

Oracle FLEXCUBE Core Banking

General Ledger User Manual
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General Ledger User Manual
July 2016

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Table of Contents

| | |
|--|-----------|
| Introduction | 4 |
| 1.1. GLM01 - Voucher Entry | 5 |
| Transfer | 19 |
| 1.2. 1094 - GL To GL Funds Transfer Request | 20 |
| 1.3. GLM04 - GL Transactions and Movements Inquiry | 25 |
| 1.4. 1321 - Close Out Balance Inquiry | 35 |
| 1.5. 6312 - ODC - Against GL Account | 49 |
| GL Transactions | 54 |
| 1.6. Defining Chart of Accounts | 55 |
| GL Maintenance | 57 |
| 1.7. GLM20 - Enterprise GL Cross Reference Maintenance | 58 |
| 1.8. GLM35 - Implemented GL Cross Ref..... | 60 |
| 1.9. GLM36 - GL Posting Flag Maintenance..... | 63 |
| 1.10. GLM37 - GL Cost Centre XRef. Maintenance | 66 |

Introduction

FLEXCUBE Core Banking Suite software is a complete computerised solution for the day-to-day operations of a bank.

FLEXCUBE enables banks to meet the challenge of intense competition, reduced margins and increased customer expectations by offering a collection of modules with powerful combination of flexibility and control.

General Ledger is one of the various modules of **FLEXCUBE**, which embodies the product philosophy as stated above. General Ledger module is designed for multi-level structure of the bank's chart of accounts as focus.

The General Ledger module in **FLEXCUBE** supports the reconciliation as well as account revaluation apart from the definition of chart of accounts. **FLEXCUBE** is also equipped to handle vast range of GL transactions.

1.1. GLM01 - Voucher Entry

This option allows you to post voucher transactions in the branch.

Vouchers have debit transactions coupled with their respective credits in teller batches. Once a new batch is posted, it is checked and confirmed in supervisory mode.

For every voucher entry transaction the system will check the flag defined at the template level in the field Restrict Txns on Customer Account for **VE**¹(Voucher Entry) using the **Access Profile Maintenance** (Fast Path: SMDTMPRO) option and will allow / disallow the user to do transaction on customer accounts.

Definition Prerequisites

- 8051 - CASA Account Opening
- AC002 - Account Classification Enquiry
- LN057 - Loan Direct Account Opening

Modes Available

Not Applicable

To open a new batch

1. Type the fast path **GLM01** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Data Entry > Voucher Entry**.
2. The system displays the **Voucher Entry** screen.

Voucher Entry

The screenshot displays the 'Voucher Entry' window. At the top, there are input fields for 'Operation', 'Batch No.', 'Current Batch Teller', and 'New Batch Teller'. Below these are 'Batch Date' (02/09/2016), 'Branch Code' (240), and 'Branch Name' (SANDOZ - MUMBAI). Further down, 'Batch Currency' is set to 'INR' and 'Status' is empty. A checkbox for 'Restrict Transaction on Customer Acct For VE' is present. The main interface has several tabs: 'Vouchers', 'Voucher Detail', 'Close Batch', 'Customer MIS', 'Composite MIS', 'Transaction MIS', and 'Limit Check Results'. Under the 'Vouchers' tab, there are three radio buttons: 'Modify Voucher' (selected), 'Delete Voucher', and 'UnDelete Voucher'. A table with columns 'Txn No.', 'Ref./Instr. No.', 'Customer / GL. A/C', 'Account No.', 'Dr / Cr', 'Amount ACY', and 'Status' is shown. Below the table, there are fields for 'Dr Txns', 'Dr Amount(Lcy)', 'Cr Txns', and 'Cr Amount(Lcy)', along with an 'Add Voucher' button. At the bottom right, there is a 'Last User' field. The status bar at the very bottom contains buttons for 'OK', 'Close', and 'Clear'.

¹(Voucher Entry)

Field Description

| Field Name | Description |
|--|---|
| Operation | <p>[Mandatory, Drop-Down]</p> <p>Select the operation to be performed from the drop-down list.</p> <ul style="list-style-type: none">• Open New Batch• Reopen Existing Batch• Check & Close Batch• Change Batch User |
| Batch No | <p>[Conditional, Pick list]</p> <p>Select the batch number from the pick list.</p> <p>This field is disabled if the Open New Batch option is selected in the Operation field.</p> <p>Closed batches cannot be re-opened.</p> |
| Current Batch Teller | <p>[Display]</p> <p>This field displays the current batch teller.</p> |
| New Batch Teller | <p>[Conditional, Pick List]</p> <p>Select the new batch teller from a pick list.</p> <p>The field is enabled only if Change Batch User option is selected.</p> |
| Restrict Txns on Customer acct for VE | <p>[Display]</p> <p>This check box displays whether the user will be able to do voucher entry transactions on customer accounts or not.</p> |
| Batch Date | <p>[Conditional, Pick List, dd/mm/yyyy]</p> <p>Select the batch date from the pick list.</p> <p>This field is enabled only if the Open New Batch option is selected in the Operation field.</p> <p>By default, this field displays the current posting date. For backdating, this date has to be less than the system posting date.</p> |
| Branch Code | <p>[Display]</p> <p>This field displays the branch code of the user posting the batch.</p> |
| Batch Currency | <p>[Conditional, Drop-Down]</p> <p>Select the batch currency from the drop-down list.</p> <p>All transaction amounts in the batch would be in this currency.</p> <p>By default this field displays INR as currency.</p> |
| Status | <p>[Display]</p> <p>This field displays the status of the batch whether the batch is open, in use or reopened.</p> |

3. Select the **Open New Batch** option from the **Operation** drop-down list.
4. Click the **OK** button. The system displays the message "New Batch Opened... Press Ok to continue..". Click the **Ok** button.

Voucher Entry

Operation : Batch No : Current Batch Teller : New Batch Teller :

Batch Date : Branch Code : SANDOZ - MUMBAI

Batch Currency : Status : Restrict Transaction on Customer Acct For VE :

Vouchers | Voucher Detail | Close Batch | Customer MIS | Composite MIS | Transaction MIS | Limit Check Results

Modify Voucher Delete Voucher UnDelete Voucher

| Txn No. | Ref./Instr. No. | Customer / GL. A/C | Account No. | Dr / Cr | Amount ACY | Status |
|---------|-----------------|--------------------|-------------|---------|------------|--------|
| | | | | | | |

| Dr Txns | Dr Amount(Lcy) | Cr Txns | Cr Amount(Lcy) |
|---------|----------------|---------|----------------|
| | 0.00 | | 0.00 |

Last User :

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

6. Click the **Add Voucher** button. The system displays the **Voucher Detail** screen.
7. Enter the required information in the various tabs.

Voucher Detail

Voucher Entry*

Operation : Batch No : Current Batch Teller : New Batch Teller :

Batch Date : Branch Code : SANDOZ - MUMBAI

Batch Currency : Status : Restrict Transaction on Customer Acct For VE :

Vouchers | **Voucher Detail** | Close Batch | Customer MIS | Composite MIS | Transaction MIS | Limit Check Results

Customer A/C GL A/C

Txn No. :

Account Number : NISHANKMAT3

Voucher Branch : MAIN BRANCH Net Balance :

Amount ACY : Voucher No. :

Conversion Rate : Debit/Credit :

Trans. Type : FX Cost Conversion Rate :

Voucher date : LCY Equivalent :

Voucher remarks : Trans. Mnemonic :

Cheque No. :

COT Included : OD Limit :

Sweepin Amount Available : Mis Acct :

Mis Acct Name : FX User Reference No :

Parent Limit Code :

Transaction Reference No :

