

From: sceis-ast@sceis.sc.gov

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

CC: SCEIS Finance Team, SCEIS EC&C Team, SCEIS Service Desk, SCEIS Agency Advocates, Ed Strube, Pat O'Cain, SCEIS AST

Subject: ZFCHN Transaction Replacing FCHN Beginning Monday, Dec. 13

Good Morning Finance Directors and AST Leads:

Please forward this message to all of your agency's employees who use the FCHN transaction code.

The FCHN cheque register transaction will be replaced with ZFCHN transaction for all SCEIS agencies with the exception of the State Treasurer's Office beginning on **effective date Monday, December 13**. This change ensures the security of financial information in the SCEIS system. It will affect the following roles:

- AP Accounting Clerk
- AP Accounting Lead
- AP Accounting Supervisor
- Finance Display and Reporting
- Project Accountant
- Project Manager

Please note that the revised ZFCHN transaction will require completion of the business area field, which will help to reduce run times in production. To view a check from the State of SC contingent (accounts payable) bank account, enter BANK, then CHECK, in the house bank and account ID fields, along with the business area.

If you have any questions about ZFCHN, 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