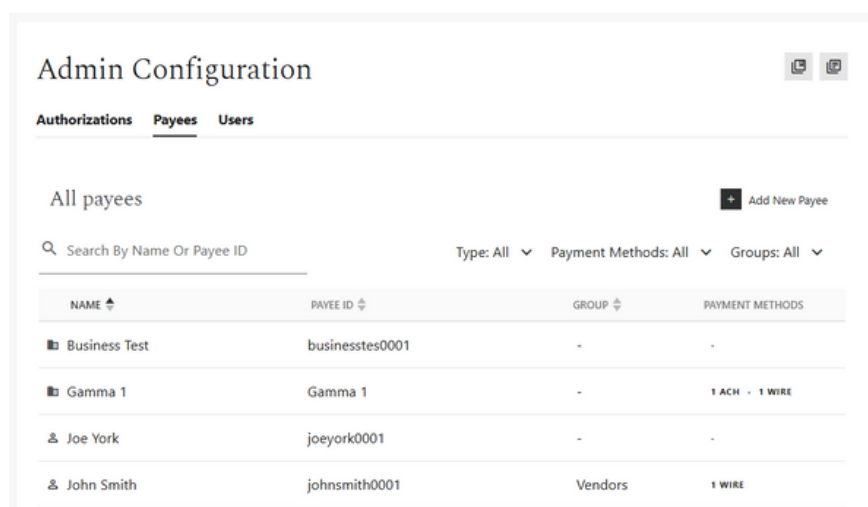


# Payees

A key feature of Admin Configuration is Payees. Payees are any individuals or vendors that you are collecting money from or paying money to.

Examples of Payees include: Employees who have signed up for direct deposit and are paid via the External ACH feature, a vendor you need to pay for farm equipment via wire, or a customer who has purchased some of your feed and you now need to collect payment from them.



Admin Configuration

Authorizations Payees Users

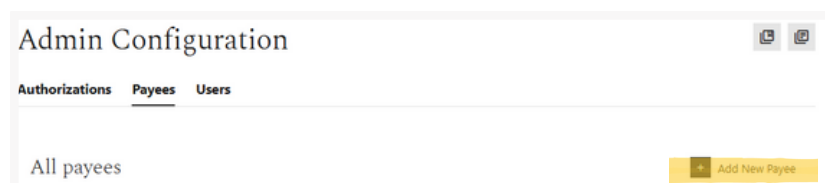
All payees [Add New Payee](#)

Search By Name Or Payee ID Type: All Payment Methods: All Groups: All

| NAME          | PAYEE ID         | GROUP   | PAYMENT METHODS |
|---------------|------------------|---------|-----------------|
| Business Test | businessstes0001 | -       | -               |
| Gamma 1       | Gamma 1          | -       | 1 ACH - 1 WIRE  |
| Joe York      | joeyork0001      | -       | -               |
| John Smith    | johnsmith0001    | Vendors | 1 WIRE          |

## CREATING A PAYEE

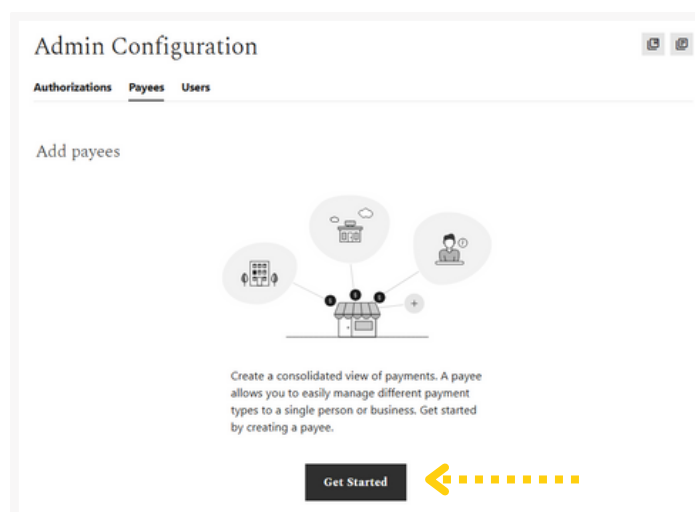
Go to **Business Services**→ **Admin Configuration**→ **Payees**. To create a new payee, click **Get Started** or **Add New Payee**.



