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# COMMAND HELP



## VP2: SERVICE PAYMENT REQUEST

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**For Accounting Questions**

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# Class Information

For more information on classes, take a look at TXCLASS:

**<http://dpweb1.dp.utexas.edu/txclass/>**



**HOW TO CREATE A VP2**

Before creating a VP2, read How to Prepare a Voucher in Section II of the DE 217 Outline.

On the document Cover Sheet, type "NEW" in Action and Ø1 in Format and press ENTER.

```

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 92 93
Command: VP2     Account: .          Misc:          Month: MAY
=====
Status:          -- COVER SHEET --          Document ID: _____
Action: NEW      Summary:
Created: 05/14/93  ACALP                      Category:
Template: _____
Format: 01_____ Voucher Date: _____ Voucher Nbr:
Separate Check: _ Check Distribution: _
Default Service Dates Begin: _____ End: _____ DTN: _____
Vendor ID: _____
Address:

SECTIONS:      _ 1. Voucher Description and
                Payee Reference Info and Amounts
                _ 2. Line Items:
                _ 3. Define Codes (optional)

Total Invoice Amt:          Total Payment Amt:

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/14/93 02:45 PM --
    
```

**VENDOR ADDRESS**

If you see a popup window like the one shown here when you create the document or if you change the vendor mail code, the vendor you have selected as a Pointer Address. A pointer address is an address with special code on it. Every electronic document looks for a certain types of pointer addresses for a vendor. If the vendor you are paying has that type of pointer address and you are not using it you will see this window.

This means that the vendor has indicated that it would prefer to receive payments to this address.

You have a choice. You can either:

- Keep the address you entered originally*
- OR**
- Use the pointer address.*

Read the **VID Help Handout** for more information about pointers.

```

+-----+
| BOB TENNEY & ASSOCIATES      has requested all payments be made to: | 6 | B
| ** Direct Deposit **        | =
|                               | 6
|                               |
| You are attempting to pay:    | 6
| 4715 MAIN ST                 |
|                               |
| HOUSTON , TX 77002971515     |
|                               |
| Change to this vendor's preferred address? Y |
+-----+
-----
-----
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/27/96 11:55 AM --
    
```

**OTHER COVER SHEET ENTRIES**

Type in the service dates for this payment.

Change the check distribution only if the check should not be sent US mail. If the check distribution is changed, written justification for the change must be sent to Accounts Payable.

The VID in the Vendor ID field. Type a "?" in this field to search through the list of VID's.

Press ENTER.

```
>>CREATION OF DOCUMENT D0VP2999812 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 92 93
Command: VP2     Account: .          Misc:          Month: MAY
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VP2999812
Action: _____ Summary: DOCUMENT IN PROGRESS
Created: 05/14/93 by ACALP - PENNEY, ALICE          Category:
Template: _____
Format: 01____ Voucher Date: 051493          Voucher Nbr:
Separate Check: _          Check Distribution: U
Default Service Dates Begin: 060193 End: 060193 DTN: _____
Vendor ID: 20011032263004
Address:

SECTIONS:          _ 1. Voucher Description and
                   Payee Reference Info and Amounts
                   _ 2. Line Items:
                   _ 3. Define Codes (optional)

Total Invoice Amt:          Total Payment Amt:          0.00

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/14/93 02:47 PM --
```

**VID ADDRESS**

Compare the address of the VID entered with the invoice "Remit to" address. If the addresses are not the same, use a different VID. Remember: the VID controls where the check will be mailed. Entering the wrong VID will delay payment.

Type an "X" in the marks to the left of the section numbers to access that section.

```
>>UPDATE TO DOCUMENT D0VP2999812 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 92 93
Command: VP2     Account: .          Misc:          Month: MAY
=====
Status: CREATED          -- COVER SHEET --          Document ID: D0VP2999812
Action: _____ Summary: BOB TENNEY & ASSOCIATES
Created: 05/14/93 by ACALP - PENNEY, ALICE L          Category:
Template: _____
Format: 01____ Voucher Date: 051493          Voucher Nbr:
Separate Check: _          Check Distribution: U
Default Service Dates Begin: 060193 End: 060193 DTN: 1234____
Vendor ID: 20011032263004 BOB TENNEY & ASSOCIATES
Address: 1234 HIGH STREET

                   COCA COLA , TX 78704

SECTIONS:          X 1. Voucher Description and
                   Payee Reference Info and Amounts
                   X 2. Line Items:
                   X 3. Define Codes (optional)

Total Invoice Amt:          Total Payment Amt:          0.00

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/14/93 03:06 PM --
```

**Section 2: Voucher Description and Invoice Information**

Comments Section: Type a short description of the items being paid for. This information will only appear on voucher printouts.

Payee Reference Info: Type the invoice number, customer account number, or any other information that will explain why we are paying this vendor. The information entered in Payee Reference Info will appear on the check stub and explain to the vendor why they received this check. Do not write "SEE ATTACHED" or "NONE" in this area.

Amount: Type in the dollar amount to be paid.

