

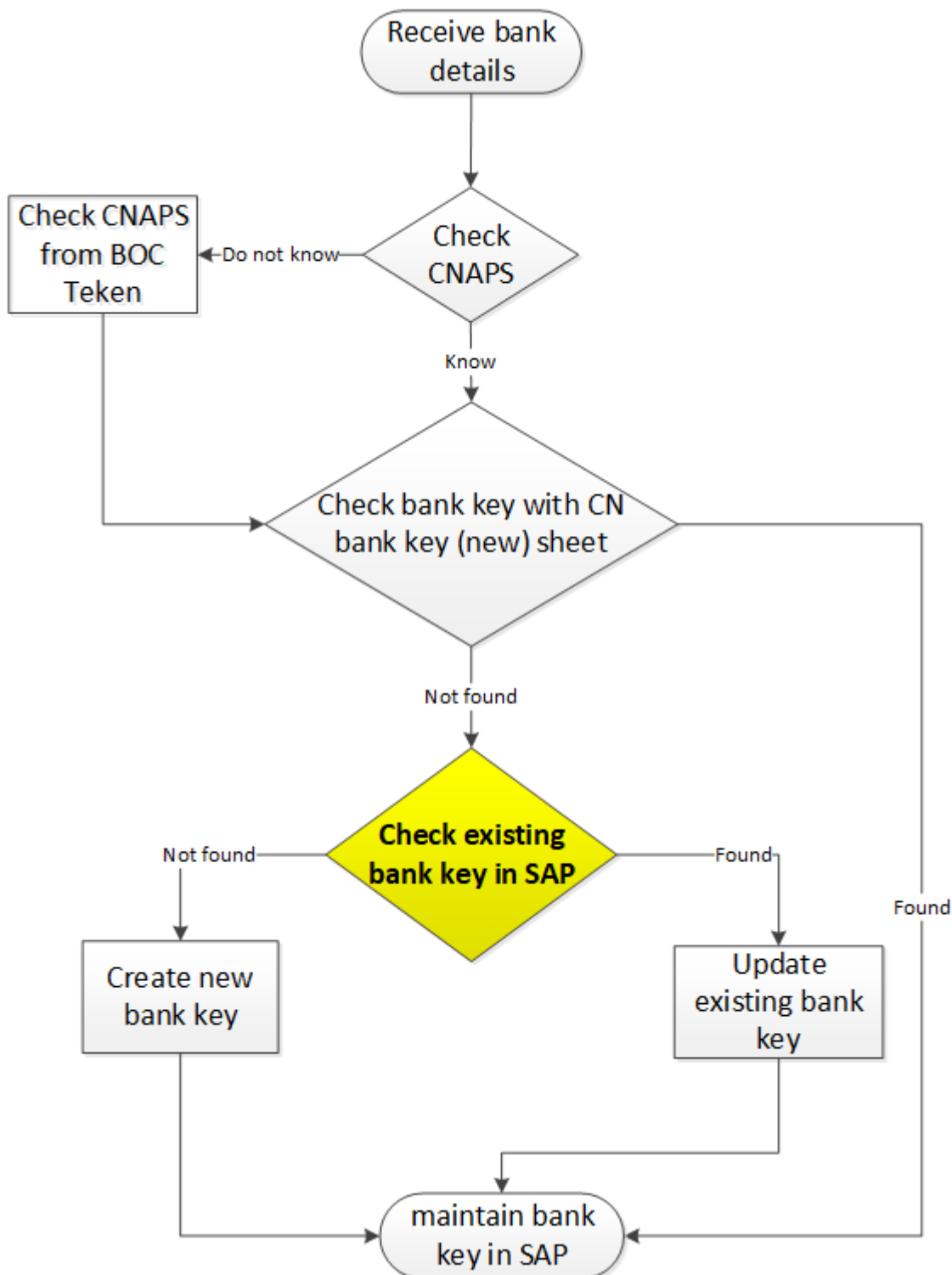
APAC - Existing CN bank key checking

- 1. Objective and Scope 1
- 2. Flow of CN bank key maintenance 1
- 3. Mandatory fields for CN bank key 2
- 4. Existing bank key searching 4

1. Objective and Scope

This OP shows how to search existing CN bank key in both PF1 and WP1 systems since CN bank keys were used to have diffract codifications between PF1 and WP1. This process will help you avoid creating duplication bank keys in the both system because you can modify existing bank keys to have mandatory information for AP team to make payment.



2. Flow of CN bank key maintenance



3. Mandatory fields for CN bank key

There are some mandatory fields that you need to complete or correct, otherwise, the bank keys cannot be used.

