

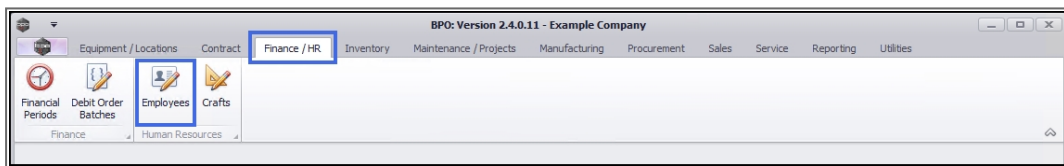
HUMAN RESOURCES

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*

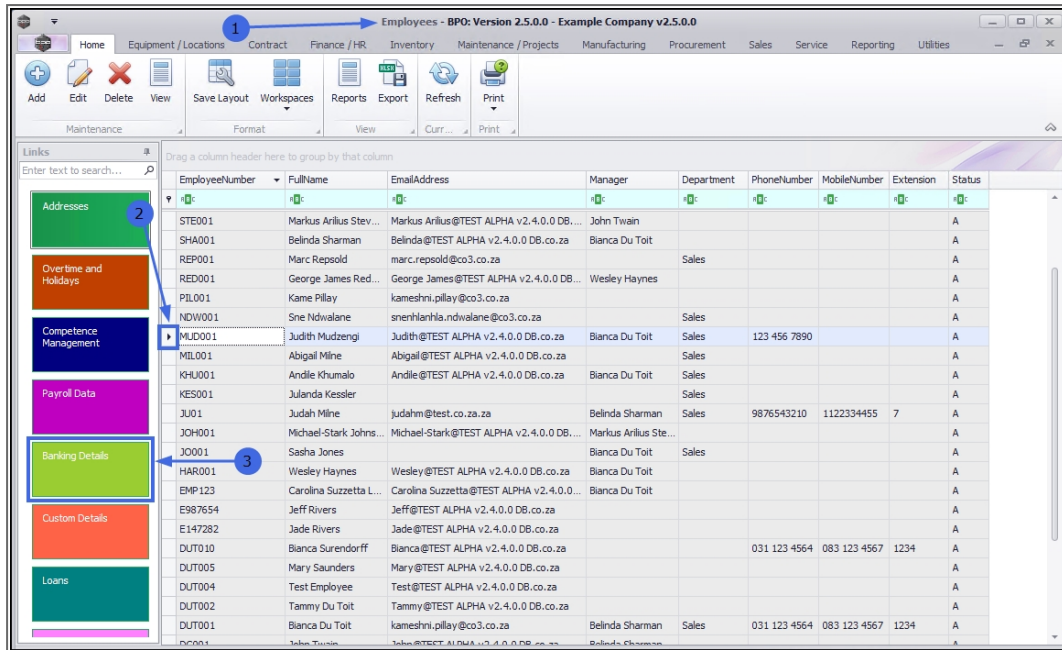


1. The **Employees** listing screen will open.

VIEW EMPLOYEE BANKING DETAILS

SELECT EMPLOYEE

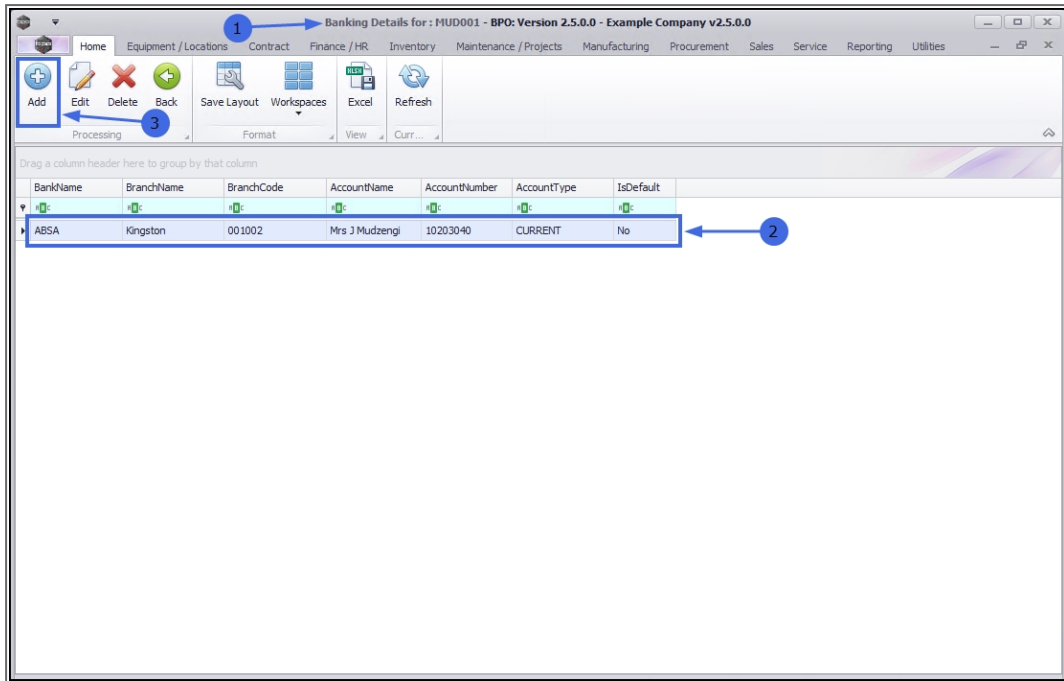
2. Select the **row** of the employee whose banking details you wish to **view**.
3. Click on the **Banking Details** tile.



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.

