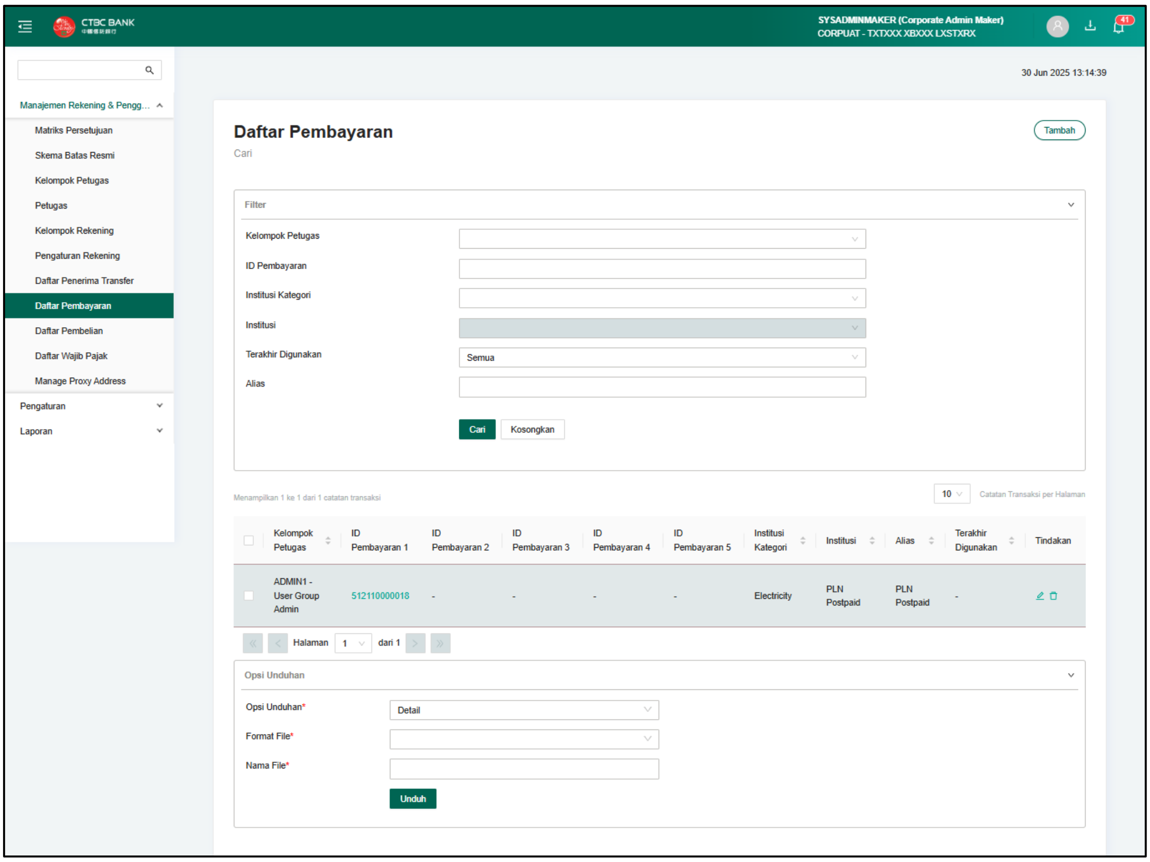
1. Payment List

This menu allows Company Admins to add and delete payment data that officers will use to pay bills in the Single Bill Payment menu.

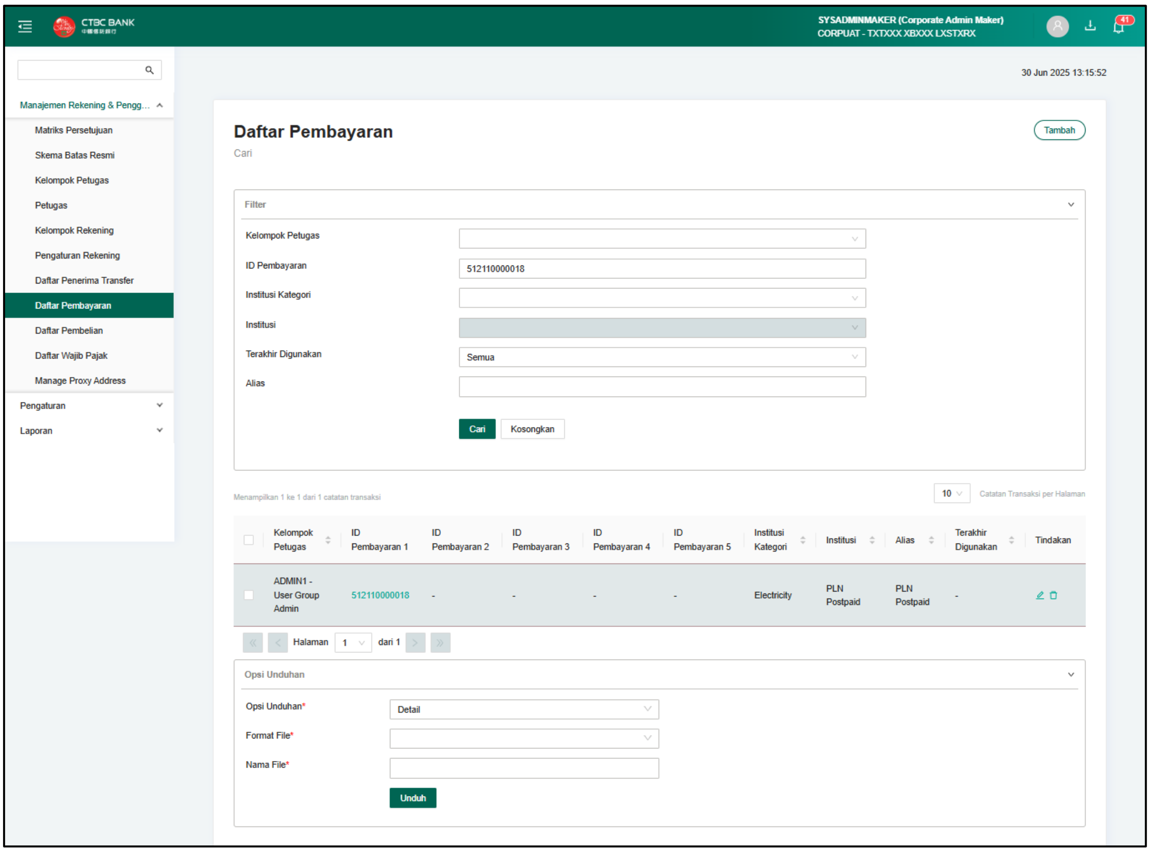
1.1 Search and View

Here are the steps to search and view **Payment List** details in the **Account & User Management** menu:

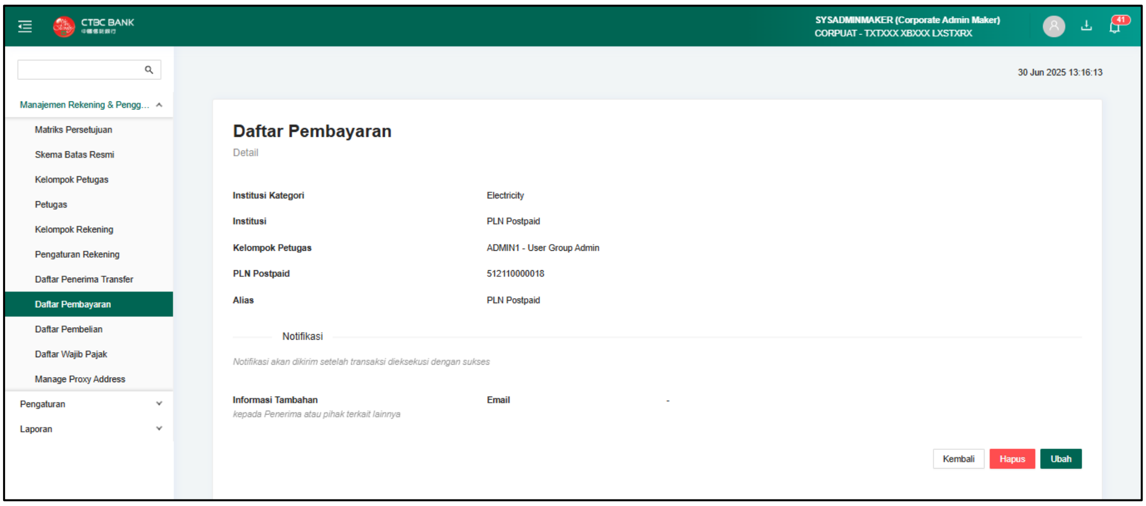
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will be displayed.