Display Bank : Detail Screen

Change Documents  

Bank Country CHINA

Bank Key

Address

Bank name

Region Shanghai

Street

City

Bank Branch

Control data

SWIFT/BIC

Bank group

Postbank Acct

Bank number

Field name	Description
Bank Key	The format must be CN + first 4 digits of SWIFT code + 5 digits of number
Bank name	Upper case No special characters
Region	Code of region
City	City of this branch
Bank Branch	Translated from CN version
SWIFT/BIC	Must be 8 or 11 digits Can be searched on google

Bank CN CNBKCH00825

Name

Title

Name **BANK OF CHINA**

SHANGHAI MINHANG BRANCH

Search Terms

Search term 1/2 **MINHANG**

Street Address

Street/House number NO.256 XINJIAN ROAD

Street 4 8250

Street 5 **104290025019**

District MINHANG

Postal Code/City **201100** **SHANGHAI**

Country **CN** CHINA Region **31** Shanghai

Time zone UTC+8

Field name	Description
Name (1 st line)	Same Bank name as the previous screenshot
Name (2 nd line)	Same Branch name as the previous screenshot
Search term 1/2	Branch name without "BRANCH"
Street 5	CNAPS code Must follow BOC sheet
Postal Code	If you do not know, pit "000000"
City	Same City as the previous screenshot
Country	Always "CN"
Region	Same Region as the previous screenshot

