Expense-to-Revenue Vouchering

Entered by the department collecting the revenue, the Expense-to-Revenue (E2R) voucher is used to pay an interdepartmental transfer. Please note: Most interdepartmental transfers will be paid for via the "Interface ID Invoicing" process.

- Log on to myUFL 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
  - In the "Voucher Style" field, select "Regular Voucher"
  - Click "Add"
- At the "Invoice Information" tab next to the PO Business Unit and PO Number boxes, click on the "Worksheet Copy Option" drop down list and select "Purchase Order Only"
  - This will display the PO Look Up criteria page
- Enter your Business Unit and PO number and click the yellow "Search" button
- All PO lines will be displayed

If you do not see the PO, check the “View Matched/Cancelled Only” checkbox and click search again

- Select the specific lines that you want to copy into the voucher (or select all lines) by checking the select box on each line
- Click the “Copy to Voucher” button
  - The voucher will then be populated with the purchase order information:
    - Vendor, Payment Terms, Item and Description, and ChartFields
  - Be sure to verify that the ChartFields are correct!
- Change the Total for the voucher to 0.00 before filling in any ChartFields
  - The Balance should be 0.00 before saving
  - Remember: ID transfers do not create a check
- Change the Extended Amount to the invoice amount
- Then, in the first invoice line of the “Distribution Lines” section
  - Enter the invoice amount in the Amount field
  - Verify ChartFields
- Click the "Plus" sign under the Invoice Line and accept the "1" Prompt by clicking "OK" to add another line
  - Now, there is a second ChartField line for the revenue department
    - Remember, the revenue department is entering this information
      - Expense = positive number
      - Revenue = negative number
  - Enter your ChartField string, remembering that the value in the Amount field should be negative
  - Check the plus sign under the Invoice Line
- Click "Accounting Information" tab
  - Verify Accounting Template is "INTDPT"
- Click "Payment" tab
  - Uncheck the Separate Payment box
- Click "Save"
  - Check the top of the Invoice Information tab for your voucher number
    - Vouchers are checked for budget in overnight processing
    - Write the Voucher ID on the vendor invoice

For assistance, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.