
TSA VENDOR ADDRESS/NAME UPDATE (PAY-W047)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to change a TSA vendor's name or mailing address.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

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INSTRUCTION

- 5.1 Address update letter is received by Payroll Services Department and date stamped.
- 5.2 Vendor code is looked up on the TSA approved vendor listing.
- 5.3 An email is sent to the Fiscal Services Technician I in Accounts Payable to update vendor address. The email should include:
 - 5.3.1 Vendor name
 - 5.3.2 Vendor code
 - 5.3.3 Vendor's new address
 - 5.3.4 Vendor's new phone number
- 5.4 The Fiscal Services Technician I in Accounts Payable will email back when address update is complete.
- 5.5 When the payroll reports and vendor checks are print b

y last name hitting
<F9> or by SSN hitting <F10> and hit <Enter> to select the employee. 76088431 the

et up that has the vendor name for which you are doing an address
update.

- 5.10 Close out that TSA add-on using the last day of the month of the last pay date in the end date field.

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- 5.11** Hit <F4> to copy record. No need to enter in effective date as it will automatically default to the first day of the month following the end date of the record you previously closed.
 - 5.12** Tab down until you get to the "Pay to Vendor" field. Tab over to the field after the vendor code.
 - 5.13** Hit <Shift + Enter> to bring up choices of addresses for the vendor. This will bring up all addresses for the vendor.
 - 5.14** Use the up and down arrow
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