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

Field Description

| Field Name | Description |
|-----------------------|--|
| Customer A/C | [Optional, Radio Button] Click Customer A/C to post an entry on the customer account. It is Mandatory to select either Customer A/C or GL A/c field. |
| GL A/c | [Optional, Radio Button] Click GL A/c to post an entry on the GL account. It is Mandatory to select either Customer A/C or GL A/c field. |
| Txn No. | [Display] This field displays the transaction number generated by the system. |
| Account Number | [Conditional, Numeric, 14] Type the account number of the customer, if you have selected the Customer A/C option. The adjacent field displays the customer name. If the user has selected the GL A/C option, type the appropriate GL account number or select it from the pick list. The adjacent field displays the description of the GL account. |

| Field Name | Description |
|-------------------------|--|
| Voucher Branch | <p>[Mandatory, Drop-Down] Select the voucher branch from the drop-down list. The account branch is the voucher branch code if the user has selected the Customer A/C option. If the user has selected the GL A/C option and the posting is being done by a HO user, he needs to select the voucher branch code from the drop-down list. Else, the voucher branch code is defaulted to the branch code of the user.</p> |
| Net Balance | <p>[Display] This field displays the Net Balance for the CASA account. <i>Net Balance = Available Balance – Minimum Balance Required – Hold Balance +/- Confirmation Balance.</i></p> |
| Lob Code | <p>[Conditional, Pick List] Select the appropriate LOB code from the pick list. Only those LOBs which are available for the given set of GL, branch and currency will be available in the pick list. This field is enabled if the LOB related definition at the global # define level is true. This field is enabled if the GL A/c option is selected.</p> |
| Voucher No. | <p>[Mandatory, Numeric, 12] Type the voucher number. This is a manual reference number maintained by the user.</p> |
| Amount ACY | <p>[Mandatory, Numeric, 13, Two] Type the voucher amount in the account currency. The highest value in this field can be 9,999,999,999,999.99.</p> |
| Debit/Credit | <p>[Mandatory, Drop-Down] Select the transaction type from the drop-down list. The options are:</p> <ul style="list-style-type: none"> • Dr • Cr |
| Conversion Rate | <p>[Display] This field displays the exchange rate of account currency against the local currency, if the Customer A/c option is selected. In case GL A/c option is selected, this field displays the exchange rate of batch currency against the local currency.</p> |
| FX Cost Conversion Rate | <p>[Conditional, Numeric, 12, Two] Type the FX cost conversion rate. The cost rate for transaction currency is defaulted to the mid rate for the currency. This field is enabled only if Reopen Existing Batch option is selected from the Operation drop-down list.</p> |

| Field Name | Description |
|--------------------------|--|
| Trans. Type | <p>[Conditional, Drop-Down] Select the transaction type from the drop-down list. The options are:</p> <ul style="list-style-type: none"> • Forced Debit • Normal Debit <p>This field is enabled if the user has selected the Customer A/C option and the transaction is a debit transaction.</p> |
| LCY Equivalent | <p>[Display] This field displays the local currency equivalent of the Account currency amount.</p> |
| Voucher date | <p>[Display] This field displays the current posting date as the voucher date.</p> |
| Trans. Mnemonic | <p>[Mandatory, Pick List] Select the transaction mnemonic code from the pick list. The pick lists displays the transaction mnemonic codes based on the Account Type and Debit /Credit indicator. If transaction mnemonic is not selected, the system displays the default transaction code viz. 1008, 1408, 7601 or 7602.</p> |
| Voucher remarks | <p>[Mandatory, Alphanumeric, 120] Type the voucher remarks. For a new batch, the value in this field is blank. However, for multiple vouchers in the same batch, it retains the remark of the added voucher.</p> |
| Cheque No | <p>[Optional, Numeric, 12] Type the cheque number. When passing a debit on the CASA account, this number is checked against the unpaid cheque leaves issued on the account.</p> |
| COT Included | <p>[Conditional, Check Box] Select the COT Included check box if the commission on turnover is to be charged on the debit transaction. This field is enabled if the user has selected the Customer A/C option and the transaction is a debit transaction.</p> |
| OD Limit | <p>[Display] This field displays the overdraft limit on the CASA account.</p> |
| Sweepin Amount Available | <p>[Display] This field displays the available sweep in amount.</p> |
| Mis Acct | <p>[Conditional, Numeric, 16] Type the MIS account number if you have selected the GL A/C option so as to default the MIS codes of the MIS account to be defaulted for subsequent modification in Voucher Entry. If you have selected the Customer A/C option then by default this field displays the CASA account number.</p> |

| Column Name | Description |
|-------------|---|
| MIS Code | [Optional, Drop-Down] Select the MIS code from the drop-down list. |

Composite MIS

Field Description

| Column Name | Description |
|------------------|---|
| Composite | |
| MIS Class | [Display] This column displays the MIS class. |
| MIS Code | [Optional, Drop-Down] Select the MIS code from the drop-down list. |

Transaction MIS

Field Description

| Column Name | Description |
|--------------------|--|
| Transaction | |
| MIS Class | [Display] This column displays the MIS class. |
| MIS Code | [Optional, Drop-Down] Select the MIS code from the drop-down list. |

8. Click on the Voucher Detail tab.
9. Click the Save button.
10. The system displays the message "Record added". Click the Ok button.
11. Click the Cancel button to view the Vouchers tab.

Vouchers

Voucher Entry*

Operation : Batch No : Current Batch Teller : New Batch Teller :

Batch Date : Branch Code : SANDOZ - MUMBAT

Batch Currency : Status : Restrict Transaction on Customer Acct For VE :

Vouchers | Voucher Detail | Close Batch | Customer MIS | Composite MIS | Transaction MIS | Limit Check Results

Modify Voucher Delete Voucher UnDelete Voucher

| Txn No. | Ref./Instr. No. | Customer / GL. A/C | Account No. | Dr / Cr | Amount ACY | Status |
|---------|-----------------|--------------------|----------------|---------|------------|--------|
| 1 | 0 | C | 50100000019824 | Dr | 10,000.00 | |

| Dr Txns | Dr Amount(Lcy) | Cr Txns | Cr Amount(Lcy) |
|---------|----------------|---------|----------------|
| 1 | 10,000.00 | 0 | 0.00 |

Last User :

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

Field Description

| Column Name | Description |
|-------------------------|--|
| Modify Voucher | [Optional, Radio Button] Click Modify Voucher if you want to modify the voucher details. |
| Delete Voucher | [Optional, Radio Button] Click Delete Voucher if you want to delete the voucher details. |
| Undelete Voucher | [Optional, Radio Button] Click Undelete Voucher if you want to undelete the voucher details. |

| Column Name | Description |
|-----------------------|--|
| Txn No. | [Display] This column displays the transaction number generated by the system when the voucher was being added. |
| Ref/Instr. No. | [Display] This column displays the reference number or the instrument number. |

| Column Name | Description |
|------------------------|---|
| Customer/GL A/C | [Display] This column displays whether voucher details are maintained for customer account or GL account. If C is displayed, then voucher details are maintained for the customer account. If it displays G then voucher details are maintained for the GL account number. |
| Account No. | [Display] This column displays the customer account number or the GL account number. |
| Dr/Cr | [Display] This column displays the type of transaction. If C is displayed then it is a credit type of transaction or else if D is displayed then it is a debit type of transaction. |
| Amount ACY | [Display] This column displays the amount in the account currency. |
| Status | [Display] This column displays the status of the transaction/voucher. |
| Dr Txns | [Display] This column displays the count of the debit transactions in the voucher batch. |
| Dr Amount(Lcy) | [Display] This column displays the total amount of all debits in the voucher batch. |
| Cr Txns | [Display] This column displays the count of the credit transactions in the voucher batch. |
| Cr Amount(Lcy) | [Display] This column displays the total amount of all credits in the voucher batch. |
| Last User | [Display] This field displays the id of the last user. |

12. To add more voucher details, click the **Add Voucher** button.
OR
Click the **Close** button.

To check and close a batch

1. Select the Check & Close Batch option from the Operation drop-down list in supervisory login.
2. Select the batch number from the pick list. The system displays the Vouchers tab.
3. Double click on the appropriate record. The system displays the Voucher Detail tab.
4. Click the Check button. The Status of the record is updated to Checked.
5. Click the Close button.

Close Batch

Voucher Entry*

Operation : Batch No : Current Batch Teller : New Batch Teller :

Batch Date : Branch Code : SANDOZ - MUMBAI

Batch Currency : Status : Restrict Transaction on Customer Acct For VE :

Vouchers | **Voucher Detail** | Close Batch | Customer MIS | Composite MIS | Transaction MIS | Limit Check Results

| | | | |
|---------------|-----------------------------------|-----------------|-------------------------------------|
| Last User : | <input type="text" value="SUMA"/> | Last Checker : | <input type="text" value="SUMA"/> |
| Total Txns : | <input type="text" value="2"/> | Checked Txns : | <input type="text" value="2"/> |
| Debit Txns : | <input type="text" value="1"/> | Debit Amount : | <input type="text" value="100.00"/> |
| Credit Txns : | <input type="text" value="1"/> | Credit Amount : | <input type="text" value="100.00"/> |

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

Field Description

| Field Name | Description |
|------------|--|
| Last User | [Display] This field displays the user ID of the user who has last maintained the record. |

| Field Name | Description |
|----------------------|--|
| Last Checker | [Display] This field displays the user ID of the user who has last authorised the record. |
| Total Txns | [Display] This field displays the count of the total transactions of the batch. |
| Checked Txns | [Display] This field displays the count of the authorised transactions of the batch. |
| Debit Txns | [Display] This field displays the count of the debit transactions of the batch. |
| Debit Amount | [Display] This field displays the total debit amount of the batch. |
| Credit Txns | [Display] This field displays the count of the credit transactions of the batch. |
| Credit Amount | [Display] This field displays the total credit amount of the batch. |

Limit Check Results

This tab is for future use.

