Manage Employee Bank Accounts

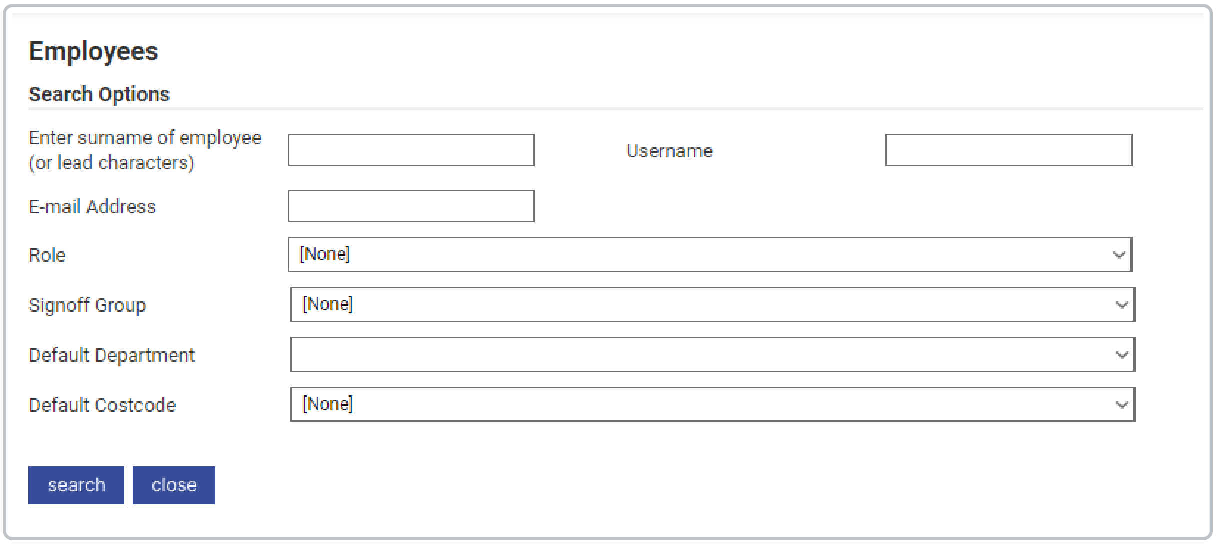
Last Modified on 11/07/2023 1:18 pm BST

Permissions

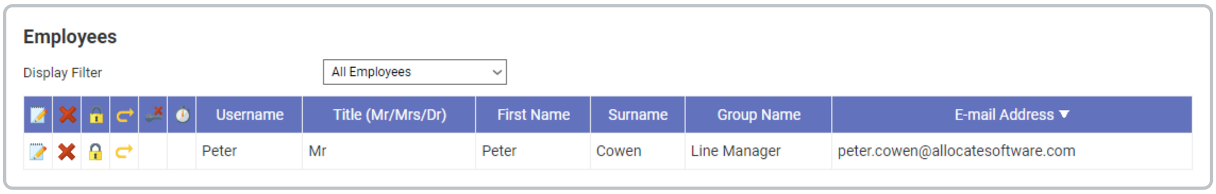
You will require an Access Role with the following permissions:

- Employee Bank Accounts

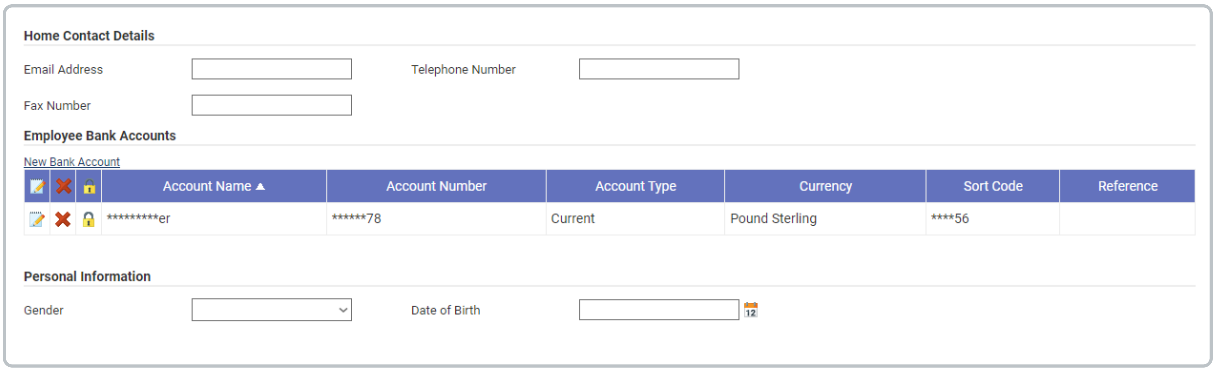
1. Navigate from the **Home** page to **Administrative Settings | User Management | Employees**.



2. Search for the employee and click to open the Employee Details page.

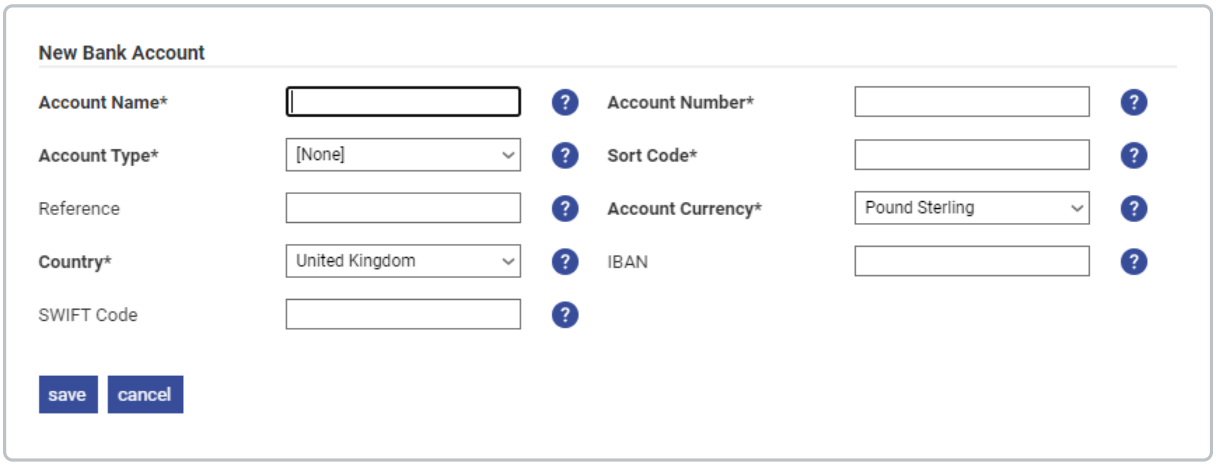


3. Click **Personal** and locate the **Employee Bank Accounts** section.



4. Click **New Bank Account** to open the New Bank Account window and complete the required

fields.



Field	Description
Account Name	Enter the name of the account.
Account Number	Enter the account number.
Account Type	Select the account type: ◦ Savings ◦ Current ◦ Credit Card.
Sort Code	Enter the account sort code.
Reference	Enter a reference for the account. This will help you differentiate between multiple accounts.
Account Currency	From the drop-down list, select a currency.
Country	From the drop-down list, select a country.
IBAN	For non-UK accounts, enter an international bank account number.
Swift Code	For non-UK accounts, enter the international bank identifier.

Note: A validation service is used to ensure invalid account numbers and sort codes cannot be entered. Upon entering an invalid UK account number or sort code, you will unable to save the bank account until the details are corrected.

5. Click **Save** to confirm or Cancel to discard any changes and return to the Employee Details page.

Tip: Use the 'Employee must have at least one bank account to claim expenses' option within an Access Role to ensure that a claimant has an active bank account before being able to claim expenses.