

**From:** Murphy, Jennifer

**Sent:** Wednesday, August 24, 2005 10:02 AM

**To:** Sutherland, Nancy; Pankratz, Jana; Loyd, Loretta; Moore, Elaine; Floores, Maggie; Russell, Carleen; Cole, Janet; Faulkner, Carolyn; Page, Beverly; Hurst, Bev; Mendez, Rebecca; Franklin, Becky; Sutherland, Nancy; Pankratz, Jana; Cantu, Esther; Tamez, Linda; George, Jill; Orsborn, M. Esther; Wagner, Erica; Lands, Rhonda; Mendez, Rebecca; George, Rita; Franklin, Becky; Cone, Blythe; Morelli, William T.; Sutherland, Nancy; Pankratz, Jana; Beckham, Gerry; Bradley, Felicia; Cassens, Patti; Hart, Sarah; Mayes, Kathy; Mercado, JoAnna; Prescott, Mikki; Trepanier, Shelley; Mendez, Rebecca; Franklin, Becky; Murphy, June; Renteria, Chandra; Michulka, Karen; Strout, Heather; GRP-APS Customer Advisory Group

**Subject:** FW: CHANGE -- VE5s and VE6 need to be created in component "0"

This is an additional message related to electronic travel vouchers.

Chandra, RTT, provided some feed back on her experience with the change that we wanted to pass along to all of you.

Thank you, Jenny

*Jennifer C. Murphy*

Assistant Director of Accounting and Purchasing Services  
(512) 499-4366 phone

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**From:** Renteria, Chandra

**Sent:** Wednesday, August 24, 2005 9:13 AM

**To:** Murphy, Jennifer

**Cc:** Mendez, Rebecca

**Subject:** RE: CHANGE -- VE5s and VE6 need to be created in component "0"

Ms. Jenny,

You may know this already but I told Becky Mendez yesterday that if I attempt to create a new VE5 in '0' it will not recognize all the information as normal, such as the employee name, title, status. But if I create starting in '9', then switch to '0' once I hit the account information section before receiving the error message, I can have all the information in the top sections completed and proceed through all the remaining sections.

When I did an amendment with a VE6 it did not matter if I started in '0' since the employee is already recognized.

Just a suggestion that may help others!

*Chandra Renteria*  
*The University of Texas System*  
*Office of Research*  
*and Technology Transfer*  
*ph (512) 499-4536*  
*fax (512) 499-4460*

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**From:** Murphy, Jennifer

**Sent:** Wednesday, August 24, 2005 9:08 AM

**To:** Sutherland, Nancy; Pankratz, Jana; Loyd, Loretta; Moore, Elaine; Floores, Maggie; Russell, Carleen; Cole, Janet; Faulkner, Carolyn; Page, Beverly; Hurst, Bev; Mendez, Rebecca; Franklin, Becky; Sutherland, Nancy; Pankratz, Jana; Cantu, Esther; Tamez, Linda; George, Jill; Orsborn, M. Esther; Wagner, Erica; Lands, Rhonda; Mendez, Rebecca; George, Rita; Franklin, Becky; Cone, Blythe; Morelli, William T.;

Sutherland, Nancy; Pankratz, Jana; Beckham, Gerry; Bradley, Felicia; Cassens, Patti; Hart, Sarah; Mayes, Kathy; Mercado, JoAnna; Prescott, Mikki; Trepanier, Shelley; Mendez, Rebecca; Franklin, Becky; Murphy, June; Renteria, Chandra; Michulka, Karen; Strout, Heather

**Subject:** FW: CHANGE -- VE5s and VE6 need to be created in component "0"

**Importance:** High

Good Morning:

I wanted to make sure this message got to each of you; you are our newest electronic travel document preparers and this is a change from what we taught you this summer. Please read below and let Becky Mendez, APS, know if you have questions.

Thank you,  
Jenny

*Jennifer C. Murphy*

Assistant Director of Accounting and Purchasing Services  
(512) 499-4366 phone

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**From:** Murphy, Jennifer

**Sent:** Wednesday, August 24, 2005 9:03 AM

**To:** GRP-APS Customer Advisory Group

**Cc:** Sutherland, Nancy

**Subject:** CHANGE -- VE5s and VE6 need to be created in component "0"

**Importance:** High

Good Morning:

We need your help to quickly get this message out to anyone in your department that creates electronic travel documents in DEFINE. Please pass this message on to those individuals. Thanks! Jenny

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Electronic Travel Document Preparers:

Thank you to those of you out there that made us aware that you were having problems with your electronic travel documents! We contacted UT Austin and there was a change made in DEFINE that **requires UT System Administration to change the component code at the bottom left hand corner to "0" when creating VE5 and VE6 documents.** You do not need to recreate documents; simply changing the component to "0" is fixing the problem and will allow you to proceed with creating the VP5.

Please call Becky Mendez, if you have questions.

Thank you,  
Jenny

*Jennifer C. Murphy*

Assistant Director of Accounting and Purchasing Services  
(512) 499-4366 phone