E2R Journal Entry Instruction Guide

The term "E2R" stands for "Expense to Revenue" and is used to define the type of Journal Entry used when services or products have been exchanged between UF departments. This instruction guide will show a step-by-step example of entering an E2R Journal Entry in myUFL.

To successfully complete an E2R Journal Entry, you will need:

- The ChartField string from the department paying for the services or products
- The ChartField string that you will use to record the revenue
- The dollar amount of the charge
  Note: The department who is **receiving the money** should enter the E2R journal,once the service or product has been rendered

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When would I complete an E2R Journal Entry?

- When services or products have been exchanged between UF departments
  Note: A UF department should not write a check to another UF department.

Why a Journal Entry may not get approved/posted?

- Journal does not have V-V status
- Signs on the dollar amounts are reversed
- Invalid Fund/Account combination
- Journal was entered after the journal deadline for the month
- Journal used the wrong journal source type
- An invoice number is not referenced **or** the invoice is not attached

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An E2R Example

The following example will illustrate the step-by-step process on how to enter an E2R journal for a UF department that provided services or productsto another UF department.

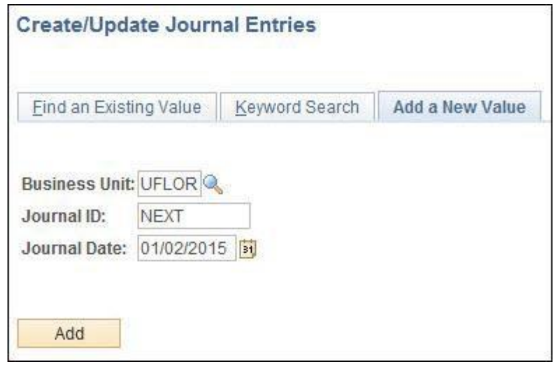
Each numbered process step correlates to an indicated area on associated screen shots.

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 **Add a New Value**
8. Click **Add**

HEADER TAB



1. Enter the Description of journal entry into the **Long Description** field.
   For example, "E2R - Invoice #ABC-1234".
   Note: The first 30 characters of the long description will appear as the description in the Monthly Financial Transaction Detail Report found in Enterprise Analytics.
2. Verify E2R is in the **Source** field.
   Note: Confirm that the correct Journal Source is selected before moving on to the Lines tab because it is not possible to edit the Journal Source after the journal is saved.
3. Enter your UFID in the **Reference Number** field.

LINES TAB

You will enter the ChartField string provided by the department paying for the service or product. Typically, the department who provided the service or goods will send an invoice to a department and the department will then provide the ChartField string that should be charged. From the invoice (first image below) add the necessary ChartField information into the journal for the department who is paying for the goods and/or services. The second line entered should be the ChartField string that you will use to record the revenue.

4. Enter **"793900"** for the **Account**.
   Note: JEs that use E2R journal source are limited to using the following account: **411120, 411160, 411200, 440400, 441100 - 441700, 442100, 442200, 442400, 469000, 469105 and 7xxxxx**
5. Enter **"HSCFCPA"** for the **Source of Funds**.
6. Enter **"171"** for the **Fund**.
7. Enter **"29190100"** for the **Department**.
8. Enter **"1100"** for the **Program**.
9. Enter **"CRRNT"** for the **Budget Reference**.

10. When applicable, enter or select the proper **Project** information.
    Note: If entering a project, the PC Business Unit must be entered first, followed by the 8-digit project ID, the Activity Type of 1, and the Analysis Type of GLE. (GLE stands for General Ledger Expense).
11. When applicable, enter or select the proper **CRIS**.
12. When applicable, enter or select the proper **Flex**.
13. Enter the proper **Amount**.
    - The department that is being charged should be followed by a 7xxxxx account and have a positive dollar sign (debit)
    - The department that is receiving money should be followed by a 4xxxxx account and have a negative dollar sign (credit)
14. Enter **Reference** information. The invoice number can be entered here.
    Note: This field is limited to 10 characters, so make sure the entire invoice number is in the field.
15. If preferred, a **Journal Line Description** can be entered. This field can be used to indicate what is happening in the journal entry (i.e., charging invoice xxx-xxxx to department xxxxxxxx, fund 149) .
16. Click the **plus-sign** to add new line(s) .
    Note: This will duplicate the first line, which will need to be modified appropriately.
17. The second line should have the ChartField string for the department that is receiving the money for the goods and/or services. Repeat **steps 4 -15** to record the revenue.
    Notes:
    - Only the following Funds can receive internal revenue: 141, 142, 143, 144, 145, 147, 149, 151, 161, 179, 181, 182, 185, and 186.
    - Debits must always equal credits, so each journal entry will always have at least 2 lines.

