

Savings  
Oracle FLEXCUBE Universal Banking  
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# 1. About this Manual

## 1.1 Introduction

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

## 1.2 Audience

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

## 1.3 Organization

This manual is organized into the following chapters:

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

<b>Chapter 13</b>	<i>Balancing Operations</i> - Explains the balancing operations available in this module.
<b>Chapter 14</b>	<i>Batches</i> - Details the various automatic processes applicable for the module.
<b>Chapter 15</b>	<i>Reports</i> - provides a list of reports that can be generated in this module and also explains their contents


## 1.4 Abbreviations used

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

Abbreviation	Description
GL	General Ledger
CCY	Currency
FCY	Foreign Currency
LCY	Local Currency
WF	Workflow
RT	Retail Teller
DE	Data Entry
TC	Traveler's Cheque

## 1.5 Conventions used

The following conventions are used in this User Manual:


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

**This is a system message**


## 1.6 Related Documents

- The Procedures User Manual

## 1.7 Glossary of Icons

Icons	Function
	Exit
	Add row
	Delete row



Icons	Function
	Option List

---

## 2. Savings - An Overview

### 2.1 Introduction

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

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

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

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

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

#### 2.1.1 User Roles

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

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

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

#### 2.1.2 Salient features

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

##### 2.1.2.1 Data Replication

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

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

### **2.1.2.2 Dual Control**

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

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

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

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

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

#### **One step processing**

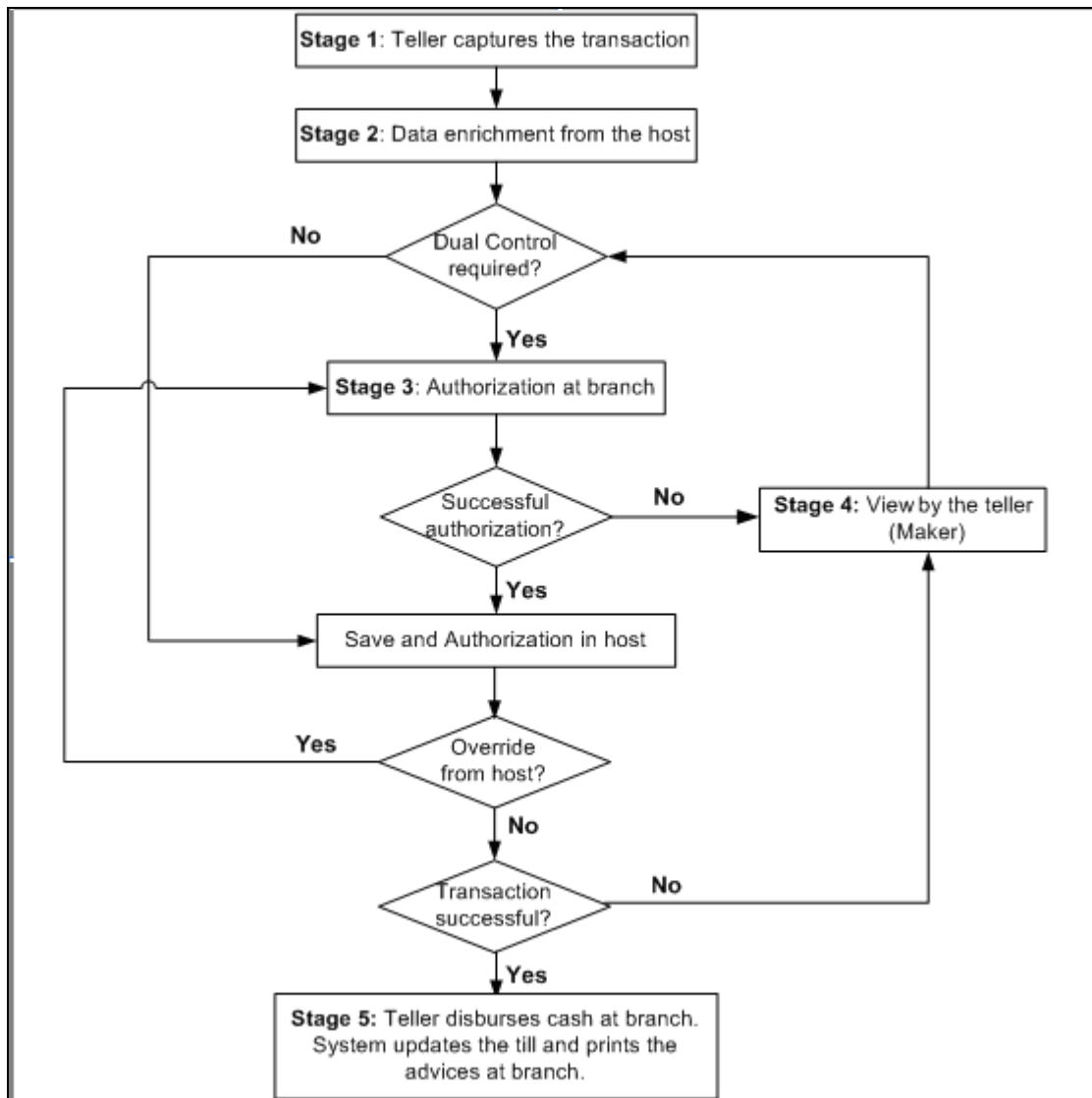
A one step process will typically involve the following steps:

6. The teller captures the transaction at branch
7. The transaction is enriched by the host. It calculates the charges applicable, if any, and performs some basic validations on the data captured at branch.
8. Authorization - If dual control is applicable, the transaction is authorized (basic check for amount, ccycy etc.) by a supervisor. before being submitted to the host. If the authorizer approves the transaction, it goes directly to the host for actual authorization (accounting entries are passed).
9. During the basic check, if the authorizer rejects the transaction, it is sent back to the teller's failed queue.
10. If the contract is saved and authorized successfully (no overrides/error messages), ) in the host, it returns to the branch where the teller disburses cash. The system will also updates the till and prints the advices, if any., at the branch. However, if the transaction returns from the host with overrides, the supervisor has to authorize the same irrespective of whether dual control is applicable or not. In effect, the transaction returns to step 3.



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

The process flow is depicted in the diagram below:



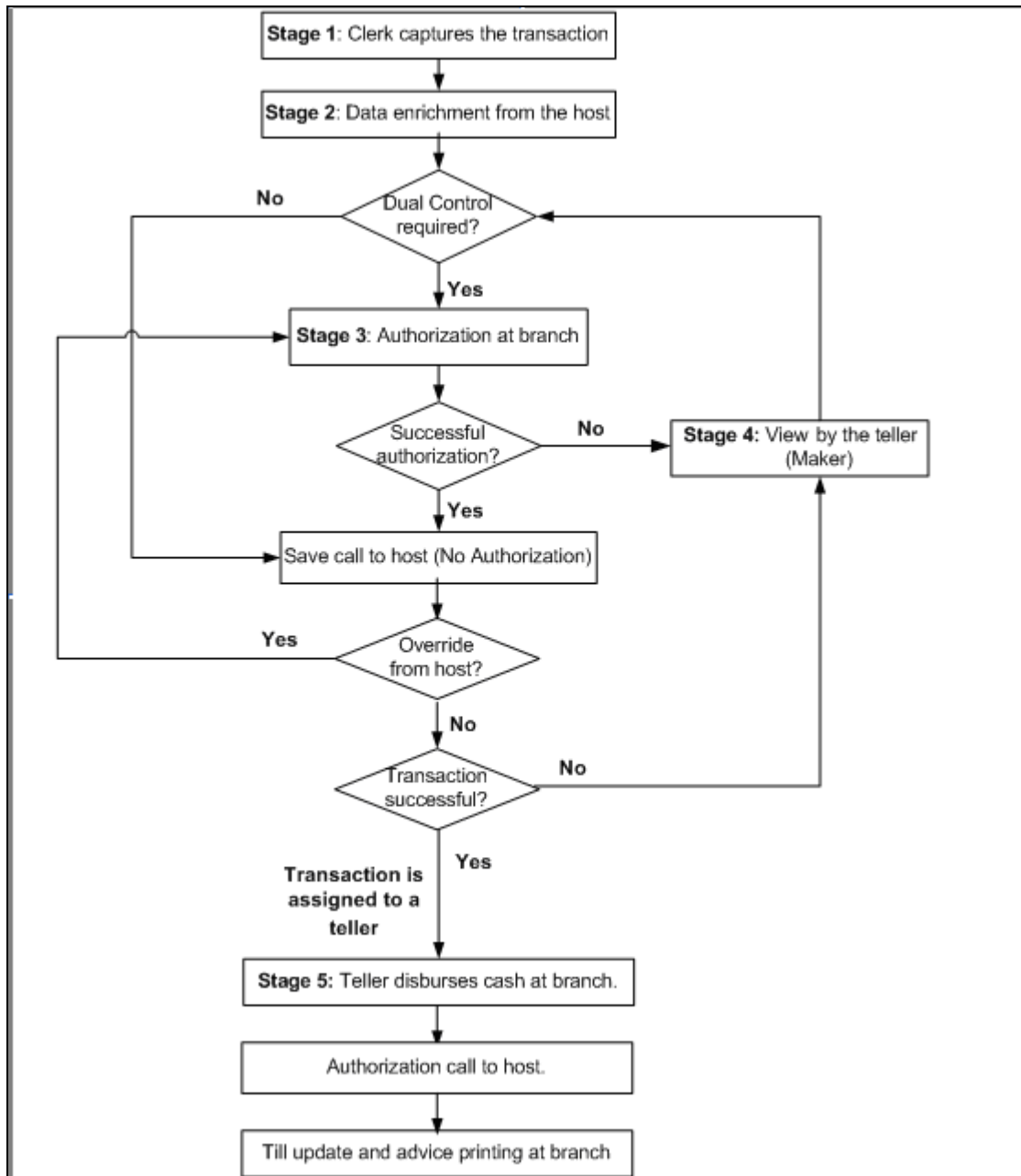
## Two step processing

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

11. The clerk captures the transaction at branch
12. The transaction is enriched (as in one step processing)
13. Authorization/validation by the supervisor (as in one step processing)
14. The transaction is saved upon successful validation by the supervisor at branch, the transaction is sent to the host where it has to be 'Saved' for further processing (first call to host). If the transaction is saved successfully (no overrides/error messages), it returns to branch and will be assigned to a teller. Note that if the transaction is not authorized in the host at this stage, the assignment to a teller may be auto or manual. The teller then disburses cash accordingly at the branch.
15. If the 'Save' operation results in overrides, the transaction is sent to the supervisor at branch for approval/authorization. Again, the assignment of the supervisor may be auto or manual. In effect, the transaction returns to step 3.

16. After cash disbursement, final call to the host for authorization. This is when the accounting entries are posted, the till is updated and the advices, if any, are printed.

The process flow is depicted in the diagram below:



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

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

#### **2.1.2.4 Denomination tracking**

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

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

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

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

#### **2.1.2.6 Transaction reversals**

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

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

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

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

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

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

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

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

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

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

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

The following section explains the process in branch and host:

#### **In Branch**

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

The following transaction will be tanked:

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

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

#### **In Host**

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

## **Transaction reconciliation with host**

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

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

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

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

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

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

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

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



---

## 3. Transaction Workflow

### 3.1 Introduction

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

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

#### 3.1.1 Features of Savings Workflow

The following are the features of savings workflow:

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

### 3.2 Workflow Interfaces

The workflow engine provides the following interfaces:

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

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

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

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

### **Load a Workflow stage**

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

### **Hold a Workflow stage**

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

### **Cancel a Workflow**

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

### **Assign a Workflow stage**

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

### **Discard a Workflow**

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

## **3.2.1 Locking a Workflow stage**

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

## **3.2.2 Tracking and Auditing**

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

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

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

### 3.2.3 Defining a Workflow stage

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

## 3.3 Maintaining Function Group

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

Here you need to enter the following details:

#### Function Group

Specify the appropriate function group that has to be created.

#### Function Group Description

Specify the description of the function group code.

#### Function ID

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

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

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

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

### 3.4 Maintaining Workflow Definition

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

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

**Function Workflow Definition Detail**

New

Branch Code \*

Branch Description

Function Id/Group \*

Function Description

**User Preferences**

☐ MIS Amendable

☐ UDF Amendable

☐ Charges Amendable

☐ Exchange Rate Amendable

☐ Till Required

☐ Denomination Tracking Required

☐ Auto Authorization

**Validation Preferences**

☐ Inter Branch Check

☐ Authorization Limit Check

☐ Default Authorization

**Authorization Preferences**

☐ Authorization on Charge Amendment

☐ Authorization on Exchange Rate Amendment

Assignment Mode: Auto

Authorization Role \*

**Branch Workflow Details**

Sequence No	Stage Description	Override Handling
<input type="checkbox"/>		Immediate

**Authorization Limit Check**

Input By Date Time:

Authorized By Date Time:

Modification Number: ☐ Authorized ☐ Open

Here you need to enter the following details:

#### **Branch Code**

Specify the appropriate branch code from the option list provided.

#### **Function ID Group**

Specify the function ID group from the option list provided.

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

#### **MIS amendable**

Check this box to amend the system defaulted MIS details.

#### **UDF amendable**

Check this box to amend the system defaulted UDF details.

#### **Charges amendable**

Check this box to modify charges picked up by system.

#### **Exchange rate amendable**

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

#### **Till Required**

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



If Till Required is checked and if the transaction amount is greater than or equal to maximum cash deposit maintained in Retail Teller Branch parameter then the system displays an override message. The override message can be configured as an error message also.

#### **Denomination Tracking required**

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

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

#### **Inter Branch check**

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

#### **Authorization limit check**

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



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

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

#### **Auto Authorization**

Check this box to indicate transaction requires authorization.

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

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

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

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

## Assignment Mode

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

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

## Assignment Role

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

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

- INPUT Stage
- ENRICH Stage

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



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

### 3.4.1.4 Specifying Branch Workflow Details

#### Sequence No

The system displays the sequence number.

#### Stage Description

The system displays the stage description.

#### Override Handling

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

- Auto
- Defer
- Immediate

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

Currency	Amount	Offline Amount

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

### **Currency**

Specify the currency for the authorization limit check.

### **Online Amount**

Specify the online amount for the authorization limit check.

### **Offline Amount**

Specify the offline amount for the authorization limit check.

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

The denomination tracking check should be Y only if 'Till Required' is Y.

Authorization Preference should be Y only if corresponding amendment preferences are Y.

The override handling in last stage cannot be Defer.

If you select 'Auto Authorize' option then the following options cannot be selected.

- Auth limit check
- IB check
- Authorization on charge amendment
- Authorization on exchange rate amendment

You cannot select the override handling to 'Auto'.

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

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

- Till Required

- Denomination Tracking Required
- Authorization Limit Check
- Assignment Mode
- Assignment Role
- Authorization Limit Check Button

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

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

- Maintaining Default Authorizer
- Maintaining User Role Definition

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

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

Here you need to enter the following details:

#### **User ID**

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

#### **User Name**

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



### Branch Code

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

### Branch Name

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

### Default Authorizer

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

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

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

### Description

The system displays the description.

## 3.4.2.2 Maintaining User Role Definition

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

The screenshot shows the 'Role Maintenance' window. At the top, there is a 'Save' button. Below it, there are two text input fields: 'Role Id \*' and 'Role Description'. Under the 'Role Description' field, there is a checkbox labeled 'Centralisation Role'. A navigation bar at the bottom of the main content area contains several buttons: 'Maintenance', 'Reports', 'Batch', 'Online', 'Process Stage Rights', 'Acc Class Restriction', 'Branch Restriction', 'Rights', 'Password Restriction', 'Web Branch', 'Branch Limit', and 'Fields'. The 'Branch Limit' button is highlighted. At the very bottom, there is a status bar with fields for 'Maker', 'Checker', 'Mod No', 'Date Time:', 'Record Status', and 'Authorization Status'. A 'Cancel' button is located on the right side of the status bar.

Here you need to enter the following details:

### Authorizer Role

Check this box to indicate the user role is defined.

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

### 3.4.3 Maintaining Denomination tracking

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

### 3.4.4 Maintaining Savings Function Definition

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

The screenshot shows the 'Branch Function Definition Detail' window. It includes a 'New' button, a 'Function Id \*' field, and a 'Description' field. The 'Preferences' section contains several checkboxes: 'Offline Support', 'Allow Next Day Transactions', 'Reversal Allowed', 'Reversal Authorization Required', 'Advice Required', 'Input Stage Slip Required', and 'Confirmation Required'. There are also text boxes for 'Online Advice Name', 'Offline Advice Name', 'Online Input Stage Slip Name', 'Offline Input Stage Slip Name', 'Confirmation Message Code', and 'Confirmation Error Type' (a dropdown menu). At the bottom, there are fields for 'Input By Date Time', 'Authorized By Date Time', and 'Modification Number'. There are also checkboxes for 'Authorized' and 'Open', and an 'Exit' button.

Here you need to enter the following details:

### Function Id

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

### Function Description

The system displays the function description.

## **Preferences**

### **Offline Support**

Check this box to indicate if offline is allowed.

### **Next Date Transaction Allowed**

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

### **Reversal Allowed**

Check this box to indicate if reversal allowed.

### **Authorization Required for Reversal**

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

### **Advice Required**

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

### **Online Advice Name**

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

### **Offline Advice Name**

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

### **Input Stage Slip Required**

Check this box to indicate if input stage slip is required.

### **Online Input Stage Slip Name**

Specify the input stage online slip file name.

### **Offline Input Stage Slip Name**

Specify the input stage offline slip file name.

### **Confirmation Required**

Check this box to indicate if confirmation is required before completing the transaction.

### **Confirmation Message Code**

System defaults the confirmation message code as 'LBL\_DEFAULT\_CONFIRM' if you have selected 'Confirmation required'.

### **Confirmation Error Type**

Select the error type from the drop down list.

The system performs the following validations:

Authorization Required for Reversal can be set as Y only if Reversal Allowed is Y.

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

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

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

Handling of overrides – The following options are supported:

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

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

- **Input**
- **Enrich**

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

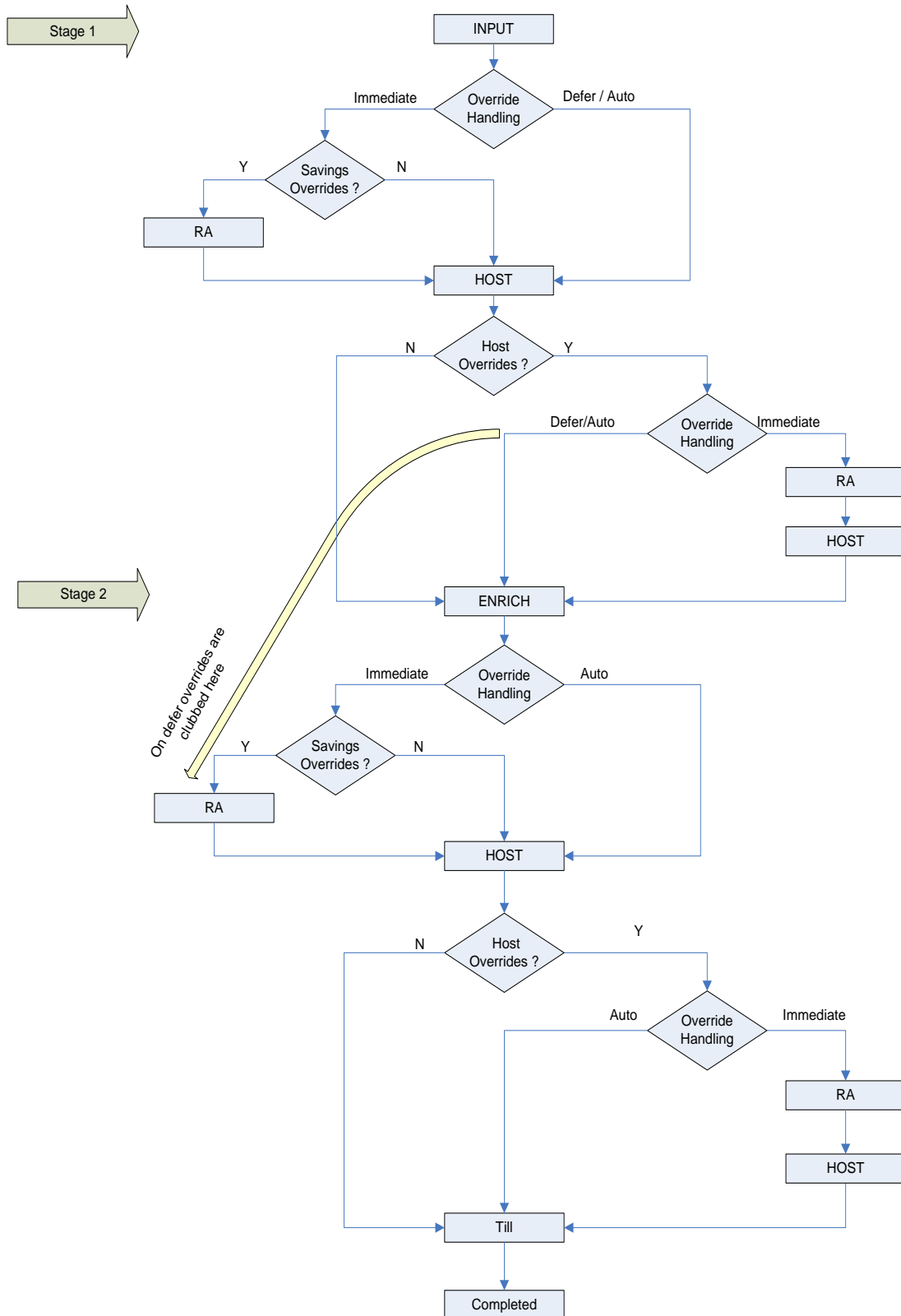
- The system raises the inter-branch override if the transaction account does not belong to the current branch.
- The system raises an override if the transaction amount is greater than transaction level limit or role level limit.
- The system raises an override if you amend the exchange rate that is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

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



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

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



### 3.5.1 Input Stage

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

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

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

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

### 3.5.2 Enrich Stage

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

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

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

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

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



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

### 3.5.3 Running Savings EOD Mandatory

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

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

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

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

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

---

## 4. Common Operations

### 4.1 Introduction

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

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

The following operations are also discussed:

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

### 4.2 Workflow Task List

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

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

### 4.3 Clearing a User

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

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



Clear User

User Id

Branch Code

**Fetch**

**Records**

10/11  **Go**

	Branch Code	User Id	User Name
<input type="checkbox"/>	004	36697T1	PRAHLAD
<input type="checkbox"/>	004	SIVAKAN	SIVAKANNAN
<input type="checkbox"/>	004	SIVAAUTO	SIVAKANNAN

**Clear** **Exit**

You can search for the users based on the following parameters:

- User Id
- Branch Code

Once you have specified the parameters click 'Fetch' button. The system lists the following details of the users who have logged into the application:

- Branch Code
- User ID
- User Name

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

## 4.4 **Authorizing a Transaction**

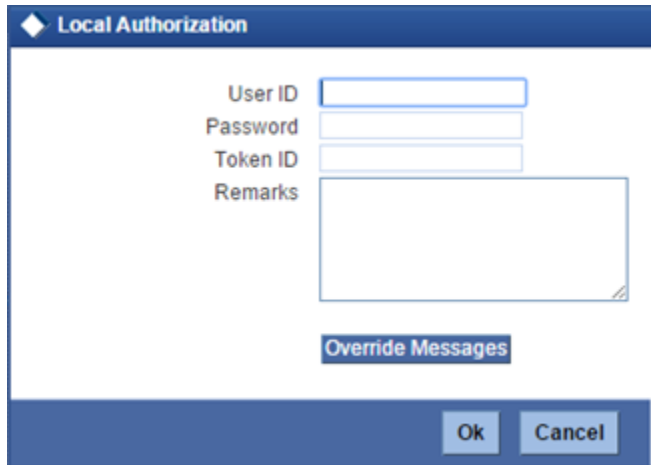
Authorization can happen in two ways based on the Workflow defined for the transaction – Manual and Auto.

### 4.4.1 **Manual Assignment**

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

## Local Authorization

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

The image shows a screenshot of a 'Local Authorization' window. The window has a blue title bar with a diamond icon and the text 'Local Authorization'. Inside the window, there are four input fields: 'User ID', 'Password', 'Token ID', and 'Remarks'. The 'Remarks' field is a larger text area. Below these fields is a button labeled 'Override Messages'. At the bottom of the window are two buttons: 'Ok' and 'Cancel'.

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

### Userid

Specify the user ID of the authorizer.

### Password

Enter the password to authorize or reject the transaction.

### Token ID

Specify the Token ID. The system validates the user by calling external system using the hooks maintained in Oracle FLEXCUBE. The system displays an error message if the user authentication or token ID validation fails.



If the value of property TWO\_FACTOR\_AUTH\_ENABLED is 'N' in property file, then 'Token ID' field will not be displayed on the Local Authorization screen. If the value of the property file is 'Y', then the 'Token ID' field is displayed.

### Remarks

Specify some remarks pertaining to the transaction.

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

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



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

## Remote Auth

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



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

**Successfully assigned to OFFICER**

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

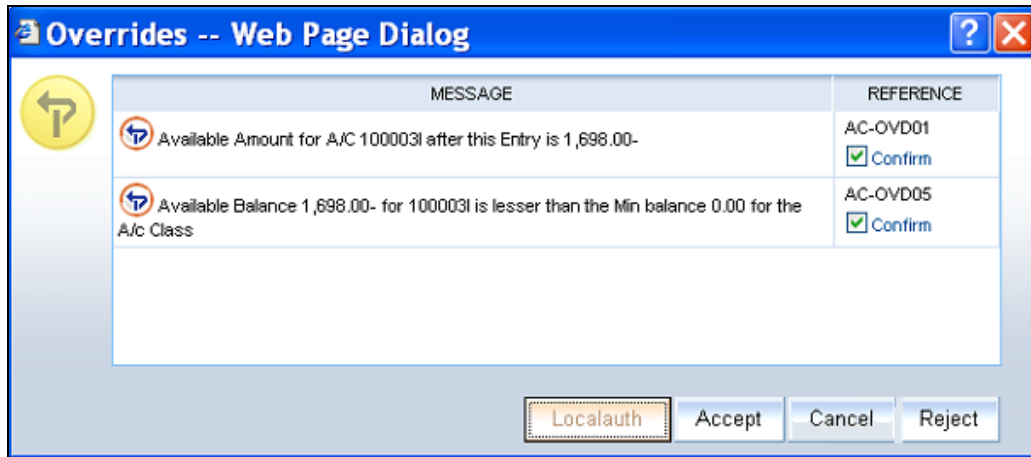
Irrespective of whether the supervisor approves or rejects, the transaction will be re-assigned to the Maker. If the supervisor approves, the Maker can fetch and see the response from his/her Task List.

### 4.4.2 Auto Assignment

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

### 4.4.3 Displaying Overrides and Errors

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



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

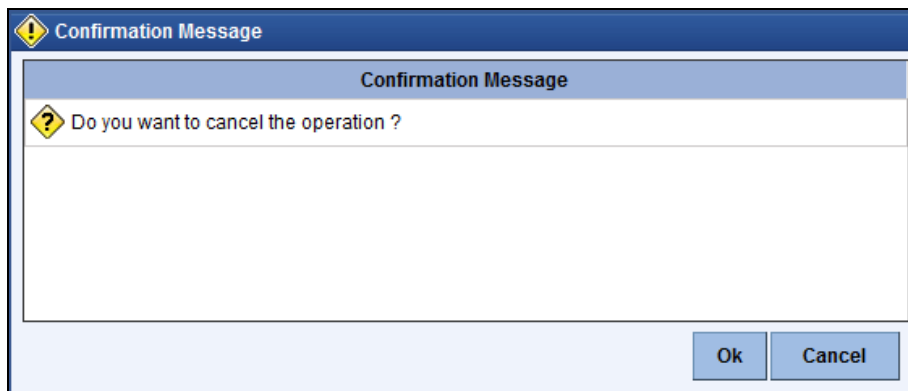
You can also reject the override for certain transactions like cheque withdrawal and inhouse cheque deposit. If you click 'Reject' button, the screen will remain in the enrichment stage for you to make changes to charge elements. Then if you click 'Save', the system will initiate reversal of the transaction albeit without reversing charges.

**STOP** Reject option will be applicable only for functions 1013 (Cheque Withdrawal) and LOCH (In-House Cheque Deposit). If you reject an override, the process will remain in Enrich stage.

**STOP** During advice printing, the system will print reject advice if the 'Reject Processing Required' option and the 'Reject' option are set to 'Y' at the branch function definition level. The advice will be printed using a factory shipped reject advice template.

#### 4.4.4 Reversing a Transaction

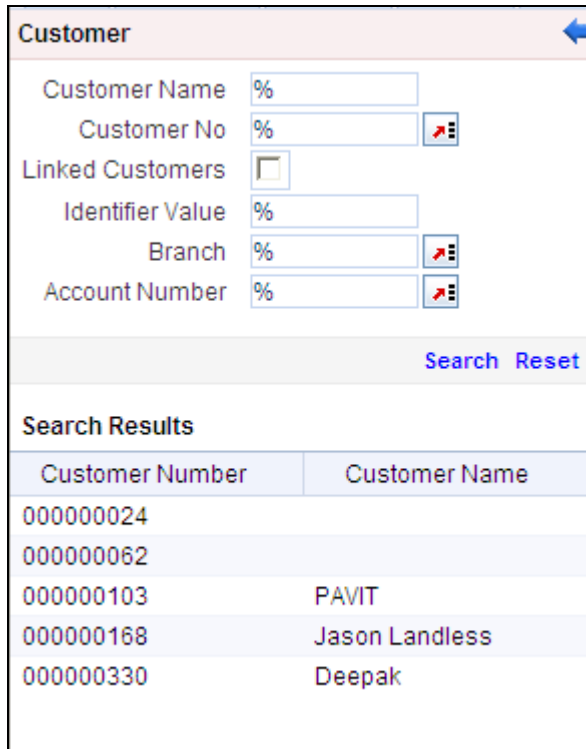
You can reverse a completed transaction by clicking the reverse icon. When you click the reverse icon, a confirmation message will appear before reversing the transaction asking whether you want to reverse the transaction or not. If you have clicked the reverse icon by mistake, then you can cancel it by clicking the 'NO' button on the confirmation window. You can proceed with reversal of transaction by clicking 'YES' button.



## 4.5 Initiating a Customer Session

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

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



Customer	
Customer Name	%
Customer No	%
Linked Customers	<input type="checkbox"/>
Identifier Value	%
Branch	%
Account Number	%
<a href="#">Search</a> <a href="#">Reset</a>	
Search Results	
Customer Number	Customer Name
000000024	
000000062	
000000103	PAVIT
000000168	Jason Landless
000000330	Deepak

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

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

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

Customer		Customer Details		Account Details					
Customer Name	raghav	Customer No	034002662	Account No	03400266201				
Customer No	%	Customer Name	RAGHAV	Account Type	Active				
Linked Customers	<input type="checkbox"/>	Customer Type	Individual	Currency	GBP				
Identifier Value	%	Address	H. NO. 662STREET 001	Account Status	ACTIVE				
Branch	%		London	Account Current Balance	0.00				
Account Number	%	Telephone		Available Balance	0.00				
<a href="#">Search</a> <a href="#">Reset</a>		Email		Joint Account Details	<a href="#">View</a>				
		Mobile Number		Linked Customer Details	<a href="#">View</a>				
		Passport Number		Customer Session	<a href="#">Start</a>				
<b>Search Results</b> <table border="1"> <thead> <tr> <th>Customer Number</th> <th>Customer Name</th> </tr> </thead> <tbody> <tr> <td>034002662</td> <td>RAGHAV</td> </tr> </tbody> </table>		Customer Number	Customer Name	034002662	RAGHAV				
Customer Number	Customer Name								
034002662	RAGHAV								

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

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

Customer		Customer Details		Account Details																																																																			
Customer Name	jason landless	Customer No	000000168	Account No	003777777778																																																																		
Customer No	%	Customer Name	JASON	Account Type	Active																																																																		
Linked Customers	<input type="checkbox"/>	Customer Type	Individual	Currency	GBP																																																																		
Identifier Value	%	Address	NO 24 PARK AVENUE	Account Status	DORMANT																																																																		
Branch	%	Telephone		Account Current Balance	687,827.71																																																																		
Account Number	%	Email		Available Balance	687,827.71																																																																		
<a href="#">Search</a> <a href="#">Reset</a>		Mobile Number		Joint Account Details	<a href="#">View</a>																																																																		
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				Customer Session	<a href="#">Start</a>																																																																		
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On selecting a loan account, the following summary details of the loan account will be displayed:

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

Customer

Customer Name

%

Customer No

000004186

Linked Customers

☐

Identifier Value

%

Branch

%

Account Number

%

Search

Reset

Search Results

Customer Number	Customer Name
000004186	fgfg

Previous

Next

List of Accounts

Account Number	Branch Code
IAD04GBP000418601	019

Previous

Next

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

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

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

**Customer session is opened for Account Number 100000001,  
Customer Number: DMP003IND**

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

Customer Photo

No Image

Customer Signature

No Signature

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

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

#### 4.5.1 Ending a Customer Session

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

#### 4.6 Opening the Branch

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



Opening of Branch will have no processing or operational implications.

#### 4.7 Opening a Vault/Till

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

Branch Code	Till Id
002	

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

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

**Transaction Completed Successfully**



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

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



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

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

## 4.8 **Balancing and Closing a Till**

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

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

The following information is available in this screen:

#### **External Reference**

This is a system generated sequence number for the transaction.

#### **Till Id**

The identification code assigned to the corresponding teller's Till.

#### **Branch Code**

The system specifies the code of the corresponding branch.

### **4.8.1 Specifying Cash Details**

The following information is specified in 'Cash Details' tab:

#### **Currency Code**

The system displays the currency code.

#### **System Total**

The system displays the total value of individual currencies used by the corresponding teller.

#### **Cash Available**

The system displays the current balance of the Till.

#### **Shortage/Overage Amount**

If the number of units for the individual currencies and the corresponding system count does not match with the denomination details, the system will display the corresponding Shortage or Overage Amount.

#### **Book Overage/Shortage**

To book the Overage/Shortage Amount, select the corresponding currency and click on the 'Book Overage/Shortage' button. In case of Shortage amount, it will launch the 7551 screen and in case of Overage amount, it will launch the 7552 screen.

#### **Buy**

Select the corresponding currency and click on the Buy button to invoke the 'Buy Cash From Central Bank' screen with the selected currency as the default currency. The function id of this screen is 9009.

#### **Sell**

Select the corresponding currency and click on the Sell button to invoke the 'Sell Cash To Central Bank' screen with the selected currency as the default currency. The function id of this screen is 9010.

#### **Denomination Details**

Denomination Details provides the following information:

- Currency Code

- Denomination Code
- Units
- Denomination Value
- System Count
- System Total
- Shortage/Overage Units
- Shortage/Overage Amount

### Update Overall Position

After booking the shortage/overage units, click the 'Update Overall Position' button to update the system count with the latest shortage/overage units.

## 4.8.2 TC Details

TC Denomination details are available in 'TC Details' tab. The field values are defaulted with the currency values handled by the corresponding teller.

Till Balancing and Closure : Branch Date 2011-09-02

Save Hold

External Reference FJB1124500007818 Till Id

Branch Code 002

Cash Details TC Details

TC Denomination Details

Issuer Code	TC Currency	TC Description	System Count	Series	Start Number	End Number	TC Amount
-------------	-------------	----------------	--------------	--------	--------------	------------	-----------

Cancel

The system displays the following information:

- Issuer Code
- TC Currency

- TC Description
- System Count
- TC Count
- Series
- Start Number
- End Number

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

**Transaction Completed Successfully**

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

## 4.9 **Teller Totals**

You can view the cash and transfer details from the 'Teller Totals' screen. The system will display the vault's cash details for a customer in the corresponding branch. You can invoke the 'Teller totals' screen by typing 'TLTT' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screen consists of the following fields:

### **Branch Code**

The system defaults the Branch Code of the corresponding branch. However, you can modify the branch code as per the requirement.

### **All**

The system checks the 'All' check box, by default. It displays the details of all the Till Ids in the corresponding branch.

### **Till Id**

If you specify a Till Id, you will be able to query the details of the corresponding Till Id.

## **Currency Details**

### **Currency**

The system displays the currency of the cash transaction.

### **Till Id**

The system displays the Till Id of the corresponding Till.

### **Opening Balance**

The system specifies the opening balance of the Till id.

### **Incoming Cash**

The system specifies the incoming cash for the corresponding currency.

### **Outgoing Cash**

The system specifies the outgoing cash for the corresponding currency

### **Total Cash**

The system specifies the total amount available in the corresponding account. The total amount is calculated with the following equation:

Total Cash = Opening balance + (Incoming cash – Outgoing cash)

### **Cash in#**

The system specifies the count of the cash deposits for the corresponding Till.

### **Cash Out#**

The system specifies the count of the cash withdrawals for the corresponding Till.

### **Local Currency**

The system displays the local currency of the logged-in account.

### **Transfer Count**

The system displays the total count of the cheque and transfer transactions.

### **Transfer Amount**

The system displays the total amount of the cheque and transfer transactions.

## 5. Data Replication

### 5.1 Introduction

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

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

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

#### 5.1.1 Maintaining Replication Parameters

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

- STTM\_FLEXBRANCH\_LOC

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

- STTM\_BRANCHLOC\_MAP

BRANCH_CODE	LOC_CODE	MAIN_BRANCH	GEN_SCR
WB1	Refer below	Refer below	Refer below



Note the following:

- You need to maintain the following values for centralized set-up:
  - LOC\_CODE - CN
  - MAIN\_BRANCH - NULL
  - GEN\_SCR - Y
- You need to maintain the following values for de-centralized and hybrid set-up:

- LOC\_CODE - <Branch\_Code>
- MAIN\_BRANCH - If multiple branches use same schema then, for one branch keep Y for rest N.
- GEN\_SCR - Y
- CSTB\_PARAM

BRANCH_INSTALLED	DEPLOYMENT_MODE
Refer below	Refer below



Note the following:

- You need to maintain the following values for centralized set-up:  
BRANCH\_INSTALLED - Y  
DEPLOYMENT\_MODE - C
- You need to maintain the following values for de-centralized and hybrid set-up:  
BRANCH\_INSTALLED - Y  
DEPLOYMENT\_MODE - D or H
- STTB\_BRN\_REFRESH\_FUNC  
Here function id wise replication is enabled 'Y' or disabled 'N'.

FUNCTION_ID	REFRESH_REQD
STDWFDEF	Y
SMDUSRDF	Y

### 5.1.2 Data Replication Process

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

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

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

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

### 5.1.3 Replicating data from Host – Automatic Refresh

In Oracle FLEXCUBE (host), you can submit the records as a job for replication in the branch database through the 'Jobs Browser' screen. You can invoke this screen by typing 'CSSJOBBER' in the field at the top right corner of the Application Browser and clicking the adjoining arrow button. You have to ensure that all the triggers from MAIN \ Branch \ TRG is compiled.

Summary

Job Module  Process

Status

Search Advanced Search Reset

Records per page 15 1 Of 1 Go

Job Module	Process	Process Sequence Number	Status
------------	---------	-------------------------	--------

Start Stop

Status N - Stopped T - Running H - Halted

Exit

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

### 5.1.4 Replicating data Using Script

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

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

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

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



Manual Refresh

Enter Query

Branch Code

Branch Name

Function Id

Description

Query

Reset

Function Block

10f1

Select	Branch Code	Branch Name	Function Id	Function Description
<input type="checkbox"/>				

Fetch Records

Replicate Functions

Record Block

10f1

Select	Key Description	Host Key
<input type="checkbox"/>		

Fetch Versions

Replicate Records

Version Block

10f1

Select	Mod Number	Time In	Time Out	Replication Status
<input type="checkbox"/>				

View Changes

Replicate Versions

Exit

Specify the following details:

### Branch Code

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

### Branch Name

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

## **Function ID**

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

## **Description**

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

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

## **Function Block**

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

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

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

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

## **Record Block**

You can view the following details.

### **Key Description**

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

### **Host Key**

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

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

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

## **Version Block**

You can view the following details.

### **Mod No**

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

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

### **Time In**

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

### **Time Out**

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

### **Replication Status**

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

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

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

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

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

## **5.2 Querying on replicated records**

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

Here you can query based on the following details.

### Function Id

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

### Branch

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

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

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

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

## 6. Maintenances for Savings

### 6.1 Introduction

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

### 6.2 Maintaining TC Denomination Details

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

The screenshot shows the 'TC Denominations Maintenance' application window. It features a header bar with the title and standard window controls. Below the header, there are four input fields arranged in two rows: 'External Reference' and 'Transaction Branch' in the top row, and 'Issuer Code \*' and 'Currency Code \*' in the bottom row. Below these fields is a table with the title 'TC\_DENM\_MNT'. The table has three columns: 'Denomination', 'Denomination Value', and 'Description'. The table currently contains one empty row. To the right of the table, there are navigation icons including a plus sign, a minus sign, and a refresh icon. At the bottom right of the window is an 'Exit' button.

The following details can be captured here:

#### **External Reference Number**

This is an auto generated sequence number.

#### **Transaction Branch**

The transaction branch code is displayed here.

#### **Issuer Code**

Select the Issuer code of the TC.

#### **Currency Code**

Select the transaction currency code.

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

TC Denominations Maintenance

External Reference  Transaction Branch   
 Issuer Code  Currency Code   
 Issuer Description

TC\_DENM\_MNT

Denomination	Denomination Value	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit

You can capture the following details specific to TC denomination:

#### **Denomination**

Specify the id for the TC.

#### **Denomination Value**

Specify the amount of the TC.

#### **Description**

Give a small description for the TC.

After entering the details click save button to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it.

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

---

## 7. Cash Transactions

### 7.1 Introduction

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

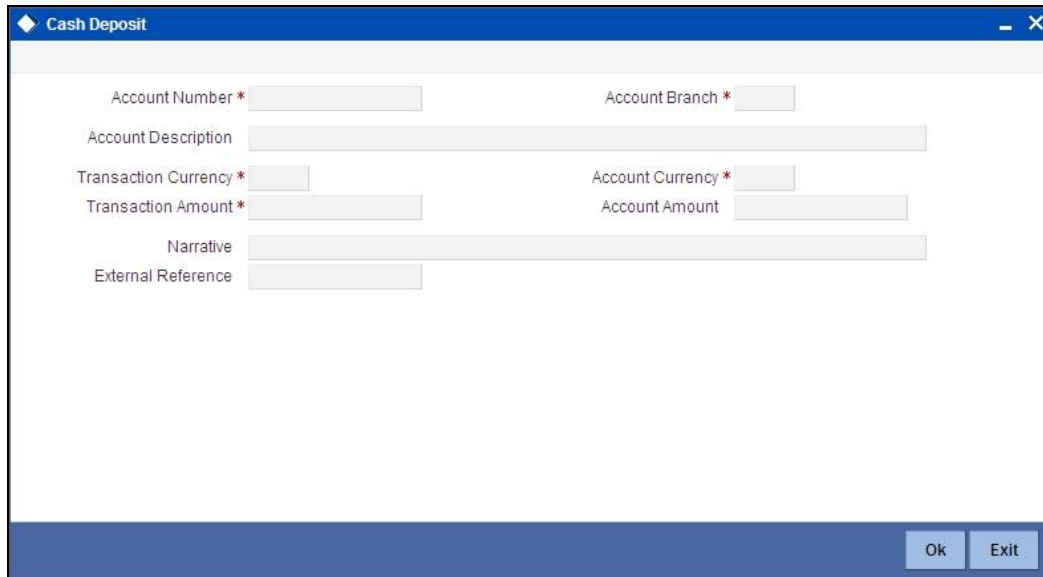
- Cash transactions
- Instrument transactions
- Term Deposits transactions
- General Ledger transactions

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

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

## 7.2 Depositing Cash

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



Here you can capture the following details:

### **Account Number**

Specify the customer account number into which the cash needs to be deposited. You can also select an account number from the list displayed by clicking on the adjoining option list.



In case of multiple accounts with the same account number, the system will display a list of corresponding account branches to select.

### **Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

### **Account Description**

The system displays the description of the account number chosen.

### **Transaction Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the specified account.

### **Account Currency**

The system displays the currency associated with the account.



**Transaction Amount**

Specify the amount that should be credited to an account in terms of transaction currency. If the account to be credited is a Trust account, this amount should be within the cash deposit limit defined for the credited account class.

**Account Amount**

The system displays the transaction amount in terms of account currency.

**Narrative**

The system displays 'Cash Deposit'. You can modify it, if required.

Click OK button to go to the next stage.

**External Reference Number**

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

**Enrichment stage**

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen will be displayed:

**Cash Deposit**

Account Number  Account Branch

Account Description

Transaction Currency  Account Currency

Transaction Amount \*  Account Amount

Narrative

External Reference  Product CHDP

Exchange Rate  Total Charge

Negotiated Cost Rate  Negotiation Reference

Related Customer  **Recalculate**

Customer Name

**Currency Denominations** | Charge Details | MIS | UDF | Projects Details

Currency Code  Total

Preferred Denomination  **Clear**

**Populate**

**Denomination Details**

1011

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

**Ok** **Exit**

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

### Account Description

The system displays a brief description for the chosen account.

### Exchange Rate

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

### Total Charge

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

### Account Amount

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



A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

**CREDIT ADVISE**

Print Close Next

Branch 018 Transaction Date 2011-09-05

Beneficiary Name

Beneficiary Address

Dear Sir(s),

Our Reference : FJB1124800001158

We have credited your account as follows :

Transaction Currency GBP

Transaction Amount 100

Transaction Account 0180180002840

Exchange Rate 1

Deposit Slip No

Unit Id

Yours faithfully,

Authorised Signature

### Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

## 7.2.1 Specifying denomination details

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

### Currency Code

The system displays the currency of the account.

## Denomination Code

For every currency, the various denominations are assigned separate denomination codes. These codes are displayed here.

## Denomination Value

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

## Units

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

## Total Amount

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

## 7.2.2 Specifying charge details

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

The screenshot shows a software window titled "Cash Deposit". It contains several input fields for account and transaction details. Below these fields is a tabbed interface with five tabs: "Currency Denominations", "Charge Details" (which is selected and highlighted in red), "MIS", "UDF", and "Projects Details". The "Charge Details" tab displays a table with columns: "Charge Components", "Waiver", "Charge Amount", "Currency", "Charge in Local Currency", and "Exchange Rate". The table has one data row and a total row at the bottom. At the bottom of the window are "Ok" and "Exit" buttons.

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

Here you can capture the following details:

### **Charge Component**

The system defaults the charge components applicable to the transaction.

### **Waiver**

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

### **Currency**

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

### **Charge Amount**

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

### **Charge in Local Currency**

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

### **Exchange Rate**

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

#### **7.2.2.1 Recalculating charges**

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

#### **7.2.3 Specifying MIS details**

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

**Cash Deposit**

Account Number  Account Branch

Account Description

Transaction Currency  Account Currency

Transaction Amount \*  Account Amount

Narrative

External Reference  Product

Exchange Rate  Total Charge

Negotiated Cost Rate  Negotiation Reference

Related Customer

Customer Name

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

#### **Transaction MIS**

Specify the transaction MIS code.

#### **Composite MIS**

Specify the composite MIS code.

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

### **7.2.4 Specifying UDF Details**

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

The screenshot shows a 'Cash Deposit' window with the following fields and tabs:

- Fields:**
  - Account Number, Account Branch, Account Description, Transaction Currency, Account Currency, Transaction Amount \*, Account Amount, Narrative, External Reference, Product (CHDP), Exchange Rate, Total Charge, Negotiated Cost Rate, Negotiation Reference, Related Customer, Customer Name.
- Buttons:** Recalculate, Ok, Exit.
- Tabs:** Currency Denominations, Charge Details, MIS, UDF (highlighted in red), Projects Details.
- UDF Details Section:**
  - Navigation: 10f1, <<, >>, <, >, <<<, >>>
  - Table with columns: Field Name, Field Value.

### Field Name

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

### Field Value

Specify the value for the each UDF that is displayed.

## 7.2.5 Specifying Project Details

You can capture project details under 'Project Details' tab. Note that this tab will be applicable only if the cash is being deposited in a Trust account.

**Cash Deposit**

Account Number  Account Branch

Account Description

Transaction Currency  Account Currency

Transaction Amount\*  Account Amount

Narrative

External Reference  Product

Exchange Rate  Total Charge

Negotiated Cost Rate  Negotiation Reference

Related Customer

Customer Name

**Projects Details**

Project Name

Unit Payment

Unit Id

Deposit Slip Number

Specify the following details:

### Project Name

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

### Unit Payment

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

### Unit ID

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

### Deposit Slip Number

Specify the deposit slip number for the payment.

Click save icon to save the transaction. On saving, the system checks whether the account to be credited is a Trust account or not. If it is a Trust account, the system will check whether the deposit amount is within the deposit limit maintained for the transaction currency at the account class level. If the currency-wise limit has not been maintained, it will verify the deposit amount against the deposit limit maintained for the account class. If the deposit amount exceeds the limit, it will display an error message.



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

**Workflow**

Related Reference: %  
 Account Number: %  
 Branch: WB1  
 Function Id: %  
 Transaction: %  
 Sequence Number: %  
 From Date: 2012-05-09  
 To Date: 2012-05-09  
 Search: Reset

**Search Results**

Action Type	Action Count
Assigned	2
Completed	58
Failed	2

**Transaction Details**

Transaction Type	Transaction Count
RT(Retail Teller)	34
DD(Demand Draft)	1
TD(Terms & Deposit)	23

**Miscellaneous Customer Credit**

Reference	Transaction Branch	Account	CCY	Transaction Amount	MakerId	TxnStage Id	Transaction
FJB1213000006508	WB1	0000000000022	GBP	10.00	34185T1	-1	COM
FJB1213000005872	WB1	0000000000022	GBP	100.00	34185T3	-1	COM

**Cheque Withdrawal**

Reference	Transaction Branch	Account	CCY	Transaction Amount	MakerId	TxnStage Id	Transaction
FJB1213000005860	WB1	0000000000022	GBP	200.00	34185T1	-1	COM
FJB1213000005858	WB1	0000000000022	GBP	500.00	34185T1	-1	COM
FJB1213000005836	WB1	0000000000022	USD	150.00	34185T1	-1	COM
FJB1213000005752	WB1	0000000000022	GBP	200.00	34185T1	-1	COM

**Cash Deposit**

Reference	Transaction Branch	Account	CCY	Transaction Amount	MakerId	TxnStage Id	Transaction
FJB1213000006154	WB1	0000000000022	GBP	9000.00	34185T2	-1	COM
FJB1213000006116	WB1	0000000000021	USD	500.00	34185T1	-1	COM
FJB1213000006053	WB1	0000000000021	GBP	500.00	34185T3	-1	COM
FJB1213000006044	WB1	0000000000022	GBP	5999.00	34185T3	-1	COM
FJB1213000006009	WB1	0000000000021	GBP	500.00	34185T1	-1	COM

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

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

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

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

## 7.2.6 Authorization stage

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

- Local
- Remote

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

Override Description	Override Code
Transaction amount greater than maximum cash Deposit. Want to proceed?	WF-2180
Transaction Amount exceeds User Input Limit amount	WF-3011
Amount exceeds Transaction Limit for the Function id/ group maintained	WF-2072
Authorization is mandatory	WF-2111

Local Authorization Accept Cancel

### 7.2.6.1 Local Authorization

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

User ID

Password

Remarks

Override Messages

Ok Cancel

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

#### User Id

Specify the user ID of the authorizer.

#### Password

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

#### Remarks

The authorizer can specify some remarks pertaining to the transaction.

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

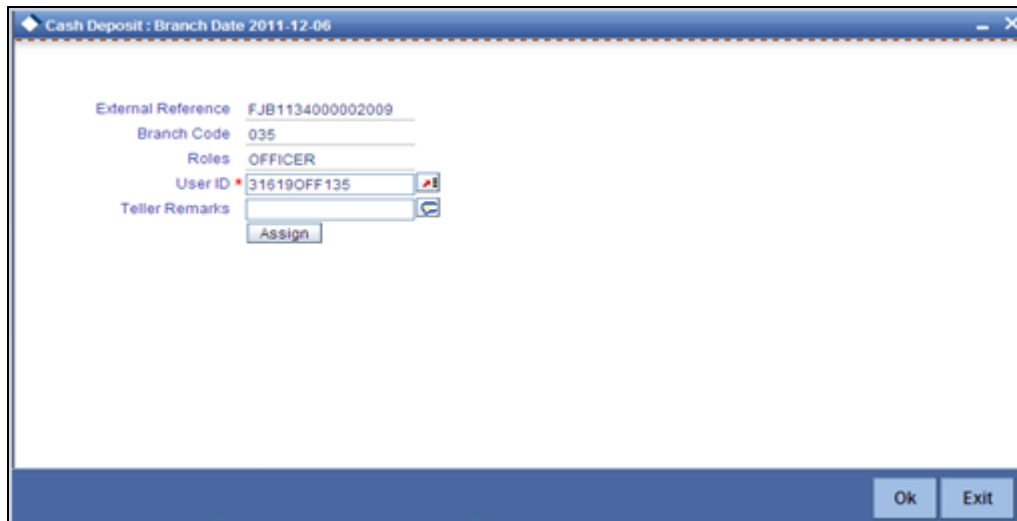
You can view the override messages by clicking 'Override Messages'.



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

### 7.2.6.2 Remote Authorization

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



The screenshot shows a window titled "Cash Deposit : Branch Date 2011-12-06". It contains the following fields and controls:

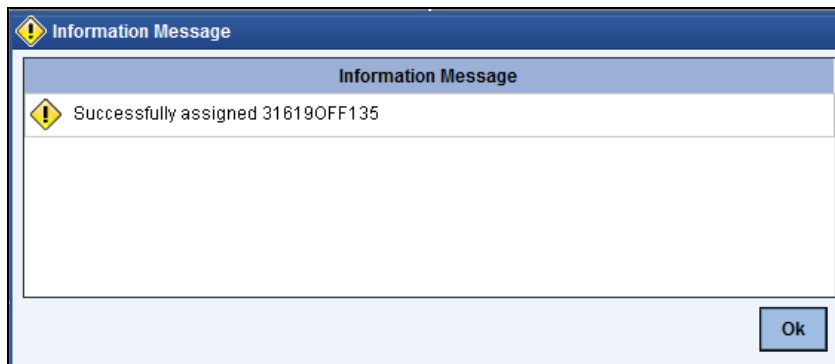
- External Reference: FJB1134000002009
- Branch Code: 035
- Roles: OFFICER
- User ID: 31619OFF135 (with a dropdown arrow icon)
- Teller Remarks: (empty text box with a dropdown arrow icon)
- Assign button
- Ok and Exit buttons at the bottom right.

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

Successfully Assigned to <USER ID>

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

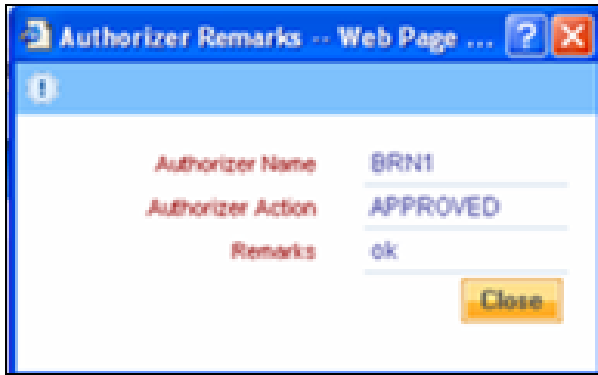
Irrespective of the supervisor's action (approve or reject), the transaction will be re-assigned to the maker. The following screen will be displayed to the supervisor:



The screenshot shows an "Information Message" dialog box with the following content:

- Information Message
- Successfully assigned 31619OFF135
- Ok button at the bottom right.

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



If the supervisor has approved, you can fetch the transaction from your task list and click save icon to save the transaction for submitting it. Post this, the system will post accounting entries for the transaction and update balances. In case of rejection, the transaction will move to failed queue of the Maker.

## 7.2.7 Viewing errors and overrides

You can view overrides for the transaction by clicking on the 'Override Messages' link on the 'Remote Authorization' screen. You need to click on 'OK' to close the 'Overrides' window and then take appropriate action on the main screen.

### 7.2.7.1 Submission stage

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

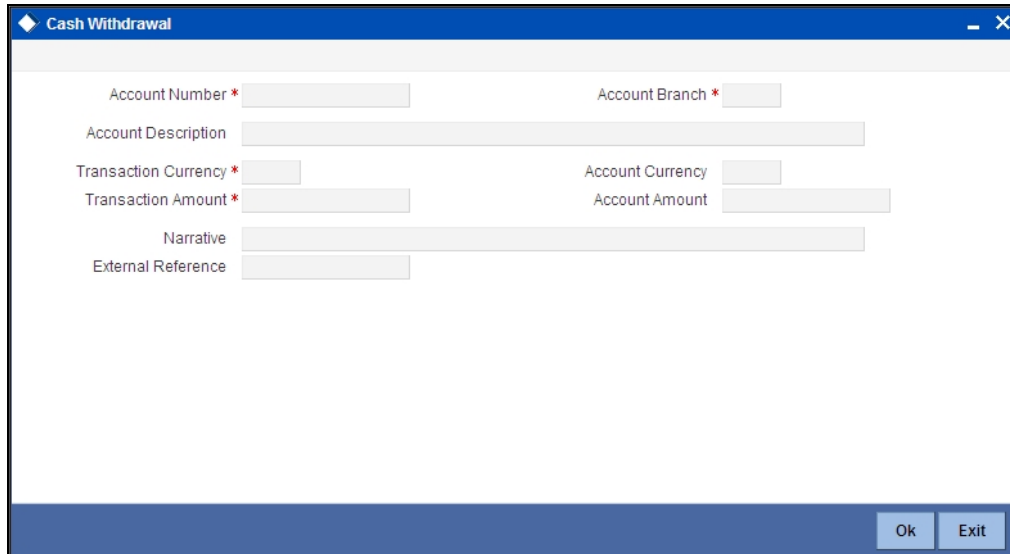
- Single-step save – wherein the transaction is saved as 'Auto-authorized' in the Host.
- Two-step save – wherein the transaction is first saved as 'Unauthorized' in the Host and then authorized locally or remotely (as described under 'Authorization stage').


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

Transaction completed successfully

## 7.3 Withdrawing Cash

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




 When you press the 'Tab' key, you can move from one field to another based on the order of field alignment. The order of field alignment is as follows:

17. Account Number
18. Account description pop-up
19. Transaction Currency
20. Transaction Amount
21. Narrative

Here you can capture the following details:

### **Account Number**

Specify the customer account number into which the cash needs to be deposited. Upon keying the account number, the system will default the Account Number, Account Branch and Account Currency for the corresponding account.

 In case of multiple accounts with the same account number, the system will pop-up a list of account numbers with account branch to select.

### **Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

**Account Description**

The system displays the description of the account number chosen.

**Transaction Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the specified account.

**Account Currency**

The system displays the currency of the account.

**Transaction Amount**

Specify the amount that should be debited from another account in terms of transaction currency. If the account to be debited is a Trust account, this amount should be within the cash withdrawal limit defined for the debited account class.

**Account Amount**

The system displays the transaction amount in terms of account currency.

**Narrative**

The system displays 'Cash Withdrawal'. You can modify it, if required.

Click OK button to go to the next stage.

**External Reference Number**

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

**Enrichment stage**

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen will be displayed:

**STOP** In the enrichment stage, when you press the 'Tab' key, you can move from one field to another based on the field alignment order of input stage screen.

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

### Exchange Rate

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

### Customer ID

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

### Total Charge

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

### Account Title

The system displays a brief title for the chosen account.

## Account Amount

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



A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

Field	Value
Branch	WB1
Transaction Date	2012-05-09
Beneficiary Name	Michael Pattinson
Beneficiary Address	

Dear Sir(s),

Our Reference : FJB1213000006147

We have debited your account as follows :

Transaction Currency	GBP
Transaction Amount	1000
Transaction Account	000000000022
Exchange Rate	1.00

Yours faithfully,

-----

Authorised Signature

## Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.





Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

### 7.3.1 **Specifying Denomination Details**

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

#### **Preferred Denomination**

Specify the denomination code that should be preferred. The system processes the transactions with the preferred denominations. If the transaction amount is less than the preferred denomination, the system will use the low valued denomination than the preferred denomination based on the defaulting rule.

If the preferred denomination is not captured, the system will consider the highest available denomination as the preferred denomination.

If the denomination is not available, the system will display 'Denomination not available' message.

Click 'Populate' button to display the units of currency denomination based on the defaulting rule.



According to defaulting rule, the system will calculate the total amount in terms of minimum number of currencies. It means that the system divides the total amount into the bigger denominations first. Then the remaining amount into next biggest denomination and so on.



For the preferred denomination, the 'Unit' field will be disabled.

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

### 7.3.2 **Specifying charge details**

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

**Cash Withdrawal**

Account Number  Account Branch

Account Description

Transaction Currency  Account Currency

Transaction Amount \*  Account Amount

Narrative

External Reference  Product

Total Charge  Exchange Rate

Negotiated Cost Rate  Negotiation Reference

Customer

Customer Name

Currency Denominations

**Charge Details**

10 of 1

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>						

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

### 7.3.3 Specifying MIS details

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

The screenshot shows a window titled "Cash Withdrawal" with a blue header bar. The window contains several input fields and a "Recalculate" button. The fields are organized as follows:

- Account Number (text box)
- Account Branch (text box)
- Account Description (text box)
- Transaction Currency (text box)
- Account Currency (text box)
- Transaction Amount \* (text box)
- Account Amount (text box)
- Narrative (text box)
- External Reference (text box)
- Product (text box, value: CHWL)
- Total Charge (text box)
- Exchange Rate (text box)
- Negotiated Cost Rate (text box)
- Negotiation Reference (text box)
- Customer (text box)
- Customer Name (text box)

At the bottom of the window, there is a tabbed interface with four tabs: "Currency Denominations", "Charges", "MIS" (highlighted in red), and "UDF". Below the tabs is a large text area. At the bottom right of the window are "Ok" and "Exit" buttons.

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

### 7.3.4 Specifying UDF Details

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

The screenshot displays the 'Cash Withdrawal' form with the 'UDF' tab selected. The form contains various input fields for transaction details, a 'Recalculate' button, and a 'UDF Details' section with a table for field values.

**Cash Withdrawal**

Account Number  Account Branch   
Account Description   
Transaction Currency  Account Currency   
Transaction Amount \*  Account Amount   
Narrative   
External Reference  Product CHWL  
Total Charge  Exchange Rate   
Negotiated Cost Rate  Negotiation Reference   
Customer  **Recalculate**  
Customer Name

**UDF Details**

10f1

Field Name	Field Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Ok** **Exit**

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

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

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

## 7.4 Transferring Cash

You can capture a cash transfer transaction through the 'Cash Transfer' screen. You can invoke this screen by typing '1405' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Cash Transfer Branch Date: 2008-03-31

External Reference Number  
Product  
Transaction Currency  
Transaction Amount  
Exchange Rate  
Related Customer  
Customer Name  
Tax ID  
Tax Detail 1

Account Branch  
Account Number  
Account Title  
Account Currency  
Account Amount  
Total Charge  
Narrative

Recalc

Currency Denomination Charge Details MIS UDF PC Details

Counterparty Details

Counterparty Name  
Counterparty Address 1  
Counterparty Address 2  
Counterparty Address 3  
Counterparty Bank Code  
Counterparty Account Number  
Counterparty Account Type  
Sender To Receiver Information1  
Sender To Receiver Information2  
Sender To Receiver Information3  
Clearing Network

Customer Name  
Customer Address 1  
Customer Address 2  
Customer Address 3  
Communication Mode  
Mobile  
E-mail  
Mobile Number /  
Email ID

Ok Exit

### 7.4.1 Specifying PC Details

You can capture the PC details under 'PC Details' tab.

#### **Counterparty Name**

Specify the name of the counterparty.

#### **Counterparty Address 1**

Specify the address 1 of the counterparty.

#### **Counterparty Address 2**

Specify the address 2 of the counterparty.

#### **Counterparty Address 3**

Specify the address 3 of the counterparty.

#### **Counterparty Bank Code**

Specify the counterparty bank code.

**Counterparty Account Number**

Specify the external counter party account number.

**Counterparty Account Type**

Select the counterparty account type from the drop-down list. Following are the options available in the drop-down list: 10 - Savings Bank

- 11 - Current Account
- 12 - Overdraft
- 13 - Cash Credit
- 14 - Loan Account
- 40 - NRE
- 50 - Cash
- 51 - Credit Card

**Sender To Receiver Information 1**

Specify the sender to receiver information 1.

**Sender To Receiver Information 2**

Specify the sender to receiver information 2.

**Sender To Receiver Information 3**

Specify the sender to receiver information 3.

**Clearing Network**

Specify the clearing network details.

**Customer Name**

Specify the customer name.

If transaction account has not been entered then you need to enter the walk-in customer name otherwise the system will default the customer name of the transaction account.

**Customer Address 1**

Specify the customer address 1.

If transaction account has not been entered then you need to enter the address 1 of the walk-in customer otherwise the system will default the customer address.

**Customer Address 2**

Specify the customer address 2.

If transaction account has not been entered then you need to enter the address 2 of the walk-in customer otherwise the system will default the customer address.

### Customer Address 3

Specify the customer address 3.

If transaction account has not been entered then you need to enter the address 3 of the walk-in customer otherwise the system will default the customer address.

### Communication Mode

Select the mode of communication to the customer to intimate about the beneficiary account credit. Following are the options available:

- Mobile
- E-mail

### Mobile Number/Email ID

Specify the mobile number or the e-mail ID based on the communication mode selected.

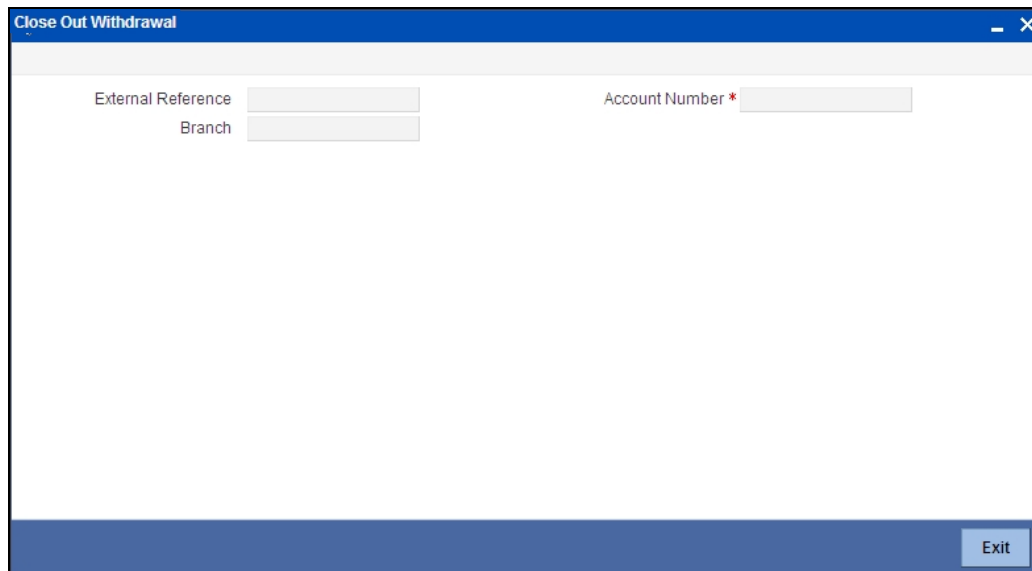
If transaction account has been entered then system will default the corresponding customer's mobile number or e-mail ID.

On authorization of this transaction, the system will automatically create the outgoing payment transaction in PC module for the amount of (Transaction amount – Total Charges). After this process, any operations on branch transaction or outgoing payment transaction will be handled independently.

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

## 7.5 Closing out an Account with Withdrawal

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



Here you can capture the following details:

## External Reference

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

## Account Branch

The current logged-in branch code is displayed here. However, you can modify it. Specify the branch where the customer account which needs to be closed resides.

## Account Number

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

Click save icon to go to the next stage.



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

## Enrichment stage - 1

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

Close Out Withdrawal	
External Reference	
Customer	
Account Currency	
Account Amount	
Account Description	
Account Number	

Exit

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

## Account Title

The system displays a brief title for the chosen account.



## Customer ID

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

## Account Currency

The system displays the account currency here.

## Account Amount

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

## Transaction Amount

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

## SC Charge

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



A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

## Enrichment stage - 2

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

**Close Out Withdrawal**

External Reference  Account Amount   
Account Number  Account Description   
Customer  Transaction Amount   
Account Currency  SC Charge   
**Recalculate**

**Denomination** | Charges | MIS | UDF

Currency Code  Total   
Preferred Denomination  **Clear**  
**Populate**

**Denomination Details**

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

**Exit**

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

### 7.5.1.1 Specifying Denomination Details

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

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

### 7.5.2 Specifying Charge Details

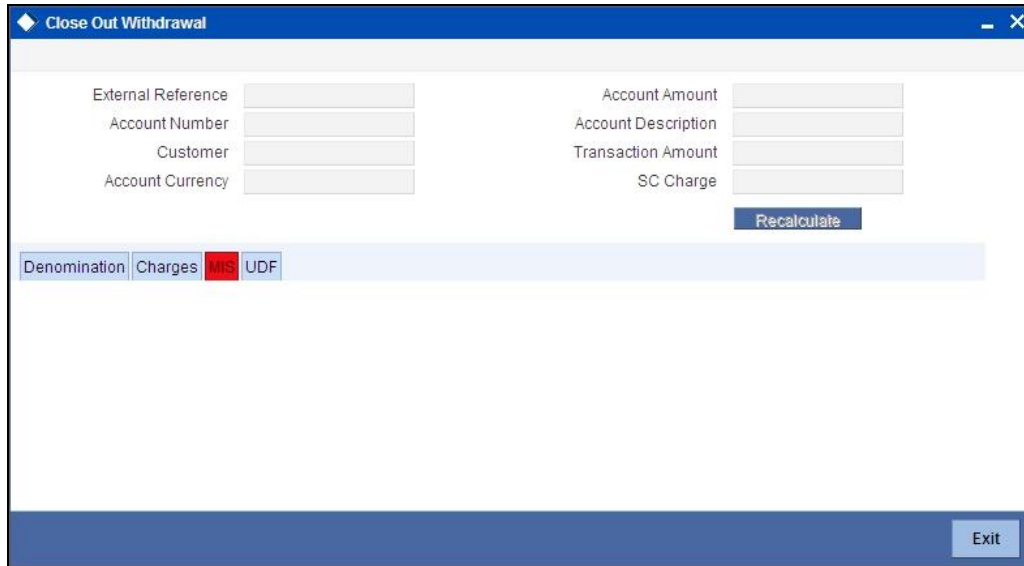
This block allows you to capture charge related details. Click on the 'Charges' tab and invoke the following screen.

The screenshot displays the 'Close Out Withdrawal' window. At the top, there are input fields for 'External Reference', 'Account Number', 'Customer', and 'Account Currency' on the left, and 'Account Amount', 'Account Description', 'Transaction Amount', and 'SC Charge' on the right. A 'Recalculate' button is located below these fields. Below the input fields is a tabbed interface with four tabs: 'Denomination', 'Charges' (which is highlighted in red), 'MIS', and 'UDF'. Under the 'Charges' tab, there is a 'Charge Details' section. This section includes a list of charge components with columns for 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The list is currently empty. At the bottom right of the window is an 'Exit' button.

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

### 7.5.3 Specifying the MIS Details

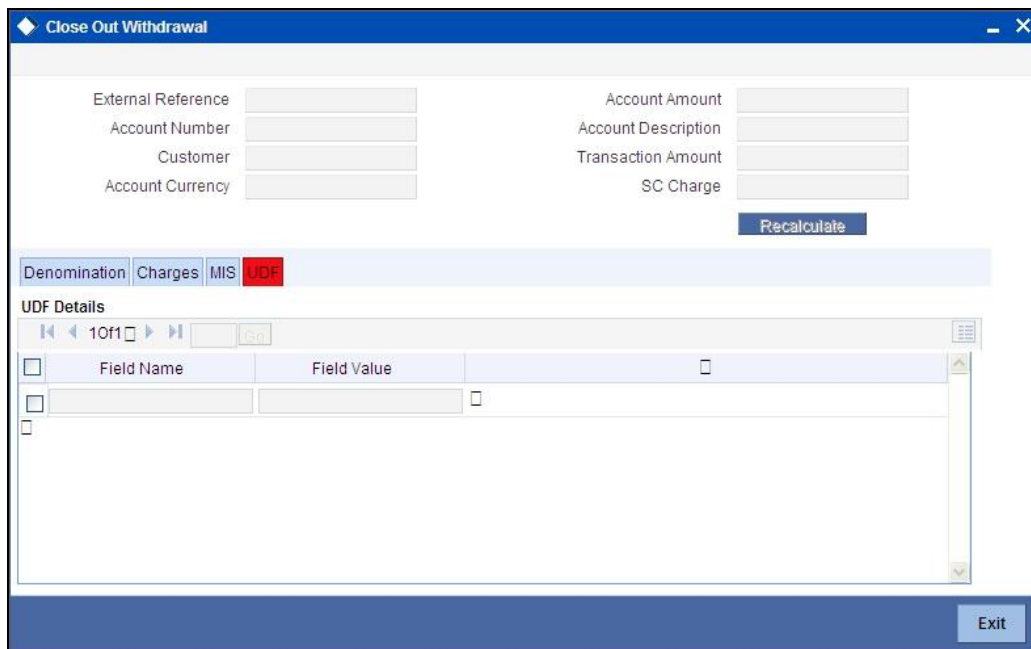
This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:



The screenshot shows the 'Close Out Withdrawal' window with the 'MIS' tab selected. The window has a blue header bar with a diamond icon and the title 'Close Out Withdrawal'. Below the header, there are two columns of input fields. The left column contains 'External Reference', 'Account Number', 'Customer', and 'Account Currency'. The right column contains 'Account Amount', 'Account Description', 'Transaction Amount', and 'SC Charge'. A 'Recalculate' button is located below the right column. At the bottom, there is a tab bar with 'Denomination', 'Charges', 'MIS' (highlighted in red), and 'UDF'. An 'Exit' button is in the bottom right corner.

### 7.5.4 Specifying the UDF details

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



The screenshot shows the 'Close Out Withdrawal' window with the 'UDF' tab selected. The window has a blue header bar with a diamond icon and the title 'Close Out Withdrawal'. Below the header, there are two columns of input fields. The left column contains 'External Reference', 'Account Number', 'Customer', and 'Account Currency'. The right column contains 'Account Amount', 'Account Description', 'Transaction Amount', and 'SC Charge'. A 'Recalculate' button is located below the right column. At the bottom, there is a tab bar with 'Denomination', 'Charges', 'MIS', and 'UDF' (highlighted in red). Below the tab bar, there is a section titled 'UDF Details' with a table. The table has two columns: 'Field Name' and 'Field Value'. There are three rows in the table, each with a checkbox in the first column. An 'Exit' button is in the bottom right corner.

Specify the following details.

#### Field Description

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

#### Field Value

Specify the value for the required UDFs.

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

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

## 7.6 Exchanging Denominations

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

Denomination Exchange

External Reference  Branch Code

Transaction Currency \*

Currency Code  Total

Preferred Denomination

Denomination Details

10f1

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

Here you can capture the following details:

#### External Reference Number

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

### **Branch Code**

The system displays the current logged-in branch code.

### **Transaction Currency**

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

## **7.6.1 Specifying Denomination Details**

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

### **Currency Code**

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

### **Denomination Code**

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

### **Value**

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

### **Units**

Indicate the number of units of the specified denomination.

By default, a positive value is considered to be an inflow unit. To reverse this default behaviour and to enter the units for denominations going out, you can specify a negative value. The summation of the total amount should be zero.

If the total value is not zero, the system will display an error message.

### **Total Amount**

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

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

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

## **7.7 Paying a Bill by Cash**

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

Field	Value
External Reference	
Consumer Number	
Bill Date *	
Transaction Currency *	
Institution Id *	
Product	BPCH
Bill Number *	
Bill Currency *	
Bill Amount *	
Narrative	

Here you can capture the following details:

#### **External Reference Number**

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

#### **Product Code**

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

#### **Consumer Number**

Specify the consumer number for the transaction.

#### **Bill Number**

Specify the bill number here.

#### **Bill Date**

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

#### **Bill Currency**

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

#### **Transaction Currency**

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

## Institution Id

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

## Bill Amount

Specify the amount that should be paid towards the bill.

## Narrative

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

Click save icon to go to the next stage.

## Enrichment stage

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

The screenshot displays the 'Bill Payment by Cash' window. It features two columns of input fields. The left column includes 'External Reference', 'Consumer Number', 'Bill Date \*', 'Transaction Currency \*', 'Institution Id \*', 'Narrative', and 'Exchange Rate'. The right column includes 'Product' (set to 'BPCH'), 'Bill Number \*', 'Bill Currency \*', 'Bill Amount \*', 'Total Amount', 'Negotiated Cost Rate', and 'Negotiation Reference'. A 'Recalculate' button is located below the right column. Below these fields is a tabbed interface with 'Denomination' selected. Under 'Denomination', there are fields for 'Currency Code', 'Preferred Denomination', and a 'Total' field with a 'Clear' button. A 'Populate' button is also present. At the bottom, there is a 'Denomination Details' section with a search bar (containing '10f1') and a table with columns: 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The table is currently empty. An 'Exit' button is located at the bottom right of the window.

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

## Exchange Rate

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

## Charges

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

## Total Amount

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



A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

## Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

### 7.7.1 Specifying denomination details

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

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

### 7.7.2 Specifying Charge Details

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



**Bill Payment by Cash**

External Reference

Consumer Number

Bill Date

Transaction Currency

Institution Id \*

Narrative

Exchange Rate

Product

Bill Number \*

Bill Currency

Bill Amount \*

Total Amount

Denomination **Charges**

**Charge Details**

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit

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

## 7.8 Paying a Bill against Account

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

**Bill Payment Against Account**

External Reference

Consumer Number

Bill Date \*

Account Number \*

Account Branch

Account Currency

Account Title

Product

Institution Id \*

Bill Number \*

Bill Currency \*

Customer

Bill Amount \*

Narrative

Exit

Here you can capture the following details:

**External Reference Number**

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

**Product Code**

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

**Bill Number**

Specify the bill number here.

**Consumer Number**

Specify the consumer number for the transaction.

**Bill Date**

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

**Institution Id**

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

**Bill Currency**

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

**Bill Amount**

Specify the amount that should be paid towards the bill.

**Account Number**

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

**Account Branch**

The branch where the chosen account resides is displayed here.

**Narrative**

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

Click save icon to go to the next stage.

## Enrichment stage

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

The screenshot shows a software window titled "Bill Payment Against Account". It contains two main sections of input fields. The left section includes: External Reference, Consumer Number, Bill Date \*, Bill Currency \*, Account Number \*, Account Branch, Account Currency, Exchange Rate, and Narrative. The right section includes: Product (set to BPAT), Institution Id \*, Bill Number \*, Bill Amount \*, Total Charge, Total Amount, Account Title, Customer, and Customer Name. A "Recalculate" button is located below the right section. Below these sections is a tabbed interface with "Charges" selected, and sub-tabs for "MIS" and "UDF". Under the "Charges" tab is a "Charge Details" section with a table. The table has columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table currently shows one row with empty fields. At the bottom right of the window is an "Exit" button.

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

### Account Currency

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

### Customer ID

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

### Account Title

The system displays a brief title for the chosen account.

### Exchange Rate

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

### Total Charge

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

## **Total Amount**

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

## **Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## **Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

### **7.8.1 Specifying charge details**

This block allows you to capture charge related details.

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

### **7.8.2 Specifying the MIS details**

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

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

### **7.8.3 Specifying the UDF details**

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

#### **Field Description**

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

#### **Field Value**

Specify the value for the required UDFs.

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

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

## **7.9 Requesting for Funds Transfer**

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

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

Here you can capture the following details:

#### **From Account Number**

Specify the account that should be debited for the funds transfer. After specifying the account number, the system will display the From Account Branch and From Account Currency.



In case of multiple accounts with the same account number, the system will display a list of account numbers with associated account branches. Choose the appropriate one.

#### **From Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

#### **From Account Description**

The system displays the description of the account number chosen.

#### **To Account Number**

Specify the account that should be credited for the funds transfer. After specifying the account number, the system will display the To Account Branch and To Account Currency. In case of multiple accounts with the same account number, the system will display a list of account numbers with associated account branches. Choose the appropriate one.

#### **To Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

#### **To Account Description**

The system displays the description of the account number chosen.

**From Account Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

**To Account Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

**From Account Amount**

Specify the transferrable amount in the currency associated with the From Account.

**To Account Amount**

To Account Number is a read-only field displaying the transferrable amount in the currency associated with the To Account.

**Narrative**

The system displays 'Funds Transfer from <From Account Number> to <To Account Number>'. Once you specify the 'From Account Number' and 'To Account Number', the system replaces the account numbers respectively.

Click the OK button to go to the next stage.

**External Reference Number**

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

**Enrichment stage**

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen will be displayed::

**Funds Transfer Request**

From Account Number  From Account Branch

From Account Description

To Account Number  To Account Branch

To Account Description

From Account Currency  To Account Currency

Transaction Amount\*  To Account Amount

Narrative

External Reference  Exchange Rate

Total From Account Amount  Total Charge

Product

Customer ID

Customer Name

**Charges** MIS UDF Project Details

**Charge Details**

10f1

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>						

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

### From Account Currency

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

### Customer ID

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

### Exchange Rate

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

### Total Charge

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

## To Amount

Specify the amount that should be credited to the account.

## Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

### 7.9.1 Specifying charge details

This block allows you to capture charge related details.

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

### 7.9.2 Specifying MIS details

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

The screenshot displays the 'Funds Transfer Request' window with the following fields and controls:

- From Account Number** and **From Account Branch** (text boxes)
- From Account Description** (text box)
- To Account Number** and **To Account Branch** (text boxes)
- To Account Description** (text box)
- From Account Currency** and **To Account Currency** (text boxes)
- Transaction Amount \*** and **To Account Amount** (text boxes)
- Narrative** (text box)
- External Reference** (text box)
- Exchange Rate** (text box)
- Total From Account Amount** (text box)
- Total Charge** (text box)
- Product** (dropdown menu showing 'FTRQ')
- Customer ID** (text box)
- Customer Name** (text box)
- Recalculate** (button)
- Navigation Bar:** Charges (selected), MIS (highlighted in red), UDF, Project Details
- Buttons:** Ok, Exit

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



### 7.9.3 Specifying UDF Details

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

The screenshot displays the 'Funds Transfer Request' window. The top section contains various input fields for account details, currency, and amounts. Below this is a tabbed interface with 'Charges', 'MIS', 'UDF' (selected), and 'Project Details'. The 'UDF Details' section shows a table with columns 'Field Name' and 'Field Value'. The table is currently empty. At the bottom right, there are 'Ok' and 'Exit' buttons.

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

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

## 7.9.4 Specifying Project Details

You can capture project details under 'Project Details' tab. Note that this tab will be applicable only if the funds are being transferred to a Trust account.

The screenshot shows the 'Funds Transfer Request' window. The 'Project Details' tab is selected and highlighted in red. The form contains the following fields and controls:

- From Account Number, From Account Branch, From Account Description, To Account Number, To Account Branch, To Account Description, From Account Currency, To Account Currency, Transaction Amount \*, To Account Amount, Narrative, External Reference, Exchange Rate, Total From Account Amount, Total Charge, Product (FTRQ), Customer ID, Customer Name, Recalculate button.
- Charges, MIS, UDF, Project Details (selected tab).
- Project Details section:
  - Project Name (text field)
  - Unit Payment (Yes/No dropdown menu)
  - Unit Id (text field)
  - Deposit Slip Number (text field)
- Ok, Exit buttons at the bottom right.

Specify the following details:

### Project Name

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

### Unit Payment

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

### Unit ID

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

## Deposit Slip Number

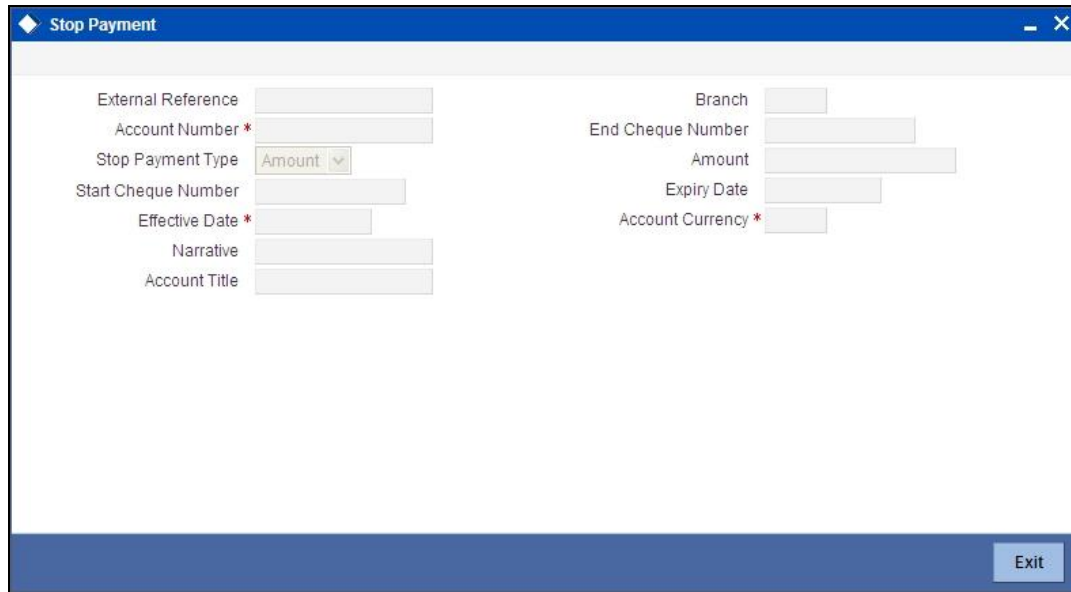
Specify the deposit slip number for the payment.

Click save icon to save the transaction. On saving, the system checks whether the accounts mentioned in the 'from' and 'to' leg of the transaction belong to the same netting group or not. If they belong to the same netting group, the entries will not be posted. Instead the transaction will be logged for the netting batch. On authorisation, the transaction will be made available for the netting batch if logged for netting batch. The rest of the authorization process is similar to that of cash deposit.

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

## 7.10 Making a Stop Payment

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



Here you can capture the following details:

### External Reference Number

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

### Branch

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

### Account Number

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

## Stop Payment Type

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

- Amount
- Cheque

Select the appropriate one.

## Start Cheque Number

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

## End Cheque Number

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



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

## Effective Date

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

## Expiry Date

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

## Amount

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

## Narrative

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

Click save icon to go to the next stage.

## Enrichment stage

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

The screenshot shows a software window titled "Stop Payment". It contains several input fields arranged in two columns. The left column includes: External Reference, Account, Customer Name, Stop Payment Type (with a dropdown menu showing "Amount"), Start Cheque Number, Effective Date, and Currency. The right column includes: Branch Code, Account Title, Remarks, End cheque Number, Expiry Date, and Amount. Below these fields is a section titled "Charge Details" which contains a table with the following columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table has a few rows with some data entered. At the bottom right of the window is an "Exit" button.

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

### Account Title

The system displays a brief title for the chosen account.

### Account Currency

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

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

## 7.10.1 Specifying Charge Details

You can specify charge details under the 'Charge Details' tab. You can specify the following details here:

### Charge Components

Specify the charge component name.

### Waiver

Check this box to indicate that charge is waived.

**Charge Amount**

The system displays the computed charge amount.

**Currency**

The system displays the charge currency.

**Charge in Local Currency**

Specify the charge in local currency.

**Exchange Rate**

The system displays the exchange rate if the transaction currency and account currency are different.

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

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

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

External Reference		Product	FXSW
Currency Sold *		Passport/IC Number	
Beneficiary Name		Narrative	
Beneficiary Address		Currency Received *	
Amount Sold *			

Exit

Here you can capture the following details:

### **Product**

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

### **External Reference Number**

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

### **Currency Sold**

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

### **Amount Sold**

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

### **Currency Received**

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

## Narrative

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

## Beneficiary Name

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

## Passport/IC No

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

## Beneficiary Address

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

Click save icon to go to the next stage.

## Enrichment stage

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

The screenshot displays the 'FX Sale (Walk in)' application window. It features a top navigation bar with a blue header. Below the header, there are two columns of input fields. The left column includes 'External Reference', 'Currency Sold', 'Currency Received', 'Currency Received Rate', 'Beneficiary Name', and 'Beneficiary Address'. The right column includes 'Product' (set to 'FXSW'), 'Amount Sold \*', 'Charges', 'Amount Received', 'Passport/IC Number', 'Narrative', and 'Net Amount'. A 'Recalculate' button is located below the right column. Below these fields is a tabbed interface with tabs for 'Denomination', 'FX Denomination Details', 'Charges', 'MIS', and 'UDF'. The 'Denomination' tab is currently selected. Below the tabs, there are fields for 'Currency Code', 'Preferred Denomination', and 'Total'. A 'Populate' button is located below the 'Preferred Denomination' field, and a 'Clear' button is located below the 'Total' field. At the bottom of the window, there is a table titled 'Denomination Details' with columns for 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The table has a header row and one data row. At the bottom right of the window, there is an 'Exit' button.

Denomination Code	Denomination Value	Units	Total Amount

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



## Currency Received Rate

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

## Charges

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

## Amount Received

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

### 7.11.1 Specifying denomination details

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

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

### 7.11.2 Specifying charge details

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

The screenshot displays the 'FX Sale (Walk in)' application window. The window has a title bar with a diamond icon and the text 'FX Sale (Walk in)'. Below the title bar, there are two columns of input fields. The left column contains: 'External Reference', 'Currency Sold', 'Currency Received', 'Currency Received Rate', 'Beneficiary Name', and 'Beneficiary Address'. The right column contains: 'Product' (with 'FXSW' selected), 'Amount Sold \*', 'Charges', 'Amount Received', 'Passport/IC Number', 'Narrative', and 'Net Amount'. Below these fields is a 'Recalculate' button. A tabbed interface is located below the input fields, with tabs for 'Denomination', 'FX Denomination Details', 'Charges' (which is highlighted in red), 'MIS', and 'UDF'. Below the tabs is a 'Charge Details' section with a table. The table has columns: 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The table is currently empty. At the bottom right of the window is an 'Exit' button.

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

### 7.11.3 Specifying the MIS details

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

The screenshot shows a software window titled "FX Sale (Walk in)". It contains two columns of input fields. The left column includes: External Reference, Currency Sold, Currency Received, Currency Received Rate, Beneficiary Name, and Beneficiary Address. The right column includes: Product (set to "FXSW"), Amount Sold (marked with a red asterisk), Charges, Amount Received, Passport/IC Number, Narrative, and Net Amount. A "Recalculate" button is located below the Net Amount field. At the bottom, there is a tabbed interface with five tabs: "Denomination", "FX Denomination Details", "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is positioned in the bottom right corner of the window.

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

### 7.11.4 Specifying UDF Details

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

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

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

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

## 7.12 Purchasing Foreign Exchange from a Walk-in Customer

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

Here you can capture the following details:

#### **Product**

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

#### **External Reference Number**

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

#### **Currency Bought**

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

#### **Amount Bought**

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

#### **Currency Paid**

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

#### **Narrative**

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

#### **Beneficiary Name**

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

## Passport/IC No

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

## Beneficiary Address

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

## Enrichment stage

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

The screenshot displays the 'FX Purchase (Walk in)' application window. It features a top navigation bar with a blue header and a close button. The main content area is divided into two columns of input fields. The left column includes fields for 'External Reference', 'Currency Bought', 'Currency Paid', 'Transaction Currency Rate', 'Beneficiary Name', and 'Beneficiary Address'. The right column includes fields for 'Product' (set to 'FXPW'), 'Amount Bought \*', 'Charges', 'Narrative', 'Amount Paid', and 'Passport/IC Number'. A 'Recalculate' button is located below the right column. Below these fields is a tabbed interface with tabs for 'Denomination' (highlighted in red), 'FX Denomination Details', 'Charges', 'MIS', and 'UDF'. The 'Denomination' tab shows fields for 'Currency Code', 'Preferred Denomination', and 'Total', along with 'Populate' and 'Clear' buttons. Below this is a 'Denomination Details' section with a table. The table has columns for 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The bottom of the window has a blue footer bar with an 'Exit' button.

Denomination Code	Denomination Value	Units	Total Amount

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

## Transaction Currency Rate

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

## Charges

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

## Amount Paid

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

### 7.12.1 Specifying denomination details

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

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

### 7.12.2 Specifying charge details

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

The screenshot displays the 'FX Purchase (Walk in)' application window. The top section contains input fields for 'External Reference', 'Currency Bought', 'Currency Paid', 'Transaction Currency Rate', 'Beneficiary Name', and 'Beneficiary Address'. To the right, there are fields for 'Product' (set to 'FXPW'), 'Amount Bought \*', 'Charges', 'Narrative', 'Amount Paid', and 'Passport/IC Number'. A 'Recalculate' button is located below these fields. Below the input fields is a tabbed interface with tabs for 'Denomination', 'FX Denomination Details', 'Charges' (which is highlighted in red), 'MIS', and 'UDF'. The 'Charge Details' section is visible, showing a table with columns: 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The table has a scrollable area with a few rows. At the bottom right of the window is an 'Exit' button.

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

### 7.12.3 Specifying MIS details

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

The screenshot shows a software window titled "FX Purchase (Walk in)". It contains two columns of input fields. The left column includes "External Reference", "Currency Bought", "Currency Paid", "Transaction Currency Rate", "Beneficiary Name", and "Beneficiary Address". The right column includes "Product" (set to "FXPW"), "Amount Bought\*" (with an asterisk), "Charges", "Narrative", "Amount Paid", and "Passport/IC Number". A "Recalculate" button is located below the right column. At the bottom, there is a tabbed interface with five tabs: "Denomination", "FX Denomination Details", "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is in the bottom right corner.

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

### 7.12.4 Specifying UDF Details

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

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

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

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

## 7.13 Purchasing FX against Account

Oracle FLEXCUBE facilitates purchase of foreign currency from the branch using CASA account. While purchasing, you can maintain denomination details for the foreign currency amount. On completion of the transaction successfully, the system generates an advice for the same.

You can generate the details from the purchase of foreign currency by crediting CASA account using 'FX Purchase against Account' screen. You can invoke 'FX Purchase against Account' screen by typing '8207' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



External Reference		Product	FXPA
FX Currency *		Branch Code	
Beneficiary Name		Account Branch	
Beneficiary Address		Passport/IC Number	
		Narrative	
		Account *	
FX Amount *		Account Description	
		Account Currency	

Exit

You can maintain the following parameters here:

#### **External Reference Number**

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

#### **FX Currency**

Specify a valid currency purchased by the customer from the adjoining option list. The option list displays list of foreign currencies maintained by the bank.

#### **Beneficiary Name**

Specify the name of the beneficiary customer.

#### **Beneficiary Address**

Specify the address of the beneficiary customer which should appear in the advice.

#### **FX Amount**

Specify the amount of the foreign currency purchased by the customer.

#### **Product**

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

#### **Branch Code**

The system displays the branch code of the current branch here.

#### **Account Branch**

The system displays the branch code of the branch to which the specified customer account belongs.

**Passport/IC Number**

Specify the passport or unique identification number of the beneficiary.

**Narrative**

Specify additional remarks pertaining to the transaction, if any.

**Account**

Specify a valid CASA account to be debited for the FX sale from the adjoining option list. The option list displays the customer accounts maintained in the system.

**Account Description**

Specify the description of the specified customer account.

**Account Currency**

Currency of the specified customer account is defaulted here.

Click save icon button to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found right, the system generates the FX purchase details based on the input data and displays the following screen.

The screenshot shows a software window with a blue title bar. Inside, there are two columns of input fields. The left column includes: External Reference, FX Currency\*, Currency Rate, Beneficiary Name, Account\*, Account Description, Account Currency, Account Branch, and Beneficiary Address. The right column includes: Product (set to FXPA), FX Amount, Charges, Amount\*, Passport/IC Number, Narrative, and Net Amount. A 'Recalculate' button is located below the right column. Below these columns is a tabbed interface with 'Denomination' selected. It contains fields for Currency Code, Preferred Denomination, and a 'Populate' button. To the right of these is a 'Total' field and a 'Clear' button. At the bottom is a 'Denomination Details' table with columns: Denomination Code, Denomination Value, Units, and Total Amount. The table has one row with empty input fields. An 'Exit' button is in the bottom right corner.

In addition to the parameters defaulted from the previous stage, you can maintain the following:

### Currency Rate

The current exchange rate of the currency is defaulted here.

### Charges

The charge amount in account currency, if any, associated with the retail teller product FXSP is defaulted here.

### Amount

The actual amount equivalent to the foreign currency which is credited to the customer account is defaulted here.

### Net Amount

Sum of the actual amount credited and the charges in account currency is defaulted here.

### Recalculate

Click the 'Recalculate' button to recalculate the amount after modifications to values, if any.

### **7.13.1 FX Denomination Details Tab**

You can maintain currency denominations involved in the actual FX currency purchased.

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

### **7.13.2 Charges Tab**

You can maintain the charge related details of the transaction. Click on the 'Charges' tab to invoke the following screen:

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

### **7.13.3 MIS Tab**

You can maintain the MIS related details of the transaction. Click on the 'MIS' tab to invoke the following screen:

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

### **7.13.4 UDF Tab**

You can capture the UDF related details of the transaction. Click on the 'UDF' tab to invoke the following screen.

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

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

*Refer 'Authorization Stage' section under 'Depositing Cash' for further details.*

## **7.14 Issuing a TT against Account**

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

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

You need to specify the following details:

#### **Bank Code**

Specify the clearing bank code for the transaction.

#### **Instrument Currency**

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

#### **Account Currency**

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

#### **Payable Branch**

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

#### **Account Number**

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

#### **TT Amount**

Specify the transfer amount.

#### **Banker's Cheque Date**

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

#### **Serial Number**

Specify the serial number printed on the TT.

**Passport/IC Number**

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

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary of the TT.

**Beneficiary Address**

Specify the address of the beneficiary.

Click save icon to go to the next stage.

## Enrichment Stage

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

The screenshot shows a window titled "TT Issue against Account". It contains two columns of input fields. The left column includes: External Reference, TT Currency, TT Amount \*, Instrument Number, Telegraphic Transfer Date, Payable Branch, Serial Number, Beneficiary Name \*, Beneficiary Address, and Passport/IC Number. The right column includes: Issuing Branch, Instrument Type, Instrument Status, Bank code, Transaction Branch, Account Number, Customer Name, Account Currency, Account Amount, Exchange Rate, Charges, and Narrative. A "Recalculate" button is located below the right column. Below the input fields is a tabbed interface with "Charges" selected. The "Charge Details" section shows a table with columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table has one row with a checkbox in the "Charge Components" column. At the bottom right of the window is an "Exit" button.

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

### Transaction Currency Rate

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

### Charges

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

#### 7.14.1 Specifying charge details

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

TT Issue against Account

External Reference

TT Currency

TT Amount \*

Instrument Number

Telegraphic Transfer Date

Payable Branch

Serial Number

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

Issuing Branch

Instrument Type

Instrument Status

Bank code

Transaction Branch

Account Number

Customer Name

Account Currency

Account Amount

Exchange Rate

Charges

Narrative

Recalculate

Charges

MIS

UDF

Charge Details

10f1

Go

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				

Exit

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

### 7.14.2 Specifying MIS Details

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



**TT Issue against Account**

External Reference		Issuing Branch	
TT Currency		Instrument Type	
TT Amount *		Instrument Status	
Instrument Number		Bank code	
Telegraphic Transfer Date		Transaction Branch	
Payable Branch		Account Number	
Serial Number		Customer Name	
Beneficiary Name *		Account Currency	
Beneficiary Address		Account Amount	
		Exchange Rate	
		Charges	
Passport/IC Number		Narrative	

**Recalculate**

Charges **MIS** UDF

**Exit**

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

### 7.14.3 Specifying the UDF details

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

TT Issue against Account

External Reference

TT Currency

TT Amount \*

Instrument Number

Telegraphic Transfer Date

Payable Branch

Serial Number

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

Issuing Branch

Instrument Type

Instrument Status

Bank code

Transaction Branch

Account Number

Customer Name

Account Currency

Account Amount

Exchange Rate

Charges

Narrative

Recalculate

Charges

MIS

UDF

UDF Details

1 of 1

Go

	Field Name	Field Value	
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

Exit

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

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

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

## 7.15 Issuing a TT against GL

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

External Reference		Instrument Type	TTG
TT Currency *		General Ledger Number *	
TT Amount *		General Ledger Title	
Bank code *		General Ledger Currency *	
Telegraphic Transfer Date *			
Narrative			
Payable Branch *			
Serial Number			
Beneficiary Name *			
Beneficiary Address			
Passport/IC Number			

Exit

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

You need to specify the following details:

### Bank Code

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

### Instrument Currency

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

### Payable Branch

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

### General Ledger Number

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

### Account Title

The system displays a brief title for the chosen account.

### Banker's Cheque Date

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

**TT Amount**

Specify the transfer amount.

**Serial Number**

Specify the Serial number printed on the TT.

**Passport/IC No**

Specify the customer's passport number or identification number.

**Narrative**

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

**Beneficiary Name**

Specify the name of the beneficiary.

**Beneficiary Address**

Specify the address of the beneficiary.

Click save icon to move to the next stage.

## Enrichment Stage

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

The screenshot shows a window titled "TT Issue against GL". It contains two main sections of input fields. The left section includes: External Reference, TT Currency, TT Amount \*, Instrument Number, Telegraphic Transfer Date, Payable Branch, Serial Number, Beneficiary Name \*, Beneficiary Address, and Passport/IC Number. The right section includes: Instrument Type, Bank code, General Ledger Number, General Ledger Currency, General Ledger Title, Exchange Rate, Charges, General Ledger Amount, and Narrative. A "Recalculate" button is located below the right section. Below these sections is a tabbed interface with "Charges" selected, and "MIS" and "UDF" tabs. Under the "Charges" tab is a "Charge Details" table with columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table has one row with input fields. At the bottom right of the window is an "Exit" button.

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

### Txn Ccy Rate

The system displays the transaction currency.

### Charges

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

### TT Amount

The system displays the TT amount.

### Total Amount

The system displays the total amount of the transaction.

### 7.15.1 Specifying Charge Details

This block allows you to capture charge related details.

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

### 7.15.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

The screenshot displays a software window titled "TT Issue against GL". It contains two columns of input fields. The left column includes: External Reference, TT Currency, TT Amount \*, Instrument Number, Telegraphic Transfer Date, Payable Branch, Serial Number, Beneficiary Name \*, Beneficiary Address, and Passport/IC Number. The right column includes: Instrument Type, Bank code, General Ledger Number, General Ledger Currency, General Ledger Title, Exchange Rate, Charges, General Ledger Amount, and Narrative. A "Recalculate" button is located below the Narrative field. At the bottom left, there are three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located at the bottom right of the window.

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

### 7.15.3 Specifying the UDF details

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

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

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

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

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

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

**TT Issue against Walk in**

External Reference	Instrument Type	TTW
TT Currency *	Bank code *	
TT Amount *	Transaction Currency *	
Telegraphic Transfer Date *	Narrative	
Payable Branch *		
MICR Number		
Beneficiary Name *		
Beneficiary Address		
Passport/IC Number		

Exit

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

You need to specify the following details:

**Bank Code**

Specify the clearing bank code for the transaction.

**Instrument Currency**

Specify the currency in which the TT is being issued.

**Payable Branch**

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

**Transaction Currency**

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

**Demand Draft Amount**

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

**Banker's Cheque Date**

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

**MICR Number**

Specify the MICR number of the instrument.

**Narrative**

Here, you can enter remarks pertaining to the transaction.



## Beneficiary Name

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

## Passport/IC Number

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

## Beneficiary Address

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

Click save icon to go to the next stage.

## Enrichment Stage

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

**TT Issue against Walk in**

External Reference  Instrument Type

TT Currency  Bank code

TT Amount \*  Transaction currency

Telegraphic Transfer Date  Exchange Rate

Instrument Number  Charges

Payable Branch  Total Amount

MICR Number  Narrative

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

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

Currency Code  Total

Preferred Denomination

**Denomination Details**

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

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

### **Transaction Currency Rate**

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

### **Charges**

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

### **Total Amount**

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

## **7.16.1 Specifying denomination details**

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

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

## **7.16.2 Specifying charge details**

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

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

## **7.16.3 Specifying MIS Details**

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

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

## **7.16.4 Specifying the UDF details**

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

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

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

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

## **7.17 Liquidating a TT against GL**

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

TT Liquidation against GL

External Reference

Instrument Number \*

Issuing Branch \*

Exit

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

You need to specify the following details:

**Instrument Number**

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

**Issue Branch**

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

Click save icon to go to the next stage.

**Enrichment Stage**

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

You can capture the following information:

#### **Bank Code**

The bank code of the clearing bank is displayed here.

#### **Payable Branch**

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

#### **Liquidation Type**

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

#### **Liquidation Mode**

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

- Payment
- Refund
- Cancel

#### **GL Currency**

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

#### **Liquidation Date**

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

#### **GL account no**

Specify the GL into which the amount should be liquidated.

**Instrument Currency**

Displays the currency in which the instrument was issued.

**TT Status**

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

**Issue Date**

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

**Beneficiary Name**

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

**Beneficiary Address**

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

**Passport/IC No**

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

**Narrative**

The remarks associated with the transaction are displayed here.

**7.17.1 Specifying charge details**

This block allows you to capture charge related details.

**TT Liquidation against GL**

External Reference		Bank Code	
Instrument type	TTG	Transaction Branch	
Branch		General Ledger Number	
Instrument Status	Payment	Instrument Number	
Narrative		Issue Date	
Payable Branch		TT Amount	
Beneficiary Name		Exchange Rate	
Beneficiary Address		General Ledger Currency	
		Telegraphic Transfer Date	
		Account Amount	
Passport/LC Number		Charges	

**Recalculate**

**Charges** MIS UDF

**Charge Details**

1 of 1

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>						

**Exit**

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

### 7.17.2 Specifying MIS details

This block allows you to capture details pertaining to MIS.

**TT Liquidation against GL**

External Reference		Bank Code	
Instrument type	TTG	Transaction Branch	
Branch		General Ledger Number	
Instrument Status	Payment	Instrument Number	
Narrative		Issue Date	
Payable Branch		TT Amount	
Beneficiary Name		Exchange Rate	
Beneficiary Address		General Ledger Currency	
		Telegraphic Transfer Date	
		Account Amount	
Passport/LC Number		Charges	

**Recalculate**

**Charges** MIS UDF

**Exit**

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

### 7.17.3 Specifying the UDF details

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

The screenshot displays the 'TT Liquidation against GL' window. The top section contains various input fields for transaction details, organized into two columns. The left column includes fields for External Reference, Instrument type (set to 'TTG'), Branch, Instrument Status (set to 'Payment'), Narrative, Payable Branch, Beneficiary Name, Beneficiary Address, and Passport/LC Number. The right column includes fields for Bank Code, Transaction Branch, General Ledger Number, Instrument Number, Issue Date, TT Amount, Exchange Rate, General Ledger Currency, Telegraphic Transfer Date, Account Amount, and Charges. A 'Recalculate' button is located below the right column. Below these fields is a tabbed interface with three tabs: 'Charges', 'MIS', and 'UDF'. The 'UDF' tab is currently selected and highlighted in red. Under the 'UDF' tab, there is a 'UDF Details' section with a table. The table has two columns: 'Field Name' and 'Field Value'. The table is currently empty. At the bottom right of the window is an 'Exit' button.

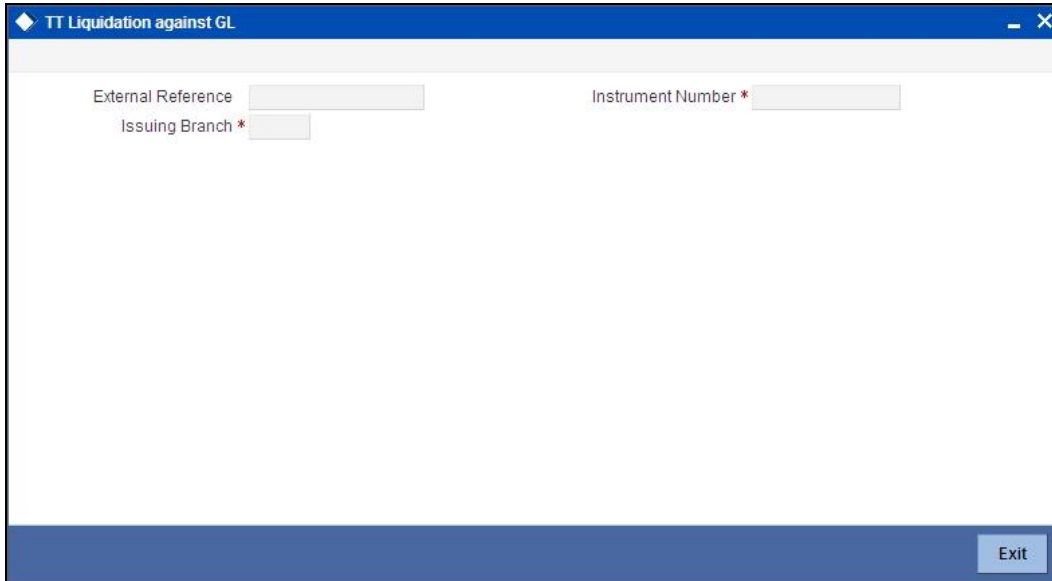
Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.

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

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

## 7.18 Liquidating a TT against Account

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



The screenshot shows a window titled "TT Liquidation against GL". It contains three input fields: "External Reference" (containing "8321"), "Instrument Number \*" (containing "123456789"), and "Issuing Branch \*" (containing "BR001"). An "Exit" button is located in the bottom right corner.

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

You need to specify the following details:

### **Issue Branch**

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

### **Instrument Number**

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

Click save icon to go to the next stage.



## Enrichment Stage

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

TT Liquidation against GL	
External Reference	<input type="text"/>
Instrument type	TTA
Branch	<input type="text"/>
Instrument Status	Payment
Narrative	<input type="text"/>
Telegraphic Transfer Date	<input type="text"/>
Payable Branch	<input type="text"/>
TT Status	<input type="text"/>
Beneficiary Name	<input type="text"/>
Beneficiary Address	<input type="text"/>
Passport/IC Number	<input type="text"/>
Clearing Bank Code	<input type="text"/>
Transaction Branch	<input type="text"/>
Account Number	<input type="text"/>
Instrument Number	<input type="text"/>
Issue Date	<input type="text"/>
TT Currency	<input type="text"/>
TT Amount	<input type="text"/>
Account Currency	<input type="text"/>

Exit

### Bank Code

The clearing bank code is displayed here.

### Payable Branch

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

### Liquidation Mode

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

- Payment
- Refund
- Cancel

### TT Status

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

### Liquidation Type

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

### Account Currency

The currency of the chosen account is displayed here.

### TT Currency

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

**TT Amount**

The system displays the TT amount.

**Liquidation Date**

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

**Issue Date**

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

**Account Number**

Specify the account into which the TT should be liquidated.

**Account Branch**

The branch to which the account belongs is displayed here.

**Beneficiary Name**

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

**Beneficiary Address**

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

**Passport / IC No**

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

**Narrative**

You can enter remarks for the transaction.

Specifying charge details

This block allows you to capture charge related details.

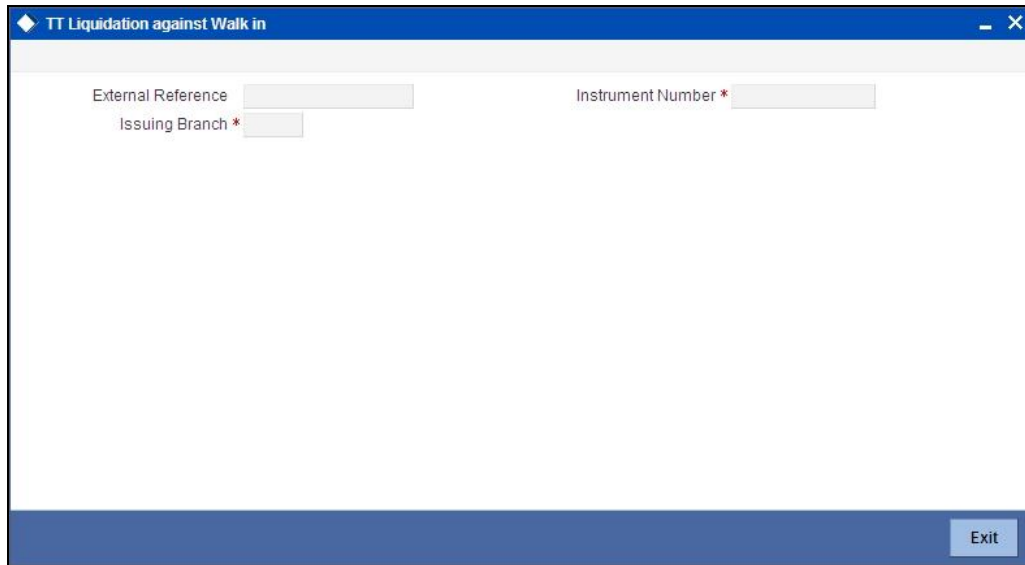
*Refer the section titled 'Specifying the charge details' under 'Depositing Cash' in this manual..*

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

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

## 7.19 Liquidating a TT for a Walk-in Customer

You can liquidate a Telegraphic Transfer for a walk-in customer and give the customer an equivalent amount in cash. In order to capture such a transaction, invoke the 'TT Liquidation (Walk-In)' screen. You can invoke this screen by typing '8319' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



The screenshot shows a software window titled "TT Liquidation against Walk in". The window contains three input fields: "External Reference" (with a value), "Instrument Number \*" (with a value), and "Issuing Branch \*" (with a value). An "Exit" button is located in the bottom right corner.

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

You need to specify the following details:

### **Instrument Number**

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

### **Issue Branch**

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

Click save icon to go to the next stage.

### **Enrichment Stage**

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

The following details will be displayed on invoking this screen:

### **Liquidation Mode**

The system displays the liquidation mode of the TT. However, you can change it.

The adjoining drop-down list displays the following values:

- Payment
- Refund
- Cancel

### **Bank Code**

The clearing bank code is displayed here.

### **TT Currency**

The system displays the currency in which the TT has been issued.

### **Instrument Amount**

The amount for which the cheque amount has been issued is displayed here.

### **Issue Date**

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

### **Liquidation Date**

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

### **Payable Branch**

The branch where the transfer amount is being paid out (current branch) is displayed here.

**TT Status**

The status of the transaction is displayed here.

**Beneficiary Name**

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

**Beneficiary Address**

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

**Passport/IC Number**

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

**Liquidation Type**

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

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Txn Currency**

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

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

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

## 7.20 Inquiring on a TT Transaction

You can query a Telegraphic Transfer transaction for a specified branch and Instrument Number. This can be done by using the 'TT Inquiry' screen. You can invoke this screen by typing '7795' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "TT Transactions". Inside, there are input fields for "Issue Branch \*", "Instrument Number \*", "TT Currency", "Transaction Amount", "Instrument Status", "Beneficiary Name", "Beneficiary Address", "Issue Account Number", and "Passport/IC Number". There are also "Ok", "Reset", and "Exit" buttons.

Specify the following details:

### **Instrument Number**

Specify an instrument number of the TT transaction that needs to be queried.

### **Issue Branch**

Specify a branch for which you wish to query the TT transaction. Or select a branch from the list of values.

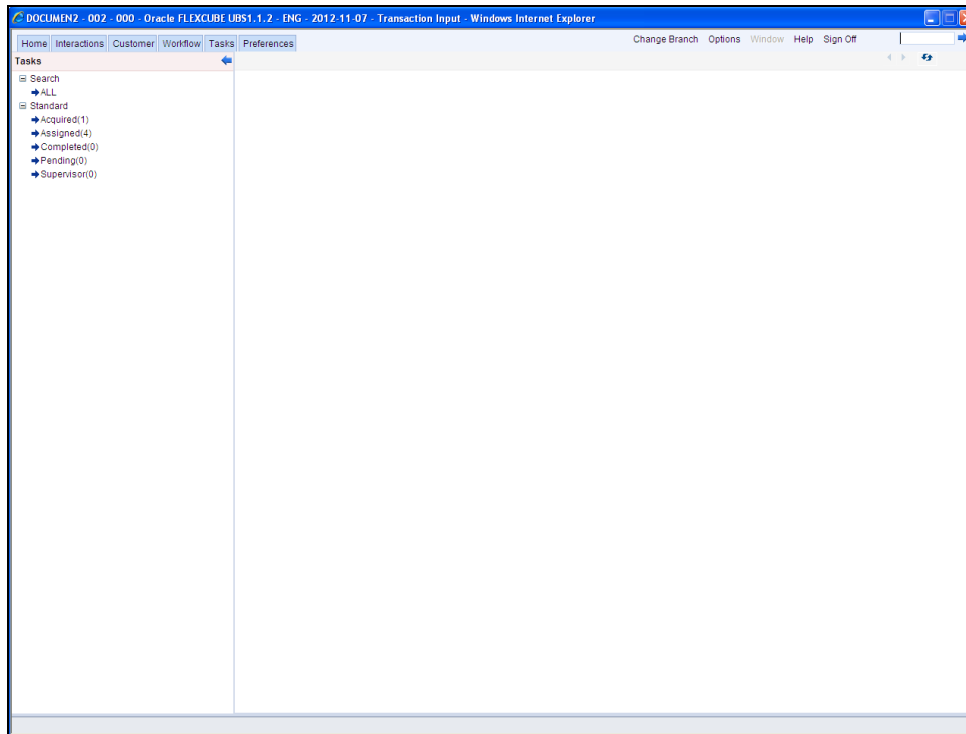
After you specify the above details, click 'Ok' button.

The system will display the following details based on the instrument number:

- Transaction Amount
- TT Currency
- Instrument Status
- Issue Mode
- Issue Account Number
- Beneficiary Name
- Passport/IC Number
- Beneficiary Address

## 7.21 Transaction Reversal

You can reverse financial transactions that have been initiated by you. The transactions that have been completed successfully are available in the 'Completed' list.



You can select the transaction that needs to be reversed by clicking on it.

Here you will be able to view all the transaction details. Click save icon to reverse the transaction. The accounting entries will be reversed (i.e. negative amounts will be posted into the accounts). This will update the till balance for the currencies, wherever applicable. The system will display the following message:

**Transaction Completed Successfully**

## 7.22 Disbursing Loan Manually By Cash

You can manually disburse loan amount by cash using the 'Loan Disbursement by Cash' screen. You can invoke this screen by typing '5001' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The screen is displayed below:

The screenshot shows a window titled "Cash Withdrawal". Inside the window, there are two columns of input fields. The left column contains "External Reference", "Loan Account Branch \*", and "Loan Account \*". The right column contains "Product" (with "LDCH" entered), "Loan Currency \*", "Disbursement Amount \*", and "Narrative". At the bottom right of the window is an "Exit" button.

Specify the following details:

### **External Reference Number**

The system displays a unique number.

### **Product**

The retail teller product code 'LDCH' is displayed in this field.

### **Loan Account Branch**

Specify the loan account branch from which the amount is to be disbursed. You can also select the appropriate branch from the adjacent option list. The list displays all the branches maintained in the system.

### **Loan Account**

Specify the loan account number from which the amount is to be disbursed. You can also select the appropriate account number from the adjacent option list. The list displays all the valid loan accounts maintained in the system.

