# Unit Financial System Newsletter

November 9, 2017  Your Monthly Information Source for UFS  Français Canada

## Important Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Monday, November 13</td>
<td>*Electronic Suppliers Enabled</td>
</tr>
<tr>
<td>Tuesday, November 14</td>
<td>*UFS will be unavailable 5:00 pm – midnight ET</td>
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<tr>
<td>Thursday, November 23</td>
<td>*UFS Help Desk is Closed</td>
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<tr>
<td>Friday, November 24</td>
<td>*Month-end Date for Period 3</td>
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<tr>
<td>Thursday, November 30</td>
<td>*Month-end Date for Period 3</td>
</tr>
<tr>
<td>Friday, December 1</td>
<td>*November month-end final transmission due 11:45 pm ET (BD+1)</td>
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## What’s New?

**UFS Application Updates Tuesday, November 14.**

There will be a UFS outage during implementation. **UFS will not be available on Tuesday, November 14, from 5:00 pm - midnight ET.**

November 14 release will include the following:

- Updates to System Messages for the New Week Setup Process *(see screenshots below for examples of updated messages)*:
  - Updated message displayed when user selects New Week Setup, review and confirm to continue the New Week Setup process
  - Updated warning message when no data has been entered and a New Week Setup is performed
  - New pop-up message displayed with a successful New Week Setup noting the “From” and “To” week ending dates
- Fix for Operating Profit Contribution not calculating Week 6 on Weekly Operating Report (WOR)
- Fix for Non-Contractual invoices – Non-Printed warning message not populating at a New Week Setup
- Fix for archiving Change Orders and Change Order Deposits
  - Deposited change orders will be archived during this fix. Moving forward, once change orders are deposited and transmitted, the change order will be archived during the New Week Setup. If you have questions regarding the procedure, please contact: FSS Banking Reconciliation. Email: banking.noram@sodexo.com, Phone: 1-888-828-7762, option 5, option 2.

*See [MCC November Highlights](#) for the November Close schedule*
Check out the Articles in this Edition:

- New WOR Dashboard Now Live in Enterprise Analysis
- Monthly Calendar Close in November
- Do you Have Questions on SAP Posting Logic for Accounts Payable Invoices?
- Accounts Payable Document Requirements
- Order Guide Optimization is a Key Enabler of the DRIVE Process
- UFS Help Desk User Tips: Are you REALLY Ready to do a New Week Setup?

UIPS – New US Electronic Suppliers will be Enabled on Monday, November 13.
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.
New WOR Dashboard Now Live in E=nterprise Analysis

Heads-Up Brio Users:

As part of the ongoing reporting rationalization project helping to enhance our reporting and analytics, the following reports in Brio have migrated to the E=nterprise Analysis interactive dashboard.

This dashboard does not replace the WOR in UFS.

**BRIO VERSION ** UFS WEEKLY OPERATING REPORT (WOR) (BPR024)

Why the Change?

- To enhance our analysis capabilities by moving from a static reporting environment to a more user friendly and dynamic reporting environment
- To support a nightly update of the data in the enterprise data warehouse
- To increase the historical data available to you
- To move reporting from an end-of-life platform (Brio portal) to a more advanced platform, E=nterprise Analysis

What Do I Need to Do?

Begin using the new dashboard in E=nterprise Analysis: [WOR Dashboard](#)

Check out the Quick Start Guide here: [WOR Dashboard User Guide](#) [EN FR]

After you have had a few reporting cycles to adjust to the new, dynamic dashboard in E=nterprise Analysis, the BRIO WOR (BPR024) will retire from the BRIO portal.

What’s Next?

Check for last publish dates for BRIO WOR reports in future communications. Learn more by clicking on the General Functionality Guide. [Enterprise Analysis Guide](#) [EN FR]

Questions? Send an email to: [fsireportingandananalysis.noram@Sodexo.com](mailto:fsireportingandananalysis.noram@Sodexo.com)

Monthly Calendar Close in November

The Monthly Calendar Conversion (MCC) is part of SIMPLIFY – a campaign that highlights initiatives that improve your Quality of Life at work. Monthly Close continues to be a success as everyone becomes more familiar with the new deadlines and changes.

Review the [November Calendar Job Aid](#) below and let’s get ready for November monthly close.

