

Web UFS- How To Add An Outside Unit Number & School Number In Transfers.

QUESTION

How to add a new outside unit number and school number in Transfers. They both must be added at the same time or they will not be available when trying to use them.

ANSWER

1. In Web UFS go to Expenses > Transfers > By Account
 2. Click on **Add**
 3. Click on *Unit Type* of **Outside Unit**
 4. Click **Add School(s)**
 5. Type in new school number (number must not be already in use)
 6. Type in school name
 7. Select the appropriate *School Type*
 8. Click on **Add Outside Units**
 9. Type in new unit number and unit name
 10. Click **Save**
 11. Now type in new school number just added or use search option to find it and select it.
 12. The unit number will automatically populate.
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