



South Carolina Enterprise Information System

User Group Meeting Friday, October 28, 2011





South Carolina Enterprise Information System

SCEIS Updates

Elizabeth Renedo, SCEIS Communications



SCEIS PY510 Finance Overview of Payroll Workshop has been a great success. We are pleased to announce the following updates on this workshop:

- 🌀 The SCEIS Team will present an additional section on Monday, October 31, from 9:00 a.m. to 3:30 p.m. (See SCEIS Weekly Update from Oct. 24 for additional information.)

The SCEIS Training Team is also preparing the following related items for SCEIS users who work on payroll to access anytime they need them:

- 🕒 **Supplemental Training materials** are being created and will be available in mid-to-late November. These materials are as a result of the feedback provided during the earlier workshop sessions and include quick reference cards on creating a variant, customizing a report layout and running a report in the background.
- 🕒 **The workshop is going to be videotaped in a television studio so that the workshop will be available for viewing on the SCEIS website.** This should be available in early December.

As discussed in the PY510 Workshop, **SCEIS has created a new security role to allow senior Finance users to access to the follow four Human Resources reports for payroll:**

- Position Funding Report
- Grants Validity Report
- Labor Distribution Report
- Labor Distribution Simulation Report (A new report)

The “FI/HR Reporting” role will be available to agencies beginning **Tuesday, November 1**

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- 🕒 For Finance users who have existing Human Resources security roles with org unit restrictions, the addition of the FI/HR Reporting role will expand their access to view data agency-wide, potentially including sensitive HR data. Because of this:
 - SCEIS recommends only senior-level finance employees receive this role
 - SCEIS requires approval from the agency Finance and Human Resources Departments before assigning the role to an employee

 - 🕒 See SCEIS Weekly Update from Oct. 24 for more details.

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- 🌀 **To further support the HR/Payroll community, the SCEIS Training Team has also scheduled the following training courses coming up in November:**
 - OM200 – SCEIS Organizational Management Infotypes for Org. Units, Jobs and Positions
 - Thursday, November 3, 2011
 - PA250 – SCEIS Personnel Administration Course (a two-day course)
 - Tuesday, November 8 & Wednesday, November 9, 2011
 - TM200 – SCEIS Time Management Course
 - Wednesday, November 16, 2011

 - 🌀 **See SCEIS Weekly Update from Oct. 24 for additional details and registration links.**

The South Carolina Department of Transportation is up and running on SCEIS.

- 🕒 Tuesday, November 1 payroll is the third SCDOT has successfully run in SCEIS.
- 🕒 Train-the-trainer classes have been provided for HR Time Management, and in-agency training has been as success. Train-the-trainer sessions for MSS are scheduled next week.
- 🕒 Since the Oct. 3 finance go-live all Procurement Card and Fuel Card Payments are being processed through SCEIS.
- 🕒 Purchase Order Statistics:
 - 844 POs with 1650 line items were non-inventory (state standard and blanket POs)
 - 36 POs with 78 line items were inventory POs
 - Additionally, 56 POs with 394 line items were converted from DOT's legacy system to SCEIS through an automated conversion program

🔄 SCDOT Service Desk Ticket Statistics since Sept. 1:

- 951 Help Requests Since Go-Live
- Top Five Request Areas:
 - HR Security Roles (244 requests)
 - MySCEmployee Password Resets (134 requests)
 - Employee Self Service (119 requests)
 - Identity Management (IdM) Registration (111 requests)
 - Time Management (69 requests)

Resolution Levels	Numbers
1 st Call Resolution (Service Desk)	388
Tier 2 Resolution (SCEIS Functional Teams)	133
Security Change Requests	279
Password Resets and IdM Questions	151
Total	951



South Carolina Enterprise Information System

HR/Payroll Reporting User Group Update

Sam Wilkins, Office of Human Resources



HR Top 10 Reports:

1. Report # 2 – Monitoring of Tasks Report: Robin Owens sent an example of this report to Kelly Watkins for distribution to the HR Team. Next Step = HR Team to review before next RUG and then discuss it at next RUG.
2. Report # 3 – LWOP Discrepancy Report: Kelly Watkins reported no progress on this issue originally detailed at the August RUG concerning PA data being able to be updated when an employee was in LWOP status. Next Step = Continue research and report back to RUG as needed.
3. Report # 4 – Labor Distribution Report: Patricia Stephens originally intended to share a proto-type mock-up of this report but was unable to attend. The mock-up is in process and Patricia will share it with the group as soon as possible. The existing ECC report (ZHRLBRDISTR) that could be used as a template is too slow and times out, making it unusable. Next Step = Review report mock-up at the next RUG.