Bank CN CNBKCH00825

Name

Title

Name 中国银行股份有限公司上海市闵行支行

Search Terms

Search term 1/2 闵行

Street Address

Street/House number 莘建路256号

Street 4 8250

Street 5 104290025019

District 闵行

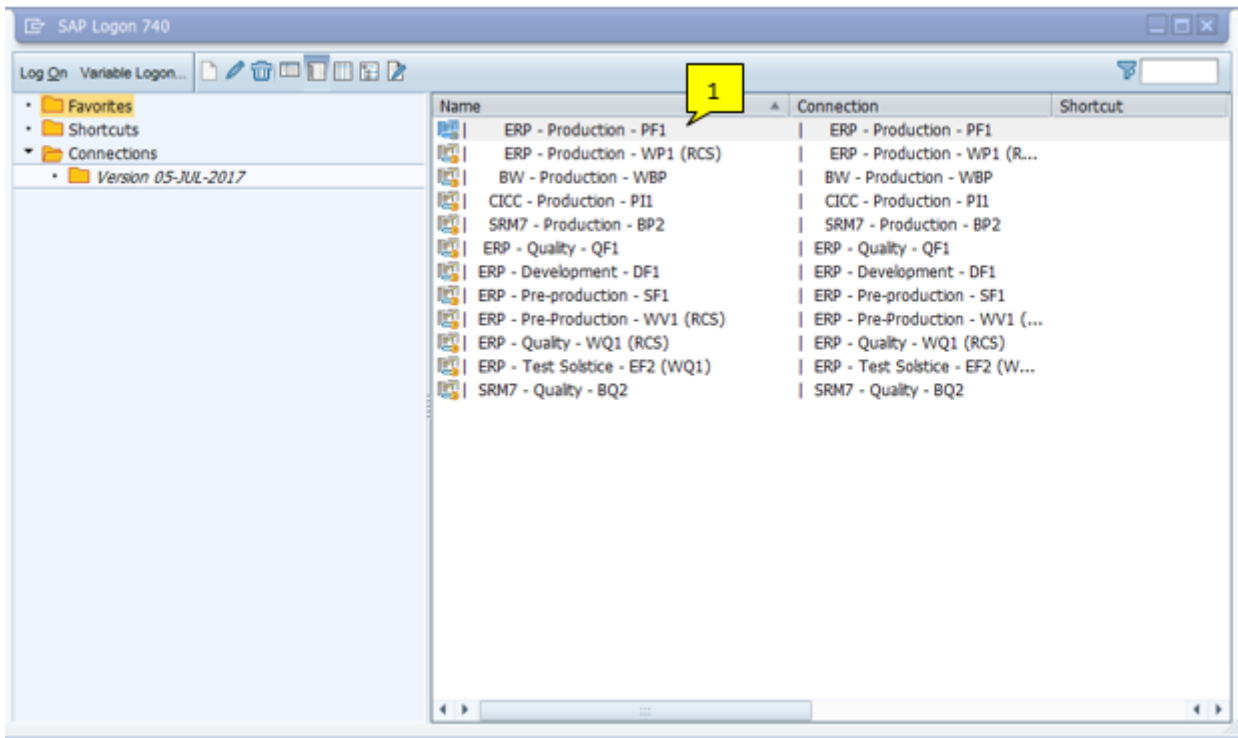
Postal Code/City 201100 上海

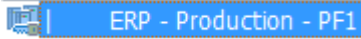
Country CN CHINA Region 31 Shanghai

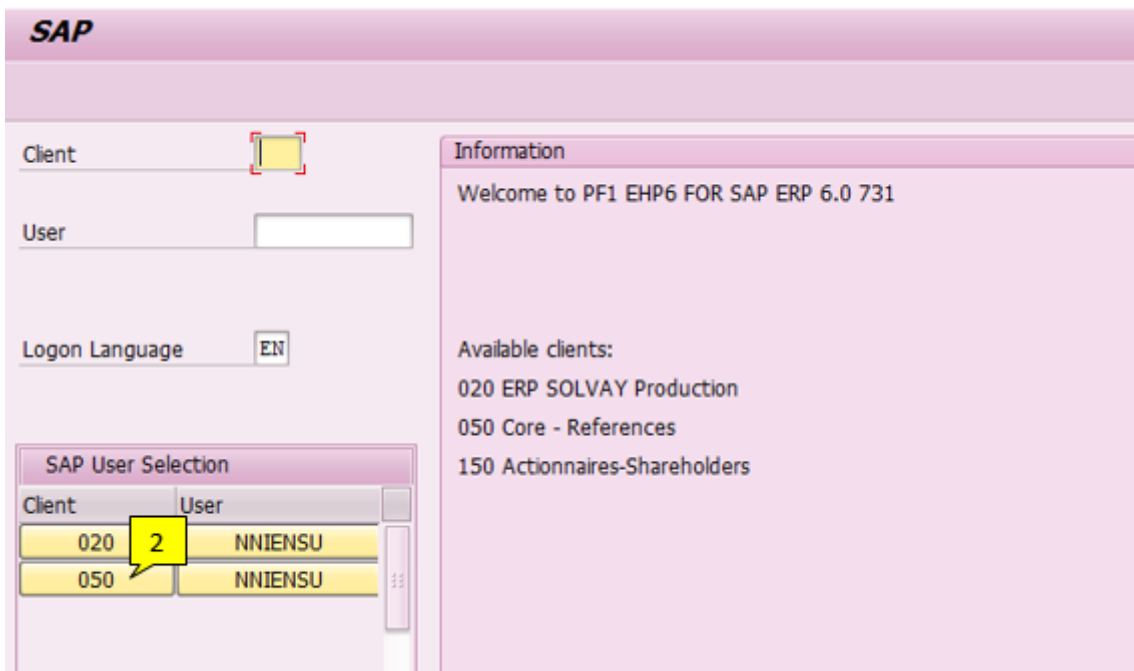
Time zone UTC+8

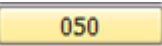
Field name	Description
Name (1 st line)	Chinese version of bank and branch name Must follow BOC sheet
Search term ½	Chinese branch name
Street 5	CNAPS code Must follow BOC sheet
Postal Code	If you do not know, pit "000000"
City	City in Chinese version
Country	Always "CN"
Region	Same Region as the previous screenshot

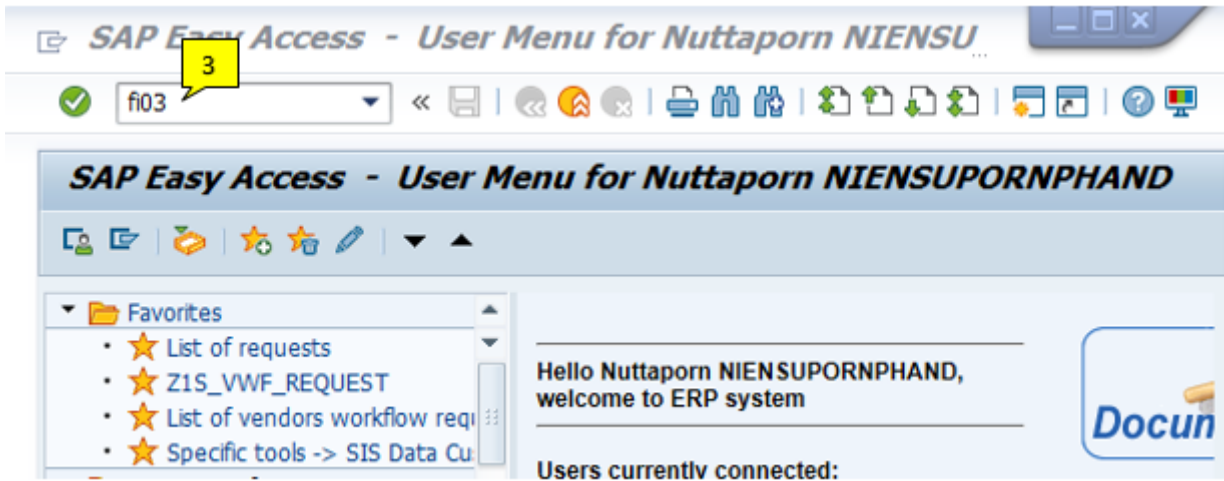
4. Existing bank key searching



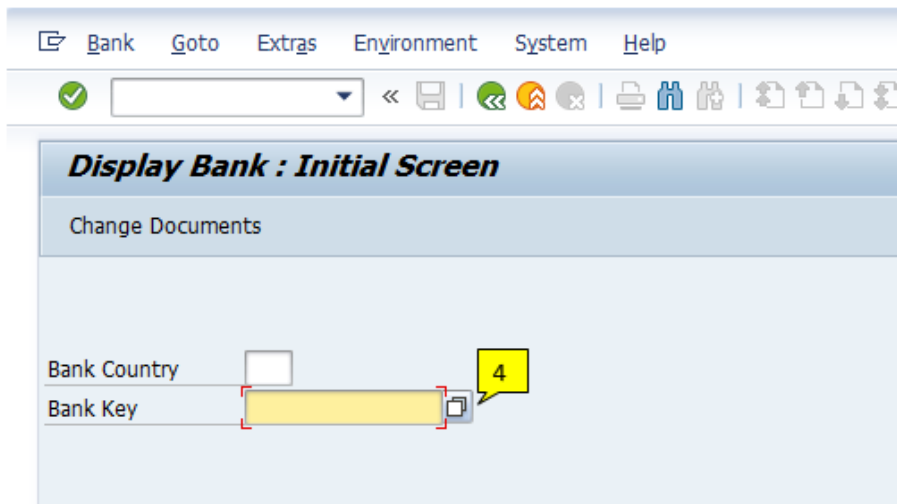
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		




