Expenses: Managing Personal Bank Accounts

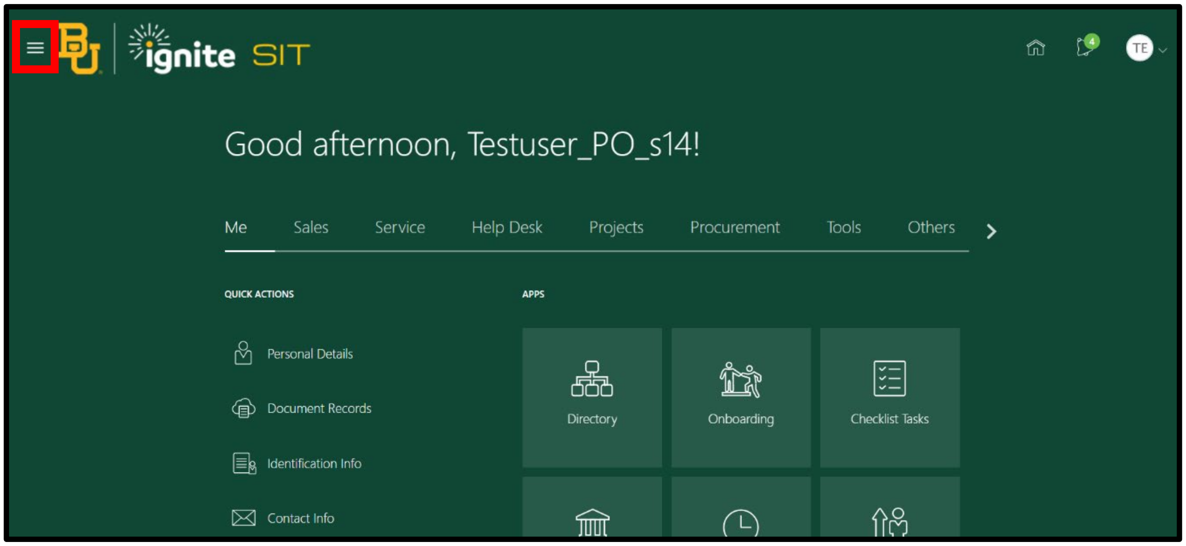
Overview

- This guide documents the process for adding your bank account information to the Expense module, for expense report reimbursements.
- **Important**: Changes to banking information should always be submitted before an expense report is submitted.
- If changes to banking are made, the primary account should be set within the expense work area.
- Changes to banking information in the Expense module DO NOT affect the Payroll module.
    - Be sure to update both modules, if necessary.

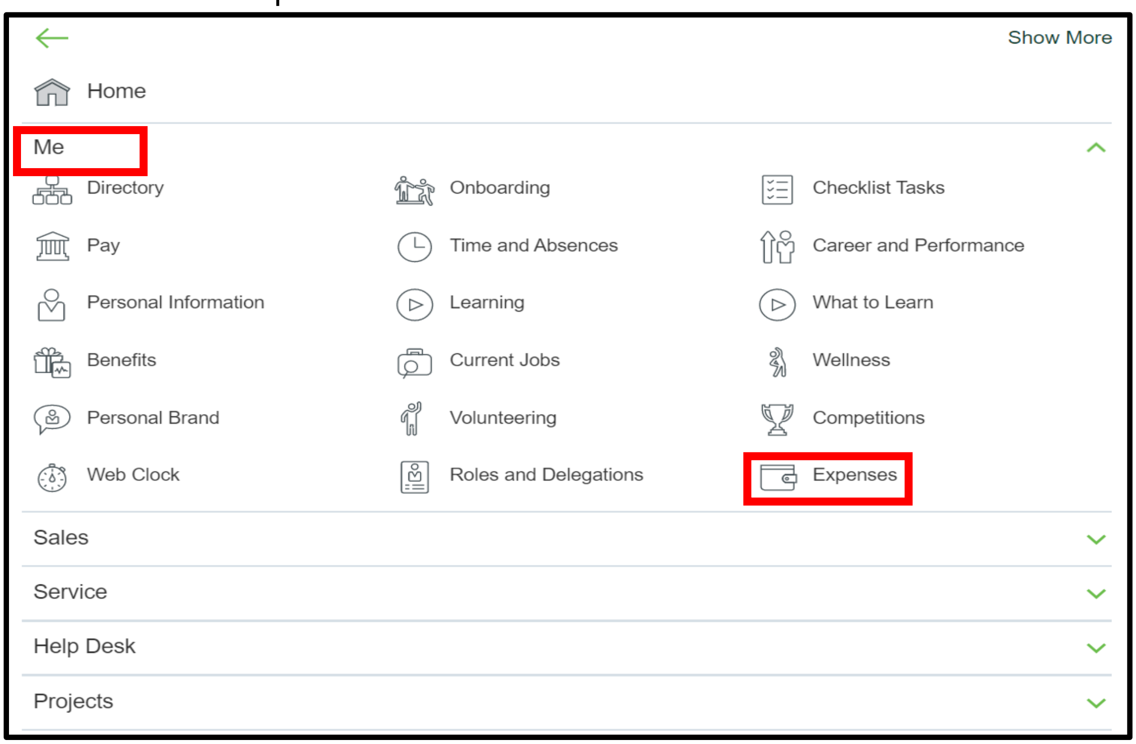
Expenses: Managing Personal Bank Accounts

