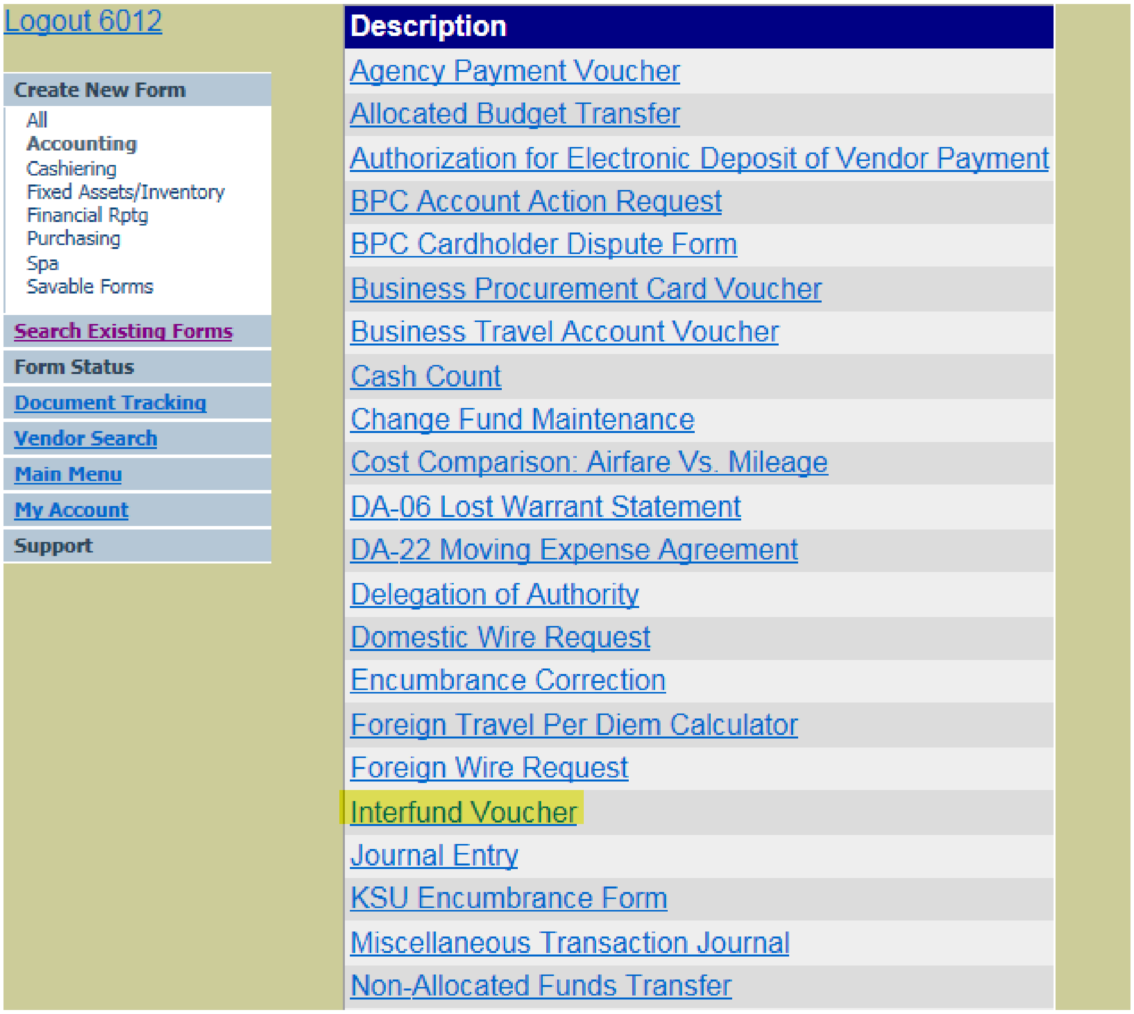
Interfund Voucher

Main Page:

