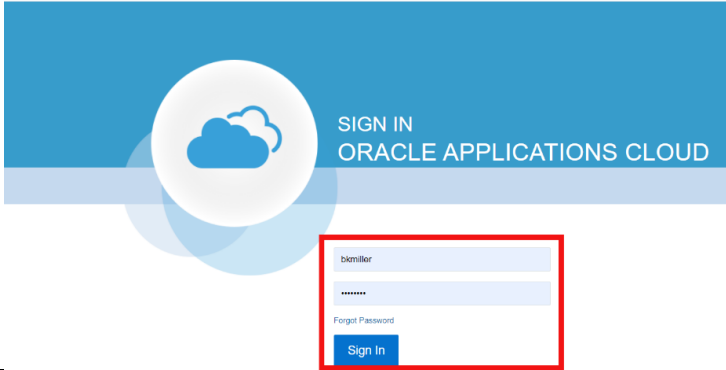
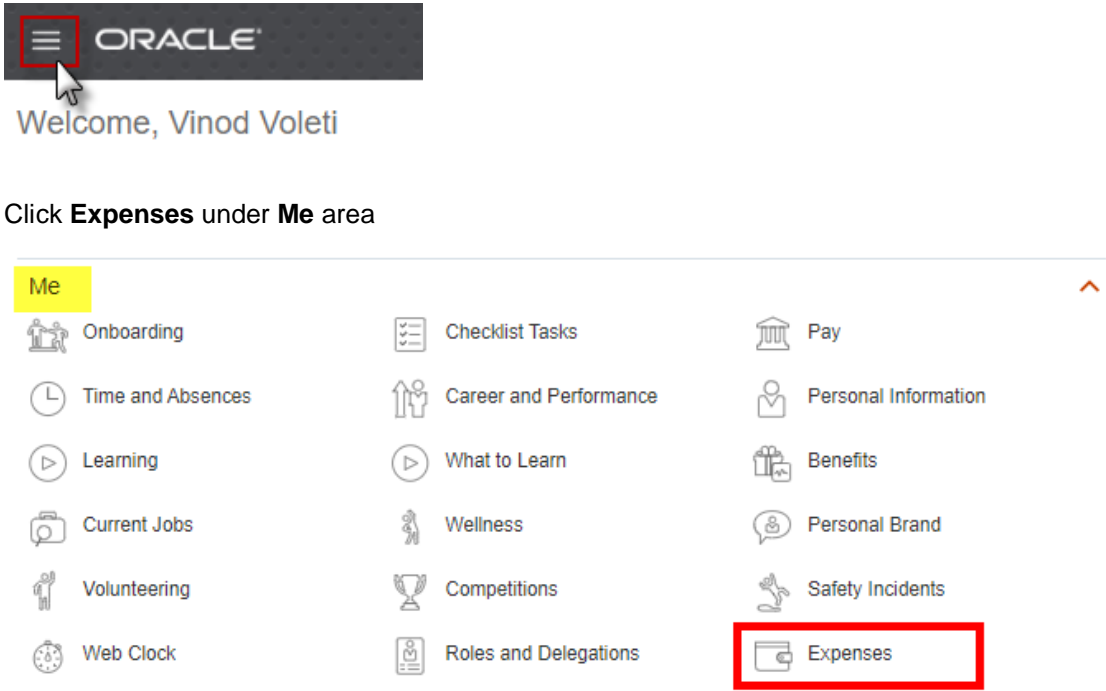
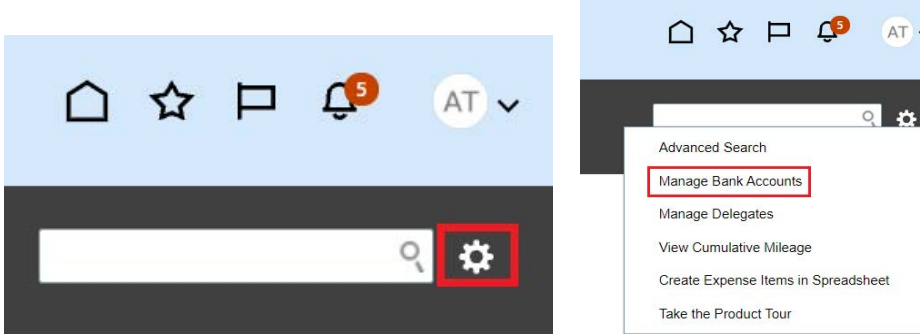
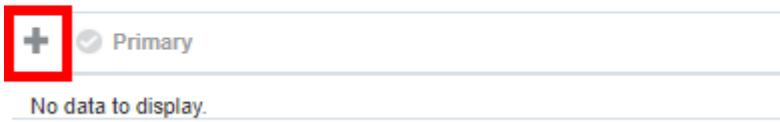
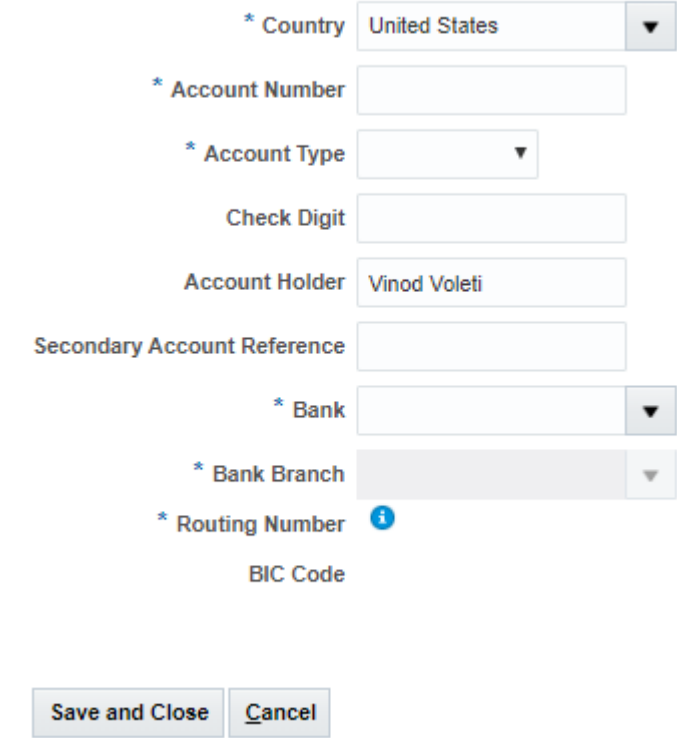