To reopen existing batch

1. Select the **Reopen Existing Batch** option from the **Operation** drop-down list.
2. The system displays the **Vouchers** screen tab.
3. The system displays the existing batch details.

To modify a voucher entry

1. Select the **Reopen Existing Batch** option from the **Operation** drop-down list.
2. Select the **Modify Voucher** option in **Vouchers** tab.
3. Double-click on the appropriate voucher record you want to modify.
4. The system displays the **Voucher Details** tab.
5. Modify the relevant information and click the **Save** button.
6. The system displays the message "Record modified". Click the **Ok** button.

Note: The user can add new batches in the **Vouchers** tab using the **Modify** option.

To delete a voucher entry

1. Select the **Reopen Existing Batch** option from the **Operation** drop-down list.
2. Select the **Delete Voucher** option in **Vouchers** tab.
3. Double-click on the appropriate voucher record you want to delete.
4. The system displays the **Voucher Details** tab.
5. Click the **Delete** button.
6. The system displays the message "Record deleted". Click the **Ok** button.

To undo a deleted voucher entry

1. Select the **Reopen Existing Batch** option from the **Operation** drop-down list.
2. Select the **Undelete Voucher** option in **Vouchers** tab.
3. Double-click on the appropriate deleted record you want to undelete.
4. The system displays the **Voucher Details** tab.
5. Click the **UnDelete** button.
6. The system displays the message "Record Undeleted". Click the **Ok** button.

Note: The system displays the warning message if no transactions are available in the close batch.

Transfer

1094 - GL To GL Funds Transfer Request

Using this option the funds can be transferred from one GL account to another. The value date for debit or credit can be set as either the current date or a future date.

Definition Prerequisites

Not Applicable

Modes Available

Not Applicable

To transfer fund to GL account

1. Type the fast path **1094** and click **Go** or navigate through the menus to **Transaction Processing > GL Transactions > Transfer > GL To GL Funds Transfer Request**.
2. The system displays the **GL To GL Funds Transfer Request** screen.

GL To GL Funds Transfer Request

Field Description

| Field Name | Description |
|---------------------------|--|
| GL Account Details | |
| Account Ccy | <p>[Mandatory, Drop-Down]</p> <p>Select the currency assigned to the product under which the account is opened from the drop-down list.</p> <p>All the entries posted in the account are in the account currency. The exchange rate values must be defined and downloaded.</p> <p>For example, if the currency assigned to a CASA product is Yen, the account opened under that product has Yen as its account currency, by default.</p> |
| Account Number | <p>[Mandatory, Pick List]</p> <p>Select the GL account number to which you want to transfer funds from the pick list.</p> <p>The GL account description will be displayed in the adjacent field.</p> |

| Field Name | Description |
|---------------------------|---|
| Amount | <p>[Mandatory, Numeric, 13, Two]</p> <p>Type the amount to be transferred.</p> <p>The amount will be calculated in the account currency. The system posts the entries to the accounts in the account currency. If the currency assigned to a CASA product is Yen, the account opened under that product has Yen as its account currency.</p> |
| Ccy Rate | <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.</p> <p>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> |
| Charges (Lcy) | <p>[Display]</p> <p>This field displays the charges in the local currency.</p> |
| Net Amount | <p>[Display]</p> <p>This field displays the total account amount including the charges.</p> |
| Voucher No | <p>[Optional, Numeric, 12]</p> <p>Type the instrument number used for fund transfer.</p> |
| Voucher Date | <p>[Mandatory, dd/mm/yyyy]</p> <p>Type the instrument date.</p> |
| User Reference No | <p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to identify the transaction.</p> |
| Value Date | <p>[Mandatory, dd/mm/yyyy]</p> <p>Type the value date.</p> |
| Narrative | <p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration for the fund transfer.</p> <p>By default, the system displays the narration, based on the transaction. The user can change the narration, if required.</p> |
| GL Account Details | |

| Field Name | Description |
|--------------------------|--|
| Txn Ccy | <p>[Mandatory, Drop-Down]</p> <p>Select the currency assigned to the product under which the account is opened from the drop-down list.</p> <p>All the entries posted in the account are in the account currency. The exchange rate values must be defined and downloaded.</p> <p>For example, if the currency assigned to a CASA product is Yen, the account opened under that product has Yen as its account currency, by default.</p> |
| Account Number | <p>[Mandatory, Pick List]</p> <p>Select the GL account number to which you want to transfer funds from the pick list.</p> <p>The GL account description will be displayed in the adjacent field.</p> |
| Amount | <p>[Display]</p> <p>This field displays the amount being transferred.</p> <p>The From GL account amount and the To GL account amount is same.</p> <p>The amount will be calculated in the account currency. The system posts the entries to the accounts in the account currency. If the currency assigned to a CASA product is Yen, the account opened under that product has Yen as its account currency.</p> |
| Ccy Rate | <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> |
| Voucher No | <p>[Display]</p> <p>This field displays the instrument number used for fund transfer.</p> |
| Voucher Date | <p>[Display]</p> <p>This field displays the instrument date.</p> |
| User Reference No | <p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to identify the transaction.</p> <p>This field is enabled or disabled depending on the profit booking being enabled or disabled for the particular transaction.</p> |
| Value Date | <p>[Mandatory, dd/mm/yyyy]</p> <p>Type the value date.</p> |

| Field Name | Description |
|------------------|--|
| Narrative | [Mandatory, Alphanumeric, 40] Type the narration for the fund transfer. By default, the system displays the narration, based on the transaction. The user can change the narration, if required. |

3. Select the account currency from the drop-down list.
4. Select the account numbers between which the transfer is to be made from the pick lists.
5. Enter the amount to be transferred, voucher number, and other account details.

GL To GL Funds Transfer Request

GL To GL Funds Transfer Request GL 12 X

GL Account Details

Account Ccy :

Account Number :

Amount : Ccy Rate :

Charges (Lcy): Net Amount:

Voucher No : Voucher Date :

User Reference No : Value Date :

Narrative :

GL Account Details

Txn Ccy :

Account Number :

Amount : Ccy Rate :

Voucher No : Voucher Date :

User Reference No : Value Date :

Narrative :

Other Transactions

Service charge Details

1.2. GLM04 - GL Transactions and Movements Inquiry

Using this option you can inquire about the transactions/movements posted/recorded by a particular branch in a specific currency during a particular period.

The GL inquiry can be made either based on date range or date range and amount range together.

If the inquiry is based on date range alone, then the From Amount field will be defaulted to 0 and the To Amount will be defaulted to maximum allowable value.

In case you input the value in the From Amount field only, the value in the To Amount field will be populated to maximum allowable value.

Definition Prerequisites

- BAM97 - Currency Codes Cross Reference
- BAM99 - GL Codes Cross Ref Maintenance
- BA436 - Line of Business (LOB) – Branch Cross Reference

Modes Available

Not Applicable

To maintain GL transactions and movements

1. Type the fast path **GLM04** and click **Go** or navigate through the menus to **Transaction Processing > GL Transactions > Inquiries > GL Transactions and Movements Inquiry**.
2. The system displays the **GL Transactions and Movements Inquiry** screen.

