

Instruments Inventory Tracking

Version 11.0

9NT1316-ORACLE FCUBSV.UM 11.0.0.0.0.0.0

[January] [2010]

Oracle Part Number E51573-01



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## Document Control

Author: Documentation Team	Group: UBPG	
Created on: November 1, 2009	Revision No : Final	
Updated by : Documentation Team	Reviewed by : Development/Testing teams	Approved by: Software Quality Assurance Team
Updated on : January 04, 2010	Reviewed on : January 04, 2010	Approved on : January 04, 2010



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# 1. About this Manual

## 1.1 Introduction

Banks and other financial institutions use a variety of pre-printed instruments for their daily business. These instruments are normally ordered in bulk and distributed internally for daily transactions. Your bank may need to control the inventory of such instruments and ensure prompt replenishment when re-order levels are reached.

The Instruments Inventory Tracking (IV) module is built to maintain stocks of various financial instruments that the bank handles in the daily business. This module enables you to define new financial instruments with ease and minimum customization.

## 1.2 Audience

This Manual is intended for the following Users/User Roles:

Role	Function
Data entry Clerks	Input functions for maintenance related to the interface
Managers/Officers	Authorization functions

## 1.3 Abbreviations

The following abbreviations are used in this manual.

Abbreviation	Description
IV Module	Instruments Inventory Tracking Module
AEOD	Auto End of Day
BOD	Beginning of Day
EOD	End of Day
EOTI	End of Transaction Input
EOFI	End of Financial Input
The System	This term is always used to refer to Oracle FLEXCUBE
CASA	Current and Savings Accounts
TC	Travellers Cheques
OBIEE	Oracle Business Intelligence Enterprise Edition

## 1.4 **Organization**

This Manual is organized into the following chapters:

<b>Chapter 1</b>	About this Manual
<b>Chapter 2</b>	Overview of the IV module
<b>Chapter 3</b>	Maintenances required for the IV Module
<b>Chapter 4</b>	Operations to be performed via the IV Module
<b>Chapter 5</b>	Interfaces
<b>Chapter 6</b>	Annexure containing additional details

## 1.5 **Related Documents**

For additional information, you may need to refer the following manuals of the Oracle FLEXCUBE system:

- Common Procedures
- Core Services
- Core Entities
- Branch

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## 2. Overview - Instruments Inventory Tracking

### 2.1 Introduction

This chapter gives you an overview of the Instruments Inventory Tracking (IV) module of Oracle FLEXCUBE.

### 2.2 Instruments Inventory Tracking

Banks and other financial institutions use a variety of pre-printed instruments for their daily business. These instruments are normally ordered in bulk and distributed internally for daily transactions. Most of these instruments have a pre-determined value. Some instruments may have numbers that are internally controlled. In either case, your bank may need to control the inventory of such instruments and ensure prompt replenishment when re-order levels are reached.

The Instruments Inventory Tracking (IV) module is built to maintain stocks of various financial instruments that the bank handles in the daily business. This module enables you to define new financial instruments with ease and minimum customization.

The following financial instruments come under its purview:

- Passbooks
- Cheque Books
- Demand Drafts
- Banker's Cheque
- Traveller's cheque

The IV module provides you with the following features:

- Maintaining inventory of instruments
- Tracking the movement of the instruments between ordering branch and receiving branch
- Tracking the status of each instrument by serial number
- Tracking when re-order levels are reached
- Ageing analysis of old stocks

### 2.3 Scope of the Module

The IV module comprises of the following high-level functions:

- Stock Catalog Definition
- Stock flow Master Definition
- Vendor/Supplier Codes Maintenance
- Request Stocks
- Order Stocks
- Receive Stocks
- Issue Stocks
- Adjust Inventory Balance
- Balance On Hand Inquiry



- Stock Transactions Inquiry
- Usage Pattern Analysis
- Interface with casa and teller module of Oracle FLEXCUBE

## **2.4 IV Module Functions & Features**

The following sections give you a brief overview of the IV module's various functions and features.

### **2.4.1 Flexible Parameters Definition**

Parameters Definition for currencies, denominations and re-order levels is completely user defined and flexible. Since different banks have different workflow requirements for inventory control, the module provides a means to define the bank's workflow for inventory control and then tracks the status of the instruments based on the defined workflow.

Different stocks, different currencies, different denominations for each instrument and re-order levels for each type of instrument can be defined and tracked separately.

Some instruments may not be denominated. In such cases they are tracked only by numbers and not by value. For these cases the denomination value will be defaulted to zero.

Re-order levels can be defined for each type of stock i.e. different re-order level are possible for each issuer, currency etc. This makes tracking and replenishing easier as the procurement time for each type of instrument, issuer or currency is different.

### **2.4.2 Automatic Tracking of Inventory**

The IV module supports tracking of the flow of inventory from the supplier, through the various departments of the bank, till the final delivery to the customer. The module also supports tracking of inventory replenishment requests, made from within the bank, until the fulfillment of the request.

Each and every bank will have different workflows for inventory. The IV module allows you to define the workflow (or stock flow, as you may call it) and then tracks the inventory based on what you have defined.

### **2.4.3 Extensive Drill-Down Inquiries**

Comprehensive drill-down inquiries are available for Balance-On-Hand Quantity and Stock Transaction inquiry. All these inquiries allow you various parameters for narrowing down the results to individual stock summaries, denomination-wise summaries and even individual instrument serial numbers.

### **2.4.4 Comprehensive Usage Analysis**

The Comprehensive Usage Analysis feature enables the bank to track the usage of inventory and also the ageing of inventory. It helps the in identifying whether inventory is used according to age and to check reasons for ad-hoc indent requests. Usage analysis helps the bank to plan for better utilization and prompt ordering of inventory.

### **2.4.5 Module External Interfaces**

The IV module interfaces with the CASA and Teller modules of Oracle FLEXCUBE. The interface helps in generation of the next available instrument serial number based on the inventory. It also helps in keeping an update of the inventory status.

The nature of the IV module's interface with Oracle FLEXCUBE is briefly explained below.

### **CASA Module**

The CASA module has transactions that capture the issue of personal cheque books to customers based on their request. The interface to the IV module is restricted to the "issue" phase alone, since inventory will get updated only on issue. When the cheque comes in for inward clearing, only the individual status of that particular cheque changes and this will not affect the inventory in any way.

The interface takes care of the following with respect to the issuance of cheque book to a customer:

- Generates next available cheque book serial number
- Updates status of cheque in the IV module
- Tracks the stock quantity against the re-order level

### **Teller Module / Web Branch module:**

The Teller / Web Branch module of Oracle FLEXCUBE has transactions that capture the issuance of passbook, banker's cheque, demand draft and traveller's cheque to customers. The interface to the IV module deals with only the issue of stock to the branch and customer (as inventory status gets updated only on issue of stock).

The interface takes care of the following:

- Updates instrument status in the IV module and tracks against re-order level subsequent to the issuance of the following:
  - Passbook
  - Banker's cheque
  - Demand draft
  - Traveller's cheque
- For passbook issue, interface to the IV module:
  - Generates the next available instrument number
  - Updates the status of the instrument in the IV module
  - Tracks the stock quantity against the re-order level




For banker's cheques, demand drafts and traveller's cheques, the generation of the next available instrument serial number is based on the combination of instrument type, issuer code and currency. This is handled by the Teller module itself.

## 3. Maintenances

### 3.1 Introduction

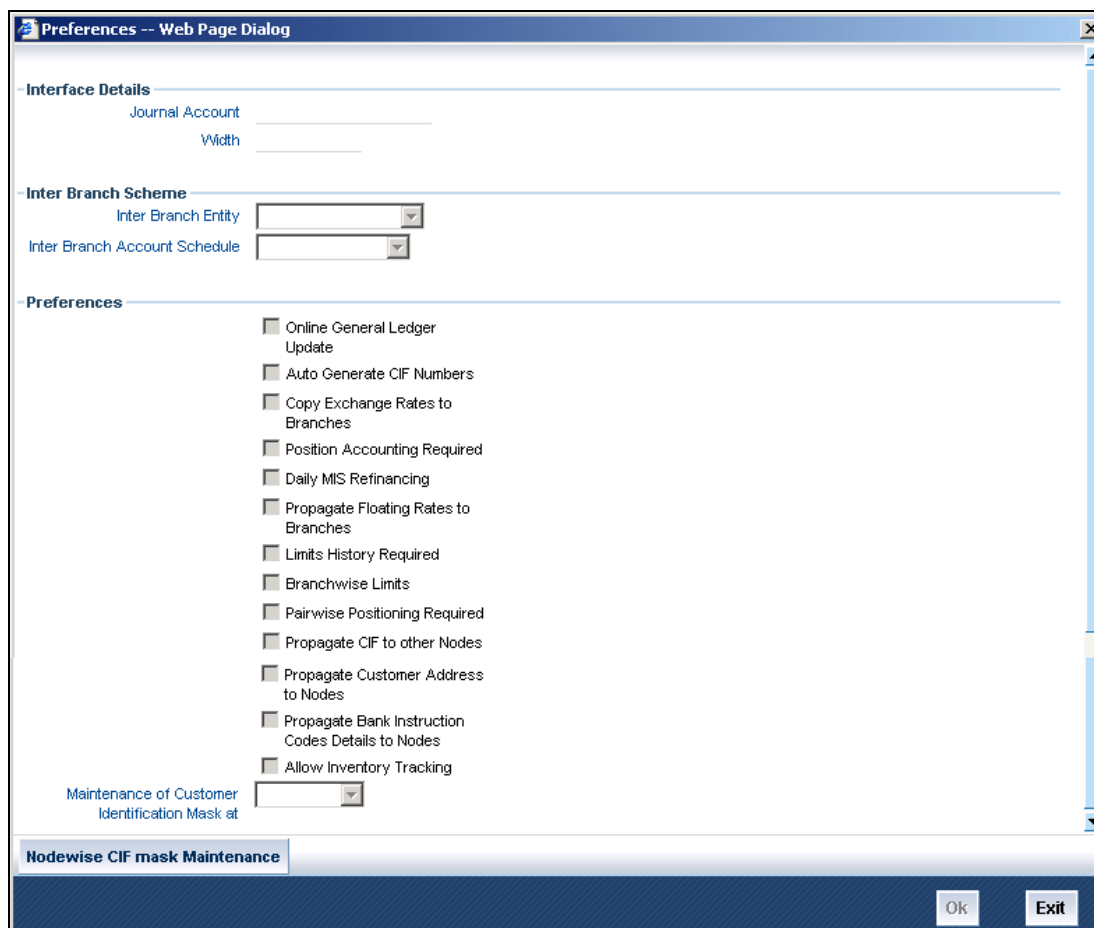
As part of enabling and using the Instruments Inventory Tracking (IV) module of Oracle FLEXCUBE, there are several maintenances to be performed. These maintenances have been elaborated upon in the sections given below.

 Unless specified otherwise, all maintenances specified below allow all standard maintenance functions – Add, Modify, Delete, Authorize, Close, Re-open, Inquiry. The maintenance functions also log all maintenances in the Audit Trail.

