# HUMAN RESOURCES

EMPLOYEES – BANKING DETAILS

Banking Details can be set up to add details that are not already set up on the system. For example, an employee may have a secondary savings account, into which any company reimbursements or bonuses will be paid.

Here you can view, Add, Edit and Delete any *additional* banking details set up on the employee (as well as the ones you can view in the *Edit Employee* screen)
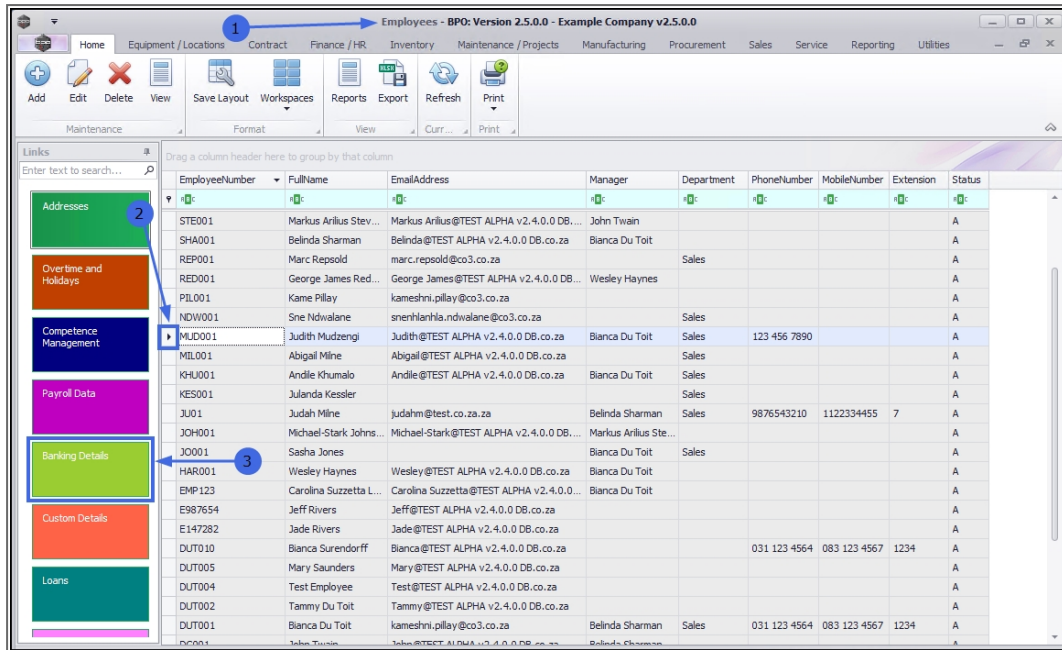

Ribbon Access: *Finance and HR > Employees*
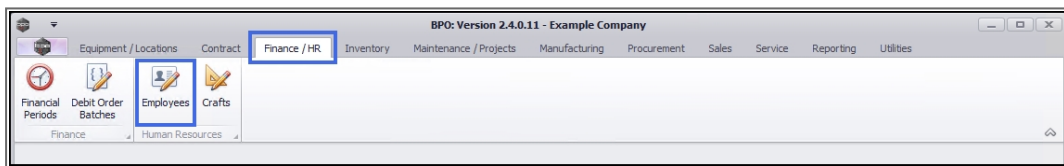
1. The *Employees* listing screen will open.
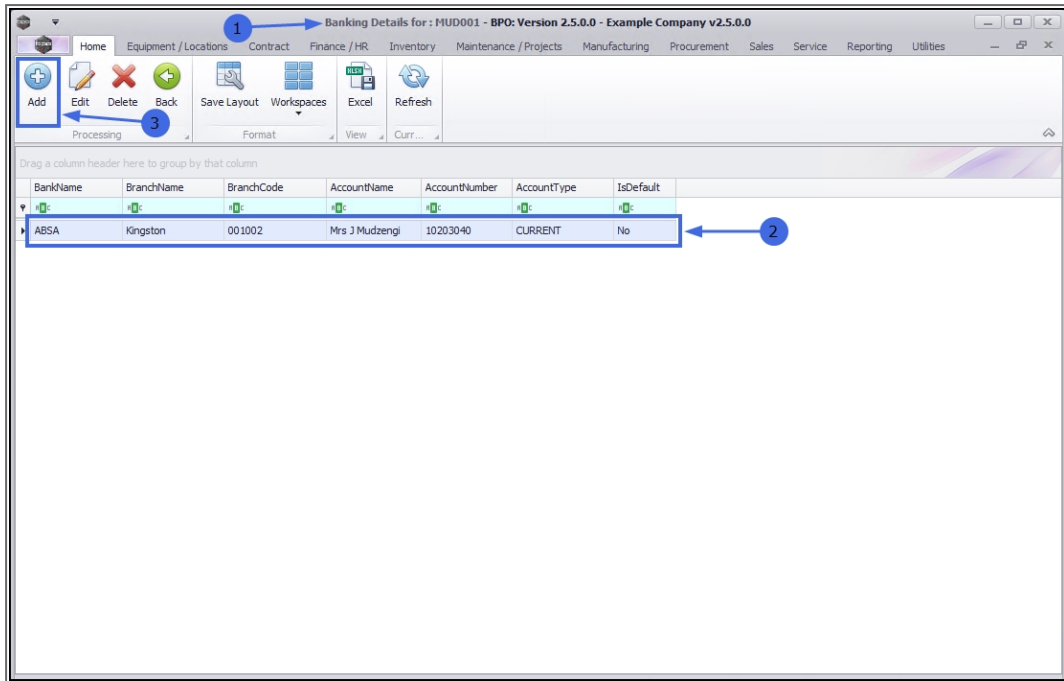
VIEW EMPLOYEE BANKING DETAILS

