

Savings User Guide

# **Oracle FLEXCUBE Universal Banking**

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Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax: +91 22 6718 3001

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# 1. Preface

## 1.1 Introduction

This User Manual is prepared to familiarize you with the Savings module of Oracle FLEXCUBE. The manual gives you an overview of the module and explains all the maintenances required for its smooth functioning. It also takes you through the different types of transactions that may be handled through this module.

## 1.2 Audience

This manual is intended for your Branch Tellers, Vault Operators and Branch Supervisors to provide quick and efficient service to customers and prospects of your bank.

## 1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.4 Organization

This manual is organized into the following chapters:

<b>Chapter 1</b>	<i>About this Manual</i> - Gives information on the intended audience. It also lists the various chapters covered in this User Manual.
<b>Chapter 2</b>	<i>Savings</i> - An Overview provides a snapshot of the features of the entire module.
<b>Chapter 3</b>	<i>Transaction Workflow</i> - Describes the role of the Workflow engine in transaction processing.
<b>Chapter 4</b>	<i>Common Operations</i> - Details the common operations that you can perform when processing transactions in this module.
<b>Chapter 4</b>	<i>Data Replication</i> – Details replicating host data in the branch.
<b>Chapter 6</b>	<i>Maintenances for Savings</i> - Details the various maintenances (E.g. Account opening instructions, TC Denomination details Reconciliation details etc.) for the module.
<b>Chapter 7</b>	<i>Cash Transactions</i> - explains all the cash-based transactions that can be performed through this module.
<b>Chapter 8</b>	<i>Instrument Transactions</i> - Describes the various instrument-based transactions that can be performed in this module.
<b>Chapter 9</b>	<i>General Ledger Transaction</i> - Explains miscellaneous debit and credit transactions GL transactions.
<b>Chapter 10</b>	<i>Time Deposit Transactions</i> - Explains the various types of transactions in this category.
<b>Chapter 11</b>	<i>Credit Card Payments</i> – Explains the various types of payments in this category

<b>Chapter 12</b>	<i>Vault Operations</i> - Explains the different types of Vault operations available in branch.
<b>Chapter 13</b>	<i>Balancing Operations</i> - Explains the balancing operations available in this module.
<b>Chapter 14</b>	<i>Batches</i> - Details the various automatic processes applicable for the module.
<b>Chapter 15</b>	<i>Reports</i> - provides a list of reports that can be generated in this module and also explains their contents.
<b>Chapter 16</b>	<i>Function ID Glossary</i> - has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

## 1.5 Abbreviations used





The following acronyms/abbreviations are used in this User Manual:

<b>Abbreviation</b>	<b>Description</b>
GL	General Ledger
CCY	Currency
FCY	Foreign Currency
LCY	Local Currency
WF	Workflow
RT	Retail Teller
DE	Data Entry
TC	Traveler's Cheque

## 1.6 Related Documents

- The Procedures User Manual

## 1.7 Glossary of Icons

<b>Icons</b>	<b>Function</b>
	Exit
	Add row
	Delete row
	Option List

---

## 2. Savings - An Overview

### 2.1 Introduction

Savings is the web-enabled front end of Oracle FLEXCUBE, and is used for handling the Retail Teller transactions. It is fully browser based and facilitates the processing of several types of transactions, like cash transactions, cheque transactions, remittance transactions, funds management transactions and so on.

A typical Savings transaction may be classified into the following five Workflow stages:

1. Capturing the transaction
2. Transaction enrichment from the host
3. Authorization by the supervisor (Local or Remote)
4. Viewing and Submission
5. Cash Disbursement

The Workflow engine which forms the core of Savings, determines the flow of the transaction from one stage to the other.

*For more details on the Workflow engine, refer the 'Transaction Workflow' chapter of this User Manual.*

#### 2.1.1 User Roles

You can define the User Roles, applicable in Savings, in the host. Each role may be associated with a set of functions that are allowed for the role. For example, roles of the following type may be created and associated to appropriate transactions:

- System Administrators
- Supervisors/Authorizers
- Vault Administrators
- Tellers

Typically, a department within a branch will have only one system administrator and a single vault but can have any number of supervisors and tellers. However, you can add additional roles depending on the bank's requirement.

#### 2.1.2 Salient features

Some of the salient features of the module are discussed below:

#### 2.1.3 Data Replication

Host based 'Push' Replication is used to reproduce the critical data (maintenances/customer data) from host to branch at regular intervals. These maintenances are pushed to the branch automatically. The time interval between each replication cycle can be configured as per the bank's requirement. Host will ensure that only necessary and critical information is made available locally in the branch.

*For more details on replicating data from the host, refer 'Data Replication' chapter of this User Manual.*

#### **2.1.3.1 Offline and Online behavior**

When branch places a request on the host, as part of the response mechanism, the system can dynamically determine whether the branch is online with the host.

#### **2.1.3.2 Transaction reversals**

You can manually reverse only authorized and completed transactions. A transaction may be a normal completed transaction or a tanked transaction, which is believed to be complete in all respect.

When you reverse a transaction, the data is not removed from the system. The contract will remain in the system with the contract status as 'Reversed' and the accounting entries will be reversed (negative amounts will be posted into the accounts). Also, this will update the Till balance for the currencies (for cash transactions), wherever applicable.

You can pick up the transaction to be reversed from the transaction screen. If reversal is applicable (i.e. you have defined a reversal workflow stage for the transaction), save icon will be enabled. When you click on this button, the reversal request will be sent as a fresh request.

#### **2.1.3.3 Deletion of incomplete transactions**

You have the provision to delete incomplete transactions at any stage prior to its completion. This is typically done as part of the End of Day activities.

The 'Workflow' section in the Application Browser will display the count of Incomplete Transactions. You can fetch any of these transactions for clearing. Once you mark a transaction for deletion, the system will not display the transaction in the Complete/Incomplete/Pending transactions list.

#### **2.1.3.4 Auto Reversals, Roll Forward and Timeout Handling**

Auto-Reversals are applicable for transactions which have been configured as 'One Stage' transactions. If, during submission to host, the request (or the response) times out, then the transaction is updated as 'Marked for Reversal'. The untanking job will pick up such transactions and do the needful.

However, for 'Two Stage' transactions, timeouts will be based on the stage of the transaction. If the first stage request encounters a time out, the transaction will be updated as 'Marked for Delete'. But, if the first stage request goes through successfully, as a result of which the transaction is saved in the host (but is unauthorized), the subsequent second stage request time out will update the status as 'Marked for Roll Forward'. This implies that the transaction is complete in all respect and will be forced posted in host. But, in case of a timeout, if the subsequent branch follow through updates (e.g. Till updates, Transaction Status updates etc.), if any, fails, the transaction status will be updated as 'Marked for Reversal' and not as 'Marked for Roll Forward'.

In both the above cases, the untanking process will pick up the transactions and do the needful.

#### **2.1.3.5 Tanking and Untanking process**

The following section explains the process in branch and host:

##### **In Branch**

When the connection between branch and host is lost, the transactions will be tanked in the branch. Subsequently, when the connection is re-established, the system will untank the tanked transactions from the branch to host. The transactions will be saved in the transaction

log master in the same stage at which the connection between the branch and host is lost i.e. the stage at which the transaction failed to take place in the host.

The following transaction will be tanked:

- Offline transactions
- Transactions with status 'Marked for Delete'
- Transactions with status 'Marked for Roll Forward'
- Transactions with status 'Marked for Reversal'

In the branch, all the transactions which failed to reach the host are tanked. The tanked transactions are marked with status 'T'. The untanking process will fetch the count of pending transactions in the branch and then upload the tanked transactions to the host when online. During the upload, the transactions in the branch remain locked. This is to prevent other parallel processes from picking up the same records. After successful upload, the status of the transactions is updated to 'P' in the branch which indicates that the transactions have been processed. The system, then unlocks the transactions which were locked in the branch.

### **In Host**

The host will process the tanked transactions sent from the branch. The host will receive the untanking requests from the branch in the form of XML via an interface. These requests will be stored in a table. A background job will process the untanked transactions by first parsing the XML requests received by the host. Each transaction is identified by a unique external transaction reference number. On successful parsing, the job will forward it to the relevant interface for further processing. If there are any errors, the host is updated with the status and error details. If the transaction is successfully completed, the transaction status in the host will be marked as 'S'.

### **Transaction reconciliation with host**

During the EOD activities in the branch, the transactions processed in the branch have to be reconciled against their corresponding entries in the host. Each teller of the branch will perform this activity as part of the respective Till balancing and closure. The following checks will be done as part of the transaction reconciliation in branch:

Count of transactions in branch and host: This query will display the list of transactions based on the type for a user for the day. In case of discrepancies it will drill down to individual transactions.

Inflow/Outflow totals of Cash Till and Debit/Credit totals in Cash GL: The total will be displayed currency-wise for a user. This will also be a drill down, wherein, in case of any discrepancy in a currency, you can view all the transactions in that currency.

Transactions in branch minus transactions in host: List of all transactions that are 'Complete' and 'Authorized' in the branch, but have no corresponding entries in the host.

Transactions in host minus transactions in branch: List of all transactions which are 'Complete' and 'Authorized' in the host, but have no entries in the branch (or are still Incomplete).

Transaction Amount in branch and in host: The transactions are present in branch as well as in the host, but the sum of the transaction amounts do not match.

These mechanisms will minimize the reconciliation efforts required as a result of any branch-host inconsistencies either at the Cash Till/GL level or at the Transaction Amount or Count levels.

Further, based on the results and observations of these reports/queries, you can initiate adjustment processes, as required, for Audit and Control measures.

---

## 3. Transaction Workflow

### 3.1 Introduction

The Workflow engine, which forms the core of Savings, guides the transaction through its various stages. Each transaction is defined as a workflow with a series of steps or stages.

At the beginning of each stage, you (teller) have to capture the relevant data in the appropriate screen and then click on the 'Save' button. Upon clicking this button, the Workflow engine checks the Workflow definition and appropriately moves the transaction to the next logical step.

#### 3.1.1 Features of Savings Workflow

The following are the features of savings workflow:

- The workflow can be defined for each function.
- For functions which consist of similar workflow, the definition is defined at a generic level.
- Once a stage for a transaction is completed, the workflow engine moves the transaction to the next logical stage automatically.
- The number of stages and workflow using front end maintenance can be configured.
- Any change in workflow does not result in re-deployment.
- It minimizes the number of host trips.
- The workflow is supported in offline scenario.
- For Savings, you can have a default authorizer. If default authorizer is defined, then the transaction gets assigned to that authorizer automatically.
- For cash transactions, you can configure the denomination tracking, whether it is required or not.

### 3.2 Workflow Interfaces

The workflow engine provides the following interfaces:

#### **Initiation of a new transaction**

This interface is invoked when you select a transaction from the Menu. Internally, a Workflow object corresponding to the transaction you select in the Menu is created and control passed to it. This Workflow object will first check if you have the rights to execute the selected transaction. It will then, display the appropriate screen and data.

#### **Execute a workflow stage**

This interface is called after you capture the mandatory data and click on the 'Save' button in relevant transaction screen. The Workflow object, created on initiation of a new transaction, checks if any server code needs to be invoked and appropriately invokes it with the data received. Based on the response from the server code, the Workflow object routes the workflow to the next appropriate stage. On completion of a stage, the stage details including the input data xml and response data xml are logged in Savings to indicate that the workflow has moved to the next stage.

#### **Load a Workflow stage**

This interface is invoked when you click on a stage in your task list. This results in the Workflow object providing you the appropriate screen and data. The transaction workflow stage status is marked as Work In Progress (WIP).



### **Hold a Workflow stage**

This interface is used when you don't want to execute the workflow stage immediately but save the data captured for use at a later point.

### **Cancel a Workflow**

This interface is used when you need to cancel a transaction at any stage.

### **Assign a Workflow stage**

This interface is invoked when you click on the 'Assign' button in the assignment screen. If you need to assign the workflow stage to a different user, the assignment screen is displayed where you can specify the new user in the 'Assign To' field. Upon clicking the 'Assign' button, the workflow object updates the 'Assigned To' column in the Log Master table. The transaction then, appears in the pending tasks list of the new user from where the user can pick up the transaction.

### **Discard a Workflow**

If you need to discard a transaction at any stage, the discard interface is invoked.

## **3.2.1 Locking a Workflow stage**

You can assign a workflow stage to more than one user. This means that any user with appropriate rights can pick up and execute a given workflow stage. However, to ensure that only one user executes a stage, the workflow engine ensures that as soon as one of the assigned users selects a workflow stage for execution, the stage is locked for that user. If any other user tries to execute the stage, the system displays an error message informing that another user has already locked the workflow stage.

## **3.2.2 Tracking and Auditing**

The Workflow engine provides highest level of security and auditing capabilities. It captures and maintains the following information about every action taken by each user:

- The transaction stage that was invoked
- The name of the user who invoked the stage
- The time when it was invoked
- The data captured for the transaction
- The result of the action performed

The data thus captured will be sufficient to replay the entire life of any given transaction, at given time. The table Txn\_LogDetails holds the details of every stage of the transaction including the input and output data.

## **3.2.3 Defining a Workflow stage**

You can define workflow stages as per the bank's requirements. The class generator utility will automatically generate the transaction specific classes. The workflow definitions for all transactions are generated in XML format. Whenever you change the workflow definition for a transaction, the respective class should be generated again and replicated to the workflow.

### 3.3 Maintaining Function Group

You can logically club the function IDs to a function group using the 'Function Group Detail' screen. To invoke this screen, type 'STDFNGGRP' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Function Group Detail

New Enter Query

Function Group \*

Group Description

Function Group Details

1 Of 1 Go

Function

Maker Date Time:

Checker Date Time:

Mod No Record Status

Authorization Status Exit

Here you need to enter the following details:

#### Function Group

Specify the appropriate function group that has to be created.

#### Function Group Description

Specify the description of the function group code.

#### Function ID

Select the function ID which is part of the function group from the option list provided. The system will list only savings functions.

The system performs the following validation while clubbing the function IDs to a function group:

- The function ID should be unique. Same function ID should not be mapped to multiple function groups.
- The function group code should not be a function id.
- At least one function ID should be defined for a function group.

While generating workflow if you select function group, then the system generates online and offline workflow. The system generates offline workflow only if the function supports offline processing or if workflow is maintained for a group. The static data released for stage wise response does not include override and undo (auto reversal).

## 3.4 Maintaining Workflow Definition

You have to maintain certain parameter which determines the workflow of a savings function. You can either define a workflow for individual savings functions like Cash Deposit, Cash Withdrawal or you can define for a group of similar functions like Function Group.

You can set the parameters for workflow definition for a branch using 'Function Workflow Definition Detail' screen. To invoke this screen, type 'STDWFDEF' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

**Function Workflow Definition Detail**

New Enter Query

Branch Code \* Function Id/Group \*  
Branch Description Function Description

**User Preferences**

- ☐ MIS Amendable
- ☐ UDF Amendable
- ☐ Charges Amendable
- ☐ Exchange Rate Amendable
- ☐ Till Required
- ☐ Denomination Tracking Required
- ☐ Auto Authorization
- ☐ Signature Verification

**Validation Preferences**

- ☐ Inter Branch Check
- ☐ Authorization Limit Check
- ☐ Default Authorization

**Authorization Preferences**

- ☐ Authorization on Charge Amendment
- ☐ Authorization on Exchange Rate Amendment

Assignment Mode: Auto

Authorization Role \*  
LBL\_TWOSTEPROLE

**Populate Stage**

**Branch Workflow Details**

Sequence No	Stage Description	Override Handling
		Immediate

**Authorization Limit Check**

Maker Date Time:  
Checker Date Time:  
Mod No Record Status  
Authorization Status

**Exit**

Here you need to enter the following details:

### Branch Code

Specify the appropriate branch code from the option list provided.

### Function ID Group

Specify the function ID group from the option list provided.

### 3.4.1 Specifying User Preferences Details

#### MIS amendable

Check this box to amend the system defaulted MIS details.

#### UDF amendable

Check this box to amend the system defaulted UDF details.

**Charges amendable**

Check this box to modify charges picked up by system.

**Exchange rate amendable**

Check this box to modify the exchange rate picked up by system.

**Till Required**

Check this box to update the till balances. This is applicable only for cash transactions.

---

**Note**

If Till Required is checked and if the transaction amount is greater than or equal to maximum cash deposit maintained in Retail Teller Branch parameter then the system displays an override message. The override message can be configured as an error message also.

---

**Denomination Tracking required**

Check this box to indicate whether denomination tracking is required for cash transactions.

**Signature Verification**

Check this box to mandate the signature display screen as part of the workflow for various transactions.

---

**Note**

- If you manually traverse to 'Customer Signature\ Image View' by pressing F12, then the workflow (of displaying 'Customer Signature View') is not triggered. System will however validate for the click of 'OK' or 'Cancel' button to post the transaction.
  - Even though in Workflow definition the "Signature Verification" is checked, you have to keep focus on the debit account and press F12 key to verify signature and F10 to verify image, else system will throw an error during workflow stage to verify the same."
- 

Oracle FLEXCUBE supports mandatory signature verification in the following Function IDs:

- 1001 - Cash Withdrawal
- 1006 - Account to Account Transfer
- 1008 - Miscellaneous Customer Debit
- 1009 - TC Sale against Account
- 1010 - BC Sale against Account
- 1013 - Cheque Withdrawal
- 1014 - DD Sale Against account
- 1056 - Stop Payment
- 1075 - Bill Payment Against Account
- 1300 - Close Out Withdrawal by BC
- 1301 - Close Out Withdrawal
- 1310 - Redemption by Cash
- 1311 - Redemption by BC
- 1312 - Redemption by Transfer to Savings
- 1317 - Multimode Deposit Redemption
- 1318 - Redemption by Transfer to GL
- 1320 - Close Out Withdrawal

- 1350 - Close Out Withdrawal by Multimode
- 1401 - Cash Deposit
- 1405 - Cash Transfer
- 1408 - Miscellaneous Customer Credit
- 1409 - TC Purchase against Account
- 1410 - Interbranch Transaction Input
- 1411 - Interbranch Liquidation Input
- 6501 - Cheque Deposit
- 6560 - Cheque return
- 8206 - FX Sale Against Account
- 8207 - FX Purchase Against Account
- 8309 - BC Liquidation against Account
- 8312 - DD Liquidation against Account
- 8318 - TT Issue against Account
- 8321 - TT Liquidation against Account
- 8330 - DD Sale against Cheque
- 8335 - BC Sale against Cheque
- CRAP - Credit Card Payment By Account
- CRCM - Credit Card Payment By In-House cheque
- LOCH - In-House cheque Deposit
- TDAC - TD Account Opening AC Transfer

---

**Note**

For the following screens, the system supports mandatory signature verification for debit ledger of the transaction:

- 1006 - Account to Account Transfer
  - 1312 - Redemption by Transfer to Savings
  - 1317 - Multimode Deposit Redemption
  - 1350 - Close Out Withdrawal by Multimode
- 

Mandatory signature verification is not a supported functionality for the following function IDs:

- 1000 - Miscellaneous Transfer
- 1005 - Miscellaneous GL Transfer
- 1025 - Bill Payment by Cash
- 1060 - Miscellaneous GL Debit
- 1460 - Miscellaneous GL Credit
- 3401 - Safe Deposit Rental By Cash
- 5001 - Loan Disbursement By Cash
- 5401 - Loan Repayment By Cash
- 5521 - Inward Clearing Cheque Data Entry
- 5555 - Inward Clearing Data Entry
- 6512 - Consolidated Cheques Data Entry
- 6514 - Outward Clearing Data Entry
- 6520 - Cheque Deposit to GL

- 7010 - Passbook Update
- 7030 - New Passbook issue
- 7031 - Passbook Status Change
- 7551 - Book Shortage
- 7552 - Book Overage
- 7789 - DD Transaction
- 7790 - BC Transaction
- 7795 - TT Transactions
- 8003 - TC Purchase (Walk-In)
- 8004 - FX Purchase (Walk-in)
- 8203 - FX Sale (Walk-in)
- 8204 - TC Sale (Walk-In)
- 8205 - TC Sale (Against GL)
- 8301 - BC Issue against Walk-in
- 8302 - BC Issue against GL
- 8304 - Reversal of BC/DD Liquidation
- 8305 - DD Issue against Walk-in
- 8306 - DD Issue Against GL
- 8307 - BC Liquidation against Walk-in
- 8308 - BC Liquidation against GL
- 8310 - DD Liquidation against Walk-in
- 8311 - DD Liquidation against GL
- 8316 - TT Issue against Walk-in
- 8317 - TT Issue against GL
- 8319 - TT Liquidation against Walk-in
- 8320 - TT Liquidation against GL
- 9001 - Open Teller Batch
- 9007 - Transfer Cash from Vault
- 9008 - Transfer Cash to Vault
- 9009 - Buy Cash From Central Bank
- 9010 - Sell Cash To Central Bank
- 9011 - Buy TC From Agent
- 9012 - Current Open Tills
- 9013 - Customer Account Balance
- 9015 - Buy TC From HO
- 9016 - Sell TC to HO
- 9017 - Buy TC from Vault
- 9018 - Return TC to Vault
- 9020 - Display TC available with Vault
- BCDI - Duplicate Issue of BC Instrument
- BCFT - Transfer Cash from Teller
- BCRP - BC Reprint/Reissue
- BCRV - BC Revalidation
- CQIN - Cheque Status

- CRCN - Credit Card Payment By Cheque
- CRCP - Credit Card Payment By Cash
- DDDI - Duplicate Issue of DD Instrument
- DDRP - DD Reprint/Reissue
- DDRV - DD Revalidation
- IPTDMM - Islamic TD Account Opening by Multi Mode
- QRYC - Query Customer Account Details
- TDCS - TD Account Opening by Cash
- TDGL - TD Account Opening GL Transfer
- TDMM - TD Account Opening by Multi Mode

### 3.4.2 **Specifying Validation Preferences Details**

#### **Inter Branch check**

Check this box to indicate whether the transaction involving inter branch account needs authorization.

#### **Authorization limit check**

Check this box to indicate the transaction amount limit beyond which an authorization for the transaction limit is enforced.

---

#### **Note**

You have to maintain a currency wise transaction limit in online and offline mode. If the limit is not maintained for a currency then transaction amount limit authorization is not enforced.

---

### 3.4.3 **Specifying Authorization Preferences Details**

#### **Auto Authorization**

Check this box to indicate transaction requires authorization.

#### **Authorization on charge amendment**

Check this box to indicate whether authorization is required in case if you have amended the charge defaulted by the system.

#### **Authorization on exchange rate amendment**

Check this box to indicate whether authorization is required in case is you have amended the exchange rate defaulted by the system.

#### **Assignment Mode**

Select the assignment mode to indicate whether remote authorization assignment is automatic or manual operation. The assignment modes available are:

- Auto – It indicates whether the authorizer is chosen automatically based on default authorizer maintenance.
- Manual – It indicates whether the maker of transaction can choose the authorizer from the list of authorizers.

#### **Authorization Role**

Select the authorization role of the authorizers. The users belonging to this role are the valid authorizers for this workflow. This field is applicable if assignment mode is 'Manual' or if assignment mode is 'Auto' and no default authorizer is maintained for the user.

### **Two Step Role**

Select the role, who can execute the second step, from the adjoining option list.

Two step role for cash deposit and cash withdrawal are maintained only if the setup is configured for two step process. A role maintained in the two step role is not considered if the process is a single step.

Click 'Populate Stage' to derive the number of stages. A maximum of two stages are displayed, they are:

- INPUT Stage
- ENRICH Stage

The derived stages are displayed in the 'Branch Work Flow Details' section in the screen.

---

#### **Note**

You can add another stage if single stage is populated. This is required if two stages are enforced despite the preferences that are maintained. The stages added explicitly by you are allowed to be deleted.

---

### **3.4.4 Specifying Branch Workflow Details**

#### **Sequence No**

The system displays the sequence number.

#### **Stage Description**

The system displays the stage description.

#### **Override Handling**

Select the appropriate override handling from the drop down. The options available are:

- Auto
- Defer
- Immediate



Click on 'Authorization Limit Check' button to maintain the currency wise transaction limit in online and offline mode. The 'Authorization Limit Check' screen is displayed.

Currency	Amount	Offline Amount

Here you need to maintain currency wise transaction limit in online and offline mode. If the limit is not maintained for a currency then it is treated as authorization required.

#### **Currency**

Specify the currency for the authorization limit check.

#### **Online Amount**

Specify the online amount for the authorization limit check.

#### **Offline Amount**

Specify the offline amount for the authorization limit check.

The system performs the following validation while setting the preferences for Workflow definition:

The denomination tracking check should be Y only if 'Till Required' is Y.

Authorization Preference should be Y only if corresponding amendment preferences are Y.

The override handling in last stage cannot be Defer.

If you select 'Auto Authorize' option then the following options cannot be selected.

- Auth limit check
- IB check
- Authorization on charge amendment
- Authorization on exchange rate amendment

You cannot select the override handling to 'Auto'.

### **3.4.5 Handling of Local Transactions and Pure Query**

In Oracle FLEXCUBE, the workflow for local transactions and the query stage is pre-configured. You are allowed to amend the following options in work flow maintenance:

- Till Required

- Denomination Tracking Required
- Authorization Limit Check
- Assignment Mode
- Assignment Role
- Authorization Limit Check Button

### 3.4.6 **Maintaining Auto Assignment of Authorizer**

Following are the maintenances for handling Auto Assignment of Authorizer, they are:

- Maintaining Default Authorizer
- Maintaining User Role Definition

### 3.4.7 **Maintaining Default Authorizer**

You can maintain the default authorizer by using 'Default Authorizer Detail' screen. To invoke this screen, type 'STDDEFAU' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Here you need to enter the following details:

#### **User ID**

Select a user ID from the adjoining option list. The option list consists of user IDs for whom a default authorizer needs to be maintained..

#### **User Name**

The system displays the name of the user, when you select the user ID.

#### **Branch Code**

Select the appropriate branch code. This field is enabled if the 'All' option is chosen in the 'User ID' field. If specific authorizer is selected, then the system will default the home branch as branch code.

#### **Branch Name**

The system displays the branch name, when you select the branch name.

### Default Authorizer

The system displays the default authorizer, if you already set a default authorizer while assigning the transaction. However you are allowed to change it, if the mode assigned is Manual. Select the authorizer ID from the adjoining option list. The option list consists of authorizers who are mapped to a role with 'Savings Authorizer' flag value as 'Y' and 'All' option.

There are two different modes of assignment of workflow transaction, they are:

- Manual - If you assign the mode as 'Manual' then the system will display the default authorizer. You are allowed to change the authorizer.
- Auto - If you assign the mode as 'Auto' then the transaction will be automatically assigned to the authorizer.

### Description

The system displays the description.

## 3.5 Maintaining User Role Definition

You can define the user role in the 'Role Maintenance' screen. To invoke this screen, type 'SMDROLDF' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. Then click 'Branch Limit' button on the 'Role Maintenance' screen.

Role Maintenance

Save

Role Id \*

Role Description

☐ Centralisation Role

Maintenance Reports Batch Online Process Stage Rights Acc Class Restriction Branch Restriction Rights

Password Restriction Web Branch Branch Limit Fields

Maker Date Time:

Checker Date Time:

Mod No Record Status

Authorization Status

Cancel

Here you need to enter the following details:

### Authorizer Role

Check this box to indicate the user role is defined.

For more information about 'Role Maintenance' refer 'Defining a User Role' topic under 'Security Management System' User Manual.

### 3.5.1 Maintaining Denomination tracking

Oracle FLEXCUBE facilitates denomination tracking. For cash transactions, there is an internal stage called Till Update. The system will update the user till with the amount of cash transaction. If denomination tracking is checked in the 'Workflow Definition' screen then the system updates the denomination wise update of Till. If denomination tracking is not checked then you should not input the denomination details in the denomination block. If input, the same is ignored.

### 3.5.2 Maintaining Savings Function Definition

Oracle FLEXCUBE allows you to set preferences for function ID specific configuration using 'Branch Function Definition Detail' screen. The primary data are pre-shipped with an option to modify certain parameters. Here you are allowed only modify and authorize. To invoke this screen, type 'STDBRFUN' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Branch Function Definition Detail

New Enter Query

Function Id Function Description

Preferences

☐ Offline Support ☐ LBL\_INPUT\_STAGE\_SLIP\_REQD

☐ Next Date Transaction Allowed LBL\_INPUT\_ONLINE\_SLIP\_NAM

☐ Reversal Allowed LBL\_INPUT\_OFFLINE\_SLIP\_NA

☐ Authorisation for Reversal ☐ LBL\_CONFIRM\_REQD

☐ Advice Required LBL\_CONFIRM\_MSG\_CODE

Online Advice Name LBL\_CONFIRM\_ERROR\_TYPE Error

Offline Advice Name

Maker Date Time:

Checker Date Time:

Mod No Record Status

Authorization Status

Exit

Here you need to enter the following details:

#### **Function Id**

Specify the function Id for which preference is to be set.

#### **Function Description**

The system displays the function description.

#### **Preferences**

##### **Offline Support**

Check this box to indicate if offline is allowed.

##### **Next Date Transaction Allowed**

Check this box to indicate if next date transaction is allowed.

##### **Reversal Allowed**

Check this box to indicate if reversal allowed.

**Authorization Required for Reversal**

Check this box to indicate if authorization is required for reversal. Reversal is an internal stage in workflow. The system triggers reversal authorization based on the flag.

**Advice Required**

Check this box to indicate if advice has to be generated.

**Online Advice Name**

The system displays the advice template name to be used in online mode. However you can amend it.

**Offline Advice Name**

The system displays the advice template name to be used in offline mode. However you can amend it.

---

**Note**

If new templates are not created during implementation of the product, the system will display the default advice template in online and offline advice name. If you require advices specific to the bank, then new templates must be created during implementation and maintained in this screen. Also new tags required in the existing advice must be modified during implementation.

---

**Input Stage Slip Required**

Check this box to indicate if input stage slip is required.

**Online Input Stage Slip Name**

Specify the input stage online slip file name.

**Offline Input Stage Slip Name**

Specify the input stage offline slip file name.

**Confirmation Required**

Check this box to indicate if confirmation is required before completing the transaction.

**Confirmation Message Code**

System defaults the confirmation message code as 'LBL\_DEFAULT\_CONFIRM' if you have selected 'Confirmation required'.

**Confirmation Error Type**

Select the error type from the drop-down list.

The system performs the following validations:

Authorization Required for Reversal can be set as Y only if Reversal Allowed is Y.

Offline Allowed and Reversal Allowed option can be set only if they are supported for the function. The support will be as per factory shipped information.

## 3.6 Stages in Workflow Transaction Flow

Oracle FLEXCUBE allows you to set preferences before generating the workflow. The following are the preferences you can set for each stage, they are:

Handling of overrides – The following options are supported:

- **Defer** – It indicates whether the display and remote authorization handling of savings and host overrides raised in the current stage are combined with the branch validation step of the subsequent stage. If the branch validation step of the subsequent stage does not raise any overrides then the host overrides are not displayed and the transaction proceeds. If the next host hit again results in overrides then they will be displayed.
- **Immediate** – It indicates whether the host overrides are handled in the current stage. When you accept the overrides and submit the transactions for remote authorization. The workflow proceeds only on successful remote authorization.
- **Auto** – It indicates whether all the overrides from branch and host do not require authorization. The system sets the 'Auto' option, if you have opted for 'Auto Authorize' option.
- **Sl. Number** – This is a system generated number which determines the sequence of execution of the stages.

While saving the preferences the workflow gets generated. There are two stages for generating a workflow. They are:

- Input
- Enrich

After generating the workflow, INPUT and ENRICH stages, the system performs the following validations after determining whether validations need to be carried out before calling HOST:

- The system raises the inter-branch override if the transaction account does not belong to the current branch.
- The system raises an override if the transaction amount is greater than transaction level limit or role level limit.
- The system raises an override if you amend the exchange rate that is defaulted by the system.
- The system raises an override if you amend the charges that is defaulted by the system.

If validation raises any override then transaction will require Remote Authorization. On successful Remote Authorization, transaction will proceed with Work Flow i.e. to HOST. If validation does not return overrides, transaction will proceed with Work Flow i.e. to HOST directly. The Inter Branch and transaction limit checks are carried out in first stage and the remaining validations are carried out in second stage.

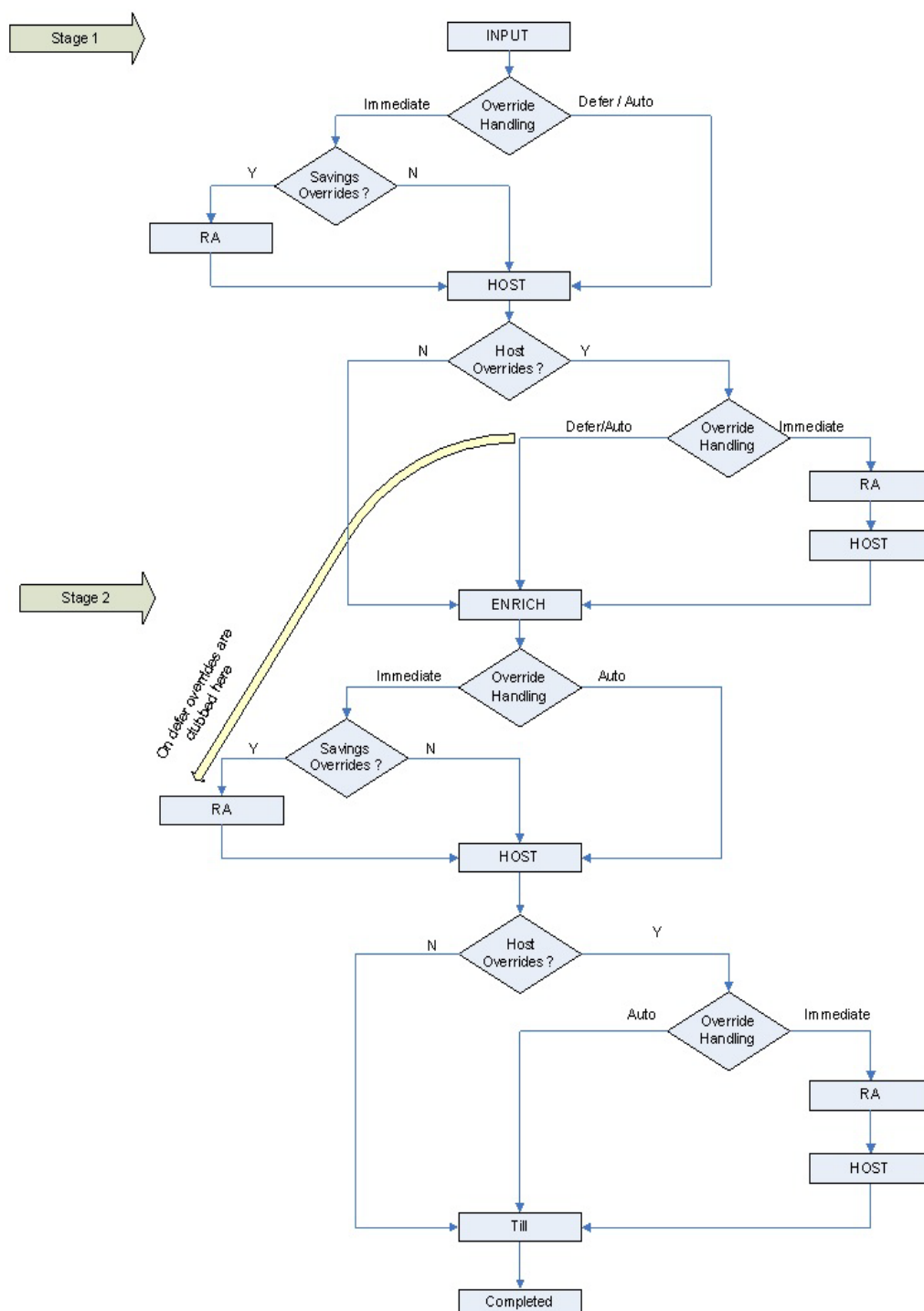
---

#### **Note**

Online and Offline transaction level limit is maintained in 'Savings Workflow Definition' and Role level limit is maintained in 'User Roles Definition' Screen.

---

The diagram below consists of two stages for generating the workflow:



### 3.6.1 Input Stage

The system performs certain validation during input stage. During validation, if system raises an override as Immediate, then the transaction is moved to Savings Overrides for authorization. On successful Remote Authorization if required, the transaction will proceed with Work Flow i.e. to HOST. If Remote Authorization is not required the transaction directly hits HOST.

If the validation does not return overrides, then the transaction will directly proceed with Work Flow i.e. to HOST.

Under HOST, if the system raises any host overrides, then the transaction moved for override handling validation. Here if system raises an override as Immediate, the transaction will require Remote Authorization. On successful Remote Authorization, the transaction will proceed with Work Flow i.e. to HOST. If Remote Authorization is not required the transaction directly hits HOST and then moves to ENRICH stage.

If the system raises an override as Defer, then the transaction are clubbed and sent for Remote Authorization during ENRICH stage. If the system does not raise any host override, then the transaction directly hits the ENRICH stage.

### **3.6.2 Enrich Stage**

The system performs certain validation during enrich stage. During validation, if system raises an override as Immediate, then the transaction is moved to Savings Overrides for authorization. On successful Remote Authorization if required, the transaction will proceed with Work Flow i.e. to HOST. If Remote Authorization is not required the transaction directly hits HOST.

If the validation does not return overrides, then the transaction will directly proceed with Work Flow i.e. to HOST.

Under HOST, if the system raises any host overrides, then the transaction is moved for override handling validation. Here if system raises the override as Immediate, the transaction will require Remote Authorization.

On successful Remote Authorization, the transaction will proceed with Work Flow i.e. to HOST. And then moves to Till. If the system does not raise any override, then the transaction directly moves to the Till. If the validation does not return any host overrides, then the transaction directly moves to the Till.

If Till required is selected then on successful completion of the enrich stage, the system will update the Till automatically. After updating the Till, the transaction is completed.

---

#### **Note**

If 'Advice Required' is selected in the 'Branch Function Definition Detail' screen, the system generates the advice and displays on successful completion of the transaction.

---

### **3.6.3 Running Savings EOD Mandatory**

Oracle FLEXCUBE facilitates to make savings EOD (End of Day) mandatory to run EOD for a particular branch wherein the workflow cannot be modified. Therefore the 'Workflow Allowed' flag is maintained as 'N'. The EOD batch run is carried out for both stages. During the first stage, the system performs validation needed for executing savings EOD. And in the second stage, it performs HOST call.

You have to maintain the following function to make savings EOD as mandatory for running host EOD:

The function 'BRNRECON' should be maintained as a mandatory function in 'Mandatory Batch Programs'.

In 'Mandatory Batch Programs' maintenance, the End of cycle group will be 'End Of Transaction Input' for the function ID 'BRNRECON'.

The HOST keeps a track whether savings EOD execution is completed for each branch and date. After completion, the HOST marks the savings EOD execution as completed for that



application date and branch. The batch program 'BRNRECON' checks if savings EOD is completed and return success. If savings EOD is not mandatory, then 'BRNRECON' is not maintained as a mandatory function

---

## 4. Common Operations

### 4.1 Introduction

This chapter details the common procedures and operations that should be followed while processing transactions in Savings. This chapter is divided into the following sections:

- Clearing a User
- Authorizing a transaction
- Initiating a Customer Session

The following operations are also discussed:

- Opening a Branch
- Opening a Vault
- Opening a Till

### 4.2 Workflow Task List

When you click on 'Workflow' in the Application Browser, the following details are displayed on the right pane:

- Number of pending transactions
- Number of transactions that are assigned to the logged in users
- Number of transactions that are yet to be assigned
- Number of transactions that have failed
- Number of transactions that are complete
- Number of transactions that are reversed

### 4.3 Clearing a User

Sometimes you may require to force-logout a user from Savings. You can do this if you are a supervisor with the necessary rights to logout a user from the branch. The supervisor also has the facility to force log off all the users at any given point of time. Typically, the force-logout right is given to only one administrator role user in the branch.

You can invoke the 'Clear User' screen by typing 'CLRU' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. The following screen will be displayed:

Clear User

User Id

Branch Code

**Fetch**

**Records**

10 of 1  Go

Branch Code	User Id	User Name
<input type="checkbox"/> 004	36697T1	PRAHLAD
<input type="checkbox"/> 004	SIVAKAN	SIVAKANNAN
<input type="checkbox"/> 004	SIVAAUTO	SIVAKANNAN

**Clear** **Exit**

You can search for the users based on the following parameters:

- User ID
- Branch Code
- 

Once you have specified the parameters click 'Fetch' button. The system lists the following details of the users who have logged into the application:

- Branch Code
- User ID
- User Name

To force log out a user, check the box against the relevant user record and click 'Clear' button. The system will display a message to confirm the clear operation. To force log out all the users in a page, check the box against the header row, which will select all the users in the page. Further click the 'Clear' button. The selected users are logged off from the application.

## 4.4 Authorizing a Transaction

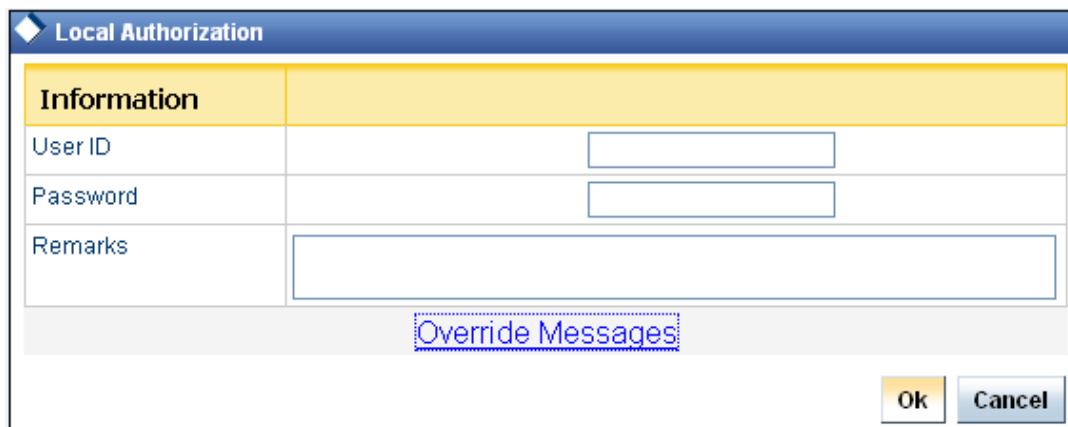
Authorization can happen in two ways based on the Workflow defined for the transaction – Manual and Auto.

### 4.4.1 Manual Assignment

The maker can opt for either the local authorization or the remote authorization for the transaction that is submitted with one or more overrides.

## Local Authorization

The supervisor can authorize the transactions from the teller screen by entering the ID and password. In case of local authorization, the authorizer can allow or cancel the transaction. The following screen is used for local authorization:



The 'Local Authorization' dialog box features a blue title bar with a diamond icon and the text 'Local Authorization'. Below the title bar is a yellow header section labeled 'Information'. The main area contains three input fields: 'User ID' and 'Password' (each with a small rectangular input box) and 'Remarks' (with a larger rectangular input box). A blue dashed border highlights the 'Override Messages' text at the bottom center. At the bottom right, there are two buttons: 'Ok' (yellow) and 'Cancel' (blue).

The authorizer can only view the transaction details here. He or she will have to enter the following details:

### Userid

Specify the user ID of the authorizer.

### Password

Enter the password to authorize or reject the transaction.

### Remarks

Specify some remarks pertaining to the transaction.

Click 'OK' button to authorize the transaction. On successful validation of the User ID and password, the transaction will proceed to the next stage as per workflow. The validations for User ID will be same as in Remote Auth. The user credential validation includes 'Holiday Maintenance' check also. However, if you click 'Cancel' button, the transaction will move to unassigned queue.

You can view the override messages by clicking 'Override Messages'.

---


### Note

Local Authorization option is not available when user authentication is via Single Sign On (SSO).

---

## Remote Auth

In this type, the Maker will assign the transaction to an authorizer using the following screen. This screen will appear during the appropriate stage as per the Workflow definition.



The 'Cash Withdrawal -- Web Page Dialog' window has a blue title bar with a question mark icon and a close button. The main area shows a 'User ID' label followed by a text box containing 'USR2'. Below this is an 'Assign' button. The bottom of the window has a dark blue bar with a close button.

In this screen, the Maker has to specify the name of the authorizer and then click the 'Assign' button. Upon successful assignment, a confirmation message "Successfully assigned to OFFICER" with the name of the assignee is displayed.

The authorizer, to whom the Maker assigns the transaction, will see the same in the pending Tasks List from where he/she can fetch the transaction for approval or rejection, as the case may be.

Irrespective of whether the supervisor approves or rejects, the transaction will be re-assigned to the Maker. If the supervisor approves, the Maker can fetch and see the response from his/her Task List.

#### **4.4.2 Auto Assignment**

If the Workflow for the transaction is configured for 'Auto Assign' at this stage, it will assign the transaction to all the eligible authorizers as per the assignment criteria. All the eligible supervisors will be able to see the transactions in their pending Tasks List. The transaction will be locked by the first supervisor who fetches it from the Task List. The supervisor will then have to Approve/Reject the transaction. This is similar to remote authorization in case of manual assignment.

#### **4.4.3 Displaying Overrides and Errors**

In case of any errors or overrides, the same will be displayed on the main screen in separate window.

The overrides have to be authorized by the supervisor and depending on the Workflow structure, will be 'Manual – Local/Remote' or 'Auto'. By default, remote authorization will be selected. However, you can select local authorization. When you click 'Local Auth' button, the 'Local Authorization' screen is displayed. The Maker is required to take appropriate action on the main transaction screen.

You can also reject the override for certain transactions like cheque withdrawal and in-house cheque deposit. If you click 'Reject' button, the screen will remain in the enrichment stage for you to make changes to charge elements. Then if you click 'Save', the system will initiate reversal of the transaction albeit without reversing charges.

---

##### **Note**

Reject option will be applicable only for functions 1013 (Cheque Withdrawal) and LOCH (In-House Cheque Deposit). If you reject an override, the process will remain in Enrich stage.

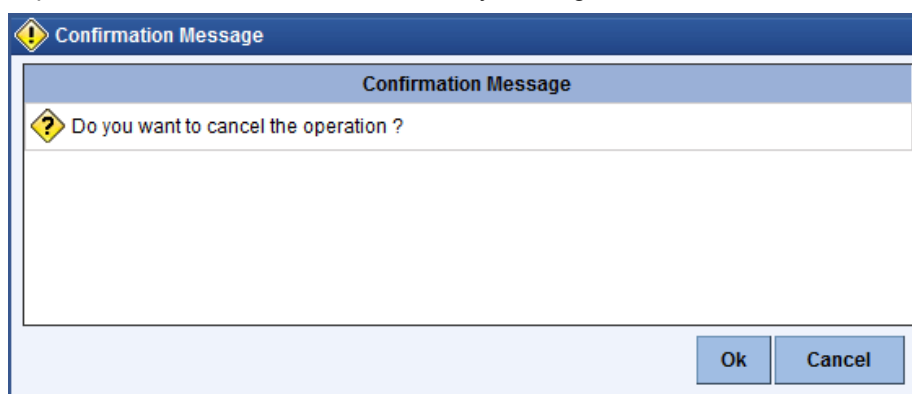
---

During advice printing, the system will print reject advice if the 'Reject Processing Required' option and the 'Reject' option are set to 'Y' at the branch function definition level. The advice will be printed using a factory shipped reject advice template.

#### **4.4.4 Reversing a Transaction**

You can reverse a completed transaction by clicking the reverse icon. When you click the reverse icon, a confirmation message will appear before reversing the transaction asking whether you want to reverse the transaction or not. If you have clicked the reverse icon by

mistake, then you can cancel it by clicking the 'NO' button on the confirmation window. You can proceed with reversal of transaction by clicking 'YES' button.



## 4.5 Initiating a Customer Session

In Savings, you have the facility to process multiple transactions for the same customer without having to key in the customer and account details every time. You can achieve this by starting a Customer Session after logging into the Savings.

To start a Customer Session, go the Customer Search frame and search for a customer.

Customer

Customer Name

%

Customer No

%

Linked Customers

☐

Identifier Value

%

Branch

%

Account Number

%

Search

Reset

Search Results

Customer Number	Customer Name
000000024	
000000062	
000000103	PAVIT
000000168	Jason Landless
000000330	Deepak

In this screen, you have to enter any search criteria for whom multiple transactions have to be processed and then click on the 'Search' button. The system will display the details of the selected customer in a format as shown above.

When you click on the hyper-link provided for 'Customer Name' in the screen above, the account details of the customer will be displayed in a separate screen, as shown below also the following customer details are displayed:

- Customer Number
- Branch Code

- Customer Name
- Customer Address
- Birth Date
- Unique Value, if any

The screenshot shows the Oracle Customer Details and Account Details form. On the left, the 'Customer' tab is active, showing search criteria: Customer Name 'raghav', Customer No '034002662', and Account Number '034002662'. Below this is a 'Search Results' table with one entry: Customer Number '034002662' and Customer Name 'RAGHAV'. The main area is divided into 'Customer Details' and 'Account Details'. 'Customer Details' includes fields for Customer No, Customer Name, Customer Type, Address, Telephone, Email, Mobile Number, and Passport Number. 'Account Details' includes fields for Account No, Account Type, Currency, Account Status, Account Current Balance, and Available Balance. The 'Account Details' section also has links for 'View' and 'Start' for Joint Account Details, Linked Customer Details, and Customer Session.

The system will list all the accounts created for the selected customer. The following account details are displayed on click of any Account no:

- Account Number
- Branch
- Product Name – the type of account
- Status – the date since when the current account status is effective
- Available Balance
- Current Balance

The screenshot shows the Oracle Customer Details and Account Details form for customer Jason Landless. The 'Customer' tab is active, showing search criteria: Customer Name 'jason landless', Customer No '000000168', and Account Number '000000168'. Below this is a 'Search Results' table with one entry: Customer Number '000000168' and Customer Name 'Jason Landless'. The main area is divided into 'Customer Details' and 'Account Details'. 'Customer Details' includes fields for Customer No, Customer Name, Customer Type, Address, Telephone, Email, Mobile Number, and Passport Number. 'Account Details' includes fields for Account No, Account Type, Currency, Account Status, Account Current Balance, and Available Balance. The 'Account Details' section also has links for 'View' and 'Start' for Joint Account Details, Linked Customer Details, and Customer Session. Below the 'Account Details' section, there is a 'List of Accounts' table with columns for Account Number and Branch Code. The table lists several accounts, including '003777777777', '003777777779', '003777777798', '003777777789', and '003666666688'. The 'List of Accounts' table also has 'Previous' and 'Next' buttons. Below the 'List of Accounts' table, there is a 'Customer Photo' and 'Customer Signature' section with 'No Image' and 'No Signature' buttons. The bottom section of the form shows a table with columns for Contract Reference, Ac Currency, LCY Amount, Dr/Cr, Transaction Date, and Value Date.

On selecting a loan account, the following summary details of the loan account will be displayed:

- Loan Product
- Loan Account Currency
- Loan Account status
- Total Amount Financed

- Total Amount Disbursed

Customer

Customer Name

%

Customer No

000004186

Linked Customers

☐

Identifier Value

%

Branch

%

Account Number

%

Search

Reset

Search Results

Customer Number	Customer Name
000004186	fgfg

Previous

Next

List of Accounts

Account Number	Branch Code
IAD04GBP000418601	019

Previous

Next

To set a customer for a session, click 'Start Session' button. The message "Do you want to set this Account Number and Details to the Session?" is displayed.

Click 'OK' if you wish to process multiple transactions for the account. The system will display "Customer session is opened for Account Number 100000001, Customer Number: DMP003IND" message to confirm the same.

The page also contains the customer's Image (including those of other signatories of the account), if available, and the Operating Instructions etc. will be displayed, as shown below:

Customer Photo

No Image

◀ ▶

Customer Signature

No Signature

◀ ▶

You can go through the signatory details and view all customer Photos and customer signature images using the Links 'Prev' and 'Next'.

If you set an account number and customer details for a session, you need not enter the Customer ID, Account and related fields for any transaction processed during the session. However, you can override the defaulted details by selecting a different Customer ID and/or Account for any transaction, at any point of time.



### 4.5.1 Ending a Customer Session

To end a customer session, click 'End Session' button in the customer search frame of the screen which will be displayed in place of 'Start Session' button. The system displays a message to confirm the action. Click on 'OK' to proceed or 'Cancel' to continue with the same session.

## 4.6 Opening the Branch

As soon as the EOD (End of Day) activities for the day are completed, the branch automatically moves to the next working/posting date and is ready for Transaction Input (TI stage).

---

#### Note

Opening of Branch will have no processing or operational implications.

---

## 4.7 Opening a Vault/Till

You can open a Vault or a Till for the branches you have access for through the 'Open Teller Batch/Till' screen. You can invoke this screen by typing '9001' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Branch Code	Till Id
002	

The option list will display the available Tills (i.e. the Tills that are yet to be used). When you select a Till, the same will be linked to your name and locked in the system.

After selecting the Till Id, click the close icon to continue. The system will display the message "Transaction Completed Successfully" to indicate that the Till has been marked against your user id:

The system will also update the Till status as 'Locked'. The entries for all the transactions that you initiate will be posted into the Till that is marked for you. Only the user who has opened the Till can use the Till.

The system will display an error message if you do not open a Till for transactions that require an open Till when an event is triggered.

---

**Note**

Opening a Till is a one time activity and should typically be done at the beginning of the day.

---

Similarly, you can perform Vault related transactions ONLY after you have opened a Vault. The system does not perform any validations for opening a Vault. However, you can open a vault only if you have the requisite rights.

## 4.8 Balancing and Closing a Till

For closing a Till, you (Teller) should ensure that the Till has zero balance at end of day. The balance in the Till should be same as the system count. You will be allowed to close the Till only if both the values match.

You can balance and close a Till through the 'Till Balancing and Closure' screen. You can launch the 'Till Balancing and Closure' screen by typing 'TVCL' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

**Till Balancing and Closure : Branch Date 2011-09-02**

Save Hold

External Reference: FJB1124500007818 Till Id:

Branch Code: 002

**Cash Details** TC Details

**Summary**

10f1 Go

Currency Code	System Total	Cash Available	Shortage/Overage Amount
---------------	--------------	----------------	-------------------------

Book Overage/Shortage Buy Sell

**Denomination Details**

10f1 Go

Currency Code	Denomination Code	Units	Denomination Value	System Count	Denomination Total	System T
---------------	-------------------	-------	--------------------	--------------	--------------------	----------

Update Overall Position

Cancel

The following information is available in this screen:

**External Reference**

This is a system generated sequence number for the transaction.

**Till Id**

The identification code assigned to the corresponding teller's Till.

**Branch Code**

The system specifies the code of the corresponding branch.

**4.8.1 Specifying Cash Details**

The following information is specified in 'Cash Details' tab:

**Currency Code**

The system displays the currency code.

**System Total**

The system displays the total value of individual currencies used by the corresponding teller.

**Cash Available**

The system displays the current balance of the Till.

**Shortage/Overage Amount**

If the number of units for the individual currencies and the corresponding system count does not match with the denomination details, the system will display the corresponding Shortage or Overage Amount.

**Book Overage/Shortage**

To book the Overage/Shortage Amount, select the corresponding currency and click on the 'Book Overage/Shortage' button. In case of Shortage amount, it will launch the 7551 screen and in case of Overage amount, it will launch the 7552 screen.

**Buy**

Select the corresponding currency and click on the Buy button to invoke the 'Buy Cash From Central Bank' screen with the selected currency as the default currency. The function id of this screen is 9009.

**Sell**

Select the corresponding currency and click on the Sell button to invoke the 'Sell Cash To Central Bank' screen with the selected currency as the default currency. The function id of this screen is 9010.

**Denomination Details**

Denomination Details provides the following information:

- Currency Code
- Denomination Code
- Units
- Denomination Value
- System Count
- System Total
- Shortage/Overage Units
- Shortage/Overage Amount

## Update Overall Position

After booking the shortage/overage units, click the 'Update Overall Position' button to update the system count with the latest shortage/overage units.

### 4.8.2 TC Details

TC Denomination details are available in 'TC Details' tab. The field values are defaulted with the currency values handled by the corresponding teller.

◆ Till Balancing and Closure : Branch Date 2011-09-02

Save Hold

External Reference FJB1124500007818 Till Id

Branch Code 002

Cash Details TC Details

TC Denomination Details

10f1 Go

Issuer Code	TC Currency	TC Description	System Count	Series	Start Number	End Number	TC Amount
-------------	-------------	----------------	--------------	--------	--------------	------------	-----------

Cancel

The system displays the following information:

- Issuer Code
- TC Currency
- TC Description
- System Count
- TC Count
- Series
- Start Number
- End Number

After capturing the required details, click the 'Cancel' button to continue. If the balancing is correct, the Till is closed. The system will confirm with the message "Transaction Completed Successfully".

For more detail on processing Traveller's Cheque (TC) transactions, refer the 'Instrument Transactions' chapter of this User Manual.

## 4.9 Teller Totals

You can view the cash and transfer details from the 'Teller Totals' screen. The system will display the vault's cash details for a customer in the corresponding branch. You can invoke the 'Teller totals' screen by typing 'TLTT' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Teller Totals' application window. At the top, the title bar reads 'Teller Totals : Branch Date 2011-09-02'. Below the title bar, there is a form with a 'Branch Code' field containing '002', an 'All' checkbox, and a 'Till Id' field. A 'Query' button is positioned below the 'Branch Code' field. Below this is a 'Currency Details' section containing a table with the following columns: 'Currency', 'Till Id', 'Opening Balance', 'Incoming Cash', 'Outgoing Cash', 'Total Cash', 'Cash In #', and 'Cash Out #'. The table is currently empty. Below the table, there are three input fields: 'Local Currency', 'Transfer Count', and 'Transfer Amount'. At the bottom right of the window is an 'Exit' button.

The screen consists of the following fields:

### **Branch Code**

The system defaults the Branch Code of the corresponding branch. However, you can modify the branch code as per the requirement.

### **All**

The system checks the 'All' check box, by default. It displays the details of all the Till Ids in the corresponding branch.

### **Till Id**

If you specify a Till Id, you will be able to query the details of the corresponding Till Id.

### **Currency Details**

#### **Currency**

The system displays the currency of the cash transaction.

#### **Till Id**

The system displays the Till Id of the corresponding Till.

#### **Opening Balance**

The system specifies the opening balance of the Till id.

#### **Incoming Cash**

The system specifies the incoming cash for the corresponding currency.

#### **Outgoing Cash**

The system specifies the outgoing cash for the corresponding currency

**Total Cash**

The system specifies the total amount available in the corresponding account. The total amount is calculated with the following equation:

$$\text{Total Cash} = \text{Opening balance} + (\text{Incoming cash} - \text{Outgoing cash})$$

**Cash in#**

The system specifies the count of the cash deposits for the corresponding Till.

**Cash Out#**

The system specifies the count of the cash withdrawals for the corresponding Till.

**Local Currency**

The system displays the local currency of the logged-in account.

**Transfer Count**

The system displays the total count of the cheque and transfer transactions.

**Transfer Amount**

The system displays the total amount of the cheque and transfer transactions.

---

## 5. Data Replication

### 5.1 Introduction

Savings is an interface provider for processing cash transactions. Business logic is not built in branch and hence, some of the crucial maintenances have to be replicated from the host (Oracle FLEXCUBE) at regular intervals. The 'Push' based replication methodology is used for reproducing host data in branch. This ensures that only necessary and critical information is available in the branch. This is achieved by a job invoked at host which sends the data to the branch in the form of an XML file. The branch then updates its internal tables with this data. This ensures that all branches have the most up to date data at all times. Note that not all data in host is replicated. Certain tables like static masters, user information and customer/ accounts information are replicated.

The method of replication depends upon the mode of Oracle FLEXCUBE deployment. There are three modes of deployment, namely:

- Centralized FCUBS deployment - In 'Centralized' deployment, replication is a seamless process. During authorization process of any host function id whose data has to be replicated, that data is immediately moved to corresponding branch tables. There is no need for manual or automated process to initiate such replication.
- De-Centralized FCUBS deployment – In a 'De-centralized' deployment, data can be replicated on an ad-hoc basis or in bulk. You can query on the data to be replicated and initiate replication onto branch tables.
- Hybrid FCUBS deployment – In 'Hybrid' deployment, certain branches may have a centralized deployment while some others may have a decentralized deployment. In this mode, you can replicate data in bulk.

#### 5.1.1 Maintaining Replication Parameters

You need to maintain the following tables for all branches where data needs to be replicated.

- STTM\_FLEXBRANCH\_LOC

BRANCH_CODE	LOC_CODE	BRANCH_URL
<Branch Code>	<Branch Code>	URL of the deployed web branch For instance: https:// 10.10.10.10:1001/FCUBSApp/Rep- licationBranchServlet

- STTM\_BRANCHLOC\_MAP

BRANCH_CODE	LOC_CODE	MAIN_BRANCH	GEN_SCR
<Branch Code>	Refer below	Refer below	Refer below

---

#### Note

- Entry in STTM\_BRANCHLOC\_MAP and STTM\_FLEXBRANCH\_LOC is required only for de-centralized branches.Y

You need to maintain the following values for de-centralized branch:

- MAIN\_BRANCH - If multiple branches use the same schema, then for one branch set this to 'Y' for the rest, set this to 'N'. Decentralised branch entity is can be a standalone branch or a sub branch. If set to 'Y', it indicates a standalone branch. If set to 'N', it indicates a sub branch. If multiple branches use the same schema, then, for one branch set the 'MAIN\_BRANCH' as 'Y' and for rest under that branch, set to 'N'.
- LOC\_CODE - Location code of the branch. All sub branch location codes will be same as that of their parent standalone branch location code.
- 
- GEN\_SCR - Y (If you require the Installer to generate the script for insertion of basic maintenance data into the respective decentralised schema, then you need to set this to 'Y'. This is set to 'Y' for all main and sub branches at the decentralised schema. If a branch is being added to an existing set up, then for the earlier branches 'GEN\_SCR' has to be set to 'N'.

- CSTB\_PARAM

BRANCH_INSTALLED	DEPLOYMENT_MODE
Refer below	Refer below

---

#### Note

You need to maintain the following values for centralized set-up:

- BRANCH\_INSTALLED - Y
- DEPLOYMENT\_MODE - C (Here, C indicates Centralized, H indicates Hybrid and D indicates Decentralized)

You need to maintain the following values for de-centralized and hybrid set-up:

- BRANCH\_INSTALLED - Y
  - DEPLOYMENT\_MODE - D or H (Here, C indicates Centralized, H indicates Hybrid and D indicates Decentralized)
- 

- STTB\_BRN\_REFRESH\_FUNC
- Here function id wise replication is enabled 'Y' or disabled 'N'.
- For decentralized setup, replication has to be enabled for all functions in STTB\_BRN\_REFRESH\_FUNC.

Function	Replication Required
STDSTAFN	Y
CADCHBOO	Y
UPDPRDMN	Y
CLDFNPRD	Y
CSDDEMAN	Y
CADSPMNT	Y
STDWFDEF	Y
CYDCDEFN	Y
DEDRTPRM	Y



Function	Replication Required
DEDTVSET	Y
IFDATMMN	Y
IVDCONFR	Y
SMDFNDSC	Y
SMDROLDF	Y
SMDUSHOL	Y
SMDUSRDF	Y
STDBRANC	Y
STDBRFUN	Y
STDCIF	Y
STDCUSAC	Y
STDDEFAU	Y
STDFNGRP	Y
STDIMAGE	Y
STDTBRAN	Y
DEDBNKCD	Y
CSDISSCD	Y
STDACLGP	Y
GLDCHACC	Y
STDENDMT	Y
STDLOCHL	Y

### 5.1.2 **Data Replication Process**

Data replication takes place only if the parameter 'BRANCH\_INSTALLED' is set to 'Y'. Replication takes place in the following stages upon successful authorization of any maintenance in host.

The system constructs the list of data (based on the impacted function IDs) for each Savings table that needs to be updated with data from host. The following information is captured on authorization of a maintenance in host.

- The Function ID that caused the need for replication
- The branch from which the change was made
- Comma separated list of the Primary Key values for the functions ID
- The modification number
- The Savings table into which the record is to be stored

- A running sequence number

The system calls a replication process based on the deployment mode. If the deployment mode is centralized, the system will call the replication process to trigger data replication as and when there is an authorization in host for replicable data. The Savings tables will be automatically updated. If the deployment mode is decentralized, it will call the replication servlet.

### 5.1.3 Replicating data from Host – Automatic Refresh

In Oracle FLEXCUBE (host), you can submit the records as a job for replication in the branch database through the 'Jobs Browser' screen. You can invoke this screen by typing 'SMSJOBBER' in the field at the top right corner of the Application Browser and clicking the adjoining arrow button. Branch replication job definition will be created as part of the Oracle FCUBS basic setup with the job name as 'BRNRPLI' and startup mode as 'Manual'. The screen shows 'n' number of branch replication jobs where 'n' is the number of branches that require replication. The job name (BRNRPLI) will be prefixed with the unique LOC code..

