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## Introduction to Accounting

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Official unit hierarchy can be viewed using the GG6 command.

The unit level can be viewed using the CA3 command.

### F. Signature Authority

What does it mean to have signature authority?

Having signature authority allows a designated person to sign/approve accounting documents. Persons with signature authority are called authorized signers.

What are the two types of signature authority?

The two types of signature authority are manual and electronic. Only persons listed as Official or Delegated signers can approve manual forms. Persons designated as electronic signers can approve electronic documents.

Who updates signature authorization?

A unit head can update manual signature authority with the GG5 command. Electronic signature authority is maintained by the electronic office manager in the US1 command.

What if the unit head does not have a logon id?

The unit head can send a Request for Authorization of Signature form available at University Supply and Mail to Education & Training, MAI 316, Mail code K5304.

Where can this information be viewed in \*DEFINE?

The GBS command lists both manual and electronic authorized signers. The GB1 command lists manual authorized signers only.

### G. Transactions

What is a transaction?

A transaction is a group of information that makes up an accounting entry. Some information are required on every accounting entry (i.e., account number, object class code, transaction type, etc.). Some information are optional (i.e., DTN, \*DEFINE codes, etc.).

How are transactions created?

Transactions are created by electronic documents entered by the departments or by the processing units.

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## What is a transaction type?

A transaction type is automatically assigned to each accounting transaction. The transaction type determines what account balances to update. Balances are updated at the account level and/or the budget group level. Examples of transaction types are EN for encumbrance, EX for expenditure, and SA for salary. Note: These are for Office of Accounting use only.

## What is a reporting type?

Reporting types are simplified transaction types that summarize all the accounting transaction types. These types are designed for the departmental use and simplify reporting and display.

Each time a transaction is posted or a transaction type is changed, the transaction gets an accounting transaction type along with a reporting type. The reporting type helps identify what the transaction is (i.e., whether it's an encumbrance expenditure, transfer, etc.). Departments have the option of reporting using either accounting transaction types or reporting types. All transactions post according to the accounting transaction type assigned to the transaction. The reporting type for each transaction is then assigned according to the accounting transaction type.

## Where can this information be viewed in \*DEFINE?

Each transaction contains both Office of Accounting information and departmental information. The GTM commands show the Office of Accounting side, the LTM commands show the departmental ledger side.

More information about types can be found in the \*DEFINE glossary by looking up REPORTING TYPE and TRANSACTION TYPE.

## **H. Budget Pools**

### What are budget pools?

Each subaccount in a budget group is assigned to a budget pool. Subaccounts within a budget group may be assigned to the same budget pool. The free balance of each account within a specific budget pool is added or "pooled" together. When an account is audited for sufficient funds it checks the pool balance (the total of the free balances of all the accounts in the budget pool), not the free balance of the account. Budget pools help reduce the number of routine budget changes that might otherwise be needed.

### Where are they maintained?

Contracts & Grants and Financial Reports are responsible for creating and maintaining budget pools. Accounts are normally pooled together if there are no

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transfer restrictions between them. For accounts that are not budgeted, the income and expenditure accounts are often pooled together.

Although budget pools are designed to help departments, they can in some instances actually create problems. Contracts & Grants or Financial Reports can usually accommodate departmental requests to change budget pools to make an account more restrictive. Users encountering problems caused by budget pools should contact their accountant displayed in GB1 for assistance.

Where can this information be viewed in \*DEFINE?

The GB2 command lists balances and budget pools for a particular budget group.

The GB1 command displays the free balance and pool balance for an account. It also shows the name of the accountant for the account.

### I. Object Class Codes

What is an object class code?

An object class code (commonly referred to as object code) is a 4-digit number assigned to each accounting transaction. Object class codes are used to describe transactions. Reports sorted by object code provide information regarding what accounting activity takes place for a specified period of time.

What types of object codes are there?

