

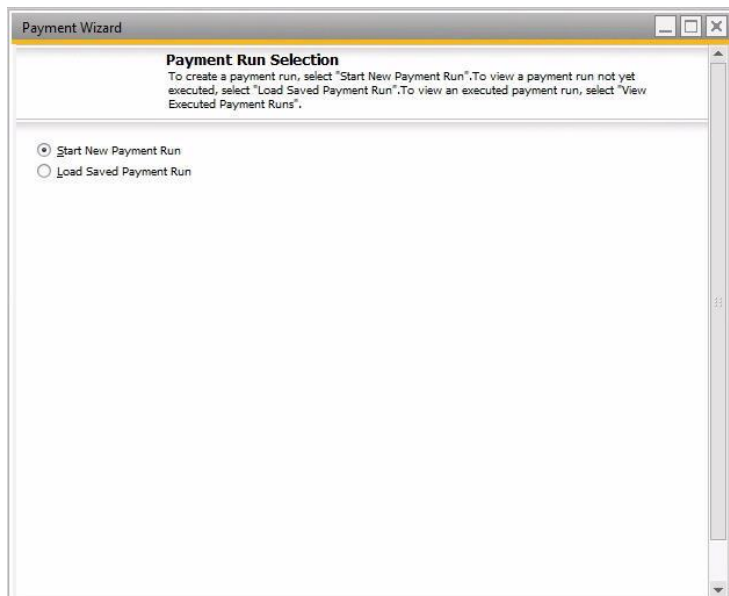
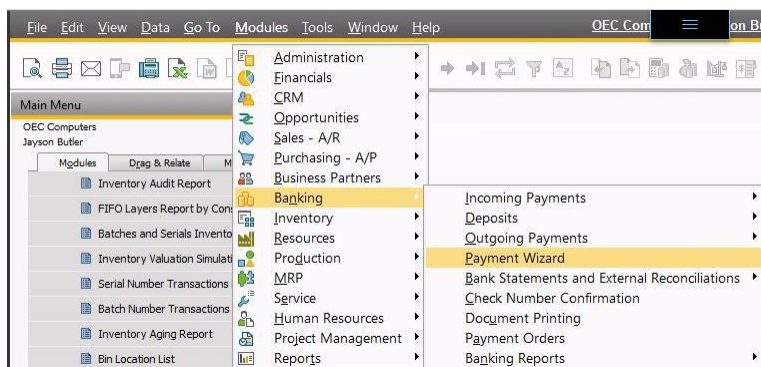
Exercise Guide		Guide Number: 10000 Revision 1.0
Page 1 of 5	Title: Payment Wizard	Effective Date: 9/8/2020

Upon completion of this exercise you will be able to perform the steps of the Payment Wizard and understand the effect of each document.

Create an A/P Payment run using the Payment Wizard, paying an Invoice previously created for Ocean Computers.

Payment Run Selection

Go to Modules < Banking < Payment Wizard



Select the option: Start New Payment Run, and select Next

Verify the General Parameters include today's date
 Payment Type of Outgoing selected
 Payment Means of Check selected
 Select Next

Payment Wizard
General Parameters
 Define the general parameters for the payment run

Payment Run Name: Wiz20200908n1
 Payment Run Date: 09/08/2020
 Next Payment Run Date: 09/25/2020

Payment Type
 Outgoing
 Incoming

Payment Means
 Check
 Bank Transfer

Document Options
 BP Reference Number

Payment Order Numbering Series
 Outgoing: Primary
 Incoming: Primary

Document Numbering Series
 Outgoing: Primary
 Incoming: Primary

Min. Payment Amount
 Outgoing: 0.00
 Incoming: 0.00

Payment Due Date Determination
 Payment Run Date
 Document Due Date

Step 2 of 8
 Cancel < Back Next >

Enter V22000 in the Code range for Ocean Computers, select Add to List in the center of the screen:

Payment Wizard
Business Partner - Selection Criteria
 Select list of customers and vendors for the payment run

Code: From V22000 To V22000 Expanded Selection Criteria

Vendor Group: All
 Properties: Ignore

Include Vendor Debit and Customer Credit Balances
 Include Vendors and/or Customers with Zero Balance

Add To List Remove From List Remove Entire List

#	Business Partner Code	Business Partner Name	Business Partner Balance (FC)	Busine...
1	<input checked="" type="checkbox"/> V22000	Ocean Computers	0.00	

Click on Next at the bottom of the screen

Enter today's date for the Posting Date, and one month in the future for Due Date

The screenshot shows the 'Payment Wizard' window with the 'Document Parameters' section. The title is 'Document Parameters' and the subtitle is 'Define the open transactions to be included in the payment run'. Below the title, there is a 'Selection Priority' dropdown menu set to 'Posting Date'. Underneath, there is a section for 'A/P Transaction' with several fields: 'Posting Date' (From and To), 'Due Date' (From and To), 'Tolerance Days', 'Min. Cash Discount %' (set to 0.000), 'Document Date' (From and To), 'Balance Due (LC)' (From and To), 'Document No.' (From and To), and 'Blanket Agreement' (From and To). The 'To' date for 'Posting Date' is 09/08/2020 and for 'Due Date' is 10/08/2020. There is a checkbox for 'Apply to Cash Discount Trans.' which is currently unchecked.

