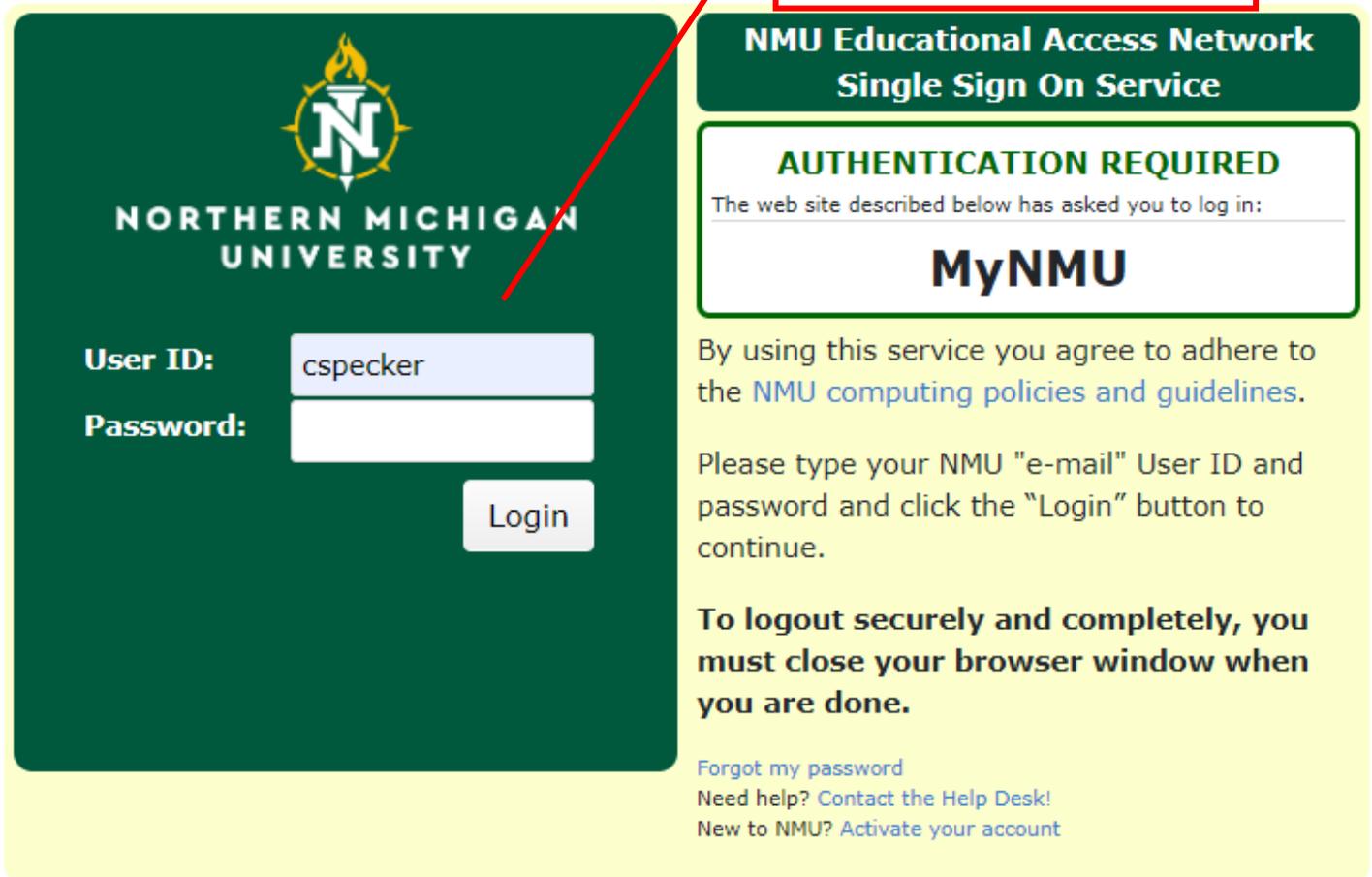


How to set up DIRECT DEPOSIT in CONCUR

- 1) You must send an email to finance@nmu.edu and cspecker@nmu.edu indicating you want direct deposit in concur.
 - a. Once you receive a reply email from us, you can then continue on setting up your banking information.

Begin by logging into “MyNMU” at mynmu.nmu.edu. You will need to have your 2-factor Authentication set up to proceed any further.



