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

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

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

Log into myUFL with your GatorLink username/password.

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

HEADER TAB

1. Enter reason for the correcting E2E Journal Entry into the **Long Description** field.
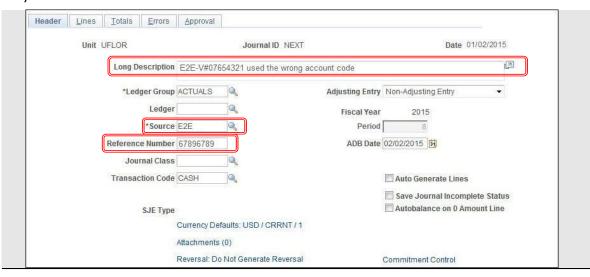
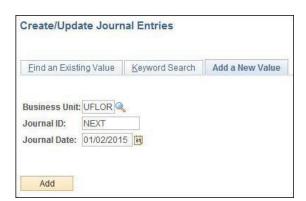   For example: "E2E-V#07654321 used the wrong account code".

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

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 thepurpose 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.

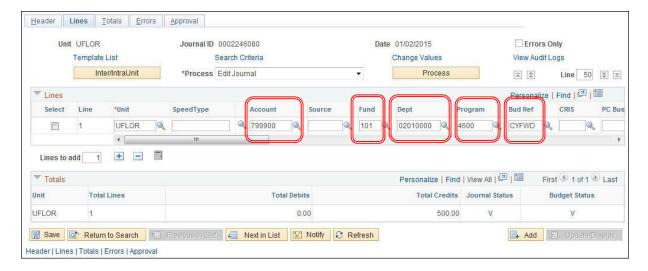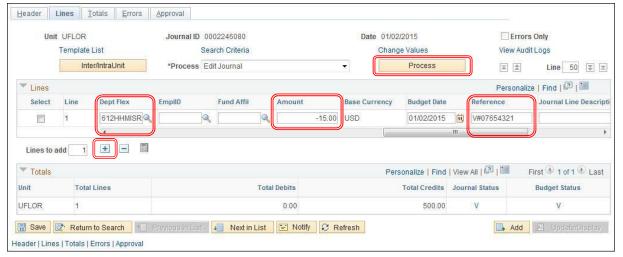   **Note:** Debits must always equal credits, so each journal entry will always have atleast 2 lines

VOUCHER:

JOURNAL:

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.

16. To attach, go to the Header Tab, click **Documents** link which will open in OnBase.

17. Click the **Upload File** button.

18. Click **Choose File** button.

19. Locate the desired file for attachment.

20. Once the desired file has been located, **double click** file to open.

21. Click the **Import** button at the bottom left of the screen.

22. An **Imported Successfully** message will appear once the document is uploaded.

23. Repeat **steps 16-22** to upload additional documents.

24. Click the **Documents folder image** to review or edit the attachments.

> **Note:** Any type of standard document can be attached (e.g., .doc, .docx, .pdf, .xlsx, .txt, etc.)

25. To add to the description name of a document, right click on the document name and select **Keywords**. Fill in the **File Name** and hit **Save**.

26. Click **Exit** at the top right corner to return to the Journal Entry in myUFL.

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**

FOR ADDITIONAL ASSISTANCE

Technical Help	Processes and Policies
UF Computing Help Desk	General Accounting
352-392-HELP	352-392-1326
helpdesk@ufl.edu	gahelp@ad.ufl.edu
	http://www.fa.ufl.edu/departments/general-accounting/