# Web UFS - How to Create A TJE by Item in CS, HC, CN, ES

## QUESTION

How do I create a TJE (transfer journal entry) by item in UFS for CS, ES, CN & HC?

## ANSWER

1.  Choose **Expenses → Transfers → By Item → Add**
    **Note:**  UFS will automatically display the contents of the TJE No. field
2.  Input the date of the TJE
3.  Input the Unit number to be charged for this TJE or click **Unit Number** and select **Outside Unit** or **Regular Unit** and click **OK**.  Select the **Unit Number** and click **OK**
4.  Input the subsection number to be credited for this TJE or click on the **Subsection No.** and select **Outside Unit** or **Regular Unit** and click **OK**.  Select the subsection number and click **OK**.
    **Note:**  UFS will automatically display the contents of the **Charge To** and **Credit To Unit** and subsection name fields.
5.  If applicable, Input the route number to be charged and credited for this TJE or click on **Route No.** and select from list and click **OK.**
6.  Click on **Insert Before or Insert After** to activate the item line detail area.
7.  Select the **Item No.** column.  Input the inventory item number for this line or click on Item and select from list.  UFS will automatically display the contents of the item description field.
8.  Press **Tab** to the Purchasing Count column.  If applicable, Input the purchasing count for this line.
9.  Press **Tab** to the Unit Count column.  If applicable, Input the Unit count for this line
10. Repeat steps 7 through 9 until completed.
    **Note:** If you want to insert a line between two other lines, click once above the line where you want to insert your next line.  Click **Insert After** to add a blank line.  (You may also choose to click once below the line where you want to insert your next line, and then click **Insert Before**)  A blank line will be inserted in the browser box. If a line is created in Error, select the incorrect line in the browser box.  Click Delete to delete the selected line on the TJE.
11. Click **Save** and then **Close**
    **NOTE:** The Buffalo Service Center does NOT require paper backups for the TJE.  Do NOT send in the paper copies if you are transmitting TJE's