### **Disbursement Currency**

Specify the currency of the disbursement amount. You can also select the appropriate currency from the adjacent option list. The list displays all the currencies maintained in the system. The denomination tracking will be against this currency.

### **Disbursement Amount**

Specify the disbursement amount.



## Narrative

Specify any remarks for the transaction.

After specifying the above details, click 'Save' button. The following screen along with the loan details is displayed:

The screenshot shows a window titled "Cash Withdrawal" with a blue header bar. Below the header, there are two columns of input fields. The left column includes: External Reference, Product (with "LDCH" selected), Loan Currency, Disbursement Amount (with a red asterisk), Exchange Rate, Customer, and Customer Name. The right column includes: Loan Account Branch, Loan Account, Account Title, Account Currency, Loan Amount, Total Charge, and Narrative. A "Recalculate" button is located below the Narrative field. Below these fields is a tabbed interface with four tabs: "Currency Denominations", "Charges" (which is highlighted in red), "MIS", and "UDF". Under the "Charges" tab, there is a section titled "Charge Details" with a toolbar containing navigation icons and a "Log" button. Below the toolbar is a table with the following columns: "Charge Components", "Waiver", "Charge Amount", "Currency", "Charge in Local Currency", and "Exchange Rate". The table has one row with input fields for each column. At the bottom right of the window is an "Exit" button.

The details specified in the first screen are displayed here. However, you can capture the following details:

## Disbursement Amount

The disbursement amount mentioned in the first screen is displayed here. However, you can modify the same. Specify the disbursement amount and click 'Recalculate' button to calculate the total cash being disbursed.

## Total Cash Disbursed

The total cash disbursed, after deducting the charges is displayed.

## Exchange Rate

Specify the rate of exchange.

## Loan Account Title

You can specify any title or remarks for the loan account.

## Narrative

Specify any remarks for the transaction.

## **Currency Denominations**

You can specify denomination details if you have checked the 'Denomination Tracking Required' option in the 'Function Workflow Definition Detail' screen.

### **Units**

Specify the number of units for each denomination.

### **Total Amount**

The total amount for each denomination is displayed.

On saving the transaction, it will move to the enrichment stage for further processing.



Note the following:

- The total amount of all the denominations must be equal to the total cash being disbursed.
- You cannot reverse these transactions from Savings module
- Manual disbursement through Savings module can be done only for manual disbursement loan accounts

## **7.23 Repaying Loan Manually By Cash**

You can manually repay retail loan amount by cash using the 'Repayment towards Loan' screen. You can invoke this screen by typing '5401' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The screen is displayed below:

A screenshot of a software application window titled 'Cash Deposit'. The window has a blue header bar with a diamond icon and the title. Below the header, there are three input fields: 'External Reference', 'Loan Account Branch', and 'Financing Account'. To the right of these fields is a 'Product' field with the value 'LRCH'. Below the input fields is a table with a single row and one column. The table has a header row with a checkbox and a text field. The table is empty. At the bottom right of the window is an 'Exit' button.

Here, you query the loan details by specifying the following:

### **Loan Account Branch**

Specify the branch of the loan account for which the amount is to be repaid.

### Loan Account Number

Specify the loan account number for which the amount is to be repaid.

Click 'Save' button. The total amount financed, disbursed, the total outstanding amount for each component and currency is displayed in the following screen:

The screenshot shows a window titled "Cash Deposit". It contains several input fields arranged in two columns. The left column includes "External Reference", "Loan Account Branch \*", "Financing Account \*", "Amount Financed", and "Amount Disbursed". The right column includes "Product" (with "LRCH" entered), "Repayment Currency \*", "Repayment Amount \*", and "Narrative". Below these fields is a table with three columns: "Component Name", "Component Currency", and "Outstanding Amount". The table has one row with empty input fields. At the bottom right of the window is an "Exit" button.

Specify the following in this screen:

### Loan Account Branch

Specify the branch of the loan account for which the amount is to be repaid.

### Loan Account Number

Specify the loan account number for which the amount is to be repaid.

### Repayment Currency

Specify the currency of repayment amount. You can also select the appropriate currency from the adjacent option list. The list displays all the valid currencies maintained in the system. The denomination tracking will be against this currency.

### Repayment Amount

Specify the amount to be repaid.

### Narrative

Specify any remarks for the transaction.

After specifying the above details, click 'Save' button. The following screen along with the loan details is displayed:

Specify the following in this screen:

### Repayment Amount

The amount mentioned in the input screen is displayed here. However, you can modify the same. Specify the amount to be repaid and click 'Recalculate' button to calculate the total cash being amount.

### Total Cash Amount

The total amount to be paid after including all the charges is displayed here.

### Exchange Rate

Specify the rate of exchange.

### **Loan Account Title**

You can specify any title or remarks for the loan account.

### **Narrative**

Specify any remarks for the transaction.



A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

### **Currency Denominations**

You can specify denomination details if you have checked the 'Denomination Tracking Required' option in the 'Function Workflow Definition Detail' screen.

### **Units**

Specify the number of units for each denomination.

### **Total Amount**

The total amount for each denomination is displayed.

On saving the transaction, it will move to the enrichment stage for further processing.



Note the following:

- The total amount of all the denominations must be equal to the total cash amount being paid.
- You cannot reverse these transactions from Savings module.

## **7.24 Processing Safe Deposit Box Rentals**

Your customer can pay rental for the safe deposit box either by cash or from the account. The cash payment is processed through the 'Safe Deposit Rental By Cash' screen as detailed below:

### **7.24.1 Input Stage**

You can invoke the 'Safe Deposit Rental By Cash' screen by typing '3401' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The following screen is displayed:

Safe Deposit Details

Contract Reference \*

Exit

In this screen, select the Contract Reference Number of the transaction from the option list and click the save icon. The transaction will move on the next stage.

### 7.24.2 Enrichment Stage

On clicking the save icon, the system will display the following screen:

External Reference

Narrative

Product SDRC

Safe Deposit Details

Contract Reference

Settlement Currency

Settlement Account

Settlement Branch

Value Date

Due Date

Next Due Date

Payment Currency

Payment Amount

Exit

In this screen, the system will display the following details:

- External Reference Number
- Product
- Contract Reference Number
- Value Date
- Due Date
- Next Due Date

- Payment Currency
- Payment Amount

You can enter the following details:

### **Narrative**

Enter additional information for the transaction.

### **Settlement Account**

The system will display the account selected at the contract level. You can modify this, if required.

### **Settlement Branch**

The system will display the branch selected at the contract level. You can modify this, if required.

### **Settlement Currency**

The system will display the currency selected at the contract level. You can modify this, if required.

You can save the transaction by clicking the save icon. The following screen will be displayed

External Reference

Product

Transaction Currency

Transaction Amount\*

Exchange Rate

Related Customer

Customer Name

Narrative

**Recalculate**

Value Date

Next Due Date

Payment Currency

Payment Amount

**Safe Deposit Details**

Contract Reference

Settlement Currency

Settlement Account

Settlement Branch

**Denomination Details** **MIS** **UDF**

Currency Code

Preferred Denomination

**Populate**

Total

**Clear**

**Denomination Details**

101

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

**Exit**

In this screen, you can enter the details pertaining to denomination, MIS and UDF:

### 7.24.2.1 Denomination Details

Enter the following detail:

#### **Preferred Denomination**

Specify the denomination in which the cash should be paid.

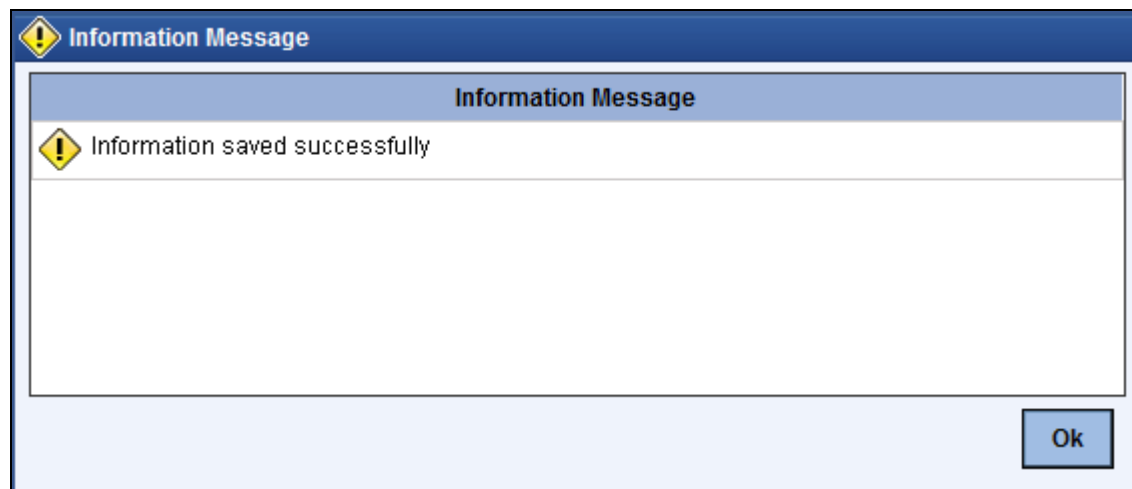
After entering the denomination click 'Populate'. The system will default the units for the denomination specified. You can modify the denomination and units if required.

If you do not enter any preferred denomination after clicking 'Populate', the system will default the denomination code and other details to the extent of the transaction amount. If you wish to modify these details, you may do so by clicking 'Clear', specifying the preferred currency and then clicking the 'Populate' button.

*Refer the corresponding section under 'Depositing Cash' for details on MIS and UDF*

*Refer the chapter 'Operations' in the Deposit Locker User Manual for details on payment through account.*

Click the save icon. The following screen is displayed:



## 7.25 Viewing Availability of Denomination in Till

You can view the count of denomination units available in Till in the 'Denomination Count for Transaction Currency' screen. You can invoke this screen using the key combination 'Ctrl+T' only if the main screen contains 'Denomination' tab and the code of the currency is specified in the main screen. For enabling 'Ctrl+T' key combination for this feature, check 'Display Denomination Details' at the system level.



Denomination Details

1 of 1

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

Currency

Total Amount

Ok Exit

Here you can view the following details:

- Denomination Code – The denomination ID as specified in Currency definition.
- Denomination Value – The absolute value of the denomination code.
- Units Available – The count of denominations in the system.

## 7.26 Querying Till Vault Position

You can view the cash position for all the currencies in the Till for the current day in the 'Till Vault Position Query' screen. You can invoke this screen by typing 'TVQR' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow.

**Till Position**

Branch Code  Till Id

**Currency Details**

Currency Code	Opening Balance	Incoming Cash	Outgoing Cash	Total Cash
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Denomination Details**

Denomination Id	Denomination Value	Opening Balance	Incoming Count	Outgoing Count
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Exit**

Here you can view the following details:

**Branch Code**

The system displays the current branch code.

**Till ID**

The system displays the identification of the currently logged in user.

**Currency Code**

The system displays the code of the currency available in the Till.

**Opening Balance**

The system displays the opening balance in the Till for the day.

**Incoming Cash**

The system displays the incoming cash in the Till for the day.

**Outgoing Cash**

The system displays the outgoing cash in the Till for the day.

**Total Cash**

The system displays the total cash currently available in the Till.

Check one of the Till details record to view the following currency details:

#### **Denomination ID**

The system displays the denomination code for the currency in the selected till details record.

#### **Denomination Value**

The system displays the value of the corresponding denomination ID.

#### **Opening Balance**

The system displays the opening balance in the till for the day in terms of denominations.

#### **Incoming Cash**

The system displays the incoming cash in the Till for the day in terms of denominations.

#### **Outgoing Cash**

The system displays the outgoing cash in the Till for the day in terms of denominations.

#### **Total Cash**

The system displays the total cash currently available in the Till for the day in terms of denominations.

## **7.27 Sale of Foreign Currency against CASA Account**

You can sell foreign currency from the branch through the CASA account. You can do this by debiting corresponding account currency from CASA account. You can capture this foreign currency sale transaction through the 'FX Sale against Account' screen. You can invoke this screen by typing '8206' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference		Product	FXSA
FX Currency *		Branch Code	
Beneficiary Name		Account Branch	
Beneficiary Address		Passport/IC Number	
		Narrative	
		Account *	
FX Amount *		Account Description	
		Account Currency	

Exit

Here you can capture the following details:

**External reference**

This is the unique transaction number generated by the system for each transaction. The host system identifies a branch transaction with the external reference number.

**Fx Currency**

Specify the foreign currency sold by the bank to the customer from the adjoining option list.

**Fx Amount**

Specify the total value of the foreign currency sold to the customer.

**Beneficiary name**

Specify the name of the beneficiary which will be reflected in the advice.

**Beneficiary address**

Specify the address of the beneficiary.

**Product**

The system defaults the retail teller product code. The product code for this transaction would be FXSA.

**Account**

Specify the CASA account to be debited for the foreign currency sale from the adjoining option list.

**Account description**

The description of the customer account gets defaulted based on the selected account number.

**Account branch**

The account opening branch detail gets defaulted based on the selected account number.

**Account currency**

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

**Passport/IC no**

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

**Narrative**

You can input additional remarks for the transaction, if there are any.

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

### **Charges**

The system displays the charge amount associated with the retail teller product FXSA in account currency.

### **Amount Received**

The system displays the amount received from the customer account in exchange of the foreign currency amount sold.

### **Net Amount**

It is the sum of actual account currency amount and the charges incurred.

### **Currency Received Rate**

Specify the current exchange rate of the currency.

## **7.27.1 Specifying FX Denomination Details**

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

External Reference

FX Currency \*

Currency Rate

Beneficiary Name

Account \*

Account Description

Account Currency

Account Branch

Beneficiary Address

Product

FX Amount

Charges

Amount \*

Passport/IC Number

Narrative

Net Amount

**Denomination** Charges MIS UDF

Currency Code

Preferred Denomination

Total

**Denomination Details**

10f1

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

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

### 7.27.2 Specifying Charge Details

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

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

### 7.27.2.1 Recalculating Charges

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

### 7.27.3 Specifying MIS details

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

The screenshot shows a software window with a blue title bar and standard window controls. The main area contains two columns of input fields. The left column includes: External Reference, FX Currency \* (with a red asterisk), Currency Rate, Beneficiary Name, Account \* (with a red asterisk), Account Description, Account Currency, Account Branch, and Beneficiary Address. The right column includes: Product (set to 'FXSA'), FX Amount, Charges, Amount \* (with a red asterisk), Passport/IC Number, Narrative, and Net Amount. A 'Recalculate' button is positioned below the right column. At the bottom, a light blue bar contains four tabs: 'Denomination', 'Charges', 'MIS' (highlighted with a red background), and 'UDF'. An 'Exit' button is located in the bottom right corner of the window.

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

### 7.27.4 Specifying UDF Details

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



External Reference

FX Currency \*

Currency Rate

Beneficiary Name

Account \*

Account Description

Account Currency

Account Branch

Beneficiary Address

Product

FX Amount

Charges

Amount \*

Passport/IC Number

Narrative

Net Amount

Denomination Charges MIS **UDF**

UDF Details

101

<input type="checkbox"/>	Field Name	Field Value	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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

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

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



ARC Maintenance will be done for the FXSA product with the required accounting entries.

*For details on the ARC maintenance, refer the section on ARC Maintenance screen in Utility Payments user manual.*

---

## 8. Instrument Transactions

### 8.1 Introduction

As you may recall, the Savings module allows you to perform different types of transactions. This chapter details the various instrument-based transactions that can be performed through this module. You can perform the following types of instrument-based transactions:

- Cheque transactions
  - Cheque deposit and withdrawal
  - Cheque deposit to GL
  - Cheque book request
  - In-house cheque deposit
  - Cheque return
- Traveller's Cheque (TC) transactions
  - TC sale and purchase - against account and for walk-in customer
  - TC sale against GL
- Demand Draft (DD) transactions
  - DD sale against account
  - DD liquidation – against GL, against account and for walk-in customer
  - DD issue – to walk-in customer and against GL
  - DD inquiry
  - DD reprint
- Banker's Cheque (BC) transaction
  - BC sale – against account and against clearing
  - BC issue – against GL and for walk-in customer
  - BC liquidation – against account and against GL
  - BC inquiry
  - BC reprint

## 8.2 Withdrawing Cash against a Cheque

Your customer can withdraw money from his/her account by issuing a cheque on the account. You can capture such a transaction through the 'Cheque Withdrawal' screen. You can invoke this screen by typing '1013' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows a 'Cheque Withdrawal' window with the following details:

- Account Number: 0000000000021
- Account Branch: WB1
- Account Description: Michael Pattinson TOD
- Cheque Number: 508
- Cheque Date: 2012-06-05
- Transaction Currency: GBP
- Account Currency: GBP
- Transaction Amount: 1,500.00
- Account Amount: 1,500.00
- Narrative: Cheque Withdrawal
- External Reference: FJB1215700007774

Here you can capture the following details:

### **Account Number**

Specify the customer account into which the cash needs to be deposited.



In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

### **Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

### **Account Description**

Enter a brief description on the account.

### **Cheque Number**

Specify the MICR number displayed on the cheque leaf.

### **Cheque Date**

Specify the date displayed on the cheque leaf.

### **Transaction Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

**Transaction Amount**

Specify the amount that should be debited from another account in terms of transaction currency. If the account to be debited is a Trust account, this amount should be within the cash withdrawal limit defined for the debited account class.

**Account Currency**

The system displays the logged-in currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

**Account Amount**

The system displays the transaction amount. You cannot modify it..

**Narrative**

The system displays 'Cheque Withdrawal'. You can modify it, if required.

Click OK button to go to the next stage.

**External Reference Number**

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

**Enrichment stage**

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen will be displayed:

**Cheque Withdrawal : Branch Date 2012-06-05::Transaction Branch Code WB1**

Save Hold

Account Number 0000000000021 Account Branch WB1

Account Description Michael Pattinson TOD

Cheque Number 508 Cheque Date 2012-06-05

Transaction Currency GBP Account Currency GBP

Transaction Amount \* 1,500.00 Account Amount 1,510.00

Narrative Cheque Withdrawal

External Reference FJB1215700007774

Customer ID WB1004303 Product CQWL

Customer Name Michael Pattinson

Total Charge 10.00 Exchange Rate 1

Negotiated Cost Rate Reject Code

Negotiation Reference Recalculate

Denomination Charges MIS UDF

Currency Code GBP Total 1,500.00

Preferred Denomination Clear

Populate

**Denomination Details**

10 of 1 Go

Denomination Code	Denomination Value	Units	Total Amount
<input checked="" type="checkbox"/> GP1	1.0	0	0.00
<input type="checkbox"/> GP2	2.0	0	0.00
<input type="checkbox"/> GP5	5.0	0	0.00
<input type="checkbox"/> GP10	10.0	0	0.00
<input type="checkbox"/> GP20	20.0	0	0.00
<input type="checkbox"/> GP50	50.0	0	0.00
<input type="checkbox"/> GP100	100.0	0	0.00

Ok Cancel

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

### Account Description

The system displays a brief title for the chosen account.

### Account Currency

The system displays the currency of the customer account.

### Exchange Rate

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

### Total Charge

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

### **Account Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. The system adds the charge amount from the transaction amount and displays the net value.

### **Customer ID**

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

### **Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### **Negotiation Reference Number**

Specify the reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, you need to specify the negotiated reference number also.



Oracle FLEXCUBE books the online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

### **Reject Code**

Specify the Reject Code. The adjoining option list displays the list of all the reject codes maintained in the system. You can choose the appropriate one.



If you reject a cheque without giving the reject code then that cheque can be reused. However, if you enter the reject code then the cheque will be rejected.

## **8.2.1 Specifying denomination details**

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

### **Currency Code**

The system displays the currency of the account.

### **Denomination Code**

The system defaults the denomination code as maintained in the 'Denomination Maintenance' screen.. For every currency, the various denominations are assigned separate denomination codes..

### **Denomination Value**

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

### **Units**

Indicate the number of units of the specified denomination. By default, till contents are decremented for outflow transactions like cash withdrawal. To reverse this default behavior, you can specify units in negative.

## Total Amount

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

### 8.2.2 Specifying charge details

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

The screenshot shows a software window titled "In House cheque Deposit". It contains several input fields for account and transaction details, including Account Number, Account Branch, Account Description, Cheque Number, Cheque Date, Transaction Currency, Account Currency, Transaction Amount, and Account Amount. There are also fields for Narrative, External Reference, Customer ID, Product (set to CQWL), Customer Name, Total Charge, Exchange Rate, Negotiated Cost Rate, Reject Code, and Negotiation Reference. A "Recalculate" button is located below the Negotiation Reference field. Below these fields is a tabbed interface with "Denomination", "Charges" (selected), "MIS", and "UDF" tabs. The "Charge Details" section features a table with columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table has one row with a checkbox in the "Charge Components" column and a checkbox in the "Waiver" column. Navigation buttons like "10f1" and "Go" are present above the table. At the bottom right of the window are "Ok" and "Exit" buttons.

Here you can capture the following details:

#### Charge Component

The system displays the charge component that is levied on the transaction.

#### Waiver

This option is unchecked by default, thereby indicating that the charge needs to be levied. However, you can check this option to waive the charge. If you check this option, you will have to click the 'Recalculate' button to re-compute the net amount to be credited to the account.

**Charge Currency**

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

**Charge Amount**

The system displays the charge amount in the charge currency. However you can change it. You will then have to recalculate the charge and net transaction amount.

**Charge in LCY**

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

**Exchange Rate**

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

**Charge Currency**

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



### 8.2.3 Specifying the MIS details

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

The screenshot shows a software window titled "In House cheque Deposit". It contains a form with the following fields and controls:

- Account Number (text box)
- Account Branch (text box)
- Account Description (text box)
- Cheque Number (text box)
- Cheque Date (text box)
- Transaction Currency (text box)
- Account Currency (text box)
- Transaction Amount \* (text box)
- Account Amount (text box)
- Narrative (text box)
- External Reference (text box)
- Customer ID (text box)
- Product (text box, value: CQWL)
- Customer Name (text box)
- Total Charge (text box)
- Exchange Rate (text box)
- Negotiated Cost Rate (text box)
- Reject Code (text box)
- Negotiation Reference (text box)
- Recalculate (button)

At the bottom of the form is a tabbed interface with four tabs: "Denomination", "Charges", "MIS" (which is highlighted in red), and "UDF". At the bottom right of the window are "Ok" and "Exit" buttons.

You can capture the following details here:

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

#### Transaction MIS

Specify the transaction MIS. The adjoining option list displays a list of transaction MIS codes maintained in the system. You can choose the appropriate one.

#### Composite MIS

Specify the composite MIS. The adjoining option list displays a list of composite MIS codes maintained in the system. You can choose the appropriate one.

## 8.2.4 Specifying the UDF details

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

The screenshot shows a software window titled "In House cheque Deposit". It contains several input fields for transaction details, including Account Number, Account Branch, Account Description, Cheque Number, Cheque Date, Transaction Currency, Account Currency, Transaction Amount, Account Amount, Narrative, External Reference, Customer ID, Product (set to CQWL), Customer Name, Total Charge, Exchange Rate, Negotiated Cost Rate, Reject Code, and Negotiation Reference. A "Recalculate" button is located below the Negotiation Reference field. Below these fields is a tabbed interface with four tabs: "Denomination", "Charges", "MIS", and "UDF". The "UDF" tab is currently selected and highlighted in red. Below the tabs is a section titled "UDF Details" which includes a list of fields and their values, a search bar, and a list of checkboxes for each field. At the bottom right of the window are "Ok" and "Exit" buttons.

### UDF Name

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

### UDF Value

Specify the value for the each UDF that is displayed.



The MIS-related fields displayed here are based on the MIS configuration done at the Host. Refer the 'MIS' User Manual of Oracle FLEXCUBE Host, for further details about MIS.

Click save icon to save the transaction.

The system displays overrides on a separate window. You can either accept or reject the overrides and proceed with saving the transaction. If you click 'Reject' button, the screen will remain in the enrichment stage for you to make changes to charge elements. Then if you click 'Save', the system will initiate reversal of the transaction without reversing the charges.

The authorization process is similar to that of cash deposit.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed the time of saving the input stage and authorizing the transaction.

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

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

## 8.2.5 **Depositing a Cheque**

You can deposit a cheque into your customer's account through the 'Cheque Deposit' screen. You can invoke this screen by typing '6501' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Here you can capture the following details:

### **Account Number**

Specify the customer account number into which the cash needs to be deposited.



In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

### **Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

**Account Description**

The system displays the description of the account number chosen.

**Cheque Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

**Account Currency**

The system displays the currency associated with the account.

**Cheque amount**

Specify the amount that needs to be deposited to the account; in terms of local currency.

**Account Amount**

The system displays the cheque amount in terms of account currency.

**Clearing Type**

Specify the product that is maintained in the system for the transaction. The adjoining drop-down list displays the outward and inward clearing products. For example:

- CLEARING OF CHEQUE-LOOC
- CLEARING OF CHEQUE-NAOC

**Drawer Account Number**

Specify the account number on which the cheque is drawn.

**Cheque Number**

Specify the MICR number displayed on the cheque.

**Cheque Issue Date**

To specify the issue date of the cheque, click on the adjoining calendar icon and select the appropriate date.



If the difference between the 'Cheque issue date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message will be displayed stating that the cheque is a stale one. However, a stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

**Routing Number**

Specify the routing number for cheque clearance. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**Narrative**

The system displays 'Cheque Deposit – Cheque No - Cheque Number - Drawer Account Number - Account Number'. Once you specify the 'Cheque Number' and 'Drawer Account Number', the system replaces the field values respectively.

## External Reference

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

Click the OK button to go to the next stage.

## Enrichment stage

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen is displayed:

**Cheque Deposit**

Account Number  Account Currency

Account Description

Cheque Currency  Cheque Amount

Account Amount

Narrative

External Reference

Customer Id

Customer Name

Instrument type

Exchange rate

Total Charges

Negotiated Cost Rate

Negotiation Reference

**Recalc**

**Instrument Details** | Charge | MIS | UDF | Project Details

Clearing Type

Cheque Number

Routing Number

☐ Special Available

Branch Code

Bank Name

Sector Description

Drawer Account Number

Cheque Date

Value Date

☐ Late Clearing

☐ Regulation CC Available

Bank Code

Sector Code

Branch Name

**Ok** **Exit**

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

### Customer ID

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

### Account Title

The system displays a brief title for the chosen account.

### Account Currency

The system displays the currency of the customer account.

**Exchange Rate**

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

**Total Charges**

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

**Account Amount**

The system displays the amount to be credited to the account (in the account currency) after calculating the applicable charges. The system deducts the charge amount from the transaction amount and displays the net value.

**Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

**Negotiation Reference Number**

Specify the reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.



Oracle FLEXCUBE books the online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

**8.2.6 Capturing instrument details**

The instrument details that you captured in the previous stage can be viewed by clicking on the 'Instrument' tab.

The system fetches the following additional details based on your previous inputs:

#### **Bank Code**

The system displays the clearing bank code based on the routing number.

#### **Bank Name**

The system displays the name of the clearing bank based on the routing number.

#### **Branch Code**

The system displays the branch code of the clearing bank, based on the routing number.

#### **Branch Name**

The system displays the branch in the clearing bank, based on the routing number.

#### **Sector Code**

The system displays the sector code of the clearing bank, based on the routing number.

#### **Sector Description**

The system displays the description of the sector.

## Late Clearing

The system indicates whether the cheque has been cleared on the same day or is marked for late clearing.

## Regulation CC Available

Check this box to indicate that the 'Reg CC' facility is available for the transaction.

## Special Available

Check this box to indicate that the 'special availability' facility is available for the transaction.

## 8.2.7 Specifying Project Details

You can capture project details under 'Project Details' tab. Note that this tab will be applicable only if the cheque is being deposited into a Trust account.

The screenshot shows the 'Cheque Deposit' window with the 'Project Details' tab selected. The window contains the following fields and controls:

- Account Number**: Text input field.
- Account Currency**: Text input field.
- Account Description**: Text input field.
- Cheque Currency**: Text input field.
- Cheque Amount**: Text input field.
- Account Amount**: Text input field.
- Narrative**: Text input field.
- External Reference**: Text input field.
- Customer Id**: Text input field.
- Customer Name**: Text input field.
- Instrument type**: Dropdown menu with 'Cheque' selected.
- Exchange rate**: Text input field.
- Total Charges**: Text input field.
- Negotiated Cost Rate**: Text input field.
- Negotiation Reference**: Text input field.
- Recalc**: Button.
- Tab Bar**: Contains 'Instrument Details', 'Charge', 'MIS', 'UDF', and 'Project Details' (highlighted in red).
- Project Details Section**:
  - Project Name**: Text input field.
  - Unit Payment**: Dropdown menu with 'Yes' selected.
  - Unit Id**: Text input field.
  - Deposit Slip Number**: Text input field.
- Buttons**: 'Ok' and 'Exit' buttons at the bottom right.

Specify the following details:

### Project Name

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

### Unit Payment

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes



- No

## Unit ID

Specify the unit ID of the project. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

If you specify the Project Name, the system will display the Unit IDs in the list of values here.

## Deposit Slip Number

Specify the deposit slip number for the payment.

Click save icon to go to the next stage.

*Refer the sections titled 'Authorization stage' and 'Submission stage' under 'Withdrawing Cash against a Cheque' for details on the authorization and submission.*

## 8.2.8 Specifying Charge Details

This block allows you to capture charge related details for the transaction.

The screenshot shows a software window titled "Cheque Deposit". It contains several input fields for account and cheque information, a narrative field, and customer details. Below these is a "Charge Details" section with a table for recording charges. The table has columns for Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The "Charge" tab is selected in the navigation bar.

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
	<input type="checkbox"/>				

*Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.*

## 8.2.9 Specifying MIS details

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

The screenshot shows a window titled 'Cheque Deposit' with a blue header bar. The window contains several input fields for account and cheque details, a narrative field, and a tabbed interface at the bottom. The 'MIS' tab is currently selected and highlighted in red. The fields include:

- Account Number, Account Currency, Account Description, Cheque Currency, Cheque Amount, Account Amount, Narrative, External Reference, Customer Id, Customer Name, Instrument type (set to 'Cheque'), Exchange rate, Total Charges, Negotiated Cost Rate, and Negotiation Reference.

A 'Recalc' button is located below the 'Negotiation Reference' field. At the bottom right, there are 'Ok' and 'Exit' buttons. The tabbed interface at the bottom includes 'Instrument Details', 'Charge', 'MIS' (selected), 'UDF', and 'Project Details'.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

## 8.2.10 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

Click to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

## 8.3 Depositing a Cheque into a GL

Your customer can deposit a cheque into a GL. You can capture this transaction through the 'Cheque Deposit to GL' screen. You can invoke this screen by typing '6520' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference		Account Title	
Transaction Currency *		General Ledger Number *	
Narrative		General Ledger Currency *	
Transaction Amount *			
Clearing Type *		Drawer Account Number *	
Cheque Number *		Cheque Date *	
Routing Number *		Cheque Issue Date	

Exit

Here you can capture the following details:

### **External Reference Number**

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

### **General Ledger Number**

Specify the GL into which the cheque is being deposited. The adjoining option list displays all the GL codes maintained in the system. You can select the appropriate one.

### **Account Title**

On specifying the account number, the corresponding account title (description) is displayed.

### **General Ledger Currency**

Specify the currency of the GL into which the customer is depositing a cheque. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate one.

### **Transaction Currency**

The system defaults the account currency as the transaction currency. However, you can modify it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate one.

### **Transaction Amount**

Specify the amount that needs to be deposited into the GL.

### **Narrative**

Here you can enter remarks for the transaction.

## **8.3.1 Specifying Instrument Details**

This section allows you to capture specific details about the cheque that needs to be deposited.

### **Clearing Type**

Specify the product that is maintained in the system for the transaction. The adjoining drop-down list displays the outward and inward clearing products. For example:

- CLEARING OF CHEQUE-LOOC
- CLEARING OF CHEQUE-NAOC

Select the appropriate one.

### **Cheque Number**

Specify the MICR number displayed on the cheque.

### **Cheque Date**

The system defaults the system date as the cheque date. However, you can edit it from the adjoining calendar. The chosen date will then be seen in the 'YYYYMMDD' format.

### **Routing Number**

Specify the routing number for cheque clearance.

### **Drawee Account Number**

Specify the account on which the cheque is drawn.

### **Check Issue Date**

Specify the issue date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.



If the difference between the 'Cheque issue date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

Click save icon to go to the next stage.

### **Enrichment stage**

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

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

### Exchange Rate

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

### Total Charges

The system displays the service charges applicable to the transaction.

### General Ledger Amount

The system adds the charges to the transaction amount and displays the total amount that will be credited to the GL.

### Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### Negotiation Reference Number

Specify the reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.



Oracle FLEXCUBE books the online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

## 8.3.2 Specifying Instrument Details

This section allows you to capture specific details about the cheque that needs to be deposited.

**Bank Name**

The system displays the name of the clearing bank based on the routing number.

**Branch Name**

The system displays the branch in the clearing bank, based on the routing number.

**Sector Code**

The system displays the sector code of the clearing bank, based on the routing number.

**Regulation CC Available**

Check this box to indicate that the 'Reg CC' facility is available for the transaction.

**Special Available**

Check this box to indicate that the 'special availability' facility is available for the transaction.

**Late Clearing**

The system indicates whether the cheque has been cleared on the same day or is marked for late clearing.

*Refer the section titled 'Specifying instrument details' and 'Capturing instrument details' under 'Depositing a Cheque' for further details about maintaining instrument details for this transaction..*

### 8.3.3 Specifying charge details

This block allows you to capture charge related details for the transaction. Click on the 'Charge Details' tab to view the following screen:

The screenshot displays the 'Cheque Deposit to GL' window. At the top, there are two columns of input fields: 'External Reference', 'Transaction Currency', 'General Ledger Number', 'General Ledger Currency \*', 'Exchange rate', 'Narrative', 'Transaction Amount', 'General Ledger Amount', 'Total Charges', 'Account Title', 'Negotiated Cost Rate', and 'Negotiation Reference'. A 'Recalculate' button is located below these fields. Below the input fields is a tabbed interface with 'Instrument Details', 'Charge' (highlighted in red), 'MIS', and 'UDF'. The 'Charge Details' section is active, showing a table with columns: 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The table has one row with a checkbox in the 'Charge Components' column. At the bottom right of the window is an 'Exit' button.

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.3.4 Specifying MIS details

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

The screenshot shows a window titled "Cheque Deposit to GL". It contains two columns of input fields. The left column includes: External Reference, Transaction Currency, General Ledger Number, General Ledger Currency\*, Exchange rate, and Narrative. The right column includes: Transaction Amount, General Ledger Amount, Total Charges, Account Title, Negotiated Cost Rate, and Negotiation Reference. Below these fields is a "Recalculate" button. At the bottom, there is a tab bar with four tabs: "Instrument Details", "Charge", "MIS" (which is highlighted in red), and "UDF". Below the tabs, there are two sections: "Composite MIS" and "Transaction MIS", each with three horizontal lines for input. An "Exit" button is located in the bottom right corner.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

### 8.3.5 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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



## 8.4 Depositing an In-house Cheque

You can capture deposit transactions for cheques issued by your bank to your customers through the 'In House Cheque Deposit' screen. You can invoke this screen by typing 'LOCH' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference	
From Account Branch *	
Amount *	
From Account Number *	
Account Description	
From Account Currency *	
Narrative	
Product	LOCH
To Account Currency *	
To Account Branch *	
To Account Number *	
Account Description	
Cheque Number *	
Check Date	
Cheque Issue Date	

Here you can capture the following details:

### External Reference Number

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

### Product

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

### From Account Number

Specify the drawer account number. The adjoining option list displays all the accounts maintained in the logged-in branch. You can choose the appropriate one.

### To Account Number

Specify the beneficiary account that needs to be credited with the cheque amount. The adjoining option list displays all the accounts maintained across different branches in the Host. You can choose the appropriate one. However, the option list will display the values only on specifying the 'to account branch' field.

If you have already specified the branch codes for the beneficiary account in the 'To Account Branch' field, the option list will display only those accounts that belong to the chosen branch.

### From Account Branch

The system displays the current logged in branch. This means that you will be able to specify an account that resides in the current branch only.

**To Account Branch**

Specify the branch where the beneficiary account resides. The adjoining option list displays all the branch codes maintained in the system. You can choose the appropriate one.

**From Account Currency**

The system displays the currency of the drawer account.

**To Account Currency**

The system displays the currency of the beneficiary account.

**Amount**

Specify the amount for which the cheque has been drawn.

**Narrative**

Here, you can enter remarks for the transaction.

**Cheque Number**

Specify the number on the cheque that has been drawn.

**Cheque Date**

The system defaults the cheque date. However, you can modify it by clicking the adjoining button and selecting from the calendar.

**Cheque Issue Date**

Specify the issue date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.



If the difference between the 'Cheque issue date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

Click save icon to go to the next stage.

**Enrichment stage**

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

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

#### Customer ID

The system displays the drawer customer's CIF based on the value in the 'From Account' field.

#### From Amount

The system displays the amount debited from the beneficiary account.

#### To Amount

The system displays the amount credited to the beneficiary account.

#### Exchange Rate

The system displays the exchange rate for the transaction if the cheque currency and the transaction currency are not the same.

#### Reject Code

Specify the Reject Code. The adjoining option list displays the list of all the reject codes maintained in the system. You can choose the appropriate one.



If you reject a cheque without giving the reject code then that cheque can be reused. However, if you enter the reject code then the cheque will be rejected.

### 8.4.1 Specifying Charge Details

This block allows you to capture charge related details for the transaction.

*Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.*

### 8.4.2 Specifying MIS details

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

The screenshot displays a software window titled "In House cheque Deposit". It features two columns of input fields. The left column includes: External Reference, From Account Branch, Customer ID, From Account Number, From Account Currency, Exchange Rate, From Amount (marked with a red asterisk), Cheque Issue Date, and Reject Code. The right column includes: Product (set to "LOCH"), To Account Branch, To Account Number, To Account Currency, To Amount, Cheque Number, Check Date, and Narrative. A "Recalculate" button is positioned below the Narrative field. At the bottom, there is a tabbed interface with three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.*

### 8.4.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

The screenshot shows a software window titled "In House cheque Deposit". It contains two columns of input fields. The left column includes: External Reference, From Account Branch, Customer ID, From Account Number, From Account Currency, Exchange Rate, From Amount \*, Cheque Issue Date, and Reject Code. The right column includes: Product (set to LOCH), To Account Branch, To Account Number, To Account Currency, To Amount, Cheque Number, Check Date, and Narrative. A "Recalculate" button is located below the Narrative field. Below these fields is a tabbed interface with three tabs: "Charges", "MIS", and "UDF". The "UDF" tab is currently selected and highlighted in red. Under the "UDF" tab, there is a section titled "UDF Details" which contains a table with two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. On saving, the system checks whether the accounts mentioned in the 'from' and 'to' leg of the transaction belong to the same netting group or not. If they belong to the same netting group, the entries will not be posted. Instead the transaction will be logged for the netting batch. On authorisation, the transaction will be made available for the netting batch if logged for netting batch.

Refer the section 'Maintaining Netting Group' in the chapter 'Accounts for Inter-Branch Transactions' in the Core Services User Manual for further details about netting.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

The system displays overrides on a separate window. You can either accept or reject the overrides and proceed with saving the transaction. If you click 'Reject' button, the screen will remain in the enrichment stage for you to make changes to charge elements. Then if you click 'Save', the system will initiate reversal of the transaction without reversing the charges.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

## 8.5 Tracking a Cheque Return

A cheque transaction may not be successfully completed for want of funds in the drawer account or if the drawer account is invalid. You can cancel a cheque issued on such an account through the 'Cheque Return' screen. You can invoke this screen by typing '6560' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Main Screen	
External Reference	Transaction Branch
Drawee Accounts *	Cheque Number *
Routing No *	

Exit

Here you can capture the following details:

### **External Reference Number**

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

### **Transaction Branch**

The current logged branch code is displayed here.

### **Drawee Accounts**

Specify the drawee account number. The adjoining option list displays a list of drawee account number. You can choose the appropriate one.

### **Drawer Account Description**

The system displays the description of the specified drawer account number based on the details maintained at 'Customer Account Maintenance' level.

### **Routing No**

Once the drawee account number is specified, you can select the routing number from the adjoining option list. Alternately, you can choose a routing number along with the Branch codes and Bank Codes from the adjoining list and view the corresponding cheque number and account number.

## Cheque Number

Specify the cheque number that needs to be tracked for return. The adjoining option list displays all the cheques that have been issued in the branch along with the corresponding routing number and the beneficiary account. You can choose the appropriate one.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. The following screen will be displayed:

**Cheque Return**

External Reference  Transaction Branch   
Remitter Account  Instrument Number   
Drawer Account Description  Reason Code \*   
Beneficiary Account  Reject Reason   
Account Description  Instrument Amount   
Customer Name   
Routing No   
Instrument Currency   
Value Date

**Charge Details**

10f1

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to the above details, the system displays the following details:

- Remitter Account
- Beneficiary Account
- Customer Name
- Value Date
- Instrument Currency
- Instrument Number
- Reject Reason
- Instrument Amount

In addition to it, you can enter the following field:

## Reason Code

Specify the reason code. The adjoining option list displays the list of all the reason codes maintained in the system. You can choose the appropriate one.

## **Charge Details**

System displays the following details under 'Charge Details' section:

- Charge Component
- Charge Currency
- Charge in Local Currency
- Exchange Rate

### **Waiver**

Check this box to waive the charge.

### **Charge Amount**

System displays the calculated charge amount here. You can amend this, if required.



If you reject a cheque without giving the reject code then that cheque can be reused. However, if you enter the reason code then the cheque will be rejected.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

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

## **8.6 Querying Cheque Status**

You can query the details of a cheque by specifying the customer's account number and cheque number in the 'Cheque Status' screen. You can invoke this screen by typing 'CQIN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can capture the following details:

### **Account Branch**

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



### **Account Number**

Specify the account number. The adjoining option list displays all the valid account numbers maintained in the account branch selected. You can choose the appropriate one.

### **Cheque Number**

Specify the cheque number. The adjoining option list displays all the valid cheque numbers maintained in the account number selected. You can choose the appropriate one.

Click 'Ok' button once you specify the account number and cheque number. The following details will be displayed in the screen:

- Account Title
- Customer Number
- Account Currency
- Cheque Status



Validation will be done to check if the account number specified is a valid number.

## 8.7 Selling a TC against an Account

You can issue a Traveller's Cheque (TC) for your customer against his/her savings account. In order to capture this transaction, you need to invoke the 'TC Sale (Against A/C)' screen by typing '1009' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "TC Sale against Account" with a blue header bar. The main area contains two columns of input fields. The left column includes: "External Reference" (text box), "Instrument Type" (text box with "TCA" entered), "Account Currency \*" (text box), "Account \*" (text box), "Issuer Code \*" (text box), "Account Branch \*" (text box), and "Account Title" (text box). The right column includes: "Issuing Branch" (text box), "Instrument Status" (text box with "INIT" entered), "TC Currency \*" (text box), "TC Amount \*" (text box), and "Narrative" (text box). At the bottom right, there is a blue "Exit" button.

Here, you can capture the following details:

### **External Reference Number**

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

### **Issuing Branch**

The current logged – in branch is displayed.

### **Instrument Type**

The instrument type corresponding to a TC issued to customers against their savings account is displayed here.

### **Instrument Status**

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

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Account Branch**

Specify the branch in which the customer account is maintained for issuing the TC from the adjoining option list.

## Account

Specify the customer account against which you are issuing the TC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

## Account Currency

The transaction currency of the specified customer account is displayed here.

## TC Currency

The transaction currency of the specified customer account is displayed here.

## TC Amount

Specify the amount for which the TC is being issued.

## Narrative

Here, you can enter remarks about the transaction.

Click the save icon to go to the next stage.

## Enrichment stage

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

The screenshot displays the 'TC Sale against Account' window. It features two columns of input fields. The left column includes: External Reference, Issuer Code, Instrument type, Instrument Status, TC Currency, TC Amount \*, Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Issuing Branch, Account Branch, Account, Account Currency, Related Customer Id, Customer Name, Exchange Rate, Total Charge, and Account Amount. A 'Recalculate' button is located below the right column. Below the input fields is a tabbed interface with 'TC Denominations' selected. Under this tab, there is a 'TC Denomination Details' section with a table. The table has columns: Description, Denomination, Currency, Count, Series, and Sys Count. The table is currently empty. At the bottom right of the window is an 'Exit' button.

Description	Denomination	Currency	Count	Series	Sys Count
-------------	--------------	----------	-------	--------	-----------

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

**Batch Number**

The teller entry batch number is displayed.

**Related Customer ID**

The customer identification number of the payment initiator is displayed here based on the chosen account number.

**Customer Name**

The customer name pertaining to the related customer ID is displayed here.

**Exchange Rate**

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

**Total Charge**

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

**Beneficiary Name**

Specify the beneficiary name.

**Beneficiary Address**

Specify the beneficiary address.

**Account Amount**

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

**Recalc**

Click 'Recalc' button to update amount/charge details.

### **8.7.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details through the following fields:

**TC Description**

Select the TC denomination from the adjoining option list. The list displays all the TC denominations maintained in the branch system.

**TC Denomination**

The number of available units in the denomination is displayed.

**Currency**

The TC Currency is displayed here.

**Count**

Enter the number of TCs against each denomination in Count.

**Series**

Select the TC series from the option list.

**Start Number**

Specify the starting serial number of TC against each denomination and press TAB.

The following details are displayed:

**End Number**

The system displays ending serial number of TCs against each denomination based on the TC count you have specified.

**TC Amount**

The system displays the TC amount based on the value of denomination and the number of TCs against that denomination.

**System Count**

The count of denominations available in the system is displayed.

**8.7.2 Specifying Charge Details**

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

**TC Sale against Account**

External Reference	<input type="text"/>	Issuing Branch	<input type="text"/>
Issuer Code	<input type="text"/>	Account Branch	<input type="text"/>
Instrument type	<input type="text"/>	Account	<input type="text"/>
Instrument Status	<input type="text"/>	Account Currency	<input type="text"/>
TC Currency	<input type="text"/>	Related Customer Id	<input type="text"/>
TC Amount *	<input type="text"/>	Customer Name	<input type="text"/>
Narrative	<input type="text"/>	Exchange Rate	<input type="text"/>
Beneficiary Name	<input type="text"/>	Total Charge	<input type="text"/>
Beneficiary Address	<input type="text"/>	Account Amount	<input type="text"/>
		<input type="button" value="Recalculate"/>	

TC Denominations **Charges** MIS UDF

**Charge Details**

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<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.7.3 Specifying MIS Details

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

**TC Sale against Account**

External Reference	<input type="text"/>	Issuing Branch	<input type="text"/>
Issuer Code	<input type="text"/>	Account Branch	<input type="text"/>
Instrument type	<input type="text"/>	Account	<input type="text"/>
Instrument Status	<input type="text"/>	Account Currency	<input type="text"/>
TC Currency	<input type="text"/>	Related Customer Id	<input type="text"/>
TC Amount *	<input type="text"/>	Customer Name	<input type="text"/>
Narrative	<input type="text"/>	Exchange Rate	<input type="text"/>
Beneficiary Name	<input type="text"/>	Total Charge	<input type="text"/>
Beneficiary Address	<input type="text"/>	Account Amount	<input type="text"/>
		<input type="button" value="Recalculate"/>	

TC Denominations Charges **MIS** UDF

*Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.*

## 8.7.4 Specifying UDF Details

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

The screenshot shows a window titled "TC Sale against Account". It contains two columns of input fields. The left column includes: External Reference, Issuer Code, Instrument type, Instrument Status, TC Currency, TC Amount \*, Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Issuing Branch, Account Branch, Account, Account Currency, Related Customer Id, Customer Name, Exchange Rate, Total Charge, and Account Amount. A "Recalculate" button is located below the right column. Below the input fields is a tabbed interface with four tabs: "TC Denominations", "Charges", "MIS", and "UDF" (which is highlighted in red). Below the tabs is a section titled "UDF Details" containing a table with two columns: "Field Name" and "Field Value". The table has one row with empty input fields. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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



## 8.8 Selling a TC against a GL

You can issue a Traveller's Cheque (TC) for your customer against General Ledger account. In order to capture this transaction, you need to invoke the 'TC Sale (Against GL)' screen by typing '8205' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference	
TC Currency *	
TC Amount *	
Narrative	
Issuer Code *	
Instrument Type	TCG
Instrument Status	INIT
Branch	
General Ledger Number *	
General Ledger Currency *	
General Ledger Description	

Here, you can capture the following details:

### **External Reference Number**

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

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Branch**

The current logged – in branch is displayed.

### **Instrument Type**

The instrument type corresponding to a TC issued against GL account is displayed here.

### **Instrument Status**

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

### **TC Currency**

Specify the currency of the TC.

## General Ledger Currency

Specify the currency of the GL against which the TC is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

## TC Amount

Specify the amount for which the TC is being issued.

## General Ledger Number

Specify the GL against which you are issuing the TC. The adjoining option list displays all the GL accounts maintained in the system. Select the appropriate one.

## GL Description

The system displays the description of the GL account number chosen.

## Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

## Enrichment stage

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

The following screen will be displayed:

**TC Sale (Against GL)**

External Reference

Issuer Code

TC Currency \*

TC Amount \*

Exchange Rate

Narrative

Beneficiary Name

Beneficiary Address

Instrument Type

Instrument Status

Customer Number

Transaction Branch

General Ledger Number

General Ledger Description

General Ledger Currency \*

Total Charge

Total Amount

**Recalculate**

**TC Denominations** | Charges | MIS | UDF

TC Denomination Details

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Description	Denomination	Currency	Count	Series	Sys Count
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Exit**

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

**Customer Number**

The customer identification number of the payment initiator is displayed here based on the chosen account number.

**Exchange Rate**

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

**Total Charge**

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

**Total Amount**

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

**Beneficiary Name**

Specify the name of the beneficiary in whose favour the TC is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary.

**Recalc**

Click 'Recalc' button to update amount/charge details.

### **8.8.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

## 8.8.2 Specifying Charge Details

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

The screenshot displays the 'TC Sale (Against GL)' window. The top section contains two columns of input fields for transaction details. The left column includes fields for External Reference, Issuer Code, TC Currency \*, TC Amount \*, Exchange Rate, Narrative, Beneficiary Name, and Beneficiary Address. The right column includes fields for Instrument Type, Instrument Status, Customer Number, Transaction Branch, General Ledger Number, General Ledger Description, General Ledger Currency \*, Total Charge, and Total Amount. A 'Recalculate' button is located below the right column. Below these fields is a tabbed interface with four tabs: 'TC Denominations', 'Charges' (which is highlighted in red), 'MIS', and 'UDF'. Under the 'Charges' tab, there is a 'Charge Details' section with a table. The table has columns: 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The first row of the table is partially filled with input fields. At the bottom right of the window is an 'Exit' button.

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="checkbox"/>				

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.8.3 Specifying MIS Details

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

The screenshot shows a window titled "TC Sale (Against GL)" with a blue header bar. The window contains two columns of input fields. The left column includes: External Reference, Issuer Code, TC Currency \*, TC Amount \*, Exchange Rate, Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Instrument Type, Instrument Status, Customer Number, Transaction Branch, General Ledger Number, General Ledger Description, General Ledger Currency \*, Total Charge, and Total Amount. Below these fields is a "Recalculate" button. At the bottom of the window is a tab bar with four tabs: "TC Denominations", "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying MIS details' under Withdrawing Cash against a Cheque" for further details.*

## 8.8.4 Specifying UDF Details

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

The screenshot shows a window titled "TC Sale (Against GL)". It contains two columns of input fields. The left column includes: External Reference, Issuer Code, TC Currency \*, TC Amount \*, Exchange Rate, Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Instrument Type, Instrument Status, Customer Number, Transaction Branch, General Ledger Number, General Ledger Description, General Ledger Currency \*, Total Charge, and Total Amount. A "Recalculate" button is located below the right column. Below the input fields is a tabbed interface with four tabs: "TC Denominations", "Charges", "MIS", and "UDF" (which is highlighted in red). Below the tabs is a section titled "UDF Details" with a navigation bar showing "1 Of 1" and a "Go" button. Below this is a table with two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is an "Exit" button.

*Refer the section titled 'Specifying the UDF details' under Withdrawing Cash against a Cheque" for further details.*

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

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

## 8.9 Selling a TC to a Walk-in Customer

You can sell a TC to any walk-in customer through the 'TC Sale (Walk-In)' screen. You can invoke this screen by typing '8204' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference	
TC Currency *	
TC Amount *	
Branch	
Issuer Code *	
Instrument Status	INIT
Transaction currency *	
Narrative	
Instrument Type	TCW
Transaction Date	

Here, you can capture the following details:

### **External Reference Number**

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

### **Branch**

The current logged – in branch is displayed.

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Instrument Type**

The instrument type corresponding to a TC issued to walk-in customers is displayed here.

### **Instrument Status**

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

### **Transaction Date**

Enter the date of issue of the TC. This is deemed to be the application date by default, and can be changed if necessary.

## TC Currency

Specify the currency in which the TC is being issued.

## Account Currency

The system defaults the branch currency as the account currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate code.

## TC Amount

Specify the amount for which the TC is being issued.

## Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

## Enrichment stage

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

The following screen will be displayed:

TC Sale (Walk in)

External Reference  
Instrument Type  
TC Currency  
TC Amount \*  
Narrative  
Beneficiary Name  
Beneficiary Address

Issuing Branch  
Instrument Status  
Issuer Code  
Transaction currency  
TC Amount in Account  
Currency  
Transaction Date  
Exchange Rate  
Total Charge  
Actual Amount

Recalculate

Currency Denominations TC Denominations Charges MIS UDF

Currency Code  
Preferred Denomination  
Populate

Total  
Clear

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount

Exit

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



## Exchange Rate

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

## TC Amount in A/C Currency

Specify the TC amount in the TC currency.

## Total Charge

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

## Actual Amount

The system adds the charge amount to the TC amount and displays the total transaction amount.

## Recalc

Click 'Recalc' button to update amount/charge details.

### 8.9.1 Specifying TC Denomination Details

In this block you can enter the TC denomination details.

The screenshot shows a software window titled "TC Sale (Walk in)". It contains two columns of input fields. The left column includes: External Reference, Instrument Type, TC Currency, TC Amount \*, Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Issuing Branch, Instrument Status, Issuer Code, Transaction currency, TC Amount in Account Currency, Transaction Date, Exchange Rate, Total Charge, and Actual Amount. A "Recalculate" button is located below the right column. Below the input fields is a tabbed interface with tabs for "Currency Denominations", "TC Denominations" (which is selected and highlighted in red), "Charges", "MIS", and "UDF". Under the "TC Denominations" tab, there is a section titled "TC Denomination Details" with a table. The table has columns: Description, Denomination, Currency, Count, Series, and Sys Count. The table is currently empty. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.

### 8.9.2 Specifying Currency Denomination Details

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

The screenshot shows a software interface titled "TC Sale (Walk in)". It contains several input fields organized into two columns. The left column includes fields for External Reference, Instrument Type, TC Currency, TC Amount (marked with a red asterisk), Narrative, Beneficiary Name, and Beneficiary Address. The right column includes fields for Issuing Branch, Instrument Status, Issuer Code, Transaction currency, TC Amount in Account, Currency, Transaction Date, Exchange Rate, Total Charge, and Actual Amount. Below these fields is a "Recalculate" button. A tabbed interface follows, with "Currency Denominations" selected. Other tabs are "TC Denominations", "Charges", "MIS", and "UDF". Under the "Currency Denominations" tab, there are fields for Currency Code, Preferred Denomination, and Total, along with "Populate" and "Clear" buttons. At the bottom is a "Denomination Details" section with a table. The table has columns for Denomination Code, Denomination Value, Units, and Total Amount. A checkbox is present next to the first row. The interface also includes a "Go" button and a list icon. An "Exit" button is located at the bottom right of the window.

Refer the section titled 'Specifying denomination details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.9.3 Specifying Charge Details

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

TC Sale (Walk in)

External Reference

Instrument Type

TC Currency

TC Amount \*

Narrative

Beneficiary Name

Beneficiary Address

Issuing Branch

Instrument Status

Issuer Code

Transaction currency

TC Amount in Account  
Currency

Transaction Date

Exchange Rate

Total Charge

Actual Amount

Recalculate

Currency Denominations

TC Denominations

Charges

MIS

UDF

Charge Details

10f1

Go

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				

Exit

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

## 8.9.4 Specifying MIS Details

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

The screenshot displays a software window titled "TC Sale (Walk in)". The window contains two columns of input fields. The left column includes: External Reference, Instrument Type, TC Currency, TC Amount (marked with a red asterisk), Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Issuing Branch, Instrument Status, Issuer Code, Transaction currency, TC Amount in Account, Currency, Transaction Date, Exchange Rate, Total Charge, and Actual Amount. A "Recalculate" button is positioned below the right column. At the bottom, a tabbed interface shows "Currency Denominations", "TC Denominations", "Charges", "MIS" (highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner.

Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.

## 8.9.5 Specifying UDF Details

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

The screenshot shows a software window titled "TC Sale (Walk in)". It contains two columns of input fields. The left column includes: External Reference, Instrument Type, TC Currency, TC Amount (with a red asterisk), Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Issuing Branch, Instrument Status, Issuer Code, Transaction currency, TC Amount in Account, Currency, Transaction Date, Exchange Rate, Total Charge, and Actual Amount. A "Recalculate" button is located below the right column. Below these fields is a tabbed interface with tabs for "Currency Denominations", "TC Denominations", "Charges", "MIS", and "UDF" (which is highlighted in red). Under the "UDF" tab, there is a section titled "UDF Details" with a table. The table has two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

## 8.10 Purchasing a TC against an Account

You can purchase a TC through the 'TC Purchase (Against A/C)' screen. You can invoke this screen by typing '1409' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference		Issuing Branch	
TC Amount *		Narrative	
Instrument Type	TCA	Instrument Status	LIQD
Issuer Code *		Account Branch *	
TC Currency *		Account Number *	
		Account Title	
		Account Currency *	

Exit

Here, you can capture the following details:

### **External Reference Number**

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

### **Issuing Branch**

The current logged – in branch is displayed.

### **Account Number**

Specify the customer account against which you are purchasing the TC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

### **Account Branch**

Specify the Branch in which the customer account needs to be selected for issuing the TC. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

### **TC Currency**

Specify the currency of the TC.

### **TC Amount**

Specify the amount as indicated on the TC instrument being purchased.

### Issuer Code

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### Account Currency

The transaction currency of the chosen customer account is displayed here.

### Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

### Enrichment stage

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

The screenshot shows a window titled "TC Purchase against Account". It contains two columns of input fields. The left column includes: External Reference, Instrument Type (set to TCA), Issuer Code, TC Currency, Account Branch, Exchange Rate, Related Customer Id, and Customer Name. The right column includes: Issuing Branch, Instrument Status (set to LIQD), Narrative, TC Amount \* (with a red asterisk), Account, Account Currency, TC Amount in Account, Currency, Total Charge, and Total Amount. A "Recalculate" button is located below the right column. Below these fields is a tabbed interface with "TC Denomination" selected. Under this tab, there is a table with columns: Description, Denomination, Currency, Count, Series, and Sys Count. The table has one row with empty input fields. At the bottom right of the window is an "Exit" button.

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

### Related Customer ID

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

### Customer Name

Customer name pertaining to the Related customer ID will be defaulted and displayed here.

**TC Amount in A/C Currency**

Specify the TC amount in the TC currency.

**Exchange Rate**

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

**Total Charge**

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

**Total Amount**

The system deducts the charge amount from the TC amount and displays the total transaction amount.

In case you change the TC amount, you will have to click the 'Recalc' button to re-compute the total transaction amount and the total amount.

