

# Oracle FLEXCUBE Core Banking

Settlement and Clearing User Manual  
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Settlement and Clearing User Manual  
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## **1. Data Entry Options for Outward Instruments**

## 1.1. 5505 - Batch Consolidated Cheque Data Entry

For multiple cheque deposits the you have to enter header details followed by the individual cheque details.

Using this option, you can enter details of cheques that are to be consolidated after maintaining the header transaction to consolidate the check deposit through **Consolidated Cheque Deposit** (Fast Path: 6511) option

All the cheques should belong to the same currency, as entered in the batch header, while entering the details of the cheques in a batch. The system verifies the total number of instruments and the total amount with the header information.

### Definition Prerequisites

- 6511 - Consolidated Check Deposit
- STM64 - Clearing Type Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar For End Point
- The exchange rate values must be defined and downloaded.

### Modes Available

Not Applicable

### To open consolidated cheque data entry batch

1. Type the fast path **5505** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Batch Consolidated Cheque Data Entry**.
2. The system displays the **Batch Consolidated Cheque Data Entry** screen.



Column Name	Description
<b>Srl No</b>	[Mandatory, Numeric, 3] Type the serial number.
<b>Cheque No</b>	[Mandatory, Numeric, 12] Enter the cheque number of the instrument being deposited.
<b>Chq Literal</b>	[Display] This field displays the description of the cheque from a standard set of definitions. The options are: <ul style="list-style-type: none"> <li>• Drawing voucher deposit</li> <li>• Guaranteed cheque deposit</li> <li>• House cheque deposit</li> <li>• Local cheque deposit</li> <li>• MO/ PO deposit</li> <li>• Outstation cheque deposit</li> </ul>
<b>Amount</b>	[Mandatory, Numeric, 13, Two] Type the cheque amount in the transaction currency.
<b>Clg Type</b>	[Mandatory, Drop Down] Select the clearing type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Regular Clearing</li> <li>• High Value Clearing</li> <li>• Regular 2 Day</li> <li>• Inward Returns</li> <li>• Regular 3 day</li> <li>• Outward Returns</li> </ul>
<b>Routing No</b>	[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 <b>Routing Branch Maintenance</b> (Fast Path: STM54) option. This number facilitates faster clearance of the instrument. It can be configured to have the following information: Bank code, Sector, Branch Code.) = 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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.

Column Name	Description
<b>Cheque Date</b>	<p>[Mandatory, dd/mm/yyyy]</p> <p>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.</p> <p>Instruments become stale if the cheque date is prior to the current posting date by the stale period defined in the <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Drawer Acct No</b>	<p>[Mandatory, Numeric, 14]</p> <p>Type the account number of the customer who has drawn the cheques.</p> <p>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 beneficiary account.</p> <p>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.</p>
<b>Late Clearing</b>	<p>[Display]</p> <p>This field displays the values Y or N for late clearing. The options are:</p> <p>Y - If the late clearing is marked</p> <p>N - If the late clearing is not marked</p> <p>This field displays Y when a customer deposits a cheque after the cut-off time is over, for current posting date for the selected clearing type.</p> <p>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.</p>

3. Select the document number from the drop down list.
4. Enter the cheque number and amount.
5. Select the clearing type from the drop-down list.
6. Enter the routing number, cheque date, drawer account number.



## 1.2. 5506 - Batch Data Entry Outward Clearing

Using this option, a number of cheques belonging to different account holders can be processed for outward clearing. You can also enter details of outward clearing cheques for another branch if it is designated as the clearing branch.

You can enter the cheque details manually, or upload cheque information from a data file provided in a specific format. Bank specific pre-processing routines can be written to convert files to the expected format in this option. Data uploaded from a file is retrieved from and displayed for process initiation.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance

### Modes Available

Not Applicable

### To open the outward clearing data entry batch

1. Type the fast path **5506** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Batch Data Entry Outward Clearing**.
2. The system displays the **Batch Data Entry Outward Clearing** screen.

### Batch Data Entry Outward Clearing

Serial No.	Payee A/C No	Customer Name	Cheque No	Amount	Type	Routing No	Date	Drawer A/C No	A/C Currency	ACLCY Rate	TCLCY R
------------	--------------	---------------	-----------	--------	------	------------	------	---------------	--------------	------------	---------

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Batch Type</b>	[Display] This field displays the batch type.
<b>Action</b>	[Mandatory, Drop-Down] Select the action to be performed from the drop-down list. The options are: <ul style="list-style-type: none"><li>• Open Data Entry Batch - Teller can perform the data entry</li><li>• Reverse Data Entry Batch – The data entry batch will be reversed completely. The batch can be reversed only before authorization.</li><li>• Modify Data Entry Batch – Modify is used for modifying the details entered. Modification can be used only before authorization.</li><li>• Authorize Data Entry Batch - Supervisor can authorize</li><li>• Inquire Data Entry Batch – Teller and supervisor can perform the inquiry.</li></ul>
<b>Batch Number</b>	[Display, Editable/Pick List] This field displays the batch number. You can also edit this number and enter the required batch number. The branch generates a batch number, which is a running serial number. This batch number needs to be noted down for future reference.
<b>Batch Status</b>	[Display] This field displays the batch status. After opening a batch for data entry the status of the batch will always be <b>Unauthorised</b> , and the status will move from this status to Validated status after the teller completes data entry and submits for authorization. Only validated batches can be authorized by the supervisor.
<b>Deposit Branch</b>	[Mandatory, Pick List] Select the branch where the cheque is deposited from the drop-down list. If centralised data entry is being done, then the branch for which the cheques are being entered can be any branch from the drop-down list provided. The branches belong to the same sector.
<b>Currency</b>	[Mandatory, Drop-Down] Select the currency of the cheque 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
<b>No of Instrs</b>	[Mandatory, Numeric, Three] Type the number of instruments being deposited. Up to 100 cheques can be accommodated in one data entry batch. This indicates the number of cheques that are being deposited for the same branch.
<b>Clearing Type</b>	[Mandatory, Drop-Down] Select the applicable clearing type for the batch.
<b>Late Clearing</b>	[Display] This field displays whether late is performed for the clearing type or not.
<b>Instrument Summary</b>	
<b>FLEXCUBE Total Amount</b>	[Display] This field displays the FLEXCUBE total amount in the transaction.
<b>No of Instrs</b>	[Display] This field displays the number of instruments being deposited in <b>FLEXCUBE</b> account.
<b>FINWARE Total Amount</b>	[Display] This field displays the FINWARE total amount in the transaction.
<b>No of Instrs</b>	[Display] This field displays the number of instruments being deposited in <b>FINWARE</b> account.

Column Name	Description
<b>Serial No</b>	[Display] This column displays the serial number within the batch.
<b>Payee A/C No</b>	[Mandatory, Numeric, 14] Type the account number to which each cheque will be credited.
<b>Customer Name</b>	[Display] This column displays the name of the account holder.
<b>Cheque No</b>	[Mandatory, Numeric, 12] Type the cheque number, which is present on the MICR line of the instrument.  When the cheque is deposited into any payee's 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 along with the routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of any duplicate instrument. If duplicate instruments are found, cheque deposit will be rejected unless the earlier cheques are all marked as <b>Returned</b> .

Column Name	Description
<b>Amount</b>	[Mandatory, Numeric, 13, Two] Type the cheque amount in the transaction currency.
<b>Type</b>	[Display] Select the clearing type from the drop-down list. Multiple clearing types can be setup by the bank, where cheques, which 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 such as outward clearing, running of value date, marking late clearing, etc. happen on the basis of the clearing type.
<b>Routing No</b>	[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 and sector code. The combination can be obtained from the <b>Routing Branch Maintenance</b> option. <b>Routing Number</b> <sup>1</sup> = 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 <b>Settlement Bank Parameters</b> option.
<b>Date</b>	[Mandatory, dd/mm/yyyy] Type the date written 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 <b>Settlement Bank Parameters</b> option). If cheque date is greater than the current posting date, then the cheque has to be treated as a post-dated cheque.
<b>Drawee A/C No</b>	[Mandatory, Numeric, 14] Type the account number of the customer who has drawn the cheques. This account number is validated if the routing number entered indicates that the drawer is your own customer.
<b>A/C Currency</b>	[Display] This field displays the account currency.

<sup>1</sup>(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.)

Column Name	Description
<b>ACL CY Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank. The exchange rate values need to be defined and downloaded.</p> <p>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.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>TCL CY Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values need to be defined and downloaded.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Transaction Narration</b>	<p>[Mandatory, Alphanumeric, 20]</p> <p>Type the narration.</p> <p>This field displays the default narration, based on the transaction.</p>
<b>System Identity</b>	<p>[Display]</p> <p>This field displays the system identity.</p>
<b>Payee Branch</b>	<p>[Display]</p> <p>This field displays the code of the payee bank.</p>
<b>Delete</b>	<p>[Optional, Check Box]</p> <p>Select the <b>Delete</b> check box (es) to delete the rows.</p>

---

**Note:** You can add additional rows to the batch by clicking Add button. In case a particular row needs to be dropped, double click and select the Delete Checkbox.

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3. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
4. Select the deposit branch and the currency from the drop-down list.
5. Enter the number of instruments.
6. Click the **Ok** button.
7. The system displays the data entry section.
8. Enter the relevant information in the data entry section.

OR

Enter the batch details by selecting the appropriate file in which the individual check details are maintained, using the **Browse** and **Load** button. This file is a delimited file and its format depends on the site implementation.

## Batch Data Entry Outward Clearing

**Batch Data Entry Outward Clearing\***

Batch Type : Batch Data Entry Outward Clearing      Action : Open Data Entry Batch

Batch Number : 2013      Batch Status : UnAuthorized      Deposit Branch : 240      SANDOZ - MUMBAI

Currency : INR      No of Instrs : 2      Clearing Type : 1-MICR CLG      Late Clearing : N

Total Amount : 8,09,777.00

**Instrument Summary**

FLEXCUBE Total Amount : 8,09,777.00      No of Instrs : 2

FINWARE Total Amount : 0.00      No of Instrs : 0

Serial No.	Payee A/C No	Customer Name	Cheque No	Amount	Type	Routing No	Date	Drawer A/C No	A/C Currency	ACLCY Rate	TCLCY Ra
1	50500000000132	RAJIV	12232323	10,000.00	1-MICR CLG		01/09/2012		INR	1.00	1.00
2	50200000000442	BASHISH SHAH	765543	7,99,777.00	1-MICR CLG		01/09/2012		INR	1.00	1.00

9. Click the **Save** button.
10. The system displays the message "Data Saved Successfully In the Database". Click the **Ok** button.
11. Click the **Validate** button.
12. The system displays the message "Batch Validated Successfully. Authorization pending..". Click the **Ok** button.
13. The outward clearing data entry batch is added successfully once the record is authorized.

**Note:** Outward clearing of cheques does not require a header transaction. To change the number of instruments, modify the **No of Instrs** field and click the **Modify** button. Accordingly, the number of data entry rows will change in the Data Entry screen. Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again. For the duplicate entries, the system displays the error message of "Duplicate Cheque No." For multiple cases of duplicate records found, system highlights all the records.

### To reverse the outward clearing data entry batch

1. Select the **Reverse Data Entry Batch** option from the **Action** drop-down list.
2. Enter the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.

4. The system displays the message "Batch Reversed Successfully".

#### **To modify the outward clearing data entry batch**

1. Select the **Modify Data Entry Batch** option from the **Action** drop-down list.
2. Enter the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. Modify the relevant information and click the **Save** button.
5. The system displays the message "Data Saved Successfully In the Database". Click the **Ok** button.
6. Click the **Validate** button.
7. The system displays the message "Batch Validated Successfully. Authorization pending..". Click the **Ok** button.
8. The outward clearing data entry batch is modified successfully once the record is authorized.

#### **To authorize the outward clearing data entry batch (in supervisory mode)**

1. Select the **Authorize Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Click the **Auth** button.
6. The system displays the message "Batch Processing Successful at Host".

#### **To view the outward clearing data entry batch**

1. Select the **Inquire Data Entry Batch** option from the **Action** drop-down list.
2. Enter the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.

### 1.3. 5606 - Batch Data Entry Outward Clearing

Using this option, a number of cheques belonging to different account holders can be processed for outward clearing. You can also enter details of outward clearing cheques for another branch if it is designated as the clearing branch.

You can enter the cheque details manually, or upload cheque information from a data file provided in a specific format. Bank specific pre-processing routines can be written to convert files to the expected format in this option. Data uploaded from a file is retrieved from and displayed for process initiation.

#### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance

#### Modes Available

Not Applicable

#### To open the outward clearing data entry batch

1. Type the fast path **5606** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Batch Data Entry Outward Clearing**.
2. The system displays the **Batch Data Entry Outward Clearing** screen.

#### Batch Data Entry Outward Clearing

Batch Type :	Batch Data Entry Outward Clearing	Action :	<input type="text"/>
Batch Number :	<input type="text"/>	Deposit Branch :	<input type="text"/>
Date :	03/04/2017	Txn Ccy :	<input type="text"/>
Late Clearing :	<input type="text"/>	No of Instrs :	<input type="text"/>
FW Count	<input type="text" value="0"/>	FW Amount	<input type="text" value="0"/>
FC Count	<input type="text" value="0"/>	FC Amount	<input type="text" value="0"/>

#### Field Description

Field Name	Description
<b>Batch Type</b>	[Display] This field displays the batch type.
<b>Action</b>	[Mandatory, Drop-Down] Select the action to be performed from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Open Data Entry Batch - Teller can perform the data entry</li> <li>• Reverse Data Entry Batch – The data entry batch will be reversed completely. The batch can be reversed only before authorization.</li> <li>• Modify Data Entry Batch – Modify is used for modifying the details entered. Modification can be used only before authorization.</li> <li>• Authorize Data Entry Batch - Supervisor can authorize</li> <li>• Inquire Data Entry Batch – Teller and supervisor can perform the inquiry.</li> </ul>
<b>Date</b>	[Display, dd/mm/yyyy] This field displays the current date.
<b>Batch Number</b>	[Display, Editable/Pick List] This field displays the batch number. You can also edit this number and enter the required batch number. The branch generates a batch number, which is a running serial number. This batch number needs to be noted down for future reference.
<b>Deposit Branch</b>	[Mandatory, Pick List] Select the branch where the cheque is deposited from the drop-down list. If centralised data entry is being done, then the branch for which the cheques are being entered can be any branch from the drop-down list provided. The branches belong to the same sector.
<b>Batch Status</b>	[Display] This field displays the batch status. After opening a batch for data entry the status of the batch will always be <b>Unauthorised</b> , and the status will move from this status to Validated status after the teller completes data entry and submits for authorization. Only validated batches can be authorized by the supervisor.
<b>Type</b>	[Mandatory, Drop-Down] Select the applicable clearing type for the batch.

Field Name	Description
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the currency of the cheque 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.
<b>No of Instrs</b>	[Mandatory, Numeric, Three] Type the number of instruments being deposited. Up to 100 cheques can be accommodated in one data entry batch. This indicates the number of cheques that are being deposited for the same branch.
<b>Late Clearing</b>	[Display] This field displays whether late is performed for the clearing type or not. The default value is N.
<b>FW Count</b>	[Display] This field displays the number of instruments being deposited in <b>FINWARE</b> account.
<b>FC Count</b>	[Display] This field displays the number of instruments being deposited in <b>FLEXCUBE</b> account.
<b>FW Amount</b>	[Display] This field displays the FINWARE total amount in the transaction.
<b>FC Amount</b>	[Display] This field displays the FLEXCUBE total amount in the transaction.

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**Note:** You can add additional rows to the batch by clicking Add button. In case a particular row needs to be dropped, double click and select the Delete Checkbox.

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3. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
4. Select the clearing type from the **Type** drop-down list.
5. Enter the number of instruments.
6. Click the **Ok** button.
7. The system displays the data entry section.
8. Enter the relevant information in the data entry section.

OR

Enter the batch details by selecting the appropriate file in which the individual check details are maintained, using the **Browse** and **Load** button. This file is a delimited file and its format depends on the site implementation.

## Batch Data Entry Outward Clearing

**Batch Data Entry Outward Clearing**

Batch Type : <input type="text" value="Batch Data Entry Outward Clearing"/>	Action : <input type="text" value="Reverse Data Entry Batch"/>
Batch Number : <input type="text" value="02"/>	Batch Status : <input type="text" value="Unauthorized"/>
Date : <input type="text" value="03/04/2017"/>	Deposit Branch : <input type="text" value="DEMO2"/>
Late Clearing : <input type="text" value="Y"/>	Type : <input type="text" value="1-MICR CLEARING FLOAT 1"/>
Txn Ccy : <input type="text" value="INR"/>	No of Instrs : <input type="text" value="2"/>

FW Count : <input type="text" value="0"/>	FW Amount : <input type="text" value="0.00"/>
FC Count : <input type="text" value="2"/>	FC Amount : <input type="text" value="2,701.00"/>

Srl No	A/C No	System	Customer Name	Cheque No	Amount	Routing No	NRE	Trans
1	50100000003231	FC	KARNA	105	1,201.00	400250012	N	CHQ
2	50100000003231	FC	KARNA	103	1,500.00	400250012	N	CHQ

Total Amount :

### Field Description

Column Name	Description
<b>Serial No</b>	[Display] This column displays the serial number within the batch.
<b>A/C No</b>	[Mandatory, Numeric, 14] Type the account number to which each cheque will be credited.
<b>System Identity</b>	[Display] This field displays the system identity.
<b>Customer Name</b>	[Display] This column displays the name of the account holder.
<b>Cheque No</b>	[Mandatory, Numeric, 6] Type the cheque number, which is present on the MICR line of the instrument.  When the cheque is deposited into any payee's 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 along with the routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of any duplicate instrument. If duplicate instruments are found, cheque deposit will be rejected unless the earlier cheques are all marked as <b>Returned</b> .
<b>Amount</b>	[Mandatory, Numeric, 13, Two] Type the cheque amount in the transaction currency.

Column Name	Description
<b>Routing No</b>	<p>[Mandatory, Numeric, Nine]</p> <p>Type the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code and sector code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><b>Routing Number</b><sup>2</sup> = Sector Code / Bank Code + Branch Code</p> <p>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.</p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>NRE</b>	<p>[Display]</p> <p>This field displays whether the account is an NRE account or not. Values are shown as Y/N.</p>
<b>Transaction Narrative</b>	<p>[Mandatory, Alpha numeric, 20]</p> <p>Type the narration.</p> <p>This field displays the default narration, based on the transaction.</p>
<b>Date</b>	<p>[Mandatory, dd/mm/yyyy]</p> <p>Type the date written 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 <b>Settlement Bank Parameters</b> option). If cheque date is greater than the current posting date, then the cheque has to be treated as a post-dated cheque.</p>
<b>Payee Branch</b>	<p>[Display]</p> <p>This field displays the code of the payee bank.</p>

9. Click the **Save** button.
10. The system displays the message "Data Saved Successfully In the Database". Click the **Ok** button.
11. Click the **Validate** button.
12. The system displays the message "Batch Validated Successfully. Authorization pending..". Click the **Ok** button.
13. The outward clearing data entry batch is added successfully once the record is authorized.

**Note:** Outward clearing of cheques does not require a header transaction. To change the number of instruments, modify the **No of Instrs** field and click the **Modify** button. Accordingly, the number of data entry rows will change in the Data Entry screen. Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the

<sup>2</sup>(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.)

batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again. For the duplicate entries, the system displays the error message of "Duplicate Cheque No." For multiple cases of duplicate records found, system highlights all the records.

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#### **To reverse the outward clearing data entry batch**

1. Select the **Reverse Data Entry Batch** option from the **Action** drop-down list.
2. Enter the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the message "Batch Reversed Successfully".

#### **To modify the outward clearing data entry batch**

1. Select the **Modify Data Entry Batch** option from the **Action** drop-down list.
2. Enter the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. Modify the relevant information and click the **Save** button.
5. The system displays the message "Data Saved Successfully In the Database". Click the **Ok** button.
6. Click the **Validate** button.
7. The system displays the message "Batch Validated Successfully. Authorization pending..". Click the **Ok** button.
8. The outward clearing data entry batch is modified successfully once the record is authorized.

#### **To authorize the outward clearing data entry batch (in supervisory mode)**

1. Select the **Authorize Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Click the **Auth** button.
6. The system displays the message "Batch Processing Successful at Host".

#### **To view the outward clearing data entry batch**

1. Select the **Inquire Data Entry Batch** option from the **Action** drop-down list.
2. Enter the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.

## 1.4. 6511 - Consolidated Cheque Deposit

**FLEXCUBE** allows the entry of a single cheque deposit, multiple cheque deposit and file upload for bulk cheque deposits.

When multiple cheques are to be deposited into the same account, you have to open a header for the account that indicates the total number and total value of the cheques that are deposited by the customer. The header transaction generates a document number that can be subsequently used to enter the cheque details for that account. All cheques deposited in one consolidated batch, should belong to the same currency. This transaction has to be followed by Consolidated Cheque Batch Data Entry transaction for posting the individual details of cheque.

### Definition Prerequisites

- BAM14 - Rewards and Service Charges definition
- BAM09 - Issuer Maintenance
- BAM56 - Currency Codes Maintenance
- STM64 - Clearing Type Maintenance  
The exchange rate values must be defined and downloaded.

### Modes Available

Not Applicable

### To deposit the consolidated cheques

1. Type the fast path **6511** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Consolidated Cheque Deposit**.
2. The system displays the **Consolidated Cheque Deposit** screen.

## Consolidated Cheque Deposit

**Consolidated Cheque Deposit\***

Modify Header :

Account No :

Account Ccy :  Txn Ccy :

Acct Ccy Rate :  Txn Ccy Rate :

Total Amount :

Account Amt :

Cheque Literal:

Clearing Type :  Late Clearing :

Routing No :  Value Date :

No of Cheques :  Document Number :

User Reference No :

Narrative :

---

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

### Field Description

Field Name	Description
<b>Modify Header</b>	<p>[Optional, Check Box]</p> <p>Select the <b>Modify Header</b> check box to rectify any error in the header transaction posted earlier.</p> <p>This field is enabled only when the document header has been reversed from the <b>Search Electronic Journal</b> screen.</p> <p>If you select the check box, the system displays the <b>Old Document Number</b> field and all the other fields will be disabled.</p>
<b>Old Document Number</b>	<p>[Conditional, Pick List]</p> <p>Select the old document number from the pick list.</p> <p>This field is enabled only if the <b>Modify Header</b> check box is selected.</p>
<b>Account No</b>	<p>[Mandatory, Numeric, 14]</p> <p>Type the CASA account number on which consolidated cheque deposit is to be done.</p>

Field Name	Description
<b>Account Ccy</b>	<p>[Display]</p> <p>This field displays the currency assigned to the product, under which the account is opened.</p> <p>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.</p> <p>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.</p>
<b>Txn Ccy</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the cheque currency from the drop-down list.</p> <p>This field, by default, displays the account currency as the transaction currency.</p> <p>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.</p>
<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Total Amount</b>	<p>[Mandatory, Numeric, 15]</p> <p>Type the total amount of all the cheques being deposited to the account in the transaction currency.</p> <p>This is the amount by which the account's unclear balance is updated. You have to ensure that the correct amount is entered; else the system will not allow the user to complete data entry in the consolidated batch data entry mode, if the total of the individual cheques amounts is not equal to this amount.</p>
<b>Account Amt</b>	<p>[Display]</p> <p>This field displays the amount in account currency.</p> <p><i>Account Amount = Total Amount / Account Currency Rate * Transaction Currency Rate</i></p>
<b>Cheque Literal</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the cheque literal from the drop-down list.</p> <p>This field is not used in any processing.</p>

Field Name	Description
<b>Clearing Type</b>	<p>[Conditional, 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. happens on the basis of the clearing type. This field is disabled if the Modify Header is checked.  <b>For more information on clearing refer to Clearing Type Maintenance option.</b></p> <hr/> <p><b>Note: In a decentralized clearing set up a particular Clearing type will be restricted or available to a branch depending upon the maintenance carried out in the options.</b></p>
<b>Late Clearing</b>	<p>[Display]            This field displays the values <b>Y</b> or <b>N</b> for late clearing.            The options are:</p> <ul style="list-style-type: none"> <li>• Y - If the late clearing is marked.</li> <li>• N - If the late clearing is not marked</li> </ul> <p>This field displays <b>Y</b> when a customer deposits a cheque after the 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.</p>
<b>Routing Number</b>	<p>[Mandatory, Numeric, Nine]            Type the routing number for which the details are to be maintained.            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.</p>
<b>Value Date</b>	<p>[Display]            This field displays the value date of the cheque.</p>
<b>No of Cheques</b>	<p>[Mandatory, Numeric, Three]            Type the total number of cheques being deposited into the account. It should be more than one. Number of cheques per batch can not be more than 200.</p>
<b>Document Number</b>	<p>[Display]            This field displays the serial number.            A serial number generated by the system to track the header batch with the actual branch batch number generated at the time of data entry. This number needs to be noted down and linked correctly to the batch opened for posting the instruments.</p>
<b>User Reference No</b>	<p>[Mandatory, Alphanumeric, 16]            Type the user reference number assigned to identify the transaction.</p>

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

3. Select the **Modify Header** check box if the account is having document number.  
OR  
Enter the account number and the total value of the cheques deposited by the user.
4. Select the cheque literal and clearing type from the drop-down list.
5. Enter the number of cheques.

### Consolidated Cheque Deposit

6. Click the **Ok** button.
7. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
8. The system displays the **Document Receipt** screen.
9. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do You Want To Print". Click the **Yes** button.  
OR  
Click the **Cancel** button.

10. The system displays the document number. The document number or the header number associated with the consolidated batch. This number is used while performing the consolidated check batch data entry. Click the **OK** button.

## 1.5. 6512 - Consolidated Cheque Batch Data Entry

For multiple cheque deposits, you have to first enter the header details followed by the individual cheque details.

Using this option, you can enter details of cheques that are to be consolidated after maintaining the header transaction to consolidate the cheque deposit through **Consolidated Cheque Deposit** (Fast Path: 6511) option. All the cheques should belong to the same currency, as entered in the Batch header, while entering the details of the cheques in a batch. You can also upload files, as against manual data entry, once the header is created.

For the duplicate entries, the system displays the error message of “Duplicate Cheque No.”

The system verifies the total number of instruments and the total amount with the header information.

### Definition Prerequisites

- STM64 - Clearing Type Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- 6511 - Consolidated Cheque Deposit
- The exchange rate values must be defined and downloaded.

### Modes Available

Not Applicable

### To open consolidated cheque data entry batch

1. Type the fast path **6512** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Consolidated Cheque Batch Data Entry**.
2. The system displays the **Consolidated Cheque Batch Data Entry** screen.

## Consolidated Cheque Batch Data Entry

Batch Type : Consolidated Cheque Batch Data Entry    Action :

Batch Number :  ...    Document No :  ...

Batch Status :     No of Instrs :     Teller Number :

**Header Details**

Account No :     Account Ccy :     Acct Ccy Rate :

Total Amount :     Txn Ccy :     Txn Ccy Rate :

Account Amount :

Cheque Literal :     Clearing Type :     Late Clearing :

Narrative : Consolidated Cheque Batch Data Entry

Serial No.	Cheque No	Amount	Routing No	Cheque Date	Drawer A/C No	Transaction Narration	Delete

Total Amount :

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
------	------------	--------	-----------	--------------	------------	-----------	----------------	----------------	-----------	-------------------

### Field Description

Field Name	Description
<b>Batch Type</b>	[Display] This field displays the batch type.
<b>Action</b>	[Mandatory, Drop-Down] Select the action performed by the teller / supervisor from the drop-down list. The options are: <ul style="list-style-type: none"> <li>Open Data Entry Batch - Open a new batch for data entry</li> <li>Reverse Data Entry Batch – Reverse/Cancel a posted data entry batch, before Supervisor authorisation</li> <li>Modify Data Entry Batch – Reopen a entry batch for modification, before Supervisor authorisation</li> <li>Authorise Data Entry Batch - Authorisation of batch by Supervisor</li> <li>Inquire Data Entry Batch – Inquire on a batch</li> </ul>

Field Name	Description
<b>Batch Number</b>	<p>[Display]</p> <p>This field displays the batch number.</p> <p>Batch number is a running serial number generated automatically while opening a new batch. This batch number needs to be noted down for future reference.</p>
<b>Document No</b>	<p>[Mandatory, Pick List]</p> <p>Select the document number from the pick list.</p> <p>This is a serial number generated by the system to track the header batch with the batch number generated at the time of data entry.</p>
<b>Batch Status</b>	<p>[Display]</p> <p>This field displays the batch status.</p> <p>After opening a batch for data entry, the status of the batch will always be <b>Unauthorised</b> and the status will move from this status to <b>Validated</b> status after the teller completes data entry and submits for authorization. Only validated batches can be authorized by the supervisor.</p>
<b>No of Instrs</b>	<p>[Mandatory, Alphanumeric, Five]</p> <p>Type the number of instruments.</p> <p>This field, by default, displays the number of instruments Up to 100 cheques can be accommodated in one data entry batch.</p> <p>This indicates the number of cheques that are being deposited for the same branch.</p> <p>The number of instruments is defaulted based on the Document No entered. This number can be changed depending upon the actual number of cheques present in the batch.</p>
<b>Teller Number</b>	<p>[Display]</p> <p>This field displays the teller number who owns the batch.</p>
<b>HEADER DETAILS</b>	
<b>Account No</b>	<p>[Display]</p> <p>This field displays the account number of the customer.</p> <p>This is the customer account (also termed as the beneficiary account) number.</p> <p>You can identify the type of account and the branch in which the account was opened using the account number.</p> <p>It is not possible to change the account number of a customer, unless the account is closed and a new account is opened in a different branch or product. Shifting of account branch is also not possible. An account number is linked to a primary customer under whose ID the account balances can be consolidated and viewed.</p>

Field Name	Description
<b>Account Ccy</b>	<p>[Display]</p> <p>This field displays the currency assigned to the product, under which the account is opened.</p> <p>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.</p> <p>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.</p>
<b>Txn Ccy</b>	<p>[Display]</p> <p>This field displays the cheque currency. By default, this field displays the account currency as the transaction currency.</p> <p>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.</p>
<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the cheque currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the total amount in cheque currency, for all the cheques being deposited into the account.</p> <p>This is the amount by which the account's unclear balance is updated. You have to ensure that the correct amount is entered; else the system will not allow the user to complete data entry in the consolidated batch data entry mode, if the total of the individual cheques amounts is not equal to this amount.</p>
<b>Account Amount</b>	<p>[Display]</p> <p>This field displays the amount by which the beneficiary account will be credited.</p> <p><i>Account Amount = Total Amount / Account Currency Rate * Transaction Currency Rate</i></p>

Field Name	Description
<b>Cheque Literal</b>	<p>[Display]</p> <p>This field displays the description of the cheque from a standard set of definitions.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Cash Deposit</li> <li>• Drawing voucher deposit</li> <li>• Guaranteed cheque deposit</li> <li>• House cheque deposit</li> <li>• Local cheque deposit</li> <li>• MO/ PO deposit</li> <li>• Outstation cheque deposit</li> </ul>
<b>Clearing Type</b>	<p>[Display]</p> <p>This field displays the clearing type.</p> <p>The clearing type can be setup by the bank, where cheques, which 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 such as outward clearing, running of value date, marking late clearing, etc. happen on the basis of the clearing type.</p> <p>For more information on clearing refer to <b>Clearing Type Maintenance</b> option.</p>
<b>Late Clearing</b>	<p>[Display]</p> <p>This field displays the values <b>Y</b> or <b>N</b> for late clearing.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Y - If the late clearing is marked</li> <li>• N - If the late clearing is not marked</li> </ul> <p>This field displays <b>Y</b> when a customer deposits a cheque after the cut-off time is over, for current posting date for the selected clearing type.</p> <p>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.</p>
<b>Narrative</b>	<p>[Display]</p> <p>This field displays the default narration, based on the transaction.</p>

3. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
4. Select the document number to which the batch is to be linked.

## Consolidated Cheque Batch Data Entry

**Consolidated Cheque Batch Data Entry\***

Batch Type : Consolidated Cheque Batch Data Entry    Action : Open Data Entry Batch  
Batch Number : 59    Document No : 62217253213  
Batch Status :    No of Instrs : 2    Teller Number : 6379

**Header Details**

Account No : 3010000003160 SAGAR ALIAS JACKY    Account Ccy : INR    Acct Ccy Rate : 1.00  
Total Amount : 100.00    Txn Ccy : INR    Txn Ccy Rate : 1.00  
Account Amount : 100.00  
Cheque Literal : Drawing Voucher Deposit    Clearing Type : 1-MICR CLG    Late Clearing : N  
Narrative : Consolidated Cheque Batch Data Entry

Serial No.	Cheque No	Amount	Routing No	Cheque Date	Drawer A/C No	Transaction Narration	Delete
------------	-----------	--------	------------	-------------	---------------	-----------------------	--------

Total Amount :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

5. Click the **Ok** button.
6. The system displays the message "The document number has been linked to the Batch Number. Batch Linked Successfully With The Document Number". Click the **OK** button.
7. The system displays the consolidated cheque batch data entry details. Enter the relevant information.

## Consolidated Cheque Batch Data Entry

**Consolidated Cheque Batch Data Entry\***

Batch Type : Consolidated Cheque Batch Data Entry    Action : Open Data Entry Batch

Batch Number : 59    Document No : 62217253213

Batch Status :    No of Instrs : 2    Teller Number : 6379

**Header Details**

Account No : 3010000003160 SAGAR ALIAS JACKY    Account Ccy : INR    Acct Ccy Rate : 1.00

Total Amount : 100.00    Txn Ccy : INR    Txn Ccy Rate : 1.00

Account Amount : 100.00

Cheque Literal : Drawing Voucher Deposit    Clearing Type : 1-MICR CLG    Late Clearing : N

Narrative : Consolidated Cheque Batch Data Entry

Serial No.	Cheque No	Amount	Routing No	Cheque Date	Drawer A/C No	Transaction Narration	Delete
1	0212552	50,000.00	400229001	31/07/2008	3010000000476	Consolidated Cheque Batch Data Entry	N
2	0021542	70,000.00	400229001	31/07/2008	3010000000488	Consolidated Cheque Batch Data Entry	N

Total Amount : 1,20,000.00

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
<input type="button" value="UDF"/> <input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Clear"/>										

### Field Description

Column Name	Description
<b>Serial No</b>	[Display] This column displays the serial number within the batch.
<b>Cheque No</b>	[Mandatory, Numeric, 12] Type the cheque number of the instrument being deposited.
<b>Amount</b>	[Mandatory, Numeric, 13, Two] Type the cheque amount in the transaction currency.

Column Name	Description
<b>Routing No</b>	<p>[Mandatory, Numeric,12]</p> <p>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 <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>3</sup> = Sector Code / Bank Code + Branch Code</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Cheque Date</b>	<p>[Mandatory, dd/mm/yyyy]</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option).</p>
<b>Drawer A/C No</b>	<p>[Optional, Numeric, 14]</p> <p>Type the account number of the customer on whom the cheques have been drawn. 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 beneficiary 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.</p>
<b>Transaction Narration</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the narration. This field displays the default narration, based on the transaction. The user can change the narration if required.</p>
<b>Delete</b>	<p>[Toggle]</p> <p>Click the toggle status to Y to delete the record. This field displays the default narration, based on the transaction. The user can change the narration if required.</p>

8. Click the **Save** button.
9. The system displays the message "Data Saved Successfully In the Database". Click the **OK** button.

<sup>3</sup>(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.)

10. Click the **Validate** button.
11. The system displays the message "Data Validated Successfully Batch Validated Successfully. Authorization Pending". Click the **OK** button.
12. The details of the cheques are consolidated successfully once the record is authorized.

---

**Note:** Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again. For the duplicate entries, the system displays the error message of "Duplicate Cheque No." on clicking the **Save** button.

---

## 1.6. 6520 - Cheque Deposited To GL

Using this option you can deposit clearing cheques directly into a GL account.

This option can be used when the bank has purchased the cheque from a non-customer of the bank or a customer who does not have a CASA account with the bank.

It can also be used when bulk salary payments are to be made. The company deposits a single cheque into the gl account and the collected proceeds are used for disbursing salaries to employees having CASA accounts with the bank.

Direct GL credits by cheque deposits are also commonly used by banks to offset its settlement clearing payable differences.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- GL should be defined and downloaded to the branches.
- Currency Codes should be maintained and downloaded to branches.
- Currency rates should be maintained and downloaded to branches

### Modes Available

Not Applicable

### To deposit a cheque in a GL account

1. Type the fast path **6520** and click **Go** or navigate through the menus to **Transaction Processing > GL Transactions > Clearing > Cheque Deposited to GL**.
2. The system displays the **Cheque Deposited To GL** screen.

## Cheque Deposited To GL

GL Ccy :  Txn Ccy :

GL Acct No :

GL Ccy Rate :  Txn Ccy Rate :

Txn Amount :

GL Amt :

User Reference No :

Narrative :

Card | Change Pin | Cheque | Cost Rate | Denomination | **Instrument** | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

### Field Description

Field Name	Description
<b>GL Ccy</b>	[Mandatory, Drop-Down] Select the GL account currency from the drop-down list. 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.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. The system 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.
<b>GL Acct No</b>	[Mandatory, Pick List] Select the GL account number from the pick list. The adjacent field displays the GL code based on the account number. This is the GL account maintained in FLEXCUBE Retail.

<b>Field Name</b>	<b>Description</b>
<b>GL Ccy Rate</b>	<p>[Mandatory, Numeric, 10, Five]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>The teller's right to change the GL currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the local currency and the account currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Ccy Rate</b>	<p>[Mandatory, Numeric, 10, Five]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the cheque amount.</p>
<b>GL Amt</b>	<p>[Display]</p> <p>This field displays the transaction amount after converting it into the currency of the GL. If the transaction currency is same as the GL currency, the transaction amount will be equal to the GL amount. If the GL currency is different from the transaction currency, the transaction currency is converted to GL currency at the exchange rate defined, and then gets populated in the GL Amount field.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to the customer.</p>
<b>Narrative</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the narration.</p> <p>The system displays the default narration, based on the transaction. The user can change the narration, if required.</p>

3. Select the GL currency from the drop-down list.
4. Select the GL account from the pick list and enter the transaction amount.

## Cheque Deposited To GL

The screenshot shows a software window titled "Cheque Deposited To GL\*". The window contains the following fields and values:

- GL Ccy : INR
- Txn Ccy : INR
- GL Acct No : 100031800 CHANNEL FEE GL
- GL Ccy Rate : 1.00000
- Txn Ccy Rate : 1.00000
- Txn Amount : 1,000.00
- GL Amt : 1,000.00
- User Reference No : 765765
- Narrative : GL- Cheque Deposit

At the bottom of the window, there is a navigation bar with tabs: Card, Change Pin, Cheque, Cost Rate, Denomination, **Instrument**, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque. Below the tabs are four buttons: UDF, OK, Close, and Clear.

5. Click the **Ok** button.
6. The system displays the **Instrument Details** screen.
7. Enter the relevant information and click the **Ok** button.
8. The system displays the **Cheque Deposited To GL** screen. Click the **Ok** button.
9. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.

---

**Note:** The **Instrument Details** screen can also be displayed, by clicking the **Instrument Details** tab on the **Cheque Deposited To GL** screen.

---

## 2. Outward Clearing Process

**Outward Clearing Process** section comprises the activities involved in the outward clearing process.

Deposit of cheques for clearing will be continuous during the day. Each branch has a cut-off time for depositing cheques or other financial instruments that are sent for clearing. In case of deposits that are made after the cut-off time, late clearing is marked for each branch for each clearing type under the respective sectors. The cheques deposited for clearing after such 'Late Clearing' mark will be taken as deposits for the next working day.

The system also facilitates granting of immediate credit to the customer before the value date, against the cheques deposited.

In this section, we also come across an option where the bank can delay crediting the account of a customer due to any reason, by extending the float days for [a particular cheque or for all cheques](#).

## 2.1. ST060 - Immediate Credit

Using this option, once a cheque has been deposited, you can choose to give credit to the customer before the value date wherein the value date of the cheque is advanced to the current date. Immediate credit can be granted only to the cheques deposited on the posting date.

Immediate credit also can be used for outstation cheques which have the float days set up to a large number.

---

**Note:** Immediate credit is not allowed on salary cheques. Inter-branch cheques can be given immediate credit only after the outward clearing has run. The immediate credit must be authorised online by the supervisor.

---

### Definition Prerequisites

- STM54 - Routing Branch Maintenance
- STM59 - Settlement Bank Parameters
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- BAM33 - Composite Calendar Generation
- 7101 - IC No – Short Name Change
- The exchange rate values must be defined and downloaded.
- The accounts for the credit provided.

### Modes Available

Not Applicable

#### To grant immediate credit for a deposited cheque

1. Type the fast path **ST060** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Immediate Credit**.
2. The system displays the **Immediate Credit** screen.

## Immediate Credit

### Field Description

Field Name	Description
<b>Routing Number</b>	<p>[Mandatory, Numeric, Nine]</p> <p>Type the routing number against which the cheque has been drawn.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>4</sup> = Sector Code / Bank Code + Branch Code</p> <p>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.</p>
<b>Cheque Number</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the cheque number, which is present on the MICR line of the instrument.</p> <p>When the cheque is deposited into any payee's 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 along with the routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of any duplicate instrument. If duplicate instruments are found, cheque deposit will be rejected unless the earlier cheques are all marked as <b>Returned</b>.</p>

<sup>4</sup>(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
<b>Drawer Acct. No.</b>	<p>[Mandatory, Numeric, 16]</p> <p>Type the drawer account number.</p> <p>The drawer account number is the account number of the person who has issued the cheque. The drawer account number is generally printed on the cheque leaf. The drawer account is the account from where the funds will come into the beneficiary 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 accuracy.</p>
<b>Clearing Type</b>	<p>[Display]</p> <p>This field displays the clearing type entered while depositing the cheque.</p> <p>The bank can set up multiple clearing types, where cheques that should be cleared at different times of the day are deposited so that they can be treated differently. All processes performed for a cheque, like outward clearing, running of value date, and marking late clearing, etc. take place on the basis of the clearing type.</p>
<b>Account No</b>	<p>[Display]</p> <p>This field displays the account number entered while depositing the cheque.</p> <p>It indicates the account number of the payee, i.e. the customer of the bank who will get credit.</p>
<b>Customer Name</b>	<p>[Display]</p> <p>This field displays the customer name entered while depositing the cheque.</p> <p>This is the short name of the customer as entered in the <b>Customer Addition</b> screen. This name can be changed using the <b>Change Customer Name / IC Number</b> option.</p>
<b>Cheque Amt</b>	<p>[Display]</p> <p>This field displays the cheque amount entered while depositing the cheque.</p> <p>It specifies the currency of the cheque and the amount of the cheque in that currency.</p>
<b>Original Value Date</b>	<p>[Display]</p> <p>This field displays the value date entered while depositing the cheque.</p> <p>It is the actual value date of the cheque, based on the original cheque deposit.</p> <p>When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint Float Maintenance</b> screen and the working days from the <b>Composite Calendar Generation</b> option. The system generates the value 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.</p> <p>For more information on maintaining value date, refer to the <b>Clearing Definitions</b> option in the Definitions User's Guide.</p>

Field Name	Description
<b>SC Waiver Flag</b>	<p>[Optional, Check Box]</p> <p>Select the <b>SC Waiver Flag</b> check box, if you want to waive the service charges.</p> <p>This field indicates as to whether the service charges attached to immediate credit should be waived. If the check box is not selected, then the system, by default, charges the SC attached to the immediate credit transaction mnemonic.</p>

- Enter the routing number, the cheque number and the drawee account number.

### Immediate Credit

- Click the **Ok** button.
- The system displays the message "Authorization Required. Do You Want to continue?". Click the **OK** button.
- The system displays the **Authorization Reason** screen.
- Enter the relevant information and click the **Ok** button.
- The system displays the message "Immediate Credit Successful". Click the **OK** button.

## 2.2. ST061 - Float Extension

Float days are the number of working days after which credit will be given to the customer, which determines the value date.

Using this option you can extend the value date of the cheque, deposited by a customer. When a cheque is deposited, based on the routing number, the system checks the float days and calculates the value date. On the value date, when the **Value Date Clearing Process** option is run, the system gives credit to the customer, and updates the balances and statements accordingly.

In order to delay giving credit to a customer due to any reason, the bank may use this option to extend the float days for a particular cheque. Single float extension can be done before the value date or on the value date or after the value date as long as value date clearing is not run for the value date.

Single float extension done prior or on the value date will update the book balance and there by start accounting the interest. However it postpones the availability of the cheque amount for withdrawal to the new value date.

### Definition Prerequisites

- STM54 - Routing Branch Maintenance
- STM59 - Settlement Bank Parameters
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point

### Other Prerequisites

- The exchange rate values must be defined and downloaded.

### Modes Available

Not Applicable

### To extend the value date of a deposited cheque

1. Type the fast path **ST061** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Float Extension**.
2. The system displays the **Float Extension** screen.

## Float Extension

Float Extension\*

Routing Number :

Instrument Number :

Float Days to be Extended :

Clearing Type :

Customer Value Date :

New Customer Value Date :

### Field Description

Field Name	Description
<b>Routing No</b>	<p>[Mandatory, Numeric, Nine]</p> <p>Type the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the Routing Branch Maintenance option.</p> <p><b>Routing Number</b><sup>5</sup> = Sector Code / Bank Code + Branch Code</p> <p>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.</p>

<sup>5</sup>(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
<b>Instrument No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the cheque number, which is present on the MICR line of the instrument.</p> <p>When the cheque is deposited into any payee's account, the cheque number is used to ensure that duplicate entries are not made in the system (that the same cheque is not deposited multiple times in the system).</p> <p>On every cheque deposit, the 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 any duplicate instrument. If duplicate instruments are found, cheque deposit will be rejected unless the earlier cheques are all marked as <b>Returned</b>.</p>
<b>Float Days to be Extended</b>	<p>[Mandatory, Numeric, Two]</p> <p>Type the float days to be extended.</p> <p>The number of days by which the bank wants to extend the customer's value date.</p>
<b>Clearing Type</b>	<p>[Display]</p> <p>This field displays the clearing type entered while depositing the cheque.</p> <p>The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.</p>
<b>Customer Value Date</b>	<p>[Display]</p> <p>This field displays the customer value date entered while depositing the cheque.</p> <p>It is the actual value date of the cheque based on the original cheque deposit.</p> <p>When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint Float Maintenance</b> screen and the working days from the <b>Endpoint-Clearing Branch Composite Calendar</b> screen. The system generates the value 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.</p> <p>For more information on maintaining value date, refer to the <b>Clearing Definitions</b> option in the Definitions User's Guide.</p>
<b>New Customer Value Date</b>	<p>[Display]</p> <p>This field displays the value date of the customer based on the float extension. This float date will be calculated excluding the holidays from the <b>Endpoint-Clearing Branch Composite Calendar</b> screen.</p>

3. Enter the routing number, the instrument number and the drawee account number.
4. Enter the number of days by which the value date is to be extended.

## Float Extension

Float Extension\*

Routing Number : 1001001

Instrument Number : 000000000001

Float Days to be Extended : 2

Clearing Type : REGULAR CLEARING

Customer Value Date : 31/01/2008

New Customer Value Date : 15/02/2008

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

5. Click the **Ok** button.
6. The system displays the message "Authorisation Required. Do you want to continue?". Click the **Ok** button.
7. Enter the relevant details and click the **Grant** button.
8. The system displays the message "Float Extension Done". Click the **OK** button.

---

**Note:** Float extension is not possible on the date of cheque deposit.

---

### Example

On April 1, 2004:

- Opening account balance: 0
- Two Special Area type cheques are deposited for 4600 and 7500.
- Value date for both cheques: April 4, 2004
- Unclear balance of Account: 12,100

On April 2, 2004:

- The float day of cheque for 7500 is extended by one day.
- The new value date of cheque for 7500: April 5, 2004

On April 4, 2004:

- Run the value date clearing for Special Area cheques.

- Account Balance: 4600
- Unclear balance of account: 7500

On April 5, 2004:

- Run the value date clearing for Special Area cheques.
- Account Balance: 12,100
- Unclear balance of account: 0

## 2.3. ST072 - Global Float Extension

Float days are the number of working days after which credit will be given to the customer, which determines the value date.

Using this option you can extend the value date of all instruments by your branch, bank and endpoint, or bank and branch code. This may be required when a sudden holiday has been declared by any of the internal or external entities.

**Oracle FLEXCUBE** follows the Clearing House norms for the participating banks that includes:

- Clearing instruments within a particular number of days called float days
- Sending back dishonored instruments within a particular number of days
- In case of return of an instrument by any paying/returning bank after such period is over, the payee/collecting bank receiving the return will assist the paying/returning bank as follows:
  - If funds are available in the account of the drawer-customer, the payee/collecting bank will condone the delay and accept the delayed return.
  - If there are no adequate funds available in the account of the payee customer, or the bank cannot debit the customer account due to any other reason, the payee/collecting bank can refuse to accept the delayed return of the clearing instrument by the paying/returning bank.

Multiple single / global float extensions on the same day will be allowed. Audit trail will not be supported for single and Multiple float extension. The Float extension can be done in the following combinations:

- The bank's own branch code
- Drawee bank and endpoint combination
- Endpoint code
- Drawee bank and its branch code
- Clearing Type

### Definition Prerequisites

- BAM20 - Bank Codes Maintenance
- BAM28 - Endpoint Float Maintenance

### Modes Available

Not Applicable

### To globally extend the value date for all deposited cheques

1. Type the fast path **ST072** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Global Float Extension**.
2. The system displays the **Global Float Extension** screen.

## Global Float Extension

### Field Description

Field Name	Description
<b>Action</b>	<p>[Mandatory, Radio Button]</p> <p>Click the appropriate action for global float extension. The options are:</p> <ul style="list-style-type: none"> <li>• Update Value Date- It will update the value date.</li> <li>• Mark Hold- It will put a hold only once.</li> <li>• Release Hold- User will have to give the new value date that would have been calculated at the time of 'update value date' or 'mark hold' action</li> </ul>
<b>Endpoint Code</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the endpoint code from the drop-down list.</p> <p><b>Endpoint</b><sup>6</sup> code is a unique number representing the clearing house/correspondent bank code. The float days of an instrument is set up using the endpoint code. Each branch should have a clearing branch setup for the endpoint to send the cheques for clearing.</p> <p>This field is enabled, only if the <b>Drawee Bank Code</b> field is selected.</p>

<sup>6</sup>(The clearing house is called the Endpoint.)

Field Name	Description
<b>Clearing Type</b>	[Mandatory, Drop-Down] Select the clearing type for which float extension has to be made, from the drop-down list. It should show outward clearing type which is allotted to that clearing branch.
<b>Drawee Sector Code</b>	[Optional, Pick List] Select the sector code based from the pick list. Sector code will be mandatory if the user wishes to input drawee bank code.
<b>Drawee Bank Code</b>	[Conditional, Pick List] Select the drawee bank code, to which the cheques have been deposited from the pick list. The drop-down list contains all authorized and valid drawee banks from the <b>Bank Codes Maintenance</b> (Fast Path: BAM20) option. This field is enabled if the <b>Drawee Sector Code</b> field is selected.
<b>Drawee Branch Code</b>	[Conditional, Pick List] Select the drawee branch code, to which cheques have been deposited from the pick list. This field is enabled if the <b>Drawee Bank Code</b> field is selected.
<b>Value Date(Existing)</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the existing value date for the cheque deposited or select it from the pick list.
<b>New Value Date</b>	[Display] This field displays the value date computed by the system after user clicks on Ok button.
<b>No. Of Days To Extend Float</b>	[Mandatory, Numeric, Three] Type the number of days by which float days has to be extended, for clearing the instrument. The value date for all the cheques will be extended by the number of days extended.

3. Select the appropriate action from the radio button.
4. Select the end point code and clearing type from the drop-down list.
5. Enter the required details.

## Global Float Extension

**Global Float Extension™** 🔍 📄 🗑

Action :  Update Value Date  Mark Hold  Release Hold

Endpoint Code : 4000 BOMBAY BANKERS CLEARING HOUSE

Clearing Type : 516-Float 1 day

Drawee Sector code :

Drawee Bank Code :

Drawee Branch Code :

Value Date (Existing) : 20/02/2011

New Value Date : 31/03/2011

No. Of Days To Extend Float : 1

---

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

6. Click the **Ok** button.
7. The system displays the message "Authorization Required. Do You Want to continue?". Click the **OK** button.
8. The system displays the **Authorization Reason** screen.
9. Enter the relevant information and click the **Ok** button.
10. The system displays the message "Float Extension Done". Click the **OK** button.

### Example

The following are the cheques deposited in various accounts of a branch as on September 4, 2004:

Account Number	Cheque Number	Value Date	Routing Number	Endpo int
Account 1	100	September 4, 2004	800651123	1000 E1
Account 2	200	September 5, 2004	800984121	1000 E1
Account 3	300	September 5, 2004	600502457	6000 E2

Endpoint 6000 has suddenly declared a strike and all instruments sent for clearing to the same will be delayed by 2 days.

In such situations, the global float extension is to be performed with the following particulars:

- Endpoint number: E2
- Bank: 502 - Standard Chartered Bank
- Date of holiday: September 5, 2004
- Float days to be extended: 2

The system will check for all instruments posted to the 502 Standard Chartered Bank and going through Endpoint 6000.

- Instrument affected by value date extension: Cheque number 300
- New value date of instrument: September 7, 2004

## 2.4. 7120 - Late Clearing Maintenance

Using this option ,you have to make sure that all cheque transactions are completed, authorized or reversed, and late clearing is marked for all clearing types for the posting date before outward clearing is run for a particular posting date.

After the late clearing is marked for a posting date, if any cheque is deposited on that posting date, it will be sent into clearing for the next posting date.This option is used only within decentralized branches, where the branch directly reports to the Clearing House.

### Definition Prerequisites

- BAM14 - Service Charge Code Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- BAM56 - Currency Codes Maintenance
- STM64 - Clearing Type Maintenance
- All the batches and cheques should be authorised

### Modes Available

Not Applicable

### To mark late clearing at the host level

1. Type the fast path **7120** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Late Clearing Maintenance**.
2. The system displays the **Late Clearing Maintenance** screen.

## Late Clearing Maintenance

Late Clearing Maintenance\*

Clearing Type :

Posting Date : 31/01/2008

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers-Cheque

LDF OK Close Clear

### Field Description

Field Name	Description
<b>Clearing Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing type for which the late clearing should be marked from the drop-down list.</p> <p>The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.</p>
<b>Posting Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the posting date for which the clearing should be marked from the pick list.</p> <p>The date should be the current or next posting date.</p> <p>By default this field displays the current posting date.</p>

3. Select the clearing type from the drop-down list.
4. Enter the posting date.

## Late Clearing Maintenance

Late Clearing Maintenance\*

Clearing Type : OUTWARD RETURNS

Posting Date : 31/01/2008

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

LDF OK Close Clear

5. Click the **Ok** button.
6. The system displays the message "Recovering unfinished transactions". Click the **Ok** button.

---

**Note:** Marking of late clearing is mandatory before outward clearing for that type can be run. The branch may receive cheques on that day, but the system will record them for the next working day.

---

## 2.5. STM63 - Late Clearing Marking Maintenance

Using this option, you have to make sure that all cheque transactions are completed; authorized and late clearing is marked for all clearing types for the posting date before Outward Clearing is run for a particular posting date.

After the late clearing is marked for a posting date, if any cheque is deposited on that posting date, it will be sent into clearing for the next posting date. The centralized clearing branch uses this maintenance.

### Definition Prerequisites

- BAM14 - Rewards and Service Charges definition
- STM54 - Routing Branch Maintenance
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- BAM56 - Currency Codes Maintenance
- STM64 - Clearing Type Maintenance
- The exchange rate values must be defined and downloaded.
- All the Outward clearing and consolidated batches should be closed and the branch should be online and there should not be any tanked transactions

### Modes Available

Add, Delete. For more information on the procedures of every mode, refer to **Standard Maintenance Procedures**.

### To mark late clearing by a branch

1. Type the fast path **STM63** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Late Clearing Marking Maintenance**.
2. The system displays the **Late Clearing Marking Maintenance** screen.



3. Select the date process, clearing branch and the clearing type from the pick list.

### Late Clearing Marking Maintenance

Late Clearing Marking Maintenance\*

Date Process : 31/12/2007  
Clearing Branch : 9999  
Branch Code : 9999  
Clearing Type : 7

Record Details

Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add By Copy  Add  Modify  Delete  Cancel  Amend  Authorize  Inquiry

UDF Ok Close Clear

4. Click the **Ok** button.
5. The system displays the message "Record Added...Authorisation Pending..". Click the **OK** button.
6. The batch is marked for late clearing by a branch after the record is authorised.

---

**Note:** Marking of late clearing by a branch is mandatory, before the outward clearing for that type can be run. The branch may receive checks on that day, but the system will record them for the next working day.

---

## 2.6. ST023 - Outward Clearing

Using this option you can execute the outward clearing process. Outward clearing can be run at any time of the day.

Late Clearing has to be marked for each branch for each clearing type under the sector since deposit of cheques for clearing will be continuous. Cheques deposited for clearing after such Late Clearing mark will be considered deposited for the next working day.

A cheque deposited on an account through the **Cheques Deposited On Savings Account** (Fast Path: 6501) option or **Consolidated Cheque Batch Data Entry** (Fast Path: 6512) option during the day, updates the unclear balance of the account. Once this is run, the cheques will be available for marking outward rejects and for float extension.

This process has to be run for each clearing type in the End Point. Once the Outward Clearing is run, all the relevant GLs get updated.

---

**Note:** The system automatically authorizes this transaction.

---

### Definition Prerequisites

- BAM14 - Rewards and Service Charges Definition
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- BAM56 - Currency Codes Maintenance
- STM64 - Clearing Type Maintenance
- The exchange rate values must be defined and downloaded.
- Late clearing should be marked for all the branches that are reporting to this clearing branch from where Outward clearing is run.

