

# Modifying Settlement Check Payname(s) and Address

Last Modified on 03/21/2025 2:54 pm CDT

It is sometimes necessary to change names and/or addresses on Grain Settlement Checks.

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

On the *Add a Settlement* screen, before saving the Settlement, go to the *Paynames* tab. Make the appropriate changes to the *Paynames* and the *Check Address* as needed.

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

**Add a Settlement**

General **Paynames** Comments

Check Number

Amount

	Paynames	Type
1	▶ Barb Wire	Payee
2		
3		

Check Address

Assign Buyer Signature    Reversed    Posted    GB Recon    Transfer Ownership