

Interfund Voucher

Main Page:

Within EForms, selectin Accounting under *Create New Form* and choose Interfund Voucher

[Logout 6012](#)

Create New Form

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Description

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- [Business Procurement Card Voucher](#)
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General Info:

User Number: For departmental use as needed (recommended, but may leave blank)

I am the: Select which side of the Interfund you are (Paying, Receiving, or Paying AND Receiving)

Invoice Date: Enter the invoice date. For multiple invoices, enter the most recent one.

Document Number: 1499730 Finished <i>Interfund Voucher</i> Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 5px;">General Info</td> <td style="border: 1px solid black; padding: 2px;">Agency Info</td> <td style="border: 1px solid black; padding: 2px;">Paying Funding</td> <td style="border: 1px solid black; padding: 2px;">Receiving Funding</td> <td style="border: 1px solid black; padding: 2px;">Description</td> <td style="border: 1px solid black; padding: 2px;">Flags</td> <td style="border: 1px solid black; padding: 2px;">Trustees</td> <td style="border: 1px solid black; padding: 2px;">Final Form</td> </tr> <tr> <td colspan="8" style="text-align: center; background-color: #000080; color: white; padding: 5px;">Interfund General Information</td> </tr> <tr> <td style="padding: 5px;">User No:</td> <td colspan="7" style="padding: 5px;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">I am the:</td> <td colspan="7" style="padding: 5px;"><input style="width: 95%;" type="text" value="Paying"/></td> </tr> <tr> <td style="padding: 5px;">Paying Agency:</td> <td colspan="7" style="padding: 5px;"><input style="width: 95%;" type="text" value="367 - Kansas State University"/></td> </tr> <tr> <td style="padding: 5px;">Receiving Agency:</td> <td colspan="7" style="padding: 5px;"><input style="width: 95%;" type="text" value="367 - Kansas State University"/></td> </tr> <tr> <td style="padding: 5px;">Invoice Date:</td> <td colspan="7" style="padding: 5px;"><input style="width: 20%;" type="text" value="MM/DD/YYYY"/> Invoice Date Tips</td> </tr> <tr> <td colspan="8" style="text-align: right; padding: 5px;"><input type="button" value="Next"/></td> </tr> </table>	General Info	Agency Info	Paying Funding	Receiving Funding	Description	Flags	Trustees	Final Form	Interfund General Information								User No:	<input style="width: 95%;" type="text"/>							I am the:	<input style="width: 95%;" type="text" value="Paying"/>							Paying Agency:	<input style="width: 95%;" type="text" value="367 - Kansas State University"/>							Receiving Agency:	<input style="width: 95%;" type="text" value="367 - Kansas State University"/>							Invoice Date:	<input style="width: 20%;" type="text" value="MM/DD/YYYY"/> Invoice Date Tips							<input type="button" value="Next"/>							
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<input type="button" value="Next"/>																																																																	

Agency Page:

Fill out your Department information and the other Department's name. *This example shows the creator as the Paying side (General Accounting).*

Document Number: 1499730

Finished

Interfund Voucher

Paying Total: \$0.00

Description Total: \$0.00

Receiving Total: \$0.00

General Info Agency Info **Paying Funding** Receiving Funding Description Flags Trustees Final Form

Agency Information

Receiving Agency

Agy No. 367
Div No. (optional) 01
Vendor No/Sfx: 367000000
Department: Cashier's Office
Kansas State University
Street:
City:
State:
Zip: -

The other department is the receiving side, enter department's name only

Paying Agency

Agy No. 367
Div No. (optional) 01
Vendor No/Sfx: 367000000
Department: General Accounting
Kansas State University
Street: 220 Anderson Hall
City: Manhattan
State: KS
Zip: 66502 -

Next

Document creator is the Paying side, full department info filled in

Funding Page:

Use either your saved funding or enter your funding string (boxes Order No, Line, and M are only for prior year encumbered payments). You will only fill out the Funding information for the side you are completing (Paying or Receiving).