The screenshot shows the MyNMU login interface. On the left is a dark green login card with the Northern Michigan University logo and text. The 'User ID' field contains 'cspecker' and the 'Password' field is empty. A 'Login' button is at the bottom right of the card. A red box highlights the 'User ID' and 'Password' fields with the text 'Enter your User ID and Password'. To the right of the login card is a white box with a green border containing the text 'AUTHENTICATION REQUIRED' and 'MyNMU'. Below this is a section with instructions: 'By using this service you agree to adhere to the NMU computing policies and guidelines. Please type your NMU "e-mail" User ID and password and click the "Login" button to continue. To logout securely and completely, you must close your browser window when you are done.' At the bottom right are links for 'Forgot my password', 'Need help? Contact the Help Desk!', and 'New to NMU? Activate your account'.

**NMU Educational Access Network
Single Sign On Service**

AUTHENTICATION REQUIRED
The web site described below has asked you to log in:

MyNMU

By using this service you agree to adhere to the [NMU computing policies and guidelines](#).

Please type your NMU "e-mail" User ID and password and click the "Login" button to continue.

To logout securely and completely, you must close your browser window when you are done.

[Forgot my password](#)
[Need help? Contact the Help Desk!](#)
[New to NMU? Activate your account](#)

Once logged in, Click on the “Employee Services” tab

The screenshot shows the MyNMU homepage. At the top, there is a green header with the MyNMU logo and the tagline "A link to your NMU information". On the right side of the header, the name "cspecker" and a "Logout" link are visible. Below the header is a navigation bar with three tabs: "Home", "Employee Services", and "Student Services". The "Employee Services" tab is highlighted with a red arrow pointing to it from the text above. The main content area is divided into several sections: a "Welcome" section with a message about the web portal, an "Account Management" section with a "Manage Your User Account" link, a "Contact Information" section with details for Admissions, Financial Aid, Housing and Residence Life, and NMU HelpDesk, and an "EduCat" section with the EduCat logo. There is also a banner for "G Suite" with icons for Gmail, Calendar, Drive, and Docs.



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Powered by Drupal

Once in the “Employee Services” tab you will find the link to “Concur Settlement System”. Click on this link, it will bring you directly into the system. You will **not** need another password to access the system.

The screenshot shows the MyNMU Employee Services page. The "Employee Services" tab is selected in the navigation bar. The page is organized into several columns of service links. The "Concur Settlement System" link is highlighted with a red box and a red arrow pointing to it from the text above. The "Concur Settlement System" section contains the text: "Click here to: Submit a settlement report for travel or office purchases." Other sections include "Web For Employees" with a "Main Menu" and various links, "Police Department Services" with links for "Bicycle Registration", "Vehicle Registration & Citation Appeals", and "CSA Report Form", "Administrative Reports" with a link to "Access Finance, WorkStudy, and Labor reports.", "Additional Employee Resources" with a list of links including "A/P Career Path Workbook", "Employee Satisfaction Survey Results", "Policies, Procedures, Guidelines, Ordinances, Handbooks, Bylaws and Union Contracts", "Holiday/Seasonal Bonus Day Schedules", "ASNMU Dozing Discounts", "Handshake", "Mental Health Resources", "TAO Connect", and "Wildcat Express/Dining Services". Other sections include "Retirement Plan Information", "Safety Department Services", "Scholarly Works Resource Site", "Starfish", and "UltraTime".

Click here to access the system

This is the first “Concur screen, from here the next step is to:

SAP Concur Administration | Help

Requests Expense Invoice Approvals App Center Profile

NMU
Hello, Courtney

Select the 'Profile' down arrow, then click on "Profile Settings"

MY TASKS

- 00** Required Approvals →
Great! You currently have no approvals.
- 01** Available Expenses →
09/11 USPS PO 2558400538
\$25.50
- 00** Open Reports →
You currently have no open reports.

The “Profile Settings” tab brings up this screen.

SAP Concur Requests Expense Invoice Approvals App Center Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration

Profile Options

Select one of the following to customize your user profile.

- Your Information**
 - Personal Information
 - Company Information
 - Contact Information
 - Email Addresses
- Expense Settings**
 - Expense Information
 - Bank Information**
 - Expense Delegates
 - Expense Preferences
 - Expense Approvers
 - Favorite Attendees
- Invoice Settings**
 - Invoice Information
 - Invoice Delegates
 - Invoice Preferences
 - Invoice Approvers
- Other Settings**
 - System Settings
 - Connected Apps
 - Concur Connect
 - Change Password
 - Concur Mobile Registration

Personal Information
Personal Information

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Change Password
Change your password.

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Concur Mobile Registration
Set up access to Concur on your mobile device

Click the "Bank Information" link

SAP Concur

Processor Privacy Statement

Complete the required fields as instructed. Once you’ve entered the data, be sure to click “save and authorize”.

