



# Instructions for Running New Check Reports ZAGY\_CHK\_REG & ZREPLC\_CHK\_ALL

## ZAGCY\_CHK\_REG Report

### SC Agency Check Register Listing



Check Register Selection

Company Code	SC01	to		
House Bank		to		
Acct ID		to		
Payment Method		to		
Fiscal Year	2012	to		
Payment Date	07/01/2011	to	07/31/2011	
Payment Run Date		to		
Payment ID		to		
Business Area	C050	to		
Check Number		to		
Personnel Number		to		

ALV Layout

In the selection screen shown in the screen shot above, enter the appropriate search criteria into the appropriate fields as follows:

1. Company code – Always SC01
2. House Bank / Acct ID Options:
  - 13003 /12481 – SCEIS Payroll Checking Account
  - 11000 / 43787 – Contingent Checking Account
  - Bank / Check – Previous A/P Checking account (not used anymore)
  - BOR01 / Check – Used for Lump Sum Agency Activity
  - BOR02 / Check – Used for Lump Sum Agency Activity
3. Payment Method options:
  - C – Checks non-payroll (Agency, Invoices rolled up)
  - D – ACH Payroll direct Deposits
  - G – DMH Green checks
  - I – IDT
  - N – Checks: IDT non-payroll
  - P – Payroll checks
  - S – Single checks (no roll-up)
  - U – ACH – Non-Payroll
  - V – A/P Credit Card
  - Y – Non-Live single check
  - Z – EDI BOR Single Payment



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4. Payment Run Date:
  - Enter the date, or range of dates, of the payment processing.
5. Payment ID:
  - Each payment run in SCEIS has a unique 6-character payment id. If you are seeking information on a specific Payment ID, enter it in this field.
    - Normal payroll payment IDs consist of 5 numeric digits followed by a capital "P." (Ex: 12345P)
    - Payment IDs for checks issued to replace ACH payments consist of a capital "C" followed by four numeric digits and and a capital "P." (Ex: C1234P)
    - A/P will not have a payment id until the payments are issued out of SCEIS.
6. Business Area:
  - Enter your Business Area into this field.
7. Check Number:
  - If you are searching for information on a specific check, enter the check number here.
8. Personnel Number (PERNR):
  - If you're looking for the payment information for a specific PERNR or range of PERNRs, enter it/them here.

Here is a sample report, based on the field data shown in the screen shot above:

SC Agency Check Register Listing								
SC AGENCY CHECK REGISTER								
Selection Criteria								
Fiscal Year: 2012								
Payment Date: 20110701 - 20110731								
Business Area: C050								
Report Date: 03/05/2012								
Bus Area	Business Area Name	Run ID	Pmnt Date	Check Number	Vendor No.	Pers. No.	Name of Payee	Amt Paid
C050	ADMINISTRATIVE LAW JUDGES		07/13/2011	131699285	7000122570		IRON MOUNTAIN	369.92-
	ADMINISTRATIVE LAW JUDGES		07/22/2011	131716158	7000008080		WEST PAYMENT CENTER	1,619.63-
	ADMINISTRATIVE LAW JUDGES		07/22/2011	131716159	7000016188		SPIRIT TELECOM	739.19-
	ADMINISTRATIVE LAW JUDGES		07/22/2011	131716160	7000071161		SIMPLEX GRINNELL LP	245.00-
	ADMINISTRATIVE LAW JUDGES		07/22/2011	131716161	7000073539		BANK FINANCIAL FSB LEASE D	356.18-
	ADMINISTRATIVE LAW JUDGES		07/22/2011	131716162	7000143537		ONTARIO INVESTMENTS INC	2,290.44-
	ADMINISTRATIVE LAW JUDGES		07/25/2011	131718457	0030034505		HARRISON P HAYES	86.21-
	ADMINISTRATIVE LAW JUDGES		07/29/2011	131726437	7000029109		SUN PRINTING	644.14-
	ADMINISTRATIVE LAW JUDGES		07/29/2011	131726438	7000038743		VERIZON WIRELESS	434.83-
	ADMINISTRATIVE LAW JUDGES		07/22/2011	2011002030001	7000076172		CREEL COURT REPORTING INC	360.00-
	ADMINISTRATIVE LAW JUDGES	11460P	07/01/2011	540087599			ADRIENNE R GREB	351.95-
C050								<b>7,497.49-</b>
								<b>7,497.49-</b>



# Instructions for Running New Check Reports ZAGY\_CHK\_REG & ZREPLC\_CHK\_ALL

## ZREPLC\_CHK\_ALL Report

### PAYR Replacement Check Display

Replacement Check Register

House Bank	13003	to	
Account ID	12481	to	
Agency Code	*	to	
Check Number		to	
Replacement Check Number	1	to	999999999999
Payment Run ID		to	
Payment Date		to	
Payment Method	P	to	
Check Encasement Date		to	
Personnel Number		to	
Vendor Number		to	
Voided Check Reason Code		to	
Voided Check Date		to	

ALV Layout

In the selection screen shown in the screen shot above, enter the appropriate search criteria into the appropriate fields as follows:

1. Company code – Always SC01
2. House Bank / Acct ID Options:
  - 13003 /12481 – SCEIS Payroll Checking Account
  - 11000 / 43787 – Contingent Checking Account
  - Bank / Check – Previous A/P Checking account (not used anymore)
  - BOR01 / Check – Used for Lump Sum Agency Activity
  - BOR02 / Check – Used for Lump Sum Agency Activity
3. Business Area:
  - Enter your Business Area into this field.
4. Check Number:
  - If you are searching for information on a specific check, enter the check number here.
5. Replacement Check Number:
  - If you know the replacement check number, enter it here to obtain the check number it replaced.



