# 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.

The **Banking Details** tile enables you to **view**, **add**, **edit**, **delete**, and manage all banking details associated with an employee.

The **Banking Details** tile can be accessed from the **Employees** listing screen and the Edit Employee screen.

Ribbon Access: Finance / HR Employees
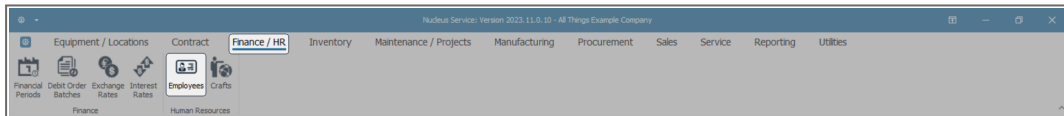
The **Employees** listing screen will display.

VIEW EMPLOYEE BANKING DETAILS

SELECT EMPLOYEE

- Select the **row** of the employee whose banking details you wish to **view**.
- Click on the **Banking Details** tile in the **Links** panel.

- The **Banking Details for : [ ]** screen will open.

VIEW BANKING DETAILS

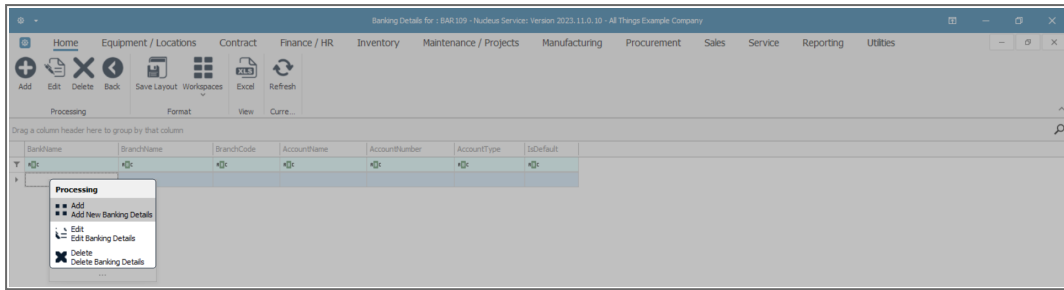- Here you can view the banking information set up on the system for the selected employee.

ADD EMPLOYEE BANKING DETAILS
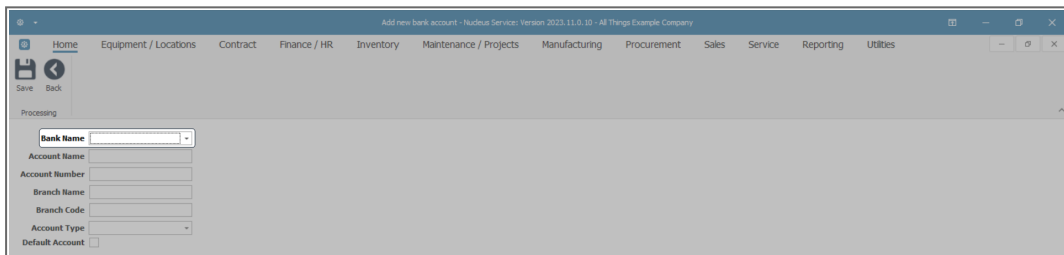
- Click on **Add**.

- **Or right-click** on any row in the list.
- A **Processing** menu will pop up.
- Click on **Add New Banking Details**.

- The **Add new bank account** screen will open.