1 Add new bank account - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

Processing

Bank Name
Account Name
Account Number
Branch Name
Branch Code
Account Type
Default Account

2

SAVE ADDED DETAILS

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

1 Add new bank account - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back

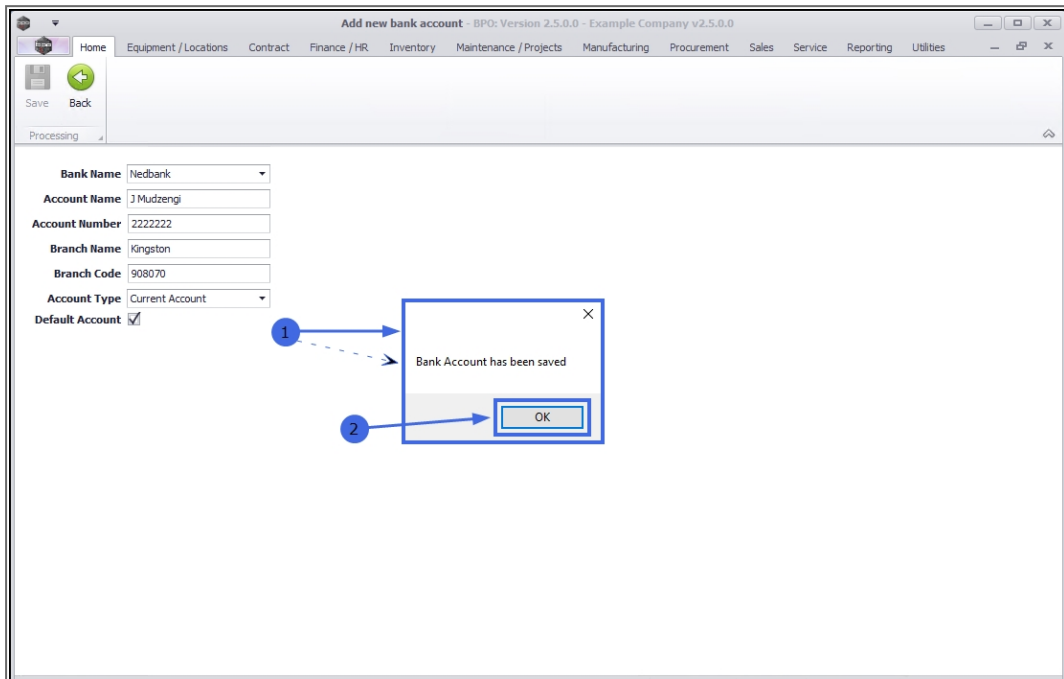
Processing

Bank Name Nedbank
Account Name J Mudzengi
Account Number 2222222
Branch Name Kingston
Branch Code 908070
Account Type Current Account
Default Account

