

DE 232



# Introduction to \*DEFINE

For Accounting Questions

---

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# Class Information

For more information on classes, including course profiles, take a look at

\*TXCLASS:

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

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## SECTION I

### WHAT IS \*DEFINE?

\*DEFINE is a DEpartmental Financial Information NETwork accessed through the University mainframe computer. It is a powerful software tool that can be used for many different purposes. \*DEFINE is used by a diverse group of users who have various levels of knowledge and a variety of different needs.

### What can \*DEFINE be used for?

\*DEFINE contains a sophisticated departmental record keeping system which enables detailed coding of transactions, report generation, and electronic reconciliation. Departments are not required, however, to make use of every feature within the ledger modules. In fact, departments don't even have to maintain their financial records in \*DEFINE in order to utilize the many other features the system offers! In addition to record keeping, \*DEFINE allows users to:

- 1) Create electronic documents. These include appointments, payroll vouchers, payment vouchers, requests for transfer of funds, cash deposits, and IDTs.
- 2) View accounting transactions on their accounts. Transactions can be viewed by date, voucher number, purchase order number, DTN, document ID, vendor ID, and check number.
- 3) View account balances, either at the budget group level or the account level.
- 4) Update signature authority electronically, and view authorized signers for an account.
- 5) Maintain department contacts at the unit and/or budget group level.
- 6) Request statements of account electronically.
- 7) Look up Payee Identification Numbers (PINs) and object codes. New PINs can also be requested electronically.
- 8) Make purchase requisition inquiries, either by outstanding requisitions or completed requisitions.
- 9) Look up travel per diem rates and official travel distances from home campus.
- 10) Look up appointment information, including job class codes and titles and campus mail codes.
- 11) Calculate appointment allocation amounts, and view appointment information for individuals and accounts.
- 12) View personal check deduction information and calculate personal monthly payroll net estimates.
- 13) Access official inventory record information, print reports of a unit's inventory, and create non-official records.

This list is by no means all inclusive. As other needs arise new commands will be added, and existing features undergo constant improvement to make users more productive and efficient.

\*DEFINE must be accessed through the University mainframe computer. Terminals can be leased from Administrative Computing Services, or personal computers can be linked to the mainframe. Contact the Administrative Computing Services Desk (471-8800) for further information regarding hardware requirements. They can assist you in determining what hardware configuration best suits your needs.

All persons with a logon ID have access to \*DEFINE and are automatically on a PUBLIC desk that allows them to view several commands. To use more commands, a person must be assigned to a desk in an electronic office. Office managers add, update, or delete the authorizations for their electronic office.

### How is \*DEFINE learned?

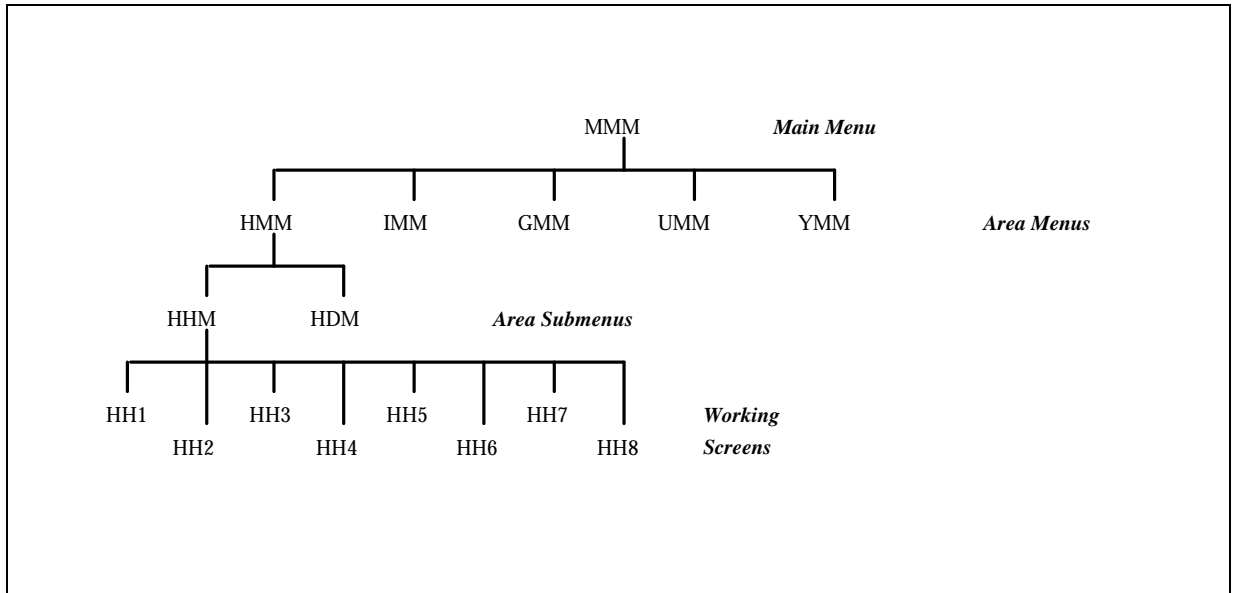
Classes and handouts have been developed to teach users how to utilize \*DEFINE's features. For further information regarding \*DEFINE please contact the Education & Training Section (471-8802, \*TXMAIL to ACIC, or e-mail to acic@utxdp.dp.utexas.edu).

## SECTION II

### MENU STRUCTURE

\*DEFINE is divided into operations called commands. These are three-character "codes" which "speak" the system's "language" and tell it to perform a particular activity. Commands fall into 4 categories: Main Menu, Area Menus, Area Submenus, and Working Screens.

If you know the three letter command for the function you want to perform, type it in the Command field and press ENTER. Then the system will take you there. If you do not know the three letter command, you can use the menu structure to find your way around the systems.



### MMM - Main Menu

All of the commands within \*DEFINE are organized into a hierarchy.

Shown here is the MMM \*DEFINE Main Menu. From this screen, you can see all of the different modules that you can access. Notice in the list that each of the area menus is represented by a \_MM, and only the leftmost character is different.

Note: Not all users have the same Main Menu because command authorizations control what you can access. (Authorizations are discussed later in this handout.)

The HMM submenu contains help information about \*DEFINE. Typing "HMM" in the Command field and pressing ENTER will display more information about the types of help available.

```

>>PLEASE ENTER YOUR NEXT COMMAND<<
*DEFINE          DEPARTMENTAL FINANCIAL NETWORK - MMM          Year: 96 97
Command: MMM     Account: _____ Misc: _____          Month: FEB
                SSN: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          MENU FOR:
-----
 1.  HMM         ON-LINE HELP MODULE
 2.  IMM         MANAGEMENT INFORMATION MODULE
 3.  GMM         GENERAL ACCOUNTING INFORMATION
 4.  UMM         OFFICE MANAGEMENT & DOCUMENT ROUTING
 5.  YMM         YOUR PERSONAL MODULE

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 05:03 PM --
  
```

### Area Menus

The area menus further group the functions of the modules. They show the submenus available for that area. The submenus are represented by \_\_M.

In this example, the HMM On-line Help area menu is shown. There are 2 submenus to choose from: the HHM and the HDM.

Typing "HHM" in the Command field and pressing ENTER will display more information regarding help documents and tutorials.

```
>>PLEASE ENTER YOUR NEXT COMMAND<<
*DEFINE                ON-LINE HELP MODULE - HMM                Year: 96 97
Command: HMM   Account: _____ Misc: _____            Month: FEB
                SSN: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          MENU FOR:
-----
1.  HHM          OVERVIEW HELP DOCUMENTS AND TUTORIALS
2.  HDM          DISPLAY DETAILED HELP FOR SPECIFIC ITEMS

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 02/20/97 05:04 PM --
```

### Area Submenus

The submenus show what working screens are available.

The HHM Overview menu shows eight working screens that perform different functions. Each of these different HH\_ commands provide help information to the users.

Typing "HH5" in the Command field and pressing ENTER will take you to the working screen where you can view a list of all the \*DEFINE commands.

```
>>Please enter your next command<<
*DEFINE                OVERVIEW HELP DOCUMENTS AND TUTORIALS - HHM                Year: 96 97
Command: HHM   Account: _____ Misc: _____            Month: FEB
                SSN: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          FUNCTION:                                     MISCELLANEOUS
-----
1.  HH1          INTRODUCTION TO *DEFINE/*ACTION
2.  HH2          INTRODUCTION TO ELECTRONIC DOCUMENTS
3.  HH3          TROUBLESHOOTING ERROR MESSAGES
4.  HH4          REQUEST PRINTED REFERENCE MANUAL
5.  HH5          VIEW A LIST OF ALL COMMANDS
6.  HH6          BULLETIN BOARD ANNOUNCEMENTS
7.  HH7          DISPLAY "GOOD MORNING" SCREEN
8.  HH8          ELECTRONIC OFFICE MANAGEMENT

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 08:19 AM --
```

## Working Screens

The working screens are the commands used to perform various functions. Some working screens only display information while other screens are for data entry (i.e., electronic documents).

Some of the display commands in \*DEFINE will show the information on the first screen. On other screens, like the HH5, you must take additional action to access the information.

