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Oracle Guided Learning

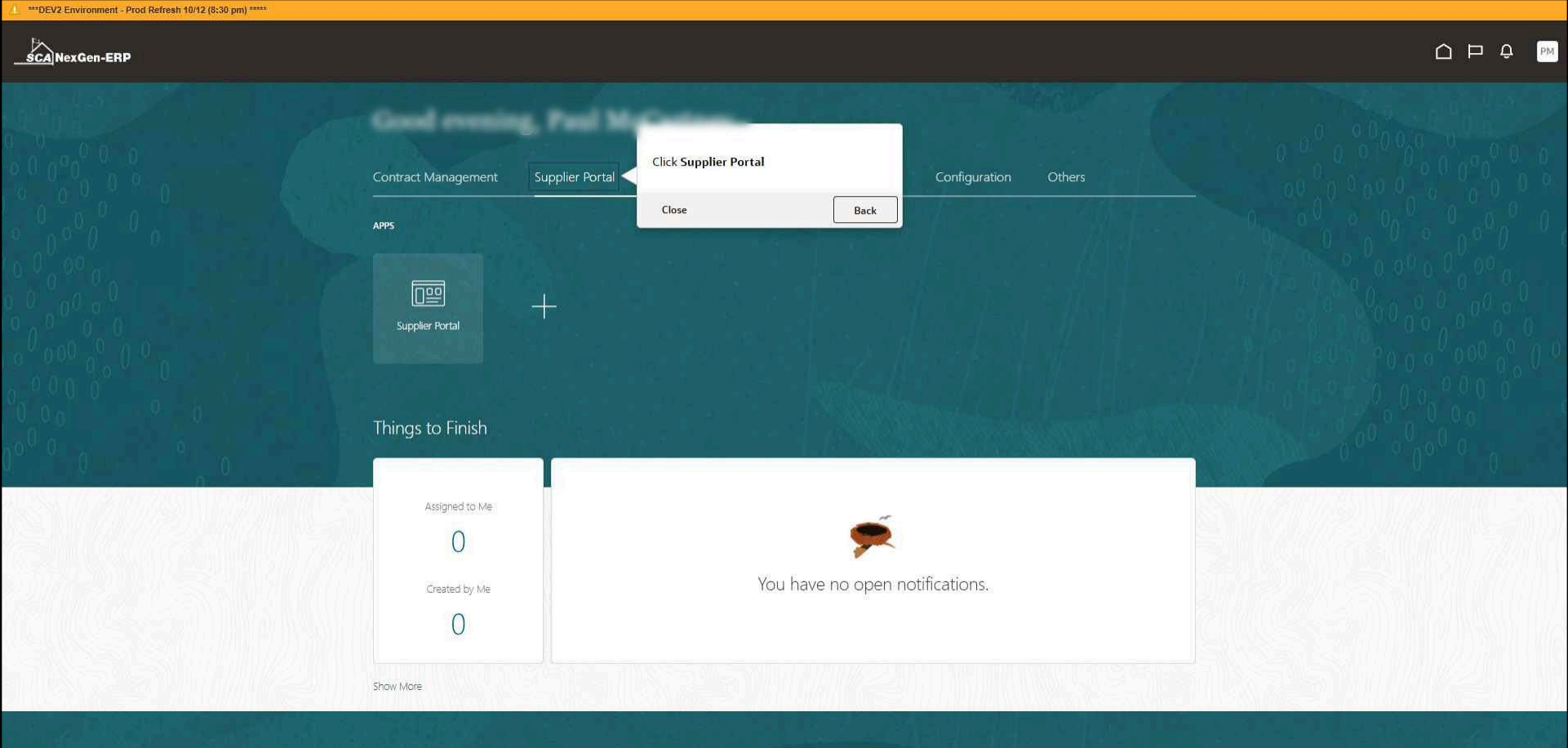
Job Aid for guide Changing Payment Method from Check to Electronic (EFT) (kcetmy8x) (qDcmWFg6S0+Oh0nRyU8+8w) (--)

<No description>

Step 1

(168-1)

Click **Supplier Portal**



Step 2

(575-2)

Click Supplier Portal



Step 3

(296-3)

Click **Manage Profile**

Note: Any edits made to company information should be fully submitted for SCA-review or canceled as any edits (i.e., change requests) left in draft status will prevent payments from being fully processed and paid.

The screenshot shows the Supplier Portal interface. On the left is a navigation menu with categories like 'Manage Orders', 'Agreements', 'Channel Programs', 'Shipments', 'Work Confirmations', 'Consigned Inventory', 'Invoices and Payments', 'Qualifications', and 'Company Profile'. The 'Company Profile' section has a 'Manage Profile' link highlighted with a red box. A callout box points to this link, containing the text: 'Click **Manage Profile**. **Note: Any edits made to company information should be fully submitted for SCA-review or canceled as any edits (i.e., change requests) left in draft status will prevent payments from being fully processed and paid.**' Below the callout are 'Close' and 'Back' buttons. The main content area shows 'Requiring Attention', 'Recent Activity', and 'Transaction Reports' sections, all displaying 'No data available' with a lightning bolt icon. Below these is a 'Supplier News' section with a welcome message and a list of links for profile management and purchase orders.



