

OT – Operating Transfer Document

Header Section

▼ General Information

Document Name :	<input type="text"/>	Initiator :	<input type="text"/>
Record Date :	<input type="text"/>	Delivery Date :	<input type="text"/>
Budget FY :	<input type="text"/>	Additional Information :	<input type="text"/>
Fiscal Year :	<input type="text"/>		
Period :	<input type="text"/>		
Document Description :	<input type="text"/>		
Actual Amount :	<input type="text"/>		

▼ 1st Party Information

Vendor/Customer :	<input type="text"/>	Vendor Contact ID :	<input type="text"/>
Legal Name :	<input type="text"/>	Principal Contact :	<input type="text"/>
Alias/DBA :	<input type="text"/>	Phone :	<input type="text"/>
Address Code :	<input type="text"/>	Phone Extension :	<input type="text"/>
Address Line 1 :	<input type="text"/>	Fax :	<input type="text"/>
Address Line 2 :	<input type="text"/>	Fax Extension :	<input type="text"/>
City :	<input type="text"/>	Email Address :	<input type="text"/>
State :	<input type="text"/>	Web Address http:// :	<input type="text"/>
Zip :	<input type="text"/>		
Country :	<input type="text"/>		
County :	<input type="text"/>		

▼ Extended Description

Extended Description :

Exchange Details Section

▼ General Information

Event Type :	<input type="text"/>	Bank :	<input type="text"/>
Accounting Template :	<input type="text"/>		
Line Amount :	<input type="text"/>		
Calculated Amount :	<input type="text"/>		

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▼ 2nd Party Information

Vendor Customer :	<input type="text"/>	>	Vendor Contact ID :	<input type="text"/>	>
Legal Name :	<input type="text"/>		Principal Contact :	<input type="text"/>	
Alias/DBA :	<input type="text"/>		Phone :	<input type="text"/>	
Address Code :	<input type="text"/>	>	Phone Extension :	<input type="text"/>	
Address Line 1 :	<input type="text"/>		Fax :	<input type="text"/>	
Address Line 2 :	<input type="text"/>		Fax Extension :	<input type="text"/>	
City :	<input type="text"/>		Email Address :	<input type="text"/>	
State :	<input type="text"/>	▼	Web Address http:// :	<input type="text"/>	
Zip :	<input type="text"/>				
Country :	<input type="text"/>				
County :	<input type="text"/>	>			

▼ 1st Party Reference

Ref Doc Code :	<input type="text"/>	Ref Vendor Line :	<input type="text"/>
Ref Doc Dept :	<input type="text"/>	Ref Accounting Line :	<input type="text"/>
Ref Doc ID :	<input type="text"/>	Ref Type :	<input type="text"/>

▼ 1st Party Fund Accounting

Fund :	<input type="text"/>	Object :	<input type="text"/>	OBSA :	<input type="text"/>
Sub Fund :	<input type="text"/>	Sub Object :	<input type="text"/>	Sub OBSA :	<input type="text"/>
Department :	<input type="text"/>	Revenue :	<input type="text"/>	Dept Object :	<input type="text"/>
Unit :	<input type="text"/>	Sub Revenue :	<input type="text"/>	Dept Revenue :	<input type="text"/>
Sub Unit :	<input type="text"/>	BSA :	<input type="text"/>		
Appr Unit :	<input type="text"/>	Sub BSA :	<input type="text"/>		

▼ 1st Party Detail Accounting

Location :	<input type="text"/>	Reporting :	<input type="text"/>	Major Program :	<input type="text"/>
Sub Location :	<input type="text"/>	Sub Reporting :	<input type="text"/>	Program :	<input type="text"/>
Activity :	<input type="text"/>	Task :	<input type="text"/>	Phase :	<input type="text"/>
Sub Activity :	<input type="text"/>	Sub Task :	<input type="text"/>	Program Period :	<input type="text"/>
Function :	<input type="text"/>	Task Order :	<input type="text"/>		
Sub Function :	<input type="text"/>				

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▼ 1st Party Service Dates

Service From Date : 
Service To Date : 

2nd Party Accounting section

▼ General Information

Event Type : Budget FY :
Accounting Template : > Fiscal Year :
Line Description :
Period :
Bank : >
Billing Profile :
Line Amount :

▼ References

Ref Doc Code : Ref Vendor Line :
Ref Doc Dept : Ref Accounting Line :
Ref Doc ID : Reference Type :

▼ Fund Accounting

Fund : Object : OBSA :
Sub Fund : Sub Object : Sub OBSA :
Department : Revenue : Dept Object :
Unit : Sub Revenue : Dept Revenue :
Sub Unit : BSA :
Appr Unit : Sub BSA :

▼ Detail Accounting

Location : Reporting : Major Program :
Sub Location : Sub Reporting : Program :
Activity : Task : Phase :
Sub Activity : Sub Task : Program Period :
Function : Task Order :
Sub Function :

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▼ Service Dates

Service From Date : 

Service To Date : 

Posting Section

▼ General Information

Run Time/Date : Budget FY :
Record Date : Fiscal Year :
Journal Posting : Period :
Budget Posting : Post Pair ID :
Bank Account : Line Amount :
BSA Type Indicator : Posting Amount :
OBSA Type Indicator : Closed Amount :

▼ Fund Accounting

Fund : Cabinet : BSA :
Sub Fund : Department : Sub BSA :
Object : Unit : OBSA :
Sub Object : Sub Unit : Sub OBSA :
Object Category : Appr Unit : Dept Object :
Revenue : Appr Category : Dept Revenue :
Sub Revenue : Internal Fund :
Revenue Category : Internal Sub Fund :
 Internal Dept :

▼ Detail Accounting

Location : Reporting : Major Program :
Sub Location : Sub Reporting : Program :
Activity : Task : Phase :
Sub Activity : Sub Task : Program Period :
Function : Task Order : Funding Profile :
Sub Function : Stage Profile :
 Funding Priority :
 Funding Line :