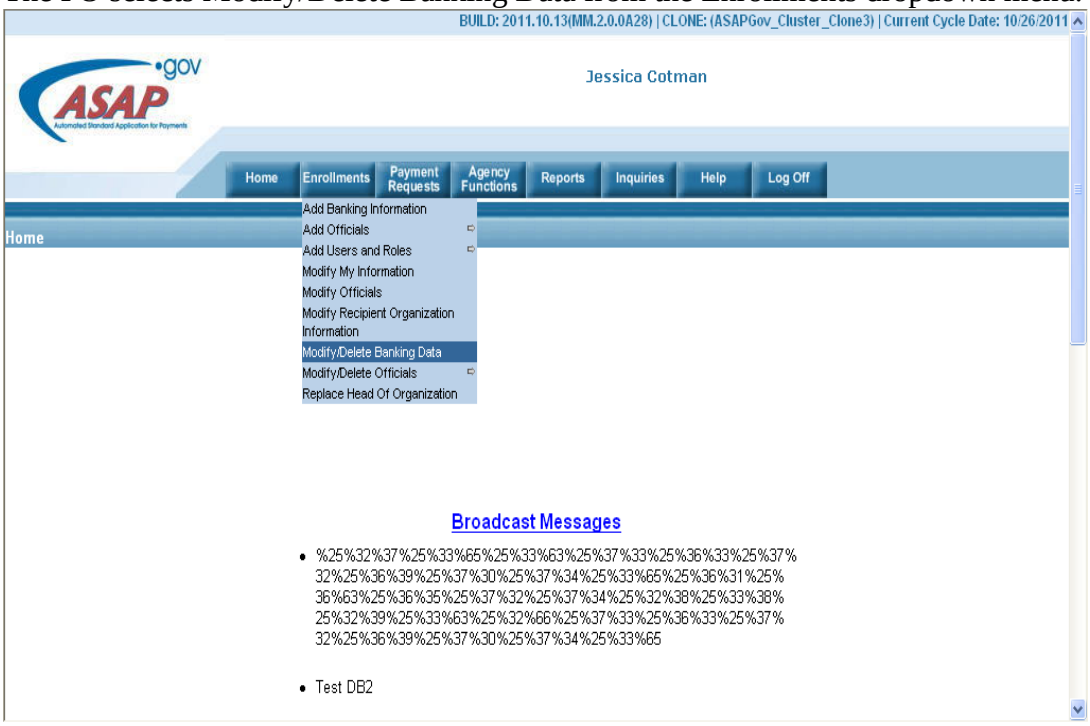
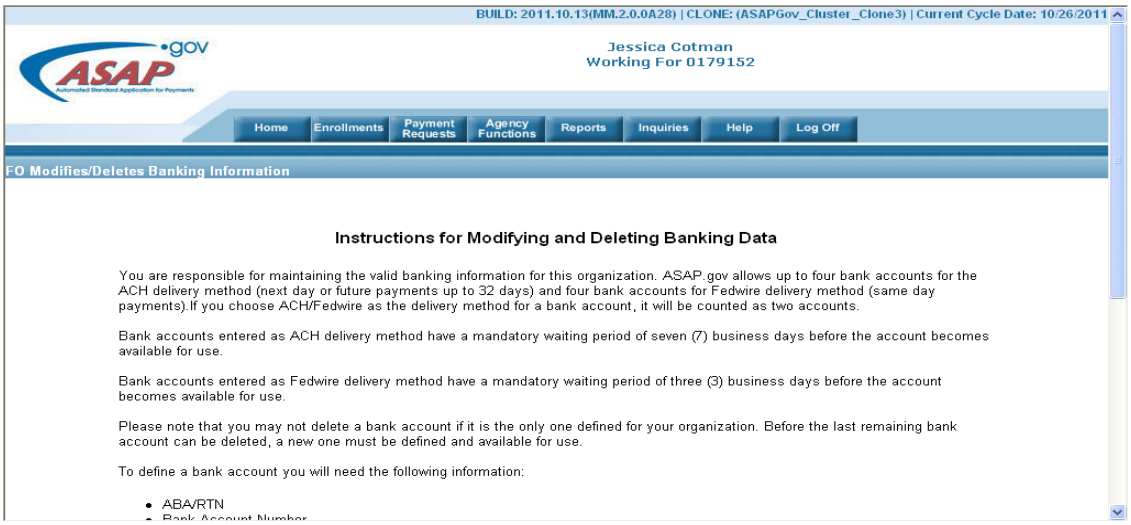
Linking Banking Data for Organization that is currently enrolled in ASAP
Financial Official (FO) will go to Modify/Delete Banking Data to link the banking data to a new agency.