Step 4

(720-4)

Click Edit

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) **

SCA NexGen-ERP

Company Profile ⓘ

Last Change Request 15064 Requested By McCartney, Paul
 Request Status Canceled Request Date 11/6/25

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Click Edit

Close Back



Step 5

(293-5)

Click Yes

The screenshot shows the SCA NexGen-ERP interface. At the top, the browser title is "DEV2 Environment - Prod Refresh 10/12 (8:30 pm) *****". The page header includes the SCA NexGen-ERP logo and navigation icons. The main content area is titled "Company Profile" and contains a table with the following data:

Last Change Request	15064	Requested By	McCartney, Paul	Change Description	Change payment method from check to electronic payment.
Request Status	Canceled	Request Date	11/6/25		

Below the table is a navigation menu with tabs: Organization Details, Tax Identifiers, Addresses, Contacts, **Payments**, Business Classifications, and Products and Services. Under the "Payments" tab, there are sub-tabs for "Payment Methods" and "Bank Accounts".

A warning dialog box is displayed in the center of the screen. The dialog has a yellow warning icon and the text: "Warning: POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?". The dialog has a "Yes" button. A second, larger dialog box is overlaid on top of the first, with the text "Click Yes" and buttons for "Close" and "Back".



Step 6

(565-7)

Enter **Change Description** (Ex: Change Payment Method from check to electronic payment)

The screenshot shows the SCA NexGen-ERP interface. At the top, there is a navigation bar with the SCA NexGen-ERP logo and a title 'Edit Profile Change Request:'. Below the navigation bar, there are several tabs: Organization Details, Tax Identifiers, Addresses, Contacts, Payments (selected), Business Classifications, and Products and Services. The 'Payments' tab is active, and the 'Payment Methods' section is displayed. A table lists various payment methods with columns for Default, Payment Method, From Date, and To Date. The 'Check' method is highlighted with a green checkmark. A modal dialog is open in the center of the screen, prompting the user to enter a change description. The dialog contains the text: 'Enter Change Description (Ex: Change Payment Method from check to electronic payment)'. There are 'Close' and 'Back' buttons at the bottom of the dialog. The background table has the following data:

Default	Payment Method	From Date	To Date
	Outsourced Check	6/25/25	m/d/yy
	BOFA Check Payment Method	2/20/25	m/d/yy
	BOFA EFT Payment Method	2/20/25	m/d/yy
✓	Check	10/2/08	m/d/yy
	Direct Debit	1/1/51	m/d/yy
	Electronic	10/2/08	m/d/yy
	Wire	10/2/08	m/d/yy



Step 7

(943-8)

Click Payment tab

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) **

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Buttons: Delete Change Request, Review Changes, Save, Cancel

Change Description: Change Payment Method from check to electronic payment

Click Payment tab

Close Back

Organization Details Tax Identifiers Addresses Contacts **Payments**

Payment Methods Bank Accounts

Default	Payment Method	From Date	To Date
	Outsourced Check	6/25/25	m/d/yy
	BOFA Check Payment Method	2/20/25	m/d/yy
	BOFA EFT Payment Method	2/20/25	m/d/yy
✓	Check	10/2/08	m/d/yy
	Direct Debit	1/1/51	m/d/yy
	Electronic	10/2/08	m/d/yy
	Wire	10/2/08	m/d/yy



Step 8

(115-10)

Click Payment Methods tab

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) **

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Buttons: Delete Change Request, Review Changes, Save, Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details | Tax | Classifications | Products and Services

Payment Methods

Actions View Close Back

Default	Payment Method	From Date	To Date
	Outsourced Check	6/25/25	m/d/yy
	BOFA Check Payment Method	2/20/25	m/d/yy
	BOFA EFT Payment Method	2/20/25	m/d/yy
✓	Check	10/2/08	m/d/yy
	Direct Debit	1/1/51	m/d/yy
	Electronic	10/2/08	m/d/yy
	Wire	10/2/08	m/d/yy



Step 9

(244-11)

Click Electronic

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) **

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Buttons: Delete Change Request, Review Changes, Save, Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details | Tax Identifiers | Addresses | Contacts | **Payments** | Business Classifications | Products and Services

Payment Methods | Bank Accounts

Actions | View | Format | + | X | [Icons] | Freeze | Detach | Wrap

Default	Payment Method	From Date	To Date
	Outsourced Check	6/25/25	m/d/yy
	BOFA Check Payment Method	2/20/25	m/d/yy
	BOFA EFT Payment Method	2/20/25	m/d/yy
✓	Check	10/2/08	m/d/yy
	Direct Debit	1/1/51	m/d/yy
	Electronic	10/2/08	m/d/yy
	Wire	10/2/08	m/d/yy

Click Electronic tooltip: Click Electronic, Close, Back



Step 10

(148-12)

Click the set default icon

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) **

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Buttons: Delete Change Request, Review Changes, Save, Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details | Tax Identifiers | Addresses | Contacts | **Payments** | Business Classifications | Products and Services

Payment Methods | Bank Accounts

Actions | View | Format | + | - |

Default	Payment Method	From Date	To Date
	Outsourced Check	6/25/25	m/d/yy
	BOFA Check Payment Method	2/20/25	m/d/yy
	BOFA EFT Payment Method	2/20/25	m/d/yy
	Check	10/2/08	m/d/yy
	Direct Debit	1/1/51	m/d/yy
<input checked="" type="checkbox"/>	Electronic	10/2/08	m/d/yy
	Wire	10/2/08	m/d/yy

