Managing My Bank Accounts

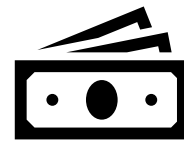**Sandwell** Metropolitan Borough Council

The steps for how to view and maintain your bank details within Oracle Fusion will be outlined in this guide.

1. Navigate to your bank payment details
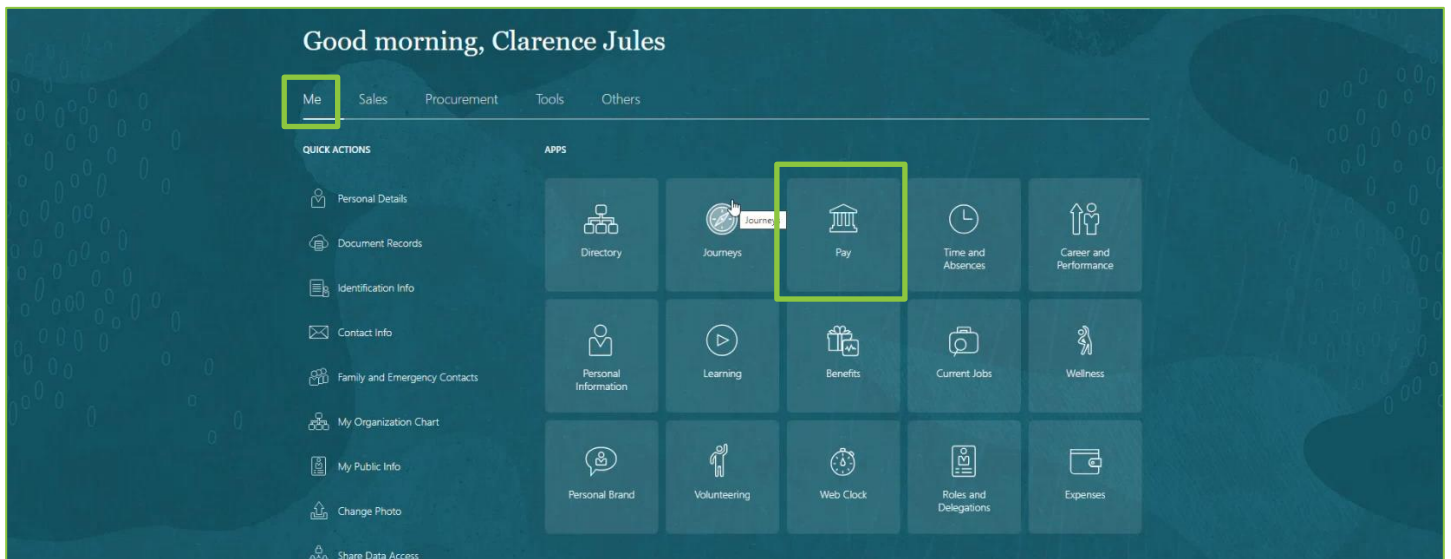
2. Update your bank account details
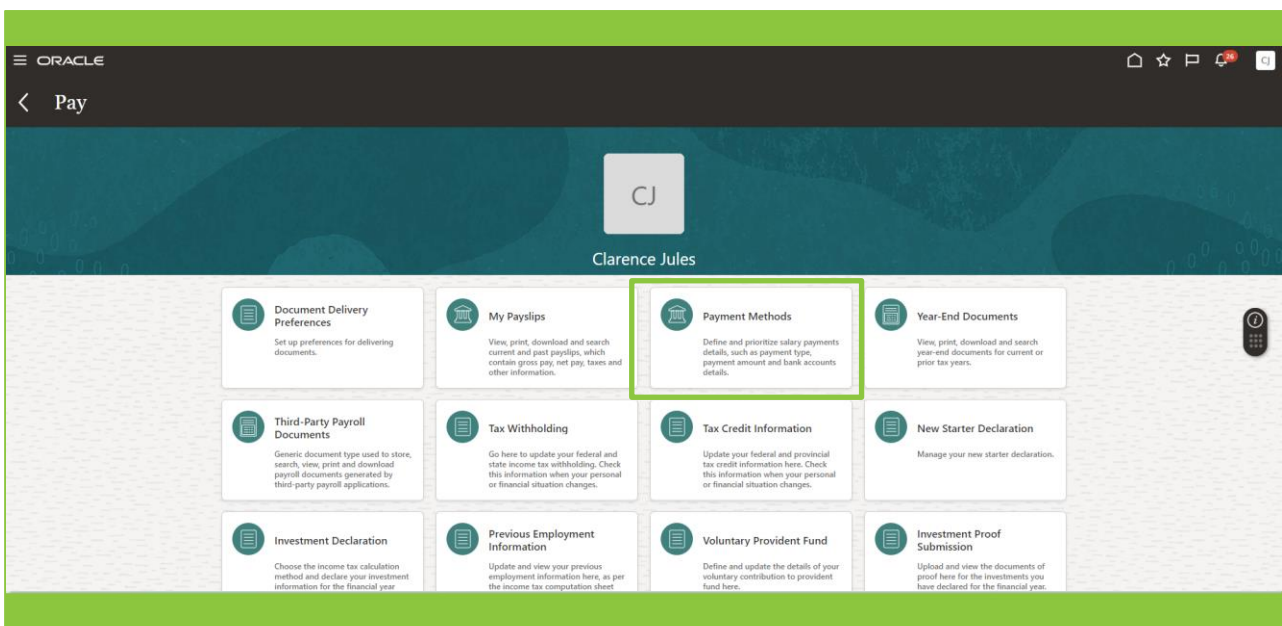
3. Update your payment methods