ADD BANK ACCOUNT DETAILS

- **Bank Name**: Click on the **drop-down arrow** in this field 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. Current, Savings.
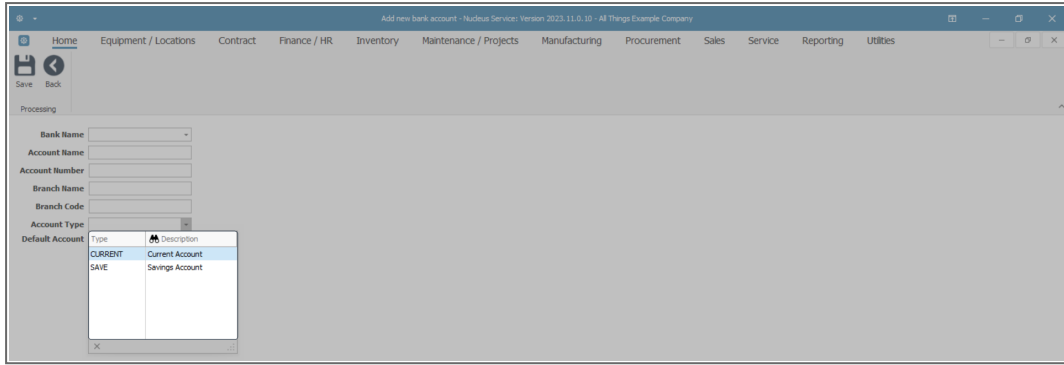
DEFAULT ACCOUNT

- **Default Account**: Select this check box if this is to be the **primary** account that the employee wishes all payments to be made into.
 - In this example, this bank account has been selected as the <u>default</u> address.

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 BANK DETAILS

- When you have completed the banking details, click on **Save**.
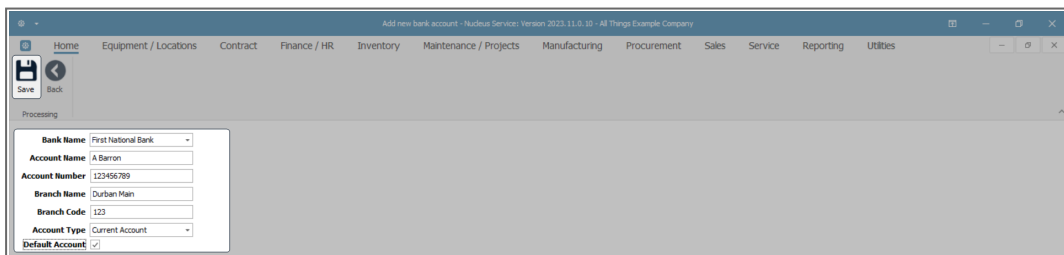
- A notification message box will pop up informing you -
  - **Bank account has been saved.**
- Click on **OK**.
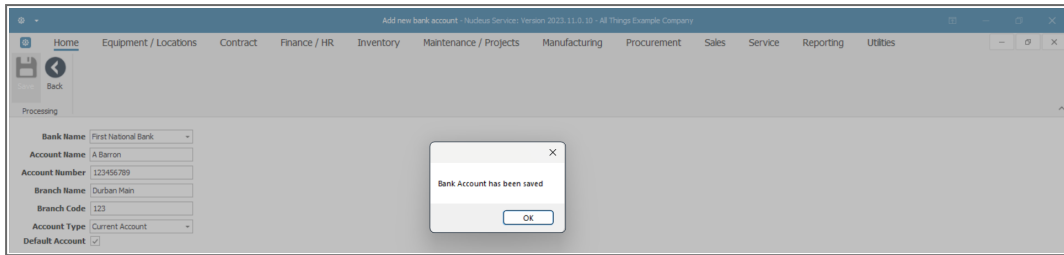
VIEW SAVED BANK ACCOUNT

- You will return to the **Banking Details for: [ ]** screen.
- The new bank details can now be viewed in the data grid.
- Note that the final column **IsDefault** reads as '**Yes**' as this bank account was selected as the **Default Account** in the previous step.
- Click on **Back** to return to the **Employees** listing screen.
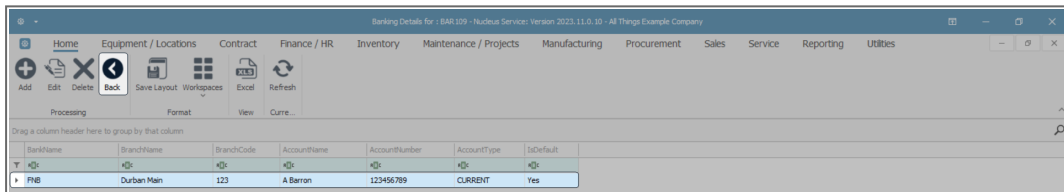
- **Or** export data to Excel, if required.