Click the set default icon

Buttons: Close, Back



Step 11

(938-13)

Enter **From Date** (use submission date mm/dd/yy)

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) **

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Delete Change Request Review Changes Save Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + X Freeze Detach Wrap

Default	Payment Method	From Date	To Date
	Outsourced Check	6/25/25	m/d/yy
	BOFA Check Payment Method	2/20/25	m/d/yy
	BOFA EFT Payment Method	2/20/25	m/d/yy
	Check	10/2/08	m/d/yy
	Direct Debit	1/1/51	m/d/yy
<input checked="" type="checkbox"/>	Electronic	11/8/25	m/d/yy
	Wire		m/d/yy

Enter From Date (use submission date mm/dd/yy)

Close Back



Step 12

(707-19)

Click Bank Accounts tab

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Add Products and Services

Payment Methods Bank Accounts

Click Bank Accounts tab

Actions View Format Close Back

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Electronic	11/8/25	m/d/yy
<input type="checkbox"/>	BOFA Check Payment Method	2/20/25	m/d/yy
<input type="checkbox"/>	BOFA EFT Payment Method	2/20/25	m/d/yy
<input type="checkbox"/>	Check	10/2/08	m/d/yy
<input type="checkbox"/>	Direct Debit	1/1/15	m/d/yy
<input type="checkbox"/>	Outsourced Check	6/25/25	m/d/yy
<input type="checkbox"/>	Wire	10/2/08	m/d/yy



Step 13

(685-20)

Click the + (plus icon) to add a bank account

The screenshot shows the SCA NexGen-ERP interface. At the top, there is a navigation bar with the SCA NexGen-ERP logo and a user profile icon labeled 'PM'. Below the navigation bar, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', and 'Cancel'. The main content area is titled 'Edit Profile Change Request:'. A 'Change Description' box contains the text 'Change Payment Method from check to electronic payment'. Below this, there is a navigation menu with options: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Payments' section is active, showing 'Payment Methods' and 'Bank Accounts'. A table titled 'Bank Accounts' is displayed, with columns for 'Primary', 'Account Number', 'IBAN', 'Currency', and 'Bank Name'. The table is currently empty, showing 'No data to display.' and 'Columns Hidden 8'. A modal dialog box is open over the table, containing the text 'Click the + (plus icon) to add a bank account' and buttons for 'Close' and 'Back'. The plus icon in the table's header row is highlighted.



Step 14

(867-21)

Click the **Country** dropdown list and select (United States)

***DEV2 Environment - Prod Refresh 10/12 (8:30 pm) ***

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Delete Change Request Review Changes Save Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + - x

Primary	Account Number
[Redacted]	[Redacted]

Columns Hidden 8

Create Bank Account

I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate A necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknow authorization is to remain in full force and effect until I (we) notify the Authority in writing notice prior to the effective date of the proposed changes or termination of this authoriz

Click the **Country** dropdown list and select (United States)

* Country: United States

* Account Number: [Text Box]

* Bank Name: [Text Box]

* Bank Branch: [Text Box]

Allow international payments

Additional Information

* Account Name: [Text Box]

Alternate Account Name: [Text Box]

Account Suffix: [Text Box]

1/12/25

/d/yy

* Currency: [Text Box]

* Attachments: None

Check Digits: [Text Box]

* Account Type: [Text Box]

Description: [Text Box]

Close Back

Create Another OK Cancel



Step 15

(890-32)

Enter Account Number

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) *

SCA NexGen-ERP

Edit Profile Change Request: Delete Change Request Review Changes Save Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Payment Methods Bank Accounts

Actions View Format + X Freeze

Primary	Account Number	Currency	Bank Name

Columns Hidden: 8

Create Bank Account

I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate ACH transfers to/from the selected account below. At the depository financial institution named below, I (we) understand if corrections are necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of NACHA rules and U.S. law. This authorization is to remain in full force and effect until I (we) notify the Authority in writing of any bank account changes or termination. I (we) understand that the Authority requires at least 15 business days notice prior to the effective date of the proposed changes or termination.

* Country: United States

* Account Number: **Enter Account Number**

* Bank Name:

* Bank Branch:

Allow international payments

* Attachments: None +

From Date: 11/8/25

Inactive On:

IBAN:

* Currency:

* Additional Information

* Account Name:

Alternate Account Name:

Account Suffix:

Check Digits:

* Account Type:

Description:

Create Another OK Cancel



Step 16

(701-33)

Click **Bank Branch** dropdown list and click **Search** (see bottom)

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) *

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + X Freeze

Primary Account Number

Columns Hidden 8

Currency Bank Name

Create Bank Account

I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate ACH transfers to/from the selected account below. At the depository financial institution named below, I (we) understand if corrections are necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of NACHA rules and U.S. law. This authorization is to remain in full force and effect until I (we) notify the Authority in writing of any bank account changes or termination to this authorization. I (we) understand that the Authority requires at least 15 business days notice prior to the effective date of the proposed changes or termination of this authorization.

