# Quick Reference Guide – Payee Directory

The Payee Directory workspace provides all the tools you need to view, create and manage payee definitions for use in the Simplified Payments feature. In Payee Directory, you can:

- Create, update and delete payees.
- View the consolidated list of all payees.

NOTE: The Payee Directory and Simplified Payments features have independent permissions. You can implement effective separation of duties by provisioning one user for Payee Directory but not Simplified Payments, and another user for Simplified Payments but not Payee Directory.

To access the Payee Directory, open the left navigation menu, click to expand the Payments & Transfers menu, then select Payee Directory.
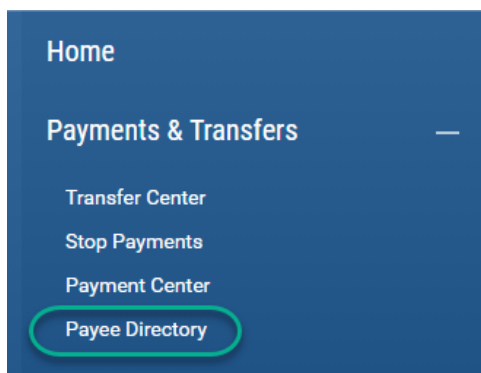
The Payee Directory is pinned to the workspace, but like other widgets in Premier, you also can add Payee Directory to other workspaces for convenience.

Add a Payee

To add a new payee, click the Add a Payee link at the top of the list view.

To add a new payee, click the Add a Payee link at the top of the list view. The system displays the Add Payee panel:

Payee Type

You must classify each payee as either a Business or as a combination of Individual and/or Employee. The payee type determines eligibility for different payment types:

Payee Type	Eligible Payment Types
Business	Regular/Collect (ACH) Expedited (Wire - Domestic) International (Wire – International)
Individual	Regular/Collect (ACH) Expedited (Wire - Domestic) International (Wire – International)
Employee	Employee (ACH) Expedited (Wire - Domestic) International (Wire – International)
Individual + Employee	Employee/Regular/Collect (ACH) Expedited (Wire - Domestic) International (Wire – International)

What is the difference between Individual Regular/Collect ACH and Employee Payments?

Employee payments are intended for group disbursements within your organization (e.g., payroll, expense reimbursements) whereas Individual payments and collections are more general.

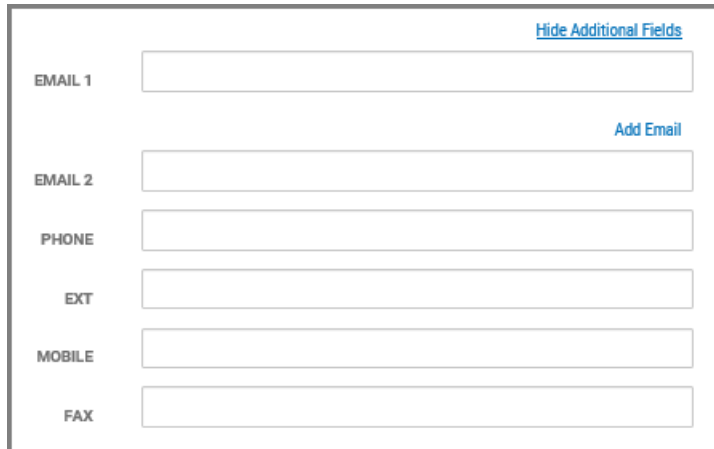| Individual Payee	Employee Payee
Used in a singlar transaction payment	Used in a singlar or multiple transaction payment
Eligible for Payment or Collection	Eligible for Employee Payment only

Payee Information

- **Payee Name**
  You must give each payee a name. The name does not have to be unique (so the system can handle cases where multiple people have the same name), but best practice is to make the names as descriptive and distinctive as possible, for ease of use.

- **Payee ID**
  Payee ID is optional. Payee ID is a good field for storing an internal employee ID; a Payee ID also can be a good way to differentiate between payees that have the same name.

You also can add contact information for payees. You can add multiple e-mail addresses and different types of phone numbers. Click the Show Additional Fields link to display more input fields:

Payment

- **Routing Details**
  Routing details are the essential banking data elements that enable payments and collections. Different payment types require different information. Click on the Show Additional Fields to display additional Routing Details panels. You must enter at least one complete set of routing details for each payment type you wish to use with this payee.

