

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 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**.

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JOANNE CALLAHAN

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Default Profile
 Ignore Authorized Amounts

Valid for Expenses No
 Reason for Status

HR Information | **Per Diem Amount Type** Active Amounts | **Supervisor Information**

HR Information
 Employee Status Active
 Hire Date 01/01/1901
 GL Unit USC01 University of South Carolina
 Department 010000 UNIVERSITY OF SOUTH CAROLINA
 Hours Per Period Use Business Unit Default

Supervisor Information
 Name
 ID
 Telephone
 Designated Approver SCFPT_WF_ADMINISTRATOR

Default ChartField Values | [Personalize](#) | [Find](#) | First | 1 of 1 | Last

| GL Unit | Oper Unit | Fund | Class | Project | Cost Share | Product | Funding Source | Dept |
|---------|-----------|------|-------|---------|------------|---------|----------------|--------|
| USC01 | | | | | | | | 010000 |

USC Travel Advance Level
 Business Unit 3,000.00 USD
 Specific Amount
 None

Expense Role

Step 3: Click the USC Bank Accounts tab.

Step 4: Click the Bank Info Instructions button.

The screenshot shows the University of South Carolina Employee Self-Service portal. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Review/Edit Profile. The user is logged in as JOANNE CALLAHAN. The 'USC Bank Accounts' tab is selected and highlighted with a red circle and the number 3. Below the tabs, the 'Organizational Data' section shows: GL Unit USC01, University of South Carolina; Department 010000, UNIVERSITY OF SOUTH CAROLINA; and Payment Method Automated Clearing House. A red warning message states: '**IMPORTANT** Complete Bank Information Section, verify email address and save to validate Employee User Profile prior to creating any travel and expense related transactions.' The 'Bank Account Info' section is expanded, and the 'Bank Info Instructions' button is highlighted with a red circle and the number 4. The email address joannec@mailbox.sc.edu and an 'Update Email' button are visible. At the bottom, there are 'Save' and 'Return to Search' buttons.

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

The screenshot displays the 'Employee Self-Service' portal for JOANNE CALLAHAN. The 'Bank Account Info' section includes fields for Country (USA), Bank Name, Branch Name, Bank ID Qualifier (001), Digital Routing Number, Bank Account Number, DFI Qualifier (01), and IBAN Digit. A 'Bank Info Instructions' button is also present. A help window is open, providing instructions on how to identify routing and account numbers on a check. The help window includes a diagram of a check with three groups of numbers highlighted: a 9-digit routing number (073902274), an 11-digit account number (111111111112), and a 3-digit check number (123). The help window also includes a 'Return' button.

How to Identify Routing and Account Numbers on a Check

To complete the Pay to Bank Account page correctly compare one of your checks to the example below. At the bottom of a check, you will see three groups of numbers. The first group is your routing number, the second is your account number and the third is your check number.

Follow the steps to complete your Bank Account Information.

Step 1: Enter the Bank Name.

Step 2: Enter your 9 Digital Routing Number in the Routing Number field. The character symbol surrounding the numbers is not part of the routing number on a check.

Step 3: Enter your Account Number in the Bank Account Number field.

Step 4: Select the correct Account Type.

Check Diagram:

Name
Address
City, State Zip
DATE 123

1ST FIRST NATIONAL BANK

PAY TO THE ORDER OF \$ _____

_____ DOLLARS

① 073902274 ② 111111111112 ③ 123

MEMBER FDIC

9 Digital Routing Number Account Number Check Number

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.

The screenshot shows the 'USC Bank Accounts' section of the University of South Carolina Employee Self-Service portal for employee JOANNE CALLAHAN. The page includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'Employee Data', 'Organizational Data', 'User Defaults', 'USC Bank Accounts', and 'Corporate Card Information'. The 'Organizational Data' tab is active, showing details for 'GL Unit USC01 University of South Carolina' and 'Department 010000 UNIVERSITY OF SOUTH CAROLINA'. A red warning message states: '**IMPORTANT** Complete Bank Information Section, verify email address and save to validate Employee User Profile prior to creating any travel and expense related transactions.' The 'Bank Account Info' section contains several fields: 'Country USA United States' (6), 'Bank Name Wells Fargo' (6), 'Branch Name' (empty), 'Bank ID Qualifier 001 United States Bank', 'Account Type' (dropdown), 'Digital Routing Number 063107513' (7), 'Bank Account Number' (empty), 'DFI Qualifier 01', 'Transit Number', 'Show Bank Account Number' (checkbox, 8), and 'DFI ID 063107513' (9). There are also buttons for 'Bank Info Instructions', 'Update Email', 'Save', and 'Return to Search'.