In this HH5 example, type an "X" in the mark to the right of "View Commands List" press ENTER to actually see the list of \*DEFINE commands.

### HH5 – View a list of all commands

This screen shows all the \*DEFINE commands available. Each degree of indentation shows a different level of \*DEFINE's organization. Press ENTER to scroll through the list. There are many commands in \*DEFINE, so if you do not want to go through the entire list, press CLEAR to return to the HH5 screen.

```
*DEFINE          VIEW A LIST OF ALL COMMANDS - HH5          Year: 96 97
Command: HH5    Account: _____          Misc: _____          Month: FEB
=====
```

Summary List of COMMANDS Available in the \*DEFINE System

View COMMANDS list On-line: **X**

To Print a list of COMMANDS use command HH4

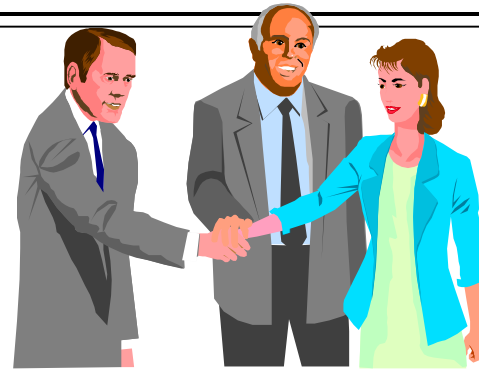
```
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 5:04 PM --
```

```
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+ 97
                                                                 FEB
                                                                 ===
                                                                 SYSTEM HELP - HH5
=====
Commands currently available in *DEFINE :

Command          Description
-----
HMM
  HHM
    HH1          ON-LINE HELP MODULE
    HH2          OVERVIEW HELP DOCUMENTS AND TUTORIALS
    HH3          INTRODUCTORY TUTORIAL
    HH4          *DEFINE OVERVIEW: CONCEPTS AND FEATURES
    HH5          HOW TO SET UP A NEW OFFICE
    HH6          REQUEST PRINTED REFERENCE MANUAL
    HH7          VIEW A LIST OF ALL COMMANDS
    HH8          BULLETIN BOARD ANNOUNCEMENTS
    HDM          DISPLAY "GOOD MORNING" SCREEN
    HD1          INTRODUCTION TO ELECTRONIC DOCUMENTS
                DISPLAY DETAILED HELP FOR SPECIFIC ITEMS
                DETAILED HELP FOR UNIT CODES
```

**SECTION III**  
**SECURITY IN \*DEFINE**

**DESK**



**VIEW**



What is the



?

**DESK (LINKED) to VIEW**

**YS1 Command in \*DEFINE**

YS1 displays authorizations for a logon ID. In \*DEFINE, desks are groups of people and administrative views are groups of accounts. Command authorizations are controlled by desk/view combinations. A desk MUST be linked to a view in order to be functional. The linking of the desks and views is done by the office manager or delegates in the US1 command.

Each desk/view combination can give a person different access within \*DEFINE. One person may be assigned to many desks, and the desks can be linked to several administrative views.

The authorizations that you have will depend on your situation and job duties.

```
*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 93 94
Command: YS1     Account: _____ Misc: _____          Month: SEP
=====
Personal Authorization screen for ACALP , ALICE L PENNEY
CURRENT DESK: 5100GG          CURRENT ADMINISTRATIVE: 5100EAT
Select a Desk and View by Number: __ Select an Action: _
DESK   ADMIN.VIEW   VIEW DESCRIPTION
1. 5100GG   5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
2. AC-ACIC  5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
3. AC-INVENT  ACMAST  ALL ACCOUNTS FOR ACCTG
4. E & T    ACMAST  ALL ACCOUNTS FOR ACCTG
5. E & T    5100000  ALL ACCOUNTS IN UNIT/SUB 5100000

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 10:59 AM --
```

**Authorizations for \*DEFINE**

The YS1 command shows what desks and views that you are authorized to use. One person may have several desks that are authorized for different commands. So, you may have to change your desks depending upon the command you want to access. Detailed instructions on how to use this command are explained in the YS1 Command Help handout.

```
*DEFINE          DISPLAY/SELECT PERONSAL AUTHORIZATIONS - YS1          Year: 96 97
Command: YS1     Account: _____ Misc: _____          Month: FEB
=====
Personal Authorization screen for ACMJG , M JANE R GOSS
CURRENT DESK: PUBLIC          CURRENT ADMINISTRATIVE: PUBLIC
Select a Desk and View by Number: __ Select an Action: _
DESK   ADMIN.VIEW   VIEW DESCRIPTION
1. 5100ADM  5100ADM  ALL ACCOUNTS IN UNIT/SUB 5100ADM
2. 5100ET   5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
3. 5100GG   5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
4. AC-ACIC  5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
5. TEST GGV  5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 03:17 PM --
```

**Current Desk/Administrative View**

The YS1 shows the desk and administrative view you are currently using. It is this desk/view combination that is controlling what commands and accounts that can be accessed. In this example, the current desk is 5100GG and the current administrative view is 5100EAT.

The YS1 provides a lot of information about your authorizations. Type a "?" in the Select an Action field and press ENTER to see the options.

```
*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 93 94
Command: YS1     Account: _____ Misc: _____          Month: SEP
=====
Personal Authorization screen for ACALP , ALICE L PENNEY
CURRENT DESK: 5100GG          CURRENT ADMINISTRATIVE: 5100EAT
Select a Desk and View by Number: ___ Select an Action: ?
DESK      ADMIN.VIEW          VIEW DESCRIPTION
1. 5100GG      5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
2. AC-ACIC    5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
3. AC-INVENT  ACMAST   ALL ACCOUNTS FOR ACCTG
4. E & T      ACMAST   ALL ACCOUNTS FOR ACCTG
5. E & T      5100000  ALL ACCOUNTS IN UNIT/SUB 5100000

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 10:59 AM --
```

**Select an Action - "?"**

The field level help for Select an Action shows what characters can be typed in that field.

S - selects a new desk

X - expands the authorizations for the selected desk/view

O - shows the office name and the office manager and delegates for the selected desk/view.

These actions are demonstrated in the following screens.

```
*DEFINE          DISPLAY/SELECT PER
Command: YS1     Account: _____
=====
Personal Authorization screen f
CURRENT DESK: 5100GG      C
Select a Desk and View by N
DESK      ADMIN.VIEW          VIE
1. 5100GG      5100EAT  ALL ACCO
2. AC-ACIC    5120PUR  ALL ACCO
3. AC-INVENT  ACMAST   ALL ACCO
4. E & T      ACMAST   ALL ACCO
5. E & T      5100000  ALL ACCO

-----+-----
Select an Action
-----+-----
Actions available for the
Desk/Administrative view selected:

S = Select this as my new desk
and view. Moves the selected
desk and view to your current
authorization.

X = Expand a list of all the
commands and security level
for which the selected desk
and view are authorized.

O = List the office manager and
delegates for the selected
office.

-----+-----

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 10:59 AM --
```

**Select an Action - "S"**

To switch to another electronic desk/view combination, type the number corresponding to the desk you want to use in Select a Desk and View by Number and a "S" in Select an Action.

Typing a "2" in Select a Desk and view by Number and "S" in Select an Action and pressing ENTER will change the current desk from 5100GG to AC-ACIC and the current administrative view from 5100EAT to 5120PUR.

```
*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 93 94
Command: YS1     Account: _____ Misc: _____          Month: SEP
=====
Personal Authorization screen for ACALP , ALICE L PENNEY
CURRENT DESK: 5100GG          CURRENT ADMINISTRATIVE: 5100EAT
Select a Desk and View by Number: 02   Select an Action: S
DESK   ADMIN.VIEW          VIEW DESCRIPTION
1. 5100GG          5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
2. AC-ACIC          5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
3. AC-INVENT       ACMAST   ALL ACCOUNTS FOR ACCTG
4. E & T           ACMAST   ALL ACCOUNTS FOR ACCTG
5. E & T           5100000  ALL ACCOUNTS IN UNIT/SUB 5100000

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 10:59 AM --
```

**Select an Action - "S"**

After pressing ENTER, the desk AC-ACIC and the administrative view 5100PUR becomes the current desk and view. This desk/view combination controls what commands and accounts can be accessed.

```
>>NEW VIEW AND DESK SUCCESSFULLY SELECTED<<
*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 93 94
Command: YS1     Account: _____ Misc: _____          Month: SEP
=====
Personal Authorization screen for ACALP , ALICE L PENNEY
CURRENT DESK: AC-ACIC          CURRENT ADMINISTRATIVE: 5120PUR
Select a Desk and View by Number: ___   Select an Action: _
DESK   ADMIN.VIEW          VIEW DESCRIPTION
1. 5100GG          5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
2. AC-ACIC          5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
3. AC-INVENT       ACMAST   ALL ACCOUNTS FOR ACCTG
4. E & T           ACMAST   ALL ACCOUNTS FOR ACCTG
5. E & T           5100000  ALL ACCOUNTS IN UNIT/SUB 5100000

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 11:00 AM --
```

**Select an Action - "O"**

To find out what office the desk/view belongs to or who the office manager and delegates are, use option "O".

