

# IFAS Shared Service Centers (SSC)

## Expense to Expense (E2E) Instruction Guide

---

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [E2E](#). (Example: **Subject: E2E for Office Depot charge**)

### **Step 1: Unit has a charge they need moved or corrected via E2E**

- Follow the normal E2E procedures per your unit and [University Directives and Procedures](#).

### **Step 2: Unit prepares email to be sent to the SSC**

- Prepare the e-mail to be sent to the appropriate SSC ([McCarty](#) or [Fifield](#)); remember to include subject line as indicated above.

### **Required In the Body of E-mail:**

- List the project or fund originally charged and a description of the expense(s) that need to be transferred, including the amount(s).
- New project or fund for the expense(s) should be transferred to.
- Reference information (original voucher # or JE# listed on your ledger).
- Justification for correction/move.

If the expense is being charged to a grant, please complete and sign the [Cost Transfer Request](#) as required by UF Contracts & Grants, and attach to the email.

### **Step 3: SSC receives and processes E2E**

- SSC reviews and analyzes the E2E request
- SSC processes the E2E within the Journal system
- SSC uploads the E2E documentation in myUFL

### **Best Practices/ Helpful Links**

- The SSC reconciles ledgers monthly and should be reviewed by faculty and departments regularly in order to correct errors as timely as possible.

**For assistance with this process or anything else, please contact your Shared Service Center:**

#### **McCarty**

**Phone:** 352-294-3199  
**Email:** [mccarty-ssc@ufl.edu](mailto:mccarty-ssc@ufl.edu)

#### **Fifield**

**Phone:** 352-273-4583  
**Email:** [fifield-ssc@ufl.edu](mailto:fifield-ssc@ufl.edu)