Job Details

Save Reset

Case Sensitive

Job Name Job Group

State Next Fire Time

Scheduler

Records per page 15 First Previous 1 Of 1 Next Last Go

Job Name	Job Group	State	Next Fire Time	Scheduler	Error
BRNRPLI101	BRNRPLI	Not Scheduled		SchedulerFactory	

Pause Resume

Exit

Specify the search parameters and click 'Search' button. The job, which is created with the branch code in its name, runs for the respective branch. Select a particular branch job and click 'Pause' button to pause the job. You can resume the job by selecting the job and clicking the 'Resume' button.

#### Note

If a new branch is created in for branch replication, then you need to restart the application to view the newly created branch job in this screen.

#### **5.1.4 Replicating data Using Script**

Initial replication for decentralized web branch happens during setup in the installer. The Installer automatically generates the data and compiles them into decentralized branch. In order to manually replicate using script generation, you need to follow the steps given below:

- You need to compile the Branch Installation Package in Host schema. The package specification and body names are:
  - MAIN\Branch\SQL\DIPKS\_BRANCH\_INSTALLATION.spc
  - MAIN\Branch\SQL\DIPKS\_BRANCH\_INSTALLATION.sql from shipment media
- After compiling dipks\_branch\_installation package, you have to execute the procedure pr\_start on the same package.
- On successful execution of the procedure will create the branch installation script in work area folder as defined in cstb param.
- Finally you need to run the Installation scripts in required branch schema.

#### **5.1.5 Replicating data from Branch - Ad-hoc basis**

You can replicate records from branch manually on an ad-hoc basis using the 'Manual Refresh' screen. This screen displays all maintenances pending replication. You can invoke this screen by typing 'STDBRREF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Manual Refresh**

New Enter Query

Branch Code  Function Id   
 Branch Name  Description

Query  
Reset  
IBM REP CMM DAT

**Function Block**

1 Of 1 Go

Select	Branch Code	Branch Name	Function Id	Function Description
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fetch Records Replicate Functions

**Record Block**

1 Of 1 Go

Select	Key Description	Host Key
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Fetch Versions Replicate Records

**Version Block**

1 Of 1 Go

Select	Mod Number	Time In	Time Out	Replication Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

View Changes Replicate Versions

Exit

Specify the following details:

### Branch Code

Specify the branch code to which data should be replicated. The adjoining option list displays all valid branch codes maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data needs to be replicated in all branches.

### Branch Name

Based on the branch code specified, the system displays the name of the branch.

### Function ID

Specify the function ID for which a record has been maintained or modified, that should be replicated. The adjoining option list displays all valid function IDs maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data from all function IDs needs to be replicated.

### **Description**

Based on the function ID specified, the system displays a brief description of the function ID.

You can fetch replicable records for the given branch and function ID combination by striking <F8> or by clicking 'Query' button.

### **Function Block**

Based on the branch and function ID combination, the system displays the following details for replicable function IDs:

- Branch Code
- Branch Name
- Function ID
- Function Description

Check the box adjoining the desired branch and click 'Fetch Records' button. Based on the function ID specified, the system identifies matching records for replication and displays them in the 'Record Block' frame. Note that you cannot click 'Fetch Records' button if you have selected multiple records.

Select the required record and click 'Replicate Functions' button to replicate data of all listed functions.

### **Record Block**

You can view the following details.

#### **Key Description**

The Primary Key data to be replicated for the function Id and branch code is listed here.

#### **Host Key**

The system displays the primary keys separated by a pipe '|'.

Check the box adjoining the desired record and click 'Fetch Versions' button. Based on the record, the system identifies all details of data that needs to be replicated and displays them in the 'Version Block' frame. Note that you cannot click 'Fetch Records' button if you have selected multiple records.

Select the required record and click 'Replicate Records' button to replicate data of all listed records.

### **Version Block**

You can view the following details.

#### **Mod No**

The system displays all available versions of the record selected as per the modification number of every record's audit trail.

You can view the changes done in a mod number by selecting the particular mod number and clicking on 'View' button, thereby launching the corresponding Function Id screen with the particular modified data displayed in a different colour.

#### **Time In**

The system displays the time at which the version was available for replication.

## Time Out

The system displays the time at which the version was replicated.

## Replication Status

The system indicates the status of replication. It could be any one of the following:

- U - Unprocessed
- S - Replication Success
- F - Replication Success
- W - WIP
- C - Completed

Select the required record and click 'Replicate Versions' button to replicate data of all listed versions. If multiple rows are selected then only the latest mod number will be replicated. You can also select any of the modifications and initiate replication. On successful replication, the status for any un-replicated older modifications for that key combination will be marked as 'C'.

All records in this frame need to be replicated for a successful replication. Even if one record fails, the system will treat it as a failure for the whole set of records.

You can clear the current query criteria by clicking 'Reset' button.

## Replicate Common Data Button

Click 'Replicate Common Data' button to replicate the common data such as workflow, role definition, static data. This button is applicable only to centralized set branches. The branch tables are as follows.

Host Table	Branch Table
STTM_BRANCH_WF_DEF_MASTER	FBTB_WF_DEF_MASTER
STTM_BRANCH_WF_DEF_DETAIL	FBTB_WF_DEF_DETAIL
STTB_BRANCH_WF_MASTER	FBTB_WF_MASTER
STTB_BRANCH_WF_DETAIL	FBTB_WF_DETAIL
CSTM_BRANCH_FUNC_DEFN	FBTB_FUNC_DEFN
CSTM_BRN_STAT_FUNC_DEFN	FBTB_STAT_FUNC_DEFN
CSTB_LOV_INFO	FBTB_LOV_INFO
SMTB_FUNC_GROUP	FBTB_FUNC_GROUP
SMTB_FUNCTION_DESCRIPTION	FBTB_FUNCTION_DESCRIPTION
SMTB_MENU	FBTB_MENU
CSTM_BRANCH_LOC_PARAMS	FBTB_PARAMS

## 5.2 Querying on replicated records

You can view all successfully replicated records using the 'Successful Replication Query' screen. You can invoke this screen by typing 'STSREPQY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Successful Replication Query

Advanced Search Reset

Function Id Branch

Records per page 15 1 Of 1

	Function Id	Branch	Host Primary Key	Mod Number	Status	Time In	Time Out
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Exit

Here you can query based on the following details.

### **Function Id**

Specify the function ID for which you want to view the successfully replicated records. The adjoining option list displays all valid function IDs maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data from all function IDs needs to be displayed.

### **Branch**

Specify the branch code for which you want to view the successfully replicated records. The adjoining option list displays all valid branch codes maintained in the system. You can select the appropriate one. You can select the value 'ALL' to indicate that data from all branches needs to be displayed.

You can specify any one or both of the aforementioned criteria. Click 'Search' button.

The system identifies all records satisfying the specified criteria and displays the following details for each one of them:

- Function Id
- Branch
- Host Primary Key
- Mod No
- Status
- Time In
- Time Out

## 5.3 Steps to follow during Setup

### **Centralized Branch Setup**

For centralized branch setup, you need to follow the steps given below:

- During setup, you need to select the Branch plug-in in the Installer. Select the mode of deployment as 'Centralized'.

*For further details on this point, refer to the installation manuals 'Setting up Database' and 'Setting up Property File'.*

- Replicate the common static data using the option 'Host Data Replication' in the Installer.
- Once the set up is complete, for common static data replication, you get one more option with 'STDBRREF' screen, by clicking the button 'Replicate Common Data'. When you subsequently click this button, the Installer replicates only the incremental common static data. Specific steps are not required when new centralized branches are created using 'STDBRANC'.
- During setup, if you have not selected Branch plug-in, then you need to replicate the data using scripts.

*For further details on replicating data using scripts, refer to the section 'Replicating data Using Script' in this chapter.*

### **Decentralized Branch Setup**

For decentralized branch setup, you need to follow the steps given below:

- During setup, you need to select the Branch plug-in in the Installer. Select the mode of deployment as 'De-centralized'.

*For further details on this point, refer to the installation manuals 'Setting up Database' and 'Setting up Property File'.*

- Replicate the data to branch schema using the option 'Host Data Replication' in the Installer.
- During setup, if you have not selected Branch plug-in, then you need to replicate the data using scripts.

*For further details on replicating data using scripts, refer to the section 'Replicating data Using Script' in this chapter.*



## 6. Maintenances for Savings

### 6.1 Introduction

Savings requires you to maintain Travelers Cheque (TC) Denominations. The procedure for maintaining these is discussed in the subsequent sections of this chapter.

### 6.2 Maintaining TC Denomination Details

You can maintain the denomination details for a TC using the 'TC Denominations Maintenance' screen. You can invoke this screen by typing '417' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

TC Denominations Maintenance

External Reference  Transaction Branch

Issuer Code \*  Currency Code \*

Issuer Description

TC\_DENM\_MNT

10f1

Denomination	Denomination Value	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit

The following details can be captured here:

#### **External Reference Number**

This is an auto generated sequence number.

#### **Transaction Branch**

The transaction branch code is displayed here.

#### **Issuer Code**

Select the Issuer code of the TC.

#### **Currency Code**

Select the transaction currency code.

Click add icon to add a new row to TC denomination maintenance details.

TC Denominations Maintenance

External Reference  Transaction Branch

Issuer Code \*  Currency Code \*

Issuer Description

TC\_DENM\_MNT

Denomination	Denomination Value	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit

You can capture the following details specific to TC denomination:

**Denomination**

Specify the id for the TC.

**Denomination Value**

Specify the amount of the TC.

**Description**

Give a small description for the TC.

After entering the details click save button to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process*

---

## 7. Maintaining Passbook

### 7.1 Introduction

You can maintain all the details needed for the issuance of passbook at the Bank parameter and account class level. The details maintained at the Bank parameter and account class level will be used for computing and issuing all on the account.

### 7.2 Maintaining Passbook Details

You can invoke the 'New Passbook Issue' web branch screen by typing '7030' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

◆ New Passbook Issue : Branch Date 2013-06-03

Save Hold

External Reference Number FJB1315400010458 Branch \* 001

Passbook Type Account \*

Passbook Number Account Description

Status Customer Id

Remarks Populate

Charge History

Charge Details

1 Of 1 Go

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
-------------------	--------	----------	---------------	--------------------------	---------------

Cancel

#### External Reference Number

The system generates and displays the reference number.

#### Passbook Type

If inventory tracking is allowed at bank level then you will be asked to enter the passbook type. The list of values for passbook type selection will be the list of valid stock catalog codes with instrument type as 'Passbooks'.

#### Passbook Number

If inventory tracking is allowed at bank level then system will retrieve the next available instrument number based on the passbook type. The retrieved passbook number will be displayed to the user only after the passbook issue is saved.

---

#### Note

Passbook issuance is allowed despite the value selected for inventory tracking in bank parameter level

---

**Previous Passbook No**

The system displays the previous passbook number for the account.

**Previous Passbook Status**

The system displays the previous passbook status issued for the account.

**Status**

The system displays the status as 'active' or 'Reissue & Active'.

**Remarks**

Enter a short remark about the passbook issue.

**Branch Code**

The system defaults the code of the current branch here.

**Account**

Specify the Account Number for which you need a new passbook. The adjoining option list displays the accounts for which the check box 'Passbook' was checked at the account level.

**Account Description**

The system displays the description of the selected account here.

**Customer ID**

The system displays the Customer ID based on the selected account.

Click Populate button to view charge and history details of the passbook

**Charge Tab**

In Charge tab, you can capture details of charges associated with the issuance of a new passbook.

**Charge Component**

The system displays a short charge description.

**Waiver**

Check this box if you want to waive charges associated with issuance of new passbook.

**Charge Amount**

The system computes and displays the charge amount associated with the issuance of passbook. However you can edit it.

**Currency**

The system displays the currency used. It need not be same as account currency.

**Charge in Local Currency**

The system displays the charge amount in local currency on successful Issuance of passbook. You cannot modify it.

**Exchange Rate**

The system displays the applicable exchange rate if the currency used is different from the local currency during SAVE operation. Based on the exchange rate maintained for the cross currency, charge will be calculated and deducted from the customer account. You cannot modify the value.

**History Tab**

In History tab, you can view the details of the entire passbooks issued for the account.

**New Passbook Issue : Branch Date 2013-06-03**

Save Hold

External Reference Number FJB1315400010458 Branch \* 001

Passbook Type Account \*

Passbook Number Account Description

Status Customer Id

Remarks Populate

Charge History

1 Of 1 Go

Passbook Number	Issue Date	Status	Status Description	Status Change Date
-----------------	------------	--------	--------------------	--------------------

Cancel

The system displays the details of all the passbooks issued for the selected account. The following details are displayed:

- Passbook Number
- Issue Date
- Status
- Status Description
- Status Change Date

Passbook details are displayed in descending order based on the date of pass book issuance.

### **Account Entries**

On saving the operation, the charge amount is liquidated. The below given table indicates the accounting entries for the same.

Dr/Cr Indicator	Accounting Role	Amount Tag
DR	Customer account	CHG_AMT
CR	Charge GL mapped	CHG_AMT

## 7.3 Changing Passbook Status

You can invoke the 'Passbook Status Change' screen by typing '7031' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

### **External Reference Number**

System generates and displays the reference number.

### **Customer ID**

The system displays the Customer ID based on the selected account.

### **Account Number**

Select the account number for which the status has to be modified.

### **Passbook Number**

The system displays the latest passbook number issued for the selected account.

### **Branch Code**

The system displays the branch code based on the account selected.

### **Issue Date**

The system displays the date of issue of the passbook.

### **Status**

You can select the status from the adjoining option list. The system defaults the current status of the passbook from account number

### **Reason**

Enter the reason for applying a new passbook.

The History tab gets populated on clicking Populate button.

*Refer the section 'Maintaining Passbook Details' in the chapter titled 'Maintaining Passbook' in this User Manual for details about the 'Passbook Status Change Screen'*

---

**Note**

On closing the account, the passbook status is automatically changed as Account Closed and no further status changes can be made on the same account.

Modifying the status of the passbook will not impact the Account status of the corresponding account.

Printing is allowed only for the open accounts and at least once authorised accounts with passbook facility.

---

## 7.4 Passbook Reports

You can invoke the 'Passbook details' screen by typing 'CARPASBK' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Passbook Details

Branch \*  Passbook Number

Account \*  Status

Account Description

Report Format  Printer At

Report Output  Printer

Ok Exit

**Branch Code**

- The system defaults the branch code as current branch code.

**Account**

- Select the account from the adjoining option list .It displays all active account numbers for which at least one passbook has been issued.
- Based on the selected account following details get displayed:
  - Account Description
  - Passbook Number
  - Status
- To create report the following report related parameters need to be selected:
  - Report Format
  - Report Output
  - PrinterAt
  - Printer

Click Ok to generate the passbook report based on the given parameters.

---

## 8. Cash Transactions

### 8.1 Introduction

Teller transactions in the Savings module can be classified into four types:

- Cash transactions
- Instrument transactions
- Term Deposits transactions
- General Ledger transactions

This chapter details all the cash-based transactions that can be performed through this module. You can perform the following types of cash-based transactions:

- Cash deposit and withdrawal
- Closing out an Account with Withdrawal
- Denomination exchange in the same currency
- Bill payments – by cash and against account
- Funds transfer request and stop payment
- Foreign exchange sale and purchase – for walk-in customer
- Telegraphic transfer (TT)
  - TT issue – against account, against GL and for walk-in customer
  - TT liquidation – against GL, against account and for walk-in customer
  - TT inquiry
- Transaction Reversal
- Rental Payments for Safe Deposit Box

### 8.2 Depositing Cash

You can capture a cash deposit transaction through the 'Cash Deposit' screen. You can invoke this screen by typing '1401' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Cash Deposit' application window. The title bar includes a diamond icon and the text 'Cash Deposit'. The menu bar contains 'New' and 'Enter Query'. The main form area includes the following fields:

- Account Number \*
- Account Branch \*
- Account Description
- Transaction Currency \*
- Account Currency \*
- Transaction Amount \*
- Account Amount
- Narrative
- External Reference

At the bottom right, there are 'Ok' and 'Exit' buttons.



The cash deposit can be done in single step or two step process. The single step process is the single screen approach. For the single step cash deposit, the teller accepts the cash and accounting entries are passed in a single step. In two step process, the teller just collects the information and posts the transaction where no accounting entries are passed. The cashier accepts the cash and then the accounting entries are passed in the second step.

Here the teller can capture the following details:

#### **Account Number**

---

**Note** Specify the customer account number into which the cash needs to be deposited. You can also select an account number from the list displayed by clicking on the adjoining option list. The list will display the inactive multi-currency account numbers as well. Choose the appropriate one. Inactive multi-currency account gets active on completion of the transactions.

- In case of multiple accounts with the same account number, the system will display a list of corresponding account branches to select.
  - If the transaction is reversed after authorization, then the account remains active.
  - If the transaction gets failed, then the account remains inactive.
- 

#### **Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

#### **Account Description**

The system displays the description of the account number chosen.

#### **Transaction Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the specified account.

#### **Account Amount**

The system displays the transaction amount in terms of account currency.

#### **Total Charge**

The system computes the charges applicable for the transaction and displays it here.

#### **Net Account Amount**

The system displays the net amount to be credited to the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

#### **Related Customer**

The system displays the related customer.

#### **Customer Name**

The system displays the customer name.

#### **Account Currency**

The system displays the currency associated with the account.

#### **Transaction Amount**

Specify the amount that should be credited to an account in terms of transaction currency. If the account to be credited is a Trust account, this amount should be within the cash deposit limit defined for the credited account class.

If limit is available, channel limit gets validated. If limit available proceeds, the system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, the system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

### **Pickup**

Click on pickup to default the data into the Denominations, Charges, MIS, UDF and Project details. It is mandatory to click on 'Pickup' button before save.

### **Exchange Rate**

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### **Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### **Negotiation Reference**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.

---

### **Note**

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

### **Token Number**

Specify the token number **Narrative**

The system displays 'Cash Deposit'. You can modify it, if required.

The system generates the advice on click of 'OK' button or save after providing all the details.

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

## Note

You can generate a transaction slip by clicking on 'Generate' button after providing account number, transaction amount and clicking on pickup button. It is produced to the customer to sign and confirm the transaction.

**CREDIT ADVICE**

Print Close Next

Branch 018 Transaction Date 2011-09-05

Beneficiary Name

Beneficiary Address

Dear Sir(s),

Our Reference : FJB1124800001158

We have credited your account as follows :

Transaction Currency GBP

Transaction Amount 100

Transaction Account 0180180002840

Exchange Rate 1

Deposit Slip No

Unit Id

Yours faithfully,

Authorised Signature

## 8.2.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction through the following fields:

The screenshot shows the 'Cash Deposit' form with the following fields and tabs:

- Account Information:** Account Number, Account Branch, Account Description, Account Currency, Transaction Currency, Transaction Amount, Account Amount, Narrative.
- Transaction Information:** External Reference Number, Exchange Rate, Negotiated Cost Rate, Negotiation Reference, Product (CHDP), Total Charge, Related Customer, Customer Name.
- Tabs:** Currency Denominations (selected), Charge Details, MIS, UDF, Projects Details.
- Denomination Fields:** Currency Code, Preferred Denomination, Total, Clear button.
- Denomination Details Table:**

Denomination Code	Denomination Value	Units	Total Amount
-------------------	--------------------	-------	--------------
- Buttons:** Ok, Exit.

### Currency Code

The system displays the currency of the account.

### Cash Amount

The system displays the amount for which the denominations have to be captured.

### Preferred Denomination

Specify the preferred denomination.

### Denomination Total

The system displays the total denomination.

### Denomination Details

#### Denomination Code

For every currency, the various denominations are assigned separate denomination codes. These codes are displayed here.

#### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### Units

Indicate the number of units of the specified denomination. By default, till contents are incremented for inflow transactions like cash deposit. To reverse this default behaviour, you can specify units in negative.

#### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

Click 'OK' to validate the denominations with the cash amount. If you click on 'Cancel' then the data specified will not be available.

## 8.2.2 Specifying charge details

This block allows you to capture charge related details. Click on 'Charges' button to invoke the following screen.

The screenshot shows the 'Cash Deposit' window with the 'Charge Details' tab selected. The window contains the following fields and controls:

- Account Number**, **Account Branch**, **Account Description**, **Transaction Currency**, **Transaction Amount \***, **Account Currency**, **Account Amount**, **Narrative**, **External Reference Number**, **Exchange Rate**, **Negotiated Cost Rate**, **Related Customer**, **Customer Name**, **Product** (set to CHDP), **Total Charge**, **Negotiation Reference**, and a **Recalculate** button.
- Charge Details** tab with a table showing 1 of 1 record.
- Table Headers:** Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, Exchange Rate.
- Table Body:** One row with input fields for each header.
- Buttons:** 'Ok' and 'Exit' at the bottom right.

Here you can capture the following details:

### Charge Component

The system defaults the charge components applicable to the transaction.

### Waiver

You can waive a certain charge for the customer by checking this box against the charge component.

### Currency

The system displays the currency in which the charge has to be deducted.

### Charge Amount

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

### Charge in Local Currency

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

### Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

### 8.2.2.1 Recalculating charges

You can modify the charges by clicking on the charges button. You can edit the charge amount and Click "OK" button. The system displays the new charges in the main screen against 'Total Charge', which subsequently updates the changes in 'Net Account Amount' too.

### 8.2.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' button to invoke the following screen:

The screenshot shows a software window titled "Cash Deposit" with a menu bar containing "New" and "Enter Query". The main area contains several input fields for account and transaction details. Below these fields is a tabbed interface with tabs for "Currency Denominations", "Charge Details", "MIS", "UDF", and "Projects Details". The "MIS" tab is currently selected, displaying two sections: "Composite MIS" and "Transaction MIS", each with a vertical list of input fields. A "Recalculate" button is located near the bottom right of the input fields. The window has "Ok" and "Exit" buttons at the bottom right.

Field	Value
Account Number	
Account Branch	
Account Description	
Transaction Currency	
Transaction Amount *	
Account Currency	
Account Amount	
Narrative	
External Reference Number	
Exchange Rate	
Negotiated Cost Rate	
Related Customer	
Customer Name	
Product	CHDP
Total Charge	
Negotiation Reference	

Buttons: New, Enter Query, Recalculate, Ok, Exit

Tabs: Currency Denominations, Charge Details, MIS, UDF, Projects Details

Sections: Composite MIS, Transaction MIS

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to capture the following details:

#### **Transaction MIS**

Specify the transaction MIS code.

#### **Composite MIS**

Specify the composite MIS code.

*Refer the 'MIS' User Manual of Oracle FLEXCUBE Host, for further details about MIS.*

### 8.2.4 Specifying UDF Details

You can capture the UDF details under 'UDF' button.

**Cash Deposit**

New Enter Query

Account Number Account Branch

Account Description

Transaction Currency Account Currency

Transaction Amount \* Account Amount

Narrative

External Reference Number Product CHDP

Exchange Rate Total Charge

Negotiated Cost Rate Negotiation Reference

Related Customer

Customer Name

Recalculate

Currency Denominations Charge Details MIS UDF Projects Details

**UDF Details**

1 Of 1

Field Name	Field Value

Ok Exit

### Field Name

The system displays the various User-Defined Fields (UDFs) that you have maintained for the product in the Host.

### Field Value

Specify the value for the each UDF that is displayed.

## 8.2.5 Specifying Project Details

You can capture project details under 'Project Details' button. Note that this button will be applicable only if the cash is being deposited in a Trust account.

**Cash Deposit**

New Enter Query

Account Number Account Branch

Account Description

Transaction Currency Account Currency

Transaction Amount \* Account Amount

Narrative

External Reference Number Product CHDP

Exchange Rate Total Charge

Negotiated Cost Rate Negotiation Reference

Related Customer

Customer Name

Recalculate

Currency Denominations Charge Details MIS UDF Projects Details

**Project Details**

Project Name

Unit Payment Yes

Unit Id

Deposit Slip Number

Ok Exit

Specify the following details:

**Project Name**

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

**Unit Payment**

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

**Unit ID**

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

**Deposit Slip Number**

Specify the deposit slip number for the payment.

Click save icon to save the transaction. On saving, the system checks whether the account to be credited is a Trust account or not. If it is a Trust account, the system will check whether the deposit amount is within the deposit limit maintained for the transaction currency at the account class level. If the currency-wise limit has not been maintained, it will verify the deposit amount against the deposit limit maintained for the account class. If the deposit amount exceeds the limit, it will display an error message.

---

**Note**

- You have to click on 'Pickup' button after specifying account number and transaction amount. If you save the transaction without clicking on 'Pickup', then the system displays an error message as "Please click on pickup before save".
  - After clicking on 'Pickup' button, if you modify the transaction account, transaction currency, transaction amount or exchange rate then you will have to click on 'Pickup' again.
  - You can click on the OK button after specifying the data in the denomination, charge, MIS, UDF, and project details button for the data to persist. If you close the screen or click on 'Cancel' button after specifying the data, then the data will not persist.
-



The supervisor can view the transactions pending authorization in his or her task list as shown below. You can view this list by choosing the 'Workflow' option in the application.

**Workflow**

Related Reference: %  
Account Number: %  
Branch: WB1  
Function Id: %  
Transaction: %  
Sequence Number: %  
From Date: 2012-05-06  
To Date: 2012-05-06

**Search Results**

Action Type	Action Count
Assigned	2
Completed	58
Failed	2

**Transaction Details**

Transaction Type	Transaction Count
RT(Retail Teller)	34
DD(Demand Draft)	1
TD(Term & Deposit)	23

**Miscellaneous Customer Credit**

Reference	Transaction Branch	Account	CCY	Transaction Amount	Makend	TanStage Id	Transaction
FJB121360300568	WB1	3003003003022	GSP	13.00	34135T1	-1	COM
FJB1213603005872	WB1	3003003003022	GSP	130.00	34135T3	-1	COM

**Cheque Withdrawal**

Reference	Transaction Branch	Account	CCY	Transaction Amount	Makend	TanStage Id	Transaction
FJB1213603005868	WB1	3003003003022	GSP	230.00	34135T1	-1	COM
FJB1213603005868	WB1	3003003003022	GSP	530.00	34135T1	-1	COM
FJB1213603005838	WB1	3003003003022	USD	150.00	34135T1	-1	COM
FJB1213603005752	WB1	3003003003022	GSP	230.00	34135T1	-1	COM

**Cash Deposit**

Reference	Transaction Branch	Account	CCY	Transaction Amount	Makend	TanStage Id	Transaction
FJB1213603005154	WB1	3003003003022	GSP	9300.00	34135T2	-1	COM
FJB121360300514	WB1	3003003003021	USD	530.00	34135T1	-1	COM
FJB1213603005053	WB1	3003003003021	GSP	530.00	34135T3	-1	COM
FJB1213603005044	WB1	3003003003022	GSP	5999.00	34135T3	-1	COM
FJB1213603005009	WB1	3003003003021	GSP	530.00	34135T1	-1	COM

The person needs to click on the 'Assigned' option to view all transactions assigned to you.

In case of auto assign, the transaction will get assigned to all the eligible authorizers as per the assignment criteria maintained at your branch. All these eligible supervisors will be able to view these transactions in their 'Pending Tasks' lists. The first authorizer to fetch the transaction from his or her task list will lock the same and then can either approve or reject it. This process is similar to the remote authorization flow described earlier. You can view the tasks that are approved by other supervisors in the 'Approved' lists and also you can view the history of authorization in the 'Auth-History' lists.

Irrespective of the supervisor's action (approve or reject), the transaction will be re-assigned to the maker.

You can fetch and see the response from your task list.

## 8.2.6 Authorization stage

If the workflow for the transaction is configured as a 'Dual-control', the transaction will have to be authorized by a supervisor before it gets saved as an unauthorized transaction (for manual assign) or as an authorized transaction (for auto-assign) in the Host. In case of manual assign, the system prompts you to get the transaction authorized at your branch. Branch authorization can happen in either of the following ways based on the transaction configuration in the workflow:

- Local
- Remote

When overrides are raised by the system and have to be approved, the teller will have the option to choose between remote and local authorization. By default remote authorization will be selected. If the teller wants local authorization then the choice has to be made explicitly.

Override Description	Override Code
Transaction amount greater than maximum cash Deposit. Want to proceed?	WF-2180
Transaction Amount exceeds User Input Limit amount	WF-3011
Amount exceeds Transaction Limit for the Function id/ group maintained	WF-2072
Authorization is mandatory	WF-2111

Local Authorization Accept Cancel

### 8.2.6.1 Local Authorization

In case of local authorization, the authorizer can allow or cancel the transaction. The following screen is used for local authorization:

Local Authorization

User ID

Password

Remarks

Override Messages

Ok Cancel

The authorizer can only view the transaction details here. He or she will have to enter the following details:

#### User Id

Specify the user ID of the authorizer.

#### Password

Specify the password with which he or she can either authorize or reject the transaction.

#### Remarks

The authorizer can specify some remarks pertaining to the transaction.

Click 'OK' button to authorize the transaction. On successful validation of the User ID and password, the transaction will proceed to the next stage as per workflow. The validations for User ID will be same as in Remote Auth. The user credential validation includes 'Holiday Maintenance' check also. However, if you click 'Cancel' button, the transaction will move to unassigned queue.

You can view the override messages by clicking 'Override Messages'.

---

#### Note

Local Authorization option is not available when user authentication is via Single Sign On (SSO).

---

### 8.2.6.2 Remote Authorization

In case of remote authorization, you need to assign the transaction to an authorizer through the following screen:

Cash Deposit : Branch Date 2011-12-06

External Reference: FJB1134000002009

Branch Code: 035

Roles: OFFICER

User ID: 31619OFF135

Teller Remarks:

Assign

Ok Exit

This screen is automatically prompted if the transaction workflow is configured as 'Remote Authorization'. This assignment can happen either to a particular role or a particular person. In the screen shown above, it is to a particular person. The system displays the message "Successfully Assigned to <USER ID>" on successful assignment.

The supervisor can view the transactions pending his authorization in his or her 'Assigned Txn' list. In case of auto assign, the transaction will get assigned to all the eligible authorizers as per the assignment criteria maintained at your branch. All these eligible supervisors will be able to view these transactions in their 'Pending Tasks' lists. The first authorizer to fetch the transaction from his or her task list will lock the same and then can either approve or reject it. This process is similar to the remote authorization flow described earlier. You can also view the remarks entered by the teller for that transaction.

Irrespective of the supervisor's action (approve or reject), the transaction will be re-assigned to the maker. The following screen will be displayed to the supervisor:

Information Message

Information Message

Successfully assigned 31619OFF135

Ok

You can fetch and see the response from your task list. If the supervisor has approved, you can fetch the transaction from your task list and click save icon to save the transaction for submitting it. Post this, the system will post accounting entries for the transaction and update balances. In case of rejection, the transaction will move to failed queue of the Maker.

## 8.2.7 Viewing errors and overrides

You can view overrides for the transaction by clicking on the 'Override Messages' link on the 'Remote Authorization' screen. You need to click on 'OK' to close the 'Overrides' window and then take appropriate action on the main screen.

### 8.2.7.1 Submission stage

Submission of the transaction for saving in the Host can happen in two ways:

- Single-step save – wherein the transaction is saved as 'Auto-authorized' in the Host.
- Two-step save – wherein the transaction is first saved as 'Unauthorized' in the Host and then authorized locally or remotely (as described under 'Authorization stage').

After the transaction is successfully saved and the tills are successfully updated, the message "Transaction completed successfully" is displayed.

## 8.2.8 Cash Deposit in Two Step Processing

During two step processing, the two step role needs to be defined at workflow level.

### Role of Teller

The customer approaches the teller for cash deposit. The teller collects the details from the customer and maintains the details like transaction account and transaction amount, specifies the denomination details and checks the charges if anything needs to be modified or waived. The teller then saves the transaction. The accounting entries are not passed at this stage. The teller can choose to open or not open a till at this stage.

### Role of a Cashier

The cashier picks the transaction from the pending queue which is saved by the teller. The customer is then called by referring to the token number available in the transaction. The cashier/vault collects the cash from the customer and checks whether the denominations matches with the entry in the system and then saves the record. The cashier's till gets updated and accounting entries are passed.

The cashier role is performed by CHDP.

### Accounting Entry:

Dr Cash GL	Transaction Amount
Cr Customer A/c	Transaction amount less the Charges
Cr Income GL	Charges
Dr Income GL	Tax payable on Charge collected
Cr Tax payable GL	Tax payable on Charge collected

NSF is not applicable when the Charge debit account maintained under the charges tab is a GL.

---

### **Note**

- You cannot delete the records in 1401 if the first step is completed by the teller.

- Once the teller completes the transaction, it will be in the completed queue and the same record will be available in the pending queue of the cashier. The transaction can be reversed either by teller or cashier.
- If the teller picks the transaction for reversal from the completed queue, then the number of pending records for the cashier will be reduced by one and the number of records in reversal queue gets added up by one for the teller.
- If the cashier picks the transaction for reversal, then the completed queue of the teller gets reduced by one and adds the reversal queue of cashier by one.
- If a token is in use, i.e. one step has been completed by the teller and awaiting for cashier to process, then if same token number is specified, the system displays an error message.

## 8.3 Withdrawing Cash

You can capture a cash withdrawal transaction through the 'Cash Withdrawal' screen. You can invoke this screen by typing '1001' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Cash Withdrawal". It features a menu bar with "New" and "Enter Query" options. The main form area contains the following fields:

- Account Number \*
- Account Branch \*
- Account Description
- Transaction Currency \*
- Account Currency
- Transaction Amount \*
- Account Amount
- Narrative
- External Reference

At the bottom right of the window are "Ok" and "Exit" buttons.

### Note

When you press the 'Tab' key, you can move from one field to another based on the order of field alignment. The cash withdrawal can be done in single step or two step process. The single step process is the single screen approach. For the single step cash withdrawal, the teller disburses the cash and accounting entries are passed in a single step. In two step process, the teller just collects the information and posts the transaction. In the first step accounting entries will be passed where the customer accounts will get debited. The cashier accepts the cash and then the accounting entries are passed in the second step. In two step process accounting entries will be passed in steps 1 and 2.

Here the teller can capture the following details:

**Account Number**

Specify the customer account number into which the cash needs to be deposited. Upon keying the account number, the system will default the Account Number, Account Branch and Account Currency for the corresponding account.

---

**Note**

In case of multiple accounts with the same account number, the system will pop-up a list of account numbers with account branch to select.

---

**Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

**Account Description**

The system displays the description of the account number chosen.

**Transaction Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the specified account.

**Account Currency**

The system displays the currency of the account.

**Transaction Amount**

Specify the amount that should be debited from account in terms of transaction currency. If the account to be debited is a Trust account, this amount should be within the cash withdrawal limit defined for the debited account class.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

**Pickup**

Click on pickup to default the data into the Denominations, Charges, MIS, UDF and Project details. It is mandatory to click on 'Pickup' button before save.

**Account Amount**

The system displays the transaction amount in terms of account currency.

**Total Charge**

The system computes the charges applicable for the transaction and displays it here.

**Net Account Amount**

The system displays the net amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

**Related Customer**

The system defaults the related customer.

**Customer Name**

The system defaults the customer name.

**Exchange Rate**

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

**Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

**Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.

---

**Note**

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

**Token No**

Specify the token number.

**Narrative**

The system displays 'Cash Withdrawal'. You can modify it, if required.

Click OK button or save after providing all details to generate advice with token number.

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number. Account Amount

---

**Note**

You can generate a transaction slip by clicking on 'Generate' button after providing account number, transaction amount and clicking on pickup button. It is produced to the customer to sign and confirm the transaction.

---

Advice

Print Close DEBIT ADVICE

Branch WB1 Transaction Date 2012-05-09

Beneficiary Name Michael Pattinson

Beneficiary Address

Dear Sir(s),

Our Reference: FJB1213000006147

We have debited your account as follows :

Transaction Currency GBP

Transaction Amount 1000

Transaction Account 0000000000022

Exchange Rate 1.00

Yours faithfully,

-----

Authorised Signature

### 8.3.1 Specifying Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.



## Preferred Denomination

**Cash Withdrawal**

New Enter Query

Account Number Account Branch

Account Description

Transaction Currency Account Currency

Transaction Amount \* Account Amount

Narrative

External Reference

Total Charge

Negotiated Cost Rate

Customer

Customer Name

Product CHWL

Exchange Rate

Negotiation Reference

Recalculate

Currency Denominations Charges MIS UDF

Currency Code

Preferred Denomination

Total

Populate Clear

**Denomination Details**

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount
-------------------	--------------------	-------	--------------

Ok Exit

Specify the denomination code that should be preferred. The system processes the transactions with the preferred denominations. If the transaction amount is less than the preferred denomination, the system will use the low valued denomination than the preferred denomination based on the defaulting rule.

If the preferred denomination is not captured, the system will consider the highest available denomination as the preferred denomination.

If the denomination is not available, the system will display 'Denomination not available' message.

Click 'Populate' button to display the units of currency denomination based on the defaulting rule.

---

### Note

According to defaulting rule, the system will calculate the total amount in terms of minimum number of currencies. It means that the system divides the total amount into the bigger denominations first. Then the remaining amount into next biggest denomination and so on.

---

---

### Note

For the preferred denomination, the 'Unit' field will be disabled.

---

Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.

### 8.3.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' button to invoke the following screen.

The screenshot shows the 'Cash Withdrawal' window with the 'Charges' tab selected. The window contains various input fields for account information, transaction details, and charges. The 'Charge Details' section is expanded, showing a table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table is currently empty. The 'Recalculate' button is visible at the bottom right of the input fields.

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

### 8.3.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' button to invoke the following screen:

The screenshot shows the 'Cash Withdrawal' window with the 'MIS' tab selected. The window contains various input fields for account information, transaction details, and MIS details. The 'MIS' section is expanded, showing a table with columns: Composite MIS and Transaction MIS. The table is currently empty. The 'Recalculate' button is visible at the bottom right of the input fields.

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.

### 8.3.4 Specifying UDF Details

You can capture the UDF details under 'UDF' button.

The screenshot shows the 'Cash Withdrawal' window with the 'UDF' tab selected. The window contains various input fields for transaction details, including Account Number, Account Branch, Account Description, Transaction Currency, Transaction Amount, Account Currency, Account Amount, Narrative, External Reference, Total Charge, Negotiated Cost Rate, Customer, Product (CHWL), Exchange Rate, Negotiation Reference, and Customer Name. A 'Recalculate' button is visible next to the Negotiation Reference field. Below the main form, there is a 'UDF Details' section with a table for recording details. The table has two columns: 'Field Name' and 'Field Value'. The table is currently empty. At the bottom of the window, there are 'Ok' and 'Exit' buttons.

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

### 8.3.5 Specifying Project Details

You can capture project details under 'Project Details' button. Note that this button will be applicable only if the cash is being deposited in a Trust account.

The screenshot shows the 'Projects Details' window. It contains a 'Project Details' section with the following fields: Project Name (with a selection icon), Unit Payment (a drop-down menu currently set to 'Yes'), Unit Id (with a selection icon), and Deposit Slip Number. At the bottom of the window, there are 'Ok' and 'Cancel' buttons.

Specify the following details:

#### Project Name

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

#### Unit Payment

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

#### **Unit ID**

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

#### **Deposit Slip Number**

Specify the deposit slip number for the payment.

Click save icon button to go to the next stage. The authorization process is similar to cash deposit.

---

#### **Note**

- You have to click on 'Pickup' button after specifying account number and transaction amount. If you save the transaction without clicking on 'Pickup', then the system displays an error message as "Please click on pickup before save".
  - After clicking on 'Pickup' button, if you modify the transaction account, transaction currency, transaction amount or exchange rate then you will have to click on 'Pickup' again.
  - You can click on the OK button after specifying the data in the denomination, charge, MIS, UDF, and project details button for the data to persist. If you close the screen or click on 'Cancel' button after specifying the data, then the data will not persist.
- 

### **8.3.6 Cash Withdrawal in Two Step Processing**

During two step processing, the two step role needs to be defined at workflow level.

#### **Role of Teller**

The customer approaches the teller for cash withdrawal. The teller collects the details from the customer and maintains the details like transaction account and transaction amount, and clicks on 'Pickup' button and generates the advice by clicking 'Generate' button. It is not mandatory for the teller to specify the denomination as cash is handed over to customer by the cashier. The system validates the total denomination amount with cash amount and does not update the till of the teller irrespective of till being open or closed. The accounting entries are passed at this stage. It is not mandatory for the teller to open the till at step 1.

The teller role is performed by CHWL.

#### **Accounting Entry:**

Dr Customer A/C	Txn amount + Charges
Cr Misc-credit GL	Txn amount
Cr Intermediary GL	Charges

#### **Role of Cashier**

The cashier picks the transaction from the pending queue which is saved by the teller. The customer is then called by referring to the token number available in the transaction. The cashier checks whether the denomination button has got the values by confirming with the customer. If the data persist in the button, the cashier will cross check with the physical

denominations in hand. If respective denomination is not available then the cashier will make required changes in the denominations and click 'OK' and save the transaction. If the data is not available in the denominations tab, then the cashier should update the denomination details and save the record. The cashier's till gets updated and accounting entries are passed.

The cashier role is performed by CHW2.

**Accounting Entry:**

Dr Misc-Credit GL	Txn amount
Cr Cash GL	Txn amount
Dr Intermediary GL	Charges
Cr Income GL	Charges
Dr Income GL	Tax payable on Charge
Cr Tax payable GL	Tax payable on Charge

NSF is not applicable when the Charge debit account maintained under the charges tab is a GL.

---

**Note**

- You cannot delete the records in 1001 if the first step is completed by the teller.
  - Once the teller completes the transaction, it will be in the completed queue and the same record will be available in the pending queue of the cashier. The transaction can be reversed either by teller or cashier.
  - If the teller picks the transaction for reversal from the completed queue, then the number of pending records for the cashier will be reduced by one and the number of records in reversal queue gets added up by one for the teller.
  - If the cashier picks the transaction for reversal, then the completed queue of the teller gets reduced by one and adds the reversal queue of cashier by one.
  - If a token is in use, i.e. one step has been completed by the teller and awaiting for cashier to process, then if same token number is specified, the system displays an error message
- 

By default the cash deposit and cash withdrawal will follow the single screen approach.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.4 Transferring Cash

You can capture a cash transfer transaction through the 'Cash Transfer' screen. You can invoke this screen by typing '1405' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Cash Transfer Branch Date: 2008/03/31

External Reference Number  
Product  
Transaction Currency  
Transaction Amount \*  
Exchange Rate  
Related Customer  
Customer Name  
Tax ID  
Tax Detail 1

Account Branch  
Account Number  
Account Title  
Account Currency  
Account Amount  
Total Charge  
Narrative

Recalc

Currency Denomination Charge Details MIS UDF PC Details

Counterparty Details

Counterparty Name  
Counterparty Address 1  
Counterparty Address 2  
Counterparty Address 3  
Counterparty Bank Code  
Counterparty Account Number  
Counterparty Account Type  
Sender To Receiver Information1  
Sender To Receiver Information2  
Sender To Receiver Information3  
Clearing Network

Customer Name  
Customer Address 1  
Customer Address 2  
Customer Address 3  
Communication Mode  
Mobile  
E-mail  
Mobile Number /  
Email ID

Ok Exit

### 8.4.1 Specifying PC Details

You can capture the PC details under 'PC Details' tab.

#### **Counterparty Name**

Specify the name of the counterparty.

#### **Counterparty Address 1**

Specify the address 1 of the counterparty.

#### **Counterparty Address 2**

Specify the address 2 of the counterparty.

#### **Counterparty Address 3**

Specify the address 3 of the counterparty.

#### **Counterparty Bank Code**

Specify the counterparty bank code.

#### **Counterparty Account Number**

Specify the external counter party account number.

**Counterparty Account Type**

Select the counterparty account type from the drop-down list. Following are the options available in the drop-down list: 10 - Savings Bank

- 11 - Current Account
- 12 - Overdraft
- 13 - Cash Credit
- 14 - Loan Account
- 40 - NRE
- 50 - Cash
- 51 - Credit Card

**Sender To Receiver Information 1**

Specify the sender to receiver information 1.

**Sender To Receiver Information 2**

Specify the sender to receiver information 2.

**Sender To Receiver Information 3**

Specify the sender to receiver information 3.

**Clearing Network**

Specify the clearing network details.

**Customer Name**

Specify the customer name.

If transaction account has not been entered then you need to enter the walk-in customer name otherwise the system will default the customer name of the transaction account.

**Customer Address 1**

Specify the customer address 1.

If transaction account has not been entered then you need to enter the address 1 of the walk-in customer otherwise the system will default the customer address.

**Customer Address 2**

Specify the customer address 2.

If transaction account has not been entered then you need to enter the address 2 of the walk-in customer otherwise the system will default the customer address.

**Customer Address 3**

Specify the customer address 3.

If transaction account has not been entered then you need to enter the address 3 of the walk-in customer otherwise the system will default the customer address.

**Communication Mode**

Select the mode of communication to the customer to intimate about the beneficiary account credit. Following are the options available:

- Mobile
- E-mail

### Mobile Number/Email ID

Specify the mobile number or the e-mail ID based on the communication mode selected.

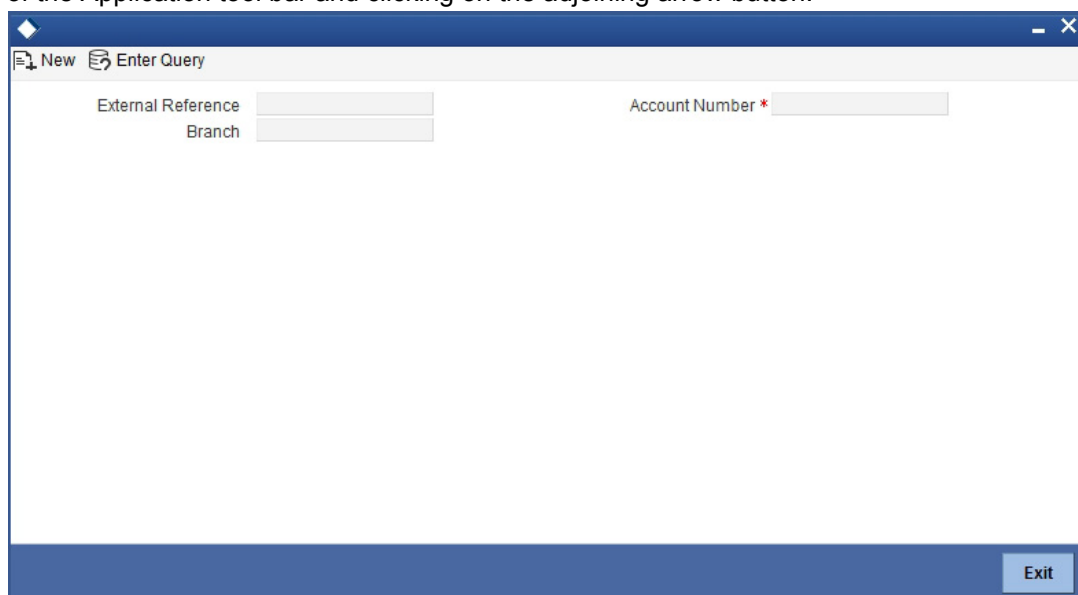
If transaction account has been entered then system will default the corresponding customer's mobile number or e-mail ID.

On authorization of this transaction, the system will automatically create the outgoing payment transaction in PC module for the amount of (Transaction amount – Total Charges). After this process, any operations on branch transaction or outgoing payment transaction will be handled independently.

*Refer the section titled 'Depositing Cash' for further details.*

## 8.5 Closing out Withdrawal by Cash

You can capture a close out withdrawal transaction through the 'Close Out Withdrawal by Cash' screen. You can invoke this screen by typing '1301' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:**Account Number**

Specify the account number that needs to be closed. The adjoining option list displays all the accounts maintained in the Host. You can select the appropriate account number.

### Account Branch

The current logged-in branch code is displayed here. However, you can modify it. Specify the branch where the customer account which needs to be closed resides.

### Account Description

The system displays a brief description on the selected account.

### Account Currency

The system displays the account currency here.

### Account Amount

The system displays the available amount in the account.

### Customer ID

The system displays the customer ID based on the account specified.



### **Narrative**

The system defaults 'Close Out Withdrawal by Cash' here. However you can modify this.

### **External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage.

---

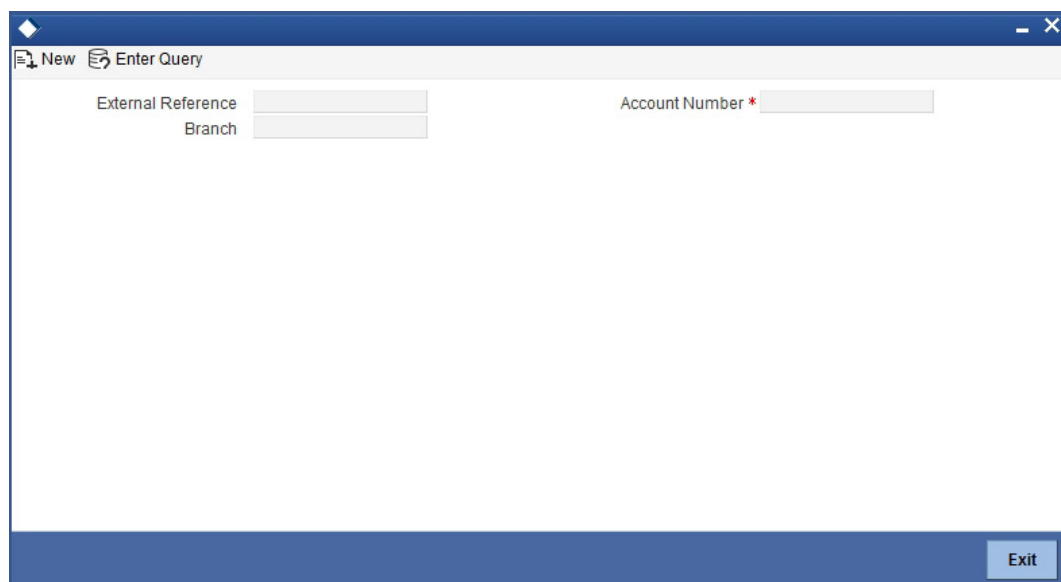
### **Note**

The Close out Withdrawal of Account transactions are processed without any change till the 'Branch Available' status is marked as 'Yes'. If the branch available status is 'No' or branch date is ahead of host date, the transactions are not allowed.

---

### **Enrichment stage - 1**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:



The screenshot shows a software window with a title bar containing a diamond icon and standard window controls. Below the title bar is a menu bar with 'New' and 'Enter Query' options. The main area of the window contains two input fields on the left labeled 'External Reference' and 'Branch', and one input field on the right labeled 'Account Number \*'. The 'Account Number' field has a red asterisk. At the bottom right of the window is an 'Exit' button.

In addition to the details, captured in the previous stage, the system defaults the following details:

### **Account Title**

The system displays a brief title for the chosen account.

### **Customer ID**

The system displays the customer ID based on the account specified.

### **Account Currency**

The system displays the account currency here.

### **Account Amount**

The system displays the net cash to be disbursed to the customer after deducting the applicable charges.

---

## Note

A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

---

### Enrichment stage - 2

The system displays the following screen on clicking the 'Proceed' button.

The screenshot shows a software window titled "LBL\_CL\_OUT\_WITH\_BY\_CASH". At the top, there are buttons for "New" and "Enter Query". Below this, there are several input fields arranged in two columns. The left column includes "Account Number", "Account Description", "Account Amount", "Customer", "Narrative", and "External Reference". The right column includes "Currency", "Total Charge", "Transaction Amount", and "Close Out Withdrawal E". Below these fields is a tabbed interface with four tabs: "Denomination", "Charges", "MIS", and "UDF". The "Denomination" tab is currently selected. Under this tab, there are input fields for "Currency Code" and "Preferred Denomination", a "Total" field, and a "Populate" button. Below the "Populate" button is a section titled "Denomination Details" which contains a table. The table has four columns: "Denomination Code", "Denomination Value", "Units", and "Total Amount". There is one row of data in the table. At the bottom of the window, there is a "Charges" section and an "Exit" button.

Denomination Code	Denomination Value	Units	Total Amount

In addition to the data defaulted from the previous stage, you can capture the following information here:

#### 8.5.0.1 Specifying Denomination Details

This block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

### 8.5.1 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' tab and invoke the following screen.

The screenshot shows a software window titled "LBL\_CL\_OUT\_WITH\_BY\_CASH". At the top, there are buttons for "New" and "Enter Query". Below these are input fields for "Account Number", "Account Description", "Account Amount", "Customer", "Narrative" (with the text "Close Out Withdrawal E" entered), and "External Reference". To the right of these are fields for "Currency", "Total Charge", and "Transaction Amount". Below the input fields is a tabbed interface with four tabs: "Denomination", "Charges" (which is selected and highlighted in blue), "MIS", and "UDF". At the bottom of the window, there is a blue bar with the word "Charges" on the left and an "Exit" button on the right.

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

### 8.5.2 Specifying the MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

This screenshot shows the same "LBL\_CL\_OUT\_WITH\_BY\_CASH" window, but with the "MIS" tab selected in the tabbed interface. The input fields at the top are the same. Below the tabs, the screen is divided into two sections: "Composite MIS" on the left and "Transaction MIS" on the right. Each section contains a vertical list of empty input fields. The "Charges" tab is still visible at the bottom left, and the "Exit" button is at the bottom right.

### 8.5.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Specify the following details.

#### Field Description

The system will display all the User-Defined Fields (UDF) maintained for the product.

#### Field Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.6 Exchanging Denominations

A customer may approach your bank to exchange currency denomination. That person may or may not be an actual bank customer (with a valid CIF or customer account). He or she may give you two notes of USD 50 each and ask for 10 notes of USD 10 each. This transaction involves only denomination exchange from your till. The total value in the till will remain the same. Hence there won't be any accounting entries for this exchange. However, the denomination count in the till will change and hence it needs to be updated. You can capture such a transaction through the 'Denomination Exchange' screen. You can invoke this screen by typing 'DENM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Branch Code**

The system displays the current logged-in branch code.

#### **Transaction Currency**

Specify the currency in which your customer wishes to exchange denominations. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

### **8.6.1 Specifying Denomination Details**

This block allows you to capture exact details of the denominations being exchanged.

#### **Currency Code**

Specify the currency in which the transaction is being performed. You can select the appropriate code from the adjoining option list.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### **Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### **Units**

Indicate the number of units of the specified denomination.

By default, a positive value is considered to be an inflow unit. To reverse this default behaviour and to enter the units for denominations going out, you can specify a negative value. The summation of the total amount should be zero.

If the total value is not zero, the system will display an error message.**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.7 Paying a Bill by Cash

This module allows you to undertake cash transactions for payments of all the utility bills. To enter into such transactions, you need to invoke the 'Bill Payment by Cash' screen. You can invoke this screen by typing '1025' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference	
Consumer Number	
Bill Date *	
Transaction Currency *	
Institution Id *	
Product	BPCH
Bill Number *	
Bill Currency *	
Bill Amount *	
Narrative	

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here.

### **Product Code**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

### **Consumer Number**

Specify the consumer number for the transaction.

### **Bill Number**

Specify the bill number here.

**Bill Date**

Specify the date on which the bill has been issued. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

**Bill Currency**

Specify the currency in which the bill should be paid. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Transaction Currency**

Specify the currency in which the payment is being made by your customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Institution Id**

Specify the unique ID corresponding to the institution towards which the bill payment is being made. You can select the appropriate code from the adjoining option list that displays all the institution codes maintained in the system.

**Bill Amount**

Specify the amount that should be paid towards the bill.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

In addition to the details defaulted from the previous stage, the following details are displayed:

### Exchange Rate

The system displays the exchange rate used to convert the bill amount in the bill currency to transaction currency. If the transaction currency is the same as the bill currency, the system will display the exchange rate as '1'.

### Charges

The system computes the charges applicable for the transaction and displays it here.

### Total Amount

The system displays the total amount inclusive of the bill amount and the charges.

---

#### Note

A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

---

### Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.



---

**Note**

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

### 8.7.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

### 8.7.2 Specifying Charge Details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot displays the 'Bill Payment by Cash' application window. The top bar contains 'New' and 'Enter Query' buttons. The main form is divided into two sections. The left section contains fields for 'External Reference', 'Consumer Number', 'Bill Date', 'Transaction Currency', 'Institution Id \*', 'Narrative', and 'Exchange Rate'. The right section contains fields for 'Product' (set to 'BPCH'), 'Bill Number \*', 'Bill Currency', 'Bill Amount \*', and 'Total Amount'. Below these fields is a tabbed interface with 'Denomination' and 'Charges' tabs. The 'Charges' tab is active, showing a 'Charge Details' section with a table. The table has columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. The table currently shows one row with empty input fields. At the bottom right of the window is an 'Exit' button.

*Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.*

## 8.8 Paying a Bill against Account

You can capture a bill payment transaction against account through the 'Bill Payment (Against Account)' screen. You can invoke this screen by typing '1075' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Product Code**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

#### **Bill Number**

Specify the bill number here.

#### **Consumer Number**

Specify the consumer number for the transaction.

#### **Bill Date**

Specify the date on which the bill has been issued. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

#### **Institution Id**

Specify the unique ID corresponding to the institution towards which the bill payment is being made. You can select the appropriate code from the adjoining option list that displays all the institution codes maintained in the system.

#### **Bill Currency**

Specify the currency in which the bill should be paid. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

#### **Bill Amount**

Specify the amount that should be paid towards the bill.

### Account Number

Specify the account number of the customer against which the bill should be paid. You can select the appropriate number from the adjoining option list that displays all the accounts maintained in the system.

### Account Branch

The branch where the chosen account resides is displayed here.

### Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

### Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Bill Payment Against Account

New Enter Query

External Reference  
Consumer Number  
Bill Date \*  
Bill Currency \*  
Account Number \*  
Account Branch  
Currency  
Exchange Rate  
Narrative

Product BPAT  
Institution Id \*  
Bill Number \*  
Bill Amount \*  
Total Charge  
Total Amount  
Account Title  
Customer  
Customer Name

Recalculate

Charges MIS UDF

Charge Details

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate

Go

Exit

In addition to the details defaulted from the previous stage, the system displays the following:

### Account Currency

The system displays the currency in which the chosen account is maintained.

### Customer ID

The system displays the customer ID based on the account specified.

### Account Title

The system displays a brief title for the chosen account.

**Exchange Rate**

The system displays the exchange rate used to convert the bill amount in bill currency to transaction amount in transaction currency. If the transaction currency is the same as the bill currency, the system will display the exchange rate as '1'.

**Total Charge**

The system computes the charges applicable for the transaction and displays it here.

**Total Amount**

The system displays the total amount inclusive of the bill amount and the charges.

**Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

**Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.

---

**Note**

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

**8.8.1 Specifying charge details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.*

**8.8.2 Specifying the MIS details**

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

*Refer the section titled 'Specifying the MIS details' under 'Depositing Cash' for further details.*

**8.8.3 Specifying the UDF details**

You can capture these details in the 'UDF' tab of the screen.

**Field Description**

The system will display all the User-Defined Fields (UDF) maintained for the product.

**Field Value**

Specify the value for the required UDFs.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.9 Requesting for Funds Transfer

You can transfer funds in a particular currency from one account to another using the 'Account to Account Transfer' screen. The funding account and the beneficiary account can be in different currencies and can belong to different branches.

You can invoke this screen by typing '1006' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "LBL\_1006" with a menu bar containing "New" and "Enter Query". The main area is divided into three sections. The first section, "LBL\_FROM\_AC\_DET", contains four input fields: "From Account Number \*" (with a red asterisk), "From Account Branch", "From Account Description", and "From Account Amount \*" (with a red asterisk). The second section, "LBL\_TO\_AC\_DET", contains four input fields: "To Account Number \*" (with a red asterisk), "To Account Branch", "To Account Description", and "To Account Amount". The third section, "Additional Details", contains two input fields: "Narrative" and "External Reference". At the bottom right of the window are "Ok" and "Exit" buttons.

Here you can capture the following details:

### **From Account Details**

#### **From Account Number**

Specify the account that should be debited for the funds transfer. After specifying the account number, the system will display the From Account Branch and From Account Currency.

---

#### **Note**

In case of multiple accounts with the same account number, the system will display a list of account numbers with associated account branches. Choose the appropriate one.

---

#### **From Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

#### **From Account Description**

The system displays the description of the account number chosen.

#### **From Account Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

#### **From Account Amount**

Specify the transferable amount in the currency associated with the From Account.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

## **To Account Details**

### **To Account Number**

Specify the account that should be credited for the funds transfer from the adjoining option list..After specifying the account number, the system will display the To Account Branch and To Account Currency. In case of multiple accounts with the same account number, the system will display a list of account numbers with associated account branches. The list will display the inactive multicurrency account numbers as well. Choose the appropriate one. Inactive multicurrency account gets active on completion of the transactions.

---

#### **Note**

- If the transaction is reversed after authorization, then the account remains active.
  - If the transaction gets failed, then the account remains inactive.
- 

### **To Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

### **To Account Description**

The system displays the description of the account number chosen.

### **To Account Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

### **To Account Amount**

To Account Number is a read-only field displaying the transferable amount in the currency associated with the To Account.

## **Additional Details**

### **Narrative**

The system displays 'Funds Transfer from <From Account Number> to <To Account Number>'. Once you specify the 'From Account Number' and 'To Account Number', the system replaces the account numbers respectively.

Click the OK button to go to the next stage.

### **External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic. The Host system identifies a branch transaction with the external reference number.

## Enrichment stage

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays the LBL\_1006 window with the following sections:

- LBL\_FROM\_AC\_DET**: Fields for From Account Number, From Account Branch, From Account Description, From Account Amount, and From Account Currency.
- LBL\_TO\_AC\_DET**: Fields for To Account Number, To Account Branch, To Account Description, To Account Amount, and To Account Currency.
- Additional Details**: Fields for Narrative, External Reference, Product (set to FTRQ), Customer ID, Customer Name, and Exchange Rate.
- Summary**: Fields for Total Charge and Total From Account Amount, with a Recalculate button.
- Navigation**: Tabs for Charges, MIS, UDF, and Project Details.
- Charge Details**: A table with columns for Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. It shows 1 of 1 records.
- Buttons**: Ok and Exit buttons at the bottom right.

In addition to the information defaulted from the previous stage, the following details are displayed here:

### From Account Currency

The currency in which the 'From Account' is maintained is displayed.

### Customer ID

The system displays the customer ID based on the account specified.

### Exchange Rate

The system displays the exchange rate used to convert the from account currency into to account currency. If the from account currency is the same as the to account currency, the system will display the exchange rate as '1'.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### To Amount

Specify the amount that should be credited to the account.

## Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.

---

### Note

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

## 8.9.1 Specifying charge details

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.*

## 8.9.2 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays the LBL\_1006 form with the following sections:

- LBL\_FROM\_AC\_DET**: Fields for From Account Number, From Account Description, From Account Currency, From Account Branch, and From Account Amount.
- LBL\_TO\_AC\_DET**: Fields for To Account Number, To Account Description, To Account Currency, To Account Branch, and To Account Amount.
- Additional Details**: Fields for Narrative, External Reference, Product (set to FTRQ), Customer ID, Customer Name, Exchange Rate, Total Charge, and Total From Account Amount. A **Recalculate** button is located next to the Total From Account Amount field.
- Charges**: A tabbed interface with **MIS** selected, and other tabs for UDF and Project Details.
- Composite MIS** and **Transaction MIS**: Two large table areas for data entry.
- Buttons**: **Ok** and **Exit** buttons at the bottom right.

*Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.*



### 8.9.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot displays the LBL\_1006 form with the 'UDF' tab selected. The form is divided into several sections for data entry:

- LBL\_FROM\_AC\_DET**: Fields for From Account Number, From Account Branch, From Account Description, From Account Amount, and From Account Currency.
- LBL\_TO\_AC\_DET**: Fields for To Account Number, To Account Branch, To Account Description, To Account Amount, and To Account Currency.
- Additional Details**: Fields for Narrative, External Reference, Product (pre-filled with 'FTRQ'), Customer ID, Customer Name, Exchange Rate, Total Charge, and Total From Account Amount. A 'Recalculate' button is located next to the Total From Account Amount field.

At the bottom, a tabbed interface shows 'Charges', 'MIS', 'UDF' (selected), and 'Project Details'. Below the tabs is a 'UDF Details' section with a table header:

Field Name	Field Value

The bottom of the form features 'Ok' and 'Exit' buttons.

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

## 8.9.4 Specifying Project Details

You can capture project details under 'Project Details' tab. Note that this tab will be applicable only if the funds are being transferred to a Trust account.

The screenshot shows the LBL\_1006 form with the 'Project Details' tab selected. The form is divided into several sections:

- LBL\_FROM\_AC\_DET**: Fields for From Account Number, From Account Description, From Account Currency, From Account Branch, and From Account Amount.
- LBL\_TO\_AC\_DET**: Fields for To Account Number, To Account Description, To Account Currency, To Account Branch, and To Account Amount.
- Additional Details**: Fields for Narrative, External Reference, Product (set to FTRQ), Customer ID, Customer Name, Exchange Rate, Total Charge, and Total From Account Amount. A 'Recalculate' button is next to the Total From Account Amount field.
- Project Details**: Fields for Project Name, Unit Payment (a drop-down menu showing 'Yes'), Unit ID, and Deposit Slip Number.

