



Instructions: Running the SC Agency Detail Check Register Listing Report

Transaction code: ZAGY_CHKREG_DET

Enter transaction code ZAGY_CHKREG_DET to initiate the report.

Check Register Selection			
Company Code	SC01	to	
House Bank		to	
Acct ID		to	
Payment Method		to	
Fiscal Year	2013	to	
Payment Date	10/01/2012	to	10/31/2012
Payment Run Date		to	
Payment ID		to	
Business Area	F030	to	
Check Number		to	
Personnel Number		to	
Vendor Number		to	

Indicator for Page Break

Page Break

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)
- 3. Payment Method options:**
 - If you want to see all payments, leave this field blank. When viewing posted payment transactions prior to October 19, 2012, you will see additional payment methods on the check register. After October 19, 2012, you may only see the payment methods of C, S or Y. (For other payment methods, you must use the Z_PAYMENT_LIST (ECC) or Payment Register (BEX/BW).



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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

4. Payment Date:

- Enter the date, or range of dates, of the payment date.

5. Payment Run Date:

- Enter the date, or range of dates, of the payment processing.

6. 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 ID's consist of 5 numeric digits followed by a capital "P." (Ex: 12345P).
 - Payment ID's for checks issued to replace Payroll ACH payments consist of a capital "C" followed by four numeric digits and a capital "P." (Ex: C1234P).
 - A/P payment ID's will be AP13A (where 13 is the FY involved). If you are running this for a range prior to October 19, 2012, then it will be YE13A. This is not a mandatory field. The House Bank of 11000 will ensure you get A/P activity.

7. Business Area:

- Enter your Business Area into this field.

8. Check Number:

- Enter the check number if you are searching for information on a specific check.



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9. Personnel Number (PERNR):

- Enter the PERNR or range of PERNR's if you are looking for the payment information for a specific PERNR or a range.

10. Vendor Number:

- Enter the vendor account number if you are looking for the payment information for a specific vendor.

11. Click the **execute**  button to view the report.

12. The Detailed Check Register will provide the following information:

(Note: A screen shot of the sample report is provided on the following page.)

- Check number for a given criteria.
- Vendor or Employee number
- Name of the Payee
- Invoice document number
- Clearing document number
- Fund Code
- Funded Program
- The Expenditure or Revenue Account Number
- Invoice Amount
- Void Reason Code
- Voided Check Amount
- Amount Paid



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Below is a sample report, based on the field data shown in the screen shot on the first page of this guide:

SC Agency Detail Check Register Listing

SC AGENCY DETAIL CHECK REGISTER

Selection Criteria
 Fiscal Year: 2013
 Payment Date: 20121001 - 20121031
 Business Area: F030

Report Date: 11/02/2012

AGY	PM	Check No	Vendor No.	Name of Payee	Invoice	Document	Fund Code	Funded PGM	EXP/REV Acct	Inv Amount	Void	Voided Chk Amt	Amt Paid
F030	C	140002076	7000092862	SPEEDY LUBE & TIRE CO INC	3001834516	3402723758	37920000	F030JJ0021_JJ00		38.11-			38.11-
		140002077	7000165608	GEORGETOWN AUTO SALES INC	3001710855	3402723761	37920000	F030JJ0021_JJ00		220.00-			220.00-
	C									258.11-			258.11-
F030										258.11-			258.11-
										258.11-			258.11-