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# 1. About this Manual

## 1.1 Introduction

This User Manual is prepared to familiarize you with the Savings module of Oracle FLEXCUBE. The manual gives you an overview of the module and explains all the maintenances required for its smooth functioning. It also takes you through the different types of transactions that may be handled through this module.

### 1.1.1 Audience

This manual is intended for your Branch Tellers, Vault Operators and Branch Supervisors to provide quick and efficient service to customers and prospects of your bank.

### 1.1.2 Organization

This manual is organized into the following chapters:

<b>Chapter 1</b>	<i>About this Manual</i> - Gives information on the intended audience. It also lists the various chapters covered in this User Manual.
<b>Chapter 2</b>	<i>Savings</i> - An Overview provides a snapshot of the features of the entire module.
<b>Chapter 3</b>	<i>Transaction Workflow</i> - Describes the role of the Workflow engine in transaction processing.
<b>Chapter 4</b>	<i>Common Operations</i> - Details the common operations that you can perform when processing transactions in this module.
<b>Chapter 4</b>	<i>Data Replication</i> – Details replicating host data in the branch.
<b>Chapter 6</b>	<i>Maintenances for Savings</i> - Details the various maintenances (E.g. Account opening instructions, TC Denomination details Reconciliation details etc.) for the module.
<b>Chapter 7</b>	<i>Cash Transactions</i> - explains all the cash-based transactions that can be performed through this module.
<b>Chapter 8</b>	<i>Instrument Transactions</i> - Describes the various instrument-based transactions that can be performed in this module.
<b>Chapter 9</b>	<i>General Ledger Transaction</i> - Explains miscellaneous debit and credit transactions GL transactions.
<b>Chapter 10</b>	<i>Time Deposit Transactions</i> - Explains the various types of transactions in this category.
<b>Chapter 11</b>	<i>Vault Operations</i> - Explains the different types of Vault operations available in branch.
<b>Chapter 12</b>	<i>Balancing Operations</i> - Explains the balancing operations available in this module.
<b>Chapter 13</b>	<i>Batches</i> - Details the various automatic processes applicable for the module.


### 1.1.2.1 Abbreviations used

The following acronyms/abbreviations are used in this User Manual:

Abbreviation	Description
GL	General Ledger
CCY	Currency
FCY	Foreign Currency
LCY	Local Currency
WF	Workflow
RT	Retail Teller
DE	Data Entry

### 1.1.2.2 Conventions used

The following conventions are used in this User Manual:









- Important information is preceded with the  symbol
- System/error/override messages are shown in the following manner:












**This is a system message**

### 1.1.3 Related documents

You may have to refer the other Oracle FLEXCUBE User Manuals as and when required.

### 1.1.4 Glossary of Icons

Icons	Function
	New
	Copy
	Save
	Delete
	Unlock
	Print
	Close
	Re-open

	Reverse
	Template
	Roll-over
	Hold
	Authorize
	Liquidate
	Exit
	Sign-off
	Help
	Add
	Delete

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## 2. Savings - An Overview

### 2.1 Introduction

Savings is the web-enabled front end of Oracle FLEXCUBE, and is used for handling the Retail Teller transactions. It is fully browser based and facilitates the processing of several types of transactions, like cash transactions, cheque transactions, remittance transactions, funds management transactions and so on.

A typical Savings transaction may be classified into the following five Workflow stages:

1. Capturing the transaction
2. Transaction enrichment from the host
3. Authorization by the supervisor (Local or Remote)
4. Viewing and Submission
5. Cash Disbursement

The Workflow engine which forms the core of Savings, determines the flow of the transaction from one stage to the other.

*For more details on the Workflow engine, refer the 'Transaction Workflow' chapter of this User Manual.*

#### 2.1.1 User Roles

You can define the User Roles, applicable in Savings, in the host. Each role may be associated with a set of functions that are allowed for the role. For example, roles of the following type may be created and associated to appropriate transactions:

- System Administrators
- Supervisors/Authorizers
- Vault Administrators
- Tellers

Typically, a department within a branch will have only one system administrator and a single vault but can have any number of supervisors and tellers. However, you can add additional roles depending on the bank's requirement.

#### 2.1.2 Salient features

Some of the salient features of the module are discussed below:

##### 2.1.2.1 Data Replication

Host based 'Push' Replication is used to reproduce the critical data (maintenances/customer data) from host to branch at regular intervals. These maintenances are pushed to the branch automatically. The time interval between each replication cycle can be configured as per the bank's requirement. Host will ensure that only necessary and critical information is made available locally in the branch.

*For more details on replicating data from the host, refer 'Data Replication' chapter of this User Manual.*

### **2.1.2.2 Dual Control**

Savings provides the facility for dual control of transactions wherein a supervisor has to authorize the transaction before the same is submitted to the host. If dual control is applicable, this is a mandatory requirement. This is typically applicable for high value cross border transactions.

*For more details, refer the 'Common Operations' chapter of this User Manual.*

### **2.1.2.3 One step or two step processing**

All transactions handled by Savings are designed as single stage processes. However, you can convert them to two stage processes anytime. Single step processing means that transaction Save, Authorization and posting of accounting entries happen as part of the same event. In a two step process, the transaction is split into 'Input' and 'Authorization' (this includes accounting and other updates). However, whether a transaction should have one step or two step processing is determined at the product level.

For activating the two-step processing, you have to make appropriate changes in the host and the branch workflow.

#### **One step processing**

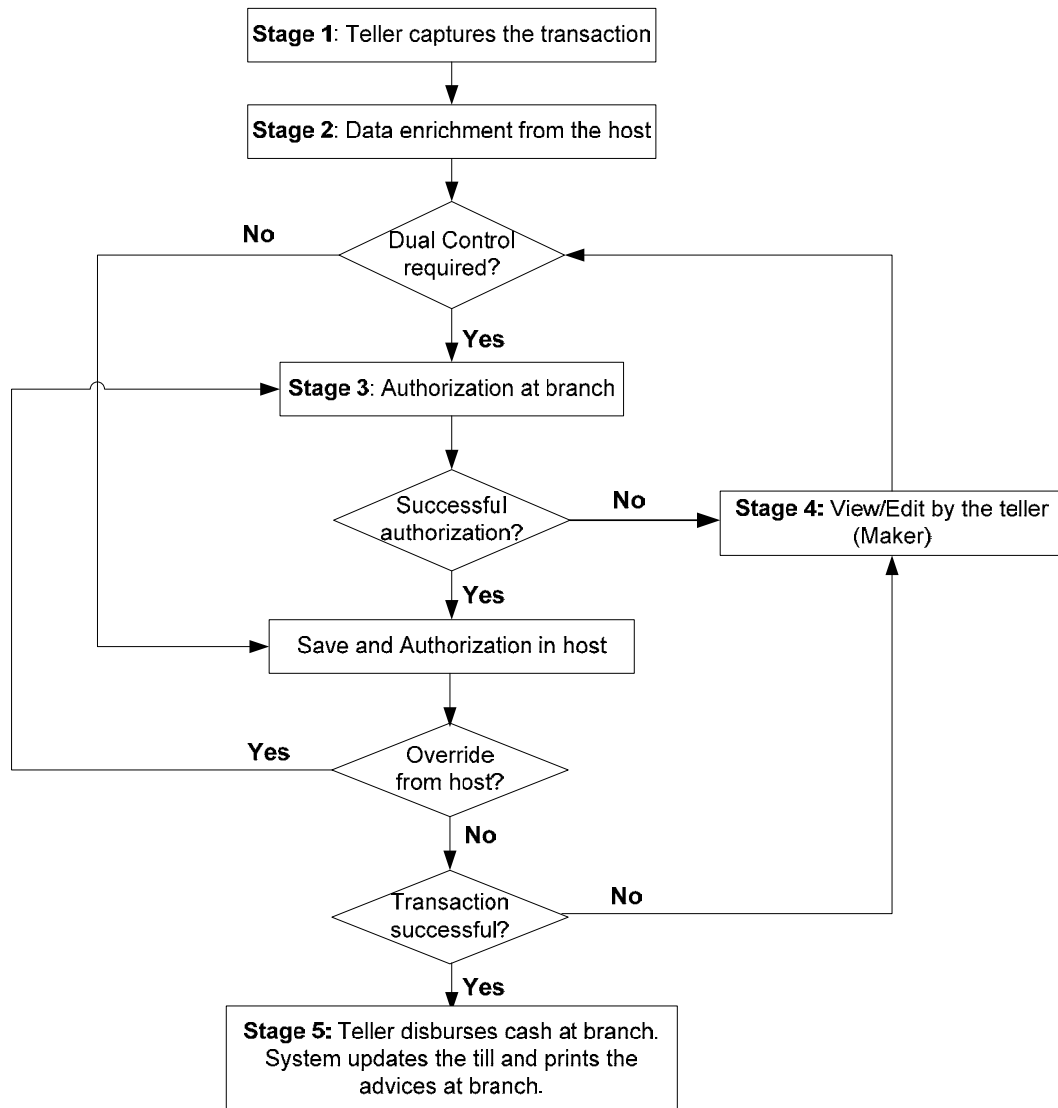
A one step process will typically involve the following steps:

1. The teller captures the transaction at branch
2. The transaction is enriched by the host. It calculates the charges applicable, if any, and performs some basic validations on the data captured at branch.
3. Authorization - If dual control is applicable, the transaction is authorized (basic check for amount, ccy etc.) by a supervisor. before being submitted to the host. If the authorizer approves the transaction, it goes directly to the host for actual authorization (accounting entries are passed).
4. During the basic check, if the authorizer rejects the transaction, it is sent back to the teller who either clears/discards it or edits and resends it again for approval to proceed.
5. If the contract is saved and authorized successfully (no overrides/error messages), ) in the host, it returns to the branch where the teller disburses cash. The system will also updates the till and prints the advices, if any., at the branch. However, if the transaction returns from the host with overrides, the supervisor has to authorize the same irrespective of whether dual control is applicable or not. In effect, the transaction returns to step 3.



If dual control is not applicable, after enrichment from the host, it goes directly to the host for 'Save' and 'Authorization'.

The process flow is depicted in the diagram below:



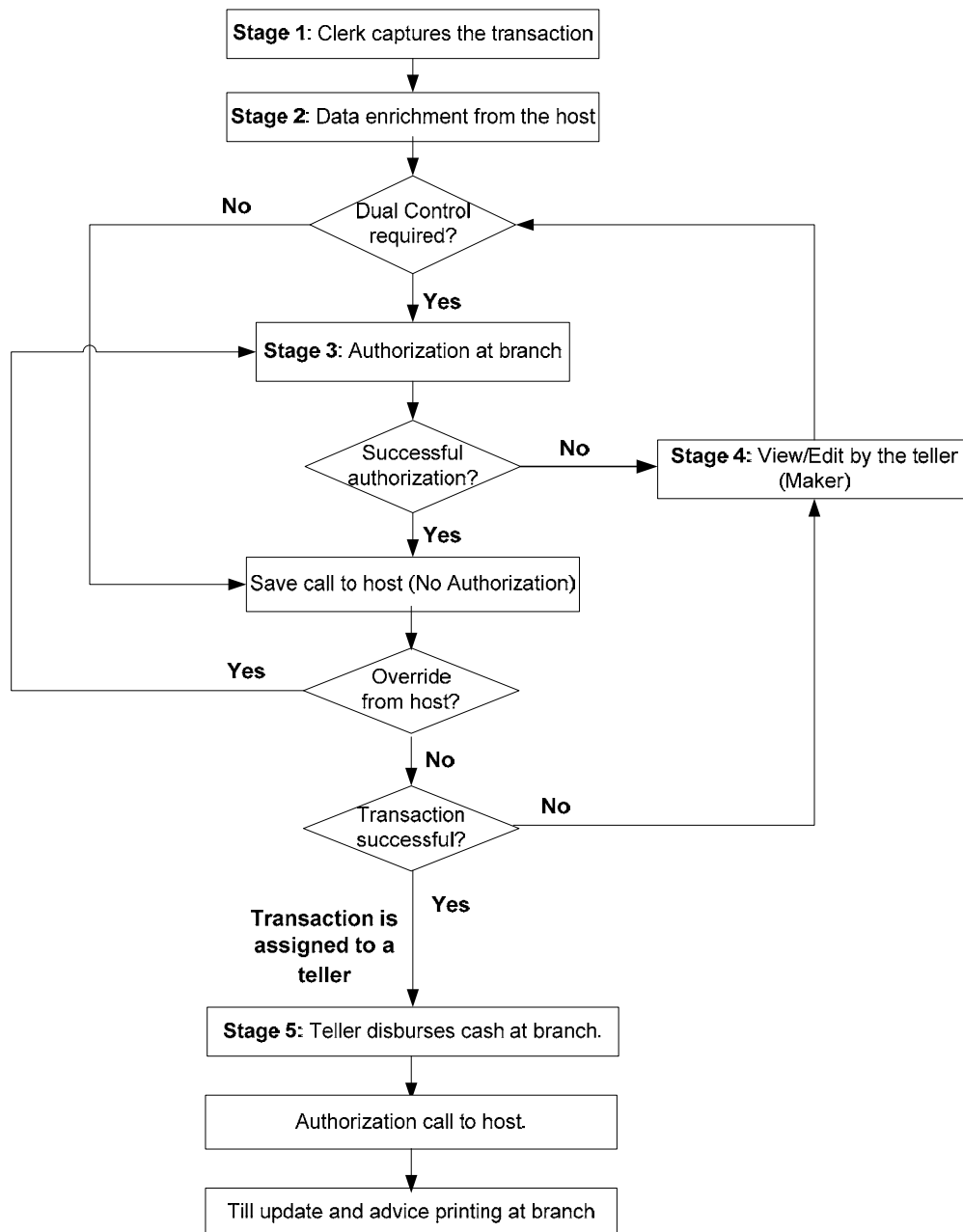
### Two step processing

The following steps are involved in a typical two step processing:

1. The clerk captures the transaction at branch
2. The transaction is enriched (as in one step processing)
3. Authorization/validation by the supervisor (as in one step processing)
4. On rejection or approval, transaction is sent back to the teller for corrections or cancellation or for saving.
5. The transaction is saved upon successful validation by the supervisor at branch, the transaction is sent to the host where it has to be 'Saved' for further processing (first call to host). If the transaction is saved successfully (no overrides/error messages), it returns to branch and it will be assigned to a teller. Note that if the transaction is not authorized in the host at this stage, the assignment to a teller may be auto or manual. The teller then disburses cash accordingly at the branch.

6. If the 'Save' operation results in overrides, the transaction is sent to the supervisor at branch for approval/authorization. Again, the assignment of the supervisor may be auto or manual. In effect, the transaction returns to step 3.
7. After cash disbursement, final call to the host for authorization. This is when the accounting entries are posted, the till is updated and the advices, if any, are printed.

The process flow is depicted in the diagram below:





The differences between one step and two step processing types are given in the table below:

One Step Processing	Two Step Processing
The transaction is initiated and completed by a teller.	The clerk initiates the transaction. After successful 'Save' in the host, it is assigned to a teller at branch who actually disburses the cash.
It involves a single call to the host (Oracle FLEXCUBE). The server. This results in the 'Save' and 'Authorization' of the transaction in the host.	Here, two calls are made to the host server. One, to 'Save' the transaction in the host after which cash is disbursed by the teller at branch.. Second call, post disbursement, results in authorization of the transaction in the host after which the accounting entries are passed.

#### **2.1.2.4 Denomination tracking**

For each transaction processed in Savings, you have the option to track the denomination of the cash withdrawn or deposited.

*For more details, refer the section 'Exchanging Denominations' in the 'Cash Transactions' chapter of this User Manual.*

#### **2.1.2.5 Offline and Online behavior**

When branch places a request on the host, as part of the response mechanism, the system can dynamically determine whether the branch is online with the host.

#### **2.1.2.6 Transaction reversals**

You can manually reverse only authorized and completed transactions. A transaction may be a normal completed transaction or a tanked transaction, which is believed to be complete in all respect.

When you reverse a transaction, the data is not removed from the system. The contract will remain in the system with the contract status as 'Reversed' and the accounting entries will be reversed (negative amounts will be posted into the accounts). Also, this will update the Till balance for the currencies (for cash transactions), wherever applicable.

You can pick up the transaction to be reversed from the transaction screen. If reversal is applicable (i.e. you have defined a reversal workflow stage for the transaction), save icon will be enabled. When you click on this button, the reversal request will be sent as a fresh request.

#### **2.1.2.7 Deletion of incomplete transactions**

You have the provision to delete incomplete transactions at any stage prior to its completion. This is typically done as part of the End of Day activities.

The 'Workflow' section in the Application Browser will display the count of Incomplete Transactions. You can fetch any of these transactions for clearing. Once you mark a transaction for deletion, the system will not display the transaction in the Complete/Incomplete/Pending transactions list.

#### **2.1.2.8 Auto Reversals, Roll Forward and Timeout Handling**

Auto-Reversals are applicable for transactions which have been configured as 'One Stage' transactions. If, during submission to host, the request (or the response) times out, then the transaction is updated as 'Marked for Reversal'. The untanking job will pick up such transactions and do the needful.

However, for 'Two Stage' transactions, timeouts will be based on the stage of the transaction. If the first stage request encounters a time out, the transaction will be updated as 'Marked for Delete'. But, if the first stage request goes through successfully, as a result of which the transaction is saved in the host (but is unauthorized), the subsequent second stage request time out will update the status as 'Marked for Roll Forward'. This implies that the transaction is complete in all respect and will be forced posted in host. But, in case of a timeout, if the subsequent branch follow through updates (e.g. Till updates, Transaction Status updates etc), if any, fails, the transaction status will be updated as 'Marked for Reversal' and not as 'Marked for Roll Forward'.

In both the above cases, the untanking process will pick up the transactions and do the needful.

### **2.1.2.9 Tanking and Untanking process**

The following section explains the process in branch and host:

#### **In Branch**

When the connection between branch and host is lost, the transactions will be tanked in the branch. Subsequently, when the connection is re-established, the system will untank the tanked transactions from the branch to host. The transactions will be saved in the transaction log master in the same stage at which the connection between the branch and host is lost i.e. the stage at which the transaction failed to take place in the host.

The following transaction will be tanked:

- Offline transactions
- Transactions with status 'Marked for Delete'
- Transactions with status 'Marked for Roll Forward'
- Transactions with status 'Marked for Reversal'

In the branch, all the transactions which failed to reach the host are tanked. The tanked transactions are marked with status 'T'. The untanking process will fetch the count of pending transactions in the branch and then upload the tanked transactions to the host when online. During the upload, the transactions in the branch remain locked. This is to prevent other parallel processes from picking up the same records. After successful upload, the status of the transactions is updated to 'P' in the branch which indicates that the transactions have been processed. The system, then unlocks the transactions which were locked in the branch.

#### **In Host**

The host will process the tanked transactions sent from the branch. The host will receive the untanking requests from the branch in the form of XML via an interface. These requests will be stored in a table. A background job will process the untanked transactions by first parsing the XML requests received by the host. Each transaction is identified by a unique external transaction reference number. On successful parsing, the job will forward it to the relevant interface for further processing. If there are any errors, the host is updated with the status and error details. If the transaction is successfully completed, the transaction status in the host will be marked as 'S'.

#### **Transaction reconciliation with host**

During the EOD activities in the branch, the transactions processed in the branch have to be reconciled against their corresponding entries in the host. Each teller of the branch will perform this activity as part of the respective Till balancing and closure. The following checks will be done as part of the transaction reconciliation in branch:

Count of transactions in branch and host: This query will display the list of transactions based on the type for a user for the day. In case of discrepancies it will drill down to individual transactions.

Inflow/Outflow totals of Cash Till and Debit/Credit totals in Cash GL: The total will be displayed currency-wise for a user. This will also be a drill down, wherein, in case of any discrepancy in a currency, you can view all the transactions in that currency.

Transactions in branch minus transactions in host: List of all transactions that are 'Complete' and 'Authorized' in the branch, but have no corresponding entries in the host.

Transactions in host minus transactions in branch: List of all transactions which are 'Complete' and 'Authorized' in the host, but have no entries in the branch (or are still Incomplete).

Transaction Amount in branch and in host: The transactions are present in branch as well as in the host, but the sum of the transaction amounts do not match.

These mechanisms will minimize the reconciliation efforts required as a result of any branch-host inconsistencies either at the Cash Till/GL level or at the Transaction Amount or Count levels.

Further, based on the results and observations of these reports/queries, you can initiate adjustment processes, as required, for Audit and Control measures.

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## 3. Transaction Workflow

### 3.1 Introduction

The Workflow engine, which forms the core of Savings, guides the transaction through its various stages. Each transaction is defined as a workflow with a series of steps or stages.

At the beginning of each stage, you (teller) have to capture the relevant data in the appropriate screen and then click on the 'Save' button. Upon clicking this button, the Workflow engine checks the Workflow definition and appropriately moves the transaction to the next logical step.

#### 3.1.1 Features of Savings Workflow

The following are the features of savings workflow:

- The workflow can be defined for each function.
- For functions which consist of similar workflow, the definition is defined at a generic level.
- Once a stage for a transaction is completed, the workflow engine moves the transaction to the next logical stage automatically.
- The number of stages and workflow using front end maintenance can be configured.
- Any change in workflow does not result in re-deployment.
- It minimizes the number of host trips.
- The workflow is supported in offline scenario.
- For Savings, you can have a default authorizer. If default authorizer is defined, then the transaction gets assigned to that authorizer automatically.
- For cash transactions, you can configure the denomination tracking, whether it is required or not.

### 3.2 Workflow Interfaces

The workflow engine provides the following interfaces:

#### **Initiation of a new transaction**

This interface is invoked when you select a transaction from the Menu. Internally, a Workflow object corresponding to the transaction you select in the Menu is created and control passed to it. This Workflow object will first check if you have the rights to execute the selected transaction. It will then, display the appropriate screen and data.

#### **Execute a workflow stage**

This interface is called after you capture the mandatory data and click on the 'Save' button in relevant transaction screen. The Workflow object, created on initiation of a new transaction, checks if any server code needs to be invoked and appropriately invokes it with the data received. Based on the response from the server code, the Workflow object routes the workflow to the next appropriate stage. On completion of a stage, the stage details including the input data xml and response data xml are logged in Savings to indicate that the workflow has moved to the next stage.

### **Load a Workflow stage**

This interface is invoked when you click on a stage in your task list. This results in the Workflow object providing you the appropriate screen and data. The transaction workflow stage status is marked as Work In Progress (WIP).

### **Hold a Workflow stage**

This interface is used when you don't want to execute the workflow stage immediately but save the data captured for use at a later point.

### **Cancel a Workflow**

This interface is used when you need to cancel a transaction at any stage.

### **Assign a Workflow stage**

This interface is invoked when you click on the 'Assign' button in the assignment screen. If you need to assign the workflow stage to a different user, the assignment screen is displayed where you can specify the new user in the 'Assign To' field. Upon clicking the 'Assign' button, the workflow object updates the 'Assigned To' column in the Log Master table. The transaction then, appears in the pending tasks list of the new user from where the user can pick up the transaction.

### **Discard a Workflow**

If you need to discard a transaction at any stage, the discard interface is invoked.

## **3.2.1 Locking a Workflow stage**

You can assign a workflow stage to more than one user. This means that any user with appropriate rights can pick up and execute a given workflow stage. However, to ensure that only one user executes a stage, the workflow engine ensures that as soon as one of the assigned users selects a workflow stage for execution, the stage is locked for that user. If any other user tries to execute the stage, the system displays an error message informing that another user has already locked the workflow stage.

## **3.2.2 Tracking and Auditing**

The Workflow engine provides highest level of security and auditing capabilities. It captures and maintains the following information about every action taken by each user:

- The transaction stage that was invoked
- The name of the user who invoked the stage
- The time when it was invoked
- The data captured for the transaction
- The result of the action performed

The data thus captured will be sufficient to replay the entire life of any given transaction, at given time. The table Txn\_LogDetails holds the details of every stage of the transaction including the input and output data.

## **3.2.3 Defining a Workflow stage**

You can define workflow stages as per the bank's requirements. The class generator utility will automatically generate the transaction specific classes. The workflow definitions for all transactions are generated in XML format. Whenever you change the workflow definition for a transaction, the respective class should be generated again and replicated to the workflow.

### 3.3 Maintaining Function Group

You can logically club the function IDs to a function group using the 'Function Group Detail' screen. To invoke this screen, type 'STDFNGRP' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Function Group Detail -- Web Page Dialog

Function Group \* \_\_\_\_\_

Group Description \_\_\_\_\_

Function IDs in Group

Function ID
-------------

Input By \_\_\_\_\_ Date Time \_\_\_\_\_ Modification Number \_\_\_\_\_ Open ☐ Authorized By \_\_\_\_\_ Date Time \_\_\_\_\_ Authorized ☐ Exit

Here you need to enter the following details:

#### **Function Group**

Specify the appropriate function group that has to be created.

#### **Function Group Description**

Specify the description of the function group code.

#### **Function ID**

Select the function ID which is part of the function group from the option list provided. The system will list only savings functions.

The system performs the following validation while clubbing the function IDs to a function group:

- The function ID should be unique. Same function ID should not be mapped to multiple function groups.
- The function group code should not be a function id.
- At least one function ID should be defined for a function group.

While generating workflow if you select function group, then the system generates online and offline workflow. The system generates offline workflow only if the function supports offline processing or if workflow is maintained for a group. The static data released for stage wise response does not include override and undo (auto reversal).

### 3.4 Maintaining Workflow Definition

You have to maintain certain parameter which determines the workflow of a savings function. You can either define a workflow for individual savings functions like Cash Deposit, Cash Withdrawal or you can define for a group of similar functions like Function Group.

You can set the parameters for workflow definition for a branch using 'Function Workflow Definition Detail' screen. To invoke this screen, type 'STDWFDEF' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Branch Code \* ALL  
Function ID/Group \* 1006

**User Preferences**

- ☒ MIS Amendable
- ☒ UDF Amendable
- ☒ Charges Amendable
- ☒ Exchange Rate Amendable
- ☐ Till Required
- ☐ Denomination Tracking Required
- ☐ Auto Authorization

**Validation Preferences**

- ☐ Inter Branch Check
- ☐ Authorization Limit Check

**Authorization Preferences**

- ☐ Authorization On Charge Amendment
- ☐ Authorization On Exchange Rate Amendment

Assignment Mode: Manual  
Assignment Role \* BRNOFF

Populate Stage

Sequence No	Stage Description	Override Handling
1	Input	Immediate
2	Enrich	Immediate

Authorization Limit Check

Input By BRNUSR    Date Time 10/1/2008 17:24:33    Modification Number 1    ☒ Open  
Authorized By BRNUSR    Date Time 10/1/2008 17:24:33    ☒ Authorized    Exit

Here you need to enter the following details:

#### **Branch Code**

Specify the appropriate branch code from the option list provided.

#### **Function ID Group**

Specify the function ID group from the option list provided.

### **3.4.1.1 Specifying User Preferences Details**

#### **MIS amendable**

Check this box to amend the system defaulted MIS details.

#### **UDF amendable**

Check this box to amend the system defaulted UDF details.

#### **Charges amendable**

Check this box to modify charges picked up by system.

#### **Exchange rate amendable**

Check this box to modify the exchange rate picked up by system.

#### **Till Required**

Check this box to update the till balances. This is applicable only for cash transactions.

#### **Denomination Tracking required**

Check this box to indicate whether denomination tracking is required for cash transactions.

### **3.4.1.2 Specifying Validation Preferences Details**

#### **Inter Branch check**

Check this box to indicate whether the transaction involving inter branch account needs authorization.

#### **Authorization limit check**

Check this box to indicate the transaction amount limit beyond which an authorization for the transaction limit is enforced.



You have to maintain a currency wise transaction limit in online and offline mode. If the limit is not maintained for a currency then transaction amount limit authorization is not enforced.

### **3.4.1.3 Specifying Authorization Preferences Details**

#### **Auto Authorization**

Check this box to indicate transaction requires authorization.

#### **Authorization on charge amendment**

Check this box to indicate whether authorization is required in case if you have amended the charge defaulted by the system.

#### **Authorization on exchange rate amendment**

Check this box to indicate whether authorization is required in case is you have amended the exchange rate defaulted by the system.



## Assignment Mode

Select the assignment mode to indicate whether remote authorization assignment is automatic or manual operation. The assignment modes available are:

- Auto – It indicates whether the authorizer is chosen automatically based on default authorizer maintenance.
- Manual – It indicates whether the maker of transaction can choose the authorizer from the list of authorizers.

## Assignment Role

Select the assignment role of the authorizers. The users belonging to this role are the valid authorizers for this workflow. This field is applicable if assignment mode is 'Manual' or if assignment mode is 'Auto' and no default authorizer is maintained for the user.

Click 'Populate Stage' to derive the number of stages. A maximum of two stages are displayed, they are:

1. INPUT Stage
2. ENRICH Stage

The derived stages are displayed in the 'Branch Work Flow Details' section in the screen.



You can add another stage if single stage is populated. This is required if two stages are enforced despite the preferences that are maintained. The stages added explicitly by you are allowed to be deleted.

### 3.4.1.4 Specifying Branch Workflow Details

#### Sequence No

The system displays the sequence number.

#### Stage Description

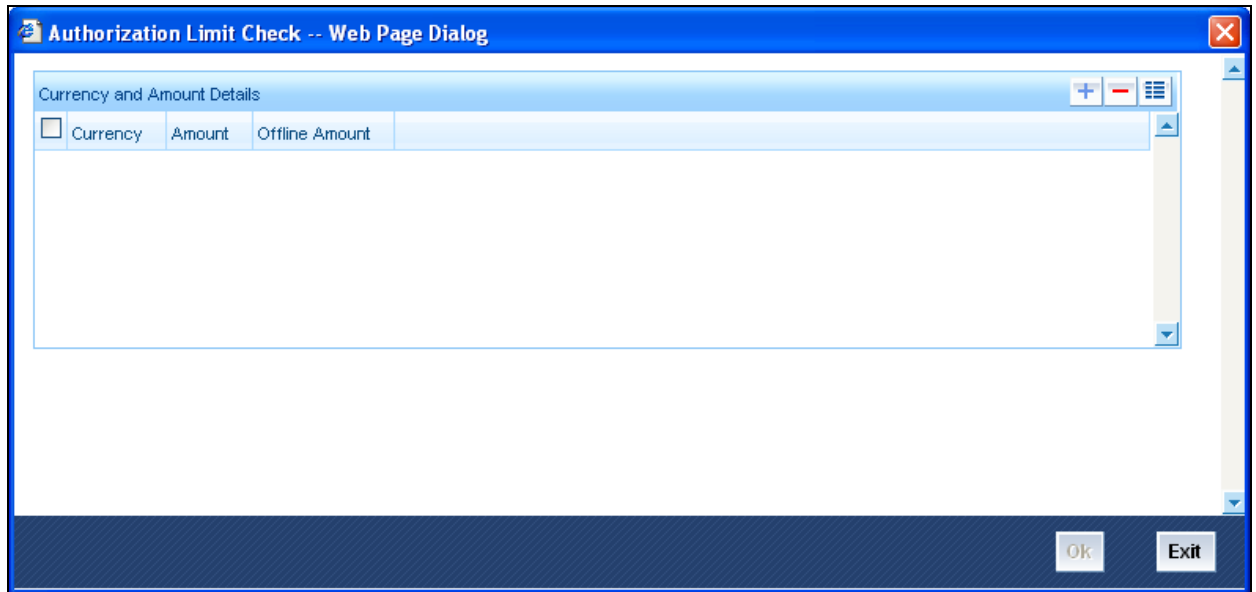
The system displays the stage description.

#### Override Handling

Select the appropriate override handling from the drop down. The options available are:

- Auto
- Defer
- Immediate

Click on 'Authorization Limit Check' button to maintain the currency wise transaction limit in online and offline mode. The 'Authorization Limit Check' screen is displayed.



Here you need to maintain currency wise transaction limit in online and offline mode. If the limit is not maintained for a currency then it is treated as authorization required.

### **Currency**

Specify the currency for the authorization limit check.

### **Online Amount**

Specify the online amount for the authorization limit check.

### **Offline Amount**

Specify the offline amount for the authorization limit check.

The system performs the following validation while setting the preferences for Workflow definition:

- The denomination tracking check should be Y only if 'Till Required' is Y.
- Authorization Preference should be Y only if corresponding amendment preferences are Y.
- The override handling in last stage cannot be Defer.
- If you select 'Auto Authorize' option then the following options cannot be selected.
  - Auth limit check
  - IB check
  - Authorization on charge amendment
  - Authorization on exchange rate amendment
- You cannot select the override handling to 'Auto'.

#### **3.4.1.5 Handling of Local Transactions and Pure Query**

In Oracle FLEXCUBE, the workflow for local transactions and the query stage is pre-configured. You are allowed to amend the following options in work flow maintenance:

- Till Required
- Denomination Tracking Required

- Authorization Limit Check
- Assignment Mode
- Assignment Role
- Authorization Limit Check Button

### 3.4.2 **Maintaining Auto Assignment of Authorizer**

Following are the maintenances for handling Auto Assignment of Authorizer, they are:

- Maintaining Default Authorizer
- Maintaining User Role Definition

#### 3.4.2.1 **Maintaining Default Authorizer**

You can maintain the default authorizer by using 'Default Authorizer Detail' screen. To invoke this screen, type 'STDDEFAU' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Here you need to enter the following details:

#### **User ID**

Select a user ID from the adjoining option list. The option list consists of user IDs for whom a default authorizer needs to be maintained..

#### **User Name**

The system displays the name of the user, when you select the user ID.

#### **Branch Code**

Select the appropriate branch code. This field is enabled if the 'All' option is chosen in the 'User ID' field. If specific authorizer is selected, then the system will default the home branch as branch code.

## Branch Name

The system displays the branch name, when you select the branch name.

## Default Authorizer

The system displays the default authorizer, if you already set a default authorizer while assigning the transaction. However you are allowed to change it, if the mode assigned is Manual. Select the authorizer ID from the adjoining option list. The option list consists of authorizers who are mapped to a role with 'Savings Authorizer' flag value as 'Y' and 'All' option.

There are two different modes of assignment of workflow transaction, they are:

- Manual - If you assign the mode as 'Manual' then the system will display the default authorizer. You are allowed to change the authorizer.
- Auto - If you assign the mode as 'Auto' then the transaction will be automatically assigned to the authorizer.

## Description

The system displays the description.

### 3.4.2.2 Maintaining User Role Definition

You can define the user role in the 'Role Maintenance' screen. To invoke this screen, type 'SMDROLDF' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Branch Limit -- Web Page Dialog

Role Identification \*

Role Description

☐ Authoriser Role

☐ Vault Role

1 of 1 Go to Page

Limits

Limit Currency *	User Limit
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Ok Cancel

Here you need to enter the following details:

### Authorizer Role

Check this box to indicate the user role is defined.

*For more information about 'Role Maintenance' refer 'Defining a User Role' topic under 'Security Management System' User Manual.*

### 3.4.3 Maintaining Denomination tracking

Oracle FLEXCUBE facilitates denomination tracking. For cash transactions, there is an internal stage called Till Update. The system will update the user till with the amount of cash transaction. If denomination tracking is checked in the 'Workflow Definition' screen then the system updates the denomination wise update of Till. If denomination tracking is not checked then you should not input the denomination details in the denomination block. If input, the same is ignored.

### 3.4.4 Maintaining Savings Function Definition

Oracle FLEXCUBE allows you to set preferences for function ID specific configuration using 'Branch Function Definition Detail' screen. The primary data are pre-shipped with an option to modify certain parameters. Here you are allowed only modify and authorize. To invoke this screen, type 'STDBRFUN' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Branch Function Definition Detail -- Web Page Dialog

Function ID \*  
Description

~ Preferences

☐ Offline Support  
☐ Next Date Transaction Allowed  
☐ Reversal Allowed  
☐ Authorisation for Reversal  
☐ Advice Required

Online Advice Name  
Offline Advice Name

Input By      Date Time      Modification Number      ☐ Open  
Authorized By      Date Time      ☐ Authorized      Exit

Here you need to enter the following details:

#### Function Id

Specify the function Id for which preference is to be set.

#### Function Description

The system displays the function description.

#### Offline Support

Check this box to indicate if offline is allowed.

### **Next Date Transaction Allowed**

Check this box to indicate if next date transaction is allowed.

### **Reversal Allowed**

Check this box to indicate if reversal allowed.

### **Authorization Required for Reversal**

Check this box to indicate if authorization is required for reversal. Reversal is an internal stage in workflow. The system triggers reversal authorization based on the flag.

### **Advice Required**

Check this box to indicate if advice has to be generated.

### **Online Advice Name**

The system displays the advice template name to be used in online mode. However you can amend it.

### **Offline Advice Name**

The system displays the advice template name to be used in offline mode. However you can amend it.

The system performs the following validations:

- Authorization Required for Reversal can be set as Y only if Reversal Allowed is Y.
- Offline Allowed and Reversal Allowed option can be set only if they are supported for the function. The support will be as per factory shipped information.

## **3.5 Stages in Workflow Transaction Flow**

Oracle FLEXCUBE allows you to set preferences before generating the workflow. The following are the preferences you can set for each stage, they are:

- Handling of overrides – The following options are supported:
  - Defer – It indicates whether the display and remote authorization handling of savings and host overrides raised in the current stage are combined with the branch validation step of the subsequent stage. If the branch validation step of the subsequent stage does not raise any overrides then the host overrides are not displayed and the transaction proceeds. If the next host hit again results in overrides then they will be displayed.
  - Immediate – It indicates whether the host overrides are handled in the current stage. When you accept the overrides and submit the transactions for remote authorization. The workflow proceeds only on successful remote authorization.
  - Auto – It indicates whether all the overrides from branch and host do not require authorization. The system sets the 'Auto' option, if you have opted for 'Auto Authorize' option.
- SI. Number – This is a system generated number which determines the sequence of execution of the stages.

While saving the preferences the workflow gets generated. There are two stages for generating a workflow. They are:

- Input

- Enrich

After generating the workflow, INPUT and ENRICH stages, the system performs the following validations after determining whether validations need to be carried out before calling HOST:

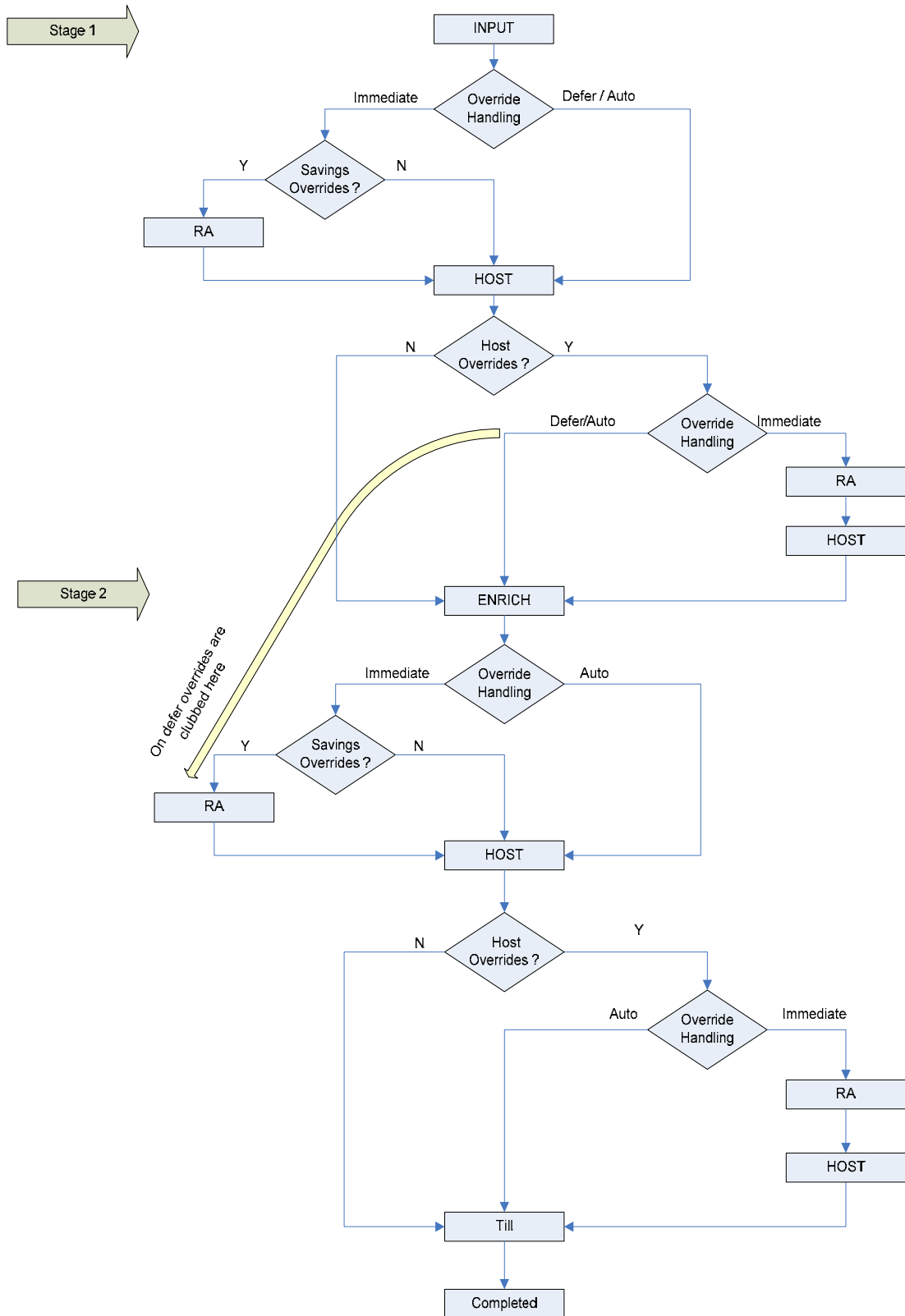
- The system raises the inter-branch override if the transaction account does not belong to the current branch.
- The system raises an override if the transaction amount is greater than transaction level limit or role level limit.
- The system raises an override if you amend the exchange rate that is defaulted by the system.
- The system raises an override if you amend the charges that is defaulted by the system.

If validation raises any override then transaction will require Remote Authorization. On successful Remote Authorization, transaction will proceed with Work Flow i.e. to HOST. If validation does not return overrides, transaction will proceed with Work Flow i.e. to HOST directly. The Inter Branch and transaction limit checks are carried out in first stage and the remaining validations are carried out in second stage.



Online and Offline transaction level limit is maintained in 'Savings Workflow Defenition' and Role level limit is maintained in 'User Roles Defination' Screen.

The diagram below consists of two stages for generating the workflow:



### 3.5.1 Input Stage



The system performs certain validation during input stage. During validation, if system raises an override as Immediate, then the transaction is moved to Savings Overrides for authorization. On successful Remote Authorization if required, the transaction will proceed with Work Flow i.e. to HOST. If Remote Authorization is not required the transaction directly hits HOST.

If the validation does not return overrides, then the transaction will directly proceed with Work Flow i.e. to HOST.

Under HOST, if the system raises any host overrides, then the transaction moved for override handling validation. Here if system raises an override as Immediate, the transaction will require Remote Authorization. On successful Remote Authorization, the transaction will proceed with Work Flow i.e. to HOST. If Remote Authorization is not required the transaction directly hits HOST and then moves to ENRICH stage.

If the system raises an override as Defer, then the transaction are clubbed and sent for Remote Authorization during ENRICH stage. If the system does not raise any host override, then the transaction directly hits the ENRICH stage.

### **3.5.2 Enrich Stage**

The system performs certain validation during enrich stage. During validation, if system raises an override as Immediate, then the transaction is moved to Savings Overrides for authorization. On successful Remote Authorization if required, the transaction will proceed with Work Flow i.e. to HOST. If Remote Authorization is not required the transaction directly hits HOST.

If the validation does not return overrides, then the transaction will directly proceed with Work Flow i.e. to HOST.

Under HOST, if the system raises any host overrides, then the transaction is moved for override handling validation. Here if system raises the override as Immediate, the transaction will require Remote Authorization.

On successful Remote Authorization, the transaction will proceed with Work Flow i.e. to HOST. And then moves to Till. If the system does not raise any override, then the transaction directly moves to the Till. If the validation does not return any host overrides, then the transaction directly moves to the Till.

If Till required is selected then on successful completion of the enrich stage, the system will update the Till automatically. After updating the Till, the transaction is completed.



If 'Advice Required' is selected in the 'Branch Function Definition Detail' screen, the system generates the advice and displays on successful completion of the transaction.

### **3.5.3 Running Savings EOD Mandatory**

Oracle FLEXCUBE facilitates to make savings EOD (End of Day) mandatory to run EOD for a particular branch wherein the workflow cannot be modified. Therefore the 'Workflow Allowed' flag is maintained as 'N'. The EOD batch run is carried out for both stages. During the first stage, the system performs validation needed for executing savings EOD. And in the second stage, it performs HOST call.