GL Transactions and Movements Inquiry

Field Description

| Field Name | Description |
|----------------------|--|
| GL Details | |
| GL Account No | [Mandatory, Numeric, Nine] Type the GL account number. |
| Name | [Display] This field displays the name of the GL account. |
| Branch | [Mandatory, Editable/Pick List] This field displays the branch code with which the user has logged in. |
| LOB | [Optional, Pick List] Select the appropriate line of business code from the pick list. The pick list displays all the LOB ² centers linked to the selected branch. |

²(Line of Business)

| Field Name | Description |
|-----------------------------|---|
| Currency | [Mandatory, Drop-Down] Select the currency code of the GL account for which the inquiry is to be done from the drop-down list. The default value is INR. |
| Inquiry Type | [Mandatory, Drop-Down] Select the type of inquiry from the drop-down list. The default value is Transactions. The options are: <ul style="list-style-type: none"> • Transactions • Movements • Reconciliation |
| From Date | [Mandatory, Editable/Pick List, dd/mm/yyyy] This field displays the previous Host posting date. Select the date from which you want to perform the inquiry from the pick list. |
| To Date | [Mandatory, Editable/Pick List, dd/mm/yyyy] This field displays the Host posting date. Select the date up to which you want to perform the inquiry from the pick list. |
| From Amount | [Optional, Numeric, 21, Two] Type the start range of amount from which the transaction inquiry has to be triggered. By default, it displays 0.00. |
| To Amount | [Optional, Numeric, 21, Two] Type the end range of amount from which the transaction inquiry has to be triggered. This value should be greater than or equal to the value in the From Amount field. By default, it displays 99999999999999999999.99 |
| GL Balance Details | |
| Opening Balance(LCY) | [Display] This field displays the opening balance amount in the local currency of the bank. |
| Opening Balance(FCY) | [Display] This field displays the opening balance amount in the respective currency of the GL. |
| Closing Balance(LCY) | [Display] This field displays the closing balance amount in local currency of the bank. |

| Field Name | Description |
|-----------------------------|---|
| Closing Balance(FCY) | [Display] This field displays the closing balance amount in the respective currency of the GL. |

3. Enter the GL account number and press the **<Tab>** or **<Enter>** key.
4. Select the branch, currency and inquiry type from the drop-down list.
5. Enter the from date and to date from the pick list.

GL Transactions and Movements Inquiry

GL Transactions and Movements Inquiry*

GL Details
 GL Account No : 171300001 Name : Debit Settlement Bridge for Loans
 Branch : 240 SANDOZ - MUMBAI LOB :
 Currency : INR Inquiry Type : Transactions From Date : 02/01/2017 To Date : 31/01/2017
 From Amount : 0.00 To Amount : 99,99,99,99,99,99,99

GL Balance Details
 Opening Balance (LCY) : 0.00 Opening Balance (FCY) : 0.00
 Closing Balance (LCY) : 0.00 Closing Balance (FCY) : 0.00

Transactions/Movements

| Txn Date | Posting Date | Value Date | Description | Dr-Cr | Amount(LCY) | Amount(FCY) | Instrument No |
|----------|--------------|------------|-------------|-------|-------------|-------------|---------------|
| 0 / 0 | | | | | | | |

Buttons: U/F, OK, Close, Clear

6. Click the **Ok** button. The system displays the transaction, reconciliation or movement details depending on the **Inquiry Type** selected.

Transactions

This screen is displayed only if the user selects Transaction as the Inquiry Type.

GL Transactions and Movements Inquiry*

GL Details
 GL Account No : 171300001 Name : Debit Settlement Bridge for Loans
 Branch : 240 SANDOZ - MUMBAI LOB :
 Currency : INR Inquiry Type : Transactions From Date : 02/01/2017 To Date : 31/01/2017
 From Amount : 0.00 To Amount : 99,99,99,99,99,99,99

GL Balance Details
 Opening Balance (LCY) : -719.31 Opening Balance (FCY) : -719.31
 Closing Balance (LCY) : -1,427.46 Closing Balance (FCY) : -1,427.46

Transactions/Movements

| Txn Date | Posting Date | Value Date | Description | Dr-Cr | Amount(LCY) | Amount(FCY) | Instrument No |
|---------------------|--------------|------------|-----------------------|-------|-------------|-------------|---------------|
| 02/01/2017 00:00:00 | 02/01/2017 | 30/01/2017 | LOAN INTEREST PAYMENT | D | 133.33 | 133.33 | CHOZDSB17002 |
| 02/01/2017 00:00:00 | 02/01/2017 | 30/01/2017 | LOAN INTEREST PAYMENT | D | 5.42 | 5.42 | CHOZDSB17002 |
| 02/01/2017 00:00:00 | 02/01/2017 | 30/01/2017 | LOAN INTEREST PAYMENT | D | 20.00 | 20.00 | CHOZDSB17002 |
| 02/01/2017 00:00:00 | 02/01/2017 | 30/01/2017 | LOAN INTEREST PAYMENT | D | 84.12 | 84.12 | CHOZDSB17002 |
| 02/01/2017 00:00:00 | 02/01/2017 | 30/01/2017 | LOAN INTEREST PAYMENT | D | 465.28 | 465.28 | CHOZDSB17002 |

1 / 1 [Export To Excel](#)

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 |
|-------------------------------|--|
| Transactions/Movements | |
| Txn Date | [Display] This field displays the transaction date of the GL transaction. |
| Posting Date | [Display] This column displays the posting date of the GL transaction. |
| Value Date | [Display] This column displays the value date of the GL transaction. |
| Description | [Display] This column displays the description of the transaction entered when posting. |
| Dr-Cr | [Display] This column displays the type of transaction whether it is a debit or credit to the GL. |

| Column Name | Description |
|----------------------------------|---|
| Amount (LCY) | [Display] This column displays the transaction amount in the local currency. |
| Amount FCY | [Display] This column displays the FCY amount for transactions done in FCY. For transactions done in LCY, this column displays LCY amount. |
| Instrument No | [Display] This column displays the instrument number. |
| Account No \ Product Code | [Display] This column displays the account number of the customer for whom the GL transaction is inquired. Or The code of the product in which the customer account is opened. |
| Maker Id | [Display] This column displays the maker ID. |
| Checker Id | [Display] This column displays the checker ID. |
| Transaction Display | [Link] Click the Click to Display link to view the Transaction Display screen. |

Reconciliation

This screen is displayed only if the user selects **Reconciliation** as the Inquiry Type.

Note: This screen is displayed only for unreconciled or partially reconciled inquiry type and will not be displayed for complete reconciliation.

GL Transactions and Movements Inquiry*

GL Details
 GL Account No : 267000057 Name : Due to 005 Branch from 007 Branch
 Branch : 240 SANDOZ - MUMBAI LOB :
 Currency : INR Inquiry Type : Transactions From Date : 30/08/2016 To Date : 02/09/2016
 From Amount : 0.00 To Amount : 99,99,99,99,99,99,99

GL Balance Details
 Opening Balance (LCY) : 0.00 Opening Balance (FCY) : 0.00
 Closing Balance (LCY) : 1,200.00 Closing Balance (FCY) : 1,200.00

Transactions/Movements

| Txn Date | Posting Date | Value Date | Description | Dr-Cr | Amount(LCY) | Amt to Recon | Instrument No |
|---------------------|--------------|------------|-------------|-------|-------------|--------------|---------------|
| 30/08/2016 00:00:00 | 30/08/2016 | 30/08/2016 | | C | 1,200.00 | 1,200.00 | 32 |

1 / 1

Export To Excel

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 |
|-------------|-------------|
|-------------|-------------|

Transactions/Movements

| | |
|---------------------|--|
| Txn Date | [Display] This field displays the transaction date of the GL transaction. |
| Posting Date | [Display] This column displays the posting date of the GL transaction. |
| Value Date | [Display] This column displays the value date of the GL transaction. |
| Description | [Display] This column displays the description of the transaction entered when posting. |
| Dr-Cr | [Display] This column displays the type of transaction whether it is a debit or credit to the GL. |

| Column Name | Description |
|----------------------------------|---|
| Amount (LCY) | [Display] This column displays the transaction amount in the local currency. |
| Amt To Recon | [Display] This column displays the amount to be reconciled. |
| Instrument No | [Display] This column displays the instrument number. |
| Account No \ Product Code | [Display] This column displays the account number of the customer for whom the GL transaction is inquired. Or The code of the product in which the customer account is opened. |
| Maker Id | [Display] This column displays the maker ID. |
| Checker Id | [Display] This column displays the checker ID. |
| Transaction Display | [Link] Click the Click to Display link to view the Transaction Display screen. link to view the Transaction Display screen. |

7. Click the **Export To Excel** link to fetch the data to an excel sheet.
8. Click the **Click to Display** to view the **Transaction Display** screen.

