

Print Checks Efficiently with SAP Business ByDesign

Many small to mid-sized organization spend hours manually printing checks on a weekly basis. With SAP Business ByDesign, you can eliminate the process and print supplier's checks via Payment Runs.

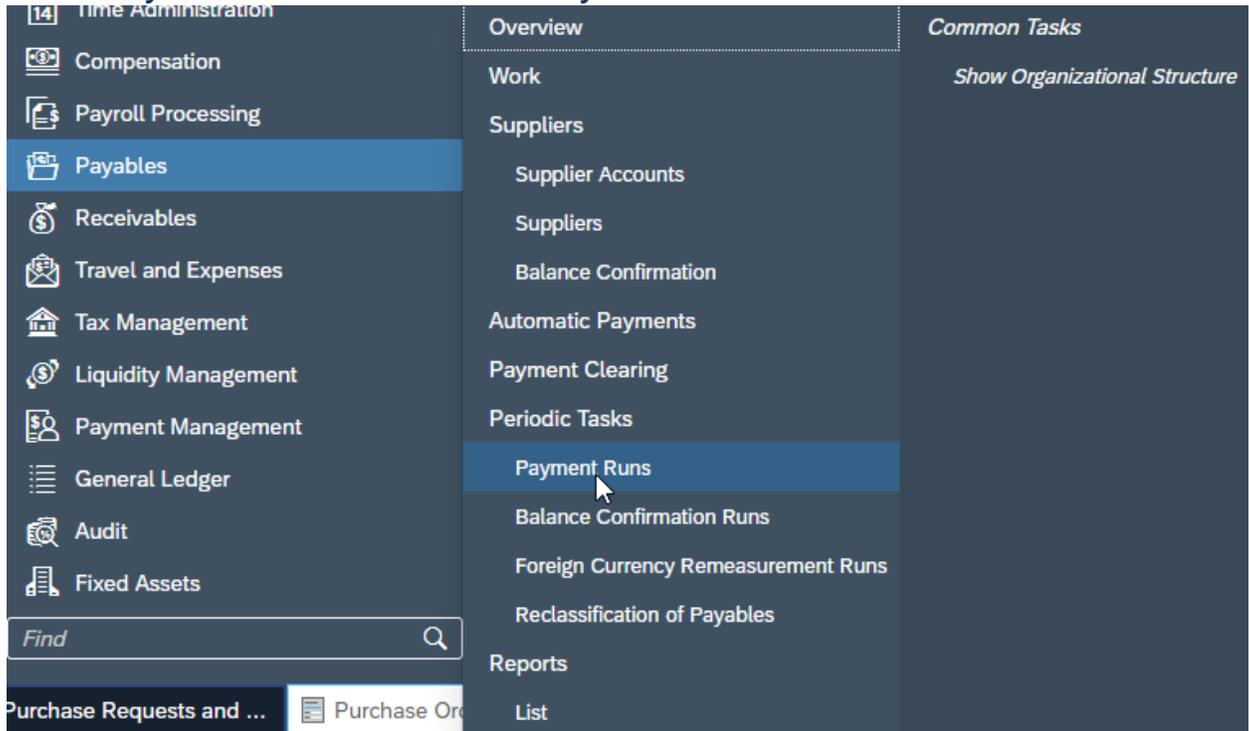
Payment Runs will allow users to create check runs and set them on a weekly schedule for SAP ByDesign to process.

To efficiently print checks, first, download Collaboration Window. Collaboration Window is available in your ByDesign tenant under the Home Work Center > Self-Service Overview > My Computer > Install Additional Software > SAP Collaboration Window

Once you have this installed, follow the steps below to set up your check payment run.

Create Supplier Payment Run

1. Access **Payables** work center and select **Payment Runs** from common tasks.



2. Select **New > Payment** and fill in the data fields.

New Payment Run

Save and Close Save Close | New | Schedule Set to Active

The payment run considers the grace days specified in the payment strategy configuration for the creation of payment proposals. You can also specify the date of the items that have to be paid.

