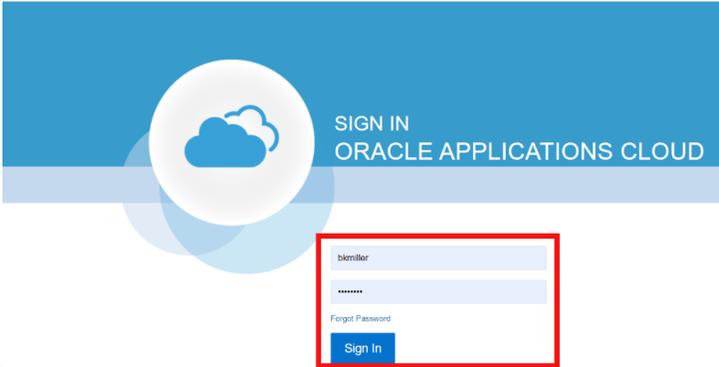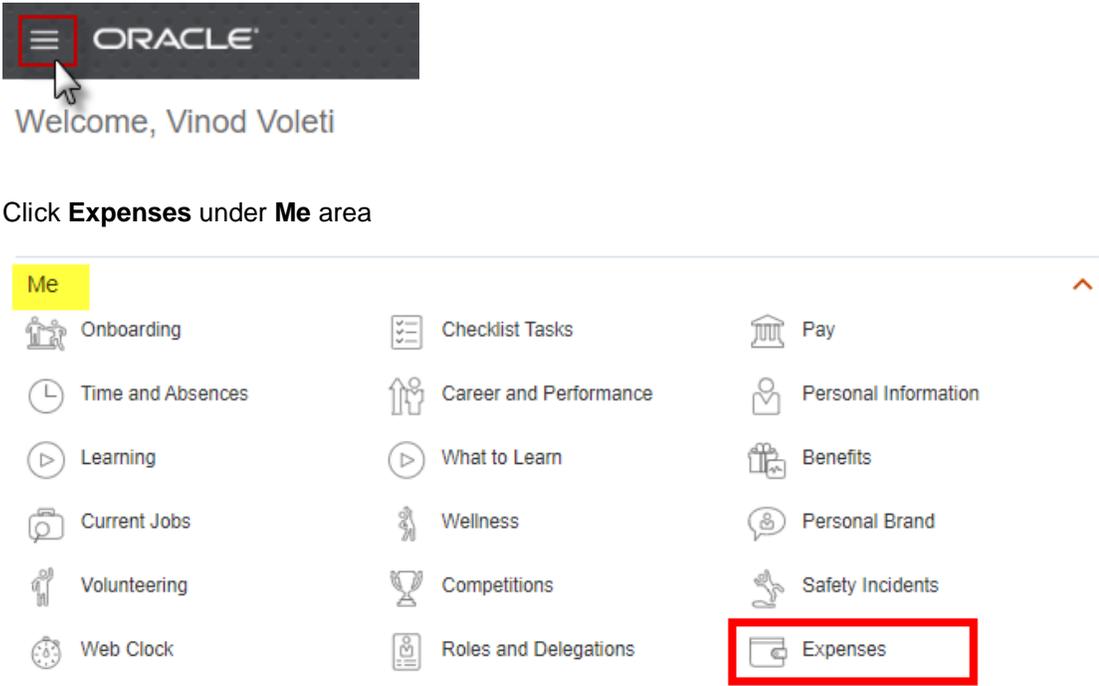# Bank Account Set Up

Audience: Employee

Purpose: Bank accounts are set up by employees to allow for electronic payment of cash advances and expense reimbursements. This job aid will assist you with setting up bank account for direct pay.

Step	Action
1	Logon to Oracle https://eieb.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome. SIGN IN ORACLE APPLICATIONS CLOUD bkmiller .... Forgot Password Sign In
2	Click the **Navigator** button (in the top-left hand corner of the page) ☰ ORACLE Welcome, Vinod Voleti Click **Expenses** under **Me** area Me Onboarding Checklist Tasks Pay Time and Absences Career and Performance Personal Information Learning What to Learn Benefits Current Jobs Wellness Personal Brand Volunteering Competitions Safety Incidents Web Clock Roles and Delegations Expenses
3	Click on the **Tasks** icon in the right-hand side of the page Click on **Manage Bank Accounts**

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	- Create Expense Items in Spreadsheet - Manage Bank Accounts - Manage Delegates - View Cumulative Mileage	
4	In the Manage Bank Accounts window, click **Add "+"** icon to add a bank account. The existing bank account, if any, will be listed as primary. **Manage Bank Accounts** **+** Primary No data to display.	
5	The Create Bank Account page displayed. **Create Bank Account** ✕ * Country United States * Account Number * Account Type * Check Digit Account Holder Vinod Voleti Secondary Account Reference * Bank * Bank Branch * Routing Number ⓘ BIC Code **Save and Close** **Cancel** Enter bank account information: **- Account Number** (bank account number) **- Account Type** (checking, money market, savings) **- Check Digit** (blank)	

		- Account holder (if name is different from user name) **-** Optionally, enter **Secondary Account Reference** (secondary account holder) **- Bank** (choose *"Lucas County EFT Bank"*) **- Bank Branch** (enter/type in the routing number for your account; **Note:** Bank branch routing numbers will start to narrow down based on the routing numbers entered) **- Routing number** (a 9 digit bank route transit number displays based on Bank and Bank Branch selections) **- BIC code** (blank). **Note:** It is important that both the bank account number and the bank routing transit number be entered correctly in order to use the direct deposit feature for expense report reimbursements.
6		Click the **Save and Close** button to complete bank account addition. Save and Close
7		The new bank information is added to the list. Click **Done** button to complete Manage Bank Accounts. Done