## Instructions for Running New Check Reports ZAGY\_CHK\_REG & ZREPLC\_CHK\_ALL

### 6. Payment Run ID:

- Each payment run in SCEIS has a unique 6-character payment id. If you are seeking information on a specific Payment ID, enter it in this field.
  - Normal payroll payment IDs consist of 5 numeric digits followed by a capital "P." (Ex: 12345P)
  - Payment IDs for checks issued to replace ACH payments consist of a capital "C" followed by four numeric digits and and a capital "P." (Ex: C1234P)
  - A/P will not have a payment id until the payments are issued out of SCEIS.

### 7. Payment Run Date:

- If you are interested in replacement checks processed on a specific date, or range of dates, enter it/them in this field.

### 8. Payment Method options:

- C – Checks non-payroll (Agency, Invoices rolled up)
- D – ACH Payroll direct Deposits
- G – DMH Green checks
- I – IDT
- N – Checks: IDT non-payroll
- P – Payroll checks
- S – Single checks (no roll-up)
- U – ACH – Non-Payroll
- V – A/P Credit Card
- Y – Non-Live single check
- Z – EDI BOR Single Payment

### 9. Check Encashment Date:

- If you know the date on which the replacement check you are searching for cleared the bank, enter it in this field.

### 10. Personnel Number (PERNR):

- If you're looking for the payment information for a specific PERNR or range of PERNRs, enter it/them here.

### 11. Vendor Number:

- If you're looking for the replacement check information for a specific vendor, enter the vendor number here.

### 12. Void Reason Code:

- If you are looking for checks voided for a specific reason, enter the appropriate Void Reason Code in this field.

### 13. Voided Check Date:

- If you are interested in replacement checks voided on a specific date, or range of dates, enter it/them in this field.



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Here is a sample report, based on the field data shown in the screen shot above:

PAYR Replacement Check Display															
PAYR Replacement Check Display															
<b>Selection Criteria</b> House Bank: 13003 Account ID: 12481 Business Area: 0001 A000 A010 A050 A150 A170 A200 A850 B040 .... Replacement Chk Num: 1 - 9999999999999 Payment Date: 20110701 - 20110731 Payment Method: P  Report Date: 03/20/2012															
Bus Area	Pay Run ID	FY	Run On	Pmnt Date	Check No.	Replc Chk No.	Pers. No.	Vendor No.	Payee Name	± Amount Paid	Encashment Date	Voided Co...	Voided Date	Pay Doc. No.	± Voided Amount
P280	11460P	2012	06/28/2011	07/01/2011	540090564	540090929			RICKY D CRARY	0.00			4 07/07/2011	6700003139	619.57-
P280	11460P	2012	06/28/2011	07/01/2011	540090929	540090564			RICKY D CRARY	619.57-	07/12/2011			6700003814	0.00
E240	10445P	2012	07/13/2011	07/15/2011	540091026	540107621			DELORES A FELDER	0.00			4 09/19/2011	6700003851	82.79-
J120	10445P	2012	07/13/2011	07/15/2011	540091874	540094290			BRITTANY SHARDAE BOLTON	0.00			4 07/19/2011		666.33-
J120	10445P	2012	07/13/2011	07/15/2011	540091877	540094289			CARRIE SIMMONS JOHNSON	0.00			4 07/19/2011		1,106.34-
J120	10445P	2012	07/13/2011	07/15/2011	540092035	540115949			JACQUELINE N WALDROP	0.00		41	10/14/2011	6700003760	146.52-
P280	10445P	2012	07/13/2011	07/15/2011	540094061	540094310			IVORY N. SMITH	0.00			4 07/26/2011	6700003812	361.23-
J120	10445P	2012	07/13/2011	07/15/2011	540094289	540091877			CARRIE SIMMONS JOHNSON	1,106.34-	07/20/2011			6700003830	0.00
J120	10445P	2012	07/13/2011	07/15/2011	540094290	540091874			BRITTANY SHARDAE BOLTON	666.33-	07/19/2011			6700005243	0.00
P280	10445P	2012	07/13/2011	07/15/2011	540094310	540094061			IVORY N. SMITH	361.23-	07/22/2011				0.00
E240	10445P	2012	07/13/2011	07/15/2011	540107621	540091026			DELORES A FELDER	82.79-	07/22/2011				0.00
J120	10445P	2012	07/13/2011	07/15/2011	540115949	540092035			JACQUELINE N WALDROP	146.52-	07/22/2011				0.00
										± 2,982.78-					± 2,982.78-