You have to maintain the following function to make savings EOD as mandatory for running host EOD:

- The function 'BRNRECON' should be maintained as a mandatory function in 'Mandatory Batch Programs'.

- In 'Mandatory Batch Programs' maintenance, the End of cycle group will be 'End Of Transaction Input' for the function ID 'BRNRECON'.

The HOST keeps a track whether savings EOD execution is completed for each branch and date. After completion, the HOST marks the savings EOD execution as completed for that application date and branch. The batch program 'BRNRECON' checks if savings EOD is completed and return success. If savings EOD is not mandatory, then 'BRNRECON' is not maintained as a mandatory function.

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## 4. Common Operations

### 4.1 Introduction

This chapter details the common procedures and operations that should be followed while processing transactions in Savings. This chapter is divided into the following sections:

- Clearing a User
- Authorizing a transaction
- Initiating a Customer Session

The following operations are also discussed:

- Opening a Branch
- Opening a Vault
- Opening a Till

### 4.2 Workflow Task List

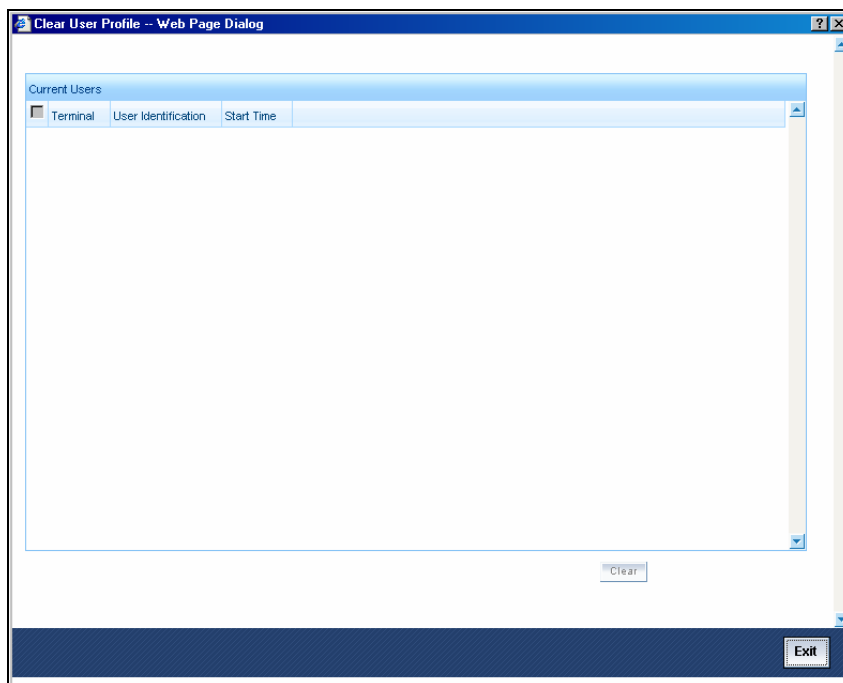
When you click on 'Workflow' in the Application Browser, the following details are displayed on the right pane:

- Number of pending transactions
- Number of transactions that are assigned to the logged in users
- Number of transactions that are yet to be assigned
- Number of transactions that have failed
- Number of transactions that are complete
- Number of transactions that are reversed

### 4.3 Clearing a User

Sometimes you may require to force-logout a user from Savings. You can do this if you are a supervisor with the necessary rights to logout a user from the branch. The supervisor also has the facility to force log off all the users at any given point of time. Typically, the force-logout right is given to only one administrator role user in the branch.

You can invoke the 'Clear User' screen by typing 'SMDCLUSR' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. The following screen will be displayed:



This screen lists the following details of the all the users who have logged into Savings:

- Branch Code
- User ID

To force log out a user, check the box against the relevant user record and click 'Clear' button. The system will display a message to confirm the clear operation. To force log out all the users, check the box against the header row, which will select all the users who have logged in, and then click on the 'Clear' button. The selected users are logged off from Savings.

## 4.4 **Authorizing a Transaction**

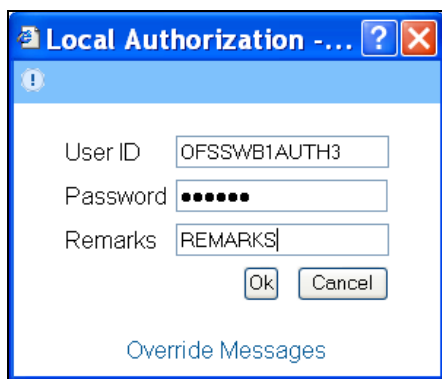
Authorization can happen in two ways based on the Workflow defined for the transaction – Manual and Auto.

### 4.4.1 **Manual Assignment**

The maker can opt for either the local authorization or the remote authorization for the transaction that is submitted with one or more overrides.

#### **Local Authorization**

The supervisor can authorize the transactions from the teller screen by entering the ID and password. In case of local authorization, the authorizer can allow or cancel the transaction. The following screen is used for local authorization:



The image shows a 'Local Authorization' dialog box. It has a title bar with a question mark and a close button. Inside, there are three input fields: 'User ID' with the value 'OFSSWB1AUTH3', 'Password' with masked characters '\*\*\*\*\*', and 'Remarks' with the value 'REMARKS'. Below these fields are 'Ok' and 'Cancel' buttons. At the bottom, there is a link labeled 'Override Messages'.

The authorizer can only view the transaction details here. He or she will have to enter the following details:

### Userid

Specify the user ID of the authorizer.

### Password

Enter the password to authorize or reject the transaction.

### Remarks

Specify some remarks pertaining to the transaction.

Click 'OK' button to authorize the transaction. On successful validation of the User ID and password, the transaction will proceed to the next stage as per workflow. The validations for User ID will be same as in Remote Auth. The user credential validation includes 'Holiday Maintenance' check also. However, if you click 'Cancel' button, the transaction will move to unassigned queue.

You can view the override messages by clicking 'Override Messages'.



Local Authorization option is not available when user authentication is via Single Sign On (SSO).

### Remote Auth

In this type, the Maker will assign the transaction to an authorizer using the following screen. This screen will appear during the appropriate stage as per the Workflow definition.



The image shows a 'Cash Withdrawal -- Web Page Dialog' window. It has a title bar with a question mark and a close button. Inside, there is a 'User ID' field with the value 'USR2' and an 'Assign' button below it. The bottom of the window has a dark blue bar with a close button.

In this screen, the Maker has to specify the name of the authorizer and then click the 'Assign' button. Upon successful assignment, a confirmation message with the name of the assignee is displayed, as shown below:

**Successfully assigned to OFFICER**

The authorizer, to whom the Maker assigns the transaction, will see the same in the pending Tasks List from where he/she can fetch the transaction for approval or rejection, as the case may be.

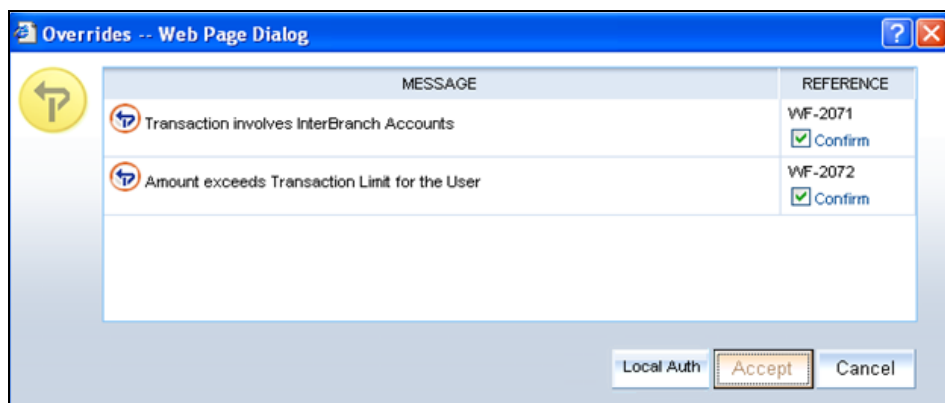
Irrespective of whether the supervisor approves or rejects, the transaction will be re-assigned to the Maker. If the supervisor approves, the Maker can fetch and see the response from his/her Task List.

#### **4.4.2 Auto Assignment**

If the Workflow for the transaction is configured for 'Auto Assign' at this stage, it will assign the transaction to all the eligible authorizers as per the assignment criteria. All the eligible supervisors will be able to see the transactions in their pending Tasks List. The transaction will be locked by the first supervisor who fetches it from the Task List. The supervisor will then have to Approve/Reject the transaction. This is similar to remote authorization in case of manual assignment.

#### **4.4.3 Displaying Overrides and Errors**

In case of any errors or overrides, the same will be displayed on the main screen in separate window, as shown in the screen shot below.



You have to click button to close the message box displaying the override. The overrides have to be authorized by the supervisor and depending on the Workflow structure, will be 'Manual – Local/Remote' or 'Auto'. By default, remote authorization will be selected. However, you can select local authorization. When you click 'Local Auth' button, the 'Local Authorization' screen is displayed. The Maker is required to take appropriate action on the main transaction screen.

#### **4.5 Initiating a Customer Session**

In Savings, you have the facility to process multiple transactions for the same customer without having to key in the customer and account details every time. You can achieve this by starting a Customer Session after logging into the Savings.

To start a Customer Session, go the Customer Search frame and search for a customer.

Customer

Customer Name

raghav

CIF ID

Identifier Value

Search

Search Results

Customer Number	Customer Name
AM1000181	RAGHAVENDRA K

In this screen, you have to enter any search criteria for whom multiple transactions have to be processed and then click on the 'Search' button. The system will display the details of the selected customer in a format as shown above.

When you click on the hyperlink provided for 'Customer Name' in the screen above, the account details of the customer will be displayed in a separate screen, as shown below also the following customer details are displayed:

- Customer Number
- Branch Code
- Customer Name
- Customer Address
- Birth Date
- Unique Value, if any

Customer

Customer Name

raghav

CIF ID

Identifier Value

Search

RAGHAVEINDRA K

CIF ID: AM1000181

Birth Date:

Unique ID: 8777888

Address: RAGHAVENDRA  
K,RAGHAVENDRA  
K,RAGHAVENDRA  
K,RAGHAVENDRA K

Account Number	Branch Code
----------------	-------------

The system will list all the accounts created for the selected customer. The following account details are displayed on click of any Account no:

- Account Number
- Branch
- Product Name – the type of account
- Status – the date since when the current account status is effective
- Available Balance
- Current Balance

**Customer Search**

Customer Name

CIF ID

Identifier Value

Search

**Julia Allison Roberts**

CIF ID: DMP003IND

Birth Date: 06-NOV-76

Unique ID: AFVRY4459J

Address: #13, Baker Street, London, UK

Account Number	Branch Code
100000001	009
100000002	009
100000006	009

DMP003INDTIM0031IND001 009  
**100000001 (Personal Savings Account)**

Product: Individual Savings-LCY

Account Ccy: USD

Status: ACTIVE

Uncollected Funds: 1,100.00

Current Balance: 87,665.12

Available Balance: 86,565.12

Start session

**Signatory Details**

Name

Customer Photo

Customer Signature

Prev Next

Prev Next

On selecting a loan account, the following summary details of the loan account will be displayed:

- Loan Product
- Loan Account Currency
- Loan Account status
- Total Amount Financed
- Total Amount Disbursed



**Customer**

Customer Name:

CF ID: WB1000661

Identifier Value:

**Mehta**

CIF ID: WB1000661

Birth Date:

Unique ID:

Address: 15 new street...

Account Number	Branch Code
000045	WB1
000046	WB1

**000045 (WB1)**

Loan Product: CLVAN

Account Ccy: GBP

Status: ACTIVE

Total Amount Financed: 11,008.50

Total Amount Disbursed: 8,999.50

**Signatory Details**

Name:

Signatory Detail Not Available

To set a customer for a session, click 'Start Session' button .The following message is displayed:

Do you want to set this Account Number and Details to the Session?

Click 'OK' if you wish to process multiple transactions for the account. The system will display the following message to confirm the same:

Customer session is opened for Account Number 100000001,

Customer Number: DMP003IND

The page also contains the customer's Image (including those of other signatories of the account), if available, and the Operating Instructions etc. will be displayed, as shown below:

**Signatory Details**

Name:

☐ Customer Photo

☐ Customer Signature

You can go through the signatory details and view all customer Photos and customer signature images using the Links 'Prev' and 'Next'.

If you set an account number and customer details for a session, you need not enter the Customer ID, Account and related fields for any transaction processed during the session. However, you can override the defaulted details by selecting a different Customer ID and/or Account for any transaction, at any point of time.

#### 4.5.1 **Ending a Customer Session**

To end a customer session, click 'End Session' button in the customer search frame of the screen which will be displayed in place of 'Start Session' button. The system displays a message to confirm the action. Click on 'OK' to proceed or 'Cancel' to continue with the same session.

#### 4.6 **Opening the Branch**

As soon as the EOD (End of Day) activities for the day are completed, the branch automatically moves to the next working/posting date and is ready for Transaction Input (TI stage).



Opening of Branch will have no processing or operational implications.

#### 4.7 **Opening a Vault/Till**

You can open a Vault or a Till through the 'Open Teller Batch/Till' screen. You can invoke this screen by typing '9001' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

A screenshot of a web application window titled "Open Teller Batch / Till : Branch Date 10/4/2000 -- Web Page Dialog". The window has a blue header bar. Below the header, there are two input fields: "Till Id" with the value "TLL02" and "Till Name" with the value "TLL02". To the right of these fields is a "Branch Code" field with the value "w/B1". At the bottom right of the window is an "Exit" button.

The option list will display the available Tills (i.e. the Tills that are yet to be used). When you select a Till, the same will be linked to your name and locked in the system.

After selecting the Till Id, click the close icon to continue. The system will display the following message to indicate that the Till has been marked against your user id:

## Transaction Completed Successfully

The system will also update the Till status as 'Locked'. The entries for all the transactions that you initiate will be posted into the Till that is marked for you. Only the user who has opened the Till can use the Till.

The system will display an error message if you do not open a Till for transactions that require an open Till when an event is triggered.



Opening a Till is a one time activity and should typically be done at the beginning of the day.

Similarly, you can perform Vault related transactions ONLY after you have opened a Vault. The system does not perform any validations for opening a Vault. However, you can open a vault only if you have the requisite rights.

## 4.8 Balancing and Closing a Till

For closing a Till, you (Teller) should ensure that the Till has zero balance at end of day. The balance in the Till should be same as the system count. You will be allowed to close the Till only if both the values match.

You can balance and close a Till through the 'Till Balancing and Closure' screen. You can the 'Till Balancing and Closure' screen by typing 'TVCL' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows a web application window titled "Till Balancing And Closure : Branch Date 10/4/2000 -- Web Page Dialog". It contains several input fields at the top: "External Reference Number", "Branch Code", and "Till Id". Below these are two main sections: "Denomination Details" and "TC Denomination Details". Each section has a table with columns for various codes and counts. The "Denomination Details" table has columns: Currency Code, Denom Code, Denom Value, Units, System Count, Denom Total, and System. The "TC Denomination Details" table has columns: Issuer Code, Currency Code, TCDenom Description, System Count, TC Count, and Series. Both tables have a scrollable area below the headers. At the bottom right of the window is an "Exit" button.

The following information will be available in this screen:

- Sequence Number
- Code of the logged in branch
- Till Id that is marked for the user

- Current system date
- Currency Code
- Denomination used for the transaction
- Denomination Value (based on the Denomination Code)
- System Count (number of denomination at end of day)
- System Total (denomination code wise total transaction amount)
- Shortage/Overage Units (difference between the System Count and Units)
- Shortage/Overage Amount (difference between the System Total and Denom Total)

You (Teller) have to specify the following details in this screen:

- Units – the total number of units at the end of the day
- Denom Total – Automatically populated when you specify the 'Units' (Denom Value \* Units)

The following TC details (if any are present in the Till) will be displayed:

- Issuer Code
- Currency Code
- TC Denomination Description
- System Count
- Series
- Start and End Numbers
- TC Amount
- Shortage/Overage Count

You have to specify the following:

- User Count

After capturing the required details, click the 'Close' button to continue. If the balancing is correct, the Till is closed. The system will confirm with the following message:

**Transaction Completed Successfully**

*For more detail on processing Traveller's Cheque (TC) transactions, refer the 'Instrument Transactions' chapter of this User Manual.*

## 5. Data Replication

### 5.1 Introduction

Savings is an interface provider for processing cash transactions. Business logic is not built in branch and hence, some of the crucial maintenances have to be replicated from the host (Oracle FLEXCUBE) at regular intervals. The 'Push' based replication methodology is used for reproducing host data in branch. This ensures that only necessary and critical information is available in the branch. This is achieved by a job invoked at host which sends the data to the branch in the form of an XML file. The branch then updates its internal tables with this data. This ensures that all branches have the most up to date data at all times. Note that not all data in host is replicated. Certain tables like static masters, user information and customer/accounts information are replicated.

The method of replication depends upon the mode of Oracle FLEXCUBE deployment. There are three modes of deployment viz:

- Centralized FCUBS deployment - In 'Centralized' deployment, replication is a seamless process. During authorization process of any host function id whose data has to be replicated, that data is immediately moved to corresponding branch tables. There is no need for manual or automated process to initiate such replication.
- De-Centralized FCUBS deployment – In a 'De-centralized' deployment, data can be replicated on an ad-hoc basis or in bulk. You can query on the data to be replicated and initiate replication onto branch tables.
- Hybrid FCUBS deployment – In 'Hybrid' deployment, certain branches may have a centralized deployment while some others may have a decentralized deployment. In this mode, you can replicate data in bulk.

#### 5.1.1 Maintaining Replication Parameters

You need to maintain the following tables for all branches where data needs to be replicated.

- STTM\_FLEXBRANCH\_LOC

BRANCH_CODE	LOC_CODE	BRANCH_URL
WB1	WB1	http://10.80.150.32:8989/FCJNeoWeb/ReplicationBranchServlet

- STTM\_BRANCHLOC\_MAP

BRANCH_CODE	LOC_CODE	MAIN_BRANCH	GEN_SCR
WB1	Refer below	Refer below	Refer below



Note the following:

- You need to maintain the following values for centralized set-up:

- LOC\_CODE - CN
- MAIN\_BRANCH - NULL
- GEN\_SCR - Y
- You need to maintain the following values for de-centralized and hybrid set-up:
  - LOC\_CODE - <Branch\_Code>
  - MAIN\_BRANCH - If multiple branches use same schema then, for one branch keep Y for rest N.
  - GEN\_SCR - Y
- CSTB\_PARAM

BRANCH_INSTALLED	DEPLOYMENT_MODE
Refer below	Refer below



Note the following:

- You need to maintain the following values for centralized set-up:
  - BRANCH\_INSTALLED - Y
  - DEPLOYMENT\_MODE - C
- You need to maintain the following values for de-centralized and hybrid set-up:
  - BRANCH\_INSTALLED - Y
  - DEPLOYMENT\_MODE - D or H
- STTB\_BRN\_REFRESH\_FUNC

Here function id wise replication is enabled 'Y' or disabled 'N'.

FUNCTION_ID	REFRESH_REQD
STDWFDEF	Y
SMDUSRDF	Y

## 5.1.2 Data Replication Process

Data replication takes place only if the parameter 'BRANCH\_INSTALLED' is set to 'Y'. Replication takes place in the following stages upon successful authorization of any maintenance in host.

The system constructs the list of data (based on the impacted function IDs) for each Savings table that needs to be updated with data from host. The following information is captured on authorization of a maintenance in host.

- The Function ID that caused the need for replication
- The branch from which the change was made
- Comma separated list of the Primary Key values for the functions ID
- The modification number
- The Savings table into which the record is to be stored
- A running sequence number

The system calls a replication process based on the deployment mode. If the deployment mode is centralized, the system will call the replication process to trigger data replication as and when there is an authorization in host for replicable data. The Savings tables will be automatically updated. If the deployment mode is decentralized, it will call the replication servlet.

### 5.1.3 Replicating data from Host – Automatic Refresh

In Oracle FLEXCUBE (host), you can submit the records as a job for replication in the branch database through the 'Jobs Browser' screen (CSSJOBBER) available in the Application Browser. You have to ensure that all the triggers from MAIN \ Branch \ TRG is compiled.

Job Module	Process	Process Sequence Number	Status
WB	BRANCH_REPLICATION	1	T
AC	INTERIM STATEMENT	1	
AC	BALANCE REPORT	2	
PC	PR_PROCESS_BOOK_INIT	1	N
PC	PR_PROCESS_INIT	2	N
PC	PR_PROCESS_MISC	3	N
PC	PR_SYSTEM_MONITOR	4	N
PC	PR_PROCESS_CONS	5	N
PC	PR_PROCESS_CPG_UPLOAD	6	N

Here you have to select BRANCH\_REPLICATION process and click 'Run' Button.

### 5.1.4 Replicating data Using Script

The Initial replication when branch server set up is made after branch parameterization, after that replication using script is used.

- You need to compile the Branch Installation Package in Host schema. The package specification and body names are:
  - MAIN\Branch\SQL\DIPKS\_BRANCH\_INSTALLATION.spc
  - MAIN\Branch\SQL\DIPKS\_BRANCH\_INSTALLATION.sql from base line
- After compiling dipks\_branch\_installation package, you have to execute the procedure pr\_start on the same package.
- On successful execution of the procedure will create the branch installation script in work area folder as defined in cstb param.
- Finally you need to run the Installation scripts in required branch schema.

### 5.1.5 Replicating data from Branch - Ad-hoc basis

You can replicate records from branch manually on an ad-hoc basis using the 'Manual Refresh' screen. This screen displays all maintenances pending replication. You can invoke this screen by typing 'STDBRREF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Manual Refresh Detail -- Web Page Dialog

Branch Code: WB2  
Branch Name: WEB BRANCH-DECENTRALISED  
Function ID: STDWFDEF  
Description: Function Workflow Definition Detail  
Query  
Reset

1 of 1  
Go to Page

Select	Branch Code	Branch Name	Function ID	Function Description
<input checked="" type="checkbox"/>	WB2	WEB BRANCH-DECENTRALISED	STDWFDEF	Function Workflow Definition Detail

Fetch Records Replicate Functions

1 of 1  
Go to Page

Select	Key Description	Host Key
<input checked="" type="checkbox"/>	Branch   Function ID/Group	WB2RTTL

Exit

Specify the following details:

#### Branch Code

Specify the branch code to which data should be replicated. The adjoining option list displays all valid branch codes maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data needs to be replicated in all branches.

#### Branch Name

Based on the branch code specified, the system displays the name of the branch.

#### Function ID

Specify the function ID for which a record has been maintained or modified, that should be replicated. The adjoining option list displays all valid function IDs maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data from all function IDs needs to be replicated.

#### Description

Based on the function ID specified, the system displays a brief description of the function ID.



You can fetch replicable records for the given branch and function ID combination by striking <F8> or by clicking 'Query' button.

### **Function Block**

Based on the branch and function ID combination, the system displays the following details for replicable function IDs:

- Branch Code
- Branch Name
- Function ID
- Function Description

Check the box adjoining the desired branch and click 'Fetch Records' button. Based on the function ID specified, the system identifies matching records for replication and displays them in the 'Record Block' frame. Note that you cannot click 'Fetch Records' button if you have selected multiple records.

Select the required record and click 'Replicate Functions' button to replicate data of all listed functions.

### **Record Block**

You can view the following details.

#### **Key Description**

The Primary Key data to be replicated for the function Id and branch code is listed here.

#### **Host Key**

The system displays the primary keys separated by a pipe '|'.

Check the box adjoining the desired record and click 'Fetch Versions' button. Based on the record, the system identifies all details of data that needs to be replicated and displays them in the 'Version Block' frame. Note that you cannot click 'Fetch Records' button if you have selected multiple records.

Select the required record and click 'Replicate Records' button to replicate data of all listed records.

### **Version Block**

You can view the following details.

#### **Mod No**

The system displays all available versions of the record selected as per the modification number of every record's audit trail.

You can view the changes done in a mod number by selecting the particular mod number and clicking on 'View' button, thereby launching the corresponding Function Id screen with the particular modified data displayed in a different colour.

## Time In

The system displays the time at which the version was available for replication.

## Time Out

The system displays the time at which the version was replicated.

## Replication Status

The system indicates the status of replication. It could be any one of the following:

- U - Unprocessed
- S - Replication Success
- F - Replication Success
- W - WIP
- C - Completed

Select the required record and click 'Replicate Versions' button to replicate data of all listed versions. If multiple rows are selected then only the latest mod number will be replicated. You can also select any of the modifications and initiate replication. On successful replication, the status for any un-replicated older modifications for that key combination will be marked as 'C'.

All records in this frame need to be replicated for a successful replication. Even if one record fails, the system will treat it as a failure for the whole set of records.

You can clear the current query criteria by clicking 'Reset' button.

## 5.2 Querying on replicated records

You can view all successfully replicated records using the 'Successful Replication Query' screen. You can invoke this screen by typing 'STSREPQY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Function Id	Branch	Host Primary Key	Mod No	Status	Time In	Time Out
SMDUSHOL	CHO	YASJ09/01/08J09/10/08	3	S	2009-10-29 15:18:35	2008-09-01 00:00:00
SMDUSHOL	CHO	AAAAJ09/01/08J09/05/08	1	S	2009-10-29 17:29:33	2008-09-01 00:00:00
SMDUSHOL	CHO	AAAAJ09/01/08J09/04/08	2	S	2009-10-29 17:37:24	2008-09-01 00:00:00
SMDUSHOL	CHO	YASJ09/01/08J09/10/08	2	C	2009-10-29 15:08:37	2008-09-01 00:00:00
SMDUSHOL	CHO	YASJ09/01/08J09/02/08	1	S	2009-10-29 15:01:19	2008-09-01 00:00:00
SMDUSHOL	MNJ	Z777J09/02/08J09/10/08	1	C	2009-11-03 12:59:52	2008-09-01 00:00:00
SMDUSHOL	MNJ	Z777J09/02/08J09/10/08	2	S	2009-11-03 13:04:28	2008-09-01 00:00:00
SMDUSHOL	MNJ	Z777J09/23/08J09/24/08	2	S	2009-11-03 13:10:53	2008-09-01 00:00:00
SMDUSHOL	MNJ	Z777J09/23/08J09/24/08	1	C	2009-11-03 13:09:33	

Here you can query based on the following details.

**Function Id**

Specify the function ID for which you want to view the successfully replicated records. The adjoining option list displays all valid function IDs maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data from all function IDs needs to be displayed.

**Branch**

Specify the branch code for which you want to view the successfully replicated records. The adjoining option list displays all valid branch codes maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data from all branches needs to be displayed.

You can specify any one or both of the aforementioned criteria. Click 'Search' button.

The system identifies all records satisfying the specified criteria and displays the following details for each one of them:

- Function Id
- Branch
- Host Primary Key
- Mod No
- Status
- Time In
- Time Out

## 6. Maintenances for Savings

### 6.1 Introduction

Savings requires you to maintain Travelers' Cheque (TC) Denominations. The procedure for maintaining these is discussed in the subsequent sections of this chapter.

### 6.2 Maintaining TC Denomination Details

You can maintain the denomination details for a TC using the 'TC Denominations Maintenance' screen. You can invoke this screen by typing '417' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

TC Denominations Maintenance : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number FJB0734900001249 Transaction Branch WB1

Issuer Code \* Currency Code \*

Issuer Description

TC Denominations Maintenance

Denomination	Denomination Value	Description
--------------	--------------------	-------------

Cancel

The following details can be captured here:

#### **External Reference Number**

This is an auto generated sequence number.

#### **Transaction Branch**

The transaction branch code is displayed here.

#### **Issuer Code**

Select the Issuer code of the TC.

## Currency Code

Select the transaction currency code.

Click add icon to add a new row to TC denomination maintenance details.

TC Denominations Maintenance : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001249  
Transaction Branch: WB1  
Issuer Code:   
Currency Code:   
Issuer Description:

TC Denominations Maintenance

Denomination	Denomination Value	Description
--------------	--------------------	-------------

Cancel

You can capture the following details specific to TC denomination:

### Denomination

Specify the id for the TC.

### Denomination Value

Specify the amount of the TC.

### Description

Give a small description for the TC.

After entering the details click save button to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

---

## 7. Cash Transactions

### 7.1 Introduction

Teller transactions in the Savings module can be classified into four types:

- Cash transactions
- Instrument transactions
- Term Deposits transactions
- General Ledger transactions

This chapter details all the cash-based transactions that can be performed through this module. You can perform the following types of cash-based transactions:

- Cash deposit and withdrawal
- Closing out an Account with Withdrawal
- Denomination exchange in the same currency
- Bill payments – by cash and against account
- Funds transfer request and stop payment
- Foreign exchange sale and purchase – for walk-in customer
- Telegraphic transfer (TT)
  - TT issue – against account, against GL and for walk-in customer
  - TT liquidation – against GL, against account and for walk-in customer
  - TT inquiry
- Transaction Reversal

## 7.2 Depositing Cash

You can capture a cash deposit transaction through the 'Cash Deposit' screen. You can invoke this screen by typing '1401' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Cash Deposit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001301	Product	CHDP
Account Branch *	WB1	Transaction Currency *	
Account Number *		Transaction Amount *	
		Narrative	

Cancel

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

### **Branch**

Specify the branch where the customer account into which cash is being deposited resides.

### **Account Number**

Specify the customer account into which cash needs to be deposited. The adjoining option list displays all the accounts maintained in the system. You can select the appropriate account number.

## Transaction Currency

Specify the currency in which the cash is being deposited. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Transaction Amount

Specify the amount that should be credited to the account in the specified currency.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Cash Deposit : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number: FJB0733800000352  
Product: CHDP  
Transaction Currency: GBP  
Transaction Amount: 1,234.00  
Exchange Rate: 1  
Related Customer: WCN000501  
Customer Name: WCN-REVATHY

Account Branch: WCN  
Account Number: 6666660  
Account Title: WCN-REVATHY GBP  
Account Currency: GBP  
Account Amount: 1,209.00  
Total Charge: 25.00  
Narrative:   
Recalc

Currency Denominations | Charge Details | MIS | UDF

Currency Code: GBP Total:   
1 of 1 Go to Page

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> G100	100		
<input type="checkbox"/> G50	50		
<input type="checkbox"/> G20	20		
<input type="checkbox"/> G10	10		
<input type="checkbox"/> G5	5		

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

## Customer ID

The system displays the customer ID based on the account specified.

## Account Title

The system displays a brief title for the chosen account.



**Exchange Rate**

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

**Total Charge**

The system computes the charges applicable for the transaction and displays it here.

**Account Amount**

The system displays the amount to be credited to the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

**7.2.1 Specifying denomination details**

In this block, you can capture details of the currency denominations involved in the transaction through the following fields:

**Currency Code**

The system displays the currency of the account.

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, till contents are incremented for inflow transactions like cash deposit. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 7.2.2 Specifying charge details

This block allows you to capture charge related details. Click on 'Charges' tab to invoke the following screen.

Cash Deposit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001282  
Product: CHDP  
Transaction Currency: GBP  
Transaction Amount: 12,500.00  
Exchange Rate: 1  
Related Customer: LIM000032  
Customer Name: Alexander

Account Branch: WB1  
Account Number: 999988B  
Account Title: SINGLE  
Account Currency: GBP  
Account Amount: 12,475.00  
Total Charge: 25.00  
Narrative:   
Recalc

Currency Denominations | Charge Details | MIS | UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> Charges for Cash dep	<input type="checkbox"/>	25.00	GBP	25	1

Cancel

Here you can capture the following details:

### Charge Component

The system defaults the charge components applicable to the transaction.

### Type

The system displays the type of charge that is applicable to the transaction. It could be any one of the following:

- 'F' for Flat Rate
- 'P' for Percentage
- 'I' for Interest

### Waiver

You can waive a certain charge for the customer by checking this box against the charge component.

### Charge Currency

The system displays the currency in which the charge has to be deducted.

### Charge Amount

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

### Charge in Local Currency

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

## Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

#### 7.2.2.1 Recalculating charges

You can modify any of the charges for any of the components. In case of modification, you need to click 'Recalc' button. The system will compute the new charge amount and display the same. In case you modify the charge details and don't click on this button, the system will trigger the charge recalculation internally when you click the save button.

### 7.2.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

**Cash Deposit : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number

FJB0734900001282

Product

CHDP

Transaction Currency

GBP

Transaction Amount \*

12,500.00

Exchange Rate

1

Related Customer

LIM000032

Customer Name

Alexander

Account Branch

WB1

Account Number

9999889B

Account Title

SINGLE

Account Currency

GBP

Account Amount

12,475.00

Total Charge

25.00

Narrative

Recalc

Currency Denominations

Charge Details

MIS

UDF

Transaction MIS

Composite MIS

Cancel

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to capture the following details:

### Cost Center

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

### Account Officer

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.

### Standard Industrial Code

The MIS code assigned to the industry to which your customer belongs is displayed here.

*Refer the 'MIS' User Manual of Oracle FLEXCUBE Host, for further details about MIS.*

## 7.2.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

External Reference Number	FJB0734900001282	Account Branch	WB1
Product	CHDP	Account Number	999989B
Transaction Currency	GBP	Account Title	SINGLE
Transaction Amount *	12,500.00	Account Currency	GBP
Exchange Rate	1	Account Amount	12,475.00
Related Customer	LIM000032	Total Charge	25.00
Customer Name	Alexander	Narrative	

Currency Denominations | Charge Details | MIS | UDF

Go to Page: 1 of 1

Field Name	Field Value
------------	-------------

Cancel

### Field Name

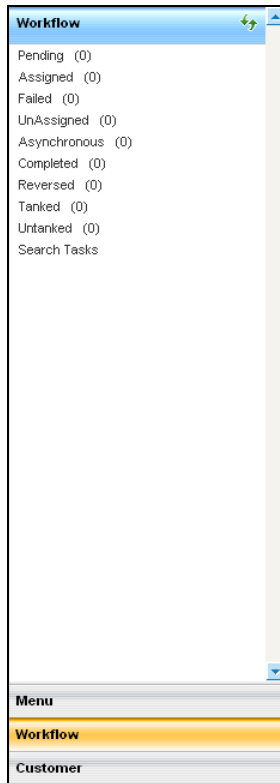
The system displays the various User-Defined Fields (UDFs) that you have maintained for the product in the Host.

### Field Value

Specify the value for the each UDF that is displayed.

Click save icon to save the transaction.

The supervisor can view the transactions pending authorization in his or her task list as shown below. You can view this list by choosing the 'Workflow' option in the application.



The person needs to click on the 'Assigned' option to view all transactions assigned to you.

In case of auto assign, the transaction will get assigned to all the eligible authorizers as per the assignment criteria maintained at your branch. All these eligible supervisors will be able to view these transactions in their 'Pending Tasks' lists. The first authorizer to fetch the transaction from his or her task list will lock the same and then can either approve or reject it. This process is similar to the remote authorization flow described earlier.

Irrespective of the supervisor's action (approve or reject), the transaction will be re-assigned to the maker.

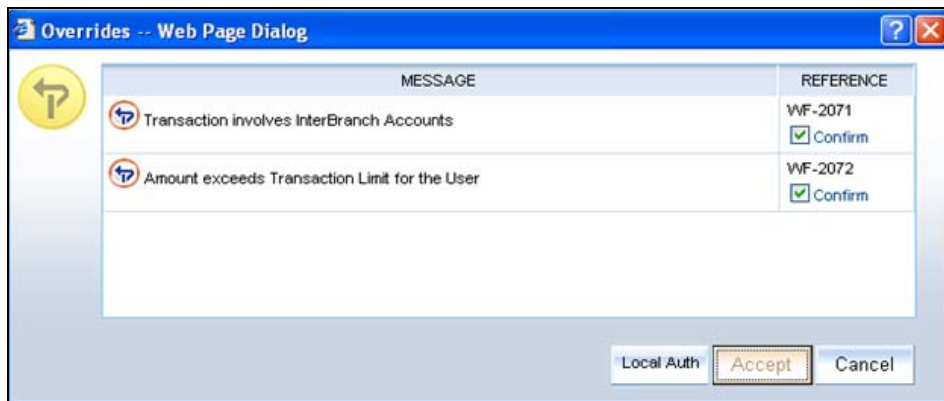
You can fetch and see the response from your task list.

### 7.2.5 **Authorization stage**

If the workflow for the transaction is configured as a 'Dual-control', the transaction will have to be authorized by a supervisor before it gets saved as an unauthorized transaction (for manual assign) or as an authorized transaction (for auto-assign) in the Host. In case of manual assign, the system prompts you to get the transaction authorized at your branch. Branch authorization can happen in either of the following ways based on the transaction configuration in the workflow:

- Local
- Remote

When overrides are raised by the system and have to be approved, the teller will have the option to choose between remote and local authorization. By default remote authorization will be selected. If the teller wants local authorization then the choice has to be made explicitly.



### 7.2.5.1 Local Authorization

In case of local authorization, the authorizer can allow or cancel the transaction. The following screen is used for local authorization:

User ID: OFSSWB1AUTH3

Password: .....

Remarks: REMARKS

Ok Cancel

[Override Messages](#)

The authorizer can only view the transaction details here. He or she will have to enter the following details:

#### **Userid**

Specify the user ID of the authorizer.

#### **Password**

Specify the password with which he or she can either authorize or reject the transaction.

#### **Remarks**

The authorizer can specify some remarks pertaining to the transaction.

Click 'OK' button to authorize the transaction. On successful validation of the User ID and password, the transaction will proceed to the next stage as per workflow. The validations for User ID will be same as in Remote Auth. The user credential validation includes 'Holiday Maintenance' check also. However, if you click 'Cancel' button, the transaction will move to unassigned queue.

You can view the override messages by clicking 'Override Messages'.



Local Authorization option is not available when user authentication is via Single Sign On (SSO).

### 7.2.5.2 Remote Authorization

In case of remote authorization, you need to assign the transaction to an authorizer through the following screen:

A screenshot of a web application window titled "Cash Deposit -- Web Page Dialog". It features a text input field labeled "User ID" containing the text "OFFICER". Below the input field is a yellow button labeled "Assign".

This screen is automatically prompted if the transaction workflow is configured as 'Remote Authorization'. This assignment can happen either to a particular role or a particular person. In the screen shown above, it is to a particular person. The system displays the following message on successful assignment.

Successfully Assigned to <USER ID>

The supervisor can view the transactions pending his authorization in his or her 'Assigned Txn' list. The person needs to click on the transaction and invoke the corresponding screen as under:

A screenshot of a web application window titled "Remote Authorization -- Web Page Dialog". It features a text input field labeled "Remarks" containing the text "ok". Below the input field are two yellow buttons labeled "Ok" and "Reject".

In case of auto assign, the transaction will get assigned to all the eligible authorizers as per the assignment criteria maintained at your branch. All these eligible supervisors will be able to view these transactions in their 'Pending Tasks' lists. The first authorizer to fetch the transaction from his or her task list will lock the same and then can either approve or reject it. This process is similar to the remote authorization flow described earlier.

Irrespective of the supervisor's action (approve or reject), the transaction will be re-assigned to the maker. The following screen will be displayed to the supervisor:

A screenshot of a Microsoft Internet Explorer dialog box. It features a yellow warning triangle icon on the left. To the right of the icon, the text "Assigned to BRN2" is displayed. Below the text is a button labeled "OK".

You can fetch and see the response from your task list. Click on the transaction to see the following screen:



If the supervisor has approved, you can fetch the transaction from your task list and click save icon to save the transaction for submitting it. Post this, the system will post accounting entries for the transaction and update balances. In case of rejection, you need to re-open the transaction screen, make the necessary changes and then click save icon to submit the same for authorization. You can also modify the denomination details for the transaction at this stage.

## 7.2.6 **Viewing errors and overrides**

In case of any errors or overrides, the same will be displayed on the main screen as a separate display section. You need to click on 'OK' to close the box and then take appropriate action on the main screen.

You can also visit these errors and overrides by clicking on the 'Errors/Overrides' link on the main screen which will fetch the same again. In case of remote or auto authorization, authorizers can review the override messages (for the assigned transaction which they want to approve or reject) by clicking on the 'Overrides' link on the main transaction screen.

### 7.2.6.1 **Submission stage**

Submission of the transaction for saving in the Host can happen in two ways:

- Single-step save – wherein the transaction is saved as 'Auto-authorized' in the Host.
- Two-step save – wherein the transaction is first saved as 'Unauthorized' in the Host and then authorized locally or remotely (as described under 'Authorization stage').

After the transaction is successfully saved and the tills are successfully updated, the following message is displayed.

Transaction completed successfully



## 7.3 Withdrawing Cash

You can capture a cash withdrawal transaction through the 'Cash Withdrawal' screen. You can invoke this screen by typing '1001' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Cash Withdrawal : Branch Date 1/2/2008 -- Webpage Dialog

External Reference Number	FJB0800200000434	Product	CHWL
Account Branch *	WB1	Transaction Currency *	USD
Account Number *	100000F	Transaction Amount *	10.00
		Narrative	

Cancel

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

### **Branch**

Specify the branch where the customer account from which cash is being withdrawn resides.

### **Account Number**

Specify the customer account from which cash needs to be withdrawn. The adjoining option list displays all the accounts maintained in the system. You can select the appropriate account number.

## Transaction Currency

Specify the currency in which the cash is being withdrawn. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Transaction Amount

Specify the amount that should be debited from the account in the specified currency.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Cash Withdrawal: Branch Date 1/2/2008 -- Webpage Dialog

External Reference Number: FJB0800200000461  
Product: CHWL  
Transaction Currency: USD  
Transaction Amount: 10.00  
Exchange Rate: 1  
Customer ID: 010000263  
Customer Name: SHANE GOULD

Account Branch: WB1  
Account Number: 100003I  
Account Title:   
Account Currency: USD  
Account Amount: 50.75  
Total Charge: 40.75  
Narrative:   
Recalc

Currency Denominations | Charges | MIS | UDF

Currency Code: USD Total:   
1 of 1 Go to Page

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D1N	1		

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

## Exchange Rate

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

## Customer ID

The system displays the customer ID based on the account specified.

## Total Charge

The system computes the charges applicable for the transaction and displays it here.

## Account Title

The system displays a brief title for the chosen account.

## Account Amount

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

### 7.3.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

### 7.3.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

**Cash Withdrawal : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number	FJB0734900001305	Account Branch	WB1
Product	CHWL	Account Number	9999915
Transaction Currency	USD	Account Title	Mehta1
Transaction Amount *	200.00	Account Currency	GBP
Exchange Rate	1.63	Account Amount	147.70
Customer ID	WB1000059	Total Charge	40.75
Customer Name	Mehta	Narrative	

**Charges** | Currency Denominations | MIS | UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> Charges for Cash dep	<input checked="" type="checkbox"/>	25.00	GBP	25	1

*Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.*

### 7.3.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Cash Withdrawal : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001305	Account Branch	WB1
Product	CHWL	Account Number	9999915
Transaction Currency	USD	Account Title	Mehta1
Transaction Amount *	200.00	Account Currency	GBP
Exchange Rate	1.63	Account Amount	147.70
Customer ID	WB1000059	Total Charge	40.75
Customer Name	Mehta	Narrative	

Recalc

Currency Denominations Charges MIS UDF

Transaction MIS

COS_CENTR	102
LOAN_TYPE	HOU
LOAN_TERM	FOUR

Composite MIS

A_OFFICER	JAMES

Cancel

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.

### 7.3.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

Cash Withdrawal : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001305	Account Branch	WB1
Product	CHWL	Account Number	9999915
Transaction Currency	USD	Account Title	Mehta1
Transaction Amount *	200.00	Account Currency	GBP
Exchange Rate	1.63	Account Amount	147.70
Customer ID	WB1000059	Total Charge	40.75
Customer Name	Mehta	Narrative	

Recalc

Currency Denominations Charges MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

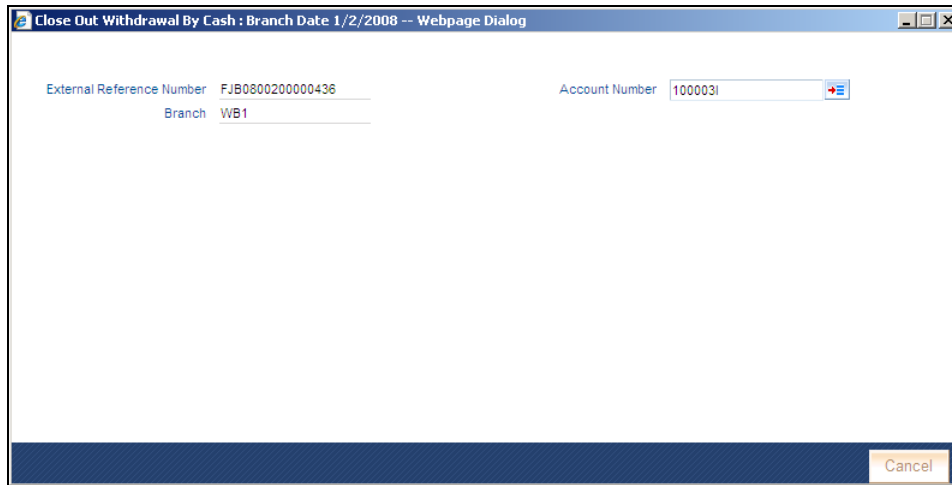
Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click save icon button to go to the next stage. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 7.4 Closing out an Account with Withdrawal

You can capture a close out withdrawal transaction through the 'Close Out Account Withdrawal' screen. You can invoke this screen by typing '1301' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Account Branch**

Specify the branch where the customer account which needs to be closed resides.