### 3.2 Bank Parameters Maintenance

In the Bank Parameters Maintenances screen, under the 'Preferences' screen you need to specify whether inventory management and tracking should be enabled or not.

To invoke the Bank Parameters Maintenances screen, enter STDBANKP in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.



## Allow Inventory Tracking

You can use this check box to allow/disallow inventory management and tracking. To use inventory management module, check this box.



If inventory tracking is allowed then 'Cheque Numbering Scheme' should be left blank/null.

*For more details on Bank Parameters Maintenance, refer the corresponding section in the Core Services manual.*

## 3.3 Issuer Code Maintenance

Use the 'Issuer Code Maintenance' screen for maintaining instrument issuer details. This maintenance is found under the Core module.

To invoke the 'Issuer Code Maintenance' screen, enter CSDISSCD in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

The details which you need to specify in the above screen are detailed below.

### Issuer Code

Specifies the Issuer Code. An issuer code is an internal alphanumeric code used within the system to track stock of financial instruments. The Issuer Code, for instrument types other than passbook and cheque book, has to be in accordance with the routing mask as defined in the bank level parameters.

### Issuer Description

Provide a description of the Issuer Code maintained.

### 3.3.1 Issuer Code Summary Screen

Use the 'Issuer Code – Summary' (CSSISSCD) screen to query for Issuer Code Maintenance records, by specifying the following parameters:

- Authorization Status
- Issuer Code
- Record Status

**Issuer Code - Summary -- Web Page Dialog**

Authorization Status:  Record Status:

Issuer Code:

Search Advanced Search Refresh Reset

Records per page: 15 Lock 1 of 1 Go to Page:

Authorization Status	Record Status	Issuer Code	Issuer Description
Authorized	Open	NEW1	DUMMY1
Authorized	Open	CHO	Bank Futura -
Authorized	Open	CSK	Chennai Super kings Bank
Authorized	Open	MGR	
Authorized	Open	ISS100	ISS-INT
Authorized	Open	HDF	HDFC
Authorized	Open	SBI	State Bank of India
Authorized	Open	RBI	Reserve Bank of India
Authorized	Open	HDFC	HDFC Bank Ltd
Authorized	Open	THCK1	Thomas Cook
Authorized	Open	AMEX	American Express
Authorized	Open	NEW	DUMMY

Exit

### 3.4 Denomination Maintenance

You can use the 'Denomination Maintenance' screen for specifying various denominations supported for cash and traveller's cheque for each currency. This function will be available under Core module maintenances.

To invoke the 'Denomination Maintenance' screen, enter CSDDEMAN in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

**Denomination - Detailed -- Web Page Dialog**

Denomination Type:  Cash Issuer Code:

Currency Code:  Issuer Description:

Currency Description:

1 of 1 Go to Page:

Denomination Details

Denomination ID *	Denomination Description	Denomination Value *	Sequence Number	Type *
<input checked="" type="checkbox"/>				Note
<input checked="" type="checkbox"/>				Note
<input checked="" type="checkbox"/>				Note

Maker:  Date Time:  Mod No:

Checker:  Date Time:

Authorized ☐ Open ☐ Cancel

The details to be maintained in the above screen are explained below.

### **Denomination Type**

Specify the Denomination Type here by selecting the appropriate denomination type from the drop-down list. This information is captured for Cash and Traveller's cheques.

### **Currency Code**

Select from the adjoining list of options the currency code for which the denomination maintenance is being performed. Depending on the currency code specified, a brief currency description is displayed.

### **Issuer Code**

Select the issuer code, for which the denomination maintenance is being performed, from the adjoining list of options. Depending on the issuer code specified, the issuer's description is displayed.



Issuer code needs to be maintained for both cash and TC denomination type.

Under the Denomination Details section, you can specify the following details for every record added.

### **Denomination ID**

Specify here the ID for each denomination. For every currency, the various denominations are assigned separate denomination IDs.

### **Denomination Description**

Provide a full-length description of denomination.

### **Denomination Value**

Specify the value of denomination.

### **Sequence No.**

Specify here the preferred sequence of denomination.

### **Type**

Specify whether the denominated cash is in currency notes or coins. For Traveller's cheque, this field can accept only the 'Note' option.

## **3.4.1 Denomination Summary screen**

Use the 'Denomination Summary' (CSSDEMAN) screen to query for Denomination Maintenance records using the following parameters:

- Authorization Status
- Denomination type
- Issuer Code
- Record Status
- Currency Code

**Denomination - Summary -- Web Page Dialog**

Authorization Status:  Record Status:   
 Denomination Type:  Currency Code:   
 Issuer Code:

Search Advanced Search Refresh Reset

Records per page: 15 3 Lock 1 of 2 Go to Page

Authorization Status	Record Status	Denomination Type	Currency Code	Issuer Code
UnAuthorized	Open	Traveller's Cheques	USD	THCK1
Authorized	Open	Traveller's Cheques	EUR	CHO
Authorized	Open	Traveller's Cheques	EUR	CSK
Authorized	Open	Traveller's Cheques	GBP	CHO
Authorized	Open	Traveller's Cheques	GBP	CSK
Authorized	Open	Traveller's Cheques	GBP	MGR
Authorized	Open	Traveller's Cheques	INR	CHO
UnAuthorized	Closed	Cash	BHD	CHO
Authorized	Open	Cash	EUR	CHO
Authorized	Open	Cash	GBP	CHO
Authorized	Open	Cash	INR	CHO
Authorized	Open	Cash	JPY	CHO
Authorized	Open	Cash	USD	CHO
Authorized	Open	Traveller's Cheques	GBP	AMEX
Authorized	Open	Traveller's Cheques	USD	SBI

Exit

### 3.5 Stock Catalog Definition

You can use the 'Stock Catalog Definition' screen for definition of the stock catalog for different types of financial instruments.

To invoke the 'Stock Catalog Definition' screen, enter IVDSTKCD in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

**Stock Catalog Definition -- Web Page Dialog**

Stock Catalog Code \*  Issuer Code \*   
 Stock Catalog Description  Stock Type: Booklets  
 Stock Short Name \*  Auto Serial No: No  
 Instrument Type: Passbooks Denomination Tracking: No  
 Currency Code \*

1 of 1 Go to Page

**Stock Details**

Denomination ID *	Denomination Value *	Denomination Description	Re-Order Level *	Excess Level *	Re-Order Quantity *
<input checked="" type="checkbox"/> ZERO	0	ZERO			

Maker Date Time: Mod No  
 Checker Date Time: Authorized Open Cancel

As part of the Stock Catalog Definition, you need to specify certain details which are explained below.

### **Stock Catalog Code**

A Stock Catalog Code identifies a particular financial instrument that is used within the bank (For example Demand Drafts drawn on the same bank in local currency). It is an internal alphanumeric code used within the system to track stock of financial instruments. This code is used internally within the software for tracking stock.

### **Instrument Type**

You need to attach an instrument type to each stock catalog that identifies the internal type of the instrument. In the 'Instrument Type' field, indicate the type of Stock Catalog code that is being defined.

Certain basic instrument types are identified by Oracle FLEXCUBE and are used internally to manage the inventory. Instrument type will have the below mentioned options:

- Passbooks
- CASA Cheque books
- Demand Drafts against Account
- Demand Drafts against GL
- Demand Drafts against Walk-in
- Banker's Cheques against Account
- Banker's Cheques against GL
- Banker's Cheques against Walk-in
- Traveller's Cheques

### **Stock Short Name**

Specify here a short name to be attached to the Stock Code for easier identification.

### **Stock Catalog Description**

This is a full-length description of the Stock Code.

### **Currency Code**

Specify here the currency code of the instrument. The currency code specified will be a valid entry as specified in the currency master maintenance.

### **Issuer**

Specify here a valid issuer code from Oracle FLEXCUBE.

### **Denomination Tracking**

The denomination tracking option indicates whether or not denomination details are maintained for the particular type of stock catalog. Denomination tracking is allowed only for Traveller's Cheques.

If Denomination Tracking is set as 'Yes', then the denomination details for the catalog need to be defined during the catalog definition.



If the Denomination Tracking is set as 'No', then the denomination value will be defaulted to zero.

### **Stock Details Section**

Under the Stock Details Section, you can specify the stock details for several denomination.

- Denomination ID – Specify a Denomination ID from the adjoining list of options.
- Denomination Value – Specifies the value of the denomination
- Denomination – Shows a description of the denomination whose stock details are being specified.
- Re-Order Level – Indicate here the minimum quantity of stock to be maintained for each stock code at specified denomination level. When the stock position is less than or equal to the re-order level, a re-order message is logged in the system and a 'Short Stock' report can be generated. If the specified Re-Order level is greater than or equal to the excess level then system will raise a warning message.
- Excess Level – This indicates the upper limit of the stock for the particular type of catalog. When the stock position goes above the excess level, an excess level message is logged in the system and the 'Excess Stock' report can be generated.
- Re-order Quantity – Indicate here the minimum quantity of the re-order for the catalog stock when the re-order level is reached. If excess level is less than or equal to re-order quantity then system will raise a warning message.

### **Auto Serial Number**

To have the system automatically set the next FROM and TO serial numbers for a specified catalog stock during the purchase order transaction, set 'Auto Serial No' as Yes.

If Auto Serial No is set as 'No', then the numbers will be blank and you will need to input the numbers manually.



The Auto Serial Number is not allowed for Traveller's Cheques.

### **Stock Type**

Indicate here, where the stock is identified - at leaf level or booklet level?

The stock type 'Booklets' option is allowed only for passbooks.



Please note that for Traveller's Cheques, Demand Drafts and Banker's Cheques only one stock code can be maintained the combination of instrument type, issuer and currency.

### **3.5.1 Stock Catalog Summary Screen**

You can use the 'Stock Catalog Summary' screen (IVSSTKCD) to query for stock catalog records based on the following parameters:

- Authorization Status
- Stock Catalog Code
- Stock Type
- Record Status
- Instrument Type

**Stock Catalog - Summary -- Web Page Dialog**

Authorization Status:  Record Status:   
 Stock Catalog Code:  Instrument Type:   
 Stock Type:

Records per page:   LOCK

Authorization Status	Record Status	Stock Catalog Code	Stock Short Name	Instrument Type	Currency Code
Authorized	Open	TRAVELCHQ1	TRAVELLER'S CHEQUE	Traveller's Cheques	AED
Authorized	Open	PASSBOOKS1	PASSBOOKS	Passbooks	SGD
Authorized	Open	CASACHQBK1	CASA CHEQUE BOOKS	CASA Cheque Books	EUR
Authorized	Open	DDACNT1	DEMAND DRAFTS AGAINST ACCOUNT	Demand Drafts against Account	AED
Authorized	Open	BANKCHGAC1	BANKER'S CHEQUES AGAINST ACCOU	Banker's Cheques against Account	AED
Authorized	Open	TRAVELCHQ	TRAVELLER'S CHEQUE	Traveller's Cheques	USD
Authorized	Open	PASSBOOKS	PASSBOOKS	Passbooks	SGD
Authorized	Open	CASACHQBK	CASA CHEQUE BOOKS	CASA Cheque Books	AED
Authorized	Open	DDGL	DEMAND DRAFTS AGAINST GL	Demand Drafts against GL	INR
Authorized	Open	DDGL1	DEMAND DRAFTS AGAINST GL	Demand Drafts against GL	USD
Authorized	Open	DDACNT	DEMAND DRAFTS AGAINST ACCOUNT	Demand Drafts against Account	SGD
Authorized	Open	BANKCHGACC	BANKER'S CHEQUES AGAINST ACCOU	Banker's Cheques against Account	CAD
Authorized	Open	BANKCHGAC2	BANKER'S CHEQUES AGAINST ACCOU	Banker's Cheques against Account	AED
Authorized	Open	DDWALKIN	DEMAND DRAFTS AGAINST WALKIN	Demand Drafts against Walkin	EUR

## 3.6 Stockflow Master Definition

You can use the 'Stockflow Master Definition' (IVDSTFMN) screen to define and maintain the inventory stock flow. This maintenance must be done for each inventory branch. The stock flow master definition allows the following:

- Specifying the operations viz. request stock, order stock, receive stock and issue stock, which the inventory branch can initiate on behalf of the other branches
- Maintaining the reorder level, excess level and reorder quantity of the different catalog stocks (at the inventory branch level)

The bank may have different hierarchies, which can be defined using this inventory-branch cross-reference maintenance.