**8.10.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*



## 8.10.2 Specifying Charge Details

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

The screenshot displays the 'TC Purchase against Account' window. It features two columns of input fields for transaction details. The left column includes fields for External Reference, Instrument Type (set to TCA), Issuer Code, TC Currency, Account Branch, Exchange Rate, Related Customer Id, and Customer Name. The right column includes Issuing Branch, Instrument Status (set to LIQD), Narrative, TC Amount \*, Account, Account Currency, TC Amount in Account, Currency, Total Charge, and Total Amount. A 'Recalculate' button is located below the right column. Below these fields is a 'TC Denomination' section with tabs for 'Charge' (selected), 'MIS', and 'UDF'. Under the 'Charge' tab is a 'Charge Details' section with a table. The table has columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The first row of the table is partially filled. At the bottom right of the window is an 'Exit' button.

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="checkbox"/>				

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.10.3 Specifying MIS Details

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

The screenshot displays a window titled "TC Purchase against Account". It contains two columns of input fields. The left column includes: External Reference, Instrument Type (with "TCA" selected), Issuer Code, TC Currency, Account Branch, Exchange Rate, Related Customer Id, and Customer Name. The right column includes: Issuing Branch, Instrument Status (with "LIQD" selected), Narrative, TC Amount \* (with a red asterisk), Account, Account Currency, TC Amount in Account, Currency, Total Charge, and Total Amount. Below these fields is a "Recalculate" button. At the bottom, there is a tabbed interface with four tabs: "TC Denomination", "Charge", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.*

## 8.10.4 Specifying UDF Details

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

The screenshot shows a window titled "TC Purchase against Account". It has a tabbed interface with "TC Denomination", "Charge", "MIS", and "UDF" tabs. The "MIS" tab is currently selected. The form contains the following fields:

Field Name	Field Value
External Reference	
Instrument Type	TCA
Issuer Code	
TC Currency	
Account Branch	
Exchange Rate	
Related Customer Id	
Customer Name	
Issuing Branch	
Instrument Status	LIQD
Narrative	
TC Amount *	
Account	
Account Currency	
TC Amount in Account	
Currency	
Total Charge	
Total Amount	


Below the fields is a "Recalculate" button. At the bottom right is an "Exit" button.

The "UDF Details" section at the bottom shows a table with columns "Field Name" and "Field Value". The table is currently empty.

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

 Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

## 8.11 Purchasing a TC from a Walk-in Customer

You can liquidate a TC from a walk-in customer and give him/her the equivalent amount in cash. In order to capture such a transaction, invoke the 'TC Purchase (Walk - In)' screen. You can invoke this screen by typing '8003' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference	<input type="text"/>	Issuing Branch	<input type="text"/>
Instrument Type	<input type="text" value="TCW"/>	Transaction currency *	<input type="text"/>
Instrument Status	<input type="text" value="LIQD"/>	Narrative	<input type="text"/>
TC Currency *	<input type="text"/>	Issuer Code *	<input type="text"/>
TC Amount *	<input type="text"/>		
Beneficiary Name	<input type="text"/>		
Beneficiary Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

Here, you can capture the following details:

### **External Reference Number**

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

### **Issuing Branch**

The current logged – in branch is displayed.

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Instrument Type**

The instrument type corresponding to a TC issued against GL account is displayed here.

### **Instrument Status**

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

### **TC Currency**

Specify the currency of the TC.

**Account Currency**

The system defaults the branch currency as the account currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate code.

**TC Amount**

Specify as indicated on the TC instrument being purchased.

**Narrative**

Here, you can enter remarks about the transaction.

**Beneficiary Name**

Specify the name of the beneficiary of the transaction.

**Beneficiary Address**

Specify the address of the beneficiary of the transaction.

Click save icon to go to the next stage.

**Enrichment stage**

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

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

### Exchange Rate

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

### Related Customer ID

System displays the customer ID applicable to walk-in customers.

### Total Charge

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

### Total Amount

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

### Beneficiary Name

Specify the beneficiary name.

**Beneficiary Address**

Specify the beneficiary address.

**Passport/IC Number**

Specify the customer's passport number or any other identification number.

In case you change the TC amount, you will have to click the 'Recalc' button to re-compute the total transaction amount and the total amount.

**8.11.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

## 8.11.2 Specifying Currency Denomination Details

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

The screenshot displays the 'TC Purchase (Walk in)' form. It includes input fields for External Reference, Issuer Code, TC Currency, TC Amount\*, Exchange Rate, Beneficiary Name, Beneficiary Address, Passport/IC Number, Issuing Branch, Related Customer Id, Transaction currency, Narrative, Total Charge, and Total Amount. A 'Recalculate' button is located next to the Total Amount field. Below these fields is a tabbed interface with 'Currency Denominations' selected. This section contains fields for Currency Code, Preferred Denomination, and Total, with 'Populate' and 'Clear' buttons. At the bottom is a 'Denomination Details' table with columns for Denomination Code, Denomination Value, Units, and Total Amount. The table has one row with empty input fields. An 'Exit' button is in the bottom right corner.

Denomination Code	Denomination Value	Units	Total Amount

Refer the section titled 'Specifying denomination details' under 'Withdrawing Cash against a Cheque' for further details.



### 8.11.3 Specifying Charge Details

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

The screenshot displays the 'TC Purchase (Walk in)' application window. The top section contains various input fields for transaction details, organized into two columns. The left column includes fields for External Reference, Issuer Code, TC Currency, TC Amount (marked with a red asterisk), Exchange Rate, Beneficiary Name, Beneficiary Address, and Passport/IC Number. The right column includes fields for Issuing Branch, Related Customer Id, Transaction currency, Narrative, Total Charge, and Total Amount. A 'Recalculate' button is positioned below the Total Amount field. Below these fields is a horizontal tab bar with five tabs: 'Currency Denominations', 'TC Denominations', 'Charges' (highlighted in red), 'MIS', and 'UDF'. The 'Charges' tab is active, showing a 'Charge Details' section. This section features a table with columns: 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The table has a single data row with input fields for each column. Navigation controls (back, forward, search) are located above the table. An 'Exit' button is located in the bottom right corner of the window.

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 8.11.4 Specifying MIS Details

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

The screenshot displays a software window titled "TC Purchase (Walk in)". The form is organized into two columns of input fields. The left column includes: External Reference, Issuer Code, TC Currency, TC Amount (marked with a red asterisk), Exchange Rate, Beneficiary Name, Beneficiary Address, and Passport/IC Number. The right column includes: Issuing Branch, Related Customer Id, Transaction currency, Narrative, Total Charge, and Total Amount. A blue "Recalculate" button is positioned below the Total Amount field. At the bottom of the form, there is a horizontal tab bar with five tabs: "Currency Denominations", "TC Denominations", "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.*

### 8.11.5 Specifying UDF Details

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

The screenshot shows a software window titled "TC Purchase (Walk in)". It contains two columns of input fields. The left column includes: External Reference, Issuer Code, TC Currency, TC Amount (marked with a red asterisk), Exchange Rate, Beneficiary Name, Beneficiary Address (with two stacked input boxes), and Passport/IC Number. The right column includes: Issuing Branch, Related Customer Id, Transaction currency, Narrative, Total Charge, and Total Amount. A "Recalculate" button is located below the right column. Below these fields is a tabbed interface with five tabs: "Currency Denominations", "TC Denominations", "Charges", "MIS", and "UDF" (which is highlighted in red). Under the "UDF" tab, there is a "UDF Details" section with a navigation bar showing "10 of 1" and a "Go" button. Below this is a table with two columns: "Field Name" and "Field Value". The table has one row with empty input boxes for both columns. At the bottom right of the window is an "Exit" button.

*Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.*

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

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

## 8.12 Making Cross Border Payments

You can make cross border payment using the 'Cross-Border Payment By AC' screen.

The screenshot shows a window titled 'Scheme' with a blue header bar containing a diamond icon and the title. The window has a white background with a grid of input fields. The fields are organized into two columns. The left column contains: 'External Reference' (text box), 'Product' (text box with 'CBPT' entered), 'From Amount \*' (text box), 'From Account Branch \*' (text box), 'From Account Currency \*' (text box), 'From Account Number \*' (text box), 'Type' (dropdown menu with 'BANK TRANSFER' selected), and 'Details Of Charge' (dropdown menu). The right column contains: 'Branch Code' (text box), 'Route Code \*' (text box), 'Account Description' (text box), 'Transaction Branch' (text box), 'Transaction Date' (text box), and 'Book Date' (text box). At the bottom right of the window is a blue button labeled 'Exit'.

Here you can capture the following details:

### **Transfer Type**

Specify the type of transfer, i.e., whether the transfer is a bank transfer or a customer transfer.

### **Charge Whom**

Specify the entity that will bear the charges. The options in the drop-down list are:

- Charges Borne by Ordering Customer
- Charges Borne by Beneficiary
- Our Chgs by Ord Cust and Rvr Chgsby Ben

### **External Reference Number**

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

### **Product Code**

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

### **Branch**

The system displays the logged-in branch code.

### **Transaction Date**

Specify the date when the transaction was initiated.

**Transaction Branch**

Specify the branch where the transaction is carried out.

**Book Date**

Specify the booking date.

**From Account Currency**

Specify the currency of the account from where the payment is made.

**From Amount**

Specify the amount that will be transferred from the sender's account.

**From Account Number**

Specify the sender's account number.

**From Account Branch**

Specify the branch of the sender's account.

**Route Code**

Specify the route code of the transaction.

After you specify the above details, click save icon to go to the next stage.

## Enrichment stage

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

Scheme	
Transfer Details   Messaging Info   Customer Transfer Info   Charge Details	
External Reference	Account with Institution
Product	
Transaction Branch	
From Amount	
From Account Branch	Ultimate Beneficiary
Customer ID	
Country of Agent Bank	
Correspondent Account	
Branch Code	
Transaction Date	
Transfer Currency	
From Account Currency	
From Account Number	
Narrative	
Route Code	
Account Description	
Receiver	
Credit Value Date	
Debit Value Date	
Type	

In this screen, in addition to the details defaulted from the previous stage, the system allows you to capture information on the following:

### Customer ID

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

### Account Title

The system displays a brief title for the chosen account.

This screen provides following details:

- Transfer Details
- Messaging Info
- Customer Transfer Info

### 8.12.1 Specifying the Transfer Details

In the transfer details tab, you can capture the following information:

#### Agent Bank

Specify the bank through which the transaction is being carried out.

**Beneficiary AC No**

Specify the account number of the beneficiary.

**Beneficiary Details**

Specify the beneficiary details

**Agent Bank Addr**

Specify the address of the agent bank.

**Cr Value Date**

System displays the credit value date.

**Dr Value Date**

System displays the credit value date.

**8.12.2 Specifying the Messaging Information**

In the Messaging Info tab, you can capture the following information:

**Ordering Customer**

Specify details of the ordering customer.

**Sender To Receiver Info**

Specify the sender to receiver information of the transaction.

**Charge Whom**

Specify the entity that will bear the charges.

The options in the drop-down list are:

- Charges Borne by Ordering Customer
- Charges Borne by Beneficiary
- Our Chgs by Ord Cust and Rvr Chgsby Ben

**Payment Details**

Specify the payment details

**Narrative**

Provide a description for the transaction.

**8.12.3 Specifying the Customer Transfer Details**

In the Customer Transfer Info tab, you can capture the following:

**Bank Operation Code**

Specify the Bank Operation Code. The values in the drop-down list are:

- CRTS
- SPAY

- SSTD
- SPRI

### **Instruction Code**

Specify the instruction code for the transaction.

### **Envelope Contents**

Specify the contents of the envelope.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

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

Once the transaction is complete, you can reverse the accounting entries of the transaction, if required.

*For more information on reversing a transaction, refer the section 'Transaction Reversal' under the 'Cash Transaction' manual.*

## **8.13 Selling a DD against an Account**

You can issue a Demand Draft (DD) for your customer against his/her savings account. In order to capture this transaction, you need to invoke the 'DD Sale Against Account' screen by typing '1014' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

#### **External Reference Number**

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

#### **Account Branch**

Select the branch code from the adjoining option list.

#### **Bank Code**

Specify the code of the bank that is issuing the DD. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

#### **Instrument Status**

Specify the status of the instrument.

#### **Account**

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

#### **MICR Number**

Specify the MICR number of the cheques.

#### **Demand Draft Currency**

Specify the currency of the DD.

#### **Instrument Type**

The instrument type corresponding to a DD sale against account is displayed here.

**Demand Draft Date**

The date of DD issue is displayed here.

**Payable Branch**

Specify the branch at which the DD should be encashed or redeemed. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

**Demand Draft Amount**

Specify the amount for which the DD is being drawn.

**Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary.

**Passport/IC Number**

Specify the customer's passport number or any other identification number.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**Account Currency**

Specify the currency in which the account is maintained.

**OFAC Check**

Click this button to call the OFAC service and view the response from the OFAC system.

**Narrative**

Here, you can enter remarks about the transaction.

**Delivery Mode**

Select the mode of delivery of the cheque book from the adjoining drop-down list. This list displays the following values:

- Courier
- Branch



If the delivery mode is 'Courier', then you will need to specify the delivery address.

**Delivery Address 1**

Specify the address to which the demand draft should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

**Delivery Address 2- 4**

Specify the address to which the cheque book should be delivered.

Click save icon to go to the next stage.

## Enrichment stage

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

The screenshot shows a window titled "Demand Draft Sale Against account". It contains two columns of input fields. The left column includes: External Reference, Issuing Branch, Bank Code, Demand Draft Currency, Demand Draft Amount \*, Instrument Number, Demand Draft Date \*, Payable Branch, MICR Number, Beneficiary Name \*, Beneficiary Address, and Passport/IC Number. The right column includes: Instrument type (DDA), Instrument Status (INIT), Customer Number, Account Branch, Account, Customer Name, Account Title, Account Currency, Exchange Rate, Charges, Account Amount, Narrative, Delivery Mode (dropdown), Delivery Address 1, Delivery Address 2, Delivery Address 3, and Delivery Address 4. A "Recalculate" button is located below the right column. Below the input fields is a tabbed interface with "Charges" selected, showing "MIS" and "UDF" tabs. Under the "Charges" tab, there is a "Charge Details" section with a table. The table has columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table is currently empty. At the bottom right of the window is an "Exit" button.

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

### Issuing Branch

The branch code of the issuing branch is displayed here.

### Instrument Number

The instrument number is displayed here.

### Customer Number

The customer number is displayed here.

### Account Branch

The code of the branch where the account resides is displayed here.

**Customer Name**

Specify the name of the customer.

**Exchange Rate**

The exchange rate is displayed here.

**Account Currency**

The currency of the chosen account is displayed here.

**Account Title**

The title of the account is displayed here.

**Customer ID**

The customer ID is displayed here.

**Charges**

The total charges applicable are displayed here.

**Account Amount**

The amount to be credited to the account is displayed here.

**MICR Number**

Specify the MICR number displayed on the DD being issued.

**Charge Amount**

Specify the charge amount.



Note the following:

- During the issue process, based on the issue type, the system will use the instrument types (BCW, BCA, BCG, BCC/DDW, DDA, DDG, DDC) for the resolution of the retail product and DAO accounts.
- Instrument number generation will be based on the single instrument type (BC/DD) at the inventory level.
- If the system is not using the inventory module, then a new instrument type called 'BCI' or 'DDI' will be used to generate (issue) the instrument and the sequence number generation will be based on this new type.
- This will ensure that the instrument number is unique for the instrument BC or DD irrespective of the issue type. i.e., across all types of BC, the instrument number will be unique and similarly for all types of DD, the instrument number will be unique.

**8.13.1 Specifying Charge Details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.13.2 Specifying MIS Details

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

The screenshot displays a software window titled "Demand Draft Sale Against account". It contains two columns of input fields for capturing details. The left column includes fields for External Reference, Issuing Branch, Bank Code, Demand Draft Currency, Demand Draft Amount (marked with an asterisk), Instrument Number, Demand Draft Date (marked with an asterisk), Payable Branch, MICR Number, Beneficiary Name (marked with an asterisk), Beneficiary Address, and Passport/IC Number. The right column includes fields for Instrument type (set to DDA), Instrument Status (set to INIT), Customer Number, Account Branch, Account, Customer Name, Account Title, Account Currency, Exchange Rate, Charges, Account Amount, Narrative, Delivery Mode (a dropdown menu), and four Delivery Address fields (1 through 4). A "Recalculate" button is located below the right column of fields. At the bottom left, there are three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". At the bottom right, there is an "Exit" button.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

### 8.13.3 Specifying the UDF details

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

The screenshot shows a window titled "Demand Draft Sale Against account". It contains two columns of input fields. The left column includes: External Reference, Issuing Branch, Bank Code, Demand Draft Currency, Demand Draft Amount \*, Instrument Number, Demand Draft Date \*, Payable Branch, MICR Number, Beneficiary Name \*, Beneficiary Address, and Passport/IC Number. The right column includes: Instrument type (DDA), Instrument Status (INIT), Customer Number, Account Branch, Account, Customer Name, Account Title, Account Currency, Exchange Rate, Charges, Account Amount, Narrative, Delivery Mode (a dropdown menu), Delivery Address 1, Delivery Address 2, Delivery Address 3, and Delivery Address 4. Below these fields is a "Recalculate" button. At the bottom, there is a tabbed interface with "Charges", "MIS", and "UDF" tabs. The "UDF" tab is selected, showing a "UDF Details" section with a table that has columns "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

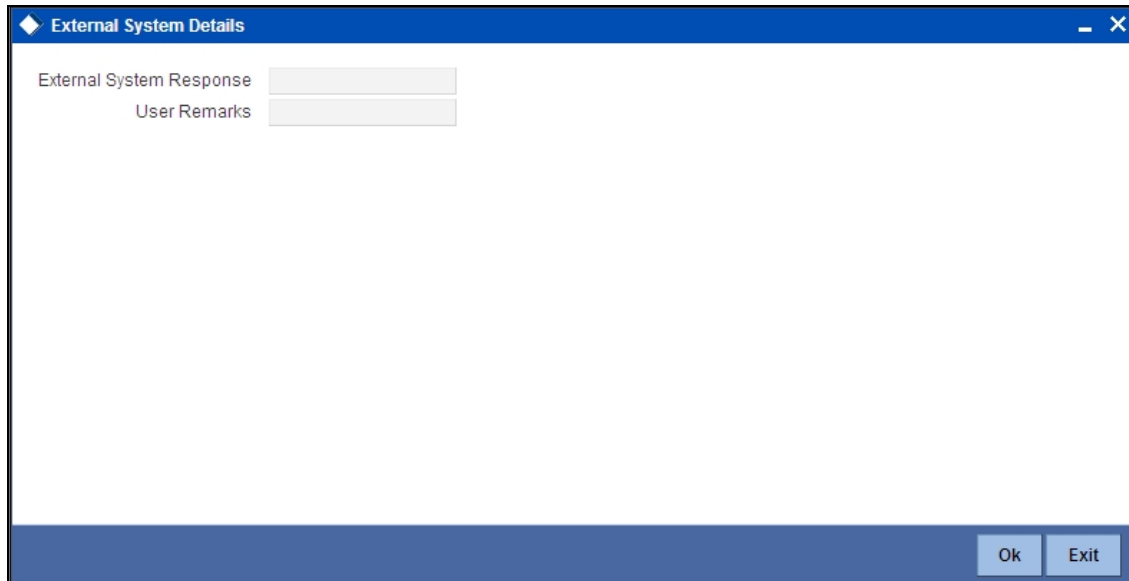
*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

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

## 8.14 **Viewing OFAC Check Response**

OFAC check enables the application to call an external web service to perform black list check for customer and customer accounts and give warnings appropriately while transacting with black listed customers. You can also capture your remarks before overriding the black list warning.

Click 'OFAC Check' button in 'Bills and Collections - Contract Input - Detailed' screen to view the OFAC check response in the 'External System Detail' screen. On clicking 'OFAC Check' button, system will build the request XML and call the web service. The 'External System details' screen displays the response is received from the external system and you will be also allowed to enter your remarks in this screen. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same. This button can be made visible while carrying out the actual customization. Request building response interpretation in the database layer needs to be done as part of customization to enable this.



Here, you can view /capture the following details:

### **External System Response**

The response from the external system regarding the black listed customer is displayed here.

### **User Remarks**

Specify your remarks regarding the black listed customer here.



## 8.15 Issuing DD against Cheque

You can issue a Demand Draft (DD) for your customer against an in-house cheque drawn on his/her savings account. In order to capture this transaction, you need to invoke the 'DD Sale Against Cheque' screen by typing '8330' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Demand Draft Sale against Cheque	
External Reference	Instrument Type DDC
Bank Code *	Instrument Status INIT
Demand Draft Currency *	Account Branch *
Demand Draft Amount *	Account *
Demand Draft Date *	Account Currency *
Payable Branch *	Narrative
MICR Number	Account Title
Beneficiary Name *	Cheque Number *
Beneficiary Address	Instrument Number
Passport/IC Number	

Exit

Here you can capture the following details:

### External Reference Number

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

### Account Branch

Select the branch code from the adjoining option list.

### Bank Code

Specify the code of the bank that is issuing the DD. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

### Instrument Status

Specify the status of the instrument.

### Account

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

### MICR Number

Specify the MICR number of the cheques.

**Demand Draft Currency**

Specify the currency of the DD.

**Instrument Type**

The instrument type corresponding to a DD sale against account is displayed here.

**Demand Draft Date**

The date of DD issue is displayed here.

**Payable Branch**

Specify the branch at which the DD should be encashed or redeemed. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

**Demand Draft Amount**

Specify the amount for which the DD is being drawn.

**Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary.

**Passport/IC Number**

Specify the customer's passport number or any other identification number.

**Account Currency**

Specify the currency in which the account is maintained.

**Cheque Number**

Specify the number of the cheque being drawn for DD sale.

**Narrative**

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

## Enrichment stage

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

**Demand Draft Sale against Cheque**

External Reference

Issuing Branch

Bank Code

Demand Draft Currency

Demand Draft Amount \*

Instrument Number

Demand Draft Date \*

Payable Branch

MICR Number

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

Instrument type

Instrument Status

Customer Number

Account Branch

Account

Cheque Number

Customer Name

Account Title

Account Currency

Exchange Rate

Charges

Account Amount

Narrative

**Recalculate**

**Charges** MIS UDF

**Charge Details**

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Exit**

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

### Issuing Branch

The branch code of the issuing branch is displayed here.

### Instrument Number

The instrument number is displayed here.

### Customer Number

The customer number is displayed here.

### Account Branch

The code of the branch where the account resides is displayed here.

**Customer Name**

Specify the name of the customer.

**Exchange Rate**

The exchange rate is displayed here.

**Account Currency**

The currency of the chosen account is displayed here.

**Account Title**

The title of the account is displayed here.

**Customer ID**

The customer ID is displayed here.

**Charges**

The total charges applicable are displayed here.

**Account Amount**

The amount to be credited to the account is displayed here.

**MICR Number**

Specify the MICR number displayed on the DD being issued.

**Charge Amount**

Specify the charge amount.

**8.15.1 Specifying Charge Details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

**8.15.2 Specifying MIS Details**


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



Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

 Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

## 8.16 Liquidating a DD against a GL

You can liquidate a DD drawn on your branch against a GL through the 'DD Liquidation against GL' screen. You can invoke this screen by typing '8311' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can capture the following details:

#### **External Reference Number**

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

#### **Issue Branch**

The branch where the DD has been issued is displayed based on the instrument number specified. Alternatively, you can specify a branch code and then choose a DD issued in that branch (from the option list against 'Instrument Number').

## Instrument Number

Specify the instrument number of the DD that needs to be liquidated. The adjoining option list displays all the DDs that have been issued. If you have already specified a branch code, then the list will display only those DDs that have been issued in the specified branch.

**Demand Draft Liquidation against GL**

External Reference  Branch   
Instrument type  Issue Branch   
Liquidation Date  Liquidation Mode   
General Ledger Number  Transaction Amount   
General Ledger Currency  Instrument Number   
Payable Bank  Narrative   
Demand Draft Currency  Issue Date   
Demand Draft Amount  Exchange Rate   
Total Charge   
Total Amount   
Beneficiary Name  Payable Branch   
Beneficiary Address  Demand Draft Number   
Passport/IC Number

**Charges** MIS UDF

**Charge Details**

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Here you can capture the following additional details:

## Instrument Type

The instrument type is displayed here.

## Issue Branch

## Liquidation Date

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

## Liquidation Mode

Specify the status of the instrument. You can choose any of the following values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel



**General Ledger Number**

Specify the general ledger number that should be used to post this transaction. The adjoining option list displays all the general ledgers maintained in the system. Choose the appropriate one.

**General Ledger Description**

The system displays the description of the specified GL account.

**Instrument Number**

The instrument number is displayed here.

**General Ledger Currency**

The currency of the chosen GL is displayed here.

**Demand Draft Currency**

The currency of the DD instrument is displayed here.

**Payable Bank**

The clearing bank code is displayed here.

**Narrative**

You can enter remarks for the transaction.

**Demand Draft Amount**

The amount for which the Demand Draft has been drawn is displayed here.

**Issue Date**

The system displays the date of issue of the DD.

**Beneficiary Name**

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

**Beneficiary Address**

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

**Payable branch**

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

**Demand Draft Number**

The issue number of the DD is displayed here.

**Passport / IC No**

The passport number or any unique identification number of the beneficiary is displayed here.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message:

**Instrument Validity has expired and needs Revalidation.**

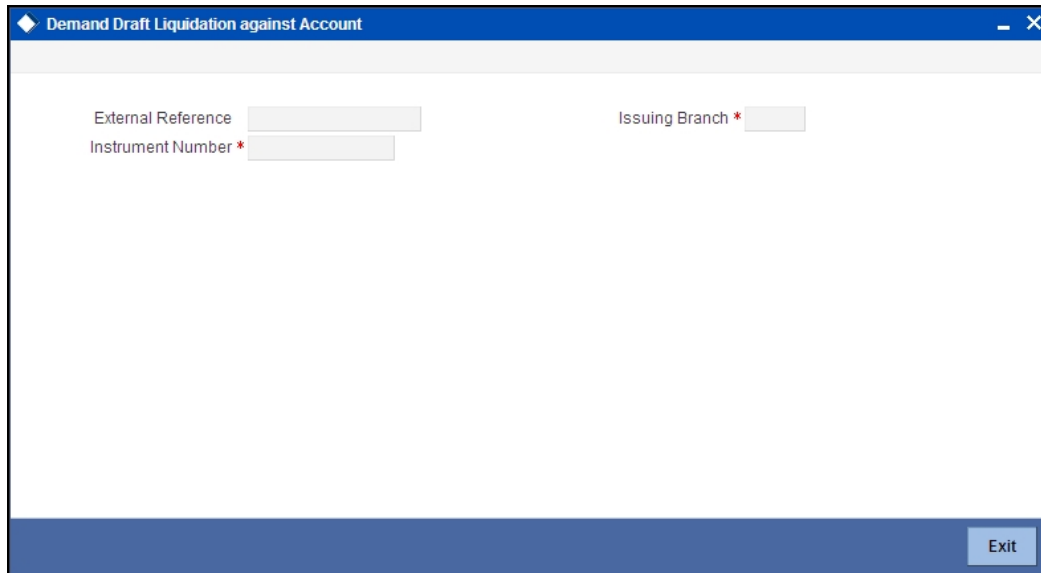
If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

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

## 8.17 Liquidating a DD against an Account

You can liquidate a DD drawn on your branch against an account through the 'DD Liquidation Against Account' screen. You can invoke this screen by typing '8312' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can specify the following details:

### **External Reference Number**

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

### **Issue Branch**

The branch where the DD is payable is displayed. Alternatively, you can specify a branch code and then choose a DD issued in that branch (from the option list against 'Instrument Number').

### **Instrument Number**

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

Click save icon to go to the next stage.

### **Input stage – 2**

On clicking save icon, the system fetches the details of the chosen instrument and displays them in the following screen:

Here you can capture the following additional details:

### **Instrument Type**

The instrument type is displayed here.

### **Liquidation Mode**

Specify the status of the instrument. You can choose any of the following values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel

### **Liquidation Date**

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

### **Account Currency**

The currency of the chosen account is displayed here.

### **Account Number**

Specify the offset account that should be used to post this transaction. The adjoining option list displays all the accounts maintained in the system. Choose the appropriate one.

### **Instrument Number**

The instrument number of the DD that needs to be liquidated is displayed here.

### **Payable Bank**

The clearing bank code is displayed here.

**DD Currency**

The currency of the DD instrument is displayed here.

**DD Amount**

The amount for which the DD has been drawn is displayed here.

**Narrative**

You can enter remarks for the transaction.

**Issue Date**

The system displays the date of issue of the DD.

**Payable Branch**

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

**DD Number**

The issue number of the DD is displayed here.

**DD Status**

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

**Beneficiary Name**

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

**Beneficiary Address**

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

**Passport / IC No**

The passport number or any unique identification number of the beneficiary is displayed here.

Click save icon to go to the next stage.



If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message:

**Instrument Validity has expired and needs Revalidation.**

If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

**Enrichment stage**

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

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

### **Total Charges**

The system displays the total charges applicable to the transaction.

### **Total Amount**

The system displays the total amount that will be credited to the account.

## **8.17.1 Specifying Charge Details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.17.2 Specifying MIS Details

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

The screenshot displays a software window titled "Demand Draft Liquidation against Account". It features a grid of input fields for various details. On the left side, fields include External Reference, Instrument type (set to DDA), Liquidation Date, Account Currency, Account Number, Customer Name, Payable Bank, Demand Draft Currency, Demand Draft Amount, Total Amount, Total Charge, Beneficiary Name, and Beneficiary Address. On the right side, fields include Issue Branch, Liquidation Mode (set to Payment), Account Branch, Transaction Amount, Instrument Number, Narrative, Issue Date, Exchange Rate, Demand Draft Number, Passport/IC Number, and Payment Branch. A "Recalculate" button is positioned below the right-side fields. At the bottom left, there are three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located at the bottom right of the window.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.


### 8.17.3 Specifying the UDF details

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

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

 Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.


Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

## 8.18 Liquidating a DD for a Walk-in Customer



You can liquidate a DD or a walk-in customer and give him/her the equivalent amount in cash. In order to capture such a transaction, invoke the 'DD Liquidation Walk-In' screen. You can invoke this screen by typing '8310' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

#### **External Reference Number**

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

#### **Issue Branch**

The branch where the DD has been issued is displayed. Alternatively, you can specify a branch code and then choose a DD issued in that branch (from the option list against 'Instrument Number').

#### **Instrument Number**

Specify the instrument number of the DD that needs to be liquidated. The adjoining option list displays all the DDs that have been issued. If you have already specified a branch code, then the list will display only those DDs that have been issued in the specified branch.

Click save icon to go to the next stage.

#### **Input stage - 2**

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

The following screen will be displayed:

**Demand Draft Liquidation against Walk in**

External Reference		Branch	
Liquidation Type	DDW	Liquidation Mode	Payment
Liquidation Date		Payable Bank	
Instrument Number		Issue Branch	
Demand Draft Currency		Drawee Account Number	
Transaction Currency		Issue Date	
		Demand Draft Amount	
		Narrative	
Beneficiary Address		Demand Draft Number	
		Other Details	
		Payment Branch	
Passport/IC Number		Demand Draft Status	

**Exit**

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

#### **Branch**

The branch code is displayed here.

#### **Liquidation Type**

The liquidation type of the DD is displayed here.

#### **Liquidation Mode**

The system displays the liquidation mode of the DD. However, you can change it. The adjoining drop-down list displays the following values:

- Payment
- Refund
- Cancel

#### **Payable Bank**

The clearing bank code is displayed here.

#### **Instrument Number**

The instrument number is displayed here.

#### **Payable Branch**

The branch where the DD amount is being paid out (current branch) is displayed here.

#### **DD Currency**

The system displays the currency in which the DD has been issued.

**Issue Date**

The system displays the date on which the DD has been issued.

**Liquidation Date**

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

**Drawee Account Number**

The account on which the DD has been drawn is displayed here.

**DD Amount**

The amount for which the DD has been issued is displayed here.

**DD Number**

The MICR number of the DD is displayed here.

**DD Status**

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

**Transaction Currency**

The system defaults the branch currency as the transaction currency. However you can change it. The adjoining option list displays all the currency codes maintained in the Host. You can select the appropriate code.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

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

**Beneficiary Address**

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

**Other Details**

Any other information captured for the transaction is displayed here.

**Passport/IC Number**

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

Click save icon to go to the next stage.



If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message:

**Instrument Validity has expired and needs Revalidation.**

If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

### Enrichment stage

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

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

### Exchange Rate

The system displays the exchange rate for the transaction if the DD currency and the transaction currency are not the same.

### Total Charge

The system computes the charge applicable to the transaction and displays it.

**Net Amount**

The system derives the net amount payable to the customer after deducting the applicable charges and displays it here.

### 8.18.1 Specifying denomination details

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

*Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.*

### 8.18.2 Specifying charge details

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

The screenshot shows a software window titled "Demand Draft Liquidation against Walk in". The window is divided into two main sections. The top section contains various input fields for transaction details, organized into two columns. The bottom section is a tabbed interface with four tabs: "Denomination", "Charges" (which is selected and highlighted in red), "MIS", and "UDF". Below the "Charges" tab, there is a "Charge Details" section with a table. The table has columns for "Charge Components", "Waiver", "Charge Amount", "Currency", "Charge in Local Currency", and "Exchange Rate". The table currently shows one row with empty fields. At the bottom right of the window, there is an "Exit" button. A "Recalculate" button is also visible in the top right area of the form.

External Reference		Branch	
Liquidation Type	DDW	Liquidation Mode	Payment
Liquidation Date		Payable Bank	
Instrument Number		Issue Branch	
Exchange Rate		Drawee Account Number	
Transaction Currency		Issue Date	
Net Amount		Demand Draft Currency	
Narrative		Demand Draft Amount	
		Total Charges	
Beneficiary Name		Demand Draft Number	
Beneficiary Address		Other Details	
		Payment Branch	
Passport/IC Number		Demand Draft Status	

Recalculate

Denomination Charges MIS UDF

Charge Details

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

Exit

The system displays the charge applicable to the transaction. You can waive it if required. You then need to click 'Recalc' button to re-computed the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.18.3 Specifying MIS Details

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

The screenshot displays a software window titled "Demand Draft Liquidation against Walk in". The window contains a form with two columns of input fields. The left column includes: External Reference, Liquidation Type (pre-filled with "DDW"), Liquidation Date, Instrument Number, Exchange Rate, Transaction Currency, Net Amount, Narrative, Beneficiary Name, Beneficiary Address, and Passport/IC Number. The right column includes: Branch, Liquidation Mode (a dropdown menu currently showing "Payment"), Payable Bank, Issue Branch, Drawee Account Number, Issue Date, Demand Draft Currency, Demand Draft Amount, Total Charges, Demand Draft Number, Other Details, Payment Branch, and Demand Draft Status. Below these fields is a "Recalculate" button. At the bottom of the form is a tabbed interface with four tabs: "Denomination", "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.

### 8.18.4 Specifying UDF Details

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

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

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

## 8.19 **Issuing a DD to a Walk-in Customer**

You can issue a DD to any walk-in customer through the 'DD Issue Walk-In' screen. You can invoke this screen by typing '8305' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Demand Draft Issue against Walk in	
External Reference	
Bank Code *	
Demand Draft Currency *	
Narrative	
Instrument Type	DDW
Demand Draft Amount *	
Transaction Currency *	
Demand Draft Date *	
Instrument Number	
Payable Branch *	
MICR Number	
Passport/IC Number	
Beneficiary Name *	
Beneficiary Address	
Exit	

Here you can capture the following details:

#### **External Reference Number**

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

#### **Instrument Type**

The instrument type corresponding to a DD issued to walk-in customers is displayed here.

#### **Bank Code**

Specify the clearing bank code for the transaction.

#### **Payable Branch**

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

#### **Transaction Currency**

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

#### **Demand Draft Currency**

Specify the currency in which the customer is creating a draft.

#### **Demand Draft Amount**

Specify the amount for which the draft is being created.

#### **Demand Draft Date**

The system displays the current date as the date of draft issue.

#### **MICR Number**

Specify the MICR number printed on the DD.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary in whose favour the DD is being drawn.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**OFAC Check**

Click this button to call the OFAC service and display the response from the OFAC system.

**Passport/IC Number**

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

Click save icon to go to the next stage.

## Enrichment stage

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

The following screen will be displayed:

**Demand Draft Issue against Walk in**

External Reference  Payable Branch   
Instrument Type  MICR Number   
Bank Code  Passport/IC Number   
Demand Draft Currency  Beneficiary Name \*   
Demand Draft Amount \*  Beneficiary Address   
Demand Draft Date   
Transaction Currency Rate   
Transaction Currency    
Charges   
Total Amount   
Instrument Number   
Narrative

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

Currency Code  Total   
Preferred Denomination

**Denomination Details**

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

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

### Transaction Currency Rate

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

### Charges

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

### Total Amount

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

### 8.19.1 Specifying denomination details

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

**Demand Draft Issue against Walk in**

External Reference  Payable Branch   
Instrument Type  MICR Number   
Bank Code  Passport/IC Number   
Demand Draft Currency  Beneficiary Name \*   
Demand Draft Amount \*  Beneficiary Address   
Demand Draft Date   
Transaction Currency Rate   
Transaction Currency    
Charges   
Total Amount   
Instrument Number   
Narrative

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

Currency Code  Total   
Preferred Denomination

**Denomination Details**

10 of 1

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

Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.

### 8.19.2 Specifying charge details

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

**Demand Draft Issue against Walk in**

External Reference  Payable Branch

Instrument Type **DDW** MICR Number

Bank Code  Passport/IC Number

Demand Draft Currency  Beneficiary Name \*

Demand Draft Amount \*  Beneficiary Address

Demand Draft Date

Transaction Currency Rate

Transaction Currency

Charges

Total Amount

Instrument Number

Narrative

**Recalculate**

Currency Denominations **Charges** MIS UDF

**Charge Details**

10f1

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				

**Exit**

The system displays the charge applicable to the transaction. You can waive it if required. You then need to click 'Recalc' button to re-compute the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.19.3 Specifying MIS Details

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

◆ Demand Draft Issue against Walk in

External Reference

Instrument Type

Bank Code

Demand Draft Currency

Demand Draft Amount \*

Demand Draft Date

Transaction Currency Rate

Transaction Currency

Charges

Total Amount

Instrument Number

Narrative

Payable Branch

MICR Number

Passport/IC Number

Beneficiary Name \*

Beneficiary Address

Recalculate

Currency Denominations

Charges

MIS

UDF

Exit

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

## 8.19.4 Specifying UDF Details

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

The screenshot shows a software window titled "Demand Draft Issue against Walk in". It contains two columns of input fields. The left column includes: External Reference, Instrument Type (DDW), Bank Code, Demand Draft Currency, Demand Draft Amount (marked with a red asterisk), Demand Draft Date, Transaction Currency Rate, Transaction Currency, Charges, Total Amount, Instrument Number, and Narrative. The right column includes: Payable Branch, MICR Number, Passport/IC Number, Beneficiary Name (marked with a red asterisk), and Beneficiary Address. A "Recalculate" button is located below the right column. At the bottom, there is a tab bar with "Currency Denominations", "Charges", "MIS", and "UDF" (which is highlighted in red). Below the tabs is a section titled "UDF Details" with a table that has two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

## 8.19.5 Invoking OFAC Check

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'DD Issue Walk-In' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.

## 8.20 Issuing a DD against a GL

You can issue a DD against a GL account for your customer through the 'DD Issue against GL' screen. You can invoke this screen by typing '8306' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Demand Draft Issue Against GL	
External Reference	
Bank Code *	
Demand Draft Currency *	
Narrative	
Instrument Type	DDG
General Ledger Number *	
Demand Draft Amount *	
General Ledger Currency *	
Instrument Status	INIT
Demand Draft Date *	
General Ledger Description	
Instrument Number	
Payable Branch *	
MICR Number	
Passport/C Number	
Beneficiary Name *	
Beneficiary Address	

Exit

Here you can capture the following details:

### External Reference Number

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

### Instrument Type

The system displays the instrument type that corresponds to the DD being issued against a GL.

### Bank Code

Specify the clearing bank code. The adjoining option list displays all the clearing bank codes maintained in the system. Choose the appropriate one.

### Demand Draft Currency

Specify the in which the DD is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.



**Payable Branch**

Specify the branch where the DD should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

**General Ledger Currency**

Specify the currency of the GL against which the DD is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**Demand Draft Amount**

Specify the amount for which the DD is being drawn.

**MICR Number**

Specify the MICR number as displayed on the DD instrument.

**General Ledger Number**

Specify the GL against which the DD is being issued. The adjoining option list displays all the GL codes maintained in the system. Choose the appropriate one.

**General Ledger Description**

The system displays the description of the specified GL account.

**Narrative**

Here, you can capture remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the DD is being issued.

**Beneficiary Address**

Specify the address of the beneficiary in whose favor the DD is being issued.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**Passport/IC Number**

Specify the customer's passport number or any unique identification number.

**OFAC Check**

Click this button to call the OFAC service and display the response from the OFAC system.

**Demand Draft Date**

The system displays the date on which the DD is being issued.

Click save icon to go to the next stage.

## Enrichment stage

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

**Demand Draft Issue Against GL**

External Reference  Payable Branch   
Instrument Type  MICR Number   
Bank Code  Passport/IC Number   
Demand Draft Currency  Beneficiary Name \*   
Demand Draft Amount  Beneficiary Address   
Demand Draft Date   
General Ledger Number   
General Ledger Currency   
Transaction Currency Rate   
Charges   
Total Amount   
Instrument Number   
Narrative

**Charges** MIS UDF

**Charge Details**

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Recalculate

Exit

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

### Transaction Currency

The system displays the currency of the GL as the currency in which the transaction entries will be posted. However, you can change it by choosing the appropriate currency code from the adjoining option list.

### Charges

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

In case you change the charge amount or the DD amount, you will have to click 'Recalc' button to re-compute the total transaction amount.

### Total Amount

The system adds the charge amount to the DD amount and displays the total transaction amount.

## Instrument Number

The instrument number is displayed here.

### 8.20.1 Specifying charge details

This block allows you to capture charge related details for the transaction. You can waive it if required. You then need to click 'Recalc' button to re-compute the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 8.20.2 Specifying MIS Details

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

The screenshot shows a window titled "Demand Draft Issue Against GL". It contains two columns of input fields. The left column includes: External Reference, Instrument Type (with "DDG" entered), Bank Code, Demand Draft Currency, Demand Draft Amount, Demand Draft Date, General Ledger Number, General Ledger Currency, Transaction Currency Rate, Charges, Total Amount, Instrument Number, and Narrative. The right column includes: Payable Branch, MICR Number, Passport/IC Number, Beneficiary Name (marked with a red asterisk), and Beneficiary Address. A "Recalculate" button is located below the right column. At the bottom left, there are three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located at the bottom right.

*Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.*

### 8.20.3 Specifying UDF Details

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

The screenshot shows a window titled "Demand Draft Issue Against GL". It contains two columns of input fields. The left column includes: External Reference, Instrument Type (DDG), Bank Code, Demand Draft Currency, Demand Draft Amount, Demand Draft Date, General Ledger Number, General Ledger Currency, Transaction Currency Rate, Charges, Total Amount, Instrument Number, and Narrative. The right column includes: Payable Branch, MICR Number, Passport/IC Number, Beneficiary Name (marked with a red asterisk), and Beneficiary Address. A "Recalculate" button is located below the right column. At the bottom, there are three tabs: "Charges", "MIS", and "UDF" (which is highlighted in red). Below the tabs is a "UDF Details" section with a table header "Field Name" and "Field Value". The table has one row with empty input fields. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

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

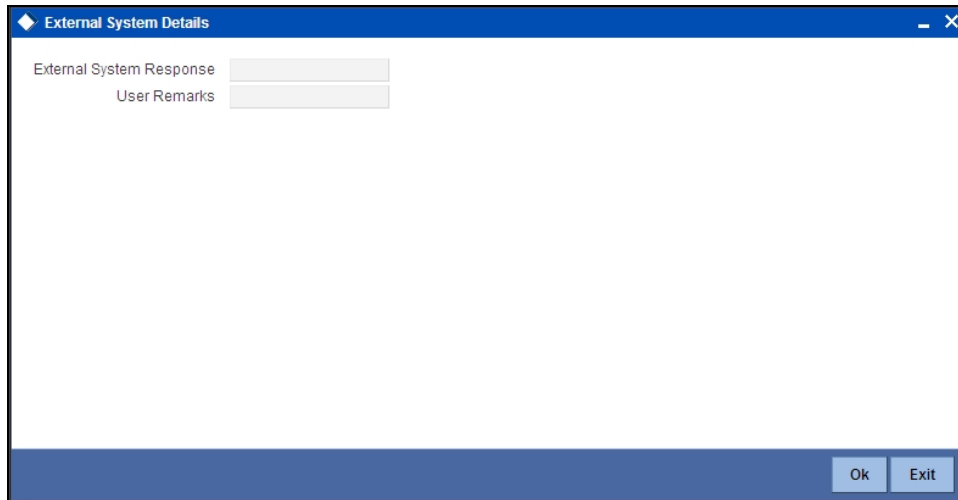
### 8.20.4 Invoking OFAC Check

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'DD Issue against GL' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.



The screenshot shows a standard Windows-style dialog box titled "External System Details". It features a blue header bar with a small diamond icon on the left and standard window controls (minimize, maximize, close) on the right. The main area of the dialog contains two text input fields. The first field is labeled "External System Response" and the second is labeled "User Remarks". At the bottom right of the dialog, there are two buttons: "Ok" and "Exit".

Here, you can view the following details.

#### **External System Response**

The response from the external system regarding the black listed customer will be defaulted here.

#### **User Remarks**

You can specify your remarks here.

## **8.21 Inquiring on a DD Transaction**

You can query on the details of a DD transaction based on the issue branch and the instrument number of the DD transaction. You can achieve this through the 'DD Inquiry' screen. You can invoke this screen by typing '7789' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can query on the details of a DD based on the following fields:

### **Instrument Number**

Specify the instrument number for which you wish to see the details.

### **Issue Branch**

The branch where the specified DD was issued is displayed here. However, you can specify a branch code and then query on all the instruments issued from that branch.

Click 'Ok' button.

The system fetches the details of the specified instrument and displays the following details:

- Bank Code
- Payable Branch
- Cheque Currency
- Cheque Amount
- Cheque Number
- Cheque Status
- Issue Date
- Issue Account number
- Beneficiary Name
- Beneficiary Address

Click 'Cancel' button to exit.

## **8.22 Re-validating DD Instrument**

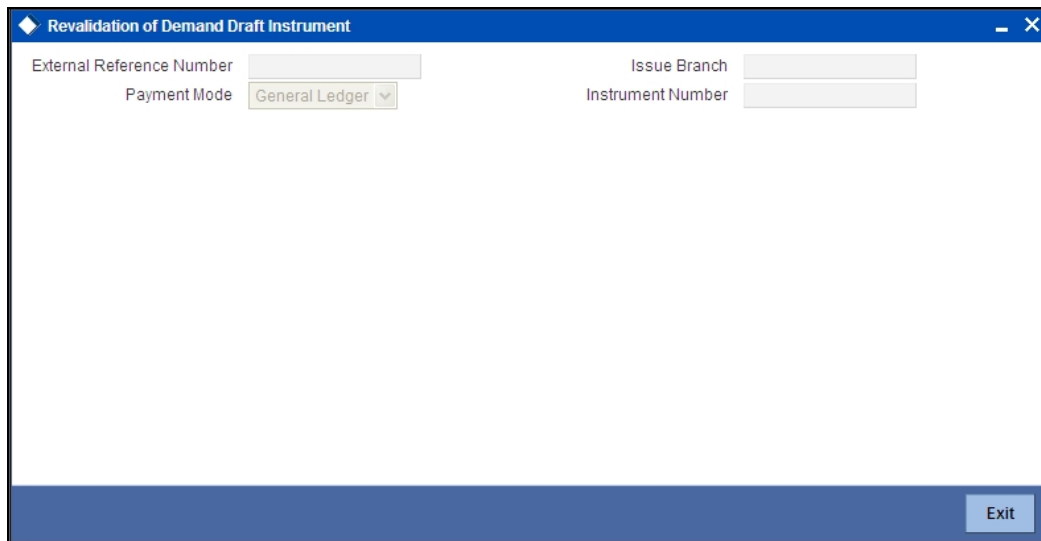
You can re-validate the expired DD instrument using 'Revalidation of DD Instrument' screen.

System will allow re-validating instrument only if,

- The check box 'Allow Revalidation' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated, cancelled or refunded.
- Instrument status should be issued (INIT), Reissued (RISU), Duplicate Issue (DISU) or authorized.

### 8.22.1 Query Stage

To invoke 'Revalidation of DD Instrument' screen, type 'DDRV' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.



You need to specify following details here:

#### **External Reference**

System generates and displays unique reference number to identify the re-issuance of DD instrument.

#### **Payment Mode**

The system will collect charges based on the payment mode selected at the query stage.

#### **Issue Branch**

The system defaults the current branch as the issue branch.

#### **Instrument Number**

Specify the instrument number for the issuance of duplicate DD instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

### 8.22.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:



Revalidation of Demand Draft Instrument			
External Reference Number		Demand Draft Status	
Issue Branch		Instrument type	
Instrument Number		Demand Draft Currency	
Issue Account Number		Demand Draft Amount	
Expiry Date		Payable Bank	
MICR Number		Issue Date	
Revalidation Reason *		Beneficiary Name	
Revalidation Date		Beneficiary Address	
Revalidation Frequency		Payment Details	
Days		Charge Account	
Months		Charge Currency	
Years			
New Expiry Date			
Exit			

System displays the following details in this screen:

- External Reference
- Issue Branch
- Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Revalidation Count
- Duplicate Issue Date
- Demand Draft Status
- Instrument Type
- Demand Draft Currency
- Demand Draft Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

### Revalidation Reason

Specify the reason for the re-validation of DD instrument. The reason specified here will be shown in the revalidated instrument report.

### Revalidation Frequency

System defaults re-validation frequency maintained in the 'Instrument Type Definition' screen; however, you can override the re-validation frequency in days, months or years.

## New Expiry Date

System generates new expiry date for the re-validated instrument calculated as,  
'Old Expiry Date + 'Revalidation Period'.

## Payment Details

You need to specify the following details under 'Payment Details' section:

### Charge Account Number

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

### Charge Currency

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

## 8.22.3 Enrichment Stage

On clicking the save icon, the system will display the following screen:

**Revalidation of Demand Draft Instrument**

External Reference Number		Demand Draft Status	
Issue Branch		Instrument type	
Instrument Number		Demand Draft Currency	
Issue Account Number		Demand Draft Amount	
Expiry Date		Payable Bank	
MICR Number		Issue Date	
Revalidation Reason *		Beneficiary Name	
Revalidation Date		Beneficiary Address	

---

**Revalidation Frequency**

Days	
Months	
Years	
New Expiry Date	

**Payment Details**

Charge Account	
Charge Currency	
Charges	

**Recalculate**

---

**Currency Denominations**

Currency Code		Total	
Preferred Denomination			

**Populate** **Clear**

**Denomination Details**

Denomination Code	Denomination Value	Units	Total Amount

**Exit**

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### 8.22.3.1 Denomination Details

If you have selected 'Payment Mode' as 'Cash' at query stage, you need to specify Denomination details.

#### **Total Amount**

The system computes the total amount based on the specified denomination details, if you have selected 'Payment Mode' as 'Cash' at query stage.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

### 8.22.3.2 Specifying Charge Details

This block allows you to capture charge related details.

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

## 8.23 Reprinting / Reissuing of DD

Oracle FLEXCUBE reprints / reissues the DD due to one of the following reasons:

- Stationery got stuck in the printer
- Improper printing
- Instrument is lost by the banker

### 8.23.1 Query Stage

To invoke 'DD Reprint / Reissue' screen, type 'DDRP' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.

Demand Draft Reprint/Reissue	
External Reference	
Issue Branch	
Old Instrument Number	
New Instrument Number	
Issue Account Number	
Account Description	
Expiry Date	
MICR Number	
New MICR Number	
Reprint/Reissue Reason *	
Reprint/Reissue Count	
<input type="radio"/> Reissue	
<input checked="" type="radio"/> Reprint	
Demand Draft Status	
Demand Draft Currency	
Demand Draft Amount	
Payable Bank	
Issue Date	
Beneficiary Name	
Beneficiary Address	
Exit	

You need to specify the following details on this screen.

### Issue Branch

Specify the code that identifies the branch that issued the instrument. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

### Instrument Number

Specify the number of the instrument that you wish to reprint. The option list displays all valid instrument numbers issued at the selected branch. Choose the appropriate one.

### External Reference Number

The system displays the external reference number. You cannot modify this.

### Print Type

From the drop-down list, select 'Reissue' to reissue the DD instrument or select 'Reprint' to reprint the DD instrument.

On confirming the above details, the system displays the input stage of the 'DD Reprint / Reissue' screen.

Demand Draft Reprint/Reissue	
External Reference	
Issue Branch	
Old Instrument Number	
New Instrument Number	
Issue Account Number	
Account Description	
Expiry Date	
MICR Number	
New MICR Number	
Reprint/Reissue Reason *	
Reprint/Reissue Count	
<input type="radio"/> Reissue <input checked="" type="radio"/> Reprint	
Demand Draft Status	
Demand Draft Currency	
Demand Draft Amount	
Payable Bank	
Issue Date	
Beneficiary Name	
Beneficiary Address	
<input type="button" value="Exit"/>	

Here, you need to specify the following fields:

### New Instrument Number

Specify the new instrument number for the reissuance/reprinting of a new DD instrument.

### New MICR Number

Specify the new MICR Number captured for the new Instrument.

### Reprint / Reissue Reason

Specify the reason that should be verified during the auditing of DD reprint / Reissue. This is a mandatory field.

## Reprint / Reissue Count

The system displays the count of the current reprint / Reissue operation.



In order to keep track on reprints, the system will count the number of times the instrument is printed. These details will be verified by branch official or auditor.

Click 'Save' to retain the incremented reprint / Reissue count and audit details.

## 8.24 Issuing Duplicate DD Instrument

You can issue the duplicate DD instrument using 'Duplicate Issue of DD Instrument' screen. System will allow duplicate issuance of DD instrument only if,

- The check box 'Allow Duplicate Issuance' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated.
- Instrument status should be issued (INIT), Reissued (RISU).

### 8.24.1 Query Stage

To invoke 'Duplicate Issue of DD Instrument' screen, type 'DDDI' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.

The screenshot shows a software window titled "Duplicate Issue of Demand Draft Instrument". The window contains four input fields arranged in a 2x2 grid: "External Reference Number", "Issue Branch", "Payment Mode" (which has a dropdown arrow and currently shows "General Ledger"), and "Instrument Number". In the bottom right corner of the window, there is a blue button labeled "Exit".

You need to specify following details here:

### **External Reference Number**

System generates and displays unique reference number to identify the re-issuance of DD instrument.

## Payment Mode

Select the payment mode for the duplicate issuance of the instrument from the drop-down list. System will apply charges only for the duplicate issuance of an instrument. Cancellation charges will be waived.

## Issue Branch

Specify the branch where DD has been issued.

## Instrument Number

Specify the instrument number for the issuance of duplicate DD instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

### 8.24.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:

Duplicate Issue of Demand Draft Instrument	
External Reference Number	
Issue Branch	
Old Instrument Number	
New Instrument Number	
Issue Account Number	
Expiry Date	
MICR Number	
New MICR Number	
Duplicate Issue Reason *	
Duplicate Issue Count	
Duplicate Issue Date	
Demand Draft Status	
Instrument type	
Demand Draft Currency	
Demand Draft Amount	
Payable Bank	
Issue Date	
Beneficiary Name	
Beneficiary Address	
- Payment Details -	
Charge Account	
Charge Currency	
Exit	

System displays the following details in this screen:

- External Reference
- Issue Branch
- Instrument Type
- Old Instrument Number
- New Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Duplicate Issue Count
- Duplicate Issue Date

- Demand Draft Status
- Demand Draft Currency
- Demand Draft Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

**New MICR Number**

Specify the new MICR Number captured for the new Instrument.

**Duplicate Issue Reason**

Specify the reason for the duplicate issuance of DD instrument.

**Payment Details**

You need to specify the following details under 'Payment Details' section:

**Charge Account Number**

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

**Charge Currency**

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

**8.24.3 Enrichment Stage**

On clicking the save icon, the system will display the following screen:

**Duplicate Issue of Demand Draft Instrument**

External Reference Number  Demand Draft Status

Issue Branch  Instrument type

Old Instrument Number  Demand Draft Currency

New Instrument Number  Demand Draft Amount

Issue Account Number  Payable Bank

Expiry Date  Issue Date

MICR Number  Beneficiary Name

New MICR Number  Beneficiary Address

Duplicate Issue Reason \*

Duplicate Issue Count

Duplicate Issue Date

**Payment Details**

Charge Account

Charge Currency

Charges

**Recalculate**

**Currency Denominations** **Charge**

Currency Code  Total

Preferred Denomination

**Populate** **Clear**

**Denomination Details**

1011  **Go**

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

**Exit**

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### 8.24.3.1 Denomination Details

If you have selected 'Payment Mode' as 'Cash' at query stage, you need to specify Denomination details.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

### 8.24.3.2 Specifying Charge Details

This block allows you to capture charge related details.



External Reference Number

Issue Branch

Old Instrument Number

New Instrument Number

Issue Account Number

Expiry Date

MICR Number

New MICR Number

Duplicate Issue Reason \*

Duplicate Issue Count

Duplicate Issue Date

Demand Draft Status

Instrument type

Demand Draft Currency

Demand Draft Amount

Payable Bank

Issue Date

Beneficiary Name

Beneficiary Address

Payment Details

Charge Account

Charge Currency

Charges

Recalculate

Currency Denominations

Charge

Charge Details

1 of 1

Go

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				

Exit

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

## 8.25 Viewing Instrument Reprint Summary

You can view the summary of instrument reprint in the 'Instrument Reprint Summary' screen. You can invoke this screen by typing 'ISSRPDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Instrument Reprint Summary

Issuing Branch  Instrument Type

Instrument Number

Search Advanced Search Refresh Reset

Records per page 15 1 Of 1

<input type="checkbox"/>	Issuing Branch	Instrument Type	Instrument Number	Print Count	Reprint Reason	Maker ID	Maker Date Stamp
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input checked="" type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Exit

Here you can query the reprint summary details based on the following details:

### Issuing Branch

Specify the branch assigned to issue the instrument reprint. The adjoining option list displays all valid branches maintained in the system. You can choose the appropriate one.

### Instrument Number

Specify the number of the instrument that should be queried. The adjoining option list displays all valid instrument numbers maintained in the system. You can choose the appropriate one.

### Instrument Type

Specify the type of the instrument that should be queried. The adjoining option list displays all valid instrument numbers maintained in the system. You can choose the appropriate one.

Based on the aforementioned queries, the system displays the following fields:

- Issuing Branch
- Instrument Type

- Instrument Number
- Contract Reference Number
- Reprint Count
- Reprint Reason
- Maker ID
- Maker Date
- Checker ID
- Checker Date

## 8.26 **Selling a BC against an account**

You can sell Bankers cheque (BC) against a customer's savings account. In order to capture this transaction, you need to invoke the 'Bankers Cheque Sale Against Account' screen by typing '1010' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you need to specify the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference Number'.

### **Account Branch**

Select the branch code from the adjoining option list.

### **Bank Code**

Specify the code of the bank that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

**Account**

Specify the customer account against which you are issuing the BC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Currency**

The currency of the account is displayed here.

**BC Currency**

Specify the currency of the banker's cheque.

**BC Amount**

Specify the amount for which the BC is being sold.

**BC Date**

Specify the BC date from the adjoining calendar.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**OFAC Check**

Click this button to call the OFAC service and display the response from the OFAC system.

**Narrative**

Enter remarks about the transaction.

**MICR Number**

Specify the MICR number displayed on the BC being sold.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being sold.

**Beneficiary Address**

Specify the address of the beneficiary.

**Passport/IC Number**

Specify the passport/IC Number.

## **Delivery Mode**

Select the mode of delivery of the cheque book from the adjoining drop-down list. This list displays the following values:

- Post/Courier
- Branch



If the delivery mode is 'Courier', then you will need to specify the delivery address.

