.00

Suggested % T & B (Info Only):

9

10. If you have multiple inventory adjustments to request, continue adding a line for each inventory adjustment (steps 5-8). Otherwise, continue to the next step.

11. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

11

12. Click **Upload Attachments** if you'd like to include any documentation to support your adjustment.

13. Click **Submit**.

13

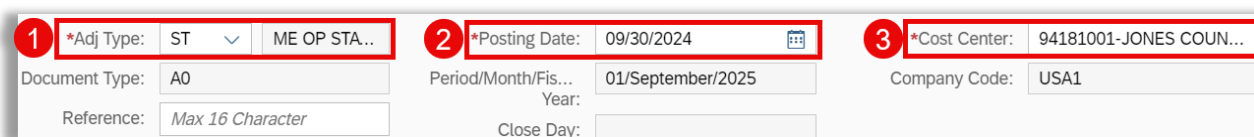
14. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Stat Adjustments | [WATCH VIDEO](#)

The purpose of this adjustment is to adjust client information posted to statistical accounts in non-Schools segments. Use this adjustment type to report sales deposited with the client required for presentation on client statement or for contractual calculations (for example, client sales needed to calculate a branded royalty payment). This type of adjustment will be reviewed and approved by FSS & Banking before it is posted.

It is recommended that you submit the adjustment via UFS throughout the month when possible, as this ensures accuracy of UFS reports and allows for UFS calculations (i.e., reimbursements tied to meals). Adjustments through SAP Fiori should be used only when correcting via UFS is not an option.

1. In the **Adj Type** field, select **ST-ME OP STAT ADJUSTMENT**.
2. In the **Posting Date** field, select the prior month's end date.
3. In the **Posting Date** field, select the date the adjustment will be posted.
4. Select the **Cost Center**.

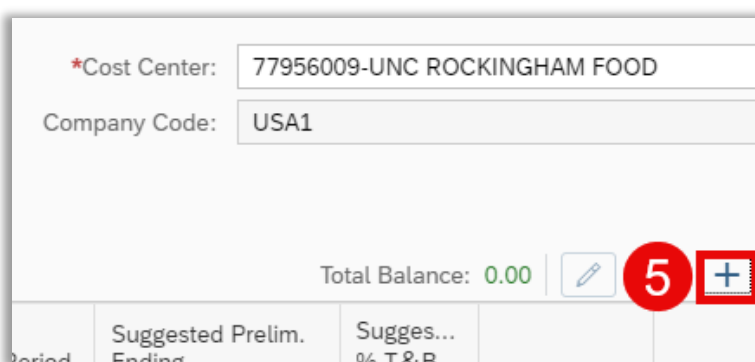


1. *Adj Type: ST ME OP STA...
Document Type: A0
Reference: Max 16 Character

2. *Posting Date: 09/30/2024
Period/Month/Fis... 01/September/2025
Year:
Close Day:

3. *Cost Center: 94181001-JONES COUN...
Company Code: USA1

5. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment.
6. Click **+** to add a line.



