Interdepartmental Transfer (VT5, VT6)
Objectives

- Basic concepts
- VT5 documents
- VT6 documents
- Creating these documents
- Tips & Techniques
Basic Concepts

>>Please enter your next command<<

*DEFINE INTERDEPARTMENTAL TRANSFER VOUCHERS - VTM Year: 00 01

Command: VTM Account: __________ Misc: _______________ Month: JUN

SSN: _________ Dept Req: _______________ Inventory: ________ Purch Ctr _____

COMMAND FUNCTION: MISCELLANEOUS

1. VT1 RTF - INTRA FUND GROUP - 14 AND 20 ACCTS
2. VT2 RTF - INTRA FUND GROUP
3. VT3 RTF - INTRA FUND GROUP - 26 ACCTS.
4. VT5 IDT ORIGINAL CHARGES
5. VT6 IDT CORRECTION OF CHARGES
6. VT7 IDT ORIGINAL CHARGES - SERVICE CENTERS

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/11/01 04:59 PM --
Basic Concepts

- **IDT** = Inter-Departmental Transfers
  - **VT5** – Original Charges
  - **VT6** – Correction of Original Charges

- **Formats** – per document type
  - Allowable Accounts
  - Allowable Object Codes
VT5 – Original Charges

• Created by UT Service Centers for authorized charges:
  – Service Center Accounts and rates are approved by the Office of the Controller

http://www.utexas.edu/business/busmgr/rate.html
VT5 – Original Charges

Office of the Controller

RATE REQUESTS

The Office of the Controller approves rate requests that allow a unit to charge for services that it provides to users. A common example of this is an academic department or research unit wanting to charge for an analytical service that it performs.

The process normally requires that a department or research unit requests a Service Center account (18 Series) and approval for its rate or rates. Once an account is established and rates are approved, charges can be assessed to users’ accounts by Interdepartmental Transfer VT5 documents (IDTs).

If you would like to submit a new service center rate approval request, or change an existing rate approval, please download a Service Center Request (SCR) Form along with the Cover Memorandum and the instructions. Requests for vehicle rates should use the Vehicle Rate Request Form. A printed copy of the completed form with the appropriate signatures should be sent to Victoria A. Rieger, General Ledger Manager, Office of Accounting, MAI 132, Mail Code K5310. If you have questions, please contact Victoria A. Rieger, 471-2609.

Files for Downloading:

Cover Memorandum (PDF, 4k)

Instructions (PDF, 6k)

Service Center Request Form (Excel, 50k)

Vehicle Rate Request Form (Excel, 40k)

A Service Center account will normally need to be requested at the same time the rate request is submitted. The following link will take you to the new non-E & G account request form, which is used to request Service Center 18 Accounts:
VT5 – Original Charges

- Service Centers use specific formats, which are created and maintained by the Office of Accounting – Payment Information Section.

- NOTE: VT5’s are created by the department receiving the credit.
VT5 – Generic Formats

All departments may use:

- Format **01** for photocopy charges $0.05 or less
- Format **CNF** for conference registration fees crediting your department’s 19 Account
VT5 – Original Charges

>>PLEASE ENTER A SUMMARY FOR THIS NEW VOUCHER<<

*DEFINE

IDT ORIGINAL CHARGES - VT5

Command: VT5  Account: __________  Misc: ________________

Year 00 01

Month: JUN

=============================================================================

Status: -- COVER SHEET --  Document ID: __________

Action: NEW  Summary: ___________________________________________________

Created: 06/11/01 by ACGEM -  Category: ____________________________

Format: 01  Template: ____________

Voucher Date: ______ Voucher Nbr: _____  Totals: Debits: 0.00

Process Date:  Credits: 0.00

Sections: _ 1. IDT Transactions

Entries: 0

Account  Description  Amount  D/C Obj  DTN  P/C

__________ _________________________ __________________ _ ____ _______ ___ _

__________ _________________________ __________________ _ ____ _______ ___ _

__________ _________________________ __________________ _ ____ _______ ___ _

_ 2. Voucher Comments

Need Support Doc: _

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_ 3. Departmental Codes

Default Service Dates: Begin: _____ End: _____

-- 0 UT Austin  ------ PF1=Options ------ PF8=Exit ------ 6/11/01 05:05 PM --
VT5 – Original Charges

