

**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**.

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**JOANNE CALLAHAN**

[Expenses Processing Data](#) Find | View All | First | 1 of 1 | Last

**Default Profile**  
 **Ignore Authorized Amounts**

**Valid for Expenses** No  
 Reason for Status

**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**

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

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

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

JOANNE CALLAHAN

Organizational Data Find | View All First 1 of 1 Last

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  
Branch Name  
Bank ID Qualifier 001 United States Bank Account Type  
Digital Routing Number  
Bank Account Number  Show Bank Account Number  
DFI Qualifier 01 Transit Number DFI ID  
IBAN Digit

Save Return to Search

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

The screenshot shows a web application interface for the University of South Carolina. On the left, the 'Bank Account Info' form is partially visible, with 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 red circle with the number '5' is overlaid on the top navigation bar. In the center, a help window titled 'How to Identify Routing and Account Numbers on a Check' is open. It contains the following text:

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.

Below the text is an image of a check from 1st First National Bank. The check number is 123. The routing and account numbers are highlighted with red and green boxes and numbered 1 and 2 respectively. The routing number is 073902274 and the account number is 11111111112. The check number is 123. The text 'MEMBER FDIC' is visible at the bottom right of the check image.

At the bottom of the help window, there is a 'Return' button. At the bottom of the main application window, there are 'Save' and 'Return to Search' buttons.

**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.

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**JOANNE CALLAHAN**

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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 **6**  
 Bank Name Wells Fargo **6**  
 Branch Name  
 Bank ID Qualifier 001 United States Bank Account Type  
 Digital Routing Number 063107513 **7**

Bank Account Number   **Show Bank Account Number** **8**  
 DFI Qualifier 01 Transit Number DFI ID 063107513 **9**  
 IBAN Digit

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

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

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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 10  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.

The screenshot shows the 'USC Bank Accounts' section for user JOANNE CALLAHAN. The 'Bank Account Info' section is expanded, displaying fields for Country (USA), Bank Name (Wells Fargo), Branch Name, Bank ID Qualifier (001), Digital Routing Number (063107513), Bank Account Number (9871234515), DFI Qualifier (01), and IBAN Digit. The 'Account Type' dropdown menu is open, showing 'Check Acct' and 'Savings' options. A red callout box labeled '11' points to the dropdown arrow, and another red callout box labeled '12' points to the 'Check Acct' option. 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 page includes navigation tabs for Employee Data, Organizational Data, User Defaults, USC Bank Accounts, and Corporate Card Information. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The bottom of the page has 'Save' and 'Return to Search' buttons.

**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.

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**JOANNE CALLAHAN**

Organizational Data Find | View All First 1 of 1 Last

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 Check Acct  
 Digital Routing Number 063107513

Bank Account Number \*\*\*\*\*  Show Bank Account Number

DFI Qualifier 01 Transit Number DFI ID 063107513  
 IBAN Digit

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

**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:** Contains checkboxes for 'Email User' (checked) and 'Worklist User' (checked). A red circle with the number 16 highlights the 'Email User' checkbox.
- Email:** Contains a table with columns: Primary Email Account, Email Type, and Email Address. The first row shows 'Business' as the Email Type and 'joannec@mailbox.sc.edu' as the Email Address. A red circle with the number 17 highlights the Email Address field. The 'Primary Email Account' checkbox is also checked.
- IM Information:** Contains fields for Protocol (XMPP), XMPP Domain, UserID (JOANNEC), and Password (masked). A red circle with the number 16 highlights the 'OK' button at the bottom of the form.

At the bottom of the form, there are buttons for 'OK', 'Cancel', and 'Apply'. The 'OK' button is highlighted with a red circle and the number 16.

**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.

The screenshot displays the 'Review/Edit Profile' page for Joanne Callahan. The 'Organizational Data' tab is selected. The 'Expenses Processing Data' section is highlighted with a red box and a '20' callout, showing the following information:

- Valid for Expenses: Yes
- Reason for Status: Passed All Validation Edits
- Default Profile:  Default Profile
- Ignore Authorized Amounts:  Ignore Authorized Amounts

Other sections include:

- 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:** Designated Approver: SCFPT\_WF\_ADMINISTRATOR.
- Default ChartField Values:** A table with columns: GL Unit, Oper Unit, Fund, Class, Project, Cost Share, Product, Funding Source, Dept. The row shows: USC01, , , , , , , , 010000.
- USC Travel Advance Level:**  Business Unit (3,000.00 USD);  Specific Amount;  None.
- Expense Role:** Expense Processing Role.