## **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 inforamation 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.

HOME / LIST OF PAYEE	Add Payee
EDIT PAYEE DETAILS	
PAYEE TYPE REGULAR PAYEE	EIN NO/CODE     097968     EMPLOYEE NAME     Dr. Salam Rasharika Devi
BANK NAME AXIS BANK	BANK BRANCH THANGAL BAZAR AC NO
CONFIRM AC 91901002067320;	PAN NO DXOPD1826H STATUS ACTIVE Update Cancel
Show 10 v entries	Search:
EIN 🍦 PAYEE NAME	BANK-BRANCH ACCOUNT VIFSC STATUS ACTION
097968 Dr. Salam Rasharik Devi	Axis Bank-Thangal 919010020673202 UTIB0000657 Activate Edit
9 T.P. Cell Hill R.C.S. Manipur	Axis Bank-Thangal 909020043672145 UTIB0000657 Activate Edit Bazar
	Fig 1 1

Sometime we have come accross 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.)

HOME / LIST OF PAYEE		4	Add Payee
Fail ! A	Account No: 909020043672145 Already I	Exist !!!.	×
Show 10 v entries		Search:	
EIN 🔺 PAYEE NAME 🕴 🕴	NK-BRANCH 🕴 ACCOUNT	IFSC STATUS AC	
1 Grade Iii First Group Stat M G	te Bank Of India- <b>34426809528</b> i A Imphal	SBIN0000092 Activate	Edit

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 10 v entries		Search: 909020043672145 ×
EIN 🔺 PAYEE NAME	BANK-BRANCH ACCOUNT	♦ STATUS ♦ ACTION ♦
9 T.P. Cell Hill R.C.S. Manipur	Axis Bank-Thangal <b>909020043672145 UTIB0000</b> Bazar	657 Activate Edit

Fig 1.3