### Modes Available

Not Applicable

### To run the outward clearing process

1. Type the fast path **ST023** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Outward Clearing**.
2. The system displays the **Outward Clearing** screen.

## Outward Clearing

Outward Clearing\*

Clearing House:

Clearing Type:

Clearing Date: 30/04/2008

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

### Field Description

Field Name	Description
<b>Clearing House</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing house from the pick list.</p> <p>This is the name of the clearing house for which the outward clearing process is to be run.</p> <p><b>Endpoint</b><sup>7</sup> code is a unique number representing the clearing house/correspondent bank code. The float days of an instrument is set up using the endpoint code. Each branch should have a clearing branch setup for the endpoint to send the cheques for clearing.</p>

<sup>7</sup>(The clearing house is called the Endpoint.)

Field Name	Description
<b>Clearing Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing type from the drop-down list.</p> <p>This field indicates the clearing type for which the outward clearing process should be executed. Late clearing should be marked for this clearing type before outward clearing for the same can be initiated.</p> <p>The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.</p>
<b>Clearing Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the clearing date from the pick list.</p>

3. Select the clearing house and clearing type from the drop-down list.

### Outward Clearing

4. Click the **Ok** button.
5. The system displays the message "Outward Clearing Process Completed.". Click the **Ok** button.

### Example

A customer has deposited a cheque for a Hi value clearing type for 500 with one day of float, then according to the set up, this cheque will be presented for clearing to Endpoint 1.

- After the cheque deposit, the customer's unclear balance is 500.
- The Branch marks late clearing for the Hi value clearing type. There is no effect on the customer's account.
- On running the outward clearing process, the system passes the following entries:

Date	Particulars	Amount (Dr)	Amount (Cr)
Transaction Posting Date	Endpoint 1 Account Dr  To Cheque for Collection Account  (Being cheque sent for clearing to Endpoint 1)	Cheque Amount	Cheque Amount

### Accounting Entries

In the books of clearing branch, the following entries will be passed for the deposit of cheques of own branch accounts:

Date	Particulars	Amount (Dr)	Amount (Cr)
Transaction Posting Date	Clearing House Account Dr  To Cheque for Collection Account To Outstation cheque for Collection Account To Customer/GL accounts  (Being cheques deposited for the own branch account)	Cheque Amount	Cheque Amount

In the account of customer, to mark the value date against the cheques deposited for loans, the following entries will be passed:

Date	Particulars	Amount (Dr)	Amount (Cr)
Transaction Posting Date	Cheque for Collection Account Dr Outstation cheque for Collection Account Dr  To Customer Loan Account  (Being value date marked against the cheques deposited for loans)	Cheque Amount	Cheque Amount



## 2.7. ST037 - Reverse Authorized Batches

Using this option, if the authorizer realizes that there is flaw in some of the details of the cheque entered in a batch, those particular cheques can be deleted before running the outward clearing.

The system provides information on cheque number, drawee account number, routing number, amount, payee account, and instrument date. The user has to select **Y** in the **Delete** column to delete the checks.

### Definition Prerequisites

- 6512 - Consolidated Cheque Batch Data Entry

### Modes Available

Not Applicable

### To reverse the authorized batch

1. Type the fast path **ST037** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Reverse Authorized Batches**.
2. The system displays the **Reverse Authorized Batches** screen.

### Reverse Authorized Batches

Reverse Authorized Batches

Batch Type : Outward Clearing Batches

Batch No :

Branch Code :

No. Of Instruments :

Total Amount :

Currency Code :

Authoriser :

**Batch Details**

Srl No.	Cheque No	Drawee Account	Routing No	TTY Amount	Payee Account	Instrument Date	Delete ?
---------	-----------	----------------	------------	------------	---------------	-----------------	----------

Ok Close Clear

### Field Description

Field Name	Description
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<b>Field Name</b>	<b>Description</b>
<b>Batch Type</b>	[Display] This field displays the transaction screen description. At present the system displays only 'Outward Clearing Batches' as Batch Type.
<b>Batch No</b>	[Mandatory, Pick List] This field displays the batch number. The system generates a batch number, which is a running serial number. This batch number needs to be noted down for future reference.
<b>No. Of Instruments</b>	[Display] This field displays the number of instruments. This field, by default, displays the number of instruments that can be accommodated in one data entry batch.
<b>Total Amount</b>	[Display] This field displays the total amount of all the cheques being deposited into the account. This will be the amount by which the account unclear balance will be updated. This amount is in the transaction currency. The teller has to ensure that the correct amount is entered; else the system will not allow completion of data entry in the consolidated batch data entry mode.
<b>Branch Code</b>	[Display] This field displays the branch code of the branch where the cheque is lodged and the batch is reversed.
<b>Currency Code</b>	[Display] This field displays the currency code of the batch.
<b>Authoriser</b>	[Display] This field displays the name of the authorizer who authorized the transaction.

<b>Column Name</b>	<b>Description</b>
<b>Batch Details</b>	
<b>Srl No.</b>	[Display] This column displays the sequence number of cheques.
<b>Cheque No</b>	[Display] This column displays the cheque number.
<b>Drawee Account</b>	[Display] This column displays the account number of the drawee.
<b>Routing No</b>	[Display] This column displays the routing number against which the cheque has been drawn.
<b>TCY Amount</b>	[Display] This column displays the amount of the instrument in the currency in which the transaction takes place.

Column Name	Description
<b>Payee Account</b>	[Display] This column displays the customer account (also termed as the beneficiary account) number.
<b>Instrument Date</b>	[Display] This column displays the date of instrument issue.
<b>Delete?</b>	[Toggle] Click the column to change the value to <b>Y</b> to delete the row.

3. Enter the relevant information.
4. Click the toggle status in the delete column to change the value to **Y**.

### Reverse Authorized Batches

Srd No.	Cheque No.	Drawee Account	Routing No.	TLY Amount	Payee Account	Instrument Date	Delete ?
1	000000077633	77633	400229001	77635	06055500000152	2007-12-31 00:00:00	N
2	000000077634	77634	400229001	77636	06055500000152	2007-12-31 00:00:00	N

5. Click the **Ok** button.
6. The system displays the message "Authorization Required. Do You Want to continue?". Click the **OK** button.
7. The system displays the **Authorization Reason** screen.
8. Enter the relevant information and click the **Ok** button.
9. The system displays the message "Record Authorized .. Click Ok to Continue". Click the **OK** button.

## 2.8. ST001 - Value Date Clearing Process

Using this option you can give credit to the customers for those cheques that are due for the current date. This process has to be run for each of Outward Clearing Types defined in the **Clearing Types Master** (Fast Path: STM64) option.

This process can be run automatically as part of the Beginning of Day process if the bank desires to do so, by setting system internal parameters accordingly. In situations where the float days is zero, and there is a need to release funds to the customer on the same day, this process is setup to be run on invocation by the user.

You can use the **Value Date Clearing Inquiry** (Fast Path: ST002) option to find out whether the value date clearing process is run already or not.

---

**Note:** If there are no cheques to be processed, the system displays the message "No rows present to be processed in value date clearing".

---

### Definition Prerequisites

- BAM20 - Bank Codes Maintenance
- BAM28 - Endpoint Float Maintenance
- STM64 - Clearing Types Master

### Modes Available

Not Applicable

### To run the value date clearing process

1. Type the fast path **ST001** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Value Date Clearing Process**.
2. The system displays the **Value Date Clearing Process** screen.

## Value Date Clearing Process

Value Date Clearing Process\*

Clearing House :

Clearing Type :

Clearing Date : 30/01/2008

Card | Change Pin | Cheque | Cost Rate | Denomination | **Instrument** | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

LDF | OK | Close | Clear

### Field Description

Field Name	Description
<b>Clearing House</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing house from the drop-down list.</p> <p>The endpoint for which the bank wishes to run value date clearing. The endpoint is a clearinghouse or a correspondent bank to which the cheques are sent to for clearing purposes. The user has to setup each end point in a Global Setup along with its details such as the GL to be associated with. <b>Float days</b><sup>9</sup> of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing.</p>
<b>Clearing Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing type from the drop-down list.</p> <p>The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.</p>

<sup>9</sup>(Float is the number of days after which credit is given. The Bank's Float is the number of days after which credit is given to the bank by the clearing house. The Customer's Float is the number of days after which the Bank gives credit to the customers.)

Field Name	Description
<b>Clearing Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the clearing date from the pick list. This is the date for which value date processing should be run manually. It can run for any previous day as well.

3. Select the clearing house and the clearing type from the drop-down list.
4. Select the clearing date from the pick list.

### Value Date Clearing Process

5. Click the **Ok** button.
6. The system displays the message "SUCCESS...Click Ok to continue". Click the **Ok** button.

## 2.9. ST066 - Cheque Status Inquiry

Using this option you can view the status of all cheques deposited to CASA accounts, GL accounts or a list of cheques with a particular number. You can refine the inquiry by selecting the start date from which the information will be displayed.

The system provides details on cheque number, value date, amount and the status of the cheque etc.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- 7101 - IC No – Short Name Change
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- Accounts to have cheque based transactions.

### Modes Available

Not Applicable

### To inquire the status of all deposited cheques

1. Type the fast path **ST066** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Cheque Status Inquiry**.
2. The system displays the **Cheque Status Inquiry** screen.

## Cheque Status Inquiry

### Field Description

Field Name	Description
<b>Account No.</b>	[Mandatory, Radio Button] Click <b>Account No.</b> to perform the inquiry based on the account number.
<b>Account Number</b>	[Conditional, Numeric, 14] Type the account number of the bank's customer. The adjacent field displays the name of the account holder based on the account number. This field is enabled only if the <b>Account No.</b> option is selected.
<b>Customer Name</b>	[Display] This field displays the customer name if the user performs the inquiry based on the account number. This is the short name of the customer as entered in the <b>Customer Addition</b> screen. This name can be changed using the <b>Customer Name / IC Change</b> option.
<b>Cheque No.</b>	[Mandatory, Radio Button] Click <b>Cheque No.</b> to perform the inquiry based on the cheque number.

Field Name	Description
<b>Cheque Number</b>	<p>[Conditional, Numeric, 12]</p> <p>Type the cheque number, which is present on the MICR line of the instrument.</p> <p>When the cheque is deposited into any payee's account, the cheque number is used to ensure that the same cheque is not deposited multiple times in the system. On every cheque deposit, cheque number along with the routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of any duplicate instrument. If duplicate instruments are found, cheque deposit will be rejected unless the earlier cheques are all marked as <b>Returned</b>.</p> <p>This field is enabled, only if the <b>Cheque No.</b> option is selected.</p>
<b>Routing No</b>	<p>[Conditional, Numeric, Nine]</p> <p>Type the code against which the cheque has been drawn.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number<sup>10</sup> = Sector Code / Bank Code + Branch Code</i></p> <p>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.</p> <p>This field is enabled, only if the <b>Cheque No.</b> option is selected.</p>
<b>GL No.</b>	<p>[Mandatory, Radio Button]</p> <p>Click <b>GL No.</b> to perform the inquiry based on the GL number.</p>
<b>GL Account No</b>	<p>[Conditional, Pick List ]</p> <p>Select the GL account number to which the cheque is deposited from the pick list.</p> <p>This field is enabled only if the <b>GL No.</b> option is selected.</p>
<b>GL Name</b>	<p>[Display]</p> <p>This field displays the GL name if the user performs the inquiry based on the GL account number.</p>
<b>Start Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the start date from the pick list.</p> <p>This is the date from which the search and display of cheques is to be made.</p>
<b>Drawer Acct. No</b>	<p>[Optional, Alphanumeric, 14]</p> <p>Type the drawer account number.</p> <p>The drawer account number is the account number of the person who has issued the cheque. 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 accuracy.</p>

3. Select the criteria to perform the cheque inquiry.
4. Enter the appropriate data in the corresponding field.

<sup>10</sup>(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.)

## Cheque Status Inquiry

**Cheque Status Inquiry**

Account No. Account Number: 06055500000840 Customer Name: RADHA 1

Cheque No. Cheque Number: Routing No:

GL No. GL Account No.: GL Name:

Start Date: 01/01/1800

Drawer Acct. No.:

Cheque Summary | Cheque Detail

Account No.	Cheque No.	Amount	Trn Date	Value Date	Currency	Status
-------------	------------	--------	----------	------------	----------	--------

Inquire Clear Close

5. Click the **Inquire** button.
6. The system displays the **Cheque Summary** tab.

## Cheque Summary

**Cheque Status Inquiry**

Account No. Account Number:  Customer Name:   
 Cheque No. Cheque Number:  Routing No:   
 GL No. GL Account No:  GL Name:   
 Start Date:    
 Drawer Acct. No:

Account No.	Cheque No.	Amount	Txn Date	Value Date	Currency	Status
06055500000840	5566	5,566.00	15/01/2008	15/01/2008	INR	CLR CREDIT
06055500000840	8990	8,992.00	15/01/2008	30/01/2008	INR	CLR CREDIT
06055500000840	8989	8,989.00	15/01/2008	30/01/2008	INR	CLR CREDIT
06055500000840	6677	6,677.00	15/01/2008	15/01/2008	INR	CLR CREDIT
06055500000840	1140	1,140.00	15/01/2008	30/01/2008	INR	CLR CREDIT
06055500000840	1139	1,139.00	15/01/2008	30/01/2008	INR	CLR CREDIT
06055500000840	1134	1,134.00	31/12/2007	15/01/2008	INR	CLR CREDIT
06055500000840	1132	1,132.00	31/12/2007	31/12/2007	INR	CLR CREDIT
06055500000840	1131	1,131.00	31/12/2007	31/12/2007	INR	RETURNED
06055500000840	1133	1,133.00	31/12/2007	15/01/2008	INR	CLR CREDIT
06055500000840	1137	1,137.00	31/12/2007	30/01/2008	INR	CLR CREDIT
06055500000840	1136	1,136.00	31/12/2007	15/01/2008	INR	CLR CREDIT
06055500000840	1135	1,135.00	31/12/2007	15/01/2008	INR	CLR CREDIT
06055500000840	1138	1,138.00	31/12/2007	30/01/2008	INR	CLR CREDIT

### Field Description

Column Name	Description
<b>Account No.</b>	[Display] This column displays the account number of the payee of the cheque.
<b>Cheque No</b>	[Display] This column displays the cheque number of the deposited cheque.
<b>Amount</b>	[Display] This column displays the cheque amount in transaction currency.
<b>Txn Date</b>	[Display] This column displays the transaction date of the cheque deposit.

Column Name	Description
<b>Value Date</b>	<p>[Display]</p> <p>This column displays the value date of the cheque on which the customer should receive credit.</p> <p>When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint Float Maintenance</b> option and the working days from the <b>Composite Calendar Generation</b> option.</p> <p>The system generates the value 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.</p> <p>For more information on maintaining value date, refer to the <b>Clearing Definitions</b> option in the Definitions User's Guide.</p>
<b>Currency</b>	<p>[Display]</p> <p>This column displays the currency in which the instrument was drawn.</p>
<b>Status</b>	<p>[Display]</p> <p>This column displays the current status of the cheque.</p> <p>The status of the instrument is derived based on comparison of bank value date and customer value date. If the customer value date is greater than the bank value date and the current posting date is greater than the bank value date, then the status is interpreted as <b>Clear_no_cr</b>, i.e., cleared but not credited.</p> <p>The other values for this <b>Status</b> field are also derived accordingly, the possible values are:</p> <ul style="list-style-type: none"> <li>• Returned – if the cheque was rejected</li> <li>• Clr_cr – if the cheque was cleared and credit given on value date</li> <li>• Clear_no_cr – if the cheque has been cleared but credit has not been given to account</li> <li>• Unclear_cr – if the cheque has not been cleared but credit has been provided to the customer</li> <li>• Unclear_no_cr – if the cheque has only been deposited</li> </ul>

7. Double-click the appropriate record to view the cheque details.

8. The system displays the **Cheque Detail** tab.

## Cheque Detail

**Cheque Status Inquiry**

Account No. Account Number: 0605550000840 Customer Name: RADHA 1  
 Cheque No. Cheque Number: Routing No:  
 GL No. GL Account No: 0 GL Name:  
 Start Date: 01/01/1800  
 Drawer Acct. No: 8989

Cheque Summary | **Cheque Detail**

AccountNo: 0605550000840 CustomerName: RADHA 1  
 Cheque No: 8989 Amount: 8,989.00  
 Currency: INR Status: CLR-CREDIT  
 Late Clearing: N Reject Code:  
 Routing no: 400229001 Clearing Type: MICR + CL6  
 Posting Date: 15/01/2008 Value Date: 30/01/2008  
 Amt. Purchased: 0.00 Drawer Acct. No: 8989  
 Funds Available Dat: 29/12/2009 00:00:00

Next Previous

Inquire Clear Close

## Field Description

Field Name	Description
<b>AccountNo</b>	[Display] This field displays the GL account number to which the cheque is deposited, if the inquiry is based on the GL account number.
<b>CustomerName</b>	[Display] This field displays the customer name based on the account number.
<b>Cheque No</b>	[Display] This field displays the cheque number.
<b>Amount</b>	[Display] This field displays the amount of the deposited cheque.
<b>Currency</b>	[Display] This field displays the currency in which the cheque was issued.
<b>Status</b>	[Display] This field displays the current status of the cheque.
<b>Late Clearing</b>	[Display] This field displays if the cheque went into late clearing when deposited.
<b>Reject Code</b>	[Display] This field displays the reject code if the cheque was rejected.

Field Name	Description
<b>Routing no</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number = Sector Code / Bank Code + Branch Code</i></p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p>
<b>Clearing Type</b>	<p>[Display]</p> <p>This field displays the clearing type.</p> <p>The user can set up multiple clearing types for the bank where in cheques required to be cleared at different times of the day, are deposited and treated differently. All processes for a cheque, from outward clearing, running of value date, marking late clearing etc take place on the basis of the clearing type.</p>
<b>Posting Date</b>	<p>[Display]</p> <p>This field displays the date on which the cheque was deposited.</p>
<b>Value Date</b>	<p>[Display]</p> <p>This field displays the value date of the cheque.</p> <p>When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint Float Maintenance</b> option and the working days from the <b>Composite Calendar Generation</b> option.</p> <p>The system generates the value 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.</p> <p>For more information on maintaining value date, refer to the <b>Clearing Definitions</b> option in the Definitions User's Guide.</p>
<b>Amt. Purchased</b>	<p>[Display]</p> <p>This field displays the amount for which the cheque was purchased by the bank.</p>
<b>Drawer Acct. No</b>	<p>[Display]</p> <p>This field displays the drawer account number.</p> <p>The drawer account number is the account number of the person who has issued the cheque. 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.</p>
<b>Funds Available Date</b>	<p>[Optional, Numeric, Eight]</p> <p>Type the date on which the funds will be available.</p>

9. Click the **Close** button.

## 2.10. STM62 - Late Clearing Inquiry

Using this option you can perform an inquiry for the late clearing marked for an outward clearing for a particular branch on a particular day.

Each branch has a cut-off time for depositing checks or other financial instruments that are sent for clearing. In case of deposits that are made after the cut-off time, late clearing is marked for each branch for each clearing type and under the respective sectors. The checks deposited for clearing after such late clearing mark will be taken as deposits for the next working day.

### Definition Prerequisites

- 7120 – Late Clearing Maintenance
- STM63- Late Clearing Marking Maintenance

### Modes Available

Not Applicable

### To inquire about the late clearing marked for outward clearing

1. Type the fast path **STM62** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Late Clearing Inquiry**.
2. The system displays the **Late Clearing Inquiry** screen.

### Late Clearing Inquiry

Late Clearing Inquiry\*

Originating Branch : 240  
Clearing Branch :  
Date : 28/02/2014  
Show all linked branches :  Late Clearing Status : No

Sr. No.	Linked Branch Code	Branch Name	Clearing Type	Late Clearing Status
---------	--------------------	-------------	---------------	----------------------

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF Inquire Close Clear

### Field Description

Field Name	Description
<b>Originating Branch</b>	[Mandatory, Pick List] This field displays the originating branch.
<b>Clearing Branch</b>	[Mandatory, Pick List] Select the clearing branch from the pick list.
<b>Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the current posting date from the pick list for which you want to perform the late clearing inquiry.
<b>Show all linked branches</b>	[Check Box] Select the checkbox to display all linked branches.
<b>Late Clearing Status</b>	[Drop-Down] The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• All</li> </ul>

Column Name	Description
<b>Sr No</b>	[Display] This field displays the serial number.
<b>Linked Branch Code</b>	[Display] This field displays the name of the linked branch code.
<b>Branch Name</b>	[Display] This column displays the name of the clearing branch.
<b>Clearing Type</b>	[Display] This field displays the clearing type.
<b>Late Clearing Status</b>	[Display] This field displays the late clearing status.

3. Select the clearing branch from the pick list and enter the date of the late clearing.
4. Click the **Inquire** button.
5. The system displays the late clearing details.
6. Click the **Close** button.

## 2.11. ST002 - Value Date Clearing Inquiry

Using this option, you can give credit to the customers for those cheques that are due for the current date.

In case where value date clearing is run manually, the bank may wish to inquire upon the value date clearing of a particular day, endpoint and clearing type combination. This indicates whether you have omitted running value date clearing on a particular posting date, or run value date multiple times.

### Definition Prerequisites

- BAM29 - End Point Master Maintenance
- BAM27 - Calendar for End Point
- BAM20 - Bank Codes Maintenance
- BAM28 - Endpoint Float Maintenance
- ST001 - Value dated Clearing Process

### Modes Available

Not Applicable

### To inquire about the value date clearing

1. Type the fast path **ST002** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Value Date Clearing Inquiry**.
2. The system displays the **Value Date Clearing Inquiry** screen.

## Value Date Clearing Inquiry

### Field Description

Field Name	Description
<b>Value Date Clearing Inquiry</b>	
<b>End Point</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the end point from the drop-down list.</p> <p>The endpoint is a clearinghouse or a correspondent bank to which the cheques are sent to for clearing purposes. The user has to setup each end point in a Global Setup along with its details such as the GL to be associated with. <b>Float days</b><sup>11</sup> of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing.</p>

<sup>11</sup>(Float is the number of days after which credit is given. The Bank's Float is the number of days after which credit is given to the bank by the clearing house. The Customer's Float is the number of days after which the Bank gives credit to the customers.)

Field Name	Description
<b>Clearing Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing type from the drop-down list.</p> <p>The drop-down contains only outward clearing type. The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.</p>
<b>Value Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the value date from the pick list.</p> <p>When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint Float Maintenance</b> option and the working days from the <b>Composite Calendar Generation</b> option.</p> <p>The system generates the value 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.</p> <p>For more information on maintaining value date, refer to the <b>Clearing Definitions</b> option in the Definitions User's Guide.</p>

Column Name	Description
<b>Clearing Type</b>	<p>[Display]</p> <p>This column displays the clearing type.</p> <p>The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.</p>
<b>End Point</b>	<p>[Display]</p> <p>This column displays the end point.</p> <p>The endpoint is a clearinghouse or a correspondent bank to which the cheques are sent to for clearing purposes. The user has to setup each end point in a Global Setup along with its details such as the GL to be associated with. Float days of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing.</p>

Column Name	Description
<b>Value Date</b>	<p>[Display]</p> <p>This column displays the value date.</p> <p>When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint</b><sup>12</sup> Float Maintenance option and the working days from the Composite Calendar Generation option.</p> <p>The system generates the value 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.</p>
<b>Run Date Time</b>	<p>[Display]</p> <p>This column displays the date on which the value date clearing is inquired.</p>

3. Select the end point and the clearing type from the drop-down list.
4. Select the value date from the pick list.
5. Click the **Ok** button.
6. The system displays the value date clearing details.

### Value Date Clearing Inquiry

7. Click the **Close** button.

<sup>12</sup>(The clearing house is called the Endpoint.)

## 2.12. STM73 - Return Cutoff Maintenance

Value date clearing is the final step after which the funds under clearing are available for use by the customers. Before running VDC, bank has to ensure that returned cheques of outward clearing are debited from respective accounts. In case VDC is executed before posting of return instruments, there is a risk that funds may be provided against instruments which are not collected in clearing.

You can mark returns by using the **Online Cheque Return Inquiry** (Fast Path: 6560) option or through upload for inward returns. A flag is set whenever a return is marked for the end point and clearing type combination. After marking returns, you can use this option to mark completion of return processing for a day. Return counters are maintained for each end-point code, clearing type and value date combination. Return cutoff is marked only for that clearing branch who is marking cutoff for itself in that particular end point and not for all clearing branches. For example, if clearing branch 1 and clearing branch 2 are reporting to **Endpoint**<sup>13</sup> E1 and clearing branch 1 marks return cutoff for itself, then system will not update return cut off of clearing branch 2.

### Definition Prerequisites

- 6560 - Online Cheque Return Inquiry
- Upload for inward Returns

### Modes Available

Not Applicable

### To execute return cutoff

1. Type the fast path **STM73** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Return Cutoff Maintenance**.
2. The system displays the **Return Cutoff Maintenance** screen.

---

<sup>13</sup>(The clearing house is called the Endpoint.)

## Return Cutoff Maintenance

Return Cutoff Maintenance\*

Clearing Date : 31/07/2008

EndPoint Code : 4000 BOMBAY BANKERS CLEARING HOUSE

Clearing Type :

Return Cut Off Status :

validate

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

### Field Description

Field Name	Description
<b>Clearing Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the clearing date or select it from the pick list. By default it displays the current process date. You can set it to a date earlier than the process date. Future date is not allowed.
<b>Endpoint Code</b>	[Mandatory, Drop-Down] Select the endpoint code from the drop-down list. It is the code for which return-cutoff has to be marked before running value date clearing process.
<b>Clearing Type</b>	[Mandatory, Drop-Down] Select the clearing type from the drop-down list. It is the clearing type for which return-cutoff has to be marked before running value date clearing process.

Field Name	Description
<b>Return Cut Off Status</b>	<p>[Display]</p> <p>This field displays the return cut off status.</p> <p>If return cut-off is already marked for the Endpoint, clearing type and value date combination, then this field is selected by default and the <b>validate</b> button is disabled i.e. the screen acts an Inquiry screen.</p> <p>If return cut-off is not marked for the Endpoint, clearing type and value date combination, then this field is not selected by default and the <b>validate</b> button is enabled.</p>

3. Enter the value date or select it from the pick list.
4. Select the endpoint code and clearing type from the drop-down list.

### Return Cutoff Maintenance

5. Click the **Validate** button.
6. The system displays the message "Returns Marked For Given Combination". Click the **Ok** button.
7. Click the **Ok** button.
8. The system displays the message "Return Cutoff Successfully Marked". Click the **Ok** button.

### **3. Data Entry Options for Inward Instruments**

## 3.1. 5521 - Batch Inward - Clearing Cheque Data Entry

Using this option, you can input cheque/instrument details for inward clearing incase a suitable flat file is not received by the bank or the clearing branch is in a remote location from the Central Banks Clearing House.

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**Note:** If the data entry is done by uploading a file, then on clicking the **Populate Account Numbers** button, the system displays the account details in the Data Entry screen. To change the number of instruments, modify the **No of Instr** field and click the **Modify** button. Accordingly, the number of data entry rows will change in the **Data Entry** screen. Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again.

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### Definition Prerequisites

- BAM29 - End Point Master Maintenance
- BAM27 - Calendar for End Point
- BAM28 - Endpoint Float Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- Debit Account numbers for the inward clearing cheques.

### Modes Available

Not Applicable

### To open the inward clearing data entry batch

1. Type the fast path **5521** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Batch Inward Clearing Cheque Data Entry**.
2. The system displays the **Batch Inward-Clearing Cheque Data Entry** screen.

## Batch Inward-Clearing Cheque Data Entry

**Batch Inward-Clearing Cheque Data Entry\***

Batch Type :	Branch Inw. Clr. Cheque Data Entry	Action :	[Dropdown]
Batch Number :	[Text Box]	Batch Status :	[Dropdown]
Currency :	INR	No of Instrs :	[Text Box]
Instrument Type :	[Dropdown]	Clearing Type :	[Dropdown]
		Total Amount :	[Text Box]

<b>Instrument Summary</b>	
FLEXCUBE Total Amount :	[Text Box] No of Instrs : [Text Box]
FINWARE Total Amount :	[Text Box] No of Instrs : [Text Box]

Serial No.	Instrument Type	A/C No	Customer Name	Routing No	Cheque No	Amount	Payee Name	Payee Routing No	System Identity

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
<input type="button" value="UDF"/> <input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Clear"/>										

### Field Description

Field Name	Description
<b>Batch Type</b>	<p>[Display]</p> <p>This field displays the batch type when the user invokes the screen.</p>
<b>Action</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the action from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Authorize Data Entry Batch - Supervisor can authorize</li> <li>Inquire Data Entry Batch – Teller and supervisor can perform the inquiry</li> <li>Modify Data Entry Batch – Teller can perform the data entry</li> <li>Open Data Entry Batch - Teller can perform the data entry</li> <li>Reverse Data Entry Batch – Teller and supervisor can perform the data entry</li> </ul>
<b>Batch Number</b>	<p>[Display]</p> <p>This field displays the batch number.</p> <p>The branch generates a batch number, which is a serial number. This batch number needs to be noted down for future reference.</p>

Field Name	Description
<b>Batch Status</b>	<p>[Display]</p> <p>This field displays the batch status.</p> <p>After opening a batch for data entry the status of the batch will always be <b>Unauthorised</b> and the status will move from this status to <b>Validated</b> status after the teller completes data entry and submits for authorization.</p> <p>Only validated batches can be authorized by the supervisor.</p>
<b>End Point</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the endpoint from the drop-down list.</p> <p>This endpoint has to be one for which inward clearing process is run from the particular branch, else the cheques will remain unprocessed.</p> <p><b>Endpoint</b><sup>14</sup> literal is a maximum of four characters.</p>
<b>Currency</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the currency in which the transaction is taking place from the drop-down list.</p> <p>For each endpoint and currency combination, a different batch has to be opened.</p>
<b>No of Instrs</b>	<p>[Mandatory, Numeric, Three]</p> <p>Type the number of entries that are to be maintained for a batch. The number of entries should be greater than one, and maximum 200. Accordingly, the system generates rows for data entry.</p>
<b>Clearing Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the inward clearing type from the drop-down list.</p> <p>An IC type is internally linked to every customer category/customer type.</p> <p>This will have those clearing types for which the Late Clearing Marking Required is selected as "N" in the <b>Clearing types Maintenance</b> (Fast Path: STM64) option.</p>
<b>Instrument Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the instrument type from the drop-down list.</p>
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the total amount.</p>
Column Name	Description
<b>Serial No</b>	<p>[Display]</p> <p>This column displays the serial number within the batch that is defaulted by the system.</p>
<b>Instrument Type</b>	<p>[Display]</p> <p>This column displays the instrument types which it can handle through existing processes.</p>

<sup>14</sup>(The clearing house is called the Endpoint.)

Column Name	Description
<b>A/C No</b>	<p>[Mandatory, Numeric, 14] Type the account number. This is the drawer account number. If the routing number is of the same bank then this account number is validated by the system to be an existing account holder. If the cheque is a returned cheque and the routing number is of another bank, then the drawer account number is not validated.</p>
<b>Customer Name</b>	<p>[Display] This column displays the customer name based on the drawer account number.</p>
<b>Routing No</b>	<p>[Mandatory, Numeric, 10] Type the routing number against which the cheque has been drawn. The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option. <i>Routing Number</i><sup>15</sup> = Sector Code / Bank Code + Branch Code 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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option. Based on a branch level setup parameter the system may disallow banks own cheques being deposited. These intra bank transactions need to be done through funds transfer.</p>
<b>Cheque No</b>	<p>[Mandatory, Numeric, 12] Type the cheque number. For an inward clearing cheque this cheque number will be validated against the list of cheque leaves delivered and authorized to a CASA holder (drawer of the instrument). The status should be <b>Unpaid</b> or else the cheque will be rejected. In case of remittance instruments, this number would be the system-generated serial number consisting of the branch code and a running serial number.</p>
<b>Amount</b>	<p>[Mandatory, Numeric, 13, Two] Type the cheque amount in transaction currency.</p>
<b>Payee Name</b>	<p>[Optional, Alphanumeric, 30] Type the payee name to whom the cheque is made. The bank can choose at the time of set up to make this column as mandatory or non-mandatory as this field is for information purposes only.</p>
<b>Payee Routing No</b>	<p>[Optional, Numeric, 10] Type the routing number of the payee.</p>

<sup>15</sup>(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.)

Column Name	Description
Delete	[Optional, Check Box] Select the check box to delete the corresponding row.
System Identity	[Display] This column displays the system identity.

### Opening the Inward Clearing Data Entry Batch

A teller can open an inward clearing data entry batch.

3. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
4. Select the end point and the currency from the drop-down list.
5. Enter the number of instruments.
6. Click the **Ok** button.
7. The system displays the data entry section in the screen.
8. Enter the relevant information.

OR

Enter the batch details by selecting the appropriate file in which the individual check details are maintained, using the **Browse** and **Load** button. This file is a delimited file and its format depends on the site implementation.

### Batch Inward-Clearing Cheque Data Entry

Batch Inward-Clearing Cheque Data Entry\*

Batch Type : Branch Inw. Clr. Cheque Data Entry      Action : Open Data Entry Batch

Batch Number : 232      Batch Status : Unauthorized      End Point : 4000 BOMBAY BANKERS CLEARING

Currency : INR      No of Instrs : 1      Clearing Type : 23-TRANSFER INW CLG

Instrument Type : DEMAND DRAFTS      Total Amount : 2,000.00

**Instrument Summary**

FLEXCLUBE Total Amount : 0.00      No of Instrs : 0

FINWARE Total Amount : 0.00      No of Instrs : 0

Instrument Type	A/C No	Customer Name	Routing No	Cheque No	Amount	Payee Name	Payee Routing No	System Identity	Delete
DEMAND DRAFTS	00000000000000		400240002	1234	2,000.00	John	40024002		N

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

9. Click the **Save** button.

10. The system displays the message "Data Saved Successfully In the Database". Click the **OK** button.
11. Click the **Validate** button.
12. The system displays the message "Batch Validated Successfully. Authorization pending". Click the **OK** button.
13. The inward clearing data entry batch is added successfully once the record is authorized.

#### **To modify the inward clearing data entry batch**

1. Select the **Modify Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Modify the relevant information and click the **Save** button.
6. The system displays the message "Data Saved Successfully In the Database".
7. Click the **OK** button.
8. Click the **Validate** button.
9. The system displays the message "Batch Validated Successfully. Authorization pending".

#### **Authorizing the Inward Clearing Data Entry Batch**

A supervisor can authorize a successfully validated inward clearing data entry batch.

#### **To authorize the inward clearing data entry batch**

1. Select the **Authorize Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number in the **Batch Number** field and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Click the **Auth** button.
6. The system displays the message "Batch Processing Successful at Host".
7. Click the **OK** button.
8. The system displays the inward clearing batch number.

## 3.2. ST042 - Load Central Bank File

Using this option, you can upload the inward clearing flat file received from the central bank. **Oracle FLEXCUBE** will read the input file and create another flat file, which will be used in the **Load Inward MICR File** (Fast Path: ST031) option.

There is a specified format that can be used to directly load the data provided by the Central Bank. The file needs to be present in the **Oracle FLEXCUBE** branch data base area in the Host\rjsin area. The system will convert the small clearing account numbers to the account numbers used by the **Oracle FLEXCUBE** system and use the same for further processing. Outward return file can also be uploaded through this option.

The new checksum logic for **85 Inward Clearing** file is as below:

- The record checksum will be:- Sum of digits of account in an incremental pattern where every next instance is considered as complete number + amount to be considered in full without decimal + sum of digits of cheque + ref sys no + sum of the digits of routing no.
- Footer Checksum will be: - Sum of (Part 1-last 7 digits of all record level checksum of all records) + Sum of (Part 2-remaining 13 digits of record level checksum of all records).

The new checksum logic for **116 Inward Clearing** file is as below:

- Record Checksum - The record checksum should be Sum of digits of account in an incremental pattern where every next instance is considered as complete number + amount to be considered in full without decimal + sum of digits of cheque + ref sys no + sum of the digits of routing no.
- Footer Checksum will be: - Sum of (Part 1-last 7 digits of all record level checksum of all records) + Sum of (Part 2-remaining 13 digits of record level checksum of all records).

The new checksum logic for **156 OC Returns** file is as below:

- Record Checksum - The record checksum should be Sum of digits of account in an incremental pattern where every next instance is considered as complete number + amount to be considered in full without decimal + sum of digits of cheque + ref sys no + sum of the digits of routing no.
- Footer Checksum will be: - Sum of (Part 1-last 7 digits of all record level checksum of all records) + Sum of (Part 2-remaining 13 digits of record level checksum of all records).

### Definition Prerequisites

- BAM29 - End Point Master Maintenance

### Modes Available

Not Applicable

### To load the central bank input file

1. Type the fast path **ST042** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Handoff > Load Central Bank File**.
2. The system displays the **Load Central Bank File** screen.

## Load Central Bank File

Load Central Bank File

Criteria :

Clearing House :

Clearing Type:

File Name :

Currency :

Batch Date: 30/04/2008

Output File :

Ok Close Clear

### Field Description

Field Name	Description
Criteria	<p>[Mandatory, Drop-Down]</p> <p>Select the type of file to be uploaded from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"><li>• INWARD CLEARING</li><li>• 65 - INWARD CLEARING</li><li>• OC RETURNS</li></ul>

Field Name	Description
<b>Clearing House</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing house from which the file or cheques have been received from the drop-down list.</p> <p>The endpoint is a clearinghouse or a correspondent bank to which the cheques are sent for clearing. There is a global setup, where each endpoint needs to be set up along with details like the GL it is to be associated with. <b>Float days</b><sup>16</sup> of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing.</p>
<b>Clearing Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing type from the drop-down list.</p> <p>The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.</p> <p>This will have those clearing types for which the Late Clearing Marking Required is selected as "N" in the <b>Clearing Type Maintenance</b> (Fast Path: STM64) option.</p>
<b>File Name</b>	<p>[Mandatory, Alphanumeric, 50]</p> <p>Type the name of the file including the file extension.</p> <p>The location of the file is pre-specified. For example, the file may be located in the rjsin area of the branch server. The format of the file should be as per <b>FLEXCUBE Retail</b> specifications; or the system will reject the file. The system supports the comma separated flat file format.</p> <p>On successfully uploading the file, the system generates a new file name, which should be noted down for further processing.</p>
<b>Currency</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the currency from the drop-down list.</p> <p>This is the currency of all the instruments on file. For each currency, a different file needs to be uploaded.</p>
<b>Batch Date</b>	<p>[Optional, Pick List]</p> <p>Select the batch date on which the upload file is created, from the pick list.</p> <p>By default, this field displays the current processing date.</p>
<b>Output File</b>	<p>[Display]</p> <p>This field displays the output file generated by the system.</p>

3. Select the clearing house and the clearing type from the drop-down list.
4. Enter the name of the input file.
5. Select the currency from the drop-down list.

<sup>16</sup>(Float is the number of days after which credit is given. The Bank's Float is the number of days after which credit is given to the bank by the clearing house. The Customer's Float is the number of days after which the Bank gives credit to the customers.)

## Load Central Bank File

Load Central Bank File

Criteria : INWARD CLEARING

Clearing House : 4000 BOMBAY CLEARING HOUSE

Clearing Type: MICR CLG

File Name : Inward

Currency : INR

Batch Date: 30/04/2008

Output File :

Ok Close Clear

6. Click the **Ok** button.
7. The system displays the message "Record Authorized...Click Ok to Continue". Click the **Ok** button.
8. The system generates an MICR file, which is stored in the pre-specified path. For example, the output file may be stored in the rjsin\mm\dd area on the branch server.

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**Note:** The format of the file is implementation specific and the input file should be changed as per the required format.

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### 3.3. ST031 - Load Inward MICR File

Using this option, you can complete the inward clearing data file upload process. Once the central bank floppy file has been uploaded, the system generates a file name which has to be selected from this screen to complete the upload of the file.

You can also directly load data for inward clearing of cheques from a flat file using this option. The file should be present in the appropriate area and in the correct format. Each flat file should have all cheques in the same currency and should be from the same endpoint.

#### Definition Prerequisites

- BAM29 - End Point Master Maintenance

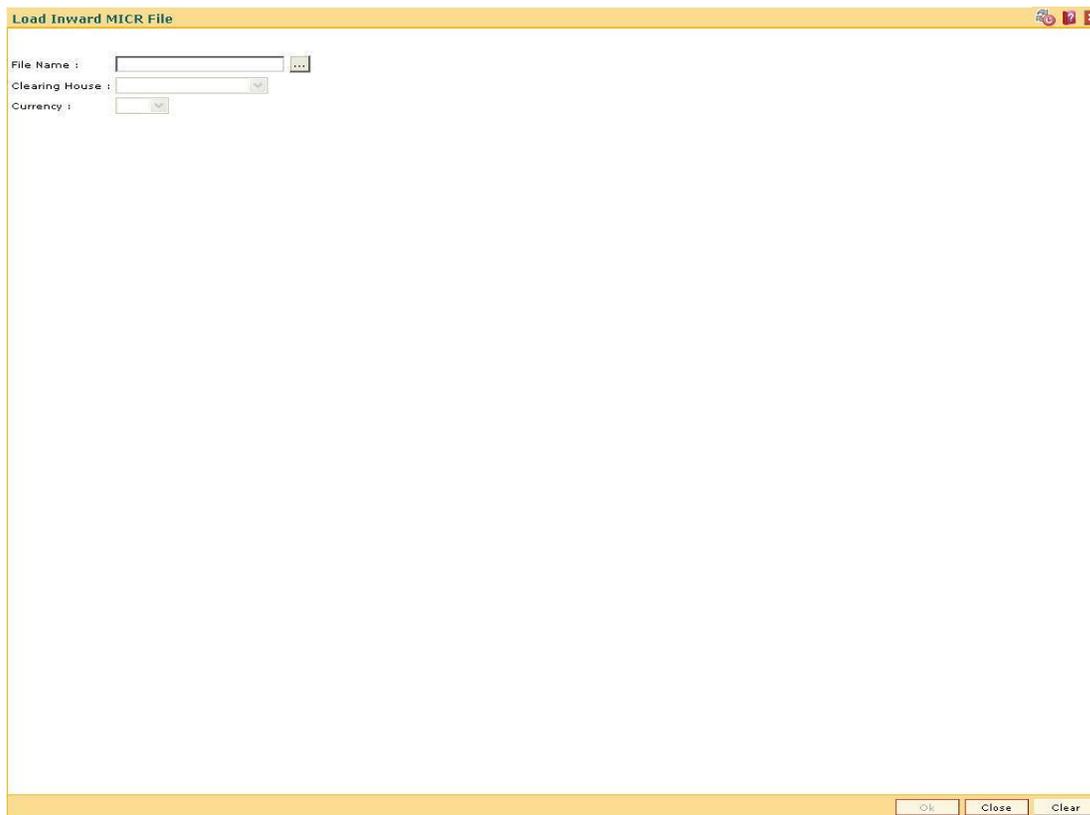
#### Modes Available

Not Applicable

#### To load the MICR data file for inward clearing

1. Type the fast path **ST031** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Handoff > Load Inward MICR File**.
2. The system displays the **Load Inward MICR File** screen.

#### Load Inward MICR File



The screenshot shows a software window titled "Load Inward MICR File". At the top left, there are three input fields: "File Name" with a text box and a browse button (...), "Clearing House" with a dropdown menu, and "Currency" with a dropdown menu. At the bottom right, there are three buttons: "Ok", "Close", and "Clear".

#### Field Description

Field Name	Description
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Field Name	Description
<b>File Name</b>	[Mandatory, Pick List] Select the file name from the pick list. This is the system generated file name. Usually, if a file has been uploaded from the central bank, the system attaches a standard prefix to the original file name.
<b>Clearing House</b>	[Display] This field displays the name of the clearing house. The endpoint is a clearinghouse or a correspondent bank to which the cheques are sent for clearing. There is a global setup, where each endpoint needs to be set up along with details like the GL it has to be associated with. <b>Float days</b> <sup>17</sup> of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing.
<b>Currency</b>	[Display] This field displays the currency of all the instruments in the file.

3. Select the file name from the pick list.

### Load Inward MICR File

The screenshot shows a dialog box titled "Load Inward MICR File". It contains the following fields and values:

- File Name :** cf2001999900042
- Clearing House :** 2001 Java Clearing
- Currency :** INR

At the bottom right of the dialog, there are three buttons: "Ok", "Close", and "Clear".

<sup>17</sup>(Float is the number of days after which credit is given. The Bank's Float is the number of days after which credit is given to the bank by the clearing house. The Customer's Float is the number of days after which the Bank gives credit to the customers.)

4. Click the **Ok** button.
5. The system displays the message "Inward MICR file loading successful, Batch No is ...".  
Click the **OK** button.

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**Note:** After uploading the MICR file, the newly generated batch is to be authorized using the **Authorise Inward Clearing Batches** screen and then the Inward clearing is to be run.

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### 3.4. 1511 - MICR Header Entry

Using this option you can allow the front-end teller to do MICR Header Data entry. After successful completion of the transaction, system will generate a document reference number. You can use this option if more than one cheques has been issued to credit a customer's CASA Account.

This document reference number along with the payee account number will be keyed in by the operator when the cheques are run on the sorter. The file generated from the sorter machine will contain the details of the document reference number, payee account number and the individual cheques deposited.

#### Definition Prerequisites

Not Applicable

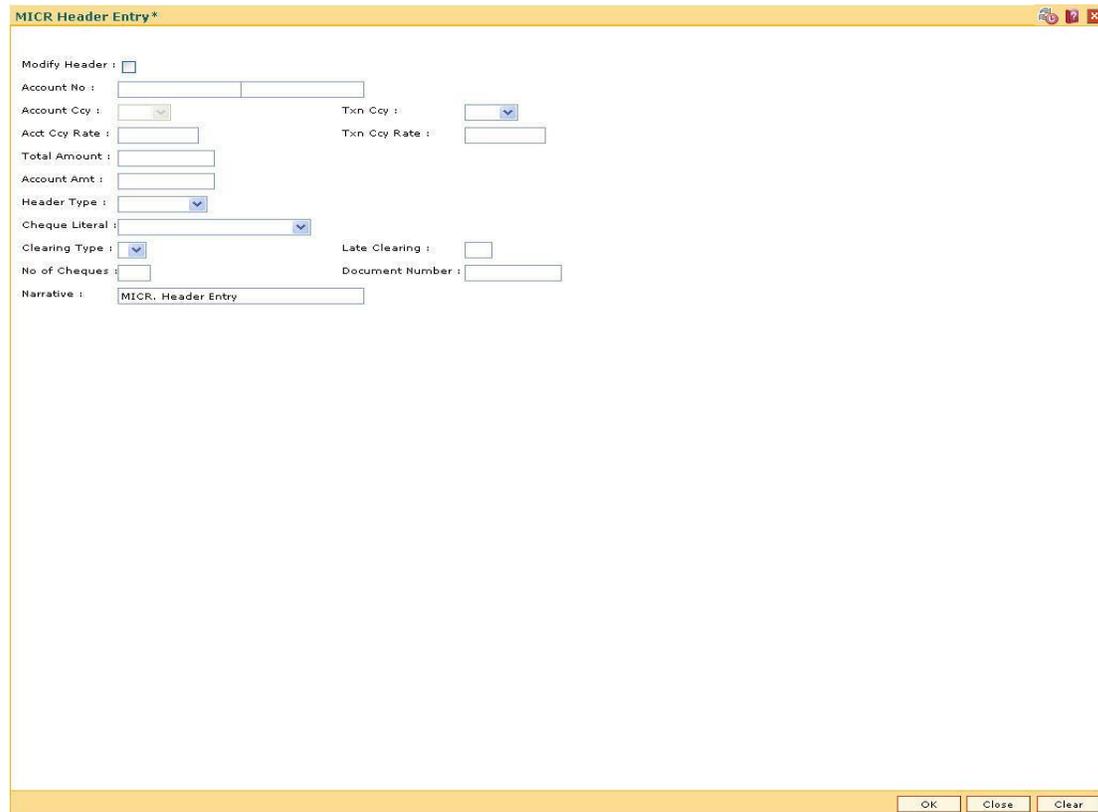
#### Modes Available

Not Applicable

#### To enter MICR header details

1. Type the fast path **1511** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > MICR Header Entry**.
2. The system displays the **MICR Header Entry** screen.

#### MICR Header Entry



The screenshot shows a window titled "MICR Header Entry\*" with a yellow border. The window contains the following fields and controls:

- Modify Header :
- Account No :
- Account Coy :
- Acct Coy Rate :
- Total Amount :
- Account Amt :
- Header Type :
- Cheque Literal :
- Clearing Type :
- No of Cheques :
- Narrative :
- Txn Coy :
- Txn Coy Rate :
- Late Clearing :
- Document Number :

At the bottom right of the window, there are three buttons: "OK", "Close", and "Clear".

#### Field Description

Field Name	Description
<b>Modify Header</b>	[Optional, Check Box] Select the <b>Modify Header</b> check box to enter the old document number and modify the amount.
<b>Old Document Number</b>	[Conditional, Pick List] Select the old document number from the pick list. This field is enabled only if the <b>Modify Header</b> check box is selected.
<b>Account No</b>	[Mandatory, Numeric, 14] Type the CASA account number. The name of the account holder is displayed in the adjacent field.
<b>Account Ccy</b>	[Display] This field displays the CASA account number currency.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. This is the currency in which the transaction will be executed.
<b>Acct Ccy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The exchange rate values must be 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.
<b>Txn Ccy Rate</b>	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values must be 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 same, the field takes the default value as 1, which cannot be modified.
<b>Total Amount</b>	[Mandatory, Numeric, 13, Two] Type the total amount.
<b>Account Amt</b>	[Display] This field displays the amount in the account currency.
<b>Header Type</b>	[Mandatory, Drop-Down] Select the header type of the entry from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• MICR</li> <li>• NON MICR</li> </ul>

<b>Field Name</b>	<b>Description</b>
<b>Cheque Literal</b>	<p>[Mandatory, Drop-Down]            Select the cheque literal from the drop-down list. It is the description of the cheque from a standard set of definitions.            The options are:</p> <ul style="list-style-type: none"> <li>• Cash Deposit</li> <li>• Drawing voucher deposit.</li> <li>• Guaranteed cheque deposit</li> <li>• House cheque deposit</li> <li>• Local cheque deposit</li> <li>• MO/ PO deposit</li> <li>• Outstation cheque deposit.</li> </ul>
<b>Clearing Type</b>	<p>[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. happens on the basis of the clearing type.</p>
<b>Late Clearing</b>	<p>[Display]            This field displays whether the cheque is to be presented in late clearing or not.</p>
<b>No of Cheques</b>	<p>[Mandatory, Numeric, Three]            Type the number of cheques.</p>
<b>Document Number</b>	<p>[Display]            This field displays the system generated unique document number.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 120]            Type the narration.            This field displays the default narration, based on the transaction.</p>

3. Enter the account number and press the **<Tab>** or **<Enter>** key.
4. Enter the details like the transaction currency, total amount, and the number of cheques.
5. Select the header type, cheques literal, and the clearing type from the drop-down list.

## MICR Header Entry

MICR Header Entry\*

Modify Header :

Account No : 00000002220 JACK K. JASON

Account Ccy : INR Txn Ccy : INR

Acct Ccy Rate : 1.00000 Txn Ccy Rate : 1.00000

Total Amount : 100.00

Account Amt : 100.00

Header Type : MICR

Cheque Literal : MICR

Clearing Type : Local 3 day float Late Clearing : N

No of Cheques : 12 Document Number :

Narrative : MICR: Header Entry

OK Close Clear

6. Click the **Ok** button.
7. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
8. The system displays the serial number. It is auto-generated by the system. Click the **Ok** button.
9. The system displays the document number. It is auto-generated by the system. Click the **Ok** button.

### 3.5. ST036 - Reconcile Outward MICR File\*

Using this option, you can reconcile the data pertaining to the cheques of all the participating branches in the Clearing Center / Service Branch where it is uploaded through a common file generation.

It is used to find out errors / unreconciled entries that have occurred during the file upload. The system provides information on the instrument details, account number, reject reason, etc.

#### Definition Prerequisites

Not Applicable

#### Modes Available

Not Applicable

#### To reconcile the outward MICR file

1. Type the fast path **ST036** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Reconcile Outward MICR File**.
2. The system displays the **Reconcile Outward MICR File** screen.

#### Reconcile Outward MICR File

Reconcile Outward MICR File

Posting Date : 31/12/2007 File Name : Document Ref No :

View All Txns :

Account Number | Document Number | Reject Reason | Instrument No | Currency | Instrument Amount | Routing Number | Coll Branch | Teller Id

Ok Close Clear

#### Field Description

Field Name	Description
------------	-------------

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Field Name	Description
<b>Posting Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the posting date from the pick list.
<b>File Name</b>	[Mandatory, Pick List] Select the outward MICR file from the pick list.
<b>Document Ref No</b>	[Optional, Numeric, 36] Type the document reference number generated while using the <b>MICR Header Entry</b> (Fast Path: 1511) option, to check the success of the file upload.
<b>View All Txns</b>	[Optional, Check Box] Select the <b>View All Txns</b> check box to check the success of all the entries in the selected file.

Column Name	Description
<b>Account Number</b>	[Display] This column displays the account number.
<b>Document Number</b>	[Display] This column displays the document number.
<b>Reject Reason</b>	[Display] This column displays the reject reason.
<b>Instrument No</b>	[Display] This column displays the instrument number.
<b>Currency</b>	[Display] This column displays the account currency.
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Routing Number</b>	[Display] This column displays the routing number.
<b>Coll Branch</b>	[Display] This column displays the collecting branch to which the unreconciled entry pertains to.
<b>Teller Id</b>	[Display] This column displays the Teller ID.

3. Select the posting date and the file name from the pick list.

## Reconcile Outward MICR File

Reconcile Outward MICR File

Posting Date : 31/12/2007 File Name : Document Ref No :

View All Txns :

Account Number	Document Number	Reject Reason	Instrument No	Currency	Instrument Amount	Routing Number	Coll Branch	Teller Id
----------------	-----------------	---------------	---------------	----------	-------------------	----------------	-------------	-----------

Ok Close Clear

4. Click the **Ok** button.
5. The system displays the message "Inward MICR file loading successful, Batch No is ...". Click the **Ok** button.

## 3.6. ST032 - Authorise Inward Clearing Batches

After the inward clearing data entry is performed, the system generates the host batch number for this inward clearing. Using this option the batch number is authorized .

The list of batches which need to be authorized is displayed. The system provides summary and details of batches. Complete processing of cheques will take place only after the batch has been authorized.

### Definition Prerequisites

- 5506 - Batch Data Entry Outward Clearing

### Modes Available

Not Applicable

### To authorise the batch for inward clearing

1. Type the fast path **ST032** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Authorisation > Authorise Inward Clearing Batches**.
2. The system displays the **Summary of Batches** tab in the **Authorise Inward Clearing Batches** screen.

### Summary of Batches

Serial No.	End Point	Clearing Type	Batch No.	Currency	Total Credit Amount	Total Debit Amount	Batch Date	Authorised
1	4000	8 MICR 2 DAYS FLOAT	45493	INR	0.00	90,000,432.00	30/11/2007	N

### Field Description

Column Name	Description
<b>Serial No</b>	[Display] This column displays the serial number.
<b>End Point</b>	[Display] This column displays the end point. The endpoint is a clearing house or a correspondent bank to which the cheques are sent for clearing. There is a global setup, in which each endpoint needs to be set up; along with details like the GL it has to be associated with. <b>Float days</b> <sup>18</sup> of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing. This is for information and authorization only, and no changes can be made from this screen.
<b>Clearing Type</b>	[Display] This column displays the clearing type. The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.
<b>Batch No</b>	[Display] This column displays the batch number generated when a batch data entry is done for inward clearing or an inward clearing file is uploaded. Processing of the cheques in a batch takes place simultaneously. To track an instrument, the batch number is usually displayed as part of the details of the cheque. On the day of cheque processing, the <b>Scan Pass</b> and <b>Scan Reject</b> enquiries can be performed using the batch number.
<b>Currency</b>	[Display] This column displays the currency in which all the instruments in the batch are drawn out. One batch can consist of instruments in one currency only. Currency consists of a three-digit integer code that represents the currency or three letters that represent the short form of the currency name as set up.
<b>Total Credit Amount</b>	[Display] This column displays the total credit amount. For inward clearing batch files, the sum of the instrument amounts will be displayed as the credit amount.
<b>Total Debit Amount</b>	[Display] This column displays the total debit amount. For inward clearing batch files, the sum of the instrument amounts will be displayed as the debit amount.

<sup>18</sup>(Float is the number of days after which credit is given. The Bank's Float is the number of days after which credit is given to the bank by the clearing house. The Customer's Float is the number of days after which the Bank gives credit to the customers.)

Column Name	Description
<b>Batch Date</b>	[Display] This column displays the clearing batch open date.
<b>Authorised</b>	[Display] This column displays the status of the batch. If the particular batch has been authorized, then the status is displayed as <b>Y</b> , or else as <b>N</b> . An authorized batch cannot be authorized again or unauthorized.

3. Double-click the appropriate record to view details.
4. The system displays the **Details of Batches** tab.

### Details of Batches

The screenshot shows a software window titled "Authorise Inward Clearing Batches\*" with two tabs: "Summary of Batches" and "Details of Batches". The "Details of Batches" tab is active and contains the following fields:

- End Point: 4000
- Batch Number: 45493
- Date Open (Logical): 30/11/2007
- Date Open (Physical): 19/12/2009
- No of Credit Instruments: 0
- No of Debit Instruments: 2
- Authorised:
- On Record: 1 of 1
- User Id: SAMIT
- Batch Currency: INR
- Total Credit Amount: 0.00
- Total Debit Amount: 90,000,432.00
- Clearing Type: 8:MICR 2 DAYS FLOAT

At the bottom of the main content area, there are three buttons: "Authorize", "Next", and "Previous".

