

# Unit Financial System Update



March 9, 2017

Your Monthly Information Source for UFS

[Français Canada](#)

[What's New](#)

[UFS Touchpoints](#)

[UFS Help Desk User Tips](#)

[Unified Invoice Processing System \(UIPS\)](#)

## What's New?

**No changes to the UFS application are scheduled during the month of March.**

### Attention UFS Users Printing Accounts Receivable Invoices:

The print program in UFS automatically generates Accounts Receivable (AR) invoice numbers. When two different UFS users print a list of billing invoices at the same time, from the same node, invoice numbers are duplicated. This causes an out of balance issue in Revenue Accounting. Until developers are able to implement a fix, please communicate with your team to ensure that only one UFS user is printing AR invoices at a time.

### Undeliverable Email from UFS Administrator Mailbox

Some users have recently experienced issues with emails to the UFS Administrator bouncing back as undeliverable. If you allow the email address to auto populate in the "TO" or "CC" field, you may be pulling in the old path to the mailbox.

Last month the mailbox was inadvertently disabled but has since been restored. This may require users to remove any stored auto populated profiles and pull in the new profile from the Sodexo email global. Search Noram UFS Administrator in the global when sending your next email. That should over-write the old path and fix any issues.

### Help Desk Resource Center Tab Now Available on Launch Site

Need support for Financial applications, including Web UFS, Brio, BI Query, Enterprise Analysis, Dashboards, DRIVE, SAP, Essbase, or Global CRM? Explore the new Help Desk Resource Center tab on the UFS Launch Site today.

In addition to contact information you will find articles for helpful user tips and how-to articles. We will soon be adding quick tip videos for your self-help options. Keep checking back to view new articles and added information.

## Important Dates:

**Monday,  
March 13**

\*Electronic suppliers enabled

**Friday,  
March 31**

\*End Date for Period 6

**Friday,  
March 31**

\*March Month End

**Monday,  
April 3**

\*5-4-4 Accounting transmission deadline

## New US Electronic Suppliers Will be Enabled on Monday, March 13

There are no new Canada suppliers enabled this month. See [Unified Invoice Processing System \(UIPS\)](#) section below for more details.

**Reminder:** Electronic invoices received in EPAY will no longer auto-approve. You must review and take action on all EPAY invoices.

**Tuesday,  
April 4**  
\*Monthly Accounting  
transmission deadline

## UFS Touchpoints



### Coming Soon: New Electronic Vendor Action Request Process

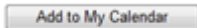
An enhanced electronic process for the Vendor Action Request (VAR) is coming soon. The current process will transition to an electronic format and undergo enhancements that will:

- ✓ Provide an efficient way for you to submit all required documentation associated with the new standards
- ✓ Allow your submission to filter through the supplier governance process
- ✓ Provide you a copy of your submission for your records

### Sign up for a Webinar to Learn more...

We realize that a change to the VAR will have an impact to you and your teams. We are scheduling 30 minute informational & training webinars to introduce the new process, review dates for implementation and answer any questions you might have. Webinars will begin Monday, March 13, 2017 and continue through March 24, 2017.

To register for a session, simply click on the desired day/time and add it to your Outlook calendar by clicking



Your calendar invite will contain the WebEx link and dial-in information.

**All times are Eastern Daylight Time**

### MARCH 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>13</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>14</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>15</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>16</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>17</b> <a href="#">Join WebEx – 10:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>
<b>20</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>21</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>22</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>23</b> <a href="#">Join WebEx – 9:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>	<b>24</b> <a href="#">Join WebEx – 10:00 AM</a> <a href="#">Join WebEx – 4:00 PM</a>

## SIMPLIFY: Begin Taking Monthly Inventory in March

Transitioning from a weekly to a monthly inventory schedule is about helping to improve the Quality of Life for our operators and reducing repetitive work. Doing so will also give us a head start on aligning the inventory process with monthly calendar conversion, which will begin in FY18.



*The transition to a Monthly Inventory is part of SIMPLIFY – a campaign that highlights initiatives that improve your Quality of Life at work.*

### Simple Actions

Follow the directive icons below – simple actions for what you need to know and do next.



