

**Oracle FLEXCUBE
Inventory User Manual
Release 4.4.0.0.0
Part No E52076-01**



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1. Inventory

Inventory of a bank is a valuable commodity and proper tracking needs to be in place to check its fraudulent usage. The bank has to maintain the stock record of each inventory to initiate the tracking system. Each stock in the inventory list has to be given a unique code, which can be used to identify the stock with the issuer, currency and inventory type. Printed inventories are procured from external agencies that are appointed by the bank, for which the bank needs to maintain the identification of the suppliers.

1.1. 9019 - Transfer Stocks

When a teller initiates a buy or sell of a specific inventory item/s to the vault teller it is termed as the transfer of stocks. You have to enter the stock code, denomination and the total quantity he/she wants to purchase or sell for successful completion of the transaction.

Definition Prerequisites

Not Applicable

Other Prerequisites

- IV001 - Stock Transactions

Modes Available

Not Applicable

To transfer the balance stock

1. Type the fast path **9019** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inventory > Transfer Stocks**.
2. The system displays the **Transfer Stocks** screen.

Transfer Stocks

Transfer Stocks*

Transfer Option :

Stock Code :

Denomination Code :

Series No :

Quantity :

Start No :

End 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
Transfer Option	<p>[Mandatory, Drop-Down]</p> <p>Select the transfer option from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Sell to Vault: Select this option to initiate a purchase of stocks. • Buy from Vault: Select this option to initiate a sale of stocks.
Stock Code	<p>[Mandatory, Drop-Down]</p> <p>Select the stock code, for the stock or inventory item, which you want to transfer, from the drop-down list.</p>
Denomination Code	<p>[Mandatory, Pick List]</p> <p>Select the denomination code, for the stock code being transferred, from the pick list.</p> <p>The denomination needs to be selected for inventory items such as traveler's cheque, etc. which are tracked denomination wise.</p>
Series No	<p>[Mandatory, Alphanumeric, 12]</p> <p>Type the number of the series from which the denominations starts.</p>
Quantity	<p>[Mandatory, Numeric, 10]</p> <p>Type the number of stocks that are being transferred.</p> <p>For example, 50 units of banker's check. It can be 50 leaves or booklets of banker's cheque.</p>
Start No	<p>[Mandatory, Numeric, 10]</p> <p>Type the start number in the stock series.</p> <p>This number onwards the stock has to be transferred.</p>
End No	<p>[Display]</p> <p>This field displays the end number of the series.</p> <p>The end number is calculated and generated by the system depending on the quantity and the start number specified.</p> <p>For example,</p> <p>If Quantity = 100 and Start No = 50</p> <p>Then End No = 149</p>
Narrative	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the narration, based on the transaction.</p> <p>By default the system displays narration depending on the transaction.</p>

3. Select the transfer option from the drop-down list.
4. Enter the required information in the various fields.

Transfer Stocks

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 **Grant** button.

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

1.2. IV001 - Stock Transactions

Using this option you can execute the following :

- Request stock from the central inventory: The request can be regular or adhoc with stock/inventory code, denomination details and total quantity required.
- Keep track of stock ordered from suppliers: The purchase order number, date, purchase and inventory details.
- Keep record of stock received from the suppliers: The receipt date and the received inventory details.
- Issue stock to branches: The issued date, branch and the issued inventory 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 add stock transaction details

1. Type the fast path **IV001** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inventory > Stock Transactions**.
2. The system displays the **Stock Transactions** screen.

Stock Transactions

Field Description

Field Name	Description
Transaction	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate transaction option from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> Request Stock Order Stock Receive Stock Issue Stock <p>Based on the transaction type selected the tab for the respective transaction will be activated.</p>

- Click the **Add** button.
- Select the appropriate transaction from the drop-down list.
- The system enables the corresponding tab depending on the transaction type selected.

Request Stocks

Stock Transactions

Transaction: Request Stock

Request Stocks | Order Stocks | Receive Stocks | Issue Stocks

Request No.: 1111
 Request Type: Adhoc
 Ad-hoc Request Reason: Urgent Requirement
 Reference No. 1: 1

Requesting Branch: HO
 Date of Request: 15/02/2008
 Reference No. 2: 2

Add Delete

Srl No.	Request id	Stock catalog Code	Denm.	Qty req.	Total	Delete(y/n)
1	1111	10 - Passport	Q	100		N

Record Details

Input By: TSUNNY
 Authorized By:
 Last Mnt. Date: 11/04/2008 17:06:58
 Last Mnt. Action:
 Authorized: ☐

Add Modify Delete Cancel Amend Authorize Inquiry Ok Close Clear

Field Description

Field Name	Description
Request No.	[Mandatory, Alphanumeric, 10] Type the request number, which will be used to track the request status by the bank or branch and to place the purchase order with supplier by central inventory department.
Requesting Branch	[Mandatory, Drop-Down] Select the branch code from the drop-down list. This is the bank or branch that has initiated request for the stock.
Request Type	[Mandatory, Drop-Down] Select the request type from the drop-down list. The options are: <ul style="list-style-type: none"> Adhoc: When a request is placed before the re-order level is reached it is termed as Ad-hoc. Regular: When a request is placed after re-order alert is generated.

Field Name	Description
Date of Request	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the request date from the pick list.</p> <p>By default, this field displays the current posting date.</p> <p>It must be less than or equal to current date, and cannot be a future date.</p>
Ad-hoc Request Reason	<p>[Conditional, Alphanumeric, 40]</p> <p>Type the reason for requesting the stock.</p> <p>This field is enabled if the user selects the Adhoc option in the Request Type field.</p>
Reference No 1	<p>[Optional, Alphanumeric, 12]</p> <p>Type the first reference number.</p>
Reference No 2	<p>[Optional, Alphanumeric, 12]</p> <p>Type the second reference number.</p>
Column Name	Description
Srl No.	<p>[Display]</p> <p>This column displays the system generated serial number.</p>
Request id	<p>[Display]</p> <p>This column displays the request ID.</p>
Stock catalog Code	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate stock catalogue code, of the stock or the inventory item for which the request order is placed, from the drop-down list.</p>
Denm.	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate denomination value of the stock from the drop-down list.</p> <p>If denomination is not applicable, the drop-down displays 0 option. Select 0 in this case.</p>
Qty req.	<p>[Mandatory, Numeric, 10]</p> <p>Type the appropriate amount of stocks required.</p> <p>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque.</p>