HR/Payroll Reporting User Group Update

4. Report # 6 – Physical Location of Employee: The HR Team decided to cancel this report. Next Step = closed.
5. Report # 7 – Employee (individual) History Report: Kelly Watkins and Andy Shaw are researching existing queries that can be used as a model for creating this report. They will meet off-line and report back to the RUG on their finds next RUG. Lane Small and Paige Stephens volunteered to develop a mock-up of this report and review it at the next RUG. Next Step = Report findings and review mock-up at next RUG.
6. Report # 8 – Document Distribution Report: Andy Shaw shared a proto-type mock-up of this report with the HR team for review and feedback. The mock-up's input screen and overall report design were accepted by the team. The estimated time to develop the report is 20 hours. Andy will provide an update on his progress during the next RUG meeting. The team still needs to identify the acceptance criteria for this report and determine who will participate in its testing. The HR Team also needs to identify the ECC transaction, InfoType or report to validate the BW report against. Next Step = ID UAC and testing participants.

HR/Payroll Reporting User Group Update

7. Report # 10 – OSHA Report: The team referenced the 300A report. Lane Small and Paige Stephens created a report mock-up and shared it with the HR team. The initial design was approved. Next Step = Lane & Paige complete development and seek final approval from the HR RUG.

8. Report # 11 – Collision Report: Currently, there exists an ECC report that is run every night by Sammie Chumley and then forwarded to Dee Travis. Dee then spends a significant amount of time manually manipulating the report before sending it out to agencies. End-users have asked for the ability to run this report for themselves. However, this is not possible since the ECC report is not a transaction. Moreover, research by the BW Team finds that this would require a significant LOE and redesign. Next Step = Decide if this report should be placed on hold or not while work is being completed on higher prioritized reports.

9. Top 10 Report # 12 – MSS Reports: The Management Self-Service report has been placed on hold till further notice. Next step = reevaluate at a later date TBD.

🕒 Other / Existing Reports:

1. *RH039A – Workforce Planning Date:* The HR Team requested that “Action Effective Date” be added to this existing report. Andy Shaw is to research the feasibility and determine a LOE of the request and provide an update at the next RUG. Next Step = Change approval and prioritization by the HR Team.
2. *RH039G –* The HR Team decided that there was no need for further cross walking old position number on any reports like “Position Attribute” or “Employees with Selected Years State Service.” This request was originally recorded under “Miscellaneous Enhancements” as “HRIS crosswalk position number.” Next Step = closed.
3. *RH039X – Position Action Reason:* The HR Team requested that a new filter for “Valid from Date” be added to this report. Andy Shaw is to research the feasibility and LOE for this request and report back during the next RUG. Next Step = Change approval and prioritization by the HR₄ Team.

🕒 **Business Objects Reports:**

1. *“Dirty Data” Report:* Lane Small did a brief demonstration of a BOBJ report that will assist agencies in indentifying “dirty data.” The report was well received. However, since the report is a BOBJ report, agencies will have to have access to BOBJ before they can run it themselves. As an alternative, the report can be automatically run in batch and distributed monthly. Next Step = Approve Report and Determine report delivery method.



South Carolina Enterprise Information System

SCEIS PY510 Workshop A Success
Sam Wilkins, Office of Human Resources
Tonia Morris, Comptroller General's Office





Top Ticket Overview SCEIS Team



Top Tickets

Team	Issue	Resolution
Finance – Funds Management	The user is receiving a budget error and needs to research it.	Choose the correct ledger to identify the budget error, as shown in the following slides.

FM Control Ledgers— 9H, ZF, ZG & ZJ

The screenshot shows the SAP 'Display Annual Values of Control Objects' interface. The main window displays the following parameters:

- FM Area: SC01
- Fiscal Year: 2012
- Control Ledger: 9H

The 'Type of Account Assignments' section shows 'Account assignments specified below are:' with 'Control Objects' selected. The 'Selection of Account Assignments' section includes fields for Grant, Fund, Funds Center, Commitment Item, Functional Area, and Funded Program. The 'Restriction According to Attributes' section shows 'Multiple Selection FM Account Assignment' as a variant.

An embedded window titled 'Control Ledger (1) 6 Entries found' displays a table with the following data:

Ctrl L...	Name	AVC Co...	Table
9H	FM PB Availability Control	FM	FMAVCT
9I	FM CB Availability Control	FM	FMAVCT
ZF	FM AVC - Appropriation Act	FM	FMAVCT
ZG	FM AVC-Grant & High FC Lvl	FM	FMAVCT
ZH	FM PB Availability Control	FM	FMAVCT
ZJ	OSB Budgetary Control Ledge	FM	FMAVCT

The bottom status bar shows 'ECP (1) (010) scejsecpap4 INS'.

