

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

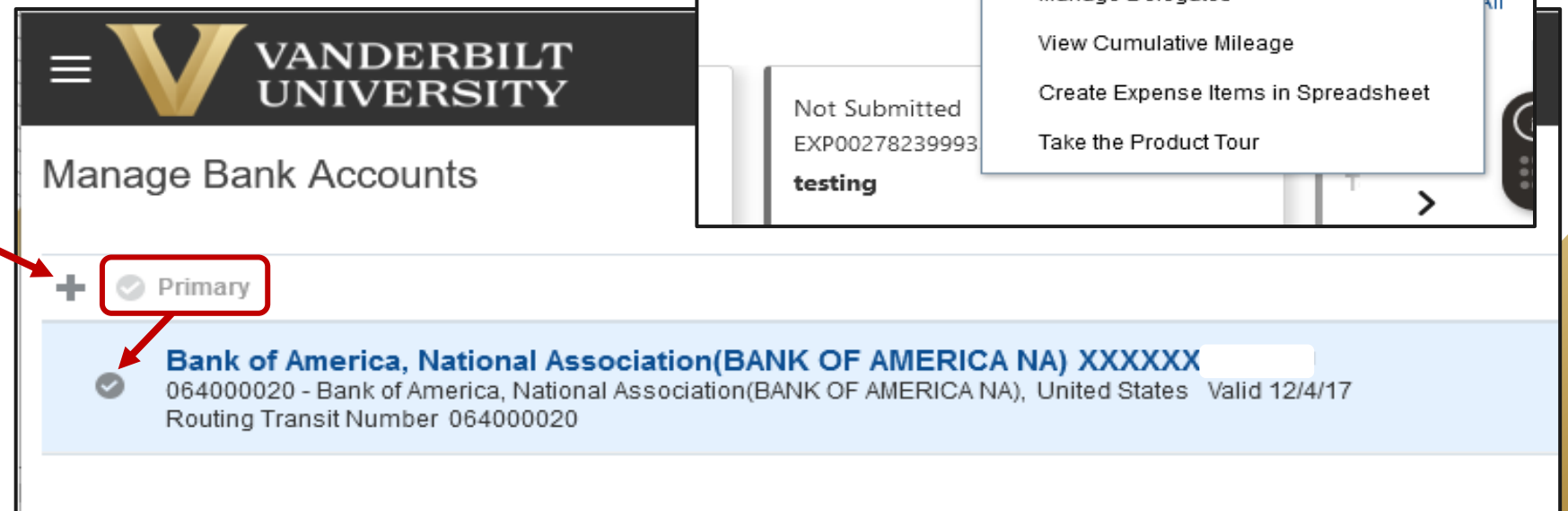
This is for banking information WITHIN the EXPENSE module in Oracle. This is payment information specific to business expense reimbursements. Any changes made to payment information to your HR/Payroll profile will not be reflected here.

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?
PaymentCardsExp@Vanderbilt.edu



The screenshot displays the 'Manage Bank Accounts' screen within the Vanderbilt University Oracle system. The header includes the university logo and name. A sidebar on the left shows a 'Not Submitted' status for 'EXP00278239993' with the user 'testing'. The main content area lists bank accounts. The first account, 'Bank of America, National Association (BANK OF AMERICA NA) XXXXXX', is highlighted in light blue and has a 'Primary' status. A red arrow points to the plus sign icon for adding a new account. Another red arrow points to the settings gear icon in the top right corner of the interface.

Account Name	Account Number	Routing Transit Number	Status
Bank of America, National Association (BANK OF AMERICA NA) XXXXXX	064000020	064000020	Valid 12/4/17