

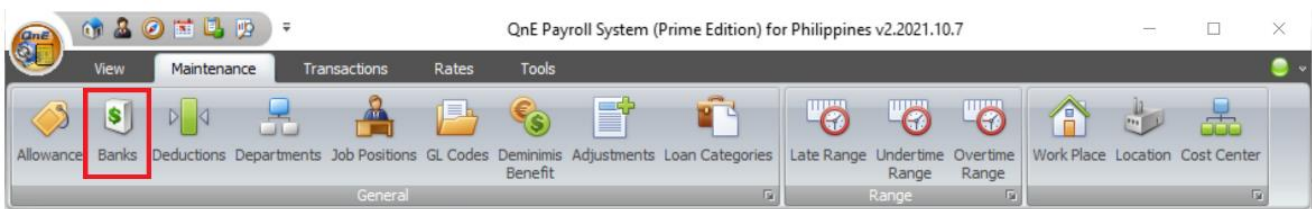
How to Add, Edit, and Delete Banks

Overview:

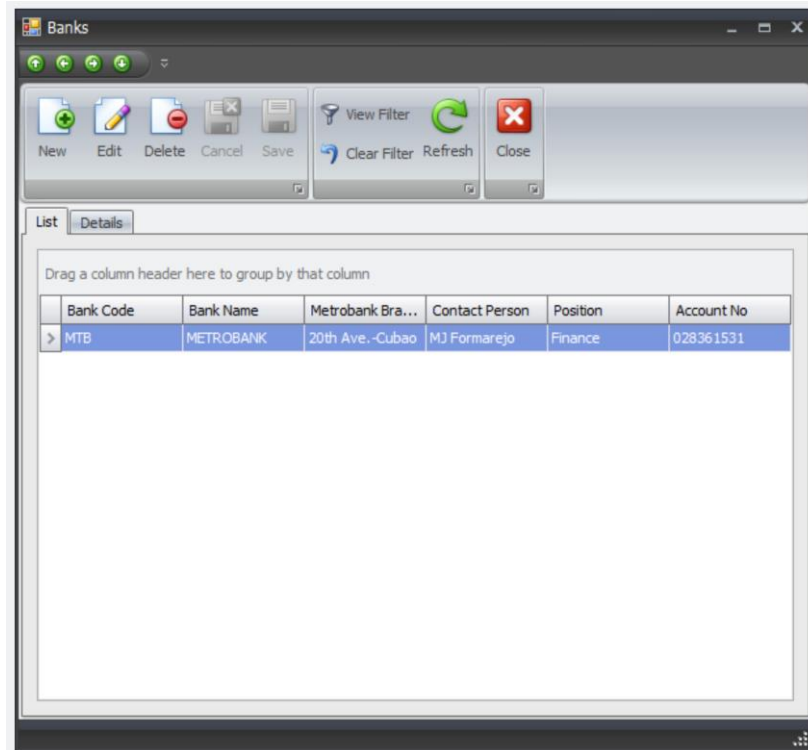
Banks window is where to set up the different bank accounts of the company in relation to processing of the payroll.

Procedure:

