

From: sceis-ast@sceis.sc.gov

To: AST Leads, Finance Directors (All live SCEIS agencies)

CC: SCEIS Finance Team, SCEIS Agency Advocates, SCEIS Service Desk, Sandra Pratt, Pris Sharpe, Audra Kimpson, Anjali Griffin, Paul Magargle, Jennifer Muir, SCEIS AST

Subject: Enhancement to Funds Reservations in SCEIS

Good Afternoon AST Leads and Finance Directors:

The SCEIS Team is pleased to announce an enhancement to the Funds Reservation process in the SCEIS system.

Effective tomorrow, Friday, December 3, it will no longer be necessary to enter the General Ledger account number with the Funds Reservation number when entering an accounts payable direct invoice. The General Ledger information will now be inherited from the original funds reservation so that all you will be required to enter is the Funds Reservation number and the line item (if applicable).

Please note the following related details:

- You will still be able to change line item amounts to agree with the header/invoice amount when needed.
- If you need to change any account assignments, you must make the necessary changes to the Funds Reservation before payment.

Please forward this message to any employees in your agency who work with Funds Reservations in SCEIS.

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

Thank you,
The SCEIS Team