Oracle FLEXCUBE Core Banking

Safe Deposit Box User Manual
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Safe Deposit Box User Manual
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8057 - Safe Box Allotment

Using this option you can allot a safe deposit box.

When a new safe deposit box is being allotted, the transaction processing application performs a check, using the given Customer IC and the category type, on the centralized customer information database.

A maximum of three customers can be related to a safe deposit box at the time of account opening.

The account opening includes the following steps:

- Check for customer existence: Check existence of all the customers linked to the account.
- Open Account: Allot a new safe deposit box using the **Safe Box Allotment Screen** option.
- Specify Account Operating Instructions.
- Customer Account Linking: A maximum of three customers can be linked to the account using this option. If there are more than three customers to be linked to the account, the same needs to be linked using the **Customer Account Relationship Maintenance** (Fast Path: CI142) option.

Definition Prerequisites

- BAM17 - Branch Type Maintenance
- CHM01 - CASA Product Master Maintenance
- BAM97 - Currency Codes Cross Reference
- BAM30 - Tax Codes Maintenance
- CIM08 - Customer Type Maintenance
- 8053 - Customer Addition
- CI142 - Customer Account Relationship Maintenance
- IVM01 - Stock Codes
- SBM01 - Safe Deposit Box product and inventory cross reference
- IVM03 - Inventory Branch Cross Reference
- IVM04 - Stock Branch Cross Reference
- IV001 - Stock Transactions

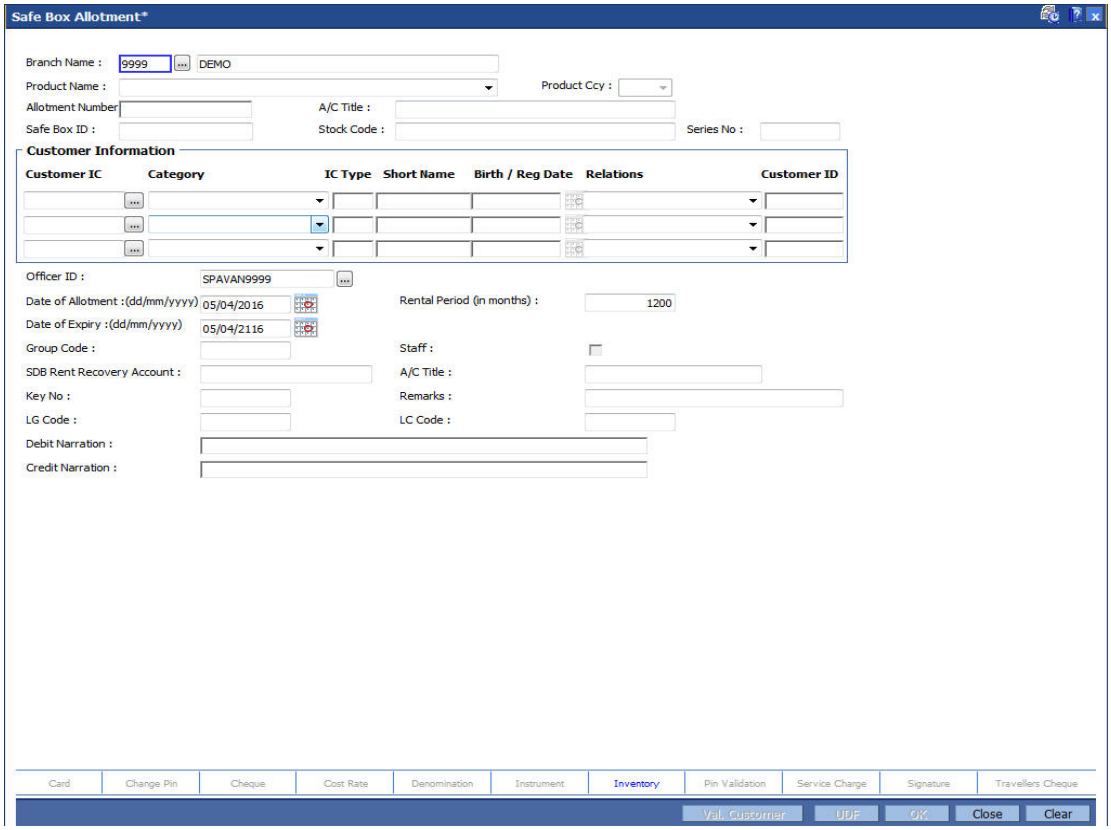
Modes Available

Not Applicable

To allot a safe box deposit

1. Type the fast path **8057** and click **Go** or navigate through the menus to **Transaction Processing > Customer Transactions > Safe Box Allotment**.
2. The system displays the **Safe Box Allotment** screen.

Safe Box Allotment



Field Description

Field Name	Description
Branch Name	[Display] This field displays the branch name in which the account is opened. The account opening procedure can be either centralized or decentralized. In a centralized setup, one centralized processing center will open accounts for all branches of a region. The user has to select the name of the centralized processing branch in case of centralized setup for account opening. In Decentralized setup, the transaction processing branch name is displayed.
Product Name	[Mandatory, Drop-Down] Select the product name under which the account is to be opened from the drop-down list. The drop-down list has a list of authorised SDB account products available for the selected branch. SDB account products are defined using the **CASA Product Master Maintenance** (Fast Path: CHM01) option.

Field Name	Description
Product Ccy	[Display] This field displays the currency assigned to the product at the time of product definition. This is the default currency for the product and cannot be modified.
Allotment Number	[Display] This field displays the system generated allotment number for the SDB.
A/C Title	[Display] This field displays the account title.
Safe Box ID	[Display] The system displays the the unique identification number assigned to the SDB.
Stock Code	[Display] The system displays the Inventory Stock Code.
Series No.	[Display] The system displays the SDB Inventory Series Number.
Customer Information	
Customer IC	[Mandatory, Pick List] Type the identification code of the customer. A customer IC along with customer type is a unique method of customer identification across the bank (covering all branches). Based on the IC and Customer Type, the system can identify the customer as an existing customer even when the customer opens a new account in another branch. A social security number, passport number, birth certificate or corporate registration can be used as a customer IC.
Category	[Mandatory, Drop-Down] Select the category of the customer from the drop-down list. For example, Tax Paying Individual, Church, Foreign Corporate, etc. A user can select multiple customer types to segregate the customers using the **Customer Types Maintenance** (Fast Path: CIM08) option. Further processing such as tax applicable, SC charges, etc., are levied based on the customer type.

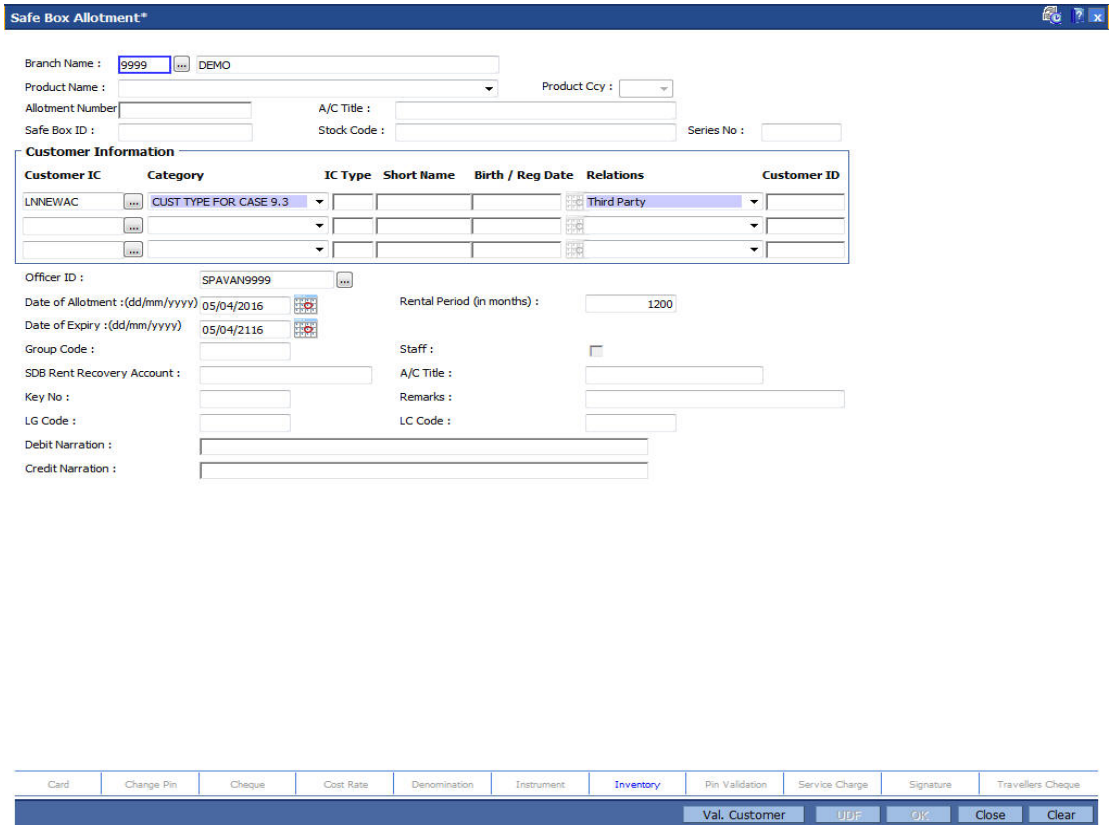
Field Name	Description
IC Type	[Display] The IC type of the customer, based on the category to which the customer belongs. It is maintained in the **Customer Types Maintenance** (Fast Path: CIM08) option.
Short Name	[Display] This field displays the short name of the customer displayed from the **Customer Addition** (Fast Path: 8053) option. The customer short name can be changed through the **IC No – Short Name Change** (Fast Path: 7101) option.
Birth / Reg Date	[Display] This field displays the birth or registration date of the customer after validation. If the customer already exists, then the Birth/Reg Date is displayed. Else the **Customer Addition** (Fast Path: 8053) option is displayed where more details about the customer can be entered.
Relations	[Mandatory, Drop-Down] Select the appropriate relation from the drop-down list. The customer is linked to the account by way of a relations tag. This list contains different relations. For example, Sole Owner, Joint And First, Joint and Other and other relations. For successful account opening transaction, a customer with primary relationship viz. Sole Owner, Joint And First, or Joint Or First must be linked. If primary relationship linked is Joint And First or Joint or First, customer with secondary relationship viz. Joint and other or Joint or other must be linked to the account. A maximum of three customers can be linked to an account in the account-opening screen. **Customer Account Relationship Maintenance** (Fast Path: CI142) option can be used to attach additional customers to the accounts.
Customer ID	[Display] This field displays the customer ID. A customer ID is an identification number, generated by the system after customer addition is completed successfully. This running number, unique to a customer across the system, is generated after the system has identified the customer IC and Customer Category combination to be non-existent in the system. This ID is used for searching and tracking the customer in the system.

Field Name	Description
Officer ID	[Mandatory, Drop-Down] Select the officer ID from the drop-down list. Each account can be assigned to a separate officer. The officer who is assigned to an account will act as the relationship officer for the account. The officer ID are created using the **User Profile Maintenance** (Fast Path: SMM02) option.
Date of Allotment(dd/mm/yyyy)	[Optional, dd/mm/yyyy] Type the process date of allotment of the safe deposit box to the customer.
Rental Period (in months)	[Mandatory, Numeric, Two] Type the period for which the SDB is allocated to the customer.
Date of Expiry(dd/mm/yyyy)	[Display] This field displays the date on which the validity of the safe deposit box ends. The expiry date depends on the rental period and is displayed accordingly.
Group Code	[Display] The system displays the group code to which the customer belongs. If no value is selected, group code is defaulted to zero'.
Staff	[Display] The checkbox indicates if the user is a bank staff.
SDB Rent Recovery Account	[Optional,Alphanumeric] Specify the CASA which is used for SDB rent recovery. It will be set up as sweep in provide account.
A/C Title	[Display] The system displays the title of the SDB Rent Recovery Account.
Key No.	[Mandatory] Specify the locker key number.
Remarks	[Optional] Specify any additional remarks.
LG Code	[Optional] Specify the LG code.

Field Name	Description
LC Code	[Optional] Specify the LC code.
Debit Narration	[Display] The system displays the sweep in debit narration.
Credit Narration	[Display] The system displays the sweep in credit narration.

3. Select the product name from the drop down list.
4. Select the customer IC and the relation.
5. Click the **Val. Customer** button.
6. For an existing customer, the system displays the message "Existing Customer...Proceed with data entry".
7. Click the **Ok** button to open another account for the existing customer.
8. Select the officer ID from the drop-down list and enter the rental period in years and the number of rentals to be waived.
9. Enter the deposit amount and remarks.

Safe Box Allotment



10. Click the **Ok** button.
11. The system displays the message "Authorisation required. Do You Want to Continue?". Click the **Ok** button.
12. The system displays the **Authorization Reason** screen.
13. Enter the relevant information and click the **Grant** button.
14. The system displays the account number. Click the **Ok** button.

SB001 - Safe Box Usage Log

Using this option, you can capture the time and other relevant details of the safe box operation. You can enter the details related to safe box user and witness details. The system also provides safe box details such as safe box type, date of allotment, date of expiry, safe box status, etc.

The witness / user details tab displays the details of the witness or user for the action of access or drill respectively. However, the witness details are mandatory to maintain at the time of drilling operation.

Definition Prerequisites

- 8057 - Safe Box Allotment

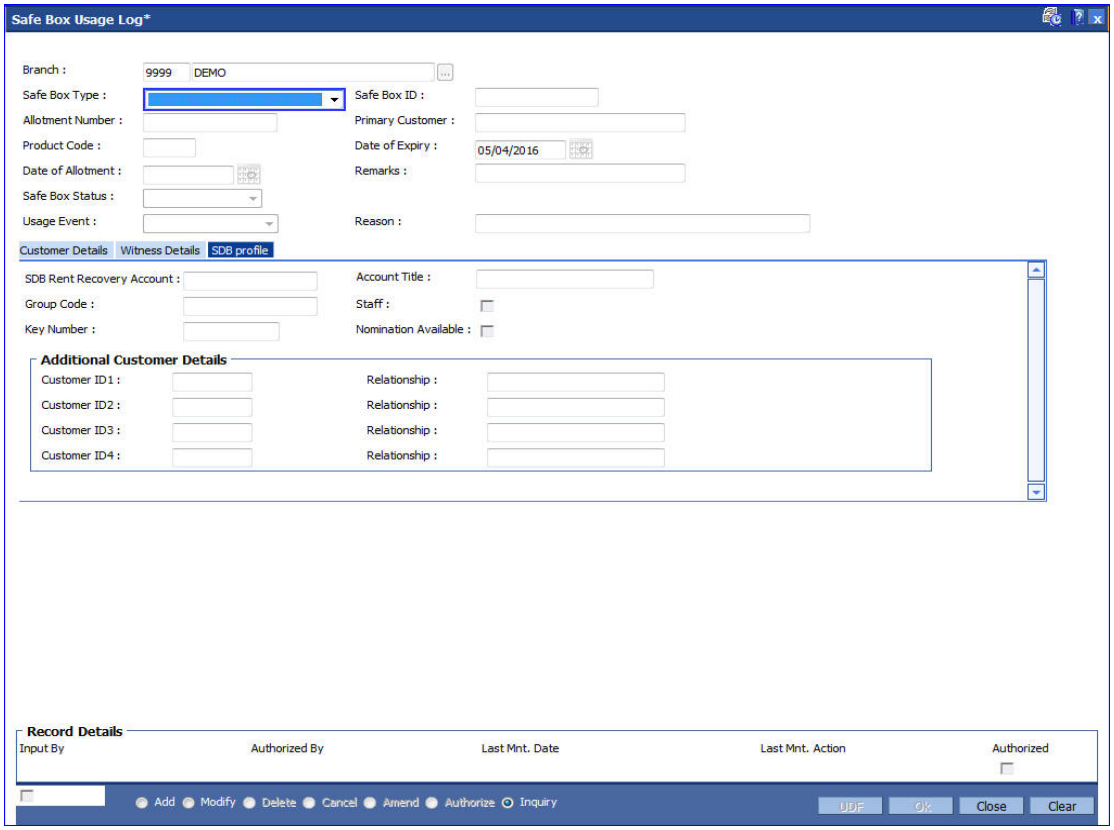
Modes Available

Add By Copy, Add, Modify, Inquiry. For more information on the procedures of every mode, refer to **Standard Maintenance Procedures**.

To add safe box usage log

1. Type the fast path **SB001** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > SDB Account Transactions > Other Transactions > Safe Box Usage Log**.
2. The system displays the **Safe Box Usage Log** screen.