Column Name	Description
Total	<p>[Display]</p> <p>This column displays the total value.</p> <p><i>Total Value = Denomination * Quantity</i></p> <p>For example,</p> <p>If Denomination = 100 and Quantity = 20</p> <p>Then Adjustment Total value = 2000</p> <p>Only stock or inventory items which are tracked denomination wise will have an Adjustment Total value.</p>
Delete(y/n)	<p>[Toggle]</p> <p>Click the toggle status to change the value to Y if you want to delete the particular stock item from the list.</p> <p>By default, the system displays the value as N.</p>

Order Stocks

Stock Transactions

Transaction:

Request Stocks | **Order Stocks** | Receive Stocks | Issue Stocks

Purchase Order No.: Request No.:

Date of order: Supplier code:

Reference no. 1: Reference no. 2:

Srl No.	Request id	Stock catalog Code	Denm.	Qty req.	Series #	Start #	End #	Total	Delete(y/n)
1	02159999s#	99 - BARODD	250	300	BK1	601	900	75000	N
2	02159999s#	10 - Passbook	0	50	S1	201	250		N
3	02159999s#	33 - BDI	0	200		1	200		N
4	02159999s#	99 - BARODD	500	300		1	300	150000	N

Record Details

Input By: Authorized By: Last Mnt. Date: Last Mnt. Action: Authorized: ☐

☒ Add
 ☐ Modify
 ☐ Delete
 ☐ Cancel
 ☐ Amend
 ☐ Authorize
 ☐ Inquiry

Field Description

Field Name	Description
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Field Name	Description
Purchase Order No.	<p>[Mandatory, Alphanumeric, 10]</p> <p>Type the unique purchase order number, which is used to track the purchase order status.</p> <p>On receipt of the stock from supplier this purchase order number is used to indicate receipt.</p>
Request No.	<p>[Mandatory, Pick List]</p> <p>Select the request number, for which purchase order needs to be placed, from the pick list.</p> <p>The pick list displays only those request numbers against which there are no orders placed or partial orders are placed.</p>
Date of order	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the date of request from the pick list.</p> <p>This date must be a current or previous date and cannot be a future date.</p>
Supplier code	<p>[Mandatory, Drop-Down]</p> <p>Select the supplier code from the drop-down list.</p> <p>The drop-down list displays the list of all approved suppliers.</p>
Reference no. 1	<p>[Optional, Alphanumeric, 12]</p> <p>Type the first reference number.</p>
Reference no. 2	<p>[Optional, Alphanumeric, 12]</p> <p>Type the second reference number.</p>
Column Name	Description
Srl No.	<p>[Display]</p> <p>This column displays the system generated serial number for each stock item.</p>
Request id	<p>[Display]</p> <p>This column displays the request ID for each stock item in the list.</p>
Stock catalog Code	<p>[Display]</p> <p>This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed.</p>
Denm.	<p>[Display]</p> <p>This column displays the denomination value of the requested stock.</p>

Column Name	Description
Qty req.	<p>[Mandatory, Numeric, Seven]</p> <p>Type the quantity of stocks.</p> <p>The user can modify the quantity of stocks requested at the time of placing an order. The quantity can be reduced from the original requested but cannot be increased.</p> <p>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque.</p>
Series #	<p>[Conditional, Numeric, 10]</p> <p>Type the series number that has been defined for the particular stock code.</p>
Start #	<p>[Conditional, Numeric, 10]</p> <p>Type the start number from which a stock item is ordered.</p> <p>If the Auto- Serial No flag is on, then system automatically generates the Start No by incrementing the highest number of the current stock.</p> <p>The user can modify the Start No or provide it when it is not already available.</p>
End #	<p>[Display]</p> <p>This column displays the end number of the series.</p> <p>The end number is calculated and generated by the system depending on the quantity and the start number specified.</p> <p>For example,</p> <p>If Quantity = 100 and Start No = 50</p> <p>Then End No = 149</p>
Total	<p>[Display]</p> <p>This column displays the total value.</p> <p><i>Total Value = Denomination + Quantity</i></p> <p>For example,</p> <p>If Denomination = 100 and Quantity = 20</p> <p>Then Adjustment Total value = 2000</p> <p>Only stock or inventory items which are tracked denomination wise will have an Adjustment Total value.</p>
Delete(y/n)	<p>[Toggle]</p> <p>Click the toggle status to change the value to Y if you want to delete the particular stock item from the list.</p> <p>By default, the system displays the value as N.</p>

Receive Stocks

Stock Transactions

Transaction: Receive Stock

Request Stocks | Order Stocks | **Receive Stocks** | Issue Stocks

Purchase Order No.: 1000

Received From: Suzho Blasco

Inventory Branch: HO

Date of Receipt: 30/04/2009

Add Delete

Srl. No.	Request id	Stock catalog Code	Denm.	Qty req.	Series #	Start #	End #	Total	Confirm(y/n)	Delete(y/n)
1	20	0002 - TC	100	100		1	100	10000	N	N

Record Details

Input By: _____ Authorized By: _____ Last Mnt. Date: _____ Last Mnt. Action: _____ Authorized: ☐

☒ Add
 ☐ Modify
 ☐ Delete
 ☐ Cancel
 ☐ Amend
 ☐ Authorize
 ☐ Inquiry
 Ok Close Clear

Field Description

Field Name	Description
Purchase Order No.	<p>[Mandatory, Pick List]</p> <p>Select the purchase order number, which is used to track the purchase order status, from the pick list.</p> <p>On receipt of the stock from supplier this purchase order number is used to indicate receipt.</p>
Received From	<p>[Mandatory, Drop-Down]</p> <p>Select the supplier from whom the stock is received from the drop-down list.</p>
Inventory Branch	<p>[Mandatory, Drop-Down]</p> <p>Select the inventory branch that has placed the request for the stock from the drop-down list.</p>
Date of Receipt	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the date of receipt from the pick list.</p> <p>The receipt date cannot be greater than the current date.</p>