## **Delivery Address 1**

Specify the address to which the banker's cheque should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

## **Delivery Address 2- 4**

Specify the address to which the cheque book should be delivered.

## **Instrument Type**

The system displays the instrument type that corresponds to the BC being issued against an account.

## **Payable Branch**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

Click save icon to go to the next stage.

## **Enrichment stage**

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

**BC Sale against Account**

External Reference  Instrument type

Bank Code  Customer Id

BC Currency  Customer Name

BC Amount \*  Account Branch

Instrument Number  Account

BC Date  Account Title

Payable Branch  Account Currency

MICR Number  Exchange Rate

Beneficiary Name \*  Total Charge

Beneficiary Address  Account Amount

Narrative

Passport/IC Number  Delivery Mode

Delivery Address 1

Delivery Address 2

Delivery Address 3

Delivery Address 4

**Recalculate**

**Charges** MIS UDF

**Charge Details**

1011

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Exit**

The following details will get defaulted in this stage:

**Instrument Number**

Specify the instrument number.

**Customer Id**

Specify the customer Id.

**Customer Name**

Specify the customer name.

**Exchange Rate**

The exchange rate is displayed here.

**Total Charge**

System displays the total charge.

**Account Title**

The system displays a brief title for the chosen account.

**Customer ID**

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

**Charges**

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

**Account Amount**

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



Note the following:

- During the issue process, based on the issue type, the system will use the instrument types (BCW, BCA, BCG, BCC/DDW, DDA, DDG, DDC) for the resolution of the retail product and DAO accounts.
- Instrument number generation will be based on the single instrument type (BC/DD) at the inventory level.
- If the system is not using the inventory module, then a new instrument type called 'BCI' or 'DDI' will be used to generate (issue) the instrument and the sequence number generation will be based on this new type.
- This will ensure that the instrument number is unique for the instrument BC or DD irrespective of the issue type. i.e., across all types of BC, the instrument number will be unique and similarly for all types of DD, the instrument number will be unique.

**8.26.1 Specifying Charge Details**

This block allows you to capture charge related details such as the following:

**Charge Component**

The system defaults the charge components applicable to the transaction.

**Type**

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

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

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

**Waiver**

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

## Charge Amount

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

## Charge in LCY

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

## Exchange Rate

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

### 8.26.2 Specifying MIS Details

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

The screenshot shows a software window titled "BC Sale against Account". It contains two columns of input fields. The left column includes: External Reference, Bank Code, BC Currency, BC Amount (marked with a red asterisk), Instrument Number, BC Date, Payable Branch, MICR Number, Beneficiary Name (marked with a red asterisk), Beneficiary Address, and Passport/IC Number. The right column includes: Instrument type (set to "BCA"), Customer Id, Customer Name, Account Branch, Account, Account Title, Account Currency, Exchange Rate, Total Charge, Account Amount, Narrative, Delivery Mode (a dropdown menu), and four Delivery Address fields (1 through 4). Below the fields is a "Recalculate" button. At the bottom left, there are three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". At the bottom right, there is an "Exit" button.

## Cost Center

Select a cost center from the list of values. The MIS code assigned to the cost center related to the account is displayed here.

## LOAN\_TYPE

Select the type of the loan from the adjoining option list.

## LOAN TERM

Select the term of the loan from the adjoining option list.



## Contracts in Various Currencies

Select the currency to which the contract belongs.

## Account Officer

Select the account officer who is in-charge of executing this transaction.

## Standard Industrial Code

Select the industry to which the customer belongs.

### 8.26.3 Specifying the UDF details

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

The screenshot shows a window titled "BC Sale against Account". It contains two columns of input fields. The left column includes: External Reference, Bank Code, BC Currency, BC Amount \*, Instrument Number, BC Date, Payable Branch, MICR Number, Beneficiary Name \*, Beneficiary Address, and Passport/IC Number. The right column includes: Instrument type (set to BCA), Customer Id, Customer Name, Account Branch, Account, Account Title, Account Currency, Exchange Rate, Total Charge, Account Amount, Narrative, Delivery Mode (a dropdown menu), and four Delivery Address fields (1-4). A "Recalculate" button is located below the right column. At the bottom, there are three tabs: "Charges", "MIS", and "UDF" (which is highlighted in red). Below the tabs is a section titled "UDF Details" with a table. The table has two columns: "Field Name" and "Field Value". There is a "Go" button and a search bar above the table. An "Exit" button is in the bottom right corner.

Specify the following details.

## Field Name

All UDFs specified for the account class is displayed here.

## Field Value

The value for each UDF is displayed here. You can alter this value if necessary.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed the time of saving the input stage and authorizing the transaction.

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

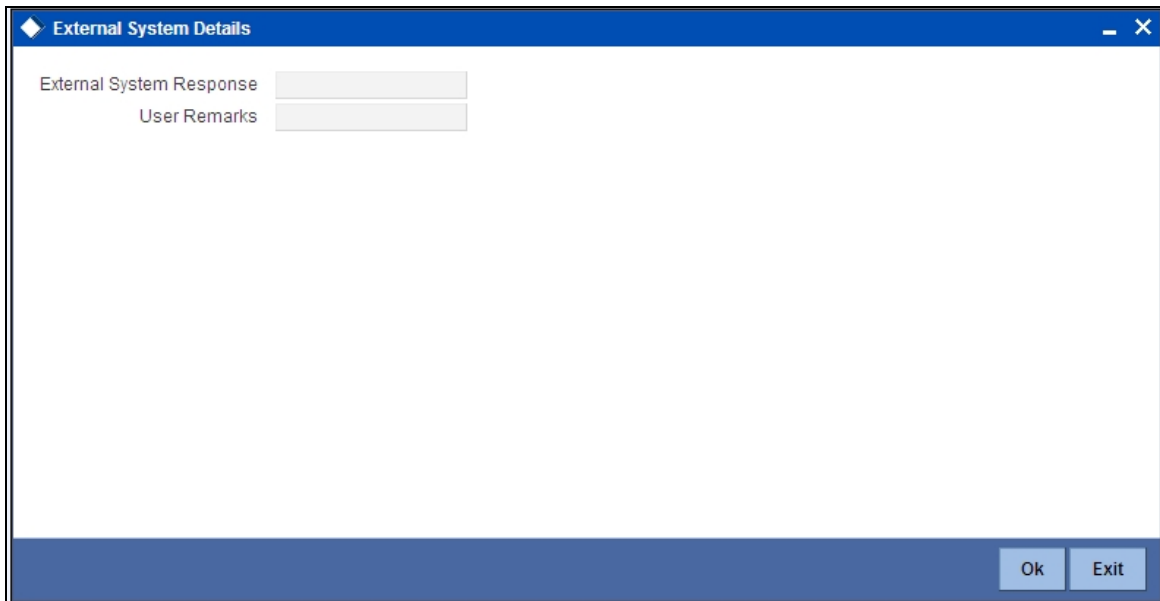
### 8.26.4 Invoking OFAC Check

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'Banker's Cheque Sale(Against Account)' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.



External System Details

External System Response

User Remarks

Ok Exit

Here, you can view the following details.

External System Response

The response from the external system regarding the black listed customer will be defaulted here.

User Remarks

You can specify your remarks here.

## 8.27 **Selling BC against Cheque**

You can sell Bankers cheque (BC) against an in-house cheque drawn on customer's savings account. In order to capture this transaction, you need to invoke the 'Bankers Cheque Sale Against Account' screen by typing '8335' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you need to specify the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference Number'.

#### **Account Branch**

Select the branch code from the adjoining option list.

#### **Bank Code**

Specify the code of the bank that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

#### **Account**

Specify the customer account against which you are issuing the BC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

#### **Account Currency**

The currency of the account is displayed here.

#### **BC Currency**

Specify the currency of the banker's cheque.

#### **BC Amount**

Specify the amount for which the BC is being sold.

#### **BC Date**

Specify the BC date from the adjoining calendar.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**Narrative**

Enter remarks about the transaction.

**MICR Number**

Specify the MICR number displayed on the BC being sold.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being sold.

**Beneficiary Address**

Specify the address of the beneficiary.

**Passport/IC Number**

Specify the passport/IC Number.

**Instrument Type**

The system displays the instrument type that corresponds to the BC being issued against an account.

**Payable Branch**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

**Cheque Number**

Specify the number of the cheque being drawn for BC sale.

Click save icon to go to the next stage.

## Enrichment stage

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

**BC Sale against Cheque**

External Reference

Bank Code

BC Currency

BC Amount \*

Instrument Number

BC Date

Payable Branch

MICR Number

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

Instrument type

Customer Id

Customer Name

Account Branch

Account

Account Title

Account Currency

Cheque Number

Exchange Rate

Total Charge

Account Amount

Narrative

**Recalculate**

**Charges** MIS UDF

**Charge Details**

10f1

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				

**Exit**

The following details will get defaulted in this stage:

### Instrument Number

Specify the instrument number.

### Customer Id

Specify the customer Id.

### Customer Name

Specify the customer name.

### Exchange Rate

The exchange rate is displayed here.

### Total Charge

System displays the total charge.

**Account Title**

The system displays a brief title for the chosen account.

**Account**

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

**Charges**

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

**Account Amount**

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

**8.27.1 Specifying Charge Details**

This block allows you to capture charge related details such as the following:

**Charge Component**

The system defaults the charge components applicable to the transaction.

**Charge Currency**

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

**Waiver**

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

**Charge Amount**

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

**Charge in LCY**

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

**Exchange Rate**

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

**8.27.2 Specifying MIS details**

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

The screenshot shows a software window titled "BC Safe against Cheque". It contains two columns of input fields. The left column includes: External Reference, Bank Code, BC Currency, BC Amount (marked with a red asterisk), Instrument Number, BC Date, Payable Branch, MICR Number, Beneficiary Name (marked with a red asterisk), Beneficiary Address, and Passport/IC Number. The right column includes: Instrument type (pre-filled with "BCC"), Customer Id, Customer Name, Account Branch, Account, Account Title, Account Currency, Cheque Number, Exchange Rate, Total Charge, Account Amount, and Narrative. Below these fields is a "Recalculate" button. At the bottom left, there are three tabs: "Charges", "MIS" (highlighted in red), and "UDF". At the bottom right is an "Exit" button.

Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.

### 8.27.3 Specifying the UDF details

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



Specify the following details.

#### Field Name

All UDFs specified for the account class is displayed here.

#### Field Value

The value for each UDF is displayed here. You can alter this value if necessary.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 8.28 Close Out Withdrawal by BC

You can close an account and pay the account balance (by issuing a BC) to the customer using the 'Close out Withdrawal by Bankers Cheque' screen. You can invoke this screen by typing '1300' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "Close Out Withdrawal". It contains four input fields arranged in a 2x2 grid: "External Reference", "Branch", "Account Number \*", and "Account Description". An "Exit" button is located in the bottom right corner of the window.

On invoking this screen, the External Reference Number of the transaction, the Account Branch, and Account No are displayed.

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

Click save icon to go to the next stage – Enrich Stage.

### Enrichment stage

In the Enrich Stage, the following screen is displayed:

The screenshot shows the "Close Out Withdrawal" window in the enrichment stage. It features a larger set of input fields: "External Reference", "Branch", "Account Number", "Account Currency", "Account Amount", "Account Title", "Clearing Bank Code", "Instrument Number", "MICR Number", "Check Date", "Serial Number", "Beneficiary Name \*", and "Beneficiary Address". There is also a checkbox labeled "Waive Issuance Charge". An "Exit" button is in the bottom right corner.

The following details will be displayed on invoking this screen:

- Account Title
- Account Ccy
- Bank Code
- Account Amount
- Cheque Date
- MICR No
- Serial No
- Beneficiary Name
- Passport /IC No
- Beneficiary Address
- Instrument Number
- Waive Issuance Charge

### 8.28.1 Specifying Charge Details

This block allows you to capture charge related details.

The screenshot shows a software window titled "Close Out Withdrawal". It contains two columns of input fields. The left column includes: External Reference, Branch, Account Number, Account Currency, Account Amount, Serial Number, Beneficiary Name (marked with an asterisk), and Beneficiary Address. The right column includes: Account Title, MICR Number, Check Date, Instrument Number, a checkbox for "Waive Issuance Charge" (which is checked), SC Charges, and Clearing Bank Code. A "Recalculate" button is located below the right column. Below these fields is a tabbed interface with three tabs: "Charges" (highlighted in red), "MIS", and "UDF". Under the "Charges" tab, there is a "Charge Details" section with a table. The table has columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The first row of the table has input fields for each of these columns. At the bottom right of the window is an "Exit" button.

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

### 8.28.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

**Close Out Withdrawal**

External Reference	<input type="text"/>	Account Title	<input type="text"/>
Branch	<input type="text"/>	MICR Number	<input type="text"/>
Account Number	<input type="text"/>	Check Date	<input type="text"/>
Account Currency	<input type="text"/>	Instrument Number	<input type="text"/>
Account Amount	<input type="text"/>	<input checked="" type="checkbox"/> Waive Issuance Charge	
Serial Number	<input type="text"/>	SC Charges	<input type="text"/>
Beneficiary Name *	<input type="text"/>	Clearing Bank Code	<input type="text"/>
Beneficiary Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

**Recalculate**

Charges **MIS** UDF

**Exit**

For more details, refer the section 'Specifying MIS Details' under 'Selling a BC against an Account' in this manual.

### 8.28.3 Specifying the UDF details

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

**Close Out Withdrawal**

External Reference	<input type="text"/>	Account Title	<input type="text"/>
Branch	<input type="text"/>	MICR Number	<input type="text"/>
Account Number	<input type="text"/>	Check Date	<input type="text"/>
Account Currency	<input type="text"/>	Instrument Number	<input type="text"/>
Account Amount	<input type="text"/>	<input checked="" type="checkbox"/> Waive Issuance Charge	
Serial Number	<input type="text"/>	SC Charges	<input type="text"/>
Beneficiary Name *	<input type="text"/>	Clearing Bank Code	<input type="text"/>
Beneficiary Address	<input type="text"/>		
	<input type="text"/>		

**Recalculate**

Charges MIS **UDF**

**UDF Details**

10 of 1  Go

<input type="checkbox"/>	Field Name	Field Value
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Exit**

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to go to the next stage – Authorization.

In the Authorization stage, you need to assign the transaction to a teller who will authorize or reject the transaction.



Note the following:

- The contract is saved only when there are no overrides or when all overrides have been authorized by a supervisor.
- Once the transaction is successfully authorized the customer's account balance is set to zero and a BC is issued for the net amount.

*For more information on 'Authorization' and 'Submission', refer the section 'Withdrawing Cash against a Cheque' in this manual.*

Once a transaction is complete you can reverse this transaction, if required.



Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*For more information on reversing a transaction, refer the section 'Transaction Reversal' in the 'Cash Transactions' manual.*

## **8.29 Issuing a BC against a GL**

You can issue a BC against a GL account for your customer through the 'BC Issue against GL' screen. You can invoke this screen by typing '8302' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

On invoking this screen, the 'External Reference Number' and the 'Banker's Cheque Date' are displayed. You need to specify the following details:

#### **Bank Code**

Specify the bank code or select a bank code from the list of values.

#### **General Ledger Currency**

Specify the currency of the GL against which a BC is issued or select a GL currency from the list of values.

#### **BC Currency**

Specify the BC currency or select a currency for the BC from the list of values.

#### **General Ledger Number**

Specify the account number of the GL against which a BC is issued.

#### **BC Amount**

Specify the BC amount.

#### **BC Date**

The system displays the application date. However you can change it using the adjoining calendar.

#### **MICR Number**

Specify the MICR number of the cheque.

#### **Narrative**

Specify description/remarks for the transaction. This is not mandatory.

**Passport/IC Number**

Specify the customer's passport number or identification number.

**Beneficiary Name**

Specify the name of the beneficiary.

**Beneficiary Address**

Specify the address of the beneficiary.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**Payable Branch**

Specify the branch where the BC amount should be paid out. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

**Instrument Type**

The system displays the instrument type that corresponds to the BC being issued against a GL.

Click the save icon to move to the next stage.

**OFAC Check**

Click this button to call the OFAC service and display the response from the OFAC system.



### 8.29.1.1 Enrichment stage

BC Issue against GL

External Reference		Payable Branch	
Instrument Type		MICR Number	
Bank Code		Passport/IC Number	
BC Currency		Beneficiary Name *	
BC Amount *		Beneficiary Address	
BC Date			
General Ledger Number			
GL Description			
General Ledger Currency			
Transaction Currency Rate			
Charges			
Total Amount			
Instrument Number			
Narrative			

Recalculate

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate

Exit

In this stage, the above screen is displayed with the following information:

#### **General Ledger Number**

Specify the GL number.

#### **General Ledger Currency**

Specify the GL currency.

#### **General Ledger Title**

The system displays a brief title for the chosen account.

#### **Txn Ccy Rate**

The system displays the transaction currency.

#### **Charges**

The system computes the charges applicable for the transaction and displays it here.

#### **Total Amount**

The system displays the total amount of the transaction.

## **Instrument Number**

The system displays the instrument number.

### **8.29.2 Specifying Charge Details**

This block allows you to capture charge related details.

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*

### **8.29.3 Specifying MIS Details**

This block allows you to capture details pertaining to MIS.

*For more details, refer the section 'Specifying MIS Details' under 'Selling a BC against an Account' in this manual.*

### **8.29.4 Specifying the UDF details**

You can capture these details in the 'UDF' tab of the screen.

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details..*

### **8.29.5 Invoking OFAC Check**

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'BC Issue Against GL 'screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.

External System Details

External System Response

User Remarks

Ok Exit

Here, you can view the following details.

#### External System Response

The response from the external system regarding the black listed customer will be defaulted here.

#### User Remarks

You can specify your remarks here.

## 8.30 Issuing a BC to a walk-in customer

You can issue a BC to any walk-in customer through the 'BC Issue Walk-In' screen. You can invoke this screen by typing '8301' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

BC Issue against Walk in

External Reference <input type="text"/>	Payable Branch * <input type="text"/>
Bank Code * <input type="text"/>	MICR Number <input type="text"/>
BC Currency * <input type="text"/>	Passport/IC Number <input type="text"/>
Narrative <input type="text"/>	Beneficiary Name * <input type="text"/>
Instrument Type <input type="text" value="BCW"/>	Beneficiary Address <input type="text"/>
BC Amount * <input type="text"/>	<input type="text"/>
Transaction Currency * <input type="text"/>	<input type="text"/>
Instrument Status <input type="text" value="INIT"/>	
BC Date * <input type="text"/>	
Instrument Number <input type="text"/>	

Exit

When you invoke the screen, the 'External Reference Number', 'BC Date' and 'Instrument Type' are displayed.

You need to specify the following details:

**Instrument Status**

Specify the instrument status.

**Transaction Currency**

Specify the currency in which the customer is making the payment.

**BC Currency**

Specify the currency in which the BC is being issued.

**Bank Code**

Specify the clearing bank code for the transaction.

**BC Amount**

Specify the amount for which the BC needs to be drawn in the cheque currency.

**BC Date**

Specify the BC date from the adjoining calendar.

**MICR Number**

Specify the MICR number printed on the BC.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being drawn.

**Beneficiary Address**

Specify the address of the beneficiary in whose favor the BC is being drawn.

**Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message:

**Instrument number entered is not valid**

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

## Passport/IC Number

Specify the passport number or any unique identification number of the walk-in customer.

## Payable Branch

Specify the branch where the BC amount should be paid out. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

Click save icon to go to the next stage.

## OFAC Check

Click this button to call the OFAC service and to display the response from the OFAC system.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction.

The following screen will be displayed:

**BC Issue against Walk in**

External Reference		Payable Branch	
Instrument Type		MICR Number	
Instrument Status	INIT	Passport/IC Number	
Bank Code		Beneficiary Name *	
BC Currency		Beneficiary Address	
BC Amount *			
BC Date			
Transaction Currency			
Transaction Currency Rate			
Charges			
Total Amount			
Narrative			
Instrument Number			

**Recalculate**

**Currency Denominations** | Charges | MIS | UDF

Currency Code		Total	
Preferred Denomination			

**Populate** **Clear**

**Denomination Details**

10 of 1			
<input type="checkbox"/>	Denomination Code	Denomination Value	Units
<input type="checkbox"/>			

**Exit**

In addition to the details defaulted from the previous stage, you can capture the following information:

### **Transaction Currency Rate**

The system displays the exchange rate used for the transaction in case the transaction currency is different from the BC currency.

### **Charges**

The system computes the charges applicable to the transaction and displays the amount here.

### **Total Amount**

The system computes the total amount to be paid by the walk-in customer by adding the charge amount to the BC amount.

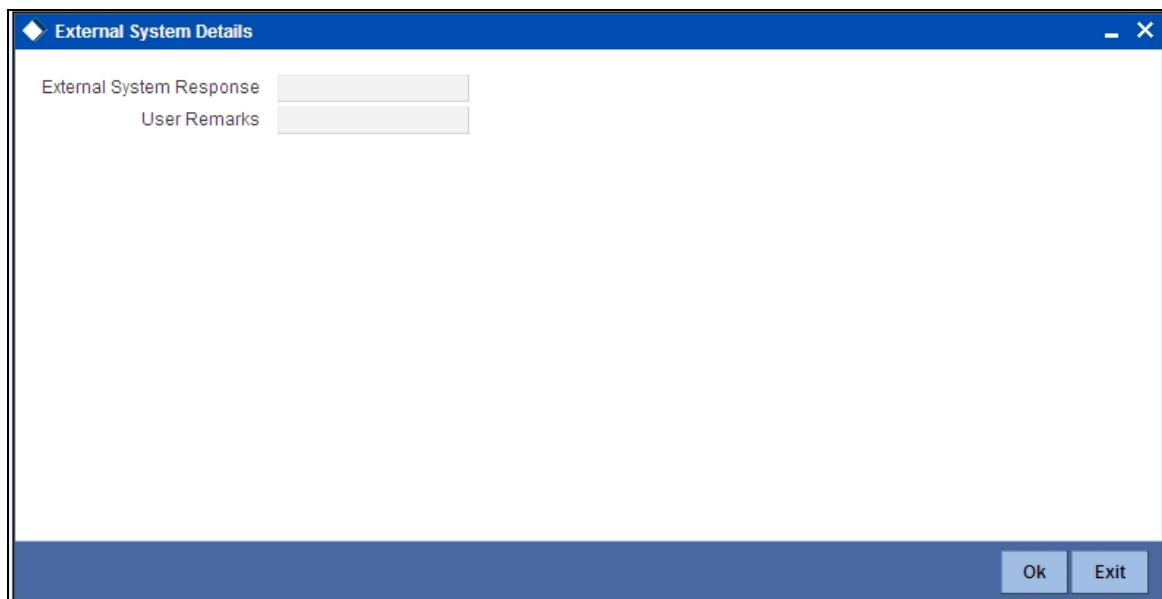
## **8.30.1 Invoking OFAC Check**

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'BC Issue Walk-In' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.



The screenshot shows a window titled "External System Details". It contains two text input fields: "External System Response" and "User Remarks". At the bottom right, there are "Ok" and "Exit" buttons.

Here, you can view the following details.

## External System Response

The response from the external system regarding the black listed customer will be defaulted here.

## User Remarks

You can specify your remarks here.

### 8.30.2 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.*

### 8.30.3 Specifying charge details

Click on the Charges tab to capture charge related details.

The screenshot displays a software window titled "BC Issue against Walk in". The form is divided into two main sections. The top section contains various input fields for transaction details, including External Reference, Instrument Type, Instrument Status (set to INIT), Bank Code, BC Currency, BC Amount (marked with a red asterisk), BC Date, Transaction Currency, Transaction Currency Rate, Charges, Total Amount, Narrative, and Instrument Number. On the right side of this section, there are fields for Payable Branch, MICR Number, Passport/IC Number, Beneficiary Name (marked with a red asterisk), and Beneficiary Address, followed by a "Recalculate" button. Below this section is a tabbed interface with four tabs: "Currency Denominations", "Charges" (which is highlighted in red), "MIS", and "UDF". Under the "Charges" tab, there is a "Charge Details" section with a table. The table has columns for "Charge Components", "Waiver", "Charge Amount", "Currency", "Charge in Local Currency", and "Exchange Rate". The first row of the table is partially filled with a checkbox in the "Charge Components" column and a small square in the "Waiver" column. The bottom of the window features a blue bar with an "Exit" button on the right.

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*

### 8.30.4 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

The screenshot displays a software window titled "BC Issue against Walk in". The window contains two columns of input fields. The left column includes: External Reference, Instrument Type, Instrument Status (with a dropdown menu showing "INIT"), Bank Code, BC Currency, BC Amount (marked with a red asterisk), BC Date, Transaction Currency, Transaction Currency Rate, Charges, Total Amount, Narrative, and Instrument Number. The right column includes: Payable Branch, MICR Number, Passport/IC Number, Beneficiary Name (marked with a red asterisk), and Beneficiary Address. A "Recalculate" button is positioned below the Beneficiary Address field. At the bottom of the window, there is a tabbed interface with four tabs: "Currency Denominations", "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.



### 8.30.5 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot displays a software window titled "BC Issue against Walk in". The form is divided into two main columns of input fields. The left column includes: External Reference, Instrument Type, Instrument Status (set to "INIT"), Bank Code, BC Currency, BC Amount (marked with a red asterisk), BC Date, Transaction Currency, Transaction Currency Rate, Charges, Total Amount, Narrative, and Instrument Number. The right column includes: Payable Branch, MICR Number, Passport/IC Number, Beneficiary Name (marked with a red asterisk), and Beneficiary Address. A "Recalculate" button is located below the right column. At the bottom of the form, there is a tabbed interface with four tabs: "Currency Denominations", "Charges", "MIS", and "UDF" (which is highlighted in red). Below the tabs is a section titled "UDF Details" containing a table with two columns: "Field Name" and "Field Value". The table has two empty rows for data entry. A search bar with a "Go" button is positioned above the table. An "Exit" button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to save the transaction.

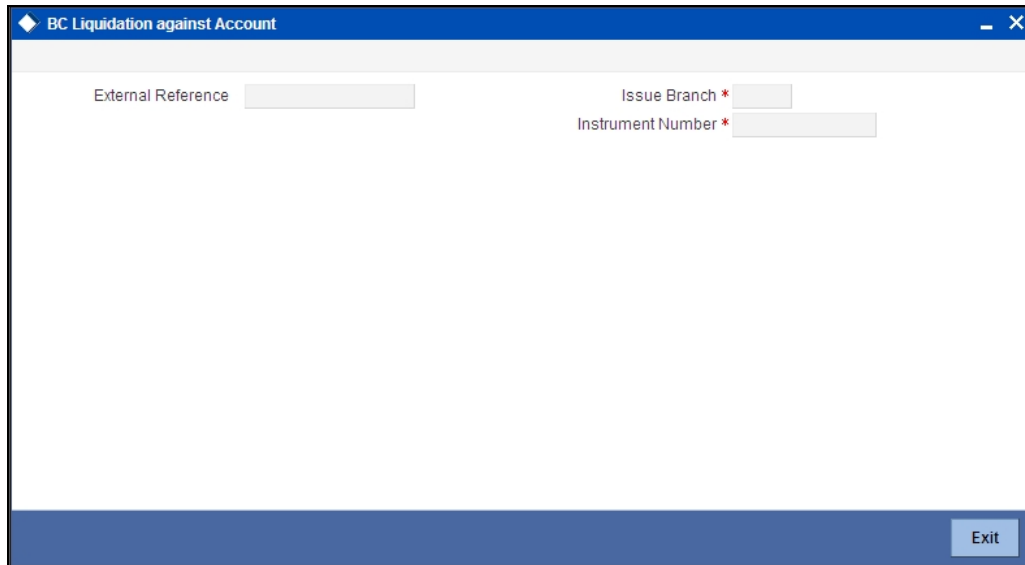
The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 8.31 Liquidating a BC against an account

You can liquidate a BC against an account through the 'BC Liquidation Against Account' screen. You can invoke this screen by typing '8309' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issue Branch**

Specify the branch where the BC is payable.

### **Instrument Number**

Specify the instrument number of the BC that needs to be liquidated.

Click save icon to go to the next stage – Enrich Stage 1.

## Enrichment stage - 1

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

BC Liquidation against Account	
External Reference	Liquidation Mode: Payment
Issue Branch	Account Branch
Payable Bank	BC Amount
Account Number	Instrument Type: BCA
Account Title	Instrument Number
Issue Date	Transaction Currency
Narrative	BC Currency
Liquidation Date	
Beneficiary Address	MICR number
	Payable Branch
	Passport/IC Number

Exit

### Instrument Type

The type of the instrument is displayed here.

### Clearing Bank Code

The clearing bank code is displayed here.

### Instrument Number

The instrument number that you specified in the previous stage is displayed here.

### Account Number

Select the account number from the adjoining option list.

### Transaction Currency

Specify the transaction currency.

### Issue Date

The system displays the date on which the BC has been issued.

### Liquidation Mode

Specify the liquidation mode. You can choose any of the following values available in the drop-down list:

- Payment
- Refund

- Cancel

**Cheque Currency**

Specify the currency of the BC instrument.

**Cheque Amount**

The amount for which the BC has been drawn is displayed here.

**Narrative**

You can enter remarks for the transaction.

**Account Branch**

The code of the branch where the account resides is displayed here.

**Liquidation Date**

Specify the liquidation date.

**Beneficiary Name**

The name of the beneficiary is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Cheque Number**

The system displays the cheque number.

**Payable Branch**

The branch where the BC has to be liquidated is displayed here.

**Passport/ IC Number**

Specify the passport number or any unique identification number of the beneficiary.

Click save icon to go to the next stage.



If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message:

**Instrument Validity has expired and needs Revalidation.**

If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

**Enrichment stage – 2**

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

In addition to the details defaulted from the previous stage, you can capture the following information:

- Txn Amount
- Total Charges
- Total Amount

### 8.31.1 **Specifying charge details**

Click on the Charges tab to capture charge related details.

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*

### 8.31.2 **Specifying MIS Details**

Click on the MIS tab to capture details pertaining to MIS.


*Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.*

### 8.31.3 **Specifying the UDF details**

You can capture these details in the 'UDF' tab of the screen.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

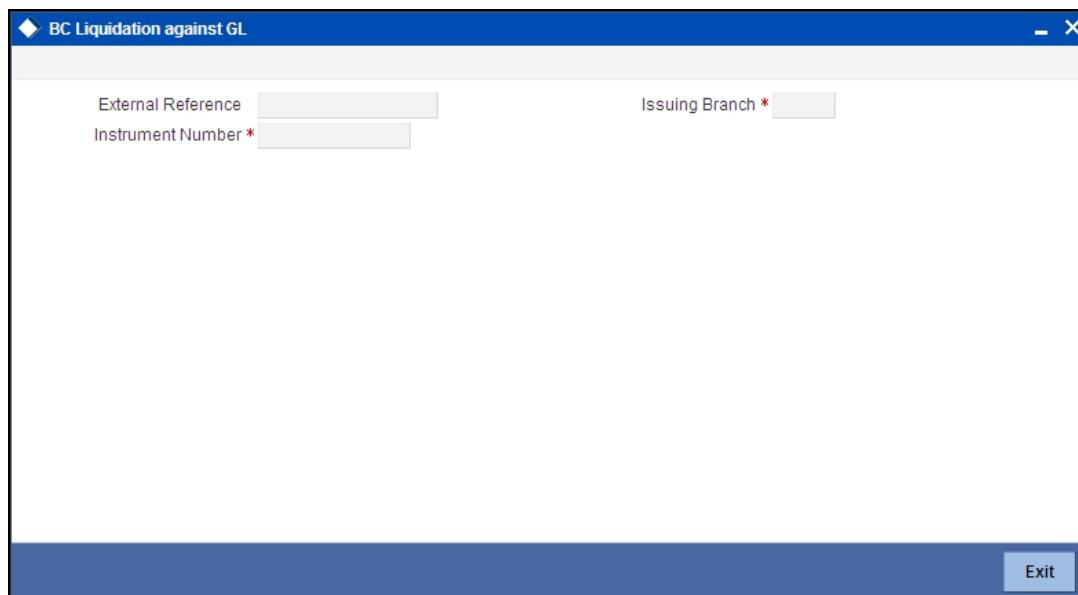
 Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 8.32 Liquidating a BC against a GL

You can liquidate a BC drawn on your branch against a GL through the 'BC Liquidation Against GL' screen. You can invoke this screen by typing '8308' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Issue Branch**

The branch where the BC has been issued is displayed based on the instrument number specified. However, you can select an appropriate one from the adjoining option list.

## Instrument Number

Specify the instrument number of the BC that needs to be liquidated.

Click save icon to go to the next stage – Enrich Stage 1.

## Enrichment stage 1

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Field	Value
External Reference	
Liquidation Type	BCG
Instrument Number	
BC Currency	
General Ledger Currency	
Clearing Bank Code	
BC Amount	
Beneficiary Address	
Payable Branch	
Branch	
Instrument Type	Payment
Issue Branch	
General Ledger Number	
Issue Date	
Narrative	
GL Description	
Liquidation Date	
BC Number	
BC Status	
Passport/IC Number	

In addition to the details defaulted from the previous stage, you can capture the following information:

## Clearing Bank Code

The bank code of the clearing bank is displayed here.

## Payable Branch

The system displays the current branch code (where the transaction is being captured).

## Liquidation Mode

The status of the DD instrument is displayed here as 'Payment'. However, you can change it to either of the other values available in the adjoining drop-down list viz:

- Refund
- Cancel
- Cheque Number

The MICR number of the DD instrument is displayed here.

### **Cheque Currency**

The DD currency is displayed here. However you can change it. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

### **Cheque Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

### **Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

### **Passport/ IC No**

The passport/IC number of the beneficiary of the transaction is displayed here.

### **Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

### **Liquidation Date**

The system displays the date on which the transaction is posted.

### **GL Currency**

Specify the currency in which the transaction needs to be posted to the GL. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

### **GL Account Number**

The amount that should be liquidated into the GL is displayed here.

### **Narrative**

The remarks associated with the transaction are displayed here.

Click save icon to go to the next stage.



If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message:

**Instrument Validity has expired and needs Revalidation.**

If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

### **Enrichment stage – 2**

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type.

The following screen will be displayed:



In addition to the details defaulted from the previous stage, you can capture the following information:

- Txn Amount
- Total Charges
- Total Amount

### 8.32.1 Specifying charge details

*Click on the Charges tab to capture charge related details.*

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*

### 8.32.2 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

*Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.*

### 8.32.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

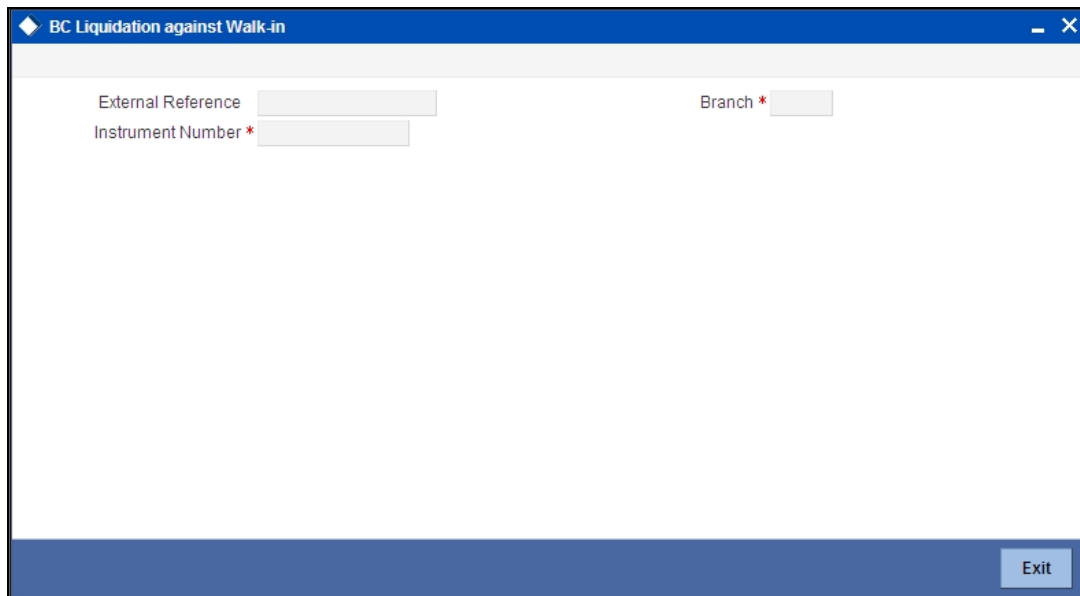
Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

### 8.33 **Liquidating a BC for a walk-in customer**

You can liquidate a DD or a walk-in customer and give the customer an equivalent amount in cash. In order to capture such a transaction, invoke the 'BC Liquidation Walk-In' screen. You can invoke this screen by typing '8307' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Instrument Number**

Specify the instrument number of the BC that needs to be liquidated.

#### **Issue Branch**

The branch where the BC has been issued is displayed.

Click save icon to go to the next stage.

## Enrichment stage - 1

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

Field	Value
External Reference	
Liquidation Type	BCW
Instrument Number	
BC Currency	
Transaction Currency	
Bank Code	
BC Amount	
Liquidation Date	
Beneficiary Address	
Branch	
Liquidation Mode	Payment
Issue Branch	
Drawee Account Number	
BC Date	
Narrative	
MICR Number	
Payable Branch	
BC Status	
Passport/IC Number	

In addition to the details defaulted from the previous stage, you can capture the following information:

### Liquidation Type

The liquidation type of the BC is displayed here.

### Liquidation Mode

The system displays the liquidation mode of the BC. However, you can change it. The adjoining drop-down list displays the following values:

#### Payment

- Refund
- Cancel

### Bank Code

The clearing bank code is displayed here.

### Payable Branch

The branch where the cheque amount is being paid out (current branch) is displayed here.

### Cheque Currency

The system displays the currency in which the BC has been issued.

### Issue Date

The system displays the date on which the BC has been issued.

**Liquidation Date**

The system displays the date on which the transaction is being posted.

**Drawee Account Number**

The account on which the BC has been drawn is displayed here.

**Cheque Amount**

The amount for which the cheque amount has been issued is displayed here.

**Cheque Number**

The MICR number of the cheque is displayed here.

**Cheque Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Transaction Currency**

The system defaults the branch currency as the transaction currency. However you can change it. The adjoining option list displays all the currency codes maintained in the Host. You can select the appropriate code.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Other Details**

Any other information captured for the transaction is displayed here.

**Passport/IC Number**

The passport number or a unique identification number of the customer is displayed here.

Click save icon to go to the next stage.



If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message:

**Instrument Validity has expired and needs Revalidation.**

If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

## Enrichment stage – 2

In this stage, system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

BC Liquidation against Walk-in

External Reference  Bank Code   
Branch  BC Currency   
Instrument Type  BC Amount   
Liquidation Mode  Exchange Rate   
Liquidation Date  Narrative   
Issue Branch  Total Charges   
Transaction Currency  BC Date   
Account Number  Total Amount   
Instrument Number   
Beneficiary Name  Payable Branch   
Beneficiary Address  MICR Number   
 BC Status   
 Passport/IC Number

**Currency Denominations** Charges MIS UDF

Currency Code  Total   
Preferred Denomination

Denomination Details

10 of 1

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to the details defaulted from the previous stage, you can capture the following information:

### Exchange Rate

The system displays the exchange rate for the transaction if the cheque currency and the transaction currency are not the same.

### Total Charge

The system computes the charge applicable to the transaction and displays it.

### Net Amount

The system derives the net amount payable to the customer after deducting the applicable charges and displays it here.

### 8.33.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

### 8.33.2 Specifying charge details

This block allows you to capture charge related details.

*Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.*

### 8.33.3 Specifying MIS details

This block allows you to capture details pertaining to MIS.

*Refer the section titled 'Specifying the MIS details' under 'Withdrawing cash against a Cheque' in this manual.*

### 8.33.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 8.34 Inquiring on a BC Transaction

You can query a BC transaction for a specified branch and Instrument Number. This can be done using the 'BC Inquiry' screen. You can invoke this screen by typing '7790' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web-based application window titled "BC Transaction". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). The main content area is white and contains two columns of input fields. The left column includes "Issue Branch \*" (with a red asterisk), "Payable Bank", "Payable Branch", "BC Date", "Issue Account Number", and "Beneficiary Name". The right column includes "Instrument Number \*" (with a red asterisk), "BC Status", "BC Currency", "BC Amount", "BC Number", and "Beneficiary Address". In the center of the form, there are two buttons: "Ok" and "Reset". At the bottom right corner, there is an "Exit" button. The entire form is enclosed in a thin black border.

Specify the following details:

**Instrument Number**

Specify an instrument number of the BC transaction that needs to be queried.

**Issue Branch**

Specify a branch for which you wish to query the BC transaction. You can also select a branch from the adjoining option list.

After you specify the above details, click 'Ok' button. Based on the specified data, the following details will be displayed:

**Payable Branch**

The branch where the BC amount should be paid out is displayed.

**Cheque Currency**

The system displays the BC currency.

**Cheque Amount**

The system displays the BC amount.

**Cheque Status**

The system displays the status of the BC.

**Cheque Number**

The system displays the cheque number issued for the BC.

**Issue Date**

The system displays the date on which the BC transaction was executed or the issue date of the BC.

**Issue Acc Number**

The system displays the issue account number.

**Beneficiary Name**

The system displays the name of the beneficiary.

**Beneficiary Address**

The system displays the address of the beneficiary.

## **8.35 Re-validating BC Instrument**

You can re-validate the expired BC instrument using 'Revalidation of BC Instrument' screen.

System will allow re-validating instrument only if,

- The check box 'Allow Revalidation' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated, cancelled or refunded.

- Instrument status should be issued (INIT), Reissued (RISU), Duplicate Issue (DISU) or authorized.

### 8.35.1 Query Stage

To invoke 'Revalidation of BC Instrument' screen, type 'BCRV' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.

You need to specify following details here:

#### **External Reference**

System generates and displays unique reference number to identify the re-issuance of BC instrument.

#### **Payment Mode**

Select the payment mode for the re-validation of the instrument from the drop-down list. System will apply charges only for the re-validation of an instrument. Cancellation charges will be waived.

#### **Issue Branch**

Specify the branch where BC has been issued.

#### **Instrument Number**

Specify the instrument number for the issuance of duplicate BC instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

### 8.35.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:



Revalidation of BC Instrument	
External Reference Number	Bankers Cheque Status
Issue Branch	Instrument type
Instrument Number	Bankers Cheque Currency
Issue Account Number	Bankers Cheque Amount
Expiry Date	Payable Bank
MICR Number	Issue Date
Revalidation Reason *	Beneficiary Name
Revalidation Date	Beneficiary Address
<div> <div>Revalidation Frequency</div> <div> Days Months Years New Expiry Date </div> </div> <div> <div>Payment Details</div> <div> Charge Account Charge Currency </div> </div>	
Exit	

System displays the following details in this screen; however you can edit it, if required:

- External Reference
- Issue Branch
- Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Revalidation Count
- Instrument Status
- Instrument Type
- BC Currency
- BC Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

### Revalidation Reason

Specify the reason for the re-validation of BC instrument. The reason specified here will be shown in the revalidated instrument report.

### Revalidation Frequency

System defaults re-validation frequency maintained the 'Instrument Type Definition' screen; however, you can override the re-validation frequency in days, months or years.

### **New Expiry Date**

System generates new expiry date for the re-validated instrument calculated as,  
'Old Expiry Date + 'Revalidation Period'.

### **Payment Details**

You need to specify the following details under 'Payment Details' section:

#### **Charge Account Number**

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

#### **Charge Currency**

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

### **8.35.3 Enrichment Stage**

On clicking the save icon, the system will display the following screen:

External Reference Number

Issue Branch

Instrument Number

Issue Account Number

Expiry Date

MICR Number

Revalidation Reason \*

Revalidation Date

Bankers Cheque Status

Instrument type

Bankers Cheque Currency

Bankers Cheque Amount

Payable Bank

Issue Date

Beneficiary Name

Beneficiary Address

Revalidation Frequency

Days

Months

Years

New Expiry Date

Payment Details

Charge Account

Charge Currency

Charges

Recalculate

Currency Denominations

Charge

Currency Code

Preferred Denomination

Populate

Total

Clear

Denomination Details

10f1

Go

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/>				

Exit

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### 8.35.3.1 Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

### 8.35.3.2 Specifying Charge Details

This block allows you to capture charge related details.

**Revalidation of BC Instrument**

External Reference Number  Bankers Cheque Status   
 Issue Branch  Instrument type   
 Instrument Number  Bankers Cheque Currency   
 Issue Account Number  Bankers Cheque Amount   
 Expiry Date  Payable Bank   
 MICR Number  Issue Date   
 Revalidation Reason \*  Beneficiary Name   
 Revalidation Date  Beneficiary Address

**Revalidation Frequency** **Payment Details**

Days  Charge Account   
 Months  Charge Currency   
 Years  Charges   
 New Expiry Date  **Recalculate**

Currency Denominations **Charge**

**Charge Details**

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Exit**

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

## 8.36 Reprinting / Reissuing Banker's Cheque

On various grounds such as improper printing and issue of duplicate instruments, Oracle FLEXCUBE allows you to reprint a banker's cheque. The system keeps a track of such reprints so that the bank officials or auditors can ascertain the reasons and validity of multiple instrument printing.

### 8.36.1 Query Stage

To invoke 'BC Reprint / Reissue' screen, type 'BCRP' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.

BC Reprint/Reissue

External Reference

Issue Branch

Print Type

Instrument Number \*

Exit

You need to specify the following details on this screen.

**External Reference Number**

The system displays the external reference number. You cannot modify this.

**Print Type**

From the drop-down list, select 'Reissue' to reissue the BC instrument or select 'Reprint' to reprint the BC instrument.

**Issue Branch**

Specify the code that identifies the branch that issued the instrument. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

**Instrument Number**

Specify the number of the instrument that you wish to reprint. The option list displays all valid instrument numbers issued at the selected branch. Choose the appropriate one.

On confirming the above details, the system displays the input stage of the 'BC Reprint' screen.

Here, you need to specify the following details.

### Reprint Reason

Specify the reason for reprint. During auditing, the official or the auditor will verify the validity of the reason specified here. This information is mandatory.

### Reprint Count

The system displays the count of the current reprint operation. You cannot modify this.

### Account Description

The system displays the description of the specified account number based on the details maintained at 'Customer Account Maintenance' level.

Save the incremented reprint count and audit details.

*You can view a summary of all reprint operations using 'Instrument Reprint Summary' screen. For more information on this, refer to the section 'Viewing Instrument Reprint Summary' in this chapter.*

## 8.36.2 Input Stage

BC Reprint/Reissue

External Reference		Instrument Status	
Issue Branch		Instrument Currency	
Old Instrument Number		Instrument Amount	
New Instrument Number		Payable Bank	
Issue Account Number		Issue Date	
Account Description		Beneficiary Name	
Expiry Date		Beneficiary Address	
MICR Number			
New MICR Number			
Reprint/Reissue Reason *			
Reprint/Reissue Count			

☐ Reissue  
☐ Reprint

Exit

System Displays following details:

- External Reference
- Issue Branch
- Old Instrument Number
- New Instrument Number
- Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Reprint / Reissue Reason
- Reprint / Reissue Count
- Reissue
- Reprint
- Instrument Status
- Instrument Currency
- Instrument Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

Here, you need to specify the following details.

### New MICR Number

Specify the new MICR number captured for the new Instrument. Reprint / Reissue Reason

Specify the reason for reprint / Reissue. During auditing, the official or the auditor will verify the validity of the reason specified here. This information is mandatory.

### Reprint / Reissue Count

The system displays the count of the current reprint / reissue operation. You cannot modify this.

Save the incremented reprint / reissue count and audit details.

*You can view a summary of all reprint operations using 'Instrument Reprint Summary' screen. For more information on this, refer to the section 'Viewing Instrument Reprint Summary' in this chapter.*

## 8.37 Issuing Duplicate BC Instrument

You can issue the duplicate BC instrument using 'Duplicate Issue of BC Instrument' screen.

System will allow duplicate issuance of instrument only if,

- The check box 'Allow Duplicate Issuance' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated.
- Instrument status should be issued (INIT), Reissued (RISU).

### 8.37.1 Query Stage

To invoke 'Duplicate Issue of BC Instrument' screen, type 'BCDI' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button. Following screen is displayed:

The screenshot shows a software window titled "Duplicate Issue of BC Instrument". Inside the window, there are four input fields arranged in a 2x2 grid. The top-left field is labeled "External Reference Number". The top-right field is labeled "Issue Branch". The bottom-left field is labeled "Payment Mode" and has a dropdown menu currently showing "General Ledger". The bottom-right field is labeled "Instrument Number". At the bottom right corner of the window, there is a blue button labeled "Exit".

You need to specify following details here:



### External Reference Number

System generates and displays unique reference number to identify the re-issuance of BC instrument.

### Payment Mode

Select the payment mode for the duplicate issuance of the instrument from the drop-down list. System will apply charges only for the duplicate issuance of an instrument. Cancellation charges will be waived.

### Issue Branch

Specify the branch where BC has been issued.

### Instrument Number

Specify the instrument number for the issuance of duplicate BC instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

## 8.37.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:

Duplicate Issue of BC Instrument	
External Reference Number	Bankers Cheque Status
Issue Branch	Instrument type
Old Instrument Number	Bankers Cheque Currency
New Instrument Number	Bankers Cheque Amount
Issue Account Number	Payable Bank
Expiry Date	Issue Date
MICR Number	Beneficiary Name
New MICR Number	Beneficiary Address
Duplicate Issue Reason *	
Duplicate Issue Count	
Duplicate Issue Date	
- Payment Details -	
	Charge Account
	Charge Currency
Exit	

System displays the following details in this screen; however you can edit it, if required:

- External Reference
- Issue Branch
- Instrument Type
- Old Instrument Number
- New Instrument Number
- Issue Account Number

- Expiry Date
- MICR Number
- Duplicate Issue Count
- Duplicate Issue Date
- BC Status
- BC Currency
- BC Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

**New MICR Number**

Specify the new MICR Number captured for the new Instrument.

**Duplicate Issue Reason**

Specify the reason for the duplicate issuance of BC instrument.

**Payment Details**

You need to specify the following details under 'Payment Details' section:

**Charge Account Number**

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

**Charge Currency**

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

**8.37.3 Enrichment Stage**

On clicking the save icon, the system will display the following screen:

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### 8.37.3.1 Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

### 8.37.3.2 Specifying Charge Details

This block allows you to capture charge related details.

External Reference Number

Issue Branch

Old Instrument Number

New Instrument Number

Issue Account Number

Expiry Date

MICR Number

New MICR Number

Duplicate Issue Reason \*

Duplicate Issue Count

Duplicate Issue Date

Bankers Cheque Status

Instrument type

Bankers Cheque Currency

Bankers Cheque Amount

Payable Bank

Issue Date

Beneficiary Name

Beneficiary Address

Payment Details

Charge Account

Charge Currency

Charges

Recalculate

Currency Denominations

Charge

Charge Details

10f1

Go

<input type="checkbox"/>	Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>		<input type="checkbox"/>				

Exit

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

## 8.38 Reversing BC/DD Liquidation

You can reverse the liquidated BC/DD instruments through the 'Reversal of BC/DD Liquidation' screen. You can invoke this screen by typing '8304' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Reversal of Instrument Liquidation

External Reference

Instrument Type \*

Instrument Number \*

Issuing Branch \*

Exit

Here you can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Issue Branch**

Specify the branch where the instrument is issued. The adjoining option list displays all the branches that are maintained in the system. You can select the appropriate one.

#### **Instrument Type**

Specify the instrument type which is to be reversed. The adjoining option list displays all the DD and BCs based on the branch selected. You can select the appropriate one.

#### **Instrument Number**

Specify the instrument number which is to be reversed. The adjoining option list displays the valid instrument numbers based on the instrument type selected. You can select the appropriate one.

---

## 9. General Ledger Transactions

### 9.1 Introduction

You can perform General Ledger transactions such as miscellaneous debit and credit transactions against a customer's CASA account and a GL account.

A customer's CASA account can be debited or credited in respect of GL transactions. For example, you can debit a customer's CASA account towards service charge (with the corresponding credit given to the Service Charge GL account). Similarly, you can credit a customer's CASA account towards interest (with the corresponding debit given to the Interest GL account).

Also a GL account can be debited or credited against cash transactions that do not involve a customer's CASA account.

Each of these transactions has been explained in detail in the following sections.

### 9.2 Miscellaneous Debits to a Customer's Account

You can perform miscellaneous debit to a customer account with the corresponding credit to a GL account. Use the 'Miscellaneous Customer Debit' screen to carry out this transaction.

You can invoke this screen by typing '1008' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Account Number \*  Account Branch \*

Account Description

GL Branch \*  GL Account Number \*

GL Description

Account Currency \*  GL Currency \*

Account Amount \*  GL Amount

Narrative

Reference Number

External Reference

Ok Exit

The following details can be entered in this screen:

#### **Account Number**

Specify the customer account from which the cash needs to be debited.

Based on the account number specified, the system will display the Account Branch, Account Description, Account Currency and GL Currency for the corresponding account. The option list displays all valid account numbers applicable. Choose the appropriate one.



In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

### **Account Branch**

By default, the system displays the logged-in branch. When you specify an account number, the system displays the account branch based on the account number specified.

### **Account Description**

Based on the account number specified, the system displays the description of the account.

### **GL Branch**

The system displays the logged-in branch. However, you can modify it, if required.

### **GL Account Number**

Select the GL account number to which the cash needs to be credited..The option list displays all valid account numbers applicable. Choose the appropriate one.

### **GL Description**

The system displays the description based on the selected GL account number.

### **Account Currency**

Based on the account number specified, the system displays the account currency.

### **Account Amount**

Specify the debited amount in account currency.

### **GL Currency**

Based on the account number specified, the system displays the GL currency. However, you can modify it, if required.

### **GL Amount**

The system displays the account amount in terms of GL currency.

### **Narrative**

The system displays 'Miscellaneous Customer Debit'.

### **Reference Number**

Specify the reference number for the transaction.

### **External Reference**

This is a system generated sequence number for the transaction.

## Enrichment stage

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot shows a software window titled "Miscellaneous Customer Debit". It contains several input fields arranged in a grid-like fashion. The fields are: Account Number, Account Branch, Account Description, GL Branch, GL Account Number, GL Description, Account Currency, GL Currency, Account Amount \*, GL Amount, Narrative, Reference Number, Exchange Rate, External Reference, Product (set to MSCD), Customer ID, Negotiated Cost Rate, Customer Name, Negotiation Reference, and Total Charge. A "Recalculate" button is located below the Total Charge field. Below the input fields is a tabbed interface with "Charges" selected, and sub-tabs "MIS" and "UDF". Under the "Charges" tab, there is a "Charge Details" section with a table. The table has columns: Charge Components, Waiver, Charge Amount, Currency, Charge in Local Currency, and Exchange Rate. The table is currently empty. At the bottom right of the window are "Ok" and "Exit" buttons.

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

## Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the account currency is the same as the transaction currency, the system will display '1' as the exchange rate.

## GL Amount

The amount credited to the GL account is displayed here. This amount will be in terms of the GL account currency.



### **Account Amount**

The amount debited from the customer account in account currency is displayed.

### **Total Charges**

The system computes the charges applicable for the transaction and displays it here.

If you modify the amount to be transferred, then click 'Recalc' button to recalculate the charge amount.

### **Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### **Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

## **9.2.1 Specifying the charge details**

In this block, you can capture the following charge related details:

### **Charge Component**

The system defaults the charge components applicable to the transaction.

### **Type**

The system displays the type of charge that is applicable to the transaction. It could be any one of the following:

- 'F' for Flat Rate
- 'P' for Percentage
- 'I' for Interest

### **Waiver**

You can waive a certain charge for the customer by checking this box against the charge component.

### **Charge Amount**

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

### **Charge in LCY**

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

## Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

## Charge Currency

The system displays the currency in which the charge has to be deducted.

### 9.2.2 Specifying the MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a window titled "Miscellaneous Customer Debit". It contains several input fields organized in a grid-like fashion. The fields include: Account Number, Account Branch, Account Description, GL Branch, GL Account Number, GL Description, Account Currency, GL Currency, Account Amount \*, GL Amount, Narrative, Reference Number, Exchange Rate, External Reference, Product (set to MSCD), Customer ID, Negotiated Cost Rate, Customer Name, Negotiation Reference, and Total Charge. There is a "Recalculate" button next to the Negotiation Reference field. At the bottom, there is a tabbed interface with three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". The "Ok" and "Exit" buttons are located at the bottom right of the window.

You can capture the following details here:

## MIS Class

The system displays all the MIS classes maintained in the Host. You can to select the appropriate MIS code for each of these classes from the adjoining option list and link it to the transaction.

### 9.2.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows a software window titled "Miscellaneous Customer Debit". It contains several input fields for account and transaction details, including Account Number, Account Branch, Account Description, GL Branch, GL Account Number, GL Description, Account Currency, GL Currency, Account Amount, GL Amount, Narrative, Reference Number, Exchange Rate, External Reference, Product (set to MSCD), Customer ID, Negotiated Cost Rate, Customer Name, Negotiation Reference, and Total Charge. A "Recalculate" button is located near the Total Charge field. Below these fields is a tabbed interface with "Charges", "MIS", and "UDF" tabs. The "UDF" tab is selected and highlighted in red. Under the "UDF" tab, there is a "UDF Details" section with a table. The table has two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window are "Ok" and "Exit" buttons.

#### Field Name

The system displays the various User-Defined Fields (UDFs) that you have maintained for the product in the Host.

#### Field Value

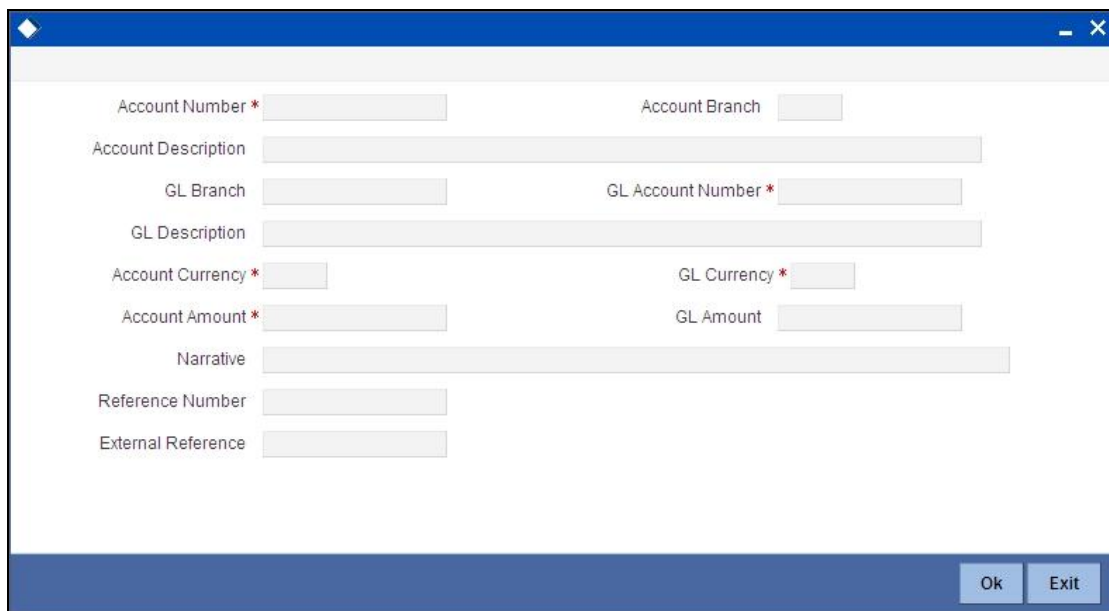
Specify the value for the each UDF that is displayed.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 9.3 Miscellaneous Credits to a Customer's Account

Similarly, you can perform miscellaneous credit to a customer account with the corresponding debit to a GL account. Use the 'Miscellaneous Customer Credit' screen to carry out this transaction. You can invoke this screen by typing '1408' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



The following details can be captured in this screen:

### **Account Number**

Specify the customer account number into which the amount needs to be deposited.

