



The University of Texas
ARLINGTON™

***DEFINE EDUCATION**

**VT1
REQUEST FOR TRANSFER
OF FUNDS
14 ACCOUNTS**

Connie Bynum

Loretta Cooper

Phone: 22138

Email: define@uta.edu

<http://www.uta.edu/oabs/define>

Purpose

The VT1 document is used to request a transfer of funds on 14 (state) accounts. Transfers may be made only within an account group (i.e., from one 14 account to another 14 account).

How to Use:

Cover Sheet

1. Type **VT1** in the Command field and **press Enter**.
2. To create a new document, type **New** in the **Action** field, **01** in the **Format** field and **press Enter**.

```

*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 07 08
Command: VT1  Account: _____ Misc: _____             Month: NOV
=====
Status: _____ -- COVER SHEET --      Document ID: _____
Action: new  Summary:
Created: 11/01/07 by WALDC -                Category:
Format: 01   Temp/Pmnt: _      RBC: _____
Voucher Date: _____ Voucher Nbr: _____ Totals: Debits: 0.00
Process Date: _____ Credits: 0.00
Sections: 1. R.T.F. Transactions      Entries: 0
Account/   Account      Amount      D/C Obj      Free Balance
Type      titles          DTN  Bdg      Description      Comments
-----
_ 2. R.T.F. Comments                Needs Support Doc: _

_ 3. Departmental Codes
    
```

3. The document status becomes **Created** and a **Document ID** number is assigned.
4. In the **Temp/Pmnt** field, specify whether the transfer is temporary or permanent. When processing the VT1 document, **always type a “T” in this field**.
 - T (Temporary) - designates that this is a one-time transfer that will not affect future budgets.
 - P (Permanent) – will update the budget recommendation form.
5. The **Voucher Date** field defaults to the current date. Leave the default value.

```

*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 07 08
Command: VT1  Account: _____ Misc: _____             Month: NOV
=====
Status: CREATED -- COVER SHEET --      Document ID: T1VT1998734
Action: _____ Summary: DOCUMENT IN PROGRESS
Created: 11/01/07 by WASBX-BART MAVERICK      Category:
Format: 01   Temp/Pmnt: T      RBC: _____
Voucher Date: 110107 Voucher Nbr: _____ Totals: Debits: 0.00
Process Date: _____ Credits: 0.00
Sections: _ 1. R.T.F. Transactions      Entries: 0
Account/   Account      Amount      D/C Obj      Free Balance
Type      titles          DTN  Bdg      Description      Comments
-----
_ 2. R.T.F. Comments                Needs Support Doc: N

_ 3. Departmental Codes
    
```

Section 1 – R.T.F Transactions

6. In the first transaction line, enter the Account Number, the Amount, and “D” for debit (decrease account).
7. In the second transaction line, enter the Account Number, the Amount, and “C” for credit (increase account).
8. **Press Enter** to update the entries.

Note: The cover sheet provides two transaction lines, if additional lines are necessary, type an “X” in the blank field to the left of 1. **R.T.F Transactions** and **press Enter**.

9. The **Need Support Doc** field will default to “N”. Leave the default value.

```

*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 07 08
Command: VT1  Account: _____ Misc: _____            Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT1998734
Action: ___ Summary: DOCUMENT IN PROGRESS
Created: 11/01/07 by WASBX-BART MAVERICK          Category:
Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 110107 Voucher Nbr:          Totals: Debits:          0.00
Process Date:          Credits:          0.00
Sections:  _ 1. R.T.F. Transactions          Entries:          0
Account/   Account          Amount          D/C Obj   Free Balance
Type       titles          DTN   Bdg   Description          Comments
1402330021          100.00_____ d _____          -
          _____ -
1402330020          100.00_____ c _____          -
          _____ -
          _ 2. R.T.F. Comments          Needs Support Doc: N
          _____
          _____
          _ 3. Departmental Codes
    
```

10. After making the required entries and pressing Enter, the system will automatically generate the document Summary, Account Type, Account Titles, Object Code and the Free Balance.

```

*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 07 08
Command: VT1  Account: _____ Misc: _____            Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT1998734
Action: ___ Summary: 14-0233-00 "TRANSFER OF FUNDS"
Created: 11/01/07 by WASBX-BART MAVERICK          Category:
Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 110107 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries:          2
Account/   Account          Amount          D/C Obj   Free Balance
Type       titles          DTN   Bdg   Description          Comments
1402330021 TRANSFER--WORK-STUDY          100.00 D 9035          +
          VPFA-OFFICE OF ACCT & BUS S _____ + TRANSFER TO 14-0233-0020
1402330020 TRANSFER--WAGES          100.00 C 9035          +
          3B VPFA-OFFICE OF ACCT & BUS S _____ + TRNSFR FROM 14-0233-0021
          _ 2. R.T.F. Comments          Needs Support Doc: N
          _____
          _____
          _ 3. Departmental Codes
    
```

Section 2 – R.T.F. Comments

11. In the **Comments** section, enter a VERY DETAILED and SPECIFIC reason or justification for the transfer.

Note: The cover sheet provides three lines for comments, if additional lines are necessary, type an “X” in the blank field to the left of **2. R.T.F Comments** and **press Enter**.

```

*DEFINE      RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - VT1      Year 07 08
Command: VT1  Account: _____ Misc: _____      Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT1998734
  Action: ___ Summary: 14-0233-00 "TRANSFER OF FUNDS"
  Created: 11/01/07 by WASBX-BARTMAVERICK          Category:
  Format: 01_____ Temp/Pmnt: T          RBC: _____
Voucher Date: 110107 Voucher Nbr:          Totals: Debits:          100.00
Process Date:          Credits:          100.00
Sections:  _ 1. R.T.F. Transactions          Entries: 2
  Account/      Account          Amount      D/C Obj      Free Balance
  Type          titles          DTN      Bdg      Description          Comments
1402330021 TRANSFER--WORK-STUDY          100.00 D 9035          +
          VPFA-OFFICE OF ACCT & BUS S _____ + TRANSFER TO 14-0233-0020
1402330020 TRANSFER--WAGES          100.00 C 9035          +
          3B VPFA-OFFICE OF ACCT & BUS S _____ + TRNSFR FROM 14-0233-0021
          _ 2. R.T.F. Comments          Needs Support Doc: N
  Transfer is needed because of an increase in salary for John Doe in fiscal year 07/08.
  _____
  _____
          _ 3. Departmental Codes
    
```

Section 3 - Departmental Codes

This section is not used at UT- Arlington.

VT1 - Approval

1. After completing Sections 1 & 2, type **APP** in the **Action** field and **press Enter**.
2. The document is checked for valid entries and, if correct, it will route to the next step in the approval process.
3. Your status line will now read Pending or Proposed. The message at the top of the screen will show where the document has routed.
4. If there are errors detected, the document will not be forwarded. The error message will tell you what you need to correct. (Reference Command HH3-Troubleshooting Error Messages)

Note: Account balances will be updated once the Budget Office has final approved the VT1 document. Therefore, until then, your balances are NOT affected.