### **Account Number**

Specify the account number that needs to be closed. The adjoining option list displays all the accounts maintained in the Host. You can select the appropriate account number.

Click save icon to go to the next stage.



The Close out Withdrawal of Account transactions are processed without any change till the 'Branch Available' status is marked as 'Yes'. If the branch available status is 'No' or branch date is ahead of host date, the transactions are not allowed.

### **Enrichment stage - 1**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Close Out Withdrawal By Cash -- Web Page Dialog

External Reference Number FJB0800200000631

Account Title

Account Number

Customer ID

Account Currency

Account Amount

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

**Account Title**

The system displays a brief title for the chosen account.

**Customer ID**

The system displays the customer ID based on the account specified.

**Account Currency**

The system displays the account currency here.

**Account Amount**

The system displays the net cash to be disbursed to the customer after deducting the applicable charges.

**Transaction Amount**

The system displays the total amount of the close out transaction here.

**SC Charge**

The system computes the charges applicable for the transaction and displays it here.

Click save icon to go to the next stage.

## Enrichment stage - 2

The system displays the following screen on clicking the 'Proceed' button.

The screenshot shows a web page dialog titled "Close Out Withdrawal By Cash : Branch Date 1/2/2008 -- Web Page Dialog". The form contains several input fields and buttons. On the left, there are fields for "External Reference Number" (pre-filled with "FJB0800200000632"), "Account Number", "Customer ID", and "Account Currency". On the right, there are fields for "Account Amount", "Account Title", "Transaction Amount", and "SC Charge". A "Recalc" button is located below the right-side fields. Below these are tabs for "Denomination", "Charges", "MIS", and "UDF", with "Denomination" selected. Under the "Denomination" tab, there are fields for "Currency Code" and "Total". A table titled "Denomination Details" is shown with columns "Denomination Code", "Denomination Value", "Units", and "Total Amount". The table is currently empty. At the bottom right of the dialog is a "Cancel" button.

In addition to the data defaulted from the previous stage, you can capture the following information here:

### 7.4.1.1 Specifying denomination details

This block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*



### 7.4.2 Specifying charge details

This block allows you to capture charge related details. Click on the 'Charges' tab and invoke the following screen.

The screenshot shows a web page dialog titled "Close Out Withdrawal By Cash : Branch Date 1/2/2008 -- Web Page Dialog". It contains several input fields for account and transaction details. The "Charges" tab is selected, showing a "Charge Details" section with a table header: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. A "Recalc" button is visible below the fields.

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
-------------------	--------	---------------	----------	--------------------------	---------------

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

### 7.4.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the same dialog box with the "MIS" tab selected. It displays sections for "Transaction MIS" and "Composite MIS", each with multiple rows of input fields. A "Recalc" button is also present.

Transaction MIS	Composite MIS

#### 7.4.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Close Out Withdrawal By Cash : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number: FJB0800200000632

Account Number: [input field]

Customer ID: [input field]

Account Currency: [input field]

Account Amount: [input field]

Account Title: [input field]

Transaction Amount: [input field]

SC Charge: [input field]

Recalc

Denomination Charges MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

Specify the following details.

##### Field Description

The system will display all the User-Defined Fields (UDF) maintained for the product.

##### Field Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

### 7.5 Exchanging Denominations

A customer may approach your bank to exchange currency denomination. That person may or may not be an actual bank customer (with a valid CIF or customer account). He or she may give you two notes of USD 50 each and ask for 10 notes of USD 10 each. This transaction involves only denomination exchange from your till. The total value in the till will remain the same. Hence there won't be any accounting entries for this exchange. However, the denomination count in the till will change and hence it needs to be updated. You can capture such a transaction through the 'Denomination Exchange' screen. You can invoke this screen by typing 'DENM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Denomination Exchange : Branch Date 1/2/2008 -- Webpage Dialog

External Reference Number FJB0800200000437 Branch Code WB1

Transaction Currency \*

Currency Code  Total

1 of 1 Go to Page

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/>				

Cancel

Here you can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Branch Code**

The system displays the current logged-in branch code.

#### **Transaction Currency**

Specify the currency in which your customer wishes to exchange denominations. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

### **7.5.1 Specifying Denomination Details**

This block allows you to capture exact details of the denominations being exchanged.

#### **Currency Code**

Specify the currency in which the transaction is being performed. You can select the appropriate code from the adjoining option list.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

## Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

## Units

Indicate the number of units of the specified denomination.

## In/Out

Indicate whether you are disbursing the specified denominations or receiving the denominations. The total amount against 'In' should be equal to the amount against 'Out'.

## Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 7.6 Paying a Bill by Cash

This module allows you to undertake cash transactions for payments of all the utility bills. To enter into such transactions, you need to invoke the 'Bill Payment by Cash' screen. You can invoke this screen by typing '1025' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Bill Payment by Cash : Branch Date 1/2/2008 -- Webpage Dialog

External Reference Number	FJB0800200000438	Product	BPCH
Consumer Number		Bill Number *	12345
Bill Date *	1/11/2008	Bill Currency *	USD
Transaction Currency *	USD	Bill Amount *	10.00
Institution Id *	UPC01	Narrative	

Cancel

Here you can capture the following details:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here.

**Product Code**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

**Consumer Number**

Specify the consumer number for the transaction.

**Bill Number**

Specify the bill number here.

**Bill Date**

Specify the date on which the bill has been issued. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

**Bill Currency**

Specify the currency in which the bill should be paid. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Transaction Currency**

Specify the currency in which the payment is being made by your customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Institution Id**

Specify the unique ID corresponding to the institution towards which the bill payment is being made. You can select the appropriate code from the adjoining option list that displays all the institution codes maintained in the system.

**Bill Amount**

Specify the amount that should be paid towards the bill.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

In addition to the details defaulted from the previous stage, the following details are displayed:

### **Exchange Rate**

The system displays the exchange rate used to convert the bill amount in the bill currency to transaction currency. If the transaction currency is the same as the bill currency, the system will display the exchange rate as '1'.

### **Charges**

The system computes the charges applicable for the transaction and displays it here.

### **Total Amount**

The system displays the total amount inclusive of the bill amount and the charges.

## **7.6.1 Specifying denomination details**

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

## 7.6.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot shows the 'Bill Payment by Cash : Branch Date 1/2/2008 -- Web Page Dialog' window. The 'Charges' tab is selected. The form contains the following fields:

- External Reference Number: FJB0800200000634
- Consumer Number: [Empty]
- Bill Date: [Empty]
- Transaction Currency: [Empty]
- Institution Id: [Empty]
- Narrative: [Empty]
- Product: BPCH
- Bill Number: [Empty]
- Bill Currency: [Empty]
- Bill Amount: [Empty]
- Total Amount: [Empty]
- Exchange Rate: [Empty]

Buttons: Recalculate, Denomination, Charges, MIS, UDF. A 'Cancel' button is at the bottom right.

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

## 7.6.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'Bill Payment by Cash : Branch Date 1/2/2008 -- Web Page Dialog' window. The 'MIS' tab is selected. The form contains the following fields:

- External Reference Number: FJB0800200000634
- Consumer Number: [Empty]
- Bill Date: [Empty]
- Transaction Currency: [Empty]
- Institution Id: [Empty]
- Narrative: [Empty]
- Product: BPCH
- Bill Number: [Empty]
- Bill Currency: [Empty]
- Bill Amount: [Empty]
- Total Amount: [Empty]
- Exchange Rate: [Empty]

Buttons: Recalculate, Denomination, Charges, MIS, UDF. A 'Cancel' button is at the bottom right.

The 'Transaction MIS' section contains a table with 10 rows and 2 columns. The 'Composite MIS' section contains a table with 10 rows and 2 columns.

Refer the section titled 'Specifying the MIS details' under 'Depositing Cash' for further details.

#### 7.6.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a web application window titled "Bill Payment by Cash : Branch Date 1/2/2008 -- Web Page Dialog". The window contains several input fields for transaction details. On the left, there are fields for "External Reference Number" (FJB080020000634), "Consumer Number", "Bill Date" (with a calendar icon), "Transaction Currency" (with a dropdown icon), "Institution Id" (with a dropdown icon), and "Narrative" (with a speech bubble icon). On the right, there are fields for "Product" (BPCH), "Bill Number", "Bill Currency" (with a dropdown icon), "Bill Amount", "Total Amount", and "Exchange Rate". A "Recalculate" button is located below the "Exchange Rate" field. Below these fields are four tabs: "Denomination", "Charges", "MIS", and "UDF". The "UDF" tab is selected, and it displays a table with two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is a "Cancel" button.

Specify the following details.

##### Field Description

The system will display all the User-Defined Fields (UDF) maintained for the product.

##### Field Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.



## 7.7 Paying a Bill against Account

You can capture a bill payment transaction against account through the 'Bill Payment (Against Account)' screen. You can invoke this screen by typing '1075' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Product Code**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

### **Bill Number**

Specify the bill number here.

### **Consumer Number**

Specify the consumer number for the transaction.

**Bill Date**

Specify the date on which the bill has been issued. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

**Institution Id**

Specify the unique ID corresponding to the institution towards which the bill payment is being made. You can select the appropriate code from the adjoining option list that displays all the institution codes maintained in the system.

**Bill Currency**

Specify the currency in which the bill should be paid. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Bill Amount**

Specify the amount that should be paid towards the bill.

**Account Number**

Specify the account number of the customer against which the bill should be paid. You can select the appropriate number from the adjoining option list that displays all the accounts maintained in the system.

**Account Branch**

The branch where the chosen account resides is displayed here.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Bill Payment (Against Account) : Branch Date 7/6/2000 -- Web Page Dialog

External Reference Number FJ80827300000314  
 Consumer Number  
 Bill Date 7/6/2000  
 Bill Amount 100.00  
 Account Number 001004  
 Account Branch  
 Exchange Rate  
 Total Amount  
 Narrative

Product Code BPAT  
 Bill Number 99887755  
 Bill Currency USD  
 Institution Id BSNL  
 Account Currency USD  
 Account Title  
 Total Charge  
 Customer ID

Charges: MSAUDF

<input type="checkbox"/>	Charge Component	Waiver	Charge Amount	Charge Currency	Type	Charge in Local Currency
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				

USR1 7/6/2000 8:35:02 PM

In addition to the details defaulted from the previous stage, the system displays the following:

### Account Currency

The system displays the currency in which the chosen account is maintained.

### Customer ID

The system displays the customer ID based on the account specified.

### Account Title

The system displays a brief title for the chosen account.

### Exchange Rate

The system displays the exchange rate used to convert the bill amount in bill currency to transaction amount in transaction currency. If the transaction currency is the same as the bill currency, the system will display the exchange rate as '1'.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Total Amount

The system displays the total amount inclusive of the bill amount and the charges.

### **7.7.1 Specifying charge details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.*

### **7.7.2 Specifying the MIS details**

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

*Refer the section titled 'Specifying the MIS details' under 'Depositing Cash' for further details.*

### **7.7.3 Specifying the UDF details**

You can capture these details in the 'UDF' tab of the screen.

#### **Field Description**

The system will display all the User-Defined Fields (UDF) maintained for the product.

#### **Field Value**

Specify the value for the required UDFs.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## **7.8 Requesting for Funds Transfer**

You can transfer funds in a particular currency from one account to another using the 'Funds Transfer Request' screen. The funding account and the beneficiary account can be in different currencies and can belong to different branches.

You can invoke this screen by typing '1006' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Funds Transfer Request : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number	FJB0734900001308	Product	FTRQ
From Account Branch *	WB1	To Account Branch *	
From Account Number *		To Account Number *	
From Account Currency *		Narrative	
From Account Amount *			

Cancel

Here you can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

#### **From Account Branch**

The branch where the chosen 'From Account' resides is displayed here. Alternatively, you can choose the account branch from the adjoining option list.

#### **To Account Branch**

The branch where the chosen 'To Account' resides is displayed here.

#### **From Account Number**

Specify the account that should be debited for the funds transfer. You can select the appropriate number from the adjoining option list that displays all the accounts maintained in the system.

## To Account Number

Specify the account that should be credited for the funds transfer. You can select the appropriate number from the adjoining option list that displays all the accounts maintained in the system.

## Account Currency

The currency in which the account is maintained is displayed.

## Amount

Specify the amount that should be credited from the account.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**Funds Transfer Request : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number	FJB0734900001308	Product	FTRQ
From Account Branch	WB1	To Account Branch	WB1
Customer ID	WB1000054	To Account Number	1010050
Customer Name	Dalmia	To Account Currency	GBP
From Account Number	100001G	To Account Amount	200.00
Account Title	DALMIA SB	Exchange Rate	1
From Account Currency	GBP	Narrative	
From Account Amount *	200.00	Total Charge	5.00
Total From Account Amount	205.00		

Charges MIS UDF

1 of 1

Go to Page

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
Charges for Fund transfer	<input type="checkbox"/>	5.00	GBP	5	1

In addition to the information defaulted from the previous stage, the following details are displayed here:

### From Account Currency

The currency in which the 'From Account' is maintained is displayed.

### Customer ID

The system displays the customer ID based on the account specified.

### Exchange Rate

The system displays the exchange rate used to convert the from account currency into to account currency. If the from account currency is the same as the to account currency, the system will display the exchange rate as '1'.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### To Amount

Specify the amount that should be credited to the account.

## 7.8.1 Specifying charge details

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.*

## 7.8.2 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

**Funds Transfer Request : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number	FJB0734900001308	Product	FTRQ
From Account Branch	WB1	To Account Branch	WB1
Customer ID	WB1000054	To Account Number	1010050
Customer Name	Dalmia	To Account Currency	GBP
From Account Number	100001G	To Account Amount	200.00
Account Title	DALMIA SB	Exchange Rate	1
From Account Currency	GBP	Narrative	
From Account Amount *	200.00	Total Charge	5.00
Total From Account Amount	205.00		

**Charges MIS UDF**

**Transaction MIS**

COS_CENTR	102
LOAN_TYPE	HOU
LOAN_TERM	FOUR

**Composite MIS**

A_OFFICER	CHRIS
-----------	-------

**Cancel**

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.

### 7.8.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

**Funds Transfer Request : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number	FJB0734900001308	Product	FTRQ
From Account Branch	WB1	To Account Branch	WB1
Customer ID	WB1000054	To Account Number	1010050
Customer Name	Dalmia	To Account Currency	GBP
From Account Number	100001G	To Account Amount	200.00
Account Title	DALMIA SB	Exchange Rate	1
From Account Currency	GBP	Narrative	
From Account Amount *	200.00	Total Charge	5.00
Total From Account Amount	205.00		

**Charges MIS UDF**

UDF Details

Field Name	Field Value
------------	-------------

Cancel

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.



## 7.9 Making a Stop Payment

Based on a customer's request, you can stop a cheque drawn on an account maintained in your bank. You can capture such a transaction through the 'Stop Payment' screen. You can invoke this screen by typing '1056' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Stop Payment : Branch Date 10/4/2000 -- Web Page Dialog

External Reference Number	FJB0827300000236	Branch	WB1
Account Number*	<input type="text"/>	Account Currency	<input type="text"/>
Stop Payment Type	Amount	Amount	<input type="text"/>
Start Cheque Number	<input type="text"/>	End Cheque Number	<input type="text"/>
Effective Date	<input type="text"/>	Expiry Date	<input type="text"/>
Remarks	<input type="text"/>		

Here you can capture the following details:

### **External Reference Number**

The system generates and displays a reference number for the transaction as soon as the screen is invoked.

### **Branch**

The system displays the branch code where the chosen account resides.

### **Account Number**

Specify the account on which the stop payment needs to be imposed. You can select the appropriate number from the adjoining option list that displays all the accounts maintained in the system.

### **Stop Payment Type**

Specify whether the stop payment is on the amount of a cheque or a cheque drawn on an account. The drop-down list displays the following values:

- Amount
- Cheque

Select the appropriate one.

#### **Start Cheque Number**

In case of a stop payment on a cheque, you need to specify the cheque number of the first leaf.

#### **End Cheque Number**

In case of a stop payment on a cheque, you need to specify the cheque number of the last leaf.



The above two fields are applicable in cases wherein the customer has lost a cheque book. So in order to prevent misuse, you can capture the cheque numbers of the lost cheque book and impose a stop payment on all cheques in that book.

#### **Effective Date**

Specify the date from which you wish to impose the stop payment. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

#### **Expiry Date**

Specify the date until which the stop payment needs to be active. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

#### **Amount**

Specify the amount based on which you wish to impose a stop payment. This field is applicable only if the 'Stop Payment Type' is specified as 'Amount'.

#### **Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

#### **Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Stop Payment : Branch Date 7/6/2000 -- Web Page Dialog

External Reference Number	FJB0827300000318	Branch	WBZ
Account Number	001004	Account Currency	USD
Stop Payment Type	Cheque	Amount	100.00
Start Cheque Number	26	End Cheque Number	26
Effective Date	7/6/2000	Expiry Date	7/6/2000
Remarks			

In addition to the details defaulted from the previous stage, you can view the following details:

**Account Title**

The system displays a brief title for the chosen account.

**Account Currency**

The system displays the currency in which the account is maintained.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 7.10 Selling Foreign Exchange to a Walk-in Customer

You can sell a foreign currency to a walk-in customer in return for the equivalent amount in another currency. To achieve this you need to invoke the 'FX Sale (Walk-in)' screen by typing '8203' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

FX Sale (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001313	Product	FXSW
Currency Sold *	<input type="text"/>	Currency Recieved *	<input type="text"/>
Amount Sold *	<input type="text"/>	Passport/IC No	<input type="text"/>
Beneficiary Name	<input type="text"/>	Narrative	<input type="text"/>
Beneficiary Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

Cancel

Here you can capture the following details:

### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Currency Sold**

Specify the currency that you are selling to the customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

### **Amount Sold**

Specify the amount that is being sold in the sold currency.

## Currency Received

Specify the currency that you have received from the customer in return for the currency sold. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Narrative

Here, you can enter your remarks pertaining to the transaction.

## Beneficiary Name

Here, you can capture the beneficiary customer's name.

## Passport/IC No

Here, you can enter the passport or other unique identification number of the beneficiary.

## Beneficiary Address

Here, you can capture the address of the beneficiary customer.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays the 'FX Sale (Walk-in) : Branch Date 12/4/2007 -- Webpage Dialog' window. It contains several input fields for transaction details:

- External Reference: FJB073380000360
- Currency Sold: USD
- Currency Received: GBP
- Currency Received Rate: 1.63
- Beneficiary Name: [Empty field]
- Beneficiary Address: [Empty field]
- Product: FXSW
- Amount Sold: 10.00
- Charges: 5.00
- Passport/IC Number: [Empty field]
- Narrative: [Empty field]
- Amount Received: 11.13

Below these fields are tabs for 'Denomination', 'FX Denomination', 'Charges', 'MIS', and 'UDF'. The 'Denomination' tab is active, showing a table with the following data:

Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/> G100	100		
<input type="checkbox"/> G50	50		
<input type="checkbox"/> G20	20		
<input type="checkbox"/> G10	10		
<input type="checkbox"/> G5	5		
<input checked="" type="checkbox"/>			

At the bottom right of the window is a 'Cancel' button.

In addition to the details defaulted from the previous stage, you can view the following details:

## Currency Received Rate

The system displays the exchange rate to be used for the foreign exchange sale.

## Charges

The system displays the charge to be levied on the customer for the transaction.

## Amount Received

Based on the exchange rate and amount bought, the system computes and displays the amount that needs to be received from the customer in the received currency.

### 7.10.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

### 7.10.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

FX Sale (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001310  
Currency Sold: USD  
Currency Received: GBP  
Currency Received Rate: 1.63  
Beneficiary Name: AAA  
Beneficiary Address: AAA  
Product: FXSW  
Amount Sold: 200.00  
Charges: 5.00  
Amount Received: 122.70  
Passport/IC No: 89654  
Narrative:   
Recalculate

Denomination Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
Charges for Foreign exchange	<input type="checkbox"/>	5.00	GBP	5	1

Cancel

*Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.*

### 7.10.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'FX Sale (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog' window. The 'MIS' tab is selected. The form contains the following fields:

- External Reference Number: FJB0734900001310
- Currency Sold: USD
- Currency Received: GBP
- Currency Received Rate: 1.63
- Beneficiary Name: AAA
- Beneficiary Address: AAA
- Product: FXSW
- Amount Sold: 200.00
- Charges: 5.00
- Amount Received: 122.70
- Passport/IC No: 89654
- Narrative: (empty)

Below the tabs (Denomination, Charges, MIS, UDF), there are two sections:

- Transaction MIS:** A table with columns for Field Name and Field Value. The fields are: COS\_CENTR (102), LOAN\_TYPE (HOU), LOAN\_TERM (FOUR).
- Composite MIS:** A table with columns for Field Name and Field Value. The fields are: A\_OFFICER (PAUL).

A 'Recalculate' button is located below the Narrative field. A 'Cancel' button is at the bottom right.

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.

### 7.10.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows the 'FX Sale (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog' window. The 'UDF' tab is selected. The form contains the following fields:

- External Reference Number: FJB0734900001310
- Currency Sold: USD
- Currency Received: GBP
- Currency Received Rate: 1.63
- Beneficiary Name: AAA
- Beneficiary Address: AAA
- Product: FXSW
- Amount Sold: 200.00
- Charges: 5.00
- Amount Received: 122.70
- Passport/IC No: 89654
- Narrative: (empty)

Below the tabs (Denomination, Charges, MIS, UDF), there is a section for 'UDF Details' with a table with columns for Field Name and Field Value. The table is currently empty. A 'Recalculate' button is located below the Narrative field. A 'Cancel' button is at the bottom right.

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 7.11 **Purchasing Foreign Exchange from a Walk-in Customer**

You can buy a foreign currency from a walk-in customer in return for the equivalent amount in another currency. To achieve this you need to invoke the 'FX Purchase (Walk-in)' screen by typing '8004' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web application window titled "FX Purchase (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog". The window contains two columns of input fields. The left column includes "External Reference Number" (pre-filled with "FJB0734900001314"), "Currency Bought" (with a currency selector icon), "Amount Bought", "Beneficiary Name", and "Beneficiary Address" (with three stacked input boxes). The right column includes "Product" (pre-filled with "FXPW"), "Currency Paid" (with a currency selector icon), "Passport/IC No", and "Narrative". Each of the last four fields has a small speech bubble icon to its right. A "Cancel" button is located at the bottom right of the dialog.

Here you can capture the following details:

### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.



## Currency Bought

Specify the currency that you have received from the customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Amount Bought

Specify the amount that is being purchased in the bought currency.

## Currency Paid

Specify the currency that you are paying the customer in return for the currency bought. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Narrative

Here, you can enter your remarks pertaining to the transaction.

## Beneficiary Name

Here, you can capture the beneficiary customer's name.

## Passport/IC No

Here, you can enter the passport or other identification number of the beneficiary.

## Beneficiary Address

Here, you can capture the address of the beneficiary customer. Click save icon button to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays the 'FX Purchase (Walk-in)' form with the following fields and values:

- External Reference: FJB0733800000358
- Currency Bought: USD
- Currency Paid: GBP
- Transaction Currency Rate: 1.63
- Beneficiary Name: (empty)
- Beneficiary Address: (empty)
- Product: FXPW
- Amount Bought: 10.00
- Charges: 5.00
- Narrative: (empty)
- Amount Paid: 1.13
- Passport/IC Number: (empty)
- Recalculate button

Below the form, there are tabs for 'Denomination', 'FX Denomination', 'Charges', 'MIS', and 'UDF'. The 'Denomination' tab is selected, showing a table with the following columns: Denomination Code, Denomination Value, Units, and Total Amount.

Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/> C25	.25		
<input type="checkbox"/> C10	.1		
<input type="checkbox"/> C5	.05		
<input type="checkbox"/> C1	.01		
<input checked="" type="checkbox"/>			

At the bottom right of the form is a 'Cancel' button.

In addition to the details defaulted from the previous stage, you can view the following details:

### Transaction Currency Rate

The system displays the exchange rate to be used for the foreign exchange purchase.

### Charges

The system displays the charge to be levied on the customer for the transaction.

### Amount Paid

Based on the exchange rate and amount bought, the system computes and displays the amount that needs to be paid to the customer in the paid currency.

## 7.11.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

## 7.11.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

FX Purchase (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001314  
Currency Bought: USD  
Currency Paid: GBP  
Transaction Currency Rate: 1.63  
Beneficiary Name: aaa  
Beneficiary Address:   
Passport/IC No:   
Product: FXPIW  
Amount Bought: 200.00  
Charges: 5.00  
Amount Paid: 122.70  
Narrative:   
Recalculate

Denomination Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> Charges for Foreign exchange	<input type="checkbox"/>	5.00	GBP	5	1

Cancel

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

### 7.11.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'FX Purchase (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog' window. The 'MIS' tab is selected. The window contains the following fields and sections:

- External Reference Number:** FJB0734900001314
- Currency Bought:** USD
- Currency Paid:** GBP
- Transaction Currency Rate:** 1.63
- Beneficiary Name:** aaa
- Beneficiary Address:** (empty)
- Passport/IC No:** (empty)
- Product:** FXPW
- Amount Bought:** 200.00
- Charges:** 5.00
- Amount Paid:** 122.70
- Narrative:** (empty)
- Recalculate** button
- Denomination** tab: Charges, MIS, UDF
- Transaction MIS:**
  - COS\_CENTR: 102
  - LOAN\_TYPE: HOU
  - LOAN\_TERM: FOUR
- Composite MIS:**
  - A\_OFFICER: PAUL
- Cancel** button

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.

### 7.11.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows the 'FX Purchase (Walk-in) : Branch Date 12/15/2007 -- Webpage Dialog' window. The 'UDF' tab is selected. The window contains the following fields and sections:

- External Reference Number:** FJB0734900001314
- Currency Bought:** USD
- Currency Paid:** GBP
- Transaction Currency Rate:** 1.63
- Beneficiary Name:** aaa
- Beneficiary Address:** (empty)
- Passport/IC No:** (empty)
- Product:** FXPW
- Amount Bought:** 200.00
- Charges:** 5.00
- Amount Paid:** 122.70
- Narrative:** (empty)
- Recalculate** button
- Denomination** tab: Charges, MIS, UDF
- UDF Details:**
  - Field Name: (empty)
  - Field Value: (empty)
- Cancel** button

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 7.12 Issuing a TT against Account

You can issue a Telegraphic Transfer drawn on your branch against an account through the 'TT Issue Against Account' screen. You can invoke this screen by typing '8318' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TT Issue Against Account : Branch Date 10/4/2000 -- Web Page Dialog

External Reference Number	FJB0827300000246	Instrument Type	TTA
Bank Code*		Instrument Currency*	
Payable Branch*		Account Currency*	
Transaction Branch*	WB1	Account Number*	
TT Amount*		Bankers Cheque Date	10/4/2000
Serial Number		Passport / IC Number	
Narrative			
Beneficiary Name*			
Beneficiary Address			

When you invoke the screen, the External Reference Number is displayed.

You need to specify the following details:

### **Bank Code**

Specify the clearing bank code for the transaction.

### **Instrument Currency**

Specify the TT currency or select a currency for the TT from the list of values.

### **Account Currency**

Specify the currency of the account or select the account currency from the list of values.

**Payable Branch**

Specify the branch where the transfer amount should be paid out.

**Account Number**

Specify the account number of the customer or select an account number from the list of values.

**TT Amount**

Specify the transfer amount.

**Banker's Cheque Date**

The date on which the instrument is issued is displayed here.

**Serial Number**

Specify the serial number printed on the TT.

**Passport/IC Number**

Specify the passport number or any unique identification number of the customer.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary of the TT.

**Beneficiary Address**

Specify the address of the beneficiary.

Click save icon to go to the next stage.

**Enrichment Stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

TT Issue Against Account : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number	FJB0800200000606	Issuing Branch	VB1
TT Currency	GBP	Instrument Type	TTA
TT Amount *	100.00	Instrument Status	INT
Instrument Number	2342545	Bank Code	CHO
Telegraphic Transfer Date	2008-01-02	Transaction Branch	VB1
		Account Number	100002H
Payable Branch	VB1	Customer Name	SHANE GOULD
Serial Number	2342545	Account Currency	GBP
Beneficiary Name *	RAVI	Account Amount	200.00
Beneficiary Address	DO	Exchange Rate	1
	BLORE	Charges	100.00
	INDIA	Narrative	TEST
Passport / IC Number	7685760FH		

Charges MIS UDF

1 of 1

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
CHARGE 1	<input type="checkbox"/>	100.00 GBP		100	1

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency Rate

The system displays the exchange to be used for the transaction in case the transaction currency is different from the transfer currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

## 7.12.1 Specifying charge details

Click on the 'Charges' tab to capture charge related details.

TT Issue Against Account : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number	FJB0800200000606	Issuing Branch	VB1
TT Currency	GBP	Instrument Type	TTA
TT Amount *	100.00	Instrument Status	INT
Instrument Number	2342545	Bank Code	CHO
Telegraphic Transfer Date	2008-01-02	Transaction Branch	VB1
		Account Number	100002H
Payable Branch	VB1	Customer Name	SHANE GOULD
Serial Number	2342545	Account Currency	GBP
Beneficiary Name *	RAVI	Account Amount	200.00
Beneficiary Address	DO	Exchange Rate	1
	BLORE	Charges	100.00
	INDIA	Narrative	TEST
Passport / IC Number	7685760FH		

Charges MIS UDF

1 of 1

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
CHARGE 1	<input type="checkbox"/>	100.00 GBP		100	1

Cancel

Refer the section titled 'Specifying the charge details' under 'Depositing Cash' for further details in this manual.

### 7.12.2 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

TT Issue Against Account : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number FJB0800200000606  
TT Currency GBP  
TT Amount 100.00  
Instrument Number 2342545  
Telegraphic Transfer Date 2008-01-02

Payable Branch WB1  
Serial Number 2342545  
Beneficiary Name RAVI  
Beneficiary Address DD  
BLORE  
INDIA  
Passport / IC Number 7685760FH

Issuing Branch WB1  
Instrument Type TTA  
Instrument Status INIT  
Bank Code CHO  
Transaction Branch WB1  
Account Number 100002H  
Customer Name SHANE GOULD  
Account Currency GBP  
Account Amount 200.00  
Exchange Rate 1  
Charges 100.00  
Narrative TEST

Charges MIS UDF

Transaction MIS

Cancel

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details in this Manual.

### 7.12.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen..

TT Issue Against Account : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number FJB0800200000606  
TT Currency GBP  
TT Amount 100.00  
Instrument Number 2342545  
Telegraphic Transfer Date 2008-01-02

Payable Branch WB1  
Serial Number 2342545  
Beneficiary Name RAVI  
Beneficiary Address DD  
BLORE  
INDIA  
Passport / IC Number 7685760FH

Issuing Branch WB1  
Instrument Type TTA  
Instrument Status INIT  
Bank Code CHO  
Transaction Branch WB1  
Account Number 100002H  
Customer Name SHANE GOULD  
Account Currency GBP  
Account Amount 200.00  
Exchange Rate 1  
Charges 100.00  
Narrative TEST

Charges MIS UDF

UDF Details

Field Name	Field Value
DDFAVDF	

Cancel

Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 7.13 **Issuing a TT against GL**

You can issue a Telegraphic Transfer against a GL account for your customer through the 'TT Issue against GL' screen. You can also invoke this screen by typing '8317' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

On invoking this screen, the External Reference Number and the Instrument Type of the transaction are displayed.

You need to specify the following details:

### **Bank Code**

Specify the bank code or select a bank code from the list of values.

### **Instrument Currency**

Specify the TT currency or select a currency for the TT from the list of values.

### **Payable Branch**

Specify the branch where the transfer amount should be paid out.



**General Ledger Number**

Specify the account number of the GL against which a TT is issued.

**Account Title**

The system displays a brief title for the chosen account.

**Banker's Cheque Date**

The date on which the instrument has been issued is displayed here.

**TT Amount**

Specify the transfer amount.

**Serial Number**

Specify the Serial number printed on the TT.

**Passport/IC No**

Specify the customer's passport number or identification number.

**Narrative**

Specify description/remarks for the transaction. This is not mandatory.

**Beneficiary Name**

Specify the name of the beneficiary.

**Beneficiary Address**

Specify the address of the beneficiary.

Click save icon to move to the next stage.

**Enrichment Stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

TT Issue Against GL : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number	FJB0800200000613	Instrument Type	TTG
TT Currency	GBP	Bank Code	CHO
TT Amount *	100.00	General Ledger Number	111010000
Instrument Number	565646	General Ledger Currency	GBP
Telegraphic Transfer Date	2008-01-02	General Ledger Title	Cash In Hand
Payable Branch	WB1	Exchange Rate	1
Serial Number	565646	Charges	100.00
Beneficiary Name *	RAVI	General Ledger Amount	200.00
Beneficiary Address	DO	Narrative	TEST
	BLORE		Recalc
	INDIA		
Passport / IC Number	JD987686		

Charges MIS UDF

1 of 1

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> CHARGE1	<input type="checkbox"/>	100.00	GBP	100	1

Cancel

In this stage, the above screen is displayed with the following information:

### **Txn Ccy Rate**

The system displays the transaction currency.

### **Charges**

The system computes the charges applicable for the transaction and displays it here.

### **TT Amount**

The system displays the TT amount.

### **Total Amount**

The system displays the total amount of the transaction.

## **7.13.1 Specifying Charge Details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying the charge details' under 'Capturing a Cash Deposit' in this manual for further details.*

### 7.13.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

The screenshot shows the 'TT Issue Against GL : Branch Date 1/2/2008 -- Web Page Dialog' with the 'MIS' tab selected. The form contains the following fields:

- External Reference Number: FJB0800200000613
- Instrument Type: TTG
- Bank Code: CHO
- General Ledger Number: 111010000
- General Ledger Currency: GBP
- General Ledger Title: Cash In Hand
- Exchange Rate: 1
- Charges: 100.00
- General Ledger Amount: 200.00
- Narrative: TEST
- Recalc button

On the left side, there are fields for:

- TT Currency: GBP
- TT Amount: 100.00
- Instrument Number: 565646
- Telegraphic Transfer Date: 2008-01-02
- Payable Branch: WB1
- Serial Number: 565646
- Beneficiary Name: RAVI
- Beneficiary Address: DO, BLORE, INDIA
- Passport / IC Number: JD987686

At the bottom, there are tabs for 'Charges', 'MIS', and 'UDF'. The 'Transaction MIS' section is visible below the tabs.

Refer the section titled 'Specifying MIS details' under 'Capturing a Cash Deposit' in this manual for further details.

### 7.13.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the same 'TT Issue Against GL' dialog box, but with the 'UDF' tab selected. The fields on the left and right are the same as in the previous screenshot. The 'UDF Details' section at the bottom is now active, showing a table with the following data:

Field Name	Field Value
DDGFAVOF	

The 'UDF' tab is selected, and the 'UDF Details' section is visible below the tabs.

Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 7.14 Issuing a TT to a Walk-in Customer

You can issue a Telegraphic Transfer to any walk-in customer through the 'TT Issue (Walk-In)' screen. You can invoke this screen by typing '8316' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TT Issue(Walk In) : Branch Date 10/4/2000 -- Web Page Dialog

External Reference Number	FJB0827300000255	Instrument Type	TTW
Bank Code*		Instrument Currency*	
Payable Branch*		Transaction Currency*	
Demand Draft Amount*		Bankers Cheque Date	10/4/2000
Narrative		MICR Number	
Beneficiary Name*		Passport / IC Number	
Beneficiary Address			

When you invoke the screen, the External Reference Number and instrument type of the transaction are displayed.

You need to specify the following details:

### **Bank Code**

Specify the clearing bank code for the transaction.

### **Instrument Currency**

Specify the currency in which the TT is being issued.

### **Payable Branch**

Specify the branch where the TT amount should be paid out.

**Transaction Currency**

Specify the currency in which the customer is making the payment.

**Demand Draft Amount**

Specify the amount for which the TT needs to be drawn in the transfer currency.

**Banker's Cheque Date**

The date on which the instrument has been issued is displayed here.

**MICR Number**

Specify the MICR number of the instrument.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the telegraphic transfer is done.

**Passport/IC Number**

Specify the passport number or any unique identification number of the walk-in customer.

**Beneficiary Address**

Specify the address of the beneficiary in whose favor the telegraphic transfer is done.

Click save icon to go to the next stage.

**Enrichment Stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

TT Issue(Walk In) : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number	FJB0800200000602	Instrument Type	TTW
TT Currency	GBP	Bank Code	CHO
TT Amount *	10.00	Transaction currency	GBP
Telegraphic Transfer Date	2008-01-02	Exchange Rate	1
Instrument Number	32456	Charges	100.00
		Total Amount	110.00
Payable Branch	WB1	Narrative	TEST
MICR Number	32456		Recalc
Beneficiary Name *	RAVI		
Beneficiary Address	DD		
	BLORE		
	INDIA		
Passport / IC Number	2154564		

Currency Denominations Charges MIS UDF

Currency Code GBP Total

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> G100	100		
<input type="checkbox"/> G50	50		

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency Rate

The system displays the exchange to be used for the transaction in case the transaction currency is different from the transfer currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

### Total Amount

The system computes the total amount to be paid by the walk-in customer by adding the charge amount to the TT amount.

## 7.14.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' in this manual for further details.*

## 7.14.2 Specifying charge details

Click on the 'Charges' tab to capture charge related details.

Refer the section titled 'Specifying the charge details' under 'Depositing Cash' in this manual for further details.

### 7.14.3 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' in this manual for further details.

### 7.14.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

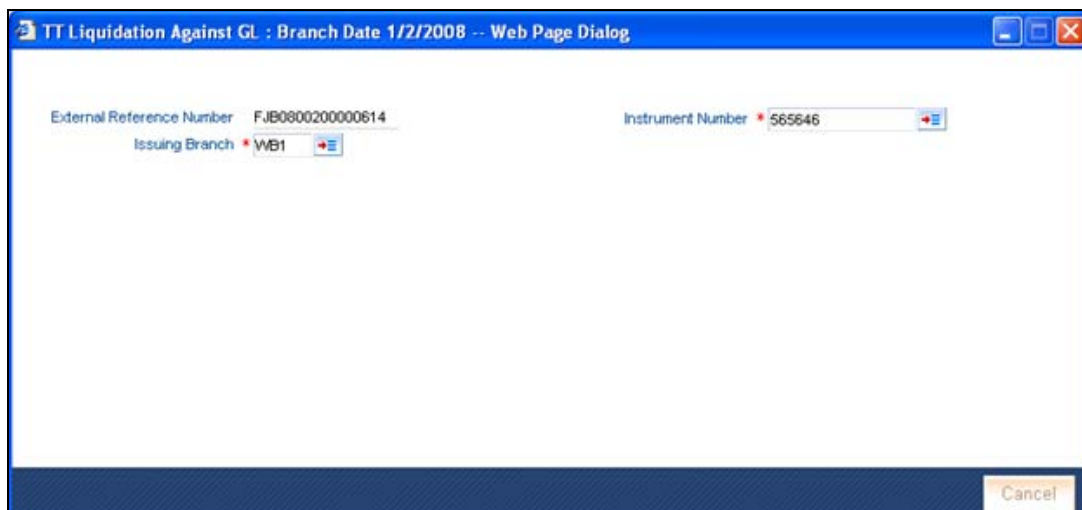
Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 7.15 Liquidating a TT against GL

You can liquidate a telegraphic transfer drawn on your branch against a GL through the 'TT Liquidation Against GL' screen. You can invoke this screen by typing '8320' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



On invoking this screen, the External Reference Number of the transaction is displayed.

You need to specify the following details:

#### **Instrument Number**

Specify the instrument number of the TT that needs to be liquidated.

## Issue Branch

The branch where the TT has been issued is displayed based on the instrument number specified.

Click save icon to go to the next stage.

## Enrichment Stage

On clicking save icon, the system validates the branch code and instrument number specified. The following screen will be displayed:

TT Liquidation Against GL : Branch Date 1/2/2008 -- Web Page Dialog	
External Reference Number	FJB0800200000614
Instrument type	TTG
Branch	WB1
Instrument Status	Payment
Narrative	TEST
Payable Branch	WB1
Beneficiary Name	RAVI
Beneficiary Address	DD BLORE INDIA
Passport / LC Number	JD987686
Bank Code	CHO
General Ledger Number	111010000
Instrument Number	565646
Issue Date	1/2/2008
TT Amount	100.00
General Ledger Currency	GBP
Telegraphic Transfer Date	1/2/2008

Cancel

You can capture the following information:

### Bank Code

The bank code of the clearing bank is displayed here.

### Payable Branch

The system displays the current branch code (where the transaction is being captured).

### Liquidation Type

System displays the instrument maintenance in host that will be used for this transaction.



**Liquidation Mode**

This indicates the mode of liquidation of the TT transaction. You can select the mode of liquidation to any of the values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel

**GL Currency**

The GL currency is defaulted to the instrument currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**Liquidation Date**

The system displays the date on which the transaction is posted.

**GL account no**

Specify the GL into which the amount should be liquidated.

**Instrument Currency**

Displays the currency in which the instrument was issued.

**TT Status**

The system displays the last event that has been triggered for the transaction. This corresponds to the status of the instrument.

**Issue Date**

The system displays the date on which the TT was issued.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Passport/IC No**

The passport number or a unique identification number of the customer is displayed here.

**Narrative**

The remarks associated with the transaction are displayed here.

### 7.15.1 Specifying charge details

This block allows you to capture charge related details.

TT Liquidation Against GL : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number: FJB0800200000614  
Instrument type: TTG  
Branch: WB1  
Instrument Status: Payment  
Narrative: TEST  
Payable Branch: WB1  
Beneficiary Name: RAVI  
Beneficiary Address: DD  
BLORE  
INDIA  
Passport / LC Number: JD987686

Bank Code: CHO  
Transaction Branch: WB1  
General Ledger Number: 111010000  
Instrument Number: 565646  
Issue Date: 1/2/2008  
TT Amount: 100.00  
Exchange Rate: 1  
General Ledger Currency: GBP  
Telegraphic Transfer Date: 1/2/2008  
Account Amount: 0.00  
Charges: 100.00  
Recalc

Charges: MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
CHARGE 1	<input type="checkbox"/>	100.00	GBP	100	1

Cancel

Refer the section titled 'Specifying the charge details' under 'Depositing Cash' in this manual.

### 7.15.2 Specifying MIS details

This block allows you to capture details pertaining to MIS.

TT Liquidation Against GL : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number: FJB0800200000614  
Instrument type: TTG  
Branch: WB1  
Instrument Status: Payment  
Narrative: TEST  
Payable Branch: WB1  
Beneficiary Name: RAVI  
Beneficiary Address: DD  
BLORE  
INDIA  
Passport / LC Number: JD987686

Bank Code: CHO  
Transaction Branch: WB1  
General Ledger Number: 111010000  
Instrument Number: 565646  
Issue Date: 1/2/2008  
TT Amount: 100.00  
Exchange Rate: 1  
General Ledger Currency: GBP  
Telegraphic Transfer Date: 1/2/2008  
Account Amount: 0.00  
Charges: 100.00  
Recalc

Charges: MIS UDF

Transaction MIS

Transaction Date	Transaction Amount	Transaction Currency	Transaction in Local Currency	Transaction Exchange Rate

Cancel

Refer the section titled 'Specifying the MIS details' under 'Depositing Cash' in this manual.

