

**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)

**To:** Finance Directors, AST Leads (All Live SCEIS FI/MM Agencies)

**CC:** SCEIS Finance Team, SCEIS EC&C Team, Ed Strube, SCEIS Service Desk, SCEIS AST

**Subject:** Reminder: Change Payment Terms on FY2010 Invoices

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Good Morning Finance Directors and AST Leads:

Below is an important reminder regarding the process for paying FY2010 invoices. Please forward this information to all appropriate employees in your Accounts Payable Department.

When paying FY2010 invoices, be sure to change the payment terms to "Pay Immediately" "0001." The SCEIS Team has detected a few FY2010 invoices that have been processed using payment terms other than "Pay Immediately" "0001." FY2010 invoices paid using other payment terms could result in payment after the end of FY2010, thereby consuming FY2011 budget.

If you know of any FY2010 invoices that were processed without the payment terms "Pay Immediately" please make the correction on the invoices.

If you have any questions about this, please contact the SCEIS Service Desk at [SCEISHelpDesk@sceis.sc.gov](mailto:SCEISHelpDesk@sceis.sc.gov) or (803) 896-0001 (select option 1 for SCEIS Help).

Thank you,  
The SCEIS Team