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

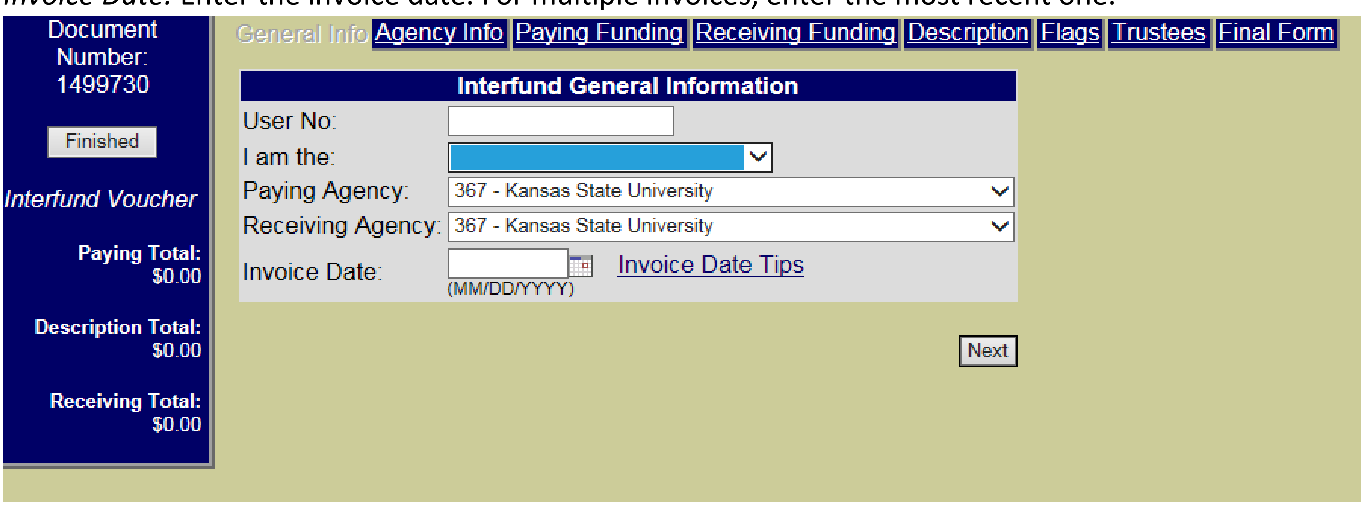


General Info:

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

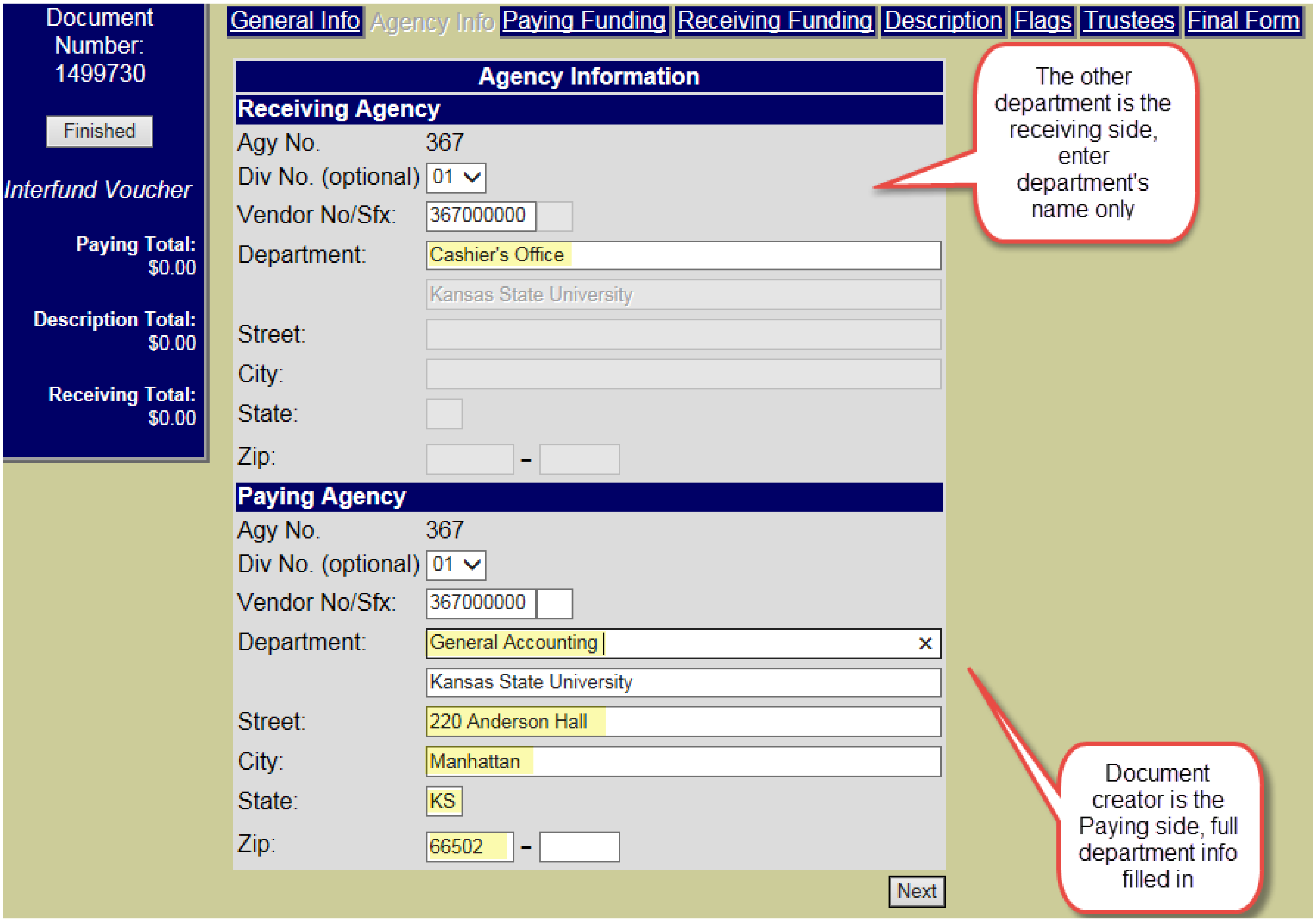
I am the: Select which side of the Interfund you are (Paying, Receiving, or Paying AND Receiving)

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



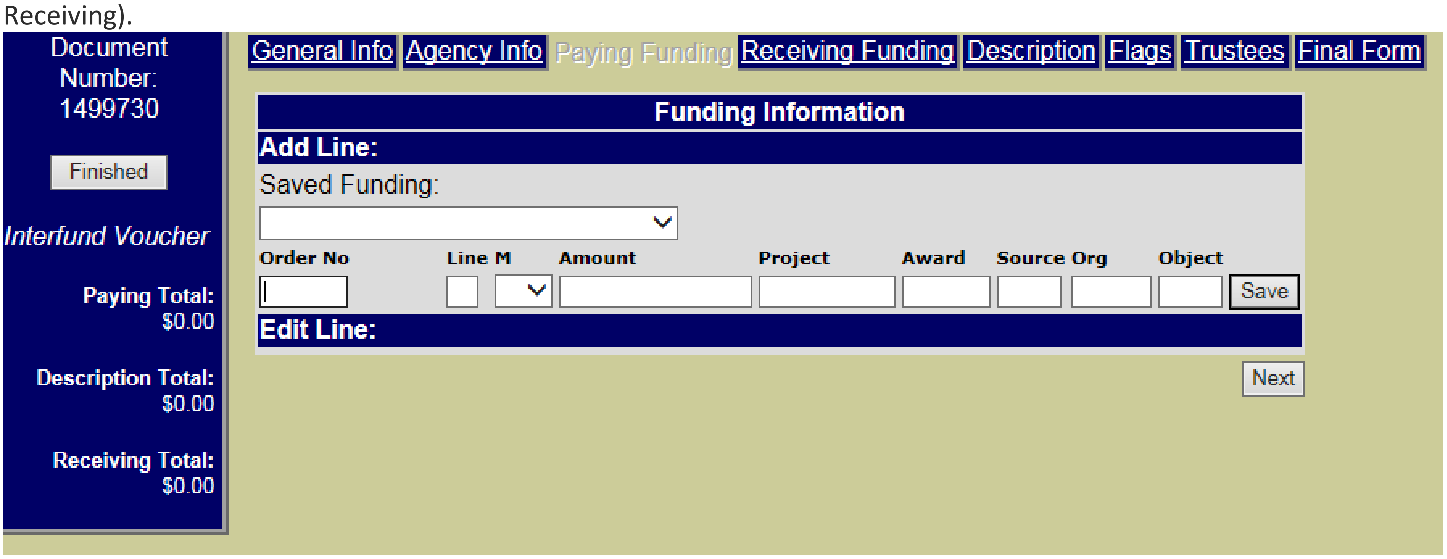
Agency Page:

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

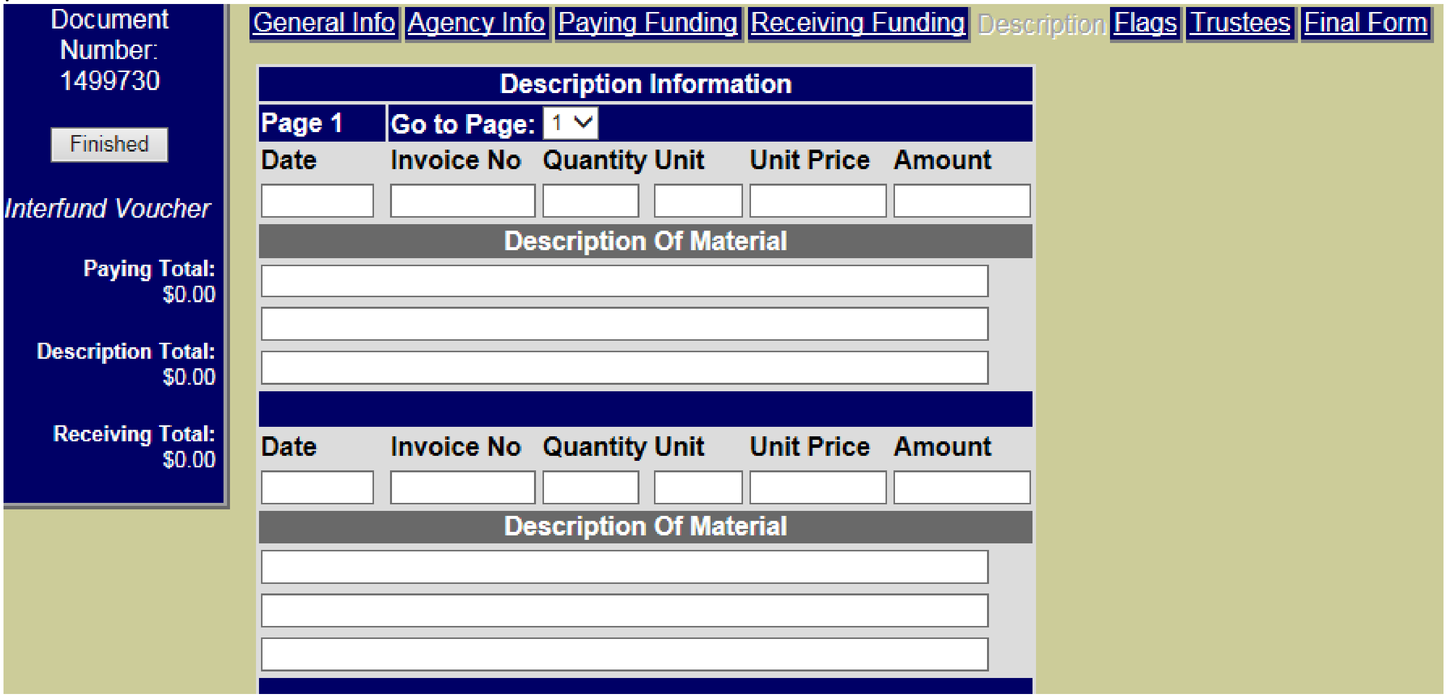


Funding Page:

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).