Admin Configuration

Authorizations Payees Users

All payees [Add New Payee](#)



Under **Payee details**, categorize the payee as a **Person** or **Business**. Selecting a payee type is required. A payee's type is an identification tool to help with payment processing of External ACHs. Once this field is saved, it cannot be edited.

**Payee details**

Person

Business

Selecting a payee's type is required. A payee's type is an identification tool to help with payment processing. Once this field is saved it cannot be edited.

Enter the **Full Name** of the payee. If you selected **Person** as a type, this will be the full name of the individual; if you selected **Business**, this will be the full name of the business (or as close as you can get - the character maximum is 35).

Full Name \*

Moo La Land Farm

16 / 35

The **Email** and **Payee ID** fields are optional. If you do not enter a **Payee ID**, our system will automatically create one once the payee has been saved.

Email (Optional)

Payee ID (Optional)

We will create a Payee ID for you, or you can enter your own Payee ID.

**NOTE:** If you are paying a payee by wire, you will need to enter the payee's address. For all other payment options, the address, phone number and website are optional.

Payee's address is required to utilize wire payment methods.

 Add address

**Choose a group** is an optional feature. By selecting a **Group**, you can organize, view, and manage your payees by specific categories (ex. employees, vendors, or customers).

**Choose a group (Optional)**

Employees Vendors Customers +

After all the information has been entered for the payee, click **Add Payee** to save the payee's profile. You will be prompted on the next screen to choose the **Payee's Payment Method**. Click **Add Payment Method**.

Add new payee ×

**Payee details**

 Person  Business ✓

Selecting a payee's type is required. A payee's type is an identification tool to help with payment processing. Once this field is saved it cannot be edited.

Full Name \*  
Moo La Land Farm 16 / 35

Email (Optional)

Payee ID (Optional)

We will create a Payee ID for you, or you can enter your own Payee ID.

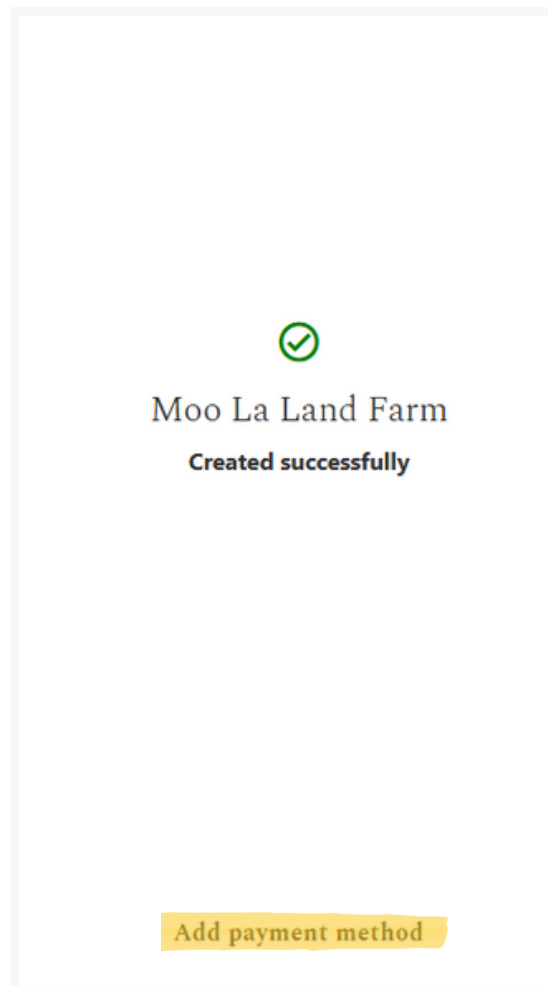
Payee's address is required to utilize wire payment methods.

