

# How to Setup payment remittance approval for bank file.

Payment is the voluntary transfer of money, equivalent, or other valuable items from one person to another in exchange for goods or services received or to meet a legal obligation. Users makes payments manually through manual remittance or at payment level.

This document serves to show how you can setup payment approval before bank file is created and control the process of payment, remittance, and bank file creation depending on the authorization level: Approval of outgoing payments on the payment level or on the manual remittance level.

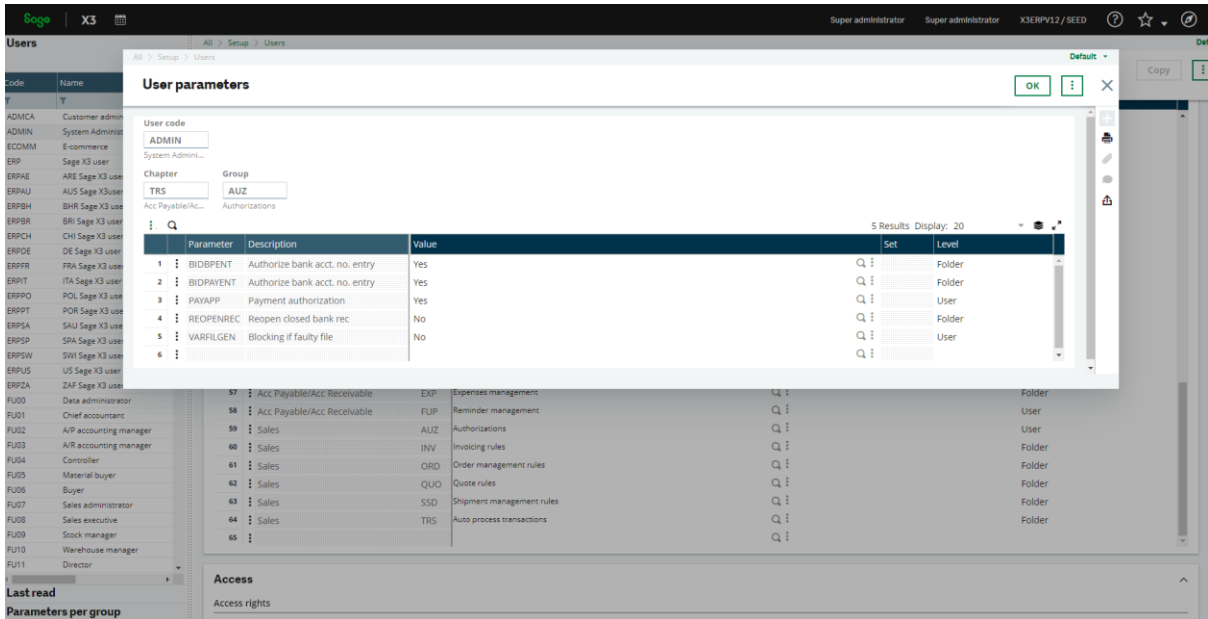
Setup up the approver user profile by navigating to:

Setup > users > Parameter> Acc Payable/Acc receivable.

Ensure the PAYAPP (Payment authorization) is set to yes.

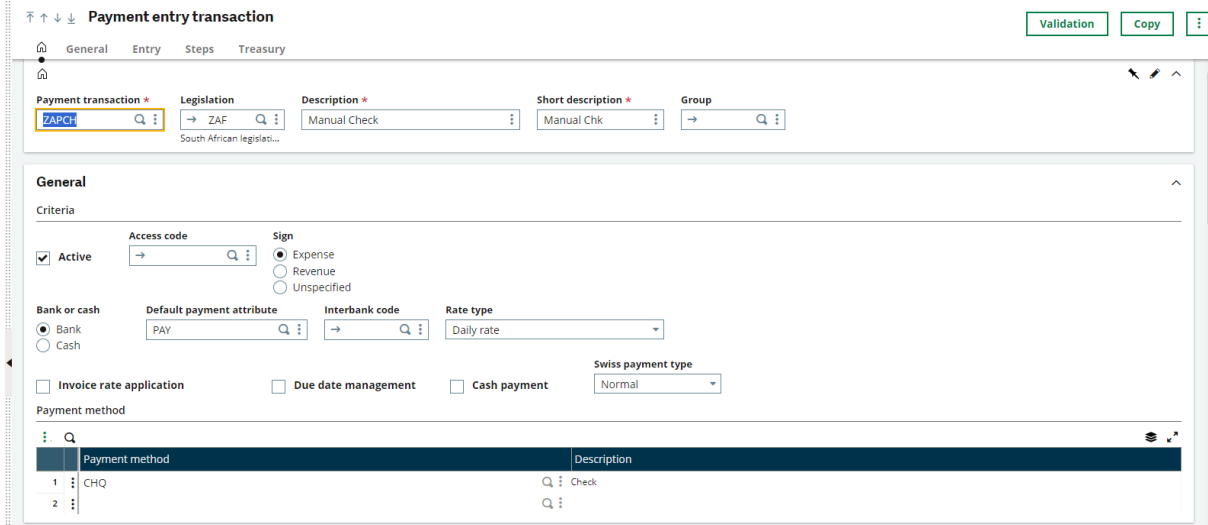
The screenshot shows the SAP 'Users' table with the 'Parameters' tab selected. The table lists various user profiles and their associated parameters. Row 55, 'Acc Payable/Acc Receivable', is highlighted in yellow. The table has columns for ID, Name, Parameter, Description, and Action.

