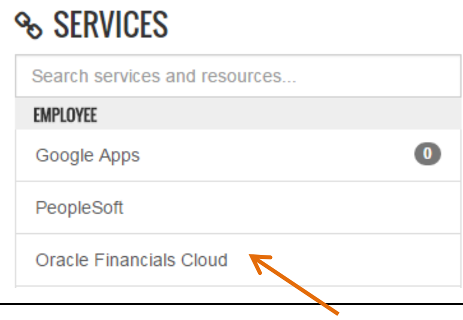
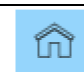
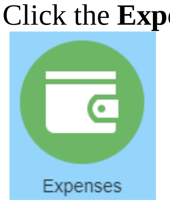
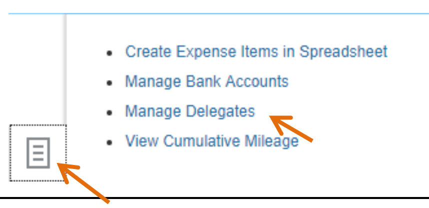
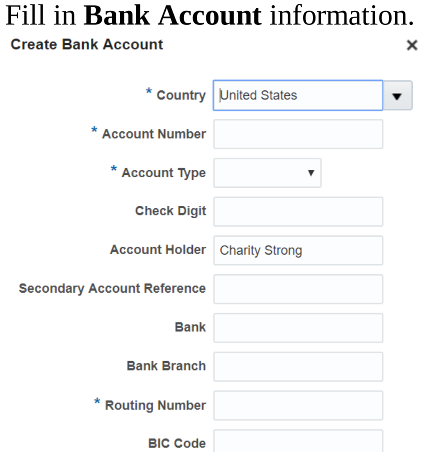
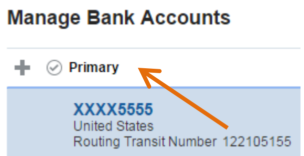
Adding Direct Deposit Information for Expense Reports

Step	Action
1.	Begin by signing in to **Oracle Fusion Cloud (OFC)** from myBoiseState.edu. 
2.	To access the **Home Page** in OFC, click the house icon at the top of the screen. 
3.	Click the **Expenses** icon on the homepage to access the OFC Expenses module. 
4.	Click the **Tasks** icon and select **Manage Bank Accounts** in the upper right corner. 
5.	Click the  icon under **Manage Bank Accounts** to add a Bank Account.
6.	Fill in **Bank Account** information.  ***Note*: Country, Account Number, Account Type,** and **Routing Number** are required fields.

Step	Action
7.	Click Save and Close ***Note*:** Repeat steps 4-6 to add Bank Account numbers.
8.	You must select a **Primary Bank Account** if you have entered more than one Bank Account**.** To set account to Primary, highlight the bank account row and click **Primary**.  ***Note:*** Primary Account indicated by .
9.	To make changes to an existing Bank Account, click on the hyperlink for the appropriate bank account and update as needed. You cannot delete bank accounts. To change the direct deposit bank account, add a new Bank Account and set it as the Primary (see steps 4-7). You may inactivate an account by unchecking the Active box. Active
10.	Click Done to Exit.
11.	**End of Procedure.**