



# DISPLAY BANK DETAILS INFORMATION

## PY-19 | INFOTYPE 0009 | TRANSACTION PA20

PY

The purpose of this Business Process Procedure is to explain how to display bank detail information in the Integrated HR-Payroll System.

**Trigger:** You need to view an employee's direct deposit information.

### **Business Process Procedure Overview:**

All employees working for the State of NC are required to maintain bank details in the System. This infotype maintains the bank information for direct deposit. State of NC employees have the option of identifying "Other" Bank for depositing portions of their pay to another bank or account other than their "Main" Bank. The bank details functionality works by making the "Other" Bank deposits first with any remaining payment deposited in the "Main" Bank. State of NC employees must have one "Main" Bank infotype record and can have up to three "Other" Bank infotype records.

CRITICAL!!! Any change made to the bank must be made on the first day of the payroll period (monthly or biweekly). This includes changes being made through transaction code [PA30] and ESS as an end user. If a change is made in the middle of the payroll period, the payroll process will pick up both records as valid for the entire payroll period.

For example, if you are sending 90% of your pay to your main bank account A, and 10% to a second savings account B, and make a change in the middle of the payroll period to move the 10% from savings account B to a new savings account C, the system will read both B and C as valid. For that payroll period, you will receive 80% in your main account A and 10% in the other two accounts B and C. The secondary accounts are funded first.

