SCEIS Inter-Department Transfer Process Enhancements

Effective, Monday, May 3, 2010

The SCEIS Inter-departmental Transfer (IDT) process will be enhanced as detailed below, effective Monday, May 3, 2010.

1. **IDT Payment process and Travel Expenses:** Agencies can use the IDT payment process (Document type ZI, Doc # range 39xxxxxxxx) when paying travel expenses, including registrations, on behalf of an employee, to another state agency. However, just as with a payment to a vendor for employee travel (Document Type ZT), the travel expense for each employee must be listed separately, and the employee number (ZEMP) must be entered in the line item text field for each employee. **Important Note:** If the employee number (ZEMP) is not entered in the line item text field for each employee, then the Comptroller General's Audit Staff will reject the payment.

2. **Live-to-Non-Live IDT Billing:** In an effort to standardize live-to-live and live-to-non-live IDT billing, SCEIS has modified the process. Agencies will now create actual accounts receivables (AR) to reflect their non-live IDT bills. These ARs will be reflected correctly on your FI and AR aging reports.

   You will still need to print and mail out the bill (this form has not changed) to the non-live agency, however you will NO LONGER be creating parked journal entries via ZIDTPAY. The new process will require all agencies to use ZARIDT transaction code (this is the same transaction code used for live-to-live IDT billing), and this will generate a ZJ document type, which is the same document type used for live-to-live IDT billing. Once the non-live IDT form is received by the non-live agency and paid, it will post the same way it does today in STARS. It will receipt and clear the IDT bill in SAP automatically.