

Retail Teller  
Oracle FLEXCUBE Universal Banking  
Release 12.0.1.17.1  
[May] [2014]

**ORACLE**  

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**FINANCIAL SERVICES**

**ORACLE**

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# 1. About this Manual

## 1.1 Introduction

This manual explains the features of the Retail Teller module of Oracle FLEXCUBE which enables you to enter and process retail teller transactions entered through an Oracle FLEXCUBE retail branch.

## 1.2 Audience

This manual is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.

## 1.3 Organization

This manual is organized as follows:

<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>The Retail Teller Module – an Overview</i> gives you an overview of the retail teller module.
<b>Chapter 3</b>	<i>Maintaining Retail Teller Products</i> describes the procedure to create retail teller products for the specific services your bank offers.
<b>Chapter 4</b>	<i>Maintaining Accounting Details</i> explains how to set up accounting details for retail teller products in Oracle FLEXCUBE.
<b>Chapter 5</b>	<i>Reports</i> provides a list of reports that can be generated in this module and also explains their contents.
<b>Chapter 6</b>	<i>Annexure A</i> lists the inbuilt retail teller products provided for the retail teller module and the association of these products with their appropriate functions in the Retail Branch.
<b>Chapter 7</b>	<i>Annexure B</i> contains samples of the various types of advices and notices generated at each stage for the type of contract that the retail teller module handles.
<b>Chapter 8</b>	<i>Retail Teller Glossary</i> – gives a list of important terms used in the module.

### Conventions used in this Manual

Important information is preceded with the  symbol.

## 1.4 Related Documents

- The Procedures User Manual

## 1.5 Glossary of Icons

Icons	Function
	Exit
	Add row
	Delete row
	Option List

---

## 2. Retail Teller Module – An Overview

### 2.1 Introduction

Teller transactions entered through an Oracle FLEXCUBE branch are stored in the Oracle FLEXCUBE database, in the Retail Teller module.

The Retail Teller module of Oracle FLEXCUBE provides for the maintenance of appropriate reference information, which would enable entry of teller transactions from an Oracle FLEXCUBE branch, and also enable you to view and enrich transactions that have been entered through an Oracle FLEXCUBE branch.

In order to facilitate the entry of teller transactions through the Retail Branch, the following reference information needs to be maintained at the host Oracle FLEXCUBE installation:

- Products in the Retail Teller module that would be used to process retail teller transactions entered through the Branch
- Accounting and charges details for combinations of product, customer, branch and currency, that will be applicable for retail teller transactions

Oracle FLEXCUBE provides inbuilt products in the Retail Teller module for retail teller transactions entered through an Oracle FLEXCUBE branch. These products and their associations with the corresponding functions in the Oracle FLEXCUBE Retail branch should be maintained as per Annexure – A of this User Manual. No new products other than these need be maintained for such retail teller transactions. You can, however, make changes to these inbuilt products, to suit your requirements, and specify any exchange rate parameters and any MIS details.

The accounting and charges details for combinations of product, customer, branch and currency, that will be applicable for retail teller transactions, must be maintained in the host Oracle FLEXCUBE installation, through the ARC Maintenance. Refer the head 'Maintaining Accounting Details for Retail Teller Transactions' in this chapter for information about the ARC Maintenance.

## 3. Maintaining Retail Teller Products

### 3.1 Introduction

To process different teller transactions, you must maintain appropriate products. You can maintain products using the 'RT Product Definition' screen, which you can invoke from the Application Browser. You can invoke this screen by typing 'DEDRTPRM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you can enter basic information relating to a retail teller product such as the Product Code, the Description, etc.

The screenshot shows the 'Retail Teller Product Details' window. It features a top navigation bar with 'New' and 'Enter Query' buttons. The main area is divided into two columns of input fields. The left column includes fields for Product Code, Product Description, Report Module (with 'RT' entered), Product Type, Description, Slogan, Product Group, Product Group Description, Start Date, End Date, and Remarks. The right column includes Exchange Rate Variance (%), Override Limit, Stop Limit, Rate Code (a dropdown menu), and Rate Type Preferred. Below the input fields is a horizontal array of tabs: Preferences, MIS, UDF, and Branch/Currency Restriction. The bottom section of the screen is a dark blue area containing fields for Maker, Checker, Mod No, Date Time, Record Status, and Authorization Status, along with an Exit button.

For any product you create in Oracle FLEXCUBE, you can define generic attributes by clicking on the appropriate icon in the horizontal array of icons in this screen. For a retail teller product, in addition to these generic attributes, you can specifically define other attributes. These attributes are discussed in this chapter.

You can define the attributes specific to a retail teller product in the RT Product Definition Main screen and the Retail Teller Product Preferences screen. In these screens, you can specify the product type and set the product preferences respectively.

*For further information on the generic attributes that you can define for a product, please refer the Products Oracle FLEXCUBE User Manual.*

#### Specifying the Product Type

Specify the product type. The product types in retail teller are:

AT - Account to Account Transfer

IL - Instrument Liquidation

IB - Instrument Issue

OC - Outward Clearing

OT - Others

### 3.1.1 Specifying Product Preferences

You can maintain preferences for teller products from the Product Definition Main screen. Click 'Preferences' button to invoke the 'Retail Teller Product Preferences' screen.

The screenshot shows a 'Preferences' dialog box with the following fields and options:

- Product Code \*
- Product Description
- Transaction Limit \*
- Block Expiry Days
- RD payments allowed
- Cash GL Posting Allowed
- Track Receivable
- Reversal Includes Charges
- Partial Reversal Allowed
- Switch Product
- Retail Lending Product
- PC Transaction

Buttons: Ok, Exit

#### **Track Receivable**

During liquidation of teller transactions, if the system detects insufficient funds in the account, then you can choose to block the subsequent credit that happens to the settlement account. In other words, the system will track the account for receivables. As and when a credit happens, the funds will be allocated to the teller entry depending on the product sequence that you specify at the account class level.



Refer to the Core Entity User Manual for details on maintaining funds allocation sequence.

When you post a teller transaction to an account and there are insufficient funds in the account, then the system will save the contract but the contract remains uninitiated. Accounting entries will not be posted for this contract.

During EOD processing of these contracts, when the full balance becomes available in the account, the system will post the necessary accounting entries and mark the contract as liquidated.

Your specification for this field will default to all contracts involving the product. However, you are allowed to modify it at the contract level also.

**Retail Lending Product**

Check this option to allow a retail lending loan account in the transaction. Only products marked as 'Retail Lending Product' will allow a retail lending loan account in the transaction.

**PC Transaction**

Check this box to generate the PC transaction for the branch transaction under this RT product.

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## 4. Maintaining Accounting Details

### 4.1 Introduction

After you have maintained the requisite products for retail teller transactions, you must maintain the accounting information that will be used by the system to process such transactions involving the product.

In the Account, Rates and Charges (ARC) screen, you can maintain accounting information that will be used to

- Identify the transaction account and offset account to which accounting entries arising from a retail teller transaction using the product will be posted
- Identify whether the offset account or the transaction account must be considered to be the debit account in a retail teller transaction using the product
- Identify whether any applicable charges in a retail teller transaction using the product must be paid out from the offset account or the transaction account
- Compute the applicable charges that would be levied
- Identify the transaction codes to be used for the accounting entries

In the ARC Maintenance screen, you maintain accounting and charges information that would be applicable for processing retail teller transactions involving a specific branch, retail teller product and specific currency combination.

You can invoke the 'ARC Maintenance' screen from the application browser. You can invoke this screen by typing 'IFDATMMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In the ARC Maintenance screen, you maintain accounting and charges information (known as ARC details) that would be applicable when processing retail teller transactions involving a specific branch, retail teller product and specific currency combination.

**STOP** It is recommended that you maintain ARC details for all possible combinations of retail teller branch, product, offset currency, transaction currencies, customer and customer group. If you do not maintain specific records for each currency, customer and branch combination, you can use the '\*.\*' option.

### Product Type

While maintaining the ARC details, you have to indicate the retail teller product, transactions involving which the details would apply. Each product in Oracle FLEXCUBE is identified with a unique four character alphanumeric code. You can indicate the appropriate product.

It is recommended that you maintain ARC details to be applicable for each retail teller product that you set up.

You can select CCDM (Cash and Cheque Deposit Machines) product to indicate that as soon as cash is deposited it will be reflected in the customer's account. A separate GL is created to differentiate this CCDM transaction.

### Currency

You must indicate the currency, transactions involving which the ARC details would be applied.

For each currency in which retail teller transactions would be processed involving the selected product, you can maintain a separate set of ARC details in this screen. You can also choose the “ALL” option under currency, which the system, will use if no specific record for a currency is available.

### **Customer Group**

Specify the customer group to define charges. This adjoining option list displays all valid customer groups maintained in the system. You can choose the appropriate one. Input to this field is mandatory.

#### **4.1.1.1 Identifying Offset Account**

You can specify the offset account or GL into which offset entries are to be booked, as a result of the teller transaction involving the product, branch and currency.

You can also indicate the branch in which the offset account resides. You can also choose the “ALL” option, which the system interprets as the branch in which the transaction is being input.

#### **Indicating the offset account as the debit account**

You could indicate that the offset account is to be the debit account for the transaction, in teller transactions involving the product, branch and currency combination. To indicate this, select the ‘Offset Account’ option in the Debit Account field on this screen.