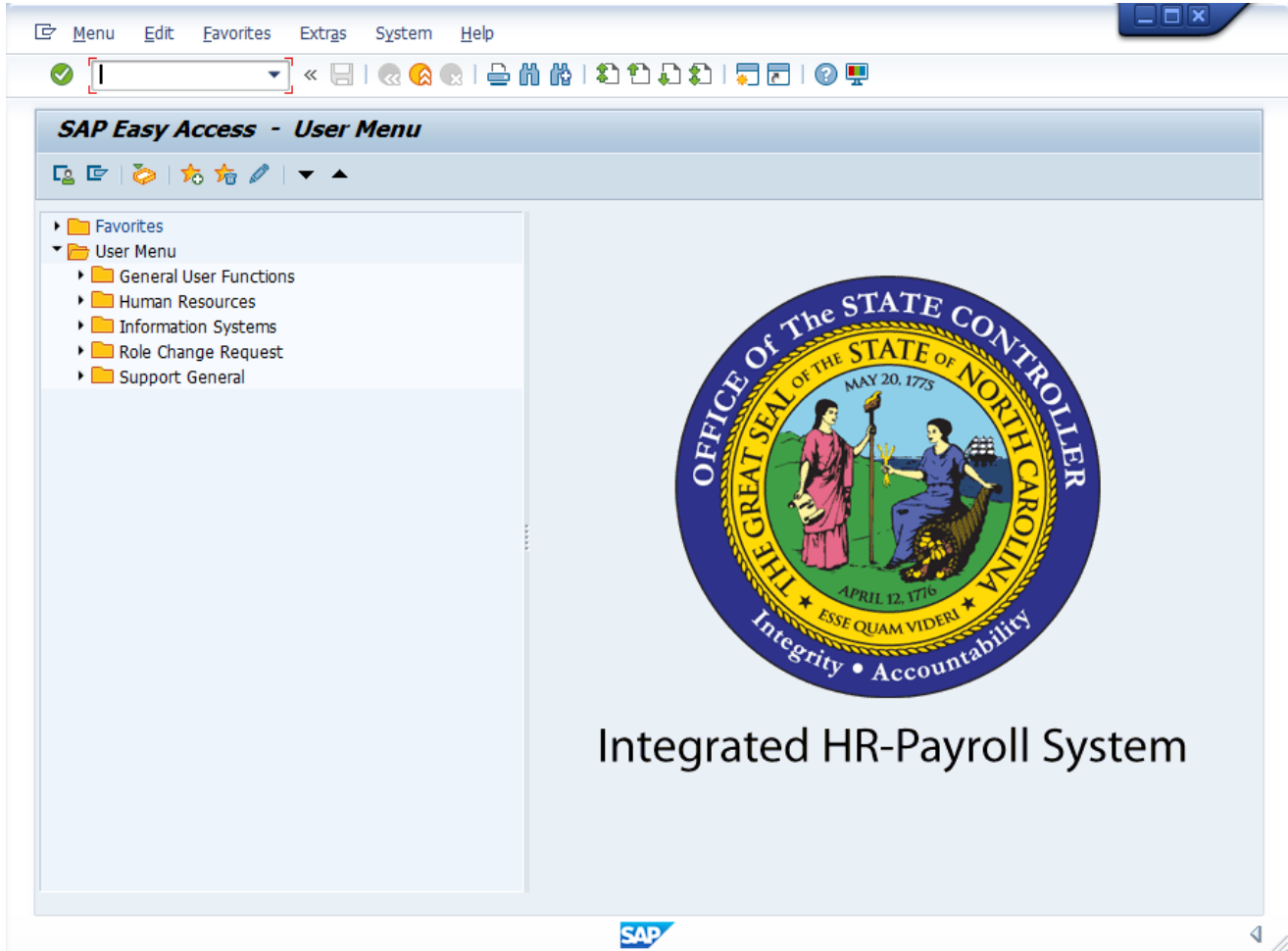
### **Access Transaction:**

**Via Menu Path:** Human Resources >> Personnel Management >> Administration >> HR Master Data >> PA20 - Display

**Via Transaction Code:** PA20

Procedure

SAP Easy Access

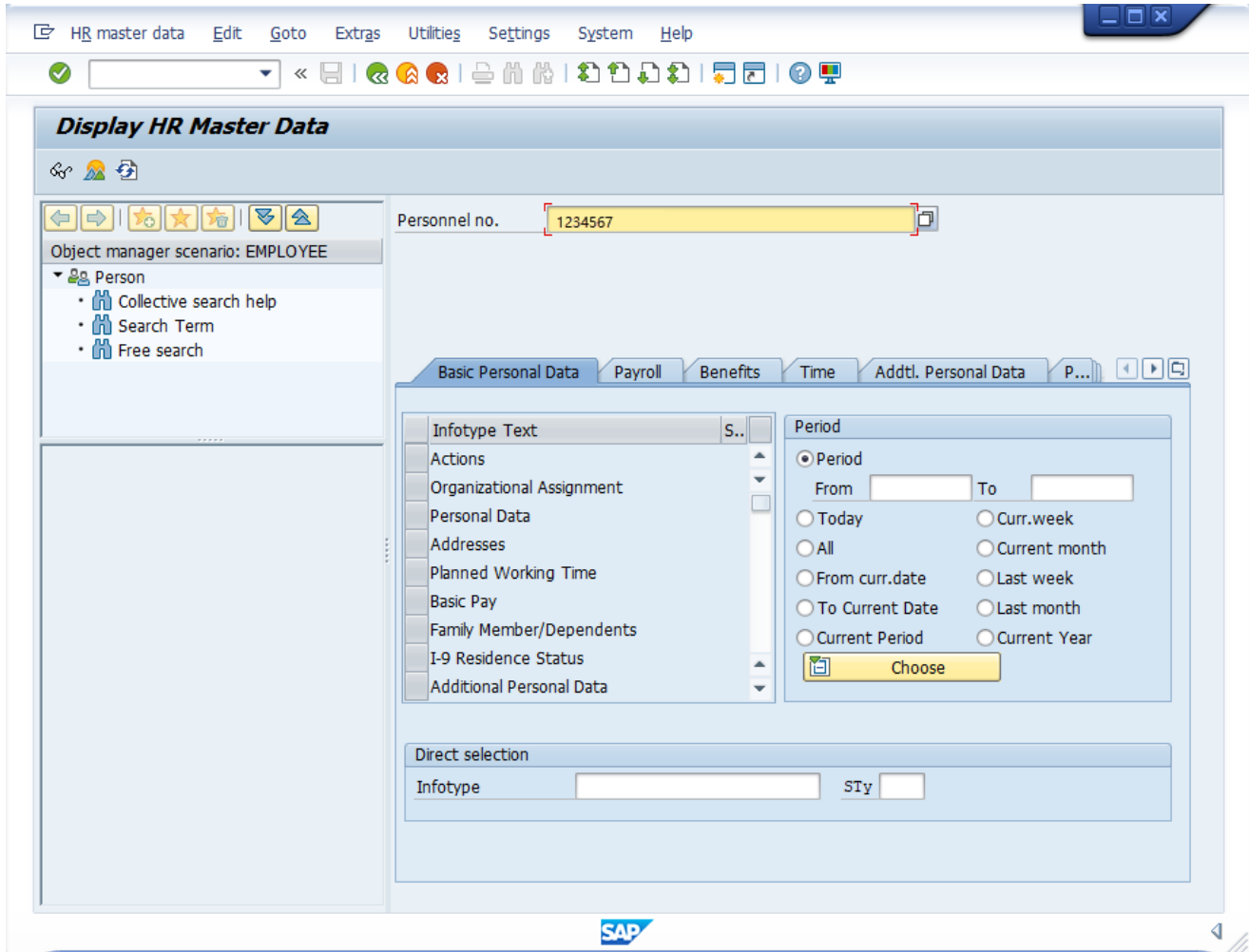