* Country: United States From Date: 11/14/25

* Account Number: 321456789

* Bank Name: [Dropdown]

* Bank Branch: [Dropdown] **Click Bank Branch dropdown list and click Search (see bottom)**

Allow international payments

Additional Information

* Account Name: [Text]

Alternate Account Name: [Text]

Account Suffix: [Text]

Check Digits: [Text]

* Account Type: [Dropdown]

Description: [Text]

Close Back

Create Another OK Cancel



Step 17

(996-35)

Click Advanced

DEV2 Environment - Prod Refresh 10/12 (8:30 pm)

SCA NexGen-ERP

Edit Profile Change Request: []

Delete Change Request Review Changes Save Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

Create Bank Account

I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate ACH transfers to/from the selected account below. At the depository financial institution named below, I (we) understand if corrections are necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknowledge that the origination of ACH transactions to my (our) account must be authorized in full force and effect until I (we) notify the depository financial institution of any changes or termination of this authorization prior to the effective date of the proposed changes or termination.

* Country: United States

* Account Number: 321456789

* Bank Name: []

* Bank Branch: []

Allow international payments

Additional Information

* Account Name: []

Alternate Account Name: []

Account Suffix: []

Search and Select: Bank Branch

Search

Branch Name: []

Branch Number: []

Bank Name: []

Search Reset

Branch Name: [] Branch Number: []

No rows to display

OK Cancel

Advanced

Click Advanced

Close Back

Currency: [] Bank Name: []

Create Another OK Cancel



Step 18

(969-36)

Enter **Branch Number** (bank routing number)

The screenshot shows the SCA NexGen-ERP interface for an 'Edit Profile Change Request'. The main window displays a 'Create Bank Account' dialog with a 'Search and Select: Bank Branch' sub-dialog. The sub-dialog has three search criteria: 'Branch Name', 'Branch Number', and 'Bank Name', each with a 'Starts with' dropdown and an input field. The 'Branch Number' field is highlighted by a tooltip that says 'Enter Branch Number (bank routing number)'. The sub-dialog also includes 'Search', 'Reset', 'Add Fields', and 'Reorder' buttons, and a table with columns 'Branch Name' and 'Branch Number' (currently empty). The main dialog has fields for 'Country', 'Account Number', 'Bank Name', and 'Bank Branch', along with an 'Additional Information' section. The background shows a table for 'Bank Accounts' with columns for 'Primary', 'Account Number', 'Currency', and 'Bank Name'.



Step 19

(404-37)

Click Search

The screenshot shows the SCA NexGen-ERP interface for an 'Edit Profile Change Request'. The main window title is '***DEV2 Environment - Prod Refresh 10/12 (8:30 pm) ***'. The page header includes the SCA NexGen-ERP logo and navigation icons. The main content area shows a 'Change Description' of 'Change Payment Method from check to electronic payment'. Below this, there are tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Payments' tab is active, showing 'Payment Methods' and 'Bank Accounts'. A 'Create Bank Account' dialog box is open, containing a legal disclaimer and a form with fields for 'Country' (United States), 'Account Number' (321456789), 'Bank Name', and 'Bank Branch'. A 'Search and Select: Bank Branch' sub-dialog is also open, with a search bar and dropdown menus for 'Branch Name', 'Branch Number', and 'Bank Name'. The 'Branch Number' dropdown is set to 'Starts with' and '021207337'. A 'Click Search' tooltip is visible over the 'Search' button in the sub-dialog. The sub-dialog shows 'No rows to display' and has 'Close' and 'Back' buttons. The main dialog has 'OK' and 'Cancel' buttons at the bottom.



Step 20

(941-38)

Select the appropriate **Branch Number** (routing number) from the search results and click **OK**

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) *

SCA NexGen-ERP

Edit Profile Change Request: [Change Description: Change Payment Method from check to electronic payment]

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Create Bank Account

I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate ACH transfers to/from the selected account below. At the depository financial institution named below, I (we) understand if corrections are necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of NACHA rules and U.S. law. This authorization is to remain in full force and effect until I (we) provide notice prior to the effective date of the proposed changes, or terminate this authorization.

Country: United States
Account Number: 321456789
Bank Name: []
Bank Branch: []
Allow international payments: []

Additional Information
Account Name: []
Alternate Account Name: []
Account Suffix: []

Search and Select: Bank Branch

Search [Basic]

Branch Name Starts with: []
Branch Number Starts with: 021202337
Bank Name Starts with: []

Search Reset Add Fields Reorder

Branch Name	Branch Number
TAMPA021202337	021202337

OK Cancel

Select the appropriate **Branch Number** (routing number) from the search results and click **OK**

Close Back

Create Another OK Cancel



Step 21

(200-44)

Click **Currency** dropdown list and select appropriate currency (**USD**)

The screenshot shows the SCA NexGen-ERP interface for a 'Create Bank Account' form. The form is titled 'Create Bank Account' and includes a consent statement: 'I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate ACH transfers to/from the selected account below. At the depository financial institution named below, I (we) understand if corrections are necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of NACHA rules and U.S. law. This authorization is to remain in full force and effect until I (we) notify the Authority in writing of any bank account changes or termination to this authorization. I (we) understand that the Authority requires at least 15 business days notice prior to the effective date of the proposed changes or termination of this authorization.'