Object codes are divided into major categories. The first digit of the 4-digit number indicates the type of transaction. The following list shows what the first digit represents:

Encumbrances	0XXX
Expenditures	1XXX
Income	3XXX
Assets	5XXX
Liabilities	6XXX
Transfers & Adjustments	7XXX
Balance Forwards	8XXX
Budgets/Other	9XXX

Where can this information be viewed in \*DEFINE?

Object codes can be viewed in \*DEFINE using the GG8 and GG9 commands. A printed list of codes can also be printed using the PF15 key (or shift + PF3) from these commands.

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### J. Object Audit Groups

#### What is an object audit group?

Object audit groups are a group of object codes assigned to each subaccount. These groups are used to control the types of transactions which can process against an account.

#### Where are they maintained?

Contracts & Grants and Financial Reports are responsible for creating and maintaining object audit groups.

#### Where can this information be viewed in \*DEFINE?

The GO7 command lists accounts and their corresponding object audit groups. The codes contained in the group can be viewed here.

Questions regarding why a group contains specific codes should be directed to your accountant listed in the GB1 screen.

### K. Encumbrance

#### What is an encumbrance?

An encumbrance is a means of reserving funds for future expenditures. Purchase orders and other documents are recorded on the books, committing such amounts for future payment. The remaining free balance represents the estimated available budget for future expenditures.

#### How does it differ from an expenditure?

An encumbrance is simply a documented commitment of funds. Only after an invoice is received and a check is issued does an expenditure take place. The encumbrance needs to be reversed when the expenditure transpires. The reversal of the encumbrance is called a disencumbrance. Encumbrances that are not reversed will adversely affect your free balance.

#### What types of transactions are not encumbered?

Typical encumbrances include purchase orders and salaries. However, not all commitments are encumbered. Examples: telephone charges, utilities, and personnel paid hourly and weekly.

#### What should you do if you discover an encumbrance problem?

Not all encumbrances are initiated by the Office of Accounting. The object code for the transaction indicates the type of encumbrance which in turn helps

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determine who to contact for assistance. Following is a list of common encumbrances and who to contact:

<u>Obj Code</u>	<u>Description</u>	<u>Contact</u>
0100	Salary Encumbrances	Payroll (1-5271)
0105	Fringe Benefit Encumbrances	Payroll (1-5271)
0300	Scholarship Encumbrances	Payroll (1-7998)
0500	Travel Advance Encumbrances	Accounting (1-5271)
0601	Physical Plant Encumbrances	Physical Plant (1-6229)
0602	Campus Computers Encumbrances	Campus Comp. (5-6550)
0603	Grad Bus School Encumbrance	Grad Bus School (1-5921)

### L. Transfers among funds

What is a transfer among funds?

Transfer of funds means a movement of funds within the same account group.

What electronic document do I use to transfer funds?

For electronic processing, the account numbers involved in the transfer determine whether you will create a VT1, VT2, or VT3:

VT1- 14 and 20 accounts

VT2 - all other accounts except 14, 20, and 26

VT3 - 26 accounts

Who do I call to find out about the allowability of transferring funds?

If you have questions with a transfer, call the accountant listed in the GB1 screen for the account.

### M. Interdepartmental Transfers

What is an interdepartmental transfer?

An internal departmental transfer refers to a movement of charges between UT departments. These may be for original charges of goods or services or for the correction of original charges.

What electronic documents do I use for interdepartmental transfers?

A VT5 for original charges and a VT6 for correction of charges.

### N. Department Contacts

Who are the department contacts?

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Department contacts are persons in the department designated by the unit head to handle inquiries or correspondence for the categories the contacts have been assigned to. If the categories are not filled in, the unit head is considered as the contact.

<u>Categories</u>	<u>What are they responsible for?</u>
Accounting	Maintains the accounts. Answers questions about the accounts. Also shows on the GB1 screen as the department contact.
Budget	Budget questions
Inventory	Receives Inventory correspondence
Ledger Sheet	Receives Statement of Accounts
Payroll	Payroll office
Personnel	OHR questions
Purchasing	Purchasing
Travel	Travel questions

### Who updates department contacts?

The unit head, office manager, or delegates can update department contacts. Department contacts are maintained at the unit or budget group level in the GG5 command. If the unit head does not have access to \*DEFINE, send a written request signed by the unit head to Education & Training, MAI 316, Mail Code K5304 to update department contacts.