### 7.15.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

TT Liquidation Against GL : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number	FJB0800200000614	Bank Code	CHO
Instrument type	TTQ	Transaction Branch	WB1
Branch	WB1	General Ledger Number	111010000
Instrument Status	Payment	Instrument Number	565646
Narrative	TEST	Issue Date	1/2/2008
		TT Amount	100.00
Payable Branch	WB1	Exchange Rate	1
Beneficiary Name	RAVI	General Ledger Currency	GBP
Beneficiary Address	DD	Telegraphic Transfer Date	1/2/2008
	BLORE	Account Amount	0.00
	INDIA	Charges	100.00
Passport / LC Number	JD987686		

Recalc

Charges MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 7.16 Liquidating a TT against Account

You can liquidate a TT against an account through the 'TT Liquidation Against Account' screen. You can invoke this screen by typing '8321' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TT Liquidation Against GL : Branch Date 7/6/2000 -- Web Page Dialog

External Reference Number	FJB0827300000337	Bank Code	CHQ
Branch	WBZ	Payable Branch	
Instrument Type	TTG	Instrument Status	Payment
Instrument Number	0009973	Transaction Currency	USD
Bankers Cheque Date	7/6/2000	Transaction Account Number	AA7000000
Instrument Currency	USD	TT Status	
Issue Date	7/6/2000	Beneficiary Name	
Beneficiary Address 1		Beneficiary Address 2	
Beneficiary Address 3		Passport / IC Number	
Narrative			

On invoking this screen, the External Reference Number of the transaction is displayed.

You need to specify the following details:

### **Issue Branch**

The branch where the TT has been issued is displayed based on the instrument number specified. However, you can also select the branch of issue from the adjoining option list.

### **Instrument Number**

Specify the instrument number of the TT that needs to be liquidated.

Click save icon to go to the next stage.

### **Enrichment Stage**

On clicking save icon, the system validates the branch code and instrument number specified. The following screen will be displayed:

TT Liquidation Against Account) : Branch Date 7/6/2000 -- Web Page Dialog

External Reference Number	FJB0827300000341	Bank Code	CHD
Payable Branch		Branch	WBZ
Instrument Status	Payment	Instrument Number	0009974
TT Status		Instrument Type	TTG
Transaction Currency	USD	Instrument Currency	USD
Demand Draft Amount	100.00	Issue Date	7/6/2000
Bankers Cheque Date	7/6/2000	Transaction Branch	WBZ
Transaction Account Number	AA7000000	Passport / IC Number	
Beneficiary Name			
Beneficiary Address			
Narrative			

### Bank Code

The clearing bank code is displayed here.

### Payable Branch

The branch where the TT has to be liquidated is displayed here.

### Liquidation Mode

Specify the liquidation mode. You can choose any of the following values available in the drop-down list:

- Payment
- Refund
- Cancel

### TT Status

The system displays the last event that has been triggered for the transaction. This corresponds to the status of the instrument.

### Liquidation Type

System displays the instrument maintenance in host that will be used for this transaction.

### Account Currency

The currency of the chosen account is displayed here.

**TT Currency**

Specify the TT currency or select a currency for the TT from the list of values.

**TT Amount**

The system displays the TT amount.

**Liquidation Date**

The system displays the date on which the transaction is posted.

**Issue Date**

The system displays the date on which the TT was issued.

**Account Number**

Specify the account into which the TT should be liquidated.

**Account Branch**

The branch to which the account belongs is displayed here.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Passport / IC No**

The passport number or a unique identification number of the customer is displayed here.

**Narrative**

You can enter remarks for the transaction.

Specifying charge details

This block allows you to capture charge related details.

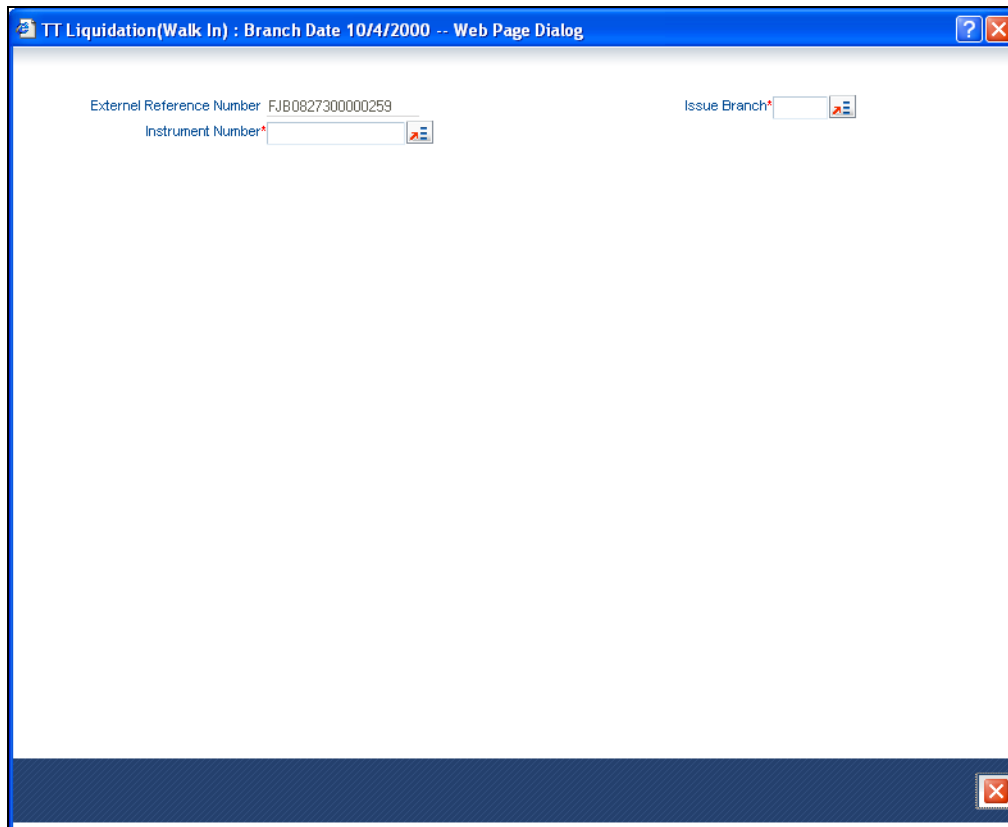
*Refer the section titled 'Specifying the charge details' under 'Depositing Cash' in this manual..*

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 7.17 Liquidating a TT for a Walk-in Customer

You can liquidate a Telegraphic Transfer for a walk-in customer and give the customer an equivalent amount in cash. In order to capture such a transaction, invoke the 'TT Liquidation (Walk-In)' screen. You can invoke this screen by typing '8319' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



On invoking this screen, the External Reference Number of the transaction is displayed.

You need to specify the following details:

### **Instrument Number**

Specify the instrument number of the TT that needs to be liquidated.

### **Issue Branch**

The branch where the TT has been issued is displayed. However, you can also select the branch of issue from the adjoining option list.

Click save icon to go to the next stage.

### **Enrichment Stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

TT Liquidation(Walk In) : Branch Date 7/6/2000 -- Web Page Dialog

External Reference Number	FJB0827300000340	Instrument Number	0009975
Branch	WBZ	Instrument Status*	Payment
Bank Code	CHQ	Transaction Branch	WBZ
Instrument Currency	USD	Demand Draft Amount	100
Issue Date	7/6/2000	Bankers Cheque Date	7/6/2000
Payable Branch		Status	
Beneficiary Name		Beneficiary Address 1	
Beneficiary Address 2		Beneficiary Address 3	
Passport /IC Number		Instrument Type	TTG
Narrative		Transaction Currency*	USD

The following details will be displayed on invoking this screen:

### **Liquidation Mode**

The system displays the liquidation mode of the TT. However, you can change it.

The adjoining drop-down list displays the following values:

- Payment
- Refund
- Cancel

### **Bank Code**

The clearing bank code is displayed here.

### **TT Currency**

The system displays the currency in which the TT has been issued.

### **Instrument Amount**

The amount for which the cheque amount has been issued is displayed here.

### **Issue Date**

The system displays the date on which the TT was issued.



**Liquidation Date**

The system displays the date on which the transaction is being posted.

**Payable Branch**

The branch where the transfer amount is being paid out (current branch) is displayed here.

**TT Status**

The status of the transaction is displayed here.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Passport/IC Number**

The passport number or a unique identification number of the customer is displayed here.

**Liquidation Type**

System displays the instrument maintenance in host that will be used for this transaction.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Txn Currency**

Specify the currency in which the payment is being made by your customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the Host.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 7.18 Inquiring on a TT Transaction

You can query a Telegraphic Transfer transaction for a specified branch and Instrument Number. This can be done by using the 'TT Inquiry' screen. You can invoke this screen by typing '7795' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web browser window titled "TT Inquiry -- Web Page Dialog". At the top, there are two input fields: "Instrument Number\*" and "Issue Branch\*", each with a small icon to its right. Below these fields are three buttons: "Ok", "Cancel", and "Reset". A tab labeled "Results" is selected, revealing a form with the following fields: "Transaction Amount", "Instrument Status", "Issue Mode", "Beneficiary Name", "Beneficiary Address", "TT Currency", "Issue Account Number", and "Passport / IC Number". The "Beneficiary Address" field is split into three lines. The bottom of the window has a dark blue bar with a small icon in the bottom right corner.

Specify the following details:

### **Instrument Number**

Specify an instrument number of the TT transaction that needs to be queried.

### **Issue Branch**

Specify a branch for which you wish to query the TT transaction. Or select a branch from the list of values.

After you specify the above details, click 'Ok' button.

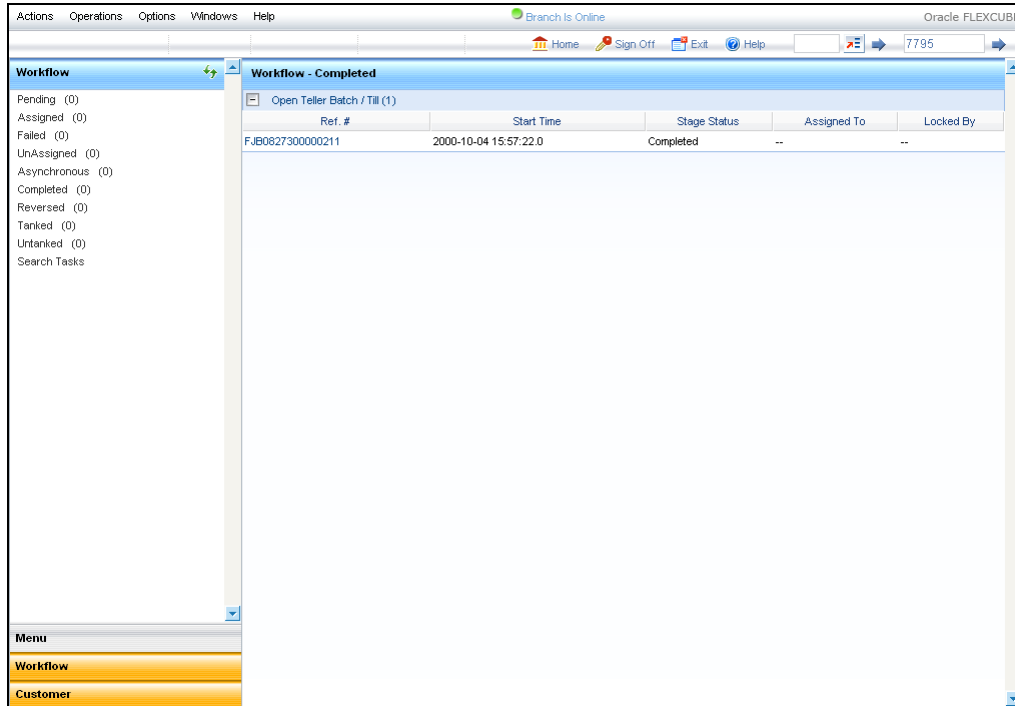
The system will display the following details based on the instrument number:

- Transaction Amount
- TT Currency
- Instrument Status
- Issue Mode

- Issue Account Number
- Beneficiary Name
- Passport/IC Number
- Beneficiary Address

## 7.19 Transaction Reversal

You can reverse financial transactions that have been initiated by you. The transactions that have been completed successfully are available in the 'Completed' list.



You can select the transaction that needs to be reversed by clicking on it.

Here you will be able to view all the transaction details. Click save icon to reverse the transaction. The accounting entries will be reversed (i.e. negative amounts will be posted into the accounts). This will update the till balance for the currencies, wherever applicable. The system will display the following message:

Transaction Completed Successfully

## 7.20 Disbursing Loan Manually By Cash

You can manually disburse loan amount by cash using the 'Loan Disbursement by Cash' screen. You can invoke this screen by typing '5001' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The screen is displayed below:

Loan Disbursement By Cash : Branch Date 12/3/2007 -- Webpage Dialog

External Reference	FJB0733700000295	Product	LDCH
Loan Account Branch *	GB2	Disbursement Currency *	
Loan Account *		Disbursement Amount *	
		Narrative	

Cancel

Specify the following details:

### **External Reference Number**

The system displays a unique number.

### **Product**

The retail teller product code 'LDCH' is displayed in this field.

### **Loan Account Branch**

Specify the loan account branch from which the amount is to be disbursed. You can also select the appropriate branch from the adjacent option list. The list displays all the branches maintained in the system.

### **Loan Account**

Specify the loan account number from which the amount is to be disbursed. You can also select the appropriate account number from the adjacent option list. The list displays all the valid loan accounts maintained in the system.

## Disbursement Currency

Specify the currency of the disbursement amount. You can also select the appropriate currency from the adjacent option list. The list displays all the currencies maintained in the system. The denomination tracking will be against this currency.

## Disbursement Amount

Specify the disbursement amount.

## Narrative

Specify any remarks for the transaction.

After specifying the above details, click 'Save' button. The following screen along with the loan details is displayed:

Loan Disbursement By Cash : Branch Date 12/3/2007 -- Webpage Dialog

External Reference Number: FJB0733700000298  
Product: LDCH  
Disbursement Currency: GBP  
Disbursement Amount\*: 5,000.00  
Total Cash Disbursed: 4,960.00  
Exchange Rate: 1  
Customer ID: GB2000046  
Customer Name: GB2WALKIN

Loan Account Branch: GB2  
Loan Account: GB2TEL1073340001  
Loan Account Title:   
Loan Account Currency: GBP  
Loan Account Amount: 5,000.00  
Total Charge: 40.00  
Narrative:   
Recalc

Currency Denominations | Charges | MIS | UDF

Currency Code: GBP  
Total: 0.00

Denomination Details

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/>				0.00
<input type="checkbox"/>				

Cancel

The details specified in the first screen are displayed here. However, you can capture the following details:

## Disbursement Amount

The disbursement amount mentioned in the first screen is displayed here. However, you can modify the same. Specify the disbursement amount and click 'Recalc' button to calculate the total cash being disbursed.

## Total Cash Disbursed

The total cash disbursed, after deducting the charges is displayed.

**Exchange Rate**

Specify the rate of exchange.

**Loan Account Title**

You can specify any title or remarks for the loan account.

**Narrative**

Specify any remarks for the transaction.

**Currency Denominations**

You can specify denomination details if you have checked the 'Denomination Tracking Required' option in the 'Function Workflow Definition Detail' screen.

**Units**

Specify the number of units for each denomination.

**Total Amount**

The total amount for each denomination is displayed.

On saving the transaction, it will move to the enrichment stage for further processing.



Note the following:

- The total amount of all the denominations must be equal to the total cash being disbursed.
- You cannot reverse these transactions from Savings module
- Manual disbursement through Savings module can be done only for manual disbursement loan accounts

## 7.21 Repaying Loan Manually By Cash

You can manually repay retail loan amount by cash using the 'Repayment towards Loan' screen. You can invoke this screen by typing '5401' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The screen is displayed below:

Loan Repayment By Cash : Branch Date 12/3/2007 -- Webpage Dialog

External Reference	FJB0733700000305	Product	LRCH
Loan Account Branch	GS2		
Loan Account Number			

Cancel

Here, you query the loan details by specifying the following:

### Loan Account Branch

Specify the branch of the loan account for which the amount is to be repaid.

### Loan Account Number

Specify the loan account number for which the amount is to be repaid.

Click 'Save' button. The total amount financed, disbursed, the total outstanding amount for each component and currency is displayed in the following screen:

**Loan Repayment By Cash : Branch Date 12/3/2007 -- Webpage Dialog**

External Reference Number FJB0733700000305

Loan Account Branch \* GB2

Loan Account Number \* GB2TEL1073340001

Amount Financed 10000

Amount Disbursed 1000

Product LRCH

Repayment Currency \* GBP

Repayment Amount \* 5,000.00

Narrative

1 of 1

Component Name	Component Currency	Outstanding Amount
PRINCIPAL	GBP	100

Cancel

Specify the following in this screen:

### Loan Account Branch

Specify the branch of the loan account for which the amount is to be repaid.

### Loan Account Number

Specify the loan account number for which the amount is to be repaid.

### Repayment Currency

Specify the currency of repayment amount. You can also select the appropriate currency from the adjacent option list. The list displays all the valid currencies maintained in the system. The denomination tracking will be against this currency.

### Repayment Amount

Specify the amount to be repaid.

### Narrative

Specify any remarks for the transaction.

After specifying the above details, click 'Save' button. The following screen along with the loan details is displayed:



**Loan Repayment By Cash : Branch Date 12/3/2007 -- Webpage Dialog**

External Reference Number	FJB0733700000305	Loan Account Branch	GB2
Product	LRCH	Loan Account Number	GB2TEL1073340001
Repayment Currency	GBP	Loan Account Title	
Repayment Amount *	100.00	Loan Account Currency	GBP
Total Cash Amount	150.00	Loan Account Amount	100.00
Exchange Rate	1	Total Charge	50.00
Related Customer	GB2000046	Narrative	
Customer Name	GB2WALKIN	Amount Financed	
Amount Disbursed			

**Recalc**

---

Component Name	Component Currency	Outstanding Amount
<input checked="" type="checkbox"/> PRINCIPAL	GBP	100

---

Currency Denominations    Charge Details    MIS    UDF

Currency Code    GBP    Total    0.00

---

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> G100	100		0.00
<input type="checkbox"/> G50	50		
<input type="checkbox"/> G20	20		

**Cancel**

Specify the following in this screen:

### Repayment Amount

The amount mentioned in the input screen is displayed here. However, you can modify the same. Specify the amount to be repaid and click 'Recalc' button to calculate the total cash being amount.

### Total Cash Amount

The total amount to be paid after including all the charges is displayed here.

### Exchange Rate

Specify the rate of exchange.

### Loan Account Title

You can specify any title or remarks for the loan account.

### Narrative

Specify any remarks for the transaction.

## **Currency Denominations**

You can specify denomination details if you have checked the 'Denomination Tracking Required' option in the 'Function Workflow Definition Detail' screen.

### **Units**

Specify the number of units for each denomination.

### **Total Amount**

The total amount for each denomination is displayed.

On saving the transaction, it will move to the enrichment stage for further processing.



Note the following:

- The total amount of all the denominations must be equal to the total cash amount being paid.
- You cannot reverse these transactions from Savings module.

---

## 8. Instrument Transactions

### 8.1 Introduction

As you may recall, the Savings module allows you to perform different types of transactions. This chapter details the various instrument-based transactions that can be performed through this module. You can perform the following types of instrument-based transactions:

- Cheque transactions
  - Cheque deposit and withdrawal
  - Consolidated cheque deposit
  - Cheque deposit to GL
  - Cheque book request
  - In-house cheque deposit
  - Cheque return
- Traveller's Cheque (TC) transactions
  - TC sale and purchase - against account and for walk-in customer
  - TC sale against GL
- Demand Draft (DD) transactions
  - DD sale against account
  - DD liquidation – against GL, against account and for walk-in customer
  - DD issue – to walk-in customer and against GL
  - DD inquiry
- Banker's Cheque (BC) transaction
  - BC sale – against account and against clearing
  - BC issue – against GL and for walk-in customer
  - BC liquidation – against account and against GL
  - BC inquiry

## 8.2 Withdrawing Cash against a Cheque

Your customer can withdraw money from his/her account by issuing a cheque on the account. You can capture such a transaction through the 'Cheque Withdrawal' screen. You can invoke this screen by typing '1013' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Cheque Withdrawal : Branch Date 10/4/2000 -- Web Page Dialog

External Reference	FJB0827300000267	Product	CQwL
Account Branch*	WB1	Account Number*	
Transaction Currency*		Transaction Amount*	
Cheque No*		Cheque Date	10/4/2000
Narrative			

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

### **Account Branch**

The system displays the logged in branch code. However you can change it to the branch where the account on which the cheque is drawn resides.

## Account Number

Specify the account number of your customer on which the cheque is drawn. The adjoining option list displays all the accounts maintained in the system. You can select the appropriate account number.

## Transaction Currency

Specify the currency in which the cheque has been drawn. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Transaction Amount

Specify the amount that should be debited from the account in the specified currency.

## Cheque No

Specify the MICR number displayed on the cheque leaf.

## Cheque Date

Specify the date displayed on the cheque leaf.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

Cheque Withdrawal : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number FJB073380000362 Product CQWL

Account Branch WCN Cheque Number 123

Customer ID WCN000501 Cheque Date 12/4/2007

Customer Name WCN-REVATHY Transaction Currency GBP

Account Number 6666660 Transaction Amount \* 10.00

Account Title WCN-REVATHY GBP Exchange Rate 1

Account Currency GBP Narrative

Account Amount 10.00 Total Charge 0.00

Recalc

Denomination Charges MIS UDF

Currency Code GBP Total

1 of 1 Go to Page

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> G100	100		
<input type="checkbox"/> G50	50		
<input type="checkbox"/> G20	20		
<input type="checkbox"/> G10	10		
<input type="checkbox"/> G5	5		

Cancel

In addition to the details defaulted from the previous stage, the system allows you to capture the following information:

**Account Title**

The system displays a brief title for the chosen account.

**Account Currency**

The system displays the currency of the customer account.

**Exchange Rate**

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

**Total Charge**

The system calculates the charges applicable to the transaction and displays the amount here.

**Account Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. The system adds the charge amount from the transaction amount and displays the net value.

**Customer ID**

The system displays the customer ID based on the account that is specified.

### **8.2.1 Specifying denomination details**

In this block, you can capture details of the currency denominations involved in the transaction through the following fields:

**Currency Code**

The system displays the currency of the account.

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, till contents are decremented for outflow transactions like cash withdrawal. To reverse this default behavior, you can specify units in negative.

## Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 8.2.2 Specifying charge details

This block allows you to capture charge related details. Click on the 'Charges' tab and invoke the following screen.

**Cheque Withdrawal -- Web Page Dialog**

External Reference Number: FJB0800200000638      Product: CGML

Account Branch: WB1      Cheque Number:      Cheque Date: 1/2/2008

Customer ID:      Transaction Currency:      Transaction Amount: \*

Customer Name:      Exchange Rate:      Narrative:      Total Charge:      Recalc

Account Number:      Account Title:      Account Currency:      Account Amount:      Denomination      **Charges**      MIS      UDF

Charge Details

<input type="checkbox"/> Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
--	--------	---------------	----------	--------------------------	---------------

Cancel

Here you can capture the following details:

#### Charge Component

The system displays the charge component that is levied on the transaction.

#### Type

The system displays the type of charge being levied. It could be any one of the following:

- 'F' for Flat Rate
- 'P' for Percentage
- 'I' for Interest

## Waiver

This option is unchecked by default, thereby indicating that the charge needs to be levied. However, you can check this option to waive the charge. If you check this option, you will have to click the 'Recalc' button to re-compute the net amount to be credited to the account.

## Charge Currency

The system displays the currency in which the charge has to be levied.

## Charge Amount

The system displays the charge amount in the charge currency. However you can change it. You will then have to recalculate the charge and net transaction amount.

## Charge in LCY

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

## Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

## Charge Currency

The system displays the currency in which the charge has to be levied.

### 8.2.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Cheque Withdrawal -- Web Page Dialog

External Reference Number: FJB0800200000638

Account Branch: WB1

Customer ID:

Customer Name:

Account Number:

Account Title:

Account Currency:

Account Amount:

Product: CGML

Cheque Number:

Cheque Date: 1/2/2008

Transaction Currency:

Transaction Amount: \*

Exchange Rate:

Narrative:

Total Charge:

Recalc

Denomination Charges MIS UDF

Transaction MIS

Composite MIS

Cancel



You can capture the following details here:

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to capture the following details:

### **Cost Center**

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

### **Account Officer**

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.

### **Standard Industrial Code**

The MIS code assigned to the industry to which your customer belongs is displayed here.

## **8.2.4 Specifying the UDF details**

You can capture these details in the 'UDF' tab of the screen.

**Cheque Withdrawal -- Web Page Dialog**

External Reference Number: FJB0800200000638  
Account Branch: WB1  
Customer ID:   
Customer Name:   
Account Number:   
Account Title:   
Account Currency:   
Account Amount:   
Product: CGML  
Cheque Number:   
Cheque Date: 1/2/2008  
Transaction Currency:   
Transaction Amount:   
Exchange Rate:   
Narrative:   
Total Charge:   
Recalc:   
Denomination Charges MIS UDF  
UDF Details  
Field Name Field Value  
Cancel

### **UDF Name**

The system displays the various User-Defined Fields (UDFs) that you have maintained for the product in the Host.

## UDF Value

Specify the value for the each UDF that is displayed.



The MIS-related fields displayed here are based on the MIS configuration done at the Host.

Refer the 'MIS' User Manual of Oracle FLEXCUBE Host, for further details about MIS.

Click save icon to save the transaction.

The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the dual-control operations and the authorization process respectively.

## 8.3 Depositing a Cheque

You can deposit a cheque into your customer's account through the 'Cheque Deposit' screen. You can invoke this screen by typing '6501' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows a web-based dialog box titled "Cheque Deposit : Branch Date 04-Dec-07 -- Webpage Dialog". The dialog contains several input fields for transaction details:

- External Reference Number:** FJB0733800001020
- Account Branch:** WB1
- Account Number:** 9999904
- Transaction Currency:** GBP
- Transaction Amount:** 125,00
- Narrative:** Cheque Deposit
- Clearing Type:** CGON
- Cheque Number:** 20048
- Value Date:** 2007-12-04
- Drawer Account Number:** DAN48
- Cheque Date:** 04-Dec-07
- Routing Number:** SEC01CHOWB11

A "Cancel" button is located at the bottom right of the dialog.

Here you can capture the following details:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Account Number**

Specify the customer's account number. The adjoining option list displays all the customer accounts maintained in the system. Select the appropriate one.

**Account Branch**

The system displays the branch where the chosen account resides. However, you can choose an appropriate code from the adjoining option list.

**Transaction Currency**

Specify the currency in which the cheque has been drawn.

**Transaction Amount**

Add the applicable charges to the amount that has to be deposited and specify the total amount, in the currency of the cheque.

**Narrative**

Here, you can capture remarks pertaining to the transaction.

**Clearing Type**

Specify the product that is maintained in the system for the transaction. The adjoining drop-down list displays the outward and inward clearing products. For example:

- CLEARING OF CHEQUE-LOOC
- CLEARING OF CHEQUE-NAOC

Select the appropriate one.

**Cheque Number**

Specify the MICR number displayed on the cheque.

**Cheque Date**

Specify the date written on the cheque leaf. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

**Routing Number**

Specify the routing number for cheque clearance.

**Drawee Account Number**

Specify the account on which the cheque is drawn.

## Value Date

Specify the date on which the credit should be reflected in the account balance.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

**Cheque Deposit : Branch Date 03-Dec-07 -- Webpage Dialog**

External Reference Number	FJB0733700000897	Transaction Currency	GBP
Account Branch	ZCD	Transaction Amount	1,000.00
Account Number	000018	Exchange rate	1
Account Currency	GBP	Total Charges	10.00
Customer ID	WB1000054	Narrative	CHD DPT
Customer Name	Dalmia	Account Title	gbp acc

**Instrument Details**

Clearing Type	CGON	Drawee Account Number	DAN42
Cheque Number	20042	Cheque Date	03-Dec-07
Value Date	03-Dec-07	<input type="checkbox"/> Late Clearing	
Routing Number	SEC02CHOWB41	<input type="checkbox"/> Regulation CC Available	
<input type="checkbox"/> Special Available		Bank Code	CHO
Branch Code	WB41	Sector Code	SEC02
Bank Name	BANK FUTURA - HEAD OF	Branch Name	COMMON BRN2
Sector Description	SECTOR TWO		

**Buttons:** Recalc, Cancel

In addition to the details defaulted from the previous stage, the system allows you to capture the following information:

## Customer ID

The system displays the customer ID based on the account specified.

## Account Title

The system displays a brief title for the chosen account.

## Account Currency

The system displays the currency of the customer account.

## Exchange Rate

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

## Total Charges

The system calculates the charges applicable to the transaction and displays the amount here.

## Account Amount

The system displays the amount to be credited to the account (in the account currency) after calculating the applicable charges. The system deducts the charge amount from the transaction amount and displays the net value.

### 8.3.1 Capturing instrument details

The instrument details that you captured in the previous stage can be viewed by clicking on the 'Instrument' tab.

**Cheque Deposit : Branch Date 03-Dec-07 -- Webpage Dialog**

External Reference Number	FJB0733700000897	Transaction Currency	GBP
Account Branch	ZCD	Transaction Amount	1,000.00
Account Number	000018	Exchange rate	1
Account Currency	GBP	Total Charges	10.00
Customer ID	WB1000054	Narrative	CHD DPT
Customer Name	Dalmia	Account Title	gbp acc

**Instrument Details** | Charge | MIS | UDF

Clearing Type	CGON	Drawee Account Number	DAN42
Cheque Number	20042	Cheque Date	03-Dec-07
Value Date	03-Dec-07	<input type="checkbox"/> Late Clearing	
Routing Number	SEC02CHOWB41	<input type="checkbox"/> Regulation CC Available	
<input type="checkbox"/> Special Available		Bank Code	CHO
Branch Code	WB41	Sector Code	SEC02
Bank Name	BANK FUTURA - HEAD OF	Branch Name	COMMON BRN2
Sector Description	SECTOR TWO		

**Recalc**

**Cancel**

The system fetches the following additional details based on your previous inputs:

## Bank Code

The system displays the clearing bank code based on the routing number.

**Bank Name**

The system displays the name of the clearing bank based on the routing number.

**Branch Code**

The system displays the branch code of the clearing bank, based on the routing number.

**Branch Name**

The system displays the branch in the clearing bank, based on the routing number.

**Sector Code**

The system displays the sector code of the clearing bank, based on the routing number.

**Sector Description**

The system displays the description of the sector.

**Late Clearing**

The system indicates whether the cheque has been cleared on the same day or is marked for late clearing.

**Regulation CC Available**

Check this box to indicate that the 'Reg CC' facility is available for the transaction.

**Special Available**

Check this box to indicate that the 'special availability' facility is available for the transaction.

Click save icon to go to the next stage.

*Refer the sections titled 'Authorization stage' and 'Submission stage' under 'Withdrawing Cash against a Cheque' for details on the authorization and submission.*

### 8.3.2 Specifying Charge Details

This block allows you to capture charge related details for the transaction.

**Cheque Deposit : Branch Date 03-Dec-07 -- Webpage Dialog**

External Reference Number: FJB0733700000897

Transaction Currency: GBP

Transaction Amount: 1,000.00

Exchange rate: 1

Total Charges: 10.00

Narrative: CHD DPT

Account Title: gbp acc

Recalc

Account Branch: ZCD

Account Number: 000018

Account Currency: GBP

Customer ID: WB1000054

Customer Name: Dalmia

Instrument Details | **Charge** | MIS | UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> CLG CHARGE	<input type="checkbox"/>	10	GBP	1536	153.57

Cancel

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.3.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

**Cheque Deposit : Branch Date 03-Dec-07 -- Webpage Dialog**

External Reference Number	FJB0733700000950	Transaction Currency	JPY
Account Branch	ZCD	Transaction Amount	75
Account Number	000014	Exchange rate	1
Account Currency	JPY	Total Charges	11
Customer ID	WB1000054	Narrative	
Customer Name	Dalmia	Account Title	dalmi

**Instrument Details** | **Charge** | **MIS** | **UDF**

**Transaction MIS**

COS_CENTR	102
LOAN_TYPE	HOU
LOAN_TERM	FOUR

**Composite MIS**

A_OFFICER	CHRIS

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.3.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

Click to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.



## 8.4 Depositing a Cheque into a GL

Your customer can deposit a cheque into a GL. You can capture this transaction through the 'Cheque Deposit to GL' screen. You can invoke this screen by typing '6520' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Cheque Deposit to GL : Branch Date 04 Dec 07 -- Webpage Dialog**

External Reference Number	FJB0733800001035	General Ledger Number	334540002
Transaction Currency	GBP	General Ledger Currency	GBP
Transaction Amount	100.00	Account Title	Locker Rent
Narrative	CHQ DP TO GL		
Clearing Type	CGON	Drawer Account Number	DAN49
Cheque Number	20049	Cheque Date	04-Dec-07
Value Date	2007-12-04		
Routing Number	SEC01CHOWB11		

Cancel

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **General Ledger Number**

Specify the GL into which the cheque is being deposited. The adjoining option list displays all the GL codes maintained in the system. You can select the appropriate one.

### **Account Title**

On specifying the account number, the corresponding account title (description) is displayed.

### **General Ledger Currency**

Specify the currency of the GL into which the customer is depositing a cheque. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate one.

### **Transaction Currency**

Specify the currency in which the cheque has been drawn. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate one.

### **Transaction Amount**

Specify the amount that needs to be deposited into the GL.

### **Narrative**

Here you can enter remarks for the transaction.

## **8.4.1 Specifying Instrument Details**

This section allows you to capture specific details about the cheque that needs to be deposited.

### **Clearing Type**

Specify the product that is maintained in the system for the transaction. The adjoining drop-down list displays the outward and inward clearing products. For example:

- CLEARING OF CHEQUE-LOOC
- CLEARING OF CHEQUE-NAOC

Select the appropriate one.

### **Cheque Number**

Specify the MICR number displayed on the cheque.

### **Cheque Date**

Specify the date written on the cheque leaf. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

### **Routing Number**

Specify the routing number for cheque clearance.

### **Drawee Account Number**

Specify the account on which the cheque is drawn.

### **Value Date**

Specify the date on which the credit should be reflected in the account balance.

Click save icon to go to the next stage.

### **Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**Cheque Deposit to GL : Branch Date 04-Dec-07 -- Webpage Dialog**

External Reference Number	FJB0733800001035	Transaction Amount	100,00
Transaction Currency	GBP	General Ledger Amount	100,00
General Ledger Number	324040002	Total Charges	10,00
General Ledger Currency *	GBP	Account Title	Locker Rent
Exchange rate	1	<input type="button" value="Recalculate"/>	
Narrative	CHQ DP TO GL		

Instrument Details   Charge   MIS   UDF

Clearing Type	CGON	Drawer Account Number	DAN49
Cheque Number	20049	Cheque Date	04-Dec-07
Value Date	04-Dec-07	<input type="checkbox"/> Late Clearing	
Routing Number	SEC01CHOWB11	<input type="checkbox"/> Regulation CC Available	
<input type="checkbox"/> Special Available		Bank Code	CHO
Bank Name	BANK FUTURA - HEA	Sector Code	SEC01
Sector Description	SECTOR ONE	Branch Code	WB11
Branch Name	WEB BRANCH1		

In addition to the details defaulted from the previous stage, the system allows you to capture the following information:

### Exchange Rate

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the GL currency, the system will display the exchange rate as '1'.

### Total Charges

The system displays the service charges applicable to the transaction.

### General Ledger Amount

The system adds the charges to the transaction amount and displays the total amount that will be credited to the GL.

## 8.4.2 Specifying Instrument Details

This section allows you to capture specific details about the cheque that needs to be deposited.

### Bank Name

The system displays the name of the clearing bank based on the routing number.

### Branch Name

The system displays the branch in the clearing bank, based on the routing number.

### Sector Code

The system displays the sector code of the clearing bank, based on the routing number.

### Regulation CC Available

Check this box to indicate that the 'Reg CC' facility is available for the transaction.

### Special Available

Check this box to indicate that the 'special availability' facility is available for the transaction.

### Late Clearing

The system indicates whether the cheque has been cleared on the same day or is marked for late clearing.

*Refer the section titled 'Specifying instrument details' and 'Capturing instrument details' under 'Depositing a Cheque' for further details about maintaining instrument details for this transaction..*

## 8.4.3 Specifying charge details

This block allows you to capture charge related details for the transaction. Click on the 'Charge Details' tab to view the following screen:

**Cheque Deposit to GL : Branch Date 04-Dec-07 -- Webpage Dialog**

External Reference Number: FJB0733800001035

Transaction Amount: 100,00

General Ledger Amount: 100,00

Total Charges: 10,00

Account Title: Locker Rent

Transaction Currency: GBP

General Ledger Number: 324040002

General Ledger Currency: GBP

Exchange rate: 1

Narrative: CHQ DP TO GL

Recalculate

Instrument Details | **Charge** | MIS | UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
CLG CHARGE	<input type="checkbox"/>	10,00	GBP	10	1

Cancel

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

#### 8.4.4 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

**Cheque Deposit to GL : Branch Date 04-Dec-07 -- Webpage Dialog**

External Reference Number: FJB0733800001035

Transaction Amount: 100,00

General Ledger Amount: 100,00

Total Charges: 10,00

Account Title: Locker Rent

Transaction Currency: GBP

General Ledger Number: 324040002

General Ledger Currency: GBP

Exchange rate: 1

Narrative: CHQ DP TO GL

Recalculate

Instrument Details | Charge | **MIS** | UDF

**Transaction MIS**

COS_CENTR	LOAN_TYPE	LOAN_TERM	
102	AGR	FOUR	

**Composite MIS**

A\_OFFICER

Cancel

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

#### 8.4.5 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.5 Depositing an In-house Cheque

You can capture deposit transactions for cheques issued by your bank to your customers through the 'In House Cheque Deposit' screen. You can invoke this screen by typing 'LOCH' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**In-House cheque Deposit : Branch Date 04-Dec-07 -- Webpage Dialog**

External Reference Number	FJB0733800001036	Product	LOCH
From Account Branch *	WB1	To Account Branch *	WB1
From Account Number *	9999904	To Account Number *	9999926
From Account Currency *	GBP	To Account Currency *	GBP
Amount *	10,00	Cheque Number *	20029
Narrative	INTERNAL CHQ DP	Check Date	04-Dec-07

Cancel

Here you can capture the following details:

### External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### Product

The system displays the code of the retail teller product that will be used in the Host for processing the transaction.

### From Account Number

Specify the drawer account number. The adjoining option list displays all the accounts maintained in the logged-in branch. You can choose the appropriate one.

**To Account Number**

Specify the beneficiary account that needs to be credited with the cheque amount. The adjoining option list displays all the accounts maintained across different branches in the Host. You can choose the appropriate one.

If you have already specified the branch codes for the beneficiary account in the 'To Account Branch' field, the option list will display only those accounts that belong to the chosen branch.

**From Account Branch**

The system displays the current logged in branch. This means that you will be able to specify an account that resides in the current branch only.

**To Account Branch**

If you have specified the beneficiary account in the 'To Account' field, the system displays the branch where the chosen beneficiary account resides. However, you can first specify the branch where the beneficiary account resides. The adjoining option list displays all the branch codes maintained in the system. You can choose the appropriate one.

**From Account Currency**

The system displays the currency of the drawer account.

**To Account Currency**

The system displays the currency of the beneficiary account.

**Amount**

Specify the amount for which the cheque has been drawn.

**Narrative**

Here, you can enter remarks for the transaction.

**Cheque Number**

Specify the number on the cheque that has been drawn.

**Cheque Date**

Specify the cheque date. Click the adjoining button to choose from the calendar.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details. The following screen will be displayed:

**In-House cheque Deposit : Branch Date 04-Dec-07 -- Webpage Dialog**

External Reference Number	FJB0733800001036	Product	LOCH
From Account Branch	WB1	To Account Branch	WB1
Customer ID	WB1000059	To Account Number	9999926
From Account Number	9999904	To Account Currency	GBP
From Account Currency	GBP	To Amount	10,00
Exchange Rate	1	Cheque Number	20029
From Amount *	10,00	Check Date	
		Narrative	INTERNAL CHQ DP
			<input type="button" value="Recalc"/>

Charges

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate

In addition to the details defaulted from the previous stage, you can view the following information:

#### **Account Title**

The system displays the title (description) of the drawer account, based on the chosen account.

#### **Customer ID**

The system displays the drawer customer's CIF based on the value in the 'From Account' field.

#### **From Amount**

The system displays the amount debited from the beneficiary account.

#### **To Amount**

The system displays the amount credited to the beneficiary account.

#### **Exchange Rate**

The system displays the exchange rate for the transaction if the cheque currency and the transaction currency are not the same.



### 8.5.1 Specifying Charge Details

This block allows you to capture charge related details for the transaction.

*Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.*

### 8.5.2 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays a web-based dialog box titled "In-House cheque Deposit : Branch Date 04-Dec-07 -- Webpage Dialog". The interface is divided into several sections for data entry.

**Top Section (Fields):**

- External Reference Number:** FJB0733800001036
- From Account Branch:** WB1
- Customer ID:** WB1000059
- From Account Number:** 9999904
- From Account Currency:** GBP
- Exchange Rate:** 1
- From Amount:** 10,00
- Product:** LOCH
- To Account Branch:** WB1
- To Account Number:** 9999926
- To Account Currency:** GBP
- To Amount:** 10,00
- Cheque Number:** 20029
- Check Date:** 20029
- Narrative:** INTERNAL CHQ DP
- Buttons:** Recalc

**Navigation Tabs:** Charges, MIS (selected), UDF

**Transaction MIS Section:**

Field	Value
COS_CENTR	104
LOAN_TYPE	MOR
LOAN_TERM	THREE

**Composite MIS Section:**

Field	Value
A_OFFICER	JAMES

**Footer:** Cancel

*Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.*

### 8.5.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

The screenshot shows a web application window titled "In-House cheque Deposit : Branch Date 04-Dec-07 -- Webpage Dialog". The window contains several input fields for transaction details:

- External Reference Number: FJB0733800001036
- From Account Branch: WB1
- Customer ID: WB1000059
- From Account Number: 9999904
- From Account Currency: GBP
- Exchange Rate: 1
- From Amount: 10,00
- Product: LOCH
- To Account Branch: WB1
- To Account Number: 9999926
- To Account Currency: GBP
- To Amount: 10,00
- Cheque Number: 20029
- Check Date:
- Narrative: INTERNAL CHQ DP
- Recalc button

Below the input fields, there are three tabs: "Charges", "MIS", and "UDF". The "UDF" tab is selected. Below the tabs, there is a section titled "UDF Details" with a table structure:

Field Name	Field Value
------------	-------------

At the bottom right of the window, there is a "Cancel" button.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process

## 8.6 Tracking a Cheque Return

A cheque transaction may not be successfully completed for want of funds in the drawer account or if the drawer account is invalid. You can cancel a cheque issued on such an account through the 'Cheque Return' screen. You can invoke this screen by typing '6560' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Cheque Return : Branch Date 10/4/2000 -- Web Page Dialog

External Reference Number FJB0827300000299

Transaction Branch WB1

Drawee Accounts\*

Routing Number\*

Cheque Number\*

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Transaction Branch**

The current logged branch code is displayed here.

### **Drawee Accounts**

Once the cheque number is specified, the system displays the corresponding beneficiary customer ID who had presented the cheque for outward clearing.

### **Routing Number**

Once the cheque number is specified, the system displays the corresponding routing number. Alternately, you can choose a routing number from the adjoining list and view the corresponding cheque number and account number.

### Cheque Number

Specify the cheque number that needs to be tracked for return. The adjoining option list displays all the cheques that have been issued in the branch along with the corresponding routing number and the beneficiary account. You can choose the appropriate one.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 8.7 Querying Cheque Status

You can query the details of a cheque by specifying the customer's account number and cheque number in the 'Cheque Status' screen. You can invoke this screen by typing 'CQIN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can capture the following details:

### Account Number

Specify the Account Number for which you wish to view the cheque status. You can also select an account number from the option list. If you have specified a branch, this list will display all accounts maintained in that branch.

### Cheque Number

Specify the cheque number which you wish to query.

## Account Branch

If you specify the account number, the branch of the account will be displayed here. Alternatively, you can also specify the branch code.

Click 'Ok' button once you specify the account number and cheque number. The following details will be displayed in the screen:

- Account Title
- Customer Number
- Account Currency
- Cheque Status



Validation will be done to check if the account number specified is a valid number.

## 8.8 Selling a TC against an Account

You can issue a Traveller's Cheque (TC) for your customer against his/her savings account. In order to capture this transaction, you need to invoke the 'TC Sale (Against A/C)' screen by typing '1009' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TC Sale (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001267	Issuing Branch	TCD
Instrument Type	TCA	Instrument Status	INIT
Issuer Code *	<input type="text"/>	TC Currency *	<input type="text"/>
Account Branch *	TCD	TC Amount *	<input type="text"/>
Account *	<input type="text"/>	Narrative	<input type="text"/>
Account Currency *	<input type="text"/>		

Cancel

Here, you can capture the following details:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Issuing Branch**

The current logged – in branch is displayed.