01

Oracle Fusion enables you to view, add and update the bank account(s) that your salary is paid into.

To access your bank details, navigate to the **Me** tab on the homepage and select the **Pay** tile.

02

You will now see the **Pay** homepage. From here, select the **Payment Methods** tile.

03

The **Payment Methods** page will now be displayed. In our example, we can see that the user currently has a single bank account on their record, and their salary is paid into the account.
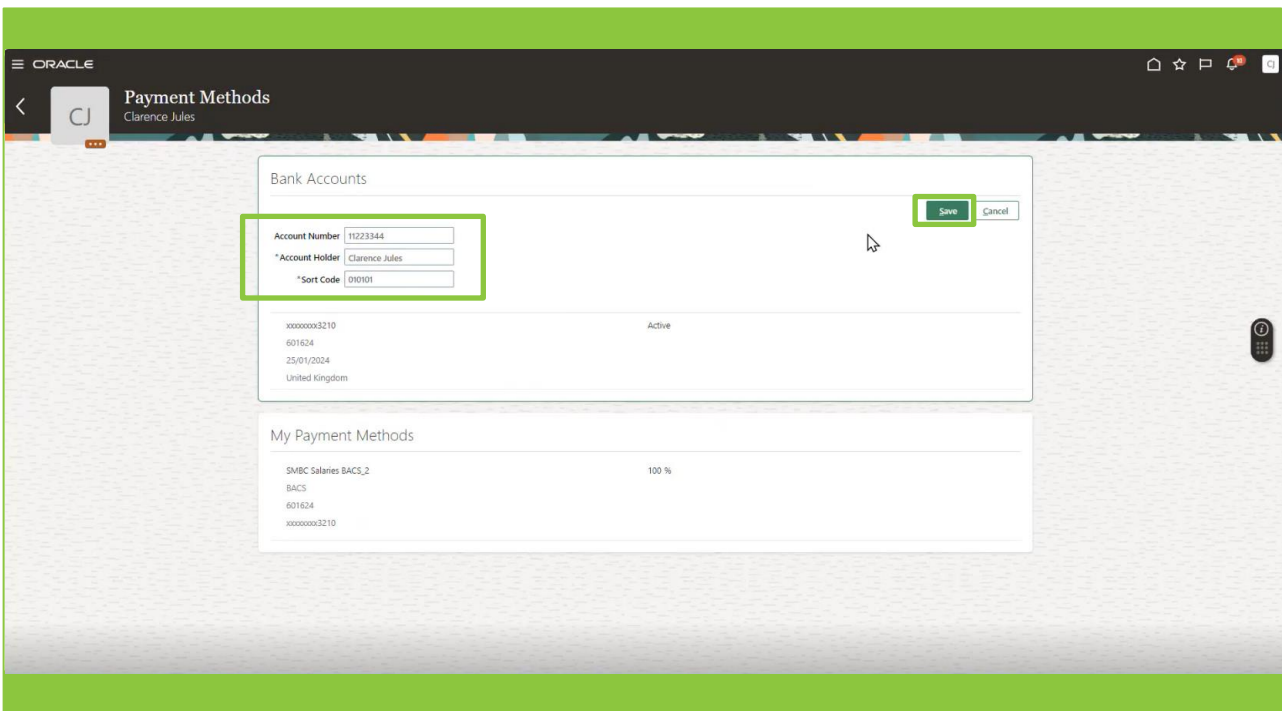
The bank details can be edited by selecting the **Pencil** icon, or details of a new bank account may be added by choosing the **Add** button.

