

**Oracle FLEXCUBE
Inventory User Manual
Release 4.5.0.0.0
Part No E52127-01**



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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

The screenshot shows the 'Transfer Stocks*' window with the following fields and values:

- Transfer Option : [Dropdown]
- Stock Code : [Dropdown]
- Denomination Code : [Text]
- Series No : [Text]
- Quantity : [Text]
- Start No : [Text]
- End No : [Text]
- Narrative : Transfer Stocks

The bottom navigation bar includes buttons for: Card, Change Pin, Cheque, Cost Rate, Denomination, Instrument, Inventory, Pin Validation, Service Charge, Signature, Travellers Cheque, LDF, OK, Close, and Clear.

Field Description

Field Name	Description
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>
	<p>3. Click the Add button.</p> <p>4. Select the appropriate transaction from the drop-down list.</p> <p>5. The system enables the corresponding tab depending on the transaction type selected.</p>

Request Stocks

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

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: Order Stock

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

Purchase Order No.: 100 Request No.: 02159999#

Date of order: 15/02/2008 Supplier code: RM

Reference no. 1: 1 Reference no. 2: 2

Add Delete

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

Field Description

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

Column Name	Description
Srl No.	[Display] This column displays the system generated serial number for each stock item in the list.
Request id	[Display] This column displays the request ID for each stock item in the list.
Stock catalog Code	[Display] This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed.
Denm.	[Display] This column displays the denomination value of the requested stock.
Qty req.	[Display] This column displays the quantity of stocks. 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. For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque.
Series #	[Conditional, Numeric, 10] Type the series number that has been defined for the particular stock code.
Start #	[Conditional, Numeric, 10] Type the start number. The stock item is ordered from this value onwards.
End #	[Display] This column displays the end number of the series. The end number is calculated and generated by the system depending on the quantity and the start number specified. For example, If Quantity = 100 and Start No = 50 Then End No = 149

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 = 20 Then 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

Transaction: Issue Stock

Request Stocks | Order Stocks | Receive Stocks | Issue Stocks

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

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

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
Srl No.	[Display] This column displays the system generated serial number for each stock item in the list.
Request id	[Display] This column displays the request ID for each stock item in the list.
Stock catalog Code	[Display] This column displays the stock catalogue code of the stock or the inventory item for which the request order is placed.
Denm.	[Display] This column displays the denomination value of the requested stock.
Qty req.	[Display] This column displays the quantity of stocks. 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. For example, 50 units of banker's cheque. It can be 50 leaves or booklets of banker's cheque.
Series #	[Display] This column displays the series number that has been defined for the particular stock code received.
Start #	[Display, Numeric, Seven] Type the start number, from which a stock item is received.
End #	[Display] This column displays the end number of the series. The end number is calculated and generated by the system depending on the quantity and the start number specified. For example, If Quantity = 100 and Start No = 50 Then End No = 149

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 = 20 Then Total = 2000 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 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, Canceled, 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. This traveler's cheque can be marked as rejected.

Stock adjustment will be allowed to the teller who have TIL linked to it and the status will be updated in the TIL accordingly. The 'To Teller' to whom the transfer is made should also have TIL linked.