The form fields include:

- * Country: United States (dropdown)
- * Account Number: 321456789
- * Bank Name: JPMORGAN CHASE BANK, NA (dropdown)
- * Bank Branch: TAMPA021202337 (dropdown)
- Allow international payments
- From Date: 11/8/25
- Inactive On: m/d/yy
- IBAN: [empty]
- * Currency: [dropdown menu highlighted]
- * Attachments: None +
- Check Digits: [empty]
- * Account Type: [dropdown]
- Description: [empty]
- * Account Name: [empty]
- Alternate Account Name: [empty]
- Account Suffix: [empty]

Buttons at the bottom right: Create Another, OK, Cancel.

A tooltip is displayed over the Currency dropdown with the text: 'Click **Currency** dropdown list and select appropriate currency (**USD**)'. The tooltip has 'Close' and 'Back' buttons.



Step 22

(527-46)

Enter Account Name

The screenshot shows the SCA NexGen-ERP interface. At the top, there's a navigation bar with the SCA logo and 'NexGen-ERP'. Below it, a breadcrumb trail includes 'Edit Profile Change Request:'. A 'Change Description' box contains the text 'Change Payment Method from check to electronic payment'. The main content area is divided into tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Payments' tab is active, showing 'Payment Methods' and 'Bank Accounts'. A modal dialog titled 'Create Bank Account' is open, containing a legal disclaimer and several form fields:

- * Country: United States
- * Account Number: 321456789
- * Bank Name: JPMORGAN CHASE BANK, NA
- * Bank Branch: TAMPA021202337
- From Date: 11/12/25
- Inactive On: m/d/yyyy
- IBAN: [empty]
- * Currency: [empty]
- * Attachments: None
- Allow international payments
- Additional Information section:
 - * Account Name: ABC Corp (highlighted with a tooltip 'Enter Account Name')
 - Alternate Account Name: [empty]
 - Account Suffix: [empty]

 At the bottom of the dialog are buttons for 'Create Another', 'OK', and 'Cancel'. A tooltip with 'Enter Account Name' and 'Close' buttons is positioned over the 'Account Name' field.



Step 23

(916-47)

Click **Account Type** dropdown list and select the appropriate account type

***DEV2 Environment - Prod Refresh 10/12 (8:30 pm) ***

SCA NexGen-ERP

Edit Profile Change Request: [blurred]

Delete Change Request Review Changes Save Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + - ✎ ✕

Primary	Account Number
[blurred]	[blurred]

Columns Hidden 8

Currency Bank Name

Currency Bank Name

Columns Hidden 8

Create Bank Account

I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate ACH transfers to/from the selected account below. At the depository financial institution named below, I (we) understand if corrections are necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of NACHA rules and U.S. law. This authorization is to remain in full force and effect until I (we) notify the Authority in writing of any bank account changes or termination to this authorization. I (we) understand that the Authority requires at least 15 business days notice prior to the effective date of the proposed changes or termination of this authorization.

* Country: United States

* Account Number: 321456789

* Bank Name: JPMORGAN CHASE BANK, NA

* Bank Branch: TAMPA021202337

Allow international payments

From Date: 11/12/25

Inactive On: m/d/yy

IBAN: [input field]

* Currency: [dropdown]

* Attachments: None

Additional Information

* Account Name: ABC Corp

Alternate Account Name: [input field]

Account Suffix: [input field]

Check Digits: [input field]

* Account Type: **Checking**

Description: [input field]

Close Back

Create Another OK Cancel



Step 24

(121-48)

Click + (plus sign) to add attachment(s)

The screenshot shows the 'Edit Profile Change Request' interface in SCA NexGen-ERP. The main window displays a 'Change Description' of 'Change Payment Method from check to electronic payment'. A modal window titled 'Create Bank Account' is open, containing the following fields:

- Country:** United States (dropdown)
- Account Number:** 321456789 (text input)
- Bank Name:** JPMORGAN CHASE BANK, NA (dropdown)
- Bank Branch:** TAMPA021202337 (dropdown)
- Additional Information:**
 - Account Name:** ABC Corp (text input)
 - Alternate Account Name:** (text input)
 - Account Suffix:** (text input)
- From Date:** 11/8/25 (text input)
- Inactive On:** m/d/yy (text input)
- IBAN:** (text input)
- Currency:** USD (dropdown)
- Attachments:** None (+) (dropdown with plus sign callout)
- Check Digits:** (text input)
- Account Type:** Checking (dropdown)
- Description:** (text input)

A callout box points to the plus sign in the Attachments field with the text: 'Click + (plus sign) to add attachment(s)'. The modal also includes 'Close', 'Back', 'Create Another', 'OK', and 'Cancel' buttons.