General Data

Status: In Preparation

Run Description: Weekly RUn

Control Parameters

Posting Date: 📅

Bank Processing Date: 06/22/2016 📅

Include On Account Payments:

Execute Payments Automatically:

Selection Criteria

Company: * 1000 📄

Supplier from /to ID: 📄 📄

Currency: ▼

Next Payment Run Date: 📅

*Note: If you want to run payment for all suppliers, leave the Suppliers from/to ID blank.

3. Once the information is filled in, select “**Set to Active**”
4. Select **Schedule**.

You can either select **Run Immediately** or set it on a schedule to run daily or weekly. For our testing purposes, we’ll select **Run Immediately**.

Schedule Job

Run ID: 25 Run Description: Weekly RUn

Save and Close Close

Time data in this application is stored in Coordinated Universal Time (UTC) format. For your convenience, Job scheduling is displayed here for the time zone set in your Personalize settings. If you schedule jobs using a local time zone format with Daylight Saving Time (DST), remember to adjust them as necessary at the beginning and end of DST.

Schedule

Start Immediately
 Run After Job
 Single Run
 Recurrence

06/22/2016 12:48 EST

5. Click **Save and Close**.

- You can review the job that ran in the **Execution Details** section of the Payment Run worklist.

Execution Details

Show Last Week Logs Go

View Payment Proposals

Processing Status	Maximum Severity	Execution ID	Application Log ID	Created By	Created On	Errors	Warnings
Finished	▲	49	492506	Eddie Smoke	06/22/2016 12:50		4

Review the Payment Run

- Access **Payables** work center and select **Automatic Payment**.

The screenshot shows the SAP Payables work center navigation menu. The 'Payables' menu item is selected, and the 'Automatic Payments' option is highlighted with a red box. The menu structure is as follows:

- 14 Time Administration
 - Compensation
 - Payroll Processing
 - Payables**
 - Receivables
 - Travel and Expenses
 - Tax Management
 - Liquidity Management
 - Payment Management
 - General Ledger
 - Audit
 - Fixed Assets
- Overview
 - Work
 - Suppliers
 - Supplier Accounts
 - Suppliers
 - Balance Confirmation
 - Automatic Payments**
 - Payment Clearing
 - Periodic Tasks
 - Payment Runs
 - Balance Confirmation Runs
 - Foreign Currency Remeasurement Runs
 - Reclassification of Payables
 - Reports
 - List
- Common Tasks
 - Show Organizational Structure

At the bottom of the menu, there is a search bar labeled 'Find' and a 'Purchase Requests and ...' section with a 'Purchase Order' icon.

- Here you will be able to see all the Suppliers payments that were generated from the Payment Run. All suppliers should be in the **In Preparation**

Automatic Payments

Show and Find Advanced

Group By: | | | | | | |

Status	Payment ID	External Reference	Payee Name	Payment Amount	Payment Method	Company ID
In Preparation	11		Eddie Smoke	887.50 USD	Check	1000
In Preparation	12		ABM Insurance Inc.	38,035.00 USD	Check	1000
In Preparation	13		AMS Inc.	2,134.00 USD	Check	1000
In Preparation	14		Office Deliveries	1,077.50 USD	Check	1000
In Approval	113		Technical Components Inc.	79,200.00 USD	Check	1000
In Approval	120		Televisa Inc.	116,370.00 USD	Check	1000
In Approval	121		Rowel Power Inc.	54,952.50 USD	Check	1000
In Approval	122		Excellent Consulting	193,950.00 USD	Check	1000

Details: 11

General Information

Status: In Preparation
 Payment Date: 12/10/2015
 Payment Method: Check
 Bank Account ID: 1100062588
 Bank Name: Bank of Cleveland
 Cash Discount: 0.00 USD
 Last Possible Cash Discount: 0.00 USD

Payee

Eddie Smoke
 91 Washington Avenue
 Cleveland OH 44113
 United States

Payment Run Information

Run ID: 23
 Execution ID: 49
 Changed On: 06/22/2016 12:51
 Changed By: Eddie Smoke (0990FOLSMOKE)

Administrative Data

Created By: Eddie Smoke (0990FOLSMOKE)
 Created On: 06/22/2016 12:51
 Changed By: Eddie Smoke (0990FOLSMOKE)
 Changed On: 06/22/2016 12:51

- If there is no Payment Method, then the supplier does not have the payment form defined.