#### **Indicating the offset account as the default charge account**

You could indicate that the offset account is to be the default charge account for the transaction, in teller transactions involving the product, branch and currency combination. This means that the charges would be recovered from this account. To indicate this, select the ‘Offset Account’ option in the Charge From Account field on this screen.



If the offset account you have specified uses an account class that is restricted for debit or credit transactions for the product, an override is sought when you attempt to save the contract.

#### **4.1.1.2 Identifying Transaction Account**

You must specify the transaction account for the retail teller transaction, as well as the branch in which this account resides. The branch information you specify here could also be used in the case of an inter-branch transaction.

If you wish to maintain ARC details for a specific customer, you can specify a valid customer account here. In such a case, the ARC record will be applicable to all retail teller transactions involving the customer, product, branch and currency combination that you have specified in this record, in this screen.

#### **Indicating the transaction account as the debit account**

You could indicate that the transaction account is to be the debit account for the transaction, in teller transactions involving the product, branch and currency combination. To indicate this, select the ‘Transaction Account’ option in the Debit Account field on this screen.

## Indicating the transaction account as the default charge account

You could indicate that the transaction account is to be the default charge account for the transaction, in teller transactions involving the product, branch and currency combination. This means that the charges would be recovered from this account. To indicate this, select the 'Transaction Account' option in the Charge From Account field on this screen. Typically for a "Cash Deposit" type of a transaction, in which the customer account will be specified when the transaction is entered, the same account would also be used to debit the charges.



If the transaction account you have specified uses an account class that is restricted for debit or credit transactions for the product, an override is sought when you attempt to save the contract.

### 4.1.1.3 Identifying Offset and Debit Transaction Codes

In addition, you have to also identify the transaction codes against which offset and debit related entries for the transaction ought to be tracked.

For instrument-based products (such as check deposit / check withdrawal products) you must ensure that you specify a transaction code for which check numbers are mandatory.

#### **Generate Transaction Advices**

You can indicate that advices must be generated for retail teller transactions involving the product, branch and currency combination.

The advice types that are available for the Retail Teller module are the debit and credit advices generated for the debit or credit entries that would be passed to customer accounts, namely, "DR ADVICE" and "CR ADVICE".

*For further information on the debit and credit advices, please refer the Annexure –B.*

### 4.1.1.4 Indicating Service Charges for Inter-branch Transactions

In a transaction, if the account branch of the teller transaction is different from the transaction branch, then charges maintained by inter-branch product will be applied to the transaction.

If the IB checkbox is checked for a product, then the system will pick up and process the charge entries maintained at the IB product level.

During a transaction, If IB product is not maintained and if the transaction branch is different from account branch, then charges maintained in non-IB product will be applied to the transaction.

#### **IB Transaction**

Check this box if you want the system to pick up the product, for inter-branch transactions.

#### **Example**

Try setting up two different product set up for same type of product, one for which IB transaction check box is checked and the other for which IB transaction check box is unchecked as shown below:

Normal Setup for cash withdrawal:

Product name: CHWL

IB transaction: N

CHARGE 1 : 5 USD

IB Setup for cash withdrawal:

Product name: CHWL

IB transaction: Y

CHARGE 1 : 7 USD

You will notice the difference in the service charges processed for two transactions with same kind of product.

### **Netting Charge**

You have the option to net the accounting entries for the debit leg of the charges along with the main transaction entries.

Check this box to indicate that the debit leg of the charges is to be netted before passing the accounting entries. Leave the box unchecked to pass the entries without netting the charges of the debit leg.

### **End Point**

In case of Outward Clearing, Clearing House is derived based on the End Point maintained for the ARC combination.

### **Description**

End Point Description (Display Only field).

### **Bank Float Days**

In case Bank Float Days is not maintained at the Clearing Bank/Branch level, it is picked up from here.

### **Customer Float Days**

In case Customer Float Days is not maintained at the Clearing Bank/Branch level, it is picked up from here.

### **Float Days Basis**

Whether to consider the Calendar Days or Working Days for computing the Value Date based on the Floats maintained.

## **4.1.1.5 Indicating Exchange Rate Revaluation**

You can specify the following details:

### **Profit Revaluation GL**

Specify the profit revaluation GL details.

### **Loss Revaluation GL**

Specify the loss revaluation GL details.

Exchange rate values are maintained at CCDRATES. Rate type and Rate code preferred is maintained at product level and Negotiated cost rate is maintained at transaction level.

The Revaluation amount = (Transaction amount/exchange rate) - (Transaction amount/negotiated rate),

Where,

Exchange rate is picked for the rate type and rate code maintained at Product level.

The system will display an override message if the negotiated rate is not within the exchange rate variance maintained at the product.

#### **4.1.1.6 Defining Charge Details**

You can define a maximum of five charges. A charge can be computed based either on the transaction amount or on an earlier charge amount

As part of defining the Charge details for each charge, you need to capture the following details in the corresponding charge tabs:

##### **Charge Type**

The Charge Type that should be applied on the transaction. It could either be a Percentage of the transaction amount or a Flat Charge.

##### **Slab type**

Select whether the Charge computation has to be over different Amount Slabs or Tiers (0-100 @ 10, 101-500 @ 15 etc.).

##### **Basis**

You can indicate the basis amount on which the charge is to be computed.

Since you can maintain five different charge amounts, the basis amount that you enter could either be the transaction amount or any of the earlier charge amounts. For example, let us assume you are maintaining Charge 1. The only basis for charge 1 can be the transaction amount. While defining Charge 2 you can choose either the transaction amount or Charge 1 as the basis. Similarly while defining Charge 3, you can choose the transaction amount or Charge 1 or Charge 2 as the basis.

##### **Currency**

You can indicate the currency in which the charge amount would be expressed. If the transaction currency is different from the charge currency, a conversion would be done, using the rate code and rate type that you specify for each charge.

##### **Charge Account**

You can specify the charge account (income / expense account) into which charge related entries are to be posted. The other leg of the charge is posted either to the transaction or the offset account, as specified in the ARC record.

##### **Netting**

If two or more accounting entries, for the same event, are to be passed to the same account, on the same Transaction Date, these entries can be netted. You can choose to net the charge leg of the Transaction Account (debit) entry with the main leg of the customer accounting entry.

## **Transaction Code**

You can indicate the code using which the accounting entries would be booked, for each charge.

## **Rate Code and Rate Type**

While settling charges for cross currency transactions, you can choose to debit the customer by applying the mid rate, buy rate or by using the buy/sell spread over the mid-rate. Therefore you need to specify the Exchange Rate details for each ARC definition record that you maintain in the system.

Firstly, indicate the Rate Code for which different rates can be maintained. A list of all the rate codes maintained in the Floating Rates Maintenance screen is displayed in the list. You can choose the appropriate code.

In addition to specifying the Rate Code you have to indicate the Rate Type which should be picked up for exchange rate conversions involving settlement of charges for cross currency transactions.

You can maintain any one of the following as the Rate Type:

- Buy
- Mid
- Sell

After identifying the Rate Code and Rate Type you can indicate the basis amount on which charges are to be computed.

## **Amount**

You have to specify the flat amount only when the charge type is a Flat Amount.

The flat amount will be collected in the currency that you have specified in the Currency Code field.

## **Rate**

If you have indicated that the charge should be a percentage of the transaction amount, you have to necessarily capture the rate that is to be applied on the transaction amount. The rate that you specify will be applied after converting the amount into the Account Currency.

## **Interest Basis**

Interest Computation basis (360 days, 365 days etc.).

## **Minimum and Maximum Charge Amount**

When the charge type applicable on the transaction is a percentage of the transaction amount you have to capture the minimum and maximum charge amounts that should be applied on the transaction.

If the charge percentage involving a particular transaction is less than the minimum charge the system will by default debit the customer account with the minimum charge amount. Similarly, when the charge percentage exceeds the maximum amount, the system will debit the customer account with the maximum charge amount.



The charge amount will be deducted in the currency that you specified earlier.

## MIS Head

Specify the MIS Head that is applicable for the charge-related accounting entry.

## Description

You can indicate a short description for the charge.

### 4.1.2 Viewing Teller Transactions

You can view retail teller transactions in the 'Retail Teller Transaction Query' screen. Invoke this screen from the application browser.

