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Activity Guide –

AR355: Processing Interfund  
Transactions

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State of Kansas



# AR355: Processing Interfund Transactions Activity Guide

Statewide Management, Accounting and Reporting Tool



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## Activity 1 - Challenge: Interfund Details Search page

### Scenario

An Interfund has been created for a transaction between your agency and the Department of Aging. You would like to view who approved the Interfund deposit and Interfund voucher. Use the **Interfund Details search page** to navigate to the **Interfund Details** page and find the telephone and email of the approver.

### Menu Path

Accounts Receivable → Interfund Details

### UPK Procedure

Using the Interfund Details Search Page  
Navigating the Interfund Page

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

| Field   | Value      |
|---|------------|
| <i>Interfund Details: Find an Existing Value</i>                                  |            |
| <b>Interfund ID</b>   | AA00000493 |
| * Click the <b>Search</b> button  |            |
| <i>Interfund Details</i>  |            |
| * Click the <b>AR_INTERFUND_APPROVER</b> link (in the AR Interfund Approval area) |            |
| * Click the <b>Return</b> button  |            |
| * Click the <b>AP_INTERFUND_APPROVER</b> link (in the AP Interfund Approval area) |            |
| * Click the <b>Return</b> button  |            |



## Activity 2 - Walkthrough: Adding Initiating Interfund Deposits

### Scenario

Your agency has billed the monthly rent payment owed by another state agency that occupies space in your building. As the **AR Interfund Processor**, your job is to create an initiating Interfund deposit for the expected payment.

### Menu Path

Accounts Receivables → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Follow along with your instructor as he/she demonstrates how to add initiating Interfund deposits. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

### Required Data

| Field                                     | Value                     |
|---|---------------------------|
| <i>Interfund Details: Add a New Value</i> |                           |
| * Click the <b>Add</b> button             |                           |
| <i>Interfund Details</i>                  |                           |
| * Click the <b>Add Deposit</b> link       |                           |
| <i>Regular Deposit: Add a New Value</i>   |                           |
| <b>Deposit Unit</b>                       | 17300                     |
| <b>Deposit ID</b>                         | NEXT                      |
| * Click the <b>Add</b> button             |                           |
| <i>Totals</i>                             |                           |
| <b>Control Total Amount</b>               | 200                       |
| <b>Count</b>                              | 1                         |
| * Click the <b>Payments</b> tab           |                           |
| <b>Payment ID</b>                         | Interfund-[your initials] |
| <b>Amount</b>                             | 200                       |
| <b>Journal Directly</b>                   | Checkbox selected         |
| <b>Customer ID</b>                        | 03400                     |
| * Click the <b>OK</b> button              |                           |



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| Field  | Value             |
|--|-------------------|
| <i>Interfund Details</i>   |                   |
| * Click the <b>Accounting Entries</b> link                               |                   |
| <i>Distribution Lines</i>  |                   |
| <b>Line Amount</b>   | -200              |
| <b>Dept</b>  | 1736010000        |
| <b>Fund</b>  | 1000              |
| <b>Bud Unit</b>  | 0210              |
| <b>Program Code</b>  | 01651             |
| <b>Account</b>   | 420990            |
| * Click the <b>Create Accounting Entries</b> button ⚡                    |                   |
| <b>Complete</b>  | Checkbox selected |
| * Click the <b>View All</b> link (Hint: Scroll to the right of the page) |                   |
| * Click the <b>OK</b> button   |                   |
| <i>Interfund Details</i>   |                   |
| * Click the <b>Save</b> button   |                   |



## Activity 3 - Walkthrough: Adding Reciprocating Interfund Deposits

### Scenario

The Department of Administration has registered for a conference hosted by your agency. Their **AP Interfund Processor** has added the initiating Interfund voucher. Now, as the **AR Interfund Processor** for your agency, you need to search for the existing Interfund and add the reciprocating Interfund deposit.

### Menu Path

Accounts Receivables → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Follow along with your instructor as he/she demonstrates how to add reciprocating Interfund deposits. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

### Required Data

| Field   | Value                  |
|---|------------------------|
| <i>Interfund Details: Find Existing Value</i> |                        |
| <b>Interfund ID</b>                           | See User Specific Data |
| * Click the <b>Search</b> button              |                        |
| <i>Interfund Details</i>                      |                        |
| * Click the <b>Add Deposit</b> link           |                        |
| <i>Totals</i>                                 |                        |
| <b>Control Total Amount</b>                   | 200                    |
| <b>Count</b>                                  | 1                      |
| * Click the <b>Payments</b> tab               |                        |
| <b>Payment ID</b>                             | INF-[your initials]    |
| <b>Amount</b>                                 | 200                    |
| <b>Journal Directly</b>                       | Checkbox selected      |
| <b>Customer Id</b>                            | 17300                  |
| * Click the <b>OK</b> button                  |                        |



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| Field  | Value             |
|--|-------------------|
| <i>Interfund Details</i>   |                   |
| * Click the <b>Accounting Entries</b> link                               |                   |
| <i>Distribution Lines</i>  |                   |
| <b>Line Amount</b>   | -200              |
| <b>Dept</b>  | 0341101000        |
| <b>Fund</b>  | 1000              |
| <b>Bud Unit</b>  | 0053              |
| <b>Program Code</b>  | 01031             |
| <b>Account</b>   | 420500            |
| * Click the <b>Create Accounting Entries</b> button ⚡                    |                   |
| <b>Complete</b>  | Checkbox selected |
| * Click the <b>View All</b> link (Hint: Scroll to the right of the page) |                   |
| * Click the <b>OK</b> button   |                   |
| <i>Interfund Details</i>   |                   |
| * Click the <b>Save</b> button   |                   |

## User Specific Data – Classroom 1

| User    | Field        | Value      |
|---------|--------------|------------|
| User 1  | Interfund ID | AA00000006 |
| User 2  | Interfund ID | AA00000007 |
| User 3  | Interfund ID | AA00000008 |
| User 4  | Interfund ID | AA00000009 |
| User 5  | Interfund ID | AA00000010 |
| User 6  | Interfund ID | AA00000011 |
| User 7  | Interfund ID | AA00000012 |
| User 8  | Interfund ID | AA00000013 |
| User 9  | Interfund ID | AA00000014 |
| User 10 | Interfund ID | AA00000015 |
| User 11 | Interfund ID | AA00000016 |
| User 12 | Interfund ID | AA00000017 |
| User 13 | Interfund ID | AA00000018 |
| User 14 | Interfund ID | AA00000019 |
| User 15 | Interfund ID | AA00000020 |
| User 16 | Interfund ID | AA00000021 |
| User 17 | Interfund ID | AA00000022 |
| User 18 | Interfund ID | AA00000023 |
| User 19 | Interfund ID | AA00000024 |
| User 20 | Interfund ID | AA00000025 |
| User 21 | Interfund ID | AA00000026 |
| User 22 | Interfund ID | AA00000027 |



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| User         | Field        | Value      |
|--------------|--------------|------------|
| User 23      | Interfund ID | AA00000028 |
| User 24      | Interfund ID | AA00000029 |
| User 25      | Interfund ID | AA00000030 |
| Instructor 1 | Interfund ID | AA00000031 |
| Instructor 2 | Interfund ID | AA00000032 |
| Instructor 3 | Interfund ID | AA00000033 |

## User Specific Data – Classroom 2

| User         | Field        | Value      |
|--------------|--------------|------------|
| User 1       | Interfund ID | AA00000034 |
| User 2       | Interfund ID | AA00000035 |
| User 3       | Interfund ID | AA00000036 |
| User 4       | Interfund ID | AA00000037 |
| User 5       | Interfund ID | AA00000038 |
| User 6       | Interfund ID | AA00000039 |
| User 7       | Interfund ID | AA00000040 |
| User 8       | Interfund ID | AA00000041 |
| User 9       | Interfund ID | AA00000042 |
| User 10      | Interfund ID | AA00000043 |
| User 11      | Interfund ID | AA00000044 |
| User 12      | Interfund ID | AA00000045 |
| User 13      | Interfund ID | AA00000046 |
| User 14      | Interfund ID | AA00000047 |
| User 15      | Interfund ID | AA00000048 |
| User 16      | Interfund ID | AA00000049 |
| User 17      | Interfund ID | AA00000050 |
| User 18      | Interfund ID | AA00000051 |
| User 19      | Interfund ID | AA00000052 |
| User 20      | Interfund ID | AA00000053 |
| User 21      | Interfund ID | AA00000054 |
| User 22      | Interfund ID | AA00000055 |
| User 23      | Interfund ID | AA00000056 |
| User 24      | Interfund ID | AA00000057 |
| User 25      | Interfund ID | AA00000058 |
| Instructor 1 | Interfund ID | AA00000059 |
| Instructor 2 | Interfund ID | AA00000060 |
| Instructor 3 | Interfund ID | AA00000061 |



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## Activity 4 - Demonstration: Linking Existing Interfund Deposits

### Scenario

Your agency has uploaded a reciprocating Interfund deposit for a transaction with another state agency. The **AP Interfund Processor** has already entered the initiating Interfund voucher. Search for the Interfund and use the **Find Deposit** link on the **Interfund Details** page to complete the Interfund.

After the Interfund has been linked, you immediately realize you selected the wrong deposit. Use the **Remove Deposit** link to remove the deposit from the Interfund transaction. Then, find and link the correct deposit to the Interfund transaction.

### Menu Path

Accounts Receivables → Interfund Details

### UPK Procedure

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to link existing Interfund deposits. Do NOT perform this exercise along with your instructor.

### Required Data

| Field  | Value                  |
|--|------------------------|
| <i>Interfund Details: Find Existing Value</i>  |                        |
| <b>Interfund ID</b>  | See User Specific Data |
| * Click the <b>Search</b> button   |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Find Deposit</b> link   |                        |
| <i>Deposit Reciprocating Line Selection</i>  |                        |
| <b>Deposit Unit</b>  | 03400                  |
| * Click the <b>Search</b> button   |                        |
| * Mark checkbox for <b>Deposit ID (1)</b>  | See User Specific Data |
| * Click the <b>OK</b> button   |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Save</b> button   |                        |
| * You have successfully linked the deposit to the Interfund, but realize you selected the wrong deposit ( <i>refer to the scenario</i> ) |                        |
| * Click the <b>Remove Deposit</b> link   |                        |
| * Click the <b>Yes</b> button at the prompt  |                        |



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| Field                                       | Value                  |
|---|------------------------|
| * Click the <b>Find Deposit</b> link        |                        |
| <i>Deposit Reciprocating Line Selection</i> |                        |
| <b>Deposit Unit</b>                         | 03400                  |
| * Click the <b>Search</b> button            |                        |
| * Mark checkbox for <b>Deposit ID (2)</b>   | See User Specific Data |
| * Click the <b>OK</b> button                |                        |
| <i>Interfund Details</i>                    |                        |
| * Click the <b>Save</b> button              |                        |

## User Specific Data – Classroom 1

| User                | Field        | Value      |
|---------------------|--------------|------------|
| <b>Instructor 1</b> | Interfund ID | AA00000192 |
| <b>Instructor 2</b> | Interfund ID | AA00000193 |
| <b>Instructor 3</b> | Interfund ID | AA00000194 |

| User                | Field          | Value |
|---------------------|----------------|-------|
| <b>Instructor 1</b> | Deposit ID (1) | 60    |
| <b>Instructor 2</b> | Deposit ID (1) | 63    |
| <b>Instructor 3</b> | Deposit ID (1) | 66    |

| User                | Field          | Value |
|---------------------|----------------|-------|
| <b>Instructor 1</b> | Deposit ID (2) | 61    |
| <b>Instructor 2</b> | Deposit ID (2) | 64    |
| <b>Instructor 3</b> | Deposit ID (2) | 67    |

## User Specific Data – Classroom 2

| User                | Field        | Value      |
|---------------------|--------------|------------|
| <b>Instructor 1</b> | Interfund ID | AA00000198 |
| <b>Instructor 2</b> | Interfund ID | AA00000199 |
| <b>Instructor 3</b> | Interfund ID | AA00000200 |

| User                | Field          | Value |
|---------------------|----------------|-------|
| <b>Instructor 1</b> | Deposit ID (1) | 69    |
| <b>Instructor 2</b> | Deposit ID (1) | 72    |
| <b>Instructor 3</b> | Deposit ID (1) | 75    |

| User                | Field          | Value |
|---------------------|----------------|-------|
| <b>Instructor 1</b> | Deposit ID (2) | 70    |
| <b>Instructor 2</b> | Deposit ID (2) | 73    |
| <b>Instructor 3</b> | Deposit ID (2) | 76    |



## Activity 5 - Challenge: Adding and Linking Existing Interfund Deposits

### Scenario 1

For this scenario, your agency has uploaded two reciprocating Interfund deposits for various transactions with another state agency. The **AP Interfund Processor** has already entered each of the initiating Interfund vouchers. Search for the Interfund and use the **Find Deposit** link on the **Interfund Details** page to complete the two Interfunds.

### Scenario 2

For this scenario, an existing Interfund deposit did not have the accounting entries created. Search for the Interfund and create the accounting entries for the deposit using the **Accounting Entries** link. Click the **OK** button to view the change.

