



**Office of the Controller
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 by double-checking your routing and account numbers.
- Use the Show Bank Account Number feature to help verify the numbers as you enter your account information.
- Verify your expense validation status. After saving your bank account details, check the Organizational Data tab to confirm you are now valid for expenses.

III. Scenario

In order to create a Travel Authorization, Expense Report, or a Travel 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.

To access the USC Bank Accounts page, use the navigation:

[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**.

The screenshot shows the 'Review/Edit Profile' page for Marjorie Todd. The 'Organizational Data' tab is selected. In the 'Expenses Processing Data' section, the 'Valid for Expenses' status is 'No', which is highlighted with a red box. Below this, there are sections for 'HR Information' and 'Supervisor Information'. The 'HR Information' section includes details like Employee Status (Active), Hire Date (01/23/2020), GL Unit (USC01), Department (620499 CONTROLLERS OFFICE), and Hours Per Period (checked for 'Use Business Unit Default'). The 'Supervisor Information' section includes Name, ID (H98305722), Telephone, and Designated Approver (SCFPT_WF_ADMINISTRATOR). The 'Default ChartField Values' section is partially visible at the bottom.

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

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

The screenshot shows the 'USC Bank Accounts' tab for Marjorie Todd. The 'Organizational Data' section includes:

- GL Unit: USC01, University of South Carolina
- Department: 217100, TRIO PROGRAMS
- *Payment Method: Automated Clearing House

There are checkboxes for 'Default Profile' (checked) and 'Hold Payment' (unchecked). 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 a 'Bank Info Instructions' button (highlighted with a red box), an 'Update Email' button, and fields for Country (USA), Bank Name, Branch Name, Bank ID Qualifier, Digital Routing Number, and Account Type.

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 the 'How to Identify Routing and Account Numbers on a Check' help window. The instructions are:

- 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 a part of the routing number on a check.
- Step 3: Enter your Account Number in the Bank Account Number field. (Note the checkbox at right of Account Number is to mask/unmask one's account).
- Step 4: Select the correct Account Type. Be sure to Click Save to complete this process.

The help window includes an image of a check from First National Bank with the following numbers highlighted:

- 1: 073902274 (9 Digital Routing Number)
- 2: 11111111112 (Account Number)
- 123 (Check Number)

The help window also has a 'Return' button.

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.

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Review/Edit Profile | Worklist | Home | Sign Out

All | Search | Advanced Search

Add To | Notifications | NavBar

*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 | MGTODD@mailbox.sc.edu | Update Email

Country: USA | United States

Bank Name: Wells Fargo

Branch Name:

Bank ID Qualifier:

Digital Routing Number: 063107513

Branch ID:

Bank Account Number:

DFI Qualifier:

IBAN Digit:

Account Type:

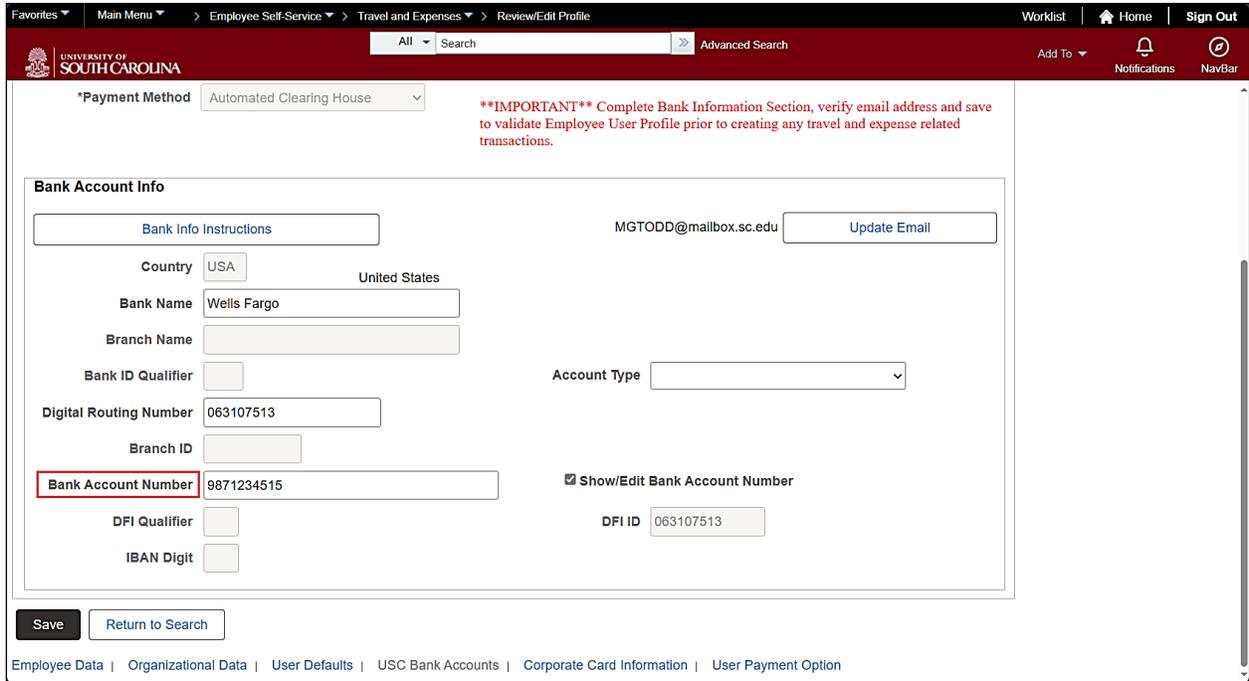
Show/Edit Bank Account Number

DFI ID: 063107513

Save | Return to Search

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

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



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Bank Account Info

Bank Info Instructions | MGTODD@mailbox.sc.edu | Update Email

Country: USA | United States

Bank Name: Wells Fargo

Branch Name: [Empty]