Based on the account number specified, the system will display the Account Branch, Account Description, Account Currency and GL Currency for the corresponding account. The option list displays all valid account numbers applicable. Choose the appropriate one.



In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

### **Account Branch**

By default, the system displays the logged-in branch. When you specify an account number, the system displays the account branch based on the account number specified.

### **Account Description**

Based on the account number specified, the system displays the description of the account.

### **GL Branch**

The system displays the logged-in branch. However, you can modify it, if required.

**GL Account Number**

Specify the GL account number from which the funds need to be withdrawn.

**GL Description**

The system displays the description of the corresponding GL account number.

**Account Currency**

Based on the account number specified, the system displays the account currency.

**Account Amount**

Specify the credited amount in terms of account currency.

**GL Currency**

Based on the account number specified, the system displays the GL currency. However, you can modify it, if required.

**GL Amount**

The system displays the account amount in terms of GL currency.

**Narrative**

The system displays 'Miscellaneous Customer Credit'.



Click the OK button to go to the next stage.

**Reference Number**

Enter a reference number for the corresponding transaction.

**External Reference**

This is a system generated sequence number for the transaction.

**Enrichment stage**

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

### Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the account currency is the same as the transaction currency, the system will display '1' as the exchange rate.

### GL Amount

The amount debited from the GL account is displayed here. This amount will be in terms of the GL account currency.

### Account Amount

System displays the amount credited to the customer account in terms of the account currency.

### Total Charges

The system computes the charges applicable for the transaction and displays it here.

If you modify the amount to be transferred, then click 'Recalc' button to recalculate the charge amount.

### **Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### **Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

### **9.3.1 Specifying the charge details**

In this block, you can specify the charge related details.

*Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

### 9.3.2 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays the 'Miscellaneous Customer Credit' window. It features a blue title bar with a diamond icon and the text 'Miscellaneous Customer Credit'. The main area contains several input fields arranged in a grid-like fashion. At the bottom, there is a navigation bar with three tabs: 'Charges', 'MIS' (which is highlighted in red), and 'UDF'. To the right of the 'MIS' tab is a 'Recalculate' button. The bottom right corner of the window has 'Ok' and 'Exit' buttons.

Field	Value
Account Number	
Account Branch	
Account Description	
GL Branch	
GL Account Number	
GL Description	
Account Currency	
GL Currency	
Account Amount *	
GL Amount	
Narrative	
External Reference	
Product	MSCC
Customer ID	
Negotiated Cost Rate	
Customer Name	
Negotiation Reference	

*Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.*



### 9.3.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows a software window titled "Miscellaneous Customer Credit". It contains several input fields for account and GL details, a narrative field, and a section for UDF details. The "UDF" tab is selected, showing a table with "Field Name" and "Field Value" columns. The "Product" field is set to "MSCC".

Account Number  Account Branch   
Account Description   
GL Branch  GL Account Number   
GL Description   
Account Currency  GL Currency   
Account Amount \*  GL Amount   
Narrative   
External Reference  Product   
Customer ID  Negotiated Cost Rate   
Customer Name  Negotiation Reference

Charges MIS **UDF**

UDF Details

Field Name	Field Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Refer the section titled 'Specifying the UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.4 Miscellaneous Debit to a General Ledger Account

You can perform miscellaneous debit to a GL account with the corresponding credit to the cash account. This transaction lets you enter a miscellaneous debit to a General Ledger (GL) account with the corresponding credit to the cash account. Use the 'Miscellaneous GL Debit' screen to enter a miscellaneous debit to a GL account. You can invoke this screen by typing '1060' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

External Reference		Product	MGLD
GL Currency *		Narrative	
GL Account *		Transaction Currency *	
Reference Number		Transaction Amount *	

Exit

The following details can be captured in this screen:

### **External Reference Number**

This is a system generated sequence number for the transaction.

### **Product**

The system displays the code of the product maintained in the system that will be used for miscellaneous GL debit transactions.

### **GL Account**

Select the GL account number from which the funds are to be transferred to a cash account from the option list.

### **GL Currency**

Specify the currency of the GL account from which the funds are to be transferred.

### **Transaction Currency**

Specify the currency in which the cash account is being credited. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

### **GL Description**

The system displays the description of the GL account number chosen.

## Transaction Amount

Specify the amount that should be credited to the cash account in the specified currency.

## Reference Number

Enter a reference number for the transaction.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

## Enrichment stage

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays the 'Miscellaneous GL Debit' form. It includes input fields for External Reference, GL Currency, GL Account, GL Description, Transaction Currency, Reference Number, Narrative, Product (MGLD), Exchange Rate, Transaction Amount (marked with an asterisk), SC Charges, GL Amount, Negotiated Cost Rate, and Negotiation Reference. A 'Recalculate' button is located below these fields. Below the input fields is a tabbed interface with 'Denomination' selected, showing 'Charges', 'MIS', and 'UDF' tabs. Under the 'Denomination' tab, there are fields for 'Currency Code', 'Preferred Denomination', and 'Total', along with 'Populate' and 'Clear' buttons. At the bottom, there is a 'Denomination Details' section with a table showing 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The table has one row with empty fields. An 'Exit' button is located at the bottom right of the form.

In addition to the details, captured in the previous stage, the system defaults the following details:

## Exchange Rate

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

## SC Charges

The system displays the service charges calculated based on the maintenance in the host.

## GL Amount

The system displays the total amount debited from the GL account inclusive of the service charges in the transaction currency.

If you modify the transaction amount, then click 'Recalc' button to re-compute the amount to be debited from the GL account.

## Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

### 9.4.1 Specifying the denomination details

In this block, you can capture details of the currency denominations involved in the transaction through the following fields:

#### Currency Code

The system displays the currency of the account.

#### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### Units

Indicate the number of units of the specified denomination. By default, till contents are decremented for outflow transactions like GL debit. To reverse this default behaviour, you can specify units in negative.

#### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 9.4.2 Specifying the charge details

In this block, you can specify the charge related details. Click on the 'Charges' tab to invoke the following screen:

The screenshot displays the 'Miscellaneous GL Debit' window. The top section contains input fields for 'External Reference', 'GL Currency', 'GL Account', 'GL Description', 'Transaction Currency', 'Reference Number', and 'Narrative'. To the right, there are fields for 'Product' (set to 'MGLD'), 'Exchange Rate', 'Transaction Amount \*', 'SC Charges', 'GL Amount', 'Negotiated Cost Rate', and 'Negotiation Reference'. A 'Recalculate' button is located below these fields. Below the input fields is a tabbed interface with 'Denomination', 'Charges' (selected), 'MIS', and 'UDF'. The 'Charges' tab shows a 'Charge Details' section with a table. The table has columns: 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The table is currently empty. At the bottom right of the window is an 'Exit' button.

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate

Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.

### 9.4.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a window titled "Miscellaneous GL Debit". It contains two columns of input fields. The left column includes: External Reference, GL Currency, GL Account, GL Description, Transaction Currency, Reference Number, and Narrative. The right column includes: Product (set to MGLD), Exchange Rate, Transaction Amount (marked with an asterisk), SC Charges, GL Amount, Negotiated Cost Rate, and Negotiation Reference. Below these fields is a "Recalculate" button. At the bottom of the window is a tabbed interface with four tabs: "Denomination", "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

#### 9.4.4 Specifying UDF details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot shows a window titled "Miscellaneous GL Debit" with a blue header bar. Below the header, there are two columns of input fields. The left column includes: External Reference, GL Currency, GL Account, GL Description, Transaction Currency, Reference Number, and Narrative. The right column includes: Product (set to MGLD), Exchange Rate, Transaction Amount \*, SC Charges, GL Amount, Negotiated Cost Rate, and Negotiation Reference. A "Recalculate" button is located below the right column. Below these fields is a tabbed interface with four tabs: Denomination, Charges, MIS, and UDF (which is highlighted in red). Under the UDF tab, there is a section titled "UDF Details" with a table. The table has two columns: "Field Name" and "Field Value". There are three rows in the table, each with a checkbox in the first column. The first row has a checkbox, a field name, and a field value. The second and third rows have checkboxes but no field names or values are visible. At the bottom right of the window is an "Exit" button.

*Refer the section titled 'Specifying UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.5 Miscellaneous Credit to a General Ledger Account

You can perform miscellaneous credit to a GL account with the corresponding debit to the cash account. This transaction lets you enter a miscellaneous credit to a General Ledger (GL) account with the corresponding debit to the cash account. Use the 'Miscellaneous GL Credit' screen to enter a miscellaneous credit to a GL account. You can invoke this screen by typing '1460' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference		Product	MSGC
GL Currency *		Narrative	
GL Account *		Transaction Currency *	
Reference Number		Transaction Amount *	
GL Description			

Exit

The following details can be captured in this screen:

### **External Reference Number**

This is a system generated sequence number for the transaction.

### **Product**

The system displays the code of the product maintained in the system that will be used for miscellaneous GL credit transactions.

### **GL Account**

Select the GL account number to which the funds are to be transferred from the cash account. You can select the appropriate account from the adjoining option list that displays all the GL accounts maintained in the system.

### **GL Description**

The system displays the description of the GL account number chosen.

### **GL Currency**

Specify the currency of the GL account to which the funds are to be transferred.



## Transaction Currency

Specify the currency in which the cash account is being debited. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

## Transaction Amount

Specify the amount that should be debited from the cash account.

## Reference Number

Enter a reference number for the transaction.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click 'Proceed' button to go to the next stage.

## Enrichment stage

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

The screenshot displays the 'Miscellaneous GL Credit' window. It contains several input fields for transaction details: External Reference, GL Account, GL Description, Transaction Currency, Transaction Amount (marked with an asterisk), Reference Number, and Narrative. On the right side, there are fields for Product (set to 'MSGC'), GL Currency, and Exchange Rate. Below these fields, there are tabs for 'Currency Denominations' (highlighted in red) and 'Charges'. Under the 'Currency Denominations' tab, there are fields for Currency Code, Preferred Denomination, and Total, along with 'Populate' and 'Clear' buttons. At the bottom, there is a 'Denomination Details' table with columns for Denomination Code, Denomination Value, Units, and Total Amount. The table is currently empty. An 'Exit' button is located at the bottom right of the window.

Denomination Code	Denomination Value	Units	Total Amount
-------------------	--------------------	-------	--------------

In addition to the details, captured in the previous stage, the system defaults the following details:

### **Exchange Rate**

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### **SC Charges**

The system displays the service charges calculated based on the maintenance in the host.

### **GL Amount**

The system displays the total amount credit to the GL account inclusive of the service charges in the transaction currency.

If you modify the transaction amount, then click 'Recalc' button to re-compute the amount to be credited to the GL account.

### **Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### **Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.



Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

## **9.5.1 Specifying the denomination details**

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying Denomination Details' under 'Miscellaneous Debit to a General Ledger Account' for further details.*

## 9.5.2 Specifying the charge details

In this block, you can specify the charge related details. Click on the 'Charges' tab to invoke the following screen:

The screenshot displays the 'Miscellaneous GL Credit' window. At the top, there are input fields for 'External Reference', 'GL Account', 'GL Description', 'Transaction Currency', 'Transaction Amount \*', 'Reference Number', and 'Narrative'. To the right, there are fields for 'Product' (set to 'MSGC'), 'GL Currency', and 'Exchange Rate'. Below these fields, there are two tabs: 'Currency Denominations' and 'Charges'. The 'Charges' tab is selected and highlighted in red. Under the 'Charges' tab, there is a section titled 'Charge Details' which contains a table with the following columns: 'Charge Components', 'Waiver', 'Charge Amount', 'Currency', 'Charge in Local Currency', and 'Exchange Rate'. The table has two rows, each with a checkbox in the 'Charge Components' column. The first row has a checkbox that is checked. The second row has an unchecked checkbox. At the bottom right of the window, there is an 'Exit' button.

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>					

Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.

### 9.5.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays a software window titled "Miscellaneous GL Credit". It contains two columns of input fields. The left column includes: External Reference, GL Account, GL Description, Transaction Currency, Transaction Amount\*, Reference Number, and Narrative. The right column includes: Product (set to MSGC), GL Currency, Exchange Rate, SC Charges, GL Amount, Negotiated Cost Rate, and Negotiation Reference. A "Recalculate" button is positioned below the right column. At the bottom, there is a tabbed interface with three tabs: "Charges", "MIS" (which is highlighted in red), and "UDF". An "Exit" button is located in the bottom right corner of the window.

Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.

## 9.5.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows a software window titled "Miscellaneous GL Credit". It contains two columns of input fields. The left column includes: External Reference, GL Account, GL Description, Transaction Currency, Transaction Amount \*, Reference Number, and Narrative. The right column includes: Product (set to MSGC), GL Currency, Exchange Rate, SC Charges, GL Amount, Negotiated Cost Rate, and Negotiation Reference. A "Recalculate" button is located below the right column. Below these fields is a tabbed interface with three tabs: "Charges", "MIS", and "UDF" (which is selected and highlighted in red). Under the "UDF" tab, there is a section titled "UDF Details" with a toolbar containing navigation icons and a "Go" button. Below the toolbar is a table with two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying the UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

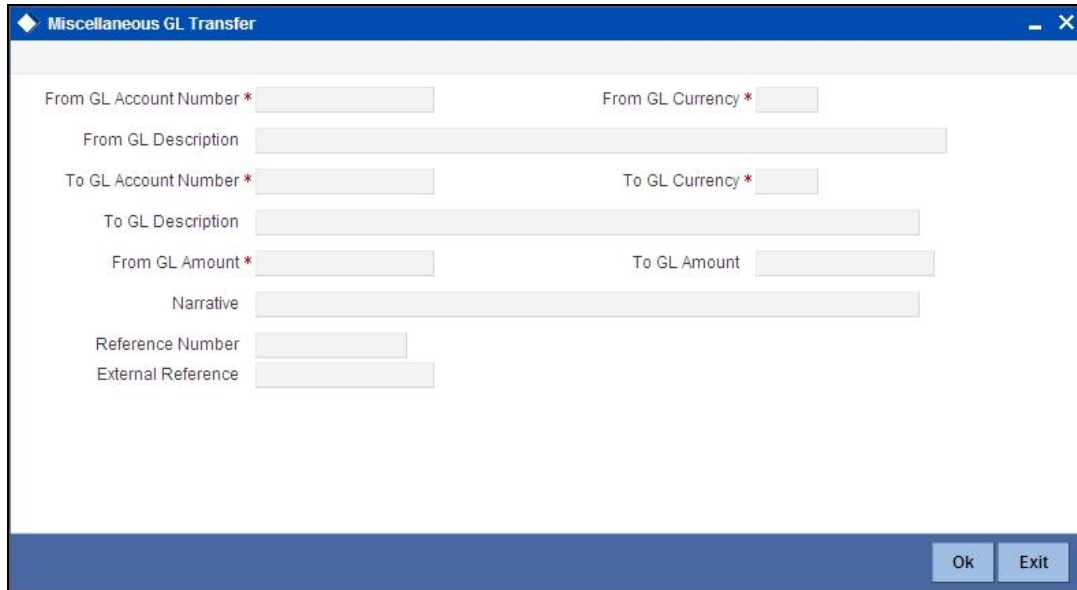
Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.6 Miscellaneous GL Transfer

You can transfer funds from one GL account to another using Miscellaneous GL. Use the 'Miscellaneous GL Transfer' screen to transfer funds. You can invoke this screen by typing '1005' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



The following details can be captured in this screen:

### **From GL Account Number**

Select the GL account number from which the funds are to be transferred; from the adjacent option list.

### **From GL Currency**

The system displays the local currency. You can modify it, if required.

### **From GL Description**

The system displays the description of the corresponding From GL Account. If the length of the data goes beyond the screen section size, you can view and edit the description in the popup window.

### **To GL Account Number**

Select the GL account number to which the funds are to be transferred; from the adjacent option list.

### **To GL Currency**

The system displays the local currency. You can modify it, if required.

### **To GL Description**

The system displays the description of the corresponding To GL Account. If the length of the data goes beyond the screen section size, you can view and edit the description in the popup window.

**From GL Amount**

Enter the amount to be transferred.

**To GL Amount**

The system displays the transferrable amount in terms of the To GL Account currency.

**Narrative**

The system displays 'Miscellaneous GL Transfer from <From GL Account> to <To GL Account>'. In Narrative field, the system displays the values specified in From GL Account and To GL Account fields.

Click the OK button to go to the next stage.

**Reference Number**

Enter a reference number for the transaction.

**External Reference**

This is a system generated transaction sequence number.

**Enrichment stage**

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen will be displayed:

In addition to the details, captured in the previous stage, the system defaults the following details:

### To Amount

The system displays the amount to be credited to the GL account (in the account currency) after calculating the applicable charges.

#### 9.6.1 Specifying the charge details

In this block, you can specify the charge related details.

*Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

#### 9.6.2 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:



Miscellaneous GL Transfer

From GL Account Number
From GL Currency

From GL Description

To GL Account Number
To GL Currency

To GL Description

From GL Amount \*
To GL Amount

Narrative

Reference Number

External Reference

Product
MCGT
Exchange Rate

Recalculate

Charges
MIS
UDF

Ok
Exit

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

### 9.6.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

**Miscellaneous GL Transfer**

From GL Account Number	<input type="text"/>	From GL Currency	<input type="text"/>
From GL Description	<input type="text"/>		
To GL Account Number	<input type="text"/>	To GL Currency	<input type="text"/>
To GL Description	<input type="text"/>		
From GL Amount *	<input type="text"/>	To GL Amount	<input type="text"/>
Narrative	<input type="text"/>		
Reference Number	<input type="text"/>		
External Reference	<input type="text"/>		
Product	<input type="text" value="MCGT"/>	Exchange Rate	<input type="text"/>

**Recalculate**

---

Charges | MIS | **UDF**

**UDF Details**

◀ ◀ 10f1 ▶ ▶

<input type="checkbox"/>	Field Name	Field Value	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

Ok Exit

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.7 Miscellaneous Transfer

Miscellaneous Transfer screen is used to move funds from one account/GL to another account/GL.

You can invoke this screen by typing '1000' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Miscellaneous Transfer : Branch Date 04-JAN-2011

Save Hold

External Reference FJB1100400021062

Transaction Currency GBP

Product CHDP

Transaction Branch 001

Cancel

The following details can be captured in this screen:

### External Reference

System displays the external reference number.

### Transaction Currency

Select the transaction currency from the adjoining option list.

### Product

Select the product from the adjoining option list.

### Transaction Branch

System displays the current branch as the transaction branch code.

Click save icon to save the transaction and the following screen gets displayed.

Miscellaneous Transfer : Branch Date 04-JAN-2011

Save Hold

External Reference FJB1100400021062

Transaction Branch 001

Transaction Amount 100.00

Transaction Currency GBP

Transaction Account 00100305901

Account Description 001-SAVIN-GBP-Zorbia

Product CHDP

Offset Branch 001

Offset Amount

Offset Currency GBP

Offset Account 111100004

Offset Account Description

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

**Transaction Amount**

Specify the transaction amount.

**Transaction Account**

Select the transaction account from the adjoining option list.

**Account Description**

System displays the account description.

**Offset Branch**

Select the offset branch from the adjoining option list.

**Offset Amount**

Specify the offset amount.

**Offset Currency**

Select the offset currency from the adjoining option list.

**Offset Account**

Select the offset account from the adjoining option list.

**Account Description**

Specify the account description.



Miscellaneous Transfer screen will not be used for cash transactions.

---

## 10. Time Deposit Transactions

### 10.1 Introduction

Any deposit with a fixed term or tenor is referred to as a time deposit. In Oracle FLEXCUBE, these kinds of deposits are also referred to as term deposits.

With the time deposits (TD) module of Oracle FLEXCUBE, accounting, collateral tracking, rollover handling and accounting, and tracking of unclaimed deposits are completely automated. This means your staff can remain focused on customer service.

Opening a time deposit account in Oracle FLEXCUBE is similar to opening a current or savings account (CASA). At the time of opening a TD account, payments can be made in one of three modes. The initial payment can be made by cash, account transfer or GL transfer.

Similarly, you can redeem a TD account in one or combination of the following:

- By Cash
- By Bankers Cheque
- By Account Transfer
- By GL Transfer
- By Transfer Other Bank's Account
- By Child TD
- By Loan Payment
- By Demand Draft

Each of these transactions has been discussed in detail in the following sections.

### 10.2 Opening a TD Account for Multi Mode Pay In

The TD accounts use account class of 'deposit' type. You can create TD accounts like any other CASA accounts. You have to deposit the amount into the account at the time of account creation. There are three pay-in options during account creation, they are:

- Pay in by transfer from GL
- Pay in by transfer from Savings Account
- Pay in by Cash (Only from Savings Module)



Pay-in option can be single or a combination of the three.

You are allowed to fund the TD using multiple pay-in modes. Any combination of the 3 pay-in modes is possible. You can specify the TD funding amount percentage-wise or in absolute.

You can open TD accounts with Multi Mode Pay-In options using the 'TD Account Opening by Multi Mode' screen. You can invoke this screen by typing 'TDMM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The following details can be entered in this screen:

### Customer ID

Select the customer for whom the TD account is to be opened.

### Customer Name

The system defaults the customer name.

### Branch Code

The current logged in branch is defaulted here.

### Currency

Specify the currency to be associated with the TD account. Alternatively, you can also select the currency from the adjoining option list. All the currencies maintained in the system will be available for selection in the option list.

### **Account Class**

Specify the account class. If you have selected the 'Default From' as Account Class, then you have to specify the Account Class mandatorily. Else you can leave it blank.



If you select the 'Default From' as Account, then on clicking of 'P' button, the system defaults the interest and deposit details from the parent TD account. Or if you select the 'Default From' as Account Class, then on clicking of 'Fetch' button, the system defaults the interest and deposit details from the account class selected.

### **External Reference Number**

The system defaults the generated sequence number for the transaction here.

### **Account Number**

Specify the account number of the deposit account..

### **Enrichment stage**

On clicking the 'P' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, the following screen will be displayed:

**TD Account Opening by Multi Mode**

Customer Id \*  Customer Name   
 Branch Code  Currency \*   
 Account Class \*    
 External Reference  Account Number \*

**Term Deposit Details** Interest Joint Holders Dual Currency Deposit Check List

Term Deposit Pay In Option  
 Pay in By

<input type="checkbox"/>	Pay In Option	Percentage	Amount	Offset Branch	Offset Account	Cheque Instrument No	Cheque Date
<input type="checkbox"/>	Account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Open Date \*  Term Deposit Amount \*   
 Tenor  Days Maturity Date   
 Account Description  Interest Payout Frequency   
 Interest Booking Account

**Term Deposit Payout Details**

☐ Auto Rollover Rollover Type   
 Rollover Amount  Next Maturity Date   
☐ Move Interest to Unclaimed Computed Amount   
☐ Move Principal to Unclaimed Maturity Amount   
 Interest Rate

<input type="checkbox"/>	Payout Type	Percentage	Offset Branch	Account	Account Title	Narrative	Payout Component
<input type="checkbox"/>	Account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Principal

**Interest Payout Details** **TD Payout Details**

In the enrichment stage, the details entered in the previous stage are validated from the host. In addition to the details, captured in the previous stage, the following details are displayed:

### Account No

The system displays the number assigned to the TD account.

### Maturity Date

The system calculates and displays the maturity date based on the value date and the tenor you specify for the deposit.



## Next Maturity Date

The next maturity date is the default maturity date of the deposit if it is rolled over. It is computed by the system using the tenor and maturity date specified, by adding the tenor to the maturity date.

### 10.2.1 Specifying Term Deposit Details

Click on 'Term Deposit Details' block to capture term deposit related details.

The screenshot shows the 'TD Account Opening by Multi Mode' window with the 'Term Deposit Details' tab selected. The window contains several input fields and sections for configuring a term deposit.

**Customer Information:**

- Customer Id \*
- Branch Code
- Account Class \* (with a 'Fetch' button)
- External Reference
- Customer Name
- Currency \*
- Account Number \*

**Term Deposit Details:**

- Pay In Option: Others (dropdown)
- Table with columns: Pay In Option, Percentage, Amount, Offset Branch, Offset Account, Cheque Instrument No, Cheque Date.

**Term Deposit Payout Details:**

- Account Open Date \*
- Tenor (Days)
- Account Description
- Term Deposit Amount \*
- Maturity Date
- Interest Payout Frequency
- Interest Booking Account
- Auto Rollover (checked)
- Rollover Type: Principal (dropdown)
- Rollover Amount
- Next Maturity Date
- Computed Amount
- Maturity Amount
- Move Interest to Unclaimed (checkbox)
- Move Principal to Unclaimed (checkbox)

**TD Payout Details:**

- Table with columns: Payout Type, Percentage, Offset Branch, Account, Account Title, Narrative, Payout Component.

At the bottom right, there are 'Ok' and 'Exit' buttons.

You need to capture the following details here:

#### 10.2.1.1 Specifying Term Deposit Pay In Details

##### Pay-in By

Select the pay-in option from the adjoining option list. The list displays the following value:

- Cheque

- Others

If you select the pay-in option as 'Cheque', the other options will be unavailable. Similarly, if you select the pay-in option as 'Others', the cheque option will be unavailable.



Note the following:

- If the pay-in option once selected from the main tab, it cannot be changed after account class defaults.
- Pay-in details of the cheque entered in the 'Main' tab will be automatically displayed in the 'Pay-in Details' multigrid. You cannot modify them.

If the pay-in option 'Cheque' is selected, you must specify the following details:

### **Pay-In Option**

Select the pay-in mode from the drop-down list. The options available are:

- Account
- GL
- Cash



Only Account option can be multiple.

### **Percentage**

Specify the amount that funds the TD by the pay-in mode selected in percentage.

### **Amount**

Specify the amount that funds the TD. If you have specified the percentage, then the system computes the amount.



When Amount and Percentage options are provided, amount takes precedence and percentage is ignored.

### **Offset Branch**

The system populates the branch code of the account from which fund is transferred to TD account.

### **Offset Account**

Specify the account number/ GL from which the fund is transferred to TD account. This field returns the branch code if the account is selected and NULL is returned if GL is selected. If Pay-In mode is GL, then the system displays only GL's and if the Pay-In mode is Account then only accounts are displayed in the option list.

### **Cheque Instrument No**

Specify the cheque instrument number.

### **Cheque Date**

Specify the date of issue of the cheque.

**Clearing Type**

Specify the clearing type for the transaction. The adjoining option list displays a list of the clearing types maintained in the system. You can select the appropriate one.

**Drawee Account Number**

Specify the drawee account number.

**Routing No.**

Specify the Routing number.

**Account Open Date**

The system displays the value date of opening the deposit account. This will be the term deposit interest start date.

**Term Deposit Amount**

Specify the amount paid for the time deposit account, in the account currency.



The system will validate for the following:

- The deposit amount should be equal or greater than minimum booking amount maintained at the 'Deposits Cluster Maintenance' screen, else the system will display the following error message:

The deposit amount is less than the minimum booking amount

- The deposit amount should be a multiple of the booking unit maintained at the 'Deposits Cluster Maintenance' screen, else the system will display the following error message:

The deposit amount must be in multiples of booking unit

**Tenor (In Days)**

Specify the tenor of the deposit account.

**Maturity Date**

Specify the maturity date of the term deposit.

**Account Description**

The system displays the customer's complete name. You can modify it, if required.

**Interest Payout Frequency**

The system displays the payout frequency of the interest.

**Interest Booking Account**

The system displays the TD booking amount.

**10.2.1.2 Denomination Details**

Select Pay-In mode as cash to enable denomination tab.

TD Account Opening by Multi Mode

Customer Id  Customer Name   
 Branch Code  Currency   
 Account Class   
 External Reference  Account Number

**Denomination** | Term Deposit Details | Interest | Joint Holders | Dual Currency Deposit | Check List | UDF

Currency Code  Total   
 Preferred Denomination

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Currency Code

The system displays the currency of the account.

## Total

## Preferred Denomination

Specify the denomination code that should be preferred. The system processes the transactions with the preferred denominations. If the transaction amount is less than the preferred denomination, the system will use the low valued denomination than the preferred denomination based on the defaulting rule.

If the preferred denomination is not captured, the system will consider the highest available denomination as the preferred denomination.

If the denomination is not available, the system will display 'Denomination not available' message.

Click 'Populate' button to display the units of currency denomination based on the defaulting rule.



According to defaulting rule, the system will calculate the total amount in terms of minimum number of currencies. It means that the system divides the total amount into the bigger denominations first. Then the remaining amount into next biggest denomination and so on.



A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

## Confirmation Received

Check this box to indicate if the confirmation is received.

An override message is displayed if the box remains unchecked:

Has the customer signed the slip?

### Denomination Code

For every currency, the various denominations are assigned separate denomination codes. These codes are displayed here.

### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

### Units

Indicate the number of units of the specified denomination. By default, till contents are incremented for inflow transactions like cash deposit. To reverse this default behaviour, you can specify units in negative.

### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 10.2.1.3 Specifying Term Deposit Pay Out Details

### Auto Rollover

Check this box to automatically rollover the deposit you are maintaining.

### Rollover Type

Select the rollover type from the drop down list. Here you can set the terms and conditions for rollover, as follows:

- Principal - If You select 'Principal' option then On Maturity date System will do rollover with Only Principle amount irrespective to the Interest booking account.(i.e. if Interest booking account is given as TD account then on maturity date Interest amount will be first liquidated to TD account and settled to the Payout details maintained for the TD account).
- Principal + Interest - If You Select 'Principal +Interest' option then Interest booking account should be always TD account. On maturity date P+I amount will Rollover.
- Special Amount - If you select 'Special Amount' option then System will do rollover with Specified amount irrespective to the Interest booking account. (during Second rollover system will do rollover with the same amount by settling the New interest amount to TD payout amount)
- Interest - If you select 'Interest' option then Interest booking account should be always TD account. On maturity date Principle amount will be settled to payout option



Note the following:

- This field is applicable only if you have opted for auto rollover.
- System will validate for the deposit amount if the 'Rollover Type' is 'Special'.

### Rollover Amount

If a special amount is to be rolled over, specify the amount (less than the original deposit amount). The amount specified here will be reckoned in the account currency.

### Next Maturity Date

On selecting the rollover for the TD account, the system defaults the next maturity dates from the previous tenor of the deposit.

### Computed Amount

The system populates the computed TD amount when you click the 'Compute Button'. However, you are not allowed to amend it.



While saving, the system validates the 'Computed TD Amount' against the 'TD Amount' keyed in.

### Maturity Amount

The system displays the maturity amount, when you click on the 'Compute' button. This interest rate is based on the TD booking amount and the accrued interest till maturity.



Maturity amount will be based on the capitalized interest (P + I), if the booking account and the interest liquidation account are the same and the interest payout details are not provided.

Refer the chapter '*Annexure B - IC Rule Set-up*' in this user manual for details about the formula.

### Move interest to Unclaimed

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting role 'INT\_UNCLAIMED' on Grace period End date. If you select this option, then you will have to check the box 'Move Principal to Unclaimed'.



Note the following:

- If you have selected auto rollover, then this field will not be applicable.
- Funds will be moved to unclaimed GLs only if the maturity options have not been specified. If an account matures and no action is taken (closure or roll-over) within the grace period, then the funds are moved to the unclaimed GLs on the EOD of the last day of the grace period (maturity date + grace days).

### Move Principle to Unclaimed

Check this box to move the principal amount to the unclaimed GL mapped at the IC product in the accounting role 'PRN\_UNCLAIMED' on Grace period End date. If you select this option then only principle amount will be moved to unclaimed and Interest will be settled to TD payout. If You select both 'Move Interest to Unclaimed' and 'Move Principle to Unclaimed' then TD amount (i.e. P+I will be moved to Unclaimed GL, irrespective to the TD payout Details).

### Payout Type

Select the pay-out mode from the drop-down list. The options available are:

- Bankers Cheque - BC

- Payments – PC
- Accounts
- General Ledger - GL
- Term Deposit - TD
- Demand Draft



This option is enabled only when Account Number generation is manual.

### **Percentage**

Specify the amount of redemption in percentage.

### **Offset Branch**

The system populates the branch code of the account for redemption.

### **Account**

Specify the account number/ GL for redemption.

### **Account Title**

### **Narrative**

Specify the description for redemption.

### **Payout Component**

Select the payout component from the options given below. The options available are:

- Principal
- Interest

#### **10.2.1.4 Capturing Interest Payout Details for Banker's Cheque / DD and PC**

You can capture interest payout details for Banker's Cheque / DD and PC in the 'Term Deposit Interest Payout Details' screen.

**Interest Payout Details**

Branch Code: 002      Currency:

Account:

**Bankers Cheque / Demand Draft**    PC

**Instrument Details**

Instrument Type:

Bank Code:      Currency:

Payment Branch:

**Beneficiary Details**

Beneficiary Name:

Passport/IC Number:

Narrative:

Beneficiary Address:

Ok    Cancel

You can capture the following details:

#### **Branch Code**

The system displays the branch code.

#### **Account**

The system displays the account number.

#### **Currency**

The system displays the currency of the account.

### **10.2.1.5 Banker's Cheque / DD Tab**

On invoking the 'Term Deposit Interest Payout Details' screen, this tab is displayed by default. You can specify the following details:

#### **Cheque /DD Details**

You can specify the following cheque or DD details here:

#### **Bank Code**

Specify the bank code. The adjoining option list displays all the bank codes maintained in the system. You can choose the appropriate one.

#### **Payable Branch**

Specify the branch from which the interest is payable. The adjoining option list displays all the bank codes maintained in the system. You can choose the appropriate one.

#### **Instrument Type**

The system displays the instrument type.



## Currency

The system displays the currency.

## Beneficiary Details

You can specify the following beneficiary details here:

### Beneficiary Name

Specify the beneficiary name.

### Passport Number

Specify the passport number of the beneficiary.

### Narrative

Enter a brief description of the beneficiary.

### Beneficiary Address

Specify the beneficiary address.

## 10.2.1.6 PC Tab

Click 'PC' tab on the 'Term Deposit Interest Payout Details' screen. The following screen will be displayed.

The screenshot shows a window titled "Interest Payout Details" with a close button (X) in the top right corner. The window contains several input fields and sections:

- Branch Code:** 002
- Account:** (empty field)
- Currency:** (empty field)
- Bankers Cheque / Demand Draft:** PC (selected tab, highlighted in red)
- Counterparty:**
  - Counterparty Bank Code:** (empty field)
  - Counterparty Account:** (empty field)
  - Currency:** (empty field)
- Beneficiary Details:**
  - Beneficiary Name:** (empty field)
  - Passport/IC Number:** (empty field)
  - Narrative:** (empty field)
- Beneficiary Address:** (empty field)

At the bottom right of the window, there are two buttons: "Ok" and "Cancel".

## Counterparty

You can specify the following counterparty details here:

### **Counterparty Bank Code**

Specify the counterparty bank code. The adjoining option list displays all the counterparty bank codes maintained in the system. You can choose the appropriate one.

### **Counterparty Account**

Specify the counterparty account. The adjoining option list displays all the counterparty bank codes maintained in the system. You can choose the appropriate one.

### **Currency**

The system displays the instrument currency.

### **Beneficiary Details**

You can specify the following beneficiary details here:

#### **Beneficiary Name**

Specify the beneficiary name.

#### **Passport Number**

Specify the passport number of the beneficiary.

#### **Narrative**

Enter a brief description of the beneficiary.

#### **Beneficiary Address**

Specify the beneficiary address.



Note the following:

- The system supports the following payout options for interest payout:
  - Account
  - General Ledger
  - Bankers Cheque
  - Demand Draft
  - Payments and Collections
- If payout details are maintained for interest component then interest liquidation happens on the basis of payout details maintained for interest component. However, if payout details are not maintained for interest component then interest liquidation happens on the basis of interest book account specified.
- If payout type is chosen as Account or GL for interest component then interest liquidation happens on the basis of offset account mentioned in the 'Term deposit payout details' multi grid. If payout type is chosen as Demand Draft /Banker's Cheque or Payments and Collections for interest component then interest liquidation happens on the basis of payout details maintained in the 'Interest Payout Details' sub screen.
- Interest payout through as Demand Draft /Banker's Cheque or Payments and Collections happens through the same bridge GL used for principal payout.
- The system does not support payout option as Term Deposit.

- Interest payout is not supported if rollover type is interest or principal and interest. For Interest rollover type interest liquidation will be done based on the interest book account.
- For discounted deposits if payout details are maintained for interest component, then the system will display the following error message:

**Payout details for Interest component should not be entered for Discounted Deposits**

### 10.2.2 Specifying Interest details

This block allows you to capture interest related details. Click on the 'Interest tab to invoke the following screen.

#### Rate Chart Allowed

The system defaults this preference from account class and it indicates that the system should calculate TD interest based on the LDMM float rate maintained in the 'LD MM Floating Rate input' screen (CFDFLTRT). If this box is checked, then system will pick interest rates based on different tenors, minimum amount, currency and effective date for a TD.

#### TD Rate Code

Specify the rate code to be used for TD calculation. The adjoining option list displays all rate codes maintained using the 'LD MM Floating Rate Input' screen (CFDFLTRT). You can select the appropriate one. You can use TD rate code only when 'Rate Chart Allowed' is enabled for the Account class linked to product and for defining TD Rate code rule UDE Type should be maintained as 'Rate as Rate Code' for interest rate pickup for the account.



You can Define either Rate code or TD rate code not both.

For more information on Floating Rate, refer 'Maintaining Floating Interest Rates' under 'Retail Lending' User Manual.

Refer the section titled 'Specifying interest details' under 'Opening a TD by account transfer' for further details.

### 10.2.3 Specifying joint account holder details

In case of joint accounts, you need to specify the details of the joint holder.

Refer the section titled 'Specifying Joint Account Holder details' under 'Opening a TD by account transfer' for further details.

### 10.2.4 Specifying the dual currency deposit details

In this tab, you can capture dual currency deposit details involved in the transaction. Click on the 'Dual CCY Deposit' tab to capture the details:

The following details are captured in this screen:

### **Linked Currency**

This option is defaulted from the Account Class. However you can modify this value.

### **CCY Option Product**

This option is defaulted from the Account Class. However you can modify this value.

### **Exchange Rate**

Specify the exchange rate.

### **Linked Currency Settlement Account**

Specify the account of the linked currency's settlement.

### **Linked Currency GL**

Specify the account of the linked currency's GL.

### **Fixing days**

This option is defaulted from the Account Class. However you can modify this value, which is the number of days from TD maturity date before which the Exchange Rate has to be fixed.

### **Yield Enhancement**

Specify the additional yield percentage in this option.

### **Inception Fair Value**

Specify the market value of the option contract at inception. This is defaulted from the Linked Option Contract.

The following options are mandatory if the Linked Currency is specified:

- CCY Option Product
- Exchange Rate
- Linked CCY's Settlement A/c
- Linked CCY's GL A/c
- Yield Enhancement
- Inception Fair Value

*For more details on handling dual currency deposits, refer section 'Capturing Details for Dual Currency Deposit' in the chapter 'Maintaining Customer Accounts' in Core Entities User Manual.*

## 10.2.5 Specifying the Check List Details

In this tab, you can capture document check list details involved in the transaction. Click on the 'Check List' tab to capture the details:

The screenshot displays the 'TD Account Opening by Multi Mode' window. At the top, there are input fields for Customer Id, Customer Name, Branch Code, Currency, Account Class, External Reference, and Account Number. Below these is a tabbed interface with the following tabs: Denomination, Term Deposit Details, Interest, Joint Holders, Dual Currency Deposit, **Check List** (highlighted in red), and UDF. The 'Check List' tab contains a 'Document List' section with a table that has columns for Document Type, Mandatory, Expiry Date, and Expected Date of Subr. Below the table are 'Upload', 'Delete', and 'View' buttons. Further down is the 'Document Notification Details' section, which includes a 'Send Notification' checkbox, a 'Reminder Frequency' dropdown menu (set to 'Select'), and a 'Days' input field. At the bottom is the 'Remarks' section with two text areas. The window also has tabs for 'Interest Payout Details' and 'TD Payout Details' at the very bottom, and an 'Exit' button in the bottom right corner.

You need to specify the following details:

### Document Type

Specify the document type. The adjoining option list displays all the document types that are maintained in the system. You can select the appropriate one.

## **Mandatory**

Check this box to indicate that the document specified here is mandatory.

## **Expiry Date**

Specify the expiry date of the document provided by the customer.



Note the following:

- Expiry date will always be greater than 'Expected Date of Submission' and 'Actual Submission Date'.
- Expected Date of Submission will always be greater than current date

## **Expected Date of Submission**

System displays the expected date on which the customer is accepted to submit the required documents.

## **Actual Date of Submission**

Specify the actual date on which customer has submitted the required documents.

## **Document Reference**

System defaults the document reference here.

## **Checked**

Check this box to indicate that the received documents are acknowledged.



You cannot save and authorize an account if the mandatory documents are not confirmed as 'Checked'.

## **Upload**

Click on this button to upload the selected document type.

## **Delete**

Click on this button to delete the selected document.

## **View**

Click on this button to view the selected document.

## **Document Notification Details**

System defaults notification details from the 'Account Class Maintenance' screen.

## **Send Notification**

This check box indicates whether to send notifications or reminders for not submitting the mandatory documents.

## Reminder Frequency (Notification)

System defaults the frequency of notification to be sent. The frequency can be one of the following:

- Daily
- Weekly
- Monthly
- Quarterly
- Half yearly
- Yearly



Note the following:

- Notification will be sent only if,
  - The check box 'Send Notification' is checked in Account Class Maintenance' screen.
  - The account status is active and authorized.
  - The mandatory documents are not submitted.
- Notifications will be sent based on the frequency specified.
- First notification will be sent on the expected date of submission or expiry date
- If notification date falls on a holiday then system will send the notification on next working day.

## Days (Reminder)

System defaults the number of days left for the expiry or submission due date of the documents for sending the reminder.

System will send the following reminders:

- Reminder prior to the submission due date of the document.
- Reminder prior to the expiry date of the document.
- Overdue notifications after the due date if the document is not submitted based on the frequency.
- Notifications after the expiry date if the document is not submitted after the expiry date.



Note the following:

- Reminder will be sent only if,
  - The mandatory documents are not submitted.
  - The account status is active and authorized.
- Reminder will be sent only once.
- If reminder date falls on a holiday then system will send the notification on next working day.
- Reminder will be sent prior the number of days specified at the account level from expected date of submission or the expiry date.
- If there are more than one notifications or reminders of the same message type for which the notification schedule date falls on the same day for the same account, a single notification will be sent which will have the details of all the related documents.



## Remarks 1 to 10

Specify the additional information, if required.

### 10.2.6 Capturing the Pay-Out Parameters

You can capture the parameters for automatic pay-out by clicking on the 'TD Payout Details' button.

The screenshot shows a software window titled "Term Deposit Payout Details". It features a "New" button in the top left. The main area contains several input fields: "Branch Code", "Account", and "Currency" at the top. Below these is a tabbed interface with three tabs: "Term deposit" (which is selected and highlighted in blue), "Bankers Cheque / Demand Draft", and "PC". Under the "Term deposit" tab, there are two sections: "Instrument Details" and "Beneficiary Details". The "Instrument Details" section includes fields for "Bank Code", "Payment Branch", "Instrument Type", and "Currency". The "Beneficiary Details" section includes fields for "Beneficiary Name", "Passport/IC Number", "Narrative", and "Beneficiary Address". At the bottom of the window, there is an "Interest" tab and two buttons: "Ok" and "Exit".

The following details are captured here:

#### Branch Code

The system defaults the branch code.

#### Account Number

Specify the account number.

#### Currency

Specify the currency.

#### 10.2.6.1 Specifying Bankers Cheque Details

To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

#### Bank Code

Specify the bank code of the Bankers cheque.

#### Payable Branch

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

**Cheque Currency**

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the passport number of the beneficiary for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**10.2.6.2 Specifying PC Details**

To capture the pay-out details thought transfer to other bank account, click on the 'PC' tab.

The screenshot shows a software window titled "Term Deposit Payout Details". At the top left, there is a "New" button. Below it, there are input fields for "Branch Code", "Account", and "Currency". A horizontal tab bar contains three tabs: "Term deposit", "Bankers Cheque / Demand Draft", and "PC", with the "PC" tab highlighted in red. Below the tabs, there are sections for "Counterparty" and "Beneficiary Details". The "Counterparty" section includes fields for "Counterparty Bank Code", "Counterparty Account", and "Currency". The "Beneficiary Details" section includes fields for "Beneficiary Name", "Passport/IC Number", "Narrative", and "Beneficiary Address". At the bottom left, there is an "Interest" tab. At the bottom right, there are "Ok" and "Exit" buttons.

The following details are captured here:

**Counter Party Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counter Party Account**

Specify the account number of the counter party for the pay-out.

**Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the account number of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**10.2.6.3 Specifying Term Deposit Details**

To capture the details for opening a new TD as a part of pay-out, click on the Term Deposit tab.

The screenshot shows a software window titled "Term Deposit Payout Details". It features a "New" button at the top left. The main content area includes input fields for "Branch Code", "Account", and "Currency". Below these, there is a section with a red header "Term deposit" and a blue header "Bankers Cheque / Demand Draft". This section contains fields for "Branch Code", "Currency", "Customer No", "Default From" (with radio buttons for "Parent Account" and "Account Class"), and "Account Class". At the bottom left, there is an "Interest" tab, and at the bottom right, there are "Ok" and "Exit" buttons.

The following details are captured here:

**Branch Code**

The system defaults the branch code.

**Currency**

The system defaults the currency.

### **Customer Number**

The system defaults the customer number.

### **Default From**

Select the 'Default From' option to default the details from either the parent account TD account or account class. The options available are:

- Account
- Account Class

### **Account Class**

Specify the account class. If you have selected the 'Default From' as Account Class, then you have to specify the Account Class mandatorily. Else you can leave it blank.



If you select the 'Default From' as Account, then on clicking of 'P' button, the system defaults the interest and deposit details from the parent TD account. Or if you select the 'Default From' as Account Class, then on clicking of 'P' button, the system defaults the interest and deposit details from the account class selected.

## **10.2.7 Specifying Child TD Details**

The Child TD parameters are similar to the Parent TD, except the child will not have the option to create a new TD as part of Pay-out. You can capture the details of child TD that is created by payout by clicking on the 'Interest' button.

**TD Account Opening by Multi Mode**

External Reference  Account Number   
 Branch Code  Product Code   
 Customer Id  Account Description   
 Currency  Pay in By  Others   
 Account Open Date  Clearing Type   
 Cash Amount  Cheque Instrument No   
 Cheque Date   
 Drawee Account Number   
 Routing No

Denomination  **Term Deposit Details** Profit Joint Holders Dual Currency Deposit Check List UDF

Term Deposit Currency  Profit Booking Branch   
 Term Deposit Amount  Profit Booking Account   
 Rollover Type  Principal   
 Rollover Amount  Tenor   
 Maturity Date   
 Next Maturity Date   
☐ Auto Rollover  
☐ Close on Maturity  
☐ Move Profit to Unclaimed  
☐ Move Principal to Unclaimed

**Term Deposit Pay In Option**

☐ Pay In Option Percentage Amount Offset Branch Offset Account Cheque Instrument No Cheque Date

☐ Account

**Term Deposit Payout Details**

☐ Payout Type Percentage Offset Branch Account Narrative

☐ Account

**TD Payout Details**

You need to capture the following details here:

### Account Details

Specify the account number of the Child TD.

### 10.2.7.1 Capturing Interest Details

#### Calculation Account

Select the calculation amount of the Child TD from the option list.

#### Interest Statement

Check this box to generate an interest statement for the account. The Interest Statement will furnish the values of the SDEs and UDEs and the interest rule that applies on the account.

**Charge Booking Account**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

**Interest Start Date**

Select the interest start date from the option list.

**Charge Start Date**

Select the charge start date from the option list.

**Interest Booking Branch**

Select the interest booking branch from the option list.

**Dr/Cr Advices**

Check this box to indicate that the system must generate payment advices when interest liquidation happens on an account. The advices are generated in the existing SWIFT or/and MAIL format.

**Charge Booking Branch**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

**Product Code**

Specify the product code.

**UDE Currency**

Specify the UDE Currency defined for the product.

**Integrated LM Product**

Check this box to indicate the product is an Integrated LM product.

**IL Product Type**

Specify the IL product type.

**Waive Charges**

Check this box to waive of a particular interest or charges that has been specified.

**Generate UDE Change Advice**

Check this box to generate the UDE change advice.

**Open**

Check this box to make the product applicable again. More than one product may be applicable on an account class at the same time. You can temporarily stop applying a product on an account class by 'closing' it. You can achieve this by un-checking the box 'Open'. The product will cease to be applied on the account class.

**Effective Date**

Specify the effective date 'Effective Date' of a record is the date from which a record takes effect.

**Open**

Specify the open records with different Effective Dates if the values of UDEs vary within the same liquidation period.

**UDE ID**

Specify the UDE ID for the account.

**UDE Value**

Specify the values for a UDE, for different effective dates, for an account. When interest is calculated on a particular day for an account with special conditions applicable, the value of the UDE corresponding to the date will be picked up.

**Rate Code**

Specify the rate code for the account.

**10.2.7.2 Capturing Details for Deposit**

Click on the 'Deposit' tab to specify the deposit details.

You need to capture the following details here:

### **Maturity Date**

The system defaults the maturity dates from the default tenor from the account class. However, you can modify this date. On this date the term deposit account gets.

### **Next Maturity Date**

On selecting the rollover for the TD account, the system defaults the next maturity dates from the previous tenor of the deposit.

### **Deposit Tenor**

The system calculates the tenor of the deposit account to the difference between Interest start date and Maturity date and displays it. In case of change in maturity date, the system changes the value of this field.

### **Auto Rollover**

Check this field to automatically rollover the deposit you are maintaining. You have to indicate 'Rollover Type' on selecting this option.

### **Close on Maturity**

Check this box to close the term deposit account on maturity date and transfer the amount to the principal liquidation account. If you select this option, the principal liquidation account should be an account other than the term deposit account.



### **Move Interest to Unclaimed**

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting role 'INT\_UNCLAIMED' on Grace period End date. If you select this option, then you will have to check the box 'Move Principal to Unclaimed'.

### **Move Principal to Unclaimed**

Check this field to move the principal amount to the unclaimed GL mapped at the IC product in the accounting role 'PRN\_UNCLAIMED' on Grace period End date. If you select this option then only principle amount will be moved to unclaimed and Interest will be settled to TD payout. If You select both 'Move Interest to Unclaimed' and 'Move Principle to Unclaimed' then TD amount (i.e. P+I will be moved to Unclaimed GL, irrespective to the TD payout Details).

### **Rollover Type**

You can indicate rollover type as hereunder:

- Principal - If You select 'Principal' option then On Maturity date System will do rollover with Only Principle amount irrespective to the Interest booking account.(i.e. if Interest booking account is given as TD account then on maturity date Interest amount will be first liquidated to TD account and settled to the Payout details maintained for the TD account).
- Principal + Interest - If You Select 'Principal +Interest' option then Interest booking account should be always TD account. On maturity date P+I amount will Rollover.
- Special Amount - If you select 'Special Amount' option then System will do rollover with Specified amount irrespective to the Interest booking account. (during Second rollover system will do rollover with the same amount by settling the New interest amount to TD payout amount)
- Interest - If you select 'Interest' option then Interest booking account should be always TD account. On maturity date Principle amount will be settled to payout option

### **Rollover Amount**

If a special amount is to be rolled over, you have to specify the amount (less than the original deposit amount) in the Rollover Amount field.

## **10.2.7.3 Specifying Term Deposit Pay-Out Details**

### **Payout Type**

Select the pay-out mode from the drop down list. The options available are:

- Bankers Cheque - BC
- Transfer to Other bank - PC
- Transfer to GL – GL
- Transfer to Savings Account – AC



Note the following:

- This option will be available only when account number generation is 'Auto'.
- For Dual Currency Deposits you are allowed to select only 'GL' and 'Savings Account' options as the pay-out mode. You can either select GL or Savings Account but not both. You can select only one GL or one Savings account and not multiple GLs or accounts in either case.

### Percentage

Specify the amount of redemption in percentage.

### Offset Branch

Specify the branch code of the account for redemption.

### Account Number

Specify the account number/ GL for redemption.

### Narrative

Specify the description for the redemption.

## 10.2.8 Capturing Pay-Out Parameters

You can capture the parameters for automatic pay-out by clicking on the 'Pay-Out Parameters' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

The screenshot shows a 'Payout Parameters' window. It has a tabbed interface with 'Bankers Cheque' and 'PC' tabs. The 'Bankers Cheque' tab is selected. Under this tab, there are two main sections: 'Cheque Details' and 'Beneficiary Details'. The 'Cheque Details' section contains fields for 'Bank Code', 'Payment Branch', and 'Currency'. The 'Beneficiary Details' section contains fields for 'Beneficiary Name', 'Passport/IC Number', 'Narrative', and 'Beneficiary Address'. At the bottom right, there are 'Ok' and 'Exit' buttons.

The following details are captured here:

### 10.2.8.1 Specifying Bankers Cheque Details

#### Bank Code

Specify the bank code of the Bankers cheque.

#### Payable Branch

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

#### Cheque Currency

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the passport number of the beneficiary for the pay-out.

**Beneficiary Address**

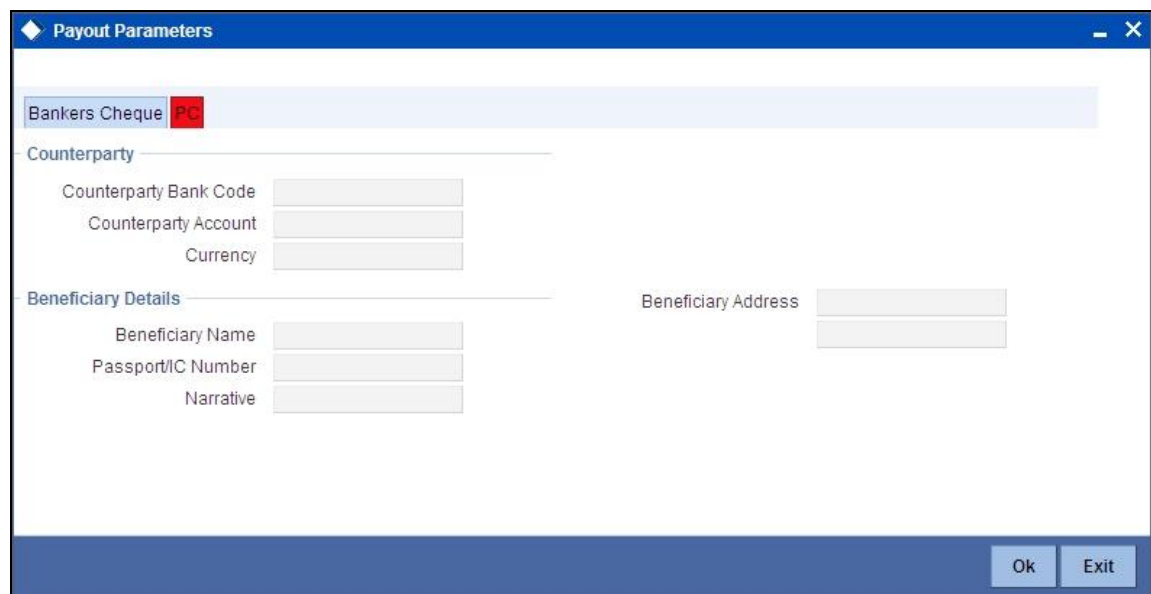
Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**10.2.8.2 Specifying PC Details**

To capture the pay-out details thought transfer to other bank account, click on the PC tab.



The screenshot shows a window titled "Payout Parameters" with a blue header bar. Below the header, there are two tabs: "Bankers Cheque" and "PC". The "PC" tab is selected and highlighted in red. The main area of the window is divided into two sections. The left section is titled "Counterparty" and contains three input fields: "Counterparty Bank Code", "Counterparty Account", and "Currency". The right section is titled "Beneficiary Details" and contains three input fields: "Beneficiary Name", "Passport/IC Number", and "Narrative". To the right of the "Beneficiary Details" section, there is a "Beneficiary Address" label followed by two stacked input fields. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

The following details are captured here:

**Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counterparty Account**

Specify the account number of the counter party for the pay-out.

**Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the account number of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

## 10.3 **Opening a TD Account for Multi Mode Pay Out**

Oracle FLEXCUBE facilitates to create a new term deposit as a part pay-out. It allows pay out to an account in other bank. Withdrawal (Pay Out) of funds from TD account is called Redemption. When full funds are redeemed, it results in account closure. If the funds are redeemed partially, then the TD account remains open.

The following are the pay out options available during account creation:

- Pay out by Bankers Check
- Pay out by transfer to GL
- Pay out by transfer to own bank Savings Account
- Pay out by Cash (Only from Savings Module)
- Pay out by transfer to Other Bank's Account
- Pay out resulting in a new TD



Pay-out option can be single or a combination of the six.

You can perform TD redemption using multiple pay-out modes. The system allows any combination of the above pay-out modes.

**Examples****Case 1**

- TD Amount - 15,000.00 USD

**Pay-In/ Pay-Out options**

- By Cash - 4,000 USD
- By Savings Account - 6,000 USD
- By GL - 5,000 USD

**Case 2:**

- TD Amount - 15,000.00 USD

**Pay-In/ Pay-Out options**

- By Cash - 20% USD
- By Savings Account - 30% USD
- By GL - 50% USD

## 10.4 **Opening a Islamic TD Account for Multi Mode**

You can open TD accounts with Multi Mode Pay-In options using the 'Islamic TD Account Opening by Multi Mode' screen. You can invoke this screen by typing 'IPTDMM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For details about the fields in the screen refer 'Opening a TD Account for Multi Mode Pay In' section of this chapter.

### Enrichment stage

After specifying the parameters, click the 'P' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, the following screen will be displayed:

**Islamic TD Account Opening by Multi Mode**

External Reference  Account Number \*   
 Branch Code  Product Code \*   
 Customer Id \*  Account Description   
 Customer Name  Pay in By   
 Currency \*  Clearing Type   
 Account Open Date \*  Cheque Instrument No   
 Cheque Date   
 Drawee Account Number   
 Routing No

**Term Deposit Details** | Profit | Joint Holders | Dual Currency Deposit | Check List

Term Deposit Currency  Profit Booking Branch   
 Term Deposit Amount \*  Profit Booking Account   
 Rollover Type  Account Description   
 Rollover Amount  Tenor   
☒ Auto Rollover Maturity Date   
☐ Close on Maturity Next Maturity Date   
☐ Move Profit to Unclaimed Computed Amount   
☐ Move Principal to Unclaimed

**Term Deposit Pay In Option**

Pay In Option	Percentage	Amount	Offset Branch	Offset Account	Cheque Instrument No	Cheque Date
<input type="checkbox"/> Account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Term Deposit Payout Details**

Payout Type	Percentage	Offset Branch	Account	Account Title	Narrative
<input type="checkbox"/> Account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**TD Payout Details**

### 10.4.1 Specifying Term Deposit Details

Specify the following details:

#### Profit Booking Branch

Specify the profit booking branch for the customer.

#### Profit Booking Account

Specify the profit booking account for the customer.

**Islamic TD Account Opening by Multi Mode**

External Reference  Account Number \*   
 Branch Code  Product Code \*   
 Customer Id \*  Account Description   
 Customer Name  Pay in By   
 Currency \*  Clearing Type   
 Account Open Date \*  Cheque Instrument No   
 Cheque Date   
 Drawee Account Number   
 Routing No

**Term Deposit Details** **Product** Joint Holders Dual Currency Deposit Check List

**Product Details** **Effective Date**

Product Waiver Open ☐ ☐ ☐ ☐

Date Open ☐ ☐ ☐

**UDE Values**

Element User Defined Element Value Rate Code ☐

**TD Payout Details** **Exit**

For details about the fields and the tabs in the screen refer 'Opening a TD Account for Multi Mode Pay In' section of this chapter.

