My Bank Details
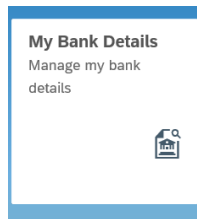
1. Log into SAP Fiori using Username/Password.
2. Select the My Bank Details Tile.

My Bank Details
Manage my bank details

3. You can view and edit your Bank Details

Gofraidh Kenny (30001763)	
General MH Nursing & Support	
Cost Center Name: Dist4 Area 2 Admin (40250901)	

Valid from 01.05.2018   Edit

Payee Data		Payment Details	
Payee:	Gofraidh Kenny	Payment Method:	SEPA
Postal Code:		Bank Country:	Ireland
City:	a road	Sort Code/Bank Key:	900914
Country:		Bank Name:	Bank of Ireland, Celbridge
		Account Number:	69725076
		IBAN:	IE58 BOFI 9009 1469 7250 76
		Currency:	EUR

4. To edit your Bank Details select the **Edit** button.

Payee Data:-

The "Payee Data" is not editable in My Bank Details

Payment Details:-

- *Payment Method:* Only Employees currently being paid by Cheque can update the "Payment Method" . Those on SEPA cannot update this.
- *Bank Country:* Only Irish Bank account details can be updated in the app – for other countries (incl. Northern Ireland) the employee should contact NPR

- **Sort Code/Bank Key:** A dropdown list of Sort Code/Bank Key is available and there is a search facility allowing employee to search this list e.g. Cork. If you have your sort code you can type it in directly

Select Bank

		Sort Code?	

Sort Code/Key	Branch	City	BIC
900016	Bank of Ireland	Dublin 1	
900017	Bank of Ireland, College Green	Dublin 2	BOFIIE2DXXX
900033	Bank of Ireland, O'Connell Street	Dublin 1	BOFIIE2DXXX
900041	Bank of Ireland, Rationalised	Arva	BOFIIE2DXXX
900068	Bank of Ireland, Rotunda (Merged with O'Connell Street 900		BOFIIE2DXXX
900084	Bank of Ireland, St. Stephen's Green	Dublin 2	BOFIIE2DXXX
900092	Bank of Ireland, Smithfield	Smithfield, Dublin 7	BOFIIE2DXXX
900105	Bank of Ireland, Ballyfermot	Ballyfermot, Dublin 10	BOFIIE2DXXX
900113	Bank of Ireland, Camden Street	Dublin 2	BOFIIE2DXXX
900121	Bank of Ireland, Newlands Cross	Clondalkin, Dublin 22	BOFIIE2DXXX
900148	Bank of Ireland, Crumlin Shopping Centre (Merged with Walk		BOFIIE2DXXX

Cancel

Select Bank

manorhamilton		Sort Code?	

Sort Code/Key	Branch	City	BIC
905408	Bank of Ireland, Manorhamilton	Manorhamilton	BOFIIE2DXXX
937134	AIB Bank, Manorhamilton	Manorhamilton	AIBKIE2DXXX
986090	Ulster Bank, Manorhamilton	Manorhamilton	ULSBIE2DXXX

Cancel

- *Account Number:* This contains details of account number – type in your new account details.
- *IBAN:* "Generate IBAN" should be selected when details are updated and should be checked prior to saving.

IBAN generated - please check

- *Currency:* This field defaults and cannot be changed
- *Validity Date:* Bank Details can be updated from today or from a date in the future (you cannot update in the past).

Validity: | From today

From today

From date

5. When you have completed your updates select. Save

6. This will take you back to the My Bank Details screen, to exit choose the Back arrow <

or Home Button ⌂ .