INVOICE (EXAMPLE):

UNIVERSITY OF FLORIDA

Department of Awesome Gator
PO Box 112233
Gainesville, FL 32611
alberta.gator@ufl.edu
Telephone: (352)555-1234
Fax: (352)555-4321

Sample Invoice

Department/Division:		Invoice Number:	ABC-1234
Faculty Name:	Ben Cruisin	Invoice Date:	03/10/12
Address/Box number:	PO Box 102030		
Telephone/E-mail:	555-4567 ben.cruisin@ufl.edu		

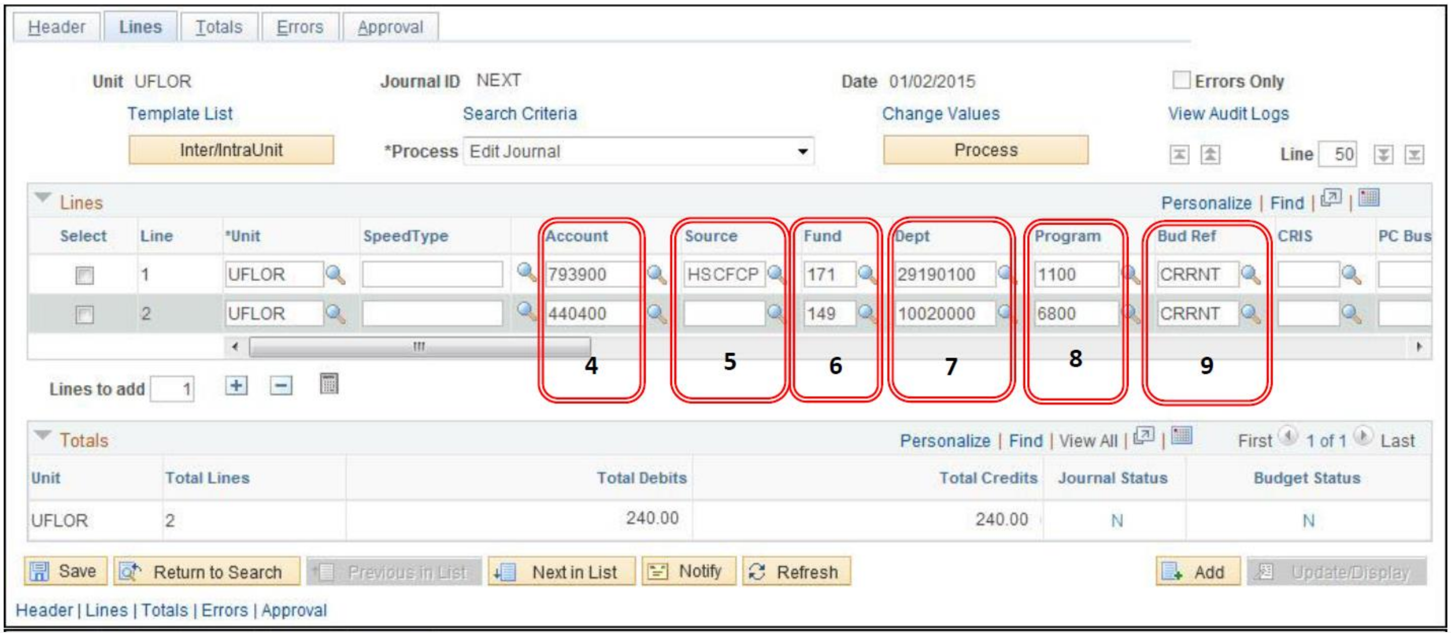
Date of Purchase (Month/Year)	02/2012
Number of Items	8
Charges per Item ($30.00)	$240.00
Additional Charges	$0.00
Invoice Total	**$240.00**

