

Quick Reference Guide:

How to Activate and Inactivate Bank Accounts for Expense Reimbursements

Purpose:

Employees using the Expenses Module may add a specific bank account for expense reimbursements.

These steps are to activate or inactivate a bank account to use in the Expenses Module.

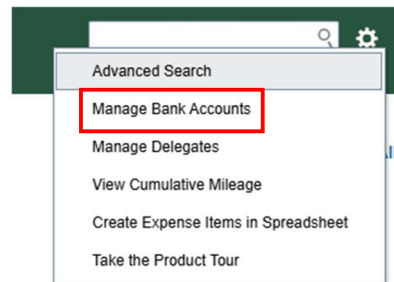
Step-by-Step to Activate a Bank Account:

From the Me tab,
click on Expenses.



Expenses

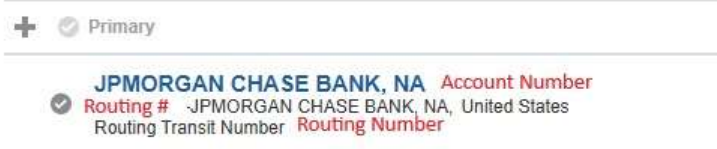
Click the gear wheel
and choose Manage
Bank Accounts.



The Gear wheel is in the upper right corner

Verify the Account
and Routing
Numbers on the
Primary Account.

Manage Bank Accounts



To Add a New Bank
Account, click the
Plus Sign.

Manage Bank Accounts



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Enter the appropriate banking information.

Click Save and Close.

Create Bank Account

* Country: United States

* Account Number: 123456789

* Account Type: Checking

Check Digit:

Account Holder: Michelle Illidge

Secondary Account Reference:

Search using Routing Number: ☒

* Routing Number: 011000138

Bank: BANK OF AMERICA

Bank Branch: 011000138-BANK OF AMERICA

BIC Code:

Save and Close Cancel

Highlight the Account to be used for Expense Reimbursement.

BANK OF AMERICA 123456789
011000138-BANK OF AMERICA, United States
Routing Transit Number 011000138

Checking
Valid 06/21/2026

Click Primary.

☒ **Primary**

Verify that the check mark is on the proper bank.



BANK OF AMERICA 123456789
011000138-BANK OF AMERICA, United States
Routing Transit Number 011000138



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Step-by-Step to Inactivate a Bank Account:

From the Me tab,
click on Pay.



Pay

Click on Payment
Methods.



Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Click on Bank
Accounts.

Bank Accounts

The account on the screen should show the employee's direct deposit account, more accounts may be active for expense reimbursements

Click Inactivate on
the account line.

CHECKING
011000138-BANK OF AMERICA
United States
06/21/2026

Account Number
123456789

Routing Number
011000138

Not linked

Inactivate

Not linked indicates that the account is not linked for payroll but the account will be available in Expenses unless it is inactivated

The account should
now be inactive.

CHECKING
011000138-BANK OF AMERICA
United States
06/21/2026 - 06/21/2026

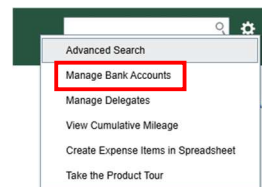
Account Number
123456789

Routing Number
011000138

Not linked

Activate

Navigate back to
Expense Manage
Bank Accounts.



Verify that there is
an end date and no
check mark.

BANK OF AMERICA 123456789
011000138-BANK OF AMERICA, United States
Routing Transit Number 011000138

Checking
Valid 06/21/2026 - 06/20/2026