### Menu Path

Accounts Receivables → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led demonstration(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data – Scenario 1

| Field   | Value                  |
|---|------------------------|
| <i>Interfund Details: Find Existing Value</i> |                        |
| <b>Interfund ID (1)</b>                       | See User Specific Data |
| * Click the <b>Search</b> button              |                        |
| <i>Interfund Details</i>                      |                        |
| * Click the <b>Find Deposit</b> link          |                        |
| <i>Deposit Reciprocating Line Selection</i>   |                        |
| <b>Deposit Unit</b>                           | 03400                  |
| <b>Customer</b>                               | 03900                  |
| * Click the <b>Search</b> button              |                        |
| * Mark checkbox for <b>Deposit ID (1)</b>     | See User Specific Data |
| * Click the <b>OK</b> button                  |                        |



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| Field  | Value                  |
|--|------------------------|
| <i>Interfund Details</i>   |                        |
| * Click the <b>Save</b> button   |                        |
| * Click the <b>Interfund Details</b> link from the <b>Menu Pagelet</b> |                        |
| <i>Interfund Details: Find Existing Value</i>                          |                        |
| <b>Interfund ID (2)</b>  | See User Specific Data |
| * Click the <b>Search</b> button                                       |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Find Deposit</b> link                                   |                        |
| <i>Deposit Reciprocating Line Selection</i>                            |                        |
| <b>Deposit Unit</b>  | 03400                  |
| <b>Customer</b>  | 03900                  |
| * Click the <b>Search</b> button                                       |                        |
| * Mark checkbox for <b>Deposit ID (2)</b>                              | See User Specific Data |
| * Click the <b>OK</b> button   |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Save</b> button   |                        |

## Required Data – Scenario 2

| Field   | Value                  |
|---|------------------------|
| <i>Interfund Details: Find Existing Value</i>         |                        |
| <b>Interfund ID (3)</b>                               | See User Specific Data |
| * Click the <b>Search</b> button                      |                        |
| <i>Interfund Details</i>                              |                        |
| * Click the <b>Accounting Entries</b> link            |                        |
| <i>Distribution Lines</i>                             |                        |
| <b>Line Amount</b>                                    | -550                   |
| <b>Dept</b>   | 0341101000             |
| <b>Fund</b>   | 1000                   |
| <b>Bud Unit</b>                                       | 2010                   |
| <b>Program Code</b>                                   | 01031                  |
| <b>Account</b>  | 420400                 |
| * Click the <b>Create Accounting Entries</b> button ⚡ |                        |
| <b>Complete</b>                                       | Checkbox selected      |
| * Click the <b>View All</b> link                      |                        |
| * Click the <b>OK</b> button                          |                        |
| * Click the <b>Save</b> button                        |                        |



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## User Specific Data – Classroom 1

| User         | Field            | Value      |
|--------------|------------------|------------|
| User 1       | Interfund ID (1) | AA00000201 |
| User 2       | Interfund ID (1) | AA00000202 |
| User 3       | Interfund ID (1) | AA00000203 |
| User 4       | Interfund ID (1) | AA00000204 |
| User 5       | Interfund ID (1) | AA00000205 |
| User 6       | Interfund ID (1) | AA00000206 |
| User 7       | Interfund ID (1) | AA00000207 |
| User 8       | Interfund ID (1) | AA00000208 |
| User 9       | Interfund ID (1) | AA00000209 |
| User 10      | Interfund ID (1) | AA00000210 |
| User 11      | Interfund ID (1) | AA00000211 |
| User 12      | Interfund ID (1) | AA00000212 |
| User 13      | Interfund ID (1) | AA00000213 |
| User 14      | Interfund ID (1) | AA00000214 |
| User 15      | Interfund ID (1) | AA00000215 |
| User 16      | Interfund ID (1) | AA00000216 |
| User 17      | Interfund ID (1) | AA00000217 |
| User 18      | Interfund ID (1) | AA00000218 |
| User 19      | Interfund ID (1) | AA00000219 |
| User 20      | Interfund ID (1) | AA00000220 |
| User 21      | Interfund ID (1) | AA00000221 |
| User 22      | Interfund ID (1) | AA00000222 |
| User 23      | Interfund ID (1) | AA00000223 |
| User 24      | Interfund ID (1) | AA00000224 |
| User 25      | Interfund ID (1) | AA00000225 |
| Instructor 1 | Interfund ID (1) | AA00000226 |
| Instructor 2 | Interfund ID (1) | AA00000227 |
| Instructor 3 | Interfund ID (1) | AA00000228 |

| User   | Field          | Value |
|--------|----------------|-------|
| User 1 | Deposit ID (1) | 77    |
| User 2 | Deposit ID (1) | 78    |
| User 3 | Deposit ID (1) | 79    |
| User 4 | Deposit ID (1) | 80    |
| User 5 | Deposit ID (1) | 81    |
| User 6 | Deposit ID (1) | 82    |
| User 7 | Deposit ID (1) | 83    |
| User 8 | Deposit ID (1) | 84    |



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| User         | Field          | Value |
|--------------|----------------|-------|
| User 9       | Deposit ID (1) | 85    |
| User 10      | Deposit ID (1) | 86    |
| User 11      | Deposit ID (1) | 87    |
| User 12      | Deposit ID (1) | 88    |
| User 13      | Deposit ID (1) | 89    |
| User 14      | Deposit ID (1) | 90    |
| User 15      | Deposit ID (1) | 91    |
| User 16      | Deposit ID (1) | 92    |
| User 17      | Deposit ID (1) | 93    |
| User 18      | Deposit ID (1) | 94    |
| User 19      | Deposit ID (1) | 95    |
| User 20      | Deposit ID (1) | 96    |
| User 21      | Deposit ID (1) | 97    |
| User 22      | Deposit ID (1) | 98    |
| User 23      | Deposit ID (1) | 99    |
| User 24      | Deposit ID (1) | 100   |
| User 25      | Deposit ID (1) | 101   |
| Instructor 1 | Deposit ID (1) | 102   |
| Instructor 2 | Deposit ID (1) | 103   |
| Instructor 3 | Deposit ID (1) | 104   |

| User    | Field            | Value      |
|---------|------------------|------------|
| User 1  | Interfund ID (2) | AA00000229 |
| User 2  | Interfund ID (2) | AA00000230 |
| User 3  | Interfund ID (2) | AA00000231 |
| User 4  | Interfund ID (2) | AA00000232 |
| User 5  | Interfund ID (2) | AA00000233 |
| User 6  | Interfund ID (2) | AA00000234 |
| User 7  | Interfund ID (2) | AA00000235 |
| User 8  | Interfund ID (2) | AA00000236 |
| User 9  | Interfund ID (2) | AA00000237 |
| User 10 | Interfund ID (2) | AA00000238 |
| User 11 | Interfund ID (2) | AA00000239 |
| User 12 | Interfund ID (2) | AA00000240 |
| User 13 | Interfund ID (2) | AA00000241 |
| User 14 | Interfund ID (2) | AA00000242 |
| User 15 | Interfund ID (2) | AA00000243 |
| User 16 | Interfund ID (2) | AA00000244 |
| User 17 | Interfund ID (2) | AA00000245 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 18      | Interfund ID (2) | AA00000246 |
| User 19      | Interfund ID (2) | AA00000247 |
| User 20      | Interfund ID (2) | AA00000248 |
| User 21      | Interfund ID (2) | AA00000249 |
| User 22      | Interfund ID (2) | AA00000250 |
| User 23      | Interfund ID (2) | AA00000251 |
| User 24      | Interfund ID (2) | AA00000252 |
| User 25      | Interfund ID (2) | AA00000253 |
| Instructor 1 | Interfund ID (2) | AA00000254 |
| Instructor 2 | Interfund ID (2) | AA00000255 |
| Instructor 3 | Interfund ID (2) | AA00000256 |

| User         | Field          | Value |
|--------------|----------------|-------|
| User 1       | Deposit ID (2) | 189   |
| User 2       | Deposit ID (2) | 190   |
| User 3       | Deposit ID (2) | 191   |
| User 4       | Deposit ID (2) | 192   |
| User 5       | Deposit ID (2) | 193   |
| User 6       | Deposit ID (2) | 194   |
| User 7       | Deposit ID (2) | 195   |
| User 8       | Deposit ID (2) | 196   |
| User 9       | Deposit ID (2) | 197   |
| User 10      | Deposit ID (2) | 198   |
| User 11      | Deposit ID (2) | 199   |
| User 12      | Deposit ID (2) | 200   |
| User 13      | Deposit ID (2) | 201   |
| User 14      | Deposit ID (2) | 202   |
| User 15      | Deposit ID (2) | 203   |
| User 16      | Deposit ID (2) | 204   |
| User 17      | Deposit ID (2) | 205   |
| User 18      | Deposit ID (2) | 206   |
| User 19      | Deposit ID (2) | 207   |
| User 20      | Deposit ID (2) | 208   |
| User 21      | Deposit ID (2) | 209   |
| User 22      | Deposit ID (2) | 210   |
| User 23      | Deposit ID (2) | 211   |
| User 24      | Deposit ID (2) | 212   |
| User 25      | Deposit ID (2) | 213   |
| Instructor 1 | Deposit ID (2) | 214   |



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| User         | Field          | Value |
|--------------|----------------|-------|
| Instructor 2 | Deposit ID (2) | 215   |
| Instructor 3 | Deposit ID (2) | 216   |

| User         | Field            | Value      |
|--------------|------------------|------------|
| User 1       | Interfund ID (3) | AA00000313 |
| User 2       | Interfund ID (3) | AA00000314 |
| User 3       | Interfund ID (3) | AA00000315 |
| User 4       | Interfund ID (3) | AA00000316 |
| User 5       | Interfund ID (3) | AA00000317 |
| User 6       | Interfund ID (3) | AA00000318 |
| User 7       | Interfund ID (3) | AA00000319 |
| User 8       | Interfund ID (3) | AA00000320 |
| User 9       | Interfund ID (3) | AA00000321 |
| User 10      | Interfund ID (3) | AA00000322 |
| User 11      | Interfund ID (3) | AA00000323 |
| User 12      | Interfund ID (3) | AA00000324 |
| User 13      | Interfund ID (3) | AA00000325 |
| User 14      | Interfund ID (3) | AA00000326 |
| User 15      | Interfund ID (3) | AA00000327 |
| User 16      | Interfund ID (3) | AA00000328 |
| User 17      | Interfund ID (3) | AA00000329 |
| User 18      | Interfund ID (3) | AA00000330 |
| User 19      | Interfund ID (3) | AA00000331 |
| User 20      | Interfund ID (3) | AA00000332 |
| User 21      | Interfund ID (3) | AA00000333 |
| User 22      | Interfund ID (3) | AA00000334 |
| User 23      | Interfund ID (3) | AA00000335 |
| User 24      | Interfund ID (3) | AA00000336 |
| User 25      | Interfund ID (3) | AA00000337 |
| Instructor 1 | Interfund ID (3) | AA00000338 |
| Instructor 2 | Interfund ID (3) | AA00000339 |
| Instructor 3 | Interfund ID (3) | AA00000340 |

## User Specific Data – Classroom 2

| User   | Field            | Value      |
|--------|------------------|------------|
| User 1 | Interfund ID (1) | AA00000257 |
| User 2 | Interfund ID (1) | AA00000258 |
| User 3 | Interfund ID (1) | AA00000259 |
| User 4 | Interfund ID (1) | AA00000260 |
| User 5 | Interfund ID (1) | AA00000261 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 6       | Interfund ID (1) | AA00000262 |
| User 7       | Interfund ID (1) | AA00000263 |
| User 8       | Interfund ID (1) | AA00000264 |
| User 9       | Interfund ID (1) | AA00000265 |
| User 10      | Interfund ID (1) | AA00000266 |
| User 11      | Interfund ID (1) | AA00000267 |
| User 12      | Interfund ID (1) | AA00000268 |
| User 13      | Interfund ID (1) | AA00000269 |
| User 14      | Interfund ID (1) | AA00000270 |
| User 15      | Interfund ID (1) | AA00000271 |
| User 16      | Interfund ID (1) | AA00000272 |
| User 17      | Interfund ID (1) | AA00000273 |
| User 18      | Interfund ID (1) | AA00000274 |
| User 19      | Interfund ID (1) | AA00000275 |
| User 20      | Interfund ID (1) | AA00000276 |
| User 21      | Interfund ID (1) | AA00000277 |
| User 22      | Interfund ID (1) | AA00000278 |
| User 23      | Interfund ID (1) | AA00000279 |
| User 24      | Interfund ID (1) | AA00000280 |
| User 25      | Interfund ID (1) | AA00000281 |
| Instructor 1 | Interfund ID (1) | AA00000282 |
| Instructor 2 | Interfund ID (1) | AA00000283 |
| Instructor 3 | Interfund ID (1) | AA00000284 |

| User    | Field          | Value |
|---------|----------------|-------|
| User 1  | Deposit ID (1) | 105   |
| User 2  | Deposit ID (1) | 106   |
| User 3  | Deposit ID (1) | 107   |
| User 4  | Deposit ID (1) | 108   |
| User 5  | Deposit ID (1) | 109   |
| User 6  | Deposit ID (1) | 110   |
| User 7  | Deposit ID (1) | 111   |
| User 8  | Deposit ID (1) | 112   |
| User 9  | Deposit ID (1) | 113   |
| User 10 | Deposit ID (1) | 114   |
| User 11 | Deposit ID (1) | 115   |
| User 12 | Deposit ID (1) | 116   |
| User 13 | Deposit ID (1) | 117   |
| User 14 | Deposit ID (1) | 118   |