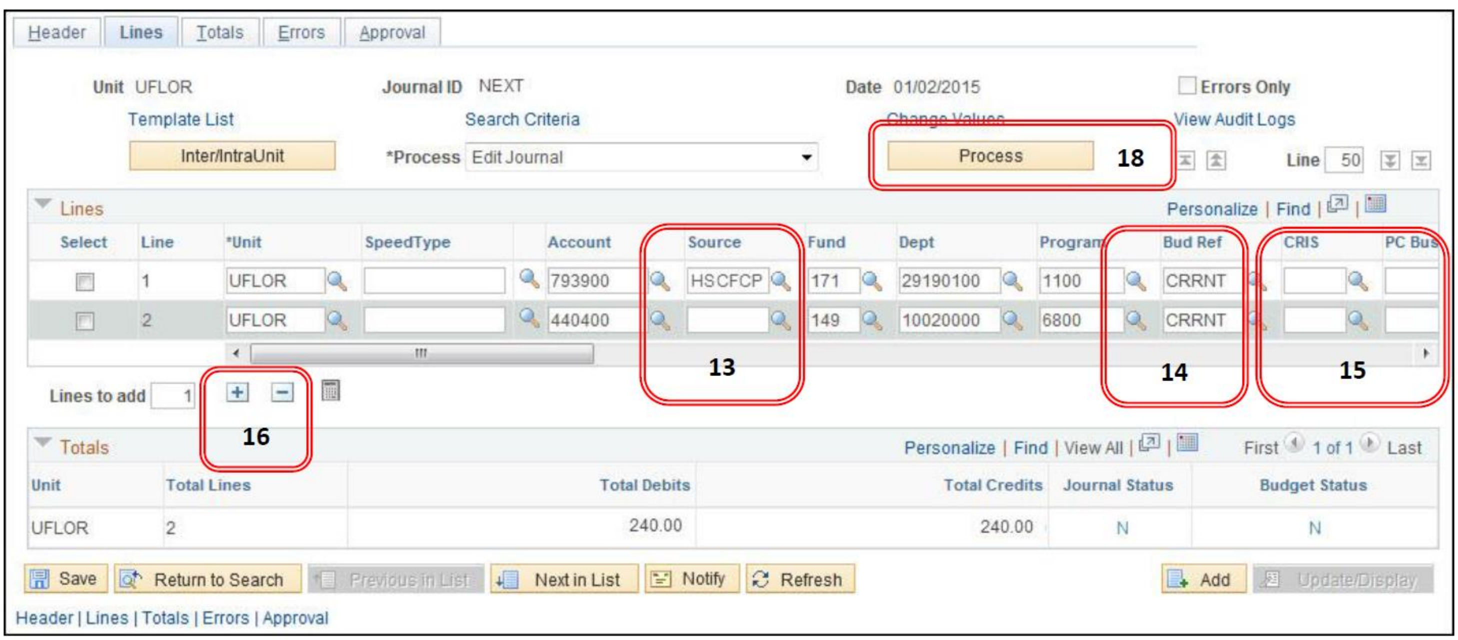
Chartfield Information (fill out and return):

DeptID:	29190100
Fund:	171
Program:	1100
Account:	
Source:	HSCFCPA
Flex:	
CRIS:	
Project:	

Invoices will be processed within five (5) working days if no corrections or changes are requested.

Journal:





18. 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 a V-V status, it is 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 required for all E2R journals.

19. To attach, go to the Header Tab, click **Documents** link which will open in OnBase.
20. Click the **Upload File** button.
21. Click **Choose File** button.
22. Locate the desired file for attachment.
23. Once the desired file has been located, **double click** file to open.
24. Click the **Import** button at the bottom left of the screen.
25. An **Imported Successfully** message will appear once the document is uploaded.
26. Repeat **steps 19-25** to upload additional documents.
27. Click the **Documents folder image** to review or edit the attachments.
    a. **Note:** Any type of standard document can be attached (e.g., .doc, .docx, .pdf, .xlsx, .txt, etc.)

28. 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**.
29. 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 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 **E2R**
- The **department receiving the money**, should enter the E2R.

FOR ADDITIONAL ASSISTANCE

Technical Help
UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

Processes and Policies
General Accounting
352-392-1326
gahelp@ad.ufl.edu
http://www.fa.ufl.edu/departments/general-accounting/