1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. <b>Example:</b> PA20

2. Click **Enter**  icon.

**Display HR Master Data**

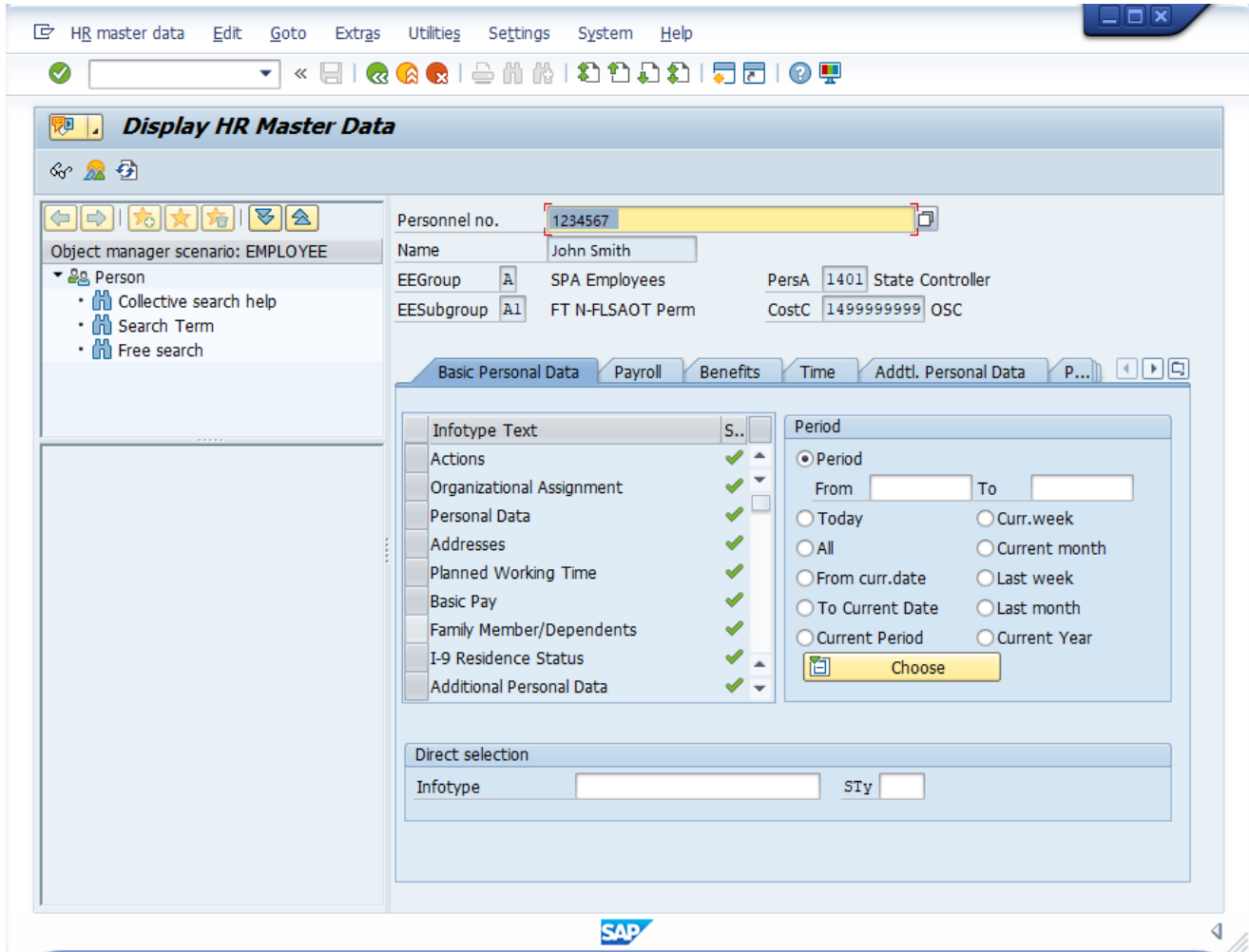


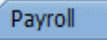
3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no.. <b>Example:</b> 1234567

