

# Unit Financial System (UFS)

## User Guide



### New Node ID Configuration in Web UFS (For existing users of the web UFS application)

**Please note:** Please note that this instruction is for new NODE IDs only. If you are setting up a **new node ID** in Web UFS, for a new unit, or a unit already in web UFS moving from an existing node to a **new node ID**, you will need to follow the instructions below:

**What is a node ID?** Web UFS requires units to be set up and organized with a node ID. A node ID (think data bases) is linked to a primary unit number and can contain many units and/or sub units. Units in each node ID will share data related to vendors, customers, cashiers, where applicable. Web UFS users must request access to each node via the [Information Security Access Request Form](#), and can have access to many node IDs, as required for UFS data entry or validation.

*\*\*If you need to request a new node ID, please complete the Web UFS New Node ID request, under the Finance section of the Information Security Access Request Form.*

#### Instruction Steps:



### ACCESSING MYSODEXO

If you are using a Sodexo computer, you will probably have the Sodexo home page as the default home page. If not, the web address for the home page is:

<http://www.sodexousa.com/defaulthome/>

Select the MySodexo link:



[Sodexo Web Application Resource](#)

 <a href="#">Sodexo_Net USA</a> <a href="#">Password Assistance</a>	 <a href="#">Office 365 Web Portal</a> <a href="#">Office 365 Mail (OWA)</a> <a href="#">Office 365 Resource Page</a>	 <a href="#">Sodexo_Net Canada</a>
 <a href="#">HR Information and Help</a>	 <a href="#">Sodexo Tech Support</a>	 <a href="#">Sodexo USA Website</a>
 <a href="#">Sodexo Net Worldwide</a>	 <a href="#">Sodexo Web Application Resource</a>	 <a href="#">Sodexo Canada Website</a>
 <a href="#">formerly Motivation Solutions</a>	 <a href="#">Sodexo Foundation Website</a>	 <a href="#">Sodexo Group Website</a>

Administrative Rights to your computer. If it is a client computer, please ask your client network administrator for temporary rights to run the test. If your client wants additional information on this test, contact the Help Desk for detailed information. If the computer is a Sodexo computer, please contact the Help Desk for assistance.

You may need to run a system test to ensure your computer is set up to run Sodexo's web based applications. Please let the test run. If the test fails, it is likely you do not have

Once the test is completed, you should be on the following log in page:

Windows Security X

**ieexplore.exe**




Connecting to gates.sodexonet.com.

Remember my credentials

## ACCESSING WEB UFS

In MySodexo, select Unit Financial System (applications order may vary):

OTHER SITES WELCOME JILL HELMS [Log out](#)






MENU

**About MySodexo**

MySodexo is the place to find the web applications you need to do your job quickly and easily. From checking your email, to accessing reports and dashboards, to transmitting unit financial information, to using labor, food, and supply management tools. MySodexo is designed to simplify your day by placing everything in one spot with a single sign-on. \*\*

**Technology News**






**My Applications** ↑

BRIO REPORT PORTAL
BUSINESS OWNER QUERY
EDW
UIPS BACK OFFICE


**UNIT FINANCIAL SYSTEM**

The following main screen will appear. Click the “Launch UFS” button to enter Web UFS.








Launch UFS



Resources



Help



**UFS Launch Site**

Top News

UIPS - Supplier Enablement

Help Desk Resource Center

Communication

Monthly Calendar Close

**ATTENTION CANADA UNITS: Accounts Payable Alert - May 2:**

A A A

**Outages & Closures**

There are no UFS outages scheduled at this time.