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| User         | Field          | Value |
|--------------|----------------|-------|
| User 15      | Deposit ID (1) | 119   |
| User 16      | Deposit ID (1) | 120   |
| User 17      | Deposit ID (1) | 121   |
| User 18      | Deposit ID (1) | 122   |
| User 19      | Deposit ID (1) | 123   |
| User 20      | Deposit ID (1) | 124   |
| User 21      | Deposit ID (1) | 125   |
| User 22      | Deposit ID (1) | 126   |
| User 23      | Deposit ID (1) | 127   |
| User 24      | Deposit ID (1) | 128   |
| User 25      | Deposit ID (1) | 129   |
| Instructor 1 | Deposit ID (1) | 130   |
| Instructor 2 | Deposit ID (1) | 131   |
| Instructor 3 | Deposit ID (1) | 132   |

| User    | Field            | Value      |
|---------|------------------|------------|
| User 1  | Interfund ID (2) | AA00000285 |
| User 2  | Interfund ID (2) | AA00000286 |
| User 3  | Interfund ID (2) | AA00000287 |
| User 4  | Interfund ID (2) | AA00000288 |
| User 5  | Interfund ID (2) | AA00000289 |
| User 6  | Interfund ID (2) | AA00000290 |
| User 7  | Interfund ID (2) | AA00000291 |
| User 8  | Interfund ID (2) | AA00000292 |
| User 9  | Interfund ID (2) | AA00000293 |
| User 10 | Interfund ID (2) | AA00000294 |
| User 11 | Interfund ID (2) | AA00000295 |
| User 12 | Interfund ID (2) | AA00000296 |
| User 13 | Interfund ID (2) | AA00000297 |
| User 14 | Interfund ID (2) | AA00000298 |
| User 15 | Interfund ID (2) | AA00000299 |
| User 16 | Interfund ID (2) | AA00000300 |
| User 17 | Interfund ID (2) | AA00000301 |
| User 18 | Interfund ID (2) | AA00000302 |
| User 19 | Interfund ID (2) | AA00000303 |
| User 20 | Interfund ID (2) | AA00000304 |
| User 21 | Interfund ID (2) | AA00000305 |
| User 22 | Interfund ID (2) | AA00000306 |
| User 23 | Interfund ID (2) | AA00000307 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 24      | Interfund ID (2) | AA00000308 |
| User 25      | Interfund ID (2) | AA00000309 |
| Instructor 1 | Interfund ID (2) | AA00000310 |
| Instructor 2 | Interfund ID (2) | AA00000311 |
| Instructor 3 | Interfund ID (2) | AA00000312 |

| User         | Field          | Value |
|--------------|----------------|-------|
| User 1       | Deposit ID (2) | 217   |
| User 2       | Deposit ID (2) | 218   |
| User 3       | Deposit ID (2) | 219   |
| User 4       | Deposit ID (2) | 220   |
| User 5       | Deposit ID (2) | 221   |
| User 6       | Deposit ID (2) | 222   |
| User 7       | Deposit ID (2) | 223   |
| User 8       | Deposit ID (2) | 224   |
| User 9       | Deposit ID (2) | 225   |
| User 10      | Deposit ID (2) | 226   |
| User 11      | Deposit ID (2) | 227   |
| User 12      | Deposit ID (2) | 228   |
| User 13      | Deposit ID (2) | 229   |
| User 14      | Deposit ID (2) | 230   |
| User 15      | Deposit ID (2) | 231   |
| User 16      | Deposit ID (2) | 232   |
| User 17      | Deposit ID (2) | 233   |
| User 18      | Deposit ID (2) | 234   |
| User 19      | Deposit ID (2) | 235   |
| User 20      | Deposit ID (2) | 236   |
| User 21      | Deposit ID (2) | 237   |
| User 22      | Deposit ID (2) | 238   |
| User 23      | Deposit ID (2) | 239   |
| User 24      | Deposit ID (2) | 240   |
| User 25      | Deposit ID (2) | 241   |
| Instructor 1 | Deposit ID (2) | 242   |
| Instructor 2 | Deposit ID (2) | 243   |
| Instructor 3 | Deposit ID (2) | 244   |

| User   | Field            | Value      |
|--------|------------------|------------|
| User 1 | Interfund ID (3) | AA00000341 |
| User 2 | Interfund ID (3) | AA00000342 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 3       | Interfund ID (3) | AA00000343 |
| User 4       | Interfund ID (3) | AA00000344 |
| User 5       | Interfund ID (3) | AA00000345 |
| User 6       | Interfund ID (3) | AA00000346 |
| User 7       | Interfund ID (3) | AA00000347 |
| User 8       | Interfund ID (3) | AA00000348 |
| User 9       | Interfund ID (3) | AA00000349 |
| User 10      | Interfund ID (3) | AA00000350 |
| User 11      | Interfund ID (3) | AA00000351 |
| User 12      | Interfund ID (3) | AA00000352 |
| User 13      | Interfund ID (3) | AA00000353 |
| User 14      | Interfund ID (3) | AA00000354 |
| User 15      | Interfund ID (3) | AA00000355 |
| User 16      | Interfund ID (3) | AA00000356 |
| User 17      | Interfund ID (3) | AA00000357 |
| User 18      | Interfund ID (3) | AA00000358 |
| User 19      | Interfund ID (3) | AA00000359 |
| User 20      | Interfund ID (3) | AA00000360 |
| User 21      | Interfund ID (3) | AA00000361 |
| User 22      | Interfund ID (3) | AA00000362 |
| User 23      | Interfund ID (3) | AA00000363 |
| User 24      | Interfund ID (3) | AA00000364 |
| User 25      | Interfund ID (3) | AA00000365 |
| Instructor 1 | Interfund ID (3) | AA00000366 |
| Instructor 2 | Interfund ID (3) | AA00000367 |
| Instructor 3 | Interfund ID (3) | AA00000368 |



## Activity 6 – Walkthrough: Adding Initiating Interfund Vouchers

### Scenario

Your agency is attending a conference hosted by the Adjutant General. As the **AP Interfund Processor**, your job is to create an initiating Interfund voucher for the registration fee.

### Menu Path

Accounts Payable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Follow along with your instructor as he/she demonstrates how to add initiating Interfund vouchers. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

### Required Data

| Field  | Value                     |
|--|---------------------------|
| <i>Interfund Details: Add a New Value</i>      |                           |
| * Click the <b>Add</b> button                  |                           |
| <i>Interfund Details</i>                       |                           |
| * Click the <b>Add Voucher</b> link            |                           |
| <i>Voucher: Add a New Value</i>                |                           |
| <b>Business Unit</b>                           | 03900                     |
| <b>Vendor ID</b>                               | 03400                     |
| <b>Invoice Number</b>                          | Interfund_[your initials] |
| <b>Invoice Date</b>                            | <Today's Date>            |
| <b>Gross Invoice Amount</b>                    | 1000                      |
| * Click the <b>Add</b> button                  |                           |
| <i>Invoice Information: Distribution Lines</i> |                           |
| <b>Quantity</b>                                | 1                         |
| <b>Dept</b>                                    | 0391111000                |
| <b>Fund</b>                                    | 1000                      |
| <b>Bud Unit</b>                                | 0210                      |
| <b>Program</b>                                 | 01031                     |



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| Field                          |  | Value  |
|--------------------------------|--|--------|
| <b>Account</b>                 |  | 523200 |
| * Click the <b>OK</b> button   |  |        |
| <i>Interfund Details</i>       |  |        |
| * Click the <b>Save</b> button |  |        |



## Activity 7 – Walkthrough: Adding Reciprocating Interfund Vouchers

### Scenario

Your agency used the Division of Printing to print all the training materials for your agency's upcoming training sessions. The initiating Interfund deposit has been created by DOP's **AR Interfund Processor**. As the **AP Interfund Processor** for your agency you will now search for the existing Interfund and add the reciprocating Interfund voucher using the **Add Voucher** link.

### Menu Path

Accounts Payable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Follow along with your instructor as he/she demonstrates how to add reciprocating Interfund vouchers. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific field", be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

### Required Data

| Field  | Value                       |
|--|-----------------------------|
| <i>Interfund Details: Find Existing Value</i>  |                             |
| <b>Interfund ID</b>                            | See User Specific Data      |
| * Click the <b>Search</b> button               |                             |
| <i>Interfund Details</i>                       |                             |
| * Click the <b>Add Voucher</b> link            |                             |
| <i>Voucher: Add a New Value</i>                |                             |
| <b>Business Unit</b>                           | 03900                       |
| <b>Vendor ID</b>                               | 17300                       |
| <b>Invoice Number</b>                          | Interfund - [your initials] |
| <b>Invoice Date</b>                            | <Today's Date>              |
| <b>Gross Invoice Amount</b>                    | 1000                        |
| * Click the <b>Add</b> button                  |                             |
| <i>Invoice Information: Distribution Lines</i> |                             |



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| Field                          | Value      |
|--------------------------------|------------|
| Quantity                       | 1          |
| Dept                           | 0391111000 |
| Fund                           | 1000       |
| Bud Unit                       | 0210       |
| Program                        | 01031      |
| Account                        | 522300     |
| * Click the <b>OK</b> button   |            |
| <i>Interfund Details</i>       |            |
| * Click the <b>Save</b> button |            |

## User Specific Data Classroom 1

| User         | Field        | Value      |
|--------------|--------------|------------|
| User 1       | Interfund ID | AA00000064 |
| User 2       | Interfund ID | AA00000065 |
| User 3       | Interfund ID | AA00000066 |
| User 4       | Interfund ID | AA00000067 |
| User 5       | Interfund ID | AA00000068 |
| User 6       | Interfund ID | AA00000069 |
| User 7       | Interfund ID | AA00000070 |
| User 8       | Interfund ID | AA00000071 |
| User 9       | Interfund ID | AA00000072 |
| User 10      | Interfund ID | AA00000073 |
| User 11      | Interfund ID | AA00000074 |
| User 12      | Interfund ID | AA00000075 |
| User 13      | Interfund ID | AA00000076 |
| User 14      | Interfund ID | AA00000077 |
| User 15      | Interfund ID | AA00000078 |
| User 16      | Interfund ID | AA00000079 |
| User 17      | Interfund ID | AA00000080 |
| User 18      | Interfund ID | AA00000081 |
| User 19      | Interfund ID | AA00000082 |
| User 20      | Interfund ID | AA00000083 |
| User 21      | Interfund ID | AA00000084 |
| User 22      | Interfund ID | AA00000085 |
| User 23      | Interfund ID | AA00000086 |
| User 24      | Interfund ID | AA00000087 |
| User 25      | Interfund ID | AA00000088 |
| Instructor 1 | Interfund ID | AA00000089 |
| Instructor 2 | Interfund ID | AA00000090 |
| Instructor 3 | Interfund ID | AA00000091 |



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## User Specific Data Classroom 2

| User         | Field        | Value      |
|--------------|--------------|------------|
| User 1       | Interfund ID | AA00000092 |
| User 2       | Interfund ID | AA00000093 |
| User 3       | Interfund ID | AA00000094 |
| User 4       | Interfund ID | AA00000095 |
| User 5       | Interfund ID | AA00000096 |
| User 6       | Interfund ID | AA00000097 |
| User 7       | Interfund ID | AA00000098 |
| User 8       | Interfund ID | AA00000099 |
| User 9       | Interfund ID | AA00000100 |
| User 10      | Interfund ID | AA00000101 |
| User 11      | Interfund ID | AA00000102 |
| User 12      | Interfund ID | AA00000103 |
| User 13      | Interfund ID | AA00000104 |
| User 14      | Interfund ID | AA00000105 |
| User 15      | Interfund ID | AA00000106 |
| User 16      | Interfund ID | AA00000107 |
| User 17      | Interfund ID | AA00000108 |
| User 18      | Interfund ID | AA00000109 |
| User 19      | Interfund ID | AA00000110 |
| User 20      | Interfund ID | AA00000111 |
| User 21      | Interfund ID | AA00000112 |
| User 22      | Interfund ID | AA00000113 |
| User 23      | Interfund ID | AA00000114 |
| User 24      | Interfund ID | AA00000115 |
| User 25      | Interfund ID | AA00000116 |
| Instructor 1 | Interfund ID | AA00000117 |
| Instructor 2 | Interfund ID | AA00000118 |
| Instructor 3 | Interfund ID | AA00000119 |



## Activity 8 – Demonstration: Linking Existing Interfund Vouchers

### Scenario

Your agency has uploaded a reciprocating Interfund voucher for a transaction with another state agency. The **AR Interfund Processor** has already entered the initiating Interfund deposit. Search for the Interfund and use the **Find Voucher** link on the **Interfund Details** page to complete the Interfund.

After the Interfund has been linked, you immediately realize you selected the wrong voucher. Use the **Remove Voucher** link to remove the voucher from the Interfund transaction. Then, find and link the correct voucher to the Interfund transaction.

### Menu Path

Accounts Payable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to link existing Interfund vouchers. Do NOT perform this exercise along with your instructor.