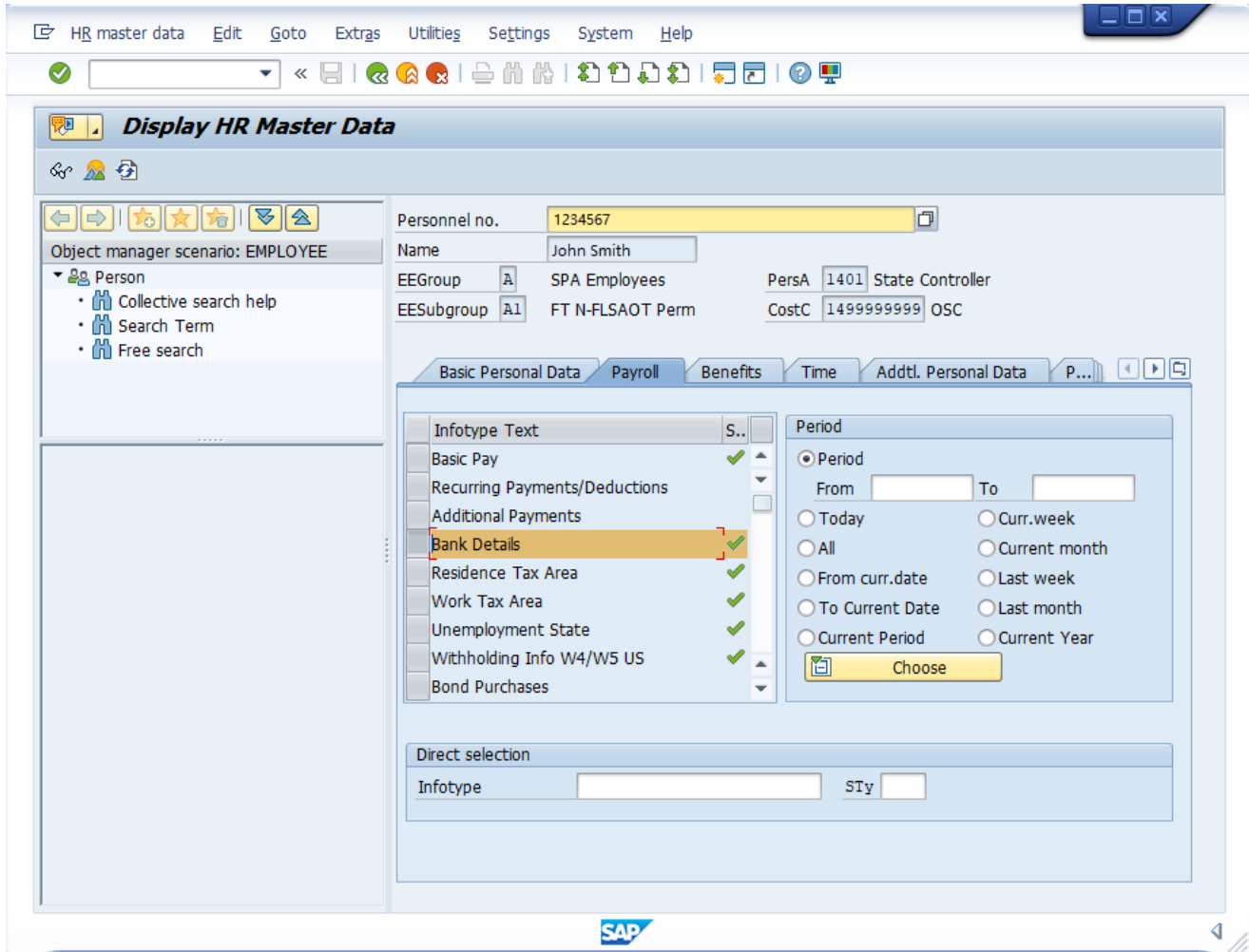
4. Click Enter  icon.

**Display HR Master Data**



- Click the **Payroll**  tab button.


**Display HR Master Data**



- Click on the **Bank Details Infotype** selection.



**Information:** Select the appropriate Infotype to display. Infotype records can be accessed through the various */Tabs/* or through the */Direct Selection/* section of the screen. Infotypes listed within the Tabs with a corresponding green checkmark indicate that the infotype records is populated with data. Infotypes without a green checkmark may not be populated at this time.