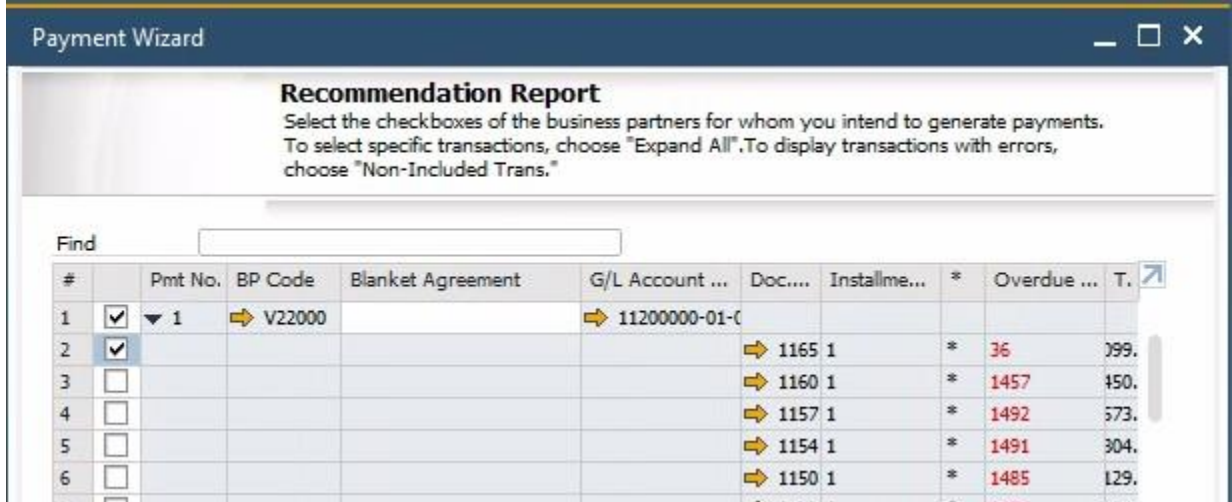
Click on Next at the bottom of the screen

Select the appropriate Cash Account

The screenshot shows the 'Payment Wizard' window with the 'Payment Method - Selection Criteria' section. The title is 'Payment Method - Selection Criteria' and the subtitle is 'Select list of payment methods for the payment run. To influence the display order of payments in the recommendation report, use the up and down arrows.' Below the title, there is a table with columns: 'G/L Bank Acct', 'G/L Intm Acct', 'Code', 'Description', 'Country', 'Bank Code', 'IBAN', and 'Account No'. There are two rows in the table. Row 1 has a checkbox that is unchecked and a value '11200000-01' in the 'G/L Bank Acct' column. Row 2 has a checkbox that is checked and a value 'Out Outgoing C US' in the 'Code' column, 'BOA' in the 'Bank Code' column, and '100-3443-7867' in the 'Account No' column. To the right of the table, there are up and down arrow buttons. At the bottom of the screen, there is a checkbox for 'Include G/L Interim Acct Balance' which is currently unchecked.

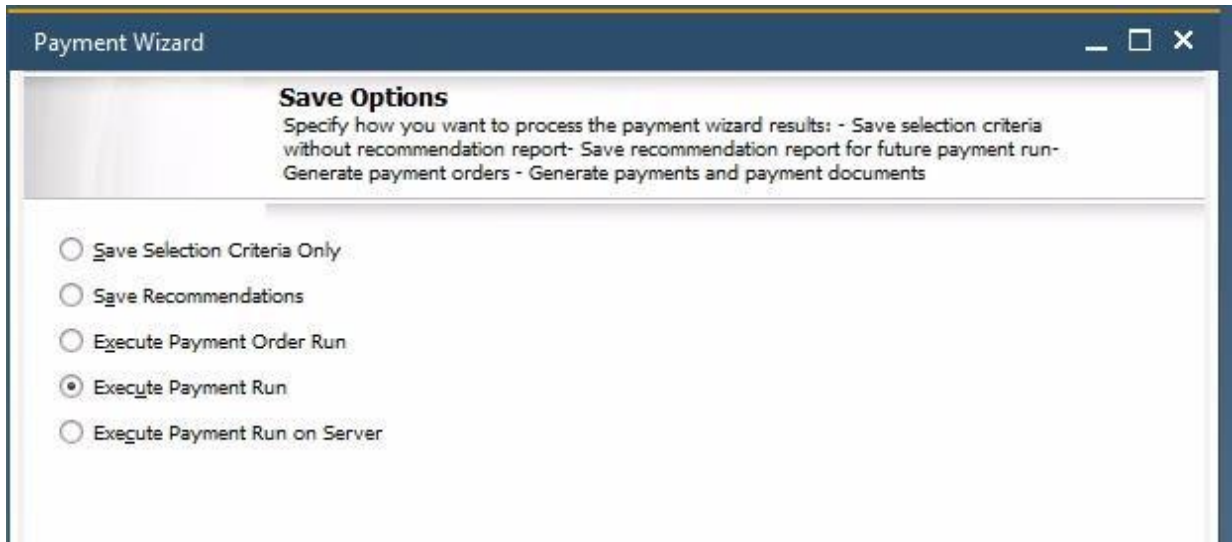
Click on Next at the bottom of the screen

