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Electronic Transfers  
of Charges:  
*VT5 and VT6 Documents*

# 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 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://www.utexas.edu/business/busmgr/rate.html> Go Links

THE UNIVERSITY OF TEXAS AT AUSTIN  
Office of the Controller

UT Directory | UT Offices A-Z | Campus & Parking Maps | UT Site Map | Calendars | UT Direct | UT Search | UTOPIA

**Controller Home**

Services

Forms

FAQ

UBOC

Handbook of Business Procedures

Staff Directory

Organizational Chart

Related Offices

**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**, 471-2808.

**Files for Downloading:**

- [Cover Memorandum \(PDF, 4k\)](#)
- [Instructions \(PDF, 6k\)](#)
- [Service Center Request Form \(Excel, 50k\)](#)
- [Vehicle Rate Request Form \(Excel, 48k\)](#)

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:

UTDIRECT

Internet

# 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 Year 00 01  
Command: VT5 Account: \_\_\_\_\_ Misc: \_\_\_\_\_ 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 ACDEM - MARTI, 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: \_\_\_\_\_ 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: ?

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

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

-----  
ERRORS IN VOUCHER VERIFICATION FOR DOCUMENT M0VT5999984

SECTION	MESSAGE	TRANS.
1	You must enter "Y"es or "N"o in "Needs support"	-

| 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: PHOTOCOPIING CHARGES \_\_\_\_\_

Created: 06/11/01 by ACDEM - MARTT, GARY E Category:

Format: 01 \_\_\_\_\_ Template: \_\_\_\_\_

Voucher Date: 061101 Voucher Nbr: T Totals: Debits: 3.75

Process Date: Credits: 3.75

Sections: 1. IDT Transactions Entries: 2

Account	Description	Amount	B/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

PHOTOCOPIING 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

Screen 1\_\_ of 13

=====

VT5 IDT Original Charges

CATCH WORDS

ON-LINE  
SCREEN

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
- **VER**ify 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 471-5271.
- Contact Inventory at 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
- \_ 4. Voucher Comments: Needs Support Doc: \_

-----  
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 ACGEM - 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  
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: Needs Support Doc: \_

-----  
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

- 4. Voucher Comments: \_\_\_\_\_ Needs Support Doc: -

CORRECT PHOTOCOPIER CHARGES \_\_\_\_\_

Defaults: Service Beg: \_\_\_\_\_ End: \_\_\_\_\_ Purpose Codes: \_\_\_\_\_

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

# VT6 = CORRECTION

```
+-----+
| >> FINAL PAGE OF VOUCHER ITEMS <<
| Action: ____ Begin at Acct: 2612121295 Entry: Debits: 0.00
|           Document ID: M0VT6999997 Credits: 0.00
|           Voucher Nbr.: - 061101 Nbr: 0
| ACCOUNT TYPE OBJ. DESCRIPTION AMOUNT D/C
|           VENDOR ID SERV.BEG SERV.END DTN PURP PO-NBR MORE
| _ 2612121295 DI 3822 75 PHOTOCOPIES 3.75 C
|           061101 061101 +
| _ 2614041450 DI 1304 75 PHOTOCOPIES 3.75 D
|           061101 061101 +
| -
| -
| -
| -
| -
| -
| -
| -
| -
| -
+-----+
```

# VT6 = CORRECTION

```
+-----+
| >> FINAL PAGE OF VOUCHER ITEMS <<
| Action: ____ Begin at Acct: 2612121295 Entry: Debits: 0.00
|           Document ID: M0VT6999997 Credits: 0.00
|           Voucher Nbr.: - 061101 Nbr: 0
| ACCOUNT TYPE OBJ. DESCRIPTION AMOUNT D/C
|           VENDOR ID SERV.BEG SERV.END DTN PURP PO-NBR MORE
| - 2612121295 DI 3822 75 PHOTOCOPIES 3.75 C
|   061101 061101 +
| X 2614041450 DI 1304 75 PHOTOCOPIES 3.75 D
|   061101 061101 +
| -
| -
| -
| -
| -
| -
| -
| -
| -
+-----+
```

# VT6 = CORRECTION

```
+-----+
| >> FINAL PAGE OF VOUCHER ITEMS << |
+-----+
|
| 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: |
| ACCOUNT OBJ. CODE AMOUNT D/C |
| 1) 2614041450 1304 3.75 C |
| 2) _____ |
| 3) _____ |
| 4) _____ |
| 5) _____ |
| 6) _____ |
| 7) _____ |
| 8) _____ |
| Total: |
| ---- 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

```
+-----+
| >> FINAL PAGE OF VOUCHER ITEMS <<                                     |
+-----+
|
| 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: |
|
|          ACCOUNT      OBJ. CODE      AMOUNT      D/C |
| 1)  2614041450  1304          3.75      C |
| 2)  3074500150      1304          3.75      D |
| 3)  _____      _____      _____      - |
| 4)  _____      _____      _____      - |
| 5)  _____      _____      _____      - |
| 6)  _____      _____      _____      - |
| 7)  _____      _____      _____      - |
| 8)  _____      _____      _____      - |
|
|                               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 ---- |
+-----+
+-----+
```

# VT6 = CORRECTION

```
+-----+
| >>MARK NEXT TO TRANSACTIONS TO BE INCLUDED IN CORRECTION<< |
| Action: ___ Begin at Acct: 2612121295 Entry: Debits: 3.75 |
| Document ID: M0VT6999997 Credits: 3.75 |
| Voucher Nbr.: - 061101 Nbr: 2 |
| ACCOUNT TYPE OBJ. DESCRIPTION AMOUNT D/C |
| VENDOR ID SERV.BEG SERV.END DTN PURP PO-NBR MORE |
| _ 2612121295 DI 3822 75 PHOTOCOPIES 3.75 C |
| 061101 061101 + |
| X 2614041450 DI 1304 75 PHOTOCOPIES 3.75 D |
| 061101 061101 + |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
+-----+
```

# 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:          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
  _ 4. Voucher Comments:          Needs Support Doc: _
CORRECT PHOTOCOPIER CHARGES _____

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

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 6/11/01 05:56 PM --
```



# 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
- \_ 4. Voucher Comments:

Needs Support Doc: N

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  
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
- \_ 4. Voucher Comments: Needs Support Doc: N

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)

```
+-----+
| >> FINAL PAGE OF VOUCHER ITEMS <<                                     |
| 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  N    1304   75  PHOTOCOPIES   T506867_      3.75   D   |
|           _____  _____  _____  _____  _____  _____  |
|           061101   061101      _____  _____  _____  _____  |
| 2614041450  I    1304   75  PHOTOCOPIES   T506867_      3.75   C   |
|           _____  _____  _____  _____  _____  _____  |
|           061101   061101      _____  _____  _____  _____  |
|-----+

```



# 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 --
```



# 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