Safe Box Usage Log



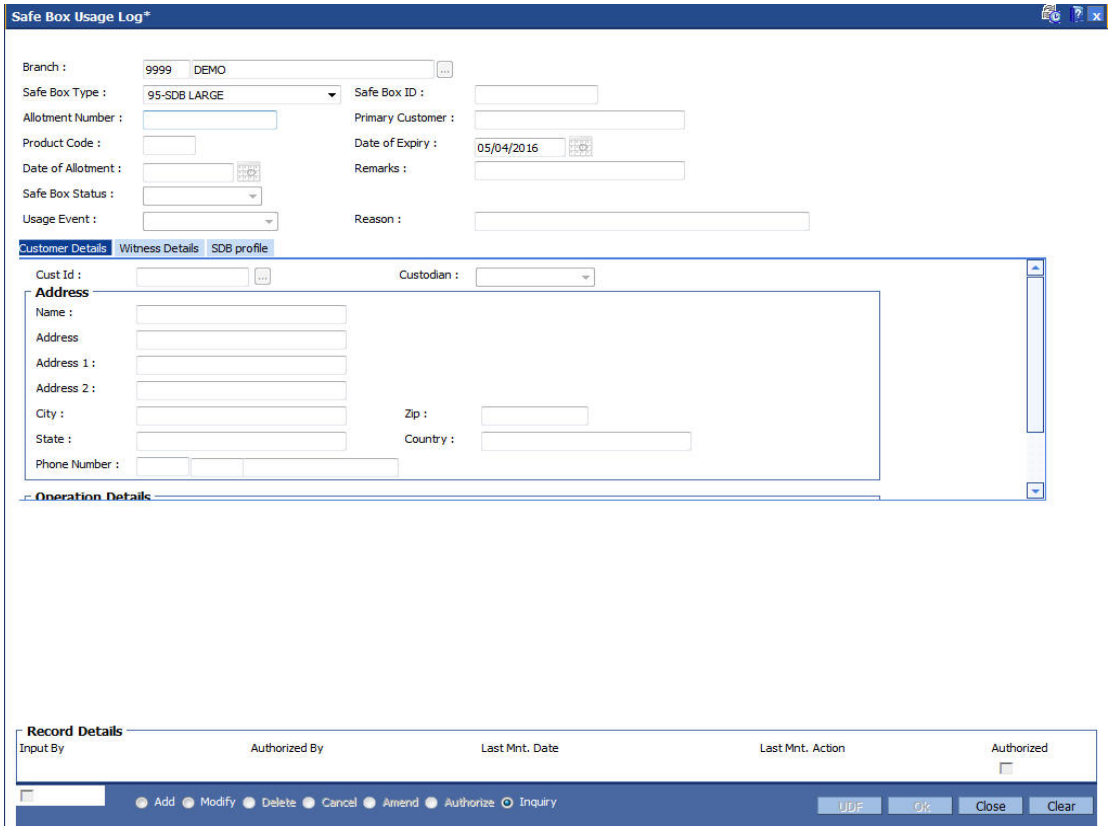
Field Description

Field Name	Description
Safe Box ID	[Conditional, Numeric, Nine] Type the unique identification number assigned to the safe box. If the **Allotment Number** is selected, the system will display the safe box id corresponding to the selected allotment number.
Safe Box Type	[Display] This field displays the safe box type. The safe box type represents the stock code of the safe deposit boxes.
Allotment Number	[Conditional, Pick List] Select the allotment number for the Safe Deposit Box from the pick list. If the safe box ID is entered, the system will display the allotment number corresponding to the safe box id entered.
Branch	[Display] This field displays the safe deposit box branch where the safe deposit box is opened
Product Code	[Display] This field displays the product code under which the safe deposit box is opened.
Primary Customer	[Display] This field displays the primary name of the account holder, to whom the safe deposit box is allotted.
Date Of Allotment	[Display] This field displays the allotment date of safe deposit box.
Date of Expiry	[Display] This field displays the expiry date of the safe deposit box allotment. This field is editable only in the **Modify** mode.
Deposit Amount	[Display] This field displays the deposit amount entered in the **Safe Box Allotment** (Fast Path: 8057) option. The user can modify this value, in the **Modify** mode.
Deposit Remarks	[Display] This field displays the remarks entered in the **Safe Box Allotment** (Fast Path: 8057) option. This field is editable only in the **Modify** mode.

Field Name	Description
Usage Event	[Mandatory, Drop-Down] Select the appropriate type of usage event from the drop-down list. The options are: • Access • Drill • Key Lost • Restrict • Revoke For the purpose of service charge the system will use this field. The system will trigger the service charge as and when the event for which service charge is attached is selected and the transaction is committed.
Safe Box Status	[Display] This field displays the current status of the safe box.
Reason	[Optional, Alphanumeric, 120] Type the reason for usage event. By default, the system displays the reason based on the **Usage Event** selected.

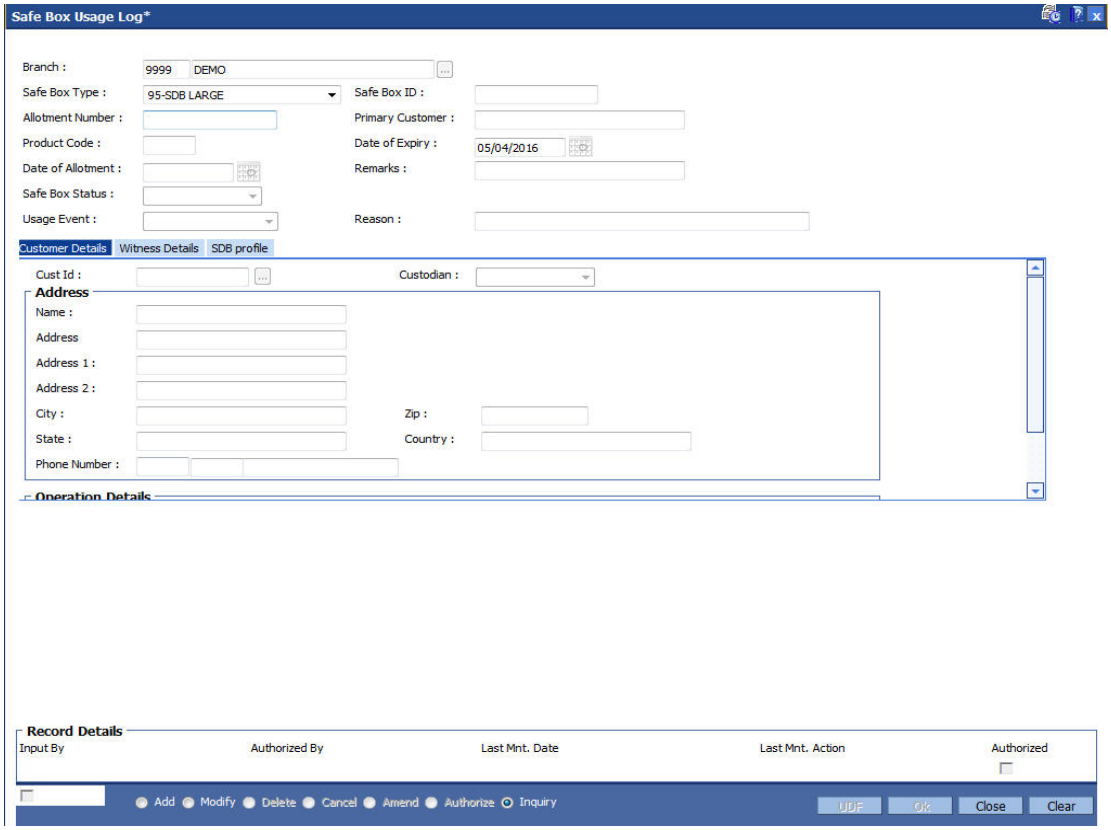
3. Click the **Add** button.
4. Enter the safe box ID and press the **<Tab> or <Enter>** key.
   OR
   Select allotment number from the pick list
5. Select the usage event from the drop-down list.

Safe Box Usage Log



6. Enter the required information in the various tabs.

Customer Details

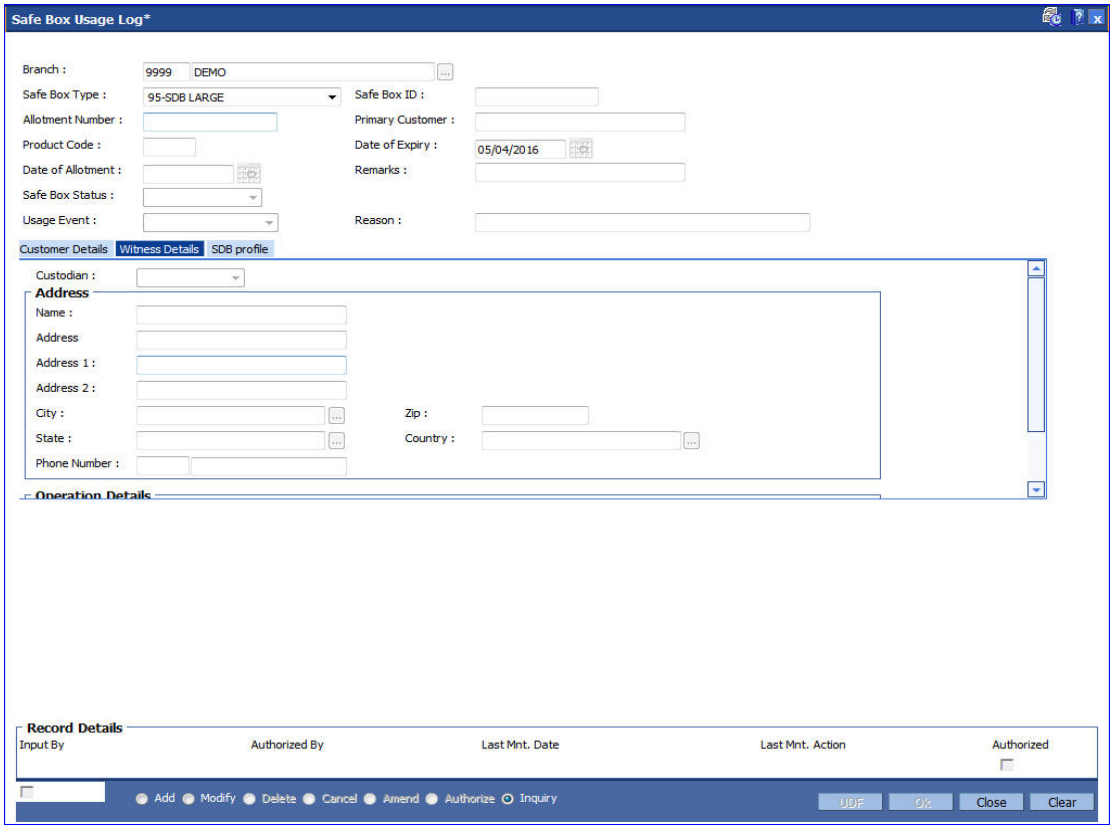


Fields Description

Field Name	Description
Cust Id	[Mandatory, Pick List] Select the ID of the customer (in case the SDB is owned by multiple holders) who is doing the operation from the pick list.
Custodian	[Mandatory, Drop-Down] Select the user who will operate safe box ID on behalf of the bank from the drop-down list.
Address	
Name	[Display] This field displays the full name of the customer.
Address / Address 1 / Address 2	[Display] This field displays the address of the customer.
City	[Display] This field displays the name of the city where the customer resides.
Country	[Display] This field displays the name of the country where the customer resides.

Field Name	Description
State	[Display] This field displays the name of the state where the customer resides.
Zip	[Display] This field displays the zip code of the city where the customer resides. It is divided into two sections. The first section contains the first 5 numeric characters (this is the basic zip code) and the second part contains the remaining 4 numeric characters of the zip code.
Phone Number	[Display] This field displays the phone number of the customer.
Operation Details	
Narration	[Optional, Alphanumeric, 40] Type the narration. The narration is the brief description of the safe box usage.
Time In	[Display] This field displays the time in. The time in is the time when the teller logs in the event.
Time Out	[Display] This field displays the time out for the event. The time out is the end time of the event, entered by the teller. This field is editable only in the **Modify** mode.

Witness Details

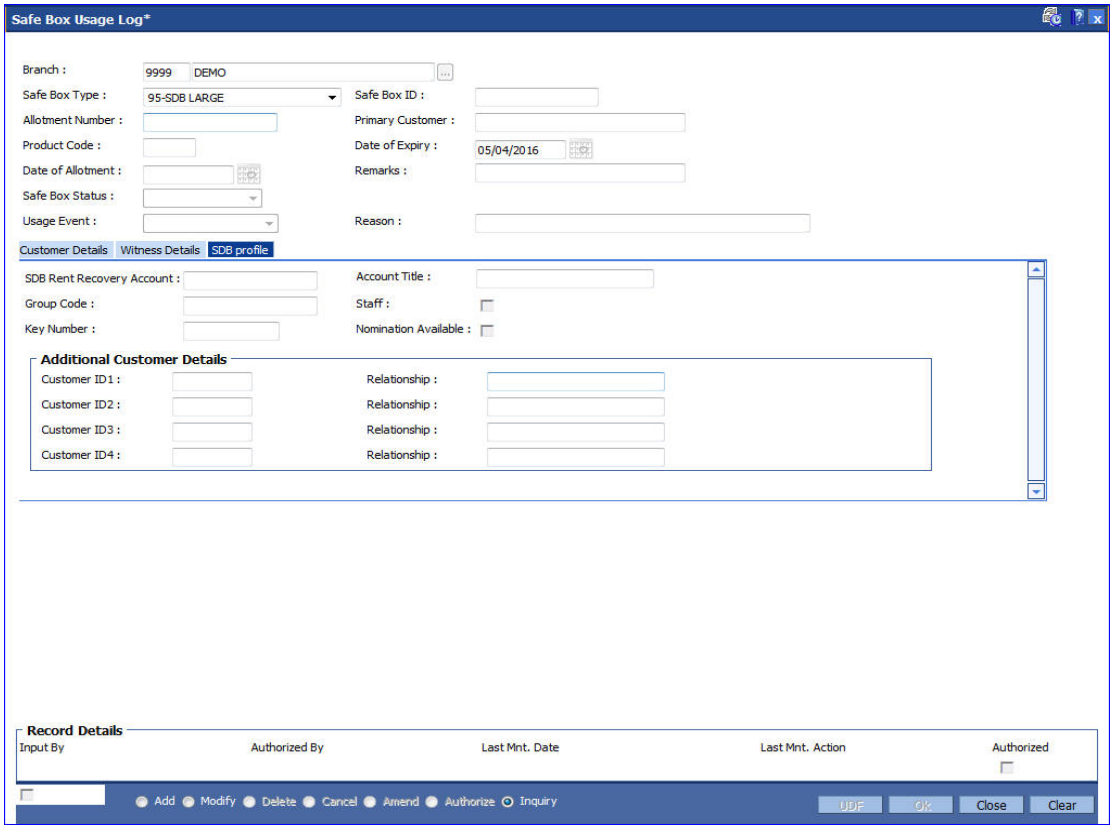


Field Description

Field Name	Description
Custodian	[Mandatory, Drop-Down] Select the custodian from the drop-down list. It allows the user to select the custodian who will be the bank witness to the drill event.
Address	
Name	[Mandatory, Alphanumeric, 40] Type the name of the witness of the event.
Address / Address 1 / Address 2	[Optional, Alphanumeric, 35] Type the address of the witness.
City	[Optional, Alphanumeric, 35] Type the name of the city where the witness resides.
Country	[Optional, Pick List] Select the name of the country where the witness resides from the pick list.
State	[Optional, Pick List] Select the name of the state where the witness resides from the pick list.

Field Name	Description
Zip	[Optional, Numeric, Five, Four] Type the zip code of the city where the witness resides. It is divided into two sections. The first section contains the first five numeric characters (this is the basic zip code) and the second part contains the remaining four numeric characters of the zip code.
Phone Number	[Optional, Numeric, Five,15] Type the phone number of the witness.
Operation Details	
Narration	[Optional, Alphanumeric, 120] Type the narration. The narration is the brief description of the witness of the event.

SDB Profile



Field Description

Field Name	Description
SDB Rent Recovery Account	[Display] The system displays the CASA account which is used for SDB rent recovery.

Field Name	Description
Account Title	[Display] The system displays the account title of the SDB Rent Recovery Account.
Group Code	[Display] The system displays the group code to which the customer belongs. If no value is selected, the group code is defaulted to zero. .
Staff	[Display] This checkbox indicates if the user is a staff of the bank.
Key Number	[Display] This system displays the locker key number.
Nomination Available	[Display] The checkbox displays if a nomination is available for the SDB.

Additional Customer Details

Customer ID(ID1 to ID4)	[Display] The system displays the customer id of the secondary relationship of the SDB account.
Relationship	[Display] The system displays the secondary relationship of the SDB account.

7. Click the **Ok** button.
8. The system displays the message "Record Authorised...". Click the **Ok** button.

SB002 - Customer Waitlist

Using this option you can maintain the list of prospective customers who have requested for safe boxes.

You can also capture, modify, delete or inquire the customers who have requested for the safe boxes. It is maintained at branch level. The teller can also maintain the priority for safe box allotment and the priorities are high, medium and low.