 Add address

 Add phone number (Optional)

**Add payee** 

Click **Add Payment Method**.



**BEST PRACTICE:** Create a Debit/Credit Authorization form! A Debit/Credit Authorization form is a document that provides formal permission to a company or organization to collect or send money from/to another bank account. Most Debit/Credit Authorizations forms have Authorization, Payment Details, Bank Information, Revocation Clause, and Payee's Signature sections. If you're interested, reach out to the Partner Experience team for a sample.

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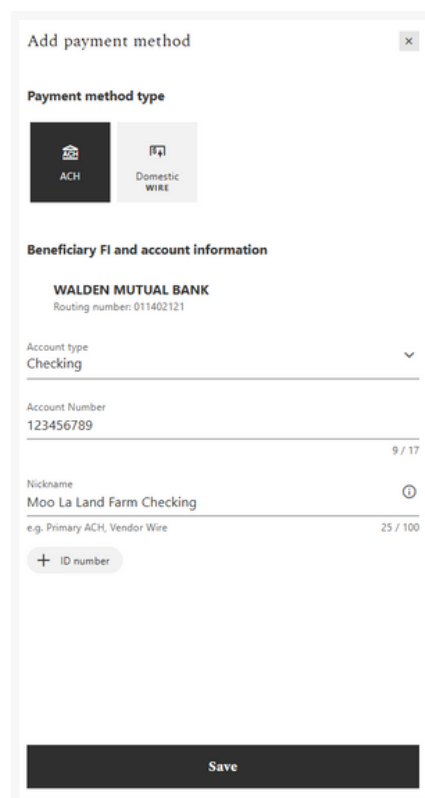
## ADDING EXTERNAL ACH PAYMENT METHOD

If you are paying or collecting payment from your payee using our **External ACH** feature, select **ACH** under the **Payment Method Type**.



The screenshot shows a modal window titled "Add payment method" with a close button (X) in the top right corner. Below the title is a section labeled "Payment method type". There are two buttons: "ACH" (highlighted with a yellow bar) and "Domestic WIRE".

Enter the payee's **Routing Number** and **Account Number**. Select the **Account Type** (Checking or Savings) and then provide a **Nickname** for the **Payment Method**. The **Nickname** will help in situations where you have a payee that might have two different types of accounts or payment methods they use to accept payments to or collect money from. The **ID Number** is an optional field.



The screenshot shows the "Add payment method" modal window with the "Payment method type" section at the top, where "ACH" is selected. Below this is the "Beneficiary FI and account information" section. It displays "WALDEN MUTUAL BANK" with a routing number of "011402121". The "Account type" is set to "Checking". The "Account Number" field contains "123456789" with a character count of "9 / 17". The "Nickname" field contains "Moo La Land Farm Checking" with a character count of "25 / 100". There is a placeholder for an "ID number" with a plus sign icon. At the bottom is a "Save" button.

Click **Save**.

**NOTE:** If the routing number entered does not match the bank's name that the payee provided, please contact your payee to confirm the routing number is accurate and accepts ACHs.

ADDING DOMESTIC WIRE PAYMENT METHOD

If you are paying your payee using the **Domestic Wire**, select **Domestic Wire** under the **Payment Method Type**.

Add payment method

Payment method type

ACH

ACH

\$

+

Domestic WIRE

Enter the payee’s physical address if it was not already entered on the previous payee screen.

Payee's address

Payee's address is required to add this payment method.

Country

United States

Address 1

66 N Main Street

Address 2 (Optional)

ZIP Code

03301

City

Concord

State

NH

Scroll down to enter the **Receiving Beneficiary Financial Institutions information**.

**NOTE:** Select Add Intermediary FI if the payee provided an Intermediary bank information. If not, skip this section and enter the Receiving Beneficiary Financial Institution information.

☐ Add Intermediary FI ⓘ

You will need to enter a valid **Routing Number**, **Account Number**, **Nickname**, and **physical address** of the Financial Institution. The **Nickname** will help in situations where you have a payee that might have two different types of accounts or payment methods they use to accept payments to or collect money from. The **ID Number** is an optional field.