SELECT EMPLOYEE

2. Select the *row* of the employee whose banking details you wish to *view*.
3. Click on the *Banking Details* tile.

1. The *Banking Details for: []* screen will open.
2. Here you can **view** the banking information set up on the system for the selected employee.

ADD EMPLOYEE BANKING DETAILS

3. Click on *Add*.

1. The ***Add new bank account*** screen will open.
2. Fill in the new banking details:

   - **Bank Name**: Click on the drop-down arrow and select from the list, the applicable bank name.
   - **Account Name**: Type in the name of the account holder.
   - **Account Number**: Type in the number that identifies this employee's individual account.
   - **Branch Name**: Type in the branch that this account is linked to.
   - **Branch Code**:Type in the unique identifier of this bank.
   - **Account Type**: Click on the drop-down arrow and select from the list the type of account e.g. Cheque, Savings, Current.
   - **Default Account**: Select this check box if this is the primary account that the employee wishes all payments to be made into.

Note on Default Account: This is important if the employee has more than one account set up on the system. For example, one account may be the default for regular salary payments and a second account may be for bonus or expense payments.

SAVE ADDED DETAILS

1. When you have completed the banking details.
2. Click on *Save*.

1. A message box will pop up advising the following:
    - *Bank Account has been saved.*
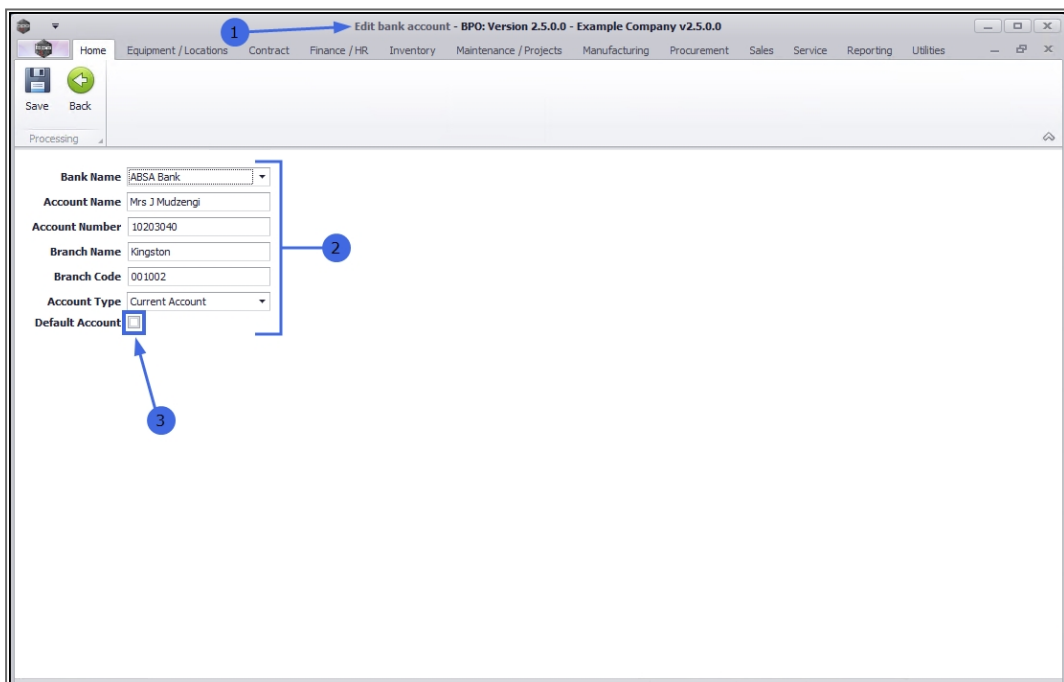2. Click on *OK*.
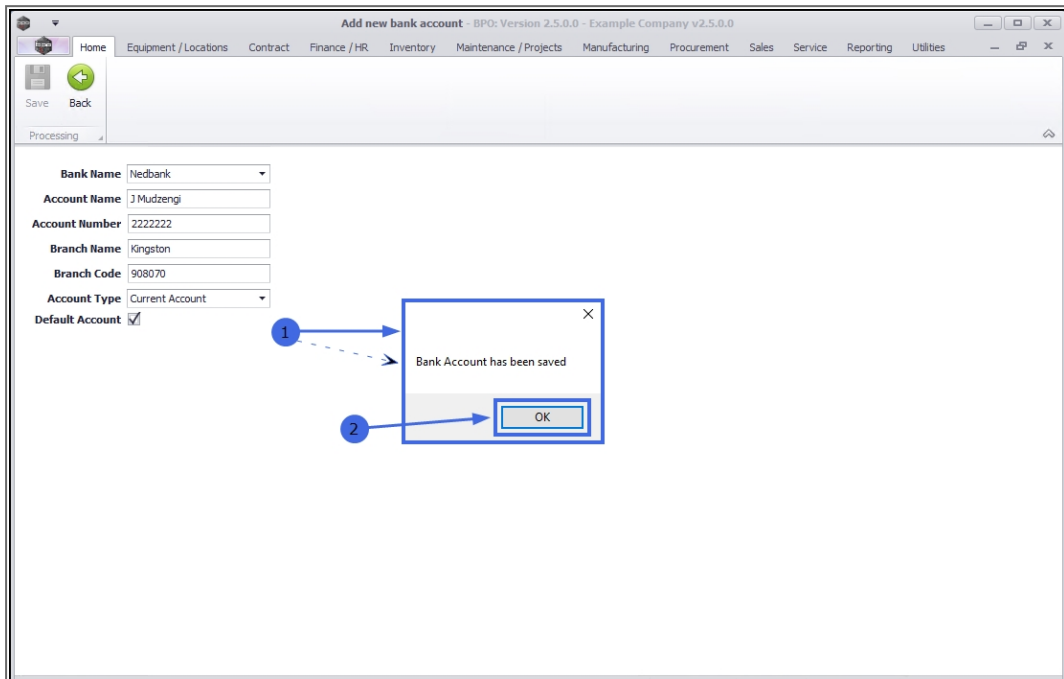
1. You will return to the *Banking Details for: []* screen.
2. The new banking information will be added to the data grid.

