## **VISUAL WORK INSTRUCTION**

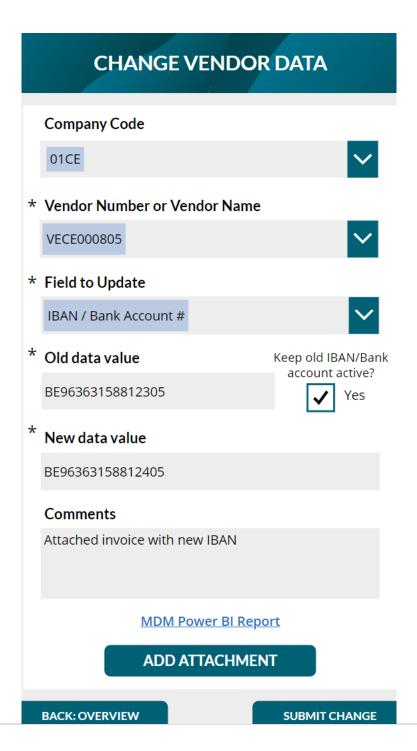
TITLE / DESCRIPTION PROCESS	Change vendor data in Dynamic	Change vendor data in Dynamics 365 Finance and Operations		
CREATED BY	OBJECTIVE	PREREQUISITES	EXPECTED RESULTS	
Reno				
PROCESS NUMBER				
1			Changed vendor	
INITIAL ISSUE DATE	Change of vendor data	Access to Dynamics 365 Finance and Operations and Microsoft Power Apps	data	
12-04-2021  CURRENT VERSION				
1.0.1				
STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP	EXPECTED RESULTS	
1)	In this scenario, we will be changing vendor data.  Navigate to the 'apps.powerapps' button  Left-click on app "Change Vendor Master Data" to open the app, begin using it by clicking on 'NEW VENDOR CHANGE' create new item.	CLOSE APP NEW VENDOR CHANGE	See illustration	

Review all fields are fulfilled in the 'VENDOR CHANGES' form according to the standard business rules.

'Keep old IBAN/Bank account active?' should be used for only keeping old/existing bank details on vendor account active.

3)

Left-click on 'SUBMIT CHANGE' to send request.



See illustration