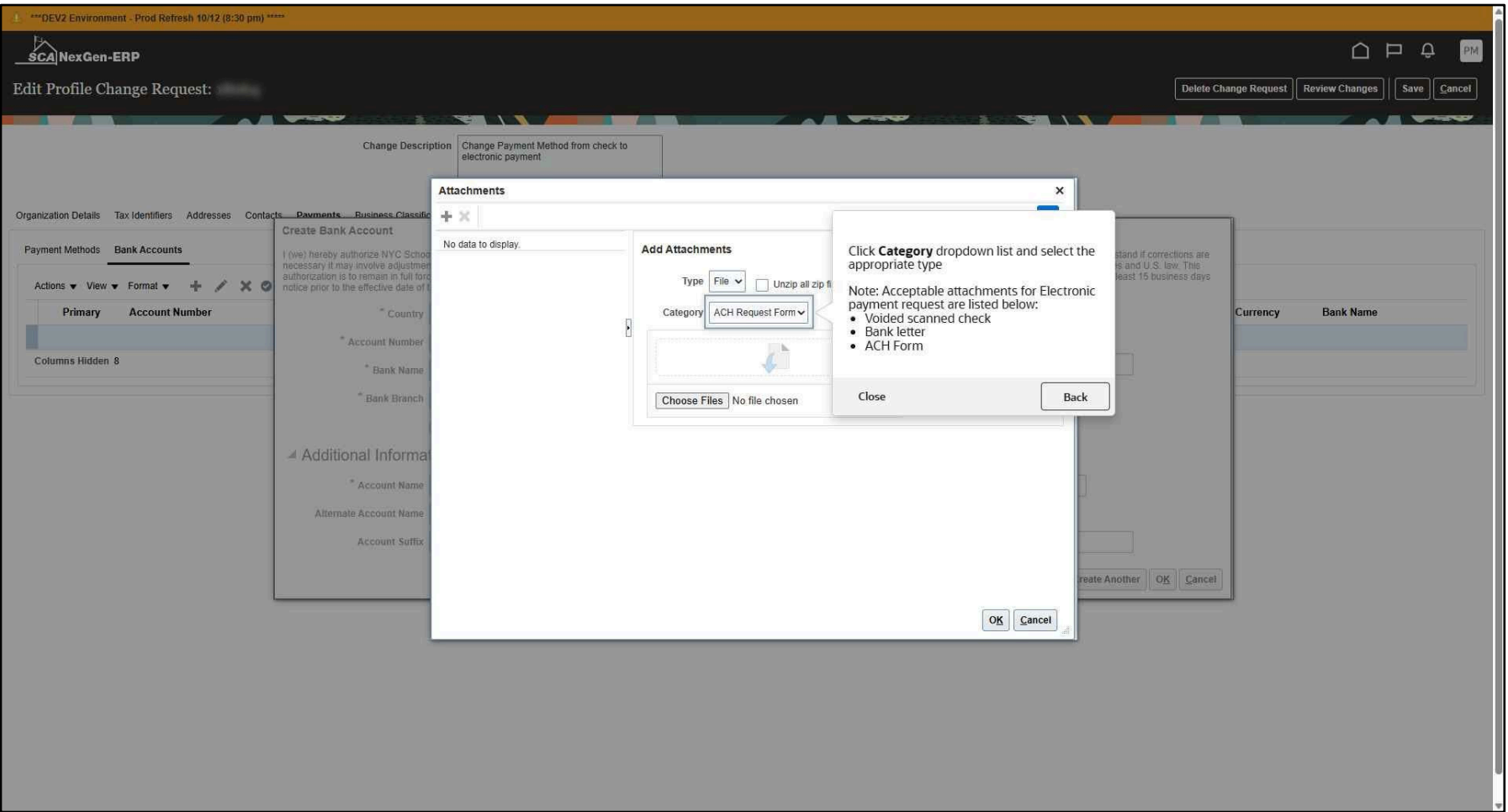
Step 25

(875-49)

Click **Category** dropdown list and select the appropriate type

Note: Acceptable attachments for Electronic payment request are listed below:

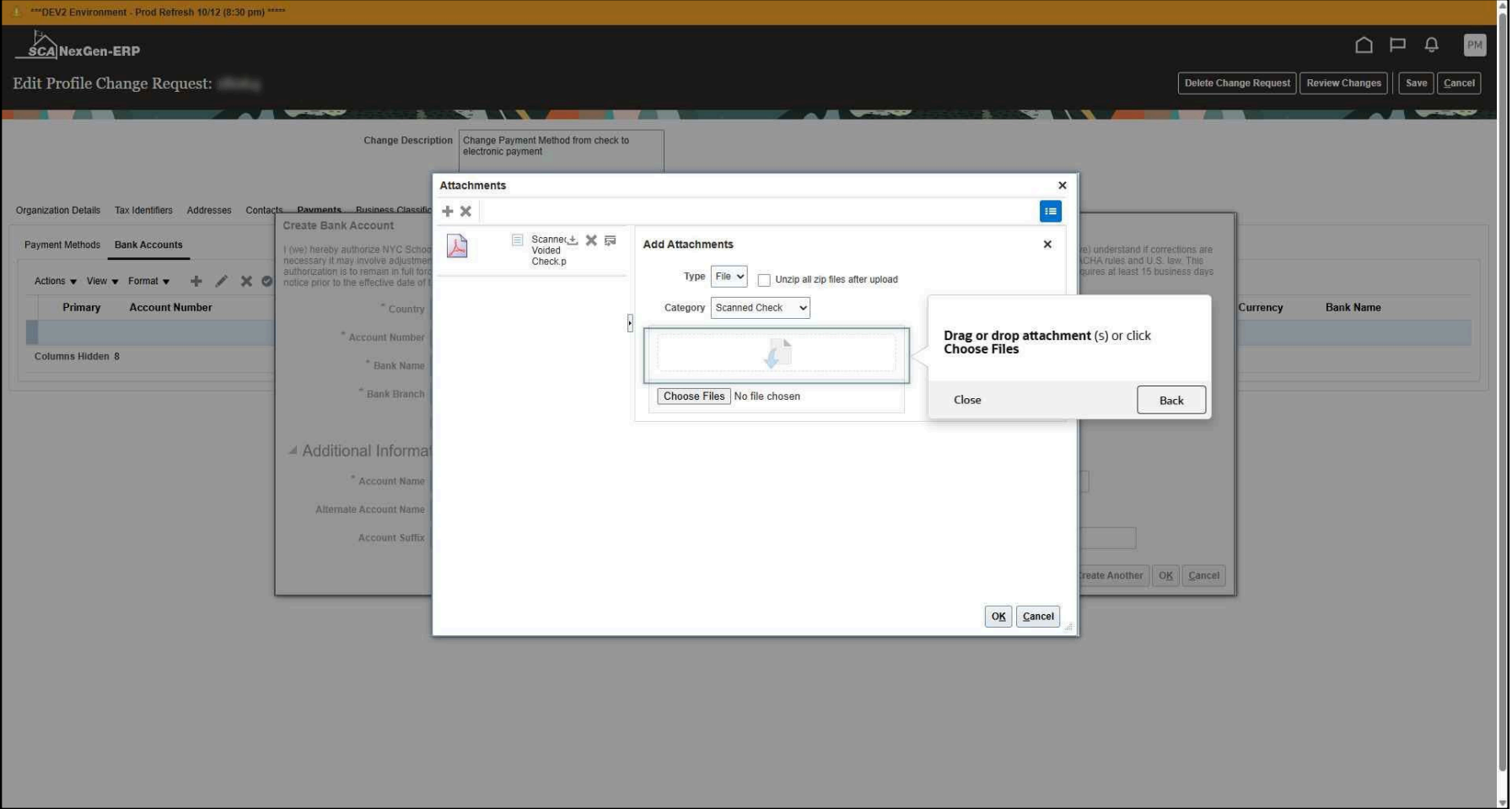
- Voided scanned check
- Bank letter
- ACH Form