At the bottom of the window, there is a navigation bar with the following options: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque, LDF, OK, Close, and Clear.

### Field Description

Field Name	Description
------------	-------------

Field Name	Description
<b>End Point</b>	<p>[Display]</p> <p>This field displays the end point.</p> <p>This is for information and authorization only, and no changes can be made from this screen.</p> <p>The endpoint is a clearinghouse or a correspondent bank to which the cheques are sent for clearing. There is a global setup, in which each endpoint needs to be set up, along with details like the GL it has to be associated with. Float days of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing.</p>
<b>User Id</b>	<p>[Display]</p> <p>This field displays the ID of the user or teller who has performed the batch data entry.</p>
<b>Batch Number</b>	<p>[Display]</p> <p>This field displays the batch number generated when a batch data entry is done for inward clearing, or an inward clearing file is uploaded. Processing of the cheques in a batch takes place simultaneously.</p> <p>To track an instrument, the batch number is usually displayed as part of the cheque details. On the day of cheque processing, the <b>Scan Pass</b> and <b>Scan Reject</b> enquiries can be performed using the batch number.</p>
<b>Batch Currency</b>	<p>[Display]</p> <p>This field displays the currency in which the batch is processed.</p>
<b>Date Open (Logical)</b>	<p>[Display]</p> <p>This field displays the logical opening date.</p> <p>The logical opening date is the posting date when the batch was entered.</p>
<b>Date Open (Physical)</b>	<p>[Display]</p> <p>This field displays the physical opening date.</p> <p>This is the transaction date. This would usually differ in case of split day processing.</p>
<b>No of Credit Instruments</b>	<p>[Display]</p> <p>This field displays the number of credit instruments present in the batch.</p>
<b>Total Credit Amount</b>	<p>[Display]</p> <p>This field displays the sum of the total credit amount based on the instruments present in the batch.</p>
<b>No of Debit Instruments</b>	<p>[Display]</p> <p>This field displays the number of debit instruments present in the batch.</p>
<b>Total Debit Amount</b>	<p>[Display]</p> <p>This field displays the sum of the total debit amount based on the instruments present in the batch.</p>

<b>Field Name</b>	<b>Description</b>
<b>Authorised</b>	[Display] This field displays the status of the batch. An authorized batch cannot be authorized again or unauthorized.
<b>Clearing Type</b>	[Display] This field displays the type of clearing.
<b>On Record</b>	[Display] This field displays the sequence of the records.

5. Click the **Authorize** button to authorize the record.
6. The system displays the message "Record Authorized...Click Ok to Continue". Click the **Ok** button.
7. Click the **Close** button.

### 3.7. CHM41 - Inward Cheque Status Inquiry

Using this option you can track the status of the cheque issued to the customer. If the cheque is paid, the amount and the paid date are also displayed by the system. You can view the status of the cheque before accepting stop payment instructions from the customer.

The account details like available balance, uncollected balance, etc. are displayed in the **Details** tab.

#### Definition Prerequisites

- 8051 - CASA Account Opening
- 8053 - Customer Addition
- 7101 - IC No – Short Name Change

#### Modes Available

Not Applicable

#### To perform inward cheque status inquiry

1. Type the fast path **CHM41** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > CASA Account Transactions > Clearing > Inward Cheque Status Inquiry**.
2. The system displays the **Inward Cheque Status Inquiry** screen.

#### Inward Cheque Status Inquiry

**Inward Cheque Status Inquiry\***

Cheque Start No.:  Cheque End No.:

Account Number :

Summary | History | Details

Account Number	Customer Short Name	Cheque Number	Current Cheque Status	Cheque Amount
----------------	---------------------	---------------	-----------------------	---------------

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Traveller Cheque

UDF | Inquire | Close | Clear

## Field Description

Field Name	Description
<b>Cheque Start No.</b>	[Mandatory, Numeric, 12] Type the cheque start number for the range of cheques.
<b>Cheque End No.</b>	[Optional, Numeric, 12] Type the cheque end number for the range of cheques.
<b>Account Number</b>	[Mandatory, Numeric, 14] Type the account number. This is used as a filter to view details for the specified cheque that is issued to a particular account. This filter is useful if the same cheque exists for different accounts.

3. Enter the check number and the account number.

## Inward Cheque Status Inquiry

Inward Cheque Status Inquiry\*

Cheque Start No.:  Cheque End No.:

Account Number :

Summary | History | Details

Account Number	Customer Short Name	Cheque Number	Current Cheque Status	Cheque Amount
----------------	---------------------	---------------	-----------------------	---------------

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF Inquire Close Clear

4. Click the **Inquire** button.
5. The system displays the **Summary** tab.

## Summary

**Inward Cheque Status Inquiry\***

Cheque Start No.:       Cheque End No.:

Account Number :

Summary | History | Details

Account Number	Customer Short Name	Cheque Number	Current Cheque Status	Cheque Amount
06049110000180	SANDEEP REDDY TEEGEL	1	PAID	861.00

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    Inquire    Close    Clear

## Field Description

Column Name	Description
<b>Account Number</b>	[Display] This column displays the account number against which the specified cheque is issued.
<b>Customer Short Name</b>	[Display] This column displays the short name of the customer. The short name of the customer is defaulted from the <b>Customer Addition</b> option. The customer short name can be changed through the <b>Change Customer Name/IC Number</b> option.
<b>Cheque Number</b>	[Display] This field displays the cheque number.

Column Name	Description
<b>Current Cheque Status</b>	<p>[Display] This column displays the current status of the cheque. The options are:</p> <ul style="list-style-type: none"> <li>• Unpaid – The system displays the status as unpaid if the cheque is unused by the customer</li> <li>• Paid - The system displays the status as paid if the cheque is cleared as a part of inward clearing.</li> <li>• Stopped - The system displays the status as stopped if the customer has issued a stop cheque instruction;</li> <li>• Rejected - The system displays the status as rejected if the cheque is dishonored as part of inward clearing.</li> </ul>
<b>Cheque Amount</b>	<p>[Display] This column displays the cheque amount. The cheque amount is the deposit value of the cheque.</p>

6. Double-click the appropriate record to view its history.

7. The system displays the **History** tab.

## History

**Inward Cheque Status Inquiry\***

Cheque Start No.:       Cheque End No.:

Account Number :

Summary | **History** | Details

Account No.	Customer Short Name	Cheque Number	Cheque Status	Cheque Amount	Cheque Paid/Return Date	Reject Reas
06049110000180	SANDEEP REDDY TEEGEL	1	PAID	861.00	21/11/2009 15:30:42	
06049110000180	SANDEEP REDDY TEEGEL	1	REJECTED	800.00	21/11/2009 14:39:46	

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    Inquire    Close    Clear

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Account No.</b>	[Display] This field displays the account number
<b>Customer Short name</b>	[Display] This field displays the short name of the customer.
<b>Cheque Number</b>	[Display] This field displays the cheque number.
<b>Cheque Status</b>	[Display] This field displays the cheque status.
<b>Cheque Amount</b>	[Display] This field displays the cheque amount.
<b>Cheque Paid/ Return date</b>	[Display] This field displays the date on which the instrument was paid or returned.
<b>Reject Reason</b>	[Display] This field displays the reason for rejection of cheque.
<b>Balance Available</b>	[Display] This field displays the balance available.
<b>Amount OD Limit</b>	[Display] This field displays the amount OD limit.
<b>Amount HOLD</b>	[Display] This field displays the amount marked on HOLD.
<b>Amount Unclear</b>	[Display] This field displays the uncleared amount.

8. Double-click the appropriate record to view its history.
9. The system displays the **Details** tab

## Details

**Inward Cheque Status Inquiry\***

Cheque Start No.:  Cheque End No.:

Account Number :

Summary | History | **Details**

**Account Details**

Account Title: <input type="text" value="SANDEEP REDDY TEEGEL"/>	Available Balance: <input type="text" value="68,449.64"/>
Customer Name: <input type="text" value="SANDEEP REDDY TEEGEL"/>	Uncleared Balance: <input type="text" value="0.00"/>
Customer Id: <input type="text" value="604911"/>	Currency: <input type="text" value="INR"/>
Branch: <input type="text" value="VASANT VIHAR"/>	

**Cheque Details**

Cheque Status: <input type="text" value="REJECTED"/>	Cheque Book Status: <input type="text" value="DELIVERED"/>
Cheque Amount: <input type="text" value="800.00"/>	Cheque Paid/Reject Date: <input type="text" value="31/12/2007"/>
Cheque Start No.: <input type="text" value="000000000001"/>	Cheque Currency: <input type="text" value="INR"/>
Cheque End No.: <input type="text" value="000000000010"/>	Reject Reason: <input type="text" value="MISSORT"/>
	Payee Name: <input type="text"/>

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

## Field Description

Field Name	Description
<b>Account Details</b>	
<b>Account Title</b>	[Display] This field displays the title of the account. This is defaulted from the <b>CASA Account Opening</b> option.
<b>Available Balance</b>	[Display] This field displays the balance available in the account. $Available\ Balance = Current\ Book\ Balance - Uncleared\ Balance$
<b>Customer Name</b>	[Display] This field displays the name of the customer who holds the CASA account.
<b>Uncleared Balance</b>	[Display] This field displays the uncleared amount of the CASA account.

<b>Field Name</b>	<b>Description</b>
<b>Customer Id</b>	<p>[Display]</p> <p>This field displays the ID of the customer.</p> <p>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.</p>
<b>Currency</b>	<p>[Display]</p> <p>This field displays the currency of the CASA account.</p>
<b>Branch</b>	<p>[Display]</p> <p>This field displays the code of the branch where the CASA account is opened.</p>
<b>Cheque Details</b>	
<b>Cheque Status</b>	<p>[Display]</p> <p>This field displays the status of the cheque.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Unpaid – The system displays the status as unpaid if the cheque is unused by the customer.</li> <li>• Paid - The system displays the status as paid if the cheque is cleared as a part of inward clearing.</li> <li>• Stopped - The system displays the status as stopped if the customer has issued a stop cheque instruction;</li> <li>• Rejected - The system displays the status as rejected if the cheque is dishonored as part of inward clearing.</li> </ul>
<b>Cheque Book Status</b>	<p>[Display]</p> <p>This field displays the delivery status of the cheque book.</p>
<b>Cheque Amount</b>	<p>[Display]</p> <p>This field displays the cheque amount.</p>
<b>Cheque Paid/Reject Date</b>	<p>[Display]</p> <p>This field displays the date on which the cheque is cleared or rejected as a part of inward clearing.</p>
<b>Cheque Start No.</b>	<p>[Display]</p> <p>This field displays the start number of the cheque.</p> <p>This is the number mentioned on the first leaf of a cheque book.</p>
<b>Cheque Currency</b>	<p>[Display]</p> <p>This field displays the currency of the cheque.</p> <p>The cheque currency is the same as the account currency.</p>
<b>Cheque End No.</b>	<p>[Display]</p> <p>This field displays the end number of the cheque.</p> <p>This is the number mentioned on the last leaf of a cheque book.</p>

<b>Field Name</b>	<b>Description</b>
<b>Reject Reason</b>	[[Display] This field displays the reason for rejection of cheque.
<b>Payee Name</b>	[Display] This field displays payee name for paid / returned cheque.

10. Click the **Close** button to close the screen.

## **4. Inward Clearing Process and Related Options**

## 4.1. ST033 - Inward Clearing

Using this option the processing of batch/batches of instruments received for inward clearing, can be completed after batches are uploaded and authorized. The inward clearing process for that endpoint / all endpoints should be run.

The authorized batches are processed by the system, and the primary updating of accounts takes place after the inward clearing process for the batch is run. Inward clearing can be run endpoint-wise or for all batches simultaneously. This process can be run any number of times in a day.

---

**Note:** The system automatically authorizes this transaction.

---

### Definition Prerequisites

- BAM29 - End Point Master Maintenance
- ST032 - Authorise Inward Clearing Batches

### Modes Available

Not Applicable

### To run the inward clearing process

1. Type the fast path **ST033** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Inward Clearing**.
2. The system displays the **Inward Clearing** screen.

### Inward Clearing

**Inward Clearing\***

End Point :  Clearing Type :  Batch Run Date:

Branch	Batch	End Point	No Of Instrs.	Ccy	Total Amount	Dr / Cr
--------	-------	-----------	---------------	-----	--------------	---------

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>End Point</b>	[Mandatory, Drop-Down] Select the end point from the drop-down list. This is the endpoint for which the inward clearing process is executed. This field can be left as None if the inward clearing should be run for all endpoints. The endpoint is a clearinghouse or a correspondent bank to which the cheques are sent for clearing. There is a global setup, in which each endpoint needs to be set up; along with details like the GL it has to be associated with. <b>Float days</b> <sup>19</sup> of an instrument are set up using the endpoint code. Each branch should have a clearing branch set up for the endpoint to send the cheques for clearing.
<b>Clearing Type</b>	[Mandatory, Drop-Down] Select the clearing type from the drop-down list.
<b>Batch Run Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the batch run date from the pick list. By default it displays the current processing date. You can also access the batch created on previous and next date.

Column Name	Description
<b>Branch</b>	[Display] This column displays the branch code for which the inward clearing process has to be executed. This is for information and authorization purpose only.
<b>Batch</b>	[Display] This column displays the batch number for which the inward clearing process has to be executed. This is for information and authorization purpose only.
<b>End Point</b>	[Display] This column displays the end point code to which the branch belongs. This is for information and authorization purpose only.
<b>No Of Instrs.</b>	[Display] This column displays the number of instruments in each batch. This is for information and authorization purpose only.
<b>Ccy</b>	[Display] This column displays the batch currency. This is for information and authorization purpose only.

<sup>19</sup>(Float is the number of days after which credit is given. The Bank's Float is the number of days after which credit is given to the bank by the clearing house. The Customer's Float is the number of days after which the Bank gives credit to the customers.)

Column Name	Description
<b>Total Amount</b>	[Display] This column displays the total amount for all the instruments in a batch. This is for information and authorization purpose only.
<b>Dr / Cr</b>	[Display] This column displays the type of instrument. The options are: <ul style="list-style-type: none"> <li>• D – The instrument type is debit</li> <li>• C – The instrument type is credit</li> </ul> The system displays <b>D</b> for common inward clearing instruments like cheques and remittance instruments.

3. Select the endpoint and the clearing type from the drop-down list and press the **<Tab>** or **<Enter>** key.
4. The system displays the inward clearing details.

### Inward Clearing

The screenshot shows the 'Inward Clearing\*' application window. At the top, there are three input fields: 'End Point' with a dropdown menu showing '4000 BOMBAY CLEARING', 'Clearing Type' with a dropdown menu showing 'INWARD RETURNS', and 'Batch Run Date' with a text box showing '15/04/2008'. Below these fields is a table with the following data:

Branch	Batch	End Point	No Of Instrs.	Ccy	Total Amount	Dr / Cr
9999	45078	4000	1	INR	889	D

At the bottom of the window, there is a navigation bar with several buttons: 'Card', 'Change Pin', 'Cheque', 'Cost Rate', 'Denomination', 'Instrument', 'Inventory', 'Pin Validation', 'Service Charge', 'Signature', 'Travellers Cheque', 'UDF', 'OK', 'Close', and 'Clear'.

5. Click the **Ok** button.
6. The system displays the message "Inward Clearing Process Completed". Click the **Ok** button.

## 4.2. ST035 - Scanning of Passed Instruments

Once the inward clearing process has been run, the cheques processed under inward clearing is queued under passed or rejected. Through this option you can manually reject all the passed instruments. Such situation can arise in case of mutilated cheques, where banks use their discretion to pass a cheque,.

You can also view the passed items for the day by using the **Scanning of Passed Instruments** option. Different options are available for finding a particular instrument or generating a list of available instruments.

Using this option, you can decide whether to pass the instrument through inward clearing or to reject the instrument with an appropriate reason through outward clearing. This can be done for individual instruments. On authorization of the selected record, the next record from the queue will be automatically fetched for authorization.

For the cheques that have to be returned, the system generates a separate batch ID and processes it in outward clearing.

The instruments that are marked as Passed are moved from the scan reject table to the scan pass table. You can reject this instrument again from the scan pass table and mark the instrument to be processed in outward clearing.

The data in the scan pass / scan reject table is available for the next working day which depends on the value selected in the Scan pass/reject instruments – next working day check box in the **End Point Master Maintenance** (Fast Path: BAM29) option. You have to enter the previous working day date in order to process the batches of the previous working day. The accounting entries are passed with that value date i.e. previous working day.

---

**Note:** The system automatically authorizes this transaction.

---

### Definition Prerequisites

- BAM29 - End Point Master Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM27 - Calendar for End Point
- ST033 - Inward Clearing

### Modes Available

Not Applicable

### To scan the cheques passed for inward clearing

1. Type the fast path **ST035** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Scanning of Passed Instruments**.
2. The system displays the **Scanning of Passed Instruments** screen.

## Scanning of Passed Instruments

Scanning of Passed Instruments\*

Branch Code:  ...

End Point:  Account Number:

Routing Number:  Cheque Number:

Batch Number:  Value Date:

Summary of Passed Instruments | Details of Passed Instruments

Serial No.	Batch No.	Currency	Drawee Account No.	Routing No.	Cheque Number	Amount in TCY	Authorised
------------	-----------	----------	--------------------	-------------	---------------	---------------	------------

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pix Validation | Service Charge | Signature | Travellers Cheque

UIDF | OK | Close | Clear

### Field Description

Field Name	Description
	To proceed further, at least one of the below fields should be entered.
<b>Branch Code</b>	[Optional, Pick List] Select the branch code from the Pick list.
<b>End Point</b>	[Optional, Drop-Down] Select the end point to which the branch belongs from the drop-down list.
<b>Account Number</b>	[Optional, Numeric, 14] Type the account number. You can input the customer account number and if this field is left blank, then the system will display the list of all the passed instruments for the bank branch selected.

Field Name	Description
<b>Routing Number</b>	<p>[Optional, Numeric, Nine] Type the routing number. The routing number is a combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option. <i>Routing Number</i><sup>20</sup> = Sector Code / Bank Code + Branch Code</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Cheque Number</b>	<p>[Optional, Numeric, 12] Type the cheque number of the passed instrument, which is present on the MICR line of the instrument.</p>
<b>Batch Number</b>	<p>[Optional, Numeric, Nine] Type the batch number. If left blank, the screen will show the passed cheques in all the batches for a particular bank branch.</p>
<b>Value Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy] Select the value date of inward clearing from the pick list. This field will accept only the current process date and the previous working date. The current process date and the previous working date should be as per the endpoint calendar.</p>

3. Enter the required search criteria for viewing the passed instruments. It is mandatory to enter data in atleast one of the fields.
4. Click the **Ok** button.
5. The system displays the **Summary of Passed Instruments** tab.

<sup>20</sup>(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.)

## Summary of Passed Instruments

**Scanning of Passed Instruments\***

Branch Code:   SANDOZ - MUMBAI

End Point:  Account Number:

Routing Number:  Cheque Number:

Batch Number:  Value Date:

Summary of Passed Instruments | Details of Passed Instruments

Serial No.	Batch No.	Currency	Drawee Account No.	Routing No.	Cheque Number	Amount in TCY	Authorised
1	45101	INR	02401000001138	400240002	000000000003	5,000.00	N
2	45108	INR	02401000001553	400240002	000000000001	10,000.00	N
3	45108	INR	02401000001553	400240002	000000000002	10,000.00	N
4	45084	INR	02401000000387	400240002	000000000002	40,000.00	N
5	45100	INR	02401000000068	400240002	000000000001	5,000.00	N
6	45108	INR	02401000001553	400240002	000000000003	10,000.00	N
7	45108	INR	02401000001553	400240002	000000000004	10,000.00	N
8	45108	INR	02401000001553	400240002	000000000005	10,000.00	N
9	45108	INR	02401000001553	400240002	000000000006	10,000.00	N
10	45108	INR	02401000001553	400240002	000000000007	10,000.00	N
11	45108	INR	02401000001553	400240002	000000000008	10,000.00	N
12	45108	INR	02401000001553	400240002	000000000009	10,000.00	N
13	45108	INR	02401000001553	400240002	000000000010	1,000.00	N
14	45109	INR	02401000001563	400240002	000000000001	10,000.00	N
15	45109	INR	02401000001563	400240002	000000000002	10,000.00	N
16	45109	INR	02401000001563	400240002	000000000003	10,000.00	N
17	45109	INR	02401000001563	400240002	000000000004	10,000.00	N
18	45109	INR	02401000001563	400240002	000000000005	10,000.00	N
19	45109	INR	02401000001563	400240002	000000000006	10,000.00	N
20	45109	INR	02401000001563	400240002	000000000007	10,000.00	N
21	45109	INR	02401000001563	400240002	000000000008	10,000.00	N
22	45109	INR	02401000001563	400240002	000000000009	10,000.00	N
23	45110	INR	02401000001570	400240002	000000000003	10,000.00	N
24	45110	INR	02401000001570	400240002	000000000004	10,000.00	N
25	45110	INR	02401000001570	400240002	000000000005	10,000.00	N

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

### Field Description

Column Name	Description
<b>Serial No.</b>	[Display] This column displays the serial number of the passed instrument.
<b>Batch No.</b>	[Display] This column displays the batch number of the passed instrument. When a batch data entry is done for inward clearing or an inward clearing file is uploaded, the system generates a host batch number. Processing of the cheques in the batch happen simultaneously. To help track an instrument, the batch number is usually displayed as part of the details of the cheque. On the day of cheque processing, the <b>Scan Pass</b> and <b>Scan Reject</b> enquiries can be performed using the batch number.
<b>Currency</b>	[Display] This column displays the currency used in the cheque.
<b>Drawee Account No</b>	[Display] This column displays the account number of the drawer of the cheque / GL account number in case of BC and DDs. The drawer account number would be a <b>FLEXCUBE Retail CASA</b> number in case of regular inward clearing cheques and an external bank account number in case of outward returns.

Column Name	Description
<b>Routing No.</b>	<p>[Display]</p> <p>This column displays the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number = Sector Code / Bank Code + Branch Code</i></p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>Cheque Number</b>	<p>[Display]</p> <p>This column displays the cheque number of the passed instrument.</p> <p>For every remittance instrument, it is necessary to maintain an MICR number that will be printed on the instrument, if the instrument is expected to come for clearing through inward clearing.</p> <p>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.</p>
<b>Amount in TCY</b>	<p>[Display]</p> <p>This column displays the amount of the instrument in transaction currency in which the transaction took place.</p> <p>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.</p>
<b>Authorised</b>	<p>[Display]</p> <p>This column displays the status of the cheque.</p> <p>If the particular cheque has been authorized for processing through inward or outward clearing, then the status is displayed as <b>Y</b>, or else as <b>N</b>.</p>

6. Double-click the appropriate record to view details.
7. The system displays the **Details of Passed Instrument** tab.

## Details of Passed Instruments

Scanning of Passed Instruments\*

Branch Code: 2 KHAR WEST - MUMBAI

End Point: 4000 BOMBAY BANKERS CLEARII Account Number :

Routing Number : Cheque Number :

Batch Number : Value Date : 01/08/2013

Summary of Passed Instruments | Details of Passed Instruments

End Point: 4000 BOMBAY BANKERS CLEARII Batch Number :

Cheque no. : Cheque Date :

Drawee Account no. : Currency Name :

Drawee Amount in TCY : Drawee Amount in LCY :

Authorised Status:

Payee Account No. : Payee Routing No. :

Amount Net Of SC: 0.00 Outward Clearing Type :

Reject Reason : 211 CLEARING HOUSE STAMP-DATE REQUIRED

Payee Name :

On Record :  Of

Authorize Next Previous

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>End Point</b>	[Display] This field displays the endpoint to which the bank branch belongs.
<b>Batch Number</b>	[Display] This field displays the batch number of the rejected instrument.
<b>Cheque No.</b>	[Display] This field displays the cheque number. For every remittance instrument, it is necessary to maintain an 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.
<b>Cheque Date</b>	[Display] This field displays the cheque date, which is present on the instrument.

Field Name	Description
<b>Drawee Account No</b>	[Display] This field displays the account number of the drawee.
<b>Currency Name</b>	[Display] This field displays the currency code of the instrument currency.
<b>Drawee Amount in TCY</b>	[Display] This field displays the balance of the drawee account, in the transaction currency.
<b>Drawee Amount in LCY</b>	[Display] This field displays the balance of the drawee account, in the local currency.
<b>Authorised Status</b>	[Display] This field displays the status of the transaction.
<b>Payee Account No</b>	[Display] This field displays the account number of the payee.
<b>Payee Routing No</b>	[Display] This field displays the routing number of the payee.
<b>Amount Net of SC</b>	[Display] This field displays the net amount of the service charges, if any.
<b>Outward Clearing Type</b>	[Mandatory, Drop-Down] Select the outward clearing type from the drop-down list. This field is enabled, only if the <b>Process in Outward Clearing</b> option is selected.
<b>Reject Reason</b>	[Mandatory, Pick List] Select the reject code from the pick list. It displays the reject reason associated with the reject code selected. You can change the system assigned reject reason for a cheque that moves to scan reject before passing or rejecting the cheque from scan reject option.
<b>Payee's Name</b>	[Display] This field displays the name of the payee of the cheque.
<b>On Record</b>	[Display] This is the serial number of the details shown referring to the summary page.

8. In the **Details of Passed Instrument** tab, click the **Authorize** button.
9. On authorization of the selected record, the next record from the queue will be automatically fetched for authorization.

---

**Note:** Click the **Next** or **Previous** button to get the details of the next or previous unauthorized record.

---

10. The system displays the message "Record Authorized...Click Ok to continue". Click the **Ok** button.

### 4.3. ST034 - Scanning of Rejected Instruments

Once the inward clearing process has been run, the system divides the instruments between 'passed items' and 'rejected items'. The rejections can be due to various reasons, like - insufficient funds, cheque not issued, miss-sort, returned after clearing date, currency mismatch and so on.

Using this option you can authorize certain rejected items that you wish to pass for processing during the next run of inward clearing, the rejected items for the day can be queried upon, using the various options provided.

It is also possible to return the instrument in outward clearing. The system will generate it under a separate batch ID, and process it in outward clearing.

---

**Note:** The system automatically authorizes this transaction.

---

#### Definition Prerequisites

- BAM29 - End Point Master Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- ST033 - Inward Clearing

#### Modes Available

Not Applicable

#### To scan the cheques rejected for inward clearing

1. Type the fast path **ST034** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Scanning of Rejected Instruments**.
2. The system displays the **Scanning of Rejected Instruments** screen.

## Scanning of Rejected Instruments

Scanning of Rejected Instruments\*

Branch Code:  Clearing Type:

End Point:  Routing Number:  Cheque Number:  Account Number:

Batch Number:  Product Code:

Value Date:  Reject Reason:  Customer Group:

Summary of Rejected Instruments | Details of Rejected Instruments

Serial No.	Batch No.	Currency	Drawee Account No.	Routing No.	Cheque Number	Reject Reason	Amount in TCY	Authorised

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

### Field Description

#### Field Name

#### Description

It is mandatory to enter value in one of the following fields.

#### Branch Code

[Mandatory, Pick list]

Select the name of the branch for which the inward clearing process has been run from the pick list.

#### End Point

[Optional, Pick list]

Select the end point to which the bank branch belongs from the pick list.

#### Clearing Type

[Optional, Drop-Down]

Select the clearing type from the drop-down list.

The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.

Field Name	Description
<b>Routing Number</b>	<p>[Optional, Numeric, Nine] Type the Routing number. The routing number is a combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option. <i>Routing Number</i><sup>21</sup> = Sector Code / Bank Code + Branch Code</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Cheque Number</b>	<p>[Optional, Numeric, 12] Type the cheque number, which is present on the MICR line of the instrument.</p>
<b>Account Number</b>	<p>[Optional, Numeric, 14] Type the account number. This is for the drawer account number. If the field is left blank, then the screen will display the summary of rejected instruments of all the accounts in the branch for a particular batch.</p>
<b>Batch Number</b>	<p>[Optional, Numeric, 9] Type the batch number.</p>
<b>Product Code</b>	<p>[Optional, Pick List] Select the product code from the pick list.</p>
<b>Value Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy] Select the value date of inward clearing from the pick list. This field will accept only the current process date and the previous working date. The current process date and the previous working date should be as per the endpoint calendar.</p>
<b>Reject Reason</b>	<p>[Optional, Drop-Down] Select the reject reason from the drop down list.</p>
<b>Customer Group</b>	<p>[Optional, Pick List] Select the customer group from the pick list.</p>

3. Enter the required search criteria for viewing the passed instruments. It is mandatory to enter data at least in one of the fields.

<sup>21</sup>(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.)

## Scanning of Rejected Instruments

Scanning of Rejected Instruments®

Branch Code: 240 SANDOZ - MUMBAI

End Point: 4000 BOMBAY BANKERS CLEA Clearing Type: 12-MICR INW CLG

Routing Number: Cheque Number: Account Number:

Batch Number: Product Code:

Value Date: 30/06/2011 Reject Reason: Customer Group: 111

Summary of Rejected Instruments | Details of Rejected Instruments

Serial No.	Batch No.	Currency	Drawee Account No.	Routing No.	Cheque Number	Reject Reason	Amount in TCY	Authorised
------------	-----------	----------	--------------------	-------------	---------------	---------------	---------------	------------

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

4. Click the **Ok** button.
5. The system displays the **Summary of Rejected Instrument** tab.

## Summary of Rejected Instruments

**Scanning of Rejected Instruments\***

Branch Code:  SANDOZ - MUMBAI

End Point:  Clearing Type:

Routing Number:  Cheque Number:  Account Number:

Batch Number:  Product Code:

Value Date:  Reject Reason:  Customer Group:

Summary of Rejected Instruments | Details of Rejected Instruments

Serial No.	Batch No.	Currency	Drawee Account No.	Routing No.	Cheque Number	Reject Reason	Amount in TCY	Authorised
1	45201	INR	5010000009160	400240002	00000000010	Exceeds Arrangement(Ov	6000.0	N

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

### Field Description

Column Name	Description
<b>Serial No.</b>	[Display] This column displays the serial number of the rejected instrument.
<b>Batch No.</b>	[Display] This column displays the batch number of the rejected instrument.  When a batch data entry is done for inward clearing or an inward clearing file is uploaded, the system generates a host batch number. Processing of the cheques in the batch happen simultaneously. To help track an instrument, the batch number is usually displayed as part of the details of the cheque. On the day of cheque processing, the <b>Scan Pass</b> and <b>Scan Reject</b> enquiries can be performed using the batch number.
<b>Currency</b>	[Display] This column displays the currency used in the cheque.
<b>Drawee Account No.</b>	[Display] This column displays the account number of the drawer of the cheque / GL account number in case of BC and DDs. The drawer account number would be a <b>FLEXCUBE Retail</b> CASA number in case of regular inward clearing cheques and an external bank account number in case of outward returns.

Column Name	Description
<b>Routing No.</b>	<p>[Display]</p> <p>This column displays the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number = Sector Code / Bank Code + Branch Code</i></p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>Cheque Number</b>	<p>[Display]</p> <p>This column displays the cheque number of the rejected instrument.</p> <p>For every remittance instrument, it is necessary to maintain an MICR number that will be printed on the instrument, if the instrument is expected to come for clearing through inward clearing.</p> <p>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.</p>
<b>Reject Reason</b>	<p>[Display]</p> <p>This column displays the reject reason for every rejected record.</p>
<b>Amount in TCY</b>	<p>[Display]</p> <p>This column displays the amount of the instrument in transaction currency in which the transaction took place.</p> <p>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.</p>
<b>Authorised</b>	<p>[Display]</p> <p>This column displays the status of the cheque.</p> <p>If the particular cheque has been authorized for processing through inward or outward clearing, then the status is displayed as <b>Y</b>, or else as <b>N</b>.</p>

6. Double-click the appropriate record to view the details.
7. The system displays the **Details of Rejected Instruments** tab.

## Details of Rejected Instrument

Scanning of Rejected Instruments\*

Branch Code: 240 SANDOZ - MUMBAI

End Point: 4000 BOMBAY BANKERS CLEA Clearing Type: 12-MICR INW CLG

Routing Number: Cheque Number: Account Number:

Batch Number: Product Code:

Value Date: 30/06/2011 Reject Reason: Customer Group:

Summary of Rejected Instruments | Details of Rejected Instruments

End Point: 4000 BOMBAY BANKERS CLEA Clearing Type: 12-MICR INW CLG

Batch Number: 45201 Drawee Account no.: 5010000009160

Cheque no.: 000000000010 Cheque Date: 30/06/2011

Group Short Name: LA2

Amount TCY: 6,000.00 Txn Currency: INR

Amount LCY: 6,000.00 Account Currency: INR

Amount Net Of SC: 0.00 Authorised Status:

Payee Name: Payee Routing No.: 0

Outward Clearing Type: 12-MICR INW CLG

Reject Reason: Exceeds Arrangement(0)  Process in Inward clearing  Process in Outward clearing

On Record: 1 Of 1 Debit Option: Normal Debit

Authorize Next Previous

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>End Point</b>	[Display] This field displays the end point from where the instruments are rejected.
<b>Clearing Type</b>	[Display] This field displays the clearing type. The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.
<b>Batch Number</b>	[Display] This field displays the batch number of the rejected instrument.
<b>Drawee Account No</b>	[Display] This field displays the account number of the drawee who has deposited the cheque.
<b>Cheque No</b>	[Display] This field displays the cheque number. This field is editable, only if the <b>Process in Inward Clearing</b> option is selected.

Field Name	Description
<b>Cheque Date</b>	[Display] This field displays the cheque date, which is present on the instrument.
<b>Amount TCY</b>	[Display] This field displays the amount in transaction currency.
<b>Txn Currency</b>	[Display] This field displays the transaction currency.
<b>Amount LCY</b>	[Display] This field displays the cheque amount in local currency.
<b>Account Currency</b>	[Display] This field displays the account currency.
<b>Amount Net of SC</b>	[Display] This field displays the net amount of the service charges, if any.
<b>Authorised Status</b>	[Display] This field displays the status of the transaction.
<b>Payee's Name</b>	[Display] This field displays the name of the payee.
<b>Payee Routing No</b>	[Display] This field displays the routing number of the payee.
<b>Outward Clearing Type</b>	[Mandatory, Drop-Down] Select the outward clearing type from the drop-down list. This field is enabled, only if the <b>Process in Outward Clearing</b> option is selected.
<b>Process in Outward Clearing</b>	[Optional, Radio Button] Click <b>Process in Outward Clearing</b> to process the instrument in outward clearing.
<b>Reject Reason</b>	[Mandatory, Pick List] Select the rejection reason from the pick list. This field, by default, displays the reason for rejection entered at the time of transaction. You can change the system assigned reject reason for a cheque that moves to scan reject before passing or rejecting the cheque from scan reject option.
<b>Process in Inward Clearing</b>	[Optional, Radio Button] Click <b>Process in Inward Clearing</b> to process the instrument in inward clearing.
<b>On Record</b>	[Display] This field displays the record number of the existing record.
<b>Debit Option</b>	[Mandatory, Drop-Down] Select the appropriate debit option from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Force Debit</li> <li>• Normal Debit</li> </ul>

8. Select the appropriate option, process in inward clearing or process in outward clearing.

9. Click the **Authorize** button. After the authorization of the record, the system fetches the next record from the queue.
10. Click the **Next** or **Previous** button to view the details of next or previous record.
11. The system displays the message "Record Authorized...Click Ok to continue". Click the **Ok** button.

### **Example**

A batch 8041 with two cheques was rejected.

Suppose one of the cheques belonged to an account with insufficient balance. Then the reason for rejecting the cheque will be shown as insufficient balance. The authorizer can choose to reject the cheque by selecting the **Process in Outward Clearing** option and indicating the outward clearing type in which the cheque should be processed.

Suppose the second cheque was rejected saying 'instrument not issued'. It may happen that even though the cheque book was delivered, the teller may not have updated the cheque book status correctly. The supervisor can get the correct status of the cheque book and pass the cheque by selecting the **Process in Outward Clearing** option. When the inward clearing process is run the next time, this cheque will be processed.

## 4.4. STM75 - Scan Reject Pass Disable Maintenance

After the inward clearing process is run you can override a system rejected cheque which is queued up and pass the same through scan reject and scan pass option. However, in a centralized clearing set up bank may prefer to have this option enabled only at clearing branch. Using this option you can disable the option of passing cheques queued under reject for non-clearing branches.

### Definition Prerequisites

- STM64 - Clearing Type Maintenance
- BAM28 - Endpoint Float Maintenance

### Modes Available

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

### To disable the scan reject pass transactions for a particular branch

1. Type the fast path **STM75** and click **Go** or navigate through the menus to Transaction Processing > Internal Transactions > Clearing > Scan Reject Pass Disable Maintenance.
2. The system displays the **Scan Reject Pass Disable Maintenance** screen.

### Scan Reject Pass Disable Maintenance

Scan Reject Pass Disable Maintenance\*

Process Date : 15/01/2008  
EndPoint Code :  
Clearing Type :  
Disable Scan Reject Pass :

Record Details				
Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add By Copy    Add    Modify    Delete    Cancel    Amend    Authorize    Inquiry

UDF   Ok   Close   Clear

### Field Description

Field Name	Description
<b>Process Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the process date from the pick list. By default, the system displays the current process date.
<b>EndPoint Code</b>	[Mandatory, Pick List] Select the appropriate endpoint code from the pick list.
<b>Clearing Type</b>	[Mandatory, Drop-Down] Select the clearing type from the drop-down list.
<b>Disable Scan Reject Pass</b>	[Optional, Check Box] Select the <b>Disable Scan Reject Pass</b> check box to disable the scan reject pass transaction for the selected branch.

3. Click the **Add** button.
4. Enter the process date.
5. Select the end point code from the pick list.
6. Select the clearing type from the drop-down list.

### Scan Reject Pass Disable Maintenance

7. Click the **Ok** button.
8. The system displays the message "Record Added. Authorization pending..". Click the **Ok** button.
9. The scan reject pass transaction for the selected branch is successfully disabled.

## 4.5. EC004 - Scanning of ECS Passed / Rejected Records

After uploading the ECS inward debit transactions, the uploaded records are split into passed and rejected records. However the bank can still opt to use its discretion to pass or reject the ECS transactions. Entry is passed on account if ECS rejected due to insufficient funds. Using this option you can pass the rejected record or reject the passed record.

### Definition Prerequisites

- ECM01 - ECS Company Details Maintenance
- ECS inward debit transaction file upload

### Modes Available

Not Applicable

### To pass or reject the ECS records

1. Type the fast path **EC004** and click **Go** or navigate through the menus to **Transaction Processing > Customer Transactions > Scanning of ECS Passed/Rejected Records**.
2. The system displays the **Scanning of ECS Passed/Rejected Records** screen.

### Scanning of ECS Passed/Rejected Records

Serial No.	File Name	Currency	Drawee Account No.	Amount in TCY	User Id	Status
------------	-----------	----------	--------------------	---------------	---------	--------

### Field Description

Field Name	Description
------------	-------------

Field Name	Description
<b>Search Criteria</b>	
<b>Transaction Branch</b>	[Optional, Numeric , Four, Pick List] Type the transaction branch code or select it from the pick list.
<b>File Name</b>	[Optional, Pick List] Select the file name from the pick list.
<b>Company Code</b>	[Optional, Pick List] Select the company code from the pick list. These codes are maintained in the <b>ECS Company Details Maintenance</b> (Fast Path: ECM01) option.
<b>Account No</b>	[Optional, Numeric, 14] Type the account number for which the ECS records need to be fetched.
<b>Amount Range</b>	
<b>From</b>	[Optional, Numeric, 13, Two ] Type the minimum amount from which the records need to be fetched.
<b>To</b>	[Mandatory, Numeric, 13, Two] Type the maximum amount up to which the records need to be fetched.
<b>ECS Record</b>	[Optional, Drop-Down] Select the ECS record status from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Passed</li> <li>• Rejected</li> </ul>

3. Enter the relevant information in search criteria.

## Scanning of ECS Passed/Rejected Records

Scanning of ECS Passed/Rejected Records\*

**Search Criteria**

Transaction Branch:  ...      File Name:  ...      Company Code:  ...

Account No:       **Amount Range**  
From:  To:       ECS Record:

Transaction | Details

Serial No.	File Name	Currency	Drawee Account No.	Amount in TCY	User Id	Status
------------	-----------	----------	--------------------	---------------	---------	--------

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

4. Click the **Ok** button. The system displays the ECS passed / rejected records in the **Transaction** tab.

## Transaction

Scanning of ECS Passed/Rejected Records\*

**Search Criteria**

Transaction Branch:  ... File Name:  ... Company Code:  ...

Account No:  Amount Range: From:  To:  ECS Record:

Transaction | Details

Serial No.	File Name	Currency	Drawee Account No.	Amount in TCY	User Id	Status
1	ECS Trans Debit Upload_Cases 161209_retry.txt	INR	06045570000218	2,002.00	TPANKAJ	Rejected

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UBF | OK | Close | Clear

## Field Description

Column Name	Description
<b>Serial No.</b>	[Display] This column displays the serial number.
<b>File Name</b>	[Display] This column displays the uploaded file name.
<b>Currency</b>	[Display] This column displays the account currency.
<b>Drawee Account No.</b>	[Display] This column displays the account number for which the ECS is maintained .
<b>Amount in TCY</b>	[Display] This column displays the inward debit amount in transaction currency.
<b>User Id</b>	[Display] This column displays the user id.
<b>Status</b>	[Display] This column displays the status of the record.

- Double-click on any transaction to enable the **Details** tab.

## Details

Scanning of ECS Passed/Rejected Records\*

**Search Criteria**

Transaction Branch:  File Name:  Company Code:

Account No:  Amount Range: From:  To:  ECS Record:

Transaction | **Details**

ECS File Name:

Company Code:  Company Name:

Branch Code:  Record Status:

Drawee Account No:  Drawee Account Name:

Currency Name:  Upload Account Name:

Drawee Amount in TCY:  Drawee Amount in LCY:

Reject Reason:

On Record :  Of

**Internal Reject Details**

Serial	Reject Code	Reject Description	Overridable
1	1019	System Failure	N

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

## Field Description

Field Name	Description
<b>ECS File Name</b>	[Display] This field displays the ECS file name.
<b>Company Code</b>	[Display] This field displays the company code of the utility service provider.
<b>Company Name</b>	[Display] This field displays the name of the company.
<b>Branch Code</b>	[Display] This field display the branch code where the account is opened.
<b>Record Status</b>	[Display] This field displays the status of the ECS record.
<b>Drawee Account No.</b>	[Display] This field displays the account number of the customer for which the ECS mandate needs to be maintained.
<b>Drawee Account Name</b>	[Display] This field displays the name of the account holder.
<b>Currency Name</b>	[Display] This field displays the account currency.

Field Name	Description
<b>Uploaded Account Name</b>	[Display] This field displays the name of the account holder in the uploaded file.
<b>Drawee Amount in TCY</b>	[Display] This field displays the inward debit ECS amount in transaction currency.
<b>Drawee Amount in LCY</b>	[Display] This field displays the inward debit ECS amount in local currency.
<b>Reject Reason</b>	[Mandatory, Pick List] Select the reject reason from the pick list. By default it displays the reason updated at the time of transaction.
<b>On Record</b>	[Display] This field displays the serial number of the details referring to the summary page.

#### Internal Reject Details

**This section is enabled only for the rejected records.**

<b>Serial</b>	[Display] This column displays the serial number.
<b>Reject Code</b>	[Display] This column displays the reject code for the ECS transaction.
<b>Reject Description</b>	[Display] This column displays the description of the reject code.
<b>Overridable</b>	[Optional, Check Box] Select the <b>Overridable</b> check box if you want the transaction to be force authorized.

6. To update the rejected record , click the **Update** button.
7. The system displays the message "External Reject Reason Successfully Updated". Click the **Ok** button.
8. To pass the rejected record, click the **Pass** button.
9. The system displays the message "ECS Record Passed Successfully". Click the **Ok** button.
10. To reject the passed record, click the **Reject** button.
11. The system displays the message "ECS Record Rejected". Click the **Ok** button.
12. Click **Close** button.

## 4.6. ST038 - Bulk Scan Inward Rejects

Once the inward clearing process is run, the system divides the instruments between passed and rejected. The rejected items for the day can be queried upon, using the various options provided.

Using this option you can reject the inward cheques due to insufficient funds. However the system will re-post the cheque the next working day. Service charges are levied on the customer for re-posting of the cheques.

### Definition Prerequisites

- 8051 - CASA Account Opening
- ST033 - Inward Clearing

### Modes Available

Not Applicable

### To scan the bulk inward clearing rejected cheques

1. Type the fast path **ST038** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Bulk Scan Inward Rejects**.
2. The system displays the **Bulk Scan Inward Rejects** screen.

### Bulk Scan Inward Rejects

Branch Code :  End Point :  Clearing Type:

Routing No :  Cheque No :  Account Number :

Batch Number :  Product Code :  Officer ID :

Summary of Rejected Instruments

Processing Date :

Batch No	Currency	Drawee Account No	Routing No	Cheque No	Amount in TCY	Authorised
----------	----------	-------------------	------------	-----------	---------------	------------

Inquire Authorize Close Clear

### Field Description

Field Name	Description
To proceed further, atleast one of the below fields should be entered.	
<b>Branch Code</b>	[Mandatory, Drop-Down] Select the name of the branch for which the inward clearing process has been run from the drop-down list.
<b>End Point</b>	[Mandatory, Drop-Down] Select the end point to which the bank branch belongs from the drop-down list.
<b>Clearing Type</b>	[Mandatory, Drop-Down] Select the clearing type from the drop-down list. The bank can set up multiple clearing types, where cheques that should 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. happen on the basis of the clearing type.
<b>Routing No</b>	[Optional, Numeric, Nine] Type the Routing number. The routing number is a combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option. <i>Routing Number<sup>22</sup> = Sector Code / Bank Code + Branch Code</i> 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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.
<b>Cheque No</b>	[Optional, Numeric, 12] Type the cheque number, which is present on the MICR line of the instrument.
<b>Account Number</b>	[Optional, Numeric, 14] Type the account number. This is for the drawer account number. If the field is left blank, then the screen will display the summary of rejected instruments of all the accounts in the branch for a particular batch.
<b>Batch Number</b>	[Optional, Numeric, Nine] Type the batch number.
<b>Product Code</b>	[Optional, Pick List] Select the product code from the pick list.
<b>Officer ID</b>	[Optional, Drop-Down] Select the officer ID from the drop-down list.

3. Enter the relevant information.

4. Click the **Inquire** button.

<sup>22</sup>(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.)

## Bulk Scan Inward Rejects

**Bulk Scan Inward Rejects**

Branch Code : HO  
Routing No :  
Batch Number :  
End Point : 1 AUTOMATION CLEARING  
Cheque No :  
Product Code : 1  
Clearing Type : REGULAR CLEARING  
Account Number :  
Officer ID : SAMITS

Summary of Rejected Instruments

Processing Date : 31/08/2008

Batch No	Currency	Drawee Account No	Routing No	Cheque No	Amount in TCY	Authorised
----------	----------	-------------------	------------	-----------	---------------	------------

Inquire Authorize Close Clear

5. The system displays the details of the rejected inward clearing cheque.

## Summary of Rejected Instruments

**Bulk Scan Inward Rejects**

Branch Code : HO  
 End Point : 1 AUTOMATION CLEARING  
 Clearing Type : REGULAR CLEARING  
 Routing No :  
 Cheque No :  
 Account Number :  
 Batch Number :  
 Product Code : 1  
 Officer ID : SAMITS

Summary of Rejected Instruments

Processing Date : 31/08/2008

Batch No	Currency	Drawee Account No	Routing No	Cheque No	Amount in TCY	Authorised
----------	----------	-------------------	------------	-----------	---------------	------------

Inquire Authorize Close Clear

### Field Description

Column Name	Description
Processing Date	[Mandatory, Pick List, dd/mm/yyyy] Select the next posting date from the pick list for the bulk inward reject. The user can re-post the rejected inward cheque on the next posting date.
Batch No	[Display] This column displays the batch number of the rejected instrument. When a batch data entry is done for inward clearing or an inward clearing file is uploaded, the system generates a host batch number. Processing of the cheques in the batch happen simultaneously. To help track an instrument, the batch number is usually displayed as part of the details of the cheque. On the day of cheque processing, the <b>Scan Pass</b> and <b>Scan Reject</b> enquiries can be performed using the batch number.
Currency	[Display] This column displays the currency used in the cheque.

Column Name	Description
<b>Drawee Account No</b>	<p>[Display]</p> <p>This column displays the account number of the drawer of the cheque / GL account number in case of BC and DDs. The drawer account number would be a <b>FLEXCUBE Retail</b> CASA number in case of regular inward clearing cheques and an external bank account number in case of outward returns.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This column displays the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number = Sector Code / Bank Code + Branch Code</i></p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>Cheque No</b>	<p>[Display]</p> <p>This column displays the cheque number of the rejected instrument.</p> <p>For every remittance instrument, it is necessary to maintain an MICR number that will be printed on the instrument, if the instrument is expected to come for clearing through inward clearing.</p> <p>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.</p>
<b>Amount in TCY</b>	<p>[Display]</p> <p>This column displays the amount of the instrument in transaction currency in which the transaction took place.</p> <p>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.</p>
<b>Authorised</b>	<p>[Display]</p> <p>This column displays the status of the cheque.</p> <p>If the particular cheque has been authorized for processing through inward or outward clearing, then the status is displayed as <b>Y</b>, or else as <b>N</b>.</p>

6. Click the **Close** button.

## 4.7. ST039 - Special Clearing Run

Using this option you can support a special inward clearing that attempts a normal debit for all the NSF reject belonging to different batches of inward clearing instrument. The special clearing run is allowed only after scan pass reject is disabled. The list of cheques passed through the special clearing run are integrated through ST044 - Outward Remittance Handoff screen.

### Definition Prerequisites

- STM75 - Scan Reject Pass Disable Maintenance

### Modes Available

Not Applicable

### To add the demand draft details

1. Type the fast path **ST039** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Special Clearing Run**.
2. The system displays the **Special Clearing Run** screen.

### Special Clearing Run

Special Clearing Run\*

End Point : 4000 BOMBAY BANKERS CLEARING

Clearing Type : [ ] [Go]

Reject Reason : FUNDS INSUFFICIENT

Clearing Date : 20/02/2011 [Go]

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

### Field Description

Field Name	Description
------------	-------------

Field Name	Description
<b>End Point</b>	[Mandatory, Pick List] Select the end point from the pick list. By default the endpoint should be the clearing branch endpoint.
<b>Clearing Type</b>	[Mandatory, Pick List] Select the clearing type from the pick list.
<b>Reject Reason</b>	[Display] This field displays the reject reason code along with description.
<b>Clearing Date</b>	[Mandatory, Pick list] Select the clearing date from the pick list. By default the system displays the current process date.

3. Select the clearing type from the pick list.

### Special Clearing Run

The screenshot shows a software window titled "Special Clearing Run\*". The window has a yellow header bar. Below the header, there are four input fields arranged in a 2x2 grid. The top-left field is labeled "End Point" and has a dropdown menu with "4000 BOMBAY BANKERS CLEARING" selected. The top-right field is labeled "Clearing Type" and has a dropdown menu with "19" and "MICR 10" visible. The bottom-left field is labeled "Reject Reason" and has a dropdown menu with "FUNDS INSUFFICIENT" selected. The bottom-right field is labeled "Clearing Date" and has a date field with "20/02/2011" entered. At the bottom of the window, there is a navigation bar with buttons for "UDF", "OK", "Close", and "Clear".

4. Click the **Ok** button.
5. The system displays the message "Authorization Required. Do You Want to continue?". Click the **OK** button.
6. The system displays the **Authorization Reason** screen.
7. Enter the relevant information and click the **OK** button.
8. The system displays the message "Record Authorized .. Click Ok to Continue". Click the **OK** button

9. The system displays the message "Inward Clearing Process Completed". Click the **Ok** button.
10. The special clearing is completed.

## 4.8. ST062 - Clearing Account X-Reference Enquiry\*

Using this option, you can view the cross-reference between the **Oracle FLEXCUBE** generated account number, and the small clearing account number used for clearing purposes.

The **Oracle FLEXCUBE** generated account number has a maximum length of 16 digits, which may not be acceptable for clearing by some central banks. At the time of issuing cheque book, the system generates an alternate 10 digit account number for clearing purposes, which can be used in the file upload. (The inward clearing entries are received as a flat file from the central bank. This flat file is uploaded in the system.). When an inward clearing file with the small clearing account number is uploaded, the system uses the cross-reference with the **Oracle FLEXCUBE** account number to find the actual account for the transaction. The clearing account number is unique for a clearing sector.

### Definition Prerequisites

- BAM41 - Sector Master
- STM54 - Routing Branch Maintenance
- 7101 - IC No – Short Name Change
- ST031- Load Inward MICR File

### Modes Available

Not Applicable

### To inquire about the small clearing account used for clearing purposes

1. Type the fast path **ST062** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Clearing Account X-Reference Enquiry**.
2. The system displays the **Clearing Account X-Reference Enquiry** screen.

## Clearing Account X-Reference Enquiry

Clearing Account X-Reference Enquiry\*

Small Clearing A/C No <input type="radio"/>	Account Number <input type="radio"/>
Small Clearing A/C No <input type="text"/>	Customer A/C No <input type="text"/>
Clearing Sector <input type="text"/>	
ACH Branch Code <input type="text"/>	
Customer Name <input type="text"/>	Customer ID <input type="text"/>
Branch Code <input type="text"/>	Currency Name <input type="text"/>

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
<input type="button" value="UDF"/> <input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Clear"/>										

### Field Description

Field Name	Description
<b>Small Clearing A/C No</b>	[Optional, Radio button] Click <b>Small Clearing A/C No</b> to perform the inquiry based on the small clearing account number.
<b>Account Number</b>	[Optional, Radio button] Click <b>Account Number</b> to perform the inquiry based on the CASA account number.
<b>Small Clearing A/C No</b>	[Conditional, Numeric, 14] Type the small clearing account number. The <b>FLEXCUBE Retail</b> generated account number has a maximum length of 16 digits, which may not be acceptable for clearing by some central banks. At the time of cheque book issue the system generates an alternate 10 digit account number for clearing purposes which can be used in file upload. The number is usually printed on the cheque leaves. When an inward clearing file with the small clearing account number is uploaded the system uses the cross-reference with the <b>FLEXCUBE Retail</b> account number to find the actual account for the transaction. The clearing account number is unique for a clearing sector. This field is enabled, only if the <b>Small Clearing A/C No</b> option is selected.

Field Name	Description
<b>Customer A/C No</b>	[Conditional, Numeric, 14] Type the CASA account number of the customer. This field is enabled, only if the <b>Account Number</b> option is selected.
<b>Clearing Sector</b>	[Mandatory, Alphanumeric,5] Type the clearing sector. For clearing purpose, different sectors are defined which consist of a number of branches and an endpoint. The sector code is maintained in the <b>Sector Master</b> and attached to each branch of the bank in the <b>Branch Master Maintenance</b> screen and for other banks branches in the <b>Routing Branch Maintenance</b> option.
<b>ACH Branch Code</b>	[Mandatory, Numeric, Three] Type the <b>ACH</b> <sup>23</sup> branch code. The small clearing account number will be generated in sector and ACH branch wise.
<b>Customer Name</b>	[Display] This field displays the customer name, based on the account number selected. It displays the short name of the customer as entered in the <b>Customer Addition</b> screen. This name can be changed using the <b>Customer Name / IC Change</b> option.
<b>Customer ID</b>	[Display] This field displays the customer ID based on the account number selected.
<b>Branch Code</b>	[Display] This field displays the branch code in which the customer opened the account. The branch code is part of the account number itself. A customer's branch cannot be changed and the customer is treated across all branches.
<b>Currency Name</b>	[Display] This field displays the currency in which the account is held. 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.

3. Select the criteria for inquiry.
4. Enter the appropriate data in the corresponding field.

<sup>23</sup>(Automated Clearing House: It is an electronic payment and information delivery system which transfers dollar amounts and related information between business, private and government sectors.)

## Clearing Account X-Reference Enquiry

Clearing Account X-Reference Enquiry\*

Small Clearing A/C No	<input type="text"/>	Account Number	<input type="text"/>
Small Clearing A/C No	<input type="text"/>	Customer A/C No	06049110000078
Clearing Sector	<input type="text"/>		
ACH Branch Code	<input type="text"/>		
Customer Name	SANDEEP REDDY TEEGEL	Customer ID	604911
Branch Code	Bank House Branch name length increased For testir	Currency Name	INR

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

LDF    OK    Close    Clear

5. Click the **Ok** button.
6. The system displays the small clearing account details.

## 4.9. ST076 - Check Inward Clearing Instrument

Using this option you can verify the instrument received in inward clearing. This option also facilitates the authorized user to inquire the status of the instruments received in inward clearing, and find the information of the user who verified the batch / record of instruments.

This process does not hold up any processing of the instrument that is to take place.

### Definition Prerequisites

- STM54 - Routing Branch Maintenance
- 5521- Batch-Inward-Clearing Check Data Entry
- STM59 - Settlement Bank Parameters
- ST031- Load Inward MICR File
- STM58 - Instrument Type Xref

### Modes Available

Not Applicable

### To check the inward clearing instrument

1. Type the fast path **ST076** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Check Inward Clearing Instrument**.
2. The system displays the **Check Inward Clearing Instrument** screen.

## Check Inward Clearing Instrument

Check Inward Clearing Instrument

Drawee Account No :

Instrument Code :

Routing No :

Txn Mnemonic :

Instrument No :

Instrument Type :

AUDIT NO | BATCH NO | AMT IN LCY | PAYEE NAME | END POINT | CHECK Y-N | MAKER ID

Ok Close Clear

### Field Description

Field Name	Description
<b>Drawee Account No</b>	[Optional, 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 number is generally printed on the cheque leaf. The drawer account is the account from where the funds will come into the beneficiary 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 accuracy.
<b>Instrument Code</b>	[Mandatory, Drop-Down] Select the instrument code from the drop-down list.