To determine who the office manager is for the desk/view combination E&T/ACMAST, type a "4" in Select a Desk and View by Number and "O" in Select an Action and press ENTER.

NOTE: Since a person may be assigned to desks in different offices, each of the desks in this example could belong to a different office.

```
*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 93 94
Command: YS1     Account: _____ Misc: _____          Month: SEP
=====
Personal Authorization screen for ACALP , ALICE L PENNEY
CURRENT DESK: AC-ACIC      CURRENT ADMINISTRATIVE: 5120PUR
Select a Desk and View by Number: 04      Select an Action: O
DESK      ADMIN.VIEW      VIEW DESCRIPTION
1. 5100GG      5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
2. AC-ACIC      5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
3. AC-INVENT      ACMAS  ALL ACCOUNTS FOR ACCTG
4. E & T      ACMAS  ALL ACCOUNTS FOR ACCTG
5. E & T      5100000  ALL ACCOUNTS IN UNIT/SUB 5100000

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 11:00 AM --
```

**Select an Action - "O"**

After you press ENTER, this window appears. It shows that desk E&T was created in electronic office ACOFFICE. It also lists the office manager and delegates and their phone numbers. Press ENTER or CLEAR when you are through viewing this window.

```
*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 93 94
Command: YS1     Account: _____ Misc: _____          Month: SEP
=====
Personal Authorization screen for ACALP , ALICE L PENNEY
CURRENT DESK: AC-ACIC      CURRENT ADMINISTRATIVE: 5120PUR
Select a Desk and View by Number: 04      Select an Action: o
DE +-----+
1. 5100 |
2. AC-A |           Information about Desk E & T           in
3. AC-I | View ACMAS , ALL ACCOUNTS FOR ACCTG
4. E & |
5. E & |           This Authorization was created by the
           |           OFFICE: ACOFFICE
           |
           |           Owner: ACKMM - KATHERINE W MILLER           471-3723
           |           Delegates: ACTGW - THOMAS G WELL           471-3723
           |           ACJEB - JAMES E BEDRICH           471-3723
           +-----+

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 11:00 AM --
```

**Select an action - "X"**

Use the "X" to find out which commands a desk/view combination will give you access to.

To see the command authorizations for desk AC-INVENT/view ACMAST, type "3" in Select a Desk and View by Number and an "X" in Select an Action and press ENTER.

```
>>NEW VIEW AND DESK SUCCESSFULLY SELECTED<<
*DEFINE          DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1          Year: 93 94
Command: YS1     Account: _____ Misc: _____                Month: SEP
=====
      Personal Authorization screen for ACALP , ALICE L PENNEY
      CURRENT DESK: AC-ACIC      CURRENT ADMINISTRATIVE: 5120PUR
      Select a Desk and View by Number: 03      Select an Action: X
      DESK      ADMIN.VIEW      VIEW DESCRIPTION
1. 5100GG      5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
2. AC-ACIC     5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
3. AC-INVENT   ACMAST   ALL ACCOUNTS FOR ACCTG
4. E & T      ACMAST   ALL ACCOUNTS FOR ACCTG
5. E & T      5100000  ALL ACCOUNTS IN UNIT/SUB 5100000

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/23/93 11:00 AM --
```

**Select an Action - "X"**

The window shows the command authorizations for all \*DEFINE commands. A character in the EXISTING STATUS column indicates what status you have for that command. There are different statuses available:

V - View only status

U - Update and view status

S - Supervisor is both view and update with a higher level of status for the commands that need it.

L - Lower means that the status was assigned to the commands at a more specific level of the menus and commands within a module. This option allows a different status to be assigned to specific commands.

There may be a different status for each different command. Press ENTER to scroll through the list of commands.

```
>>NEW VIEW AND DESK SUCCESSFULLY SELECTED<<
-----+-----+ 94
Department authorizations available at lower levels      EP
from Menu IMM for Desk AC-INVENT in View ACMAST         ==
EXISTING
STATUS  COMMAND  DESCRIPTION
-----+-----+
      S      HHM      OVERVIEW HELP DOCUMENTS AND TUTORIALS
      S      HDM      DISPLAY DETAILED HELP FOR SPECIFIC ITEMS
      U      IBM      BUDGET VS. ACTUAL INFORMATION
      U      IB1      ACCOUNT - BUDGET YTD VS. ACTUAL YTD
      U      IB2      ACCOUNT - BUDGET TOTAL VS. ACTUAL YTD
      U      IB3      CODE - BUDGET YTD VS. ACTUAL YTD
      U      IB4      CODE - BUDGET TOTAL VS. ACTUAL YTD
      U      IB5      CODE WITHIN A CODE - BUDGET VS. ACTUAL
      U      IB6      CODE WITHIN AN ACCT. - BUDGET VS. ACTUAL
      U      IFM      PRINTED FINANCIAL REPORTS
      U      IF1      LIST STANDARD FINANCIAL REPORTS
      U      IF2      REPORT WRITER

      SPECIAL ACCESS COMMANDS AND LEVEL:

-----+-----+  --
```

**Select an Action - "X"**

In addition to scrolling through the list, type a command in the field where your cursor is and press ENTER. The authorizations will be displayed beginning with the command you typed. NOTE: The commands are not listed in alphabetical order!

In this example, the EXISTING STATUS for the PMM commands is blank. This means that this desk and view has no authorization for the PMM commands and cannot access any of them.

```
>>NEW VIEW AND DESK SUCCESSFULLY SELECTED<<
```

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     | 94 |
|                                     | EP |
|                                     | ===|
| Department authorizations available at lower levels |
| from Menu PMM for Desk AC-INVENT in View ACMAST |
| EXISTING |
| STATUS  COMMAND  DESCRIPTION |
|-----|-----|-----|
| PRM     REQUISITIONS AND PURCHASE ORDERS MENU |
| PR3    DEPARTMENT PREPARED REQUISITION |
| PR4    U.T. PURCHASING PREPARED REQUISITION |
| PR6    OPEN MARKET REQUISITION |
| PR7    AUTOMATED STATE CONTRACT REQUISITION |
| PRO    SMALL PURCHASE ORDER |
| PCM     COMMODITY MENU |
| PC1    LIST STATE CONTRACT CLASS CODES |
| PC2    SEARCH CONTRACT COMMODITIES BY KEYWORD |
| PC3    DISPLAY CONTRACT COMMODITY INFORMATION |
| PC5    DISPLAY ALL CLASS AND ITEM CODES & DESCR |
| PSM     PURCHASING SUPPLIER MENU |
|                                     |
| SPECIAL ACCESS COMMANDS AND LEVEL: |
|                                     |
+-----+-----+-----+-----+-----+-----+-----+-----+

```

**What is a PF Key?**

A PF key is a special function key that can be used for various purposes. On the bottom of most screens in \*DEFINE you will see:

```
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 12/23/97 10:06 AM --
```

**What is PF1?**

PF1 lists PF key options associated with a command in \*DEFINE. Instead of trying to list every available PF key on the front screen we ask you instead to look at PF1. There you'll find all the information you need. Pressing PF1 in \*DEFINE displays the following window:

There is a lot of information in this window! We can divide this information into 3 parts:

- 1) Desk & View Authorizations
- 2) Special PF Keys which vary from command to command
- 3) Standard PF Keys which are the same for each command

```

PF1
-----+-----
>Enter "?" in desk or view for more information<
You have VIEW status in Command MMM for
Desk: 5100GG___ Administrative View: 5100EAT
in Office: 5100ET (This is a Processing View)
I. Special PF Keys
   NONE

II. Standard PF Keys
   PF1 = Options Menu (this screen)
  _ PF6 = Help for the Current Screen
  _ PF7 = Return to the Main Menu
  _ PF8 = Exit *DEFINE
  _ PF9 = *TXMAIL Menu: _____
  _ PF10 = Command Experts/Glossary
  _ PF11 = Your Personal Note Pad Page
  _ PF12 = Office Note Pad Page
  _ PF14 = Electronic Mail/Suggestion Box
  _ PF15 = List of reports available from here
  _ CLEAR = Previous Menu or Close All Windows
-----+-----
Year 97 98
Month: DEC
=====
-- 2/15/97 11:17 AM --

```

**Desk & View Authorizations**

The first bit of information provided by PF1 describes what status you have for the command you are in. this example shows super status for the MMM (Main Menu) command. PF1 also tells you which desk and view you are currently using. (Note: the desk and view controls which commands and accounts you have access to.) Putting a question mark in the DESK field and pressing ENTER will display all the desk and view authorizations you have.

```

PF1
-----+-----
>Enter "?" in desk or view for more information<
You have VIEW status in Command VE5 for
Desk: ?100GG___ Administrative View: 5100EAT
in Office: 5100ET (This is a Processing View)
-----+-----
Year 97 98
Month: DEC
=====

```

You can change the desk and view you are using within this window by typing a number in the SELECT A NEW DESK/VIEW field and pressing ENTER. If you are encountering problems accessing a command or an account your problem may be caused by being in the wrong desk/view. Pressing PF1 and reviewing your authorizations may solve the problem.