EDIT EMPLOYEE BANKING DETAILS

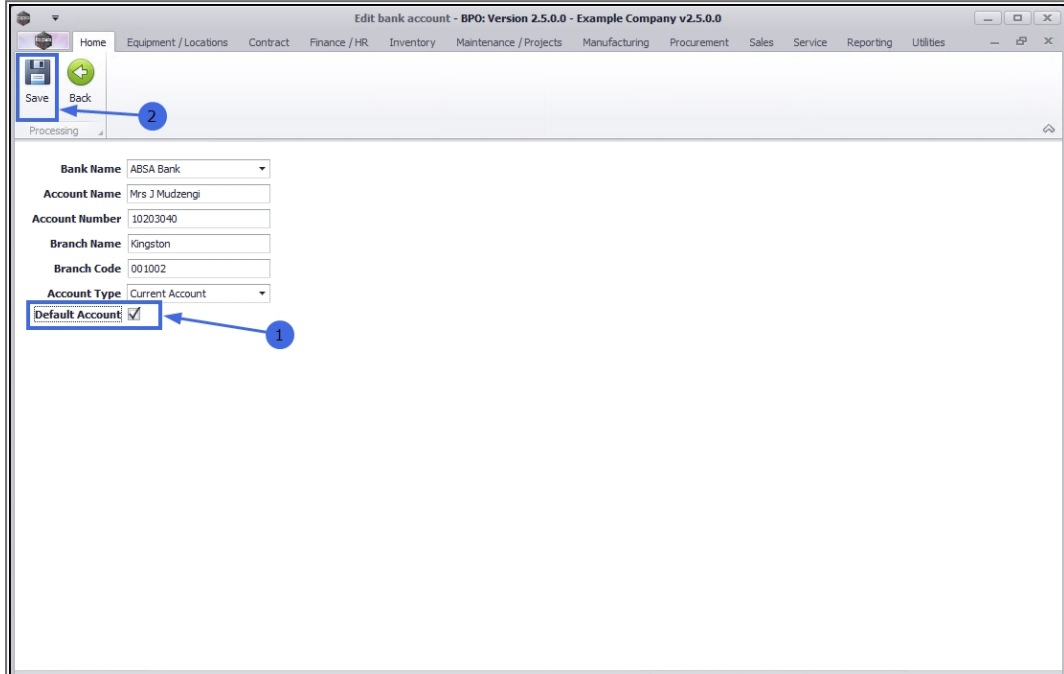3. Select the *row* of the banking details where you wish to *make changes*.
4. Click on *Edit*.
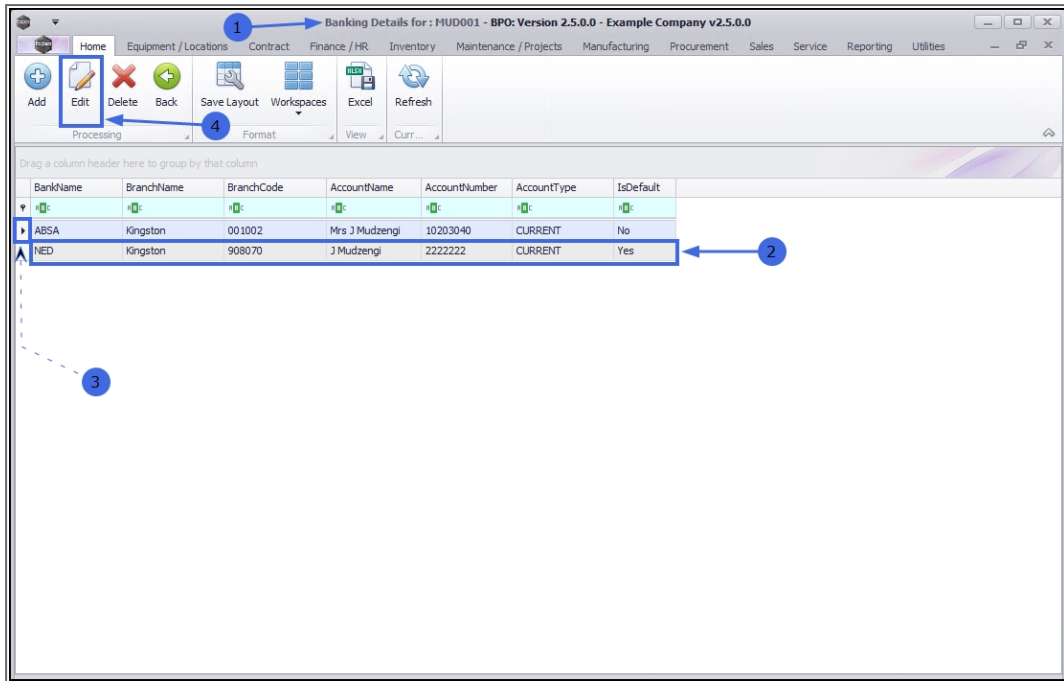
1. The *Edit bank account* screen will open.