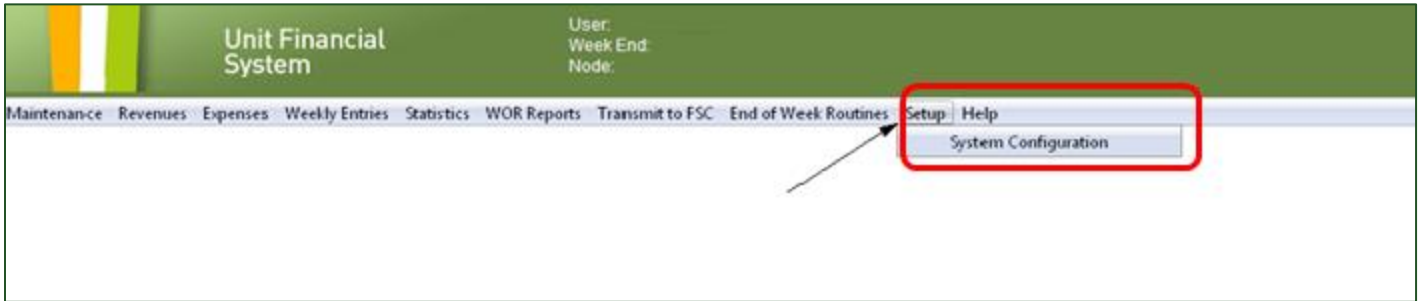
**Helpful Numbers**

The following page will appear:

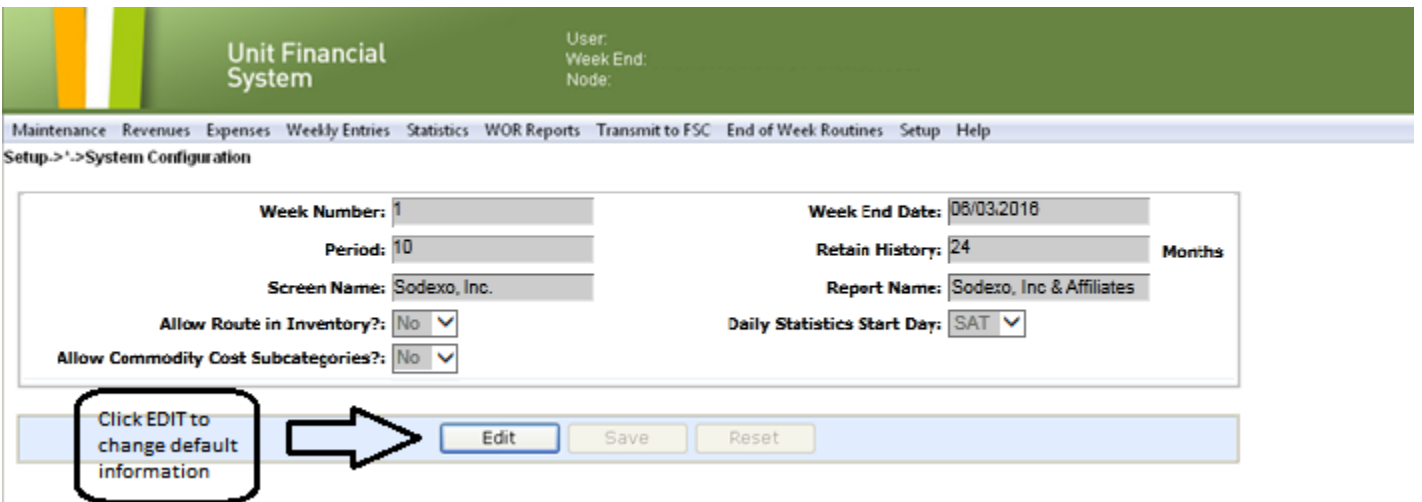
**PLEASE NOTE:**

You will not be allowed to enter any of the modules on this screen until you complete the System Configuration.

Select the “Setup” option tab and then “System Configuration” from the drop down menu:



The following screen will appear. Click “Edit” to change the default information to current week and period.