Definition Prerequisites

- 8053 - Customer Addition
- 8057- Safe Box Allotment

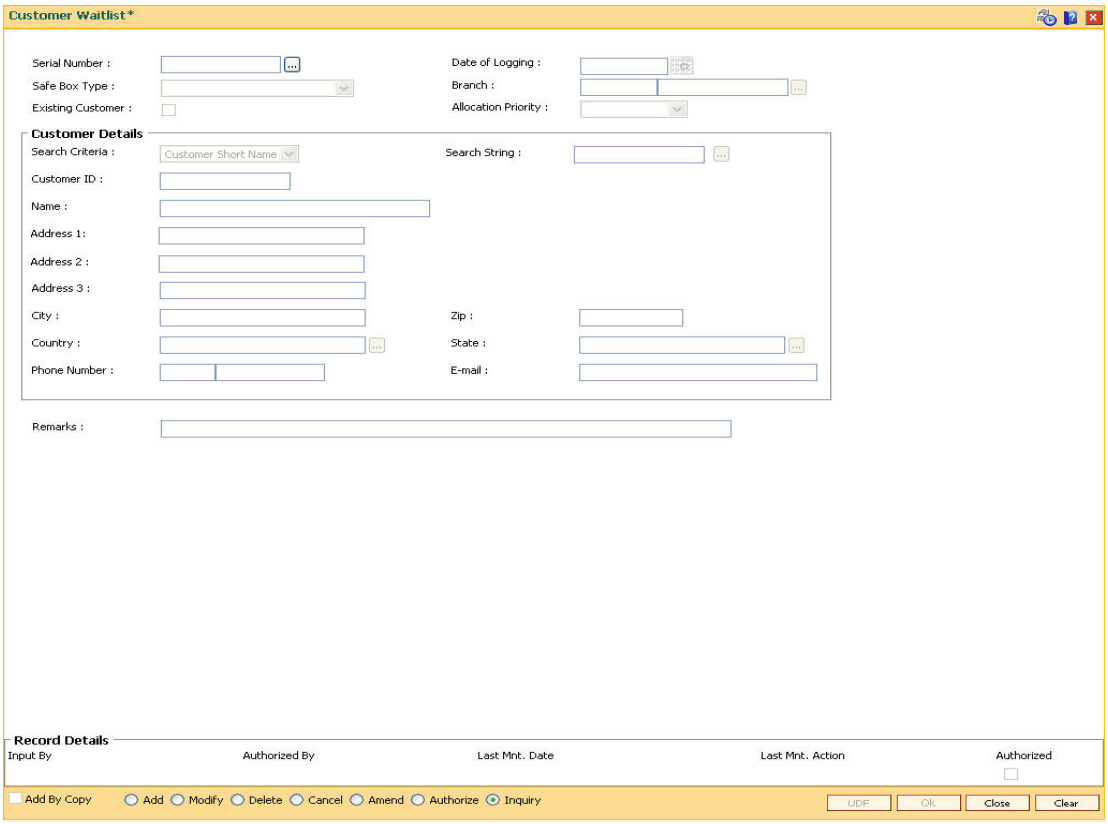
Modes Available

Add By Copy, Add, Modify, Delete, Cancel, Amend, Authorize, Inquiry. For more information on the procedures of every mode, refer to **Standard Maintenance Procedures**.

To add a customer waitlist

1. Type the fast path **SB002** and click **Go** or navigate through the menus to **Transaction Processing > Customer Transactions > Customer Waitlist**.
2. The system displays the **Customer Waitlist** screen.

Customer Waitlist



Field Description

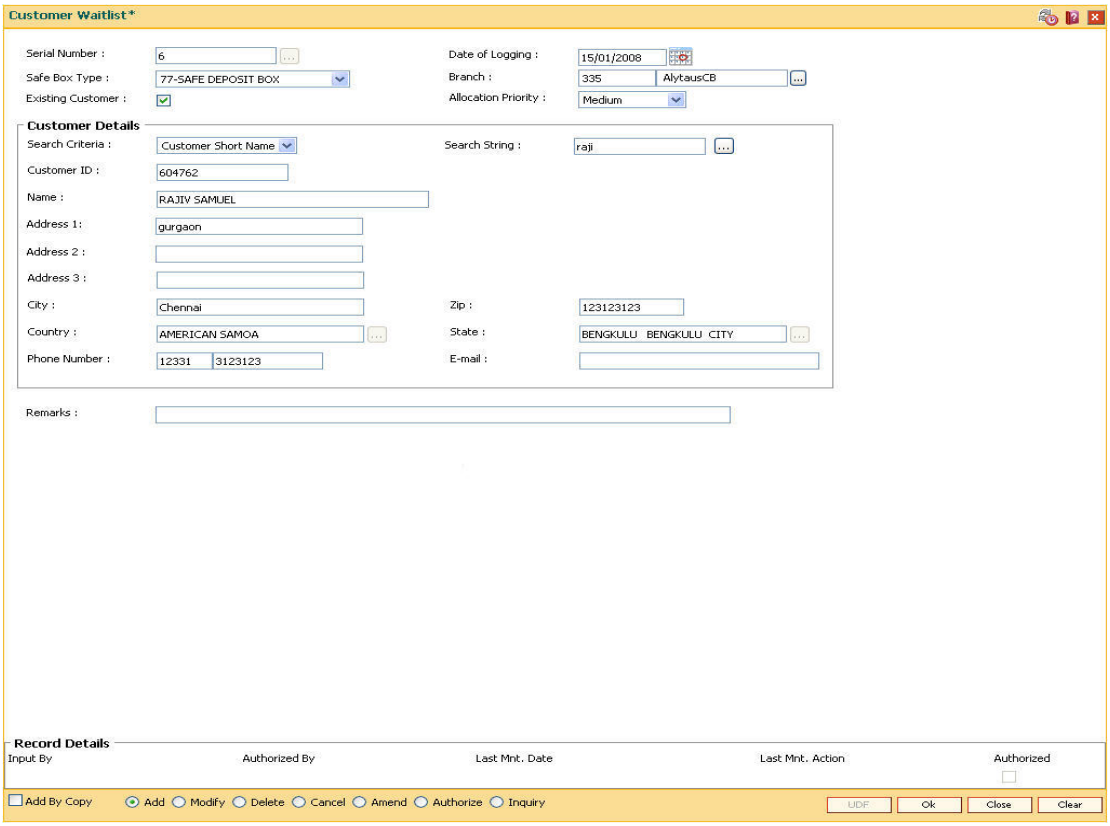
Field Name	Description
Serial Number	[Display] This field displays the serial number. The serial number is a unique number generated by the system. The number will be incremental for each safe box.
Date of Logging	[Mandatory, Pick List, dd/mm/yyyy] Select the date on which the branch logs in the details of the customer, from the pick list.
Safe Box Type	[Mandatory, Drop-Down] Select the type of safe box from the drop-down list.
Branch	[Mandatory, Pick List] Select the branch in which the customer has the safe box from the pick list.
Existing Customer	[Optional, Check Box] Select the **Existing Customer** check box if the customer is an existing customer.
Allocation Priority	[Mandatory, Drop-Down] Select the priority in which the safe box will be allocated from the drop-down list. The options are: • High • Medium • Low By default the system displays the priority as Medium.
Customer Details	
All the customer information related fields are Display fields for an existing customer.	
Search Criteria	[Conditional, Drop-Down] Select the search criteria to search for the customer from the drop-down list. This field is enabled if the **Existing Customer** check box is selected. The options are: • Customer short name: The short name of the customer. • Customer Ic: The unique code for customer identification. • Customer ID: The unique identification given by the bank.

Field Name	Description
Search String	[Conditional, Alphanumeric, 20] Type the search string, to search for a customer, corresponding to the search criteria selected in the **Search Criteria** field. This field is enabled if the **Existing Customer** check box is selected. If the search criterion is specified as customer's short name or customer IC. then any part of the short name or customer Ic. can be entered. The system displays the pick list of all those customers having those letters in their respective criteria. Select the appropriate customer from the existing customer list. For example, The customer's short name is George Abraham. One can search the above customer by entering Geo in the **Search String** field.
Customer ID	[Display] This field displays the unique customer identification number assigned to the customer.
Name	[Conditional, Alphanumeric, 40] Type the full name of the customer. The name of the customer is displayed, if the **Existing Customer** check box is selected.
Address1	[Conditional, Alphanumeric, 35] Type the first line of the address of the customer. The address of the customer is displayed, if the **Existing Customer** check box is selected.
Address2	[Conditional, Alphanumeric, 35] Type the second line of the address of the customer. The address of the customer is displayed, if the **Existing Customer** check box is selected.
Address3	[Conditional, Alphanumeric, 35] Type the third line of the address of the customer. The address of the customer is displayed, if the **Existing Customer** check box is selected.
City	[Conditional, Alphanumeric, 35] Type the name of the city or emirate where the customer resides. The address of the customer is displayed, if the **Existing Customer** check box is selected.
Zip	[Conditional, Numeric, Five, Four] Type the zip code of the city where the customer resides. The zip code is displayed, if the **Existing Customer** check box is selected. It is divided into two sections. The first section contains the first 5 numeric characters (this is the basic zip code) and the second part contains the remaining 4 numeric characters of the zip code.

Field Name	Description
Country	[Conditional, Pick List] Select the name of the country where the customer resides from the pick list. The country name is displayed, if the **Existing Customer** check box is selected.
State	[Conditional, Pick List] Select the name of the state or emirate where the customer resides from the pick list. The state name is displayed, if the **Existing Customer** check box is selected.
Phone Number	[Conditional, Numeric, Three, Three, Four] Type the phone number of the customer. The phone number of the customer is displayed, if the **Existing Customer** check box is selected.
E-mail	[Conditional, Alphanumeric] Type the e-mail address of the customer. The e-mail address of the customer is displayed, if the **Existing Customer** check box is selected.
Remarks	[Optional, Alphanumeric, 40] Type the remarks for the event.

3. Click the **Add** button.
4. Select the safe box type, branch and the allocation priority from the drop-down list.
5. Select the search criteria from the drop-down list.
6. Enter the search string and press the **<Tab> or <Enter>** key and select the customer from the pick list.
7. Enter the remark for the waitlist customer.

Customer Waitlist



8. Click the **Ok** button.
9. The system displays the message "Record Added... Authorisation Pending.. ". Click the **Ok** button.
10. The customer waitlist details are added once the record is authorised.

SB003 - Safe Box Usage And Payment Inquiry

Using this option you can inquire about the details of the safe deposit box usage, service charge and its payment.

The system provides information on safe box details like date of allotment, date of expiry, safe box status, etc. The payment enquiry mode provides details on date of payment, amount, payment mode, etc. The service charge enquiry mode provides details on date of charge, amount assessed, amount due and charge type. The usage log detail provides information on date, time, operation performed, etc.

Definition Prerequisites

- 8057- Safe Box Allotment
- 8053 - Customer Addition

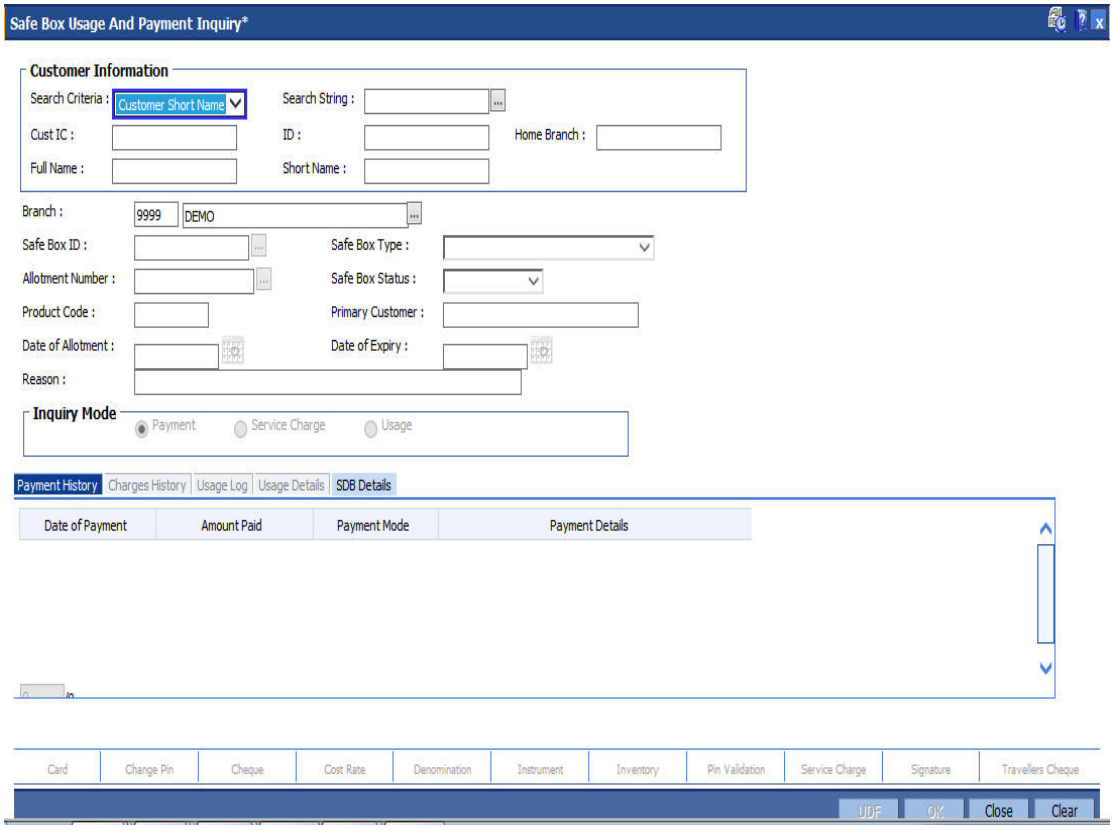
Modes Available

Not Applicable

To view the details of the safe deposit box usage

1. Type the fast path **SB003** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > SDB Account Transactions > Inquiries > Safe Box Usage And Payment Inquiry**.
2. The system displays the **Safe Box Usage And Payment Inquiry** screen.

Safe Box Usage And Payment Inquiry



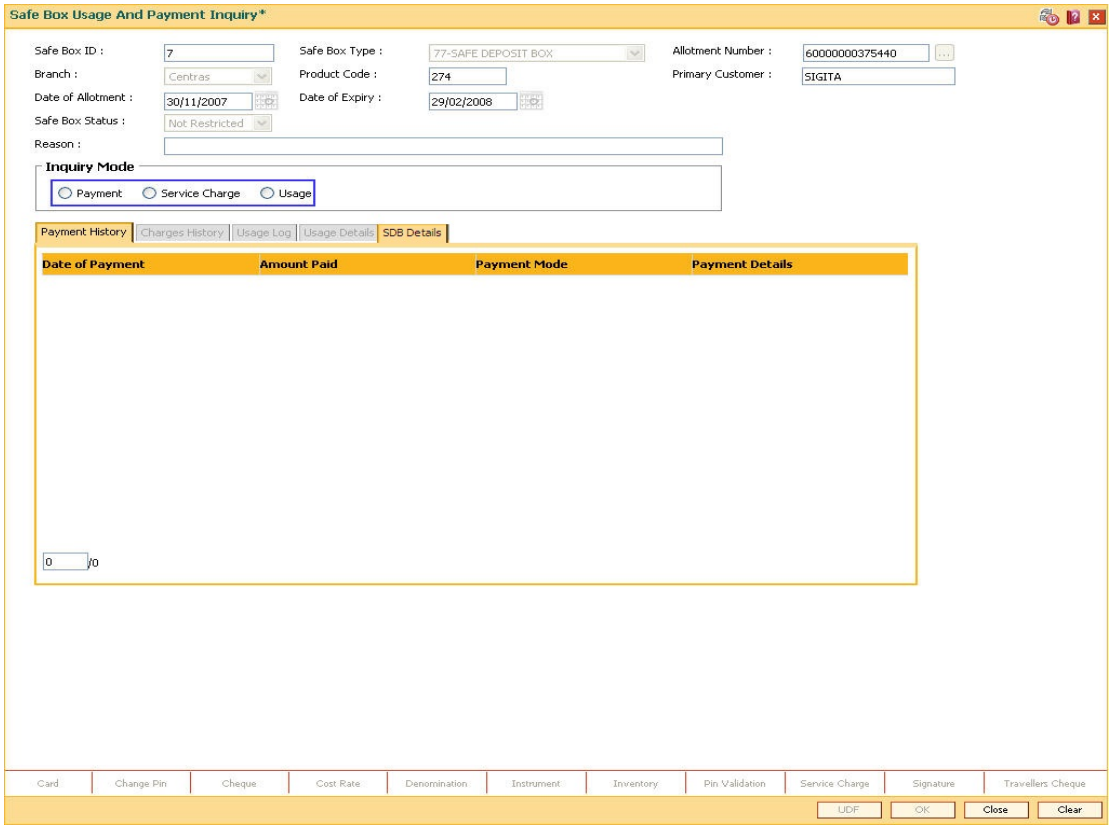
Field Description

Field Name	Description
Safe Box ID	[Optional, Numeric, 16] Type the identification number of the safe box as defined in the inventory.
Safe Box Type	[Display] This field displays stock code of the safe deposit boxes.
Allotment Number	[Mandatory, Pick List] Select the allotment number for which the rent is to be paid from the pick list.
Branch	[Display] This field displays the name of the branch where the safe deposit box is opened.
Product Code	[Display] This field displays the product code under which the safe deposit box is opened.
Primary Customer	[Display] This field displays the name of the primary customer to whom the safe deposit box is allotted.
Date of Allotment	[Display] This field displays the date on which the safe deposit box is allotted.
Date of Expiry	[Display] This field displays the expiry date of the safe deposit box allotment.
Safe Box Status	[Display] This field displays the status of the safe box. The options are: • Restricted • Not restricted • Surrendered
Reason	[Display] This field displays the reason as mentioned during the usage event.

