

From: sceis-ast@sceis.sc.gov

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

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 or contact your Agency Advocate.

Thank you,

The SCEIS Team