>>CREATION OF DOCUMENT M0VT5999984 SUCCESSFULLY COMPLETED; CONTINUE<<

*DEFINE IDT ORIGINAL CHARGES - VT5 Year 00 01
Command: VT5 Account: __________ Misc: ________________ Month: JUN
=============================================================================
Status: CREATED -- COVER SHEET -- Document ID: M0VT5999984
Action: ___ Summary: PHOTOCOPYING CHARGES
Created: 06/11/01 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: __________
Voucher Date: 061101 Voucher Nbr: T Totals: Debits: 0.00
Process Date: Credits: 0.00
Sections: _ 1. IDT Transactions Entries: 0
  Account Description Amount D/C Obj DTN P/C
  __________ _________________________ __________________ _ ____ _______ ___ _
  __________ _________________________ __________________ _ ____ _______ ___ _
  __________ _________________________ __________________ _ ____ _______ ___ _
  __________ _________________________ __________________ _ ____ _______ ___ _
  _ 2. Voucher Comments Need Support Doc: _
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
_ 3. Departmental Codes
Default Service Dates: Begin: _____ End: _____

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/11/01 05:07 PM --
VT5 – Original Charges

>> PLEASE ENTER A SERVICE BEGIN DATE.<<

*DEFINE IDT ORIGINAL CHARGES - VT5 Year 00 01
Command: VT5 Account: __________ Misc: ______________
=============================================================================
Status: CREATED -- COVER SHEET -- Document ID: M0VT5999984
Action: ___ Summary: PHOTOCOPYING CHARGES__________________________________
Created: 06/11/01 by ACGEM - MARTT, GARY E Category:
Format: 01__ Template: __________
Voucher Date: 061101 Voucher Nbr: T Totals: Debits: 0.00
Process Date: Credits: 0.00
Sections: _ 1. IDT Transactions Entries: 0
Account Description Amount D/C Obj DTN P/C
________________ _________________________ __________________ _ ____ _______ ___ _.
________________ _________________________ __________________ _ ____ _______ ___ _.
________________ _________________________ __________________ _ ____ _______ ___ _.
________________ _________________________ __________________ _ ____ _______ ___ _.
__ 2. Voucher Comments Need Support Doc: ?
PHOTOCOPYING CHARGES

________________ _________________________ __________________ _ ____ _______ ___ _.
________________ _________________________ __________________ _ ____ _______ ___ _.
________________ _________________________ __________________ _ ____ _______ ___ _.
________________ _________________________ __________________ _ ____ _______ ___ _.

__ 3. Departmental Codes
Default Service Dates Begin: _____ End: _____

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 6/11/01 05:10 PM --
## VT5 – Original Charges

ERRORS IN VOUCHER VERIFICATION FOR DOCUMENT M0VT5999984

<table>
<thead>
<tr>
<th>SECTION</th>
<th>MESSAGE</th>
<th>TRANS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You must enter &quot;Y&quot;es or &quot;N&quot;o in &quot;Needs support&quot;</td>
<td>-</td>
</tr>
</tbody>
</table>

Mark to see next 2 pages of errors: _
VT5 – Original Charges

>> YOUR VOUCHER IS VERIFIED AS CORRECT <<
*DEFINE IDT ORIGINAL CHARGES - VT5 Year 00 01
Command: VT5 Account: __________ Misc: ______________
Month: JUN
=============================================================================
Status: CREATED -- COVER SHEET -- Document ID: M0VT5999984
Action: ___ Summary: PHOTOCOPYING CHARGES
Created: 06/11/01 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: __________
Voucher Date: 061101 Voucher Nbr: T Totals: Debits: 3.75 Credits: 3.75
Process Date: Sections: _ 1. IDT Transactions Entries: 2
Account Description Amount D/C Obj DTN P/C
2612121295 75 PHOTOCOPIES___________ 3.75 C 3822 _______ ___ +
2614041450 75 PHOTOCOPIES___________ 3.75 D 1304 _______ ___ +