Field Name	Description
Inquiry Mode	[Mandatory, Radio Button] Click the appropriate radio button to select the required inquiry mode. • Payment: Click this radio button to view the payment details for the safe deposit box. The **Payment History** tab is enabled. • Service Charge: Click this radio button to view the service charge details for the SDB. The **Charges History** tab is enabled. • Usage: Click this radio button to view the details regarding the usage for the safe deposit box. The **Usage Log** tab is enabled.

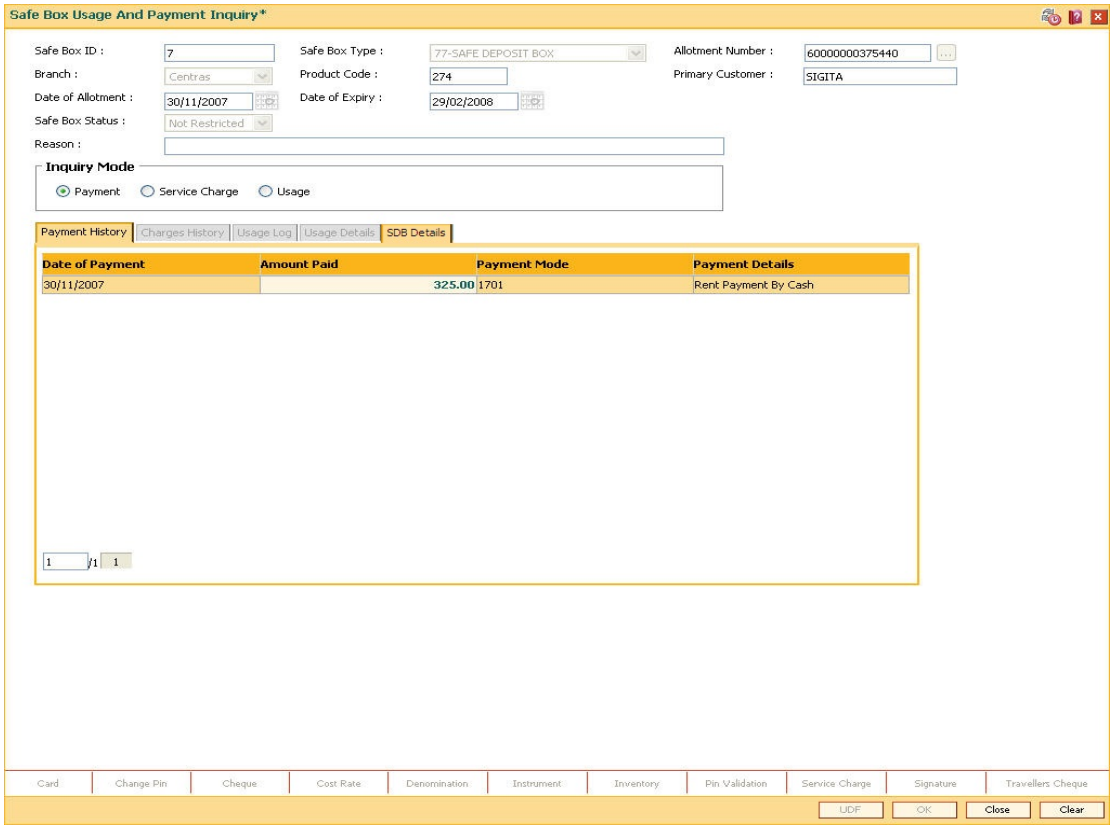
3. Enter the appropriate safe box ID and press the <Tab> or <Enter> key.
   OR
   Select the allotment number from the pick list.

Safe Box Usage And Payment Inquiry



4. Select the appropriate **Inquiry Mode**.
5. Click the **Ok** button.
6. The system displays the details related to the selected inquiry mode.

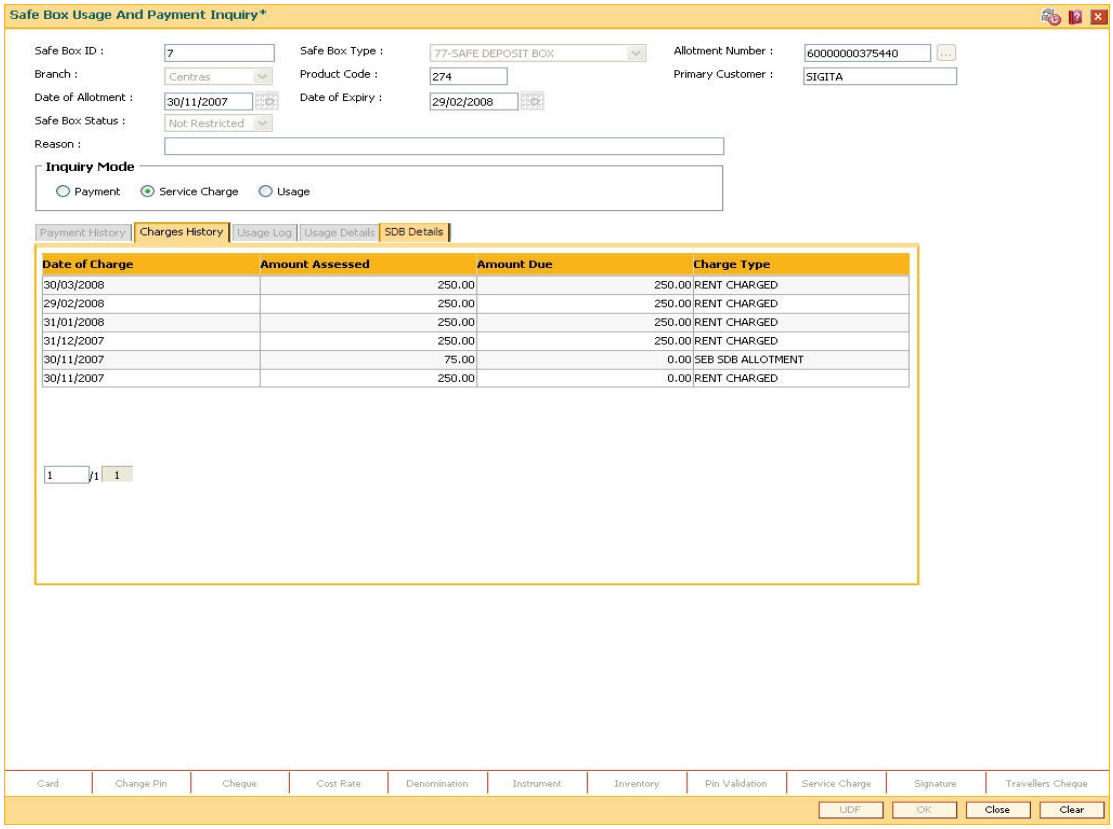
Payment History



Field Description

Column Name	Description
Date of Payment	[Display] This column displays the date of the payment.
Amount Paid	[Display] This column displays the amount of payment.
Payment Mode	[Display] This column displays the mode through which the payment is made.
Payment Details	[Display] This column displays the payment details as entered by the user in the **Rent Payment** screen.

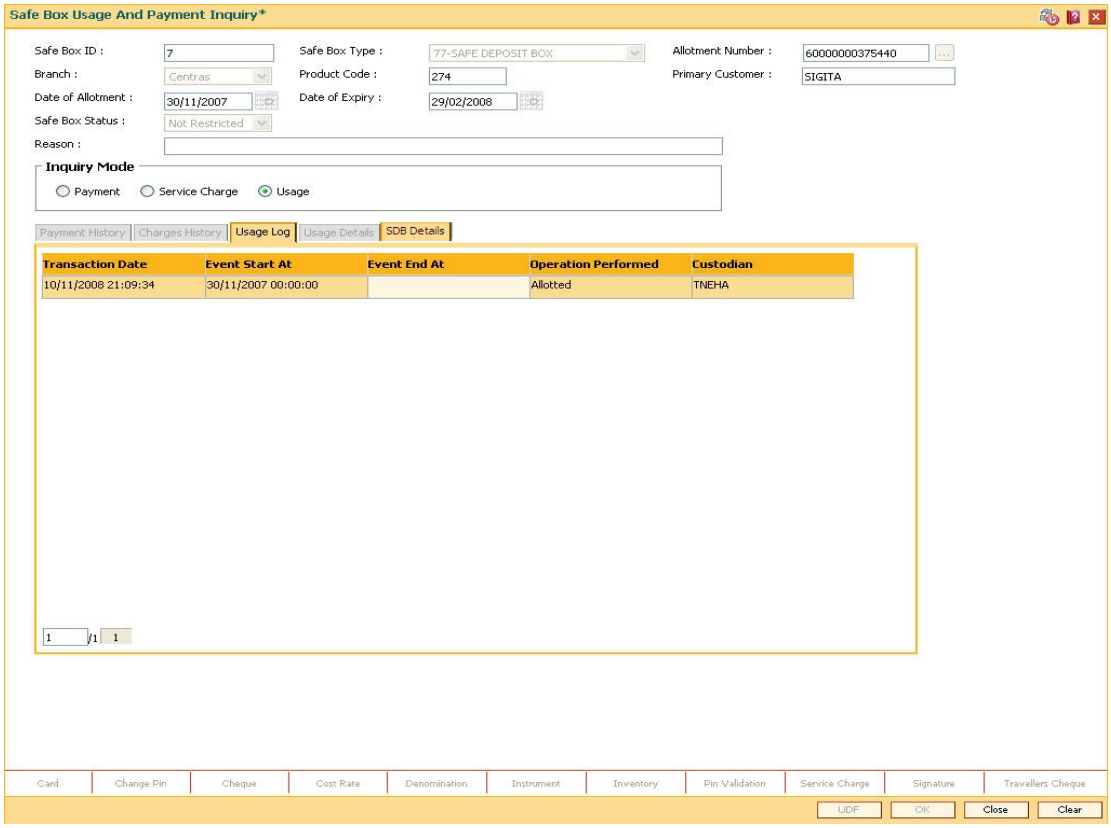
Charges History



Field Description

Column Name	Description
Date Of Charge	[Display] This column displays the date of raising the service charge.
Amount Assessed	[Display] This column displays the amount of service charge that is raised.
Amount Due	[Display] This column displays the amount due from the customer for this service charge.
Charge Type	[Display] This column displays the type of the service charge. It is the description of the service charge and describes whether it is the rent, allocation charge, key lost charge, drilling charge, etc.

Usage Log



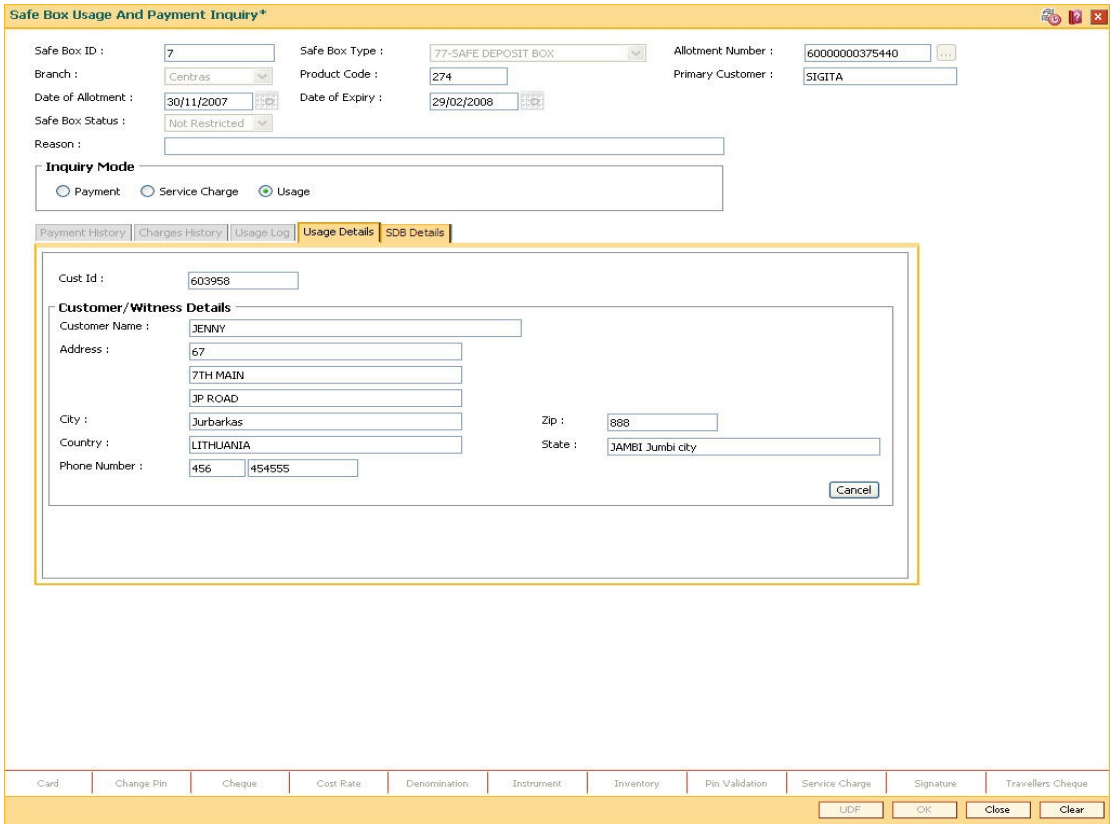
Field Description

Column Name	Description
Transaction Date	[Display] This column displays the date of transaction/usage.
Event Start At	[Display] This column displays the time at which the teller logs in the event. It is picked up by the system from the Usage screen.
Event End At	[Display] This column displays the time which the teller will enter as the end time of the event.
Operation Performed	[Display] This column displays the type of operation performed at the event. The options are: • Access • Drill • Key Lost • Restrict • Revoke

Column Name	Description
Custodian	[Display] This column displays the custodian ID as selected during the usage.

7. Double click on the appropriate **Usage Log** record. The system displays the **Usage Details** tab.

Usage Details

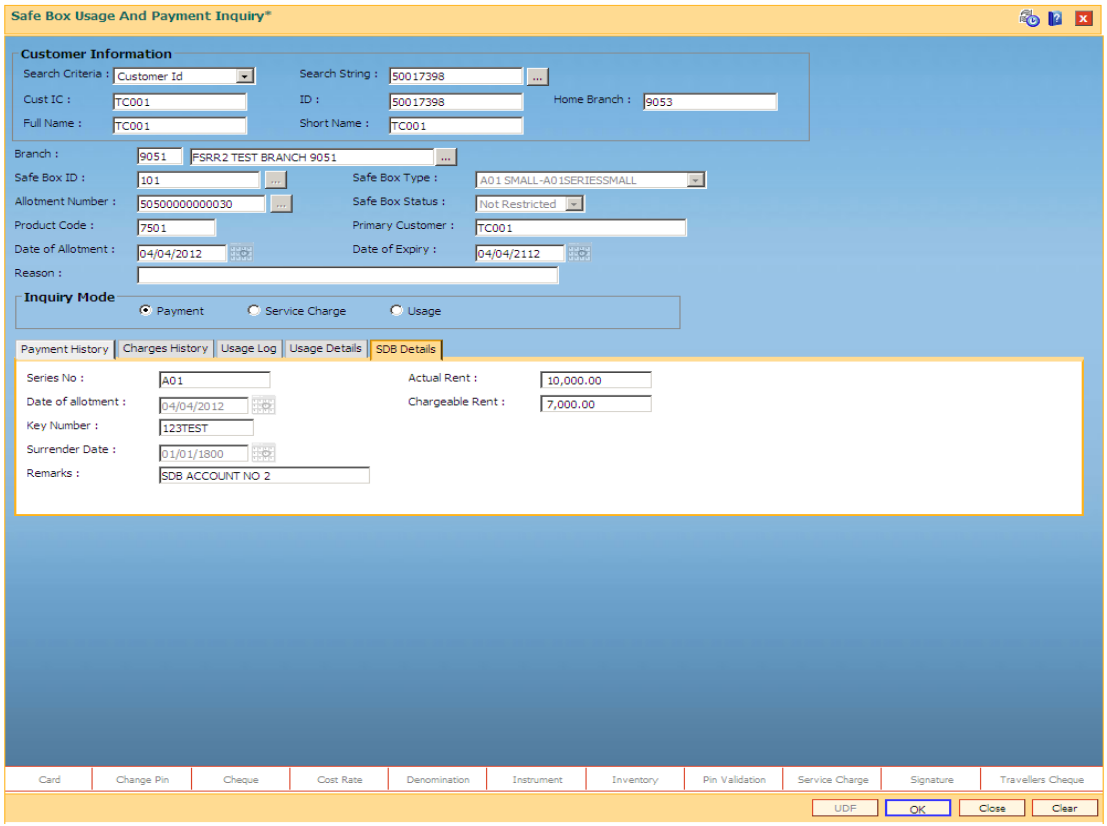


Field Description

Field Name	Description
Cust Id	[Display] This field displays the ID of the customer who has done the transaction.
Customer Details	
Customer Name	[Display] This field displays the name of the customer who has done the transaction.
Address	[Display] This field displays the address of the customer.