1. In Menu Ribbon, Go to Maintenance Tab > **Banks**

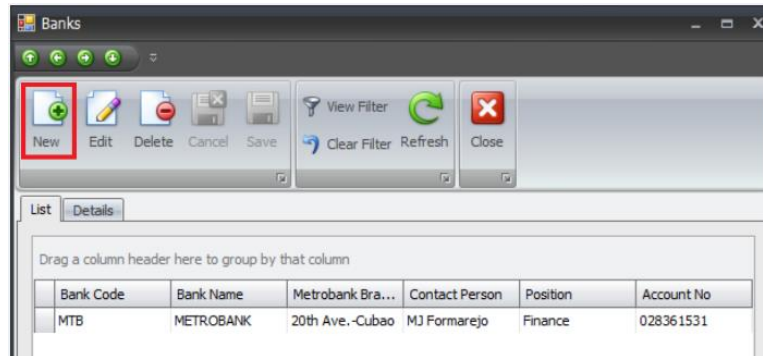


2. In Banks Maintenance, under List Tab, the system will show you the previously created Bank Accounts



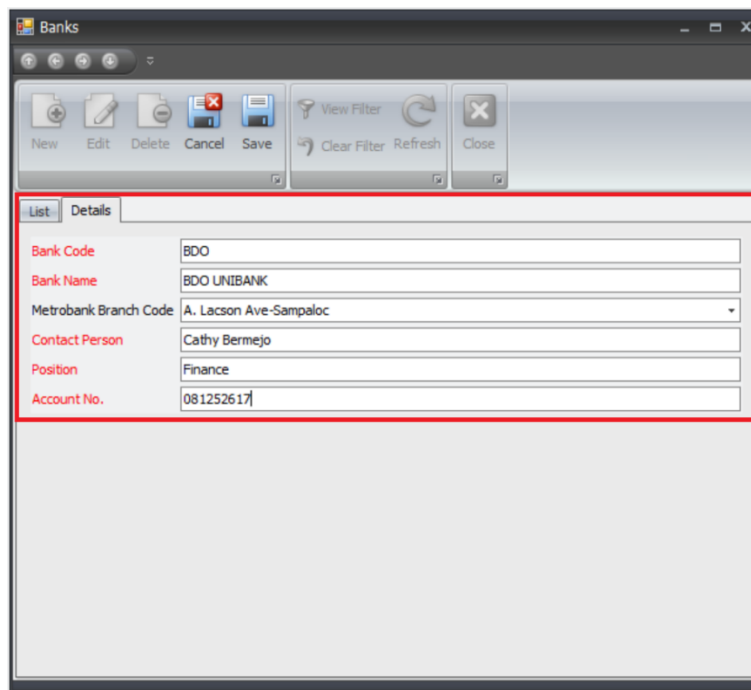
CREATE

- a. To create a Bank Account, click **New** button.

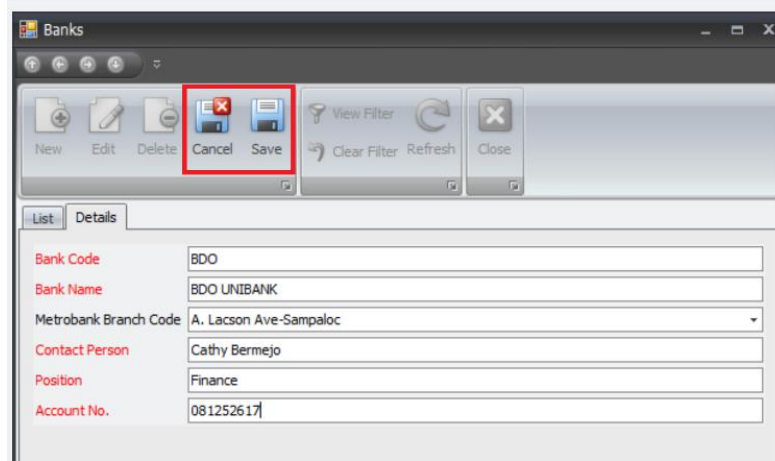


- b. Under Details Tab, fill in the ff Bank Details:

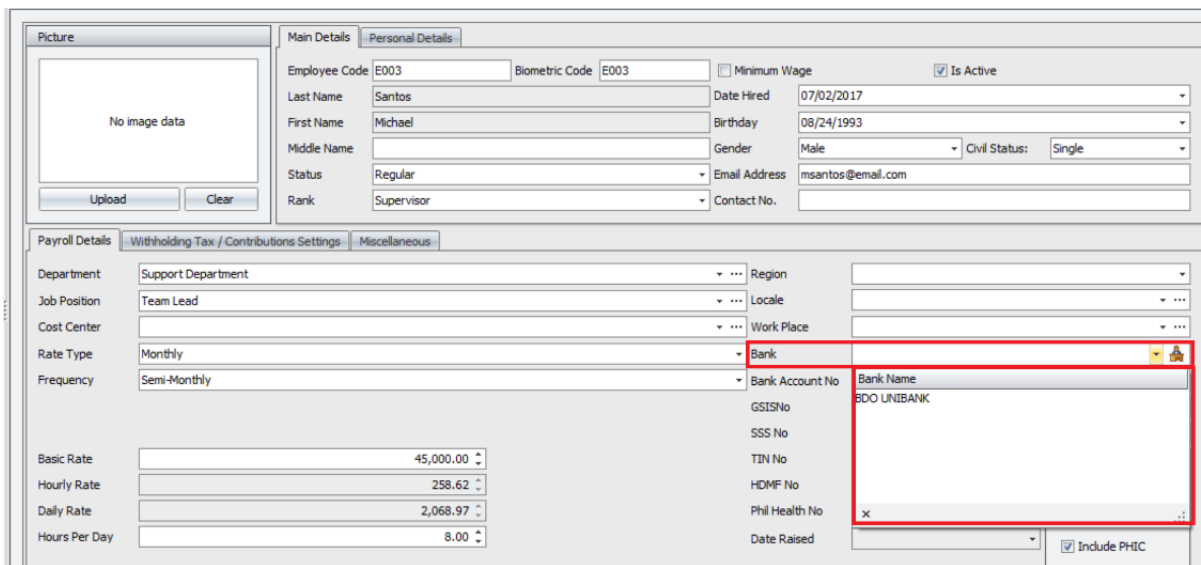
- **Bank Code** – desire Bank Code
- **Bank Name** – Bank Name or Description, if Metrobank, you may select the Branch Code in the *Metrobank Branch Code*
- **Contact Person** – Bank's Contact Name (usually the Bank Manager)
- **Position** – Job Position/Title of the contact person
- **Account No.** – Company's Account Number



- c. Once done, click **Save**.

