

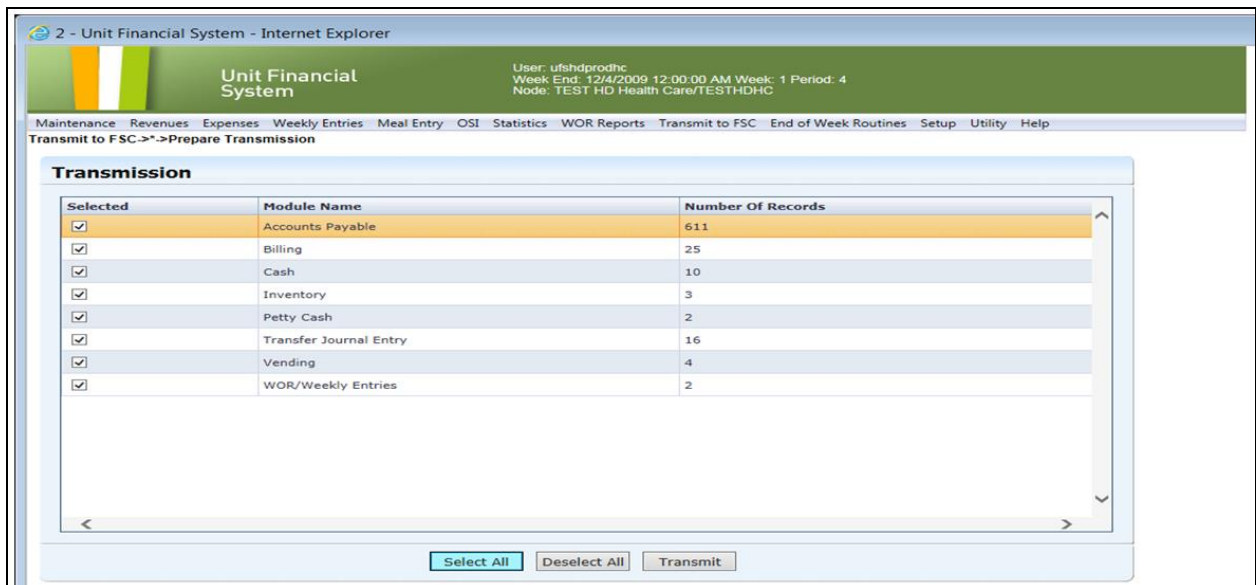
Web UFS - How Do I Transmit Data in Web UFS?

QUESTION

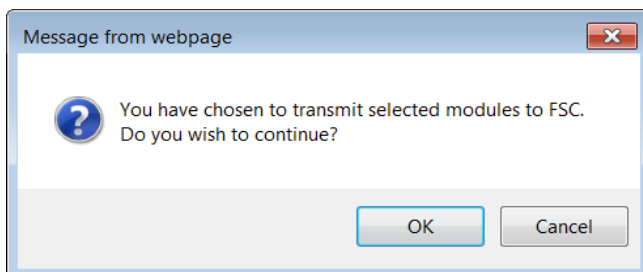
What is the process to transmit data for Web UFS

ANSWER

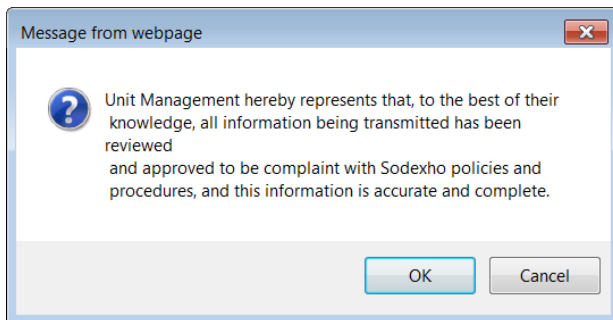
1. In MySodexo, click on **Unit Financial System**.
2. Click on **Transmit to FSC**.
3. Click on **Prepare Transmission**.
4. Select the data to be transmitted by using the **Select All** button or select the files individually by using the check box under the *Selected* column.



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.

SODEXO
Transmission Validation Status Report

Report ID: GTRTRANS
Date Run: 08/25/2017 8:36 AM

Module	Unit	Record Count	
Accounts Payable	12300001	6	VALIDATED
Accounts Payable	40030001	3	VALIDATED
Accounts Payable	45323001	596	VALIDATED
Accounts Payable	70301118	6	VALIDATED
Petty Cash Entry	12400001	1	NOT VALIDATED
Petty Cash Entry	65492002	1	NOT VALIDATED
Transfer Journal Entries	12300001	2	NOT VALIDATED
Transfer Journal Entries	12345001	5	NOT VALIDATED
Transfer Journal Entries	17233001	1	NOT VALIDATED
Transfer Journal Entries	43810205	1	NOT VALIDATED
Transfer Journal Entries	70301080	5	NOT VALIDATED
Transfer Journal Entries	70301118	1	NOT VALIDATED
Transfer Journal Entries	70301392	1	NOT VALIDATED
Inventory	12300001	2	NOT VALIDATED
Inventory	43810301	1	NOT VALIDATED
Billing Invoice	40030001	2	VALIDATED
Billing Invoice	45323001	2	VALIDATED
Billing Invoice	70301118	8	VALIDATED
Billing Payments	43810202	1	VALIDATED
Billing Payments	70301118	5	VALIDATED
Billing Adjustments	70301118	2	VALIDATED
Refund	43810202	2	VALIDATED
Cash	12300001	1	NOT VALIDATED

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9. Click **OK** on the 'Transmission is Successful' button.

