

Subject: Attachment to Weekly Update – Updates to F-04 Transaction (Bank Deposit Process): Simplified User Screens and Process

Attachment Title: Deposit Process in SCEIS (F-04)

Effective March 24, 2017, SCEIS has enhanced the transaction code F-04 to simplify the entry for users while keeping the same process. Below is an example.

Each bank is assigned a unique GL account:

Bank #	Bank Name	G/L
03100009	NBSC - UNEMPLOYMENT COMP	1016300100
03100011	WELLS FARGO - GENERAL DEPOSITARY	1011300700
03100013	BANK OF AMERICA - GENERAL DEPOSITARY	1013300000
03100015	THE PALMETTO BANK - GENERAL DEPOSITARY	1015300000
03100016	NBSC - GENERAL DEPOSITARY	1016300000
03100017	TD BANK - GENERAL DEPOSITARY	1017300000
03100018	FARMERS & MERCHANTS BANK - GENERAL DEPOSITARY	1018300000
03100019	FIRST NATIONAL BANK HOLLY HILL -GENERAL DEPOSITARY	1019300000
03100020	FIRST CITIZENS BANK - GENERAL DEPOSITARY	1020300000
03100021	BB&T - GENERAL DEPOSITARY	1021300000
03100024	ARTHUR STATE BANK - GENERAL DEPOSITARY	1024300000
03100025	BANK OF CLARENDON - GENERAL DEPOSITARY	1025300000
03100026	SC BANK & TRUST - GENERAL DEPOSITARY	1026300000
03100028	BANK OF TRAVELERS REST - GENERAL DEPOSITARY	1028300000
03100029	BLUE RIDGE BANK - GENERAL DEPOSITARY	1029300000
03100032	ENTERPRISE BANK - GENERAL DEPOSITARY	1032300000
03100034	PALMETTO STATE BANK - GENERAL DEPOSITARY	1034300000
03100063	BANK OF NEW YORK - GENERAL DEPOSITARY	1063300300
03100076	ANDERSON STATE BANK - GENERAL DEPOSITARY	1076300000
03100087	CAROLINA BANK & TRUST - GENERAL DEPOSITARY	1087300000
03100208	BNY MELLON SEC LEND INCOME	1000030000
03120010	UNEMPLOY COMP TRUST, DC	1010339900
03999998	TD BANK - VOC REHAB	1017130300

The last two numbers on the GL account (the last “00”) should be changed according to below legend:

Legend - The bank G/L accounts that end in:

- 11 – This is the G/L for cash, coins, or checks deposited at the local branch office
- 12 – This is the G/L for ACH (wire transfer) deposits into the bank account

STEPS FOR THE DEPOSIT PROCESS

1. Scan your validated deposit slip into your Business Workplace.
2. Double click on the scanned document that you need to view. Make sure the image is clear and legible.
3. Click the green check mark to launch into the actual transaction.
4. Enter the document date (this is **ALWAYS** the validated bank date, not an option!)
5. Document type field will default as Z5 (deposit – cash/coin/check). If your deposit was a WIRE transfer, change the document type to ZW.
6. Reference – enter your bank number (ex. Wells Fargo is 03100011) per list above.
7. The selection for “Transfer posting with clearing” is automatically populated by system.
8. Enter the Pstky (post key) of 40 for Debit.
9. Account – enter your bank GL account (see list above).

Post with Clearing: Header Data

Choose open items Acct model

Document Date	03/21/2017	Type	Z5	Company Code	SC01
Posting Date	03/21/2017	Period	9		
Document Number					
Reference	03100011				
Doc.Header Text	Wells Fargo Bank Deposit				
Clearing text					

Transaction to be processed

Outgoing payment

Incoming payment

Credit memo

Transfer posting with clearing

First line item

PstKy 40 Account 1011300711 SGL Ind TType

Document type Z5 for Deposits
Document type ZW for Wires

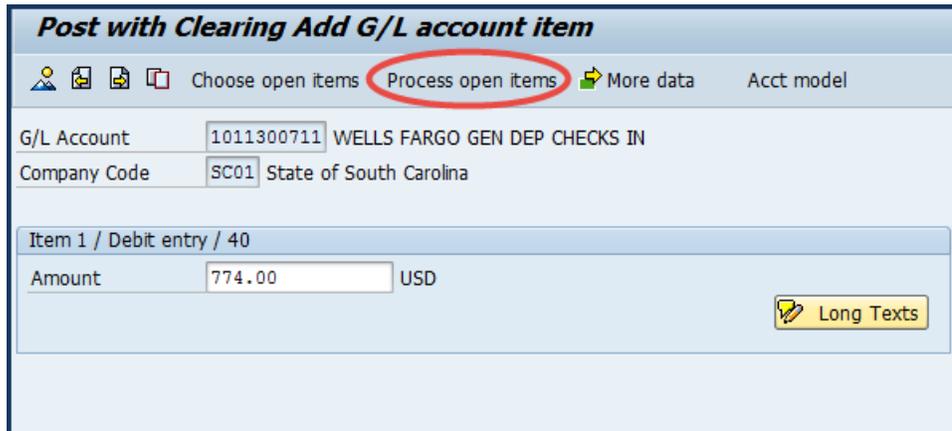
Z5 appears initially so when deposit is a wire, user must change to ZW