_ 2. Voucher Comments Need Support Doc: N
PHOTOCOPYING CHARGES
75 PHOTOCOPIES AT $0.05/COPY

_ 3. Departmental Codes
Default Service Dates: Begin: 061101 End: 061101

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 6/11/01 05:21 PM --
VT5 – Original Charges

Help for Command VT5

==========================================================================
VT5  IDT Original Charges

CATCH WORDS ON-LINE

PURPOSE..................................... 2
CONCEPT..................................... 2
FIELD GUIDE................................. 3
HOW TO USE.................................. 8
COMMON ERROR MESSAGES....................... 9
RESOURCES................................... 10
TIPS & TECHNIQUES........................... 10
VOCABULARY.................................. 12

**Read "PF6" in the PF10 On-Line Glossary for Catch Word definitions.**

Press 'ENTER' for next page of text or CLEAR to exit help.
VT5 – Original Charges

• REMEMBER:
  – VT5’s are ONLY for ORIGINAL CHARGES.
  – VT5’s are ONLY for SERVICE CENTERS.
    • Exception: Format CNF and 01
  – VT5’s are initiated by department receiving the credit.
• PF6 Help
• ? - Field Level Help
• VERify action
VT6 = Correction of Original Charges

• Original approved transactions must exist on completed documents.

• **VT6** corrects:
  – Account number
  – Object class codes
  – Amount
    • May be entire amount
    • May be a partial amount
VT6 = Correction of Original Charges

- Only the following documents can be corrected:
  - VC1, VC2, VC4
  - VP1, VP2, VP3, VP5, VP6, VP7, VPE, VP9, VPT
  - VJ1, VT5, VT6

- Only Payroll can correct payroll documents! Contact 512-471-5271.

- Contact Inventory at 512-471-3838 for corrections on inventory items purchased in a prior fiscal year.
VT6 = CORRECTION

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<

*DEFINE IDT CORRECTION OF CHARGES - VT6 YEAR 00 01
Command: VT6 Account: __________ Misc: _______________ Month: JUN
=============================================================================
Status: -- COVER SHEET -- Document ID: __________
Action: ___ Summary: __________________________________________________
Created: 06/11/01 by ACGEM - Category:
Format: _____ Document to correct: ID: ___________ or Voucher: ______
Voucher Date: ______ VJ Nbr: ______ Dir.Total: Debits: 0.00
Process Date: Entries: 0 Credits: 0.00
G/L Total: Debits: 0.00 Credits: 0.00
SECTIONS:
  _ 1. Access document being corrected
  _ 2. Access transactions on new documents
  _ 3. Access *DEFINE codes
__________________________________________________________________________
__________________________________________________________________________
Defaults: Service Beg: _____ End: _____ Purpose Codes: ___ ___ ___ ___ ___
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/11/01 05:42 PM --
VT6 = CORRECTION

>>PLEASE ENTER THE DOCUMENT ID WHICH YOU WILL BE CORRECTING<<

*DEFINE IDT CORRECTION OF CHARGES - VT6 YEAR 00 01
Command: VT6 Account: __________ Misc: _______________ Month: JUN
=============================================================================
Status: -- COVER SHEET -- Document ID: ___________
Action: NEW Summary: CORRECT PHOTOCOPIER CHARGES
Created: 06/11/01 by ACSEM -- Category: ___________
Format: 01__ Document to correct: ID: ___________ or Voucher: _______

Voucher Date: ______ VJ Nbr: Dir.Total: Debits: 0.00
Process Date: Entries: 0 Credits: 0.00
Process Date: Entries: 0 G/L Total: Debits: 0.00
--- ____________ Credits: 0.00

SECTIONS:
_ 1. Access document being corrected
_ 2. Access transactions on new documents
_ 3. Access *DEFINE codes
_ 4. Voucher Comments:

Defaults: Service Beg: _____ End: _____ Purpose Codes: ___ ___ ___ ___ ___

--- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/11/01 05:42 PM ---
VT6 = CORRECTION

