



**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 displays the 'Review/Edit Profile' page for Marjorie Todd. The navigation bar includes 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', and 'Review/Edit Profile'. The 'Organizational Data' tab is active. The 'Expenses Processing Data' section shows 'Valid for Expenses' as 'No' (highlighted with a red box) and 'Reason for Status' as empty. The 'HR Information' section lists: Employee Status: Active, Hire Date: 01/23/2020, GL Unit: USC01 University of South Carolina, Department: 620499 CONTROLLERS OFFICE, and Hours Per Period: Use Business Unit Default. The 'Supervisor Information' section lists: Name, ID: H98305722, Telephone, and Designated Approver: SCFPT\_WF\_ADMINISTRATOR. The 'Default ChartField Values' section is 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' section 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, Account Type, and Digital Routing Number.

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

The help window titled 'How to Identify Routing and Account Numbers on a Check' provides the following instructions:

- To complete your banking information 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 the routing number, the second is the account number, and the third is the 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 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 example check from First National Bank shows:

- 1: 073902274 (9 Digital Routing Number)
- 2: 11111111112 (Account Number)
- 3: 123 (Check Number)

A 'Return' button is located at the bottom of the help window.

**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:** To enter the Bank Account Number, click the box next to **Show Bank Account Number**. This will enable you to see the numbers when entering the 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 the account number.

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**\*\*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 Info Instructions | MGTOOD@mailbox.sc.edu | Update Email

Country: USA | United States

Bank Name: Wells Fargo

Branch Name: [Empty]

Bank ID Qualifier: [Empty]

Account Type: [Empty]

Digital Routing Number: 063107513

Branch ID: [Empty]

**Bank Account Number: 9871234515**

DFI Qualifier: [Empty]

DFI ID: 063107513

Show/Edit Bank Account Number

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

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 Info Instructions | MGTOOD@mailbox.sc.edu | Update Email

Country: USA | United States

Bank Name: Wells Fargo

Branch Name: [Empty]

Bank ID Qualifier: [Empty]

Account Type: **Checking Account**

Digital Routing Number: 063107513

Branch ID: [Empty]

Bank Account Number: [Masked]

DFI Qualifier: [Empty]

DFI ID: 063107513

Show/Edit Bank Account Number

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.

Expenses Processing Data

Valid for Expenses	Yes
Reason for Status	Passed All Validation Edits

Default Profile  
 Ignore Authorized Amounts

Per Diem Amount Type    Active Amounts

**HR Information**

Employee Status	Active
Hire Date	01/23/2020
GL Unit	USC01    University of South Carolina
Department	620499    CONTROLLERS OFFICE
Hours Per Period	<input checked="" type="checkbox"/> Use Business Unit Default

**Supervisor Information**

Name	
ID	H98305722
Telephone	
Designated Approver	SCFPT_WF_ADMINISTRATOR

Default ChartField Values

Default ChartField Values