



**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 FUAT (Financial User Access Tool) interface for Marjorie Todd. The top navigation bar includes links for Favorites, Main Menu, Employee Self-Service, Travel and Expenses, and Review/Edit Profile. The 'Organizational Data' tab is selected. The 'Expenses Processing Data' section shows 'Valid for Expenses' as 'No', which is highlighted with a red box. Below this, the 'HR Information' section lists details such as 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 shows Name, ID (H98305722), Telephone, and Designated Approver (SCFPT_WF_ADMINISTRATOR). The bottom section is titled 'Default ChartField Values'.

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

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

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

USC Bank Accounts

Marjorie Todd

Organizational Data

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

☒ Default Profile
☐ Hold Payment

Bank Account Info

Bank Info Instructions (highlighted)

MG TODD@mailbox.sc.edu [Update Email](#)

Country: USA, United States

Bank Name:
 Branch Name:
 Bank ID Qualifier:
 Digital Routing Number:

Account Type:

****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.

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

How to Identify Routing and Account Numbers on a Check

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.

Check Example:

Name:
 Address:
 City, State Zip: DATE: 123

PAY TO THE ORDER OF: \$

073902274 111111111112 123

9 Digital Routing Number Account Number Check Number

[Return](#)

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.

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 options:

- Bank Info Instructions** (link)
- Country**: USA (dropdown), United States (text)
- Bank Name**: Wells Fargo (text field)
- Branch Name**: (text field)
- Bank ID Qualifier**: (text field)
- Digital Routing Number**: 063107513 (text field)
- Branch ID**: (text field)
- Bank Account Number**: (text field)
- DFI Qualifier**: (text field)
- IBAN Digit**: (text field)
- Account Type**: (dropdown menu)
- MGTODD@mailbox.sc.edu** (email address) with an **Update Email** button
- ☒ **Show/Edit Bank Account Number** (checkbox)
- DFI ID**: 063107513 (text field)

At the bottom of the form are **Save** and **Return to Search** buttons. The footer includes links for Employee Data, Organizational Data, User Defaults, USC Bank Accounts, Corporate Card Information, and User Payment Option.

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

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.

The screenshot shows the 'Self Service User Profile' window. The 'Alternate User' section is at the top, followed by 'Workflow Attributes' where 'Email User' and 'Worklist User' are checked. Below this is the 'Email' section, which contains a table with one row. The table has columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The 'Primary Email Account' column has a checked checkbox. The 'Email Type' column has a dropdown menu set to 'Business'. The 'Email Address' column contains the text 'MGTODD@mailbox.sc.edu'. At the bottom of the window, there are three buttons: 'OK', 'Cancel', and 'Apply'. The 'OK' button is highlighted with a red box.

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.

University of South Carolina Employee Self-Service Review/Edit Profile

Expenses Processing Data

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

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
ID H98305722
Telephone
Designated Approver SCFPT_WF_ADMINISTRATOR

Default ChartField Values

Updating Banking Information March 2025