



Instructions: Z_PAYMENT_LIST Transaction

Introduction

The Z_PAYMENT_LIST transaction can be used for many purposes based on the selection criteria entered before executing the transaction. Traditionally, this transaction has been used to review the documents which have had a payment block added by the Comptroller General's Office staff or the State Treasurer's Office staff. But, Z_PAYMENT_LIST is flexible enough to be used to determine all payments successfully completed during a particular payment run. Follow the instructions below to use this transaction to view the information you need.

1. Complete the Initial Screen

Payment List

Program run date: 07/13/2012

Identification feature: AP12A

Proposal run only

Company code selection

Paying company code: SC01 to

Sending company code: to

You must populate the following fields to run the Z_PAYMENT_LIST Transaction:

1. **Program Run Date** – This is the date of the payment run. If you were interested in seeing the payments processed during the payment run of June 1, 2012, you would enter 06/01/2012
2. **Identification Feature** – For A/P vendor payments (Contingent Payments), enter APxxA, where xx is equal to the fiscal year. For example, you would enter AP12A for Fiscal Year 2012, as shown in the screen shot above. This is a change from the previous format of this field (YExxA with xx equal to FY).
 - **Note:** The A at the end of this entry indicates the first payment run on that specific date. If there had been more than one payment run that date, the subsequent runs would have the letters B, C, etc., at the end.
3. **Proposal run** – This should always be unchecked in order to get actual payment results.
4. **Paying Company code** – This will always be SC01.



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2. Complete the Selection Criteria Output Control Tab

Output Control		Selections	
Line Item Lists			
Maximum no. of address lines	<input type="text" value="5"/>		
<input type="checkbox"/> Summarize data			
<input checked="" type="checkbox"/> Paid documents			
<input type="checkbox"/> Exceptions			
Display variant	<input type="text"/>		
Totals lists			
<input checked="" type="checkbox"/> Totals per business areas	Display variant: business areas company code-specific	<input type="text"/>	
	Display variant: business areas cross company code	<input type="text"/>	
<input type="checkbox"/> Totals per country	Display variant: countries company code-specific	<input type="text"/>	
	Display variant: countries cross company code	<input type="text"/>	
<input type="checkbox"/> Totals per currency	Display variant: currencies company code-specific	<input type="text"/>	
	Display variant: currencies cross company code	<input type="text"/>	
<input checked="" type="checkbox"/> Totals per pmnt meth.	Display variant: payment methods company code-specific	<input type="text"/>	
	Display variant: payment methods cross company code	<input type="text"/>	
<input type="checkbox"/> Totals per bank acct	Display variant: bank accounts company code-specific	<input type="text"/>	
	Display variant: bank accounts cross company code	<input type="text"/>	
General specific.			
<input type="checkbox"/> Display variant maintenance			
Additional Heading	<input type="text"/>		
Schedule control for payment program			
Print Control	<input type="button" value="Print parameters"/>		
<input type="checkbox"/> No Change to PRINT Parameters			

Optional items:

1. If you are not interested in the errors, then you should uncheck the “Exceptions” box located in the “Line Item Lists” section near the top of the screen.
2. Check or uncheck the Totals lists as appropriate to view the data you need to see.



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3. Complete the Selections Tab

Output Control
Selections

Further selections

Payment Method	<input type="text"/>	to	<input type="text"/>	
Payment Method Supplement	<input type="text"/>	to	<input type="text"/>	
Accounting Clerks	<input type="text"/>	to	<input type="text"/>	
Business Area	C050	to	<input type="text"/>	
House Bank	<input type="text"/>	to	<input type="text"/>	
Currency	<input type="text"/>	to	<input type="text"/>	
Vendor number	<input type="text"/>	to	<input type="text"/>	
Customer number	<input type="text"/>	to	<input type="text"/>	

Selection of exceptions

Item indicator	<input type="text"/>	to	<input type="text"/>	
Payment block	<input type="text"/>	to	<input type="text"/>	

Withholding tax

Display Withholding Tax Data

Language Control

Sending Country	<input type="text"/>
Language for Literals	<input type="text"/>

“Further Selections” Section

1. **Payment Method** – If you want to see all payments, leave this field blank. If you want to see just checks, then you can select payment methods C or S. Payment methods available for selection are listed below:

