



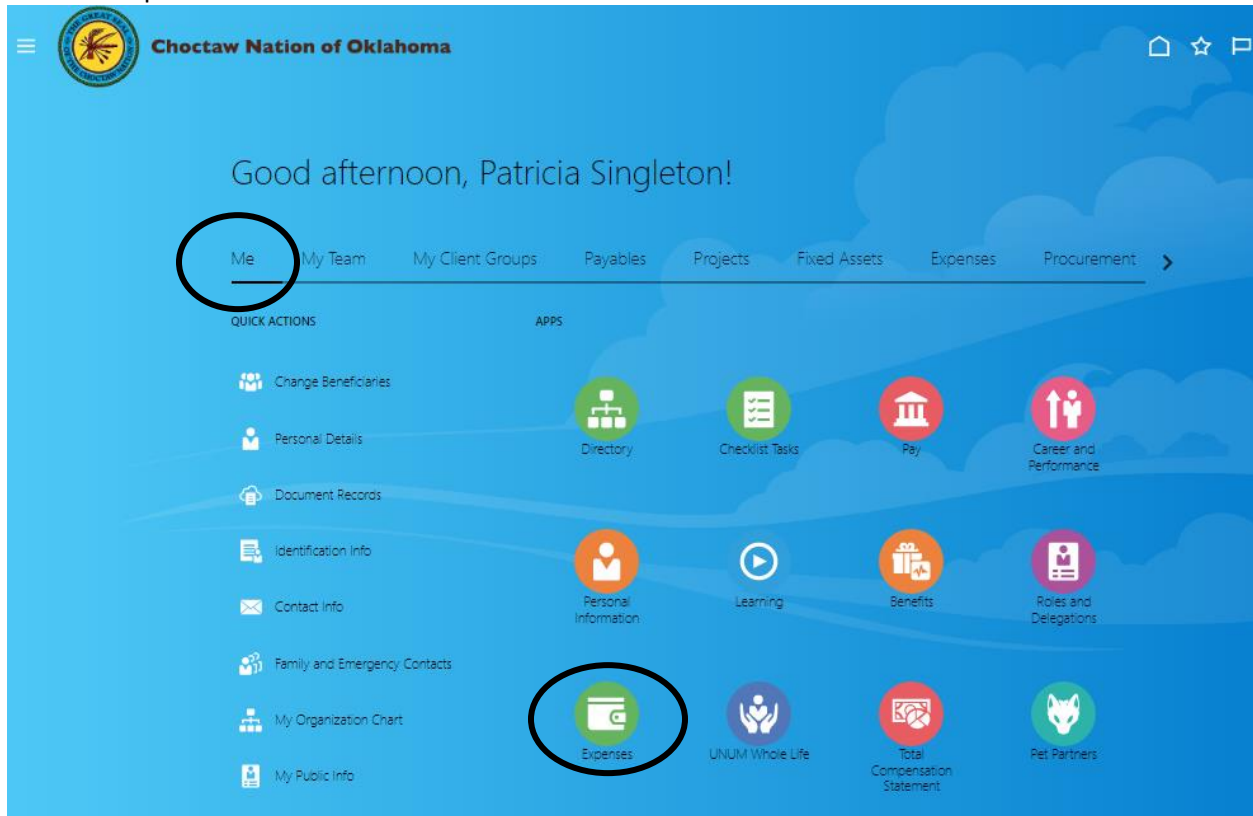
How To Manage Your Bank Account in Hoshonti Expense Module

Contents

Updating bank account	2
Purchase card bank account requirements.....	5

Updating bank account

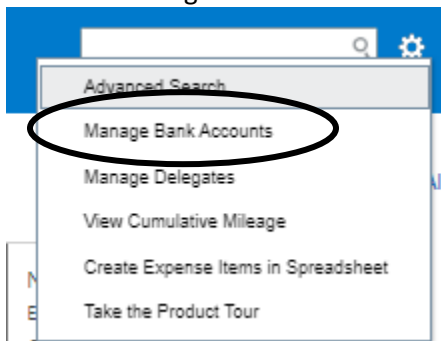
1. Open [Hoshonti](#) and ensure you are on the ME tab.
2. Click Expenses



3. Click the settings icon (gear) on the right side of the screen.



4. Click Manage Bank Accounts



5. Make sure the account listed with the check mark (primary) is your correct/current bank account.

Manage Bank Accounts

+ ☒ Primary

Oklahomas Credit Union XXX1400 [Redacted]	Savings Valid 12/02/2019 - 07/10/2023
XXXXX8975 United States [Redacted]	Savings Valid 07/17/2021 - 08/11/2021
XXXXX8975 United States [Redacted]	Checking Valid 08/11/2021 - 12/29/2021
Landmark Bank XXXX2536 [Redacted]	Savings Valid 12/02/2019 - 12/29/2021
Landmark Bank XXXX5989 [Redacted]	Checking Valid 12/02/2019 - 12/27/2021
<input checked="" type="checkbox"/> XXXX1427 United States [Redacted]	Checking Valid 12/27/2021

6. Accounts that are no longer valid can be changed to inactive by clicking on the account name/number in blue, unchecking the active box and hitting the save and close button.

Edit Bank Account: XXXX1427 x

* Country United States

Account Number XXXX1427

* Account Type Checking v

Check Digit [Redacted]

Account Holder [Redacted]


Secondary Account Reference [Redacted]

Bank

Bank Branch [Redacted]

* Routing Number [Redacted] i

BIC Code [Redacted]

Active ☒ 

Save and Close Cancel

7. If you have multiple active accounts and need to make a change to your primary account, you will highlight the account that should be listed as your primary bank account for associate expense reports and click the primary button on the top left. The account that will be your primary expense bank account will have the checkmark beside it.

Manage Bank Accounts

+ Primary

<input checked="" type="checkbox"/> Oklahomas Credit Union XXX1400	Savings Valid 12/02/2019
XXXX1427	Checking Valid 12/27/2021

8. When you have finished making updates to your account, click done.

Manage Bank Accounts

+ Primary

Oklahomas Credit Union XXX1400 Savings

done

Purchase card bank account requirements

1. Associates who have a CNO purchase card are required to follow the steps above to set up a valid bank account within Hoshonti expenses.
2. Although the card charges are paid directly to the card issuer, the process for clearing expenses occurs within Hoshonti expenses which will not process a zero (\$0.00) payment without a valid bank account.

Expense Report: EXP000026544266

Purpose: [Redacted]
Attachments: [Redacted] Name: [Redacted]
Status: [Redacted] Paid: [Redacted]

Report Total: 4,215.84 USD
Employee Pays Visa: 0.00 USD
Employee Pays Card Issuer (0230): 4,215.84 USD

Payment made to associate
Payment made to JP Morgan

Date	Type	Amount	Merchant	Location	Description	Attachment
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]