🌀 **9H/2012/NOT**

RELEVANT/10010000/F0300000/512001/- /0700.051000.000

- 🌀 9H = AVC Control Ledger that has generated error. You would run the FMAVCR01 or ZGMAVCOVRW (9K ledger only) report by the AVC ledger generating error message
- 🌀 2012 = Fiscal Year
- 🌀 Not Relevant = Not a grant-otherwise would have the 12 character grant number
- 🌀 10010000 = fund getting error
- 🌀 F0300000 = Funds center getting error-in this case, at the high level b/c agency AVC is at the high fund center level. 9H ledger checks at agency AVC
- 🌀 512001 = Commitment Item with error-in this case it's at the MAMI level b/c agency has their AVC set at the MAMI-could be at 502000 if agency has their AVC at the Major level
- 🌀 0700.051000.000 = State level funded program where error exists

-
- ⦿ **Annual budget exceeded by 951,052.98 USD (FM PB Availability Control) for document item 00001**
 - ⦿ **9H/2012/NOT RELEVANT/10010000/F0300000/512001/-/0700.051000.000**
 - ⦿ **The 9H ledger checks budget at the AVC level the agency has requested in SCEIS.**

- Annual budget exceeded by 951,052.98 USD (FM AVC-Appropriation Act) for document item 00001
- ZF/2012/ ./30000000/F0300000/500000/-
/0700.051000.000
- The ZF ledger checks budget at the funded program overall. The example above, funded program 0700.051000.000.

- Annual budget exceeded by 25,394.31 (FM AVC-Grant & High FC Lvl) for several document items from item 00002 on
- ZG/2012/J12011090010/J1200000/500000/-/
- The ZG ledger checks budget at the grant, high level funds center (ex.: J1200000), and the general expense level (i.e., all MAMIs will roll up to commitment item 500000

FM Budget Error— ZJ Ledger (OSB)

- ④ **Annual budget exceeded by 980.23 USD (OSB Budgetary Control Ledger) for document item 00001**
- ④ **ZJ/2012/-/-/K0500000/900000/-/-**
- ④ **The ZJ ledger is checking the 2% threshold that controls budget transfers between personal services and other operating.**
- ④ **Call your state budget analyst for assistance**

- ⦿ **Annual budget exceeded by 2,750.00 USD (GM PB Availability Control) for document item 00001**
- ⦿ **9K@R3601FEMA010/50550000/-/010**
- ⦿ **The 9K ledger is checking budget at the AVC level the agency has requested on the grant in GM, i.e., grant level, sponsored program, or at sponsored class. (error example above-AVC is at the grant level, b/c no mention of sponsored program or sponsored class).**
- ⦿ **Check error at grant report ZGMAVCOVRW**

9K Ledger— ZGMAVCOVRW Report

The screenshot displays the SAP ZGMAVCOVRW report interface. The main window title is "AVC Overview for Grants Management Dimensions". The interface is divided into several sections:

- Company Code:** SC01
- Control Ledger:** 9K
- Selection of Control Objects:**
 - Grant: XXXXXXXXXXXX to
 - Fund: to
 - Sponsored Program: to
 - Sponsored Class: to
- Selection of Reporting Time-Frame:**
 - Overall Values: Overall Values
 - Based on Sponsor's Fiscal Year: Year
 - Based on Grantee's Fiscal Year: Year
- Control Parameters:**
 - Display Budget Deficits Only

A pop-up window titled "Control Ledger (1) - 1 Entry found" is overlaid on the right side, showing a table with the following data:

Ctrl L...	Name	AVC Co...	Table
9K	GM PB Availability Control	GM	GMAVCT

The status bar at the bottom of the window shows "ECP (1) (010) sccsecpap4 INS".

Top Tickets

Team	Issue	Resolution
HR/Payroll – Employee Self Service	Employee makes a change to the other bank or voluntary deductions and doesn't see the change in the next paycheck. When employees make a change to the other bank or voluntary deductions, the system gives an effective date of the 2 nd or 17 th . Since the other bank and voluntary deductions are paydate-driven, any changes to these infotypes are not reflected until two paychecks later, since the State pays a month in the past.	SCEIS has added notes on the screens to inform employees on this issue (Shown on the following two slides). Communicate with employees on the impact of changes made to the other bank and voluntary deductions.