### Required Data

| Field  | Value                  |
|--|------------------------|
| <i>Interfund Details: Find Existing Value</i>  |                        |
| <b>Interfund ID</b>  | See User Specific Data |
| * Click the <b>Search</b> button   |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Find Voucher</b> link   |                        |
| <i>Voucher Reciprocating Line Selection</i>  |                        |
| <b>AP BU</b>   | 03900                  |
| * Click the <b>Search</b> button   |                        |
| * Mark checkbox for <b>Voucher ID (1)</b>  | See User Specific Data |
| * Click the <b>OK</b> button   |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Save</b> button   |                        |
| * You have successfully linked the voucher to the Interfund, but realize you selected the wrong voucher ( <i>refer to the scenario</i> ) |                        |
| * Click the <b>Remove Voucher</b> link   |                        |
| * Click the <b>Yes</b> button at the prompt  |                        |



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| Field                                       | Value                  |
|---|------------------------|
| * Click the <b>Find Voucher</b> link        |                        |
| <i>Voucher Reciprocating Line Selection</i> |                        |
| <b>AP BU</b>                                | 03900                  |
| * Click the <b>Search</b> button            |                        |
| * Mark checkbox for <b>Voucher ID (2)</b>   | See User Specific Data |
| * Click the <b>OK</b> button                |                        |
| <i>Interfund Details</i>                    |                        |
| * Click the <b>Save</b> button              |                        |

## User Specific Data – Class Room 1

| User                | Field            | Value      |
|---------------------|------------------|------------|
| <b>Instructor 1</b> | Interfund ID (1) | AA00000369 |
| <b>Instructor 2</b> | Interfund ID (1) | AA00000370 |
| <b>Instructor 3</b> | Interfund ID (1) | AA00000371 |

| User                | Field          | Value    |
|---------------------|----------------|----------|
| <b>Instructor 1</b> | Voucher ID (1) | 00000716 |
| <b>Instructor 2</b> | Voucher ID (1) | 00000717 |
| <b>Instructor 3</b> | Voucher ID (1) | 00000718 |

| User                | Field          | Value    |
|---------------------|----------------|----------|
| <b>Instructor 1</b> | Voucher ID (2) | 00000722 |
| <b>Instructor 2</b> | Voucher ID (2) | 00000723 |
| <b>Instructor 3</b> | Voucher ID (2) | 00000724 |

## User Specific Data – Class Room 2

| User                | Field            | Value      |
|---------------------|------------------|------------|
| <b>Instructor 1</b> | Interfund ID (1) | AA00000375 |
| <b>Instructor 2</b> | Interfund ID (1) | AA00000376 |
| <b>Instructor 3</b> | Interfund ID (1) | AA00000377 |

| User                | Field          | Value    |
|---------------------|----------------|----------|
| <b>Instructor 1</b> | Voucher ID (1) | 00000725 |
| <b>Instructor 2</b> | Voucher ID (1) | 00000726 |
| <b>Instructor 3</b> | Voucher ID (1) | 00000727 |

| User                | Field          | Value    |
|---------------------|----------------|----------|
| <b>Instructor 1</b> | Voucher ID (2) | 00000731 |
| <b>Instructor 2</b> | Voucher ID (2) | 00000732 |
| <b>Instructor 3</b> | Voucher ID (2) | 00000733 |



## Activity 9 – Exercise: Adding and Linking Existing Interfund Vouchers

### Scenario 1

For this scenario, your agency has uploaded two reciprocating Interfund vouchers for various transactions with another state agency. The **AR Interfund Processor** has already entered each of the initiating Interfund deposits. Search for the Interfund and use the **Find Voucher** link on the **Interfund Details** page to complete the two Interfunds.

### Scenario 2

For this scenario, an existing Interfund voucher needs an update to the amount before it can be approved. Search for the Interfund and update the amount on the voucher using the **Update Voucher** link. Click the **OK** button and review the changes to the Interfund.

### Menu Path

Accounts Payable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led demonstration(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data – Scenario 1

| Field   | Value                  |
|---|------------------------|
| <i>Interfund Details: Find Existing Value</i> |                        |
| <b>Interfund ID (1)</b>                       | See User Specific Data |
| * Click the <b>Search</b> button              |                        |
| <i>Interfund Details</i>                      |                        |
| * Click the <b>Find Voucher</b> link          |                        |
| <i>Voucher Reciprocating Line Selection</i>   |                        |
| <b>AP BU</b>                                  | 03900                  |
| * Click the <b>Search</b> button              |                        |
| * Mark checkbox for <b>Voucher ID (1)</b>     | See User Specific Data |
| * Click the <b>OK</b> button                  |                        |



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| Field   | Value                  |
|---|------------------------|
| <i>Interfund Details</i>  |                        |
| * Click the <b>Save</b> button  |                        |
| * Click the <b>Interfund Details</b> link from the <b>Navigation Menu</b> |                        |
| <i>Interfund Details: Find Existing Value</i>                             |                        |
| <b>Interfund ID (2)</b>   | See User Specific Data |
| * Click the <b>Search</b> button  |                        |
| <i>Interfund Details</i>  |                        |
| * Click the <b>Find Voucher</b> link                                      |                        |
| <i>Voucher Reciprocating Line Selection</i>                               |                        |
| <b>AP BU</b>  | 03900                  |
| * Click the <b>Search</b> button  |                        |
| * Mark checkbox for <b>Voucher ID (2)</b>                                 | See User Specific Data |
| * Click the <b>OK</b> button  |                        |
| <i>Interfund Details</i>  |                        |
| * Click the <b>Save</b> button  |                        |

## Required Data – Scenario 2

| Field  | Value                  |
|--|------------------------|
| <i>Interfund Details: Find Existing Value</i>                          |                        |
| <b>Interfund ID (3)</b>  | See User Specific Data |
| * Click the <b>Search</b> button                                       |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Update Voucher</b> link                                 |                        |
| <i>Invoice Information</i>   |                        |
| <b>Total</b>   | 1500                   |
| <i>Invoice Information: Invoice Lines</i>                              |                        |
| <b>Extended Amount</b>   | 1500                   |
| <i>Invoice Information: Distribution Lines</i>                         |                        |
| <b>Amount</b>  | 1500                   |
| <i>Invoice Information: Balancing</i>                                  |                        |
| * Click the <b>Calculate</b> button                                    |                        |
| * Click the <b>OK</b> button   |                        |
| * Click the <b>OK</b> button when prompted about the scheduled payment |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Save</b> button   |                        |

## User Specific Data – Classroom 1

| User          | Field            | Value      |
|---------------|------------------|------------|
| <b>User 1</b> | Interfund ID (1) | AA00000381 |
| <b>User 2</b> | Interfund ID (1) | AA00000382 |
| <b>User 3</b> | Interfund ID (1) | AA00000383 |



# AR355: Processing Interfund Transactions Activity Guide

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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 4       | Interfund ID (1) | AA00000384 |
| User 5       | Interfund ID (1) | AA00000385 |
| User 6       | Interfund ID (1) | AA00000386 |
| User 7       | Interfund ID (1) | AA00000387 |
| User 8       | Interfund ID (1) | AA00000388 |
| User 9       | Interfund ID (1) | AA00000389 |
| User 10      | Interfund ID (1) | AA00000390 |
| User 11      | Interfund ID (1) | AA00000391 |
| User 12      | Interfund ID (1) | AA00000392 |
| User 13      | Interfund ID (1) | AA00000393 |
| User 14      | Interfund ID (1) | AA00000394 |
| User 15      | Interfund ID (1) | AA00000395 |
| User 16      | Interfund ID (1) | AA00000396 |
| User 17      | Interfund ID (1) | AA00000397 |
| User 18      | Interfund ID (1) | AA00000398 |
| User 19      | Interfund ID (1) | AA00000399 |
| User 20      | Interfund ID (1) | AA00000400 |
| User 21      | Interfund ID (1) | AA00000401 |
| User 22      | Interfund ID (1) | AA00000402 |
| User 23      | Interfund ID (1) | AA00000403 |
| User 24      | Interfund ID (1) | AA00000404 |
| User 25      | Interfund ID (1) | AA00000405 |
| Instructor 1 | Interfund ID (1) | AA00000406 |
| Instructor 2 | Interfund ID (1) | AA00000407 |
| Instructor 3 | Interfund ID (1) | AA00000408 |

| User    | Field          | Value    |
|---------|----------------|----------|
| User 1  | Voucher ID (1) | 00000310 |
| User 2  | Voucher ID (1) | 00000311 |
| User 3  | Voucher ID (1) | 00000312 |
| User 4  | Voucher ID (1) | 00000313 |
| User 5  | Voucher ID (1) | 00000314 |
| User 6  | Voucher ID (1) | 00000315 |
| User 7  | Voucher ID (1) | 00000316 |
| User 8  | Voucher ID (1) | 00000317 |
| User 9  | Voucher ID (1) | 00000318 |
| User 10 | Voucher ID (1) | 00000319 |
| User 11 | Voucher ID (1) | 00000320 |
| User 12 | Voucher ID (1) | 00000321 |



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| User         | Field          | Value    |
|--------------|----------------|----------|
| User 13      | Voucher ID (1) | 00000322 |
| User 14      | Voucher ID (1) | 00000323 |
| User 15      | Voucher ID (1) | 00000324 |
| User 16      | Voucher ID (1) | 00000325 |
| User 17      | Voucher ID (1) | 00000326 |
| User 18      | Voucher ID (1) | 00000327 |
| User 19      | Voucher ID (1) | 00000328 |
| User 20      | Voucher ID (1) | 00000329 |
| User 21      | Voucher ID (1) | 00000330 |
| User 22      | Voucher ID (1) | 00000331 |
| User 23      | Voucher ID (1) | 00000332 |
| User 24      | Voucher ID (1) | 00000333 |
| User 25      | Voucher ID (1) | 00000334 |
| Instructor 1 | Voucher ID (1) | 00000335 |
| Instructor 2 | Voucher ID (1) | 00000336 |
| Instructor 3 | Voucher ID (1) | 00000337 |

| User    | Field            | Value      |
|---------|------------------|------------|
| User 1  | Interfund ID (2) | AA00000409 |
| User 2  | Interfund ID (2) | AA00000410 |
| User 3  | Interfund ID (2) | AA00000411 |
| User 4  | Interfund ID (2) | AA00000412 |
| User 5  | Interfund ID (2) | AA00000413 |
| User 6  | Interfund ID (2) | AA00000414 |
| User 7  | Interfund ID (2) | AA00000415 |
| User 8  | Interfund ID (2) | AA00000416 |
| User 9  | Interfund ID (2) | AA00000417 |
| User 10 | Interfund ID (2) | AA00000418 |
| User 11 | Interfund ID (2) | AA00000419 |
| User 12 | Interfund ID (2) | AA00000420 |
| User 13 | Interfund ID (2) | AA00000421 |
| User 14 | Interfund ID (2) | AA00000422 |
| User 15 | Interfund ID (2) | AA00000423 |
| User 16 | Interfund ID (2) | AA00000424 |
| User 17 | Interfund ID (2) | AA00000425 |
| User 18 | Interfund ID (2) | AA00000426 |
| User 19 | Interfund ID (2) | AA00000427 |
| User 20 | Interfund ID (2) | AA00000428 |
| User 21 | Interfund ID (2) | AA00000429 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 22      | Interfund ID (2) | AA00000430 |
| User 23      | Interfund ID (2) | AA00000431 |
| User 24      | Interfund ID (2) | AA00000432 |
| User 25      | Interfund ID (2) | AA00000433 |
| Instructor 1 | Interfund ID (2) | AA00000434 |
| Instructor 2 | Interfund ID (2) | AA00000435 |
| Instructor 3 | Interfund ID (2) | AA00000436 |

| User         | Field          | Value    |
|--------------|----------------|----------|
| User 1       | Voucher ID (2) | 00000423 |
| User 2       | Voucher ID (2) | 00000424 |
| User 3       | Voucher ID (2) | 00000425 |
| User 4       | Voucher ID (2) | 00000426 |
| User 5       | Voucher ID (2) | 00000427 |
| User 6       | Voucher ID (2) | 00000428 |
| User 7       | Voucher ID (2) | 00000429 |
| User 8       | Voucher ID (2) | 00000430 |
| User 9       | Voucher ID (2) | 00000431 |
| User 10      | Voucher ID (2) | 00000432 |
| User 11      | Voucher ID (2) | 00000433 |
| User 12      | Voucher ID (2) | 00000434 |
| User 13      | Voucher ID (2) | 00000435 |
| User 14      | Voucher ID (2) | 00000436 |
| User 15      | Voucher ID (2) | 00000437 |
| User 16      | Voucher ID (2) | 00000438 |
| User 17      | Voucher ID (2) | 00000439 |
| User 18      | Voucher ID (2) | 00000440 |
| User 19      | Voucher ID (2) | 00000441 |
| User 20      | Voucher ID (2) | 00000442 |
| User 21      | Voucher ID (2) | 00000443 |
| User 22      | Voucher ID (2) | 00000444 |
| User 23      | Voucher ID (2) | 00000445 |
| User 24      | Voucher ID (2) | 00000446 |
| User 25      | Voucher ID (2) | 00000447 |
| Instructor 1 | Voucher ID (2) | 00000448 |
| Instructor 2 | Voucher ID (2) | 00000449 |
| Instructor 3 | Voucher ID (2) | 00000450 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 1       | Interfund ID (3) | AA00000495 |
| User 2       | Interfund ID (3) | AA00000496 |
| User 3       | Interfund ID (3) | AA00000497 |
| User 4       | Interfund ID (3) | AA00000498 |
| User 5       | Interfund ID (3) | AA00000499 |
| User 6       | Interfund ID (3) | AA00000500 |
| User 7       | Interfund ID (3) | AA00000501 |
| User 8       | Interfund ID (3) | AA00000502 |
| User 9       | Interfund ID (3) | AA00000503 |
| User 10      | Interfund ID (3) | AA00000504 |
| User 11      | Interfund ID (3) | AA00000505 |
| User 12      | Interfund ID (3) | AA00000506 |
| User 13      | Interfund ID (3) | AA00000507 |
| User 14      | Interfund ID (3) | AA00000508 |
| User 15      | Interfund ID (3) | AA00000509 |
| User 16      | Interfund ID (3) | AA00000510 |
| User 17      | Interfund ID (3) | AA00000511 |
| User 18      | Interfund ID (3) | AA00000512 |
| User 19      | Interfund ID (3) | AA00000513 |
| User 20      | Interfund ID (3) | AA00000514 |
| User 21      | Interfund ID (3) | AA00000515 |
| User 22      | Interfund ID (3) | AA00000516 |
| User 23      | Interfund ID (3) | AA00000517 |
| User 24      | Interfund ID (3) | AA00000518 |
| User 25      | Interfund ID (3) | AA00000519 |
| Instructor 1 | Interfund ID (3) | AA00000520 |
| Instructor 2 | Interfund ID (3) | AA00000521 |
| Instructor 3 | Interfund ID (3) | AA00000522 |