SAP Concur Administration | Help

Requests Expense Invoice Approvals App Center Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information

Personal Information
Company Information
Contact Information
Email Addresses

Expense Settings

Expense Information
Bank Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees

Invoice Settings

Invoice Information
Invoice Delegates
Invoice Preferences
Invoice Approvers

Other Settings

System Settings
Connected Apps
Concur Connect
Change Password
Concur Mobile Registration

Bank Information

Bank Country/Region: UNITED STATES Bank Currency: US, Dollar

Routing Number: Bank Account Number: Re-Type Bank Account Number:

Bank Name: Branch Location: Account Type: Checking

Status: Active: Yes

Personal Address Line 1: Personal Address Line 2:

City: State: ZIP Code:

Save And Authorize

By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.

Routing Number is usually located between the symbols on your check and is 9 digits.
Account Number is usually located before the symbol on your check and is 3-17 digits.

Additional information on adding or editing your bank information:

United States Bank Account Fields	
Field	Description
Routing Number	Enter the bank's transit or routing number used for Automated Clearing House (ACH) or Electronic Funds Transfer (EFT) transactions. U.S. banks are required to have a 9-digit routing number; other countries may have different standards. The bank can supply the correct routing number.
Bank Account Number	Enter the account number as specified on the bank statement.
Account Type	Select Checking or Savings.
Active	Select the account status from the list.

Bank Account Confirmation Process:

Day 0

- Employee enters new bank account information on the **My Profile – Banking Information** page.

- Expense Reimbursement prepares the new account information for processing.
- The account is marked **Unconfirmed**.

Day 1

- Account confirmation processing begins.
- Funding for the account confirmation transaction is granted.
- The account is marked **Confirmed**.
- Approved expense reports for this employee are eligible for reimbursement by Expense Reimbursement.
- Account Confirmation Completed successfully email notification is sent to the employee.

Day 2

- The account confirmation transaction posts in employee's bank account.

Day 3-4

- If the transaction was returned:
 - The banking system will return the account confirmation transaction with a specified reason.
 - The account status is marked **Returned**.
 - An email notification is sent to the employee, informing them that the banking system returned the bank account confirmation transaction for the noted specified reason and that no electronic payments can be made to the account until the information is updated.
 - The return reason appears in the Account History.

You can review the current status and history of your bank account on the "Bank Information" page found by selecting **Profile > Bank Information**.

SAP Concur | Requests | Expense | Invoice | Approvals | App Center | Administration | Help | Profile

Profile | Personal Information | Change Password | System Settings | Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Invoice Settings

- Invoice Information
- Invoice Delegates
- Invoice Preferences
- Invoice Approvers

Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Concur Mobile Registration

Bank Information

Bank Country/Region: UNITED STATES | Bank Currency: US, Dollar

Routing Number: | Bank Account Number: | Re-Type Bank Account Number: |

Bank Name: | Branch Location: |

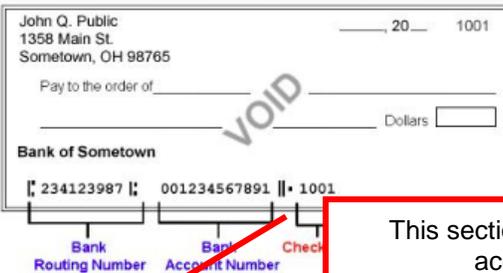
Status: | Active: Yes

Personal Address Line 1: | Personal Address Line 2: |

City: | State: | ZIP Code: |

Save And Authorize

By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.



John Q. Public
1358 Main St.
Sometown, OH 98765

Pay to the order of _____ Dollars

Bank of Sometown

234123987 | 001234567891 | 1001

Bank Routing Number | Bank Account Number | Check

Routing Number is usually located between the || symbols on your check and is 9 digits.
Account Number is usually located before the || symbol on your check and is 3-17 digits.

Account History

Routing Number	Bank Account ...	Account Type	Active	Activity	Description	Last Changed	Changed By
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The possible options for the “Status” field are:

Status	Description
Confirmation Initiated	The account confirmation transaction has been created but has not begun processing. Processing will begin within one banking day.
Processing Confirmation	The account confirmation transaction has begun processing but has not been sent to the banking system for payment. The transaction will be sent to the banking system in two banking days.
Confirmed	The account is eligible to receive payments.
Returned	The account confirmation transaction has been returned by the banking system. Refer to the Description column of the Account History table for the return reason. The account is no longer eligible for payments.