We will add a new bank account, so the **Add** button is selected.
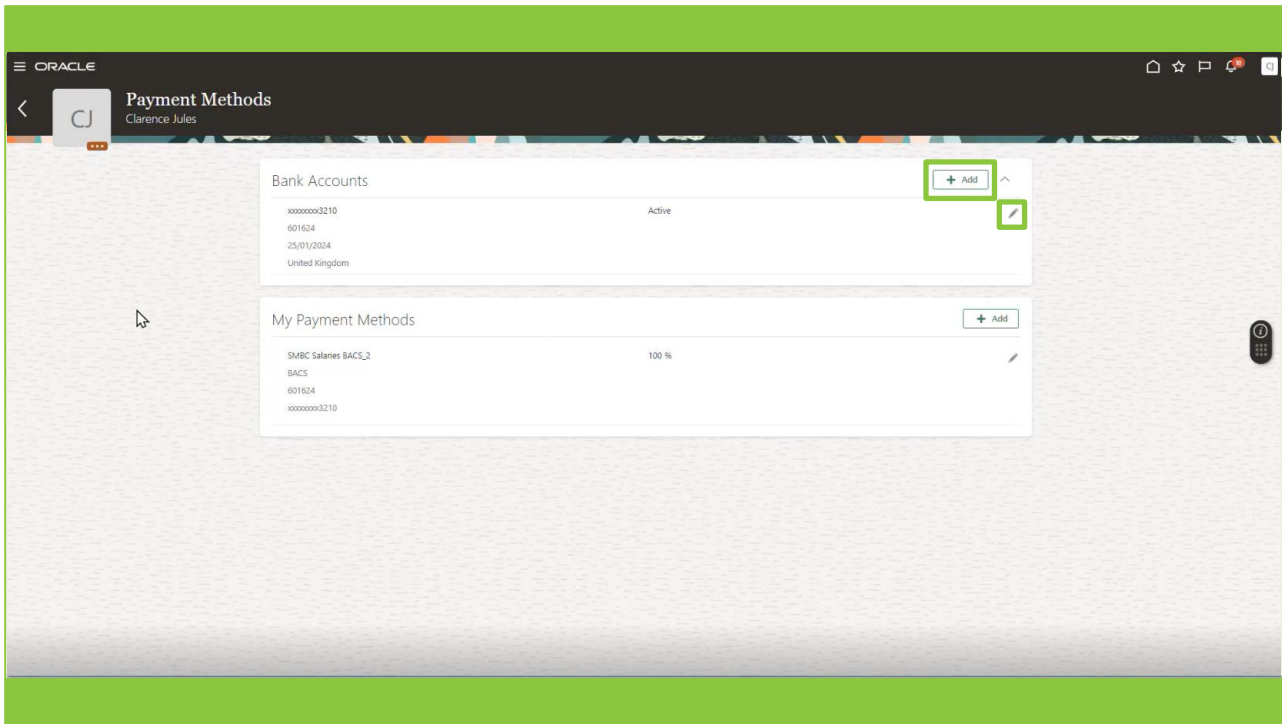

04

The **Bank Accounts** section opens. Input an **Account Number**, an **Account Holder** name and a **Sort Code**. Once completed, select the **Save** button.

05

The new bank account has been added, however at this stage the user's salary is still being paid into the original bank account.

