

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/>
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