**Instrument Type**

The instrument type corresponding to a TC issued to customers against their savings account is displayed here.

**Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

**Account Branch**

Specify the branch in which the customer account is maintained for issuing the TC from the adjoining option list.

**Account**

Specify the customer account against which you are issuing the TC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Currency**

The transaction currency of the specified customer account is displayed here.

**TC Currency**

The transaction currency of the specified customer account is displayed here.

**TC Amount**

Specify the amount for which the TC is being issued.

**Narrative**

Here, you can enter remarks about the transaction.

Click the save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

TC Sale (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001267	Issuing Branch	TCD
Issuer Code	CSK	Account Branch	TCD
Instrument type	TCA	Account	000021
Instrument Status	INIT	Account Currency	GBP
TC Currency	GBP	Related Customer ID	AC1000053
TC Amount *	10.00	Customer Name	john
Narrative	Narrations Here	Exchange Rate	1
Beneficiary Name		Total Charge	0.00
Beneficiary Address		Account Amount	10.00

Recalc

TC Denominations Charges MIS UDF

TC Denomination Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount

Cancel

In addition to the details defaulted from the previous stage, you can capture the following details:

### Batch Number

The teller entry batch number is displayed.

### Related Customer ID

The customer identification number of the payment initiator is displayed here based on the chosen account number.

### Customer Name

The customer name pertaining to the related customer ID is displayed here.

### Exchange Rate

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Beneficiary Name

Specify the beneficiary name.

### Beneficiary Address

Specify the beneficiary address.

### **Account Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

### **Recalc**

Click 'Recalc' button to update amount/charge details.

## **8.8.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details through the following fields:

### **TC Description**

Select the TC denomination from the adjoining option list. The list displays all the TC denominations maintained in the branch system.

### **TC Denomination**

The number of available units in the denomination is displayed.

### **Currency**

The TC Currency is displayed here.

### **Count**

Enter the number of TCs against each denomination in Count.

### **Series**

Select the TC series from the option list.

### **Start Number**

Specify the starting serial number of TC against each denomination and press TAB.

The following details are displayed:

### **End Number**

The system displays ending serial number of TCs against each denomination based on the TC count you have specified.

### **TC Amount**

The system displays the TC amount based on the value of denomination and the number of TCs against that denomination.

### **System Count**

The count of denominations available in the system is displayed.



## 8.8.2 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

The screenshot shows a web application window titled "TC Sale (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog". The window is divided into several sections. On the left, there are input fields for "External Reference Number" (FJB0733700001287), "Issuer Code" (CSK), "Instrument type" (TCA), "Instrument Status" (INIT), "TC Currency" (GBP), "TC Amount" (10.00), and "Narrative" (Narrations Here). On the right, there are input fields for "Issuing Branch" (TCD), "Account Branch" (TCD), "Account" (000021), "Account Currency" (GBP), "Related Customer ID" (AC1000053), "Customer Name" (John), "Exchange Rate" (1), "Total Charge" (0.00), and "Account Amount" (10.00). Below these fields, there are tabs for "TC Denominations", "Charges", "MIS", and "UDF". The "Charges" tab is selected, and it displays a table with columns: "Charge Components", "Waiver", "Charge Amount", "Currency", and "Charge in Local Currency". The table is currently empty. At the bottom right of the window, there is a "Recalc" button and a "Cancel" button.

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

## 8.8.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the same web application window as before, but with the "MIS" tab selected. The "MIS" tab displays a section titled "Transaction MIS" with a table of input fields. The table has two columns: "Transaction MIS" and "Value". The rows are: "COS\_CENTR" (102), "LOAN\_TYPE" (AGR), "LOAN\_TERM" (FOUR), and several empty rows. Below the "Transaction MIS" section, there is a "Composite MIS" section with a single input field labeled "A\_OFFICER". At the bottom right of the window, there is a "Recalc" button and a "Cancel" button.

Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.

#### 8.8.4 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

TC Sale (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001267	Issuing Branch	TCD
Issuer Code	CSK	Account Branch	TCD
Instrument type	TCA	Account	000021
Instrument Status	INIT	Account Currency	GBP
TC Currency	GBP	Related Customer ID	AC1000053
TC Amount	10.00	Customer Name	John
Narrative	Narrations Here	Exchange Rate	1
Beneficiary Name		Total Charge	0.00
Beneficiary Address		Account Amount	10.00

Recalc

TC Denominations Charges MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.9 Selling a TC against a GL

You can issue a Traveller's Cheque (TC) for your customer against General Ledger account. In order to capture this transaction, you need to invoke the 'TC Sale (Against GL)' screen by typing '8205' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TC Sale (Against GL) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001276	Instrument Type	TCG
Issuer Code *		Instrument Status	INIT
TC Currency *		Branch	TCD
TC Amount *		General Ledger Number *	
Narrative		General Ledger Currency *	

Cancel

Here, you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Branch**

The current logged – in branch is displayed.

### **Instrument Type**

The instrument type corresponding to a TC issued against GL account is displayed here.

### **Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

## TC Currency

Specify the currency of the TC.

## General Ledger Currency

Specify the currency of the GL against which the TC is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

## TC Amount

Specify the amount for which the TC is being issued.

## General Ledger Number

Specify the GL against which you are issuing the TC. The adjoining option list displays all the GL accounts maintained in the system. Select the appropriate one.

## Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

TC Sale (Against GL) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001276	Instrument Type	TCG
Issuer Code	CHO	Instrument Status	INIT
TC Currency *	GBP	Customer Number	TCD000002
TC Amount *	10.00	Transaction Branch	TCD
Exchange Rate	1	General Ledger Number	256012010
Narrative		General Ledger Currency *	GBP
Beneficiary Name		Total Charge	0.00
Beneficiary Address		Total Amount	10.00

Recalc

TC Denominations | Charges | MIS | UDF

TC Denomination Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

In addition to the details defaulted from the previous stage, you can capture the following details:

**Customer Number**

The customer identification number of the payment initiator is displayed here based on the chosen account number.

**Exchange Rate**

The system displays the exchange rate used to convert the TC currency into GL account currency. If the TC currency is the same as the account currency, the system will display the exchange rate as '1'.

**Total Charge**

The system computes the charges applicable for the transaction and displays it here.

**Total Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

**Beneficiary Name**

Specify the name of the beneficiary in whose favour the TC is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary.

**Recalc**

Click 'Recalc' button to update amount/charge details.

**8.9.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

## 8.9.2 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

The screenshot shows a web application window titled "TC Sale (Against GL) : Branch Date 12/03/2007 -- Webpage Dialog". The window is divided into several sections. At the top, there are input fields for "External Reference Number" (FJB0733700001276), "Instrument Type" (TCG), "Instrument Status" (INIT), "Issuer Code" (CHO), "Customer Number" (TCD000002), "TC Currency" (GBP), "Transaction Branch" (TCD), "TC Amount" (10.00), "General Ledger Number" (256012010), "Exchange Rate" (1), and "General Ledger Currency" (GBP). Below these are fields for "Beneficiary Name" and "Beneficiary Address". A "Recalc" button is visible. The "Charges" tab is selected, showing a table with columns: "Charge Components", "Waiver", "Charge Amount", "Currency", "Charge in Local Currency", and "Exchange Rate". The table is currently empty. A "Cancel" button is at the bottom right.

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

## 8.9.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the same web application window, but with the "MIS" tab selected. The top section is identical to the previous screenshot. The "MIS" tab shows a "Transaction MIS" section with fields for "COS\_CENTR", "LOAN\_TYPE", and "LOAN\_TERM". To the right of these fields are three dropdown menus with values "104", "MOR", and "THREE". Below this is a "Composite MIS" section with a field for "A\_OFFICER". A "Cancel" button is at the bottom right.

Refer the section titled 'Specifying MIS details' under *Withdrawing Cash against a Cheque* for further details.

## 8.9.4 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

TC Safe (Against GL) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number: FJB0733700001276  
 Issuer Code: CHO  
 TC Currency: GBP  
 TC Amount: 10.00  
 Exchange Rate: 1  
 Narrative:   
 Beneficiary Name:   
 Beneficiary Address:   
 Beneficiary Address:   
 Beneficiary Address:

Instrument Type: TCG  
 Instrument Status: INT  
 Customer Number: TCD000002  
 Transaction Branch: TCD  
 General Ledger Number: 256012010  
 General Ledger Currency: GBP  
 Total Charge: 0.00  
 Total Amount: 10.00  
 Recalc

TC Denominations Charges MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

Refer the section titled 'Specifying the UDF details' under *Withdrawing Cash against a Cheque* for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.10 Selling a TC to a Walk-in Customer

You can sell a TC to any walk-in customer through the 'TC Sale (Walk-In)' screen. You can invoke this screen by typing '8204' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference Number	FJB0733700001273	Instrument Type	TCW
Branch	TCD	Instrument Status	INIT
Issuer Code *	[dropdown]	Account Currency *	[dropdown]
TC Currency *	[dropdown]	Transaction Date	12/03/2007 [calendar]
TC Amount *		Narrative	[speech bubble]

Cancel

Here, you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Branch**

The current logged – in branch is displayed.

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Instrument Type**

The instrument type corresponding to a TC issued to walk-in customers is displayed here.

### **Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.



## Transaction Date

Enter the date of issue of the TC. This is deemed to be the application date by default, and can be changed if necessary.

## TC Currency

Specify the currency in which the TC is being issued.

## Account Currency

The system defaults the branch currency as the account currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate code.

## TC Amount

Specify the amount for which the TC is being issued.

## Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

## Enrichment stage

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

TC Sale (Walk-In) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001273	Issuing Branch	TCD
Instrument Type	TCW	Instrument Status	INIT
TC Currency	GBP	Issuer Code	CSK
TC Amount *	10.00	Account Currency	GBP
Narrative		TC Amount in A/C Currency	10.000
Beneficiary Name		Transaction Date	12/03/2007
Beneficiary Address		Exchange Rate	1
		Total Charge	0.00
		Actual Amount	10

Recalc

Currency Denominations TC Denominations Charges MIS UDF

1 of 1

TC Denomination Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

In addition to the details defaulted from the previous stage, you can capture the following details:

### Exchange Rate

The system displays the exchange rate used to convert the TC currency into transaction currency. If the TC currency is the same as the transaction currency, the system will display the exchange rate as '1'.

### TC Amount in A/C Currency

Specify the TC amount in the TC currency.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Actual Amount

The system adds the charge amount to the TC amount and displays the total transaction amount.

### Recalc

Click 'Recalc' button to update amount/charge details.

## 8.10.1 Specifying TC Denomination Details

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

## 8.10.2 Specifying Currency Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.

The screenshot shows a 'TC Sale (Walk-In)' dialog box with the following details:

- External Reference Number: FJB0733800000363
- Instrument Type: TCW
- TC Currency: USD
- TC Amount: 10.00
- Narrative: (empty field)
- Beneficiary Name: (empty field)
- Beneficiary Address: (empty field)
- Issuing Branch: WCN
- Instrument Status: INIT
- Issuer Code: CHO
- Transaction currency: USD
- TC Amount in A/C Currency: 10.00
- Transaction Date: 12/4/2007
- Exchange Rate: 1
- Total Charge: 0.00
- Actual Amount: 10.00
- Recalc button

Below the main form, there are tabs for 'Currency Denominations', 'TC Denominations', 'Charges', 'MIS', and 'UDF'. The 'Currency Denominations' tab is selected, showing a table with the following columns: Denomination Code, Denomination Value, Units, and Total Amount.

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D1W	1		

At the bottom right of the dialog box is a 'Cancel' button.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing Cash against a Cheque' for further details.*

### 8.10.3 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

The screenshot shows a web application window titled "TC Sale (Walk-In) : Branch Date 12/03/2007 -- Webpage Dialog". The window contains several input fields and a tabbed interface. The top section includes fields for External Reference Number (FJB0733700001273), Instrument Type (TCW), TC Currency (GBP), TC Amount (10.00), Narrative, Issuing Branch (TCD), Instrument Status (INIT), Issuer Code (CSK), Account Currency (GBP), TC Amount in A/C Currency (10.000), Transaction Date (12/03/2007), Exchange Rate (1), Total Charge (0.00), and Actual Amount (10). Below these fields are tabs for Currency Denominations, TC Denominations, Charges, MIS, and UDF. The 'Charges' tab is selected, showing a table with columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table is currently empty. A 'Recalc' button is located below the table. A 'Cancel' button is at the bottom right of the window.

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.10.4 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the same web application window as before, but with the 'MIS' tab selected. The top section contains the same input fields as the previous screenshot. The 'MIS' tab is active, showing a section for Transaction MIS with fields for COS\_CENTR, LOAN\_TYPE, and LOAN\_TERM. Below this is a section for Composite MIS with a field for A\_OFFICER. The 'Recalc' button is still present. A 'Cancel' button is at the bottom right of the window.

Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.10.5 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot shows a web application window titled "TC Sale (Walk-In) : Branch Date 12/03/2007 -- Webpage Dialog". The window is divided into several sections:

- Top Section:** Contains fields for External Reference Number (FJB0733700001273), Instrument Type (TCW), TC Currency (GBP), TC Amount (10.00), and Narrative. It also includes fields for Issuing Branch (TCD), Instrument Status (INIT), Issuer Code (CSK), Account Currency (GBP), TC Amount in A/C Currency (10.000), Transaction Date (12/03/2007), Exchange Rate (1), Total Charge (0.00), and Actual Amount (10). A "Recalc" button is located below these fields.
- Beneficiary Information:** Fields for Beneficiary Name and Beneficiary Address are present.
- Navigation Tabs:** A row of tabs includes "Currency Denominations", "TC Denominations", "Charges", "MIS", and "UDF". The "UDF" tab is currently selected.
- UDF Details Section:** This section is titled "UDF Details" and contains a table with two columns: "Field Name" and "Field Value". The table is currently empty.
- Bottom Section:** A "Cancel" button is located at the bottom right of the window.

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.11 Purchasing a TC against an Account

You can purchase a TC through the 'TC Purchase (Against A/C)' screen. You can invoke this screen by typing '1409' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TC Purchase (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001269	Issuing Branch	TCD
Instrument Type	TCA	Instrument Status	LIQD
Issuer Code *	<input type="text"/>	Account Branch *	TCD <input type="text"/>
TC Currency *	<input type="text"/>	Account Number *	<input type="text"/>
TC Amount *	<input type="text"/>	Account Currency *	<input type="text"/>
		Narrative	<input type="text"/>

Cancel

Here, you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issuing Branch**

The current logged – in branch is displayed.

### **Account Number**

Specify the customer account against which you are purchasing the TC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

### **Account Branch**

Specify the Branch in which the customer account needs to be selected for issuing the TC. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

## TC Currency

Specify the currency of the TC.

## TC Amount

Specify the amount as indicated on the TC instrument being purchased.

## Issuer Code

Specify the issuer code to validate the TC details for sale from the adjoining option list.

## Account Currency

The transaction currency of the chosen customer account is displayed here.

## Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

## Enrichment stage

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

TC Purchase (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001269	Issuing Branch	TCD
Instrument Type	TCA	Instrument Status	LIQD
Issuer Code	CSK	Narrative	
TC Currency	GBP	TC Amount *	10.00
Account Branch	TCD	Account	000022
Exchange Rate	1	Account Currency	GBP
Related Customer ID	AC1000053	TC Amount in A/C Currency	10.00
Customer Name	john	Total Charge	0.00
		Total Amount	10.00

ReCalc

TC Denomination Charge MIS UDF

1 of 1

Go to Page

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

In addition to the details defaulted from the previous stage, you can capture the following details:

**Related Customer ID**

The system displays the customer ID based on the account specified.

**Customer Name**

Customer name pertaining to the Related customer ID will be defaulted and displayed here.

**TC Amount in A/C Currency**

Specify the TC amount in the TC currency.

**Exchange Rate**

The system displays the exchange rate used to convert the TC currency into account currency. If the TC currency is the same as the account currency, the system will display the exchange rate as '1'.

**Total Charge**

The system computes the charges applicable for the transaction and displays it here.

**Total Amount**

The system deducts the charge amount from the TC amount and displays the total transaction amount.

In case you change the TC amount, you will have to click the 'Recalc' button to re-compute the total transaction amount and the total amount.

**8.11.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

### 8.11.2 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

The screenshot shows a web application window titled "TC Purchase (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog". The window contains several input fields and a "ReCalc" button. The fields are organized into two columns. The left column includes: External Reference Number (FJB0733700001269), Instrument Type (TCA), Issuer Code (CSK), TC Currency (GBP), Account Branch (TCD), Exchange Rate (1), Related Customer ID (AC1000053), and Customer Name (john). The right column includes: Issuing Branch (TCD), Instrument Status (LIQD), Narrative, TC Amount (10.00), Account (000022), Account Currency (GBP), TC Amount in A/C Currency (10.00), Total Charge (0.00), and Total Amount (10.00). Below these fields is a tabbed interface with tabs for "TC Denomination", "Charge", "MIS", and "UDF". The "Charge" tab is selected, and it displays a table with columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table is currently empty. A "Cancel" button is located at the bottom right of the window.

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.11.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the same web application window as before, but with the "MIS" tab selected. The "MIS" tab is divided into two sections: "Transaction MIS" and "Composite MIS". The "Transaction MIS" section contains fields for COS\_CENTR (102), LOAN\_TYPE (AGR), and LOAN\_TERM (FOUR). The "Composite MIS" section contains a field for A\_OFFICER. Both sections have a "ReCalc" button. A "Cancel" button is located at the bottom right of the window.



Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.

#### 8.11.4 Specifying UDF Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

TC Purchase (Against A/C) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001269	Issuing Branch	TCD
Instrument Type	TCA	Instrument Status	LIQD
Issuer Code	CSK	Narrative	
TC Currency	GBP	TC Amount *	10.00
Account Branch	TCD	Account	000022
Exchange Rate	1	Account Currency	GBP
Related Customer ID	AC1000053	TC Amount in A/C Currency	10.00
Customer Name	john	Total Charge	0.00
		Total Amount	10.00

ReCalc

TC Denomination Charge MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.12 Purchasing a TC from a Walk-in Customer

You can liquidate a TC from a walk-in customer and give him/her the equivalent amount in cash. In order to capture such a transaction, invoke the 'TC Purchase (Walk - In)' screen. You can invoke this screen by typing '8003' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TC Purchase (Walk-In) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number	FJB0733700001270	Issuing Branch	TCD
Instrument Type	TCW	Issuer Code *	
Instrument Status	LIQD	Account Currency *	
TC Currency *		Narrative	
TC Amount *			
Beneficiary Name			
Beneficiary Address			

Cancel

Here, you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issuing Branch**

The current logged – in branch is displayed.

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Instrument Type**

The instrument type corresponding to a TC issued against GL account is displayed here.

### **Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

## TC Currency

Specify the currency of the TC.

## Account Currency

The system defaults the branch currency as the account currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate code.

## TC Amount

Specify as indicated on the TC instrument being purchased.

## Narrative

Here, you can enter remarks about the transaction.

## Beneficiary Name

Specify the name of the beneficiary of the transaction.

## Beneficiary Address

Specify the address of the beneficiary of the transaction.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays a web application window titled "TC Purchase (Walk-In) : Branch Date 12/03/2007 -- Webpage Dialog". The form contains the following fields and values:

- External Reference Number: FJB0733700001270
- Issuing Branch: TCD
- Issuer Code: CSK
- Related Customer ID: TCD000002
- TC Currency: GBP
- Account Currency: GBP
- TC Amount: 10.00
- Narrative: (empty field with a speech bubble icon)
- Exchange Rate: 1
- Total Charge: 0.00
- Total Amount: 10.00
- Beneficiary Name: (empty field)
- Beneficiary Address: (empty field)
- Passport/IC No: (empty field)

Below the form, there are tabs for "Currency Denominations", "TC Denominations", "Charges", "MIS", and "UDF". The "TC Denominations" tab is active, showing a table with the following columns: Description, Denomination, Currency, Count, Series, Sys Count, and Start Number. The table is currently empty. At the bottom right of the window is a "Cancel" button.

In addition to the details defaulted from the previous stage, you can capture the following details:

**Exchange Rate**

The system displays the exchange rate used to convert the TC currency into transaction currency. If the TC currency is the same as the transaction currency, the system will display the exchange rate as '1'.

**Related Customer ID**

System displays the customer ID applicable to walk-in customers.

**Total Charge**

The system computes the charges applicable for the transaction and displays it here.

**Total Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

**Beneficiary Name**

Specify the beneficiary name.

**Beneficiary Address**

Specify the beneficiary address.

**Passport/IC Number**

Specify the customer's passport number or any other identification number.

In case you change the TC amount, you will have to click the 'Recalc' button to re-compute the total transaction amount and the total amount.

**8.12.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

## 8.12.2 Specifying Currency Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.

TC Purchase (Walk-In) : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number: FJB073380000365  
Issuer Code: CHO  
TC Currency: USD  
TC Amount: 10.00  
Exchange Rate: 1

Issuing Branch: WCN  
Related Customer ID: WCN000481  
Transaction currency: USD  
Narrative:   
Total Charge: 0.00  
Total Amount: 10.00

Beneficiary Name:   
Beneficiary Address:   
Passport/IC No:

Buttons: Recalc, Cancel

Tabs: Currency Denominations, TC Denominations, Charges, MIS, UDF

Currency Code: USD

Total:

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D100	1		

Refer the section titled 'Specifying denomination details' under 'Withdrawing Cash against a Cheque' for further details.

## 8.12.3 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

TC Purchase (Walk-In) : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number: FJB0733700001270  
Issuer Code: CSK  
TC Currency: GBP  
TC Amount: 10.00  
Exchange Rate: 1

Issuing Branch: TCD  
Related Customer ID: TCD000002  
Account Currency: GBP  
Narrative:   
Total Charge: 0.00  
Total Amount: 10.00

Beneficiary Name:   
Beneficiary Address:   
Passport/IC No:

Buttons: Recalc, Cancel

Tabs: Currency Denominations, TC Denominations, Charges, MIS, UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency
-------------------	--------	---------------	----------	--------------------------



Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.13 **Making Cross Border Payments**

You can make cross border payment using the 'Cross-Border Payment By AC' screen. You can also invoke this screen by typing 'ODC1' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web page dialog titled "Cross-Border Payment By AC : Branch Date 7/7/2000 -- Web Page Dialog". The form contains the following fields and values:

Field	Value
External Reference Number	FJB0827400000432
Product Code	CBPT
Transaction Branch	WBZ
From Account Currency	USD
From Account Number	001004
Route Code	ARLFTRGUP01
Transfer Type	CUSTOMER TRANSFER
Branch	WBZ
Transaction Date	7/7/2000
Book Date	7/7/2000
From Amount	100.00
From Account Branch	WBZ
Charge Whom	Charges Borne by Customer

Here you can capture the following details:

### **Transfer Type**

Specify the type of transfer, i.e., whether the transfer is a bank transfer or a customer transfer.

### **Charge Whom**

Specify the entity that will bear the charges. The options in the drop-down list are:

- Charges Borne by Ordering Customer
- Charges Borne by Beneficiary

- Our Chgs by Ord Cust and Rvr Chgsby Ben

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Product Code**

The system displays the code of the retail teller product that will be used for processing the transaction.

**Branch**

The system displays the logged-in branch code.

**Transaction Date**

Specify the date when the transaction was initiated.

**Transaction Branch**

Specify the branch where the transaction is carried out.

**Book Date**

Specify the booking date.

**From Account Currency**

Specify the currency of the account from where the payment is made.

**From Amount**

Specify the amount that will be transferred from the sender's account.

**From Account Number**

Specify the sender's account number.

**From Account Branch**

Specify the branch of the sender's account.

**Route Code**

Specify the route code of the transaction.

After you specify the above details, click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:



In this screen, in addition to the details defaulted from the previous stage, the system allows you to capture information on the following:

#### **Customer ID**

The system displays the customer ID based on the account that is specified.

#### **Account Title**

The system displays a brief title for the chosen account.

This screen provides following details:

- Transfer Details
- Messaging Info
- Customer Transfer Info

### **8.13.1 Specifying the Transfer Details**

In the transfer details tab, you can capture the following information:

#### **Agent Bank**

Specify the bank through which the transaction is being carried out.

#### **Beneficiary AC No**

Specify the account number of the beneficiary.

### **Beneficiary Details**

Specify the beneficiary details

### **Agent Bank Addr**

Specify the address of the agent bank.

### **Cr Value Date**

System displays the credit value date.

### **Dr Value Date**

System displays the credit value date.

## **8.13.2 Specifying the Messaging Information**

In the Messaging Info tab, you can capture the following information:

### **Ordering Customer**

Specify details of the ordering customer.

### **Sender To Receiver Info**

Specify the sender to receiver information of the transaction.

### **Charge Whom**

Specify the entity that will bear the charges.

The options in the drop-down list are:

- Charges Borne by Ordering Customer
- Charges Borne by Beneficiary
- Our Chgs by Ord Cust and Rvr Chgsby Ben

### **Payment Details**

Specify the payment details

### **Narrative**

Provide a description for the transaction.

## **8.13.3 Specifying the Customer Transfer Details**

In the Customer Transfer Info tab, you can capture the following:

### **Bank Operation Code**

Specify the Bank Operation Code. The values in the drop-down list are:

- CRTS
- SPAY
- SSTD
- SPRI

### Instruction Code

Specify the instruction code for the transaction.

### Envelope Contents

Specify the contents of the envelope.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

Once the transaction is complete, you can reverse the accounting entries of the transaction, if required.

*For more information on reversing a transaction, refer the section 'Transaction Reversal' under the 'Cash Transaction' manual.*

## 8.14 Selling a DD against an Account

You can issue a Demand Draft (DD) for your customer against his/her savings account. In order to capture this transaction, you need to invoke the 'DD Sale Against Account' screen by typing '1014' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

DD Sale Against Account : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number	FJB0800200000639	Instrument Type	DDA
Bank Code *	<input type="text"/>	Instrument Status	INIT
Demand Draft Currency *	<input type="text"/>	Account Branch *	VIB1
Demand Draft Amount *	<input type="text"/>	Account *	<input type="text"/>
Demand Draft Date *	<input type="text"/>	Account Currency *	<input type="text"/>
		Narrative	<input type="text"/>
Payable Branch *	<input type="text"/>		
MICR Number	<input type="text"/>		
Beneficiary Name *	<input type="text"/>		
Beneficiary Address	<input type="text"/>		
	<input type="text"/>		
Passport / IC Number	<input type="text"/>		

Cancel

Here you can capture the following details:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Account Branch**

Select the branch code from the adjoining option list.

**Bank Code**

Specify the code of the bank that is issuing the DD. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

**Instrument Status**

Specify the status of the instrument.

**Account**

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**MICR Number**

Specify the MICR number of the cheques.

**Demand Draft Currency**

Specify the currency of the DD.

**Instrument Type**

The instrument type corresponding to a DD sale against account is displayed here.

**Demand Draft Date**

The date of DD issue is displayed here.

**Payable Branch**

Specify the branch at which the DD should be encashed or redeemed. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

**Demand Draft Amount**

Specify the amount for which the DD is being drawn.

**Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary.

### Passport/IC Number

Specify the customer's passport number or any other identification number.

### Account Currency

Specify the currency in which the account is maintained.

### Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

### Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

DD Sale Against Account -- Web Page Dialog

External Reference Number: FJB0800200000642

Instrument type: DDA

Instrument Status: INIT

Issuing Branch:

Customer Number:

Bank Code:

Account Branch: WB1

Demand Draft Currency:

Account:

Demand Draft Amount: \*

Customer Name:

Instrument Number:

Account Title:

Demand Draft Date: \*

Account Currency:

Exchange Rate:

Payable Branch:

Charges:

MICR Number:

Account Amount:

Beneficiary Name: \*

Narrative:

Beneficiary Address:

Recalc

Passport / IC Number:

Cancel

Charges: MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
-------------------	--------	---------------	----------	--------------------------	---------------

In addition to the information defaulted from the previous stage, you can view the following details:

### Issuing Branch

The branch code of the issuing branch is displayed here.

### Instrument Number

The instrument number is displayed here.

**Customer Number**

The customer number is displayed here.

**Account Branch**

The code of the branch where the account resides is displayed here.

**Customer Name**

Specify the name of the customer.

**Exchange Rate**

The exchange rate is displayed here.

**Account Currency**

The currency of the chosen account is displayed here.

**Account Title**

The title of the account is displayed here.

**Customer ID**

The customer ID is displayed here.

**Charges**

The total charges applicable are displayed here.

**Account Amount**

The amount to be credited to the account is displayed here.

**MICR Number**

Specify the MICR number displayed on the DD being issued.

**Charge Amount**

Specify the charge amount.

**8.14.1 Specifying Charge Details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.14.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'DD Sale Against Account' Web Page Dialog with the 'MIS' tab selected. The form contains various input fields for transaction details. On the left, fields include External Reference Number (FJB0800200000642), Issuing Branch, Bank Code, Demand Draft Currency, Demand Draft Amount, Instrument Number, Demand Draft Date, Payable Branch, MICR Number, Beneficiary Name, Beneficiary Address, and Passport / IC Number. On the right, fields include Instrument type (DDA), Instrument Status (INIT), Customer Number, Account Branch (VIB1), Account, Customer Name, Account Title, Account Currency, Exchange Rate, Charges, Account Amount, and Narrative. A 'Recalc' button is located below the Narrative field. At the bottom, there are tabs for 'Charges', 'MIS', and 'UDF', with 'MIS' being the active tab. Below the tabs is a 'Transaction MIS' section with a table for recording transactions. A 'Cancel' button is at the bottom right.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

### 8.14.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the 'DD Sale Against Account' Web Page Dialog with the 'UDF' tab selected. The form contains the same input fields as the previous screenshot. At the bottom, there are tabs for 'Charges', 'MIS', and 'UDF', with 'UDF' being the active tab. Below the tabs is a 'UDF Details' section with a table for recording UDF details. The table has columns for 'Field Name' and 'Field Value'. A 'Cancel' button is at the bottom right.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

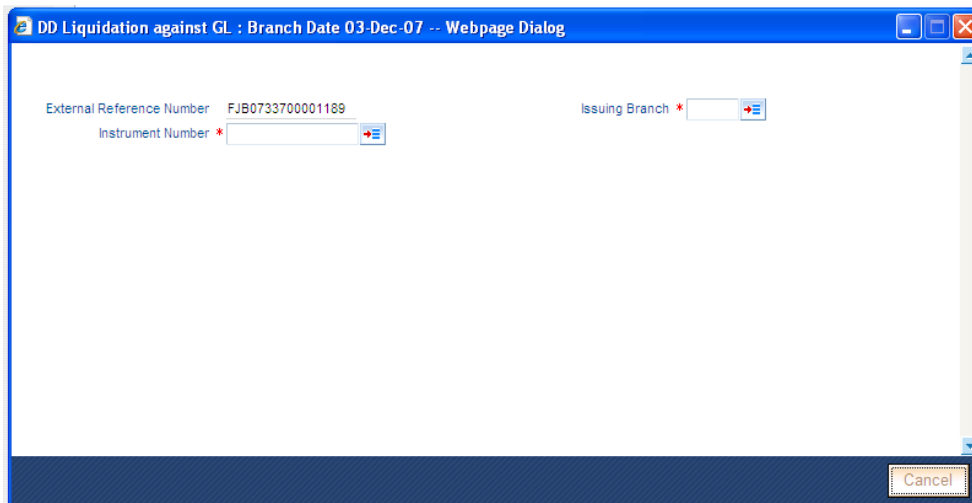
Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.15 **Liquidating a DD against a GL**

You can liquidate a DD drawn on your branch against a GL through the 'DD Liquidation against GL' screen. You can invoke this screen by typing '8311' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issue Branch**

The branch where the DD has been issued is displayed based on the instrument number specified. Alternatively, you can specify a branch code and then choose a DD issued in that branch (from the option list against 'Instrument Number').

### **Instrument Number**

Specify the instrument number of the DD that needs to be liquidated. The adjoining option list displays all the DDs that have been issued. If you have already specified a branch code, then the list will display only those DDs that have been issued in the specified branch.



DD Liquidation against GL : Branch Date 03-Dec-07 -- Webpage Dialog			
External Reference Number	FJB0733700001189	Branch	TCD
Instrument type	DDG	Issue Branch	WB1
Liquidation Date	03-Dec-07	Liquidation Mode	Payment
General Ledger Number *		Instrument Number	1001
General Ledger Currency	USD	Demand Draft Currency	GBP
Payable Bank	CHO	Narrative	cross ccy
Demand Draft Amount	150.00	Issue Date	04-Dec-07
Beneficiary Name	Prathibak	Payable Branch	WB2
Beneficiary Address	First	Demand Draft Number	micr12345
	Second	Passport / IC Number	kpv123456
	Third		

Cancel

Here you can capture the following additional details:

## Instrument Type

The instrument type is displayed here.

## Issue Branch

**Liquidation Date**

The system displays the date on which the transaction is posted.

## Liquidation Mode

Specify the status of the instrument. You can choose any of the following values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel

**General Ledger Number**

Specify the general ledger number that should be used to post this transaction. The adjoining option list displays all the general ledgers maintained in the system. Choose the appropriate one.

**Instrument Number**

The instrument number is displayed here.

**General Ledger Currency**

The currency of the chosen GL is displayed here.

**Demand Draft Currency**

The currency of the DD instrument is displayed here.

**Payable Bank**

The clearing bank code is displayed here.

**Narrative**

You can enter remarks for the transaction.

**Demand Draft Amount**

The amount for which the Demand Draft has been drawn is displayed here.

**Issue Date**

The system displays the date of issue of the DD.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Payable branch**

The branch where the DD has to be liquidated is displayed here.

**Demand Draft Number**

The issue number of the DD is displayed here.

**Passport / IC No**

The passport number or any unique identification number of the beneficiary is displayed here.

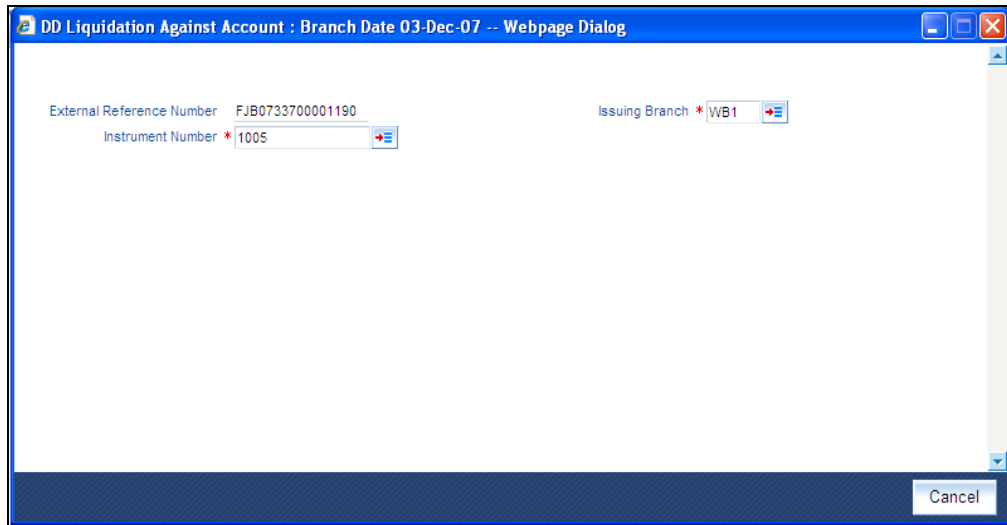
Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 8.16 Liquidating a DD against an Account

You can liquidate a DD drawn on your branch against an account through the 'DD Liquidation Against Account' screen. You can invoke this screen by typing '8312' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can specify the following details:

### External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### Issue Branch

The branch where the DD is payable is displayed. Alternatively, you can specify a branch code and then choose a DD issued in that branch (from the option list against 'Instrument Number').

### Instrument Number

Specify the instrument number of the DD that needs to be liquidated.

Click save icon to go to the next stage.

### Input stage – 2

On clicking save icon, the system fetches the details of the chosen instrument and displays them in the following screen:

Here you can capture the following additional details:

### **Instrument Type**

The instrument type is displayed here.

### **Liquidation Mode**

Specify the status of the instrument. You can choose any of the following values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel

### **Liquidation Date**

The system displays the date on which the transaction is posted.

### **Account Currency**

The currency of the chosen account is displayed here.

### **Account Number**

Specify the offset account that should be used to post this transaction. The adjoining option list displays all the accounts maintained in the system. Choose the appropriate one.

### **Instrument Number**

The instrument number of the DD that needs to be liquidated is displayed here.

**Payable Bank**

The clearing bank code is displayed here.

**DD Currency**

The currency of the DD instrument is displayed here.

**DD Amount**

The amount for which the DD has been drawn is displayed here.

**Narrative**

You can enter remarks for the transaction.

**Issue Date**

The system displays the date of issue of the DD.

**Payable Branch**

The branch where the DD has to be liquidated is displayed here.

**DD Number**

The issue number of the DD is displayed here.

**DD Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Passport / IC No**

The passport number or any unique identification number of the beneficiary is displayed here.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

DD Liquidation Against Account -- Web Page Dialog

External Reference Number: FJB0800200000646  
Instrument type: DDA  
Liquidation Date: 1/2/2008  
Account Currency:   
Account Number:   
Customer Name:   
Payable Bank:   
Demand Draft Currency:   
Demand Draft Amount:   
Total Amount:   
Total Charge:   
Beneficiary Name:   
Beneficiary Address:   
Issue Branch:   
Liquidation Mode: Payment  
Account Branch: WB1  
Transaction Amount:   
Instrument Number:   
Narrative:   
Issue Date:   
Exchange Rate:   
Demand Draft Number:   
Passport / IC Number:   
Payment Branch:   
Recalc

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate

Go to Page: 1 of 1

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

### **Total Charges**

The system displays the total charges applicable to the transaction.

### **Total Amount**

The system displays the total amount that will be credited to the account.

## **8.16.1 Specifying Charge Details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

## 8.16.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a web application window titled "DD Liquidation Against Account -- Web Page Dialog". The window contains two columns of input fields. The left column includes: External Reference Number (FJB0800200000646), Instrument type (DDA), Liquidation Date (1/2/2008), Account Currency, Account Number, Customer Name, Payable Bank, Demand Draft Currency, Demand Draft Amount, Total Amount, Total Charge, Beneficiary Name, and Beneficiary Address. The right column includes: Issue Branch, Liquidation Mode (Payment), Account Branch (WB1), Transaction Amount, Instrument Number, Narrative, Issue Date, Exchange Rate, Demand Draft Number, Passport / IC Number, and Payment Branch. At the bottom left, there are three tabs: "Charges", "MIS" (which is selected), and "UDF". Below the tabs is a section labeled "Transaction MIS" with several empty rows. A "Recalc" button is located at the bottom right of the input fields. A "Cancel" button is at the bottom right of the window.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

## 8.16.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the same web application window as the previous one, but with the "UDF" tab selected. The "UDF Details" section at the bottom is now active, showing a table with two columns: "Field Name" and "Field Value". The table is currently empty. The "Charges" and "MIS" tabs are also visible. The "Recalc" and "Cancel" buttons remain in their respective positions.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.17 **Liquidating a DD for a Walk-in Customer**

You can liquidate a DD or a walk-in customer and give him/her the equivalent amount in cash. In order to capture such a transaction, invoke the 'DD Liquidation Walk-In' screen. You can invoke this screen by typing '8310' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issue Branch**

The branch where the DD has been issued is displayed. Alternatively, you can specify a branch code and then choose a DD issued in that branch (from the option list against 'Instrument Number').

### **Instrument Number**

Specify the instrument number of the DD that needs to be liquidated. The adjoining option list displays all the DDs that have been issued. If you have already specified a branch code, then the list will display only those DDs that have been issued in the specified branch.



Click save icon to go to the next stage.

## Input stage - 2

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction.

The following screen will be displayed:

External Reference Number	FJB0800200000516	Branch	WB1
Liquidation Type	DDW	Liquidation Mode	Payment
Liquidation Date	1/2/2008	Payable Bank	CHO
Instrument Number	7005	Issue Branch	WB1
Demand Draft Currency	GBP	Drawee Account Number	100002H
Transaction Currency	GBP	Issue Date	1/2/2008
		Demand Draft Amount	10.00
		Narrative	
Beneficiary Name		Demand Draft Number	
Beneficiary Address		Other Details	
		Payment Branch	WB1
Passport / IC Number		Demand Draft Status	INIT

In addition to the details defaulted from the previous stage, you can capture the following information:

### Branch

The branch code is displayed here.

### Liquidation Type

The liquidation type of the DD is displayed here.

### Liquidation Mode

The system displays the liquidation mode of the DD. However, you can change it. The adjoining drop-down list displays the following values:

- Payment
- Refund
- Cancel

### Payable Bank

The clearing bank code is displayed here.

**Instrument Number**

The instrument number is displayed here.

**Payable Branch**

The branch where the DD amount is being paid out (current branch) is displayed here.

**DD Currency**

The system displays the currency in which the DD has been issued.

**Issue Date**

The system displays the date on which the DD has been issued.

**Liquidation Date**

The system displays the date on which the transaction is being posted.

**Drawee Account Number**

The account on which the DD has been drawn is displayed here.

**DD Amount**

The amount for which the DD has been issued is displayed here.

**DD Number**

The MICR number of the DD is displayed here.

**DD Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Transaction Currency**

The system defaults the branch currency as the transaction currency. However you can change it. The adjoining option list displays all the currency codes maintained in the Host. You can select the appropriate code.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Other Details**

Any other information captured for the transaction is displayed here.

## Passport/IC Number

The passport number or a unique identification number of the customer is displayed here.

Click save icon to go to the next stage.

## Enrichment stage

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot shows a web application window titled "DD Liquidation Walk-In : Branch Date 12/4/2007 -- Webpage Dialog". The form is divided into several sections:

- External Reference Number:** FJB0733800000391
- Liquidation Type:** DDW
- Liquidation Date:** 12/4/2007
- Instrument Number:** 8501
- Exchange Rate:** 1.63
- Transaction Currency:** GBP
- Net Amount:** 513.50
- Narrative:** (empty field with a speech bubble icon)
- Branch:** WCN
- Liquidation Mode:** Payment (dropdown menu)
- Payable Bank:** CHO
- Issue Branch:** WCN
- Drawee Account Number:** 111010000
- Issue Date:** 12/4/2007
- Demand Draft Currency:** USD
- Demand Draft Amount:** 1,000.00
- Total Charges:** 100.00
- Beneficiary Name:** GOPI
- Beneficiary Address:** (empty field)
- Passport / IC Number:** (empty field)
- Demand Draft Number:** (empty field)
- Other Details:** (empty field)
- Payment Branch:** WB1
- Demand Draft Status:** LIQD

Below the form, there are tabs for "Denomination", "Charges", "MIS", and "UDF". The "Denomination" tab is selected, showing a table with the following data:

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> G100	100		
<input type="checkbox"/> G50	50		

At the bottom right, there is a "Cancel" button.

In addition to the details defaulted from the previous stage, you can capture the following information:

## Exchange Rate

The system displays the exchange rate for the transaction if the DD currency and the transaction currency are not the same.

## Total Charge

The system computes the charge applicable to the transaction and displays it.

## Net Amount

The system derives the net amount payable to the customer after deducting the applicable charges and displays it here.

### 8.17.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.*

### 8.17.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot displays a web-based form titled "DD Liquidation Walk-In : Branch Date 15-Dec-07 - Webpage Dialog". The form is divided into several sections for data entry:

- External Reference Number:** FJB0734900001210
- Liquidation Type:** DDG
- Liquidation Date:** 04-Dec-07
- Instrument Number:** 1724
- Demand Draft Currency:** GBP
- Exchange Rate:** 1
- Net Amount:** 0.00
- Total Charges:** 100.00
- Transaction Currency:** GBP
- Branch:** WB1
- Liquidation Mode:** Payment
- Payable Bank:** CHO
- Issue Branch:** WB1
- Drawee Account Number:** 256050010
- Issue Date:** 04-Dec-07
- Demand Draft Amount:** 100.00
- Narrative:** REJECTION
- Beneficiary Name:** PRATHBAK
- Beneficiary Address:** 111111, 222222, 333333
- Passport / IC Number:** KPVB54
- Demand Draft Number:** REJECTION DDG
- Other Details:**
- Payment Branch:** WB2
- Demand Draft Status:** LIQD

At the bottom, there are tabs for "Denomination", "Charges", "MIS", and "UDF". The "Charges" tab is selected, showing a "Charge Details" table with the following data:

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
CHARGE 1	<input type="checkbox"/>	100.00	GBP	100	1

A "Recalc" button is located below the table, and a "Cancel" button is at the bottom right.

The system displays the charge applicable to the transaction. You can waive it if required. You then need to click 'Recalc' button to re-computed the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.17.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.

