Interdepartmental Transfer - Original Charges (VT5)
VT5: IDT Original Charges

The VT5 document is used by Service Centers charging departments for goods and/or services and is for original charges only. The rates charged by the Service Centers are usually approved by the Business Manager's Office.

With the exception of copy charges, only Service Centers authorized by the Office of Accounting can use the VT5 document. To be set up as a Service Center a department needs to complete the Request for Access to VT5- DEFINITION Service Center Charge Document form and return it to the General Accounting Section of the Office of Accounting, mail code K5300. The Office of Accounting reviews the request and sets up a format for the department to use.

The format established will allow the department to charge certain object codes for goods/services and is unique for that department. The Office of Accounting will notify the department by phone what the format is and what object codes the department is authorized for. Most departments normally have only 3 to 5 object codes they use.

Departments using the VT5 for copy charges need to use format 01. This format will only allow the copy charge object codes on the document. Placing a (?) in the Format field and pressing ENTER will display what formats an office is authorized for.

The department receiving the credit initiates the VT5. The Office of Accounting requires an electronic signature only from the credit department for original charges.

The VT5 backup should be retained in the department except for expenditures which require the Dean's approval (i.e., entertainment). For those transactions, print a voucher coversheet and forward the backup to the Office of Accounting.

The VT5 document routes according to the masterview of the CREDIT transactions. Because of this, all credit accounts must belong to the same masterview.

Check out the Tips & Techniques section in the PF6 help. It provides information on several time saving features.

```
>>PLEASE ENTER YOUR NEXT COMMAND<<
*DEFINE INTERDEPARTMENTAL TRANSFER VOUCHERS - VTM Year: 97 98
Command: VTM Account: __________ Misc: _______________ Month: SEP
SSN: _________ Dept Req: ______ Inventory: ________ Purch Ctr U-687
==============================================================================
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

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/21/97 09:07 AM --
```
Creating a VT5

To create a new VT5 document, type "New" in the Action field, a brief explanation in the Summary field, and the format in the Format field and press ENTER.

Remember: The format for copy charges only is 01. Use the format assigned by the Office of Accounting for all other charges. Typing a (?) in the Format field and pressing ENTER will display the formats you are authorized to use.

VT5: Cover Sheet

The document status becomes CREATED, the document ID number is assigned and the voucher date is filled in.
Section 1 - IDT Transactions

Enter the transactions. **Note:** A period (.) will copy the entry from the line above it.

**Account:** Account numbers may be entered in any order. However, after pressing ENTER the credit transactions will appear first.

**Description:** This information shows on the ledger sheet and GTM screens. The description should be clear and informative.

**Amount:** Enter the amount. If the amount is a whole dollar amount no decimal is necessary.

**D/C:** Credit (C) the income account(s) and debit (D) the account(s) to be charged.

**Obj:** Enter the appropriate object class code. For format 01 use 1304 for the debit and 3822 for the credit. For other formats use the codes specified by the Office of Accounting.

**DTN:** Optional.

**P/C:** Leave blank. (For Office of Accounting use.)

**VT5: Cover Sheet**

Type a "Y" or "N" in the Need Support Doc field. If the document has backup that must be filed with the official voucher cover sheet (i.e., entertainment charges), type a "Y" in this field. If the document does not have supporting documentation, type an "N" in this field.

Also type in the range of service dates in the Default Service Dates field. If only one date applies, the beginning date is all that needs to be entered. Press ENTER to update.
Creating the VT5

Note that the Summary information copied to the Voucher Comments section. Type any additional information that is needed for the document. There are a total of 7 comment lines. Mark Section 2 and press ENTER to access the other four comment lines.

Section 3 - Departmental Codes is an optional field. Press PF6 from the Departmental Code screen for more information about codes.

Section 1 - IDT Transactions

The service dates entered on the cover sheet copy to each transaction but may be changed. Mark Section 1 and press ENTER to display the IDT transaction screen to make changes.
Section 1 - IDT Transactions

You may update service dates for a particular transaction in this screen. Note that the service dates were changed on the last transaction.

There are a total of 8 transaction lines on this page. If more transaction lines are needed, press ENTER to update the document and then press PF2 to access another transaction screen.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
<th>D/C</th>
<th>Obj</th>
<th>DTN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1902200195</td>
<td>1000 COPIES @ .05-AUG 97</td>
<td>50.00</td>
<td>C</td>
<td>3822</td>
<td>200__</td>
</tr>
<tr>
<td>1402270050</td>
<td>500 COPIES @ .05-AUG 97</td>
<td>25.00</td>
<td>D</td>
<td>1304</td>
<td>200__</td>
</tr>
<tr>
<td>2602017750</td>
<td>500 COPIES @ .05-AUG 97</td>
<td>25.00</td>
<td>D</td>
<td>1304</td>
<td>200__</td>
</tr>
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<td></td>
<td>080197 083197</td>
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</table>

Approving the VT5

Type "APP" in Action to approve the document and route it forward to the next approver.