1. Navigating to the Self Service Module

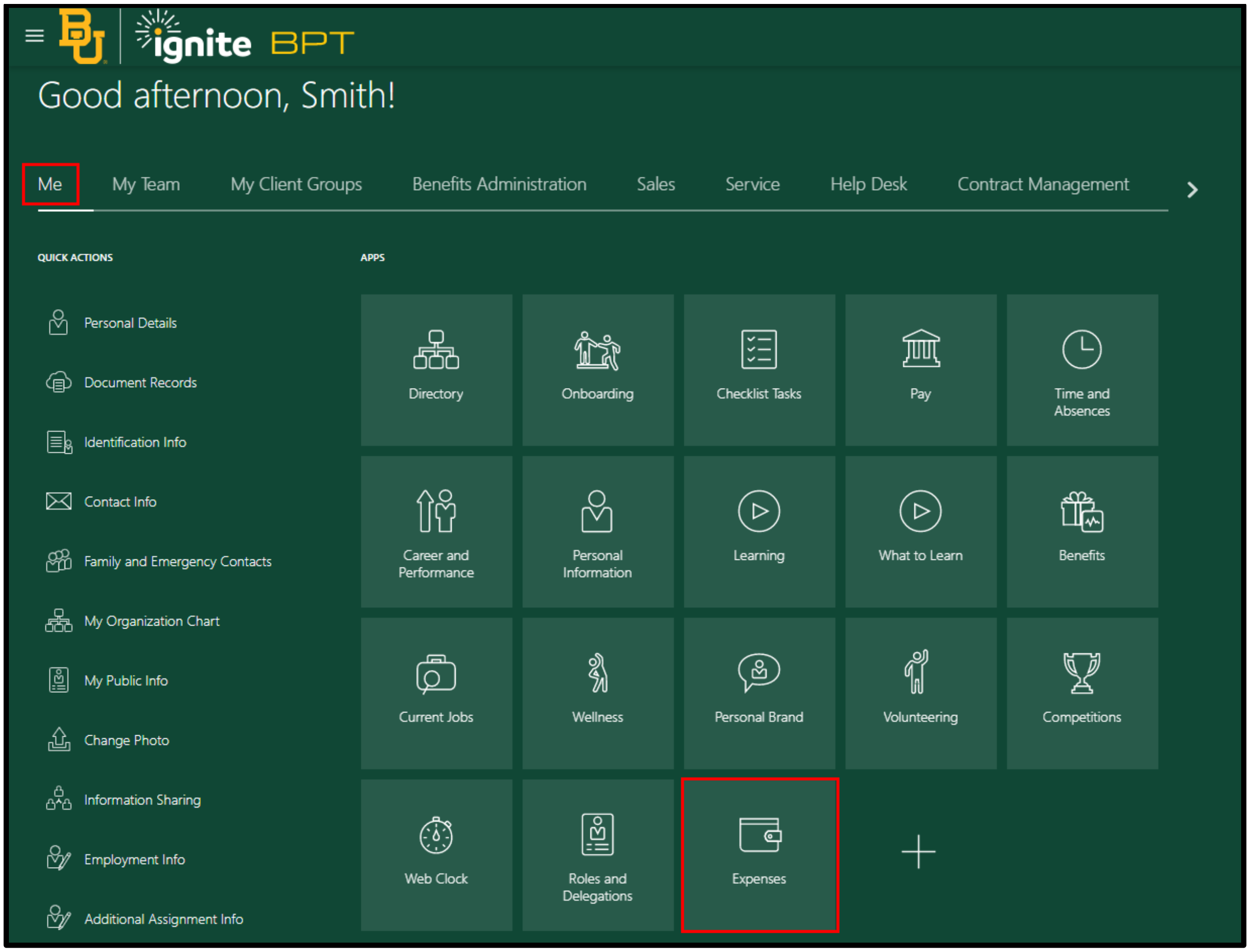
1. You can access the **Expenses** section in two ways:
    a. Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



    b. Under the **Me** section, click the drop down arrow, and select **Expenses** from the drop down list.

