



Summary

The *Payment Wizard* is a tool that enables you to generate mass incoming and outgoing payments, tied to open A/R and A/P invoices. By default, your database is configured to use this feature when printing checks out of the system (for A/P invoices.)

The Payment Wizard is intended for users who make outgoing payments by checks printed from Orchestrated.

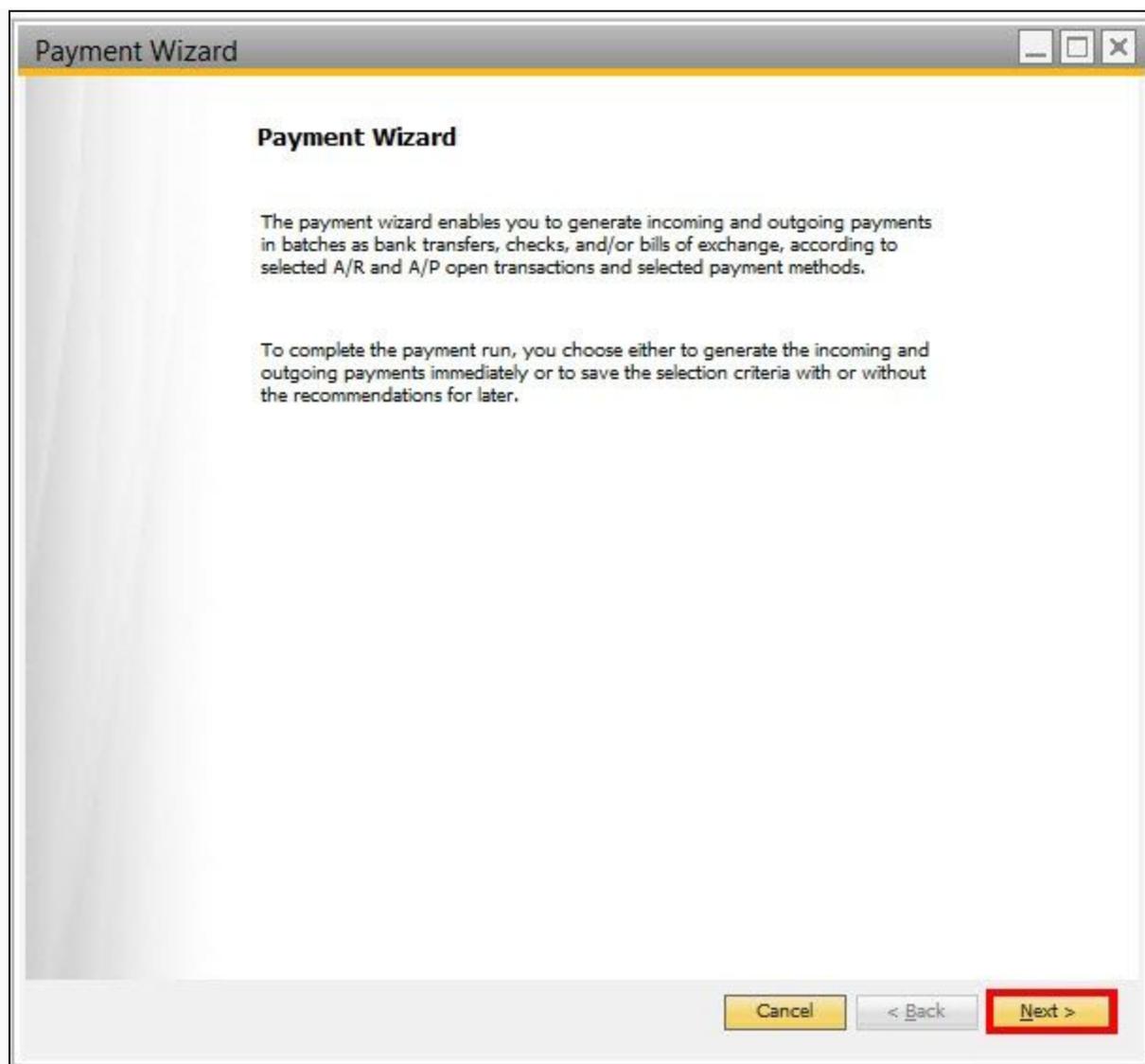
If you have a need to receive mass incoming payments, reach out to Support.

