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

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

**Subject:** Update - Modification of 2010 Purchase Orders and Funds Reservations

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*Per phone calls earlier today and yesterday from your Agency Advocate, the following information only applies to agencies that requested access to modify 2010 Purchase Orders and 2010 Funds Reservations.*

Last Friday, July 2 we notified you that an option would be provided for modifying 2010 Purchase Orders. Since then the SCEIS Team has developed a time-limited year-end role which will give designated users the ability to modify 2010 Purchase Orders and Funds Reservations.

Yesterday, July 5, SCEIS Agency Advocates contacted agencies to obtain a list of users who should be assigned this time-limited role. **Please note that only individuals who currently have roles with access to Purchase Orders and Funds Reservations will be given the time-limited role.** This role has been assigned to the individuals whose names have already been submitted by the agencies. Those users can now begin working on prior year (2010) documents.

**Please share the following information with your agency employees who will be using the time-limited year-end role:**

- When a user begins to work on a prior year document, a popup message will appear.
- The message will state "Previous fiscal year 2010 date override to 06/30/2010. Please confirm override."
- The user will be given Yes, No, Cancel options.
- If the user chooses yes, they will proceed to complete the prior year activity.
- If the user chooses No or Cancel, they cannot continue with the prior year activity and an error message ("Posting in fis. yr 2011 is not possible; in [FM or MM document number] open doc in fis. Yr 2010") is generated.
- **Ensure that you only have one session/instance open of a Purchase Order or Funds Reservation when completing prior year work.**

If you have any questions, please feel free to contact us at [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov) or contact your Agency Advocate.

Thank you,

The SCEIS Team