# Controller's Office – Travel and Expense

# **Updating Banking Information**

# **Table of Contents**

| I.   | Objectives              | . 2 |
|------|-------------------------|-----|
|      |                         |     |
| II.  | Scenario                | . 2 |
|      |                         |     |
| III. | Prerequisites           | . 2 |
|      | ·                       |     |
| IV.  | Undate USC Bank Account | . : |

# 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 a Travel Authorization, Expense Report, or a Cash Advance in our system, the traveler must enter their Bank Account Information. This will validate them as a traveler in PeopleSoft allowing them or a Proxy to create an expense transaction on their behalf.

## IV. Prerequisites

Before updating banking information be sure to have the following:

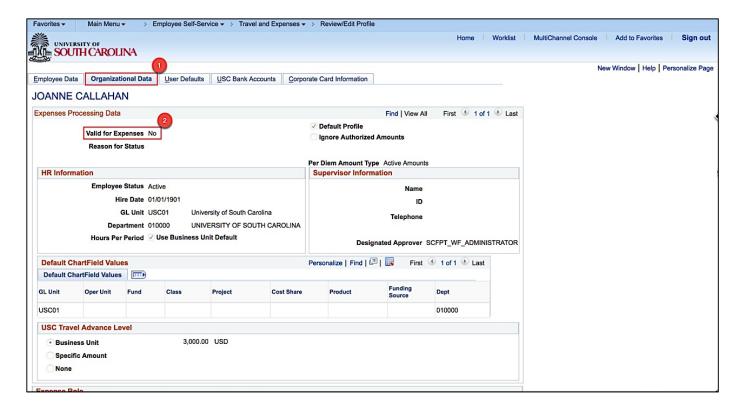
- Bank Routing number
- Bank Account number

## V. Update USC Bank Account

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

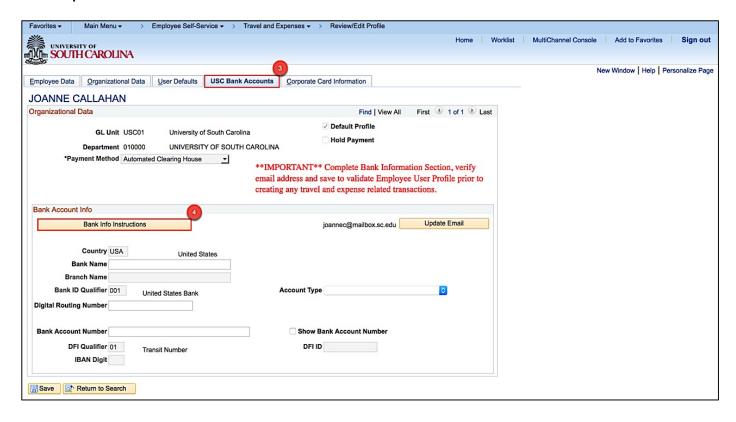
Main Menu > Employee Self Service > Travel and Expense > Review/Edit Profile

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

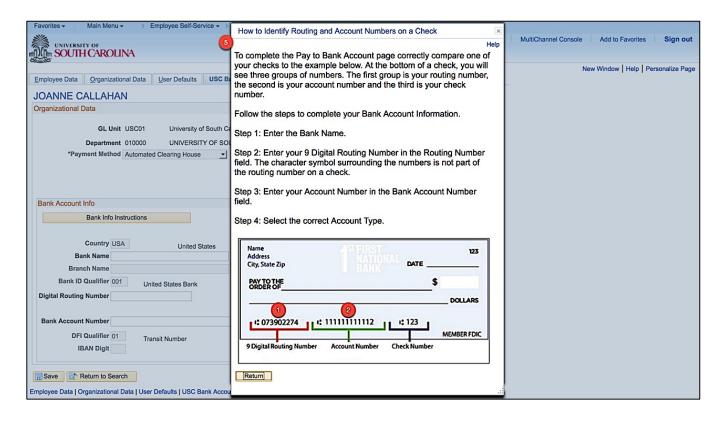


#### Step 3: Click the USC Bank Accounts tab.

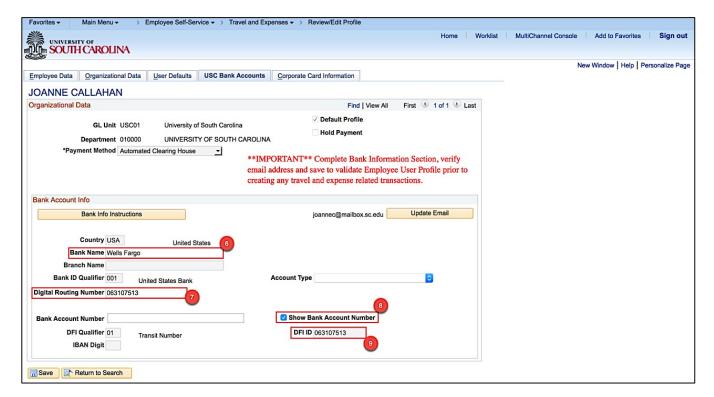
#### Step 4: Click the Bank Info Instructions button.



