Modifying Settlement Check Payname(s) and Address

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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

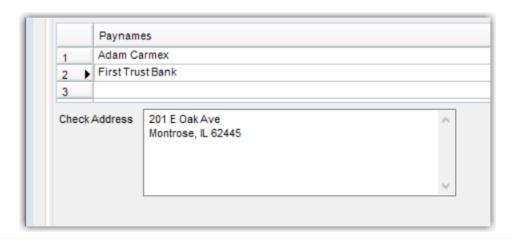
Modifying/Adding Payname(s)

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



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.



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