



Populating the Check Register for A/P Vendor Payments

Effective July 5, 2011

Beginning July 5, the House Bank for A/P Vendor Payments will be using the House Bank of 11000 (the numeric code for the Contingent Checking account). Therefore the check Register will need to be populated as follows:

Check Register			
Paying Company Code	SC01	to	<input type="text"/>
Business Area	R200	to	<input type="text"/>
House Bank	11000	to	<input type="text"/>
Account ID	<input type="text"/>	to	<input type="text"/>
<input type="checkbox"/> Payroll checks			
General Selections		Further Selections	
Further Selections			
Date of Issue	<input type="text"/>	to	<input type="text"/>
Creation Date	<input type="text"/>	to	<input type="text"/>
Check encashment	<input type="text"/>	to	<input type="text"/>
Check Issuer	<input type="text"/>	to	<input type="text"/>
Payment document no.	<input type="text"/>	to	<input type="text"/>
Personnel Number	<input type="text"/>	to	<input type="text"/>
Void reason code	<input type="text"/>	to	<input type="text"/>
Payment Method	<input type="text"/>	to	<input type="text"/>
Pmt meth. supplement	<input type="text"/>	to	<input type="text"/>
Checks from Payment Run	<input type="text"/>	<input type="text"/>	
Checks from an extract	<input type="text"/>	<input type="text"/>	



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You can use the Further Selections tab to restrict the selection criteria to specific dates, as well. If you are trying to pull a list of checks which crosses over the July 5 date, you can select both House Banks by selecting the yellow arrow to the right of the House Bank field (circled in red in the screen shot below).

Check Register

Paying Company Code	SC01	to		
Business Area	R200	to		
House Bank	11000	to		
Account ID		to		

Payroll checks

General Selections **Further Selections**

Further Selections

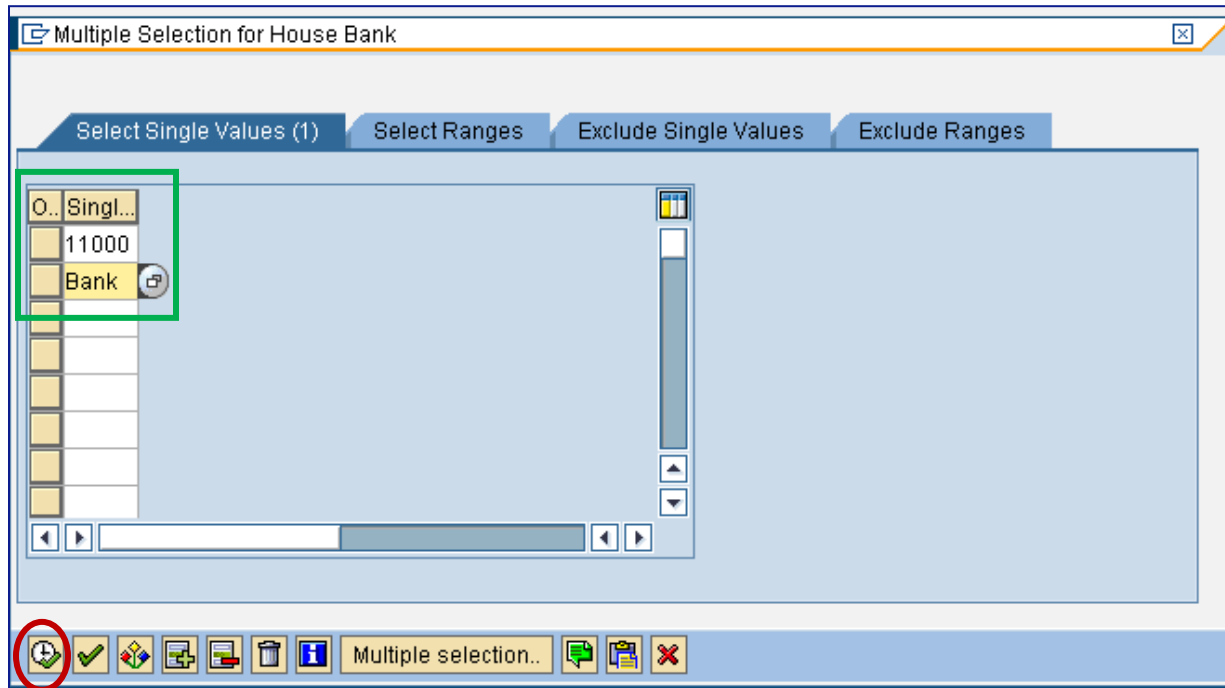
Date of Issue		to		
Creation Date		to		
Check encashment		to		
Check Issuer		to		
Payment document no.		to		
Personnel Number		to		
Void reason code		to		
Payment Method		to		
Pmt meth. supplement		to		
Checks from Payment Run				
Checks from an extract				



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When you have clicked on the yellow arrow, you will receive a “Multiple Selection for House Bank” screen. You can add the terms “11000” and “Bank” to the “Select Single Values” list, as shown in area boxed in green below, and then select the Clock at the bottom of the drop down box, which is circled in red in the screen shot below.



This will add the green bar to the yellow arrow (to the right of the House Bank field), which confirms that you have more than one item selected for that field, as shown in screenshot on the next page.



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Check Register

Paying Company Code	SC01	to		
Business Area	R200	to		
House Bank	11000	to		
Account ID		to		
<input type="checkbox"/> Payroll checks				

General Selections | **Further Selections**

Further Selections

Date of Issue		to		
Creation Date		to		
Check encashment		to		
Check Issuer		to		
Payment document no.		to		
Personnel Number		to		
Void reason code		to		
Payment Method		to		
Pmt meth. supplement		to		
Checks from Payment Run				
Checks from an extract				

If you have created a User variant for the House Bank "BANK", you can still use that variant by selecting it and then changing the variant to include the 11000 (as indicated above.) Before you execute the transaction, you should save the variant. To save the variant, select the GOTO ICON at the top of the screen. Then you should select Variants > Save as Variant, and then press the Save Icon. Once your variant is saved, you will not have to add the new House Bank when you run your check register in the future.

Note: Please remember that the House Bank 11000 is ONLY for the A/P Vendor Payments. Each bank account which the STO uses will have a unique 5-digit House Bank code. (For those agencies that issue your own checks, you have already been provided your 5-digit House Bank code.)