### Where can this information be viewed in \*DEFINE?

Department contacts can be viewed in the GG5 command.

## **O. Electronic Documents**

### What is an electronic document?

Electronic documents are used to create accounting transactions. Documents are created in \*DEFINE and on the Web, and many types of documents are available for a department's use. Electronic documents reduce repetitive typing, allow for online tracking and locating documents, and reduce processing time.

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What is a document ID number?

All electronic documents are assigned a document ID number. The document ID (also referred to as doc ID) is assigned to the document at the time it is created. Using the following doc ID as an example (L0PBO999993), the components of the number can be broken down as follows: L--0--PBO--999993

- L corresponds to a calendar year. Every January this letter changes. Beginning 1/00 the letter was "L".
- 0 (zero) indicates what component created the document. In this example the document was created by UT-Austin. Each UT component is assigned a component code.
- PBO (letter O) indicates what command created the document. In this example the document is a PBO or small purchase order.
- 999993 is the number assigned in descending order for each new document created. This number is unique for each document for each command.

## II. Glossary

The following glossary terms can be viewed on-line by pressing "PF10" and typing the term in the "Request" field and pressing ENTER.

### **ACCOUNT GROUP**

*The account group classifies an account by the source or purpose of funds, and is indicated by the first two digits of the account number. Therefore, looking at the first two digits of an account number will provide you information regarding the purpose of the account. The term "account group" is often used interchangeably with "fund group". However, fund group and account group do not mean the same thing. Fund group refers to the NACUBO fund group. (For more information see the "FUND GROUP" definition in the glossary.)*

*Following is a list of accounts groups used by The University:*

#### *UT Component Account Groups*

01	<i>Bank Accounts</i>
02	<i>Legislative Appropriations</i>
04	<i>Legislative Appropriations</i>
12	<i>Estimated Income, Accounts Receivable, Deposits</i>
14	<i>General Budget Appropriations (State)</i>
18	<i>Service Centers (Revolving Funds)</i>
19	<i>Designated Funds</i>
20	<i>Available University Fund (Educ Programs)</i>
26	<i>Research Grants &amp; Contracts</i>
29	<i>Auxiliary Enterprises</i>
30	<i>Restricted Funds</i>
32	<i>Loan Funds</i>
36	<i>Plant Funds</i>
37	<i>Plant Funds</i>

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39	<i>Plant Funds</i>
41	<i>Agency Funds</i>
<i>UT System Account Groups</i>	
51	<i>Legislative Appropriations</i>
53	<i>General Budget Appropriations (State)</i>
54	<i>Designated Funds</i>
55	<i>Restricted Funds</i>
56	<i>Investments</i>
57	<i>Investments</i>
58	<i>Annuity and Life Income Funds</i>
59	<i>Available University Funds (Appropriations)</i>
60	<i>Available University Funds (Appropriations)</i>
61	<i>Available University Funds (Appropriations)</i>
63	<i>Available University Funds (Educ Program)</i>
67	<i>Funds Held in Trust</i>
85	<i>Plant Funds</i>
86	<i>Plant Funds</i>
87	<i>Retirement of Indebtedness</i>
88	<i>Plant Funds</i>
89	<i>Agency Funds</i>
90	<i>Texas A&amp;M Funds</i>

## **ACCOUNT NUMBER**

*An account number is a 10 digit number assigned to an account by the Office of Accounting. Each number is unique. The first 2 digits indicate account group. The first 8 digits indicate budget group. The first 10 indicate the account number. The last 2 indicate the subaccount.*