*Cost Center: 77956009-UNC ROCKINGHAM FOOD
Company Code: USA1

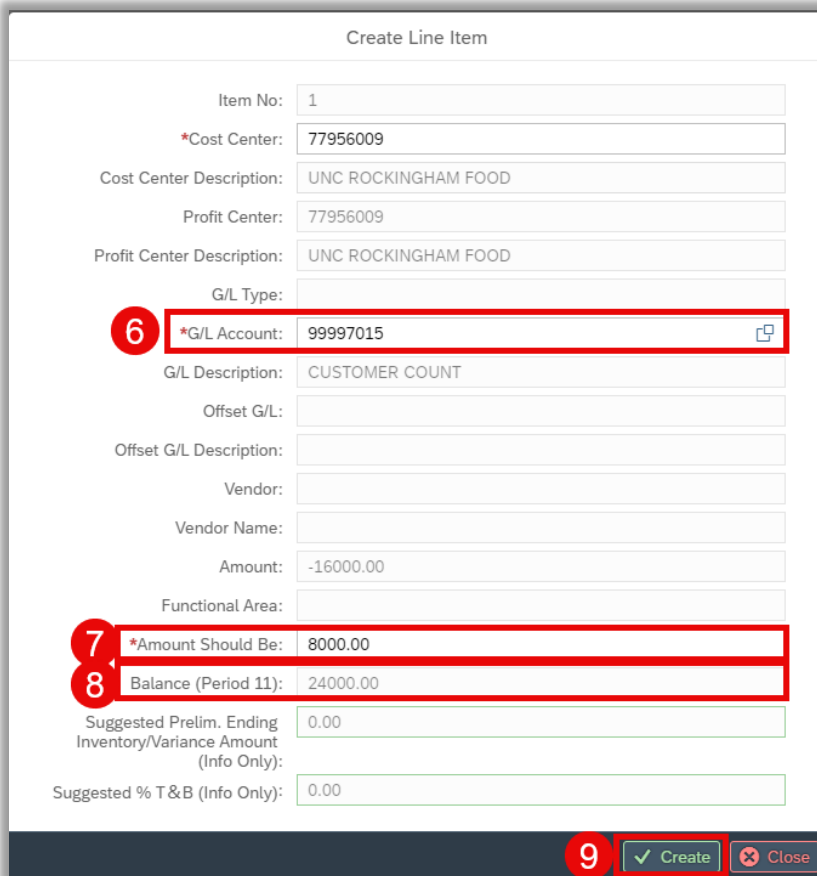
Total Balance: 0.00

5. +

Period	Suggested Prelim. Ending	Sugges... % T&R

7. Select the **G/L Account**.
8. Enter the **Amount Should Be** to reflect the total amount the stat should be for the month.
9. Note the **Balance** field displays the preliminary balance for reference.

10. Click **Create**.



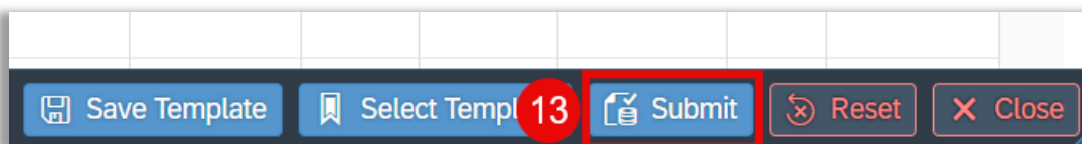
The screenshot shows the 'Create Line Item' form with the following fields and values:

- Item No: 1
- *Cost Center: 77956009
- Cost Center Description: UNC ROCKINGHAM FOOD
- Profit Center: 77956009
- Profit Center Description: UNC ROCKINGHAM FOOD
- G/L Type:
- 6** *G/L Account: 99997015
- G/L Description: CUSTOMER COUNT
- Offset G/L:
- Offset G/L Description:
- Vendor:
- Vendor Name:
- Amount: -16000.00
- Functional Area:
- 7** *Amount Should Be: 8000.00
- 8** Balance (Period 11): 24000.00
- Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00
- Suggested % T & B (Info Only): 0.00
- 9** Create Close

11. If you need to adjust multiple accounts, continue adding lines for adjustment (steps 5-9). Otherwise, continue to the next step.

12. Note: You cannot enter an Explanation of Adjustment for this type of adjustment. In order to provide supporting information for your adjustment, click **Upload Attachments** at the bottom of the screen and upload a document that contains the details for your adjustment (the who, what, where, why, when).

13. Click **Submit** at the bottom of the screen.



The screenshot shows the bottom of the screen with the following buttons:

- Save Template
- Select Temp
- 13** Submit
- Reset
- Close

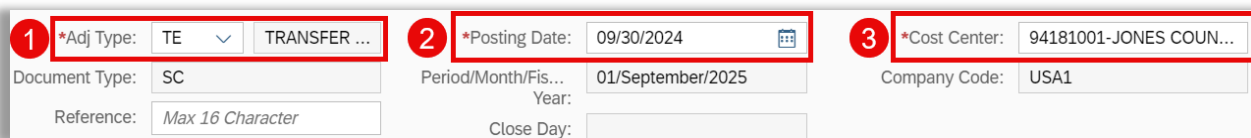
14. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Transfer Expense | [WATCH VIDEO](#)

The purpose of this adjustment is to transfer non-labor expenses from one unit to another or between accounts within a unit. If you submit this adjustment during close, it will be reviewed and approved by FSS & Banking before it is posted; if requested at any other time during the month, the adjustment will post immediately without review/approval.

Note: If you're transferring many expenses, you may use the [mass upload option](#).

1. In the **Adj Type** field, select **TE-TRANSFER EXPENSE**.
2. In the **Posting Date** field, select today's date OR, if you're submitting the adjustment for the prior period during close, enter the prior month's end date.
3. Select the **Cost Center** you wish to transfer (charge) the expense to.



The screenshot shows a form with three highlighted fields:

- 1. ***Adj Type:** TE (dropdown) TRANSFER ...
- 2. ***Posting Date:** 09/30/2024 (calendar icon)
- 3. ***Cost Center:** 94181001-JONES COUN...