EXPORT TO EXCEL

- In the **Banking Details for: [ ]** screen.
- Click on **Excel**.
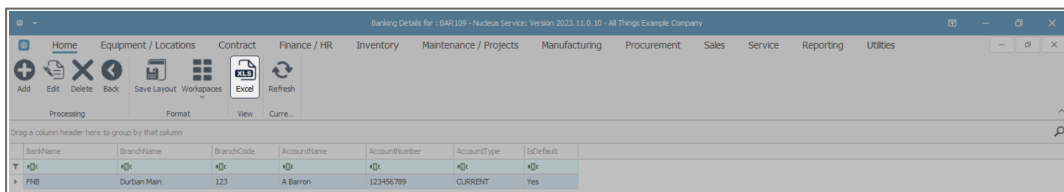
- This will open an MS Excel spreadsheet with all the data from the data grid.

- You can choose to save, view, search for data, prepare it for printing, and so on, as required.

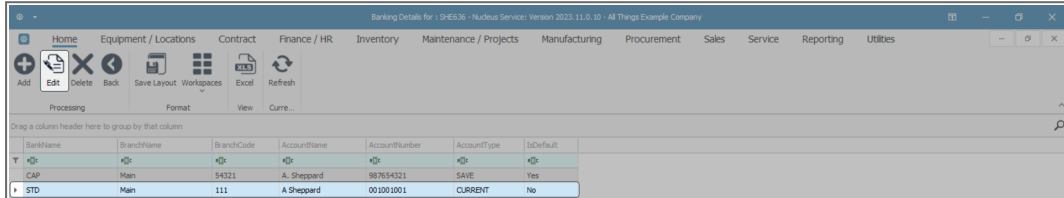# EDIT EMPLOYEE BANKING DETAILS

SELECT EMPLOYEE

- In the **Employees** listing screen.
- Select the **row** of the employee for whom you wish to **edit** banking details.
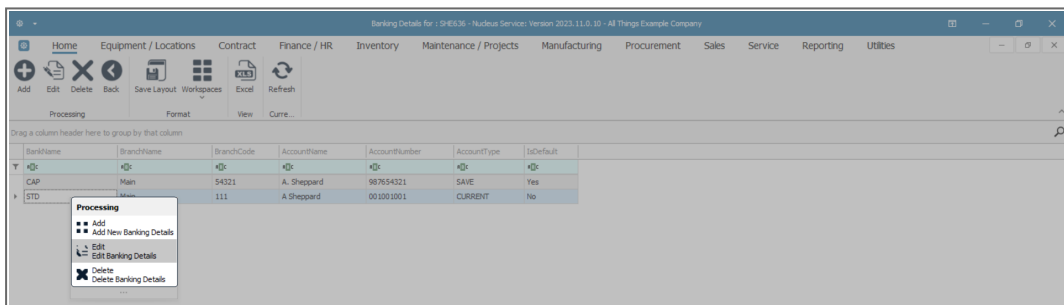- Click on the **Banking Details** tile in the **Links** panel.

SELECT BANKING DETAILS TO EDIT

- The **Banking Details for : [ ]** screen will open.
- Select the **row** of the banking details where you wish to make **changes**.
- Click on **Edit**.

- **Or right-click** on the row of the banking details where you wish to make **changes**.
- A **Processing** menu will pop up.
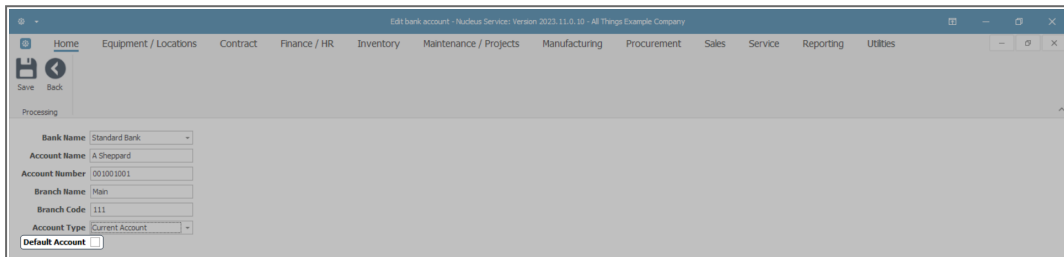- Click on **Edit Banking Details**.