## **ACCOUNT STATUS**

*Controls what types of transactions can process on an account:*

- A: Active. Will allow all transactions to process.*
- B: Inactive. Set up for budget only.*
- C: Closed. Will allow only JVs and CRVs to process. No service dates are required.*
- D: Inactive/To be deleted. Will not allow transactions of any kind.*
- E: Expired. Will allow documents to process with service dates within the contract period.*
- I: Inactive. Will not allow transactions of any kind.*
- P: Proposed account.*

*Account status is maintained in the CA3 command and can be assigned at the budget group or at the account level. Account status can be viewed in the CA3 and the GB2 commands.*

*If you feel an account has been coded with the incorrect status, please call your accountant at 471-6231.*

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## ACCOUNTING ABBREVIATIONS

*Following is a list of common Office of Accounting abbreviations:*

<i>ACIC</i>	--	<i>Accounting Information Center</i>
<i>AFR</i>	--	<i>Annual Financial Report</i>
<i>A/P</i>	--	<i>Accounts Payable</i>
<i>APS</i>	--	<i>Authorization for Professional Services</i>
<i>CFDA</i>	--	<i>Catalog of Federal Domestic Assistance</i>
<i>DTN</i>	--	<i>Departmental Transaction Number</i>
<i>FDP</i>	--	<i>Federal Demonstration Project</i>
<i>FY</i>	--	<i>Fiscal Year</i>
<i>IDT</i>	--	<i>Inter-Departmental Transfer Voucher</i>
<i>IDC</i>	--	<i>Indirect Cost (same as Overhead)</i>
<i>LBB</i>	--	<i>Legislative Budget Board</i>
<i>LTF</i>	--	<i>Long Term Fund</i>
<i>MFR</i>	--	<i>Monthly Financial Report</i>
<i>MTDC</i>	--	<i>Modified Total Direct Cost</i>
<i>NOA</i>	--	<i>Notice of Award</i>
<i>OAG</i>	--	<i>Object Audit Group</i>
<i>OD</i>	--	<i>Overdraft</i>
<i>OH</i>	--	<i>Overhead (same as Indirect Cost)</i>
<i>OSP</i>	--	<i>Office of Sponsored Projects</i>
<i>PER</i>	--	<i>Personnel Effort Report</i>
<i>PIN</i>	--	<i>Payee Identification Number (same as VID)</i>
<i>PO</i>	--	<i>Purchase Order</i>
<i>RBC</i>	--	<i>Request for Budget Change (only 26 accounts)</i>
<i>RTA</i>	--	<i>Request for Travel Authorization</i>
<i>RTF</i>	--	<i>Request for Transfer of Funds (all accounts except 26s)</i>
<i>SOA</i>	--	<i>Statement of Account</i>
<i>SSN</i>	--	<i>Social Security Number</i>
<i>TDC</i>	--	<i>Total Direct Cost</i>
<i>USAS</i>	--	<i>Uniform Statewide Accounting System</i>
<i>VID</i>	--	<i>Vendor Identification Number (same as PIN)</i>

## ACIC

*The Office of Accounting Help Line (referred to as the ACIC) is a help resource for departments on campus. Departments may call 471-8802 to get assistance with general accounting questions and \*DEFINE questions.*

*The ACIC is staffed by the Office of Accounting's Education & Training staff. E&T personnel make every effort to answer your questions. If a particular question is outside their area of expertise, E&T will do their best to refer you to someone who can help.*

*Some calls made to the ACIC take a while to fully answer. Since the ACIC has only one phone line, a voice mail box is available for you to leave messages. E&T does their best to answer messages in a timely fashion. Just remember: if you don't leave a message, they can't call you back to help you!*

