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

**Date:** October 22, 2012

**Subject:** Reminders and Updates Regarding the Successful Conversion of STO  
Contingent Payments from STARS to SCEIS

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The SCEIS Team is pleased to announce that as a result of close coordination with the State Treasurer's Office (STO) and the Comptroller General's Office (CGO), we have successfully converted processing of Contingent Payments from STARS to SCEIS. The conversion was completed over the weekend of Oct. 20-21, and all contingent payments will be processed through SCEIS going forward.

## **Update**

**Instructions for running the new Payment Register report now available in SCEIS Business Warehouse are posted on the SCEIS website** at the following locations:

- Instructions are posted in the following locations on the SCEIS Website:
  - SCEIS Weekly Updates Web Page (under the October 22, 2012 heading)
    - Link: <http://www.sceis.sc.gov/page.aspx?id=230>.
  - The Contingent Check Go-Live 2012 Web Page
    - Link: <http://www.sceis.sc.gov/page.aspx?id=236>.
  - Here is a direct link to the instructional document:  
[http://www.sceis.sc.gov/documents/Instructions\\_for\\_Business\\_Warehouse\\_Payment\\_Register\\_Report.pdf](http://www.sceis.sc.gov/documents/Instructions_for_Business_Warehouse_Payment_Register_Report.pdf).

## **Reminders**

**All notifications, reference materials and instructional documentation related to the conversion of Contingent Payments from STARS to SCEIS (including this memo) are available on the "STO Contingent Check Go-Live 2012" page of the SCEIS website.**

- Navigate to the page as follows: <http://www.sceis.sc.gov> > STO Contingent Check Go-Live 2012 (third button from the top in the left-hand navigation bar).
- Direct Link: <http://www.sceis.sc.gov/page.aspx?id=236>.

**The format of interface files for the IF383A and IF389 have changed as a result of this conversion.** If your agency uses these interfaces, you have received the following recent notifications of these changes, which are continuously available on the "STO Contingent Check Go-Live 2012" web page described above. Direct links to each item are listed below:

- October 15, 2012 Memo: Action Required By October 22nd: Changes to IF383A and IF389 Interfaces
  - Link: [http://www.sceis.sc.gov/documents/20121015--Changes\\_To\\_IF383\\_and\\_IF389\\_Interfaces\\_Effective\\_Mon,Oct.22--Action\\_Required.pdf](http://www.sceis.sc.gov/documents/20121015--Changes_To_IF383_and_IF389_Interfaces_Effective_Mon,Oct.22--Action_Required.pdf)
- IF383A Interface Operational Guide – AP Direct Pay Invoice Inbound Interface
  - Link: [http://www.sceis.sc.gov/documents/IF383A\\_ILOG-AP\\_Direct\\_Pay\\_Invoices\\_Inbound\\_Interface.doc](http://www.sceis.sc.gov/documents/IF383A_ILOG-AP_Direct_Pay_Invoices_Inbound_Interface.doc)
- IF389 Interface Operational Guide – AP Outbound Interface
  - Link: [http://www.sceis.sc.gov/documents/IF389\\_ILOG-AP\\_Outbound\\_Interface.doc](http://www.sceis.sc.gov/documents/IF389_ILOG-AP_Outbound_Interface.doc)

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.

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