OTHER BANK EFFECTIVE DATES

Changing or Creating Other Bank:

If the effective date of the change equals the 2nd of the month, this change will be reflected in next month's paycheck for the payroll issued generally on the 1st of the month. If the effective date of the change equals the 17th of the month, the change will be reflected in next month's paycheck for the payroll issued generally on the 16th of the month. Please keep in mind that pay dates that fall on a weekend or a holiday may be issued on a different date. If you wish to confirm the date of the issuance of the payroll, you may contact your agency's HR/Payroll department or select the link below to view the Comptroller General's payroll schedule.

Deleting an Other Bank:

If the effective date of the change equals the 1st of the month, the direct deposit with the deleted bank will be stopped in the next month's paycheck for the payroll issued generally on the 1st of the month. If the effective date of the change equals the 16th of the month, the direct deposit with the deleted bank will be stopped in the next month's paycheck for the payroll issued generally on the 16th of the month. Please keep in mind that pay dates that fall on a weekend or a holiday may be issued on a different date. If you wish to confirm the date of the issuance of the payroll, you may select the link below to view the Comptroller General's payroll schedule.

VOLUNTARY DEDUCTIONS EFFECTIVE DATES

Changing or Creating Voluntary Deduction:

If the effective date of the change equals the 2nd of the month, this change will be reflected in next month's paycheck for the payroll issued generally on the 1st of the month. If the effective date of the change equals the 17th of the month, the change will be reflected in next month's paycheck for the payroll issued generally on the 16th of the month. Please keep in mind that pay dates that fall on a weekend or a holiday may be issued on a different date. If you wish to confirm the date of the issuance of the payroll, you may select the link below to view the Comptroller General's payroll schedule.

Deleting a Voluntary Deduction:

If the effective date of the change equals the 1st of the month, the direct deposit with the deleted voluntary deduction will be stopped in the next month's paycheck for the payroll issued generally on the 1st of the month. If the effective date of the change equals the 16th of the month, the direct deposit with the deleted voluntary deduction will be stopped in the next month's paycheck for the payroll issued generally on the 16th of the month. Please keep in mind that pay dates that fall on a weekend or a holiday may be issued on a different date. If you wish to confirm the date of the issuance of the payroll, you may select the link below to view the Comptroller General's payroll schedule.

🕒 Business Process Procedures with step-by-step instructions to complete adjustments to Bank Information and Voluntary Deductions are available on uPerform at the following links:

🕒 **Bank Information:** <https://uperform.sc.gov/gm/folder-1.11.18254?originalContext=1.11.17092>

🕒 **One-Time Voluntary Deductions:**
<https://uperform.sc.gov/gm/folder-1.11.18274?originalContext=1.11.17092>

🕒 **Recurring Voluntary Deductions:**
<https://uperform.sc.gov/gm/folder-1.11.18278?originalContext=1.11.17092>

Team	Issue	Resolution
Materials Management – Doc Builder	The user needs to create a Statement of Award in ECC, using the Doc Builder, but when he/she tries to do so, the system becomes “stuck” or an error occurs.	When a user receives a ‘process error,’ message in Document Builder, contact the Service Desk immediately. Data sometimes gets hung up in the exchange infrastructure between Document Builder and ECC and has to be released by SCEIS.
Materials Management – Shopping Cart	A shopping cart approver will be absent from work for a period of time, and needs to designate a substitute approver in his or her place during the absence.	A ‘substitute’ option is available for the approver to initiate before his/her absence. The substitute button is located on the first screen after log-in by the approver. Full details are provided in the Materials Management Shopping Cart uPerform: SRM Approver (How to Name a Substitute Shopping Cart Approver)



South Carolina Enterprise Information System

Agency Best Practices: DHEC's Intranet SCEIS Page

Mary Fuhrman, DHEC



Screen shot of the DHEC Intranet Page for SCEIS help documents:

DHECnet Home Policies/Procedures Program Areas Technologies Reports/Surveys Contact Us

Search

South Carolina Enterprise Information System (SCEIS)

General

- [SCEIS Internet Website](#)
- [SCEIS Reporting Manual \(doc\)](#)
- [SCEIS My SC Employee Frequently Asked Questions \(pdf\)](#)
- [PowerPoint Slides from 2/19/2010 Broadcast -- "Information on the SC Enterprise Information System \(SCEIS\)" \(ppt\)](#)
- [SCEIS Lessons Learned 9/29/11 \(docx\)](#)