#### 10.4.1.1 Specifying Term Deposit Pay Out Details

Click 'TD Payout Details' tab in 'Islamic TD Account Opening by Multi Mode' screen to maintain payout details.

**Term Deposit Payout Details**

New

Branch Code  Currency

Account

**Term deposit** Bankers Cheque / Demand Draft PC

Branch Code  Default From ☒ Parent Account ☐ Account Class

Currency  Account Class

Customer No  P

Interest

Ok Exit

#### 10.4.1.2 Specifying Bankers Cheque Details

**Term Deposit Payout Details**

New

Branch Code  Currency

Account

**Term deposit** Bankers Cheque / Demand Draft PC

**Instrument Details**

Instrument Type

Bank Code  Currency

Payment Branch

**Beneficiary Details**

Beneficiary Address

Beneficiary Name

Passport/IC Number

Narrative

Interest

Ok Exit



### 10.4.1.3 Specifying PC Details

The screenshot shows a software window titled "Term Deposit Payout Details" with a "New" tab. The window contains several input fields and tabs. At the top, there are fields for "Branch Code", "Account", and "Currency". Below these, there are three tabs: "Term deposit", "Bankers Cheque / Demand Draft", and "PC" (which is highlighted in red). Under the "Counterparty" section, there are fields for "Counterparty Bank Code", "Counterparty Account", and "Currency". Under the "Beneficiary Details" section, there are fields for "Beneficiary Name", "Passport/IC Number", and "Narrative". To the right of these fields is a "Beneficiary Address" field. At the bottom left, there is an "Interest" tab. At the bottom right, there are "Ok" and "Exit" buttons.

*For details about the fields and the tabs in the screen refer 'Specifying Term Deposit Pay out Details' section of this chapter.*

### 10.4.2 Specifying Profit details

This block allows you to capture profit related details. Click on the 'Profit' tab to invoke the following screen:

**Term Deposit Profit**

Account Details

**Profit** **Deposit**

Calculation Account  Profit Start Date   
 Calculation Account Description  Charge Start Date   
 Profit Booking Account  Profit Booking Branch   
 Profit Booking Account description  ☐ ☐ Dr Cr Advices  
 Charge Booking Account  Charge Booking Branch   
 Charge Booking Account Description   
☐ Profit Statement

Product Details

Product Code  ☐ Waive Charges  
 UDE Currency  ☐ Generate UDE Change Advice  
☐ ILM Product ☐ Open  
 ILM Product Type

1 of 1

Effective Date	Open
<input type="text"/>	<input type="text"/>

User Defined Element Id	UDE Value	Rate Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Payout Parameters

Ok Exit

You can specify the following details:

### Profit Start Date

Select the profit start date from the option list.

### Profit Booking Branch

Select the profit booking branch from the option list.

## Profit Booking Account

Specify the profit booking account for the customer.

## Integrated LM Product

Check this box to indicate the product is an Islamic Integrated LM product.

## IL Product Type

Specify the IL product type.

The screenshot displays the 'Term Deposit Profit' window. At the top, there's a title bar with a diamond icon and the text 'Term Deposit Profit'. Below the title bar, the 'Account Details' tab is active. It contains two sub-tabs: 'Profit' and 'Deposit', with 'Deposit' highlighted in red. The main area is divided into two columns. The left column has a 'Maturity Date' field and four checkboxes: 'Auto Rollover', 'Close on Maturity', 'Move Profit to Unclaimed', and 'Move Principal to Unclaimed'. The right column has a 'Next Maturity Date' field, a 'Deposit Tenor' field, a 'Rollover Type' section with radio buttons for 'Principal' (selected), 'Principal + Profit', 'Special Amount', and 'Profit', and a 'Rollover Amount' field. A 'Compute' button is located below the 'Rollover Amount' field. Below these fields is a table with columns: 'Payout Type', 'Percentage', 'Offset Branch', 'Account', and 'Narrative'. The first row of the table has a dropdown menu for 'Account Number'. At the bottom of the window, there's a 'Payout Parameters' tab and 'Ok' and 'Exit' buttons.

For details about the fields and the tabs in the screen refer 'Capturing Interest Details' and 'Capturing Details for Deposit' sections of this chapter.

## 10.5 Manual Pay-Out TD Redemption

You can redeem a Term Deposit for multi mode pay out 'Redemption in Multimode' screen. You can invoke this screen by typing '1317' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Multimode Deposit Redemption Branch Date: 2011-11-14**

External Reference: FJB113180000563  
 Branch Code: 014  
 Customer Id: 000000001  
 Account Currency: GBP  
 Redemption Amount: 1,000.00  
☐ Waive Interest  
☐ Waiver Penalty

Account Number: 1111111264  
 Account Title: SUHAS REKHU  
 Redemption Mode: Partial Redemption

**- Principal and Interest Details**

Principal Amount:   
 Interest Rate:   
 Maturity Amount:

**Term Deposit Payout Details**

Payout Type	Percentage	Instrument Number	Waive Charges	Offset Account
Bankers Cheque	100.00	124	<input checked="" type="checkbox"/>	<input type="text"/>

**Term Deposit Payout Details**

The following details are displayed:

### Account Number

Specify the customer account into which the cash needs to be deposited. The option list displays all valid account numbers applicable. Choose the appropriate one.



In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

### Account Branch

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

### Account Currency

The system displays the currency of the logged-in account. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account currency.

### Account Description

The system displays the description of the account.

## Redemption Mode

Select the Redemption mode from the following options:

- Partial Redemption
- Full Redemption'.

## Redemption Amount

Specify the Redemption Amount if you have selected the Redemption Mode as 'Partial Redemption'.

System displays the principal amount as 'Redemption Amount' if you have selected the Redemption Mode as 'Full Redemption'.

## External Reference

The system generates and displays a unique reference number for the transaction. The host identifies the transaction with the external reference number.

## Waiver Penalty

Check this box to waive the penalty for redeeming the term deposit.



This is applicable only for full redemption and not for partial redemption.

## Waiver Interest

Check the box to waive the interest for redeeming the term deposit.



This is applicable only for full redemption and not for partial redemption.

## Default Maturity Instructions

Check this box to default the principal payout instructions in the Term Deposit Payout Details grid.



The instructions to payout the principal are specified during TD pay-in.

## Details

### Principal Amount

The system displays the amount paid at the time of term deposit booking, when you click on the 'Compute' button.

### Interest Amount

The system defaults the rate of Interest at which the interest amount is calculated.

### Tax Amount

The system displays the amount to be deducted towards tax.

**Interest Rate**

The system displays the current interest rate applicable after partial/full redemption when you click on the 'Compute' button.

**Maturity Amount**

The system displays the current maturity amount after partial/full redemption.

**Total Payout Amount**

The system displays the total payout amount.

*Refer the chapter 'Annexure B - IC Rule Set-up' in this user manual for details on calculating principal and interest amount during term deposit redemption.*

**Specifying the Term Deposit Payout Details****Payout Mode**

Select the pay-out mode from the following options:

- Bankers Check
- Payments
- Cash
- Accounts
- General Ledger
- Term Deposit
- Demand Draft
- Loan Payment

**Percentage**

Specify the amount of redemption in percentage.

**Redemption Amount**

Specify the amount of redemption in absolute.

**Offset Branch**

Specify the branch code of the account for redemption.

**Offset Account**

Specify the account number/ GL for redemption.

**Narrative**

Specify the description for the redemption

**Instrument Number**

Specify the instrument number to be issued.

## Waive Charges

Check this box to waive charges for pay-out BC issuance.

The following screen is displayed:

Multimode Deposit Redemption Branch Date: 2012-03-01

External Reference \_\_\_\_\_  
Branch Code \_\_\_\_\_  
Customer Id \_\_\_\_\_  
Account Currency \_\_\_\_\_  
Redemption Amount \_\_\_\_\_

☐ Waive Interest  
☐ Waive Penalty

Account Number \_\_\_\_\_  
Account Title \_\_\_\_\_  
Redemption Mode \_\_\_\_\_

Principal and Interest Details

Principal Amount \_\_\_\_\_  
Interest Rate \_\_\_\_\_  
Maturity Amount \_\_\_\_\_

Compute

Term Deposit Payout Details

Exit

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

You need to specify the following:

### Txn Ccy

Select the transaction currency from the option list.

### Redemption Mode

Select the mode of redemption. Redemption can be either in part or in full.

### Redemption Amount

Specify the amount to be redeemed. For full redemption mode, you need not enter the redemption amount. If you want to redeem the deposit in part, enter the part redemption amount.



The system will validate for the following:

- During partial redemption the withdrawal amount should be a multiple of withdrawal unit maintained at the 'Corporate Deposits Cluster Maintenance' level, else the system will display the following error message:

Withdrawal amount must be multiples of withdrawal unit

- Withdrawal amount should be greater than minimum booking amount maintained at the 'Corporate Deposits Cluster Maintenance' level, else the system will display the following error message:

Withdrawal exceeds minimum balance level

### **Waive Interest**

Check this box to waive off the calculated interest amount that is to be paid to the customer during redemption.

### **Waiver Penalty**

Check this box to waive the penalty for redeeming the term deposit.



You can check the 'Waive Interest' and 'Waive Penalty' boxes only for full redemption and not for partial redemption.

### **Principal and Interest Details**

The system displays the following principal and interest details:

#### **Principal Amount**

The system displays the amount paid at the time of term deposit booking, when you click on the 'Compute' button.

#### **Interest Rate**

The system displays the current interest rate applicable after partial/full redemption when you click on the 'Compute' button.

#### **Maturity Amount**

The system displays the current maturity amount after partial/full redemption.

*Refer the chapter 'Annexure B - IC Rule Set-up' in this user manual for details on calculating principal and interest amount during term deposit redemption.*

On clicking 'Save' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:



The following details are displayed:

### **Txn Ccy**

If you have not specified the transaction currency in the previous stage, then the account currency is taken as the transaction currency by default. To change the default currency code, select the currency from the drop-down list.

### **Exchange Rate**

This is the exchange rate for the transaction currency. If the transaction currency is other than the local currency, you can modify the transaction currency rate.

### **Charges**

The charge to be deducted from the redemption proceeds is displayed here. The charge amount is designated in local currency.

## **10.5.1 Capturing the Pay-Out Parameters**

You can capture the parameters for automatic pay-out by clicking on the 'Term Deposit Payout Details' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

**Term Deposit Payout Details**

Branch Code  Currency

Account

Term deposit Bankers Cheque / Demand Draft PC

**Instrument Details**

Bank Code  Instrument Type

Payment Branch  Currency

**Beneficiary Details**

Beneficiary Name  Beneficiary Address

Passport/IC Number

Narrative

Profit

Ok Cancel

You can maintain the following parameters here:

#### **Bank Code**

Bank code of the TD account will be defaulted from the main screen.

#### **Account**

TD account will be defaulted from the main screen

#### **Currency**

Currency of the TD account will be defaulted from the main screen

### **10.5.1.1 Specifying Bankers Cheque Details**

#### **Bank Code**

Specify the bank code of the Bankers cheque.

#### **Cheque Date**

Select the cheque date for the pay-out.

#### **Payable Branch**

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

#### **Country Code**

Select the country code for the pay-out.

#### **Cheque Currency**

Specify the currency of the cheque for the pay-out.

### Beneficiary Name

Specify the name of the beneficiary for the pay-out.

### Other Details

Specify any other details (if any) of the beneficiary.

### Beneficiary Address

Specify the address of the beneficiary for the pay-out.

### Narrative

Specify the description for the pay-out.

## 10.5.1.2 Specifying PC Details

To capture the pay-out details thought transfer to other bank account, click on the PC tab.

The screenshot shows a software window titled "Term Deposit Payout Details". At the top, there is a "New" button. Below it, a tabbed interface has three tabs: "Term deposit", "Bankers Cheque / Demand Draft", and "PC", with the "PC" tab currently selected and highlighted in red. The main area is divided into two sections: "Counterparty" and "Beneficiary Details". The "Counterparty" section contains three input fields: "Counterparty Bank Code", "Counterparty Account", and "Currency". The "Beneficiary Details" section contains three input fields: "Name", "Other Details", and "Narrative". To the right of these fields is an "Address" label with two stacked input fields. At the bottom left, there is a "Term Deposit Interest" tab. At the bottom right, there are "Ok" and "Exit" buttons.

s

The following details are captured here:

### Counterparty Bank Code

Specify the bank code of the counter party for the pay-out.

### Counterparty Account

Specify the account number of the counter party for the pay-out.

### Counterparty Currency

Specify the currency of the counter party for the pay-out.

### Beneficiary Name

Specify the name of the beneficiary for the pay-out.

### Other Details

Specify any other details (if any) of the beneficiary.

### Address

Specify the address of the beneficiary for the pay-out.

### Narrative

Specify the description for the pay-out.

## 10.5.1.3 Specifying Term Deposit Details

To capture the details for opening a new TD as a part of pay-out, click on the Term Deposit tab.

Term Deposit Payout Details

New

Term deposit Bankers Cheque / Demand Draft PC

Branch Code

Customer No

Currency

Account No

Account Class

Default From ☒ Account ☐ Account Class

P

Term Deposit Interest

Ok Exit

The following details are captured here:

### Branch Code

The system defaults the branch code.

### Currency

The system defaults the currency.

### Customer Number

The system defaults the customer number.

### Default From

Indicate the Default From option to default the details from either the parent account TD account or account class. The options available are:

- Parent Account
- Account Class

### Account Class

Specify the account class. If you have selected the 'Default From' as Account Class, then you have to specify the Account Class mandatorily. Else you can leave it blank.



If you select the 'Default From' as Account, then on clicking of 'P' button, the system defaults the interest and deposit details from the parent TD account. Or if you select the 'Default From' as Account Class, then on clicking of 'P' button, the system defaults the interest and deposit details from the account class selected.

## **10.5.2 Specifying Child TD Details**

The Child TD parameters are similar to the Parent TD, except the child will not have the option to create a new TD as part of Pay-out. You can capture the details of child TD that is created by payout by clicking on the 'Term Deposit Interest' button.

**Interest**

Branch Code  Account Class   
 Account  Currency

**Interest** Deposit

Calculation Account  Interest Start Date   
 Calculation Account Description  Interest Booking Branch   
☐ Interest Statement ☐ Dr Cr Advices  
 Charge Booking Account  Charge Booking Branch   
 Charge Booking Account Description  Charge Start Date

Product  1 of 1

User Data Elements Currency

☐ Waive  
☐ Generate UDE Change Advice  
☐ Open  
 Account

**Effective Date**

1 of 1

Effective Date	Open
<input type="text"/>	<input type="checkbox"/>

**UDE Values**

1 of 1

User Data Elements Id	Value	Rate Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

**TD Payout Details**

Ok Exit

You need to capture the following details here:

### Branch Code

The system displays the branch code of the Child TD.

### Account Number

The system displays the account number of the Child TD.

**Account Class**

The system displays the account class of the Child TD.

**Customer Number**

The system displays the customer number of the Child TD.

**10.5.2.1 Capturing Interest Details****Calculation Account**

Select the calculation amount of the Child TD from the option list.

**Interest Statement**

Check this box to generate an interest statement for the account. The Interest Statement will furnish the values of the SDEs and UDEs and the interest rule that applies on the account.

**Charge Booking Account**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

**Interest Start Date**

Select the interest start date from the option list.

**Charge Start Date**

Select the charge start date from the option list.

**Interest Booking Branch**

Select the interest booking branch from the option list.

**Dr/Cr Advices**

Check this box to generate payment advices when interest liquidation happens on an account. The advices are generated in the existing SWIFT or/and MAIL format.

**Charge Booking Branch**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

**Product Code**

Specify the product code.

**UDE Currency**

Specify the UDE Currency defined for the product.

**Integrated LM Product**

Check this box to indicate the product is an Integrated LM product.

**IL Product Type**

Specify the IL product type.

**Waive Charges**

Check this box to waive of a particular interest or charges that has been specified.

**Generate UDE Change Advice**

Check this box to generate the UDE change advice.

**Open**

Check this box to make the product applicable again. More than one product may be applicable on an account class at the same time. You can temporarily stop applying a product on an account class by 'closing' it. You can achieve this by un-checking the box 'Open'. The product will cease to be applied on the account class.

**Effective Date**

Specify the effective date 'Effective Date' of a record is the date from which a record takes effect.

**Open**

Specify the open records with different Effective Dates if the values of UDEs vary within the same liquidation period.

**UDE ID**

Specify the UDE ID for the account.

**UDE Value**

Specify the values for a UDE, for different effective dates, for an account. When interest is calculated on a particular day for an account with special conditions applicable, the value of the UDE corresponding to the date will be picked up.

**Rate Code**

Specify the rate code for the account.

**10.5.2.2 Capturing Details for Deposit**

To capture the deposit details, click on the 'Deposit' tab.



### Maturity Date

The system defaults the maturity dates from the default tenor from the account class. However, you can modify this date. On this date the term deposit account gets.

### Next Maturity Date

On selecting the rollover for the TD account, the system defaults the next maturity date from the previous tenor of the deposit.

### Deposit Tenor

The system calculates the tenor of the deposit account to the difference between Interest start date and Maturity date and displays it. In case of change in maturity date, the system changes the value of this field.

### Auto Rollover

Check this box to automatically rollover the deposit you are maintaining. You have to indicate 'Rollover Type' on selecting this option.

### Close on Maturity

Check this box to close the term deposit account on maturity date and transfer the amount to the principal liquidation account. If you select this option, the principal liquidation account should be an account other than the term deposit account.

### **Move Interest to Unclaimed**

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting role 'INT\_UNCLAIMED' on Grace period End date. If you select this option, then you will have to check the box 'Move Principal to Unclaimed'.

### **Move Principal to Unclaimed**

Check this box to move the principal amount to the unclaimed GL mapped at the IC product in the accounting role 'PRN\_UNCLAIMED' on Grace period End date. If you select this option then only principle amount will be moved to unclaimed and Interest will be settled to TD payout. If You select both 'Move Interest to Unclaimed' and 'Move Principle to Unclaimed' then TD amount (i.e. P+I will be moved to Unclaimed GL, irrespective to the TD payout Details).

### **Rollover Type**

You can indicate rollover type as hereunder:

- Principal - If You select 'Principal' option then On Maturity date System will do rollover with Only Principle amount irrespective to the Interest booking account.(i.e. if Interest booking account is given as TD account then on maturity date Interest amount will be first liquidated to TD account and settled to the Payout details maintained for the TD account).
- Principal + Interest - If You Select 'Principal +Interest' option then Interest booking account should be always TD account. On maturity date P+I amount will Rollover.
- Special Amount - If you select 'Special Amount' option then System will do rollover with Specified amount irrespective to the Interest booking account. (during Second rollover system will do rollover with the same amount by settling the New interest amount to TD payout amount)
- Interest - If you select 'Interest' option then Interest booking account should be always TD account. On maturity date Principle amount will be settled to payout option

### **Rollover Amount**

If a special amount is to be rolled over, you have to specify the amount (less than the original deposit amount) in the Rollover Amount field.

## **10.5.2.3 Specifying Term Deposit Pay-Out Details**

### **Payout Type**

Select the pay-out mode from the drop down list. The options available are:

- Bankers Cheque - BC
- Transfer to Other bank - PC
- Transfer to GL – GL
- Transfer to Savings Account – AC
- Creation of new Term Deposit – TD



Note the following:

- This option will be available only when account number generation is 'Auto'.

- For Dual Currency Deposits you are allowed to select only 'GL' and 'Savings Account' options as the pay-out mode. You can either select GL or Savings Account but not both. You can select only one GL or one Savings account and not multiple GLs or accounts in either case.

### **Percentage**

Specify the amount of redemption in percentage.

### **Offset Branch**

Specify the branch code of the account for redemption.

### **Offset Account**

Specify the account number/ GL for redemption.

### **Narrative**

Specify the description for the redemption.

## **10.5.3 Capturing Pay-Out Parameters Details**

You can capture the parameters for automatic pay-out by clicking on the 'TD Payout Details' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

The screenshot shows a window titled "Payout Parameters" with a blue header bar. Below the header, there are two tabs: "Bankers Cheque" (which is selected and highlighted in red) and "PC". The main area of the window is divided into two sections: "Cheque Details" and "Beneficiary Details".

**Cheque Details:**

- Bank Code: [Input Field]
- Payment Branch: [Input Field]
- Currency: [Input Field]

**Beneficiary Details:**

- Beneficiary Name: [Input Field]
- Passport/IC Number: [Input Field]
- Narrative: [Input Field]

On the right side of the Beneficiary Details section, there is a label "Beneficiary Address" followed by three stacked input fields.

At the bottom right of the window, there are two buttons: "Ok" and "Exit".

The following details are captured here:

### **10.5.3.1 Specifying Bankers Cheque Details**

#### **Bank Code**

Specify the bank code of the Bankers cheque.

### **Payable Branch**

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

### **Cheque Date**

Specify the date of the cheque for the pay-out.

### **Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

### **Passport/ IC Number**

Specify the passport or IC number of the beneficiary for the pay-out.

### **Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

### **Narrative**

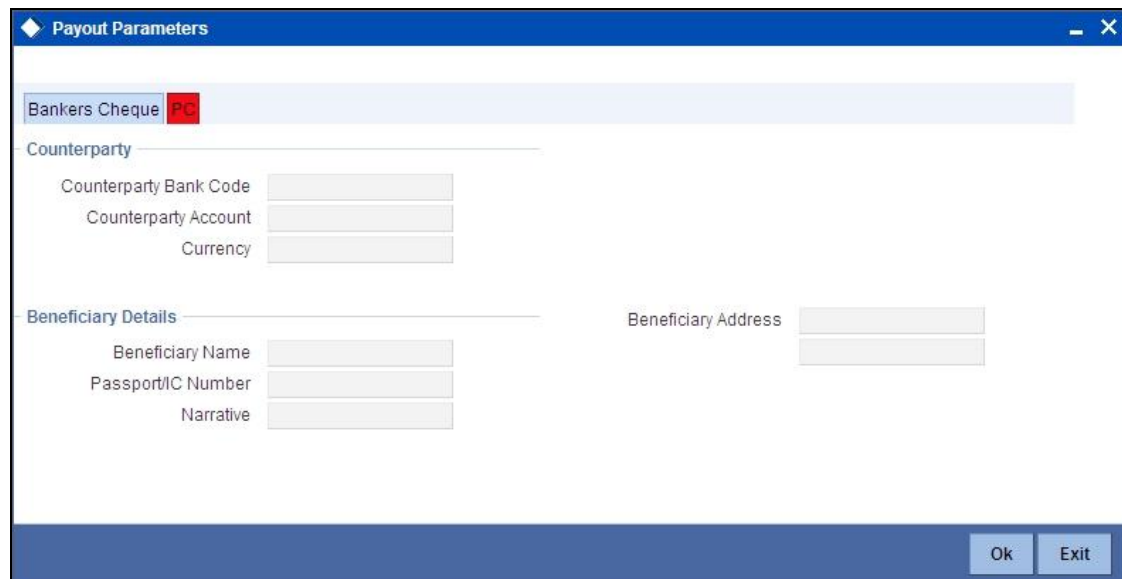
Specify the description for the pay-out.

### **Country Code**

Specify the country code for the pay-out.

## **10.5.3.2 Specifying PC Details**

To capture the pay-out details through transfer to other bank account, click on the PC tab.



The screenshot shows a window titled "Payout Parameters" with a blue header bar. Below the header, there are two tabs: "Bankers Cheque" and "PC". The "PC" tab is selected and highlighted in red. The main area of the window is divided into two sections: "Counterparty" and "Beneficiary Details". The "Counterparty" section contains three input fields: "Counterparty Bank Code", "Counterparty Account", and "Currency". The "Beneficiary Details" section contains four input fields: "Beneficiary Name", "Passport/IC Number", "Narrative", and "Beneficiary Address". The "Beneficiary Address" field is split into two lines. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

The following details are captured here:

### **Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counterparty Account**

Specify the account number of the counter party for the pay-out.

**Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport Account Number**

Specify the account number of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

## 10.6 Processing Close Out Withdrawal by Multi Mode

You can close an account and pay the account balance to the customer using the 'Close out Withdrawal by Multi Mode' screen. You can invoke this screen by typing '1350' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Closeout Withdrawal by Multi Mode

External Reference	<input type="text"/>	Account Number *	<input type="text"/>
Branch Code	<input type="text"/>	Account Title	<input type="text"/>

Exit

You can maintain the following parameters here:

## External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

## Branch Code

Branch code of the current branch is defaulted here.

## Account Number

Specify a valid account number you need to close, from the adjoining option list.

## Account Title

Title of the specified account number is defaulted here.

Click 'Save' icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

Closeout Withdrawal by Multi Mode

External Reference  Customer ID   
Account Number  Account Amount   
Account Title   
Branch Code   
Currency

Account Pay Out Details

<input type="checkbox"/>	Payout Type	Percentage	Amount	Instrument Number	Waive Charges	Offset
<input type="checkbox"/>	Bankers Cheque	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Payout Details

Exit

In addition to the details maintained in the previous stage, the system defaults the following details:

## Currency

Currency of the specified account number is defaulted here.

**Customer ID**

Customer ID of the specified account number is defaulted here.

**Account Amount**

Balance amount in the specified account number is defaulted here.

You can also maintain the following details, apart from the details defaulted:

**Account Pay Out Details**

You can maintain the following details here:

**Pay-Out Option**

Select a valid pay-out option for the specified account number, from the adjoining drop-down list. This list displays the following values:

- Bankers Cheque – BC – Select if pay-out is through Bankers Cheque.
- Payout by FT – FT – Select if pay-out is through Fund Transfer.
- Payout by Cash – Select if pay-out is through Cash.
- Payments – PC – Select if pay-out is through payments.

**Percentage**

Specify amount of redemption in percentage.

**Amount**

Amount to be paid-out is defaulted here based on the selected pay-out option and specified percentage, when you save the transaction.

**Instrument Number**

Specify the instrument number to be issued.

**Waive Charges**

Check this box to indicate waive option for pay-out BC issuance charge

**Offset Branch**

Branch code of the account for redemption is defaulted here, when you select the 'Offset Account'.

**Offset Account**

Specify account number you need for redemption from the adjoining option list.

**Narrative**

Specify description for redemption.

**10.6.1 Maintaining Pay-out Parameters**

You can maintain pay-out details of the account considered for redemption using the 'Payout Details' screen. You can maintain details for any selected payout option. You can invoke this screen by clicking on the 'Payout Details' button in the 'Close out Withdrawal by Multi Mode' screen.

You can maintain the following parameters here:

#### 10.6.1.1 **Bankers Cheque Tab**

You can maintain Bankers cheque details of the account for redemption here, if you have selected 'Pay-Out Option' as 'Bankers Cheque'.

##### **Cheque Details**

You can maintain the following cheque details:

##### **Bank Code**

Specify Bank code of the Banker's Cheque from the adjoining option list.

##### **Country Code**

Specify Country code of the Banker's Cheque from the adjoining option list.

##### **Cheque Date**

Specify a valid date you need to issue Banker's Cheque from the adjoining calendar.

##### **Payable Branch**

Specify branch you need to pay the Banker's Cheque from the adjoining option list.

##### **Beneficiary Details**

You can maintain the following beneficiary details here:



**Beneficiary Name**

Specify name of the beneficiary for the Banker's Cheque.

**Beneficiary Address**

Specify address of the beneficiary for the Banker's Cheque.

**Passport/IC Number**

Specify Passport number of the beneficiary for the Banker's Cheque.

**Narrative**

Specify description for the beneficiary of the Banker's Cheque.

**10.6.1.2 PC Tab**

You can maintain details of the other Bank, to which the balance amount of the account for redemption is transferred.

The screenshot shows a window titled "Payout Details" with a blue header bar. Below the header, there is a tab bar with "Bankers Cheque" and "PC". The "PC" tab is selected and highlighted in red. The main area of the window is divided into two sections: "Counterparty Details" and "Beneficiary Details". The "Counterparty Details" section contains three input fields: "Counterparty Bank Code", "Counterparty Account", and "PC Product Category". The "Beneficiary Details" section contains four input fields: "Beneficiary Name", "Beneficiary Address", "Passport/IC Number", and "Narrative". At the bottom right of the window, there are two buttons: "Ok" and "Exit".

You can maintain the following parameters here:

**Counterparty Details**

You can maintain the following counterparty details here:

**Counterparty Bank Code**

Specify the Bank code of the counterparty from the adjoining option list.

**Counterparty Account**

Specify account number of the counterparty from the adjoining option list.

## **PC Product Category**

Specify PC product category from the adjoining option list.



This is an optional field. If a value is not defined for this field, then the system books PC contract based on the PC 'Product Category' details maintained at 'Account Class' level.

## **Beneficiary Details**

You can maintain the following beneficiary details here:

### **Beneficiary Name**

Specify name of the beneficiary for the PC product.

### **Beneficiary Address**

Specify address of the beneficiary for the PC product.

### **Passport/IC Number**

Specify Passport number of the beneficiary for the PC product.

### **Narrative**

Specify description for the beneficiary of the PC product.



During account closure, the system uses PC Bridge GL, maintained at account class level, as an intermediary GL. If a PC fails, then since Bridge GL is maintained the account can be closed.

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## 11. Credit Card Payments

### 11.1 Introduction

Oracle FLEXCUBE provides a facility to process transactions using Credit Cards. When Credit Card details are received from SELECT, the system validates for Card Number, Status and defaults the Card Holder details.

Oracle FLEXCUBE provides facility to handle these payments in the following modes:

- Payment by In-House Bank Cheque
- Payment by Other Bank Cheque
- Payment by Cash
- Payment by Account
- Payment through incoming swift message

### 11.2 Processing Payments by In-House Bank Cheques

Oracle FLEXCUBE provides a facility to handle Credit Card payments by cheques issued by the bank. You can maintain these details using 'Credit Card Payment By In-House Cheque' screen. You can invoke this screen by typing 'CRCM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Payment by In House Cheque	
External Reference	Product CRCM
From Account Branch *	Credit Card Holder Name
Amount *	Cheque Number *
Credit Card No *	Check Date
From Account Number *	Cheque Issue Date
Account Title	
From Account Currency *	
Narrative	

Exit

You can maintain the following details here:

#### **External Reference Number**

Unique reference number is defaulted based on the branch.

#### **Product**

Retail teller product is defaulted as CRCM.

**Credit Card No**

Specify a valid Credit Card number from the adjoining option list.

**Credit Card Holder Name**

Name of the Credit Card holder is defaulted here.

**From Account Branch**

Branch code of the recovery account is defaulted here. However; you can specify branch code from the adjoining option list, if needed.

**From Account Number**

Recovery account number is defaulted here. However; you can specify account number from the adjoining option list, if needed.

**Account Title**

Title of the recovery account is defaulted here.

**From Account Currency**

Currency of the account is defaulted, when account number is selected.

**Cheque Number**

Specify a valid cheque number for payment.



Oracle FLEXCUBE validates for the availability and status of the cheque and also for the stop payment on the cheque.

**Check Date**

Current system date is defaulted as the check date.

**Cheque Issue Date**

Specify the issue date on the cheque from the adjoining calendar.



If the difference between the 'Cheque Issue Date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

**Amount**

Specify the payment amount for credit card transaction.



Amount currency can be FCY

**Narrative**

Specify remarks for the credit card payments, if any.

Click 'Save' icon to go to the next stage.

### Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

Payment by In House Cheque

External Reference  Product

Credit Card No  Credit Card Holder Name

From Account Branch  To Account Number

Customer ID  Account Title

From Account Number  To Amount

Account Title  Cheque Number

From Account Currency  Check Date

Exchange Rate  Narrative

From Amount

Charges MIS UDF

Charge Details

Charge Components	Waiver	Charge Amount	Currency	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to the details maintained in the previous stage, the system defaults the following details:

- To Account Number
- Customer ID
- To Amount
- Exchange Rate
- From Amount
- Charge Details
- MIS Details
- UDF Details

### Recalculate

Click this button to recalculate charges for the cheque deposited.

After validating for the availability of the data, click 'Save' icon to go to the next stage.

### Authorization Stage

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to for authorization. Authorization Authority can approve or reject a transaction at this stage.

*For authorization process details, refer 'Depositing an In-house Cheque' section in 'Instrument Transactions' chapter of this User Manual.*

After successful authorization, you can generate the transaction from task list and save. After saving the task, the system processes accounting entries, debiting the total transaction amount from the recovery account and crediting the same to respective select GL maintained for the Credit Card Product. It then generates an advice for the same.



Note the following:

- When an amount is paid, the system accepts the amount with out validating payment against due amount.
- You can also configure auto-authorization with few user limits.

## 11.3 Processing Payments by Other Bank Cheques

Oracle FLEXCUBE provides a facility to handle Credit Card payments by cheques issued by other banks. You can maintain these details using 'Credit Card Payment By Cheque' screen. You can invoke this screen by typing 'CRCN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can maintain the following details here:

### External Reference Number

Unique reference number is defaulted based on the branch.

**Account Branch**

Specify branch code of the Credit Card from the adjoining option list.

**Narrative**

Specify remarks for the credit card payments, if any.

**Transaction Currency**

Currency of the transaction is defaulted here; however, you can modify if needed.

**Transaction Amount**

Specify amount of the cheque drawn.

**Clearing Type**

Specify clearing type you need for the cheque drawn from the adjoining option list.

**Credit Card No**

Specify a valid Credit Card number from the adjoining option list.

**Credit Card Holder Name**

Name of the Credit Card holder is defaulted here.

**Cheque Number**

Specify a valid cheque number for payment.



Oracle FLEXCUBE validates for the availability and status of the cheque and also for the stop payment on the cheque.

**Routing Number**

Specify routing number you need for the cheque drawn from the adjoining option list

**Drawer Account Number**

Specify Account number on which the cheque is drawn.

**Cheque Date**

Cheque date is defaulted here.

**Cheque Issue Date**

Specify the issue date on the cheque from the adjoining calendar.



If the difference between the 'Cheque Issue Date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

Click 'Save' icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

**Payment by Cheque**

External Reference

Credit Card No

Credit Card Holder Name

Account Number

Account Title

Narrative

Transaction Currency

Transaction Amount

Exchange rate

Total Charges

Negotiated Cost Rate

Negotiation Reference

**Recalculate**

**Instrument Details** | Charge | MIS | UDF

Clearing Type

Cheque Number

Value Date

Routing Number

☐ Special Available

Branch Code

Bank Name

Sector Description

Drawer Account Number

Cheque Date

☐ Late Clearing

☐ Regulation CC Available

Bank Code

Sector Code

Branch Name

**Exit**

In addition to the details maintained in the previous stage, the system defaults the following details:

- Exchange Rate
- Account Number
- Account Title
- Total Charges
- Negotiated Cost Rate
- Negotiation Reference
- Instrument Details
- Charge Details
- MIS Details
- UDF Details

## Recalculate

Click this button to recalculate charges for the cheque deposited.

*For further processing details, refer 'Depositing a Cheque' section in 'Instrument Transactions' chapter of this User Manual.*

After validating for the availability of the data, click 'Save' icon to go to the next stage.



## Authorization Stage

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to Authorization Authority for authorization. Authorization Authority can approve or reject a transaction at this stage.

*For authorization process details, refer 'Depositing a Cheque' section in 'Instrument Transactions' chapter of this User Manual.*

After successful authorization, you can generate the transaction from task list and save. After saving the task, the system triggers clearing transaction and stores RT transaction reference number in XREF column of the Clearing Transaction for reference.

## 11.4 Processing Payments by Cash

Oracle FLEXCUBE provides a facility to handle Credit Card payments by cash. You can maintain these details using 'Credit Card Payment By Cash' screen. You can invoke this screen by typing 'CRCP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Payment by Cash	
External Reference	
Account Branch *	
Credit Card No	
Credit Card Holder Name	
Product	CRCA
Transaction Currency *	
Transaction Amount *	
Narrative	

Exit

You can maintain the following details here:

### External Reference Number

Unique reference number is defaulted based on the branch.

### Product

Retail teller product is defaulted as CRCA.

### Credit Card No

Specify a valid Credit Card number from the adjoining option list.

**Credit Card Holder Name**

Name of the Credit Card holder is defaulted here.

**Transaction Currency**

Specify currency in which cash is deposited for the specified credit card number, from the adjoining option list.

**Transaction Amount**

Specify payment amount for credit card transaction.

**Account Branch**

Branch code of the current branch is defaulted here. However; you can specify branch code from the adjoining option list, if needed.

**Narrative**

Specify remarks for the credit card payments, if any.

Click 'Save' icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

In addition to the details maintained in the previous stage, the system defaults the following details:

- Exchange Rate
- Account Number,
- Account Description
- Account Currency
- Account Amount
- Total Charges
- Negotiated Cost Rate
- Negotiation Reference
- MIS Details
- UDF Details

#### Recalculate

Click this button to recalculate charges for the cheque deposited.

### 11.4.1 Currency Denomination Tab

You can maintain the following denomination details here:

**Currency Code**

Currency code of the transaction currency is defaulted here.

**Preferred Denomination**

Specify preferred denomination for the Credit Card payment.

**Total**

Transaction amount is defaulted here from the main screen.

**Denomination Details**

You can maintain the following details here:

**Denomination Code**

Denomination code is defaulted based on the details maintained at 'Denomination Maintenance' level.

**Denomination Value**

Denomination value is defaulted based on the details maintained at 'Denomination Maintenance' level.

**Units**

Specify units you need for the specified denomination code.

**Total Amount**

Total amount is defaulted based on the denomination details maintained in this screen.

**11.4.2 Charge Details Tab**

Oracle FLEXCUBE defaults the charges maintained for the product and the customer group at 'Arc Maintenance' level. However, you can modify if needed and click on 'Recalculate' button to display the final total amount for the transaction.

*For further processing details, refer 'Depositing Cash' section in 'Cash Transactions' chapter of this User Manual.*

Click 'Save' icon to go to the next stage.

**Authorization Stage**

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to Authorization Authority for authorization. Authorization Authority can approve or reject a transaction at this stage.

*For authorization process details, refer 'Depositing Cash' section in 'Cash Transactions' chapter of this User Manual.*

After successful authorization, the system processes accounting entries to respective GLs maintained for Credit Card product.

## 11.5 Processing Payments by Account

Oracle FLEXCUBE provides a facility to handle Credit Card payments by Account. You can maintain these details using 'Credit Card Payment By Account' screen. You can invoke this screen by typing 'CRAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference	
Account Branch	
Recovery Account *	
Credit Card No *	
Value Date *	
Account Title	
Product	CRAC
Credit Card Holder Name	
Transaction Currency *	
Amount *	
Narrative	

You can maintain the following details here:

### **External Reference Number**

Unique reference number is defaulted based on the branch.

### **Product**

Retail teller product is defaulted as CRAC.

### **Credit Card No**

Specify a valid Credit Card number from the adjoining option list.

### **Credit Card Holder Name**

Name of the Credit Card holder is defaulted here.

### **Value Date**

Current date of the system is defaulted here.

### **Transaction Currency**

Specify currency in which cash is deposited for the specified credit card number, from the adjoining option list.

## **Recovery Account**

Recovery account is defaulted here from the Credit Card number. However; you can specify a valid recovery account from the adjoining option list, if not defaulted.

### **Account Title**

Title of the recovery account is defaulted here.

### **Account Branch**

Branch code of the current branch is defaulted here. However; you can specify branch code from the adjoining option list, if needed.



If account branch and transaction branch are different, then the system automatically processes inter-branch entries.

### **Amount**

Specify the payment amount for credit card transaction.



If the payment is in FCY, then the system converts the amount based on the exchange rate code maintained at the 'Product' level

### **Narrative**

Specify remarks for the credit card payments, if any.

Click 'Save' icon to go to the next stage.

### **Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

In addition to the details maintained in the previous stage, the system defaults the following details:

- To Account Number,
- Account Description
- Account Amount
- Total Charges
- MIS Details
- UDF Details

### Exchange Rate

Exchange rate value is defaulted here to convert the transaction currency to account currency.

### Recalculate

Click this button to recalculate charges for the cheque deposited.

## 11.5.1 Charge Details Tab

Oracle FLEXCUBE defaults the charges maintained for the product and the customer group at 'Arc Maintenance' level. However; you can modify if needed and click on 'Recalculate' button to display the final total amount for the transaction.

For further processing details, refer 'Requesting for Funds Transfer' section in 'Cash Transactions' chapter of this User Manual.

Click 'Save' icon to go to the next stage.

### Authorization Stage

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to Authorization Authority for authorization. Authorization Authority can approve or reject a transaction at this stage.

For authorization process details, refer 'Requesting for Funds Transfer' section in 'Cash Transactions' chapter of this User Manual.

After successful authorization, you can generate the transaction from task list and save. After saving the task, the system processes accounting entries, debiting the total transaction amount from the recovery account and crediting the same to respective select GL maintained for the Credit Card Product.

## 11.6 Processing Credit Card Payment Reversals

Oracle FLEXCUBE provides a facility to handle reversal of Credit Card payments by Cash, Cheques and Account transfer. You can maintain payment reversal details using 'Credit Card Payment Reversal' screen. You can invoke this screen by typing 'STDCCREV' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Credit Card Payment Reversal	
New	
Credit Card No *	Payment Currency
Transaction Ref No *	Payment Amount
Transaction Branch	Payment Status
Transaction Date	Payment Input By
Remarks	External Ref No
Maker ID	Date Time
Checker Id	Date Time
Exit	
Authorization Status	

You can maintain the following parameters here:

### Credit Card No

Specify number of the Credit Card for which you need to reverse payments.



## Transaction Ref No

Transaction reference number is defaulted here, when you select Credit Card.

Click Default button. The system defaults the following values:

- Transaction Branch
- Transaction Date
- Payment Currency
- Payment Amount
- Payment Status
- Payment Input By
- External Ref No

## Remarks

Specify remarks for reversal of payment, if any.

After defaulting the Credit Card payment details, click on 'Save' icon. The system triggers the reversal accounting entries and reverses the transaction for the selected transaction reference number. If the payment is an outward cheque payment, you need to manually reject the cheque transaction and trigger the Credit Card payment reversals.

## 11.7 Viewing Credit Card Reversal Payments

You can view a summary of Credit Card reversal payments maintained at the 'Credit Card Payment Reversal' level using 'Credit Card payment Reversal Summary' screen. You can invoke the 'Credit Card payment Reversal Summary' screen by typing 'STSCCREV' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows a software interface titled 'Summary'. At the top, there are input fields for 'Authorization Status' (a dropdown), 'Credit Card No', 'Transaction Ref No', and 'Transaction Branch'. Below these are buttons for 'Search', 'Advanced Search', 'Refresh', and 'Reset'. A 'Records per page' dropdown is set to '15', and a pagination bar shows '1 Of 1'. The main area is a table with the following headers: 'Authorization Status', 'Credit Card No', 'Transaction Ref No', 'Transaction Branch', and 'Transaction Date'. The table contains several empty rows. At the bottom right, there is an 'Exit' button.

You can view records based on any or all of the following criteria:

### **Authorization Status**

You can view records based on the authorization status of the Credit Card payment by selecting an option from the adjoining drop-down list. This list provides the following options:

- Authorised—Select this option if the Credit Card payment is authorised.
- Unauthorised—Select this option if the Credit Card payment is unauthorised.

### **Credit Card No**

Select a valid Credit Card number to view records based on the Credit Card number, from the adjoining option list.

### **Transaction Ref No**

Select a valid transaction reference number to view records based on the transaction reference number, from the adjoining option list.

### **Transaction Branch**

Select a valid branch code if you need to view records based on the branch code, from the adjoining option list.

Click 'Search' button. The system identifies all records satisfying the specified criteria and displays the following details for each one of them:

- Authorization Status
- Credit Card No
- Transaction Ref No
- Transaction Branch
- Transaction Date
- Payment Currency
- Payment Amount
- Payment Status
- Payment Input By

## 12. Vault Operations

### 12.1 Introduction

This chapter details the various Vault Operations that can be performed through this module.

### 12.2 Transferring Cash from Vault

You can transfer cash from vault using the 'Transfer cash from Vault' screen. You can invoke this screen by typing '9007' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transfer Cash from Vault

External Reference

Branch Code

Transaction Currency \*

Currency Code

Preferred Denomination

Product CHFV

Transaction Amount \*

Total

Populate

Default Denomination

Clear

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Exit

Here, you can capture the following details:

#### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

#### **Branch Code**

The current branch is defaulted here.

#### **Transaction Currency**

Select the currency to be transferred from Vault.

#### **Transaction Amount**

Specify the total amount to be transferred.

#### 12.2.1 Capturing denomination details

You have to specify the following details for the cash being transferred:

**Currency Code**

The system displays the currency of the account.

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, vault contents are decremented for outflow transactions like cash transfer. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

After entering these details, you need to click save icon. The specified amount will flow from vault and gets updated.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 12.3 Transferring Cash to Vault

You can transfer cash to vault using the 'Transfer cash to Vault' screen. You can invoke this screen by typing '9008' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transfer Cash to Vault

External Reference

Branch Code

Transaction Currency \*

Currency Code

Preferred Denomination

Product CHTV

Transaction Amount \*

Default Denomination

Total

Clear

Populate

Denomination Details

10f1

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Exit

Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch Code**

The current branch is defaulted here.

### **Transaction Currency**

Select the currency to be transferred to Vault.

### **Transaction Amount**

Specify the total amount to be transferred.

### 12.3.1 Capturing denomination details

You have to specify the following details for the cash being transferred:

#### **Currency Code**

The system displays the currency of the account

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, vault contents are incremented for inflow transactions like cash transfer. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

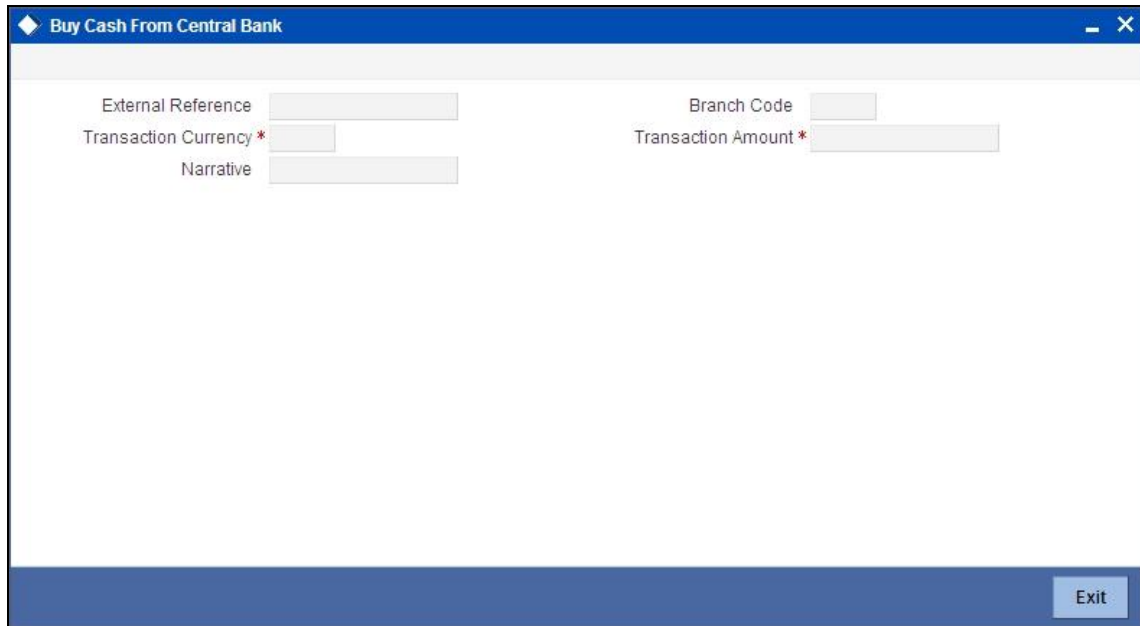
After entering these details you need to click save icon. The specified amount will flow into the vault and gets updated in the branch.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 12.4 Buying Cash from Central Bank

You can buy cash from central bank using the 'Buy Cash from Central Bank' screen. You can invoke this screen by typing '9009' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch**

The current branch is defaulted here.

### **Transaction Currency**

Select the currency to be bought from the Central bank.

### **Transaction Amount**

Specify the total amount to be transferred.

### **Narrative**

Enter remarks about the transaction.

After entering these details you need to click save icon. The transaction moves to the enrichment stage.

### **Enrichment Stage**

In this stage some additional details need to be captured on the screen. The screen displayed is as below:

The screen has two tabs which are as follows:

- Denomination
- MIS/UDF

### 12.4.1 **Specifying Denomination Details**

The following details have to be captured in this section:

#### **Currency Code**

The system displays the currency of the account.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### **Units**

Indicate the number of units of the specified denomination. By default, vault contents are incremented for inflow transactions like cash purchase. To reverse this default behaviour, you can specify units in negative.

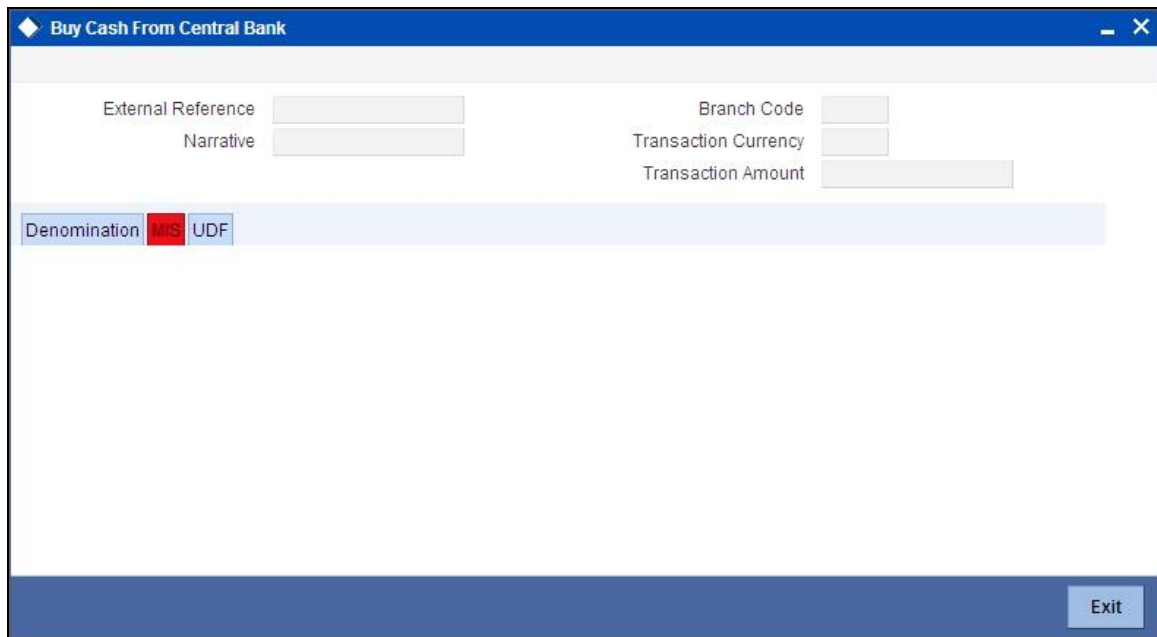


## Denom Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 12.4.2 Specifying the MIS Details

You can specify the details in the 'MIS' tab of the screen.



The screenshot shows a window titled "Buy Cash From Central Bank". It contains several input fields: "External Reference", "Narrative", "Branch Code", "Transaction Currency", and "Transaction Amount". Below these fields is a tabbed interface with three tabs: "Denomination", "MIS" (which is highlighted in red), and "UDF". At the bottom right of the window is an "Exit" button.

*MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE Host User manual for details.*

As an example, the following details may be captured in this section:

#### Cost Center

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

#### Account Officer

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.

#### Contract in Various Currencies

Explanation required from Dev/testing team.

#### Standard Industrial Code

The MIS code assigned to the industry to which your customer belongs is displayed here.

### 12.4.3 Specifying UDF Details

You can specify the UDF details under 'UDF' tab.

Buy Cash From Central Bank

External Reference

Narrative

Branch Code

Transaction Currency

Transaction Amount

Denomination MIS **UDF**

UDF Details

Field Name	Field Value
<input type="text"/>	<input type="text"/>

Exit

### Field Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

### Field Value

Specify the value for the required UDFs.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 12.5 Selling Cash to Central Bank

You can sell cash to central bank using the 'Sell Cash to Central Bank' screen. You can invoke this screen by typing '9010' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Sell Cash to Central Bank**

External Reference  Branch Code   
Narrative  Transaction Currency   
Transaction Amount

Denomination MIS UDF

Currency Code  Total   
Preferred Denomination  **Clear**  
**Populate**

**Denomination Details**

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Exit**

Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch**

The current branch is defaulted here.

### **Transaction Currency**

Select the currency to be sold to Central bank.

### **Transaction Amount**

Specify the total amount to be sold.

### **Narrative**

Enter description of the transaction.

After entering these details you need to click save icon.

## Enrichment stage

External Reference

Narrative

Branch Code

Transaction Currency

Transaction Amount

**Denomination** MIS UDF

Currency Code

Preferred Denomination

Total

**Denomination Details**

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In this stage some additional fields are displayed like Exchange rate.

The screen has two tabs which are as follows:

- Denomination
- MIS/UDF

### 12.5.1 Specifying Denomination Details

The following details have to be captured in this section:

#### **Currency Code**

The system displays the currency of the account.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

## Units

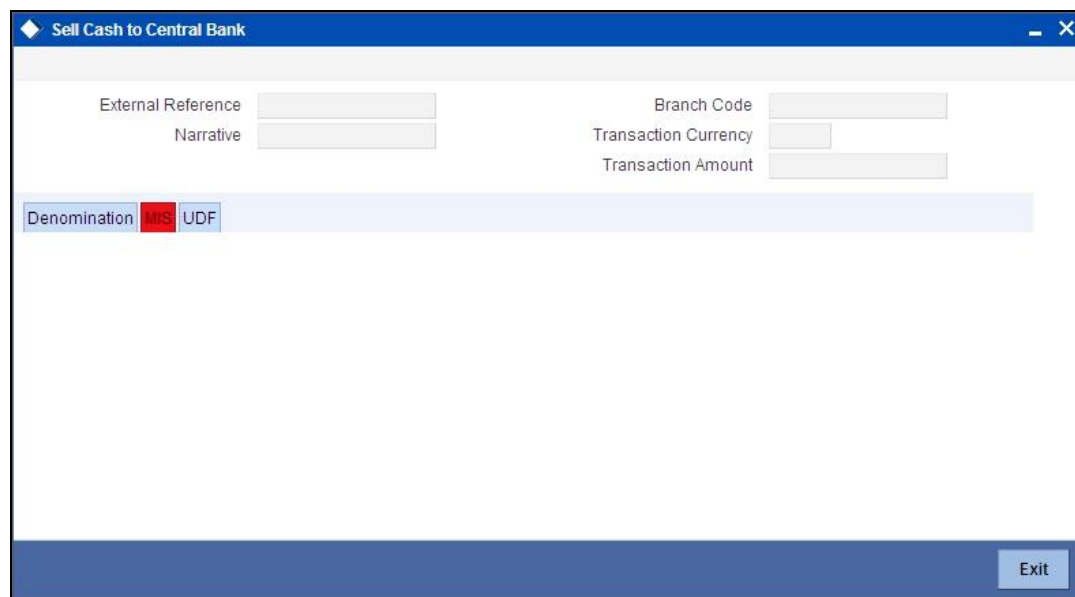
Indicate the number of units of the specified denomination. By default, vault contents are decremented for outflow transactions like cash sale. To reverse this default behaviour, you can specify units in negative.

## Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 12.5.2 Specifying MIS Details

You can capture the details in the 'MIS' tab of the screen:



The screenshot shows a window titled "Sell Cash to Central Bank". It contains several input fields: "External Reference", "Narrative", "Branch Code", "Transaction Currency", and "Transaction Amount". Below these fields is a tabbed interface with three tabs: "Denomination", "MIS" (which is highlighted in red), and "UDF". The "MIS" tab is currently selected. At the bottom right of the window is an "Exit" button.

MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE host user manual for details.

As an example, the following details may be captured in this screen:

#### Cost Center

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

#### Account Officer

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.

#### Standard Industrial Code

The MIS code assigned to the industry to which your customer belongs is displayed here.

#### Contract in Various Currencies

### 12.5.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows a software window titled "Sell Cash to Central Bank". It contains several input fields: "External Reference", "Narrative", "Branch Code", "Transaction Currency", and "Transaction Amount". Below these is a "Denomination" section with tabs for "MIS" and "UDF", where "UDF" is currently selected. The "UDF Details" section features a table with two columns: "Field Name" and "Field Value". The table has a header row and two empty data rows, each with a checkbox on the left. Navigation controls (back, forward, search) are visible above the table. An "Exit" button is located at the bottom right of the window.

### Field Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

### Field Value

Specify the value for the required UDFs.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 12.6 **Buying TCs from Agent**

You can buy TCs from Agent using the 'Buy TCs from Agent' screen. You can invoke this screen by typing '9011' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Buy TC From Agent' window. It includes input fields for External Reference, Branch Code, Transaction Currency (marked with an asterisk), Transaction Amount (marked with an asterisk), Issuer Code (marked with an asterisk), and Narrative. Below these is a 'TC Denomination Details' section with a table. The table has columns for Description, Denomination, Currency, Count, Series, and Sys Count. There is a scroll bar on the right side of the table. An 'Exit' button is located at the bottom right of the window.

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.

### **Branch Code**

The current branch is defaulted.

### 12.6.1 **Specifying TC Details**

The following details have to be maintained:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## **12.7 Buying TCs from Head Office**

You can buy TCs from Head office using the 'Buy TCs from HO' screen. You can invoke this screen by typing '9015' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here, you can capture the following details:

#### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

#### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

#### **Transaction Amount**

Specify the total amount of transaction.

#### **Issuer Code**

Select the code of the issuer from the option list available.

#### **Narrative**

Enter remarks about the transaction if any.

#### **Branch Code**

The current branch is defaulted.

### **12.7.1 Capturing TC Details**

The following details have to be captured:

#### **Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## **12.8 Selling TCs to Head Office**

You can sell TCs from Head office using the 'Sell TCs to HO' screen. You can invoke this screen by typing '9016' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference

Transaction Currency \*

Issuer Code \*

Branch Code

Transaction Amount \*

Narrative

TC Denomination Details

Description	Denomination	Currency	Count	Series	Sys Count

Exit

Here, you can capture the following details:

#### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

#### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

#### **Transaction Amount**

Specify the total amount of transaction.

#### **Issuer Code**

Select the code of the issuer from the option list available.

#### **Narrative**

Enter remarks about the transaction, if any.

#### **Branch Code**

The current branch is defaulted.

### **12.8.1 Capturing TC Details**

You have to maintain the following information in this section:

#### **Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 12.9 Buying TCs from Vault

You can buy TCs from Vault using the 'Buy TCs from Vault' screen. You can invoke this screen by typing '9017' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Buy TC from Vault' application window. It features a title bar with a diamond icon and the text 'Buy TC from Vault'. The main area contains several input fields: 'External Reference', 'Transaction Currency \*', 'Issuer Code \*', 'Branch Code', 'Transaction Amount \*', and 'Narrative'. Below these is a section titled 'TC Denomination Details' which contains a table with columns: Description, Denomination, Currency, Count, Series, and Sys Count. The table has one row with empty input fields. At the bottom right of the window is an 'Exit' button.

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.

### **Branch Code**

The current branch is defaulted.

### 12.9.1 Capturing TC Details

You have to capture the following details of the TC:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 12.10 Returning TCs to Vault

You can return TCs to Vault using the 'Return TCs to Vault' screen. You can invoke this screen by typing '9018' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Return TC to Vault' application window. It features a blue title bar with the text 'Return TC to Vault'. Below the title bar, there are several input fields: 'External Reference', 'Branch Code', 'Transaction Currency \*', 'Transaction Amount \*', 'Issuer Code \*', and 'Narrative'. Below these fields is a section titled 'TC Denomination Details' which contains a table with columns: 'Description', 'Denomination', 'Currency', 'Count', 'Series', and 'Sys Count'. The table has one row with empty input fields. At the bottom right of the window is an 'Exit' button.

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.

### **Branch Code**

The current branch is defaulted.

