

**22. How to handle the change on new bank code for Citibank?**

**Core Change Announcement:** Log#056367 – New bank code (250) for Citibank

**Request Date:** 29-Jun-2005

**Problem Description:** Citibank used a new bank code for some of their clients, and it needed to be created in the CAP FM & HRM system.

Some of the NGOs informed us that Citibank would change its bank code with effective from 4-Jul-05. After verified with Citibank, it was clarified that only the bank accounts of retail banking would be changed from 006 to 250, and there were still some bank accounts using the existing bank code, i.e. 006. So, instead of changing the bank code from our systems from 006 to 250 directly, we will add another new bank record and retain the existing one.

For the updated list of bank codes, you can visit the document at web site for details, <http://www.hkicl.com.hk/clientbrowse.do?docID=819&lang=en>

The bank code is a setting common to all NGOs, we will help to do the change of setting on behalf of all NGOs. The changes are as follows:

**Remedial Action:**

HRM System

Old Bank Name	New Bank Name	Bank Code
First Nat’L City Bk	Citibank, N.A.	006
First Nat’L City Bk for C048	Citibank (Hong Kong) Limited	250

For each Employee using Citibank and needs to change the bank code, e.g. effective from 4-Jul-2005:

1. Date track to the end date of existing bank code, i.e. 3-Jul-2005
2. Go to “People > Assignment > Pay Method”
3. Click “Delete” button and select “End Date”
4. Date track to the effective date of new bank code, i.e. 4-Jul-2005
5. Go to “People > Assignment > Pay Method”, and enter the select new bank record.

If you have already run the payroll of affected months, please do the rollback and re-run those tasks in the following sequence:

**1. Rollback Auto-pay**

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2. Rollback Prepayment
3. Re-run Prepayment
4. Re-run Auto-pay

*For details, please refer to “Assignment – Pay Method” of HRM PIM UTM*

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### FM System

Current setting:

Old Bank Name	New Bank Name	Bank Code
CITIBANK, N.A.	CITIBANK, N.A.	006
	<b>CITIBANK (HONG KONG) LIMITED</b>	<b>250</b>

Note: please note that for those bank accounts need to be changed from 006 to 250, they need to be redefined:

#### AP:

1. Go to “Setup > Payment > Banks”, create new bank account for new bank code of Citibank
2. Define “Payables Documents” for the new Bank Account
3. Use new bank account for doing payment
4. For the obsolete Bank Account, input the field of “Inactive On” to disable it

For details, please refer to “Create a New Bank Account (Internal Type)” under the section of “Operations in AP” in FM System Admin UTM

#### AR (Remittance Bank):

1. Go to “Setup > Receipts > Receipt Classes”, add new Bank Account for new Citibank’s bank code.

For details, please refer to “Define Bank Accounts in Receipt Class” under the section of “Operations in AR” in FM System Admin UTM

#### AR (Customer Bank):

1. Go to “Setup > Receipts > Banks”, add new Bank Account for new Citibank’s bank code

2. Open the obsolete Bank Account records, and input the field of “Inactive On” to disable it

For details, please refer to “Define Bank Accounts (Customer Type)” under the section of “Operations in AR” in FM System Admin UTM

AR (Invoice for Auto-pay):

1. Go to “Paying Customer” tab of AR Invoice and select new Payment Method

For details, please refer to “Autopay (Generation of MRI Formatted File and Auto Receipt)” of FM AR UTM

AR (Customer):

1. For each affected Customer, Go to “Customers > Standard”
2. Open the “Address” window, and go to the “Bank Accounts” tab
3. Select new created Bank Account for that customer

For details, please refer to “Add Customer Bank Account (Optional)” under the section of “AR 1: Maintain Customer” in FM AR UTM