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

QUESTION:

How to create a TJE (transfer journal entry) by item in School Services?

ANSWER:

1. In Web UFS, click on **Expenses → Transfers → By Item → Add**
   Note: UFS will automatically display the contents of the TJE No. field
2. Enter the date of the TJE
3. Enter 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**
   Note: UFS will automatically display the contents of the Charge To and Credit to Unit number and Unit name fields
4. If applicable, enter the route number to be charged and credited for this TJE or click on **Route No.** and select from list and click *OK*
5. Click on **Insert Before** or **Insert After** to activate the item line detail area
6. Select the **Item No.** column
7. Enter 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. **Tab** to the **Purchasing Count** column. If applicable, enter the purchasing count for this line.
9. Press **Tab** to the Unit Count column. If applicable, enter the Unit count for this line
10. Repeat steps 9 through 12 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.