

# Manage Employee Bank Accounts

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## 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**.

### Employees

**Search Options**

Enter surname of employee (or lead characters)  Username

E-mail Address

Role

Signoff Group

Default Department

Default Costcode

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

### Employees

Display Filter

|      | Username | Title (Mr/Mrs/Dr) | First Name | Surname | Group Name   | E-mail Address ▼                 |
|---|----------|-------------------|------------|---------|--------------|----------------------------------|
|       | Peter    | Mr                | Peter      | Cowen   | Line Manager | peter.cowen@allocatesoftware.com |

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

### Home Contact Details

Email Address  Telephone Number

Fax Number

### Employee Bank Accounts

[New Bank Account](#)

|     | Account Name ▲ | Account Number | Account Type | Currency       | Sort Code | Reference |
|---|----------------|----------------|--------------|----------------|-----------|-----------|
|     | *****er        | *****78        | Current      | Pound Sterling | ****56    |           |

### Personal Information

Gender  Date of Birth  

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

fields.

### New Bank Account

|               |                      |   |                   |                      |   |
|---------------|----------------------|---|-------------------|----------------------|---|
| Account Name* | <input type="text"/> | ? | Account Number*   | <input type="text"/> | ? |
| Account Type* | [None] v             | ? | Sort Code*        | <input type="text"/> | ? |
| Reference     | <input type="text"/> | ? | Account Currency* | Pound Sterling v     | ? |
| Country*      | United Kingdom v     | ? | IBAN              | <input type="text"/> | ? |
| SWIFT Code    | <input type="text"/> | ? |                   |                      |   |

| Field            | Description   |
|------------------|---|
| Account Name     | Enter the name of the account.  |
| Account Number   | Enter the account number.   |
| Account Type     | Select the account type: <ul style="list-style-type: none"><li>o Savings</li><li>o Current</li><li>o Credit Card.</li></ul> |
| 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 be 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.

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