Process the Check Run

- Select the payments you want to process. You can select multiple payments by holding down the **Shift or Ctrl** and selecting the invoices to be paid.

Review Supplier Payments in Payment Run - 35 - 161 Priority: Medium Status: New Due Date: 12/14/2018

Execution Date: 12/07/2018 14:41 Executed By: Eddie Smoke (0990FOLSMOKE) Run ID: 35 Execution ID: 161

The payment proposal list shows all payment proposals created by a single execution of a particular payment run. In the payment proposal list, you can work on individual payment proposals as well as display the application log.

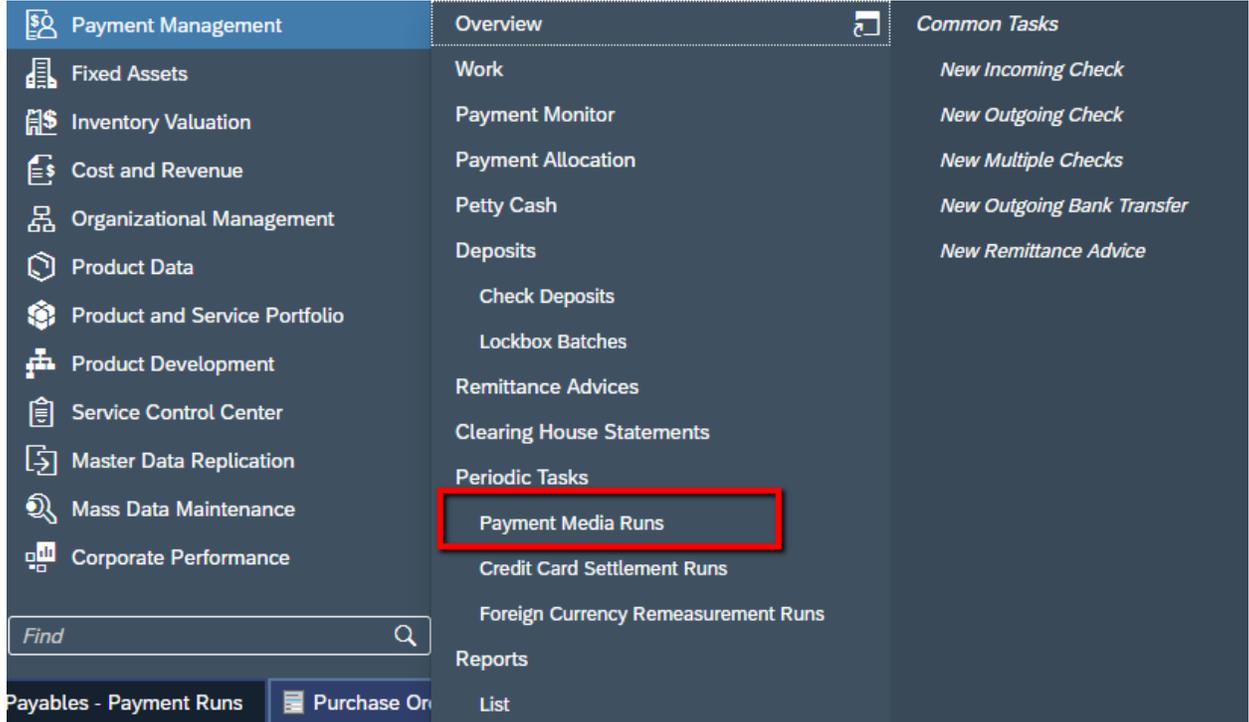
Payments In Preparation

Status	Payment ID	Bank Account ID	Bank Name	Supplier Name	Payment ...	Document T...	External Reference	Document ID	Open Amount	Cash Discount	Proposed Payment A.
In Preparation	215	1100062588	Bank of Cleveland	GSI Inc.	Check	Invoice	156489	1670	-102.85 USD	0.00 USD	-102.85 US
	215								-102.85 USD	0.00 USD	-102.85 US
In Preparation	216	1100062588	Bank of Cleveland	Office Deliveries	Check	Invoice	1627	1627	-1,077.50 USD	0.00 USD	-1,077.50 US
In Preparation	216	1100062588	Bank of Cleveland	Office Deliveries	Check	Invoice	1591	1591	-1,077.50 USD	0.00 USD	-1,077.50 US
In Preparation	216	1100062588	Bank of Cleveland	Office Deliveries	Check	Invoice	1582	1582	-1,077.50 USD	0.00 USD	-1,077.50 US
In Preparation	216	1100062588	Bank of Cleveland	Office Deliveries	Check	Invoice	1573	1573	-1,077.50 USD	0.00 USD	-1,077.50 US
	216								-4,310.00 USD	0.00 USD	-4,310.00 US
In Preparation	217	1100062588	Bank of Cleveland	ABM Insurance Inc.	Check	Invoice	1574	1574	-2,155.00 USD	0.00 USD	-2,155.00 US
In Preparation	217	1100062588	Bank of Cleveland	ABM Insurance Inc.	Check	Invoice	1592	1592	-2,155.00 USD	0.00 USD	-2,155.00 US
In Preparation	217	1100062588	Bank of Cleveland	ABM Insurance Inc.	Check	Invoice	1583	1583	-2,155.00 USD	0.00 USD	-2,155.00 US
In Preparation	217	1100062588	Bank of Cleveland	ABM Insurance Inc.	Check	Invoice	1601	1601	-2,155.00 USD	0.00 USD	-2,155.00 US

- Now select **Execute Payment**
***NOTE: Status will change from "In Preparation" to "Completed". The checks have now been ordered and are ready for printing.**

Print the Checks

1. Access **Payment Management** work center and select **Payment Media Run** from Periodic Tasks.



2. Select New Payment Media Run.
 1. Enter Run ID