For each inventory branch, the maintenance needs to be done for all the allowed branches/operations (of which the inventory maintenances can be done from this branch). However, irrespective of this maintenance, all branches can initiate stock requests for their own branch.

For any given branch:

- Request stock operation can be initiated by a maximum of two branches – by itself (irrespective of this maintenance) and by any other inventory branch as per the maintenance.
- Order/Receive/Issue stock operation can be initiated by only one of the inventory branches.
- Inventory branch for each of the operations - Request, Order, Receive, Issue - may be different.

To invoke the 'Stockflow Master Definition' screen, enter IVDSTFMN in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

Inventory Branch \*  Branch Name

Remarks

Allowed Branches Stock Details

Branch Code *	Branch Name	Request Stocks *	Order Stocks *	Receive Stocks *	Issue Stocks *
<input type="checkbox"/>		Yes	Yes	Yes	Yes
<input type="checkbox"/>		Yes	Yes	Yes	Yes
<input checked="" type="checkbox"/>		Yes	Yes	Yes	Yes

Maker: \_\_\_\_\_ Date Time: \_\_\_\_\_ Mod No: \_\_\_\_\_

Checker: \_\_\_\_\_ Date Time: \_\_\_\_\_

☐ Authorized ☐ Open

You may need to specify the following details in the above screen.

### Inventory Branch

Specify here the Inventory branch, i.e. the branch which will be maintaining the inventory for the allowed branch codes.

### Branch Name

Displays the Branch Name for the selected inventory branch.

### Remarks

It's an optional field for specifying additional remarks for this maintenance which can be used to indicate the logical group name for the inventory branch.

## 3.6.1 Specifying Inventory Operations for Allowed Branches

You can use the 'Allowed Branches' tab to maintain the list of inventory operations which the inventory branch can initiate on behalf of the allowed branches.

Here you can add Branch Code – Branch Name records and maintain the following details for each.

### Branch Code

Specify the Branch Code for which the inventory operations need to be maintained. The Branch Name is displayed as per your selection.

Use the following fields to define (specify by selecting Yes/No) the inventory transactions which the Inventory branch can initiate on behalf of the Allowed Branch codes.

- Request Stocks
- Order Stocks
- Receive Stocks
- Issue Stocks

### 3.6.2 Specifying Stock Details

The 'Stock Details' tab section allows for maintaining the reorder level, excess level and reorder quantity of the different catalog stocks (at the inventory branch level).

Stockflow Master Definition -- Web Page Dialog

Inventory Branch \*  Branch Name

Remarks

Allowed Branches Stock Details

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<input type="checkbox"/>	Stock Catalog Code *	Stock Catalog Description	Denomination ID *	Denomination Value *	Currency	Denomination Descrip
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Maker Date Time: Mod No  
Checker Date Time: Authorized Open Cancel

The above maintenance is optional and applies only to the specified inventory branch. The maintenances done here supersedes the Reorder Level, Excess Level and Reorder Quantity Maintained at the Stock Catalog Definition.

You may specify the following details for each added record in the Stock Details section:

#### Stock Catalog Code

Select from the adjoining list of options, the Stock Catalog whose stock details you wish to maintain/modify for the specified inventory branch.

Based on your selection the following values are populated. You may modify certain values as per your requirements:

- Stock Catalog Description
- Denomination ID
- Denomination Value
- Currency
- Denomination Description
- Re-order Level
- Excess Level
- Re-Order Quantity

### 3.6.3 **Stockflow Summary screen**

You can use the Stockflow Summary (IVSSTFMN) screen to query for Stockflow definition records by specifying the following parameters:

- Authorization Status
- Inventory Branch
- Record Status

**Stockflow - Summary -- Web Page Dialog**

Authorization Status:  Record Status:   
 Inventory Branch:

Search Advanced Search Refresh Reset

Records per page: 15 3 Lock 1 of 1 Go to Page

Authorization Status	Record Status	Inventory Branch	Remarks
Authorized	Open	IV2	INVENTORY BR
Authorized	Open	GL1	
Authorized	Open	INC	INC-CASA-CHQ
Authorized	Open	INV	inventory
Authorized	Open	WEB	WEB BRANCH
Authorized	Open	CHO	WEB BRANCH1
Authorized	Open	FA2	FA2
Authorized	Open	WB2	web branch
Authorized	Open	TAG	TAGGED BRANCH

Exit

## 3.7 Vendor Maintenance

You may enter into contracts with a standard set of vendors who are inventory suppliers. Therefore, you need to specify the details of the vendor every time you enter into a perform a maintenance. To ease this, you can maintain the details of all the vendors with whom you deal in the 'Vendor Maintenance' screen. Then, when performing a maintenance, you only need to indicate the Vendor ID and all the details maintained for the Vendor will automatically be picked up.

To invoke the 'Vendor Maintenance' screen, enter XPDVNMNT in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

The screenshot shows a web-based form titled "Vendor Maintenance -- Web Page Dialog". The form is organized into several sections:

- Vendor Code \***: A text field with a dropdown arrow.
- Is Vendor a Customer**: A checkbox.
- Short Description**: A text field.
- Long Description**: A text field with a speech bubble icon.
- Vendor Address1**, **Vendor Address2**, **Vendor Address3**, **Vendor Address4**: Four stacked text fields.
- Country**: A text field with a dropdown arrow.
- Phone**: A text field.
- Fax**: A text field.
- Blacklisted Information**: A section header.
  - Vendor is Blacklisted**: A checkbox.
  - Reasons for Blacklisting**: A text field.
- Stock Details**: A section header.
  - Is Vendor a Inventory Supplier**: A checkbox.
  - Stock Details**: A sub-section with a table.

Stock Catalog Code *	Stock Catalog Description
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

At the bottom, there is a **Fields** section with a grid of fields:

Input By DOC7	Date Time	Modification Number	<input type="checkbox"/> Authorized
Authorized By	Date Time		<input checked="" type="checkbox"/> Open

A **Cancel** button is located at the bottom right.

Under the 'Stock Details' section, you can specify whether the vendor is an inventory supplier or not. If the vendor is an inventory supplier then you can record the list of stocks that can be serviced by the vendor.

### Is Vendor an Inventory Supplier

If the maintained vendor is an inventory supplier then check this box. You can then proceed to capture the stock codes which can be serviced by this vendor.

### Stock Details

Here you can maintain a list of stocks which can be serviced by this vendor/supplier. You may also include all the stocks using the single select check box.

The Stock Catalog Codes displayed will be valid codes as maintained in the stock catalog master maintenance.

**STOP** The Request Stock function, explained in the Operations chapter, checks for the valid supplier code. The valid supplier codes are the codes maintained through this supplier codes maintenance. The Order Stock function (explained later) checks if the requested stock can be supplied by this supplier.

*For more details on Vendor Maintenance, refer the Core Entities user manual.*

### 3.8 **Mandatory Batch Program Maintenance**

You need to maintain the 'IVBEODFN' batch process in the Mandatory Batch Program Maintenance screen, so as to get the excess stock and shortage report to be recorded during EOD.

**Mandatory Batch Program Maintenance -- Webpage Dialog**

Branch \* IV2  
Module \* IV

Function Identification \* IVBEODFN  
Description Batch Operations Inventory Batch End of Cycle  
Sequence Number

End Of Cycle Group \*  
☐ Transaction Input  
☐ End Of Transaction Input  
☒ End Of Financial Input  
☐ End Of Day  
☐ Beginning Of Day

Error Handling  
☒ Stop Automatic End Of Day and Run Emergency Program  
☐ Continue with Automatic End Of Day

Frequency Daily  
Holiday Rule Don't Execute

Number Of Days  
Run Date

Predecessors  
☐ Predecessors \*

Fields

Input By OFSSWBAUTH9 Date Time 30-Nov-07 11:13:50 Modification Number 1  
Authorized By OFSSWBAUTH9 Date Time 30-Nov-07 11:13:57  
☒ Authorized  
☒ Open  
Exit

## 4. Operations

### 4.1 Introduction

This chapter elaborates upon the operations which can be performed using the function present as part of the Instruments Inventory Tracking (IV) module of Oracle FLEXCUBE. These operations have been elaborated upon in the sections given below.

### 4.2 Request Stocks

The 'Request Stocks' function allows requests to be placed by various departments to the Inventory branch for ordering of stocks. This request is logged and monitored at the inventory branch and an actual order is placed later.

The Request Stocks function records the request for replenishment of stock at the branches. After the inputs are accepted and validated, an indent request reference number is generated for future tracking of this request. The requests are logged and status updated as 'Open'.

To invoke this screen, enter IVDTXNIR in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

**Request Stocks - Detailed -- Web Page Dialog**

Request Stock Number: \_\_\_\_\_

Requesting Branch: \* \_\_\_\_\_

Stock Catalog Code: \* \_\_\_\_\_

Quantity: \* \_\_\_\_\_

Request For: Purchase

Remarks: \_\_\_\_\_

Request Type: Regular

Denomination ID: \_\_\_\_\_

Denomination Value: \_\_\_\_\_

Currency Code: \_\_\_\_\_

Total Value: \_\_\_\_\_

**Status Details**

Status: Open

Quantity Issued: 0

Quantity Ordered: 0

Quantity Received: 0

**Order Details**

Inventory Date	Order Stock Number	Quantity	Details
----------------	--------------------	----------	---------

**Issue Details**

Inventory Date	Issue Stock Number	Quantity	Details
----------------	--------------------	----------	---------

**Receipt Details**

Inventory Date	Receive Stock Number	Quantity	Details
----------------	----------------------	----------	---------

Maker: \_\_\_\_\_ Date Time: \_\_\_\_\_ Mod No: \_\_\_\_\_

Checker: \_\_\_\_\_ Date Time: \_\_\_\_\_

Authorized: ☐ Open: ☐ Cancel

The details you need to specify in the above screen are given below.

#### **Request Stock Number**

Request stock number is generated by the system, upon Save, and is displayed for further tracking of the request status.