- [Monthly Inventory At-a-Glance](#)
- [Inventory FAQs](#)



- [Complete the Inventory Simplification Training](#) - Video
- [Begin Taking Monthly Inventory in March](#)



- Share this information with your team
- We want to hear from you:  
Have a question or comment on Monthly Inventory? Post it on [Sodexo Net](#) or send an email to: [Opti.usa@sodexo.com](mailto:Opti.usa@sodexo.com)

## UFS Help Desk User Tips

### Can't Access Web UFS Homepage from MySodexo?

#### PROBLEM

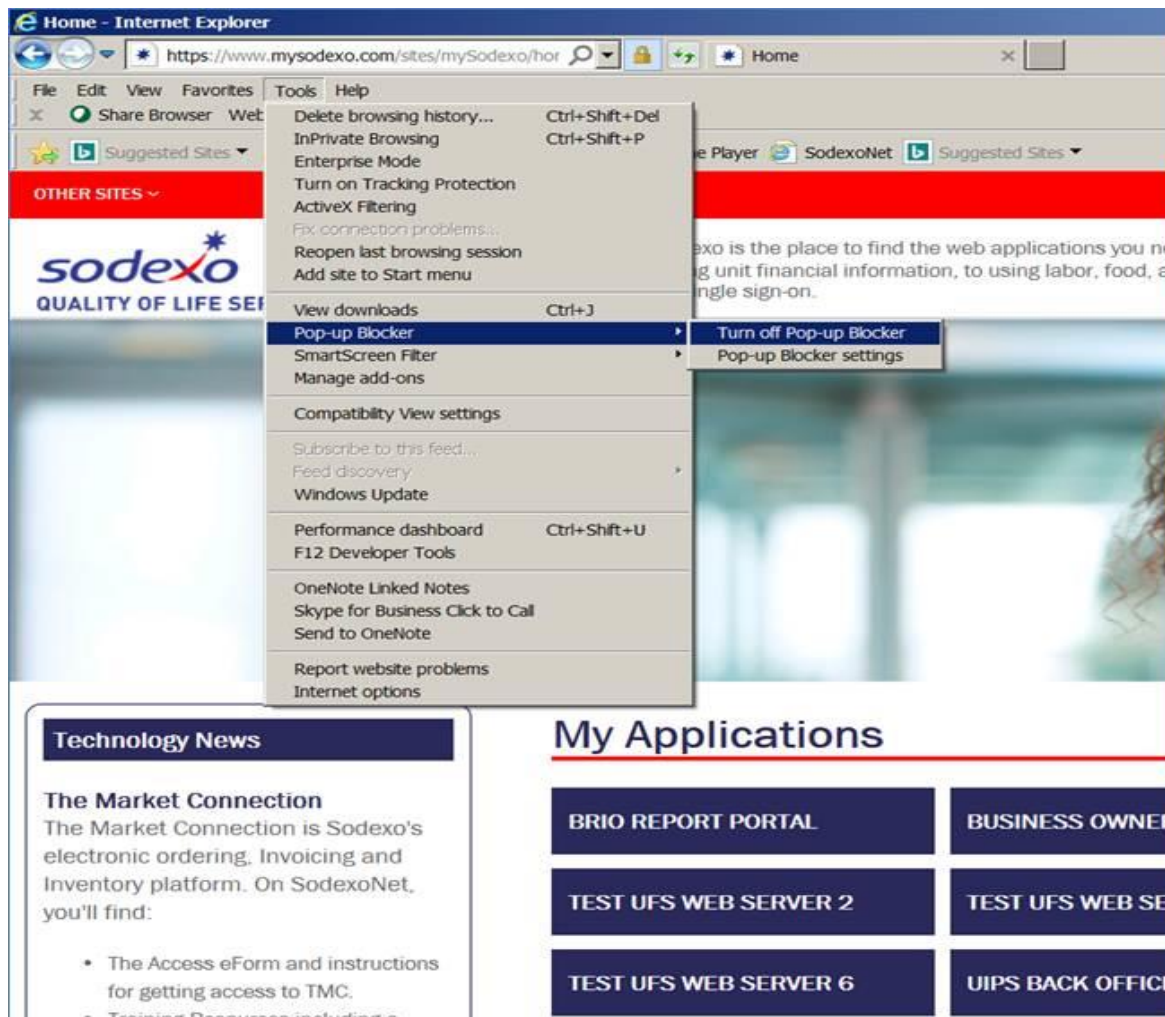
When you click on the Unit Financial System option under MySodexo > My Applications, the screen flashes for a moment and you are returned back to the MySodexo homepage.