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<b>BALANCE FORWARD</b>	<p><i>At the end of the year, remaining balances must be brought forward from the old year to the new year. The transactions which do this are called balance forwards. Balance forward entries are posted with VJB documents, and the voucher numbers for these transactions start with "B". Two sets of balance forwards are done every year: initial balance forwards and adjusted balance forwards.</i></p> <p><i>Each budget group is assigned a balance forward rule in the CA3 screen. The balance forward rules enable the Office of Accounting to automate the monumental task of creating balance forward documents. The balance forward rule determines how balances will be brought forward.</i></p>
<b>BUDGET GROUP</b>	<p><i>A budget group is a group of accounts that have the same first 8 digits.</i></p>
<b>COMPONENT CODE</b>	<p><i>The University of Texas System is comprised of various component institutions. The University of Texas at Austin is only one of many components located throughout the state of Texas. This code separates accounting transactions so that each component can utilize *DEFINE while keeping their accounting records separate and unique. The component code is displayed in *DEFINE in the lower left corner of any *DEFINE screen.</i></p>
<b>CREDIT</b>	<p><i>A "C" (Credit) adds to your account balance.</i></p> <p><i>Examples of Credits:</i></p> <ul style="list-style-type: none"><li><i>Deposits</i></li><li><i>Transfers To</i></li><li><i>Disencumbrances</i></li></ul>
<b>*DEFINE</b>	<p><i>*DEFINE, an acronym for 'D'epartmental 'F'inancial 'NE'twork, is a financial application used by The University of Texas at Austin and other UT components. *DEFINE is a public application, which means anyone with a logon ID can access it. Go to the MMM Main Menu of *DEFINE to view a complete list of modules that you are authorized to use. Authorizations for commands and accounts are controlled within electronic offices setup and maintained within *DEFINE.</i></p> <p><i>For more detailed information about *DEFINE, type HHM in the Command field and press ENTER. HH1 is an introduction to *DEFINE, HH2 explains the basics of electronic documents, and HH3 explains how to resolve common error messages. HH8 explains electronic offices and how command authorizations work.</i></p>
<b>DEBIT</b>	<p><i>A "D" (Debit) subtracts from your account balance.</i></p> <p><i>Examples of Debits:</i></p> <ul style="list-style-type: none"><li><i>Expenditures</i></li><li><i>Transfers From</i></li><li><i>Encumbrances</i></li></ul>
<b>DEPARTMENT CONTACT</b>	<p><i>Department contacts are maintained in the GG5 command. They may be assigned at the unit code level or at the budget group level. Contacts at the budget group level override unit information.</i></p> <p><i>You may designate any of the GG5 department contacts. They may be the same person or can be different. If they are not filled in, the unit head is considered the contact.</i></p>
<b>DEPOSIT</b>	<p><i>Deposits to accounts are processed on cash receipt vouchers. Departments can prepare deposits electronically using the VC1 command. Contact the Bursar's Office (5-7777) for more information regarding departmental deposit rules and preparation.</i></p>
<b>DISENCUMBRANCE</b>	<p><i>Reversal of an encumbrance. See ENCUMBRANCE.</i></p>

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<b>DOCUMENT ID</b>	<i>All electronic documents in *DEFINE are assigned a document ID number. The document ID (also referred to as doc ID) is assigned to the document at the time it is created.</i>
<b>ENCUMBRANCE</b>	<i>An encumbrance is a means of reserving funds for future expenditures. Purchase orders and other documents are recorded on the books, committing such amounts for future payment. The remaining free balance represents the estimated available budget for future expenditures. An encumbrance is simply a documented commitment of funds. Only after an invoice is received and a check is issued does an expenditure take place. The encumbrance needs to be reversed when the expenditure transpires. The reversal of the encumbrance is called a disencumbrance.</i>
<b>ENDOWMENT</b>	<i>An endowment is a group of funds donated to a tax-exempt organization that uses the earnings to advance its mission. Endowments generate earnings year after year since the principal is not spent. Texas' Permanent University Fund (PUF) - which earns income from stocks, bonds and other investments in addition to West Texas land and oil income - contributes a major portion of all endowments for UT and Texas A&amp;M.</i>
<b>ERROR LISTING (VOUCHERS WITH ERRORS LISTING)</b>	<i>To ensure that vouchers are processed in a timely manner, the Office of Accounting notifies accounting contacts about vouchers with errors. These vouchers may include:     <i>Payment vouchers (VP1, VP2, VP3)</i>     <i>RTFs and RBCs (VT1, VT2, VT3)</i>     <i>IDTs (VT5)</i>     <i>Correction documents (VT6)</i>     <i>Personnel appointment documents (ACM, ANM)</i> A computer program runs every Friday night and looks for documents which will not process due to various errors. Documents that have errors at the time the program runs are printed on a report.</i>
<b>FISCAL YEAR</b>	<i>The University of Texas operates on a 12 month fiscal year which runs from September 1 to August 31. Budgets, appointments, and external reporting are all done for this 12 month period.</i>
<b>FUND GROUP</b>	<i>Fund group is a designation prescribed by the National Association of Colleges and University Business Officers (NACUBO) to classify the source of funds for reporting purposes. Each account number established by the Office of Accounting must be assigned a 3-digit fund group number.</i>
<b>HELP</b>	<i>Help with *DEFINE is available in many formats. More information about help resources is available in the following Glossary definitions:</i>  <i>Classes</i> <i>E&amp;T</i> <i>Error Messages</i> <i>Expert Help</i> <i>Field Level Help</i> <i>Glossary</i> <i>On-Line Info Center</i> <i>PF6 Help</i> <i>Tutorials</i>