Bank ID Qualifier: [Empty]

Account Type: [Dropdown]

Digital Routing Number: 063107513

Branch ID: [Empty]

Bank Account Number: 9871234515

Show/Edit Bank Account Number

DFI Qualifier: [Empty]

DFI ID: 063107513

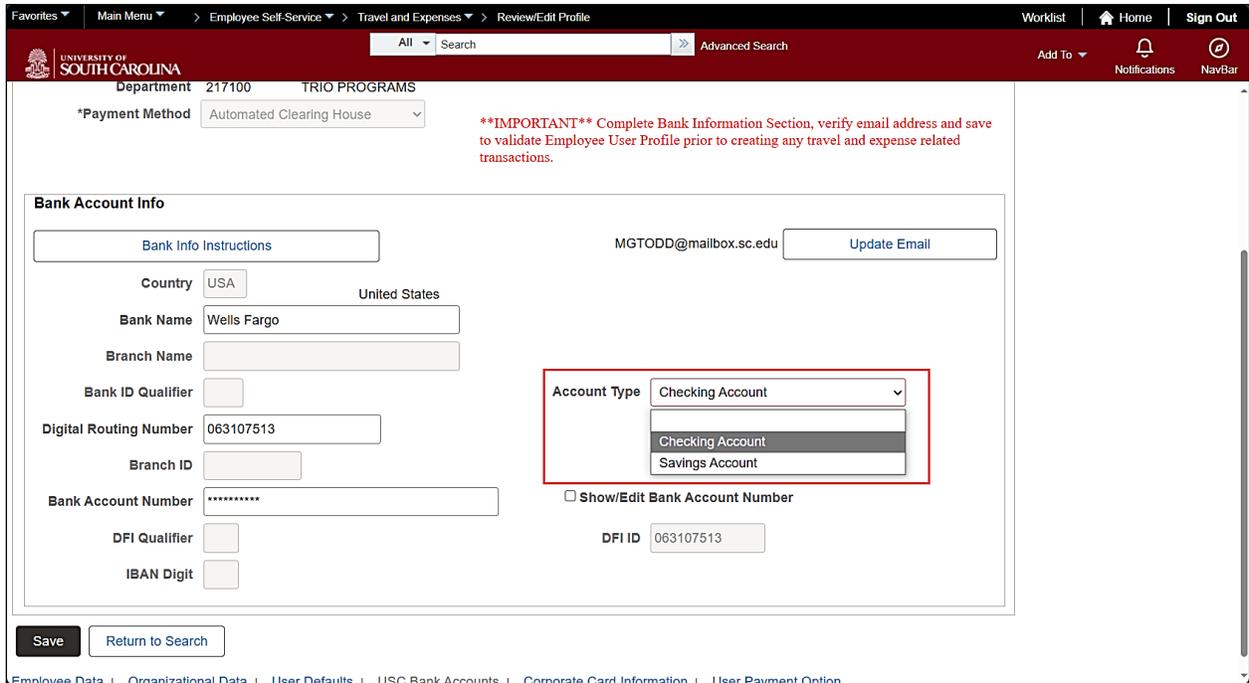
IBAN Digit: [Empty]

Save | Return to Search

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

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

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



Department: 217100 | TRIO PROGRAMS

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Bank Account Info

Bank Info Instructions | MGTODD@mailbox.sc.edu | Update Email

Country: USA | United States

Bank Name: Wells Fargo

Branch Name: [Empty]

Bank ID Qualifier: [Empty]

Account Type: [Dropdown Menu Open]

Digital Routing Number: 063107513

Branch ID: [Empty]

Bank Account Number: [Masked]

Show/Edit Bank Account Number

DFI Qualifier: [Empty]

DFI ID: 063107513

IBAN Digit: [Empty]

Save | Return to Search

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

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.

Favorites | Main Menu | Employee Self-Service | Travel and Expenses | Review/Edit Profile | Worklist | Home | Sign Out

All Search | Advanced Search

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 | MGTODD@mailbox.sc.edu | Update Email

Country: USA | United States

Bank Name: Wells Fargo

Branch Name:

Bank ID Qualifier:

Account Type: Checking Account

Digital Routing Number: 063107513

Branch ID:

Bank Account Number: ***** | Show/Edit Bank Account Number

DFI Qualifier:

DFI ID: 063107513

IBAN Digit:

Save | Return to Search

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

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.

Self Service User Profile

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example:12/31/2000)

To Date (example:12/31/2000)

Workflow Attributes

Email User Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	MGTODD@mailbox.sc.edu

OK Cancel Apply

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

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 shows the 'Review/Edit Profile' page for the University of South Carolina. The 'Organizational Data' tab is selected. The 'Expenses Processing Data' section is highlighted with a red box and contains the following information:

Valid for Expenses	Yes
Reason for Status	Passed All Validation Edits

Other sections visible include:

- HR Information:** Employee Status: Active; Hire Date: 01/23/2020; GL Unit: USC01, University of South Carolina; Department: 620499, CONTROLLERS OFFICE; Hours Per Period: Use Business Unit Default.
- Supervisor Information:** Name: [blank]; ID: H98305722; Telephone: [blank]; Designated Approver: SCFPT_WF_ADMINISTRATOR.

Additional settings include: Default Profile, Ignore Authorized Amounts, and Per Diem Amount Type: Active Amounts.