Field Name	Description
<b>Routing No</b>	<p>[Optional, Numeric, Nine]</p> <p>Type the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>24</sup> = Sector Code / Bank Code + Branch Code</p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>Txn Mnemonic</b>	<p>[Display]</p> <p>This field displays the transaction mnemonic of the instrument as set at the <b>Instrument Type Xref</b> definition level.</p>
<b>Instrument No</b>	<p>[Optional, Numeric, 12]</p> <p>Type the valid instrument number which has been deposited but not cleared.</p> <p>The system identifies it in conjunction with the instrument type and routing number. If the instrument type is cheque, the system validates that the cheque number is that of an unpaid cheque for the drawer account.</p>

<sup>24</sup>(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
<b>Instrument Type</b>	<p>[Display]</p> <p>This field displays the name of the instrument based on the instrument code selected.</p> <p>The system has some preset instruments that it can handle through existing processes. In case the bank has some additional instruments for processing using <b>FLEXCUBE Retail</b>, then an instrument type needs to be added, and the instrument can be passed through the system. The system will treat it similar to the instrument type attached.</p> <p>The main instrument types used by the system are:</p> <ul style="list-style-type: none"> <li>• Cheque</li> <li>• Manager's Cheques</li> <li>• Demand Draft</li> <li>• Traveler's Cheques</li> <li>• Inward Direct Debit</li> <li>• Guaranteed Cheques</li> <li>• Returned Cheques</li> <li>• On Par Cheques</li> <li>• Special Area Managers Cheques</li> </ul>

Column Name	Description
<b>AUDIT NO</b>	<p>[Display]</p> <p>This column displays the audit number of the instrument.</p>
<b>BATCH NO</b>	<p>[Display]</p> <p>This column displays the batch number of the inward clearing instrument.</p>
<b>AMT IN LCY</b>	<p>[Display]</p> <p>This column displays the amount of instrument in the local currency.</p>
<b>PAYEE NAME</b>	<p>[Display]</p> <p>This column displays the name of the payee.</p>
<b>END POINT</b>	<p>[Display]</p> <p>This column displays the end point from where the inward clearing instrument is executed.</p>
<b>CHECK Y-N</b>	<p>[Display]</p> <p>This column displays <b>Y</b>, if the transaction is authorized or else it displays <b>N</b>.</p> <p>Once the batch/record is verified by an authorized user, it cannot be modified by any other user, except the user who has verified the batch/record.</p>

Column Name	Description
<b>MAKER ID</b>	[Display] This column displays the name of the user who has performed the transaction.

3. Enter the drawee account number and press the <Tab> or <Enter> key.
4. Select the instrument code from the drop-down list.
5. Enter the details like the routing number, and the instrument number.

Either the **Drawee Account number** or the **Routing number** has to be provided for the inquiry.

### Check Inward Clearing Instruments

6. Click the **Ok** button.
7. Double-click the toggle status in the **Check Y-N** column, to verify the inward clearing instrument. Click the **Ok** button.
8. The system displays the message "Update Successful...Click Ok to Continue". Click the **Ok** button.

**Note:** When a user logs in for the next time, the system displays the User ID of the supervisor who has verified the instrument, in the **MAKER ID** column. Once the batch/record is verified by an authorized user, it cannot be modified by any other user, except the user who has verified the batch/record.

## 4.10. CH071 - NSF Reject Log Inquiry

This screen enables query on rejected instruments where the reason for rejection is "insufficient funds" Data in this screen can be retrieved up to 180 days For each of these transactions, the user can see customer transaction information and transaction details.

### Definition Prerequisites

- 8051 - CASA Account Opening

### Modes Available

Not Applicable

### To perform NSF Reject inquiry

1. Type the fast path **CH071** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > CASA Account Transactions > Enquiries > NSF Reject Log Inquiry**.
2. The system displays the **NSF Reject Log Inquiry** screen.

### NSF Reject Log Inquiry

NSF Reject Log Inquiry\*

**Enter Account Details**

Account Number :  Account Status :

Date From :  Date To : 01/01/1980

Customer ID :  Customer Name :

Transaction Period Information | Transaction Information

Trxn Date	Posting Date	Literal	Cheque No	CCY	Transaction Amount
-----------	--------------	---------	-----------	-----	--------------------

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Traveller Cheque

LDF OK Close Clear

### Field Description

Field Name	Description
------------	-------------

Field Name	Description
<b>Account Number</b>	[Mandatory, Numeric, 14] Type the CASA account number for which the NSF rejections have to be inquired.
<b>Account Status</b>	[Display] This field displays the status of the account.
<b>Date From</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the date from which the query is to be performed or select it from the pick list.
<b>Date To</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the date till which the query is to be performed or select it from the pick list.
<b>Customer ID</b>	[Display] This field displays the customer ID.
<b>Customer Name</b>	[Display] This field displays the name of the customer.

3. Enter the account number.

4. Enter the date or select it from the pick list and press the <Tab> or <Enter> key.

NSF Reject Log Inquiry\*

**Enter Account Details**

Account Number : 02401000000127      Account Status : Account Open Regular  
Date From : 15/01/2007      Date To : 15/01/2008  
Customer ID : 100000015      Customer Name : HARIKA VOOKA

Transaction Period Information | Transaction Information

Txn Date	Posting Date	Literal	Cheque No	CCY	Transaction Amount
27/04/2010	31/12/2007	CHQ	000000000013	INR	10,000.00

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

## Transaction Period Information

NSF Reject Log Inquiry\*

**Enter Account Details**

Account Number : 02401000000127      Account Status : Account Open Regular

Date From : 15/01/2007      Date To : 15/01/2008

Customer ID : 100000015      Customer Name : HARIKA VOOKA

Transaction Period Information      Transaction Information

Txn Date	Posting Date	Literal	Cheque No	CCY	Transaction Amount
27/04/2010	31/12/2007	CHQ	000000000013	INR	10,000.00

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

### Field Description

Column Name	Description
<b>Txn Date</b>	[Display] This column displays the transaction date.
<b>Posting Date</b>	[Display] This column displays the posting date.
<b>Literal</b>	[Display] This column displays the transaction literal.
<b>Cheque No</b>	[Display] This column displays the cheque number.
<b>CCY</b>	[Display] This column displays the account currency.
<b>Transaction Amount</b>	[Display] This column displays the transaction amount.

- Double click the appropriate record to view the transaction details.

## Transaction Information

**NSF Reject Log Inquiry\***

**Enter Account Details**

Account Number : 0240100000127      Account Status : Account Open Regular  
 Date From : 15/01/2007      Date To : 15/01/2008  
 Customer ID : 100000015      Customer Name : HARIKA VOOKA

Transaction Period Information | Transaction Information

**Transaction Details**

Transaction date : 27/04/2010      Posting Date : 31/12/2007  
 Time : 12:57:18      Value Date : 31/12/2007  
 User No : 6246      User Name : SHARIKA  
 Batch No : 45032      Cheque No : 00000000013  
 System Trace No : 5      Transaction Branch : 240  
 Transaction Literal : CHQ      Mnemonic Code : 6101  
 Transaction Amount : 10,000.00      Book Balance : 0.00  
 Amount Hold : 0.00      Available Balance : 0.00  
 Sweepin Lien Amt : 0.00      Amount Unclear : 0.00  
 Drawing Power : 0.00      Authoriser :  
 Description : I/W Chq return-      Txn Ref No : STBATCH00000000092

Cancel

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

## Field Description

Field Name	Description
<b>Transaction Date</b>	[Display] This column displays the transaction date.
<b>Posting Date</b>	[Display] This column displays the posting date.
<b>Time</b>	[Display] This column displays the transaction time.
<b>Value Date</b>	[Display] This column displays the value date.
<b>User No</b>	[Display] This column displays the user number.
<b>User Name</b>	[Display] This column displays the user name.
<b>Batch No</b>	[Display] This column displays the batch number.
<b>Cheque No</b>	[Display] This column displays the cheque number.
<b>System Trace No</b>	[Display] This column displays the system trace number.

<b>Field Name</b>	<b>Description</b>
<b>Transaction Branch</b>	[Display] This column displays the transaction branch name.
<b>Transaction Literal</b>	[Display] This column displays the transaction literal.
<b>Mnemonic Code</b>	[Display] This column displays the transaction mnemonic code.
<b>Transaction Amount</b>	[Display] This column displays the transaction amount.
<b>Book Balance</b>	[Display] This column displays the book balance.
<b>Amount Hold</b>	[Display] This column displays the hold amount.
<b>Available Balance</b>	[Display] This column displays the available balance.
<b>Sweepin Lien Amt</b>	[Display] This column displays the sweepin lien amount.
<b>Amount Unclear</b>	[Display] This column displays the unclear amount.
<b>Drawing Power</b>	[Display] This column displays the drawing power.
<b>Authoriser</b>	[Display] This column displays the authoriser name.
<b>Description</b>	[Display] This column displays the brief description of the transaction.
<b>Tax Ref No</b>	[Display] This column displays the tax reference number.

6. Click the **Close** button.

## 4.11. ST099 - Payment Value Date Clearing

Using this option you can run the value date clearing for payments for the specified date. You can also choose to process normal transaction / expired transaction / reject transaction. The debit/credit entries of the payment transaction amount to the loan or CASA account takes place and the relevant transaction can be viewed in statement inquiries.

### Definition Prerequisites

Not Applicable

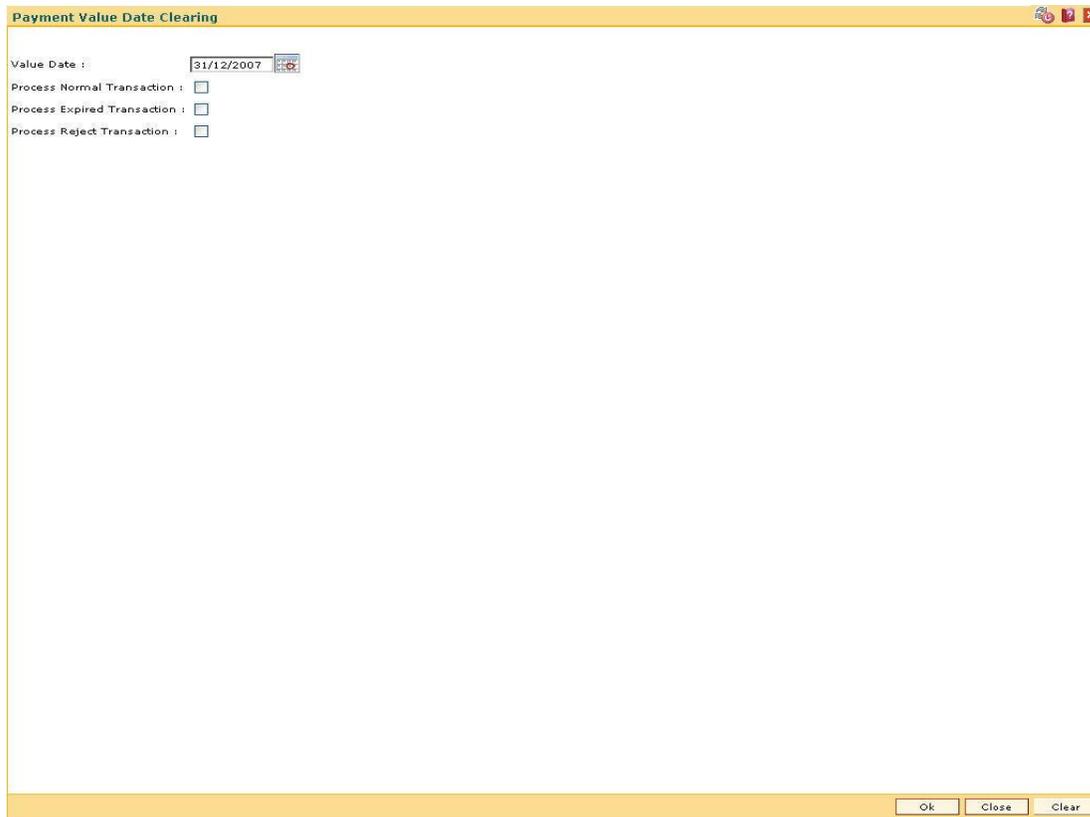
### Modes Available

Not Applicable

### To run the value date clearing

1. Type the fast path **ST099** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Payment Value Date Clearing**.
2. The system displays the **Payment Value Date Clearing** screen.

### Payment Value Date Clearing



Payment Value Date Clearing

Value Date : 31/12/2007

Process Normal Transaction :

Process Expired Transaction :

Process Reject Transaction :

Ok Close Clear

### Field Description

Field Name	Description
------------	-------------

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Field Name	Description
<b>Value Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the value date form the pick list. The system displays the current process date by default. The value date can be backdated but it cannot be a future date.
<b>Process Normal Transaction</b>	[Mandatory, Check Box] Select the <b>Process Normal Transaction</b> check box to process the normal payment transactions till the date specified in the Value Date field and to pass the GL entries.
<b>Process Expired Transaction</b>	[Mandatory, Check Box] Select the <b>Process Expired Transaction</b> check box to process all expired transactions till the date specified in the <b>Value Date</b> field and to reverse the relevant GL entries. Expired transactions are those transactions for which response has not been received by the bank from the third party within the specified time.
<b>Process Reject Transaction</b>	[Mandatory, Check Box] Select the <b>Process Reject Transaction</b> check box to process all the rejected payment transactions till the date specified in the <b>Value Date</b> field and to reverse the relevant GL entries.

- Enter the value date and select the appropriate check box.

### Payment Value Date Clearing

The screenshot shows a dialog box titled "Payment Value Date Clearing". It contains the following fields and controls:

- Value Date :** A date picker field showing "20/03/2008".
- Process Normal Transaction :** A checkbox that is checked.
- Process Expired Transaction :** A checkbox that is checked.
- Process Reject Transaction :** A checkbox that is checked.

At the bottom right of the dialog, there are three buttons: "Ok", "Close", and "Clear".

- Click the **Ok** button.

5. The system displays the message "Payment Value Date clearing Successful". Click the **Ok** button.

## 5. OCC or ICC Operations

## 5.1. 6565 - ICC Batch Data Entry

Bulk data entry of collection cheques is required where the bank has high volumes of cheques being received for collection. Using this option, you can enter all the details pertaining to the instruments received for collection.

A unique batch number is generated by the system and you can specify a maximum of 100 instruments in a batch. The system also auto generates unique individual instrument wise ICC Serial numbers for ease of tracking at the time of realization/returns processing.

### Definition Prerequisites

- STM54 - Routing Branch Maintenance
- STM59 - Settlement Bank Parameters

### Modes Available

Not Applicable

### To open the ICC data entry batch

1. Type the fast path **6565** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > ICC Batch Data Entry**.
2. The system displays the **ICC Batch Data Entry** screen.

### ICC Batch Data Entry

The screenshot shows a software window titled "ICC Batch Data Entry". The window contains the following fields and controls:

- Batch Type :** A text input field containing "ICC Data Entry".
- Action :** A dropdown menu.
- Batch Number :** A text input field with a browse button (three dots).
- Deposit Branch :** A dropdown menu.
- No of Instrs :** A text input field.
- Batch Status :** A text input field.

At the bottom of the window, there are four buttons: "Ok", "Modify", "Delete", and "Cancel".

### Field Description

Field Name	Description
<b>Batch Type</b>	[Display] This field displays the default batch type when the user invokes the screen.
<b>Action</b>	[Mandatory, Drop-Down] Select the action to be performed from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Open Data Entry Batch - Teller can perform the data entry</li> <li>• Reverse Data Entry Batch – Teller and supervisor can perform the data entry</li> <li>• Modify Data Entry Batch – Teller can perform the data entry</li> <li>• Authorize Data Entry Batch - Supervisor can authorize</li> <li>• Inquire Data Entry Batch – Teller and supervisor can perform the inquiry</li> </ul>
<b>Batch Number</b>	[Display] This field displays the batch number. The branch generates a batch number, which is a serial number. This batch number needs to be noted down for future reference.
<b>Deposit Branch</b>	[Mandatory, Drop-Down] Select the deposit branch name from the drop-down list. In case centralized data entry is being done, then the branch for which the cheques are being entered can be any branch. The branches belong to the same sector.
<b>No of Instrs</b>	[Mandatory, Numeric, Three] Type the number of entries that are to be maintained for a batch. The number of entries should be greater than one, and maximum 999. Accordingly, the system generates rows for data entry.
<b>Batch Status</b>	[Display] This field displays the batch status. After opening a batch for data entry, the status of the batch will always be <b>Unauthorized</b> and the status changes to <b>Validated</b> , after the teller completes data entry and submits for authorization. Only validated batches can be authorized by the supervisor.

Column Name	Description
<b>Srl No</b>	[Display] This column displays the serial number within the batch that is defaulted by the system.
<b>ICC Srl No</b>	[Display] This column displays the system generated inward clearing serial or sequence number for a particular clearing instrument.

<b>Column Name</b>	<b>Description</b>
<b>Instrument Ccy</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list. This is the currency in which the instrument is issued.
<b>Received From Bank</b>	[Mandatory, Drop-Down] Select the name of the bank from whom the instrument is received from the drop-down list.
<b>Received From Branch</b>	[Mandatory, Drop-Down] Select the branch of the bank from whom the instrument is received from the drop-down list.
<b>GL Account No</b>	[Display] This column displays the credit GL account number which is to be credited.
<b>GL Name</b>	[Display] This column displays the GL account name.
<b>Instrument Amount</b>	[Mandatory, Numeric, 13, Two] Type the amount for which the instrument is issued.
<b>ACL CY Rate</b>	[Mandatory, Numeric, Three, Four] Type the rate at which the account currency is converted to the local currency of the bank. The exchange rate values must be 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.
<b>TCL CY Rate</b>	[Mandatory, Numeric, Five, Two] Type the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values must be 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 same, the field takes the default value as 1, which cannot be modified.
<b>SC Code</b>	[Display] This column displays the service charge code. If a service charge is applicable, the system populates the service charge code attached to the transaction.
<b>SC Amount</b>	[Display] This column displays the service charge amount to be levied. The user can modify the amount to waive or increase the service charge.

Column Name	Description
<b>Instr Date</b>	<p>[Mandatory, dd/mm/yyyy]</p> <p>The cheque date from the calendar, which is present on the instrument.</p> <p>This date has to be less than or equal to the 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 which is defined in the <b>Settlement Bank Parameters</b> option. If the cheque date is greater than the current posting date, then the cheque has to be treated as a postdated cheque.</p>
<b>Instrument No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the cheque number, which is present on the MICR line of the instrument.</p> <p>When the cheque is deposited into any payee's account, the cheque number is used to ensure that the same cheque is not deposited multiple times in the system. On every cheque deposit, the cheque number, the routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of duplicate instruments. If duplicate instruments are found, the deposited cheque will be rejected unless the earlier cheques are all marked as <b>Returned</b>.</p>
<b>Instrument Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the instrument type from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• CHEQUE</li> <li>• DFT</li> <li>• TC</li> <li>• DIV WARRANT</li> <li>• PENSION WARRANT</li> <li>• RETURN CHEQUE</li> <li>• ON PAR CHEQUE</li> </ul>
<b>Clearing Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the clearing type from the drop-down list.</p> <p>Multiple clearing types can be setup by the bank where cheques, which should be cleared at different times of the day, are deposited so that they can be treated differently. All processes for a cheque such as outward clearing, running of value date, marking late clearing, etc. takes place on the basis of the clearing type.</p>

Column Name	Description
<b>Routing No</b>	<p>[Mandatory, Numeric, 10]</p> <p>Type the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>25</sup> = Sector Code / Bank Code + Branch Code</p> <p>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.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Drawer A/C</b>	<p>[Mandatory, Numeric, 14]</p> <p>Type the account number of the customer who has issued the instrument.</p>
<b>Remarks</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the remarks in this column.</p> <p>This column displays the transaction specific remark.</p>
<b>Address1</b>	<p>[Optional, Alphanumeric, 35]</p> <p>Type the receiving bank's primary address.</p>
<b>Address2</b>	<p>[Optional, Alphanumeric, 35]</p> <p>Type the receiving bank's secondary address.</p>
<b>Delete</b>	<p>[Optional, Check Box]</p> <p>Select this check box to delete the corresponding row.</p>
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the total sum of all the inward clearing instruments within the branch.</p>

3. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
4. Select the deposit branch from the drop-down list and enter the number of instruments.
5. Click the **Ok** button.
6. The system displays the data entry section in the screen.
7. Enter the relevant information in the appropriate fields.

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<sup>25</sup>(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.)

## ICC Batch Data Entry

Instrument Amount	ACLCY Rate	TOLCY Rate	SC Code	SC Amount	Instr Date	Instrument No	Instrument Type	Clearing Type
10.00	46.40	46.40		1	10/04/2008	23	CHEQUE	Regular 1 day Float
10.00	46.40	46.40		1	10/04/2008	24	CHEQUE	Regular 1 day Float

Total Amount: 20.00

Buttons: Compute SC, Save, Validate, Auth, Cancel

Bottom Buttons: Ok, Modify, Delete, Cancel

8. Click the **Save** button.
9. The system displays the message "Data Saved Successfully In the Database". Click the **Ok** button.
10. Click the **Validate** button.
11. The system displays the message "Batch Validated Successful. Authorization pending..". Click the **Ok** button.

---

### Note:

To change the number of instruments, modify the **No of Instr** field and click the Modify button. Accordingly, the number of data entry rows will change in the Data Entry screen. Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again.

---

### To modify the ICC data entry batch

1. Select the **Modify Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Modify the relevant information and click the **Save** button.
6. The system displays the message "Data Saved Successfully In the Database".

7. Click the **OK** button.
8. Click the **Validate** button.
9. The system displays the message "Batch Validated Successful. Authorisation pending..".

#### **To authorize the ICC data entry batch**

1. Select the **Authorize Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Click the **Auth** button.
6. The system displays the message "Batch Processing Successful at Host".

#### **To reverse the ICC data entry batch**

1. Select the **Reverse Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the message "Batch Reversed Successful".

#### **To view the ICC data entry batch**

1. Select the **Inquire Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.

## 5.2. 6566 - OCC Batch Data Entry

Bulk data entry of collection cheques is required where the bank has high volumes of cheques to be sent for collection. Using this option, you can enter all the details pertaining to the instruments received for collection.

A unique batch number is generated by the system and you can specify a maximum of 100 instruments. The system also auto generates unique individual instrument wise OCC serial numbers for ease of tracking at the time of realization/returns processing.

This option is useful as bulk cheque deposits can be done in multiple CASA or GL accounts. After the data entry is completed the validation process is done to check the correctness of the data entered. After successful validation the batch is authorized. Finally the **Cheque Collection Processing** (Fast Path: 6806) option is used for onward processing of the instruments.

### Definition Prerequisites

- STM97 - Correspondent Bank Master Maintenance
- STM54 - Routing Branch Maintenance
- STM59 - Settlement Bank Parameters
- STM58 - Instrument Type Xref

### Modes Available

Not Applicable

### To open the OCC data entry batch

1. Type the fast path **6566** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > OCC Batch Data Entry**.
2. The system displays the **OCC Batch Data Entry** screen.

## OCC Batch Data Entry

OCC Batch Data Entry

Batch Type :

Action :

Batch Number :

Deposit Branch :

No of Instrs :

Batch Status :

### Field Description

Field Name	Description
<b>Batch Type</b>	[Display] This field displays the default batch type when the user invokes the screen.
<b>Action</b>	[Mandatory, Drop-Down] Select the action to be performed from the drop-down list. The options are: <ul style="list-style-type: none"><li>• Open Data Entry Batch - Teller can perform the data entry</li><li>• Reverse Data Entry Batch – Teller and supervisor can perform the data entry</li><li>• Modify Data Entry Batch – Teller can perform the data entry</li><li>• Authorize Data Entry Batch - Supervisor can authorize the data entered</li><li>• Inquire Data Entry Batch – Teller and supervisor can perform the inquiry</li></ul>

Field Name	Description
<b>Batch Number</b>	[Display] This field displays the batch number. The branch generates a batch number, which is a serial number. This batch number needs to be noted down for future reference.
<b>Deposit Branch</b>	[Mandatory, Drop-Down] Select the deposit branch name from the drop-down list. In case centralized data entry is being done, then the branch for which the cheques are being entered can be any branch. The branches belong to the same sector.
<b>No of Instrs</b>	[Mandatory, Numeric, Three] Type the number of entries that are to be maintained for a batch. The number of entries should be greater than one, and maximum 999. Accordingly, the system generates rows for data entry.
<b>Batch Status</b>	[Display] This field displays the batch status. After opening a batch for data entry, the status of the batch will always be <b>Unauthorized</b> and the status changes to <b>Validated</b> , after the teller completes data entry and submits for authorization. Only validated batches can be authorized by the supervisor.

Column Name	Description
<b>Srl No</b>	[Display] This column displays the serial number within the batch that is defaulted by the system.
<b>OCC Srl No</b>	[Display] This column displays the system generated outward clearing serial or sequence number for a particular clearing instrument.
<b>Instrument Ccy</b>	[Mandatory, Drop-Down] Select the instrument currency from the drop-down list. This is the currency in which the instrument is issued.
<b>A/C TYPE</b>	[Mandatory, Drop-Down] Select the account type from the drop-down list. It indicates whether the clearing instrument is deposited to a CASA account or GL account.
<b>Account No</b>	[Mandatory, Numeric, 14] Type the account number to which each instrument will be credited.
<b>Instrument Amount</b>	[Mandatory, Numeric, 13, Two] Type the instrument amount for which the instrument is issued.

Column Name	Description
<b>ACL CY Rate</b>	<p>[Mandatory, Numeric, Three, Four]</p> <p>Type the rate at which the account currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded.</p> <p>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.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>TCL CY Rate</b>	<p>[Mandatory, Numeric, Three, Four]</p> <p>Type the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>SC Package</b>	<p>[Display]</p> <p>This column displays the service charge code. If a service charge is applicable, the system populates the service charge code attached to the transaction.</p>
<b>SC Amount</b>	<p>[Display]</p> <p>This column displays the service charge amount to be levied. The user can modify the amount to waive or increase the service charge.</p>
<b>Instr Date</b>	<p>[Mandatory, dd/mm/yyyy]</p> <p>Type the cheque date, which is present on the instrument.</p> <p>This date has to be less than or equal to the 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 which is defined in the <b>Settlement Bank Parameters</b> (Fast Path: STM59) option. If the cheque date is greater than the current posting date, then the cheque has to be treated as a postdated cheque.</p>
<b>Instrument No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the cheque number, which is present on the MICR line of the instrument.</p> <p>When the cheque is deposited into any payee's account, the cheque number is used to ensure that the same cheque is not deposited multiple times in the system. On every cheque deposit, the cheque number, the routing number and drawer account number (all the three are present on the MICR line) are used to check for the presence of duplicate instruments. If duplicate instruments are found, the deposited cheque will be rejected unless the earlier cheques are all marked as <b>Returned</b>.</p>

Column Name	Description
<b>Instrument Type</b>	<p>[Mandatory, Drop-Down]            Select the instrument type from the drop-down list.            The options are:</p> <ul style="list-style-type: none"> <li>• Cheque</li> <li>• DFT</li> <li>• TC</li> <li>• DIV WARRANT</li> <li>• PENSION WARRANT</li> <li>• RETURN CHEQUE</li> <li>• ON PAR CHEQUE</li> </ul>
<b>Instrument Sub Type</b>	<p>[Mandatory, Drop-Down]            Select the sub-type of the instrument from the drop-down list.            The instrument sub type values are maintained in the <b>Instrument Type Xref</b> (Fast Path: STM58) option.</p>
<b>Routing No</b>	<p>[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 <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.  <i>Routing Number<sup>26</sup> = Sector Code/Bank Code + Branch Code</i>            For a cheque deposited, 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 setup using the <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Drawer A/C</b>	<p>[Mandatory, Alphanumeric, 12]            Type the drawer account number of the customer who has drawn the cheque.</p>
<b>Corr Bank Flag</b>	<p>[Optional, Check Box]            Select the <b>Corr Bank Flag</b> check box, if the correspondent bank will conduct the outward clearing.</p>
<b>Corr Bank</b>	<p>[Conditional, Drop-Down]            Select the correspondent bank name from the drop-down list.            This column is enabled, if the <b>Corr Bank Flag</b> check box is selected.</p>

<sup>26</sup>(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.)

Column Name	Description
<b>Corr Branch</b>	[Conditional, Drop-Down] Select the branch name of the correspondent bank from the drop-down list. This field is enabled, if the <b>Corr Bank Flag</b> check box is selected.
<b>Dispatch Branch</b>	[Mandatory, Drop-Down] Select the dispatch branch from the drop-down list. This is the bank branch, which is in charge of dispatching the outstation clearing instruments.
<b>Destination Branch</b>	[Conditional, Drop-Down] Select the destination branch from the drop-down list. The destination branch is selected if the bank wants to conduct the outward clearing. This is the branch of the bank which is located in the sector where the outward clearing needs to be conducted. This column is disabled, if the <b>Corr Bank Flag</b> check box is selected.
<b>Cash Letter Ref No.</b>	[Mandatory, Alphanumeric, 10] Type the cash letter reference number under which all the foreign currency instruments are clubbed.
<b>Transit Period</b>	[Mandatory, Input] Enter the transit period of float days. This is the number of days after which the customer will be credited.
<b>Expected Realization Date</b>	[Display] Displays the expected realization date. This is computed as current posting date + Transit period -1. The system will calculate working days based on the bank calendar.
<b>GL/Customer Name</b>	[Display] This column displays the customer or GL name depending on the credit account number and account type.
<b>Remarks</b>	[Mandatory, Alphanumeric, 40] Type the remarks in this column. This column displays the transaction specific remark.
<b>Address1</b>	[Optional, Alphanumeric, 35] Type the corresponding bank or destination branch primary address.
<b>Address2</b>	[Optional, Alphanumeric, 35] Type the corresponding bank or destination branch secondary address.
<b>Delete</b>	[Optional, Check Box] Select the <b>Delete</b> check box to delete the data entry details.
<b>Total Amount</b>	[Display] This field displays the total sum of the instruments for the selected batch type.

3. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
4. Select the deposit branch from the drop-down list and enter the number of instruments.

5. Click the **Ok** button.
6. The system displays the data entry section in the screen.
7. Enter the relevant information in the appropriate fields.

### OCC Batch Data Entry

OCC Batch Data Entry

Batch Type :

Action :

Batch Number :

Deposit Branch :

No of Instrs :

Batch Status :

Srl No	OCC Srl No	Instrument Ccy	A/C TYPE	Account No	Instrument Amount	ACLCY Rate	TCLCY Rate	SC Package	SC
1	99990005300	INR				0.00	1.000000		
2	99990005300	INR				0.00	1.000000		
3	99990005300	INR				0.00	1.000000		
4	99990005300	INR				0.00	1.000000		

Total Amount

8. Click the **Save** button.
9. The system displays the message "Data Saved Successfully In the Database". Click the **OK** button.
10. Click the **Validate** button.
11. The system displays the message "Batch Validated Successfully. Authorization pending..". Click the **OK** button.
12. Click the **Compute SC** button.
13. The total amount of SC for all checks is calculated and displayed in the respective field.
14. The OCC batch data entry details are added once the record is authorised.

#### Note:

To change the number of instruments, modify the **No of Instr** field and click the **Modify** button. Accordingly, the number of data entry rows will change in the Data Entry screen. Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again.

#### **To modify the OCC data entry batch**

1. Select the **Modify Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Modify the relevant information and click the **Save** button.
6. The system displays the message "Data Saved Successfully In the Database". Click the **OK** button.
7. Click the **Validate** button.
8. The system displays the message "Batch Validated Successfully. Authorisation pending..".

#### **To authorize the OCC data entry batch**

1. Select the **Authorize Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Click the **Auth** button.
6. The system displays the message "Batch Processing Successful at Host".

#### **To reverse the OCC data entry batch**

1. Select the **Reverse Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the message "Batch Reversed Successful".

#### **To view the OCC data entry batch**

1. Select the **Inquire Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.

## 5.3. 6806 - Cheque Collection Processing\*

Using this option, you can perform the Outstation Clearing process. The various processes involved are:

- **Mark Collection Items:** This option allows the branch to acknowledge the OCC booked on a particular branch for receipt at the respective destination branch, on receipt of the physical instruments.
- **Realize OCC Correspondent bank Items:** This option allows the branch to realize the entire OCC booked to correspondent banks/branches on receipt of funds from the correspondent bank.
- **ICC Remittance:** This option allows you to update the status of the ICC for remittance.
- **Reverse Dispatch Schedule:** This option allows you to reverse the status of the dispatched instruments.
- **Dishonor OCC Correspondent bank Item:** This option allows the branch to dishonor the entire OCC booked to a correspondent bank/branch on receipt of dishonor advice.
- **Reject Inquiry:** This option allows you to determine the reasons for rejecting the instruments.
- **Dispatch Schedule:** This option enables the dispatch branch to collect the entire OCC booked under a batch to be dispatched after authorization. Clearing instruments are dispatched either to the destination branch or to a correspondent bank.

### Definition Prerequisites

- 6565 - ICC Batch Data Entry
- 6566 - OCC Batch Data Entry
- STM30-Interest Index for OCC Delay Days

### Modes Available

Not Applicable

### To perform outstation cheque process

1. Type the fast path **6806** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Cheque Collection Processing**.
2. The system displays the **Cheque Collection Processing** screen.

## Cheque Collection Processing

Cheque collection Option :

**Parameters**

Upto Batch Posting Date :  Inquiry Option :

Deposit Branch :

Dispatch Branch :

Batch No :

Corr bank :

Cash Letter Reference Srl No :

Ok Cancel

### Field Description

Field Name	Description
<b>Check collection Option</b>	[Mandatory, Drop-Down] Select the check collection option from the drop-down list. The options are: <ul style="list-style-type: none"><li>• Despatch Schedule</li><li>• Dishonor OCC Corr Bank Items</li><li>• ICC Remittance</li><li>• Mark Collection Items</li><li>• Realize OCC Corr Bank Items</li><li>• Reject Inquiry</li><li>• Reverse Despatch Schedule</li></ul>
<b>Parameters</b>	
<b>Upto Batch Posting Date</b>	[Mandatory, dd/mm/yyyy] Type the date for display of collection items. By default, this field displays the posting date.

Field Name	Description
<b>Inquiry Option</b>	<p>[Mandatory, Drop-Down]            Select the inquiry option from the drop-down list.            The options are:</p> <ul style="list-style-type: none"> <li>• Dispatch</li> <li>• Dishonor</li> <li>• Realise</li> <li>• Remittance</li> <li>• Reverse Dispatch</li> <li>• Mark</li> </ul> <p>This field is enabled only when the <b>Reject Inquiry</b> option is selected from the <b>Cheque collection Option</b> drop-down list.</p>
<b>Deposit Branch</b>	<p>[Mandatory, Drop-Down]            Select the deposit branch from the drop-down list.            This is the branch from where the details have to be fetched.</p>
<b>Dispatch Branch</b>	<p>[Display]            This field displays the dispatch branch.</p>
<b>Batch No</b>	<p>[Mandatory, Pick List]            Select the batch number from the pick list.            The batch number of OCC/ICC displays the instruments that have been entered.</p>
<b>Corr bank</b>	<p>[Mandatory, Pick List]            Select the correspondent bank, to which the instruments were sent or received for collection from the pick list.</p>
<b>Cash Letter Reference Srl No</b>	<p>[Mandatory, Pick List]            Select the cash letter reference serial number from the pick list.            It is the cash letter reference key entered in the respective <b>OCC Batch Data Entry</b> screen.</p>

3. Select the required check collection option from the drop-down list.
4. Enter the relevant information and click the **Fetch** button.
5. The system displays the relevant OCC details depending upon the option selected in the **Check collection Option** field.

## Despatch Schedule

Cheque Collection Processing

Cheque collection Option : Despatch Schedule

**Parameters**

Upto Batch Posting Date : 31/07/2008 Inquiry Option :

Deposit Branch :

Dispatch Branch : HO

Batch No : ...

Corr bank : ...

Cash Letter Reference Srl No : ...

Fetch

**OCC Details**

Srl No	Process	OCC Srl no	Reference Instrument Number	Instrument Type	Beneficiary Account	Instrument Amount
1	<input checked="" type="checkbox"/>	999900018001	00000000070	1	00000022848	555.00
2	<input checked="" type="checkbox"/>	999900028001	00000000011	1	00000003814	147.00
3	<input checked="" type="checkbox"/>	999900038001	00000001182	1	00000003814	555.00
4	<input checked="" type="checkbox"/>	999900038002	00000001183	1	00000003814	777.00
5	<input checked="" type="checkbox"/>	999900038001	00000000012	1	00000009007	122.20
6	<input checked="" type="checkbox"/>	999900038002	00000000023	1	00000009007	14.20

Ok Cancel

### Field Description

Column Name	Description
<b>OCC Details</b>	
<b>Srl No</b>	[Display] This column displays the OCC serial number.
<b>Process</b>	[Optional, Check Box] Select the <b>Process</b> check box to process the cheque.
<b>OCC Srl no</b>	[Display] This column displays the serial number of OCC.
<b>Reference Instrument Number</b>	[Display] This column displays the instrument number.
<b>Instrument Type</b>	[Display] This column displays the type of instrument.
<b>Beneficiary Account</b>	[Display] This column displays the beneficiary account.
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.

Column Name	Description
<b>Instrument Date</b>	[Display] This column displays the instrument date.
<b>Correspondent Bank</b>	[Display] This column displays the correspondent bank.
<b>Correspondent Branch</b>	[Display] This column displays the correspondent branch.
<b>Posting date</b>	[Display] This column displays the posting date.
<b>Deposit Branch</b>	[Display] This column displays the deposit branch of the instrument.
<b>Destination Branch</b>	[Display] This column displays the destination branch name.
<b>Instrument Currency</b>	[Display] This column displays the instrument currency.
<b>Remarks</b>	[Display] This column displays the remarks.

### Dishonour OCC Corr Bank Items

**Cheque Collection Processing**

Cheque collection Option : Dishonour OCC Corr Bank Items

**Parameters**

Upto Batch Posting Date :	<input type="text" value="02/06/2008"/>	Inquiry Option :	<input type="text"/>
Deposit Branch :	<input type="text" value="HO"/>		
Destination Branch :	<input type="text" value="HO"/>		
Batch No :	<input type="text"/>		
Corr bank :	<input type="text"/>		
Cash Letter Reference No :	<input type="text"/>		

**OCC Details**

Srl No	Process	OCC Srl no	Reference Instrument Number	Instrument Type	Beneficiary Account	Instrument Amount	Beneficiary Name
1	<input checked="" type="checkbox"/>	010000065001	000000283301	1	600036330001	12500.00	JOHN
2	<input checked="" type="checkbox"/>	010000100002	000000125851	1	600006080001	1000.00	SAM
3	<input checked="" type="checkbox"/>	010000101001	000000000025	1	600006080001	25000.00	JANE
4	<input checked="" type="checkbox"/>	010000101002	000000000026	1	600006080001	25000.00	TOM
5	<input checked="" type="checkbox"/>	010000103001	000000001492	1	600055151001	5000.00	GEORGE

### Field Description

Column Name	Description
<b>OCC Details</b>	
<b>Srl No</b>	[Display] This column displays the OCC serial number.
<b>Process</b>	[Optional, Check Box] Select the <b>Process</b> check box to process the cheque.
<b>OCC Srl no</b>	[Display] This column displays the serial number of OCC.
<b>Reference Instrument Number</b>	[Display] This column displays the instrument number.
<b>Instrument Type</b>	[Display] This column displays the type of instrument.
<b>Beneficiary Account</b>	[Display] This column displays the beneficiary account.
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.
<b>Instrument Date</b>	[Display] This column displays the instrument date.
<b>Correspondent Bank</b>	[Display] This column displays the correspondent bank.
<b>Correspondent Branch</b>	[Display] This column displays the correspondent branch.
<b>Posting date</b>	[Display] This column displays the posting date.
<b>Deposit Branch</b>	[Display] This column displays the deposit branch of the instrument.
<b>Destination Branch</b>	[Display] This column displays the destination branch name.
<b>Instrument Currency</b>	[Display] This column displays the instrument currency.
<b>Remarks</b>	[Display] This column displays the remarks.

## ICC Remittance

**Cheque Collection Processing**

Cheque collection Option :

**Parameters**

Upto Batch Posting Date :  Inquiry Option :

Deposit Branch :

Remitting Branch :

Batch No :

Corr bank :

Cash Letter Reference Srl No :

**OCC Details**

Srl No	Process	OCC Srl no	Reference Instrument Number	Instrument Type	Clearing Status	Beneficiary Account	Instrument Amount
1	<input type="text"/>	999910006001	000000077552	1	Cleared	99990116010000	7550.

### Field Description

Column Name	Description
<b>OCC Details</b>	
<b>Srl No</b>	[Display] This column displays the OCC serial number.
<b>Process</b>	[Optional, Drop-Down] Select the appropriate option to process the cheque from the drop-down list.
<b>OCC Srl no</b>	[Display] This column displays the serial number of OCC.
<b>Reference Instrument Number</b>	[Display] This column displays the instrument number.
<b>Instrument Type</b>	[Display] This column displays the type of instrument.
<b>Clearing Status</b>	[Display] This column displays the clearing status of the instrument.
<b>Beneficiary Account</b>	[Display] This column displays the beneficiary account.

<b>Column Name</b>	<b>Description</b>
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.
<b>Instrument Date</b>	[Display] This column displays the instrument date.
<b>Correspondent Bank</b>	[Display] This column displays the correspondent bank.
<b>Correspondent Branch</b>	[Display] This column displays the correspondent branch.
<b>Posting date</b>	[Display] This column displays the posting date.
<b>Deposit Branch</b>	[Display] This column displays the deposit branch of the instrument.
<b>Destination Branch</b>	[Display] This column displays the destination branch name.
<b>Instrument Currency</b>	[Display] This column displays the instrument currency.
<b>Remarks</b>	[Display] This column displays the remark.

## Mark Collection Items

**Cheque Collection Processing**

Cheque collection Option :

**Parameters**

Upto Batch Posting Date :  Inquiry Option :

Deposit Branch :

Destination Branch :

Batch No :

Corr bank :

Cash Letter Reference Srl No :

**OCC Details**

Srl No	Process	OCC Srl no	Reference Instrument Number	Instrument Type	Beneficiary Account	Instrument Amount	Beneficiary Name
1	<input checked="" type="checkbox"/>	010000065001	000000283301	1	600036330001	12500.00	JOHN
2	<input checked="" type="checkbox"/>	010000100002	000000125851	1	600006080001	1000.00	SAM
3	<input checked="" type="checkbox"/>	010000101001	000000000025	1	600006080001	25000.00	JANE
4	<input checked="" type="checkbox"/>	010000101002	000000000026	1	600006080001	25000.00	TOM
5	<input checked="" type="checkbox"/>	010000103001	000000001492	1	600055151001	5000.00	GEORGE

## Field Description

Column Name	Description
<b>OCC Details</b>	
<b>Srl No</b>	[Display] This column displays the OCC serial number.
<b>Process</b>	[Optional, Check Box] Select the <b>Process</b> check box to process the cheque.
<b>OCC Srl no</b>	[Display] This column displays the serial number of OCC.
<b>Reference Instrument Number</b>	[Display] This column displays the instrument number.
<b>Instrument Type</b>	[Display] This column displays the type of instrument.
<b>Beneficiary Account</b>	[Display] This column displays the beneficiary account.
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.

Column Name	Description
<b>Instrument Date</b>	[Display] This column displays the instrument date.
<b>Correspondent Bank</b>	[Display] This column displays the correspondent bank.
<b>Correspondent Branch</b>	[Display] This column displays the correspondent branch.
<b>Posting date</b>	[Display] This column displays the posting date.
<b>Deposit Branch</b>	[Display] This column displays the deposit branch of the instrument.
<b>Destination Branch</b>	[Display] This column displays the destination branch name.
<b>Instrument Currency</b>	[Display] This column displays the instrument currency.
<b>Remarks</b>	[Display] This column displays the remarks.

### Realize OCC Corr Bank Items

**Cheque Collection Processing**

Cheque collection Option : Realize OCC Corr Bank Items

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**Parameters**

Upto Batch Posting Date :	<input type="text" value="02/06/2005"/>	Inquiry Option :	<input type="text"/>
Deposit Branch :	<input type="text" value="HO"/>		
Dispatch Branch :	<input type="text" value="HO"/>		
Batch No :	<input type="text" value="24"/>		
Corr bank :	<input type="text"/>		
Cash Letter Reference No :	<input type="text"/>		

---

**OCC Details**

Srl No	Process	OCC Srl no	Reference Instrument Number	Instrument Type	Beneficiary Account	Instrument Amount	Deposit SC Amo
<input type="checkbox"/>		999900024001	00000001111	1	600617621001	2500.00	
<input checked="" type="checkbox"/>		999900024002	00000002222	1	600617621001	3000.00	
<input type="checkbox"/>		999900024003	00000003333	1	600617621001	2000.00	
<input type="checkbox"/>		999900024004	00000004444	1	600617621001	3500.00	

### Field Description

<b>Column Name</b>	<b>Description</b>
<b>OCC Details</b>	
<b>Srl No</b>	[Display] This column displays the OCC serial number.
<b>Process</b>	[Optional, Check Box] Select the Process check box to process the cheque.
<b>OCC Srl no</b>	[Display] This column displays the serial number of OCC.
<b>Reference Instrument Number</b>	[Display] This column displays the instrument number.
<b>Instrument Type</b>	[Display] This column displays the type of instrument.
<b>Beneficiary Account</b>	[Display] This column displays the beneficiary account.
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.
<b>Instrument Date</b>	[Display] This column displays the instrument date.
<b>Correspondent Bank</b>	[Display] This column displays the correspondent bank.
<b>Correspondent Branch</b>	[Display] This column displays the correspondent branch.
<b>Posting date</b>	[Display] This column displays the posting date.
<b>Deposit Branch</b>	[Display] This column displays the deposit branch of the instrument.
<b>Destination Branch</b>	[Display] This column displays the destination branch name.
<b>Instrument Currency</b>	[Display] This column displays the instrument currency.
<b>Remarks</b>	[Display] This column displays the remarks.

## Reject Inquiry

**Cheque Collection Processing**

Cheque collection Option :

**Parameters**

Upto Batch Posting Date :  Inquiry Option :

Deposit Branch :

Inquiring Branch :

Batch No :

Corr bank :

Cash Letter Reference Srl No :

**OCC Details**

OCC Srl no	Reference Instrument Number	Beneficiary Account	Instrument Amount	Posting date	Deposit Branch	Reference No	Br
999900020001	000000007788	600617621001	8899.00	02/06/2005	9999	10	2
999900020001	000000007788	600617621001	8899.00	02/06/2005	9999	10	2
999900021001	000000003334	600617621001	8877.00	02/06/2005	9999	11	2
999900021001	000000003334	600617621001	8877.00	02/06/2005	9999	11	2
999900024001	000000001111	600617621001	2500.00	02/06/2005	9999	10	2

### Field Description

Column Name	Description
<b>OCC Details</b>	
<b>OCC Srl no</b>	[Display] This column displays the serial number of OCC.
<b>Reference Instrument Number</b>	[Display] This column displays the instrument number.
<b>Beneficiary Account</b>	[Display] This column displays the beneficiary account.
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Posting date</b>	[Display] This column displays the posting date.
<b>Deposit Branch</b>	[Display] This column displays the deposit branch of the instrument.
<b>Reference No</b>	[Display] This column displays the reference number.

Column Name	Description
<b>Branch</b>	[Display] This column displays the destination branch name.
<b>Instrument Currency</b>	[Display] This column displays the instrument currency.
<b>Remarks</b>	[Display] This column displays the remarks.

## Reverse Despatch Schedule

**Cheque Collection Processing**

Cheque collection Option :

**Parameters**

Upto Batch Posting Date :  Inquiry Option :

Deposit Branch :

Dispatch Branch :

Batch No :

Corr bank :

Cash Letter Reference Srl No :

**OCC Details**

Srl No	Process	OCC Srl no	Reference Instrument Number	Instrument Type	Beneficiary Account	Instrument Amount	Beneficiary Name
1	<input checked="" type="checkbox"/>	999900035001	000000000555	1	600617628001	112233.00	JOHN

## Field Description

Column Name	Description
<b>OCC Details</b>	
<b>Srl No</b>	[Display] This column displays the OCC serial number.
<b>Process</b>	[Optional, Check Box] Select the Process check box to process the cheque.
<b>OCC Srl no</b>	[Display] This column displays the serial number of OCC.

Column Name	Description
<b>Reference Instrument Number</b>	[Display] This column displays the instrument number.
<b>Instrument Type</b>	[Display] This column displays the type of instrument.
<b>Beneficiary Account</b>	[Display] This column displays the beneficiary account.
<b>Instrument Amount</b>	[Display] This column displays the instrument amount.
<b>Beneficiary Name</b>	[Display] This column displays the name of the beneficiary.
<b>Instrument Date</b>	[Display] This column displays the instrument date.
<b>Correspondent Bank</b>	[Display] This column displays the correspondent bank.
<b>Correspondent Branch</b>	[Display] This column displays the correspondent branch.
<b>Posting date</b>	[Display] This column displays the posting date.
<b>Deposit Branch</b>	[Display] This column displays the deposit branch of the instrument.
<b>Destination Branch</b>	[Display] This column displays the destination branch name.
<b>Instrument Currency</b>	[Display] This column displays the instrument currency.
<b>Remarks</b>	[Display] This column displays the remarks.

6. Select the cheques to be processed by selecting the corresponding check box in the **Process** column.
7. Click the **Ok** button.
8. The system displays the message "Cheques marked successful". Click the **Ok** button.

---

**Note:** The system displays a warning message to manually input the service charges of the correspondent bank, if the charges are not available in the screen.

---

## 6. Cheque Return Options

## 6.1. 6560 - Online Cheque Return Inquiry

Using this option, you can perform cheque return transactions. Once the Outward Clearing is run for the cheque.

A cheque return can be done, before or after the value date clearing is run for the value date of the cheque. If the value date clearing has not been run for the cheque, the cheque is returned even before the funds are released to the beneficiary account. If value date clearing has been run, and the cheque is credited to the customer's account, the credit given to the customer for the cheque will be reversed. However, when a cheque is returned, only cheque amount is reversed and not the charges debited to the account while doing the cheque deposit.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for End Point
- STM56 - Site Reject Code Xref
- 7101 - Change Customer Name/IC Number

### Modes Available

Not Applicable

### To view the cheque return transactions

1. Type the fast path **6560** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Online Cheque Return**.
2. The system displays the **Online Cheque Return Inquiry** screen.

## Online Cheque Return Inquiry

Online Cheque Return Inquiry\*

Cheque Number:	<input type="text"/>	Routing No:	<input type="text"/>
Drawee Acct No:	<input type="text"/>		
Reject Reason:	<input type="text"/>		
Cheque Literal:	<input type="text"/>		
Payee Acct No:	<input type="text"/>		
Customer Short Name:	<input type="text"/>		
Original Txn Desc:	<input type="text"/>		
Cheque Amount:	<input type="text"/>	Cheque Ccy:	<input type="text"/>
Account Amount:	<input type="text"/>	Account Ccy:	<input type="text"/>
Value Date:	<input type="text"/>	Clearing Branch:	<input type="text"/>
Already Credited:	<input type="text"/>	Deposit Branch:	<input type="text"/>
Narrative:	<input type="text" value="Online Cheque Return Inquiry"/>		

Card   Change Pin   Cheque   Cost Rate   Denomination   Instrument   Inventory   Pin Validation   Service Charge   Signature   Travellers Cheque

UDF   OK   Close   Clear

### Field Description

Field Name	Description
<b>Cheque Number</b>	[Mandatory, Numeric, 12] Type the cheque number. This cheque number in conjunction with the routing number and the drawee account number, should be a valid cheque, deposited on a customer account.

Field Name	Description
<b>Routing No</b>	<p>[Mandatory, Numeric, Nine]</p> <p>Type the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>27</sup> = Sector Code/Bank Code + Branch Code</p> <p>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.</p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>Drawee Acct No</b>	<p>[Mandatory, Alphanumeric, 14]</p> <p>Type the drawee account number.</p> <p>This is the number of the account of the cheque issuer. The issuer has his account with the drawer bank.</p>
<b>Reject Reason</b>	<p>[Mandatory, Pick List]</p> <p>Select the reject reason from the pick list.</p> <p>This option contains the reasons for reversing the cheques. These reasons are maintained in the host using the <b>Site Reject Code Xref</b> screen.</p>
<b>Cheque Literal</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the description of the cheque from a standard set of definitions from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Local Inward Return Cheques</li> <li>• On-US Inward Return Cheques</li> </ul>

<sup>27</sup>(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
<b>Payee Acct No</b>	<p>[Display]</p> <p>This field displays the payee account number.</p> <p>This is the customer account (also termed as the beneficiary account) number.</p> <p><i>Account Number = Branch Code (maximum 4 digits) + Product Code (maximum 3 digits) + Serial Number (6 to 9 digits) + Cheque Digit</i></p> <p>The user can identify the type of account and the branch in which the account was opened using the account number.</p> <p>It is not possible to change the account number of a customer, unless the account is closed and a new account is opened in a different branch or product. Shifting of account branch is also not possible. An account number is linked to a primary customer under whose ID the account balances can be consolidated and viewed.</p>
<b>Customer Short Name</b>	<p>[Display]</p> <p>This field displays the short name of the customer.</p> <p>The short name of the customer is defaulted from the <b>Customer Addition</b> (Fast Path: 8053) option.</p> <p>The customer short name can be changed through the <b>Change Customer Name/IC Number</b> option.</p>
<b>Original Txn Desc</b>	<p>[Display]</p> <p>This field displays the narrative of the cheque deposit transaction that should be reversed.</p>
<b>Cheque Amount</b>	<p>[Display]</p> <p>This field displays the transaction amount. The amount will be in the currency of the account held by the drawee.</p>
<b>Cheque Ccy</b>	<p>[Display]</p> <p>This field displays the option of currencies, set up and permissible for the transaction. This is the currency in which the cheque is issued.</p> <p>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.</p>
<b>Account Amount</b>	<p>[Display]</p> <p>This field displays the amount that will get credited to the customer's account.</p> <p>If the account currency is different from the transaction currency, the account amount will be arrived at from the transaction amount by using the exchange rate.</p>

Field Name	Description
<b>Account Ccy</b>	<p>[Display]</p> <p>This field displays the currency assigned to the product at the product level, under which the account is opened.</p> <p>All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded.</p> <p>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.</p>
<b>Value Date</b>	<p>[Display]</p> <p>This field displays the value date of the cheque.</p> <p>When a cheque is deposited on an account, the system uses the routing number to check the float days from the <b>Endpoint Float Maintenance</b> screen and the working days from the <b>Composite Calendar Generation</b> screen.</p> <p>The system generates the value 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.</p> <p>For more information on maintaining value date, refer to the <b>Clearing Definitions</b> option in the <b>Definitions User's Guide</b>.</p>
<b>Clearing Branch</b>	<p>[Display]</p> <p>This field displays the clearing branch.</p> <p>For every branch where cheques are deposited, the clearing branch, through which the cheque will be cleared, needs to be setup. In a decentralised set up, each branch may clear its own cheques for different endpoints. In a centralised set up, there is a common branch acting as a clearing branch. The list of branches is maintained in the <b>Branch Master Maintenance</b> option.</p>
<b>Already Credited</b>	<p>[Display]</p> <p>This field displays the status of the cheque.</p> <p>If the value date clearing is already run for the value date of the cheque, then the account of the beneficiary gets credited.</p> <p>When a cheque return maintenance is being done, the system checks internally if the beneficiary account is credited and then populates the status of the cheque.</p>
<b>Deposit Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank where the cheque has been deposited.</p> <p>It is the bank branch of the beneficiary of the cheque. The deposit branch may or may not be the same as the beneficiary account branch, depending on the setup.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration.</p> <p>By default the system displays the narration, based on the transaction.</p>

3. Enter the cheque number, routing number, and the drawee account number.
4. Select the reject reason from the pick list and cheque literal from drop-down list.

5. Click the **Ok** button.
6. The system displays the message "Do You Want to Continue". Click the **OK** button.
7. The system displays the **Online Cheque Return** screen.

## Online Cheque Return Inquiry

8. Click the **Ok** button.
9. The system displays the message "Authorisation Required. Do You Want to continue?". Click the **OK** button.
10. The system displays the **Authorisation Reason** screen.
11. Enter the relevant information and click the **Grant** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.

## 7. Remittance Transactions

## 7.1. 8301 – BC Sale Against Cash

Using this option, you can issue banker's cheques to a Walk-in customer. Since these customers do not have an account with the bank they can purchase BC from the bank against cash.

This transaction updates the teller's cash position by the transaction amount. The transaction also supports multi-currency. You have to first maintain the details of the instruments like cheque number, date, amount, beneficiary details, etc. Subsequently, you can liquidate the instrument by cancellation/payment/refund in the **BC Liquidation Inquiry** (Fast Path: 8307) option.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM56 - Currency Code Maintenance

### Modes Available

Not Applicable

### To issue banker's cheque against cash

1. Type the fast path **8301** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > BC Sale Against Cash**
2. The system displays the **Banker's Cheque Sale - Against Cash** screen.

### BC Sale Against Cash

The screenshot shows the 'BC Sale Against Cash' transaction screen. The form includes the following fields:

- Bank Code :\*
- BC Ccy :\*
- BC Ccy Rate :\*
- BC Amount :\*
- Charges (Lcy) :\*
- Total Amount :\*
- BC Date :\*
- BC No :\*
- Beneficiary Name :\*
- Beneficiary Addr :\*
- User Reference No :\*
- Narrative :\*
- Print Remarks :\*
- Txn Ccy :\*
- Txn Ccy Rate :\*
- Pan Card No :\*
- Serial No :\*
- Routing No :\*
- Passport / IC No :\*

At the bottom of the screen, there is a navigation bar with buttons for 'UDF', 'OK', 'Close', and 'Clear'. The 'Inventory' tab is currently selected in the navigation bar.