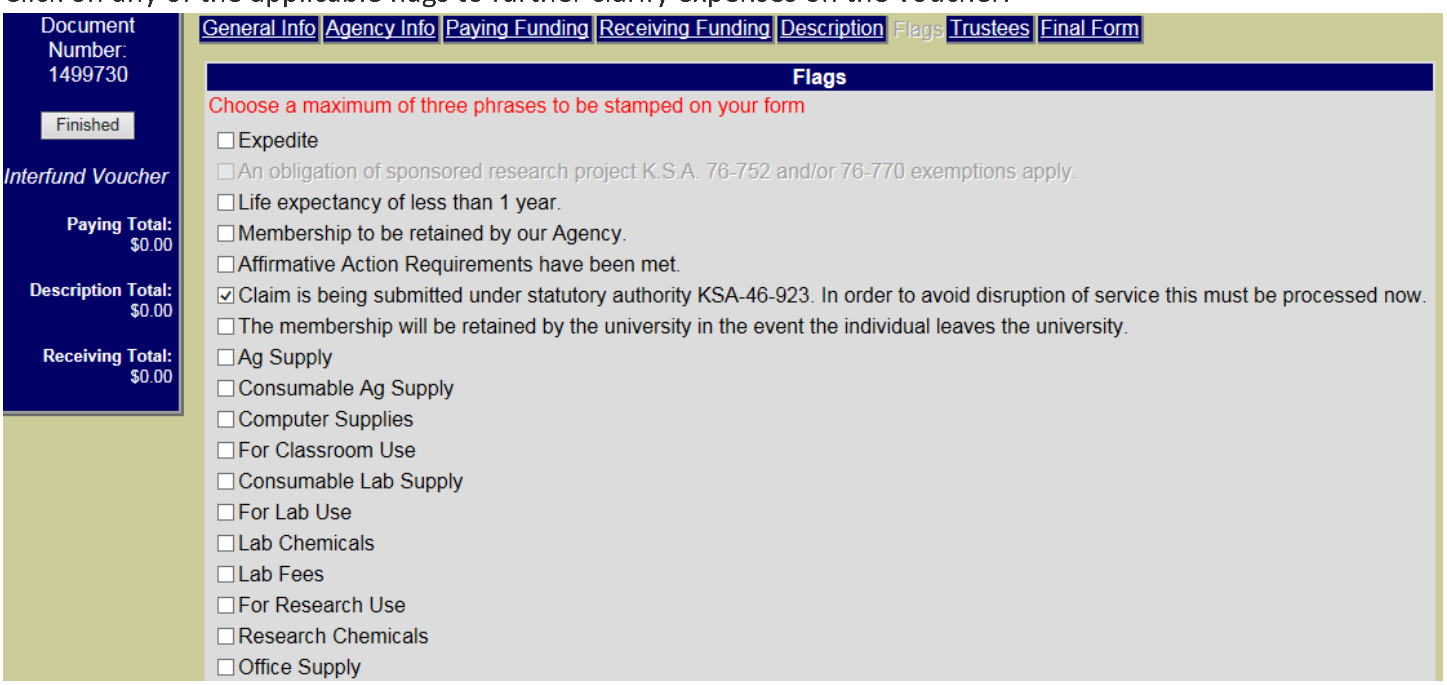


Description: Enter the invoice date, invoice number, quantity, unit type, and unit price. The amount will automatically populate once the quantity and unit price have been entered. Additionally, include a brief summary of the item in the description. Multiple items/amounts can be entered to split out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