```

PF1
-----+
>>Please select an authorization<<
      Personal Authorizations for ACXXX -
Current Office: 5100ET      Current Desk: 5100GG      Current View: 5100EAT
      Select a new Desk/View: ____
      OFFICE      DESK      VIEW      VIEW DESCRIPTION
1. PURCH.OFF.  AC-ACIC  5120PUR  ALL ACCOUNTS IN UNIT/SUB 5120PUR
2. 5100ET      5100GG  DE 302   VIEW USED FOR DE 302
3. 5100ET      5100GG  5100EAT  ALL ACCOUNTS IN UNIT/SUB 5100EAT
4. ACOFFICE    E & T    ACMAST   ALL ACCOUNTS FOR ACCTG
      Press CLEAR to Cancel
-----+

```

### Special PF Keys

Another feature of the PF1 window is **Section I: Special PF keys**. If there are any special PF keys for the command you are using they will be listed here. For example, in command YB2 the PF2 key will select all documents in you inbox, PF3 will select only the documents you have marked, and PF5 allows you to set up a personal profile (in this case, which view out of 6 you prefer your YB2 screen to default to).

```

PF1
>> Please select the documents you wish to review <<
*DA +-----+
Com | >Enter "?" in desk or view for more information< | sc: _____ |
=== | You have SUPER status in Command YB2 for | ===== |
To | Desk: 5100GG____ Administrative View: 5100EAT _ | ct and press PF3 |
   | in Office: 5100ET (This is a Processing View) | maximum 100). |
   | I. Special PF Keys | View 2 of 7 |
   | D PF2 = SELECT ALL DOCUMENTS (MAX 100) | Created |
   | - PF3 = SELECT ALL MARKED DOCUMENTS | 08/04/97 R |
   | - PF5 = DISPLAY PROFILE | 12/11/96 A |
-- +-----+ 2/15/97 11:45 AM --

```

## YP1 - How to Set Up A Personal Profile

A "Start-up" profile is used to change your default (start-up) command line field values. Any values entered in the fields on this screen will automatically be placed in the corresponding command line fields.

```
*DEFINE          PERSONAL 'START-UP' PROFILE - YP1          Year: 94 95
Command: YP1     Account: _____ Misc: _____      Month: SEP
=====
I.  Initial Command Line Values
For each of the Command Line fields listed below, you may enter a "start-up"
value. That value will then be automatically placed into the corresponding
Command Line field(s) anytime you enter *DEFINE .

VIEW: ❶          COMMAND: ❷          MONTH: ❸          MISC: ❹
DESK: ❶          ACCOUNT: ❺          YEAR: ❻          CODE SCHEME: ❼
COMPONENT: ❸          PURCH. CENTER: ❾

Application to be put in PF9 (if other than *ACTION or *DEFINE): ❿

II. "Good Morning" Screen
Normally when you enter *DEFINE, a "Good Morning" screen appears first to
present news and announcements. You may control how often this screen is
displayed to you by selecting the appropriate option.

                Select an Option: A
A.  Display "Good Morning" Screen ONLY if it contains new messages.
B.  Display "Good Morning" Screen every time you enter *DEFINE.

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 9/04/94 04:00 PM --
```

When using the YP1 screen you may enter any one or any part of the following entries:

- ❶ To set up a default desk, enter the name of the Administrative View and Desk that you would like to begin with as you start a \*DEFINE session.
- ❷ Enter the 3-character command you would like to begin with as you start a \*DEFINE session. Any module or menu available to you in \*DEFINE can be placed in this field.
- ❸ If you would care to designate a month to start with other than the current month you may specify it in this field. All months are 3-characters in length: Jan-Dec and Thr for the 13th month.
- ❹ The Misc field is where you place any additional information that is required by a particular function. On the menu of the commands is a list of any such required information. For example a profile name is required for LP1.

- ❺ In the account field you may indicate an account number you would like to begin with once you start a \*DEFINE session.
- ❻ The year field will allow you to specify what fiscal year you would like to start your \*DEFINE session with. If you would like to be in the 94-95 fiscal year, enter 94 here.
- ❼ Enter the code scheme name you would like to use when coding transactions in \*DEFINE.
- ❽ If you would like to begin with a component code other than UT Austin (Component Code 0) use this field to specify which component you would like to log on to when entering \*DEFINE.
- ❾ Enter the Purchasing Center number that was assigned to your department by the Purchasing office to default to this purchasing center when starting your \*DEFINE session.
- ❿ The default for this field is \*ACTION (or \*DEFINE if you are in \*ACTION). You may enter another mainframe application such as \*TXMAIL, \*PNVACS, etc.

A selection must also be made on whether you wish the "Good Morning" screen to be displayed only if it contains new messages (Option A) or every time you enter \*DEFINE (Option B).



**Command Area**

The left of the second line, where it says \*DEFINE, is the application field. This tells you which of the administrative computer applications you are in.

In the middle of the second line is the descriptive name of the module, menu, or working screen.

On the right side of the second line is the fiscal year. This automatically defaults to the current fiscal year. You may change the fiscal year by typing over the first two digits.

```
>>PLEASE ENTER YOUR NEXT COMMAND<<
*DEFINE          DEPARTMENTAL FINANCIAL NETWORK - MMM          Year: 96 97
Command: MMM     Account: _____ Misc: _____          Month: FEB
                SSN: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          MENU FOR:
-----
1.  HMM          ON-LINE HELP MODULE
2.  IMM          MANAGEMENT INFORMATION MODULE
3.  GMM          GENERAL ACCOUNTING INFORMATION
4.  UMM          OFFICE MANAGEMENT & DOCUMENT ROUTING
5.  YMM          YOUR PERSONAL MODULE

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 05:03 PM --
```

**Command Area**

The other lines of the command area contain fields where information is typed. Depending on the command you are using, you may be required to type something in the field. For example, to see an account balance on the GB1 command, you must type a 10-digit account number in the Account field. Then the information shown on the GB1 screen will pertain to that account.

```
>>PLEASE ENTER YOUR NEXT COMMAND<<
*DEFINE          DEPARTMENTAL FINANCIAL NETWORK - MMM          Year: 96 97
Command: MMM     Account: _____ Misc: _____          Month: FEB
                SSN: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          MENU FOR:
-----
1.  HMM          ON-LINE HELP MODULE
2.  IMM          MANAGEMENT INFORMATION MODULE
3.  GMM          GENERAL ACCOUNTING INFORMATION
4.  UMM          OFFICE MANAGEMENT & DOCUMENT ROUTING
5.  YMM          YOUR PERSONAL MODULE

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 05:03 PM --
```

**Other Features**

The lower left corner of the bottom line is the component code. \*DEFINE is used by other UT component institutions and each component has a code assigned to it. The component code for UT Austin is Ø (zero).

In the middle are PF key reminders. When you press the PF8 key, you exit \*DEFINE. The PF1 key will display all the PF key options (see the PF Key Options handout for more details).

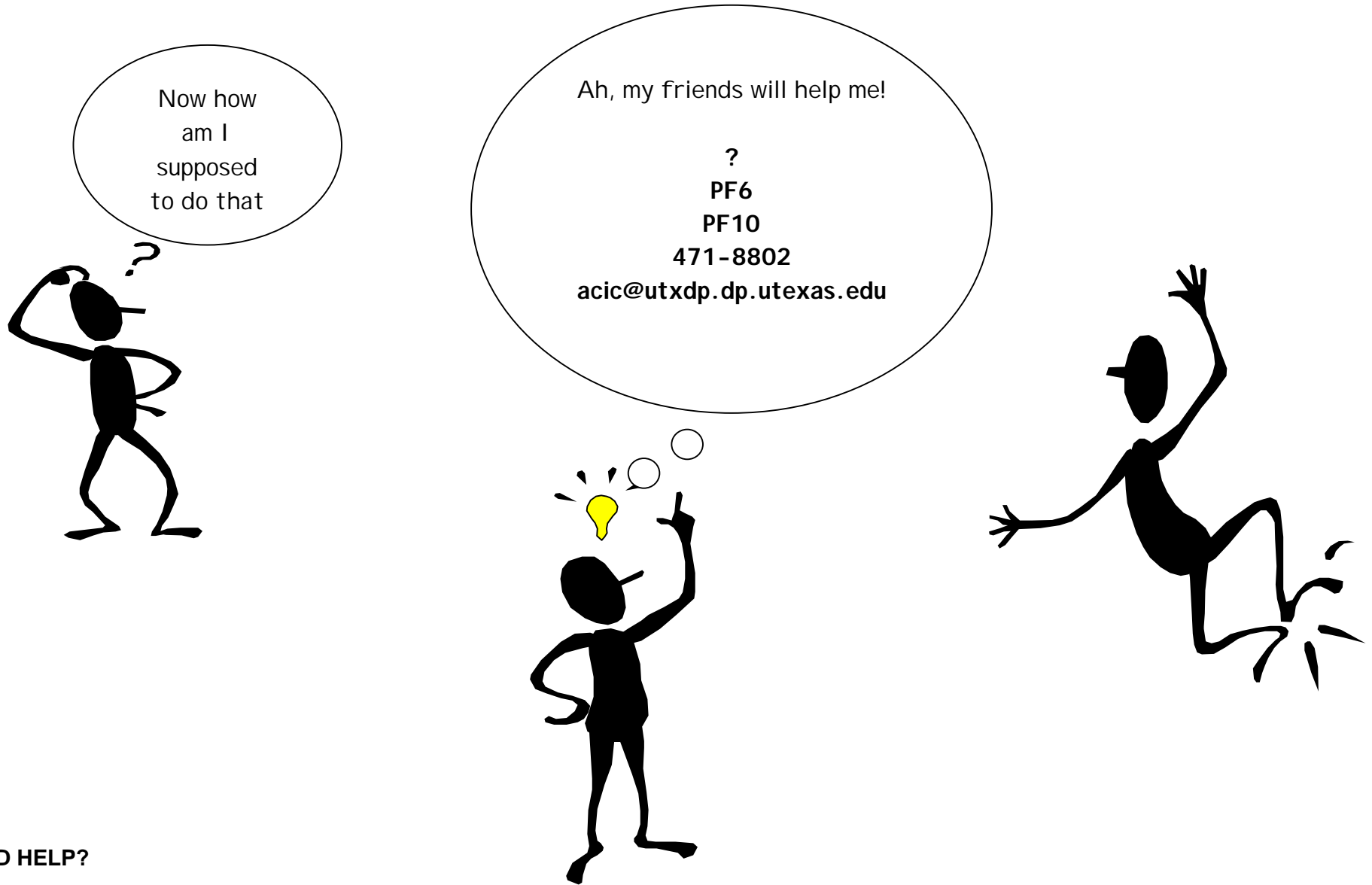
The current date and time are shown at the bottom right of the screen.