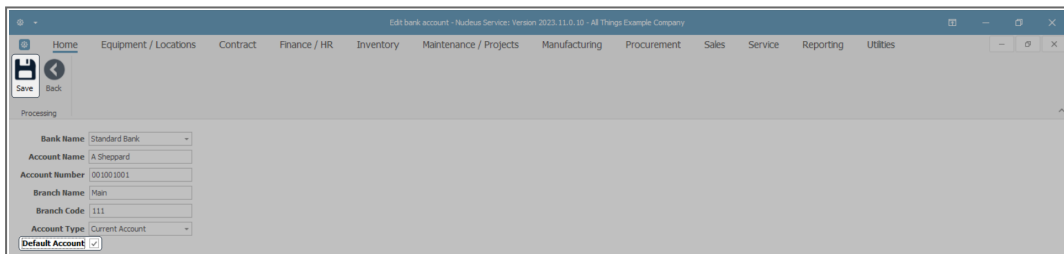- The **Edit bank account** screen will open.

EDIT BANKING DETAILS

- All of the fields, except **Bank Name** and **Account Type** and the **Default Account** check box, require the edited details to be typed directly into the text boxes.

- If you wish to edit the **Bank Name** and **Account Type**, click on the **drop-down arrow** and select an _alternative_ from the list displayed.
- In this example, the banking detail is to be edited to become the _primary_ or default bank account, therefore the **Default Account** check box is to be selected.
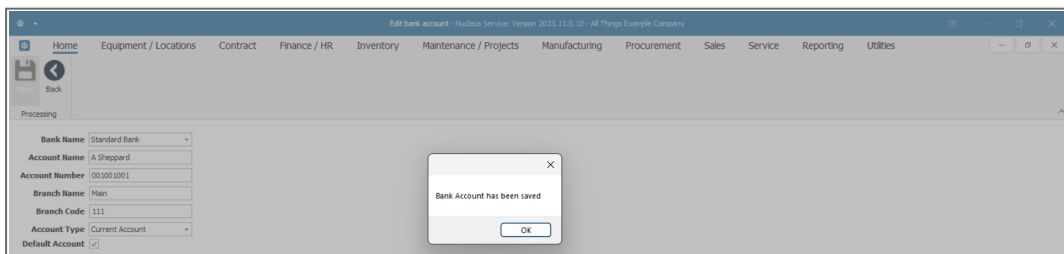

SAVE EDITED DETAILS

- When you have finished editing the banking details -
- Click on **Save**.

- A notification message box will pop up informing you -
  - **Bank Account has been saved.**
- Click on **OK**.

VIEW EDITED BANK ACCOUNT

- You will return to the **Banking Details for: [ ]** screen where the edited banking information can be viewed in the data grid.
- Click on **Back** to return to the **Employees** listing screen.