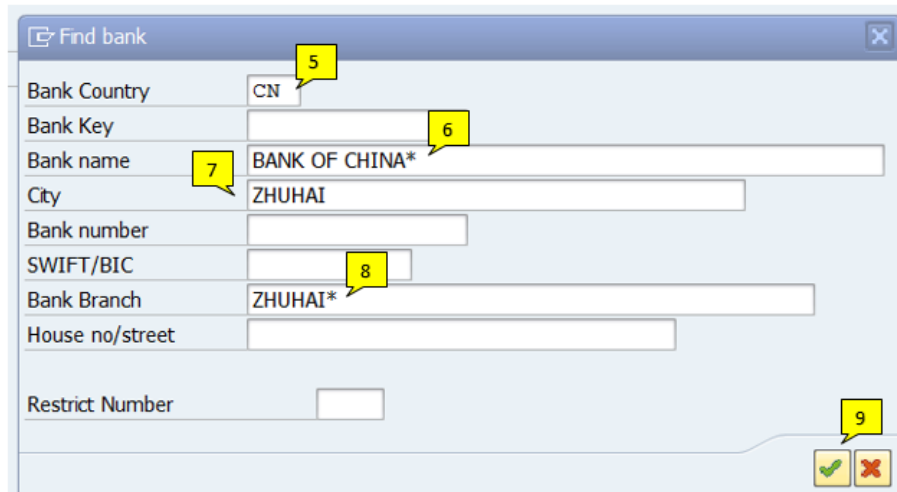
#	Main activities	Tips/Best practices	Key points
2	Click 		




#	Main activities	Tips/Best practices	Key points
3	Insert T-Code "fi03"		



#	Main activities	Tips/Best practices	Key points
4	Click  in 'Bank Key' field	If you cannot find this button, click on the blank field, the button will show at the end of field	




#	Main activities	Tips/Best practices	Key points
5	Insert "CN" in 'Bank Country' field		

6	Insert bank name in 'Bank name' field	You can put * to expand your search If you are searching for "Bank of China", you are recommended to insert "BANK OF CHINA"	
7	Insert city in 'City' field		
8	Insert branch name in 'Bank Branch' field	You can put * to expand your search	
9	Click 		

Bank Data (4) 20 Entries found

Restrictions



Ctry	Bank Key	Name of bank	House number and street	City	Bank Branch
CN	BOC826	BANK OF CHINA		ZHUHAI	ZHUHAI BRANCH
CN	CNBKCH00131	BANK OF CHINA		ZHUHAI	ZHUHAI NINGXI BRANCH
CN	CNBKCH00355	BANK OF CHINA	NO.1131 JIUZHOU DADAO DONG	ZHUHAI	ZHUHAI JIDA BRANCH
CN	CNBKCH00770	BANK OF CHINA	RONGSHUWAN	ZHUHAI	ZHUHAI ZHUHAIGANG BRANCH
CN	CNBKCH00818	BANK OF CHINA	NO.1148 HAIDONG ROAD	ZHUHAI	ZHUHAI BRANCH
CN	CNBKCH00830	BANK OF CHINA	NO.29 ZHONGSHENG ROAD	ZHUHAI	ZHUHAI WANZAI BRANCH
CN	CNBKCH00831	BANK OF CHINA		ZHUHAI	ZHUHAI XINQING BRANCH
CN	CNBKCH00849	BANK OF CHINA	NO.1 NAN PING DONG DA JIE	ZHUHAI	ZHUHAI NANPING BRANCH
CN	CNBKCH00852	BANK OF CHINA	NO.1 HUIZHU ROAD	ZHUHAI	ZHUHAI XIANGZHOU BRANCH
CN	CNBKCH00866	BANK OF CHINA		ZHUHAI	ZHUHAI PINGSHA BRANCH
CN	CNBKCH00902	BANK OF CHINA	ZHUHAI	ZHUHAI	ZHUHAI QIANSHAN BRANCH
CN	CNBKCH01107	BANK OF CHINA		ZHUHAI	ZHUHAI LANPU BRANCH
CN	CNBKCH01112	BANK OF CHINA		ZHUHAI	ZHUHAI RENMIN WEST ROAD BRANCH
CN	CNBKCH01138	BANK OF CHINA		ZHUHAI	ZHUHAI HUANING BRANCH
CN	CNBKCH01288	BANK OF CHINA		ZHUHAI	ZHUHAI JIUZHOUANG BRANCH
CN	CNBKCH01400	BANK OF CHINA	NO.51, XINGZHONG ROAD, JING AN	ZHUHAI	ZHUHAI DOUMEN BRANCH
CN	CNBKCH01455	BANK OF CHINA		ZHUHAI	ZHUHAI GONGBEI BRANCH
CN	CNBKCH01459	BANK OF CHINA		ZHUHAI	ZHUHAI YUEHUA ROAD BRANCH
CN	CNBKCH01467	BANK OF CHINA		ZHUHAI	ZHUHAI SANZAO BRANCH
CN	CNXXXX5932	BANK OF CHINA	RONGSHUWAN	ZHUHAI	ZHUHAI ZHUHAIGANG BRANCH

