

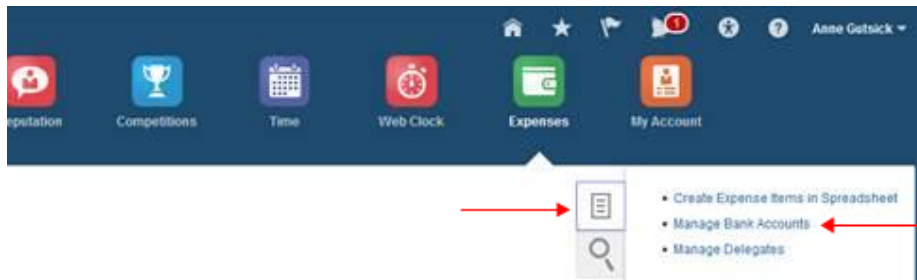
Adding Banking Information to Oracle Expense:

1. Log into Oracle

2. Click on the Navigator



3. Go to the Task Icon on the right side of the page.



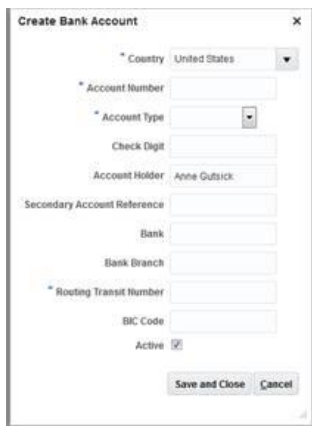
4. Choose "Manage Bank Accounts". Once in there, click on the + to add your banking info.

Manage Bank Accounts

5. Complete all of the info with a *, and you need to add your Bank name and Branch.

+ Primary

Do not enter any dashes or spaces, numbers only. Account Type should only be Checking or Savings.



6. Once the info is entered, Click on Save and Close. The final step is to make your bank the Primary. Click next to Valid date to highlight the row blue. Then click on Primary. A check box should show up to the left of your bank name.