ID	Name	Parameter	Description	Action
40	Supervisor	SES	Session management	Q
41	Supervisor	TRD	Traductions	Q
42	Supervisor	WRK	Workflow	Q
43	Common Data	CCM	Change control management	Q
44	Common Data	CLO	Closing operations	Q
45	Common Data	CPT	Accounting Rule	Q
46	Common Data	DEF	Default values	Q
47	Common Data	EDI	Dematerialization	Q
48	Common Data	INT	User interface	Q
49	Common Data	MIS	Miscellaneous	Q
50	Common Data	NCS	Non-conformance	Q
51	Common Data	PAP	Payment approval management	Q
52	Common Data	PJM	Project management	Q
53	Common Data	TEX	Text management	Q
54	Time management-X3P	MIS	Miscellaneous	Q
55	Acc Payable/Acc Receivable	AUZ	Authorizations	Q
56	Acc Payable/Acc Receivable	DEF	Default values	Q
57	Acc Payable/Acc Receivable	EXP	Expenses management	Q
58	Acc Payable/Acc Receivable	FUP	Reminder management	Q
59	Sales	AUZ	Authorizations	Q



Setup the payment entry type that should require an approval by Navigating to:

Setup> A/P-A/R accounting> Payment entry type



All > Setup > A/P-A/R accounting

Payment entry transaction Validation Copy

General Entry **Steps** Treasury

Auto proposal   
 Bank allocation   
 Acceptance return   
 Authorization

Notes P/R posting

Posting Portfolio update Group entry \* Journal type

Deposits/Remittances

Remittances  Paying banks  Bank file

Electronic medium EDI

SEPA generation SEPA file Bank file group

Bank file split

Payment method  Currency  Due date

Printing

Payment report code ZACHI Mandatory printing

Intermediate posting

**Note:** The payments with Revenue sign are always approved. If the Authorization check box is cleared, all payments, regardless of the sign, will be processed with approved status. The process of creating the bank file will not be interrupted and the payments can be processed with the approved status.

Create your payment by navigating to:

A/P- A/R accounting> payment> payment receipt/entry

All > A/P-A/R accounting > Payments Default

Manual Check Post Milestone Approve

General

Payment no. [ZAPCH2301ZA011000001] Status Entered

Approved No

**General**

Site \* BP Control \* Account Address code \*  
 ZA011 ZA059 PL 320000 HO Samsung South Africa

Accounting date \* Entry reference Description Bank Currency \* BP amount  
 01/17/23 TEST ZA1ZA ZAR 1,200.00 ZAR

C/T val bank curr 1,200.00 ZAR Check number

Attribute	thholdings	Amount	Allocated to BP	Discount date	Tax	U..	Quantity	Distribution	Cost Center	Market
1 : PAY		1,200.00	1,200.00							
2 :										

Total allocated to BP 1,200.00 ZAR  
 Remaining for allocation -200.00  
 Bank amount 1,200.00 ZAR  
 BP account balance

This will result in a Approve button available for selection on Payment entry screen GESPAY with the following:

- Approved - This is the status of payment approval.
- Approve button - Used to approve the payment. This button is only active for payments that are not yet approved.

The payment can be created and posted as not approved, so there is nothing blocking it and can be processed at a later stage.

If there are any changes on the payment which was approved by the user (and not approved by default), it will go back to a status of not approved. The payment will then require authorization.

