

From: sceis-ast@sceis.sc.gov

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

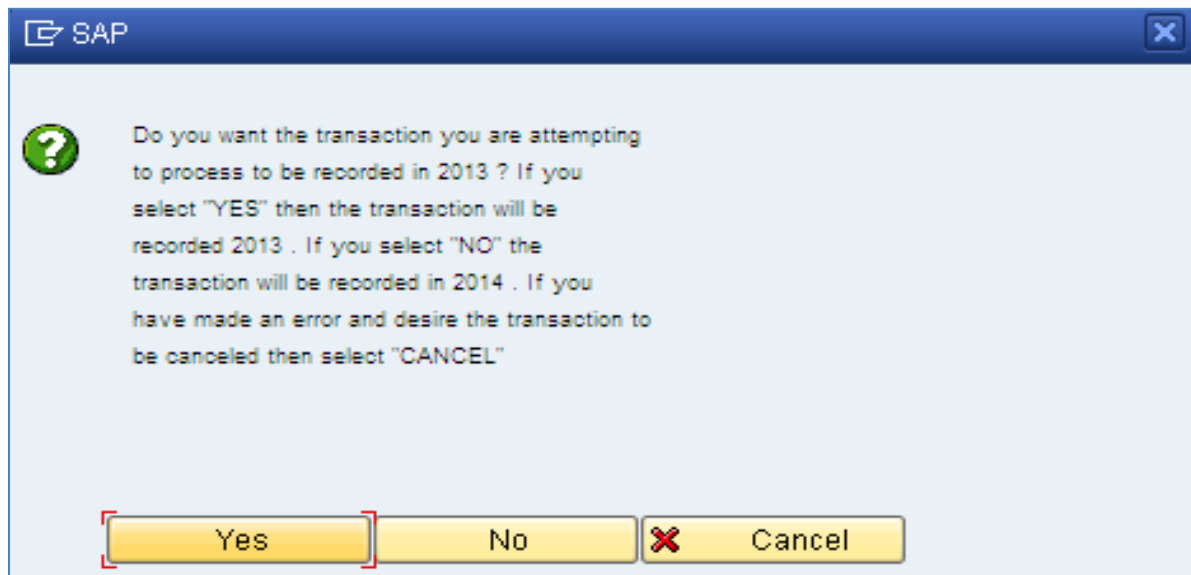
CC: SCEIS Team

Subject: End-of-Year Pop-up Window and Changing a Purchase Order

Dear Procurement Directors, Finance Directors and AST Leads:

During the effective dates of using transaction ZFMJ2, (June 15, 2013 through July 12, 2013) you will get a “pop-up” screen to choose the appropriate FY for your transaction for the following transactions:

- ME22N – Change PO
- ME23N – Display/Change PO
- VA02 – Change SO
- FMX2 – Change FR
- FMX6 – Reduce FR
- FMW2 – Change Funds Block
- VA42 – Change Contract



It is imperative that after you complete your work on the initial transaction, that you “green arrow back” to the SAP Easy Access menu. Otherwise, your next subsequent transaction will still be recorded in the fiscal year of the previous transaction.

Example:

If you changed a Purchase Order in FY14 and then saved your work, and moved directly into the next transaction for processing, the FY14 selection will apply to the next transaction, even if you select a different option from the pop-up window within that new transaction. To avoid this

scenario, use the “green arrow back” to the SAP Easy Access menu between each transaction listed above **when you need to change Fiscal Years.**

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

Thank you,
The SCEIS Team