Adding Direct Deposit Information for Expense Reports

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by signing in to <strong>Oracle Fusion Cloud (OFC)</strong> from myBoiseState.edu.</td>
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<tr>
<td>2.</td>
<td><strong>Note:</strong> You can also access the OFC Direct Deposit page by navigating to <strong>PeopleSoft</strong>, selecting <strong>Direct Deposit Access</strong>, and then clicking the <strong>Travel/Expense</strong> button. This will re-direct you to step 3 in this procedure.</td>
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<tr>
<td>3.</td>
<td>Click the <strong>Expenses</strong> icon on the homepage to access the OFC Expenses module.</td>
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<tr>
<td>4.</td>
<td>Click the <strong>Tasks</strong> icon and select <strong>Manage Bank Accounts</strong> in the upper right corner.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>+</strong> icon under <strong>Manage Bank Accounts</strong> to add a Bank Account.</td>
</tr>
</tbody>
</table>
| 6.   | Fill in **Bank Account** information.  
*Note:* **Country**, **Account Number**, **Account Type**, and **Routing Number** are required fields.
### Step 7
Click **Save and Close**

*Note:* Repeat steps 4-6 to add Bank Account numbers.

### Step 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**.

![Primary Bank Account](image)

*Note:* Primary Account indicated by ☑.

### Step 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.

### Step 10
Click **Done** to Exit.

### Step 11
**End of Procedure.**