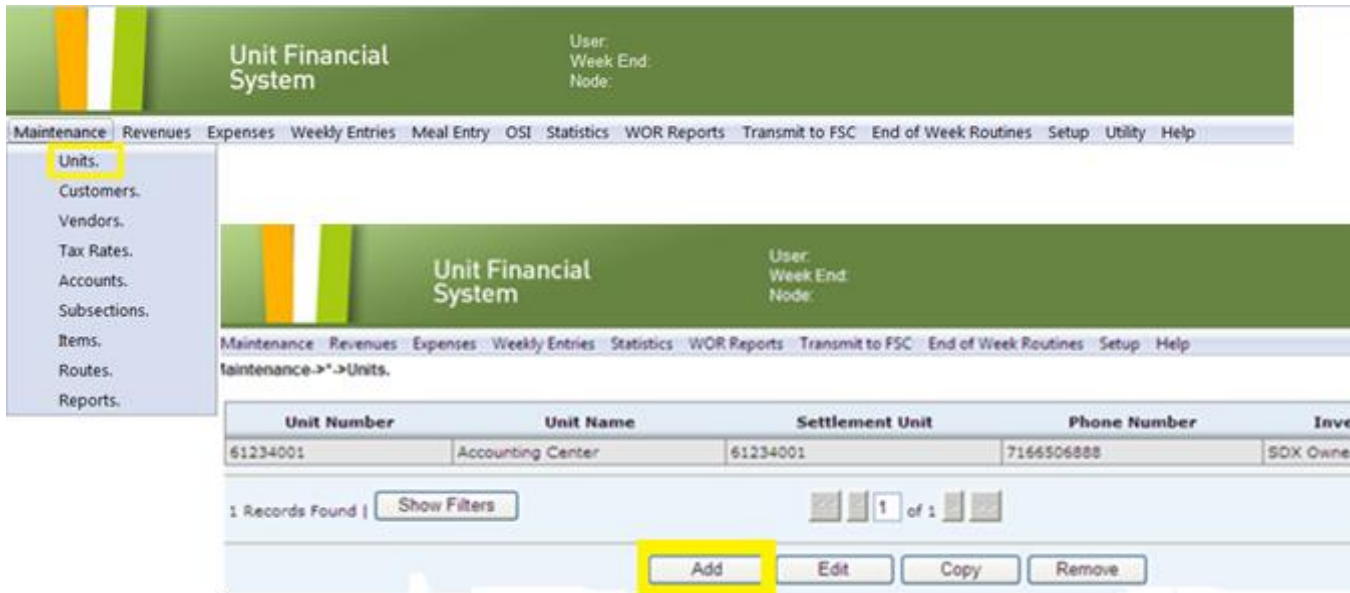


**NOTE:** Please work with Operations Accounting or your Finance Director to determine the Week End Date, Week Number, and Period. No other fields should be changed in this section.

You only have one chance to make changes, so check your data carefully to ensure accuracy before saving. If you find you made an error after saving, you will need to contact the Help Desk for assistance.

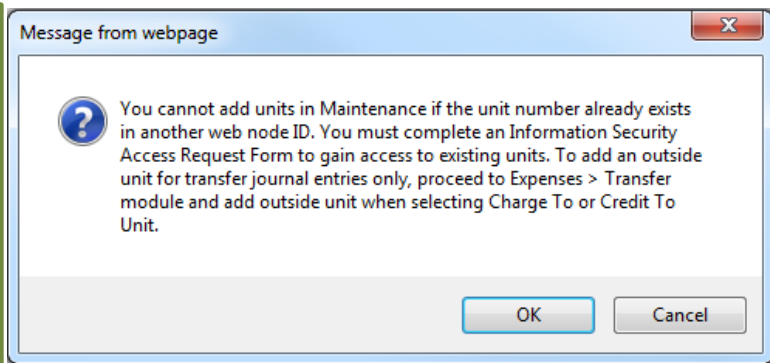
Once you save your edits, you will be required to exit the Unit Financial System and log back in. When doing so, please exit completely out of MySodexo. Log back into MySodexo and then access the Unit Financial System. You should now be able to access the Maintenance section of UFS.

The following screen will appear. Select the Units option on the drop down menu.



Click the "Add" button and the following screen will appear:

Please note – as the message states, you may not add a cost center or unit number that already exists in UFS. **Click OK to proceed to the next step.** UFS will alert you if you attempt to save a unit that already exists in another node ID. Contact [ufsadministrator@noram.com](mailto:ufsadministrator@noram.com) with questions or for access support



Click OK to remove message and advance to the next screen:

Unit Financial System

User: Week End: Node:

Maintenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC End of Week Routines Setup Utility Help

Maintenance->Units.