At the bottom of the form, there are 'Ok' and 'Exit' buttons.

Specify the following details:

### Project Name

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

### Unit Payment

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

### Unit ID

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

### Deposit Slip Number

Specify the deposit slip number for the payment.

Click save icon to save the transaction. On saving, the system checks whether the accounts mentioned in the 'from' and 'to' leg of the transaction belong to the same netting group or not. If they belong to the same netting group, the entries will not be posted. Instead the transaction will be logged for the netting batch. On authorisation, the transaction will be made available

for the netting batch if logged for netting batch. The rest of the authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.10 Making a Stop Payment

Based on a customer's request, you can stop a cheque drawn on an account maintained in your bank. You can capture such a transaction through the 'Stop Payment' screen. You can invoke this screen by typing '1056' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Stop Payment' application window. It features a title bar with a diamond icon and the text 'Stop Payment'. Below the title bar is a menu bar with 'New' and 'Enter Query' options. The main area contains two columns of input fields. The left column includes: 'External Reference', 'Account Number \*', 'Stop Payment Type' (a dropdown menu showing 'Amount'), 'Start Cheque Number', 'Effective Date \*', 'Narrative', and 'Account Title'. The right column includes: 'Branch', 'End Cheque Number', 'Amount', 'Expiry Date', and 'Currency \*'. At the bottom right of the window is an 'Exit' button.

Here you can capture the following details:

### **External Reference Number**

The system generates and displays a reference number for the transaction as soon as the screen is invoked.

### **Branch**

The system displays the branch code where the chosen account resides.

### **Account Number**

Specify the account on which the stop payment needs to be imposed. You can select the appropriate number from the adjoining option list that displays all the accounts maintained in the system.

### **Stop Payment Type**

Specify whether the stop payment is on the amount of a cheque or a cheque drawn on an account. The drop-down list displays the following values:

- Amount
- Cheque

Select the appropriate one.

### **Start Cheque Number**

In case of a stop payment on a cheque, you need to specify the cheque number of the first leaf.

## End Cheque Number

In case of a stop payment on a cheque, you need to specify the cheque number of the last leaf.

---

### Note

The above two fields are applicable in cases wherein the customer has lost a cheque book. So in order to prevent misuse, you can capture the cheque numbers of the lost cheque book and impose a stop payment on all cheques in that book.

---

## Effective Date

Specify the date from which you wish to impose the stop payment. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

## Expiry Date

Specify the date until which the stop payment needs to be active. The adjoining button when clicked invokes a calendar in which you need to double-click on the appropriate date. The chosen date will then be seen in the 'YYYYMMDD' format.

## Amount

Specify the amount based on which you wish to impose a stop payment. This field is applicable only if the 'Stop Payment Type' is specified as 'Amount'.

## Narrative

You may enter remarks about the transaction here. This is a free format text field.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Field	Field
External Reference	Branch
Account Number *	End Cheque Number
Stop Payment Type (Amount)	Amount
Start Cheque Number	Expiry Date
Effective Date *	Currency *
Narrative	
Account Title	

In addition to the details defaulted from the previous stage, you can view the following details:

## Account Title

The system displays a brief title for the chosen account.

### Account Currency

The system displays the currency in which the account is maintained.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

## 8.10.1 Specifying Charge Details

You can specify charge details under the 'Charge Details' tab. You can specify the following details here:

### Charge Components

Specify the charge component name.

### Waiver

Check this box to indicate that charge is waived.

### Charge Amount

The system displays the computed charge amount.

### Currency

The system displays the charge currency.

### Charge in Local Currency

Specify the charge in local currency.

### Exchange Rate

The system displays the exchange rate if the transaction currency and account currency are different.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.11 Selling Foreign Exchange to a Walk-in Customer

You can sell a foreign currency to a walk-in customer in return for the equivalent amount in another currency. To achieve this you need to invoke the 'FX Sale (Walk-in)' screen by typing '8203' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

FX Sale (Walk in)

New Enter Query

External Reference		Product	FXSW
Currency Sold *		Passport/IC Number	
Beneficiary Name		Narrative	
Beneficiary Address		Currency Received *	
Amount Sold *			

Exit

Here you can capture the following details:

**Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Currency Sold**

Specify the currency that you are selling to the customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Amount Sold**

Specify the amount that is being sold in the sold currency.

**Currency Received**

Specify the currency that you have received from the customer in return for the currency sold. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Narrative**

Here, you can enter your remarks pertaining to the transaction.

**Beneficiary Name**

Here, you can capture the beneficiary customer's name.

**Passport/IC No**

Here, you can enter the passport or other unique identification number of the beneficiary.

**Beneficiary Address**

Here, you can capture the address of the beneficiary customer.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays the 'FX Sale (Walk in)' application window. It features a top navigation bar with 'New' and 'Enter Query' buttons. The main form is divided into two columns of input fields. The left column includes 'External Reference', 'Currency Sold', 'Currency Received', 'Currency Received Rate', 'Beneficiary Name', and 'Beneficiary Address'. The right column includes 'Product' (set to 'FXSW'), 'Amount Sold \*', 'Charges', 'Amount Received', 'Passport/IC Number', 'Narrative', and 'Net Amount'. A 'Recalculate' button is located below the right column. Below these fields is a tabbed interface with tabs for 'Denomination', 'FX Denomination Details', 'Charges', 'MIS', and 'UDF'. The 'Denomination' tab is active, showing 'Currency Code', 'Preferred Denomination', and a 'Calculate' button. To the right of this is a 'Total' field with a 'Clear' button. Below the tabs is a 'Denomination Details' section with a table. The table has columns for 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The table shows one row with empty input fields. At the bottom right of the window is an 'Exit' button.

In addition to the details defaulted from the previous stage, you can view the following details:

### Currency Received Rate

The system displays the exchange rate to be used for the foreign exchange sale.

### Charges

The system displays the charge to be levied on the customer for the transaction.

### Amount Received

Based on the exchange rate and amount bought, the system computes and displays the amount that needs to be received from the customer in the received currency.

## 8.11.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

### 8.11.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot shows the 'FX Sale (Walk in)' application window. The top section contains input fields for 'External Reference', 'Currency Sold', 'Currency Received', 'Currency Received Rate', 'Beneficiary Name', and 'Beneficiary Address'. To the right, there are fields for 'Product' (set to 'FXSW'), 'Amount Sold \*', 'Charges', 'Amount Received', 'Passport/IC Number', 'Narrative', and 'Net Amount'. A 'Recalculate' button is located below these fields. Below the input fields is a tabbed interface with tabs for 'Denomination', 'FX Denomination Details', 'Charges' (which is selected), 'MIS', and 'UDF'. The 'Charge Details' section below the tabs shows a table with columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. The table is currently empty. At the bottom right of the window is an 'Exit' button.

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

### 8.11.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'FX Sale (Walk in)' application window with the 'MIS' tab selected. The top section contains the same input fields as the previous screenshot. Below the tabs, the 'Composite MIS' and 'Transaction MIS' sections are visible, each containing a table with multiple rows for data entry. The 'Exit' button is at the bottom right.

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.



#### 8.11.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows the 'FX Sale (Walk in)' application window. The window has a title bar with a diamond icon and the text 'FX Sale (Walk in)'. Below the title bar is a menu bar with 'New' and 'Enter Query' options. The main area is divided into two columns of input fields. The left column contains: 'External Reference', 'Currency Sold', 'Currency Received', 'Currency Received Rate', 'Beneficiary Name', and 'Beneficiary Address'. The right column contains: 'Product' (with a dropdown menu showing 'FXSW'), 'Amount Sold \*', 'Charges', 'Amount Received', 'Passport/IC Number', 'Narrative', and 'Net Amount'. Below these fields is a 'Recalculate' button. At the bottom of the main area is a tab bar with 'Denomination', 'FX Denomination Details', 'Charges', 'MIS', and 'UDF' (which is currently selected). Below the tab bar is a section titled 'UDF Details' which contains a table with two columns: 'Field Name' and 'Field Value'. The table has one row with empty input fields. At the bottom right of the window is an 'Exit' button.

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

#### 8.12 Purchasing Foreign Exchange from a Walk-in Customer

You can buy a foreign currency from a walk-in customer in return for the equivalent amount in another currency. To achieve this you need to invoke the 'FX Purchase (Walk-in)' screen

by typing '8004' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

FX Purchase (Walk in)

New Enter Query

External Reference

Currency Bought \*

Beneficiary Name

Beneficiary Address

Amount Bought \*

Product FXPW

Passport/IC Number

Narrative

Currency Paid \*

Exit

Here you can capture the following details:

#### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Currency Bought**

Specify the currency that you have received from the customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

#### **Amount Bought**

Specify the amount that is being purchased in the bought currency.

#### **Currency Paid**

Specify the currency that you are paying the customer in return for the currency bought. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

#### **Narrative**

Here, you can enter your remarks pertaining to the transaction.

#### **Beneficiary Name**

Here, you can capture the beneficiary customer's name.

#### **Passport/IC No**

Here, you can enter the passport or other identification number of the beneficiary.

#### **Beneficiary Address**

Here, you can capture the address of the beneficiary customer. Click save icon button to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**FX Purchase (Walk in)**

New Enter Query

External Reference  
Currency Bought  
Currency Paid  
Transaction Currency Rate  
Beneficiary Name  
Beneficiary Address

Product: FXPW  
Amount Bought \*  
Charges  
Narrative  
Amount Paid  
Passport/IC Number

Recalculate

Denomination | FX Denomination Details | Charges | MIS | UDF

Currency Code  
Preferred Denomination

Total

Populate Clear

**Denomination Details**

1 Of 1 Go

Denomination Code	Denomination Value	Units	Total Amount

Exit

In addition to the details defaulted from the previous stage, you can view the following details:

### Transaction Currency Rate

The system displays the exchange rate to be used for the foreign exchange purchase.

### Charges

The system displays the charge to be levied on the customer for the transaction.

### Amount Paid

Based on the exchange rate and amount bought, the system computes and displays the amount that needs to be paid to the customer in the paid currency.

## 8.12.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.*

### 8.12.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot shows the 'FX Purchase (Walk in)' form. The 'Charges' tab is selected in the navigation bar. The form contains several input fields for charge details, including 'External Reference', 'Currency Bought', 'Currency Paid', 'Transaction Currency Rate', 'Beneficiary Name', 'Beneficiary Address', 'Product' (set to FXPW), 'Amount Bought \*', 'Charges', 'Narrative', 'Amount Paid', and 'Passport/IC Number'. A 'Recalculate' button is located below the 'Passport/IC Number' field. The 'Charge Details' section at the bottom shows a table with columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. The table is currently empty, showing '1 Of 1' records. An 'Exit' button is at the bottom right.

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

### 8.12.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'FX Purchase (Walk in)' form with the 'MIS' tab selected. The form contains the same input fields as the previous screen. The 'MIS' section at the bottom is divided into two columns: 'Composite MIS' and 'Transaction MIS'. Each column contains a list of input fields for capturing MIS details. An 'Exit' button is at the bottom right.

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.

### 8.12.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

FX Purchase (Walk in)

New Enter Query

External Reference  
Currency Bought  
Currency Paid  
Transaction Currency Rate  
Beneficiary Name  
Beneficiary Address

Product: FXPW  
Amount Bought \*  
Charges  
Narrative  
Amount Paid  
Passport/IC Number

Recalculate

Denomination FX Denomination Details Charges MIS UDF

UDF Details

Field Name	Field Value

Exit

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 8.13 Purchasing FX against Account

Oracle FLEXCUBE facilitates purchase of foreign currency from the branch using CASA account. While purchasing, you can maintain denomination details for the foreign currency amount. On completion of the transaction successfully, the system generates an advice for the same.

You can generate the details from the purchase of foreign currency by crediting CASA account using 'FX Purchase against Account' screen. You can invoke 'FX Purchase against

Account' screen by typing '8207' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference		Product	FXPA
FX Currency *		Branch	
Beneficiary Name		Account Branch	
Beneficiary Address		Passport/IC Number	
		Narrative	
		Account *	
FX Amount *		Account Description	
		Account Currency	

You can maintain the following parameters here:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **FX Currency**

Specify a valid currency purchased by the customer from the adjoining option list. The option list displays list of foreign currencies maintained by the bank.

#### **Beneficiary Name**

Specify the name of the beneficiary customer.

#### **Beneficiary Address**

Specify the address of the beneficiary customer which should appear in the advice.

#### **FX Amount**

Specify the amount of the foreign currency purchased by the customer.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

#### **Product**

The system displays the code of the retail teller product maintained in the system that will be used for processing the transaction.

#### **Branch Code**

The system displays the branch code of the current branch here.

**Account Branch**

The system displays the branch code of the branch to which the specified customer account belongs.

**Passport/IC Number**

Specify the passport or unique identification number of the beneficiary.

**Narrative**

Specify additional remarks pertaining to the transaction, if any.

**Account**

Specify a valid CASA account to be debited for the FX sale from the adjoining option list. The option list displays the customer accounts maintained in the system. The list will display the inactive multicurrency account numbers as well. Choose the appropriate one. Inactive multicurrency account gets active on completion of the transactions.

---

**Note**

- If the transaction is reversed after authorization, then the account remains active.
  - If the transaction gets failed, then the account remains inactive.
- 

**Account Description**

Specify the description of the specified customer account.

**Account Currency**

Currency of the specified customer account is defaulted here.

Click save icon button to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found right, the system generates the FX purchase details based on the input data and displays the following screen.

The screenshot shows a software window titled "New Enter Query". It contains two columns of input fields. The left column includes: External Reference, FX Currency \*, Currency Rate, Beneficiary Name, Account \*, Account Description, Account Currency, Account Branch, and Beneficiary Address. The right column includes: Product (set to FXPA), FX Amount \*, Charges, Amount, Passport/IC Number, Narrative, and Net Amount. A "Recalculate" button is located below the right column. Below these columns is a tabbed interface with tabs for "Denomination", "Charges", "MIS", and "UDF". The "Denomination" tab is active, showing fields for Currency Code, Preferred Denomination, and a "Populate" button. To the right of these fields is a "Total" field with a "Clear" button. Below the tabs is a "Denomination Details" section with a table. The table has columns: Denomination Code, Denomination Value, Units, and Total Amount. The first row of the table is populated with values. At the bottom right of the window is an "Exit" button.

In addition to the parameters defaulted from the previous stage, you can maintain the following:

### Currency Rate

The current exchange rate of the currency is defaulted here.

### Charges

The charge amount in account currency, if any, associated with the retail teller product FXSP is defaulted here.

### Amount

The actual amount equivalent to the foreign currency which is credited to the customer account is defaulted here.

### Net Amount

Sum of the actual amount credited and the charges in account currency is defaulted here.

### Recalculate

Click the 'Recalculate' button to recalculate the amount after modifications to values, if any.

## 8.13.1 FX Denomination Details Tab

You can maintain currency denominations involved in the actual FX currency purchased.



Refer the section titled 'Specifying Denomination Details' under 'Depositing Cash' for further details.

### 8.13.2 Charges Tab

You can maintain the charge related details of the transaction. Click on the 'Charges' tab to invoke the following screen:

Refer the section titled 'Specifying Charge Details' under 'Depositing Cash' for further details.

### 8.13.3 MIS Tab

You can maintain the MIS related details of the transaction. Click on the 'MIS' tab to invoke the following screen:

Refer the section titled 'Specifying MIS Details' under 'Depositing Cash' for further details.

### 8.13.4 UDF Tab

You can capture the UDF related details of the transaction. Click on the 'UDF' tab to invoke the following screen.

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click 'Save' to save the transaction. The authorization process is similar to cash deposit.

Refer 'Authorization Stage' section under 'Depositing Cash' for further details.

## 8.14 Issuing a TT against Account

You can issue a Telegraphic Transfer drawn on your branch against an account through the 'TT Issue Against Account' screen. You can invoke this screen by typing '8318' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference	
TT Currency *	
TT Amount *	
Telegraphic Transfer Date *	
Payable Branch *	
Serial Number	
Beneficiary Name *	
Beneficiary Address	
Passport/IC Number	
Instrument Type	TTA
Instrument Status	INIT
Account Branch *	
Account Number *	
Bank code *	
Narrative	
Account Title	
Account Currency *	

When you invoke the screen, the External Reference Number is displayed.

You need to specify the following details:

**Bank Code**

Specify the clearing bank code for the transaction.

**Instrument Currency**

Specify the TT currency or select a currency for the TT from the list of values.

**Account Currency**

Specify the currency of the account or select the account currency from the list of values.

**Payable Branch**

Specify the branch where the transfer amount should be paid out.

**Account Number**

Specify the account number of the customer or select an account number from the list of values.

**TT Amount**

Specify the transfer amount.

**Banker's Cheque Date**

The date on which the instrument is issued is displayed here.

**Serial Number**

Specify the serial number printed on the TT.

**Passport/IC Number**

Specify the passport number or any unique identification number of the customer.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

Specify the name of the beneficiary of the TT.

**Beneficiary Address**

Specify the address of the beneficiary.

Click save icon to go to the next stage.

## Enrichment Stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed: T

The screenshot displays a software window titled "TT Issue against Account". At the top, there are buttons for "New" and "Enter Query". The main area is divided into two columns of input fields. The left column includes: External Reference, TT Currency, TT Amount \* (with a red asterisk), Instrument Number, Telegraphic Transfer Date, Payable Branch, Serial Number, Beneficiary Name \* (with a red asterisk), Beneficiary Address, and Passport/IC Number. The right column includes: Issuing Branch, Instrument Type, Instrument Status, Bank code, Transaction Branch, Account Number, Customer Name, Account Currency, Account Amount, Exchange Rate, Charges, and Narrative. A "Recalculate" button is located at the bottom right of the input fields. Below this is a tabbed interface with "Charges", "MIS", and "UDF" tabs. The "Charges" tab is active, showing a "Charge Details" section with a table. The table has columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table currently shows one row with empty input fields. At the bottom right of the window is an "Exit" button.

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency Rate

The system displays the exchange to be used for the transaction in case the transaction currency is different from the transfer currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

### 8.14.1 Specifying charge details

Click on the 'Charges' tab to capture charge related details.

The screenshot shows the 'TT Issue against Account' window. The 'Charges' tab is selected, displaying a form for entering charge details. The form is divided into two columns of input fields. The left column includes: External Reference, TT Currency, TT Amount (marked with a red asterisk), Instrument Number, Telegraphic Transfer Date, Payable Branch, Serial Number, Beneficiary Name (marked with a red asterisk), Beneficiary Address, and Passport/IC Number. The right column includes: Issuing Branch, Instrument Type, Instrument Status, Bank code, Transaction Branch, Account Number, Customer Name, Account Currency, Account Amount, Exchange Rate, Charges, and Narrative. A 'Recalculate' button is located at the bottom right of the form. Below the form, there is a 'Charge Details' section with a table. The table has columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table is currently empty. At the bottom right of the window is an 'Exit' button.

Refer the section titled 'Specifying the charge details' under 'Depositing Cash' for further details in this manual.

### 8.14.2 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

The screenshot shows the 'TT Issue against Account' window with the 'MIS' tab selected. The form for entering charge details is still visible in the background. The 'MIS' tab displays a 'Composite MIS' section with a table. The table has columns: Transaction MIS, and two empty columns. The table is currently empty. At the bottom right of the window is an 'Exit' button.

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details in this Manual.

### 8.14.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

**TT Issue against Account**

New Enter Query

External Reference		Issuing Branch	
TT Currency		Instrument Type	
TT Amount *		Instrument Status	
Instrument Number		Bank code	
Telegraphic Transfer Date		Transaction Branch	
Payable Branch		Account Number	
Serial Number		Customer Name	
Beneficiary Name *		Account Currency	
Beneficiary Address		Account Amount	
		Exchange Rate	
		Charges	
Passport/IC Number		Narrative	

Recalculate

Charges MIS **UDF**

**UDF Details**

1 Of 1 Go

Field Name	Field Value

Exit

Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.

## 8.15 Issuing a TT against GL

You can issue a Telegraphic Transfer against a GL account for your customer through the 'TT Issue against GL' screen. You can also invoke this screen by typing '8317' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TT Issue against GL

New Enter Query

External Reference

TT Currency \*

TT Amount \*

Bank code \*

Telegraphic Transfer Date \*

Narrative

Payable Branch \*

Serial Number

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

Instrument Type TTG

General Ledger Number \*

General Ledger Title

General Ledger Currency \*

Exit

On invoking this screen, the External Reference Number and the Instrument Type of the transaction are displayed.

You need to specify the following details:

### **Bank Code**

Specify the bank code or select a bank code from the list of values.

### **Instrument Currency**

Specify the TT currency or select a currency for the TT from the list of values.

### **Payable Branch**

Specify the branch where the transfer amount should be paid out.

### **General Ledger Number**

Specify the account number of the GL against which a TT is issued.

### **Account Title**

The system displays a brief title for the chosen account.

### **Banker's Cheque Date**

The date on which the instrument has been issued is displayed here.

### **TT Amount**

Specify the transfer amount.

### **Serial Number**

Specify the Serial number printed on the TT.

### **Passport/IC No**

Specify the customer's passport number or identification number.

**Narrative**

Specify description/remarks for the transaction. This is not mandatory.

**Beneficiary Name**

Specify the name of the beneficiary.

**Beneficiary Address**

Specify the address of the beneficiary.

Click save icon to move to the next stage.

**Enrichment Stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

The screenshot shows a software window titled "TT Issue against GL". It contains two main sections of input fields. The left section includes: External Reference, TT Currency, TT Amount \*, Instrument Number, Telegraphic Transfer Date, Payable Branch, Serial Number, Beneficiary Name \*, Beneficiary Address, and Passport/IC Number. The right section includes: Instrument Type, Bank code, General Ledger Number, General Ledger Currency, General Ledger Title, Exchange Rate, Charges, General Ledger Amount, and Narrative. A "Recalculate" button is located below the right section. Below these sections is a tabbed interface with "Charges", "MIS", and "UDF" tabs. The "Charges" tab is active, showing a "Charge Details" section with a table. The table has columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table currently shows one row with empty fields. At the bottom right of the window is an "Exit" button.

In this stage, the above screen is displayed with the following information:

**Txn Ccy Rate**

The system displays the transaction currency.

**Charges**

The system computes the charges applicable for the transaction and displays it here.

**TT Amount**

The system displays the TT amount.

**Total Amount**

The system displays the total amount of the transaction.

### 8.15.1 Specifying Charge Details

This block allows you to capture charge related details.

Refer the section titled 'Specifying the charge details' under 'Capturing a Cash Deposit' in this manual for further details.

### 8.15.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

The screenshot displays a software window titled "TT Issue against GL" with a standard Windows interface (minimize, maximize, close buttons). The window contains two main sections for data entry. The top section is divided into two columns of input fields. The left column includes: "External Reference", "TT Currency", "TT Amount \*", "Instrument Number", "Telegraphic Transfer Date", "Payable Branch", "Serial Number", "Beneficiary Name \*", "Beneficiary Address", and "Passport/IC Number". The right column includes: "Instrument Type", "Bank code", "General Ledger Number", "General Ledger Currency", "General Ledger Title", "Exchange Rate", "Charges", "General Ledger Amount", and "Narrative". A "Recalculate" button is located at the bottom right of the right column. Below these input fields is a horizontal bar with three tabs: "Charges", "MIS", and "UDF". The "MIS" tab is currently selected. Underneath the tabs, there are two side-by-side tables. The left table is titled "Composite MIS" and the right table is titled "Transaction MIS". Both tables have multiple empty rows for data entry. At the bottom right corner of the window, there is an "Exit" button.

Refer the section titled 'Specifying MIS details' under 'Capturing a Cash Deposit' in this manual for further details.



### 8.15.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a software window titled "TT Issue against GL". At the top, there are buttons for "New" and "Enter Query". The main area is divided into two columns of input fields. The left column includes: External Reference, TT Currency, TT Amount (marked with a red asterisk), Instrument Number, Telegraphic Transfer Date, Payable Branch, Serial Number, Beneficiary Name (marked with a red asterisk), Beneficiary Address, and Passport/IC Number. The right column includes: Instrument Type, Bank code, General Ledger Number, General Ledger Currency, General Ledger Title, Exchange Rate, Charges, General Ledger Amount, and Narrative. A "Recalculate" button is located below the Narrative field. Below the input fields is a tabbed interface with three tabs: "Charges", "MIS", and "UDF". The "UDF" tab is currently selected. Under the "UDF" tab, there is a section titled "UDF Details" which contains a table with two columns: "Field Name" and "Field Value". The table has one row with empty input fields. At the bottom right of the window is an "Exit" button.

*Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.*

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.16 Issuing a TT to a Walk-in Customer

You can issue a Telegraphic Transfer to any walk-in customer through the 'TT Issue (Walk-In)' screen. You can invoke this screen by typing '8316' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TT Issue against Walk in

New Enter Query

External Reference

TT Currency \*

TT Amount \*

Telegraphic Transfer Date \*

Payable Branch \*

MICR Number

Beneficiary Name \*

Beneficiary Address

Passport/IC Number

Instrument Type TTW

Bank code \*

Transaction Currency \*

Narrative

Exit

When you invoke the screen, the External Reference Number and instrument type of the transaction are displayed.

You need to specify the following details:

### **Bank Code**

Specify the clearing bank code for the transaction.

### **Instrument Currency**

Specify the currency in which the TT is being issued.

### **Payable Branch**

Specify the branch where the TT amount should be paid out.

### **Transaction Currency**

Specify the currency in which the customer is making the payment.

### **Demand Draft Amount**

Specify the amount for which the TT needs to be drawn in the transfer currency.

### **Banker's Cheque Date**

The date on which the instrument has been issued is displayed here.

### **MICR Number**

Specify the MICR number of the instrument.

### **Narrative**

Here, you can enter remarks pertaining to the transaction.

### **Beneficiary Name**

Specify the name of the beneficiary in whose favor the telegraphic transfer is done.

### Passport/IC Number

Specify the passport number or any unique identification number of the walk-in customer.

### Beneficiary Address

Specify the address of the beneficiary in whose favor the telegraphic transfer is done.

Click save icon to go to the next stage.

### Enrichment Stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

TT Issue against Walk in

New Enter Query

External Reference  
TT Currency  
TT Amount \*  
Telegraphic Transfer Date  
Instrument Number  
Payable Branch  
MICR Number  
Beneficiary Name \*  
Beneficiary Address  
Passport/IC Number

Instrument Type TTW  
Bank code  
Transaction currency  
Exchange Rate  
Charges  
Total Amount  
Narrative  
Recalculate

Currency Denominations Charges MIS UDF

Currency Code  
Preferred Denomination  
Populate

Total  
Clear

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
-------------------	--------------------	-------	--------------

Exit

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency Rate

The system displays the exchange to be used for the transaction in case the transaction currency is different from the transfer currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

### Total Amount

The system computes the total amount to be paid by the walk-in customer by adding the charge amount to the TT amount.

### 8.16.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Depositing Cash' in this manual for further details.*

### 8.16.2 Specifying charge details

Click on the 'Charges' tab to capture charge related details.

*Refer the section titled 'Specifying the charge details' under 'Depositing Cash' in this manual for further details.*

### 8.16.3 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

*Refer the section titled 'Specifying MIS details' under 'Depositing Cash' in this manual for further details.*

### 8.16.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

*Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.*

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.17 Liquidating a TT against GL

You can liquidate a telegraphic transfer drawn on your branch against a GL through the 'TT Liquidation Against GL' screen. You can invoke this screen by typing '8320' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TT Liquidation against GL

New Enter Query

External Reference

Issuing Branch \*

Instrument Number \*

Exit

On invoking this screen, the External Reference Number of the transaction is displayed.

You need to specify the following details:

### Instrument Number

Specify the instrument number of the TT that needs to be liquidated.

### Issue Branch

The branch where the TT has been issued is displayed based on the instrument number specified.

Click save icon to go to the next stage.

### Enrichment Stage

On clicking save icon, the system validates the branch code and instrument number specified. The following screen will be displayed:

TT Liquidation against GL

New Enter Query

External Reference		Bank Code	
Instrument type	TTG	General Ledger Number	
Branch		Instrument Number	
Instrument Status	Payment	Issue Date	
Narrative		TT Amount	
Payable Branch		General Ledger Currency	
Beneficiary Name		Telegraphic Transfer Date	
Beneficiary Address			
Passport/LC Number			

Exit

You can capture the following information:

### Bank Code

The bank code of the clearing bank is displayed here.

### Payable Branch

The system displays the current branch code (where the transaction is being captured).

### Liquidation Type

System displays the instrument maintenance in host that will be used for this transaction.

### Liquidation Mode

This indicates the mode of liquidation of the TT transaction. You can select the mode of liquidation to any of the values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel

**GL Currency**

The GL currency is defaulted to the instrument currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**Liquidation Date**

The system displays the date on which the transaction is posted.

**GL account no**

Specify the GL into which the amount should be liquidated.

**Instrument Currency**

Displays the currency in which the instrument was issued.

**TT Status**

The system displays the last event that has been triggered for the transaction. This corresponds to the status of the instrument.

**Issue Date**

The system displays the date on which the TT was issued.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Passport/IC No**

The passport number or a unique identification number of the customer is displayed here.

**Narrative**

The remarks associated with the transaction are displayed here.

## 8.17.1 Specifying charge details

This block allows you to capture charge related details.

TT Liquidation against GL

New Enter Query

External Reference  
Instrument type TTG  
Branch  
Instrument Status Payment  
Narrative  
Payable Branch  
Beneficiary Name  
Beneficiary Address  
Passport/LC Number

Bank Code  
Transaction Branch  
General Ledger Number  
Instrument Number  
Issue Date  
TT Amount  
Exchange Rate  
General Ledger Currency  
Telegraphic Transfer Date  
Account Amount  
Charges

Recalculate

Charges MIS UDF

Charge Details

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
-------------------	--------	----------	---------------	--------------------------	---------------

Exit

Refer the section titled 'Specifying the charge details' under 'Depositing Cash' in this manual.

## 8.17.2 Specifying MIS details

This block allows you to capture details pertaining to MIS.

TT Liquidation against GL

New Enter Query

External Reference  
Instrument type TTG  
Branch  
Instrument Status Payment  
Narrative  
Payable Branch  
Beneficiary Name  
Beneficiary Address  
Passport/LC Number

Bank Code  
Transaction Branch  
General Ledger Number  
Instrument Number  
Issue Date  
TT Amount  
Exchange Rate  
General Ledger Currency  
Telegraphic Transfer Date  
Account Amount  
Charges

Recalculate

Charges MIS UDF

Composite MIS

Transaction MIS
-----------------

Exit

Refer the section titled 'Specifying the MIS details' under 'Depositing Cash' in this manual.

### 8.17.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a software window titled "TT Liquidation against GL". At the top, there are buttons for "New" and "Enter Query". Below this, the form is divided into two columns of input fields. The left column includes: External Reference, Instrument type (set to "TTG"), Branch, Instrument Status (set to "Payment"), Narrative, Payable Branch, Beneficiary Name, Beneficiary Address, and Passport/LC Number. The right column includes: Bank Code, Transaction Branch, General Ledger Number, Instrument Number, Issue Date, TT Amount, Exchange Rate, General Ledger Currency, Telegraphic Transfer Date, Account Amount, and Charges. A "Recalculate" button is located below the "Charges" field. Below the input fields is a tabbed interface with three tabs: "Charges", "MIS", and "UDF". The "UDF" tab is currently selected. Under the "UDF" tab, there is a section titled "UDF Details" which contains a table with two columns: "Field Name" and "Field Value". The table has one row with empty input fields for each column. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying UDF details' under 'Depositing Cash' for further details in this manual.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

Refer the corresponding section under 'Depositing Cash' for further details.



## 8.18 Liquidating a TT against Account

You can liquidate a TT against an account through the 'TT Liquidation Against Account' screen. You can invoke this screen by typing '8321' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "TT Liquidation against GL". The window has a standard Windows-style title bar with a diamond icon and minimize/maximize/close buttons. Below the title bar is a menu bar with two items: "New" and "Enter Query". The main content area is white and contains two input fields. The first field is labeled "External Reference" and is empty. Below it is another field labeled "Issuing Branch \*", which is also empty. To the right of the "External Reference" field is another input field labeled "Instrument Number \*", which is also empty. In the bottom right corner of the window, there is a blue button labeled "Exit".

On invoking this screen, the External Reference Number of the transaction is displayed.

You need to specify the following details:

### **Issue Branch**

The branch where the TT has been issued is displayed based on the instrument number specified. However, you can also select the branch of issue from the adjoining option list.

### **Instrument Number**

Specify the instrument number of the TT that needs to be liquidated.

Click save icon to go to the next stage.

## Enrichment Stage

On clicking save icon, the system validates the branch code and instrument number specified. The following screen will be displayed:

Field	Value
External Reference	
Instrument type	TTA
Branch	
Instrument Status	Payment
Narrative	
Telegraphic Transfer Date	
Payable Branch	
TT Status	
Beneficiary Name	
Beneficiary Address	
Passport/IC Number	
Clearing Bank Code	
Transaction Branch	
Account Number	
Instrument Number	
Issue Date	
TT Currency	
TT Amount	
Account Currency	

### Bank Code

The clearing bank code is displayed here.

### Payable Branch

The branch where the TT has to be liquidated is displayed here.

### Liquidation Mode

Specify the liquidation mode. You can choose any of the following values available in the drop-down list:

- Payment
- Refund
- Cancel

### TT Status

The system displays the last event that has been triggered for the transaction. This corresponds to the status of the instrument.

### Liquidation Type

System displays the instrument maintenance in host that will be used for this transaction.

### Account Currency

The currency of the chosen account is displayed here.

### TT Currency

Specify the TT currency or select a currency for the TT from the list of values.

### TT Amount

The system displays the TT amount.

### Liquidation Date

The system displays the date on which the transaction is posted.

### Issue Date

The system displays the date on which the TT was issued.

**Account Number**

Specify the account into which the TT should be liquidated.

**Account Branch**

The branch to which the account belongs is displayed here.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Passport / IC No**

The passport number or a unique identification number of the customer is displayed here.

**Narrative**

You can enter remarks for the transaction.

Specifying charge details

This block allows you to capture charge related details.

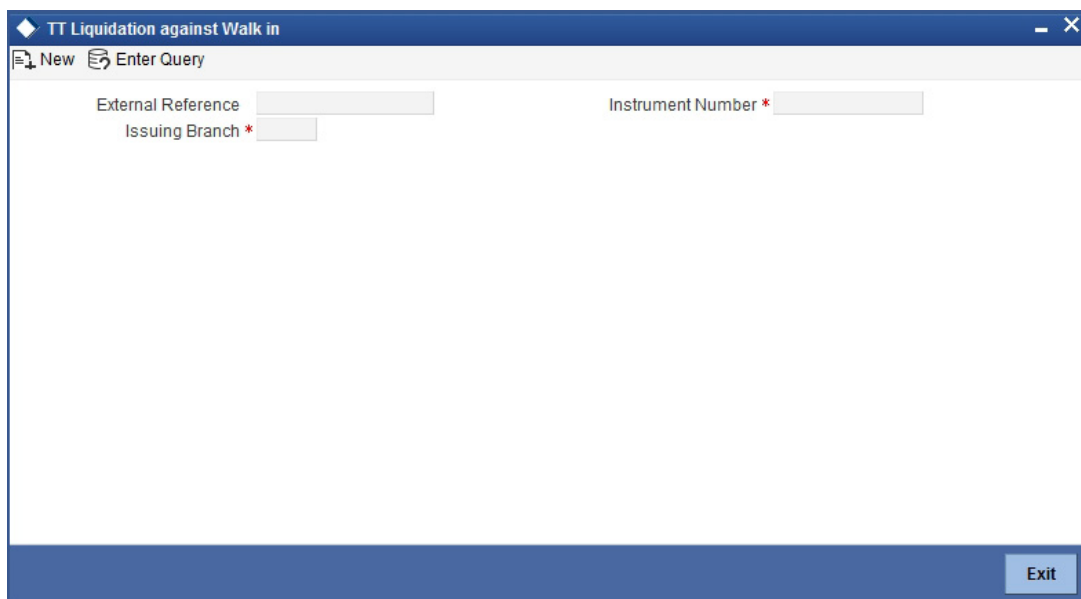
*Refer the section titled 'Specifying the charge details' under 'Depositing Cash' in this manual..*

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.19 Liquidating a TT for a Walk-in Customer

You can liquidate a Telegraphic Transfer for a walk-in customer and give the customer an equivalent amount in cash. In order to capture such a transaction, invoke the 'TT Liquidation (Walk-In)' screen. You can invoke this screen by typing '8319' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



On invoking this screen, the External Reference Number of the transaction is displayed.

You need to specify the following details:

### Instrument Number

Specify the instrument number of the TT that needs to be liquidated.

### Issue Branch

The branch where the TT has been issued is displayed. However, you can also select the branch of issue from the adjoining option list.

Click save icon to go to the next stage.

### Enrichment Stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

Field	Value
External Reference	
Instrument type	TTW
Branch	
Instrument Status	Payment
Narrative	
Payable Branch	
TT Status	
Beneficiary Name	
Beneficiary Address	
Passport/IC Number	
Bank Code	
Transaction Branch	
Instrument Number	
Issue Date	
Instrument Currency	
TT Amount	
General Ledger Currency *	
Telegraphic Transfer Date	

The following details will be displayed on invoking this screen:

### Liquidation Mode

The system displays the liquidation mode of the TT. However, you can change it.

The adjoining drop-down list displays the following values:

- Payment
- Refund
- Cancel

### Bank Code

The clearing bank code is displayed here.

### TT Currency

The system displays the currency in which the TT has been issued.

### Instrument Amount

The amount for which the cheque amount has been issued is displayed here.

### Issue Date

The system displays the date on which the TT was issued.

**Liquidation Date**

The system displays the date on which the transaction is being posted.

**Payable Branch**

The branch where the transfer amount is being paid out (current branch) is displayed here.

**TT Status**

The status of the transaction is displayed here.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Passport/IC Number**

The passport number or a unique identification number of the customer is displayed here.

**Liquidation Type**

System displays the instrument maintenance in host that will be used for this transaction.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Txn Currency**

Specify the currency in which the payment is being made by your customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the Host.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

## 8.20 Inquiring on a TT Transaction

You can query a Telegraphic Transfer transaction for a specified branch and Instrument Number. This can be done by using the 'TT Inquiry' screen. You can invoke this screen by typing '7795' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "TT Transactions" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "New" and "Enter Query" options. The main area contains several input fields and buttons:

- Issue Branch \***: A text input field.
- Instrument Number \***: A text input field.
- TT Currency**: A text input field.
- Transaction Amount**: A text input field.
- Instrument Status**: A text input field.
- Beneficiary Name**: A text input field.
- Beneficiary Address**: A text input field.
- Issue Account Number**: A text input field.
- Passport/IC Number**: A text input field.
- Buttons**: There are two buttons, "Clear" and "Reset", located between the "Issue Branch" and "Instrument Number" fields. There is also an "Exit" button in the bottom right corner of the window.

Specify the following details:

### Instrument Number

Specify an instrument number of the TT transaction that needs to be queried.

### Issue Branch

Specify a branch for which you wish to query the TT transaction. Or select a branch from the list of values.

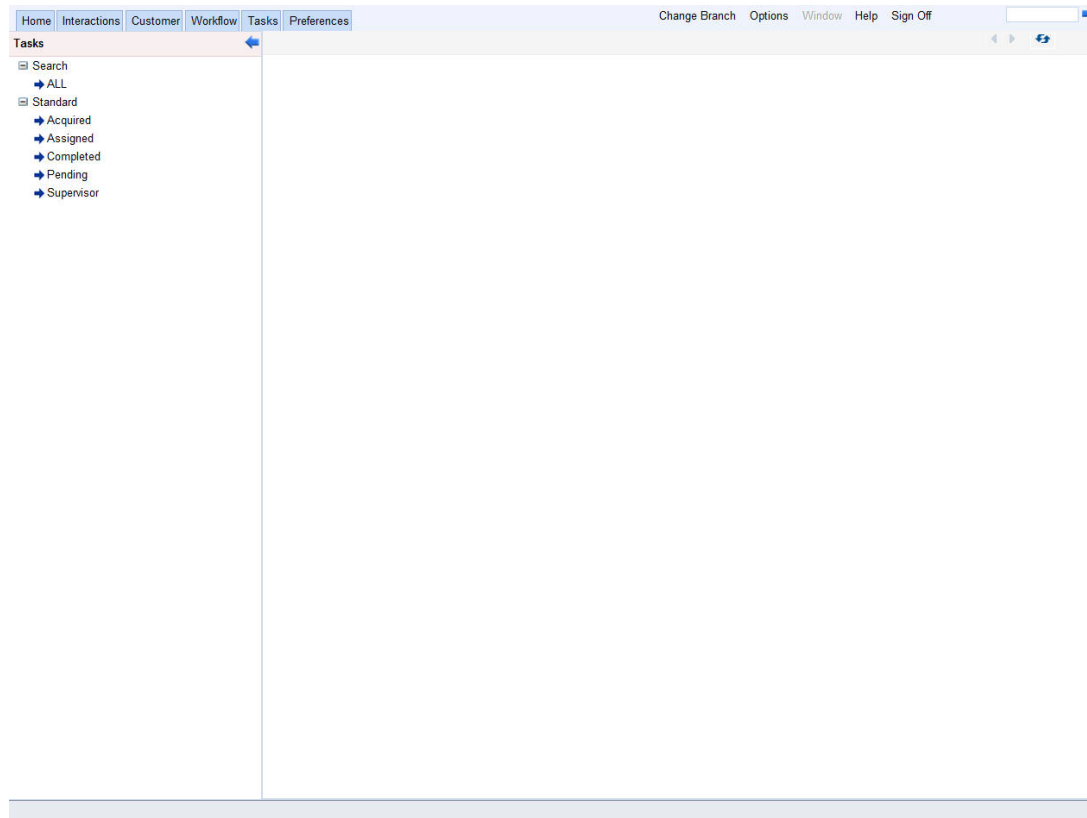
After you specify the above details, click 'OK' button.

The system will display the following details based on the instrument number:

- Transaction Amount
- TT Currency
- Instrument Status
- Issue Mode
- Issue Account Number
- Beneficiary Name
- Passport/IC Number
- Beneficiary Address

## 8.21 Transaction Reversal

You can reverse financial transactions that have been initiated by you. The transactions that have been completed successfully are available in the 'Completed' list.



You can select the transaction that needs to be reversed by clicking on it.

Here you will be able to view all the transaction details. Click save icon to reverse the transaction. The accounting entries will be reversed (i.e. negative amounts will be posted into

the accounts). This will update the till balance for the currencies, wherever applicable. The system will display the message “Transaction Completed Successfully”.

## 8.22 Disbursing Loan Manually By Cash

You can manually disburse loan amount by cash using the ‘Loan Disbursement by Cash’ screen. You can invoke this screen by typing ‘5001’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The screen is displayed below:

The screenshot shows a software window titled "Cash Withdrawal". At the top, there is a menu bar with "New" and "Enter Query" options. Below the menu bar, the form is divided into two columns. The left column contains three fields: "External Reference" (a text box), "Loan Account Branch \*" (a text box with a red asterisk), and "Loan Account \*" (a text box with a red asterisk). The right column contains four fields: "Product" (a text box with the value "LDCH"), "Loan Currency \*" (a text box with a red asterisk), "Disbursement Amount \*" (a text box with a red asterisk), and "Narrative" (a text box). At the bottom right of the window, there is an "Exit" button.

Specify the following details:

### **External Reference Number**

The system displays a unique number.

### **Product**

The retail teller product code 'LDCH' is displayed in this field.

### **Loan Account Branch**

Specify the loan account branch from which the amount is to be disbursed. You can also select the appropriate branch from the adjacent option list. The list displays all the branches maintained in the system.

### **Loan Account**

Specify the loan account number from which the amount is to be disbursed. You can also select the appropriate account number from the adjacent option list. The list displays all the valid loan accounts maintained in the system.

### **Disbursement Currency**

Specify the currency of the disbursement amount. You can also select the appropriate currency from the adjacent option list. The list displays all the currencies maintained in the system. The denomination tracking will be against this currency.

### **Disbursement Amount**

Specify the disbursement amount.

### **Narrative**

Specify any remarks for the transaction.

After specifying the above details, click 'Save' button. The following screen along with the loan details is displayed:

The details specified in the first screen are displayed here. However, you can capture the following details:

#### **Disbursement Amount**

The disbursement amount mentioned in the first screen is displayed here. However, you can modify the same. Specify the disbursement amount and click 'Recalculate' button to calculate the total cash being disbursed.

#### **Total Cash Disbursed**

The total cash disbursed, after deducting the charges is displayed.

#### **Exchange Rate**

Specify the rate of exchange.

#### **Loan Account Title**

You can specify any title or remarks for the loan account.

#### **Narrative**

Specify any remarks for the transaction.

#### **Currency Denominations**

You can specify denomination details if you have checked the 'Denomination Tracking Required' option in the 'Function Workflow Definition Detail' screen.

#### **Units**

Specify the number of units for each denomination.

#### **Total Amount**

The total amount for each denomination is displayed.



On saving the transaction, it will move to the enrichment stage for further processing.

---

**Note**

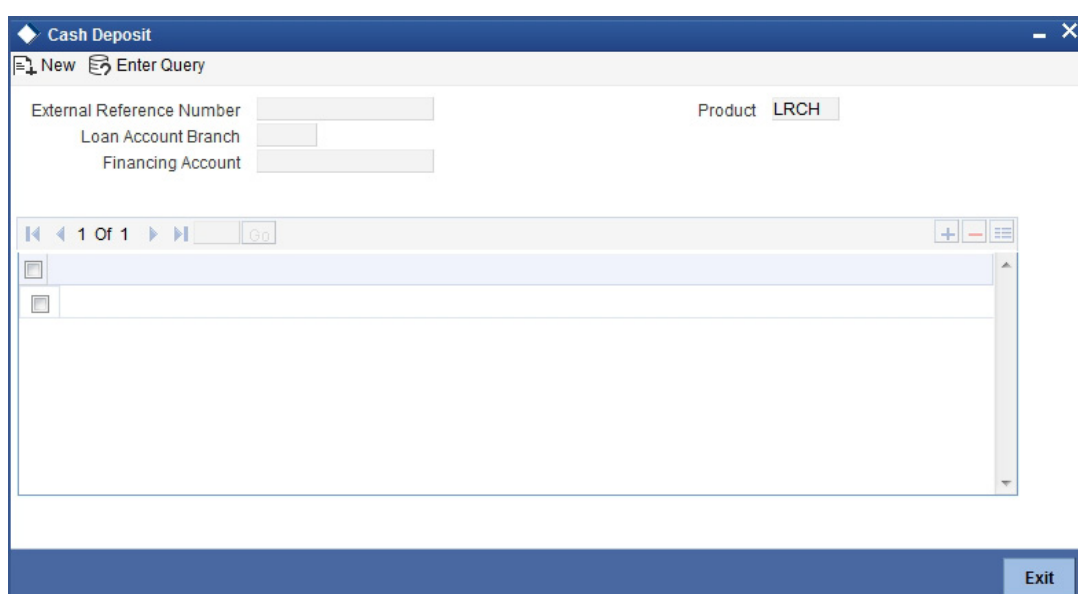
The total amount of all the denominations must be equal to the total cash being disbursed.

---

- You cannot reverse these transactions from Savings module
- Manual disbursement through Savings module can be done only for manual disbursement loan accounts

## 8.23 Repaying Loan Manually By Cash

You can manually repay retail loan amount by cash using the 'Repayment towards Loan' screen. You can invoke this screen by typing '5401' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The screen is displayed below:



Here, you query the loan details by specifying the following:

**Loan Account Branch**

Specify the branch of the loan account for which the amount is to be repaid.

**Loan Account Number**

Specify the loan account number for which the amount is to be repaid.

Click 'Save' button. The total amount financed, disbursed, the total outstanding amount for each component and currency is displayed in the following screen:

The screenshot shows a software window titled "Cash Deposit". At the top, there are buttons for "New" and "Enter Query". Below these are several input fields arranged in two columns. The left column contains: "External Reference", "Loan Account Branch \*", "Financing Account \*", "Amount Financed", and "Amount Disbursed". The right column contains: "Product" (with a dropdown menu showing "LRCH"), "Repayment Currency \*", "Repayment Amount \*", and "Narrative". Below the input fields is a table with three columns: "Component Name", "Component Currency", and "Outstanding Amount". The table has one row with empty input fields. At the bottom right of the window is an "Exit" button.

Specify the following in this screen:

**Loan Account Branch**

Specify the branch of the loan account for which the amount is to be repaid.

**Loan Account Number**

Specify the loan account number for which the amount is to be repaid.

**Repayment Currency**

Specify the currency of repayment amount. You can also select the appropriate currency from the adjacent option list. The list displays all the valid currencies maintained in the system. The denomination tracking will be against this currency.

**Repayment Amount**

Specify the amount to be repaid.

**Narrative**

Specify any remarks for the transaction.

After specifying the above details, click 'Save' button. The following screen along with the loan details is displayed:

Specify the following in this screen:

### Repayment Amount

The amount mentioned in the input screen is displayed here. However, you can modify the same. Specify the amount to be repaid and click 'Recalculate' button to calculate the total cash being amount.

### Total Cash Amount

The total amount to be paid after including all the charges is displayed here.

### Exchange Rate

Specify the rate of exchange.

### Loan Account Title

You can specify any title or remarks for the loan account.

### Narrative

Specify any remarks for the transaction.

---

**Note**

A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

---

**Currency Denominations**

You can specify denomination details if you have checked the 'Denomination Tracking Required' option in the 'Function Workflow Definition Detail' screen.

**Units**

Specify the number of units for each denomination.

**Total Amount**

The total amount for each denomination is displayed.

On saving the transaction, it will move to the enrichment stage for further processing.

---

**Note**

- The total amount of all the denominations must be equal to the total cash amount being paid.
  - You cannot reverse these transactions from Savings module.
- 

## **8.24 Processing Safe Deposit Box Rentals**

Your customer can pay rental for the safe deposit box either by cash or from the account. The cash payment is processed through the 'Safe Deposit Rental By Cash' screen as detailed below:

### **8.24.1 Input Stage**

You can invoke the 'Safe Deposit Rental By Cash' screen by typing '3401' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The following screen is displayed:

In this screen, select the Contract Reference Number of the transaction from the option list and click the save icon. The transaction will move on the next stage.

### 8.24.2 **Enrichment Stage**

On clicking the save icon, the system will display the following screen:

In this screen, the system will display the following details:

- External Reference Number
- Product
- Contract Reference Number
- Value Date
- Due Date
- Next Due Date
- Payment Currency

- Payment Amount

You can enter the following details:

### **Narrative**

Enter additional information for the transaction.

### **Settlement Account**

The system will display the account selected at the contract level. You can modify this, if required.

### **Settlement Branch**

The system will display the branch selected at the contract level. You can modify this, if required.

### **Settlement Currency**

The system will display the currency selected at the contract level. You can modify this, if required.

You can save the transaction by clicking the save icon. The following screen will be displayed:

The screenshot shows a software interface for entering transaction details. It includes fields for External Reference Number, Product (SDRC), Transaction Currency, Transaction Amount, Exchange Rate, Related Customer, Customer Name, Narrative, Value Date, Next Due Date, Payment Currency, and Payment Amount. There are buttons for 'Recalculate' and 'Clear'. A section for 'Safe Deposit Details' includes fields for Contract Reference, Settlement Currency, Settlement Account, and Settlement Branch. Below this is a 'Denomination Details' section with tabs for 'MIS' and 'UDF'. It contains fields for Currency Code, Preferred Denomination, and Total, with a 'Populate' button. At the bottom, there is a table with columns: Denomination Code, Denomination Value, Units, and Total Amount. The table has one row with empty input fields. Navigation controls like 'Go' and 'Exit' are also present.

In this screen, you can enter the details pertaining to denomination, MIS and UDF:

#### **8.24.2.1 Denomination Details**

Enter the following detail:

## Preferred Denomination

Specify the denomination in which the cash should be paid.

After entering the denomination click 'Populate'. The system will default the units for the denomination specified. You can modify the denomination and units if required.

If you do not enter any preferred denomination after clicking 'Populate', the system will default the denomination code and other details to the extent of the transaction amount. If you wish to modify these details, you may do so by clicking 'Clear', specifying the preferred currency and then clicking the 'Populate' button.

*Refer the corresponding section under 'Depositing Cash' for details on MIS and UDF*

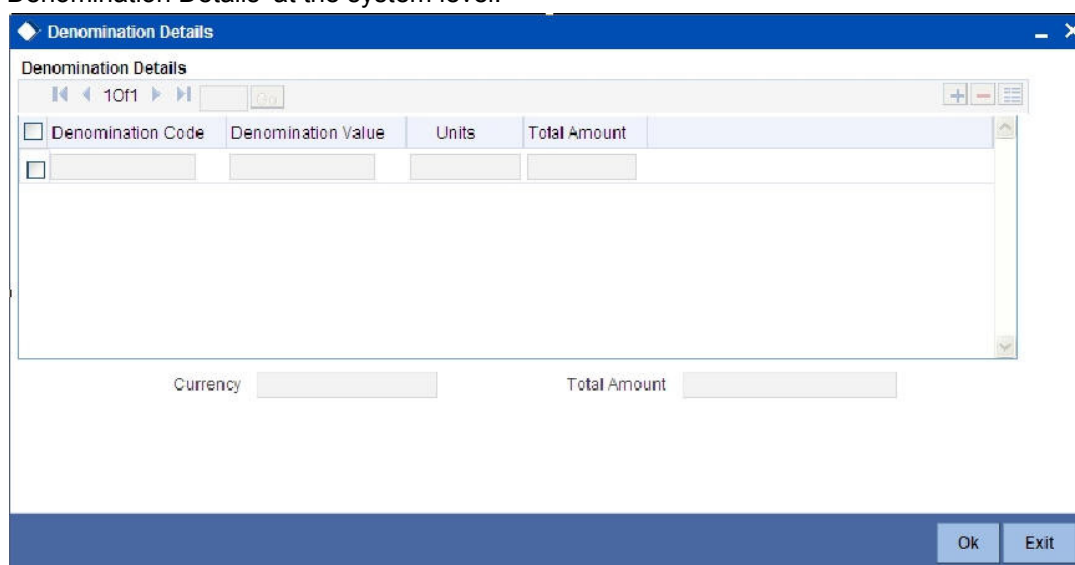
*Refer the chapter 'Operations' in the Deposit Locker User Manual for details on payment through account.*

Click the save icon. The following screen is displayed:



## 8.25 Viewing Availability of Denomination in Till

You can view the count of denomination units available in Till in the 'Denomination Count for Transaction Currency' screen. You can invoke this screen using the key combination 'Ctrl+T' only if the main screen contains 'Denomination' tab and the code of the currency is specified in the main screen. For enabling 'Ctrl+T' key combination for this feature, check 'Display Denomination Details' at the system level.



Here you can view the following details:

- Denomination Code – The denomination ID as specified in Currency definition.
- Denomination Value – The absolute value of the denomination code.
- Units Available – The count of denominations in the system.

## 8.26 Querying Till Vault Position

You can view the cash position for all the currencies in the Till for the current day in the 'Till Vault Position Query' screen. You can invoke this screen by typing 'TVQR' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow.

Here you can view the following details:

### **Branch Code**

The system displays the current branch code.

### **Till/Vault ID**

The system displays the identification of the currently logged in user.

### **Currency Details**

#### **Currency Code**

The system displays the code of the currency available in the Till.

#### **Opening Balance**

The system displays the opening balance in the Till for the day.

#### **Incoming Cash**

The system displays the incoming cash in the Till for the day.

#### **Outgoing Cash**

The system displays the outgoing cash in the Till for the day.



### Total Cash

The system displays the total cash currently available in the Till.

Check one of the Till details record to view the following currency details:

### Denomination Details

#### Denomination ID

The system displays the denomination code for the currency in the selected till details record.

#### Denomination Value

The system displays the value of the corresponding denomination ID.

#### Opening Balance

The system displays the opening balance in the till for the day in terms of denominations.

#### Incoming Cash

The system displays the incoming cash in the Till for the day in terms of denominations.

#### Outgoing Cash

The system displays the outgoing cash in the Till for the day in terms of denominations.

### Total Cash

The system displays the total cash currently available in the Till for the day in terms of denominations.

## 8.27 Sale of Foreign Currency against CASA Account

You can sell foreign currency from the branch through the CASA account. You can do this by debiting corresponding account currency from CASA account. You can capture this foreign currency sale transaction through the 'FX Sale against Account' screen. You can invoke this screen by typing '8206' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference		Product	FXSA
FX Currency *		Branch	
Beneficiary Name		Account Branch	
Beneficiary Address		Passport/IC Number	
		Narrative	
		Account *	
FX Amount *		Account Description	
		Account Currency	

Here you can capture the following details:

**External reference**

This is the unique transaction number generated by the system for each transaction. The host system identifies a branch transaction with the external reference number.

**Fx Currency**

Specify the foreign currency sold by the bank to the customer from the adjoining option list.

**Fx Amount**

Specify the total value of the foreign currency sold to the customer.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

**Beneficiary name**

Specify the name of the beneficiary which will be reflected in the advice.

**Beneficiary address**

Specify the address of the beneficiary.

**Product**

The system defaults the retail teller product code. The product code for this transaction would be FXSA.

**Account**

Specify the CASA account to be debited for the foreign currency sale from the adjoining option list.

**Account description**

The description of the customer account gets defaulted based on the selected account number.

**Account branch**

The account opening branch detail gets defaulted based on the selected account number.

**Account currency**

The system displays the currency in which the account is maintained.

**Passport/IC no**

Specify either the passport number or the unique identification number of the customer.

**Narrative**

You can input additional remarks for the transaction, if there are any.

External Reference

FX Currency \*

Currency Rate

Beneficiary Name

Account

Account Description

Account Currency

Account Branch

Beneficiary Address

Product

FX Amount \*

Charges

Amount

Passport/IC Number

Narrative

Net Amount

**Denomination** | Charges | MIS | UDF

Currency Code

Preferred Denomination

Total

**Denomination Details**

Denomination Code	Denomination Value	Units	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to the details captured in the previous stage, the system defaults the following details:

### Charges

The system displays the charge amount associated with the retail teller product FXSA in account currency.

### Amount Received

The system displays the amount received from the customer account in exchange of the foreign currency amount sold.

### Net Amount

It is the sum of actual account currency amount and the charges incurred.

### Currency Received Rate

Specify the current exchange rate of the currency.

### 8.27.1 Specifying FX Denomination Details

In this block, you can capture details of the foreign currency denominations involved in the transaction.

External Reference

FX Currency \*

Currency Rate

Beneficiary Name

Account

Account Description

Account Currency

Account Branch

Beneficiary Address

Product

FX Amount \*

Charges

Amount

Passport/IC Number

Narrative

Net Amount

**Denomination** | **Charges** | MIS | UDF

Currency Code

Preferred Denomination

Total

**Denomination Details**

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Refer the section titled 'Specifying denomination details' under 'Depositing Cash' for further details.

### 8.27.2 Specifying Charge Details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

External Reference

FX Currency \*

Currency Rate

Beneficiary Name

Account

Account Description

Account Currency

Account Branch

Beneficiary Address

Product

FX Amount \*

Charges

Amount

Passport/IC Number

Narrative

Net Amount

Denomination **Charges** MIS UDF

Charge Details

1 Of 1

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Refer the section titled 'Specifying charge details' under 'Depositing Cash' for further details.

### 8.27.2.1 **Recalculating Charges**

You can modify any of the charges for any of the components. In case of modification, you need to click 'Recalculate' button. The system will compute the new charge amount and display the same. In case you modify the charge details and don't click on this button, the system will trigger the charge recalculation internally, when you click the save button.

### 8.27.3 **Specifying MIS details**

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Refer the section titled 'Specifying MIS details' under 'Depositing Cash' for further details.

#### 8.27.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

Refer the section titled 'Specifying the UDF details' under 'Depositing Cash' for further details.

Click save icon to save the transaction. The authorization process is similar to cash deposit.

*Refer the corresponding section under 'Depositing Cash' for further details.*

---

**Note**

ARC Maintenance will be done for the FXSA product with the required accounting entries.

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*For details on the ARC maintenance, refer the section on ARC Maintenance screen in Utility Payments user manual.*

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## 9. Instrument Transactions

### 9.1 Introduction

As you may recall, the Savings module allows you to perform different types of transactions. This chapter details the various instrument-based transactions that can be performed through this module. You can perform the following types of instrument-based transactions:

- Cheque transactions
  - Cheque deposit and withdrawal
  - Cheque deposit to GL
  - Cheque book request
  - In-house cheque deposit
  - Cheque return
- Traveller's Cheque (TC) transactions
  - TC sale and purchase - against account and for walk-in customer
  - TC sale against GL
- Demand Draft (DD) transactions
  - DD sale against account
  - DD liquidation – against GL, against account and for walk-in customer
  - DD issue – to walk-in customer and against GL
  - DD inquiry
  - DD reprint
- Banker's Cheque (BC) transaction
  - BC sale – against account and against clearing
  - BC issue – against GL and for walk-in customer
  - BC liquidation – against account and against GL
  - BC inquiry
  - BC reprint

### 9.2 Withdrawing Cash against a Cheque

Your customer can withdraw money from his/her account by issuing a cheque on the account. You can capture such a transaction through the 'Cheque Withdrawal' screen. You can invoke this screen by typing '1013' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



Here you can capture the following details:

#### **Account Number**

Specify the customer account into which the cash needs to be deposited.

---

#### **Note**

In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

---

#### **Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

#### **Account Description**

Enter a brief description on the account.

#### **Cheque Number**

Specify the MICR number displayed on the cheque leaf.

#### **Cheque Date**

Specify the date displayed on the cheque leaf.

#### **Transaction Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

#### **Transaction Amount**

Specify the amount that should be debited from another account in terms of transaction currency. If the account to be debited is a Trust account, this amount should be within the cash withdrawal limit defined for the debited account class.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

**Account Currency**

The system displays the logged-in currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

**Account Amount**

The system displays the transaction amount. You cannot modify it..

**Narrative**

The system displays 'Cheque Withdrawal'. You can modify it, if required.

Click OK button to go to the next stage.

**External Reference Number**

The system generates and displays a unique number based on the branch-specific sequence number generation logic. The Host system identifies a branch transaction with the external reference number.

**Enrichment stage**

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type.

The following screen will be displayed:

**In House cheque Deposit**

New Enter Query

Account Number Account Branch

Account Description

Cheque Number Cheque Date

Transaction Currency Account Currency

Transaction Amount \* Account Amount

Narrative

External Reference

Customer ID Product CQWL

Customer Name

Total Charge Exchange Rate

Negotiated Cost Rate Reject Code

Negotiation Reference

Recalculate

Denomination Charges MIS UDF

Currency Code Total

Preferred Denomination

Populate Clear

**Denomination Details**

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount

Ok Exit

In addition to the details defaulted from the previous stage, the system allows you to capture the following information:

### Account Description

The system displays a brief title for the chosen account.

### Account Currency

The system displays the currency of the customer account.

### Exchange Rate

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### Total Charge

The system calculates the charges applicable to the transaction and displays the amount here.

### Account Amount

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. The system adds the charge amount from the transaction amount and displays the net value.

**Customer ID**

The system displays the customer ID based on the account that is specified.

**Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

**Negotiation Reference Number**

Specify the reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, you need to specify the negotiated reference number also.

---

**Note**

Oracle FLEXCUBE books the online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

**Reject Code**

Specify the Reject Code. The adjoining option list displays the list of all the reject codes maintained in the system. You can choose the appropriate one.

---

**Note**

If you reject a cheque without giving the reject code then that cheque can be reused. However, if you enter the reject code then the cheque will be rejected.

---

### 9.2.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction through the following fields:

**Currency Code**

The system displays the currency of the account.

**Denomination Code**

The system defaults the denomination code as maintained in the 'Denomination Maintenance' screen.. For every currency, the various denominations are assigned separate denomination codes..

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, till contents are decremented for outflow transactions like cash withdrawal. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 9.2.2 Specifying charge details

This block allows you to capture charge related details. Click on the 'Charges' tab and invoke the following screen.

The screenshot shows a software window titled "In House cheque Deposit". At the top, there are buttons for "New" and "Enter Query". Below this, the form is divided into two main sections. The upper section contains various input fields for transaction details: "Account Number", "Account Branch", "Account Description", "Cheque Number", "Cheque Date", "Transaction Currency", "Account Currency", "Transaction Amount \*", "Account Amount", "Narrative", "External Reference", "Customer ID", "Product" (with a dropdown menu showing "CQWL"), "Customer Name", "Total Charge", "Exchange Rate", "Negotiated Cost Rate", "Reject Code", and "Negotiation Reference". A "Recalculate" button is located at the bottom right of this section. Below the input fields is a tabbed interface with four tabs: "Denomination", "Charges" (which is selected and highlighted in blue), "MIS", and "UDF". The "Charges" tab displays a "Charge Details" table. The table has a header row with columns: "Charge Components", "Waiver", "Currency", "Charge Amount", "Charge in Local Currency", and "Exchange Rate". Below the header, there is one data row with input fields for each column. At the bottom of the window, there are "Ok" and "Exit" buttons.