2

1

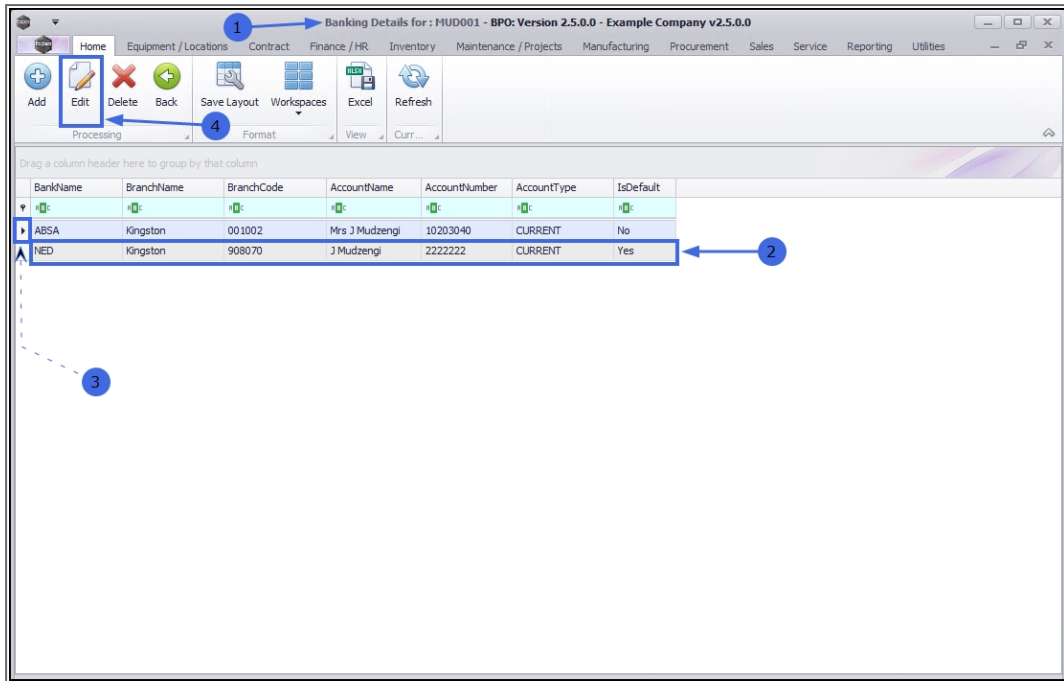
1. A message box will pop up advising the following:
 - *Bank Account has been saved.*
2. Click on **OK**.



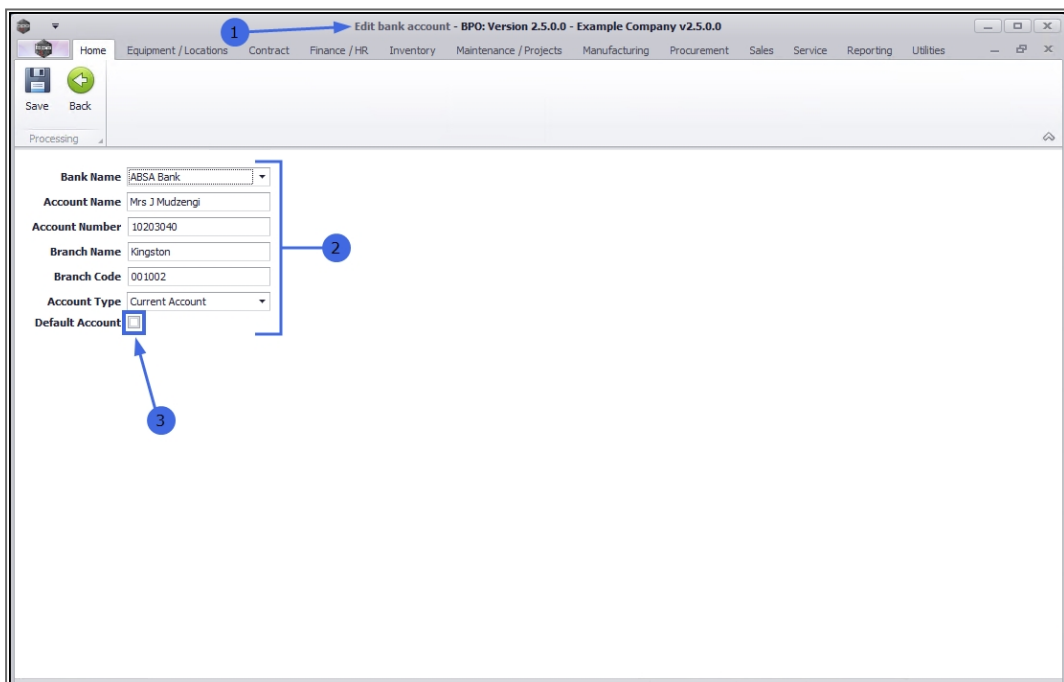
1. You will return to the **Banking Details for: []** screen.
2. The new banking information will be added to the data grid.

