Verifying/Selecting a Bank Account for Accounts Payable Expense Reimbursements

1. Log into Agora >> My Services – Click on PeopleSoft Human Resource Services

2. Click Direct Deposit to review your bank account information
3. If you only have one account, the deposit order of “999” will display and the “Expense Check Direct Deposit” box will be checked.

**Direct Deposit**

Anna Jacome Branco

Review, add or update your direct deposit information. View BC Direct Deposit Instructions

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amt/Pct</th>
<th>Deposit Order</th>
<th>Expense Check Direct Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>011000138</td>
<td>***</td>
<td>Balance</td>
<td>999</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Account

4. If you would like to Add an Account, click

**Direct Deposit**

Carolyn A Donoghue

Review, add or update your direct deposit information. View BC Direct Deposit Instructions

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amt/Pct</th>
<th>Deposit Order</th>
<th>Expense Check Direct Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>211381990</td>
<td>***</td>
<td>Amount</td>
<td>$50</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Checking</td>
<td>011000390</td>
<td>***</td>
<td>Balance</td>
<td>999</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Account

**If you only have one account – enter “1” in the Deposit Order field. If you already have an account with a Deposit Order of “1” then you must enter “2”**
5. Click

6. Click

Direct Deposit

Save Confirmation

The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

Expense Check Direct Deposit Set Up Information

- A Payroll Direct Deposit Account cannot be used exclusively for Expense Check Direct Deposits
- An Amount of at least $1.00 of every Pay Check must be directed to the Payroll Direct Deposit Account checked as the “Expense Check Direct Deposit” account
- Checking this box on one Payroll Direct Deposit Account says that in addition to your Payroll Deposit amount, this is where your “Employee Expense Checks” will be deposited.

Example:
- Add a new Direct Deposit Account or Update and existing Account
- Select Deposit Type = Amount and Amount/Percent = $1.00
- Check ‘Expense Check Direct Deposit’ check box

** Please verify the correct account is selected for “Expense Check Direct Deposit” **

7. If you are not already signed up for EFT and are still receiving an expense check, you MUST notify Accounts Payable to switch your PeopleSoft Financials profile to EFT. After verifying/selecting the expense bank account, please email Anna Branco at anna.branco@bc.edu with the subject header “EFT” to authorize the change to your profile.

8. Please note- the update is an overnight process, your profile will be updated by the next day.
Possible Error Messages

If you have not provided a valid routing number, the following message will appear:

![Routing Number Error Message]

If you already have an account with a Deposit Order of “1”, the following message will appear:

![Deposit Order Error Message]