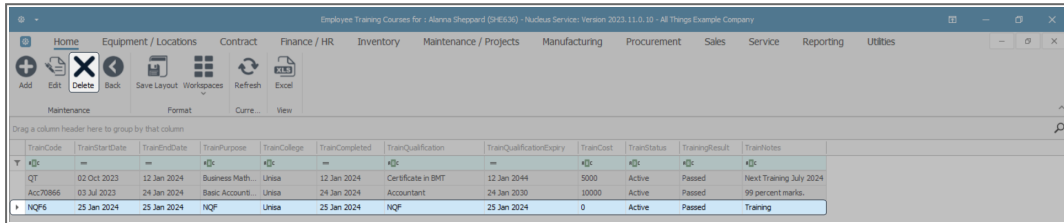## DELETE EMPLOYEE BANKING DETAILS

SELECT EMPLOYEE

- In the **Employees** listing screen -
- Select the **row** of the employee for whom you wish to **delete** banking details.
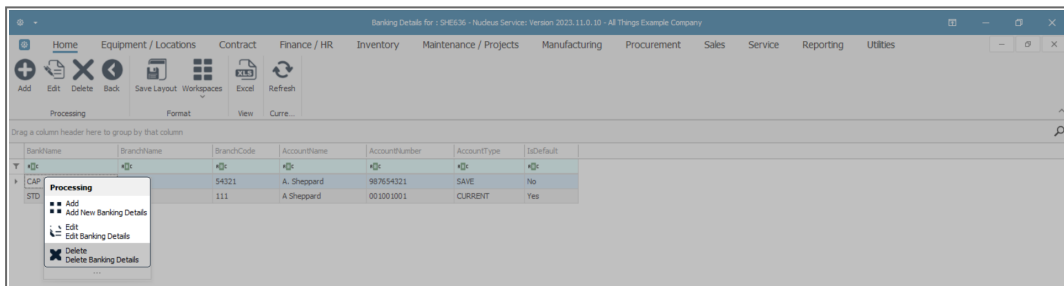- Click on the **Banking Details** tile in the **Links** panel.

SELECT BANKING DETAILS TO DELETE

- The **Employee Training Courses for : [ ]** screen will open.
- Select the **row** that you wish to **delete**.
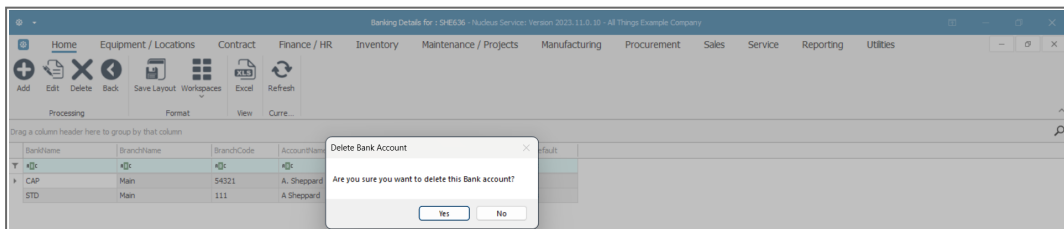- Click on **Delete**.

- **Or right-click** on the **row** that you wish to **delete**.
- A **Process** menu will pop up.
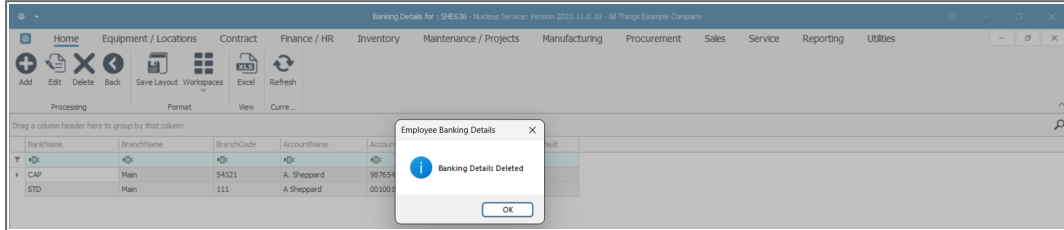- Click on **Delete Training Course**.

CONFIRM DELETION

- A **Delete Bank Account** message box will pop up asking -
  - **Are you sure you want to delete this Bank account?**
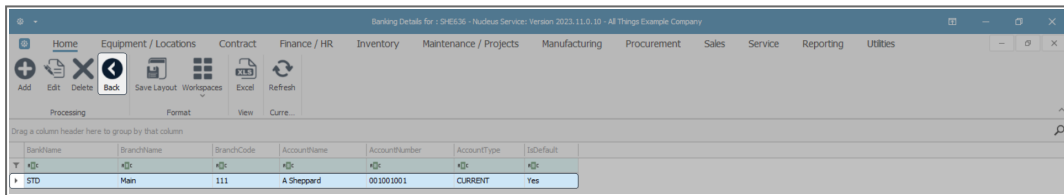- Click on **Yes**.

- An **Employee Banking Details** message box will pop up informing you -
  - **Banking Details Deleted**.
- Click on **OK**.

VIEW DELETION RESULTS

- You will return to the **Banking Details for: [ ]** screen where the selected banking details have been removed from the data grid.
- Click on **Back** to return to the **Employees** listing screen.

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