

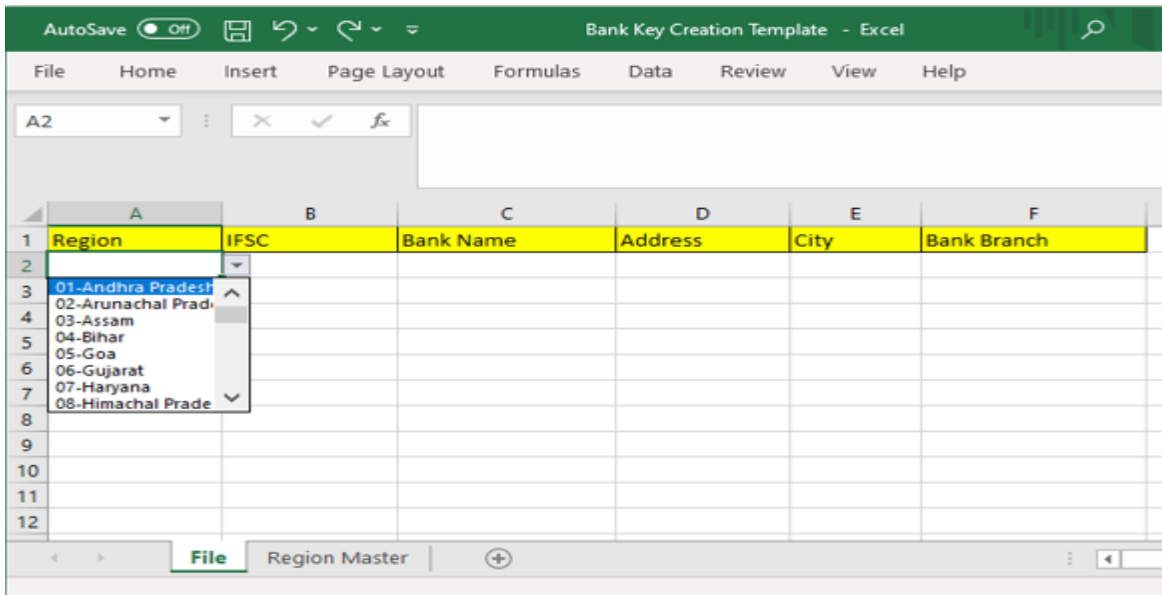
SOP for Bank Key Creation

T code: ZFI01

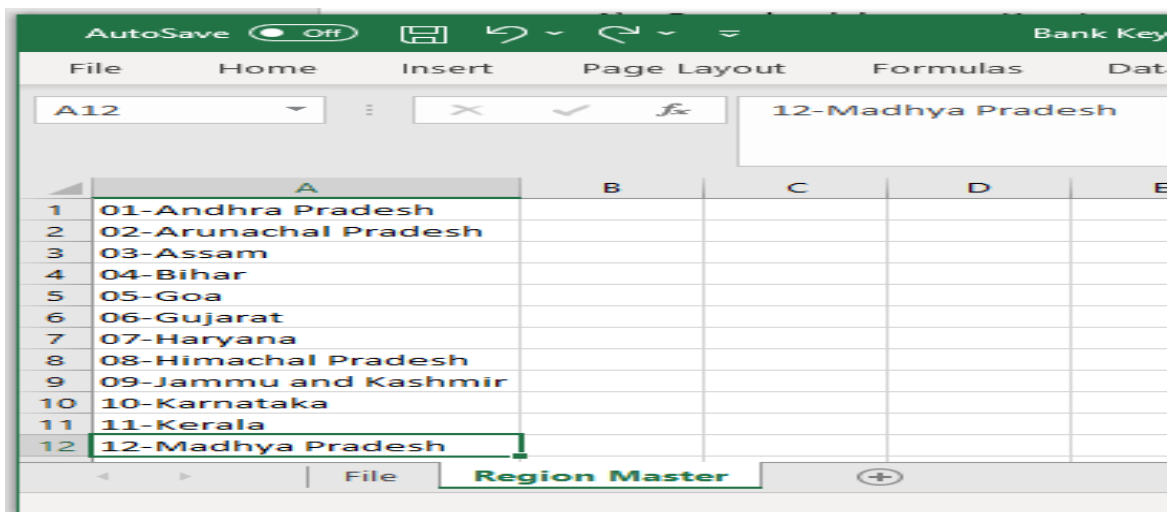
Role Name: Role for Bank Key creation.

1. File Creation and upload –

- a. Open bank key creation template and fill the details as mentioned below.
- b. Click on drop down menu option for filling your region data as show below.



- c. If dropdown menu is not available then select your region from region master sheet and paste in region column in file sheet.



