

Training Guide		Guide Number: 20005 Revision 1.0
Page 1 of 10	Title: Payment Wizard	Effective Date: 6/5/2020

1.0 PURPOSE

- 1.1 The purpose of this System Training Guide is to establish and document the system process steps using the Payment Wizard.

2.0 SCOPE

- 2.1 This guide applies to persons authorized to process the Payment Wizard

3.0 DEFINITIONS

- 3.1 **SAP B1:** ERP System

4.0 PROCESS STEPS

The major elements of this System Procedure are:

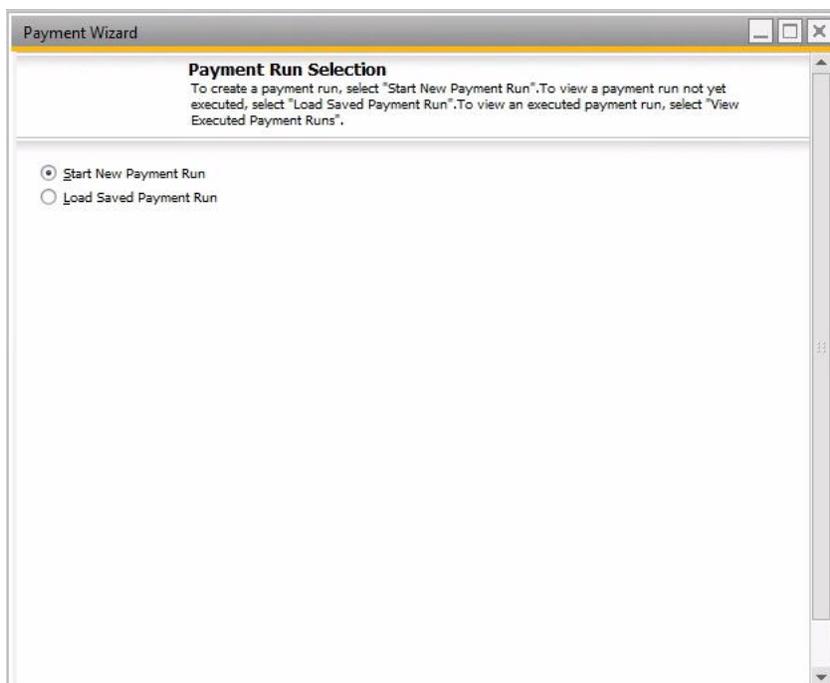
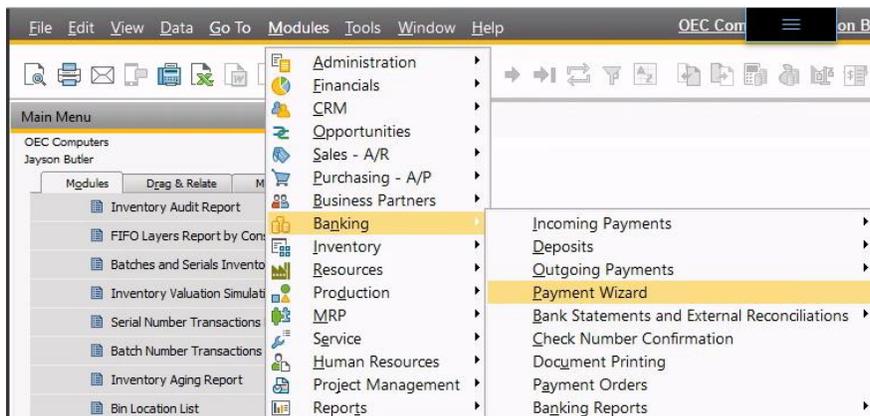
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Summary

The payment wizard enables you to generate incoming and outgoing payments in batches according to the selected A/R and A/P open transactions and the selected payment methods. When creating incoming or outgoing payments using the payment wizard, you can partially pay specific transactions as when working manually. The payment wizard run covers A/P and A/R transaction that are partially paid, credited, or reconciled, as well unreconciled/ allocated payments on account.

Payment Run Selection

Go to Modules < Banking < Payment Wizard



Start New Payment: Select to create a payment run.

Load Saved Payment Run: Select to view the selection recommendation report of a payment run yet executed. For payment runs with saved selection criteria, the table displays the payment run name, the date on which the selection criteria were saved, and the status of the payment run Saved.