Last two numbers of bank account G/L are:
11 for deposit, or 12 for wire

10. Click the “Choose open items” button. Choose open items

11. Enter the total amount of the deposit in the amount field.

12. Click the “Process open items” button. Process open items



Post with Clearing Add G/L account item

Choose open items **Process open items** More data Acct model

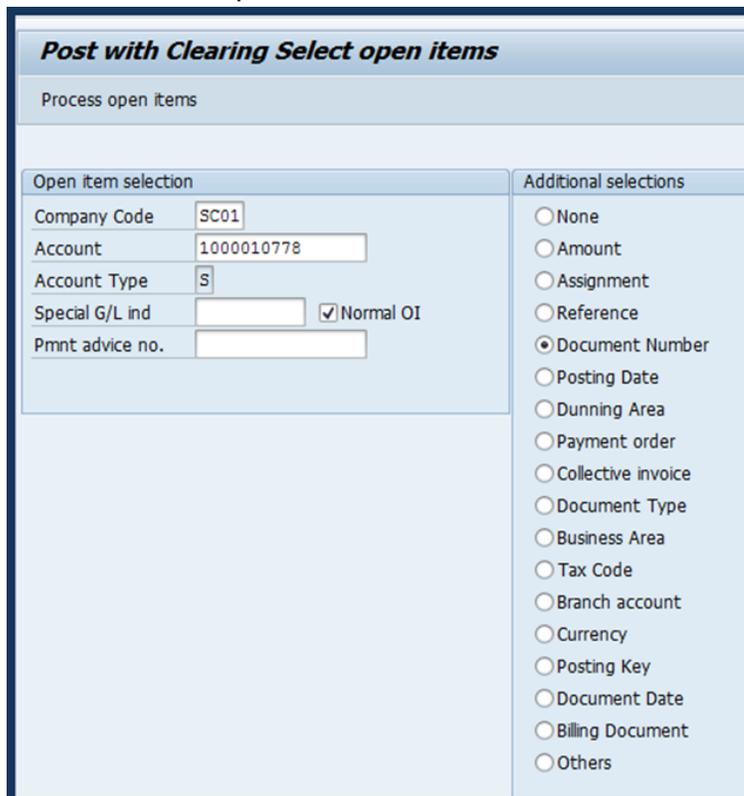
G/L Account WELLS FARGO GEN DEP CHECKS IN
 Company Code State of South Carolina

Item 1 / Debit entry / 40
 Amount USD Long Texts

13. Enter your undeposited cash account in the Account field (100001XXXX).

14. Click the radio button by Document Number.

15. Click “Process open items” button. Process open items



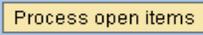
Post with Clearing Select open items

Process open items

Open item selection	Additional selections
Company Code <input type="text" value="SC01"/>	<input type="radio"/> None
Account <input type="text" value="1000010778"/>	<input type="radio"/> Amount
Account Type <input type="text" value="S"/>	<input type="radio"/> Assignment
Special G/L ind <input type="text"/> <input checked="" type="checkbox"/> Normal OI	<input type="radio"/> Reference
Pmnt advice no. <input type="text"/>	<input checked="" type="radio"/> Document Number
	<input type="radio"/> Posting Date
	<input type="radio"/> Dunning Area
	<input type="radio"/> Payment order
	<input type="radio"/> Collective invoice
	<input type="radio"/> Document Type
	<input type="radio"/> Business Area
	<input type="radio"/> Tax Code
	<input type="radio"/> Branch account
	<input type="radio"/> Currency
	<input type="radio"/> Posting Key
	<input type="radio"/> Document Date
	<input type="radio"/> Billing Document
	<input type="radio"/> Others

16. Enter your receipt document number(s) (typically begin with a 12 or 21 #) in the “from” column.

- * In the case of a travel advance refund, the receipt document number begins with 31.

17. Click the “Process open items” button. 

Post with Clearing Enter selection criteria

Other selection Other account **Process open items**

Parameters entered

Company Code

Account

Account Type

Special G/L ind. Standard OIS

Document Number

From	To	String	Initial value
<input type="text" value="2100248562"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="1200428924"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. You should see a zero amount in the “not assigned” field in the bottom right. At this point, click the diskette at the top (by the green arrow) to post.  

19. You will receive a new document number that begins with a 13 (for regular deposits) or a 14 (for wire transfer deposits).

20. Your transaction has now been sent to the lead for approval, and then it will go to the treasurer’s office.

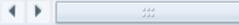
Post with Clearing Process open items

  Editing options

Standard

Account items 1000010778 UNDEP CASH R400-3

Assignment	Document Number	Document Type	Posting Key	Posting Date	Document ...	USD Gross
2000364098	2100248562	DZ	40	03/20/2017	03/20/2017	330.00
00000000	1200428924	SK	40	03/20/2017	03/20/2017	444.00





Editing Status

Number of items	<input type="text" value="2"/>	Amount entered	<input type="text" value="774.00"/>
Display from item	<input type="text" value="1"/>	Assigned	<input type="text" value="774.00"/>
Display in clearing currency		Not assigned	<input type="text" value="0.00"/>