

# Guide to Edit a Template Payee

The edit payees feature allows users to edit payee records in a template.

## Required Permissions

Before you can edit payee records in a template, you must be assigned a role with edit template entries permission.

**Important:** Changes to payees are not applied to templates pending authorization, authorized templates, or future-dated templates

1

From within the "**Business ACH**" widget, select the template where you wish to edit the Payee.

The screenshot shows the 'Business ACH' interface. On the left, a sidebar contains a search bar for templates and a list of templates. The 'Test Template' is selected and highlighted with an orange circle. Below the list is a '+ New Template' button. On the right, the details for the 'Test Template' are shown, including a search bar for payees and a table of payees.

NAME	ACCOUNT
Test LLC	Checking *****7744 256075025
	Checking

2



To edit an Individual Payee in a template, click the edit icon (pencil) next to the Payee you wish to edit. The following options will be available to edit:

- **Account**
- **Status**
- **Amount**
- **Addenda**
- **Discretionary Data (Optional)**

Consumer Payments - PPD, Credits Business Basic Checking \*\*33003

Payees Make a copy

Search Payees Show ACH Limits ▾

ACCOUNT	STATUS	AMOUNT	
Checking *****7744 256075025	ACTIVE	\$100.00	
Checking *****1111 256075025	PRENOTE	\$0.00	

Payees Total: \$100.00 Review and Submit

3


Select an **Account** from the drop-down. The drop-down displays all ACH accounts assigned to the Payee.

**Note:** The **Account** field will auto-populate if there is only one account assigned to the Payee.

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Payees Make a copy

Search Payees Show ACH Limits ▾

ACCOUNT	STATUS	AMOUNT	
ACCOUNT	Checking - *****7744		
STATUS	Active		
AMOUNT	\$100.00		
ADDENDA ⓘ			
DISCRETIONARY DATA	Optional		

4 Select a **Status** from the drop-down. You will have the following options:

- **Active:** The Payee is a live entry that will be included in the template sent for processing
- **On Hold:** The Payee is not live and will not be included in the template. For example, an employee on unpaid leave can be designated on hold until he or she returns.
- **Prenote:** The system creates a zero-dollar prenote entry in the template for the purpose of verifying the account information of the Payee. Prenotes should be sent at least 3 banking days prior to submitting a live entry. For example, your business may submit a prenote entry for a new employee using direct deposit to ensure the accuracy of the Payee's bank and account information.

The screenshot shows a web interface for managing payees. At the top left, there is a search box labeled "ch Payees" and a "Show ACH Limits" dropdown. Below this is a table with columns for ACCOUNT, STATUS, and AMOUNT. The STATUS column is currently selected, and a dropdown menu is open, showing three options: "Active", "On Hold", and "Prenote". An orange circle highlights the "Active" option. At the bottom of the table, there are buttons for "Remove Payee", "Cancel", and "Save Changes".

ACCOUNT	STATUS	AMOUNT
ACCOUNT	Checking - *****7744	
STATUS	Active	
AMOUNT		
ADDENDA ⓘ		
DISCRETIONARY DATA	Optional	

er      Checking      PRENOTE      \$0.00

## 5 Enter an **Amount**.

ch Payees Show ACH Limits ▾

ACCOUNT	STATUS	AMOUNT
ACCOUNT	Checking - *****7744	
STATUS	Active	
AMOUNT	\$100.00	
ADDENDA ⓘ		
DISCRETIONARY DATA	Optional	
<b>Remove Payee</b>		<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>
er	Checking *****1111 256075025	<input type="button" value="PRENOTE"/> \$0.00

