

**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)

**To:** Finance Directors, AST Leads (All Live SCEIS FI/MM Agencies)

**CC:** SCEIS Finance Team, SCEIS EC&C Team, SCEIS Agency Advocates, Pat O'Cain, Ed Strube, SCEIS Service Desk, SCEIS AST

**Subject:** Correction: Error in CAFR Prior Year Payable BW Report

**Attachment:** Memo--Correction\_to\_FY2010\_CAFR\_Prior\_Years\_Payable\_BW\_Report.pdf

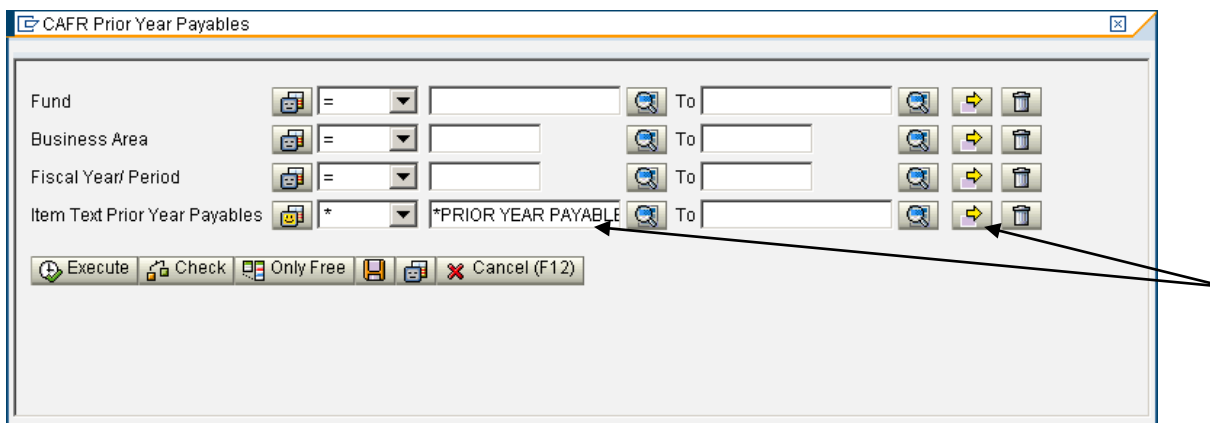
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Good Morning Finance Directors and AST Leads:

The SCEIS Team has identified an error in the CAFR Prior Year Payables Business Warehouse (BW) report recommended for use in preparing the Accounts Payable Closing Package that was due, Friday, September 10. Details of this error, and the method recommended for ensuring you receive complete data in the CAFR Prior Year Payables report are included below. We have also attached this memo in PDF format to ensure all recipients are able to view the below text and screenshots in a user-friendly format.

The error in the CAFR Prior Year Payables report caused it to pick up only those payments that had only Prior Year Payable in the text field. If you entered information before or after this text in the header text field, the payment did not get included on the BW report.

To correct this error, we have changed the report selection to include any text that has Prior Year Payable anywhere in the text field. We did note other text such as Prior Year Payment and Prior Period Payment, but these were not selected for this BW report. So, if you used text other than Prior Year Payable or other than the selection from the dropdown selection of PAYA, then you will need to enter your other text in the selection field on the BW report to have those payments included as well. This can be accomplished by clicking on the yellow arrow on the Item Text Prior Year Payables line.

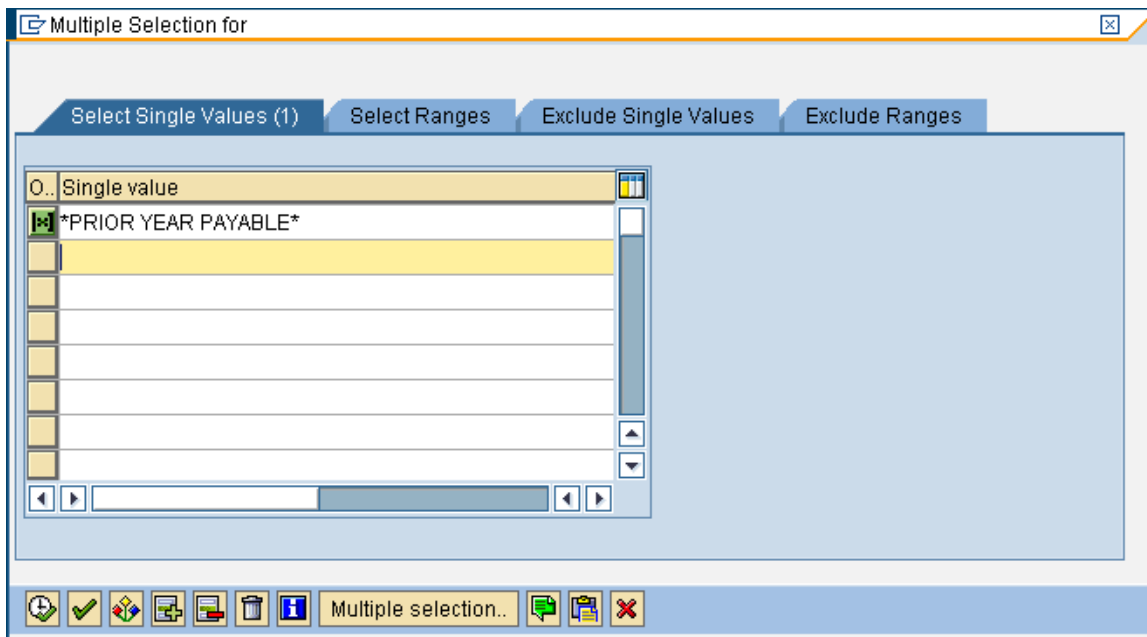


CAFR Prior Year Payables

Fund	=		To	
Business Area	=		To	
Fiscal Year/ Period	=		To	
Item Text Prior Year Payables	*	*PRIOR YEAR PAYABLE	To	

Execute Check Only Free Cancel (F12)

The following screen will appear when you click on the yellow arrow.



If, for example, you know that your Business Area input Prior Year Expenses or Prior Year Invoice in the field, you could change the Single Value \*PRIOR YEAR PAYABLE\* to \*PRIOR YEAR\*. Just make sure that the criteria will match all formats that your Business Area used to identify these payables.

Based on the changes to the BW report, we recommend you rerun this report to see if the data is different than the information you submitted on your Accounts Payable closing package. (Click the following link for instructions on running the CAFR Prior Year Payables report: [http://sceis.sc.gov/documents/INTRODUCTION--SCEIS\\_REPORTS\\_FOR\\_CLOSING\\_PACKAGES.pdf](http://sceis.sc.gov/documents/INTRODUCTION--SCEIS_REPORTS_FOR_CLOSING_PACKAGES.pdf).) If it is different, you must submit an amended closing package to the Comptroller General's Office. It is your responsibility to ensure that your closing package information is correct. The SCEIS Team has developed the CAFR reports as a tool for use in preparing your closing packages. If you have not yet submitted the closing package, the BW report was changed late Friday afternoon and will be correct if run any time after that.

If you have any questions, you may contact Jenny Butler at [Jenny.Butler@sceis.sc.gov](mailto:Jenny.Butler@sceis.sc.gov) or Debra Seymour at [Debra.Seymour@sceis.sc.gov](mailto:Debra.Seymour@sceis.sc.gov).

Thank you,  
The SCEIS Team