

Subject: Enhanced Interface Monitoring Tool Now Available for Four SCEIS Interfaces

Audience: Finance Directors, Procurement Directors, SCEIS Interface Users

The SCEIS Interface Team is pleased to announce enhancements to the Interface Monitoring Tool that some agencies use to monitor their interfaces into SCEIS. These enhancements affect monitoring of the following interfaces:

- IF383 – AP Direct Pay
- IF384 – AR Customer Invoice
- IF387 – Journal Entry
- IF401 – Funds Reservation

The enhanced Interface Monitoring Tool allows authorized agency personnel to correct errors and resubmit interface files that have Processing Errors, and store a history of the changes for audit purposes. Additional details on these enhancements, including information on how to apply for use of the enhanced monitoring tool for the interfaces listed above, are provided below and in the [PDF presentation](#) posted in conjunction with this message, “Interface Monitoring Edit Process Overview.”

Please forward this message to the users in your agency who work with the Interface Monitoring Tool to ensure they are able to take advantage of these useful enhancements.

The new editing capability includes the following:

- Modify the records in the interface files that received errors when submitted to SCEIS
- Add or delete lines from a document
- Resubmit the file in error

Users can click the “Audit” button to display the following information about changes made using the new edit capability:

- The “before” and “after” values of a field that has changed
- The user ID of the person who completed a change (Note: User access to the monitoring tool is set up by agency roles.)
- The date and time a change was completed

The tracking capability will continue to include the following:

- Review the status of interface files submitted to SCEIS
- Review and print the email notification PDF reports of transmittals, errors and valid
- Review and print the funding detail of the interface file posted
- Review the detail lines of the error documents.

The Interface Monitoring Edit Process Overview, which is posted in conjunction with this message, provides a demonstration of how to use the Interface Monitoring Tool.

If your agency is interested in using this enhanced tool, please complete the “FI/MM Interface Monitoring Application” form, which is available at the following link, under the “Interface Applications” heading near the bottom of the page:

<http://www.sceis.sc.gov/page.aspx?id=142>. **Your agency’s data owner must submit this completed form** to interfaces@sceis.sc.gov to request the security role for the desired users.

Once your agency has completed the application, submitted the request for security access and security has been established, the SCEIS Interface Team will notify the appropriate individuals that your agency can begin using the Interface Monitoring Tool to change and track IF383, IF384, IF387 and IF401 interface files.

Additional information about Interface Monitoring is also available on the SCEIS website:

- An informational overview document is provided on the web page referenced above, under the “Interface Applications” heading—click on “FI/MM Interface Monitoring – Informational Overview” to download it.
- A Business Process Procedure providing step-by-step instructions on using the interface monitoring tool is available on the SCEIS uPerform Website at the following link: <https://upperform.sc.gov/gm/folder-1.11.18550>.

If you have any questions or problems using the Interface Monitoring Tool, or if your agency is interested in having similar enhancements applied to the Monitoring Tool for other interfaces, please e-mail: interfaces@sceis.sc.gov.