The FO selects Modify/Delete Banking Data from the Enrollments dropdown menu.



The system will display the instruction page for Modifying/Deleting Banking Data.

The bottom half of the screen was cut off; however, the FO will select **Continue** to proceed to **Step 1 of 4 Select Bank Account**.



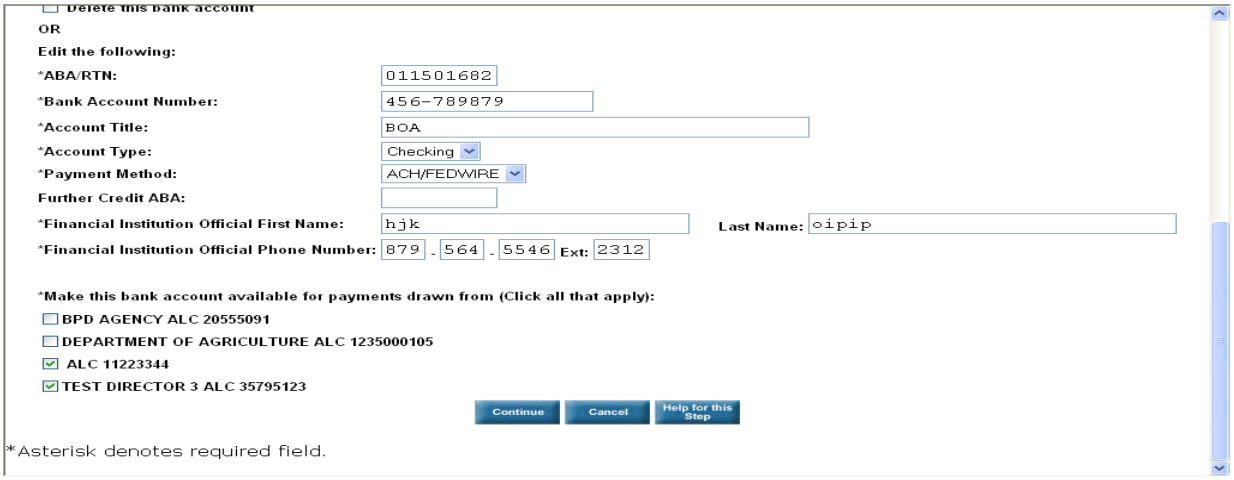
On Step 1 of 4 the system will display all the bank accounts assigned to the RO. The FO selects the Bank Account(s) that will be linked to the new FPA's ALC that is enrolling the RO.

FO selects the bank account to be modified, and select **Continue.**

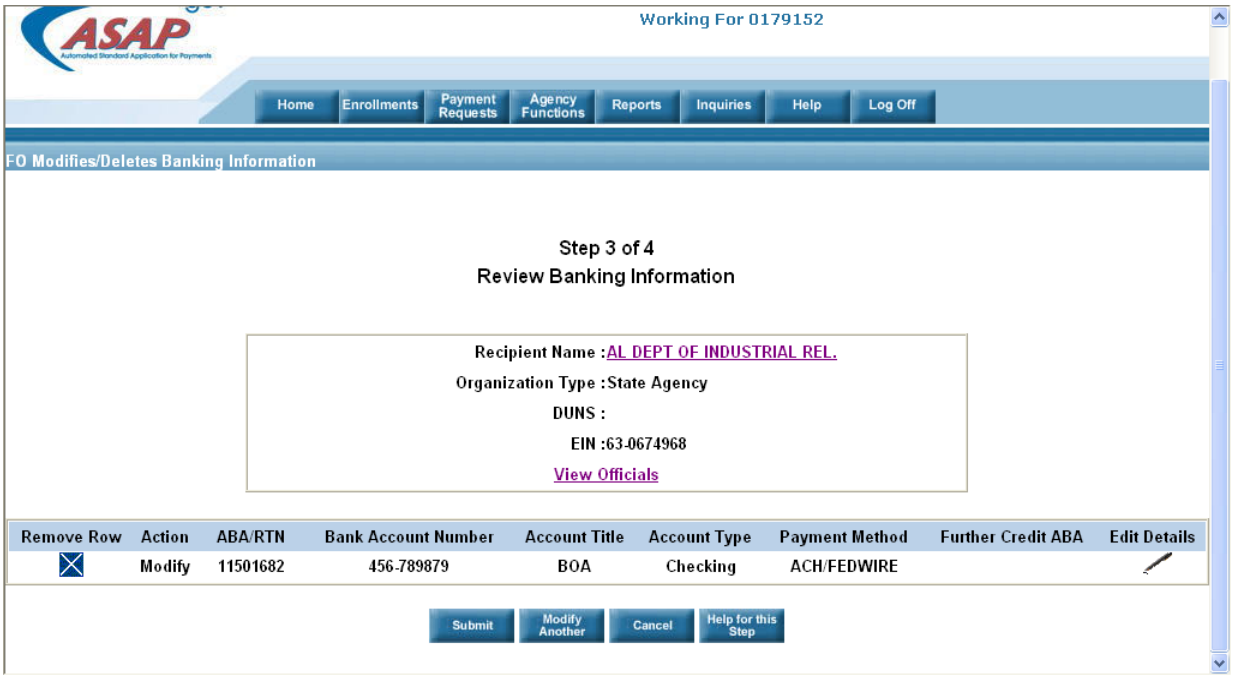
The screen displayed below is **Step 2 of 4 Modify/Delete Banking Data;** however, the top portion is not displayed.

