

## **E2E Journal Entry Instruction Guide**

The term "E2E" stands for "Expense to Expense" and is used to define the type of Journal Entry used to correct/transfer expenses between cost centers within the General Ledger module.

This instruction guide will show a step-by-step example of entering an E2E Journal Entry in myUFL.

### **To successfully complete an E2E Journal Entry, you will need:**

- The original expense transaction from a voucher, expense report, or journal that should be corrected
  - A new Chartfield string to which to move the errant charge
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### **When would I complete an E2E Journal Entry?**

- When the expense needs to be moved from one Chartfield string to another
- When a genuine error has occurred; a wrong Chartfield string was used (fund, account, department ID, etc.)
- A PI needs to move a charge from a restricted fund source (usually a grant) to an unrestricted source (OH, Misc Donors, Departmental allocations, etc.)
- When processing a shared cost
- You receive an email from a core office indicating a change needs to be made, such as:
  - From Contracts and Grants stating that a certain expense is inappropriate for a certain source (usually a grant) and must be moved
  - From the pCard team stating that a certain account is inappropriate for a certain expenditure and must be changed
  - From another administrative office stating that something is over budget and must be moved to another source

If there is a problem with a Journal Entry, it will need to be corrected prior to the journal posting. Additionally, certain situations may require the core offices to intercede prior to approving the journal.

### **Why a Journal Entry may not get approved/posted?**

- Required paperwork has not been attached to the journal (Cost Transfer form is required when debiting Funds 201 or 209)
  - Journal does not have a V-V status
  - Journal Chartfield does not match the original transaction Chartfield
  - Signs on the dollar amounts are reversed
  - Justification is not acceptable
  - Invalid Fund/Account combination
  - Journal was entered after the journal deadline for the month
  - Journal used the wrong journal source
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## An E2E Example

The following example will illustrate the step-by-step process on how to enter an E2E journal for a voucher that used the wrong account code.

Each numbered process step correlates to an indicated area on associated screen shots.

## Navigation

1. Click the **Main Menu** button.
2. Click the **General Ledger** menu.
3. Click the **Journals** menu.
4. Click the **Journal Entry** menu.
5. Click the **Create/Update Journal Entries** menu.
6. Click the **Find an Existing Value** tab.
7. Click **Add a New Value** tab
8. Click **Add** button

## Header tab

1. Enter reason for the correcting E2E Journal Entry into the **Long Description** field.

For example: 'E2E-V#07654321 used the wrong account code'.

**Note:** The first 30 characters of the long description will appear as the description in the Transaction Detail Report found in Enterprise Reporting.

2. Verify E2E is in the **Source** field

**Note:** Confirm that the correct Journal Source is entered before moving onto the Lines tab because it is not possible to edit the Journal Source once the journal is saved

3. Enter your UFID in the **Reference Number** field

**Lines tab**

You will enter the same Chartfield string that was used in the original transaction ID, but the amount should have opposite sign. In this example, the voucher (first image below) has a **positive** dollar amount as such, the journal (second image below) shows the same Chartfield string, except that the dollar amount is **negative**. The second line entered should be the correcting Chartfield string.

4. Enter '799900' for the **Account**  
**Note:** JEs that use an E2E journal source are limited to using accounts that begin with **7xxxxx**
5. Enter '101' for the **Fund**
6. Enter '02010000' for the **Department**
7. Enter '4600' for the **Program**
8. Enter 'CYFWD' for the **Budget Reference**
9. When applicable, enter or select the proper **Project** information  
**Note:** If entering a project, the PC Business Unit (most often GRANT) must be entered first, followed by the 8-digit project ID, the Activity ID of 1, and the Analysis Type of GLE. (GLE stands for General Ledger Expense)
10. Enter '1612HHMISR' for the **Flex**
11. Enter 'V#07954321' for the **Reference**.  
**Note:** This field is limited to 10 characters, so make sure the entire transaction ID is in the field (V#07654321, ER#375375, ABC1107001 or JE#1541547)
12. If preferred, a **Journal Line Description** can be entered. By default, the account code name will be entered into this field. This field can be changed to indicate the purpose of the transaction in the journal entry (i.e. moving expense to department xxxxxxxx, fund 149).
13. Click **plus-sign** to add new line(s)
14. The second line entered should be the correcting Chartfield string. Note that the added line will have same Chartfield string as in the line above except for Account field: The Chartfield string may need to be updated with the correct values.  
**Note:** Debits must always equal credits, so each journal entry will always have at least 2 lines

