

EASTERN TREASURY™

# Payee Center Quick Reference Guide

May 2020



## PAYEE CENTER

The Payee Center is an optional service that allows you to create a repository of Payee names and payment information. After the Payee is set up and approved, a payment can be created in the Payment Center using an existing payee. Payees can be setup with multiple payment accounts and can be modified or deleted if needed.

Updates or deletions to Payees will not affect transactions that have already been entered or are in process.

### TO ADD A PAYEE:

1. From Home, select **Administration and Settings > Payee Center**.
2. Click **Add New Payee**.

The screenshot shows the 'Payee Center' dashboard. At the top, there is a header with 'Payee Center' on the left and 'Add Widget' on the right. Below the header, there are navigation links: 'Add New Payee', 'Export Payees', 'Print Payees', and 'Import'. A date and time stamp '04/02/2020 11:26 AM' is visible. A filter dropdown is set to 'Select fields'. Below this is a table with columns: 'All', 'Actions', 'Name', 'Payee Type', 'Payee Name', 'Payee Email', 'Payee Phone', and 'Payee Mobile'. The table contains four rows of payee data.

<input type="checkbox"/> All	Actions	Name	Payee Type	Payee Name	Payee Email	Payee Phone	Payee Mobile
<input type="checkbox"/>	View	Barbara Tyr Consulting Jul 26	Individual				
<input type="checkbox"/>	View	Bernadeta Bakery	Business				
<input type="checkbox"/>	View	China	Business				
<input type="checkbox"/>	View	DR Test	Business				

3. At the Payee type, check the appropriate box: **Business or Individual**.

The screenshot shows the 'New Payee' form. It has a dark blue header with a back arrow and the text 'New Payee'. The form is divided into several sections:

- \* Payee Type(s)**: Two radio buttons for 'Business' and 'Individual'.
- Payee Information**:
  - \* Name (Business, Individual or Employee)**: A text input field.
  - Payee ID Number**: A text input field.
- Address Information**: A text input field for 'Address Line 1'.
- Payee Person**: A text input field for 'Payee Name'.

4. In the **Payee Information** section, enter the **name, ID number (optional)** and **address (only required for wires)**.
  - a. For ACH Payments, the payee name has a maximum of 22 characters that should be entered in the name field to allow the payment to be sent without receiving an error.
  
5. (optional) In the **Payee Person** section, enter the **name and contact info**.

←
New Payee

\* Payee Type(s)

Business  Individual

Payee Information

\* Name (Business, Individual or Employee)

Payee ID Number

Address Information

Address Line 1

Address Line 2

City

State

Province

Postal Code

Country

Payee Person

Payee Name

Email

Phone

Mobile

Fax

6. In the **Payment Information** section, Input **Payment Account Information** for the Payee.

Payment Information

▼ Account 8888888 (USD)

Account Information

Complete Account Information to enable payments and collections for this Payee.

Enter Bank Information  Use IBAN ⓘ

Account Type \* Account Number

Checking 8888888

Required for Payment Types using NACHA clearing method

\* Bank Routing Code

011301798 - EASTERN BANK

EASTERN BANK  
441 Main St  
Melrose, MA  
US

\* Currency

USD - US DOLLAR

► Intermediary Bank Information

Make this the Primary Account for this Payee

Add Another Account

Payment Methods Accepted by this Account

Selected payment types will be active for this account.

- Consumer Collections
- Corporate/Vendor Payments
- Internet Initiated Collections
- Wire - International
- Corporate Collections
- Corporate Trade Exchange
- Cash Concentration
- Cash Disbursement
- Telephone Initiated Collections
- Wire - Domestic
- Consumer Payments

7. Select **Enter Bank Information** to input bank information or select **Use IBAN** to enter an IBAN for a foreign wire.
8. *(optional)* Select an Account Type if the Payee will be used for ACH payments only
9. Enter the Payee's account number
10. In **Bank Routing Code**, enter the Payee bank name or ABA number. As you type, the field will begin to display a list of banks that match. Select the appropriate Bank.
11. From the Payment Methods displayed, check the box or boxes pertinent to this Payee.
  - a. Payment Methods displayed are based on the payment permissions of the user creating the Payee
12. The currency field will display USD – US Dollar.
13. *(optional)* Click **Intermediary Bank Information** to add an intermediary Bank for a wire, then complete the fields.
14. The first Payee Account will default as the **Primary Account** for this Payee, to add an additional account for the same Payee click **Add Another Account**.
15. When finished, click **Save Payee**.
16. A Success message appears at the top of the Payee Center.
17. Based on user permissions, a different Approver may be required to approve the Payee. Only Payees in Approved status will be available in the Payee Center.