#	Main activities	Tips/Best practices	Key points
10	Double click the correct bank	If you find the same bank name and branch but format of bank key is different (e.g. BOC826 or CNXXXX6268), you need to create new bank key	The bank key format is "CN+ The first 4 digits of SWIFT code + 5 digits of running number"

12 Goto Extras Environment System Help


Display Bank : Initial Screen

Change Documents

Bank Country CN


Bank Key CNICBK00818

11

#	Main activities	Tips/Best practices	Key points
11	Insert "CN" in 'Bank Country' field		
12	Click 		

Bank Goto Extras Environment System Help

Display Bank : Detail Screen

Change Documents 

Bank Country CN CHINA

Bank Key CNBKCH00818

Address

Bank name BANK OF CHINA

Region 44 Guangdong

Street NO.1148 HAIDONG ROAD

City ZHUHAI

Bank Branch ZHUHAI BRANCH

Control data


SWIFT/BIC BKCHCNBJ45P

Bank group

Postbank Acct

Bank number

13

#	Main activities	Tips/Best practices	Key points
13	Click 	Correct and complete if needed	

Bank Goto Extras Environment System Help

Change Documents

Bank Country CHINA

Bank Key

Address

Bank name

Region Guangdong 14

Street

City

Bank Branch


Control data

SWIFT/BIC

Bank group

Postbank Acct

Bank number

#	Main activities	Tips/Best practices	Key points
14	Correct and complete information if needed	You may need to -Complete SWIFT code -Remove space between branch name (e.g. ZHU HAI BRANCH to ZHUHAI BRANCH)	
15	Click 		

Bank CN CNBKCH00818

Name

Title

Name 16

Search Terms

Search term 1/2

Street Address

Street/House number 16

Street 5

Postal Code/City

Country CHINA Region Guangdong

Time zone

PO Box Address

PO Box

Postal Code

Company postal code

Communication

Language Other Communication...

Telephone Extension


Mobile Phone

Fax Extension

E-Mail

Comments 17

Preview International Versions

#	Main activities	Tips/Best practices	Key points
16	Correct and complete information if needed	Please see section 3. Mandatory fields for CN bank key	
17	Click  International Versions		

Bank CN CNBKCH00818

Name

Title 18

Name 中国银行股份有限公司珠海分行

Search Terms

Search term 1/2 珠海

Street Address

Street/House number 拱北粤海东路1148号 18

Street 5 104585039012

Postal Code/City 519020 珠海

Country CN CHINA Region 44 Guangdong

Time zone UTC+8

PO Box Address

PO Box

Postal Code

Company postal code

Communication

Language Chinese Other Communication...

Telephone Extension


Mobile Phone

Fax Extension

E-Mail

Comments 19

Preview International Version

#	Main activities	Tips/Best practices	Key points
18	Correct and complete information if needed	Please see section 3. Mandatory fields for CN bank key	
19	Click 		