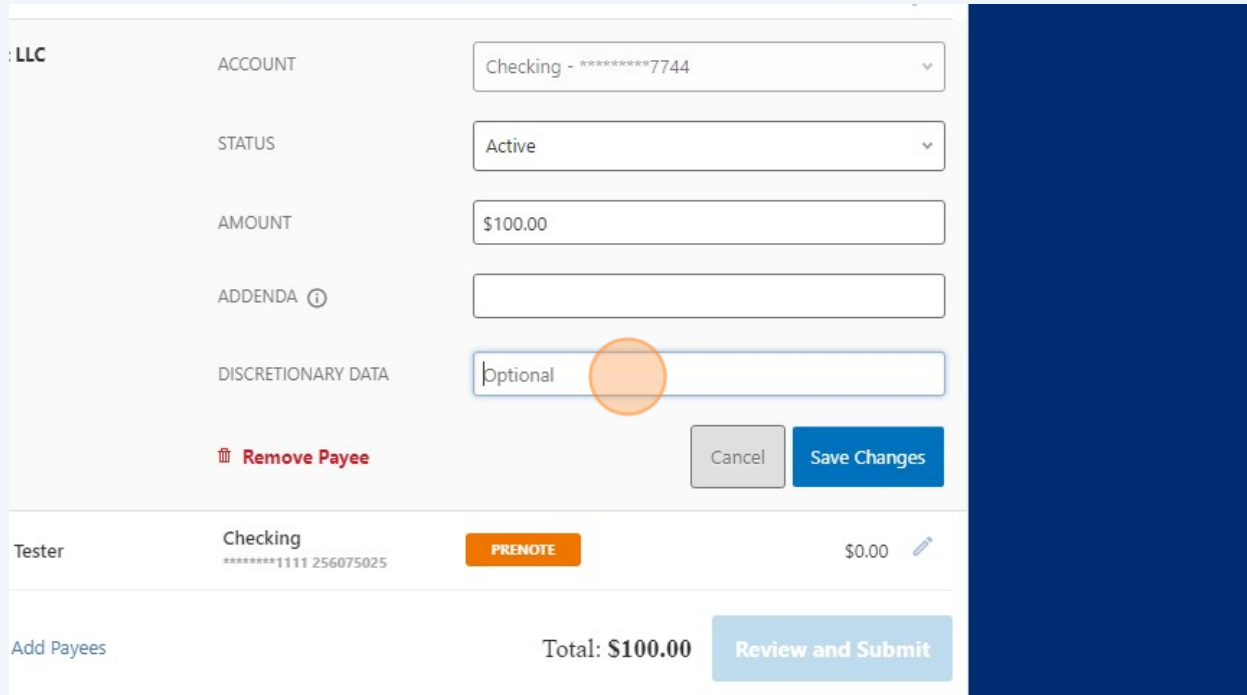
## 6 Enter up to 80 characters of Information in the **Addenda** Field (optional).

**Note:** Addenda information can be used to provide additional details for the transaction. For example, Invoice details or reference numbers to help the Payee apply the payment in their accounting program.

ACCOUNT	STATUS	AMOUNT
ACCOUNT	Checking - *****7744	
STATUS	Active	
AMOUNT	\$100.00	
ADDENDA ⓘ		
DISCRETIONARY DATA	Optional	
<b>Remove Payee</b>		<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>
er	Checking *****1111 256075025	<input type="button" value="PRENOTE"/> \$0.00

Payees Total: \$100.00

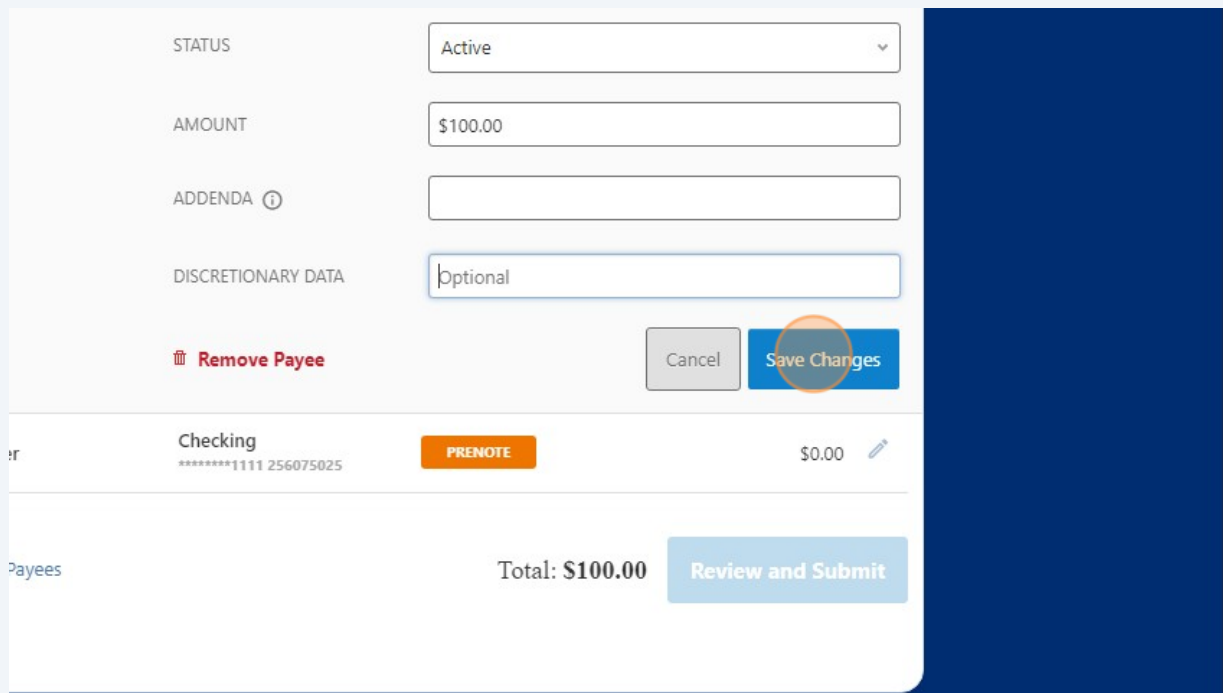
7 Enter a two-character code in the **Discretionary Data** field (optional).