Assets

- [ABZON Instructions to reclassify assets \(pdf\)](#)
- [AS02 - Change Asset or Sub-Asset \(doc\)](#)
- [AS03 - Display an Asset \(doc\)](#)
- [AS03 - Display Asset - QRC \(pdf\)](#)
- [Asset Decal Spreadsheet \(xls\)](#)
- [ME23N - Display a Purchase Order - QRC \(pdf\)](#)
- [ME23N - Display a Purchase Order \(pdf\)](#)
- [How to access ECC in SCEIS \(doc\)](#)

Employee Self Service (ESS)

- [My SCEmployee Improvements\(MSS/ESS\), effective 9/1/2011\(pdf\)](#)

HR / Payroll

- [Creating, Deleting, and Adjusting Bank Information](#)
- [Creating, Deleting, and Adjusting One-Time Voluntary Deductions](#)
- [Creating, Deleting, and Adjusting Recurring Voluntary Deductions](#)

Navigation Menu:

- SCEIS (SC Enterprise Information System)
- Seasonal Flu Resources
- Cultural Competence / LEP
- DHEC Savings - Every Penny Counts
- DHEC Service Pledge (Spanish)
- Educational Materials Library Ordering
- Employee Discounts & Offers
- Employee Health
- Holiday Schedule
- ImageWear
- Infection Control
- Job Postings
- MySCEmployee
- Online Phone Book

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- ④ Sections of the SCEIS Page on the DHEC Intranet Site:
 - General
 - Assets
 - Employee Self Service
 - HR/Payroll
 - Manager Self Service
 - Procurement
 - ④ If you have questions, or would like to see some of the SCEIS help documents on DHEC's intranet site, email Mary Fuhrman at fuhrmami@dhec.sc.gov.
 - ④ Visit the SCEIS website (www.sceis.sc.gov) Meetings > Presentations Library > 10/28/2011 User Group meeting to download DHEC's SCEIS Lessons Learned document.



South Carolina Enterprise Information System

Minority Business Vendor Reporting SCEIS Team





South Carolina Enterprise Information System

SCEIS Treasury and Its Impact to the User

Doug Cooper, SCEIS Finance Team



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- ④ State Treasury, Past and Future
 - ④ State Treasury Functionalities and SCEIS Changes
 - ④ Transactions and Reports
 - ④ Questions

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- ④ State Treasury is the responsibility of the Office of the State Treasurer
 - (Statute Title 11 Chapter 5 SC Code of Laws)
 - ④ Cash and Banking
 - Traditionally via two distinct systems (STARS and FMS)
 - Future via one system (SCEIS)
 - Currently in transition, via phased implementation

Phased implementation

- Stage 1, payment accounts
 - Payroll (completed)
 - Contingents (in progress)
 - Special Payments, Public Assistance, Tax Refunds (future)
- Stage 2, depository accounts (in progress)
- Stage 3, remaining activity (future)

One system for G/L and Banking

☉ Treasury functionalities include:

- Electronic Bank Statements
 - Automatic check clearing
- Cash Changes
 - G/L Accounts: Bank G/L codes replace 1000040000
- House Banks

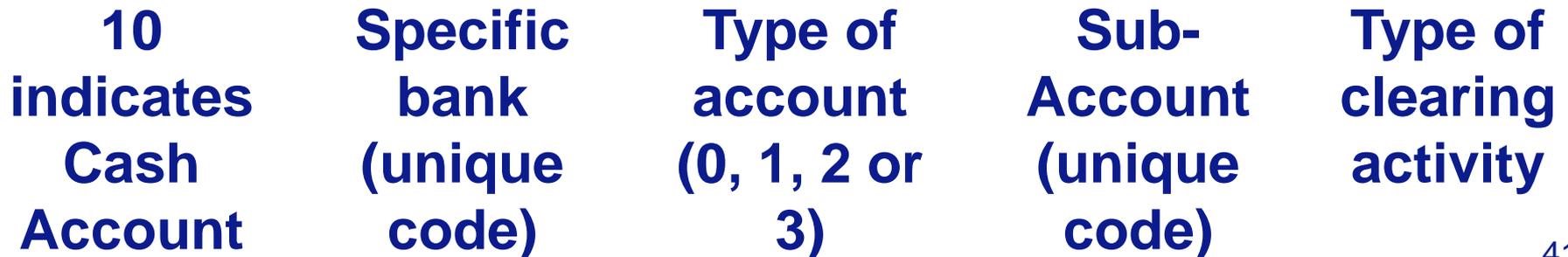
☉ Cash By Fund Edit

- Incorporates new G/L Accounts for Banking structure

One system for both G/L and Banking

- House banks
- Smart numbering of G/L bank account codes

1034067890



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- STO uses two major checking accounts, for the typical state agency
 - Payroll: 10133002XX
 - Contingent (Vendor): 10133000XX
 - Replace original cash account 1000040000

Cash By Fund Edit

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- ④ Incorporates new series of G/L bank accounts

 - ④ Example on next screen: ZGLA report for:
 - Cash Accounts in the Cash by Fund Edit
(SC_CASH_AVAIL_EDIT_CBF)
 - or
 - Total Cash (SC_CASH).

