Expenses: Managing Personal Bank Accounts and Delegates

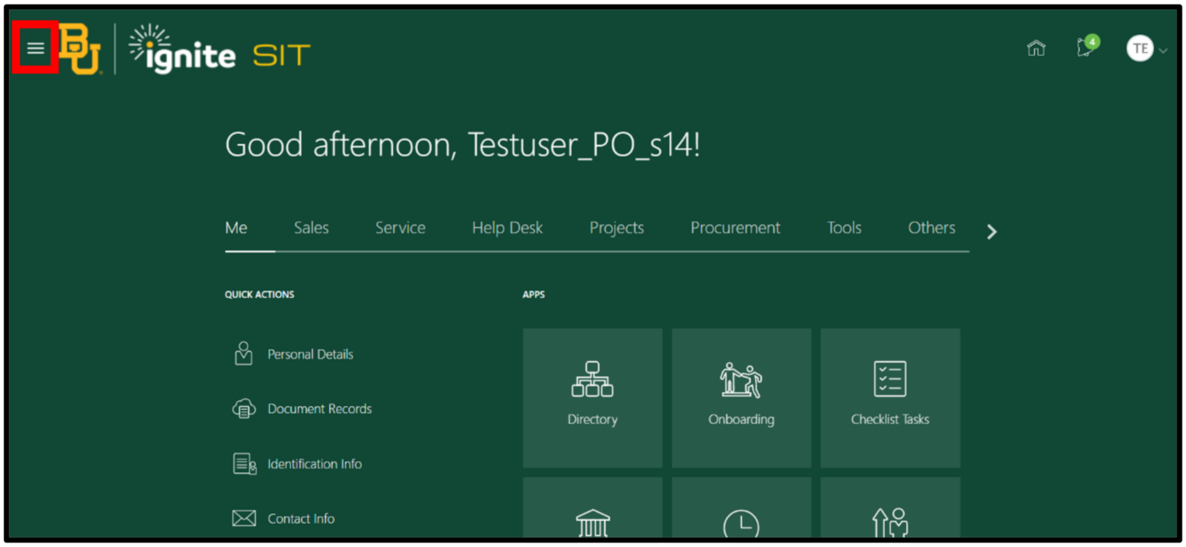
Overview

- This guide documents the process for adding your bank account information to the system for expense report reimbursements.
- This guide documents the process to set up delegates in order to delegate expense entry to another employee, with authorization.

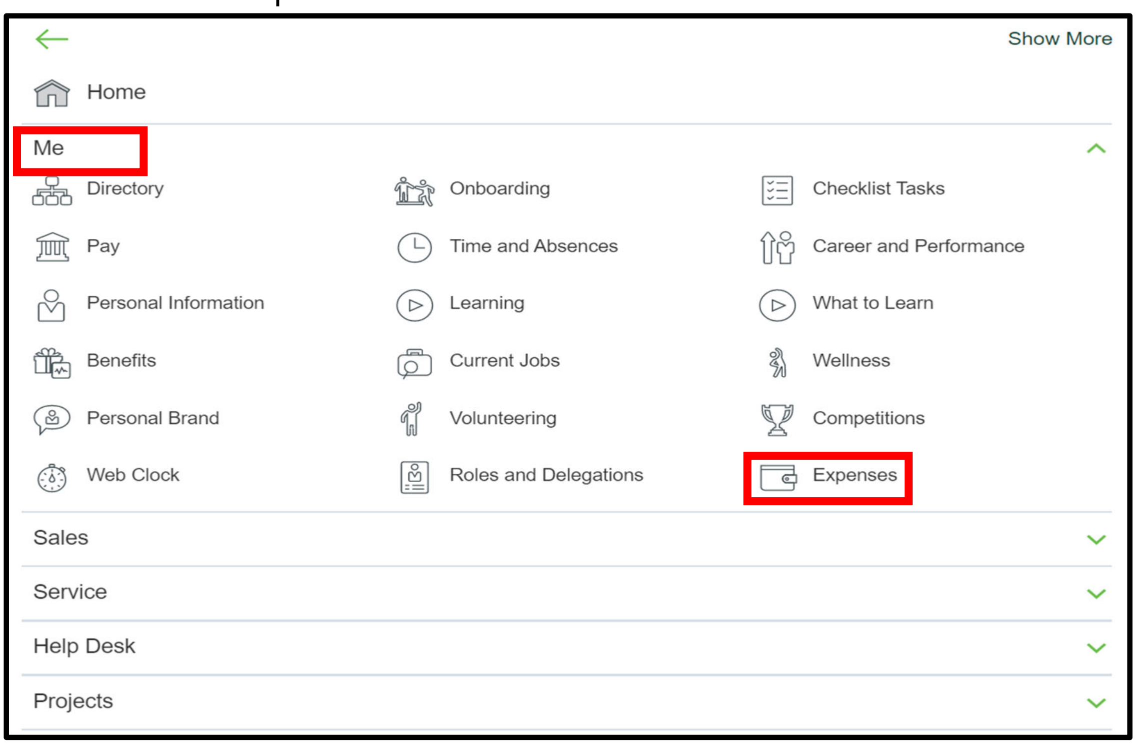
Expenses: Managing Personal Bank Accounts and Delegates

