PY-19 Display Bank Information Infotype 0009

Purpose

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

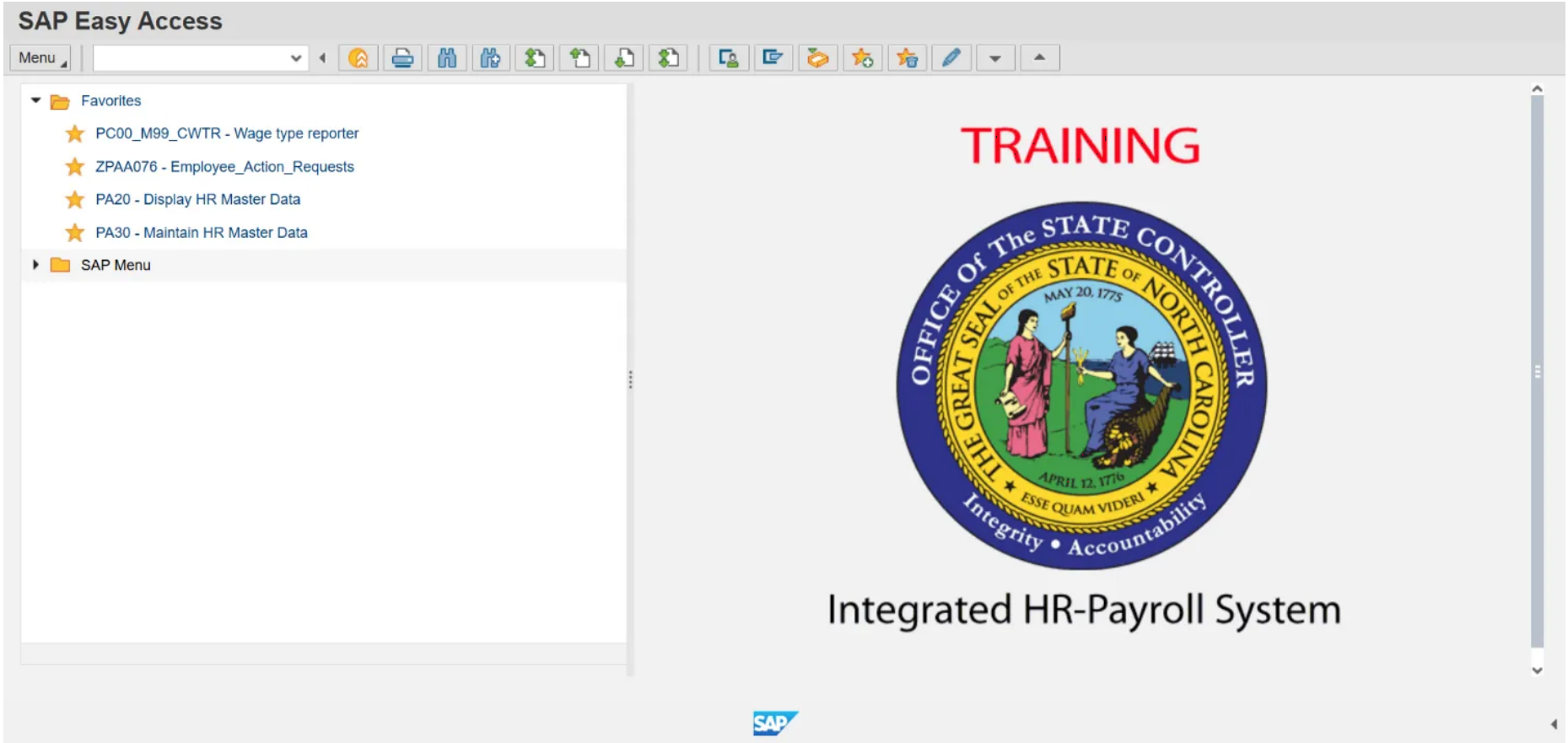
Via Transaction Code: PA20

Procedure

There are 11 steps to complete this process.

SAP Easy Access

Image



Step 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. Example: PA20

Step 2. Click **Enter**.

Display HR Master Data

Step 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. Example: 1234567

Step 4. Click **Enter**.

Image

Display HR Master Data

Menu

Personnel no. 80000529

Name Tiffany Lawrence20

EEGroup A SPA Employees

EESubgroup A1 FT N-FLSAOT Perm

PersA 4601 Natural and Cultural Resources

CostC 4699999999 CULTURE RESOURCES

Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | Planning Data

Infotype Text	Statu
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Family Member/Dependents	
I-9 Residence Status	✓
Additional Personal Data	✓

Period

- (•) Period
  - From To
- ( ) Today
- ( ) All
- ( ) From Today
- ( ) Until Today
- ( ) Curr. Period
- ( ) Current Week
- ( ) Current Month
- ( ) Last Week
- ( ) Last Month
- ( ) Current Year

Choose

Direct selection

Infotype STy

Step 5. Click the **Payroll** tab.