Column Name	Description
Srl No.	<p>[Display]</p> <p>This column displays the system generated serial number for each stock item in the list.</p>
Request id	<p>[Display]</p> <p>This column displays the request ID for each stock item in the list.</p>
Stock catalog Code	<p>[Display]</p> <p>This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed.</p>
Denm.	<p>[Display]</p> <p>This column displays the denomination value of the requested stock.</p>
Qty req.	<p>[Display]</p> <p>This column displays the quantity of stocks.</p> <p>In case of partial receipt for the stock request, the user can modify the original values to reflect the received stock values. The quantity can be reduced from the original requested but cannot be increased.</p> <p>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque.</p>
Series #	<p>[Conditional, Numeric, 10]</p> <p>Type the series number that has been defined for the particular stock code..</p>
Start #	<p>[Conditional, Numeric, 10]</p> <p>Type the start number.</p> <p>The stock item is ordered from this value onwards.</p>
End #	<p>[Display]</p> <p>This column displays the end number of the series.</p> <p>The end number is calculated and generated by the system depending on the quantity and the start number specified.</p> <p>For example,</p> <p>If Quantity = 100 and Start No = 50</p> <p>Then End No = 149</p>

Column Name	Description
Total	<p>[Display]</p> <p>This column displays the total, based on the denomination and quantity specified.</p> <p><i>Total = Denomination + Quantity</i></p> <p>For example, If Denomination = 100 and Quantity = 20Then Total = 2000</p> <p>Only stock or inventory items tracked denomination wise will have an Adjustment Total value.</p>
Confirm (y/n)	<p>[Toggle]</p> <p>Click the toggle status to change the value to Y to confirm the physical receipt of either full or partial stock.</p> <p>By default, the system displays the value as N.</p> <p>If the stock is received in partial, the user will need to modify the quantity field, to reflect the quantity actually received.</p> <p>The stock level will not be updated at inventory till the confirmation flag is set to Y.</p>
Delete(y/n)	<p>[Toggle]</p> <p>Click the toggle status to change the value to Y if you want to delete the particular stock item from the list.</p> <p>By default, the system displays the value as N.</p>

Issue Stocks

Stock Transactions

Transaction: Issue Stock

Request Stocks | Order Stocks | Receive Stocks | **Issue Stocks**

Request No.: 20
 Issued To: HO
 Date of Issue: 30/04/2009

Add Delete

Srl. No.	Request id	Stock catalog Code	Denm.	Qty req.	Series #	Start #	End #	Total	Confirm(y/n)	Delete(y/n)
1	20	0002-TC	100	100	0	1	100	10000	N	N

Record Details

Input By: _____ Authorized By: _____ Last Mnt. Date: _____ Last Mnt. Action: _____ Authorized: ☐

Add Modify Delete Cancel Amend Authorize Inquiry Ok Close Clear

Field Description

Field Name	Description
Request No.	<p>[Mandatory, Pick List]</p> <p>Select the request number, for which purchase order is placed, from the pick list.</p> <p>The pick list displays only those request numbers against which full orders or partial orders are placed.</p>
Issued To	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate bank or branch, for which the inventory bank had placed the request for stock, from the drop-down list.</p>
Date of Issue	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the date of issue from the pick list.</p>
Column Name	Description

Column Name	Description
Srl No.	<p>[Display]</p> <p>This column displays the system generated serial number for each stock item in the list.</p>
Request id	<p>[Display]</p> <p>This column displays the request ID for each stock item in the list.</p>
Stock catalog Code	<p>[Display]</p> <p>This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed.</p>
Denm.	<p>[Display]</p> <p>This column displays the denomination value of the requested stock.</p>
Qty req.	<p>[Display]</p> <p>This column displays the quantity of stocks.</p> <p>In case of partial receipt for the stock request, the user can modify the original values to reflect the received stock values. The quantity can be reduced from the original requested but cannot be increased.</p> <p>For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque.</p>
Series #	<p>[Display]</p> <p>This column displays the series number that has been defined for the particular stock code received.</p>
Start #	<p>[Display, Numeric, Seven]</p> <p>Type the start number, from which a stock item is received.</p>
End #	<p>[Display]</p> <p>This column displays the end number of the series.</p> <p>The end number is calculated and generated by the system depending on the quantity and the start number specified.</p> <p>For example,</p> <p>If Quantity = 100 and Start No = 50</p> <p>Then End No = 149</p>
Total	<p>[Display]</p> <p>This column displays the total, based on the denomination and quantity specified.</p> <p><i>Total = Denomination * Quantity</i></p> <p>For example, If Denomination = 100 and Quantity = 20 Then Total = 2000 Only stock or inventory items tracked denomination wise will have an Adjustment Total value.</p>

Column Name	Description
Confirm(y/n)	<p>[Toggle]</p> <p>Click the toggle status to change the value to Y to confirm the physical issue of stock either in full or partial.</p> <p>By default, the system displays the value as N.</p> <p>If the stock is issued in partial, the user will need to modify the quantity field, to reflect the quantity actually issued.</p> <p>The stock level will not be updated at the issue bank/branch till the confirmation flag is set to Y.</p>
Delete(y/n)	<p>[Toggle]</p> <p>Click the toggle status to change the value to Y if you want to delete the particular stock item from the list.</p> <p>By default, the system displays the value as N.</p>

6. Enter the required information in the various fields.
7. Click the **Ok** button.
8. The system displays the message "Record Added...Authorization Pending...Click Ok to Continue". Click the **Ok** button.
9. The stock transaction details are added once the record is authorised.

Note: Click **Add** button to add request stocks.

1.3. IV002 - Stock Adjustment

Using this option you can adjust/amend the stock status to reflect the correct position of instruments that have been cancelled, returned, torn, lost in transit, etc.

Other than the issue and use of stock status for everyday transactions, the teller or vault teller can maintain other statuses such as Rejected, Torn, Cancelled, Lost/Misplaced, etc. to indicate the position of stocks in hand. e.g. The Central Inventory department required USD traveler's cheque of denomination 100. However the supplier issued INR traveler's cheque of denomination 100 that were marked as received. These traveler's cheque can be marked as rejected.

Definition Prerequisites

- IV001 - Stock Transactions

Modes Available

Not Applicable

To adjust the balance stock

1. Type the fast path **IV002** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inventory > Stock Adjustment**.
2. The system displays the **Stock Adjustment** screen.