### User Specific Data – Classroom 2

| User   | Field            | Value      |
|--------|------------------|------------|
| User 1 | Interfund ID (1) | AA00000437 |
| User 2 | Interfund ID (1) | AA00000438 |
| User 3 | Interfund ID (1) | AA00000439 |
| User 4 | Interfund ID (1) | AA00000440 |
| User 5 | Interfund ID (1) | AA00000441 |
| User 6 | Interfund ID (1) | AA00000442 |
| User 7 | Interfund ID (1) | AA00000443 |
| User 8 | Interfund ID (1) | AA00000444 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 9       | Interfund ID (1) | AA00000445 |
| User 10      | Interfund ID (1) | AA00000446 |
| User 11      | Interfund ID (1) | AA00000447 |
| User 12      | Interfund ID (1) | AA00000448 |
| User 13      | Interfund ID (1) | AA00000449 |
| User 14      | Interfund ID (1) | AA00000450 |
| User 15      | Interfund ID (1) | AA00000451 |
| User 16      | Interfund ID (1) | AA00000452 |
| User 17      | Interfund ID (1) | AA00000453 |
| User 18      | Interfund ID (1) | AA00000454 |
| User 19      | Interfund ID (1) | AA00000455 |
| User 20      | Interfund ID (1) | AA00000456 |
| User 21      | Interfund ID (1) | AA00000457 |
| User 22      | Interfund ID (1) | AA00000458 |
| User 23      | Interfund ID (1) | AA00000459 |
| User 24      | Interfund ID (1) | AA00000460 |
| User 25      | Interfund ID (1) | AA00000461 |
| Instructor 1 | Interfund ID (1) | AA00000462 |
| Instructor 2 | Interfund ID (1) | AA00000463 |
| Instructor 3 | Interfund ID (1) | AA00000464 |

| User    | Field          | Value    |
|---------|----------------|----------|
| User 1  | Voucher ID (1) | 00000338 |
| User 2  | Voucher ID (1) | 00000339 |
| User 3  | Voucher ID (1) | 00000340 |
| User 4  | Voucher ID (1) | 00000341 |
| User 5  | Voucher ID (1) | 00000342 |
| User 6  | Voucher ID (1) | 00000343 |
| User 7  | Voucher ID (1) | 00000344 |
| User 8  | Voucher ID (1) | 00000345 |
| User 9  | Voucher ID (1) | 00000346 |
| User 10 | Voucher ID (1) | 00000347 |
| User 11 | Voucher ID (1) | 00000348 |
| User 12 | Voucher ID (1) | 00000349 |
| User 13 | Voucher ID (1) | 00000350 |
| User 14 | Voucher ID (1) | 00000351 |
| User 15 | Voucher ID (1) | 00000352 |
| User 16 | Voucher ID (1) | 00000353 |
| User 17 | Voucher ID (1) | 00000354 |



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| User         | Field          | Value    |
|--------------|----------------|----------|
| User 18      | Voucher ID (1) | 00000355 |
| User 19      | Voucher ID (1) | 00000356 |
| User 20      | Voucher ID (1) | 00000357 |
| User 21      | Voucher ID (1) | 00000358 |
| User 22      | Voucher ID (1) | 00000359 |
| User 23      | Voucher ID (1) | 00000360 |
| User 24      | Voucher ID (1) | 00000361 |
| User 25      | Voucher ID (1) | 00000362 |
| Instructor 1 | Voucher ID (1) | 00000363 |
| Instructor 2 | Voucher ID (1) | 00000364 |
| Instructor 3 | Voucher ID (1) | 00000365 |

| User         | Field            | Value      |
|--------------|------------------|------------|
| User 1       | Interfund ID (2) | AA00000465 |
| User 2       | Interfund ID (2) | AA00000466 |
| User 3       | Interfund ID (2) | AA00000467 |
| User 4       | Interfund ID (2) | AA00000468 |
| User 5       | Interfund ID (2) | AA00000469 |
| User 6       | Interfund ID (2) | AA00000470 |
| User 7       | Interfund ID (2) | AA00000471 |
| User 8       | Interfund ID (2) | AA00000472 |
| User 9       | Interfund ID (2) | AA00000473 |
| User 10      | Interfund ID (2) | AA00000474 |
| User 11      | Interfund ID (2) | AA00000475 |
| User 12      | Interfund ID (2) | AA00000476 |
| User 13      | Interfund ID (2) | AA00000477 |
| User 14      | Interfund ID (2) | AA00000478 |
| User 15      | Interfund ID (2) | AA00000479 |
| User 16      | Interfund ID (2) | AA00000480 |
| User 17      | Interfund ID (2) | AA00000481 |
| User 18      | Interfund ID (2) | AA00000482 |
| User 19      | Interfund ID (2) | AA00000483 |
| User 20      | Interfund ID (2) | AA00000484 |
| User 21      | Interfund ID (2) | AA00000485 |
| User 22      | Interfund ID (2) | AA00000486 |
| User 23      | Interfund ID (2) | AA00000487 |
| User 24      | Interfund ID (2) | AA00000488 |
| User 25      | Interfund ID (2) | AA00000489 |
| Instructor 1 | Interfund ID (2) | AA00000490 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| Instructor 2 | Interfund ID (2) | AA00000491 |
| Instructor 3 | Interfund ID (2) | AA00000492 |

| User         | Field          | Value    |
|--------------|----------------|----------|
| User 1       | Voucher ID (2) | 00000451 |
| User 2       | Voucher ID (2) | 00000452 |
| User 3       | Voucher ID (2) | 00000453 |
| User 4       | Voucher ID (2) | 00000454 |
| User 5       | Voucher ID (2) | 00000455 |
| User 6       | Voucher ID (2) | 00000456 |
| User 7       | Voucher ID (2) | 00000457 |
| User 8       | Voucher ID (2) | 00000458 |
| User 9       | Voucher ID (2) | 00000459 |
| User 10      | Voucher ID (2) | 00000460 |
| User 11      | Voucher ID (2) | 00000461 |
| User 12      | Voucher ID (2) | 00000462 |
| User 13      | Voucher ID (2) | 00000463 |
| User 14      | Voucher ID (2) | 00000464 |
| User 15      | Voucher ID (2) | 00000465 |
| User 16      | Voucher ID (2) | 00000466 |
| User 17      | Voucher ID (2) | 00000467 |
| User 18      | Voucher ID (2) | 00000468 |
| User 19      | Voucher ID (2) | 00000469 |
| User 20      | Voucher ID (2) | 00000470 |
| User 21      | Voucher ID (2) | 00000471 |
| User 22      | Voucher ID (2) | 00000472 |
| User 23      | Voucher ID (2) | 00000473 |
| User 24      | Voucher ID (2) | 00000474 |
| User 25      | Voucher ID (2) | 00000475 |
| Instructor 1 | Voucher ID (2) | 00000476 |
| Instructor 2 | Voucher ID (2) | 00000477 |
| Instructor 3 | Voucher ID (2) | 00000478 |

| User   | Field            | Value      |
|--------|------------------|------------|
| User 1 | Interfund ID (3) | AA00000495 |
| User 2 | Interfund ID (3) | AA00000496 |
| User 3 | Interfund ID (3) | AA00000497 |
| User 4 | Interfund ID (3) | AA00000498 |
| User 5 | Interfund ID (3) | AA00000499 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 6       | Interfund ID (3) | AA00000500 |
| User 7       | Interfund ID (3) | AA00000501 |
| User 8       | Interfund ID (3) | AA00000502 |
| User 9       | Interfund ID (3) | AA00000503 |
| User 10      | Interfund ID (3) | AA00000504 |
| User 11      | Interfund ID (3) | AA00000505 |
| User 12      | Interfund ID (3) | AA00000506 |
| User 13      | Interfund ID (3) | AA00000507 |
| User 14      | Interfund ID (3) | AA00000508 |
| User 15      | Interfund ID (3) | AA00000509 |
| User 16      | Interfund ID (3) | AA00000510 |
| User 17      | Interfund ID (3) | AA00000511 |
| User 18      | Interfund ID (3) | AA00000512 |
| User 19      | Interfund ID (3) | AA00000513 |
| User 20      | Interfund ID (3) | AA00000514 |
| User 21      | Interfund ID (3) | AA00000515 |
| User 22      | Interfund ID (3) | AA00000516 |
| User 23      | Interfund ID (3) | AA00000517 |
| User 24      | Interfund ID (3) | AA00000518 |
| User 25      | Interfund ID (3) | AA00000519 |
| Instructor 1 | Interfund ID (3) | AA00000520 |
| Instructor 2 | Interfund ID (3) | AA00000521 |
| Instructor 3 | Interfund ID (3) | AA00000522 |



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## Activity 10 – Demonstration: Deleting Interfunds

### Scenario

An initiating Interfund voucher has been created in error and now needs to be deleted. The Interfund that needs to be deleted has not yet been marked as complete. As the **AP Interfund Processor**, remove the existing voucher and then delete the existing Interfund transaction.

### Menu Path

Accounts Receivable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to link existing Interfund vouchers. Do NOT perform this exercise along with your instructor.

### Required Data

| Field   | Value                  |
|---|------------------------|
| <i>Interfund Details: Find Existing Value</i>                             |                        |
| <b>Interfund ID</b>   | See User Specific Data |
| * Click the <b>Search</b> button  |                        |
| <i>Interfund Details page</i>   |                        |
| * Click the <b>Remove Voucher</b> link                                    |                        |
| * Click the <b>Yes</b> button at the prompt                               |                        |
| * Click the <b>Delete</b> button  |                        |
| * Click the <b>Yes</b> button at the prompt                               |                        |
| * Click the <b>Save</b> button  |                        |
| * Click the <b>Interfund Details</b> link from the <b>Navigation Menu</b> |                        |
| <i>Interfund Details: Find Existing Value</i>                             |                        |
| <b>Interfund ID</b>   | See User Specific Data |
| * Click the <b>Search</b> button  |                        |
| * No Results should be found  |                        |



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## User Specific Data – Classroom 1

| User         | Field        | Value      |
|--------------|--------------|------------|
| Instructor 1 | Interfund ID | AA00000127 |
| Instructor 2 | Interfund ID | AA00000128 |
| Instructor 3 | Interfund ID | AA00000129 |

## User Specific Data – Classroom 2

| User         | Field        | Value      |
|--------------|--------------|------------|
| Instructor 1 | Interfund ID | AA00000130 |
| Instructor 2 | Interfund ID | AA00000131 |
| Instructor 3 | Interfund ID | AA00000132 |



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## Activity 11 – Challenge: Adding and Deleting Interfunds

### Scenario 1

For this scenario, you will process an Interfund transaction as an **AP Interfund Processor** from agency 03900 and as an **AR Interfund Processor** from agency 03400. First, create an Interfund as the **AR Interfund Processor** from agency 03400 by adding an initiating Interfund deposit. Then, as the **AP Interfund Processor** from agency 03900, add the reciprocating Interfund voucher.

### Scenario 2

For this scenario, you will delete an Interfund transaction that has incorrect vendor and customer IDs as an **AP Interfund Approver** from agency 03900 and as an **AR Interfund Approver** from agency 03400. First, search for the Interfund ID and remove the voucher as the **AP Interfund Approver** from agency 03900. Then, as the **AR Interfund Approver** from agency 03400, remove the deposit and delete the Interfund transaction.

### Menu Path

Accounts Payable → Interfund Details  
Accounts Receivable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data – Scenario 1

| Field  | Value                                     |
|--|---|
| * As the <b>AR Interfund Processor</b> from agency 03400, create the Interfund by adding an initiating Interfund deposit | <i>Interfund Details: Add a New Value</i> |
| * Click the <b>Add</b> button  | <i>Interfund Details</i>                  |
| * Click the <b>Add Deposit</b> button  | <i>Regular Deposit: Add a New Value</i>   |
| <b>Deposit Unit</b>  | 03400                                     |



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| Field   | Value                     |
|---|---------------------------|
| <b>Deposit ID</b>                                     | NEXT                      |
| * Click the <b>Add</b> button                         |                           |
| <i>Totals</i>   |                           |
| <b>Control Total Amount</b>                           | 700                       |
| <b>Count</b>  | 1                         |
| * Click the <b>Payments</b> tab                       |                           |
| <b>Payment ID</b>                                     | Interfund-[your initials] |
| <b>Amount</b>   | 700                       |
| Journal Directly                                      | Checkbox selected         |
| <b>Customer ID</b>                                    | 03900                     |
| * Click the <b>OK</b> button                          |                           |
| <i>Interfund Details</i>                              |                           |
| * Click the <b>Accounting Entries</b> link            |                           |
| <i>Distribution Lines</i>                             |                           |
| <b>Line Amount</b>                                    | -700                      |
| <b>Dept</b>   | 0341101000                |
| <b>Fund</b>   | 1000                      |
| <b>Bud Unit</b>                                       | 2080                      |
| <b>Program Code</b>                                   | 58120                     |
| <b>Account</b>  | 420400                    |
| * Click the <b>Create Accounting Entries</b> button ⚡ |                           |
| <b>Complete</b>                                       | Checkbox selected         |
| * Click the <b>View All</b> link                      |                           |
| * Click the <b>OK</b> button                          |                           |
| <i>Interfund Details</i>                              |                           |
| * Click the <b>Save</b> button                        |                           |

| Field   | Value                 |
|---|-----------------------|
| * As the <b>AP Interfund Processor</b> from agency 03400, add the reciprocating voucher |                       |
| <i>Interfund Details</i>  |                       |
| * Click the <b>Add Voucher</b> link   |                       |
| <i>Voucher: Add a New Value</i>   |                       |
| <b>Business Unit</b>  | 03900                 |
| <b>Vendor ID</b>  | 03400                 |
| <b>Invoice Number</b>   | INF - [your initials] |
| <b>Invoice Date</b>   | <Today's Date>        |
| <b>Gross Invoice Amount</b>   | 700                   |
| * Click the <b>Add</b> button   |                       |
| <i>Invoice Information: Distribution Lines</i>  |                       |
| <b>Quantity</b>   | 1                     |



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| Field                          | Value      |
|--------------------------------|------------|
| <b>Dept</b>                    | 0391111000 |
| <b>Fund</b>                    | 1000       |
| <b>Bud Unit</b>                | 2029       |
| <b>Program</b>                 | 31031      |
| <b>Account</b>                 | 522300     |
| * Click the <b>OK</b> button   |            |
| * Click the <b>Save</b> button |            |

