

**YB2 electronic "in-box", you have 7 screen views on YB2 screen (See F5 note)**

**VER verify document accuracy**

**Action: "?" will display full list**

most frequently used Action commands:

**NEW create new document**

**VER verify document accuracy**

**FYA approve & route**

**FYI forward document as informational only**

**PRT print document**

**DEL delete**

**DIS discard from "in-box"**

**NOT display doc notes**

**ROU display how doc has been routed**

**SEA search for document: enter 3-letter "Command" code of document type you are searching then "SEA" in "Action:"**

? in almost all blanks "?" will provide information/options screen

= Enter in "Command:" field

This is a suspend feature returning you to the Fiscal Com-pass screen, the main screen, allowing you to open multiple screens. In "Enter Input" enter any ID code option to open new screen or enter number of suspended screen

"clear" to go to previous hierarchy command **OR** Close pop-up screen

**"F" keys**

F1 "F" Key menu

(also to change desk view/access)

F3 On-line report system

(not on the standard list above)

F5 Set screen view criteria

**F6 Help for the current screen**

F7 Return to main menu

**F8 Exit DEFINE**

F9 TXMAIL Menu:, screen arrangement

F10 Command Experts/Glossary

"F10" is accessed from the "F1" screen

F11 Personal note pad page

F12 Office note pad page

F15 List of available reports

Press "Shift" to add 12 to any F key

e.g.: Shift + F3 = F15

**SEARCH EXAMPLES:**

payment object code  
check inventory  
vendor GT1

**Image retrieval** [https://utdirect.utexas.edu/acct/image/image\\_pdf.WBX](https://utdirect.utexas.edu/acct/image/image_pdf.WBX)

**MENUS (643 screens)**

Sub-

Area menu Working Screens

HMM ON-LINE HELP

**HMM OVERVIEW HELP DOCUMENTS AND TUTORIALS**

HH1 Introduction to \*DEFINE

Explains command authorizations, navigation within system, will help become familiar with \*DEFINE

HH2 Introduction to Electronic Documents

Documents: how to create & approve, access existings; tips, techniques, and where to get help

HH3 Troubleshooting Error Messages - Provides answers to common error messages

HH4 Request Printed Reference Manual

**should NOT be used** to print a manual about the 643 commands, very large and difficult to use.

It is better to **print the F6 help screen** for each screen you are needing to understand.

HH5 View a list of all commands

HH7 "Good Morning" screen; notices, training classes, general messages

HH8 Electronic Office Management

Tells you everything you'd ever want to know about creating and maintaining electronic offices.

**MMM DEPARTMENTAL FINANCIAL NETWORK - Lists the main \*DEFINE menu groups**

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AMM APPOINTMENTS AND PERSONNEL INFORMATION

ANM new appt

ANA admin/prof

ANC classified monthly

ANE extension instructor - grad students 0059, employees 0058

ANF faculty

ANI student instructor (teacher's asst, asst instructor)

ANS student non-teaching

ANH hourly

ACM change appointment

ACA admin/prof

ACC classified monthly

ACE extension instructor

ACF faculty

ACI student instructor

ACS student non-teaching

ACH hourly

ALM display employee & appointment information

**AL1 appointment for an employee**

**B Biographical information**

D Detail of Appointment

E Employment information

F Funds

H History

N New Appointment

P Print

R Remarks

**T Appointment Change Document**

S Student information

C Go to AUR to update reason code

AL2 emp by name

AL3 appts for admin view

AL4 list appointments for accounts

AL4 to get list of salary encumbrances remaining on an account

AHM info related to appt

AH1 list job classes and titles by job code

AH5 holiday pay amount

ARM reappt (exceptions: extention instructor & admin/prof)

ARC classified monthly

ARF faculty

ARI student instructor

ARS student non-teaching

ARH hourly

ARA admin/prof

ASM appt & HRIS report

AS1 to get printed report of appointments for a month

AUM appt update commands

CMM ACCT CONTROL INFO

CAM ACCOUNT PROFILE

CA3 BUDGET GROUP / ACCOUNT PROFILE

screen 3, gives overhead rate. Lists all subaccts, put x beside to see rate

EMM EMPLOYEE INFORMATION MENU

EGM EMPLOYEE GROUPS & CONTACTS MENU (Electronic Time sheet)

EG1 UPDATE EMPLOYEE GROUPS AND CONTACTS

ETM EMPLOYEE TIME MENU

ET4 MONTH CLOSURE OR RE-OPENING FOR UNIT

ETA ENTRY OF MANUAL ADJUSTMENTS

ETB EMPLOYEE TIME ACTIVITY

GMM GENERAL ACCOUNTING INFORMATION

GBM ACCOUNT BALANCE INQUIRIES

GB1 Account Info / Account: balance, Grants & Contracts Specialist, signer

GB2 Account Info / Budget Groups - in "Month" enter "thr" (13th month) for total FY expenditures