Here you can capture the following details:

### Charge Component

The system displays the charge component that is levied on the transaction.

### Waiver

This option is unchecked by default, thereby indicating that the charge needs to be levied. However, you can check this option to waive the charge. If you check this option, you will have to click the 'Recalculate' button to re-compute the net amount to be credited to the account.

### Charge Currency

The system displays the currency in which the charge has to be levied.

### Charge Amount

The system displays the charge amount in the charge currency. However you can change it. You will then have to recalculate the charge and net transaction amount.

### Charge in LCY

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

### Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

### Charge Currency

The system displays the currency in which the charge has to be levied.

## 9.2.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a software window titled "In House cheque Deposit". At the top, there are buttons for "New" and "Enter Query". The form contains several input fields organized into two columns. The left column includes: Account Number, Account Description, Cheque Number, Transaction Currency, Transaction Amount (marked with a red asterisk), Narrative, External Reference, Customer ID, Customer Name, Total Charge, and Negotiated Cost Rate. The right column includes: Account Branch, Cheque Date, Account Currency, Account Amount, Product (set to "CQWL"), Exchange Rate, Reject Code, and Negotiation Reference. A "Recalculate" button is located below the right column. Below the input fields is a tabbed interface with four tabs: "Denomination", "Charges", "MIS" (which is selected and highlighted in blue), and "UDF". At the bottom of the window, there are two sections: "Composite MIS" and "Transaction MIS", each followed by a vertical list of empty input boxes. The bottom right corner of the window has "Ok" and "Exit" buttons.

You can capture the following details here:

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to capture the following details:

### Transaction MIS

Specify the transaction MIS. The adjoining option list displays a list of transaction MIS codes maintained in the system. You can choose the appropriate one.

### Composite MIS

Specify the composite MIS. The adjoining option list displays a list of composite MIS codes maintained in the system. You can choose the appropriate one.

## 9.2.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a software window titled "In House cheque Deposit". At the top, there are buttons for "New" and "Enter Query". Below this is a form with various input fields arranged in two columns. The left column includes fields for "Account Number", "Account Description", "Cheque Number", "Transaction Currency", "Transaction Amount \*", "Narrative", "External Reference", "Customer ID", "Customer Name", "Total Charge", and "Negotiated Cost Rate". The right column includes fields for "Account Branch", "Cheque Date", "Account Currency", "Account Amount", "Product" (with a dropdown menu showing "CQWL"), "Exchange Rate", "Reject Code", and "Negotiation Reference". A "Recalculate" button is located below the "Negotiation Reference" field. Below the form is a tabbed interface with four tabs: "Denomination", "Charges", "MIS", and "UDF". The "UDF" tab is currently selected. Below the tabs is a section titled "UDF Details" which contains a table with two columns: "Field Name" and "Field Value". The table has one row with empty input fields. At the bottom right of the window are "Ok" and "Exit" buttons.

### UDF Name

The system displays the various User-Defined Fields (UDFs) that you have maintained for the product in the Host.

### UDF Value

Specify the value for the each UDF that is displayed.

---

#### Note

The MIS-related fields displayed here are based on the MIS configuration done at the Host.

---

*Refer the 'MIS' User Manual of Oracle FLEXCUBE Host, for further details about MIS.*

Click save icon to save the transaction.

The system displays overrides on a separate window. You can either accept or reject the overrides and proceed with saving the transaction. If you click 'Reject' button, the screen will remain in the enrichment stage for you to make changes to charge elements. Then if you click 'Save', the system will initiate reversal of the transaction without reversing the charges.

The authorization process is similar to that of cash deposit.

---

**Note**

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed the time of saving the input stage and authorizing the transaction.

---

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the dual-control operations and the authorization process respectively.*

### 9.2.5 Depositing a Cheque

You can deposit a cheque into your customer's account through the 'Cheque Deposit' screen. You can invoke this screen by typing '6501' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Cheque Deposit' application window. It features a title bar, a menu bar with 'New' and 'Enter Query' options, and a main data entry area. The data entry area includes fields for 'Account Number \*', 'Account Branch', 'Account Description', 'Cheque Currency \*', 'Account Currency \*', 'Cheque Amount \*', 'Account Amount', 'Clearing Type \*', 'Drawer Account Number', 'Cheque Number \*', 'Cheque Issue Date', 'Routing Number \*', 'Narrative' (pre-filled with 'LBL\_NARRATIVE\_DEF'), and 'External Reference Number'. The window concludes with 'Ok' and 'Exit' buttons at the bottom right.

Here you can capture the following details:

**Account Number**

Specify the customer account number into which the cash needs to be deposited.

---

**Note**

In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

---

**Account Branch**

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.



**Account Description**

The system displays the description of the account number chosen.

**Cheque Currency**

The system displays the local currency. If you specify another account number and tab out of the Account Number field, the system displays the currency associated with the account.

**Account Currency**

The system displays the currency associated with the account.

**Cheque amount**

Specify the amount that needs to be deposited to the account; in terms of local currency.

**Account Amount**

The system displays the cheque amount in terms of account currency.

**Clearing Type**

Specify the product that is maintained in the system for the transaction. The adjoining drop-down list displays the outward and inward clearing products. For example:

- CLEARING OF CHEQUE-LOOC
- CLEARING OF CHEQUE-NAOC

**Drawer Account Number**

Specify the account number on which the cheque is drawn.

**Cheque Number**

Specify the MICR number displayed on the cheque.

**Cheque Issue Date**

To specify the issue date of the cheque, click on the adjoining calendar icon and select the appropriate date.

---

**Note**

If the difference between the 'Cheque issue date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message will be displayed stating that the cheque is a stale one. However, a stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

---

**Routing Number**

Specify the routing number for cheque clearance. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**Narrative**

The system defaults the narrative as 'Cheque Deposit - Cheque no - Cheque Number – Drawer A/c Number - Account Number'. Once you specify the 'Cheque Number' and 'Drawer Account Number', the system replaces the field values respectively on tabbing out from the field.

**External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click the OK button to go to the next stage.

### Enrichment stage

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen is displayed:

**Cheque Deposit**

New Enter Query

Account Number Account Currency

Account Description

Cheque Currency Cheque Amount

Account Amount

Narrative

External Reference Number

Customer Id

Customer Name

Instrument type Cheque

Exchange rate

Total Charges

Negotiated Cost Rate

Negotiation Reference

Recalc.

**Instrument Details** Charge MIS UDF Project Details

Clearing Type

Cheque Number

Routing Number

Special Available

Branch Code

Bank Name

Sector Description

Drawer Account Number

Cheque Date

Value Date

Late Clearing

Regulation CC Available

Bank Code

Sector Code

Branch Name

Ok Exit

In addition to the details defaulted from the previous stage, the system allows you to capture the following information:

#### Customer ID

The system displays the customer ID based on the account specified.

#### Account Title

The system displays a brief title for the chosen account.

#### Account Currency

The system displays the currency of the customer account.

#### Exchange Rate

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

#### Total Charges

The system calculates the charges applicable to the transaction and displays the amount here.

### Account Amount

The system displays the amount to be credited to the account (in the account currency) after calculating the applicable charges. The system deducts the charge amount from the transaction amount and displays the net value.

### Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

### Negotiation Reference Number

Specify the reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.

---

#### Note

Oracle FLEXCUBE books the online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

## 9.2.6 Capturing instrument details

The instrument details that you captured in the previous stage can be viewed by clicking on the 'Instrument' tab.

**Cheque Deposit**

New Enter Query

External Reference Number Transaction Amount

Transaction Currency Account Branch

Account Number Exchange rate

Total Charges Account Title

Customer Id Account Currency

Narrative Recalculate

**Instrument Details** Charge MIS UDF

Clearing Type Drawee Account Number

Cheque Number Cheque Date

Value Date

Routing Number

Special Available

Late Clearing

Regulation CC Available

Branch Code Bank Code

Bank Name Sector Code

Sector Description Branch Name

Exit

The system fetches the following additional details based on your previous inputs:

#### Bank Code

The system displays the clearing bank code based on the routing number.

#### Bank Name

The system displays the name of the clearing bank based on the routing number.

#### Branch Code

The system displays the branch code of the clearing bank, based on the routing number.

**Branch Name**

The system displays the branch in the clearing bank, based on the routing number.

**Sector Code**

The system displays the sector code of the clearing bank, based on the routing number.

**Sector Description**

The system displays the description of the sector.

**Late Clearing**

The system indicates whether the cheque has been cleared on the same day or is marked for late clearing.

**Regulation CC Available**

Check this box to indicate that the 'Reg CC' facility is available for the transaction.

**Special Available**

Check this box to indicate that the 'special availability' facility is available for the transaction.

## 9.2.7 Specifying Project Details

You can capture project details under 'Project Details' tab. Note that this tab will be applicable only if the cheque is being deposited into a Trust account.

The screenshot shows the 'Cheque Deposit' application window. The top bar has a title 'Cheque Deposit' and standard window controls. Below the title bar, there are two buttons: 'New' and 'Enter Query'. The main area is divided into two columns of input fields. The left column contains: 'External Reference Number', 'Transaction Currency', 'Account Number', 'Total Charges', 'Customer Id', and 'Narrative'. The right column contains: 'Transaction Amount', 'Account Branch', 'Exchange rate', 'Account Title', and 'Account Currency'. A 'Recalculate' button is located below the right column. Below these fields is a tabbed interface with four tabs: 'Instrument Details', 'Charge', 'MIS', and 'UDF'. The 'Project Details' tab is currently selected. Under this tab, there are four input fields: 'Project Name', 'Unit Payment' (a drop-down menu showing 'Yes'), 'Unit Id', and 'Deposit Slip Number'. At the bottom right of the window is an 'Exit' button.

Specify the following details:

**Project Name**

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

**Unit Payment**

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

## Unit ID

Specify the unit ID of the project. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

If you specify the Project Name, the system will display the Unit Ids in the list of values here.

## Deposit Slip Number

Specify the deposit slip number for the payment.

Click save icon to go to the next stage.

*Refer the sections titled 'Authorization stage' and 'Submission stage' under 'Withdrawing Cash against a Cheque' for details on the authorization and submission.*

## 9.2.8 Specifying Charge Details

This block allows you to capture charge related details for the transaction.

The screenshot displays the 'Cheque Deposit' application window. The top section contains input fields for 'External Reference Number', 'Transaction Currency', 'Account Number', 'Total Charges', 'Customer Id', 'Narrative', 'Transaction Amount', 'Account Branch', 'Exchange rate', 'Account Title', and 'Account Currency'. A 'Recalculate' button is located below these fields. Below the input fields is a tabbed interface with 'Instrument Details', 'Charge', 'MIS', and 'UDF' tabs. The 'Charge' tab is selected, showing the 'Charge Details' section. This section includes a table with columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. The table has one row with empty input fields. At the bottom right of the window is an 'Exit' button.

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

### 9.2.9 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'Cheque Deposit' application window. At the top, there are buttons for 'New' and 'Enter Query'. Below this, there are two columns of input fields. The left column contains: 'External Reference Number', 'Transaction Currency', 'Account Number', 'Total Charges', 'Customer Id', and 'Narrative'. The right column contains: 'Transaction Amount', 'Account Branch', 'Exchange rate', 'Account Title', and 'Account Currency'. A 'Recalculate' button is located below the right column. Below the input fields, there is a tabbed interface with four tabs: 'Instrument Details', 'Charge', 'MIS', and 'UDF'. The 'MIS' tab is currently selected. Below the tabs, there are two sections: 'Composite MIS' and 'Transaction MIS', each containing a table with multiple rows and columns for data entry. At the bottom right of the window, there is an 'Exit' button.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

### 9.2.10 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

Click to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

---

#### Note

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

---

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.3 Depositing a Cheque into a GL

Your customer can deposit a cheque into a GL. You can capture this transaction through the 'Cheque Deposit to GL' screen. You can invoke this screen by typing '6520' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **General Ledger Number**

Specify the GL into which the cheque is being deposited. The adjoining option list displays all the GL codes maintained in the system. You can select the appropriate one.

#### **Account Title**

On specifying the account number, the corresponding account title (description) is displayed.

#### **General Ledger Currency**

Specify the currency of the GL into which the customer is depositing a cheque. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate one.

#### **Transaction Currency**

The system defaults the account currency as the transaction currency. However, you can modify it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate one.

#### **Transaction Amount**

Specify the amount that needs to be deposited into the GL.

#### **Narrative**

The system defaults the narrative as 'Cheque Return - Cheque no - Cheque Number - Reject Reason'. Once you specify the 'Cheque Number' and 'Reject Reason', the system replaces the field values respectively on tabbing out from the field.

### **9.3.1 Specifying Instrument Details**

This section allows you to capture specific details about the cheque that needs to be deposited.

**Clearing Type**

Specify the product that is maintained in the system for the transaction. The adjoining drop-down list displays the outward and inward clearing products. For example:

- CLEARING OF CHEQUE-LOOC
- CLEARING OF CHEQUE-NAOC

Select the appropriate one.

**Cheque Number**

Specify the MICR number displayed on the cheque.

**Cheque Date**

The system defaults the system date as the cheque date. However, you can edit it from the adjoining calendar. The chosen date will then be seen in the 'YYYYMMDD' format.

**Routing Number**

Specify the routing number for cheque clearance.

**Drawee Account Number**

Specify the account on which the cheque is drawn.

**Check Issue Date**

Specify the issue date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.

---

**Note**

If the difference between the 'Cheque issue date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

---

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:



In addition to the details defaulted from the previous stage, the system allows you to capture the following information:

#### **Exchange Rate**

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the GL currency, the system will display the exchange rate as '1'.

#### **Total Charges**

The system displays the service charges applicable to the transaction.

#### **General Ledger Amount**

The system adds the charges to the transaction amount and displays the total amount that will be credited to the GL.

#### **Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

#### **Negotiation Reference Number**

Specify the reference number that should be used for negotiation of cost rate, in foreign currency transaction. If you have specified the negotiated cost rate, then you need to specify the negotiated reference number also.

---

#### **Note**

Oracle FLEXCUBE books the online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

### **9.3.2 Specifying Instrument Details**

This section allows you to capture specific details about the cheque that needs to be deposited.

**Bank Name**

The system displays the name of the clearing bank based on the routing number.

**Branch Name**

The system displays the branch in the clearing bank, based on the routing number.

**Sector Code**

The system displays the sector code of the clearing bank, based on the routing number.

**Regulation CC Available**

Check this box to indicate that the 'Reg CC' facility is available for the transaction.

**Special Available**

Check this box to indicate that the 'special availability' facility is available for the transaction.

**Late Clearing**

The system indicates whether the cheque has been cleared on the same day or is marked for late clearing.

*Refer the section titled 'Specifying instrument details' and 'Capturing instrument details' under 'Depositing a Cheque' for further details about maintaining instrument details for this transaction.*

### 9.3.3 Specifying charge details

This block allows you to capture charge related details for the transaction. Click on the 'Charge Details' tab to view the following screen:

The screenshot shows the 'Cheque Deposit to GL' window. At the top, there are tabs for 'New' and 'Enter Query'. Below this, there are two columns of input fields. The left column includes: 'External Reference Number', 'Transaction Currency', 'General Ledger Number', 'General Ledger Currency \*', 'Exchange rate', and 'Narrative'. The right column includes: 'Transaction Amount', 'General Ledger Amount', 'Total Charges', 'Account Title', 'Negotiated Cost Rate', and 'Negotiation Reference'. A 'Recalculate' button is located below the right column. Below the input fields, there is a tabbed interface with tabs for 'Instrument Details', 'Charge', 'MIS', and 'UDF'. The 'Charge' tab is selected. Under the 'Charge' tab, there is a 'Charge Details' section with a table. The table has columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. The table is currently empty. At the bottom right of the window, there is an 'Exit' button.

*Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.*

### 9.3.4 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'Cheque Deposit to GL' application window. At the top, there are buttons for 'New' and 'Enter Query'. Below this, there are two columns of input fields. The left column contains: 'External Reference Number', 'Transaction Currency', 'General Ledger Number', 'General Ledger Currency \*', 'Exchange rate', and 'Narrative'. The right column contains: 'Transaction Amount', 'General Ledger Amount', 'Total Charges', 'Account Title', 'Negotiated Cost Rate', and 'Negotiation Reference'. A 'Recalculate' button is located below the right column. Below the input fields, there is a tabbed interface with four tabs: 'Instrument Details', 'Charge', 'MIS', and 'UDF'. The 'MIS' tab is currently selected. Below the tabs, there are two sections: 'Composite MIS' and 'Transaction MIS', each containing a table with multiple rows and columns. At the bottom right of the window, there is an 'Exit' button.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

### 9.3.5 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.4 Depositing an In-house Cheque

You can capture deposit transactions for cheques issued by your bank to your customers through the 'In House Cheque Deposit' screen. You can invoke this screen by typing 'LOCH' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**In House cheque Deposit**

**LBL\_FROM\_AC\_DET**

From Account Number \*  From Account Branch   
 From Account Description  From Account Amount \*   
 From Account Currency   
 Cheque Number \*  Cheque Date \*

**LBL\_TO\_AC\_DET**

To Account Number \*  To Account Branch   
 To Account Description  To Account Amount   
 To Account Currency

**LBL\_ADD\_DET**

Narrative  External Reference

Ok Exit

Here you can capture the following details:

### **From Account Details**

#### **From Account Number**

Specify the drawer account number. The adjoining option list displays all the accounts maintained in the logged-in branch. You can choose the appropriate one.

#### **From Account Branch**

The system displays the current logged in branch. This means that you will be able to specify an account that resides in the current branch only.

#### **From Account Description**

The system displays the description of the account number chosen.

#### **From Account Currency**

The system displays the currency of the drawer account.

#### **From Account Amount**

Specify the transferrable amount in the currency associated with the From Account.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

#### **Cheque Number**

Specify the cheque number.

#### **Cheque Date**

Specify the cheque date from the adjoining calendar.

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Product**

The system displays the code of the retail teller product that will be used in the Host for processing the transaction.

**To Account Number**

Specify the beneficiary account that needs to be credited with the cheque amount. The adjoining option list displays all the accounts maintained across different branches in the Host. You can choose the appropriate one. However, the option list will display the values only on specifying the 'to account branch' field.

If you have already specified the branch codes for the beneficiary account in the 'To Account Branch' field, the option list will display only those accounts that belong to the chosen branch.

**To Account Branch**

Specify the branch where the beneficiary account resides. The adjoining option list displays all the branch codes maintained in the system. You can choose the appropriate one.

**To Account Currency**

The system displays the currency of the beneficiary account.

**Amount**

Specify the amount for which the cheque has been drawn.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

**Narrative**

Here, you can enter remarks for the transaction.

**Cheque Number**

Specify the number on the cheque that has been drawn.

**Cheque Date**

The system defaults the cheque date. However, you can modify it by clicking the adjoining button and selecting from the calendar.

**Cheque Issue Date**

Specify the issue date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.

---

**Note**

If the difference between the 'Cheque issue date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

---

Click save icon to go to the next stage.

### Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details. The following screen will be displayed:

**In House cheque Deposit**

**LBL\_FROM\_AC\_DET**

From Account Number \*  
From Account Description  
From Account Currency  
Cheque Number \*  
Cheque Date \*

From Account Branch  
From Account Amount \*

**LBL\_TO\_AC\_DET**

To Account Number \*  
To Account Description  
To Account Currency  
To Account Branch  
To Account Amount

**Additional Details**

Narrative  
External Reference  
Customer ID  
Reject Code  
Exchange Rate  
Product: LOCH  
Recalculate

**Charges** MIS UDF

**Charge Details**

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate

Ok Exit

In addition to the details defaulted from the previous stage, you can view the following information:

#### Customer ID

The system displays the drawer customer's CIF based on the value in the 'From Account' field.

#### From Amount

The system displays the amount debited from the beneficiary account.

#### To Amount

The system displays the amount credited to the beneficiary account.

#### Exchange Rate

The system displays the exchange rate for the transaction if the cheque currency and the transaction currency are not the same.

#### Reject Code

Specify the Reject Code. The adjoining option list displays the list of all the reject codes maintained in the system. You can choose the appropriate one.

---

#### Note

If you reject a cheque without giving the reject code then that cheque can be reused. However, if you enter the reject code then the cheque will be rejected.

---

### 9.4.1 Specifying Charge Details

This block allows you to capture charge related details for the transaction.

*Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.*

### 9.4.2 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays the 'In House cheque Deposit' window. The 'MIS' tab is selected in the 'Charges' section. The window is divided into several sections for data entry:

- LBL\_FROM\_AC\_DET**: Fields for From Account Number, From Account Branch, From Account Description, From Account Amount, Cheque Number, and Cheque Date.
- LBL\_TO\_AC\_DET**: Fields for To Account Number, To Account Branch, To Account Description, and To Account Amount.
- Additional Details**: Fields for Narrative, External Reference, Customer ID, Reject Code, and Exchange Rate. The 'Product' field is set to 'LOCH', and there is a 'Recalculate' button.
- Charges**: A tabbed interface with 'MIS' and 'UDF' tabs.
- Composite MIS** and **Transaction MIS**: Two large empty tables for detailed MIS and transaction data.

At the bottom right, there are 'Ok' and 'Exit' buttons.

*Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.*

### 9.4.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab. Click the tab button 'UDF'. The system displays the following details:

The screenshot shows a window titled 'In House cheque Deposit'. It contains several input fields organized into sections:

- LBL\_FROM\_AC\_DET**: From Account Number \*, From Account Branch, From Account Description, From Account Currency, Cheque Number \*, Cheque Date \*.
- LBL\_TO\_AC\_DET**: To Account Number \*, To Account Branch, To Account Description, To Account Currency, To Account Amount.
- Additional Details**: Narrative, External Reference, Customer ID, Reject Code, Exchange Rate, Product (LOCH), and a Recalculate button.

At the bottom, there are tabs for 'Charges', 'MIS', and 'UDF'. The 'UDF' tab is selected, showing a 'UDF Details' section with a table with two columns: 'Field Name' and 'Field Value'. The table is currently empty. At the bottom right of the window are 'Ok' and 'Exit' buttons.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction. On saving, the system checks whether the accounts mentioned in the 'from' and 'to' leg of the transaction belong to the same netting group or not. If they belong to the same netting group, the entries will not be posted. Instead the transaction will be logged for the netting batch. On authorisation, the transaction will be made available for the netting batch if logged for netting batch.

Refer the section 'Maintaining Netting Group' in the chapter 'Accounts for Inter-Branch Transactions' in the Core Services User Manual for further details about netting.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

The system displays overrides on a separate window. You can either accept or reject the overrides and proceed with saving the transaction. If you click 'Reject' button, the screen will remain in the enrichment stage for you to make changes to charge elements. Then if you click 'Save', the system will initiate reversal of the transaction without reversing the charges.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process



## 9.5 Tracking a Cheque Return

A cheque transaction may not be successfully completed for want of funds in the drawer account or if the drawer account is invalid. You can cancel a cheque issued on such an account through the 'Cheque Return' screen. You can invoke this screen by typing '6560' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference	
Drawer Accounts *	
Routing No *	
Drawer Account Description	
Transaction Branch	
Cheque Number *	
Reason Code *	
Reject Reason	
Narrative	LBL_RJCTRSN

Here you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Transaction Branch**

The current logged branch code is displayed here.

### **Drawee Accounts**

Specify the drawee account number. The adjoining option list displays a list of drawee account number. You can choose the appropriate one.

### **Drawer Account Description**

The system displays the description of the specified drawer account number based on the details maintained at 'Customer Account Maintenance' level.

### **Routing No**

Once the drawee account number is specified, you can select the routing number from the adjoining option list. Alternately, you can choose a routing number along with the Branch codes and Bank Codes from the adjoining list and view the corresponding cheque number and account number.

### **Cheque Number**

Specify the cheque number that needs to be tracked for return. The adjoining option list displays all the cheques that have been issued in the branch along with the corresponding routing number and the beneficiary account. You can choose the appropriate one.

## Narrative

The system defaults the narrative as 'Cheque Return - Cheque no - Cheque Number - Reject Reason'. Once you specify the 'Cheque Number' and 'Reject Reason', the system replaces the field values respectively on tabbing out from the field.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. The following screen will be displayed:

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
	<input type="checkbox"/>				

In addition to the above details, the system displays the following details:

- Remitter Account
- Beneficiary Account
- Customer Name
- Value Date
- Instrument Currency
- Instrument Number
- Reject Reason
- Instrument Amount

In addition to it, you can enter the following field:

### Reason Code

Specify the reason code. The adjoining option list displays the list of all the reason codes maintained in the system. You can choose the appropriate one.

### Charge Details

System displays the following details under 'Charge Details' section:

- Charge Component
- Charge Currency

- Charge in Local Currency
- Exchange Rate

### Waiver

Check this box to waive the charge.

### Charge Amount

System displays the calculated charge amount here. You can amend this, if required.

---

#### Note

If you reject a cheque without giving the reject code then that cheque can be reused. However, if you enter the reason code then the cheque will be rejected.

---

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.6 Cheque Return Batch

You can process the cheque return in bulk using an intraday batch in Oracle FLEXCUBE. For this, you need to first maintain the batch as an intraday batch in the system.

### 9.6.1 Maintaining Function Input Details

You need to maintain the required batch program in 'Batch EOD Function Input' screen. To invoke this screen, type BADEODFE' in the field at the top right corner of the Application tool bar and click the adjoining arrow button.

Specify the following details:

#### Function ID

Specify CGREJECT. This is the function ID for running the intraday batch for cheque return.

### End of Cycle Group

Select 'Transaction input'.

### Report Orientation

Select 'Not Applicable'.

### Function Input

You need to map the following parameters.

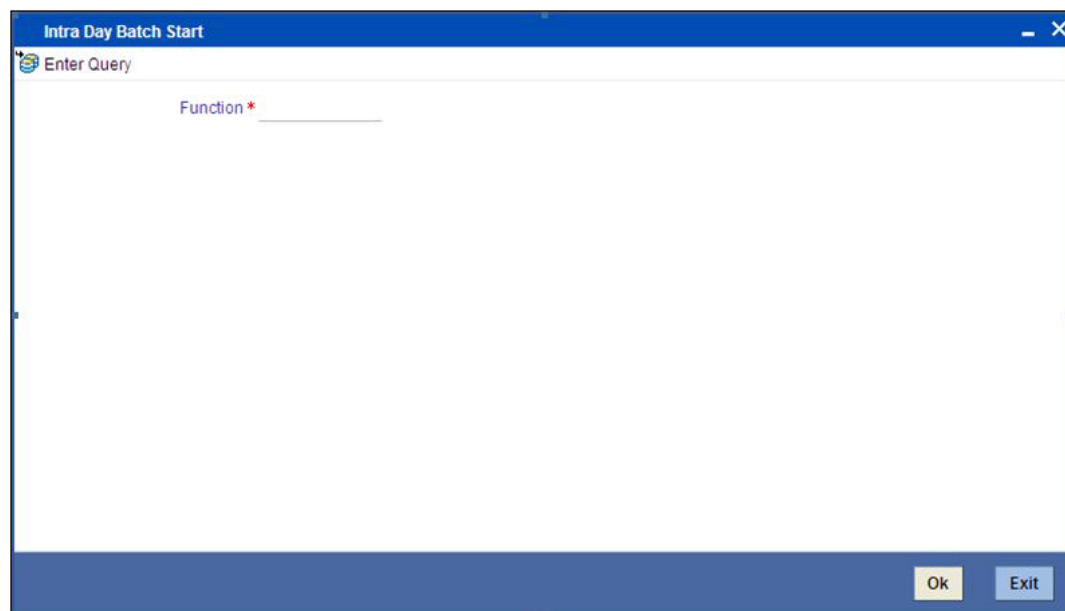
Parameter	Data Type	Value
ACTION CODE	VARCHAR2	RETURN
EXTERNAL SYSTEM	VARCHAR2	Name of the external system for which the cheque returns are being uploaded
FUNCTION ID	VARCHAR2	6560

Once you have specified the details, save the maintenance.

*For further information on this screen, refer to the section 'Specifying Data Values for EOD Functions' in chapter 'Automated End of Cycle Operations' of the Automated End of Day user manual.*

## 9.6.2 Triggering Cheque Return Processing Batch

You can invoke 'Intra Day Batch Start' screen by typing 'BABIDBAT' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



Select the function ID of the batch to be executed. Click 'OK' button. The system triggers the batch process.

The batch will pick up the unprocessed cheque return records and start processing the records one by one.

Before passing the cheque return record to the main processing routine, the system validates the entered data against the data stored in the database. If the entered data does not match with the data stored in the database, the system logs the error and proceeds to the next record.

You can input the charge component and charge amount/waiver for a cheque return. The charge component thus entered must be maintained in the 'Arc Maintenance' screen for the charge product mapped to the clearing product of the cheque being returned. The charge product, which should be an RT product, is mapped to the clearing product using the screen 'Online Charge Product Maintenance' (STDCHGMN). If it is not maintained, then the system will log appropriate error for the particular cheque return and proceed to the next cheque return record.

If you do not input any charge component for the cheque, then the system will check if any charge component has been maintained in 'Arc Maintenance' screen for the charge product mapped to the clearing product. If it is maintained, then system will pick that charge component and amount and process the record.

## 9.7 Querying Cheque Status

You can query the details of a cheque by specifying the customer's account number and cheque number in the 'Cheque Status Inquiry' screen. You can invoke this screen by typing 'CQIN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Cheque Status' application window. It features a title bar with a diamond icon and the text 'Cheque Status'. Below the title bar is a menu bar with 'New' and 'Enter Query' options. The main area contains several input fields: 'Account Number \*' (with a red asterisk), 'Account Description', 'Cheque Number \*' (with a red asterisk), 'Branch', 'Account Currency', 'Cheque Status' (a dropdown menu showing 'Invalid Cheque Number'), 'Customer Number', 'Customer Name', and 'External Reference'. There is a 'Reset' button below the 'Cheque Number' field and an 'Exit' button in the bottom right corner.

Here you can capture the following details:

### **Account Number**

Specify the account number. The adjoining option list displays all the valid account numbers maintained in the account branch selected. You can choose the appropriate one.

### **Account Branch**

Specify the branch code. The adjoining option list displays all the valid branch codes maintained in the system. You can choose the appropriate one.

### **Account Description**

The system displays a brief description on the account.

### **Account Currency**

The currency of the chosen account is displayed here.

### Cheque Number

Specify the cheque number. The adjoining option list displays all the valid cheque numbers maintained in the account number selected. You can choose the appropriate one. Click 'Reset' button once you specify the account number and cheque number. The following details will be displayed in the screen:

- Account Title
- Customer Number
- Account Currency
- Cheque Status

---

#### Note

Validation will be done to check if the account number specified is a valid number.

---

## 9.8 Selling a TC against an Account

You can issue a Traveller's Cheque (TC) for your customer against his/her savings account. In order to capture this transaction, you need to invoke the 'TC Sale (Against A/C)' screen by typing '1009' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

External Reference Number		Issuing Branch	
Instrument Type	TCA	Instrument Status	INIT
Account Currency *		TC Currency *	
Account *		TC Amount *	
Issuer Code *		Narrative	
Account Branch *			
Account Title			

Here, you can capture the following details:

#### External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### Issuing Branch

The current logged – in branch is displayed.

#### Instrument Type

The instrument type corresponding to a TC issued to customers against their savings account is displayed here.

**Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

**Account Branch**

Specify the branch in which the customer account is maintained for issuing the TC from the adjoining option list.

**Account**

Specify the customer account against which you are issuing the TC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Currency**

The transaction currency of the specified customer account is displayed here.

**TC Currency**

The transaction currency of the specified customer account is displayed here.

**TC Amount**

Specify the amount for which the TC is being issued.

**Narrative**

Here, you can enter remarks about the transaction.

Click the save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

TC Sale against Account

New Enter Query

External Reference Number  
Issuer Code  
Instrument type  
Instrument Status  
TC Currency  
TC Amount \*  
Narrative  
Beneficiary Name  
Beneficiary Address

Issuing Branch  
Account Branch  
Account  
Account Currency  
Related Customer Id  
Customer Name  
Exchange Rate  
Total Charge  
Account Amount

Recalculate

TC Denominations Charges MIS UDF

TC Denomination Details

1 Of 1 Go

Description	Denomination	Currency	Count	Series	Sys Count	S

Exit

In addition to the details defaulted from the previous stage, you can capture the following details:

### Batch Number

The teller entry batch number is displayed.

### Related Customer ID

The customer identification number of the payment initiator is displayed here based on the chosen account number.

### Customer Name

The customer name pertaining to the related customer ID is displayed here.

### Exchange Rate

The system displays the exchange rate used to convert the transaction currency into account currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Beneficiary Name

Specify the beneficiary name.

### Beneficiary Address

Specify the beneficiary address.



**Account Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

**Recalc**

Click 'Recalc' button to update amount/charge details.

**9.8.1 Specifying TC Denomination Details**

In this block you can enter the TC denomination details through the following fields:

**TC Description**

Select the TC denomination from the adjoining option list. The list displays all the TC denominations maintained in the branch system.

**TC Denomination**

The number of available units in the denomination is displayed.

**Currency**

The TC Currency is displayed here.

**Count**

Enter the number of TCs against each denomination in Count.

**Series**

Select the TC series from the option list.

**Start Number**

Specify the starting serial number of TC against each denomination and press TAB.

The following details are displayed:

**End Number**

The system displays ending serial number of TCs against each denomination based on the TC count you have specified.

**TC Amount**

The system displays the TC amount based on the value of denomination and the number of TCs against that denomination.

**System Count**

The count of denominations available in the system is displayed.

## 9.8.2 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

The screenshot displays the 'TC Sale against Account' window. At the top, there are buttons for 'New' and 'Enter Query'. Below this, the form is divided into two columns of input fields. The left column includes: External Reference Number, Issuer Code, Instrument type, Instrument Status, TC Currency, TC Amount (marked with a red asterisk), Narrative, Beneficiary Name, and Beneficiary Address. The right column includes: Issuing Branch, Account Branch, Account, Account Currency, Related Customer Id, Customer Name, Exchange Rate, Total Charge, and Account Amount. A 'Recalculate' button is located at the bottom right of the right column. Below the input fields is a tabbed interface with four tabs: 'TC Denominations', 'Charges' (which is selected and highlighted in blue), 'MIS', and 'UDF'. Under the 'Charges' tab, there is a 'Charge Details' section with a table. The table has a header row with columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. Below the header, there is one data row with input fields for each column. At the bottom right of the window, there is an 'Exit' button.

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

## 9.8.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:



Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

---

**Note**

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

---

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.9 Selling a TC against a GL

You can issue a Traveller's Cheque (TC) for your customer against General Ledger account. In order to capture this transaction, you need to invoke the 'TC Sale (Against GL)' screen by typing '8205' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference Number	
TC Currency *	
TC Amount *	
Narrative	
Issuer Code *	
Instrument Type	TCG
Instrument Status	INIT
Branch	
General Ledger Number *	
General Ledger Currency *	
General Ledger Description	

Here, you can capture the following details:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

**Branch**

The current logged – in branch is displayed.

**Instrument Type**

The instrument type corresponding to a TC issued against GL account is displayed here.

**Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**TC Currency**

Specify the currency of the TC.

**General Ledger Currency**

Specify the currency of the GL against which the TC is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**TC Amount**

Specify the amount for which the TC is being issued.

**General Ledger Number**

Specify the GL against which you are issuing the TC. The adjoining option list displays all the GL accounts maintained in the system. Select the appropriate one.

**GL Description**

The system displays the description of the GL account number chosen.

**Narrative**

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

In addition to the details defaulted from the previous stage, you can capture the following details:

### Customer Number

The customer identification number of the payment initiator is displayed here based on the chosen account number.

### Exchange Rate

The system displays the exchange rate used to convert the TC currency into GL account currency. If the TC currency is the same as the account currency, the system will display the exchange rate as '1'.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Total Amount

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

### Beneficiary Name

Specify the name of the beneficiary in whose favour the TC is being drawn.

### Beneficiary Address

Specify the address of the beneficiary.

### Recalc

Click 'Recalc' button to update amount/charge details.

### 9.9.1 Specifying TC Denomination Details

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

### 9.9.2 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

The screenshot displays the 'TC Sale (Against GL)' application window. The top bar includes a title bar with a diamond icon and window controls, and a menu bar with 'New' and 'Enter Query' options. The main form is divided into two columns of input fields. The left column contains: External Reference Number, Issuer Code, TC Currency \*, TC Amount \*, Exchange Rate, Narrative, Beneficiary Name, and Beneficiary Address. The right column contains: Instrument Type, Instrument Status, Customer Number, Transaction Branch, General Ledger Number, General Ledger Description, General Ledger Currency \*, Total Charge, and Total Amount. A 'Recalculate' button is located below the right column. Below the form is a tabbed interface with four tabs: 'TC Denominations', 'Charges' (which is selected and highlighted in blue), 'MIS', and 'UDF'. Under the 'Charges' tab, there is a 'Charge Details' section with a table. The table has a header row with columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. Below the header, there is one data row with input fields for each column. At the bottom right of the window is an 'Exit' button.

*Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.*

### 9.9.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Refer the section titled 'Specifying MIS details' under *Withdrawing Cash against a Cheque* for further details.

#### 9.9.4 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

Refer the section titled 'Specifying the UDF details' under *Withdrawing Cash against a Cheque* for further details.



Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.10 Selling a TC to a Walk-in Customer

You can sell a TC to any walk-in customer through the 'TC Sale (Walk-In)' screen. You can invoke this screen by typing '8204' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Field	Value
External Reference Number	
TC Currency *	
TC Amount *	
Branch	
Issuer Code *	
Instrument Status	INIT
Transaction currency *	
Narrative	
Instrument Type	TCW
Transaction Date	

Here, you can capture the following details:

### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### **Branch**

The current logged – in branch is displayed.

### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

### **Instrument Type**

The instrument type corresponding to a TC issued to walk-in customers is displayed here.

### **Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

### Transaction Date

Enter the date of issue of the TC. This is deemed to be the application date by default, and can be changed if necessary.

### TC Currency

Specify the currency in which the TC is being issued.

### Account Currency

The system defaults the branch currency as the account currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate code.

### TC Amount

Specify the amount for which the TC is being issued.

### Narrative

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

### Enrichment stage

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

TC Sale (Walk in)

New Enter Query

External Reference Number  
Instrument Type  
TC Currency  
TC Amount \*  
Narrative  
Beneficiary Name  
Beneficiary Address

Issuing Branch  
Instrument Status  
Issuer Code  
Transaction currency  
TC Amount in Account  
Currency  
Transaction Date  
Exchange Rate  
Total Charge  
Actual Amount

Recalculate

Currency Denominations TC Denominations Charges MIS UDF

Currency Code  
Preferred Denomination  
Total  
Populate  
Clear

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount
-------------------	--------------------	-------	--------------

Exit

In addition to the details defaulted from the previous stage, you can capture the following details:

### Exchange Rate

The system displays the exchange rate used to convert the TC currency into transaction currency. If the TC currency is the same as the transaction currency, the system will display the exchange rate as '1'.

### TC Amount in A/C Currency

Specify the TC amount in the TC currency.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Actual Amount

The system adds the charge amount to the TC amount and displays the total transaction amount.

### Recalc

Click 'Recalc' button to update amount/charge details.

## 9.10.1 Specifying TC Denomination Details

In this block you can enter the TC denomination details.

The screenshot shows the 'TC Sale (Walk in)' application window. The top section contains various input fields for transaction details, including External Reference Number, Instrument Type, TC Currency, TC Amount (marked with a red asterisk), Narrative, Beneficiary Name, Beneficiary Address, Issuing Branch, Instrument Status, Issuer Code, Transaction currency, TC Amount in Account, Currency, Transaction Date, Exchange Rate, Total Charge, and Actual Amount. A 'Recalculate' button is located at the bottom right of this section. Below this is a tabbed interface with 'Currency Denominations', 'TC Denominations' (selected), 'Charges', 'MIS', and 'UDF'. The 'TC Denomination Details' section features a table with columns: Description, Denomination, Currency, Count, Series, Sys Count, and a currency symbol (₹). The table is currently empty. Navigation controls (back, forward, search, etc.) are visible above the table. An 'Exit' button is located at the bottom right of the window.

Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.

## 9.10.2 Specifying Currency Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.

**TC Sale (Walk in)**

New Enter Query

External Reference Number		Issuing Branch	
Instrument Type		Instrument Status	
TC Currency		Issuer Code	
TC Amount *		Transaction currency	
Narrative		TC Amount in Account	
		Currency	
Beneficiary Name		Transaction Date	
Beneficiary Address		Exchange Rate	
		Total Charge	
		Actual Amount	
			<b>Recalculate</b>

**Currency Denominations** TC Denominations Charges MIS UDF

Currency Code		Total	
Preferred Denomination			<b>Clear</b>
			<b>Populate</b>

**Denomination Details**

1 Of 1 Go

Denomination Code	Denomination Value	Units	Total Amount

**Exit**

Refer the section titled 'Specifying denomination details' under 'Withdrawing Cash against a Cheque' for further details.

### 9.10.3 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

**TC Sale (Walk in)**

New Enter Query

External Reference Number  
Instrument Type  
TC Currency  
TC Amount \*  
Narrative  
Beneficiary Name  
Beneficiary Address

Issuing Branch  
Instrument Status  
Issuer Code  
Transaction currency  
TC Amount in Account  
Currency  
Transaction Date  
Exchange Rate  
Total Charge  
Actual Amount

Recalculate

Currency Denominations TC Denominations **Charges** MIS UDF

**Charge Details**

1 Of 1

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate

Exit

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

#### 9.10.4 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

**TC Sale (Walk in)**

New Enter Query

External Reference Number  
Instrument Type  
TC Currency  
TC Amount \*  
Narrative  
Beneficiary Name  
Beneficiary Address

Issuing Branch  
Instrument Status  
Issuer Code  
Transaction currency  
TC Amount in Account  
Currency  
Transaction Date  
Exchange Rate  
Total Charge  
Actual Amount

Recalculate

Currency Denominations TC Denominations Charges **MIS** UDF

**Composite MIS**

Composite MIS	Transaction MIS

Exit

Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.

### 9.10.5 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot shows the 'TC Sale (Walk in)' application window. At the top, there are buttons for 'New' and 'Enter Query'. Below this, there are two columns of input fields. The left column includes: 'External Reference Number', 'Instrument Type', 'TC Currency', 'TC Amount \*', 'Narrative', 'Beneficiary Name', and 'Beneficiary Address'. The right column includes: 'Issuing Branch', 'Instrument Status', 'Issuer Code', 'Transaction currency', 'TC Amount in Account', 'Currency', 'Transaction Date', 'Exchange Rate', 'Total Charge', and 'Actual Amount'. A 'Recalculate' button is located at the bottom right of the input fields. Below the input fields is a tabbed interface with tabs for 'Currency Denominations', 'TC Denominations', 'Charges', 'MIS', and 'UDF'. The 'UDF' tab is currently selected. Below the tabs is a section titled 'UDF Details' which contains a table with two columns: 'Field Name' and 'Field Value'. The table is currently empty. At the bottom right of the window is an 'Exit' button.

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.11 Purchasing a TC against an Account

You can purchase a TC through the 'TC Purchase (Against A/C)' screen. You can invoke this screen by typing '1409' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here, you can capture the following details:

#### **External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

#### **Issuing Branch**

The current logged – in branch is displayed.

#### **Account Number**

Specify the customer account against which you are purchasing the TC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

#### **Account Branch**

Specify the Branch in which the customer account needs to be selected for issuing the TC. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

#### **TC Currency**

Specify the currency of the TC.

#### **TC Amount**

Specify the amount as indicated on the TC instrument being purchased.

#### **Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

#### **Account Currency**

The transaction currency of the chosen customer account is displayed here.

#### **Narrative**

Here, you can enter remarks about the transaction.

Click save icon to go to the next stage.

## Enrichment stage

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

TC Purchase against Account

New Enter Query

External Reference  
Instrument Type TCA  
Issuer Code  
TC Currency  
Account Branch  
Exchange Rate  
Related Customer Id  
Customer Name

Issuing Branch  
Instrument Status LIQD  
Narrative  
TC Amount \*  
Account  
Account Currency  
TC Amount in Account  
Currency  
Total Charge  
Total Amount

Recalculate

TC Denomination Charge MIS UDF

TC Denomination Details

1 Of 1 Go

Description	Denomination	Currency	Count	Series	Sys Count	S

Exit

In addition to the details defaulted from the previous stage, you can capture the following details:

### Related Customer ID

The system displays the customer ID based on the account specified.

### Customer Name

Customer name pertaining to the Related customer ID will be defaulted and displayed here.

### TC Amount in A/C Currency

Specify the TC amount in the TC currency.

### Exchange Rate

The system displays the exchange rate used to convert the TC currency into account currency. If the TC currency is the same as the account currency, the system will display the exchange rate as '1'.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Total Amount

The system deducts the charge amount from the TC amount and displays the total transaction amount.

In case you change the TC amount, you will have to click the 'Recalc' button to re-compute the total transaction amount and the total amount.



### 9.11.1 Specifying TC Denomination Details

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

### 9.11.2 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

The screenshot displays the 'TC Purchase against Account' window. The top section contains various input fields for TC details, including External Reference, Instrument Type (TCA), Issuer Code, TC Currency, Account Branch, Exchange Rate, Related Customer Id, Customer Name, Issuing Branch, Instrument Status (LIQD), Narrative, TC Amount \*, Account, Account Currency, TC Amount in Account, Currency, Total Charge, and Total Amount. A 'Recalculate' button is located at the bottom right of this section. Below this, the 'TC Denomination' section has tabs for 'Charge', 'MIS', and 'UDF'. The 'Charge' tab is selected, showing a 'Charge Details' table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table currently shows one row with empty fields. At the bottom right of the window is an 'Exit' button.

*Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.*

### 9.11.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.

#### 9.11.4 Specifying UDF Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

---

**Note**

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

---

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.12 Purchasing a TC from a Walk-in Customer

You can liquidate a TC from a walk-in customer and give him/her the equivalent amount in cash. In order to capture such a transaction, invoke the 'TC Purchase (Walk - In)' screen. You can invoke this screen by typing '8003' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

TC Purchase (Walk in)

New Enter Query

External Reference Number

Instrument Type TCW

Instrument Status LIQD

TC Currency \*

TC Amount \*

Beneficiary Name

Beneficiary Address

Issuing Branch

Transaction currency \*

Narrative

Issuer Code \*

Exit

Here, you can capture the following details:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Issuing Branch**

The current logged – in branch is displayed.

**Issuer Code**

Specify the issuer code to validate the TC details for sale from the adjoining option list.

**Instrument Type**

The instrument type corresponding to a TC issued against GL account is displayed here.

**Instrument Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**TC Currency**

Specify the currency of the TC.

**Account Currency**

The system defaults the branch currency as the account currency. However you can change it. The adjoining option list displays all the currency codes maintained in the system. You can select the appropriate code.

**TC Amount**

Specify as indicated on the TC instrument being purchased.

**Narrative**

Here, you can enter remarks about the transaction.

**Beneficiary Name**

Specify the name of the beneficiary of the transaction.

**Beneficiary Address**

Specify the address of the beneficiary of the transaction.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

In addition to the details defaulted from the previous stage, you can capture the following details:

### Exchange Rate

The system displays the exchange rate used to convert the TC currency into transaction currency. If the TC currency is the same as the transaction currency, the system will display the exchange rate as '1'.

### Related Customer ID

System displays the customer ID applicable to walk-in customers.

### Total Charge

The system computes the charges applicable for the transaction and displays it here.

### Total Amount

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

### Beneficiary Name

Specify the beneficiary name.

### Beneficiary Address

Specify the beneficiary address.

### Passport/IC Number

Specify the customer's passport number or any other identification number.

In case you change the TC amount, you will have to click the 'Recalc' button to re-compute the total transaction amount and the total amount.

### 9.12.1 Specifying TC Denomination Details

In this block you can enter the TC denomination details.

*Refer the section titled 'Specifying TC Denomination Details' under 'Selling a TC against an Account' for further details.*

### 9.12.2 Specifying Currency Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.

The screenshot displays the 'TC Purchase (Walk in)' application window. It features a top menu bar with 'New' and 'Enter Query' options. The main form area contains several input fields organized into two columns. The left column includes fields for 'External Reference Number', 'Issuer Code', 'TC Currency', 'TC Amount \*', 'Exchange Rate', 'Beneficiary Name', 'Beneficiary Address', and 'Passport/IC Number'. The right column includes fields for 'Issuing Branch', 'Related Customer Id', 'Transaction currency', 'Narrative', 'Total Charge', and 'Total Amount'. A 'Recalculate' button is located below the 'Total Amount' field. Below the main form area, there is a tabbed interface with tabs for 'Currency Denominations', 'TC Denominations', 'Charges', 'MIS', and 'UDF'. The 'Currency Denominations' tab is currently selected, showing fields for 'Currency Code', 'Preferred Denomination', and 'Total', along with a 'Populate' button and a 'Clear' button. At the bottom of the window, there is a 'Denomination Details' section with a table. The table has columns for 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The table is currently empty, and there is a 'Go' button and a '1 Of 1' indicator above it. An 'Exit' button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing Cash against a Cheque' for further details.*

### 9.12.3 Specifying Charge Details

This block allows you to capture charge related details. Click on the 'Charges' to invoke the following screen:

**TC Purchase (Walk in)**

New Enter Query

External Reference Number  
Issuer Code  
TC Currency  
TC Amount \*  
Exchange Rate  
Beneficiary Name  
Beneficiary Address  
Passport/IC Number

Issuing Branch  
Related Customer Id  
Transaction currency  
Narrative  
Total Charge  
Total Amount

Recalculate

Currency Denominations TC Denominations **Charges** MIS UDF

**Charge Details**

1 Of 1

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate

Exit

Refer the section titled 'Specifying charge details' under 'Withdrawing Cash against a Cheque' for further details.

#### 9.12.4 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

**TC Purchase (Walk in)**

New Enter Query

External Reference Number  
Issuer Code  
TC Currency  
TC Amount \*  
Exchange Rate  
Beneficiary Name  
Beneficiary Address  
Passport/IC Number

Issuing Branch  
Related Customer Id  
Transaction currency  
Narrative  
Total Charge  
Total Amount

Recalculate

Currency Denominations TC Denominations Charges **MIS** UDF

**Composite MIS**

Transaction MIS

Exit

Refer the section titled 'Specifying MIS details' under 'Withdrawing Cash against a Cheque' for further details.

### 9.12.5 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot shows a software window titled "TC Purchase (Walk in)". At the top, there are buttons for "New" and "Enter Query". Below this, the form is divided into two columns of input fields. The left column includes: "External Reference Number", "Issuer Code", "TC Currency", "TC Amount \*", "Exchange Rate", "Beneficiary Name", "Beneficiary Address", and "Passport/IC Number". The right column includes: "Issuing Branch", "Related Customer Id", "Transaction currency", "Narrative", "Total Charge", and "Total Amount". A "Recalculate" button is located below the "Total Amount" field. Below the input fields is a tabbed interface with five tabs: "Currency Denominations", "TC Denominations", "Charges", "MIS", and "UDF". The "UDF" tab is currently selected. Under the "UDF" tab, there is a section titled "UDF Details" which contains a table with two columns: "Field Name" and "Field Value". The table has one row with empty input fields. At the bottom right of the window is an "Exit" button.

Refer the section titled 'Specifying the UDF details' under 'Withdrawing Cash against a Cheque' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.13 Making Cross Border Payments

You can make cross border payment using the 'Cross-Border Payment By AC' screen.



Here you can capture the following details:

### Transfer Type

Specify the type of transfer, i.e., whether the transfer is a bank transfer or a customer transfer.

### Charge Whom

Specify the entity that will bear the charges. The options in the drop-down list are:

- Charges Borne by Ordering Customer
- Charges Borne by Beneficiary
- Our Chgs by Ord Cust and Rvr Chgsby Ben

### External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

### Product Code

The system displays the code of the retail teller product that will be used for processing the transaction.

### Branch

The system displays the logged-in branch code.

### Transaction Date

Specify the date when the transaction was initiated.

### Transaction Branch

Specify the branch where the transaction is carried out.

### Book Date

Specify the booking date.

### From Account Currency

Specify the currency of the account from where the payment is made.

### From Amount

Specify the amount that will be transferred from the sender's account.

### From Account Number

Specify the sender's account number.

### From Account Branch

Specify the branch of the sender's account.

### Route Code

Specify the route code of the transaction.

After you specify the above details, click save icon to go to the next stage.

### Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot shows a window titled "Scheme" with a tabbed interface. The "Transfer Details" tab is active. The form contains the following fields:

Transfer Details	Messaging Info	Customer Transfer Info	Charge Details
External Reference Number			Account with Institution
Product			
Transaction Branch			
From Amount			
From Account Branch			Ultimate Beneficiary
Customer ID			
Country of Agent Bank			
Correspondent Account			
Branch			
Transaction Date			
Transfer Currency			
From Account Currency			
From Account Number			
Narrative			
Route Code			
Account Description			
Receiver			
Credit Value Date			
Debit Value Date			
Type			BANK TRANSFER

An "Exit" button is located at the bottom right of the window.

In this screen, in addition to the details defaulted from the previous stage, the system allows you to capture information on the following:

### Customer ID

The system displays the customer ID based on the account that is specified.

### Account Title

The system displays a brief title for the chosen account.

This screen provides following details:

- Transfer Details
- Messaging Info
- Customer Transfer Info

### 9.13.1 **Specifying the Transfer Details**

In the transfer details tab, you can capture the following information:

**Agent Bank**

Specify the bank through which the transaction is being carried out.

**Beneficiary AC No**

Specify the account number of the beneficiary.

**Beneficiary Details**

Specify the beneficiary details

**Agent Bank Addr**

Specify the address of the agent bank.

**Cr Value Date**

System displays the credit value date.

**Dr Value Date**

System displays the credit value date.

### 9.13.2 **Specifying the Messaging Information**

In the Messaging Info tab, you can capture the following information:

**Ordering Customer**

Specify details of the ordering customer.

**Sender To Receiver Info**

Specify the sender to receiver information of the transaction.

**Charge Whom**

Specify the entity that will bear the charges.

The options in the drop-down list are:

- Charges Borne by Ordering Customer
- Charges Borne by Beneficiary
- Our Chgs by Ord Cust and Rvr Chgsby Ben

**Payment Details**

Specify the payment details

**Narrative**

Provide a description for the transaction.

### 9.13.3 **Specifying the Customer Transfer Details**

In the Customer Transfer Info tab, you can capture the following:

**Bank Operation Code**

Specify the Bank Operation Code. The values in the drop-down list are:

- CRTS
- SPAY
- SSTD

- SPRI

**Instruction Code**

Specify the instruction code for the transaction.

**Envelope Contents**

Specify the contents of the envelope.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

---

**Note**

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

---

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

Once the transaction is complete, you can reverse the accounting entries of the transaction, if required.

For more information on reversing a transaction, refer the section 'Transaction Reversal' under the 'Cash Transaction' manual.

## **9.14 Selling a DD Issue against an Account**

You can issue a Demand Draft (DD) for your customer against his/her savings account. In order to capture this transaction, you need to invoke the 'DD Issue Against Account' screen by typing '1014' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "LBL\_1014" with a menu bar containing "New" and "Enter Query". The form is organized into several sections:

- LBL\_DD\_DET**: Contains fields for LBL\_DD\_DATE1 \*, Bank Code \*, Bank Name, LBL\_DD\_CUR \*, LBL\_DD\_AMT1 \*, Instrument Number, LBL\_PAY\_BRN\_CODE \*, LBL\_PAY\_BRN\_NAME, and MICR Number.
- Beneficiary Details**: Contains Beneficiary Name \* and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Contains Account Number \*, Account Description, Account Branch \*, Account Currency, and Account Amount.
- LBL\_DELIVERY\_DETAILS**: Contains a checkbox for LBL\_DISPATCH\_POST, a checkbox for LBL\_ACC\_ADDR, and an Address field with three sub-inputs.
- Additional Details**: Contains Narrative and External Reference fields.

At the bottom right, there are "Ok" and "Exit" buttons.

Here you can capture the following details:

## **DD Details**

### **DD Date**

The date of DD issue is displayed here.

### **Bank Code**

Specify the code of the bank that is issuing the DD. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

### **Bank Name**

The system displays the name of the bank.

### **Payable Branch Code**

Specify the branch code at which the DD should be encashed or redeemed. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

### **Payable Branch Name**

The system displays the name of the branch.

### **DD Currency**

Specify the currency of the DD.

### **DD Amount**

Specify the amount for which the DD is being drawn.

### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message as "Instrument number entered is not valid"

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**MICR Number**

Specify the MICR number of the cheques.

**Beneficiary Details****Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Verification Number**

Specify the customer's verification number.

**Funding Details****Account Number**

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Description**

The system displays a brief description on the account.

**Account Branch**

Select the branch code from the adjoining option list.

**Account Currency**

The currency of the chosen account is displayed here.

**Account Amount**

The amount to be credited to the account is displayed here.

**Delivery Details****Dispatch by Post/Courier**

Check this box to dispatch the DD by post or courier.

**Use Account Address**

Check this box to default the address maintained at the account level.

**Address**

Specify the address to which the demand draft should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

**Additional Details****Narrative**

The system defaults the 'DD Issued in favour of <Beneficiary Name> here. However you can modify this.

**External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays the LBL\_1014 form with the following sections and fields:

- LBL\_DD\_DET**
  - LBL\_DD\_DATE1 \* (text field)
  - Bank Code (text field)
  - Bank Name (text field)
  - LBL\_PAY\_BRN\_CODE (text field)
  - LBL\_PAY\_BRN\_NAME (text field)
  - LBL\_DD\_CUR (text field)
  - LBL\_DD\_AMT1 \* (text field)
  - Instrument Number (text field)
  - MICR Number (text field)
- Beneficiary Details**
  - Beneficiary Name \* (text field)
  - LBL\_VERIFY\_NO (text field)
- LBL\_FUNDING\_DETAILS**
  - Account Number (text field)
  - Account Description (text field)
  - Account Branch (text field)
  - Account Currency (text field)
  - Account Amount (text field)
- LBL\_DELIVERY\_DETAILS**
  - ☐ LBL\_DISPATCH\_POST
  - ☐ LBL\_ACC\_ADDR
  - Address (text field)
- Additional Details**
  - Narrative (text field)
  - Customer ID (text field)
  - Customer Name (text field)
  - Exchange Rate (text field)
  - External Reference (text field)
  - Charges (text field)
  - Recalculate** (button)
- Charges** (tabbed interface with MIS and UDF tabs)
  - Charge Details** (table with 7 columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, Exchange Rate, and an empty column)
    - Row 1: [checkbox], [checkbox], [text], [text], [text], [text], [text]

At the bottom right, there are **Ok** and **Exit** buttons.

In addition to the information defaulted from the previous stage, you can view the following details:

### Issuing Branch

The branch code of the issuing branch is displayed here.

### Instrument Number

The instrument number is displayed here.

### Customer Number

The customer number is displayed here.

### Account Branch

The code of the branch where the account resides is displayed here.

### Customer Name

Specify the name of the customer.

### Exchange Rate

The exchange rate is displayed here.

**Account Currency**

The currency of the chosen account is displayed here.

**Account Title**

The title of the account is displayed here.

**Customer ID**

The customer ID is displayed here.

**Charges**

The total charges applicable are displayed here.

**Account Amount**

The amount to be credited to the account is displayed here.

**MICR Number**

Specify the MICR number displayed on the DD being issued.

**Charge Amount**

Specify the charge amount.

---

**Note**

- During the issue process, based on the issue type, the system will use the instrument types (BCW, BCA, BCG, BCC/DDW, DDA, DDG, DDC) for the resolution of the retail product and DAO accounts.
  - Instrument number generation will be based on the single instrument type (BC/DD) at the inventory level.
  - If the system is not using the inventory module, then a new instrument type called 'BCI' or 'DDI' will be used to generate (issue) the instrument and the sequence number generation will be based on this new type.
  - This will ensure that the instrument number is unique for the instrument BC or DD irrespective of the issue type. i.e., across all types of BC, the instrument number will be unique and similarly for all types of DD, the instrument number will be unique.
- 

**9.14.1 Specifying Charge Details**

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

**9.14.2 Specifying MIS Details**

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:



LBL\_1014

New Enter Query

LBL\_DD\_DET

LBL\_DD\_DATE1 \* Bank Code Bank Name

LBL\_DD\_CUR LBL\_DD\_AMT1 \* Instrument Number

LBL\_PAY\_BRN\_CODE MICR Number

LBL\_PAY\_BRN\_NAME

Beneficiary Details

Beneficiary Name \* LBL\_VERIFY\_NO

LBL\_FUNDING\_DETAILS

Account Number Account Branch

Account Description Account Currency

Account Amount

LBL\_DELIVERY\_DETAILS

☐ LBL\_DISPATCH\_POST

Address ☐ LBL\_ACC\_ADDR

Additional Details

Narrative External Reference

Customer ID Charges

Customer Name Recalculate

Exchange Rate

Charges MIS UDF

Composite MIS Transaction MIS

Ok Exit

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

### 9.14.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

**LBL\_1014**

New Enter Query

**LBL\_DD\_DET**

LBL\_DD\_DATE1 \* Bank Code Bank Name

LBL\_DD\_CUR LBL\_DD\_AMT1 \* Instrument Number

LBL\_PAY\_BRN\_CODE MICR Number

LBL\_PAY\_BRN\_NAME

**Beneficiary Details**

Beneficiary Name \* LBL\_VERIFY\_NO

**LBL\_FUNDING\_DETAILS**

Account Number Account Branch

Account Description Account Currency Account Amount

**LBL\_DELIVERY\_DETAILS**

☐ LBL\_DISPATCH\_POST ☐ LBL\_ACC\_ADDR

Address

**Additional Details**

Narrative External Reference

Customer ID Charges

Customer Name

Exchange Rate **Recalculate**

**Charges** MIS **UDF**

**UDF Details**

1 Of 1

Field Name	Field Value

**Ok Exit**

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

### Note

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

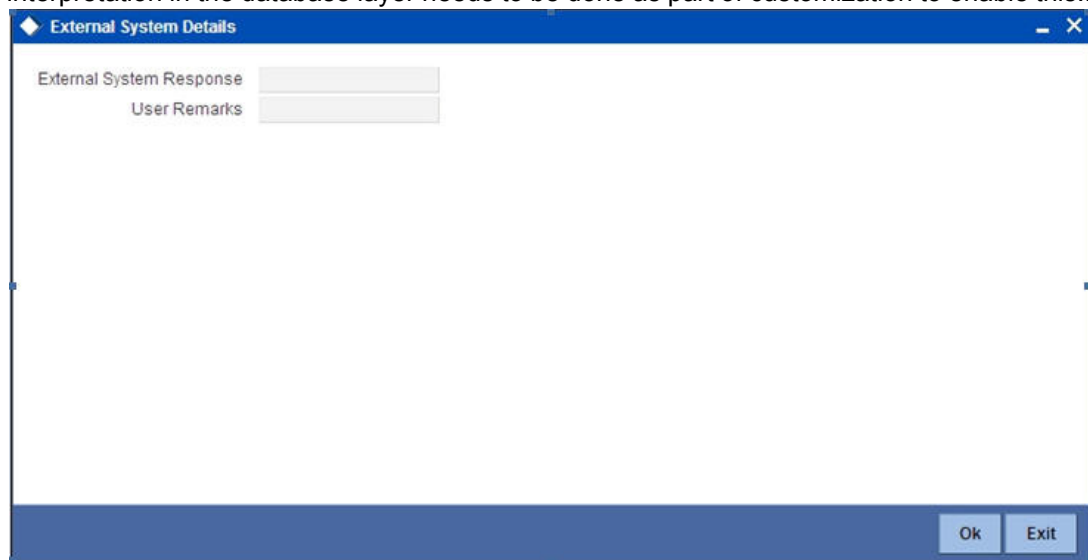
Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.15 Viewing OFAC Check Response

OFAC check enables the application to call an external web service to perform black list check for customer and customer accounts and give warnings appropriately while transacting with black listed customers. You can also capture your remarks before overriding the black list warning.

Click 'OFAC Check' button in 'Bills and Collections - Contract Input - Detailed' screen to view the OFAC check response in the 'External System Detail' screen. On clicking 'OFAC Check' button, system will build the request XML and call the web service. The 'External System details' screen displays the response is received from the external system and you will be also allowed to enter your remarks in this screen. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same. This button can be made visible while carrying out the actual customization. Request building response interpretation in the database layer needs to be done as part of customization to enable this..



Here, you can view /capture the following details:

### **External System Response**

The response from the external system regarding the black listed customer is displayed here.

### **User Remarks**

Specify your remarks regarding the black listed customer here.