2. Select the **Accounting Group** or
3. Select the **Billing ID** or
4. Select the **Institution Category** or
5. Select the **Institution** or
6. Select **Last Used** or
7. Enter an **Alias**.
8. Click the **Search** button. The specific **Payment List** will be displayed.



9. Click the **Payment ID 1** link. The **Payment List Details** page will be displayed.

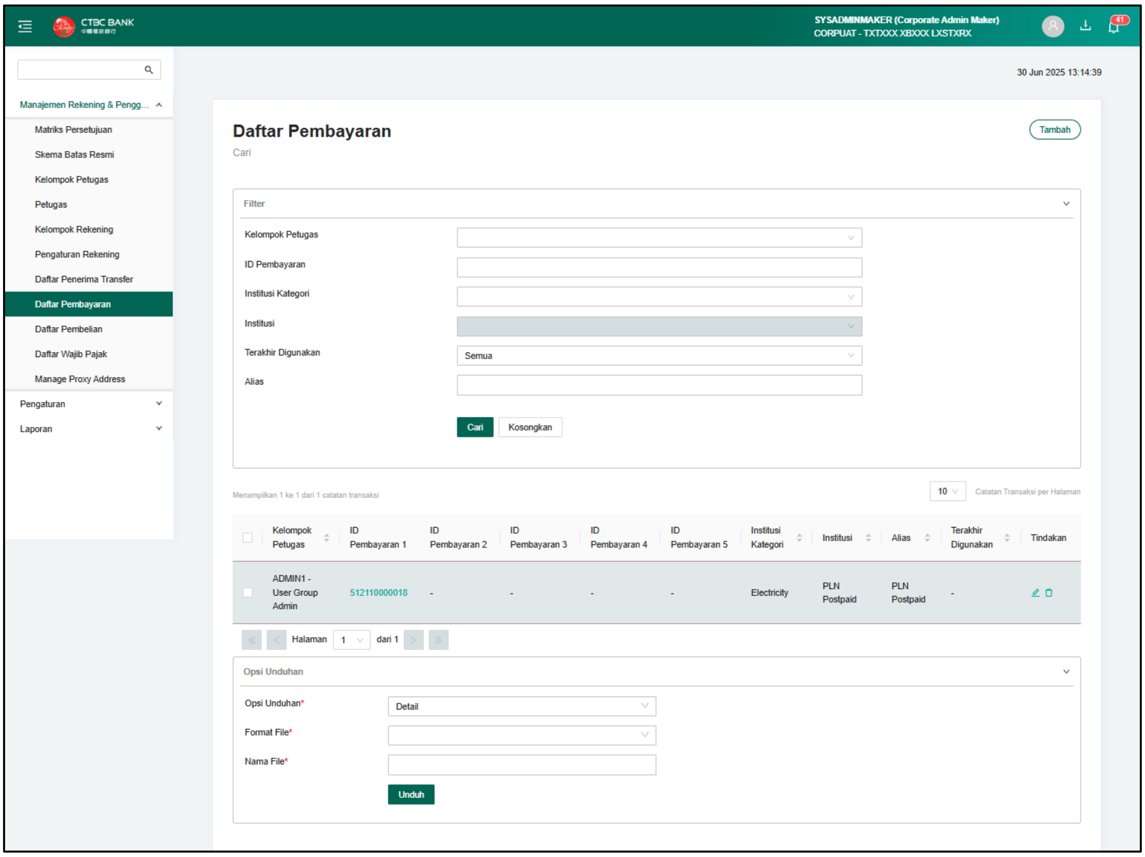


10. The following buttons will appear on the **Payment List Details** page:
    a. **Edit** button: To edit the **Payment List**.
    b. **Delete** button: To delete the **Payment List**.
    c. **Back** button: To return to the **Payment List Search** page.

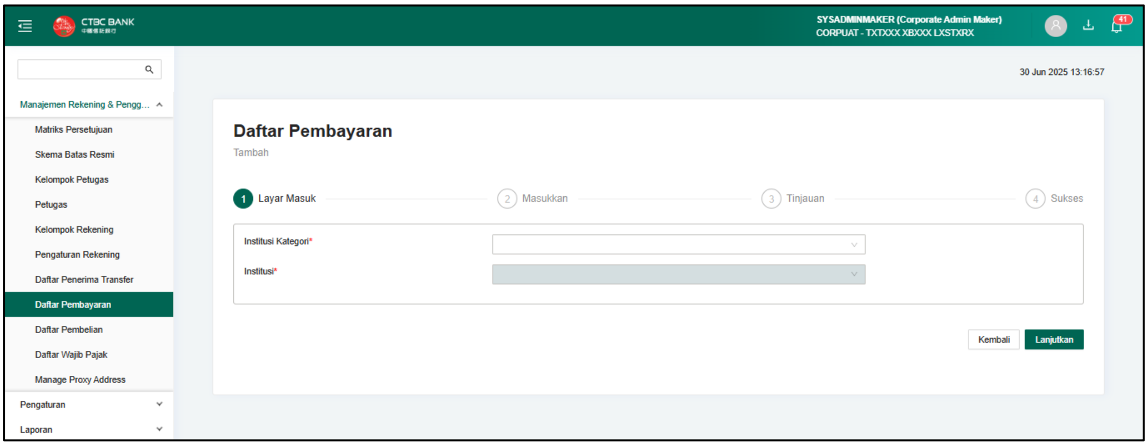
1.2 Add

Here are the steps to add a **Payment List** to the **Account & User Management** menu:

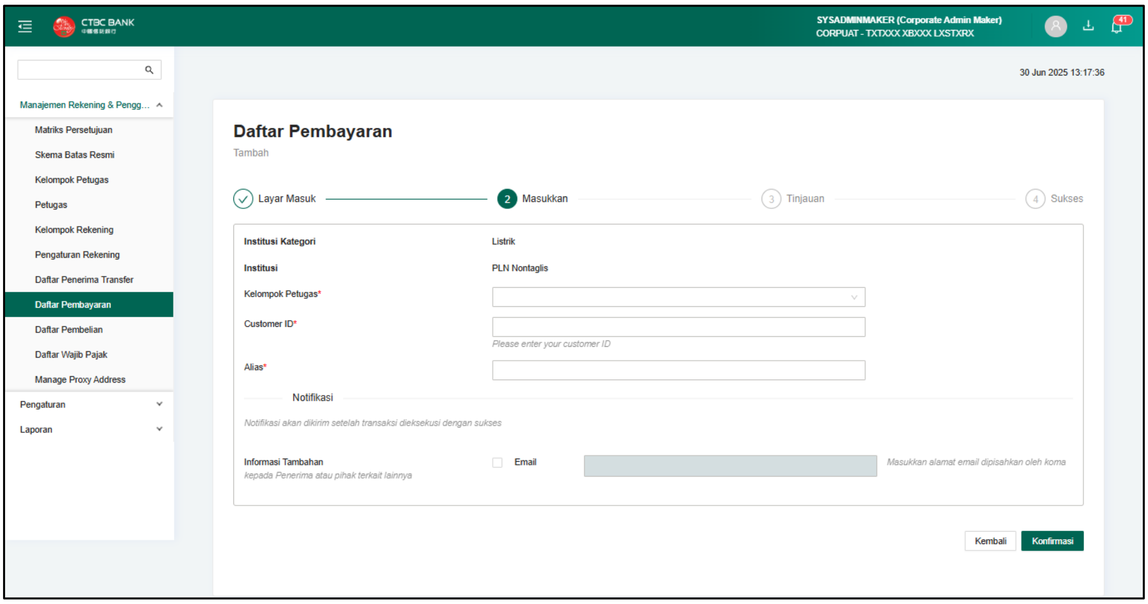
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will appear.



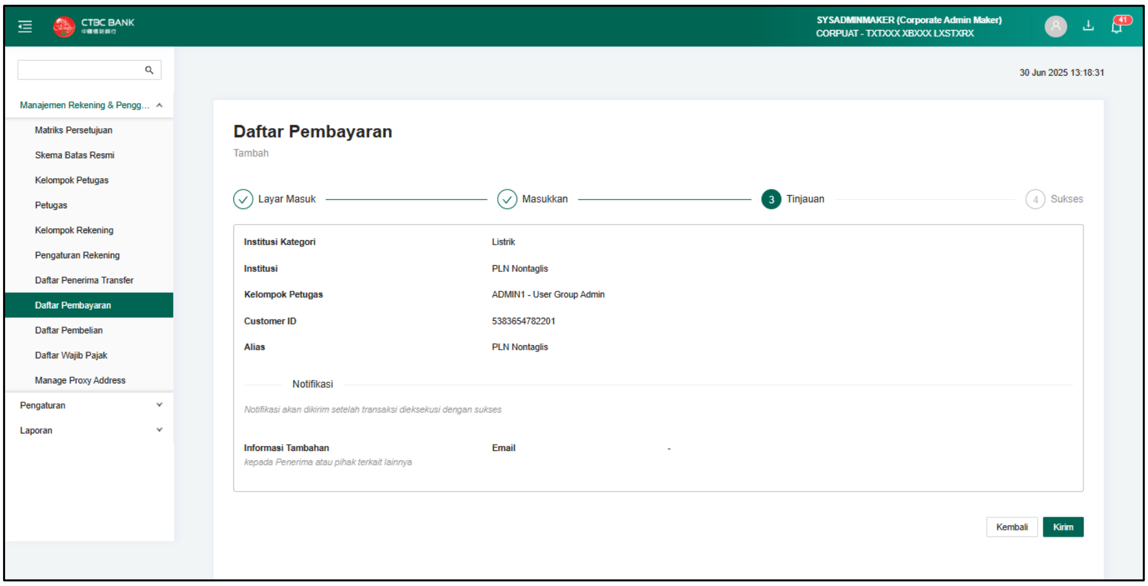
2. Click the **Add** button. The **Add Payment List** page will appear.



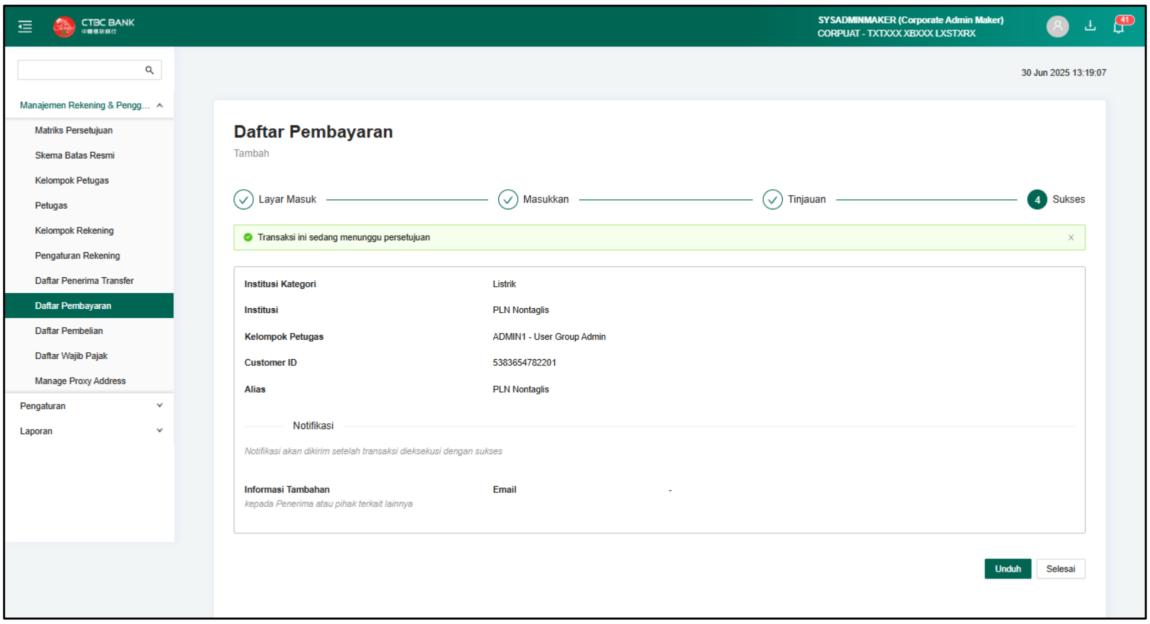
3. Select the **Institution Category** (**Required**).
4. Select the **Institution** (**Required**).
5. Click the **Back** button to return to the previous page or click the **Continue** button to continue the process.
6. Click the **Continue** button. The **Add Payment List** page will appear.



7. Select the **Officer Group** (**Required**).
8. Enter the **Billing Number** (**Required**).
9. Enter the **Alias** (**Required**).
10. Click the **Back** button to return to the previous page or click the **Confirm** button to continue.
11. Click the **Confirm** button. The **Add Payment List Confirmation** page will appear.



12. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
13. Click the **Submit** button. The **Add Payment List Results** page will appear with the message "**This transaction is awaiting approval.**".



