

# Unit Financial System (UFS) User Guide

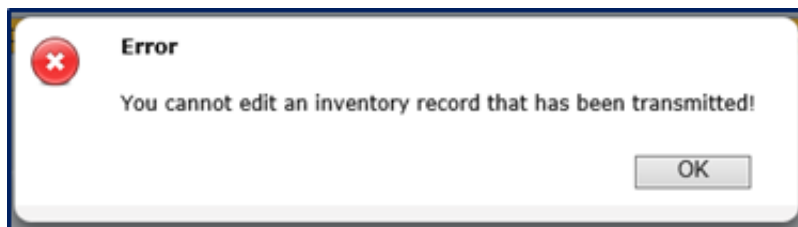


## UFS Inventory Module Transmission Reminders

- ✓ UFS limits Inventory module transmission to **Once per week, per node ID**, regardless of type of inventory reported.
- ✓ Do not select and transmit inventory in UFS until all units, all types of inventories in your UFS node have been counted & entered.
- ✓ **All units / cost centers reporting inventory within the same node ID must be final and entered prior to transmission of the Inventory.**

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](mailto:ClientAccounting.NorAm@sodexo.com) through BD+2

### For UFS technical support:

- Submit a help ticket by clicking Generic Incident on [Self Service Mobile](#)
- You may also email for support at [Helpdeskufssupport.Noram@sodexo.com](mailto:Helpdeskufssupport.Noram@sodexo.com),
- If **urgent**, call the UFS Service Desk at 1-888-667-9111, options. 1, 2, 1.

### For General UFS Questions:

- Email the Unit Financial Systems Administration [unitfinancialsystemsadministration.noram@sodexo.com](mailto:unitfinancialsystemsadministration.noram@sodexo.com)