

Expenses: Managing Personal Bank Accounts

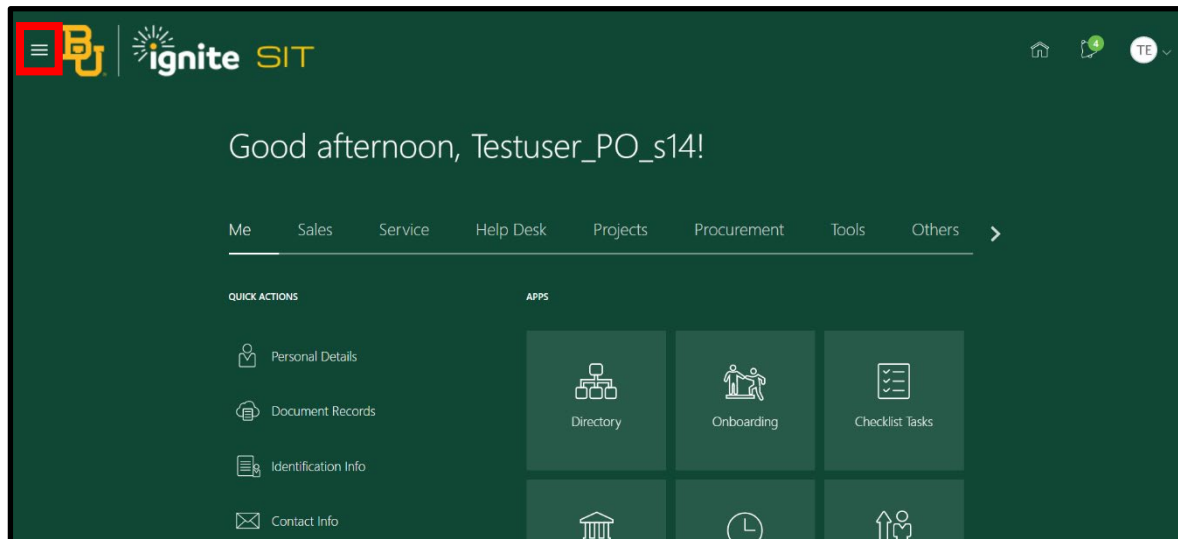
Overview

- 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.

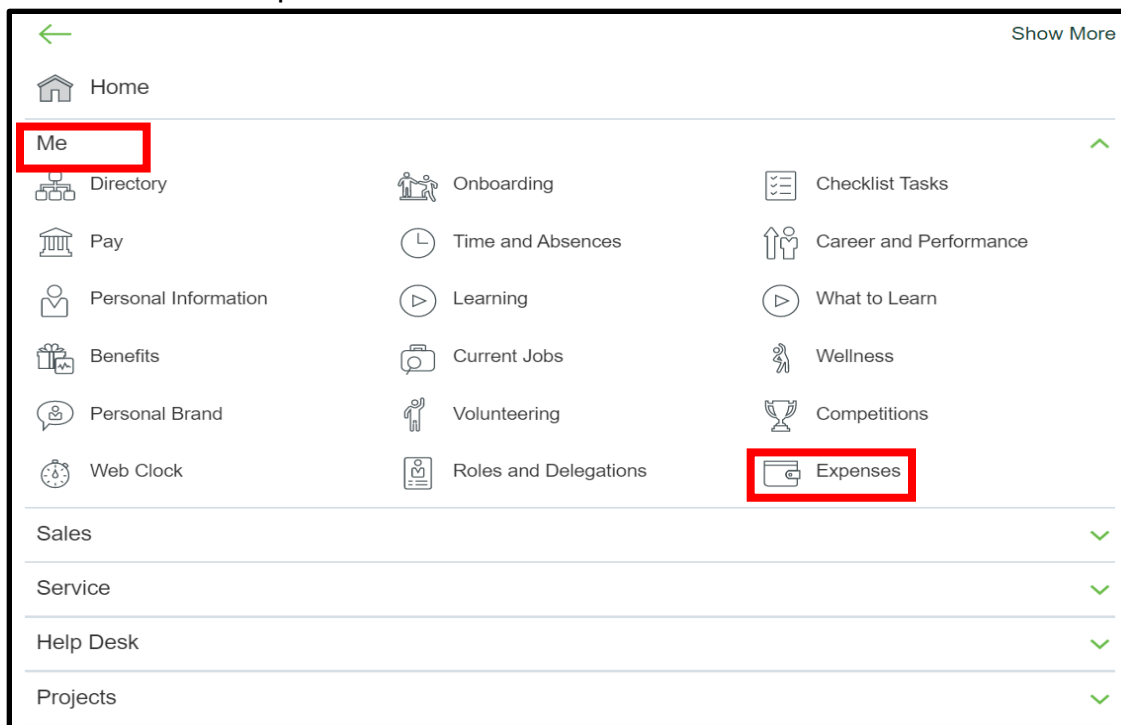
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I. Navigating to the Self Service Module

- I. 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.