 2. Select **"Including Outgoing Checks"** in the Payment Medium Types section.
 1. You can include Payment Advice if your organization requires.
 3. Select the Company ID, Format, and Payment Method Details.
 4. Leave the Supplier field blank if you want the run to pick all executed checks.
 5. Enter Bank Account ID, Bank ID and Currency.
3. Select **"Set to Active"** to activate the run.
4. Select **Schedule**

You can either select Run Immediately or set it on a schedule to run daily, weekly. For our testing, we'll select Run Immediately.

Payment Media Runs

You can use this subview to create payment media runs. Payment media runs create payment media for bank transfers, direct debits, checks, and bills of exchange. You can schedule runs, view jobs, and also see the execution details of each run.

Show: **Active Payment Media Runs** and Find: Advanced

Group By: **None** | | | | | |

Status	Run ID	Run Description	Created By	Created On
Active	1	Check Run 1	Eddie Smoke (ADMINISTRATION01)	06/22/2016 14:35

Details: Run 1

General Data

Company: 1000 Aimika Inc.
 Format: Check Payment
 Payment Medium Type: Including Outgoing Checks

Show: **Last Week Logs** Refresh

Processing Status	Maximum Severity	Execution ID	Application Log ID	Created By	Created On	Errors	Warnings
In Process	◇	1	492507	Eddie Smoke	06/22/2016 14:40		

** It is important to have your collaboration window open and connected to your system when you plan on running the Payment Media Run. When the payment media run happens, the collaboration window will pull the print task out of the manual print task and populate your collaboration window automatically. Having the printer loaded with

Checks is important as well.

SAP Collaboration Window

Menu | Home | All Categories

Missed Items | Contacts | Business Context | **Printing**

Documents

Time	Status	Name
6/22/2016 2:20:54 PM	Printed	Outgoing-Check_100319_2016062
6/22/2016 2:20:53 PM	Printed	Outgoing-Check_100318_2016062
6/22/2016 2:20:48 PM	Printed	Outgoing-Check_100307_2016062
6/22/2016 2:20:43 PM	Printed	Outgoing-Check_100306_2016062
6/22/2016 2:20:41 PM	Printed	Outgoing-Check_100298_2016062

...

Messages

Time	Message

ADMINISTRATION01 my322968

For more information on how you can get started with SAP Business ByDesign, visit our [ByDesign Page](#), or our [contact us page](#) to get in touch with our ByDesign experts.