GL Account Variation Report



- Reports
- GL Account Variation Report
 - GL Account by Fund
 - GL Account By Cost Center
 - GL Account By Funded Program

Selected Accounts Variation Report

Run Date / Time 09/09/2011, 09:50:08

Bus Area: C050
 Cost Ctr: *

Fund: *
 Funded Program: *

Grant: *
 Account Group Selected: SC_CASH_AVAIL_EDIT
 Period: 3, 2012

GL Account	YTD Beg Bal	MTD Activity	YTD End Bal
1000000000 CASH DUE TO/FROM	4,001,066.08-	82,897.21-	4,083,963.29-
1000020000 IDT CASH CLEARING	40,345.15-		40,345.15-
1000030000 CASH ON DEPOSIT-STO	7,144,751.92	10,750.00	7,155,501.92
1000040000 CASH DISBURSEMT-STO	1,434,691.00-		1,434,691.00-
1011300000 WACH_E16_CT_CASH	9,351.47-	3,179.65-	12,531.12-
1011300001 WACH_E16_CT_CHK	23,417.62-	5,399.89-	28,817.51-
Total	1,635,880.60	80,726.75-	1,555,153.85

- Variation: Characteristics
- Business Area
 - Fund
 - Grant
 - Cost Center
 - Funded Program

- Variation: Fund
- * Fund
 - 10010000 GENERAL FUND
 - 30240000 HR-PR DEFAULT
 - 30267000 PR LIABILITIES - SAP
 - 30350000 OPERATING REVENUE
 - 31687000 ESCROW FUNDS
 - 54S30000 ARRA-SFSF GOVT SVC
 - HRPAY HRPAY

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- Payment Usage
 - Encashment Dates
 - Cash Accounts and Reports
 - Check Registers

Payment Usage – A method to determine the invoices paid with a specific payment document.

Encashment Dates - Indicates the date the check cleared the bank. This shows that the check is no longer outstanding, that the issuing bank has paid either the vendor or the bank to which the check was presented originally.

Reports vs Transactions – Some transaction codes provide a *display* of the requested information – these are not true reports. Some provide a downloadable *report* of the information.

1. **ZGLA** – Use Account Groups

SC_CASH – Total Cash

SC_CASH_AVAIL_EDIT_CBF – Provides the grouping of cash accounts used in the CBF Edit

2. **Z_PAYMENT_LIST** – Payment List – Displays all invoices selected for payment and all items which are not marked for payment. These have an item indicator which contains information about the relevant blocking reason.

3. **ZFCHN** – Check Register – Displays all checks issued, based on the entered selection criteria

4. **ZFCH1** – Display Check Information – Based on House Bank, Account ID and Check Number

5. **ZFCH2** – Display Payment Document Checks – Based on Payment Doc number

Payment Usage

- Shows invoices paid, with specific payment documents
- Enter transaction code **FB03**, then payment doc number

Display Document: Initial Screen

 Document List	 First Item	 Editing Options
Keys for Entry View		
Document Number	3402010332	
Company Code	SC01	
Fiscal Year	2012	

-
- ① Click **Environment** in top menu bar, select **Payment Usage** in dropdown list
 - Report will show related documents

OR:

- ① Click **Environment**, select **Check Information**
 - Report will show the check

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number Company Code Fiscal Year
 Document Date Posting Date Period
 Reference Cross-CC no.
 Currency Texts exist Ledger Group

Co...	Itm	PK	...	Account	Cmmt Item	Ex/Rev A/c	Description	±	Amount	BusA	Fund	Grant	Cost C
SC01	1	25		30068827	2000020000		JIMMY J		46.00	R600			
SC01	2	50		1011300000	1011300000		WACH_E16_CT_CASH		46.00-	R600			
									0.00				

Viewing Payment Usage

Cleared Line Items for Document SC01 3402010332 2012



Vendor 7000167436
 Company Code SC01
 Name OTIS JONES JR
 City JOHNSTON

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3402010332	ZP	07/26/2011			129.00	USD	3402010332	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CC-12-C002527	KI	07/26/2011			129.00-	USD	3402010332	
*	<input checked="" type="checkbox"/>						0.00	USD		
**	Account 7000167436						0.00	USD		