### Field Description

Field Name	Description
<b>Bank Code</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the bank code from the drop-down list.</p> <p>This is the bank on which the BC is drawn. The user can maintain the list of banks on which BCs can be issued in the <b>Issuer Maintenance</b> option and download it to the branch. Normally BCs are drawn on the issuing branch.</p>
<b>BC Ccy</b>	<p>[Mandatory, Pick List]</p> <p>Select the cheque currency from the pick list.</p> <p>The BC will be issued in this currency. This is the currency in which the transaction takes place. While posting the transaction entries to the account, the transaction currency converted into the account currency and for posting the GL entries it is converted into the local currency of the bank.</p>
<b>Txn Ccy</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the currency of the cheque from the drop-down list.</p> <p>This field, by default, displays the account currency as the transaction currency.</p> <p>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.</p>
<b>BC Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the cheque currency to the local currency of your bank.</p> <p>The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If both the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>BC Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the cheque amount for which the BC is issued. This amount is in the cheque currency.</p> <p>The maximum cheque amount is Rs.50,000/- for issuance against cash.</p>
<b>Pan Card No</b>	<p>[Conditional, Alphanumeric, 20]</p> <p>Type the PAN card number.</p> <p>This field is mandatory if the cheque amount is above Rs 10000/-.</p>

Field Name	Description
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges that will be levied on the account for cash withdrawal.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> option.</p> <p>The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level.</p> <p>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.</p>
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the amount the walk-in customer will pay in exchange for the BC. This amount is in the transaction currency.</p>
<b>BC Date</b>	<p>[Display]</p> <p>This field displays the date on which the BC is issued. This date gets defaulted to the posting date.</p>
<b>BC No</b>	<p>[Display]</p> <p>This field displays the serial number.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.</p> <p>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.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely. When a BC/DD is issued the system generates this serial number automatically.</p>

Field Name	Description
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>28</sup> = Sector Code / Bank Code + Branch Code</p> <p>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.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Alphanumeric, 145]</p> <p>Type the name of the beneficiary of the BC.</p>
<b>Passport / IC No</b>	<p>[Optional, Alphanumeric, 30]</p> <p>Type the passport or IC number.</p> <p>This is the identification collected from the beneficiary of the BC.</p>
<b>Beneficiary Addr</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the contact address of the beneficiary.</p> <p>This is normally used for record purpose and provides additional information.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to the customer.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration.</p>
<b>Print Remarks</b>	<p>[Optional, Alphanumeric, 120]</p> <p>Type the remarks to be printed.</p> <p>It is used for instrument (BC/DD) printing purpose.</p>

3. Select the bank code from the drop-down list and the cheque currency from the pick list.
4. Select the transaction currency from the drop-down list.
5. Enter the cheque amount, MICR number, beneficiary name and address.

<sup>28</sup>(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.)

## BC Sale Against Cash

BC Sale Against Cash\*

Bank Code *	DEMO BANK	Txn Ccy :	INR
BC Ccy :	INR	Txn Ccy Rate :	1.00000
BC Ccy Rate :	1.00000	Pan Card No :	
BC Amount :	1,200.00		
Charges (Lcy) :	0.00		
Total Amount :	1,200.00		
BC Date :	03/04/2017	Serial No :	
BC No :		Routing No :	400240002
		Passport / IC No :	

Beneficiary Name \*  
Beneficiary Addr :  
User Reference No :  
Narrative \*  
Print Remarks :

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Transfer Cheque
------	------------	--------	-----------	--------------	------------	-----------	----------------	----------------	-----------	-----------------

UDF OK Close Clear

6. Click the **UDF** button. The system displays the **UDF Details** screen.
7. Click the **Validate** button. The system displays the message "Validation Procedure Completed".
8. Click the **Ok** button. The system displays the **Banker's Cheque Sale - Against Cash** screen.
9. Click the **Inventory** and **Service Charge** details link. Click the **Ok** button.
10. Click the **Ok** button on the main screen.
11. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
12. The system displays the **Document Receipt** screen.
13. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
14. The system displays the message "Printed Successfully?". Click the **Ok** button.
15. Click the **Cancel** button.
16. The system displays the serial number. Click the **Ok** button.

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**Note :** For more Information on **Service Charge Details** and **Inventory Details** refer to the **Common Screens** option available in the **Oracle FLEXCUBE Introduction User Manual**.

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## 7.2. 8302 - Banker's Cheque Sale - Against GL

Using this option, banks can issue banker's cheque against GL account to their customers. This option can be used when the customer is not maintaining an account and wants to purchase BC.

You have to first maintain the details of the instruments like cheque number, date, amount, beneficiary details, etc. Subsequently, you can liquidate the instrument by cancellation/payment/refund in the **BC Liquidation Inquiry** (Fast Path: 8307) option.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL Codes Cross Ref Maintenance
- BAM56 - Currency Code Maintenance

### Modes Available

Not Applicable

### To issue banker's cheque against GL account

1. Type the fast path **8302** and click **Go** or navigate through the menus to **Transaction Processing > GL Transactions > Remittance > Banker's Cheque Sale - Against GL**.
2. The system displays the **Banker's Cheque Sale - Against GL** screen.

## Banker's Cheque Sale - Against GL

**BC Sale - Against GL**

Bank Code :

GL Ccy :  BC Ccy :

GL Acct No. :

GL Ccy Rate :  BC Ccy Rate :

BC Amount :

Charges (Lcy) :

Total Amount :

BC Date :  Serial No :

BC No :  Routing No :

Passport / IC No :

Beneficiary Name :

Beneficiary Addr :

User Reference No :

Narrative :

Print Remarks :

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

### Field Description

Field Name	Description
<b>Bank Code</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the bank code from the drop-down list.</p> <p>This is the bank on whom the BC is drawn. The user can maintain the list of banks on whom BC can be issued in the <b>Issuer Maintenance</b> screen, and downloaded to the branch. Normally, banks issue their own BC.</p>
<b>GL Ccy</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the currency in which GL should be debited from the drop-down list.</p> <p>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.</p> <p>By default it displays INR (i.e. LCY)</p>

Field Name	Description
<b>BC Ccy</b>	<p>[Mandatory, Pick List]</p> <p>Select the BC currency from the pick list.</p> <p>The list of currencies set up and permissible for the transaction appears in a pick list.</p> <p>The BC will be issued in this currency. This is the currency in which the transaction is taking place. 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.</p> <p>By default it displays INR (i.e. LCY)</p>
<b>GL Acct No</b>	<p>[Mandatory, Pick List]</p> <p>Select the GL account number from the pick list. The adjacent field displays the GL code.</p> <p>This is the GL account against which the BC is issued. This account will be debited for the BC issued.</p>
<b>GL Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the account currency to the local currency of your bank.</p> <p>The teller's right to change the GL currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>BC Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the BC currency to the local currency of your bank. This rate is defaulted from the exchange rates specified for the transaction, and the user can change it up to a specified limit.</p> <p>If both the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>BC Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the BC amount.</p> <p>This is the transaction amount. The BC will be issued for this amount.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges that will be levied on the account for cash withdrawal.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> screen. For more information on adding service charges, refer to the <b>Service Charge Definition</b> option in the Definitions User's Guide.</p> <p>The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level.</p> <p>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.</p>

Field Name	Description
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the amount that will finally be debited to the GL Account. This amount will be in the currency of the account and will include the charges as well as the BC amount.</p>
<b>BC Date</b>	<p>[Display]</p> <p>This field displays the date on which the BC is issued. This date gets defaulted to the posting date.</p>
<b>Serial No</b>	<p>[Display]</p> <p>This field displays the serial number.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.</p> <p>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.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>BC No</b>	<p>[Optional, Numeric, 12]</p> <p>Type the BC number.</p> <p>This is the MICR number of the BC. For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by MICR number or the serial number.</p>

Field Name	Description
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the BC has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) screen.</p> <p><i>Routing Number</i><sup>29</sup> = Sector Code / Bank Code + Branch Code</p> <p>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.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Alphanumeric, 145]</p> <p>Type the name of the beneficiary of the BC.</p>
<b>Passport / IC No</b>	<p>[Optional, Alphanumeric, 30]</p> <p>Type the passport or IC number.</p> <p>This is the identification collected from the beneficiary of the BC.</p>
<b>Beneficiary Addr</b>	<p>[Mandatory, Alphanumeric, 35]</p> <p>Type the contact address of the beneficiary.</p> <p>This is used for record purpose and provides additional information.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to the customer.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration.</p>
<b>Print Remarks</b>	<p>[Optional, Alphanumeric, 120]</p> <p>Type the remarks to be printed.</p> <p>It is used for instrument (BC/DD) printing purpose.</p>

3. Select the bank code from the drop-down list and press the **<Tab>** or **<Enter>** key.
4. Select the cheque currency and the GL account from the pick list.
5. Enter the cheque amount, MICR number, beneficiary name, passport /IC no and address.

<sup>29</sup>(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.)

## Banker's Cheque Sale - Against GL

**BC Sale - Against GL\***

Bank Code :

GL Ccy :  BC Ccy :

GL Acct No. :

GL Ccy Rate :  BC Ccy Rate :

BC Amount :

Charges (Lcy) :

Total Amount :

BC Date :  Serial No :

BC No :  Routing No :

Passport / IC No :

Beneficiary Name :

Beneficiary Addr :

User Reference No :

Narrative :

Print Remarks :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

6. Click the **Inventory** and **Service Charge** details link. Click the **Ok** button
7. Click the **Ok** button on the main screen.
8. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
9. The system displays the **Document Receipt** screen.
10. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
11. The system displays the message "Printed Successfully?". Click the **Ok** button.
12. Click the **Cancel** button.
13. The system displays the serial number. Click the **Ok** button.

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**Note :** For more Information on **Service Charge Details** and **Inventory Details** refer to the **Common Screens** option available in the **Oracle FLEXCUBE Introduction User Manual**.

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## 7.3. 7782 – Duplicate BC Print

Using this option, you can inquire about the issued bankers cheque. This option can also be used for initiating duplicate issuance of the cheque by marking the earlier issued instrument as lost or can be reprinted if the original print is mutilated..You can issue a duplicate banker's cheque with a new cheque number (MICR number), using the **Duplicate BC Print** screen. The system keeps a track of the duplicate banker's cheque, based on the original serial number generated by the **Oracle FLEXCUBE** system at the time of issuance.

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**Note:** If the status of the instrument is Stale it cannot be reprinted.

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### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL codes Cross Ref Maintenance
- BAM20 - Bank Codes Maintenance
- BAM56 - Currency Codes Maintenance

### Modes Available

Not Applicable

### To print duplicate banker's cheque

1. Type the fast path **7782** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > Duplicate BC Print**.
2. The system displays the **Bankers Cheque Inquiry** screen.

## Duplicate BC Print

Serial No :\*

Bank Code :

Issuer Branch :

BC Ccy :

BC No :

BC Status :

Issue Date :

Issue Mode :

Issue A/C No. :

Beneficiary Name :

Beneficiary Addr. :

Lost/Caution Details :

Narrative : BANKERS CHEQUE INQUIRY

BC Amount :

Routing No. :

Liquidation Date :

Passport / IC No. :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Change Signature Travellers Cheque

UDF OK Close Clear

### Field Description

Field Name	Description
<b>Serial No</b>	[Mandatory, Numeric, 12] Type the <b>FLEXCUBE Retail</b> serial number of the BC for which duplicate BC is to be printed. For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number automatically comprising the branch code, instrument type and a running serial number. 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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.
<b>Bank Code</b>	[Display] This field displays the bank that has issued the BC.
<b>Issuer Branch</b>	[Display] This field displays the branch of the bank that has issued the BC.
<b>BC Ccy</b>	[Display] This field displays the currency in which the BC was issued.
<b>BC Amount</b>	[Display] This field displays the amount for the BC. This amount is in the currency of the BC.

Field Name	Description
<b>BC No</b>	<p>[Mandatory, Numeric, 12] Type the MICR number of the BC.</p> <p>For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by MICR number or the serial number.</p>
<b>Routing No</b>	<p>[Display] This field displays the routing number against which the BC has been drawn. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option. <i>Routing Number</i><sup>30</sup> = Sector Code / Bank Code + Branch Code</p>
<b>BC Status</b>	<p>[Display] This field displays the status of the BC at the time of printing of duplicate BC. The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for BCs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display] This field displays the date on which the BC was issued.</p>

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<sup>30</sup>(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.)

<b>Field Name</b>	<b>Description</b>
<b>Liquidation Date</b>	[Display] This field displays the date on which BC was liquidated. This is blank if BC is unpaid till date.
<b>Issue Mode</b>	[Display] This field displays the mode of issue of the BC. For example, Against Cash, Against GL etc.
<b>Issue A/C No</b>	[Display] This field displays the account number of the purchaser of BC.
<b>Beneficiary Name</b>	[Display] This field displays the name of the beneficiary of the BC.
<b>Passport / IC No</b>	[Display] This field displays the Identification details collected from purchaser of the BC.
<b>Beneficiary Addr</b>	[Display] This field displays the contact address of the beneficiary.
<b>Lost/Caution Details</b>	[Display] This field displays the lost/ caution details.
<b>Narrative</b>	[Display] This field displays the default narration, based on the transaction.

3. Enter the serial number and press the **<Tab>** or **<Enter>** key.
4. Click the **Ok** button.
5. The system displays the message "Do You Want to continue?". Click the **Ok** button.
6. The system displays the **Duplicate BC Print** screen.
7. Enter the duplicate cheque number.

## Duplicate BC Print

**Duplicate BC Print\***

Serial No : 024012000036

Bank Code : HDFC BANK LIMITED

Issuer Branch : 240 SANDOZ - MUMBAI

Cheque Ccy : INR Cheque Amount : 250.00

Cheque No : 00000000789 Routing No : 400240002

Cheque Status : Paid to Customer A/c

Issue Date : 15/01/2008 Liquidation Date : 15/01/2008

Issue Mode : Savings Account

Issue A/C No. : 0240100000240 Passport / IC No :

Beneficiary Name : MUDIT AGARWAL, ORACLE FINANCIAL SERVICES SOFTWARE LIMITED , NIRLON COMPOUND , OFF WESTERN EXPRESS HIGHWAY , GOREGAON EAST , MUMBAI ,

Beneficiary Addr : MUDIT AGARWAL  
ORACLE  
MUMBAI

Lost/Caution Details :

Narrative : 0240100000240:BC. Sale Against Accou

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pis Validation	Service Charge	Signature	Travellers Cheque
------	------------	--------	-----------	--------------	------------	-----------	----------------	----------------	-----------	-------------------

UDF OK Close Clear

8. Click the **Ok** button.
9. The system displays the message "Authorization Required. Do You Want to continue?". Click the **Ok** button.
10. The system displays the **Authorization Reason** screen.
11. Enter the relevant information and click the **Grant** button.
12. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
15. The system displays the message "Printed Successfully?". Click the **Ok** button.
16. Click the **Cancel** button.
17. The system displays the serial number. Click the **Ok** button.

## 7.4. 8307 - BC Liquidation Inquiry

You can liquidate a banker's cheque, (which is issued from the **Oracle FLEXCUBE** system) by cancellation, payment, or refund. The proceeds can be paid to a walk-in customer using the **BC Liquidation By Cash** option. The proceeds can also be credited the customer's account or to a GL account.

Using this option, you can perform the inquiry by entering the serial number printed on the Banker's Cheque and proceed with the liquidation process. The system displays the appropriate screen according to the option selected in the **Liquidation Type** field.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL codes Cross Ref Maintenance
- BAM56 - Currency Code Maintenance
- BAM20 - Bank Codes Maintenance
- STM57 - MICR Number Maintenance
- BAM14 - Service Charge Code Maintenance
- 1010 - Banker's Cheque Sale Against Account
- 8301 - Banker's Cheque Sale - Against Cash
- 8302 - Banker's Cheque Sale against GL

### Modes Available

Not Applicable

### To liquidate banker's cheque against cash

1. Type the fast path **8307** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > BC Liquidation**.
2. The system displays the **BC Liquidation Inquiry** screen.

### BC Liquidation Inquiry

BC Liquidation Inquiry\*

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

Cheque Ccy :  Cheque Amount :

Cheque No :  Routing No :

Cheque Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

## Field Description

Field Name	Description
<b>Liq Mode</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the liquidation mode for BC from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Cancellation</b> - Purchaser of BC wants payment after cancellation against the instrument. System allows cancelling the banker's cheque which was stale, using this option.</li> <li>• <b>Payment</b> – Beneficiary of BC wants payment against the instrument.</li> <li>• <b>Refund</b> – Purchaser has lost the instrument and wants the money refunded.</li> </ul>

Field Name	Description
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the <b>FLEXCUBE Retail</b> serial number of the BC to be liquidated.</p> <p>The BC should be a valid BC issued by your bank.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number automatically comprising the branch code, instrument type and a running serial number.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Liq Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the BC type of liquidation from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Against GL</li> <li>• Against Account</li> <li>• Against TD Account</li> </ul>
<b>Bank Code</b>	<p>[Display]</p> <p>This field displays the issuer of the BC.</p>
<b>Issuer Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank that has issued the BC.</p>
<b>Cheque Ccy</b>	<p>[Display]</p> <p>This field displays the currency in which the BC is issued.</p>
<b>Cheque Amount</b>	<p>[Display]</p> <p>This field displays the amount for the BC. This amount is in the currency of the BC.</p>
<b>Cheque No</b>	<p>[Display]</p> <p>This field displays the cheque number of the BC.</p> <p>This is the MICR number of the BC. For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by MICR number or the serial number.</p>

Field Name	Description
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>31</sup> = Sector Code / Bank Code + Branch Code</p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>
<b>Cheque Status</b>	<p>[Display]</p> <p>This field displays the status of the BC.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for BCs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display]</p> <p>This field displays the date on which the BC is issued.</p>
<b>Liquidation Date</b>	<p>[Display]</p> <p>This field displays the liquidation date.</p> <p>This field is blank while performing an inquiry.</p>

<sup>31</sup>(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.)

<b>Field Name</b>	<b>Description</b>
<b>Issue Mode</b>	[Display] This field displays the mode of issue of the BC. For example, Against Cash, Against GL etc.
<b>Drawee Acct No</b>	[Display] This field displays the drawee account number of the issuer bank.
<b>Beneficiary Name</b>	[Display] This field displays the name of the beneficiary of the BC.
<b>Passport / IC No</b>	[Display] This field displays the identification collected from the beneficiary of the BC.
<b>Beneficiary Addr</b>	[Display] This field displays the contact address of the beneficiary.
<b>Lost/ Caution Details</b>	[Display] This field displays the lost/ caution details.

3. Select the liquidation mode and the liquidation type from the drop-down list.
4. Enter the serial number.
5. Select the liquidation type from the drop-down list.
6. Click the **Ok** button.
7. The system displays the message "Do You Want to Continue".

## BC Liquidation Inquiry

**BC Liquidation Inquiry\***

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

Cheque Ccy :  Cheque Amount :

Cheque No :  Routing No :

Cheque Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Microsoft Internet Explorer  
contd : Do you want to continue?  
OK Cancel

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque  
UDF OK Close Clear

8. Click the **Ok** button.
9. The system displays the appropriate screen according to the option selected in the **Liquidation Type** field.
10. Enter the required information in the various screens.

## BC Liquidation By Cash

**BC Liquidation\***

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

Cheque Ccy :

Cheque Amount :

Cheque No :

Routing No :

Cheque Status :

Issue Date :

Liquidation Date :

Issue Mode :

Drawee Acct No :

Beneficiary Name :

Passport/IC No :

Beneficiary Address :

Lost/Caution Details :

Payable Branch :

Cheque Ccy :

Txn Ccy :

Cheque Ccy Rate :

Txn Ccy Rate :

Cheque Amount :

Charges (Lcy) :

Net Amount :

User Reference No :

Narrative :

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
<input type="button" value="UDF"/> <input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Clear"/>										

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable. This is defaulted from the <b>BC Liquidation Inquiry</b> screen.
<b>Cheque Ccy</b>	[Display] This field displays the currency in which the BC is issued.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list. The walk-in customer would be paid in this currency.
<b>Cheque Ccy Rate</b>	[Display] This field displays the rate at which the cheque currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded. The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the cheque currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

<b>Field Name</b>	<b>Description</b>
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Cheque Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the BC is issued.</p> <p>This amount is in the currency of the BC.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges associated with the liquidation of BC.</p> <p>These are defined in Local currency. The user can modify the charges using the Service Charge Detail link.</p>
<b>Net Amount</b>	<p>[Display]</p> <p>This field displays the amount that will finally be given to the customer. This amount is net of charges if any, and is in the transaction currency.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>It is used to identify the transaction.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the description for the transaction.</p> <p>This field displays the default narration, based on the transaction.</p>

## BC Liquidation by GL

**BC Liquidation by GL.\***

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

Cheque Ccy :  Cheque Amount :

Cheque No :  Routing No :

Cheque Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Payable Branch :

GL Ccy :

Cheque Ccy Rate :  GL Ccy Rate :

Cheque Amount :

Charges(Lcy) :

GL Acct Amount :

GL Account No :

User Reference No :

Narrative :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    **Service Charge**    Signature    Travellers Cheque

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable. This is defaulted from the <b>BC Liquidation Inquiry</b> screen.
<b>GL Ccy</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list. GL will be credited in this currency.
<b>Cheque Ccy Rate</b>	[Display] This field displays the rate at which the cheque currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded. The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the cheque currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

Field Name	Description
<b>GL Ccy Rate</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the rate of conversion to be used for converting the GL currency to the local currency of the bank from the drop-down list. The teller's right to change the GL currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If both the GL currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Cheque Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the BC is issued. This amount is in the currency of the BC.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges associated with the liquidation of BC.</p> <p>These are defined in Local currency. The user can modify the charges using the <b>Service Charge Detail</b> link.</p>
<b>GL Acct Amount</b>	<p>[Display]</p> <p>This field displays the total amount of the GL account.</p>
<b>GL Acct No</b>	<p>[Mandatory, Pick List]</p> <p>Select the GL account against which you want to issue BC from the pick list.</p> <p>The adjacent field displays the GL code.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>It is used to identify the transaction.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the description for the transaction.</p> <p>This field displays the default narration, based on the transaction.</p>

## BC Liquidation Against A/c

BC Liquidation Against A/c*	
Liq Mode :	Payment
Serial No :	024012000036
Liq Type :	Against Account
Bank Code :	HDFC BANK LIMITED
Issue Branch :	240 SANDOZ - MUMBAI
Cheque Ccy :	INR
Cheque Amount :	250.00
Cheque No :	00000000789
Routing No :	400240002
Cheque Status :	Issued
Issue Date :	15/01/2008
Liquidation Date :	15/01/2008
Issue Mode :	Savings Account
Drawee Acct No :	02401000000240
Passport/IC No :	
Beneficiary Name :	MUDIT AGARWAL, ORACLE FINANCIAL SERVICES SOFTWARE LIMITED, NIRLON COMPOUND, OFF WESTERN EXPRESS HIGHWAY, GOREGAON EAST, MUMBAI,
Beneficiary Address :	MUDIT AGARWAL ORACLE MUMBAI
Lost/Caution Details :	
Payable Branch :	240 SANDOZ - MUMBAI
Account No :	02401000000319 AISHWARYA RAI
Account Ccy :	INR
Cheque Ccy :	INR
Acct Ccy Rate :	1.00000
Cheque Ccy Rate :	1.00000
Cheque Amount :	250.00
Charges(Loy) :	0.00
Acct Amount :	250.00
User Reference No :	
Narrative :	BC Liquidation Against Account

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
<input type="button" value="UDF"/> <input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Clear"/>										

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable. This is defaulted from the <b>BC Liquidation Inquiry</b> screen.
<b>Account No</b>	[Mandatory, Numeric, 14] Type the CASA account number. The adjacent field displays the name of the customer.
<b>Acct Ccy</b>	[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
<b>Cheque Ccy</b>	<p>[Display]</p> <p>This field displays the currency in which the BC has been issued. The cheque currency is converted into the transaction 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.</p>
<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>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 the same, the field takes a default value as 1, which cannot be modified.</p>
<b>Cheque Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the cheque currency to the local currency of your bank. This rate is defaulted from the exchange rates specified for the transaction. 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 both the transaction currency and the local currency are the same, the field takes a default value as 1, which cannot be modified.</p>
<b>Cheque Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the BC is issued. This amount is in the currency of the BC.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges, in local currency that will be levied on liquidation of BC. The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> option. The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level. The system displays the total of all the service charges if more than one SC code is attached to the transaction. The default SC can be changed by selecting the <b>Service Charge Details</b> button.</p>
<b>Acct Amount</b>	<p>[Display]</p> <p>This field displays the amount that will be finally credited to the CASA account. This amount will be in the currency of the account and will include the charges as well as the BC amount.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number. It is used to identify the transaction.</p>

Field Name	Description
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the description for the transaction. This field displays the default narration, based on the transaction.

## Quick Payin By BC

**Quick Payin By BC\***

Account Number: <input type="text" value="02405530000036"/> <input type="text" value="ARUN SHARMA"/>	Account Ccy: <input type="text" value="INR"/>
Principal Balance: <input type="text" value="INR"/> <input type="text" value="25,000.00"/>	Txn Ccy: <input type="text" value="INR"/>
Acy Rate: <input type="text" value="1.00000"/>	Txn Rate: <input type="text" value="1.00000"/>
Txn Amount: <input type="text" value="5,400.00"/>	
Payin Amount: <input type="text" value="5,400.00"/>	
Compounding Frequency: <input type="text" value="At Maturity"/>	Int Payout Frequency: <input type="text" value="Quarterly"/>
Base For Rate: <input type="text" value="Incremental Amount"/>	
Maturity Date Factor: <input checked="" type="radio"/> Term <input type="radio"/> Maturity Date	

Term	Rate
Value Date: <input type="text" value="15/01/2008"/>	Interest Rate: <input type="text" value="0.00000"/>
Term: <input type="text" value="0"/> Months <input type="text" value="0"/> Days	Product Variance: <input type="text" value="0.00000"/>
Int. Start Date: <input type="text" value="15/01/2008"/>	Deposit Variance: <input type="text" value="0.00000"/>
Maturity Date: <input type="text"/>	Net Rate: <input type="text" value="0.00000"/>
	Scheme Variance: <input type="text" value="0.00000"/>
	Scheme Rate: <input type="text" value="0.00000"/>
	Annual Equivalent Rate: <input type="text" value="0.00000"/>

Next Int. Pay Date: <input type="text"/>	Next Int. Comp. Date: <input type="text"/>
Maturity Amount: <input type="text" value="0.00"/>	
Deposit Number: <input type="text"/>	
User Ref No: <input type="text" value="1"/>	
Txn Narrative: <input type="text" value="Payin By BC"/>	
Business Acquirer Id: <input type="text" value="TUMA"/>	

# Maturity Amount is calculated without considering tax.

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
<input type="button" value="UDF"/> <input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Clear"/>										

## Field Description

Field Name	Description
<b>Account Number</b>	[Mandatory, Numeric, 14] Type the TD account number in which you want to do the pay-in. The name of the account holder is displayed in the adjacent field.
<b>Account Ccy</b>	[Display] This field displays the currency assigned to the product at the product level 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 TD product is USD, the account opened under that product has USD as its account currency.

Field Name	Description
<b>Principal Balance</b>	[Display] This field displays the principal balance of the TD account. Principal balance is the sum of the principal amount of all the deposits, falling under a single TD account. The account currency is displayed in the adjacent field.
<b>Txn Ccy</b>	[Display] This field displays the transaction currency.
<b>Acy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank.
<b>Txn Rate</b>	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded.
<b>Txn Amount</b>	[Display] This field displays the transaction amount.
<b>Payin Amount</b>	[Display] This field displays the payin amount based on the bankers cheque amount.
<b>Compounding Frequency</b>	[Display] This field displays the compounding frequency.
<b>Int Payout Frequency</b>	[Display] This field displays the time interval at which the pay out for TD will be made.
<b>Base for rate</b>	[Display] This field displays the base amount.
<b>Maturity Date Factor</b>	[Mandatory, Radio Button] Click the appropriate option. The options are: <ul style="list-style-type: none"> <li>• Term</li> <li>• Maturity Date</li> </ul>
<b>Term</b>	
<b>Value Date</b>	[Display] This field displays the value date of the TD. The value date signifies the date from which the life of the TD starts i.e. the date from which the TD is effective.
<b>Term</b>	[Conditional, Numeric, Four, Four] Type the term in months and days for which the TD is being initiated. The term should be within the maximum and minimum limits specified at the product level. This field is enabled if the <b>Term</b> option is selected in the <b>Maturity Date Factor</b> field.

<b>Field Name</b>	<b>Description</b>
<b>Int. Start Date</b>	[Display] This field displays the payin start date.
<b>Maturity Date</b>	[Display] This field displays the date on which the new deposit will mature.
<b>Rate</b>	
<b>Interest Rate</b>	[Display] This field displays the rate of interest for the new TD account.
<b>Product Variance</b>	[Display] This field displays the product variance. The product variance is the interest variance defined at the product level for the slab in which TD principal balance and term fits in.
<b>Deposit Variance</b>	[Mandatory, Numeric, Two, Five] Type the deposit variance defined for the particular term deposit under the TD account. The variance specified should be within the minimum and maximum variance specified at the product level.
<b>Net Rate</b>	[Display] This field displays the rate at which the interest is paid against the deposit.  <i>Net Rate = Interest Rate (At deposit level) + Deposit Variance + Product Variance</i> The net rate should be within the minimum and maximum interest rate, specified at the product level.
<b>Scheme Variance</b>	[Display] This field displays the scheme variance.
<b>Scheme Rate</b>	[Display] This field displays the scheme rate.
<b>Annual Equivalent Rate</b>	[Display] This field displays the annual equivalent rate. AER is the annualized rate of return which the bank pays to the customer. It is a regulatory requirement that the bank publishes the AER for the entire deposits product as a part of the product brochures as well as when interest is finally paid out to the customer, the AER is to be published along with the actual interest rate which is paid to the customer. So for all deposits, including CASA, Term Deposits, Notice and structured deposits AER should be computed and displayed. The calculation of the AER depends on the number of compounding cycles and also the rate of the deposit. AER is calculated at the time of account opening. AER is re-calculated whenever there is a change in the interest rate for the deposits.

Field Name	Description
<b>Next Int. Pay Date</b>	<p>[Display]</p> <p>This field displays the next interest pay date. Depending on the Interest Payout Frequency interval specified, the system calculates the next interest due date. Consider the following example: Interest Payout Frequency = Quarterly Interest Compounding Frequency = Monthly Deposit initiated date = 31/12/2003 Next Interest Payout Date = 31/03/2004.</p>
<b>Next Int. Comp. Date</b>	<p>[Display]</p> <p>This field displays the next interest compounding date. Depending on the Interest Compounding Frequency duration specified, the system calculates the next interest compounding date. Consider the following example: Interest Payout Frequency = Quarterly Interest Compounding Frequency = Monthly Deposit initiated date = 31/12/2003 Next Interest Compounding Date = 31/01/2004.</p>
<b>Maturity Amount</b>	<p>[Display]</p> <p>This field displays the total amount to be received on the maturity of the deposit. This amount is inclusive of the TDS, if any.</p>
<b>Deposit Number</b>	<p>[Display]</p> <p>This field displays the deposit number of the customer. The deposit number signifies the number of deposits opened in an account. The deposit number is incremented every time a new deposit is created in an account. It may or may not be created due to interest payout or renewal.</p>
<b>User Ref No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p>
<b>Txn. Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration for the transaction. By default, the system displays <b>Payin By BC</b>.</p>
<b>Business Acquirer Id</b>	<p>[Mandatory, Pick List]</p> <p>Select the business acquirer id from the pick list. By default, the system displays the teller id who has performed the transaction.</p>

11. Click the **Ok** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.

14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
15. The system displays the message "Printed Successfully?". Click the **Ok** button.
16. Click the **Cancel** button.
17. The system displays the serial number. Click the **Ok** button.

## 7.5. 8324 - BC Lost Status Update/Revalidation

For remittance of instruments like banker's cheque, the bank can define a period after which the instrument will be marked as stale instrument. At the time of liquidation the system calculate the stale period and reject the instrument if it has crossed the stale period. The user has to revalidate the instrument for liquidation.

Using this option,you can revalidate the expired banker's cheque. Whenever the option is invoked, the system first performs an inquiry on the banker's cheque and then goes to the update screen.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance

### Modes Available

Not Applicable

### To revalidate the status of the bankers cheque

1. Type the fast path **8324** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > BC Lost Status Update/Revalidation**.
2. The system displays the **BC Lost Status Update/Revalidation** screen.

### BC Lost Status Update/Revalidation

BC Lost Status Update/Revalidation\*

Serial No :

Bank Code :

Issue Branch :

BC Ccy :  BC Amount :

BC No :  Routing No :

BC Status :

Issue Date : 28/02/2014  Liquidation Date :

Issue Mode :  Passport / IC No :

Issue A/C No :

Beneficiary Name :

Beneficiary Addr :

Narrative : BC. Lost Status Inquiry

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the serial number of the BC.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.</p> <p>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.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Bank Code</b>	<p>[Display]</p> <p>This field displays the bank code on which the BC is drawn.</p>
<b>Issue Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank, which has issued the BC.</p>

Field Name	Description
<b>BC Ccy</b>	<p>[Display]</p> <p>This field displays the cheque currency in which the BC has been issued.</p> <p>The cheque CCY is converted into the transaction 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.</p>
<b>BC Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the BC is issued.</p> <p>This amount is in the currency of the BC.</p>
<b>BC No</b>	<p>[Display]</p> <p>This field displays the cheque number of the BC.</p> <p>This is the MICR number of the BC.</p> <p>For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by the MICR number or the serial number.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>32</sup> = Sector Code / Bank Code + Branch Code</p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast path: STM59) option.</p>

<sup>32</sup>(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
<b>BC Status</b>	<p>[Display] This field displays the status of the BC. The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for BCs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display] This field displays the date on which the BC is issued.</p>
<b>Liquidation Date</b>	<p>[Display] This field displays the date of liquidation of BC, if it is paid. It remains blank if unpaid.</p>
<b>Issue Mode</b>	<p>[Display] This field displays the mode of issue of the BC. For example, Against Cash, Against GL, etc.</p>
<b>Passport /IC No</b>	<p>[Display] This field displays the identification collected from the beneficiary of the BC.</p>
<b>Beneficiary Name</b>	<p>[Display] This field displays the name of the beneficiary of the BC.</p>
<b>Issue A/C No</b>	<p>[Display] This field displays the account number of the issuer.</p>
<b>Beneficiary Addr</b>	<p>[Display] This field displays the contact address of the beneficiary.</p>
<b>Narrative</b>	<p>[Display] This field displays the default narration, based on the transaction.</p>

3. Enter the serial number.
4. Click the **Ok** button.
5. The system displays the serial number. Click the **Ok** button.
6. The system displays the message "Do You Want to Continue". Click the **Ok** button.

7. The system displays the **BC Revalidation** screen.

## BC Revalidation

**BC Lost Status Update/Revalidation\***

Serial No : 024012000033

Bank Code : HDFC BANK LIM

Issue Branch : 240 SANDOZ - MUMBAI

BC Ccy : INR Cheque Amount : 5,400.00

BC No : 00000005412 Routing No : 400240002

BC Status : Issued

Issue Date : 31/12/2007 Liquidation Date : 15/01/2008

Issue Mode : GL Account Passport / IC No : 0514212

Issue A/C No : 02400009475059

Beneficiary Name : DFGFGFD

Beneficiary Addr : GGHPH  
FG  
JGHJHG

Narrative : BC, Revalidation

Payable Branch : 240

Date Updated : 15/01/2008

New Status : Issued

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable.
<b>Date Updated</b>	[Display] This field displays the default current posting date. This is the date on which the status of the DD is being updated.
<b>New Status</b>	[Display] This field displays the status of the BC. The options are: <ul style="list-style-type: none"> <li>• Lost</li> <li>• Caution</li> <li>• Issued</li> </ul>

8. Click the **Ok** button.

9. The system displays the message "Authorization Required. Do You Want to continue?". Click the **OK** button.
10. The system displays the **Authorization Reason** screen.
11. Enter the relevant information and click the **Grant** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.
15. The system displays the serial number. Click the **Ok** button.

## 7.6. 8314 - BC Lost Status Update/Revalidation

Banks can issue banker's cheque by debit to cash, CASA/GL account etc. If the banker's cheque issued by the bank is lost, the customer reports the loss to the bank to ensure that the payment of the lost cheque is not made.

Using this option, you can mark the status of the instrument as lost. You can reverse the transaction on the same day, in which case the instrument will revert back to its original status.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- Banker's Cheque Issue

### Modes Available

Not Applicable

### To modify the status of bankers cheque

1. Type the fast path **8314** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > BC Lost Status Update/Revalidation**.
2. The system displays the **BC Lost Status Update/Revalidation** screen.

### BC Lost Status Update/Revalidation

The screenshot shows the 'BC Lost Status Update/Revalidation' screen. The form includes the following fields:

- Serial No :
- Bank Code :
- Issue Branch :
- BC Ccy :
- BC No :
- BC Status :
- Issue Date :
- Issue Mode :
- Beneficiary Name :
- Beneficiary Addr :
- Narrative :
- BC Amount :
- Routing No :
- Liquidation Date :
- Passport / IC No :
- Issue A/C No :

At the bottom, there is a navigation bar with buttons for 'UDF', 'OK', 'Close', and 'Clear'. Above these buttons is a row of tabs: 'Card', 'Change Pin', 'Cheque', 'Cost Rate', 'Denomination', 'Instrument', 'Inventory', 'Pin Validation', 'Service Charge', 'Signature', and 'Travellers Cheque'.

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the serial number of the BC.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.</p> <p>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.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Bank Code</b>	<p>[Display]</p> <p>This field displays the code of the bank on which the BC is drawn.</p>
<b>Issue Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank, which has issued the BC.</p>
<b>BC Ccy</b>	<p>[Display]</p> <p>This field displays the currency in which the BC has been issued. The BC Ccy is converted into the transaction 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.</p>
<b>BC Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the BC is issued. This amount is in the currency of the BC.</p>
<b>BC No</b>	<p>[Display]</p> <p>This field displays the MICR number of the BC.</p> <p>For every remittance instrument, you need to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by the MICR number or the serial number.</p>

Field Name	Description
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the BC has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>33</sup> = Sector Code / Bank Code + Branch Code</p>
<b>BC Status</b>	<p>[Display]</p> <p>This field displays the status of the BC.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for BCs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display]</p> <p>This field displays the date on which the BC is issued.</p>
<b>Liquidation Date</b>	<p>[Display]</p> <p>This field displays the date of liquidation of BC, if it is paid. It remains blank if unpaid.</p>
<b>Issue Mode</b>	<p>[Display]</p> <p>This field displays the mode used for the issue of the BC.</p> <p>For example, Against Cash, Against GL, etc.</p>
<b>Passport /IC Number</b>	<p>[Display]</p> <p>This field displays the identification collected from the beneficiary of the BC.</p>
<b>Beneficiary Name</b>	<p>[Display]</p> <p>This field displays the name of the beneficiary of the BC.</p>

<sup>33</sup>(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
Issue A/C No	[Display] This field displays the account number of the issuer of BC.
Beneficiary Addr	[Display] This field displays the contact address of the beneficiary.
Narrative	[Display] This field displays the default narration, based on the transaction.

3. Enter the serial number.
4. Click the **Ok** button.
5. The system displays the message "Do You Want to Continue". Click the **Ok** button.
6. The system displays the **BC Lost Status Update** screen.

## BC Lost Status Update

**BC Lost Status Update/Revalidation\***

Serial No : \*

Bank Code :

Issue Branch :

BC Ccy :  Cheque Amount :

BC No :  Routing No :

BC Status :

Issue Date :  Liquidation Date :

Issue Mode :  Passport / IC No :

Issue A/C No :

Beneficiary Name :

Beneficiary Addr :

Narrative :

Payable Branch :

Date Updated :

New Status :

Lost/Caution Details :

## Field Description

Field Name	Description
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Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable.
<b>Date Updated</b>	[Display] This field displays the date on which the status of the DD is being updated and is defaulted to current date.
<b>Issue Date</b>	[Display] This field displays the date on which the BC was Issued.
<b>New Status</b>	[Mandatory, Drop-Down] Select the status of the BC from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Lost</li> <li>• Caution</li> <li>• Issued</li> </ul>
<b>Lost/Caution Details</b>	[Mandatory, Alphanumeric, 120] Type the detailed description of the lost BC.

8. Click the **Ok** button.
9. The system displays the message "Authorization Required. Do You Want to continue?". Click the **Ok** button.
10. The system displays the **Authorization Reason** screen.
11. Enter the relevant information and click the **Grant** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.
15. The system displays the serial number. Click the **Ok** button.



Field Name	Description
<b>Utility Company Id</b>	[Mandatory, Picklist] Select the company for which the credit card payment is to be made. The options in this field are defined using the <b>Company Master Maintenance</b> (Fast Path: BAM81) option.
<b>Utility Company Account</b>	[Display] This field displays the account number of the company selected in the <b>Utility Company ID</b> field. This is the CASA/GL account number maintained for that company in the <b>Company Master Maintenance</b> (Fast Path: BAM81) option.
<b>Bill Details</b>	
<b>Bill ID</b>	[Mandatory, Numeric, 12] Type the bill ID for which the payment is being made.
<b>Bill Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the date on which bill was raised by the utility service provider from the pick list. By default, the system displays the current posting date as bill date.
<b>Payment Details</b>	
<b>Payment Mode</b>	[Mandatory, Drop-Down] Select the mode through which the payment is to be done from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• By Cash</li> <li>• By Account</li> </ul>
<b>Account No</b>	[Conditional, Numeric, 14] Type the CASA account number from which the payment is to be made. The system checks for the valid status of the CASA account. The name of the account holder is displayed in the corresponding field. This field is enabled only if the <b>By Account</b> option is selected in the <b>Payment Mode</b> field.
<b>Acct Ccy</b>	[Display] This field displays the currency of the CASA account. It is the currency in which the bill will be paid. This field is displayed only if the <b>By Account</b> option is selected in the <b>Payment Mode</b> field.
<b>Bill Ccy</b>	[Mandatory, Drop-Down] Select the currency in which the bill is raised from the drop-down list.

Field Name	Description
<b>Txn Ccy</b>	[Conditional, Drop-Down] Select the currency of payment from the drop-down list. This field is displayed only if the <b>By Cash</b> option is selected in the <b>Payment Mode</b> field.
<b>Acct Ccy. Rate</b>	[Display] This field displays the rate at which account currency is converted into the local currency of the bank. By default the system displays the value as 1 in this field if the transaction currency and the local currency is same. This field is displayed only if the <b>By Account</b> option is selected in the <b>Payment Mode</b> field.
<b>Bill Ccy Rate</b>	[Display] This field displays the rate of conversion used for converting the bill currency to the local currency of the bank.
<b>Txn Ccy Rate</b>	[Conditional, Numeric, Three, Five] Type the rate at which transaction currency is converted into the local currency of the bank. By default the system displays the value as 1 in this field if the transaction currency and the local currency is same. This field is displayed only if the <b>By Cash</b> option is selected in the <b>Payment Mode</b> field.
<b>Bill Amount</b>	[Mandatory, Numeric, 13, Two] Type the amount of the bill to be paid.
<b>Charges (Lcy)</b>	[Display] This field displays the charges levied by the bank for the transaction.
<b>Total Amount</b>	[Display] This field displays the total amount levied by the bank for the payment of the utility bill.
<b>User Reference No</b>	[Optional, Alphanumeric, 40] Type the user reference number assigned to identify the transaction.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the narration for the transaction. The system displays the default narration.

3. Select bill type from the drop-down and the utility company ID from the pick list.
4. Enter the bill details.
5. Based on the selected utility company ID, the system enables the appropriate tab.
6. Enter the required information in the tabs.

## Credit Cards Details

**Company Details**

Bill Type :

Utility Company Id :

Utility Company Account :

**Bill Details**

Bill Id :  Bill Date :

**Credit Card Details** |  |

Approval Code :

Card Issuer :

Consumer Name :

Credit Card No. :

**Payment Details**

Payment Mode :

Bill Ccy. :  Txn Ccy. :

Bill Ccy Rate :  Txn Ccy Rate :

Bill Amount :

Charges (LCY):

Total Amount :

User Reference No. :

Narrative :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    **Service Charge**    Signature    Travellers Cheque

## Field Description

Field Name	Description
<b>Approval Code</b>	This field is for future use.
<b>Card Issuer</b>	[Mandatory, Drop-Down] Select the type of credit card from the drop-down list. The options are: <ul style="list-style-type: none"> <li>American Express</li> <li>Master Card/Visa</li> <li>Others</li> </ul>
<b>Consumer Name</b>	[Mandatory, Alphanumeric, 20] Type the consumer name.

Field Name	Description
<b>Credit Card No</b>	<p>[Mandatory, Numeric, 16]</p> <p>Type the credit card number for which the payment is being made. The field length, for the various card selected in the Card Issuer field, are as follows:</p> <ul style="list-style-type: none"> <li>American Express: 15</li> <li>Master Card/Visa: 16</li> <li>Others: 16</li> </ul> <p>The system validates the accuracy of the credit card number based on the last digit of the credit card account number for the first two card types.</p>

## Electricity Bill Details

**Bill Payment\***

**Company Details**

Bill Type :

Utility Company Id :

Utility Company Account :

**Bill Details**

Bill Id :  Bill Date :

Reference No. 1:

Locality :

Consumer Name :

Consumer No. :

**Payment Details**

Payment Mode :

Account No. :

Acct Ccy. :  Bill Ccy. :

Acct Ccy. Rate :  Bill Ccy Rate :

Bill Amount :

Charges (LCY):

Total Amount :

User Reference No. :

Narrative :

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
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## Field Description

Field Name	Description
<b>Reference No. 1</b>	<p>[Mandatory, Alphanumeric, 120]</p> <p>Type the primary reference number. The reference number can be used for several reasons such as generating reports, tracking records etc.</p>

Field Name	Description
<b>Locality</b>	[Mandatory, Alphanumeric, 120] Type the locality name of the consumer.
<b>Consumer Name</b>	[Mandatory, Alphanumeric, 20] Type the consumer name.
<b>Consumer No</b>	[Mandatory, Alphanumeric, 120] Type the consumer number. Consumer number is an identification number provided to the customer by respective utility service provider.

## Other Bill Details

The screenshot shows the 'Bill Payment' application window with the 'Other Bill Details' tab selected. The form is divided into several sections:

- Company Details:** Bill Type (Others), Utility Company Id (ACC), Utility Company Account (000000016253, ADIWBODIMAN).
- Bill Details:** Bill Id (56555), Bill Date (15/01/2008).
- Other Bill Details (Active Tab):** Reference No. 1 (5647657), Reference No. 2 (3ak), Consumer Name (Allan Sapphire), Consumer No. (765888).
- Payment Details:** Payment Mode (By Account), Account No. (02401000000319, AISHWARYA RAI), Acct Ccy. (INR), Bill Ccy. (INR), Acct Ccy. Rate (1.00000), Bill Ccy Rate (1.00000), Bill Amount (3,254.00), Charges (LCY) (0.00), Total Amount (3,254.00), User Reference No. (524189), Narrative (Bill Payment by Account).

At the bottom, there is a navigation bar with buttons for Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque, UDF, OK, Close, and Clear.

## Field Description

Field Name	Description
<b>Reference No 1</b>	[Mandatory, Alphanumeric, 120] Type the primary reference number. The reference number can be used for several reasons such as generating reports, tracking records etc.

Field Name	Description
<b>Reference No 2</b>	[Mandatory, Alphanumeric, 120] Type the secondary reference number. The reference number can be used for several reasons such as generating reports, tracking records etc.
<b>Consumer Name</b>	[Mandatory, Alphanumeric, 20] Type the consumer name.
<b>Consumer No</b>	[Mandatory, Alphanumeric, 120] Type the consumer number. Consumer number is an identification number provided to the customer by respective utility service provider.

7. Enter the payment details.
8. Click the **Ok** button.
9. The system displays the transaction sequence number. The transaction sequence is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
10. The system displays the **Document Receipt** screen.
11. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.
12. The system displays the serial number. Click the **Ok** button.

## 7.8. 6575 - Bill Payment By Cheque\*

Using this option you can provide utility bill payment facility to all customers, who may or may not hold an account with the bank.

The bank accepts a cheque for the bill amount from the customer, to make payment of bill to the utility service provider. It allows them to pay their utility service bills (such as electricity, telephone, etc.) by cheques.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM28 - Endpoint Float Maintenance
- BAM27 - Calendar for Endpoint

### Modes Available

Not Applicable

### To pay the bill against cheque

1. Type the fast path **6575** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > Bill Payment By Cheque**.
2. The system displays the **Bill Payment By Cheque** screen.

### Bill Payment By Cheque

The screenshot shows a web-based form titled "Bill Payment By Cheque\*". The form contains the following fields and controls:

- Utility Company Id: A dropdown menu.
- Utility Company Account: A text input field.
- Bill Number: A text input field.
- Consumer Number: A text input field.
- Bill Date: A date picker showing 31/12/2007.
- Bill Coy: A dropdown menu.
- Txn Coy: A dropdown menu.
- Bill Coy Rate: A text input field.
- Txn Coy Rate: A text input field.
- Bill Amount: A text input field.
- Charges (Lcy): A text input field.
- Total Amount: A text input field.
- Reference No 1: A text input field.
- Reference No 2: A text input field.
- User Reference No: A text input field.
- Narrative: A text input field containing the text "Bill Payment By Cheque".

At the bottom right of the form, there are three buttons: "OK", "Close", and "Clear".

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Utility Company Id</b>	[Mandatory, Drop-Down] Select the utility company id from the drop-down list. It is the ID and name of the utility service provider for which the payment is being made.
<b>Utility Company Account</b>	[Display] This field displays the account number of the utility service provider. All credits towards bill payments will be received in this account.
<b>Bill Number</b>	[Mandatory, Numeric, 12] Type the number of the bill for which payment is being made.
<b>Consumer Number</b>	[Mandatory, Numeric, 40] Type the consumer number. Consumer number is an identification number provided to the customer by respective utility service provider.
<b>Bill Date</b>	[Mandatory, dd/mm/yyyy] Type the bill date. By default, the system displays the current posting date as bill date. The user can change the date, if required. This is the date on which bill was raised by utility service provider.
<b>Bill Ccy</b>	[Display] This field displays the currency in which the bill is payable.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the currency for cheque deposited by the customer from the drop-down list.
<b>Bill Ccy Rate</b>	[Display] This field displays the rate of conversion used for converting the bill currency to the local currency of the bank. The teller's right to change the bill currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the bill currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
<b>Txn Ccy Rate</b>	[Display] This field displays the rate of conversion to be used for converting the transaction currency to the local currency of the bank. 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 same, the field takes the default value as 1, which cannot be modified.
<b>Bill Amount</b>	[Mandatory, Numeric, 13, Two] Type the amount of the bill raised by the service provided.

Field Name	Description
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges levied by the bank for providing the walk-in customer with the bill payment facility. The charges will be denominated in the local currency of the bank.</p> <p>These charges can be modified by clicking the Service Charge Details tab.</p>
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the total amount of the cheque that needs to be deposited by a walk-in customer for the payment of the utility bill.</p> <p><i>Total Amount = Bill amount + Charges</i></p>
<b>Reference No 1</b>	<p>[Mandatory, Numeric, 36]</p> <p>Type the primary reference number.</p> <p>The reference number can be used for several reasons such as generating reports, tracking records, etc.</p>
<b>Reference No 2</b>	<p>[Mandatory, Numeric, 36]</p> <p>Type the secondary reference number.</p> <p>The reference number can be used for several reasons such as generating reports, tracking records etc.</p>
<b>User Reference No</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>This is the user reference number assigned to identify the transaction.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 120]</p> <p>Type the narration.</p>

3. Select the utility company ID from the drop-down list.
4. Enter the bill number, consumer number and bill date.
5. Select the transaction currency from the drop-down list.
6. Enter the bill amount and reference number 1 and 2.

## Bill Payment By Cheque

Bill Payment By Cheque			
Utility Company Id :	Airtel		
Utility Company Account :	06000130000023 Ang		
Bill Number :	256	Consumer Number :	456987
Bill Date :	15/12/2007		
Bill Ccy :	INR	Txn Ccy :	INR
Bill Ccy Rate :	1.00000	Txn Ccy Rate :	1.00000
Bill Amount :	200,000.00		
Charges (Lcy) :	0.00		
Total Amount :	200,000.00		
Reference No 1 :			17
Reference No 2 :			17
User Reference No :	126789		
Narrative :	Bill Payment By Cheque		

Flexcube Retail

Instrument Details

OK Cancel

7. Click the **Ok** button.
8. The system displays the **Instrument Details** screen.
9. Enter the relevant information and click the **Ok** button.
10. The system displays the **Bill Payment By Cheque** screen. Click the **Ok** button.
11. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.

## 7.9. 5511 - Consolidated Remittance Batch Data Entry

Using this option bulk issuance of DD, BC and TT can be made against a customer's CASA account or a GL account. The instrument can be issued in any currency that the bank permits. All currencies in which the bank transacts are listed under Instrument Currency menu.

This option allows you to initiate the batch to make entries for bulk issuance of instruments. It is possible to modify the data entered and even undo a batch open process. Once the data entry batch for consolidated instrument issue is opened it has to be saved and validated by the teller and authorized by the supervisor.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM20 - Bank Codes Maintenance
- BAM97 - Currency Code Maintenance
- 8051 - CASA Account Opening
- IV001 - Stock Transaction
- CHM37 - Cheque book Issue

### Modes Available

Not Applicable

### To open the consolidated remittance data entry batch

1. Type the fast path **5511** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Consolidated Remittance Batch Data Entry**.
2. The system displays the **Consolidated Remittance Batch Data Entry** screen.

## Consolidated Remittance Batch Data Entry

**Consolidated Remittance Batch Data Entry\***

Batch Type :     Action :     Instr Type :

Batch Number :       Against Account     Against GL    Account :

Cheque No :     Cheque Date :     No of Instrs :

Account Ccy :     Acct Ccy Rate :     Instr Ccy :     Cheque Ccy Rate

Serial No.	Bank Code	Pay Branch	Instr Amount	Acct Amount	Micr No.	Routing No.	Beneficiary Name	Beneficiary Address	Delete

Total Amount :

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
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### Field Description

Field Name	Description
<b>Batch Type</b>	[Display] This field displays the batch type. The batch type is defaulted when the screen is invoked by the user.
<b>Action</b>	[Mandatory, Drop-Down] Select the action to be performed by the teller from the drop-down list. The options are: <ul style="list-style-type: none"> <li><b>Authorise Data Entry Batch</b> - Supervisor can authorize data entry batch opened</li> <li><b>Inquire Data Entry Batch</b> – Teller and supervisor can perform the inquiry function</li> <li><b>Modify Data Entry Batch</b> – Teller can modify the data entered</li> <li><b>Open Data Entry Batch</b> - Teller can perform the data entry in batch</li> <li><b>Reverse Data Entry Batch</b> – Teller and supervisor can reverse the data entry made in batch</li> </ul>

Field Name	Description
<b>Instr Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the instrument type from the drop-down list. This is the type of instrument to be issued in batch. The options are:</p> <ul style="list-style-type: none"> <li>• DD</li> <li>• BC</li> <li>• TT</li> </ul>
<b>Batch Number</b>	<p>[Display]</p> <p>This field displays the batch number. The system generates a batch number, which is a serial number. This batch number needs to be noted down for future reference.</p>
<b>Against Account</b>	<p>[Mandatory, Radio Button]</p> <p>Click <b>Against Account</b> to issue the instruments against a CASA account.</p>
<b>Against GL</b>	<p>[Mandatory, Radio Button]</p> <p>Click <b>Against GL</b> to issue the instruments against a GL account.</p>
<b>Account</b>	<p>[Mandatory, Numeric, 16]</p> <p>Type the CASA number, if the <b>Against Account</b> option is selected or the GL account number, if the <b>Against GL</b> option is selected.</p> <p>This account will be debited towards issue of DD/BC/TT.</p>
<b>Cheque No</b>	<p>[Optional, Numeric, 12]</p> <p>Type the number of cheques submitted by a customer for the transaction to debit the CASA account.</p>
<b>Cheque Date</b>	<p>[Display]</p> <p>This field displays the default current process date. It indicates the date on which the instruments are issued.</p>
<b>No of Instrs</b>	<p>[Mandatory, Numeric, Three]</p> <p>Type the number of entries that are to be made in a batch. The number of entries should be greater than one, and maximum 100. Accordingly, the system generates rows for data entry.</p>
<b>Account Ccy</b>	<p>[Conditional, Drop-Down]</p> <p>Select the appropriate account currency from the drop-down list. It is the currency assigned to the product at the product level, under which the account is opened.</p> <p>All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded.</p> <p>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.</p> <p>This field is mandatory, if the <b>Against GL</b> option is selected. This field is non-editable, if the <b>Against Account</b> option is selected.</p>

Field Name	Description
<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Instr Ccy</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the instrument currency from the drop-down list.</p> <p>This is the currency in which the transaction is taking place i.e. in which the instruments are issued.</p> <p>The transaction currency then gets converted to the account currency for posting to the account and to local currency of the bank for posting of GL entries.</p>
<b>Cheque Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the transaction or the instrument currency to the local currency of the bank.</p> <p>The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>

Column Name	Description
<b>Serial No</b>	<p>[Display]</p> <p>This column displays the serial number within the batch generated by system.</p>
<b>Bank Code</b>	<p>[Mandatory, Pick List]</p> <p>Select the name of bank on which the instruments shall be drawn from the pick list.</p> <p>The lists of banks on which the instrument can be issued are maintained in the <b>Issuer Maintenance</b> option and downloaded to the branch.</p>
<b>Pay Branch</b>	<p>[Mandatory, Pick List]</p> <p>Select the name of the branch where DD/BC/TT are payable from the pick list.</p>
<b>Instr Amount</b>	<p>[Mandatory, Numeric, 22]</p> <p>Type the amount for which the instrument is being issued. This is in terms of instrument currency.</p>
<b>Acct Amount</b>	<p>[Display]</p> <p>This column displays the instrument amount after conversion of the same in account currency.</p>

Column Name	Description
<b>Micr No</b>	<p>[Mandatory, Numeric, 12] Type the MICR number.</p> <p>For every remittance instrument it is necessary to maintain an MICR number. This number is printed on the instrument if the instrument is expected to come in for clearing through inward clearing.</p> <p>A cross reference is maintained with the system generated serial number so that the user can track the instrument for any liquidation or enquiry done for the MICR number or the serial number.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This column displays the routing number when the user enters the MICR number.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>34</sup> = Sector Code / Bank Code + Branch Code</p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> option.</p> <p>Based on a branch level setup parameter the system may disallow banks own cheques being deposited.</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Alphanumeric, 40] Type the name of beneficiary of the instrument.</p>
<b>Beneficiary Address</b>	<p>[Mandatory, Alphanumeric, 40] Type the address of the beneficiary for record purpose.</p>
<b>Delete</b>	<p>[Display]</p> <p>This field displays the total of the all instruments issued in a particular batch in the transaction currency as well as the account currency.</p>
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the total of the all instruments issued in a particular batch in the transaction currency as well as the account currency.</p>

3. Select the **Instr Type** from the drop-down list.
4. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
5. Enter the number of instruments, cheque number and the account number.

