



Edit Bank Account Information for an Existing Vendor Location

To successfully transact in the Statewide Financial System (SFS), it is important to **first** refer to the related SFS Handbook. Job aids should be referred to as quick reminders on how to process transactions. SFS Handbooks provide more context and include screenshots.

Job Aid Number	JAA-VEN101-036
Purpose	This quick guide provides the steps necessary to edit bank account information for an existing vendor location.
User Role	SFS VENDOR DELEGATED ADMIN
Date Modified	4/20/2023
Related SFS Handbook	SFS Training for Vendors

Concept

A vendor location represents a set of rules or attributes which define how New York State conducts business with the vendor. It stores important information, such as the vendor's ordering and invoicing addresses, bank accounts, and payment options. The vendor can have multiple locations and multiple effective-dated rows for each location.

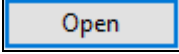
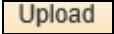
Predecessor(s)	
Transactions that should occur before this task.	
N/A	

Successor(s)	
Transactions that should occur after this task.	
N/A	

Procedure

Step	Action
1.	From the NavBar, navigate to: Menu > Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change. Note: You can also access the Supplier Change Request page by clicking the Supplier Change Request tile. 
2.	The Supplier Change Request Welcome page provides you with several action links; Company Profile, Addresses, Contacts, Payment Profile, and Submission.
3.	The Payment Profile is used to add/edit a vendor location's bank account information. Click the Payment Profile link. 
4.	Click the Edit button associated with the applicable vendor location. Note: You may need to scroll to see this button. 
5.	Note: To add a new Bank ID Number and Bank Account # to the vendor location, click the Add Bank Account button and enter the applicable bank information. In this job aid, we are editing existing bank information associated to a vendor location so we will use the Edit icon
6.	Click the Edit icon associated with the applicable bank account to edit the bank information. 
7.	Note: Entering the Bank Name is optional. Make the applicable edits to the existing Routing ID and Account Type, if needed.
8.	Click the Update Bank Account link to update the existing bank account number. 

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Step	Action
9.	Enter the applicable value into the Current Bank Account field. 
10.	Enter the applicable value into the New Bank Account field. 
11.	Enter the applicable value into the Confirm New Bank Account field. 
12.	Click the OK button. 
13.	Click the Authorization option to indicate your authorization for direct deposit. 
14.	Click the OK button. 
15.	You will receive a reminder message to attach a copy of a voided check. Click the OK button. 
16.	Click the Attachments link. 
17.	Click the Add Attachment button. 
18.	Click the Browse button to locate your previously scanned voided check. 
19.	Select the voided check document. 
20.	Click the Open button. 
21.	After selecting the check image, click the Upload button. 
22.	Click the OK button. 



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Step	Action
23.	Click the OK button. 
24.	Click the Submit link. 
25.	Click the Audit Reason Code field drop-down list. 
26.	Select the Supplier Bank Update list item. 
27.	Click the Review button to review your bank account changes. 
28.	After reviewing the bank account changes, click the Return button to return to the previous page. Note: You may need to scroll to see this information. 
29.	Select the Confirm Changes checkbox. 
30.	Click the Submit button to submit your request for review and approval. 
31.	You will receive a confirmation that the change request has been submitted and the system will automatically assign a Change Request ID .
32.	End of Procedure.