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**To:** Agency Finance Directors and Agency SCEIS Coordinators

**Date:** October 15, 2012

**Subject:** Rescheduled for Fri., Oct. 19—Reminders for STO Contingent Checks Go-Live

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In August, the SCEIS Team announced a postponement of the go-live date on which the processing and issuance of contingent payments would convert from STARS to SCEIS. **The SCEIS Team, State Treasurer's Office and Comptroller General's Office have identified a new go-live date for this functionality: Friday, October 19, 2012.**

As we make final preparations for this important go-live, the SCEIS Team, State Treasurer's Office and Comptroller General's Office wanted to share some reminders to help ensure all agencies are fully informed and ready for the transition.

**Important Note:**

We encourage you to review the July 25 memo and all supporting documents, which are available on the SCEIS website's STO Contingent Check Go-Live 2012 web page, located here: <http://sceis.sc.gov/page.aspx?id=236>. To access this page from the SCEIS homepage, select the "STO Contingent Check Go-Live 2012" menu item in the left-hand navigation bar.

**Reminders**

**Clear Contingent Payment Exception Files**

On Thursday, October 18, 2012, the last contingent payment run will be processed through STARS. On Thursday and Friday, October 18-19, 2012, the Comptroller General's Office is available to work with state agencies to clear transactions on the contingent payment exception files (Outbound Interface error files). For any items which have not been cleared by close of business on Friday, October 19, the item will be reversed and reset in SCEIS. These items will be picked up by the next payment run and processed accordingly. **If your agency is not reviewing and resolving these exceptions, please do so as quickly as possible.**

**Changes to the IF383A and IF389 Interfaces**

The IF383A AP Direct Pay Invoices Inbound Interface and the IF389 AP Outbound Interfaces have had file format changes due to the Contingent Payment process moving from STARS to SCEIS. The changes are explained in detail in [an item](#) from the July 16, 2012 Weekly Update. The memo and supporting Interface Operational Guides are available on the STO Contingent Check Go-Live 2012 [web page](#), under the heading "Changes to IF383A and IF389 Accounts Payable Interfaces."

**If your agency uses these interfaces, please ensure you have completed all necessary format changes and testing required to receive new file layouts beginning on Monday, October 22.** If you have any questions about the interface changes, please email them to [interfaces@sceis.sc.gov](mailto:interfaces@sceis.sc.gov).

### **Contingent Check Distribution After October 19, 2012**

Check distribution will continue to be performed by the State Treasurer's Office. Agencies will receive their checks in the same manner as previous to this change, with one exception. When SCEIS is processing the payment run and printing checks, the checks will be separated into two batches as follows:

- Checks with a payment method of C (vendors with multiple invoices rolled into one check)
- Checks with a payment method of S (vendors with a single check for each processed invoice)

The State Treasurer's Check Distribution staff will provide both batches (combined) to your agency's courier if applicable. (The courier may have to sign in two places for receipt).

### **Reporting Reminders**

1. As a result of the conversion from STARS to SCEIS for payment medium generation, the reports currently used to determine the payments completed on a specific date will no longer reflect all payments (only checks). In order to obtain a complete list of payments made, you will need to run the Z\_PAYMENT\_LIST transaction in SCEIS Production. A new payment report (Payment Register) is being created in BW as well. To better use the Z\_PAYMENT\_LIST transaction, a detailed instruction sheet, "Instructions: Z\_PAYMENT\_LIST Transaction," is available at the following link: <http://sceis.sc.gov/page.aspx?id=236>.
2. Electronic payments will no longer be assigned a check number, nor will these payments be displayed on the SCEIS Check Register. These payments will instead be displayed on the new Payment Register. This report is a Business Warehouse report that is still currently being finalized. Instructions and a report sample will be provided at a future date, and posted on the STO Contingent Check Go-Live 2012 [web page](#).

### **Contingent Check Go-Live Support for Agencies**

Beginning this Thursday, October 18, 2012, the Comptroller General's Office, the State Treasurer's Office and SCEIS will have personnel available to answer questions and provide support for your agency. There will be sufficient staff to respond promptly to your questions and/or issues. Please contact the SCEIS Service Desk with all questions to help our team ensure all agencies can benefit from our responses. You can contact the SCEIS Service Desk as follows:

- **Phone:** (803) 896-0001 (select option 1 for SCEIS help)
- **Email:** <http://www.sceis.sc.gov/requests/>

Again, thank you for your patience and support as we move forward together to retire STARS.

cc: Senior Staff Comptroller General's Office  
Senior Staff State Treasurer's Office  
Senior Staff SCEIS