  > **NOTE:** A payee might need multiple sets of routing details for the same payment type – for example, if an individual has several accounts that you will use for ACH payments or collections. Add one set of routing details for each account.

- **Payment Type**
  The dropdown is populated with all payments types for which this payee is eligible, based on the Payee Type setting. The banking info fields differ slightly for different types; DBIQ-P adjusts the display based on the selected Payment Type.
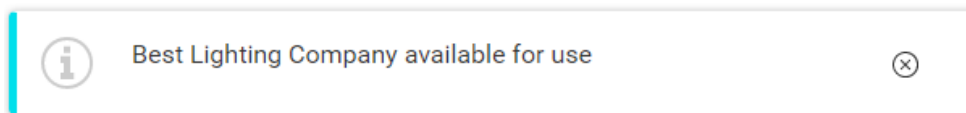
Employee, Regular/Collect (ACH)
o **Account Type**
The dropdown is populated with standard account types.

o **Bank Code**
Key in the ABA number for the payee's account. DBIQ-P runs a check digit calculation to guard against mis-keyed entries.

o **Account Number**
Key in the account number as it should appear in an ACH transaction.

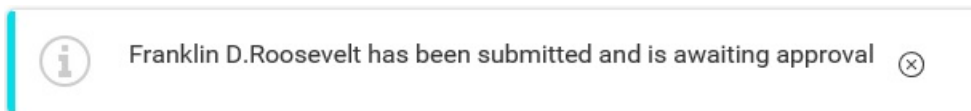### Expedited (Wire – Domestic), International (Wire – International)
o **Bank Code**
Select the payee's financial institution from the dropdown. The dropdown populates appropriately for domestic and international financial institutions, based on the selected Payment Type.
HINT: The dropdowns have many entries; key a part of the bank code or financial institution name to quickly jump down the list.

o **Account Number**
Key in the account number as it should appear in a wire transfer.

o **Address**
Key in the payee's physical address, using the three freeform address lines according to your financial institution's requirements

o **Intermediary Bank**
You may need to add one or more "middleman-bank" between your bank and the Payee's bank to facilitate the funds transfer due to the sending bank and the receiving bank do not have an established financial relationship. This information is usually provided by the payee.

Click Submit, once you have completed all the Routing Details panels you need for this payee. You will return to the Payee Directory list view with confirmation message on top and the new payee added to the list view. The status of the payee will depend on the approval requirements:

When approval is not required –

> (i) Best Lighting Company available for use ⊗

When approval is required –

> (i) Franklin D.Roosevelt has been submitted and is awaiting approval ⊗

You will not be able to use the new payee until a user with approval entitlements approves the new record.

View, manage and approve Payees

The Payee Directory list view displays all of your defined payees:

As with other list views, you can control and personalize the list view:
- Choose which columns are displayed or hidden, change the column order
- Filter the data, choose a column for the data sort order
- Save a useful combination of column and data settings for later reuse
- Print the list content or export it to a CSV file

Click the ••• in the Action column to get a pop-up menu of available actions for any entry on the list.

- **View (to Approve)**
  Displays the payee details as read-only text. If approval is required, DBIQ-P will display the payee details with an Approve button. You can set the filter on the Status column to "Requires My Approval" to gather the list of payees requiring approval.

< View Payee

PAYEE DETAILS

Payee Types

☐ Business ☑ Individual ☐ Employee

Payee Information

NAME
Individual Payee

PAYMENT DETAILS

PAYMENT TYPE	ACCOUNT TYPE	BANK CODE	ACCOUNT NUMBER	ADDRESS	INTERMEDIARY BANK 1 CODE
domestic		262090120	44444444	34 Address , Suite B, City, US 55555	021272684

VIEW 1 OF 1   DISPLAY 1 ⌄

Approve   Cancel

- **Modify**
  Displays the payee details with input fields so you can change some of the info. The input fields are exactly the same as those you use when adding a payee. If approval is required for Payee modifications, the modified payee will not be available for use until a user with approval entitlements approves the updated record.