View Executed Payment Run: Select to view an already executed payment run. This table displays the run name, the date on which the payment run executed. The total amount including the bank charges amount of the payment run, the number of payments created by the payment run.

Find: The function is available when you selected the Load Saved Payment Run or View Executed Payment Run. Double-clicking on a column in the table will sort the column first and specify text that you want to use as a selection criterion for the column.

Go to Final Step: This function is available when you select the Load Saved Payment Run or View Executed Payment Run. When the payment runs status is saved the final step would be general parameters, when the status is recommended the final step is recommendation report, and when the status is executed the final step is Payment Run Summary and Printing.

General Parameters

The screenshot shows the 'Payment Wizard' dialog box with the 'General Parameters' tab selected. The dialog is titled 'Payment Wizard' and 'General Parameters'. Below the title bar, it says 'Define the general parameters for the payment run'. The form contains several sections:

- Payment Run Name:** A text field containing 'Wiz20200606n1'.
- Payment Run Date:** A date field containing '06/06/2020'.
- Next Payment Run Date:** An empty date field.
- Payment Type:** Radio buttons for 'Outgoing' (checked) and 'Incoming' (unchecked).
- Payment Means:** Radio buttons for 'Check' (checked) and 'Bank Transfer' (unchecked).
- Document Options:** A checkbox for 'BP Reference Number' (unchecked).
- Payment Order Numbering Series:** Two dropdown menus for 'Outgoing' and 'Incoming', both set to 'Primary'.
- Document Numbering Series:** Two dropdown menus for 'Outgoing' and 'Incoming', both set to 'Primary'.
- Min. Payment Amount:** Two text fields for 'Outgoing' and 'Incoming', both containing '0.00'.
- Payment Due Date Determination:** Radio buttons for 'Payment Run Date' (selected) and 'Document Due Date' (unchecked).

Payment Run Name: Specify a name for the payment run. The default name is a unique code automatically defined by SAP Business One.

Payment Run Date: Specify the date of the payment run, this date becomes the posting date of incoming/outgoing payments to be created by the payment run. The default date will be the current date.

Next Payment Run Date: Create the date the next payment run will be executed and use it to filter criterion for transactions to be paid.

Branch: Select a branch for which you want to run the payment wizard.

Payment Type: Choose the payment type to be created by the payment. Select outgoing to display all open A/P transaction and incoming to display all open A/R transactions matching you other selection criteria.

Payment Means: Use to specify the payment means from outgoing or incoming. Outgoing payment means you can select either check or bank transfer. With Incoming the only payment means is Bank Transfer.

Document Numbering Series: Use to specify the numbering series to be used in incoming and outgoing payments.

Min. Payment Amount: The minimum amount for a single incoming or outgoing payment.

Bank File Path: Specify the destination path for the bank transfer file, this will only appear when bank transfer is checked in the payment means section.

Business Partner – Selection Criteria

The screenshot shows a window titled "Payment Wizard" with a sub-header "Business Partner - Selection Criteria". Below the sub-header is the instruction "Select list of customers and vendors for the payment run". The interface includes a "Code" field with "From" and "To" sub-fields, and an unchecked checkbox for "Expanded Selection Criteria". A "Vendor Group" dropdown menu is set to "All", with "Properties" and "Ignore" buttons below it. There are two unchecked checkboxes: "Include Vendor Debit and Customer Credit Balances" and "Include Vendors and/or Customers with Zero Balance", the latter having a three-dot menu icon. Below these are three buttons: "Add To List", "Remove From List", and "Remove Entire List". At the bottom is a table with columns for "#", "Business Partner Code", and "Business Partner Name". The table is currently empty and has a scrollbar on the right.

Code From.. To: Range of business partners that will be included in the payment run.

Customer and Vendor Group: From the dropdown list select customer or vendor to be included in the payment run. The Customer Group will appear if incoming is selected, alternatively Vendor Group will appear if outgoing is selected.

Properties: Choose to open the Properties window, in which business partners properties can be selected.

Document Parameters

Payment Wizard

Document Parameters
Define the open transactions to be included in the payment run

Selection Priority: Due Date

A/P Transaction

Posting Date	From		To	06/06/2020
Due Date	From		To	
Tolerance Days				<input type="checkbox"/> Apply to Cash Discount Trans.
Min. Cash Discount %		0.000		
Document Date	From		To	
Balance Due (LC)	From		To	
Document No.	From		To	
Blanket Agreement	From		To	

Include Manual Journal Entries
 Include Negative Transactions Within Cumulative Positive BP Balances

A/P Transaction: This section appears only when outgoing is selected in the checkbox. These transactions are complying with the following parameters included in the payment run

Posting Date: A posting date range to include A/P transactions whose dates are within this range.

