

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 VP-Business Affairs 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- *DEFINE Service Center Charge Document** form and return it to the Office of Accounting.

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.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE IDT ORIGINAL CHARGES - VT5 Year 97 98
Command: VT5 Account: _____ Misc: _____ Month: SEP
=====
Status: -- COVER SHEET -- Document ID: _____
Action: new Summary: copy charges for the month of august 1997
Created: 09/20/97 by ACMWZ - Category:
Format: 01 Template: _____
Voucher Date: _____ Voucher Nbr: _____ Totals: Debits: 0.00
Process Date: _____ Credits: 0.00
Sections: _ 1. IDT Transactions Entries: 0
Account Description Amount D/C Obj DTN P/C
-----
_ 2. Voucher Comments Need Support Doc: _
-----
_ 3. Departmental Codes
Default Service Dates: Begin: _____ End: _____
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/97 05:31 PM --
```

VT5: Cover Sheet

The document status becomes CREATED, the document ID number is assigned and the voucher date is filled in.

```
>>CREATION OF DOCUMENT H0VT5999922 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE IDT ORIGINAL CHARGES - VT5 Year 97 98
Command: VT5 Account: _____ Misc: _____ Month: SEP
=====
Status: CREATED -- COVER SHEET -- Document ID: H0VT5999922
Action: _____ Summary: COPY CHARGES FOR THE MONTH OF AUGUST 1997
Created: 09/20/97 by ACMWZ - ZIESCHANG, MICHAEL W Category:
Format: 01 Template: _____
Voucher Date: 092097 Voucher Nbr: T Totals: Debits: 0.00
Process Date: _____ Credits: 0.00
Sections: _ 1. IDT Transactions Entries: 0
Account Description Amount D/C Obj DTN P/C
-----
_ 2. Voucher Comments Need Support Doc: _
-----
_ 3. Departmental Codes
Default Service Dates: Begin: _____ End: _____
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/97 05:40 PM --
```

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.)

```
>>CREATION OF DOCUMENT H0VT5999922 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE IDT ORIGINAL CHARGES - VT5 Year 97 98
Command: VT5 Account: Misc: Month: SEP
=====
Status: CREATED -- COVER SHEET -- Document ID: H0VT5999922
Action: Summary: COPY CHARGES FOR THE MONTH OF AUGUST 1997
Created: 09/20/97 by ACMWZ - ZIESCHANG, MICHAEL W Category:
Format: 01 Template:
Voucher Date: 092097 Voucher Nbr: T Totals: Debits: 0.00
Process Date: Credits: 0.00
Sections: _ 1. IDT Transactions Entries: 0
Account Description Amount D/C Obj DTN P/C
1402270050 500 copies @ .05-aug 97_ 25 d 1304 200
2602017750 . . . . .
1902200195 1000 copies @ .05-aug 97_ 50 c 3822 .
-----
_ 2. Voucher Comments Need Support Doc: _
-----
_ 3. Departmental Codes
Default Service Dates: Begin: End:
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/97 05:40 PM --
```

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.

```
>> PLEASE ENTER A SERVICE BEGIN DATE.<<
*DEFINE IDT ORIGINAL CHARGES - VT5 Year 97 98
Command: VT5 Account: Misc: Month: SEP
=====
Status: CREATED -- COVER SHEET -- Document ID: H0VT5999922
Action: Summary: COPY CHARGES FOR THE MONTH OF AUGUST 1997
Created: 09/20/97 by ACMWZ - ZIESCHANG, MICHAEL W Category:
Format: 01 Template:
Voucher Date: 092097 Voucher Nbr: T Totals: Debits: 0.00
Process Date: Credits: 0.00
Sections: _ 1. IDT Transactions Entries: 0
Account Description Amount D/C Obj DTN P/C
1402270050 500 COPIES @ .05-AUG 97_ 25 D 1304 200
2602017750 . . . . .
1902200195 1000 COPIES @ .05-AUG 97_ 50 C 3822 .
-----
_ 2. Voucher Comments Need Support Doc: N
-----
_ 3. Departmental Codes
Default Service Dates: Begin: 080197 End: 083197
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/97 05:40 PM --
```

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.