Once the FO selects the bank account the system displays **Step 2 of 4** which allows the FO to delete, edit, or link the banking data to the FPA's ALC.

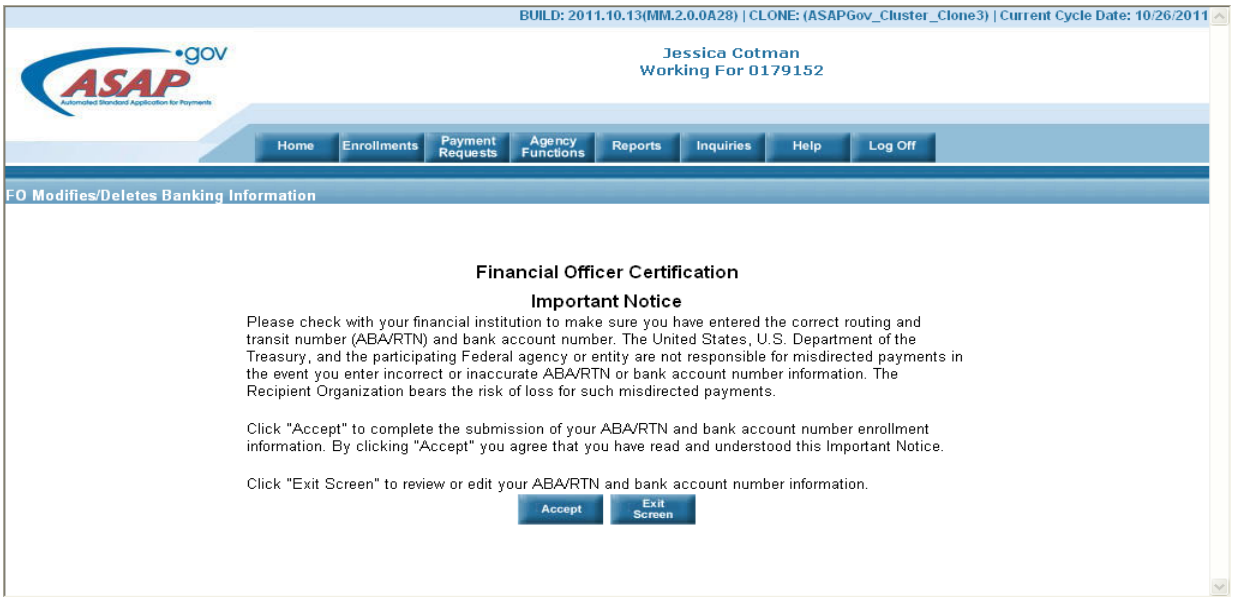
The FO will check the box located next to the FPA's ALC that needs to be linked to the banking data displayed and select **Continue** to proceed to **Step 3 of 4 Review Banking Information**.



