

**Subject:** Two New Check-Related SCEIS Finance Reports Now Available in ECC

**Audience:** Finance Directors

The SCEIS Finance Team is pleased announce two new, improved check-related reports that are now available in the Enterprise Core Component (ECC). These new reports, which are detailed below, replace older reports that have been available in the past, and improve upon them by providing more robust data and smoother, faster processing. They are now available to SCEIS users with the following roles:

- A/P Display (Business Area security invoked)
- A/P Check Display (Business Area security invoked)
- A/P and P/R Check Display (Business Area security invoked)
- Treasury Central Office Check Display (no Business Area security)
- Treasury Central Office Payroll Check Display (no Business Area security)
- A/P Check Processor (Business Area security invoked)
- A/P Central Check Display – Central (no Business Area security invoked)

In addition to performance improvements, the new reports also capitalize on Treasury functionality recently added to SCEIS. When the original reports were created, only the payroll checking account was live in SCEIS. Now that we are moving forward with the Contingent Checking account (with other checking accounts soon to follow), the SCEIS Finance Team is working to ensure that the reports are able to reflect the business payment activity form all involved checking accounts or select bank accounts.

Instructional documentation for these new reports is posted alongside this message on the SCEIS Weekly Updates web page, under March 26, 2012. Navigate to them anytime by visiting [www.sceis.sc.gov](http://www.sceis.sc.gov), pointing your mouse to “News & Updates” in the top navigation bar, then selecting SCEIS Weekly Updates from the menu that appears. Just scroll down to the date of the update you would like to view.

### **ZAGY\_CHK\_REG Check Register Report**

A new transaction code—ZAGY\_CHK\_REG—has replaced the ZFCHN\_AGY\_CHK\_LOG transaction code. It is now available to all agencies that have the appropriate Business Area security in place.

The resulting report for the new transaction code is the same, but also includes one additional field. The original version of the report provided the Personnel Number (PERNR) for payroll checks. The new report will provide the PERNR number if it is a payroll check register, but will also provide the Vendor number on all Accounts Payable (A/P) checks except for those that are issued from a “non-live” agency.

This report will allow agencies to run a “check register” for the following:

- A period of time without regard to the bank account involved
- A specific bank account (payroll, contingent checks, etc.)

- A specific payment method
- Or combinations of the above

The report header will also reflect the selection items entered before executing the report.

Please note that the check number column will show 9-digit check numbers and 13-digit check numbers:

- 9-digit check numbers which start with a “5” are payroll-related checks.
- 9-digit check numbers which start with a “1” are A/P Contingent checks.
- 13-digit check numbers begin with the calendar year in which they were issued, followed by 9 digits starting with a “0”. These are Automated Clearing House (ACH) payments issued by the legacy system (STARS) for contingent payments. When SCEIS begins the issuance of payments, the check register will no longer show ACH payments (a new report for a “Payment Register” is being developed).

### **ZREPLC\_CHK\_ALL Check Report**

A new transaction code— ZREPLC\_CHK\_ALL—has replaced the ZFCHN\_REPLC\_CHK transaction code. The resulting report for the new transaction code is the same report with one additional field.

The original report provided the PERNR for the check. The new report will provide the PERNR if for payroll check registers, and will also provide the Vendor number if it is an A/P check (except for payments issued from a “non-live agency”. The new report will provide the PERNR number if it is a payroll check register but will also provide the Vendor number on all Accounts Payable (A/P) checks.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.