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# **VT5 IDT ORIGINAL CHARGES**

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## Purpose

The VT5 document is used to process original charges for goods and services between University departments.

## Things to Know

- The department receiving the credit should initiate the VT5 document.
- The credit account should end with an income budget category (e.g., 2902340195).
- The VT5 document routes according to the masterview of the credit transaction. Because of this, all credit accounts must belong to the same masterview.
- Agency accounts, which begin with (41), cannot be used on VT5's.
- The VT5 document should not be used for accounting corrections or to transfer funds from one account to another.

## How to Use:

### Cover Sheet

1. To create a new document, type **New** in the **Action** field, a **brief explanation** in the **Summary** field, type **ALL** in the **Format** field and **press Enter**.

```

*DEFINE          IDT ORIGINAL CHARGES - VT5          Year 07 08
Command: VT5    Account: _____ Misc: _____ Month: NOV
=====
Status:          -- COVER SHEET --          Document ID: _____
Action: new      Summary: copy charges for the month of october_____
Created: 11/01/07 by WABMX                    Category:
Format: all_____ 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: _____
    
```

2. The document status becomes **Created** and a **Document ID** number is assigned.

```

*DEFINE          IDT ORIGINAL CHARGES - VT5          Year 07 08
Command: VT5    Account: _____ Misc: _____ Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT5994492
Action: _____ Summary: COPY CHARGES FOR THE MONTH OF OCTOBER_____
Created: 11/01/07 by WABMX-MAVERICK,BART        Category:
Format: ALL_____ Template: _____
Voucher Date: 110107 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: _____
    
```

### Section 1 – IDT Transactions

3. The IDT Transaction section is used to enter account and transaction detail. The cover sheet provides four transaction lines, if additional lines are necessary, type an “X” in the blank field to the left **\_\_ 1. IDT Transactions** and **press Enter**.

```

*DEFINE          IDT ORIGINAL CHARGES - VT5          Year 07 08
Command: VT5    Account: _____ Misc: _____ Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID: T1VT5994492
  Action: ____ Summary: COPY CHARGES FOR THE MONTH OF OCTOBER_____
  Created: 11/01/07 by WABMX-MAVERICK,BART          Category:
  Format: ALL__ Template: _____
Voucher Date: 110107 Voucher Nbr:          Totals: Debits:          25.00
Process Date:          Credits:          25.00
Sections:    _ 1. IDT Transactions          Entries:    2
  Account    Description          Amount    D/C Obj    DTN    P/C
1821250095 500 COPIES @.05_____          25.00 C 3701 _____ +
1902330150 500 COPIES @.05_____          25.00 D 1304 _____ +
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_ 2. Voucher Comments          Need Support Doc: N
COPY CHARGES FOR THE MONTH OF OCTOBER_____
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_ 3. Departmental Codes
Default Service Dates: Begin: 100107 End: 103107
    
```

#### The following fields must be completed:

- Account:** Enter a 10-digit account number. The account numbers may be entered in any order. However, after pressing Enter the credit transactions will appear first.
- Description:** This field requires a brief explanation of the charge. This description will print on the statement of account and will show in the transaction screens (GTM). The description should be clear and informative.
- Amount:** Enter the amount of the transaction.
- D/C:** Type “D” to debit the expenditure account (decrease) or type “C” to credit the income account (increase).
- OBJ:** Type the appropriate 4-digit object class code. Object codes are used to categorize transactions and it must match the budget category. Refer to command GG8 (code order) and/or GG9 (keyword order) for object codes.
- The **DTN** (Departmental Transaction Number) field is an optional field that can be used to record a departmental number (e.g., Ticket Number, Receipt Number, Job Number, etc...)
- P/C:** Purpose/Codes are used for reporting purposes (Leave this field blank).
- Need Support Doc:** Type an “N” (no) in this field. It is not necessary to send supporting documentation to Accounting Services. All backup information should be maintained in the department.
- Default Service Dates:** Type the date(s) of the service. To record different Service Dates for each transaction, type an “X” in the **Section \_\_1. Transactions** field to access the second page of transactions. The Service Date fields on the second page can be changed for each specific transaction.