```
>>PLEASE ENTER YOUR NEXT COMMAND<<
*DEFINE          DEPARTMENTAL FINANCIAL NETWORK - MMM          Year: 96 97
Command: MMM     Account: _____ Misc: _____          Month: FEB
                SSN: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND          MENU FOR:
-----          -
1.  HMM          ON-LINE HELP MODULE
2.  IMM          MANAGEMENT INFORMATION MODULE
3.  GMM          GENERAL ACCOUNTING INFORMATION
4.  UMM          OFFICE MANAGEMENT & DOCUMENT ROUTING
5.  YMM          YOUR PERSONAL MODULE

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 05:03 PM --
```

## SECTION IV

### A Day in the Life of a \*DEFINE User...



**The PF1 key**

Whereas special PF keys work for specific commands, standard PF keys work the same for all commands. Therefore, pressing PF1 within *any* command gives you this window, pressing PF6 within *any* command displays on-line help for that command, pressing PF7 within *any* command returns you to the main menu, and so forth.

```

PF1
-----+-----
>Enter "?" in desk or view for more information<
===  You have VIEW status in Command MMM for
      Desk: 5100GG_____ Administrative View: 5100EAT
      in Office: 5100ET      (This is a Processing View)
I. Special PF Keys
    NONE

II. Standard PF Keys
    PF1 = Options Menu (this screen)
    _ PF6 = Help for the Current Screen
    _ PF7 = Return to the Main Menu
    _ PF8 = Exit *DEFINE
    _ PF9 = *TXMAIL Menu: _____
    _ PF10 = Command Experts/Glossary
    _ PF11 = Your Personal Note Pad Page
    _ PF12 = Office Note Pad Page
    _ PF14 = Electronic Mail/Suggestion Box
    _ PF15 = List of reports available from here
    _ CLEAR = Previous Menu or Close All Windows
-----+-----
                                         Year 97 98
                                         _      Month: DEC
                                         =====
--
                                         2/15/97 11:17 AM --
    
```

**PF6 Help**

The PF6 key displays on-line help for the commands that you are working with.

Just go to the command you need help with and press the PF6 key. A screen will pop up with information on how to use the command.

```

                                         Help for Command VP2
                                         Screen █ of
=====
VP2 Service Payment Voucher - Profile 1

CATCH WORDS                                     ON-LINE
                                                SCREEN

PURPOSE.....                                  2
BEFORE YOU START.....                          2
FIELD GUIDE.....                                3
HOW TO USE.....                                 7
CROSS REFERENCE.....                             9
RESOURCES.....                                  10
TIPS & TECHNIQUES.....                           10
VOCABULARY.....                                 11

** Read "PF6" in the PF10 On-Line Glossary for Catch Word definitions **
    
```



**The PF12 key**

What if there is information you want *everyone* in your office to know about? In these instances you can use PF12, the Office Note Pad Page. Notes entered here may be viewed by everyone in an electronic office. Only the office manager and delegates, however, can add or update this information. Like the PF 11 note pad, notes in the PF12 are maintained by command.

**PF12**

```
>> +-----+
*   >> Press Enter to return to previous screen <<
C   Office Manager Note Pad Page For [You Office Name]
   DEPARTMENTAL FINANCIAL NETWORK - MMM
=
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
+-----+
```

**NEED MORE HELP? HHM - WHAT CAN THESE COMMANDS DO FOR YOU?**

The HHM contains a varied set of commands to aid you in using \*DEFINE. HH1 and HH2 are short on-line tutorials on using the system. HH1 covers \*DEFINE basics, while HH2 is an introduction to electronic documents.

HH5 allows you to view a list of all commands.

HH8 is a tutorial covering the electronic office.

```
>>>Please enter your next command<<
*DEFINE      OVERVIEW HELP DOCUMENTS AND TUTORIALS - HHM      Year: 97 98
Command: HHM  Account: _____ Misc: _____ Month: DEC
SSN: _____ Dept Req: _____ Inventory: _____ Purch Ctr _____
=====
COMMAND      FUNCTION:                                     MISCELLANEOUS
-----
1.  HH1      INTRODUCTION TO *DEFINE
2.  HH2      INTRODUCTION TO ELECTRONIC DOCUMENTS
3.  HH3      TROUBLESHOOTING ERROR MESSAGES
4.  HH4      REQUEST PRINTED REFERENCE MANUAL
5.  HH5      VIEW A LIST OF ALL COMMANDS
6.  HH6      BULLETIN BOARD ANNOUNCEMENTS
7.  HH7      DISPLAY "GOOD MORNING" SCREEN
8.  HH8      ELECTRONIC OFFICE MANAGEMENT

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 12/17/97 04:30 PM --
```

**HH3**

HH3 is used for troubleshooting error messages. If you have a problem with a document which causes an error message to appear in the message line you can look in HH3 to see if there is a short article discussing that message.

```
>> Please ENTER the chapter you wish to read. <<
*DEFINE          TROUBLESHOOTING ERROR MESSAGES - HH3          Year: 97 98
Command: HH3     Account: _____ Misc: _____          Month: DEC
=====
These chapters explain messages          These chapters explain messages
related to specific document             related to documents and other
types.                                   commands.

1. Appointment/Payroll (A., OV.)        A. "Account" is in the message
2. Inventory Transfer (NT.)             B. "Authorized" is in the message
3. Purchasing (P..)                    C. "Object Code" is in the message
4. Student Services (SS.)              D. Transaction error messages
5. Accounting (V., R..)                 E. Miscellaneous & System Errors
6. Document Routing                     F. "Document" is in the message
7. Vendor Errors (GGV)

Z. This chapter is an Index of All Error Messages included above.

Please ENTER the chapter you would like more information about _

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 12/17/97  4:55 PM --
```

Here is an example of an error in a VP2 document.

```
>>INVOICE TOTAL DOES NOT EQUAL TOTAL DISBURSEMENTS.<<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 97 98
Command: VP2     Account: _____ Misc: _____          Month: DEC
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VP2999572
Action: _____      Summary: FEDERAL EXPRESS CORPORATION
Created: 12/23/97 by ACLDP - PHILLIPS, LEWIS D          Category:
Template: _____
Format: 01_____      Voucher Date: 122397          Voucher Nbr:
Separate Check: _          Check Distribution: U
Default Service Dates Begin: 012499 End: 013099      DTN: _____
Vendor ID: 17104270073003 FEDERAL EXPRESS CORPORATION
Address: 9410 E TERMINAL DR

SAN ANTONIO , TX 78216482810

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

Total Reference Amt:          100.00      Total Payment Amt:          0.00

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 12/23/97 12:30 PM --
```

You can look in HH3 chapter Z to find the chapter containing the error:

**Invoice total does not equal total disbursements.**

Here you can see that the error message is discussed in Chapter 5.

```

>> Press ENTER to go to the next page or PF4 to go to the previous page. <<
Chapter Z - HMM                                     Page 5__ of 13
=====
MESSAGE                                             CHAPTER
-----
IF DUTIES ARE REQUIRED A VALID P08/I9 FORM MUST BE COMPLETED - - 4
INVOICE TOTAL DOES NOT EQUAL TOTAL DISBURSEMENTS - - - - - 5
ITEMIZED TOTALS MUST EQUAL THE TOTAL VOUCHER AMOUNT, CORRECT - - 5
MONTH YOU ARE TRYING TO POST TO IS CLOSED, CORRECT DATE - - - - 5
NEXT DESK IN THIS ROUTING PATH DOES NOT EXIST OR IS INVALID - - - 6
NO AUDIT RECORD WAS FOUND FOR THIS TRANSACTION - - - - - D
NO BILLING CODES HAVE BEEN ASSIGNED TO THIS DESK AND VIEW - - - - B
NO BUDGET ITEMS ENTERED FOR ACCOUNT ##### - - - - - 5
NO ENTITY ID WAS PASSED - - - - - 5
    
```

Looking at the Chapter 5 index we see that the error is covered on page 10.

