

From: Murphy, Jennifer
Sent: Thursday, August 30, 2007 3:38 PM
To: GRP-APS Customer Advisory Group
Subject: RE: Notice of Change & Action Requested: Travel Vouchers
Importance: High

Good Afternoon,

This e-mail is a follow-up to the announcement sent to you on August 15, 2007, regarding travel vouchers. Please read through the following guidance and keep it as a reference.

VE5 & VE6 Travel Authorization Documents

- **Creators** – No change in the creation of these documents; continue to use the same desk and view.
- **Approvers** – No change in the approval of these documents; continue to approve these documents electronically in DEFINE.

VP5 Travel Voucher Documents

- **Creators** – The only change for you is that you will need to create all VP5 documents in the desk and view combination that was set up for you by OSS-Accounting & Purchasing Services.
Directions: Go to the YS1 command in DEFINE; an example of this screen is below for a creator in OFPC. The desk you will want to be on to create your VP5s contains the phrase “VP5 CREAT” in the title and it is connected to the admin. view called “6610SYS” (see #3 on the screen below). You will enter the number that contains this combination and enter an “s” next to “select an action”, hit enter and you’re ready to go to the VP5 command to create a travel voucher.

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LITALUSTIN-MADH-RAME - EXTRA Personal Client
File Edit View Tools Session Options Help
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*DEFINE DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1 Year: 06 07
Command: YS1 Account: _____ Misc: _____ Month: AUG
-----
Personal Authorization screen for FPGGL, Graciela G Lopez
CURRENT DESK: SFACCTSRVC CURRENT ADMINISTRATIVE VIEW: ALLACCT
select a Desk and View by Number: 3_ select an Action: s
DESK ADMIN.VIEW VIEW DESCRIPTION
1. OFPC TRVL OFPCTVL ELECTRONIC TRAVEL DOCUMENT PROCESSING
2. OFPC TRAVL OFPCTRV ELEC TRAVEL DOCUMENT PROCESSING
3. VP5 CREAT4 6610SYS * ALL ACCOUNTS IN UNIT/SUB 6610SYS
4. PUBLIC PUBLIC PUBLIC VIEW UT AUSTIN - OWNER: AQTEAM
-----
* = View is a processing view
-- 9 UT System ----- PF1=Options ----- PF8=Exit ----- 8/30/07 02:14 PM --
4B :00.1 14/10
Connected to host 127.0.0.1 NUPH SORL 2:13 PM

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- Creators:** So that you won't have to change your desk and view every time you create a VP5 please add this desk and view to your profile in DEFINE.

Directions: Go to the YP2 command in DEFINE; an example of this screen is below for a creator in OFPC. On the first three lines type in the: command "VP5"; the desk (this is the desk name that was on your YS1 screen - see screen example above); and view "6610SYS".