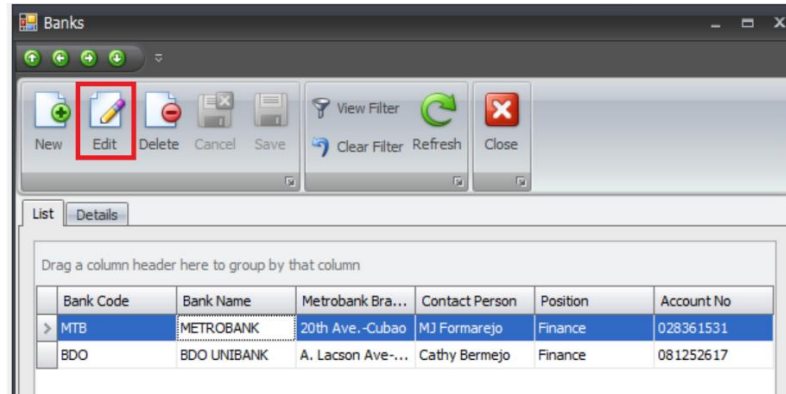


- d. New Banks are now available to Select in Employee Maintenance Bank Field

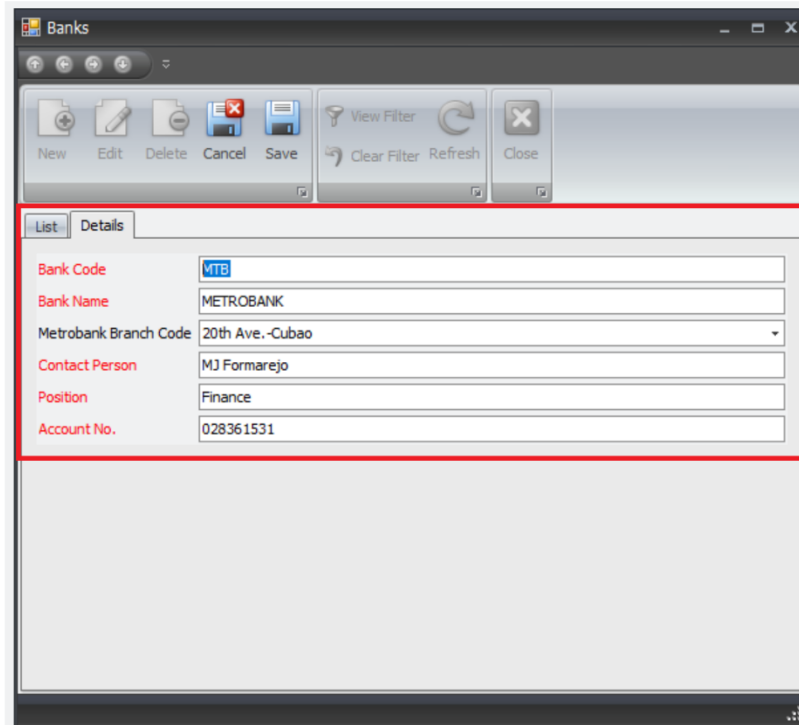


EDIT

- a. To amend or change the Bank Code and other details, click the **Edit** button.

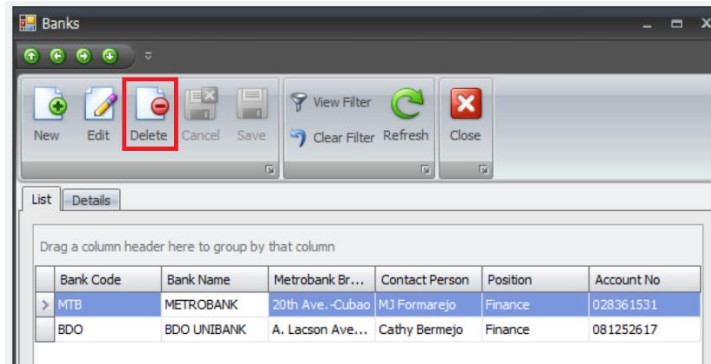


- b. Change necessary details, then click **Save**.

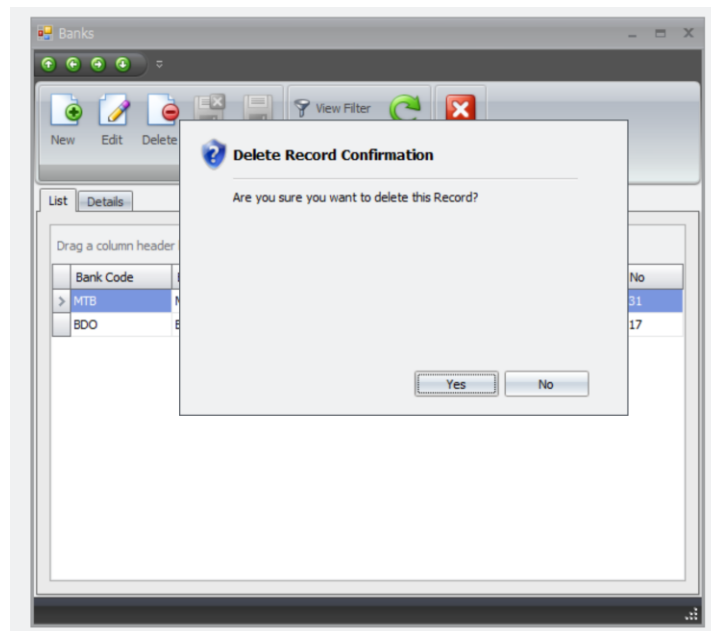


DELETE

- a. To remove an existing Bank, select in the list then click *Delete*.



- b. The system will have a prompt to confirm, click "Yes" to proceed. The Bank Account will no longer display in the List



Note: The Bank should not be associated or assigned to any employees, else, it cannot be deleted.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>