Bank CN CNBKCH00818

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Street 5

Postal Code/City

Country CHINA Region Guangdong

Time zone

PO Box Address

PO Box

Postal Code

Company postal code

Communication

Language

Telephone Extension

Mobile Phone

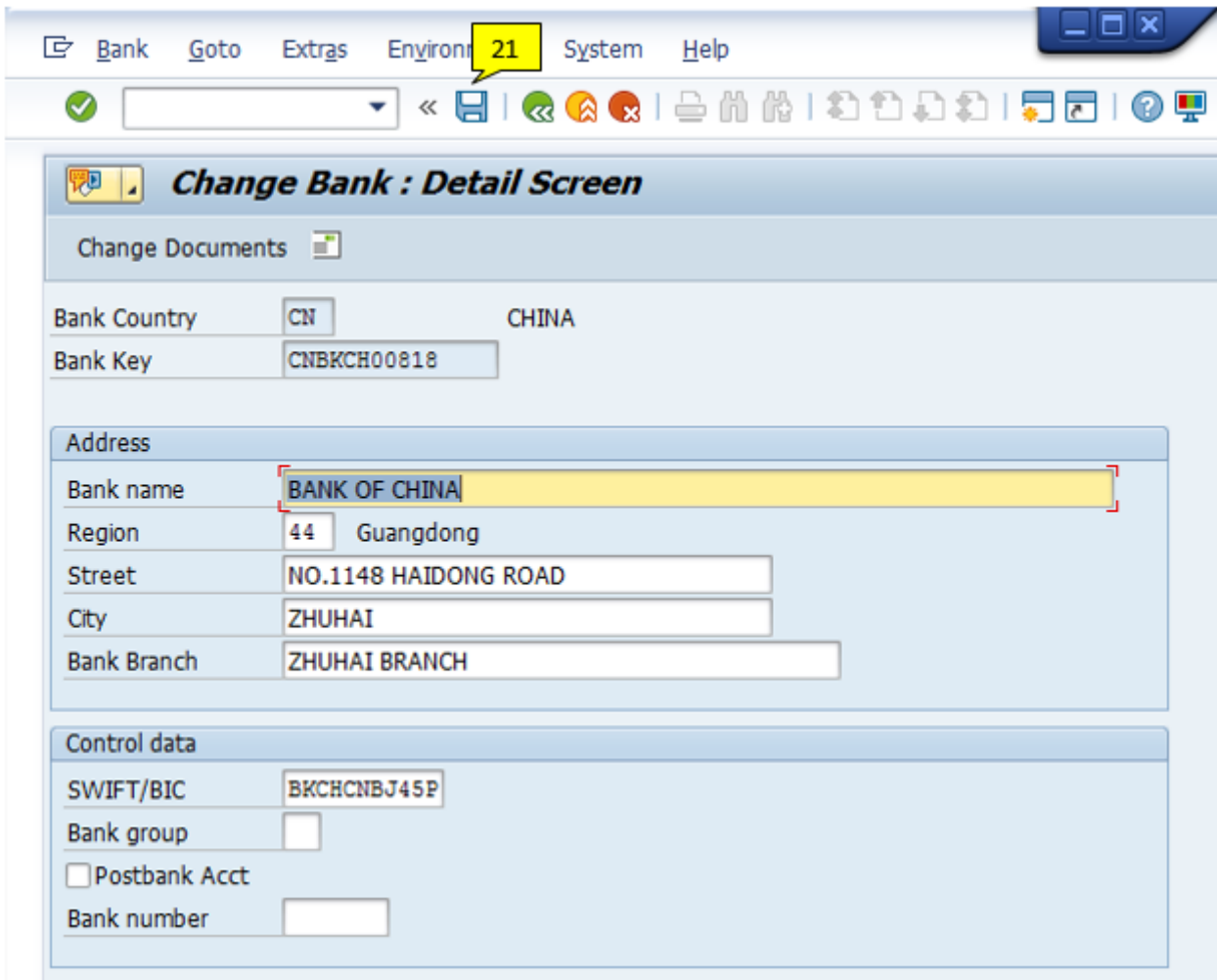
Fax Extension

E-Mail

