

**Subject:** Ending a Functional Area with a Specific End Date

**Audience:** Finance Directors, AST Leads

Please keep in mind the following important points when making a request to the SCEIS Team to end a functional area in SCEIS:

- The functional area end date is implemented using the “Expiration Date” as opposed to the “Valid to” date on the FM\_FUNCTION display.
- To ensure the ZMDRR relationship report is updated, be sure to end all agency-level funded programs (cost centers linked to the functional area) attached to the ended functional area.
- Before a functional area is ended, make sure you remove that functional area from any documents such as POs, Funds Reservations, or Payroll (1018), etc., that may be active with it. If necessary, the SCEIS Team can set the “Expiration Date” further into the future to allow for completion of these documents.

If you have any 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/>.