

The Document Scanning Solution

Unit Transmittals and Non-Halo Cash Management files

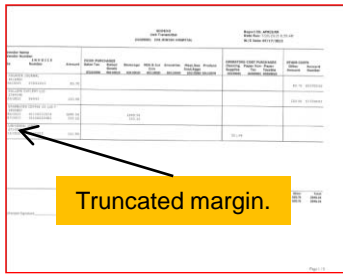


SIMPLIFY

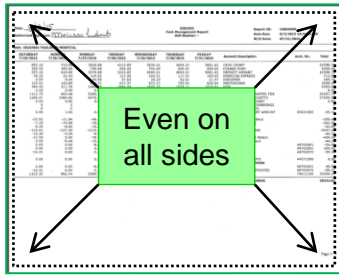


First: You have to scan your files correctly.

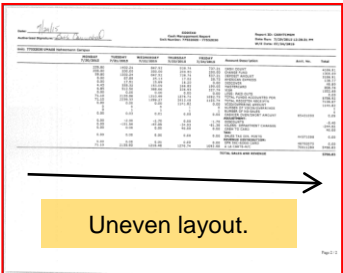
Incorrect 🚫



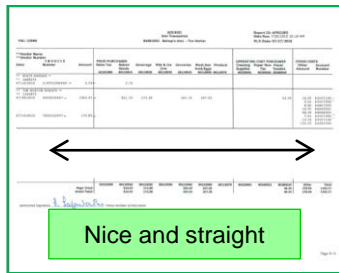
Correct 😊



Even on all sides



Uneven layout.



Nice and straight

WARNING! If you don't perform all these steps correctly, your files / emails will be returned for re-processing.

Second: Save and name the PDFs correctly.

Cash Mgmt 31000001 - 05-19-2017

CC #

Week Ending Date

Unit Trans 31000001 - 05-19-2017

CC #

Week Ending Date



Third: Email each file to a specific address.

To...	RecordRetentionBuffalo.usa@sodexo.com
CC...	
Subject:	Unit Trans 31000001 - 09-26-2015

To...	RecordRetentionCashMgmt.usa@sodexo.com
CC...	
Subject:	Cash Mgmt 31000001 - 09-26-2015

The Document Scanning Solution

Non-Halo Cash Management



SIMPLIFY



These are the Non-Halo documents you need to scan and email

- 1 Cash Management Report
- 2 Register Reading for Each Register (for both Cumulative AND Daily readings)
- 3 Support for all Non-Registered Sales (Including Cash Boxes)
- 4 POS (Point of Sale) System Report Consolidating ALL Register Readings
- 5 For Concessions – Event Summary Sheet
- 6 Documented (register) detail for gross sales & tax exempt sales.
- 7 Third Party Card Services Reports
- 8 Overring Record Forms listing all overrings
(including Receipts for overrings of \$10 or more)
- 9 Cash Paid Out Report (Including all Cash Paid Out Receipts)

The Document Scanning Solution

Halo Cash Management



SIMPLIFY



If your cost center is on the Sodexo Halo Network, the Financial Shared Services center automatically generates Halo Sales & Operations Reports for central record retention.

The matrix below details what the BSC needs to receive from your cost center (based on the types of register or tablets you use – and whether or not you have cash paid out activity).

Type of Registers/Tablets	Cash Paid Outs for the week?	What does Buffalo need from cost centers?
ALL registers / tablets are HALO	No	Nothing!
	Yes	<u>Reduced Document Management:</u> UFS Cash Management Report and cash paid out receipts.
Mixture of HALO and Non-Halo registers	Both Yes and No	<u>Reduced Document Management:</u> UFS Cash Management Report and only the Non-Halo register readings, overring records, and cash paid out receipts. Do Not Send Halo Register Reports