 Other visible fields include:

- Document Type: SC
- Period/Month/Fis...: 01/September/2025
- Company Code: USA1
- Reference: Max 16 Character
- Close Day: (empty)

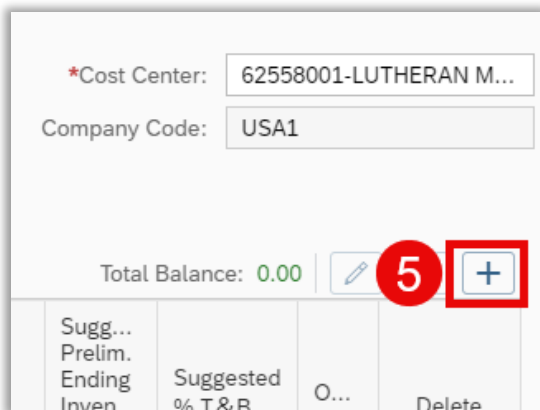
4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment. For this type of adjustment, an example reference might be "Baked Goods Transfer" or "Correct Expense".

For this adjustment, you'll create at least two lines:

- **Line #1** to document the amount of the expense you're transferring (charging) to a cost center (or account)
- **Line #2** to document the amount of the expense you're transferring from (crediting) a cost center (or account).

The lines must balance to \$0, which you can confirm using the **Total Balance** field on the adjustment screen.

5. Click **+** to add **Line #1**.



*Cost Center: 62558001-LUTHERAN M...

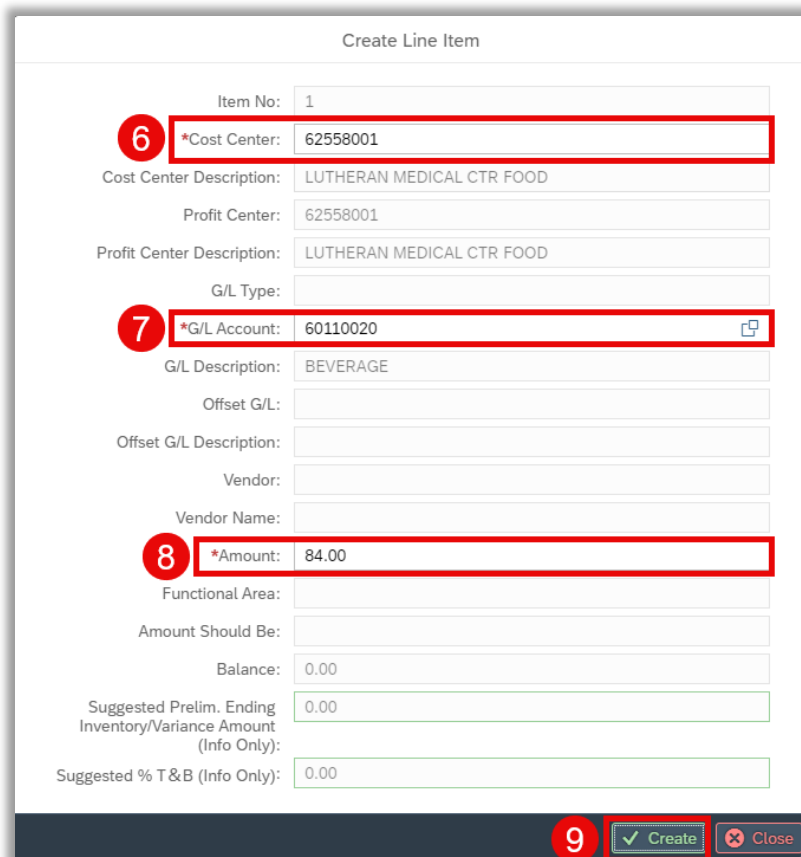
Company Code: USA1

Total Balance: 0.00

5 +

Sugg... Prelim. Ending Inven...	Suggested % T & B	O...	Delete
--	----------------------	------	--------

6. Note that the **Cost Center** defaults to the cost center you selected in Step 3 – this is the cost center you're transferring (charging) the expense to.
7. Select the **G/L Account**.
8. Enter the **Amount** as a **positive (+) number**.
9. Click **Create**.



Create Line Item

Item No: 1

6 *Cost Center: 62558001

Cost Center Description: LUTHERAN MEDICAL CTR FOOD

Profit Center: 62558001

Profit Center Description: LUTHERAN MEDICAL CTR FOOD

G/L Type:

7 *G/L Account: 60110020

G/L Description: BEVERAGE

Offset G/L:

Offset G/L Description:

Vendor:

Vendor Name:

8 *Amount: 84.00

Functional Area:

Amount Should Be:

Balance: 0.00

Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00

Suggested % T & B (Info Only): 0.00

9 Create Close

10. Click + to add **Line #2**.

*Cost Center: 62558001-LUTHERAN M...

Company Code: USA1

Total Balance: 0.00

10

+

Sugg... Prelim.

11. Select the **Cost Center** you're transferring the expense from (crediting).
12. Select the **G/L Account** (same as Line #1).
13. Enter the **Amount** as a **negative (-) number**.
14. Click **Create**.

