**HOW TO ADD BANKING INFORMATION INTO ORACLE EXPENSE MODULE**

**\*Please note: this will not work as the direct deposit for payroll. Payroll direct deposit must be done in person at the Baker Building.\***

1. **Log into Oracle Cloud at** [**https://www.vanderbilt.edu/skyvu/**](https://www.vanderbilt.edu/skyvu/)
2. **Access the expense module through the navigator** (upper left hand corner)
3. **Select expense located under the *About Me* category**
4. **Select the task bar to the right of the expenses dashboard**
5. **Select manage bank accounts**
6. **Select the plus sign to add a bank account into your expense profile**
7. **Input pertinent information into the pop up box** (double check your information)
8. **Save and close the pop up box**
9. **Select done in the upper right hand corner to exit**