Step 26

(145-54)

Drag or drop attachment (s) or click Choose Files



Step 27

(850-55)

Click OK

The screenshot shows the SCA NexGen-ERP interface. At the top, the browser address bar displays "DEV2 Environment - Prod Refresh 10/12 (8:30 pm)". The application header includes the SCA NexGen-ERP logo and navigation icons. The main content area is titled "Edit Profile Change Request:" and contains a "Change Description" field with the text "Change Payment Method from check to electronic payment".

In the foreground, an "Attachments" dialog box is open. It features a file list on the left with one entry: "Scanned Voided Check.p". The "Add Attachments" section on the right includes a "Type" dropdown set to "File", an unchecked "Unzip all zip files after upload" option, and a "Category" dropdown set to "Scanned Check". Below this is a file upload area with a "Choose Files" button and the text "No file chosen".

Behind the dialog, a "Create Bank Account" form is visible. It has tabs for "Payment Methods" and "Bank Accounts". The "Bank Accounts" tab is active, showing a table with columns for "Primary" and "Account Number". The table is currently empty. To the right of the table, there are input fields for "Country", "Account Number", "Bank Name", and "Bank Branch".

At the bottom right of the dialog, a small "OK" button is highlighted. A separate callout box points to this button, containing the text "Click OK" and "Close" and "Back" buttons.



Step 28

(502-56)

Click OK

DEV2 Environment - Prod Refresh 10/12 (8:30 pm)

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Delete Change Request Review Changes Save Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + ✎ ✕

Primary	Account Number
[Redacted]	[Redacted]

Columns Hidden 8

Create Bank Account

I (we) hereby authorize NYC School Construction Authority (the "Authority"), to initiate ACH transfers to/from the selected account below. At the depository financial institution named below, I (we) understand if corrections are necessary it may involve adjustment (debit or credit) to my (our) account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of NACHA rules and U.S. law. This authorization is to remain in full force and effect until I (we) notify the Authority in writing of any bank account changes or termination to this authorization. I (we) understand that the Authority requires at least 15 business days notice prior to the effective date of the proposed changes or termination of this authorization.

* Country: United States

* Account Number: 321456789

* Bank Name: JPMORGAN CHASE BANK, NA

* Bank Branch: TAMPA021202337

Allow international payments

From Date: 11/12/25

Inactive On: m/d/yyyy

IBAN: [Redacted]

* Currency: USD

* Attachments: Scanned Voided Check.pdf + [Redacted]

Check Digits: [Redacted]

* Account Type: Checking

Description: [Redacted]

Additional Information

* Account Name: ABC Corp

Alternate Account Name: [Redacted]

Account Suffix: [Redacted]

Create Another OK

Click OK

Close Back



Step 29

(199-57)

Click Review Changes

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) *

SCA NexGen-ERP

Edit Profile Change Request: [Redacted]

Delete Change Request Review Changes Save Cancel

Change Description: Change Payment Method from check to electronic payment

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods **Bank Accounts**

Actions View Format + ✎ ✕ 🔄 Freeze 📄 Wrap

Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXX6789		USD	JPMORGAN CHASE BANK, NA

Columns Hidden 8

Click Review Changes

Close Back



Step 30

(197-58)

Click **Submit**

DEV2 Environment - Prod Refresh 10/12 (8:30 pm) *

SCA NexGen-ERP

Review Changes

Change Description: Change Payment Method from check to electronic payment

Payment Methods

Default	Payment Method	From Date	To Date	Details
<input checked="" type="checkbox"/>	Electronic	11/8/25		
<input type="checkbox"/>	Outsourced Check	6/25/25		

Bank Accounts

Primary	Account Number	IBAN	Currency	Bank Name	Attachments	Details
<input checked="" type="checkbox"/>	XXXXX6789		USD	JPMORGAN CHASE BANK, NA	Job Aid for guide Ct	

Columns Hidden: 8

Click **Submit**

Close Back Next



Step 31

(144-31)

Click **OK**

SCA Finance team will review the submitted change request. The submitter will be notified if there's any questions.