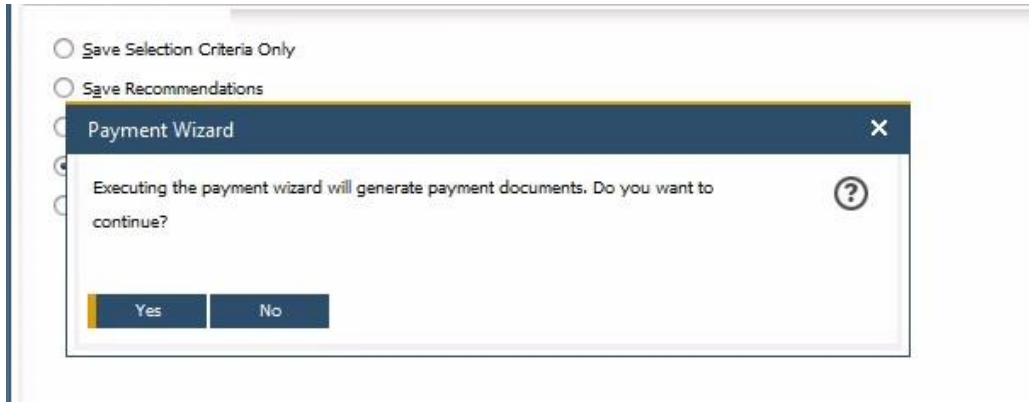
Verify the appropriate A/P Invoice is selected for payment



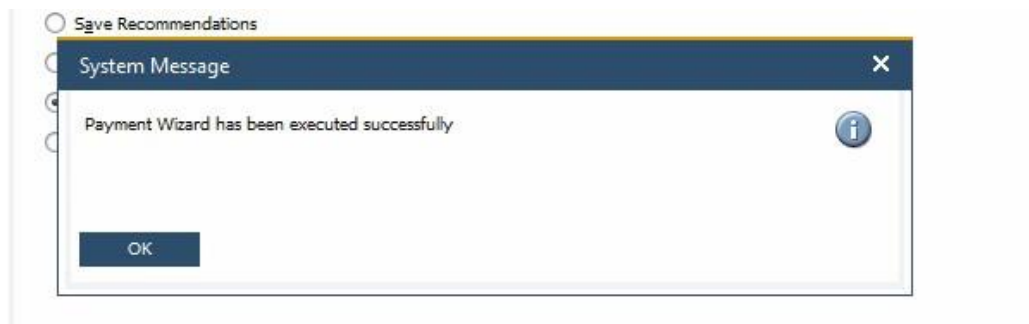
Click on Next at the bottom of the screen

Select Execute Payment Run, and select Next at the bottom of the screen

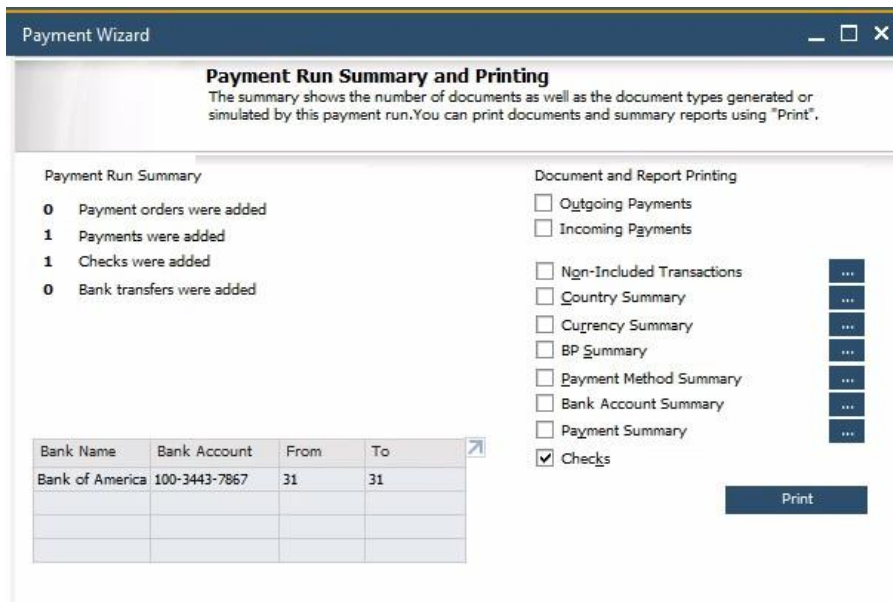




Answer Yes to Do you want to continue?



Checking the Checks checkbox to see the check documents listed to the left



These could be printed to a printer by selecting the Print box at the bottom right.