

Heartland Internet Banking Payee Maintenance User Guide

This guide provides you with an introduction to the Payee Maintenance function on Heartland Internet Banking. You can use this option to add new, modify or delete payees. Payees can either be:

- Personal Payee
- Bill Payee

Add a Personal Payee

1. Select the Payments menu and click on Payee Maintenance
2. Click Add Payee

Payee Maintenance 23-09-2016 14:27:09 GMT +1200

Payee Id:

Payee Name:

Payee Account No.: - - -

Bank Branch Account Suffix

Payee Visibility: All

Search Add Payee

3. Ensure Personal Payee is selected
4. Enter Payee details:
 - a. Payee ID: You can choose how you wish to use this field, can enter the Payee name, or a nickname for this payee or a numeric code. Must be unique from your other payees. Max 10 characters
 - b. Payee Name: Enter the name of this Payee
 - c. Payee Account Number: Enter the full NZ bank account number for this payee
 - d. Details to appear on your and their statement. Select the Copy buttons to copy details / up or / down
 - e. Payee Visibility:
 - Private – only you will be able to see and use this payee
 - Public – payee will be shared with other users that are linked to the same account(s) as you (This option is only available for certain customers)
 - f. Click Add

Add Payee 23-09-2016 14:28:54 GMT +1200

Personal Payee Bill Payee

Payee ID*: Rent

Payee Name*: A Bloggs

Payee Account Number*: 01 - 1234 - 0001234 - 000

Bank Branch Account Suffix

| | Particulars | Code | Reference | |
|------------------|-------------|-------------|-----------|--------|
| Your Statement: | Rent | | | Copy V |
| Their Statement: | Rent | West Street | property | Copy ^ |

Payee Visibility*: Private

Back Add

* Indicates mandatory fields.

5. You will then be asked to confirm the payee, either click:
 - a. 'Confirm' (if you wish to proceed),
 - b. 'Change' (to go back and change the payee details) or
 - c. 'X' in the top right corner (to cancel).

Add a Bill Payee

1. Select the Payments menu and click on Payee Maintenance
2. Click Add Payee

Payee Maintenance 23-09-2016 14:27:09 GMT +1200

Payee ID:


Payee Name:

Payee Account No.: - - -

Bank Branch Account Suffix

Payee Visibility: All

Search Add Payee

3. Select Bill Payee
4. Click  to search for the payee
 - a. Enter the Payee Name and click Search
 - b. Select the correct payee and click Select Payee

Search Criteria

Payee Name:

Search

| Payee Name | Payee Account Number |
|---|----------------------|
| <input type="radio"/> Spark NZ - Mobile | 01-1820-0000123-000 |
| <input checked="" type="radio"/> Spark NZ Ltd | 01-1820-0000123-000 |
| <input type="radio"/> Spark NZ Ltd - Mobile | 01-1820-0000123-000 |


Select Payee

5. Enter other Payee details, like:
 - a. Payee ID: You can choose how you wish to use this field, can enter the Payee name, or a nickname for this payee or a numeric code. Must be unique from your other payees. Max 10 characters
 - b. Details to appear on your and their statement. To find out what to show on their statement mouse over or click in the field to display the prompts. This is important to ensure your payment is successful.
 - c. Payee Visibility:
 - Private – only you will be able to see and use this payee
 - Public – payee will be shared with other users that are linked to the same account(s) as you (This option is only available for certain customers)

Add Payee 23-09-2016 14:50:51 GMT +1200

Personal Payee Bill Payee

Payee ID*:

Payee Name*: 

Payee Account Number*: - - -

Bank Branch Account Suffix

| | Particulars | Code | Reference |
|------------------|---|--|--|
| Your Statement: | <input type="text" value="Spark"/> | <input type="text" value="Internet"/> | <input type="text" value="Bill"/> <input type="button" value="Copy V"/> |
| Their Statement: | <input type="text" value="Bloggs"/> <small>Account Name from your Spark Bill</small> | <input type="text" value="123456789"/> | <input type="text" value="09 123 4567"/> <input type="button" value="Copy ^"/> |

Payee Visibility*: Private

Back Add

* Indicates mandatory fields.

6. Click Add
7. You will then be asked to confirm the payee, either click:
 - a. 'Confirm' (if you wish to proceed),
 - b. 'Change' (to go back and change the payee details) or
 - c. 'X' in the top right corner (to cancel).

View, Modify or Delete a Payee

1. Select the Payments menu and click on Payee Maintenance
2. You can enter search criteria to find the payee or leave blank
3. Click Search

The screenshot shows the 'Payee Maintenance' window. At the top, there is a search form with the following fields: 'Payee Id' (text input), 'Payee Name' (text input with 'Spark' entered), and 'Payee Visibility' (dropdown menu with 'All' selected). Below these are four small input boxes for 'Payee Account No.' labeled 'Bank', 'Branch', 'Account', and 'Suffix'. To the right of the search form are 'Search' and 'Add Payee' buttons. Below the search form is a table with the following columns: 'Payee ID', 'Payee Name', and 'Payee Account Number'. The table contains one row with the following data: 'Internet' (Payee ID), 'Spark NZ Ltd' (Payee Name), and '01-1820-0000123-000' (Payee Account Number). Below the table, there is a 'Records 1 to 1 of 1' indicator and a pagination control showing 'Page 1 of 1'. At the bottom right of the table area are 'Delete' and 'Modify' buttons.

4. Select what you wish to do with the payee:
 - a. To View the Payee: Click on the Payee ID
 - b. To Modify the Payee: Select the payee by ticking the box and click Modify button
 - c. To Delete the Payee: Select the payee by ticking the box and click Delete button

Note: You can only modify the details to appear on your and their statement. If you need to change other details please delete the payee and add a new payee with the updated details.