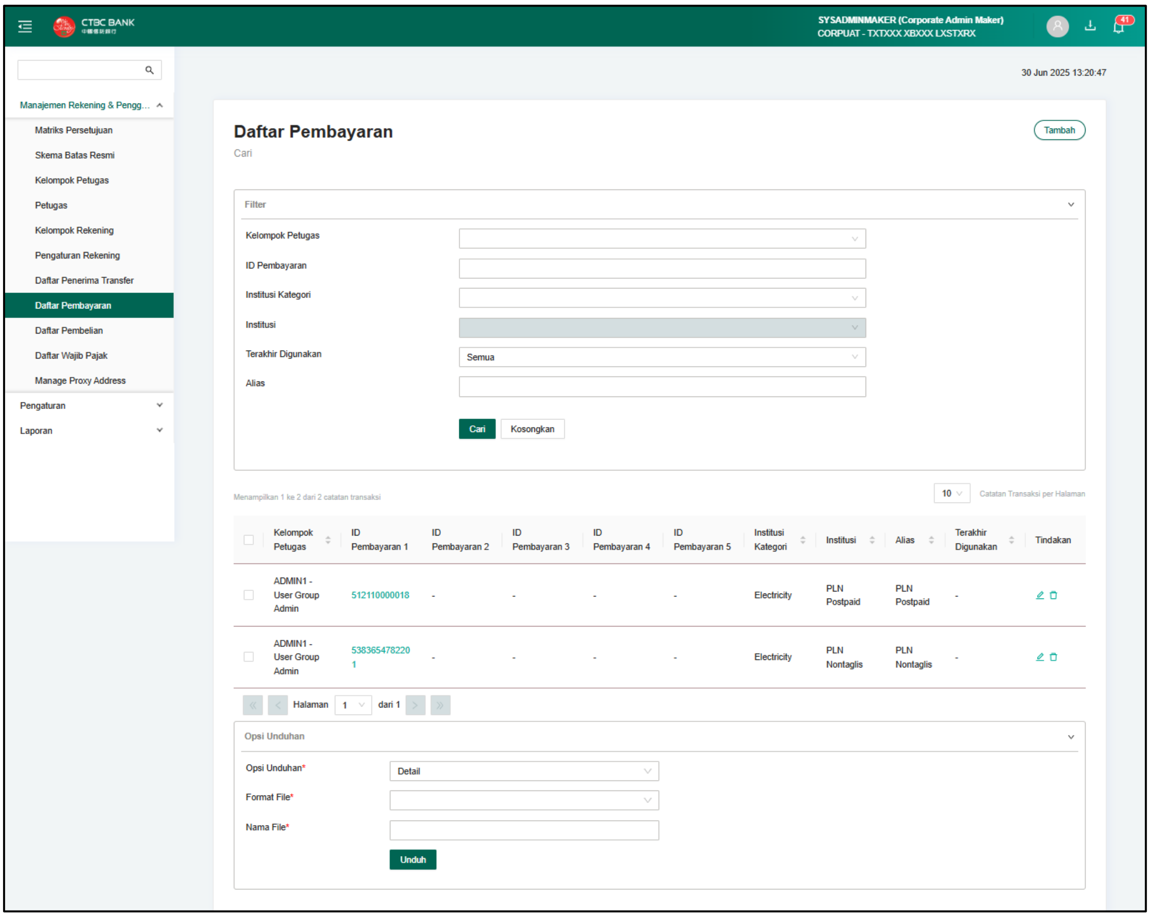
14. Click the **Download** button to download the page or click the **Done** button to return to the **Payment List Search** page.

1.3 Edit

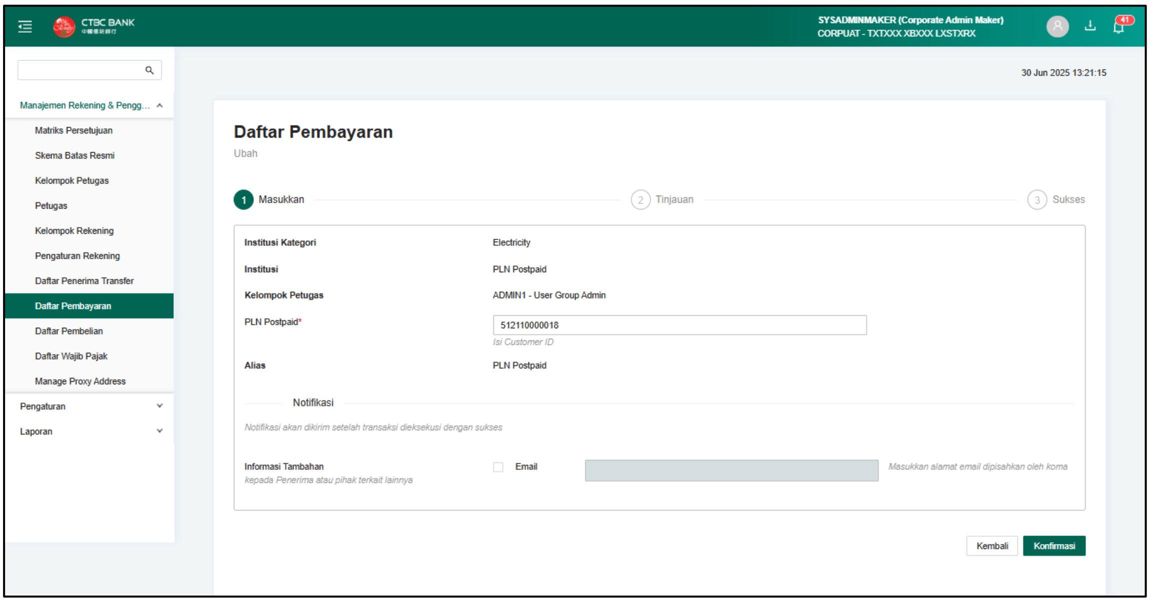
1.3.1 Edit From List

Here are the steps to edit a **Payment List** from the list in the **Account & User Management** menu:

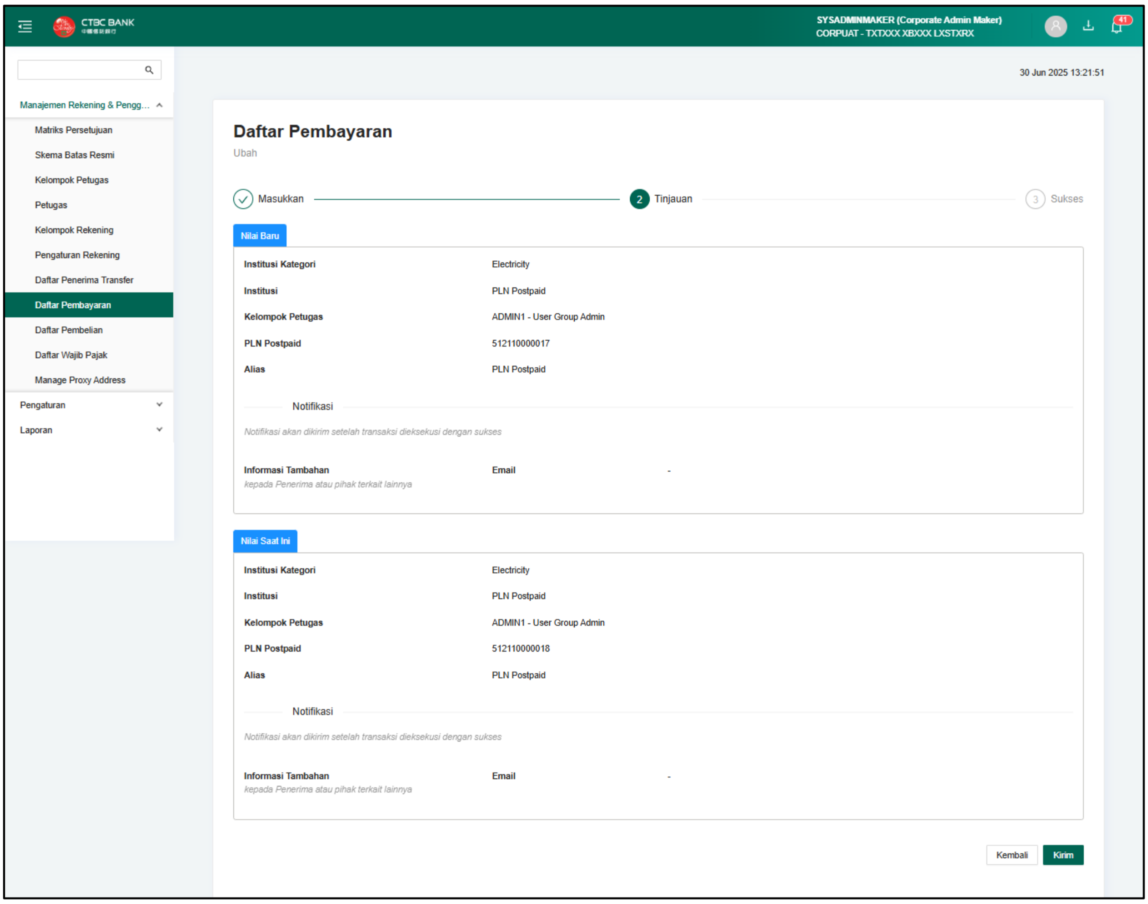
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will appear.