1. Navigating to the Self Service Module

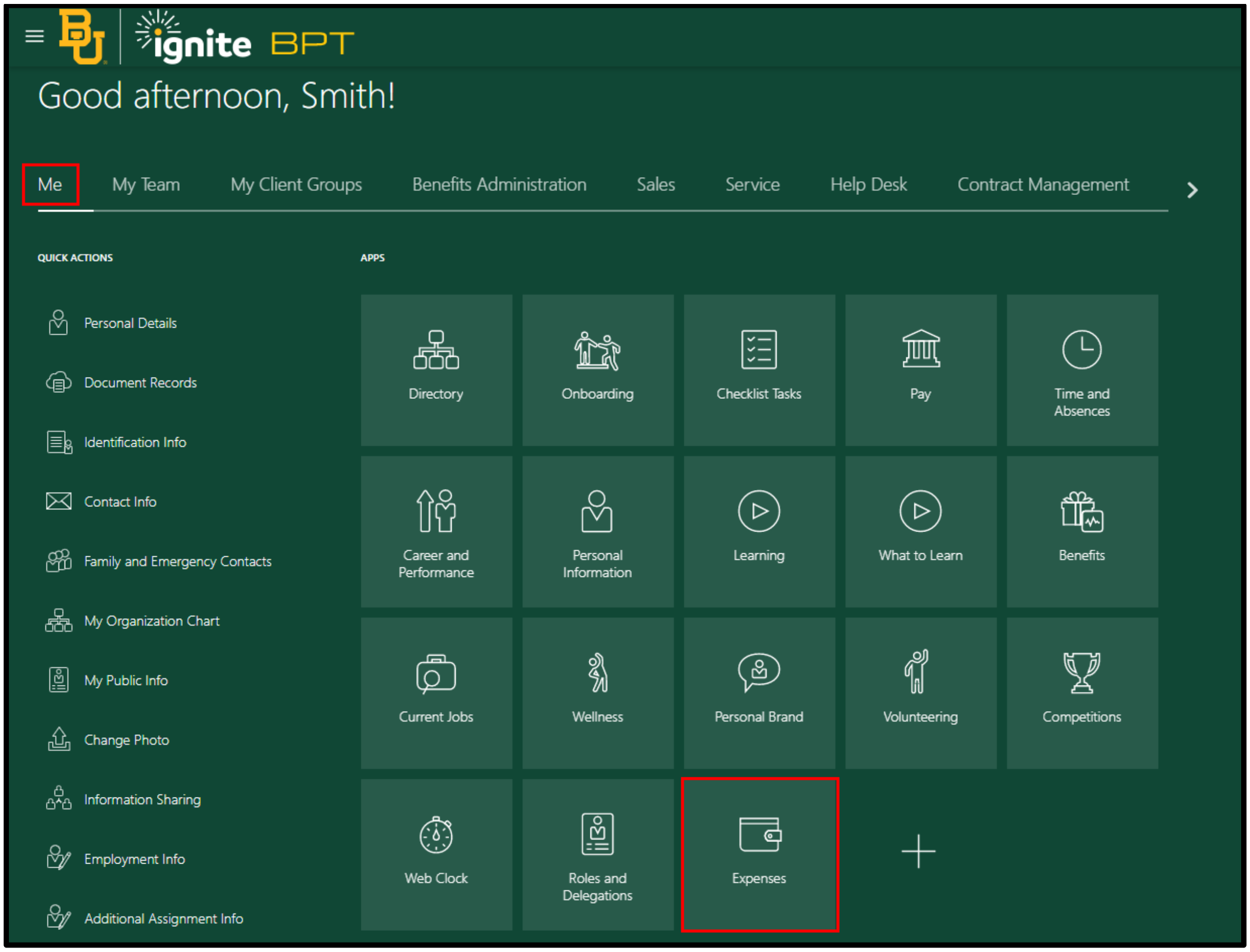
1. You can access the **Expenses** section in two ways:
    a. Click the **Navigator** icon in upper left-hand corner of the Ignite landing page.



    b. Under the **Me** section, click the drop down arrow, and select **Expenses** from the drop down list.