**(In "Month" enter "thr" (13th month) for total FY expenditures)**

GB3

- GBS authorized signers for an account
- GEM ENCUMBRANCE BALANCE INQUIRIES
  - GE1 Encumbrance Balance for account
- GGM GENERAL INFORMATION INQUIRIES
  - GG1 TRAVEL - maximum state allowances
  - GG2 Travel - Distances
  - GG4 Vendor addresses - by UT EID
  - GG5 unit code order - Enter unit code in "Misc:", enter "X" beside unit code for contact person including inventory
  - GG8 Object Codes - Code Order
  - GG9 Object Codes - Keyword Order
  - GGV Vendor ID Request Document - create a new vendor ID
- GOM object code balance
  - GO1 object code balance for accounts
  - GO7 Object Codes Permitted on an Account (Grouped by Voucher types. See list at bottom.)
- GTM transactions inquiries
  - GT1 transactions by account & date ("F3" for report)
  - Transaction Status (most common):**
    - C completed
    - E display every transaction, regardless of status
  - GT2 voucher number
  - GT3 transaction by encumbrance number / purchase order
  - GT5 transaction by DTN
  - GT6 transaction by doc ID - check number & status (O=outstanding, P=paid); screen 2 - check cashed date
  - GT7 search by invoice number
  - GT8 Transactions by Acct / Object Code
  - GT9 payments to vendor ID:
    - Screen 1 - check print, Screen 2 - check cash date updated 1st of following month
  - GTB Transaction by check number or warrant
- HDM DISPLAY DETAILED HELP FOR SPECIFIC ITEMS
  - HD1 detailed help for unit codes
  - HD2 detailed help for account numbers
  - HD3 detailed help for specific offices: starting with first 2 letters in your logon ID, electronic office manager
  - HD4 detailed help for specific views
  - HD5 detailed help for specific desks
  - HD6 detailed help for specific documents IDs
  - HD7 list all electronic documents available

HD8 display campus mail codes & departments  
 IMM INFORMATION MODULE  
 IDM **Inventory Building Information**  
 ID1 Location Record  
 LMM DEPARTMENTAL ACCOUNTING LEDGER  
 LPM TRANSACTION POSTING  
 LRM RECONCILIATION WITH OFFICE OF ACCOUNTING  
 LR1 AUTOMATED RECONCILIATION REPORT  
**LR5 PRINT VERIFICATION REPORTS**  
 NMM inventory (This is also available in FRMS) <https://utdirect.utexas.edu/apps/frms/inventory/>  
 NVM INVENTORY FUNCATION MENU (see inventory status codes list at bottom)  
 NV1 **DISPLAY BY INVENTORY NUMBER**  
 OMM payroll info & vouchering  
 OCF **Payroll Fringe Benefits by Account - use 14 or 21 sub**  
 OC1 view payroll payment record for employee by date  
 OC2 view payroll detail deductions/additions  
 OC3 view payroll check information  
 OCA payroll salary for an account  
 OV5 Overtime payment documents  
 PMM PURCHASING  
 PSM PURCHASING SUPPLIER MENU  
 PGM VENDOR INFORMATION MENU  
 PG3 **Vendor Name Order**  
 PG4 **Vendor Number Order**  
 RMM Receivables module  
 RG1 Contract & Grants Billing  
 RG1 Contract Billing History - invoice  
 VMM voucher processing  
 VCM cash receipt vouchers  
 VEM **Encumbrance vouchers**  
 VE5 request for travel authorizatoin, RTA (see travel codes list at bottom)  
 (see list of travel codes at bottom of list)  
 VE6 correction document for the RTA, disencumber  
 VTM INTERDEPARTMENTAL TRANSFER VOUCHERS  
 VT3 RTF - INTRA FUND GROUP - 26 ACCTS. - VT3 **OBSOLETE**  
***This menu screen is obsolete. Funds transfers are now created/processed through FRMS.***

VT5 IDT (InterDepartment Transfers)