## SOLUTION

The Pop-up blocker is set to 'On' and is blocking the page from opening.  
To correct this:

1. Open *Internet Explorer*.
2. Click on **Tools > Pop-up Blocker > Turn off Pop-up Blocker**.



**Technical questions related to UFS?** Contact the UFS Help Desk at 1-888-667-9111, opt. 1, opt 2, opt 1. UFS Help Desk hours are posted on the UFS Launch Site.

## Unified Invoice Processing System (UIPS)

### New Electronic Suppliers Enabled on Monday, March 13

**ACTION REQUIRED:** Prior to the enablement of the electronic process, invoices for the suppliers listed below on the Supplier Enablement chart **require prompt attention** and processing in UFS:

- FRIDAY, MARCH 10 - Please ensure you have manually processed all outstanding invoices dated March 10 or prior for the suppliers listed who will be transitioning to the electronic process this month. (Contact the supplier today to fax you missing copies of any past due invoices). All outstanding invoices must be processed through UFS by W/E March 10.
- SATURDAY, MARCH 11 - Any invoices dated March 11 or after for the supplier(s) listed below will be electronically processed through UIPS and will flow to your unit's invoice reconciliation

and approval system, TMC or e-Pay.

- MONDAY, MARCH 13 - You will no longer enter invoices in UFS for payment for the supplier(s) listed below as they will be enabled on the electronic process.
- Important message from Accounts Payable: Any paper invoices dated March 10 or earlier that are not processed for payment through UFS by March 10 must be sent to the Accounts Payable department at the Buffalo Service Center via email (preferred), fax or mail to be processed for payment.
  - Email [APEDIAdministrator.NorAm@sodexo.com](mailto:APEDIAdministrator.NorAm@sodexo.com). In addition to invoices, provide a brief explanation for request and the cost center number each invoice should be charged to. *(be mindful of file size)*
  - Paper correspondence can be faxed to ATTN: AP EDI Team 716-568-8395 *(20 page max)*
  - Packages can be mailed to Sodexo AP EDI Team, PO Box 352, Buffalo NY 14240
  - AP department will request electronic copy of the invoice from the vendor. If they are unable to send, AP will process the invoices for payment manually.

Supplier(s) Enabled on March 13, 2016				
Country	Vendor #	Vendor Name	TMC Catalog Supplier	Notes/Comments
USA	4765702	COCA COLA HEARTLAND	N/A	
USA	1776681	J POLEP DISTRIBUTION	N/A	

Supplier(s) Live on TMC – Coming to e-Pay This Month				
Country	Vendor #	Vendor Name	TMC Catalog Supplier	Notes/Comments
USA	1622026	Pepsi National / PBG (Pepsi Bottling Group)	N/A	Already live on TMC. Also coming to e-Pay this month.

For a listing of all electronic invoicing suppliers, review the [Master Electronic Supplier List](#) on Sodexo\_Net.

**Support Resources:**

**The Accounts Payable Department** at the Buffalo Financial Service Center:  
 Call 1-800-828-7762, option 1, option 2 (A/P Department) or send an e-mail to:  
[APEDIAdministrator.NorAm@sodexo.com](mailto:APEDIAdministrator.NorAm@sodexo.com).

**The Market Connection, Client Procurement Call Center** 866-368-3472, Option 1

**UIPS** – General inquiries [UIPS.Noram@sodexo.com](mailto:UIPS.Noram@sodexo.com).

**UFS** – General inquiries [UfsAdministrator.Noram@sodexo.com](mailto:UfsAdministrator.Noram@sodexo.com)

**Web UFS Team**

[UfsAdministrator.Noram@sodexo.com](mailto:UfsAdministrator.Noram@sodexo.com)