Unit Number: <input type="text"/>	Deposit Method	Settlement Unit: <input type="text"/>
Unit Name: <input type="text"/>		Vending Bank Unit: <input type="text"/>
Address 1: <input type="text"/>		Petty Cash Fund: <input type="text" value="0.00"/>
Address 2: <input type="text"/>		Petty Cash Vendor: <input type="text"/>
City/State/Zip: <input type="text"/>		SDX A/R Customer Numbers
Phone Number: <input type="text"/>	Unit Type: 22: Food	Inventory: <input type="radio"/> Client Owned <input checked="" type="radio"/> SDX Owned/Managed
Client Vending: <input type="radio"/> Yes <input checked="" type="radio"/> No	Unit Cut Off Day: Thurs	WOR Type Services: <input type="radio"/> Corporate <input checked="" type="radio"/> Campus
Transmittal Type: <input checked="" type="radio"/> Food <input type="radio"/> Vending <input type="radio"/> Maintenance	Statistics Required: <input type="radio"/> Yes <input checked="" type="radio"/> No	
5-4-4: <input checked="" type="radio"/> Yes <input type="radio"/> No	Over/Short Maximum Allowed: 0.00	

Save Reset Close

Enter Unit data for all empty fields. (Campus sample shown, fields may vary slightly by business line)

Update defaulted information such as Unit Type, Client Vending, Transmittal Type and Statistics Required as applicable. You must click  and add the A/R customer number in order to set up your billing customers for this unit. You can obtain this A/R number from Accounts Receivable Department at the Buffalo Financial Service Center, if needed. (800) 828-7762 option 2, option 2

After you complete the Unit Maintenance information, you will need to enter your vendors. Select "Maintenance" and then "Vendors" from the drop-down menu.



Vendor No.	Vendor Name	Phone Number	Address	City	State	Direct Pay?
825 Records Found   <input type="button" value="Show Filters"/> << < 1 of 83 > >>						
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Remove"/>						

Click the "Add" button and the following screen will appear:

Maintenance Revenues Expenses Weekly Entries Meal Entry OSI Statistics WOR Reports Transmit to FSC End of Week Routines Setup Utility Help

Maintenance->Vendors.

Vendor No.:

Vendor Name:

Address:

City/State/Zip:

Attn.:

Phone Number:

Direct Pay?:  Yes  No

Enter your vendor information. You can obtain the vendor number by contacting Accounts Payable department at the Buffalo Service Center at (800) 828-7762 option 1, option 2 or by doing a vendor search on the Sodexo\_Net [Vendor White Pages](#).

**\*\* Important** - you will not be able to add an electronic or "Direct Pay" vendor number as they will be added to UFS automatically. When suppliers are enabled to the electronic process vendor numbers are uploaded directly into UFS.

You will now need to enter your tax information. Select "Maintenance" and then "Tax Rates" from the drop down menu:

The screenshot shows the 'Unit Financial System' header with user information (User, Week End, Node). Below is a navigation menu with 'Maintenance' selected. A sub-menu is open, showing 'Units', 'Customers', 'Vendors', 'Tax Rates', and 'Accounts'. The 'Tax Rates' option is highlighted. Below the menu, the breadcrumb 'Maintenance->\*>Tax Rates.' is visible. A status bar indicates '33 Records Found' and '1 of 4' records are displayed. At the bottom, there are buttons for 'Add', 'Edit', 'Copy', and 'Remove'. The 'Add' button is highlighted with a yellow border.

Click the “add” button on the bottom of the page and the following screen will appear:

The screenshot shows the 'Add Tax Rate' form. It has the following fields: 'Tax Code:' with a text input and a clear button; 'Tax Description:' with a text input; 'Tax Rate %:' with a text input containing '0.000'; and 'Tax Acct No.:' with a text input and a search icon. At the bottom, there are three buttons: 'Save', 'Reset', and 'Close'.

Enter your tax rate information. Work with Operations Accounting or your Finance Director if you need assistance in determining the tax account number.

You are now ready to enter your weekly financial data.

**\*\*Please Note:** Other unit setup data, cashiers, worksheets, templates, etc. must also be added, as required. History will not be available in the new node, but will begin building as you enter data and transmit. If your unit is not new and existed in another node ID, you will still be able to access historical data through the previous node ID, or through your Brio Report Portal.

If you need any technical assistance with Web UFS, please contact the Help Desk at 888-667-9111 option 1, option 2.

Training on how to use the Unit Financial System, including more information on adding setup data to all modules is available. Refer to the [Web UFS Training page](#) on Sodexo\_Net for self-paced training available on Ingenium as well as short tutorials for a quick refresher on a specific module.