### 8.17.4 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 8.18 Issuing a DD to a Walk-in Customer

You can issue a DD to any walk-in customer through the 'DD Issue Walk-In' screen. You can invoke this screen by typing '8305' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference Number	FJB0734900001211
Instrument Type	DDW
Bank Code	CHO
Demand Draft Currency	GBP
Demand Draft Amount	200.00
Demand Draft Date	01-Jan-08
Transaction Currency	GBP
Narrative	SADFDS
Payable Branch	WB2
MICR Number	MNBUIGI
Passport/IC Number	KPV65456
Beneficiary Name	PRATHIBAK
Beneficiary Address	111 222 3333

Here you can capture the following details:

### External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### Instrument Type

The instrument type corresponding to a DD issued to walk-in customers is displayed here.

### Bank Code

Specify the clearing bank code for the transaction.

**Payable Branch**

Specify the branch where the DD amount should be paid out.

**Transaction Currency**

Specify the currency in which the customer is making the payment.

**Demand Draft Currency**

Specify the currency in which the customer is creating a draft.

**Demand Draft Amount**

Specify the amount for which the draft is being created.

**Demand Draft Date**

The system displays the current date as the date of draft issue.

**MICR Number**

Specify the MICR number printed on the DD.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary in whose favour the DD is being drawn.

**Passport/IC Number**

Specify the passport number or any unique identification number of the walk-in customer.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction.

The following screen will be displayed:

DD Issue Walk-In : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number	FJB0733800000392	Payable Branch	WB1
Instrument Type	DDW	MICR Number	
Bank Code	CHO	Passport/IC Number	
Demand Draft Currency	USD	Beneficiary Name *	asd
Demand Draft Amount *	10.00	Beneficiary Address	
Demand Draft Date	2007-12-05		
Transaction Currency Rate	1		
Transaction Currency	USD		
Charges	163.00	Recalc	
Total Amount	173.00		
Instrument Number	8604		
Narrative			

Currency Denominations | Charges | MIS | UDF

Currency Code: USD      Total: \_\_\_\_\_

1 of 1      Go to Page: \_\_\_\_\_

Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/> D1C	1		
<input type="checkbox"/> C25	.25		
<input type="checkbox"/> C10	.1		
<input type="checkbox"/> C5	.05		
<input type="checkbox"/> C1	.01		
<input checked="" type="checkbox"/>			

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency Rate

The system displays the exchange to be used for the transaction in case the transaction currency is different from the DD currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

### Total Amount

The system computes the total amount to be paid by the walk-in customer by adding the charge amount to the DD amount.



### 8.18.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

The screenshot shows the 'DD Issue Walk-In' dialog box with the 'Currency Denominations' tab selected. The 'Currency Code' is set to 'USD'. The 'Denomination Details' table is as follows:

Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/> D1C		1	
<input type="checkbox"/> C25		.25	
<input type="checkbox"/> C10		.1	
<input type="checkbox"/> C5		.05	
<input type="checkbox"/> C1		.01	
<input checked="" type="checkbox"/>			

Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.

### 8.18.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot shows the 'DD Issue Walk-In' dialog box with the 'Charges' tab selected. The 'Charge Details' table is as follows:

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> CHARGE1	<input type="checkbox"/>	100.00	GBP	100	1

The system displays the charge applicable to the transaction. You can waive it if required. You then need to click 'Recalc' button to re-compute the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.18.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

DD Issue Walk-In : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001211	Payable Branch	WB2
Instrument Type	DDW	MICR Number	MNBUIGI
Bank Code	CHO	Passport/IC Number	KPV65456
Demand Draft Currency	GBP	Beneficiary Name *	PRATHIBAK
Demand Draft Amount *	200.00	Beneficiary Address	111
Demand Draft Date	2008-01-01		222
Transaction Currency Rate	1		3333
Transaction Currency	GBP		
Charges	100.00		
Total Amount	300.00		
Instrument Number	1508		
Narrative	SADFDS		

Recalc

Currency Denominations Charges MIS UDF

Transaction MIS

COS_CENTR	102
LOAN_TYPE	AGR
LOAN_TERM	FOUR

Cancel

*Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.*

### 8.18.4 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot displays a web-based form titled "DD Issue Walk-In -- Web Page Dialog". The form is divided into two main sections. The left section contains fields for: External Reference Number (FJB0800200000655), Instrument Type (DDW), Bank Code, Demand Draft Currency, Demand Draft Amount (with a red asterisk), Demand Draft Date, Transaction Currency Rate, Transaction Currency, Charges, Total Amount, Instrument Number, and Narrative. The right section contains fields for: Payable Branch, MICR Number, Passport/C Number, Beneficiary Name (with a red asterisk), and Beneficiary Address (with three lines). A "Recalc" button is located below the Beneficiary Address fields. At the bottom of the form, there are four tabs: "Currency Denominations", "Charges", "MIS", and "UDF". The "UDF" tab is currently selected. Below the tabs is a table titled "UDF Details" with columns "Field Name" and "Field Value". The table is currently empty. A "Cancel" button is located at the bottom right of the dialog.

Refer the section titled 'Specifying UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.19 Issuing a DD against a GL

You can issue a DD against a GL account for your customer through the 'DD Issue against GL' screen. You can invoke this screen by typing '8306' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

DD Issue against GL : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001217	Payable Branch *	WB2
Instrument Type	DDG	MICR Number	KLJKL907896
Instrument Status	INIT	Passport/IC Number	KPV12345
Bank Code *	CHO	Beneficiary Name *	PRATHIBAK
Demand Draft Currency *	GBP	Beneficiary Address	11111
Demand Draft Amount *	100.00		22222
Demand Draft Date *	01-Jan-08		33333
General Ledger No *	258050010		
General Ledger Currency *	GBP		
Narrative	GFGHFH		

Cancel

Here you can capture the following details:

### External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### Instrument Type

The system displays the instrument type that corresponds to the DD being issued against a GL.

### Bank Code

Specify the clearing bank code. The adjoining option list displays all the clearing bank codes maintained in the system. Choose the appropriate one.

### Demand Draft Currency

Specify the in which the DD is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**Payable Branch**

Specify the branch where the DD should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

**General Ledger Currency**

Specify the currency of the GL against which the DD is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**Demand Draft Amount**

Specify the amount for which the DD is being drawn.

**MICR Number**

Specify the MICR number as displayed on the DD instrument.

**General Ledger Number**

Specify the GL against which the DD is being issued. The adjoining option list displays all the GL codes maintained in the system. Choose the appropriate one.

**Narrative**

Here, you can capture remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the DD is being issued.

**Beneficiary Address**

Specify the address of the beneficiary in whose favor the DD is being issued.

**Passport/IC Number**

Specify the customer's passport number or any unique identification number.

**Demand Draft Date**

The system displays the date on which the DD is being issued.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking the save icon button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

DD Issue against GL : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001217	Payable Branch	WB2
Instrument Type	DDG	MICR Number	KLJKL907896
Bank Code	CHO	Passport/IC Number	KPV12345
Demand Draft Currency	GBP	Beneficiary Name *	PRATHIBAK
Demand Draft Amount	100,00	Beneficiary Address	11111
Demand Draft Date	2008-01-01		22222
General Ledger No	256050010		33333
General Ledger Currency	GBP		
Transaction Currency Rate	1		
Charges	100,00		
Total Amount	200,00		
Instrument Number	1726		
Narrative	GFGHGH		

Recalc

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
CHARGE 1	<input type="checkbox"/>	100,00	GBP	100	1

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency

The system displays the currency of the GL as the currency in which the transaction entries will be posted. However, you can change it by choosing the appropriate currency code from the adjoining option list.

### Charges

The system calculates the charges applicable to the transaction and displays the amount here.

In case you change the charge amount or the DD amount, you will have to click 'Recalc' button to re-compute the total transaction amount.

### Total Amount

The system adds the charge amount to the DD amount and displays the total transaction amount.

### Instrument Number

The instrument number is displayed here.

## 8.19.1 Specifying charge details

This block allows you to capture charge related details for the transaction. You can waive it if required. You then need to click 'Recalc' button to re-compute the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

## 8.19.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

DD Issue against GL : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number: FJB0734900001217  
Instrument Type: DDG  
Bank Code: CHO  
Demand Draft Currency: GBP  
Demand Draft Amount: 100.00  
Demand Draft Date: 2008-01-01  
General Ledger No: 256050010  
General Ledger Currency: GBP  
Transaction Currency Rate: 1  
Charges: 100.00  
Total Amount: 200.00  
Instrument Number: 1726  
Narrative: GFGHFH

Payable Branch: WB2  
MICR Number: KLJL907896  
Passport/IC Number: KPV12345  
Beneficiary Name: \* PRATHIBAK  
Beneficiary Address: 11111, 22222, 33333

Charges: MIS (selected), UDF

Transaction MIS

Field	Value
COS_CENTR	102
LOAN_TYPE	AGR
LOAN_TERM	FOUR

Recalc

Cancel

Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.

## 8.19.3 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

DD Issue against GL : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number: FJB0800200000657  
Instrument Type: DDG  
Bank Code:   
Demand Draft Currency:   
Demand Draft Amount:   
Demand Draft Date:   
General Ledger No:   
General Ledger Currency:   
Transaction Currency Rate:   
Charges:   
Total Amount:   
Instrument Number:   
Narrative:

Payable Branch:   
MICR Number:   
Passport/IC Number:   
Beneficiary Name: \*   
Beneficiary Address:

Charges: MIS, UDF (selected)

UDF Details

Field Name	Field Value

Recalc

Cancel

Refer the section titled 'Specifying UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.20 Inquiring on a DD Transaction

You can query on the details of a DD transaction based on the issue branch and the instrument number of the DD transaction. You can achieve this through the 'DD Inquiry' screen. You can invoke this screen by typing '7789' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transaction Details	
Issue Branch	WB1
Instrument Number	1002
<b>Buttons:</b> Ok, Reset	
Payable Branch	WB2
Issue Date	04-Dec-07
Cheque Amount	100.00
Issue Account Number	101002L
Beneficiary Address	11
Cheque Status	INIT
Cheque Currency	GBP
Cheque Number	chg ammede
Beneficiary Name	prathibak
Payable Bank	CHO

Here you can query on the details of a DD based on the following fields:

### **Instrument Number**

Specify the instrument number for which you wish to see the details.

### **Issue Branch**

The branch where the specified DD was issued is displayed here. However, you can specify a branch code and then query on all the instruments issued from that branch.

Click 'Ok' button.

The system fetches the details of the specified instrument and displays the following details:

- Bank Code



- Payable Branch
- Cheque Currency
- Cheque Amount
- Cheque Number
- Cheque Status
- Issue Date
- Issue Account number
- Beneficiary Name
- Beneficiary Address

Click 'Cancel' button to exit.

## 8.21 **Selling a BC against an account**

You can sell Bankers cheque (BC) against a customer's savings account. In order to capture this transaction, you need to invoke the 'Bankers Cheque Sale Against Account' screen by typing '1010' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Bankers Cheque Sale (Against Account) -- Web Page Dialog**

External Reference Number	FJB0800200000666	Payable Branch	
Bank Code		MICR Number	
Instrument type	BCA	Beneficiary Name	
Account Branch	VWB1	Beneficiary Address	
Account			
Account Currency			
BC Currency		Passport/IC Number	
BC Amount			
BC Date		Narrative	

Cancel

In this screen, you need to specify the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference Number'.

**Account Branch**

Select the branch code from the adjoining option list.

**Bank Code**

Specify the code of the bank that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

**Account**

Specify the customer account against which you are issuing the BC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Currency**

The currency of the account is displayed here.

**BC Currency**

Specify the currency of the banker's cheque.

**BC Amount**

Specify the amount for which the BC is being sold.

**BC Date**

Specify the BC date from the adjoining calendar.

**Narrative**

Enter remarks about the transaction.

**MICR Number**

Specify the MICR number displayed on the BC being sold.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being sold.

**Beneficiary Address**

Specify the address of the beneficiary.

**Passport/IC Number**

Specify the passport/IC Number.

**Instrument Type**

The system displays the instrument type that corresponds to the BC being issued against an account.

**Payable Branch**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

Click save icon to go to the next stage.

### Enrichment stage

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Bankers Cheque Sale (Against Account) -- Web Page Dialog

External Reference Number FJB0800200000668

Bank Code

BC Currency

BC Amount \*

Instrument Number

BC Date

Payable Branch

MICR Number

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

Instrument type BCA

Customer Id

Customer Name

Account Branch WB1

Account

Account Title

Account Currency

Exchange Rate

Total Charge

Account Amount

Narrative

Recalc

Charges MIS UDF

1 of 1

Go to Page

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
-------------------	--------	---------------	----------	--------------------------	---------------

Cancel

The following details will get defaulted in this stage:

#### Instrument Number

Specify the instrument number.

#### Customer Id

Specify the customer Id.

#### Customer Name

Specify the customer name.

#### Exchange Rate

The exchange rate is displayed here.

#### Total Charge

System displays the total charge.

**Account Title**

The system displays a brief title for the chosen account.

**Customer ID**

The system displays the customer ID based on the account specified.

**Charges**

The system computes the charges applicable for the transaction and displays it here.

**Account Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

**8.21.1 Specifying Charge Details**

This block allows you to capture charge related details such as the following:

**Charge Component**

The system defaults the charge components applicable to the transaction.

**Type**

The system displays the type of charge that is applicable to the transaction. It could be any one of the following:

- 'F' for Flat Rate
- 'P' for Percentage
- 'I' for Interest
- Charge Currency

The system displays the currency in which the charge has to be deducted.

**Waiver**

You can waive a certain charge for the customer by checking this box against the charge component.

**Charge Amount**

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

**Charge in LCY**

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

**Exchange Rate**

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

## 8.21.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Bankers Cheque Sale (Against Account) -- Web Page Dialog

External Reference Number FJB0800200000668

Bank Code

BC Currency

BC Amount \*

Instrument Number

BC Date

Payable Branch

MICR Number

Beneficiary Name \*

Beneficiary Address

Passport/AC Number

Instrument type BCA

Customer Id

Customer Name

Account Branch WB1

Account

Account Title

Account Currency

Exchange Rate

Total Charge

Account Amount

Narrative

Recalc

Charges MIS UDF

Transaction MIS

Cancel

### Cost Center

Select a cost center from the list of values. The MIS code assigned to the cost center related to the account is displayed here.

### LOAN\_TYPE

Select the type of the loan from the adjoining option list.

### LOAN TERM

Select the term of the loan from the adjoining option list.

### Contracts in Various Currencies

Select the currency to which the contract belongs.

### Account Officer

Select the account officer who is in-charge of executing this transaction.

### Standard Industrial Code

Select the industry to which the customer belongs.

### 8.21.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Bankers Cheque Sale (Against Account) -- Web Page Dialog

External Reference Number: FJB0800200000668

Bank Code: \_\_\_\_\_

BC Currency: \_\_\_\_\_

BC Amount: \_\_\_\_\_

Instrument Number: \_\_\_\_\_

BC Date: \_\_\_\_\_

Payable Branch: \_\_\_\_\_

MICR Number: \_\_\_\_\_

Beneficiary Name: \_\_\_\_\_

Beneficiary Address: \_\_\_\_\_

Passport/AC Number: \_\_\_\_\_

Instrument type: BCA

Customer Id: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Account Branch: WB1

Account: \_\_\_\_\_

Account Title: \_\_\_\_\_

Account Currency: \_\_\_\_\_

Exchange Rate: \_\_\_\_\_

Total Charge: \_\_\_\_\_

Account Amount: \_\_\_\_\_

Narrative: \_\_\_\_\_

Recalc

Charges: MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

Specify the following details.

#### Field Name

All UDFs specified for the account class is displayed here.

#### Field Value

The value for each UDF is displayed here. You can alter this value if necessary.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 8.22 Close Out Withdrawal by BC

You can close an account and pay the account balance (by issuing a BC) to the customer using the 'Close out Withdrawal by Bankers Cheque' screen. You can invoke this screen by typing '1300' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Close Out Withdrawal by Bankers Cheque : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number FJB0800200000670

Branch WB1

Account Number

Cancel

On invoking this screen, the External Reference Number of the transaction, the Account Branch, and Account No are displayed.

Specify an account number or select an account number from the list of values.

Click save icon to go to the next stage – Enrich Stage.

### **Enrichment stage**

In the Enrich Stage, the following screen is displayed:

Close Out Withdrawal by Bankers Cheque -- Web Page Dialog

External Reference Number FJB0800200000671

Branch WB1

Account Number

Account Currency

Account Amount

Bank Code

Check Date

Account Title

Serial Number

MCR Number

Beneficiary Name

Beneficiary Address

Cancel

The following details will be displayed on invoking this screen:

- Account Title
- Account Ccy
- Bank Code
- Account Amount
- Cheque Date
- MICR No
- Serial No
- Beneficiary Name
- Passport /IC No
- Beneficiary Address

### 8.22.1 Specifying Charge Details

This block allows you to capture charge related details.

Close Out Withdrawal by Bankers Cheque : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number FJB0800200000672  
Branch WB1  
Account Number  
Account Currency  
Account Amount  
Serial Number  
Beneficiary Name \*  
Beneficiary Address

Account Title  
MICR Number  
Check Date  
SC Charges  
Clearing Bank Code

ReCalc

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
-------------------	--------	---------------	----------	--------------------------	---------------

Cancel

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*



## 8.22.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

The screenshot shows a web page dialog titled "Close Out Withdrawal by Bankers Cheque : Branch Date 1/2/2008 -- Web Page Dialog". The form contains several input fields for account and beneficiary details. The "MIS" tab is selected, showing a "Transaction MIS" section with a table for recording transactions. The "UDF" tab is also visible.

External Reference Number	FJB0800200000672	Account Title	
Branch	WB1	MICR Number	
Account Number		Check Date	
Account Currency		SC Charges	
Account Amount		Clearing Bank Code	
Serial Number			
Beneficiary Name *			
Beneficiary Address			

Buttons: ReCalc, Charges, MIS, UDF, Cancel

For more details, refer the section 'Specifying MIS Details' under 'Selling a BC against an Account' in this manual.

## 8.22.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the same dialog box as before, but with the "UDF" tab selected. The "UDF Details" section is visible, showing a table for recording UDF details. The "MIS" tab is also visible.

External Reference Number	FJB0800200000672	Account Title	
Branch	WB1	MICR Number	
Account Number		Check Date	
Account Currency		SC Charges	
Account Amount		Clearing Bank Code	
Serial Number			
Beneficiary Name *			
Beneficiary Address			

Buttons: ReCalc, Charges, MIS, UDF, Cancel

UDF Details

Field Name	Field Value
------------	-------------

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to go to the next stage – Authorization.

In the Authorization stage, you need to assign the transaction to a teller who will authorize or reject the transaction. In case of Rejection, you need to discard or clear the transaction.



Note the following:

- The contract is saved only when there are no overrides or when all overrides have been authorized by a supervisor.
- Once the transaction is successfully authorized the customer's account balance is set to zero and a BC is issued for the net amount.

For more information on 'Authorization' and 'Submission', refer the section 'Withdrawing Cash against a Cheque' in this manual.

Once a transaction is complete you can reverse this transaction, if required.

For more information on reversing a transaction, refer the section 'Transaction Reversal' in the 'Cash Transactions' manual.

## 8.23 Issuing a BC against a GL

You can issue a BC against a GL account for your customer through the 'BC Issue against GL' screen. You can invoke this screen by typing '8302' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

BC Issue Against GL : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001245	Payable Branch *	WB2
Instrument Type	BCG	MICR Number	MICRNUMBER12
Bank Code *	CHO	Passport/IC Number	KPV1245
B C Currency *	GBP	Beneficiary Name *	PRATHIBAK
B C Amount *	100.00	Beneficiary Address	FIRST
B C Date *	01-Jan-08		SECOND
General Ledger No *	256020000		THIRD
General Ledger currency *	GBP		
Narrative	NARRATION		

Cancel

On invoking this screen, the 'External Reference Number' and the 'Banker's Cheque Date' are displayed. You need to specify the following details:

**Bank Code**

Specify the bank code or select a bank code from the list of values.

**General Ledger Currency**

Specify the currency of the GL against which a BC is issued or select a GL currency from the list of values.

**BC Currency**

Specify the BC currency or select a currency for the BC from the list of values.

**General Ledger Number**

Specify the account number of the GL against which a BC is issued.

**BC Amount**

Specify the BC amount.

**BC Date**

The system displays the application date. However you can change it using the adjoining calendar.

**MICR Number**

Specify the MICR number of the cheque.

**Narrative**

Specify description/remarks for the transaction. This is not mandatory.

**Passport/IC Number**

Specify the customer's passport number or identification number.

**Beneficiary Name**

Specify the name of the beneficiary.

**Beneficiary Address**

Specify the address of the beneficiary.

**Payable Branch**

Specify the branch where the BC amount should be paid out. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

**Instrument Type**

The system displays the instrument type that corresponds to the BC being issued against a GL.

Click the save icon to move to the next stage.

### 8.23.1.1 Enrichment stage

BC Issue Against GL : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001245	Payable Branch	WB2
Instrument Type	BCG	MICR Number	MICRNUMBER12
Bank Code	CHO	Passport/IC Number	KPV1245
BC Currency	GBP	Beneficiary Name *	PRATHIBAK
BC Amount *	100,00	Beneficiary Address	FIRST
BC Date	2008-01-01		SECOND
General Ledger No	256020000		THIRD
General Ledger Title			
General Ledger Currency	GBP		
Transaction Currency Rate	1		
Charges	100,00		
Total Amount	200,00		
Instrument Number	7025		
Narrative	NARRATION		

Recalc

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
charge 1		100,00	GBP	100	1

Cancel

In this stage, the above screen is displayed with the following information:

#### General Ledger Number

Specify the GL number.

#### General Ledger Currency

Specify the GL currency.

#### General Ledger Title

The system displays a brief title for the chosen account.

#### Txn Ccy Rate

The system displays the transaction currency.

#### Charges

The system computes the charges applicable for the transaction and displays it here.

#### Total Amount

The system displays the total amount of the transaction.

## Instrument Number

The system displays the instrument number.

### 8.23.2 Specifying Charge Details

This block allows you to capture charge related details.

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*

### 8.23.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

*For more details, refer the section 'Specifying MIS Details' under 'Selling a BC against an Account' in this manual.*

### 8.23.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details..*

## 8.24 Issuing a BC to a walk-in customer

You can issue a BC to any walk-in customer through the 'BC Issue Walk-In' screen. You can invoke this screen by typing '8301' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

BC Issue Walk-In - Branch Date 1/22/2008 -- Web Page Dialog

External Reference Number	FJB0800200000673	Payable Branch *	
Instrument Type	BCW	MICR Number	
Instrument Status	INIT	Passport/AC Number	
Bank Code *		Beneficiary Name *	
B/C Currency *		Beneficiary Address	
B/C Amount *			
B/C Date *			
Transaction Currency *			
Narrative			

Cancel

When you invoke the screen, the 'External Reference Number', 'BC Date' and 'Instrument Type' are displayed.

You need to specify the following details:

**Instrument Status**

Specify the instrument status.

**Transaction Currency**

Specify the currency in which the customer is making the payment.

**BC Currency**

Specify the currency in which the BC is being issued.

**Bank Code**

Specify the clearing bank code for the transaction.

**BC Amount**

Specify the amount for which the BC needs to be drawn in the cheque currency.

**BC Date**

Specify the BC date from the adjoining calendar.

**MICR Number**

Specify the MICR number printed on the BC.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary in whose favor the BC is being drawn.

**Passport/IC Number**

Specify the passport number or any unique identification number of the walk-in customer.

**Payable Branch**

Specify the branch where the BC amount should be paid out. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction.

The following screen will be displayed:

The screenshot shows a web-based form titled "BC Issue Walk-In : Branch Date 12/4/2007 -- Webpage Dialog". The form is divided into several sections. The top section contains fields for "External Reference Number" (FJB073380000367), "Instrument Type" (BCW), "Instrument Status" (INIT), "Bank Code" (CHO), "BC Currency" (USD), "BC Amount" (10.00), "BC Date" (2007-12-04), "Transaction Currency" (USD), "Transaction Currency Rate" (1), "Charges" (163.00), "Total Amount" (173.00), "Narrative", and "Instrument Number" (2501). The right section contains fields for "Payable Branch" (CHO), "MICR Number", "Passport/IC Number", "Beneficiary Name" (sfdfgdsg), and "Beneficiary Address". A "Recalc" button is located below the "Beneficiary Address" field. Below the main form, there are tabs for "Currency Denominations", "Charges", "MIS", and "UDF". The "Currency Denominations" tab is active, showing a table with columns "Denomination Code", "Denomination Value", "Units", and "Total Amount". The table lists four denominations: D1C, C25, C10, and C5, with their respective values and units. A "Cancel" button is located at the bottom right of the form.

Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/> D1C	1		
<input type="checkbox"/> C25	.25		
<input type="checkbox"/> C10	.1		
<input type="checkbox"/> C5	.05		

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency Rate

The system displays the exchange rate used for the transaction in case the transaction currency is different from the BC currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

### Total Amount

The system computes the total amount to be paid by the walk-in customer by adding the charge amount to the BC amount.

## 8.24.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.*

## 8.24.2 Specifying charge details

Click on the Charges tab to capture charge related details.

The screenshot shows the 'BC Issue Walk-In : Branch Date 01-Jan-08 -- Webpage Dialog' window. The 'Charges' tab is selected. The form contains the following fields:

- External Reference Number: FJ80800100001347
- Instrument Type: BCW
- Instrument Status: INT
- Bank Code: CHO
- BC Currency: GBP
- BC Amount: 100.00
- BC Date: 2008-01-01
- Transaction Currency: GBP
- Transaction Currency Rate: 1
- Charges: 100.00
- Total Amount: 200.00
- Narrative: narration
- Instrument Number: 7509
- Payable Branch: WB2
- MICR Number: m76hghg
- Passport/IC Number: kpv12345
- Beneficiary Name: prathibak
- Beneficiary Address: 1111, 222, 333

At the bottom, there are tabs for 'Currency Denominations', 'Charges', 'MIS', and 'UDF'. The 'Charges' tab is active, showing a table with the following data:

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
chg 1	<input type="checkbox"/>	100.00	GBP	100	1

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

## 8.24.3 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

The screenshot shows the 'BC Issue Walk-In : Branch Date 01-Jan-08 -- Webpage Dialog' window. The 'MIS' tab is selected. The form contains the following fields:

- External Reference Number: FJ80800100001347
- Instrument Type: BCW
- Instrument Status: INT
- Bank Code: CHO
- BC Currency: GBP
- BC Amount: 100.00
- BC Date: 2008-01-01
- Transaction Currency: GBP
- Transaction Currency Rate: 1
- Charges: 100.00
- Total Amount: 200.00
- Narrative: narration
- Instrument Number: 7509
- Payable Branch: WB2
- MICR Number: m76hghg
- Passport/IC Number: kpv12345
- Beneficiary Name: prathibak
- Beneficiary Address: 1111, 222, 333

At the bottom, there are tabs for 'Currency Denominations', 'Charges', 'MIS', and 'UDF'. The 'MIS' tab is active, showing a table with the following data:

Transaction MIS	
COS_CENTR	102
LOAN_TYPE	AGR
LOAN_TERM	FOUR



Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

#### 8.24.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot displays a web application window titled "BC Issue Walk-In : Branch Date 1/2/2008 -- Web Page Dialog". The window contains two main sections of input fields. The left section includes: External Reference Number (FJB0800200000675), Instrument Type, Instrument Status (INT), Bank Code, BC Currency, BC Amount (with a red asterisk), BC Date, Transaction Currency, Transaction Currency Rate, Charges, Total Amount, Narrative (with a yellow speech bubble icon), and Instrument Number. The right section includes: Payable Branch, MICR Number, Passport/AC Number, Beneficiary Name (with a red asterisk and a yellow speech bubble icon), and Beneficiary Address (with two lines and yellow speech bubble icons). A "Recalc" button is located below the Beneficiary Address fields. At the bottom, there are four tabs: "Currency Denominations", "Charges", "MIS", and "UDF" (which is currently selected). Below the tabs is a "UDF Details" section with a table header showing "Field Name" and "Field Value". A "Cancel" button is at the bottom right of the window.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

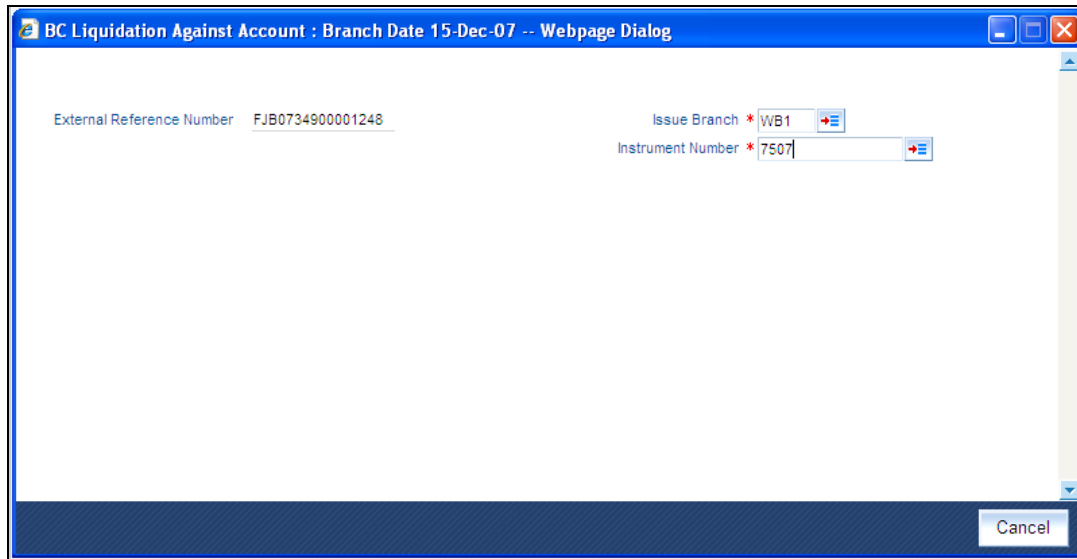
Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 8.25 Liquidating a BC against an account

You can liquidate a BC against an account through the 'BC Liquidation Against Account' screen. You can invoke this screen by typing '8309' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issue Branch**

Specify the branch where the BC is payable.

### **Instrument Number**

Specify the instrument number of the BC that needs to be liquidated.

Click save icon to go to the next stage – Enrich Stage 1.

### **Enrichment stage - 1**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

External Reference Number	FJB0734900001248	Instrument Type	BCW
Issue Branch	WB1	Liquidation Mode	Payment
Clearing Bank Code	CHO	Instrument Number	7507
Account Number	111010000	Transaction Currency	GBP
Issue Date	01-Jan-08	Cheque Amount	100,00
Cheque Currency	GBP	Account Branch	WB1
Narrative	NARRATION		
LiquidationDate	15-Dec-07		
Beneficiary Name	PRATHI	Cheque Number	MICRNO23
Beneficiary Address	1111	Payable Branch	WB2
	2222	Passport / IC Number	KPV12345
	3333		

Cancel

### Instrument Type

The type of the instrument is displayed here.

### Clearing Bank Code

The clearing bank code is displayed here.

### Instrument Number

The instrument number that you specified in the previous stage is displayed here.

### Account Number

Select the account number from the adjoining option list.

### Transaction Currency

Specify the transaction currency.

### Issue Date

The system displays the date on which the BC has been issued.

### Liquidation Mode

Specify the liquidation mode. You can choose any of the following values available in the drop-down list:

- Payment
- Refund
- Cancel

**Cheque Currency**

Specify the currency of the BC instrument.

**Cheque Amount**

The amount for which the BC has been drawn is displayed here.

**Narrative**

You can enter remarks for the transaction.

**Account Branch**

The code of the branch where the account resides is displayed here.

**Liquidation Date**

Specify the liquidation date.

**Beneficiary Name**

The name of the beneficiary is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Cheque Number****Payable Branch**

The branch where the BC has to be liquidated is displayed here.

**Passport/ IC Number**

Specify the passport number or any unique identification number of the beneficiary.

Click save icon to go to the next stage.

**Enrichment stage – 2**

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

BC Liquidation Against Account : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001248	Issue Branch	WB1
Clearing Bank Code	CHO	Instrument Number	7507
Liquidation Mode	Payment	Account Branch	WB1
Cheque Currency	GBP	Cheque Amount	100,00
Account Number	111010000	Instrument Type	BCW
Customer Name	WALKIN BANK	Narrative	NARRATION
Transaction Currency	GBP	Total Charges	100,00
Amount in Account Currency	100,00	Issue Date	01-Jan-08
LiquidationDate	2007-12-15	Total Amount	0,00
Beneficiary Name	PRATHI	Payable Branch	WB2
Beneficiary Address	1111 2222 3333	Cheque Number	MICRNO23
		Passport/IC Number	KPV12345

Recalc

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
chg 2	<input type="checkbox"/>	100,00	GBP	100	1

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

- Txn Amount
- Total Charges
- Total Amount

### 8.25.1 Specifying charge details

Click on the Charges tab to capture charge related details.

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*

### 8.25.2 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

*Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.*

### 8.25.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 8.26 **Liquidating a BC against a GL**

You can liquidate a BC drawn on your branch against a GL through the 'BC Liquidation Against GL' screen. You can invoke this screen by typing '8308' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

BC Liquidation Against GL : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number FJB0734900001250

Instrument Number \* 7025

Issuing Branch \* WB1

Cancel

You can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issue Branch**

The branch where the BC has been issued is displayed based on the instrument number specified. However, you can select an appropriate one from the adjoining option list.

### **Instrument Number**

Specify the instrument number of the BC that needs to be liquidated.

Click save icon to go to the next stage – Enrich Stage 1.

## Enrichment stage 1

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

External Reference Number	FJB0734900001250	Branch	WB1
Liquidation Type	BCG	Instrument Type	Payment
Instrument Number	7025	Issue Branch	WB1
Clearing Bank Code	CHO	Issue Date	01-Jan-08
Cheque Currency	GBP	General Ledger Number	256020000
Cheque Amount	100,00	Narrative	NARRATION
General Ledger Currency	GBP	Liquidation Date	15-Dec-07
Payable Branch	WB2	Cheque Number	MICRNUMBER12
Beneficiary Name	PRATHIBAK	Cheque Status	INIT
Beneficiary Address	FIRST SECOND THIRD	Passport/IC Number	KPV1245

In addition to the details defaulted from the previous stage, you can capture the following information:

### Clearing Bank Code

The bank code of the clearing bank is displayed here.

### Payable Branch

The system displays the current branch code (where the transaction is being captured).

### Liquidation Mode

The status of the DD instrument is displayed here as 'Payment'. However, you can change it to either of the other values available in the adjoining drop-down list viz:

- Refund
- Cancel
- Cheque Number

The MICR number of the DD instrument is displayed here.

**Cheque Currency**

The DD currency is displayed here. However you can change it. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**Cheque Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Passport/ IC No**

The passport/IC number of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Liquidation Date**

The system displays the date on which the transaction is posted.

**GL Currency**

Specify the currency in which the transaction needs to be posted to the GL. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**GL Account Number**

The amount that should be liquidated into the GL is displayed here.

**Narrative**

The remarks associated with the transaction are displayed here.

Click save icon to go to the next stage.

**Enrichment stage – 2**

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type.

The following screen will be displayed:



BC Liquidation Against GL : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001250	Instrument Number	7025
Instrument Type	BCG	Clearing Bank Code	CHO
Branch	WB1	Cheque Currency	GBP
Liquidation Mode	Payment	Cheque Amount	100,00
Liquidation Date	2007-12-15	Narrative	NARRATION
Issue Branch	WB1	Total Charges	60,74
Transaction Currency	GBP	Issue Date	01-Jan-08
Amount in Account Currency	100,00	Total Amount	39,26
Account Number	256020000		

Beneficiary Name	PRATHIBAK	Payable Branch	WB2
Beneficiary Address	FIRST	Cheque Number	MICRNUMBER12
	SECOND	Cheque Status	LIQD
	THIRD	Passport/IC Number	KPV1245

Recalc

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
chg 2		100,00	USD	60,74	1,6463

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

- Txn Amount
- Total Charges
- Total Amount

### 8.26.1 Specifying charge details

Click on the Charges tab to capture charge related details.

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

### 8.26.2 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

### 8.26.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

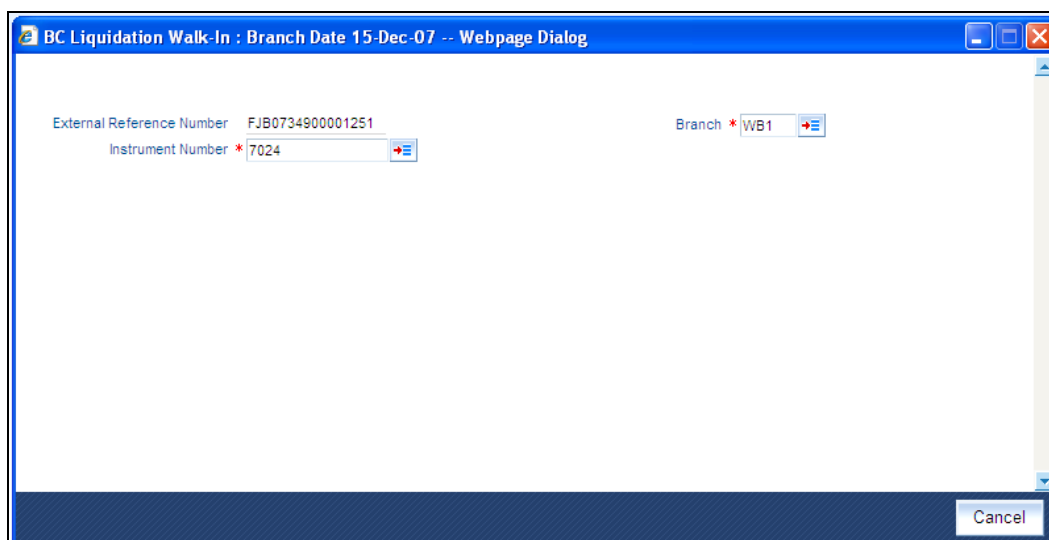
Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 8.27 **Liquidating a BC for a walk-in customer**

You can liquidate a DD or a walk-in customer and give the customer an equivalent amount in cash. In order to capture such a transaction, invoke the 'BC Liquidation Walk-In' screen. You can invoke this screen by typing '8307' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Instrument Number**

Specify the instrument number of the BC that needs to be liquidated.

### **Issue Branch**

The branch where the BC has been issued is displayed.

Click save icon to go to the next stage.

### **Enrichment stage - 1**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

BC Liquidation Walk-In : Branch Date 15-Dec-07 -- Webpage Dialog

External Reference Number	FJB0734900001251	Branch	WB1
Liquidation Type	BCG	Liquidation Mode	Payment
Instrument Number	7024	Issue Branch	WB1
Clearing Bank Code	CHO	Issue Date	04-Dec-07
Cheque Currency	GBP	Drawee Account Number	256050010
Cheque Amount	1,250.00	Narrative	REJECTION
Transaction Currency	GBP		
Liquidation Date	04-Dec-07		
Beneficiary Name	PRATHIBAK	Payable Branch	WB2
Beneficiary Address	111111111111	Cheque Number	REJECTION12
	222222222222	Cheque Status	INIT
	333333333333	Passport/IC Number	KPV12345

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

### Liquidation Type

The liquidation type of the BC is displayed here.

### Liquidation Mode

The system displays the liquidation mode of the BC. However, you can change it. The adjoining drop-down list displays the following values:

#### Payment

- Refund
- Cancel

### Bank Code

The clearing bank code is displayed here.

### Payable Branch

The branch where the cheque amount is being paid out (current branch) is displayed here.

### Cheque Currency

The system displays the currency in which the BC has been issued.

**Issue Date**

The system displays the date on which the BC has been issued.

**Liquidation Date**

The system displays the date on which the transaction is being posted.

**Drawee Account Number**

The account on which the BC has been drawn is displayed here.

**Cheque Amount**

The amount for which the cheque amount has been issued is displayed here.

**Cheque Number**

The MICR number of the cheque is displayed here.

**Cheque Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Transaction Currency**

The system defaults the branch currency as the transaction currency. However you can change it. The adjoining option list displays all the currency codes maintained in the Host. You can select the appropriate code.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Other Details**

Any other information captured for the transaction is displayed here.

**Passport/IC Number**

The passport number or a unique identification number of the customer is displayed here.

Click save icon to go to the next stage.

**Enrichment stage – 2**

In this stage, system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

BC Liquidation Walk-In : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number	FJB0733800000394	Bank Code	CHO
Branch	WCN	BC Currency	GBP
Instrument Type	BCW	BC Amount	1,000.00
Liquidation Mode	Payment	Exchange Rate	1.63
Liquidation Date	2007-12-04	Narrative	
Issue Branch	WCN	Total Charges	163.00
Transaction Currency	USD	BC Date	12/4/2007
Account Number	111010000	Total Amount	1,467.00
Instrument Number	8102		

Beneficiary Name	GOPI	Payable Branch	WB1
Beneficiary Address		MICR Number	548555
		BC Status	LIQD
		Passport/IC Number	

Recalc

Currency Denominations Charges MIS UDF

Currency Code USD Total

1 of 1

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		

Cancel

In addition to the details defaulted from the previous stage, you can capture the following information:

### Exchange Rate

The system displays the exchange rate for the transaction if the cheque currency and the transaction currency are not the same.

### Total Charge

The system computes the charge applicable to the transaction and displays it.

### Net Amount

The system derives the net amount payable to the customer after deducting the applicable charges and displays it here.

## 8.27.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

## 8.27.2 Specifying charge details

This block allows you to capture charge related details.

*Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.*

### 8.27.3 Specifying MIS details

This block allows you to capture details pertaining to MIS.

*Refer the section titled 'Specifying the MIS details' under 'Withdrawing cash against a Cheque' in this manual.*

### 8.27.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 8.28 Inquiring on a BC Transaction

You can query a BC transaction for a specified branch and Instrument Number. This can be done using the 'BC Inquiry' screen. You can invoke this screen by typing '7790' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web browser window titled "BC Inquiry : Branch Date 12/4/2007 -- Webpage Dialog". The form contains the following fields and controls:

- Issue Branch \***: A text input field with a dropdown arrow.
- Instrument Number \***: A text input field with a dropdown arrow.
- OK** and **Reset**: Buttons located below the first two fields.
- Payable Bank**: A text input field.
- Payable Branch**: A text input field.
- BC Date**: A text input field.
- Issue Account Number**: A text input field.
- Beneficiary Name**: A text input field.
- BC Status**: A text input field.
- BC Currency**: A text input field.
- BC Amount**: A text input field.
- BC Number**: A text input field.
- Beneficiary Address**: A text input field.
- Cancel**: A button located at the bottom right of the form.

Specify the following details:

#### Instrument Number

Specify an instrument number of the BC transaction that needs to be queried.

**Issue Branch**

Specify a branch for which you wish to query the BC transaction. You can also select a branch from the adjoining option list.

After you specify the above details, click 'Ok' button. Based on the specified data, the following details will be displayed:

**Payable Branch**

The branch where the BC amount should be paid out is displayed.

**Cheque Currency**

The system displays the BC currency.

**Cheque Amount**

The system displays the BC amount.

**Cheque Status**

The system displays the status of the BC.

**Cheque Number**

The system displays the cheque number issued for the BC.

**Issue Date**

The system displays the date on which the BC transaction was executed or the issue date of the BC.

**Issue Acc Number**

The system displays the issue account number.

**Beneficiary Name**

The system displays the name of the beneficiary.

**Beneficiary Address**

The system displays the address of the beneficiary.

## 9. General Ledger Transactions

### 9.1 Introduction

You can perform General Ledger transactions such as miscellaneous debit and credit transactions against a customer's CASA account and a GL account.

A customer's CASA account can be debited or credited in respect of GL transactions. For example, you can debit a customer's CASA account towards service charge (with the corresponding credit given to the Service Charge GL account). Similarly, you can credit a customer's CASA account towards interest (with the corresponding debit given to the Interest GL account).

Also a GL account can be debited or credited against cash transactions that do not involve a customer's CASA account.

Each of these transactions has been explained in detail in the following sections.

### 9.2 Miscellaneous Debits to a Customer's Account

You can perform miscellaneous debit to a customer account with the corresponding credit to a GL account. Use the 'Miscellaneous Customer Debit' screen to carry out this transaction.