<sup>34</sup>(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.)

6. Select the instrument currency from the drop-down list.
7. Click the **Ok** button.
8. The system displays the data entry section in the screen.
9. Enter the relevant information.

## Consolidated Remittance Batch Data Entry

**Consolidated Remittance Batch Data Entry\***

Batch Type : Consolidated DD./BC. Issue    Action : Open Data Entry Batch    Instr Type : Bankers Cheque(BC)

Batch Number : 52     Against Account     Against GL    Account : 06049420000074    KEVIN MATHEW

Cheque No :    Cheque Date : 30/04/2008    No of Instrs : 2

Account Ccy : INR    Acct Ccy Rate : 1.00    Instr Ccy : INR    Cheque Ccy Rate 1.00

Serial No.	Bank Code	Pay Branch	Instr Amount	Acct Amount	Micr No.	Routing No.	Beneficiary Name	Beneficiary Address	Delete
1	335	9999	100.00	100.00	1	400335016	John	15 Park Avenue, Hill Road	N
2	335	9999	1,000.00	1,000.00	213	400335016	Mark	Block 4, Park Street	N

Total Amount : 1,100.00       

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    **Inventory**    Pin Validation    Service Charge    Signature    Travellers Cheque

10. Click the **Save** button.
11. The system displays the message "Data Saved Successfully". Click the **OK** button.
12. Click the **Validate** button.
13. The system displays the message "Data Validated Successfully". Click the **OK** button.

**Note:** To change the number of instruments, modify the **No of Instr** field and click the **Modify** button. Accordingly, the number of data entry rows will change in the Data Entry screen. Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again.

### To modify the consolidated remittance data entry batch

1. Select the **Modify Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab>** or **<Enter>** key or select it from the pick list.
3. Click the **Ok** button.

4. The system displays the data entry section in the screen.
5. Modify the relevant information and click the **Save** button.
6. The system displays the message "Data Saved Successfully In the Database".
7. Click the **OK** button.
8. Click the **Validate** button.
9. The system displays the message "Batch Validated Successful. Authorisation pending..".

#### **To authorize the consolidated remittance data entry batch**

1. Select the **Authorize Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Click the **Auth** button.
6. The system displays the message "Batch Processing Successful at Host".

#### **To reverse the consolidated remittance data entry batch**

1. Select the **Reverse Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the message "Batch Reversed Successful".

#### **To view the consolidated remittance data entry batch**

1. Select the **Inquire Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.

## 7.10. 8305 - DD Sale - Against Cash

Using this option, you can issue demand drafts to customers who do not have an account with the bank. Such customers can purchase DD against cash. You can maintain the details of the instruments like number, date, amount, beneficiary details, etc. Subsequently you can liquidate the instrument by cancellation/payment/refund using the **DD Liquidation Inquiry** (Fast Path: 8310) option.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM56 - Currency Code Maintenance
- BAM20 - Bank Codes Maintenance
- 8051 - CASA Account Opening
- IV001 - Stock Transactions
- CHM37 - Cheque book Issue Maintenance

### Modes Available

Not Applicable

### To issue a demand draft against cash

1. Type the fast path **8305** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > DD Sale - Against Cash**.
2. The system displays the **DD Sale - Against Cash** screen.

### DD Sale - Against Cash

DD Sale Against cash\*

Payable Branch Code :

Payable Branch Name :\*

Bank Code :

DD Ccy :\*  Txn Ccy :\*

DD Ccy Rate :  Txn Ccy Rate :

DD Amount :\*  Pan Card No :

Charges (Lcy) :

Total Amount :

DD Date :  Serial No :

DD No :  Routing No :

Passport / IC No :

Beneficiary Name :\*

Beneficiary Addr :

User Reference No :

Narrative :\*

Print Remarks :

Card Change Pin Cheque Cost Rate Denomination Instrument **Inventory** Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>Payable Branch Code</b>	[Display] This field displays the branch code where the DD will be paid. This is chosen as per the client's request.
<b>Payable Branch Name</b>	[Mandatory, Pick List] Select the payable branch name where the DD will be paid from the pick list. This is chosen as per the client's request.
<b>Bank Code</b>	[Display] This field displays the applicable bank code and name of the direct/correspondent bank for the selected payable location.

**Note:** For a location where multiple banks are available as per correspondent banking arrangement you can select the desired bank.

Field Name	Description
<b>DD Ccy</b>	<p>[Mandatory, Pick List]            Select the DD currency from the pick list.            The list of currencies set up and permissible for the transaction appears in the pick list.            The DD will be issued in this currency. The DD currency then gets converted to the account currency for posting to the account, and to local currency of the bank for posting of GL entries.</p>
<b>Txn Ccy</b>	<p>[Mandatory, Drop-Down]            Select the transaction currency from the drop-down list.            This is currency in which transaction takes place. This field, by default, displays the local 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.</p>
<b>DD Ccy Rate</b>	<p>[Display]            This field displays the rate of conversion to be used for converting the DD currency to the local currency of your bank.            The teller's right to change the DD currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.            If both the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Ccy Rate</b>	<p>[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 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.</p>
<b>DD Amount</b>	<p>[Mandatory, Numeric, 13, Two]            Type the transaction amount.            The DD will be issued for this amount.            If the DD amount is more than the DD Limit amount defined for that Bank – Branch Issuer &amp; Currency combination defined in <b>BAM38- DD Details screen</b>, system will ask for authorization to proceed</p>
<b>Pan Card No</b>	<p>[Conditional, Alphanumeric,10]            Type the PAN card number.            This field is mandatory if the cheque amount is above Rs.10000.</p>
<b>Charges (Lcy)</b>	<p>[Display]            This field displays the charges that will be levied for DD issue.            The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> 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.</p>

Field Name	Description
<b>Total Amount</b>	[Display] This field displays the amount that will be finally charged to the walk-in customer. This amount will be in the local currency of bank and will include the charges and the DD amount.
<b>DD Date</b>	[Display] This field displays the current posting date as demand draft date.
<b>Serial No</b>	[Display] This field displays the serial number. For a remittance instrument such as a BC 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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.
<b>DD No</b>	[Optional, Numeric, 12] Type the DD number.
<b>Routing No</b>	[Display] This field displays the routing number against which the DD has been drawn. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> option. <i>Routing Number</i> <sup>35</sup> = Sector Code / Bank Code + Branch Code
<b>Beneficiary Name</b>	[Optional, Alphanumeric, 120] Type the name of the beneficiary of the DD.
<b>Passport / IC No</b>	[Optional, Alphanumeric, 30] Type the passport/IC number. It is the identification collected from the purchaser of the DD.
<b>Beneficiary Addr</b>	[Optional, Alphanumeric, 35] Type the contact address of the beneficiary. This is normally used for record purpose and provides additional information. The address can be entered in three lines.

<sup>35</sup>(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
<b>User Reference No</b>	[Optional, Alphanumeric, 40] Type the user reference number assigned to the customer.
<b>Narrative</b>	[Display] The system displays the default message as "DD Issue Against Cash".
<b>Print Remarks</b>	[Optional, Alphanumeric, 120] Type the remarks to be printed. It is used for instrument (BC/DD) printing purpose.

3. Enter the payable branch code.
4. Select the payable branch name and the DD currency from the pick list.
5. Select the transaction currency from the drop-down list.
6. Enter the DD amount, DD number, beneficiary name and address.
7. Click the **Inventory** and **Service Charge** details link. Click the **Ok** button.
8. Click the **Ok** button on the main screen.
9. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
10. The system displays the **Document Receipt** screen.
11. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
12. The system displays the message "Printed Successfully?". Click the **Ok** button.
13. Click the **Cancel** button.
14. The system displays the serial number. Click the **Ok** button.

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**Note :** For more Information on **Service Charge Details** and **Inventory Details** refer to the **Common Screens** option available in the **Oracle FLEXCUBE Introduction User Manual**.

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## 7.11. 8306 - DD Sale - Against GL

Using this option, a DD is issued against the balance in the GL account. You can maintain the details of the instruments like number, date, amount, beneficiary details, etc. Subsequently you can liquidate the instrument by cancellation/payment/refund using the **DD Liquidation Inquiry** (Fast Path: 8310) option.

This transaction also supports multi-currency.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL codes Cross Ref Maintenance
- BAM20 - Bank Codes Maintenance
- IV001 - Stock Transaction

### Modes Available

Not Applicable

### To issue a demand draft against GL

1. Type the fast path **8306** and click **Go** or navigate through the menus to **Transaction Processing > GL Transactions > Remittance > DD Sale - Against GL**.
2. The system displays the **DD Sale - Against GL** screen.

### DD Sale - Against GL

DD Sale - Against GL\*

Payable Branch Code :

Payable Branch Name:\*

Bank Code :

GL Ccy :\*  DD Ccy :\*

GL Acct No :\*

GL Ccy Rate :  DD Ccy Rate :

DD Amount :\*

Charges (Lcy) :

Total Amount :

DD Date :  15/10/2016

DD No :

Beneficiary Name :\*

Beneficiary Addr :

User Reference No :

Narrative :\*  DD.Sale Against GL

Print Remarks :

Serial No :

Routing No :

Passport / IC No :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>Payable Branch Code</b>	[Display] This field displays the payable branch code. This is the branch where the DD will be paid. This is chosen as per request of customer.
<b>Payable Branch Name</b>	[Mandatory, Pick List] Select the payable branch name from the pick list. This is the branch where the DD will be paid. This is chosen as per request of customer.
<b>Bank Code</b>	[Display] This field displays the applicable bank code and name of the direct/correspondent bank for the selected payable location.
<b>GL Ccy</b>	[Mandatory, Drop-Down] Select the GL currency from the drop-down list. This is the currency in which GL is maintained and should be debited. Whenever any transaction is posted to the GL, it is converted into the GL currency based on the exchange rate set up for the transaction.
<b>DD Ccy</b>	[Mandatory, Pick List] Select the currency of DD from the pick list. The DD should be issued in this currency. The DD currency then gets converted into the GL currency.

Field Name	Description
<b>GL Acct No</b>	<p>[Mandatory, Pick List]</p> <p>Select the GL account number from the pick list.</p> <p>This is the GL number that needs to be debited towards issue of DD.</p> <p>The adjacent field displays the GL details.</p>
<b>GL Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the GL currency to the local currency of your bank.</p> <p>The teller's right to change the GL currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the local currency and the GL currency are the same, the field takes a default value as 1, which cannot be modified.</p>
<b>DD Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the cheque currency to the local currency of your bank. This rate is defaulted from the exchange rates specified at the bank level.</p> <p>If both the transaction currency and the local currency are the same, the field takes a default value as 1, which cannot be modified.</p>
<b>DD Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the DD amount.</p> <p>This is the transaction amount. The DD will be issued for this amount.</p> <p>If the DD amount is more than the DD Limit amount defined for that Bank – Branch Issuer &amp; Currency combination defined in <b>BAM38- DD Details screen</b>, system will ask for authorization to proceed.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges that will be levied for DD issue.</p> <p>The service charge codes are added and maintained in the <b>Rewards and Service Charges Definition</b> (Fast Path: BAM14) option. The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level.</p> <p>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.</p>
<b>Total Amount</b>	<p>[Display]</p> <p>This field displays the amount that will be debited to the GL.</p>
<b>DD Date</b>	<p>[Display]</p> <p>This field displays the DD processing date.</p> <p>By default this field displays the current posting date as demand draft date.</p>

Field Name	Description
<b>Serial No</b>	<p>[Display]</p> <p>This field displays the serial number.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.</p> <p>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.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>DD No</b>	<p>[Optional, Numeric, 12]</p> <p>Type the DD number.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the DD has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>36</sup> = Sector Code / Bank Code + Branch Code</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Alphanumeric, 120]</p> <p>Type the name of the beneficiary of the DD.</p>
<b>Passport / IC No</b>	<p>[Optional, Alphanumeric, 30]</p> <p>Type the passport or IC number of purchaser of DD.</p>
<b>Beneficiary Addr</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the contact address of the beneficiary.</p> <p>This is normally used for record purpose and provides additional information.</p> <p>The address can be entered in three lines.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to the customer.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration.</p> <p>By default, the system displays <b>DD.Sale Against GL</b>.</p>

<sup>36</sup>(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
<b>Print</b>	[Optional, Alphanumeric, 120]
<b>Remarks</b>	Type the remarks to be printed. It is only used for instrument (BC/DD) printing purpose.

3. Enter the payable branch code and select the payable branch name from the pick list.
4. Select the GL currency from the drop-down list.
5. Select the DD currency and GL account from the pick list.
6. Enter the DD amount, DD number, DD date and beneficiary details.
7. Click the **Inventory** and **Service Charge** details link. Click the **Ok** button.
8. Click the **Ok** button on the main screen.
9. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
10. The system displays the **Document Receipt** screen.
11. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
12. The system displays the message "Printed Successfully?". Click the **Ok** button.
13. Click the **Cancel** button.
14. The system displays the serial number. Click the **Ok** button.

## 7.12. 7783 - Duplicate DD Printing

You can issue a duplicate demand draft with a new cheque number (MICR number) using the **Duplicate DD Print** option. Duplicate demand draft can be issued only for those demand drafts that have been marked as Lost or if the original print is mutilated. **Oracle FLEXCUBE** keeps a track of the duplicate demand drafts, based on the original serial number generated at the time of issuance.

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**Note:** If the status of the instrument is Stale it cannot be reprinted.

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### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM20 - Bank Codes Maintenance
- IV001 - Stock Transactions
- BAM56 - Currency Code Maintenance

### Modes Available

Not Applicable

### To issue duplicate demand draft

1. Type the fast path **7783** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > Duplicate DD Printing**.
2. The system displays the **Duplicate DD Printing** screen.

## Duplicate DD Printing

### Field Description

Field Name	Description
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the <b>FLEXCUBE Retail</b> serial number of the DD for which duplicate DD is to be printed.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number automatically comprising the branch code, instrument type and a running serial number.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Bank Code</b>	<p>[Display]</p> <p>This field displays the bank on which the DD is drawn.</p> <p>The list of banks on which DDs can be issued are maintained in the Issuer Maintenance screen and downloaded to the branch. Normally banks draw DDs on themselves.</p>
<b>Payable Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank where the DD is payable.</p>

Field Name	Description
<b>Issuer Branch</b>	[Display] This field displays the branch of the bank that has issued the DD.
<b>DD Ccy</b>	[Display] This field displays the currency in which DD was issued.
<b>DD Amount</b>	[Display] This field displays the amount for which the DD is issued. This amount is in the DD currency.
<b>DD No</b>	[Optional, Numeric, 12] Type the DD number.
<b>Routing No</b>	[Display] This field displays the routing number against which the cheque has been drawn. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> option. <i>Routing Number</i> <sup>37</sup> = Sector Code / Bank Code + Branch Code
<b>DDStatus</b>	[Display] This field displays the status of the DD at the time of printing the duplicate DD. The options are: <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for DDs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	[Display] This field displays the date on which the DD was issued.

<sup>37</sup>(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
<b>Liquidation Date</b>	[Display] This field displays the date on which the DD was liquidated. This field will be blank if the DD is not liquidated as yet.
<b>Issue Mode</b>	[Display] This field displays the mode of issue of the DD. For example, Against Cash, Against GL, etc.
<b>Issue A/C No</b>	[Display] This field displays the account number of the purchaser of DD.
<b>Beneficiary Name</b>	[Display] This field displays the name of beneficiary in whose favour the DD was drawn.
<b>Passport / IC No</b>	[Display] This field displays the identification details collected from the purchaser of the DD.
<b>Beneficiary Addr</b>	[Display] This field displays the address of beneficiary in whose favour the DD is drawn.
<b>Lost/Caution Details</b>	[Display] This field displays the lost/caution details.
<b>Narrative</b>	[Display] This field displays the default narration, based on the transaction.

3. Enter the serial number and press the **<Tab>** or **<Enter>** key.
4. Click the **Ok** button.
5. The system displays the message "Do You Want to continue?". Click the **Ok** button.
6. Enter the duplicate DD number.
7. The system displays the **Duplicate DD Print** screen.
8. Click the **Ok** button.
9. The system displays the message "Authorization Required. Do You Want to continue?". Click the **Ok** button.
10. The system displays the **Authorization Reason** screen.
11. Enter the relevant information and click the **Grant** button.
12. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
15. The system displays the message "Printed Successfully?". Click the **Ok** button.
16. Click the **Cancel** button.
17. The system displays the serial number. Click the **Ok** button.

## 7.13. 8310 - DD Liquidation Inquiry

Using this option you can liquidate a Demand Draft, (which is issued from the **Oracle FLEXCUBE** system), to pay by cash or credit a customer's CASA/TD account or credit the paying branch GL account. The payout can happen in any currency irrespective of the currency of the DD.

Each demand draft is tracked by means of a **FLEXCUBE** generated reference number assigned to it. The flow into or out of the inventory can be done using this reference number. During the online liquidation, the system enforces an inquiry on the DD to be liquidated using the reference number and depending on the status of the demand draft you can proceed with the liquidation.

### Definition Prerequisites

- Demand Draft should be issued

### Modes Available

Not Applicable

### To liquidate a demand draft

1. Type the fast path **8310** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > DD Liquidation**.
2. The system displays the **DD Liquidation Inquiry** screen.

### DD Liquidation Inquiry

The screenshot displays the 'DD Liquidation Inquiry' window with the following fields and values:

- Liquidation Mode: [Dropdown]
- Serial No: [Text]
- Liq Type: [Against Account] [Dropdown]
- Bank Code: [Text]
- Payable Branch: [Text]
- DD Ccy: [Dropdown]
- DD No: [Text]
- DD Status: [Text]
- Issue Date: [31/12/2010] [Date Picker]
- Issue Mode: [Text]
- Drawee Acct No: [Text]
- Beneficiary Name: [Text]
- Beneficiary Addr: [Text]
- Lost/Caution Details: [Text]
- Issuer Branch: [Text]
- DD Amount: [Text]
- Routing No: [Text]
- Liquidation Date: [31/12/2010] [Date Picker]
- Passport / IC No: [Text]

At the bottom, there is a navigation bar with buttons for Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque, and a set of action buttons: UDF, OK, Close, Clear.

### Field Description

Field Name	Description
<b>Liquidation Mode</b>	<p>[Mandatory, Drop-Down]            Select the reason for liquidation mode from the drop-down list.            The options are:</p> <ul style="list-style-type: none"> <li>• Cancellation - Purchaser of DD wants payment after cancellation of the instrument. System allows cancelling the Demand Draft which was stale, using this option.</li> <li>• Payment – Beneficiary of DD wants payment of the instrument.</li> <li>• Refund – Purchaser has lost the instrument or does not need the same. Hence refund of money is desired.</li> </ul>
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]            Type the <b>FLEXCUBE Retail</b> serial number of the DD to be liquidated.            For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number automatically comprising the branch code, instrument type and a running serial number.            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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Liq Type</b>	<p>[Mandatory, Drop-Down]            This field displays the mode of payment of DD proceeds to beneficiary / purchaser.            The options are:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Against GL</li> <li>• Against Account</li> <li>• Against TD Account</li> </ul>
<b>Bank Code</b>	<p>[Display]            This field displays the bank on which the DD is drawn. The list of banks on which DDs can be issued are maintained in the <b>Issuer Maintenance</b> option and downloaded to the branch. Normally banks issue DDs drawn on them.</p>
<b>Payable Branch</b>	<p>[Display]            This field displays the branch of the bank where the DD is payable.</p>
<b>Issuer Branch</b>	<p>[Display]            This field displays the branch of the bank that has issued the DD.</p>
<b>DD Ccy</b>	<p>[Display]            This field displays the currency in which DD was issued.</p>

Field Name	Description
<b>DD Amount</b>	[Display] This field displays the amount for which the instrument is issued. This amount is in the currency of the instrument.
<b>DD No</b>	[Display] This field displays the MICR number of the DD. For every remittance instrument, the user needs to maintain a MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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/inquired upon by the MICR number or the serial number.
<b>Routing No</b>	[Display] This field displays the routing number against which the DD has been drawn. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> option. <i>Routing Number</i> <sup>38</sup> = Sector Code / Bank Code + Branch Code
<b>DD Status</b>	[Display] This field displays the status of the DD at the time of liquidation. The options are: <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for DDs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	[Display] This field displays the date on which the DD was issued.

<sup>38</sup>(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
<b>Liquidation Date</b>	[Display] This field displays the date on which the DD was liquidated. It should be blank if the DD is not liquidated as yet.
<b>Issue Mode</b>	[Display] This field displays the mode of issue of the DD. For example, Against Cash, Against GL etc.
<b>Drawee Acct No</b>	[Display] This field displays the account number of the drawee with DD issue branch.
<b>Beneficiary Name</b>	[Display] This field displays the name of beneficiary in whose favor the DD was drawn.
<b>Passport / IC No</b>	[Display] This field displays the identification details collected from the beneficiary of the DD.
<b>Beneficiary Addr</b>	[Display] This field displays the address of beneficiary in whose favor the DD was drawn.
<b>Lost/Caution Details</b>	[Display] This field displays the details that are entered for lost/caution DD's.

3. Select the liquidation mode from the drop-down list.
4. Enter the serial number and press<tab> key.
5. If the flag is checked for the issuer of the demand draft, **FLEXCUBE** will give an appropriate error message "CorrespondentBank: Correspondent Bank Instrument is not permitted".
6. Select the liquidation type from the drop-down list.
7. Click the **Ok** button. The system displays the message "Do You Want to Continue".

## DD Liquidation Inquiry

**DD Liquidation**

Liquidation Mode :

Serial No :

Liq Type :

Bank Code :

Payable Branch :   Issuer Branch :

DD Ccy :  DD Amount :

DD No :  Routing No :

DD Status :  Liquidation Date :

Issue Date :  Issue Mode :

Drawee Acct No :  Passport / IC No :

Beneficiary Name :

Beneficiary Addr :

Lost/Caution Details :

**Message from webpage**

contd : Do you want to continue?

Card    Change Rin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Rin Validation    Service Charge    Signature    Travellers Cheque

8. Click the **Ok** button.
9. The system displays the appropriate screen according to the option selected in the **Liquidation Type** field.
10. Enter the required information in the various screens.

## DD Liquidation By Cash

**DD Liquidation\***

Liquidation Mode :

Serial No :

Liq Type :

Bank Code :

Payable Branch :  Issuer Branch :

DD Ccy :  DD Amount :

Cheque No :  Routing No :

DD Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :

Passport / IC No :

Beneficiary Name :

Beneficiary Addr :

Lost/Caution Details :

Cheque Ccy :  Txn Ccy :

Cheque Ccy Rate :  Txn Ccy Rate :

Cheque Amount :

Charges (Lcy) :

Net Amount :

User Reference No :

Narrative :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

### Field Description

Field Name	Description
<b>DD Ccy</b>	[Display] This field displays the currency in which the DD has been issued.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Type the transaction currency in this field. This field displays the currency in which transaction is taking place.
<b>DD Ccy Rate</b>	[Display] This field displays the rate of conversion to be used for converting the DD currency to the local currency of your bank. This rate is defaulted from the exchange rates specified. If both the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
<b>Txn Ccy Rate</b>	[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 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.

Field Name	Description
<b>DD Amount</b>	[Display] This field displays the amount for which the DD is issued. This amount is in the currency of the DD.
<b>Charges (LCY)</b>	[Display] This field displays the charges that will be levied on the account for DD liquidation. The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> 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.
<b>Net Amount</b>	[Display] This field displays the net amount of DD liquidation transaction, which is to be paid out to customer. This amount will be equal to DD amount net of charges involved in the liquidation transaction. This amount will be shown in the transaction currency
<b>User Reference No</b>	[Optional, Alphanumeric, 40] Type the user reference number. It is used to identify the transaction.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] This field displays the default narration, "DD Liquidation by Cash".

## DD Liquidation Against A/c

**DD Liquidation Against A/C\***

Liquidation Mode :

Serial No :

Liq Type :

Bank Code :

Payable Branch :   Issuer Branch :

DD Ccy :  DD Amount :

DD No :  Routing No :

DD Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport / IC No :

Beneficiary Name :

Beneficiary Addr :

Lost/Caution Details :

Account No :

Acct Ccy :  Cheque Ccy :

Acct Ccy Rate :  Cheque Ccy Rate :

Cheque Amount :

Charges (Lcy) :

Acct Amount :

User Reference No :

Narrative :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    **Service Charge**    Signature    Travellers Cheque

### Field Description

Field Name	Description
<b>Account No</b>	[Mandatory, Numeric, 14] Type the CASA account number which will be credited with DD liquidation proceeds. The adjacent field displays the name of the customer.
<b>Acct Ccy</b>	[Display] This field displays the currency assigned to the product under which the account is opened. All the entries are posted in the account in the account currency. 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.
<b>Cheque Ccy</b>	[Display] This field displays the currency in which the DD has been issued. The cheque currency is converted into the transaction 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
<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the account currency and the local currency are the same, the field takes a default value as 1, which cannot be modified.</p>
<b>Cheque Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the DD currency to the local currency of your bank. This rate is defaulted from the exchange rates specified for the transaction.</p> <p>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.</p> <p>If both the transaction currency and the local currency are the same, the field takes a default value as 1, which cannot be modified.</p>
<b>Cheque Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the DD is issued.</p> <p>This amount is in the currency of the DD.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges in local currency that will be levied for the liquidation of DD.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code</b> Maintenance option. The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level.</p> <p>The system displays the total of all the service charges if more than one SC code is attached to the transaction. The default SC can be changed by selecting the <b>Service Charge Details</b> button.</p>
<b>Acct Amount</b>	<p>[Display]</p> <p>This field displays the amount that will be finally credited to the CASA account.</p> <p>This amount will be in the currency of the account and will be equal to the DD amount net of charges recovered.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>It is used to identify the transaction.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>The system displays the default narrative, 'DD Paid'.</p>

## DD Liquidation By GL

**DD Liquidation By GL\***

Liquidation Mode :

Serial No :

Liq Type :

Bank Code :

Payable Branch :  Issuer Branch :

DD Ccy :  DD Amount :

Cheque No :  Routing No :

DD Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :

Passport / IC No :

Beneficiary Name :

Beneficiary Addr :

Lost/Caution Details :

GL Ccy :

Cheque Ccy Rate :  GL Ccy Rate :

Charges (Lcy) :

GL Acct Amount :

GL Acct No :

User Reference No :

Narrative :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

### Field Description

Field Name	Description
GL Ccy	<p><b>[Display]</b></p> <p>This field displays GL currency.</p> <p>This is the currency of the GL that will be credited when the DD is liquidated The GL currency then gets converted to the local currency of the bank for posting of GL entries.</p>
Cheque Ccy Rate	<p><b>[Display]</b></p> <p>This field displays the rate of conversion to be used for converting the DD currency to the local currency of your bank.</p> <p>The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If both the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>

Field Name	Description
<b>GL Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the GL currency to the local currency of the bank. The teller's right to change the GL 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 both the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges levied by the bank for liquidating the DD. The charges will be levied in the local currency of the bank.</p>
<b>GL Acct Amount</b>	<p>[Display]</p> <p>This field displays the amount that will be finally credited to the GL account.</p> <p>This amount will be in the currency of the GL and will be equal to DD amount net of charges recovered.</p>
<b>GL Acct No</b>	<p>[Mandatory, Pick List]</p> <p>Select the GL account number which shall be credited with DD liquidation proceeds from the pick list.</p> <p>The adjacent field displays the description of GL.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>It is used to identify the transaction.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>System displays the default narration, " DD Liquidation by GL".</p>

## Quick Payin By DD

**Quick Payin By DD\***

Account Number: 02405610000017 T SANDEEP REDDY Account Ccy: INR  
Principal Balance: INR 99,086,000.00 Txn Ccy: INR  
Acy Rate: 1.00000 Txn Rate: 1.00000  
Txn Amount: 66.00  
Payin Amount: 66.00  
Compounding Frequency: Quarterly Int Payout Frequency: At Maturity  
Base for Rate: Incremental Amount  
Maturity Date Factor:  Term  Maturity Date

**Term**  
Value Date: 15/01/2008  
Term: 0 Months 0 Days  
Int. Start Date: 15/01/2008  
Maturity Date:

**Rate**  
Interest Rate: 0.00000  
Product Variance: 0.00000  
Deposit Variance: 0.00000  
Net Rate: 0.00000  
Scheme Variance: 0.00000  
Scheme Rate: 0.00000  
Annual Equivalent Rate: 0.00000  
Next Int. Comp. Date:

Next Int. Pay Date:  
Maturity Amount: 0.00  
Deposit Number:  
User Ref No:  
Txn Narrative: Payin By DD.  
Business Acquirer Id: TUMA

# Maturity Amount is calculated without considering tax.

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>Account Number</b>	[Mandatory, Numeric, 14] Type the TD account number in which you want to do the pay-in. The name of the account holder is displayed in the adjacent field.
<b>Account Ccy</b>	[Display] This field displays the currency assigned to the product at the product level 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 TD product is USD, the account opened under that product has USD as its account currency.
<b>Principal Balance</b>	[Display] This field displays the principal balance of the TD account. Principal balance is the sum of the principal amount of all the deposits, falling under a single TD account. The account currency is displayed in the adjacent field.
<b>Txn Currency</b>	[Display] This field displays the transaction currency.
<b>Acy Rate</b>	[Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded.

<b>Field Name</b>	<b>Description</b>
<b>Txn Rate</b>	[Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded.
<b>Payin Amount</b>	[Display] This field displays the payin amount based on the DD amount.
<b>Txn Amount</b>	[Display] This field displays the transaction amount.
<b>Compounding Frequency</b>	[Display] This field displays the compounding frequency.
<b>Int Payout Frequency</b>	[Display] This field displays the time interval at which the pay out for TD will be made.
<b>Base for rate</b>	[Display] This field displays the base for rate for the account. The options are: <ul style="list-style-type: none"> <li>• Incremental Amount – The deposit amount is considered as the base, and the interest rate defined at the product level slabs is applied as the interest rate for this deposit.</li> <li>• Cumulative For The Deposit – The sum total of all the deposits under the TD Account (including this new deposit), is considered as the base, and the interest rate defined at the product level slabs is applied as the interest rate for this deposit.</li> <li>• Cumulative For All Deposits - The sum total of all the deposits under the TD Account (including this new deposit), is considered as the base, and the interest rate defined at the product level slabs is applied as the interest rate for all deposits under this account.</li> </ul>
<b>Maturity Date Factor</b>	[Mandatory, Radio Button] Click the appropriate option. The options are: <ul style="list-style-type: none"> <li>• Term</li> <li>• Maturity Date</li> </ul>
<b>Term</b>	
<b>Value Date</b>	[Display] This field displays the value date. The value date signifies the date from which the TD is effective.

Field Name	Description
<b>Term</b>	<p>[Conditional, Numeric, Four, Four]</p> <p>Type the term in months and days for which the TD is being initiated.</p> <p>The term should be within the maximum and minimum limits specified at the product level.</p> <p>This field is enabled if the <b>Term</b> option is selected in the <b>Maturity Date Factor</b> field.</p>
<b>Int Start Date</b>	<p>[Display]</p> <p>This field displays the payin start date.</p>
<b>Maturity Date</b>	<p>[Display]</p> <p>This field display the date on which the new deposit will mature.</p>
<b>Rate</b>	
<b>Interest Rate</b>	<p>[Display]</p> <p>This field displays the rate of interest for the new TD account.</p>
<b>Product Variance</b>	<p>[Display]</p> <p>This field displays the product variance.</p> <p>The product variance is the interest variance defined at the product level for the slab in which TD principal balance and term fits in.</p>
<b>Deposit Variance</b>	<p>[Mandatory, Numeric, Two, Five]</p> <p>Type the deposit variance defined for the particular term deposit under the TD account.</p> <p>The variance specified should be within the minimum and maximum variance specified at the product level.</p>
<b>Net Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the interest is paid against the deposit.</p> <p><i>Net Rate = Interest Rate (At deposit level) + Deposit Variance + Product Variance</i></p> <p>The net rate should be within the minimum and maximum interest rate, specified at the product level.</p>
<b>Scheme Variance</b>	<p>[Display]</p> <p>This field displays the scheme variance.</p>
<b>Scheme Rate</b>	<p>[Display]</p> <p>This field displays the scheme rate.</p>

<b>Field Name</b>	<b>Description</b>
<b>Annual Equivalent Rate</b>	<p>[Display]</p> <p>This field displays the annual equivalent rate. AER is the annualized rate of return which the bank pays to the customer. It is a regulatory requirement that the bank publishes the AER for the entire deposits product as a part of the product brochures as well as when interest is finally paid out to the customer, the AER is to be published along with the actual interest rate which is paid to the customer. So for all deposits, including CASA, Term Deposits, Notice and structured deposits AER should be computed and displayed.</p> <p>The calculation of the AER depends on the number of compounding cycles and also the rate of the deposit. AER is calculated at the time of account opening. AER is re-calculated whenever there is a change in the interest rate for the deposits.</p>
<b>Next Int. Pay Date</b>	<p>[Display]</p> <p>This field displays the next interest pay date. Depending on the Interest Payout Frequency interval specified, the system calculates the next interest due date. Consider the following example: Interest Payout Frequency = Quarterly Interest Compounding Frequency = Monthly Deposit initiated date = 31/12/2003 Next Interest Payout Date = 31/03/2004.</p>
<b>Next Int. Comp. Date</b>	<p>[Display]</p> <p>This field displays the next interest compounding date. Depending on the Interest Compounding Frequency duration specified, the system calculates the next interest compounding date. Consider the following example: Interest Payout Frequency = Quarterly Interest Compounding Frequency = Monthly Deposit initiated date = 31/12/2003 Next Interest Compounding Date = 31/01/2004.</p>
<b>Maturity Amount</b>	<p>[Display]</p> <p>This field displays the total amount to be received on the maturity of the deposit. This amount is inclusive of the TDS, if any.</p>
<b>Deposit Number</b>	<p>[Display]</p> <p>This field displays the deposit number of the customer. The deposit number signifies the number of deposits opened in an account. The deposit number is incremented every time a new deposit is created in an account. It may or may not be created due to interest payout or renewal.</p>
<b>User Ref No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p>

Field Name	Description
<b>Txn. Narrative</b>	[Mandatory, Alphanumeric, 40] Type the narration for the transaction. The system displays the default narration "Payin By DD".
<b>Business Acquirer Id</b>	[Mandatory, Pick List] Select the business acquirer id from the pick list. By default, the system displays the teller id who has performed the transaction.

11. Click the **UDF** button. The system displays the **UDF Details** screen.
12. Enter the relevant details and click the **Validate** button. The system displays the message "Validation procedure completed".
13. Click the **Ok** button. The system displays the main screen.
14. Click the **Ok** button.
15. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
16. The system displays the **Document Receipt** screen.
17. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
18. The system displays the message "Printed Successfully?". Click the **Ok** button.
19. Click the **Cancel** button.
20. The system displays the serial number. Click the **Ok** button.

## 7.14. 8309 - BC Liquidation

Using this option you can liquidate (cancellation, payment or refund) a BC issued by the bank. Cancellation is done in case customer has requested for issue of BC and has reverted to bank to cancel the same. Payment of BC is done by the beneficiary of the BC. Refund of BC is similar to BC cancellation from a FLEXCUBE processing perspective.

### Definition Prerequisites

- 8307 - BC Liquidation Inquiry
- Valid BC instrument should be issued

### Modes Available

Not Applicable

### To inquiry the external lien history

1. Type the fast path **8309** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > BC Liquidation**.
2. The system displays the **BC Liquidation** screen.

### BC Liquidation

BC Liquidation\*

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

BC Ccy :  BC Amount :

BC No :  Routing No :

BC Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

### Field Description

Field Name	Description
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Field Name	Description
<b>Liq Mode</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the liquidation mode for BC from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Cancellation</b> - Purchaser of BC wants payment against the instrument.</li> <li>• <b>Payment</b> – Beneficiary of BC wants payment against the instrument.</li> <li>• <b>Refund</b> – Purchaser has lost the instrument and wants the money refunded.</li> </ul>
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the <b>FLEXCUBE Retail</b> serial number of the BC to be liquidated.</p> <p>The BC should be a valid BC issued by your bank.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number automatically comprising the branch code, instrument type and a running serial number.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Liq Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the BC type of liquidation from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Against GL</li> <li>• Against Account</li> <li>• Against TD Account</li> </ul>
<b>Bank Code</b>	<p>[Display]</p> <p>This field displays the issuer of the BC.</p>
<b>Issuer Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank that has issued the BC.</p>
<b>BC Ccy</b>	<p>[Display]</p> <p>This field displays the currency in which the BC is issued.</p>
<b>BC Amount</b>	<p>[Display]</p> <p>This field displays the amount for the BC. This amount is in the currency of the BC.</p>

Field Name	Description
<b>BC No</b>	<p>[Display]</p> <p>This field displays the cheque number of the BC.</p> <p>This is the MICR number of the BC. For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by MICR number or the serial number.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>39</sup> = Sector Code / Bank Code + Branch Code</p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>

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<sup>39</sup>(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.)

<b>Field Name</b>	<b>Description</b>
<b>BC Status</b>	<p>[Display] This field displays the status of the BC. The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Canceled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for BCs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display] This field displays the date on which the BC is issued.</p>
<b>Liquidation Date</b>	<p>[Display] This field displays the liquidation date. This field is blank while performing an inquiry.</p>
<b>Issue Mode</b>	<p>[Display] This field displays the mode of issue of the BC. For example, Against Cash, Against GL etc.</p>
<b>Drawee Acct No</b>	<p>[Display] This field displays the drawee account number of the issuer bank.</p>
<b>Beneficiary Name</b>	<p>[Display] This field displays the name of the beneficiary of the BC.</p>
<b>Passport / IC No</b>	<p>[Display] This field displays the identification collected from the beneficiary of the BC.</p>
<b>Beneficiary Addr</b>	<p>[Display] This field displays the contact address of the beneficiary.</p>
<b>Lost/ Caution Details</b>	<p>[Display] This field displays the lost/ caution details.</p>

3. Select the liquidation mode and the liquidation type from the drop-down list.
4. Enter the serial number.
5. Select the liquidation type from the drop-down list.
6. Click the **Ok** button.

- The system displays the message "Do You Want to Continue".

## BC Liquidation

The screenshot shows the 'BC Liquidation' application window. The main form contains the following fields:

- Liq Mode: Payment
- Serial No: 024012000020
- Liq Type: Cash
- Bank Code: HDFC BANK LTD
- Issue Branch: 240 SANDOZ - MUMBAI
- BC Ccy: INR
- BC Amount: 1,000.00
- BC No: [Empty]
- Routing No: 400240002
- BC Status: Issued
- Issue Date: 31/12/2010
- Liquidation Date: 15/04/2011
- Issue Mode: Savings Account
- Drawee Acct No: 5010000001264
- Passport/IC No: [Empty]
- Beneficiary Name: AUTOUSER1
- Beneficiary Address: [Empty]
- Lost/Caution Details: [Empty]

A dialog box titled 'Message from webpage' is overlaid on the form, containing the text 'contd : Do you want to continue?' and 'OK' and 'Cancel' buttons.

The application window has a bottom navigation bar with the following tabs: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque. At the bottom right, there are buttons for UDF, OK, Close, and Clear.

- Click the **Ok** button.
- The system displays the appropriate screen according to the option selected in the **Liquidation Type** field.
- Enter the required information in the various screens.

## BC Liquidation By Cash

**BC Liquidation\***

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

BC Ccy :  BC Amount :

BC No :  Routing No :

BC Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Payable Branch :

BC Ccy :  Txn Ccy :

BC Ccy Rate :  Txn Ccy Rate :

BC Amount :

Charges (Lcy) :

Net Amount :

User Reference No :

Narrative :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable. This is defaulted from the <b>BC Liquidation Inquiry</b> screen.
<b>BC Ccy</b>	[Display] This field displays the currency in which the BC is issued.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list. The walk-in customer would be paid in this currency.
<b>BC Ccy Rate</b>	[Display] This field displays the rate at which the BC currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded. The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the cheque currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

Field Name	Description
<b>Txn Ccy Rate</b>	[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 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.
<b>BC Amount</b>	[Display] This field displays the amount for which the BC is issued. This amount is in the currency of the BC.
<b>Charges (Lcy)</b>	[Display] This field displays the charges associated with the liquidation of BC. These are defined in Local currency. The user can modify the charges using the Service Charge Detail link.
<b>Net Amount</b>	[Display] This field displays the amount that will finally be given to the customer. This amount is net of charges if any, and is in the transaction currency.
<b>User Reference No</b>	[Optional, Alphanumeric, 40] Type the user reference number. It is used to identify the transaction.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the description for the transaction. This field displays the default narration, based on the transaction.

11. Click the **Ok** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
15. The system displays the message "Printed Successfully?". Click the **Ok** button.
16. Click the **Cancel** button.
17. The system displays the serial number. Click the **Ok** button.

## 7.15. 1833 - BC Liquidation

Using this option you can liquidate (cancellation, payment or refund) a BC issued by the bank. Cancellation is done in case customer has requested for issue of BC and has reverted to bank to cancel the same. Payment of BC is done by the beneficiary of the BC. Refund of BC is similar to BC cancellation from a FLEXCUBE processing perspective.

### Definition Prerequisites

- 8307 - BC Liquidation Inquiry
- Valid BC instrument should be issued

### Modes Available

Not Applicable

### To inquiry the external lien history

1. Type the fast path **1833** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > BC Liquidation**.
2. The system displays the **BC Liquidation** screen.

### BC Liquidation

BC Liquidation\*

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

BC Ccy :  BC Amount :

BC No :  Routing No :

BC Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

### Field Description

Field Name	Description
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Field Name	Description
<b>Liq Mode</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the liquidation mode for BC from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Cancellation</b> - Purchaser of BC wants payment against the instrument.</li> <li>• <b>Payment</b> – Beneficiary of BC wants payment against the instrument.</li> <li>• <b>Refund</b> – Purchaser has lost the instrument and wants the money refunded.</li> </ul>
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the <b>FLEXCUBE Retail</b> serial number of the BC to be liquidated.</p> <p>The BC should be a valid BC issued by your bank.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number automatically comprising the branch code, instrument type and a running serial number.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Liq Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the BC type of liquidation from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Against GL</li> <li>• Against Account</li> <li>• Against TD Account</li> </ul>
<b>Bank Code</b>	<p>[Display]</p> <p>This field displays the issuer of the BC.</p>
<b>Issue Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank that has issued the BC.</p>
<b>BC Ccy</b>	<p>[Display]</p> <p>This field displays the currency in which the BC is issued.</p>
<b>BC Amount</b>	<p>[Display]</p> <p>This field displays the amount for the BC. This amount is in the currency of the BC.</p>

Field Name	Description
<b>BC No</b>	<p>[Display]</p> <p>This field displays the cheque number of the BC.</p> <p>This is the MICR number of the BC. For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by MICR number or the serial number.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>40</sup> = Sector Code / Bank Code + Branch Code</p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>

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<sup>40</sup>(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.)

<b>Field Name</b>	<b>Description</b>
<b>BC Status</b>	<p>[Display] This field displays the status of the BC. The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Canceled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for BCs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display] This field displays the date on which the BC is issued.</p>
<b>Liquidation Date</b>	<p>[Display] This field displays the liquidation date. This field is blank while performing an inquiry.</p>
<b>Issue Mode</b>	<p>[Display] This field displays the mode of issue of the BC. For example, Against Cash, Against GL etc.</p>
<b>Drawee Acct No</b>	<p>[Display] This field displays the drawee account number of the issuer bank.</p>
<b>Beneficiary Name</b>	<p>[Display] This field displays the name of the beneficiary of the BC.</p>
<b>Passport / IC No</b>	<p>[Display] This field displays the identification collected from the beneficiary of the BC.</p>
<b>Beneficiary Addr</b>	<p>[Display] This field displays the contact address of the beneficiary.</p>
<b>Lost/ Caution Details</b>	<p>[Display] This field displays the lost/ caution details.</p>

3. Select the liquidation mode and the liquidation type from the drop-down list.
4. Enter the serial number.
5. Select the liquidation type from the drop-down list.
6. Click the **Ok** button.

7. The system displays the message "Do You Want to Continue".

## BC Liquidation

The screenshot shows the 'BC Liquidation' application window. The form contains the following fields and values:

- Liq Mode: Payment
- Serial No: 024012000020
- Liq Type: Cash
- Bank Code: HDFC BANK LTD
- Issue Branch: 240 SANDOZ - MUMBAI
- BC Ccy: INR
- BC Amount: 1,000.00
- BC No: [Empty]
- Routing No: 400240002
- BC Status: Issued
- Issue Date: 31/12/2010
- Liquidation Date: 15/04/2011
- Issue Mode: Savings Account
- Drawee Acct No: 5010000001264
- Passport/IC No: [Empty]
- Beneficiary Name: AUTOUSER1
- Beneficiary Address: [Empty]
- Lost/Caution Details: [Empty]

A dialog box titled 'Message from webpage' is displayed in the center, containing the text 'contd : Do you want to continue?' and 'OK' and 'Cancel' buttons.

The application window has a bottom navigation bar with the following tabs: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque. At the bottom right, there are buttons for UDF, OK, Close, and Clear.

8. Click the **Ok** button.

9. The system displays the appropriate screen according to the option selected in the **Liquidation Type** field.

10. Enter the required information in the various screens.

## BC Liquidation By Cash

**BC Liquidation\***

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

BC Ccy :  BC Amount :

BC No :  Routing No :

BC Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Payable Branch :

BC Ccy :  Txn Ccy :

BC Ccy Rate :  Txn Ccy Rate :

BC Amount :

Charges (Lcy) :

Net Amount :

User Reference No :

Narrative :

---

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable. This is defaulted from the <b>BC Liquidation Inquiry</b> screen.
<b>BC Ccy</b>	[Display] This field displays the currency in which the BC is issued.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list. The walk-in customer would be paid in this currency.
<b>BC Ccy Rate</b>	[Display] This field displays the rate at which the BC currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded. The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the cheque currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

Field Name	Description
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>BC Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the BC is issued.</p> <p>This amount is in the currency of the BC.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges associated with the liquidation of BC.</p> <p>These are defined in Local currency. The user can modify the charges using the Service Charge Detail link.</p>
<b>Net Amount</b>	<p>[Display]</p> <p>This field displays the amount that will finally be given to the customer. This amount is net of charges if any, and is in the transaction currency.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>It is used to identify the transaction.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the description for the transaction.</p> <p>This field displays the default narration, based on the transaction.</p>

11. Click the **Ok** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
15. The system displays the message "Printed Successfully?". Click the **Ok** button.
16. Click the **Cancel** button.
17. The system displays the serial number. Click the **Ok** button.

## 7.16. 2833 - BC Liquidation Against A/c UBS

Using this option you can liquidate (cancellation, payment or refund) a BC issued by the bank. Cancellation is done in case customer has requested for issue of BC and has reverted to bank to cancel the same. Payment of BC is done by the beneficiary of the BC. Refund of BC is similar to BC cancellation from a FLEXCUBE processing perspective.

### Definition Prerequisites

- 8307 - BC Liquidation Inquiry
- Valid BC instrument should be issued

### Modes Available

Not Applicable

### To inquiry the external lien history

1. Type the fast path **2833** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > BC Liquidation Against A/c UBS** .
2. The system displays the **BC Liquidation** screen.

### BC Liquidation

**BC Liquidation\***

Liq Mode :

Serial No :

Liq Type : **Against Account**

Bank Code :

Issue Branch :

BC Ccy :  BC Amount :

BC No :  Routing No :

BC Status :

Issue Date : **20/02/2011** Liquidation Date : **20/02/2011**

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

### Field Description

Field Name	Description
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Field Name	Description
<b>Liq Mode</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the liquidation mode for BC from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Cancellation</b> - Purchaser of BC wants payment against the instrument.</li> <li>• <b>Payment</b> – Beneficiary of BC wants payment against the instrument.</li> <li>• <b>Refund</b> – Purchaser has lost the instrument and wants the money refunded.</li> </ul>
<b>Serial No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the <b>FLEXCUBE Retail</b> serial number of the BC to be liquidated.</p> <p>The BC should be a valid BC issued by your bank.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number automatically comprising the branch code, instrument type and a running serial number.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Liq Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the BC type of liquidation from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Against GL</li> <li>• Against Account</li> <li>• Against TD Account</li> </ul>
<b>Bank Code</b>	<p>[Display]</p> <p>This field displays the issuer of the BC.</p>
<b>Issuer Branch</b>	<p>[Display]</p> <p>This field displays the branch of the bank that has issued the BC.</p>
<b>BC Ccy</b>	<p>[Display]</p> <p>This field displays the currency in which the BC is issued.</p>
<b>BC Amount</b>	<p>[Display]</p> <p>This field displays the amount for the BC. This amount is in the currency of the BC.</p>

Field Name	Description
<b>BC No</b>	<p>[Display]</p> <p>This field displays the cheque number of the BC.</p> <p>This is the MICR number of the BC. For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by MICR number or the serial number.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option.</p> <p><i>Routing Number</i><sup>41</sup> = Sector Code / Bank Code + Branch Code</p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> (Fast Path: STM59) option.</p>

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<sup>41</sup>(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.)

<b>Field Name</b>	<b>Description</b>
<b>BC Status</b>	<p>[Display] This field displays the status of the BC. The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Canceled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for BCs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display] This field displays the date on which the BC is issued.</p>
<b>Liquidation Date</b>	<p>[Display] This field displays the liquidation date. This field is blank while performing an inquiry.</p>
<b>Issue Mode</b>	<p>[Display] This field displays the mode of issue of the BC. For example, Against Cash, Against GL etc.</p>
<b>Drawee Acct No</b>	<p>[Display] This field displays the drawee account number of the issuer bank.</p>
<b>Beneficiary Name</b>	<p>[Display] This field displays the name of the beneficiary of the BC.</p>
<b>Passport / IC No</b>	<p>[Display] This field displays the identification collected from the beneficiary of the BC.</p>
<b>Beneficiary Addr</b>	<p>[Display] This field displays the contact address of the beneficiary.</p>
<b>Lost/ Caution Details</b>	<p>[Display] This field displays the lost/ caution details.</p>

3. Select the liquidation mode and the liquidation type from the drop-down list.
4. Enter the serial number.
5. Select the liquidation type from the drop-down list.
6. Click the **Ok** button.

7. The system displays the message "Do You Want to Continue".

## BC Liquidation

The screenshot shows the 'BC Liquidation' form with the following fields filled:

- Liq Mode: Payment
- Serial No: 024012000020
- Liq Type: Cash
- Bank Code: HDFC BANK LTD
- Issue Branch: 240 SANDOZ - MUMBAI
- BC Ccy: INR
- BC Amount: 1,000.00
- BC No: [Empty]
- Routing No: 400240002
- BC Status: Issued
- Issue Date: 31/12/2010
- Liquidation Date: 15/04/2011
- Issue Mode: Savings Account
- Drawee Acct No: 5010000001264
- Passport/IC No: [Empty]
- Beneficiary Name: AUTOUSER1
- Beneficiary Address: [Empty]
- Lost/Caution Details: [Empty]

A dialog box titled 'Message from webpage' is displayed in the center, containing the text 'contd : Do you want to continue?' and 'OK' and 'Cancel' buttons.

At the bottom of the form, there is a navigation bar with the following tabs: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque. Below the tabs are buttons for UDF, OK, Close, and Clear.

8. Click the **Ok** button.

9. The system displays the appropriate screen according to the option selected in the **Liquidation Type** field.

10. Enter the required information in the various screens.

## BC Liquidation By Cash

**BC Liquidation\***

Liq Mode :

Serial No :

Liq Type :

Bank Code :

Issue Branch :

BC Ccy :  BC Amount :

BC No :  Routing No :

BC Status :

Issue Date :  Liquidation Date :

Issue Mode :

Drawee Acct No :  Passport/IC No :

Beneficiary Name :

Beneficiary Address :

Lost/Caution Details :

Payable Branch :

BC Ccy :  Txn Ccy :

BC Ccy Rate :  Txn Ccy Rate :

BC Amount :

Charges (Lcy) :

Net Amount :

User Reference No :

Narrative :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the BC is payable. This is defaulted from the <b>BC Liquidation Inquiry</b> screen.
<b>BC Ccy</b>	[Display] This field displays the currency in which the BC is issued.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the currency from the drop-down list. The walk-in customer would be paid in this currency.
<b>BC Ccy Rate</b>	[Display] This field displays the rate at which the BC currency is converted to the local currency of the bank. The exchange rate values must be defined and downloaded. The teller's right to change the cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the cheque currency and the local currency are same, the field takes the default value as 1, which cannot be modified.

Field Name	Description
<b>Txn Ccy Rate</b>	[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 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.
<b>BC Amount</b>	[Display] This field displays the amount for which the BC is issued. This amount is in the currency of the BC.
<b>Charges (Lcy)</b>	[Display] This field displays the charges associated with the liquidation of BC. These are defined in Local currency. The user can modify the charges using the Service Charge Detail link.
<b>Net Amount</b>	[Display] This field displays the amount that will finally be given to the customer. This amount is net of charges if any, and is in the transaction currency.
<b>User Reference No</b>	[Optional, Alphanumeric, 40] Type the user reference number. It is used to identify the transaction.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the description for the transaction. This field displays the default narration, based on the transaction.

11. Click the **Ok** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.
15. The system displays the message "Printed Successfully?". Click the **Ok** button.
16. Click the **Cancel** button.
17. The system displays the serial number. Click the **Ok** button.

## 7.17. 8325 - DD Revalidation\*

For remittance instruments like banker's cheque and demand draft the bank can define a period after which the instrument will be marked as a stale instrument.

At the time of liquidation the system calculates the stale period and rejects the instrument if it has crossed the stale period. The instrument must be revalidated for liquidation

Using this option you can revalidate the expired demand draft.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- 8305 - DD Sale Against Cash
- 8306-DD Sale - Against GL

### Modes Available

Not Applicable

### To revalidate the demand draft

1. Type the fast path **8325** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > DD Revalidation**.
2. The system displays the **DD Revalidation** screen.

### DD Revalidation

The screenshot shows the 'DD Revalidation\*' screen with the following fields and values:

- Serial No :
- Bank Code :
- Payee Branch :
- Issue Branch :
- DD Ccy :
- DD Amount :
- DD No :
- Routing No :
- DD Status :
- Issue Date : 31/10/2015
- Liquidation Date : 01/01/1800
- Issue Mode :
- Passport / IC No :
- Issue A/C No :
- Beneficiary Name :
- Beneficiary Addr :
- Narrative : DD Revalidation Inquiry

At the bottom, there is a navigation bar with buttons for 'UDF', 'OK', 'Close', and 'Clear'. Above the navigation bar, there is a row of tabs: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, and Travellers Cheque.

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Serial No</b>	<p>[Mandatory, Numeric, 12] Type the serial number. For a remittance instrument such as a BC 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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Bank Code</b>	<p>[Display] This field displays the name of the bank on which the DD is drawn.</p>
<b>Payee Branch</b>	<p>[Display] This field displays the branch of the bank where DD is payable.</p>
<b>Issue Branch</b>	<p>[Display] This field displays the branch of the bank, which has issued the DD.</p>
<b>DD Ccy</b>	<p>[Display] This field displays the currency in which the DD has been issued. The cheque CCY is converted into the transaction currency based on the exchange rate set up for the transaction.</p>
<b>DD Amount</b>	<p>[Display] This field displays the amount of the DD issued in the currency of the DD.</p>
<b>DD No</b>	<p>[Display] This field displays the MICR number of the DD. For every remittance instrument, the user needs to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by the MICR number or the serial number.</p>

Field Name	Description
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the cheque has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>42</sup> = Sector Code / Bank Code + Branch Code</p>
<b>DD Status</b>	<p>[Display]</p> <p>This field displays the status of the DD at time of revalidation. The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for DDs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display]</p> <p>This field displays the date on which the DD is issued.</p>
<b>Liquidation Date</b>	<p>[Display]</p> <p>This field displays the date on which the DD was liquidated. It remains blank if DD is unpaid till date.</p>
<b>Issue Mode</b>	<p>[Display]</p> <p>This field displays the mode of issue of the DD. For example, Against Cash, Against GL etc.</p>
<b>Passport /IC No</b>	<p>[Display]</p> <p>This field displays the identification details collected from the beneficiary of the DD.</p>
<b>Beneficiary Name</b>	<p>[Display]</p> <p>This field displays the name of the beneficiary of the DD.</p>

<sup>42</sup>(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
<b>Issue A/C No</b>	[Display] This field displays the account number of the issuer, if DD was issued against account of any customer.
<b>Beneficiary Addr</b>	[Display] This field displays the contact address of the beneficiary.
<b>Narrative</b>	[Display] This field displays the default narration, based on the transaction.