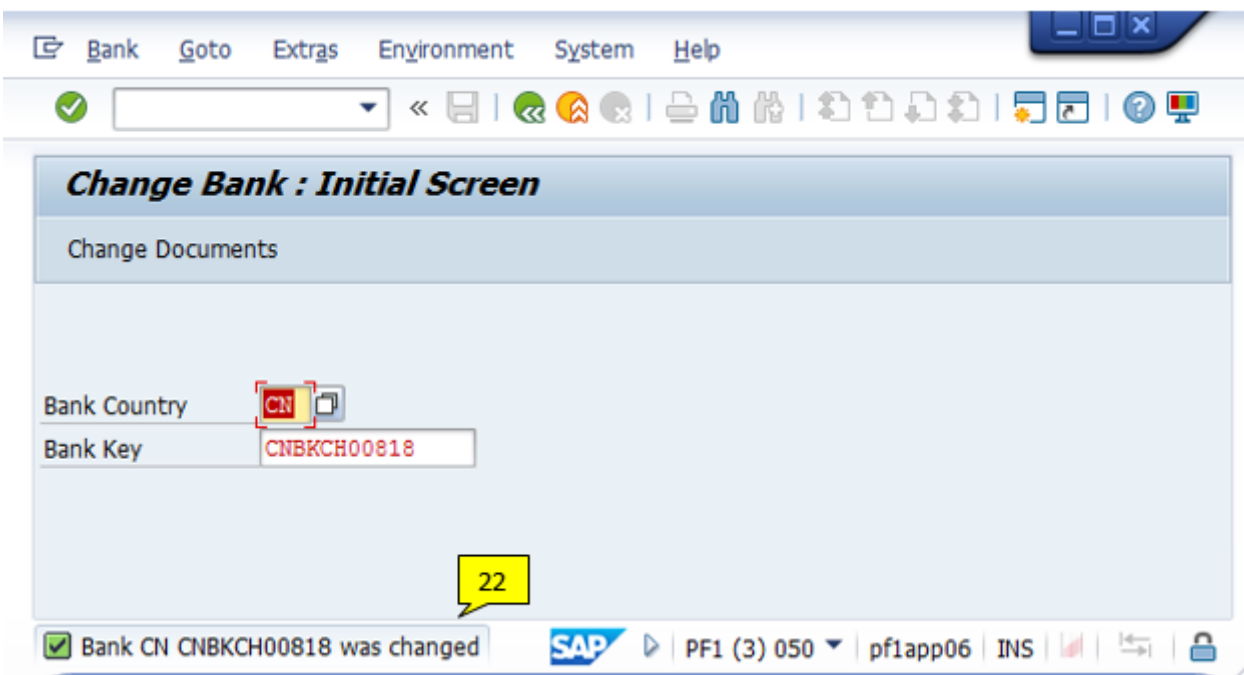
Comments

Preview International Versions

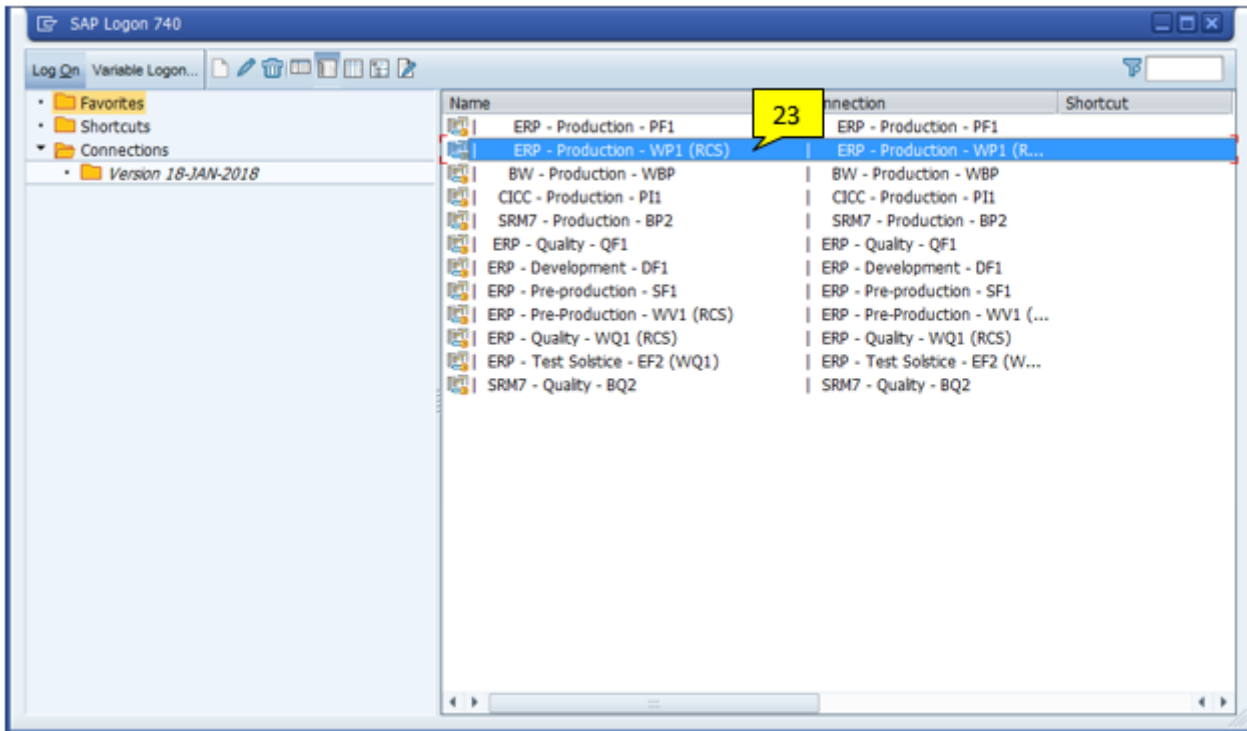
#	Main activities	Tips/Best practices	Key points
20	Click <input checked="" type="checkbox"/>		




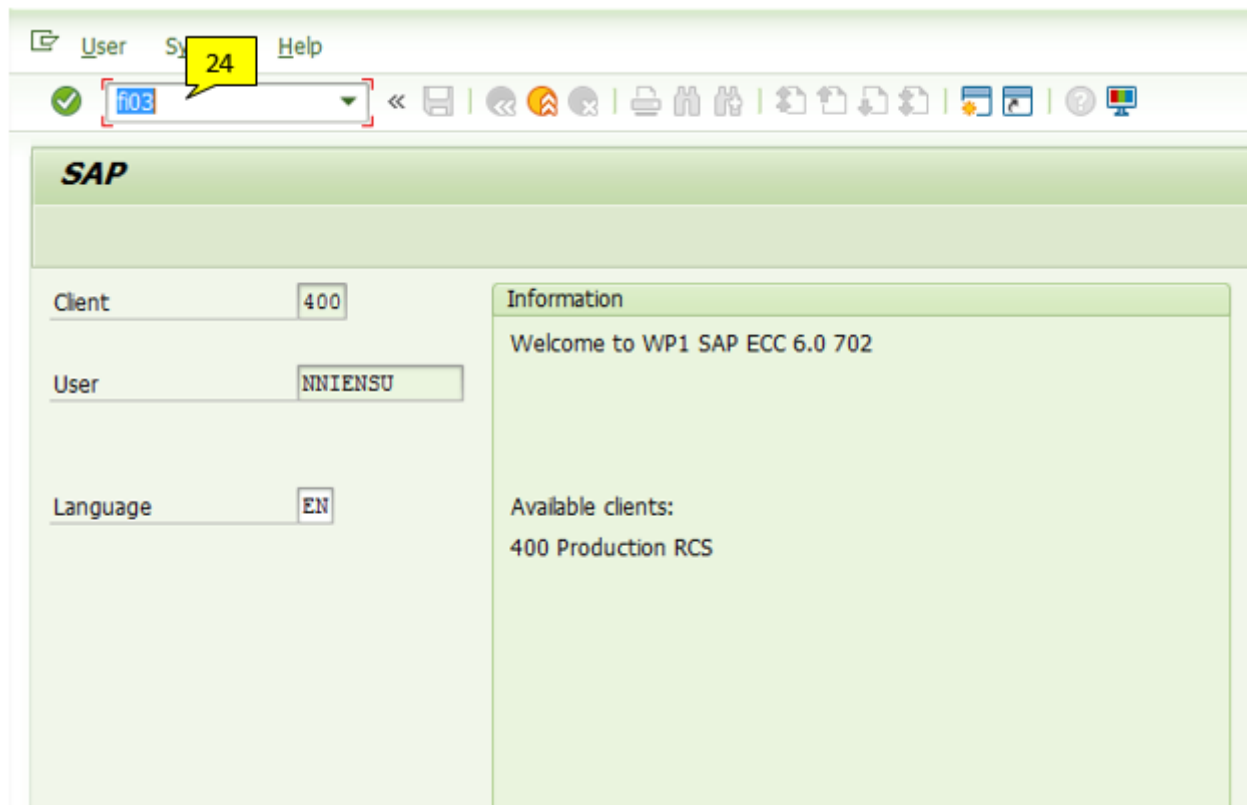
#	Main activities	Tips/Best practices	Key points
21	Click 		