7. Click **Overview (Shift+F8)**  icon.



**Information:** Review the Bank Details infotype data as appropriate. There may be multiple records for infotype 0009, available by clicking on the next line. If there are multiple records on the screen, additional data is available by selecting the other records.

**Overview Bank Details (0009)**

**Overview Bank Details (0009)**

Object manager scenario: EMPLOYEE

Person

- Collective search help
- Search Term
- Free search

Personnel No: 1234567      Name: John Smith

EEGroup: A      SPA Employees      PersA: 1401      State Controller

EESubgroup: A1      FT N-FLSAOT Perm      Statu: Active

Choose: 01/01/1800      To: 12/31/9999      STy.:

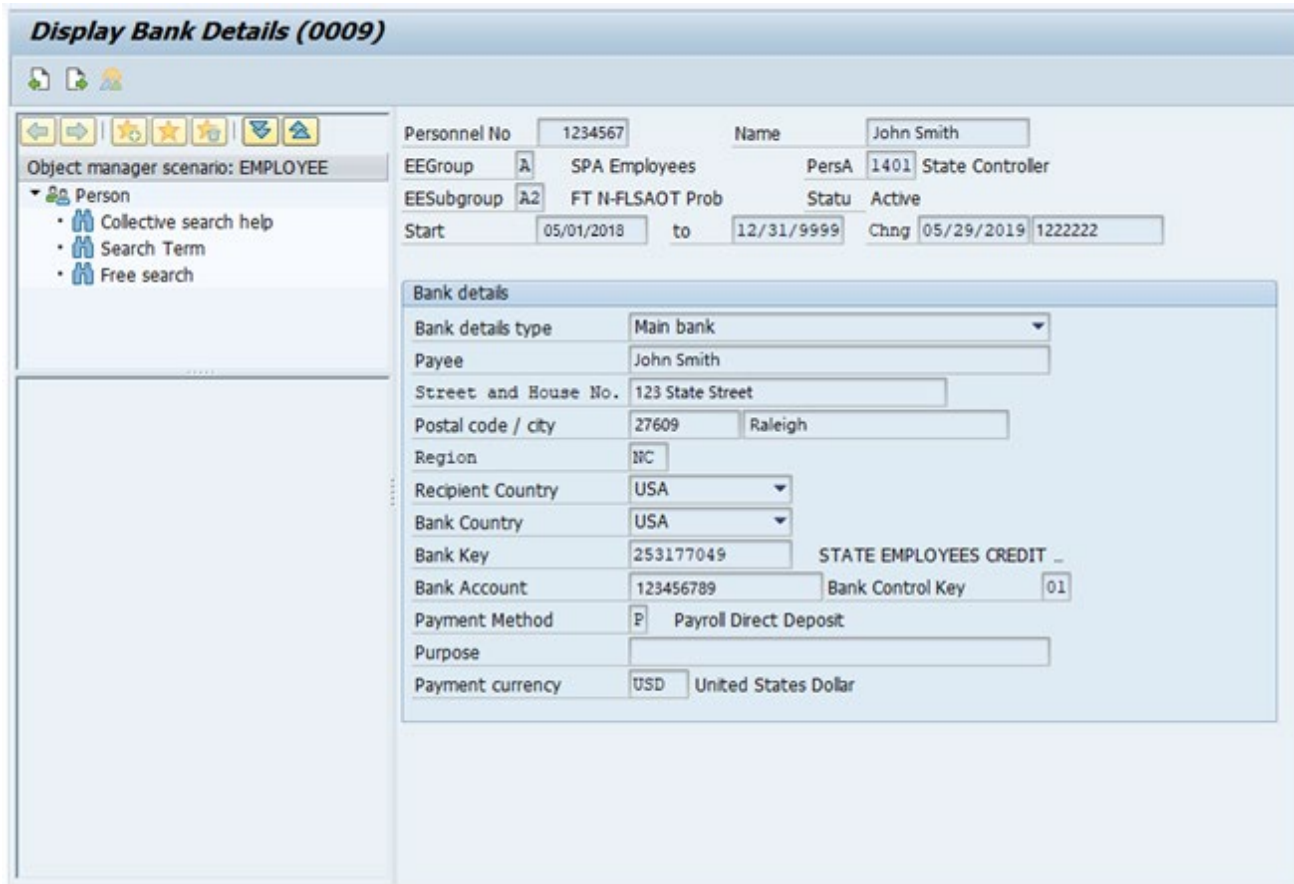
Start Date	End Date	Payee	Payment Method	Ba...	Bank Key
05/01/2018	12/31/9999	John Smith	Payroll Direct Depo	US	253177049
01/24/2016	04/30/2018	John Smith	Payroll Direct Depo	US	253177049
10/01/2019	12/31/9999	John Smith	Payroll Direct Depo	US	253177049

Entry 1 of 3

8. Select the account by clicking  to the left of the row. Multiple accounts can be selected by holding the control key and clicking to the left of each account.