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

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 data-bbox="553 268 842 296">[Mandatory, Drop-Down]</p> <p data-bbox="553 310 1179 338">Select the type of adjustment from the drop-down list.</p> <p data-bbox="553 352 1268 380">It is the status the user wants to amend the inventory item to.</p> <p data-bbox="553 394 745 422">The options are:</p> <ul data-bbox="594 449 1328 1770" style="list-style-type: none"> <li data-bbox="594 449 1328 569">• 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. <li data-bbox="594 590 1328 737">• 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. <li data-bbox="594 758 1328 821">• Found: If a branch is able to locate the lost inventory item, it is marked as Found. <li data-bbox="594 842 1328 905">• Lost: During the receipt, if an inventory item is found lost, it is marked as Lost. <li data-bbox="594 926 1328 1066">• 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. <li data-bbox="594 1087 1328 1150">• Intra Branch Transfer: If this option is selected, transfer between Tellers of same branch is allowed. <li data-bbox="594 1171 1328 1234">• Torn: If a check book is found to be torn after receipt, the teller can mark it as Torn. <li data-bbox="594 1255 1328 1339">• 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. <li data-bbox="594 1360 1328 1535">• 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. <li data-bbox="594 1556 1328 1619">• Destroyed: This status is marked by HO when inventory supplied by supplier is not in good order. <li data-bbox="594 1640 1328 1703">• Voided: This status is marked by branches when inventory supplied by supplier is not in good order. <li data-bbox="594 1724 1328 1770">• Returned by Customer: This option can be used if the customer wants to return the cheque.

Field Name	Description
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>
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

The screenshot shows the 'Stock Adjustment*' form with the following data entered:

- Stock Code: Bankers Cheque
- Type of Adjustment: Cancelled
- From Branch: Centras
- To Branch: (empty)
- Adjustment Quantity: 100
- Series Number: 201
- Start Number: 150
- Adjustment Total Value: (empty)
- Reason For Adjustment: cheque lost
- Denomination: (empty)
- Adjustment Date: 31/01/2008
- From User: API_SUPER
- To User: (empty)
- End Number: 249

At the bottom of the form, there is a navigation bar with buttons for UDF, OK, Close, and 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.

Field Name	Description
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>
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>
Stock Number	<p>[Optional, Numeric, 20]</p> <p>Type the stock number of which status is to be inquired.</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>

Field Name	Description
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>
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>

Field Name	Description
Denomination Balance (# of units)	[Optional, Numeric, 22] Type the number of denomination units that are available.

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

6. Click the **Ok** button.
7. The system enables the **Details** tab.

Details

Stock Inquiries*

Stock Inquiry : Balance on Hand

User ID : TSUBIT022000

Indent Request Reference # :

Trans. Type :

Purchase Order Reference # :

Branch : 2000 BR2000

To Branch :

From Branch :

Date From : 15/04/2012

Date To : 15/04/2012

Stock Code : Stock Number :

Current Balance (# of units) : Denomination Balance (# of units) : 21

Details Denomination Details Stock Details Purchase Details Stock Status

Stock Code	Stock Name	Branch Name	Issuer	Currency	Qty	Recorder Level
731	CASHCHQ	BR.2000	2	RMB	5	0
731	CASHCHQ	BR.2000	2	RMB	2	0
731	CASHCHQ	BR.2000	2	RMB	8	0
731	CASHCHQ	BR.2000	2	RMB	6	0
737	RDPC	BR.2000	2	RMB	9	0
806	INSTRSLIP	BR.2000	2	RMB	10	0

Card Change Pin Cheque Cost Rate FCY Change 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	[Display] This column displays the currency in which the stock is issued.
Txn Date	[Display] This column displays the transaction date. This column is displayed if the Stock Transactions option is selected from the Stock Inquiry drop-down list.
Req Date	[Display] This column displays the request date. This column is displayed if the Indent Request Status option is selected from the Stock Inquiry drop-down list.
Req Type	[Display] This column displays the request type. This column is displayed if the Indent Request Status option is selected from the Stock Inquiry drop-down list.
Req Flag	[Display] This column displays the request flag type. This column is displayed if the Indent Request Status or Stock Transactions option is selected from the Stock Inquiry drop-down list.
Purchase ID	[Display] This column displays the purchase ID. This column is displayed if the Indent Request Status option is selected from the Stock Inquiry drop-down list.
Qty	[Display] This column displays the quantity ordered.
Recorder Level	[Display] This column displays the recorder level. This column is displayed if the Balance on Hand option is selected from the Stock Inquiry drop-down list.

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

Denomination Details

Stock Inquiries*

Stock Inquiry :

Branch : ...