```

>> Press ENTER to go to the next page. <<
Chapter 5 - ACCOUNTING (VC., VP., VT., VJ.)         Page 1__ of 20
=====
Accounting Document Error Messages

ERROR MESSAGE                                     ON-LINE
                                                SCREEN
-----
BUDGET GROUP ##### BECAME ACTIVE MM/DD/YY; SERVICE BEGIN.. 3
BUDGET GROUP #####EXPIRED MM/DD/YY; SERVICE END..... 3
SERVICE NOT WITHIN CONTRACT ##### - MM/DD/YY - MM/DD/YY... 3
MONTH YOU ARE TRYING TO POST TO IS CLOSED, CORRECT DATE..... 4
A BUDGET POOL TYPE WAS NOT FOUND..... 5
SERVICE DATES SPAN ACROSS FISCAL YEARS..... 6
GENERAL LEDGER TOTAL DOES NOT EQUAL TOTAL CASH..... 7
DATE MUST BE IN FORMAT MMDDYY..... 8
PLEASE ENTER THE TRANSACTION DATE IN MMDDYY FORMAT..... 8
NO RECORDS WERE FOUND FOR (AQNPGOBJ)..... 9
INVOICE TOTAL DOES NOT EQUAL TOTAL DISBURSEMENTS..... 10
    
```

And when you go to screen four you see an explanation of the error, and suggestions for how to fix the problem.

```
>> Press ENTER to go to the next page or PF4 to go to the previous page. <<
Chapter 5 - ACCOUNTING (VC., VP., VT., VJ.)          Page 10_ of 20
=====
```

INVOICE TOTAL DOES NOT EQUAL TOTAL DISBURSEMENTS

This error message may occur when verifying or approving VP1 or VP2 payment vouchers. In order for these documents to process, the amount being paid to the vendor must balance with the amount of the account transactions. This message is saying that the amount to be paid to the vendor (Section 1) does not balance the amount of the accounting transactions (Section 2). You will be able to see the amounts at the bottom of the document screen and the amounts should equal.

Total Reference Amt: \$\$\$\$\$\$ Total Payment Amt: \$\$\$\$\$\$

Compare these amounts to the amount on the invoice that you are paying. If the Total Reference Amt is incorrect, access Section 1 of the document and correct it. If the Total Payment Amt is incorrect, access Section 2 of the document and correct it. In Section 2, calculate the total of all expenditure debits (object codes that beginning with 1) less the total of all expenditure credits to get the balancing amount.

**SECTION V****TERMS IN DOCUMENTS**

An electronic document usually consists of more than one screen. The first screen of a document is the Cover Sheet. Common to most Cover Sheets are:

1. Document ID: A unique 11-digit number automatically assigned to each document upon creation and composed of 4 parts:
  - a) 1st character indicates calendar year created
  - b) 2nd character indicates component
  - c) 3rd - 5th characters indicate the type of document
  - d) Remaining 6 characters are a unique number assigned in descending order from 999999.

Example: H0VP2996196

H = 1997 calendar year  
 0(zero) = component UT Austin  
 VP2 = service voucher  
 996196 = document number

2. Action: To create, search, and approve documents, enter an action in the Action field. Put a question mark in this field to show actions available on a document. (See handout for details.)
3. Format: For most documents the format is 01 (zero-one). The format controls what object class codes can be used on that document type.
4. Vendor ID: A unique 14-digit number assigned to each vendor at each mailing address.
  - a) 1<sup>st</sup> character is **1** if the vendor is a non-individual, or a **2** if the vendor is an individual, or sole ownership
  - b) 2<sup>nd</sup> – 10<sup>th</sup> characters are the Social Security Number (ssn) if the vendor is an individual or the Federal Employers Identification (FEI) if the vendor is a non-individual.
  - c) 11<sup>th</sup> is an automatically generated number

Example: 21234567892001

2 = individual  
 123456789 = document number  
 2 = generated check number  
 001 = mail code

5. Creator and Created Date: Automatically fills in when a document is created.
6. Status: Indicates what stage the document is in and automatically changes during processing. The basic statuses are:
  - Approved: The document has been final approved by the processing department and is now an official accounting transaction. No further actions can be done with the document at this point.
  - Created: A document remains in this status until the creator approves it.
  - Deleted: The document was deleted. Any notes attached to the document can still be accessed by using the action NOT.

Held: The document is being held by an approver. The word 'HELD' should be followed by the logon ID of the person who put this document on hold.

Pending: Once a document has all departmental approvals and is routed to the processing department the status is Pending.

Proposed: If additional departmental approval is required after creator approval, the status is Proposed.

Recalled: The document has been recalled by the creator.

Rerouted: The document has been sent out of the normal routed path with an action FYA. Check the document routing to review where the document has been.

Returned: The document has been returned to the creator. Read the reason the document was returned by using the action NOT.

7. Sections: Place an "X" next to the section number and press ENTER to access document sections. Each document has different instructions for the sections. These are covered in the specific document classes.

## Navigation Basics

Navigation within \*DEFINE can be broken down into 3 basic key strokes: typing in various information, pressing the ENTER key, and pressing the CLEAR key.

Before you get into \*DEFINE you need to familiarize yourself with your computer keyboard and make note of the following:

What key you press to ENTER

What key you press to CLEAR

What key you press to RESET

What key you press for PF1

What key you press for PF8

The location of these keys may vary depending on what type of computer you are using. You may need to speak with a co-worker to find out this information, or call 471-8800 for assistance.

```

>>Good afternoon! Welcome to *DEFINE ! <<
*DEFINE THE DEPARTMENTAL FINANCIAL INFORMATION NETWORK Year: 97
Command: Account: Misc: Month: M
SSN: Dept Req Nbr: Punch Ctr
=====
VERSION MESSAGE DATED: 01/15/98

* * * * DEFINE CLASSES * * * *

*DEFINE classes have been scheduled! To view what
classes are available and to enroll, use *DPCLAS or
TXCLASS on the Web: http://dpweb1.dp.utexas.edu/tclass/

* * * * USEFUL WEB SITES * * * *

A list of useful Web sites is available in the *DEFINE
Bulletin Board. Use the HH6 command to view the list.

* * * * *
Need help? CALL (471-8802) or WRITE (ACIC or acic@utxdp.dp.utexas.edu)
the Office of Accounting Help Line for assistance!
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 3/09/98 2:20 PM -

```

**COMMAND: VP2**

To access an electronic document, type the command, press <enter> and a blank cover sheet will appear. Actions will be entered in the Action field: NEW will create a document and SEA will search for an existing document.

**NOTE:** If the document ID is known, type it in the Document ID field and press <enter> to display that document on the screen.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____ Month: FEB
=====
Status: _____ -- COVER SHEET -- Document ID: _____
Action: _____ Summary:
Created: 02/20/97 ACEVV Category:
Template: _____
Format: _____ 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 ----- 2/20/97 08:52 AM --
```

**DOCUMENT ACTION: NEW**

To create a new document, type NEW in the Action field and press <enter>. The prompt at the top of the screen will explain what information is required to create a new document (For the VP2, a format is required. Some documents require a summary to be entered.). Make the required entries, press <enter>, and the document will be created. Now, the Status is CREATED, a Document ID is assigned, and the creator's logon and name appear on the document cover sheet.

**NOTE:** The format is determined by the Office of Accounting and it controls which object codes may be used on documents.

```
>>CREATION OF DOCUMENT H0VP2999968 SUCCESSFULLY COMPLETED; CONTINUE<<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____ Month: FEB
=====
Status: CREATED      -- COVER SHEET -- Document ID: H0VP2999968
Action: _____ Summary: DOCUMENT IN PROGRESS
Created: 02/20/97 by ACEVV - VREELAND, ERIN V Category:
Template: _____
Format: 01_____ Voucher Date: 022097 Voucher Nbr:
Separate Check: _ Check Distribution: U
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:                0.00

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 08:52 AM --
```

**DOCUMENT ACTION: "?"**

To display what can be done to a document, type a "?" in the Action field and press <enter>.