- **Delete**
  Deletes the payee.
  Alternatively, you can perform "bulk" operations by clicking the checkboxes for multiple payees and then using the Delete button at the bottom of the screen.

Import Payees

For efficiency and convenience, payees to Simplified Payments can now be imported into Payee Directory via a predefined comma delimited format from an external source.

Payee Directory

Add Widget ∨

⊕ Add a Payee   ↑ Import Payee File

A sample file is provided to illustrate the defined map and assist you from creating a source file:

⊗

Import Payee File

UPLOAD FILE   **VIEW MAP DETAILS**

Map Details

TYPE Delimited
LAST USED 09/03/2020 05:57:16 PM
LAST USED BY Ewan

Map Parameters

DELIMITER Comma(,)
SKIP HEADER RECORD No
STRIP QUOTES No

File Layout   ↓ Sample File

FIELD POSITION	FIELD NAME	REQUIRED FIELD
1	Payee Name (20)	Yes
2	Nick Name (35)	No
3	Business Payee (1)	Yes
4	Individual Payee (1)	Yes
5	Employee Payee (1)	Yes
6	Contact Name (35)	No
7	Email1 (255)	No
8	Email2 (255)	No

CONTINUE   CANCEL

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To upload the file, click the "select file" link and locate the payee file within the dialog box, or drag-and-drop the payee file, then click Continue.

Import Payee File

UPLOAD FILE   VIEW MAP DETAILS

⊘ Drag file here or select file from your computer.
1 file maximum. 500 records per file maximum

CONTINUE   cancel

As the file is being uploaded, validation is taking place. DBIQ-P provides you an itemized upload result. If there are more than 10 errors detected, the upload fails. You will need to repair the source file. A file with less than 10 errors can be uploaded by skipping the records with errors.

Review Payee Upload

⚠ **FILE CANNOT BE UPLOADED**
Upload Criteria not met. More than 10 errors found.

Overview Information

FILE NAME	UPLOAD DATE	UPLOADED BY
samplePayeeImportFileJCmade.csv	09/07/2020 01:47:46 PM	monkey

STATUS
Failed

Upload Information

TOTAL RECORDS	UPLOADED RECORDS	FAILED RECORDS
5	0	5

Upload Messages

ⓘ Displaying first 10 upload errors only. The following records will not be included with import.

RECORD NUMBER	MESSAGE DESCRIPTION
1	Missing Required Field Address1
1	Invalid Intermediary Bank1 Code
1	Invalid Intermediary Bank2 Code
2	Invalid Intermediary Bank1 Code
2	Invalid Intermediary Bank2 Code
3	Invalid Intermediary Bank1 Code
3	Invalid Intermediary Bank2 Code

TRY AGAIN   CANCEL

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When a payee record from the import file matches an already exist payee in the directory:

- If payee and payment info are an exact match, the payee record is flagged as an error and not accepted.
- If payee info matches and payment info does not, a new payment type is created for that payee.

Imported payees are subject to the same payee approval requirements as the manually created payees.

		☑ File Successfully Imported						⊗

⊕ Add a Payee   ↑ Import Payee File

	Save					↻ As of 09/07/2020 01:28 PM ▽ ▥	🖶 ↓

☐ ALL	ACTIONS	NAME	TYPE	LAST MODIFIED DATE	STATUS	CONTACT PERSON	ID #
☐	⋯	Charlie Carter	Individual	09/07/2020	Requires Others Approval	Charlie	Charles
☐	⋯	Linda Brown	Business	09/07/2020	Requires Others Approval	Linda	Brown
☐	⋯	Abbey Willer	Employee, Individual	09/07/2020	Requires Others Approval	Abbey	Abbey

(APPROVE)   (DELETE)

Entry Method identifies whether the payee was imported.

☐ ALL	ACTIONS	NAME	ID #	TYPE	STATUS	ENTRY METHOD
☐	⋯	Bruce Wayne	454541	Individual	Available for use	Free form
☐	⋯	Micheal	Mic	Individual	Requires My Approval	Imported
☐	⋯	Misha Mish	MM	Employee	Available for use	Imported

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