## 9.16 Issuing DD against Cheque

You can issue a Demand Draft (DD) for your customer against an in-house cheque drawn on his/her savings account. In order to capture this transaction, you need to invoke the 'DD Issue Against Cheque' screen by typing '8330' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "LBL\_8330" with a menu bar containing "New" and "Enter Query". The form is organized into several sections:

- LBL\_DD\_DET**: Contains fields for LBL\_DD\_DATE1 \*, Bank Code \*, Bank Name, LBL\_DD\_CUR \*, LBL\_DD\_AMT1 \*, Instrument Number, LBL\_PAY\_BRN\_CODE \*, LBL\_PAY\_BRN\_NAME, and MICR Number.
- Beneficiary Details**: Contains Beneficiary Name \* and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Contains Account Number \*, Account Description, Cheque Number, Account Branch, Account Currency, Account Amount, and Cheque Date.
- LBL\_DELIVERY\_DETAILS**: Contains checkboxes for LBL\_DISPATCH\_POST and LBL\_ACC\_ADDR, and a multi-line Address field.
- Additional Details**: Contains Narrative and External Reference fields.

At the bottom right, there are "Ok" and "Exit" buttons.

Here you can capture the following details:

## **DD Details**

### **DD Date**

The date of DD issue is displayed here.

### **Bank Code**

Specify the code of the bank that is issuing the DD. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

### **Bank Name**

The system displays the name of the bank.

### **Payable Branch Code**

Specify the branch code at which the DD should be encashed or redeemed. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

### **Payable Branch Name**

The system displays the name of the branch.

### **DD Currency**

Specify the currency of the DD.

### **DD Amount**

Specify the amount for which the DD is being drawn.

### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message as "Instrument number entered is not valid"

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**MICR Number**

Specify the MICR number of the cheques.

**Beneficiary Details****Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Verification Number**

Specify the customer's verification number.

**Funding Details****Account Number**

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Description**

The system displays a brief description on the account.

**Cheque Number**

Specify the number of the cheque being drawn for DD sale.

**Account Branch**

Select the branch code from the adjoining option list.

**Account Currency**

The currency of the chosen account is displayed here.

**Account Amount**

The amount to be credited to the account is displayed here.

**Cheque Date**

Specify the date of the cheque from the adjoining calendar.

**Delivery Details****Dispatch by Post/Courier**

Check this box to dispatch the DD by post or courier.

**Use Account Address**

Check this box to default the address maintained at the account level.

**Address**

Specify the address to which the demand draft should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

**Additional Details****Narrative**

The system defaults the 'DD Issued in favour of <Beneficiary Name> here. However you can modify this.

## External Reference Number

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot displays the LBL\_8330 form with the following sections and fields:

- LBL\_DD\_DET**
  - LBL\_DD\_DATE1 \* (text field)
  - Bank Code (text field)
  - Bank Name (text field)
  - LBL\_PAY\_BRN\_CODE (text field)
  - LBL\_PAY\_BRN\_NAME (text field)
  - LBL\_DD\_CUR (text field)
  - LBL\_DD\_AMT1 \* (text field)
  - Instrument Number (text field)
  - MICR Number (text field)
- Beneficiary Details**
  - Beneficiary Name \* (text field)
  - LBL\_VERIFY\_NO (text field)
- LBL\_FUNDING\_DETAILS**
  - Account Number (text field)
  - Account Description (text field)
  - Cheque Number (text field)
  - Account Branch (text field)
  - Account Currency (text field)
  - Account Amount (text field)
  - Cheque Date (text field)
- LBL\_DELIVERY\_DETAILS**
  - ☐ LBL\_DISPATCH\_POST
  - ☐ LBL\_ACC\_ADDR
  - Address (text field)
- Additional Details**
  - Narrative (text field)
  - Customer Number (text field)
  - Customer Name (text field)
  - Exchange Rate (text field)
  - External Reference (text field)
  - Charges (text field)
  - Instrument type (text field)
  - Instrument Status (text field)
  - DDC (text field)
  - INIT (text field)
  - Recalculate** (button)
- Charges** (tabbed interface with MIS and UDF tabs)
  - Charge Details** (table with 7 columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, Exchange Rate, and an empty column for details)

At the bottom right, there are **Ok** and **Exit** buttons.

In addition to the information defaulted from the previous stage, you can view the following details:

## Issuing Branch

The branch code of the issuing branch is displayed here.

## Instrument Number

The instrument number is displayed here.

## Customer Number

The customer number is displayed here.

## Account Branch

The code of the branch where the account resides is displayed here.

## Customer Name

Specify the name of the customer.

### Exchange Rate

The exchange rate is displayed here.

### Account Currency

The currency of the chosen account is displayed here.

### Account Title

The title of the account is displayed here.

### Customer ID

The customer ID is displayed here.

### Charges

The total charges applicable are displayed here.

### Account Amount

The amount to be credited to the account is displayed here.

### MICR Number

Specify the MICR number displayed on the DD being issued.

### Charge Amount

Specify the charge amount.

## 9.16.1 Specifying Charge Details

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

## 9.16.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays the LBL\_8330 form, which is used for specifying charge and MIS details. The form is organized into several sections:

- LBL\_DD\_DET**: Fields for LBL\_DD\_DATE1, Bank Code, Bank Name, LBL\_DD\_CUR, LBL\_DD\_AMT1, Instrument Number, MICR Number, LBL\_PAY\_BRN\_CODE, and LBL\_PAY\_BRN\_NAME.
- Beneficiary Details**: Fields for Beneficiary Name and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Fields for Account Number, Account Branch, Account Description, Account Currency, Account Amount, and Cheque Date.
- LBL\_DELIVERY\_DETAILS**: Fields for LBL\_DISPATCH\_POST and LBL\_ACC\_ADDR.
- Additional Details**: Fields for Narrative, Customer Number, Customer Name, Exchange Rate, External Reference, Charges, Instrument type, and Instrument Status.
- Charges**: A tab labeled 'MIS' and 'UDF'.
- Composite MIS**: A section for capturing composite MIS details.
- Transaction MIS**: A section for capturing transaction MIS details.

The form includes a 'Recalculate' button and 'Ok' and 'Exit' buttons at the bottom right.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

### 9.16.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the LBL\_8330 screen with the following sections and fields:

- LBL\_DD\_DET**:
  - LBL\_DD\_DATE1 \* (text field)
  - Bank Code (text field)
  - Bank Name (text field)
  - LBL\_PAY\_BRN\_CODE (text field)
  - LBL\_PAY\_BRN\_NAME (text field)
  - LBL\_DD\_CUR (text field)
  - LBL\_DD\_AMT1 \* (text field)
  - Instrument Number (text field)
  - MICR Number (text field)
- Beneficiary Details**:
  - Beneficiary Name \* (text field)
  - LBL\_VERIFY\_NO (text field)
- LBL\_FUNDING\_DETAILS**:
  - Account Number (text field)
  - Account Description (text field)
  - Cheque Number (text field)
  - Account Branch (text field)
  - Account Currency (text field)
  - Account Amount (text field)
  - Cheque Date (text field)
- LBL\_DELIVERY\_DETAILS**:
  - ☐ LBL\_DISPATCH\_POST
  - ☐ LBL\_ACC\_ADDR
  - Address (text field)
- Additional Details**:
  - Narrative (text field)
  - Customer Number (text field)
  - Customer Name (text field)
  - Exchange Rate (text field)
  - External Reference (text field)
  - Charges (text field)
  - Instrument type (text field)
  - Instrument Status (text field)
  - DDC (text field)
  - INIT (text field)
  - Recalculate (button)
- Charges**: MIS, UDF (tabs)
- UDF Details**:
 

Field Name	Field Value

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

#### Note

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

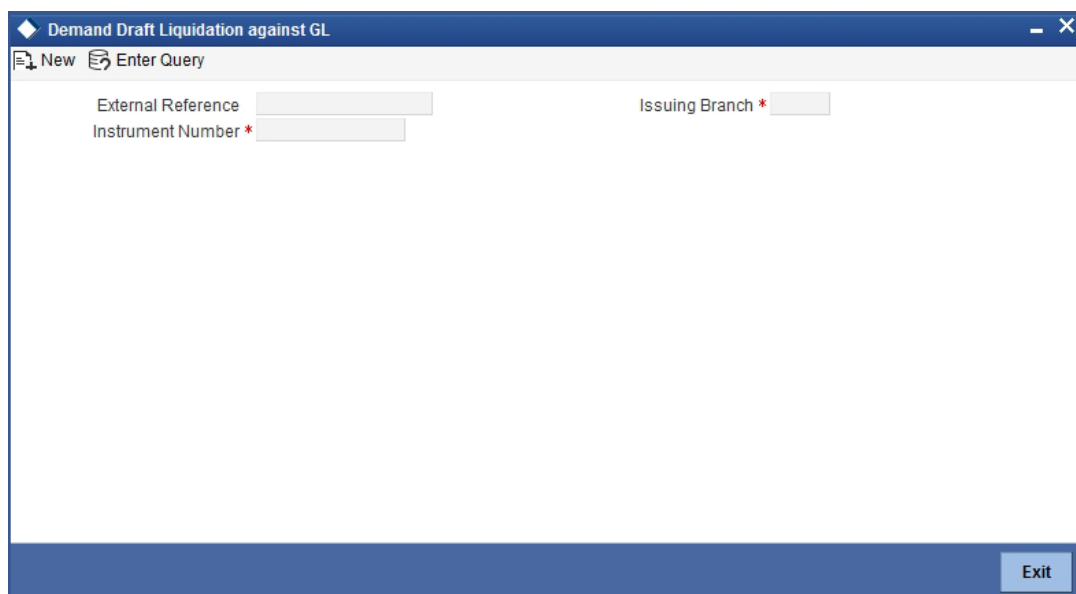


Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.17 Liquidating a DD against a GL

You can liquidate a DD drawn on your branch against a GL through the 'DD Liquidation against GL' screen. You can invoke this screen by typing '8311' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **DD Details**

#### **Instrument Number**

Select the instrument number of the DD that should be liquidated from the adjoining option list.

#### **Issue Branch Code**

Select the issue branch code from the adjoining option list.

#### **Issue Branch Name**

the system displays the name of the issue branch based on the issue branch code.

#### **Issue Date**

The system displays the date of issue of the DD.

#### **DD Currency**

The system displays currency of the DD currency captured during 'Issue'.

#### **DD Amount**

The system displays the DD amount captured during 'Issue'.

#### **Payable Bank Code**

The system displays the name of the payable bank code captured during 'Issue'.

#### **Payable Bank Name**

The system displays the name of the bank captured during 'Issue'.

**Payable Branch Code**

The system displays the name of the payable branch code captured during 'Issue'.

**Payable Branch Name**

The system displays the name of the branch captured during 'Issue'.

**MICR Number**

The system displays the MICR number of the cheques captured during 'Issue'.

**DD Status**

The system displays the status of the issued DD.

**Beneficiary Details****Beneficiary Name**

The system displays the beneficiary in whose favour the DD is being drawn captured during 'Issue'.

**Verification Number**

The system displays the customer's verification number captured during 'Issue'.

**Liquidation Details****Liquidation Mode**

Specify the mode of liquidation from the adjoining drop-down list.

**GL Number**

Specify the general ledger number that should be used to post this transaction. The adjoining option list displays all the general ledgers maintained in the system. Choose the appropriate one.

**GL Description**

The system displays the description of the specified GL account.

**GL Currency**

The currency of the chosen GL is displayed here.

**GL Amount**

The GL amount to be credited to the account is displayed here.

**Additional Details****Narrative**

The system defaults the 'DD Liquidation- <Instrument No.> here. However you can modify this.

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Here you can capture the following additional details:

### Instrument Type

The instrument type is displayed here.

### Issue Branch

The issue branch is displayed here.

### Liquidation Date

The system displays the date on which the transaction is posted.

### Liquidation Mode

Specify the status of the instrument. You can choose any of the following values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel

### General Ledger Number

Specify the general ledger number that should be used to post this transaction. The adjoining option list displays all the general ledgers maintained in the system. Choose the appropriate one.

### General Ledger Description

The system displays the description of the specified GL account.

### Instrument Number

The instrument number is displayed here.

### General Ledger Currency

The currency of the chosen GL is displayed here.

### Demand Draft Currency

The currency of the DD instrument is displayed here.

**Payable Bank**

The clearing bank code is displayed here.

**Narrative**

You can enter remarks for the transaction.

**Demand Draft Amount**

The amount for which the Demand Draft has been drawn is displayed here.

**Issue Date**

The system displays the date of issue of the DD.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Payable branch**

The branch where the DD has to be liquidated is displayed here.

**Demand Draft Number**

The issue number of the DD is displayed here.

**Verification Number**

The system displays the Verification Number details captured during issue.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit. *Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## **9.18 Liquidating a DD against an Account**

You can liquidate a DD drawn on your branch against an account through the 'DD Liquidation Against Account' screen. You can invoke this screen by typing '8312' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Demand Draft Liquidation against Account". It features a menu bar with "New" and "Enter Query" options. The main workspace contains two input fields on the left: "External Reference" and "Instrument Number \*". To the right of these is an "Issuing Branch \*" field. An "Exit" button is located in the bottom right corner.

Here you can specify the following details:

### **DD Details**

#### **Instrument Number**

Select the instrument number of the DD to be liquidated from the adjoining option list.

#### **Issue Branch Code**

Select the issue branch code from the adjoining option list.

#### **Issue Branch Name**

the system displays the name of the issue branch based on the issue branch code.

#### **Issue Date**

The system displays the date of issue of the DD.

#### **DD Currency**

The system displays currency of the DD currency captured during 'Issue'.

#### **DD Amount**

The system displays the DD amount captured during 'Issue'.

#### **Payable Bank Code**

The system displays the name of the payable bank code captured during 'Issue'.

#### **Payable Bank Name**

The system displays the name of the bank captured during 'Issue'.

#### **Payable Branch Code**

The system displays the name of the payable branch code captured during 'Issue'.

#### **Payable Branch Name**

The system displays the name of the branch captured during 'Issue'.

#### **MICR Number**

The system displays the MICR number of the cheques captured during 'Issue'.

**DD Status**

The system displays the status of the issued DD.

**Beneficiary Details****Beneficiary Name**

The system displays the beneficiary in whose favour the DD is being drawn captured during 'Issue'.

**Verification Number**

The system displays the customer's verification number which was captured during 'Issue'.

**Liquidation Details****Liquidation Mode**

Specify the mode of liquidation from the adjoining drop-down list.

**Account Number**

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Description**

The system displays a brief description on the account.

**Account Branch**

Select the branch code from the adjoining option list.

**Account Currency**

The currency of the chosen account is displayed here.

**Account Amount**

The amount to be credited to the account is displayed here.

**Additional Details****Narrative**

The system defaults the 'DD Liquidation - <Instrument No.> here. However you can modify this.

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage.

**Input stage – 2**

On clicking save icon, the system fetches the details of the chosen instrument and displays them in the following screen:

Here you can capture the following additional details:

### Instrument Type

The instrument type is displayed here.

### Liquidation Mode

Specify the status of the instrument. You can choose any of the following values available in the adjoining drop-down list:

- Payment
- Refund
- Cancel

### Liquidation Date

The system displays the date on which the transaction is posted.

### Account Currency

The currency of the chosen account is displayed here.

### Account Number

Specify the offset account that should be used to post this transaction. The adjoining option list displays all the accounts maintained in the system. Choose the appropriate one.

### Instrument Number

The instrument number of the DD that needs to be liquidated is displayed here.

### Payable Bank

The clearing bank code is displayed here.

### DD Currency

The currency of the DD instrument is displayed here.

### DD Amount

The amount for which the DD has been drawn is displayed here.

### Narrative

You can enter remarks for the transaction.

**Issue Date**

The system displays the date of issue of the DD.

**Payable Branch**

The branch where the DD has to be liquidated is displayed here.

**DD Number**

The issue number of the DD is displayed here.

**DD Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Verification Number**

The system displays the Verification Number details captured during issue.

Click save icon to go to the next stage.**Enrichment stage**

On clicking save icon button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**Demand Draft Liquidation against Account**

New Enter Query

External Reference		Issue Branch	
Instrument type	DDA	Liquidation Mode	Payment
Liquidation Date		Account Branch	
Account Currency		Transaction Amount	
Account Number		Instrument Number	
Customer Name		Narrative	
Payable Bank		Issue Date	
Demand Draft Currency		Exchange Rate	
Demand Draft Amount			
Total Amount			
Total Charge			
Beneficiary Name		Demand Draft Number	
Beneficiary Address		Passport/IC Number	
		Payment Branch	

Recalculate

Charges MIS UDF

**Charge Details**

1 Of 1 Go

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate

Exit

In addition to the details defaulted from the previous stage, you can capture the following information:



## Total Charges

The system displays the total charges applicable to the transaction.

## Total Amount

The system displays the total amount that will be credited to the account.

### 9.18.1 Specifying Charge Details

This block allows you to capture charge related details.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 9.18.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a software window titled "Demand Draft Liquidation against Account". It features a top menu bar with "New" and "Enter Query" options. The main area is divided into two columns of input fields. The left column includes fields for "External Reference", "Instrument type" (with "DDA" selected), "Liquidation Date", "Account Currency", "Account Number", "Customer Name", "Payable Bank", "Demand Draft Currency", "Demand Draft Amount", "Total Amount", "Total Charge", "Beneficiary Name", and "Beneficiary Address". The right column includes fields for "Issue Branch", "Liquidation Mode" (with a dropdown menu showing "Payment"), "Account Branch", "Transaction Amount", "Instrument Number", "Narrative", "Issue Date", "Exchange Rate", "Demand Draft Number", "Passport/IC Number", and "Payment Branch". A "Recalculate" button is located below the right column. At the bottom, there is a tabbed interface with three tabs: "Charges", "MIS" (which is currently selected and highlighted in blue), and "UDF". Below the tabs, the screen is split into two sections: "Composite MIS" on the left and "Transaction MIS" on the right, each containing a table with multiple empty rows for data entry. An "Exit" button is located in the bottom right corner of the window.

*Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.*

### 9.18.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

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#### Note

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

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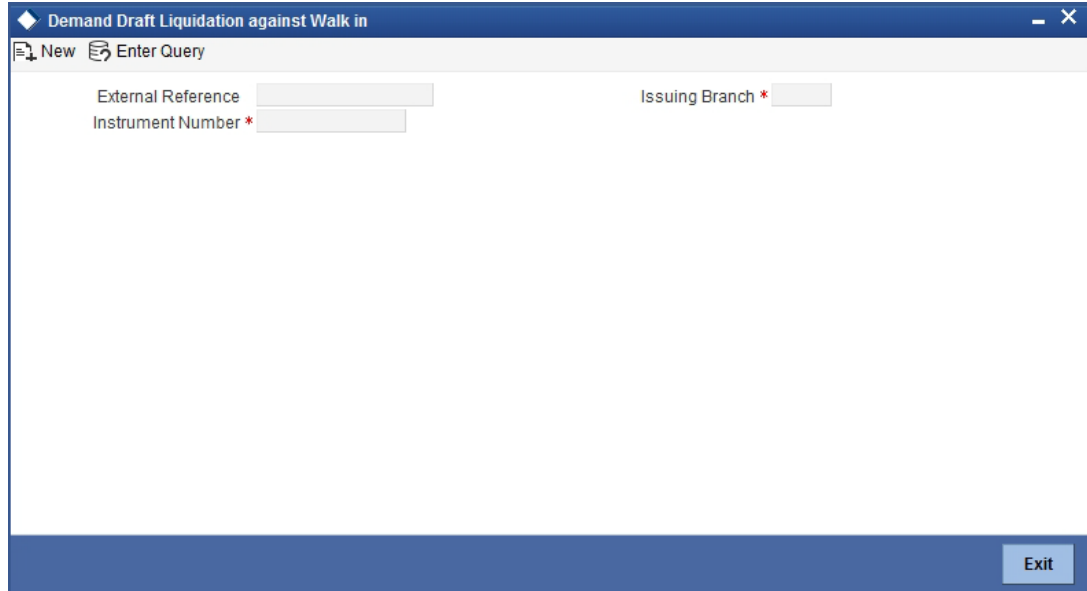
For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.19 Liquidating a DD for a Walk-in Customer

You can liquidate a DD or a walk-in customer and give him/her the equivalent amount in cash. In order to capture such a transaction, invoke the 'DD Liquidation Walk-In' screen. You can invoke this screen by typing '8310' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **DD Details**

#### **Instrument Number**

Select the instrument number of the DD that needs to be liquidated from the adjoining option list.

#### **Issue Branch Code**

Select Issue branch code from the adjoining option list.

#### **Issue Branch Name**

the system displays the name of the issue branch based on the issue branch code.

#### **Issue Date**

The system displays the date of issue of the DD.

#### **DD Currency**

The system displays currency of the DD currency captured during 'Issue'.

#### **DD Amount**

The system displays the DD amount captured during 'Issue'.

#### **Payable Bank Code**

The system displays the name of the payable bank code captured during 'Issue'.

#### **Payable Bank Name**

The system displays the name of the bank captured during 'Issue'.

#### **Payable Branch Code**

The system displays the name of the payable branch code captured during 'Issue'.

**Payable Branch Name**

The system displays the name of the branch captured during 'Issue'.

**MICR Number**

The system displays the MICR number of the cheques captured during 'Issue'.

**DD Status**

The system displays the status of the issued DD.

**Beneficiary Details****Beneficiary Name**

The system displays the beneficiary in whose favour the DD is being drawn captured during 'Issue'.

**Verification Number**

The system displays the customer's verification number captured during 'Issue'.

**Liquidation Details****Liquidation Mode**

Specify the mode of liquidation from the adjoining drop-down list.

**Transaction Currency**

Specify the currency in which the customer is making the payment.

**Transaction Amount**

The system displays the total transaction amount.

**Additional Details****Narrative**

The system defaults the DD Liquidation - <Instrument No.> here. However you can modify this.

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number. Click save icon to go to the next stage.

**Input stage - 2**

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction.

The following screen will be displayed:

In addition to the details defaulted from the previous stage, you can capture the following information:

#### Branch

The branch code is displayed here.

#### Liquidation Type

The liquidation type of the DD is displayed here.

#### Liquidation Mode

The system displays the liquidation mode of the DD. However, you can change it. The adjoining drop-down list displays the following values:

- Payment
- Refund
- Cancel

#### Payable Bank

The clearing bank code is displayed here.

#### Instrument Number

The instrument number is displayed here.

#### Payable Branch

The branch where the DD amount is being paid out (current branch) is displayed here.

#### DD Currency

The system displays the currency in which the DD has been issued.

#### Issue Date

The system displays the date on which the DD has been issued.

#### Liquidation Date

The system displays the date on which the transaction is being posted.

#### Drawee Account Number

The account on which the DD has been drawn is displayed here.

**DD Amount**

The amount for which the DD has been issued is displayed here.

**DD Number**

The MICR number of the DD is displayed here.

**DD Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Transaction Currency**

The system defaults the branch currency as the transaction currency. However you can change it. The adjoining option list displays all the currency codes maintained in the Host. You can select the appropriate code.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Other Details**

Any other information captured for the transaction is displayed here.

**Verification Number**

The system displays the verification number details captured during issue.

Click save icon to go to the next stage.

**Enrichment stage**

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

The screenshot shows a software window titled "LBL\_8310\_DD" with a menu bar containing "New" and "Enter Query". The form is divided into several sections:

- LBL\_DD\_DET**: Contains fields for Instrument Number (marked with an asterisk), LBL\_ISSUE\_BRN\_CD, LBL\_ISSUE\_BRN\_NAME, Issue Date, LBL\_DD\_CUR, LBL\_DD\_AMT1, LBL\_PAY\_BNK\_CD, LBL\_PAY\_BNK\_NAME, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, MICR Number, and LBL\_DDSTAT.
- Beneficiary Details**: Includes Beneficiary Name and LBL\_VERIFY\_NO.
- Liquidation Details**: Includes Liquidation Mode (a dropdown menu showing "Payment"), Transaction currency, and Transaction Amount.
- Additional Details**: Includes Narrative, Liquidation Type (set to "DDW"), Total Charges, External Reference, and Exchange Rate. There is a "Recalculate" button next to the Exchange Rate field.
- Denomination**: A tabbed section with tabs for "Charges", "MIS", and "UDF". The "Denomination" tab is active, showing Currency Code, Preferred Denomination, Total, and a "Clear" button. There is also a "Populate" button.
- Denomination Details**: A table with columns: Denomination Code, Denomination Value, Units, and Total Amount. The table shows one row with empty fields. Above the table is a navigation bar with "1 Of 1" and a "Go" button.

At the bottom right of the window are "Ok" and "Exit" buttons.

In addition to the details defaulted from the previous stage, you can capture the following information:

### Exchange Rate

The system displays the exchange rate for the transaction if the DD currency and the transaction currency are not the same.

### Total Charge

The system computes the charge applicable to the transaction and displays it.

### Net Amount

The system derives the net amount payable to the customer after deducting the applicable charges and displays it here.

## 9.19.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.*

## 9.19.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot shows the LBL\_8310\_DD application window with the 'Charges' tab selected. The window contains several sections for data entry:

- LBL\_DD\_DET**: Fields for Instrument Number, LBL\_ISSUE\_BRN\_CD, LBL\_ISSUE\_BRN\_NAME, Issue Date, LBL\_DD\_CUR, LBL\_DD\_AMT1, LBL\_PAY\_BNK\_CD, LBL\_PAY\_BNK\_NAME, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, MICR Number, and LBL\_DDSTAT.
- Beneficiary Details**: Fields for Beneficiary Name and LBL\_VERIFY\_NO.
- Liquidation Details**: Fields for Liquidation Mode (set to Payment), Transaction currency, and Transaction Amount.
- Additional Details**: Fields for Narrative, External Reference, Exchange Rate, Liquidation Type (set to DDW), and Total Charges. A 'Recalculate' button is present.

At the bottom, there is a 'Denomination' bar with tabs for 'Charges', 'MIS', and 'UDF'. Below this is a 'Charge Details' table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table shows one row of data. At the bottom right are 'Ok' and 'Exit' buttons.

The system displays the charge applicable to the transaction. You can waive it if required. You then need to click 'Recalc' button to re-computed the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

## 9.19.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:



LBL\_8310\_DD

New Enter Query

LBL\_DD\_DET

Instrument Number \*  
 LBL\_ISSUE\_BRN\_CD  
 LBL\_ISSUE\_BRN\_NAME  
 Issue Date  
 LBL\_DD\_CUR  
 LBL\_DD\_AMT1

LBL\_PAY\_BNK\_CD  
 LBL\_PAY\_BNK\_NAME  
 LBL\_PAY\_BRN\_CODE  
 LBL\_PAY\_BRN\_NAME  
 MICR Number  
 LBL\_DDSTAT

Beneficiary Details

Beneficiary Name  
 LBL\_VERIFY\_NO

Liquidation Details

Liquidation Mode  
 Transaction currency  
 Transaction Amount

Additional Details

Narrative  
 Liquidation Type  
 Total Charges

External Reference  
 Exchange Rate  
 Recalculate

Denomination Charges MIS UDF

Composite MIS

Transaction MIS

Ok Exit

Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.

#### 9.19.4 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot shows the 'LBL\_8310\_DD' application window. It contains several sections for data entry:

- Instrument Details:** Fields for Instrument Number (marked with a red asterisk), LBL\_ISSUE\_BRN\_CD, LBL\_ISSUE\_BRN\_NAME, Issue Date, LBL\_DD\_CUR, LBL\_DD\_AMT1, LBL\_PAY\_BNK\_CD, LBL\_PAY\_BNK\_NAME, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, MICR Number, and LBL\_DDSTAT.
- Beneficiary Details:** Fields for Beneficiary Name and LBL\_VERIFY\_NO.
- Liquidation Details:** Fields for Liquidation Mode (set to 'Payment'), Transaction currency, and Transaction Amount.
- Additional Details:** Fields for Narrative, Liquidation Type (set to 'DDW'), Total Charges, External Reference, and Exchange Rate. A 'Recalculate' button is located next to the Exchange Rate field.
- UDF Details:** A tabbed interface with 'Denomination', 'Charges', 'MIS', and 'UDF' tabs. The 'UDF' tab is active, showing a table with 'Field Name' and 'Field Value' columns. A 'Go' button is present above the table.

At the bottom right of the window are 'Ok' and 'Exit' buttons.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.20 Issuing a DD to a Walk-in Customer

You can issue a DD to any walk-in customer through the 'DD Issue Walk-In' screen. You can invoke this screen by typing '8305' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "LBL\_8305" with a menu bar containing "New" and "Enter Query". The form is organized into several sections:

- LBL\_DD\_DET**: Contains fields for LBL\_DD\_DATE1 \*, Bank Code \*, Bank Name, LBL\_DD\_CUR \*, LBL\_DD\_AMT1 \*, Instrument Number, LBL\_PAY\_BRN\_CODE \*, and MICR Number.
- Beneficiary Details**: Contains Beneficiary Name \* and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Contains Transaction currency \* and Transaction Amount.
- LBL\_PURCHASER\_DET**: Contains LBL\_PURCHASE\_NAME \* and LBL\_VERIFY\_NO.
- LBL\_DELIVERY\_DETAILS**: Contains a checkbox for LBL\_DISPATCH\_POST and an Address field.
- Additional Details**: Contains Narrative and External Reference fields.

At the bottom right, there are "Ok" and "Exit" buttons.

Here you can capture the following details:

## **DD Details**

### **DD Date**

The date of DD issue is displayed here.

### **Bank Code**

Specify the code of the bank that is issuing the DD. The adjoining option list displays all the bank codes maintained in the system. Select the appropriate one.

### **Bank Name**

The system displays the name of the bank.

### **Payable Branch Code**

Specify the branch code at which the DD should be encashed or redeemed. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

### **Payable Branch Name**

The system displays the name of the branch.

### **DD Currency**

Specify the currency of the DD.

### **DD Amount**

Specify the amount for which the DD is being drawn.

### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message as "Instrument number entered is not valid"

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**MICR Number**

Specify the MICR number of the cheques.

**Beneficiary Details****Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Verification Number**

Specify the customer's verification number.

**Funding Details****Transaction Currency**

Specify the currency in which the customer is making the payment.

**Transaction Amount**

The system displays the total transaction amount.

**Purchaser Details****Purchaser Name**

Specify the name of the purchaser.

**Verification Number**

Specify the purchaser's verification number.

**Delivery Details****Dispatch by Post/Courier**

Check this box to dispatch the DD by post or courier.

**Address**

Specify the address to which the demand draft should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

**Additional Details****Narrative**

The system defaults the 'DD Issued in favour of <Beneficiary Name> here. However you can modify this.

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction.

The following screen will be displayed:

The screenshot shows the LBL\_8305 application window with the following sections:

- LBL\_DD\_DET**: Fields for LBL\_DD\_DATE1, Bank Code, Bank Name, LBL\_DD\_CUR, LBL\_DD\_AMT1\*, Instrument Number, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, and MICR Number.
- Beneficiary Details**: Fields for Beneficiary Name\* and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Fields for Transaction Currency and Transaction Amount.
- LBL\_PURCHASER\_DET**: Fields for LBL\_PURCHASE\_NAME\* and LBL\_VERIFY\_NO.
- LBL\_DELIVERY\_DETAILS**: Fields for LBL\_DISPATCH\_POST (checkbox) and Address.
- Additional Details**: Fields for Narrative, Instrument Type (DDW), Charges, External Reference, and Transaction Currency Rate.
- Currency Denominations**: Tabs for Currency Denominations, Charges, MIS, and UDF. Fields for Currency Code, Preferred Denomination, Total, and buttons for Recalculate, Populate, and Clear.
- Denomination Details**: A table with columns Denomination Code, Denomination Value, Units, and Total Amount.

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency Rate

The system displays the exchange to be used for the transaction in case the transaction currency is different from the DD currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

### Total Amount

The system computes the total amount to be paid by the walk-in customer by adding the charge amount to the DD amount.

## 9.20.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

LBL\_8305

New Enter Query

LBL\_DD\_DET

LBL\_DD\_DATE1 Bank Code Bank Name LBL\_DD\_CUR LBL\_DD\_AMT1 \* Instrument Number MICR Number

LBL\_PAY\_BRN\_CODE LBL\_PAY\_BRN\_NAME

Beneficiary Details

Beneficiary Name \* LBL\_VERIFY\_NO

LBL\_FUNDING\_DETAILS

Transaction Currency Transaction Amount

LBL\_PURCHASER\_DET

LBL\_PURCHASE\_NAME \* LBL\_VERIFY\_NO

LBL\_DELIVERY\_DETAILS

LBL\_DISPATCH\_POST Address

Additional Details

Narrative External Reference

Instrument Type DDW Transaction Currency Rate

Charges

Calculate

Currency Denominations

Charges MIS UDF

Currency Code Preferred Denomination Total

Populate Clear

Denomination Details

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount

Ok Exit

Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.

## 9.20.2 Specifying charge details

This block allows you to capture charge related details. You need to click on the 'Charges' tab to invoke the following screen.

The screenshot shows a software window titled "LBL\_8305" with a menu bar containing "New" and "Enter Query". The form is organized into several sections:

- LBL\_DD\_DET**: Fields for LBL\_DD\_DATE1, Bank Code, Bank Name, LBL\_DD\_CUR, LBL\_DD\_AMT1\*, Instrument Number, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, and MICR Number.
- Beneficiary Details**: Fields for Beneficiary Name\* and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Fields for Transaction Currency and Transaction Amount.
- LBL\_PURCHASER\_DET**: Fields for LBL\_PURCHASE\_NAME\* and LBL\_VERIFY\_NO.
- LBL\_DELIVERY\_DETAILS**: A checkbox for LBL\_DISPATCH\_POST and a multi-line Address field.
- Additional Details**: Fields for Narrative, Instrument Type (set to DDW), Charges, External Reference, and Transaction Currency Rate.

A "Recalculate" button is located below the Additional Details section.

Below the main form is a tabbed interface with "Currency Denominations", "Charges", "MIS", and "UDF". The "Charges" tab is active, showing a "Charge Details" table with the following columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table shows one row with a checkbox in the Charge Components column.

At the bottom right of the window are "Ok" and "Exit" buttons.

The system displays the charge applicable to the transaction. You can waive it if required. You then need to click 'Recalc' button to re-compute the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 9.20.3 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

LBL\_8305

New Enter Query

LBL\_DD\_DET

LBL\_DD\_DATE1 Bank Code Bank Name LBL\_DD\_CUR LBL\_DD\_AMT1 \* Instrument Number MICR Number

LBL\_PAY\_BRN\_CODE LBL\_PAY\_BRN\_NAME

Beneficiary Details

Beneficiary Name \* LBL\_VERIFY\_NO

LBL\_FUNDING\_DETAILS

Transaction Currency Transaction Amount

LBL\_PURCHASER\_DET

LBL\_PURCHASE\_NAME \* LBL\_VERIFY\_NO

LBL\_DELIVERY\_DETAILS

☐ LBL\_DISPATCH\_POST Address

Additional Details

Narrative External Reference Instrument Type DDW Transaction Currency Rate Charges

Recalculate

Currency Denominations Charges MIS UDF

Composite MIS Transaction MIS

Ok Exit

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

#### 9.20.4 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

LBL\_8305

New Enter Query

LBL\_DD\_DET

LBL\_DD\_DATE1 Bank Code Bank Name LBL\_DD\_CUR LBL\_DD\_AMT1 \* Instrument Number MICR Number

LBL\_PAY\_BRN\_CODE LBL\_PAY\_BRN\_NAME

Beneficiary Details

Beneficiary Name \* LBL\_VERIFY\_NO

LBL\_FUNDING\_DETAILS

Transaction Currency Transaction Amount

LBL\_PURCHASER\_DET

LBL\_PURCHASE\_NAME \* LBL\_VERIFY\_NO

LBL\_DELIVERY\_DETAILS

☐ LBL\_DISPATCH\_POST Address

Additional Details

Narrative External Reference Instrument Type DDW Transaction Currency Rate Charges

Recalculate

Currency Denominations Charges MIS UDF

UDF Details

1 Of 1

Field Name	Field Value

Ok Exit

Refer the section titled 'Specifying UDF details' under 'Capturing a cash deposit' for further details.



Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 9.20.5 Invoking OFAC Check

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'DD Issue Walk-In' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.

## 9.21 Issuing a DD against a GL

You can issue a DD against a GL account for your customer through the 'DD Issue against GL' screen. You can invoke this screen by typing '8306' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'LBL\_8306' application window. At the top, there's a title bar with 'LBL\_8306' and standard window controls. Below the title bar is a menu bar with 'New' and 'Enter Query'. The main area contains several sections with input fields:

- LBL\_DD\_DET**: Fields for LBL\_DD\_DATE1, Bank Code, Bank Name, LBL\_DD\_CUR, LBL\_DD\_AMT1, Instrument Number, LBL\_PAY\_BRN\_CODE, and MICR Number.
- Beneficiary Details**: Fields for Beneficiary Name and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Fields for GL Number, GL Description, GL Currency, and GL Amount.
- LBL\_DELIVERY\_DETAILS**: A checkbox for LBL\_DISPATCH\_POST and a multi-line text area for Address.
- Additional Details**: Fields for Narrative and External Reference.

At the bottom right, there are 'Ok' and 'Exit' buttons.

Here you can capture the following details:

## **DD Details**

### **DD Date**

The system displays the date on which the DD is being issued.

### **Bank Code**

Specify the clearing bank code. The adjoining option list displays all the clearing bank codes maintained in the system. Choose the appropriate one.

### **Bank Name**

The system displays the name of the bank.

### **Payable Branch Code**

Specify the branch code at which the DD should be encashed or redeemed. The adjoining option list displays all the branches maintained in the system. Select the appropriate one.

### **Payable Branch Name**

The system displays the name of the branch.

### **DD Currency**

Specify the in which the DD is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

### **DD Amount**

Specify the amount for which the DD is being drawn.

### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message "Instrument number entered is not valid".

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

### **MICR Number**

Specify the MICR number as displayed on the DD instrument.

## **Beneficiary Details**

### **Beneficiary Name**

Specify the name of the beneficiary in whose favor the DD is being issued.

### **Verification Number**

Specify the customer's verification number.

## **Funding Details**

### **GL Number**

Specify the GL against which the DD is being issued. The adjoining option list displays all the GL codes maintained in the system. Choose the appropriate one.

**GL Description**

The system displays the description of the specified GL account.

**GL Currency**

Specify the currency of the GL against which the DD is being issued. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

**GL Amount**

The GL amount is displayed here.

**Delivery Details****Dispatch by Post/Courier**

Check this box to dispatch the DD by post or courier.

**Address**

Specify the address to which the demand draft should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

**Additional Details****Narrative**

The system defaults the 'DD Issued in favour of <Beneficiary Name> here. However you can modify this.

**External Reference Number** The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage.

## Enrichment stage

On clicking the save icon button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

The screenshot displays the LBL\_8306 form with the following sections and fields:

- LBL\_DD\_DET**
  - LBL\_DD\_DATE1, Bank code, Bank Name, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME
  - LBL\_DD\_CUR, LBL\_DD\_AMT1, Instrument Number, MICR Number
- Beneficiary Details**
  - Beneficiary Name, LBL\_VERIFY\_NO
- LBL\_FUNDING\_DETAILS**
  - GL Number, GL Description, GL Currency, GL Amount
- LBL\_DELIVERY\_DETAILS**
  - ☐ LBL\_DISPATCH\_POST, Address
- Additional Details**
  - Narrative, Instrument Type (DDG), Charges
  - External Reference, Transaction Currency Rate

A **Recalculate** button is located below the Additional Details section.

Below the main form is a tabbed interface with **Charges**, **MIS**, and **UDF** tabs. The **Charges** tab is active, showing a **Charge Details** table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table shows one row of data.

At the bottom right of the form are **Ok** and **Exit** buttons.

In addition to the details defaulted from the previous stage, you can capture the following information:

### Transaction Currency

The system displays the currency of the GL as the currency in which the transaction entries will be posted. However, you can change it by choosing the appropriate currency code from the adjoining option list.

### Charges

The system calculates the charges applicable to the transaction and displays the amount here.

In case you change the charge amount or the DD amount, you will have to click 'Recalc' button to re-compute the total transaction amount.

### Total Amount

The system adds the charge amount to the DD amount and displays the total transaction amount.

### Instrument Number

The instrument number is displayed here.

### 9.21.1 Specifying charge details

This block allows you to capture charge related details for the transaction. You can waive it if required. You then need to click 'Recalc' button to re-compute the net amount payable to the customer.

*Refer the section titled 'Specifying charge details' under 'Capturing a cash deposit' for further details.*

### 9.21.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

LBL\_8306

New Enter Query

LBL\_DD\_DET

LBL\_DD\_DATE1 Bank code Bank Name LBL\_DD\_CUR LBL\_DD\_AMT1 Instrument Number

LBL\_PAY\_BRN\_CODE LBL\_PAY\_BRN\_NAME MICR Number

Beneficiary Details

Beneficiary Name LBL\_VERIFY\_NO

LBL\_FUNDING\_DETAILS

GL Number GL Description GL Currency GL Amount

LBL\_DELIVERY\_DETAILS

☐ LBL\_DISPATCH\_POST Address

Additional Details

Narrative Instrument Type DDG Charges External Reference Transaction Currency Rate

Recalculate

Charges MIS UDF

Composite MIS Transaction MIS

Ok Exit

*Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.*

### 9.21.3 Specifying UDF Details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

Refer the section titled ‘Specifying UDF details’ under ‘Capturing a cash deposit’ for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under ‘Depositing Cash’ in the chapter ‘Cash Transactions’ of this User Manual for further details.

Refer the chapters titled ‘Transaction Workflow’ and ‘Common Operations’ in this User Manual for details on the authorization process.

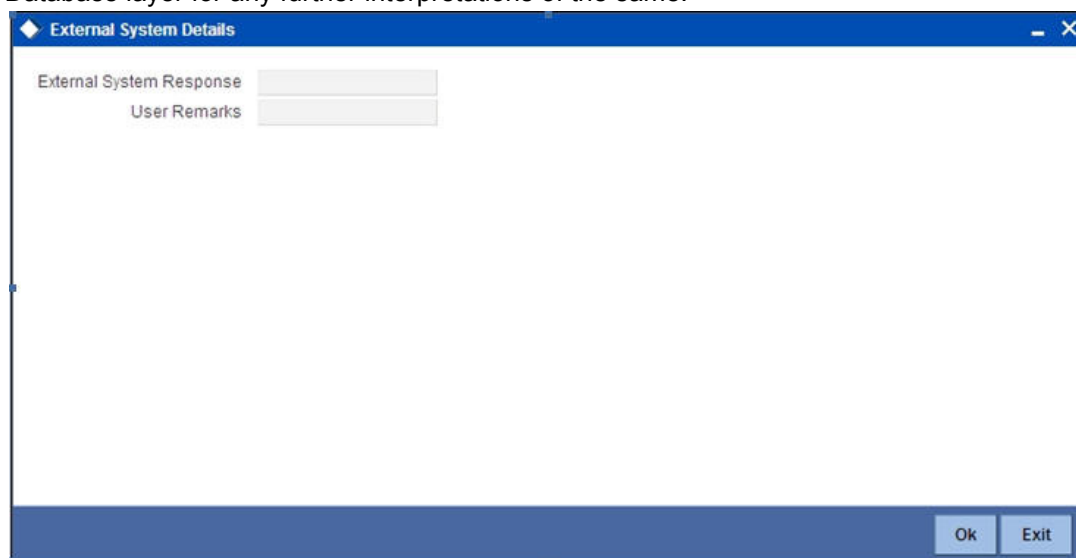
#### 9.21.4 Invoking OFAC Check

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click ‘OFAC Check’ button in ‘DD Issue against GL ’screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.



The screenshot shows a window titled "External System Details". It contains two text input fields: "External System Response" and "User Remarks". At the bottom right, there are "Ok" and "Exit" buttons.

Here, you can view the following details.

#### **External System Response**

The response from the external system regarding the black listed customer will be defaulted here.

#### **User Remarks**

You can specify your remarks here.

## **9.22 Inquiring on a DD Transaction**

You can query on the details of a DD transaction based on the issue branch and the instrument number of the DD transaction. For a liquidated contract only liquidation details are displayed. You can achieve this through the 'DD Inquiry' screen. You can invoke this screen

by typing '7789' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'LBL\_DD\_INQUIRY1' application window. It features a menu bar with 'New' and 'Enter Query' options. Below the menu bar, there are two main input fields: 'Instrument Number \*' and 'Issue Branch'. The main body of the window is divided into several sections, each with a blue header and a list of input fields:

- LBL\_DD\_DET**: Includes fields for Bank Code, Bank Name, LBL\_DD\_DATE1, LBL\_DD\_CUR, Narrative, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, LBL\_DDSTAT, MICR Number, and LBL\_DD\_AMT1.
- Beneficiary Details**: Includes fields for Beneficiary Name and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Includes fields for Mode, Account Number, Account Description, Currency, Cheque Number, LBL\_PURCHASE\_NAME, GL Number, GL Description, Amount, Cheque Date, and LBL\_VERIFY\_NO.
- Liquidation Details**: Includes fields for Mode, Account Number, Account Description, Currency, Date, GL Number, GL Description, and Amount.
- LBL\_DELIVERY\_DETAILS**: Includes a field for Address.

An 'Exit' button is located in the bottom right corner of the window.

Here you can query on the details of a DD based on the following fields:

### **Instrument Number**

Specify the instrument number from the adjoining option list.

### **Issue Branch**

The system displays the issue branch

### **DD Details**

#### **Bank Code**

The system displays the bank code.

#### **Bank Name**

The system displays the name of the bank.

#### **DD Date**

The date of DD issue is displayed here.

#### **DD Currency**

The system displays the DD currency.

#### **DD Status**

The system displays the status of the issued DD.

#### **Payable Branch Code**

The system displays the payable branch code.

#### **Payable Branch Name**

The system displays the name of the branch.

#### **MICR Number**

The system displays the MICR number of the cheques.



**DD Amount**

The system displays the amount for which the DD is being drawn.

**Narrative**

The system defaults the 'DD Issued in favour of <Beneficiary Name>' for liquidated instruments.

The system defaults the 'DD Liquidation - <Instrument No.>' for liquidated instruments.

**Beneficiary Details****Beneficiary Name**

Specify the name of the beneficiary in whose favour the DD is being drawn.

**Verification Number**

Specify the customer's verification number.

**Funding Details****Mode**

The system displays the funding mode based on the mode of payment for funding DD.

**Account Number**

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Description**

The system displays a brief description on the account.

**Currency**

The currency of the chosen account is displayed here.

**Cheque Number**

The system displays the cheque number.

**Purchaser Name**

Specify the name of the purchaser.

**GL Number**

Select the account number of the GL against which a BC is issued from the adjoining option list.

**GL Description**

The system displays a brief description on the general ledger.

**Amount**

The system displays the amount based on funding.

**Cheque Date**

The system displays the cheque date,

**Verification Number**

The system displays the customer verification number.

## **Liquidation Details**

### **Mode**

Specify the mode of liquidation from the adjoining drop-down list.

### **Account Number**

Specify the customer account against which you are issuing the DD. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

### **Account Description**

The system displays a brief description on the account.

### **Currency**

The currency of the chosen account is displayed here.

### **Date**

Specify the date of liquidation.

### **GL Number**

Select the account number of the GL against which a BC is issued from the adjoining option list.

### **GL Description**

The system displays a brief description on the general ledger.

### **Amount**

The system displays the amount based on the liquidation

## **Delivery Details**

### **Address**

Specify the address to which the demand draft should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

### **Re-validating DD Instrument**

You can re-validate the expired DD instrument using 'Revalidation of DD Instrument' screen.

System will allow re-validating instrument only if,

- The check box 'Allow Revalidation' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated, cancelled or refunded.
- Instrument status should be issued (INIT), Reissued (RISU), Duplicate Issue (DISU) or authorized.

### **9.22.1 Query Stage**

To invoke 'Revalidation of DD Instrument' screen, type 'DDRV' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.

Revalidation of Demand Draft Instrument

External Reference Number

Payment Mode

Issue Branch

Instrument Number

Exit

You need to specify following details here:

**External Reference**

System generates and displays unique reference number to identify the re-issuance of DD instrument.

**Payment Mode**

The system will collect charges based on the payment mode selected at the query stage.

**Issue Branch**

The system defaults the current branch as the issue branch.

**Instrument Number**

Specify the instrument number for the issuance of duplicate DD instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

### 9.22.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:

Revalidation of Demand Draft Instrument	
External Reference Number	<input type="text"/>
Issue Branch	<input type="text"/>
Instrument Number	<input type="text"/>
Issue Account Number	<input type="text"/>
Expiry Date	<input type="text"/>
MICR Number	<input type="text"/>
Revalidation Reason *	<input type="text"/>
Revalidation Date	<input type="text"/>
Demand Draft Status	<input type="text"/>
Instrument type	<input type="text"/>
Demand Draft Currency	<input type="text"/>
Demand Draft Amount	<input type="text"/>
Payable Bank	<input type="text"/>
Issue Date	<input type="text"/>
Beneficiary Name	<input type="text"/>
Beneficiary Address	<input type="text"/>
<div> <div>Revalidation Frequency</div> <div> Days <input type="text"/>  Months <input type="text"/>  Years <input type="text"/>  New Expiry Date <input type="text"/> </div> </div> <div> <div>Payment Details</div> <div> Charge Account <input type="text"/>  Charge Currency <input type="text"/> </div> </div>	
Exit	

System displays the following details in this screen:

- External Reference
- Issue Branch
- Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Revalidation Count
- Duplicate Issue Date
- Demand Draft Status
- Instrument Type
- Demand Draft Currency
- Demand Draft Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

#### Revalidation Reason

Specify the reason for the re-validation of DD instrument. The reason specified here will be shown in the revalidated instrument report.

#### Revalidation Frequency

System defaults re-validation frequency maintained in the 'Instrument Type Definition' screen; however, you can override the re-validation frequency in days, months or years.

#### New Expiry Date

System generates new expiry date for the re-validated instrument calculated as,

'Old Expiry Date + 'Revalidation Period'.

## **Payment Details**

You need to specify the following details under 'Payment Details' section:

### **Charge Account Number**

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

### **Charge Currency**

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

## **9.22.3 Enrichment Stage**

On clicking the save icon, the system will display the following screen:

**Revalidation of Demand Draft Instrument**

External Reference Number		Demand Draft Status	
Issue Branch		Instrument type	
Instrument Number		Demand Draft Currency	
Issue Account Number		Demand Draft Amount	
Expiry Date		Payable Bank	
MICR Number		Issue Date	
Revalidation Reason *		Beneficiary Name	
Revalidation Date		Beneficiary Address	

**Revalidation Frequency**

Days	
Months	
Years	
New Expiry Date	

**Payment Details**

Charge Account	
Charge Currency	
Charges	

**Recalculate**

**Currency Denominations**

Charge	
Currency Code	
Preferred Denomination	

**Populate**

**Total**

--

**Clear**

**Denomination Details**

1 Of 1	Go		
Denomination Code	Denomination Value	Units	Total Amount

**Exit**

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### **9.22.3.1 Denomination Details**

If you have selected 'Payment Mode' as 'Cash' at query stage, you need to specify Denomination details.

### Total Amount

The system computes the total amount based on the specified denomination details, if you have selected 'Payment Mode' as 'Cash' at query stage.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

#### 9.22.3.2 Specifying Charge Details

This block allows you to capture charge related details.

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

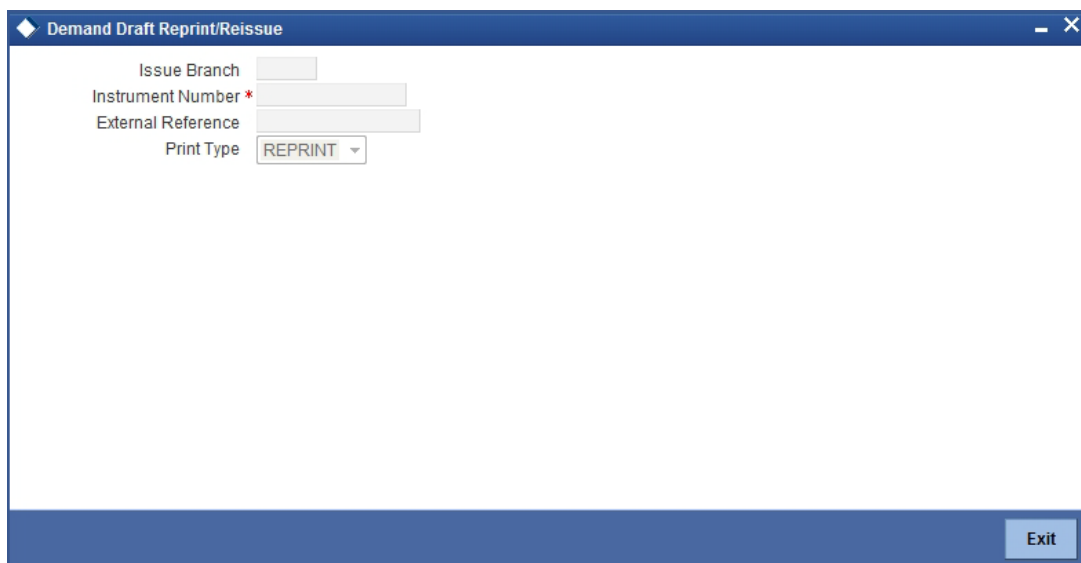
## 9.23 Reprinting / Reissuing of DD

Oracle FLEXCUBE reprints / reissues the DD due to one of the following reasons:

- Stationery got stuck in the printer
- Improper printing
- Instrument is lost by the banker

#### 9.23.1 Query Stage

To invoke 'DD Reprint / Reissue' screen, type 'DDRP' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.



You need to specify the following details on this screen.

#### Issue Branch

Specify the code that identifies the branch that issued the instrument. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

#### Instrument Number

Specify the number of the instrument that you wish to reprint. The option list displays all valid instrument numbers issued at the selected branch. Choose the appropriate one.

#### External Reference Number

The system displays the external reference number. You cannot modify this.

## Print Type

From the drop-down list, select 'Reissue' to reissue the DD instrument or select 'Reprint' to reprint the DD instrument.

On confirming the above details, the system displays the input stage of the 'DD Reprint / Reissue' screen.

Field	Type
External Reference	Text
Issue Branch	Text
Old Instrument Number	Text
New Instrument Number	Text
Issue Account Number	Text
Account Description	Text
Expiry Date	Text
MICR Number	Text
New MICR Number	Text
Reprint/Reissue Reason *	Text
Reprint/Reissue Count	Text
Demand Draft Status	Text
Demand Draft Currency	Text
Demand Draft Amount	Text
Payable Bank	Text
Issue Date	Text
Beneficiary Name	Text
Beneficiary Address	Text

Reissue ☐ Reprint ☒

Exit

Here, you need to specify the following fields:

### New Instrument Number

Specify the new instrument number for the reissuance/reprinting of a new DD instrument.

### New MICR Number

Specify the new MICR Number captured for the new Instrument.

### Reprint / Reissue Reason

Specify the reason that should be verified during the auditing of DD reprint / Reissue. This is a mandatory field.

### Reprint / Reissue Count

The system displays the count of the current reprint / Reissue operation.

---

#### Note

In order to keep track on reprints, the system will count the number of times the instrument is printed. These details will be verified by branch official or auditor.

---

Click 'Save' to retain the incremented reprint / Reissue count and audit details.

## 9.24 Issuing Duplicate DD Instrument

You can issue the duplicate DD instrument using 'Duplicate Issue of DD Instrument' screen. System will allow duplicate issuance of DD instrument only if,

- The check box 'Allow Duplicate Issuance' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated.
- Instrument status should be issued (INIT), Reissued (RISU).

### 9.24.1 Query Stage

To invoke 'Duplicate Issue of DD Instrument' screen, type 'DDDI' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.

The screenshot shows a software window titled "Duplicate Issue of Demand Draft Instrument". It features a menu bar with "New" and "Enter Query" options. The main workspace contains four input fields: "External Reference Number" (a text box), "Payment Mode" (a dropdown menu currently set to "General Ledger"), "Issue Branch" (a text box), and "Instrument Number" (a text box). An "Exit" button is located in the bottom right corner of the window.

You need to specify following details here:

#### External Reference Number

System generates and displays unique reference number to identify the re-issuance of DD instrument.

#### Payment Mode

Select the payment mode for the duplicate issuance of the instrument from the drop-down list. System will apply charges only for the duplicate issuance of an instrument. Cancellation charges will be waived.

#### Issue Branch

Specify the branch where DD has been issued.

#### Instrument Number

Specify the instrument number for the issuance of duplicate DD instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

### 9.24.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:



System displays the following details in this screen:

- External Reference
- Issue Branch
- Instrument Type
- Old Instrument Number
- New Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Duplicate Issue Count
- Duplicate Issue Date
- Demand Draft Status
- Demand Draft Currency
- Demand Draft Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

#### **New MICR Number**

Specify the new MICR Number captured for the new Instrument.

#### **Duplicate Issue Reason**

Specify the reason for the duplicate issuance of DD instrument.

#### **Payment Details**

You need to specify the following details under 'Payment Details' section:

### Charge Account Number

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

### Charge Currency

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

## 9.24.3 Enrichment Stage

On clicking the save icon, the system will display the following screen:

**Duplicate Issue of Demand Draft Instrument**

New Enter Query

External Reference Number		Demand Draft Status	
Issue Branch		Instrument type	
Old Instrument Number		Demand Draft Currency	
New Instrument Number		Demand Draft Amount	
Issue Account Number		Payable Bank	
Expiry Date		Issue Date	
MICR Number		Beneficiary Name	
New MICR Number		Beneficiary Address	
Duplicate Issue Reason *			
Duplicate Issue Count			
Duplicate Issue Date			

**Payment Details**

Charge Account	
Charge Currency	
Charges	
<b>Recalculate</b>	

**Currency Denominations** Charge

Currency Code		Total	
Preferred Denomination			<b>Clear</b>
<b>Populate</b>			

**Denomination Details**

1 Of 1 Go

Denomination Code	Denomination Value	Units	Total Amount

**Exit**

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### 9.24.3.1 Denomination Details

If you have selected 'Payment Mode' as 'Cash' at query stage, you need to specify Denomination details.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

### 9.24.3.2 Specifying Charge Details

This block allows you to capture charge related details.

The screenshot shows a software window titled "Duplicate Issue of Demand Draft Instrument". It contains two main sections of input fields:

- Instrument Details:** Fields for External Reference Number, Issue Branch, Old Instrument Number, New Instrument Number, Issue Account Number, Expiry Date, MICR Number, New MICR Number, Duplicate Issue Reason (marked with a red asterisk), Duplicate Issue Count, Duplicate Issue Date, Demand Draft Status, Instrument type, Demand Draft Currency, Demand Draft Amount, Payable Bank, Issue Date, Beneficiary Name, and Beneficiary Address.
- Payment Details:** Fields for Charge Account, Charge Currency, and Charges, with a "Recalculate" button below them.

Below these fields is a tabbed interface with "Currency Denominations" and "Charge". The "Charge" tab is active, showing a "Charge Details" table with the following columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table has a search bar at the top and a scroll bar at the bottom. An "Exit" button is located in the bottom right corner of the window.

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

## 9.25 Viewing Instrument Reprint Summary

You can view the summary of instrument reprint in the 'Instrument Reprint Summary' screen. You can invoke this screen by typing 'ISSRPDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here you can query the reprint summary details based on the following details:

### Issuing Branch

Specify the branch assigned to issue the instrument reprint. The adjoining option list displays all valid branches maintained in the system. You can choose the appropriate one.

### Instrument Number

Specify the number of the instrument that should be queried. The adjoining option list displays all valid instrument numbers maintained in the system. You can choose the appropriate one.

### Instrument Type

Specify the type of the instrument that should be queried. The adjoining option list displays all valid instrument numbers maintained in the system. You can choose the appropriate one.

Based on the aforementioned queries, the system displays the following fields:

- Issuing Branch
- Instrument Type
- Instrument Number
- Contract Reference Number
- Reprint Count
- Reprint Reason
- Maker ID
- Maker Date
- Checker ID
- Checker Date

## 9.26 Selling a BC against an Account

You can sell Bankers cheque (BC) against a customer's savings account. In order to capture this transaction, you need to invoke the 'BC Issue Against Account' screen by typing '1010' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you need to specify the following details:

## **BC Details**

### **BC Date**

The system defaults the BC date to the system date.

### **Bank Code**

Specify the bank code that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system.

### **Bank Name**

The system displays the name of the bank based on the bank code selected.

### **Payable Branch Code**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

### **Payable Branch Name**

The system defaults the payable branch name based on the payable branch code selected.

### **BC Currency**

The system displays the currency of the banker's cheque.

### **BC Amount**

Specify the amount for which the BC is being issued.

### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message as "Instrument number entered is not valid".

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**MICR Number**

Specify the MICR number displayed on the BC being issued.

**Beneficiary Details****Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being issued.

**Verification Number**

Specify the verification number.

**Funding Details****Account Number**

Specify the customer account against which you are issuing the BC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Description**

The system displays a brief description on the account based on the account number selected.

**Account Branch**

The system displays the account branch based on the account number selected.

**Account Currency**

The system displays the account currency based on the account number selected.

**Account Amount**

The system displays the amount in account currency based on the BC amount.

**Delivery Details****Dispatch by Post/Courier**

Check this box to dispatch the cheque book by post or courier.

If you check 'Dispatch by Post /Courier', then the 'Use Account Address' or 'Address' should be mandatory.

**Use Account Address**

Check this box to default the address maintained at the account level.

**Address**

Specify the address to which the banker's cheque should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system. The system displays the address of the customer if the check box 'Use Account Address' is checked.

**Additional Details****Narrative**

The system defaults the 'BC Issued in favour of <Beneficiary Name>' here. However you can modify this.

The system updates the beneficiary name based on the name specified in 'Beneficiary Name'. However you can modify it.

## External Reference

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference'. Click save icon to go to the next stage.

## Enrichment stage

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**LBL\_1010**

New Enter Query

**LBL\_BC\_DET**

BC Date  BC Currency   
Bank Code  BC Amount   
Bank Name  Instrument Number   
LBL\_PAY\_BRN\_CODE  MICR Number   
LBL\_PAY\_BRN\_NAME

**Beneficiary Details**

Beneficiary Name  LBL\_VERIFY\_NO

**LBL\_FUNDING\_DETAILS**

Account Number  Account Branch   
Account Description  Account Currency   
Account Amount

**LBL\_DELIVERY\_DETAILS**

☐ LBL\_DISPATCH\_POST ☐ LBL\_ACC\_ADDR  
Address

**Additional Details**

Narrative  External Reference   
Customer Id  **Recalculate**  
Customer Name   
Exchange Rate

**Charges** MIS UDF

**Charge Details**

1 Of 1

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ok Exit

The following details will get defaulted in this stage:

### Instrument Number

Specify the instrument number.

### Customer Id

Specify the customer Id.

### Customer Name

Specify the customer name.

### Exchange Rate

The exchange rate is displayed here.

### Total Charge

System displays the total charge.

**Account Title**

The system displays a brief title for the chosen account.

**Customer ID**

The system displays the customer ID based on the account specified.

**Charges**

The system computes the charges applicable for the transaction and displays it here.

**Account Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

---

**Note**

- During the issue process, based on the issue type, the system will use the instrument types (BCW, BCA, BCG, BCC/DDW, DDA, DDG, DDC) for the resolution of the retail product and DAO accounts.
  - Instrument number generation will be based on the single instrument type (BC/DD) at the inventory level.
  - If the system is not using the inventory module, then a new instrument type called 'BCI' or 'DDI' will be used to generate (issue) the instrument and the sequence number generation will be based on this new type.
  - This will ensure that the instrument number is unique for the instrument BC or DD irrespective of the issue type. i.e., across all types of BC, the instrument number will be unique and similarly for all types of DD, the instrument number will be unique.
- 

**9.26.1 Specifying Charge Details**

This block allows you to capture charge related details such as the following:

**Charge Component**

The system defaults the charge components applicable to the transaction.

**Waiver**

You can waive a certain charge for the customer by checking this box against the charge component.

**Charge Amount**

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

**Charge in LCY**

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

**Exchange Rate**

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.



## 9.26.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'LBL\_1010' form with the 'MIS' tab selected. The form contains the following sections and fields:

- LBL\_BC\_DET**: BC Date, Bank Code, Bank Name, BC Currency, BC Amount, Instrument Number, MICR Number, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME.
- Beneficiary Details**: Beneficiary Name, LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Account Number, Account Description, Account Branch, Account Currency, Account Amount.
- LBL\_DELIVERY\_DETAILS**: ☐ LBL\_DISPATCH\_POST, ☐ LBL\_ACC\_ADDR, Address.
- Additional Details**: Narrative, Customer Id, Customer Name, Exchange Rate, External Reference, Recalculate button.
- Charges**: MIS (selected), UDF.
- Composite MIS**: Large empty table area.
- Transaction MIS**: Large empty table area.

### Cost Center

Select a cost center from the list of values. The MIS code assigned to the cost center related to the account is displayed here.

### LOAN\_TYPE

Select the type of the loan from the adjoining option list.

### LOAN TERM

Select the term of the loan from the adjoining option list.

### Contracts in Various Currencies

Select the currency to which the contract belongs.

### Account Officer

Select the account officer who is in-charge of executing this transaction.

