UNIVERSITY OF
South Carolina

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**.

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: 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.

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