Expense-to-Expense Vouchering

This instructional guide describes expense-to-expense (E2E) vouchering. E2E vouchers are not part of the “procure-to-pay life cycle” but are linked to the life of an existing regular voucher. To learn more, attend “Paying Your Vendors.”

- Log in to the myUFL portal, using your GatorLink username and password (http://my.ufl.edu)
- Navigate to Accounts Payable > Vouchers > Entry > Regular Entry
- At the “Add a New Value” tab on the Vouchers screen
  - Ensure the Business Unit is “UFLOR”
  - Ensure the Voucher ID is “Next”
  - In the “Voucher Style” field, select “Journal Voucher”
    - Click “Add”
- At the “Invoice Information” tab, enter all invoice related information
  - Invoice Number
    - For Travel corrections, enter the ER number followed by E2E
    - For all other corrections, enter the original Voucher Number followed by E2E
  - Invoice Date – use the current date
  - Vendor
    - For travel, enter vendor number 0000029975
    - For Pcard vouchers, enter vendor number 0000058975
    - For all other vouchers, enter vendor number 0000047331
- At the “Invoice Lines” section
  - Input a “Description” that would be informative when viewed on a ledger or transaction history
  - Input the amount of the transfer in both “Extended Amt” and “Amount” on the first distribution line—should be a negative value
- In the distribution line, fill in the ChartField string that was charged on the original voucher. Remember the Account number must be the same as the original charged Account number
- Add an invoice line by clicking the “+” sign under the dark blue line. Accept the prompt to add a new invoice line
  - Input a “Description” that would be informative to the department being charged
  - Input the amount of the transfer in Amount – this should be entered for you
    - Should be a positive value
- Enter the appropriate ChartField string for the department assuming this expense – The account number should be the same
- At the “Invoice Information” tab
  - Provide justification for the E2E by clicking the “Comments” hyperlink
  - Add a justification for this transaction
    - Then click “OK”
- Save the voucher. Make a note of the Voucher ID that is assigned
- Entry Status should be “Postable.” If Entry Status is “Recycled,” check to ensure a valid ChartField combination, duplicate invoice, or balance of lines is accurate.

- Budget check voucher

- Use “Notify” button to send this voucher electronically to the department this transaction affects
  - The Notification box allows you to enter email addresses, lookup recipients, and type a subject and message just like ordinary email programs

**Notes**
- Be sure to write down the Voucher ID. You’ll need this to check the status of the voucher
- Don’t forget to associate a project if applicable on the ChartField strings
- No check is produced with E2E vouchering, so the voucher balance should be zero—meaning the total debits and total credits should sum to zero
  - The sum of the extended amounts on all lines must equal zero
  - The sum of distribution lines (for each invoice line) must equal the extended amount for that Invoice line
- **TRAVEL:** If processing an E2E for travel expenses, use vendor # 0000029975 and put the Expense Report ID in the Invoice Number field with E2E on the end as the suffix
  - For PCard use vendor #0000058975
  - All others, use vendor # 0000047331 and reference payment information in the comments hyperlink on the Invoice Information Page