EDIT EMPLOYEE BANKING DETAILS

3. Select the **row** of the banking details where you wish to **make changes**.
4. Click on **Edit**.

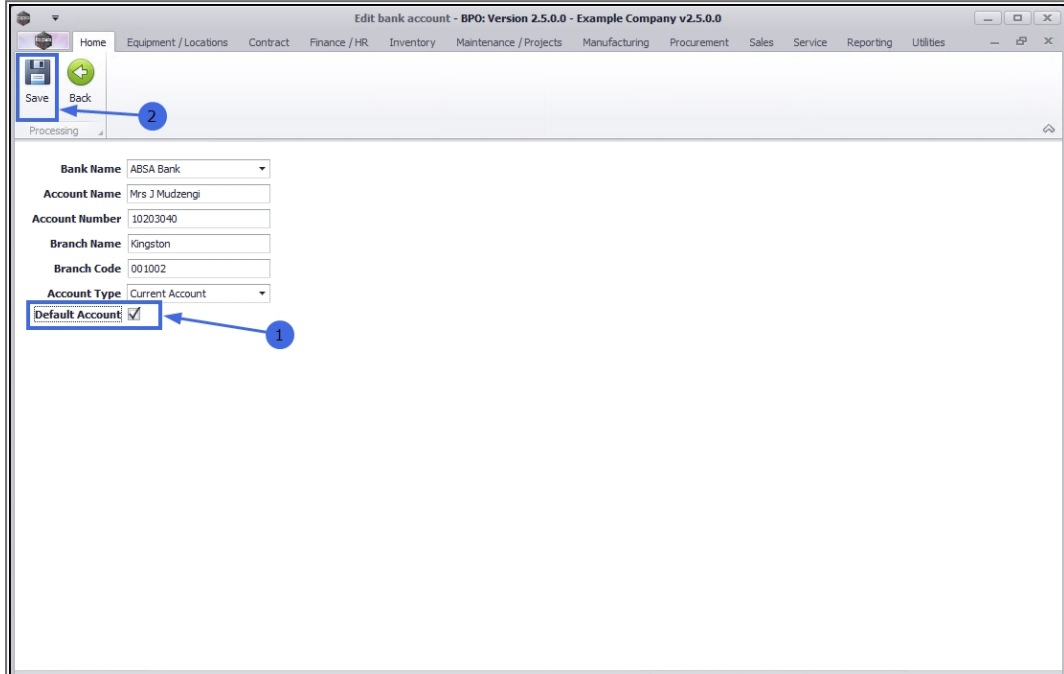


1. The **Edit bank account** screen will open.
2. Make the required changes to the details.
3. In this example, the **Default Account** check box is to be selected.



