Web UFS - How to Create TJE's By Account in School Services.

QUESTION

How do I create a TJE (transfer journal entry) by account in School Services?
How to do a transfer journal entry (TJE) by account for a School Services Unit?

ANSWER

1. Choose **Expenses → Transfers → By Account → Add**
   Note: UFS will automatically display the contents of the TJE No. field
2. Input the date of the TJE
3. Input the description of the TJE
4. Input the school number to be charged for this TJE or click **School No.** and select **Outside Unit** or **Regular Unit** and click **OK**. Select the school number and click **OK**.
5. Input school number to be credited for this TJE or click on the **School No.** and select **Outside Unit** or **Regular Unit** and click **OK**. Select the school number and click **OK**
   Note: UFS will automatically display the contents of the Charge To and Credit To Unit number and name
6. If applicable, Input the Route Number to be charged and credited to for this TJE or click on **Route No.** and select from list and click **OK**
7. Click on **Insert Before** or **Insert After** to activate the detail area
8. Select the **Charge Acct.** column. Input the account number that will be charged for this line or click on **Charge Account** and select for list
9. Press **Tab** to select the **Credit Acct.** column. Input the account number that will be credited for this line or click on **Credit Account** and select from list
10. Press **Tab** to select the **Transfer Amount** column. Input the TJE amount for this line
11. Press **Tab** to select the **Charge Acct.** column and repeat steps 10 through 12.
    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 to a TJE by account (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 a TJE by account
12. 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