Create Line Item

Item No: 2

11 *Cost Center: 56701001

Cost Center Description: TAMPA GENERAL HOSPITAL FOOD

Profit Center: 56701001

Profit Center Description: TAMPA GENERAL HOSPITAL FOOD

G/L Type:

12 *G/L Account: 60110020

G/L Description: BEVERAGE

Offset G/L:

Offset G/L Description:

Vendor:

Vendor Name:

13 *Amount: -84.00

Functional Area:

Amount Should Be:

Balance: 0.00

Suggested Prelim. Ending Inventory/Variance Amount (Info Only): 0.00

Suggested % T & B (Info Only): 0.00

14

✓ Create

✗ Close

15. Tip: Rather than adding Line #2 from scratch, you can copy Line #1, change the cost center to the one you're transferring the expense from (crediting), and change the amount to a negative number.

- Click the **blank box** to the left of the line to select it.
- Click the **Copy** button.

Line Item												Total Balance: 84.00			b	
	Item No	Cost Cen...	Profit Cen...	G/L Type	G/L Acc...	Ven...	Amount	Functional Area	Amount Should Be	Bal...	Sugg... Prelim. Ending Inven... Amount (Info Only)	Suggested % T & B (Info Only)	O... G/L	Dele		
a	<input type="checkbox"/>	1	6...	6...		6...	84.00			0...	0.00	0.00				

- Change the **cost center** in Line #2 to the cost center you're transferring the expense from (crediting).
- Change the **amount** in Line #2 to a **negative (-) number**.

Line Item									
	Item No	Cost Cen...	Profit Cen...	G/L Type	G/L Acc...	Ven...	Amount	Functional Area	
	1	6...	6...		6...		84.00		
c	2	<input type="checkbox"/>	5...	5...		6...	d	-84.00	

16. Note that if you're transferring expenses to/from multiple cost centers to a single cost center, you may have more than 2 lines for the adjustment.

17. If you need to transfer multiple expenses, continue adding lines for the expenses (steps 5-16). Otherwise, continue to the next step.

18. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

		18				
	Explanation of Adjustment		Upload Attachments		Save Template	

19. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.

20. Click **Submit** at the bottom of the screen.



21. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Transfer Revenue | [WATCH VIDEO](#)

The purpose of this adjustment is to transfer revenue from one unit to another or between accounts within the same unit. If you submit this adjustment during close, it will be reviewed and approved by FSS & Banking before it is posted; if requested at any other time during the month, the adjustment will post immediately without review/approval.

1. In the **Adj Type** field, select **TR-TRANSFER REVENUE**.
2. In the **Posting Date** field, select today's date OR, if you're submitting the adjustment for the prior period during close, enter the prior month's end date.
3. Select the **Cost Center** you wish to transfer the revenue to.

The screenshot shows the top section of the adjustment form. Three red boxes with numbers 1, 2, and 3 highlight the following fields:

- 1** *Adj Type: TR (dropdown menu) TRANSFER ...
- 2** *Posting Date: 09/30/2024 (calendar icon)
- 3** *Cost Center: 94181001-JONES COUN...

Other visible fields include: Document Type: SC, Period/Month/Fis...: 01/September/2025, Company Code: USA1, Reference: Max 16 Character, and Close Day: (empty).

4. Optional: Enter information in the **Reference** field for future reference or to provide you and your designated Accountant quick insight into the adjustment. For this type of adjustment, an example reference might be "Catering Rev" or "Correct Rev".

For this adjustment, you'll create at least two lines:

- **Line #1** to document the amount of revenue you're transferring to a cost center (or account).
 - **Line #2** to document the amount of revenue you're transferring from a cost center (or account).
5. Click **+** to add **Line #1**.

The screenshot shows the bottom section of the adjustment form. A red box with the number 5 highlights the '+' button next to the 'Total Balance: 0.00' field. Above this, the *Cost Center: 62558001-LUTHERAN M... and Company Code: USA1 are visible. Below the '+' button is a table with columns: Sugg... Prelim. Ending Inven..., Suggested % T & B, O..., and Delete.

6. Note that the **Cost Center** defaults to the cost center you selected in Step 3 – this is the cost center you're transferring the revenue to.

7. Select the **G/L Account** you're transferring the revenue to.
8. Enter the **Amount** as a **negative (-) number**.
9. Click **Create**.

Create Line Item

Item No:


6 *Cost Center:

Cost Center Description:

Profit Center:

Profit Center Description:

G/L Type:

7 *G/L Account: 

G/L Description:

Offset G/L:

Offset G/L Description:

Vendor:

Vendor Name:

8 *Amount:



Functional Area:

Amount Should Be:

Balance:

Suggested Prelim. Ending Inventory/Variance Amount (Info Only):


Suggested % T&B (Info Only):


9  Create  Close

10. Click **+** to add **Line #2**.

*Cost Center:

Company Code:

Total Balance: 0.00 

10 

Sugg... Prelim. Ending Inven...	Suggested % T&B	O...	Delete

11. Select the **Cost Center** you're transferring the revenue from.
12. Select the **G/L Account** (same as Line #1 if you're transferring the revenue between cost centers for the same account. If you're transferring revenue between accounts within the same cost center, select the account you're transferring the revenue from).
13. Enter the **Amount** as a **positive (+) number**.
14. Click **Create**.