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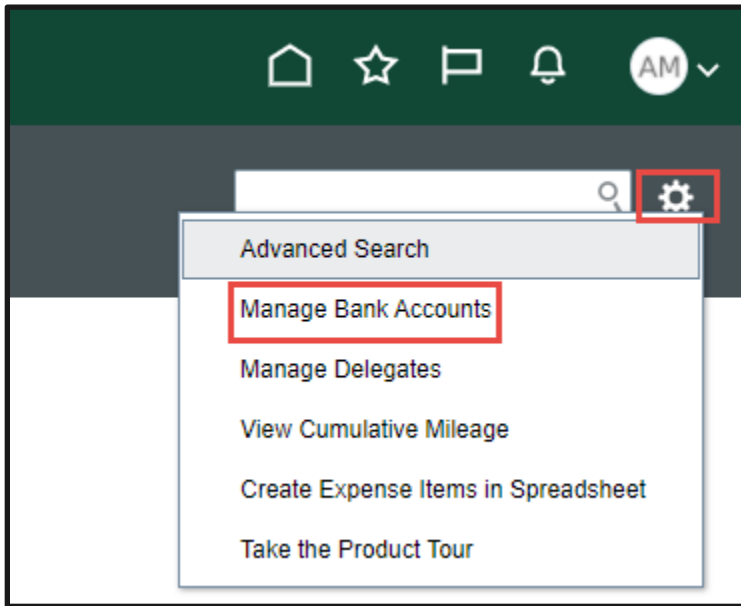
- c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.

The screenshot displays the Ignite BPT home page interface. At the top left, there is a navigation menu icon and the Ignite BPT logo. Below the logo, the user is greeted with "Good afternoon, Smith!". A horizontal navigation bar contains several menu items: "Me", "My Team", "My Client Groups", "Benefits Administration", "Sales", "Service", "Help Desk", and "Contract Management". The "Me" item is highlighted with a red box. Below the navigation bar, the page is divided into two main sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section lists various user-related functions such as "Personal Details", "Document Records", "Identification Info", "Contact Info", "Family and Emergency Contacts", "My Organization Chart", "My Public Info", "Change Photo", "Information Sharing", "Employment Info", and "Additional Assignment Info". The "APPS" section features a grid of application tiles, including "Directory", "Onboarding", "Checklist Tasks", "Pay", "Time and Absences", "Career and Performance", "Personal Information", "Learning", "What to Learn", "Benefits", "Current Jobs", "Wellness", "Personal Brand", "Volunteering", "Competitions", "Web Clock", "Roles and Delegations", and "Expenses". The "Expenses" tile, which features a wallet icon, is highlighted with a red box. A plus sign (+) is located at the bottom right of the "APPS" grid.

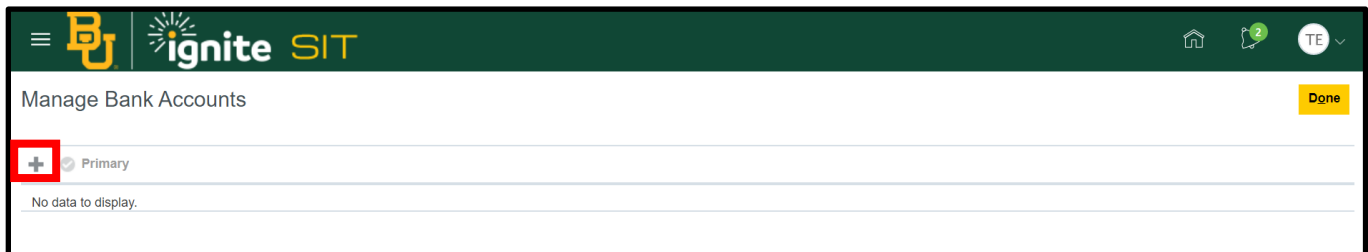
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2. Use the Manage Bank Account Function

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.



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3. Enter the following (* = required fields)

The screenshot shows the 'Create Bank Account' form in the Ignite SIT system. The form is overlaid on a 'Manage Bank Accounts' page. The form fields are: Country (dropdown, 'United States'), Account Number, Account Type (dropdown), Check Digit, Account Holder (text, 'Testuser_PO_s14'), Secondary Account Reference, Bank, Bank Branch, Routing Number, and BIC Code. The 'Save and Close' button is highlighted with a red box.

- *Country** – Select your country from the drop down.
- *Account Number** – Type in your account number.
- *Account Type** – Select “Checking”, “Money Market”, or “Savings” from the drop down.
- Check Digit** – Optional Field.
- Account Holder** – Enter the person to who the account belongs.
- Secondary Account Reference** – Optional Field.
- Bank** - Enter the name of your Bank (Optional Field).
- Bank Branch** – Enter the branch of your bank (Optional Field).
- *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**.

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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**.

Manage Bank Accounts

+ Primary

WELLS FARGO BANK [REDACTED]
111900659, United States
Routing Transit Number 111900659

1234
United States
Routing Transit Number 111000025

Note: Reimbursements will route to the Primary account 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.

<input checked="" type="checkbox"/> WELLS FARGO BANK XXXXXXX623	Checking Valid 04/13/2020
<input checked="" type="checkbox"/> 111900659, United States Routing Transit Number 111900659	

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.

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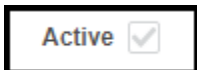
The screenshot shows a form titled "Edit Bank Account:XXXXXXXX623". The form contains the following fields and values:

- * Country: United States
- Account Number: XXXXXXX623
- * Account Type: Checking
- Check Digit: (empty)
- Account Holder: Bruiser Bear
- Secondary Account Reference: (empty)
- Bank: WELLS FARGO BANK
- Bank Branch: 111900659
- * Routing Number: 111900659
- BIC Code: (empty)
- Active:

At the bottom of the form are two buttons: "Save and Close" and "Cancel".

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.