### Standard Industrial Code

Select the industry to which the customer belongs.

## 9.26.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Specify the following details.

### Field Name

All UDFs specified for the account class is displayed here.

### Field Value

The value for each UDF is displayed here. You can alter this value if necessary.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

---

### Note

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed the time of saving the input stage and authorizing the transaction.

---

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

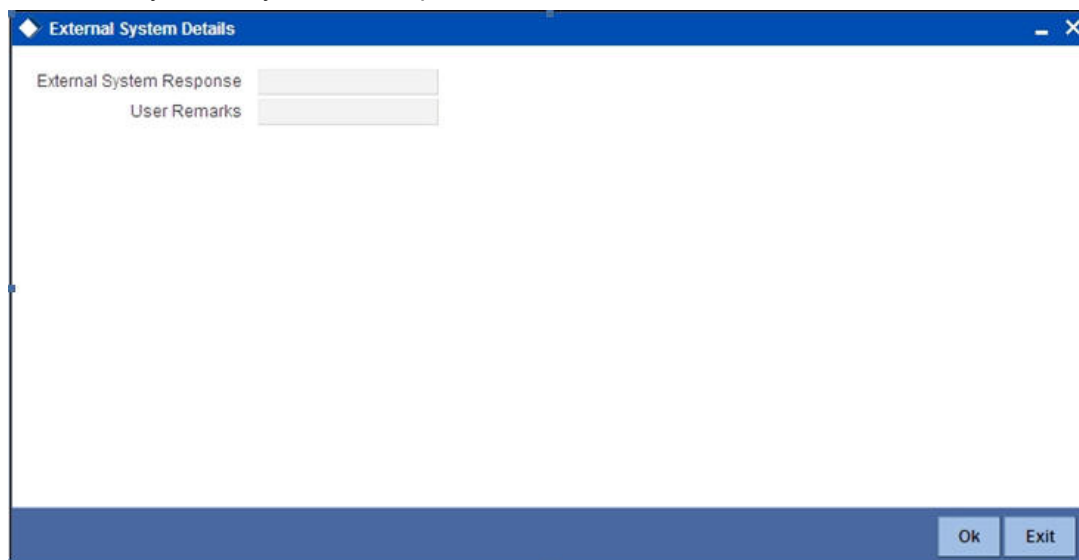
#### 9.26.4 Invoking OFAC Check

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'Banker's Cheque Sale (Against Account)' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.



Here, you can view the following details.

##### **External System Response**

The response from the external system regarding the black listed customer will be defaulted here.

##### **User Remarks**

You can specify your remarks here.

#### 9.27 Selling BC against Cheque

You can sell Bankers cheque (BC) against an in-house cheque drawn on customer's savings account. In order to capture this transaction, you need to invoke the 'Bankers Cheque Sale Against Account' screen by typing '8335' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you need to specify the following details:

## **BC Details**

### **BC Date**

The system defaults the BC date to the system date. However you can change it using the adjoining calendar.

### **Bank Code**

Specify the code of the bank that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system.

### **Bank Name**

The system displays the name of the bank.

### **Payable Branch Code**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

### **Payable Branch Name**

The system defaults the payable branch name based on the payable branch code

### **BC Currency**

The system displays the local currency of the banker's cheque.

### **BC Amount**

Specify the amount for which the BC is being issued.

### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message as "Instrument number entered is not valid".

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

**MICR Number**

Specify the MICR number displayed on the BC being issued.

**Beneficiary Details****Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being issued.

**Verification Number**

Specify the verification number.

**Funding Details****Account Number**

Specify the customer account against which you are issuing the BC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Description**

The system displays a brief description on the account.

**Cheque Number**

Specify the number of the cheque being drawn for BC sale.

**Account Branch**

Select the branch code from the adjoining option list.

**Account Currency**

The currency of the account is displayed here.

**Account Amount**

The system displays the amount in account currency based on the currency.

**Cheque Date**

Specify the date of the cheque from the adjoining calendar.

**Delivery Details****Dispatch by Post/Courier**

Check this box to dispatch the BC by post or courier.

**Use Account Address**

Check this box to default the address maintained at the account level.

**Address**

Specify the address to which the banker's cheque should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system. The system displays the address of the customer if the check box 'Use Account Address' is checked.

**Additional Details****Narrative**

The system defaults the 'BC Issued in favour of <Beneficiary Name> here. However you can modify this.

## External Reference

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference'.

Click save icon to go to the next stage.

## Enrichment stage

On clicking the save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**BC Sale against Cheque**

New Enter Query

**LBL\_BC\_DET**

BC Date \*  
Bank Code \*  
Bank Name  
LBL\_PAY\_BRN\_CODE \*  
LBL\_PAY\_BRN\_NAME

BC Currency \*  
BC Amount \*  
Instrument Number  
MICR Number

**Beneficiary Details**

Beneficiary Name \*  
LBL\_VERIFY\_NO

**LBL\_FUNDING\_DETAILS**

Account Number \*  
Account Description  
Cheque Number

Account Branch  
Account Currency  
Account Amount  
Cheque Date

**LBL\_DELIVERY\_DETAILS**

☐ LBL\_DISPATCH\_POST

Address ☐ LBL\_ACC\_ADDR

**Additional Details**

Narrative  
Customer Name  
Customer Id  
Exchange Rate

External Reference  
Total Charge  
**Recalculate**

**Charges** MIS UDF

**Charge Details**

1 Of 1

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
	<input type="checkbox"/>				

Ok Exit

The following details will get defaulted in this stage:

### Instrument Number

The system displays the instrument number.

### Customer Id

The system displays the customer Id.

### Customer Name

The system displays the customer name based on the customer Id.

### Exchange Rate

The exchange rate is displayed here.

### Total Charge

System displays the total charge.

### Account Title

The system displays a brief title for the chosen account.

**Account**

The system displays the customer account based on the account specified.

**Charges**

The system computes the charges applicable for the transaction and displays it here.

**Account Amount**

The system displays the amount to be debited from the account (in the account currency) after calculating the applicable charges. This amount depends on the charge method – whether inclusive or exclusive.

**9.27.1 Specifying Charge Details**

This block allows you to capture charge related details such as the following:

**Charge Component**

The system defaults the charge components applicable to the transaction.

**Charge Currency**

The system displays the currency in which the charge has to be deducted.

**Waiver**

You can waive a certain charge for the customer by checking this box against the charge component.

**Charge Amount**

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

**Charge in LCY**

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

**Exchange Rate**

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

## 9.27.2 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a software window titled "LBL\_8330" with a menu bar containing "New" and "Enter Query". The window is divided into several sections for data entry:

- LBL\_DD\_DET**: Fields for LBL\_DD\_DATE1, Bank Code, Bank Name, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, LBL\_DD\_CUR, LBL\_DD\_AMT1, Instrument Number, and MICR Number.
- Beneficiary Details**: Fields for Beneficiary Name and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Fields for Account Number, Account Description, Cheque Number, Account Branch, Account Currency, Account Amount, and Cheque Date.
- LBL\_DELIVERY\_DETAILS**: Checkboxes for LBL\_DISPATCH\_POST and LBL\_ACC\_ADDR, and a text field for Address.
- Additional Details**: Fields for Narrative, Customer Number, Customer Name, Exchange Rate, External Reference, Charges, Instrument type, and Instrument Status. A "Recalculate" button is located next to the Instrument Status field.

At the bottom, there is a tabbed interface with three tabs: "Charges", "MIS" (which is selected), and "UDF". Below the tabs, the "MIS" section contains two empty tables: "Composite MIS" and "Transaction MIS". The "Transaction MIS" table has a header row and several data rows. At the bottom right of the window are "Ok" and "Exit" buttons.

Refer the section titled 'Specifying MIS details' under 'Capturing a cash deposit' for further details.



### 9.27.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the 'BC Sale against Cheque' application window. The 'UDF' tab is selected, displaying a table of User Defined Fields (UDFs). The table has two columns: 'Field Name' and 'Field Value'. The table is currently empty, showing only the header row. The background of the application window shows various input fields for transaction details, including BC Date, BC Currency, BC Amount, Bank Code, Bank Name, Instrument Number, MICR Number, Beneficiary Name, LBL\_VERIFY\_NO, Account Number, Account Branch, Account Currency, Account Amount, Cheque Date, LBL\_DISPATCH\_POST, LBL\_ACC\_ADDR, Address, Narrative, Customer Name, Customer Id, Exchange Rate, External Reference, and Total Charge. There is also a 'Recalculate' button next to the Total Charge field.

Specify the following details.

#### Field Name

All UDFs specified for the account class is displayed here.

#### Field Value

The value for each UDF is displayed here. You can alter this value if necessary.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

---

#### Note

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

---

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 9.28 Close Out Withdrawal by BC

You can close an account and pay the account balance (by issuing a BC) to the customer using the 'Close out Withdrawal by Bankers Cheque' screen. You can invoke this screen by typing '1300' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Close Out Withdrawal

New Enter Query

External Reference

Branch

Account Number \*

Account Description

Exit

On invoking this screen, the External Reference Number of the transaction, the Account Branch, and Account No are displayed.

Specify an account number or select an account number from the list of values.

Click save icon to go to the next stage – Enrich Stage.

### Enrichment stage

In the Enrich Stage, the following screen is displayed:

Close Out Withdrawal by BC

Account Number \*

Account Branch WB1

Account Description

Account Currency

Account Amount

**BC Details**

BC Date \* 2011-10-21

Bank Code \* 000

Bank Name XYZ Bank

Payable Branch Code \* WB1

Payable Branch Name ABC Branch

Instrument Number

MICR Number

Serial Number

**Beneficiary Details**

Beneficiary Name \*

Address

☐ Dispatch by Post / Courier

☐ Use Account Address

**AdditionalDetails**

Narrative

External Reference FJB1215700008742

OK Cancel

The following details will be displayed on invoking this screen:

**Account Number**

Specify the customer account against which you are issuing the BC. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Description**

The system displays a brief description on the account.

**Account Branch**

Select the branch code from the adjoining option list.

**Account Currency**

The currency of the account is displayed here.

**Account Amount**

The system displays the amount in account currency based on the currency.

**BC Details****BC Date**

The system defaults the BC date to the system date. However you can change it using the adjoining calendar.

**Bank Code**

Specify the code of the bank that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system.

**Bank Name**

The system displays the name of the bank.

**Payable Branch Code**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

**Payable Branch Name**

The system defaults the payable branch name based on the payable branch code

**Instrument Number**

The system displays the instrument number.

**MICR Number**

The system displays the MICR number.

**Serial Number**

The system displays the serial number.

**Beneficiary Details****Beneficiary Name**

Specify the beneficiary name.

**Dispatch by Post/Courier**

Check this box to dispatch the bankers cheque by post or courier.

**Use Account Address**

Check this box to default the address maintained at the account level.

### Address

Specify the address to which the banker's cheque should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system. The system displays the address of the customer if the check box 'Use Account Address' is checked.

### Additional Details

#### Narrative

Enter remarks about the transaction.

#### External Reference

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference'.

## 9.29 Specifying Charge Details

This block allows you to capture charge related details.

The screenshot displays a software window titled "LBL\_CLOSE\_OUT\_WITH\_BC" with a standard Windows interface (minimize, maximize, close buttons). The window contains several sections of input fields:

- Account Information:** Fields for Account Number, Account Description, Account Amount, Account Branch, and Account Currency.
- LBL\_BC\_DET Section:** Fields for BC Date, Bank code, Bank Name, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, Instrument Number, MICR Number, and Serial Number.
- Beneficiary Details:** Fields for Beneficiary Name and Address, along with checkboxes for LBL\_DISPATCH\_POST and LBL\_ACC\_ADDR.
- Additional Details:** Fields for Narrative, Transaction Amount, External Reference, and Total Charge. It also includes a "Waive Issuance Charge" checkbox and a "Recalculate" button.
- Charges Section:** A tabbed interface with "Charges", "MIS", and "UDF" tabs. The "Charges" tab is currently selected, showing a list of charges.
- Footer:** "Ok" and "Exit" buttons.

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

## 9.29.1 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

The screenshot shows the 'LBL\_CLOSE\_OUT\_WITH\_BC' window with the 'MIS' tab selected. The window contains several input fields for account and beneficiary information, a 'Recalculate' button, and a table for 'Composite MIS' and 'Transaction MIS'.

Account Number, Account Description, Account Amount, Account Branch, Account Currency

LBL\_BC\_DET

BC Date, Bank code, Bank Name, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME

Instrument Number, MICR Number, Serial Number

Beneficiary Details

Beneficiary Name, LBL\_DISPATCH\_POST, LBL\_ACC\_ADDR, Address

Additional Details

Narrative, Transaction Amount, Waive Issuance Charge, External Reference, Total Charge, Recalculate

Charges MIS UDF

Composite MIS

Transaction MIS

Charges

Ok Exit

For more details, refer the section 'Specifying MIS Details' under 'Selling a BC against an Account' in this manual.

## 9.29.2 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the 'LBL\_CLOSE\_OUT\_WITH\_BC' window with the 'UDF' tab selected. The window contains several input fields for account and beneficiary information, a 'Recalculate' button, and a table for 'UDF Details'.

Account Number, Account Description, Account Amount, Account Branch, Account Currency

LBL\_BC\_DET

BC Date, Bank code, Bank Name, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME

Instrument Number, MICR Number, Serial Number

Beneficiary Details

Beneficiary Name, LBL\_DISPATCH\_POST, LBL\_ACC\_ADDR, Address

Additional Details

Narrative, Transaction Amount, Waive Issuance Charge, External Reference, Total Charge, Recalculate

Charges MIS UDF

UDF Details

Field Name, Field Value

Charges

Ok Exit

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to go to the next stage – Authorization.

In the Authorization stage, you need to assign the transaction to a teller who will authorize or reject the transaction.

---

**Note**

- The contract is saved only when there are no overrides or when all overrides have been authorized by a supervisor.
  - Once the transaction is successfully authorized the customer's account balance is set to zero and a BC is issued for the net amount.
- 

For more information on 'Authorization' and 'Submission', refer the section 'Withdrawing Cash against a Cheque' in this manual.

Once a transaction is complete you can reverse this transaction, if required.

---

**Note**

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

---

*For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.*

For more information on reversing a transaction, refer the section 'Transaction Reversal' in the 'Cash Transactions' manual.

## 9.30 Account Close Out Withdrawal

You can close an account and pay the account balance to the customer using the 'Account Close out Withdrawal' screen. You can invoke this screen by typing '1320' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Account Close Out Withdrawal : Branch Date 2013-10-10

Save Hold

External Reference FJB1328300020417

Branch RT1

Account Number \*

Account Description

Cancel

On invoking this screen, the External Reference Number of the transaction, the Account Branch, and Account Number are displayed.

### **External Reference Number**

The system displays the external reference number based on the account number selected.

### **Account Number**

Select the account number from the adjoining option list.

### **Branch**

The system displays the branch based on the account number selected.

### **Account Description**

The system displays a brief description on the account.

Click save icon to go to the next stage – Enrich Stage.

### **Enrichment stage**

In the Enrich Stage, the following screen is displayed:

Field	Value
External Reference	FJB1328300020417
Branch	RT1
Account Number	RT10008177018
Account Description	16969513
Account Currency	GBP
Customer	00008177
Account Amount	1,000.00
Offset Branch	[Dropdown]
Offset Account	[Dropdown]
Account Title	[Dropdown]
Offset Currency	

The following details will be displayed on invoking this screen:

**External Reference**

The system displays the external reference number.

**Branch**

The system displays the branch code.,

**Account Number**

Specify the customer account number.

**Account Description**

The system displays a brief description on the account.

**Account Currency**

The currency of the account is displayed here.

**Account Amount**

The system displays the amount in account currency based on the currency.

**Offset Branch**

Select the offset branch from the adjoining option list.

**Offset Account**

Specify the offset account that should be used to post this transaction. The adjoining option list displays all the accounts maintained in the system. Choose the appropriate one.

**Account Title**

The system displays the account title.

**Offset Currency**

The system displays the offset currency.

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference'.



### 9.30.1 Specifying Charge Details

This block allows you to capture charge related details.

The 'Charge Details' window displays two main sections. The top section, 'Term Deposit Payout Details', contains a table with columns: Payout Type, Currency, and Offset Branch. It lists two entries: 'Online Closeout Charge' and 'FT', both with Currency 'GBP' and Offset Branch 'RT1'. The bottom section, 'Charge Components', contains a table with columns: Charge Components, Waiver, Charge Currency, Charge Amount, Exchange Rate, and General Ledger. It lists two entries: 'Account closure charge' with a Charge Amount of 100.00 and General Ledger 313600003, and 'Tax payable on account' with a Charge Amount of 10.00 and General Ledger 251240001. The window has 'Ok' and 'Cancel' buttons at the bottom right.

Payout Type	Currency	Offset Branch
<input checked="" type="checkbox"/> Online Closeout Charge	GBP	RT1
<input type="checkbox"/> FT	GBP	RT1

Charge Components	Waiver	Charge Currency	Charge Amount	Exchange Rate	General Ledger
<input checked="" type="checkbox"/> Account closure charge	<input type="checkbox"/>	GBP	100.00		313600003
<input type="checkbox"/> Tax payable on account	<input type="checkbox"/>	GBP	10.00		251240001

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

### 9.30.2 Specifying MIS Details

This block allows you to capture details pertaining to MIS.

The 'Account Close Out Withdrawal' window displays account details and MIS details. The top section shows account information: External Reference (FJB1328300020422), Branch (RT1), Account Number (RT10008142454), Account Description (PRODUCTWOCHRC), Account Currency (GBP), Total Charge (100.00), and Transaction Amount (-200.00). The right section shows customer and offset details: Customer (00008142), Account Amount (-100.00), Offset Branch (RT1), Offset Account (RT10008111020), Account Title (RT1 - Sangita -2), and Offset Currency (GBP). The bottom section, 'MIS UDF', contains two tables: 'Composite MIS' and 'Transaction MIS'. The 'Composite MIS' table has columns: ACC\_OFFCR, AD1, and RT\_TEST1. The 'Transaction MIS' table has columns: COS\_CENTR, LOAN\_TYPE, LOAN\_TERM, MIS\_UDF, and TEST\_MIS. The window has 'Save', 'Hold', and 'Generate' buttons at the top left, and a 'Cancel' button at the bottom right.

External Reference	Branch	Account Number	Account Description	Account Currency	Total Charge	Transaction Amount
FJB1328300020422	RT1	RT10008142454	PRODUCTWOCHRC	GBP	100.00	-200.00

Customer	Account Amount	Offset Branch	Offset Account	Account Title	Offset Currency
00008142	-100.00	RT1	RT10008111020	RT1 - Sangita -2	GBP

Composite MIS			Transaction MIS				
ACC_OFFCR			COS_CENTR				
AD1			LOAN_TYPE				
RT_TEST1			LOAN_TERM				
			MIS_UDF				
			TEST_MIS				

For more details, refer the section 'Specifying MIS Details' under 'Selling a BC against an Account' in this manual.

### 9.30.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows a window titled "Account Close Out Withdrawal : Branch Date 2013-10-10". It has a menu bar with "Save", "Hold", and "Generate". The main area is divided into two columns of fields. The left column contains: External Reference (FJB1328300020422), Branch (RT1), Account Number (RT10008142454), Account Description (PRODUCTWOCHRC), Account Currency (GBP), Total Charge (100.00), and Transaction Amount (-200.00). The right column contains: Customer (00008142), Account Amount (-100.00), Offset Branch (RT1), Offset Account (RT10008111020), Account Title (RT1 - Sangita -2), and Offset Currency (GBP). Below these fields is a tabbed interface with "MIS" and "UDF" tabs. The "UDF" tab is active, showing a "UDF Details" section with a table header "Field Name" and "Field Value". At the bottom of the window is a "Charges" section and a "Cancel" button.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to go to the next stage – Authorization.

In the Authorization stage, you need to assign the transaction to a teller who will authorize or reject the transaction.

### 9.31 Issuing a BC against a GL

You can issue a BC against a GL account for your customer through the 'BC Issue against GL' screen. You can invoke this screen by typing '8302' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "BC Issue against GL". It has a menu bar with "New" and "Enter Query". The main area is divided into several sections: "LBL\_BC\_DET" with fields for BC Date, Bank Code, Bank Name, BC Currency, BC Amount, Instrument Number, MICR Number, LBL\_PAY\_BRN\_CODE, and LBL\_PAY\_BRN\_NAME; "Beneficiary Details" with fields for Beneficiary Name and LBL\_VERIFY\_NO; "LBL\_FUNDING\_DETAILS" with fields for GL Number, GL Description, GL Currency, and GL Amount; "LBL\_DELIVERY\_DETAILS" with a checkbox for LBL\_DISPATCH\_POST and an Address field; and "Additional Details" with fields for Narrative and External Reference. At the bottom right are "Ok" and "Exit" buttons.

On invoking this screen, the 'External Reference Number' and the 'Banker's Cheque Date' are displayed. You need to specify the following details:

### **BC Details**

#### **BC Date**

The system defaults the BC date to the system date. However you can change it using the adjoining calendar.

#### **Bank Code**

Specify the code of the bank that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system.

#### **Bank Name**

The system displays the name of the bank.

#### **Payable Branch Code**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

#### **Payable Branch Name**

The system defaults the payable branch name based on the payable branch code

#### **BC Currency**

The system displays the local currency of the banker's cheque. However you can modify it.

#### **BC Amount**

Specify the amount for which the BC is being issued.

#### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message as "Instrument number entered is not valid".

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

#### **MICR Number**

Specify the MICR number displayed on the BC being issued.

### **Beneficiary Details**

#### **Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being issued.

#### **Verification Number**

Specify the verification number.

### **Funding Details**

#### **GL Number**

Select the account number of the GL against which a BC is issued from the adjoining option list.

**GL Description**

The system displays a brief description on the general ledger.

**GL Currency**

Specify the currency of the GL against which a BC is issued or select a GL currency from the list of values.

**GL Amount**

The system displays the amount in GL account currency.

**Delivery Details****Dispatch by Post/Courier**

Check this box to dispatch the BC by post or courier.

**Address**

Specify the address to which the banker's cheque should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system. The system displays the address of the customer if the check box 'Use Account Address' is checked in the 'BC Issue Against Account' screen.

**Additional Details****Narrative**

The system defaults the 'BC Issued in favour of <Beneficiary Name>' here. However you can modify this.

**External Reference**

The system displays the external reference number.

Click the save icon to move to the next stage.

### 9.31.0.1 Enrichment stage

The screenshot shows a software window titled "BC Issue against GL" with a menu bar containing "New" and "Enter Query". The window is divided into several sections for data entry:

- LBL\_BC\_DET**: Fields for BC Date, Bank Code, Bank Name, BC Currency, BC Amount, Instrument Number, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, and MICR Number.
- Beneficiary Details**: Fields for Beneficiary Name and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Fields for GL Number, GL Description, GL Currency, and GL Amount.
- LBL\_DELIVERY\_DETAILS**: A checkbox for LBL\_DISPATCH\_POST and a multi-line Address field.
- Additional Details**: Fields for Narrative, Transaction Currency Rate, Charges, External Reference, and Total Amount.

A "Recalculate" button is located below the "Additional Details" section. At the bottom, there are tabs for "Charges", "MIS", and "UDF". The "Charges" tab is active, showing a "Charge Details" table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table currently shows "1 Of 1" record. At the bottom right of the window are "Ok" and "Exit" buttons.

In this stage, the above screen is displayed with the following information:

#### General Ledger Number

Specify the GL number.

#### General Ledger Currency

Specify the GL currency.

#### General Ledger Title

The system displays a brief title for the chosen account.

#### Txn Ccy Rate

The system displays the transaction currency.

#### Charges

The system computes the charges applicable for the transaction and displays it here.

#### Total Amount

The system displays the total amount of the transaction.

#### Instrument Number

The system displays the instrument number.

#### Customer ID

The system displays the customer ID.

### **Customer Name**

The system displays the customer name based on the customer ID

#### **9.31.1 Specifying Charge Details**

This block allows you to capture charge related details.

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

#### **9.31.2 Specifying MIS Details**

This block allows you to capture details pertaining to MIS.

For more details, refer the section 'Specifying MIS Details' under 'Selling a BC against an Account' in this manual.

#### **9.31.3 Specifying the UDF details**

You can capture these details in the 'UDF' tab of the screen.

*Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.*

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details..*

#### **9.31.4 Invoking OFAC Check**

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'BC Issue Against GL' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.

External System Details

External System Response

User Remarks

Ok Exit

Here, you can view the following details.

#### External System Response

The response from the external system regarding the black listed customer will be defaulted here.

#### User Remarks

You can specify your remarks here.

## 9.32 Issuing a BC to a walk-in customer

You can issue a BC to any walk-in customer through the 'BC Issue Walk-In' screen. You can invoke this screen by typing '8301' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

BC Issue against Walk in

New Enter Query

LBL\_BC\_DET

BC Date \* BC Currency \*

Bank Code \* BC Amount \*

Bank Name Instrument Number

LBL\_PAY\_BRN\_CODE \* MICR Number

LBL\_PAY\_BRN\_NAME

Beneficiary Details

Beneficiary Name \* LBL\_VERIFY\_NO

LBL\_FUNDING\_DETAILS

Transaction Currency \* Transaction Amount

LBL\_PURCHASER\_DET

LBL\_PURCHASE\_NAME \* LBL\_VERIFY\_NO

LBL\_DELIVERY\_DETAILS

☐ LBL\_DISPATCH\_POST Address

Additional Details

Narrative External Reference

Ok Exit

You need to specify the following details:

## **BC Details**

### **BC Date**

The system defaults the BC date to the system date. However you can change it using the adjoining calendar.

### **Bank Code**

Select the clearing bank code for the transaction. The adjoining option list displays all the bank codes maintained in the system.

### **Bank Name**

The system displays the name of the bank.

### **Payable Branch Code**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

### **Payable Branch Name**

The system defaults the payable branch name based on the payable branch code

### **BC Currency**

Select the currency in which the BC is being issued from the adjoining option list.

### **BC Amount**

Specify the amount for which the BC needs to be drawn in the cheque currency.

### **Instrument Number**

Specify the instrument number. On save, system validates the instrument number.

If the instrument number is available then the system moves the transaction to the enrich stage.

If the instrument number is not available then the system raises an error message as "Instrument number entered is not valid".

If the instrument number is not specified the system defaults the least instrument number which is available for the branch and the instrument type.

### **MICR Number**

Specify the MICR number displayed on the BC being issued.

## **Beneficiary Details**

### **Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC is being drawn.

### **Verification Number**

Specify the verification number.

## **Funding Details**

### **Transaction Currency**

The system defaults the transaction currency. However it can be modified.

### **Transaction Amount**

The system displays the total transaction amount based on the currency.



## **Purchaser Details**

### **Purchaser Name**

Specify the name of the purchaser.

### **Verification Number**

Specify the verification number.

## **Delivery Details**

### **Dispatch by Post/Courier**

Check this box to dispatch BC by post or courier.

### **Address**

Specify the address to which the banker's cheque should be delivered. From the adjoining option list, you can choose the valid account address maintained in the system.

## **Additional Details**

### **Narrative**

The system defaults the 'BC Issued in favour of <Beneficiary Name> here. However you can modify this.

### **External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it as the 'External Reference'.

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction.

### **Enrichment stage**

The following screen will be displayed:

**BC Issue against Walk in**

New Enter Query

**LBL\_BC\_DET**

BC Date  
Bank Code  
Bank Name  
LBL\_PAY\_BRN\_CODE  
LBL\_PAY\_BRN\_NAME

BC Currency  
BC Amount \*  
Instrument Number  
MICR Number

**Beneficiary Details**

Beneficiary Name \*  
LBL\_VERIFY\_NO

**LBL\_FUNDING\_DETAILS**

Transaction Currency \*  
Transaction Amount

**LBL\_PURCHASER\_DET**

LBL\_PURCHASE\_NAME \*  
LBL\_VERIFY\_NO

**LBL\_DELIVERY\_DETAILS**

☐ LBL\_DISPATCH\_POST  
Address

**Additional Details**

Narrative  
Instrument Type  
Transaction Currency Rate

External Reference  
Charges  
Instrument Status  
INIT

**Recalculate**

**Currency Denominations** Charges MIS UDF

Currency Code  
Preferred Denomination  
Total  
Clear

**Populate**

**Denomination Details**

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount

**Ok Exit**

In addition to the details defaulted from the previous stage, you can capture the following information:

### Instrument Number

The system displays the instrument number.

### Customer Id

The system displays the customer ID.

### Customer Name

The system displays the customer name based on the customer ID.

### Transaction Currency Rate

The system displays the exchange to e used for the transaction in case the transaction currency is different from the BC currency.

### Charges

The system computes the charges applicable to the transaction and displays the amount here.

### Total Amount

The system computes the total amount to be paid by the walk-in customer by adding the charge amount to the BC amount.

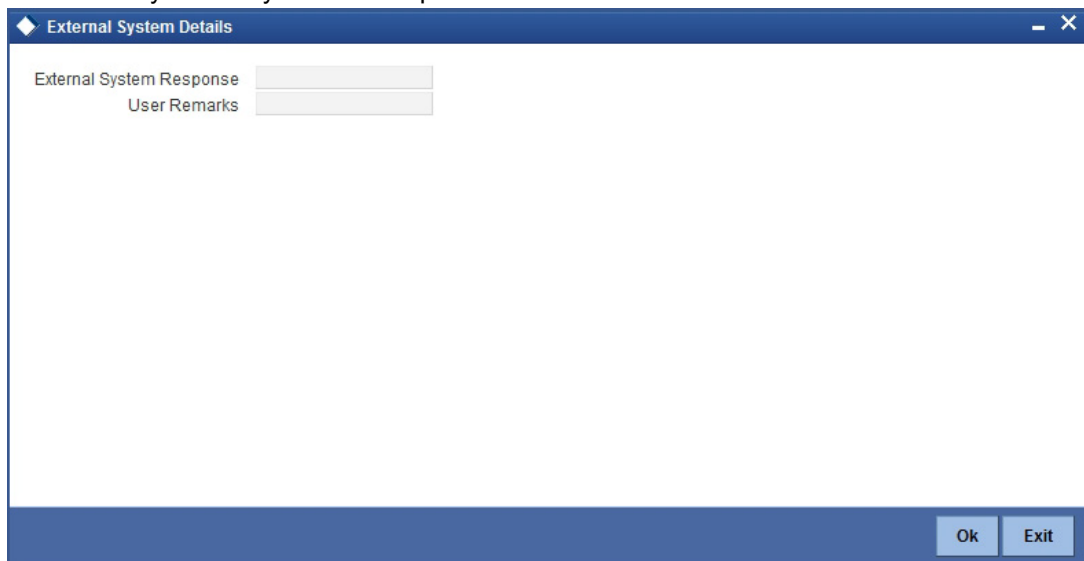
### 9.32.1 Invoking OFAC Check

OFAC Check enables the application to call an external web service to perform black list check for customer and customer accounts and warn the users appropriately while transacting with black listed customers. This will also allow capturing the user remarks in such scenarios before overriding the black list warning.

To invoke this screen, click 'OFAC Check' button in 'BC Issue Walk-In' screen.

This button can be made visible while carrying out the actual customization. Request building, response interpretation in the database layer needs to be done as part of customization to enable this feature.

On clicking this button, system will build the request XML and call the web service. Once the response is received from the external system, the user will be allowed to enter his remarks in the screen displayed. The response received will also be sent to Oracle FLEXCUBE Database layer for any further interpretations of the same.



Here, you can view the following details.

#### **External System Response**

The response from the external system regarding the black listed customer will be defaulted here.

#### **User Remarks**

You can specify your remarks here.

### 9.32.2 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Capturing a cash deposit' for further details.*

### 9.32.3 Specifying charge details

Click on the Charges tab to capture charge related details.

The screenshot shows the 'BC Issue against Walk in' form with the 'Charges' tab selected. The form is divided into several sections: 'LBL\_BC\_DET' with fields for BC Date, Bank Code, Bank Name, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, BC Currency, BC Amount, Instrument Number, and MICR Number; 'Beneficiary Details' with Beneficiary Name and LBL\_VERIFY\_NO; 'LBL\_FUNDING\_DETAILS' with Transaction Currency and Transaction Amount; 'LBL\_PURCHASER\_DET' with LBL\_PURCHASE\_NAME and LBL\_VERIFY\_NO; 'LBL\_DELIVERY\_DETAILS' with a checkbox for LBL\_DISPATCH\_POST and an Address field; and 'Additional Details' with Narrative, Instrument Type, Transaction Currency Rate, External Reference, Charges, and Instrument Status. A 'Recalculate' button is located below the 'Additional Details' section. At the bottom, there are tabs for 'Currency Denominations', 'Charges', 'MIS', and 'UDF'. Below these tabs is a 'Charge Details' table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table currently shows one row with a checkbox in the 'Charge Components' column. At the bottom right are 'Ok' and 'Exit' buttons.

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

### 9.32.4 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

The screenshot shows the 'BC Issue against Walk in' form with the 'MIS' tab selected. The form structure is identical to the previous screenshot, but the 'Charge Details' table is replaced by a 'Composite MIS' table. This table has two main sections: 'Transaction MIS' on the left and 'Transaction MIS' on the right, each containing a grid of empty rows for data entry. The 'Recalculate' button and the bottom tabs ('Currency Denominations', 'Charges', 'MIS', 'UDF') are still present. 'Ok' and 'Exit' buttons are at the bottom right.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

## 9.32.5 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot displays the 'BC Issue against Walk in' application window. The window has a title bar with a diamond icon and the text 'BC Issue against Walk in'. Below the title bar is a menu bar with 'New' and 'Enter Query' options. The main area is divided into several sections:

- LBL\_BC\_DET**: Contains fields for BC Date, Bank Code, Bank Name, LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, BC Currency, BC Amount, Instrument Number, and MICR Number.
- Beneficiary Details**: Contains fields for Beneficiary Name and LBL\_VERIFY\_NO.
- LBL\_FUNDING\_DETAILS**: Contains fields for Transaction Currency and Transaction Amount.
- LBL\_PURCHASER\_DET**: Contains fields for LBL\_PURCHASE\_NAME and LBL\_VERIFY\_NO.
- LBL\_DELIVERY\_DETAILS**: Contains a checkbox for LBL\_DISPATCH\_POST and an Address field.
- Additional Details**: Contains fields for Narrative, Instrument Type, Transaction Currency Rate, External Reference, Charges, and Instrument Status (INIT).

At the bottom of the main area is a 'Recalculate' button. Below this is a tab bar with 'Currency Denominations', 'Charges', 'MIS', and 'UDF' (selected). The 'UDF' tab shows a 'UDF Details' section with a table with two columns: 'Field Name' and 'Field Value'. The table is currently empty. At the bottom right of the window are 'Ok' and 'Exit' buttons.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

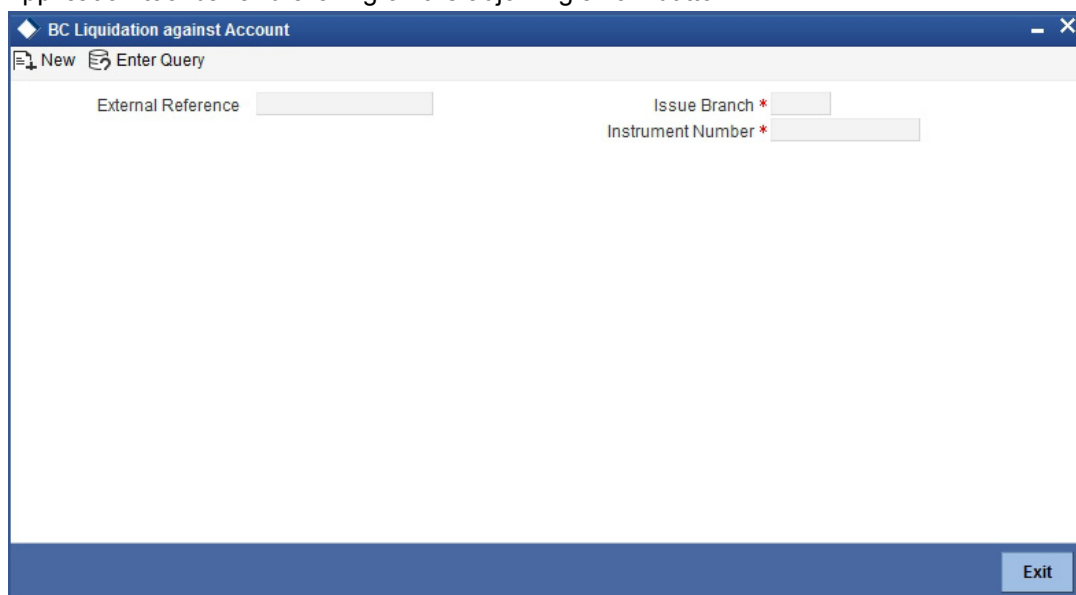
The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 9.33 Liquidating a BC against an account

You can liquidate a BC against an account through the 'BC Liquidation Against Account' screen. You can invoke this screen by typing '8309' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here you can capture the following details:

### **BC Details**

#### **Issue Branch**

Select the issue branch code from the adjoining option list.

#### **Instrument Number**

Select the instrument number of the BC that needs to be liquidated from the adjoining option list.

#### **External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage – Enrich Stage 1.

## Enrichment stage - 1

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**BC Liquidation against Account**

New Enter Query

**LBL\_BC\_DET**

Instrument Number \*  
LBL\_ISSUE\_BRN\_CD  
LBL\_ISSUE\_BRN\_NAME  
Issue Date  
BC Currency  
BC Amount

Payable Bank  
LBL\_PAY\_BNK\_NAME  
LBL\_PAY\_BRN\_CODE  
LBL\_PAY\_BRN\_NAME  
MICR number  
BC Status

**Beneficiary Details**

Beneficiary Name  
LBL\_VERIFY\_NO

**Liquidation Details**

Liquidation Mode: Payment  
Account Number \*  
Account Description  
Account Branch  
Currency  
Account Amount

**Additional Details**

Narrative  
External Reference

Ok Exit

### Instrument Number

Select the instrument number of the BC that needs to be liquidated from the adjoining option list.

### Issue Branch Code

Select the issue branch code from the adjoining option list.

### Issue Branch Name

The system displays the issue branch name based on the branch code.

### Issue Date

The system defaults the Issue date. However you can change it using the adjoining calendar.

### BC Currency

The system displays the local currency of the banker's cheque captured during 'Issue'..

### BC Amount

The system displays the BC amount captured during 'Issue'.

### Payable Bank Code

The system displays the name of the payable bank code captured during 'Issue'.

### Payable Bank Name

The system displays the name of the bank captured during 'Issue'.

### Payable Branch Code

The system displays the name of the payable branch code captured during 'Issue'.

### Payable Branch Name

The system displays the name of the branch captured during 'Issue'.

**MICR Number**

The system displays the MICR number of the cheques captured during 'Issue'.

**BC Status**

The system displays the status of BC.

**Beneficiary Details****Beneficiary Name**

The system displays the beneficiary in whose favour the BC is being drawn captured during 'Issue'.

**Verification Number**

The system displays the customer's verification number captured during 'Issue'.

**Liquidation Details****Liquidation Mode**

Select the mode of liquidation from the adjoining drop-down list.

**Account Number**

Specify the customer account number. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

**Account Branch**

Select the branch code from the adjoining option list.

**Account Description**

The system displays a brief description on the account.

**Account Currency**

The currency of the account is displayed here.

**Account Amount**

The system displays the amount in account currency based on the currency.

**Additional Details****Narrative**

The system defaults the 'BC Liquidation - <Instrument No.>' here. However you can modify this.

**External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage.

---

**Note**

If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message as "Instrument Validity has expired and needs Revalidation".

---



If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

## Enrichment stage – 2

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

In addition to the details defaulted from the previous stage, you can capture the following information:

- Txn Amount
- Total Charges
- Total Amount

### 9.33.1 Specifying charge details

Click on the Charges tab to capture charge related details.

*For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.*

### 9.33.2 Specifying MIS Details

Click on the MIS tab to capture details pertaining to MIS.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

### 9.33.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

---

#### **Note**

Depending on the 'Display Type' selected for customer / account in 'Instruction Maintenance' screen, the instruction will be displayed at the time of saving the input stage and authorizing the transaction.

---

For more details about viewing customer / account instructions, refer the section titled 'Viewing Customer / Account Instructions on 'F6' Key-Press' and Viewing Customer / Account Instruction Details in Override Screen' in this user manual.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 9.34 Liquidating a BC against a GL

You can liquidate a BC drawn on your branch against a GL through the 'BC Liquidation Against GL' screen. You can invoke this screen by typing '8308' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "BC Liquidation against GL". At the top, there is a menu bar with "New" and "Enter Query" options. Below the menu bar, there are two rows of input fields. The first row contains "External Reference" and "Issuing Branch \*". The second row contains "Instrument Number \*" and "Issuing Branch \*". The "Instrument Number" and "Issuing Branch" fields have red asterisks indicating they are mandatory. At the bottom right corner, there is an "Exit" button.

You can capture the following details:

## **BC Details**

### **Instrument Number**

Select the instrument number of the BC that needs to be liquidated from the adjoining option list.

### **Issue Branch Code**

Select the issue branch code where the BC is payable from the adjoining option list .

### **Issue Branch Name**

The system displays the issue branch name based on the branch code.

### **Issue Date**

The system defaults the Issue date. However you can change it using the adjoining calendar.

### **BC Currency**

The system displays the local currency of the banker's cheque captured during 'Issue'.

### **BC Amount**

The system displays the BC amount captured during 'Issue'.

### **Payable Bank Code**

The system displays the name of the payable bank code captured during 'Issue'.

### **Payable Bank Name**

The system displays the name of the bank captured during 'Issue'.

### **Payable Branch Code**

The system displays the name of the payable branch code captured during 'Issue'.

### **Payable Branch Name**

The system displays the name of the branch captured during 'Issue'.

### **MICR Number**

The system displays the MICR number of the cheques captured during 'Issue'.

### **BC Status**

The system displays the status of BC.

## **Beneficiary Details**

### **Beneficiary Name**

The system displays the beneficiary in whose favour the BC is being drawn captured during 'Issue'.

### **Verification Number**

The system displays the customer's verification number which was captured during 'Issue'.

## **Liquidation Details**

### **Liquidation Mode**

Select the mode of liquidation from the adjoining drop-down list.

### **GL Number**

Specify the customer account number. The adjoining option list displays all the accounts maintained in the system. Select the appropriate one.

### GL Description

The system displays a brief description on the account.

### GL Currency

The currency of the account is displayed here.

### GL Amount

The system displays the amount in account currency based on the currency.

## Additional Details

### Narrative

The system defaults the 'BC Liquidation - <Instrument No.>' here. However you can modify this.

### External Reference

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage – Enrich Stage 1.

### Enrichment stage 1

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**BC Liquidation against GL**

New Enter Query

**LBL\_BC\_DET**

Instrument Number \*  
LBL\_ISSUE\_BRN\_CD  
LBL\_ISSUE\_BRN\_NAME  
Issue Date  
BC Currency  
BC Amount  
LBL\_PAY\_BNK\_CD  
LBL\_PAY\_BNK\_NAME  
LBL\_PAY\_BRN\_CODE  
LBL\_PAY\_BRN\_NAME  
BC Number  
BC Status

**Beneficiary Details**

Beneficiary Name  
LBL\_VERIFY\_NO

**Liquidation Details**

Liquidation Mode: Payment  
GL Number \*  
GL Description  
GL Currency \*  
GL Amount

**Additional Details**

Narrative  
External Reference

Ok Exit

In addition to the details defaulted from the previous stage, you can capture the following information:

### Clearing Bank Code

The bank code of the clearing bank is displayed here.

### Payable Branch

The system displays the current branch code (where the transaction is being captured).

### Liquidation Mode

The status of the DD instrument is displayed here as 'Payment'. However, you can change it to either of the other values available in the adjoining drop-down list viz:

- Refund
- Cancel
- Cheque Number

The MICR number of the DD instrument is displayed here.

#### **Cheque Currency**

The DD currency is displayed here. However you can change it. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

#### **Cheque Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

#### **Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

#### **Passport/ IC No**

The passport/IC number of the beneficiary of the transaction is displayed here.

#### **Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

#### **Liquidation Date**

The system displays the date on which the transaction is posted.

#### **GL Currency**

Specify the currency in which the transaction needs to be posted to the GL. The adjoining option list displays all the currency codes maintained in the system. Choose the appropriate one.

#### **GL Account Number**

The amount that should be liquidated into the GL is displayed here.

#### **Narrative**

The remarks associated with the transaction are displayed here.

Click save icon to go to the next stage.

---

#### **Note**

If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message as “Instrument Validity has expired and needs Revalidation”.

---

If the check box ‘Allow Revalidation’ is checked in the ‘Instrument Product maintenance’ screen, then you can re-validate the instrument using ‘Revalidation of DD/BC Instrument’ screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

#### **Enrichment stage – 2**

Here, the system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type.

The following screen will be displayed:

In addition to the details defaulted from the previous stage, you can capture the following information:

- Txn Amount
- Total Charges
- Total Amount

### 9.34.1 Specifying charge details

Click on the **Charges** tab to capture charge related details.

For more details, refer the section 'Specifying Charge Details' under 'Selling a BC against an Account' in this manual.

### 9.34.2 Specifying MIS Details

Click on the **MIS** tab to capture details pertaining to MIS.

Refer the section titled 'Specifying the MIS details' under 'Capturing a cash deposit' for further details.

### 9.34.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

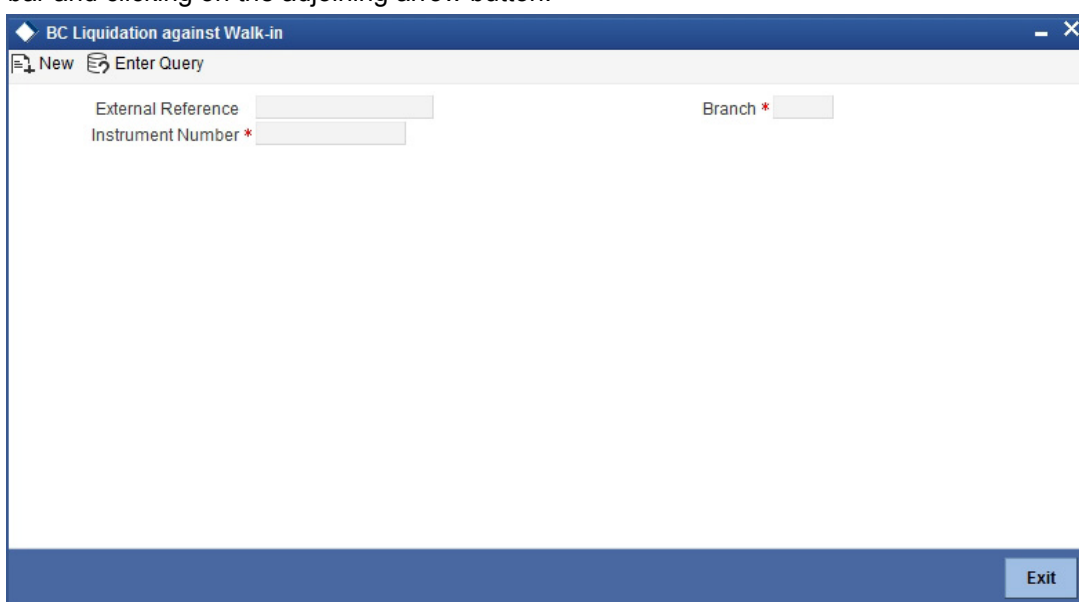
Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 9.35 Liquidating a BC for a walk-in customer

You can liquidate a DD or a walk-in customer and give the customer an equivalent amount in cash. In order to capture such a transaction, invoke the 'BC Liquidation Walk-In' screen. You can invoke this screen by typing '8307' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can capture the following details:

### **BC Details**

#### **Instrument Number**

Select the instrument number of the BC that needs to be liquidated from the adjoining option list.

#### **Issue Branch Code**

Select the issue branch code where the BC is payable from the adjoining option list .

#### **Issue Branch Name**

The system displays the issue branch name based on the branch code.

#### **Issue Date**

The system defaults the Issue date. However you can change it using the adjoining calendar.

#### **BC Currency**

The system displays currency of the BC captured during 'Issue'.

**BC Amount**

The system displays the BC amount captured during 'Issue'.

**Payable Bank Code**

The system displays the name of the payable bank code captured during 'Issue'.

**Payable Bank Name**

The system displays the name of the payable bank code captured during 'Issue'.

**Payable Branch Code**

The system displays the name of the payable branch code captured during 'Issue'.

**Payable Branch Name**

The system displays the name of the branch captured during 'Issue'.

**MICR Number**

The system displays the MICR number of the cheques which was captured during 'Issue'.

**BC Status**

The system displays the status of BC.

**Beneficiary Details****Beneficiary Name**

The system displays the beneficiary in whose favour the BC is being drawn captured during 'Issue'..

**Verification Number**

The system displays the customer's verification number captured during 'Issue'.

**Liquidation Details****Liquidation Mode**

Select the mode of liquidation from the adjoining drop-down list.

**Transaction Currency**

The currency of the transaction is displayed here.

**Transaction Amount**

The system displays the transaction amount based on the currency.

**Additional Details****Narrative**

The system defaults the 'BC Liquidation - <Instrument No.>' here. However you can modify this.

**External Reference**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

Click save icon to go to the next stage.



## Enrichment stage - 1

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will fetch other relevant details for the transaction. The following screen will be displayed:

BC Liquidation against Walk-in

New Enter Query

LBL\_BC\_DET

Instrument Number \*  
LBL\_ISSUE\_BRN\_CD  
LBL\_ISSUE\_BRN\_NAME  
Issue Date  
BC Currency  
BC Amount

LBL\_PAY\_BNK\_CD  
LBL\_PAY\_BNK\_NAME  
LBL\_PAY\_BRN\_CODE  
LBL\_PAY\_BRN\_NAME  
MICR Number  
BC Status

Beneficiary Details

Beneficiary Name  
LBL\_VERIFY\_NO

Liquidation Details

Liquidation Mode: Payment  
Transaction Currency \*  
Transaction Amount

Additional Details

Narrative  
External Reference

Ok Exit

In addition to the details defaulted from the previous stage, you can capture the following information:

### Liquidation Type

The liquidation type of the BC is displayed here.

### Liquidation Mode

The system displays the liquidation mode of the BC. However, you can change it. The adjoining drop-down list displays the following values:

#### Payment

- Refund
- Cancel

### Bank Code

The clearing bank code is displayed here.

### Payable Branch

The branch where the cheque amount is being paid out (current branch) is displayed here.

### Cheque Currency

The system displays the currency in which the BC has been issued.

### Issue Date

The system displays the date on which the BC has been issued.

### Liquidation Date

The system displays the date on which the transaction is being posted.

### Drawee Account Number

The account on which the BC has been drawn is displayed here.

### Cheque Amount

The amount for which the cheque amount has been issued is displayed here.

**Cheque Number**

The MICR number of the cheque is displayed here.

**Cheque Status**

The system displays the event that is triggered for the transaction. This corresponds to the status of the instrument.

**Transaction Currency**

The system defaults the branch currency as the transaction currency. However you can change it. The adjoining option list displays all the currency codes maintained in the Host. You can select the appropriate code.

**Narrative**

Here, you can enter remarks pertaining to the transaction.

**Beneficiary Name**

The name of the beneficiary of the transaction is displayed here.

**Beneficiary Address**

The address of the beneficiary of the transaction is displayed here.

**Other Details**

Any other information captured for the transaction is displayed here.

**Passport/IC Number**

The passport number or a unique identification number of the customer is displayed here.

Click save icon to go to the next stage.

---

**Note**

If the system date is greater than the expiry date, then the system will not allow liquidating the instrument and will display the following error message as "Instrument Validity has expired and needs Revalidation".

---

If the check box 'Allow Revalidation' is checked in the 'Instrument Product maintenance' screen, then you can re-validate the instrument using 'Revalidation of DD/BC Instrument' screen. After revalidation, system will allow liquidating the instrument as the expiry date gets extended by the revalidation period.

## Enrichment stage – 2

In this stage, system validates the inputs provided in the previous stage. If everything is found correct, it will calculate the charge based on the transaction type. The following screen will be displayed:

BC Liquidation against Walk-in

New Enter Query

LBL\_BC\_DET

Instrument Number  
LBL\_ISSUE\_BRN\_CD  
LBL\_ISSUE\_BRN\_NAME  
Issue Date  
BC Currency  
BC Amount

LBL\_PAY\_BNK\_CD  
LBL\_PAY\_BNK\_NAME  
LBL\_PAY\_BRN\_CODE  
LBL\_PAY\_BRN\_NAME  
MICR Number  
BC Status

Beneficiary Details

Beneficiary Name  
LBL\_VERIFY\_NO

Liquidation Details

Liquidation Mode: Payment  
Transaction Amount  
Transaction Currency

Additional Details

Narrative  
Instrument Type: BCW  
Total Charges  
External Reference  
Exchange Rate  
Recalculate

Currency Denominations | Charges | MIS | UDF

Currency Code  
Preferred Denomination  
Total  
Populate  
Clear

Denomination Details

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount

Ok Exit

In addition to the details defaulted from the previous stage, you can capture the following information:

### Exchange Rate

The system displays the exchange rate for the transaction if the cheque currency and the transaction currency are not the same.

### Total Charge

The system computes the charge applicable to the transaction and displays it.

### Net Amount

The system derives the net amount payable to the customer after deducting the applicable charges and displays it here.

## 9.35.1 Specifying denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.

### 9.35.2 Specifying charge details

This block allows you to capture charge related details.

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

### 9.35.3 Specifying MIS details

This block allows you to capture details pertaining to MIS.

Refer the section titled 'Specifying the MIS details' under 'Withdrawing cash against a Cheque' in this manual.

### 9.35.4 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

Refer the section titled 'Specifying the UDF details' under 'Capturing a cash deposit' for further details.

Click save icon to save the transaction.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 9.36 Inquiring on a BC Transaction

You can query a BC transaction for a specified branch and Instrument Number. This can be done using the 'BC Inquiry' screen. You can invoke this screen by typing '7790' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'BC Transaction' window with the following sections and fields:

- Instrument Number** and **Issue Branch**
- LBL\_BC\_DET**
  - Bank Code, Bank Name, BC Date, BC Currency, BC Status
  - LBL\_PAY\_BRN\_CODE, LBL\_PAY\_BRN\_NAME, MICR Number, BC Amount, Narrative
- Beneficiary Details**
  - Beneficiary Name, LBL\_VERIFY\_NO
- LBL\_FUNDING\_DETAILS**
  - Mode, Account Number, Account Description, Currency, Cheque Number, LBL\_PURCHASE\_NAME
  - GL Number, GL Description, Amount, Cheque Date, LBL\_VERIFY\_NO
- Liquidation Details**
  - Mode, Account Number, Account Description, Currency, Date, GL Number, GL Description, Amount
- LBL\_DELIVERY\_DETAILS**
  - Address

An **EXIT** button is located at the bottom right of the window.

Specify the following details:

**Instrument Number**

Specify an instrument number of the BC transaction that needs to be queried. The adjoining option list displays all the instrument numbers maintained in the system. Choose the appropriate one.

**Payable Branch Name****Issue Branch**

Specify a branch for which you wish to query the BC transaction. You can also select a branch from the adjoining option list.

After you specify the above details, click 'Ok' button. Based on the specified data, the following details will be displayed:

**BC Details****Bank Code**

Specify the code of the bank that is issuing the BC. The adjoining option list displays all the bank codes maintained in the system.

**Bank Name**

The system displays the name of the bank.

**BC Date**

The system defaults the BC date to the system date. However you can change it using the adjoining calendar.

**BC Currency**

The system displays the local currency of the banker's cheque.

**BC Status**

The system displays the status of BC.

**Payable Branch Code**

Specify the branch where the BC should be payable. The adjoining option list displays all the branch codes maintained in the system. Choose the appropriate one.

**Payable Branch Name**

The system defaults the payable branch name based on the payable branch code

**MICR Number**

Specify the MICR number.

**BC Amount**

Specify the BC amount.

**Narrative**

Enter remarks about the transaction.

**Beneficiary Details****Beneficiary Name**

Specify the name of the beneficiary in whose favor the BC

**Verification Number**

Specify the passport/IC Number.

## **Funding Details**

### **Mode**

The system displays the mode of funding.

### **Account Number**

The system displays the customer account number.

### **Account Description**

The system displays a brief description on the account.

### **Currency**

The system displays the funding currency.

### **Cheque Number**

The system displays the cheque number.

### **Purchaser Name**

The system displays the purchaser name.

### **GL Number**

The System displays the GL number.

### **GL Description**

The system displays a brief description about GL.

### **Amount**

The system displays the funding amount.

### **Cheque Date**

The system displays the cheque date,

### **Verification Number**

This indicates the verification number.

## **Liquidation Details**

### **Mode**

The system displays the mode of liquidation based on the mode of payment.

### **Account Number**

The system displays the account number of the customer.

### **Account Description**

The system displays a brief description on account.

### **Currency**

The system displays the currency based on funding.

### **Date**

The system displays the date on which BC is liquidated.

### **GL Number**

The system displays the general ledger number.

### **GL Description**

The system displays a brief description on GL.

### Amount

The system displays the amount based on funding.

### Delivery Details

#### Address

The system displays the address of the customer.

## 9.37 Re-validating BC Instrument

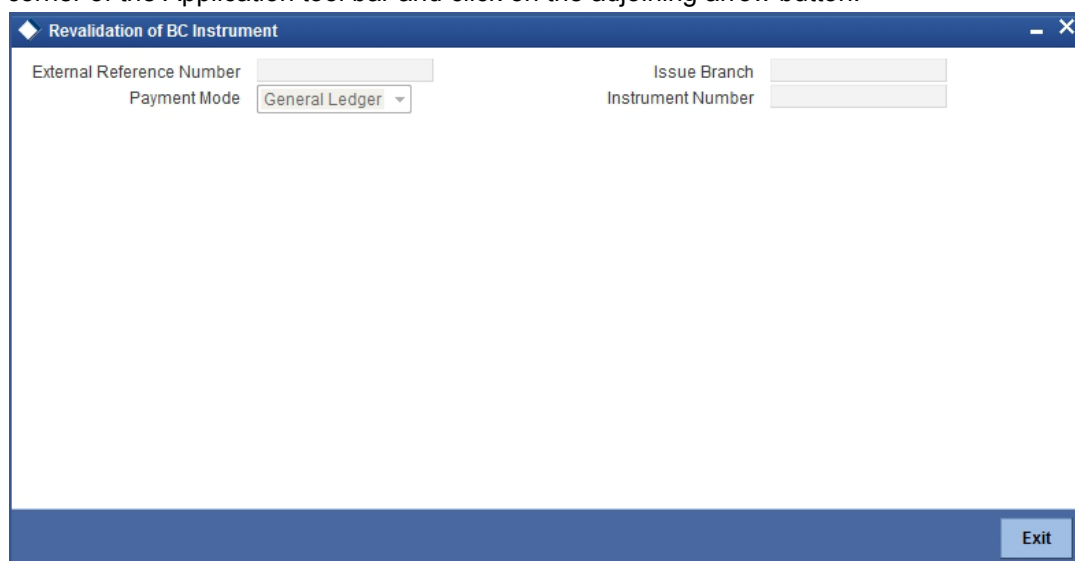
You can re-validate the expired BC instrument using 'Revalidation of BC Instrument' screen.

System will allow re-validating instrument only if,

- The check box 'Allow Revalidation' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated, cancelled or refunded.
- Instrument status should be issued (INIT), Reissued (RISU), Duplicate Issue (DISU) or authorized.

### 9.37.1 Query Stage

To invoke 'Revalidation of BC Instrument' screen, type 'BCRV' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.



Revalidation of BC Instrument

External Reference Number

Payment Mode

Issue Branch

Instrument Number

Exit

You need to specify following details here:

#### External Reference

System generates and displays unique reference number to identify the re-issuance of BC instrument.

#### Payment Mode

Select the payment mode for the re-validation of the instrument from the drop-down list. System will apply charges only for the re-validation of an instrument. Cancellation charges will be waived.

#### Issue Branch

Specify the branch where BC has been issued.

### Instrument Number

Specify the instrument number for the issuance of duplicate BC instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

### 9.37.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:

Revalidation of BC Instrument	
External Reference Number	Bankers Cheque Status
Issue Branch	Instrument type
Instrument Number	Bankers Cheque Currency
Issue Account Number	Bankers Cheque Amount
Expiry Date	Payable Bank
MICR Number	Issue Date
Revalidation Reason *	Beneficiary Name
Revalidation Date	Beneficiary Address
<hr/>	
<b>Revalidation Frequency</b>	<b>Payment Details</b>
Days	Charge Account
Months	Charge Currency
Years	
New Expiry Date	
<hr/>	
Exit	

System displays the following details in this screen; however you can edit it, if required:

- External Reference
- Issue Branch
- Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Revalidation Count
- Instrument Status
- Instrument Type
- BC Currency
- BC Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

#### Revalidation Reason

Specify the reason for the re-validation of BC instrument. The reason specified here will be shown in the revalidated instrument report.



### Revalidation Frequency

System defaults re-validation frequency maintained the 'Instrument Type Definition' screen; however, you can override the re-validation frequency in days, months or years.

### New Expiry Date

System generates new expiry date for the re-validated instrument calculated as,

'Old Expiry Date + 'Revalidation Period'.

### Payment Details

You need to specify the following details under 'Payment Details' section:

#### Charge Account Number

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

#### Charge Currency

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

## 9.37.3 Enrichment Stage

On clicking the save icon, the system will display the following screen:

**Revalidation of BC Instrument**

External Reference Number		Bankers Cheque Status	
Issue Branch		Instrument type	
Instrument Number		Bankers Cheque Currency	
Issue Account Number		Bankers Cheque Amount	
Expiry Date		Payable Bank	
MICR Number		Issue Date	
Revalidation Reason *		Beneficiary Name	
Revalidation Date		Beneficiary Address	

---

<b>Revalidation Frequency</b>	<b>Payment Details</b>
Days	Charge Account
Months	Charge Currency
Years	Charges
New Expiry Date	<b>Recalculate</b>

---

Currency Denominations **Charge**

**Charge Details**

1 Of 1					
Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
<input type="checkbox"/>	<input type="checkbox"/>				

**Exit**

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### 9.37.3.1 Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.*

### 9.37.3.2 Specifying Charge Details

This block allows you to capture charge related details.

The screenshot displays the 'Revalidation of BC Instrument' window. It contains several sections for data entry:

- External Reference Number:** Fields for External Reference Number, Issue Branch, Instrument Number, Issue Account Number, Expiry Date, MICR Number, Revalidation Reason (marked with an asterisk), and Revalidation Date.
- Bankers Cheque Status:** Fields for Bankers Cheque Status, Instrument type, Bankers Cheque Currency, Bankers Cheque Amount, Payable Bank, Issue Date, Beneficiary Name, and Beneficiary Address.
- Revalidation Frequency:** Fields for Days, Months, Years, and New Expiry Date.
- Payment Details:** Fields for Charge Account, Charge Currency, and Charges, with a 'Recalculate' button.
- Currency Denominations:** A tabbed interface with 'Charge' selected.
- Charge Details:** A table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table shows one row of data.

An 'Exit' button is located at the bottom right of the window.

*Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.*

## 9.38 Reprinting / Reissuing Banker's Cheque

On various grounds such as improper printing and issue of duplicate instruments, Oracle FLEXCUBE allows you to reprint a banker's cheque. The system keeps a track of such reprints so that the bank officials or auditors can ascertain the reasons and validity of multiple instrument printing.

### 9.38.1 Query Stage

To invoke 'BC Reprint / Reissue' screen, type 'BCRP' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button.

The screenshot shows a software window titled "BC Reprint/Reissue". It contains four input fields arranged in a 2x2 grid. The top-left field is labeled "External Reference" and is disabled. The top-right field is labeled "Issue Branch" and is disabled. The bottom-left field is labeled "Print Type" and is a dropdown menu with "REPRINT" selected. The bottom-right field is labeled "Instrument Number \*" and is disabled. An "Exit" button is located in the bottom right corner of the window.

You need to specify the following details on this screen.

#### **External Reference Number**

The system displays the external reference number. You cannot modify this.

#### **Print Type**

From the drop-down list, select 'Reissue' to reissue the BC instrument or select 'Reprint' to reprint the BC instrument.

#### **Issue Branch**

Specify the code that identifies the branch that issued the instrument. The option list displays all valid branch codes maintained in the system. Choose the appropriate one.

#### **Instrument Number**

Specify the number of the instrument that you wish to reprint. The option list displays all valid instrument numbers issued at the selected branch. Choose the appropriate one.

On confirming the above details, the system displays the input stage of the 'BC Reprint' screen.

The screenshot shows a window titled "BC Reprint/Reissue" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains two columns of input fields. The left column includes: External Reference, Issue Branch, Old Instrument Number, New Instrument Number, Issue Account Number, Account Description, Expiry Date, MICR Number, New MICR Number, Reprint/Reissue Reason \* (with a red asterisk), Reprint/Reissue Count, and a "Reissue" section with two radio buttons labeled "Reissue" and "Reprint". The right column includes: Instrument Status, Instrument Currency, Instrument Amount, Payable Bank, Issue Date, Beneficiary Name, and Beneficiary Address. At the bottom right of the window is an "Exit" button.