The screenshot shows a form for editing a payee. The fields are: ACCOUNT (Checking - \*\*\*\*\*7744), STATUS (Active), AMOUNT (\$100.00), ADDENDA (empty), and DISCRETIONARY DATA (Optional). Below the fields are buttons for 'Remove Payee', 'Cancel', and 'Save Changes'. At the bottom, there is a 'PRENOTE' button, a 'Total: \$100.00' label, and a 'Review and Submit' button. The 'Optional' text in the Discretionary Data field is circled in orange.

8 Click "**Save**" to save your changes or click "**Cancel**" to close.

**Important:** Changes to payees are not applied to templates pending authorization, authorized templates or future-dated templates



This screenshot is identical to the one above, but the 'Save Changes' button is circled in orange, indicating the next step in the process.

9 To edit multiple Payees at once, select the pencil icon **"Edit all Payees."**

**Note:** When you edit all Payees at once, you will only have the option to change the **Amount** and **Status**.

emplate  
Consumer Payments - PPD, Credits

Offset Account  
Business Basic Checking \*\*33003

ails **Payees** Make a copy

Search Payees Show ACH Limits

ACCOUNT	STATUS	AMOUNT
Checking *****7744 256075025	ACTIVE	\$100.00
Checking *****1111 256075025	PRENOTE	\$0.00

Payees Total: \$100.00 **Review and Submit**

10 Enter an **Amount**.

Consumer Payments - PPD, Credits

ails **Payees** Make a copy

Search Payees Show ACH Limits

ACCOUNT	STATUS	AMOUNT
Checking *****7744 256075025	Active	\$100.00
Checking *****1111 256075025	Prenote	\$0.00

Cancel Save Changes

11 Select a **Status** from the drop-down.

The screenshot shows the 'Payees' management interface. At the top, there are tabs for 'Details' and 'Payees', and a 'Make a copy' button. Below the tabs is a search bar labeled 'Search Payees' and a 'Show ACH Limits' dropdown. The main area contains a table with columns for 'NAME', 'ACCOUNT', 'STATUS', and 'AMOUNT'. Two payees are listed: 'Test LLC' and 'Test Tester'. The 'Test Tester' row has a status dropdown menu open, showing options: 'Prenote', 'Active', 'On Hold', and 'Prenote'. An orange circle highlights the 'Active' option. At the bottom right, there are 'Cancel' and 'Save Changes' buttons.

NAME	ACCOUNT	STATUS	AMOUNT
Test LLC	Checking *****7744 256075025	Active	\$100.00
Test Tester	Checking *****1111 256075025	Prenote	\$0.00

12 Click "**Save**" to save your changes or click "**Cancel**" to close.

**Important:** Changes to payees are not applied to templates pending authorization, authorized templates or future-dated templates

The screenshot shows the 'Payees' management interface. At the top, there are tabs for 'Details' and 'Payees', and a 'Make a copy' button. Below the tabs is a search bar labeled 'Search Payees' and a 'Show ACH Limits' dropdown. The main area contains a table with columns for 'ACCOUNT', 'STATUS', and 'AMOUNT'. Two payees are listed: 'Checking \*\*\*\*\*7744 256075025' and 'Checking \*\*\*\*\*1111 256075025'. The first payee has a status of 'Active' and an amount of '\$100.00'. The second payee has a status of 'Active' and an amount of '\$500'. At the bottom right, there are 'Cancel' and 'Save Changes' buttons. An orange circle highlights the 'Save Changes' button.

ACCOUNT	STATUS	AMOUNT
Checking *****7744 256075025	Active	\$100.00
Checking *****1111 256075025	Active	\$500

13

Whenever changes are saved, a confirmation message will display to show that the template has been successfully updated.

The screenshot shows a web interface with a green confirmation banner at the top that reads "Your template has been successfully updated." Below the banner, the page title is "Business ACH". On the left, there are tabs for "Templates", "Scheduled", and "History". A search bar contains the text "emplates". Below the search bar, there is a section for "Template" with the text "Testing LLC" and a "+ New Template" button. The main content area is titled "Test Template" and includes the text "2 payees - Consumer Payments - PPD, Credits". On the right, it shows "Offset Account" as "Business Basic Checking \*\*33003" and a "Make a copy" button. Below this is a search bar for "Search Payees" and a "Show ACH Limits" dropdown. A table lists two payees:

NAME	ACCOUNT	STATUS	AMOUNT
Test LLC	Checking *****7744 256075025	ACTIVE	\$100.00
Test Tester	Checking *****1111 256075025	ACTIVE	\$500.00