To launch *Payment Wizard* go to **Banking > Payment Wizard**

Step by Step Guide

These instructions are meant to walk you through each screen of the wizard. Keep in mind, there will be screens that won't require much explanation or input on your end. Each screen will be labeled in the bottom left corner of your screen. The instructions will be based off of those numbers.

1) Launch the *Payment Wizard* (Banking > Payment Wizard). This will bring up the first screen, just explaining what the wizard does. Just hit *Next*.



2. *Step 1 of 8 - Payment Run Selection*: This first screen is where you will need to select whether or now you are starting a brand new *Payment Run*. The option chosen here should be *Start New Payment Run*.

There is the ability to save *Payment Runs* without executing them (creating the payments) right away. If you do save them, you will select the *Load Saved Payment Run* option.

Once your option is selected, hit *Next*.



Payment Wizard

Payment Run Selection

To create a payment run, select "Start New Payment Run". To view the selection criteria/recommendation report of a payment run not yet executed, select "Load Saved Payment Run". To view an executed payment run, select "View Executed Payment Runs".

Start New Payment Run ← You should be creating a new *Payment Run* every time. ***

Load Saved Payment Run

***There is the ability to save *Payment Runs* without executing them right away. If you do save them, you will select the *Load Saved Payment Run* option. ***

Step 1 of 8

Cancel < Back Next >

3. *Step 2 of 8 - General Parameters*: On this screen, you are selecting the type of payment the payment wizard should be creating. There isn't much you need to do on this screen, except check-off the *BP Reference Number* under *Document Options*. This setting will allow you to see the vendor's invoice number if you populate it on your documents.



Payment Wizard

General Parameters
Define the general parameters for the payment run

Payment Run Name:
Payment Run Date:
Next Payment Run Date:

Payment Type
 Outgoing
 Incoming

Payment Means
 Check
 Bank Transfer

Document Options
 BP Reference Number

Payment Order Numbering Series
Outgoing:
Incoming:

Document Numbering Series
Outgoing:
Incoming:

Min. Payment Amount
Outgoing:
Incoming:

Payment Due Date Determination
 Payment Run Date
 Document Due Date

Step 2 of 8

Cancel < Back **Next >**

4. *Step 3 of 8 - Business Partner - Selection Criteria*: This screen allows you to select the business partners that should be included in this run. Keep in mind that you will still have the option to deselect vendors/invoices on a later screen. You can select a range of vendors by their code, their BP group, and also by their properties. The most common (and easiest) way to add vendors though is to simply hit *Add to List* - this will add all vendors you have outstanding balances with. Once you have the list of vendors on your screen, hit *Next*.



Payment Wizard

Business Partner - Selection Criteria

Select list of customers and vendors for the payment run

Code From To ← optional parameters for selecting Expanded Selection Criteria

Vendor Group

Include Vendor Debit and Customer Credit Balances

#	Business Partner Code	Business Partner Name	Business Partner Balance (FC)	Business Partner Balance (LC)	Busin...
1	<input checked="" type="checkbox"/> V1000	Briess		\$ -64,800.00	
2	<input checked="" type="checkbox"/> V1011	Beer Packaging Supplies Int'l		\$ -13,120.00	
3	<input checked="" type="checkbox"/> V1015	Country Malt		\$ -88,200.00	
4	<input checked="" type="checkbox"/> V1016	Hopunion		\$ -69,800.00	

Step 3 of 8

5. *Step 4 of 8 - Document Parameters*: This screen helps you set the parameters of the documents you are trying to apply payment to. The most commonly used *Selection Priority* and field on this screen is *Due Date*. Feel free to use any of the other parameters as well.



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	10/03/2016	
Due Date	From		To	10/15/2016	<input type="checkbox"/> Apply to Cash Discount Trans.
Tolerance Days					
Min. Cash Discount %		0.00			
Document Date	From		To		
Balance Due (LC)	From		To		
Document No.	From		To		

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

Step 4 of 8

Cancel < Back **Next >**

6. *Step 5 of 8 - Payment Method - Selection Criteria:* You will need to select your payment method on this screen. For many of you, there may be just one option - some of you may have more. Select the method of payment (which is linked to its corresponding bank account) by checking it off. Hit *Next*.