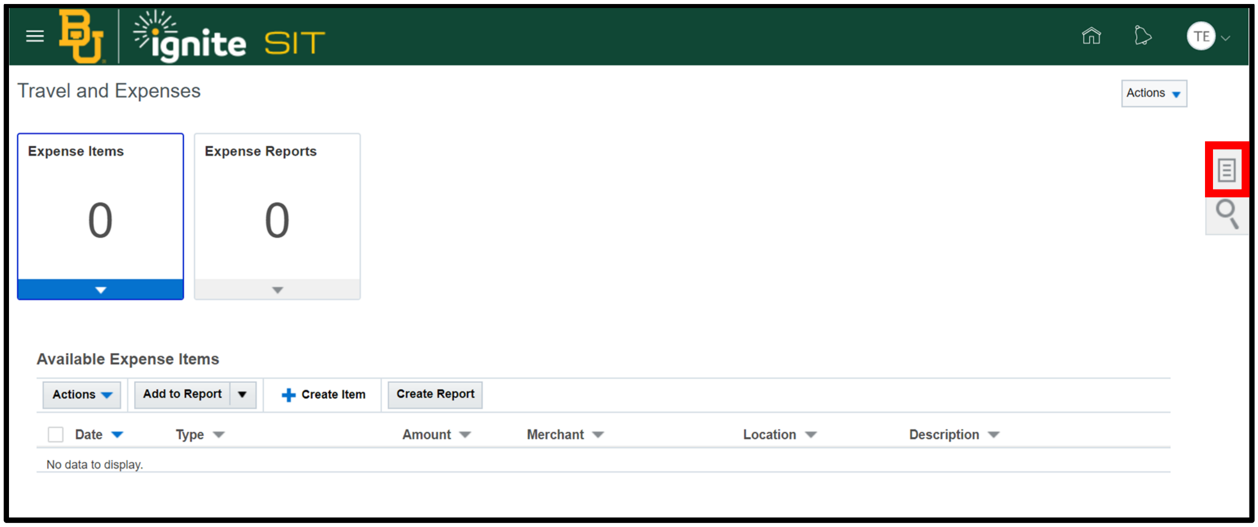


c. (Option 2) Under the **Me** heading on the home page, you can scroll down and click on the **Expenses** tile on the Main Page.