If the payment has been approved by the user, the approving user and approval date are saved in the PAYMENTH table. If the approval is reverted, the approving user and approval date remain in the table. If approved again, these entries will be overwritten.

Create your manual remittance entry by navigating:

A/P- A/R accounting> Remittance> Manual remittance entry

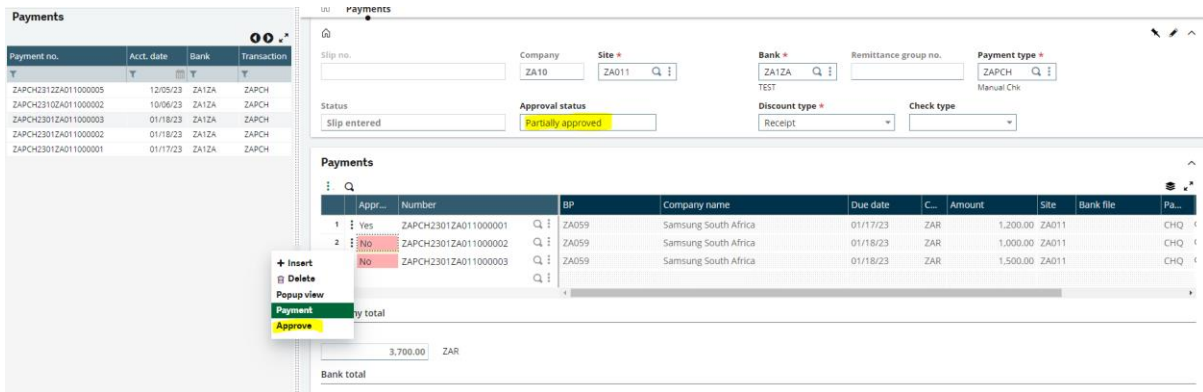
Click create, add the required information, and select the payments you want to approve.

Appr...	Number	BP	Company name	Due date	C...	Amount	Site	Bank file	Pa...
1   Yes	ZAPCH2301ZA011000001	Q	ZAO59 Samsung South Africa	01/17/23	ZAR	1,200.00	ZAO11		CHQ
2   No	ZAPCH2301ZA011000002	Q	ZAO59 Samsung South Africa	01/18/23	ZAR	1,000.00	ZAO11		CHQ
3   No	ZAPCH2301ZA011000003	Q	ZAO59 Samsung South Africa	01/18/23	ZAR	1,500.00	ZAO11		CHQ
4									

A new column has been added to the Payments grid in Manual remittance entry to show the approval status of each connected payment. This is only active and visible if the payment type has the Authorization flag set to Yes.

The following statuses have been made to the Manual remittance entry function.

- Approved status - This displays the status of the connected payments on the remittance level:
  - Approved - All connected payments are approved.
  - Partially approved - Not all connected payments are approved.
  - Not approved - None of the connected payments are approved.



You can also approve each single connected payment from the remittance level (only for authorized users).

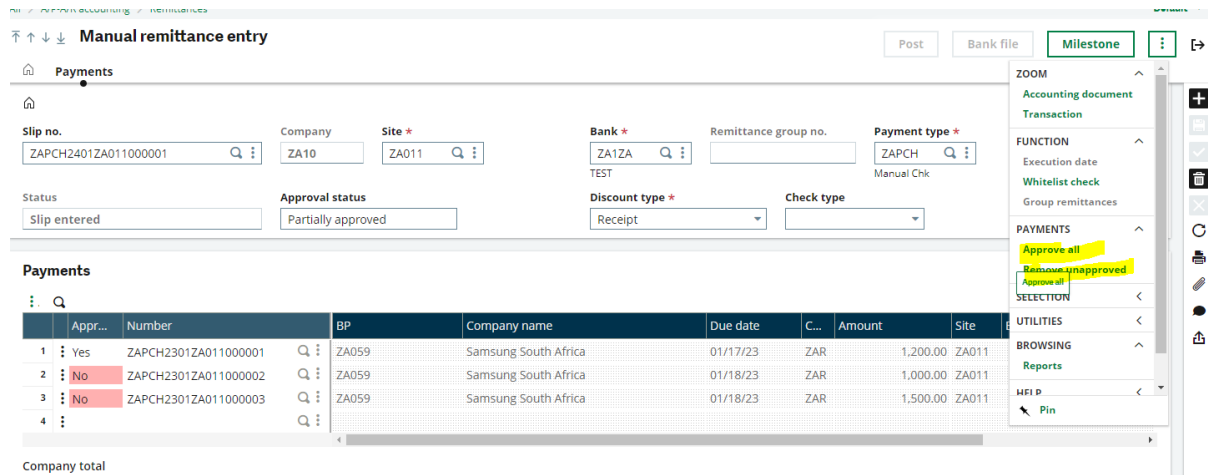
**Bank file and posting can be either manual remittance or automatic remittance creation.**

Manual remittance creation.