Transaction Display*

Reference Txn No :

| Posting Date | Value Date | Account Branch | Account No | Account Title | Related Account | Dr/Cr | Amount(LCY) | Account Amount |
|--------------|------------|----------------|------------|---------------|-----------------|-------|-------------|----------------|
|--------------|------------|----------------|------------|---------------|-----------------|-------|-------------|----------------|

/0

OK

Movements

GL Transactions and Movements Inquiry*

GL Details
 GL Account No : 221000002 Name : Retained Earnings
 Branch : 240 SANDOZ - MUMBAI LOB :
 Currency : INR Inquiry Type : Movements From Date : 02/01/2017 To Date : 31/01/2017
 From Amount : 0.00 To Amount : 99,99,99,99,99,99,99

GL Balance Details
 Opening Balance (LCY) : 0.00 Opening Balance (FCY) : 0.00
 Closing Balance (LCY) : 0.00 Closing Balance (FCY) : 0.00

Transactions/Movements

| Movement Date | Opening Balance | Debits | Credits | Closing Balance |
|---------------|-----------------|--------------|--------------|-----------------|
| 31/01/2017 | -3,06,39,452.00 | 0.00 | 0.00 | -3,06,39,452.00 |
| 02/01/2017 | -2,95,40,000.00 | 61,00,000.00 | 50,00,548.00 | -3,06,39,452.00 |

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 |
|-------------|-------------|
|-------------|-------------|

Transactions/Movements

| | |
|------------------------|--|
| Movement Date | [Display] This column displays the date of debit/credit movements. |
| Opening Balance | [Display] This column displays the opening balance of the GL account as on that date. |
| Debits | [Display] This column displays the total amount of debits on that day. |
| Credits | [Display] This column displays the total amount of credits on that day. |
| Closing Balance | [Display] This column displays the closing balance of the GL account as on that date. |

9. Click the **Close** button.

1.3. 1321 - Close Out Balance Inquiry

Using this option, you can pay off the balance available in the CASA account at the time of its closure.

The CASA account that is being closed should not have any un-cleared funds or amount on hold nor should it be connected to any loan account for payment of installments. The closure of an account should first get reflected in the host database, after which the close out withdrawal activity will be allowed. On successful completion of the transaction, the available balance of the customer's CASA will be set to zero and the passbook gets printed.

Definition Prerequisites

- CH001 - Account Closing Balance Information
- IVM02 - Supplier Codes
- IVM03 - Inventory Branch Cross Reference
- IVM04 - Stock Branch Cross Reference
 - IV001 - Stock Transactions
- BAM09 - Issuer Maintenance
- STM54 - Routing Branch Maintenance
- Existence of account number for the Funds transfer

Modes Available

Not Applicable

To repay balance in the account at the time of CASA closure

1. Type the fast path **1321** and click **Go** or navigate through the menus to **Transaction Processing > Account Transactions > CASA Account Transactions > Transfer > Close Out Withdrawal By Transfer To GL**.
2. The system displays the **Close Out Balance Inquiry** screen.

Close Out Balance Inquiry

Close Out Balance Inquiry

Account No :

Account Ccy :

Withdrawal Mode :

Account Amt :

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 |
|--------------------|---|
| Account No | <p>[Mandatory, Numeric, 14]</p> <p>Type the account number.</p> <p>The adjacent field displays the name of the account holder.</p> <p>This should be an account number on which a Marking CASA for Closure transaction has already been done.</p> |
| Account Ccy | <p>[Display]</p> <p>This field displays the currency assigned to the product at the product level, under which the account is opened. It is defaulted from the account details maintained.</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> |

| Field Name | Description |
|------------------------|---|
| Withdrawal Mode | <p>[Mandatory, Drop-Down]</p> <p>Select the mode in which the close out withdrawal will be done from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Funds Transfer • Transfer to GL Account • Withdrawal by BC • Withdrawal by Cash |
| Account Amt | <p>[Display]</p> <p>This field displays the balance amount in the account at the time of closure.</p> |

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

Close Out Balance Inquiry

5. Click the **Ok** button.
6. The system displays the message "Do you want to continue?". Click the **Ok** button.

- The system displays the **Close Out Withdrawal** transaction screen depending on the **Withdrawal Mode** selected in the **Close Out Balance Inquiry** screen.

Close Out Withdrawal By Funds Transfer

Close Out Withdrawal By Transfer To GL*

Account No : 00000002394 RIAZ AKHTAR

Account Ccy : INR

Txn Ccy : INR

Acct Ccy Rate : 1.00000 Txn Ccy Rate : 1.00000

GL Acct No : 100099000 GL PARM

Account Amt : 200,208.73

Txn Amount : 200,208.73

Reference No : 2

User Reference No : 1

Narrative : Closeout Withdrawal By Xfer. To GL

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 |
|----------------------|---|
| From Acct No | [Display] This field displays the account number that is being closed. The name of the CASA account holder is populated adjacent to the account number. The close out withdrawal settlement will be made for this account. |
| From Acct Ccy | [Display] This field displays the currency assigned to the product at the product level, under which the account is opened. All the entries are posted in the account in the account currency. The exchange rate values must be defined and downloaded. |
| To Acct No | [Mandatory, Numeric, 14] Type the account number to which the funds will be transferred. |

| Field Name | Description |
|----------------------|--|
| To Acct Ccy | <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> |
| From Ccy Rate | <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 are 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> |
| To Ccy Rate | <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 are 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> |
| From Amount | <p>[Display]</p> <p>This field displays the transaction amount. This is the amount that will be debited from the provider account.</p> <p>The amount is entered in the From Account currency for transferring funds. The transferred cash amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.</p> <p>The To Amount will be calculated by the system, when you enter the From Amount.</p> |
| To Amount | <p>[Display]</p> <p>This field displays the transaction amount based on the value entered in the From Amount field. This is the amount that will be credited to the beneficiary account.</p> <p>The amount is entered in the To Account currency for transferring funds. The transferred cash amount is converted into the account currency, to facilitate the bank to make relevant entries in their respective accounts.</p> <p>You can change the value in this field. The system calculates the From Amount.</p> |

| Field Name | Description |
|--------------------------|---|
| User Reference No | [Optional, Alphanumeric, 40] Type the user reference number assigned to identify the transaction. |
| Narrative | [Mandatory, Alphanumeric, 120] Type the narration. This field displays the default narration, based on the transaction. The user can change the narration if required. |

Close Out Withdrawal By Transfer to GL

Close Out Withdrawal By Transfer To GL*

Account No : 00000002394 RIAZ AKHTAR

Account Ccy : INR

Txn Ccy : INR

Acct Ccy Rate : 1.00000 Txn Ccy Rate : 1.00000

GL Acct No : 100099000 GL PARM

Account Amt : 200,208.73

Txn Amount : 200,208.73

Reference No : 2

User Reference No : 1

Narrative : Closeout Withdrawal By xfer. To GL

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

UCF OK Close Clear

Field Description

| Field Name | Description |
|-------------------|--|
| Account No | [Display] This field displays the account number that is being closed. The name of the CASA account holder is populated adjacent to the account number. The close out withdrawal settlement will be made for this account. |

| Field Name | Description |
|----------------------|--|
| Account Ccy | <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> |
| Txn Ccy | <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> |
| Acct Ccy Rate | <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> |
| Txn Ccy Rate | <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 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> |
| GL Acct No | <p>[Mandatory, Pick List]</p> <p>Select the GL account number to which the close out funds will be transferred from the pick list.</p> <p>The description of the GL account is populated adjacent to the GL account number.</p> |
| Account Amt | <p>[Display]</p> <p>This field displays the net balance of the CASA at the time of closure.</p> <p>This amount is calculated in the CASA account currency.</p> |

| Field Name | Description |
|--------------------------|--|
| Txn Amount | <p>[Display]</p> <p>This field displays the close out amount to be paid, in the transaction currency.</p> <p>The close out withdrawal amount is calculated in the account currency, to facilitate the bank to make relevant entries in their respective accounts. The amount is converted into the transaction currency for the payout of the close out withdrawal amount.</p> |
| Reference No | <p>[Optional, Numeric, Nine]</p> <p>Type the appropriate reference number of the transaction.</p> |
| User Reference No | <p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to identify the transaction.</p> |
| Narrative | <p>[Mandatory, Alphanumeric, 120]</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> |

Close Out Withdrawal By BC

Close Out Withdrawal By BC*

Account No : 00000025031 JACK K. JASON

Account Ccy : INR

Bank Code : DANAMON

Txn Ccy : INR

Acct Ccy Rate : 1.00000 Txn Ccy Rate : 1.00000

Acct Amount : 10,267.33

Charges (Lcy) : 0.00

Cheque Amount : 100.00

Cheque Date : 10/04/2008 Serial No :

Micr No : 86896 Routing No : 0259999

Beneficiary Name : Tom Smith Passport / IC No : 8979

Beneficiary Addr : Redwoods
California

User Reference No : 8

Narrative : Closeout Withdrawal By BC.