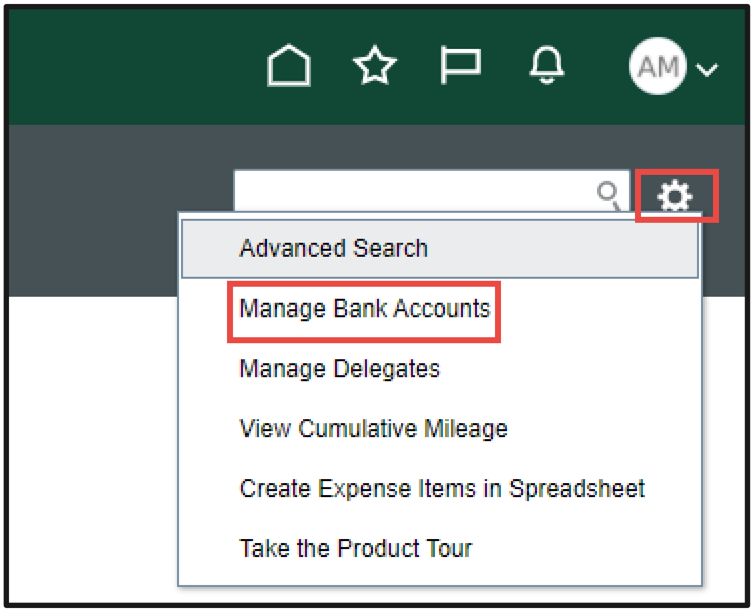


c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.

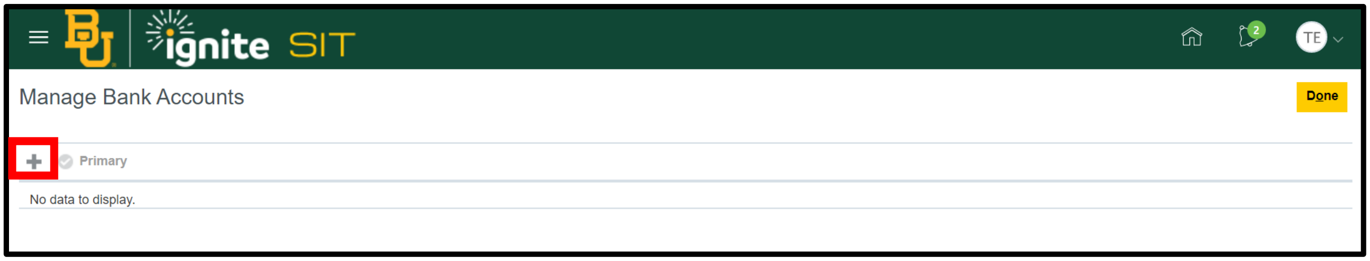


2. Use the Manage Bank Account Function

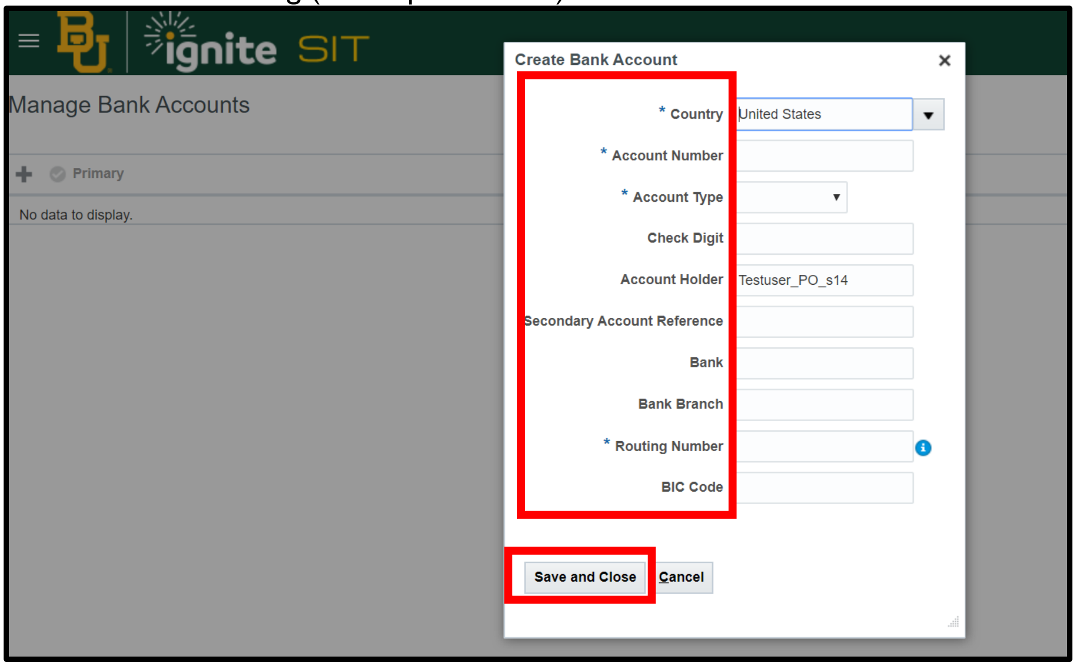
1. Upon entering the **Expenses** tile, click the gear icon at the right side of the page. Then click **Manage Bank Accounts**.