Posting and creating the bank file are only possible if all the connected payments are approved.

If there are multiple payments connected with different approval statuses, you can approve all payments that have not yet been approved by mass (for authorized users).

It is also possible to remove all payments that are not approved from the remittance by mass.



Once all the payments have been authorized the post and bank file button will be available for selection.

All > A/P-A/R accounting > Remittances

**Manual remittance entry** Post Bank file Milestone

**Payments**

Slip no.  Company  Site \*  Bank \*  Remittance group no.  Payment type \*  Manual Chk

Status  Approval status  Discount type \*  Check type

**Payments**

	Appr...	Number	BP	Company name	Due date	C...	Amount	Site	Bank file	Pa...
1	Yes	ZAPCH2301ZA011000001	ZA059	Samsung South Africa	01/17/23	ZAR	1,200.00	ZA011		CHQ
2	Yes	ZAPCH2301ZA011000002	ZA059	Samsung South Africa	01/18/23	ZAR	1,000.00	ZA011		CHQ
3	Yes	ZAPCH2301ZA011000003	ZA059	Samsung South Africa	01/18/23	ZAR	1,500.00	ZA011		CHQ
4										

Company total  ZAR

Bank total  ZAR

### Automatic remittance creation

A/P- A/R accounting> Remittance> Automatic remittance creation.

All > A/P-A/R accounting > Remittances

**Automatic remittance creation** OK : X

All companies Company \*  Legislation \*  South African Com... South Africa

All sites Site \*

Selection

All transactions Transaction \*

All entry batches  Approved payments only

Entry batch

All banks Bank \*  First National Bank (Z...

All users User \*  System Administrator

All currencies Currency  Currency group \*

Items until

Minimum payment  ZAR

Maximum payment  ZAR

Max. remittance amt.  ZAR

Reference group

Discount type \*  Execution date

All > A/P-A/R accounting > Remittances

**Log Reading F40165** Next error Next warning

	01/18/24 08:41:59 (ADMIN) Automatic remittance creation
1	Deposit Slip ZAPCH2401ZA011000001 : ZA1ZA, ZAPCH, ZA10, 1200 ZAR
2	Payment ZAPCH2301ZA011000007 : Samsung South Africa, 1200 ZAR
3	
4	Deposit Slip ZAMHT2401ZA011000001 : ZA1ZA, ZAMHT, ZA10, USD, 44269.26 ZAR
5	Payment ZAMHT2301ZA011000001 : Zimbabwe Leaf Tobacco, 1682.76 USD
6	Payment ZAMHT2311ZA011000001 : Zimbabwe Leaf Tobacco, 1836.74 USD
7	
8	Deposit Slip ZAMHT2401ZA011000002 : ZA1ZA, ZAMHT, ZA10, ZAR, 17689 ZAR
9	Payment ZAMHT2301ZA011000008 : Zimbabwe Leaf Tobacco, 17689 ZAR
10	
11	Total Transaction ZAPCH : Expense = 1200 ZAR
12	Total Transaction ZAMHT : Revenue = 62192.26 ZAR
13	Total Bank ZA1ZA : Expense = 1200 ZAR, Revenue = 62192.26 ZAR
14	Proposal Total : Expense = 1200 ZAR, Revenue = 62192.26 ZAR
15	
16	Normal end of log file 01/18/24 08:41:59
17	

16 Results Display: 25

Approved payments only - This makes sure no un-approved payments are passed to the remittances, which are created automatically.

The bank remittance will be created for each payment created and you can file the remittance on manual remittance screen, and you can print your bank file from the manual remittance screen.

#### Electronic remittance (FICMAG)

In the bank file generation process, only approved payments are considered.

In the case where payments are not approved and are connected to the remittance, the bank file is not created, and a log message is displayed.

In case of grouping of remittances (one bank file created for an entire group of remittances), if a remittance exists with not all payments approved – the bank file is not created, and a log message is displayed. Bank files for other groups or single remittances with all payment approved, are created.