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

The screenshot shows the 'Retail Teller Transaction Query' application window. It has a blue header bar with the title and window controls. Below the header is a tabbed interface with 'Main' and 'Charges' tabs. The 'Charges' tab is active, displaying a form with the following fields and controls:

- Route Code: Text input field
- Reference Number\*: Text input field with a search icon
- Product: Text input field
- Related Customer: Text input field
- Route Description: Text input field
- Transaction Tanked: Check box
- User Reference: Text input field with a search icon
- Branch Code: Text input field
- Fields: A group of text input fields for Currency, Account, Amount, Branch, and Transaction Code.
- Transaction Leg: Text input field
- Offset Leg: Text input field
- Instrument Code: A group of text input fields for Debit and Credit GL.
- Local Currency Amount: Text input field
- Local Currency Exchange Rate: Text input field
- Transaction Date: Text input field with a calendar icon
- Value Date: Text input field with a calendar icon
- Repair Reason: Text input field
- Narrative: Text input field with a search icon
- Track Receivable: Check box

At the bottom of the window, there is a status bar with the following elements:

- MIS Fields Settlement Accounting Entries: A set of tabs.
- Input By: Text input field
- Date Time: Text input field
- Authorized By: Text input field
- Date Time: Text input field
- Contract Status: Text input field
- Authorized: Check box
- Exit: Button

In this screen, you can view the following details for each teller transaction:

- Product
- Related Customer
- User Reference Number
- Reference Number
- Tanked Transaction

*For more information on Tanked Transaction, refer Branch Parameters chapter under Core Services module.*

#### **4.1.2.1 Viewing Transaction Leg Details**

Here you can view the following details:

- Transaction Currency
- Transaction Branch
- Transaction Account
- Transaction Amount
- Transaction Code

#### **4.1.2.2 Specifying Offset Leg Details**

- Offset Currency
- Offset Account Branch
- Offset Account
- Offset Amount
- Transaction Code

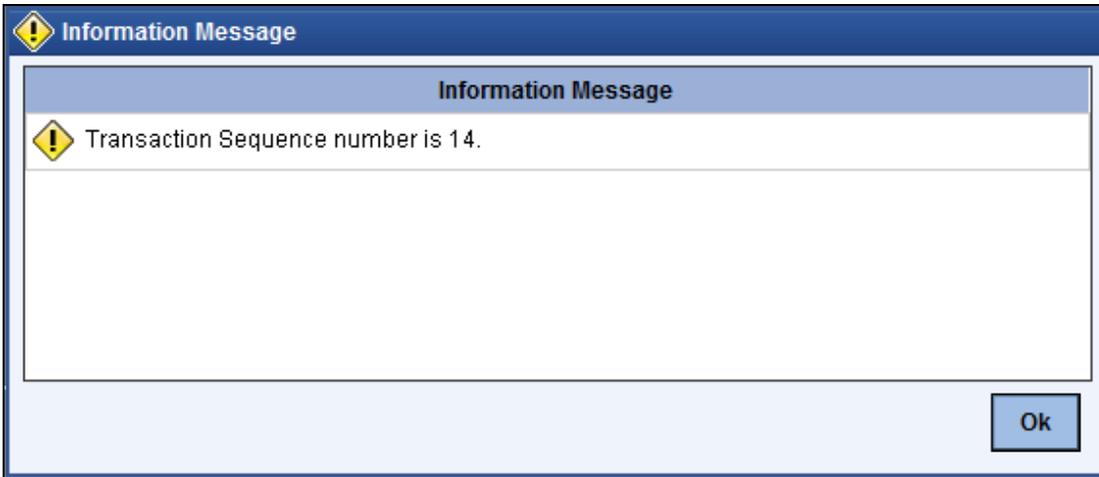
#### **4.1.2.3 Viewing Instrument Codes**

You can view the following details here.

- Value Date
- Exchange Rate
- Local Currency Exchange Rate
- Local Currency Amount
- Narrative
- Track Receivable

### 4.1.3 Generating Transaction Sequence Number

The system generates a unique transaction sequence number and displays a message indicating the generated transaction number after completion of each teller transaction INPUT stage.



The generated transaction sequence number is also displayed at the following levels of 'Work Flow':

- Completed
- Reversed
- Pending
- Assigned
- Query option in 'Search Task'

Workflow - Completed

Open Teller Batch (1)

Reference	Txn Seq No	Brn	Account	Ccy	Amount	Maker	Assigned To	Locked By	Stage Status	Posting Date	Start Time
FJB1125200001744	0	009				31572TILL9	--	--	Completed	2011-09-09	11:09:51



 Note the following:

- This sequence number would be reset on every date change during Mark BOD. The sequence number after date change always starts from 1.

- The number is reset to '1' during Mark BOD for every date change.

#### 4.1.4 **Generation of Advices for Retail Teller Transactions**

As mentioned earlier, the system generates debit / credit advices if so specified in the ARC Maintenance record for the product, currency and branch combination involving the transaction. For an ODC transaction, payment and cover messages are generated based on the route code specified. The formats for the same are given in the Annexure –B.

#### 4.1.5 **Maintaining Branch level Cash Deposit and Cash Holding details**

You can maintain branch level cash deposit and cash holding details of Retail Teller. You can invoke this screen by typing 'STDTBRAN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button

You can specify the following in this screen:

##### **Branch Code**

Select the branch code from the available option list.

##### **Branch Description**

System displays the branch description based on selected branch.

##### **Currency**

Select the currency code from the available option list..

##### **Maximum Cash Deposit**

Specify the maximum deposited cash amount.



Note the following :

- The maximum cash deposit amount should not be greater than maximum cash holding amount.
- The maximum cash deposit amount should not be greater than product level limit amount.

### Minimum Cash Holding

Specify the minimum cash holding amount.

### Maximum Cash Holding

Specify the maximum cash holding amount.

The maximum cash holding amount should not be less than minimum cash holding amount.

## 4.1.6 Viewing Teller Branch Parameter

You can view retail teller branch parameters in the 'Teller Branch Parameter' screen. You can invoke this screen by typing 'STSTBRAN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Teller Branch Parameter Summary' window. It features a search interface with 'Search' and 'Advanced Search' buttons, and 'Refresh' and 'Reset' buttons. Below the search area, there is a table with the following columns: Authorization Status, Record Status, Branch Code, Branch Description, Currency, Maximum Cash Deposit, and Minimum Cash Holding. The table currently displays one record, which is mostly blank. An 'Exit' button is located at the bottom right of the window.

You can view the following details here:

- Branch Code
- Currency
- Maximum Cash Deposit

- Minimum Cash Holding
- Maximum Cash Holding

## 4.2 **Transaction Reversal**

In special circumstances, you may want to remove a transaction from the system. In Oracle FLEXCUBE you have the option of either 'deleting' the transaction or 'reversing' it

### **When is reversal possible?**

Every transaction that is entered in the system must be ratified or, in other words, 'authorized' by another user with the requisite rights. An authorized transaction can only be reversed It cannot be deleted

In case you want to reverse a cash transaction, which was entered the *previous* day, the following validation is performed:

- the system ensures that the till used for the reversal is the same as that used in the original transaction

### **Reversing a transaction**

In the Teller Entry form navigate to the transaction that you want to reverse. Click reverse icon in the Toolbar or choose Reverse from the Actions menu. The system will seek a confirmation of the reversal. On confirmation, the system will reverse the accounting entries that were passed for the transaction.

If *cash* transactions are reversed the system performs the following validations:

- the system ensures that the till used for the reversal is the same as that used in the original transaction
- the denominations are input (If the transaction is reversed the same day that it is input, the denominations of the transaction can be altered.)
- a batch is open

## 4.2.1 Reversing of Online Charge

You can reverse the cash transactions using 'Transaction Reversal' screen. You can invoke this screen by typing 'DEDONLRV' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Transaction Reversal' application window. It contains a 'Query Criteria' section with three input fields: 'Contract Reference', 'Event Sequence Number', and 'Component'. A 'Query' button is located to the right of the 'Component' field. Below this is the 'Transaction Details' section, which features a table with columns: 'Entry Serial Number', 'Module', 'Transaction Code', 'Event Code', and 'Amount Tag'. The table is currently empty. Above the table are navigation controls including arrows and a 'Go' button. At the bottom right of the window is an 'Exit' button.

### Query Criteria

You can base your query by providing any or all of the following details:

- Contract Reference - Transaction reference number for the contract
- Event Sequence Number - Event sequence number of the transaction
- Component - Charge component to be reversed

On clicking the 'Query' button, system identifies all records satisfying the above specified criteria and displays in the 'Transaction Details' section.

### Transaction Details

System displays following details under 'Transaction Details' section.

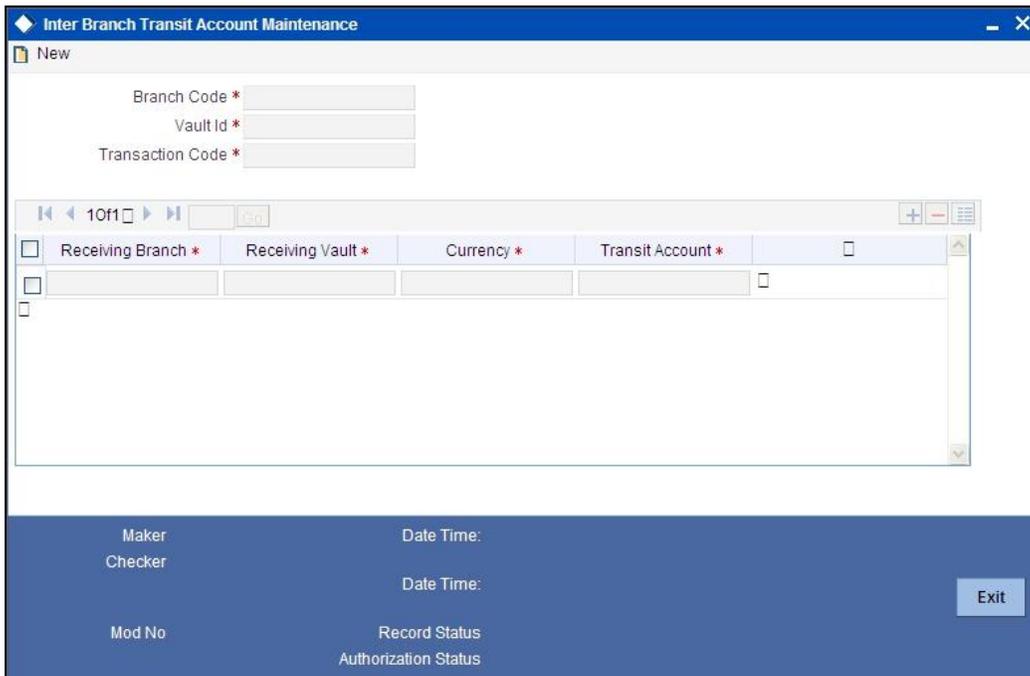
- Entry Serial Number
- Module
- Transaction Code
- Event Code
- Amount Tag
- Transaction Date
- Value Date
- Debit/Credit
- Foreign Currency Amount
- Exchange Rate
- Local Currency Amount

- Related Reference
- Related Account

 You can reverse only non cash based transactions.

