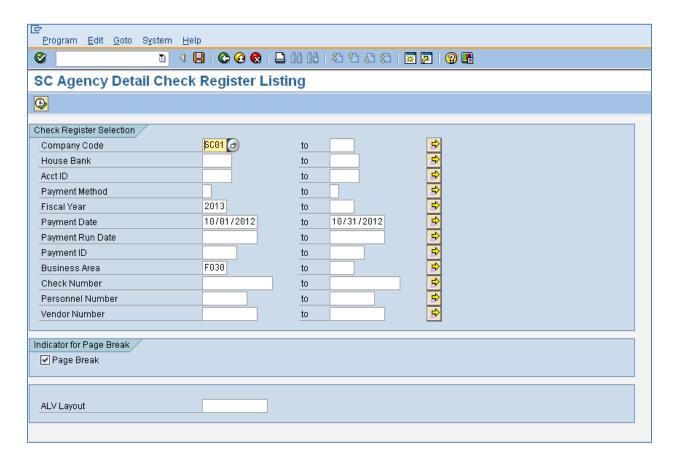


Instructions: Running the SC Agency Detail Check Register Listing Report

Transaction code: ZAGY_CHKREG_DET

Enter transaction code ZAGY_CHKREG_DET to initiate the report.



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).



Instructions: Running the SC Agency Detail Check Register Listing Report

Transaction code: ZAGY_CHKREG_DET

Country	Payment Method	Payment Method Title
US	С	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	Р	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.



Instructions: Running the SC Agency Detail Check Register Listing Report

Transaction code: ZAGY_CHKREG_DET

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



Instructions: Running the SC Agency Detail Check Register Listing Report

Transaction code: ZAGY_CHKREG_DET

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

