CAUTION FINANCIAL HAZARD

Are you REALLY ready to do a New Week Setup??

"Do a review BEFORE you continue!"

You may have heard the saying "Measure twice, cut once"? Well, for Web UFS users who are getting ready to do a New Week Setup, the saying should be "**Do a review BEFORE you continue!**"

Did you: *(if applicable)*
- ☐ Input all cash for the week?
- ☐ Input all manual vendor invoices?
- ☐ Input inventory?
- ☐ Input petty cash?
- ☐ Post your Standard Weekly Entries (SAEs)?
- ☐ Input/Print contractual/non-contractual billings?
- ☐ Input statistics?
- ☐ Input all meal entries for the week (Schools)?
- ☐ Upload your POS data (Schools)?
- ☐ Update your OSI (Schools)?
- ☐ Review your WOR for accuracy?
- ☐ Print all your necessary weekly/period reports from these listed options?

Cash	Accounts Payable	Transfers (TJE's)
Cash Management Report	Accounts Payable Weekly Report	TJE Report by Item
Cash Receipts Report	Accounts Payable Invoice Register	TJE Report by Account
Cashier Over/Short Report	UIPS Invoice Posted Report	TJE Listing by Item
Cashier Worksheet Report	UIPS Invoice Not Posted Report	TJE Listing by Account
Change Order Log Report	**Inventory By Account**	**Weekly Entries**
Change Order in Transit Report	Inventory Summary Report	WAE One-time Report
Deposit Report	**Inventory By Item**	**Meal Entry (Schools)**
Paid Out Report	Inventory Summary Report	Meal Count
Billing	Consolidated Account Detail Report	Client Sales
Open Accounts Receivable List	Inventory Extension by Account Report	Reimbursement
Open Accounts Receivable List Past Due	Inventory Extension by Location Report	Meals Served vs. Approved
Collection Letter Less Than 60 Days Late	Physical Inventory Report	Variance to Shipped
Collection Letter Between 60 and 90 days Late	**Vending**	Shell Detail
Weekly Accounts Receivable Summary	Asset Inventory Report	Milk
Weekly Accounts Receivable Detail	Cash Collection Summary	Charge Sales
Weekly Function Sheet Register Summary	Cash Receipts Report	Deferred Income
Weekly Function Sheet Register Detail	Load and Collection Cards	Federal State Reimbursement Export
Daily Catering Traffic Sheet	Load and Collection Report	**OSI (Schools)**
Invoice Control Log	No Sales Exception Report	OSI - Weekly Report
Credit Request Log	Over Short Exception Report	OSI - Cumulative Monthly Report
Weekly Payment Log	Spoilage Report	**Commodity Inventory Reports (Schools)**
Prepayment List	Vending Adjustments Report	Received Commodity Report
Depost Report	Vending Deposit Ticket Report	Received Commodity History Report
A/R Tracking Report	Weekly Period Vending Sales Tax	Physical Inventory Report
Credit Card Report (and history version)	**Petty Cash**	Consolidated Commodity Inventory (& History)
Credit Invoices/Memos and Requests Report	Petty Cash Log	Inventory Summary Report

⚠️ **WOR**: You must print the WOR **BEFORE** doing a New Week Setup into a new period. Upon moving to a new period, the WOR is wiped out and cannot be restored. This report has NO historical print option.

Did you also:

☐ Verify that nobody else at your location has already completed the New Week Setup?
☐ Verify that the weekend date shown at the top of the screen is NOT already the week that you want to be in?

If you were able to confirm all the above steps were completed then you really ARE ready to do a New Week Setup. Well done!

Something to remember:
○ Operations Accounting will no longer write journal entries for financial impact < $2500. So, it is imperative that you report all revenues and expenses in the week/period that they belong so your financials are accurate.

Something to know:
○ The Help Desk will be limiting the instances of when a Web UFS system will be moved back to a prior week (e.g. user forgot to input a full week of cash). In most instances, the missed information will have to be input into the next week's reporting (e.g. user forgot to input a day of cash, so user will have to add the missed information under a separate meal period in the next week's reporting).

For technical questions related to UFS:
Contact UFS Help Desk at 1-888-667-9111, opt. 1, opt 2, opt 1. UFS Help Desk hours are posted on the UFS Homepage