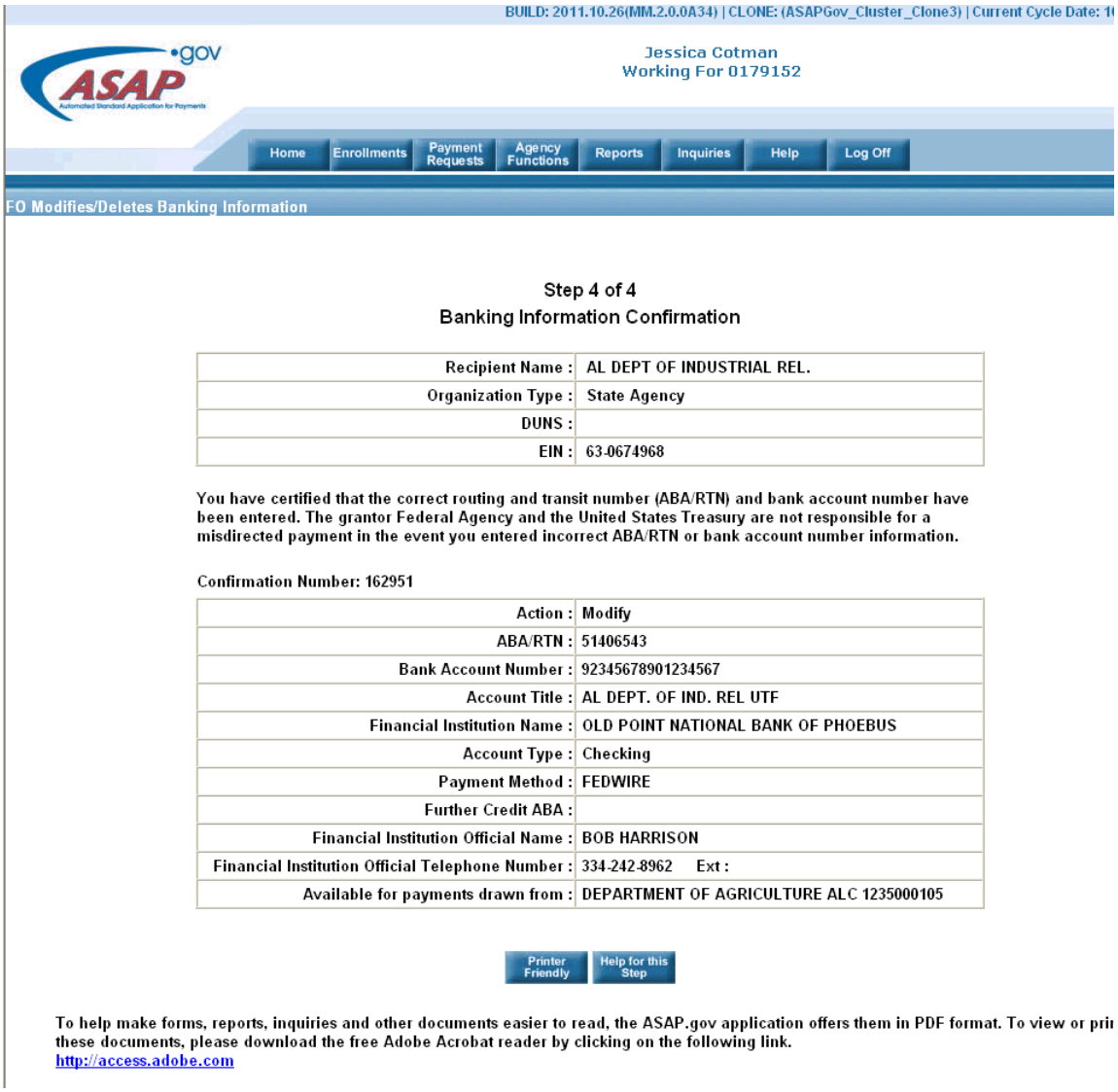
Step 3 of 4 Review Banking Information displays the banking information that was acted upon by the FO. The FO can edit details, modify another bank account, or cancel the transaction. Once the FO reviews the banking data and the banking information is correct, select **Submit**, which will take the FO to the Financial Officer Certification page.



On the Financial Officer Certification page the FO must select Accept for the changes to be processed. The system will take the FO to **Step 4 of 4 Banking Information Confirmation Page**.



Step 4 of 4 Banking Information Confirmation provides the details of the action taken and provides a confirmation number that can be used for tracking purposes.



BUILD: 2011.10.26(MM.2.0.0A34) | CLONE: (ASAPGov_Cluster_Clone3) | Current Cycle Date: 1

Jessica Cotman
Working For 0179152

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FO Modifies/Deletes Banking Information

Step 4 of 4
Banking Information Confirmation

Recipient Name :	AL DEPT OF INDUSTRIAL REL.
Organization Type :	State Agency
DUNS :	
EIN :	63-0674968

You have certified that the correct routing and transit number (ABA/RTN) and bank account number have been entered. The grantor Federal Agency and the United States Treasury are not responsible for a misdirected payment in the event you entered incorrect ABA/RTN or bank account number information.

Confirmation Number: 162951

Action :	Modify
ABA/RTN :	51406543
Bank Account Number :	92345678901234567
Account Title :	AL DEPT. OF IND. REL UTF
Financial Institution Name :	OLD POINT NATIONAL BANK OF PHOEBUS
Account Type :	Checking
Payment Method :	FEDWIRE
Further Credit ABA :	
Financial Institution Official Name :	BOB HARRISON
Financial Institution Official Telephone Number :	334-242-8962 Ext :
Available for payments drawn from :	DEPARTMENT OF AGRICULTURE ALC 1235000105

Printer Friendly | Help for this Step

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http://access.adobe.com