9. Click **Choose**  icon or press F2.

**Display Bank Details (0009)**



**Display Bank Details (0009)**

Personnel No. 1234567 Name John Smith  
 EEGroup A SPA Employees PersA 1401 State Controller  
 EESubgroup A2 FT N-FLSAOT Prob Statu Active  
 Start 05/01/2018 to 12/31/9999 Chng 05/29/2019 1222222

**Bank details**

Bank details type Main bank  
 Payee John Smith  
 Street and House No. 123 State Street  
 Postal code / city 27609 Raleigh  
 Region NC  
 Recipient Country USA  
 Bank Country USA  
 Bank Key 253177049 STATE EMPLOYEES CREDIT -  
 Bank Account 123456789 Bank Control Key 01  
 Payment Method P Payroll Direct Deposit  
 Purpose  
 Payment currency USD United States Dollar

11. Click **Next Record**  icon or press **Shift+F7**.



**Information:** Click the Next Record button to view the next bank detail record.

12. The table below provides a description for the fields in Infotype 0009.

Field	Description
Bank Details Type	Bank detail type 0 (Main Bank) is the employee’s primary bank details payments of wages and salaries. There can be only one active record at a time.
Bank Details Type	Bank detail type 1 (Other Bank) is used when an employee wants to split their payment of wages and salaries.
Bank key	The ABA number from the employee’s voided check.
Bank Account	The Bank account number from the employee’s voided check
Payment Method	Specifies how payment is to be made: C – Payroll Check Paper P – Payroll Direct Deposit
Standard Value	Used when Other Bank is entered in the Bank Details Type indicates that a portion of the employee’s wage/salary is transferred to the bank.
Standard Percentage	Used when Other Bank is entered in the Bank Details Type; indicates what percentage of the employee’s wage.



Display Bank Details (0009)

**Display Bank Details (0009)**

Object manager scenario: EMPLOYEE

- Person
  - Collective search help
  - Search Term
  - Free search

Personnel No	1234567	Name	John Smith
EEGroup	A SPA Employees	PersA	1401 State Controller
EESubgroup	A2 FT N-FLSAOT Prob	Statu	Active
Start	01/24/2016	to	04/30/2018
		Chng	04/23/2018 122222

**Bank details**

Bank details type	Main bank		
Payee	John Smith		
Street and House No.	123 State Street		
Postal code / city	27609	Raleigh	
Region	NC		
Recipient Country	USA		
Bank Country	USA		
Bank Key	253177049	STATE EMPLOYEES CREDIT ...	
Bank Account	123456789	Bank Control Key	01
Payment Method	P Payroll Direct Deposit		
Purpose			
Payment currency	USD	United States Dollar	

13. Click **Next Record**  icon or press **Shift+F7**.

**Display Bank Details (0009)**

**Display Bank Details (0009)**

Personnel No: 1234567      Name: John Smith

EEGroup: A SPA Employees      PersA: 1401 State Controller

EESubgroup: A2 FT N-FLSAOT Prob      Statu: Active

Start: 10/01/2019      to: 12/31/9999      Chng: 05/29/2019 1222222

**Bank details**

Bank details type: Other bank

Payee: John Smith

Street and House No.: 123 State Street

Postal code / city: 27609 Raleigh

Recipient Country: USA

Bank Country: USA

Bank Key: 061102400 FIDELITY BANK

Bank Account: 987654321 Bank Control Key: 02

Payment Method: P Payroll Direct Deposit

Purpose:

Payment currency: USD United States Dollar

Standard value: 0.00 USD

Standard Percentage: 50.0

14. Click **Back**  icon or press **F3**.

15. The system task is complete.

**Additional Resources**

Training HELP Documents website: [https://www.osc.nc.gov/training/training\\_help\\_documents](https://www.osc.nc.gov/training/training_help_documents)

**Change Record**

Change Date: 8/3/2020 – Changed by C. Ennis  
 Changes: Updated format, assigned reference number, and made accessible

Change Date: 4/15/2021 – Changed by L. Lee  
 Changes: Updated images, added alt text.