Stock Adjustment

Stock Adjustment*

Stock Code:	<input type="text"/>	Denomination:	<input type="text"/>
Type of Adjustment:	<input type="text"/>	Adjustment Date:	<input type="text" value="31/01/2008"/>
From Branch:	<input type="text"/>	From User:	<input type="text"/>
To Branch:	<input type="text"/>	To User:	<input type="text"/>
Adjustment Quantity:	<input type="text"/>		
Series Number:	<input type="text"/>	End Number:	<input type="text"/>
Start Number:	<input type="text"/>		
Adjustment Total Value:	<input type="text"/>		
Reason For Adjustment:	<input type="text"/>		

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
Stock Code	[Mandatory, Drop-Down] Select the stock code, for the stock, or the inventory item you want to make adjustment to, from the drop-down list.
Denomination	[Conditional, Pick List] Select the denomination code, for the stock code being transferred, from the pick list. The denomination needs to be selected for inventory items such as traveler's check, etc. which are tracked.

Field Name	Description
Type of Adjustment	<p>[Mandatory, Drop-Down]</p> <p>Select the type of adjustment from the drop-down list.</p> <p>It is the status the user wants to amend the inventory item to.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Cancelled: A teller can mark a reversed banker's cheque issue transaction as Cancelled. Since the instrument has already been marked as Used, the system does not update the status of the instrument. • Duplicate: If a customer reported a TD certificate as lost and has a duplicate issued, the teller can mark it as duplicate. Since the original certificate has already been marked as Used, the system does not update the status of the instrument. • Found: If a branch is able to locate the lost inventory item, it is marked as Found. • Lost: During the receipt, if an inventory item is found lost, it is marked as Lost. • Returned: When an inventory item is returned on an account that it is above the excess level, it is marked as Returned. For example, excess inventory at branch level for stock code A is 100 units. Branch Z holds 102 units. Branch Z will mark 2 units of stock A as Returned. • Intra Branch Transfer: If this option is selected, transfers between Tellers of same branch is allowed. • Torn: If a check book is found to be torn after receipt, the teller can mark it as Torn. • Used: If the instrument serial number is wrongly entered during an offline transaction, then the actual instrument number used can be updated with the used status. • Rejected: If a stock item is not issued as per the request order it can be rejected. For example, if the central inventory department requested USD TC of denomination 100, and the supplier issued INR TC of denomination 100 that were marked as received, then these TCs can be marked as rejected.
Adjustment Date	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the appropriate date of adjustment from the pick list.</p> <p>By default, this field displays the current posting date as date of adjustment.</p>

Field Name	Description
From Branch	<p>[Conditional, Drop-Down]</p> <p>Select the inventory branch from the drop-down list.</p> <p>This field is disabled and the value is set as the home branch if the Intra Branch Transfer option is selected in the Type of Adjustment drop-down list.</p>
From User	<p>[Conditional, Pick List]</p> <p>Select the user who is performing the adjustment transaction from the pick list.</p> <p>This field is disabled and the value is set as the logged in user if the Intra Branch Transfer option is selected in the Type of Adjustment drop-down list.</p>
To Branch	<p>[Conditional, Drop-Down]</p> <p>Select the appropriate to branch from the drop-down list.</p> <p>This field is disabled and the value is set as the home branch if the Intra Branch Transfer option is selected in the Type of Adjustment drop-down list.</p>
To User	<p>[Mandatory, Pick List]</p> <p>Select the user for whom the adjustment transaction is performed from the pick list.</p>
Adjustment Quantity	<p>[Mandatory, Numeric, 10]</p> <p>Type the inventory quantity to be adjusted.</p>
Series Number	<p>[Mandatory, Numeric, 12]</p> <p>Type the series number of the stock to be adjusted.</p>
Start Number	<p>[Mandatory, Numeric, 10]</p> <p>Type the start number in the stock series.</p> <p>The stock has to be transferred from this number onwards.</p>
End Number	<p>[Display]</p> <p>This field displays the end number of the series.</p> <p>The end number is calculated and generated by the system, depending on the quantity and the start number specified.</p> <p>For example,</p> <p>If Quantity = 100 and Start No = 50</p> <p>Then End No = 149</p>

Field Name	Description
Adjustment Total Value	<p>[Display]</p> <p>This field displays the adjustment total value, based on the denomination and quantity specified.</p> <p>Adjustment Total Value = Denomination + Quantity</p> <p>For example,</p> <p>If Denomination = 100 and Quantity = 20</p> <p>Then Adjustment Total value = 2000</p> <p>Only stock or inventory items tracked denomination wise will have adjustment total value.</p>
Reason For Adjustment	<p>[Mandatory, Alphanumeric, 40]</p> <p>Type the reason for adjusting the stock or the inventory item.</p>

3. Select the stock code from the drop-down list.
4. Enter the required information in the various fields.

Stock Adjustment

Stock Adjustment*

Stock Code: Bankers Cheque Denomination: ...

Type of Adjustment: Cancelled Adjustment Date: 31/01/2008

From Branch: Centras From User: API_SUPER

To Branch: To User: ...

Adjustment Quantity: 100

Series Number: 201

Start Number: 150 End Number: 249

Adjustment Total Value: ...

Reason For Adjustment: cheque lost

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 "Authorization Required. Do You Want to continue?" message. Click the **OK** button.

8. The system displays the **Authorization Reason** screen.
9. Enter the required information and click the **Grant** button.
10. The system displays the message "Stock Adjustment Completed Successful". Click the **OK** button.

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

1.4. IV011 - Stock Inquiries

Using this option you can perform several inquiries to assist in tracking inventory items or stock. Inquiries can be performed at the following levels:

- Central Inventory Department: Branch details related to the central inventory department and the branch can be viewed
- Branch Level: Only branch level details can be viewed
- Teller Level: Only teller level details can be viewed

Three types of Inquiries that aid in inventory tracking are:

- Indent Requests Status
- Balance on hand
- Stock Transactions

Definition Prerequisites

- IV001 - Stock Transactions

Modes Available

Not Applicable

To inquire on stock

1. Type the fast path **IV011** and click **Go** or navigate through the menus to **Transaction Processing > Internal Transactions > Inquiries > Stock Inquiries**.
2. The system displays the **Stock Inquiries** screen.