VT6 IDT correction of charges

**VPM PAYMENT VOUCHERS**

VP1 PO payment request

VP2 service payment request

VP3 ET AL PAYMENT REQUEST

VP5 TRAVEL PAYMENT VOUCHER

Marcia Boling

VP6 CENTRALLY BILLED TRAVEL PAYMENT VOUCHER

VPE ENTERTAINMENT PAYMENT VOUCHER

VP7 PRO CARD PAYMENT VOUCHER

VP9 E-BILLING PAYMENT VOUCHER: e-Ship Global

YMM your personal module

**YBM YB2 in box / out box for document processing**

YPM PERSONAL PROFILES

YP1 PERSONAL 'START-UP' PROFILE, update purchasing center

YP2 PERSONAL PROFILES FOR \*DEFINE MODULES

YP3 DOCUMENT APPROVAL CONFIRMATION

YSM SECURITY AUTHORIZATION INFORMATION

YS1 DISPLAY/SELECT PERSONAL AUTHORIZATIONS

YIM USER INFORMATION AND REQUESTS

YI1 USER GROUP MEMBERSHIPS

YI2 PERSONAL CHECK DEDUCTION INFORMATION

YI3 PERSONAL MONTHLY PAYROLL NET ESTIMATE

YI4 PERSONAL APPOINTMENT INFORMATION

YI5 REQUEST FOR INDIVIDUAL TIME SHEETS, print timesheets

YI6 PERSONAL LEAVE TIME BALANCES

YI7 PERSONAL LEAVE TIME ACTIVITY

YI8 EMPLOYEE INFORMATION SYSTEM

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INTERMEDIATE USERS OF \*DEFINE

**Update manual/authorized signers (form)**

<http://www.utexas.edu/business/accounting/sign/>

**RG1 contract billing history - invoicing**

<https://dpweb1.dp.utexas.edu/acct/osp/> -- project history for a PI

**EMM EMPLOYEE INFORMATION MENU**

EIM employee information system  
EI1 update employee bio info  
ESM employee statistics  
ES1 statistics for a job class code <https://utdirect.utexas.edu/pnstat/index.WBX>  
ETM EMPLOYEE TIME MENU  
ET1 EMPLOYEE TRANSFERS AND BALANCES - reporting unit  
ETE print timesheets for other employees  
IF5 order duplicate monthly statements of account (use 3-letter month to order)  
IQ3 locate account numbers for grants by keyword  
PR3 prepaid orders  
UV4 to find out who owns an account (unit head)

## CODES:

Voucher Types (object code)

L VPM Check issued for payment  
S VPM Warrant issued for payment  
C VCM Cash received  
B VJB Balance forward entry  
R VJR Year-end adjustment  
O PBM, VEM, SSA - Encumbrance  
T VT5 Inter-departmental transaction  
J AMM, RI1, SC3, SSB, SSC, VJM, VT6 - all other documents

## TRAVEL CODES:

PURPOSE OF TRAVEL

**01 ATTEND MEETING, CONFERENCE, ETC.**  
**02 CONDUCT LECTURE OR TEACH COURSE.**  
**03 PERFORM RESEARCH ACTIVITIES.**  
**04 PARTICIPATE OR OFFICIATE IN AN EVENT.**  
**05 RECRUIT PROSPECTIVE EMPLOYEE OR STUDENT.**  
**06 SITE OR FIELD VISIT.**  
**07 SERVE AS EXPERT WITNESS.**  
**08 PRESENT ORIGINAL RESEARCH PAPER.**  
**09 FUNDRAISING.**  
**10 NEGOTIATE A CONTRACT.**

BENEFITS TO UT

- 01**      **HELP ACCOMPLISH RESEARCH OBJECTIVES.**
- 02**      **HELP FULFILL CONTRACT PROVISIONS.**
- 03**      **ENHANCE GRAD/UNDERGRAD CURRICULUM.**
- 04**      **ENHANCE PERFORMANCE OF JOB DUTIES.**
- 05**      **ENHANCE UNIVERSITY OPERATIONS.**
- 06**      **ENHANCE REPUTATION OF THE UNIVERSITY.**
- 07**      **RAISE FUNDS FOR FACULTY/STUDENT SUPPORT.**
- 99**      **OTHER (SPECIFY IN MOREABLE)**

DISPOSITION OF DUTIES

- 01**      **NO CLASSES MISSED.**
- 02**      **DUTIES ASSUMED BY COLLEAGUES OR STAFF.**
- 03**      **DUTIES REQUIRE TRAVEL.**
- 04**      **DUTIES HELD UNTIL RETURN**
- 99**      **OTHER (SPECIFY IN MOREABLE)**

INVENTORY STATUS CODES:

- A**      Active NU1 (came in through accounting system)
- B**      Constructed in Dept
- C**      Current Year
- F**      Found
- G**      Gift
- I**      Inactive because of a disposal or number change
- M**      Missing
- N**      Add to
- T**      Transfer has occurred or CCART NT1 document is Pending  
(if transfer is pending the record will be locked and no updates can be done)
- 4**      Transfer to UT from another agency
- \***      Corrected - such as a split
- !**      The record was created in a fiscal year after the command line fiscal year