You can invoke this screen by typing '1008' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web dialog box titled "Miscellaneous Customer Debit : Branch Date 12/4/2007 -- Webpage Dialog". The dialog contains several input fields and buttons. On the left side, there is a section for "External Reference Number" with the value "FJB0733800000396". Below this are fields for "Account Branch" (value "WCN"), "Account Number" (value "6666660"), "Account Currency" (value "GBP"), and "Transaction Amount" (value "10.00"). On the right side, there is a section for "Product" (value "MSCD"), "GL Account Number" (value "111050000"), "GL Currency" (value "GBP"), "Reference Number" (empty), and "Narrative" (empty). At the bottom right, there is a "Cancel" button.



The following details can be entered in this screen:

**External Reference Number**

This is a system generated sequence number for the transaction.

**Product**

The system displays the code of the product maintained in the system that will be used for miscellaneous customer debit transactions.

**Account Branch**

The current logged-in branch is displayed here. However you can change it by choosing the appropriate one from the adjoining option list.

**Account Number**

Select the account number from which funds are to be transferred to a GL account from the option list.

**GL Account Number**

Select the GL account number to which the funds are to be transferred from the option list provided alongside.

**GL Currency**

Specify the currency of the GL account to which the funds are to be transferred.

**Transaction Amount**

Enter the amount to be transferred in the account currency.

**GL Account Amount**

The system displays the amount in GL currency.

**Reference Number**

Enter a reference number for the transaction.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking the 'Proceed' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Miscellaneous Customer Debit : Branch Date 12/4/2007 -- Webpage Dialog

External Reference	FJB0733800000396	GL Account Number	111050000
Account Branch	WCN	GL Description	Atm Cash
Customer Id	WCN000501	Product	MSCD
Account Number	6666660	GL Currency	GBP
Account Currency	GBP	GL Account Amount	10.00
Transaction Amount*	10.00	Exchange Rate	1
Total Charge	5.00	Reference Number	
Account Amount	15.00	Narrative	
Customer Name	WCN-REVATHY		

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> Charges for Misc customer debit	<input type="checkbox"/>	5.00	GBP	5	1

Recalculate

Cancel

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

### Exchange Rate

The system displays the exchange rate for the transaction if the account currency is not the same as the GL currency.

### GL Account Amount

The amount credited to the GL account is displayed here. This amount will be in terms of the GL account currency.

### Account Amount

The amount debited from the customer account in account currency is displayed.

### Total Charges

The system computes the charges applicable for the transaction and displays it here.

If you modify the amount to be transferred, then click 'Recalc' button to recalculate the charge amount.

## 9.2.1 Specifying the charge details

In this block, you can capture the following charge related details:

### **Charge Component**

The system defaults the charge components applicable to the transaction.

### **Type**

The system displays the type of charge that is applicable to the transaction. It could be any one of the following:

- 'F' for Flat Rate
- 'P' for Percentage
- 'I' for Interest

### **Waiver**

You can waive a certain charge for the customer by checking this box against the charge component.

### **Charge Amount**

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

### **Charge in LCY**

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

### **Exchange Rate**

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

### **Charge Currency**

The system displays the currency in which the charge has to be deducted.

## 9.2.2 Specifying the MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a web-based dialog box titled "Miscellaneous Customer Debit : Branch Date 12/4/2007 -- Webpage Dialog". It contains two main sections of input fields. The left section includes: External Reference (FJB0733800000398), Account Branch (WCN), Customer Id (WCN000501), Account Number (6666660), Account Currency (GBP), Transaction Amount\* (10.00), Total Charge (5.00), Account Amount (15.00), and Customer Name (WCN-REVATHY). The right section includes: GL Account Number (111050000), GL Description (Atm Cash), Product (MSCD), GL Currency (GBP), GL Account Amount (10.00), Exchange Rate (1), Reference Number, and Narrative. A "Recalculate" button is located below the Narrative field. Below these sections are three tabs: "Charges", "MIS", and "UDF". The "MIS" tab is selected, revealing two sections: "Transaction MIS" and "Composite MIS". Each section contains a list of input fields with a small icon to the right of each field. A "Cancel" button is located at the bottom right of the dialog box.

You can capture the following details here:

### MIS Class

The system displays all the MIS classes maintained in the Host. You can to select the appropriate MIS code for each of these classes from the adjoining option list and link it to the transaction.

### 9.2.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows a web-based dialog box titled "Miscellaneous Customer Debit : Branch Date 12/4/2007 -- Webpage Dialog". It contains two main sections of input fields. The left section includes: External Reference (FJB0733800000396), Account Branch (WCN), Customer Id (WCN000501), Account Number (6666660), Account Currency (GBP), Transaction Amount (10.00), Total Charge (5.00), Account Amount (15.00), and Customer Name (WCN-REVATHY). The right section includes: GL Account Number (111050000), GL Description (Atm Cash), Product (MSCD), GL Currency (GBP), GL Account Amount (10.00), Exchange Rate (1), Reference Number, and Narrative. A "Recalculate" button is located below the Narrative field. At the bottom, there are three tabs: "Charges", "MIS", and "UDF", with "UDF" being the active tab. Below the tabs is a "UDF Details" table with two columns: "Field Name" and "Field Value". The table has one row with a checked checkbox in the first column. A "Go to Page" button is located to the right of the table. At the bottom right of the dialog is a "Cancel" button.

Field Name	Field Value
<input checked="" type="checkbox"/>	

#### Field Name

The system displays the various User-Defined Fields (UDFs) that you have maintained for the product in the Host.

#### Field Value

Specify the value for the each UDF that is displayed.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 9.3 Miscellaneous Credits to a Customer's Account

Similarly, you can perform miscellaneous credit to a customer account with the corresponding debit to a GL account. Use the 'Miscellaneous Customer Credit' screen to carry out this transaction. You can invoke this screen by typing '1408' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Miscellaneous Customer Credit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001297	Product	MSCC
Account Branch *	WB1	GL Account Number *	
Account Number *		GL Currency *	
Account Currency *		Reference Number	
Transaction Amount *		Narrative	

Cancel

The following details can be captured in this screen:

### **External Reference Number**

This is a system generated sequence number for the transaction.

### **Product**

The system displays the code of the product maintained in the system that will be used for miscellaneous customer account credit transactions.

### **Account Branch**

The current logged-in branch is displayed here. However, you can change it.

### **Account Number**

Select the account number to which funds are to be transferred from the option list.

**GL Account Number**

Select the GL account number from which the funds are to be transferred to a customer account from the option list.

**GL Currency**

Specify the currency of the GL account from which the funds are to be transferred.

**Transaction Currency**

Specify the currency of the transaction. You can choose the appropriate one from the adjoining option list.

**Transaction Amount**

Enter the amount to be transferred in the account currency.

**GL Account Amount**

Specify the transaction amount in the GL currency.

**Reference Number**

Enter a reference number for the transaction.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking the 'Proceed' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**Miscellaneous Customer Credit : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number	FJB0734900001297	Product	MSCC
Account Branch	WB1	GL Account Number	324010004
Customer ID	WB1000164	GL Currency	GBP
Customer Name		Exchange Rate	1
Account Number	101001K	GL Account Amount	200.00
Account Title	Pradheepa's GBP Account	Reference Number	9652
Account Currency	GBP	Narrative	
Transaction Amount *	200.00	Total Charge	5.00
Total Amount	205.00		

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> Charges for Misc customer Credit	<input type="checkbox"/>	5.00	GBP	5	1

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

### Exchange Rate

System displays the exchange rate for the transaction if the account currency is not the same as the GL currency.

### GL Account Amount

The amount debited from the GL account is displayed here. This amount will be in terms of the GL account currency.

### Account Amount

System displays the amount credited to the customer account in terms of the account currency.

### Total Charges

The system computes the charges applicable for the transaction and displays it here.

If you modify the amount to be transferred, then click 'Recalc' button to recalculate the charge amount.



### 9.3.1 Specifying the charge details

In this block, you can specify the charge related details.

*Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

### 9.3.2 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

**Miscellaneous Customer Credit : Branch Date 12/15/2007 -- Webpage Dialog**

External Reference Number	FJB0734900001297	Product	MSCC
Account Branch	WB1	GL Account Number	324010004
Customer ID	WB1000164	GL Currency	GBP
Customer Name		Exchange Rate	
Account Number	101001K	GL Account Amount	200.00
Account Title	Pradheepa's GBP Accoun	Reference Number	9852
Account Currency	GBP	Narrative	
Transaction Amount *	200.00	Total Charge	5.00
Total Amount	205.00		

**Transaction MIS**

COS_CENTR	102
LOAN_TYPE	HOU
LOAN_TERM	FOUR

**Composite MIS**

A_OFFICER	CHRIS

*Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

### 9.3.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

Miscellaneous Customer Credit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001297	Product	MSCC
Account Branch	WB1	GL Account Number	324010004
Customer ID	WB1000164	GL Currency	GBP
Customer Name		Exchange Rate	1
Account Number	101001K	GL Account Amount	200.00
Account Title	Pradheepa's GBP Account	Reference Number	9652
Account Currency	GBP	Narrative	
Transaction Amount *	200.00	Total Charge	5.00
Total Amount	205.00		

Charges MIS UDF

Go to Page

UDF Details

Field Name	Field Value
------------	-------------

Exit

Refer the section titled 'Specifying the UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

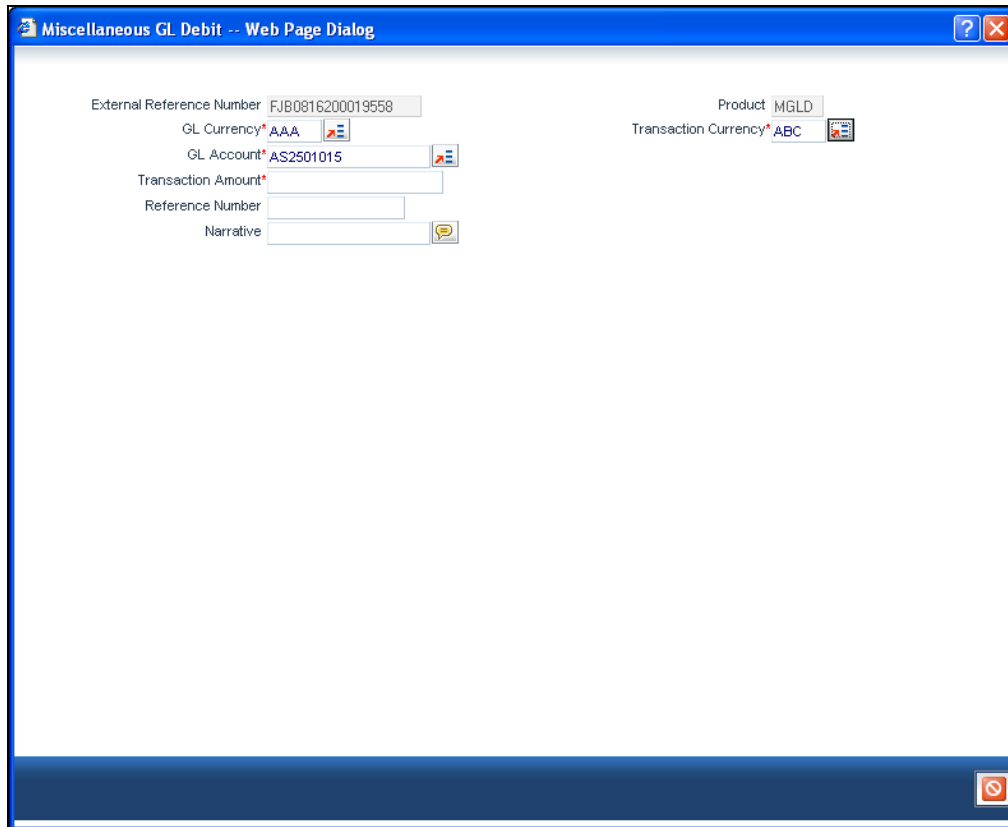
Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.4 Miscellaneous Debit to a General Ledger Account

You can perform miscellaneous debit to a GL account with the corresponding credit to the cash account. This transaction lets you enter a miscellaneous debit to a General Ledger (GL) account with the corresponding credit to the cash account. Use the 'Miscellaneous GL Debit' screen to enter a miscellaneous debit to a GL account. You can invoke this screen by typing '1060' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



The following details can be captured in this screen:

### **External Reference Number**

This is a system generated sequence number for the transaction.

### **Product**

The system displays the code of the product maintained in the system that will be used for miscellaneous GL debit transactions.

### **GL Account**

Select the GL account number from which the funds are to be transferred to a cash account from the option list.

### **GL Currency**

Specify the currency of the GL account from which the funds are to be transferred.

## Transaction Currency

Specify the currency in which the cash account is being credited. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Transaction Amount

Specify the amount that should be credited to the cash account in the specified currency.

## Reference Number

Enter a reference number for the transaction.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

## Enrichment stage

On clicking the 'Proceed' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Miscellaneous GL Debit : Branch Date 12/4/2007 -- Webpage Dialog

External Reference: FJB073380000397      Product: MGLD

GL Currency: GBP      Exchange Rate: 1

GL Account: 111010000      Transaction Amount\*: 10.00

GL Description: Cash In Hand      SC Charges: 5.00

Transaction Currency: GBP      GL Amount: 15.00

Reference Number:      Recalculate

Narrative:      Denomination Charges MIS UDF

Currency Code: GBP      Total:      Go to Page

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> G100	100		
<input type="checkbox"/> G50	50		
<input type="checkbox"/> G20	20		
<input type="checkbox"/> G10	10		
<input type="checkbox"/> G5	5		

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

## Exchange Rate

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### **SC Charges**

The system displays the service charges calculated based on the maintenance in the host.

### **GL Amount**

The system displays the total amount debited from the GL account inclusive of the service charges in the transaction currency.

If you modify the transaction amount, then click 'Recalc' button to re-compute the amount to be debited from the GL account.

## **9.4.1 Specifying the denomination details**

In this block, you can capture details of the currency denominations involved in the transaction through the following fields:

### **Currency Code**

The system displays the currency of the account.

### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

### **Units**

Indicate the number of units of the specified denomination. By default, till contents are decremented for outflow transactions like GL debit. To reverse this default behaviour, you can specify units in negative.

### **Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 9.4.2 Specifying the charge details

In this block, you can specify the charge related details. Click on the 'Charges' tab to invoke the following screen:

Miscellaneous GL Debit : Branch Date 12/4/2007 -- Webpage Dialog

External Reference: FJB0733800000397  
GL Currency: GBP  
GL Account: 111010000  
GL Description: Cash In Hand  
Transaction Currency: GBP  
Reference Number:  
Narrative:

Product: MGLD  
Exchange Rate: 1  
Transaction Amount: 10.00  
SC Charges: 5.00  
GL Amount: 15.00  
Recalculate

Denomination: Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
Charges for Misc GL Debit	<input type="checkbox"/>	5.00	GBP	5	1

Cancel

Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.

### 9.4.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a web-based dialog box titled "Miscellaneous GL Debit : Branch Date 12/4/2007 -- Webpage Dialog". It contains several input fields and a "Recalculate" button. The fields are organized into two columns. The left column includes "External Reference" (FJB0733800000397), "GL Currency" (GBP), "GL Account" (111010000), "GL Description" (Cash In Hand), "Transaction Currency" (GBP), "Reference Number", and "Narrative". The right column includes "Product" (MGLD), "Exchange Rate" (1), "Transaction Amount" (10.00), "SC Charges" (5.00), and "GL Amount" (15.00). Below these fields are four tabs: "Denomination", "Charges", "MIS", and "UDF". The "MIS" tab is currently selected, showing a table with multiple rows for "Transaction MIS" and "Composite MIS". Each row has a "Field Name" and a "Field Value" column. The "Recalculate" button is located below the "GL Amount" field.

Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.

### 9.4.4 Specifying UDF details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot shows the same "Miscellaneous GL Debit" dialog box, but with the "UDF" tab selected. The "UDF" tab displays a table with two columns: "Field Name" and "Field Value". The table has two rows, both of which are checked. The "Recalculate" button is still visible. The "Denomination", "Charges", and "MIS" tabs are also visible, but the "UDF" tab is the active one.

Refer the section titled 'Specifying UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.5 **Miscellaneous Credit to a General Ledger Account**

You can perform miscellaneous credit to a GL account with the corresponding debit to the cash account. This transaction lets you enter a miscellaneous credit to a General Ledger (GL) account with the corresponding debit to the cash account. Use the 'Miscellaneous GL Credit' screen to enter a miscellaneous credit to a GL account. You can invoke this screen by typing '1460' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Miscellaneous GL Credit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001299	Product	MSGC
GL Account *		Transaction Currency *	
GL Currency *		Transaction Amount *	
Reference Number		Narrative	

Cancel

The following details can be captured in this screen:

### **External Reference Number**

This is a system generated sequence number for the transaction.



**Product**

The system displays the code of the product maintained in the system that will be used for miscellaneous GL credit transactions.

**GL Account**

Select the GL account number to which the funds are to be transferred from the cash account. You can select the appropriate account from the adjoining option list that displays all the GL accounts maintained in the system.

**GL Currency**

Specify the currency of the GL account to which the funds are to be transferred.

**Transaction Currency**

Specify the currency in which the cash account is being debited. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Transaction Amount**

Specify the amount that should be debited from the cash account.

**Reference Number**

Enter a reference number for the transaction.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click 'Proceed' button to go to the next stage.

**Enrichment stage**

On clicking the 'Proceed' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

Miscellaneous GL Credit : Branch Date 12/4/2007 -- Webpage Dialog

External Reference	FJB0733800000398	Product	MSGC
GL Account	100000020	GL Currency	GBP
GL Description	normal asset	Exchange Rate	1
Transaction Currency	GBP	SC Charges	5.00
Transaction Amount *	10.00	GL Amount	5.00
Reference Number		Narrative	

Recalculate

Currency Denominations Charges MIS UDF

Currency Code GBP Total

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> G100	100		
<input type="checkbox"/> G50	50		
<input type="checkbox"/> G20	20		
<input type="checkbox"/> G10	10		
<input type="checkbox"/> G5	5		

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

### Exchange Rate

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### SC Charges

The system displays the service charges calculated based on the maintenance in the host.

### GL Amount

The system displays the total amount credit to the GL account inclusive of the service charges in the transaction currency.

If you modify the transaction amount, then click 'Recalc' button to re-compute the amount to be credited to the GL account.

## 9.5.1 Specifying the denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying Denomination Details' under 'Miscellaneous Debit to a General Ledger Account' for further details.*

## 9.5.2 Specifying the charge details

In this block, you can specify the charge related details. Click on the 'Charges' tab to invoke the following screen:

Miscellaneous GL Credit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001177  
GL Account: 324010003  
Transaction Currency: GBP  
Transaction Amount: 600.00  
Reference Number:

Product: MSGC  
GL Currency: USD  
Exchange Rate: 1.64  
SC Charges: 5.00  
GL Amount: 975.85  
Narrative:

Recalculate

Currency Denominations | **Charges** | MIS | UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
Charges for Misc GL Credit	<input type="checkbox"/>	5.00	GBP	5	1

Cancel

Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.

### 9.5.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Miscellaneous GL Credit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001177  
GL Account: 324010003  
Transaction Currency: GBP  
Transaction Amount: 600.00  
Reference Number: \_\_\_\_\_

Product: MSGC  
GL Currency: USD  
Exchange Rate: 1.64  
SC Charges: 5.00  
GL Amount: 975.85  
Narrative: \_\_\_\_\_

Recalculate

Currency Denominations | Charges | MIS | UDF

Transaction MIS

COS\_CENTR: 102  
LOAN\_TYPE: HOU  
LOAN\_TERM: FOUR

Composite MIS

A\_OFFICER: PAUL

Cancel

Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.

### 9.5.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

Miscellaneous GL Credit : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001177  
GL Account: 324010003  
Transaction Currency: GBP  
Transaction Amount: 600.00  
Reference Number: \_\_\_\_\_

Product: MSGC  
GL Currency: USD  
Exchange Rate: 1.64  
SC Charges: 5.00  
GL Amount: 975.85  
Narrative: \_\_\_\_\_

Recalculate

Currency Denominations | Charges | MIS | UDF

UDF Details

Field Name	Field Value

Cancel

Refer the section titled 'Specifying the UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.6 **Miscellaneous GL Transfer**

You can transfer funds from one GL account to another using Miscellaneous GL. Use the 'Miscellaneous GL Transfer' screen to transfer funds. You can invoke this screen by typing '1005' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Miscellaneous GL Transfer : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001300	Product	MCGT
From Account Currency *		From GL Account Number *	
To Account Currency *		To GL Account Number *	
From Amount *		Narrative	
Reference Number			

Cancel

The following details can be captured in this screen:

### **External Reference Number**

This is a system generated sequence number for the transaction.

### **Product**

The system displays the code of the product maintained in the system that will be used for miscellaneous GL transfer transactions.

**From Account Currency**

Select the currency of the account from which the funds are to be transferred from the option list.

**From GL Account Number**

Select the GL account number from which the funds are to be transferred from the option list provided alongside.

**To Account Currency**

Specify the currency of the GL account to which the funds are to be transferred.

**To GL Account Number**

Select the GL account number to which the funds are to be transferred from the option list provided alongside.

**From Amount**

Enter the amount to be transferred.

**To Amount**

The system displays the amount that will be credited to the 'To Account'.

**Reference Number**

Enter a reference number for the transaction.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click 'Proceed' button to go to the next stage.

**Enrichment stage**

On clicking the 'Proceed' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

Miscellaneous GL Transfer : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number	FJB0734900001300	Product	MCGT
From Account Currency	USD	From GL Account Number	324010002
To Account Currency	GBP	To GL Account Number	324010002
From Amount *	200.00	To Amount	122.70
Exchange Rate	1.63	<button>Recalculate</button>	
Reference Number	7891		
Narrative			

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/> Charges for Misc GL Transfer	<input type="checkbox"/>	5.00	GBP	5	1

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

### To Amount

The system displays the amount to be credited to the GL account (in the account currency) after calculating the applicable charges.

#### 9.6.1 Specifying the charge details

In this block, you can specify the charge related details.

*Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

## 9.6.2 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'Miscellaneous GL Transfer' dialog box with the 'MIS' tab selected. The dialog has a blue title bar and a white background. It contains several input fields and buttons. The 'Charges' tab is also visible. The 'MIS' tab has a 'Transaction MIS' section with fields for 'COS\_CENTR', 'LOAN\_TYPE', and 'LOAN\_TERM'. The 'Composite MIS' section has a field for 'A\_OFFICER'. The 'To Amount' field is set to 122.70. The 'Recalculate' button is visible. The 'Cancel' button is at the bottom right.

Field	Value
External Reference Number	FJB0734900001300
From Account Currency	USD
To Account Currency	GBP
From Amount	200.00
Exchange Rate	1.63
Reference Number	7891
Narrative	
Product	MCGT
From GL Account Number	324010002
To GL Account Number	324010002
To Amount	122.70

Buttons: Recalculate, Cancel

Charges: MIS, UDF

Transaction MIS

Field	Value
COS_CENTR	102
LOAN_TYPE	HOU
LOAN_TERM	FOUR

Composite MIS

Field	Value
A_OFFICER	PAUL

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

## 9.6.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows the 'Miscellaneous GL Transfer' dialog box with the 'UDF' tab selected. The dialog has a blue title bar and a white background. It contains several input fields and buttons. The 'Charges' tab is also visible. The 'UDF' tab has a 'UDF Details' section with a table for 'Field Name' and 'Field Value'. The 'To Amount' field is set to 122.70. The 'Recalculate' button is visible. The 'Cancel' button is at the bottom right.

Field	Value
External Reference Number	FJB0734900001300
From Account Currency	USD
To Account Currency	GBP
From Amount	200.00
Exchange Rate	1.63
Reference Number	7891
Narrative	
Product	MCGT
From GL Account Number	324010002
To GL Account Number	324010002
To Amount	122.70

Buttons: Recalculate, Cancel

Charges: MIS, UDF

UDF Details

Field Name	Field Value
------------	-------------



*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

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## 10. Time Deposit Transactions

### 10.1 Introduction

Any deposit with a fixed term or tenor is referred to as a time deposit. In Oracle FLEXCUBE, these kinds of deposits are also referred to as term deposits.

With the time deposits (TD) module of Oracle FLEXCUBE, accounting, collateral tracking, rollover handling and accounting, and tracking of unclaimed deposits are completely automated. This means your staff can remain focused on customer service.

Opening a time deposit account in Oracle FLEXCUBE is similar to opening a current or savings account (CASA). At the time of opening a TD account, payments can be made in one of three modes. The initial payment can be made by cash, account transfer or GL transfer.

Similarly, you can redeem a TD account in one or combination of the following:

- By Cash
- By Bankers Cheque
- By Account Transfer
- By GL Transfer
- By Transfer Other Bank's Account
- By Child TD

Each of these transactions has been discussed in detail in the following sections.

### 10.2 Opening a TD Account for Multi Mode Pay In

The TD accounts use account class of 'deposit' type. You can create TD accounts like any other CASA accounts. You have to deposit the amount into the account at the time of account creation. There are three pay-in options during account creation, they are:

- Pay in by transfer from GL
- Pay in by transfer from Savings Account
- Pay in by Cash (Only from Savings Module)



Pay-in option can be single or a combination of the three.

You are allowed to fund the TD using multiple pay-in modes. Any combination of the 3 pay-in modes is possible. You can specify the TD funding amount percentage-wise or in absolute.

You can open TD accounts with Multi Mode Pay-In options using the 'TD Account Opening by Multi Mode' screen. You can invoke this screen by typing 'TDMM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The following details can be entered in this screen:

### External Reference Number

The system defaults the generated sequence number for the transaction here.

### Branch Code

The current logged in branch is defaulted here.

### Customer ID

Select the customer for whom the TD account is to be opened.

### Currency

Specify the currency to be associated with the TD account. Alternatively, you can also select the currency from the adjoining option list. All the currencies maintained in the system will be available for selection in the option list.

### Account Open Date

The system displays the value date of opening the deposit account This will be the term deposit interest start date.

## Account Number

Specify the account number of the deposit account.

## Product Code

Select the product name under which the deposit account is to be opened. These are the various account classes maintained in the Host. You can select the appropriate account class from the list of all the valid account classes maintained in the system.

## Account Description

Specify an appropriate account description for the term deposit account.

## Enrichment stage

On clicking the 'P' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, the following screen will be displayed:

The screenshot shows a web application window titled "TD Account Opening by Multi Mode : Branch Date 1/31/2008 - Web Page Dialog". The form is divided into several sections:

- Top Section:** Fields for External Reference Number (FJB0803100000011), Branch Code (TAQ), Customer ID, Currency, Account Open Date (1/31/2008), Account Number, Product Code, and Account Description (with a dropdown menu showing 'P').
- Term Deposit Details:** A tabbed interface with "Interest" selected. Fields include Term Deposit Currency, Term Deposit Amount, Rollover Type (Principal), Rollover Amount, and checkboxes for Auto Rollover, Close on Maturity, Move Interest to Unclaimed, and Move Principal to Unclaimed. There are also fields for Interest Liquidation Branch, Interest Liquidation Account, Tenor, Maturity Date, Next Maturity Date, and Computed Amount, along with a "Compute" button.
- Term Deposit Pay-in Option:** A table with columns: Payin Option, Percentage, Amount, Offset Branch, Offset Account. It includes a "Go to Page" button.
- Term Deposit Payout Details:** A table with columns: Payout Type, Percentage, Offset Branch, Account Number, Narrative. It also includes a "Go to Page" button.
- Bottom Section:** A "TD Payout Details" tab and a "Cancel" button.

In the enrichment stage, the details entered in the previous stage are validated from the host. In addition to the details, captured in the previous stage, the following details are displayed:

## Account No

The system displays the number assigned to the TD account.

## Maturity Date

The system calculates and displays the maturity date based on the value date and the tenor you specify for the deposit.

## Next Maturity Date

The next maturity date is the default maturity date of the deposit if it is rolled over. It is computed by the system using the tenor and maturity date specified, by adding the tenor to the maturity date.

### 10.2.1 Specifying Term Deposit Details

Click on 'Term Deposit Details' block to capture term deposit related details.

TD Account Opening by Multi Mode : Branch Date 1/31/2008 - Web Page Dialog

External Reference Number FJB0803100000011  
Branch Code TAQ  
Customer ID  
Currency  
Account Open Date 1/31/2008  
Account Number  
Product Code  
Account Description

Term Deposit Details Interest Joint Holders Dual Currency Deposit

Term Deposit Currency  
Term Deposit Amount  
Rollover Type Principal  
Rollover Amount  
☐ Auto Rollover  
☐ Close on Maturity  
☐ Move Interest to Unclaimed  
☐ Move Principal to Unclaimed  
Interest Liquidation Branch  
Interest Liquidation Account  
Tenor  
Maturity Date  
Next Maturity Date  
Computed Amount  
Compute

Term Deposit Pay-in Option  
Payin Option Percentage Amount Offset Branch Offset Account

Term Deposit Payout Details  
Payout Type Percentage Offset Branch Account Number Narrative

TD Payout Details

Cancel

You need to capture the following details here:

### Term Deposit Currency

Specify the term deposit currency. Alternatively, you can also choose the currency from the adjoining option list. All the currencies maintained in the system will be available for selection in the option list.

### Term Deposit Amount

Specify the amount paid for the time deposit account, in the account currency.

## Rollover Type

Select the rollover type from the drop down list. Here you can set the terms and conditions for rollover, as follows:

- If rollover type is principal, then principal is rolled over and interest is pay-out as per the pay-out maintenance.
- If rollover type is Principal+Interest, then both principal and interest rollover takes place. If you select this option, the principal liquidation account has to be the term deposit account.
- If rollover type is special, then special mount is rolled over and the remaining amount is pay-out as per the pay-out maintenance.
- If rollover type is interest then interest mount is rolled over and principal amount is pay-out as per the pay-out maintenance.



This field is applicable only if you have opted for auto rollover.

## Tenor (In Days)

Specify the tenor of the deposit account.

## Rollover Amount

If a special amount is to be rolled over, specify the amount (less than the original deposit amount). The amount specified here will be reckoned in the account currency.

## Computed TD Amount

The system populates the computed TD amount when you click the 'Compute Button'. However, you are not allowed to amend it.



While saving, the system validates the 'Computed TD Amount' against the 'TD Amount' keyed in.

## Auto Rollover

Check this box to automatically rollover the deposit you are maintaining.

## Move interest to Unclaimed

Check this box to move the interest to an Unclaimed Interest GL maintained at your bank, if the deposit remains unclaimed on maturity.



Note the following:

- If you have selected auto rollover or close on maturity, then this field will not be applicable.
- Funds will be moved to unclaimed GLs only if the maturity options have not been specified. If an account matures and no action is taken (closure or roll-over) within the grace period, then the funds are moved to the unclaimed GLs on the EOD of the last day of the grace period (maturity date + grace days).

### **Move Principle to Unclaimed**

Check this box to move the principal to an Unclaimed Principal GL maintained at your bank, if the deposit remains unclaimed on maturity. If you have selected auto rollover or close on maturity, then this field will not be applicable.

### **Interest Liquidation Branch**

Specify the interest liquidation branch for the customer.

### **Interest Liquidation Account**

Specify the interest liquidation account for the customer.

### **Close on Maturity**

Deposit accounts can be closed automatically on the Maturity Date of the deposit. Check this box to indicate that the account must be closed on maturity. If you have selected auto rollover, then this field will not be applicable.

When you click 'Compute' button, if percentage is specified in the Pay-In options then it computes the amount. It sums the amounts of all Pay-In options and populates the 'Computed TD Amount' field.

## **10.2.1.1 Specifying Term Deposit Pay In Details**

### **Pay-In Option**

Select the pay-in mode from the drop-down list. The options available are:

- Account
- GL
- Cash



Only Account option can be multiple.

### **Percentage**

Specify the amount that funds the TD by the pay-in mode selected in percentage.

### **Amount**

Specify the amount that funds the TD. If you have specified the percentage, then the system computes the amount.



When Amount and Percentage options are provided, amount takes precedence and percentage is ignored.

### **Offset Branch**

The system populates the branch code of the account from which fund is transferred to TD account.

### **Offset Account**

Specify the account number/ GL from which the fund is transferred to TD account. This field returns the branch code if the account is selected and NULL is returned if GL is selected. If Pay-In mode is GL, then the system displays only GL's and if the Pay-In mode is Account then only accounts are displayed in the option list.

### **Offset Currency**

The system populates the currency code of the account from which fund is transferred to TD account.

## **10.2.1.2 Specifying Term Deposit Pay Out Details**

### **Pay-Out Option**

Select the pay-out mode from the drop-down list. The options available are:

- Bankers Cheque - BC
- Transfer to Other bank - PC
- Transfer to GL - GL
- Transfer to Savings Account - AC
- Creation of new Term Deposit - TD



This option is enabled only when Account Number generation is manual.

### **Percentage**

Specify the amount of redemption in percentage.

### **Offset Branch**

The system populates the branch code of the account for redemption.

### **Account Number**

Specify the account number/ GL for redemption.

### **Narrative**

Specify the description for redemption.



## 10.2.2 Specifying Interest details

This block allows you to capture interest related details. Click on the 'Interest' tab to invoke the following screen.

The screenshot shows the 'TD Account Opening by Multi Mode' dialog box with the 'Interest' tab selected. The dialog box has a title bar and standard window controls. The main area is divided into several sections:

- External Reference Number:** FJB0803100000011
- Branch Code:** TAG
- Customer ID:** (empty field)
- Currency:** (empty field)
- Account Open Date:** 1/31/2008
- Account Number:** (empty field)
- Product Code:** (empty field)
- Account Description:** P

Below these fields are four tabs: 'Term Deposit Details', 'Interest' (selected), 'Joint Holders', and 'Dual Currency Deposit'. The 'Interest' tab contains two main sections:

- Product Details:** A table with columns 'Product', 'Waiver', and 'Open'. The 'Product' column has a dropdown menu.
- Effective Date:** A table with columns 'Date' and 'Open'. The 'Date' column has a dropdown menu.

At the bottom of the dialog box is a 'Cancel' button.

Refer the section titled 'Specifying interest details' under 'Opening a TD by account transfer' for further details.

## 10.2.3 Specifying joint account holder details

In case of joint accounts, you need to specify the details of the joint holder.

The screenshot shows the 'TD Account Opening by Multi Mode' dialog box with the 'Joint Holders' tab selected. The dialog box has a title bar and standard window controls. The main area is divided into several sections:

- External Reference Number:** FJB0803100000011
- Branch Code:** TAG
- Customer ID:** (empty field)
- Currency:** (empty field)
- Account Open Date:** 1/31/2008
- Account Number:** (empty field)
- Product Code:** (empty field)
- Account Description:** P

Below these fields are four tabs: 'Term Deposit Details', 'Interest', 'Joint Holders' (selected), and 'Dual Currency Deposit'. The 'Joint Holders' tab contains a table with columns 'Customer ID', 'Short Name', and 'Relationship'. The 'Customer ID' column has a dropdown menu.

At the bottom of the dialog box is a 'Cancel' button.

Refer the section titled 'Specifying Joint Account Holder details' under 'Opening a TD by account transfer' for further details.

#### 10.2.4 Specifying the dual currency deposit details

In this tab, you can capture dual currency deposit details involved in the transaction. Click on the 'Dual CCY Deposit' tab to capture the details:

TD Account Opening by Multi Mode : Branch Date 1/31/2008 -- Web Page Dialog

External Reference Number FJB0803100000011

Branch Code TAG

Customer ID \*

Currency \*

Account Open Date \* 1/31/2008

Account Number \*

Product Code \*

Account Description

Term Deposit Details Interest Joint Holders Dual Currency Deposit

Linked Currency

Currency Option Product

Exchange Rate

Linked Currency Settlement A/c

Linked Currency GL

Fixing Days

Yield Enhancement

Inception Fair Value

Option Contract Ref No.

TD Payout Details

Cancel

The following details are captured in this screen:

##### **Linked Currency**

This option is defaulted from the Account Class. However you can modify this value.

##### **CCY Option Product**

This option is defaulted from the Account Class. However you can modify this value.

##### **Exchange Rate**

Specify the exchange rate.

##### **Linked CCY's Settlement A/c**

Specify the account of the linked currency's settlement.

##### **Linked CCY's GL A/c**

Specify the account of the linked currency's GL

## Fixing days

This option is defaulted from the Account Class. However you can modify this value, which is the number of days from TD maturity date before which the Exchange Rate has to be fixed.

## Yield Enhancement

Specify the additional yield percentage in this option.

## Inception Fair Value

Specify the market value of the option contract at inception. This is defaulted from the Linked Option Contract.

The following options are mandatory if the Linked Currency is specified:

- CCY Option Product
- Exchange Rate
- Linked CCY's Settlement A/c
- Linked CCY's GL A/c
- Yield Enhancement
- Inception Fair Value

*For more details on handling dual currency deposits, refer section 'Capturing Details for Dual Currency Deposit' in the chapter 'Maintaining Customer Accounts' in Core Entities User Manual.*

## 10.2.5 Capturing the Pay-Out Parameters

You can capture the parameters for automatic pay-out by clicking on the 'TD Payout Details' button.

Term Deposit Payout Details -- Web Page Dialog

Branch Code TAG Currency

Account

Term deposit Bankers Cheque PC

**Cheque Details**

Bank Code Currency

**Beneficiary Details**

Beneficiary Name Beneficiary Address

Passport/IC Number

Narrative

Interest

Ok Cancel

The following details are captured here:

**Branch Code**

The system defaults the branch code.

**Account Number**

Specify the account number.

**Currency**

Specify the currency.

**10.2.5.1      Specifying Bankers Cheque Details**

To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

**Bank Code**

Specify the bank code of the Bankers cheque.

**Cheque Currency**

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the passport number of the beneficiary for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

### 10.2.5.2 Specifying PC Details

To capture the pay-out details thought transfer to other bank account, click on the 'PC' tab.

Term Deposit Payout Details -- Web Page Dialog

Branch Code TAG Currency

Account

Term deposit Bankers Cheque PC

Counterparty

Counterparty Bank Code

Counterparty Account

Currency

Beneficiary Details

Beneficiary Name

Passport/IC Number

Narrative

Beneficiary Address

Interest

Ok Cancel

The following details are captured here:

#### **Counter Party Bank Code**

Specify the bank code of the counter party for the pay-out.

#### **Counter Party Account**

Specify the account number of the counter party for the pay-out.

#### **Currency**

Specify the currency of the counter party for the pay-out.

#### **Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

#### **Passport/IC Number**

Specify the account number of the beneficiary for the pay-out.

#### **Narrative**

Specify the description for the pay-out.

## Beneficiary Address

Specify the address of the beneficiary for the pay-out.

### 10.2.5.3 Specifying Term Deposit Details

To capture the details for opening a new TD as a part of pay-out, click on the Term Deposit tab.

Term Deposit Payout Details -- Web Page Dialog

Branch Code TAG Currency

Account

Term deposit Bankers Cheque PC

Branch Code TAG

Currency

Customer No

Default From ☒ Parent Account ☐ Account Class

Account Class

P

Interest

Ok Cancel

The following details are captured here:

#### Branch Code

The system defaults the branch code.

#### Currency

The system defaults the currency.

#### Customer Number

The system defaults the customer number.

#### Default From

Select the 'Default From' option to default the details from either the parent account TD account or account class. The options available are:

- Account
- Account Class

## Account Class

Specify the account class. If you have selected the 'Default From' as Account Class, then you have to specify the Account Class mandatorily. Else you can leave it blank.

**STOP** If you select the 'Default From' as Account, then on clicking of 'P' button, the system defaults the interest and deposit details from the parent TD account. Or if you select the 'Default From' as Account Class, then on clicking of 'P' button, the system defaults the interest and deposit details from the account class selected.

### 10.2.6 Specifying Child TD Details

The Child TD parameters are similar to the Parent TD, except the child will not have the option to create a new TD as part of Pay-out. You can capture the details of child TD that is created by payout by clicking on the 'Interest' button.

The screenshot shows the 'Term Deposit Interest - Web Page Dialog' window. It has a title bar with a close button. The main area is divided into three sections: 'Account Details', 'Product Details', and 'Payout Parameters'. The 'Account Details' section has two tabs: 'Interest' (selected) and 'Deposit'. Under the 'Interest' tab, there are fields for 'Calculation Account', 'Interest Booking Account', 'Charge Booking Account', 'Interest Start Date', 'Charge Start Date', 'Interest Booking Branch', and 'Charge Booking Branch'. There are also checkboxes for 'Interest Statement' and 'Dr Cr Advices'. The 'Product Details' section has fields for 'Product Code', 'UDE Currency', and 'IL Product Type', along with checkboxes for 'Integrated LM Product', 'Waive Charges', 'Generate UDE Change Advice', and 'Open'. The 'Payout Parameters' section at the bottom has a table with columns for 'UDE ID', 'UDE Value', and 'Rate Code'. The window has 'Ok' and 'Cancel' buttons at the bottom right.

You need to capture the following details here:

#### Account Details

Specify the account number of the Child TD.

### **10.2.6.1 Capturing Interest Details**

#### **Calculation Account**

Select the calculation amount of the Child TD from the option list.

#### **Interest Statement**

Check this box to generate an interest statement for the account. The Interest Statement will furnish the values of the SDEs and UDEs and the interest rule that applies on the account.

#### **Charge Booking Account**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

#### **Interest Start Date**

Select the interest start date from the option list.

#### **Charge Start Date**

Select the charge start date from the option list.

#### **Interest Booking Branch**

Select the interest booking branch from the option list.

#### **Dr/Cr Advices**

Check this box to indicate that the system must generate payment advices when interest liquidation happens on an account. The advices are generated in the existing SWIFT or/and MAIL format.

#### **Charge Booking Branch**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

#### **Product Code**

Specify the product code.

#### **UDE Currency**

Specify the UDE Currency defined for the product.

#### **Integrated LM Product**

Check this box to indicate the product is an Integrated LM product.

#### **IL Product Type**

Specify the IL product type.



**Waive Charges**

Check this box to waive of a particular interest or charges that has been specified.

**Generate UDE Change Advice**

Check this box to generate the UDE change advice.

**Open**

Check this box to make the product applicable again. More than one product may be applicable on an account class at the same time. You can temporarily stop applying a product on an account class by 'closing' it. You can achieve this by un-checking the box 'Open'. The product will cease to be applied on the account class.

**Effective Date**

Specify the effective date 'Effective Date' of a record is the date from which a record takes effect.

**Open**

Specify the open records with different Effective Dates if the values of UDEs vary within the same liquidation period.

**UDE ID**

Specify the UDE ID for the account.

**UDE Value**

Specify the values for a UDE, for different effective dates, for an account. When interest is calculated on a particular day for an account with special conditions applicable, the value of the UDE corresponding to the date will be picked up.

**Rate Code**

Specify the rate code for the account.

## 10.2.6.2 Capturing Details for Deposit

Term Deposit Interest -- Web Page Dialog

Account Details

Interest Deposit

Maturity Date

Next Maturity Date

Deposit Tenor

☐ Auto Rollover

☐ Close on Maturity

☐ Move Interest to Unclaimed

☐ Move Principal to Unclaimed

Rollover Type

☒ Principal

☐ Principal+Interest

☐ Special Amount

☐ Interest

Rollover Amount

Compute

1 of 1

Go to Page

Payout Type	Percentage	Offset Branch	Account	Narrative
-------------	------------	---------------	---------	-----------

Payout Parameters

Ok Cancel

You need to capture the following details here:

### **Maturity Date**

The system defaults the maturity dates from the default tenor from the account class. However, you can modify this date. On this date the term deposit account gets.

### **Next Maturity Date**

On selecting the rollover for the TD account, the system defaults the next maturity dates from the previous tenor of the deposit.

### **Deposit Tenor**

The system calculates the tenor of the deposit account to the difference between Interest start date and Maturity date and displays it. In case of change in maturity date, the system changes the value of this field.

### **Auto Rollover**

Check this field to automatically rollover the deposit you are maintaining. You have to indicate 'Rollover Type' on selecting this option.

### **Close on Maturity**

Check this box to close the term deposit account on maturity date and transfer the amount to the principal liquidation account. If you select this option, the principal liquidation account should be an account other than the term deposit account.

### **Move Interest to Unclaimed**

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting roles on maturity date of the term deposit account. If you select this option, the principal liquidation account should be the term deposit account.

### **Move Principal to Unclaimed**

Check this field to move the principal amount to the unclaimed GL mapped at the IC product in the accounting roles and liquidate the interest amount to the interest booking account on maturity date of the term deposit account. is moved and is liquidated. If you select this option, the principal liquidation account should be the term deposit account

### **Rollover Type**

You can indicate rollover type as hereunder:

- If rollover type is principal, then principal is rolled over and interest is pay-out as per the pay-out maintenance.
- If rollover type is Principal+Interest, then both principal and interest rollover takes place. If you select this option, the principal liquidation account has to be the term deposit account.
- If rollover type is special, then special mount is rolled over and the remaining amount is pay-out as per the pay-out maintenance.
- If rollover type is interest then interest mount is rolled over and principal amount is pay-out as per the pay-out maintenance.