Here, you need to specify the following details.

### Reprint Reason

Specify the reason for reprint. During auditing, the official or the auditor will verify the validity of the reason specified here. This information is mandatory.

### Reprint Count

The system displays the count of the current reprint operation. You cannot modify this.

### Account Description

The system displays the description of the specified account number based on the details maintained at 'Customer Account Maintenance' level.

Save the incremented reprint count and audit details.

*You can view a summary of all reprint operations using 'Instrument Reprint Summary' screen. For more information on this, refer to the section 'Viewing Instrument Reprint Summary' in this chapter.*

## 9.38.2 Input Stage

The screenshot shows a software window titled "BC Reprint/Reissue". It contains two columns of input fields. The left column includes: External Reference, Issue Branch, Old Instrument Number, New Instrument Number, Issue Account Number, Account Description, Expiry Date, MICR Number, New MICR Number, Reprint/Reissue Reason (marked with a red asterisk), and Reprint/Reissue Count. The right column includes: Instrument Status, Instrument Currency, Instrument Amount, Payable Bank, Issue Date, Beneficiary Name, and Beneficiary Address. Below the left column, there are two radio buttons labeled "Reissue" and "Reprint". An "Exit" button is located in the bottom right corner of the window.

System Displays following details:

- External Reference
- Issue Branch
- Old Instrument Number
- New Instrument Number
- Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Reprint / Reissue Reason
- Reprint / Reissue Count
- Reissue
- Reprint
- Instrument Status
- Instrument Currency
- Instrument Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

Here, you need to specify the following details.

### **New MICR Number**

Specify the new MICR number captured for the new Instrument. Reprint / Reissue Reason  
Specify the reason for reprint / Reissue. During auditing, the official or the auditor will verify the validity of the reason specified here. This information is mandatory.

### **Reprint / Reissue Count**

The system displays the count of the current reprint / reissue operation. You cannot modify this.

Save the incremented reprint / reissue count and audit details.

*You can view a summary of all reprint operations using 'Instrument Reprint Summary' screen. For more information on this, refer to the section 'Viewing Instrument Reprint Summary' in this chapter.*

## 9.39 Issuing Duplicate BC Instrument

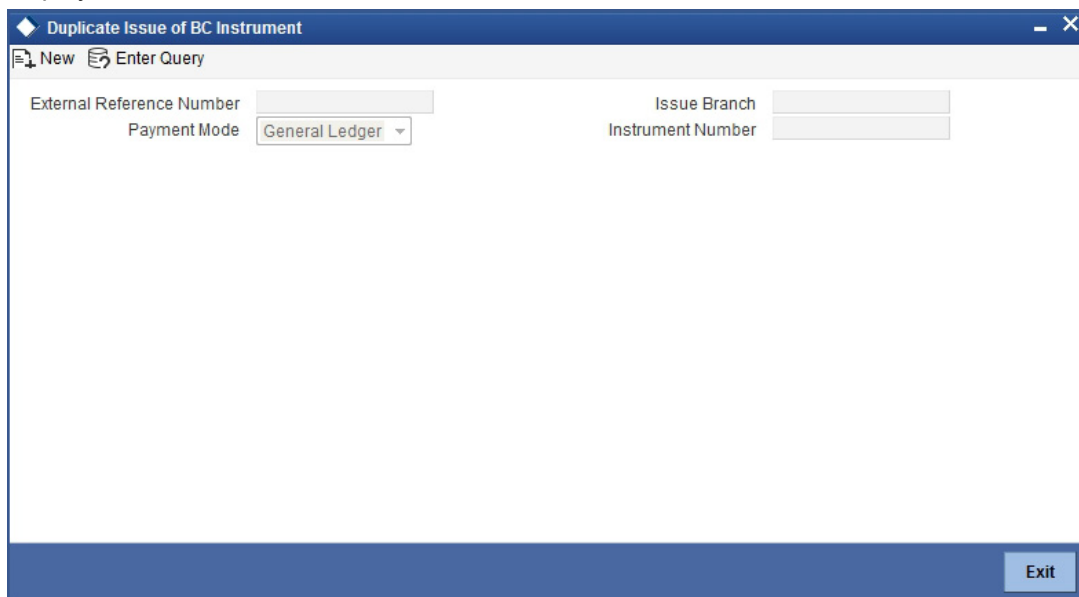
You can issue the duplicate BC instrument using 'Duplicate Issue of BC Instrument' screen.

System will allow duplicate issuance of instrument only if,

- The check box 'Allow Duplicate Issuance' is checked in the 'Instrument Product Maintenance' screen.
- The instruments have not been liquidated.
- Instrument status should be issued (INIT), Reissued (RISU).

### 9.39.1 Query Stage

To invoke 'Duplicate Issue of BC Instrument' screen, type 'BCDI' in the field at the top right corner of the Application tool bar and click on the adjoining arrow button. Following screen is displayed:



You need to specify following details here:

#### **External Reference Number**

System generates and displays unique reference number to identify the re-issuance of BC instrument.

#### **Payment Mode**

Select the payment mode for the duplicate issuance of the instrument from the drop-down list. System will apply charges only for the duplicate issuance of an instrument. Cancellation charges will be waived.

#### **Issue Branch**

Specify the branch where BC has been issued.

### Instrument Number

Specify the instrument number for the issuance of duplicate BC instrument from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

## 9.39.2 Input Stage

On clicking the 'Save' button, the system will display the following screen:

Duplicate Issue of BC Instrument	
External Reference Number	Bankers Cheque Status
Issue Branch	Instrument type
Old Instrument Number	Bankers Cheque Currency
New Instrument Number	Bankers Cheque Amount
Issue Account Number	Payable Bank
Expiry Date	Issue Date
MICR Number	Beneficiary Name
New MICR Number	Beneficiary Address
Duplicate Issue Reason *	
Duplicate Issue Count	
Duplicate Issue Date	
<b>- Payment Details</b>	
	Charge Account
	Charge Currency

Exit

System displays the following details in this screen; however you can edit it, if required:

- External Reference
- Issue Branch
- Instrument Type
- Old Instrument Number
- New Instrument Number
- Issue Account Number
- Expiry Date
- MICR Number
- Duplicate Issue Count
- Duplicate Issue Date
- BC Status
- BC Currency
- BC Amount
- Payable Bank
- Issue Date
- Beneficiary Name
- Beneficiary Address

You need to specify the following details:

### New MICR Number

Specify the new MICR Number captured for the new Instrument.

### Duplicate Issue Reason

Specify the reason for the duplicate issuance of BC instrument.

### Payment Details

You need to specify the following details under 'Payment Details' section:

#### Charge Account Number

Specify the charge account number from which the charge needs to be collected from the adjoining option list.

#### Charge Currency

Specify the currency applied for the charge from the adjoining option list.

After providing the above details, click 'Save' button to move to the next stage.

## 9.39.3 Enrichment Stage

On clicking the save icon, the system will display the following screen:

**Duplicate Issue of BC Instrument**

New Enter Query

External Reference Number  
Issue Branch  
Old Instrument Number  
New Instrument Number  
Issue Account Number  
Expiry Date  
MICR Number  
New MICR Number  
Duplicate Issue Reason \*  
Duplicate Issue Count  
Duplicate Issue Date

Bankers Cheque Status  
Instrument type  
Bankers Cheque Currency  
Bankers Cheque Amount  
Payable Bank  
Issue Date  
Beneficiary Name  
Beneficiary Address

**Payment Details**

Charge Account  
Charge Currency  
Charges  
Recalculate

Currency Denominations Charge

**Charge Details**

1 Of 1 Go

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate

Exit

Click 'Recalc' button to recalculate the charges in case the charges are modified.

### 9.39.3.1 Denomination Details

In this block, you can capture details of the currency denominations involved in the transaction.



Refer the section titled 'Specifying denomination details' under 'Withdrawing cash against a Cheque' in this manual for further details.

### 9.39.3.2 Specifying Charge Details

This block allows you to capture charge related details.

The screenshot shows a software window titled "Duplicate Issue of BC Instrument". It contains several input fields organized into two columns. The left column includes fields for External Reference Number, Issue Branch, Old Instrument Number, New Instrument Number, Issue Account Number, Expiry Date, MICR Number, New MICR Number, Duplicate Issue Reason (marked with an asterisk), Duplicate Issue Count, and Duplicate Issue Date. The right column includes Bankers Cheque Status, Instrument type, Bankers Cheque Currency, Bankers Cheque Amount, Payable Bank, Issue Date, Beneficiary Name, and Beneficiary Address. Below these is a section titled "Payment Details" with fields for Charge Account, Charge Currency, and Charges, followed by a "Recalculate" button. At the bottom, there is a tabbed interface with "Currency Denominations" and "Charge" tabs. The "Charge" tab is active, showing a "Charge Details" section with a table. The table has columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table currently shows one row with empty input fields. Navigation buttons like "Go" and "Exit" are also visible.

Refer the section titled 'Specifying the charge details' under 'Withdrawing cash against a Cheque' in this manual.

## 9.40 Reversing BC/DD Liquidation

You can reverse the liquidated BC/DD instruments through the 'Reversal of BC/DD Liquidation' screen. You can invoke this screen by typing '8304' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Reversal of Instrument Liquidation

New Enter Query

External Reference

Instrument Type \*

Instrument Number \*

Issuing Branch \*

Exit

Here you can capture the following details:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Issue Branch**

Specify the branch where the instrument is issued. The adjoining option list displays all the branches that are maintained in the system. You can select the appropriate one.

**Instrument Type**

Specify the instrument type which is to be reversed. The adjoining option list displays all the DD and BCs based on the branch selected. You can select the appropriate one.

**Instrument Number**

Specify the instrument number which is to be reversed. The adjoining option list displays the valid instrument numbers based on the instrument type selected. You can select the appropriate one.

---

## 10. General Ledger Transactions

### 10.1 Introduction

You can perform General Ledger transactions such as miscellaneous debit and credit transactions against a customer's CASA account and a GL account.

A customer's CASA account can be debited or credited in respect of GL transactions. For example, you can debit a customer's CASA account towards service charge (with the corresponding credit given to the Service Charge GL account). Similarly, you can credit a customer's CASA account towards interest (with the corresponding debit given to the Interest GL account).

Also a GL account can be debited or credited against cash transactions that do not involve a customer's CASA account.

Each of these transactions has been explained in detail in the following sections.

### 10.2 Miscellaneous Debits to a Customer's Account

You can perform miscellaneous debit to a customer account with the corresponding credit to a GL account. Use the 'Miscellaneous Customer Debit' screen to carry out this transaction.

You can invoke this screen by typing '1008' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled 'Miscellaneous Customer Debit'. It features a blue header bar with standard window controls (minimize, maximize, close). Below the header is a toolbar with 'New' and 'Enter Query' buttons. The main content area contains a form with the following fields: 'Account Number \*', 'Account Branch \*', 'Account Description', 'GL Branch \*', 'GL Account Number \*', 'GL Description', 'Account Currency \*', 'GL Currency \*', 'Account Amount \*', 'GL Amount', 'Narrative', 'Reference Number', and 'External Reference'. The 'Account Number \*' and 'GL Account Number \*' fields are highlighted. At the bottom right, there are 'Ok' and 'Exit' buttons.

The following details can be entered in this screen:

#### Account Number

Specify the customer account from which the cash needs to be debited.

Based on the account number specified, the system will display the Account Branch, Account Description, Account Currency and GL Currency for the corresponding account. The option list displays all valid account numbers applicable. Choose the appropriate one.

---

**Note**

In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

---

**Account Branch**

By default, the system displays the logged-in branch. When you specify an account number, the system displays the account branch based on the account number specified.

**Account Description**

Based on the account number specified, the system displays the description of the account.

**GL Branch**

The system displays the logged-in branch. However, you can modify it, if required.

**GL Account Number**

Select the GL account number to which the cash needs to be credited..The option list displays all valid account numbers applicable. Choose the appropriate one.

**GL Description**

The system displays the description based on the selected GL account number.

**Account Currency**

Based on the account number specified, the system displays the account currency.

**Account Amount**

Specify the debited amount in account currency.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

**GL Currency**

Based on the account number specified, the system displays the GL currency. However, you can modify it, if required.

**GL Amount**

The system displays the account amount in terms of GL currency.

**Narrative**

The system displays 'Miscellaneous Customer Debit'.

**Reference Number**

Specify the reference number for the transaction.

**External Reference**

This is a system generated sequence number for the transaction.

**Enrichment stage**

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

Miscellaneous Customer Debit

New Enter Query

Account Number Account Branch

Account Description

GL Branch GL Account Number

GL Description

Account Currency GL Currency

Account Amount \* GL Amount

Narrative

Reference Number Exchange Rate

External Reference Product MSCD

Customer ID Negotiated Cost Rate

Customer Name Negotiation Reference

Total Charge Recalculate

Charges MIS UDF

Charge Details

1 Of 1

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
-------------------	--------	----------	---------------	--------------------------	---------------

Ok Exit

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

### Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the account currency is the same as the transaction currency, the system will display '1' as the exchange rate.

### GL Amount

The amount credited to the GL account is displayed here. This amount will be in terms of the GL account currency.

### Account Amount

The amount debited from the customer account in account currency is displayed.

### Total Charges

The system computes the charges applicable for the transaction and displays it here.

If you modify the amount to be transferred, then click 'Recalc' button to recalculate the charge amount.

**Negotiated Cost Rate**

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

**Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.

---

**Note**

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

**10.2.1 Specifying the charge details**

In this block, you can capture the following charge related details:

**Charge Component**

The system defaults the charge components applicable to the transaction.

**Type**

The system displays the type of charge that is applicable to the transaction. It could be any one of the following:

- 'F' for Flat Rate
- 'P' for Percentage
- 'I' for Interest

**Waiver**

You can waive a certain charge for the customer by checking this box against the charge component.

**Charge Amount**

The system displays the charge amount to be deducted for the corresponding charge component. You can edit the amount.

**Charge in LCY**

In case the transaction currency is different from the local currency, the system will compute the local currency equivalent of the charge and display it here.

**Exchange Rate**

The exchange rate used for the currency conversion is displayed here. If the charge currency is the same as the transaction currency, the system will display '1' as the exchange rate.

**Charge Currency**

The system displays the currency in which the charge has to be deducted.

## 10.2.2 Specifying the MIS Details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows a software window titled "Miscellaneous Customer Debit". At the top, there are buttons for "New" and "Enter Query". Below this, the form is divided into two columns of input fields. The left column includes: "Account Number", "Account Description", "GL Branch", "GL Description", "Account Currency", "Account Amount \*", "Narrative", "Reference Number", "External Reference", "Customer ID", "Customer Name", and "Total Charge". The right column includes: "Account Branch", "GL Account Number", "GL Currency", "GL Amount", "Exchange Rate", "Product" (with "MSCD" selected), "Negotiated Cost Rate", and "Negotiation Reference". A "Recalculate" button is located below the right column. Below the input fields is a tabbed interface with three tabs: "Charges", "MIS" (which is selected and highlighted), and "UDF". Under the "MIS" tab, there are two sections: "Composite MIS" on the left and "Transaction MIS" on the right, each containing a vertical list of empty rectangular boxes for data entry. At the bottom right of the window are "Ok" and "Exit" buttons.

You can capture the following details here:

### MIS Class

The system displays all the MIS classes maintained in the Host. You can to select the appropriate MIS code for each of these classes from the adjoining option list and link it to the transaction.

## 10.2.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

### Field Name

The system displays the various User-Defined Fields (UDFs) that you have maintained for the product in the Host.

### Field Value

Specify the value for the each UDF that is displayed.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 10.3 Miscellaneous Credits to a Customer's Account

Similarly, you can perform miscellaneous credit to a customer account with the corresponding debit to a GL account. Use the 'Miscellaneous Customer Credit' screen to carry out this transaction. You can invoke this screen by typing '1408' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



The following details can be captured in this screen:

### **Account Number**

Specify the customer account number into which the amount needs to be deposited.

Based on the account number specified, the system will display the Account Branch, Account Description, Account Currency and GL Currency for the corresponding account. The option list displays all valid account numbers applicable. Choose the appropriate one.

---

### **Note**

In case of multiple accounts with the same account number, the system will display a list of account numbers with account branches to select.

---

### **Account Branch**

By default, the system displays the logged-in branch. When you specify an account number, the system displays the account branch based on the account number specified.

### **Account Description**

Based on the account number specified, the system displays the description of the account.

### **GL Branch**

The system displays the logged-in branch. However, you can modify it, if required.

### **GL Account Number**

Specify the GL account number from which the funds need to be withdrawn.

### **GL Description**

The system displays the description of the corresponding GL account number.

### **Account Currency**

Based on the account number specified, the system displays the account currency.

### **Account Amount**

Specify the credited amount in terms of account currency.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

**GL Currency**

Based on the account number specified, the system displays the GL currency. However, you can modify it, if required.

**GL Amount**

The system displays the account amount in terms of GL currency.

**Narrative**

The system displays 'Miscellaneous Customer Credit'.

---

**Note**

Click the OK button to go to the next stage.

---

**Reference Number**

Enter a reference number for the corresponding transaction.

**External Reference**

This is a system generated sequence number for the transaction.

## Enrichment stage

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

Miscellaneous Customer Credit

New Enter Query

Account Number Account Branch

Account Description

GL Branch GL Account Number

GL Description

Account Currency GL Currency

Account Amount \* GL Amount

Narrative

External Reference Customer ID Customer Name Exchange Rate

Product MSCC

Negotiated Cost Rate

Negotiation Reference

Reference Number

Recalculate

Charges MIS UDF

Charge Details

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate

Ok Exit

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

## Exchange Rate

The exchange rate used for the currency conversion is displayed here. If the account currency is the same as the transaction currency, the system will display '1' as the exchange rate.

## GL Amount

The amount debited from the GL account is displayed here. This amount will be in terms of the GL account currency.

## Account Amount

System displays the amount credited to the customer account in terms of the account currency.

## Total Charges

The system computes the charges applicable for the transaction and displays it here.

If you modify the amount to be transferred, then click 'Recalc' button to recalculate the charge amount.

## Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.

---

### Note

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

## 10.3.1 Specifying the charge details

In this block, you can specify the charge related details.

*Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

## 10.3.2 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays the 'Miscellaneous Customer Credit' window with the 'MIS' tab selected. The window contains various input fields for account and transaction details, a 'Recalculate' button, and two empty tables for 'Composite MIS' and 'Transaction MIS'.

Charges	
Account Number	Account Branch
Account Description	
GL Branch	GL Account Number
GL Description	
Account Currency	GL Currency
Account Amount *	GL Amount
Narrative	
External Reference	Product
Customer ID	Negotiated Cost Rate
Customer Name	Negotiation Reference
Exchange Rate	Reference Number

Buttons: New, Enter Query, Recalculate, Ok, Exit

Composite MIS	

Transaction MIS	

*Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

## 10.3.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

Refer the section titled 'Specifying the UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 10.4 Miscellaneous Debit to a General Ledger Account

You can perform miscellaneous debit to a GL account with the corresponding credit to the cash account. This transaction lets you enter a miscellaneous debit to a General Ledger (GL) account with the corresponding credit to the cash account. Use the 'Miscellaneous GL Debit' screen to enter a miscellaneous debit to a GL account. You can invoke this screen by typing

'1060' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows a software window titled "Miscellaneous GL Debit". It features a menu bar with "New" and "Enter Query" options. The main workspace is divided into two columns of input fields. The left column includes "External Reference", "GL Currency \*", "GL Account \*", and "Reference Number". The right column includes "Product" (set to "MGLD"), "Narrative", "Transaction Currency \*", and "Transaction Amount \*". An "Exit" button is positioned in the bottom right corner of the window.

The following details can be captured in this screen:

**GL Account Number**

Select the GL account number from which the funds are to be transferred to a cash account from the option list.

**GL Currency**

Specify the currency of the GL account from which the funds are to be transferred.

**GL Description**

The system displays the description of the GL account number chosen.

**GL Amount**

The system displays the amount in GL account currency.

**Transaction Currency**

Specify the currency in which the cash account is being credited. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Transaction Amount**

Specify the amount that should be credited to the cash account in the specified currency.

**Reference Number**

Enter a reference number for the transaction.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

**External Reference**

This is a system generated sequence number for the transaction.

Click save icon to go to the next stage.

## Enrichment stage

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

**Miscellaneous GL Debit**

New Enter Query

GL Account Number  
GL Description  
Transaction Currency  
Transaction Amount \*  
Reference Number  
Narrative  
External Reference

GL Currency  
GL Amount  
Exchange Rate  
SC Charges  
Negotiated Cost Rate  
Negotiation Reference

Recalculate

Denomination Charges MIS UDF

Currency Code  
Preferred Denomination

Populate

Total

Clear

Denomination Details

1 Of 1 Go

Denomination Code	Denomination Value	Units	Total Amount
-------------------	--------------------	-------	--------------

Ok Exit

In addition to the details, captured in the previous stage, the system defaults the following details:

### Exchange Rate

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

### SC Charges

The system displays the service charges calculated based on the maintenance in the host.

### GL Amount

The system displays the total amount debited from the GL account inclusive of the service charges in the transaction currency.

If you modify the transaction amount, then click 'Recalc' button to re-compute the amount to be debited from the GL account.

### Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

**Negotiation Reference Number**

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.

---

**Note**

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

**10.4.1 Specifying the denomination details**

In this block, you can capture details of the currency denominations involved in the transaction through the following fields:

**Currency Code**

The system displays the currency of the account.

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, till contents are decremented for outflow transactions like GL debit. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.



## 10.4.2 Specifying the charge details

In this block, you can specify the charge related details. Click on the 'Charges' tab to invoke the following screen:

The screenshot shows the 'Miscellaneous GL Debit' window. The 'Charges' tab is selected in the 'Denomination' bar. The 'Charge Details' section is active, showing a table with columns: Charge Components, Waiver, Currency, Charge Amount, Charge in Local Currency, and Exchange Rate. The table is currently empty. The 'Recalculate' button is visible at the bottom right of the 'Charge Details' section. The 'Ok' and 'Exit' buttons are at the bottom right of the window.

Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.

## 10.4.3 Specifying MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'Miscellaneous GL Debit' window. The 'MIS' tab is selected in the 'Denomination' bar. The 'Composite MIS' and 'Transaction MIS' sections are visible, each containing a table with multiple rows for data entry. The 'Recalculate' button is visible at the bottom right of the 'MIS' section. The 'Ok' and 'Exit' buttons are at the bottom right of the window.

Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.

#### 10.4.4 Specifying UDF details

This block allows you to capture details pertaining to UDF. Click on the 'UDF' tab to invoke the following screen:

The screenshot shows a software window titled "Miscellaneous GL Debit". At the top, there are buttons for "New" and "Enter Query". Below this, there are two columns of input fields. The left column includes: "GL Account Number", "GL Description", "Transaction Currency", "Transaction Amount \*", "Reference Number", "Narrative", and "External Reference". The right column includes: "GL Currency", "GL Amount", "Exchange Rate", "SC Charges", "Negotiated Cost Rate", and "Negotiation Reference". A "Recalculate" button is located below the right column. Below the input fields, there is a tabbed interface with four tabs: "Denomination", "Charges", "MIS", and "UDF". The "UDF" tab is currently selected. Below the tabs, there is a section titled "UDF Details" which contains a table with two columns: "Field Name" and "Field Value". The table is currently empty. At the bottom right of the window, there are "Ok" and "Exit" buttons.

Refer the section titled 'Specifying UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

### 10.5 Miscellaneous Credit to a General Ledger Account

You can perform miscellaneous credit to a GL account with the corresponding debit to the cash account. This transaction lets you enter a miscellaneous credit to a General Ledger (GL) account with the corresponding debit to the cash account. Use the 'Miscellaneous GL Credit' screen to enter a miscellaneous credit to a GL account. You can invoke this screen by typing

'1460' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Miscellaneous GL Credit". It features a menu bar with "New" and "Enter Query" options. The main content area contains the following fields:

- GL Account Number \*
- GL Description
- Transaction Currency \*
- Transaction Amount \*
- Reference Number
- Narrative \*
- External Reference
- GL Currency \*
- GL Amount

At the bottom right of the window, there are "Ok" and "Exit" buttons.

The following details can be captured in this screen:

**GL Account Number**

Select the GL account number from which the funds are to be transferred to a cash account from the option list.

**GL Currency**

Specify the currency of the GL account from which the funds are to be transferred.

**GL Description**

The system displays the description of the GL account number chosen.

**GL Amount**

The system displays the amount in GL account currency.

**Transaction Currency**

Specify the currency in which the cash account is being credited. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.

**Transaction Amount**

Specify the amount that should be credited to the cash account in the specified currency.

**Reference Number**

Enter a reference number for the transaction.

**Narrative**

You may enter remarks about the transaction here. This is a free format text field.

**External Reference Number**

This is a system generated sequence number for the transaction.

Click 'Proceed' button to go to the next stage.

## Enrichment stage

On saving, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type.

The following screen will be displayed:

**Miscellaneous GL Credit**

New Enter Query

External Reference

GL Account

GL Description

Transaction Currency

Transaction Amount \*

Reference Number

Narrative

Product

GL Currency

Exchange Rate

**Currency Denominations** **Charges**

Currency Code

Preferred Denomination

Total

**Denomination Details**

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In addition to the details, captured in the previous stage, the system defaults the following details:

## Exchange Rate

The system displays the exchange rate used to convert the transaction currency into GL currency. If the transaction currency is the same as the account currency, the system will display the exchange rate as '1'.

## SC Charges

The system displays the service charges calculated based on the maintenance in the host.

## GL Amount

The system displays the total amount credit to the GL account inclusive of the service charges in the transaction currency.

If you modify the transaction amount, then click 'Recalc' button to re-compute the amount to be credited to the GL account.

## Negotiated Cost Rate

Specify the negotiated cost rate that should be used for foreign currency transactions between the treasury and the branch. You need to specify the rate only when the currencies involved in the transaction are different. Otherwise, it will be a normal transaction.

## Negotiation Reference Number

Specify the unique reference number that should be used for negotiation of cost rate, in foreign currency transaction. If the negotiated cost rate is specified then you should be needed to specify the negotiated reference number.

---

### Note

Oracle FLEXCUBE books then online revaluation entries based on the difference in exchange rate between the negotiated cost rate and transaction rate.

---

## 10.5.1 Specifying the denomination details

In this block, you can capture details of the currency denominations involved in the transaction.

*Refer the section titled 'Specifying Denomination Details' under 'Miscellaneous Debit to a General Ledger Account' for further details.*

## 10.5.2 Specifying the charge details

In this block, you can specify the charge related details. Click on the 'Charges' tab to invoke the following screen:

The screenshot displays the 'Miscellaneous GL Credit' form. At the top, there are fields for 'External Reference', 'GL Account', 'GL Description', 'Transaction Currency', 'Transaction Amount \*', 'Reference Number', and 'Narrative'. To the right, there are fields for 'Product' (set to 'MSGC'), 'GL Currency', and 'Exchange Rate'. Below these fields, there are two tabs: 'Currency Denominations' and 'Charges'. The 'Charges' tab is selected. Under the 'Charges' tab, there is a section titled 'Charge Details' which contains a table with the following columns: 'Charge Components', 'Waiver', 'Currency', 'Charge Amount', 'Charge in Local Currency', and 'Exchange Rate'. The table has one row with empty input fields. At the bottom right of the form, there is an 'Exit' button.

*Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

### 10.5.3 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot shows the 'Miscellaneous GL Credit' window with the 'MIS' tab selected. The window has a title bar with a diamond icon and the text 'Miscellaneous GL Credit'. Below the title bar are two buttons: 'New' and 'Enter Query'. The main area is divided into two columns of input fields. The left column contains: 'GL Account', 'GL Description', 'Transaction Currency', 'Transaction Amount \*', 'Reference Number', 'Narrative', and 'External Reference'. The right column contains: 'GL Currency', 'GL Amount', 'Exchange Rate', 'SC Charges', 'Negotiated Cost Rate', and 'Negotiation Reference'. Below these fields is a 'Recalculate' button. At the bottom, there is a tab bar with four tabs: 'Denomination', 'Charges', 'MIS' (which is selected and highlighted in blue), and 'UDF'. Below the tab bar, there are two sections: 'Composite MIS' and 'Transaction MIS', each containing a table with multiple empty rows. At the bottom right of the window are 'Ok' and 'Exit' buttons.

Refer the section titled 'Specifying the MIS details' under 'Miscellaneous Debits to a Customer's Account' for further details.

### 10.5.4 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

The screenshot shows the 'Miscellaneous GL Credit' window with the 'UDF' tab selected. The window has a title bar with a diamond icon and the text 'Miscellaneous GL Credit'. Below the title bar are two buttons: 'New' and 'Enter Query'. The main area is divided into two columns of input fields. The left column contains: 'GL Account', 'GL Description', 'Transaction Currency', 'Transaction Amount \*', 'Reference Number', 'Narrative', and 'External Reference'. The right column contains: 'GL Currency', 'GL Amount', 'Exchange Rate', 'SC Charges', 'Negotiated Cost Rate', and 'Negotiation Reference'. Below these fields is a 'Recalculate' button. At the bottom, there is a tab bar with four tabs: 'Denomination', 'Charges', 'MIS', and 'UDF' (which is selected and highlighted in blue). Below the tab bar, there is a section titled 'UDF Details' which contains a table with two columns: 'Field Name' and 'Field Value'. The table has one row with empty fields. Above the table is a navigation bar with buttons for first, previous, next, and last, and a 'Go' button. At the bottom right of the window are 'Ok' and 'Exit' buttons.

Refer the section titled 'Specifying the UDF details' under 'Miscellaneous Debits to a Customer's Account' for further details.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 10.6 Miscellaneous GL Transfer

You can transfer funds from one GL account to another using Miscellaneous GL. Use the 'Miscellaneous GL Transfer' screen to transfer funds. You can invoke this screen by typing '1005' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Miscellaneous GL Transfer' window. It features a title bar with a diamond icon and window controls. Below the title bar is a menu bar with 'New' and 'Enter Query'. The main area contains several input fields: 'From GL Account Number \*', 'From GL Currency \*', 'From GL Description', 'To GL Account Number \*', 'To GL Currency \*', 'To GL Description', 'From GL Amount \*', 'To GL Amount', 'Narrative', 'Reference Number', and 'External Reference'. The 'From' and 'To' fields are grouped together. At the bottom right are 'Ok' and 'Exit' buttons.

The following details can be captured in this screen:

### **From GL Account Number**

Select the GL account number from which the funds are to be transferred; from the adjacent option list.

### **From GL Currency**

The system displays the local currency. You can modify it, if required.

### **From GL Description**

The system displays the description of the corresponding From GL Account. If the length of the data goes beyond the screen section size, you can view and edit the description in the popup window.

### **To GL Account Number**

Select the GL account number to which the funds are to be transferred; from the adjacent option list.

### **To GL Currency**

The system displays the local currency. You can modify it, if required.

### To GL Description

The system displays the description of the corresponding To GL Account. If the length of the data goes beyond the screen section size, you can view and edit the description in the popup window.

### From GL Amount

Enter the amount to be transferred.

### To GL Amount

The system displays the transferable amount in terms of the To GL Account currency.

### Narrative

The system displays 'Miscellaneous GL Transfer from <From GL Account> to <To GL Account>'. In Narrative field, the system displays the values specified in From GL Account and To GL Account fields.

Click the OK button to go to the next stage.

### Reference Number

Enter a reference number for the transaction.

### External Reference

This is a system generated transaction sequence number.

### Enrichment stage

On clicking the OK button, the system validates and ensures for minimum mandatory data entry. If the data entry meets the minimum criteria, it will calculate the charge based on the transaction type. The following screen will be displayed:

◆ Miscellaneous GL Transfer

New Enter Query

From GL Account Number From GL Currency

From GL Description

To GL Account Number To GL Currency

To GL Description

From GL Amount \* To GL Amount

Narrative

Reference Number

External Reference

Product MCGT Exchange Rate

Recalculate

Charges MIS UDF

Charge Details

1 Of 1 Go

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
-------------------	--------	----------	---------------	--------------------------	---------------

Ok Exit



In addition to the details, captured in the previous stage, the system defaults the following details:

### To Amount

The system displays the amount to be credited to the GL account (in the account currency) after calculating the applicable charges.

## 10.6.1 Specifying the charge details

In this block, you can specify the charge related details.

*Refer the section titled 'Specifying the charge details' under 'Miscellaneous Debits to a Customer's Account' for further details.*

## 10.6.2 Specifying the MIS details

This block allows you to capture details pertaining to MIS. Click on the 'MIS' tab to invoke the following screen:

The screenshot displays the 'Miscellaneous GL Transfer' window with the 'MIS' tab selected. The window contains several input fields for transaction details, including 'From GL Account Number', 'From GL Description', 'To GL Account Number', 'To GL Description', 'From GL Amount', 'To GL Amount', 'Narrative', 'Reference Number', 'External Reference', 'Product' (set to 'MCGT'), and 'Exchange Rate'. A 'Recalculate' button is located next to the 'Exchange Rate' field. Below the input fields, there are two tabs: 'Charges' and 'MIS' (which is active). Under the 'MIS' tab, there are two sections: 'Composite MIS' and 'Transaction MIS', each containing a table with multiple rows for data entry. At the bottom right of the window, there are 'Ok' and 'Exit' buttons.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

## 10.6.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.

**Miscellaneous GL Transfer**

New Enter Query

From GL Account Number From GL Currency

From GL Description

To GL Account Number To GL Currency

To GL Description

From GL Amount \* To GL Amount

Narrative

Reference Number

External Reference

Product MCGT Exchange Rate

Recalculate

Charges MIS UDF

**UDF Details**

1 Of 1 Go

Field Name	Field Value

Ok Exit

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.

## 10.7 Miscellaneous Transfer

Miscellaneous Transfer screen is used to move funds from one account/GL to another account/GL.

You can invoke this screen by typing '1000' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Miscellaneous Transfer : Branch Date 04-JAN-2011

Save Hold

External Reference: FJB1100400021062

Transaction Currency: GBP

Product: CHDP

Transaction Branch: 001

Cancel

The following details can be captured in this screen:

**External Reference**

System displays the external reference number.

**Transaction Currency**

Select the transaction currency from the adjoining option list.

**Product**

Select the product from the adjoining option list.

**Transaction Branch**

System displays the current branch as the transaction branch code.

Click save icon to save the transaction and the following screen gets displayed.

Miscellaneous Transfer : Branch Date 04 JAN 2011

Save Hold

External Reference: FJB1100400021062

Transaction Branch: 001

Transaction Amount: 100.00

Transaction Currency: GBP

Transaction Account: 00100305901

Account Description: 001-SAVIN-GBP-Zorbia

Product: CHDP

Offset Branch: 001

Offset Amount:

Offset Currency: GBP

Offset Account: 111100004

Account Description:

Cancel

In addition to the details, captured in the previous stage, the system defaults the following details:

**Transaction Amount**

Specify the transaction amount.

If limit is available, channel limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, combined limit gets validated. If limit available proceeds, system displays an error message.

If limit is available, proceed with the transaction initiation with retail teller module.

**Transaction Account**

Select the transaction account from the adjoining option list.

**Account Description**

System displays the account description.

**Offset Branch**

Select the offset branch from the adjoining option list.

**Offset Amount**

Specify the offset amount.

**Offset Currency**

Select the offset currency from the adjoining option list.

**Offset Account**

Select the offset account from the adjoining option list.

**Account Description**

Specify the account description.

---

**Note**

Miscellaneous Transfer screen will not be used for cash transactions.

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## 11. Time Deposit Transactions

### 11.1 Introduction

Any deposit with a fixed term or tenor is referred to as a time deposit. In Oracle FLEXCUBE, these kinds of deposits are also referred to as term deposits.

With the time deposits (TD) module of Oracle FLEXCUBE, accounting, collateral tracking, rollover handling and accounting, and tracking of unclaimed deposits are completely automated. This means your staff can remain focused on customer service.

Opening a time deposit account in Oracle FLEXCUBE is similar to opening a current or savings account (CASA). At the time of opening a TD account, payments can be made in one of three modes. The initial payment can be made by cash, account transfer or GL transfer.

Similarly, you can redeem a TD account in one or combination of the following:

- By Cash
- By Bankers Cheque
- By Account Transfer
- By GL Transfer
- By Transfer Other Bank's Account
- By Child TD
- By Loan Payment
- By Demand Draft

Each of these transactions has been discussed in detail in the following sections.

### 11.2 Opening a TD Account for Multi Mode Pay In

The TD accounts use account class of 'deposit' type. You can create TD accounts like any other CASA accounts. You have to deposit the amount into the account at the time of account creation. There are three pay-in options during account creation, they are:

- Pay in by transfer from GL
- Pay in by transfer from Savings Account
- Pay in by Cash (Only from Savings Module)
- Pay in by Cheque

---

#### **Note**

- Pay-in option can be single or a combination of the three.
- In case of pay-in by cheque, the TD should be entirely funded by a single cheque. Multi mode, combining multiple cheques or part payment by cheque and the rest by other modes, is not allowed.
- During save, the account opening dates would be updated as expected value date of the cheque transaction based on the float days maintained at ARC maintenance level.
- If the pay-in option once selected from the Main tab cannot be changed after save.
- Pay-in details of the cheque to be entered in the 'Pay-in Details' multi grid. You cannot modify it. The pay-in option will be read only after first stage save.

- Pay-in option as cheque is not applicable to discounted TDs.

You are allowed to fund the TD using multiple pay-in modes. Any combination of the 3 pay-in modes is possible. You can specify the TD funding amount percentage-wise or in absolute.

You can open TD accounts with Multi Mode Pay-In options using the 'TD Account Opening by Multi Mode' screen. You can invoke this screen by typing 'TDMM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button

The following details can be entered in this screen:

### Customer ID

Select the customer for whom the TD account is to be opened.

To select a customer ID, click the adjoining option list. You can enter the customer number, PID No, full name or short name and click on the 'Search' button. The system then fetches you all the relevant details.

### Customer Name

The system defaults the customer name.

### PID No

The system displays the PID No based on the customer ID.

### Branch Code

The current logged in branch is defaulted here.

### Currency

Specify the currency to be associated with the TD account. Alternatively, you can also select the currency from the adjoining option list. All the currencies maintained in the system will be available for selection in the option list.

## Account Class

Specify the account class to which the particular account belongs. You can select the appropriate account class from the option list that displays all 'deposit' type of account classes maintained in the system. Account classes that have surpassed their end date (expired) will not be displayed in the option list.

## External Reference Number

The system defaults the generated sequence number for the transaction here.

## PID No

The system displays the account number based on the customer number.

## Account Description

System displays the customer name for the selected account number.

## Account Number

Specify the account number of the deposit account.

## Enrichment stage

On clicking the 'P' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, the following screen will be displayed:

The screenshot displays the 'TD Account Opening by Multi Mode' window. It features a top navigation bar with 'New' and 'Enter Query' buttons. Below this, there are input fields for 'Customer Id', 'Customer Name', 'Account Open Date', 'Currency', 'Branch Code', 'External Reference Number', 'Account Class', and 'Account Number'. A 'Fetch' button is located next to the 'Account Class' field. The main area contains several tabs: 'Term Deposit Details', 'Interest', 'Joint Holders', 'Dual Currency Deposit', 'Check List', and 'LBL\_DENM\_DEPOSIT'. The 'Term Deposit Details' tab is active, showing a 'Term Deposit Pay In Option' section with a 'Pay in By' dropdown set to 'Others'. Below this is a table with columns: 'Pay In Option', 'Percentage', 'Amount', 'Offset Branch', 'Offset Account', 'Cheque Instrument No', and 'Cheque Date'. The table has one row with 'Account' in the 'Pay In Option' column. Further down, there are input fields for 'Term Deposit Amount', 'Maturity Amount', 'Computed Amount', 'Maturity Date', 'Interest Payout Frequency', 'Interest Rate', 'Deposit Tenor' (with sub-fields for Years, Months, Days), and 'LBL\_ORIGINAL\_TENOR' (with sub-fields for Years, Months, Days). A 'Compute' button is located between 'Maturity Amount' and 'Interest Payout Frequency'. The 'Term Deposit Payout Details' section includes checkboxes for 'Auto Rollover', 'Move Interest to Unclaimed', and 'Move Principal to Unclaimed'. It also has a 'Rollover Type' dropdown set to 'Principal', a 'Rollover Amount' field, and a 'Next Maturity Date' field. To the right, there are radio buttons for 'Account Class Tenor', 'Account Tenor', and 'Independent Tenor', followed by 'Years', 'Months', and 'Days' input fields. A checkbox for 'Rollover Interest Rate Based on Cumulative Amount' is also present. At the bottom, there is an 'Interest Booking Account' field and another table with columns: 'Payout Type', 'Percentage', 'Offset Branch', 'Account', 'Account Title', 'Narrative', and 'Payout Component'. This table has one row with 'Account' in the 'Payout Type' column and 'Principal' in the 'Payout Component' column. The window concludes with 'Interest Payout Details' and 'TD Payout Details' tabs, and 'Ok' and 'Exit' buttons at the bottom right.

In the enrichment stage, the details entered in the previous stage are validated from the host. In addition to the details, captured in the previous stage, the following details are displayed:

### Account No

The system displays the number assigned to the TD account.

### Maturity Date

The system calculates and displays the maturity date based on the value date and the tenor you specify for the deposit.

### Next Maturity Date

The next maturity date is the default maturity date of the deposit if it is rolled over. It is computed by the system using the tenor and maturity date specified, by adding the tenor to the maturity date.

## 11.2.1 Specifying Term Deposit Details

Click on 'Term Deposit Details' block to capture term deposit related details.

The screenshot displays the 'TD Account Opening by Multi Mode' application window. The 'Term Deposit Details' tab is selected, showing various input fields for account information, payment options, and deposit details. The 'Pay In Option' section includes a table for 'Pay In Option' with columns for Percentage, Amount, Offset Branch, Offset Account, Cheque Instrument No, and Cheque Date. The 'Term Deposit Amount' section includes fields for Term Deposit Amount, Maturity Amount, Computed Amount, Maturity Date, Interest Payout Frequency, and Interest Rate. The 'Term Deposit Payout Details' section includes checkboxes for Auto Rollover, Move Interest to Unclaimed, and Move Principal to Unclaimed, along with fields for Rollover Type, Rollover Amount, Next Maturity Date, and Rollover Tenor. The 'Interest Booking Account' section includes a field for Interest Booking Account. The 'Payout Type' section includes a table for 'Payout Type' with columns for Percentage, Offset Branch, Account, Account Title, Narrative, and Payout Component. The bottom of the window shows 'Interest Payout Details' and 'TD Payout Details' tabs, and 'Ok' and 'Exit' buttons.

You need to capture the following details here:



### 11.2.1.1 Specifying Term Deposit Pay In Details

#### **Pay-in By**

Select the pay-in option from the adjoining option list. The list displays the following value:

- Cheque
- Others

If you select the pay-in option as 'Cheque', the other options will be unavailable. Similarly, if you select the pay-in option as 'Others', the cheque option will be unavailable.

---

#### **Note**

- If the pay-in option once selected from the main tab, it cannot be changed after account class defaults.
  - Pay-in details of the cheque entered in the 'Main' tab will be automatically displayed in the 'Pay-in Details' multigrid. You cannot modify them.
- 

If the pay-in option 'Cheque' is selected, you must specify the following details:

#### **Pay-In Option**

Select the pay-in mode from the drop-down list. The options available are:

- Account
- GL
- Cash

---

#### **Note**

Only Account option can be multiple.

---

#### **Percentage**

Specify the amount that funds the TD by the pay-in mode selected in percentage.

#### **Amount**

Specify the amount that funds the TD. If you have specified the percentage, then the system computes the amount.

---

#### **Note**

When Amount and Percentage options are provided, amount takes precedence and percentage is ignored.

---

#### **Offset Branch**

The system populates the branch code of the account from which fund is transferred to TD account.

#### **Offset Account**

Specify the account number/ GL from which the fund is transferred to TD account. This field returns the branch code if the account is selected and NULL is returned if GL is selected. If Pay-In mode is GL, then the system displays only GL's and if the Pay-In mode is Account then only accounts are displayed in the option list.

**Original Exchange Rate**

The system will display the exchange rate for the currency pair for the respective rate code/ type defined for the specific pay-in/ pay-out modes at account class.

**Applied Exchange Rate**

The system displays the applied exchange rate same as original exchange rate. However, you can amend the exchange rate which will be applied on the transaction.

The system will perform the following validations:

- If you try to modify the rate while saving, then the system will display the following override message:

**Default exchange rate modified by the user**

- If the modified rate is outside the allowed variance limit while saving, then the system will display the following override message:

**Modified Exchange rate crosses allowed variance**

- When there is multi pay-in or pay-out scenario, each option will consume the respective applied exchange rate for the apportioned amount.
- When the exchange rate type and code to be applied are not maintained for a combination of pay-in / pay-out modes, the system will continue with the STANDARD-MID rate. If you try to change the applied exchange rate, the system will display an error message
- Any conversion due to sweep operation and auto deposits should also follow the rate configured at account class.
- If deposit currency and pay-in currency are the same, then the 'Applied Exchange Rate' cannot have a value other than '1', i.e., for pay-in, pay-out through cash and the same currency account/ instrument for account. For other modes Applied exchange rate is not applicable and system will not take the value for the same.

**Cheque Instrument No**

Specify the cheque instrument number.

**Cheque Date**

Specify the date of issue of the cheque.

**Clearing Type**

Specify the clearing type for the transaction. The adjoining option list displays a list of the clearing types maintained in the system. You can select the appropriate one.

**Drawee Account Number**

Specify the drawee account number.

**Routing No.**

Specify the Routing number.

**Account Open Date**

The system displays the value date of opening the deposit account. This will be the term deposit interest start date.

**Term Deposit Amount**

Specify the amount paid for the term deposit account, in the account currency.

---

**Note**

The system will validate for the following:

- The deposit amount should be equal or greater than minimum booking amount maintained at the 'Deposits Cluster Maintenance' screen, else the system will display the error message as "the deposit amount is less than the minimum booking amount".
  - The deposit amount should be a multiple of the booking unit maintained at the 'Deposits Cluster Maintenance' screen, else the system will display the following error message as "the deposit amount must be in multiples of booking unit".
- 

**Deposit Tenor**

The system displays the tenor of the deposit account. This is the difference between the interest start date and maturity date. In case of a change in the maturity date, the system updates the deposit tenor accordingly.

However, the system allows you to specify a different tenor for payout term deposits. You can indicate the deposit tenor for the payout TD by selecting one of the following options:

- Account Class Tenor - If you select this option, then system defaults the account class deposit tenor for the payout TD during payout TD creation.
- Account Tenor - If you select this option, then the original deposit tenor of the parent TD is considered as the deposit tenor for the payout TD. By default, this option is selected.
- Independent Tenor - If you select this option, then you can specify the tenor to be considered for deposit in terms of years, months and days.

---

**Note**

System validates that the deposit tenor is within the minimum and maximum tenor allowed for the account class. If this validation fails, then system displays the error message, "Roll-over tenor does not fall in the range of minimum and maximum tenor allowed".

---

You can modify the default tenor during the following:

- Deposit account opening
- Any time before maturity during the life cycle of the deposit
- On rollover of the deposit

If you specify the tenor, the system computes the maturity date. System calculates the maturity date for the payout deposit based on the redemption date of the original deposit and tenor. Once the record is authorized, you cannot amend the tenor.

If the maturity date computed by the system falls on a holiday, then it will adjust the maturity date as per the holiday treatment maintenance at Account Class level and the update the new tenor accordingly.

The deposit tenor is represented in terms of years, months and days. For example, if the deposit tenor is 185 days, it should be represented as 0 years, 6 months and 5 days. You need to specify the values in the appropriate fields.

**Years**

This indicates the number of years in the deposit tenor.

**Months**

This indicates the number of months in the deposit tenor.

**Days**

This indicates the number of days in the deposit tenor.

**Original Tenor**

This indicates the original tenor of the deposit. This is the tenor specified at account which is arrived before the holiday movement.

The original tenor is represented in terms of years, months and days. For example, if the deposit tenor is 185 days, it should be represented as 0 years, 6 months and 5 days. The following details are displayed:

**Years**

This indicates the number of years in the original tenor.

**Months**

This indicates the number of months in the original tenor.

**Days**

This indicates the number of days in the original tenor.

**Maturity Date**

Specify the maturity date of the term deposit.

**Account Description**

The system displays the customer's complete name. You can modify it, if required.

**Interest Payout Frequency**

The system displays the payout frequency of the interest.

**Notice Deposit****Lock in Period Days**

The system will default the lock-in period from the account class and it is not modifiable.

**Notice Days**

The system will default the notice days from the account class and it is not modifiable.

For a notice deposit account the following options are not applicable:

- Auto Rollover
- Recurring Deposit Account
- Move Interest to Unclaimed
- Move Principal to Unclaimed

## 11.2.1.2 Denomination Details

Select Pay-In mode as cash to enable denomination tab.

TD Account Opening by Multi Mode

New Enter Query

Customer Id Customer Name Account Open Date  
Currency Branch Code External Reference  
Account Class Account Number Number  
Account Description

Denomination Term Deposit Details Interest Joint Holders Dual Currency Deposit Check List UDF LBL\_DENM\_DEPOSIT

Currency Code Total  
Preferred Denomination Clear  
Populate

Denomination Details

1 Of 1

Denomination Code	Denomination Value	Units	Total Amount
-------------------	--------------------	-------	--------------

Interest Payout Details TD Payout Details

Exit

### Currency Code

The system displays the currency of the account.

### Preferred Denomination

Specify the denomination code that should be preferred. The system processes the transactions with the preferred denominations. If the transaction amount is less than the preferred denomination, the system will use the low valued denomination than the preferred denomination based on the defaulting rule.

If the preferred denomination is not captured, the system will consider the highest available denomination as the preferred denomination.

If the denomination is not available, the system will display 'Denomination not available' message.

Click 'Populate' button to display the units of currency denomination based on the defaulting rule.

---

#### Note

According to defaulting rule, the system will calculate the total amount in terms of minimum number of currencies. It means that the system divides the total amount into the bigger denominations first. Then the remaining amount into next biggest denomination and so on.

---

---

#### Note

A transaction slip is generated at the time of input stage completion and is produced to the customer to sign and confirm the transaction.

---

**Confirmation Received**

Check this box to indicate if the confirmation is received.

An override message is displayed if the box remains unchecked “Has the customer signed the slip?”.

**Denomination Code**

For every currency, the various denominations are assigned separate denomination codes. These codes are displayed here.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as ‘100’.

**Units**

Indicate the number of units of the specified denomination. By default, till contents are incremented for inflow transactions like cash deposit. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be ‘1000’.

**11.2.1.3 Specifying Term Deposit Pay Out Details****Interest Booking Account**

The system displays the TD booking amount.

**Auto Rollover**

Check this box to automatically rollover the deposit you are maintaining. If you check this box, then you need to specify the rollover tenor.

**Rollover Type**

Select the rollover type from the drop down list. Here you can set the terms and conditions for rollover, as follows:

- Principal - If You select ‘Principal’ option then On Maturity date System will do rollover with Only Principle amount irrespective to the Interest booking account.(i.e. if Interest booking account is given as TD account then on maturity date Interest amount will be first liquidated to TD account and settled to the Payout details maintained for the TD account).
- Principal + Interest - If You Select ‘Principal +Interest’ option then Interest booking account should be always TD account. On maturity date P+I amount will Rollover.
- Special Amount - If you select ‘Special Amount’ option then System will do rollover with Specified amount irrespective to the Interest booking account. (during Second rollover system will do rollover with the same amount by settling the New interest amount to TD payout amount)
- Interest - If you select ‘Interest’ option then Interest booking account should be always TD account. On maturity date Principle amount will be settled to payout option

---

**Note**

- This field is applicable only if you have opted for auto rollover.
  - System will validate for the deposit amount if the ‘Rollover Type’ is ‘Special’.
-

### **Rollover Amount**

If a special amount is to be rolled over, specify the amount (less than the original deposit amount). The amount specified here will be reckoned in the account currency.

### **Rollover Tenor**

If 'Auto Rollover' box is checked, then you can indicate the rollover tenor for the TD account. You can select one of the following options:

- Account class tenor - If you select this, the rollover tenor in days, months and years is set to null. You cannot modify this. The system will not display the next maturity date, as the account class default tenor is subject to change. During rollover, the default account class tenor at the time of rollover will be taken.
- Account tenor - This is the default value. If this option is selected, the system populates the original tenor of the parent TD as the rollover tenor. The system displays the tenor in days, months and years. You cannot modify this. The next maturity date will be populated by adding the account tenor to the maturity date of child TD.
- Independent tenor - If you select this, you can specify the tenor to be considered for deposit in terms of years, months and days. The default value of the independent tenor will be null. The next maturity date will be populated by adding the independent tenor to the maturity date of child TD.

The tenor specified should be within the minimum and maximum tenor specified at account class. The tenor in months cannot be greater than 11 months. If tenor months are specified, then tenor days cannot be greater than 30 days.

The account tenor is defaulted as the deposit and rollover tenor for the child TD after the account class is populated.

### **Years**

Specify the number of years in the rollover tenor.

### **Months**

Specify the number of years in the rollover tenor.

### **Days**

Specify the number of years in the rollover tenor.

### **Next Maturity Date**

On selecting the rollover for the TD account, the system defaults the next maturity dates from the previous tenor of the deposit.

System calculates the next maturity date based in the current maturity date and the rollover tenor maintained at the account level. System calculates the next maturity date based on the changes to the maturity date due to holiday treatment

### **Computed Amount**

The system populates the computed TD amount when you click the 'Compute Button'. However, you are not allowed to amend it.

---

### **Note**

While saving, the system validates the 'Computed TD Amount' against the 'TD Amount' keyed in.

---

## **Maturity Amount**

The system displays the maturity amount, when you click on the 'Compute' button. This interest rate is based on the TD booking amount and the accrued interest till maturity.

---

### **Note**

Maturity amount will be based on the capitalized interest (P + I), if the booking account and the interest liquidation account are the same and the interest payout details are not provided.

---

Refer the chapter '*Annexure B - IC Rule Set-up*' in this user manual for details about the formula.

## **Move interest to Unclaimed**

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting role 'INT\_UNCLAIMED' on Grace period End date. If you select this option, then you will have to check the box 'Move Principal to Unclaimed'.

---

### **Note**

- If you have selected auto rollover, then this field will not be applicable.
  - Funds will be moved to unclaimed GLs only if the maturity options have not been specified. If an account matures and no action is taken (closure or roll-over) within the grace period, then the funds are moved to the unclaimed GLs on the EOD of the last day of the grace period (maturity date + grace days).
- 

## **Move Principle to Unclaimed**

Check this box to move the principal amount to the unclaimed GL mapped at the IC product in the accounting role 'PRN\_UNCLAIMED' on Grace period End date. If you select this option then only principle amount will be moved to unclaimed and Interest will be settled to TD payout. If You select both 'Move Interest to Unclaimed' and 'Move Principle to Unclaimed' then TD amount (i.e. P+I will be moved to Unclaimed GL, irrespective to the TD payout Details).

## **Account Currency Change Details**

Based on the account class, the system will display the changed account currency details:

### **Account Currency Change Allowed**

The system defaults this check box from the account class.

### **Currency Change Account**

The system will auto generate the unique number for the deposit only if the check box 'Account Currency Change Allowed' is checked.

### **Payout Type**

Select the pay-out mode from the drop-down list. The options available are:

- Bankers Cheque - BC
- Payments – PC
- Accounts
- General Ledger - GL
- Term Deposit - TD
- Demand Draft



**Percentage**

Specify the amount of pay-out in percentage.

**Offset Branch**

The system populates the branch code of the account for pay-out.

**Account**

Specify the account number/ GL for pay-out.

**Account Title**

Specify the account title.

**Narrative**

Specify the description for pay-out.

**Payout Component**

Select the payout component from the options given below. The options available are:

- Principal
- Interest

---

**Note**

For payout component as 'Interest', pay-out through TD is not supported.

---

**11.2.1.4 Capturing Interest Payout Details for Banker's Cheque / DD and PC**

You can capture interest payout details for Banker's Cheque / DD and PC in the 'Term Deposit Interest Payout Details' screen.

The screenshot shows the 'Interest Payout Details' window. At the top, there's a title bar with a diamond icon and a close button. Below it, the form is organized into sections. The first section has 'Branch Code' (002) and 'Account' (empty). To the right is 'Currency' (empty). Below this is a red bar with 'Bankers Cheque / Demand Draft' and 'PC'. The next section is 'Instrument Details' with 'Bank Code' and 'Payment Branch' (both empty). To the right is 'Instrument Type' (empty) and 'Currency' (empty). Below that is 'Beneficiary Details' with 'Beneficiary Name', 'Passport/IC Number', 'Narrative', and 'Beneficiary Address' (all empty). The 'Narrative' field has a small icon. At the bottom right are 'Ok' and 'Cancel' buttons.

You can capture the following details:

**Branch Code**

The system displays the branch code.

**Account**

The system displays the account number.

**Currency**

The system displays the currency of the account.

**11.2.1.5 Banker's Cheque / DD Tab**

On invoking the 'Term Deposit Interest Payout Details' screen, this tab is displayed by default. You can specify the following details:

**Cheque /DD Details**

You can specify the following cheque or DD details here:

**Bank Code**

Specify the bank code. The adjoining option list displays all the bank codes maintained in the system. You can choose the appropriate one.

**Payable Branch**

Specify the branch from which the interest is payable. The adjoining option list displays all the bank codes maintained in the system. You can choose the appropriate one.

**Instrument Type**

The system displays the instrument type.

**Currency**

The system displays the currency.

**Beneficiary Details**

You can specify the following beneficiary details here:

**Beneficiary Name**

Specify the beneficiary name.

**Passport Number**

Specify the passport number of the beneficiary.

**Narrative**

Enter a brief description of the beneficiary.

**Beneficiary Address**

Specify the beneficiary address.

### 11.2.1.6 PC Tab

Click 'PC' tab on the 'Term Deposit Interest Payout Details' screen. The following screen will be displayed.

The screenshot shows the 'Interest Payout Details' window. At the top, there's a header bar with a diamond icon and the title 'Interest Payout Details'. Below the header, there are input fields for 'Branch Code' (containing '002') and 'Currency'. Underneath is an 'Account' field. A dropdown menu is set to 'Bankers Cheque / Demand Draft', with a red 'PC' tab highlighted. Below this, there are two main sections: 'Counterparty' and 'Beneficiary Details'. The 'Counterparty' section includes fields for 'Counterparty Bank Code', 'Counterparty Account', and 'Currency', each with a small icon to its right. The 'Beneficiary Details' section includes fields for 'Beneficiary Name', 'Passport/IC Number', 'Narrative', and 'Beneficiary Address'. The 'Beneficiary Address' field is split into two lines. At the bottom right, there are 'Ok' and 'Cancel' buttons.

#### **Counterparty**

You can specify the following counterparty details here:

##### **Counterparty Bank Code**

Specify the counterparty bank code. The adjoining option list displays all the counterparty bank codes maintained in the system. You can choose the appropriate one.

##### **Counterparty Account**

Specify the counterparty account. The adjoining option list displays all the counterparty bank codes maintained in the system. You can choose the appropriate one.

##### **Currency**

The system displays the instrument currency.

#### **Beneficiary Details**

You can specify the following beneficiary details here:

##### **Beneficiary Name**

Specify the beneficiary name.

##### **Passport Number**

Specify the passport number of the beneficiary.

##### **Narrative**

Enter a brief description of the beneficiary.

##### **Beneficiary Address**

Specify the beneficiary address.

---

#### **Note**

The system supports the following payout options for interest payout:

- Account

- General Ledger
- Bankers Cheque
- Demand Draft
- Payments and Collections

- If payout details are maintained for interest component then interest liquidation happens on the basis of payout details maintained for interest component. However, if payout details are not maintained for interest component then interest liquidation happens on the basis of interest book account specified.
- If payout type is chosen as Account or GL for interest component then interest liquidation happens on the basis of offset account mentioned in the 'Term deposit payout details' multi grid. If payout type is chosen as Demand Draft /Banker's Cheque or Payments and Collections for interest component then interest liquidation happens on the basis of payout details maintained in the 'Interest Payout Details' sub screen.
- Interest payout through as Demand Draft /Banker's Cheque or Payments and Collections happens through the same bridge GL used for principal payout.
- The system does not support payout option as Term Deposit.
- Interest payout is not supported if rollover type is interest or principal and interest. For Interest rollover type interest liquidation will be done based on the interest book account.
- For discounted deposits if payout details are maintained for interest component, then the system will display the error message as "Payout details for Interest component should not be entered for Discounted Deposits".

## 11.2.2 Specifying Interest Details

This block allows you to capture interest related details. Click on the 'Interest tab to invoke the following screen.

The screenshot displays the 'TD Account Opening by Multi Mode' application window. The 'Interest' tab is selected, showing fields for Customer Id, Customer Name, Account Open Date, Currency, Branch Code, External Reference Number, Account Class, Account Number, and Account Description. Below these are tabs for Denomination, Term Deposit Details, Interest (selected), Joint Holders, Dual Currency Deposit, Check List, UDF, and LBL\_DENM\_DEPOSIT. The 'Interest' section includes checkboxes for 'Rate Chart Allowed' and 'Interest Rate Based on Cumulative Amount'. The 'Product Details' section has a table with columns for Product, Waiver, Open, and LBL\_CONTVARRO. The 'Effective Date' section has a table with columns for Date and Open. The 'UDE Values' section has a table with columns for Element, User Defined Element Value, Rate Code, TD Rate Code, and LBL\_UDEVARIANCE. At the bottom, there are links for 'Interest Payout Details' and 'TD Payout Details', and an 'Exit' button.

### Rate Chart Allowed

The system defaults this preference from account class and it indicates that the system should calculate TD interest based on the LDMM float rate maintained in the 'LD MM Floating Rate input' screen (CFDFLRTI). If this box is checked, then system will pick interest rates based on different tenors, minimum amount, currency and effective date for a TD.

### Interest Rate Based on Cumulative Amount

Check this box to indicate that the system should arrive at the interest rate of a new deposit using the cumulative amount of other active deposits, under the same account class, customer, and currency.

The cumulation of the amount for arriving at the interest rate is done at the account level during the save of the below events:

- Deposit account opening
- Any interest rate change to the deposit - floating rate deposits, rate change on interest liquidation, and rate change on rollover

---

#### Note

- When cumulating the amount of the deposits system considers the current deposit balance of all the deposits along with the new deposit amount.
  - For backdated deposit opening, all the active deposits as of the current system date are considered to arrive at the cumulative amount, if the 'Interest Rate Based on Cumulative Amount' box is checked.
  - The interest rate derived is applied only to the new deposit to be opened and there will be no changes done to the deposits which are used for arriving at the interest rate.
- 

*Refer the section 'Calculating Interest Rate Based on Base Amount' in 'Terms and Deposits' User Manual for details about arriving at interest rate based on cumulative amount.*

### Continue Variance on Rollover

The system defaults it based on the Interest and Charges product. However, user can modify this. If you modify this, during save the system prompts that "Continue variance on Rollover Flag is modified".

Check this box to enable continued variance on rollover. If you check this, then the system will default account variance as current value to the rollover deposit for the next cycle.

If you do not check this, then the account variance will not be carried forward to next rollover cycle.

### TD Rate Code

Specify the rate code to be used for TD calculation. The adjoining option list displays all rate codes maintained using the 'LD MM Floating Rate Input' screen (CFDFLTRI). You can select the appropriate one. You can use TD rate code only when 'Rate Chart Allowed' is enabled for the Account class linked to product and for defining TD Rate code rule UDE Type should be maintained as 'Rate as Rate Code' for interest rate pickup for the account.

---

#### Note

You can Define either Rate code or TD rate code not both.

---

## UDE Values

### Variance

Specify the variance in the interest rate. This is the variance alone. This value can be modified at anytime.

*For more information on Floating Rate, refer 'Maintaining Floating Interest Rates' under 'Retail Lending' User Manual.*

*Refer the section titled 'Specifying interest details' under 'Opening a TD by account transfer' for further details.*

### 11.2.3 Specifying Joint Account Holder Details

In case of joint accounts, you need to specify the details of the joint holder.

The screenshot displays the 'TD Account Opening by Multi Mode' application window. At the top, there are tabs for 'New' and 'Enter Query'. Below this, a form contains fields for 'Customer Id', 'Customer Name', 'Account Open Date', 'Currency', 'Branch Code', 'External Reference Number', 'Account Class', 'Account Number', and 'Account Description'. A horizontal tab bar below the form includes 'Denomination', 'Term Deposit Details', 'Interest', 'Joint Holders' (which is selected), 'Dual Currency Deposit', 'Check List', 'UDF', and 'LBL\_DENM\_DEPOSIT'. The 'Joint Holders' section features a table with columns 'Customer ID', 'Short Name', and 'Relationship'. The first row shows a 'Customer Contact Person' relationship. Navigation controls like '1 Of 1' and 'Go' are present. At the bottom, there are tabs for 'Interest Payout Details' and 'TD Payout Details', and an 'Exit' button in the bottom right corner.

