

Unit Financial System (UFS)

Inventory Module Updates



UFS Inventory Module Transmission Updates

Attention: If You Report Inventory (All Types) in UFS - This Applies to You

Reminder: Do not select and transmit inventory in UFS until all units, all types of inventory in your UFS node have been counted & entered. UFS now limits Inventory module transmission to **ONCE per week per NODE ID**, regardless of type of inventory reported. **ALL UNITS / cost centers reporting inventory within the SAME NODE ID must be final and entered prior to transmission of the Inventory.**

- This change does not affect procedure or timing when counting and reporting inventory.
- You will continue with your regular process and verify that Inventory records have been updated for ALL units/cost centers in your UFS node ID prior to transmitting Inventory for the week.
- If you only reported inventory at month end prior to the change, you will continue this schedule. If you reported inventory every week prior to the change, you will continue this schedule.

The system will display a reminder when you attempt to transmit the Inventory module. If at the time of transmission, all units within the node have not been updated, deselect inventory option prior to transmitting. Once inventory has been transmitted, if you attempt to edit an inventory record within the same week ending date, an error message will appear.



- **Non-close Inventory transmission errors** can be corrected in the following week by user, when updating and transmitting in the next financial reporting week in UFS.
- **CLOSE-week corrections to transmitted inventory must be requested by contacting ClientAccounting.NorAm@sodexo.com through BD+2**

Resources:

- **For month-end inventory corrections:** Submit your correction to Client Accounting by BD+2 ClientAccounting.Noram@sodexo.com
- [Frequently Asked Questions for Inventory Transmission Updates in UFS](#)
- **For general UFS questions:** email the UFS Administrator NorAm.UFSAdministrator@sodexo.com
- **For UFS technical support:** Call the UFS Help Desk at 1-888-667-9111, opt. 1, opt 2, opt 1 or email Helpdeskufssupport.Noram@sodexo.com. UFS Help Desk hours are posted on the UFS Launch Site.