**ATLANTIC COMMUNITY BANKERS BANK**  
Routing number: 031301752

Account Number  
 123456789 9 / 34

Nickname  
 Moo La Land Farm Wire ⓘ 21 / 100  
e.g. Primary ACH, Vendor Wire

FI Address 1  
 1400 Market Street 18 / 35

FI Address 2 (Optional)  
0 / 35

FI Postal Code  
 17011 5 / 35

FI City  
 CAMP HILL 9 / 30

State  
 PA ▼

Save

Click **Save**.

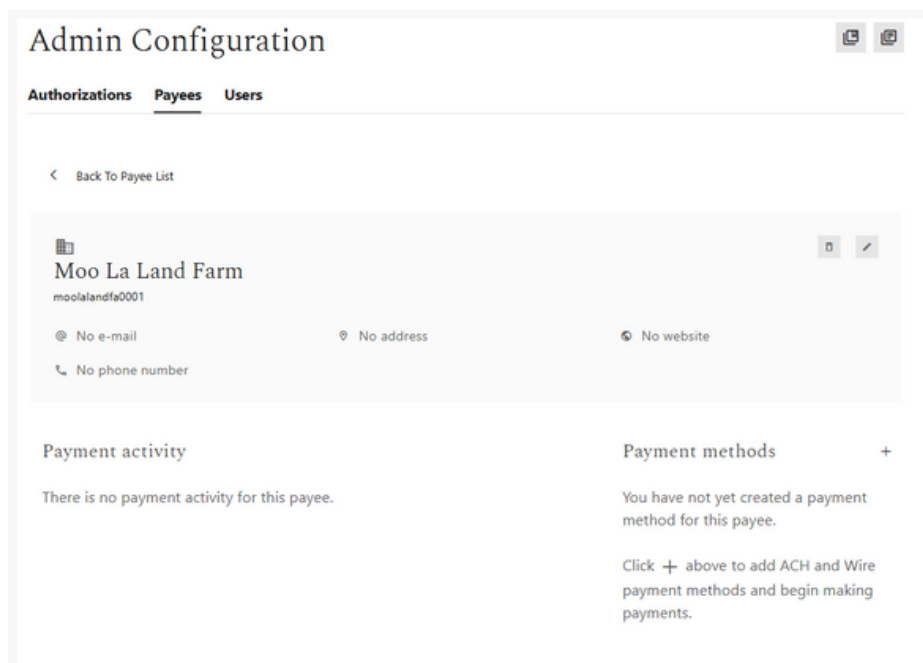
**NOTE:** Our system should automatically pull in the Receiving Beneficiary Financial Institution's address. If the Routing Number you are entering does not link to a bank or match the name of the bank provided by your payee, please contact your payee to make sure their bank accepts wires. Some smaller banks (like us!) use a different bank to help process their wires.

**BEST PRACTICE:** Check out our [External ACH User Guide](#) and [Wires Guide](#) for more information on ACH and wire processing!

## PAYEE MAINTENANCE

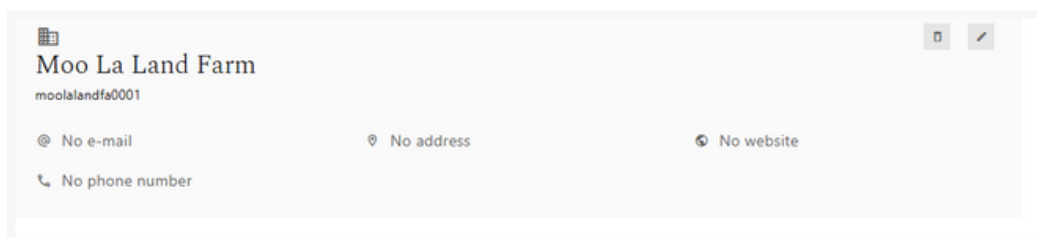
### UPDATE PAYEE CONTACT INFORMATION

To update payee contact information, go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to update.