Vendor *

Company Code *

-
- ① **Encashment date**
 - ① Shows the date the check cleared the bank
 - ① Can also use ZFCH1 or ZFCH2
 - ZFCH1: Display Check Information
 - ZFCH2: Display Payment Document Checks

> Environment > Check information

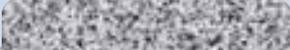
Check Edit Goto Extras Environment System Help

Display Check Information

Check recipient | Check issuer... | Accompanying docs | Payment document

Paying company code: Payment document no.:

Bank details

House Bank	<input type="text" value="11000"/>	Bank Key	
Account ID	<input type="text" value="43787"/>	Bank Account	
Bank name	<input type="text" value="WACHOVIA BANK N.A."/>		
City	<input type="text" value="WINSTON-SALEM"/>		

Check information

Check number	<input type="text" value="131683212"/>	Currency	<input type="text" value="USD"/>
Payment date	<input type="text" value="07/05/2011"/>	Amount paid	<input type="text" value="30.56"/>
Check encashment	<input type="text"/>	Cash discount amount	<input type="text" value="0.00"/>

Check recipient

Name	<input type="text" value="BARBARA E DANIEL"/>
City	<input type="text" value="TAYLORS"/>
Payee's country	<input type="text" value="US"/>
Regional code	<input type="text" value="SC"/>

-
- **Payment List (Z_PAYMENT_LIST)**
 - Displays all invoices selected for payment
 - Displays all items which are not marked for payment
 - Contains info about the blocking reason

Z PAYMENT_LIST

Payment List



State of South Carolina
 Columbia, SC
 Company Code: SC01

Payment proposal list for proposal run 2008/12/22/CBF02
 Totals per bank acct

2008/12/31 / 10:02:27
 Users: BWILLIAMS
 Page: 1

Payment	House Bk	Acct ID	P Name (in language of country)	Account holder	Amount paid (FC)	Crcy					
BusA	CoCd	DocumentNo	Type	Document Date	Bline Date	PayT PK	FC gross amount	Tot.ded.in FC	Net amount in FC	Crcy	Err
* F1100000											
								11,925.00-	0.00	11,925.00-	USD

State of South Carolina
 Columbia, SC
 Company Code: SC01

Payment proposal list for proposal run 2008/12/22/CBF02
 Totals per business areas

2008/12/31 / 10:02:27
 Users: BWILLIAMS
 Page: 2

BusA	Payment method	Crcy	Amount paid (FC)	Tot.ded.in FC	LCurr	Local curr.pmnt amnt
E160	C	USD	11,925.00-	0.00	USD	11,925.00-
* STATE TREASURERS OFFICE		USD	11,925.00-	0.00	USD	11,925.00-
**		USD	11,925.00-	0.00	USD	11,925.00-

State of South Carolina
 Columbia, SC
 Company Code: SC01

Payment proposal list for proposal run 2008/12/22/CBF02
 Totals per country

2008/12/31 / 10:02:27
 Users: BWILLIAMS
 Page: 3

Cty	Payment method	Crcy	Amount paid (FC)	Tot.ded.in FC	LCurr	Local curr.pmnt amnt
US	C	USD	11,925.00-	0.00	USD	11,925.00-
* Country USA		USD	11,925.00-	0.00	USD	11,925.00-
**		USD	11,925.00-	0.00	USD	11,925.00-

-
- ④ **Check register (ZFCHN)**
 - ④ Displays all checks issued
 - ④ Based on your selection criteria
 - Check number
 - Payment doc number
 - Payment date
 - Amount paid
 - Recipient (or void reason)
 - Encashment/Void date

Check Register



Paying Company Code	<input type="text" value="\$C01"/>	to	<input type="text"/>	
Business Area	<input type="text" value="C050"/>	to	<input type="text"/>	
House Bank	<input type="text" value="11000"/>	to	<input type="text"/>	
Account ID	<input type="text" value="43787"/>	to	<input type="text"/>	

Payroll checks

General Selections

Further Selections

Further Selections

Date of Issue	<input type="text" value="09/01/2011"/>	to	<input type="text" value="09/09/2011"/>	
Creation Date	<input type="text"/>	to	<input type="text"/>	
Check encashment	<input type="text"/>	to	<input type="text"/>	
Check Issuer	<input type="text"/>	to	<input type="text"/>	
Payment document no.	<input type="text"/>	to	<input type="text"/>	
Personnel Number	<input type="text"/>	to	<input type="text"/>	
Void reason code	<input type="text"/>	to	<input type="text"/>	
Payment Method	<input type="text"/>	to	<input type="text"/>	
Pmt meth. supplement	<input type="text"/>	to	<input type="text"/>	
Checks from Payment Run	<input type="text"/>	<input type="text"/>		
Checks from an extract	<input type="text"/>	<input type="text"/>		

