

Weekly Update

Week of March 27, 2017

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

Audience: Finance – Bank Deposit Recording

SCEIS has enhanced the transaction code F-04 to simplify the entry for users while keeping the same process. [Click here](#) for an example of the updated F-04 transaction with screen shots. Features of the update are outlined below.

- Document type – new edits and changes:
 - Only **Z5** (for DEPOSITS of cash, coin, and check) and **ZW** (for WIRE) document types are allowed for F-04 transaction
 - Screen now opens to show Z5 in the field. When a WIRE receipt applies, user MUST change the type to ZW
 - Invalid – document type ZD is no longer allowed for F-04. All other document types, except for Z5 or ZW, are also invalid and will cause an error

- Manual input by user is no longer required for the fields/selections listed below. Instead of manual input, the system automatically populates the data:
 - On header data screen – the “transfer posting with clearing” radio button
 - On Select Open items screen – the account type “S” for General Ledger

- Simplified Entry: Users may notice there is less “clutter” on the screens. SCEIS has removed many of the fields and other buttons to simplify the screens. Also, additional edits have been included to minimize input errors where data input is required.