



NEW YORK STATE
Unified Court System

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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 302	January 9, 2006
SUBJECT: Protecting Social Security Numbers	

In accordance with the provisions of OSC Accounting Bulletin number A-540, copy attached, the entry of Social Security numbers on the New York State Central Accounting System (CAS) is to be limited to the 'Payee ID' field only for purposes of privacy. Entry of Social Security numbers in the 'Payee Name', 'Address' or 'Reference/Invoice' fields is prohibited, as the data entered into these fields is displayed on the OSC's Payment Information Inquiry website.

To ensure compliance with these provisions, OSC has implemented computer edits designed to identify data which may be Social Security numbers which is entered into the 'Reference/Invoice' field in the CAS. Such entries will be automatically removed from the OSC Payment Information Inquiry website and the entry replaced by a 'Privacy' message.

OSC will be distributing new VOU850 and VOU851 reports to allow UCS district/administrative offices to identify transactions for which 'Reference/Invoice' data has been overwritten for privacy protection purposes. All such occurrences must be investigated so that any further entry of Social Security numbers in this field are discontinued. District/administrative offices will also be responsible for responding to any payee inquiries which may result from data being overwritten.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal control procedures relating to, financial transactions processed via the Central Accounting System.

NYS UNIFIED COURT SYSTEM
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Joseph M. DeChants

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Accounting Bulletin

Bulletin No. A-540
September 15, 2004

Protecting Social Security Numbers

Purpose

To inform state agencies that the entry of Social Security Numbers on the New York State Central Accounting System (CAS) is to be limited only to the Payee ID field.

**Agency
Responsibility**

In accordance with Federal and State privacy laws, Social Security Numbers must not be entered in the Name, Address or Reference/Invoice Number fields on the CAS as the data contained in these fields is displayed on OSC's Payment Information Inquiry Website.

If you are aware of payments made since February 1, 1999 where Social Security Numbers have been entered in the Name, Address or Reference/Invoice Number fields in the CAS, please notify the Accounting Information Center immediately at AcctSys@osc.state.ny.us or (518) 473-1170.

Questions

Direct questions on this bulletin to the Accounting Information Center at AcctSys@osc.state.ny.us or (518) 473-1170.