>>CREATION OF DOCUMENT M0VT6999997 SUCCESSFULLY COMPLETED; CONTINUE<<

*DEFINE IDT CORRECTION OF CHARGES - VT6 YEAR 00 01
Command: VT6 Account: __________ Misc: _______________ Month: JUN

=============================================================================
Status: CREATED -- COVER SHEET -- Document ID: M0VT6999997

Action: ___ Summary: CORRECT PHOTOCOPIER CHARGES______________________
Created: 06/11/01 by ACGEM - MARTT, GARY E Category:
Format: 01___ Document to correct: ID: M0VT5999984 or Voucher: ______

Voucher Date: 061101 VJ Nbr: Dir.Total: Debits: 0.00
Process Date: Entries: 0 Credits: 0.00
G/L Total: Debits: 0.00
Credits: 0.00

SECTIONS:

X 1. Access document being corrected

_ 2. Access transactions on new documents

_ 3. Access *DEFINE codes


CORRECT PHOTOCOPIER CHARGES

Defaults: Service Beg: _____ End: _____ Purpose Codes: ___ ___ ___ ___ ___

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 6/11/01 05:46 PM --
VT6 = CORRECTION

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>TYPE</th>
<th>OBJ.</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2612121295</td>
<td>DI</td>
<td>3822</td>
<td>PHOTOCOPIES</td>
<td>3.75</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>061101</td>
<td></td>
</tr>
<tr>
<td>2614041450</td>
<td>DI</td>
<td>1304</td>
<td>PHOTOCOPIES</td>
<td>3.75</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>061101</td>
<td></td>
</tr>
</tbody>
</table>
VT6 = CORRECTION

<table>
<thead>
<tr>
<th></th>
<th>ACCOUNT</th>
<th>TYPE</th>
<th>OBJ.</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>D/C</th>
<th>VENDOR ID</th>
<th>SERV.BEG</th>
<th>SERV.END</th>
<th>DTN</th>
<th>PURP</th>
<th>PO-NBR</th>
<th>MORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>2612121295</td>
<td>DI</td>
<td>3822</td>
<td>PHOTOCOPIES</td>
<td>3.75</td>
<td>C</td>
<td></td>
<td>061101</td>
<td>061101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>2614041450</td>
<td>DI</td>
<td>1304</td>
<td>PHOTOCOPIES</td>
<td>3.75</td>
<td>D</td>
<td></td>
<td>061101</td>
<td>061101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VT6 = CORRECTION

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>OBJ. CODE</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>2614041450</td>
<td>1304</td>
<td>3.75 C</td>
</tr>
<tr>
<td>2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 3.75 C

Use PF5 to see list of documents created to correct this entry
Use PF2 to get a blank screen to add more transfers on entry
VT6 = CORRECTION

You have selected this entry from M0VT5999984 to correct in M0VT6999997
Acct: 2614041450 Desc: 75 PHOTOCOPIES  Amt: 3.75 D
Obj: 1304 Type: DI Vendor:                DTN:  P.O.:  
AMOUNT AVAILABLE FOR CORRECTION FROM THIS ITEM:  3.75 D
Please enter accounts, object codes and amounts of new transactions to be placed on the correction documents, entered to correct the above item:

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>OBJ. CODE</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 2614041450</td>
<td>1304</td>
<td>3.75</td>
<td>C</td>
</tr>
<tr>
<td>2) 3074500150</td>
<td>1304</td>
<td>______</td>
<td>3.75</td>
</tr>
<tr>
<td>3)</td>
<td>___</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td>___</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>5)</td>
<td>___</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>6)</td>
<td>___</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>7)</td>
<td>___</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>8)</td>
<td>___</td>
<td>______</td>
<td></td>
</tr>
</tbody>
</table>

Total: 0.00

Use PF5 to see list of documents created to correct this entry
Use PF2 to get a blank screen to add more transfers on entry

--- FINAL PAGE OF VOUCHER ITEMS <<
VT6 = CORRECTION

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>TYPE</th>
<th>OBJ.</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2612121295</td>
<td>DI</td>
<td>3822</td>
<td>PHOTOCOPIES</td>
<td>3.75</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2614041450</td>
<td>DI</td>
<td>1304</td>
<td>PHOTOCOPIES</td>
<td>3.75</td>
<td>D</td>
</tr>
</tbody>
</table>