### **Requesting Branch**

Select, from the adjoining list of options, the branch code of the branch for which this request is being made.



If the Requesting Branch is different from the logged-in branch then the logged-in branch should be the inventory branch for request operation.

### **Stock Catalog Code**

Select, from the adjoining list of options, the stock catalog code of the instrument being requested. Once you specify the stock catalog code, the following details are displayed:

- Denomination ID
- Denomination Value
- Currency Code

### **Quantity**

Specify here the quantity being requested.

### **Request Type**

Can be a regular request 'R' or an ad-hoc request 'A'.

### **Total Value**

For stocks that are tracked by denominations, total value is calculated by multiplying quantity with the denomination value.

For stocks that are not tracked by denomination (denomination value as 'zero'), the total value will be same as quantity.

### **Remarks**

This is a free-text field where you can either justify the need for an ad-hoc request for inventory or provide general remarks. This field is mandatory for Ad Hoc requests and optional for regular requests.

### **Request For**

Use this field to indicate if this indent request is for 'Purchase' or 'Issue'. No system processing logic is associated with this field.

### **Status**

The system specifies one the following statuses for stock requests:

- Open
- In-progress
- Completed

### **Quantity Issued/Ordered/Received**

Displays the quantity ordered, received and issued against this instrument request.

## Order/ Receive/Issue Details

These sections display the order/receive/issue logs, respectively, for the indent request. Each record under the sections display the following details:

- Inventory Date
- Stock Number
- Quantity

Click 'Detail' button to view the detailed screen for order, issue and receive stocks.



For request closure operation, the request should not be part of any order/ issue transaction. If stock is ordered for this request, then the order transaction has to be closed before closing the request stock transaction. If an issue is made against the request then the request stock transaction cannot be closed.



For request stock transaction, re-open operation is not supported.

### **4.2.1 Request Stocks Summary Screen**

You can use the 'Request Stocks Summary' (IVSTXNIR) summary screen to query for Request Stocks records by specifying the following parameters:

- Authorization Status
- Request Stock Number
- Status
- Record Status
- Stock Catalog Code
- Requesting Branch

The summary screen displays only the requests logged in the current branch.

**Request Stocks - Summary -- Web Page Dialog**

Authorization Status:   
 Request Stock Number:    
 Status:

Record Status:   
 Stock Catalog Code:    
 Requesting Branch:

Records per page:   Lock

Authorization Status	Record Status	Request Stock Number	Stock Catalog Code	Denomination ID	Denomination Value	Quantity	Status
Authorized	Open	CHOIVR07334000I	DDG2	ZERO	0	100	C
Authorized	Open	CHOIVR07334000G	CHQ1	ZERO	0	25	C
Authorized	Open	CHOIVR07334000J	DDG3	ZERO	0	100	C
Authorized	Open	CHOIVR07334000K	TCSBD	10	10	200	C
Authorized	Open	CHOIVR07334000R	BCUSDA	ZERO	0	100	C
Authorized	Open	CHOIVR07334000S	DDUSDW	ZERO	0	100	C
Authorized	Open	CHOIVR07334000T	DDUSDG	ZERO	0	100	C
Authorized	Open	CHOIVR07334000U	DDUSDA	ZERO	0	100	C
Authorized	Open	CHOIVR07334000X	BCGBRW	ZERO	0	100	C
Authorized	Open	CHOIVR073340008	BCU2	ZERO	0	5000	C
Authorized	Open	CHOIVR07334000F	BCUS2	ZERO	0	100	C
Authorized	Open	CHOIVR07334000H	DDG1	ZERO	0	100	C
Authorized	Open	CHOIVR07334000L	PBK2	ZERO	0	10	C
Authorized	Open	CHOIVR07334000M	BACHGBRW	ZERO	0	100	C
Authorized	Open	CHOIVR07334000N	BCGBPG	ZERO	0	100	C

## 4.3 Bulk Request for Stocks

You can use the 'Bulk Request Stocks' screen for recording multiple requests at the same time. These requests can be for different stocks, denomination and requesting branch.

The 'Bulk Request for Stocks' function records the multiple requests for replenishment of stock at the branches. After the inputs are accepted and validated, the system generates a bulk request stock number and an individual request stock number for all future tracking of this request.

To invoke the 'Bulk Request Stocks' screen, enter IVDTXNBR in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

The Bulk Request Stock Number and the Request Stock Number for individual records will be generated by the system and displayed for further tracking of the request status. Bulk request number gets generated upon Save of the transaction. Upon authorization of bulk requests, system generates an auto-authorized individual request stock transaction.

You need to specify the following details in the above screen.

### **Bulk Request Type**

Specify whether the request is a Regular or an Ad-hoc request.

### **Remarks**

Here you may provide general remarks or remark the need for an ad-hoc request for inventory. This field is mandatory for Ad Hoc requests.

### **Request For**

Indicate if this request is for 'Purchase' or 'Issue'. No business logic is associated with this field.

### **Requesting Branch**

Select, from the adjoining list of options, the branch code of the branch for which this request is being made. Requesting branch should be a valid branch code. If the requesting branch is different from the logged-in branch then the logged-in branch should be the inventory branch for request operation.

### **Stock Catalog Code**

Select, from the adjoining list of options, the stock catalog code of the instrument being requested. Once you specify the stock catalog code, the following details are displayed:

- Denomination ID
- Denomination Value
- Currency Code

## Quantity

Specify here the quantity being requested.

## Total Value

For stocks that are tracked by denominations, total value is calculated by multiplying quantity with the denomination value.

For stocks that are not tracked by denomination (denomination value as 'zero'), the total value will be same as quantity.

The system will not allow modification of an authorized record. Once the bulk request is authorized, further tracking can be done only from individual Request Stock screens. Unauthorized bulk requests can be tracked/modified only from the Bulk Request screen.

In Bulk Request Mode, closure operation is not supported. Only individual request has to be closed using request stock screen provided order operation is not done for that particular request.



For bulk request stock transaction, re-open operation is not supported. System will not allow modification of an authorized record. Once the bulk request is authorized, further tracking will be facilitated only from the individual request stock screen. Unauthorized bulk request can be tracked/modified only from the bulk request screen.

### **4.3.1 Bulk Request for Stocks Summary screen**

You can use the 'Bulk Request for Stocks' (IVSTXNBR) summary screen to query for Bulk Request records, by specifying the following parameters:

- Authorization Status
- Bulk Request Stock Number
- Record Status
- Bulk Request Type

The system will display only the bulk requests logged in the current branch.

**Bulk Request Stocks - Summary -- Web Page Dialog**

Authorization Status:  Record Status:   
Bulk Request Stock Number:  Bulk Request Type:

Search Advanced Search Refresh Reset

Records per page: 15 Lock 3 1 of 1 Go to Page

Authorization Status	Record Status	Bulk Request Stock Number	Bulk Request Type	Remarks	Request For
Authorized	Open	IV2IVBR073370005	Ad-Hoc	adhoc	Purchase
Authorized	Open	IV2IVBR073370006	Regular		Purchase
Authorized	Open	WCVIVBR073380001	Regular	wcn purchase	Purchase
Authorized	Open	IV2IVBR073340002	Regular	MS1 - REQUEST	Purchase
Authorized	Open	IV2IVBR073340004	Regular		Purchase
Authorized	Open	IV2IVBR073370007	Regular		Purchase
Authorized	Open	INVIVBR073370002	Ad-Hoc	BULK REQ	Purchase
Authorized	Open	WEBIVBR073370005	Regular		Purchase
Authorized	Open	INVIVBR073370003	Regular	Duplication	Purchase
Authorized	Open	FA2IVBR073380001	Regular		Purchase
Authorized	Open	IV2IVBR073370008	Regular	ms3 - purch	Purchase
Authorized	Open	IV2IVBR073340001	Regular		Purchase

Exit

## 4.4 Order Stocks

You can use the 'Order Stocks' screen, to place purchase orders to suppliers, by considering the current stock levels in the inventory branch and the requests received from various branches.

The details of the purchase order are captured and tracked for receipt.

To invoke this screen, enter IVDTXNOR in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

**Order Stocks - Detailed -- Web Page Dialog**

Order Details

Order Stock Number:  Supplier Code:   
Request Stock Number:  Requesting Branch:   
Stock Catalog Code:  Query:

1 of 1 Go to Page

Request Details

<input type="checkbox"/>	Request Stock Number *	Stock Catalog Code *	Denomination ID	Denomination Value	Currency Code	Quantity *	Series Number	Start N
<input checked="" type="checkbox"/>								

Maker:  Date Time:  Modification Number:   
Checker:  Date Time:   
☐ Authorized ☐ Open Cancel

The details you need to specify in the above screen are explained below.

### **Order Stock Number**

The Order Stock Number is generated, upon Save, for all future tracking of the status of the purchase order.

### **Request Stock Number**

All purchase orders are placed against indent requests received from branches. So, for each purchase order, the indent request reference is accepted as input and the details are automatically displayed. Multiple indent requests can be combined in a single purchase order.

The Request Stock Number should be valid and should not be in 'Completed' status. All indent requests in an order stock transaction should have the same inventory branch for receiving stocks.

Use the adjoining list to specify the Request Stock Number.

### **Supplier Code**

Select, from the adjoining list of options, the supplier code.

### **Requesting Branch**

This field displays the list of branches for which the logged-in/current branch is the inventory branch for Order Stock operations.

### **Stock Catalog Code**

Select, from the adjoining list of options, the stock catalog code.

You can now query, by clicking 'Query' button, the list of unfulfilled indent requests based on the Request Stock Number/ Stock Catalog Code/ Supplier Code / Requesting Branch specified.

When queried based on the Supplier Code, all indent requests which can be serviced by the selected supplier and ordered by the current branch will be displayed.

### **Series Number**

You may specify here a separate series that is normally pre-printed on an entire book or pad of stationery. Series number will be accepted only for Traveller's Cheques

### **Start Number and End Number**

Record the start/end number of the ordered stocks here. If auto-serial number is set for the stock code then the system will auto-generate the start and end numbers. Otherwise, the system allows only to input start number and end number gets defaulted based on the value provided for the quantity.

### **Quantity**

You can modify the quantity of stocks ordered. It should be positive-non-zero value and should be less than or equal to the unfulfilled quantity of the request.

### **Total Value**

This value is computed based on denomination value, quantity and denomination tracking indicator.

Upon confirmation of order details status of the indent requests that form part of the purchase order is updated to 'In Progress'.

For order closure operation, the order should not be part of any Receive Stock transaction.

For order stock transaction, re-open operation is not supported. System will not allow modification of an authorized record, it can only be closed.

