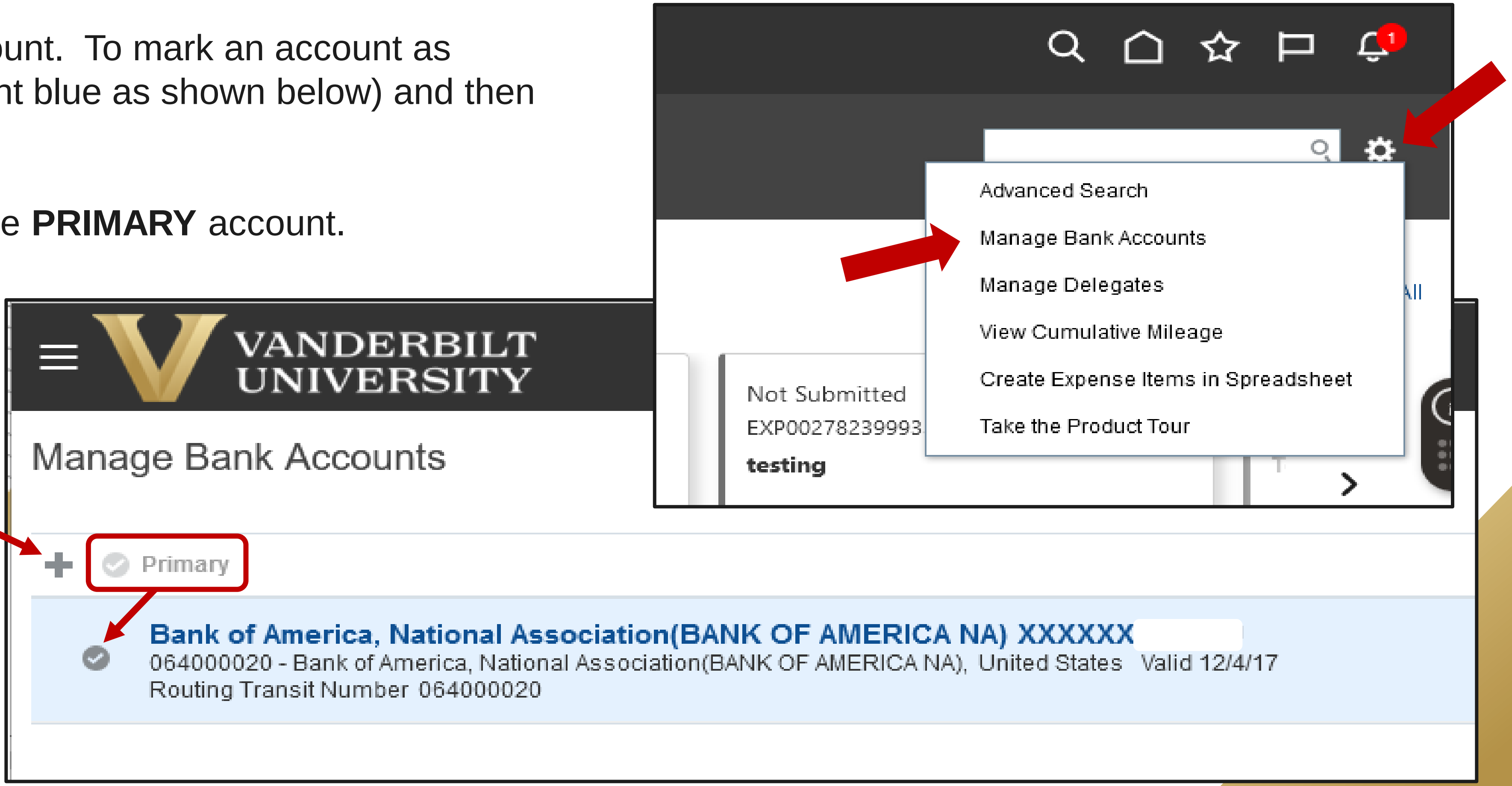
# How to verify and update banking information for cash advances and expense reimbursements.

This is for banking information WITHIN the EXPENSE module in Oracle.  This is payment information specific to business expense reimbursements. Any changes made to payment information to your HR/Payroll profile will **not** be reflected here.

One account must be identified as the PRIMARY account.  To mark an account as PRIMARY, you click on the account line (should be light blue as shown below) and then click on the word PRIMARY.

Reimbursements will go to the account identified as the **PRIMARY** account. This account must be an active account.

To ADD a bank account, click on the plus sign.




**Questions? Need help?**
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