Document Number: 1499730

Finished

Interfund Voucher

Paying Total: \$0.00

Description Total: \$0.00

Receiving Total: \$0.00

General Info Agency Info **Paying Funding** Receiving Funding Description Flags Trustees Final Form

Funding Information

Add Line:

Saved Funding:
[Dropdown]

Order No	Line M	Amount	Project	Award	Source Org	Object	
[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	[Input]	Save

Edit Line:

Next

Description: Enter the invoice date, invoice number, quantity, unit type, and unit price. The amount will automatically populate once the quantity and unit price have been entered. Additionally, include a brief summary of the item in the description. Multiple items/amounts can be entered to split out different purchases.

<p>Document Number: 1499730</p> <p>Finished</p> <p>Interfund Voucher</p> <p>Paying Total: \$0.00</p> <p>Description Total: \$0.00</p> <p>Receiving Total: \$0.00</p>	General Info Agency Info Paying Funding Receiving Funding Description Flags Trustees Final Form					
	Description Information					
	Page 1	Go to Page: 1 ▾				
	Date	Invoice No	Quantity	Unit	Unit Price	Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Description Of Material					
	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					
	Date	Invoice No	Quantity	Unit	Unit Price	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Description Of Material						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						

Flags:

Click on any of the applicable flags to further clarify expenses on the voucher.

<p>Document Number: 1499730</p> <p>Finished</p> <p>Interfund Voucher</p> <p>Paying Total: \$0.00</p> <p>Description Total: \$0.00</p> <p>Receiving Total: \$0.00</p>	General Info Agency Info Paying Funding Receiving Funding Description Flags Trustees Final Form					
	Flags					
	Choose a maximum of three phrases to be stamped on your form					
	<input type="checkbox"/> Expedite					
	<input type="checkbox"/> An obligation of sponsored research project K.S.A. 76-752 and/or 76-770 exemptions apply.					
	<input type="checkbox"/> Life expectancy of less than 1 year.					
	<input type="checkbox"/> Membership to be retained by our Agency.					
	<input type="checkbox"/> Affirmative Action Requirements have been met.					
	<input checked="" type="checkbox"/> Claim is being submitted under statutory authority KSA-46-923. In order to avoid disruption of service this must be processed now.					
	<input type="checkbox"/> The membership will be retained by the university in the event the individual leaves the university.					
<input type="checkbox"/> Ag Supply						
<input type="checkbox"/> Consumable Ag Supply						
<input type="checkbox"/> Computer Supplies						
<input type="checkbox"/> For Classroom Use						
<input type="checkbox"/> Consumable Lab Supply						
<input type="checkbox"/> For Lab Use						
<input type="checkbox"/> Lab Chemicals						
<input type="checkbox"/> Lab Fees						
<input type="checkbox"/> For Research Use						
<input type="checkbox"/> Research Chemicals						
<input type="checkbox"/> Office Supply						

Trustees:

This will show any trustee who currently has access to your voucher. You may add additional trustees as needed. Select the Recipient that will receive the Interfund. You can search by department name or the individual's name. Select the correct person.

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Document Owners			
	Name	Email	Telephone
Initiator:	Canaski, Elise	canaski@k-state.edu	785-532-1839
Recipient:	Add Recipient		

Trustees for Document

[Add Trustee](#)

Position ID	Name	Department	Editor	Advised	Approver	Remove
6051	Memory Buffington	Division of Financial Services	True	True	True	

[Next](#)

Final Form:

Select Release the Paying/Receiving side of the form for approval. This releases the document and it's ready for approval by you or the person(s) that is set up to approve it.

Document Number: 1499730

Finished

Interfund Voucher

Paying Total: \$0.00

Description Total: \$0.00

Receiving Total: \$0.00

[General Info](#) [Agency Info](#) [Paying Funding](#) [Receiving Funding](#) [Description](#) [Flags](#) [Trustees](#) [Final Form](#)

Please complete the following steps:

[View Form](#)

[Release the Paying side of the form for approval.](#)

[View Signature Sheet](#)

Releasing the document will prevent modifications to the information. A released document is sent to the trustees who have approver rights. The approver can either approve the document for processing or reject the document for modifications.

Approve Interfund:

Select the document from your Main Menu page under Released and Pending Approval. View document and approve.

Documents that you created	
New Documents (7)	▼
Documents for which you are a Trustee	
Released and Pending Approval (1)	▼