Controller's Office – Travel and Expense

Updating Banking Information

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I. Objectives

By the end of this procedure, you should be able to:

- Enter personal banking information
- Update Email
- Update Banking Information

II. Tips and Tricks

Be sure to enter your banking information in correctly and update whenever there is change.

III. Scenario

In order to create an Expense Report in our system, the employee must enter their Bank Account Information. This will validate them in PeopleSoft allowing them or a Proxy to create an expense report on their behalf.

IV. Prerequisites

Before updating banking information be sure to have the following:

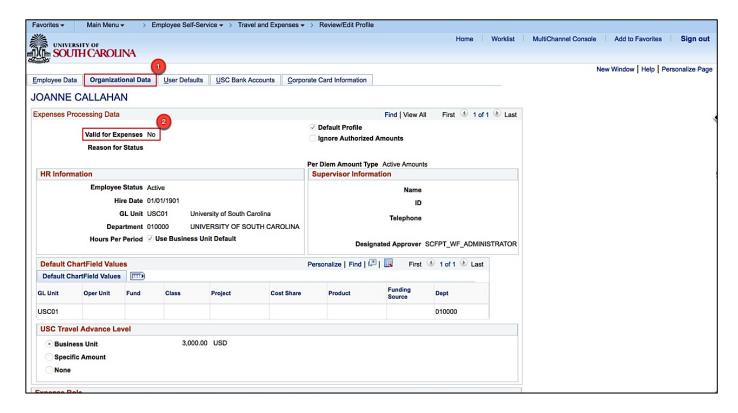
- Bank Routing number
- Bank Account number

V. Update USC Bank Account

Use the USC Bank Accounts page to enter bank account information to receive your expense reimbursement. This will validate you in the Travel and Expense module allowing you, or a Proxy, to enter expense transactions on your behalf.

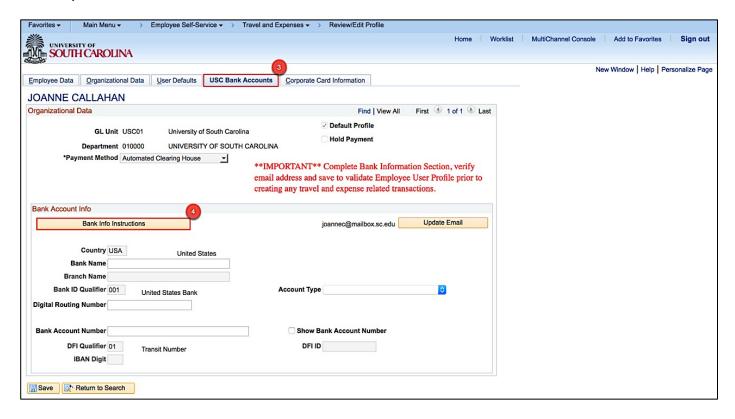
Main Menu > Employee Self Service > Travel and Expense > Review/Edit Profile

- Step 1: Click the Organizational Data tab.
- Step 2: Notice you are currently Not Valid for Expenses.

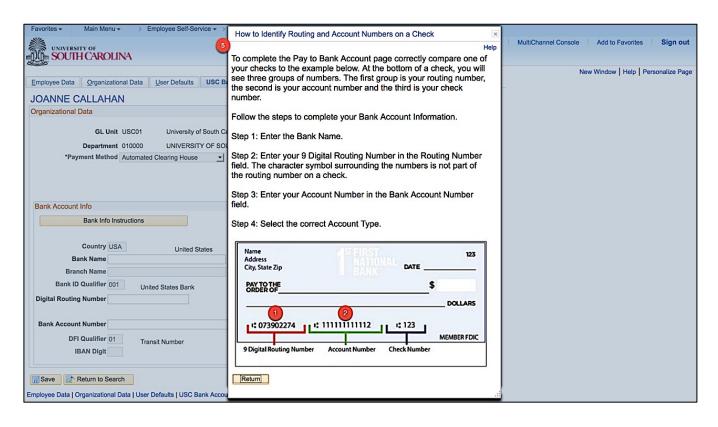


Step 3: Click the USC Bank Accounts tab.

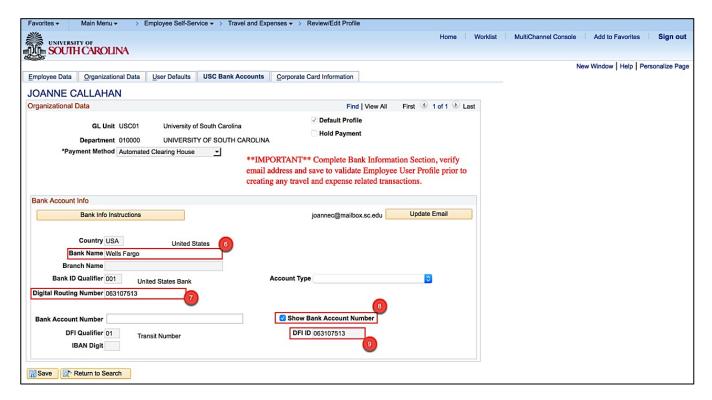
Step 4: Click the Bank Info Instructions button.



