

Subject: SCEIS offers a new document type for attachments with Accounts Payable transactions

Audience: Accounts Payable users

To meet SCEIS user needs, the SCEIS team implemented the first phase of Store Business Objects, Support Documentation. Beginning Thursday, Dec. 22, 2022, this first phase offers new document type with Accounts Payable transactions and allows users to attach specific file types directly from their workstations for certain transactions.

Store Business Objects now allows users to attach .tiff and .pdf file types in SCEIS directly from their computers instead of printing and scanning documents. This functionality will also save the attachment to the OnBase servers.

Agencies should now use the new document type, Support Documentation, to attach non-invoice documentation for internal procedures such as coding, funding and payment approvals.

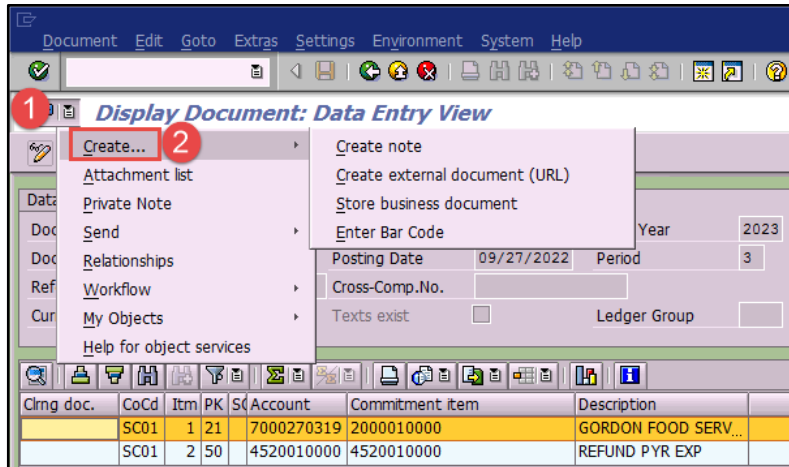
The below image is an example of the new default Attachment list grid, which includes:

1. **Icon.** The icon associated with Support Documentation is a blue flag on a blank paper.
2. **Typ.** *Support Documentation.

Icon and Typ help distinguish support documentation from documents scanned through OnBase.

Icon	Title	Typ	CreatrName	Created On	Created...
	test	* Support Docum...	APRIL WALLING	11/15/2022	14:15:40
	PAY Vendor Invoice Direct	Archived document		09/28/2022	00:00:00
	RCV IDT Billing	Archived document		09/26/2022	

Because Store Business Objects is active, the Direct Attach is no longer available for use; thus, Create Attachment has been removed as an option under the “Services for Object” icon. Below is an image of the new options.



Agencies should note that they still must scan vendor paper invoices using OnBase. When scanning vendor paper invoices, the appropriate document type, such as Pay Invoice Direct or Pay Invoice with PO, should be the only scanned image shown in the attachments for each transaction. The document type for all other attachments should be Support Documentation.

Instructions for attaching documents using Store Business Objects are now available in [uPerform](#).

If you have any questions, please contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit <https://sceis.sc.gov/requests>).

Thank you,
The SCEIS Team