Web UFS - How Do I Transmit Data in Web UFS?

QUESTION

What is the process to transmit data for Web UFS

ANSWER

- 1. In MySodexo, click on Unit Financial System.
- 2. Click on Transmit to FSC.
- 3. Click on **Prepare Transmission**.
- 4. Select the data to be transmitted by using the **Select All** button or select the files individually by using the check box under the *Selected* column.

2 - Unit Financial System - Internet Explorer Unit Financial User: ufshdprodhic Week End: 12/4/2009 12:00:00 AM Week: 1 Period: 4 Node: TEST HD Health Care/TESTHDHC intenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC End of Week Routines Setup Utility Help											
Insmit to FSC >*.>Prepare Transmission											
Selected Module Name Number Of Records											
	Accounts Payable	611									
v	Billing	25									
v	Cash	10									
~	Inventory	3									
~	Petty Cash	2									
~	Transfer Journal Entry	16									
~	Vending	4									
v	WOR/Weekly Entries	2									
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- 5. Click the **Transmit** button to transmit the data.
- 6. When the prompt 'You have chosen to transmit selected modules to FSC. Do you wish to continue?' appears, click on the **OK** button.



7. Click Yes to the Attestation message



8. Print the Transmission Validation Status Report for file retention.

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	Accounts Payable	12300001	6	VALIDATED						Comment	
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	Accounts Payable	70301118	6	VALIDATED					- -	Combine File	es 🗸
	Petty Cash Entry	12400001	1	NOT VALIDATED)				KD		
	Petty Cash Entry	65492002	1	NOT VALIDATED)				ΩU	Organize Pag	ges 🔨
	Transfer Journal Entries	12300001	2	NOT VALIDATED)						
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	Transfer Journal Entries	17233001	1	NOT VALIDATED)			·	Adob	e Acrobat Pro	
	Transfer Journal Entries	43810205	1	NOT VALIDATED)				Delete	e, insert, extract, o	or
	Transfer Journal Entries	70301080	5	NOT VALIDATED)				rotate	pages	
	Transfer Journal Entries	70301118	1	NOT VALIDATED)				_		
	Transfer Journal Entries	70301392	1	NOT VALIDATED)					Learn more	
	Inventory	12300001	2	NOT VALIDATED)						
	Inventory	43810301	1	NOT VALIDATED)						
	Billing Invoice	40030001	2	VALIDATED					n.	Fill & Sign	
	Billing Invoice	45323001	2	VALIDATED					2200	5	
	Billing Invoice	70301118	8	VALIDATED					×le	Send for Sig	nature
	Billing Payments	43810202	1	VALIDATED						send for sig	in cure
	Billing Payments	70301118	5	VALIDATED					Sto	ore and share file	es in the
	Billing Adjustments	70301118	2	VALIDATED						Document Clo	bud
	Refund	43810202	2	VALIDATED						Learn More	
	Cash	12300001	1	NOT VALIDATED)			-			
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9. Click **OK** on the 'Transmission is Successful' button.