NOTE: Enter a question mark "?" in any unprotected field to see on-line help for that specific field.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____   Month: FEB
=====
Status: CREATED          -- COVER SHEET --          Document ID: HOVP2999968
Action: ?_____ Summary: FEDERAL EXPRESS
Created: 02/20/97 by ACEVV - VREELAND, ERIN V          Category:
Template: _____
Format: 01_____ Voucher Date: 022097          Voucher Nbr:
Separate Check: _ Check Distribution: U
Default Service Dates Begin: 010697 End: 012097      DTN: _____
Vendor ID: 17104270073005 FEDERAL EXPRESS
Address: BOX 727 DEPT A

MEMPHIS , TN 381940000

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

Total Invoice Amt:          27.50      Total Payment Amt:          27.50

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 08:54 AM --
```

**ACTIONS AVAILABLE**

Actions available for this CREATED document are displayed. The actions available change as the document is processed from creation to approval.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____   Month: FEB
=====
Statu |          Actions Available on this Electronic Document          | 2999968
Actio |-----+-----+-----+-----+-----+-----+-----+-----+-----+
C     | Enter Action: _____ |
      | No Action is required to VIEW this document. |
F     |
S     | NEW Create a NEW document. | on: U
D     | SEA SEARCH for selected documents. |
Vend  | ROU Display how this document has been ROUTED. |
Ad    | NOT Display document NOTES. |
      | CPY COPY the document with a new document number. |
      | FYI Send document copy to person FOR YOUR INFORMATION. |
      | PRT PRINT the document. |
      | VER VERIFY that the document is correct. |
      | APP APPROVE to sign this document and route forward. |
      | FYA Approve and route to person FOR APPROVAL. |
      | TMP Create a TEMPLATE from this document. |
      | DEL DELETE this document. |
Total |-----+-----+-----+-----+-----+-----+-----+-----+
      |          27.50          |
-----+-----+-----+-----+-----+-----+-----+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 08:54 AM --
```

**DOCUMENT ACTION: VER**

To verify information entered in the document is valid, type VER in the Action field and press <enter>. If no errors are found, the message "YOUR VOUCHER IS VERIFIED AS CORRECT" will appear at the top of the screen.

```
>> YOUR VOUCHER IS VERIFIED AS CORRECT <<
*DEFINE                SERVICE PAYMENT REQUEST - VP2                Year: 96 97
Command: VP2           Account: _____ Misc: _____          Month: FEB
=====
Status: CREATED              -- COVER SHEET --              Document ID: H0VP2999968
Action: _____        Summary: FEDERAL EXPRESS
Created: 02/20/97 by ACEVV - VREELAND, ERIN V              Category:
Template: _____
Format: 01_____        Voucher Date: 022097              Voucher Nbr:
Separate Check: _        Default Service Dates Begin: 010697 End: 012097      Check Distribution: U
Vendor ID: 17104270073005 FEDERAL EXPRESS                DTN: _____
Address: BOX 727 DEPT A

MEMPHIS , TN 381940000

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

Total Invoice Amt:          27.50      Total Payment Amt:          27.50

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 08:55 AM --
```

**DOCUMENT ACTION: VER**

If verification errors are found, an error message or window will describe the problem. A key word(s) in the error message will help determine what is wrong. In this example, the word account shows several times indicating a problem with the account number. Double check the number entered and make changes as necessary.

```
>> PLEASE CORRECT YOUR VOUCHER DOCUMENT <<
+-----+
|                ERRORS IN VOUCHER VERIFICATION FOR DOCUMENT H0VP2999968                |
+-----+
| SECTION                MESSAGE                TRANS. |
| 2 THIS ACCOUNT DOES NOT EXIST.                1 |
| ACCT: 1912121250 OBJ.: 1314                    |
| 2 ACCOUNT 9701912121250 IS INACTIVE - YOU MAY NOT POST. (AQNPEXPR) 1 |
| ACCT: 1912121250 OBJ.: 1314                    |
| 2 ACCOUNT 9701912121250 DOES NOT EXIST. (AQNPFNDS) 1 |
| ACCT: 1912121250 OBJ.: 1314                    |
|
| Mark to see next 2 pages of errors:  _ |
+-----+
```





**DOCUMENT ACTION: NOT**

To add notes to a document, type NOT in the Action field and press <enter>. A window for free-form entry of notes appears. Notes give additional information but will not show up on the paper copy of the document.

Notes may be added at any time - even after final approval - and the document does not have to be recalled.

```

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____ Month: FEB
=====
Status: RECALLED          -- COVER SHEET --          Document ID: H0VP2999968
+-----+
|>> YOU MAY ADD NOTES <<
| Document Notes:
|
| This screen is for additional notes regarding the document_____
| _____
| _____
| _____
| _____
| _____
| _____
| _____
| _____
| _____
| _____
+-----+
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 08:57 AM --
    
```

**DOCUMENT ACTION: NOT**

When notes have been entered, the document will display "NOTES" on the right side of the cover sheet.

```

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____ Month: FEB
=====
Status: RECALLED          -- COVER SHEET --          Document ID: H0VP2999968
Action: _____ Summary: FEDERAL EXPRESS
Created: 02/20/97 by ACEVV - VREELAND, ERIN V          Category:
Template: _____
Format: 01_____ Voucher Date: 022097          Voucher Nbr:
Separate Check: _          Check Distribution: U
Default Service Dates Begin: 010197 End: 012097          DTN: _____
Vendor ID: 17104270073005 FEDERAL EXPRESS
Address: BOX 727 DEPT A

MEMPHIS , TN 381940000

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

Total Invoice Amt:          27.50          Total Payment Amt:          27.50

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 2/20/97 08:58 AM --
    
```





**DOCUMENT ACTION: FYI**

To send information copies of the document, type FYI (For Your Information) in the Action field and press <enter>. Copies may be sent to individual logon IDs or to desks. FYI does not affect the routing of the original document.

NOTE: "X" the mark in the bottom section if a person has previously received a copy of the document and should receive another.

```

>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE                SERVICE PAYMENT REQUEST - VP2                Year: 96 97
Command: VP2          Account: _____ Misc: _____          Month: FEB
=====
Statu +-----+-----+-----+-----+-----+-----+-----+-----+
Actio |                                     | P2999968
   C  |                                     |
   F  | Please type the logon ID or desk of the people you | Notes*
   S  | wish to receive an information copy of this document: |
   D  |                                     | ion: U
Vend  |                                     |
Ad    |                                     |
      |                                     |
      | Please type the logon ID or desk of the people you |
      | wish to receive an information copy of this document: |
      |                                     |
      | Logon IDs: acger acmjg _____ |
      |                                     |
      | Desk: _____ |
      |                                     |
      | These people will receive an information copy of |
      | the document unless they have already seen it. |
      |                                     |
      | X Mark here if you wish to send information |
      | copies even if the people have previously |
      | received a copy. |
      |                                     |
Total |                                     | 27.50
-----+-----+-----+-----+-----+-----+-----+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 09:00 AM --
    
```

**DOCUMENT ACTION: ROU**

After sending the FYA and FYI copies, type ROU in the Action field and press <enter>. Along with the creator information, the window shows the current routing to Desk VP2 APP for approval and the Logon IDs of the desk workers. The document requires approval from someone on this desk before returning to its original routing path. The window also shows who received information copies of the document.

```

>> INFORMATION COPIES HAVE BEEN SENT AS REQUESTED <<
*DEFINE                SERVICE PAYMENT REQUEST - VP2                Year: 96 97
Command: VP2          Account: _____ Misc: _____          Month: FEB
=====
S +-----+-----+-----+-----+-----+-----+-----+-----+
A |                                     | 8
  | >> ROUTING HISTORY FOR DOCUMENT H0VP2999968 << |
  | The following people have seen this document: |
  |   Recalled 02/20/97  VREELAND, ERIN V (ACEVV) 471-8802 |
  |                   ACCOUNTING, OFC OF 55300 |
  |   Approved 02/20/97  VREELAND, ERIN V (ACEVV) 471-8802 |
  | This document is now routed FYA to VP2 APP for approval. |
  | Desk workers are ACNDW ACLLM ACALP ACGER |
  | The following people have an INFORMATION COPY of this document: |
  |   ROE, GINA E (ACGER) |
  |                   CASHIERING 55303 |
  |   GOSS, M JANE R (ACMJG) |
  |                   ACCOUNTING, OFC OF 55300 |
  |                                     |
T |                                     |
  +-----+-----+-----+-----+-----+-----+-----+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 09:00 AM --
    
```

**DOCUMENT ACTION: CPY**

To make a copy of an existing document, type CPY in the Action field and press <enter>. The window requires a document summary different from the original summary to be entered.

If the document you wish to copy has bad (inactive, insufficient funds, etc.) accounts included in the entries, then type "SPLIT" in this window. The CPY command will create two documents - one with good, processable accounts and the other with the bad accounts.

NOTE: CPY is not available for all documents.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____    Month: FEB
=====
St +-----+-----+-----+-----+-----+-----+-----+-----+-----+
Ac |                                         | 999968
   |                                         |
   |          COPY CURRENTLY DISPLAYED VP2 DOCUMENT          |
   |                                                         |
   | This function will make a copy of the VP2 document currently |
   | displayed. We will create an entirely new document which will |
   | be almost identical to the original. The new document will   |
   | proceed as if done under the "NEW" option.                   |
   | To copy this document, please enter a new summary:         |
   | Copy of Federal Express _____                          |
   |                                                         |
   | This document was a VP2 . Enter what type of document you   |
   | would like to copy these      1 transactions on to: VP2     |
   |                                                         |
   | If you would like to split this document into two others with |
   | good and bad entries on separate documents enter "SPLIT":   |
   | _____                                                  |
   |                                                         |
   |          To cancel the copy function, press the CLEAR Key.   |
   |                                                         |
To |-----+-----+-----+-----+-----+-----+-----+-----+
- +-----+-----+-----+-----+-----+-----+-----+-----+
AM --
```

**DOCUMENT ACTION: CPY**

The results of the Action CPY is an new document identical to the original. The document status is CREATED and a new document ID has been assigned. The creator may now make changes as necessary.