2. Click the **"+"** Icon at the left of the page to add your Bank Account Information.



3. Enter the following (* = required fields)

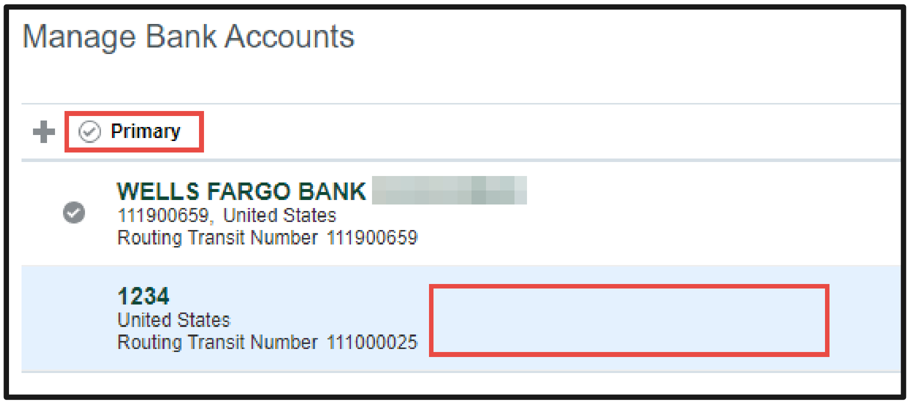


   a. ***Country** – Select your country from the drop down.
   b. ***Account Number** – Type in your account number.
   c. ***Account Type** – Select "Checking", "Money Market", or "Savings" from the drop down.
   d. **Check Digit** – Optional Field.
   e. **Account Holder** – Enter the person to who the account belongs.
   f. **Secondary Account Reference** – Optional Field.
   g. **Bank -** Enter the name of your Bank (Optional Field).
   h. **Bank Branch** – Enter the branch of your bank (Optional Field).
   i. ***Routing Number** – A nine digit number at the bottom of a check.

   Note: Fields marked with * are required, all other fields are optional. This information can be entered to help you identify your bank in the system and transactions on your bank statement may show a combination of these identifiers.

4. Click **Save and Close**.

5. **IMPORTANT:** Set the Primary account, by selecting the record (click in the white space of the row, record will highlight blue), then clicking **Primary**.



Note: Reimbursements will route to the <u>Primary account</u> if multiple active accounts exist in the module.

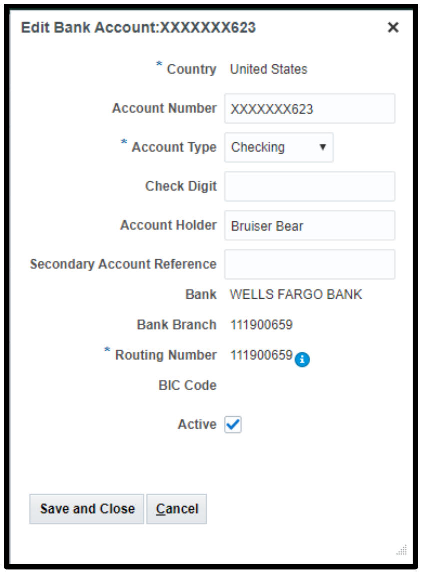
6. When finished, click **Done.**

3. Updating Previously Entered Bank Account

1. If you need to edit banking information, click on the bank account number that you wish to edit.

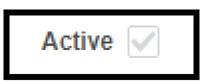
2. From this screen you can update your account number, the account type, and if the account is active. Additional files are for informational purposes and are not required.

   Additionally, the bank name and routing number cannot be changed once entered. If you need to make a change to this information, you will need to create a new bank account.



Note: When an expense report is being processed for payment, the payment information will be populated from the primary banking information.

If you need to add a new bank, and an expense report is being processed by Accounts Payable, the active checkbox will be grayed out and the system will not allow you to inactivate the old account.



You will need to add your new bank account information and communicate to Accounts Payable that your banking information has been updated; and specify to AP which account should be used on the expense report.