

Subject: New Process to Change Asset Master Data Using IF407 Interface

Audience: Finance Directors, Asset Managers

A new interface has been created to allow agencies to change certain non-Finance-related information on the asset subsidiary record.

- Interface IF407 can be used to update important asset master data information.
- It cannot be used to change any FI related data – Cost Center, Functional Area, Fund, Grant or Fund Center.
- It can be used to change Asset Description, Inventory Number, Serial Number, Inventory Date, County, Responsible Person, etc.

To learn more about this interface, please review the IF407 – Asset Master Data Update Interface Operational Guide available on the SCEIS Website at the following link: <http://www.sceis.sc.gov/page.aspx?id=142>. If, after reviewing the Interface Operational Guide, your agency determines that it should begin using this interface, please contact Kathy Hoffman at interfaces@sceis.sc.gov and Lenny Byrd at Talinnian.Byrd@sceis.sc.gov.

If you have any additional questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.