## 4.3 Maintaining Intra Bank Transit Account

You can maintain intrabank transit account for each branch for receiver branch, vault and currency combination in the 'Inter Branch Transit Account Maintenance' screen. You can invoke this screen by typing 'DEDTRACC' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



Here you can specify the following fields:

### **Branch Code**

Specify the branch code. The adjoining option list provides all the branch codes maintained in the system. You can choose the appropriate one.

### **Vault**

The system defaults the vault from which cash will be transferred. This is done on the basis of selected branch.

### **Transaction Code**

Specify the transaction code. The adjoining option list provides all the valid codes maintained in the system. You can choose the appropriate one.

### 4.3.1 Currency Details Tab

You can specify the following details here:

**Receiving Branch**

Specify the destination branch to which the cash will be transferred.

**Receiving Vault**

The system defaults the vault in the destination branch which will receive the cash. This is done on the basis of selected branch.

**Currency**

The system displays the currency of the cash.

**Transit GL**

The system displays the transit account that is used to track the movement of cash.

---

## 5. Reports

### 5.1 Introduction

The report programs available under the Retail Teller (RT) module are explained in this chapter. All activities that are performed by the RT module are recorded. The inputs you have made at different stages are pieced together and can be extracted in the form of meaningful reports as and when you may require them. Every day teller doing the financial transactions, print hard copy of the reports.

The reports that can be generated for the RT Module are as follows:

- Batch Journal Report
- Cash Position Branch Wise
- Teller Transaction Branch Wise
- Overage and Shortage Report
- Instrument Details Report
- Authentication Report
- Cheques Deposited Today Report
- Cheque Purchased Report
- Cheque Purchased Returned Today Report
- Drawer-wise Returned Cheques Report

### 5.2 Batch Journal Report

In this BIP report you can verify the transactions done by tellers and also for tallying purpose. This report lists the transactions done by a user in a day and sums up the debits and credits for the user and for reconciliation with the vouchers and cheques for onward submission. This report is generated for the current branch.

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

The screenshot shows a dialog box titled "Batch Journal Report". It contains the following controls:

- Product Type \***: Three radio buttons labeled "Cash", "Others", and "Both".
- Report Format**: A dropdown menu currently displaying "PDF".
- Report Output**: A dropdown menu currently displaying "Print".
- Printer At**: A dropdown menu currently displaying "Client".
- Printer**: A text input field followed by a printer icon button.
- Buttons**: "Ok" and "Cancel" buttons at the bottom right.

You can specify the following parameters here:

### Product Type

Select product type for which you wish to generate the report from the options. The following values are available for selection:

- Cash – Select to generate report if the product type is cash.
- Others – Select to generate report for the product types other than cash.
- Both – Select to generate report for all product types.

### Report Format

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

### Report Output

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to print the report.
- Spool – Select to spool the report to a specified folder so that you can print it later.

## Printer At

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

## Printer

Select printer using which you wish to print the report from the adjoining option list.

Click 'OK' button to generate the Batch Journal report, click 'Exit' to return to the Reports Browser.

### 5.2.1 Contents of the Report

The contents of the report are discussed under the following heads:

#### Header

The Header carries the Branch of the report, information on the branch and date, the ID of the user who generated the report, the date and time at which it was generated, the module of the report and product type.

#### Body of the report

The generated report will be ordered by the Teller Id.

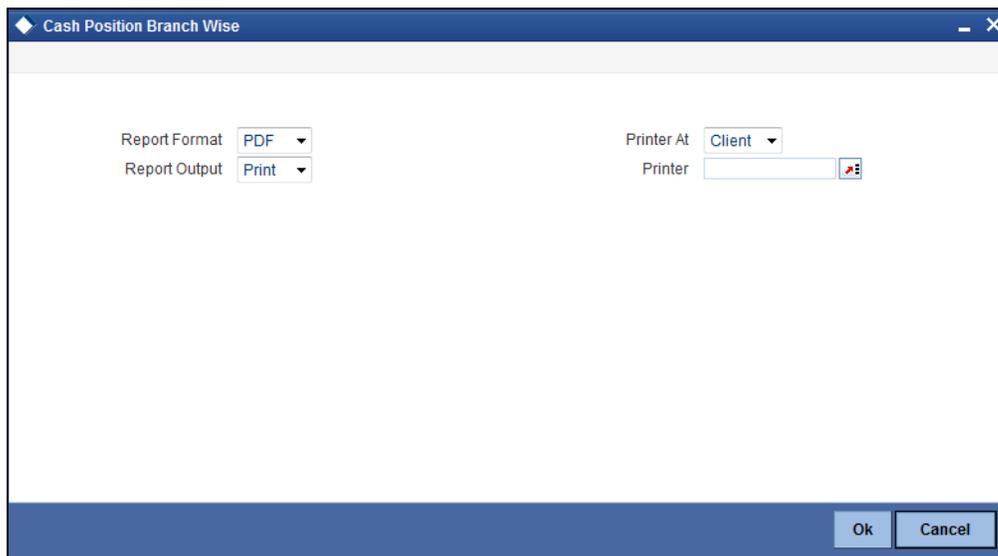
Field Name	Field Description
Teller ID	This indicates the teller ID.
Currency	This indicates the currency.
Product	This indicates the product.
Account Number with Customer Name	This indicates the account number with customer name.
Credits	This indicates the credited amount for the transaction.
Debits	This indicates the debited amount for the transaction.
Commission	This indicates the commission charged for the transaction.
Transaction Date and Time	This indicates the transaction date and time.
Transaction Number	This indicates the transaction number.
Authorizer ID	This indicates the authorizer ID.
Sum of Credits, Debits and	This indicates the sum of the credits, debits and

Field Name	Field Description
Commission	commission amount of transactions, teller wise.

### 5.3 Cash Position Branch Wise

This BIP report lists the cash position for all tellers under each currency. You can invoke 'Cash Position Branch Wise' screen by typing 'RTRPCCY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screen is as shown below:



Click 'OK' button to generate the Batch Journal report, click 'Exit' to return to the Reports Browser.

#### 5.3.1 Contents of the Report

The contents of the report are discussed under the following heads:

##### **Header**

The Header carries the Branch of the report, information on the branch and date, the ID of the user who generated the report, the date and time at which it was generated and the module of the report.

##### **Body of the report**

The generated report will be ordered by the Currency, Teller ID.

<b>Currency</b>	This indicates the currency.
<b>Till ID</b>	This indicates the till Id.
<b>Teller ID</b>	This indicates the teller Id.

<b>Denomination Code</b>	This indicates the denomination code
<b>Till position for Teller, Currency wise</b>	This indicates the till position for teller, currency wise.
<b>Sum of the Till Position for the Currency</b>	This indicates the sum of the till position for the currency.

## 5.4 Teller Transaction Branch Wise

This BIP report lists the transactions entered by tellers as on a specific transaction date.

You can invoke 'Teller Transaction Branch Wise' screen by typing 'RTRPTRN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Specify the transaction date.

Click 'OK' button to generate the Batch Journal report, click 'Exit' to return to the Reports Browser.

### 5.4.1 Contents of the Report

The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the Branch of the report, information on the branch and date, transaction ID, the ID of the user who generated the report, the date and time at which it was generated and the module of the report.

#### **Body of the report**

The generated report will be ordered by the Teller ID.

<b>Teller ID</b>	This indicates the teller Id.
<b>Currency</b>	This indicates the currency.
<b>Product with description</b>	This indicates the product with the description.
<b>Number of transactions by teller for the product</b>	This indicates the number of transactions by teller for the product.
<b>Total amount</b>	This indicates the total amount.
<b>Total Commission charged</b>	This indicates the total commission charged.

## 5.5 Overage and Shortage Report

This report lists the overage/shortage cash transactions performed during the day for a branch.

You can invoke 'Overage/Shortage Report' screen by typing 'TPROSREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Specify the following details here:

### **From Date**

Specify the Overage/shortage transactions From Date here in the format YYYY-MM-DD. Alternatively, you can also select the date from the adjoining calendar button. By default the current application date is displayed here.

### **To Date**

Specify the Overage/shortage transactions To Date here in the format YYYY-MM-DD. Alternatively, you can also select the date from the adjoining calendar button. By default the current application date is displayed here.

### **Branch Code**

Select the branch code from the adjoining option-list. The list displays all valid branch codes. The list will not include any closed branches.

