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| Security Role | **BOR\_EX\_EMPLOY\_DATA** |
| Responsibility/Role |  |
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## EX.010.015 - Updating Expenses Bank Account Info

#### Trigger:

#### Concept

When an employee updates their bank information in ADP, but those updates have not occurred in PS Financials, you can use this new custom page to update the employee's Expense banking information.

After updating the employee's Expense banking information on the new **Bank Accounts BOR** page, the batch process, which runs as part of BORDAILY, and will update the **Bank Account** page.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, imagine that Employee #0005783 has updated his bank account information in ADP, and now you need to update it for Expenses as well. Let's see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Employee Information** link. |
|  | Click the **Update Profile** link. |
|  | Click the **Search** button. |
|  | Click an entry in the **EmplID** column. |
|  | Click the **Bank Accounts** tab. |
|  | This is the Bank Account information stored in Expenses. You can update the bank account here first, or it will update later when the Batch Process runs.  Click the **Bank Accounts BOR** tab. |
|  | This new custom page can be used to enter the new bank code, acct, account type, and prenote status. Updating the data here doesn't automatically update the normal bank account page. However once the data is updated here and the batch load process is run, the data on the bank accounts tab will be updated with this information.  Enter "**060001512**" in the **Bank ID** field. |
|  | Enter "**58778456**" in the **Bank Account #** field. |
|  | Click the **Look up Account Type (Alt+5)** button. |
|  | Click the **Checking Account** link. |
|  | Click the **Prenotification Status** list. |
|  | Click the **Confirmed** list item. |
|  | Click the **Save** button. |
|  | Click the **Bank Accounts** tab.  The Batch Process runs as part of the BORDAILY process. Once that runs, you can navigate back to the Bank Account tab to see updated information. |
|  | Congratulations. You have just completed the **Updating Expenses Bank Account Info** topic. Use this business process when you need to update an employee's banking information in Expenses, after it was updated in ADP.  **End of Procedure.** |