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<b>I.D.T.</b>	<i>The Interdepartmental Transfer (IDT) commonly refers to charges processed between UT departments for goods and services (VT5), or the correction or movement of charges between accounts (VT6).</i>
<b>INSUFFICIENT FUNDS</b>	<i>Accounts must have funds available in order for expenditures to process. The computer looks at the pool balance of an account to determine if sufficient funds are available. If the pool balance is zero or overdraft, the expenditure cannot process. If you have a document that gives an insufficient funds error message, you will either have to charge another account, or move funds into the account you are charging.</i>
<b>MONTHLY CLOSE-CLOSE-OUT</b>	<i>Every month the Office of Accounting closes its books. After a month has been closed no more entries for that month may be posted. This ensures that the ending balances for that month will remain intact. Close-out typically happens around the 5th working day of the next month. For example, the month of November would not be closed until the 5th working day of December.</i>
<b>OBJECT AUDIT GROUP</b>	<i>Object audit groups are groups of object codes assigned to each subsidiary account. These groups are used to control the types of transactions that can process against an account.</i>
<b>OBJECT CLASS CODE</b>	<i>Object class codes are 4-digit codes used to categorize transactions for reporting purposes. Every accounting transaction must have an object code assigned to it. Object class codes may be viewed using the GG8 and GG9 commands in *DEFINE. An object code listing may be printed via the PF15 key in GG8 and GG9.</i>
<b>OFFICE OF SPONSORED PROJECTS</b>	<i>The Office of Sponsored Projects (OSP) serves as the coordinating office for externally funded research projects submitted by The University of Texas at Austin. The goal of the OSP is to assist faculty and professional research staff in their efforts to secure external funding. The OSP staff provides technical assistance to Principal Investigators (PIs) during proposal preparation (budget, special instructions, etc.), serves as an information source for and monitors compliance with applicable University and sponsor policies and requirements, handles all administrative matters with sponsors, including contract negotiations, and serves as a liaison with the Contracts and Grants section of the Office of Accounting.</i>
<b>PROCESSING UNIT</b>	<i>A unit that has final approval on a document after the document has received all departmental approvals. Examples of processing units: Payroll, Accounts Payable, etc. Each document type has a processing unit responsible for it.</i>
<b>PURPOSE CODE</b>	<i>The purpose code field is used by the Office of Accounting to code certain transactions for reporting purposes</i>
<b>REPORTING TYPE</b>	<i>Reporting types are simplified transaction types that summarize all the accounting transaction types by what balances they update. These types are designed for the departments use and simplify reporting and display.</i>

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### **SIGNATURE AUTHORITY**

*In order to sign/approve accounting documents a person must have signature authority on the account being charged. Persons with signature authority are called authorized signers. Signature authority is maintained at the unit or budget group level.*