## 12.11 Capturing TC Details

You have to specify the following details of a TC:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*



## 12.12 Viewing TCs available with Vault

You can view TCs available with vault using the 'Display TCs available with Vault' screen. You can invoke this screen by typing '9020' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference

Transaction Branch

Transaction Currency \*

Issuer Code \*

Ok Reset

Description	Sys Count	Series	Start Number	End Number	Amount

Exit

Here, you can capture the following details:

### Transaction Branch

The current branch is displayed here.

### Issuer Code

Select the issuer code of the instrument from the option list available.

### Transaction Currency

Select the currency in which the transaction is carried out, from the option list available. After entering the above details, click 'Ok' button on the screen to view all the TCs available with vault. The system displays the following details:

- Description
- Sys Count
- Series
- Start Number
- End Number
- Amount
- Denomination

To view the details in a vault in other branch, click 'Reset' button. After this you can enter the appropriate values and click 'Ok' button.

## 13. Balancing Operations

### 13.1 Introduction

This chapter details the various balancing operations that can be performed using this module.

### 13.2 Book Shortage

You can book shortage of a currency using the 'Book Shortage' screen. You can invoke this screen by typing '7551' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Book Shortage' application window. It features a blue title bar with a diamond icon and the text 'Book Shortage'. The main area contains several input fields: 'External Reference', 'Transaction Currency', 'Narrative', 'Branch', and 'Transaction Amount'. Below these is a section with 'Denomination' (highlighted in red), 'MIS', and 'UDF' buttons. Further down are 'Currency Code', 'Preferred Denomination', and 'Total' fields, with 'Populate' and 'Clear' buttons. At the bottom is a 'Denomination Details' table with columns: Denomination Code, Denomination Value, Units, Total Amount, and a checkbox. The table has one row with empty fields. A navigation bar at the bottom right contains an 'Exit' button.

Here, you can capture the following details:

#### External Reference Number

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

#### Branch

The current branch is defaulted here.

#### Transaction Currency

Select the currency to be booked for shortage.

#### Transaction Amount

Specify the total amount to be booked for shortage.

## **Narrative**

Enter description of the transaction.

The screen has two tabs which are as follows:

- Denom
- MIS
- UDF

### **13.2.1 Specifying denomination details**

The following details have to be captured in this section:

#### **Currency Code**

The currency in which the transaction is being performed is displayed here.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### **Units**

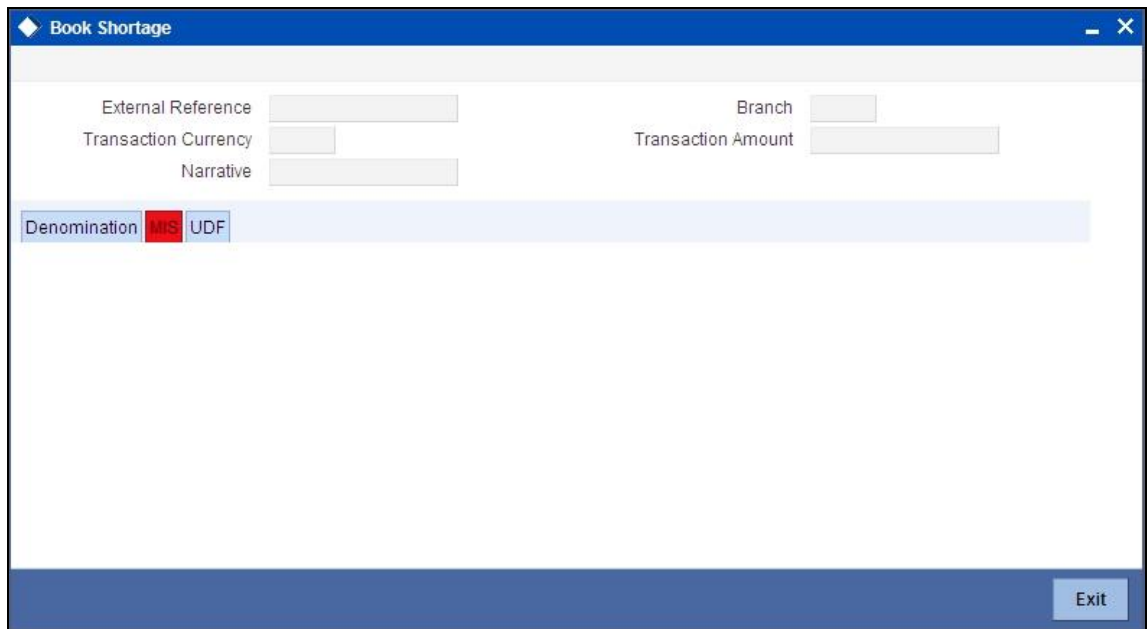
Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative.

#### **Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 13.2.2 Specifying the MIS details

You can capture these details in the 'MIS' tab of the screen.



The screenshot shows a window titled "Book Shortage" with a blue header bar. Below the header, there are several input fields: "External Reference", "Transaction Currency", "Narrative", "Branch", and "Transaction Amount". Below these fields is a tabbed interface with three tabs: "Denomination", "MIS" (which is highlighted in red), and "UDF". At the bottom right of the window is an "Exit" button.

MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE host user manual for details.

As an example, the following details may be captured in this screen:

#### **Cost Center**

Specify the MIS code assigned to the cost center related to the account involved in the transaction.

#### **Account Officer**

Specify the MIS code assigned to the account officer in-charge of executing this transaction.

#### **Standard Industrial Code**

Specify the MIS code assigned to the industry to which your customer.

#### **Contracts In Various Currencies**

Specify the MIS code assigned to contracts in various currencies.

### 13.2.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a software window titled "Book Shortage". At the top, there are input fields for "External Reference", "Transaction Currency", "Narrative", "Branch", and "Transaction Amount". Below these is a tabbed interface with three tabs: "Denomination", "MIS", and "UDF". The "UDF" tab is currently selected and highlighted in red. Under the "UDF" tab, there is a section titled "UDF Details" which contains a table with two columns: "Field Name" and "Field Value". The table has three rows, each with a checkbox in the first column. The first row is partially filled with text. Below the table, there is a "Go" button and a list icon. At the bottom right of the window, there is an "Exit" button.

#### UDF Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

#### UDF Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 13.3 Booking Overage

You can book overage of a currency using the 'Book Overage' screen. You can invoke this screen by typing '7552' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Book Overage

External Reference  Branch

Transaction Currency  Transaction Amount

Narrative

**Denomination** MIS UDF

Currency Code  Total

Preferred Denomination

**Denomination Details**

10 of 1

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Here, you can capture the following details:

#### External Reference Number

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

#### Branch

The current branch is defaulted here.

#### Transaction Currency

Select the currency to be booked for overage.

#### Transaction Amount

Specify the total amount to be booked for overage.

#### Narrative

Enter description of the transaction.

The screen has two tabs which are as follows:

- Denom
- MIS
- UDF

### 13.3.1 Specifying Denomination Details

You can specify denomination details in the 'Denomination' tab of the 'Book Overage' screen.

The screenshot shows the 'Book Overage' window with the 'Denomination' tab selected. The window has a blue header bar with the title 'Book Overage'. Below the header, there are several input fields: 'External Reference', 'Transaction Currency', 'Narrative', 'Branch', and 'Transaction Amount'. Below these fields is a tab bar with three tabs: 'Denomination' (selected), 'MIS', and 'UDF'. Below the tab bar, there are more input fields: 'Currency Code', 'Preferred Denomination', 'Total', and a 'Populate' button. To the right of the 'Total' field is a 'Clear' button. Below these fields is a section titled 'Denomination Details' which contains a table with columns: 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The table has one row with empty input fields. At the bottom right of the window is an 'Exit' button.

The following details have to be captured in this section:

#### Currency Code

The system displays the currency of the account.

#### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### Units

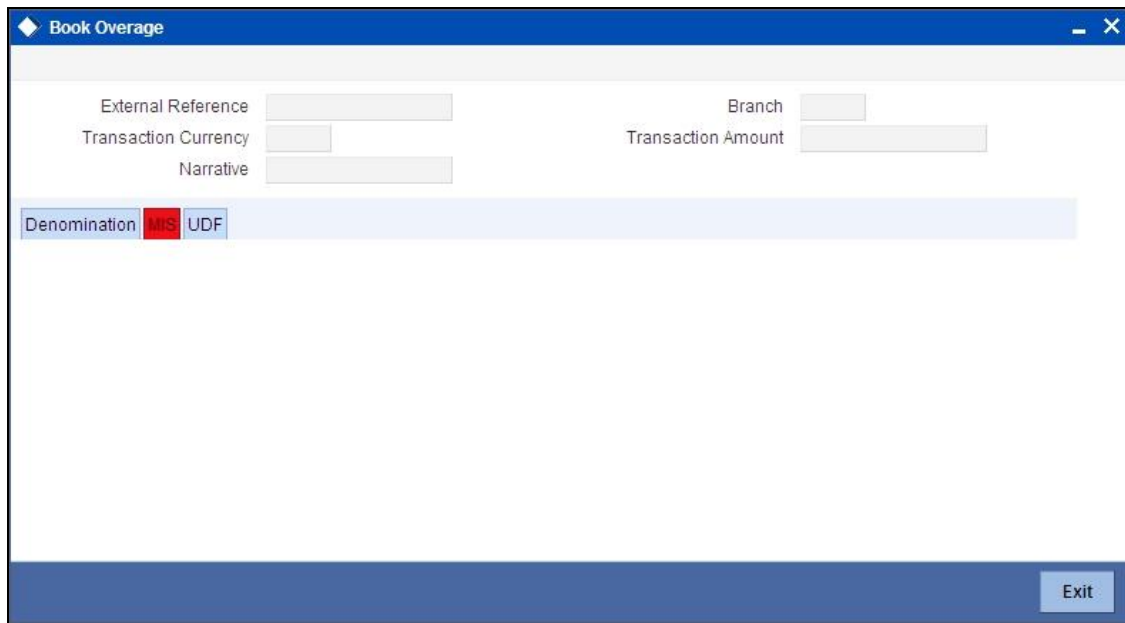
Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative.

#### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 13.3.2 Specifying the MIS details

You can capture the details in the 'MIS' tab of the screen:



The screenshot shows a window titled "Book Overage" with a blue header bar. Below the header, there are several input fields: "External Reference", "Transaction Currency", "Narrative", "Branch", and "Transaction Amount". Below these fields is a tabbed interface with three tabs: "Denomination", "MIS" (which is highlighted with a red background), and "UDF". At the bottom right of the window is an "Exit" button.

MIS is user definable and is configured at the host.

*Refer to the Oracle FLEXCUBE host user manual for details.*

As an example, the following details may be captured in this screen:

#### **Cost Center**

Specify the MIS code assigned to the cost center related to the account involved in the transaction.

#### **Account Officer**

Specify the MIS code assigned to the account officer in-charge of executing this transaction.

#### **Standard Industrial Code**

Specify the MIS code assigned to the industry to which your customer belongs.



### 13.3.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a window titled 'Book Overage' with a blue header bar. Below the header, there are several input fields: 'External Reference', 'Transaction Currency', 'Narrative', 'Branch', and 'Transaction Amount'. Below these fields, there are three tabs: 'Denomination', 'MIS', and 'UDF'. The 'UDF' tab is selected and highlighted in red. Below the tabs, there is a section titled 'UDF Details' with a table. The table has two columns: 'Field Name' and 'Field Value'. There are three rows in the table, each with a checkbox in the first column. The first row is highlighted in blue. Below the table, there is a blue bar with an 'Exit' button.

Specify the following details.

#### Field Description

The system will display all the User-Defined Fields (UDF) maintained for the product.

#### Field Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 13.4 Transfer Cash from Teller

You can transfer cash from teller using the 'Transfer cash from Teller screen. You can invoke this screen by typing 'BCFT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transfer Cash to Vault

External Reference

Branch Code

Till Id \*

Narrative

Currency Code

Preferred Denomination

Product CHFT

Transaction Currency \*

Transaction Amount \*

Default Denomination

Total

Populate

Clear

Denomination Details

10f1

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Exit

Here, you can capture the following details:

### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **Branch Code**

The current branch is defaulted here.

### **Till ID**

Select the till from which the cash has to be transferred.

### **Transaction Currency**

Select the currency to be transferred from teller.

### **Transaction Amount**

Specify the total amount to be transferred.

### **Narrative**

You may enter remarks about the transaction here. This is a free format text field.

## **Denomination Details**

Specify the following details.

### **Currency Code**

The system displays the currency of the account.

### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

### **Units**

Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative..

### **Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

The completed transaction can be viewed in the 'Completed Transaction' list. Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 13.5 Interbranch Transactions

You can transfer cash from source branch to destination branch in the 'Interbranch Transaction Input' screen. You can enter vault details to which the cash will be received in this screen. You can invoke this screen by typing '1410' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference

Description

Advance Request Reference

No

From Branch \*

From Vault \*

Transaction Currency \*

To Branch \*

To Vault \*

Transaction Amount \*

☐ Advance Request

Exit

You can specify the following here:

### **External Reference**

The system displays the external reference number.

### **Description**

You can enter any remark about the cash transfer.

### **Advance Request Reference No**

The system displays the advance request reference number.

### **From Branch**

The system displays the current active branch office from where the cash will be sent.

### **To Branch**

Specify the destination branch where the cash will be received.

### **From Vault**

The system displays the vault based on the 'To Branch' field.

**To vault**

Specify the destination vault.

**Transaction Currency**

Specify the transaction currency. The adjoining option lists all the currencies maintained in the system. You can choose the appropriate one.

**Transaction Amount**

Specify the transaction amount.

**Advance Request**

Check this box to allow the current branch to create an advance request to another branch for cash.



When 'Advance Request' box is checked, the system does the following:

- The from Branch/Vault can be selected
- The to vault (receiver) will be defaulted to current Branch/Vault
- The From vault will be defaulted based on sender branch
- No accounting entries or updates will be available for this transaction

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

External Reference

Description

Advance Request Reference

No

From Branch

From Vault

Transaction Currency

To Branch

To Vault

Transaction Amount

Advance Amount

**Default Denomination**

Currency Code

Preferred Denomination

**Populate**

Total

**Clear**

**Denomination Details**

10f1

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Exit**

In addition to the details, captured in the previous stage, the system defaults the following details:

### Denomination Code

Specify the denomination of cash that has to be transferred.

### Denomination Value

The system displays the value of the denomination.

### Units

Specify the number of units of selected denomination.

### Total Amount

The system displays the total amount.

**STOP** The system validates whether the vault has sufficient cash balance. The system also checks whether the operation with sending cash is allowed for the receiving branch. For such transactions, you cannot change the transit account information. On saving the transaction, necessary accounting entries will be posted and the vault value will be updated. Thus the 'Send' operation will be completed. However, you can reverse the contract after authorization and the already posted accounting entries is reversed via the 'REVR' event.

## 13.6 Liquidating Interbranch Transaction

You can liquidate interbranch transaction initiated by the sending branch cash from source branch to destination branch in the 'Interbranch Transaction Liquidation' screen. You can invoke this screen by typing '1411' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference

Original Reference No. \*

Description

Exit

## Input stage

External Reference

Original Reference No.

From Branch

From Vault

Transaction Currency

Currency Code

Preferred Denomination

Populate

Description

To Branch

To Vault

Transaction Amount

Total

Clear

**Denomination Details**

1011

<input type="checkbox"/>	Denomination Code	Denomination Value	Units	Total Amount	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Exit

The system displays the following:

### External Reference

The system displays the external reference number.

### Original reference no

The system displays the original reference number.

### From Branch

The system displays the current active branch office from where the cash will be sent.

### To Branch

Specify the destination branch where the cash will be received.

### From Vault

The system displays the vault based on the 'To Branch' field.

### To vault

Specify the destination vault .

### Transaction Currency

Specify the transaction currency. The adjoining option lists all the currencies maintained in the system. You can choose the appropriate one.



**Transaction Amount**

Specify the transaction amount.

**Denomination Details****Denomination Code**

Specify the denomination of cash that has to be transferred.

**Denomination Value**

The system displays the value of the denomination.

**Units**

Specify the number of units of selected denomination.

**Total Amount**

The system displays the total amount.

## 14. Batches

### 14.1 Introduction

This chapter details the various batch operations that are done in this module.

### 14.2 Clearing Inward Cheque Data Entry

You can do an Inward clearing cheque data entry using the 'Inward Cheque Clearing Data Entry' screen. You can invoke this screen by typing '5521' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Entry Number	Instrument Type	Account Number *	Cheque Number *	Amount *	Remitter Branch *	Account Title
	Cheque					

Here, you can capture the following details:

#### External Reference Number

The system generated reference number is displayed here.

#### End Point

Select the end point from the option list available.

#### Batch Number

The system generates the batch number and displays it only on Enrich.

#### Currency

Select the currency from the option list available.

#### Entries

Enter the number of rows to be displayed.

On clicking 'Add Rows' button, the system displays the number of rows mentioned in the Entries Field and defaults the clearing type and added rows.

**Entry Number**

The cheque entry number is displayed here.

**Instrument Type**

The system displays the default value 'cheque' for instrument type.

**Account Number**

Select the account number from the option list available.

**Cheque Number**

Specify the number of the cheque for inward clearing.

**Amount**

Specify the amount for inward clearing.

**Remitter Branch**

The branch where the remitter account is maintained is displayed here. However you can modify it.

**Account Title**

The system defaults the account title when you select the account.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Drawee Account Number**

Specify the drawee account number.

**Routing Number**

Specify the routing number for cheque clearing. The adjoining option list displays all routing numbers along with the Branch codes. You can select the appropriate one.

**Payee**

Specify the details of the payee.

**Instrument Date**

Specify the instrument date.

**Beneficiary Routing Number**

Specify the routing number of the beneficiary bank. The adjoining option list displays Banks' routing numbers, excluding the current bank. You can select the appropriate one.

**Instrument Issue Date**

Specify the instrument issue date. You can click on the adjoining calendar icon and select the appropriate date.



If the difference between the 'Instrument Issue date' and the 'Instrument Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

After entering these details click save icon move to the enrichment stage.

### Enrichment Stage

In this stage you can also modify the details you have entered in the input stage if required.

Click save icon to save the transaction. The system displays the following message.

**Transaction Completed Successfully.**

## 14.3 Clearing Inward Data Entry

You can do an Inward clearing data entry using the 'Inward Clearing Data Entry' screen. You can invoke this screen by typing '5555' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Here, you can capture the following details:

**Batch Reference**

The system generated reference number is displayed here.

**End Point**

Select the end point. The option list displays all valid end points maintained in the system. Choose the appropriate one.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Routing Number**

Specify the routing number for clearing. The adjoining option list displays all routing numbers along with the Branch codes. You can select the appropriate one.

**Beneficiary Routing Number**

Specify the routing number of the beneficiary bank. The adjoining option list displays Banks' routing numbers, excluding the current bank. You can select the appropriate one.

**Instrument Type**

Select the instrument type from the drop-down list. The following are the options available in the drop-down list:

- Bankers Cheque
- Demand draft
- Cheque

**Currency**

Select the currency. The adjoining option list displays all valid currencies maintained in the system. You can select the appropriate one.

**Branch Code**

Select the branch code. The adjoining option list displays all valid branch codes maintained in the system. You can select the appropriate one.

**Account Number**

Select the account number. The adjoining option list displays all valid account numbers maintained in the system. You can select the appropriate one.

**Entries**

Enter the number of rows to be displayed.

On clicking 'Add Rows' button, the system displays the number rows that you have entered in the Entries field.

**Entry Number**

The entry number is displayed here.

**Instrument Type**

The system displays the instrument type. However you can modify it by selecting one of the following options available in the drop-down list:

- Bankers Cheque
- Demand draft
- Cheque

**Account or General Ledger Number**

Select the account number from the option list available.

**Instrument Number**

Specify the instrument number for inward clearing. The option list displays all valid instrument currencies maintained in the system. Choose the appropriate one.

**Instrument Amount**

Enter the amount for which the instrument is being drawn.

**Branch code**

The system displays the branch code here.

**Account Title**

The account title will be defaulted from the account list of value.

**Narrative**

Enter remarks about the transaction.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Issuing Branch**

The branch where the issuer account is maintained is displayed here. However you can modify it.

**Instrument Currency**

Specify the currency of the instrument. The option list displays all valid instrument currencies maintained in the system. Choose the appropriate one.

**Instrument Date**

Specify the instrument date from the adjoining calendar.

**Routing Number**

Specify the routing number for inward clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

## End Point

Select the end point. The option list displays all valid end points maintained in the system. Choose the appropriate one.

## Batch Number

The system generates the batch number and displays it on saving the transaction.

## Drawee Account Number

Specify the account from which money is drawn.

## Beneficiary Routing Number

Select the beneficiary routing number from the adjoining option list.

## Narrative

Enter remarks about the transaction.

## Total Amount

On clicking 'Outstanding Amount' button, the system displays the total amount of the transaction

## Enrichment stage

In this stage you are allowed to modify any data that you have entered in the Input stage.

Entry Number	Instrument Type	Account Or General Ledger Number	Instrument Number	Amount	Branch Code	Account Title
	Bankers Cheque					

Click save icon to save the transaction. After the transaction is successfully saved the following message is displayed.

**Transaction Completed Successfully**



If the system date is greater than the expiry date, then the system updates Clearing Log table with the following error:

**Instrument Validity has expired and needs Revalidation.**

You can process inward clearing after re-validating the instrument using 'Clearing Repair' screen.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



## 14.4 Consolidated Cheques Data Entry

You can do a consolidated cheque data entry using the 'Consolidated Cheque Data Entry' screen. You can invoke this screen by typing '6512' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Entry Number	Instrument Type	Drawer Account Number *	Cheque Number *	Amount *	Routing Number	Narrative
	Cheque					

Here, you can capture the following details:

### External Reference Number

The system generated reference number is displayed here.

### Account Number

Select the account number from the option list available.

### Transaction Currency

Select the currency for the transaction the option list available.

### Routing Number

Specify the routing number for cheque clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

### Branch Code

The system displays the branch code.

### Account Description

The system displays the account description here.

### Clearing Type

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one

**No of Entries**

Specify the number of rows you want to add when 'Add Rows' button is clicked. When you click on 'Add Rows' button, the system adds the rows based on the specified value and defaults 'Clearing Type' in all added rows.

**Batch Number**

The system generates the batch number and displays it on saving the transaction.

**Entry Number**

This is a system generated sequence number.

**Instrument type**

The system defaults the instrument type as cheque for consolidated cheque data entry.

**Drawee Account Number**

Specify the account from which money is drawn.

**Cheque Number**

Specify the number of the cheque for data entry.

**Amount**

Specify the amount mentioned in the cheque.

**Routing Number**

Specify the routing number for cheque clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**Narrative**

Enter Remarks about the cheque clearing transaction.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Cheque Date**

Specify the date of the cheque.

**Project Name**

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

If you specify the Unit ID, the system will display the corresponding project name here.

**Unit Payment**

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

### Unit ID


Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

### Deposit Slip Number

Specify the deposit slip number for the payment.

### Cheque Issue Date

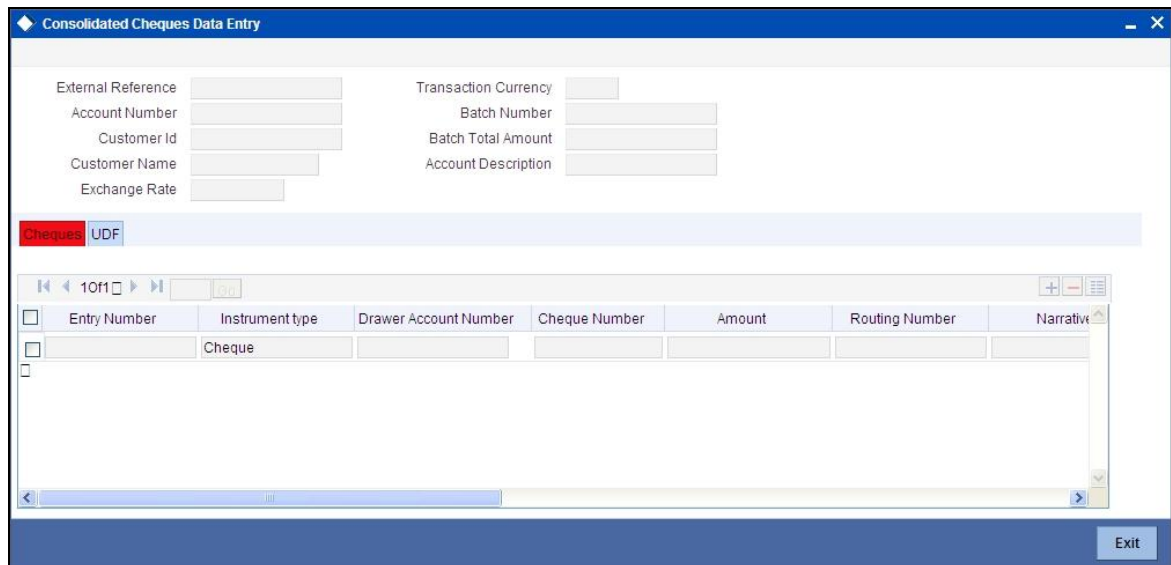
Specify the issue date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.

 If the difference between the 'Cheque Issue Date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

Click save icon to go to the next stage.

### Enrichment stage

In this stage you are allowed to modify any data that you have entered in the Input stage.



Click save icon to save the transaction. After the transaction is successfully saved the following message is displayed.

**Transaction Completed Successfully**

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 14.5 **Clearing Outward Data Entry**

You can do an Outward clearing data entry using the 'Outward Clearing Data Entry' screen. You can invoke this screen by typing '6514' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Here, you can capture the following details:

### **External Reference Number**

The system generated reference number is displayed here.

### **Account Number**

Select the account number. The adjoining option list displays all valid account numbers maintained in the system. You can select the appropriate one.

### **Instrument Currency**

Select the instrument currency. The adjoining option list displays all valid instrument currencies maintained in the system. You can select the appropriate one.

### **Instrument Type**

Select the instrument type from the drop-down list. The following are the options available in the drop-down list:

- Banker's Cheque
- Demand draft
- Cheque

**Routing Number**

Specify the routing number for outward clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**Batch Number**

The system generates the batch number and displays it on saving the transaction.

**Branch Code**

The system displays the branch code here.

**Account Description**

The system displays the account description here.

**Transaction Currency**

Specify the currency of the transaction. The option list displays all valid transaction currencies maintained in the system. Choose the appropriate one.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**No of Entries**

Enter the number of rows to be displayed.

On clicking 'Add Rows' button, the system displays the number rows that you have entered in the No of Entries field.

**Entry Number**

The entry number is displayed here.

**Instrument Type**

The system displays the instrument type. However you can modify it by selecting one of the following options available in the drop-down list:

- Banker's Cheque
- Demand draft
- Cheque

**Drawee Account Number**

Specify the account from which money is drawn.

**Instrument Number**

Specify the instrument number for outward clearing.

**Amount**

Specify the amount mentioned in the instrument.

## **Routing Number**

The system displays the routing number here. However you can modify it by specifying the routing number for inward clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

For Outward clearing transactions, system defaults the beneficiary routing number as the clearing branch or processing branch's routing number.



For Outward clearing transactions, system defaults the beneficiary routing number as the clearing branch or processing branch's routing number.

## **Branch**

The system defaults the current branch code here.

## **Account Title**

Specify the account title.

## **Narrative**

Enter Remarks about the outward clearing transaction.

## **Clearing Type**

The system defaults the clearing type specified in the main screen, when you click 'Add Rows' button; however, you can modify, if needed.

## **Drawer Account Number**

Specify the drawer account number.

## **Account Title**

Specify the account title.

## **Transaction Currency**

The system displays the transaction currency here. However you can modify it by specifying the currency of the transaction. The option list displays all valid transaction currencies maintained in the system. Choose the appropriate one.

## **Instrument Currency**

The system displays the instrument currency here. However you can modify it by specifying the currency of the instrument. The option list displays all valid instrument currencies maintained in the system. Choose the appropriate one.

## **Cheque Date**

Specify the date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.

## Project Name

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

If you specify the Unit ID, the system will display the corresponding project name here.

## Unit Payment

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

## Unit ID

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

## Deposit Slip Number

Specify the deposit slip number for the payment.

## Enrichment stage

In this stage you cannot modify any data.

Consolidated Cheques Data Entry

External Reference  Batch Number   
Transaction Currency  Batch Total Amount   
Exchange Rate

**Cheques** UDF

Entry Number	Instrument type *	Drawee Account Number *	Cheque Number	Amount	Routing Number	Branch Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount

Exit

Click save icon to save the transaction. After the transaction is successfully saved the following message is displayed.

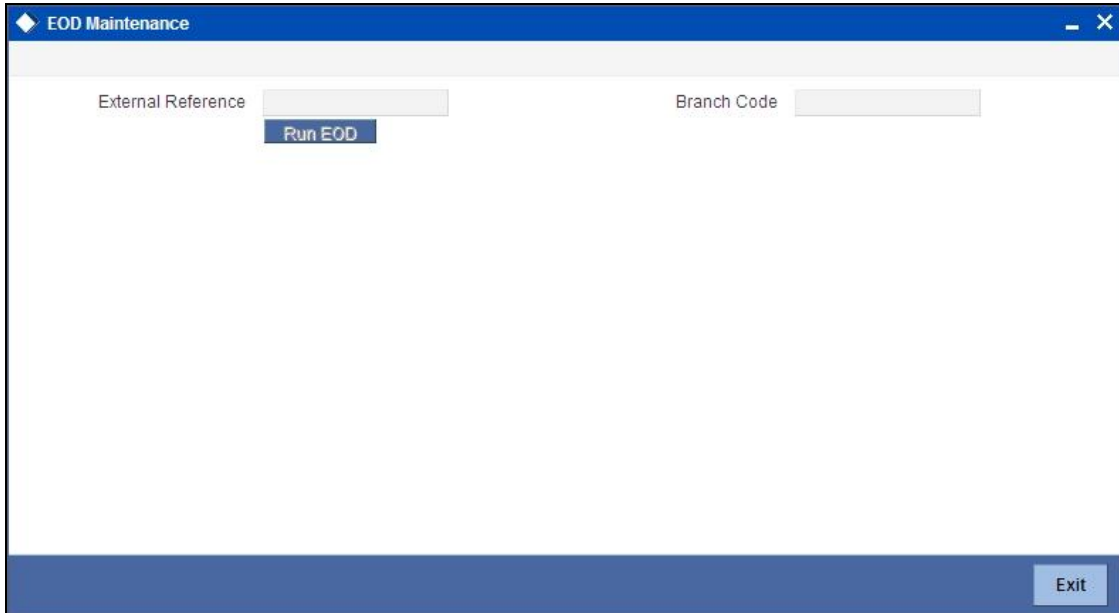
### Transaction Completed Successfully

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.



## 14.6 Running EOD

You can run the branch EOD using the EOD Maintenance screen. You can invoke this screen by typing 'EODM' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



The system displays the following details:

- External reference number
- Branch code

Click 'Run EOD' button to run the EOD for the branch.

The following validations are done before running EOD:

- Only the user who runs the EOD should be logged into the branch.
- There must be Holiday maintenance to get the Next working day.
- Balancing and closure processes for Till and Vault should be completed. There should not be any transaction in 'Pending' or 'Assigned' stage for a user

Once these have been successfully validated, EOD proceeds with the system date change by moving the Branch posting date to the next date. The Branch transaction sequence will also get reset as a consequence of the execution of Branch EOD. This signifies the Beginning of Day (BOD) for the Branch for the next working day and the Branch is ready for Transaction Input.

## 14.7 Querying Tellers Status

You can view the current operational status and other details of the tellers in a branch using the 'Teller Platform Status Query Screen' screen. This screen will display all the details that will be validated during EODM (End of Day of Savings module) You can invoke this screen by typing '9012' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. The screen is displayed below:

External Reference

Branch Code

10f1  Go

<input type="checkbox"/>	User ID	Till Id	User Working	Pending Transactions	Tanked Transactions
<input type="checkbox"/>	<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"/>

Exit

### External Reference Number

The system displays a unique number.

### Branch Code

The system defaults the current logged in branch code.

The following details of the current branch are displayed for all the tellers:

- User ID – the teller user ID
- User Working – current log in status of the user
- Pending Transactions - number of transactions in the Pending Queue for the user
- Tanked Transactions - number of transactions in the Tanked Queue for the user
- Assigned Transactions - number of transactions in the Assigned Queue for the user
- Unassigned Transactions - number of transactions in the Unassigned Queue for the user
- Auto Reversal Pending - number of transaction pending to be auto reversed for the user

---

## 15. Reports

### 15.1 Introduction

The following are the reports that you can generate in Savings module:

- Savings Insignificant Balance Accounts Report
- Blocked Accounts Report
- Account Balance Listing Report
- Saving Accounts Opened Today Report
- Saving Accounts Closed Today Report
- Flat File - Cheque Book Requested Report
- Savings Large Balance Movements Report
- Accounts Dormant Next Month Report
- Savings Account Dormant Today Report
- Re-validated Instruments Report
- Reissued Instrument Report
- Duplicate Instrument Issued Report
- Savings Overline/TOD Report
- Daily Overline/TOD Txn Report
- Large Debit Balance Report
- Intra bank Transfer Report
- Flat File Cheque Book Requested Report
- Signatory Details ReportReport
- Daily Processed Transactions Report

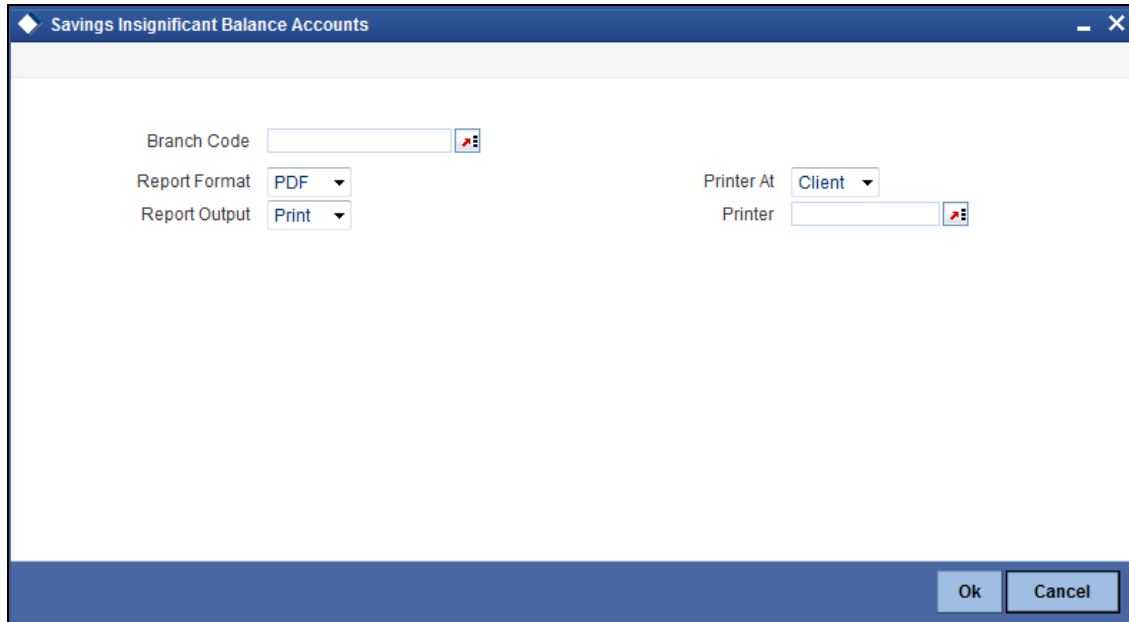
To generate any of these reports choose Reports in the Application Browser. Choose Savings under it. A list of all the reports in Savings module will be displayed. You can choose to view or print the report.

The time and the operator who generated the report will be displayed.

### 15.2 Savings Insignificant Balance Accounts Report

This is an exception report that lists out the customer accounts having insignificant balances. The branches can decide to either close these accounts, or to follow up with the customers for proper maintenance of the accounts. Branches can define the threshold amount of insignificant balance at product level. The threshold limit is defined in the minimum balance in the currency preferences in account class. Banks can levy service charges if minimum balance prescribed by the bank is not maintained. You can choose to print or view the report in pdf format.

You can invoke 'Savings Insignificant Balance Accounts' screen by typing 'SVRIBACC' 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:

#### **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.

### **15.2.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Branch Code	This indicates the branch code
Product	This indicates the product
Description	This gives a brief description on the account class
Account Number	This indicates the account number

Branch Code	This indicates the branch code
Product	This indicates the product
Description	This gives a brief description on the account class
Currency	This indicates the currency
Last Credit Amount	This indicates the Credit Details
Last Credit Date	This indicates the date of previous credit
Last Debit Amount	This indicates the Debit Details
Last Debit Date	This indicates the date of previous debit
Account Balance	This indicates the balance amount in the account

## 15.3 Blocked Accounts Report

This report lists all the blocked customer accounts with reasons for blocking. This report is generated by the branch and is used for verification purposes.

Blocking of accounts are generally necessitated on receipt of any attachment/order from legal or regulatory authorities. These account blocks are removed at revocation of the legal order.

You can invoke 'Blocked Accounts' screen by typing 'SVRBACCL' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Blocked Accounts report

Branch Code

Report Format

Report Output

Printer At

Printer

Ok Cancel

Specify the following details 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.

### **15.3.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Account Number	This indicates the account number
Customer ID	This indicates the customer ID
Customer Name	This indicates the name of the customer
Currency	This indicates the Currency
Balance Amount	This indicates the balance amount
Date	This indicates the date on which the account is blocked

## **15.4 Account Balance Listing Report**

This report lists the balance break-up of all CASA accounts for a given branch and product. The status of the accounts like regular, dormant, restricted, etc. is also provided in the report.

You can invoke 'CASA Balance Listing' screen by typing 'SVRCABLI' 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:

#### **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.

### **15.4.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Account Class	This indicates the account class
Description	This gives a brief description on the account
Currency	This indicates the currency of the transaction
Account Number	This indicates the account number
Customer No	This indicates the customer number
Customer Name	This indicates the name of the customer
Account Status	This indicates the status of the account

Book Balance	This indicates the book balance
Available Balance	This indicates the balance available
Un-cleared Amount	This indicates the uncleared amount
Accrued Interest	This indicates the accrued interest
Hold Amount	This indicates the hold amount
Accrued Till	This indicates the accrued till
Last Interest	This indicates the last interest

## 15.5 Saving Accounts Opened Today Report

This report lists the details of accounts opened on the current day, along with the details of initial payment. The data in this report which is grouped product-wise and user-wise along with the details of the initial amount received forms an essential part of account monitoring process and analysis. This report is generated at EOD on a daily basis. You can invoke 'Saving Accounts Closed Today Report' screen by typing 'SVRAOREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

### Branch Code

The system displays the current branch code. You can generate the report specific to this branch.

### 15.5.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:



## Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

## Body of the report

The generated report will have the following information, grouped by account class and currency:

Account Class	This indicates the account class. Details of saving accounts opened during the day under this account class are displayed below.
Currency	This indicates the currency of transaction
Customer Number	This indicates the Customer Number
Customer Name & Address	This indicates the name of the customer and the address of the customer
Account Number	This indicates the account number
ACY Opening Bal	This indicates the Opening Balance in Account currency
Available Balance	This indicates the available balance
Teller	This indicates the Teller ID
Supervisor	This indicates the Supervisor name

## 15.6 Saving Accounts Closed Today Report

This report lists the CASA accounts that have been closed in the day, per product per currency per branch. While closing the accounts, interest is charged or applied to the account based on the credit/debit balance on the account. This report is generated at EOD on a daily basis. You can invoke 'Saving Accounts Closed Today Report' screen by typing 'SVRACREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button

### Branch Code

You can generate this report for a specific branch code. Select the branch code from the option list.

## 15.6.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

### Body of the report

The generated report will have the following information:

Account Class	This indicates the account class. Details of all savings accounts closed during the day under this Account Class are displayed below.
Account No	This indicates the account number of the customer
Currency	This indicates the currency of the transaction
Customer Name	This indicates the name of the customer
Closing Balance as	This indicates the Closing Balance
Transaction Date	This indicates the date of transaction

Teller ID	This indicates the Teller id
Supervisor	This indicates the Supervisor name

## **15.7 Flat File - Cheque Book Requested Report**

Bank issues cheque books to a customer after the request is initiated. A flat file is generated at EOD for issue of personalized cheque books to customers. The cheque books can also be issued in a centralized environment.

This report provides details of flat file used for cheque book request purpose. This report is generated at EOD on a daily basis.

### **15.7.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Account Number	This indicates the account number of the customer
Branch Name	This indicates the name of the branch
Customer Full Name	This indicates the full name of the customer
Cheque Start No.	This indicates the starting cheque number
Cheque End No.	This indicates the ending cheque number
No. of Cheques	This indicates the number of cheques

## **15.8 Savings Large Balance Movements Report**

This is an exception report of large balance movements in CASA. The bank sets up an alert at the product level to report accounts with large debit/credit balance movement. This alert would result in an automatic exceptional report at the end of the day. The transactions carried during the day would result in increase or decrease in available balance. When an account balance movement has reached the threshold defined, this exceptional report is generated by the system.

The Threshold amount is defined as the user parameter in the Batch EOD Input (BADEODFN). This report is generated at EOD on a daily basis. You can invoke 'Savings Large Balance Movements Report' screen by typing 'SVRLBALM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

### 15.8.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Account Class	This indicates the account class
Description	This indicates the description
Account Number	This indicates the account number of the customer
Officer ID	This indicates the id of the Officer
Transaction No	This indicates the transaction number
Dr/Cr	This indicates whether the transaction is a debit or a credit
Balance Movement	This indicates the Balance Movement in CASA
Available Balance	Balance Available

## 15.9 Accounts Dormant Next Month Report

This report lists the CASA accounts product-wise and currency-wise that will remain dormant from the coming month onwards. In the absence of any customer initiated transaction in an account for a period defined at the product level, the account is moved to the dormancy state. From dormancy the status is changed to unclaimed deposit after a specific period.

This report is generated at EOD on a monthly basis. You can invoke 'Accounts Dormant Next Month Report' screen by typing 'SVRDOREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Accounts Dormant Next Month Report

Branch Code

Report Format

Report Output

Printer At

Printer

Ok Cancel

### 15.9.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Branch Code	This indicates the branch code
Account Number	This indicates the Account Number
Account Description	This gives a brief description on the account
Account class code	This indicates the account class code

Customer Number	This indicates the customer number
Currency	This indicates the currency of the transaction
Current Balance	This indicates the current balance
Last Debit Amount	This indicates the last amount debited
Last Debit Date	This indicates the last debit date
Last Credit Amount	This indicates the last credited amount
Last Credit Date	This indicates the last credit date
Last Transaction Date	This indicates the last transaction date

## 15.10 Savings Account Dormant Today Report

This report lists all Current and Savings accounts that have been marked dormant in the day per product per currency per branch.

The period for which an account is inactive, after which the status moves to dormancy, is set-up at the product level in terms of days, months etc. When there are no customer initiated transactions in an account for the period defined at the product level, the account is moved to the dormancy state.

This report is generated at EOD on a daily basis. You can invoke 'Savings Account Dormant Today Report' screen by typing 'SVRADREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

◆ Savings account dormant today report

Branch Code

Report Format PDF

Report Output Print

Printer At Client

Printer

Ok Cancel

## Branch Code

You can generate this report for a specific branch code. Select the branch code from the option list.

### 15.10.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### Body of the report

The generated report will have the following information:

Account Number	This indicates the Customer Account Number
Account Name	This indicates the Customer Account Name
Current Balance	This indicates the current balance in the customer account.
Dormancy Date	This indicates the date of dormancy
Date of Transaction (Date Last Dr and Date Last Cr)	This indicates the last date on which there was a transaction in the account.

## 15.11 Re-validated Instruments Report

This report lists the details of the revalidated DD / BC instruments for the specified period.

You can invoke 'Revalidated Instruments Report' screen by typing 'RTRREVL' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You need to specify the following details:

#### **Branch Code**

Select the branch code from the option list.

#### **Instrument Type**

From the drop-down list, select 'DD' or 'BC' as an instrument type to get the list of DD or BC instruments revalidated for the period chosen. Select 'All' to list both DD and BC instruments for the period chosen.

#### **From Date**

System defaults the current date here; however you need to specify the date from which the report should be generated.

#### **To Date**

System defaults the current date here; however you need to specify the date till which the report should be generated.

Depending on the details provided in the above screen, system generates the report when you click 'Ok' button.

### **15.11.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report.

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

The generated report will have the following information:

Issue Date	Issue date of the instrument
------------	------------------------------



Re-validated Date	Re-validated date of the instrument
Re-validated Period	Re-validated period of the instrument
Payable Bank/Branch	At which bank/branch it is payable
Original Expiry Date	Expiry date of the instrument before re-validation
Instrument Amount	Instrument amount
Instrument Currency	Currency of the instrument
Expiry Date	Expiry date of the Instrument after re-validation
Contract Reference Number	Contract reference number of the instrument transaction
Maker-Id	Maker id of the re-validated transaction
Checker-Id	Authorizer of the re-validated transaction
Payment Mode	Payment mode selected for charge.
Instrument Number	The reference number of the instrument
Beneficiary Name	Name of the Beneficiary.

## 15.12 **Reissued Instrument Report**

This report lists the details of the reissued DD / BC instruments for the specified period.

You can invoke 'Reissued Instruments Report' screen by typing 'RTRRISU' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You need to specify the following details:

#### **Branch Code**

Select the branch code from the option list.

#### **Instrument Type**

From the drop-down list, select 'DD' or 'BC' as an instrument type to get the list of DD or BC instruments reissued for the period chosen. Select 'All' to list both DD and BC instruments for the period chosen.

#### **From Date**

System defaults the current date here; however you need to specify the date from which the report should be generated.

#### **To Date**

System defaults the current date here; however you need to specify the date till which the report should be generated.

Depending on the details provided in the above screen, system generates the report when you click 'Ok' button.

### **15.12.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report.

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body**

The generated report will have the following information:

Issue Date	Issue date of the instrument
Beneficiary Name	Name of the beneficiary
Reissued Date	Re-validated date of the instrument
Reissue Reason	Reason for reissue of the instrument
Expiry Date	Expiry date of the Instrument after re-validation
Instrument Amount	Instrument amount
Instrument Currency	Currency of the instrument
Payable Bank/Branch	At which Bank/Branch it is payable.
Contract Reference Number	Contract reference number of the instrument transaction
Maker Id	Maker id of the re-validated transaction
Maker Date Stamp	Date on which the transaction is created
Checker Id	Authorizer of the reissue transaction
Checker Date Stamp	Date on which the reissue transaction is authorized
Old Instrument Number	The original instrument number
New Instrument Number	The new instrument number generated

### **15.13 Duplicate Instrument Issued Report**

This report lists the details of the duplicate issuance of DD / BC instruments for the specified period.

You can invoke 'Duplicate Instruments issued Report' screen by typing 'RTRDISU' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You need to specify the following details:

#### **Branch Code**

Select the branch code from the option list.

#### **Instrument Type**

From the drop-down list, select 'DD' or 'BC' as an instrument type to get the list of duplicate issued DD or BC instruments for the period chosen. Select 'All' to list both DD and BC instruments for the period chosen.

#### **From Date**

System defaults the current date here; however you need to specify the date from which the report should be generated.

#### **To Date**

System defaults the current date here; however you need to specify the date till which the report should be generated.

Depending on the details provided in the above screen, system generates the report.

### **15.13.1 Contents of the Report**

The selection options that you specified while generating the report are printed at the beginning of the report.

The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

## Body

The generated report will have the following information:

Issuing Branch	Issuing branch of the instrument
Issue Date	Issue date of the duplicate instrument
Issue Reason	Reason for issue of the duplicate instrument
Expiry Date	Expiry date of the Instrument
Instrument Amount	Instrument amount
Instrument Currency	Currency of the instrument
Instrument Date	Instrument date
Contract Reference Number	Contract reference number of the instrument transaction
Old Instrument Number	This will be original instrument number, which has been cancelled.
New Instrument Number	This will be new instrument number generated.
Beneficiary Name	Name of the beneficiary
Maker ID	This is the user ID of the maker of the record
Checker ID	This is the user ID of the authorizer of the record

### 15.14 Savings Overline/TOD Report

When Current and Savings accounts are drawn above the overdraft limit sanctioned, then the system moves to overline status. Temporary overdrafts (TOD), on an ad-hoc basis, may also be sanctioned for the selected accounts, by an appropriate bank official when a customer requires. In such cases, you can generate a 'Savings Overline/TOD Report' at EOD with details of overline amount, overline days and credit risk rating description, for proper follow up of these accounts and to regularize the same. The details are listed based on the product type.

You can invoke 'Savings Overline/TOD Report' screen by typing 'STROVODR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Savings Overline/TOD Report**

Branch Code \*

Processing Date

Report Format

Report Output

Printer At

Printer

Ok Cancel

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.

#### **Processing Date**

Specify a date when the TOD was processed in the specified branch 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 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.

## 15.14.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Savings Overline/TOD Report is as follows:

### Header

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and 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
Account No	Indicates Customer Account Number
Maker ID	Indicates Maker ID
Acc Desc	Indicates the account description
Account Current Balance	Indicates Account Current Balance
Current Overline Days	Indicates Current Overline Days
Month To Date Days	Indicates Month-to-Date Days
Year To Date Days	Indicates Year-to-Date Days
Acc. Ccy	Indicates Account Currency
Limit Ccy	Indicates Limit Currency
Overline Amount	Indicates Overline Amount
Last Debit Date	Indicates Last Debit Date
Last Debit Amt	Indicates Last Debit Amount
Last Credit Date	Indicates Last Credit Date
Last Credit Amt	Indicates Last Credit Amount
Temp OD Limit	Indicates Temp OD Limit
Uncleared Funds Limit	Indicates Uncleared Funds Limit



Since the Over Draft date is updated in EOD batch, the date provided as input should be a date previous to the current date. If a date is not provided, all overline accounts will be listed in the report. At least a single overline account should have 100% customer account linkage.

## 15.15 Daily Overline/TOD Txn Report

Banks provide Overline/TOD facility on a temporary basis to selected customers. You can generate 'Daily Overline/TOD Txn Report' to provide details of current and savings account with such facilities, to follow-up at the earliest. This report provides information on daily overline and TOD based on the branch and account.

You can invoke 'Daily Overline/TOD Txn Report' screen by typing 'STROVTOD' 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.

### **Processing Date**

Specify a date when the TOD was processed in the specified branch from the adjoining calendar.

### **Till Processing Date**

Check this box to generate all the report till processing date.

- If processing date is specified and 'Till Processing Date' is checked, then it will fetch data on or before the given processing date.
- If processing date is specified and the check box is not checked, then it will fetch for the given date only.
- If processing date is not given and check box is not checked then it will fetch all the records.



## 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.

### 15.15.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Daily Overline/TOD Txn Report is as follows:

#### Header

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

#### Body of the Report

The following details are displayed branch-wise as body of the generated report:

Field Name	Field Description
Account No	Indicates Customer Account Number
Acc Desc	Indicates Account Description
Customer Name	Indicates the name of the customer
Last Credit Date	Indicates Last Credit Date

Field Name	Field Description
Txn Date	Indicates Txn Date
Txn Amt	Indicates Txn Amount
Txn CCY	Indicates Txn CCY
Limit CCY	Indicates Limit Currency
Dr/Cr	Indicates Debit Credit Indicator
Txn Desc	Indicates the transaction description
Total OD Limit	Indicates the total OD limit
Balance	Indicates Account Opening Balance



Note the following:

- Since the Over Draft date is updated in EOD batch, the date provided as input should be a date previous to the current date. If a date is not provided, all over line accounts will be listed in the report.
- At least a single line should be mapped with 100% customer\_account\_linkages.

## 15.16 Large Debit Balance Report

Oracle FLEXCUBE facilitates generation of 'Large Debit Balance Report' at EOD with details of CASA accounts which have exceeded the threshold limit. The details are grouped based on the account class and currency.

### 15.16.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Large Debit Balance Report is as follows:

#### **Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and 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
Account Class	Indicates Account Class
Currency	Indicates Currency
Threshold Amount	Indicates Threshold Limit maintained at product and currency level

Account Number	Indicates Account Number whose balance has reached threshold limit
Account Name	Indicates Account description
Customer Id	Indicates Customer ID
Customer Name	Indicates Customer Name
Customer Telephone No	Indicates Customer Mobile Number
Available Balance	Indicates Account available balance

## 15.17 Intra bank Transfer Report

Oracle FLEXCUBE facilitates generation of the following reports from the 'Intra Bank Transfer Report' screen:

- List of all Advance requests received in branch
- List of all Interbank cash transfer done in branch
- List of pending transfer request arrived at branch

You can invoke this screen by typing 'RTRIBTXD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow.

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.

**From Date**

Specify the date from which the report should be generated.

**To Date**

Specify the date to which the report should be generated.

**Report Type**

Select the type of report from the following options:

- Advance Request
- Completed transfers
- Pending transfers

**15.17.1 Contents of the Report**

The selection options that you specified while generating the report are printed at the beginning of the report.

The contents of the report are discussed under the following heads:

**Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and 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
Reference No	Intra bank reference number
Description	Description of the intraday transfer
From Branch	Branch code of transfer branch
From Vault	Vault of the transfer branch
To Branch	Branch code of transfer
To Vault	Vault of branch to which it is transferred
Transit GL	Transit GL code
Sender User	User (Teller) who initiated send operation
Receiver User	User(Teller) who initiated receive operation
Denomination Code	Denomination code
Denomination Value	Denomination value

Field Name	Field Description
Unit	Units
Total Amount	Total amount of transfer

## 15.18 Flat File Cheque Book Requested Report

You can invoke 'Flat File Cheque Book Requested Report' screen by typing 'SVRREPRT' 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**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### 15.18.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Daily Overline/TOD Txn Report is as follows:

#### **Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and 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
------------	-------------------

Field Name	Field Description
Account Number	Indicates Customer Account Number
Customer Full Name	Indicates the full name of the customer
Cheque Start Number	Indicates the start number of the cheque
Cheque End Number	Indicates the end number of the cheque
Number of Cheques	Indicates the number of cheques

## 15.19 Signatory Details Report

You can invoke 'Signatory Details' screen by typing 'SVRSIG' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Signatory Details' configuration window. It includes the following elements:

- Title Bar:** 'Signatory Details' with a diamond icon and window controls.
- Configuration Options:**
  - ☐ All CIFs
  - Report Format: PDF (dropdown)
  - Report Output: Print (dropdown)
  - Printer At: Client (dropdown)
  - Printer: (empty text field with search icon)
- Buttons:** 'Ok' and 'Cancel' at the bottom right.

### 15.19.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Daily Overline/TOD Txn Report is as follows:

#### **Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and 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
Customer Number	Indicates the customer number
Account Number	Indicates the Account Number
Currency	Indicates the currency
Signature	Displays the signature
CIF Sig Id	Indicates the CIF Signature
Approval Limit	Indicates the limit of approval
Type	Indicates the type
Solo	Indicates whether the signatory is solo

## 15.20 Daily Processed Transactions Report

You can invoke 'Daily Processed Transactions Report' screen by typing 'CORDLPRT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Daily Processed Transactions Report**

Branch

Branch Code

Option ☒ All ☐ Specific Branch

Date

Report Format

Report Output

Printer At

Printer

Ok Cancel

You can specify the following parameters here:

## Branch Code

You can generate the report for a specific branch or for all the branches. If you select 'All', the system will generate the report for all the branches. If you select 'Specific Branch', you need to specify the branch code.

Select a valid branch code from the option list. The system will generate the report for the selected branch.

Specify the report options and click 'OK' button to generate the report.

## 15.20.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report.

### Header

The header of the report will contain the name of the report, branch code, branch name, branch date, user ID of the user who generated the report, module code, date and time of running the report and 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 Number	The transaction number
Transaction Code	The code that identifies the type of transaction
Transaction Amount	The amount involved in the transaction
Customer Type	The type of customer involved in the transaction
Account Number	The account number
Booking Date	The date of transaction booking
Value Date	The transaction value date
Charge	The applicable charge
Rate	The applicable rate
Title of Accounts	This indicates the title of the accounts
Maker ID	The user ID of the maker of the transaction
Maker Date Stamp	The date and time of the transaction
Checker ID	The user ID of the checker who authorized the transaction
Checker Date Stamp	The user ID of the checker who authorized the transaction





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## 16. Screen Glossary

### 16.1 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
BRNRECON	End Of Transaction Input
CFDFLTRT	LD MM Floating Rate Input
CORDLPRT	Daily Processed Transactions Report
CSSJOBBER	Jobs Browser
EODM	EOD Maintenance
ISSRPDET	Instrument Reprint Summary
SMDROLDF	Role Maintenance
STDBRREF	Manual Refresh Detail
STDCCREV	Credit Card Payment Reversal
STDDEFAU	Default Authorizer Detail
STDFNGRP	Function Group Detail
STDWFDEF	Function Workflow Definition Detail
STSCCREV	Credit Card Payment Reversal Summary
STSREPQY	Successful Replication Query
SVRBACCL	Blocked Accounts report
SVRCABLI	CASA Balance Listing report
SVRIBACC	Savings Insignificant Balance Accounts
SVRREPRT'	Flat File Cheque Book Requested Report
SVRSIG	Signatory Details
TLTT	Teller Totals
TVCL	Till Balancing & Closure
9016	Sell TCs to HO

Function ID	Function Description
9001	Open Teller Batch/Till
417	TC Denominations Maintenance
1401	Cash Deposit
1000	Miscellaneous Transfer
1001	Cash Withdrawal
1405	Cash Transfer
1301	Close Out Account Withdrawal
1025	Bill Payment by Cash
1075	Bill Payment (Against Account)
1006	Account to Account Transfer
1056	Stop Payment
8203	FX Sale (Walk-in)
8004	FX Purchase (Walk-in)
8318	TT Issue Against Account
8317	TT Issue against GL
8316	TT Issue (Walk-In)
8320	TT Liquidation Against GL
8321	TT Liquidation Against Account
7795	TT Inquiry
5001	Loan Disbursement by Cash
5401	Repayment towards Loan
3401	Safe Deposit Rental By Cash
1013	Cheque Withdrawal
6501	Cheque Deposit
6520	Cheque Deposit to GL
6560	Cheque Return

<b>Function ID</b>	<b>Function Description</b>
1009	TC Sale (Against Account)
8205	TC Sale (Against GL)
8204	TC Sale (Walk-In)
1409	TC Purchase (Against A/C)
8204	TC Purchase (Walk - In)
1014	DD Sale Against Account
8330	DD Sale Against Cheque
8311	DD Liquidation against GL
8312	DD Liquidation Against Account
8310	DD Liquidation Walk-In
8305	DD Issue Walk-In
8311	DD Issue against GL
7789	DD Inquiry
1010	Bankers Cheque Sale Against Account
8335	Bankers Cheque Sale Against Account
1300	Close out Withdrawal by Bankers Cheque
8302	BC Issue against GL
8301	BC Issue Walk-In
8309	BC Liquidation Against Account
8308	BC Liquidation Against GL
8307	BC Liquidation Walk-In
7790	BC Inquiry
8304	Reversal of BC/DD Liquidation
1008	Miscellaneous Customer Debit
1408	Miscellaneous Customer Credit
1060	Miscellaneous GL Debit

Function ID	Function Description
1460	Miscellaneous GL Credit
1005	Miscellaneous GL Transfer
1317	Redemption in Multimode
1350	Close out Withdrawal by Multi Mode
9007	Transfer cash from Vault
9009	Buy Cash from Central Bank
9010	Sell Cash to Central Bank
9011	Buy TCs from Agent
9015	Buy TCs from HO
9017	Buy TCs from Vault
9018	Return TCs to Vault
9020	Display TCs available with Vault
7551	Book Shortage
7552	Book Overage
5521	Inward Cheque Clearing Data Entry
5555	Inward Clearing Data Entry
6512	Consolidated Cheque Data Entry
6514	Outward Clearing Data Entry
9012	Teller Platform Status Query Screen



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