

# Solutions



## Unit: Banking

### Topic: Payment Wizard

#### 3-1 Outgoing Payment with Payment Wizard – Bank Transfer

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

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

Choose *Business Partners* → *Business Partner Master Data*.

Select vendor V10000.

Choose the *Payment Terms* tab.

Enter – **Cash Basic** – in the *Payment Terms* field.

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

Choose the *Payment Run* tab.

Include the **Outgoing BT** payment method. Make sure that the *Include* and *Active* boxes are checked.

Then select this method and choose *Set as Default*.

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

Create an A/P invoice for vendor V10000 whose due date is one month past. You can post this invoice into the current posting period and just manually change the due date. Ignore the warnings that will come up.

Choose *Purchasing – A/P* → *A/P Invoice*.

Field Name or Data Type	Values
<i>Vendor</i>	V10000
<i>Posting Date</i>	<Today's date>
<i>Due Date</i>	<Today's date minus 1 month>

Post this invoice to the vendor with any item.

### 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.

Choose **Banking** → **Payment Wizard**.

Choose *Next*.

Select *Start New Payment Run*.

Field Name or Data Type	Values
<i>Payment Run Date</i>	<Today's date plus seven days>

Select *Outgoing*.

Select *Bank Transfer*.

In the *Next Payment Run Date* enter date a week from today.

Choose *Next*.

In the *Code From* and *To* fields enter vendor V10000.

Choose *Add To List*.

Choose *Next*.

Field Name or Data Type	Values
<i>Due Date... To</i>	<Today's date plus two weeks >

Choose *Next*.

Select the payment method *Outgoing BT*.

Choose *Next*. The system displays the recommendation report.

Select the payments that you want to generate.

Choose the *Add Manual Row* button.

Choose the same vendor V10000 and enter a payment amount.

Choose *OK*.

Choose *Next*.

Choose *Execute Payment Run*.

Choose *Next*.

A window appears that states *The Payment Wizard has been executed successfully*.

Choose *OK*.

Check if the system has correctly created the payment documents.

Choose: ***Banking → Outgoing Payments → Outgoing Payments.***

Navigate to the last two data records. The indicator *Created by Payment Wizard* is set in the outgoing payment document.