

Web UFS - How to Add Inventory Items To An Item Location

QUESTION:

How do I add inventory items to an item location?

ANSWER:

1. Choose **Expenses\Inventory Setup\Item Locations**
2. Select the entry and click on **Edit**

The screenshot shows the 'Unit Financial System' web application interface. The browser address bar displays the URL: <https://ufs.mysodexo.com/?WinTitle=&AppID=&MyAppID=&DefaultContent=-2>. The page title is 'Unit Financial System'. The user is identified as 'User: ufshdprodss'. The current session information is 'Week End: 1/14/2011 12:00:00 AM Week: 2 Period: 5' and the node is 'Node: TEST HD Campus Services/TESTHDES'. The navigation menu includes: Maintenance, Revenues, Expenses, Weekly Entries, Meal Entry, OSI, WOR Reports, Transmit to FSC, End of Week Routines, Setup, Utility, and Help. The current path is 'Expenses->Inventory Setup->Item Locations'. The main content area displays a table with the following data:

Subsection No.	Subsection Name	Unit Number	Location Number	Location Description
0	Sodexo Cafe	12345001	6	Dungeon
0	Pedro Test Unit	12345003	3	Stock Room
0	Pedro Test Unit	12345003	5	Refrigerator
0	Pedro Test Unit	12345003	6	Dungeon
0	Yale New Haven Hospital	40062001	2	Pantry
0	Yale New Haven Hospital	40062001	3	Stock Room
0	Yale New Haven Hospital	40062001	4	Cooler
0	Yale New Haven Hospital	40062001	5	Refrigerator

Below the table, there is a summary of '8 Records Found' and a 'Show Filters' button. A pagination control shows '1 of 1' records. At the bottom of the table area, there are four buttons: 'Add', 'Edit', 'Copy', and 'Remove'.

3. Click **Insert** and select an item or items to be added. You can insert multiple items at one time by holding the Control Key down and clicking on the desired items to be added.

Unit Financial System

User: ufshdprods
Week End: 1/14/2011 12:00:00 AM Week: 2 Period: 5
Node: TEST HD Campus Services/TESTHDES

Expenses->Inventory Setup->Item Locations.

Unit Number: 12345001: Sodexo Cafe
Subsection No.: 0: Sodexo Cafe
Location Number: 6: Dungeon

Sort By:
 Sequence No.
 Item Description

Insert Delete Move Up Move Down

Sequence No.	Item No.	Item Description	Vendor No.	Purchase Size
1	4	Cola	1427194	Case
2				
3				
4				
5				
6				
7				
8				

Item Inquiry

Sort By: Item No. Item Description Vendor No.

Filter: Search Reset

Item No.	Item Description	Vendor No.	Purchase Size
16	Assorted Mini Muffins	1138809	1 Tray
14	Bouquet-Seasonal Flowers	1028638	5 Bundles
8	Flavored Coffee Shots	1261072	1 Case
19	Pine Sol	1090703	1 Case
6	Pomogranite	1528975	1 Case
15	Prime Rib	1572478	1 Cooler
12	Snickers Frozen Treats	1528975	1 Case
9	Stirrer	1572478	1 box

Select All Deselect All OK Cancel

4. Click **OK**
5. Click **Save**
6. Click **OK**