VT1
REQUEST FOR TRANSFER OF FUNDS
14 ACCOUNTS

FOR ASSISTANCE, YOU MAY CONTACT THE FOLLOWING:

Budget Planning & Development

Email: Budget.Office@UTSA.EDU
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Purpose

The VT1 document is used to request intrafund transfers within 14 accounts. Transfers may be made only within this fund group.

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

3. In the Temp/Pmnt field, specify whether the transfer is temporary or permanent.
   - T (Temporary) - designating this is a one-time transfer that will not affect the future year’s budget.
   - P (Permanent) – will update the original (base) budget and will change the future year’s budget.
4. The Voucher Date field defaults to the current date. Leave the default value.
Section 1 – RTF Transactions

5. In the first transaction line, enter the Account Number, the Amount, and “D” for debit (decrease EXPENSE account).

6. In the second transaction line, enter the Account Number, the Amount, and “C” for credit (increase EXPENSE account).

7. 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**.

8. The **Needs Support Doc** field will default to “N”. Leave the default value.

9. After making the required entries and pressing Enter, the system will **automatically** generate the document Summary, Account Type, Account Titles, Object Code (9035) and the Free Balance.
Section 2 – RTF Comments

10. In the Comments section, enter a 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.

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*DEFINE  RTF - INTRA FUND GROUP - 14 AND 20 ACCTS - UT1  Year: 00 00
Command: UT1  Account: _________  Misc: _________  Month: 000

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Status: CREATED   -- COVER SHEET --   Document ID: U3UT19989995
Action: Summary: 14-0237-00 "TRANSFER OF FUNDS"
Created: 08/18/09 by KGBAD - JANE DOE   Category: 
Format: 01  Temp/Pmnt: T   RNC: 
Voucher Date: 081809  Voucher Nbr:   Totals: Debits: 50.00  
Process Date:   Credits: 50.00
Sections:   1. R.T.F. Transactions   Entries: 2
Account/     Account  Amount  D/C (Obj)  Free Balance  Description  Comments
Type  Titles   DIN  Bkg  Description  Comments
1402370010  TRANSFER--CLASS SAL  50.00  D  9035  1741.70 *
3A  DEFINE ADMINISTRATIVE  .....  TRANSFER TO 14-0237-0020
1402370020  TRANSFER--WAGES  50.00  C  9035  399.98 *
-DEFINE ADMINISTRATIVE  .....  TRANSFER FROM 14-0237-0010
transfer required to cover wages for end of FY.

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- 3. Departmental Codes

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Section 3 - Departmental Codes

This section is not used at UTSA.

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 after the Budget Office has approved the VT1 document.