



**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 at the top 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', which is highlighted with a red box. Below this, there are sections for 'HR Information' and 'Supervisor Information'. The 'HR Information' section lists 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 lists Name, ID (H98305722), Telephone, and Designated Approver (SCFPT\_WF\_ADMINISTRATOR). At the bottom, there is a 'Default ChartField Values' section.

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

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

The screenshot shows the 'USC Bank Accounts' tab selected in the top navigation bar. Below the navigation bar, the user's name 'Marjorie Todd' is displayed. The 'Organizational Data' section shows 'GL Unit: USC01', 'Department: 217100', and 'Payment Method: Automated Clearing House'. The 'Bank Account Info' section contains a red-bordered box around the 'Bank Info Instructions' button. Other fields include 'Country: USA', 'Bank Name', 'Branch Name', 'Bank ID Qualifier', 'Account Type', and 'Digital Routing Number'. 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.'

**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 same 'USC Bank Accounts' page with a help window open. The help window is titled 'How to Identify Routing and Account Numbers on a Check' and contains the following text:

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 help window also includes a diagram of a check from 'FIRST NATIONAL BANK' with the following information:

- Name: [Redacted]
- Address: [Redacted]
- City, State Zip: [Redacted]
- DATE: 123
- PAY TO THE ORDER OF: [Redacted]
- \$ [Redacted] DOLLARS
- MEMBER FDIC

The diagram highlights the routing number (073902274), account number (111111111112), and check number (123) with numbered steps 1, 2, and 3 respectively. A 'Return' button is 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.

University of South Carolina Employee Self-Service portal. The page shows the 'Bank Account Info' section. The 'Payment Method' is set to '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 contains the following fields and values:

- Bank Info Instructions:** A link to view instructions.
- Country:** USA (United States)
- Bank Name:** Wells Fargo
- Branch Name:** (Empty field)
- Bank ID Qualifier:** (Empty field)
- Digital Routing Number:** 063107513
- Branch ID:** (Empty field)
- Bank Account Number:** (Empty field)
- DFI Qualifier:** (Empty field)
- IBAN Digit:** (Empty field)
- Account Type:** (Dropdown menu)
- Show/Edit Bank Account Number:** Checked checkbox
- DFI ID:** 063107513

Buttons at the bottom include 'Save' and 'Return to Search'.

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

University of South Carolina Employee Self-Service > Travel and Expenses > Review/Edit Profile

\*Payment Method: Automated Clearing House

**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:

Digital Routing Number: 063107513

Branch ID:

**Bank Account Number**: 9871234515

DFI Qualifier:

IBAN Digit:

DFI ID: 063107513

☒ Show/Edit Bank Account Number

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.

University of South Carolina Employee Self-Service > Travel and Expenses > Review/Edit Profile

Department: 217100 | TRIO PROGRAMS

\*Payment Method: Automated Clearing House

**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: \*\*\*\*\*

DFI Qualifier:

IBAN Digit:

DFI ID: 063107513

☐ Show/Edit Bank Account Number

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.

University of South Carolina Employee Self-Service > Travel and Expenses > Review/Edit Profile

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: [Redacted]

Bank ID Qualifier: [Redacted]

Account Type: Checking Account

Digital Routing Number: 063107513

Branch ID: [Redacted]

**Bank Account Number**: [Redacted] | ☐ Show/Edit Bank Account Number

DFI Qualifier: [Redacted]

DFI ID: 063107513

IBAN Digit: [Redacted]

**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

☒

Business

MGTODD@mailbox.sc.edu

+

-

OK

Cancel

Apply

**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 Self-Service > Travel and Expenses > Review/Edit Profile

Worklist Home Sign Out

Search Advanced Search

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

New Window Help Personalize Page

### 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