## Required Data – Scenario 2

| Field  | Value                  |
|--|------------------------|
| * As the <b>AP Interfund Approver</b> from agency 03400, remove the voucher from the Interfund |                        |
| <i>Interfund Details: Find Existing Value</i>  |                        |
| <b>Interfund ID</b>  | See User Specific Data |
| * Click the <b>Search</b> button   |                        |
| <i>Interfund Details page</i>  |                        |
| * Click the <b>Remove Voucher</b> link   |                        |
| * Click the <b>Yes</b> button at the prompt  |                        |
| * Click the <b>Save</b> button   |                        |

| Field   | Value                  |
|---|------------------------|
| * As the <b>AR Interfund Approver</b> from agency 03400, remove the deposit from the Interfund and delete the Interfund transaction |                        |
| * Click the <b>Remove Deposit</b> link  |                        |
| * Click the <b>Yes</b> button at the prompt   |                        |
| * Click the <b>Save</b> button  |                        |
| * Click the <b>Delete</b> button  |                        |
| * Click the <b>Yes</b> button at the prompt   |                        |
| * Click the <b>Save</b> button  |                        |
| * Click the <b>Interfund Details</b> link from the <b>Navigation Menu</b>   |                        |
| <i>Interfund Details: Find Existing Value</i>   |                        |
| <b>Interfund ID</b>   | See User Specific Data |
| * Click the <b>Search</b> button  |                        |
| * No Results should be found  |                        |



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## User Specific Data – Classroom 1

| User         | Field        | Value      |
|--------------|--------------|------------|
| User 1       | Interfund ID | AA00000133 |
| User 2       | Interfund ID | AA00000134 |
| User 3       | Interfund ID | AA00000135 |
| User 4       | Interfund ID | AA00000136 |
| User 5       | Interfund ID | AA00000137 |
| User 6       | Interfund ID | AA00000138 |
| User 7       | Interfund ID | AA00000139 |
| User 8       | Interfund ID | AA00000140 |
| User 9       | Interfund ID | AA00000141 |
| User 10      | Interfund ID | AA00000142 |
| User 11      | Interfund ID | AA00000143 |
| User 12      | Interfund ID | AA00000144 |
| User 13      | Interfund ID | AA00000145 |
| User 14      | Interfund ID | AA00000146 |
| User 15      | Interfund ID | AA00000147 |
| User 16      | Interfund ID | AA00000148 |
| User 17      | Interfund ID | AA00000149 |
| User 18      | Interfund ID | AA00000150 |
| User 19      | Interfund ID | AA00000151 |
| User 20      | Interfund ID | AA00000152 |
| User 21      | Interfund ID | AA00000153 |
| User 22      | Interfund ID | AA00000154 |
| User 23      | Interfund ID | AA00000155 |
| User 24      | Interfund ID | AA00000156 |
| User 25      | Interfund ID | AA00000157 |
| Instructor 1 | Interfund ID | AA00000158 |
| Instructor 2 | Interfund ID | AA00000159 |
| Instructor 3 | Interfund ID | AA00000160 |

## User Specific Data – Classroom 2

| User   | Field        | Value      |
|--------|--------------|------------|
| User 1 | Interfund ID | AA00000161 |
| User 2 | Interfund ID | AA00000162 |
| User 3 | Interfund ID | AA00000163 |
| User 4 | Interfund ID | AA00000164 |
| User 5 | Interfund ID | AA00000165 |
| User 6 | Interfund ID | AA00000166 |
| User 7 | Interfund ID | AA00000167 |
| User 8 | Interfund ID | AA00000168 |
| User 9 | Interfund ID | AA00000169 |



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| User         | Field        | Value      |
|--------------|--------------|------------|
| User 10      | Interfund ID | AA00000170 |
| User 11      | Interfund ID | AA00000171 |
| User 12      | Interfund ID | AA00000172 |
| User 13      | Interfund ID | AA00000173 |
| User 14      | Interfund ID | AA00000174 |
| User 15      | Interfund ID | AA00000175 |
| User 16      | Interfund ID | AA00000176 |
| User 17      | Interfund ID | AA00000177 |
| User 18      | Interfund ID | AA00000178 |
| User 19      | Interfund ID | AA00000179 |
| User 20      | Interfund ID | AA00000180 |
| User 21      | Interfund ID | AA00000181 |
| User 22      | Interfund ID | AA00000182 |
| User 23      | Interfund ID | AA00000183 |
| User 24      | Interfund ID | AA00000184 |
| User 25      | Interfund ID | AA00000185 |
| Instructor 1 | Interfund ID | AA00000186 |
| Instructor 2 | Interfund ID | AA00000187 |
| Instructor 3 | Interfund ID | AA00000188 |



## Activity 12 – Demonstration: Sending Interfund Notifications

### Scenario # 1

You are the **AR Interfund Approver** for your agency and need to approve an Interfund deposit. Once you have approved the Interfund deposit, use the **Notify** button to notify the customer contact that the Interfund deposit has been approved.

### Scenario # 2

You are the **AP Interfund Approver** for your agency and need to approve an Interfund voucher. Once you have approved the Interfund voucher, use the **Notify** button to notify the vendor contact that the Interfund voucher has been approved.

### Menu Path

Accounts Payable → Interfund Details  
 Accounts Receivable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to link existing Interfund vouchers. Do NOT perform this exercise along with your instructor.

### Required Data – Scenario 1

| Field  | Value                  |
|--|------------------------|
| <i>Interfund Details: Find Existing Value</i>              |                        |
| Interfund ID (1)   | See User Specific Data |
| * Click the <b>Search</b> button                           |                        |
| <i>Interfund Details: Accounts Receivable Transactions</i> |                        |
| * Click the <b>Approve</b> radio button                    |                        |
| * Click the <b>Contact Information</b> link                |                        |
| <b>Contact Information</b>                                 |                        |
| * Select each Contact                                      |                        |
| * Click the <b>OK</b> button                               |                        |
| <i>Interfund Detail</i>                                    |                        |
| * Click the <b>Notify</b> button                           |                        |
| * Click the <b>OK</b> button                               |                        |
| * Click the <b>OK</b> button                               |                        |
| * Click the <b>Save</b> button                             |                        |



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## Required Data – Scenario 2

| Field   | Value                  |
|---|------------------------|
| <i>Accounts Payable &gt; Interfund Details: Find an Existing Value</i>  |                        |
| <b>Interfund ID (2)</b>   | See User Specific Data |
| * Click the <b>Search</b> button  |                        |
| <i>Interfund Details: Accounts Payable Transactions</i>   |                        |
| * Click the <b>Approve</b> radio button   |                        |
| * Click the <b>Yes</b> button when receiving “Approving the interfund will release the interfund for processing. Continue?” message |                        |
| * Click the <b>Contact Information</b> link   |                        |
| <b>Contact Information</b>  |                        |
| * Select each Contact   |                        |
| * Click the <b>OK</b> button  |                        |
| <i>Interfund Detail</i>   |                        |
| * Click the <b>Notify</b> button  |                        |
| * Click the <b>OK</b> button  |                        |
| * Click the <b>OK</b> button  |                        |
| * Click the <b>Save</b> button  |                        |

## User Specific Data – Classroom 1

| User          | Field            | Value      |
|---------------|------------------|------------|
| <b>User 1</b> | Interfund ID (1) | AA00000719 |
| <b>User 2</b> | Interfund ID (1) | AA00000720 |
| <b>User 3</b> | Interfund ID (1) | AA00000721 |

| User          | Field            | Value      |
|---------------|------------------|------------|
| <b>User 1</b> | Interfund ID (2) | AA00000725 |
| <b>User 2</b> | Interfund ID (2) | AA00000726 |
| <b>User 3</b> | Interfund ID (2) | AA00000727 |

## User Specific Data – Classroom 2

| User          | Field            | Value      |
|---------------|------------------|------------|
| <b>User 1</b> | Interfund ID (1) | AA00000722 |
| <b>User 2</b> | Interfund ID (1) | AA00000723 |
| <b>User 3</b> | Interfund ID (1) | AA00000724 |

| User          | Field            | Value      |
|---------------|------------------|------------|
| <b>User 1</b> | Interfund ID (2) | AA00000728 |
| <b>User 2</b> | Interfund ID (2) | AA00000729 |
| <b>User 3</b> | Interfund ID (2) | AA00000730 |

## Activity 13 – Walkthrough: Handling Interfund Errors

### Scenario

For this scenario, an Interfund has been approved by both the **AP Interfund Approver** and **AR Interfund Approver**. In reviewing the Interfund as the **AP Interfund Approver** from agency 03900, you notice the Interfund transaction has not posted. Navigate to the **Commitment Control** component to see if there was a budget checking error for the Interfund transaction.

After identifying the error, unapprove and update the voucher as the **AP Interfund Approver** from agency 03900. Then, unapprove and update the deposit as the **AR Interfund Approver** from agency 03400 so the Interfund voucher and Interfund deposit can be reapproved and budget checked again.

### Menu Path

Commitment Control → Review Budget Check Exceptions → Accounts Payable → Voucher

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Follow along with your instructor as he/she demonstrates how to handle Interfund errors. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

### Required Data

| Field  | Value                  |
|--|------------------------|
| * As the <b>AP Interfund Approver</b> from agency 03900, review the Commitment Control for a budget check error on the Interfund |                        |
| <i>Voucher: Find an Existing Value</i>   |                        |
| <b>Business Unit</b>   | 03900                  |
| <b>Voucher ID</b>  | See User Specific Data |
| * Click the <b>Search</b> button   |                        |
| <i>Voucher Exceptions</i>  |                        |
| <b>Exception</b>   | No Budget Exists       |



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| Field   | Value                              |
|---|------------------------------------|
| * As the <b>AP Interfund Approver</b> from agency 03900, you have identified a budget check error and must now unapprove and update the voucher |                                    |
| <i>Accounts Payable/Accounts Receivable &gt; Interfund Details</i>  |                                    |
| <b>Interfund Id</b>   | See User Specific Data             |
| * Click the <b>Search</b> button  |                                    |
| <i>Interfund Details: Accounts Payable Transactions</i>   |                                    |
| <b>AP Interfund Approval</b>  | Not Approved radio button selected |
| * Click the <b>Yes</b> button when asked "Voucher interfund status is approved. Do you want to unapprove?"                                      |                                    |
| * Click the <b>Save</b> button  |                                    |
| * Click the Update <b>Voucher</b> link  |                                    |
| * Click the <b>Yes</b> button when asked "Voucher interfund status is approved and you have chosen to unapprove the interfund. Continue?"       |                                    |
| <i>Summary</i>  |                                    |
| * Click the <b>OK</b> button at the dialog box pop-up   |                                    |
| * Click the <b>Invoice Information</b> tab  |                                    |
| <i>Invoice Information</i>  |                                    |
| <b>Total</b>  | 1500                               |
| <i>Invoice Information: Invoice Lines</i>   |                                    |
| <b>Extended Amount</b>  | 1500                               |
| <i>Invoice Information: Distribution Lines</i>  |                                    |
| <b>Amount</b>   | 1500                               |
| <i>Invoice Information: Balancing</i>   |                                    |
| * Click the <b>Calculate</b> button   |                                    |
| * Click the <b>OK</b> button  |                                    |
| * Click the <b>OK</b> button when prompted about the scheduled payment  |                                    |
| <i>Interfund Details</i>  |                                    |
| * Click the <b>Save</b> button  |                                    |
| * Notify the vendor agency that updates are required to the deposit   |                                    |

| Field   | Value                              |
|---|------------------------------------|
| * As the <b>AR Interfund Approver</b> from agency 03400, you need to unapprove and update the deposit |                                    |
| <i>Accounts Receivable &gt; Interfund Details: Find an Existing Value</i>                             |                                    |
| <b>Interfund Id</b>   | See User Specific Data             |
| * Click the <b>Search</b> button  |                                    |
| <i>Interfund Details: Accounts Receivable Transactions</i>  |                                    |
| <b>AR Interfund Approval</b>  | Not Approved radio button selected |
| * Click the <b>Yes</b> button when asked "Deposit status is approved. Do you want to unapprove?"      |                                    |
| * Click the <b>Save</b> button  |                                    |



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| Field   | Value                  |
|---|------------------------|
| <i>Accounts Receivable &gt; Payments &gt; Direct Journal Payments &gt; Modify Accounting Entries</i>                    |                        |
| <b>Deposit Unit</b>   | 03400                  |
| <b>Deposit ID</b>   | See User Specific Data |
| * Click the <b>Search</b> button  |                        |
| <i>Directly Journalled Payments</i>   |                        |
| <b>Complete</b>   | Checkbox not selected  |
| * Click the <b>OK</b> button in dialog pop-up   |                        |
| * Click the <b>Save</b> button  |                        |
| <i>Accounts Receivable &gt; Payments &gt; Direct Journal Payments &gt; Create Accounting Entries Accounting Entries</i> |                        |
| * Click the <b>Delete</b> icon         |                        |
| <i>Accounting Entries: Distribution Lines</i>   |                        |
| * Click the <b>Delete Row 1</b> icon   |                        |
| * Click the <b>OK</b> button in dialog pop-up   |                        |
| * Click the <b>Save</b> button  |                        |
| <i>Accounts Receivable &gt; Interfund Details</i>   |                        |
| <b>Interfund Id</b>   | See User Specific Data |
| * Click the <b>Search</b> button  |                        |
| <i>Interfund Details</i>  |                        |
| * Click the <b>Update Deposit</b> link  |                        |
| <i>Totals</i>   |                        |
| <b>Control Total Amount</b>   | 1500                   |
| * Click the <b>Payments</b> tab   |                        |
| <i>Payments</i>   |                        |
| <b>Amount</b>   | 1500                   |
| * Click the <b>OK</b> button  |                        |
| <i>Interfund Details</i>  |                        |
| * Click the <b>Accounting Entries</b> link  |                        |
| <i>Accounting Entries</i>   |                        |
| <b>Line Amount</b>  | -1500                  |
| <b>Dept</b>   | 0341101000             |
| <b>Fund Code</b>  | 1000                   |
| <b>Bud Unit</b>   | 2010                   |
| <b>Program Code</b>   | 01031                  |
| <b>Account</b>  | 420400                 |
| * Click the <b>Create</b> icon       |                        |
| <b>Complete</b>   | Checkbox selected      |
| * Click the <b>OK</b> button  |                        |