*There are two types of signature authority: manual and electronic. The GB1 command lists manual authorized signers; the GBS command lists both manual and electronic authorized signers. Electronic signature authority only applies to electronic documents. Only persons listed as Official or Delegated signers can approve manual forms.*

*Electronic signature authority is maintained by the electronic office manager. A unit head can update manual signature authority by sending a Request for Authorization of Signature form to Education & Training, MAI 316, Mail Code K5304. Request for Authorization of Signature forms are available at Supply & Mail.*

### **TRANSACTION**

*A group of information that makes up an accounting entry. Some information is required on every accounting entry (i.e., account number, object class code, transaction type, etc.). Some information is optional (i.e., DTN, \*DEFINE codes, purpose code, etc.).*

*Each transaction contains both Office of Accounting information and departmental information. The GTM commands show the Office of Accounting side, the LTM commands show the departmental side.*

### **TRANSACTION TYPE**

*A transaction type is assigned to each accounting transaction. The transaction type determines what account balances to update. Balances are updated at the account level and/or the budget group level.*

### **TRANSFER**

*The term "transfer" is used in various contexts:*

- *Transfer Inventory Records: Use the NT1 command to do this electronically. Be sure to read the PF6 help regarding how to use the document.*
- *Interdepartmental transfers (IDT): These are done electronically with the VT5 command. Be sure to read the PF6 help regarding restrictions on use of this document. Additional information can be found in the glossary term "I.D.T".*
- *Transfer of funds (RTFs and RBCs): These are done electronically with the VT1, VT2 or VT3 commands. Be sure to read the PF6 help regarding how to use each document.*
- *Move (transfer) Unit to Office Request form: This form is used to move a unit into an electronic office. Contact the Accounting Information Center (1-8802) for more information.*

### **TRAVEL**

*Travel expenses for official University business may be reimbursed to authorized UT employees, as well as prospective employees and UT students.*

*A travel voucher (VP5) should be prepared when travel has been completed, and sent to The Office Of Accounting to be processed for payment. Original receipts should be attached.*

*A Request for Travel Authorization (RTA) should be prepared by departments and approved in advance of travel. All UT employees require approved travel authorization before they can be reimbursed. Prospective employees and UT students who are not employees do not need RTAs. For additional information, see \*TXPOLY - Policy Memorandum, Section 7.28.*

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## **UNIT**

*A UNIT is an official University entity. It can be an academic department, an administrative department, an organized research unit, or a project director responsible for a sponsored project. Each account is assigned to the unit responsible for administering the funds. Accounts that belong to a unit are assigned the corresponding unit code by the Office of Accounting. Each unit is assigned a 7-digit unit code.*

## **UNIT CODE**

*Each unit is assigned a UNIT CODE consisting of 7 digits.*

- *The first four digits specify an official university department or organization.*
- *The last three digits further subdivide the official unit into subunits. These subunits may indicate individuals (ex., Principal Investigators) or other programs/projects (ex., Continuing Education in the College of Engineering).*

## **UNIT HEAD**

*The administrator of a unit. For an official unit (i.e., a unit ending in '000') the unit head is the chairman, director, dean, vice president, etc. for a subunit the unit head is an administrator assigned responsibility for a subdivision of the unit.*

## **VOUCHER**

*Vouchers are accounting documents that create accounting transactions. Each document must have backup documentation substantiating what the transaction is for and who approved it. Once the document has been approved by the appropriate processing department, it is assigned a voucher number. Each document is assigned a unique voucher number consisting of 7 digits: one alpha character followed by six numeric characters. The alpha character indicates the type of voucher:*

*Type L: Indicates a check was cut for payment*

*Type S: Indicates a warrant was issued for payment*

*Type C: Indicates cash received*

*Type B: Indicates a balance forward entry*

*Type R: Indicates a year-end adjusting entry*

*Type O: Indicates a material encumbrance*

*Type T: Indicates an inter-departmental transfer (IDT)*

*Type J: A transaction that does not fall into one of the above categories.*

*Vouchers are filed in the Office of Accounting Records section in voucher number order by voucher type.*