November Highlights:

- Weekly transmission deadlines - posted below
- 11/27 – 11/30 - Four-day inventory reporting window
- 11/30 - Final w/e and last day of Period 3, stub week
- 12/1 - Final month-end transmission due 11:45 pm ET (BD+1)
Do you Have Questions on SAP Posting Logic for Accounts Payable Invoices?

Accounts Payable invoices will post to SAP using the Saturday – Friday financial cut off week via the following methods:

- **Manual Invoices:** The **UFS transmission date** determines the SAP posting date. Any manual invoice that is transmitted after 4:00 pm ET on Friday will post in SAP to the future w/e date.
  - Example: Invoice transmitted at 5:00 pm ET on Friday 11/17 will reflect on UFS reports for 11/17 but will post to w/e 11/24 in SAP and E=Vision reports.

- **Electronic Invoices:** The **invoice approval** date determines the SAP posting date. Any electronic invoice that is approved Saturday - Friday will post to that Friday w/e date.
  - Example: Invoices approved 11/11 – 11/17 will post to w/e 11/17. The 4:00 pm cutoff on Friday does not apply to electronic invoices

**Month-end exceptions** are in place to align Accounts Payable invoices to the proper financial month via the following methods:

- **Manual Invoices:** On the 1st calendar day of the new month through noon (ET) on BD+2 (2nd business day), the **UFS system week ending date** determines the SAP posting date.
  - Invoices transmitted on 12/1 – 12/4 noon ET (BD+2):
    - UFS w/e date is 11/24 - invoice will post to 11/24 in UFS and SAP
    - UFS w/e date is 11/30 - invoice will post to 11/30 in UFS and SAP
    - UFS w/e date is 12/1 - invoice will post to 12/1 in UFS and SAP

- **Electronic Invoices:** On the 1st calendar day of the new period through noon (ET) on BD+2 (2nd business day), **SAP reviews the invoice date to determine the posting date.**
- An invoice approved with an invoice date in the month being closed will post to that month-end date in SAP.
  ▪   Electronic invoices approved 12/1 – 12/4 noon ET (BD+2), will post to w/e 11/30
      IF the invoice is less than or equal to November month-end date.
- An invoice approved with an invoice date in the new month will post to the approval date.
  ▪   Electronic invoices approved between 12/1 – 12/4 with a December invoice date
      will post to invoice approval date.

Visit the Monthly Calendar Conversion tab on the UFS Launch Site for more information. Also, additional resources and support are available on the Monthly Calendar Conversion (MCC) page or the Canada Monthly Calendar Conversion (MCC) page on Sodexo Net.

Accounts Payable Document Requirements

Accounts Payable invoice copies must be sent to the BSC on a weekly basis for invoices processed through UFS (do not include direct pay invoices). In the green transmittal envelopes you should include the Accounts Payable Weekly Report (Unit Transmittal) and all invoices placed behind the report, in the order in which they are listed. Complete instructions are available on the transmittal envelope. The package should be mailed to:

Sodexo, AP Dept.
PO Box 352
Buffalo NY 14240

This documentation is required for audits as well as AP research and adjustments. It also serves as a backup to the copy that you keep on-site. For questions call The Accounts Payable Department at the Buffalo Financial Service Center: 1-800-828-7762, option 1, option 2.

DRIVE Order Guide Optimization is a Key Enabler of the DRIVE Process

As we begin a new fiscal year, DRIVE is now a regional priority for North America and will provide us an opportunity to generate significant cost savings for the business, yield better pricing and higher quality products, while creating a more efficient ordering process.

Today, we are initiating full deployment of Order Guide Optimization which is intended to improve efficiencies in the Supply Chain and focuses on rationalizing our PRIME Supplier Product Catalogs and better prepare us for DRIVE.

What’s happening?

On November 6, we began our Order Guide Optimization survey process. Order Guide Optimization is a key enabler of the DRIVE process and is designed to provide units with a balance of the right set of products while generating overall efficiencies. Our goal is to reduce the number of products in the current PRIME Supplier catalogs by 80%, with the goal of maximizing benefit to Sodexo, while minimizing operational impact at each site, as well as assessing where we can accelerate the rollout of DRIVE.

Why is this important?

This is an opportunity to generate significant cost savings for the business, yield better pricing and higher quality products, and aid in a more streamlined ordering process.
Who does this impact?

All units purchasing from PRIME suppliers in the following segments: Corporate Services, Universities, Government - non-military, Sports & Leisure.

What will change?