Step 6. 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 he infotype records is populated with data. Infotypes without a green checkmark may not be populated at this time.

Step 7. Click **Overview**.

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.

Image

Display HR Master Data



Personnel no. 80000529

Name Tiffany Lawrence20

EEGroup A SPA Employees

EESubgroup A1 FT N-FLSAOT Perm

PersA 4601 Natural and Cultural Resources

CostC 4699999999 CULTURE RESOURCES

Basic Personal Data | Payroll | Benefits | Time | Addtl. Personal Data | Planning Data

Infotype Text	Statu
Basic Pay	✓
Recurring Payments/Deductions	
Additional Payments	
Bank Details	✓
Residence Tax Area	✓
Work Tax Area	✓
Unemployment State	✓
Withholding Info W4/W5 US	✓
Bond Purchases	

Period

- (•) Period — From To
- ( ) Today
- ( ) All
- ( ) From Today
- ( ) Until Today
- ( ) Curr. Period
- ( ) Current Week
- ( ) Current Month
- ( ) Last Week
- ( ) Last Month
- ( ) Current Year

Choose

Direct selection

Infotype STy

Overview Bank Details (0009)

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

Image

Overview Bank Details (0009)

Menu

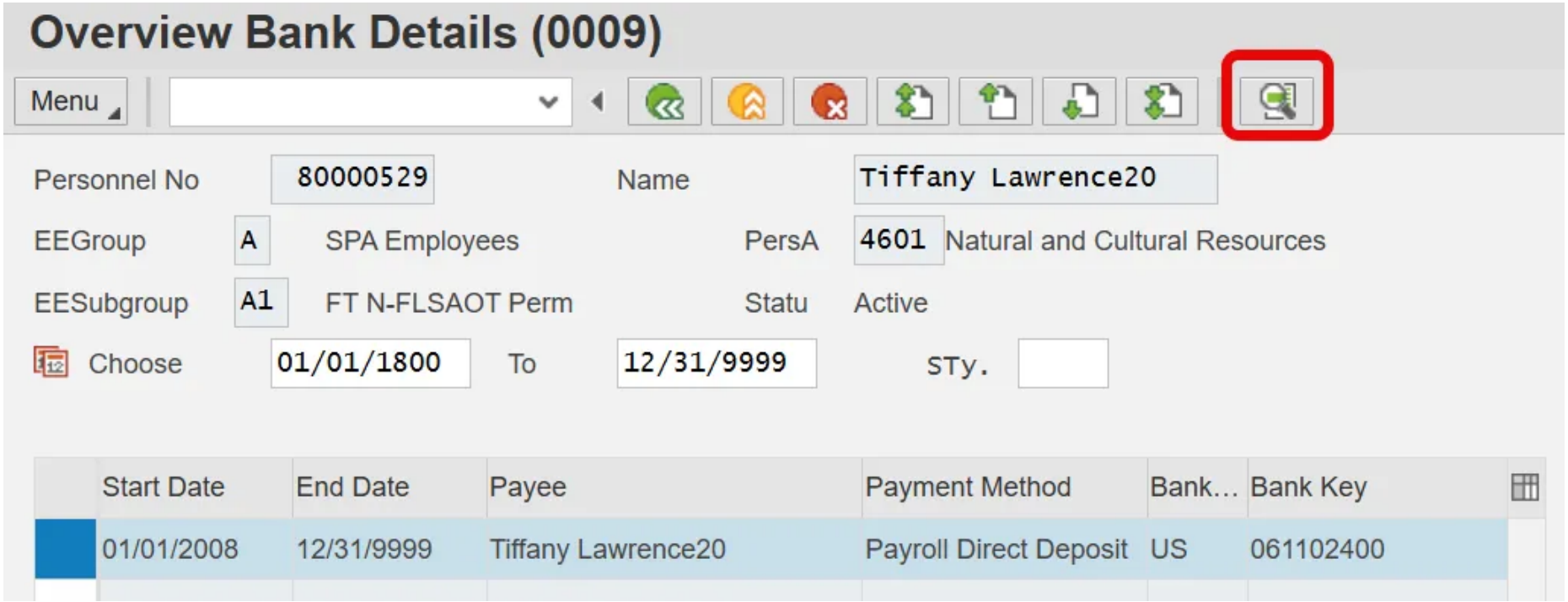
Personnel No	80000529	Name	Tiffany Lawrence20		
EEGroup	A	SPA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Choose	01/01/1800	To	12/31/9999	STy.	