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

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Review/Edit Profile

UNIVERSITY OF SOUTH CAROLINA Home Worklist MultiChannel Console Add to Favorites Sign out

Employee Data Organizational Data User Defaults **USC Bank Accounts** Corporate Card Information New Window | Help | Personalize Page

JOANNE CALLAHAN Find | View All First 1 of 1 Last

Organizational Data

GL Unit USC01 University of South Carolina Default Profile
Department 010000 UNIVERSITY OF SOUTH CAROLINA Hold Payment
*Payment Method Automated Clearing House

****IMPORTANT** Complete Bank Information Section, verify email address and save to validate Employee User Profile prior to creating any travel and expense related transactions.**

Bank Account Info

Bank Info Instructions joannec@mailbox.sc.edu Update Email

Country USA United States
Bank Name Wells Fargo
Branch Name
Bank ID Qualifier 001 United States Bank Account Type
Digital Routing Number 063107513

Bank Account Number 9871234515 Show Bank Account Number
DFI Qualifier 01 Transit Number DFI ID 063107513
IBAN Digit


Save Return to Search

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

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

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Review/Edit Profile](#)

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)


New Window | Help | Personalize Page

[Employee Data](#) | [Organizational Data](#) | [User Defaults](#) | **[USC Bank Accounts](#)** | [Corporate Card Information](#)

JOANNE CALLAHAN Find | View All | First | 1 of 1 | Last

Organizational Data

Default Profile
 Hold Payment

GL Unit USC01 University of South Carolina
Department 010000 UNIVERSITY OF SOUTH CAROLINA
***Payment Method** Automated Clearing House

****IMPORTANT** Complete Bank Information Section, verify email address and save to validate Employee User Profile prior to creating any travel and expense related transactions.**

Bank Account Info

[Bank Info Instructions](#) joannc@mailbox.sc.edu [Update Email](#)

Country USA United States
Bank Name Wells Fargo
Branch Name
Bank ID Qualifier 001 United States Bank
Digital Routing Number 063107513
Bank Account Number 9871234515
DFI Qualifier 01 Transit Number
IBAN Digit

Account Type 11
 Show Bank Account Number
 DFI ID 063107513

Check Acct 12
 Savings

[Save](#) [Return to Search](#)

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.

The screenshot shows the 'USC Bank Accounts' section for employee JOANNE CALLAHAN. The page includes the following elements:

- Navigation:** Favorites, Main Menu, Employee Self-Service, Travel and Expenses, Review/Edit Profile. Home, Worklist, MultiChannel Console, Add to Favorites, Sign out.
- Employee Data:** JOANNE CALLAHAN
- Organizational Data:**
 - GL Unit: USC01, University of South Carolina
 - Department: 010000, UNIVERSITY OF SOUTH CAROLINA
 - *Payment Method: Automated Clearing House
 - Default Profile:
 - Hold Payment:
- Bank Account Info:**
 - Bank Info Instructions: joannec@mailbox.sc.edu
 - Country: USA (United States)
 - Bank Name: Wells Fargo
 - Branch Name: [Empty]
 - Bank ID Qualifier: 001 (United States Bank)
 - Account Type: Check Acct
 - Digital Routing Number: 063107513
 - Bank Account Number: [Masked]
 - Show Bank Account Number:
 - DFI Qualifier: 01
 - Transit Number: [Empty]
 - DFI ID: 063107513
 - IBAN Digit: [Empty]
- Buttons:** Save (13), Update Email (15), Return to Search.
- Callouts:** Red circles with numbers 13, 14, and 15 pointing to the Save button, the Bank Account Number field, and the Update Email button respectively.

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.

The screenshot shows the 'Self Service User Profile' form for user JOANNE CALLAHAN. The form is divided into several sections:

- Personalizations:** My preferred language for PIA web pages is: English. My preferred language for reports and email is: English. Currency Code: USD. Default Mobile Page: [empty].
- Alternate User:** If you will be temporarily unavailable, you can select an alternate user to receive your routings. Alternate User ID: [empty]. From Date: [empty] (example: 12/31/2000). To Date: [empty] (example: 12/31/2000).
- Workflow Attributes:** Email User (checked), Worklist User (checked).
- Email:** A table with columns: Primary Email Account, Email Type, Email Address. The table contains one row: [checked], Business, joannec@mailbox.sc.edu.
- IM Information:** A table with columns: Protocol, XMPP Domain, UserID, Password. The table contains one row: XMPP, [empty], JOANNEC, [password].

The 'OK' button is highlighted with a red box. The 'Email' section is also highlighted with a red box. The 'IM Information' section is also highlighted with a red box.

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.

UNIVERSITY OF SOUTH CAROLINA

Employee Data **Organizational Data** User Defaults USC Bank Accounts Corporate Card Information

JOANNE CALLAHAN

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses Yes 20
Reason for Status Passed All Validation Edits

Default Profile
 Ignore Authorized Amounts

HR Information Employee Status Active
 Hire Date 01/01/1901
 GL Unit USC01 University of South Carolina
 Department 010000 UNIVERSITY OF SOUTH CAROLINA
 Hours Per Period Use Business Unit Default

Supervisor Information
 Name
 ID
 Telephone
 Designated Approver SCFPPT_WF_ADMINISTRATOR

Default ChartField Values Personalize | Find | First 1 of 1 Last

| GL Unit | Oper Unit | Fund | Class | Project | Cost Share | Product | Funding Source | Dept |
|---------|-----------|------|-------|---------|------------|---------|----------------|--------|
| USC01 | | | | | | | | 010000 |

USC Travel Advance Level
 Business Unit 3,000.00 USD
 Specific Amount
 None

Expense Role
 Expense Processing Role