Stock Inquiries

Field Description

Field Name	Description
Stock Inquiry	<p>[Mandatory, Drop-Down]</p> <p>Select the appropriate stock inquiry option from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Balance On Hand • Stock Transactions • Indent Request Status • Stocks in Transit
Branch	<p>[Conditional, Pick List]</p> <p>Select the branch code from the pick list.</p> <p>This is the inventory bank that has placed the request on behalf of the allowed branch.</p> <p>This field is disabled if the Stocks in Transit option is selected in the Stock Inquiry drop-down list.</p>

Field Name	Description
To Branch	<p>[Conditional, Pick List]</p> <p>Select the To branch code from the pick list.</p> <p>It is the branch to which the stocks are being transferred.</p> <p>This field is enabled if the Stocks in Transit option is selected in the Stock Inquiry drop-down list.</p>
From Branch	<p>[Conditional, Pick List]</p> <p>Select the From branch code from the pick list.</p> <p>It is the branch from which the stocks are being transferred.</p> <p>This field is enabled if the Stocks in Transit option is selected in the Stock Inquiry drop-down list.</p>
Stock Code	<p>[Mandatory, Drop-Down]</p> <p>Select the stock code, if you want to perform the inquiry based on the status of a particular stock or inventory item, from the drop-down list.</p>
User ID	<p>[Conditional, Drop-Down]</p> <p>Select the user ID, if you want to perform the inquiry based on the user who has placed the request, from the drop-down list.</p> <p>This field is disabled if the Stocks in Transit option is selected in the Stock Inquiry drop-down list.</p>
Trans. Type	<p>[Conditional, 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"> • All: Will display stock transactions in all statuses • Receipts: Will display all stock that is in Receive status • Issues: Will display all stock that is in Issued status • Orders: Will display all stock for which purchase order is placed • Requests: Will display all stock for which request is placed <p>This field is enabled only if the Stock Transactions option is selected in the Stock Inquiry drop-down list.</p>
Date From	<p>[Conditional, Pick List, dd/mm/yyyy]</p> <p>Select the date from which you want to perform the inquiry from the pick list.</p> <p>This field is enabled only if the Stock Transactions option is selected in the Stock Inquiry drop-down list.</p>

Field Name	Description
Date To	<p>[Conditional, Pick List, dd/mm/yyyy]</p> <p>Select the date up to which you want to perform the inquiry from the pick list.</p> <p>This field is enabled only if the Stock Transactions option is selected in the Stock Inquiry drop-down list.</p>
Indent Request Reference #	<p>[Conditional, Pick List]</p> <p>Select the indent request reference from the pick list, to view the stock status based on the indent request reference.</p> <p>The result for indent request reference will show the supplier code, the date of order placement in the Purchase Detail tab.</p> <p>This field is enabled only if the Indent Request Status option is selected in the Stock Inquiry drop-down list.</p>
Purchase Order Reference #	<p>[Conditional, Pick List]</p> <p>Select the purchase order reference from the pick list, to view the stock status based on the purchase order reference.</p> <p>The result for purchase order reference will show the supplier code, the date of order placement in the Purchase Detail tab.</p> <p>This field is enabled only if the Indent Request Status option is selected in the Stock Inquiry drop-down list.</p>
Current Balance (# of units)	<p>[Optional, Numeric, 22]</p> <p>Type the number of inventory units that are currently available.</p>
Denomination Balance (# of units)	<p>[Optional, Numeric, 22]</p> <p>Type the number of denomination units that are available.</p>

3. Select the stock inquiries from the drop-down list.
4. The system enables the corresponding fields and tab depending on the stock inquiries selected.
5. Enter the required information in the various fields.

Stock Inquiries

Stock Inquiries*												
Stock Inquiry : Balance on Hand ▾ Branch : ▢ ▢ ... To Branch ▢ ▢ ... From Branch ▢ ▢ ... Stock Code : CHQ ▾				User ID : ▢ ▹ Trans. Type : ▢ ▾ Date From : 04/10/2009 ⌛ Date To : 04/10/2009 ⌛			Indent Request Reference # : ▢ ... Purchase Order Reference # : ▢ ...					
Current Balance (# of units) :							Denomination Balance (# of units) :					
Details Denomination Details Stock Details Purchase Details												
Stock Code	Stock Name	Branch Name	Issuer	Currency	Qty	Recorder Level						
➤ <div style="clear: both;"></div> <div style="display: flex; justify-content: space-between; font-size: small; margin-bottom: 5px;"> < Card Change Pin Cheque Cost Rate Denomination Instrument Inventory Pin Validation Service Charge Signature Travellers Cheque </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="button" value="UDF"/> <input type="button" value="OK"/> <input type="button" value="Close"/> <input type="button" value="Clear"/> </div>												

- Click the **Ok** button.
- The system enables the **Details** tab.

Details

Stock Inquiries*

Stock Inquiry :

User ID :

Indent Request Reference # :

Trans. Type :

Purchase Order Reference # :

Date From :

Date To :

Branch :

To Branch :

From Branch :

Stock Code :

Current Balance (# of units) :

Denomination Balance (# of units) :

Details | Denomination Details | Stock Details | Purchase Details

Stock Code	Stock Name	Branch Name	Issuer	Currency	Qty	Recorder Level
0001	CHQ	BranchA	335	CNY	1440	0
0001	CHQ	BranchB	335	CNY	50	0
0001	CHQ	HO	335	CNY	6127	0
0001	CHQ	SB1	335	CNY	20	0

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
Stock Code	[Display] This column displays the stock code.
Stock Name	[Display] This column displays the stock name.
Branch Name	[Display] This column displays the branch code.
User ID	[Display] This column displays the ID of the user who has placed the request. This column is displayed if Stock Transaction option is selected in the Stock Inquiry drop-down list.
Issuer	[Display] This column displays the issuer bank name.

