

BEAMS MANUAL

a) Issue while update Ac/No of Payee

1. Login to Beams by any of user type either Draft of Final of DDO
2. Go to **Maintenance** Click on **New / Modify Payee**.
3. Let us assume that we want to change the Ac No of **Dr. Salam Rasharika Devi**
4. Click on **Edit** (*Editable Payee information will be shown at the top of the page in Fig 1.1*)
5. Change it to desirable **account no** or **bank** or **bank branch** then click on **Update**.

EIN	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
097968	Dr. Salam Rasharika Devi	Axis Bank-Thangal Bazar	919010020673202	UTIB0000657	Activate	Edit
9	T.P. Cell Hill R.C.S. Manipur	Axis Bank-Thangal Bazar	909020043672145	UTIB0000657	Activate	Edit

Fig 1.1

Sometime we have come across a issue while update Payee Details as in **Fig 1.2** then please follow the below step by step procedure.

1. Suppose if we were unable to update Payee Details says **Fail ! Ac no xxxx Alreary Exist** in Fig 1.2. (*It means Ac No is already is used by another Payee.*)

EIN	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
1	Grade Iii First Group	State Bank Of India-M G A Imphal	34426809528	SBIN0000092	Activate	Edit

Fig 1.2

2. Let us search by typing same Ac No that we have entered during update on the **Search box** as in Fig 1.3.
3. Here we find payee (payees) list with the same **Ac No**. if we dont change listed payee (payees) **Ac No** until and unless we won't able to change our desireable payee **Ac No** or **Bank** or **Branch**. Then please follow **Step 4** and **Step 5** for edit process.

Fail ! Account No: 909020043672145 Already Exist !!! ×

Show entries Search: ×

EIN ▲	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
9	T.P. Cell Hill R.C.S. Manipur	Axis Bank-Thangal Bazar	909020043672145	UTIB0000657	Activate	Edit

Fig 1.3