- d. Enter remaining columns data and save in XLS format

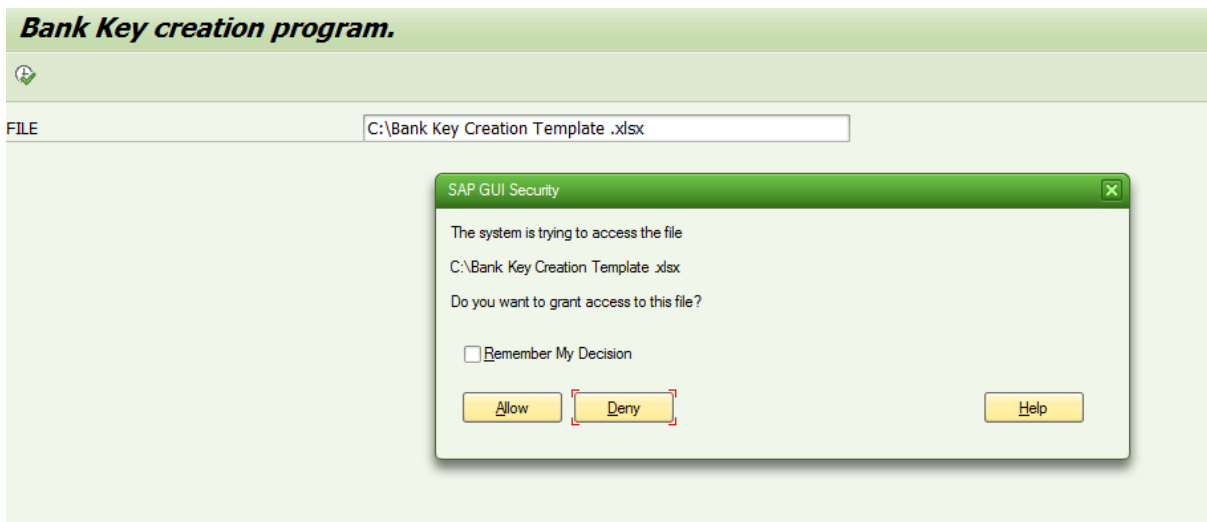
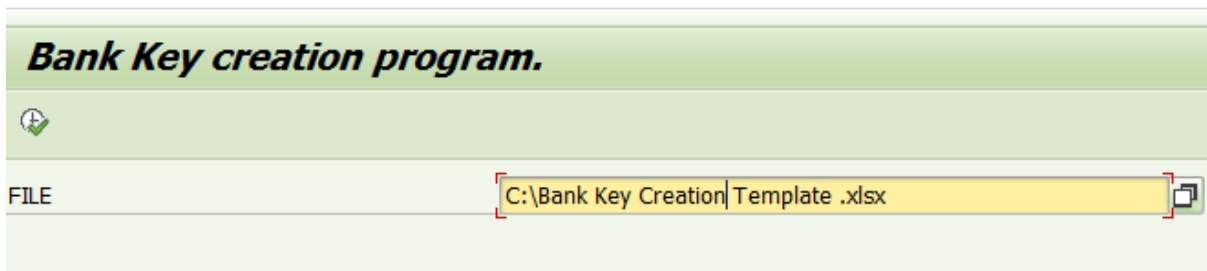
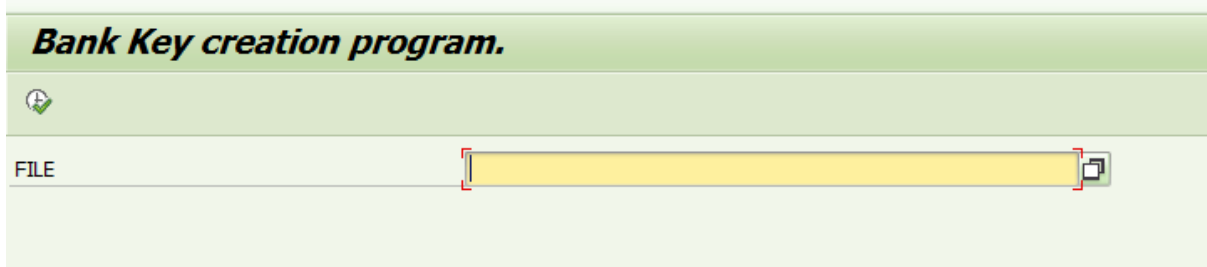
AutoSave Off Bank Key Creation Template - Excel Busireddy Gov

File Home Insert Page Layout Formulas Data Review View Help

D8

	A	B	C	D	E	F	G
1	Region	IFSC	Bank Name	Address	City	Bank Branch	
2	07-Haryana	SBIN0000274	SBI	xxxxxx	xxxxxx	xxxxxx	
3	05-Goa	SBIN0008568	SBI	xxxxxx	xxxxxx	xxxxxx	
4	05-Goa	SBIN0003511	SBI	xxxxxx	xxxxxx	xxxxxx	
5							
6							
7							
8							
9							
10							

e. Open ZFI01 t code and upload the file.



Bank Key creation program.

Search, Filter, Refresh, Print, Export, Import, Copy, Paste, Undo, Redo, Home, Help

IFSC	Bank key/Mess...	STATUS
SBIN0040158	HRSBIN40158	S

Bank IN HRSBIN40158 was created

- f. If any error in input / data uploaded you will get below error screen. Please recheck and upload again.

Bank Key creation program.

Search, Filter, Refresh, Print, Export, Import, Copy, Paste, Undo, Redo, Home, Help

IFSC	Bank key/Mess...	STATUS
SBIN004198	Please enter v...	E