State of South Carolina
Statewide SCEIS Document Type Guidance

Effective Date	07/01/15
Current Through	12/31/21

Purpose

The following Statewide Accounting Policy has been established by the Comptroller General's Office to reduce errors, improve consistency and reporting. This policy addresses the selection of Document Types when transacting in SCEIS. SCEIS training material may be utilized in conjunction with the information listed below.

ACCOUNTS PAYABLE TRANSACTIONS

The business purpose of the following SCEIS document types are for Accounts Payable related transactions. The Doc # Range is derived from the Document Type selected.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
KA	Vendor document	32	Accounts Payable	Vendor invoice reversal
KC	Paymt Req Partial	*	Accounts Payable	Record vendor invoice – Not currently used
KG	Vendor credit memo	33	Accounts Payable	Record vendor credit memo
KH	Interface Vend Cred	33	Accounts Payable	Record vendor credit memo - interface file
KI	Interface Vend Inv.	30	Accounts Payable	Record vendor invoice - interface file
KM	MMIS Invoice Payment	47	Accounts Payable	Record invoice payable to vendor - interface file
KR	Vendor invoice	30	Accounts Payable	Record vendor invoice
KZ	Vendor payment	31	Accounts Payable	Record Payment and clear vendor credit
RE	Invoice - gross	57	Accounts Payable	Record vendor invoice related to MM - logistics (purchase order).
RI	Interface PO Invoice	*	Accounts Payable	Record vendor invoice (interface) – Not currently used
Z8	Retainage Payments	59	Accounts Payable	Record retainage payable and adjust vendor payable (System generated)
ZG	Vend Cr memo TRAVEL	16	Accounts Payable	Credit memos for employee travel activity
ZI	IDT INV Paying Party	39	Accounts Payable	Record invoice payable to vendor

ZP	Payment posting	34	Accounts Payable	Vendor payable - disbursement or reversal posting
ZQ	List Vouchers	30 / *	Accounts Payable	Vendor invoice - interface - multiple docs (No longer in use)
ZT	TRAVEL	35	Accounts Payable	Record travel expenditures - vendor payable (FI and HR-Travel); some HR-Travel management adjustments of expenditures

* These Document Types are not currently utilized in SCEIS transactional processing.

ACCOUNTS RECEIVABLE / CASH RECEIPTING TRANSACTIONS

The business purpose of the following SCEIS document types are for Accounts Receivable / cash receipting related transactions.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
DA	Customer document	23	Accounts Receivable	Record receivable or reversal of receivable activities
DG	Customer credit memo	22	Accounts Receivable	Post customer credit memo
DR	Customer invoice	20	Accounts Receivable	Create customer billing invoice
DZ	Customer payment	21	Accounts Receivable	Payment of receivable
ID	Interface Deposit	13	Accounts Receivable	Interface doc. Receipt & deposit - workflow to STO
IG	Interface Cust Memo	22	Accounts Receivable	Post customer credit memo
IK	Interface Cash Doc.	12	Cash Receipts	Cash receipt, non receivable - interface file
IR	Interface Cust Inv.	20	Accounts Receivable	Create customer billing invoice - interface file
RV	Billing doc. transfer	**	Accounts Receivable	Post customer billing from sales/distribution activity
SK	Cash document	12	Cash Receipts	Cash receipt, non receivable
ZD	Live Agency Deposit	13	Cash Receipts	Records the movement of cash receipts from undeposited to available cash after STO workflow approval

ZF	IDT Receipts	46	Accounts Receivable	Record payment of receivable between BA or within BA entry (non-cash/bank receipt)
ZJ	IDT INV Billing Party	40	Accounts Receivable	Record billing to customer (BA)
ZK	IDT credit memo	41	Accounts Receivable	
ZN	Deposit Reversal	11	Accounts Receivable	Reversal posting for ZD and ZW
ZW	Wire transfer live A	14	Accounts Receivable	Record bank deposit received by wire/ACH

** Document # begins with a 0009XXXXXX with the first 3 0's suppressed.

ASSET TRANSACTIONS

The business purpose of the following SCEIS document types are for Asset related transactions.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
AA	Asset Posting	17	Asset	Asset creation, transfer, value adjustment, retirement
AF	Dep. Postings	19	Asset	Asset depreciation
AL	Asset Capital Lease	17	Asset	Capital lease activity

BANKING TRANSACTIONS

The business purpose of the following SCEIS document types are for Banking related transactions. The Document Types listed below are utilized by STO only.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
ZR	Bank reconciliation	38	Banking	Update status of cash - bank transactions for detail related to bank account reconciliation
ZS	STO PrYr Chck Cancel	37	Banking	Records JE for cash and offset account when prior year check is cancelled by STO
ZY	Non-P/R BAI clearing	38	Banking	Bank activity clearing related to bank account reconciliation