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

LIDF OK Close Clear

Field Description

| Field Name | Description |
|----------------------|---|
| Account No | [Display] This field displays the account number defaulted from the Close Out Balance Inquiry option. |
| Account Ccy | [Display] This field displays the currency of the account that is being closed. |
| Bank Code | [Display] This field displays the bank on whom the BC is drawn. The list of banks on whom BCs can be issued are maintained in the Issuer Maintenance option and downloaded to the branch. Normally, banks issue BCs of their own bank. |
| Txn Ccy | [Mandatory, Pick List] Select the currency of the cheque from the pick list. This field, by default, displays the account currency as the transaction currency. While posting the transaction entries to the account, the transaction currency is converted into the account currency and for posting the GL entries it is converted into the local currency of the bank. |
| Acct Ccy Rate | [Display] This field displays the rate at which the account currency is converted to the local currency of the bank. The teller's right to change the account currency rate within a range is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the account currency and the local currency are same, the field takes the default value as 1, which cannot be modified. |
| Txn Ccy Rate | [Display] This field displays the rate at which the transaction currency is converted to the local currency of the bank. The exchange rate values are defined and downloaded. The teller's right to change the transaction currency rate is configurable at the bank level. If such rights are not assigned to the teller, this field becomes non-editable. If the transaction currency and the local currency are the same, the field takes a default value as 1, which cannot be modified. |
| Acct Amt | [Display] This field displays the balance amount in the account at the time of closure. This amount will be in the account currency. |

| Field Name | Description |
|----------------------|---|
| Charges (Lcy) | <p>[Display]</p> <p>This field displays the charges levied by the bank on whom the BC is drawn.</p> <p>The charges will be denominated in the local currency.</p> <p>This field displays the charges that will be levied on the account for cash withdrawal.</p> |
| Cheque Amount | <p>[Display]</p> <p>This field displays the amount of BC that will be issued to the beneficiary. This amount is in the currency of the transaction and includes the charges as well as the BC amount.</p> |
| Cheque Date | <p>[Mandatory, dd/mm/yyyy]</p> <p>Type the cheque date.</p> <p>This field, by default displays the posting date as cheque date, on which the BC is issued.</p> |
| Serial No | <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 FLEXCUBE Retail tracks the instrument uniquely.</p> |
| Micr No | <p>[Display]</p> <p>This field displays the MICR number.</p> <p>For every remittance instrument, it is necessary to maintain the MICR number that will be printed on the instrument, if the instrument is expected to come for clearing through inward clearing.</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> |

| Field Name | Description |
|--------------------------|--|
| Routing No | <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 Routing Branch Maintenance (Fast Path: STM54) option.</p> <p>Routing Number³ = 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 Settlement Bank Parameters (Fast Path: STM59) option.</p> |
| Beneficiary Name | <p>[Mandatory, Alphanumeric, 40]</p> <p>Type the name of the beneficiary for the BC.</p> |
| Passport / IC No | <p>[Mandatory, Alphanumeric, 14]</p> <p>Type the passport or IC number. This is an identification collected from the beneficiary of the BC at the time of liquidation.</p> |
| Beneficiary Addr | <p>[Mandatory, Alphanumeric, 40]</p> <p>Type the contact address of the beneficiary. This is normally needed for record purposes and provided as an additional information.</p> |
| User reference No | <p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to identify the transaction.</p> |
| Narrative | <p>[Mandatory, Alphanumeric, 120]</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(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.)

Close Out Withdrawal By Cash

Close Out Withdrawal By Cash*

Account No : 00000002394 RIAZ AKHTAR

Account Ccy : INR Txn Ccy : INR

Acct Ccy Rate : 1.00000 Txn Ccy Rate : 1.00000

Account Amt : 200,208.73

Txn Amount : 200,208.73

User Reference No : 2

Narrative : Closeout Withdrawal By Cash

Other Transactions

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

| Field Name | Description |
|--------------------------|--|
| Txn Ccy | <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> |
| Acct Ccy Rate | <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> |
| Txn Ccy Rate | <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 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> |
| Account Amt | <p>[Display]</p> <p>This field displays the balance in the account at the time of account closure in the account currency.</p> <p>The account balance amount is calculated in the account currency, to facilitate the bank to make relevant entries in their respective accounts.</p> |
| Txn Amount | <p>[Display]</p> <p>This field displays the close out amount to be paid, in the transaction currency.</p> <p>The close out withdrawal amount is calculated in the account currency, to facilitate the bank to make relevant entries in their respective accounts. The amount is converted into the transaction currency for the payout of the close out withdrawal amount.</p> |
| User Reference No | <p>[Optional, Alphanumeric, 40]</p> <p>Type the user reference number assigned to identify the transaction.</p> |

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

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 **Authorization Reason** screen.
11. Enter the relevant information and click the **Grant** button.
12. 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.
13. The system displays the serial number. Click the **Ok** button.

Note: For more information on **Authorization**, refer to the ***FLEXCUBE Introduction User Manual***.

1.4. 6312 - ODC - Against GL Account

Using this option you can perform outward direct credit against GL. The option can also be used for reversing the outward direct credit entry already made by selecting reclaim/refund in the transaction type.

Details like GL currency, GL account number, beneficiary particulars, advice type etc. have to be provided.

Definition Prerequisites

- BAM09 - Issuer Maintenance

Modes Available

Not Applicable

To perform ODC against GL account

1. Type the fast path **6312** and click **Go** or navigate through the menus to **Transaction Processing > GL Transactions > Remittance > ODC - Against GL Account**.
2. The system displays the **ODC - Against GL Account** screen.

ODC - Against GL Account

The screenshot displays the 'ODC - Against GL Account' window. The form contains the following fields:

- Transaction Type: [Dropdown]
- Bank Code: [Dropdown]
- GL Ccy: [Dropdown]
- Remit Ccy: [Dropdown]
- GL Acct No: [Text]
- Remit Ccy Rate: [Text]
- Acct Ccy Rate: [Text]
- Remit Ccy Rate: [Text]
- Benef ID: [Dropdown]
- Charges Option: [Dropdown]
- Advice Type: [Dropdown]
- Remittance Amt: [Text]
- Charges (Lcy): [Text]
- Total Amount: [Text]
- Remittance Date: [Date Picker (31/12/2007)]
- Benef Account: [Text]
- Cust Name: [Text]
- Routing No: [Text]
- Agent Bank: [Text]
- Passport / IC No: [Text]
- Beneficiary Name: [Text]
- Credit Bank: [Text]
- Beneficiary Addr: [Text]
- Addr: [Text]
- Instructions: [Text]
- Reference No: [Text]
- User Reference No: [Text]

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. Below this bar are buttons for UDF, OK, Close, and Clear.

Field Description

| Field Name | Description |
|-------------------------|---|
| Transaction Type | <p>[Mandatory, Drop-Down]</p> <p>Select the transaction type from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none">• Regular Credit: Select this option to perform a regular outward direct credit• Reclaim/Refund: Select this option to reverse an outward direct credit entry |
| Bank Code | <p>[Mandatory, Drop-Down]</p> <p>Select the bank code issuing the ODC⁴ from the drop-down list.</p> |
| GL Ccy | <p>[Mandatory, Drop-Down]</p> <p>Select the currency of the GL against which ODC will be issued from the drop-down list.</p> |
| Remit Ccy | <p>[Mandatory, Pick List]</p> <p>Select the currency in which remittance will be made from the pick list.</p> |
| GL Acct No | <p>[Mandatory, Pick List]</p> <p>Select the GL account against which ODC will be made from the pick list.</p> |
| Acct Ccy Rate | <p>[Display]</p> <p>This field displays the account currency rate for converting the transaction amount in the local currency of the bank into the account amount.</p> |
| Remit Ccy Rate | <p>[Display]</p> <p>This field displays the remit currency rate for converting the remittance amount into the local currency of the bank.</p> |
| Benef ID | <p>[Mandatory, Drop-Down]</p> <p>Select the beneficiary ID from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none">• Beneficiary Is Not A Bank: Select this option if the ODC is performed where the beneficiary is not a bank• Beneficiary Is A Bank: Select this option if the ODC is performed where the beneficiary is a bank |