Press ENTER to update the information. Press ENTER again to go to the next section marked or to return to the cover sheet.

```

Page 1 of
Comments to be printed on voucher description:
1 year subscription to Good magazine beginning
June 1, 1993 and ending May 31, 1994

Payee Reference Info          Amount
Cust account 910987          _____ 40
subscription to Good for_    _____
UT OFFICE OF ACCOUNTING     _____
PO BOX 7159                  _____
AUSTIN, TX 78713-7159       _____
_____                      _____
_____                      _____
_____                      _____
More: +                      TOTAL:          40.00_

To page forward mark MORE. To page backward press PF4.
    
```

**Section 2: Line Items**

Enter the account number, "D" for debit, the object code, and the amount. If DTN was filled in on the Cover Sheet, it will be filled in on this screen. The service dates defaulted from the Cover Sheet. Press ENTER to update the information.

A "?" in the OBJ field will list valid object codes for an account (indicated by an asterisk "\*"). This only works after you have typed in the account number and pressed ENTER.

Information may be copied from the previous line by typing a period (.) in the beginning of a field.

The service dates may be changed if needed.

```

>> PLEASE ENTER YOUR VOUCHER TRANSACTIONS <<
Action: ___ Begin at Acct: _____ Document ID: D0VP2999812
Voucher Date: 051493
Voucher Nbr.: _____ Entries: 0

ACCOUNT D/C TYPE OBJ AMOUNT PO NBR DTN
1902200151 D 1510 40 _____ 1234 _____ +
SERVICE DATES: Begin: 060193 End: 060193
_____ - _____ 1234 _____ +
SERVICE DATES: Begin: 060193 End: 060193
_____ - _____ 1234 _____ +
SERVICE DATES: Begin: 060193 End: 060193
_____ - _____ 1234 _____ +
SERVICE DATES: Begin: 060193 End: 060193
_____ - _____ 1234 _____ +
SERVICE DATES: Begin: 060193 End: 060193
_____ - _____ 1234 _____ +
SERVICE DATES: Begin: 060193 End: 060193
_____ - _____ 1234 _____ +
SERVICE DATES: Begin: 060193 End: 060193
    
```



**VP2 - AFTER APPROVAL**

After the document is approved by the creator, the status changes to PROPOSED or PENDING. The message at the top of the screen shows where the document went.

```
>> DOCUMENT IS NOW AT DESK SIGNER VP2 IN MASTER VIEW 5100000 <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 92 93
Command: VP2     Account: _____ Misc: _____   Month: MAY
=====
Status: PROPOSED          -- COVER SHEET --          Document ID: D0VP2999812
Action: _____ Summary: BOB TENNEY & ASSOCIATES
Created: 05/14/93 by ACALP - PENNEY, ALICE L          Category:
Template: _____
Format: 01____ Voucher Date: 051493          Voucher Nbr:
Separate Check: _ Check Distribution: U
Default Service Dates Begin: 060193 End: 060193 DTN: 1234____
Vendor ID: 20011032263004 BOB TENNEY & ASSOCIATES
Address: 1234 HIGH STREET

COCA COLA , TX 78704

SECTIONS: X _ 1. Voucher Description and
           Payee Reference Info and Amounts
           X _ 2. Line Items: 1
           _ 3. Define Codes (optional)

Total Invoice Amt:          40.00    Total Payment Amt:          40.00

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/14/93 12:05 PM --
```

**BACKUP IS REQUIRED**

A printed copy of the voucher with the necessary signatures from that account (check the GBS screen in \*DEFINE for a list of signers) is required for backup. If you *aren't* using \*DEFINE codes, use your "PF5" key, choose "profile 2," and type "PRT" in the action field. If you *are* using \*DEFINE codes, use your "PF5" key, choose "profile 1," and type "PRT" in the action field. Please do not use screen dumps as backup, as they will be returned to you for correction.

The original invoice with a received stamp is forwarded to Accounts Payable for processing and final approval. The invoice should be stapled to either manual voucher cover sheet or a printout of the document. Be sure the document ID and the account number are on the cover sheet. Also, if the VP2 is paying for something like a blanket purchase order, include that number on the cover sheet.

```
>> DOCUMENT IS NOW AT DESK SIGNER VP2 IN MASTER VIEW 5100000 <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 92 93
Command: VP2     Account: _____ Misc: _____   Month: MAY
=====
Status: PROPOSED          -- COVER SHEET --          Document ID: D0VP2999812
Action: PRT       Summary: BOB TENNEY & ASSOCIATES
Created: 05/14/93 by ACALP - PENNEY, ALICE L          Category:
Template: _____
Format: 01____ Voucher Date: 051493          Voucher Nbr:
Separate Check: _ Check Distribution: U
Default Service Dates Begin: 060193 End: 060193 DTN: 1234____
Vendor ID: 20011032263004 BOB TENNEY & ASSOCIATES
Address: 1234 HIGH STREET

COCA COLA , TX 78704

SECTIONS: X _ 1. Voucher Description and
           Payee Reference Info and Amounts
           X _ 2. Line Items: 1
           _ 3. Define Codes (optional)

Total Invoice Amt:          40.00    Total Payment Amt:          40.00

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/14/93 12:05 PM --
```