7. *Step 6 of 8 - Recommendation Report*: Remember when we said that there would be a later screen in which you'd be able to select or deselect invoices and/or vendors altogether? This is it! You'll see a list of vendors and invoices for each, based on the parameters you set a few screens back. This screen also sums up the total amount of money going out, based on what is selected and deselected. By default, you will just see the vendors's total amount - no invoices. If you hit *Expand All* in the bottom right corner, you'll be able to see all of the invoices listed beneath each vendor with an open balance. Deselect any invoices not needed. Hit *Next*.

Payment Wizard

Recommendation Report

Select the checkboxes of the business partners for whom you intend to generate payments.
To select specific transactions, choose "Expand All". To display transactions with errors, choose "Non-Included Trans." To recalculate the report, choose "Refresh".

Find

#	<input checked="" type="checkbox"/>	Pmt No.	BP Code	G/L Account ...	Doc...	Installme...	*	Overdue ...	Total	Bals...	Disc...	Discount D...	D...
1	<input checked="" type="checkbox"/>	1	V1000	19991-99									
2	<input checked="" type="checkbox"/>				1003	1	*	458	4,800.00	4,800.00	0.00	07/03/2015	\$ 64,
3	<input checked="" type="checkbox"/>	2	V1011	19991-99									
4	<input checked="" type="checkbox"/>				1003	1	*	481	3,120.00	3,120.00	0.00	06/10/2015	\$ 13,
5	<input checked="" type="checkbox"/>	3	V1015	19991-99									
6	<input checked="" type="checkbox"/>				1003	1	*	406	0,500.00	0,500.00	0.00	08/24/2015	\$ 70,
7	<input checked="" type="checkbox"/>				1003	1	*	424	7,700.00	7,700.00	0.00	08/06/2015	\$ 17,
8	<input type="checkbox"/>	4	V1016	19991-99									
9	<input type="checkbox"/>				1003	1	*	469	9,800.00	9,800.00	0.00	06/22/2015	\$ 69,

Non-Included Trans. Refresh Expand All Collapse All

Add Manual Row Close Payment Order Rows

Incoming
Outgoing
Total

Step 6 of 8 Cancel < Back Next >



8. *Step 7 of 8 - Save Options*: This is the step that generates or saves your *Payment Run*. If you are wanting the *Outgoing Payments* to be generated, select *Execute Payment Run*. The other options are as follow:

- *Save Selection Criteria Only*: Reserves selection criteria for this payment run without recommended transactions.
- *Save Recommendations*: Reserves your selection of recommended open transactions for this payment run only.
- *Execute Payment Order Run*: Generates payment orders without a linked journal entry, and enables generation of electronic outbound bank files. (Do not use unless recommended by a consultant.)
- *Execute Payment Run*: Generates payments and payment documents.

In this scenario, since we are wanting to generate payments (checks for printing) - we selected the most common option, *Execute Payment Run*.



Payment Wizard

Save Options

Specify how you want to process the payment wizard results: - Save selection criteria without recommendation report- Save recommendation report for future payment run- Generate payment orders - Generate payments and payment documents

Save Selection Criteria Only

Save Recommendations

Execute Payment Order Run

Execute Payment Run

Step 7 of 8

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Payment Wizard

Executing the payment wizard will generate payment documents. Do you want to continue?

Yes No

9. *Step 8 of 8 - Payment Run Summary and Printing*: Last step! This is your summary screen. It tells you how many payments/checks were generated. At this point, if you are ready to print the checks, you can print them from this screen by selecting *Checks* and hitting the *Print* button. If you want to



print them later, you can do so by navigating to *Document Printing (Banking > Document Printing > Checks for Payment)* - Here are some instructions on check printing: *Check Printing*

The wizard has created payments for the invoices you selected during this process, so those invoices should now be closed. If you need to reference the *Outgoing Payments* created, you can do so by going to *Banking > Outgoing Payments*.

Payment Wizard

Payment Run Summary and Printing
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 by selecting them and choosing "Print". To complete the payment run, choose "Finish".

Payment Run Summary

- 0 Payment orders were added
- 3 Payments were added
- 3 Checks were added
- 0 Bank transfers were added

Bank Name	Bank Account	From	To
Wells Fargo	99999	22	24

Document and Report Printing

- Outgoing Payments
- Incoming Payments
- Non-Included Transactions
- Country Summary
- Currency Summary
- BP Summary
- Payment Method Summary
- Bank Account Summary
- Payment Summary
- Checks

Print

Step 8 of 8

Cancel < Back **Finish**