SAVE EDITED DETAILS

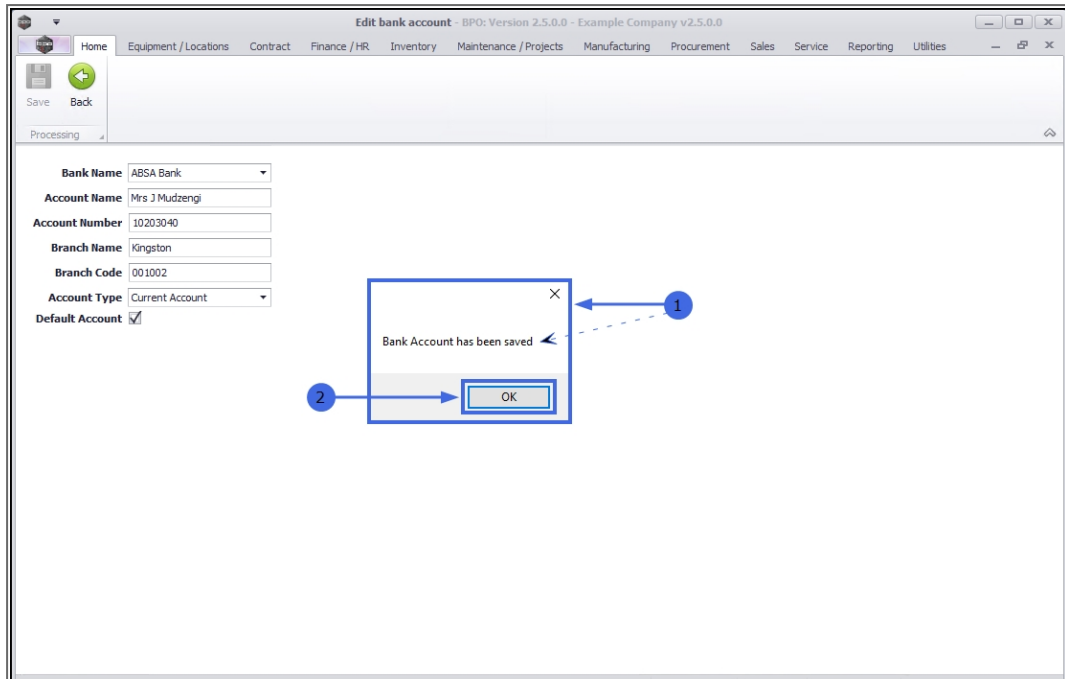
1. When you have finished editing the required details,
2. Click on **Save**.



The screenshot shows a web application window titled "Edit bank account - BPO: Version 2.5.0.0 - Example Company v2.5.0.0". The interface includes a navigation menu at the top with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu, there are "Save" and "Back" buttons. The "Save" button is highlighted with a blue box and a circled "1". The "Back" button is highlighted with a blue box and a circled "2". The form fields are as follows:

Bank Name	ABSA Bank
Account Name	Mrs J Mudzengi
Account Number	10203040
Branch Name	Kingston
Branch Code	001002
Account Type	Current Account
Default Account	<input checked="" type="checkbox"/>

