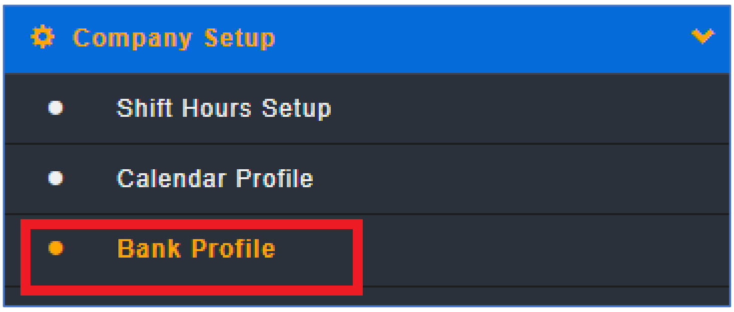
User Guide

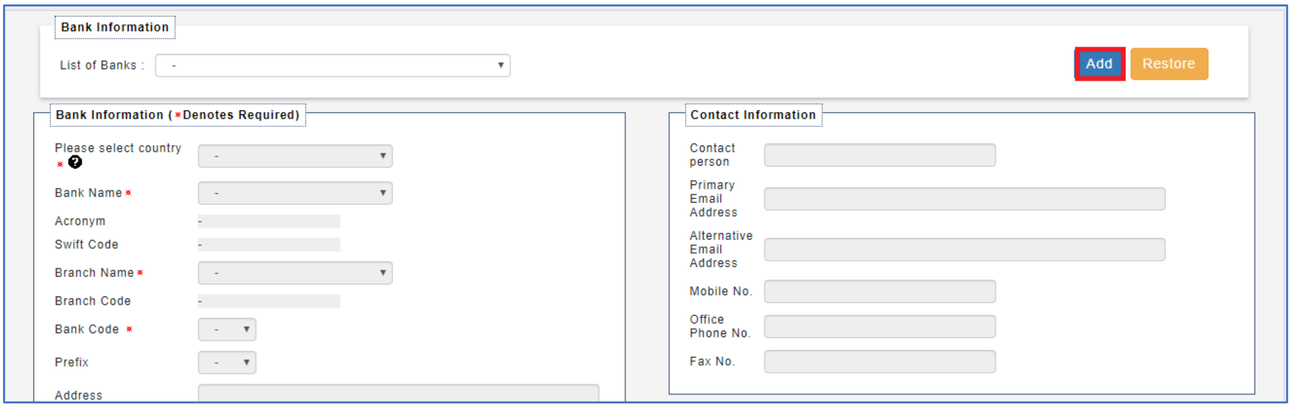
How to Create New Bank Profile or Payee Bank

HOW TO CREATE NEW BANK PROFILE OR PAYEE BANK

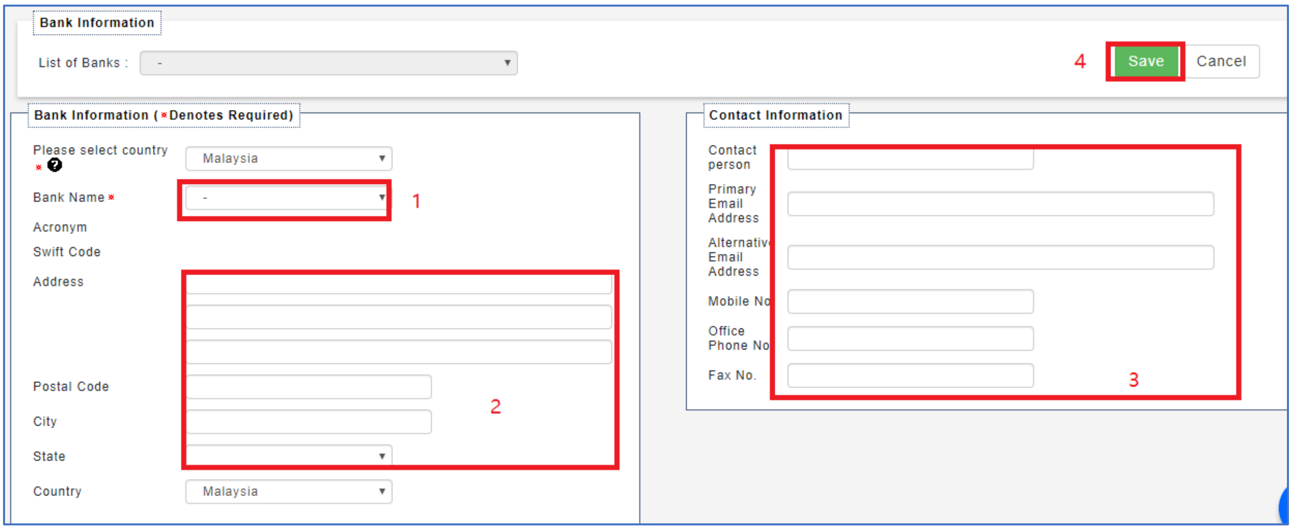
1. Go to Company Setup → Bank Profile.



2. Click .



3. Select the (1) Bank that you wish to add.
4. Fill in (2,3) *if you have the information* else just leave it blank.
5. Once done, click .



6. You may then go to *Employee Profile (Admin) -> Payment Info [tab]* and **assign** the Newly Created Bank for the employee.