Payee Maintenance

Payee Maintenance provides the ability to create and edit all payees assigned to a specific company, across all services and accounts. Users can search for payees, using various search options. Accounts and bank information can also be edited to accommodate changes to payees, based on the company's needs.

Payee Maintenance : Manage Payees

Search Payees

Display Name	Payee ID
Payee Type	All	Payee Name
Account Number	

Show 10 results per page, sorted by Display Name in ascending order, including summary

🔍 Search Payees | 🖨 Print | ⊕ Create Payee

Create / Edit a Payee

New payees can be created by selecting the **Create Payee** button. Payees can also be edited by selecting a pre-existing payee through the search function.

Create Payee

Payee Information

* Payee Name	Display Name
* Payee ID	Address 1
* Payee Type None Selected	Address 2
	Address 3
	Note: P.O. Boxes are not valid for Wire Transfers
	Email Address

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account
No accounts defined for payee				

⊕ Add Account

✔ Save | ✖ Cancel

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Payee Information

· **Payee Name:** The text placed in this field will determine the name of the Payee.

· **Payee ID:** The text placed in this field will determine the Payee ID. This can reflect the Payee Name or be an employee ID# at the user level.

· **Payee Type:** Select between, Individual, Business or Government Agency to determine the usage type of the account associated with the payee.

· **Display Name:** This is the identifier name to be used within Payee Maintenance , i.e. Nickname.

· **Address 1–3:** These fields are provided for the address of the payee.

· **Email Address:** Payee Email Address — Optional

Adding a Payee Account:

Account information must first be entered before enabling the account for ACH and/or Wire Transfer services. Check the ACH Information box to enable the payee for ACH payments; check the Wire Information box to enable the payee for Wire payments. Either or both payment types may be enabled.

· **Account Name:** This field is the Payee Name that is associated with the account. Using the name of the person or company linked to the account or the type of account (Checking/Business) are most commonly used in this field.

· **Account Number:** This may be a series of numbers and/or letters, depending on the criteria the bank uses.

· **Beneficiary ID Type:** For Wire Transfers, the drop down menu provides a number of ID types to use instead of an Account Number. Select the Save Account button to save all information, or Cancel to return to the Create Payee page.

Select the **Save Account** button to save all information, or **Cancel** to return to the **Create Payee** page.

Edit Payee

Payee Information

* Payee Name: MR TEST	Display Name: MR TEST
* Payee ID:	Address 1:
* Payee Type: **Business**	Address 2:
	Address 3:
	Note: P.O. Boxes are not valid for Wire Transfers
	Email Address:

Payee Accounts

Account Information	Bank Information	Authorized For Debit	Account Type	Default Account

[Add Account]

[✔ Save] [✖ Cancel]

Search Payees:

Existing payees can be searched using a variety of payee information fields to further define the search. The more information entered will narrow the search criteria and will help search for the transaction more quickly.

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Searches can also be tailored to your needs:

Payee Maintenance : Manage Payees

Search Payees

Display Name	[ ]	Payee ID	[ ]
Payee Type	[All ▼]	Payee Name	[ ]
Account Number	[ ]		

Show 10 results per page, sorted by Display Name in ascending order, including summary

[🔍 Search Payees] [🖨 Print] [⊕ Create Payee]

All payees are displayed for review and edit options. The number of payees displayed can be determined by selecting 10, 20 or 50 Items to Display. Entering the page number in the **Go To** Page area and pressing the **Enter** button on the keyboard will display results on that page or can be scrolled one at a time using the **Prev-1-2-Next** buttons.

Prev 1 Next	Go to page 1	Showing 1 - 9 of 9	Items to display: 10 20 50

Payee Accounts:

Existing payee accounts are displayed in this area. The following information is displayed to provide a summary of each payee:

Display Name ▲	Payee ID	Payee Name	Payee Type		
Prev 1 Next Go to page 1	Showing 1 - 9 of 9				Items to display: 10 20 50
✖	*3824		Individual	✏ Edit	⚙ Make Payment ▼
✖	*3244		Individual	✏ Edit	⚙ Make Payment ▼
✖	*3374		Business	✏ Edit	⚙ Make Payment ▼
✖	*6789		Business	✏ Edit	⚙ Make Payment ▼
✖	*8888		Individual	✏ Edit	⚙ Make Payment ▼
✖	*999		Business	✏ Edit	⚙ Make Payment ▼
✖	*9999		Individual	✏ Edit	⚙ Make Payment ▼
✖	*1234		Individual	✏ Edit	⚙ Make Payment ▼
✖	*001		Business	✏ Edit	⚙ Make Payment ▼
Prev 1 Next Go to page 1	Showing 1 - 9 of 9				Items to display: 10 20 50

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- **Delete:** The red **X** icon represents the delete function. Selecting this will prompt a confirmation window before deletion occurs.

- **Edit:** Selecting this field will allow the account to be edited.

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