

# Bank Accounts - Feature Overview

Last Modified on 18/01/2023 4:05 pm GMT

## Overview

If you are using a BACS system or other similar service to pay your claimants, it is typical for the bank account details to be exported from Assure Expenses to the financial system along with the amount they are to be reimbursed.

Assure Expenses allows a claimant to record the details of any bank accounts they hold, while also providing the ability to select which account an expense should be reimbursed to. This will then be passed through to the export file when a payment run is performed.

## Benefits

- **Efficiency and Authentication** - UK bank account validation ensures incorrect bank details cannot be saved.
- **Correct Fund Allocation** - Multiple bank accounts allow a claimant to select specific bank accounts for different expenses.
- **Expense Management** - Safeguard against adding expenses without a valid bank account saved on an employee record.
- **External Team Control** - Administrators managing bank accounts on behalf of claimants offers flexibility and control in finance and payroll teams.
- **Secure Information** - A redacted view of employee bank details can be displayed to administrators with restricted access to protect private information.

## Features

Feature	Description
<b>Multiple bank accounts</b>	Add multiple bank accounts to an employee record
<b>Restrict add expenses</b>	Restrict claimants from adding expenses without a valid bank account
<b>Admin access</b>	Administrators can add or edit bank accounts on behalf of claimants
<b>UK bank account validation (Chargeable Service)</b>	UK account number and sort code validation
<b>Add international bank accounts</b>	Add swift code and IBAN details for international accounts.

## Implementation

### Administrators

1. Administrators will require the 'Employee Bank Account's Access Role element to add claimant bank accounts.
2. To add a claimant's bank account, navigate from the **Home** page to **Administrative Settings | User Management | Employees**. For more, view [Manage Employee Bank Accounts](#).

## **Claimants**

1. Claimants will require the 'Bank Accounts' Access Role element to add their own bank account.
  2. To add a bank account, navigate from the **Home** page to **My Details | My Bank Accounts**. For more information, view [Manage My Bank Accounts](#).
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