

# Unit Financial System (UFS) User Guide

## Removing a UFS Inventory by Account, by Item, or Commodity Inventory Record

### Inventory by Account

- Navigate to Expenses > Inventory by Account
- Select the Inventory by Account entry and click Remove.
- The Inventory by Account screen will appear. Click Remove again.
- Remove Confirmation message appears. Click the appropriate response.

Expenses->Inventory->Inventory-By Account

Unit Number	Unit Name	School No.	School Name	Inv.Total	Last Entry Date	Transmitted	Week Ending
15470001	Company-Maintenance 2	201	Danbury School 1	0.00	5/20/2021	No	11/13/2020

1 Records Found |  << < 1 of 1 > >>

Expenses->Inventory->Inventory-By Account

School Number: 201: Danbury School 1

Unit Number: 15470001: Company-Maintenance 2

Route Number:

Account	Beg.Inv.Amount	End.Inv.Amount
60110010: BAKED GOODS	230.00	210.00
<b>Total:</b>		210.00

ufs.mysodexo.com says

Are you sure you want to remove the selected data?

## Inventory by Item and/or Commodity Inventory (Schools)

- Navigate to Expenses > Inventory Setup > Item Location (or Commodity Item Location)
- Select the Item location and click Remove.
- Remove Confirmation message appears. Click the appropriate response.

Expenses->Inventory Setup->Item Locations

School No.	School Name	Unit Number	Location Number	Location Description
312	LaVega Middle School SDX	16333001	1	loc 1

1 Records Found |  << < 1 of 1 > >>

ufs.mysodexo.com says

Are you sure you want to remove the selected data?