Due Date: Specify a due date range to include A/P transactions or manual journal entries whose due date is within this range.

Apply to Cash Discount Trans: Select to apply the due date range for all A/P transactions. When deselected the cash discount of an A/P transaction is available on the posting date of the payment run even if the due date is outside of the range specified.

Tolerance Days: The number of days to adjust the due date range of A/P transactions or manual journal entries. These are defined as the due date to date for the payment run will be calculated as follows: the due date to date minus the tolerance days.

Min. Cash Discount%: The minimum cash discount percentage to include A/P transactions or manual journal entries whose cash discount is equal to or greater than this value. This option is only in localizations where cash discount functionality is supported.

Document Date: Journal entries and A/P transactions documents dates fall in this range.

Balance Due: A balance due range that includes A/P transactions or manual journal entries.

Document Number: A specific documenting number range that includes A/P transactions or manual journal entries.

Payment Method – Selection Criteria

	G/L Bank Acct	G/L Intm Acct	Code	Description	Country
1	11200000-01-00		Outgoing Checks	Outgoing Check US	
2			Outgoing Checks	Outgoing Check US	

Include G/L Interim Acct Balance

G/L Bank Account: This will display the G/L account and interim account linked to the house bank account for the current payment method.

Country, Bank Code, Account No: Displays the country, code, and account number defined for the house bank of the specific payment method. A different house bank account for current payment can be changed later in the List of House Bank Account.

Max. Incoming Amount: Available only for the payment methods whose payment type is incoming. Specify the maximum amount to be recorded in the G/L account or the maximum amount for the corresponding payment method for the current payment run.

Max. Outgoing Amount: Available only for the payment methods whose payment type is outgoing. The default amount is the current debit balance of the selected house bank account, which is the maximum amount that can be paid from your selected house bank account.

Expected G/L Balance: If the Include G/L Interim Account Balance checkbox is selected it will display the expected G/L account balance as a combination of the current account balance displayed and the amount specified in the Max Incoming Amount.

Recommendation Report

#	Pmt No.	BP Code	Blanket Agreement	G/L Account Code	Doc. No.	Installment No.	*	Over...
1	1	V35000		11200000-01-001-				

Non-Included Trans. Refresh Expand All Collapse All

Add Manual Row Close Payment Order Rows

Incoming	
Outgoing	500.00 \$
Total	500.00 \$

Pmt No: This will display the numbers for the payments recommended for creation. Choose the  to view the related documents.

Status: Displays one of the following three icons for each payment:

Green: This icon indicates that a payment method you selected in step 5 is used

Yellow: This icon indicates the payment total is negative and the payment method you selected in step 5 is updated to its negative payment method. You can now create an opposite payment for the business partner and either an incoming or outgoing payment will be created.

Red: This icon indicates that the payment total is negative and the payment method you selected in step 5 cannot be uploaded to its negative payment method due to various reasons. To view the specific reason for why the validation failed hover your mouse over the icon for the tooltip.

G/L Account Code: Displays the offsetting account in the journal entry to be created by the payment, this is either the G/L account or the G/L interim account.

Installment No: Shows the total amount of installments to be paid.

Discount Due Date: Displays the last day when you can get the cash discount calculated according to the payment terms linked to specific transaction.

Document Amount: Shows that balance due amount following the discount of the transaction, this value can be overwritten.

BP Ref. No: For A/P or A/R transactions the value will display in the Vendor or Customer Ref. No. general area of the window.

Reference: Specify a reference for the payment which will appear in the Ref. 3 field for the G/L account row.

Overdue Days: If the open item due date is earlier than the posting date the number of overdue days will be displayed in red. If the open item due date is equal to the posting date, 0 will be displayed in black. If the item is not overdue the number of days will be displayed in black followed by a minus sign (-).

Bank Charge: Specifies the amount of bank charge for the payment, the default value is calculated as the payment amount multiplied by the bank charge rate.

