

Modifying Settlement Check Payname(s) and Address

Last Modified on 03/03/2022 11:09 am CST

Overview

It is sometimes necessary to change names and/or addresses on Grain Settlement Checks. The following instructions explain how to accomplish this task.

Note: Modifying the Payname on a Settlement Check does not change the patronage destination or status.

Setup

Modifying/Adding Payname(s)

At the *Add a Settlement* screen before saving the Settlement, click on the *Paynames* tab then into the Paynames grid to make appropriate changes.

	Paynames	Type
1	Adam Carmex	Payee
2	First Trust Bank	Mortgagee
3		

Modifying/Adding Address(es)

Make the appropriate changes to the *Paynames* tab as instructed above. Just below the Paynames is the *Check Address* box. Verify the correct address is shown or change it to the desired address.

	Paynames
1	Adam Carmex
2	First Trust Bank
3	

Check Address: 201 E Oak Ave
Montrose, IL 62445

Note: Paynames and addresses modified on the Paynames tab are recorded in the database, providing auditing of these changes.

