

Command			
DocType	DocName	System	Business Process
FPN	PAR-Faculty TT/NTT	DEFINE	Faculty Appt
FPR	PAR-Research TT/NTT	DEFINE	Faculty Appt
FPT	PAR-Faculty-Full/Assoc TT/NTT	DEFINE	Faculty Appt
GGV	Vendor PIF document	DEFINE	New Vendor Record
PD2	All HR Appointments-Nov 2018	WorkDay	Appointmenting Employees
PBO	Receiving of Purchased Goods	FRMS	Acknowledge Receipt of Purchased Goods
PBU	Purchase Order	Point Plus	Purchase Order / Non UTMarket
PBS	UT Market - Purchase Order	FRMS	Purchase Order / UT Market
PBS	AIS/APS Payment Professional Svc	Point Plus	PBS Authorization Request
PX3	Purchase Order -Change	Point Plus	Purchase Order
PXS	Purchase Order - Change	Point Plus	Purchase Order
SS1	Scholarship Award (Enc)	FRMS	Scholarship Payment Doc
SSA	Scholarship Award (Modify Enc)	FRMS	Scholarship Payment Doc
SS2	Tuition Waiver Doc	Define	Student Tuition Waiver Doc
SS3	Tuition TRB Benefit	FRMS	TA/AI Tuition Reduction Doc
VC1	Deposit	DEFINE	Cash Handling
VE5	RTA-Travel Request	TAR ->VE5	Travel Request
VE6	RTA-Travel Request - Change	DEFINE	Travel Request
VP1	Vendor Payment from PO	DEFINE	Purchase Order Payment
VP2	Vendor Payment	DEFINE	Direct Bill Invoice Order Payment
VP5	Travel-Reimbursement	DEFINE	Travel Payment Document
VP7	Procard Payment	DEFINE	Procard Payment Document
VP9	Vendor Payment E-Bill/Point Plus	DEFINE	Shipping Payment Document
VPE	Entertainment Voucher	DEFINE	Entertainment Expense Payment
VPT	Travel-Central Airfare	DEFINE	Travel Payment for Centrally Airfare
VTA	Transfer Funds -All But 26 accts	FRMS	Transfer Funds Document
VTC	Transfer Funds -26 accts	FRMS	Transfer Funds Document
VT5	IDT Charge (from other ofc)	DEFINE	Charge to Dept from another UT Dept
VT6	Correction to Original Charge Doc	DEFINE	Correction to Prior Document (selected)

Note: DEFINE system, you use the command, but in WorkDay, FRMS, and PP you don't need to know the DocType, but helpful when looking at transactions on account

Documents useful to know but you can't create directly....

VJ1	Journal Voucher	DEFINE
VJ9	Journal Voucher	DEFINE
VJB	Journal Voucher-Bal FWD	DEFINE
VP4	Payroll	DEFINE (auto, based on HRMS appt, OV1, etc.)

Document Quality Review

Review thes Who/Payee? _____ Amount / Cost? _____ Service Dates? _____

Correct Amount _____ Account _____ Object Code _____
 Proper supporting documentation
 Proper document notes/remarks
 State or Local Account Rule usage compliance
 College rule compliance

Tip! Use past documents for office as guide for learning issues, documentation, and notes guidelines
 Knowing about past document mistakes/returns/notes is helpful in learning to avoid future mistakes

Repositories	Employee Records	Student Rec	Vendors
	in WorkDay system	in Registrar sy	in GG3/GG4 records
Payments	Uses Payment Elections Profile	Uses EFT	Uses PIF record

Common Screens

GG3/GG4/GGV- Vendors
 GG8/GG9- Object Code Listings
 GBM - Account Balances (use Current Month)
 GTM - List Transactions, (use Sept Month)

OVP- List of Payroll Deadlines
 YB2- Your Define Inbox
 YS1- List of Your Desk/Views
 YP1 - Set Personal Defaults for Desk/Views

UTIDIRECT-Common Pages

Account Balances (GBM)
 Unit Balances
 Transaction Listings (GTM)
 Object Code Balances (GOM)
 Image Retrieval System

Inboxes

YB2-DEFINE inbox
 UT DIRECT Inbox

Common Payment Rules

Vendors: Payment Due (doc Final Appv) < 30 days

Reimburse/Travel: Payment Due < 45 days, so gather receipts early!

Entertainment: Payment Due < 30 days, so complete OOEf early!

Procard: Final Approve VP7 doc < 3 days after doc arrives to creator
 correct usage guidelines

Common Payment Scenarios

JMM (Hourly Worker Assign) --> OV1 Payment Document

FPM (Faculty New Hire Appt Doc) --> Creates HRMS Position

VPE documents require the OOEf supplemental Document

PBO (Goods) --> PD2 (Receiving Acknowledge) --> VP1 payment
 PBO (Services) --> Contract --> VP2 payment

PBU --> PD2 (Receiving Acknowledge) --> VP1 payment

NonEmployeePay [WD/Contract] --> VP2 Payment Document

TAR -- > VE5 Travel Request --> VP5 Travel Reimburse Payment Doc

Legacy System Tips

PBS/APS: Prior final approval before work starts

Payroll/HRMS/OV1: Use OVP-Payroll processing deadlines
 and correct annual/semesterly assignment deadlines

JZ8 HRMS-Recruit - Classified
JC3 HRMS-Reclass
JCA HRMS-Classified
JFA HRMS-Faculty
JFS HRMS-Faculty Summer
JRA HRMS-Student
JTF HRMS-TA/AI
OV1 Payroll-Hourly Voucher
OV6 Vacation/Sick/Float