Click 'OK' button to generate the report. Click 'Exit' to return to the Reports Browser.

## **5.5.1 Contents of the Report**

The contents of the report are discussed under the following heads:

### **Header**

The Header carries the Bank, Branch, Run date, User ID and the period for which the report is generated,

### **Body of the report**

The generated report will have the following information:

<b>Posting Date</b>	Overage/Shortage for that date
<b>User ID</b>	User who has done the overage/shortage transaction.
<b>Currency</b>	Currency of the transaction
<b>Overage</b>	Overage amount for the currency
<b>Shortage</b>	Shortage amount for the currency

## **5.6 Instrument Details Report**

When branches issue various instruments, they are subsequently paid and reconciled. You can generate 'Instruments Details Report' for a given day to list details of instruments based on the instrument status. The instrument details are grouped based on instrument and currency type. You can invoke 'Instruments Details Report' screen by typing 'RTRINSDT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following parameters here:

### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### **Date**

Specify a valid date for which you wish to generate instrument details report, from the adjoining calendar.

### **Status**

Specify instrument status based on which you wish to generate the report, from the adjoining option list.

### **Report Format**

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

### **Report Output**

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to view the report.

- Spool – Select to spool the report to a specified folder so that you can print it later.

**Printer At**

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

**Printer**

Select printer using which you wish to print the report from the adjoining option list.

**5.6.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Instruments Details Report is as follows:

**Header**

The Header carries the Branch of the report, information on the branch and date, the ID of the user who generated the report, the date and time at which it was generated, the module of the report and product type.

**Body of the Report**

The following details are displayed as body of the generated report:

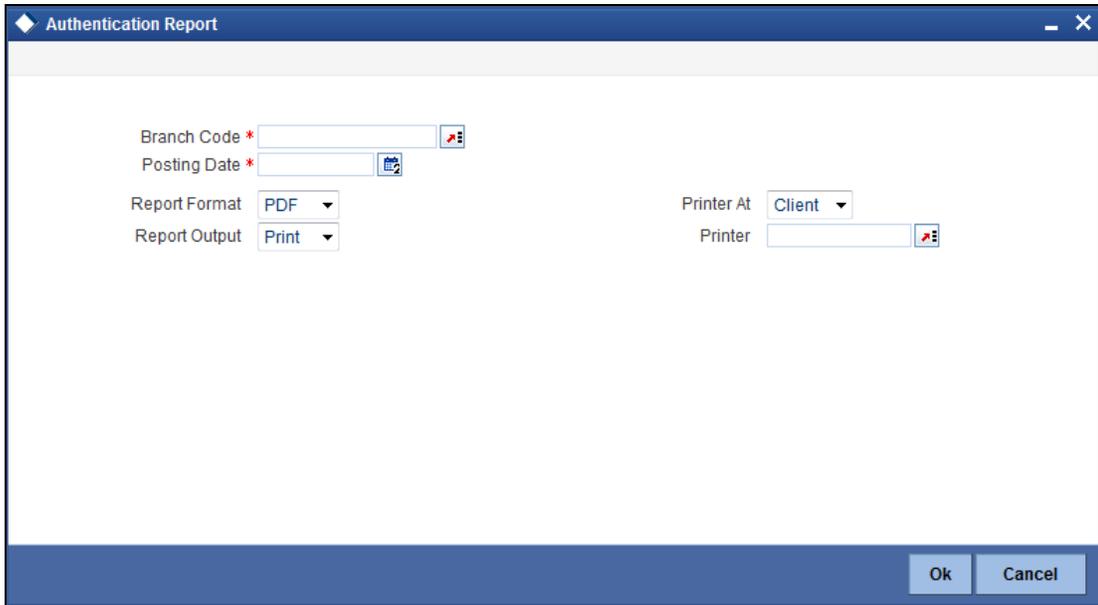
Field Name	Field Description
Instrument Type	Indicates Instrument Type
Issuer Short Name	Indicates Issuer Short Name
Instrument No.	Indicates Instrument Number
Instrument Currency	Indicates Instrument Currency
Instrument Amount	Indicates Instrument Amount
Payable Branch	Indicates Payable Branch
Instrument Status	Indicates Instrument Status
User ID	Indicates User ID

**5.7 Authentication Report**

There is a variation in the access rights, privileges, and transaction limits for each of your staff. Few transactions have to be revalidated and authorized by the supervisor before committing to the record. Also, few transactions have to be authorized by a supervisor due to legal/regulatory repercussions.

You can generate 'Authentication Report' which lists the authorizations provided on transaction.

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



You can specify the following parameters here:

#### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

#### **Posting Date**

Specify a valid Posting date of the transaction for which you wish to generate authentication details report, from the adjoining calendar.

#### **Report Format**

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

#### **Report Output**

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to print the report.

- Spool – Select to spool the report to a specified folder so that you can print it later.

**Printer At**

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

**Printer**

Select printer using which you wish to print the report from the adjoining option list.

**5.7.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Authentication Report is as follows:

**Header**

The following details are displayed in the header section:

Field Name	Field Description
Bank	Indicates Bank code and Bank Name
Branch	Indicates Branch Code and Branch Name
Run Date	Indicates Date on which report is generated
User ID	Indicates User ID
For Period	Indicates Period for which report is generated.

**Body of the Report**

The following details are displayed as body of the generated report:

Field Name	Field Description
Supervisor ID	Indicates Checker ID
User Id	Indicates Maker ID
Account Number	Indicates Account Number
Account Desc	Indicates Account Description
Transaction Description	Indicates Transaction Description
CCY	Indicates Transaction Currency
Transaction Amount	Indicates Transaction Amount

Field Name	Field Description
Date	Indicates Authorization Date
Time	Indicates the time
Authorization comments	Indicates Authorization comments

## 5.8 Cheques Deposited Today Report

During a day Bank receives various clearing cheques from customers, which have to be credited in to the respective accounts. To clear the settlement few details have to be furnished. You can generate 'Cheques Deposited Today Report', which lists cheques deposited to the accounts on the current day and their complete details.

You can invoke 'Cheques Deposited Today Report' screen by typing 'STRCHDEP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following parameters here:

### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### **Date**

Specify the date for which you wish to generate the report from the adjoining calendar.

### **End Point**

Specify cheque number which you wish to maintain as an end point to generate the report, from the adjoining option list.

### **Clearing Branch**

Specify code of the branch clearing the cheques, for which the report is generated, from the adjoining option list.

### **Report Format**

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

### **Report Output**

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to print the report.
- Spool – Select to spool the report to a specified folder so that you can print it later.

### **Printer At**

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

### **Printer**

Select printer using which you wish to print the report from the adjoining option list.

## **5.8.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Cheques Deposited Today Report is as follows:

### **Header**

The Header carries the Branch of the report, information on the branch and date, the ID of the user who generated the report, the date and time at which it was generated, the module of the report and product type.

### **Body of the Report**

The following details are displayed as body of the generated report:

Field Name	Field Description
Payee Brn	Indicates Payee Branch
Clearing Branch	Indicates the clearing Branch
Clearing branch name	Indicates the name of the clearing branch
Payee Account	Indicates Payee Account number
Customer short name	Indicates Customer short name
Customer value date	Indicates Value Date
Cheque amount	Indicates Cheque amount
Cheque number	Indicates the cheque number
Transaction currency	Indicates transaction Currency
Routing number	Indicates Routing number

 If the cheques deposited are from a different bank, then the customer and remitter names are displayed in the report.

## 5.9 Cheque Purchased Report

A teller purchases both the local and outstation cheques deposited by the customers, to credit on the day of deposition of cheques into the accounts. The balance available in the customer's CASA account is updated for successful transaction.

During EOD, you can generate 'Cheque Purchased Report' with Teller and Authorizer ID details for reconciliation. The details of the report are grouped based on the product and currency type. You can invoke 'Cheques Purchased Report' screen by typing 'STRCHPUR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "Cheque Purchased Report". It contains the following fields and controls:

- Branch Code \* (text input with list icon)
- Transaction Date \* (text input with calendar icon)
- Report Format (dropdown menu, currently showing PDF)
- Report Output (dropdown menu, currently showing Print)
- Printer At (dropdown menu, currently showing Client)
- Printer (text input with list icon)
- Ok button
- Cancel button

You can specify the following parameters here:

### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### **Transaction Date**

Specify transaction date for which the report needs to be generated. You can select the date using the adjoining calendar button.

### **Report Format**

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

### **Report Output**

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.

- View – Select to print the report.
- Spool – Select to spool the report to a specified folder so that you can print it later.

### Printer At

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

### Printer

Select printer using which you wish to print the report from the adjoining option list.

## 5.9.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Cheques Purchased Report is as follows:

### Header

The following details are displayed in the header section:

Field Name	Field Description
Bank	Indicates Bank code and Bank Name
Branch	Indicates Branch Code and Branch Name
Run Date	Indicates Date on which report is generated
User ID	Indicates User ID
For Period	Indicates Period for which report is generated.

### Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
Product Code	Indicates PDC Product
Currency Code	Indicates Currency of the Cheque
Account Number	Indicates Beneficiary Account
Account Title	Indicates Beneficiary Account Description
Cheque number	Indicates cheque number
Txn. reference no.	Indicates Transaction Reference Number

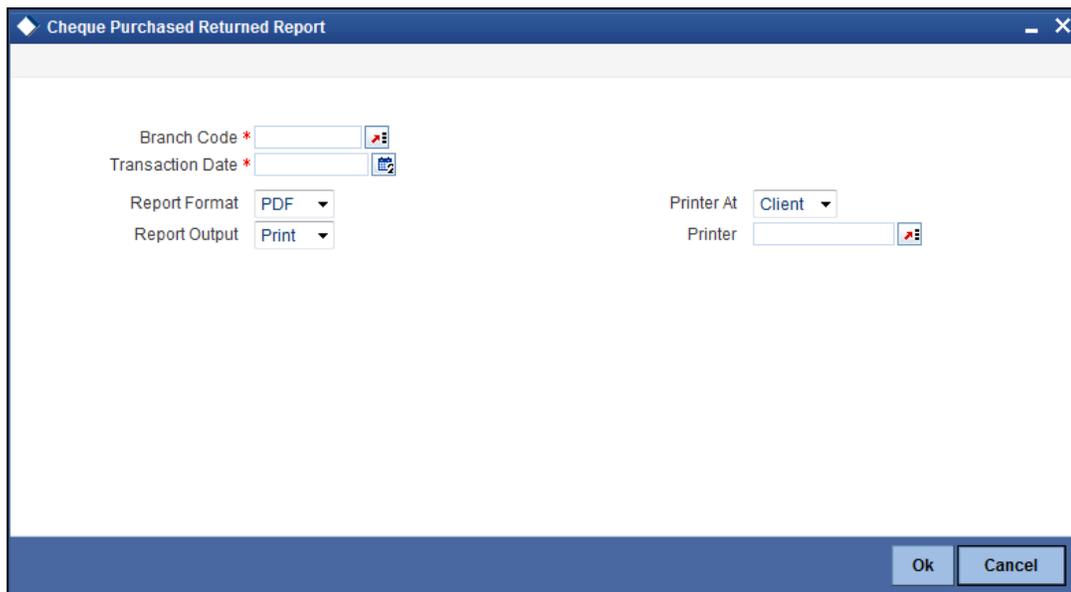
Amount Purchased	Indicates Amount Purchased/discount
Interest Amount	Indicates Sum of Interest Amount
SC Amount	Indicates Sum of Charge Amount
Maker ID	Indicates Maker ID of the Transaction
Checker ID	Indicates Checked ID of the transaction

 If the purchase date and value date are same, then the Interest and SC amount are '0'.

## 5.10 Cheque Purchased Returned Today Report

If the instruments which were purchased by the branch to credit the customer accounts are returned by other banks due to valid reasons; then the customer accounts are reversed.

During EOD, you can generate 'Cheque Purchased Returned Today Report' which lists all the cheques which were purchased and returned on the specified day, for effective follow-up by the branches. You can invoke 'Cheques Purchased Returned Today Report' screen by typing 'STRCHPRE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can specify the following parameters here:

### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### **Returned Date**

Specify returned date of the cheques for which the report is generated from the adjoining calendar.

## Report Format

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

## Report Output

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to print the report.
- Spool – Select to spool the report to a specified folder so that you can print it later.

## Printer At

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

## Printer

Select printer using which you wish to print the report from the adjoining option list.

### 5.10.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Cheques Purchased Returned Today Report is as follows:

#### Header

The Header carries the Branch of the report, information on the branch and date, the ID of the user who generated the report, the date and time at which it was generated, the module of the report and product type.

#### Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
Payee A/C No.	Indicates Beneficiary Account Number
Cheque No	Indicates Instrument Number

LCY	Indicates Local currency of the Branch
Amount Txn (LCY)	Indicates Cheque Amount in LCY
Routing No.	Indicates Routing No.
Txn CCY	Indicates Currency Code of the transaction
Amount Txn (TCY)	Indicates Amount in Transaction Currency
Reject Reason	Indicates Remarks of the Cheque Transaction

## 5.11 Drawer-wise Returned Cheques Report

Cheques are credited and discounted to the customer accounts, based on the purchase limit, margin and so on. Subsequently these cheques realized or dishonored and the corresponding details are entered.

You can generate 'Drawer-wise Returned Cheques Report' which lists details of the cheques returned by the correspondent bank or branch on a specified day. The report also provides details about the income earned through interest. Details in the report are grouped based on the Drawer. You can invoke 'Drawer-wise Returned Cheques Report' screen by typing 'STRDRRET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following parameters here:

### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### **Transaction Date**

Select the transaction date using the adjoining calendar button. In the report, the system will include the transactions for the selected date.

### **Report Format**

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

### **Report Output**

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to print the report.
- Spool – Select to spool the report to a specified folder so that you can print it later.

### **Printer At**

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

### **Printer**

Select printer using which you wish to print the report from the adjoining option list.

## **5.11.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Drawer-wise Returned Cheques Report is as follows:

### **Header**

The Header carries the Branch of the report, information on the branch and date, the ID of the user who generated the report, the date and time at which it was generated, the module of the report and product type.

### **Body of the Report**

The following details are displayed as body of the generated report:

<b>Field Name</b>	<b>Field Description</b>
Drawer ID	This indicates the identification of the drawer whose details are provided in the report
Cheque Return Count	This indicates the count of cheque returns
Account No	Indicates Beneficiary Account Number
Account Desc	Indicates the description of the account
Customer Name	Indicates Customer Name
Cheque Dt	Indicates Cheque Date
Cheque No	Indicates Cheque Number
Routing No	Indicates Routing Number
Purchase Dt	Indicates Purchase Date
Purchase Srl No	Indicates Purchase Serial Number
Inst CCY	Indicates Instrument Currency
Purchase Limit	Indicates Limit Linked Amount
Inst Amount	Indicates Cheque Amount
Interest Amount	Indicates Interest Amount
SC Amount	Indicates Service Charge Amount

## **5.12 Cheque Issued on Daily Basis Report**

You can invoke 'Cheque Issued on Daily Basis Report' screen by typing 'RTRPCHQD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following parameters here:

### Branch Code

You can generate this report for all the branches or a single branch alone. You can indicate the branch for which the report is being generated using the following options:

- All – If you choose this, the system will generate the report for all the branches.
- Single – If you choose this, you need to specify the branch code for which the report should be generated. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

### From Date

Specify a valid date from when you wish to generate the report from the adjoining calendar.

### To Date

Specify a valid date till when you wish to generate the report from the adjoining calendar.

## 5.12.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Report is as follows:

### Header

The following details are displayed in the header section:

Field Name	Field Description
Report Name	Indicates Report Name

Field Name	Field Description
Branch Code / Branch Name	Indicates Current Branch code and Branch Name
User ID	Indicates the Identification of the User
Module	Indicates the Module of the Report
Report Run Date	Indicates Current System Date
Report Run Time	Indicates Current System Time

### Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
Branch	Indicates the branch code
Branch name	Indicates the name of the branch
Date of issue	Indicates the date of issue
Account Number	Indicates the account number
Currency	Indicates the currency of transaction
Customer Name	Indicates the name of the customer
Maker ID	Indicates the maker ID of the record
Maker Date	Indicates the date and time when the record was created
Checker ID	Indicates the checker ID of the record
Checker Date	Indicates the date and time on which the record was authorized

## 5.13 Paid Out Cheque Report

You can invoke 'Paid Out Cheque Report' screen by typing 'RTRPPCHQ' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following parameters here:

### Branch Code

You can generate this report for all the branches or a single branch alone. You can indicate the branch for which the report is being generated using the following options:

- All – If you choose this, the system will generate the report for all the branches.
- Single – If you choose this, you need to specify the branch code for which the report should be generated. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

### Report Date

Specify date of the report from the adjoining calendar.

### Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the report is as follows:

#### Header

The following details are displayed in the header section:

Field Name	Field Description
Report Name	Indicates Report Name
Branch Code / Branch Name	Indicates Current Branch code and Branch Name
User ID	Indicates the Identification of the User
Module	Indicates the Module of the Report

Report Run Date	Indicates Current System Date
Report Run Time	Indicates Current System Time

### **Body of the Report**

The following details are displayed as body of the generated report:

<b>Field Name</b>	<b>Field Description</b>
Transaction Reference	Indicates the transaction reference number
Dr Account Number	Indicates the debit account number
Dr Account Title	Indicates the debit account title
Amount	Indicates the amount
Currency	Indicates the currency of the transaction
Cheque Serial Number	Indicates the serial number of the cheque used
Date of the Cheque	Indicates the date in the cheque
Value Date	Indicates the value date
Beneficiary Title	Indicates the beneficiary title

## **5.14 Stationary Management Report**

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

You can specify the following parameters here:

### Branch Code

You can generate this report for all the branches or a single branch alone. You can indicate the branch for which the report is being generated using the following options:

- All – If you choose this, the system will generate the report for all the branches.
- Single – If you choose this, you need to specify the branch code for which the report should be generated. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

### Date

Specify date of the report from the adjoining calendar.

### Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the report is as follows:

### Header

The following details are displayed in the header section:

Field Name	Field Description
Report Name	Indicates Report Name
Branch Code / Branch Name	Indicates Current Branch code and Branch Name
User ID	Indicates the Identification of the User
Module	Indicates the Module of the Report
Report Run Date	Indicates Current System Date

Report Run Time	Indicates Current System Time
-----------------	-------------------------------

### Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
Opening Balance	Indicates the opening balance
Cheque Number Used	Indicates the number of the cheque used
Cancelled Cheque Number	Indicates number of the cancelled cheque
Date of Booking	Indicates the date of booking
Amount	Indicates the amount
Closing Balance	Indicates the closing balance
Status	Indicates the status
Maker ID	Indicates the identification of the maker of the record
Checker ID	Indicates the identification of the checker who authorized the record

## 5.15 Demand Draft/Purchase Order Stale Report

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

You can specify the following parameters here:

### Branch Code

You can generate this report for all the branches or a single branch alone. You can indicate the branch for which the report is being generated using the following options:

- All – If you choose this, the system will generate the report for all the branches.
- Single – If you choose this, you need to specify the branch code for which the report should be generated. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

### Date

Specify date of the report from the adjoining calendar.

### Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the report is as follows:

### Header

The following details are displayed in the header section:

Field Name	Field Description
Report Name	Indicates Report Name
Branch Code / Branch Name	Indicates Current Branch code and Branch Name
User ID	Indicates the Identification of the User
Module	Indicates the Module of the Report

Report Run Date	Indicates Current System Date
Report Run Time	Indicates Current System Time
Page No	The page number of the report

### Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
MC Number	Indicates the MC number
Debit Account Number	Indicates the debit account number
Title	Indicates the title
Amount	Indicates the amount
Transaction Reference Number	Indicates the transaction reference number
Date of Transaction	Indicates the date of transaction
Beneficiary Title	Indicates the beneficiary title

## 5.16 Processed FCY Collection Transaction Report

You can invoke 'Processed FCY Collection Transaction Report' screen by typing 'RTRPFCYC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following parameters here:

## Branch Code

You can generate this report for all the branches or a single branch alone. You can indicate the branch for which the report is being generated using the following options:

- All Branches– If you choose this, the system will generate the report for all the branches.
- Single Branch – If you choose this, you need to specify the branch code for which the report should be generated. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

## Date

Specify date of the report from the adjoining calendar.

## Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the report is as follows:

### Header

The following details are displayed in the header section:

Field Name	Field Description
Report Name	Indicates Report Name
Branch Code / Branch Name	Indicates Current Branch code and Branch Name
User ID	Indicates the Identification of the User
Module	Indicates the Module of the Report
Report Run Date	Indicates Current System Date
Report Run Time	Indicates Current System Time
Page No	The page number of the report

### Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
Transaction Code	Indicates the transaction code
Transaction Reference	Indicates the reference number of the transaction
Dr Account Number	Indicates the debit account number
Dr Account Title	Indicates the title of the debit account
Cr Account Number	Indicates the credit account number

Cr Account Title	Indicates the title of the credit account
Amount of the Cheque	Indicates the amount of the cheque
Beneficiary Bank	Indicates the beneficiary bank code
Booking Date	Indicates the booking date of the transaction
Value Date	Indicates the value date of the transaction
Rate Applied	Indicates the rate applied
Branch	Indicates the branch code
Maker Id	Indicates the user ID of the user who created the transaction
Maker Date Stamp	Indicates the date on which the transaction was created
Checker Id	Indicates the user ID of the user who authorized the transaction
Checker Date Stamp	Indicates the date on which the transaction was authorized

---

## 6. Annexure – A

### 6.1 Mapping Oracle FLEXCUBE Branch Functions to Retail Teller Products

Oracle FLEXCUBE provides inbuilt retail teller products in the Retail Teller module for retail teller transactions entered through a Oracle FLEXCUBE branch. These products are factory shipped, and no new products other than these need be maintained for such retail teller transactions. You can, however, make changes to these inbuilt products, to suit your requirements, and specify any exchange rate parameters and any MIS details. An exhaustive list of these products and their associations with the corresponding functions in the Oracle FLEXCUBE branch are given below.

<b>Branch Transaction Fast Path</b>	<b>Function Description</b>	<b>Retail Teller Module Product Code</b>
1000	Miscellaneous Transfer	NA
1001	Cash Withdrawal	CHWL
1009	TC Sale (Against A/C)	TCSN
1013	Check Withdrawal	CQWL
1060	Miscellaneous GL Debit	MGLD
1401	Cash Deposit	CHDP
1409	TC Purchase (Against A/C)	TCPN
1460	Miscellaneous GL Credit	MGLC
8205	TC Sale (Against GL)	TCSG
9009	Buy Cash From Central Bank	BCCB
9010	Sell Cash To Central Bank	SCCB
9011	Buy TCs From AGENT	BTAG
9015	Buy TCs from HO	BTHO
9016	Sell TCs from HO	STHO
1005	Miscellaneous GL Transfer	MSGL

<b>Branch Transaction Fast Path</b>	<b>Function Description</b>	<b>Retail Teller Module Product Code</b>
1006	Funds Transfer Request	FTRQ
1008	Miscellaneous Customer Debit	MSCD
1015	Funds Transfer Request-NoCOT	FTNT
1018	Miscellaneous Customer Debit-NoCOT	CDNT
1408	Miscellaneous Customer Credit	MSCC
8301	BC Issue Walk-In	BCIW
8302	BC Issue Against GL	BCIG
8305	DD Issue Walk-In	DDIW
8306	DD Issue against GL	DDIG
8307	BC Liquidation Walk-In	BCLW
8308	BC Liquidation Against GL	BCLG
8309	BC Liquidation Against Account	BCLA
8310	DD Liquidation Walk-In	DDLW
8311	DD Liquidation against GL	DDLG
8312	DD Liquidation Against Account	DDLA
1010	BC Sale against Account	BCSA
1014	DD Sale against Account	DDSA
8003	TC Purchase (Walk-In)	TCPW
8004	FX Purchase (Walk-in)	FXPW

<b>Branch Transaction Fast Path</b>	<b>Function Description</b>	<b>Retail Teller Module Product Code</b>
8203	FX Sale (Walk-in)	FXSW
8204	TC Sale (Walk-In)	TCSW
7551	Book Shortage	BKSG
7552	Book Overage	BKOG
1300	Close Out Withdrawal by Bankers Cheque	CWBC
1301	Close Out Withdrawal	COWL
1320	Close Out Withdrawal	FTRQ
8301	BC Issue Walk-In	BCIW
8302	BC Issue Against GL	BCIG
8305	DD Issue Walk-In	DDIW
8306	DD Issue against GL	DDIG
8311	DD Liquidation against GL	DDLG
8312	DD Liquidation Against Account	DDLA
5001	Manual Loan Disbursement by Cash	LDCH
5401	Manual Loan Repayment by Cash	LRCH

---

## 7. Annexure – B

### 7.1 Debit and Credit Advices for Retail Teller Module

The advice types that are available for the Retail Teller module are the debit and credit advices generated for the debit or credit entries that would be passed to customer accounts, namely, “DR ADVICE” and “CR ADVICE”. The formats for these advices are given below.

#### 7.1.1 Debit Advice Format (Retail Teller Module)

#RH

DEBIT ADVICE

DATE: \_BRN-DATE\_

PAGE: \_PG\_

#SC

\_CUSTOMER-NAME\_

\_CUSTADDR1\_

\_CUSTADDR2\_

\_CUSTADDR3\_

\_CUSTADDR4\_

#EC

#EH

#PH

PAGE: \_PG\_

#EH

#B

CUSTOMER ID: \_CUSTOMER\_

ACCOUNT No: \_ACCOUNT\_

OUR REFERENCE NO: \_CONTRACTREFNO\_

USER REFERENCE NO: \_USERREFNO\_

WE HAVE EXECUTED THE FOLLOWING TRANSACTION ON YOUR BEHALF ON \_TRNDT\_:

-----

VALUE DATE	CCY	AMOUNT
------------	-----	--------

-----

_VALDT_	_CCY_	_AMOUNT_
---------	-------	----------

-----  
DETAILS OF CHARGES FOR THE ABOVE TXN ARE:

CHARGE AMOUNT 1:    \_CHGAMT1\_           -CHGCCY1\_

CHARGE AMOUNT 2:    \_CHGAMT2\_           -CHGCCY2\_

CHARGE AMOUNT 3:    \_CHGAMT3\_           -CHGCCY3\_

CHARGE AMOUNT 4:    \_CHGAMT4\_           -CHGCCY4\_

CHARGE AMOUNT 5:    \_CHGAMT5\_           -CHGCCY5\_

THE ACCOUNT BALANCE AFTER THE TXN IS:    \_ACCBAL\_

#EB

#RF

AUTHORIZED SIGNATORY

#EF

### **7.1.2 Credit Advice Format (Retail Teller Module)**

#RH

CREDIT ADVICE

DATE: \_BRN-DATE\_

PAGE: \_PG\_

#SC

\_CUSTOMER-NAME\_

\_CUSTADDR1\_

\_CUSTADDR2\_

\_CUSTADDR3\_

\_CUSTADDR4\_

#EC

#EH

#PH

PAGE: \_PG\_

#EH

#B

\_DEPSLIPNO\_

\_UNITID\_

CUSTOMER ID : \_CUSTOMER\_

ACCOUNT : \_ACCOUNT\_

OUR REFERENCE NO : \_CONTRACTREFNO\_

USER REFERENCE NO : \_USERREFNO\_

WE HAVE EXECUTED THE FOLLOWING TRANSACTION ON YOUR BEHALF:

-----

VALUE DATE CCY AMOUNT

-----

\_VALDT\_ \_CCY\_ \_AMOUNT\_

-----

#EB

#RF

AUTHORIZED SIGNATORY

#EF

### 7.1.3 **Fixed Deposit Confirmation Advice**

Field Tags	Description
Branch	Branch Code
Date	Account Opening Date
Time of Transaction	Checker Date-TimeStamp
Customer Name	-
Customer No.	-
Teller	MakerId
TD account number	-
TD amount	-
TD amount in words	-
TD tenor (in days)	Number of days between Maturity Date and StartDate.