To pay some or all of their salary into the new bank account, then a new **Payment Method** must also be added. Select the **Add** button in the Payment Methods section.
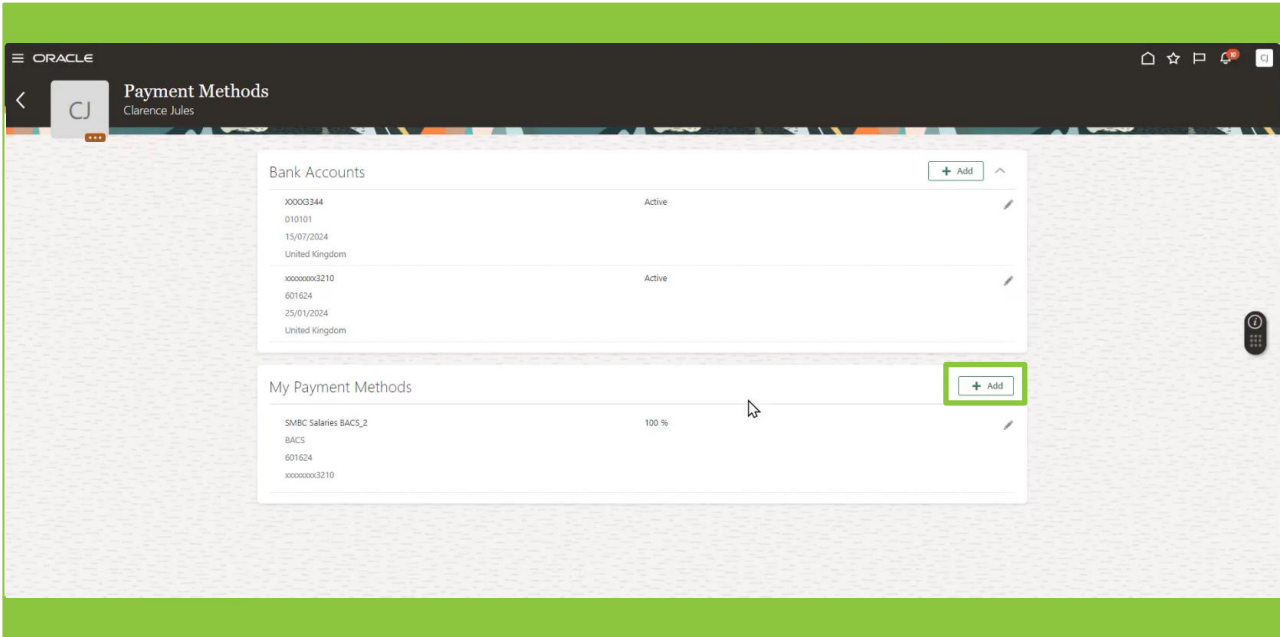

06

The **My Payment Methods** section expands. Add a name in the **What do you want to call this payment method?** field. Select your monthly salary payment from the **Organisational Payment Method** drop down list.

Choose a **Payment Amount** that you wish to be paid into this account – this can be a percentage of your salary payment or a fixed amount.   Next, select the **Bank Account** that your wish this payment to be made to from the drop-down list.