Column Name	Description
Currency	<p>[Display]</p> <p>This column displays the currency in which the stock is issued.</p>
Txn Date	<p>[Display]</p> <p>This column displays the transaction date.</p> <p>This column is displayed if the Stock Transactions option is selected from the Stock Inquiry drop-down list.</p>
Req Date	<p>[Display]</p> <p>This column displays the request date.</p> <p>This column is displayed if the Indent Request Status option is selected from the Stock Inquiry drop-down list.</p>
Req Type	<p>[Display]</p> <p>This column displays the request type.</p> <p>This column is displayed if the Indent Request Status option is selected from the Stock Inquiry drop-down list.</p>
Req Flag	<p>[Display]</p> <p>This column displays the request flag type.</p> <p>This column is displayed if the Indent Request Status or Stock Transactions option is selected from the Stock Inquiry drop-down list.</p>
Purchase ID	<p>[Display]</p> <p>This column displays the purchase ID.</p> <p>This column is displayed if the Indent Request Status option is selected from the Stock Inquiry drop-down list.</p>
Qty	<p>[Display]</p> <p>This column displays the quantity ordered.</p>
Recorder Level	<p>[Display]</p> <p>This column displays the recorder level.</p> <p>This column is displayed if the Balance on Hand option is selected from the Stock Inquiry drop-down list.</p>

8. Double-click a record to enable the **Denomination Details** tab.

Denomination Details

Stock Inquiries*

Stock Inquiry :

User ID :

Indent Request Reference # :

Branch :

Trans. Type :

Purchase Order Reference # :

To Branch :

Date From :

From Branch :

Date To :

Stock Code :

Current Balance (# of units) : Denomination Balance (# of units) :

Details | **Denomination Details** | Stock Details | Purchase Details

Denomination	Currency Short Name	Denomination Value	Denomination Balance
DENM-1	CNY	1	1440

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
Denomination	[Display] This column displays the denomination value in words.
Currency Short Name	[Display] This column displays the currency code in which the denomination is made.
Denomination Value	[Display] This column displays the denomination value in numbers.
Denomination Balance	[Display] This column displays the denomination balance available in the inventory.

- Double-click a record to enable the **Stock Details** tab.

Stock Details

Stock Inquiries*

Stock Inquiry :

Branch :

To Branch :

From Branch :

Stock Code :

User ID :

Trans. Type :

Date From :

Date To :

Indent Request Reference # :

Purchase Order Reference # :

Current Balance (# of units) : Denomination Balance (# of units) :

Details | Denomination Details | **Stock Details** | Purchase Details

Denomination Value	Denomination Balance	Denomination	Series	Start No.	End No.	Stock Ccy	Current Series Total Value
1	1440	DENM-1	0	101	200	CNY	100
1	1440	DENM-1	0	261	345	CNY	85
1	1440	DENM-1	0	1501	1525	CNY	25
1	1440	DENM-1	0	1526	1750	CNY	225
1	1440	DENM-1	0	1761	1765	CNY	5
1	1440	DENM-1	0	6501	7500	CNY	1000

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
Denomination Value	[Display] This column displays the denomination value.
Denomination Balance	[Display] This column displays the denomination balance.
Denomination	[Display] This column displays the denomination in words.
Series	[Display] This column displays the series.
Start No.	[Display] This column displays the inventory start number.
End No.	[Display] This column displays the inventory end number.

Column Name	Description
Stock Ccy	[Display] This column displays the stock currency.
Current Series Total Value	[Display] This column displays the current series total value.

Purchase Details

[illegible]

Field Description

Column Name	Description
Purchase Order	[Display] This column displays the purchase order number.
Request No.	[Display] This column displays the request number.
Supplier	[Display] This column displays the name of the supplier.

Column Name	Description
Date of Order	[Display] This column displays the date on which the order was placed.

10. Click the **Ok** button to return to the **Details** tab.

11. Click the **Close** button.

Note: The results of the query are based on the requesting location and the Inputs. The pending orders are displayed. If no input specified, all pending orders and their details are displayed.

1.5. IV005 - Inventory PIN Maintenance

This option is used for inventory PIN maintenance. The screen maintains the PIN of passbook and CD, assigns the initial PIN, register, reset, unlock and change the PIN etc.

Definition Prerequisites

- 8053 - Customer Addition
- IVM01 - Stock Codes
- IVM10 - Multi Currency Package - Stock Code Cross Reference
- Inventory linked to a CASA, RD or TD account

Modes Available

Not Applicable

To maintain the inventory PIN

1. Type the fast path **IV005** and click **Go** or navigate through the menus to **Global Definitions > Master > Inventory PIN Maintenance**.
2. The system displays the **Inventory PIN Maintenance** screen.

Inventory PIN Maintenance

Inventory Pin Maintenance

Search Criteria: Search String:

ID: IC:

Full Name:

Action:

Stock Code: Inventory No.:

PIN Status:

Initial Pin:

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
Search Criteria	<p>[Mandatory, Drop-Down]</p> <p>Select the search criteria, to search for the customer, from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Customer short name • Customer IC- Identification criteria (IC) • Customer ID
Search String	<p>[Mandatory, Alphanumeric, 20]</p> <p>Type the search string corresponding to the search criteria selected.</p> <p>This field list out all customers that were found to be matching the value entered in the search string corresponding to the option chosen in the search criteria.</p> <p>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.</p> <p>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>
ID	<p>[Display]</p> <p>This field displays the customer ID of the selected 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>
IC	<p>[Display]</p> <p>This field displays customer IC of the selected customer.</p> <p>A customer IC along with customer type is a unique method of customer identification across the bank (covering all branches). Based on the combination, the system can identify the customer as an existing customer even when the customer opens a new account in another branch. A social security number, passport number, birth certificate or corporate registration can be used as a customer IC.</p>
Full Name	<p>[Display]</p> <p>This field displays the full name of the selected customer.</p>

Field Name	Description
Inventory No.	<p>[Mandatory, Pick List]</p> <p>Select the inventory number from the pick list.</p> <p>The pick list displays all the inventories having 'Password Applicable' attribute as true which are issued to the selected customer .</p>
Stock code	<p>[Mandatory, Pick List]</p> <p>Select the stock code for the inventory being reported as lost from the pick list.</p> <p>Stock code is a manually generated unique number, which enables the bank to track the inventory. A stock code has to be unique in the system.</p>
PIN Status	<p>[Display]</p> <p>This field displays the PIN status of the selected inventory.</p> <p>If the inventory selected doesn't have any PIN , PIN status will be displayed as 'No PIN'.</p>
Action	<p>[Mandatory, Drop-Down]</p> <p>Select the action to be done related to the PIN for the selected inventory from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Register PIN • Reset PIN • Unlock PIN • Change PIN • Assign Initial PIN
Initial PIN	<p>[Conditional, Alphanumeric, 20]</p> <p>Type the initial PIN for the selected inventory.</p> <p>This field is enabled if Action is selected as Assign Initial PIN.</p>

3. Select the search criteria from the drop-down list.
4. Type the search string and press the <Tab> key. The system displays a list of customer's that match the search criterion.
5. Select the customer from the pick list. The customer details are displayed in the screen.
6. Select the action from the drop-down list.
7. Enter the other required information.