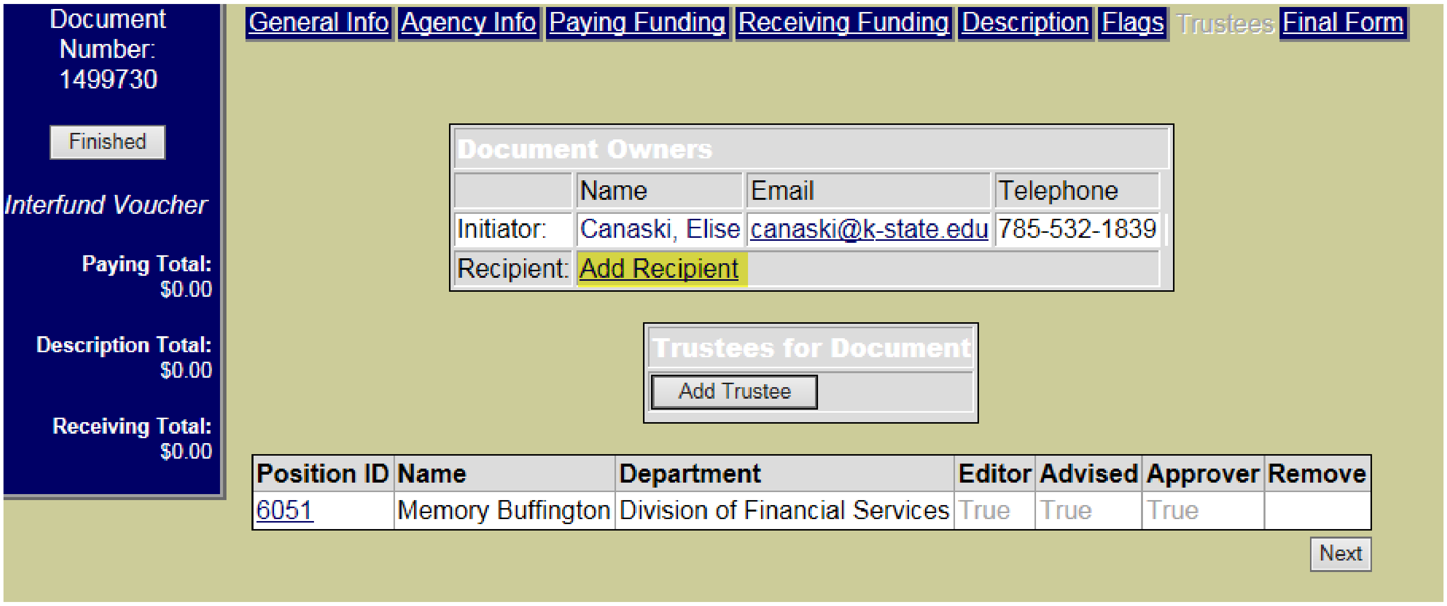
Flags:

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



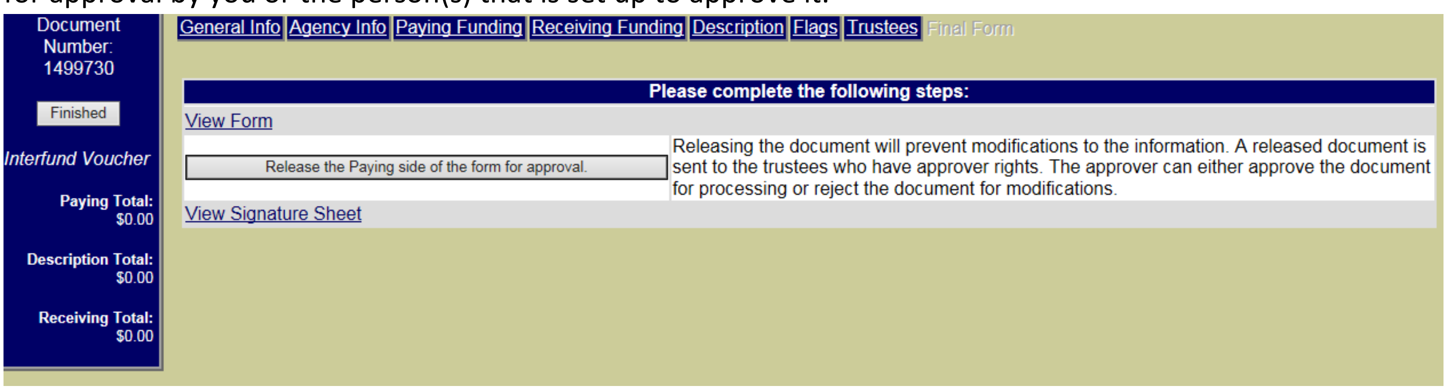
Trustees:

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.



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.



Approve Interfund:

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