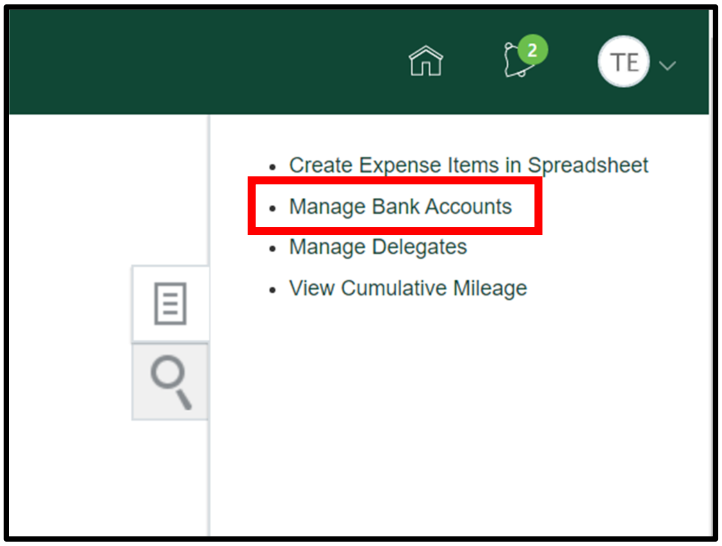


2. Use the Manage Bank Account Function

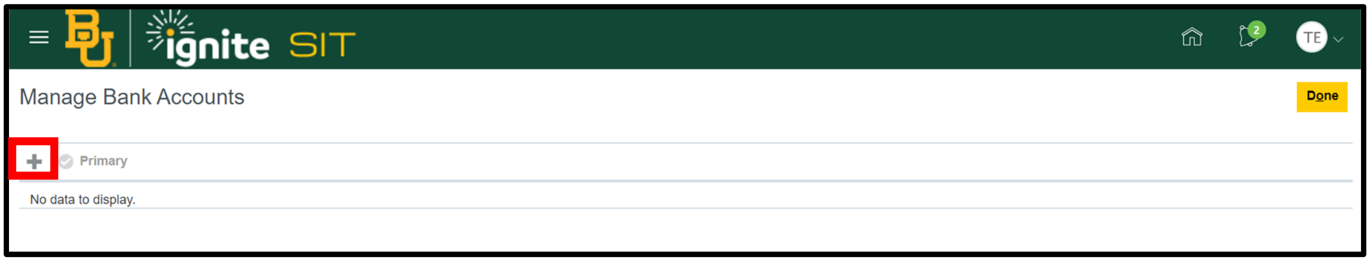
1. Upon entering the **Expenses** tile, click the grey box/icon (**Task Panel**) at the right side of the page.