Create Line Item

Item No:

11 *Cost Center:

Cost Center Description:

Profit Center:

Profit Center Description:

G/L Type:

12 *G/L Account:

📄

G/L Description:

Offset G/L:

Offset G/L Description:

Vendor:

Vendor Name:

13 *Amount:

Functional Area:

Amount Should Be:

Balance:

Suggested Prelim. Ending Inventory/Variance Amount (Info Only):

Suggested % T&B (Info Only):

14

✓ Create
✕ Close

15. Tip: Rather than adding Line #2 from scratch, you can copy Line #1, change the cost center to the one you're transferring the revenue from, and change the amount to a positive number.
 - a. Click the **blank box** to the left of the line to select it.
 - b. Click the **Copy** button.

Line Item												Total Balance: -4500.00		
	Item No	Cost Cen...	Profit Cen...	G/L Type	G/L Acc...	Ven...	Amount	Functional Area	Amount Should Be	Bal...	Sugg... Prelim. Ending Inven... Amount (Info Only)	Suggested % T&B (Info Only)	O... G/L	Dele
a	1	6...	6...		7...		-4500...			0...	0.00	0.00		

c. **Change the cost center** in Line #2 to the cost center you're transferring the revenue from.

d. **Change the amount** in Line #2 to a **positive (+) number**.

Line Item												Total Balance: 0.00		
	Item No	Cost Cen...	Profit Cen...	G/L Type	G/L Acc...	Ven...	Amount	Functional Area	Amount Should Be	Bal...	Sugg... Prelim. Ending Inven... Amount (Info Only)	Suggested % T&B (Info Only)	O... G/L	Dele
	1	6...	6...		7...		-4500...			0...	0.00	0.00		
	2	c 5...	5...		7...		d 4500...			0...	0.00	0.00		

16. Note that if you're transferring revenue to/from multiple cost centers to a single cost center, you may have more than 2 lines for the adjustment.

17. If you need to transfer multiple revenue, continue adding lines for the revenue (steps 5-16). Otherwise, continue to the next step.

18. Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustment (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

18

Explanation of Adjustment

Upload Attachments

Save Template

19. Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustment.

20. Click **Submit** at the bottom of the screen.

Attachments

Save Template

Select Template

20

Submit

21. Your designated Accountant will review and approve your adjustment or contact you if any additional information is needed.

Creating a Template

WATCH VIDEO

You can create templates to save time creating similar adjustments or transfers in the future.

1. To save an adjustment as a template, create the adjustment as you normally would.
Before you click Submit, click **Save Template at the bottom of the screen.**

ADMIN...	61620...		160.80		0.00	0.00
ADMIN...	61620...		-160....		0.00	0.00
ADMIN...	645011...		285.60		0.00	0.00
ADMIN...	645011...		-285....		0.00	0.00
ADMIN...	64505...		237.60		0.00	0.00
ADMIN...	64505...		-237....		0.00	0.00

....

Explanation of JE Upload Attachment **1** Save Template

2. Enter a **Template Name** that describes your adjustment and will help you identify when to use the template in the future.
3. Click **Save**.

Account Vendor Amount Description Should

Save Template

*Enter Template Name:

Admin Labor Transfer

2 **3** Save Close

4. To modify a template, create a new version of the template and save it using the same name as the previous version. This will override the previous template you saved. Note: You are not currently able to delete a template.

Using a Template | [WATCH VIDEO](#)

When creating a new adjustment, you can select a previously-saved template to save time. For example, if you submit an admin wage transfer on a routine basis, creating a template will save you time recreating the adjustment from scratch each time.

1. To use a template, start your adjustment as you normally would by clicking **Create New Adj.**

10 | Approved (0), Pending (6), Rejected (0)

Adj Nu...	Period	Fiscal ...	Posting ...	Entered ...	Adj Type	Cost Center	Document...	Status	Approve/Rej...	Profit Center	Compa...
0518	02	2025	10/16/2...	10/17/2...	NR-NON-REIMBU...	94181001	SG	PENDING		94181001	USA1
2603	01	2025	09/30/2...	10/07/2...	IS-ME SDX-OWNE...	68525003	SX	PENDING		68525003	USA1
	01	2025	09/30/2...	10/03/2...	ST-ME OP STAT A...	56701001	A0	PENDING		56701001	USA1
	01	2025	09/30/2...	10/03/2...	IC-ME CLNT-OWN...	62558001	A4	PENDING		62558001	USA1
	01	2025	09/26/2...	09/26/2...	ST-ME OP STAT A...	56701001	A0	PENDING		56701001	USA1

[Attach Help Document](#)
[Mass Adj Up](#)
[1 Create New Adj](#)

2. Enter the required header information for your adjustment (**Adj Type**, **Posting Date**, and **Cost Center**).
3. Click **Select Template** to load the template.