2. Make the required changes to the details.

3. In this example, the *Default Account* check box is to be selected.
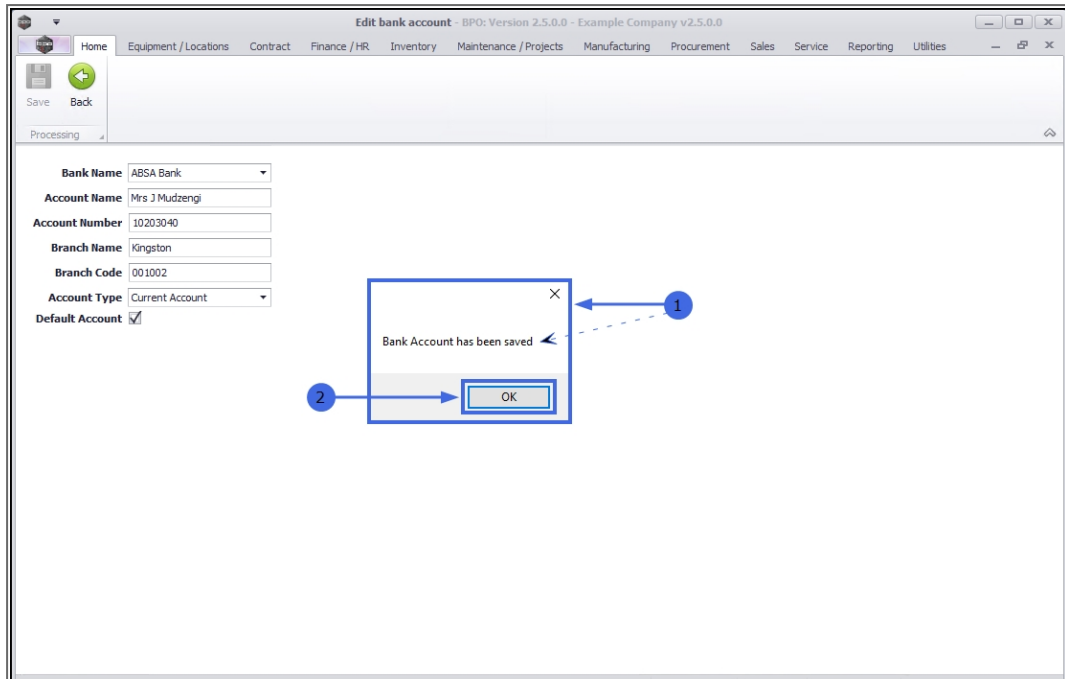
SAVE EDITED DETAILS

1. When you have finished editing the required details,
2. Click on *Save*.

1. A message box will pop up advising the following:
   - *Bank Account has been saved.*
2. Click on *OK*.

1. You will return to the **Banking Details for: []** screen.
2. The edited banking information can be viewed in the data grid.

> **Note on Default Account Settings:** Selecting the bank account as default '*Yes*', will set any other accounts in the data grid to '*No*' as <u>only one</u> Default Account can be set up.
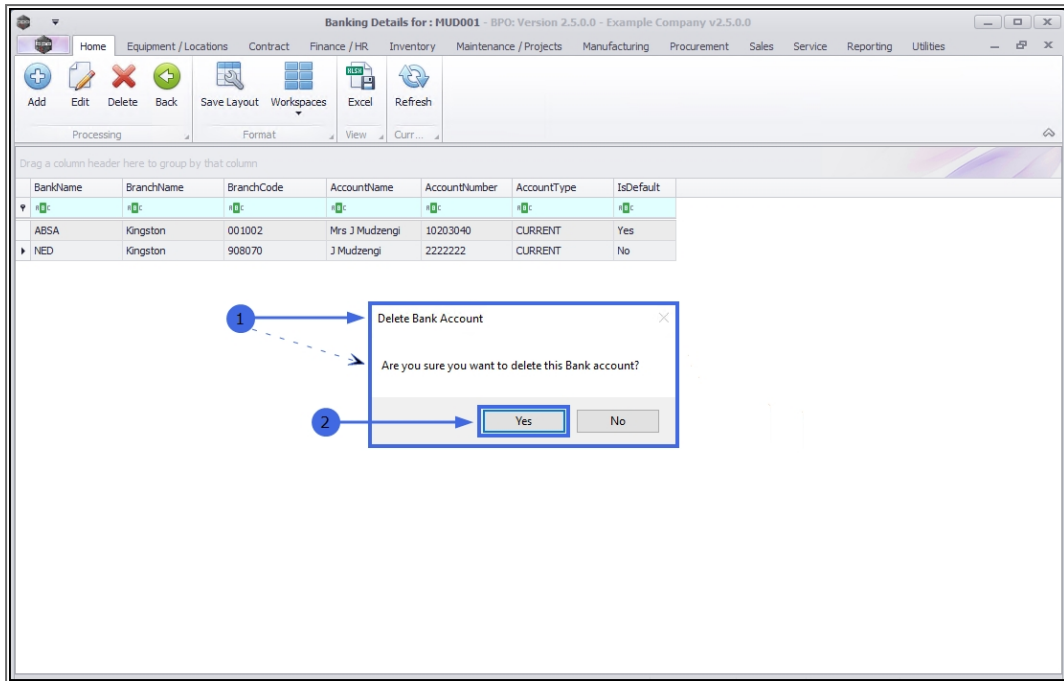
DELETE EMPLOYEE BANKING DETAILS