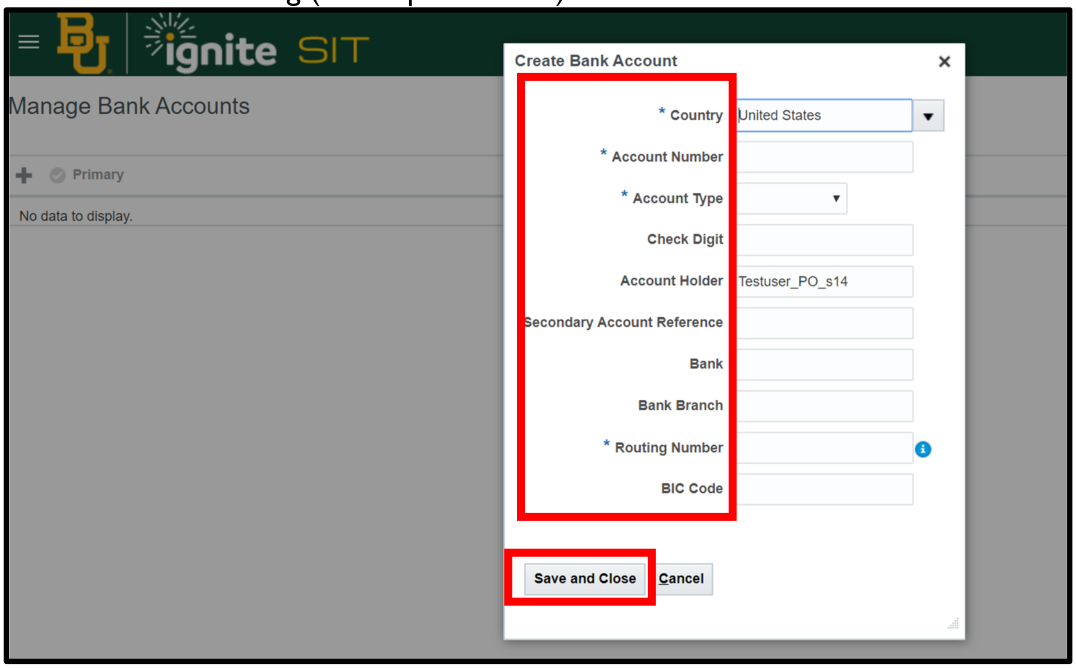
2. Select **Manage Bank Accounts.**



3. Click the **"+"** Icon at the left of the page to add your Bank Account Information.



4. Enter the following (* = required fields)



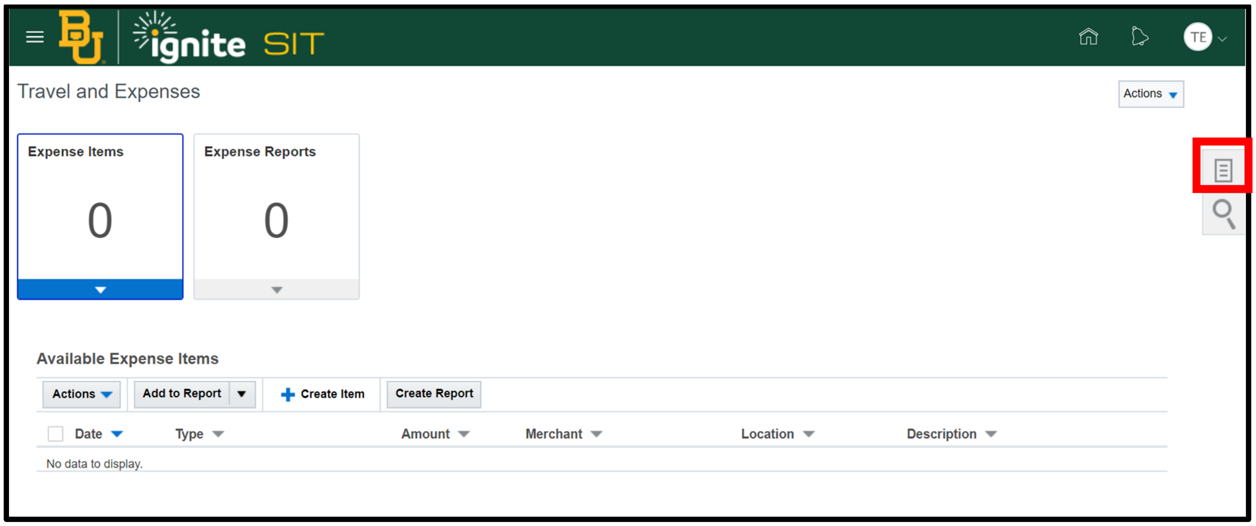
   a. ***Country** – Select your country from the drop down.
   b. ***Account Number** – Type in your account number.
   c. ***Account Type** – Select "Checking", "Money Market", or "Savings" from the drop down.
   d. **Check Digit** – Optional Field.
   e. **Account Holder** – Enter the person to who the account belongs.
   f. **Secondary Account Reference** – Optional Field.
   g. **Bank -** Enter the name of your Bank (Optional Field).
   h. **Bank Branch** – Enter the branch of your bank (Optional Field).
   i. ***Routing Number** – A nine digit number at the bottom of a check.

Note: Fields marked with * are required, all other fields are optional. This information can be entered to help you identify your bank in the system and transactions on your bank statement may show a combination of these identifiers.

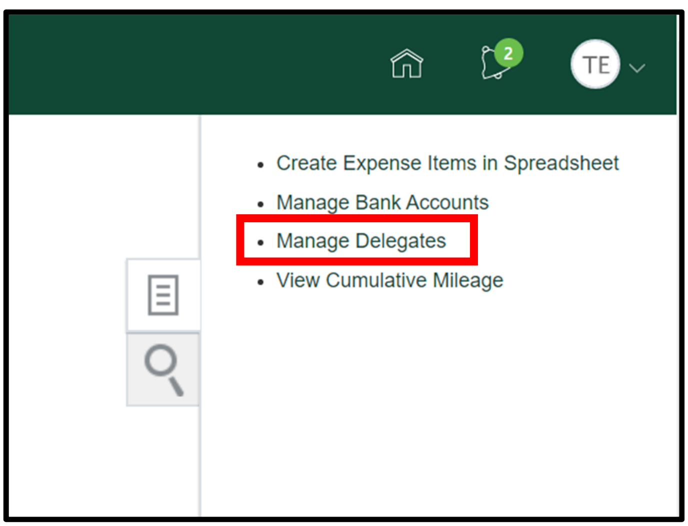
5. Click **Save and Close**, and click **Done.**

