

Interfund Voucher

Main Page:

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

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Create New Form

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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	General Info Agency Info Paying Funding Receiving Funding Description Flags Trustees Final Form
Finished	
Interfund Voucher	
Paying Total: \$0.00	
Description Total: \$0.00	
Receiving Total: \$0.00	

Interfund General Information	
User No:	<input type="text"/>
I am the:	<input type="text" value="Paying Agency"/>
Paying Agency:	367 - Kansas State University
Receiving Agency:	367 - Kansas State University
Invoice Date:	<input type="text" value="MM/DD/YYYY"/> Invoice Date Tips

Next

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

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

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 <input type="button" value="Finished"/> Interfund Voucher Paying Total: \$0.00 Description Total: \$0.00 Receiving Total: \$0.00	<div> General Info Agency Info Paying Funding Receiving Funding Description Flags Trustees Final Form </div>									
	<div>Funding Information</div>									
	<div>Add Line:</div>									
	<div>Saved Funding:</div> <div> <input type="text"/> </div>									
	Order No	Line M	Amount	Project	Award	Source Org	Object			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>	
<div>Edit Line:</div>										
<div>Next</div>										

Document Number: 1499730	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> General Info Agency Info Paying Funding Receiving Funding Description Flags Trustees Final Form </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="background-color: #000080; color: white; text-align: center; padding: 2px; font-weight: bold;">Description Information</div> <div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> <div style="width: 15%; padding: 2px;">Page 1</div> <div style="width: 85%; padding: 2px;">Go to Page: 1 ▼</div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%; padding: 2px;">Date</th> <th style="width: 15%; padding: 2px;">Invoice No</th> <th style="width: 10%; padding: 2px;">Quantity</th> <th style="width: 10%; padding: 2px;">Unit</th> <th style="width: 20%; padding: 2px;">Unit Price</th> <th style="width: 35%; padding: 2px;">Amount</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <div style="background-color: #808080; color: white; text-align: center; padding: 2px; font-weight: bold; margin-top: 5px;">Description Of Material</div> <div style="border: 1px solid black; height: 20px; margin-top: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 2px;"></div> </div>	Date	Invoice No	Quantity	Unit	Unit Price	Amount						
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Click on any of the applicable flags to further clarify expenses on the voucher.

Document Number: 1499730	General Info Agency Info Paying Funding Receiving Funding Description Flags Trustees Final Form
Finished	<div> <div>Interfund Voucher</div> <div> <div> Paying Total: \$0.00 </div> <div> Description Total: \$0.00 </div> <div> Receiving Total: \$0.00 </div> </div> </div>
<div> <div>Flags</div> <div> Choose a maximum of three phrases to be stamped on your form <div> <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 </div> </div> </div>	

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.

Document Number:
1499730

Finished

Interfund Voucher

Paying Total:
\$0.00

Description Total:
\$0.00

Receiving Total:
\$0.00

General InfoAgency InfoPaying FundingReceiving FundingDescriptionFlagsTrusteesFinal Form

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 InfoAgency InfoPaying FundingReceiving FundingDescriptionFlagsTrusteesFinal 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)	⌵