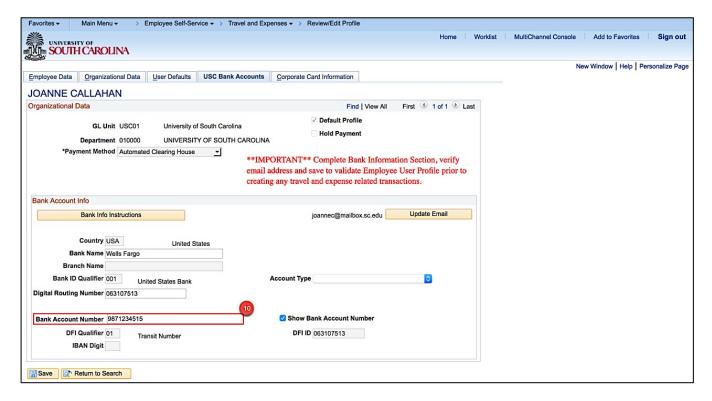
Step 5: Review 'How to Identify Routing and Account Numbers on a Check' to help complete the Bank Account Info page correctly.



- **Step 6:** Click in the **Bank Name** and enter the appropriate bank.
- **Step 7:** Click in the **Digital Routing Number** field and enter the appropriate routing number for the bank named above.
- **Step 8:** Click to select **Show Bank Account Number**. This will enable you to see the numbers when entering the your account number.
- Step 9: Notice the DFI ID populates with the Digital Routing Number.

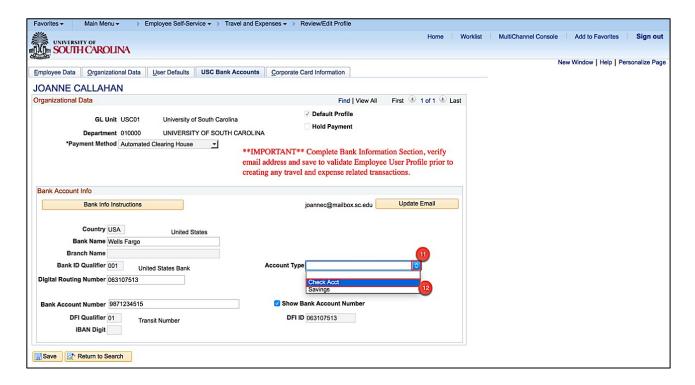


Step 10: Click in the **Bank Account Number** field and enter your account number.

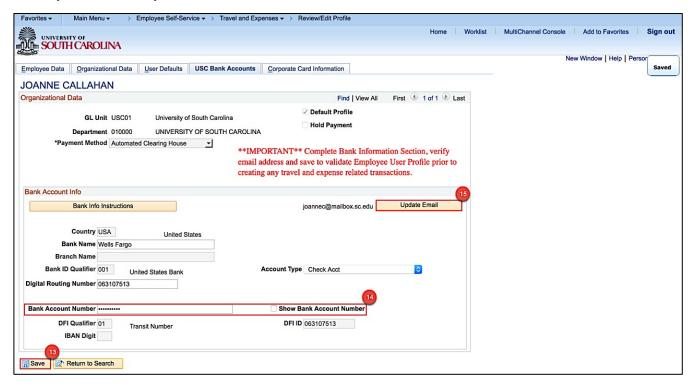


Step 11: Click the **Account Type** dropdown arrow.

Step 12: Select the appropriate **Account Type** from the list.

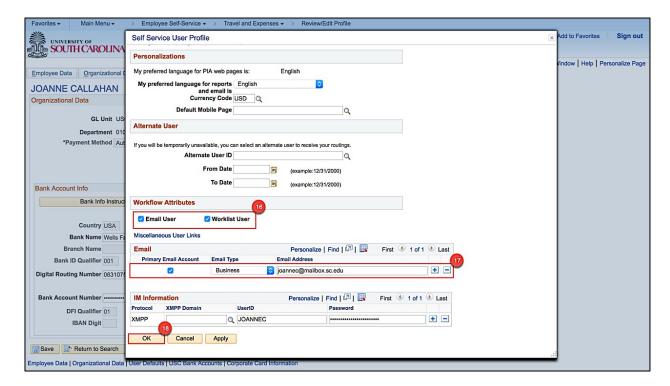


- Step 13: Click the Save button.
- Step 14: Notice the Bank Account Number is now masked, and Show Bank Account Number is now unchecked.
- **Step 15:** Click the **Update Email** button if the email listed is incorrect.



- Step 16: Verify Email User is checked to receive email to approve transactions prepared on your behalf.
- **Step 17:** Verify **Primary Email Account** is selected, **Email Type** is Business, and the **Email Address** is your USC email address.

Step 18: Click the OK button.



Step 19: Click the Organizational Data tab.

Step 20: Notice you are now valid for expenses. Now you can create expense transactions or have a Proxy do it on your behalf.