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| Field  | Value |
|--|-------|
| <i>Interfund Details</i>   |       |
| * Click the <b>Save</b> button   |       |
| * Notify the customer agency that updates have been made and the Interfund can be reapproved |       |

## User Specific Data – Classroom 1

| User         | Field      | Value    |
|--------------|------------|----------|
| User 1       | Voucher ID | 00000647 |
| User 2       | Voucher ID | 00000648 |
| User 3       | Voucher ID | 00000649 |
| User 4       | Voucher ID | 00000650 |
| User 5       | Voucher ID | 00000651 |
| User 6       | Voucher ID | 00000652 |
| User 7       | Voucher ID | 00000653 |
| User 8       | Voucher ID | 00000654 |
| User 9       | Voucher ID | 00000655 |
| User 10      | Voucher ID | 00000656 |
| User 11      | Voucher ID | 00000657 |
| User 12      | Voucher ID | 00000658 |
| User 13      | Voucher ID | 00000659 |
| User 14      | Voucher ID | 00000660 |
| User 15      | Voucher ID | 00000661 |
| User 16      | Voucher ID | 00000662 |
| User 17      | Voucher ID | 00000663 |
| User 18      | Voucher ID | 00000664 |
| User 19      | Voucher ID | 00000665 |
| User 20      | Voucher ID | 00000666 |
| User 21      | Voucher ID | 00000667 |
| User 22      | Voucher ID | 00000668 |
| User 23      | Voucher ID | 00000669 |
| User 24      | Voucher ID | 00000670 |
| User 25      | Voucher ID | 00000671 |
| Instructor 1 | Voucher ID | 00000672 |
| Instructor 2 | Voucher ID | 00000673 |
| Instructor 3 | Voucher ID | 00000674 |

| User   | Field        | Value      |
|--------|--------------|------------|
| User 1 | Interfund ID | AA00000663 |
| User 2 | Interfund ID | AA00000664 |
| User 3 | Interfund ID | AA00000665 |
| User 4 | Interfund ID | AA00000666 |



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| User         | Field        | Value      |
|--------------|--------------|------------|
| User 5       | Interfund ID | AA00000667 |
| User 6       | Interfund ID | AA00000668 |
| User 7       | Interfund ID | AA00000669 |
| User 8       | Interfund ID | AA00000670 |
| User 9       | Interfund ID | AA00000671 |
| User 10      | Interfund ID | AA00000672 |
| User 11      | Interfund ID | AA00000673 |
| User 12      | Interfund ID | AA00000674 |
| User 13      | Interfund ID | AA00000675 |
| User 14      | Interfund ID | AA00000676 |
| User 15      | Interfund ID | AA00000677 |
| User 16      | Interfund ID | AA00000678 |
| User 17      | Interfund ID | AA00000679 |
| User 18      | Interfund ID | AA00000680 |
| User 19      | Interfund ID | AA00000681 |
| User 20      | Interfund ID | AA00000682 |
| User 21      | Interfund ID | AA00000683 |
| User 22      | Interfund ID | AA00000684 |
| User 23      | Interfund ID | AA00000685 |
| User 24      | Interfund ID | AA00000686 |
| User 25      | Interfund ID | AA00000687 |
| Instructor 1 | Interfund ID | AA00000688 |
| Instructor 2 | Interfund ID | AA00000689 |
| Instructor 3 | Interfund ID | AA00000690 |

## User Specific Data – Classroom 2

| User    | Field      | Value    |
|---------|------------|----------|
| User 1  | Voucher ID | 00000675 |
| User 2  | Voucher ID | 00000676 |
| User 3  | Voucher ID | 00000677 |
| User 4  | Voucher ID | 00000678 |
| User 5  | Voucher ID | 00000679 |
| User 6  | Voucher ID | 00000680 |
| User 7  | Voucher ID | 00000681 |
| User 8  | Voucher ID | 00000682 |
| User 9  | Voucher ID | 00000683 |
| User 10 | Voucher ID | 00000684 |
| User 11 | Voucher ID | 00000685 |
| User 12 | Voucher ID | 00000686 |
| User 13 | Voucher ID | 00000687 |
| User 14 | Voucher ID | 00000688 |



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| User         | Field      | Value    |
|--------------|------------|----------|
| User 15      | Voucher ID | 00000689 |
| User 16      | Voucher ID | 00000690 |
| User 17      | Voucher ID | 00000691 |
| User 18      | Voucher ID | 00000692 |
| User 19      | Voucher ID | 00000693 |
| User 20      | Voucher ID | 00000694 |
| User 21      | Voucher ID | 00000695 |
| User 22      | Voucher ID | 00000696 |
| User 23      | Voucher ID | 00000697 |
| User 24      | Voucher ID | 00000698 |
| User 25      | Voucher ID | 00000699 |
| Instructor 1 | Voucher ID | 00000700 |
| Instructor 2 | Voucher ID | 00000701 |
| Instructor 3 | Voucher ID | 00000702 |

| User    | Field        | Value      |
|---------|--------------|------------|
| User 1  | Interfund ID | AA00000691 |
| User 2  | Interfund ID | AA00000692 |
| User 3  | Interfund ID | AA00000693 |
| User 4  | Interfund ID | AA00000694 |
| User 5  | Interfund ID | AA00000695 |
| User 6  | Interfund ID | AA00000696 |
| User 7  | Interfund ID | AA00000697 |
| User 8  | Interfund ID | AA00000698 |
| User 9  | Interfund ID | AA00000699 |
| User 10 | Interfund ID | AA00000700 |
| User 11 | Interfund ID | AA00000701 |
| User 12 | Interfund ID | AA00000702 |
| User 13 | Interfund ID | AA00000703 |
| User 14 | Interfund ID | AA00000704 |
| User 15 | Interfund ID | AA00000705 |
| User 16 | Interfund ID | AA00000706 |
| User 17 | Interfund ID | AA00000707 |
| User 18 | Interfund ID | AA00000708 |
| User 19 | Interfund ID | AA00000709 |
| User 20 | Interfund ID | AA00000710 |
| User 21 | Interfund ID | AA00000711 |
| User 22 | Interfund ID | AA00000712 |
| User 23 | Interfund ID | AA00000713 |
| User 24 | Interfund ID | AA00000714 |
| User 25 | Interfund ID | AA00000715 |



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| User         | Field        | Value      |
|--------------|--------------|------------|
| Instructor 1 | Interfund ID | AA00000716 |
| Instructor 2 | Interfund ID | AA00000717 |
| Instructor 3 | Interfund ID | AA00000718 |



## Activity 14 – Challenge: Approving Interfund Deposits and Vouchers

### Scenario 1

For this scenario, you will approve an Interfund transaction as an **AP Interfund Approver** from agency 03900 and as an **AR Interfund Approver** from agency 03400. An Interfund has been created and you now need to approve the Interfund voucher and Interfund deposit. Send a notification after approving each side of the Interfund.

### Scenario 2

For this scenario, you will fix an Interfund transaction that did not pass budget check as an **AP Interfund Approver** from agency 03900 and as an **AR Interfund Approver** from agency 03400. First, review the budget check exceptions from the Commitment Control. Then, unapprove and update the voucher as the **AP Interfund Approver**. Finally, unapprove and update the deposit as the **AR Interfund Approver**.

### Menu Path

Accounts Payable → Interfund Details  
Accounts Receivable → Interfund Details

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data – Scenario 1

| Field  | Value                  |
|--|------------------------|
| * As the <b>AR Interfund Approver</b> from agency 03400, approve the Interfund deposit and send a notification to the customer contact |                        |
| <i>Interfund Details: Find Existing Value</i>  |                        |
| <b>Interfund ID (1)</b>  | See User Specific Data |
| * Click the <b>Search</b> button   |                        |
| <i>Interfund Details: Accounts Receivable Transactions</i>   |                        |
| * Click the <b>Approve</b> radio button  |                        |
| * Click the <b>Contact Information</b> link  |                        |



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| Field                            | Value |
|----------------------------------|-------|
| <i>Contact Information</i>       |       |
| * Select each Contact            |       |
| * Click the <b>OK</b> button     |       |
| <i>Interfund Details</i>         |       |
| * Click the <b>Notify</b> button |       |
| <i>Send Notification</i>         |       |
| * Click the <b>OK</b> button     |       |
| * Click the <b>OK</b> button     |       |
| * Click the <b>Save</b> button   |       |

| Field  | Value |
|--|-------|
| * As the <b>AP Interfund Approver</b> from agency 03900, approve the Interfund voucher and send a notification to the vendor contact |       |
| <i>Interfund Details: Accounts Payable Transactions</i>  |       |
| * Click the <b>Approve</b> radio button  |       |
| * Click the <b>Yes</b> button when receiving “Approving the interfund will release the interfund for processing. Continue?” message  |       |
| * Click the <b>Contact Information</b> link  |       |
| <i>Contact Information</i>   |       |
| * Select each Contact  |       |
| * Click the <b>OK</b> button   |       |
| <i>Interfund Details</i>   |       |
| * Click the <b>Notify</b> button   |       |
| <i>Send Notification</i>   |       |
| * Click the <b>OK</b> button   |       |
| * Click the <b>OK</b> button   |       |
| * Click the <b>Save</b> button   |       |

### Required Data – Scenario 2

| Field  | Value                  |
|--|------------------------|
| * As the <b>AP Interfund Approver</b> from agency 03900, review the budget check error from the Commitment Control |                        |
| <i>Commitment Control → Review Budget Check Exceptions → Accounts Payable → Voucher</i>                            |                        |
| <i>Voucher: Find an Existing Value</i>   |                        |
| <b>Business Unit</b>   | 03900                  |
| <b>Voucher ID</b>  | See User Specific Data |
| * Click the <b>Search</b> button   |                        |
| <i>Voucher Exceptions</i>  |                        |
| <b>Exception</b>   | No Budget Exists       |



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| Field   | Value                              |
|---|------------------------------------|
| * As the <b>AP Interfund Approver</b> from agency 03900, you have determined the budget check error and must now unapprove and update the voucher |                                    |
| <i>Accounts Payable &gt; Interfund Details: Find an Existing Value</i>  |                                    |
| <b>Interfund Id (2)</b>   | See User Specific Data             |
| * Click the <b>Search</b> button  |                                    |
| <i>Interfund Details: Accounts Payable Transactions</i>   |                                    |
| <b>AP Interfund Approval</b>  | Not Approved radio button selected |
| * Click the <b>Yes</b> button when asked "Voucher interfund status is approved. Do you want to unapprove?"  |                                    |
| * Click the <b>Save</b> button  |                                    |
| * Click the <b>Update Voucher</b> link  |                                    |
| * Click the <b>Yes</b> button when asked "Voucher interfund status is approved and you have chosen to unapprove the interfund. Continue?"         |                                    |
| <i>Summary</i>  |                                    |
| * Click the <b>OK</b> button at the dialog box pop-up   |                                    |
| * Click the <b>Invoice Information</b> tab  |                                    |
| <i>Invoice Information</i>  |                                    |
| <b>Fund</b>   | 3054                               |
| <b>Bud Unit</b>   | 4040                               |
| <b>Program</b>  | 36329                              |
| <i>Invoice Information: Balancing</i>   |                                    |
| * Click the <b>OK</b> button  |                                    |
| <i>Interfund Details</i>  |                                    |
| * Click the <b>Save</b> button  |                                    |
| * Notify the vendor agency that updates are required to the deposit   |                                    |

| Field   | Value                              |
|---|------------------------------------|
| * As the <b>AR Interfund Approver</b> from agency 03400, you need to unapprove and update the deposit |                                    |
| <i>Accounts Receivable &gt; Interfund Details: Find an Existing Value</i>                             |                                    |
| <b>Interfund Id (2)</b>   | See User Specific Data             |
| * Click the <b>Search</b> button  |                                    |
| <i>Interfund Details: Accounts Receivable Transactions</i>  |                                    |
| <b>AR Interfund Approval</b>  | Not Approved radio button selected |
| * Click the <b>Yes</b> button when asked "Deposit status is approved. Do you want to unapprove?"      |                                    |
| * Click the <b>Save</b> button  |                                    |
| <i>Accounts Receivable &gt; Payments &gt; Direct Journal Payments &gt; Modify Accounting Entries</i>  |                                    |
| <b>Deposit Unit</b>   | 03400                              |
| <b>Deposit ID</b>   | See User Specific Data             |