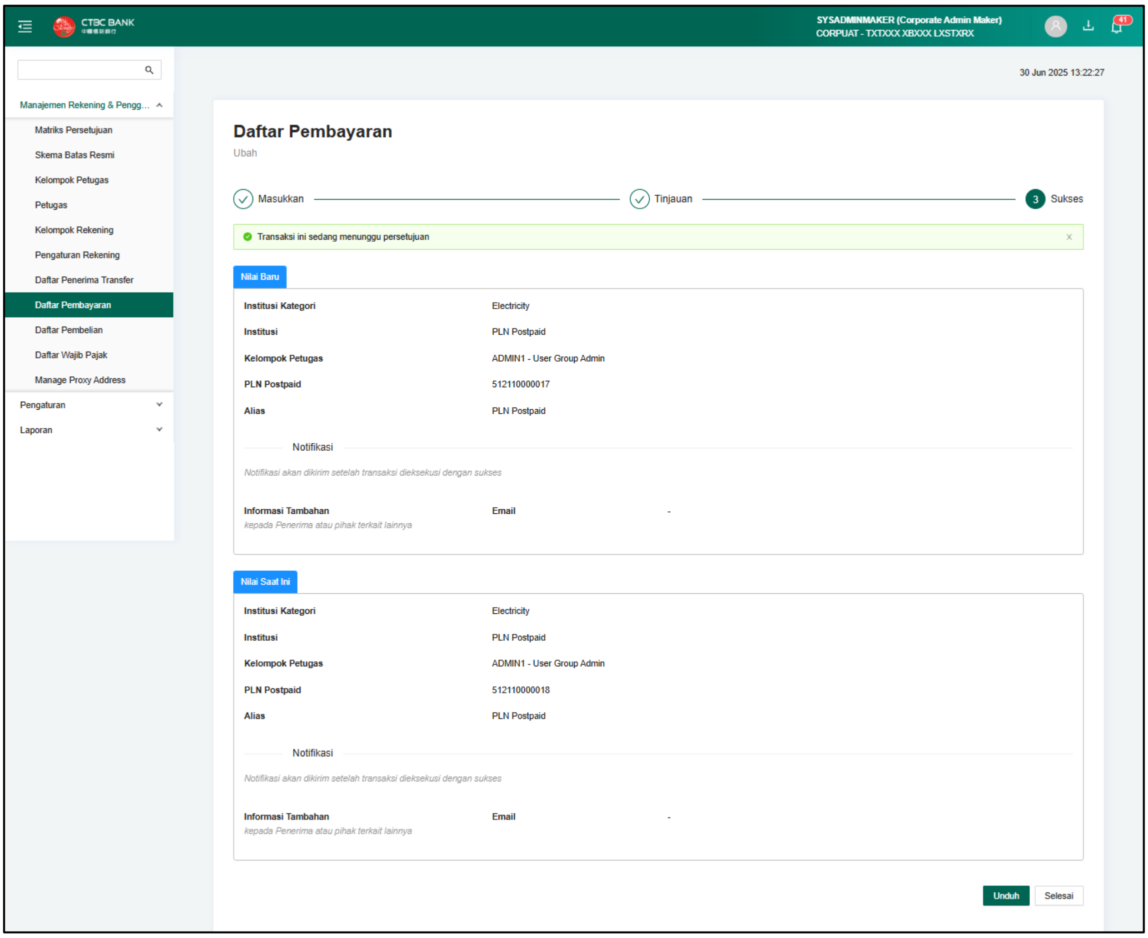
2. Click the **Change** icon. The **Change Payment List** page will appear.



3. Make any necessary changes.
4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue.
5. Click the **Confirm** button. The **Payment List Change Confirmation** page will appear.



6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
7. Click the **Submit** button. The **Change Payment List Results** page will appear with the message "**This transaction is pending approval.**".

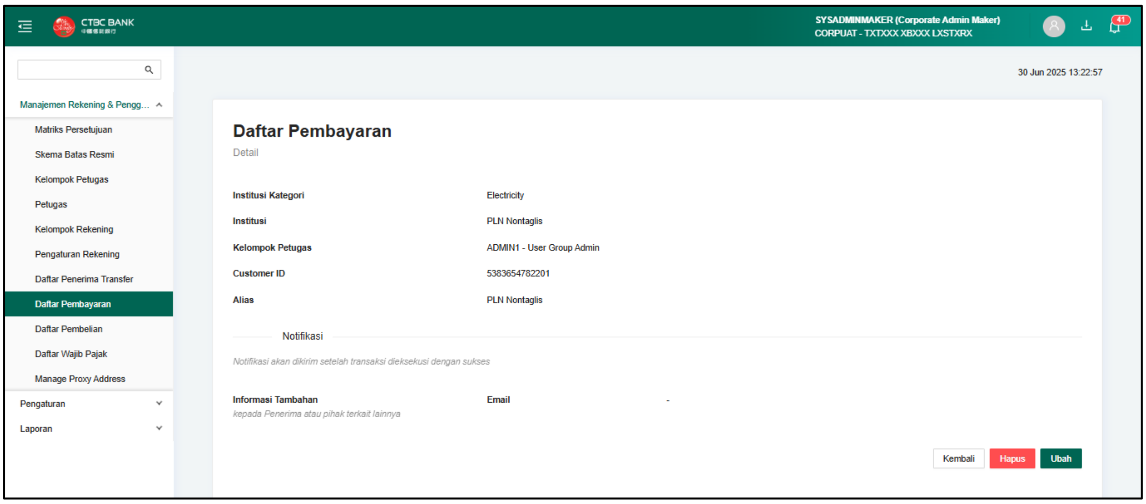


8. Click the **Download** button to download the page or click the **Done** button to return to the **Payment List Search** page.

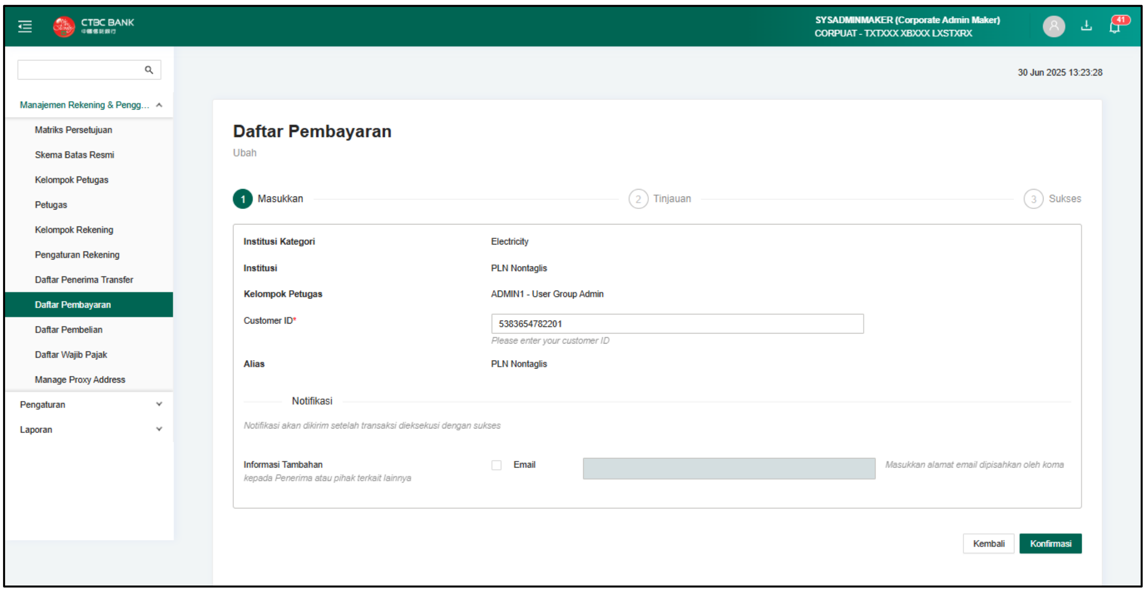
1.3.2 Editing from Details

Here are the steps to edit the **Payment List** from the details in the **Account & User Management** menu:

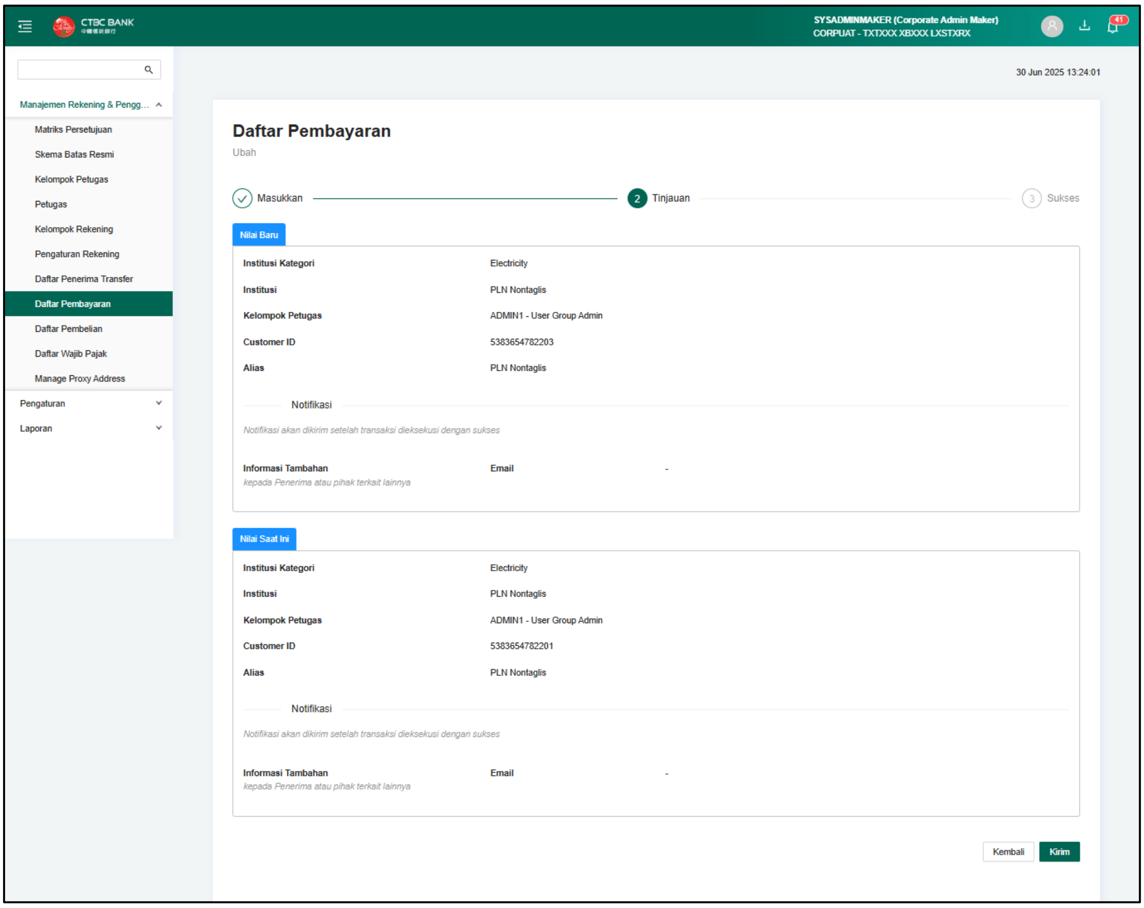
1. Go to the **Payment List Details** page. The **Payment List Details** page will be displayed.



2. Click the **Change** button. The **Change Payment List** page will appear.

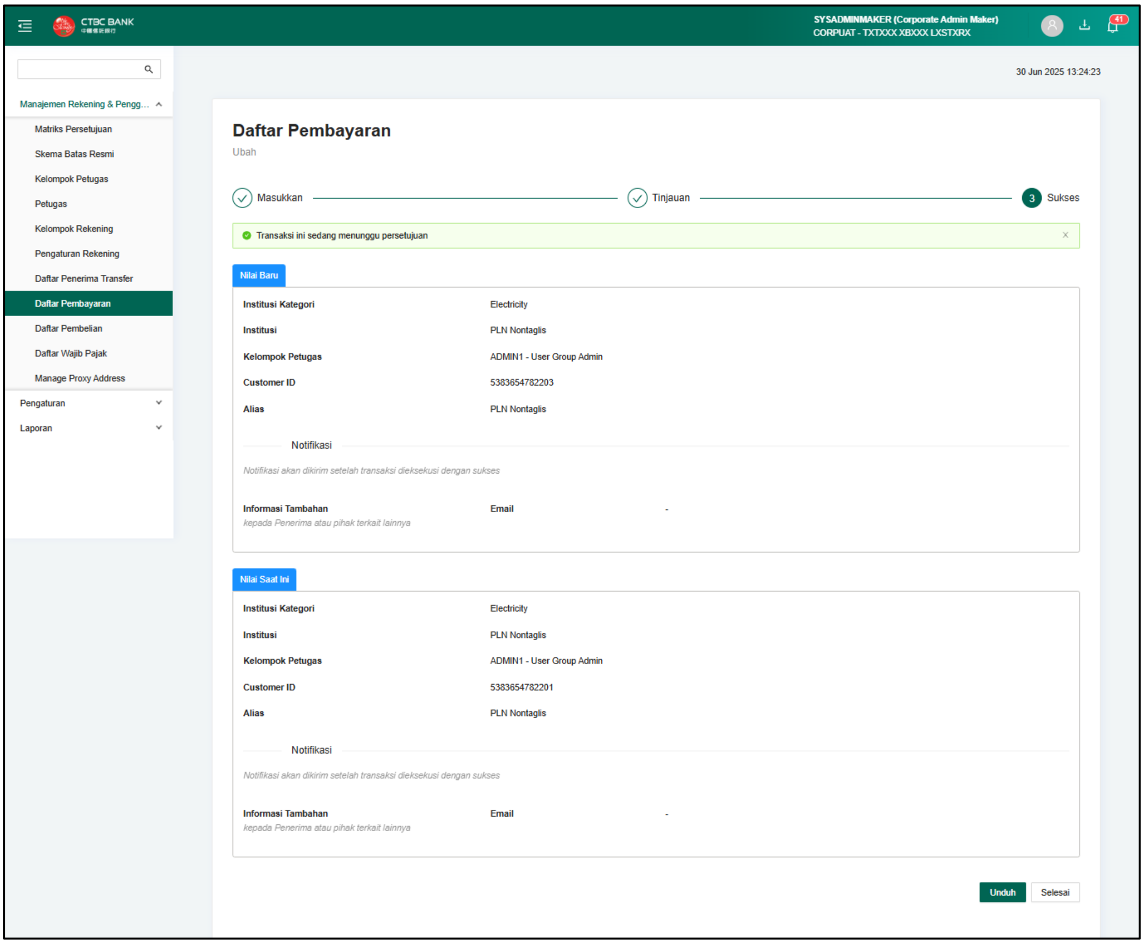


3. Make any necessary changes.
4. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
5. Click the **Confirm** button. The **Payment List Change Confirmation** page will appear.



6. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.

7. Click the **Submit** button. The **Change Payment List Results** page will appear with the message "**This transaction is pending approval.**".



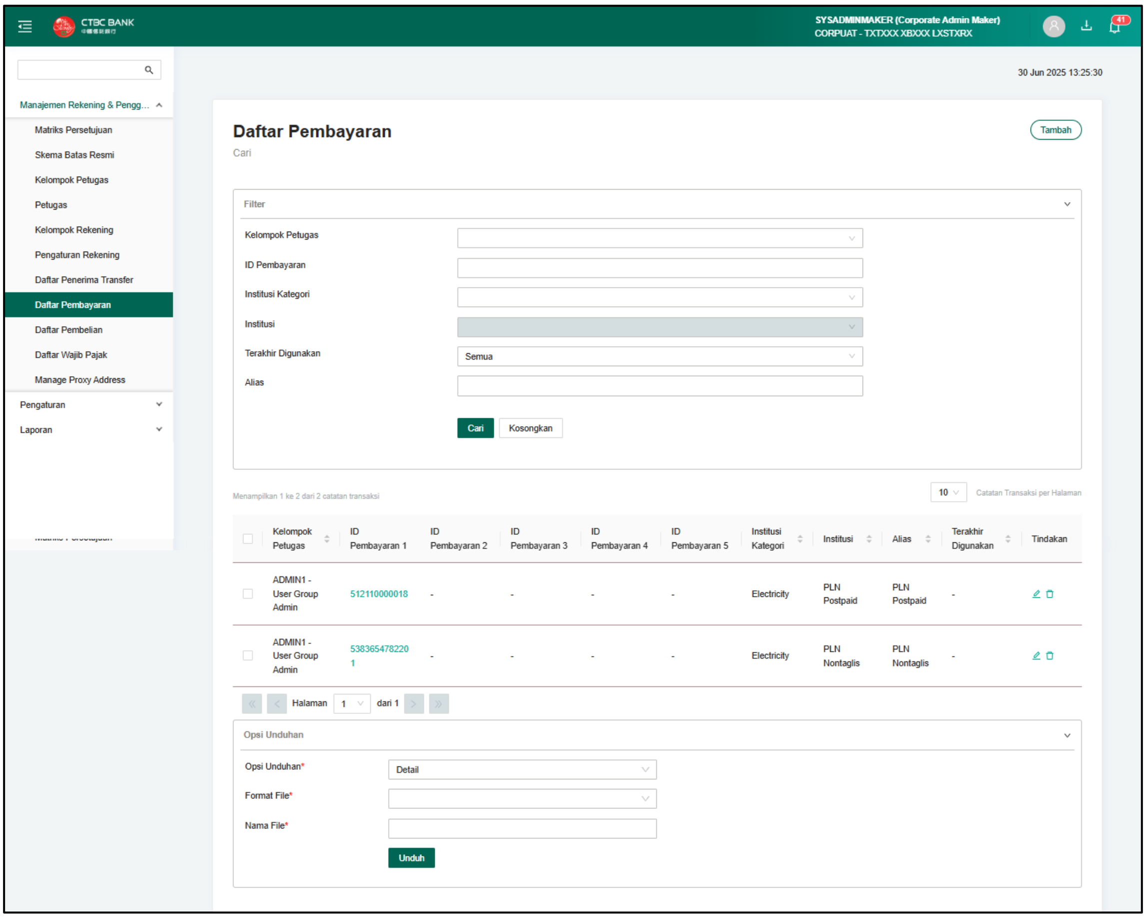
8. Click the **Download** button to download the page or click the **Done** button to return to the **Payment List Search** page.

1.4 Delete

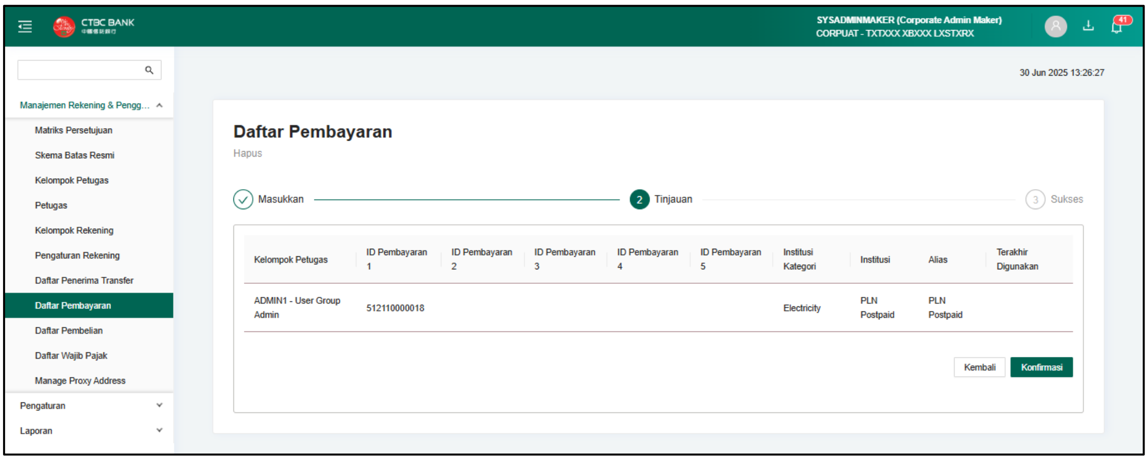
1.4.1 Delete From List

Here are the steps to delete a **Payment List** from the list in the **Account & User Management** menu:

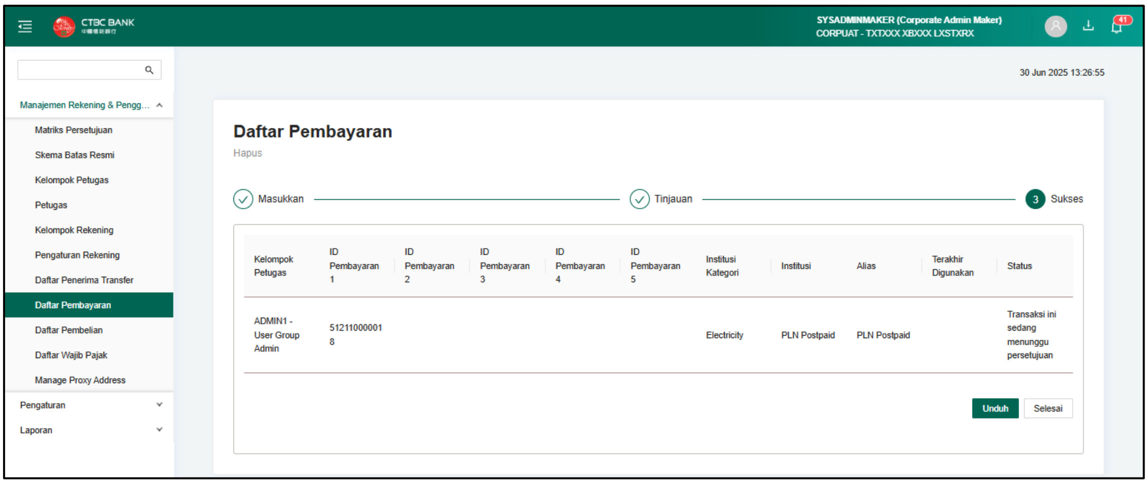
1. From the **Prime Cash** main menu, click **Account & User Management**, then click **Payment List**. The **Payment List Search** page will appear.



