Table of Contents

I. Objectives....................................................................................................................... 2
II. Scenario.......................................................................................................................... 2
III. Prerequisites.................................................................................................................. 2
IV. Update USC Bank Account .......................................................................................... 3
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 a Travel Authorization, Expense Report, or a Cash 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.

*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**.

![Image of USC Bank Account page]

[Image description: This image shows a screenshot of the USC Bank Account page with various sections highlighted. The highlighted sections are numbered 1 and 2, with text annotations below the image explaining the steps related to the Organizational Data tab.]
Step 3: Click the USC Bank Accounts tab.

Step 4: Click the Bank Info Instructions button.

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