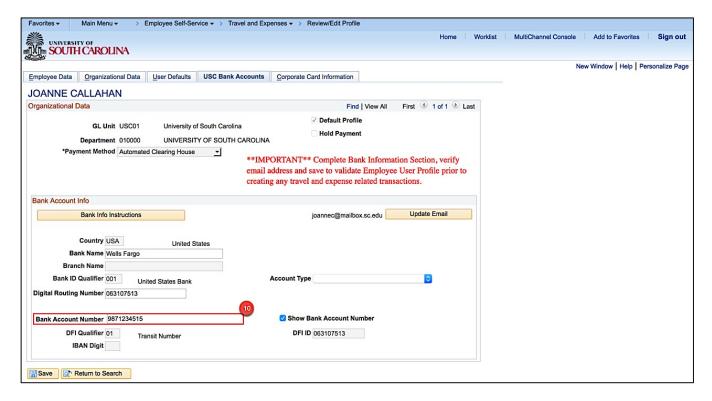
**Step 5:** Review 'How to Identify Routing and Account Numbers on a Check' to help complete the Bank Account Info page correctly.



- **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.

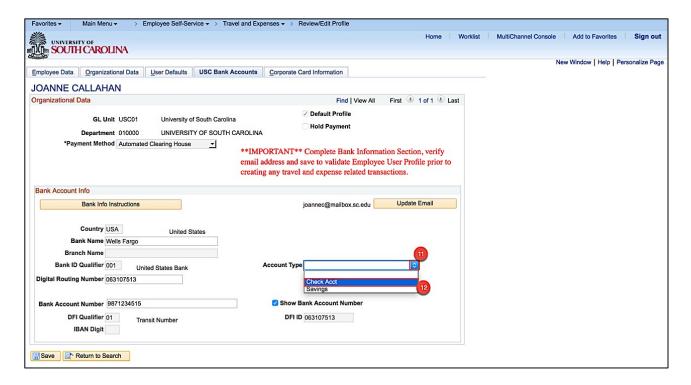


Step 10: Click in the Bank Account Number field and enter your account number.

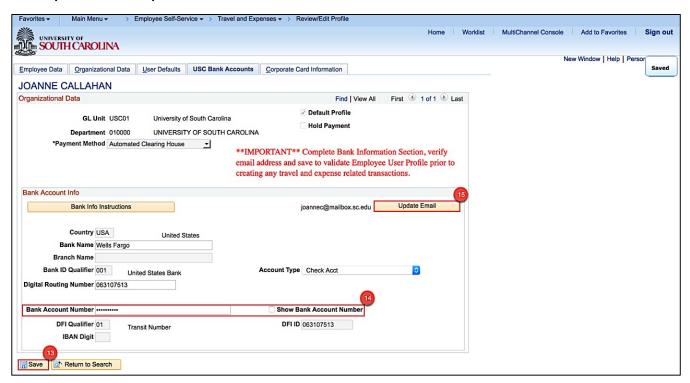


### Step 11: Click the Account Type dropdown arrow.

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

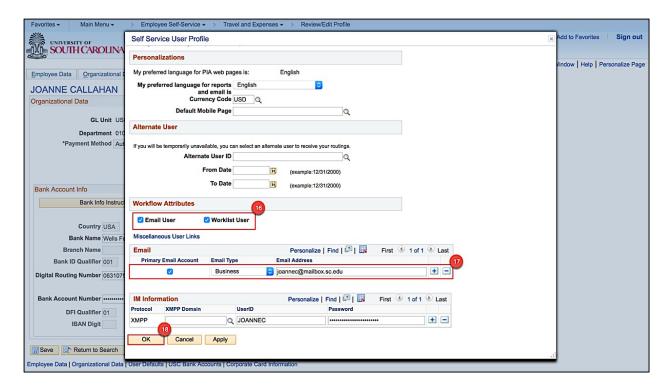


- Step 13: Click the Save button.
- Step 14: Notice the Bank Account Number is now masked, and Show Bank Account Number is now unchecked.
- **Step 15:** Click the **Update Email** button if the email listed is incorrect.



- 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.