**Voucher:**

The screenshot shows the 'Invoice Lines' window with the following details:

- Line:** 1
- Item:** Rental Van for SRRS orientatio
- UOM:** EA
- Quantity:** 1.0000
- Line Amount:** 42.71
- Description:** Rental Van for SRRS orientatio
- Ship To:** R000000342
- SpeedChart:**
- One Asset:**

The 'Distribution Lines' table is as follows:

Copy Down	Line	Unit Price	Quantity	GL Unit	Dept	Fund	Program	Account	Source	Bud Ref	Flex	ID	PC Bus Unit
<input type="checkbox"/>	1	42.71	1.0000	UFLOR	02010000	101	4600	799900		CYFWD	1612HHMISR		

**Journal:**

Header | Lines | Totals | Errors | Approval

Unit UFLOR      Journal ID 0002246080      Date 01/02/2015       Errors Only  
 Template List      Search Criteria      Change Values      View Audit Logs  
 Inter/IntraUnit      \*Process Edit Journal      Process      Line 50

▼ Lines

Select	Line	*Unit	SpeedType	Account	Source	Fund	Dept	Program	Bud Ref	CRIS	PC Bus
<input type="checkbox"/>	1	UFLOR		799900		101	02010000	4600	CYFWD		

Lines to add 1

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UFLOR	1	0.00	500.00	V	V

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval

Header | Lines | Totals | Errors | Approval

Unit UFLOR      Journal ID 0002246080      Date 01/02/2015       Errors Only  
 Template List      Search Criteria      Change Values      View Audit Logs  
 Inter/IntraUnit      \*Process Edit Journal      Process      Line 50

▼ Lines

Select	Line	Dept Flex	EmpIID	Fund Affil	Amount	Base Currency	Budget Date	Reference	Journal Line Descripti
<input type="checkbox"/>	1	612HHMISR			-15.00	USD	01/02/2015	V#07654321	

Lines to add 1

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UFLOR	1	0.00	500.00	V	V

Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval

15. Once all of the lines have been entered, **Edit** the journal by hitting the **Process** button.

**Posting**

- Once a journal has passed both Journal Edit and Budget Check and has V-V status, it is now ready to be posted to the General Ledger
- **Notification is not needed** for any journal when it is ready to be posted

**Attachments**

Backup is highly recommended, especially for auditing purposes, but only Cost Transfer forms are required for E2E journals that debit Funds 201 or 209

- To attach, go to the Header Tab, click Attachments hyperlink
- Click **Add Attachment**
- Click **Browse** and find where you have saved the attachment on your computer
- Once found, click **Open**, then **Upload**

**Note:** You can add a description of the attachment, up to 100 characters, in the **Description** field

- Once done, click **OK**
- Click **Save**

**Note:** If the **Save** button is not clicked, then the Attachment will not be added

### Notes

- Journal entries must be submitted for posting 3 business days before the end of the month with a V-V status
- If a journal is submitted within the 3 business day window, it must be dated for the following month. If not, it will be deleted
- If you enter large journals with a lot of lines (6 or more), the import method may be useful
  - Take the Training and Development online class PST957 (Spreadsheet Journal Import)
  - If you do upload a journal, it is necessary to change the journal source from UPL to **E2E**

If you need help with...

- Technical issues, contact the UF Help Desk:  
392-HELP  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Any other issues, contact the General Accounting Department:  
392-1326  
[gahelp@ad.ufl.edu](mailto:gahelp@ad.ufl.edu)  
<http://www.fa.ufl.edu/departments/general-accounting/>

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University of Florida, Gainesville, FL 32611