

Exercises



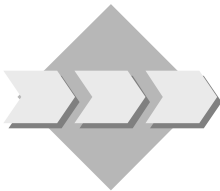
Unit: Banking

Topic: Payment Wizard



At the conclusion of this exercise, you will be able to:

- Use the payment wizard



To efficiently process multiple payments for multiple business partners, use the payment wizard.

3-1 Outgoing Payment with Payment System – Bank Transfer

3-1-1 Prepare Vendor Master Record – Bank Transfer.

Open vendor **V10000** and ensure that the payment term is – **Cash Basic -** and that the **Outgoing Bank Transfers (Payment Method Code = Outgoing BT)** payment method is available.

Set this payment method as default for this vendor.

Tip: To check the payment term, open the business partner master record and choose the *Payment Terms* tab. To check the payment method, choose the *Payment Run* tab.

Make sure that the business partner bank account in the vendor master record is located in the same country as the business partner.

3-1-2 Create A/P Invoice with past Due Date.

Create an A/P invoice for the vendor. To make sure that discount is not applied for prompt payment, change the Due Date and select a date that is *over* one month in the past. Set the Posting Date as today.

Add the invoice and ignore the warning messages.

3-1-3 Use the payment wizard.

Use the payment wizard to pay your vendor liabilities by bank transfer. Assume that you run the payment wizard once per week.

During the wizard steps, add a payment to the same vendor.