

**Subject:** Two Enhancements to SCEIS Project Systems Functionality Now Available

**Audience:** Finance Directors, Project Systems Users

The SCEIS Finance Team is pleased to announce two enhancements to SCEIS Project Systems functionality. These enhancements are detailed in the message below. Instructional documents for each enhancement are posted on the SCEIS [Weekly Updates](#) Web page in conjunction with this message, and direct links are provided below.

**Closing Projects Using “Lock” Instead of “Close”**

In the past, agencies have closed projects by selecting Edit > Status > Close. Once a project was closed, all posting to that project, including settlement posting and closing to the final asset, was stopped. To enable agency posting to “closed” projects, the SCEIS Finance Team has designed a new user status called “Lock.”

The new “Lock” process will work as follows:

- Agency Project Systems users will “Lock” their projects by changing the system status instead of closing the project under user status.
- They will then select the WBS that they want to lock from any future postings, but still allow month-end settlement and movement of the AUC to final asset.

Complete instructions on the “Lock” process are available [here](#).

**New Project Report: CJI3**

The SCEIS FI Team is pleased to announce that we have enhanced Project Systems reporting CJI3. Users can now run CJI3 to view their agency’s projects in one of two ways:

- Display only open projects
- Display only closed/locked projects

Complete instructions for running the CJI3 report are available [here](#).

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/>.