Finally, select the **Save** button.
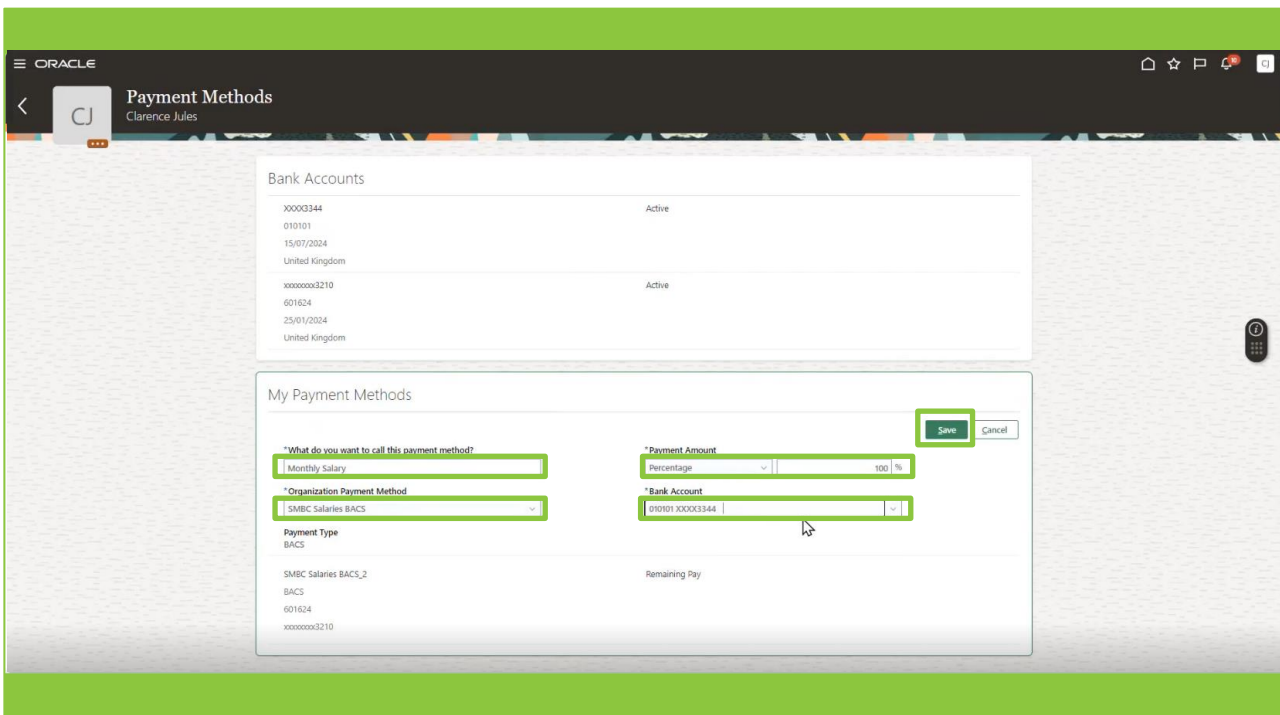
07 The payment method has now been updated. The user has now completed the process changing the bank account that their monthly salary is paid into to.
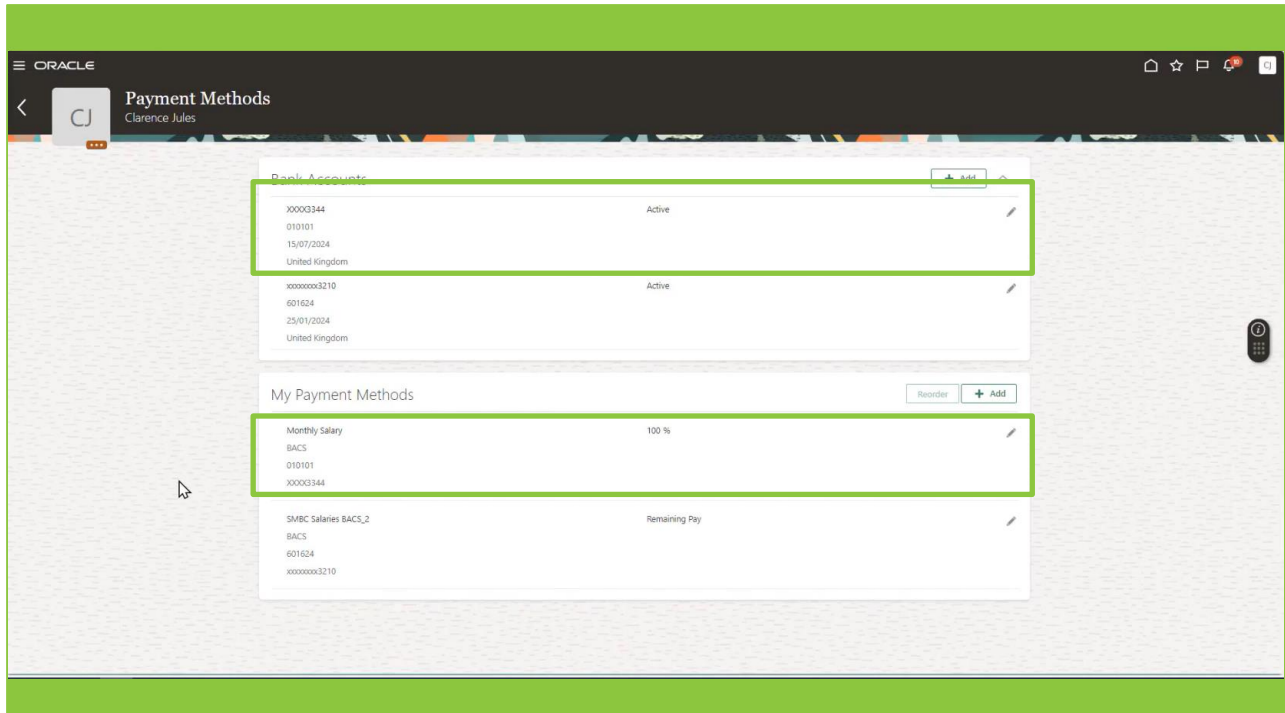
That brings this Quick Reference Guide to an end.