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

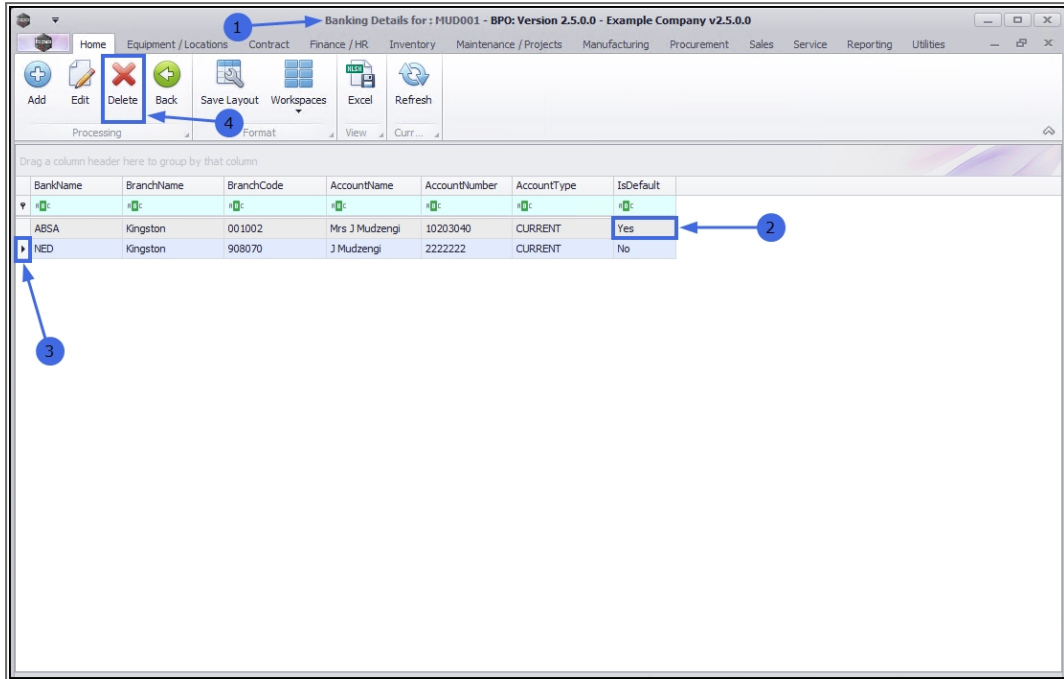


1. You will return to the **Banking Details for: []** screen.
2. The edited banking information can be viewed in the data grid.

Note on Default Account Settings: Selecting the bank account as default 'Yes', will set any other accounts in the data grid to 'No' as only one Default Account can be set up.

