Command          Most common ones…
DocType DocName System
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FPN       PAR-Faculty TT/NTT DEFINE
FPR       PAR-Research TT/NTT DEFINE
FPT       PAR-Faculty-Full/Assoc TT/NTT DEFINE
JC3       HRMS-Reclass HRMS
JCA       HRMS-Classified HRMS
JFA       HRMS-Faculty HRMS
JFS       HRMS-Faculty Summer HRMS
JRA       HRMS-Student HRMS
JTF       HRMS-TA/AI HRMS
J28       HRMS-Recruit - Classified HRMS
OV1       Payroll-Hourly Voucher DEFINE
OV6       Vacation/Sick/Float DEFINE
PBO       Purchase Order Point Plus
PBV       UT Market - Purchase Order FRMS
PBS       AIS/APS Payment Professional Sw Point Plus
PX3       Purchase Order - Change Point Plus
PX5       Purchase Order - Change Point Plus
SS1       Scholarship Award (Enc) FRMS
SSA       Scholarship Award (Modify Enc) FRMS
VC1       Deposit DEFINE
VE5       RTA-Travel Request TAR ->VE5
VE6       RTA-Travel Request - Change DEFINE
VP1       Vendor Payment from PO DEFINE
VP2       Vendor Payment DEFINE
VP5       Travel-Reimbursement DEFINE
VP7       Procard Payment DEFINE
VP9       Vendor Payment E-Bill/Point Plus DEFINE
VPE       Entertainment Voucher DEFINE
VPT       Travel-Central Airfare DEFINE
VTA       Transfer Funds - All But 26 accts FRMS
VTC       Transfer Funds - 26 accts FRMS
VT5       IDT Charge (from other ofc) DEFINE
VT6       Correction to Original Charge Doc DEFINE

Note: DEFINE system, you use the command, but in HRMS, FRMS, and PP you don’t need to know the DocType, but helpful when looking at transactions on account

Common Screens
GG3/GG4/GGV
GG8/GG9
GGM, GTM, GBM
OVP
YB2
YS1

UTDIRECT-Common Pages
Account Balances (GBM)
Unit Balances
Transaction Listings (GTM)
Object Code Balances (GDM)
Image Retrieval System

Inboxes
YB2-DEFINE inbox
UT DIRECT Inbox

Common Payment Rules
Vendors: < 30 days
Reimburse/Travel: < 60 days
Entertainment: < 30 days
PBS/APS: Prior final approval before work starts
Procard: < 3 days after VP7/VP9 arrives
correct usage guidelines
Payroll/HRMS/OV1: Use OVP-Payroll processing deadlines and correct annual/semesterly assignment deadlines

Documents useful to know but you can’t create directly…
VJ1       Journal Voucher DEFINE
VJ9       Journal Voucher DEFINE
VJB       Journal Voucher-Bal FWD DEFINE
VP4       Payroll DEFINE (auto, based on HRMS appt, OV1, etc.)

Document Quality Review
Who?____ Why?_____ Service Dates _________
Correct Amount _____ Account _____ Object Code _______
Proper supporting documentation
Proper document notes/remarks
State or Local Account Rule usage compliance
College rule compliance

Tip! Use past documents for office as guide for learning issues, documentation, and notes guidelines
Knowing about past document mistakes/returns/notes is helpful in learning to avoid future mistakes