#### 4.4.1 Order Stocks Summary Screen

You can use the 'Order Stocks Summary' screen (IVSTXNOR) to query for Order Stocks records, by specifying the following parameters:

- Authorization Status
- Record Status
- Order Stock Number
- Request Stock Number
- Supplier Code
- Stock Catalog Code
- Denomination ID

Authorization Status	Record Status	Order Stock Number	Request Stock Number	Supplier Code	Stock Catalog Code	Denomination ID	Den
Authorized	Open	INVIVOR082450001	INVIVIR08245000H	SP1	TRAVELCHQ	TC4000	4000
Authorized	Open	INVIVOR082450001	INVIVIR08245000J	SP1	TRAVELCHQ	TC2000	2000
Authorized	Open	INVIVOR082450001	INVIVIR08245000K	SP1	BANKCHQACC	ZERO	0
Authorized	Open	INVIVOR082450002	INVIVIR08245000I	SP1	DDACNT	ZERO	0
Authorized	Open	INVIVOR082450003	INVIVIR08245000I	SP1	DDACNT	ZERO	0
Authorized	Open	INVIVOR082450004	INVIVIR08245000I	SP1	DDACNT	ZERO	0
Authorized	Open	INVIVOR082450005	INVIVIR08245000H	SP1	TRAVELCHQ	TC4000	4000
Authorized	Open	INVIVOR082450005	INVIVIR08245000J	SP1	TRAVELCHQ	TC2000	2000
Authorized	Open	INVIVOR082450005	INVIVIR08245000K	SP1	BANKCHQACC	ZERO	0

## 4.5 Receive Stocks

You can use the 'Receive Stocks' screen for recording of inventory added to your existing stock. The receipt of stocks would be against a purchase order reference, which in turn would be based on an indent request from branch. This reference number can be used to quickly update the receipt of stocks.

To invoke the 'Receive Stocks' screen, enter IVDTXNRO in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.






### Series Number, Start Number and End Number

The series number cannot be modified. You can modify the start number, but the same should be within the range specified during the order. The End Number will be defaulted based on the quantity received.

## Total Value

This is computed based on denomination value, quantity and denomination tracking indicator. For stocks that are tracked by denominations, Total Value is calculated by multiplying the received quantity with the denomination amount



 The Quantity Received and Start Number are the only fields that can be modified.



**STOP** For receive stock transaction, close and re-open operations are not supported. System will not allow modification of an authorized record.

#### 4.5.1 Receive Stocks Summary Screen

The 'Receive Stocks Summary' screen (IVSTXNRO) can be used to query for Receive Stocks records, by specifying the following parameters:

- Authorization Status
- Record Status
- Receive Stock Number
- Order Stock Number
- Supplier Code
- Stock Catalog Code
- Denomination ID

[illegible]

## 4.6 Issue Stocks

You can use the 'Issue Stocks' screen for the distribution of existing inventory to the various departments within the bank. Stocks are issued against indent requests from branch. This reduces the stock in inventory branch and the stock quantity is tracked against the specified re-order level.

To invoke the 'Issue Stocks' screen, enter IVDTXNRI in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

**Issue Details**

Issue Stock Number  Stock Catalog Code

Request Stock Number  Requesting Branch

Query

1 of 1

**Request Details**

<input type="checkbox"/>	Request Stock Number *	Requesting Branch	Stock Catalog Code	Denomination ID	Denomination Value	Currency Code	Quantity *	Series Number	Start Number *	End Number
<input type="checkbox"/>										
<input type="checkbox"/>										
<input checked="" type="checkbox"/>										

Maker: \_\_\_\_\_ Date Time: \_\_\_\_\_ Modification Number: \_\_\_\_\_

Checker: \_\_\_\_\_ Date Time: \_\_\_\_\_

Authorized: ☐ Open: ☐ Cancel

The 'Issue Stocks' function acts like a transfer transaction of stocks between Inventory branch and requested branches. It increases the balance in hand at branches for the stocks that are issued and decreases the same simultaneously at the Inventory location. It also updates the status of the indent request.

The above screen is detailed below.

### Request Stock Number

Since stocks are issued against indent requests, this screen accepts the Indent Request reference number as input. All un-fulfilled indent requests are available in a pick list for selection.

### Stock Catalog Code and Requesting Branch

You can also perform the query by specifying the Stock Catalog Code and Requesting Branch.

You can then modify the quantities, record the respective instrument numbers and issue the stocks.

## Quantity

The quantity that was requested is defaulted. You may modify the quantity issued for the denomination, if needed. However the quantity cannot be more than what was requested in the indent request.

## Series number, Start number and End number

The series number cannot be modified. You can modify the start number, but the same should be within the range as per the balance availability. The end number will be defaulted based on the quantity received.

## Total Value

This value is calculated based on issued quantity, denomination value and denomination tracking indicator.



The Quantity Issued and Start Number are the only fields that can be modified.

When a request indent is queried, all the items in the request indent are displayed and system allows modification of certain fields as mentioned above. All new issues are automatically logged under the branch location that requested for it.

An indent request may be serviced by existing stocks or against new purchase orders. For stocks that are tracked by denominations, total value is calculated by multiplying received quantity by the denomination amount.



For issue stock transaction, close and re-open operation are not supported. System will not allow modification of an authorized record.

### **4.6.1 Issue Stocks Summary screen**

You can use the 'Issue Stocks Summary' screen (IVSTXNRI) to query of Issue Stocks records, by specifying the following parameters:

- Authorization Status
- Record Status
- Issue Stock Number
- Request Stock Number
- Stock Catalog Code
- Denomination ID

**Issue Stocks - Summary -- Webpage Dialog**

Authorization Status:  Record Status:   
Issue Stock Number:  Request Stock Number:   
Stock Catalog Code:  Denomination ID:

Records per page: 15 3 LOCK 1 of 1

Authorization Status	Record Status	Issue Stock Number	Request Stock Number	Stock Catalog Code	Denomination ID	Denomination Value	
Authorized	Open	INVIVRI082450003	INVIVIR08245000L	TRAVELCHQ	TC4000	4000	9
Authorized	Open	INVIVRI082450003	INVIVIR08245000Q	TRAVELCHQ	TC4000	4000	7
Authorized	Open	INVIVRI082450003	IV1VIR08245000B	TRAVELCHQ	TC4000	4000	3
Authorized	Open	INVIVRI082450004	INVIVIR08245000L	TRAVELCHQ	TC4000	4000	2
Unauthorized	Open	INVIVRI08245000A	INVIVIR08245000L	TRAVELCHQ	TC4000	4000	10
Authorized	Open	INVIVRI082450002	INVIVIR08245000L	TRAVELCHQ	TC4000	4000	7
Authorized	Open	INVIVRI082450002	INVIVIR08245000Q	TRAVELCHQ	TC4000	4000	5
Authorized	Open	INVIVRI082450002	IV1VIR08245000B	TRAVELCHQ	TC4000	4000	9

Exit

## 4.7 Adjust Inventory Balance

You can use the 'Adjust Inventory Balance' screen for any adjustments to be made after an issue or receipt of inventory. These adjustments may be needed when returning certain items from the vendor or when the bank's departments return them to the main inventory control.

Stock adjustment for Banker's Cheque, Demand Draft and Traveller's Cheques are typically used to rectify operational errors/ adjustments.

To invoke the 'Adjust Inventory Balance' screen, enter IVDTXNAS in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

**Adjust Inventory Balance - Detailed -- Web Page Dialog**

**- Adjust Inventory Balance**  
Adjustment Stock Number:  Type of Adjustment:

**- Stock Details**

Stock Catalog Code *	<input type="text"/>	Denomination ID	<input type="text"/>
Quantity *	<input type="text"/>	Denomination Value	<input type="text"/>
Start Number	<input type="text"/>	Currency Code	<input type="text"/>
End Number	<input type="text"/>	Series Number	<input type="text"/>
From Branch *	<input type="text"/>	Total Value	<input type="text"/>
To Branch *	<input type="text"/>	Remarks	<input type="text"/>

Maker:  Date Time:  Mod No:   
Checker:  Date Time:   
☐ Authorized ☐ Open

The above function changes the current location and status of the instruments. The Adjustment Stock Number is automatically generated by the system. Specify the following details in the above screen.

## Type of Adjustment

Select the Adjustment Type from the adjoining drop-down list. Adjustment Type can be one of the following:

- Returned to the inventory – Here the inventory will be re-usable. This type is chosen due to one of the following reasons:
  - Due to excess stock
  - Rejection due to mismatch between requested and received stock
  - Stock transfer between branches or other reasons
- Cancelled – Choose this when instrument is cancelled/ torn/mutilated/misprinted/stopped. The instrument in this case cannot be reused.
- Lost or misplaced inventory – Choose this when instruments are lost or misplaced in transit within the bank. The instrument can be re-sued after changing the status.
- Found – Choose this to change from the instrument status from lost to usable status.

The system perform the following validations based on adjustment type entered:

- Returned to the inventory – Instruments have to be in unused status
- Cancelled – Instruments have to be in unused status
- Lost or misplaced inventory – Instruments have to be in unused status
- Found – Instruments have to be in lost status

## Stock Catalog Code

Specifying the Stock Catalog Code here by selecting it from the adjoining list. You can then modify quantities, record respective serial numbers and change the start numbers if needed.

Once you have specified the Stock Catalog Code, the following details are displayed:

- Denomination ID
- Denomination Value
- Currency Code
- Total Value

## Quantity

The quantity issued is defaulted. You may modify the quantity issued for the denomination, if needed. However the quantity cannot be more than what was issued.

## Series number, Start number and End number

You may specify the Series Number here. You can also modify the start number, but the same should be within the range as per the balance availability. The end number will be defaulted based on the quantity.

## Total Value

This value is calculated and displayed based on quantity and denomination value and denomination tracking indicator. For stocks that are tracked by denominations, total value is calculated by multiplying received quantity by the denomination amount.

## Remarks

You can enter free text here to describe the need for adjustment.

## From Branch and To Branch

Specify the From Branch and To Branch for stock adjustment. Note that:

- For Cancelled and Lost adjustment types, the From and To branch will be same.
- For adjustment type 'Found', the 'From Branch' would be branch which had lost the specified stock and the 'To Branch' would be the current logged-in branch.

Instruments should be available in the branch mentioned in 'From Branch'.

All instruments must have valid series, start and end numbers along with the above validations.

For stock adjustment transaction, close and re-open operation are not supported. System will not allow modification of an authorized record.

### 4.7.1 Adjust Inventory Balance Summary screen

You can use the 'Adjust Inventory Balance Summary' screen (IVSTXNAS) to query for Adjustment Stock records, by specifying the following parameters:

- Authorization Status
- Record Status
- Adjustment Stock Number
- Type of Adjustment
- From Branch
- To Branch
- Stock Catalog Code
- Denomination ID

Authorization Status	Record Status	Adjustment Stock Number	Type of Adjustment	From Branch	To Branch	Stock Catalog Code	Denomin
Authorized	Open	CHOIVAS082450043	Found	INV	INV	TRAVELCHQ	TC4000
Authorized	Open	CHOIVAS082450048	Return to the inventory	INV	IV1	TRAVELCHQ	TC4000
Authorized	Open	CHOIVAS08245003W	Lost	INV	INV	TRAVELCHQ	TC4000
Authorized	Open	CHOIVAS08245003T	Return to the inventory	INV	CHO	TRAVELCHQ	TC4000
Authorized	Open	CHOIVAS08245004I	Return to the inventory	INV	IV1	BANKCHQACC	ZERO

## 4.8 Confirm Receipts

You can use the 'Confirm Receipts' function to acknowledge the physical receipt of stock which is issued or transferred (Stock adjustment – returned to the inventory) to the current branch. Instrument receipt confirmation marks the instrument as available for issue to customers.