Country	Payment Method	Payment Method Title
US	C	Checks: External, Non-P/R (rolled up invoices)
US	D	Payroll Direct Deposit
US	E	ACH Vendor Payment
US	F	Funding – no payment medium
US	G	DMH Green Checks
US	I	IDT
US	N	Checks – IDT Vendors non-P/R
US	P	Payroll checks
US	S	A/P Vendor Single Invoice checks
US	V	A/P Control Vendor Payments
US	Y	Non-Live Agency Single Invoice checks
US	Z	Non-Live Agency EDI Payment



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2. **Payment Method Supplement** – Populate this field only if you are selecting Multiple Payee payments. When selecting Multiple Payee payments, use the selection criteria of *M*.
3. **Accounting Clerks** – Always leave this field blank.
4. **Business Area** – You should use your agency’s Business Area (Agency Code).
5. **House Bank** – This field is typically used by the Office of the State Treasurer or an agency that is authorized a checking account (currently Dept. of Mental health and Vocational Rehabilitation).
6. **Currency** – Leave this field blank.
7. **Vendor Number** – if you are looking for payments to a specific vendor, enter the SCEIS vendor number here.
8. **Customer Number** – Leave this field blank.

“Selection of Exceptions” Section

1. **Item Indicator** – Use the drop down selection box if you are looking for a specific exception
2. **Payment Block** – Allows for specific blocks to be selected such as:
 - a. “C” is placed by the CG’s office to stop the payment from cutting a check and the email was sent to the agency to reverse the document.
 - b. “B” is placed by STO when a check is returned from the agency asking for it to be cancelled. The agency is still responsible for reversing the document and releasing budget.

Block Indicator	Description
A	Locked for Payment
B	Blocked for payment
C	CG Review Block
D	Credit memo payment block
E	Federal Levy Block
L	Retirement System Levy
P	CG audit Workflow
R	Invoice Verification
S	State Levy Block
T	List voucher block
V	Payment clearing
X	CG Audit Rejection

3. **Withholding Tax** – Leave this box unchecked.
4. **Language Control** – Leave this box unchecked.



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4. View Results

Payment List

State of South Carolina Payment settlement list for payment run 06/01/2012/YE12A 07/13/2012 / 13:01:04
 Columbia, SC List of paid amounts Users: DCOOPER
 Company Code: SC01 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

Vendor: 7000076172
 CREEL COURT REPORTING INC
 1230 RICHLAND STREET
 COLUMBIA SC 29201

Bank Details:
 Default Bank 987
 COLUMBIA
 Bank number: 123456780
 Account Number: 9999999999

3402707605	11000	43787	E ACH: NON-Payroll xsfers-CTX	CREEL COURT REPORTING INC	300.00-	USD		
C050	SC01	3002879761	KR	05/10/2012 05/10/2012 NT30 31	300.00-	0.00	300.00-	USD
* 34027076					300.00-	0.00	300.00-	USD

State of South Carolina Payment settlement list for payment run 06/01/2012/YE12A 07/13/2012 / 13:01:04
 Columbia, SC Totals per business areas Users: DCOOPER
 Company Code: SC01 Page: 2

BusA	Payment method	Crcy	Amount paid (FC)	Tot.ded.in FC	LCurr	Local curr.pmnt amnt
C050	E	USD	300.00-	0.00	USD	300.00-
* ADMINISTRATIVE LAW JUDGES		USD	300.00-	0.00	USD	300.00-
**		USD	300.00-	0.00	USD	300.00-

State of South Carolina Payment settlement list for payment run 06/01/2012/YE12A 07/13/2012 / 13:01:04
 Columbia, SC Totals per pmnt meth. Users: DCOOPER
 Company Code: SC01 Page: 3

Payment method	Number of	Crcy	Amount paid (FC)	Tot.ded.in FC	LCurr	Local curr.pmnt amnt
E	1	USD	300.00-	0.00	USD	300.00-
* ACH: NON-Payroll x...		1			USD	300.00-
**		1			USD	300.00-

- The uppermost box shown in the report results lists the specific vendors and payments that met the selection criteria you entered. You can see the payment method, payment document, invoice document, etc.
- The middle box shows the total for your Business Area.
- The bottommost box displays the totals by Payment methods.