Inventory PIN Maintenance

Inventory Pin Maintenance*

Search Criteria: Search String:

ID: **604133** IC: 099990002171

Full Name:

Action:

Stock Code: Inventory No.:

PIN Status:

Initial Pin:

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

6. Click the **Ok** button.
7. The system displays the message "Transaction Successful".

1.6. IV012 - Sell of Inventory

Using this option, user can issue inventory types to the bank customer or walk in customers. These inventories may or may not be linked to the Multi Currency Accounts(MCA). Inventory can be sold against MCA. Alternatively, inventory can be sold to walk in customer. If the inventory is sold to MCA, then it will be linked to that MCA.

User can sell the inventory as well as cancel the previous sold inventory.

Definition Prerequisites

- List of inventories which are of sell category

Modes Available

Not Applicable

To sell the inventory

- Type the fast path **IV012** and click **Go** or navigate through the menus to **Global Definitions > Master > Sell of Inventory**.
- The system displays the **Sell of Inventory** screen.

Sell of Inventory

Sell of Inventory

Transaction Type :

User Reference Number :

Sell Type :

MCA Number :

Stock Code :

Inventory Start Number : Inventory End Number :

Quantity :

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
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"> • Sell of inventory • Cancellation of Sell of Inventory
User Reference Number	<p>[Mandatory, Numeric, 25, Pick List]</p> <p>Type the user reference number for sell of inventory.</p> <p>Select the user reference number from the pick list.</p> <p>If Transaction Type is Cancel Sell of Inventory, then this field becomes a pick list.</p> <p>The user reference number is assigned to identify the transaction.</p>
Sell Type	<p>[Mandatory, Drop-Down]</p> <p>Select the sell type to sell the inventory to MCA or CASA account or walk in customer from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Sell to MCA • None
MCA Number	<p>[Conditional, Numeric, 20]</p> <p>Type the CASA multi currency account number. The system displays the MCA name in the adjacent field.</p> <p>This field is enabled if the Transaction Type is Sell of Inventory.</p>
Stock Code	<p>[Conditional, Alphanumeric, 10]</p> <p>Type the valid stock code for the inventory being reported as lost. The system displays the stock code description in the adjacent field.</p> <p>If the stock code is not valid, system will give error message.</p> <p>This field is enabled and mandatory if the Transaction Type is Sell of Inventory.</p> <p>Stock code is a manually generated unique number, which enables the bank to track the inventory. A stock code has to be unique in the system.</p>
Inventory Start Number	<p>[Conditional, Alphanumeric, 20]</p> <p>Type the inventory start number.</p> <p>Inventory Start Number should exist in the inventory under the Stock Code+Stock Series number combination [TABOUT].</p> <p>This field is enabled and mandatory if the Transaction Type is Sell of Inventory.</p>

Field Name	Description
Inventory End Number	<p>[Conditional, Alphanumeric, 20]</p> <p>Type the inventory end number.</p> <p>Inventory end number will be computed as:</p> <p><i>Inventory Start Number +Quantity -1</i></p> <p>This field is enabled and mandatory if the Transaction Type is Sell of Inventory.</p>
Quantity	<p>[Displays]</p> <p>This field displays the quantity of the inventory to be sold.</p> <p>If the inventory end number is entered, then the system will compute the quantity and displays. Quantity will be computed as:</p> <p><i>Inventory End Number - Inventory Start Number +1</i></p> <p>This field will be displayed if the inventory start number and inventory end number is entered.</p> <p>This field is disabled if the Transaction Type is Cancel Sell of Inventory.</p>

3. Select the transaction type from the drop-down list. The system enables the corresponding fields depending on the transaction type selected.
4. Enter the user reference number.
5. Select the sell type from the drop-down list.
6. Enter the required information in the various fields.

Sell of Inventory

Sell of Inventory*

Transaction Type :

Sell of Inventory

User Reference Number :

111

Sell Type :

Sell to MCA

MCA Number :

210000170000076

UDAYHIREBET

Stock Code :

990

Other Bank Inventory

Inventory Start Number :

1002000000000000009

Inventory End Number :

1002000000000000010

Quantity :

2

Card

Change Pin

Cheque

Cost Rate

Denomination

Instrument

Inventory

Pin Validation

Service Charge

Signature

Travellers Cheque

UDF

OK

Close

Clear

- Click the **Ok** button. The system displays the message "Transaction completed successfully"

1.7. IVM10 - Multi Currency Package - Stock Xref

Using this option, user can make the cross reference between multi currency package and stock code. While issuing inventory to the MCA or account, system will check that cross reference is maintained between the multi currency package and stock code. If the cross reference is not maintained, system will not allow to issue the inventory to the MCA opened under that multi currency package or issue an inventory to the account opened under the MCA which is linked to the multi currency package. To allow inventory issuance, facility should be made available in the product master as well there should exist the MCA package and stock code cross reference.

Note: Multi currency account will be opened under multi currency package and account will be opened under MCA.

Definition Prerequisites

- CHM01 - CASA Product Master Maintenance
- TDM01 - TD Product Master
- MCA01 - Multi Currency Package Definition

Modes Available

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

To add stock code details for cross reference

1. Type the fast path **IVM10** and click **Go** or navigate through the menus to **Global Definitions > Master > Multi Currency Package - Stock Xref**.
2. The system displays the **Multi Currency Package - Stock Xref** screen.