Action: ___ Begin at Acct: 2612121295  Entry: Debits: 3.75  Credits: 3.75
Document ID: M0VT6999997
Voucher Nbr.: - 061101  Nbr: 2
VT6 = CORRECTION

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<

*DEFINE IDT CORRECTION OF CHARGES - VT6 YEAR 00 01
Command: VT6 Account: __________ Misc: _______________ Month: JUN
=============================================================================
Status: CREATED -- COVER SHEET -- Document ID: M0VT6999997
Action: ___ Summary: CORRECT PHOTOCOPIER CHARGES_____________________ Created: 06/11/01 by ACGEM - MARTT, GARY E
Category: Format: 01___ Document to correct: ID: M0VT5999984 or Voucher: ______

Voucher Date: 061101 VJ Nbr: 2 Dir.Total: Debits: 3.75
Process Date: Entries: 2 Credits: 3.75
G/L Total: Debits: 0.00 Credits: 0.00

SECTIONS:
X _ 1. Access document being corrected
X _ 2. Access transactions on new documents
X _ 3. Access *DEFINE codes

CORRECT PHOTOCOPIER CHARGES

Defaults: Service Beg: _____ End: _____ Purpose Codes: __ __ __ __ __ __

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 6/11/01 05:56 PM --
### ERRORS IN VOUCHER VERIFICATION FOR DOCUMENT M0VT6999997

<table>
<thead>
<tr>
<th>SECTION</th>
<th>MESSAGE</th>
<th>TRANS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You must enter &quot;Y&quot;es or &quot;N&quot;o in &quot;Needs support&quot;</td>
<td>-</td>
</tr>
</tbody>
</table>

Mark to see next 2 pages of errors: _
VT6 = CORRECTION

>> YOUR VOUCHER IS VERIFIED AS CORRECT <<
*DEFINE IDT CORRECTION OF CHARGES - VT6 YEAR 00 01
Command: VT6 Account: __________ Misc: _______________ Month: JUN
=============================================================================Status: CREATED -- COVER SHEET -- Document ID: M0VT6999997
Action: ___ Summary: CORRECT PHOTOCOPIER CHARGES_______________________
Created: 06/11/01 by ACGEM - MARTT, GARY E Category:
Format: 01___ Document to correct: ID: M0VT5999984 or Voucher: ______

Voucher Date: 061101 VJ Nbr: ____________ Dir.Total: Debits: 3.75
Process Date: Entries: 2 Credits: 3.75
G/L Total: Debits: 0.00 Credits: 0.00

SECTIONS:
 X 1. Access document being corrected
 X 2. Access transactions on new documents
   3. Access *DEFINE codes
CORRECT PHOTOCOPIER CHARGES___________________________________________

Defaults: Service Beg: _____ End: _____ Purpose Codes: __ __ __ __ __ __
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/11/01 05:58 PM --
VT6 = CORRECTION

VT6 document routing:

1) If created by the creator of the original document (being corrected), the VT6 routes according to the original document.

2) Otherwise the VT6 routes according to the credited account.
TIPS – Deleting a VT6

>>DELETE ALL TRANSACTIONS BEFORE DELETING DOCUMENT<<

*DEFINE
IDT CORRECTION OF CHARGES - VT6
YEAR 00 01
Command: VT6
Account: __________
Misc: _______________
Month: JUN
=============================================================================
Status: CREATED
-- COVER SHEET --
Document ID: M0VT6999997
Action: DEL
Summary: CORRECT PHOTOCOPIER CHARGES
Created: 06/11/01 by ACGEM - MARTT, GARY E
Category:
Format: 01___
Document to correct: ID: M0VT5999984 or Voucher: ______

Voucher Date: 061101
VJ Nbr: __________________
Dir.Total: Debits: 3.75
Credits: 3.75
Process Date: Entries: 2
G/L Total: Debits: 0.00
Credits: 0.00

SECTIONS:
X 1. Access document being corrected
X 2. Access transactions on new documents
  3. Access *DEFINE codes
  _ 4. Voucher Comments:

