

From: Murphy, Jennifer
Sent: Tuesday, February 20, 2007 11:38 AM
To: GRP-APS Customer Advisory Group
Cc: Sump, Dale
Subject: NOTICE: VID no longer included on Business Expense Forms
Importance: High

Good Morning,

Please share this notice with all employees in your department that prepare [Business Expense Forms](#).

The recent enhancements in DEFINE have made it possible for us to **discontinue the use of VIDs at the top of the [Business Expense Form](#)**. This is a step to further limit the handling of employees' SSNs here at UT System Administration.

We have updated the [Business Expense Form](#) on our website; it no longer has a field for VID number. Instead the field was replaced by two spaces for the employee's UTEID and the three digit DEFINE Mail Code.

The UTEID and three digit DEFINE mail code are available in DEFINE through the GG3 and GG4 commands.

Example:

The three digit DEFINE mail code directs the payment were to go (i.e., direct deposit, mailed to your home, mailed to your work address). As an example, there are four mail codes available for me in the GG3 command (see below). So, if a business expense form is created to reimburse me for a business expense and I would like for the payment to be direct deposited, murphyjc and 003 should be placed in the fields for a) on the [Business Expense Form](#).

```
UT EID   MC
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murphyjc 000 *  CAMPUS MA
murphyjc 001 *  CAMPUS MA
murphyjc 002 *  CAMPUS MA
murphyjc 003 *  DIRECT DEP
murphyjc 004 *  INTERNET
```

Please use the [new form for any Business Expense Forms](#) that are created from this point forward.

If you need assistance, please contact either [Kim Tucker](#) or [Becky Mendez](#), both OSS-Accounting & Purchasing Services.

Thank you,
Jenny

Jennifer C. Murphy
Director of Accounting and Purchasing Services
(512) 499-4366 phone

-----Original Message-----

From: Accounting Info Center [mailto:acic@utxdp.its.utexas.edu]

Sent: Monday, February 19, 2007 8:47 AM

To: \$DEFINE

Subject: February 2007 Release Notes

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Following are Notes Regarding
Recent Enhancements to *DEFINE

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Vendor ID Changes for SSN Remediation - Phase 2 - All Institutions

On February 18, 2007, Phase 2 of the Vendor ID Changes for SSN Remediation were moved into *DEFINE. Several screens which previously used the VID Number for processing electronic documents now use the UT EID. Among the screens being changed are the GG3 and GG4 screens. These screens will no longer display the Vendor ID. The PG3 and PG4 screens are being added; they will work the same as the GG3 and GG4 screens, but will still display the Vendor ID. These enhancements were implemented to comply with Business Procedures Memorandum (BPM) 66, <http://www.utsystem.edu/bpm/66.htm>.

For more information on these changes please visit the Vendor ID Changes for SSN Remediation Web page at <http://www.utexas.edu/business/accounting/news/vendorremediation.php>