To invoke the 'Confirm Receipts' screen, enter IVDCONFR in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

Confirm Receipts -- Web Page Dialog

Stock Catalog Code \*

Reference Number

Denomination ID

Query

Stock Catalog Description

Currency Code

Denomination Value

Inventory Branch

Transaction Details

Reference Number	Transaction Type	Quantity	Series Number	Start Number	End Number	Status
------------------	------------------	----------	---------------	--------------	------------	--------

Cancel

You can query for and retrieve the stocks to be confirmed / rejected based on the Stock Catalog Code, Denomination ID and Reference Number.

### **Stock Catalog Code**

You can perform a query based on the Stock Catalog Code.

### **Reference Number**

Specify the issue/transfer stock transaction number. Only stock transactions which are issued or transferred to the current branch will be displayed. Reference number should be a valid issue stock transaction number or adjustment stock transaction number with type of adjustment as 'Returned to the inventory'.

Upon specify the Stock Catalog Code, the following details are displayed:

- Denomination ID
- Stock Catalog Description



- Currency Code
- Denomination Value

Inventory Branch displays the current branch.

Once you have specified the Stock Catalog Code, and if needed the Reference Number, click 'Query' button. Upon querying, the system displays only the stock details which are yet to be accepted by the current branch. System will not display the stock details which are already accepted or rejected. This function does not log the transaction details in the Audit Trail. System will log the confirm receipt transaction details (with user-id and transaction date timestamp) separately.

### Transaction Details - Status

Specify the status here. You can either accept or reject the instrument. Upon accepting the instruments, it will be made available for issue to customer. If user rejects the stocks then the status of the instrument will be marked as 'Lost'.

The Instrument Receipt Confirmation marks the instrument as available for issue to customers.

No authorization is required for Confirm Receipts transactions. Upon Save, the balance gets updated for that particular stock code.

## 4.9 Balance On Hand Inquiry

You can use the 'Balance on Hand Inquiry' screen to view the current balance stock in a denominations and serial numbers wise break down. The query results are based on the requesting Branch.

To invoke the 'Balance on Hand Inquiry' screen, enter IVDBALIN in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

Branch Code \* CHO  
Stock Catalog Code TRAVELCHQ

Branch Name BANK FUTURA - HEAD OFFICE  
Stock Short Name TRAVELLER'S CHEQUE

1 of 1

Go to Page

Stock Catalog Code	Stock Short Name	Currency Code	Re-Order Level	Denomination ID	Denomination
TRAVELCHQ	TRAVELLER'S CHEQUE	USD	444	TC100	

Exit

**Branch code**

Specifies the branch for which the query is requested.

**Stock code**

Specifies the stock code for which the balance is requested.

The query results will be for the requesting branch code. This function allows inquiry operation only. The respective branch's current balance for each type of stock catalog will be displayed with the breakdown of denominations and value for each denomination.

When the user clicks on the 'Details' button for a stock catalog code, the denomination-wise balance units will be displayed for each series, along with the total value in each series and stock status.

Valid values of stock status are:

- Received Stocks – represents the stocks that are received by the inventory branch from supplier/vendor. Received stocks can be transferred (Stock adjustment with 'Returned to inventory' type) or issued to other branches. Transfer of these stocks would not change the status. Received stocks should finally undergo stock issuance and confirmation to become valid usable stocks.
- Issued Stocks – represents the stocks that are issued by the inventory branch to the current branch. Upon confirming the receipt of these stocks, the stocks would become valid usable stocks.
- Confirmed Stocks – Valid usable stocks held in the current branch.

**Stock Balance Details**

The following fields are displayed in multiple rows:

- Stock Catalog Code and Stock Short Name - Shows the stock code and stock short name for which the balance is displayed.
- Currency Code - This is the currency code defined for this stock in the stock catalog master.
- Re-order value - This is the re-order value defined for this stock in the stock catalog master. This is in number of units.
- Denomination ID
- Denomination Value
- Quantity - Denomination-wise balance is displayed. E.g. If the stock is passbook, then the balance will be in number of passbooks. If the stock is TC, then the balance will be the number of TC leaves per denomination.
- Total value - Displays the total value of the denomination.
- Details (button) - Displays the series-wise details
- Denomination ID and value
- Series number
- Start number
- End number
- Quantity
- Total value

For every Stock Balance Details records, click the 'Details' button alongside to view the Denomination Details.

Denomination ID	Denomination Value	Series Number	Start Number	End Number	Quantity
TC100	100 A	A	11	20	
TC100	100 A	A	71	110	
TC100	100 A	A	21	70	

The Denomination Details screen displays the following information as part of Balance Details for a particular Denomination:

- Denomination ID
- Denomination Value
- Series Number
- Start Number
- End Number
- Quantity
- Total Value
- Stock Status

## 4.10 Stock Transactions Inquiry

You can use the 'Stock Transactions Inquiry' screen to query on the transactions that have happened on a stock code during a period.

This function allows Inquiry operation only. It displays all the transactions that have happened in the branch for the specified stock within the specified date range.

To invoke the 'Stock Transactions Inquiry' screen, enter IVDSTKIN in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

Branch Code \* CHO

Stock Catalog Code \* TC1

Transaction Type Issue

From Date

Branch Name BANK FUTURA - HEAD OFFICE

Stock Short Name TRAVELLER'S CHEQUE

User ID

To Date

Reference Number	Transaction Type	User ID	Inventory Date	Denomination ID	Denomination
<input checked="" type="checkbox"/> CHOIVRI08245000B	Issue Stocks	INV6	2008-09-01 12:14:16	T1000	
<input type="checkbox"/> CHOIVRI08245000B	Issue Stocks	INV6	2008-09-01 12:14:16	T2000	

Exit

### Branch code

Specify a valid branch code here.

### User ID

Identify the user (maker-id) for which the query is requested. If the User Id is left blank it will show the transactions for all users within that branch.

User id will be validated against the user profile for existence.

### Stock catalog code

Specify the stock code for which the query is requested. Stock catalog code should be a valid stock code in stock catalog master.

### From Date

Specify the starting date of the period for which the query is done.

### To Date

Specify the ending date of the period for which the query is done.

The 'To Date' should be greater than or equal to 'From Date'. Both dates cannot be greater than the application date.

### Transaction Type

This input can be used to further narrow down the query results or display all transaction types. It can be chosen to display all receipts, all issues or the full transaction set.

- 'All receipts' includes stocks received by the branch, stocks issued to the branch, stocks returned to the branch (Adjustment stock transaction with type as 'Returned to inventory' and/or 'Found').
- 'All issues' includes stocks issued from the branch, stocks returned from the branch (Adjustment stock transaction with type as 'Returned to inventory' and/or 'Lost').
- Full transaction set will include 'All receipts' and 'All issues'.

Type of transaction should be 'R' – receipts, 'I' – issues and 'A' – all.

After the query input fields are validated, the following fields are displayed in the input frame.

- Reference Number - Displays the receive stock number/ issue stock number/ stock adjustment number as applicable.
- Transaction Type - Displays the type of stock transaction.
- User Id - Displays the maker-id of the stock transaction.
- Inventory date - Displays the maker-date of the stock transaction.
- Denomination ID
- Denomination Value
- Quantity
- Series number
- Start number
- End number
- Total value - Displays the denomination details for the stock transaction.

## 4.11 **Usage Pattern Analysis**

You can use the 'Usage Pattern Analysis' screen to query and display the details of stock usage across periods.

To invoke this screen, enter IVDUSPIN in the field at the top right corner of the Application Toolbar and then click the adjoining arrow button.

This function allows Inquiry operation only. This function displays the denomination-wise balance on hand and the quantity utilized for the specified date range with the frequency-wise break down. If frequency is monthly then it's advisable to give the start of the month as 'From Date' otherwise system derived 'From Date' and 'To Date' may not be synchronized.

### Type of analysis

Type of analysis can be Issue or Receive. Specify one from the following:

- Issue – includes stocks issued from the branch, stocks returned from the branch (Adjustment stock transaction with type as 'Returned to inventory' and/or 'Lost').
- Receive – includes stocks received by the branch, stocks issued to the branch, stocks returned to the branch (Adjustment stock transaction with type as 'Returned to inventory' and/or 'Found').

### From date and To date

Specify here the date range for the inquiry.

### Frequency

For usage pattern analysis, stock usage within the specified date range will be grouped based on pre-defined frequencies (viz. Weekly, Fortnightly, Monthly, Quarterly, Half-yearly and yearly).

## **Balance On Hand**

Balance on hand displays the current balance of the stock and denomination.

## **Quantity**

Quantity displays the usage level per frequency.

The above inquiry is based on the requesting branch, stock code, date range and type of analysis. All the stock issues/receipts made by requesting branch, during the date range, will be grouped under a pre-defined frequency and displayed.

## **4.12 EOD Processing**

The following EOD activities will be present in the End of Financial Input group.

### **4.12.1 Re-order Level Alerts**

EOD processing will fetch the re-order level and the re-order quantity from the Stockflow Definition (if available) or Stock Catalog Master Definition. For an inventory branch, levels maintained at Stockflow Definition will supersede the levels specified in stock catalog master definition. For a non-inventory branch, system will apply the levels specified in Stock Catalog Master Definition.

System will calculate the balance on hand for each stock code and denomination. System will compute the projected quantity to be received from inventory branch (unfulfilled request quantity).

If the sum of balance on hand and projected quantity is less than or equal to the re-order level then system will generate an auto-authorized Request Stock transaction for the specified re-order quantity with Transaction Date as next working date.

Re-order Alert will be logged in the system, and can be viewed using BI reports.

### **4.12.2 Excess Level Alerts**

EOD processing will fetch the excess level from the Stockflow Definition (if available) or Stock Catalog Master Definition. For an inventory branch, levels maintained at Stockflow Definition will supersede the levels specified in Stock Catalog Master Definition. For a non-inventory branch, system would apply the levels specified in Stock Catalog Master Definition.

System will calculate the balance on hand for each stock code and denomination. If balance on hand is greater than the excess level then the system will log an excess level alert. BI reports can be used to view the logged alerts.

---

## 5. Interfaces and Gateways

### 5.1 Introduction

This chapter gives you information regarding the interfaces, gateways and the corresponding maintenances to be made.

### 5.2 Generic Interface

The IV module interfaces with other modules of Oracle FLEXCUBE during the Online Transactions. The interface allows for the following processes.

#### **Get Next Available Instrument(s) from Inventory**

Inputs to interface:

- Stock Catalog Code
- Denomination ID
- Instrument Type
- Currency
- Issuer Code
- Branch Code
- Quantity

Outputs from interface:

- Success/Failure status
- Series Number
- Start Number
- End Number
- Total Value

Processing done by the system includes:

- Checking the request details
- Searching the inventory for the next available valid number or series of the instruments.
- Sending back the next instrument number or the next available series with the denomination details if present.
- Raising an error message if the requested stock cannot be serviced.