Create New Financial Adjustment

Header

2 *Adj Type: LT LABOR TR... *Posting Date: 09/30/2024 *Cost Center: 94181001-JONES COUN...

Document Type: SC Period/Month/Fis... 01/September/2025 Company Code: USA1

Reference: Max 16 Character Close Day:

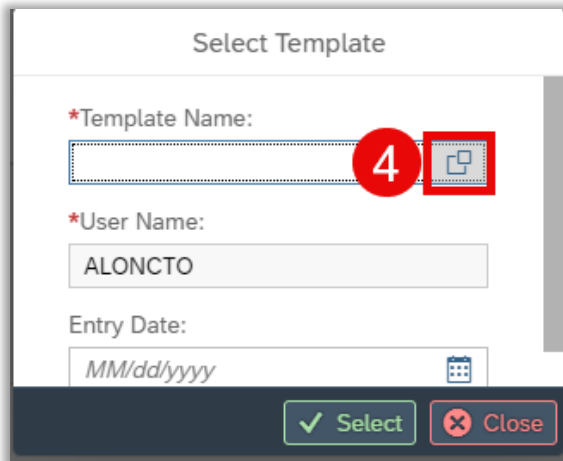
Line Item

Total Balance: 0.00

Item No	Cost Cen...	Profit Cen...	G/L Type	G/L Acc...	Ven...	Amount	Functional Area	Amount Should Be	Bala...	Sugg... Prelim. Ending Inven... Amount (Info Only)	Suggested % T&B (Info Only)	Off... G/L	Delete


[Explanation of Adjustment](#)
[Upload Attachments](#)
[Save Temp](#)
[3 Select Template](#)
[Submit](#)
[Reset](#)
[Close](#)

4. Click the **Template Name** look up.



Select Template


*Template Name:



4 

*User Name:

ALONCTO

Entry Date:

MM/dd/yyyy 

- Click the **template** you'd like to use.



Search Template

Search 

5 Admin Labor Transfer



- Click **Select**.

Select Template

***Template Name:**

***User Name:**

Entry Date:

6
Select
Close

7. Your template will load into the adjustment screen. You can then edit the templated information to reflect the current adjustment you'd like to make, including changing the cost center(s), account(s), amount(s), etc.

To edit the adjustment as needed:

- a. Select a line by clicking the **blank box** to the left of the line.
- b. Click the **edit** button.

Line Item													Total Balance: 0.00		
	Item No	Cost Cen...	Profit Cen...	G/L Type	G/L Acc...	Ven...	Amount	Functional Area	Amount Should Be	Bala...	Sugg... Prelim. Ending Inven... Amount (Info Only)	Suggest... % T & B (Info Only)	Offset G/L		
a															b
	1	9...	9...	A...	6...		2397...		0.00	0...	0.00	0.00			
	2	9...	9...	A...	6...		-2397...		0.00	0...	0.00	0.00			
	3	9...	9...	A...	6...		161.80		0.00	0...	0.00	0.00			
	4	9...	9...	A...	6...		-161.80		0.00	0...	0.00	0.00			
	5	9...	9...	A...	6...		285.60		0.00	0...	0.00	0.00			
	6	9...	9...	A...	6...		-285.60		0.00	0...	0.00	0.00			
	7	9...	9...	A...	6...		211.20		0.00	0...	0.00	0.00			

- c. You can also edit the adjustment by clicking and typing directly in any of the editable fields on the adjustment screen.

Create New Financial Adjustment

Reference: Year: Close Day:

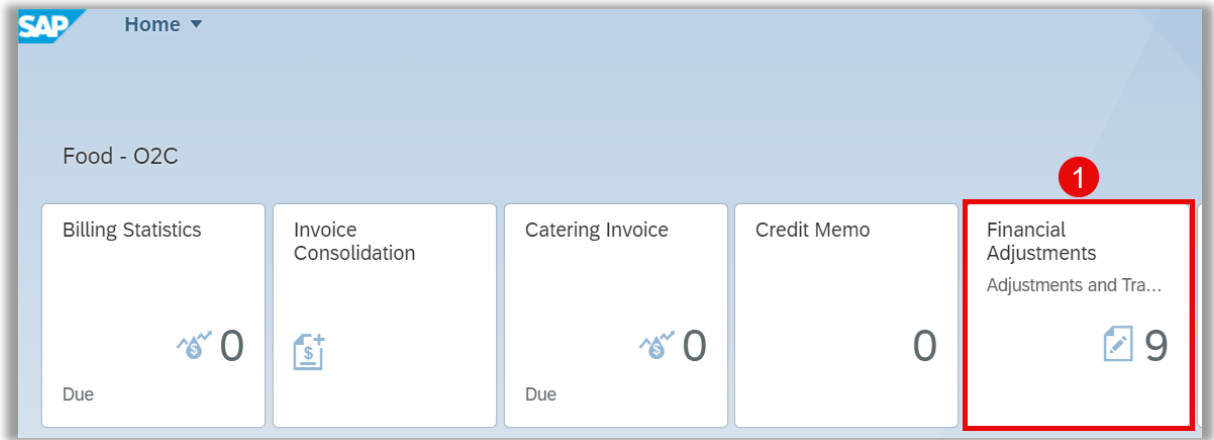
Line Item Total Balance: 0.00

	Item No	Cost Cen...	Profit Cen...	G/L Type	G/L Acc...	Ven...	Amount	Functional Area	Amount Should Be	Bala...	Sugg... Prelim. Ending Inven... Amount (Info Only)	Suggest... % T & B (Info Only)	Offse G/L
	1	9...	9...	A...	6...		2397...		0.00	0...	0.00	0.00	
	2	9...	9...	A...	6...		-2397...		0.00	0...	0.00	0.00	
	3	9...	9...	A...	6...		161.80		0.00	0...	0.00	0.00	
	4	9...	9...	A...	6...		-161.80		0.00	0...	0.00	0.00	
	5	9...	9...	A...	6...		285.60		0.00	0...	0.00	0.00	
	6	9...	9...	A...	6...		-285.60		0.00	0...	0.00	0.00	

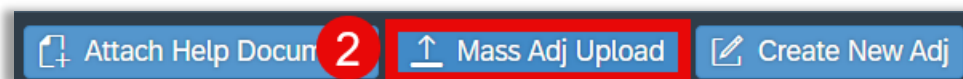
- d. After editing the information, you can proceed with your normal steps to complete an adjustment (providing an explanation of the adjustment, uploading attachments if needed, and submitting your adjustment).
8. To modify a template, create a new version of the template and save it using the same name as the previous version. This will override the previous template you saved. Note: You are not currently able to delete a template.

Completing a Mass Upload of Adjustments

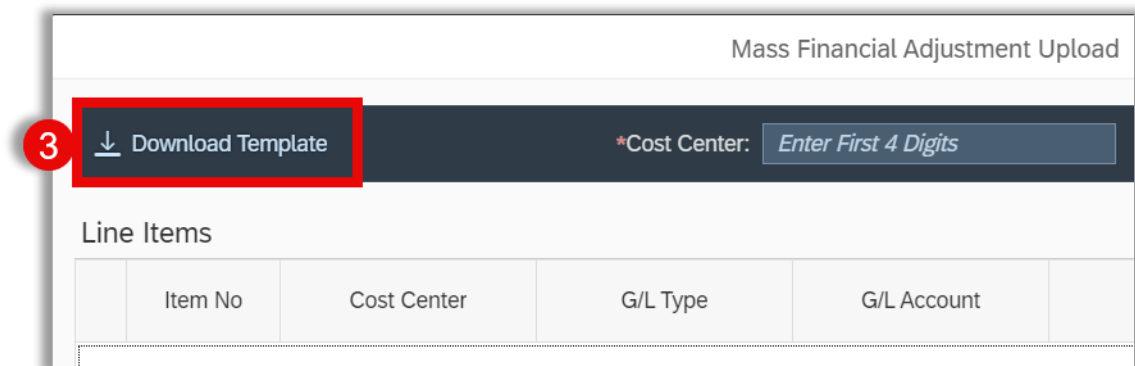
1. **Log in** to SAP Fiori (<https://noramsap.mysodexo.com>) and open the **Financial Adjustments** module.



2. Click **Mass Adj Upload** in the bottom right corner of the screen.



3. Click **Download Template** to download the Excel file you'll use for the upload.



4. In the template file, enter the information for the adjustment. A few important notes:

- a. Columns:

- i. **Posting Date:** Enter the date in MM/DD/YYYY format.
- ii. **Reference:** Optional field to describe the journal adjustment.
- iii. **Cost Center:** Enter the cost center where the adjustment will post.
- iv. **GL Account:** Enter the account where the adjustment will be posting.