CORRECT PHOTOCOPIER CHARGES

Defaults: Service Beg: _____ End: _____ Purpose Codes: ___ ___ ___ ___ ___ ___

-- 0 UT Austin ------- PF1=Options ------- PF8=Exit ------- 6/11/01 05:59 PM --
TIPS - Deleting a VT6 (cont)

| Action: ___ Begin at Acct: 3074500150  Entry: Debits: 3.75 |
| Document ID: M0VT6999997  Credits: 3.75 |
| Voucher Nbr.: - 061101  Nbr: 2 |
| ACCOUNT  TYPE  OBJ.       DESCRIPTION                 AMOUNT       D/C |
| VENDOR    T-CODE  P.O.NBR.  SERV.BEG SERV.END  DTN  PURP.  MORE |
| 3074500150  IN  1304  75 PHOTOCOPIES   T506867_           3.75   D  |
| -------------- 061101  061101  _______  ___  +  |
| 2614041450  DI  1304  75 PHOTOCOPIES   T506867_           3.75  C  |
| _______________  ___ __________  061101  061101  _______  ___  +  |
TIPS – Using PF13

Correction trail on document:
Documents that M0VT5999984 is attached to, or references:

__________
__________
__________
__________

+ Full screen of attached documents

Documents that reference M0VT5999984:
M0VT6999997 CORRECT PHOTOCOPIER CHARGES ACGEM
TIPS – Moreable

*DEFINE IDT ORIGINAL CHARGES - VT5 Year 00 01
Command: VT5 Account: __________ Misc: M0VT5999984__ Month: JUN
=============================================================================
Status: APPROVED -- COVER SHEET -- Document ID: M0VT5999984
Action: ___ Summary: PHOTOCOPYING CHARGES ________________________________
Created: 06/11/01 by ACGEM - MARTT, GARY E Category:
Format: 01___ Template: __________
Voucher Date: 061101 Voucher Nbr: T030465 Totals: Debits: 3.75
Process Date: 061101 Credits: 3.75
Sections: _ 1. IDT Transactions Entries: 2
Account Description Amount D/C Obj DTN P/C
2612121295 75 PHOTOCOPIES_________ 3.75 C 3822 _______ ___ +
2614041450 75 PHOTOCOPIES_________ 3.75 D 1304 _______ ___ >

_ 2. Voucher Comments Need Support Doc: N
PHOTOCOPYING CHARGES__________________________________________________
________________________________________________________________________
________________________________________________________________________
_ 3. Departmental Codes
Default Service Dates: Begin: 061101 End: 061101

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 6/12/01 07:15 AM --
### Additional Information Concerning Transaction 2 on this page:

#### Account Information:
- **Account:** 26-1404-1450  **Status:** A  **Type:** EX  **PA:** L  
- **Account Title:** BEG- MARTT  
- **Unit:** 2120-023  **Department Title:** BEG-PI-BULLWINKLE  **M Abbr:** BEG  
- **T Code:** ___  **Alt Voucher:** _______  **Acct Pool Balance:** 1,999,992.50  
- **PCA:** _____  **Acct Free Balance:** 3.75-  
- **State Obj:** ____  **Dept Free Bal(including requisitions):**

#### Object Code Info:
- **Code:** 1304  **Title:** REPROD & PRINTING SVC  **Status:** A

---

#### Service Dates:
- **Begin:** 061101  **End:** 061101  **Cash Source:** __________  

#### Purpose Codes:
- ___  ___  ___  ___  ___  ___  ___  ___  ___  ___

#### Tax SSN:
- _________  **Client Key:** ____________________  

#### HUB VID:
- ______________

#### Comments (starting from comment line 1)
- **3.75 CORRECTED IN M0VT6999997 BY ACGEM ON 06/11/01***
Other TIPS

VT5 DOCUMENTS

• VT’s are created by department receiving the credit.
• Format **01** = photocopies for $0.05 or less
• Format **CNF** = conference registration
• Service Centers are assigned formats

VT6 CORRECTIONS

• Always use format **01**.
• Corrections on 26-accounts must be done within 90 days of the original charge