3. Enter the serial number and press the **<Tab>** or **<Enter>** key.
4. Click the **Ok** button.
5. The system displays the message "Do You Want to continue?". Click the **Ok** button.
6. The system displays the **DD Revalidation** screen.

## DD Revalidation

DD Revalidation\*

Serial No :

Bank Code :

Payee Branch :  Issue Branch :

DD Ccy :  DD Amount :

DD No :  Routing No :

DD Status :

Issue Date :  Liquidation Date :

Issue Mode :  Passport / IC No :

Issue A/C No :

Beneficiary Name :

Beneficiary Addr :

Narrative :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UBF OK Close Clear

## Field Description

Field Name	Description
<b>Date Updated</b>	[Display] This field displays the default current posting date. This is the date on which the status of the DD is being updated.

<b>Field Name</b>	<b>Description</b>
<b>New Status</b>	[Display] This field displays the renewed status of the DD. The options are: <ul style="list-style-type: none"><li>• Lost</li><li>• Caution</li><li>• Issued</li></ul>

7. Click the **Ok** button.
8. The system displays the message serial number. Click the **OK** button.
9. The system displays the **Authorization Reason** screen.
10. Enter the relevant information and click the **Grant** button.
11. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
12. The system displays the **Document Receipt** screen.
13. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.
14. The system displays the serial number. Click the **Ok** button.

## 7.18. 8315 - DD Lost Status Update

Using this option, you can mark the status of the instrument as Lost if the demand draft issued by the bank is lost. The transaction can be reversed on the same day, thus reverting to the instrument's original status. Whenever the option is invoked, the system first performs an inquiry on the DD and then goes to the Update screen.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM97 - Currency Code Maintenance
- BAM20 - Bank Codes Maintenance
- IV001 - Stock Transaction
- CHM37 - Cheque book Issue
- 8305 - DD Sale Against Cash
- 8306 - DD sale against GL

### Modes Available

Not Applicable

### To modify the status of a demand draft

1. Type the fast path **8315** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > DD Lost Status Update**.
2. The system displays the **DD Lost Status Update** screen.

### DD Lost Status Update

DD Lost Status Update\*

Serial No. :

Bank Code :

Payee Branch :  Issue Branch :

DD Ccy :  DD Amount :

DD No. :  Routing No. :

DD Status :

Issue Date : 28/02/2014  Liquidation Date : 01/01/1800

Issue Mode :  Passport / IC No :

Issue A/C No :

Beneficiary Name :

Beneficiary Addr :

Address2 :

Address3 :

Narrative : DD. Lost Status Inquiry

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

## Field Description

Field Name	Description
<b>Serial No</b>	<p>[Mandatory, Numeric, 12] Type the serial number.</p> <p>For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.</p> <p>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.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Bank Code</b>	<p>[Display] This field displays the bank on which the DD is drawn.</p>
<b>Payee Branch</b>	<p>[Display] This field displays the branch where the DD shall be payable.</p>
<b>Issue Branch</b>	<p>[Display] This field displays the branch of the bank, which has issued the DD.</p>

Field Name	Description
<b>DD Ccy</b>	[Display] This field displays the currency in which the DD has been issued. The DD Ccy is converted into the transaction currency based on the exchange rate set up for the transaction.
<b>DD Amount</b>	[Display] This field displays the amount for which the DD is issued. This amount is in the currency of the DD.
<b>DD No</b>	[Display] This field displays the DD number. This is the MICR number of the DD. For every remittance instrument, you need to maintain an MICR number. This number will be printed on the instrument if the instrument is expected to come in for clearing through an 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 / enquired upon by the MICR number or the serial number.
<b>Routing No</b>	[Display] This field displays the routing number against which the DD has been drawn. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> option. <i>Routing Number</i> <sup>43</sup> = Sector Code / Bank Code + Branch Code

<sup>43</sup>(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
<b>DD Status</b>	<p>[Display] This field displays the status of the DD at the time of inquiry. The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for DDs marked as lost, all other status are marked by the system itself.</p>
<b>Issue Date</b>	<p>[Display] This field displays the date on which the DD was issued.</p>
<b>Liquidation Date</b>	<p>[Display] This field displays the date on which DD was liquidated. It remains blank if DD is unpaid till date.</p>
<b>Issue Mode</b>	<p>[Display] This field displays the mode of issue of the DD. For example, Against Cash, Against GL etc.</p>
<b>Passport /IC No</b>	<p>[Display] This field displays the identification collected from the purchaser of the DD at time of issue of DD.</p>
<b>Beneficiary Name</b>	<p>[Display] This field displays the name of the beneficiary of the DD.</p>
<b>Issue A/C No</b>	<p>[Display] This field displays the account number of the purchaser of DD.</p>
<b>Beneficiary Addr</b>	<p>[Display] This field displays the contact address of the beneficiary.</p>
<b>Narrative</b>	<p>[Display] This field displays the default narration, based on the transaction.</p>

3. Enter the serial number and press the **<Tab>** or **<Enter>** key.
4. Click the **Ok** button.
5. The system displays the message "The serial number is..". Click the **Ok** button
6. The system displays the message "Do You Want to Continue". Click the **Ok** button.

7. The system displays the **DD Lost Status Update** screen.

## DD Lost Status Update

**DD Lost Status Update\***

Serial No. : 024013000012  
 Bank Code :  
 Payee Branch : SANDOZ - MUMBAI Issue Branch : SANDOZ - MUMBAI  
 Cheque Ccy : INR Cheque Amount : 55.00  
 Cheque No. : 000000123654 Routing No. : 400240002  
 Cheque Status : Issued  
 Issue Date : 31/12/2007 Liquidation Date : 15/01/2008  
 Issue Mode : Cash Passport / IC No : 123321123  
 Issue A/C No :  
 Beneficiary Name : TESTING 8305  
 Beneficiary Addr : TESTING 8305 NAME  
 Address2 :  
 Address3 :  
 Narrative : DD. Lost Status Update  
 New Status : Caution Lost/Caution Details : Bank Decision

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

### Field Description

Field Name	Description
<b>New Status</b>	[Mandatory, Drop-Down] Select the status of the DD from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Lost</li> <li>• Caution</li> <li>• Issued</li> </ul>
<b>Lost/Caution Details</b>	[Mandatory, Alphanumeric, 120] Type the detailed description of the lost DD, if any.

- Click the **Ok** button.
- The system displays the message "Authorization Required. Do You Want to continue?". Click the **Ok** button.
- The system displays the **Authorization Reason** screen.
- Enter the relevant information and click the **Grant** button.

12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.
15. The system displays the serial number. It is auto-generated. Click the **Ok** button.

## 7.19. 5525 - Remittance Printing

Oracle FLEXCUBE allows Centralized BC/DD Printing. Using this option you can view all the batch uploaded instruments having MICR number as blank. It also allows you to filter the data based on date and amount. You can print each instrument individually or select the **Check All** check box and select all the records for printing. The system generates the MICR number for the selected instruments (BC/DD) when the **Populate Inventory Number** button is clicked. You can view and print the instrument after the required details are updated.

### Definition Prerequisites

- Issued Instrument batch upload

### Modes Available

Not Applicable

### To initiate remittance printing

1. Type the fast path **5525** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > Remittance Printing**.
2. The system displays the **Remittance Printing** screen.

### Remittance Printing

Remittance Printing\*

Instr Type:  Currency Code:

Issue Branch:  Payable Bank:

From Date:  To Date:

From Amount:  To Amount:

Payable Branch:

Get Check All

Serial No	Micr No	Routing No	Issue Date	Amount	Currency	Payable Branch	Beneficiary Name	Print
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/0

Populate Inventory Number

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

<< >> Print View UDF OK Close Clear

### Field Description

Field Name	Description
------------	-------------

Field Name	Description
<b>Instr.Type</b>	[Mandatory, Drop - Down] Select the instrument type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• Bankers Cheque</li> <li>• Demand Draft</li> </ul>
<b>Currency Code</b>	[Mandatory, Drop-Down] Select the currency code from the drop-down list.
<b>Issue Branch</b>	[Mandatory, Drop-Down] Select the issuer branch code from the drop-down list .
<b>Payable Bank</b>	[Mandatory, Drop-Down] Select the payable bank of the instrument from the drop-down list.
<b>From Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the date from which the instruments to be printed are to be viewed. This date should be less than or equal to current process date.
<b>To Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the date till which the instruments to be printed are to be viewed.
<b>From Amount</b>	[Mandatory, Numeric, 13, Two] Type the from amount. It is the start range for the amount filter parameter.
<b>To Amount</b>	[Mandatory, Numeric, 13, Two] Type the to amount. It is the end point for the amount filter parameter.
<b>Payable Branch</b>	[Display] This field displays the payable branch.
<b>Check All</b>	[Optional, Check Box] Select the <b>Check All</b> check box to select all the instruments for printing. The instruments are printed in batches of 10 instruments.
Column Name	Description
<b>Serial No</b>	[Display] This column displays the serial number of the instrument..
<b>MICR No</b>	[Display] This column displays the MICR number.
<b>Routing No</b>	[Display] This column displays the routing number.
<b>Issue Date</b>	[Display] This column displays the issue date.
<b>Amount</b>	[Display] This column displays the amount.

Field Name	Description
<b>Currency</b>	[Display] This column displays the currency.
<b>Payable Branch</b>	[Display] This column displays the payable branch.
<b>Beneficiary Name</b>	[Display] This column displays the beneficiary name.
<b>Print</b>	[Toggle] Click the toggle status to <b>Y</b> to print the instrument. The default value is <b>N</b> .

3. Select the Instrument type, Currency code, Issue branch and Payable bank from the drop-down list.
4. Select the start date and end date from the pick list.
5. Click the **Get** button. The system displays the records of BC/DD instruments issued through batch upload.
6. Select a particular record for printing.  
OR  
Select the **Check All** check box to select all records for printing.

## Remittance Printing

**Remittance Printing\***

Instr Type:  Currency Code:

Issue Branch:  Payable Bank:

From Date:  To Date:

From Amount:  To Amount:

Payable Branch:

Check All

Serial No	Micr No	Routing No	Issue Date	Amount	Currency	Payable Branch	Beneficiary Name	Print
999922000602	0	0	30/01/2008	1	INR	Head Office Housing Developm	TEST CASE 5.3	N
999922000601	0	0	30/01/2008	1	INR	Head Office Housing Developm	TEST CASE 5.3	Y
999922000603	0	0	01/03/2008	1.13	INR	Head Office Housing Developm	TEST CASE 5.6	Y
999922000571	0	0	15/01/2008	1.457	INR	Head Office Housing Developm	TEST CASE 7.8	N
999922000600	0	0	30/01/2008	418.66	INR	Head Office Housing Developm	TEST CASE 4.13	N
999922000570	0	0	31/12/2007	1000	INR	Head Office Housing Developm	K.K.RAO	Y
999922000514	0	0	30/11/2007	1000	INR	Head Office Housing Developm	K.K.RAO	N
999922000599	0	0	15/01/2008	1000	INR	Head Office Housing Developm	K.K.RAO	N

/  /

7. Click the **Populate Inventory Number** to update the MICR number of the instrument selected.

8. The system displays the message "Please check the populated inventory with physical inventory". Click the **OK** button. You can then validate the physical inventory for the instruments issued .
9. Click the **View** button to view the records selected for printing.
10. Click the **Print** button to initiate the printing process for the records selected.
11. The system displays the message "Printed Successfully?". Click the **OK** button. The records are successfully printed.
12. Click the **Back** button to return to the main screen.
13. Click the **Close** button.

## 7.20. 8326 - Unclaimed Instrument Revalidation

Instruments issued by the bank are categorized as stale if the payment is not claimed within a certain period of time. The issue amount of such instruments is then transferred from issue GL to unclaimed GL. Using this option you can revalidate unclaimed instruments in order to facilitate a payment for stale instruments. However if you make a payment by directly debiting the unclaimed GL for the issued instrument amount, system will not be able to validate the revalidation of such instruments later. Bank needs to handle such situations operationally.

### Definition Prerequisites

- BC/ DD in Unclaimed Status

### Modes Available

Not Applicable

### To inquire the status of unclaimed bankers cheque or demand draft

1. Type the fast path **8326** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > Unclaimed Instrument Revalidation**.
2. The system displays the **Unclaimed Instrument Revalidation** screen.

### Unclaimed Instrument Revalidation

Unclaimed instrument Revalidation\*

Serial No :

Bank Code :

Payee Branch :

Issue Branch :

DD/BC Ccy :

DD/BC Amount :

DD/BC No :

Routing No :

DD/BC Status :

Issue Date :

Liquidation Date :

Issue Mode :

Passport / IC No :

Beneficiary Name :

Issue A/C No :

Beneficiary Addr :

Narrative :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

### Field Description

Field Name	Description
<b>Serial No</b>	[Mandatory, Numeric, 12] Type the serial number of the instrument which has to be revalidated. For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.
<b>Bank Code</b>	[Display] This field displays the code of the bank on which the instrument is drawn.
<b>Payee Branch</b>	[Display] This field displays the branch of the bank where instrument is payable.
<b>Issue Branch</b>	[[Display] This field displays the branch of the bank, which has issued the instrument.
<b>DD/BC Ccy</b>	[Display] This field displays the currency in which the instrument has been issued.
<b>DD/BC Amount</b>	[Display] This field displays the instrument amount in currency of the instrument.
<b>DD/BC No</b>	[Display] This field displays the instrument number.
<b>Routing No</b>	[Display] This field displays the routing number against which the cheque has been drawn. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> (Fast Path: STM54) option. <i>Routing Number</i> <sup>44</sup> = Sector Code / Bank Code + Branch Code For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.
<b>DD/BC Status</b>	[Display] This field displays the status of the instrument at the time of revalidation. By default the status is displayed as Unclaimed in this field.
<b>Issue Date</b>	[Display] This field displays the date on which the instrument is issued.
<b>Liquidation Date</b>	[Display] This field displays the date on which the instrument was liquidated.

<sup>44</sup>(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
<b>Issue Mode</b>	[Display] This field displays the mode of issue of the instrument. For example: Against Cash, Against GL etc.
<b>Passport /IC No</b>	[Display] This field displays the passport / IC number of the customer.
<b>Beneficiary Name</b>	[Display] This field displays the name of the beneficiary.
<b>Issue A/C No</b>	[Display] This field displays the account number of the issuer, if instrument was issued against account of any customer.
<b>Beneficiary Addr</b>	[Display] This field displays the contact address of the beneficiary.
<b>Narrative</b>	[Display] This field displays the default narration based on the transaction.

3. Enter the serial number.
4. Click the **Ok** button.
5. The system displays the message "Do You Want to Continue". Click the **Ok** button.
6. The system displays the **Unclaimed Instrument Revalidation** screen.

## Unclaimed Instrument Revalidation

**Unclaimed Instrument Revalidation\***

Serial No :

Bank Code :

Payee Branch :  Issue Branch :

Cheque Ccy :  Cheque Amount :

Cheque No :

Cheque Status :  Routing No :

Issue Date :  Liquidation Date :

Issue Mode :  Passport / IC No :

Beneficiary Name :  Issue A/C No :

Beneficiary Addr :

Narrative :

Date Updated :

New Status :

---

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

### Field Description

Field Name	Description
<b>Payable Branch</b>	[Display] This field displays the branch of the bank where the instrument is payable.
<b>Date Updated</b>	[Display] This field displays the current posting date. It is the date on which the status of the instrument is updated.
<b>New Status</b>	[Display] This field displays the status of the instrument. The options are: <ul style="list-style-type: none"> <li>• Lost</li> <li>• Caution</li> <li>• Issued</li> </ul>

7. Click the **Ok** button.
8. The system displays the message "Authorization Required. Do You Want to continue?". Click the **OK** button.
9. The system displays the **Authorization Reason** screen.
10. Enter the relevant information and click the **Grant** button.

11. The system displays the transaction sequence number. The transaction sequence number is a system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.

## 7.21. 8319 - Cardless Cash Withdrawal Inquiry

This option is used for withdrawing the cash in cardless cash transfer .You can also cancel the withdrawal transaction by account or by cash.The beneficiary details are validated and the cash is dispersed. Once done, status of the instrument is changed to Paid and the remitter is sent an alert.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL codes Cross Ref Maintenance
- BAM20 - Bank Codes Maintenance
- BAM56 - Currency Code Maintenance
- IV001 - Stock Transactions
- 8318 - Transfer for Cardless Withdrawal

### Modes Available

Not Applicable

### To withdraw Cardless Cash

1. Type the fast path **8319** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > Cardless Cash Withdrawal Inquiry**.
2. The system displays the **Cardless Cash Withdrawal Inquiry** screen.

### Cardless Cash Withdrawal Inquiry

Cardless Cash Withdrawal Inquiry\*

Liquidation Mode :

Liquidation Type :

Beneficiary Mobile Number:

Remitter Pin :

Txn Ccy :

Instrument Status :

Txn Origination Date :

Drawee Account No :

Beneficiary Name :

Beneficiary Address :

Beneficiary Pin :

Txn Amount :

Withdrawal Date :

Card    Change Pin    Cheque    Cost Rate    Denomination    Instrument    Inventory    Pin Validation    Service Charge    Signature    Travellers Cheque

UDF    OK    Close    Clear

## Field Description

Field Name	Description
<b>Liquidation Mode</b>	<p>[Mandatory, Drop-Down]            Select the liquidation mode from the drop-down list.            The options are:</p> <ul style="list-style-type: none"> <li>• Cancellation - Remitter wants the transfer cancelled.</li> <li>• Payment – Beneficiary wants payment against the instrument.</li> </ul> <p>This is the mode against which the cardless cash will get liquidated.</p>
<b>Liquidation Type</b>	<p>[Mandatory, Drop-Down]            If the <b>Liquidation Mode</b> selected is <b>Payment</b>, this field is defaulted to <b>Cash</b>.            If the <b>Liquidation Mode</b> selected is <b>Cancellation</b>, Select the <b>Liquidation Type</b> from drop down list.            The options are:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Against Account</li> </ul>
<b>Remitter's Pin</b>	<p>[Mandatory, Numeric, 4]            Type the verification code provided by the remitter.</p>

<b>Field Name</b>	<b>Description</b>
<b>Beneficiary Mobile Number</b>	[Mandatory, Numeric, 10] Type the Mobile number of the person to whom the money has to be transferred
<b>Txn Ccy</b>	[Display] This field displays the currency in which the funds should be credited in the beneficiary account.
<b>Txn Amount</b>	[Mandatory, Input] Enter the transaction amount. This amount is in the currency of the Txn.
<b>Txn Origination Date</b>	[Display] This field displays the date on which the Txn was done.
<b>Txn Withdrawal Date</b>	[Display] This field displays the default current posting date as liquidation date. It remains blank during the inquiry option.
<b>Drawee Acct No</b>	[Display] This field displays the account number against which the transaction is done. If the Liquidation Mode selected is Cancellation, this field will be an input field
<b>Beneficiary Name</b>	[Display] This field displays the name of the beneficiary .
<b>Beneficiary Address</b>	[Display] This field displays the contact address of the beneficiary.

3. Select the liquidation mode and the liquidation type from the drop-down list.
4. Enter the relevant data.

## Cardless Cash Withdrawal Inquiry

Cardless Cash Withdrawal Inquiry\*

Liquidation Mode :

Liquidation Type :

Beneficiary Mobile Number :

Remitter Pin :

Beneficiary Pin :

Txn Ccy :

Txn Amount :

Instrument Status :

Txn Origination Date :

Withdrawal Date :

Drawee Account No :

Beneficiary Name :

Beneficiary Address :

Message from webpage

contd : Do you want to continue?

OK Cancel

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

5. Click the **Ok** button.
6. The system displays the message "The serial number is..". Click the **Ok** button.
7. The system displays the message "Do You Want to Continue". Click the **Ok** button.
8. The system displays the appropriate screen according to the option selected in the **Liquidation Type** field.
9. Enter the required information in the various screens.

## Cardless Cash Withdrawal

### Field Description

Field Name	Description
<b>Liquidation Mode</b>	<p>[Display] Displays the liquidation mode. The options are:</p> <ul style="list-style-type: none"> <li>• Cancellation - Remitter wants the transfer cancelled.</li> <li>• Payment – Beneficiary wants payment against the instrument.</li> </ul> <p>This is the mode against which the Cardless cash will get liquidated.</p>
<b>Liquidation Type</b>	<p>[Display] Displays the Liquidation type. The options are:</p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Against Account</li> </ul>
<b>Remitter's Pin</b>	<p>[Display] Displays the verification code provided by the remitter.</p>

<b>Field Name</b>	<b>Description</b>
<b>Beneficiary Mobile Number</b>	[Display] Displays the Mobile number of the person to whom the money has to be transferred
<b>Txn Ccy</b>	[Display] This field displays the currency in which the funds should be credited in the beneficiary account.
<b>Txn Amount</b>	[Display] This field displays the transaction amount. This amount is in the currency of the Txn.
<b>Txn Origination Date</b>	[Display] This field displays the date on which the Txn was done.
<b>Txn Withdrawal Date</b>	[Display] This field displays the default current posting date as liquidation date. It remains blank during the inquiry option.
<b>Drawee Acct No</b>	[Display] This field displays the account number against which the transaction is done.
<b>Beneficiary Name</b>	[Display] This field displays the name of the beneficiary .
<b>Beneficiary Address</b>	[Display] This field displays the contact address of the beneficiary.
<b>Instrument Ccy</b>	[Display] This field displays the fund transfer currency.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list. This is the currency in which beneficiary of the cardless cash would like to accept the funds.
<b>Instrument Ccy Rate</b>	[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 cheque 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.
<b>Txn Ccy Rate</b>	[Display] This field displays the rate of conversion to be used for converting the transaction currency to the local currency of the bank. 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 same, the field takes the default value as 1, which cannot be modified.
<b>Instrument Amount</b>	[Display] This field displays the instrument amount.

Field Name	Description
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges that will be levied on the account for cash withdrawal.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> screen. For more information on adding service charges, refer to the <b>Service Charge Definition</b> option in the Definitions User's Guide.</p> <p>The service charges can be attached at the product level, transaction mnemonic level, or at the issuer maintenance level.</p> <p>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.</p>
<b>Net Amount</b>	<p>[Display]</p> <p>This field displays the amount that will be finally paid to the beneficiary.</p> <p><i>Net Amount = Transfer Amount - Charges</i></p> <p>This amount will be in the transaction currency.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>It is used to identify the transaction.</p>
<b>Narrative</b>	<p>[Display]</p> <p>This field displays the default narration, based on the transaction.</p>

## Cardless Cash Withdrawal Against Account

Cardless Cash Withdrawal Against Account\*

Cheque Status : Issued

Account No : 5010000001991 ANIL A PATIL

Account Coy : INR Instrument Coy : INR

Account Coy Rate : 1.00000 InstrumentCoy Rate : 1.00000

Instrument Amount : 8,210.00

Charges (Lcy) : 0.00

Account Amount : 8,210.00

User Reference No :

Narrative : Cardless Cash Withdrawal Against Account

Oracle Flexcube MessageBox -- Webpage D...  
! bnrSeqNo : Transaction sequence number is 31.  
OK

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
------	------------	--------	-----------	--------------	------------	-----------	----------------	----------------	-----------	-------------------

Close Clear

### Field Description

Field Name	Description
------------	-------------

<b>Field Name</b>	<b>Description</b>
<b>Cheque Status</b>	<p>[Display]</p> <p>This field displays the status of the Instrument.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Issued</li> <li>• Cancelled</li> <li>• Paid Through Clearing</li> <li>• Paid by Cash</li> <li>• Paid to Customer account</li> <li>• Suspense</li> <li>• Reversed</li> <li>• Paid by GL</li> <li>• Lost</li> <li>• Unclaimed</li> <li>• Stale</li> </ul> <p>Except for status 'Lost', all others are marked by the system itself.</p>
<b>Account No</b>	<p>[Mandatory, Numeric, 14]</p> <p>Type the CASA account number.</p> <p>The adjacent field displays the name of the customer.</p>
<b>Acct Ccy</b>	<p>[Display]</p> <p>This field displays the currency assigned to the product at the product level, under which the account is opened.</p> <p>All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded.</p> <p>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.</p>
<b>Instrument Ccy</b>	<p>[Display]</p> <p>This field displays the currency in which the cardless cash has been issued.</p> <p>The cheque currency is converted into the transaction 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.</p>
<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the account currency and the local currency are the same, the field takes a default value as 1, which cannot be modified.</p>

Field Name	Description
<b>Instrument Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the cheque currency to the local currency of your bank. This rate is defaulted from the exchange rates specified for the transaction.</p> <p>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.</p> <p>If both the transaction currency and the local currency are the same, the field takes a default value as 1, which cannot be modified.</p>
<b>Instrument Amount</b>	<p>[Display]</p> <p>This field displays the amount for which the cardless cash is issued.</p> <p>This amount is in the currency of the cardless cash.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges in local currency, that will be levied on liquidation of cardless cash.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> screen. For more information on adding service charges, refer to the <b>Service Charge Definition</b> option in the Definitions User's Guide.</p> <p>The service charges can be attached at the product level, transaction mnemonic level, or at the issuer maintenance level.</p> <p>The system displays the total of all the service charges if more than one SC code is attached to the transaction. The default SC can be changed by selecting the <b>Service Charge Details</b> button.</p>
<b>Acct Amount</b>	<p>[Display]</p> <p>This field displays the amount that will be finally credited to the CASA account.</p> <p>This amount will be in the currency of the account, and will include the charges as well as the DD amount.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number.</p> <p>It is used to identify the transaction.</p>
<b>Narrative</b>	<p>[Display]</p> <p>This field displays the default narration, based on the transaction.</p>

## 7.22. 8204 - TC Sale - Walk-in Customer

The bank can sell Traveler's Cheque to customers who do not have an account with the Bank. This can be done only if the bank has sufficient Traveler's cheque to perform the transaction.

Using this option you can sell TC to a walk-in customer.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL codes Cross Ref Maintenance
- BAM20 - Bank Codes Maintenance
- BAM97 - Currency Code Maintenance
- The exchange rate values must be defined and downloaded.

### Modes Available

Not Applicable

### To sell traveler's cheque against cash to walk-in customer

1. Type the fast path **8204** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > TC Sale - Walk-in Customer**.
2. The system displays the **TC Sale - Walk-in Customer** screen.

## TC Sale - Walk-in Customer

### Field Description

Field Name	Description
<b>Issuer Code</b>	[Mandatory, Drop-Down] Select the issuer code from the drop-down list. It is maintained in the <b>Issuer Maintenance</b> option.
<b>TC Ccy</b>	[Mandatory, Drop-Down] Select the TC currency from the drop-down list. It lists all the currencies set up and permissible for the transaction.
<b>Txn Ccy</b>	[Mandatory, Drop-Down] Select the currency of the cheque 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
<b>TC Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting TC currency to the Local currency.</p> <p>The teller's right to change the traveler's cheque currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the transaction currency and the TC currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>TC Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the TC amount.</p> <p>This is the amount of TC the Bank is willing to sell to the customer.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges that will be levied on the account for cash withdrawal.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> option. For more information on adding service charges, refer to the <b>Service Charge Definition</b> option in the Definitions User's Guide.</p> <p>The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level.</p> <p>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.</p>
<b>Txn Amount</b>	<p>[Display]</p> <p>This field displays the transaction amount in the local currency of the bank.</p> <p>This field is populated automatically when the TC Amount, Exchange Rate, and Transaction CCY is entered.</p> <p>This is the total amount that needs to be paid by the customer. This amount is inclusive of charges, if any.</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the name of the beneficiary of the TC.</p>
<b>Passport / IC No</b>	<p>[Mandatory, Alphanumeric, 30]</p> <p>Type the passport or IC number of the beneficiary. This is an identification collected from the beneficiary.</p>

Field Name	Description
<b>Beneficiary Addr</b>	[Mandatory, Alphanumeric, 40] Type the contact address of the beneficiary. This is normally used for record purpose and provides additional information.
<b>User Reference No</b>	[Optional, Alphanumeric, 40] Type the user reference number assigned to the customer.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the narration. By default, the system displays <b>TC.Sale Walk In Customer</b> .

3. Select the issuer code, TC currency, and the transaction currency from the drop-down list.
4. Enter the TC amount, beneficiary name and address, passport/IC number and narration.

### TC Sale - Walk-in Customer

The screenshot shows a web form titled "TC Sale - Walk-in Customer". The form fields are as follows:

- Issuer Code: Danamon Bank (dropdown)
- TC Ccy: IDR (dropdown)
- Txn Ccy: INR (dropdown)
- TC Ccy Rate: 1.00000 (text input)
- Txn Ccy Rate: 213.46000 (text input)
- TC Amount: 10.00 (text input)
- Charges (Lcy): 0.00 (text input)
- Txn Amount: 0.05 (text input)
- Beneficiary Name: John (text input)
- Passport / IC No: 235669 (text input)
- Beneficiary Addr: 14 - Sector, Park Avenue (text input)
- Hill Road (text input)
- California (text input)
- User Reference No: 2 (text input)
- Narrative: TC, Sale Walk In Customer (text input)

At the bottom of the form, there is a navigation bar with the following tabs: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, **Inventory**, Pin Validation, Service Charge, Signature, Travellers Cheque. Below the tabs are buttons for UDF, OK, Close, and Clear.

5. Click the **UDF** button. The system displays the **UDF Details** screen.
6. Click the **Validate** button. The system displays the message "Validation procedure completed".
7. Click the **Ok** button on the UDF Details screen.
8. Click the **Ok** button.
9. The system displays the message "Authorization Required. Do You Want to continue?". Click the **Ok** button.

10. The system displays the **Authorization Reason** screen.
11. Enter the relevant information and click the **Grant** button.
12. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.

## 7.23. 1009 - TC Sale Against Account

Using this option you can sell Traveler's Cheques against the CASA account of the customer from **Oracle FLEXCUBE**. The TCs which are expected to be issued should be available in the inventory of the teller for issuance.

The customer account is debited in the Account Currency with the equivalent of the TC amount after taking the charges into account.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL Code Definition
- BAM97 - Currency Code Maintenance
- BAM20 - Bank Codes Maintenance
- 8051 - CASA Account Opening
- The exchange rate values must be defined and downloaded.

### Modes Available

Not Applicable

### To sell traveler's cheque against an account

1. Type the fast path **1009** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > CASA Account Transactions > Remittance > TC Sale Against Account**.
2. The system displays the **TC Sale Against Account** screen.

## TC Sale Against Account

### Field Description

Field Name	Description
<b>Account No</b>	[Mandatory, Numeric, 14] Type the CASA account number of the customer, which needs to be debited for issuance of traveler's cheque. The adjacent field displays the primary name of the account holder.
<b>Acct Ccy</b>	[Display] This field displays the currency in which the account is held.
<b>Issuer Code</b>	[Mandatory, Drop-Down] Select the issuer code/name of the issuer of the TC's from the drop-down list. It is maintained in the <b>Issuer Maintenance</b> option.
<b>TC Ccy</b>	[Mandatory, Drop-Down] Select the TC currency from the drop-down list. It lists all the currencies set up and permissible for the transaction. This is the currency in which the TCs are being sold. The transaction currency then gets converted to the account currency for posting to the account and to local currency of the bank for posting of GL entries. Based on the Issuer Code and TC currency selected, the system will validate it for correct combination.

Field Name	Description
<b>Acct Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the account currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>TC Ccy Rate</b>	<p>[Display]</p> <p>This field displays the TC currency rate.</p> <p>By default, this field displays the rate at which the TC currency is converted to the local currency of the bank</p> <p>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.</p> <p>If the traveler's cheque currency and the Local are same, the field takes the default value as 1, which cannot be modified.</p>
<b>TC Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the TC amount.</p> <p>The TC amount is the amount of TC the customer wants to buy from the bank. This is the amount in the currency of TC.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the fees charged to the customer for the transaction. The charges can be either charged by the bank or by the issuer of the TC.</p> <p>If the charges pertain to your bank, they are attached at the <b>Transaction Mnemonic Codes</b> option.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> option. For more information on adding service charges, refer to the <b>Service Charge Definition</b> option in the <b>Definitions User's Guide</b>.</p> <p>The service charges can be attached at the product level, transaction mnemonic level, or at the issuer maintenance level.</p> <p>The service charges are levied in the local currency of the bank.</p> <p>The system displays the total of all the service charges if more than one SC code is attached to the transaction.</p>
<b>Account Amt</b>	<p>[Display]</p> <p>This field displays the total amount that will be debited to the customer's account.</p>
<b>Cheque No</b>	<p>[Mandatory, Numeric, 12]</p> <p>Type the cheque number, if the TCs are being sold to the customer against the cheques issued to his/her CASA account.</p> <p>The system will validate this cheque number against the cheques issued to the customer on the account. If the cheque no. is already paid or lost or marked as Stop, the system will show an error. If the cheque is not yet paid the system will change the status to Paid after the transaction is confirmed.</p>

Field Name	Description
<b>BC Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]            Select the BC date from the pick list.            By default, this date has to be the current posting date.            This is the date written on the instrument. This date has to be less than or equal to the current posting date. This date is used to check the validity of the instrument.            If the cheque date is greater than the current posting date, then the cheque has to be treated as a post-dated cheque.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]            Type the user reference number assigned to identify the transaction.            This field is enabled or disabled depending on the profit booking being enabled or disabled for the particular transaction.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]            Type the narration.            By default, the system displays <b>TC Sale Against Account</b>.</p>

3. Enter the account number and press the <Tab> or <Enter> key.
4. Select the issuer code.
5. Enter the TC amount and narration.

### TC Sale Against Account

The screenshot shows a window titled "TC Sale Against Account\*" with the following fields and values:

- Account No : 0100000118360 (ABY M GAYLE)
- Acct Ccy : IDR
- IssuerCode : AMERICAN EXPRESS
- TC Ccy : USD
- Acct Ccy Rate : 1.00000
- TC Ccy Rate : 47.25000
- TC Amount : 5,000.00
- Charges (Lcy) : 0.00
- Account Amt : 236,250.00
- Cheque No : 000000000000
- BC Date : 15/02/2008
- User Reference No :
- Narrative : 0100000118360:TC Sale

At the bottom of the window, there are buttons for: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque, UDF, OK, Close, and Clear.

6. Click the **Ok** button.

7. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **OK** button.
8. The system displays the **Document Receipt** screen.
9. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.

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**Note:** For more information on Authorization transactions, refer to the ***FLEXCUBE Introduction User Manual***.

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## 7.24. 8205 - TC Sale - Against GL

Using this option you can sell Traveler's Cheques against the GL account.

To perform this action, you should ensure that the names of the Banks on whom TCs are drawn on are set up in the **Issuer Maintenance** (Fast Path: BAM09) option. This maintenance is then downloaded to the Branch. Once this is done, the names of the banks who's TCs are to be sold, is populated in the option list. The bank needs to have sufficient stock of TC to perform this transaction.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM99 - GL codes Cross Ref Maintenance
- BAM20 - Bank Codes Maintenance
- BAM97 - Currency Codes Cross Reference
- The exchange rate values must be defined and downloaded.

### Modes Available

Not Applicable

### To sell traveller's cheque against GL

1. Type the fast path **8205** and click **Go** or navigate through the menus to **Transaction Processing > GL Transactions > Remittance > TC Sale - Against GL**.
2. The system displays the **TC Sale - Against GL** screen.

## TC Sale - Against GL

### Field Description

Field Name	Description
<b>Issuer Code</b>	[Mandatory, Drop-Down] Select the issuer code of the bank on whom the TC's are drawn from the drop-down list. It is maintained in the Issuer Maintenance option.
<b>GL Ccy</b>	[Mandatory, Drop-Down] Select the currency of the GL account, which needs to be debited while issuing TC from the drop-down list.
<b>TC Ccy</b>	[Mandatory, Drop-Down] Select the TC currency from the drop-down list. It lists all the currencies set up and permissible for the transaction. This is the currency in which the TCs are being sold.
<b>GL Account No</b>	[Mandatory, Pick List] Select the GL account number against which you want to issue TC from the pick list. The adjacent field displays the GL code.
<b>GL Ccy Rate</b>	[Display] This field displays the rate of conversion to be used for converting the account currency to the local currency of the bank. If the local currency and the account currency are same, the field takes the default value as 1, which cannot be modified.

Field Name	Description
<b>TC Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting TC currency to the Local currency.</p> <p>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.</p> <p>If the GL currency and the TC currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>TC Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the TC amount.</p> <p>This is the amount of TC; the bank would like to sell by this transaction.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges that will be levied on the account for cash withdrawal.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> option. For more information on adding service charges, refer to the <b>Service Charge Definition</b> option in the Definitions User's Guide.</p> <p>The service charges can be attached at the product level, transaction mnemonic level or at the issuer maintenance level.</p> <p>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.</p>
<b>GL Acct Amount</b>	<p>[Display]</p> <p>This field displays the amount in the GL account.</p> <p>This field is populated automatically when the TC Amount, Exchange Rate, and Txn CCY are entered.</p> <p>This is the total amount that will be debited to the GL account. This amount will include the charges also.</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the name of the nominee of the TC.</p>
<b>Beneficiary Addr</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the contact address of the nominee.</p> <p>This is normally used for record purpose and provides additional information.</p>
<b>User Reference No</b>	<p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to the customer.</p>
<b>Narrative</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration.</p> <p>This field displays the default narration, based on the transaction. The user can change the narration, if required.</p>

3. Select the issuer code, GL currency, and the TC currency from the drop-down list.
4. Select the GL account number from the pick list.
5. Enter the TC amount, nominee name and address, and the passport/IC number.

## TC Sale - Against GL

TC Sale - Against GL\*

Issuer Code : Bank Danamon

GL Ccy.: INR TC Ccy: INR

GL Account No: 100010008 TEST GL FOR SINGLE CCY

GL Ccy Rate: 1.00000 TC Ccy Rate: 1.00000

TC Amount: 50.00

Charges (Lcy): 0.00

GL Acct Amount : 50.00

Beneficiary Name: Tom Smith

Beneficiary Addr: Redwoods  
California

User Reference No: 98789

Narrative: TC Sale Against GL

Other Transactions

Service Charges Details

Inventory Details

OK Close Clear

6. Click the **Ok** button.
7. The system displays the message "Authorization Required. Do You Want to continue?". Click the **Ok** button.
8. The system displays the **Authorization Reason** screen.
9. Enter the relevant information and click the **Grant** button.
10. The system displays the transaction sequence number. The transaction sequence number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
11. The system displays the **Document Receipt** screen.
12. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.

## 7.25. 8004 - FX Purchase (Walk-in)

Using this option you can purchase foreign exchange currencies from any customer who does not have an account with the bank. The beneficiary's name, address and passport number are maintained in this option. The transaction currency codes and details are maintained in the **Currency Definition** (Fast Path: BAM25) option.

### Definition Prerequisites

- BAM97 - Currency Code Maintenance
- BAM99 - GL Code Cross Ref Maintenance
- SCM01 - SC Package Definition

### Modes Available

Not Applicable

### To purchase foreign exchange currency from a walk-in customer

1. Type the fast path **8004** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > FX Purchase Walk - In**.
2. The system displays the **FX Purchase (Walk-in)** screen.

### FX Purchase (Walk-in)

The screenshot displays the 'FX Purchase (Walk-in)\*' window with the following fields and controls:

- Ccy Bought :** Dropdown menu
- Ccy Buy Rate :** Text input field
- Input :** Radio buttons for 'Amount Bought' (selected) and 'Amount Paid'
- Amount Bought :** Text input field with value '0.00'
- Charges (Lcy) :** Text input field
- Beneficiary Name :** Text input field
- Passport/IC No. :** Text input field
- Beneficiary Address :** Three stacked text input fields
- User Reference No. :** Text input field
- Narrative :** Text input field with value 'FX: Purchase Walk In Customer'
- Ccy Paid :** Dropdown menu
- Ccy Paid Rate :** Text input field
- Amount Paid :** Text input field with value '0.00'

At the bottom, there is a navigation bar with tabs: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque. Below the tabs are buttons: UDF, OK, Close, Clear.

## Field Description

Field Name	Description
<b>Ccy Bought</b>	[Mandatory, Drop-Down] Select the currency which the bank is willing to purchase from the drop-down list.
<b>Ccy Paid</b>	[Mandatory, Drop-Down] Select the currency, in which the bank will pay back the customer in return for the purchase of foreign currency, from the drop-down list.
<b>Ccy Buy Rate</b>	[Display] This field displays the exchange rate of the currency, which is sold. This is the rate of conversion used for converting the transaction currency to the local currency of the bank. This rate is defaulted from the exchange rates specified for the transaction. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
<b>Ccy Paid Rate</b>	[Display] This field displays the rate of exchange of the currency in which the bank is paid. This is the rate of conversion used for converting the transaction currency to the local currency of the bank. This rate is defaulted from the exchange rates specified for the transaction. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.
<b>Input</b>	[Mandatory, Radio Button] Click on the appropriate option. The options are: <ul style="list-style-type: none"><li>• Amount Bought - Click on this option to enter the amount in sold amount currency in the <b>Amount Bought</b> field. The system converts the entered amount to transaction currency amount and displays it in <b>Amount Paid</b> field.</li><li>• Amount Paid - Click on this option to input the amount in received amount currency in the <b>Amount Paid</b> field. The system converts the entered amount to account currency amount and displays it in <b>Amount Bought</b> field.</li></ul> For more information refer to the Example 01 provided at the end of the <b>Cash Withdrawal</b> (Fast Path: 1001) option.
<b>Amount Bought</b>	[Conditional, Numeric, 13, Two] Type the amount bought from the customer. This field is enabled if the <b>Amount Bought</b> option is selected from the <b>Input</b> field.
<b>Amount Paid</b>	[Conditional, Numeric, 13, Two] Type the amount paid to the customer. This field is enabled if the <b>Amount Paid</b> option is selected from the <b>Input</b> field.

Field Name	Description
<b>Charges (Lcy)</b>	[Display] This field displays the fees charged to the customer for the transaction. These charges can be modified by clicking the <b>Service Charge Details</b> tab.
<b>Beneficiary Name</b>	[Mandatory, Alphanumeric, 40] Type the name of the beneficiary.
<b>Passport/IC No</b>	[Mandatory, Alphanumeric, 14] Type the passport or IC number of the beneficiary. This is an identification collected from the beneficiary.
<b>Beneficiary Address</b>	[Mandatory, Alphanumeric, 40] Type the contact address of the beneficiary. This is normally used for record purpose and provides additional information.
<b>User Reference No</b>	[Optional, Alphanumeric, 40] Type the user reference number assigned to the transaction.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the narration. By default, the system displays <b>FX. Purchase Walk-In Customer</b> .

3. Select the currency bought and the currency paid from the drop-down list.
4. Click on the amount bought or amount paid option.
5. Enter the amount, beneficiary name, address, passport/IC number and narration.

## FX Purchase (Walk-in)

FX Purchase (Walk-in)\*

Ccy Bought : USD  
Ccy Buy Rate : 1.50000  
Input : Amount Bought  
Amount Bought : 136.67  
Charges (Lcy) : 0.00  
Beneficiary Name : A John  
Passport/IC No. : 1213344  
Beneficiary Address : park lane  
new york  
User Reference No. : 123  
Narrative : FX. Purchase Walk In Customer

Ccy Paid : INR  
Ccy Paid Rate : 2.05000  
Input : Amount Paid  
Amount Paid : 100.00

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

6. Click the **UDF** button. The system displays the **UDF Details** screen.
7. Click the **Validate** button. The system displays the message "Validation procedure completed".
8. Click the **Ok** button on the UDF Details screen.
9. Click the **Ok** button.
10. The system displays the message "Authorization Required. Do you want to continue?". Click the **Ok** button.
11. The system displays the **Authorization Reason** screen.
12. The system displays the transaction sequence number. The transaction number is the system generated number that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
13. The system displays the **Document Receipt** screen.
14. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.

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**Note:** For more information on **Document Receipt**, refer to the **Common Screens** option available in the **Oracle FLEXCUBE Introduction User Manual**.

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## 7.26. 8203 - FX Sale - Walk-in

Using this option you can sell foreign exchange currencies to a walk-in customer. This transaction can be performed, if the bank supports multi-currency and sufficient foreign exchange currencies are available with the teller.

The beneficiary name, address and passport number are maintained in this option. The transaction currency codes and details are maintained in the **Currency Definition (Fast Path: BAM25)** option.

### Definition Prerequisites

- BAM97 - Currency Code Maintenance
- BAM99 - GL Code Cross Ref Maintenance
- SCM01 - SC Package Definition

### Modes Available

Not Applicable

### To sell foreign exchange currency to a walk-in customer

1. Type the fast path **8203** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > FX Sale - Walk - In**.
2. The system displays the **FX Sale - Walk-in** screen.

### FX Sale - Walk-in

**FX Sale - Walk-in\***

Ccy Sold :  Ccy Received :

Ccy Sold Rate :  Ccy Received Rate :

Amount Bought  Amount Paid

Amount Sold :  Amt Received :

Charges (Lcy) :

Beneficiary Name :

Passport/IC No :

Beneficiary Addr :

User Reference No :

Narrative :

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Ccy Sold</b>	<p>[Mandatory, Drop-Down] Select the currency which the bank is willing to sell to the customer from the drop-down list.</p>
<b>Ccy Received</b>	<p>[Mandatory, Drop-Down] Select the currency in which the customer will pay back the bank in return for the purchase of foreign currency from the drop-down list.</p>
<b>Ccy Sold Rate</b>	<p>[Display] This field displays the exchange rate of the currency, which is sold. This is the rate of conversion used for converting the transaction currency to the local currency of the bank. This rate is defaulted from the exchange rates specified for the transaction. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Ccy Received Rate</b>	<p>[Display] This field displays the rate of exchange of the currency in which the bank is paid. This is the rate of conversion used for converting the transaction currency to the local currency of the bank. This rate is defaulted from the exchange rates specified for the transaction. If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>Input</b>	<p>[Mandatory, Radio Button] Click on the appropriate option. The options are:</p> <ul style="list-style-type: none"><li>• Amount Bought - Click on this option to input the amount in sold amount currency in the <b>Amount Sold</b> field. The system converts the entered amount to transaction currency amount and display it in the <b>Amount Received</b> field.</li><li>• Amount Paid - Click on this option to input the amount in received amount currency in the <b>Amount Received</b> field. The system converts the entered amount to account currency amount and display it in the <b>Amount Sold</b> field.</li></ul> <p>For more information refer to the Example 01 provided at the end of the <b>Cash Withdrawal</b> (Fast Path: 1001) option.</p>
<b>Amount Sold</b>	<p>[Conditional, Numeric, 13, Two] Type the sold amount. This field is enabled if the <b>Amount Bought</b> option is selected from the <b>Input</b> field.</p>

Field Name	Description
<b>Amt Received</b>	[Conditional, Numeric, 13, Two] Type the amount received. This field is enabled if the <b>Amount Paid</b> option is selected from the <b>Input</b> field.
<b>Charges (Lcy)</b>	[Display] This field displays the fees charged to the customer for the transaction. These charges can be modified by clicking on the <b>Service Charge Details</b> tab.
<b>Beneficiary Name</b>	[Mandatory, Alphanumeric, 40] Type the name of the beneficiary.
<b>Passport/IC No</b>	[Mandatory, Alphanumeric, 14] Type the passport or IC number of the beneficiary. This is an identification collected from the beneficiary.
<b>Beneficiary Addr</b>	[Mandatory, Alphanumeric, 40] Type the contact address of the beneficiary. This is normally needed for record purposes and provided as additional information.
<b>User Reference No</b>	[Mandatory, Alphanumeric, 40] Type the user reference number assigned to the customer.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the narration. By default, the system displays <b>FX.Sale Walk In Customer</b> .

3. Select the currency sold and the currency received from the drop-down list.
4. Select the amount bought or amount paid button.
5. Enter the amount , beneficiary details, passport/IC number and user reference number.

## FX Sale - Walk-in

**FX Sale - Walk-in\***

Ccy Sold :  Ccy Received :

Ccy Sold Rate :  Ccy Received Rate :

Amount Bought  Amount Paid

Amount Sold :  Amt Received :

Charges (Lcy) :

Beneficiary Name :

Passport/IC No :

Beneficiary Addr :

User Reference No :

Narrative :

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation **Service Charge** Signature Travellers Cheque

UDF OK Close Clear

6. Click and enter the details in **User Defined Field**.
7. Click the **Validate** button.
8. The system displays the message "Validation procedure completed". Click the **OK** button to go to the transaction screen.
9. Click the **Ok** button.
10. The system displays the message "Authorization Required. Do you want to continue?". Click the **Ok** button.
11. The system displays the **Authorization Reason** screen.
12. Enter the relevant information and click the **Grant** button.
13. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
14. The system displays the **Document Receipt** screen.
15. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.  
OR  
Click the **Cancel** button.

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**Note:** For more information on UDF and Document Receipt refer to the **Common Screens** option available in the **Oracle FLEXCUBE Introduction User Manual**.

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## 7.27. 1026 - Advance Payment against Credit Card

Using this option you can provide advance to customers against credit cards. Advance against a credit card will always be provided through cash mode for customers as well as non customers. A call to the card center is made to take an approval code for providing advance against the credit card.

### Definition Prerequisites

- BAM81 - Company Master Maintenance

### Modes Available

Not Applicable

### To perform advance payment against credit card

1. Type the fast path **1026** and click **Go** or navigate through the menus to **Transaction Processing > Walkin Transactions > Remittance > Advance Payment against Credit Card**.
2. The system displays the **Advance Payment against Credit Card** screen.

### Advance Payment against Credit Card

### Field Description

Field Name	Description
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Field Name	Description
<b>Company Details</b>	
<b>Utility Company Id</b>	[Mandatory, Drop-Down] Select the ID utility company from the drop-down list. The utility company ID is maintained in the <b>Company Master Maintenance</b> (Fast Path: BAM81) option.
<b>Utility Company Account</b>	[Display] This field displays the account number for the company selected in the <b>Utility Company ID</b> field.
<b>Credit Card Details</b>	
<b>Approval Code</b>	[Mandatory, Numeric, 12] Type the approval code for making an advance payment.
<b>Card Issuer</b>	[Conditional, Drop-Down] Select the type of credit card from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• American Express</li> <li>• Master card/Visa</li> <li>• Others</li> </ul> This field is mandatory only if <b>Credit Card Type</b> value is selected in the <b>Bill Type</b> field.
<b>Consumer Name</b>	[Mandatory, Alphanumeric, 36] Type the name of the customer.
<b>Credit Card</b>	[Mandatory, Numeric, 16] Type the credit card number for which the advance is being made. The field length, for the various card selected in the <b>Card Issuer</b> field, are as follows: <ul style="list-style-type: none"> <li>• American Express: 15</li> <li>• Visa &amp; Master Card: 16</li> </ul> The system validates the accuracy of the credit card number based on the last digit of the credit card account number for the above two card types. <ul style="list-style-type: none"> <li>• Others: 16</li> </ul>
<b>Payment Details</b>	
<b>Payment Date</b>	[Mandatory, Pick List, dd/mm/yyyy] Select the date on which the payment has to be done from the pick list.
<b>Payment Ccy.</b>	[Mandatory, Drop-Down] Select the currency in which the advance will be given to the customer from the drop-down list.
<b>Txn Ccy.</b>	[Mandatory, Drop-Down] Select the transaction currency from the drop-down list.

<b>Field Name</b>	<b>Description</b>
<b>Payment Ccy. Rate</b>	[Display] This field displays the rate of conversion used for converting the payment currency to the local currency of the bank. The system by default displays the value as one in this field if the payment currency and the local currency are same.
<b>Txn Ccy Rate</b>	[Mandatory, Numeric, Three, Two] Type the rate at which transaction currency is converted into the local currency of the bank. The system by default displays the value as one in this field if the payment currency and the local currency are same.
<b>Amount Paid</b>	[Mandatory, Numeric, 13, Two] Type the advance amount which is paid to the customer / non-customer.
<b>Charges (LCY)</b>	[Display] This field displays the service charge (if any) for the transaction.
<b>Total Amount</b>	[Display] This field displays the total amount after deducting the charges (if applied).
<b>User Reference No.</b>	[Optional, Alphanumeric, 40] Type the reference number for the user.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the narration for the transaction. The system displays the default narration.

3. Select the utility company ID from the drop-down list.
4. Enter the card details, payment details, user reference number and the narration.

## Advance Payment against Credit Card

**Advance Payment against Credit Card\***

**Company Details**

Utility Company Id : YES BANK  
Utility Company Account : 000000038612 YES BANK

**Credit Card Details**

Approval Code : 123  
Card Issuer : American Express  
Consumer Name : abc  
Credit Card No. : 433948049358804

**Payment Details**

Payment Date : 31/05/2008  
Payment Ccy. : IDR Txn Ccy. : IDR  
Payment Ccy. Rate : 1.00000 Txn Ccy Rate : 1.00000  
Amount Paid : 12,500.00  
Charges(LCY) : 500.00  
Total Amount(LCY) : 12,000.00

User Reference No : 563653  
Narrative : Advance Payment against Credit Card

**Other Transactions**

[Service Charges Details](#)

OK Close Clear

5. Click the **Ok** button.
6. The system displays the transaction sequence number. Click the **Ok** button.
7. The system displays the **Documents** screen.
8. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do You Want To Print". Click the **Yes** button.  
OR  
Click the **Cancel** button.

## 8. Other Transactions

## 8.1. 8323 - Maintain Issued Instruments

Using this option allows the **Oracle FLEXCUBE** branch of the bank to maintain the records and details of all the DDs, TTs, and MTs issued at the non-**Oracle FLEXCUBE** branch, which are payable at the **Oracle FLEXCUBE** branch.

### Definition Prerequisites

- BAM09 - Issuer Maintenance
- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- BAM20 - Bank Codes Maintenance  
BAM56 - Currency Code Maintenance  
IV001 - Stock Transaction
- CHM37 - Cheque Book Issue

### Modes Available

Not Applicable

### To maintain issued instruments

1. Type the fast path **8323** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Remittance > Maintain Issued Instruments**.
2. The system displays the **Maintain Issued Instruments** screen.

### Maintain Issued Instruments

Maintain Issued Instruments\*

Issuer Bank :	<input type="text" value=""/>	Instr Type :	<input type="text" value=""/>
Issuer Branch :	<input type="text" value=""/>		
Payee Bank :	<input type="text" value=""/>	Payee Branch :	<input type="text" value=""/>
DD Ccy :	<input type="text" value=""/>	Txn Ccy :	<input type="text" value=""/>
DD Ccy Rate :	<input type="text" value=""/>	Txn Ccy Rate :	<input type="text" value=""/>
DD Amount :	<input type="text" value=""/>		
Charges (Lcy) :	<input type="text" value=""/>		
Txn Amount :	<input type="text" value=""/>		
DD Date :	<input type="text" value="31/10/2015"/>	Serial No :	<input type="text" value=""/>
DD No :	<input type="text" value=""/>	Routing No :	<input type="text" value=""/>
Beneficiary Name :	<input type="text" value=""/>	Passport / IC No :	<input type="text" value=""/>
Beneficiary Addr :	<input type="text" value=""/>		
	<input type="text" value=""/>		
	<input type="text" value=""/>		
Narrative	<input type="text" value="Maintain DD.Details For Non CBS.Branches"/>		

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque	
								UDF	OK	Close	Clear

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Issuer Bank</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the bank (Non CBS) that has issued the instrument from the drop-down list.</p> <p>The list of banks that can issue instruments payable by our bank is maintained in the <b>Issuer Maintenance</b> option and downloaded to the branch.</p>
<b>Instr Type</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the type of instrument issued from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"><li>• DD</li><li>• MT/TT</li></ul>
<b>Issuer Branch</b>	<p>[Mandatory, Pick List]</p> <p>Select the branch of the issuer bank that has issued the instrument from the pick list.</p>
<b>Payee Bank</b>	<p>[Display]</p> <p>This field displays the payee bank.</p> <p>By default, the name of your bank is displayed in this field.</p>
<b>Payee Branch</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the branch of the bank on which the instrument is drawn from the drop-down list.</p>
<b>DD Ccy</b>	<p>[Mandatory, Pick List]</p> <p>Select the DD currency from the pick list.</p> <p>The list displays all the currencies that are set up and permissible for the transaction. The instrument is issued in this currency.</p> <p>The transaction currency then gets converted to the account currency for posting to the account, and to local currency of the bank for posting of GL entries.</p>
<b>Txn Ccy</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the transaction currency from the drop-down list</p> <p>This field, by default, displays the account currency as the transaction currency.</p> <p>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.</p>
<b>DD Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate of conversion to be used for converting the DD currency to the local currency of your bank.</p> <p>The teller's right to change the DD currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>

Field Name	Description
<b>Txn Ccy Rate</b>	<p>[Display]</p> <p>This field displays the rate at which the transaction currency is converted to the local currency of the bank.</p> <p>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.</p> <p>If the transaction currency and the local currency are same, the field takes the default value as 1, which cannot be modified.</p>
<b>DD Amount</b>	<p>[Mandatory, Numeric, 13, Two]</p> <p>Type the cheque amount.</p> <p>The instrument is issued for this amount.</p>
<b>Charges (Lcy)</b>	<p>[Display]</p> <p>This field displays the charges that will be levied on the account.</p> <p>The service charge codes are added and maintained in the <b>Service Charge Code Maintenance</b> option. The service charges can be attached at the product level, transaction mnemonic level, or at the issuer maintenance level.</p> <p>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.</p>
<b>Txn Amount</b>	<p>[Display]</p> <p>This field displays the transaction amount in the local currency of the bank.</p>
<b>DD Date</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Type the date of issue of the instrument by the issuer bank.</p>
<b>DD No</b>	<p>[Display]</p> <p>This field displays the DD number of the instrument issued.</p>
<b>Routing No</b>	<p>[Display]</p> <p>This field displays the routing number against which the DD has been drawn.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>45</sup> = Sector Code / Bank Code + Branch Code</p>
<b>Beneficiary Name</b>	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the name of the nominee of the instrument.</p>
<b>Passport / IC No</b>	<p>[Mandatory, Alphanumeric, 30]</p> <p>Type the passport or IC number of the nominee.</p> <p>This is an identification collected from the beneficiary of the instrument.</p>

<sup>45</sup>(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
<b>Beneficiary Addr</b>	[Mandatory, Alphanumeric, 35] Type the contact address of the nominee. This is normally needed for record purposes and provided as additional information.
<b>Narrative</b>	[Mandatory, Alphanumeric, 40] Type the narration.

