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

**Fifield**
- Phone: 352-273-4583
- Email: fifield-ssc@ufl.edu