Is It Possible to Create a Payment on Account From the Payment Wizard?

**Online Help:**
Payment Wizard

**Business One to Go:**
Payment Wizard

The main purpose of the *Payment Wizard* is to automatically create incoming and outgoing payments based on the open amounts in sales, purchasing invoices and un-reconciled journal entries (JE), where a supplier or customer is named directly on row level of the JE.

While the *Payment Wizard* includes non-reconciled payments on account in its recommendation report, it is not possible to create incoming or outgoing payment on accounts from the *Payment Wizard*. This is only possible through the manual incoming or outgoing payment.

In the following example, the customer C_RB is set to use the *payment wizard*. In its *Business Partner Master Data – Payment System* tab, the payment method Incoming BT is defined as default and its checkbox is selected.
It also has a *House Bank* defined which matches the *House Bank* of the payment method.
The customer C_RB has:

- An open invoice with a Balance Due of GBP 152.75 and an Applied Amount of GBP 0.00, document number 226.
- An un-reconciled Payment on Account of GBP 100.00, document number 127.
- A manual JE created for C_RB, transaction number 1659.
When the *Payment Wizard* is run for the payment method *Incoming BT*, all three of these transactions will appear in the payment wizard’s *Recommendation Report*.

![Payment Wizard Recommendation Report]

Because the *Payment Wizard* displays the un-reconciled *Payment on Account*, its balance can be offset against other open documents.

It is not possible at this stage to make a payment which is not based on a document. Payments made by the *Payment Wizard* can only be based on open invoices or JEs where the customer or supplier code is defined or via existing unreconciled *Payments on Account* type incoming payments. Likewise, the *Total* in the *Recommendation Report* must be greater than 0; otherwise, the payment wizard cannot be executed.

In the above example, all three documents are selected and the *Total* is GBP 77.75. When only the *Payment on Account* and the JE are selected, as is the case in the following example, the total is GBP -75.00.
When the Next button is pressed the system message ‘Each individual payment’s total amount must be greater than zero. [Message 504-53]’ is displayed.

The only way to proceed to Step 7 of 9 is to ensure that the Total is greater than 0. In this case, the only way to proceed is to ensure Invoice no. 226 is also selected, giving a total of GBP 77.75, as can be seen in the following example.

Related Contents:

- EoP Newsletter [Wiki link](#)
- [Online Help](#): Payment Wizard
- [Business One to Go](#): Payment Wizard
- The link to the relevant catalogue page
- For more information, visit the [Business One homepage](#).
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