Field Name	Description
City	[Display] This field displays the city of the customer.
Zip	[Display] This field displays the zip code of the customer.
Country	[Display] This field displays the country of the customer.
State	[Display] This field displays the state of the customer.
Phone Number	[Display] This field displays the phone number of the customer.

SDB Details



Field Description

Field Name	Description
Series No	[Display] This field displays the series number of the locker account.

Field Name	Description
Date of allotment	[Display] This field displays the date on which the locker was allotted to the customer.
Key Number	[Display] This field displays the locker key number.
Surrender Date	[Display] This field displays the date on which the locker needs to be returned.
Remarks	[Display] This field displays the locker description details.
Actual Rent	[Display] This field displays the actual payable rent for the customer.
Chargeable Rent	[Display] This field displays the chargeable rent that the customer needs to pay.

1701 - Rent Payment Inquiry

Using this option you can pay rent for a safe deposit box.

The modes of rent payment are:

- Cash
- Cheque
- Account Transfer
- GL

Depending on the option selected in the **Payment Mode** drop-down list, the system displays the relevant transaction screen and requisite particulars have to be entered. Rent payable will be populated and depending on the payment mode selected, you can make advance payment in corresponding screens(Cash/Cheque / Account Transfer/ GL).

Definition Prerequisites

- BAM97 - Currency Codes Cross Reference
- 8051 - CASA Account Opening
- 8057- Safe Box Allotment Screen
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance

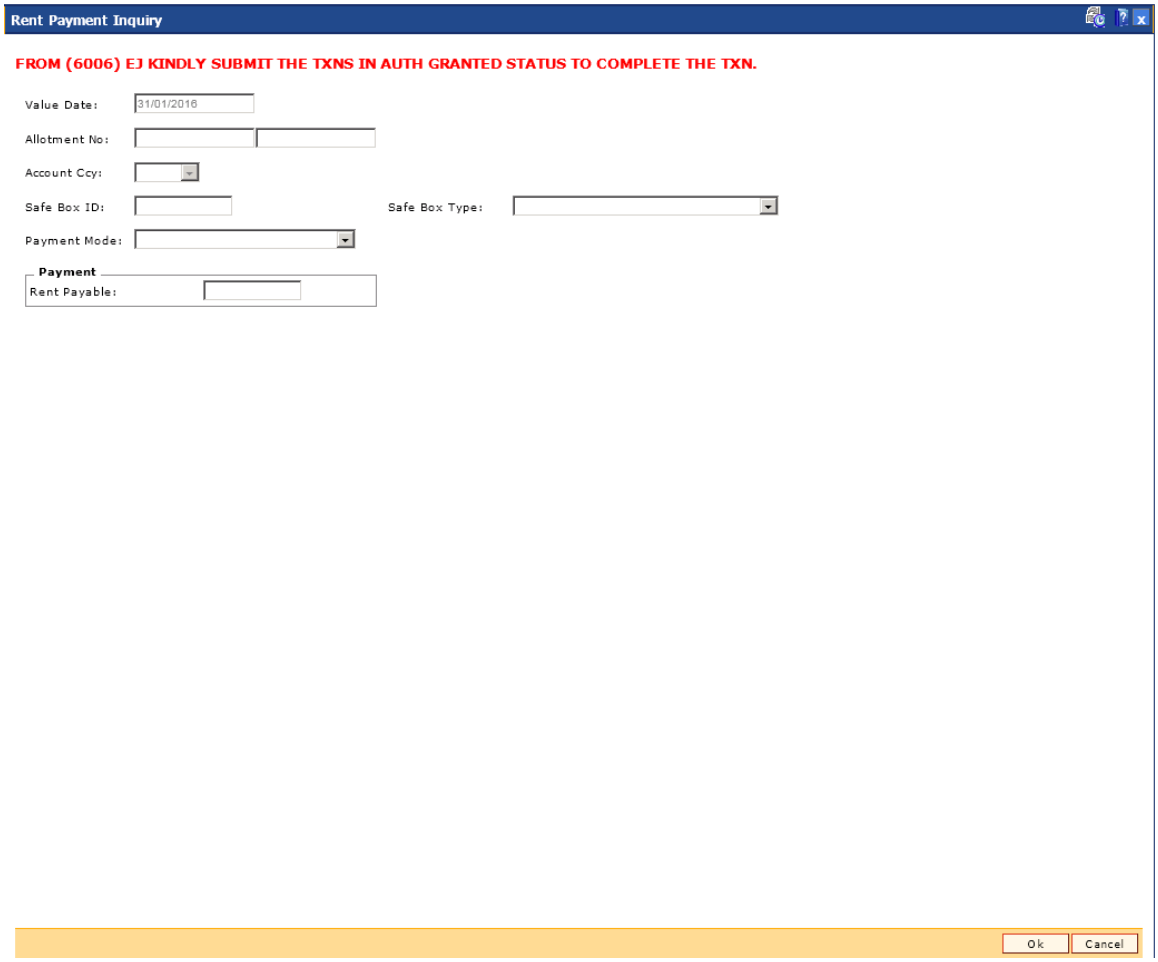
Modes Available

Not Applicable

To view rent payment

1. Type the fast path **1701** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > SDB Account Transactions > Transfer > Rent Payment Inquiry**.
2. The system displays the **Rent Payment Inquiry** screen.

Rent Payment Inquiry



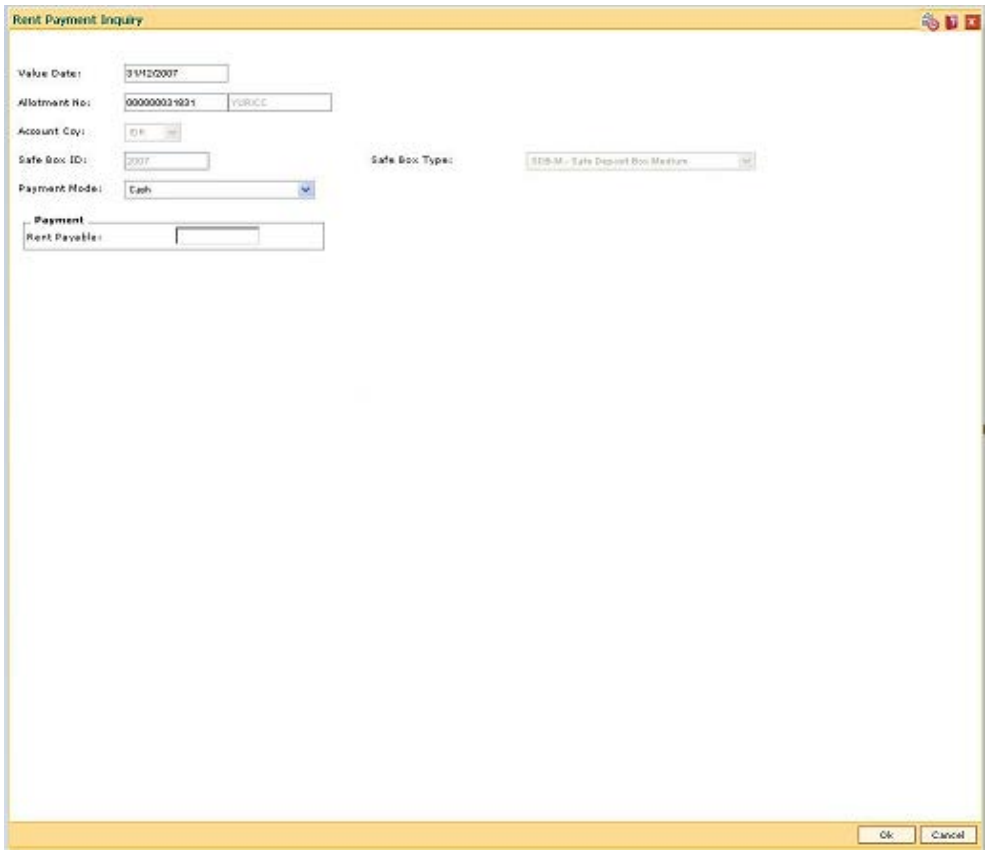
Field Description

Field Name	Description
Value Date	[Display] The system displays the current date.
Allotment No	[Mandatory, Numeric, 16] Type the allotment number for which the rent is to be paid. The name of the SDB Account holder is populated adjacent to the allotment number.
Account Currency	[Display] This field displays the currency that is assigned to the product under which the account is opened. All the entries posted in the account are in the account currency.
Safe Box ID	[Display] This field displays the identification number of the safe box as defined in inventory.

Field Name	Description
Safe Box Type	[Display] This field displays the safe box type. This denotes the stock code of the safe deposit boxes.
Payment Mode	[Mandatory, Drop-Down] Select the appropriate mode of payment for rent from the drop-down list. The options are: • Cash • Cheque • Account Transfer • GL
Payment	
Rent Payable	[Display] This field displays the total rent due from the customer. If there is no rent payable then the system will display informative messages like, "There is no rent due in this account number" or "The rent has been waived."

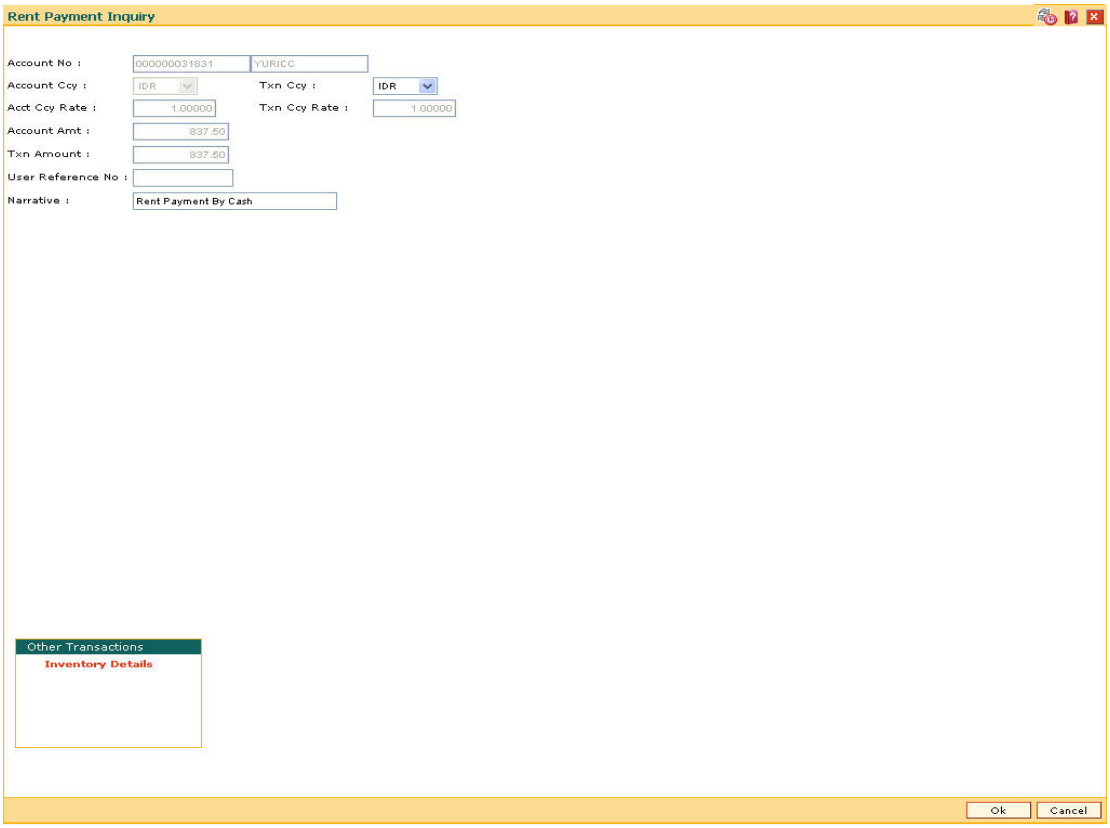
3. Enter the allotment number and press the **<Tab> or <Enter>** key.
4. Select the payment mode, number of advance rents and the penalty from the drop-down list.

Rent Payment Inquiry



5. Click the **Ok** button.
6. The system displays the message "Do You Want to continue?". Click the **Ok** button.
7. Depending up on the option selected from **Payment Mode** drop-down list, the system displays the relevant transaction screen.
8. Enter the required information in the displayed screen.

Rent - Payment By Cash

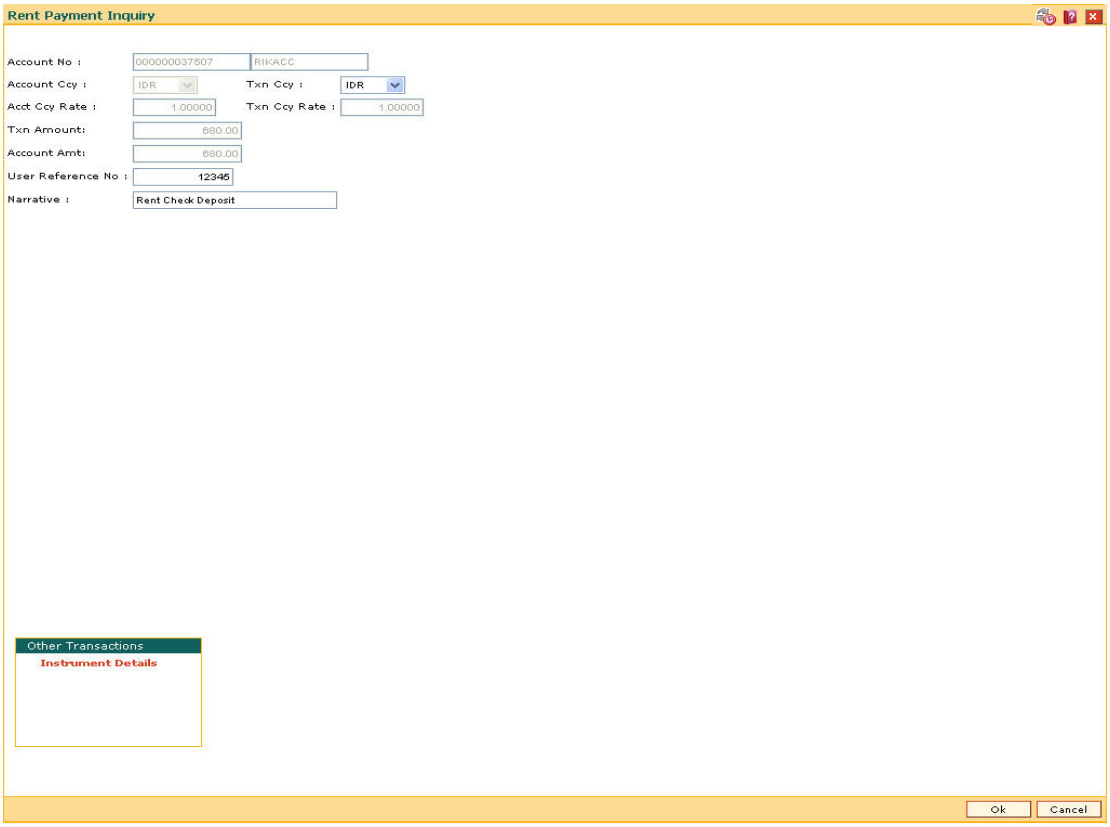


Field Description

Field Name	Description
Account No	[Display] This field displays the account number. The name of the CASA holder is populated adjacent to the account number.
Account Ccy	[Display] This field displays the currency assigned to the product under which the account is opened. All the entries posted in the account are in the account currency. For example, if the currency assigned to a CASA product is USD, then by default the account opened under that product has USD as its account currency.
Txn Ccy	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. The transaction currency is the currency in which the transaction will take place. While posting the transaction entries to the account, the transaction currency is converted into the account currency, based on the defined transaction rate.

Field Name	Description
Acct Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Txn Ccy Rate	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Account Amt	[Mandatory, Numeric] This field displays the cash to be deposited. It can be edited for advance rent payment against locker. The amount will be calculated in the account currency. The system posts the entries to the accounts in the account currency. If the local currency of the bank is different from the account currency of the customer, the amount entered in the **Txn Amount** field is converted to the account currency at the specified exchange rate. If the currency of the local bank and the account currency are the same, the amount in the Txn Amount field and the **Account Amt** field will be the same.Account currency is the currency assigned to the product at the product level, under which the account is opened.If the currency assigned to a CASA account product is USD (US Dollar), the account opened under that product has USD as its account currency.
Txn Amount	[Display] This field displays the transaction amount. The transaction amount is the amount that will be deposited in the account. The amount is entered in the transaction currency for depositing cash. The cash deposit amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.
User Reference No	[Display] This field displays the reference number that is entered by the user.
Narrative	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration based on the transaction. The user can change the narration, if required.

