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.

Home	
Payments & Transfers	_
Transfer Center	
Stop Payments	
Payment Center	
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:

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Add Payee		
PAYEE DETAILS		
Payee Types Business Individual Employee	Payment	
	Routing Details	PAYMENT TYPE
Payee Information	( Show Additional Fields )	Employee(ACH)
NAME		ACCOUNT TYPE
		Please Select V
ID # Optional		BANK CODE
ID # can be used to identify a payee when duplicate		
name exists		ACCOUNT NUMBER
Show Additional Fields		

### Рауее Туре

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:

Рауее Туре	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:

	Hide Additional Fields
EMAIL 1	
	Add Email
EMAIL 2	
PHONE	
EXT	
MOBILE	
FAX	

#### 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)

#### • 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 guickly 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 -

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Franklin D.Roosevelt has been submitted and is awaiting approval  $\propto$ 

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:

Payee D	lirector	у				Add Widget 🗸 🗸
Add a Payee	↑ Import Paye	e File				
•	Save	9			As of 09/15/2020 0	14:45 PM 🍸 🛄 🖶 🛓
ALL	ACTIONS	NAME	ID #	TYPE	STATUS	LAST MODIFIED DATE
	•	Acme Transport	Acme Transport	Business	Available for use	08/05/2020
	View Modify	Rainbow Candy Shop	555	Business	Available for use	08/10/2020
	Delete	em1	-	Employee	Available for use	09/15/2020
		Ind1	-	Individual	Available for use	09/15/2020
4						۶
delete	$\supset$					

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					INTERMEDIARY BANK 1
	PAYMENT TYPE domestic	ACCOUNT TYPE	262090120	ACCOUNT NUMBER	ADDRESS 34 Address , Suite B, City, US 55555	021272684
	VIEW 1 OF 1					DISPLAY 1 V
	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			

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

UPLOAD FILE       VIEW MAP DETAILS         Map Details         TYE Delimited         LAST USED 09/03/2020 05:57:16 PM         LEUIMITER Comma(,)         STIPI PUDOTES NO         STIPI PUDOTES NO         File Layout         FIEL POSITION         FIEL POSITION	⊻ Sample Fi
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         PELD POSITION       FIELD NAME	⊻ Sample Fi
LAST USED 09/03/2020 05:57:16 PM         LAST USED BY Ewan         Map Parameters         DELIMITER Comma(.)         STRIP QUOTES No         STRIP QUOTES No         File Layout         REQUIRED FIELD	⊻ Sample Fi
LAST USED BY Ewan         Map Parameters         DELIMITER Comma(,) SKIP HEADER RECORD No STRIP QUOTES No         File Layout         FIELD POSITION         FIELD NAME         REQUIRED FIELD	⊻ Sample Fi
Map Parameters         DELIMITER Comma(.)         SKIP HEADER RECORD No         STRIP QUOTES No         File Layout         FIELD POSITION         FIELD NAME         REQUIRED FIELD	⊥ Sample Fi
DELIMITER Comma(,)         SKIP HEADER RECORD No         STRIP QUOTES No	⊻ Sample Fi
File Layout FIELD POSITION FIELD NAME REQUIRED FIELD	⊥ Sample Fi
File Layout Field NAME REQUIRED Field	Sample Fi
FIELD POSITION FIELD NAME REQUIRED FIELD	⊥ Sample Fi
FIELD POSITION FIELD NAME REQUIRED FIELD	⊥ Sample Fi
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	

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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.

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	
1 1 2 3 3	Invalid Intermediary Bank1 Code Invalid Intermediary Bank2 Code Invalid Intermediary Bank1 Code Invalid Intermediary Bank2 Code Invalid Intermediary Bank1 Code Invalid Intermediary Bank2 Code		

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.

➔ Add a Payee	↑ Import Payee	File						
	Save				⊖ As	of 09/07/2020 01:28 PM		0
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	

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