#### **Update the instrument(s) status in the inventory (Update Inventory Status)**

Inputs to interface:

- Stock Catalog Code
- Denomination ID
- Instrument Type
- Currency
- Issuer Code



- Branch Code
- Quantity
- Series Number
- Start Number
- End Number
- Instrument Status

Outputs from interface:

- Success/Failure

Processing done by the system includes:

- Checking the request details.
- Updating the inventory for the inputted instruments or series of instruments with the denomination details if present.
- Sending back the reply code.

## 5.3 **Interface with CASA Module for Cheque Book Issue**

The CASA module will interface with the inventory module during cheque book issue. It will automatically use the next available series that is available for issue. It will also update the status of each stock in the inventory as issued to a customer.

### 5.3.1 **Interface Inputs**

The following are the inputs for the interface with CASA module. The inputs will be taken from the Cheque Book Maintenance screen.

**Cheque Book Maintenance -- Web Page Dialog**

Account No	2125469855666	Kind Of Cheque	<input type="radio"/> Euro
Cheque Book Type	CHGBOOK		<input checked="" type="radio"/> Commercial
Cheque Leaves	1		
First Cheque No.	856547464646		
Order Date	9/18/2008	Issue Date	9/24/2008
Order Details			<input checked="" type="checkbox"/> Include for Cheque Book Printing

UDF | View Cheque Status

Maker: \_\_\_\_\_ Date Time: \_\_\_\_\_ Mod No: \_\_\_\_\_ ☐ Authorized ☐ Open

Checker: \_\_\_\_\_ Date Time: \_\_\_\_\_

### **Cheque Book Type**

If inventory tracking is allowed at bank level then you will be asked to specify the Cheque Book Type as part of Check Book Maintenance. The list values for the cheque book type selection will be list of valid stock catalog codes with instrument type as "CASA Cheque Books".

### **Cheque Book Serial Number**

If inventory tracking is allowed at bank level then based on the cheque book type and quantity of the cheque leaves requested, system will retrieve the next available instrument number. The retrieved cheque number will be displayed to the user only after the cheque book request is saved.

Cheque book numbering will be unique for each cheque book type. The system will ensure that the cheque number issued to the customer account is unique irrespective of issued cheque book type. Deletion of unauthorized cheque book issue would increase the inventory balance.

### **Additional Inputs**

If inventory tracking is allowed at bank level then the following fields will not hold any business logic and will be stored for information purpose only. They are:

- Kind of Cheque
- Order Date
- Order Details
- Issue Date
- Include for cheque book printing

## **5.3.2 Interface Validation**

Valid values of cheque book type will be the list of valid stock catalog code with instrument type as "CASA Cheque books".

For cheque book issue through ATM, default cheque book type should be maintained in system parameters against the parameter code "ATM\_CHQ\_BOOK\_TYPE". System would use this cheque book type for cheque book issue through ATM.

## **5.3.3 Interface Outputs**

The instrument status in the inventory will get updated as per the cheque book issue maintenance.

## **5.4 Interface with Web Branch module for Passbook Issue**

The web Branch module will interface with the inventory module during passbook issue. It will automatically use the next available series that is available for issue. It will also update the status of each stock in the inventory as issued to a customer.

### **5.4.1 Interface Inputs**

The following are the inputs for the interface with web Branch module. The inputs will be taken from the New Passbook Issue screen.

**New Passbook Issue : Branch Date 9/1/2008 -- Web Page Dialog**

External Reference Number	FJB0824500000211	Branch Code	* CHO
Passbook Type	PASSBOOKS1	Account	* 100568
Passbook Number	210	Account Description	LIAB2

Cancel

### **Passbook Type**

If inventory tracking is allowed at bank level then you will be asked to enter the passbook type. The list of values for passbook type selection will be the list of valid stock catalog codes with instrument type as "Passbooks".

### **Passbook Number**

If inventory tracking is allowed at bank level then system will retrieve the next available instrument number based on the passbook type. The retrieved passbook number will be displayed to the user only after the passbook issue is saved.

## **5.4.2 Interface Validation**

Valid values of passbook type will be the list of valid stock catalog codes with instrument type as "Passbooks".

## **5.4.3 Interface Outputs**

The instrument status in the inventory will get updated based on the passbook issue maintenance.

## **5.5 Interface with Teller Module**

The following sections detail the interfaces with Teller module.

### **5.5.1 For Issue of Traveller's Cheque**

For traveller's cheque: Upon confirmation of the issue/transfer stock transaction, system will replicate the instrument details to the web branch data stores.

If inventory module is used then existing workflow of recording instrument receipt details through "Buy TCs from HO" and "Buy TCs from Agent" maintenance will not be allowed.

Instrument sale/purchase will be as per the existing functionality. The combination of instrument type, issuer code and the currency will uniquely identify the stock code. Once the instrument is issued to the customer, "UpdateInventoryStatus" generic interface will be used in web branch EOD to update the instrument status in the inventory.

“Sell TCs to HO” option if used, will initiate a stock adjustment transaction (with adjustment type as “Returned to the inventory”, “From Branch” will be the current branch and “To Branch” will be the respective issuing/inventory branch) during web branch EOD and replicates the data to the inventory module.

### 5.5.2 **For Issue of Banker’s Cheque/Demand Draft**

For banker’s cheque and demand drafts: Upon confirmation of the issue/transfer stock transaction, system will replicate the instrument details to the web branch data stores.

If inventory module is used then existing workflow of recording instrument receipt details through “Instrument type maintenance” will be allowed only for ‘Managers Cheque (MCK)’ instrument type.

Instrument sale/issue will be as per the existing functionality. The combination of instrument type, issuer code and the currency will uniquely identify the stock code. Next available instrument number will be fetched based on this derived stock code. Once the instrument is issued to the customer, “UpdateInventoryStatus” generic interface will be used in web branch EOD to update the instrument status in the inventory.

## 5.6 **Gateway Services and Operations**

The following services and operations will be available for the gateway interface.

Service Name	Operation ID	Operation Code
FCUBSIVService	StockCatalog	CreateStockCatalog
		ModifyStockCatalog
		QueryStockCatalog

Service Name	Operation ID	Operation Code
	StockflowDefinition	QueryStockflowDefinition
	RequestStock	CreateRequestStock
		QueryRequestStock
	BulkRequestStock	CreateBulkRequestStock
		QueryBulkRequestStock
	OrderStock	CreateOrderStock
		QueryOrderStock
	ReceiveStock	CreateReceiveStock
		QueryReceiveStock
	IssueStock	CreateIssueStock
		QueryIssueStock
	AdjustmentStock	CreateAdjustmentStock
		QueryAdjustmentStock
	StockBalanceInquiry	QueryStockBalanceInquiry
	StockTxnInquiry	QueryStockTxnInquiry
	UsagePattern	QueryUsagePattern

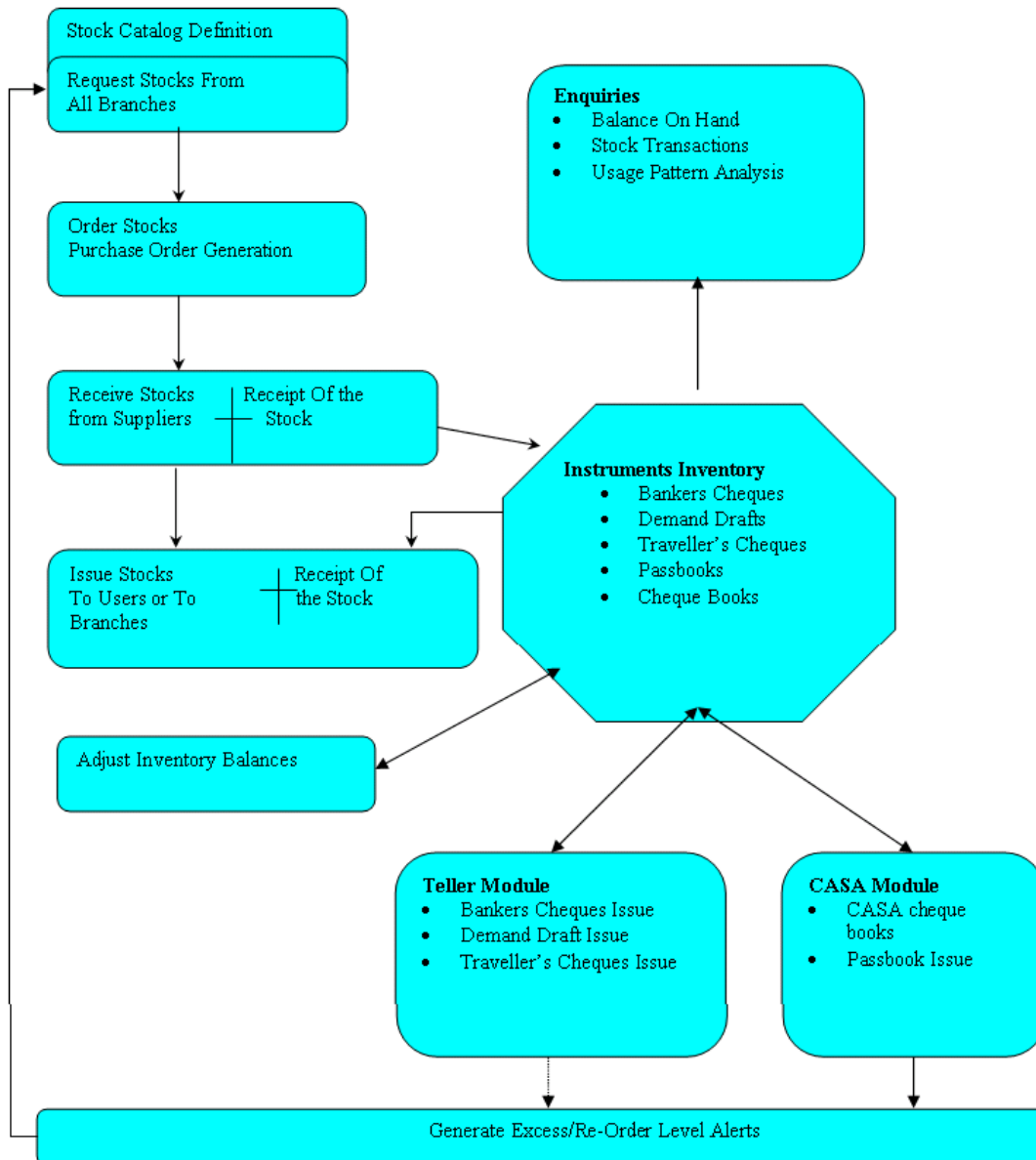
## 6. Annexure

### 6.1 Introduction

This chapter gives you additional information, in the form of examples and illustrations of the workflows in the Oracle FLEXCUBE system with regard to the IV module.

### 6.2 Process Workflow Illustration

The following diagram is an illustration of the process workflow in the system.