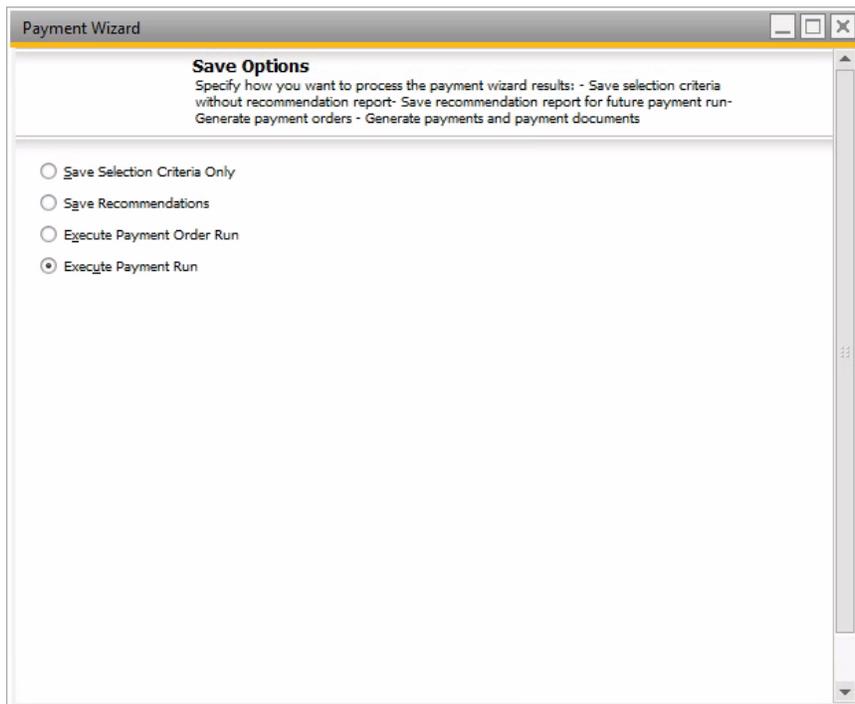
Project: Enter the project code for the payment.

No. of Checks: Displays the number of checks to be created by this payment run, you can overwrite this value.

Payment Order Status: Displays the status of the payment order rows, c stands for closed which means the balance dues of all the document in this payment order row are zero.

Primary Form Item: For G/L accounts or interim G/L accounts that are cash flow relevant you can specify the cash flow line item or define a new assignment in the Combined Cash Flow Assignment.

Save Options



Save Selection Criteria Only: Select to save the selection criteria without the recommendation report. This does not reserve the selected open transaction for this payment run, you will still be able to clear the transactions either using the incoming/outgoing payment documents.

Save Recommendations: Select to save both the selection criteria and the recommendation report. After choosing next Payment Run Summary and Printing appears which allows you to view and print various simulated Payment Wizard Reports.

Note: To *delete* a recommended payment run in Payment Run Selection, select payment run, right-click and choose to cancel.

Execute Payment Order Run: This option allows you to generate outbound bank files without creating payment documents. You can not include the open transactions in another payment run or payment order run. Open transactions can be cleared via the BSP function, once cleared the payment order run remains open unless you close the open transactions.

Note: Before generating electronic outbound bank files, you need to install and start the Payment add-on.

Payment Run Summary and Printing

The screenshot shows a window titled "Payment Wizard" with a sub-header "Payment Run Summary and Printing". Below the sub-header is a descriptive paragraph: "The summary shows the number of documents as well as the document types generated or simulated by this payment run. You can print documents and summary reports using 'Print'." The main area is divided into two columns. The left column, "Payment Run Summary", contains four items: "0 Payment orders were added", "1 Payments were added", "1 Checks were added", and "0 Bank transfers were added". The right column, "Document and Report Printing", contains a list of checkboxes: "Outgoing Payments", "Incoming Payments", "Non-Included Transactions", "Country Summary", "Currency Summary", "BP Summary", "Payment Method Summary", "Bank Account Summary", "Payment Summary", and "Checks". To the right of the last seven items in this list are small yellow buttons with three dots. At the bottom right of the dialog is a yellow "Print" button.

Payments Run Summary Section: Records the number of payments created in the payment run. During the simulation of the payment run: checks, payments, and bank transfers display 0.

Document and Report Printing Section: Select to print the outgoing and/or incoming payments created in the payment run.

Checks: Select to view the check-related information and print the checks created in the payment runs. If this is a simulation of the document and report printing, the checkbox is not available.

Print: Choose to open the standard Microsoft Windows *Print* window.