Column Name	Description
Stock Code Details	
Stock Code	<p>[Mandatory, Pick List]</p> <p>Select the stock code which is available for link with MCA or account from the pick list.</p> <p>If the stock code is already linked to MCA Package, then system will give error message on selection [TABOUT].</p> <p>Stock code is a manually generated unique number, which enables the bank to track the inventory. A stock code has to be unique in the system.</p>
Stock Code Description	<p>[Displays]</p> <p>This field displays the name of the stock code.</p>
Stock Type	<p>[Displays]</p> <p>This field displays the stock type under which the stock code is created.</p>
Stock Type Description	<p>[Displays]</p> <p>This field displays the name of the stock type.</p>
Delete(Y/N)	<p>[Toggle]</p> <p>If the field is marked as Y then the stock code details set for the customer will get deleted.</p>
<p>3. Click the Add button.</p> <p>4. Select the multi currency package code from the pick list. The system displays the multi currency package details.</p> <p>5. Click the + button to add the stock code details.</p> <p>6. Select the stock code from the pick list. The system displays the stock code details.</p>	

Multi Currency Package - Stock Xref

Multi Currency Package - Stock Xref*

Multi Currency Package Details

Multi Currency Package Code : Description :

Module : Corporate Package : ☒

Stock Code Details

Stock Code	Stock Code Description	Stock Type	Stock Type Description	Delete?
734	Normal Passbook	Normal Passbook	Normal Passbook	N
736	Corp TD Proof Certif	Corporate TD pro	Corporate TD proof certificate	N

Remarks:

Record Details

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

☒ Add
 ☐ Modify
 ☐ Delete
 ☐ Cancel
 ☐ Amend
 ☐ Authorize
 ☐ Inquiry

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

1.8. IV004 - Inventory Lost Report Registration Maintenance

This screen is used to maintain the lost report. User can register the new lost report and cancel the lost report or maintain the release of lost report. Temporary lost for corporate inventory is registered using this option.

In the inventory attribute table, term for expiry period for temporary lost report is maintained that will automatically gets canceled on term expiry or on maturity of the deposit linked to the inventory.

System always consider bank calendar maintained using the option **Bank Calendar Maintenance** (FP : BA090) for computing the lost report expiry date and for running the cancellation of job during the EOD.

Definition Prerequisites

- MCA03 - Multi Currency Account Opening
- MCA04 - RD Account Opening under MCA
- MCA07 - TD Account Opening under MCA
- PS005 -Passbook - Multi Currency Account Linkage
- CM13 - Card - Muti Currency Account Linkage

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 inventory lost report

1. Type the fast path **IV004** and click **Go** or navigate through the menus to **Global Definitions > Master > Inventory Lost Report Register Maintenance**.
2. The system displays the **Inventory Lost Report Register Maintenance** screen.

Inventory Lost report Register maintenance

Inventory Lost Report Registration Maintenance*

Action Details

Action : Loss Report Type :

Input Parameters

Stock Code : Inventory No :
 Lost Report Register No : Home Branch :

Lost Report Details

Received Channel : Reporting Branch :
 LR Register Date : LR Expiry Date :
 LR Release Term Date : Telephone No :
 Reason : LR Register Status :

Remarks:

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
------------	-------------

Action Details**Action**

[Mandatory, Drop-Down]

Select the action from the drop-down list.

The options are:

- Register Lost Report
- Lost Report of Lost Report Application Form

Field Name	Description
Loss Report Type	<p>[Conditional, Drop-down]</p> <p>Select the loss report type for the lost report from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Temporary Loss • Inventory Loss • Password Loss • Inventory and Password Loss <p>This field is enabled and mandatory when Register Lost Report is selected from Action drop-down list.</p>

Input Parameters

Stock Code	<p>[Mandatory, Pick List]</p> <p>Select the stock code for the inventory being reported as lost.</p> <p>If the stock code is not valid, system will give error message. Stock code is a manually generated unique number, which enables the bank to track the inventory.</p>
Inventory number	<p>[Mandatory, Numeric, 20]</p> <p>Type the inventory number for the inventory being reported as lost.</p> <p>If the inventory is not available under the stock code + stock series number, system will give error message.</p> <p>If the lost report type is temporary lost report then the status of the inventory should either be 'Normal' or 'Temporary Lost'.</p>
Lost Report Register No.	<p>[Optional, Pick List]</p> <p>Select the lost report register number from the pick list.</p> <p>The system generates this number, when a new lost report is registered. If the Action is Lost Report for Lost Report Application Form, then this field is mandatory.</p>
Home Branch	<p>[Display]</p> <p>This field displays the home branch of the inventory issued.</p>

Lost Report Details

Received Channel	<p>[Optional, Drop-Down]</p> <p>Select the channel used for registering the lost report from the drop-down list.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Branch
-------------------------	---

Field Name	Description
Reporting branch	[Optional, Pick List] Select the branch code in which lost report is being registered, if the reporting branch is not same as transaction branch from the pick list.
LR Register Date	[Display] This field displays the lost report registration date. This date will be the system process date.
LR Expiry Date	[Display] This field displays the lost report expiry date.
LR Release Term Date	[Mandatory, Pick List, DD/MM/YYYY] Select the lost report release term date from the pick list. LR release term date is computed as system process date + the number of days mentioned in the field Term For Release of LR . LR release term date can be less than or greater than date computed by the system but can not be less than the system process date.
Telephone no	[Optional, Alphanumeric,30] Type the telephone number used for registering the lost report.
Reason	[Optional, Alphanumeric,120] Type the reason for the registering the lost report.
LR Register Status	[Display] This field displays the status of the lost report. Status of the LR can be <ul style="list-style-type: none"> • Open • Canceled • Released by Account Closure • Release by Reissue of Inventory

- Click the **Add** button.
- The system displays the message "This action will clear all data on the screen. Do you want to continue?". Click the **Yes** button.
- Select the action and lost report type from the drop-down list.
- Select the stock code from the pick list. The system displays the LR register date, LR expiry date and LR register status.
- Select the LR release term date from the pick list.
- Enter the other required information in the various fields.

IV004 - Inventory Lost Report Registration Maintenance

Inventory Lost report Register maintenance

Inventory Lost Report Registration Maintenance*

Action Details
Action : Register Lost Report Loss Report Type : Temporary Loss

Input Parameters
Stock Code : 738 Inventory No : 0000000005
Lost Report Register No : Home Branch :

Lost Report Details
Received Channel : Branch Reporting Branch : 8
LR Register Date : 20/10/2011 LR Expiry Date : 25/10/2011
LR Release Term Date : 30/11/2011 Telephone No :
Reason : Temp Loss LR Register Status : OPEN

Remarks:

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 Ok to continue". Click the **Ok** button.



Inventory User Manual

Jan 2012

Version : 4.4.0.0.0

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