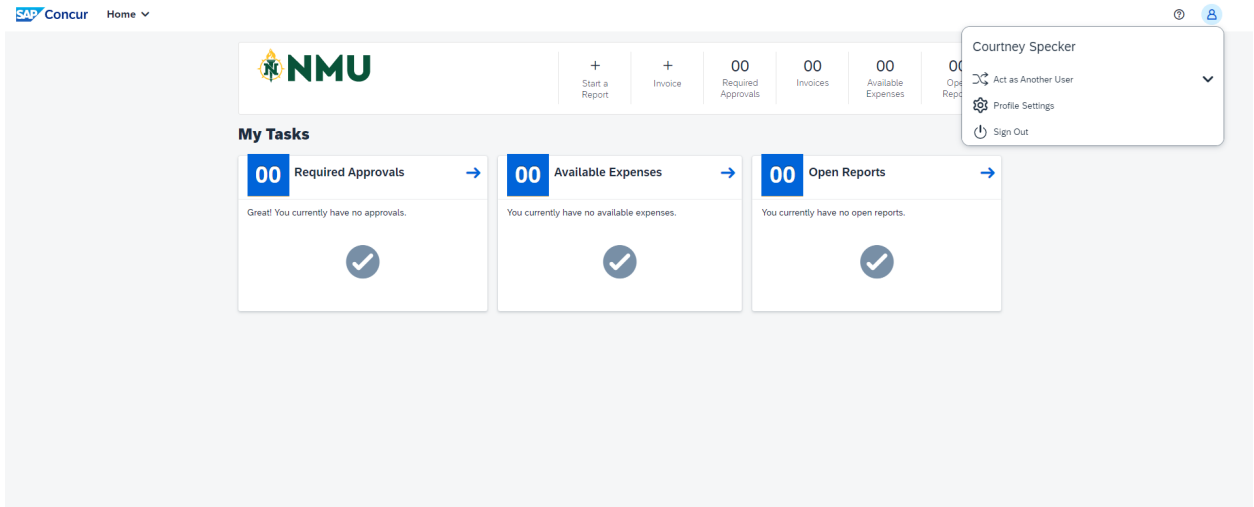


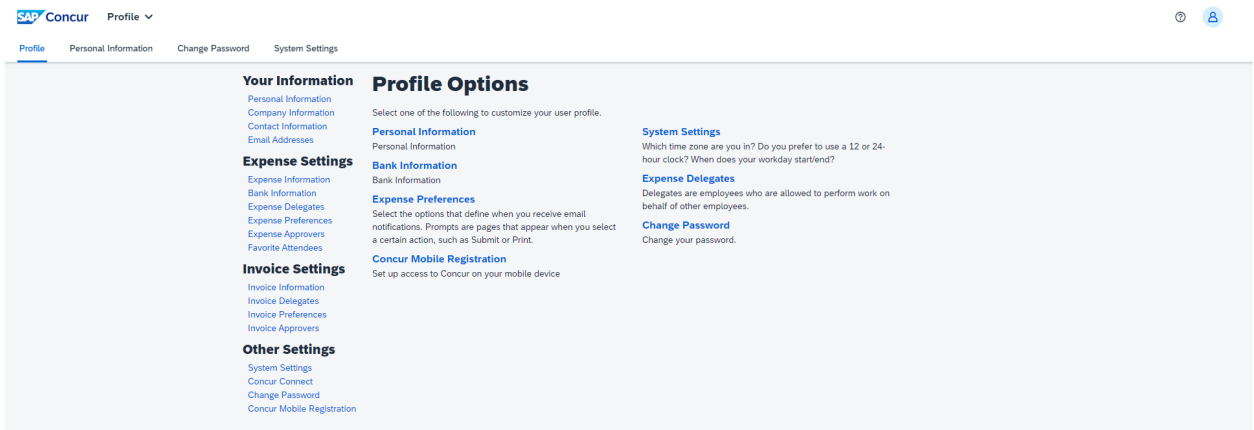
Updating Banking Information – Concur

Begin by logging into “MyNMU” at mynmu.edu. YOU WILL NEED TO HAVE YOUR 2-FACTOR AUTHENTICATION SET UP TO PROCEED ANY FURTHER. Contact the helpdesk at 906-227-2468 if you need assistance setting up 2-factor.

- Log in Concur and click on the blue circle icon (upper right-hand corner)
- Then click Profile Settings



- Click on Banking Information



- Enter/update your banking information
- Then click Authorize and Save

SAP Concur Profile

Profile Personal Information Change Password System Settings

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
Concur Connect
Change Password
Concur Mobile Registration

Bank Information

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

Routing Number: xxxxx4852 Bank Account Number: xxxxxxxx0014 Re-Type Bank Account Number: [input]

Bank Name: Honor Credit Union Branch Location: Marquette, MI Account Type: Checking

Status: Confirmed Active: Yes

Personal Address Line 1: 417 W Bluff St Personal Address Line 2: [input]

City: Marquette State: MI ZIP Code: 49855

I authorize the use requirement below

You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Worldline or any of its affiliates (Privacy Statement), (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such information remains accurate and complete in all respects.

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

Play to the order of _____ Dollars

Bank of Sometown

234123987 001234567891 1001

Bank Routing Number Bank Account Number Check Number (Do not use)

Routing Number is usually located between the **11** symbols on your check and is 9 digits.
Account Number is usually located before the **11** symbol on your check and is 3-17 digits.

Account History

Routing Num...	Bank Account ...	Account Type	Active	Activity	Description	Last Changed	Changed By
xxxxx4852	xxxxxxxx0014	Checking	Yes	Confirmed	The account is eligible to receive payments.	11/18/2022 08...	Specker, Court...

- 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**.

The screenshot shows the SAP Concur 'Bank Information' form. The 'Status' field is set to 'Active'. A callout box points to this field with the text: "This shows the status of your current account". Below the form, there is a check image with a 'VOID' watermark. A callout box points to the MICR line of the check with the text: "This section shows your bank account history". The MICR line is labeled with 'Bank Routing Number', 'Bank Account Number', and 'Check Number'. The form also includes a 'Save And Authorize' button and a disclaimer: "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."

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.