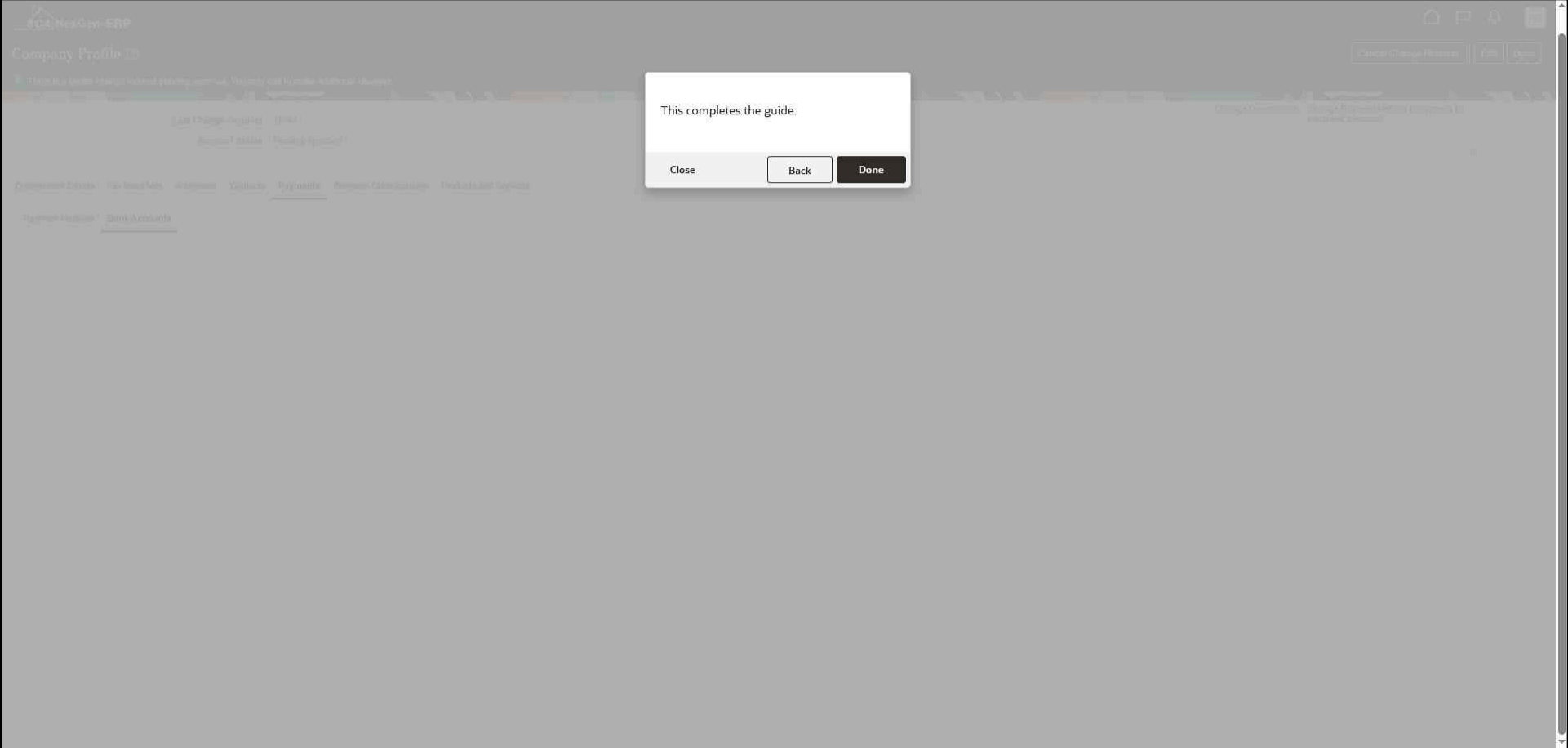
The screenshot shows the SCA NexGen-ERP interface. At the top, there's a navigation bar with the SCA logo and 'NexGen-ERP' text. Below that, the page title is 'Company Profile'. A notification banner at the top states: 'There is a profile change request pending approval. You may edit to make additional changes.' The main content area displays details for a change request: 'Last Change Request: 19064', 'Request Status: Pending Approval', 'Requested By: McCartney, Paul', and 'Request Date: 11/14/25'. The 'Change Description' is 'Change Payment Method from check to electronic payment'. A breadcrumb trail includes 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. Under the 'Payments' section, there are sub-sections for 'Payment Methods' and 'Bank Accounts'. A 'Confirmation' dialog box is open in the center, with the message: 'Your profile change request 19064 was submitted for approval.' and an 'OK' button. A callout box points to the 'OK' button with the text: 'Click OK' and 'SCA Finance team will review the submitted change request. The submitter will be notified if there's any questions.' The dialog box also has 'Close' and 'Back' buttons.



Step 31.1

(958-32)

This completes the guide.



ORACLE