CONVERSION TRANSACTIONS

The business purpose of the following SCEIS document types are for Conversion related transactions.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
CL	Conversion (AR Open)	99	Conversion	SCEIS/CG only entries for conversation of BA to SCEIS
CR	Conversion A/R (rev)	99	Accounts Receivable	Conversion activity for SCEIS go-live
ZZ	Conversion-Reversal	99	Conversion	SCEIS/CG only entries for conversion of BA to SCEIS

INVENTORY TRANSACTIONS

The business purpose of the following SCEIS document types are for Inventory related transactions.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
KP	Account maintenance	29	Inventory	Clear balances in inventory valuation between goods receipt and invoice postings
PR	Price change	56	Inventory	Adjust inventory valuation
WA	Goods issue	50	Inventory	Issue of inventory items
WE	Goods receipt	51	Inventory	Create record of goods received
WI	Inventory document	52	Inventory	Physical inventory adjustment
WL	Goods issue/delivery	53	Inventory	Post entry: Inventory - Cost of goods sold

JOURNAL ENTRY TRANSACTIONS

The business purpose of the following SCEIS document types are for Journal Entry related transactions. The splitter (1000000000) is invoked when any JE does not balance by BA, Fund, Grant and Funded Program. When the splitter is invoked, the cash is automatically moved to balance the JE except when using Doc Type IX or Z6. When Doc Type IX or Z6 is used, it allows one Balance Sheet G/L to be entered and split across multiple Profit and Loss Account Assignment combinations. Account Assignment combinations consist of BA, Fund, Grant and Funded Program. Additional consideration is required when Use Tax Payable (2010020000) is used. Please refer to the SCEIS training material or contact the SCEIS Helpdesk.

State of South Carolina
Statewide SCEIS Document Type Guidance

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
IJ	Interface JE – Cash Split	10	Journal Entry	Interface JE – Cash split rule
IX	Interface JE – BS to PL Split	10	Journal Entry	Interface JE – Balance sheet to Profit and Loss split rule
SA	G/L account document	10	Journal Entry	Journal entry – Cash split rule
SU	Adjustment document	10	Journal Entry	Journal entry – Cash split rule
Z0	Interface Cross Bus. Area JE	15	Journal Entry	An Interface cross BA JE is parked. This Doc Type workflows within the originating agency and then to the CG.
Z6	Accruals	49	Journal Entry	JE to record non-vendor, customer or non-use tax related accrual or reversal (Balance sheet to Profit and Loss split rule)
Z7	Cross Bus. Area JE	10	Journal Entry	A cross BA JE is parked. These Doc Types DO NOT workflow within the agency and are sent directly to the CG workflow.
Z9	AR Refund of Expenditure JE	10	Journal Entry	AR Refund of Expenditure JE to reclass in FM module statistical to actual Commitment Item. (SCEIS USE ONLY)
ZE	STARS Inbound JE	20	Journal Entry	Journal entry created by non-live agency activities via STARS interface
ZL	Cash Loan/Transfer	42	Journal Entry	JE used for tracking transfers and loans uniquely
ZU	Travel Journal	10	Journal Entry	Originally, only doc type for JE for travel. Other doc type now allow travel G/L
ZX	JE- Adjustment	69	Journal Entry	Journal entry – Cash split rule

State of South Carolina
Statewide SCEIS Document Type Guidance

PAYROLL TRANSACTIONS

The business purpose of the following SCEIS document types are for Payroll related transactions.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
PP	Payroll clearing	67	Payroll	Employee payroll liability/cash disbursement; or reversal entry
PY	Payroll (Live)	61	Payroll	Record payroll expenses and related liabilities; or reversal entry
TM	3rd Party Manual Pay	66	Payroll	Record 3rd party payroll liability activity - manual adjustments
TP	3rd Party PY (Live)	66	Payroll	Record 3rd party liability/vendor activity by payroll program
Z3	EIP Receivables	29	Payroll	Employee Insurance Program Receivables updated by SCEIS payroll or other activity (USED ONLY BY EIP)
ZH	STARS Pyrl Pstg NL	60	Payroll	Records non-live BA payroll activity via STARS interface
ZM	Dual Employment	45	Payroll	Record dual employment - non SCEIS payroll activity

VARIOUS TRANSACTIONS

The business purpose of the following SCEIS document types are for various other types of transactions.

Document Type	Description	Doc # Range	Business Purpose	Transaction Descriptions
AB	Accounting Document	11	Various	Clearing; also, reversal document type for some other document types
SB	Not for Agency Use	10	Various	Record adjustments for reconciliation/receipt interface STARS-SAP issues
B	STARS Income Sweep	11	Various	Record revenue and other related activity recorded by State Treasurer's Office (STO) on behalf of BA via STARS interface