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| Field  | Value                  |
|--|------------------------|
| * Click the <b>Search</b> button   |                        |
| <i>Directly Journalled Payments</i>  |                        |
| <b>Complete</b>  | Checkbox not selected  |
| * Click the <b>OK</b> button in warning message pop-up   |                        |
| * Click the <b>Save</b> button   |                        |
| <i>Accounts Receivable &gt; Payments &gt; Direct Journal Payments &gt; Create Accounting Entries</i> |                        |
| * Click the <b>Delete</b> icon   |                        |
| <i>Accounting Entries: Distribution Lines</i>  |                        |
| * Click the <b>Delete Row 1</b> icon  (Hint: Scroll to the right)                                    |                        |
| * Click the <b>OK</b> button in warning message pop-up   |                        |
| * Click the <b>Save</b> button   |                        |
| <i>Accounts Receivable &gt; Interfund Details</i>  |                        |
| <b>Interfund Id (2)</b>  | See User Specific Data |
| * Click the <b>Search</b> button   |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Accounting Entries</b> link   |                        |
| <i>Accounting Entries</i>  |                        |
| <b>Line Amount</b>   | -1700                  |
| <b>Dept</b>  | 0341101000             |
| <b>Fund Code</b>   | 3019                   |
| <b>Bud Unit</b>  | 3245                   |
| <b>Program Code</b>  | 01031                  |
| <b>Account</b>   | 420400                 |
| * Click the <b>Create</b> icon   |                        |
| <b>Complete</b>  | Checkbox selected      |
| * Click the <b>OK</b> button   |                        |
| <i>Interfund Details</i>   |                        |
| * Click the <b>Save</b> button   |                        |
| * Notify the customer agency that updates have been made and the Interfund can be reapproved         |                        |

## User Specific Data – Classroom 1

| User          | Field            | Value      |
|---------------|------------------|------------|
| <b>User 1</b> | Interfund ID (1) | AA00000551 |
| <b>User 2</b> | Interfund ID (1) | AA00000552 |
| <b>User 3</b> | Interfund ID (1) | AA00000553 |
| <b>User 4</b> | Interfund ID (1) | AA00000554 |
| <b>User 5</b> | Interfund ID (1) | AA00000555 |
| <b>User 6</b> | Interfund ID (1) | AA00000556 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 7       | Interfund ID (1) | AA00000557 |
| User 8       | Interfund ID (1) | AA00000558 |
| User 9       | Interfund ID (1) | AA00000559 |
| User 10      | Interfund ID (1) | AA00000560 |
| User 11      | Interfund ID (1) | AA00000561 |
| User 12      | Interfund ID (1) | AA00000562 |
| User 13      | Interfund ID (1) | AA00000563 |
| User 14      | Interfund ID (1) | AA00000564 |
| User 15      | Interfund ID (1) | AA00000565 |
| User 16      | Interfund ID (1) | AA00000566 |
| User 17      | Interfund ID (1) | AA00000567 |
| User 18      | Interfund ID (1) | AA00000568 |
| User 19      | Interfund ID (1) | AA00000569 |
| User 20      | Interfund ID (1) | AA00000570 |
| User 21      | Interfund ID (1) | AA00000571 |
| User 22      | Interfund ID (1) | AA00000572 |
| User 23      | Interfund ID (1) | AA00000573 |
| User 24      | Interfund ID (1) | AA00000574 |
| User 25      | Interfund ID (1) | AA00000575 |
| Instructor 1 | Interfund ID (1) | AA00000576 |
| Instructor 2 | Interfund ID (1) | AA00000577 |
| Instructor 3 | Interfund ID (1) | AA00000578 |

| User    | Field      | Value    |
|---------|------------|----------|
| User 1  | Voucher ID | 00000591 |
| User 2  | Voucher ID | 00000592 |
| User 3  | Voucher ID | 00000593 |
| User 4  | Voucher ID | 00000594 |
| User 5  | Voucher ID | 00000595 |
| User 6  | Voucher ID | 00000596 |
| User 7  | Voucher ID | 00000597 |
| User 8  | Voucher ID | 00000598 |
| User 9  | Voucher ID | 00000599 |
| User 10 | Voucher ID | 00000600 |
| User 11 | Voucher ID | 00000601 |
| User 12 | Voucher ID | 00000602 |
| User 13 | Voucher ID | 00000603 |
| User 14 | Voucher ID | 00000604 |
| User 15 | Voucher ID | 00000605 |
| User 16 | Voucher ID | 00000606 |
| User 17 | Voucher ID | 00000607 |



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| User         | Field      | Value    |
|--------------|------------|----------|
| User 18      | Voucher ID | 00000608 |
| User 19      | Voucher ID | 00000609 |
| User 20      | Voucher ID | 00000610 |
| User 21      | Voucher ID | 00000611 |
| User 22      | Voucher ID | 00000612 |
| User 23      | Voucher ID | 00000613 |
| User 24      | Voucher ID | 00000614 |
| User 25      | Voucher ID | 00000615 |
| Instructor 1 | Voucher ID | 00000616 |
| Instructor 2 | Voucher ID | 00000617 |
| Instructor 3 | Voucher ID | 00000618 |

| User         | Field            | Value      |
|--------------|------------------|------------|
| User 1       | Interfund ID (2) | AA00000607 |
| User 2       | Interfund ID (2) | AA00000608 |
| User 3       | Interfund ID (2) | AA00000609 |
| User 4       | Interfund ID (2) | AA00000610 |
| User 5       | Interfund ID (2) | AA00000611 |
| User 6       | Interfund ID (2) | AA00000612 |
| User 7       | Interfund ID (2) | AA00000613 |
| User 8       | Interfund ID (2) | AA00000614 |
| User 9       | Interfund ID (2) | AA00000615 |
| User 10      | Interfund ID (2) | AA00000616 |
| User 11      | Interfund ID (2) | AA00000617 |
| User 12      | Interfund ID (2) | AA00000618 |
| User 13      | Interfund ID (2) | AA00000619 |
| User 14      | Interfund ID (2) | AA00000620 |
| User 15      | Interfund ID (2) | AA00000621 |
| User 16      | Interfund ID (2) | AA00000622 |
| User 17      | Interfund ID (2) | AA00000623 |
| User 18      | Interfund ID (2) | AA00000624 |
| User 19      | Interfund ID (2) | AA00000625 |
| User 20      | Interfund ID (2) | AA00000626 |
| User 21      | Interfund ID (2) | AA00000627 |
| User 22      | Interfund ID (2) | AA00000628 |
| User 23      | Interfund ID (2) | AA00000629 |
| User 24      | Interfund ID (2) | AA00000630 |
| User 25      | Interfund ID (2) | AA00000631 |
| Instructor 1 | Interfund ID (2) | AA00000632 |
| Instructor 2 | Interfund ID (2) | AA00000633 |
| Instructor 3 | Interfund ID (2) | AA00000634 |



**Activity Guide**



| User         | Field      | Value |
|--------------|------------|-------|
| User 1       | Deposit ID | 474   |
| User 2       | Deposit ID | 475   |
| User 3       | Deposit ID | 476   |
| User 4       | Deposit ID | 477   |
| User 5       | Deposit ID | 478   |
| User 6       | Deposit ID | 479   |
| User 7       | Deposit ID | 480   |
| User 8       | Deposit ID | 481   |
| User 9       | Deposit ID | 482   |
| User 10      | Deposit ID | 483   |
| User 11      | Deposit ID | 484   |
| User 12      | Deposit ID | 485   |
| User 13      | Deposit ID | 486   |
| User 14      | Deposit ID | 487   |
| User 15      | Deposit ID | 488   |
| User 16      | Deposit ID | 489   |
| User 17      | Deposit ID | 490   |
| User 18      | Deposit ID | 491   |
| User 19      | Deposit ID | 492   |
| User 20      | Deposit ID | 493   |
| User 21      | Deposit ID | 494   |
| User 22      | Deposit ID | 495   |
| User 23      | Deposit ID | 496   |
| User 24      | Deposit ID | 497   |
| User 25      | Deposit ID | 498   |
| Instructor 1 | Deposit ID | 499   |
| Instructor 2 | Deposit ID | 500   |
| Instructor 3 | Deposit ID | 501   |

**User Specific Data – Classroom 2**

| User   | Field            | Value      |
|--------|------------------|------------|
| User 1 | Interfund ID (1) | AA00000579 |
| User 2 | Interfund ID (1) | AA00000580 |
| User 3 | Interfund ID (1) | AA00000581 |
| User 4 | Interfund ID (1) | AA00000582 |
| User 5 | Interfund ID (1) | AA00000583 |
| User 6 | Interfund ID (1) | AA00000584 |
| User 7 | Interfund ID (1) | AA00000585 |
| User 8 | Interfund ID (1) | AA00000586 |
| User 9 | Interfund ID (1) | AA00000587 |



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| User         | Field            | Value      |
|--------------|------------------|------------|
| User 10      | Interfund ID (1) | AA00000588 |
| User 11      | Interfund ID (1) | AA00000589 |
| User 12      | Interfund ID (1) | AA00000590 |
| User 13      | Interfund ID (1) | AA00000591 |
| User 14      | Interfund ID (1) | AA00000592 |
| User 15      | Interfund ID (1) | AA00000593 |
| User 16      | Interfund ID (1) | AA00000594 |
| User 17      | Interfund ID (1) | AA00000595 |
| User 18      | Interfund ID (1) | AA00000596 |
| User 19      | Interfund ID (1) | AA00000597 |
| User 20      | Interfund ID (1) | AA00000598 |
| User 21      | Interfund ID (1) | AA00000599 |
| User 22      | Interfund ID (1) | AA00000600 |
| User 23      | Interfund ID (1) | AA00000601 |
| User 24      | Interfund ID (1) | AA00000602 |
| User 25      | Interfund ID (1) | AA00000603 |
| Instructor 1 | Interfund ID (1) | AA00000604 |
| Instructor 2 | Interfund ID (1) | AA00000605 |
| Instructor 3 | Interfund ID (1) | AA00000606 |

| User    | Field      | Value    |
|---------|------------|----------|
| User 1  | Voucher ID | 00000619 |
| User 2  | Voucher ID | 00000620 |
| User 3  | Voucher ID | 00000621 |
| User 4  | Voucher ID | 00000622 |
| User 5  | Voucher ID | 00000623 |
| User 6  | Voucher ID | 00000624 |
| User 7  | Voucher ID | 00000625 |
| User 8  | Voucher ID | 00000626 |
| User 9  | Voucher ID | 00000627 |
| User 10 | Voucher ID | 00000628 |
| User 11 | Voucher ID | 00000629 |
| User 12 | Voucher ID | 00000630 |
| User 13 | Voucher ID | 00000631 |
| User 14 | Voucher ID | 00000632 |
| User 15 | Voucher ID | 00000633 |
| User 16 | Voucher ID | 00000634 |
| User 17 | Voucher ID | 00000635 |
| User 18 | Voucher ID | 00000636 |
| User 19 | Voucher ID | 00000637 |
| User 20 | Voucher ID | 00000638 |



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| User         | Field      | Value    |
|--------------|------------|----------|
| User 21      | Voucher ID | 00000639 |
| User 22      | Voucher ID | 00000640 |
| User 23      | Voucher ID | 00000641 |
| User 24      | Voucher ID | 00000642 |
| User 25      | Voucher ID | 00000643 |
| Instructor 1 | Voucher ID | 00000644 |
| Instructor 2 | Voucher ID | 00000645 |
| Instructor 3 | Voucher ID | 00000646 |

| User         | Field            | Value      |
|--------------|------------------|------------|
| User 1       | Interfund ID (2) | AA00000635 |
| User 2       | Interfund ID (2) | AA00000636 |
| User 3       | Interfund ID (2) | AA00000637 |
| User 4       | Interfund ID (2) | AA00000638 |
| User 5       | Interfund ID (2) | AA00000639 |
| User 6       | Interfund ID (2) | AA00000640 |
| User 7       | Interfund ID (2) | AA00000641 |
| User 8       | Interfund ID (2) | AA00000642 |
| User 9       | Interfund ID (2) | AA00000643 |
| User 10      | Interfund ID (2) | AA00000644 |
| User 11      | Interfund ID (2) | AA00000645 |
| User 12      | Interfund ID (2) | AA00000646 |
| User 13      | Interfund ID (2) | AA00000647 |
| User 14      | Interfund ID (2) | AA00000648 |
| User 15      | Interfund ID (2) | AA00000649 |
| User 16      | Interfund ID (2) | AA00000650 |
| User 17      | Interfund ID (2) | AA00000651 |
| User 18      | Interfund ID (2) | AA00000652 |
| User 19      | Interfund ID (2) | AA00000653 |
| User 20      | Interfund ID (2) | AA00000654 |
| User 21      | Interfund ID (2) | AA00000655 |
| User 22      | Interfund ID (2) | AA00000656 |
| User 23      | Interfund ID (2) | AA00000657 |
| User 24      | Interfund ID (2) | AA00000658 |
| User 25      | Interfund ID (2) | AA00000659 |
| Instructor 1 | Interfund ID (2) | AA00000660 |
| Instructor 2 | Interfund ID (2) | AA00000661 |
| Instructor 3 | Interfund ID (2) | AA00000662 |



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# Activity Guide

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| User         | Field      | Value |
|--------------|------------|-------|
| User 1       | Deposit ID | 502   |
| User 2       | Deposit ID | 503   |
| User 3       | Deposit ID | 504   |
| User 4       | Deposit ID | 505   |
| User 5       | Deposit ID | 506   |
| User 6       | Deposit ID | 507   |
| User 7       | Deposit ID | 508   |
| User 8       | Deposit ID | 509   |
| User 9       | Deposit ID | 510   |
| User 10      | Deposit ID | 511   |
| User 11      | Deposit ID | 512   |
| User 12      | Deposit ID | 513   |
| User 13      | Deposit ID | 514   |
| User 14      | Deposit ID | 515   |
| User 15      | Deposit ID | 516   |
| User 16      | Deposit ID | 517   |
| User 17      | Deposit ID | 518   |
| User 18      | Deposit ID | 519   |
| User 19      | Deposit ID | 520   |
| User 20      | Deposit ID | 521   |
| User 21      | Deposit ID | 522   |
| User 22      | Deposit ID | 523   |
| User 23      | Deposit ID | 524   |
| User 24      | Deposit ID | 525   |
| User 25      | Deposit ID | 526   |
| Instructor 1 | Deposit ID | 527   |
| Instructor 2 | Deposit ID | 528   |
| Instructor 3 | Deposit ID | 529   |