3. Select issuer bank and the instrument type from the drop-down list.
4. Select the issuer branch and the check currency from the pick list.
5. Select payee branch and the transaction currency from the drop-down list.
6. Enter the check amount, MICR number, nominee name and address and the passport/IC number.

### Maintain Issued Instruments

The screenshot shows a software window titled "Maintain Issued Instruments\*" with the following fields and values:

- Issuer Bank: DANAMON (dropdown)
- Issuer Branch: MUMBAI (pick list)
- Payee Bank: BANK DANAMON INDONESIA (pick list)
- Payee Branch: HO (dropdown)
- Chq Ccy: USD (pick list)
- Txn Ccy: USD (dropdown)
- Cheque Ccy Rate: 60.00000
- Txn Ccy Rate: 60.00000
- Cheque Amount: 100.00
- Charges (Lcy): 0.00
- Txn Amount: 100.00
- DD Date: 20/03/2008 (calendar)
- Serial No: (empty)
- Micr No: 987897
- Routing No: 0259999
- Beneficiary Name: Tom Smith
- Passport / IC No: 8969786
- Beneficiary Addr: Redwoods, California
- Narrative: Maintain DD..Details For Non CBS.Branches

Buttons at the bottom: OK, Close, Clear.

7. Click the **Ok** button.
8. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click the **Ok** button.
9. The system displays the **Document Receipt** screen.
10. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do you want to print the document". Click the **Ok** button.

OR  
Click the **Cancel** button.

11. The system displays the serial number. It is auto-generated by the system. Click the **Ok** button.

## 8.2. STM57 - BC/DD Number Maintenance

Using this option you can maintain the MICR number for instruments using the system-generated serial number as a cross-reference. When issuing a remittance instrument like a demand draft or banker's cheque, you have to enter the MICR number that will appear on the instrument. The system at the same time generates an internal serial number for its own reference. When the instrument comes for inward clearing, the system uses the **Batch Micr-Srlno Xref Data Entry** option to identify the instrument uniquely. Hence, having a cross-reference is important.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance

### Modes Available

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

### To add a MICR number

1. Type the fast path **STM57** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > BC/DD Number Maintenance**.
2. The system displays the **BC/DD Number Maintenance** screen.

### BC/DD Number Maintenance

Serial No.

BC/DD No.  Routing No.

Add By Copy  Add  Modify  Delete  Cancel  Amend  Authorize  Inquiry

UDF Ok Close Clear

### Field Description

Field Name	Description
<b>Serial No</b>	[Mandatory, Numeric, 12] Type a valid serial number of an instrument with instrument status as <b>ISSUED</b> .
<b>BC/DD No</b>	[Mandatory, Numeric, 12] Type the BC/DD number assigned to the instrument.
<b>Routing No</b>	[Mandatory, Numeric, Nine] Type the routing number. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> option. <i>Routing Number</i> <sup>46</sup> = Sector Code / Bank Code + Branch Code  For a cheque deposited, 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 <b>Settlement Bank Parameters</b> option.

**Following fields are available only in Add mode.**

<b>Start Serial Number</b>	[Mandatory, Numeric, 12] Type the first MICR serial number.
<b>End Serial Number</b>	[Mandatory, Numeric, 12] Type the last MICR serial number.
<b>Start Cheque Number</b>	[Mandatory, Numeric, 12] Type the start cheque number of the instrument.
<b>End Cheque Number</b>	[Mandatory, Numeric, 12] Type the end cheque number of the instrument.

3. Click the **Add** button.
4. Enter the routing number, the start and the end serial number and the start cheque number.
5. Click the **Ok** button.
6. The system displays the message "Record successfully added..Click Ok to continue". Click the **OK** button.

#### **To modify BC/DD number**

1. Enter the serial number and press the **<Tab>** or **<Enter>** key.
2. Modify the relevant information.

<sup>46</sup>(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.)

3. Click the **Ok** button.
4. The system displays the message "Record successfully modified..Click Ok to continue". Click the **OK** button.

### **Example**

If the MICR number was not maintained by the teller at the time of issuance due to some reason or if the BCs/DDs were automatically issued in bulk by the system through an standing instruction, then the MICR number of the instrument or range of instruments need to be maintained.

If the bank receives an inward clearing file, the file will contain the MICR number of the instrument. The MICR cross-reference number will then be used by the system to validate and update the status of the instrument.

On January 31, 2004:

Assume that an standing instruction was set up on a CASA account to issue a Banker's cheque at the end of every month for 4500.

On February 28, 2004:

The CASA account is debited for 4500 and a BC is issued at the end of the day.

On March 1, 2004:

The user can find the BC issued by checking the list of instruments issued in the remittance instrument status inquiry for the account. Say the serial number is 000122000056.

The user can maintain the MICR cross-reference, using bank's own routing number and the instrument serial number and maintain MICR number.

For example, Routing number: 800004111, Cheque/serial number: 000122000056, MICR number: 123456

On March 25, 2004:

Assume that the instrument is part of the inward clearing batch.

The instrument type would be: 2 (banker's/manager's cheque).

The instrument number in the file: 123456.

The system would use the MICR cross-reference and mark the BC as paid.

### 8.3. 5522 - Batch Micr-Srlno Xref Data Entry

Using this option, you can enter the details of MICR numbers for banker's cheques and demand drafts that are issued, without entering the MICR details at the time of the transaction.

If the cross-reference is being maintained for a small number of instruments, it can be done through the **MICR Number Maintenance** option.

#### Definition Prerequisites

Not Applicable

#### Modes Available

Not Applicable

#### To open the instrument and MICR cross-reference data entry batch

1. Type the fast path **5522** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > Batch Micr-Srlno Xref Data Entry**.
2. The system displays the **Batch Micr-Srlno Xref Data Entry** screen.

#### Batch Micr-Srlno Xref Data Entry

Batch Micr-Srlno Xref Data Entry

Batch Type : MICR Serial No. Xref

Action :

Batch Number :  GO

Batch Status :

No of Entries :

Teller No :

OK Cancel

#### Field Description

Field Name	Description
------------	-------------

<b>Field Name</b>	<b>Description</b>
<b>Batch Type</b>	<p>[Display]</p> <p>This field displays the default batch type when the user invokes the screen.</p> <p>This is the MICR serial number cross-reference.</p>
<b>Action</b>	<p>[Mandatory, Drop-Down]</p> <p>Select the action to be performed from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Open Data Entry Batch - Teller can perform the data entry</li> <li>• Reverse Data Entry Batch – Teller and supervisor can perform the data entry</li> <li>• Modify Data Entry Batch – Teller can perform the data entry</li> <li>• Authorize Data Entry Batch - Supervisor can authorize</li> <li>• Inquire Data Entry Batch – Teller and supervisor can perform the inquiry</li> </ul>
<b>Batch Number</b>	<p>[Display]</p> <p>This field displays the batch number.</p> <p>The branch generates a batch number, which is a running serial number. Note this batch number for future reference.</p>
<b>Batch Status</b>	<p>[Display]</p> <p>This field displays the batch status.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Unauthorized: If the batch has only been opened/inquired upon or modified then the status would be as unauthorized.</li> <li>• Authorized: Once the supervisor has authorized the batch, modifications are not allowed and status is displayed as authorized.</li> </ul>
<b>No of Entries</b>	<p>[Mandatory, Numeric, Five]</p> <p>Type the number of entries that are to be maintained for a batch.</p> <p>The number of entries should be greater than one, and maximum 100. Accordingly, the system generates rows for data entry.</p>
<b>Teller No</b>	<p>[Display]</p> <p>This field displays the number of the user profile of the teller, who is doing the header opening transaction.</p> <p>At the time of adding a user, the system administrator sets up this parameter. This number is then defaulted by the system.</p>
<b>Column Name</b>	<b>Description</b>
<b>Srl No</b>	<p>[Display]</p> <p>This column displays the default serial number within the batch.</p>

Column Name	Description
<b>NoInstrs</b>	[Mandatory, Numeric, Five] Type the total number of instruments, that you are capturing.
<b>Serial Number</b>	
<b>SrlFrom</b>	[Mandatory, Numeric, 12] Type the valid serial number of an instrument with instrument status as ISSUED. The serial number is auto-generated by the system upon issuing an instrument. If a bulk DD/BC issue is done, this will be the starting serial number of the range of instruments.
<b>SrlTo</b>	[Display] This column displays the ending serial number of the instruments issued. If this is maintained for only one instrument, then both the start and end serial numbers can be the same. The system automatically calculates the end serial number, after the number of instruments and the start serial number are captured.
<b>Cheque Number</b>	
<b>ChqFrom</b>	[Mandatory, Numeric, 12] Type the MICR number assigned to the instrument.
<b>ChqTo</b>	[Display] This column displays the default number based on the number of instruments. This is the last MICR number of series.
<b>Bank / Branch</b>	
<b>SectCode</b>	[Display] This column displays the bank's routing number by default. The routing number is the combination of the bank code and the branch code. The combination can be obtained from the <b>Routing Branch Maintenance</b> option. <i>Routing Number</i> <sup>47</sup> = Sector Code/Bank Code + Branch Code  For a cheque deposited, 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 <b>Settlement Bank Parameters</b> option.

3. Select the **Open Data Entry Batch** option from the **Action** drop-down list.
4. Enter the number of entries.

<sup>47</sup>(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.)

5. Click the **Ok** button.
6. The system displays the data entry section in the screen.
7. Enter the relevant information.

### Batch Micr - Srlno Xref Data Entry

Sl No	No Instrs	Serial Number		Cheque Number		Bank / Branch
		SlFrom	SlTo	ChqFrom	ChqTo	SectCode
1	2	1	2	111	112	0250000
2	1	1	1	113	113	0250000

8. Click the **Save** button.
9. The system displays the message "Data Saved Successfully In the Database". Click the **OK** button.
10. Click the **Validate** button.
11. The system displays the message "Batch Validated Successful. Authorization pending..". Click the **OK** button.

---

#### Note:

To change the number of instruments, modify the **No of Instr** field and click the **Modify** button. Accordingly, the number of data entry rows will change in the Data Entry screen. Once the data is saved, the system displays the **Data Saved** message when the mouse is moved over the data entry area. If the batch is validated with some errors then moving the mouse over the data entry area will show an error in processing the instruments. After rectifying the error, save and validate the batch again.

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#### To modify the instrument and MICR cross-reference data entry batch

1. Select the **Modify Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab>** or **<Enter>** key or select it from the pick list.

3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Modify the relevant information and click the **Save** button.
6. The system displays the message "Data Saved Successfully In the Database". Click the **OK** button.
7. Click the **Validate** button.
8. The system displays the message "Batch Validated Successful. Authorisation pending..".

#### **To authorize the instrument and MICR cross-reference data entry batch**

1. Select the **Authorize Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.
5. Click the **Auth** button.
6. The system displays the message "Batch Processing Successful at Host".

#### **To reverse the instrument and MICR cross-reference data entry batch**

1. Select the **Reverse Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the message "Batch Reversed Successful".

#### **To view the instrument and MICR cross-reference data entry batch**

1. Select the **Inquire Data Entry Batch** option from the **Action** drop-down list.
2. Type the batch number and press the **<Tab> or <Enter>** key or select it from the pick list.
3. Click the **Ok** button.
4. The system displays the data entry section in the screen.

## 8.4. BA990 - Clearing Inquiry

Using this option you can view all the details of pending cheques for clearing within a branch, and their corresponding voucher entry details. The various inquiry options available are inward clearing details, outward clearing details, value date clearing details and voucher entry details.

### Definition Prerequisites

- 5506 - Batch Data Entry Outward Clearing
- 6520 - Check Deposited To GL
- 5521 - Batch Inward-Clearing Check Data Entry
- ST031 - Load Inward MICR File

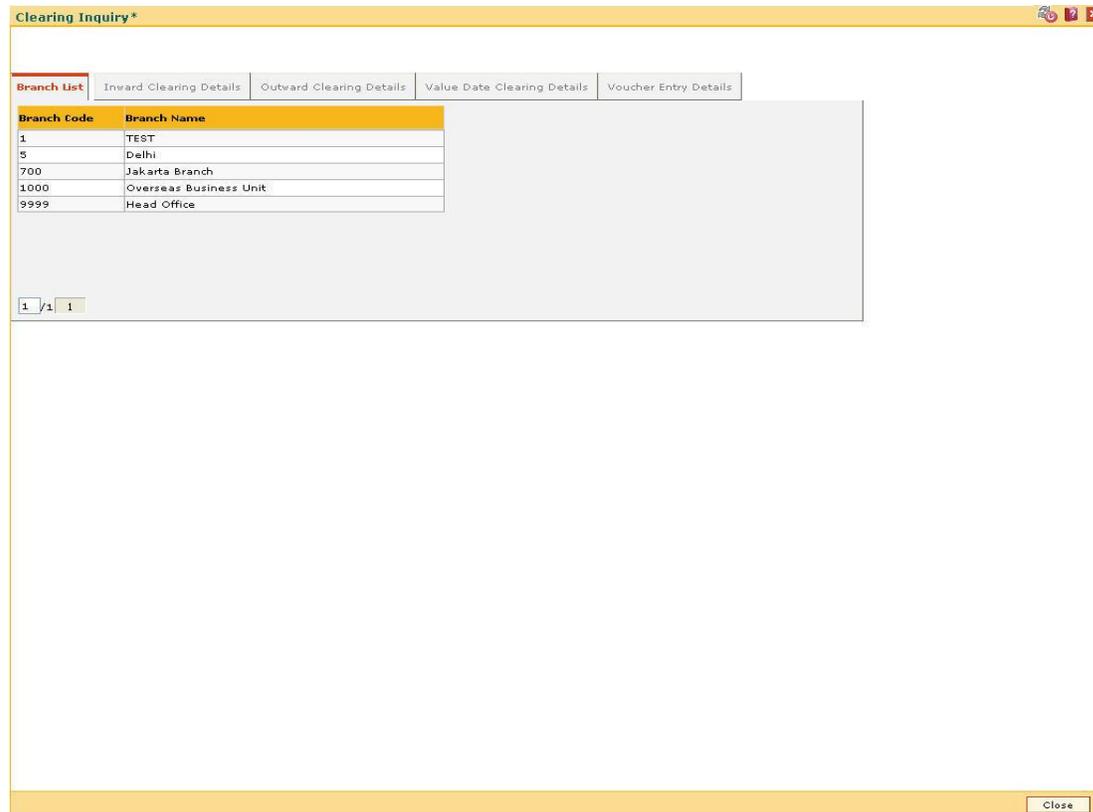
### Modes Available

Not Applicable

### To inquire about the clearing details

1. Type the fast path **BA990** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Clearing Inquiry**.
2. The system displays the **Clearing Inquiry** screen.
3. To view the clearing details, click the appropriate tab.

### Branch List



The screenshot shows the 'Clearing Inquiry' application window. At the top, there are four tabs: 'Branch List' (selected), 'Inward Clearing Details', 'Outward Clearing Details', 'Value Date Clearing Details', and 'Voucher Entry Details'. Below the tabs is a table with the following data:

Branch Code	Branch Name
1	TEST
5	Delhi
700	Jakarta Branch
1000	Overseas Business Unit
9999	Head Office

At the bottom left of the table area, there is a pagination control showing '1 / 1' and '1'. At the bottom right of the window, there is a 'Close' button.

### Field Description

Column Name	Description
<b>Branch Code</b>	[Display] This column displays the list of branch codes.
<b>Branch Name</b>	[Display] This column displays the list of branch names corresponding to the branch code.

### Inward Clearing Details

Clearing Inquiry\*

Branch List **Inward Clearing Details** Outward Clearing Details Value Date Clearing Details Voucher Entry Details

Sr. No.	End Point	Clearing House	Batch No	Clearing Type	Pending cheques	Total Amount(In LCY)	Source
---------	-----------	----------------	----------	---------------	-----------------	----------------------	--------

Close

### Field Description

Column Name	Description
<b>Sr. No.</b>	[Display] This column displays the sequence number of instruments.
<b>End Point</b>	[Display] This column displays the end point.
<b>Clearing House</b>	[Display] This column displays the name of the clearing house.
<b>Batch No</b>	[Display] This column displays the batch number for inward clearing.

Column Name	Description
<b>Clearing Type</b>	[Display] This column displays the clearing type of the batch.
<b>Pending Cheques</b>	[Display] This column displays the total number of instruments in each batch.
<b>Total Amount (in LCY)</b>	[Display] This column displays the sum amount of all the cheques in the corresponding batch number.
<b>Source</b>	[Display] This column displays the information if the single instrument is entered online, or multiple instruments are entered in a batch.

### Outward Clearing Details

### Field Description

Column Name	Description
<b>Sr. No.</b>	[Display] This column displays the sequence number of instruments.
<b>Clg Type</b>	[Display] This column displays the clearing code of instruments sent for clearing. For example: Early morning clearing, noon clearing, etc.

Column Name	Description
<b>End Point</b>	[Display] This column displays the end point.
<b>Clg Desc</b>	[Display] This column displays the description of clearing corresponding to the clearing type.
<b>Clg House</b>	[Display] This column displays the name of the clearing house.
<b>Pending Chqs</b>	[Display] This column displays the total number of instruments in each batch.
<b>Total Amount (in LCY)</b>	[Display] This column displays the sum amount of all the cheques in the corresponding batch number.
<b>Source</b>	[Display] This column displays the information if the single instrument is entered online, or multiple instruments are entered in a batch.

### Value Date Clearing Details

Sr. No.	Clg Type	End Point	Clg Desc	Clg House	Status	Pending	Total Amount (in LCY)
---------	----------	-----------	----------	-----------	--------	---------	-----------------------

### Field Description

Column Name	Description
-------------	-------------

<b>Column Name</b>	<b>Description</b>
<b>Sr. No.</b>	[Display] This column displays the sequence number of instruments.
<b>Clg Type</b>	[Display] This column displays the clearing code of instruments sent for clearing. For example: Early morning clearing, noon clearing, etc.
<b>End Point</b>	[Display] This column displays the end point.
<b>Clg Desc</b>	[Display] This column displays the description of clearing corresponding to the clearing type.
<b>Clg House</b>	[Display] This column displays the name of the clearing house.
<b>Status</b>	[Display] This column displays the status of the outward clearing.
<b>Pending</b>	[Display] This column displays the total number of instruments in each batch.
<b>Total Amount (in LCY)</b>	[Display] This column displays the sum amount of all the cheques in the corresponding batch number.

## Voucher Entry Details

Sr. No.	Batch Number	Posting Date	Batch Currency	No. Of Entries	Total Amount(in LCY)	User Id.	Auth Id.	Status
---------	--------------	--------------	----------------	----------------	----------------------	----------	----------	--------

### Field Description

Column Name	Description
<b>Sr. No.</b>	[Display] This column displays the sequence number of instruments.
<b>Batch Number</b>	[Display] This column displays the batch number. The branch generates a batch number, which is a running serial number. Note this batch number for future reference.
<b>Posting Date</b>	[Display] This column displays the posting date.
<b>Batch Currency</b>	[Display] This column displays the currency of the batch.
<b>No. Of Entries</b>	[Mandatory, Numeric, Five] Type the number of entries that are to be maintained for a batch. The number of entries should be greater than one, and maximum 100. Accordingly, the system generates rows for data entry.
<b>Total Amount (in LCY)</b>	[Display] This column displays the sum amount of all the cheques in the corresponding batch number.
<b>User Id.</b>	[Display] This column displays the ID of the user who entered the data.

<b>Column Name</b>	<b>Description</b>
<b>Auth Id</b>	[Display] This column displays the ID of the authorizer.
<b>Status</b>	[Display] This column displays the status of the clearing stage.

4. Click the **Close** button.

## 8.5. CI421- Direct Banking Registration

This screen is used for registration of customers to one or more of the Direct Banking channels such as Net Banking, Mobile Banking, Telephone Banking along with the associated details.

### Definition Prerequisites

Not Applicable

### Modes Available

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

### To register for direct banking

1. Type the fast path **CI421** and click **Go** or navigate through the menus to **Transaction Processing > Customer Transactions > Direct Banking Registration**.
2. The system displays the **Direct Banking Registration** screen.

### Direct Banking Registration

Direct Banking Registration\*

Search Criteria :	<input type="text"/>	Search String :	<input type="text"/>
Customer Name :	<input type="text"/>	Customer ID :	<input type="text"/>
Customer Type :	<input type="text"/>	Group Code :	<input type="text"/>
DOB :	<input type="text"/>		
Mailing Address :	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
E-Mail :	<input type="text"/>	Mothers Maiden Name :	<input type="text"/>

Facility	New Request	Regeneration Request	Registration Date	Regeneration Date	TBS Level/Net Role	Level Title	Mobile/JDN Number	Modify Flag
Telephone Banking :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>				
Net Banking :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	1	Only Inquiry	<input type="text"/>	<input type="checkbox"/>
Mobile Banking :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>				
Account Number(Mobile) :	<input type="text"/>							
Third Party Transfer :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>				
Agency :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>				
Account Number(Agency) :	<input type="text"/>		Agency Number :		<input type="text"/>			
Remarks :	<input type="text"/>							

Record Details				
Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized

### Field Description

Field Name	Description

Field Name	Description
<b>Search Criteria</b>	<p>[Mandatory, Drop-Down]  Select the search criteria from the drop-down list.  The options are:</p> <ul style="list-style-type: none"> <li>• Customer Short Name - Short name of the customer.</li> <li>• Customer IC - Identification given by a central authority.</li> <li>• Customer ID - Unique identification given by the bank.</li> </ul>
<b>Search String</b>	<p>[Mandatory, Alphanumeric, 20, Pick List]  Type the search string, to search for a customer, corresponding to the search criteria selected in the Search <b>Criteria</b> field.  If the search criterion is specified as customer's short name or IC then any of the letter(s) of the short name or IC can be entered. The system displays the pick list of all those customers having those letters in their respective criteria. Choose 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.</p>
<b>Customer Name</b>	<p>[Display]  This field displays the full name of the secondary customer who shares a relationship with the primary customer.  The full name of the customer is defaulted from the <b>Customer Addition</b> (Fast Path: 8053) option.</p>
<b>Customer ID</b>	<p>[Display]  This field displays the ID of the customer.  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.</p>
<b>Customer Type</b>	<p>[Display]  This field displays the customer type of the selected customer ID.</p>
<b>Group Code</b>	<p>[Display]  This field displays the group code of the customer.</p>
<b>DOB</b>	<p>[Display]  This field displays the date of birth of the customer. The format is dd/mm/yyyy.</p>
<b>Mailing Address</b>	<p>[Display]  This field displays the mailing address of the customer.</p>
<b>E-mail</b>	<p>[Display]  This field displays the e-mail ID of the customer.</p>
<b>Mothers Maiden Name</b>	<p>[Display]  This field displays the customer's mother's maiden name.</p>

Column Name	Description
<b>Facility</b>	
<b>Telephone Banking</b>	[Optional, Check Box] Select the <b>Telephone Banking</b> check box to register for the tele banking facility for the selected customer.
<b>Net Banking</b>	[Optional, Check Box] Select the Net banking check box to register the internet banking facility for the selected customer.
<b>Mobile Banking</b>	[Optional, Check Box] Select the Mobile <b>Banking</b> check box to register mobile banking facility for the selected customer.
<b>Account Number (Mobile)</b>	[Optional, Numeric, 16] Type the mobile banking account number for the selected customer.
<b>Third Party Transfer</b>	[Optional, Check Box] Select the Third Party Transfer check box to register third party transfer facility for the selected customer.
<b>Agency</b>	[Optional, Check Box] Select the Agency check box to register the facility through agency for the selected customer.
<b>Account Number (Agency)</b>	[Optional, Numeric, 16] Type the account number for agency for the selected customer.
<b>Remarks</b>	[Display] This field displays the list of applicable facilities.
<b>New Request</b>	[Display] This field displays the list of applicable facilities.
<b>Regeneration Request</b>	[Display] This field displays the list of applicable facilities.
<b>Registration Date</b>	[Display] This field displays the list of applicable facilities.
<b>Regeneration Date</b>	[Display] This field displays the list of applicable facilities.
<b>TBS Level/ Net Level</b>	[Display] This field displays the list of applicable facilities.
<b>Level Title</b>	[Display] This field displays the list of applicable facilities.
<b>Mobile/ UDN Number</b>	[Display] This field displays the list of applicable facilities.
<b>Modify Flag</b>	[Display] This field displays the effective date of listing of the OD limits on the account based on addition or modification or deletion event.

3. Enter the CASA account number and press the <Tab> key.

4. The system displays the history of the OD limits.

## OD Limit History Inquiry

Direct Banking Registration\*

Search Criteria :  Search String :

Customer Name :  Customer ID :

Customer Type :  Group Code :

DOB :

Mailing Address :

E-Mail :  Mothers Maiden Name :

Facility	New Request	Regeneration Request	Registration Date	Regeneration Date	TBS Level/Net Role	Level Title	Mobile/UDN Number	Modify Flag
Telephone Banking :	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="16/08/2013"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="None"/>		<input type="checkbox"/>
Net Banking :	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="16/08/2013"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="Only Inquiry"/>		<input type="checkbox"/>
Mobile Banking :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Account Number (Mobile) :	<input type="text"/>							
Third Party Transfer :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Agency :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Account Number (Agency) :	<input type="text"/>		Agency Number :		<input type="text"/>			
Remarks :	<input type="text"/>							

**Record Details**

Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add 
  Modify 
  Delete 
  Cancel 
  Amend 
  Authorize 
  Inquiry

5. Click the **Close** button.

## 8.6. CI423 - LC/LG Code Information

Using this option you can maintain the customer level LC LG code / registration details for various channels of operation.

### Definition Prerequisites

Not Applicable

### Modes Available

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

### To maintain the customer level LC LG code

1. Type the fast path **CI423** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Clearing > LC/LG Code Information**.
2. The system displays the **LC/LG Code Information** screen.

### LC/LG Code Information

LC/LG Code Information\*

Customer Id :

Name :

Email :

HNWW :

Card Type :

DOB :

Facility :	LC Code	LG Code	Reg Date
IVR :	<input type="text"/>	<input type="text"/>	<input type="text"/>
INET :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card / Pin :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Regn :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bill Pay Regn :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insta Alerts :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Statement Regn :	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Record Details**

Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add By Copy    Add    Modify    Delete    Cancel    Amend    Authorize    Inquiry

UDF   Ok   Close   Clear

### Field Description

3. Click the **Add** button.
4. Enter the customer Id and press the **<Tab>** key.
5. Enter list of applicable LC / LG facilities and registration date.

## LC/LG Code Information

LC/LG Code Information\*

Customer Id : 50000188  
Name : JOHN LINKON  
Email :  
HNW :  
Card Type :  
DOB : 01/01/1800

Facility :	LC Code	LG Code	Reg Date
IVR :	A4455	A45666	30/06/2010
INET :	BN666	BN4556	30/06/2010
Card / Pin :	3455	3455	30/06/2010
Mobile Regn :	3456	3456	30/06/2010
Bill Pay Regn :	6788	6788	30/06/2010
Insta Alerts :	234546	345346	30/06/2010
Email Statement Regn :	3422	4566	30/06/2010

**Record Details**

Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized

Add By Copy  Add  Modify  Delete  Cancel  Amend  Authorize  Inquiry

UDF Ok Close Clear

6. Click the **OK** button.
7. The system displays the message "Record Added... Authorisation Pending..".Click the **OK** button.

## 8.7. ST067 - Collection/Purchase Inquiry\*

Using this option you can perform an inquiry on the status of the local cheque or outstation cheque that are purchased or sent on collection. To inquire upon the status of a cheque, you can select either a single parameter or multiple search criteria.

The system provides information on instrument details like number, date, amount, etc. which was purchased or sent for collection.

### Definition Prerequisites

- ST070 - Cheque Purchase
- 6566 - OCC Batch Data Entry

### Modes Available

Not Required

### To view the status of the purchased cheques

1. Type the fast path **ST067** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Inquiry on Collection/Purchase Status**.
2. The system displays the **Collection/Purchase Inquiry** screen.

### Collection/Purchase Inquiry

Collection/Purchase Inquiry

Collection:  Deposit Branch:

Booking/Purchase Date From: 01/01/1800 Booking/Purchase Date To: 01/01/1800

Cash Letter Reference Number:  Instrument Status:

Serial Number:  Account No:

Instr Number:

Collection Summary | Collection Details

Trn Date	Serial No.	Instrument Currency	Instrument Amount	Instrument Type	Instrument Date	Instrument No
----------	------------	---------------------	-------------------	-----------------	-----------------	---------------

Inquire Clear Close

### Field Description

<b>Field Name</b>	<b>Description</b>
<b>Collection</b>	[Mandatory, Drop-Down] Select the cheque collection type from the drop-down list.
<b>Deposit Branch</b>	[Mandatory, Drop-Down] Select the branch of the cheque from the drop-down list.
<b>Booking/ Purchase Date From</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the start date, if you want to inquire upon cheques between a certain specific period.
<b>Booking/ Purchase Date To</b>	[Mandatory, Pick List, dd/mm/yyyy] Type the end date, if you want to inquire upon cheques between a certain specific period.
<b>Cash Letter Reference Number</b>	[Mandatory, Numeric, Nine] Type the reference number to inquire for a cheque, based on it's cash letter reference number.
<b>Instrument Status</b>	[Mandatory, Drop-Down] Select the instrument status from the drop-down list. This option is used to inquire upon the cheques based on whether dishonored, unclaimed, dispatched, or any other status.
<b>Serial Number</b>	[Mandatory, Numeric, 22] Type the cheque serial number to inquire upon a cheque based on its serial number.
<b>Account No</b>	[Mandatory, Numeric, 14] Type the account number to inquire upon cheques deposited in that account.
<b>Instr Number</b>	[Mandatory, Numeric, 12] Type the instrument number to inquire for a specific cheque.

3. Select the collection type from the drop-down list.
4. Enter the relevant search criteria details.

## Collection/Purchase Inquiry

**Collection/Purchase Inquiry**

Collection:  Deposit Branch :

Booking/Purchase Date From:  Booking/Purchase Date To:

Cash Letter Reference Number :  Instrument Status:

Serial Number :  Account No:

Instr Number:

**Collection Summary** | **Collection Details**

Txn Date	Serial No.	Instrument Currency	Instrument Amount	Instrument Type	Instrument Date	Instrument No
2004-04-07 00:00:00	999900009001	104	100000	1	2004-04-07 00:00:00	000000123456
2004-04-07 00:00:00	999900010001	104	250000	1	2004-04-07 00:00:00	000000098765
2004-09-30 00:00:00	999900018001	104	335	1	2004-09-30 00:00:00	000006547546
2004-09-30 00:00:00	999900018002	104	38666	1	2004-09-30 00:00:00	000000008566
2004-09-30 00:00:00	999900019001	104	27897	1	2004-09-30 00:00:00	000000078797
2004-09-30 00:00:00	999900019002	104	988767	1	2004-09-30 00:00:00	000000006432
2003-11-06 00:00:00	999900020001	104	500	1	2003-11-06 00:00:00	000000123456
2003-11-06 00:00:00	999900021001	104	111111	1	2003-11-06 00:00:00	000004564564
2003-11-06 00:00:00	999900024001	104	6000	1	2003-11-06 00:00:00	000000006000
2003-11-06 00:00:00	999900024002	104	5000	1	2003-11-06 00:00:00	000000005000
2003-11-06 00:00:00	999900026001	104	5000	1	2003-11-06 00:00:00	000000005000

5. Click the **Inquire** button.
6. The system displays the **Collection Summary** tab.

## Collection Summary

Collection/Purchase Inquiry																																																																																										
Collection:	<input type="text" value="OCC"/>	Deposit Branch :	<input type="text" value="HO"/>																																																																																							
Booking/Purchase Date From:	<input type="text" value="01/01/2003"/>	Booking/Purchase Date To:	<input type="text" value="10/12/2004"/>																																																																																							
Cash Letter Reference Number :	<input type="text"/>	Instrument Status:	<input type="text"/>																																																																																							
Serial Number :	<input type="text"/>	Account No:	<input type="text"/>																																																																																							
Instr Number:	<input type="text"/>																																																																																									
<div style="display: flex; justify-content: space-between;"> <span>Collection Summary</span> <span>Collection Details</span> </div> <table border="1"> <thead> <tr> <th>Txn Date</th> <th>Serial No.</th> <th>Instrument Currency</th> <th>Instrument Amount</th> <th>Instrument Type</th> <th>Instrument Date</th> <th>Instrument No</th> </tr> </thead> <tbody> <tr> <td>2004-04-07 00:00:00</td> <td>999900009001</td> <td>104</td> <td>100000</td> <td>1</td> <td>2004-04-07 00:00:00</td> <td>000000123456</td> </tr> <tr> <td>2004-04-07 00:00:00</td> <td>999900010001</td> <td>104</td> <td>250000</td> <td>1</td> <td>2004-04-07 00:00:00</td> <td>000000098765</td> </tr> <tr> <td>2004-09-30 00:00:00</td> <td>999900018001</td> <td>104</td> <td>335</td> <td>1</td> <td>2004-09-30 00:00:00</td> <td>000006547546</td> </tr> <tr> <td>2004-09-30 00:00:00</td> <td>999900018002</td> <td>104</td> <td>38666</td> <td>1</td> <td>2004-09-30 00:00:00</td> <td>000000008566</td> </tr> <tr> <td>2004-09-30 00:00:00</td> <td>999900019001</td> <td>104</td> <td>27897</td> <td>1</td> <td>2004-09-30 00:00:00</td> <td>000000078797</td> </tr> <tr> <td>2004-09-30 00:00:00</td> <td>999900019002</td> <td>104</td> <td>988767</td> <td>1</td> <td>2004-09-30 00:00:00</td> <td>000000006432</td> </tr> <tr> <td>2003-11-06 00:00:00</td> <td>999900020001</td> <td>104</td> <td>500</td> <td>1</td> <td>2003-11-06 00:00:00</td> <td>000000123456</td> </tr> <tr> <td>2003-11-06 00:00:00</td> <td>999900021001</td> <td>104</td> <td>111111</td> <td>1</td> <td>2003-11-06 00:00:00</td> <td>000004564564</td> </tr> <tr> <td>2003-11-06 00:00:00</td> <td>999900024001</td> <td>104</td> <td>6000</td> <td>1</td> <td>2003-11-06 00:00:00</td> <td>000000006000</td> </tr> <tr> <td>2003-11-06 00:00:00</td> <td>999900024002</td> <td>104</td> <td>5000</td> <td>1</td> <td>2003-11-06 00:00:00</td> <td>000000005000</td> </tr> <tr> <td>2003-11-06 00:00:00</td> <td>999900026001</td> <td>104</td> <td>5000</td> <td>1</td> <td>2003-11-06 00:00:00</td> <td>000000005000</td> </tr> </tbody> </table>							Txn Date	Serial No.	Instrument Currency	Instrument Amount	Instrument Type	Instrument Date	Instrument No	2004-04-07 00:00:00	999900009001	104	100000	1	2004-04-07 00:00:00	000000123456	2004-04-07 00:00:00	999900010001	104	250000	1	2004-04-07 00:00:00	000000098765	2004-09-30 00:00:00	999900018001	104	335	1	2004-09-30 00:00:00	000006547546	2004-09-30 00:00:00	999900018002	104	38666	1	2004-09-30 00:00:00	000000008566	2004-09-30 00:00:00	999900019001	104	27897	1	2004-09-30 00:00:00	000000078797	2004-09-30 00:00:00	999900019002	104	988767	1	2004-09-30 00:00:00	000000006432	2003-11-06 00:00:00	999900020001	104	500	1	2003-11-06 00:00:00	000000123456	2003-11-06 00:00:00	999900021001	104	111111	1	2003-11-06 00:00:00	000004564564	2003-11-06 00:00:00	999900024001	104	6000	1	2003-11-06 00:00:00	000000006000	2003-11-06 00:00:00	999900024002	104	5000	1	2003-11-06 00:00:00	000000005000	2003-11-06 00:00:00	999900026001	104	5000	1	2003-11-06 00:00:00	000000005000
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2003-11-06 00:00:00	999900026001	104	5000	1	2003-11-06 00:00:00	000000005000																																																																																				
<input type="button" value="Inquire"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>																																																																																										

### Field Description

Column Name	Description
<b>Txn Date</b>	[Display] This column displays the transaction date and stamp.
<b>Serial No.</b>	[Display] This column displays the serial number. A running serial number is generated by the system automatically at the time of depositing the cheque.
<b>Instrument Currency</b>	[Display] This column displays the cheque currency code.
<b>Instrument Amount</b>	[Display] This column displays the cheque amount.
<b>Instrument Type</b>	[Display] This column displays the instrument type whether DD or BC.
<b>Instrument Date</b>	[Display] This column displays the cheque date.
<b>Instrument No</b>	[Display] This column displays the cheque number.

For your branch, check all the OCC transactions that are pending clearance on the basis of the provided search criteria.

7. Double-click a record to view its details.
8. The system displays the **Collection Details** tab.

## Collection Details

**Collection/Purchase Inquiry**

Collection:  Deposit Branch :

Booking/Purchase Date From:   Booking/Purchase Date To:

Cash Letter Reference Number :  Instrument Status:

Serial Number :  Account No:

Instr Number:

**Collection Summary** | **Collection Details**

Date:   Number :

Instrument Currency:  Amount:

Instrument Type:  Instrument Date:

Instr Number:  Drawer Routing no:

Correspondent Bank :  Correspondent Branch:

Account No:  Customer Name:

Instrument Status:  Amt. Purchased:

From TCY to LCY :  From ACY to LCY :

Cash Letter Reference Number :  Clearing Type:

Reject Code:

Value Date:   Drawer Acct. No :

## Field Description

Field Name	Description
<b>Date</b>	[Display] This field displays the transaction date and stamp.
<b>Number</b>	[Display] This field displays the running serial number, which is automatically generated by the system, at the time of depositing the cheque.
<b>Instrument Currency</b>	[Display] This field displays the cheque currency code.
<b>Amount</b>	[Display] This field displays the cheque amount.
<b>Instrument Type</b>	[Display] This field displays the instrument type.
<b>Instrument Date</b>	[Display] This field displays the cheque date.

<b>Field Name</b>	<b>Description</b>
<b>Instr Number</b>	[Display] This field displays the cheque number.
<b>Drawer Routing no</b>	[Display] This field displays the routing number of the bank on whom the cheque is issued.
<b>Correspondent Bank</b>	[Display] This field displays the correspondent bank name in case of outstation clearing.
<b>Correspondent Branch</b>	[Display] This field displays the correspondent branch name in case of outstation clearing.
<b>Account No</b>	[Display] This field displays the number of the account in which the cheque is deposited.
<b>Customer Name</b>	[Display] This field displays the account holder name.
<b>Instrument Status</b>	[Display] This field displays the cheque status at the time of inquiry i.e. whether dispatched, unclaimed, etc.
<b>Amt. Purchased</b>	[Display] This field displays the amount purchased, if the customer has purchased the cheque from the bank.
<b>From TCY to LCY</b>	[Display] This field displays the rate of conversion used for converting the transaction (cheque) currency to the local currency of the bank.
<b>From ACY to LCY</b>	[Display] This field displays the rate of conversion used for converting the account currency to the local currency of the bank.
<b>Cash Letter Reference Number</b>	[Display] This field displays the cash letter reference number of the cheque.
<b>Clearing Type</b>	[Display] This field displays the clearing type of the cheque. For example, high value morning clearing or noon clearing, etc.
<b>Reject Code</b>	[Display] This field displays the reject code to indicate the reason for which the check is rejected.
<b>Value Date</b>	[Display] This field displays the date on which the cheque has received value.
<b>Drawer Acct. No</b>	[Display] This field displays the account number of the payer.

9. Click the **Close** button.

## 8.8. ST074 - Remittance Inquiry

Using this option you can view the details of the banker's cheque / demand draft / telegraphic transfers issued by the issuing branch or the payee branch.

The inquiry can be done based on CASA Account Number.

### Definition Prerequisites

- STM59 - Settlement Bank Parameters
- STM54 - Routing Branch Maintenance
- Inventory Maintenance

### Modes Available

Not Applicable

### To view the bankers cheque / DD / TT status

1. Type the fast path **ST074** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Remittance Inquiry**.
2. The system displays the **Remittance Inquiry** screen.

### Remittance Inquiry

**Remittance Inquiry\***

**Instrument Selection Criteria**

Type: Bankers Cheque(BC) Issuer Name:

Select By:  Branch Name:  Currency Code:

Date From: 31/12/2010 Date To: 31/12/2010 Status: All

Serial No:  BC / DD No :  Issue Account No:

Transactions | Details

Serial No	Ccy	Amount	Issue Branch Code	Issue Branch	BC / DD No	Routing No.	Instr Date	Status
-----------	-----	--------	-------------------	--------------	------------	-------------	------------	--------

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

### Field Description

Field Name	Description
<b>Instrument Selection Criteria</b>	
<b>Type</b>	<p>[Mandatory, Drop-Down]            Select the instrument type from the drop-down list.            The system has some pre-shipped list of instruments that can handle through existing processes. In case the bank has additional type of instruments, which are to be processed, by <b>FLEXCUBE Retail</b> then an instrument type <b>Instrument Type Xref</b> (Fast Path: STM58) option needs to be added and the instrument can be passed through the system.            The options are:</p> <ul style="list-style-type: none"> <li>• Bankers Cheque (BC)</li> <li>• Demand Draft (DD)</li> <li>• Telegraphic Transfer (TT)</li> </ul>
<b>Issuer Name</b>	<p>[Optional, Pick List]            Select the issuer name to inquire on an instrument based on the code of the issuer from the pick list.</p>
<b>Select By</b>	<p>[Optional, Drop-Down]            Select the issuer branch to perform the inquiry based on the issuer branch from the drop-down list.            In case of DD, the user can also make an inquiry with payee branch as the search factor.</p>
<b>Branch Name</b>	<p>[Optional, Pick List]            Select the branch name of the issuer branch from the pick list.</p>
<b>Currency Code</b>	<p>[Optional, Pick List]            Select the currency code to inquire an instrument with currency as the criteria from the pick list.</p>
<b>Date From</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]            Select the start date of the period from the pick list, if you want to perform a remittance inquiry for a specific period.</p>
<b>Date To</b>	<p>[Mandatory, Pick List, dd/mm/yyyy]            Select the end date of the period from the pick list, if you want to perform a remittance inquiry for a specific period.</p>
<b>Status</b>	<p>[Optional, Drop-Down]            Select the instrument status for which a list should be generated from the drop-down list.            This is to be selected in conjunction with the instrument type.</p>
<b>Serial No</b>	<p>[Optional, Numeric, 12]            Type the serial number of the instrument, to perform an inquiry for a particular issued instrument (DD/BC/TT).            This is the serial number of the instrument as generated by <b>FLEXCUBE Retail</b>.</p>
<b>BC/DD No</b>	<p>[Optional, Numeric, 12]            Type the BC or DD number.</p>

Field Name	Description
<b>Issue Account No</b>	[Optional, Numeric, 14] Type the CASA account number against which the instrument is issued or remitted.

3. Select the instrument type from the drop-down list.
4. Enter the relevant search criteria details.

### Remittance Inquiry

**Remittance Inquiry\***

**Instrument Selection Criteria**

Type: Demand Draft(DD) Issuer Name: HDFC BANK LTD

Select By: Issue Branch Branch Name: .EAST PARK ROAD Currency Code: INR

Date From: 31/12/2010 Date To: 31/12/2010 Status: All

Serial No: BC / DD No : Issue Account No:

**Transactions** Details

Serial No	Ccy	Amount	Issue Branch Code	Issue Branch	BC / DD No	Routing No.	Instr Date	Status
-----------	-----	--------	-------------------	--------------	------------	-------------	------------	--------

Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque

UDF OK Close Clear

5. Click the **Inquire** button.
6. The system displays the **Transactions** tab.

## Transactions

**Remittance Inquiry\***

**Instrument Selection Criteria**

Type: Demand Draft(DD) Issuer Name: HDFC BANK LTD

Select By: Branch Name: EAST PARK ROAD Currency Code: INR

Date From: 31/12/2010 Date To: 31/12/2010 Status: All

Serial No: BC / DD No : Issue Account No :

Transactions | Details

Serial No	Ccy	Amount	Issue Branch Code	Issue Branch	BC / DD No	Routing No.	Instr Date	Status
024013000004	INR	300.00	240	WORLI - SANDOZ HOUSE		0	31/12/2010	Issued
024013000005	INR	5,000.00	240	WORLI - SANDOZ HOUSE	000000001234	400240003	31/12/2010	Issued
024013000006	INR	300.00	240	WORLI - SANDOZ HOUSE		0	31/12/2010	Issued
024013000007	INR	300.00	240	WORLI - SANDOZ HOUSE		400240002	31/12/2010	Paid
024013000008	INR	300.00	240	WORLI - SANDOZ HOUSE		0	31/12/2010	Issued
024013000012	INR	1,345.00	240	WORLI - SANDOZ HOUSE		400240002	31/12/2010	Issued
024013000013	INR	25,136.00	240	WORLI - SANDOZ HOUSE	000000000001	400240015	31/12/2010	Paid
024013000014	INR	6,011.72	240	WORLI - SANDOZ HOUSE		141240003	31/12/2010	Issued
024013000015	INR	300.00	240	WORLI - SANDOZ HOUSE		0	31/12/2010	Issued

Card | Change Pin | Cheque | Cost Rate | Denomination | Instrument | Inventory | Pin Validation | Service Charge | Signature | Travellers Cheque

UDF | OK | Close | Clear

## Field Description

Column Name	Description
<b>Serial No</b>	[Display] This column displays the serial number of the instrument.
<b>Ccy</b>	[Display] This column displays the currency in which the transaction is performed i.e. the instrument currency.
<b>Amount</b>	[Display] This column displays the transaction amount i.e. the instrument amount.
<b>Issue Branch Code</b>	[Display] This column displays the branch code from where the instrument was originated or issued.
<b>Issue Branch</b>	[Display] This column displays the branch name from where the instrument was originated or issued.
<b>BC/DD No</b>	[Display] This column displays the BC or DD No.

Column Name	Description
<b>Routing No.</b>	<p>[Display]</p> <p>This column displays the routing number against which the cheque has been drawn.</p> <p>The routing number is a combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number</i><sup>48</sup> = Sector Code/Bank Code + Branch Code</p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>Instr Date</b>	<p>[Display]</p> <p>This column displays the date mentioned on the instrument.</p>
<b>Status</b>	<p>[Display]</p> <p>This column displays the instrument status i.e. paid, outstanding, lost or duplicated.</p>

7. Double-click a record to view its details.
8. The system displays the **Details** tab.

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<sup>48</sup>(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.)

## Details

**Remittance Inquiry\***

**Instrument Selection Criteria**

Type: Demand Draft(DD)    Issuer Name: HDFC BANK LTD  
 Select By:    Branch Name: EAST PARK ROAD    Currency Code: INR  
 Date From: 31/12/2010    Date To: 31/12/2010    Status: All  
 Serial No:    BC / DD No :    Issue Account No:

Transactions | **Details**

Serial Number: 024013000006	Instrument Date: 31/12/2010
Issue Date: 31/12/2010	Date Reval:
BC / DD No:	Routing Number: 0
Issue Account No: 02400190100056	Issue Branch: 240 WORLI - SANDOZ HOUSE
Status: Issued	Drawee Bank: AB
Amount: INR 300.00	Drawee Bank: 11
Liquidated Brn:	Liquidation Date:
Issue Mode: GL Account	Dormancy Date:
Issuer User Id: THARI	Unclaimed Date:
Issuer Auth Id: SYSTEM	
Liquidation Account No:	Liquidation Mode:
Liquidation User ID:	Liquidation Auth ID:
Name: h	
Cust IC:	
Address 1:	Address 2:
Address 3:	Payee Branch: 1
Original MICR No:	Original Routing No: 0
Indemnity Details:	
Narrative: DD-On ANDHRA BANK-ALLAGADDA-024013000006	

Card	Change Pin	Cheque	Cost Rate	Denomination	Instrument	Inventory	Pin Validation	Service Charge	Signature	Travellers Cheque
------	------------	--------	-----------	--------------	------------	-----------	----------------	----------------	-----------	-------------------

UDF	OK	Close	Clear
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## Field Description

Field Name	Description
<b>FC Number</b>	[Display] This field displays the serial number of the instrument as generated by <b>FLEXCUBE Retail</b> .
<b>Instrument Date</b>	[Display] This field displays the date mentioned on the instrument.
<b>Issue Date</b>	[Display] This field displays the date on which the instrument is issued.
<b>Date Before Reval</b>	[Display] This field displays the date of the instrument before revalidation.

Field Name	Description
<b>MICR Number</b>	<p>[Display]</p> <p>This field displays the MICR number as printed on the instrument. For a remittance instrument such as a BC or a DD, at the time of issue, the system generates a serial number comprising the branch code and a running serial number.</p> <p>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.</p> <p>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 <b>FLEXCUBE Retail</b> tracks the instrument uniquely.</p>
<b>Routing Number</b>	<p>[Display]</p> <p>This field displays the routing number.</p> <p>The routing number is the combination of the bank code and the branch code.</p> <p>The combination can be obtained from the <b>Routing Branch Maintenance</b> option.</p> <p><i>Routing Number = Sector Code/Bank Code + Branch Code</i></p> <p>For a cheque deposited, this routing number is used by the system to determine the float days and thus the value date of the instrument.</p> <p>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 <b>Settlement Bank Parameters</b> option.</p>
<b>Account No</b>	<p>[Display]</p> <p>This field displays the account number to which the instrument was issued.</p>
<b>Originating Brn</b>	<p>[Display]</p> <p>This field displays the branch from where the instrument was originated or issued.</p>
<b>Status</b>	<p>[Display]</p> <p>This field displays the status of the instrument whether the instrument is paid or outstanding or lost.</p>
<b>Drawee Bank</b>	<p>[Display]</p> <p>This field displays the name of the drawee bank.</p>
<b>Amount</b>	<p>[Display]</p> <p>This field displays the instrument amount.</p>
<b>Drawee Bank</b>	<p>[Display]</p> <p>This field displays the code of the drawee bank.</p>
<b>Liquidated Brn</b>	<p>[Display]</p> <p>This field displays the branch from where the instrument was liquidated, if it was paid out.</p>

<b>Field Name</b>	<b>Description</b>
<b>Liquidation Date</b>	[Display] This field displays the date of liquidation of the instrument.
<b>Issue Mode</b>	[Display] This field displays the mode of issue, whether issued from branch, through standing instruction, batch upload, etc.
<b>Dormancy Date</b>	[Display] This field displays the dormancy date.
<b>Issuer User Id</b>	[Display] This field displays the user who has issued the instrument. This would typically be the teller name for branch issue and <b>SYSTEM</b> for <b>EOD</b> issue.
<b>Unclaimed Date</b>	[Display] This field displays the date of transfer, if the instrument was marked as unclaimed and transferred out.
<b>Name</b>	[Display] This field displays the beneficiary name.
<b>Cust IC</b>	[Display] This field displays the customer IC.
<b>Address1</b>	[Display] This field displays the beneficiary address details.
<b>Address2</b>	[Display] This field displays the beneficiary address details.
<b>Address3</b>	[Display] This field displays the beneficiary address details.
<b>Payee Branch</b>	[Display] This field displays the code of the payee bank.
<b>Original MICR No</b>	[Display] This field displays the original MICR number of the instrument.
<b>Original Routing No</b>	[Display] This field displays the original routing number of the instrument.
<b>Indemnity Details</b>	[Display] This field displays the indemnity details of the instrument.
<b>Narrative</b>	[Display] This field displays the default narration, based on the transaction.

9. Click the **Close** button.

## 8.9. STM71 - Unmatched DHN Blacklist Customer Deletion

The bank receives a file from **Central Bank**, which contains DHN blacklist customers, for the cheque returns due to NSF, originated from all other banks. **FLEXCUBE** matches the data based on the tax ID of the customer or customer name and date of birth and marks as external DHN blacklist.

The DHN expiry date which is part of the inward file received is also updated in **FLEXCUBE**. The unmatched DHN **Blacklist Customer Deletion** option is used to enquire/delete records from the unmatched DHN external blacklist table.

### Definition Prerequisites

- 8053 - Customer Addition
- 8051 - CASA Account Opening

### Modes Available

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

### To delete unmatched DHN blacklist customer

1. Type the fast path **STM71** and click **Go** or navigate through the menus to **Global Definitions > Clearing > Unmatched DHN Blacklist Customer Deletion**.
2. The system displays the **Unmatched DHN Blacklist Customer Deletion** screen.

### Unmatched DHN Blacklist Customer Deletion

Unmatched DHN Blacklist Customer Deletion\*

Income Tax No :

Full Name :  Birth / Reg Date (dd/mm/yyyy) :

**DHN Details**

Customer Name :

Address :

Reference No :

Bank Code :

DHN No :

DHN Expiry Date :

**Record Details**

Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add  Modify  Delete  Cancel  Amend  Authorize  Inquiry

OK Close Clear

## Field Description

<b>Field Name</b>	<b>Description</b>
<b>Income Tax No</b>	[Conditional, Numeric, 15] Type the income tax number. This field is disabled if data is entered in the <b>Full Name</b> field.
<b>Full Name</b>	[Conditional, Alphanumeric, 40] Type the customer full name. This field is disabled if data is entered in the <b>Income Tax No.</b> field.
<b>Birth / Reg Date (dd/mm/yyyy)</b>	[Conditional, dd/mm/yyyy] Type the date of birth after entering the full name in the adjacent field. This field is disabled if data is entered in the <b>Income Tax No.</b> field.
<b>DHN Details</b>	
<b>Customer Name</b>	[Display] This field displays the customer name.
<b>Address</b>	[Display] This field displays the address of the customer.
<b>Reference No</b>	[Display] This field displays the reference number.
<b>Bank Code</b>	[Display] This field displays the bank code.
<b>DHN No</b>	[Display] This field displays the DHN number.
<b>DHN Expiry Date</b>	[Display] This field displays the DHN expiry date.

3. Click the **Delete** button.
4. Enter the income tax number and press the **<Tab>** or **<Enter>** key.  
OR  
Enter the full name and the birth/reg date and press the **<Tab>** or **<Enter>** key.
5. The system displays the DHN details.

## Unmatched DHN Blacklist Customer Deletion

Unmatched DHN Blacklist Customer Deletion\*

Income Tax No : 679122120340000

Full Name : ANDREAS GOZALI Birth / Reg Date (dd/mm/yyyy) : 15/04/1956

**DHN Details**

Customer Name : ANDREAS GOZALI

Address : JL NUSA INDAH RAYA N

Reference No : BM11622030508000001

Bank Code : 80017

DHN No : 2/05/08

DHN Expiry Date : 15/05/2010

**Record Details**

Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add Modify Delete Cancel Amend Authorize Inquiry

Ok Close Clear

6. Click the **Ok** button.
7. The system displays the message "Record Deleted... Authorisation Pending..". Click the **Ok** button.
8. The unmatched DHN blacklist customer is deleted once the record is authorized.

## 8.10. EC005 - ECS Cutoff Marking Maintenance

Using this option, you can perform ECS cutoff marking for the centralized clearing branches. Based on the check box selected cutoff is marked for clearing or non clearing branches. After the cutoff is marked, none of the ECS transactions will be allowed to be passed through scanning. If the cutoff is not marked by the clearing system before EOD, then it will be automatically marked in the EOD.

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**Note:** This option is accessible through the supervisor login ID.

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### Definition Prerequisites

- STM50 - Clearing Branch - Cross Reference

### Modes Available

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

### To maintain ECS cutoff marking for clearing branch

1. Type the fast path **EC005** and click **Go** or navigate through the menus to **Global Definitions > Clearings > ECS Cutoff Marking Maintenance**.
2. The system displays the **ECS Cutoff Marking Maintenance** screen.

### ECS Cutoff Marking Maintenance

ECS Cutoff Marking Maintenance\*

Date Process :

Cutoff for Non-Clearing Branches :

Cutoff for Clearing Branch :

**Record Details**

Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add By Copy  Add  Modify  Delete  Cancel  Amend  Authorize  Inquiry

UDF Ok Close Clear

### Field Description

Field Name	Description
<b>Date Process</b>	[Display] This field displays the current process date.
<b>Cutoff for Non-Clearing Branches</b>	[Optional, Check Box] Select this check box if the ECS cutoff needs to be marked for all the related non-clearing branches.
<b>Cutoff for Clearing Branch</b>	[Optional, Check Box] Select this check box if the ECS cutoff needs to be marked for the current branch and all the related non-clearing branches.

3. Click the **Add** button.
4. Select the cutoff for non-clearing branches or cutoff for clearing branches check box.

### ECS Cutoff Marking Maintenance

ECS Cutoff Marking Maintenance\*

Date Process : 30/04/2008

Cutoff for Non-Clearing Branches :

Cutoff for Clearing Branch :

Record Details				
Input By	Authorized By	Last Mnt. Date	Last Mnt. Action	Authorized
				<input type="checkbox"/>

Add By Copy  
 Add  
 Modify  
 Delete  
 Cancel  
 Amend  
 Authorize  
 Inquiry

UDF   Ok   Close   Clear

5. Click the **Ok** button.
6. The system displays the message "Record Authorized..". Click the **Ok** button.