



Direct Deposit Setup

This guide will cover:

- *Setting up your direct deposit information for reimbursements and cash advances.*



Note: If you have delegated submission of your expense report, the delegate will not be able to view or edit your direct deposit information.

Step One

- Upon signing in, this home page will display. Click on the **Navigator button** (the three horizontal lines) in the top left corner:



- From the Navigator > About Me > **Expenses.**

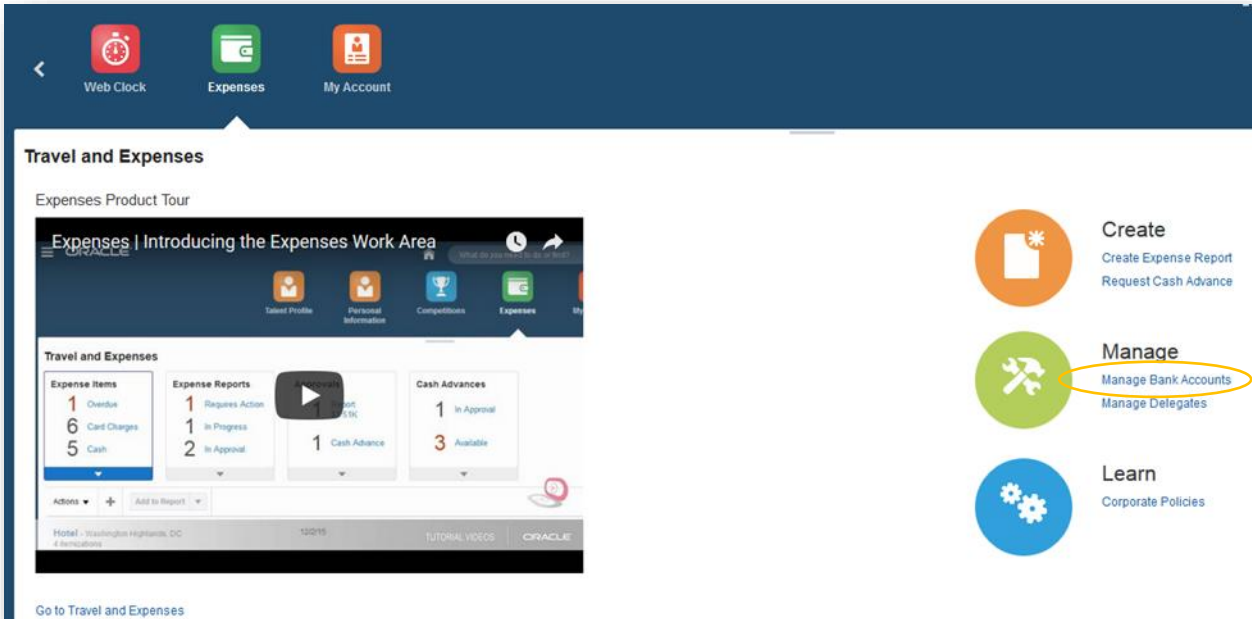
The screenshot shows the WyoCloud Navigator menu. The 'Expenses' option is highlighted with a yellow box. The menu is organized into several categories:

- My Profile:** Benefits, Career and Performance, Directory, Expenses (highlighted), Checklist Tasks, Pay, Personal Information, Roles and Delegations, Time and Absence, Web Clock.
- My Team:** Career Development, Goals, Learning, My Team, Performance, Recruiting, Talent Review, Team Compensation, Team Talent, Workforce Compensation.
- My Workforce:** Data Exchange, Person Management, Workforce Structures.
- WyoCloud Help & Training:** Cloud Customer Connect, Getting Started, LearnCenter, Quick Reference Guides.
- Sales:** Analytics.
- Contract Management:** Contracts.
- Product Management:** Ideas.
- Payables:** Payables Dashboard, Invoices.
- Projects:** Project Financial Management.
- General Accounting:** General Accounting Dashboard, Journals.
- Budgetary Control:** Budgetary Control.
- Fixed Assets:** Asset Inquiry, Financial Reporting Center.
- Customer Data Management:** Duplicate Identification, Duplicate Resolution, Hierarchies.
- Procurement:** Purchase Requisitions, Purchase Orders, My Receipts, Suppliers.
- Tools:** My Dashboard, Download Desktop Integration..., File Import and Export, Import Management, Reports and Analytics, Scheduled Processes, Set Preferences, Export Management, Spaces, Worklist.

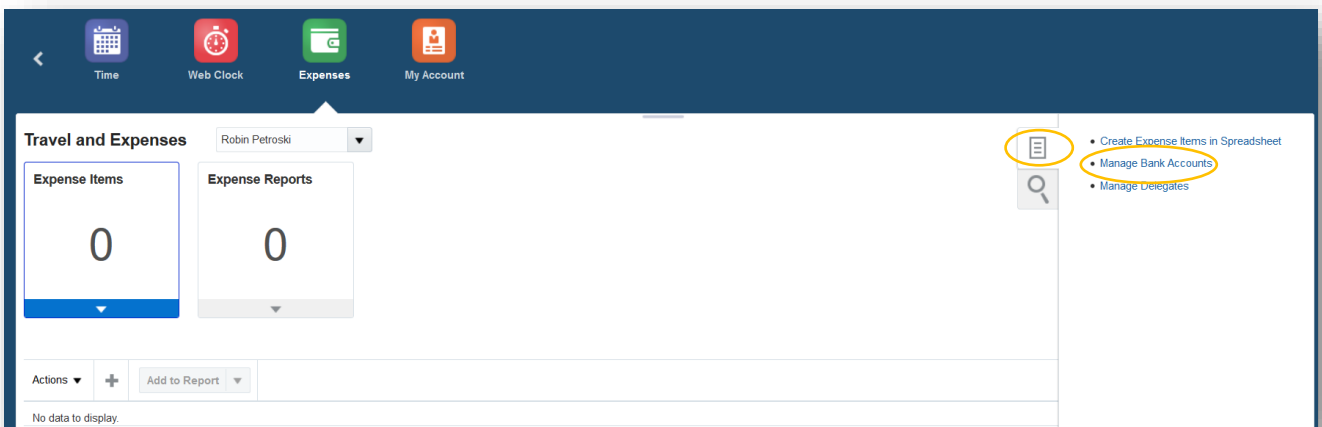
More...



- The **Travel and Expenses** page will display.
- There are two possibilities of how your main *Travel and Expenses* screen may display. In both cases, select the **Manage Bank Accounts**.
 - Travel and Expenses page, option one:



- Travel and Expenses page, option two. In this view, select the **Task** icon on the right side of the screen then **Manage Bank Accounts**.





Step Two

- Select the plus sign (+) to add a bank account for your direct deposit.

- A **Create Bank Account** window displays.
- Complete the follow fields:
 - **Country** – defaults to United States
 - **Account Number** – enter your bank account number
 - **Account Type** – select one from the drop down (**Checking, Money market, Saving**)
 - **Account Holder** – this defaults to your login name
 - **Bank** – Enter the financial instituion name
 - **Bank Branch** – enter the location of the financial institution
 - **Routing Transit Number** – enter the routing number for your financial institution
 - **Active** – check this box make this an active direct deposit account
- Click **Save and Close**.

- The newly created direct deposit bank account is listed on the **Manage Bank Accounts** page.
- Click **Done**.



Manage Bank Accounts

Done

+ Primary

First Interstate XXX555
Cheyenne, United States
Routing Transit Number 092901683

Checking
Valid 7/13/2017

You have now completed the steps to Setup Direct Deposit.