⁴(Outward Direct Credit)

| Field Name | Description |
|------------------------|--|
| Charges Option | <p>[Mandatory, Drop-Down]</p> <p>Select the appropriate charges option from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Deduct From transferee: Select this option if you want to deduct the service charges from the transferant's account • Debit all charges from our a/c: Select this option if you want to debit all the charges involved in the ODC transaction to our account • Debit our charges from our a/c: Select this option if you want to debit only the charged levied by our bank in the ODC transaction to our account |
| Advice Type | <p>[Mandatory, Drop-Down]</p> <p>Select the appropriate advice type from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Cable: Select this option if you want to send the advice by cable • Telephone: Select this option if you are going to communicate the advice by telephone • Telex: Select this option if you want to send the advice by telex. • No advice required: Select this option if you do not want to send any advice |
| Remittance Amt | <p>[Mandatory, Numeric, 13, Two]</p> <p>Type the amount to be remitted as ODC against the GL.</p> |
| Charges (Lcy) | <p>[Display]</p> <p>This field displays the charges to be levied on the remittance amount.</p> |
| Total Amount | <p>[Display]</p> <p>This field displays the total amount to be remitted.</p> <p>It is the total of remittance amount + charges.</p> |
| Remittance Date | <p>[Display]</p> <p>This field displays the remittance date.</p> <p>System date will be defaulted as bankers cheque date.</p> |
| Benef Account | <p>[Mandatory, Numeric, 14]</p> <p>Type the beneficiary account number.</p> |
| Cust Name | <p>[Mandatory, Alphanumeric, 40]</p> <p>Type the customer name.</p> |

| Field Name | Description |
|--------------------------|--|
| Routing No | [Mandatory, Numeric, Nine] Type the routing number. System by default displays the routing number. You can change it, if required. |
| Agent Bank | [Mandatory, Alphanumeric, 40] Type the agent bank involved in the ODC transaction. It can be intermediary bank. |
| Passport/IC No | [Optional, Alphanumeric, 14] Type the passport/IC number of the beneficiary. |
| Beneficiary Name | [Mandatory, Alphanumeric, 120] Type the beneficiary name if the beneficiary is not a bank. |
| Beneficiary Addr | [Mandatory, Alphanumeric, 120] Type the beneficiary address. |
| Credit Bank | [Optional, Alphanumeric, 12] Type the credit bank name if the beneficiary is a bank. |
| Addr | [Optional, Alphanumeric, 120] Type the credit bank address if the beneficiary. |
| Instructions | [Optional, Alphanumeric, 240] Type the special instructions required for the ODC transaction. |
| Reference No | [Optional, Alphanumeric, 40] Type the reference number. |
| User Reference No | [Optional, Alphanumeric, 40] Type the user reference number. |

3. Select the transaction type, bank code, and the GL currency from the drop-down list.
4. Select the remit currency and the GL account number from the pick list.
5. Select the beneficiary ID, charges option, and the advice type from the drop-down list.
6. Enter the remittance amount, beneficiary account number, customer name, routing number, agent name, and beneficiary name and address.

ODC - Against GL Account

ODC - Against GL Account*

| | | | |
|---------------------|--------------------------|-------------------|--------------------------------|
| Transaction Type: | Regular Credit | Remit Ccy: | INR |
| Bank Code: | DANAMON | | |
| GL Ccy: | INR | | |
| GL Acct No: | 110001003 MIS TESTING GL | | |
| Acct Ccy Rate: | 1.00000 | Remit Ccy Rate: | 1.00000 |
| Benef ID: | Beneficiary Is A Bank | Charges Option: | Debit All Charges From Our A/C |
| Advice Type: | No Advice Required | Remittance Amt: | 1.00 |
| Charges (Lcy): | 125.00 | Total Amount: | 126.00 |
| Remittance Date : | 20/03/2008 | Benef Account: | 000000010579 |
| Cust Name: | John | Routing No: | |
| Agent Bank: | | Passport / IC No: | |
| Beneficiary Name: | | Credit Bank: | |
| Beneficiary Addr: | | Addr: | |
| | | | |
| Instructions: | | | |
| | | | |
| User Reference No : | | | |

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

UDF OK Close Clear

7. Click the **Ok** button.
8. The system displays the "Authorisation 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 message box. 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.

Note: For more information on Authorisation Transactions, refer to the *FLEXCUBE Introduction User Manual*.

GL Transactions

1.5. Defining Chart of Accounts

The general ledger (GL) module acts as a central repository for all the financial transactions performed in the system and maintains the balance and turnover of all the accounting entities. The balances thus maintained can be consolidated across various logical levels for informational and analytical reporting.

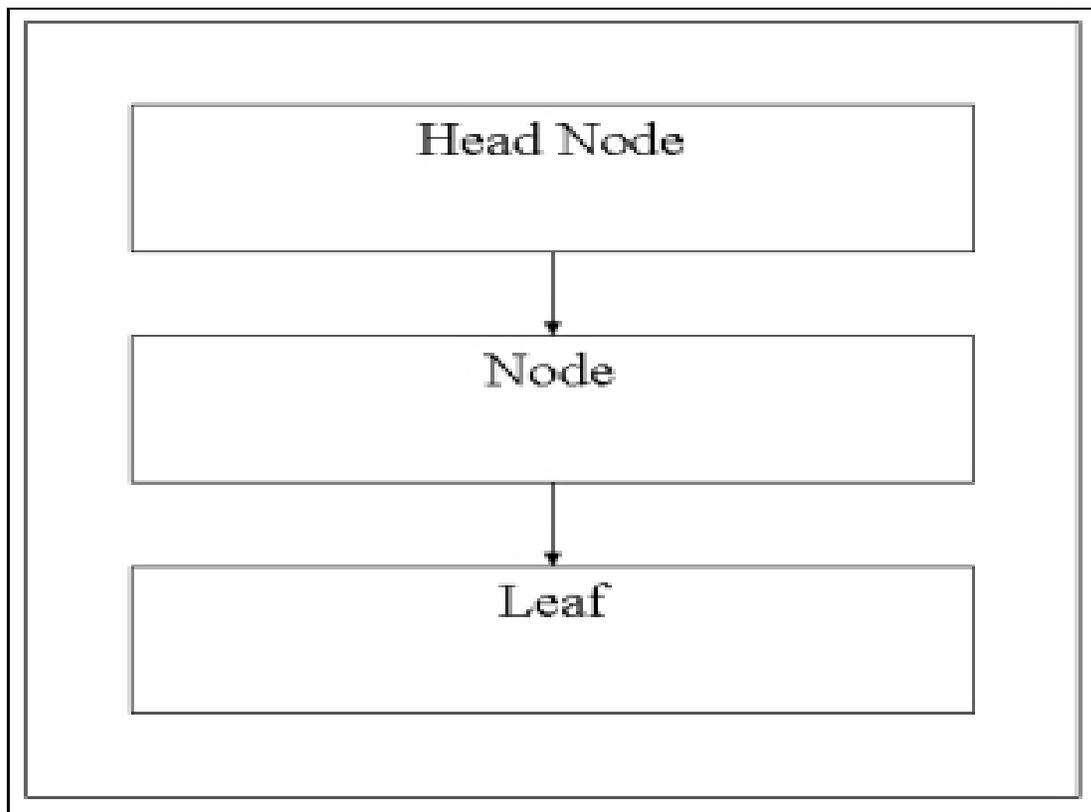
Multi-level structure for the banks chart of accounts can be defined using GL module of **FLEXCUBE**. Broad groups of accounts in the categories of assets, liabilities, income, expenses, etc., can be created and these groups can be further divided into several levels. The groups at each of these levels are referred to as GLs.

GL can be either:

- Head Node (Head of the GL Stream)
- Node (Intermediate consolidation point)
- Leaf

Any GL can either be a Leaf of the tree or it can be a consolidation point, in such a case, it called as a node. A node itself can be of two types. It can either be the head of a GL stream i.e. it is the top most level node and does not have any parent GL, or it can be an intermediate consolidation point. Such a node is a node, which has both children below it and a parent GL also.

GL Structure



The nodes of the GL structure will be consolidation points only and no direct operations will be possible on the node itself. Any direct operation like posting to a GL account or linking a customer account to a GL will be possible only for leaf GL's in the GL structure. Similarly all

restrictions on any GL like the branch restrictions, currency restrictions etc. will be applicable only to the leaf.

The Category of the GL i.e. Asset, Liability, etc. will be specified for every head of any GL stream. All sub nodes/leaf GL's must have the same category as that of its parent node. Thus all intermediate nodes and leaves will inherit this property from the head of the stream.

The Chart of accounts is created at bank HO level and downloaded as required by the branches. This ensures that uniformity and consolidation at higher levels is possible. **FLEXCUBE** offers the feature of GL code to more than one branch at the same time.

GL accounts support multi-currency.

GL Maintenance

1.6. GLM20 - Enterprise GL Cross Reference Maintenance

Using this option you can maintain and cross reference between it's GL Code and external GL code. This enterprise GL is maintained in an external system.