To Branch : ...

From Branch : ...

Stock Code : Stock Number :

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 | Stock Status

Denomination	Currency Short Name	Denomination Value	Denomination Balance
DENOMINATION 01	RMB	1	21

Card | Change Pin | Cheque | Cost Rate | FCY Change | 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 : Stock Number :

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
Stock Status

Denomination Value	Denomination Balance	Denomination	Series	Start No.	End No.	Stock Ccy	Current Series Total Value
1	21	DENOMINATION OF	1000	1101	1103	RMB	3
1		21 DENOMINATION OF	1000	1108	1110	RMB	3
1		21 DENOMINATION OF	2000	2001	2010	RMB	8
1		21 DENOMINATION OF	SUB02	4	6	RMB	3
1		21 DENOMINATION OF	SUB02	7	8	RMB	2
1		21 DENOMINATION OF	SUB03	1	2	RMB	2

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

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

Stock Inquiries*

Stock Inquiry : Balance on Hand

User ID : TSUBIT022000

Trans. Type :

Date From : 15/04/2012

Date To : 15/04/2012

Indent Request Reference # :

Purchase Order Reference # :

Branch : 2000 BR2000

To Branch :

From Branch :

Stock Code : Stock Number :

Current Balance (# of units) : Denomination Balance (# of units) : 21

Details Denomination Details Stock Details **Purchase Details** Stock Status

Purchase Order	Request No.	Supplier	Date Of Order
	1234567	400	29/02/2012

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

UDF OK Close Clear

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

Stock Status

Stock Inquiries*

Stock Inquiry :

Branch :

To Branch :

From Branch :

Stock Code : Stock Number :*

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 | **Stock Status**

Stock Number	Stock Code	Description	Status
20002001	731	CASH CHEQUE	Not Issued

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

UDF | OK | Close | Clear

Column Name	Description
Stock Number	[Display] This field displays the stock number for which inquiry is done.
Stock Code	[Display] This field displays the stock code of the stock number.
Description	[Display] This field displays the description of the stock code.
Status	[Display] This field displays the status of the stock number.

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

The screenshot shows the Oracle Inventory PIN Maintenance screen. The window title is "Inventory Pin Maintenance*". The interface includes a search section with "Search Criteria" (a dropdown menu), "Search String:" (a text box with a search icon), "ID:", and "IC:". Below this are fields for "Full Name:", "Action:" (a dropdown menu), "Stock Code:" (a text box with a search icon), and "Inventory No.:" (a text box with a search icon). There are also fields for "PIN Status:" and "Initial Pin:". At the bottom, there is a navigation bar with tabs for "Card", "Change Pin", "Cheque", "Cost Rate", "Denomination", "Instrument", "Inventory", "Pin Validation", "Service Charge", "Signature", and "Travellers Cheque". Below the tabs are buttons for "UDF", "OK", "Close", and "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

UDF OK Close Clear

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 Inventor**.
- 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 [TABOUE].</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 :

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

- 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.

Multi Currency Package - Stock Xref

Field Description

Field Name	Description
Multi Currency Package Details	
Multi Currency Package Code	[Mandatory, Pick List] Select the MCA package code for which the MCA package stock code cross reference is to be maintained.
Description	[Display] This field displays the description of the multi currency package code.
Module	[Display] This field displays the module to which the multi currency package belongs for example CASA, TD, or RD.
Corporate Package	[Display] This field displays whether the package is for corporate or not.

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]. For a given multi currency package, only those stock codes can be linked which are created under stock type having attribute value 'Y' for the attribute 'Linked to Account' in the Inventory Attribute table.</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>
<ol style="list-style-type: none"> 3. Click the Add button. 4. Select the multi currency package code from the pick list. The system displays the multi currency package details. 5. Click the + button to add the stock code details. 6. Select the stock code from the pick list. The system displays the stock code details. 	