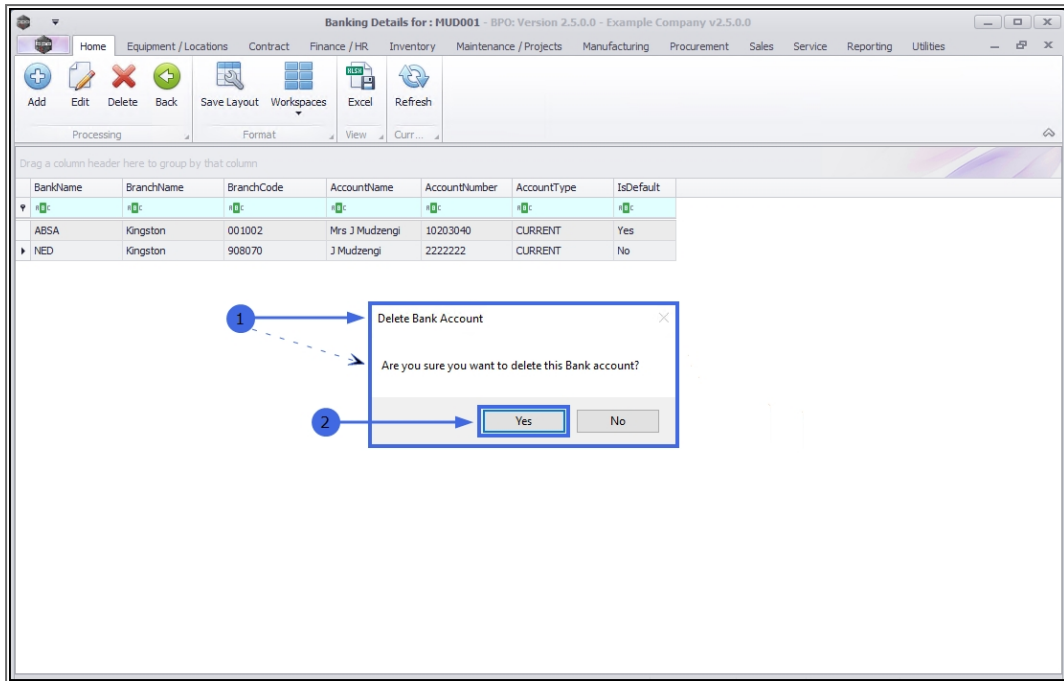
DELETE EMPLOYEE BANKING DETAILS

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

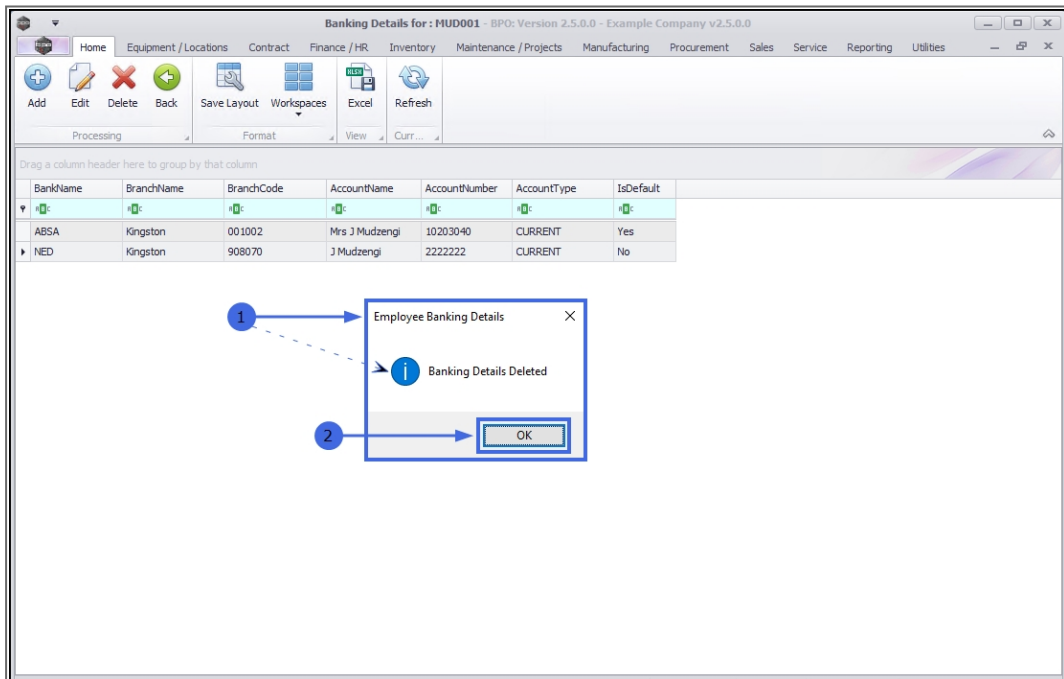


SAVE DELETION

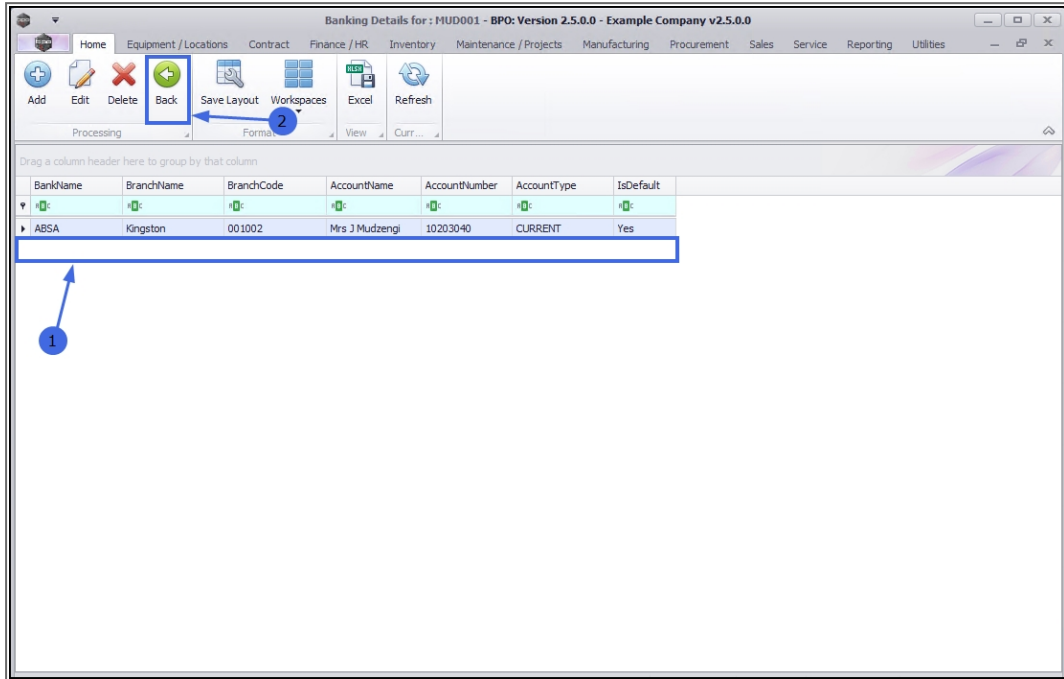
1. A **Delete Bank Account** message box will pop up with the following prompt:
 - *Are you sure you want to deleted this Bank account?*
2. Click on **Yes**.



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.



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