Rent - Payment By Cheque



Field Description

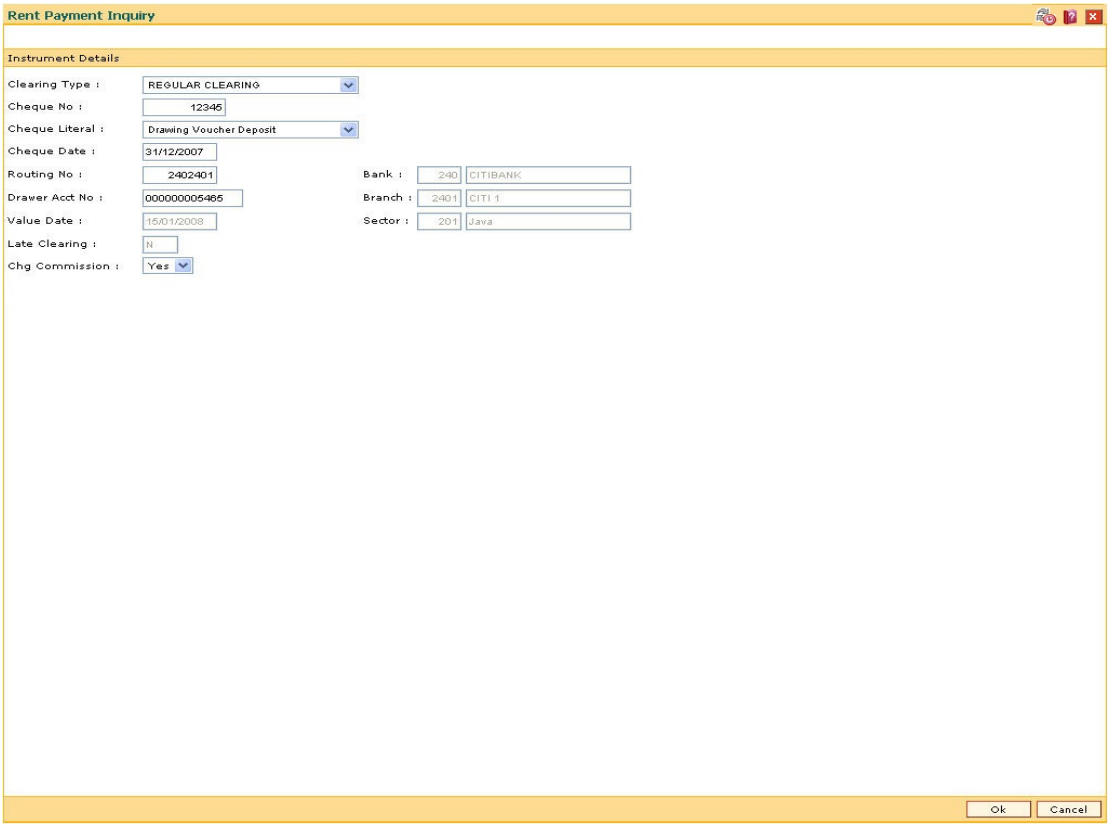
Field Name	Description
Account No	[Display] This field displays the CASA number of the customer. The adjacent field displays the short name of the primary customer to the account.
Account Ccy	[Display] This field displays the currency assigned to the product, under which the account is opened. By default, it is defaulted from the account details maintained. All the entries are posted in the account in the account currency based on the exchange rate set up for the transaction. The exchange rate values must be defined and downloaded. For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.

Field Name	Description
Txn Ccy	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. By default, it displays the account currency as the transaction currency. While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.
Acct Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Txn Ccy Rate	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate within range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Txn Amount	[Display] This field displays the transaction amount in the local currency of the bank.
Account Amt	[Mandatory, Numeric] This field displays the amount which will be reflected on the CASA. It can be edited for advance rent payment against locker. If the local currency of the bank is different from the account currency of the customer, the amount of the transaction entered in the **Txn Amount** field will get converted in the currency of the account at the exchange rate specified above. If the currency of the local bank and that of the account is the same, the amount will be same for both the **Amount** field as well as the **Account Amount** field. The account amount is derived as follows: *Account Amount = Txn Amount * Txn Ccy Rate / Account Ccy Rate*
User Reference No	[Display] This field displays the reference number that is input by the user.
Narrative	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration based on the transaction. The user can change the narration, if required.

9. Click the **Ok** button.

10. The system displays the **Instrument Details** screen.

Rent - Instrument Details



Field Description

Field Name	Description
Clearing Type	[Mandatory, Drop-Down] Select the clearing type from the drop-down list. The bank can set up multiple clearing types, where cheques that are required to be cleared at different times of the day are deposited so that they can be treated differently. All processes for a cheque from outward clearing, running of value date, and marking late clearing, etc., takes place on the basis of the clearing type.

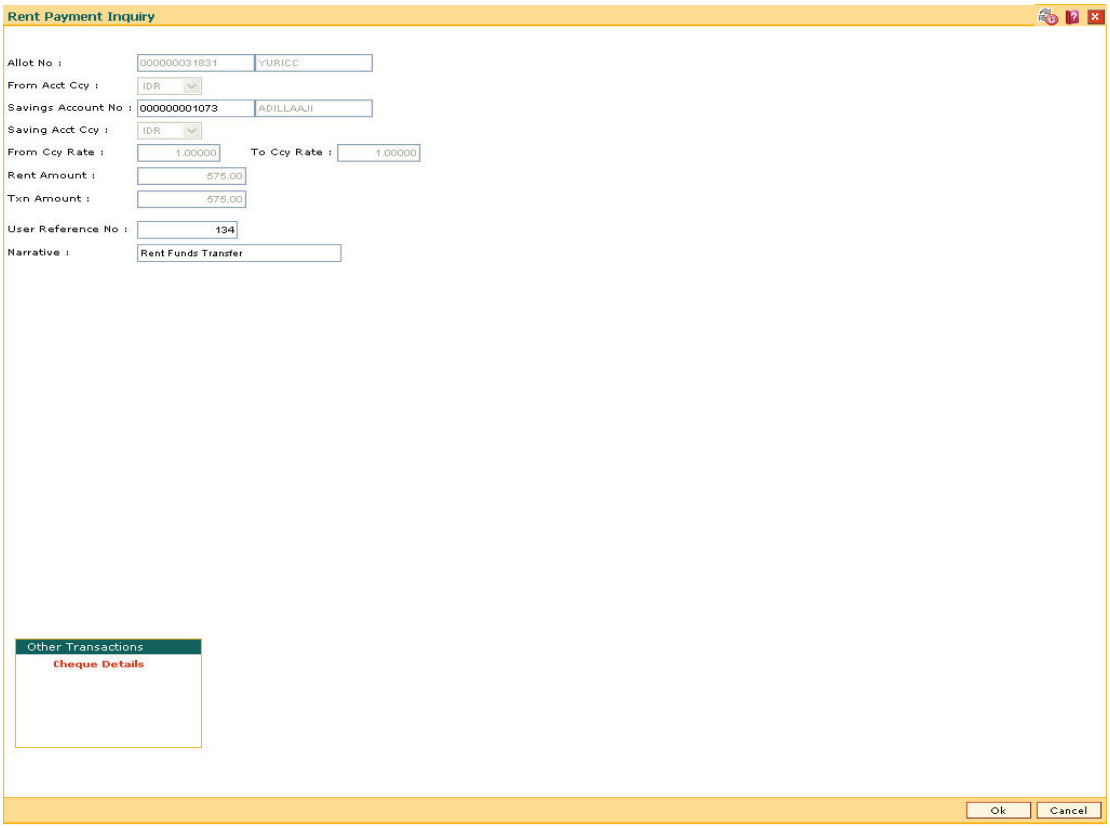
Field Name	Description
Cheque No	[Mandatory, Numeric, 12] Type the cheque number which is present on the MICR line of the instrument. When the cheque is deposited into any payees account, the cheque number is used to ensure that the duplicate entries are not made in the system (that the same cheque is not deposited multiple times in the system.). On deposit of every cheque, cheque number, routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of duplicate instrument. If duplicate instruments are found, cheque deposit will be rejected unless the earlier cheques are all marked as Returned.
Cheque Literal	[Mandatory, Drop-Down] Select the cheque literal from the drop-down list. The options are: • Drawing Voucher Deposit • Guaranteed Cheque Deposit • House Cheque Deposit • Local Cheque Deposit • MO/PO Deposit • Outstation Cheque Deposit This field is not used in any processing.
Cheque Date	[Mandatory, Numeric, dd/mm/yyyy] Type the cheque date, which is present on the instrument. This date has to be less than or equal to current posting date. This date is used in checking validity of the instrument. Instruments become stale if the cheque date is prior to the current posting date by the stale period (defined in the **Settlement Bank Parameters** (Fast Path: STM59) option).

Field Name	Description
Routing No	[Mandatory, Numeric, Nine] Type the routing number against which the cheque has been drawn. The routing number is a combination of the bank code, the branch code, and the sector code from where the instrument was drawn. The combination can be obtained from the **Routing Branch Maintenance** (Fast Path: STM54) option. ***Routing Number***[1] *= Sector Code / Bank Code + Branch Code* For a deposited cheque, this routing number is used by the system to determine the float days and thus the value date of the instrument. For an inward clearing cheque, this routing number should belong to the bank. The order, in which the codes in the routing number are to be entered, is determined by the set up using the **Settlement Bank Parameters** (Fast Path: STM59) option.
Bank	[Display] This field displays the bank name to which the cheque belongs, corresponding to the bank code extracted from the routing number.
Branch	[Display] This field displays the branch name from where the cheque is drawn, corresponding to the branch code and bank code extracted from the routing number.
Sector	[Display] This field displays the clearing sector name to which the cheque branch belongs, corresponding to the sector code extracted from the routing number. Sector Codes are defined using Sector Master option.
Drawer Acct No	[Mandatory, Numeric, 14] Type the drawer account number. The drawer account number is the account number of the person who has issued the cheque. The drawer account, generally printed on the cheque leaf is the account from where the funds will come into the nominee account. If the cheque is drawn on a different bank, the drawer account number will not be validated by the system. If the cheque is drawn on your own bank, the system will validate the drawer account number for its correctness.

[1](It is the number printed on the cheque, also called MICR number (Magnetic Ink Character Recognition). This number facilitates faster clearance of the instrument. It can be configured to have the following information: Bank code, Sector, Branch Code.)

Field Name	Description
Value Date	[Display] This field displays the value date of the cheque. When a cheque is deposited on an account, the system uses the routing number to check the float days from the **Endpoint Float Maintenance** (Fast Path: BAM28) option and the working days from the **Calendar for End Point** (Fast Path: BAM27) option to generate the value date of the cheque. The value date is the date on which the cheque is expected to be cleared. On the value date, the system updates the customer's available balance and credits the account with the cheque amount and reduces the un-cleared funds on the account. For more information on maintaining value date, refer to the **Clearing Definitions** chapter in the ***Definitions Users Guide***.
Late Clearing	[Display] This field displays the values Y or N for late clearing. The options are: • Y: If the late clearing is marked • N: If the late clearing is not marked This field displays **Y** when a customer deposits a cheque after the clearing cut-off time is over, for current posting date for the selected clearing type. The instruments that are deposited in late clearing will be considered as Late for clearing. Such instruments will be treated as deposit for the next working date for all value date calculation.
Chg. Commission	[Display] This field is currently not used in any processing.
Reg CC Float Package	[Optional, Drop-Down] Select the float package defined under regulation CC from the drop-down list.

Rent - Payment By Transfer From Savings

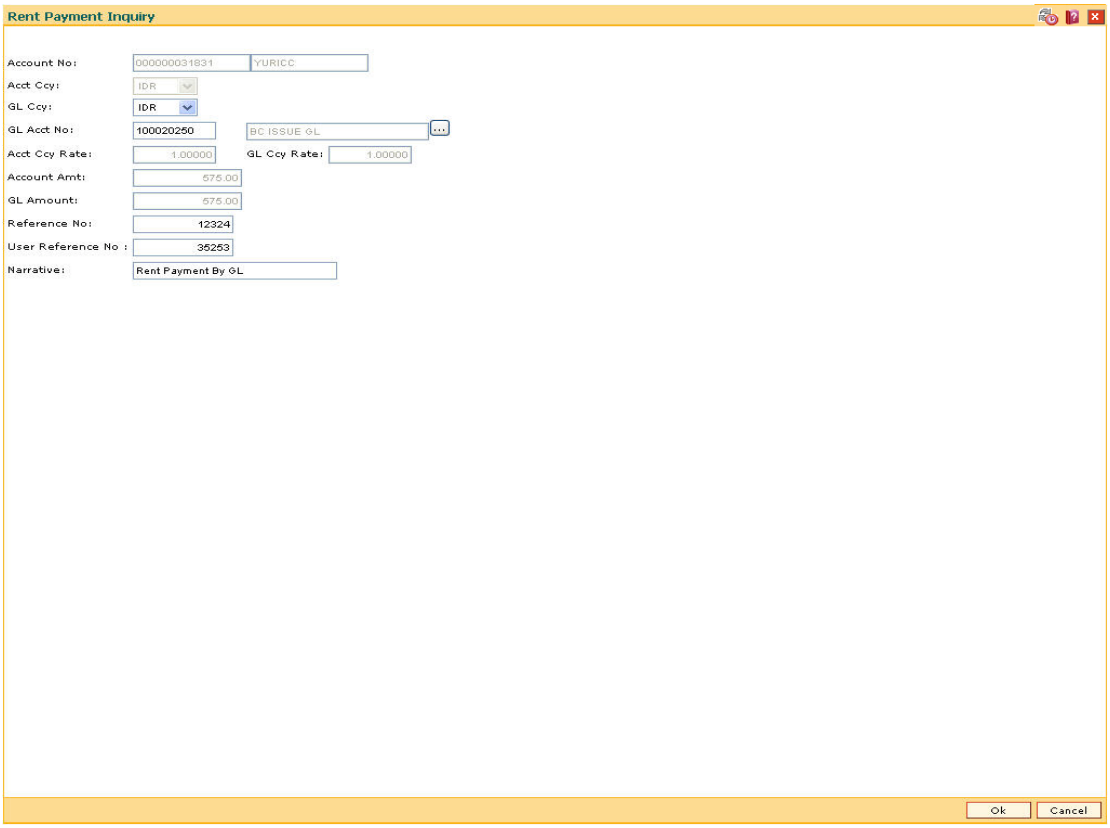


Field Description

Field Name	Description
Allot No	[Display] This field displays the safe deposit box allotment number for which the rent payment is being made The short name of the primary customer of the CASA is populated adjacent to the account number.
From Acct Currency	[Display] This field displays the currency assigned to the product, under which the account is opened. All the entries posted in the account are in the account currency. For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
Savings Account No	[Mandatory, Numeric, 14] Type the account from which the funds will be transferred. The short name of the primary customer of the CASA is populated adjacent to the account number. If the 'from' and 'to' accounts do not belong to the same customer, the system will give a warning to that effect.

Field Name	Description
Saving Acct Ccy	[Display] This field displays the currency assigned to the product, under which the account is opened. All the entries posted in the account are in the account currency. For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
From Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
To Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Rent Amount	[Mandatory, Numeric] This field displays the rent amount payable till date and can be edited for advance rent payment against locker. This is the amount that will be credited as rent. The value in this field is calculated by the system using the amount entered in the **From Amount, From Currency Rate, To Currency Rate** and **SC** fields.
Txn Amount	[Display] This field displays the amount that will be debited from the provider account.
User Reference No	[Optional, Alphanumeric, 30] Type the user reference number.
Narrative	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration based on the transaction. The user can change the narration, if required.

Rent - Payment By GL



Field Description

Field Name	Description
Account No	[Display] This field displays the account number. The short name of the primary customer linked to the CASA holder is populated adjacent to the account number.
Acct Ccy	[Display] This field displays the currency assigned to the product under which the account is opened. All the entries posted in the account are in the account currency. The exchange rate values must be defined and downloaded. For example, if the currency assigned to a CASA product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
GL Ccy	[Mandatory, Drop-Down] Select the currency assigned to the GL that is to be debited from the drop-down list. This currency can differ from the local currency of the bank and the account currency.

Field Name	Description
GL Acct No	[Mandatory, Pick List] Select the GL account which will be debited for crediting the customer account from the pick list. The system will display the name of the GL account in the adjacent field.
Acct Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
GL Ccy Rate	[Display] This field displays the rate at which the GL account currency is converted to the local currency of the bank. The teller's right to change the account currency rate is within a range configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the GL account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Account Amt	[Mandatory, Numeric] This field displays the amount that will be credited as rent for the safe deposit box. This can be edited for the advance rent payment against locker. The system posts the entries to the accounts in the account currency.
GL Amount	[Display] This field displays the amount that will be debited to the GL account, in GL currency after applying the SC applicable for this transaction. Select the SC tab to modify the applied SC. The amount will be calculated in the GL account currency.
Reference No	[Display] This field displays the reference number for the transaction.
User Reference No	[Optional, Alphanumeric, 30] Type the user reference number.
Narrative	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration based on the transaction. The user can change the narration, if required.