Definition Prerequisites

Not Applicable

Modes Available

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

To add enterprise GL cross reference

1. Type the fast path **GLM20** and click **Go** or navigate through the menus to **Global Definitions > GL > Enterprise GL Cross Reference Maintenance**.
2. The system displays the **Enterprise GL Cross Reference Maintenance** screen.

Enterprise GL Cross Reference Maintenance

Enterprise GL Cross Reference Maintenance*

FCR GL Code

Enterprise GL Code

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 |
|------------|-------------|
|------------|-------------|

| Field Name | Description |
|---------------------------|---|
| FCR GL Code | <p>[Mandatory, Pick List]</p> <p>Select the Oracle FLEXCUBE GL Code from the pick list.</p> <p>The adjacent field displays GL description as per the GL code entered.</p> <p>The GL code is defined in the Chart of Accounts (Fast Path: GLM02) option.</p> |
| Enterprise GI Code | <p>[Mandatory, Alphanumeric, 24]</p> <p>Type the Enterprise GL Code with which the cross reference for the Oracle FLEXCUBE GL Code is made.</p> |

- Select the FCR GL Code from the pick list and press the **<Tab>** or **<Enter>** key.
- Enter the Enterprise GI Code.

Enterprise GL Cross Reference Maintenance

- Click the **Ok** button.
- The system displays the message "Record Added... Authorisation Pending..". Click the **OK** button.
- The enterprise GL cross reference is added once the record is authorised.

1.7. GLM35 - Implemented GL Cross Ref

Using this option you can maintain the cross reference for the implemented GL to the dormancy GL and unclaimed GL. After the user defined period, the un-reconciled entries of the implemented GL will be moved to the dormancy GL and subsequently to the unclaimed GL.

Definition Prerequisites

Not Applicable

Modes Available

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

To maintain cross-reference for the implemented GL

1. Type the fast path **GLM35** and click **Go**.
2. The system displays the **Implemented GL Cross Ref** screen.

Implemented GL Cross Ref

Implemented GL Cross Ref

Implemented GL : Description :

Dormancy GL : Description :

Unclaimed GL : Description :

Record Details

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

Add Modify Delete Cancel Amend Authorize Inquiry

Field Description

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

| Field Name | Description |
|-----------------------|--|
| Implemented GL | [Mandatory, Pick List] Select the implemented GL account number for which the cross reference is to be maintained from the pick list. |
| Description | [Display] This field displays the description of the implemented GL selected in the corresponding field. |
| Dormancy GL | [Mandatory, Pick List] Select the dormancy GL with which the cross-reference of the implemented GL is to be maintained from the pick list. |
| Description | [Display] This field displays the description of the dormancy GL selected in the corresponding field. |
| Unclaimed GL | [Mandatory, Pick List] Select the unclaimed GL with which the cross-reference of the implemented GL is to be maintained from the pick list. |
| Description | [Display] This field displays the description of the unclaimed GL selected in the corresponding field. |

3. Click the **Add** button.
4. Select the implemented GL, dormancy GL and unclaimed GL from the pick list.

Implemented GL Cross Ref

Implemented GL Cross Ref

| | | | |
|------------------|-----------|---------------|------------------------|
| Implemented GL : | 100010001 | Description : | CASE1 |
| Dormancy GL : | 100010008 | Description : | TEST GL FOR SINGLE CCY |
| Unclaimed GL : | 100020250 | Description : | BC ISSUE GL |

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 **Ok** button.
6. The system displays the message 'Record Added....Authorisation Pending....Click Ok to Continue'.
7. The GL details will be added once the record is authorised.

1.8. GLM36 - GL Posting Flag Maintenance

Using this option you maintain the **VE**⁵ flag for the GLs. The values maintained in this option will override the value maintained at the global level. For bulk maintenance, the **GEFU**⁶ option can be used.

For transactions involving the GLs (in options without the LoB Codes), a check will be made to see if the Branch of the GL is allowed for the user or not, and further the allowed combination is maintained for that GL Branch and Branch default LoB. For allowed branch and an allowed combination the transaction will be allowed to go through.

For any other combination of branch and combination such as

- a. Branch not allowed, combination is there
- b. Branch Allowed , combination is not there or
- c. Branch not Allowed, combination is not there, the transaction will not be allowed.

For transactions involving the LoB Code, a check will be made if the posting branch is allowed for that user or not, and the GL, Branch and LoB combination is allowed or not. For a positive check for all the above validation, the transaction will be allowed to go through else it will be rejected.

Definition Prerequisites

Not Applicable

Modes Available

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

To modify GL posting flag

1. Type the fast path **GLM36** and click **Go** or navigate through the menus to **Global Definitions > GL > GL Posting Flag Maintenance**.
2. The system displays the **GL Posting Flag Maintenance** screen.

⁵(Voucher Entry)

⁶(Generic External File Upload)

GL Posting Flag Maintenance

GL Posting Flag Maintenance*

GL Code : ...

Branch Code: ...

Voucher Entry Allowed :

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 |
|------------------------------|---|
| GL Code | [Mandatory, Pick List] Select the appropriate GL code from the pick list. |
| Branch Code | [Mandatory, Pick List] Select the appropriate branch code from the pick list. Branch code is defined in the Branch Master Maintenance (Fast Path: BAM03) option. |
| Voucher Entry Allowed | [Optional, Check Box] Select the Voucher Entry Allowed check box to allow voucher entry on the selected GL - Branch combination. |

3. Click the **Modify** button.
4. Select the GL code and branch code from the pick list.

GL Posting Flag Maintenance

GL Posting Flag Maintenance*

GL Code : 1444555 INTERFACE SEVEN DIGIT
Branch Code: 9999 Head Office

Voucher Entry Allowed :

Record Details

| Input By | Authorized By | Last Mnt. Date | Last Mnt. Action | Authorized |
|----------|---------------|---------------------|------------------|-------------------------------------|
| TYINOTH | SSAISH | 30/06/2008 15:35:51 | | <input checked="" 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 Modified... Authorisation Pending..". Click the **Ok** button.
7. The GL posting flag is modified once the record is authorised.

1.9. GLM37 - GL Cost Centre XRef. Maintenance

Using this option you can maintain allowed list of GL-Cost center combination. For transaction GLs, you must provide branch and LoB codes. The system will check from this maintenance if the GL is allowed for the specified Branch+LoB combination.

For GLs where the Branch+LoB combination is not allowed system will reject the transaction. For options where the LoB Code is not selected by the user, the system will take the default LoB of the posting branch and check the cross reference if the GL Branch and Default LoB combination is maintained or not.

Definition Prerequisites

- BA431 - LOB Master

Modes Available

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

To add GL cost centre Xref

1. Type the fast path **GLM37** and click **Go** or navigate through the menus to **Global Definitions > GL > GL Cost Centre XRef. Maintenance**.
2. The system displays the **GL Cost Centre XRef. Maintenance** screen.

GL Cost Centre XRef. Maintenance

GL Cost Centre XRef. Maintenance*

GL Code : ...

Branch Code : ...

| LoB Code | LoB Name |
|----------|----------|
|----------|----------|

0 go

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

Field Description

| Field Name | Description |
|--------------------|---|
| GL Code | [Mandatory, Pick List] Select the appropriate GL code from the pick list. |
| Branch Code | [Mandatory, Pick List] Select the appropriate branch code from the pick list. Branch code is defined in the Branch Master Maintenance (Fast Path: BAM03) option. |
| LOB Code | [Mandatory, Pick List] Select the appropriate LOB ⁷ code from the pick list. LOB code is defined in the Line of Business (LOB) Master (Fast Path: BA431) option. |

3. Click the **Add** button.
4. Select the GL code, branch code and LOB code from the pick list.

GL Cost Centre XRef. Maintenance

GL Cost Centre XRef. Maintenance*

GL Code : 33333333 ... COMMIT INT INCOME

Branch Code : 102 ... Kalsidoriu KAS

LoB Code : 15 ... ATM Division

0 yo

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

LDF Ok Close Clear

5. Click the **Ok** button.

⁷(Line of Business)

- The system displays the message "Record Added... Authorisation Pending..". Click the **OK** button.
- The GL cross centre Xref is added once the record is authorised.

To view the GL cost centre Xref

- Click the **Inquiry** button.
- Select the appropriate GL code and branch code from the pick list.
- Click the **Ok** button. The system displays the LOB details.

GL Cost Centre XRef. Maintenance

Field Description

| Field Name | Description |
|-----------------|--|
| LOB Code | [Display] This column displays the LOB codes corresponding to the GL code and branch code combination selected. |
| LOB Name | [Display] This field displays the LOB name corresponding to the LOB codes. |

- Click the **Close** button.