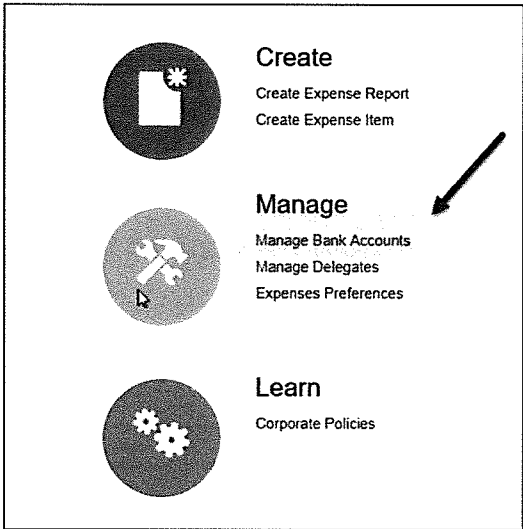

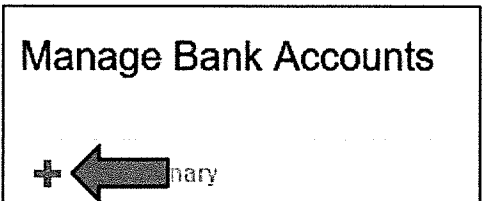



Add Bank Account Information for Reimbursement

This process adds a bank account for all expense reimbursements to be deposited into.

Process Step & Description	Action
<p>1.1 Go to the Expense Report workbench and Manage Bank Accounts</p>	<p>➤ Steps when accessing the EXPENSES area for the first time:</p> <p>Navigation Path: Me → Expenses → Manage Bank Accounts</p> <div data-bbox="617 693 1136 1218" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>Create Create Expense Report Create Expense Item</p> <p>Manage Manage Bank Accounts Manage Delegates Expenses Preferences</p> <p>Learn Corporate Policies</p> </div> <p style="text-align: right; margin-top: 20px;"></p> <p>TIP: if you do not see this link, go to the Tasks Icon on the right and choose <u>Manage Bank Accounts</u></p>
<p>1.2 Add a new bank account</p>	<div data-bbox="251 1386 730 1585" style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">Manage Bank Accounts</p>  </div> <p>Click  to add a new bank account and fill in required information</p> <p>*Required Field – only fill in these 4 fields</p> <p>By clicking the Info button next to Routing number, you can View where on the check you find the routing number.</p> <div data-bbox="966 1375 1331 1879" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Create Bank Account x</p> <p>* Country <input style="width: 100px;" type="text" value="United States"/></p> <p>* Account Number <input style="width: 100px;" type="text"/></p> <p>* Account Type <input style="width: 100px;" type="text"/></p> <p>Check Digit <input style="width: 100px;" type="text"/></p> <p>Account Holder <input style="width: 100px;" type="text" value="Matthew Winter"/></p> <p>Secondary Account Reference</p> <p>Bank <input style="width: 100px;" type="text"/></p> <p>Bank Branch <input style="width: 100px;" type="text"/></p> <p>* Routing Number <input style="width: 100px;" type="text"/></p> <p>BK Code <input style="width: 100px;" type="text"/></p> <p style="text-align: right;">Save and Close <input type="button" value="Cancel"/></p> </div>

NOTE: if your **Routing number** is not accepted, please notify Accounts Payable at ap@gmhec.org

When completed:

1.3 Verify Primary Account

Manage Bank Accounts

Primary

<p> <input checked="" type="checkbox"/> XXXXXXXXXX2654 United States Routing Transit Number 211691185 </p>	<p> Checking Valid 01-Mar-2019 </p>
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The check mark indicates your primary account – this is where your reimbursement will be deposited. Newly added accounts are automatically selected as primary.

1.4 Making changes, adding additional bank info

- Steps when you have **previously** accessed the Expense Area (the path is a little different)

Navigation Path: Me → Expenses → Expense Reports – click on Travel And Expenses link to get to the main page

Click on the **Tasks** icon and then “Manage Bank Accounts”



- Create Expense Items in Spreadsheet
- Manage Bank Accounts
- Manage Delegates
- View Cumulative Mileage

From here you can make changes to your previous entry, or add additional entries using the (+) icon.

You are all set to receive your expense reimbursements by Direct Deposit!