3. Manage Delegates

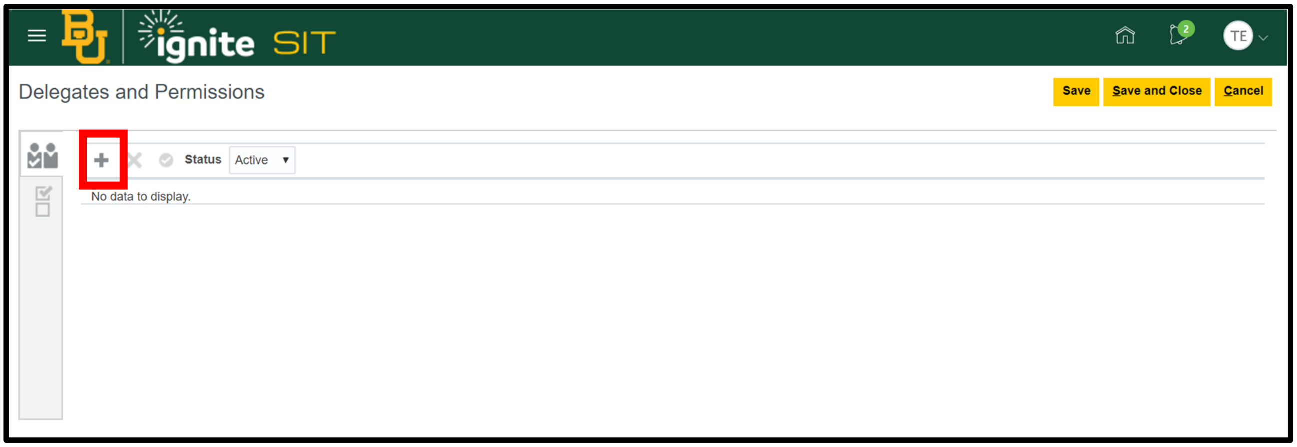
1. Upon entering the **Expenses Tile**, Click the grey box/icon (**Task Panel**) to the far right of the window.



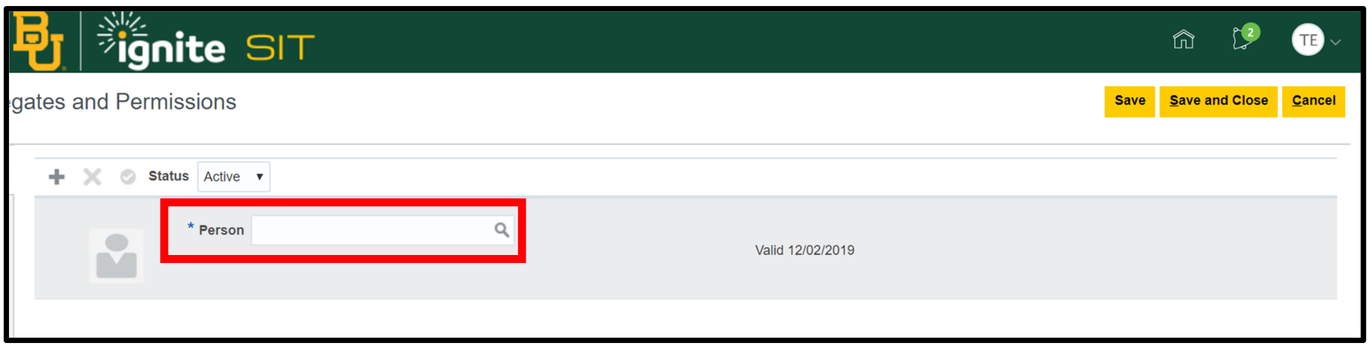
2. Click **Manage Delegates.**
   i. *Note: Oracle Fusion Expenses enables you to delegate expense entry to another person. However, you are still the owner of the expense report.



3. Click on the **"+"** Create Icon in the top left of the window.



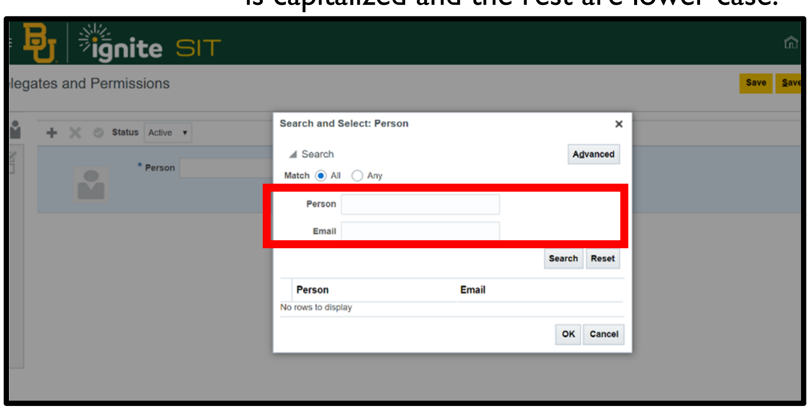
4. Enter the following.



a. **Person**

i. *Note: this person will enter expense reports on your behalf.

ii. *Note: You can also click the Search icon in the Person field. When you search, do so by first name. The field is case sensitive so make the first letter is capitalized and the rest are lower case.



5. Click **"Save and Close".**