Once the survey process is completed and reviewed by the Segment leaders, the items cut will no longer be available in the Market Connection Order Lists or PRIME Supplier Catalogs. Any request for exceptions will need to be approved by your Segment leaders.

What do you need to do to prepare?

Utilize the resources available to familiarize yourself and your operations staff with the Order Guide Optimization process and timeline:

Order Guide Optimization At a Glance
Introduction PPT to Order Guide Optimization
Order Guide Optimization Video

Continue to become familiar with the training resource materials listed above. Also visit the DRIVE Sodexo.Net page where you will find these as well as Culinary Tools, Support and other Resources.

Who to contact with questions?
Please email your questions to DRIVEOrderGuideOptimization.USA@sodexo.com.

UFS Help Desk User Tips

Are you REALLY Ready to do a New Week Setup??

Do a Review BEFORE you Continue!"

You may have heard the saying “Measure twice, cut once”? Well, for Web UFS users who are getting ready to do a New Week Setup, the saying should be “Do a review BEFORE you continue!”

Did you: (if applicable)

- Input all cash for the week?
- Input all manual vendor invoices?
- Input inventory?
- Input petty cash?
- Post your Standard Weekly Entries (SAEs)?
- Input/Print contractual/non-contractual billings?
- Input statistics?
- Input all meal entries for the week (Schools)?
- Upload your POS data (Schools)?
- Update your OSI (Schools)?
- Review your WOR for accuracy?

Print all your necessary weekly/period reports from the options listed below?
WOR: You must print the WOR **BEFORE** doing a New Week Setup into a new period. Upon moving to a new period, the WOR is wiped out and cannot be restored. This report has NO historical print option within UFS. For a history report of the WOR data, visit the **WOR Dashboard in **E**=nterprise Analysis**.

**Did you also:**

- Verify that nobody else at your location has already completed the New Week Setup?
- Verify that the week end date shown at the top of the screen is **NOT** already the week that you want to be in?

If you could confirm all the above steps were completed, then you really ARE ready to do a New Week Setup. Well done!

**Something to remember:**

- Operations Accounting will no longer write journal entries for financial impact < $2500. So, it is imperative that you report all revenues and expenses in the week/period that they belong so your financials are accurate.

**Something to know:**

- The Help Desk will be limiting the instances of when a Web UFS system will be moved back to a prior week (e.g. user forgot to input a full week of cash). In most instances, the missed information
will have to be input into the next week’s reporting (e.g. user forgot to input a day of cash, so user will have to add the missed information under a separate meal period in the next week’s reporting).

For technical questions related to UFS:

Contact UFS Help Desk at 1-888-667-9111, opt. 1, opt 2, opt 1. UFS Help Desk hours are posted on the UFS Homepage.

Unified Invoice Processing System (UIPS)

New Electronic Suppliers Enabled on Monday, November 13

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<tr>
<th>Supplier(s) Enabled on November 13, 2017</th>
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<tbody>
<tr>
<td><strong>Country</strong></td>
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* Please note-electronic invoices for this supplier may be delayed up to 5 business days during transition. Invoices dated 11/13 onward should be received by 11/20.

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<tr>
<th>Supplier(s) Live on TMC – Coming to e-Pay This Month</th>
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<td><strong>Country</strong></td>
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<td>USA</td>
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** Ecolab Pest Vendor Number 3106640 will consolidate into Vendor Number 1434463

**ACTION REQUIRED:** Prior to the enablement of the electronic process, invoices for the suppliers listed above on the Supplier Enablement chart require prompt attention and processing in UFS:
• **FRIDAY, NOVEMBER 10** - Please ensure you have manually processed all outstanding invoices dated November 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 week ending November 10.

• **SATURDAY, NOVEMBER 11** - Any invoices dated November 11 or after for the supplier(s) listed above will be electronically processed through UIPS and will flow to your unit’s invoice reconciliation and approval system, TMC or e-Pay.

• **MONDAY, NOVEMBER 13** - You will no longer enter invoices in UFS for payment for the supplier(s) listed above as they will be enabled on the electronic process.

• **Important message from Accounts Payable**: Any paper invoices dated November 10 or earlier that are not processed for payment through UFS by November 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. 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 manually process the invoices for payment.

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.

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

**UFS – General inquiries** UfsAdministrator.Noram@sodexo.com

Web UFS Team
UfsAdministrator.Noram@sodexo.com

Launch UFS