General Selections

Further Selections

Further Selections

Date of Issue	<input type="text" value="09/01/2011"/>	to	<input type="text" value="09/09/2011"/>	
Creation Date	<input type="text"/>	to	<input type="text"/>	
Check encashment	<input type="text"/>	to	<input type="text"/>	
Check Issuer	<input type="text"/>	to	<input type="text"/>	
Payment document no.	<input type="text"/>	to	<input type="text"/>	
Personnel Number	<input type="text"/>	to	<input type="text"/>	
Void reason code	<input type="text"/>	to	<input type="text"/>	
Payment Method	<input type="text"/>	to	<input type="text"/>	
Pmt meth. supplement	<input type="text"/>	to	<input type="text"/>	
Checks from Payment Run	<input type="text"/>	<input type="text"/>		
Checks from an extract	<input type="text"/>	<input type="text"/>		

Check Register



State of South Carolina
 Columbia, SC
 Company code SC01

Check Register

Bank	11000	WACHOVIA BANK N.A.					
Bank Key							
Acct number	43787						
Checks created manually							
Bank Account	Bank number	Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
		131791388	3402100318	09/02/2011	USD	4,000.00	CAPITOL CONSULTANTS COLUMBIA SC
		131791389	3402100505	09/02/2011	USD	287.77	CAROLINA OFFICE SYSTEMS IN HUNTERVILLE NC
		131791390	3402100714	09/02/2011	USD	576.42	PITNEY BOWES GLOBAL FINANC PITTSBURGH PA
		131791391	3402100796	09/02/2011	USD	535.70	IRON MOUNTAIN NEW YORK NY
		2011002440007	3402094016	09/01/2011	USD	386.83	BRIGETTE B AUTRY SUMMERVILLE SC
		2011002450009	3402100503	09/02/2011	USD	2,220.00	CREEL COURT REPORTING INC COLUMBIA SC
		2011002490021	3402097988	09/06/2011	USD	90.86	BRIGETTE B AUTRY SUMMERVILLE SC
		2011002490022	3402098015	09/06/2011	USD	54.15	PHILLIP T ADDINGTON CHESTER SC
		2011002490023	3402101549	09/06/2011	USD	427.81	TRACY G HOLLAND LAURENS SC
* Payment method Checks created manually					USD	8,579.54	

Total of all entries

Check Register

Bank Account	Bank number	Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
**					USD	8,579.54	

-
- ④ **Check information (ZFCH1 or ZFCH2)**
 - ④ Both transaction codes display info for a specific check
 - ④ Both link to invoice docs and payment doc
 - ④ Both are based on your selection criteria
 - ④ Different selection criteria

Viewing Check Information

Display Check Information

Paying company code		SC01	State of South Carolina	
Check data				
House Bank	11000	Bank Key		
Account ID	43787	Bank Account		
Check number	115830554			

ZFCH1

- House bank
- Account ID
- Check number

Payment Document Checks

Payment document no.		3402042155		
Paying company code		SC01		
House Bank		State of South Carolina		
Fiscal Year	2012			

ZFCH2

- Payment doc number

Display Check Information


 Check recipient
  Check issuer...
  Accompanying docs
  Payment document

Paying company code  Payment document no.

Bank details

House Bank	<input type="text" value="11000"/>	Bank Key	
Account ID	<input type="text" value="43787"/>	Bank Account	
Bank name	<input type="text" value="WACHOVIA BANK N.A."/>		
City	<input type="text" value="WINSTON-SALEM"/>		

Check information

Check number	<input type="text" value="115830554"/>	Currency	<input type="text" value="USD"/>
Payment date	<input type="text" value="09/01/2011"/>	Amount paid	<input type="text" value="550.00"/>
Check encashment	<input type="text"/>	Cash discount amount	<input type="text" value="0.00"/>

Check recipient

Name	<input type="text" value="BANHILLS PUMPIMG & PORT A"/>
City	<input type="text" value="CITY MISSING"/>
Payee's country	<input type="text" value="US"/>
Regional code	<input type="text" value="SC"/>

Questions?





South Carolina Enterprise Information System

2011 Year-End Closing Package Survey

John Taylor, Chair, User Group Leads Committee



2011 Year-End Closing Package Survey

- 🌀 The SCEIS Team will send you the link to take the survey via the SCEIS Weekly Update Email on Monday, October 31:
 - <https://www.surveymonkey.com/s/QYFX2WZ>