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To: AST Leads, Finance Directors (All Live SCEIS Agencies)

CC: SCEIS Finance Team, SCEIS EC&C Team, SCEIS Agency Advocates, SCEIS Service Desk, Ed Strube, Jill Williams, Billy Pierce, Anjali Griffin, Sandra Pratt

Subject: Important Notice – Parked FY2010 IDT Accounts Payable Documents

Good Morning AST Leads and Finance Directors:

As part of the year end processing activities, effective at the close of business on Friday, July 16, 2010, all parked IDT accounts payable documents (document number range beginning with “39”) with a posting date of June 30, 2010 and earlier will be deleted. SCEIS will then programmatically create new IDT payable documents with posting dates of 7/16/2010. These will be generated and will appear on your Z_IDT_Doclist on Monday, July 19, 2010.

The only exception to this corrective process relates to partial IDTs that have been generated. All partial IDTs will remain in the work list as originally created and will have to be manually corrected. We will send further directions on how to manually re-create partial IDTs.

As a reminder, in order to properly reflect reporting, as a payment is processed for a parked IDT document, you should always change the posting date of the parked document to the current date on which the payment is entered.

If you have any questions about this process, please contact your SCEIS Agency Advocate or email sceis-ast@sceis.sc.gov.

Thank you,
The SCEIS Team