Journals - Internal Revenue (E2R)

**Indicates required

**Reason for change:

Project # or Funding Source from who **provided the services:

Project # or Funding Source from who **received the services:

** Submit copy of invoice

Journals - Expense Correction (E2E)

Indicates required

**Reason for change:

Project # or Funding Source **From:

Project # or Funding Source **To:

Journals - Budget Transfer (ONL)

**Indicates required

**Reason:

Project # or Funding Source **From:

Project # or Funding Source **To:

Invoice - Helpful Hints

Expense to Expense E2E - Journal	
Used to process an expense to expense transaction for example when you are looking over your monthly reports and you see that a charge went on the wrong funding source. 201 and 209 Funds will need a cost transfer form. Cost transfer forms are need from the PI if an error is made or change in funding. If SSC makes the error, we will complete the form.	
Expense Revenue - E2R - Journal	
Used to process an expense to revenue transaction. This is when a service within UF is provided and it's charging another UF Department. An invoice needs to be provided.	
Budget Transfer (ONL) - Journal	
ONL are cash based budget transfers. Example: VP's office gives Agronomy a SHARE allowance.	