- v. **Amount:** Enter the value for the line item.
 - vi. **Vendor:** Optional field that the vendor number can be entered to provide additional info.
- b. The system has a check in place to ensure the accounts you select are appropriate for the type of adjustment. For example, you won't be able to use a revenue account when creating a labor transfer. If you have an incorrect account in your file, you will get an error.
- c. When writing an inventory adjustment or an accrual, enter the expense account that is impacted (you will not need to enter an offsetting balance sheet account, the system will automatically add the offsetting balance sheet account after you submit the file). Below is an example of an accrual request:

	A	B	C	D	E	F
1	Posting Date (MM/DD/YYYY)	Reference	Cost Center	GL Account	Amount	Vendor
2	04/30/2023		10003003	60110010	100.00	
3	04/30/2023		10003003	60110020	300.00	
4						

- d. When preparing a transfer, the total of your adjustment amounts must equal zero, otherwise you will receive an error. Below is an example of the labor transfer.

	A	B	C	D	E	
1	Posting Date (MM/DD/YYYY)	Reference	Cost Center	GL Account	Amount	Ve
2	04/30/2023	Labor Trans	15816001	64101120	-1000.00	
3	04/30/2023	Labor Trans	15816001	64501130	-200.00	
4	04/30/2023	Labor Trans	15816001	61620045	-150	
5	04/30/2023	Labor Trans	10249017	64101120	1000.00	
6	04/30/2023	Labor Trans	10249017	64501130	200.00	
7	04/30/2023	Labor Trans	10249017	61620045	150	
8						

5. In the Mass Financial Adjustment Upload screen:
- a. Enter the **Cost Center** for the adjustments.
 - b. Select the **Adj Type**.
6. Click **Browse** and select your upload file.

Mass Financial Adjustment Upload

5

Download Template

*Cost Center: *Adj Type:

6

Browse...

Item No	Cost Center	G/L Type	G/L Account	Vendor	Amount	Amount Should Be	Balance

- Click **Explanation of Adjustment** at the bottom of the screen and enter the details for your adjustments (the who, what, where, why, when). The text you enter in the Explanation of Adjustment screen auto-saves. Click **Close** when finished.

7

Explanation of Adjustment

Upload Attachments

- Click **Upload Attachments** at the bottom of the screen if you'd like to include any documentation to support your adjustments.
- Click **Submit** at the bottom of the screen.

9

Upload Attachments

Submit

- Your designated Accountant will review and approve your adjustments or contact you if any additional information is needed.




Manually Adding SAP Fiori Activity to your WOR via WAEs

The adjustments you submit in SAP Fiori will immediately reflect on the CCOR (Cost Center Operating Report), which you can access within SAP Fiori. However, the adjustments you submit in SAP Fiori will not be reflected in your WOR (Weekly Operating Report) in UFS.

Note: Statistical/OSI adjustments will not be reflected in the CCOR, they will be reflected in the next day's reports.

If you would like the SAP Fiori adjustments reflected on your WOR, you can manually create a one-time weekly account entry (WAE) in UFS.

Before creating a one-time WAE (weekly account entry), you must add your accounts, petty cash vendors (if applicable), units, subsections (where appropriate), and schools (where appropriate).

1. In UFS, go to **Weekly Entries > WAE - One-time**.
2. Click **Add**.
3. For each WAE one-time entry, enter or select the following items, as applicable (you can make up to 20 entries with this screen):
 - a. **Post To – Click** ▼ and select an option.
 - b. **Unit Number or School No.** (depending on your division) - Enter the number or click  and select from the lookup list.
 - c. **Subsection No. or Unit No.** (depending on your division) - Enter the number or click  and select from the lookup list.
 - d. **WOR Account** - Enter the number or click  and select from the lookup list.
 - e. **WAE Description** - Enter an appropriate description for the entry.
 - f. **Weekly Amount** - Enter the correct amount for the entry.
4. When you are finished, click **Save**.
5. Click **Cancel** to return to the **WAE - One-time** browse screen.
6. If you have more WAE one-time entries to add, repeat steps 2-5.

See the instructions in UFS for additional information on editing or removing WAEs.

Contract Accrual GL Accounts:

To select an offset account, use one of the below GL Accounts as the **G/L Type** when using the Mass Upload Template:

40112110 ACCRUED CLIENT FUNDS
40112120 ACCRUED CLIENT FUNCTIONS
40810100 ACCRUED SMALL EQUIPMENT REPLACEMENT
40810200 ACCRUED REPAIR & MAINTENANCE
40813550 ACCRUED WASTE DISPOSAL
40814000 ACCRUED RENT
40814100 ACCRUED UTILITIES
40815002 ACCRUED MISCELLANEOUS EXPENSE-CAMPUS SERVICES
40817000 ACCRUED MISCELLANEOUS OPERATING EXPENSES
40817001 ACCRUED DONATIONS & CONTRIBUTIONS
40817010 ACCRUED PROMOTIONS
40817030 ACCRUED RENOVATION FUND
40817060 ACCRUED PRESIDENTIAL CATERING FUND
40817070 ACCRUED VALIDINE EXPENSE-FSD
48601100 PREPAID CLIENT RENT & UTILITIES