11. Click the **Ok** button.
12. The system displays the message "Authorisation required. Do You Want to continue?". Click the **OK** button.
13. The system displays the **Authorization Reason** screen.
14. Enter the relevant information and click the **Grant** button.

15. The system displays the message "Transaction Sent For Authorisation". Click the **Ok** button.
16. The system displays the transaction sequence number. Click the **Ok** button.

SB004 – Safe Box Account Closing Balance Information

Account closure is a two-step process.

Using this option you can retrieve the account closing details and close an account, and then perform the **Closeout Withdrawal** from the branch.

The status of the account changes to account closed today, after this transaction is processed. The next step of actual payout from the branch has to accompany this transaction, so that the account is marked as closed.

You have to close or delete all the account facilities like overdraft limit, SI, sweep in and others before marking the account for closure. The accounts with debit balance or uncleared funds cannot be closed.

Definition Prerequisites

- 8057- Safe Box Allotment

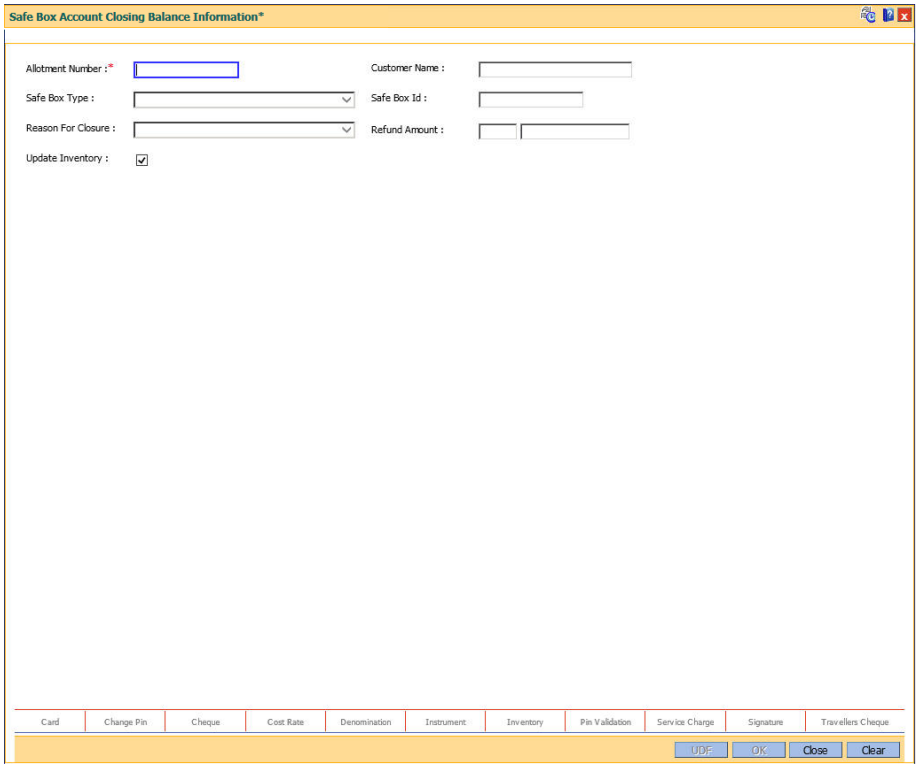
Modes Available

Not Applicable

To view safe box account closing balance information

1. Type the fast path **SB004** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > SDB Account Transactions > Other Transactions > Safe Box Account Closing Balance Information**.
2. The system displays the **Safe Box Account Closing Balance Information** screen.

Safe Box Account Closing Balance Information

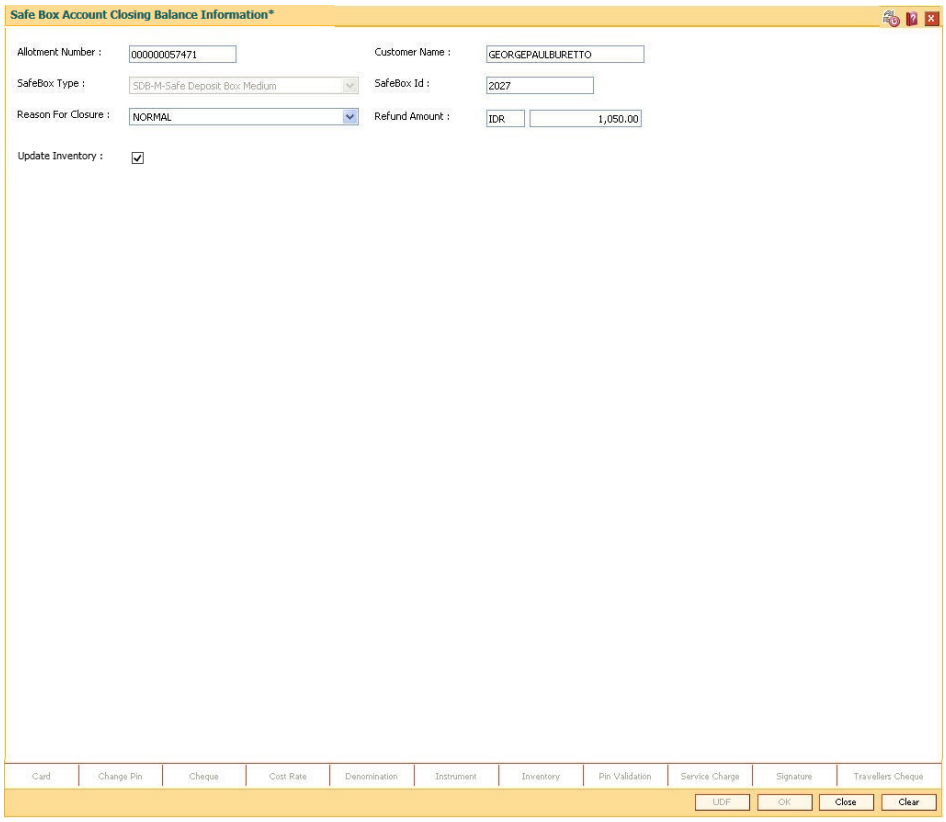


Field Description

Field Name	Description
Allotment Number	[Optional, Numeric, 16] Type the allotment number for which the safe deposit box is allotted.
Customer Name	[Display] This field displays the name of the primary customer to whom the safe deposit box is allotted.
Safe Box Type	[Display] This field displays the type of the safe deposit boxes.
SafeBox Id	[Display] This field displays the identification number of the safe box as defined in inventory.
Reason For Closure	[Mandatory, Drop-Down] Select the reason for closure of the safe deposit box from the drop-down list. The reason codes are displayed from **Reason Code Maintenance** (Fast Path: BAM40) option. Some of the reasons for which the account is closed are Bank Decision, Special Reason, Court Decision, etc.
Refund Amount	[Display] This field displays the amount of refund to be made, if any.
Update Inventory	[Optional] Check this flag to update the inventory. This field is checked by default.

3. Type the allotment number and press the **<Tab> or <Enter>** key.
4. The system displays the account closing balance information.

Safe Box Account Closing Balance Information



5. Click the **Ok** button.
6. The system displays the message "Authorisation Required. Click Ok to continue". Click the **OK** button.
7. The system displays the **Authorization Reason** screen.
8. Enter the appropriate information and click the **Ok** button.
9. The system displays the message "The account has been closed successfully". Click the **Ok** button.

1720 - SDB Close Out Balance Inquiry

Using this option, you can refund the advance rent paid for the safe deposit box at the time of its closure. The closure of an account should first be reflected in the Host database, after which the close out withdrawal activity is allowed. On successful completion, the safe box balance is set to zero.

Depending on the option selected in the **Refund Mode** drop-down list the system displays the relevant transaction screen and the user has to enter the required particulars.

Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM14 - Rewards and Service Charge Code MaintenanceSB004 - Account Closing Balance Information
- 8057- Safe Box Allotment

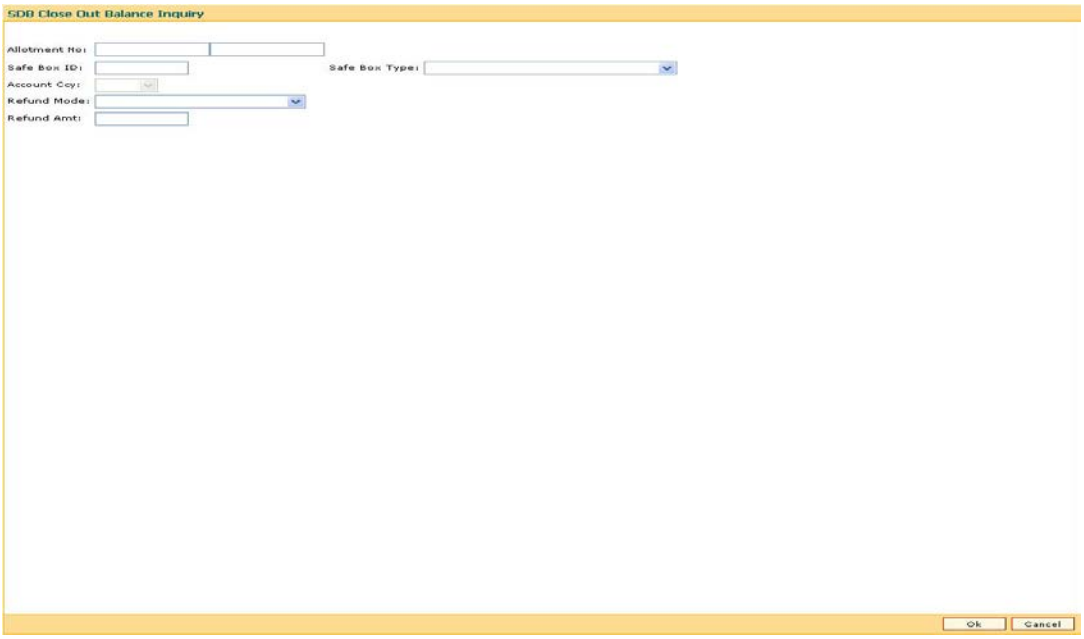
Modes Available

Not Applicable

To view the SDB close out balance

1. Type the fast path **1720** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > SDB Account Transactions > Transfer > SDB Close Out Balance Inquiry**.
2. The system displays the **SDB Close Out Balance Inquiry** screen.

SDB Close Out Balance Inquiry

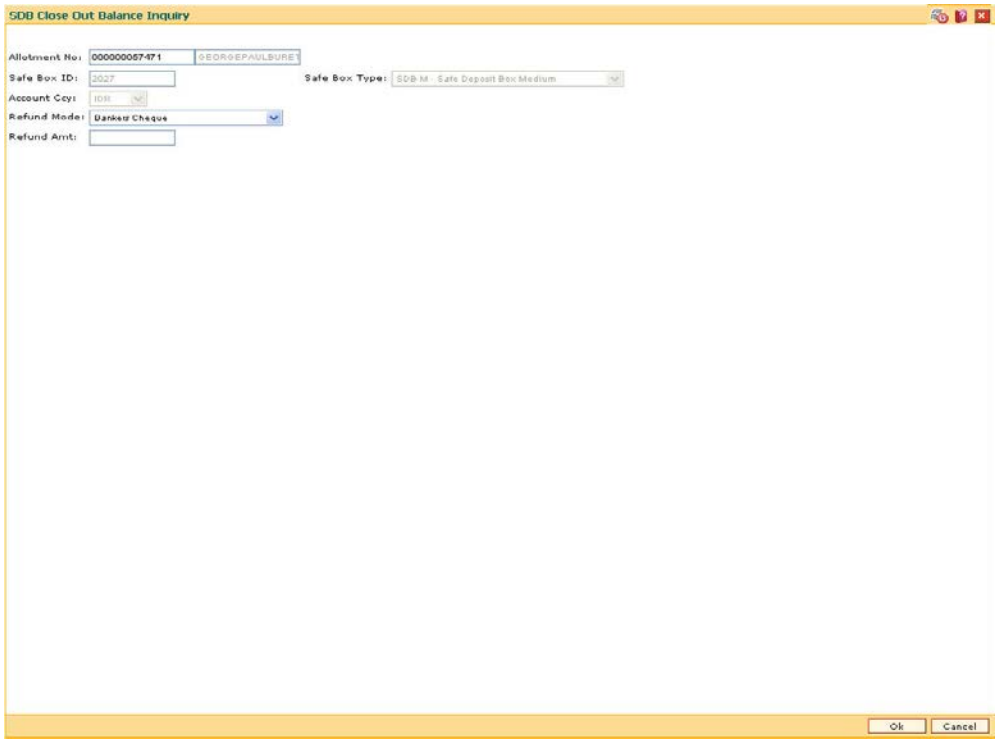


Field Description

Field Name	Description
Allotment No	[Mandatory, Numeric, 16] Type the allotment number. The adjacent field displays the name of the account holder. It should be an allotment number on which a **Marking CASA for Closure** transaction has already been done.
Safe Box ID	[Display] This field displays the safe box ID.
Safe Box Type	[Display] This field displays the safe box type. It is the stock code of the safe deposit boxes. The safe box types are defined in the **Stock Codes** (Fast Path: IVM01) option.
Account Ccy	[Display] This field displays the balance amount in the account at the time of closure. This amount is in the currency of the account. The Banker's cheque is issued for this amount after deducting charges.
Refund Mode	[Mandatory, Drop-Down] Select the refund mode from the drop-down list. The refund mode is the type of repayment. Here the user will be selecting the mode of payment. The options are: • Cash • Banker's Cheque • Transfer to GL Account • Funds Transfer
Refund Amt	[Display] This field displays the total refund amount.

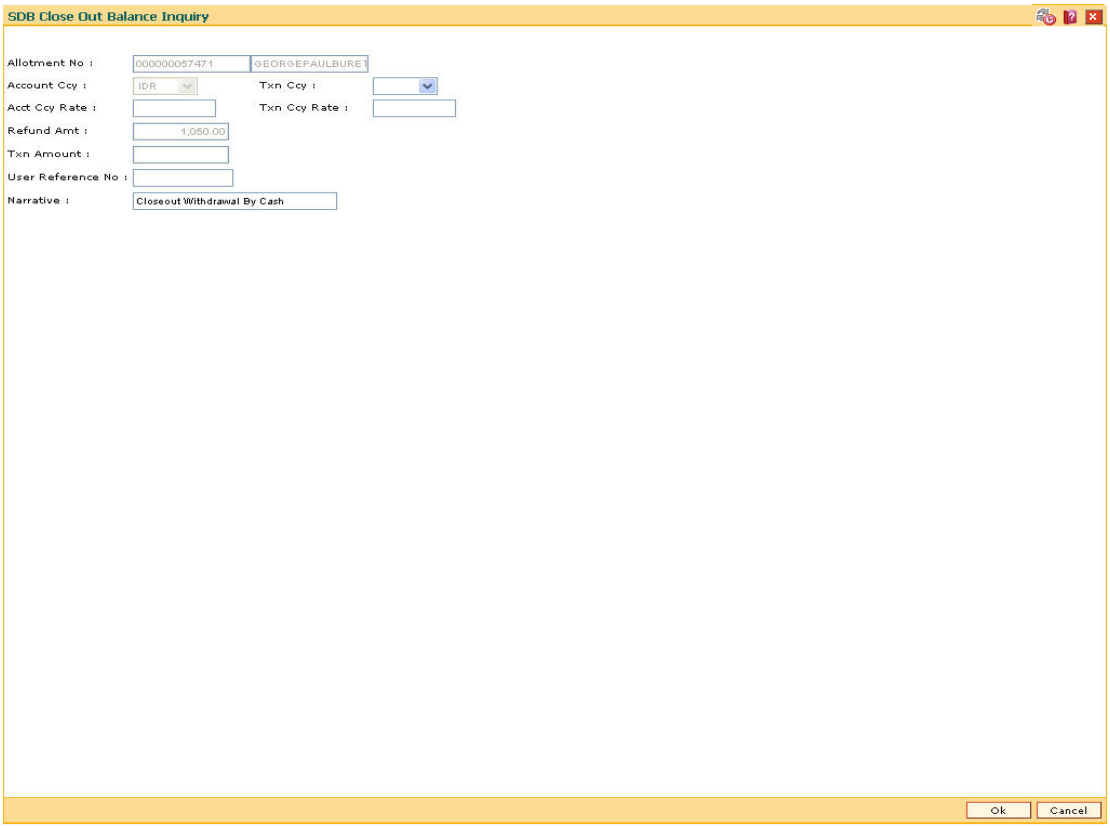
3. Enter the account number and press the **<Tab> or <Enter>** key.
4. Select the safe box type and refund mode from the drop-down list.

SDB Close Out Balance Inquiry



5. Click the **Ok** button.
6. The system displays the message "Do You Want to continue?". Click the **OK** button.
7. Depending up on the option selected from **Repayment Mode** drop-down list, the system displays the relevant transaction screen.
8. Enter the required information in the displayed screen.