	Start Date	End Date	Payee	Payment Method	Bank…	Bank Key
	01/01/2008	12/31/9999	Tiffany Lawrence20	Payroll Direct Deposit	US	061102400

Entry 1 of 1

Step 9. Click **Choose**.

Image



Step 10. The Employee’s bank information displays.

Image

Display Bank Details (0009)

Menu

Personnel No	80000529	Name	Tiffany Lawrence20		
EEGroup	A	SPA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	01/01/2008	to	12/31/9999	Chng	06/09/2008 ECATT

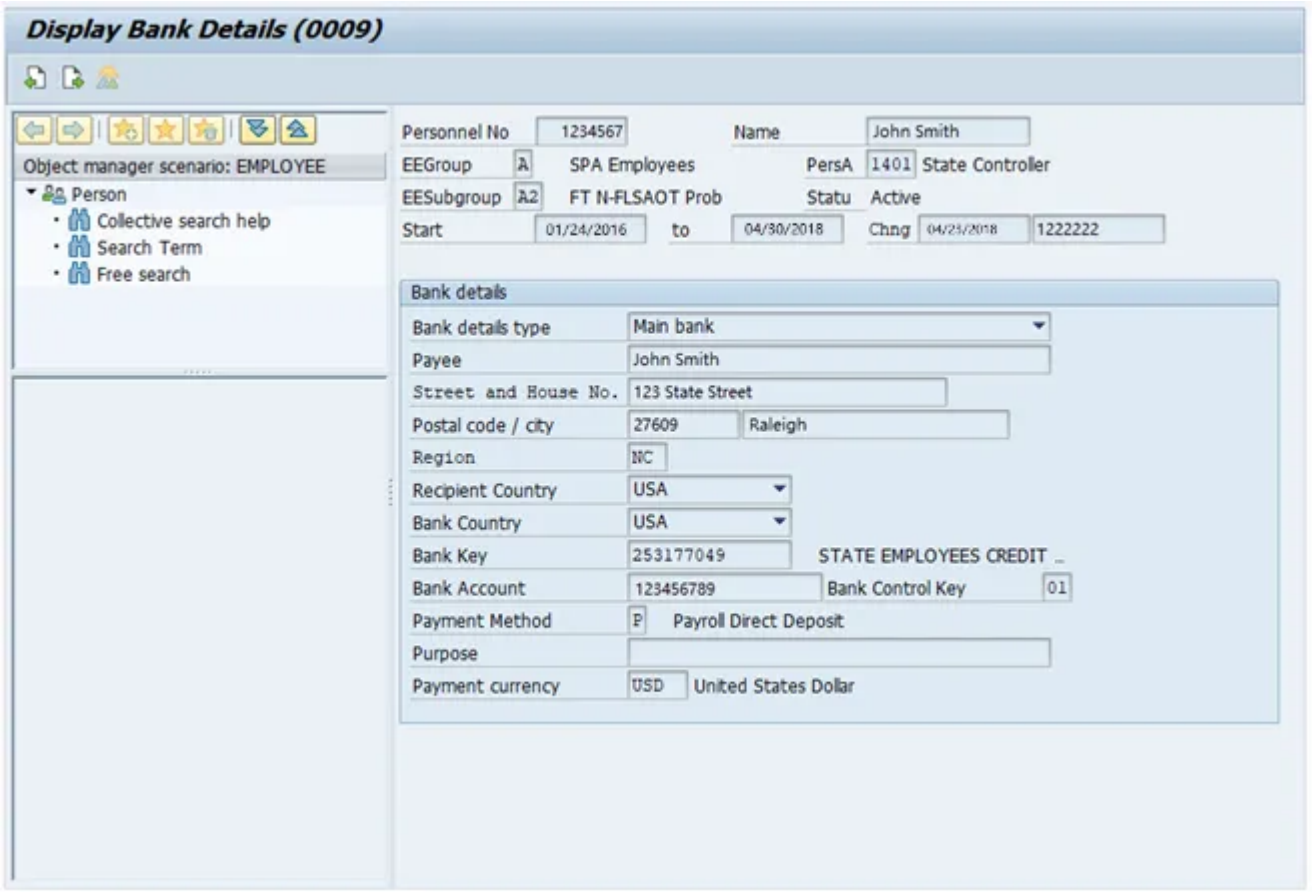
Bank details

Bank details type	0 Main bank	
Payee	Tiffany Lawrence20	
Postal code / city	27609	Southfield
Recipient Country	US USA	
Bank Country	US USA	
Bank Key	061102400	FIDELITY BANK
Bank Account	541640374	Bank Control Key 01
Payment Method	P	Payroll Direct Deposit
Purpose		
Payment currency	USD	United States Dollar

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

Step 11. The table below provides a description of 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.
Image	



The system task is complete.

First Published

Tue, 02/26/2013

Last Updated

Wed, 10/29/2025

Printable PDF