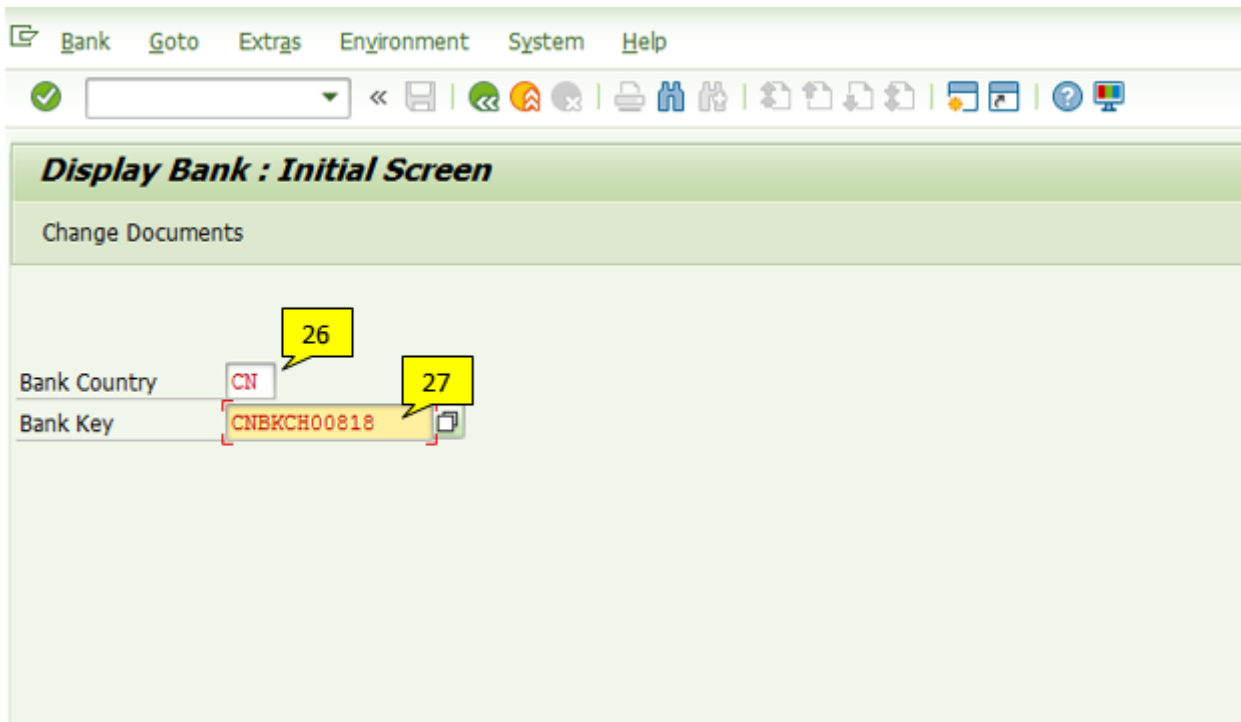
#	Main activities	Tips/Best practices	Key points
22	Once you finish update bank key, the message will show that bank key has been updated		



#	Main activities	Tips/Best practices	Key points
23	Select "ERP – Production – WP1" by double clicking on the ERP – Production icon 		



#	Main activities	Tips/Best practices	Key points
24	Insert T-code "fi03" and press "Enter" on your keyboard		



#	Main activities	Tips/Best practices	Key points
26	Insert "CN" in 'Bank Country' field		
27	Insert bank key you have updated in PF1 and press "Enter" on keyboard	<p>If you find bank key in PF1 and update, please repeat step #13 - #22</p> <p>If you cannot find bank key in PF1, please replete step #4 - #22, and then you need to create this bank key in PF1 because this bank key exists only in WP1</p> <p>Please see the file below how to create CN bank key</p>	