```
>>YOU ARE VIEWING THE NEW TRANSACTION; PLEASE CONTINUE<<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____    Month: FEB
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VP2999967
Action: _____ Summary: COPY OF FEDEX CHARGES
Created: 02/20/97 by ACEVV - VREELAND, ERIN V          Category:
Template: _____
Format: 01_____ Voucher Date: 022097          Voucher Nbr:
Separate Check: _ Check Distribution: U
Default Service Dates Begin: 010697 End: 012097      DTN: _____
Vendor ID: 17104270073005 FEDERAL EXPRESS
Address: BOX 727 DEPT A

MEMPHIS , TN 381940000

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

Total Invoice Amt:          27.50          Total Payment Amt:          27.50

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 09:02 AM --
```





**DOCUMENT ACTION: PRT**

To print a document, type PRT in the Action field and press <enter>. Several options for printing the document are available. If a local printer is available, type the 4-digit TID number in the space and press <enter>. The output will go to the local printer only. If a formal copy of the document is desired, type in the logon ID of the person to receive it, and the output will be available at the Data Processing window the next morning. Leave both TID number and logon ID blank and press <enter> to scroll the document on the screen.

NOTE: PRT is not available for all documents.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____   Month: FEB
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VP2999968
Action: p +-----+
  Creat |
        | If you would like an immediate copy of the document
        | please enter the TID Number of the Printer where you
        | would like the copy to be sent: _____
        |          DOCUMENT ID: H0VP2999968
        |
  Forma | If you would like a formal copy of the document
  Separ | printed over night enter the LOGON ID of the
  Defau | person to receive it: _____
  Vendor I
  Address |
        | ----- If you leave the TID and LOGON ID -----
        |          blank the voucher will be sent to
        |          to the screen you are working on.
        |
        +-----+
Total Invoice Amt:          27.50      Total Payment Amt:          27.50
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 09:06 AM --
```

**DOCUMENT ACTION: DEL**

To delete a document, type DEL in the Action field and press <enter>. In the window type "Y" to delete the document. Type "N" or press clear to return to the cover sheet without deleting the document.

NOTE: A document must be in the Creator's in box to be deleted. It cannot be deleted after it is approved by the processing department.

```
>> SELECT A DOCUMENT OR A NEW ACTION AND PRESS ENTER TO CONTINUE <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____   Month: FEB
=====
Status: CREATED          -- COVER SHEET --          Document ID: H0VP2999966
Action: del      Summary: FEDERAL EXPRESS
Created: 02/20/97 by ACEVV - VREELAND, ERIN V          Category:
Template: _____
Format: 01_____ Voucher Date: 022097          Voucher Nbr:
Separate Check: _ Check Distribution: U
Default Servi +-----+
Vendor ID: 17104 |
Address: BOX 7   |
        |
        | Please type 'Y' to confirm this deletion.
        |
        |          OK to delete?   y
        |
        +-----+
Total Invoice Amt:          27.50      Total Payment Amt:          27.50
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 2/20/97 03:07 PM --
```

**COMMAND ACTION: FYI**

When an FYI copy is received, the status will reflect the document's current status /"slash" FYI. The receiver cannot make changes, approve, return, or delete the document but can print, copy, or add notes.

NOTE: the "X" to the left of the section number means entries have been made in that section of the document. To view the sections, type an "X" on the mark next to the number and press enter.

```
>> YOU ARE CURRENTLY AUTHORIZED TO VIEW THIS DOCUMENT <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____ Month: FEB
=====
Status: PROPOSED/FYI          -- COVER SHEET --          Document ID: H0VP2999968
Action: _____ Summary: FEDERAL EXPRESS
Created: 02/20/97 by ACEVV - VREELAND, ERIN V          Category:
Template: _____          *Notes*
Format: 01_____ Voucher Date: 022097          Voucher Nbr:
Separate Check: _          Check Distribution: U
Default Service Dates Begin: 012697 End: 012697          DTN: _____
Vendor ID: 17104270073005 FEDERAL EXPRESS
Address: BOX 727 DEPT A

MEPHIS , TN 381940000

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

Total Invoice Amt:          27.50          Total Payment Amt:          27.50

-- 0 UT Austin  ----- Pfl=Options ----- PF8=Exit ----- 2/20/97 04:06 PM --
```

**COMMAND ACTION: DIS**

To discard an information copy, type DIS in the Action field and press <enter>. This action discards an information (FYI) copy from an electronic in box.

```
>> THE DOCUMENT HAS BEEN DISCARDED AND REMOVED FROM YOUR INBOX <<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year: 96 97
Command: VP2     Account: _____ Misc: _____ Month: JAN
=====
Status: _____          -- COVER SHEET --          Document ID: _____
Action: _____ Summary:
Created: 02/20/97 ACEVV VREELAND, ERIN V          Category:
Template: _____          Voucher Date: _____          Voucher Nbr:
Format: _____          Check Distribution: _
Separate Check: _          DTN: _____
Default Service Dates Begin: _____ End: _____
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:          27.50

-- 0 UT Austin  ----- Pfl=Options ----- PF8=Exit ----- 2/20/97 04:09 PM --
```

## WHAT DOCUMENTS ARE CURRENTLY AVAILABLE TO DEPARTMENTS?

Form	Form Name	Processing Dept.	Phone #	Permission?	Course #
ACA	Change Appointment Admin/Professional	OHR	1-5824	No	DE 212
ACC	Change Appointment Classified Monthly	OHR	1-5824	No	DE 212
ACF	Change Appointment Faculty	OHR	1-5824	No	DE 212
ACH	Change Appointment Hourly	OHR	1-5824	No	DE 212
ACI	Change Appointment Assistant Instructor	OHR	1-5824	No	DE 212
ACS	Change Appointment Student Academic	OHR	1-5824	No	DE 212
ANA	New Appointment Admin/Professional	OHR	1-5824	No	DE 212
ANC	New Appointment Classified Monthly	OHR	1-5824	No	DE 212
ANF	New Appointment Faculty	OHR	1-5824	No	DE 212
ANH	New Appointment Hourly	OHR	1-5824	No	DE 212
ANI	New Appointment Assistant Instructor	OHR	1-5824	No	DE 212
ANR	Reappointment Electronic Document	OHR	1-5824	No	DE 222
ANS	New Appointment Student Academic	OHR	1-5824	No	DE 212
ER1	Employee Requisition Document	OHR	1-5824	No	DE 215
GGV	Dept VID Request	Accounts Payable	1-1816	No	DE 217
OV1	Hourly Payroll Request	Payroll	1-5271	No	DE 216
OV2	Flat Rate Payment Request	Payroll	1-5271	Yes	DE 216
OV5	Dept Overtime Pay Request	Payroll	1-5271	Yes	DE 216
OV6	Dept Vacation/Holiday Pay Request	Payroll	1-5271	No	DE 216
OV7	Professional Services Payment	Payroll	1-5271	No	DE 216
PBO	Small Purchase Order	Purchasing	1-4266	Yes	DE 214
PB3	Dept Prepared Requisition	Purchasing	1-4266	Yes	DE 214
PB4	UT Purchasing Prepared Req	Purchasing	1-4266	Yes	DE 213
PB6	Open Market Requisition	Purchasing	1-4266	Yes	DE 213
PB7	State Contract Requisition	Purchasing	1-4266	Yes	DE 213
SS1	Scholarship/Fellowship Award	Payroll	1-7998	No	DE 240
SSA	Cancel/Reduce Scholarship/Fellowship Award	Payroll	1-7998	No	DE 240
SS2	Authorize Tuition/Fees	Special Billing	5-7777	No	DE 241
SSB	Delete SS2 Tuition/Fees Waiver	Special Billing	5-7777	No	DE 241
VC1	Cash Receipt Voucher	Bursar	5-7777	Yes	None
VE5	Request for Travel Authorization	None*	*	No	DE 227
VE6	Correction Document for VE5	None*	*	No	DE 227
VP1	Purchase Order Payment Request	Accounts Payable	1-1816	No	DE 217
VP2	Service Payment Request	Accounts Payable	1-1816	No	DE 217
VP3	Et Al Payment Request	Accounts Payable	1-1816	No	None
VP5	Travel Payment Voucher	Payroll	1-7998	No	DE 227
VPE	Entertainment Pmt Voucher	Accounts Payable	1-1816	No	DE 217
VT1	RTF - 14 & 20 Accounts	Budget Office	1-3727	No	DE 219
VT2	RTF - Not 14, 20, 26 Accounts	Budget Office	1-3727	No	DE 219
VT3	RTF - 26 Accounts	Contracts & Grants	1-6231	No	DE 219
VT5	IDT Original Charges	General Accting	1-1083	No	DE 218
VT6	IDT Correction of Charges	General Accting	1-1083	No	DE 218

\* VE5 and VE6 documents are final approved by the signer desk of the traveler's primary faculty appointment account. In \*DEFINE read the PF10 Glossary Article **RTA Routing** for more information.