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)).
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:

![Image of SC Agency Detail Check Register Listing]

### SC AGENCY DETAIL CHECK REGISTER

<table>
<thead>
<tr>
<th>ASY</th>
<th>PM</th>
<th>Check No</th>
<th>Vendor No</th>
<th>Name of Payee</th>
<th>Invoice</th>
<th>Document</th>
<th>Fund Code</th>
<th>Funded PGM</th>
<th>EXPIRY Acct</th>
<th>Inv Amount</th>
<th>Voided Ck/Amt</th>
<th>Amt/Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>F050</td>
<td>C</td>
<td>140002617B</td>
<td>7006029562</td>
<td>SPEEDY LUBE &amp; TIRE CINC</td>
<td>3001624158</td>
<td>34012723516</td>
<td>37920000</td>
<td>F05040061D1_00</td>
<td>38.11</td>
<td>38.11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>1400026177</td>
<td>1088169880</td>
<td>GEORGETOWN AUTO DEALERS INC</td>
<td>3001110955</td>
<td>34012723316</td>
<td>37920000</td>
<td>F05040061D1_00</td>
<td>220.00</td>
<td>220.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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** 258.11 ** 258.11
*** 258.11 *** 258.11