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

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