Start date	-
Maturity date	-
Interest rate	-
Interest amount	Projected interest amount at the time of maturity.
TD Ccy	Currency of the TD

#### 7.1.4 Collection Cheque Credit Advice

System would support the below mentioned advice field tags:

##### For BC/DD:

Field Tags	Description
Account number	-
CCY	-
Cheque amount	-
Charges	-
Amount credited	Net of charges
Paying bank	-
Date sent	Date of issue
Date realized	Liquidation date
Cheque number	-
amount in words	-
Branch name	-
Customer name	-

##### For Cheques:

Field Tags	Description
Account number	-
CCY	-
Cheque amount	-
Charges	-

Amount credited	Net of charges
Paying bank	-
Date sent	Instrument date
Date realized	Clearing date
Cheque number	-
amount in words	-
Branch name	-
Customer name	-

### 7.1.5 Collection Cheque Return Advice

System would support the below mentioned advice field tags:

#### **For BC/DD:**

<b>Field Tags</b>	<b>Description</b>
Account number	-
CCY	-
Cheque Amount	-
Return Charges	-
Returning bank	-
Date sent	Date of issue
Date returned	Liquidation date
Branch name	-
Teller number	MakerId
Amount in words	-
Time	Checker Date-TimeStamp
Customer name	-
customer address	
Return reason	Reject Reason
Cheque number	

**For Cheque:**

Field Tags	Description
Account number	-
CCY	-
Cheque Amount	-
Return Charges	-
Returning bank	-
Date sent	Date of issue
Date returned	Liquidation date
Branch name	-
Teller number	MakerId
Amount in words	-
Time	Checker Date-TimeStamp
Customer name	-
customer address	
Return reason	Reject Reason
Cheque number	

**7.1.6 Accounting Entries for Loan Repayment by Cash:**

Following are the accounting entries passed for the manual repayment of loan by cash:

EVENT	Dr/Cr	ACCOUNTING ROLE	AMOUNT TAG
INIT	Dr	OFFSET_ACCOUNT(The GL for Cash)	OFS_AMT
INIT	Cr	DR_SETTL_BRIDGE	TXN_AMT

### 7.1.7 Accounting Entries for Loan Disbursement by Cash:

Following are the accounting entries passed for the manual repayment of loan by cash:

EVENT	Dr/Cr	ACCOUNTING ROLE	AMOUNT TAG
INIT	Dr	CR_SETTL_BRIDGE	TXN_AMT
INIT	Cr	OFFSET_ACCOUNT(The GL for Cash)	OFS_AMT

### 7.1.8 Accounting Entries for FX Sale through the Account

Following are the accounting entries passed for the sale of foreign currency to the CASA account holder:

EVENT	DR/CR	ACCOUNTING ROLE	AMOUNT TAG
INIT	DR	TXN_ACCOUNT(CASA)	TXN_AMT
INIT	CR	OFFSET_ACCOUNT(ASSET)	OFS_AMT

### 7.1.9 Accounting Entries for FX Purchase against the Account

The system passes the following accounting entries for FX purchase against account:

EVENT	DR/CR	ACCOUNTING ROLE	AMOUNT TAG
INIT	DR	OFFSET_ACCOUNT(ASSET)	OFS_AMT
INIT	CR	TXN_ACCOUNT(CASA)	TXN_AMT

---

## 8. Retail Teller Glossary

### 8.1 List of Important Terms

This section gives a list of important terms used in this manual.

#### **Account Statement**

This specification indicates whether the transaction (posted using data entry module) must be made available while the statement for the account is generated.

#### **Amount Item**

This indicates the amount entry that is passed into a general ledger / sub ledger in the chart of accounts for each transaction.

#### **Authorization**

A facility provided for the purpose of cross-checking and verifying a transaction to ensure that it conforms to the parameters maintained for the branch. After authorization, the transaction comes into effect and will be processed by the system.

#### **Authorization Amount Limit**

This indicates the maximum amount of a transaction that can be authorized by an authorizer user in the system.

#### **Authorizer**

This indicates a user who authorizes maintenance information records or transactions in Oracle FLEXCUBE. The authorizer cannot be the same user who created the record.

#### **Batch**

This indicates a group of transactions of a particular type. All transactions of a particular type can be authorized on a business day by authorizing the batch into which they have been grouped.

#### **Branch Parameters**

Static information maintained for a branch, containing mandatory operations and default parameters that would be specific to the branch. They are also known as branch conditions.

#### **Clearing Bank Codes**

This indicates unique identifiers maintained in Oracle FLEXCUBE for banks that are participants in a clearing house.

#### **Currency Denominations**

This indicates discrete lots in which paper currency is available. Each lot may contain one or more units of currency.

#### **Customer Category**

This indicates a group of customers with logically similar features or attributes.

### **Default Charge Collection Account**

The account to which the charges for the transaction will be charged. This account can be defined at the product level as “Transaction” account or “Offset” account.

### **Denomination Tracking**

This indicates tracking currency denominations for teller type transactions at a branch.

### **Exchange Rate Type**

This indicates the type of exchange rate that you can specify for a product.

### **Exchange Rate Variance**

This indicates the difference between the default value and the changed value of an exchange rate employed for currency conversion. Limits can be set for the variance.

### **Maximum Variance**

This indicates the limit beyond which an exchange rate cannot be changed over and above the default value and an override is not possible.

### **MIS Code**

This indicates a unique grouping of MIS (Management Information System) details such as Transaction MIS, Composite MIS, Cost MIS and so on, maintained for management reporting purposes.

### **Normal Variance**

This indicates the limit within which exchange rates are allowed to be changed over and above the default value, without requiring an override. This limit corresponds to the minimum variance.

### **Overdraft**

This indicates the amount by which an account has been overdrawn.

### **Product**

This indicates an identifier, in Oracle FLEXCUBE, for any type of service that a bank offers its customers. It represents a set of attributes and preferences are maintained for the product, which will apply to the processing of any contracts, transactions or deals involving the product (service).

### **Shortage/Overage GL**

This indicates the general ledger used for posting accounting entries related to differences between actual transaction amounts and amounts available in denominations.

### **Signature Verification**

This indicates the process of authentication of a customer’s signature. It is typically enforced for transactions involving amounts exceeding a certain specified limit.

### **Teller Till Balancing**

This indicates the task of reconciling the physical balance in a till with the balance according to the system records. The operator performs this activity during the Beginning of Day process.

**Teller Type Transaction**

This indicates the transaction performed by a teller. Cash deposits and withdrawals, sale and purchase of traveler checks and clearing checks are all teller type transactions.

**Till**

A cash register used by a teller for the purpose of disbursing withdrawals and receiving deposits. A till is usually linked to a safe or a vault.

**Transaction Account**

This indicates the account of the customer involved in a transaction. For transactions in respect of which internal entries are passed, it could also be a general ledger.

**Transaction Amount Limit**

This is the maximum and minimum limits which represent the allowable range for the amount of a transaction.

**Transaction Codes**

These indicate unique identifiers maintained in Oracle FLEXCUBE for different types of cash transfers (transactions) within the branch. A transaction code is also an identifier for each accounting entry that describes the nature (i.e., debit or credit) of the entry.

**Transaction Limits**

These are limits placed on the size of a transaction that a teller is allowed to input.

**Vault**

This is a safe where the physical cash assets of a bank (or branch) are kept. A bank may maintain one or more vaults.

---

## 9. Screen Glossary

### 9.1 Function ID List

The following table lists the function id and the function description of the screens covered as part of this User Manual.

Function ID	Function Description
DEDONLRV	Transaction Reversal
DEDQUERY	Retail Teller Transaction Query
DEDRTPRM	Retail Teller Product Maintenance
DEDTRACC	Inter Branch Transit Account Maintenance
IFDATMMN	ARC Maintenance
RTRINSDT	Instruments Details Report
RTRPBJRN	Batch Journal Report
RTRPCCY	Cash Position Branch Wise
RTRPTRN	Teller Transaction Branch Wise
STDTBRAN	Teller Branch Parameter
STRBRNAU	Authentication Report
STRCHDEP	Cheques Deposited Today Report
STRCHPRE	Cheque Purchased Returned Today Report
STRCHPUR	Cheques Purchased Report
STRDRRET	Drawer-wise Returned Cheques Report
STSTBRAN	Teller Branch Parameter Summary
TPROSREP	Overage shortage report
RTRPCHQD	Cheque Issued on Daily Basis Report
RTRPPCHQ	Paid Out Cheque Report
RTRPSMNG	Stationary Management Report
RTRPSTAL	State Cheque Report



Retail Teller  
[May] [2014]  
Version 12.0.1.17.1

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