Interdepartmental Transfer - Correction of Charges (VT6)
When to Use a VT6

The VT6 document is used to make corrections only. The transaction must already exist in order for it to be corrected. Corrections can only be done by the creator of the original document or by the office which owns the master view of the account number being changed.

Creating a VT6

To create a new VT6 document, type "New" in the Action field, a brief explanation in the Summary field, "01" in Format and either the Document ID# or Voucher # of the document to correct and press ENTER.
VT6: Cover Sheet
The document status becomes CREATED, the Document ID number and Voucher Date are assigned and the Summary information copied to the Voucher Comments section.

VT6: Cover Sheet
Type an "X" in front of the sections you wish to access and either a "N" or "Y" in the Needs Support Doc field. If the document has backup that must be filed with the official voucher cover sheet, type a "Y" in this field. If the document does not have supporting documentation, type an "N" in this field.

Leave the Default Service Dates and Purpose Code fields blank.

Press ENTER to update the document.
VT6: Cover Sheet
Note that the Document to Correct changed from the Voucher number entered to the Document ID number to correct. Press ENTER again to access the sections selected.

Section 1: Transactions on Document being Corrected
Section 1 lists the original transactions on the document being corrected.
Type an "X" before the transaction(s) needing correction and press ENTER.
Section 1
A reversal entry of the transaction selected is generated with the amount available for transfer.

Note that the original transaction was for $200.00 but only $190.00 is available for transfer. This is because this transaction has been previously corrected. Press PF5 to get a list of documents created to correct this transaction.

Section 1
PF5 lists all documents created to correct this transaction. Press ENTER to return to the correction entry.
Section 1

Change the amount to be corrected (if necessary) on the generated entry. In the example, the $190.00 available for transfer was changed to $25.00 since that was the desired amount to be corrected.

Type in the account number, the object code, the amount, and "D" for debit or "C" for credit. A period (.) will copy the entry from the line above it (except in the D/C Column). Press ENTER to update.

Only 8 correction lines are on this page; however, each transaction may be distributed to a total of 23 transactions. After typing correction entries on this page press ENTER to update the document and then press PF2 to get a blank screen to add more transfers on this entry.
Section 1
When the document is updated the total should always be zero. Press ENTER to continue.

Section 1
Pressing ENTER returns you to the original document transaction screen. You may select another transaction to correct. The (>) shows that corrections have been made.

NOTE: Spacing over the (>) and pressing ENTER will display all corrections for this transaction.
Section 2 - New Document Transactions

The correcting entries for the new VT6 are displayed in Section 2. A description is generated and the information from the original document (i.e., Vendor ID, Service Dates, DTN, etc.) is brought forward.

If you want to assign a DTN number to your VT6 document, update the DTN field on this screen.

Section 3 - *DEFINE Codes

This section is optional.

By using this screen, departments that keep accounting records on *DEFINE can code the transaction at the time it is created. This reduces the amount of time required to customize provisionals. The transaction date is the record date of the transaction that will show in the department's books. This field defaults to the creation date. Month is the activity month in which the department would like to have the transaction listed as occurring. This field in most instances should be left blank. The ledger description is the description that will be displayed on the departmental records and can be modified.
Section 4 - Voucher Comments

The document Summary automatically copies to this section. Type any additional information that is needed for this document. There are a total of 7 comment lines.

Approving the VT6

Type "APP" in Action to approve the document and route it forward to the next approver.
Deleting a VT6

All transactions must be deleted on the VT6 before you can delete it.

>>DELETE ALL TRANSACTIONS BEFORE DELETING DOCUMENT<<

*DEFINE IDT CORRECTION OF CHARGES - VT6 YEAR 97 98
Command: VT6 Account: __________ Misc: H0VT699945 Month: SEP
=============================================================================
Status: CREATED -- COVER SHEET -- Document ID: H0VT699945
Action: del Summary: TRANSFER PARTIAL SHIPPING CHARGES FOR SEPT 1197
Created: 09/16/97 by ACMWZ - ZIESCHANG, MICHAEL W
Format: 01___ Document to correct: ID: H0VP2999523 or Voucher: _______
Voucher Date: 091697 VJ Nbr: Dir.Total: Debits: 25.00
Process Date: Entries: 2 Credits: 25.00
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
TRANSFER PARTIAL SHIPPING CHARGES FOR SEPT 1197

Defaults: Service Beg: ______ End: ______ Purpose Codes: ___ ___ ___ ___ ___
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/20/97 03:34 PM --

Deleting a VT6

To delete the transactions, mark Section 2 and press ENTER.

>>DELETE ALL TRANSACTIONS BEFORE DELETING DOCUMENT<<

*DEFINE IDT CORRECTION OF CHARGES - VT6 YEAR 97 98
Command: VT6 Account: __________ Misc: H0VT699945 Month: SEP
=============================================================================
Status: CREATED -- COVER SHEET -- Document ID: H0VT699945
Action: ___ Summary: TRANSFER PARTIAL SHIPPING CHARGES FOR SEPT 1197
Created: 09/16/97 by ACMWZ - ZIESCHANG, MICHAEL W
Format: 01___ Document to correct: ID: H0VP2999523 or Voucher: _______
Voucher Date: 091697 VJ Nbr: Dir.Total: Debits: 25.00
Process Date: Entries: 2 Credits: 25.00
G/L Total: Debits: 0.00
Credits: 0.00

SECTIONS:
X _ 1. Access document being corrected
X X 2. Access transactions on new documents
X _ 3. Access *DEFINE codes
TRANSFER PARTIAL SHIPPING CHARGES FOR SEPT 1197

Defaults: Service Beg: ______ End: ______ Purpose Codes: ___ ___ ___ ___ ___
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/20/97 03:36 PM --
**Deleting a VT6**

Erasing the account number and pressing ENTER will delete the transaction. You only need to delete all the credit entries or all the debit entries, depending on which has the fewest number of transactions.

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**Deleting a VT6**

All entries have been deleted. Note the message line at the top of the screen. Press CLEAR to return to the VT6 Cover Sheet.

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### VT6: IDT Correction of Charges

**Deleting a VT6**

Erasing the account number and pressing ENTER will delete the transaction. You only need to delete all the credit entries or all the debit entries, depending on which has the fewest number of transactions.

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### VT6: IDT Correction of Charges

**Deleting a VT6**

All entries have been deleted. Note the message line at the top of the screen. Press CLEAR to return to the VT6 Cover Sheet.
Deleting a VT6
Type "DEL" in Action and press ENTER to delete the document.

Deleting a VT6
A pop-up window will appear asking you to confirm this deletion. Type "Y" and press ENTER.
Deleting a VT6

The voucher was successfully deleted. See the message line at the top of the screen.

VT6 - Corrections Involving Gifts

On corrections involving gifts, please type the Donor Name or Donor ID#, the Check Register # and the date of the gift in Section 4 - Voucher Comments.

Also needed is a hard copy of the gift transmittal form.

For questions on corrections involving gifts, contact the Development Office at 471-5424.