2. Check the box and then click the **Delete** button. The **Delete Payment List Confirmation** page will appear.



3. Click the **Back** button to return to the previous page or click the **Submit** button to continue the process.
4. Click the **Submit** button. The **Delete Payment List Results** page will appear with the message "**This transaction is pending approval.**".

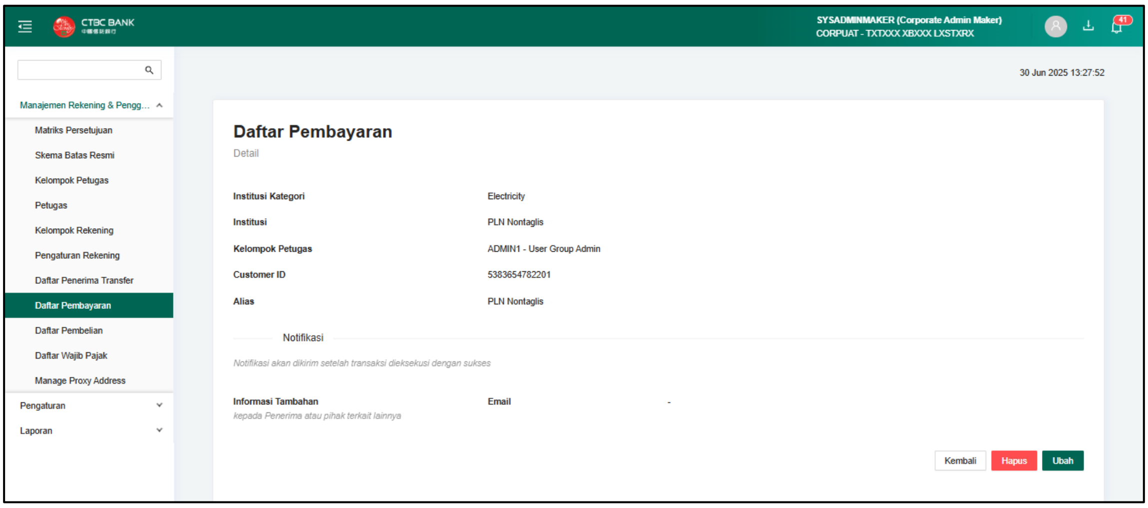


5. Click the **Download** button to download the page or click the **Done** button to return to the **Payment List** Search page.

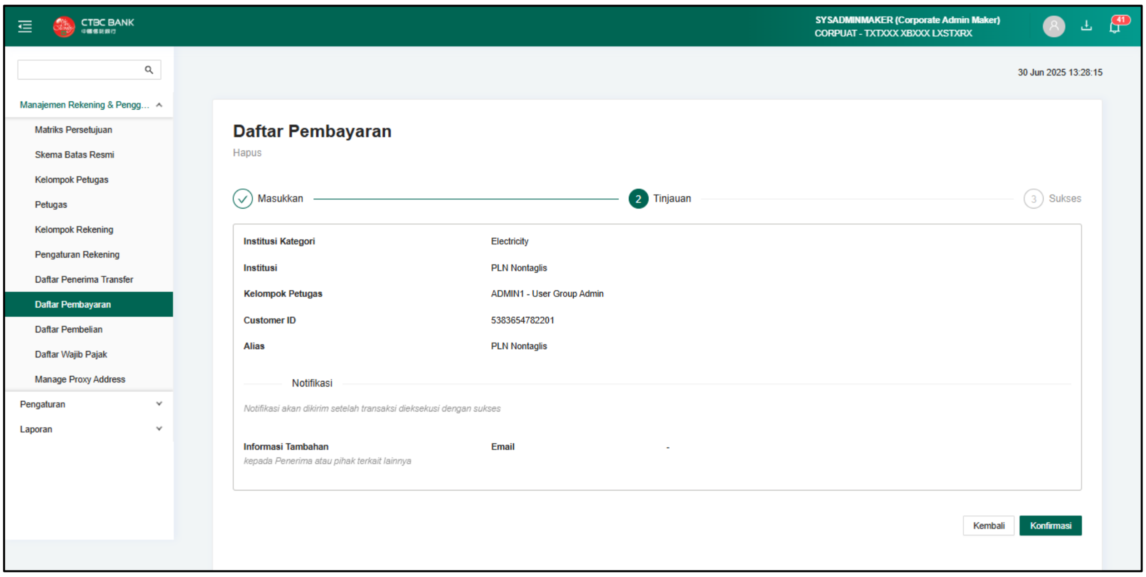
1.4.2 Remove from Details

Here are the steps to remove a **Payment List** from the details in the **Account & User Management** menu:

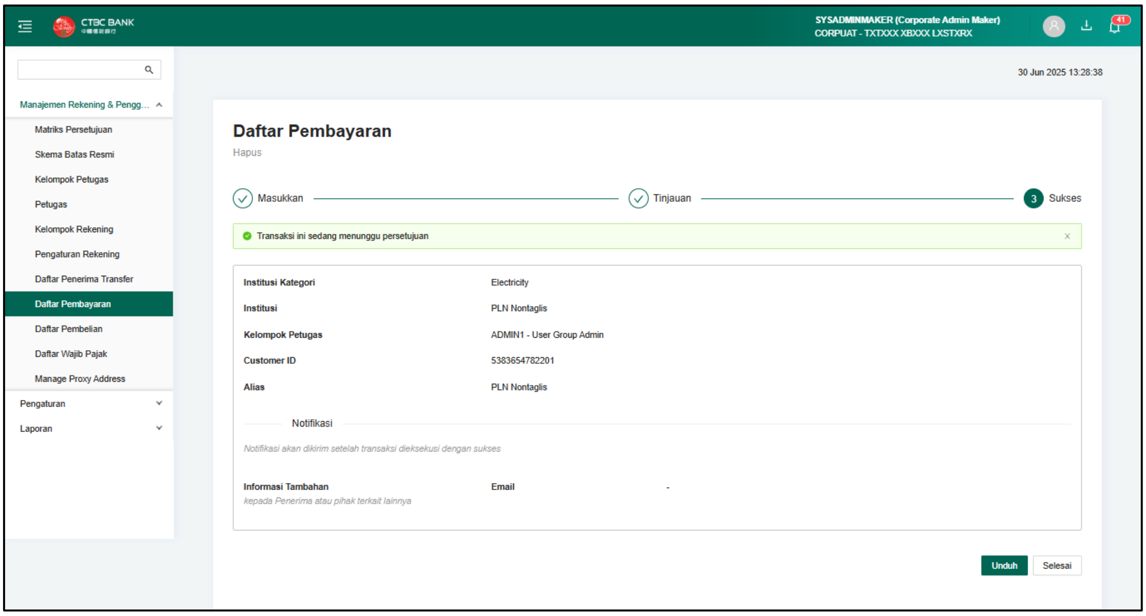
1. Go to the **Payment List Details** page. The **Payment List Details** page will be displayed.



2. Click the **Delete** button. The **Delete Payment List Confirmation** page will be displayed.



3. Click the **Back** button to return to the previous page or click the **Confirm** button to continue the process.
4. Click the **Confirm** button. The **Delete Payment List Results** page will appear with the message "**This transaction is pending approval**.".



5. Click the **Download** button to download the page or click the **Finish** button to return to the **Payment List Search** page.