VTA, VTB - New Commands for Transfer Documents
Instructions for Electronic Office Managers

The electronic office manager will need to "turn on" the following new commands for you and your staff to be able to access this new document in FRMS in January.

Note: These new commands will not become available to campus until mid/late January, but you can complete these steps in your electronic office early to be ready for new transfer documents, VTA, and VTB (in FRMS) which are replacing the old VT1, VT2, and VT3 commands (in DEFINE).

In short, these steps are quick to update:
Step 1: Review Electronic Office Authorizations,
Step 2: Choose VMM, VTM Authorizations Groups
Step 3: Update authorizations for VTM menu group
Step 4: Complete these changes
Step 5: Repeat these steps for each Desk/View combination

Before we get started, a short refresher about electronic office structure and concepts.

People Use Accounts to process accounting documents
Desks = Lists of People
Views = Lists of Accounts
Commands = Documents/Transactions (MMM, GTM, VP2, VT5, VTA, VE5, etc...)
Command Authorizations = Desk + View + Command = (to do) Document Processing

Tip! Use the YS1 screen to view/switch among your current available Desk/View combinations anytime
Tip! Without needing to login to electronic office directly, you can learn alot from YS1 and HDM commands!

Step 1: Review Electronic Office Authorizations

Once logged into Electronic Office, choose your electronic office from listing to view office details.

(1) Choose Command Authorizations (left navigation) menu item.
(2) Choose the Desk/View combination you use most often by selecting [View/Edit Commands] from the right side for this row in listing.
This displays a full listing of all commands by menu group (AMM, GMM, VMM, etc)
Step 2: Choose VMM Authorizations Group

Choose **VMM** from pulldown listing from **Commands to Edit**.
Do not choose the Update/Reset/Cancel button yet, and allow the pulldown update with your choice of VMM.
Step 3: Update authorizations for VTM menu group

Choose the **VTM** commands by choosing the [+ ] plus sign to expand the listing further (VCM, VPM, VTM, etc) from VMM group
Next, you'll selectively turn on/off the desired commands using: none, U (Update), V (view).

1. Choose **U-Update** for **VTA**
2. Choose **U-Update** for **VTB**
   Usually VT1, VT2, VT3 are already set for update ability but you don’t have to adjust those further since these commands will go away.
3. Choose **V-View** for **VT5**
4. Choose **U-Update** for **VT6**
   Choose **None** for **VT7**
Note:
**VTA** will replace VT1, VT2, and VT3 in mid/late January
**VTB** will replace VT6 in mid/late January
Note:
**View** will allow users to view documents (their coversheets, and transactions).
**Update** will allow users to create/approve forward documents.
**Super** is same as update and has further benefit/effect in departmental offices beyond update.

**Step 4: Complete these Changes**

Now Choose **Update** button to complete these change (orange - button at bottom of popup)

**Tip!** If you would like to "reset" the current authorizations for an entire menu group, you can choose "none" at the VTM level, then choose the orange update button for that to take effect, then repeat steps 2-4 again to refine the authorizations you want for that cluster of commands.

**Step 5: Repeat these steps for each Desk/View combination**
You and your staff are likely to have several desk/view combinations that you use routinely. You will need to "turn on" the VTA and VTB commands for each desk/view combination that you and your staff use when working with these documents. This will allow you to work with them in FRMS once the new documents become available to campus in January.

You'll be able to avoid nuisance messages like the following:

>>You are not authorized for VTA in your current desk and view<<

So, return to the "Command Authorizations" menu in left navigation, and choose the [View/Edit Command Auths] for each desk/view combination desired.
For example, in my office I have a creator desk (EH:HMIN), a desk for second approvers (HMIN-2-APP), and a desk for unit head (HMIN DIREC). So if each of these people need to view/approve these documents in FRMS, I'll need to "turn on" that command in each of my desk/view combinations.
Of course, I would not need to turn this command on for every desk/view combination in entire electronic office, just those that need it.

**NEED HELP? HAVE QUESTIONS? WANT MORE INFO?**

- The electronic office is often rarely used by most managers and is really just the way you configure things once to route documents. While we do have good online resources and training for this system (my good friend Gary Martt), please know that you can always

  contact **John Ward at 232-2476**

  for assistance with

- making any changes to your electronic office
- clean up unwanted desk/view combinations
- removing or altering desks/views/routing
- understanding how/why this system works
- consults on how to streamline things in general