Cash

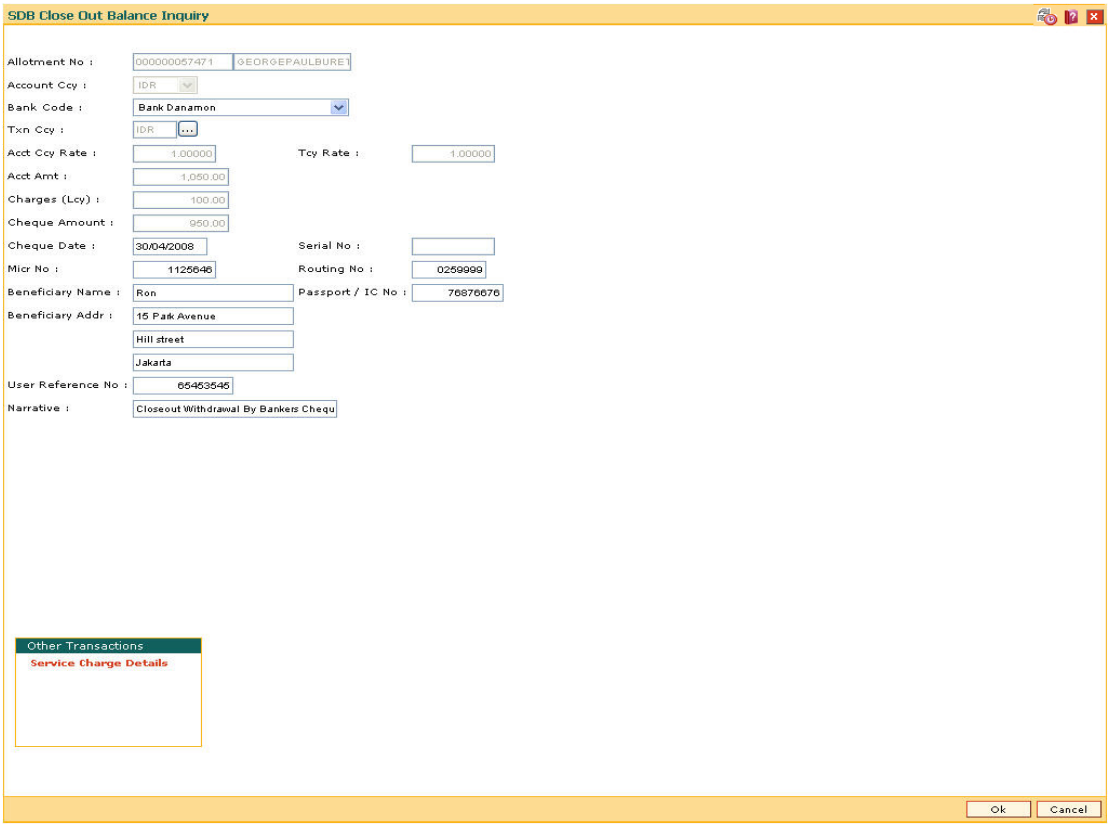


Field Description

Field Name	Description
Allotment No	[Display] This field displays the allotment number that is being closed. The close out withdrawal settlement will be made for this account.
Account Ccy	[Display] This field displays the currency assigned to the product at the product level, under which the account is opened. All the entries are posted in the account in the account currency. The exchange rate values are defined and downloaded. For example, if the currency assigned to a CASA product is USD, the account opened under that product has USD as its account currency, by default.
Txn Ccy	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. This field, by default, displays the account currency as the transaction currency. While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.

Field Name	Description
Acct Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Txn Ccy Rate	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate within range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Refund Amt	[Display] This field displays the balance in the account at the time of account closure in the account currency. The account balance amount is calculated in the account currency, to facilitate the bank to make relevant entries in their respective accounts.
Txn Amount	[Display] This field displays the close out amount to be paid, in the transaction currency. The close out withdrawal amount is calculated in the account currency, to facilitate the bank to make relevant entries in their respective accounts. The amount is converted into the transaction currency for the payout of the close out withdrawal amount.
User Reference No	[Optional, Alphanumeric, 30] Type the user reference number assigned to the customer.
Narrative	[Mandatory, Alphanumeric, 40] Type the narration. This field displays the default narration based on the transaction. The user can change the narration, if required.

Bankers Cheque



Field Description

Field Name	Description
Allotment No	[Display] This field displays the allotment number defaulted from the **Close Out Balance Inquiry** option. This is the account number which is closed and for which the close out withdrawal is done by means of a Banker's cheque. The safe deposit box holder name is displayed in the adjacent field to the allotment number.
Account Ccy	[Display] This field displays the currency of the account that is being closed. The currency is based on the product under which the account was opened and this currency cannot be changed later. Whenever any transaction is posted to the account, it is converted into the account currency based on the exchange rate set up for the transaction. The currency code is a number and the currency name is usually displayed in its short form. It is set up and downloaded.

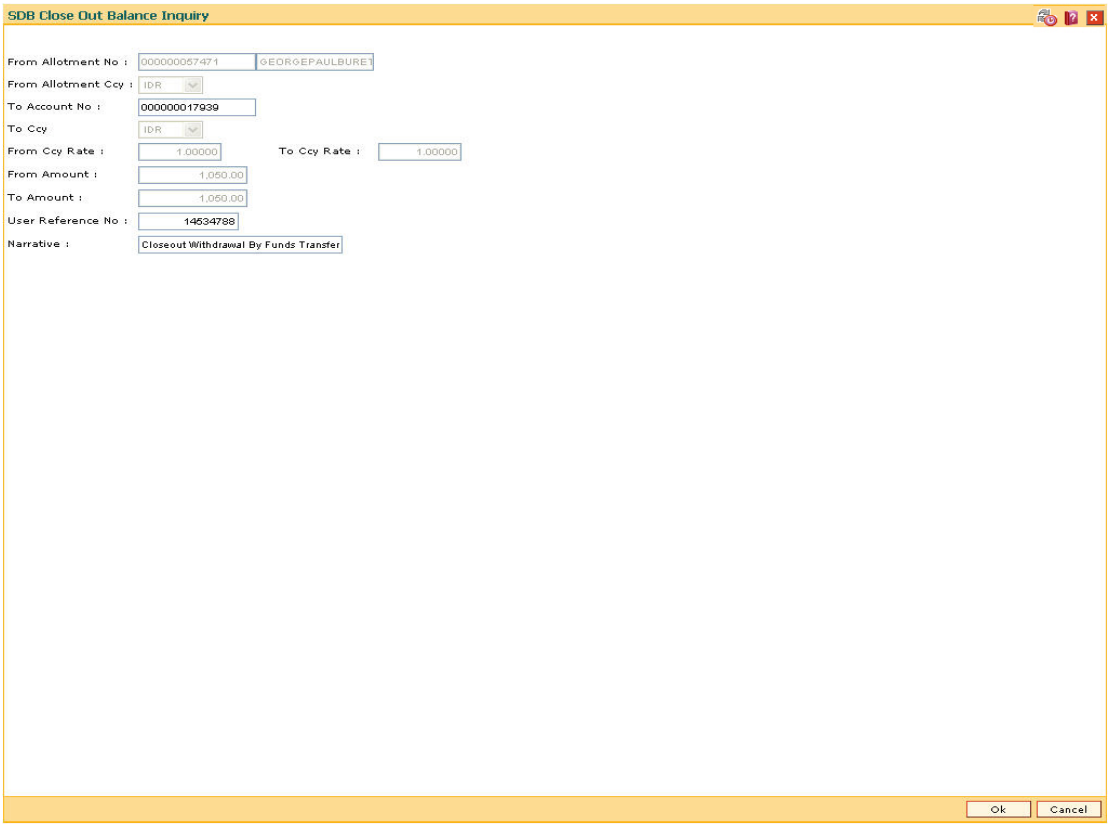
Field Name	Description
Bank Code	[Mandatory, Drop-Down] Select the bank on whom the Banker's cheque is drawn from the drop-down list. The list of banks on whom Banker's cheques can be issued are maintained in the **Issuer Maintenance** (Fast Path: BAM09) option and downloaded to the branch. Normally, banks issue Banker's cheques of their own bank.
Txn Ccy	[Mandatory, Pick List] Select the transaction currency from the pick list. This field, by default, displays the account currency as the transaction currency. While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.
Acct Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Tcy Rate	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values are defined and downloaded. The teller's right to change the transaction currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the transaction currency and the local currency are the same, the field takes a default value as 1, which cannot be modified.
Acct Amt	[Display] This field displays the balance amount in the account at the time of closure. This amount will be in the account currency.
Charges (Lcy)	[Display] This field displays the charges levied by your bank on whom the Banker's cheque is drawn. The charges will be denominated in the local currency of your bank. The service charge codes are added and maintained in the **Rewards and Service Charge Code Maintenance** (Fast Path: BAM14) option. The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level. The service charges are levied in the local currency of the bank. The system displays the total of all the service charges if more than one SC code is attached to the transaction.

Field Name	Description
Cheque Amount	[Display] This field displays the amount of Banker's cheque that will be issued to the nominee. This amount is in the currency of the transaction and includes the charges as well as the Banker's cheque amount.
Cheque Date	[Mandatory, dd/mm/yyyy] Type the cheque date. This field, by default displays the posting date as cheque date, on which the Banker's cheque is issued.
Serial No	[Display] This field displays the serial number. For a remittance instrument such as a banker's cheque or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number. The serial number for each instrument type is maintained separately and on reversal of an instrument issue, the instrument serial number will not be reused for the next instrument issue. When an instrument comes for clearing, it may be referred by the MICR number, which needs to be maintained for each instrument, if it is expected to come through an inward clearing batch. If an instrument is liquidated by the teller, the instrument serial number is sufficient, as this is the number by which **FLEXCUBE Retail** tracks the instrument uniquely.
Micr No	[Mandatory, Alphanumeric, 12] Type the MICR number. For every remittance instrument, it is necessary to maintain the MICR number that will be printed on the instrument, if the instrument is expected to come for clearing through inward clearing. A cross-reference is maintained with the system generated serial number, so that the instrument can be tracked by the system, whether it is liquidated or enquired upon by the MICR number or the serial number.

Field Name	Description
Routing No	[Mandatory, Numeric, Nine] Type the routing number against which the cheque has been drawn. The routing number is a combination of the bank code and the branch code. The combination can be obtained from the **Routing Branch Maintenance** (Fast Path: STM54) option. ***Routing Number***[2] *= Sector Code / Bank Code + Branch Code* For a deposited cheque, this routing number is used by the system to determine the float days and thus the value date of the instrument. For an inward clearing cheque, this routing number should belong to the bank. The order, in which the codes in the routing number are to be entered, is determined by the set up using the **Settlement Bank Parameters** (Fast Path: STM59) option.
Beneficiary Name	[Mandatory, Alphanumeric, 40] Type the name of the beneficiary for the banker's cheque.
Passport / IC No	[Mandatory, Alphanumeric, 14] Type the passport or IC number. This is an identification collected from the beneficiary of the banker's cheque at the time of liquidation.
Beneficiary Addr	[Mandatory, Alphanumeric, 40] Type the contact address of the beneficiary. This is normally needed for record purposes and provided as an additional information.
User Reference No	[Optional, Alphanumeric, 30] Type the user reference number assigned to the customer.
Narrative	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration, based on the transaction. The user can change the narration, if required.

[2](It is the number printed on the cheque, also called MICR number (Magnetic Ink Character Recognition). This number facilitates faster clearance of the instrument. It can be configured to have the following information: Bank code, Sector, Branch Code.)

Fund Transfer

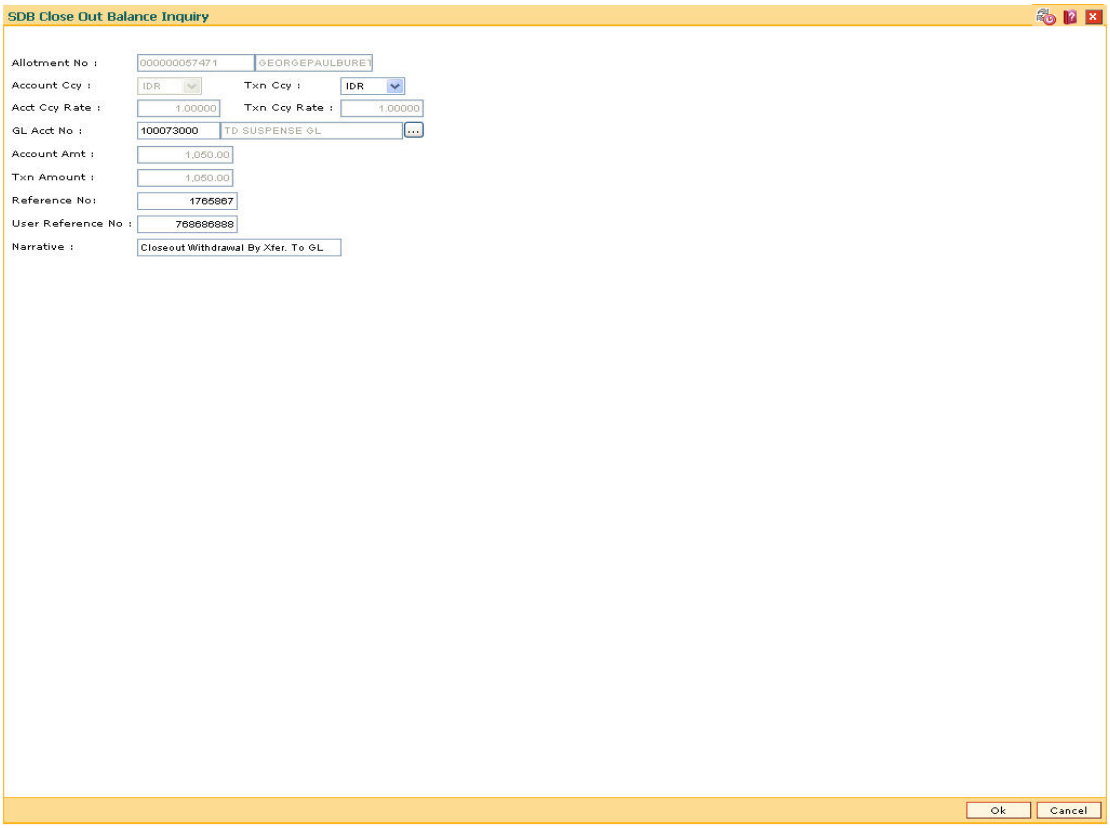


Field Description

Field Name	Description
From Allotment No	[Display] This field displays the account number that is being closed. The name of the CASA holder is populated adjacent to the account number. The close out withdrawal settlement will be made for this account.
From Allotment Ccy	[Display] This field displays the currency assigned to the product at the product level, under which the account is opened. All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded. For example, if the currency assigned to a TD product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
To Account No	[Mandatory, Numeric, 14] Type the account number to which the funds will be transferred.

Field Name	Description
To Ccy	[Display] This field displays the currency assigned to the product at the product level, under which the account is opened. All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded. For example, if the currency assigned to a TD product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.
From Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The exchange rate values are defined and downloaded. The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
To Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The exchange rate values are defined and downloaded. The teller's right to change the account currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
From Amount	[Display] This field displays the transaction amount. This is the amount that will be debited from the provider account. The transferred cash amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.
To Amount	[Display] This field displays the transaction amount based on the value entered in the **From Amount** field. This is the amount that will be credited to the beneficiary account. The amount is entered in the To Account currency for transferring funds. The transferred cash amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.
User Reference No	[Optional, Alphanumeric, 30] Type the user reference number assigned to the customer.
Narrative	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration, based on the transaction. The user can change the narration, if required.

Transfer to GL Account



Field Description

Field Name	Description
Allotment No	[Display] This field displays the allotment number that is being closed. The name of the CASA holder is populated adjacent to the account number. The close out withdrawal settlement will be made for this account.
Account Ccy	[Display] This field displays the currency assigned to the product at the product level, under which the account is opened. All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded. For example, if the currency assigned to a TD product is USD (US Dollar), the account opened under that product has USD as its account currency, by default.

Field Name	Description
Txn Ccy	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. This field, by default, displays the account currency as the transaction currency. While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.
Acct Ccy Rate	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
Txn Ccy Rate	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The teller's right to change the transaction currency rate within range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
GL Acct No	[Mandatory, Pick List] Select the GL account number to which the close out funds will be transferred from the pick list. The description of the GL account is populated adjacent to the GL account number.
Account Amt	[Display] This field displays the net balance of the CASA account at the time of closure. This amount is calculated in the CASA account currency.
Txn Amount	[Display] This field displays the close out amount to be paid, in the transaction currency. The close out withdrawal amount is calculated in the account currency, to facilitate the bank to make relevant entries in their respective accounts. The amount is converted into the transaction currency for the payout of the close out withdrawal amount.
Reference No	[Optional, Numeric, 30] Type the appropriate reference number of the transaction.
User Reference No	[Optional, Alphanumeric, 30] Type the user reference number assigned to the customer.

Field Name	Description
Narrative	[Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration, based on the transaction. The user can change the narration, if required.

9. Click the **Ok** button.
10. The system displays the message "Authorisation required. Do you want to continue?". Click the **OK** button.
11. The system displays the **Authorization Reason** screen.
12. Enter the appropriate information and click the **Grant** button.
13. The system displays the transaction sequence number. Click the **Ok** button.