Hard Copy Check

VTXT Table

- When using this table, the comments to print field in the expenditure document must be blank! This table is only applicable when issuing a hard copy check.

Instructions

- Key an "A" in the action field.
- Key the vendor code, trans code and the document control number (must **exactly** match the expenditure document)
- Tab to the text. Key line one of the text.
- Tab to the “text line” column and key a four digit sequential number (first is 0001).
- "Enter". All lines added should appear at the bottom of the screen.

```
ACTION: a   SCREEN: VTXT USERID: TRAI
VOUCHER TEXT DATA ENTRY TABLE
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NUMBER, TRAVEL ADVANCE NUMBER,
       TEXT LINE
VENDOR CODE: 3001810679 e TRANS CODE: fp VOUCHER NUMBER: 973204a906a
TRAVEL ADVANCE NUMBER:
                                                          TEXT
                              TEXT                        LINE
    ------------------------------------------------------ ----
01- ACCT 458-14-035-0400-0 $1000.00                       0001
02- ACCT 458-14-035-0370-0 $ 208.50                       0002
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

NOTE: If using the same account numbers month after month, this table can be scanned for last month's entry. When screen is displayed, key an "A" in the Action Field, change the DCN #, change the amounts, and "ENTER".