Bank Account Set Up

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	<p>Logon to Oracle https://eieb.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome.</p> 
2	<p>Click the Navigator button (in the top-left hand corner of the page)</p>  <p>Click Expenses under Me area</p>
3	<p>Click on the Wheel/Cog icon in the right-hand side of the page. Then click on Manage Bank Accounts.</p>

	
<p>4</p>	<p>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.</p> <p>Manage Bank Accounts</p>  <p>No data to display.</p>
<p>5</p>	<p>The Create Bank Account page displayed.</p> <p>Create Bank Account</p>  <p>Enter bank account information:</p> <ul style="list-style-type: none"> - Account Number (bank account number) - Account Type (checking, money market, savings) - Check Digit (blank)

	<ul style="list-style-type: none"> - 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; <p>Note: Bank branch routing numbers will start to narrow down based on the routing numbers entered)</p> <ul style="list-style-type: none"> - Routing number - this populates after you've entered the actual routing number in the bank branch field. - BIC code (blank). <p>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.</p>
6	<p>Click the Save and Close button to complete bank account addition.</p> <div style="border: 1px solid gray; background-color: #e0e0e0; padding: 2px; display: inline-block; margin: 5px 0;">Save and Close</div>
7	<p>The new bank information is added to the list. Click Done button to complete Manage Bank Accounts.</p> <div style="border: 1px solid gray; background-color: #808000; color: white; padding: 2px; display: inline-block; margin: 5px 0;">Done</div>