

I (Original requestor, CAD, CAM, Treasury...) request a modification of a bank account.

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) - " I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: TSU Tools & BAM

Responsibility area:

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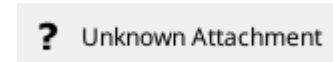
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 - 1.1. Objective of this Operation
 - 1.2. Scope
- 2. Definitions
- 3. Tasks description
- 3.1. I (Original requestor, CAD, CAM, Treasury...) request a modification of a bank account.

Scope



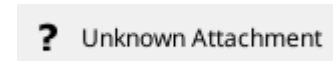
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ERP



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Frequency



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References

Forms

Attachments

<< I (Original requestor, CAD, CAM, Treasury...) request a modification of a bank account. >>

1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I (Original requestor, CAD, CAM, Treasury...) request a modification of a bank account.

Any person having the view on a bank account (original requestor, CAD, CAM, Treasury...) can request a modification to a specific bank account. To this purpose, use the AODOCS workflow and advance the status to 5.1-Modification request and explain - in the description field - the nature of the change request.

Different kinds of modification can be requested. Below are some examples:

Example of modification request	
Open a new currency compartment in an existing multi-currency account	If validated, TSU will duplicate the existing record and add the new currency. Request to the bank to add this new account/currency into the cash-pooling, Swiftnet & EBS.
Maintenance of virtual bank accounts linked to a main account.	If the virtual account generates bank statement, then it should be treated as a new bank account for the setup in system (including virtual cash pooling on main bank account). If not -only a reference in the main account bank statement - then no need. The virtual account should still be communicated to A/R team for them to setup the auto matching with A/R invoices.
Change of owner of the bank account	In case of M&A or LER, a bank account could be transferred from one Group entity to another Group entity.
Change of bank name or swift	Please provide the new bank account certificate and TSU will change the details accordingly. Preferred channel for communication is a modification request in AODOCS, or a BMC Helix ticket.
Modification in cash pooling (add, remove, change of structure)	Tax validation might be needed if a material change in the CashPooling structure is in place. Implementation is the responsibility of TSU. IT & Accounting need to be informed for setup.
Modification in connectivity (Swift, Fides, Banking Online portal)	Implementation under the responsibility of TSU. IT & Accounting need to be informed for setup.
Change of legal Representant / Power of Attorney / List of signatories	See next section 1.3 Update of Power of Attorney (POA) and/or authorized signatories and 1.4 KYC renewal
Other change in AODOCS F Finance Legal Entities Management	Such as ERP, % of ownership, CAD, CAM... TSU can easily update the bank account by deleting the field "Old company name". It will trigger a script that will update relevant fields from AODOCS F Finance Legal Entities Management.

End of document.