3. Select the **row** of the banking details that you wish to **remove**.
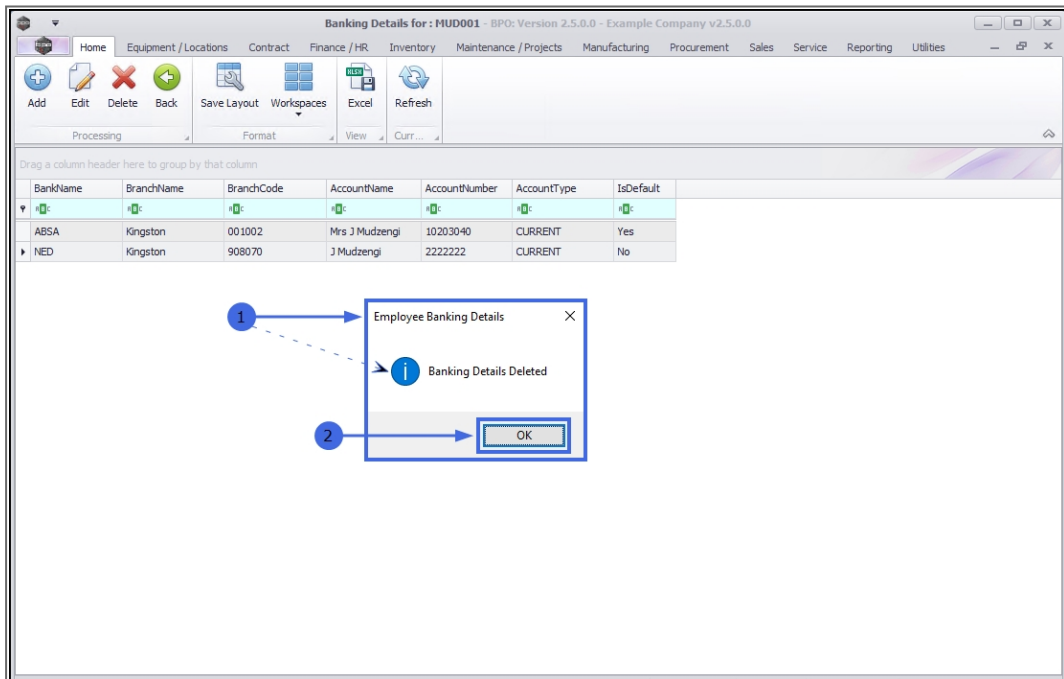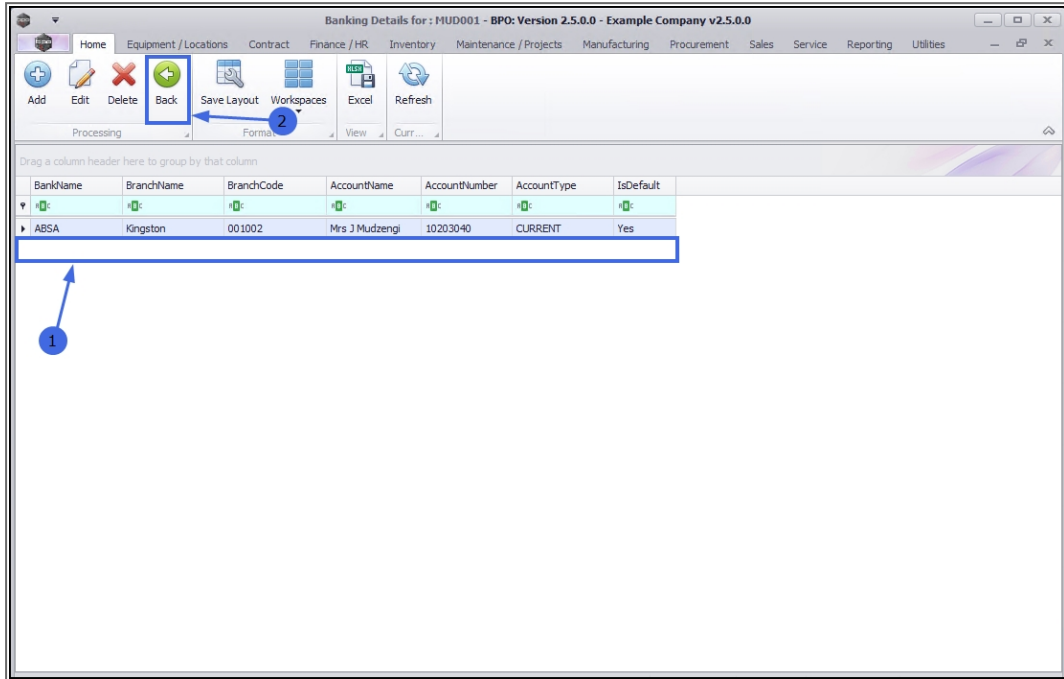4. Click on **Delete**.
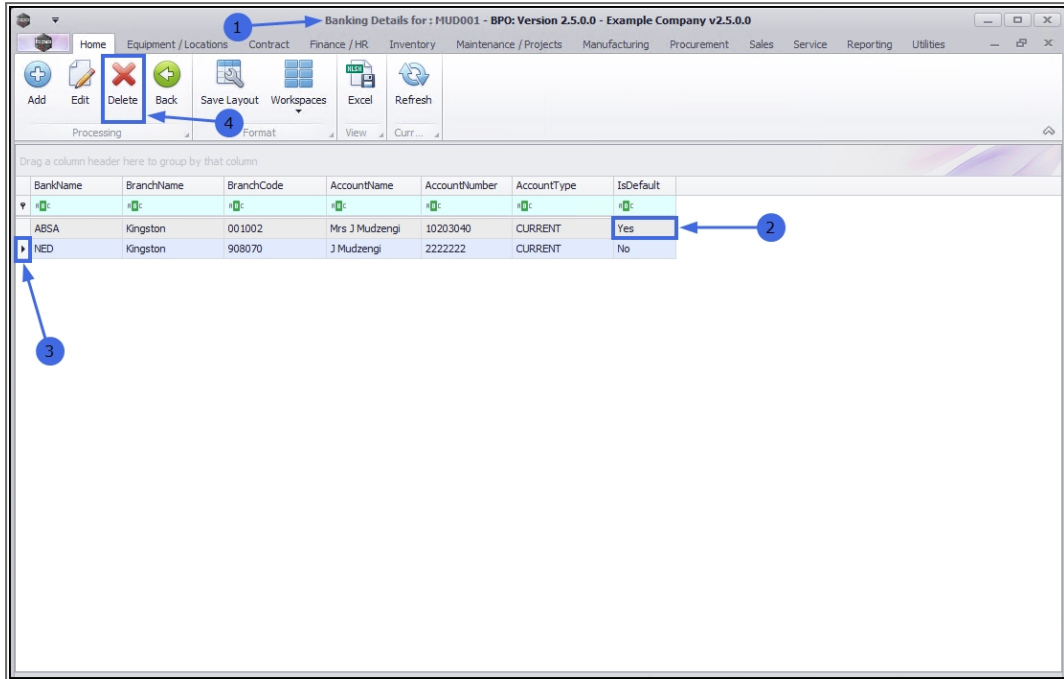
SAVE DELETION

1. A *Delete Bank Account* message box will pop up with the following prompt:
    - *Are you sure you want to deleted this Bank account?*
2. Click on *Yes*.

1. An *Employee Banking Details* message box will pop up advising the following:

      ◦ *Banking Details Deleted.*

2. Click on *OK*.

1. The selected banking details will be **_removed_** from the data grid.
2. Click on **_Back_** to return to the **_Employees_** listing screen.

MNU.021.016