The screenshot shows the 'Admin Configuration' page with tabs for 'Authorizations', 'Payees', and 'Users'. The 'Payees' tab is active. A 'Back To Payee List' link is visible. The profile for 'Moo La Land Farm' (moolalandfa0001) is displayed. It includes contact information: 'No e-mail', 'No address', 'No website', and 'No phone number'. Below this, there are sections for 'Payment activity' (stating 'There is no payment activity for this payee.') and 'Payment methods' (stating 'You have not yet created a payment method for this payee.' and providing instructions to click a plus icon to add ACH and Wire payment methods).

Click on the **Pencil Icon**  under the payee profile to update their contact information.



This screenshot shows the edit form for the 'Moo La Land Farm' payee. It includes a 'Back' button and a 'Pencil Icon' (highlighted by a yellow dashed arrow). The form contains fields for 'No e-mail', 'No address', 'No website', and 'No phone number'. Below these fields is a 'Submit' button.

Enter the new contact details and click **Submit**.

**NOTE:** Payees can have multiple payment methods attached to their profiles. You do not need to create a new payee profile for each payment method.

## PAYEE MAINTENANCE

### UPDATE PAYEE PAYMENT METHOD

To update payee **Payment Method** go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to update.

Click on the **Pencil Icon**  next to **Payment Methods** to update their ACH or wire information.

| Payment activity                             | Payment methods                                                                                                                                                                                                                                                                                         |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There is no payment activity for this payee. | <div>ACH  </div> <div>Moo La Land Farm ACH</div> <div>Routing number 211770213</div> <div>Account number Checking *****6789</div> |



Enter the new payment details and click **Save**.

### DELETE PAYEE PAYMENT METHOD

To update payee **Payment Method**, go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to delete the **Payment Method** for.

To delete a **Payment Method** for the Payee, click on the **Trash Can icon**  above the current payment method.

| Payment activity                             | Payment methods                                                                                                                                                                                                                                                                                             |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There is no payment activity for this payee. | <div>ACH  </div> <div>Moo La Land Farm ACH</div> <div>Routing number 211770213</div> <div>Account number Checking *****6789</div> |



Click **Yes, delete** to permanently delete the payment method.

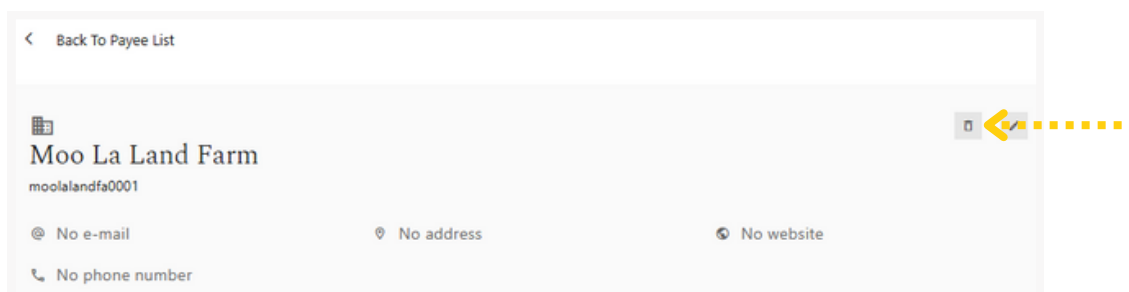
**NOTE:** Before deleting a payee, we check for any scheduled payments associated with the payee. If we don't find any, a confirmation window will open for you to confirm deletion.

## PAYEE MAINTENANCE

### DELETE PAYEE

To update payee **Payment Method**, go to **Business Services**→ **Admin Configuration**→ **Payees** and select the **Payee** you wish to delete.

To delete a payee click on the **Trash Can** icon  on their profile .



Click **Yes, delete this payee** to permanently delete the payee.

**NOTE:** You can't delete a payee that has a scheduled transaction in progress. Delete pending transactions that use the payment method, then delete the payment method. We will then remove deleted payment methods from all templates. Once a payee has been deleted, it can not be reversed and the payee will need to be recreated.