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:

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

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. Lost report expiry date is calculated as: System process date + The number of days mentioned in the field 'Term for Temporary Lost Report'. Term for temporary lost report is parameterized and the parameter is available in the Inventory Attribute table (day 0).
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

3. Click the **Add** button.
4. The system displays the message "This action will clear all data on the screen. Do you want to continue?". Click the **Yes** button.
5. Select the action and lost report type from the drop-down list. If the lost report type is 'Temporary Loss', system will display the lost report expiry date.
6. Select the stock code from the pick list. The system displays the LR register date, LR expiry date and LR register status.
7. Select the LR release term date from the pick list.

IV004 - Inventory Lost Report Registration Maintenance

8. Enter the other required information in the various fields.

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 : 000000005
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
				<input type="checkbox"/>

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.

1.9. MCA80- Inquiry of Sold / Issued Inventory

Using this screen user can Inquire about Sold / Issued Inventory based on either Account Number or Stock Number. In case account no option is chosen, all the fields except stock number will be enabled. Stock number field will be disabled. If stock no option is chosen, all the fields except stock number will be disabled. Stock number field will be enabled in this case. The grid displays stock code, description, stock status and linked (Y/N) along with the account details. If more than one certificate (replaced and issued status) were linked to deposit, then the user can inquire about details of both the certificates. If stock is sold to non customer, then only stock details will be displayed. Account related columns will remain blank. Linked column will have value 'N' for sold inventory.

Definition Prerequisites

- Not Applicable

Modes Available

- Not Applicable

To Enquire about Sold/ Issued Inventory

1. Type the fast path **MCA80** and click **Go** or navigate through the menus to **Global Definitions > Master > Inquiry of Sold / Issued Inventory**.
2. The system displays the **Inquiry of Sold / Issued Inventory** screen.

MCA80 - Inquiry of Sold/ Issued Inventory

Field Description

Field Name	Description
Inquiry based on	[Alphanumeric, Drop Down , 9] Select the option based on the basis of inquiry. If account no option is chosen, MCA No, Sub account no and deposit no field will be enabled, stock number field will be blank and disabled.
MCA Number	[Mandatory, Numeric, Text box, 15] Type the 15 digit Multi Currency Account Number.
MCA title	[Display, Text box, 15] This field displays the Title for the MCA entered in MCA number field
Sub account No	[Pick list, 16] All the sub accounts opened under MCA will be shown in pick list. User will select one of the sub accounts for inquiry.
Currency	[Display] This field will display Currency of the sub account.

MCA80- Inquiry of Sold / Issued Inventory

Field Name	Description
Deposit No	[Pick list, 2] The pick list will show all the deposits opened under sub account. User will select a deposit number for which stock inquiry is to be done
Stock Number	[Text box, 20] Enter stock number in this field if inquiry is based on stock number.
Column Name	Description
Reno.	[Display] This Field Displays the Serial Number of the Row Displayed.
MCA Number	[Display] This field will display the MCA number to which stock number is attached.
Sub account No	[Display] This field will display Sub account number to which stock number is attached. If stock is attached to MCA directly, then this field will be blank.
Deposit No	[Display] This field will display the Deposit number to which stock number is attached.
Stock Number	[Display] This field will display the Number of the stock which is attached to MCA/Sub account/Deposit.
Stock Code	[Display] This field will display Stock code of the stock number.
Description	[Display] This field will display Description of the stock code.
Status	[Display] This field will display the Status of the stock number.

Field Name	Description
Linked Y/N	[Display] If stock number is linked to the MCA/sub account/deposit, then this field will display value 'Y' else it will display value 'N'

3. Type the **MCA Number**, MCA Title Details will auto populate.
4. Select the **Sub Account Number** using the respective Pick list present on the Screen , this will display / populate the currency on the screen
5. Now select the **Deposit Number** using the pick list.

6. Click on **OK** button, the system will display the enquired details in the table, as shown above.



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