### **Rollover Amount**

If a special amount is to be rolled over, you have to specify the amount (less than the original deposit amount) in the Rollover Amount field.

## **10.2.6.3 Specifying Term Deposit Pay-Out Details**

### **Payout Type**

Select the pay-out mode from the drop down list. The options available are:

- Bankers Cheque - BC
- Transfer to Other bank - PC
- Transfer to GL – GL
- Transfer to Savings Account – AC



Note the following:

- This option will be available only when account number generation is 'Auto'.
- For Dual Currency Deposits you are allowed to select only 'GL' and 'Savings Account' options as the pay-out mode. You can either select GL or Savings Account but not both. You can select only one GL or one Savings account and not multiple GLs or accounts in either case.

### **Percentage**

Specify the amount of redemption in percentage.

### Offset Branch

Specify the branch code of the account for redemption.

### Account Number

Specify the account number/ GL for redemption.

### Narrative

Specify the description for the redemption.

## 10.2.7 Capturing Pay-Out Parameters

You can capture the parameters for automatic pay-out by clicking on the 'Pay-Out Parameters' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

Payout Parameters -- Web Page Dialog

Bankers Cheque PC

Cheque Details

Bank Code Currency undefined

Beneficiary Details

Beneficiary Name

Passport/IC Number

Narrative

Beneficiary Address

Ok Cancel

The following details are captured here:

### 10.2.7.1 Specifying Bankers Cheque Details

#### Bank Code

Specify the bank code of the Bankers cheque.

#### Cheque Currency

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the passport number of the beneficiary for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**10.2.7.2 Specifying PC Details**

To capture the pay-out details thought transfer to other bank account, click on the PC tab.

The screenshot shows a web-based dialog box titled "Payout Parameters -- Web Page Dialog". It has two tabs: "Bankers Cheque" and "PC", with the "PC" tab selected. The dialog is divided into two main sections: "Counterparty" and "Beneficiary Details".

**Counterparty Section:**

- Counterparty Bank Code: A text input field with a dropdown arrow on the right.
- Counterparty Account: A text input field with a dropdown arrow on the right.
- Currency: A text input field.

**Beneficiary Details Section:**

- Beneficiary Name: A text input field.
- Passport/IC Number: A text input field.
- Narrative: A text input field with a speech bubble icon on the right.
- Beneficiary Address: A text input field.

At the bottom right of the dialog, there are "Ok" and "Cancel" buttons.

The following details are captured here:

**Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counterparty Account**

Specify the account number of the counter party for the pay-out.

**Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the account number of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

## 10.3 **Opening a TD Account for Multi Mode Pay Out**

Oracle FLEXCUBE facilitates to create a new term deposit as a part pay-out. It allows pay out to an account in other bank. Withdrawal (Pay Out) of funds from TD account is called Redemption. When full funds are redeemed, it results in account closure. If the funds are redeemed partially, then the TD account remains open.

The following are the pay out options available during account creation:

- Pay out by Bankers Check
- Pay out by transfer to GL
- Pay out by transfer to own bank Savings Account
- Pay out by Cash (Only from Savings Module)
- Pay out by transfer to Other Bank's Account
- Pay out resulting in a new TD



Pay-out option can be single or a combination of the six.

You can perform TD redemption using multiple pay-out modes. The system allows any combination of the above pay-out modes.

**Examples****Case 1**

- TD Amount - 15,000.00 USD

**Pay-In/ Pay-Out options**

- By Cash - 4,000 USD
- By Savings Account - 6,000 USD
- By GL - 5,000 USD

**Case 2:**

- TD Amount - 15,000.00 USD

**Pay-In/ Pay-Out options**

- By Cash - 20% USD
- By Savings Account - 30% USD
- By GL - 50% USD

## 10.4 **Manual Pay-Out TD Redemption**

You can redeem a Term Deposit for multi mode pay out 'Redemption in Multimode' screen. You can invoke this screen by typing '1317' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Redemption in Multimode : Branch Date 1/31/2008 -- Web Page Dialog

External Reference Number	FJB0803100000018	Account Number *	<input type="text"/>
Branch Code	TAG	Account Title	<input type="text"/>

Cancel

The following details are displayed:

**External Ref No**

The system generates a unique reference number for the transaction and displays it here. The host identifies the transaction with the external reference number.

**Branch Code**

The system displays the code of the current logged-in branch.

You need to specify the following:

**Account No**

Specify the account number of the TD that you wish to redeem. You can select the appropriate one from the adjoining look-up.

Click 'Save' button to proceed to the next stage. The following screen is displayed:

Redemption in Multimode : Branch Date 1/31/2008 -- Web Page Dialog

External Reference Number: FJB0803100000018  
 Branch Code: TAG  
 Customer Id: 565656  
 Account Currency: GBP  
 Redemption Amount: 10,000.00

Account Number: 111301  
 Account Title:  
 Redemption Mode: Partial Redemption  
☐ Waiver Penalty

Term Deposit Payout Details

<input type="checkbox"/> Payout Type	Percentage	Amount	Offset Branch	Offset Account	Narrative

Cancel

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

You need to specify the following:

### **Txn Ccy**

Select the transaction currency from the option list.

### **Redemption Mode**

Select the mode of redemption. Redemption can be either in part or in full.

### **Redemption Amount**

Specify the amount to be redeemed. For full redemption mode, you need not enter the redemption amount. If you want to redeem the deposit in part, enter the part redemption amount.

### **Waiver Penalty**

Check this box to waive the penalty for redeeming the term deposit.

On clicking 'Save' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:



Redemption in Multimode : Branch Date 1/31/2008 -- Web Page Dialog					
External Reference Number	FJB0803100000018	Account Number	111301		
Branch Code	TAG	Account Title			
Customer Id	565656	Redemption Mode	Partial Redemption	<input type="checkbox"/> Waiver Penalty	
Account Currency	GBP				
Redemption Amount	10,000.00				

Term Deposit Payout Details						
<input type="checkbox"/>	Payout Type	Percentage	Amount	Offset Branch	Offset Account	Narrative

Go to Page

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Cancel

The following details are displayed:

## Txn Ccy

If you have not specified the transaction currency in the previous stage, then the account currency is taken as the transaction currency by default. To change the default currency code, select the currency from the drop-down list.

## Exchange Rate

This is the exchange rate for the transaction currency. If the transaction currency is other than the local currency, you can modify the transaction currency rate.

## Charges

The charge to be deducted from the redemption proceeds is displayed here. The charge amount is designated in local currency.

### 10.4.1 Specifying the Term Deposit Payout Details

### Pay- Out Option

Select the pay-out mode from the drop down list. The options available are:

- Bankers Check
- GL
- Saving Account
- Other bank Account
- Term Deposit
- Cash

### Percentage

Specify the amount of redemption in percentage.

### Amount

Specify the amount of redemption in absolute.

### Offset Branch

Specify the branch code of the account for redemption.

### Offset Account

Specify the account number/ GL for redemption.

### Narrative

Specify the description for the redemption.

## 10.4.2 Capturing the Pay-Out Parameters

You can capture the parameters for automatic pay-out by clicking on the 'Term Deposit Payout Details' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

Term Deposit Payout Details -- Web Page Dialog

Term deposit Bankers Cheque PC

**Cheque Details**

Bank Code  Country Code   
Cheque Date  Currency GBP

**Beneficiary Details**

Name   
Other Details   
Narrative  Address

Term Deposit Interest

Ok Cancel

### 10.4.2.1 Specifying Bankers Cheque Details

#### Bank Code

Specify the bank code of the Bankers cheque.

**Cheque Date**

Select the cheque date for the pay-out.

**Country Code**

Select the country code for the pay-out.

**Cheque Currency**

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Other Details**

Specify any other details (if any) of the beneficiary.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**10.4.2.2 Specifying PC Details**

To capture the pay-out details thought transfer to other bank account, click on the PC tab.

Term Deposit Payout Details -- Web Page Dialog

Term deposit Bankers Cheque PC

Counterparty Details

Counterparty Bank Code

Counterparty Account

Currency

Beneficiary Details

Name

Other Details

Narrative

Address

Term Deposit Interest

Ok Cancel

The following details are captured here:

**Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counterparty Account**

Specify the account number of the counter party for the pay-out.

**Counterparty Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Other Details**

Specify any other details (if any) of the beneficiary.

**Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**10.4.2.3 Specifying Term Deposit Details**

To capture the details for opening a new TD as a part of pay-out, click on the Term Deposit tab.

Term Deposit Payout Details -- Web Page Dialog

Term deposit Bankers' Cheque PC

Branch Code TAG

Customer Number 565656

Currency GBP

Account No

Account Class

Default From ☒ Account Number ☐ Account Class

P

Term Deposit Interest

Ok Cancel

The following details are captured here:

**Branch Code**

The system defaults the branch code.

**Account Number**

Specify the account number.

**Currency**

The system defaults the currency.

**Customer Number**

The system defaults the customer number.

**Default From**

Indicate the Default From option to default the details from either the parent account TD account or account class. The options available are:

- Account
- Account Class

**Account Class**

Specify the account class. If you have selected the 'Default From' as Account Class, then you have to specify the Account Class mandatorily. Else you can leave it blank.



If you select the 'Default From' as Account, then on clicking of 'P' button, the system defaults the interest and deposit details from the parent TD account. Or if you select the 'Default From' as Account Class, then on clicking of 'P' button, the system defaults the interest and deposit details from the account class selected.

### 10.4.3 Specifying Child TD Details

The Child TD parameters are similar to the Parent TD, except the child will not have the option to create a new TD as part of Pay-out. You can capture the details of child TD that is created by payout by clicking on the 'Term Deposit Interest' button.

You need to capture the following details here:

#### **Branch Code**

The system displays the branch code of the Child TD.

#### **Account Number**

The system displays the account number of the Child TD.

#### **Account Class**

The system displays the account class of the Child TD.

#### **Customer Number**

The system displays the customer number of the Child TD.

### **10.4.3.1 Capturing Interest Details**

#### **Calculation Account**

Select the calculation amount of the Child TD from the option list.

#### **Interest Statement**

Check this box to generate an interest statement for the account. The Interest Statement will furnish the values of the SDEs and UDEs and the interest rule that applies on the account.

#### **Charge Booking Account**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

#### **Interest Start Date**

Select the interest start date from the option list.

#### **Charge Start Date**

Select the charge start date from the option list.

#### **Interest Booking Branch**

Select the interest booking branch from the option list.

#### **Dr/Cr Advices**

Check this box to generate payment advices when interest liquidation happens on an account. The advices are generated in the existing SWIFT or/and MAIL format.

#### **Charge Booking Branch**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

#### **Product Code**

Specify the product code.

#### **UDE Currency**

Specify the UDE Currency defined for the product.

#### **Integrated LM Product**

Check this box to indicate the product is an Integrated LM product.

#### **IL Product Type**

Specify the IL product type.

**Waive Charges**

Check this box to waive of a particular interest or charges that has been specified.

**Generate UDE Change Advice**

Check this box to generate the UDE change advice.

**Open**

Check this box to make the product applicable again. More than one product may be applicable on an account class at the same time. You can temporarily stop applying a product on an account class by 'closing' it. You can achieve this by un-checking the box 'Open'. The product will cease to be applied on the account class.

**Effective Date**

Specify the effective date 'Effective Date' of a record is the date from which a record takes effect.

**Open**

Specify the open records with different Effective Dates if the values of UDEs vary within the same liquidation period.

**UDE ID**

Specify the UDE ID for the account.

**UDE Value**

Specify the values for a UDE, for different effective dates, for an account. When interest is calculated on a particular day for an account with special conditions applicable, the value of the UDE corresponding to the date will be picked up.

**Rate Code**

Specify the rate code for the account.



### 10.4.3.2 Capturing Details for Deposit

To capture the deposit details, click on the 'Deposit' tab.

Interest -- Web Page Dialog

Branch Code TAG Account Class  
Account Number Customer Number 565656

Interest Deposit

Maturity Date Next Maturity Date  
Tenor

☐ Auto Rollover Rollover Type ☒ Principal  
☐ Close On Maturity ☐ Principal/Interest  
☐ Move Interest to unclaimed ☐ Special Amount  
☐ Move Principal to unclaimed ☐ Interest

Rollover Amount

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Term Deposit Payout Details

Payout Type	Percentage	Offset Branch	Offset Account	Narrative
-------------	------------	---------------	----------------	-----------

TD Payout Details

Ok Cancel

#### Maturity Date

The system defaults the maturity dates from the default tenor from the account class. However, you can modify this date. On this date the term deposit account gets.

#### Next Maturity Date

On selecting the rollover for the TD account, the system defaults the next maturity date from the previous tenor of the deposit.

#### Deposit Tenor

The system calculates the tenor of the deposit account to the difference between Interest start date and Maturity date and displays it. In case of change in maturity date, the system changes the value of this field.

#### Auto Rollover

Check this box to automatically rollover the deposit you are maintaining. You have to indicate 'Rollover Type' on selecting this option.

#### Close on Maturity

Check this box to close the term deposit account on maturity date and transfer the amount to the principal liquidation account. If you select this option, the principal liquidation account should be an account other than the term deposit account.

### **Move Interest to Unclaimed**

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting roles on maturity date of the term deposit account. If you select this option, the principal liquidation account should be the term deposit account.

### **Move Principal to Unclaimed**

Check this box to move the principal amount to the unclaimed GL mapped at the IC product in the accounting roles and liquidate the interest amount to the interest booking account on maturity date of the term deposit account. is moved and is liquidated. If you select this option, the principal liquidation account should be the term deposit account

### **Rollover Type**

You can indicate rollover type as hereunder:

- If rollover type is principal, then principal is rolled over and interest is pay-out as per the pay-out maintenance.
- If rollover type is Principal+Interest, then both principal and interest rollover takes place. If you select this option, the principal liquidation account has to be the term deposit account.
- If rollover type is special, then special mount is rolled over and the remaining amount is pay-out as per the pay-out maintenance.
- If rollover type is interest then interest mount is rolled over and principal amount is pay-out as per the pay-out maintenance.

### **Rollover Amount**

If a special amount is to be rolled over, you have to specify the amount (less than the original deposit amount) in the Rollover Amount field.

## **10.4.3.3 Specifying Term Deposit Pay-Out Details**

### **Payout Type**

Select the pay-out mode from the drop down list. The options available are:

- Bankers Cheque - BC
- Transfer to Other bank - PC
- Transfer to GL – GL
- Transfer to Savings Account – AC
- Creation of new Term Deposit – TD



Note the following:

- This option will be available only when account number generation is 'Auto'.
- For Dual Currency Deposits you are allowed to select only 'GL' and 'Savings Account' options as the pay-out mode. You can either select GL or Savings Account but not both. You can select only one GL or one Savings account and not multiple GLs or accounts in either case.

### **Percentage**

Specify the amount of redemption in percentage.

### Offset Branch

Specify the branch code of the account for redemption.

### Offset Account

Specify the account number/ GL for redemption.

### Narrative

Specify the description for the redemption.

## 10.4.4 Capturing Pay-Out Parameters Details

You can capture the parameters for automatic pay-out by clicking on the 'TD Payout Details' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

Payout Parameters -- Web Page Dialog

Bankers Cheque PC

**Cheque Details**

Bank Code

Currency

**Beneficiary Details**

Beneficiary Name

Passport/IC Number

Narrative

Beneficiary Address

Ok Cancel

The following details are captured here:

### 10.4.4.1 Specifying Bankers Cheque Details

#### Bank Code

Specify the bank code of the Bankers cheque.

#### Cheque Date

Specify the date of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/ IC Number**

Specify the passport or IC number of the beneficiary for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

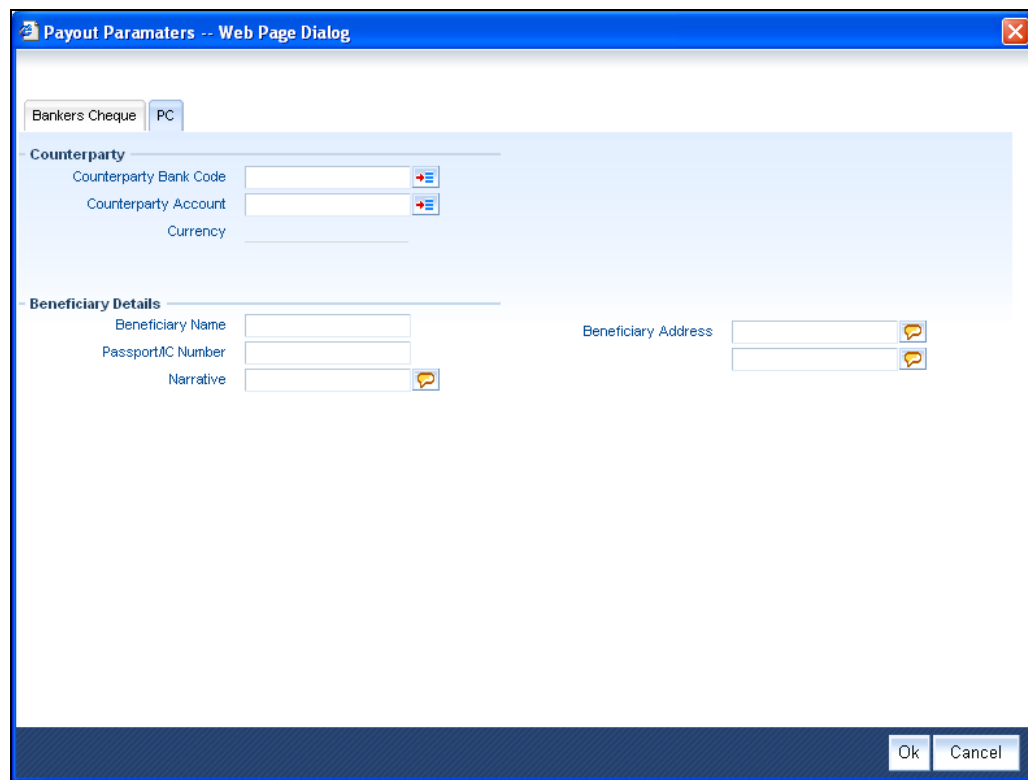
Specify the description for the pay-out.

**Country Code**

Specify the country code for the pay-out.

**10.4.4.2 Specifying PC Details**

To capture the pay-out details thought transfer to other bank account, click on the PC tab.



The screenshot shows a web-based dialog box titled "Payout Parameters -- Web Page Dialog". It has two tabs: "Bankers Cheque" and "PC", with "PC" being the active tab. The dialog is divided into two main sections: "Counterparty" and "Beneficiary Details".

**Counterparty Section:**

- Counterparty Bank Code: A text input field with a red arrow icon to its right.
- Counterparty Account: A text input field with a red arrow icon to its right.
- Currency: A text input field.

**Beneficiary Details Section:**

- Beneficiary Name: A text input field.
- Passport/IC Number: A text input field.
- Narrative: A text input field with a yellow speech bubble icon to its right.
- Beneficiary Address: A text input field with a yellow speech bubble icon to its right.

At the bottom right of the dialog, there are "Ok" and "Cancel" buttons.

The following details are captured here:

**Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counterparty Account**

Specify the account number of the counter party for the pay-out.

**Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport Account Number**

Specify the account number of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

## 11. Vault Operations

### 11.1 Introduction

This chapter details the various Vault Operations that can be performed through this module.

### 11.2 Transferring Cash from Vault

You can transfer cash from vault using the 'Transfer cash from Vault' screen. You can invoke this screen by typing '9007' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transfer Cash from Vault : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number FJB0733800000399 Branch Code WCN  
Transaction Currency \* GBP Transaction Amount \* 10.00  
Default Denomination

Currency Code Total

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Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/>			

Cancel

Here, you can capture the following details:

#### External Reference Number

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

#### Branch Code

The current branch is defaulted here.

#### Transaction Currency

Select the currency to be transferred from Vault.

#### Transaction Amount

Specify the total amount to be transferred.

### 11.2.1 Capturing denomination details

You have to specify the following details for the cash being transferred:

#### **Currency Code**

The system displays the currency of the account.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### **Units**

Indicate the number of units of the specified denomination. By default, vault contents are decremented for outflow transactions like cash transfer. To reverse this default behaviour, you can specify units in negative.

#### **Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

After entering these details, you need to click save icon. The specified amount will flow from vault and gets updated.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.3 Transferring Cash to Vault

You can transfer cash to vault using the 'Transfer cash to Vault' screen. You can invoke this screen by typing '9008' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transfer Cash to Vault : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number: FJB0733800000435

Branch Code: WCN

Transaction Currency: USD

Transaction Amount: 10.00

Default Denomination

Currency Code:

Total:

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/>			

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch Code**

The current branch is defaulted here.

### **Transaction Currency**

Select the currency to be transferred to Vault.

### **Transaction Amount**

Specify the total amount to be transferred.

### 11.3.1 Capturing denomination details

You have to specify the following details for the cash being transferred:

#### **Currency Code**

The system displays the currency of the account



**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, vault contents are incremented for inflow transactions like cash transfer. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

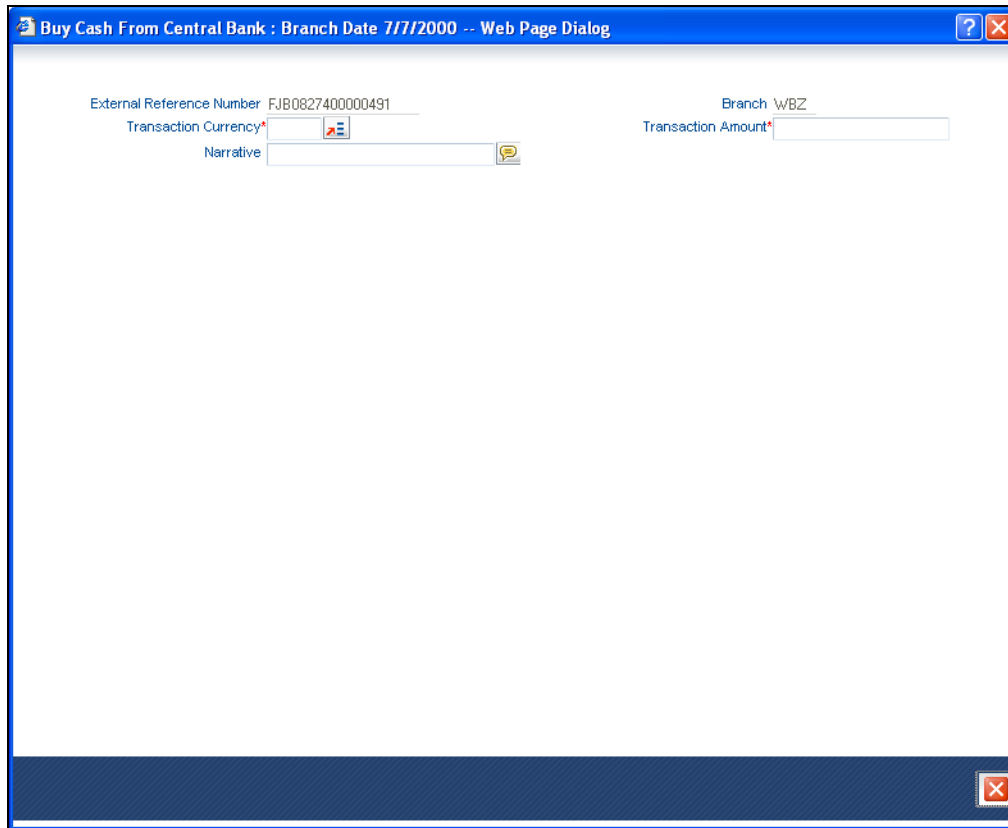
After entering these details you need to click save icon. The specified amount will flow into the vault and gets updated in the branch.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.4 Buying Cash from Central Bank

You can buy cash from central bank using the 'Buy Cash from Central Bank' screen. You can invoke this screen by typing '9009' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch**

The current branch is defaulted here.

### **Transaction Currency**

Select the currency to be bought from the Central bank.

### **Transaction Amount**

Specify the total amount to be transferred.

### **Narrative**

Enter remarks about the transaction.

After entering these details you need to click save icon. The transaction moves to the enrichment stage.

## Enrichment Stage

In this stage some additional details need to be captured on the screen. The screen displayed is as below:

Buy Cash From Central Bank : Branch Date 12/4/2007 -- Webpage Dialog

External Reference Number FJB073380000437 Branch Code WCN  
 Narrative Transaction Currency USD  
 Transaction Amount 10.00

Denomination MIS UDF

Currency Code USD Total

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/> D1C	1		
<input type="checkbox"/> C25	.25		
<input type="checkbox"/> C10	.1		
<input type="checkbox"/> C5	.05		
<input checked="" type="checkbox"/> C1	.01		

Go to Page Cancel

The screen has two tabs which are as follows:

- Denomination
- MIS/UDF

### 11.4.1 Specifying Denomination Details

The following details have to be captured in this section:

#### Currency Code

The system displays the currency of the account.

#### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

## Units

Indicate the number of units of the specified denomination. By default, vault contents are incremented for inflow transactions like cash purchase. To reverse this default behaviour, you can specify units in negative.

## Denom Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 11.4.2 Specifying the MIS Details

You can specify the details in the 'MIS' tab of the screen.

Buy Cash From Central Bank : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001290  
Narrative:

Branch Code: WB1  
Transaction Currency: USD  
Transaction Amount: 200.00

Denomination: MIS UDF

Transaction MIS

COS_CENTR	LOAN_TYPE	LOAN_TERM
102	HOU	FOUR

Composite MIS

A_OFFICER
PAUL

Cancel

MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE Host User manual for details.

As an example, the following details may be captured in this section:

## Cost Center

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

## Account Officer

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.

## Contract in Various Currencies

Explanation required from Dev/testing team.

## Standard Industrial Code

The MIS code assigned to the industry to which your customer belongs is displayed here.

### 11.4.3 Specifying UDF Details

You can specify the UDF details under 'UDF' tab.

Buy Cash From Central Bank : Branch Date 12/15/2007 -- Webpage Dialog

External Reference Number: FJB0734900001290  
Narrative:   
Branch Code: WB1  
Transaction Currency: USD  
Transaction Amount: 200.00

Denomination MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

#### Field Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

#### Field Value

Specify the value for the required UDFs.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.5 Selling Cash to Central Bank

You can sell cash to central bank using the 'Sell Cash to Central Bank' screen. You can invoke this screen by typing '9010' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference Number FJB0733800000438

Branch Code WCN

Narrative

Transaction Currency USD

Transaction Amount 10.00

Denomination MIS UDF

Currency Code USD

Total

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D1N	1		

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch**

The current branch is defaulted here.

### **Transaction Currency**

Select the currency to be sold to Central bank.

### **Transaction Amount**

Specify the total amount to be sold.

### **Narrative**

Enter description of the transaction.

After entering these details you need to click save icon.

## Enrichment stage

Screenshot of the 'Sell Cash to Central Bank : Branch Date 12/15/2007 -- Webpage Dialog' window. The window displays the following fields:

- External Reference Number: FJB0734900001291
- Branch Code: WB1
- Transaction Currency: USD
- Transaction Amount: 200.00

The 'Denomination' tab is selected, showing two sections:

- Transaction MIS**
  - COS\_CENTR: 102
  - LOAN\_TYPE: HOU
  - LOAN\_TERM: FOUR
- Composite MIS**
  - A\_OFFICER: PAUL

A 'Cancel' button is located at the bottom right of the dialog.

In this stage some additional fields are displayed like Exchange rate.

The screen has two tabs which are as follows:

- Denomination
- MIS/UDF

### 11.5.1 Specifying Denomination Details

The following details have to be captured in this section:

#### **Currency Code**

The system displays the currency of the account.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

## Units

Indicate the number of units of the specified denomination. By default, vault contents are decremented for outflow transactions like cash sale. To reverse this default behaviour, you can specify units in negative.

## Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 11.5.2 Specifying MIS Details

You can capture the details in the 'MIS' tab of the screen:

The screenshot shows a web-based dialog box titled "Sell Cash to Central Bank : Branch Date 12/15/2007 -- Webpage Dialog". The dialog has several input fields and tabs. The "MIS" tab is selected. The fields include:

- External Reference Number: FJB0734900001291
- Narrative: (empty field)
- Branch Code: WB1
- Transaction Currency: USD
- Transaction Amount: 200.00

Below these fields are three tabs: "Denomination", "MIS", and "UDF". The "MIS" tab is active, showing two sections:

- Transaction MIS**: A table with columns for "COS\_CENTR", "LOAN\_TYPE", and "LOAN\_TERM". The first row contains the values "102", "HOU", and "FOUR".
- Composite MIS**: A table with columns for "A\_OFFICER" and "PAUL". The first row contains the values "A\_OFFICER" and "PAUL".

At the bottom right of the dialog is a "Cancel" button.

MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE host user manual for details.

As an example, the following details may be captured in this screen:

#### Cost Center

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

#### Account Officer

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.



## Standard Industrial Code

The MIS code assigned to the industry to which your customer belongs is displayed here.

## Contract in Various Currencies

### 11.5.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows a web application window titled "Sell Cash to Central Bank : Branch Date 12/15/2007 -- Webpage Dialog". The window contains several input fields and tabs. At the top, there are fields for "External Reference Number" (FJB0734900001291), "Branch Code" (WB1), "Transaction Currency" (USD), and "Transaction Amount" (200.00). Below these are tabs for "Denomination", "MIS", and "UDF". The "UDF" tab is selected, showing a table with columns "Field Name" and "Field Value". The table is currently empty. A "Cancel" button is located at the bottom right of the window.

#### Field Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

#### Field Value

Specify the value for the required UDFs.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.6 Buying TCs from Agent

You can buy TCs from Agent using the 'Buy TCs from Agent' screen. You can invoke this screen by typing '9011' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Buy TCs from Agent : Branch Date 12/04/2007 -- Webpage Dialog

External Reference Number FJB0733800001025

Branch Code WB1

Transaction Currency \*

Transaction Amount \*

Issuer Code \*

Narrative

1 of 1

Go to Page

TC Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.

**Branch Code**

The current branch is defaulted.

**11.6.1 Specifying TC Details**

The following details have to be maintained:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.7 Buying TCs from Head Office

You can buy TCs from Head office using the 'Buy TCs from HO' screen. You can invoke this screen by typing '9015' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Buy TCs From HO : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number FJB0733700000115

Branch Code WB2

Transaction Currency \*

Transaction Amount \*

Issuer Code \*

Narrative

TC Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.

**Branch Code**

The current branch is defaulted.

**11.7.1 Capturing TC Details**

The following details have to be captured:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.8 Selling TCs to Head Office

You can sell TCs from Head office using the 'Sell TCs to HO' screen. You can invoke this screen by typing '9016' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Sell TCs To HO : Branch Date 12/04/2007 -- Webpage Dialog

External Reference Number FJB0733800001032

Branch Code WB1

Transaction Currency \* [dropdown]

Transaction Amount \*

Issuer Code \* [dropdown]

Narrative [text area]

TC Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction, if any.

**Branch Code**

The current branch is defaulted.

**11.8.1 Capturing TC Details**

You have to maintain the following information in this section:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.9 Buying TCs from Vault

You can buy TCs from Vault using the 'Buy TCs from Vault' screen. You can invoke this screen by typing '9017' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Buy TCs from Vault : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number FJB0733700000117

Branch Code WB2

Transaction Currency \* [dropdown]

Transaction Amount \*

Issuer Code \* [dropdown]

Narrative [text area]

TC Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.



**Branch Code**

The current branch is defaulted.

**11.9.1 Capturing TC Details**

You have to capture the following details of the TC:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.10 Returning TCs to Vault

You can return TCs to Vault using the 'Return TCs to Vault' screen. You can invoke this screen by typing '9018' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Return TCs to Vault : Branch Date 12/03/2007 -- Webpage Dialog

External Reference Number FJB0733700000116 Branch Code WB2

Transaction Currency \* Transaction Amount \*

Issuer Code \* Narrative

TC Details

Description	Denomination	Currency	Count	Series	Sys Count	Start Number	End Number	Amount
-------------	--------------	----------	-------	--------	-----------	--------------	------------	--------

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.

**Branch Code**

The current branch is defaulted.

## **11.11 Capturing TC Details**

You have to specify the following details of a TC:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 11.12 Viewing TCs available with Vault

You can view TCs available with vault using the 'Display TCs available with Vault' screen. You can invoke this screen by typing '9020' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Display TCs available with Vault : Branch Date 12/03/2007 -- Webpage Dialog

Transaction Branch \* WB2  
Transaction Currency \*  
Issuer Code \*

Ok Reset

Description	Sys Count	Series	Start Number	End Number	Amount	Denomination
-------------	-----------	--------	--------------	------------	--------	--------------

Cancel

Here, you can capture the following details:

### **Transaction Branch**

The current branch is displayed here.

### **Issuer Code**

Select the issuer code of the instrument from the option list available.

### **Transaction Currency**

Select the currency in which the transaction is carried out, from the option list available.

After entering the above details, click 'Ok' button on the screen to view all the TCs available with vault. The system displays the following details:

- Description
- Sys Count
- Series
- Start Number
- End Number
- Amount
- Denomination

To view the details in a vault in other branch, click 'Reset' button. After this you can enter the appropriate values and click 'Ok' button.

## 12. Balancing Operations

### 12.1 Introduction

This chapter details the various balancing operations that can be performed using this module.

### 12.2 Book Shortage

You can book shortage of a currency using the 'Book Shortage' screen. You can invoke this screen by typing '7551' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Book Shortage : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number FJB0800200000512 Branch WB1

Transaction Currency USD Transaction Amount 100.00

Narrative

Denomination MIS UDF

Currency Code USD Total

1 of 1

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D1N	1		

Cancel

Here, you can capture the following details:

#### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

#### **Branch**

The current branch is defaulted here.

**Transaction Currency**

Select the currency to be booked for shortage.

**Transaction Amount**

Specify the total amount to be booked for shortage.

**Narrative**

Enter description of the transaction.

The screen has two tabs which are as follows:

- Denom
- MIS
- UDF

**12.2.1 Specifying denomination details**

The following details have to be captured in this section:

**Currency Code**

The currency in which the transaction is being performed is displayed here.

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 12.2.2 Specifying the MIS details

You can capture these details in the 'MIS' tab of the screen.

The screenshot shows a web page dialog titled "Book Shortage : Branch Date 1/2/2008 -- Web Page Dialog". The form contains the following fields and sections:

- External Reference Number:** FJB0800200000512
- Transaction Currency:** USD
- Branch:** WB1
- Transaction Amount:** 100.00
- Narrative:** A text input field with a speech bubble icon.
- Denomination:** Two buttons, "MIS" (selected) and "UDF".
- Transaction MIS:** A section with a table of 10 rows. Each row has a text input field and a small icon (a red arrow pointing right) to its right.
- Composite MIS:** A section with a table of 10 rows. Each row has a text input field and a small icon (a red arrow pointing right) to its right.
- Cancel:** A button at the bottom right of the dialog.

MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE host user manual for details.

As an example, the following details may be captured in this screen:

### **Cost Center**

Specify the MIS code assigned to the cost center related to the account involved in the transaction.

### **Account Officer**

Specify the MIS code assigned to the account officer in-charge of executing this transaction.

### **Standard Industrial Code**

Specify the MIS code assigned to the industry to which your customer.

### **Contracts In Various Currencies**

Specify the MIS code assigned to contracts in various currencies.

### 12.2.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Book Shortage : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number: FJB0800200000512  
Transaction Currency: USD  
Branch: WB1  
Transaction Amount: 100.00  
Narrative:

Denomination: MIS UDF

UDF Details

Field Name	Field Value
------------	-------------

Cancel

#### UDF Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

#### UDF Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*



## 12.3 Booking Overage

You can book overage of a currency using the 'Book Overage' screen. You can invoke this screen by typing '7552' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Book Overage : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number FJB0800200000511 Branch WB1  
Transaction Currency USD Transaction Amount 100.00  
Narrative TEST

Denomination MIS UDF

Currency Code USD Total

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D1N	1		

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch**

The current branch is defaulted here.

### **Transaction Currency**

Select the currency to be booked for overage.

### **Transaction Amount**

Specify the total amount to be booked for overage.

### **Narrative**

Enter description of the transaction.

The screen has two tabs which are as follows:

- Denom
- MIS
- UDF

### 12.3.1 Specifying Denomination Details

You can specify denomination details in the 'Denomination' tab of the 'Book Overage' screen.

Book Overage : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number: FJB0800200000511  
 Transaction Currency: USD  
 Narrative: TEST

Branch: WB1  
 Transaction Amount: 100.00

Denomination MIS UDF

Currency Code: USD  
 Total:

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100		
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D1N	1		

Cancel

The following details have to be captured in this section:

#### Currency Code

The system displays the currency of the account.

#### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

## Units

Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative.

## Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 12.3.2 Specifying the MIS details

You can capture the details in the 'MIS' tab of the screen:

The screenshot shows a web page dialog titled "Book Overage : Branch Date 1/2/2008 -- Web Page Dialog". It contains several input fields: "External Reference Number" (FJB0800200000511), "Transaction Currency" (USD), "Branch" (WB1), "Transaction Amount" (100.00), and "Narrative" (TEST). Below these fields are two tabs: "Denomination" and "MIS". The "MIS" tab is selected, showing a section titled "Transaction MIS" with a table of input fields. Below this is a section titled "Composite MIS" with another table of input fields. A "Cancel" button is located at the bottom right of the dialog.

MIS is user definable and is configured at the host.

*Refer to the Oracle FLEXCUBE host user manual for details.*

As an example, the following details may be captured in this screen:

## Cost Center

Specify the MIS code assigned to the cost center related to the account involved in the transaction.

## Account Officer

Specify the MIS code assigned to the account officer in-charge of executing this transaction.

## Standard Industrial Code

Specify the MIS code assigned to the industry to which your customer belongs.

### 12.3.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a web application window titled "Book Overage : Branch Date 1/2/2008 -- Web Page Dialog". The window contains several input fields: "External Reference Number" with value "FJB0800200000511", "Transaction Currency" with value "USD", "Branch" with value "WB1", "Transaction Amount" with value "100.00", and "Narrative" with value "TEST". Below these fields are three tabs: "Denomination", "MIS", and "UDF". The "UDF" tab is selected, showing a table with two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is a "Cancel" button.

Specify the following details.

#### Field Description

The system will display all the User-Defined Fields (UDF) maintained for the product.

#### Field Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 12.4 Transfer Cash from Teller

You can transfer cash from teller using the 'Transfer cash from Teller screen. You can invoke this screen by typing 'BCFT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transfer Cash from Teller : Branch Date 1/2/2008 -- Web Page Dialog

External Reference Number: FJB0800200000515  
Branch Code: WB1  
Transaction Currency: USD  
Transaction Amount: 100.00  
Currency Code: USD  
Total: 100.00

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> D100	100	1	100.00
<input type="checkbox"/> D50	50		
<input type="checkbox"/> D20	20		
<input type="checkbox"/> D10	10		
<input type="checkbox"/> D5	5		
<input type="checkbox"/> D1N	1		

Cancel

Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch Code**

The current branch is defaulted here.

### **Till ID**

Select the till from which the cash has to be transferred.

### **Transaction Currency**

Select the currency to be transferred from teller.

### **Transaction Amount**

Specify the total amount to be transferred.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

**Denomination Details**

Specify the following details.

**Currency Code**

The system displays the currency of the account.

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative..

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

The completed transaction can be viewed in the 'Completed Transaction' list. Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 13. Batches

### 13.1 Introduction

This chapter details the various batch operations that are done in this module.

### 13.2 Clearing Inward Cheque Data Entry

You can do an Inward clearing cheque data entry using the 'Inward Cheque Clearing Data Entry' screen. You can invoke this screen by typing '5521' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows a web-based dialog box titled "Inward Clearing Cheque Data Entry : Branch Date 04-Dec-07 -- Webpage Dialog". It features several input fields and a table. The "External Reference Number" field is populated with "FJB0733800000995". The "End Point" field has a dropdown arrow, and the "Currency" field also has a dropdown arrow. Below these fields is a table with the following columns: "Entry Number", "Clearing Type\*", "Remitter Branch\*", "Account Number\*", "Drawee Account Number", and "Cheque". The table is currently empty. At the bottom right of the dialog is a "Cancel" button.

Here, you can capture the following details:

#### **External Reference Number**

The system generated reference number is displayed here.

#### **End Point**

Select the end point from the option list available.

#### **Currency**

Select the currency from the option list available.

#### **Entry Number**

The cheque entry number is displayed here.

**Remitter Branch**

The branch where the remitter account is maintained is displayed here.

**Account Number**

Select the account number from the option list available.

**Clearing Type**

Select the clearing type from the option list available.

**Routing Number**

Specify the routing number for cheque clearing.

**Cheque Number**

Specify the number of the cheque for inward clearing.

**Amount**

Specify the amount for inward clearing.

**Drawee Account Number**

Specify the drawee account number.

**Payee**

Specify the details of the payee.

**Instrument Date**

Specify the instrument date.

After entering these details click save icon move to the enrichment stage.

**Enrichment Stage**

In this stage you can also modify the details you have entered in the input stage if required.

Click save icon to save the transaction. The system displays the following message.

**Transaction Completed Successfully.**



## 13.3 Consolidated Cheques Data Entry

You can do a consolidated cheque data entry using the 'Consolidated Cheque Data Entry' screen. You can invoke this screen by typing '6512' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Consolidated Cheques Data Entry : Branch Date 04-Dec-07 -- Webpage Dialog

External Reference Number FJB0733800001012 Branch Code WB1

Account Number \* Transaction Currency \*

Entry Number	Clearing Type	Drawee Account Number	Cheque Number	Amount	Cheque Date	Route
--------------	---------------	-----------------------	---------------	--------	-------------	-------

Cancel

Here, you can capture the following details:

### External Reference Number

The system generated reference number is displayed here.

### Account Number

Select the account number from the option list available.

### Transaction Currency

Select the currency for the transaction the option list available.

### Branch Code

The system displays the branch code.

### **13.3.1 Specifying Cheque details**

The following details have to be captured here:

#### **Entry Number**

This is a system generated sequence number.

#### **Cheque Number**

Specify the number of the cheque for data entry.

#### **Amount**

Specify the amount mentioned in the cheque.

#### **Routing Number**

Specify the routing number for cheque clearing.

#### **Cheque Date**

Specify the date of the cheque.

#### **Drawee Account Number**

Specify the account from which money is drawn.

#### **Clearing Type**

Select the clearing type from the option list available.

Click save icon to go to the next stage.

#### **Enrichment stage**

In this stage you are allowed to modify any data that you have entered in the Input stage.

Click save icon to save the transaction. After the transaction is successfully saved the following message is displayed.

**Transaction Completed Successfully**

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 13.4 Running EOD

You can run the branch EOD using the EOD Maintenance screen. You can invoke this screen by typing 'EODM' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



The system displays the following details:

- External reference number
- Branch code

Click 'Run EOD' button to run the EOD for the branch.

The following validations are done before running EOD:

- Only the user who runs the EOD should be logged into the branch.
- There must be Holiday maintenance to get the Next working day.
- Balancing and closure processes for Till and Vault should be completed. There should not be any transaction in 'Pending' or 'Assigned' stage for a user

Once these have been successfully validated, EOD proceeds with the system date change by moving the Branch posting date to the next date. The Branch transaction sequence will also get reset as a consequence of the execution of Branch EOD. This signifies the Beginning of Day (BOD) for the Branch for the next working day and the Branch is ready for Transaction Input.

## 13.5 Querying Tellers Status

You can view the current operational status and other details of the tellers in a branch using the 'Teller Platform Status Query Screen' screen. This screen will display all the details that will be validated during EODM (End of Day of Savings module) You can invoke this screen by typing '9012' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. The screen is displayed below:

<input type="checkbox"/>	User ID	Ttl Identification	User Working	Pending Transactions	Tanked Transactions	Assigned Transactions
<input type="checkbox"/>	PARAMITA	B1T6	N	0	0	0
<input type="checkbox"/>	OFSSWB1TEL7	B1T10	N	96	0	3
<input type="checkbox"/>	OFSSWB1TEL2	B1T2	N	53	0	0
<input type="checkbox"/>	OFSSWB1TEL5	B1T5	N	134	0	15
<input type="checkbox"/>	OFSSWB1AUTH4		N	0	0	1

### External Reference Number

The system displays a unique number.

### Branch Code

The system defaults the current logged in branch code.

The following details of the current branch are displayed for all the tellers:

- User ID – the teller user ID
- User Working – current log in status of the user
- Pending Transactions - number of transactions in the Pending Queue for the user
- Tanked Transactions - number of transactions in the Tanked Queue for the user
- Assigned Transactions - number of transactions in the Assigned Queue for the user
- Unassigned Transactions - number of transactions in the Unassigned Queue for the user
- Auto Reversal Pending - number of transaction pending to be auto reversed for the user



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