

# Unit Financial System (UFS)

## User Guide

### UFS Transfer Module

Use this guide as a reference to enter a Transfer Journal Entry (TJE) in the UFS Transfer Module, by account, by item or a labor transfer. You can also utilize the **UFS In-Application Help Content** for more information.

#### SUPPORT:

- Unit Financial Systems Administration:  
[unitfinancialsystemsadministration.noram@sodexo.com](mailto:unitfinancialsystemsadministration.noram@sodexo.com).
- UFS Help Desk: 1-888-667-9111, opt. 1, opt 2, opt 1
- UFS Training Page on Sodexo\_Net: [UFS \(Unit Financial System\) Training](#)

#### To create a non-labor TJE by account

Navigate to **Expenses > Transfers > By Account** - The **By Account** browse screen will appear.

- Click **Add**. The By Account data entry screen will appear.
- Enter the information in the fields as required:
  - **Activity Date** (must be within current week ending date)
  - **Description**
  - **Charge To** and **Credit To** - Depending on your division enter the following information:

Non-Schools	Schools
Unit Type	Unit Type
Unit Number	School No.
Subsection No. (auto fills)	Unit Number (auto fills)
Route No. (if applicable)	Route No. (if applicable)

- Add Accounts and Amounts:
  - Click **Insert Before**.
    - Enter the account number being charged for this line in the **Charge Acct.** column. Use the look up icon if you don't know the account number.
    - Enter the account number being credited for this line in the **Credit Acct.** column. Use the look up icon if you don't know the account number.
    - Enter the amount for this line in the **Transfer Amount** column.
  - Repeat to add additional accounts and amounts.
  - To insert a line between two other lines, click once on the line above or below where you want to insert a line and click **Insert Before** or **Insert After**.
  - If you create a line in error, select the line and click **Delete**
  - **Click Save**

## To create a non-labor TJE by item

Navigate to **Expenses > Transfers > By Item** - The **By Item** browse screen will appear.

- Click **Add**. The By Item data entry screen will appear.
- Enter the information in the fields as required:
  - **Activity Date** (must be within current week ending date)
  - **Charge To** and **Credit To** – Depending on your division enter the following information:

Non-Schools	Schools
Unit Type	Unit Type
Unit Number	School No.
Subsection No. (auto fills)	Unit Number (auto fills)
Route No. (if applicable)	Route No. (if applicable)

- Add Inventory Items:
  - Click **Insert Before**.
    - Enter the inventory item number for this line in the **Item No.** column. Use the look up icon if you don't know the item number.
    - Enter the purchase size volume being transferred (the number of cases, boxes, crates etc.) in the **Purchasing Count** column.
    - Enter the unit size inventory volume being transferred (the number of cans, bottles, individual bags, etc.) in the **Unit Count** column.
  - Repeat to add additional inventory items
  - To insert a line between two other lines, click once on the line above or below where you want to insert a line and click **Insert Before** or **Insert After**
  - If you create a line in error, select the line and click **Delete**
  - On a TJE with distribution amount data entered, UFS calculates a total dollar amount for your purchase size volume and/or unit size inventory volume being transferred.
  - **Click Save**. The **TJE No.** fills in automatically when you save the entry in UFS.

## To create a labor TJE

Navigate to **Expenses > Transfers > Labor** - The **Labor** browse screen will appear.

- Click **Add**. A message appears that identifies the percentages your division can use while transferring labor. Record the percentage information contained in the message for future reference and click **OK**. The Labor data entry screen appears.
- Enter the information in the fields as required:
  - **Activity Date** (must be within current week ending date)
  - **TJE Type** (Admin or Hourly)
  - **Description**
  - **Charge To** and **Credit To** – Depending on your division enter the following information:

Non-Schools	Schools
Unit Type	Unit Type
Unit Number	School No.
Subsection No. (auto fills)	Unit Number (auto fills)
Route No. (if applicable)	Route No. (if applicable)

- Based on the transfer type you chose, the account numbers will automatically be displayed in the details section below the header information. You cannot delete or change these account numbers.
- Enter the TJE amount in the **Transfer Amount** column.
- Use either the labor percentages in the original message displayed or the percentages provided to you by your area finance person. You must make an entry for every account listed, even if your entry is zero.
- **Click Save.** The **TJE No.** fills in automatically when you save the entry in UFS.

### Adding or Editing an Outside Unit

You can only add an outside unit into UFS under the Transfers module using the **By Account, By item** or the **Labor** tab.

- Within the transfer tab click the **Outside Units** button
- Enter the information in the fields as required:
  - **Unit Number**
  - **Unit Name** (will auto populate if record already exists)
    - **To edit** the Outside Unit record, make necessary changes to the unit name
  - **Unit Type**
    - **To edit** the Outside Unit record, make necessary changes to the unit type
- **Click Save**

**Charge To:**

<b>Unit Type:</b>	<input checked="" type="radio"/> Outside Unit <input type="radio"/> Regular Unit <span style="background-color: yellow; padding: 2px;">Outside Units</span>
<b>Unit Number:</b>	<input style="width: 80%;" type="text"/> <input type="button" value="Q"/>
<b>Subsection Number:</b>	<input style="width: 80%;" type="text"/> <input type="button" value="Q"/>
<b>Route Number:</b>	<input style="width: 80%;" type="text"/>

**Outside Unit**

<b>Unit Number:</b>	<input type="text" value="70301391"/>
<b>Unit Name:</b>	<input type="text" value="Sodexo University"/> <input type="button" value="x"/>
<b>Unit Type:</b>	<input type="text" value="22: Food"/> <input type="button" value="Q"/>

## Adding or Editing an Outside School

You can only add an outside School into UFS under the Transfers module using the **By Account, By item** or the **Labor** tab.

- Within the transfer tab click the **Outside Schools** button
- Enter the information in the fields as required:
  - **School No.**
  - **School Name** (will auto populate if record already exists)
    - **To edit** the Outside School record, make necessary changes to the School name
  - **School Type**
    - **To edit** the Outside School record, make necessary changes to the School type
- Click the **Outside Units** button and enter the information in the fields as required:
  - **Unit Number**
  - **Unit Name** (will auto populate if record already exists)
    - **To edit** the Outside Unit record, make necessary changes to the unit name
  - **Unit Type**
    - **To edit** the Outside Unit record, make necessary changes to the unit type
- Click **Save**

<b>Unit Type:</b>	<input type="radio"/> Outside Unit <input checked="" type="radio"/> Regular Unit	<b>Outside Schools</b>
<b>School Number:</b>	<input type="text"/>	<input type="button" value="Q"/>
<b>Unit Number:</b>	<input type="text"/>	
<b>Route Number:</b>	<input type="text"/>	