Multiple bank files

Documents · https://paiyroll.com/kb/multiple-bank-files/

Follow this guide to setup multiple bank files.

Add additional bank Report Definitions

Setup > Report Defintions > Add... to add any number of additional bank files.

Each Report Deifnton must have a different name even if they use the same template for example:

- **HSBC BACS** and **HSBC Faster Payments**
- **Metro North** and **Metro South**

Assign Employees to Bank files

By default all employees appear in all bank files. This is useful for example if you use 3-day BACS and also need a Faster Payment file which can be used if 3-days is insufficient.

Change this in **Employees > Update > Bank > Payment method** to assign each employee to a bank file.