



## SCEIS Live Agency to Non-Live Agency Inter-Departmental Transfer “Clean-Up” Process

With the implementation of the new IDT billing procedures effective May 3, 2010 for non-live agencies, your agency will have information on all outstanding IDT invoices by customer, which you will need when preparing financial statements. All bills recorded for, and payments received from, agencies not live on SCEIS, will be recorded in the same fashion as a live to live IDT billing.

Please follow the instructions below to ensure accurate tracking and receipting of the payments as we transition to the new process.

*(Important Note: This is the same procedure you will use when receipting payments that were originally posted as parked Journal Entries (ZF) and need to be converted to an Accounts Receivable bills (ZJ) to properly receipt the payment.)*

1. Use the ZARIDT transaction with document ZJ and **enter the original parked document number (46xxxxxxx)** in the **reference field** of each new ZARIDT transaction. This is required in order to receipt and clear the payment from the paying agency.
2. Once you have created your document number (40xxxxxxx) and the reference field is populated with the original parked document number (46xxxxxxx), delete the parked document.

If you have any questions about this activity, please contact the SCEIS Team members listed below for assistance:

- Kay Riley – (803) 734-0411, [Kay.Riley@sceis.sc.gov](mailto:Kay.Riley@sceis.sc.gov)
- Evelyn Causey – (803) 832-8075, [Evelyn.Causey@sceis.sc.gov](mailto:Evelyn.Causey@sceis.sc.gov)
- Jasmina Chhabra – (803) 832-8012, [Jasmina.Chhabra@sceis.sc.gov](mailto:Jasmina.Chhabra@sceis.sc.gov)