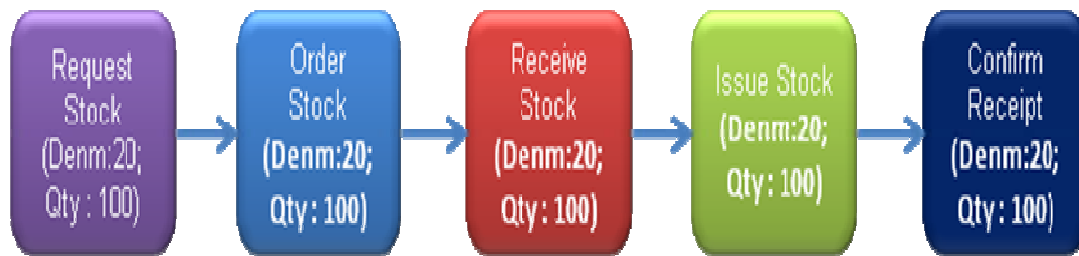
## 6.3 Transaction Workflow Examples

The following sections provide illustrated examples of the workflows in the system.

### Example 1

Branch initiates a stock request for stock catalog code, say “STKCD1”, with denomination value 20 and request is made for 100 quantities.

This request moves through a complete lifecycle of order stock, receive stock, issue stock and finally confirm receipt.

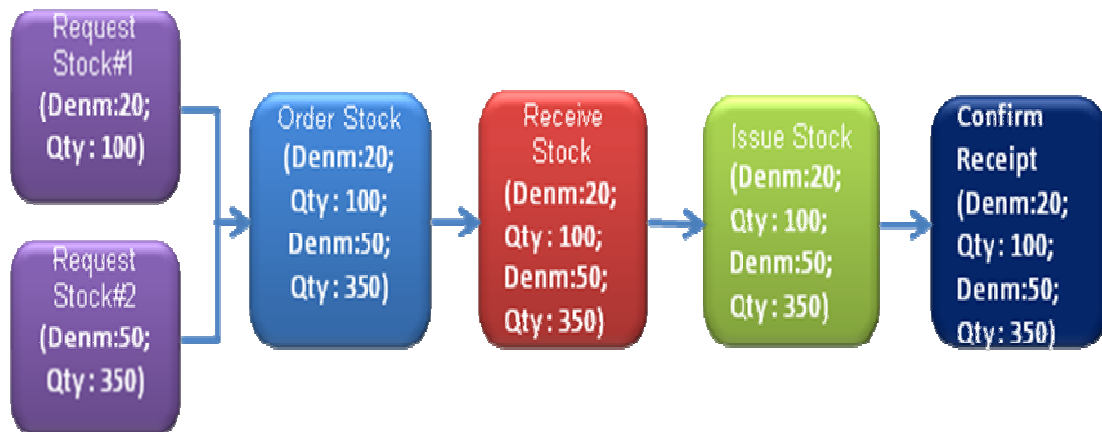


### Example 2

In this example, requests initiated by same branch (for different stocks/denomination value) were combined into single purchase order. It then moves through receive stock, issue stock and confirm receipt stage to complete the lifecycle of request stock.

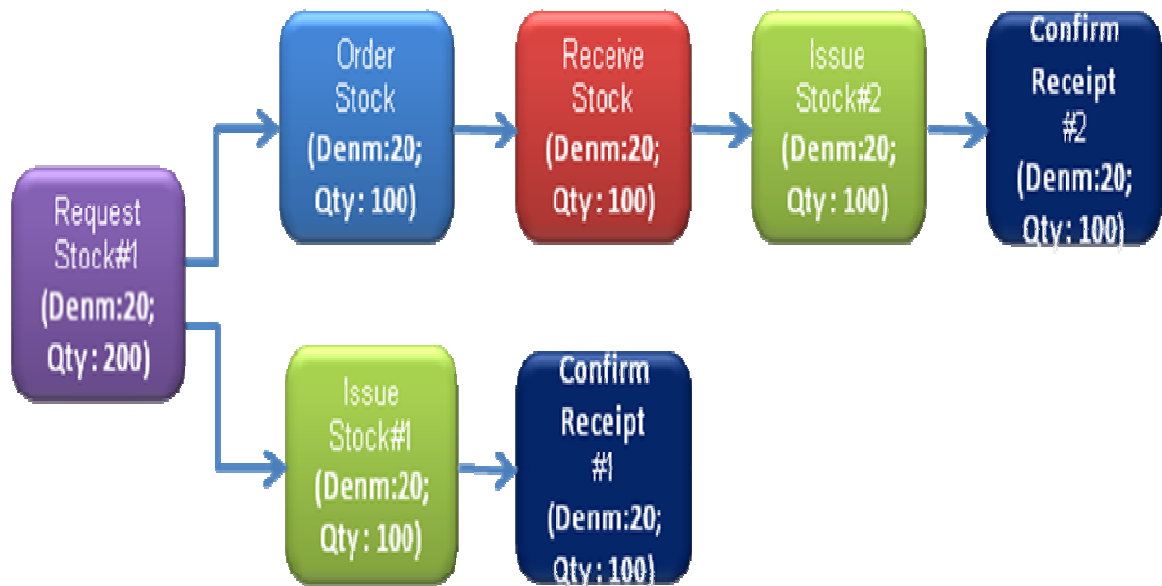
Receive stock transaction cannot combine multiple orders, and shall always act on only one order stock transaction.

However, issue stock transaction can serve multiple stock requests.



### Example 3

In this example, requested stock is partly served by using the stockpile in inventory branch (head office) and a purchase order is placed for the remaining quantity.



#### Example 4

This example details the possible combination of stock request lifecycle:

Stock request (R1) split into multiple purchase orders. These orders may be placed with different suppliers.

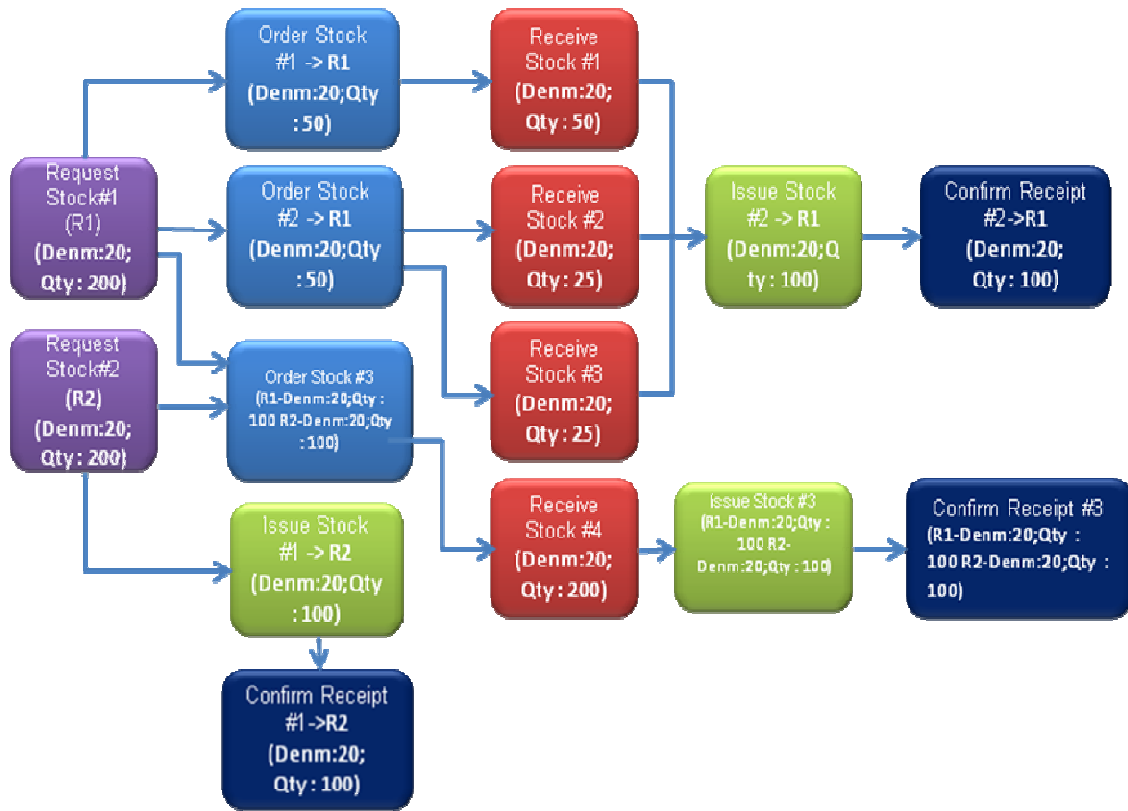
Stock request (R2) is partly served by using the stockpile in inventory branch (head office) and a purchase order is placed for the remaining quantity.

Purchase order#3, is placed by combining stock requests R1 and R2.

System also supports partial receipts of stocks ordered. (Refer Order stock#2 vis-à-vis Receive stock#2 and 3). However, receive stock transaction can map to only one order stock transaction. System does not supports receiving stocks of multiple purchase orders with single receive stock transaction.

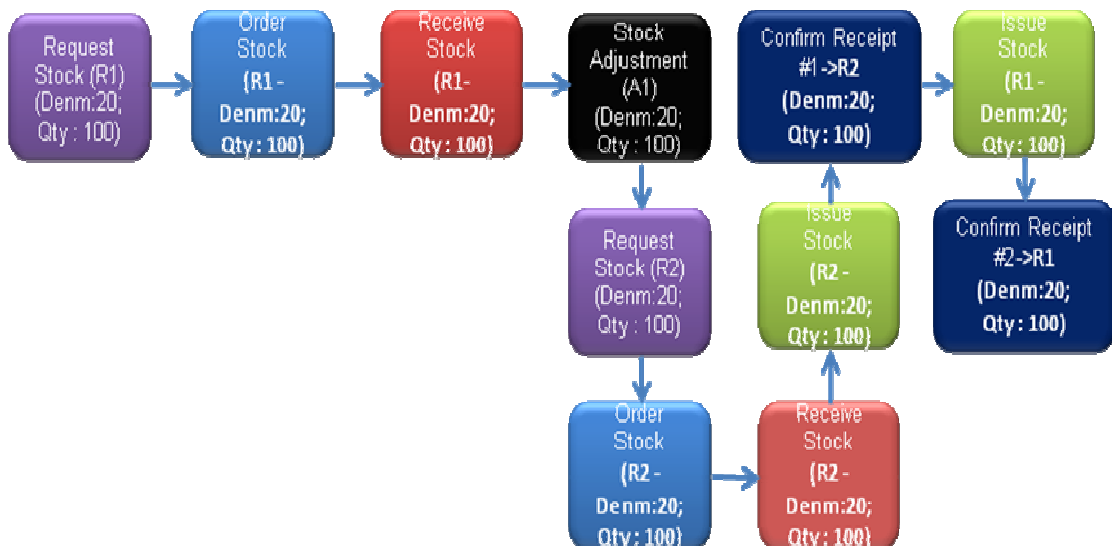
Stocks received through receive stock transaction#1, #2 and #3 were combined and a single issue is made. Here, it's presumed that the stocks serving a single request have the same series number and the instrument numbers (start number and end number) is continuous. If the stocks serving a single request have non-sequential instrument numbers or if the series numbers are different, then the stocks will be issued separately.





### Example 5

In this example the stock received by the inventory branch undergoes a stock adjustment (due to lost/torn/quality is not acceptable etc.). Hence the inventory branch raises a new stock request (R2). The stock received with this new request (R2) is utilized to fulfill the stock request (R1).





Instruments Inventory Tracking  
[January] [2010]  
Version 11.0

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