```
>>UPDATE TO DOCUMENT H0VT5999922 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE IDT ORIGINAL CHARGES - VT5 Year 97 98
Command: VT5 Account: _____ Misc: _____ Month: SEP
=====
Status: CREATED -- COVER SHEET -- Document ID: H0VT5999922
Action: _____ Summary: COPY CHARGES FOR THE MONTH OF AUGUST 1997_____
Created: 09/20/97 by ACMWZ - ZIESCHANG, MICHAEL W Category:
Format: 01_____ Template: _____
Voucher Date: 092097 Voucher Nbr: T Totals: Debits: 50.00
Process Date: Credits: 50.00
Sections: _ 1. IDT Transactions Entries: 3
Account Description Amount D/C Obj DTN P/C
1902200195 1000 COPIES @ .05-AUG 97_ 50.00 C 3822 200_____ +
1402270050 500 COPIES @ .05-AUG 97_ 25.00 D 1304 200_____ +
2602017750 500 COPIES @ .05-AUG 97_ 25.00 D 1304 200_____ +
-----
_ 2. Voucher Comments Need Support Doc: N
COPY CHARGES FOR THE MONTH OF AUGUST 1997_____
-----
_ 3. Departmental Codes
Default Service Dates: Begin: 080197 End: 083197
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/97 05:43 PM --
```

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.

```
>>UPDATE TO DOCUMENT H0VT5999922 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE IDT ORIGINAL CHARGES - VT5 Year 97 98
Command: VT5 Account: _____ Misc: _____ Month: SEP
=====
Status: CREATED -- COVER SHEET -- Document ID: H0VT5999922
Action: _____ Summary: COPY CHARGES FOR THE MONTH OF AUGUST 1997_____
Created: 09/20/97 by ACMWZ - ZIESCHANG, MICHAEL W Category:
Format: 01_____ Template: _____
Voucher Date: 092097 Voucher Nbr: T Totals: Debits: 50.00
Process Date: Credits: 50.00
Sections: X 1. IDT Transactions Entries: 3
Account Description Amount D/C Obj DTN P/C
1902200195 1000 COPIES @ .05-AUG 97_ 50.00 C 3822 200_____ +
1402270050 500 COPIES @ .05-AUG 97_ 25.00 D 1304 200_____ +
2602017750 500 COPIES @ .05-AUG 97_ 25.00 D 1304 200_____ +
-----
_ 2. Voucher Comments Need Support Doc: N
COPY CHARGES FOR THE MONTH OF AUGUST 1997_____
-----
_ 3. Departmental Codes
Default Service Dates: Begin: 080197 End: 083197
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/97 05:43 PM --
```

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.

```

>> FINAL PAGE OF VOUCHER ITEMS <<
Action: ___ Begin at acct: _____ Document ID: H0VT5999922
          VOUCHER DATE: 092097
          Voucher Nbr.: T                Entries:      3
Account  Description                    Amount      D/C  Obj
-----  -----
1902200195  1000 COPIES @ .05-AUG 97_
          080197 083197 200_____      +      50.00  C  3822
1402270050  500 COPIES @ .05-AUG 97_
          080197 083197 200_____      +      25.00  D  1304
2602017750  500 COPIES @ .05-AUG 97_
          080197 083197 200_____      +      25.00  D  1304
          080197 083197 _____      +
          080197 083197 _____      +
          080197 083197 _____      +
          080197 083197 _____      +
          080197 083197 _____      +
    
```

Approving the VT5

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

```

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          IDT ORIGINAL CHARGES - VT5          Year 97 98
Command: VT5     Account: _____ Misc: _____ Month: SEP
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VT5999922
  Action: app     Summary: COPY CHARGES FOR THE MONTH OF AUGUST 1997_____
  Created: 09/20/97 by ACMWZ - ZIESCHANG, MICHAEL W          Category:
  Format: 01_____ Template: _____
Voucher Date: 092097 Voucher Nbr: T          Totals: Debits:          50.00
Process Date:          Credits:          50.00
Sections:  _ 1. IDT Transactions          Entries:      3
Account  Description                    Amount      D/C  Obj  DTN  P/C
-----  -----
1902200195  1000 COPIES @ .05-AUG 97_          50.00  C  3822  200_____  +
1402270050  500 COPIES @ .05-AUG 97_          25.00  D  1304  200_____  +
2602017750  500 COPIES @ .05-AUG 97_          25.00  D  1304  200_____  +
          _ 2. Voucher Comments          Need Support Doc: N
          COPY CHARGES FOR THE MONTH OF AUGUST 1997_____
          _ 3. Departmental Codes
Default Service Dates: Begin: 080197 End: 083197
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 9/20/97 05:46 PM --
    
```