



The University of Texas
ARLINGTON™

***DEFINE EDUCATION**

**VT2
REQUEST FOR TRANSFER
OF FUNDS
NON – RESTRICTED ACCOUNTS**

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Purpose

The VT2 document is used to request a transfer of funds on 18, 19 and 29 accounts. Transfers may be made only within an account group (i.e., from one 18 account to another 18 account). You CANNOT transfer from an 18 to a 19 account.

How to Use:

Cover Sheet

1. Type **VT2** 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 -VT2          Year 07 08
Command: VT2    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 VT2 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 -VT2          Year 07 08
Command: VT2    Account: _____ Misc: _____    Month: NOV
=====
Status: CREATED -- COVER SHEET -- Document ID: T1VT2998734
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). For the Debit entry, use Obj (object code) 7466.
7. In the second transaction line, enter the Account Number, the Amount, and “C” for credit (increase account). For the Credit entry, use Obj (object code) 7465.
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 -VT2          Year 07 08
Command: VT2    Account: _____ Misc: _____    Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT2998734
Action: _____ Summary: DOCUMENT IN PROGRESS
Created: 11/01/07 by WASBX-BARTMAVERICK          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
1902330150          100.00_____ d 7466          -
1902330175          100.00_____ c 7465          -
          _____ -
          _____ -
          _ 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, and the Free Balance.

```

*DEFINE          RTF - INTRA FUND GROUP -VT2          Year 07 08
Command: vt2    Account: _____ Misc: _____    Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT2998734
Action: _____ Summary: 19-0233-01- "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
1902330150 TRANSFER-- M&O          100.00 D 7466          +
          VPFA-OFFICE OF ACCT & BUS S _____ + TRANSFER TO 1902330175
1902330175 TRANSFER-- TRAVEL          100.00 C 7466          +
          3B VPFA-OFFICE OF ACCT & BUS S _____ + TRNSFR FROM 1902330150
          _ 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 -VT2          Year 07 08
Command: VT2     Account: _____ Misc: _____   Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT2998734
  Action: ___ Summary: 19-0233-01- "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
1902330150 TRANSFER-- M&O          100.00 D 7466          +
          VPFA-OFFICE OF ACCT & BUS S _____ + TRANSFER TO 1902330175
1902330175 TRANSFER-- TRAVEL          100.00 C 7466          +
          3B VPFA-OFFICE OF ACCT & BUS S _____ + TRNSFR FROM 1902330150
          _ 2. R.T.F. Comments          Needs Support Doc: N
Transfer is needed to increase Travel budget category.
_____
_____
          _ 3. Departmental Codes
    
```

Section 3 - Departmental Codes

This section is not used at UT- Arlington.

VT2 - 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 VT2 document. Therefore, until then, your balances are NOT affected.