*Refer the section titled 'Specifying Joint Account Holder details' under 'Opening a TD by account transfer' for further details.*

## 11.2.4 Specifying the dual currency deposit details

In this tab, you can capture dual currency deposit details involved in the transaction. Click on the 'Dual CCY Deposit' tab to capture the details:

The screenshot shows a software window titled "TD Account Opening by Multi Mode : Branch Date 2014-04-02". At the top, there are buttons for "Save" and "Hold". Below these are input fields for "Customer Id", "Currency", "Account Class", "Customer Name", "Branch Code", "Account Number", "Account Open Date" (set to 2014-04-02), "External Reference Number" (FJB1409200019443), and "Account Description". A "Fetch" button is next to the "Account Class" field. Below the input fields is a tabbed interface with tabs: "Term Deposit Details", "Interest", "Joint Holders", "Dual Currency Deposit" (which is selected), "Check List", and "Denominated Deposit". The "Dual Currency Deposit" tab contains a list of fields: "Linked Currency", "Currency Option Product", "Exchange Rate", "Linked Currency Settlement Account", "Linked Currency GL", "Fixing Days", "Yield Enhancement", "Inception Fair Value", and "Option Contract Reference". At the bottom of the window, there are tabs for "Interest Payout Details" and "TD Payout Details", and buttons for "OK" and "Cancel".

The following details are captured in this screen:

### Linked Currency

This option is defaulted from the Account Class. However you can modify this value.

### CCY Option Product

This option is defaulted from the Account Class. However you can modify this value.

### Exchange Rate

Specify the exchange rate.

### Linked Currency Settlement Account

Specify the account of the linked currency's settlement.

### Linked Currency GL

Specify the account of the linked currency's GL.

### Fixing days

This option is defaulted from the Account Class. However you can modify this value, which is the number of days from TD maturity date before which the Exchange Rate has to be fixed.

### Yield Enhancement

Specify the additional yield percentage in this option.

### Inception Fair Value

Specify the market value of the option contract at inception. This is defaulted from the Linked Option Contract.

The following options are mandatory if the Linked Currency is specified:

- CCY Option Product
- Exchange Rate
- Linked CCY's Settlement A/c

- Linked CCY's GL A/c
- Yield Enhancement
- Inception Fair Value

For more details on handling dual currency deposits, refer section 'Capturing Details for Dual Currency Deposit' in the chapter 'Maintaining Customer Accounts' in Core Entities User Manual.

### 11.2.5 Specifying the Check List Details

In this tab, you can capture document check list details involved in the transaction. Click on the 'Check List' tab to capture the details:

The screenshot displays the 'TD Account Opening by Multi Mode' application window. The 'Check List' tab is selected, showing a 'Document List' table with columns: Document Type, Mandatory, Expiry Date, and Expected Date of Submission. Below the table are buttons for 'Unload', 'Delete', and 'View'. The 'Document Notification Details' section includes a 'Send Notification' checkbox, a 'Frequency' dropdown menu, and a 'Days' input field. The 'Remarks' section has two text areas for notes. The bottom of the window features a status bar with 'Interest Payout Details' and 'TD Payout Details' links, and an 'Exit' button.

You need to specify the following details:

#### Document Type

Specify the document type. The adjoining option list displays all the document types that are maintained in the system. You can select the appropriate one.

#### Mandatory

Check this box to indicate that the document specified here is mandatory.

#### Expiry Date

Specify the expiry date of the document provided by the customer.



---

**Note**

- Expiry date will always be greater than 'Expected Date of Submission' and 'Actual Submission Date'.
  - Expected Date of Submission will always be greater than current date
- 

**Expected Date of Submission**

System displays the expected date on which the customer is accepted to submit the required documents.

**Actual Date of Submission**

Specify the actual date on which customer has submitted the required documents.

**Document Reference**

System defaults the document reference here.

**Checked**

Check this box to indicate that the received documents are acknowledged.

---

**Note**

You cannot save and authorize an account if the mandatory documents are not confirmed as 'Checked'.

---

**Upload**

Click on this button to upload the selected document type.

**Delete**

Click on this button to delete the selected document.

**View**

Click on this button to view the selected document.

**Document Notification Details**

System defaults notification details from the 'Account Class Maintenance' screen.

**Send Notification**

This check box indicates whether to send notifications or reminders for not submitting the mandatory documents.

**Reminder Frequency (Notification)**

System defaults the frequency of notification to be sent. The frequency can be one of the following:

- Daily
- Weekly
- Monthly
- Quarterly
- Half yearly
- Yearly

---

**Note**

Notification will be sent only if,

- The check box 'Send Notification' is checked in Account Class Maintenance' screen.
- The account status is active and authorized.
- The mandatory documents are not submitted.

Notifications will be sent based on the frequency specified.

First notification will be sent on the expected date of submission or expiry date.

If notification date falls on a holiday then system will send the notification on next working day.

---

**Days (Reminder)**

System defaults the number of days left for the expiry or submission due date of the documents for sending the reminder.

System will send the following reminders:

- Reminder prior to the submission due date of the document.
- Reminder prior to the expiry date of the document.
- Overdue notifications after the due date if the document is not submitted based on the frequency.
- Notifications after the expiry date if the document is not submitted after the expiry date.

---

**Note**

Reminder will be sent only if,

- The mandatory documents are not submitted.
- The account status is active and authorized.

Reminder will be sent only once.

If reminder date falls on a holiday then system will send the notification on next working day.

Reminder will be sent prior the number of days specified at the account level from expected date of submission or the expiry date.

If there are more than one notifications or reminders of the same message type for which the notification schedule date falls on the same day for the same account, a single notification will be sent which will have the details of all the related documents.

---

**Remarks 1 to 10**

Specify the additional information, if required.

**11.2.6 Capturing the Pay-Out Parameters**

You can capture the parameters for automatic pay-out by clicking on the 'TD Payout Details' button.

The following details are captured here:

**Branch Code**

The system defaults the branch code.

**Account Number**

Specify the account number.

**Currency**

Specify the currency.

### 11.2.6.1 Specifying Bankers Cheque Details

To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

**Bank Code**

Specify the bank code of the Bankers cheque.

**Payable Branch**

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

**Cheque Currency**

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the passport number of the beneficiary for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

### 11.2.6.2 Specifying PC Details

To capture the pay-out details thought transfer to other bank account, click on the 'PC' tab.

The screenshot shows a software window titled "Term Deposit Payout Details". At the top, there are buttons for "New" and "Enter Query". Below these, there are input fields for "Branch", "Account", and "Currency". A tabbed interface is present with three tabs: "Term deposit", "Bankers Cheque / Demand Draft", and "PC", with the "PC" tab currently selected. Under the "Counterparty" section, there are input fields for "Counterparty Bank Code", "Counterparty Account", and "Currency". Under the "Beneficiary Details" section, there are input fields for "Beneficiary Name", "Passport/IC Number", "Narrative", and "Beneficiary Address". At the bottom left, there is a label "Interest" with a small upward arrow. At the bottom right, there are "Ok" and "Exit" buttons.

The following details are captured here:

**Counter Party Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counter Party Account**

Specify the account number of the counter party for the pay-out.

**Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the account number of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

### 11.2.6.3 Specifying Term Deposit Details

To capture the details for opening a new TD as a part of pay-out, click on the Term Deposit tab.

The following details are captured here:

#### **Branch Code**

The system defaults the branch code.

#### **Currency**

The system defaults the currency.

#### **Customer Number**

The system defaults the customer number.

#### **Default From**

Select the 'Default From' option to default the details from either the parent account TD account or account class. The options available are:

- Account
- Account Class

#### **Account Class**

Specify the account class. If you have selected the 'Default From' as Account Class, then you have to specify the Account Class mandatorily. Else you can leave it blank.

---

#### **Note**

If you select the 'Default From' as Account, then on clicking of 'P' button, the system defaults the interest and deposit details from the parent TD account. Or if you select the 'Default From' as Account Class, then on clicking of 'P' button, the system defaults the interest and deposit details from the account class selected.

---

### **11.2.7 Specifying Child TD Details**

The Child TD parameters are similar to the Parent TD, except the child will not have the option to create a new TD as part of Pay-out. You can capture the details of child TD that is created by payout by clicking on the 'Interest' button.

You need to capture the following details here:

### Account Details

Specify the account number of the Child TD.

## 11.2.7.1 Capturing Interest Details

### Calculation Account

Select the calculation account of the Child TD from the option list.

### Interest Statement

Check this box to generate an interest statement for the account. The Interest Statement will furnish the values of the SDEs and UDEs and the interest rule that applies on the account.

### Charge Booking Account

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

### Interest Start Date

Select the interest start date from the option list.

### Charge Start Date

Select the charge start date from the option list.

**Interest Booking Branch**

Select the interest booking branch from the option list.

**Dr/Cr Advices**

Check this box to indicate that the system must generate payment advices when interest liquidation happens on an account. The advices are generated in the existing SWIFT or/and MAIL format.

**Charge Booking Branch**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

**Product Code**

Specify the product code.

**UDE Currency**

Specify the UDE Currency defined for the product.

**Integrated LM Product**

Check this box to indicate the product is an Integrated LM product.

**IL Product Type**

Specify the IL product type.

**Waive Charges**

Check this box to waive of a particular interest or charges that has been specified. This is not applicable for TD account.

**Generate UDE Change Advice**

Check this box to generate the UDE change advice.

**Open**

Check this box to make the product applicable again. More than one product may be applicable on an account class at the same time. You can temporarily stop applying a product on an account class by 'closing' it. You can achieve this by un-checking the box 'Open'. The product will cease to be applied on the account class.

**Effective Date**

Specify the effective date 'Effective Date' of a record is the date from which a record takes effect.

**Open**

Specify the open records with different Effective Dates if the values of UDEs vary within the same liquidation period.

**UDE ID**

Specify the UDE ID for the account.

**UDE Value**

Specify the values for a UDE, for different effective dates, for an account. When interest is calculated on a particular day for an account with special conditions applicable, the value of the UDE corresponding to the date will be picked up.

**Rate Code**

Specify the rate code for the account. TD Rate code is not supported for child TD currently.

### 11.2.7.2 Capturing Details for Deposit

Click on the 'Deposit' tab to specify the deposit details.

**Term Deposit Interest**

Account Details

Interest **Deposit**

Deposit Tenor

- ☐ Account Class Tenor
- ☒ Account Tenor
- ☐ Independent Tenor

Years  
Months  
Days

Maturity Date

Term Deposit Currency

☐ Auto Rollover  
☐ Close on Maturity  
☐ Move Interest to Unclaimed  
☐ Move Principal to Unclaimed

Rollover Tenor

- ☒ Account Class Tenor
- ☐ Account Tenor
- ☐ Independent Tenor

Years  
Months  
Days

Next Maturity Date

Rollover Type

- ☐ Principal + Interest
- ☒ Principal
- ☐ Special Amount
- ☐ Interest

Rollover Amount

☐ Rollover Interest Rate Based on Cumulative Amount

**Compute**

1 Of 1

Payout Type	Percentage	Offset Branch	Account	Narrative
Account Number				

Payout Parameters

**Ok** **Exit**

You need to capture the following details here:

#### **Maturity Date**

The system defaults the maturity dates from the default tenor from the account class. However, you can modify this date. On this date the term deposit account gets.

#### **Next Maturity Date**

On selecting the rollover for the TD account, the system defaults the next maturity dates from the previous tenor of the deposit.

#### **Deposit Tenor**

The system calculates the tenor of the deposit account to the difference between Interest start date and Maturity date and displays it. In case of change in maturity date, the system changes the value of this field.

#### **Years**

This indicates the number of years in the deposit tenor.

#### **Months**

This indicates the number of months in the deposit tenor.

#### **Days**

This indicates the number of days in the deposit tenor.

#### **Auto Rollover**

Check this field to automatically rollover the deposit you are maintaining. You have to indicate 'Rollover Type' on selecting this option.



**Close on Maturity**

Check this box to close the term deposit account on maturity date and transfer the amount to the principal liquidation account. If you select this option, the principal liquidation account should be an account other than the term deposit account.

**Move Interest to Unclaimed**

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting role 'INT\_UNCLAIMED' on Grace period End date. If you select this option, then you will have to check the box 'Move Principal to Unclaimed'.

**Move Principal to Unclaimed**

Check this field to move the principal amount to the unclaimed GL mapped at the IC product in the accounting role 'PRN\_UNCLAIMED' on Grace period End date. If you select this option then only principle amount will be moved to unclaimed and Interest will be settled to TD payout. If You select both 'Move Interest to Unclaimed' and 'Move Principle to Unclaimed' then TD amount (i.e. P+I will be moved to Unclaimed GL, irrespective to the TD payout Details).

**Interest Rate Based on Cumulative Amount**

Check this box to indicate that the system should arrive at the interest rate of a new deposit using the cumulative amount of other active deposits, under the same account class, customer, and currency.

*Refer the section 'Calculating Interest Rate Based on Base Amount' in 'Terms and Deposits' User Manual for details about arriving at interest rate based on cumulative amount.*

**Rollover Type**

You can indicate rollover type as hereunder:

- Principal - If You select 'Principal' option then On Maturity date System will do rollover with Only Principle amount irrespective to the Interest booking account.(i.e. if Interest booking account is given as TD account then on maturity date Interest amount will be first liquidated to TD account and settled to the Payout details maintained for the TD account).
- Principal + Interest - If You Select 'Principal +Interest' option then Interest booking account should be always TD account. On maturity date P+I amount will Rollover.
- Special Amount - If you select 'Special Amount' option then System will do rollover with Specified amount irrespective to the Interest booking account. (during Second rollover system will do rollover with the same amount by settling the New interest amount to TD payout amount)
- Interest - If you select 'Interest' option then Interest booking account should be always TD account. On maturity date Principle amount will be settled to payout option

**Rollover Amount**

If a special amount is to be rolled over, you have to specify the amount (less than the original deposit amount) in the Rollover Amount field.

**11.2.7.3 Specifying Term Deposit Pay-Out Details****Payout Type**

Select the pay-out mode from the drop down list. The options available are:

- Bankers Cheque - BC
- Transfer to Other bank - PC
- Transfer to GL – GL
- Transfer to Savings Account – AC

---

**Note**

- For Dual Currency Deposits you are allowed to select only 'GL' and 'Savings Account' options as the pay-out mode. You can either select GL or Savings Account but not both. You can select only one GL or one Savings account and not multiple GLs or accounts in either case.
- 

**Percentage**

Specify the amount of redemption in percentage.

**Offset Branch**

Specify the branch code of the account for redemption.

**Account Number**

Specify the account number/ GL for redemption.

**Narrative**

Specify the description for the redemption.

### 11.2.8 **Capturing Pay-Out Parameters**

You can capture the parameters for automatic pay-out by clicking on the 'Pay-Out Parameters' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

The screenshot shows a software window titled "Payout Parameters" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there is a tabbed interface. The "Bankers Cheque" tab is selected, and next to it is a small button labeled "PC". Below the tabs, the form is organized into two main sections: "Cheque Details" and "Beneficiary Details". The "Cheque Details" section includes a "Bank Code" field and a "Payment Branch" field. To the right of these fields is a "Currency" field. The "Beneficiary Details" section includes a "Beneficiary Name" field, a "Passport/IC Number" field, and a "Narrative" field. To the right of these fields is a "Beneficiary Address" field. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

The following details are captured here:

#### 11.2.8.1 **Specifying Bankers Cheque Details**

**Bank Code**

Specify the bank code of the Bankers cheque.

**Payable Branch**

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

**Cheque Currency**

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the passport number of the beneficiary for the pay-out.

**Beneficiary Address**

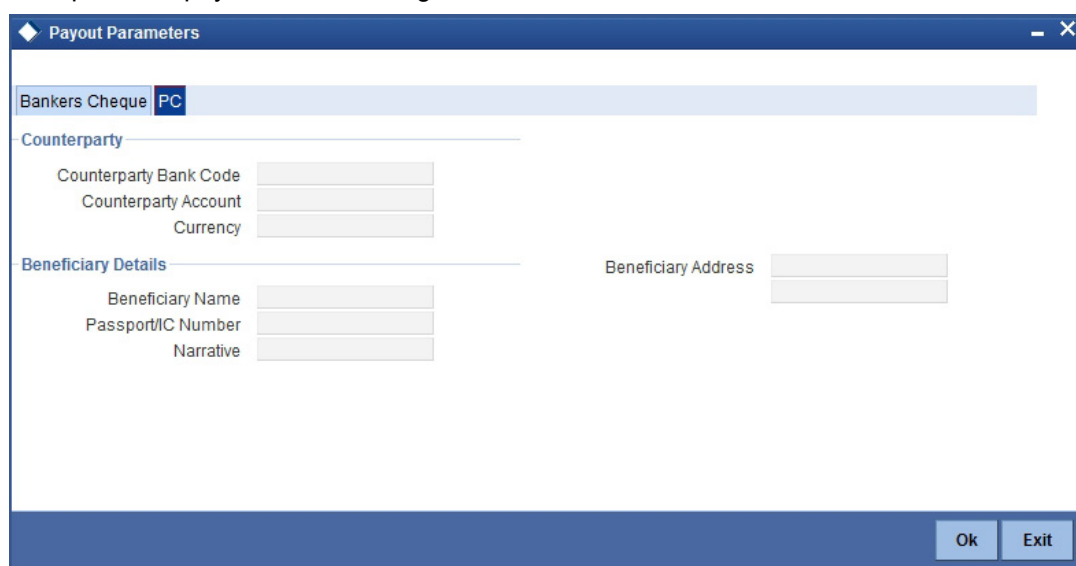
Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

### 11.2.8.2 Specifying PC Details

To capture the pay-out details thought transfer to other bank account, click on the PC tab.



The screenshot shows a window titled "Payout Parameters" with a tab labeled "PC". The window contains two main sections: "Counterparty" and "Beneficiary Details". The "Counterparty" section has three input fields: "Counterparty Bank Code", "Counterparty Account", and "Currency". The "Beneficiary Details" section has four input fields: "Beneficiary Name", "Passport/IC Number", "Narrative", and "Beneficiary Address". The "Beneficiary Address" field is located to the right of the "Beneficiary Details" section. At the bottom right of the window are "Ok" and "Exit" buttons.

The following details are captured here:

**Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counterparty Account**

Specify the account number of the counter party for the pay-out.

**Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Passport/IC Number**

Specify the account number of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

### 11.2.9 Specifying Denominated Deposit Details

Click 'Denominated Deposit' button on 'TD Account Opening by Multi Mode' screen to invoke the 'Denominated Deposit' screen. In this screen you can capture details regarding the denominated deposit.

Denomination ID	Denomination Description	Denomination V value	Units	Total Amount
-----------------	--------------------------	----------------------	-------	--------------

Denomination Allocation Pending Amount

Certificate Allocation Pending Amount

Term Deposit Amount

#### Denomination Id

Select the denomination id from the adjoining option list. The list displays all denomination codes allowed at the account class level.

#### Denomination Description

The description of the selected denomination id is displayed here.

#### Denomination Value

The denomination value of the selected denomination id is defaulted here.

#### Units

Specify the number of units of the specified denomination.

#### Total Amount

The system computes the total amount by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, then the denomination amount will be '1000'.

After entering all the above details, click 'Populate' button. The following details are displayed:

#### Denomination Allocation Pending Amount

This indicates the amount for which the denomination is yet to be allocated.

#### Certificate Allocation Pending Amount

This indicates the amount for which the certificate is yet to be allocated.

#### Term Deposit Amount

This indicates the deposit amount.

## 11.3 Opening a TD Account for Multi Mode Pay Out

Oracle FLEXCUBE facilitates to create a new term deposit as a part pay-out. It allows pay out to an account in other bank. Withdrawal (Pay Out) of funds from TD account is called

Redemption. When full funds are redeemed, it results in account closure. If the funds are redeemed partially, then the TD account remains open.

The following are the pay out options available during account creation:

- Pay out by Demand Draft
- Pay out by Bankers Check
- Pay out by transfer to GL
- Pay out by transfer to own bank Savings Account
- Pay out by transfer to Other Bank's Account
- Pay out resulting in a new TD

---

**Note**

Pay-out option can be single or a combination of the six. Combination of Bankers Check and Demand Draft is not allowed.

---

You can perform TD redemption using multiple pay-out modes. The system allows any combination of the above pay-out modes.

## 11.4 Topping-up a TD

You can top-up a TD by adding funds to an existing active term deposit. The top-up can be done anytime after the opening date of the TD or anytime before the maturity date of the TD. Top-up input and approval is restricted to only those users who have sufficient rights assigned to their user roles. Limit for input and limit for approval defined at the role level for the user is applicable for the top-up transactions.

You are allowed to do multiple top-ups to the same account in a single day provided the minimum and maximum booking amount and the maximum amount for the deposit account is not breached. The top-up amount must not exceed the limit of minimum and maximum amount allowed for the deposit. If the deposit amount after top-up exceeds the maximum amount system displays the error message: "Deposit amount after top-up should not cross the maximum amount limit allowed for the deposit". On top up, the deposit amount including top up amount is validated against the min-max limits at deposit cluster level and account class level. If the top-up amount crosses the maximum booking amount for the deposit currency, then the top-up is not allowed. The top-up amount is validated against the top-up units specified for each currency at account class.

The top-up amount is validated against the top-up units specified for each Ccy at account class. If top-up is not in multiples of top-up units system displays the following error message:

"Top-Up amount should be given in the Multiples of for Top-Up units"

The rate pick-up happens on top-up, based on the interest rate option defined for top-up at account class. The rate will be applicable from the value date of top-up.

The funding of top-up amount can be through multiple modes such as Account, GL, and cash and its combination.

You can top-up a TD using the 'TD Top-up By Multi Mode' screen. You can invoke this screen by typing 'TDTP' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot displays the 'TD Topup by Multi Mode' window with the following sections:

- Account Information:**
  - Account Number: TTT008119079 (with a 'P' button next to it)
  - Account Branch: TTT
  - Account Description: Deep
  - Customer Number: 00008126
  - Customer Name: deep
  - Currency: GBP
  - Top-Up Reference Number: (empty)
- Current Deposit Details:**
  - Interest Start Date: 2016-07-22
  - Principal Balance: 10,659.49
  - Maturity Amount: 10,772.78
  - Maturity Date: 2016-08-19
- Deposit Tenor:**
  - Years: 0
  - Months: 0
  - Days: 28
- Top-Up Details:**
  - Top-up Amount: 1,000.00
  - Value Date: 2016-07-25
  - A 'Compute' button is located below the top-up amount.
- Top-Up Pay-in Details:**

Pay-In Option	Percentage	Amount	Offset Branch	Offset Account
<input checked="" type="checkbox"/> General Ledger	100	1,000.00		
- Deposit Details After Top-Up:**
  - Principal Balance: 11,659.49
  - Maturity Amount: 11,782.27
  - Interest Rate: 10
- Footer:**
  - Narrative: (empty)
  - External Reference Number: FJB1617400019921

The following details are captured here:

### Account Number

Select the account number from the adjoining option list.

On the click of 'P' button the following details related to the selected account is populated in the screen.

### Account Description

The description of the selected TD account is displayed here. You cannot modify this.

### Account Branch

The branch code where the selected TD account is available is displayed here. You cannot modify this.

### Currency

The currency of the selected TD account is displayed here. You cannot modify this.

### Customer Name

The name of the customer holding the TD account is displayed here.

### Customer No

The code of the customer holding the TD account is displayed here.

### Top-up Reference Number

A system generated reference number for the top-up transaction is displayed here.

## **Current Deposit Details**

### **Interest Start Date**

The date from which the interest on the TD account should be calculated is displayed here. You cannot modify this.

### **Principal Balance**

The principal balance amount of the term deposit is displayed here. You cannot modify this.

### **Maturity Amount**

The amount available on the maturity of the TD account is displayed here.

### **Maturity Date**

The maturity date of the TD account is displayed here. You cannot modify this.

### **Deposit Tenor**

The deposit tenor details of the TD are displayed here.

#### **Years**

The tenor of the TD account in years is displayed here. You cannot modify this. The tenor of the TD account in years is displayed here. You cannot modify this.

#### **Months**

The tenor of the TD account in months is displayed here. You cannot modify this.

#### **Days**

The tenor of the TD account in days is displayed here. You cannot modify this.

## **Top-up of Term Deposit Details**

The top-up details of the TD are captured here.

### **Top-up Amount**

Specify the top-up amount for the TD.

### **Value Date**

Select the date on which the top-up on the TD has to be effective. The top-up value date can be a back-dated or current date. Future dated top-up is not allowed.

---

#### **Note**

- Top-up can be back-dated to the date of last financial transaction like pay-in, interest liquidation, redemption, maturity, rollover, and top-up of funds.
  - If top-up is made back-dated before last financial transaction system displays the following error message: "Top up can be back value dated only up to the value date of the last financial transaction".
  - Top- up value date cannot fall on a holiday. If back-dated top-up date is a holiday system displays the following error message: "Top- up value date is holiday"
- 

### **Narrative**

Enter remarks about the top-up transaction, if any.

## **Top-Up Pay-in Details**

The pay-in details for the TD top-up is captured here.

### **Pay-in Option**

Select the funding option from the adjoining drop-down list. The following options are available for selection in the drop-down list:

- Account
- GL
- Cash.

### **Percentage**

Specify the percentage of top-up amount that has to be funded through the selected funding option.

### **Amount**

Specify the top-up amount that has to be funded through the selected funding option.

---

#### **Note**

In case of multiple pay in modes, the sum of amounts in multiple payins should match the top up amount entered.

---

### **Offset Account**

Select the offset account for passing the accounting entries.

### **Offset Branch**

The branch where the selected offset account is available is displayed here.

### **Original Exchange Rate**

The system will display the exchange rate for the currency pair for the respective rate code/ type defined for the specific pay-in/ pay-out modes at account class.

### **Applied Exchange Rate**

The system displays the applied exchange rate same as original exchange rate. However, you can amend the exchange rate which will be applied on the transaction.

The system will perform the following validations:

- If you try to modify the rate while saving, then the system will display the following override message:

**Default exchange rate modified by the user**

- If the modified rate is outside the allowed variance limit while saving, then the system will display the following override message:

**Modified Exchange rate crosses allowed variance**

- When there is multi pay-in or pay-out scenario, each option will consume the respective applied exchange rate for the apportioned amount.
- When the exchange rate type and code to be applied are not maintained for a combination of pay-in / pay-out modes, the system will continue with the STANDARD-MID rate. If you try to change the applied exchange rate, the system will display an error message
- Any conversion due to sweep operation and auto deposits should also follow the rate configured at account class.
- If deposit currency and pay-in currency are the same, then the 'Applied Exchange Rate' cannot have a value other than '1', i.e., for pay-in, pay-out through cash and the same currency account/ instrument for account. For other modes Applied exchange rate is not applicable and system will not take the value for the same.



After entering above details click 'Compute' button. The system will compute the deposit details after top-up and display it.

### **Deposit Details After Top-up**

The following details are captured here:

#### **Principal Balance**

The principal balance amount of the term deposit after top-up is displayed here. You cannot modify this.

#### **Interest Rate**

The new interest rate to be applied on the top-up deposit, which is maintained at the account class level, is displayed here.

#### **Maturity Amount**

The amount that you will get on maturity of the top-up deposit is displayed here.

### **Notice Deposit**

#### **Redemption Based on Notice Instruction**

Check this box to confirm if redemption has to be done based on the notice instruction.

If the account number selected from the option list is not a Notice Deposit account and if you selected this field, then while saving, the system will display an error message.

If the account number selected from the option list is a Notice Deposit account, then the following fields will be applicable:

#### **Notice Reference Number**

Specify the notice reference number pertaining to the Notice Deposit Account. You can also select only the active or failed notice reference number on notice maturity date.

#### **Notice Amount**

The system will display the notice amount for the specified notice reference number.

#### **Notice Date**

The system will display the notice date for the specified notice reference number.

#### **Notice Maturity Date**

The system will display the notice maturity date for the specified notice reference number.

The interest rate applied for the redemption transaction without notice will be different from the redemption transaction with notice.

Redemption will happen in the same sequence in which the amount has been reserved during notice instruction creation.

## 11.5 Opening a Islamic TD Account for Multi Mode

You can open TD accounts with Multi Mode Pay-In options using the 'Islamic TD Account Opening by Multi Mode' screen. You can invoke this screen by typing 'IPTDMM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Islamic TD Account Opening by Multi Mode**

New Enter Query

Customer Id \* Currency \* Product Code \* Customer Name Branch Code Account Number \* Account Description Account Open Date \* External Reference Number

Pay in By Others Clearing Type Cheque Instrument No Drawee Account Number Routing No Cheque Date

**Term Deposit Details** Profit Joint Holders Dual Currency Deposit Check List

Term Deposit Currency Term Deposit Amount \* Rollover Type Principal Rollover Amount Auto Rollover Close on Maturity Move Profit to Unclaimed Move Principal to Unclaimed Maturity Date Next Maturity Date Computed Amount

Profit Booking Branch Profit Booking Account Account Description Deposit Tenor Years Months Days LBL\_ORIGINAL\_TENOR Years Months Days

Rollover Tenor Account Class Tenor Account Tenor Independent Tenor Years Months Days

**Term Deposit Pay In Option**

Pay In Option	Percentage	Amount	Offset Branch	Offset Account	Cheque Instrument No	Cheque Date
Account						

**Term Deposit Payout Details**

Payout Type	Percentage	Offset Branch	Account	Account Title	Narrative
Account					

**TD Payout Details**

Exit

For details about the fields in the screen refer 'Opening a TD Account for Multi Mode Pay In' section of this chapter.

## Enrichment stage

After specifying the parameters, click the 'P' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, the following screen will be displayed:

Islamic TD Account Opening by Multi Mode

New Enter Query

Customer Id \* Currency \* Product Code \* P

Customer Name Branch Code Account Number \* Account Description Account Open Date \* External Reference Number

Pay in By Others Clearing Type Cheque Instrument No Drawee Account Number Routing No Cheque Date

Term Deposit Details Profit Joint Holders Dual Currency Deposit Check List

Term Deposit Currency Term Deposit Amount \* Rollover Type Principal Rollover Amount

☒ Auto Rollover ☐ Close on Maturity ☐ Move Profit to Unclaimed ☐ Move Principal to Unclaimed

Maturity Date Next Maturity Date Computed Amount Compute

Profit Booking Branch Profit Booking Account Account Description

Deposit Tenor Years Months Days LBL\_ORIGINAL\_TENOR Years Months Days

Rollover Tenor ☒ Account Class Tenor ☐ Account Tenor ☐ Independent Tenor Years Months Days

Term Deposit Pay In Option

Pay In Option	Percentage	Amount	Offset Branch	Offset Account	Cheque Instrument No	Cheque Date
Account						

Term Deposit Payout Details

Payout Type	Percentage	Offset Branch	Account	Account Title	Narrative
Account					

TD Payout Details

Exit

### 11.5.1 Specifying Term Deposit Details

Specify the following details:

#### Profit Booking Branch

Specify the profit booking branch for the customer.

#### Profit Booking Account

Specify the profit booking account for the customer.

*For details about the fields and the tabs in the screen refer 'Opening a TD Account for Multi Mode Pay In' section of this chapter.*

### 11.5.1.1 Specifying Term Deposit Pay Out Details

Click 'TD Payout Details' tab in 'Islamic TD Account Opening by Multi Mode' screen to maintain payout details.

**Term Deposit Payout Details**

New Enter Query

Branch  Currency

Account

**Term deposit** Bankers Cheque / Demand Draft PC

Branch  Default From ☒ Parent Account

Currency  ☐ Account Class

Customer No  Account Class

Interest

### Specifying Bankers Cheque Details

**Term Deposit Payout Details**

New Enter Query

Branch  Currency

Account

**Term deposit** Bankers Cheque / Demand Draft PC

**Instrument Details**

Bank Code  Instrument Type

Payment Branch  Currency

**Beneficiary Details**

Beneficiary Name  Beneficiary Address

Passport/IC Number

Narrative

Interest

## Specifying PC Details

The screenshot shows a software window titled "Term Deposit Payout Details". At the top, there are buttons for "New" and "Enter Query". Below these are input fields for "Branch", "Account", and "Currency". A tabbed interface is present with three tabs: "Term deposit", "Bankers Cheque / Demand Draft", and "PC", with the "PC" tab currently selected. Under the "Counterparty" section, there are fields for "Counterparty Bank Code", "Counterparty Account", and "Currency". The "Beneficiary Details" section includes fields for "Beneficiary Name", "Passport/IC Number", "Narrative", and "Beneficiary Address". At the bottom left, there is a section labeled "Interest". The bottom right corner contains "Ok" and "Exit" buttons.

For details about the fields and the tabs in the screen refer 'Specifying Term Deposit Pay out Details' section of this chapter.

### 11.5.2 Specifying Profit Details

This block allows you to capture profit related details. Click on the 'Profit' tab to invoke the following screen:

**Term Deposit Profit**

**Account Details**

**Profit** | **Deposit**

Calculation Account

Calculation Account Description

Profit Booking Account

Profit Booking Account description

Charge Booking Account

Charge Booking Account Description

☐ Profit Statement

Profit Start Date

Charge Start Date

Profit Booking Branch

☐ Dr Cr Advices

Charge Booking Branch

**Product Details**

Product Code

UDE Currency

☐ ILM Product

ILM Product Type

☐ Waive Charges

☐ Generate UDE Change Advice

☐ Open

☐ LBL\_CONTVARROLL

1 Of 1

Effective Date  Open ☐

1 Of 1

User Defined Element Id	UDE Value	Rate Code	LBL_UDEVARIANCE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Payout Parameters**

Ok Exit

You can specify the following details:

**Profit Start Date**

Select the profit start date from the option list.

**Profit Booking Branch**

Select the profit booking branch from the option list.

**Profit Booking Account**

Specify the profit booking account for the customer.

**Integrated LM Product**

Check this box to indicate the product is an Integrated LM product.

## IL Product Type

Specify the IL product type.

**Term Deposit Profit**

Account Details

**Profit** **Deposit**

Deposit Tenor ☐ Account Class Tenor ☐ Account Tenor ☐ Independent Tenor

Year

Months

Days

Maturity Date

☐ Auto Rollover

☐ Close on Maturity

☐ Move Profit to Unclaimed

☐ Move Principal to Unclaimed

Rollover Tenor ☐ Account Class Tenor ☐ Account Tenor ☐ Independent Tenor

Years

Months

Days

Next Maturity Date

Rollover Type ☐ Principal + Profit ☒ Principal ☐ Special Amount ☐ Profit

Rollover Amount

**Compute**

1 Of 1

Payout Type	Percentage	Offset Branch	Account	Narrative
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payout Parameters

**Ok** **Exit**

For details about the fields and the tabs in the screen refer 'Capturing Interest Details' and 'Capturing Details for Deposit' sections of this chapter.

## 11.6 Manual Pay-Out TD Redemption

You can redeem a Term Deposit for multi mode pay out using 'Multimode Deposit Redemption' screen.

### Note

For denominated deposits, payout to a child TD using the same denominated deposit account class or any other denominated deposit account class will be restricted. This restriction will be applicable during opening, redemption, maturity processing or amendments. System will do a validation for this and if the validation fails an error similar to 'Payout to term deposit using denominated deposit account class is not allowed for this denominated deposits' is displayed.

You can invoke 'Multimode Deposit Redemption' screen by typing '1317' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



The following details are displayed:

### Account Number

Specify the TD account which is to be pre-closed. The option list displays all valid account numbers applicable. Choose the appropriate one.

---

#### Note

In case of multiple accounts with the same account number, the system will displays a list of account numbers with account branches to select.

---

### Account Branch

The system displays the logged-in branch. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account branch.

### Account Currency

The system displays the currency of the logged-in account. If you specify another account number and tab out of the Account Number field, the system displays the corresponding account currency.

**Account Description**

The system displays the description of the account.

**Redemption Mode**

Select the Redemption mode from the following options:

- Partial Redemption
- Full Redemption'.

**Redemption Amount**

Specify the Redemption Amount if you have selected the Redemption Mode as 'Partial Redemption'.

System displays the principal amount as 'Redemption Amount' if you have selected the Redemption Mode as 'Full Redemption'.

**External Reference**

The system generates and displays a unique reference number for the transaction. The host identifies the transaction with the external reference number.

**Waiver Penalty**

Check this box to waive the penalty for redeeming the term deposit.

---

**Note**

This is applicable only for full redemption and not for partial redemption.

---

**Waiver Interest**

Check the box to waive the interest for redeeming the term deposit.

---

**Note**

This is applicable only for full redemption and not for partial redemption.

---

**Default Maturity Instructions**

Check this box to default the principal payout instructions in the Term Deposit Payout Details grid.

---

**Note**

The instructions to payout the principal are specified during TD creation.

---

**Notice Deposit****Redemption Based on Notice Instruction**

Check this box to confirm if redemption has to be done based on the notice instruction.

If the account number selected from the option list is not a Notice Deposit account and if you selected this field, then while saving, the system will display an error message.

If the account number selected from the option list is a Notice Deposit account then the following fields will be enabled:

**Notice Reference Number**

Specify the notice reference number pertaining to the Notice Deposit Account. This adjoining option list displays all valid notice reference number maintained in the system. You can choose the appropriate one.

**Notice Amount**

The system will display the notice amount for the specified notice reference number.

**Notice Date**

The system will display the notice date for the specified notice reference number.

**Notice Maturity Date**

The system will display the notice maturity date for the specified notice reference number.

The interest rate applied for the redemption transaction without notice will be different from the redemption transaction with notice.

Redemption will happen in the same sequence in which the amount has been reserved during notice instruction creation.

---

**Note**

For Notice Deposit Account, Notice Maturity Date, Maturity amount should be null and for Notice deposit Account, the payout option should be Account/GL/Payments.

---

**Details****Principal Amount**

The system displays the amount paid at the time of term deposit booking, when you click on the 'Compute' button.

**Interest Amount**

The system defaults the rate of Interest at which the interest amount is calculated.

**Tax Amount**

The system displays the amount to be deducted towards tax.

**Interest Rate**

The system displays the current interest rate applicable after partial/full redemption when you click on the 'Compute' button.

**Maturity Amount**

The system displays the current maturity amount after partial/full redemption.

**Total Payout Amount**

The system displays the total payout amount.

*Refer the chapter 'Annexure B - IC Rule Set-up' in this user manual for details on calculating principal and interest amount during term deposit redemption.*

**Specifying the Term Deposit Payout Details****Payout Mode**

Select the pay-out mode from the following options:

- Bankers Check
- Payments

- Cash
- Accounts
- General Ledger
- Term Deposit
- Demand Draft
- Loan Payment

#### **Percentage**

Specify the amount of redemption in percentage.

#### **Redemption Amount**

Specify the amount of redemption in absolute.

#### **Offset Branch**

Specify the branch code of the account for redemption.

#### **Offset Account**

Specify the account number/ GL for redemption.

#### **Narrative**

Specify the description for the redemption

#### **Instrument Number**

Specify the instrument number to be issued.

#### **Waive Charges**

Check this box to waive charges for pay-out BC issuance.

#### **Original Exchange Rate**

The system will display the exchange rate for the currency pair for the respective rate code/ type defined for the specific pay-in/ pay-out modes at account class.

#### **Applied Exchange Rate**

The system displays the applied exchange rate same as original exchange rate. However, you can amend the exchange rate which will be applied on the transaction.

The system will perform the following validations:

- If you try to modify the rate while saving, then the system will display the following override message:

**Default exchange rate modified by the user**

- If the modified rate is outside the allowed variance limit while saving, then the system will display the following override message:

**Modified Exchange rate crosses allowed variance**

- When there is multi pay-in or pay-out scenario, each option will consume the respective applied exchange rate for the apportioned amount.
- When the exchange rate type and code to be applied are not maintained for a combination of pay-in / pay-out modes, the system will continue with the STANDARD-MID rate. If you try to change the applied exchange rate, the system will display an error message
- Any conversion due to sweep operation and auto deposits should also follow the rate configured at account class.
- If deposit currency and pay-in currency are the same, then the 'Applied Exchange Rate' cannot have a value other than '1', i.e., for pay-in, pay-out through cash and the same

currency account/ instrument for account. For other modes Applied exchange rate is not applicable and system will not take the value for the same.

## 11.6.1 Specifying Denomination Certificate Details

Click 'Denominated Deposits' tab to capture denominated deposit certificate details:

**Multimode Deposit Redemption : Branch Date 2014-03-31**

Save Hold  
 Redemption Amount External Reference FJB1409000010251  
☐ Waiver Penalty ☐ Waive Interest  
☐ Default Maturity Instructions

**Details**

Principal Amount Interest Rate  
 Interest Amount Maturity Amount  
 Tax Amount Total Payout Amount  
 Compute

**Term Deposit Payout Details** **Denominated Deposit**

**Denominated Deposit Certificate Details**

☐ Select All

1 Of 1 Go

Certificate Number	Certificate Status	Certificate Amount	Redeem

Populate

Total Amount of Redemption  
 Number of Certificates Redeemed

**Term Deposit Payout Details** Cancel

### Select All

Check this box to select all certificates for the account.

### Certificate Number

Select the certificate number from the option list. The list displays all active certificates issued for the account.

### Certificate Status

The current status of the selected certificate is displayed here.

### Certificate Amount

The amount of the certificate is displayed here.

### Redeem

Check this box to do a partial or full redemption.

### Total Amount of Redemption

The total redemption amount is displayed here.

### Number of certificate redeemed

The number of certificates currently redeemed is displayed here.

The following screen is displayed:

Multimode Deposit Redemption Branch Date: 2012-03-01

External Reference  
Branch Code  
Customer Id  
Account Currency  
Redemption Amount  
☐ Waive Interest  
☐ Waive Penalty

Account Number  
Account Title  
Redemption Mode

Principal and Interest Details  
Principal Amount  
Interest Rate  
Maturity Amount  
Compute

Term Deposit Payout Details

Exit

The following details are defaulted from the account and displayed:

- The currency associated with the account
- The account title
- The ID of the account holder

You need to specify the following:

### Txn Ccy

Select the transaction currency from the option list.

### Redemption Mode

Select the mode of redemption. Redemption can be either in part or in full.

### Redemption Amount

Specify the amount to be redeemed. For full redemption mode, you need not enter the redemption amount. If you want to redeem the deposit in part, enter the part redemption amount.

---

### Note

The system will validate for the following:

- During partial redemption the withdrawal amount should be a multiple of withdrawal unit maintained at the 'Corporate Deposits Cluster Maintenance' level, else the system will display the error message as "Withdrawal amount must be multiples of withdrawal unit".
- Withdrawal amount should be greater than minimum booking amount maintained at the 'Corporate Deposits Cluster Maintenance' level, else the system will display the error message "Withdrawal exceeds minimum balance level"

The restriction period has to be less than maximum tenor allowed. If maximum tenor is not maintained at the account class level, restriction period will not be validated. On 100 days or more than maximum tenor, months will be converted to 30 days for validation purposes and if re-

demption is done during the lock-in period, the system will display an override. This is configurable to an error message.

#### Waive Interest

Check this box to waive off the calculated interest amount that is to be paid to the customer during redemption.

#### Waiver Penalty

Check this box to waive the penalty for redeeming the term deposit.

#### Note

You can check the 'Waive Interest' and 'Waive Penalty' boxes only for full redemption and not for partial redemption.

### Principal and Interest Details

The system displays the following principal and interest details:

#### Principal Amount

The system displays the amount paid at the time of term deposit booking, when you click on the 'Compute' button.

#### Interest Rate

The system displays the current interest rate applicable after partial/full redemption when you click on the 'Compute' button.

#### Maturity Amount

The system displays the current maturity amount after partial/full redemption.

*Refer the chapter 'Annexure B - IC Rule Set-up' in this user manual for details on calculating principal and interest amount during term deposit redemption.*

On clicking 'Save' button, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

The following details are displayed:

### Txn Ccy

If you have not specified the transaction currency in the previous stage, then the account currency is taken as the transaction currency by default. To change the default currency code, select the currency from the drop-down list.

### Exchange Rate

This is the exchange rate for the transaction currency. If the transaction currency is other than the local currency, you can modify the transaction currency rate.

### Charges

The charge to be deducted from the redemption proceeds is displayed here. The charge amount is designated in local currency.

## 11.6.2 Capturing the Pay-Out Parameters

You can capture the parameters for automatic pay-out by clicking on the 'Term Deposit Payout Details' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

You can maintain the following parameters here:

#### Bank Code

Bank code of the TD account will be defaulted from the main screen.

#### Account

TD account will be defaulted from the main screen

#### Currency

Currency of the TD account will be defaulted from the main screen

### 11.6.2.1 Specifying Bankers Cheque Details

#### Bank Code

Specify the bank code of the Bankers cheque.

#### Cheque Date

Select the cheque date for the pay-out.



**Payable Branch**

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

**Country Code**

Select the country code for the pay-out.

**Cheque Currency**

Specify the currency of the cheque for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

**Other Details**

Specify any other details (if any) of the beneficiary.

**Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

**Narrative**

Specify the description for the pay-out.

**11.6.2.2 Specifying PC Details**

To capture the pay-out details thought transfer to other bank account, click on the PC tab.

The screenshot shows a software window titled "Term Deposit Payout Details". At the top, there are tabs: "Term deposit", "Bankers Cheque / Demand Draft", and "PC" (which is selected). Below the tabs, there are two main sections: "Counterparty" and "Beneficiary Details". The "Counterparty" section includes fields for "Counterparty Bank Code", "Counterparty Account", and "Currency". The "Beneficiary Details" section includes fields for "Name", "Other Details", "Narrative", and "Address". At the bottom of the window, there is a section titled "Term Deposit Interest" and two buttons: "Ok" and "Exit".

The following details are captured here:

**Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

**Counterparty Account**

Specify the account number of the counter party for the pay-out.

**Counterparty Currency**

Specify the currency of the counter party for the pay-out.

**Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

### Other Details

Specify any other details (if any) of the beneficiary.

### Address

Specify the address of the beneficiary for the pay-out.

### Narrative

Specify the description for the pay-out.

## 11.6.2.3 Specifying Term Deposit Details

To capture the details for opening a new TD as a part of pay-out, click on the Term Deposit tab.

Term Deposit Payout Details

New Enter Query

Term deposit Bankers Cheque / Demand Draft PC

Branch Code  
Customer No  
Currency

Account No  
Account Class  
Default From  
Account  
Account Class  
P

Term Deposit Interest

Ok Exit

The following details are captured here:

### Branch Code

The system defaults the branch code.

### Currency

The system defaults the currency.

### Customer Number

The system defaults the customer number.

### Default From

Indicate the Default From option to default the details from either the parent account TD account or account class. The options available are:

- Parent Account
- Account Class

### Account Class

Specify the account class. If you have selected the 'Default From' as Account Class, then you have to specify the Account Class mandatorily. Else you can leave it blank.

## Note

If you select the 'Default From' as Account, then on clicking of 'P' button, the system defaults the interest and deposit details from the parent TD account. Or if you select the 'Default From' as Account Class, then on clicking of 'P' button, the system defaults the interest and deposit details from the account class selected.

### 11.6.3 Specifying Child TD Details

The Child TD parameters are similar to the Parent TD, except the child will not have the option to create a new TD as part of Pay-out. You can capture the details of child TD that is created by payout by clicking on the 'Term Deposit Interest' button.

The screenshot shows the 'Interest' window with the following fields and sections:

- Branch**: [Text Field]
- Account**: [Text Field]
- Account Class**: [Text Field]
- Currency**: [Text Field]
- Interest** / **Deposit** tabs
- Calculation Account**: [Text Field]
- Calculation Account Description**: [Text Field]
- Interest Statement**: ☐
- Charge Booking Account**: [Text Field]
- Charge Booking Account Description**: [Text Field]
- Interest Start Date**: [Text Field]
- Interest Booking Branch**: [Text Field]
- Dr Cr Advices**: ☐
- Charge Booking Branch**: [Text Field]
- Charge Start Date**: [Text Field]
- Interest Rate Based on Cumulative Amount**: ☐
- Product**: [Text Field]
- User Data Elements Currency**: [Text Field]
- LBL\_CONTVARROLL**: ☐
- Waive**: ☐
- Generate UDE Change Advice**: ☐
- Open**: ☐
- Account**: [Text Field]
- Effective Date**: [Text Field] [Go]
- Effective Date** / **Open** tabs
- UDE Values**: [Text Field] [Go]
- User Data Elements Id**: [Text Field]
- Value**: [Text Field]
- Rate Code**: [Text Field]
- LBL\_UDEVARIANCE**: [Text Field]
- TD Payout Details**: [Text Field]
- Ok** / **Exit** buttons

You need to capture the following details here:

#### Branch Code

The system displays the branch code of the Child TD.

**Account Number**

The system displays the account number of the Child TD.

**Account Class**

The system displays the account class of the Child TD.

**Customer Number**

The system displays the customer number of the Child TD.

**11.6.3.1 Capturing Interest Details****Calculation Account**

Select the calculation amount of the Child TD from the option list.

**Interest Statement**

Check this box to generate an interest statement for the account. The Interest Statement will furnish the values of the SDEs and UDEs and the interest rule that applies on the account.

**Charge Booking Account**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

**Interest Start Date**

Select the interest start date from the option list.

**Charge Start Date**

Select the charge start date from the option list.

**Interest Rate Based on Cumulative Amount**

Check this box to indicate that the system should arrive at the interest rate of a new deposit using the cumulative amount of other active deposits, under the same account class and currency.

**Continue Variance on Rollover**

The system defaults it based on the Interest and Charges product. However, you can modify this.

Check this box to enable continued variance on rollover. If you check this, then the system will default account variance as current value to the rollover deposit for the next cycle.

If you do not check this, then the account variance will not be carried forward to next rollover cycle.

**Interest Booking Branch**

Select the interest booking branch from the option list.

**Dr/Cr Advices**

Check this box to generate payment advices when interest liquidation happens on an account. The advices are generated in the existing SWIFT or/and MAIL format.

**Charge Booking Branch**

Select the charge booking branch from the option-list available. You have an option of booking interest/charge to a different account belonging to another branch. The accounts maintained in the selected booking branch are available in the option-list provided. The system liquidates the Interest/Charge into the selected account.

**Product Code**

Specify the product code.

**UDE Currency**

Specify the UDE Currency defined for the product.

**Integrated LM Product**

Check this box to indicate the product is an Integrated LM product.

**IL Product Type**

Specify the IL product type.

**Waive Charges**

Check this box to waive of a particular interest or charges that has been specified.

**Generate UDE Change Advice**

Check this box to generate the UDE change advice.

**Open**

Check this box to make the product applicable again. More than one product may be applicable on an account class at the same time. You can temporarily stop applying a product on an account class by 'closing' it. You can achieve this by un-checking the box 'Open'. The product will cease to be applied on the account class.

**Effective Date**

Specify the effective date 'Effective Date' of a record is the date from which a record takes effect.

**Open**

Specify the open records with different Effective Dates if the values of UDEs vary within the same liquidation period.

**UDE ID**

Specify the UDE ID for the account.

**UDE Value**

Specify the values for a UDE, for different effective dates, for an account. When interest is calculated on a particular day for an account with special conditions applicable, the value of the UDE corresponding to the date will be picked up.

**Rate Code**

Specify the rate code for the account.

**Variance**

Specify the variance in the interest rate. This is the variance alone. The effective rate will be the sum of the TD rate code and the variance that you specify here. This value can be modified at any point of time.

### 11.6.3.2 Capturing Details for Deposit

To capture the deposit details, click on the 'Deposit' tab.

Interest

Branch Account Account Class Currency

Interest Deposit

Deposit Tenor ☒ Account Tenor ☐ Account Class Tenor ☐ Independent Tenor

Years Months Days Maturity Date

Rollover Tenor ☐ Account Tenor ☒ Account Class Tenor ☐ Independent Tenor

Years Months Days Next Maturity Date Tenor

☐ Auto Rollover ☐ Close On Maturity ☐ Move Interest to unclaimed ☐ Move Principal to unclaimed

Rollover Type ☐ Principal/Interest ☒ Principal ☐ Special Amount ☐ Interest

Rollover Amount ☐ Rollover Interest Rate Based on Cumulative Amount

Term Deposit Payout Details

Payout Type	Percentage	Offset Branch	Offset Account	Narrative
Account				

TD Payout Details

Ok Exit

Specify the following details:

#### **Deposit Tenor**

The system calculates the tenor of the deposit account as the difference between interest start date and maturity date and displays it. In case of change in maturity date, the system changes the value of this field.

However, system allows you to specify a different tenor for payout term deposits. You can indicate the deposit tenor for the payout TD by selecting one of the following options:

- Account Class Tenor - If you select this option, then system defaults the account class deposit tenor for the payout TD during payout TD creation.
- Account Tenor - If you select this option, then the original deposit tenor of the parent TD is considered as the deposit tenor for the payout TD. By default, this option is selected.
- Independent Tenor - - If you select this option, then you have to specify the tenor to be considered for deposit in terms of years, months and days

System validates that the deposit tenor is within the minimum and maximum tenor allowed for the account class. If this validation fails, then system displays the error message, "Roll-over tenor does not fall in the range of minimum and maximum tenor allowed".

You can modify the default tenor during the following:

- Deposit account opening
- Any time before maturity during the life cycle of the deposit
- On rollover of the deposit

The deposit tenor is represented in terms of years, months and days. For example, if the deposit tenor is 185 days, it should be represented as 0 years, 6 months and 5 days. You need to specify the values in the appropriate fields.

### **Years**

This indicates the number of years in the original tenor.

### **Months**

This indicates the number of months in the original tenor.

### **Days**

This indicates the number of days in the original tenor.

### **Maturity Date**

The system defaults the maturity dates from the default tenor from the account class. However, you can modify this date. On this date the term deposit account gets.

### **Rollover Tenor**

If 'Auto rollover' box is checked in deposit booking and TD payout screens then you need to update the 'Rollover Tenor' to be considered

You can select one of the following options:

- Account Class Tenor - If 'Recompute Maturity Date on Rollover' is checked at the account class level, then by default, this option is selected. If you select this option, then the following are applicable:
  - The value of 'Default Tenor' at account class is considered as the 'Rollover Tenor' during deposit rollover
  - During opening or modification within the term of the deposit, if you change the defaulted value for 'Rollover Tenor' from 'Account Class Tenor' to 'Account Tenor' or 'Independent Tenor', then on save system displays the override message, "Re-pick account class tenor on rollover restrictions exists at account class".
  - On save, the 'Next Maturity Date' is null.
- Account Tenor - If 'Recompute Maturity Date on Rollover' is unchecked at the account class level, then by default, this option is selected. If you select this option, then the following are applicable:
  - The value of 'Original Tenor' of the deposit account is considered as the 'Rollover Tenor' during deposit rollover.
  - During opening or modification within the term of the deposit, if you change the defaulted value for 'Rollover Tenor' from 'Account Tenor' to 'Account Class Tenor', then on save system displays the override message, "Recompute Maturity Date on Rollover restrictions at account class will be ignored".
  - On save, system updates the 'Next Maturity Date' with the sum of maturity date and original tenor of the deposit.
- Independent Tenor - Select this option to provide a different tenor, rather than default from account class or account tenor. On selecting this option, you can specify the Rollover Tenor in years, months and days combination. On save, system updates the 'Next Maturity Date' accordingly.

---

### **Note**

System validates that the rollover tenor is within the minimum and maximum tenor allowed for the account class. If this validation fails, then system displays the error message, "Roll-over tenor does not fall in the range of minimum and maximum tenor allowed".

---

**Years**

Specify the number of years in the rollover tenor.

**Months**

Specify the number of months in the rollover tenor.

**Days**

Specify the number of days in the rollover tenor.

**Next Maturity Date**

On clicking on 'Save' or 'Compute', system defaults the next maturity date from the previous tenor of the deposit. This is updated only for rollover TDs.

**Next Maturity Date**

On selecting the rollover for the TD account, the system defaults the next maturity date from the previous tenor of the deposit.

**Deposit Tenor**

The system calculates the tenor of the deposit account to the difference between Interest start date and Maturity date and displays it. In case of change in maturity date, the system changes the value of this field.

**Auto Rollover**

Check this box to automatically rollover the deposit you are maintaining. You have to indicate 'Rollover Type' on selecting this option.

**Close on Maturity**

Check this box to close the term deposit account on maturity date and transfer the amount to the principal liquidation account. If you select this option, the principal liquidation account should be an account other than the term deposit account.

**Move Interest to Unclaimed**

Check this box to move the interest amount to the unclaimed GL mapped at the IC product in the accounting role 'INT\_UNCLAIMED' on Grace period End date. If you select this option, then you will have to check the box 'Move Principal to Unclaimed'.

**Move Principal to Unclaimed**

Check this box to move the principal amount to the unclaimed GL mapped at the IC product in the accounting role 'PRN\_UNCLAIMED' on Grace period End date. If you select this option then only principle amount will be moved to unclaimed and Interest will be settled to TD payout. If You select both 'Move Interest to Unclaimed' and 'Move Principle to Unclaimed' then TD amount (i.e. P+I will be moved to Unclaimed GL, irrespective to the TD payout Details).

**Interest Rate Based on Cumulative Amount**

Check this box to indicate that the system should arrive at the interest rate of a new deposit using the cumulative amount of other active deposits, under the same account class and currency.

*Refer the section 'Calculating Interest Rate Based on Base Amount' in 'Terms and Deposits' User Manual for details about arriving at interest rate based on cumulative amount.*

**Rollover Type**

You can indicate rollover type as hereunder:

- Principal - If You select 'Principal' option then On Maturity date System will do rollover with Only Principle amount irrespective to the Interest booking account.(i.e. if Interest booking account is given as TD account then on maturity date Interest amount will be



first liquidated to TD account and settled to the Payout details maintained for the TD account).

- Principal + Interest - If You Select 'Principal +Interest' option then Interest booking account should be always TD account. On maturity date P+I amount will Rollover.
- Special Amount - If you select 'Special Amount' option then System will do rollover with Specified amount irrespective to the Interest booking account. (during Second rollover system will do rollover with the same amount by settling the New interest amount to TD payout amount)
- Interest - If you select 'Interest' option then Interest booking account should be always TD account. On maturity date Principle amount will be settled to payout option

#### **Rollover Amount**

If a special amount is to be rolled over, you have to specify the amount (less than the original deposit amount) in the Rollover Amount field.

### **11.6.3.3 Specifying Term Deposit Pay-Out Details**

#### **Payout Type**

Select the pay-out mode from the drop down list. The options available are:

- Bankers Cheque - BC
- Transfer to Other bank - PC
- Transfer to GL – GL
- Transfer to Savings Account – AC
- Creation of new Term Deposit – TD

---

#### **Note**

- For Dual Currency Deposits you are allowed to select only 'GL' and 'Savings Account' options as the pay-out mode. You can either select GL or Savings Account but not both. You can select only one GL or one Savings account and not multiple GLs or accounts in either case.
- 

#### **Percentage**

Specify the amount of redemption in percentage.

#### **Offset Branch**

Specify the branch code of the account for redemption.

#### **Offset Account**

Specify the account number/ GL for redemption.

#### **Narrative**

Specify the description for the redemption.

## 11.6.4 Capturing Pay-Out Parameters Details

You can capture the parameters for automatic pay-out by clicking on the 'TD Payout Details' button. To capture the details for pay-out through Bankers Cheque, click on the Bankers Cheque tab.

The screenshot shows a window titled "Payout Parameters" with a blue header bar. Below the header, there are two tabs: "Bankers Cheque" (selected) and "PC". The "Bankers Cheque" tab contains two sections: "Cheque Details" and "Beneficiary Details".

**Cheque Details:**

- Bank Code:
- Payment Branch:
- Currency:

**Beneficiary Details:**

- Beneficiary Name:
- Passport/IC Number:
- Narrative:

**Beneficiary Address:**

At the bottom right of the window, there are two buttons: "Ok" and "Exit".

The following details are captured here:

### 11.6.4.1 Specifying Bankers Cheque Details

#### Bank Code

Specify the bank code of the Bankers cheque.

#### Payable Branch

Select the payable branch from the adjoining option list. The list displays all the payable branch linked to the selected bank code.

#### Cheque Date

Specify the date of the cheque for the pay-out.

#### Beneficiary Name

Specify the name of the beneficiary for the pay-out.

#### Passport/ IC Number

Specify the passport or IC number of the beneficiary for the pay-out.

#### Beneficiary Address

Specify the address of the beneficiary for the pay-out.

#### Narrative

Specify the description for the pay-out.

#### Country Code

Specify the country code for the pay-out.

### 11.6.4.2 Specifying PC Details

To capture the pay-out details thought transfer to other bank account, click on the PC tab.

The screenshot shows a window titled "Payout Parameters" with a tabbed interface. The "PC" tab is selected, showing fields for Counterparty and Beneficiary Details. The Counterparty section includes fields for Counterparty Bank Code, Counterparty Account, and Currency. The Beneficiary Details section includes fields for Beneficiary Name, Passport/IC Number, and Narrative. A Beneficiary Address field is also present. The window has "Ok" and "Exit" buttons at the bottom right.

Counterparty	
Counterparty Bank Code	<input type="text"/>
Counterparty Account	<input type="text"/>
Currency	<input type="text"/>

Beneficiary Details	
Beneficiary Name	<input type="text"/>
Passport/IC Number	<input type="text"/>
Narrative	<input type="text"/>

Beneficiary Address	
<input type="text"/>	

The following details are captured here:

#### **Counterparty Bank Code**

Specify the bank code of the counter party for the pay-out.

#### **Counterparty Account**

Specify the account number of the counter party for the pay-out.

#### **Currency**

Specify the currency of the counter party for the pay-out.

#### **Beneficiary Name**

Specify the name of the beneficiary for the pay-out.

#### **Passport Account Number**

Specify the account number of the beneficiary for the pay-out.

#### **Narrative**

Specify the description for the pay-out.

#### **Beneficiary Address**

Specify the address of the beneficiary for the pay-out.

## 11.7 Processing Close Out Withdrawal by Multi Mode

You can close an account and pay the account balance to the customer using the 'Close out Withdrawal by Multi Mode' screen. You can invoke this screen by typing '1350' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Closeout Withdrawal by Multi Mode

New Enter Query

External Reference Number

Branch Code

Account Number \*

Account Title

Exit

You can maintain the following parameters here:

**External Reference Number**

The system generates a unique number based on the branch-specific sequence number generation logic and displays it here. The Host system identifies a branch transaction with the external reference number.

**Branch Code**

Branch code of the current branch is defaulted here.

**Account Number**

Specify a valid account number you need to close, from the adjoining option list.

**Account Title**

Title of the specified account number is defaulted here.

Click 'Save' icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

In addition to the details maintained in the previous stage, the system defaults the following details:

#### **Currency**

Currency of the specified account number is defaulted here.

#### **Customer ID**

Customer ID of the specified account number is defaulted here.

#### **Account Amount**

Balance amount in the specified account number is defaulted here.

You can also maintain the following details, apart from the details defaulted:

#### **Account Pay Out Details**

You can maintain the following details here:

##### **Pay-Out Option**

Select a valid pay-out option for the specified account number, from the adjoining drop-down list. This list displays the following values:

- Bankers Cheque – BC – Select if pay-out is through Bankers Cheque.
- Payout by FT – FT – Select if pay-out is through Fund Transfer.
- Payout by Cash – Select if pay-out is through Cash.
- Payments – PC – Select if pay-out is through payments.

##### **Percentage**

Specify amount of redemption in percentage.

##### **Amount**

Amount to be paid-out is defaulted here based on the selected pay-out option and specified percentage, when you save the transaction.

### Instrument Number

System will default the instrument number in forthcoming enrich stage which is to be issued to customer when BC payout mode is used.

### Waive Charges

Check this box to indicate waive option for pay-out mode using RT product.

### Offset Branch

Branch code of the account for redemption is defaulted here, when you select the 'Offset Account'.

### Offset Account

Specify account number you need for redemption from the adjoining option list.

---

#### Note

If the transaction account has negative balance, and the mode used for closure is FT, the system will debit the negative amount of the transaction account + charges associated with account closure + the payout mode charges from the offset account, nullify the transaction account by making it to 0 and then closes. For modes other than FT, the system displays an error message when you try to close a negative balance account.

---

## 11.7.1 Maintaining Pay-out Parameters

You can maintain pay-out details of the account considered for redemption using the 'Payout Details' screen. You can maintain details for any selected payout option. You can invoke this screen by clicking on the 'Payout Details' button in the 'Close out Withdrawal by Multi Mode' screen.

The screenshot shows a software window titled "Payout Details" with a blue header bar. Below the header, there is a tabbed interface with "Bankers Cheque" selected and "PC" next to it. The main area is divided into two sections: "Cheque Details" and "Beneficiary Details".

**Cheque Details:**

- Bank Code: [Text Field]
- Cheque Date: [Text Field]
- Country Code: [Text Field]
- Payable Branch: [Text Field]

**Beneficiary Details:**

- Beneficiary Name: [Text Field]
- Beneficiary Address: [Three stacked Text Fields]
- Passport/IC Number: [Text Field]
- Narrative: [Text Field]

At the bottom right of the window, there are "Ok" and "Exit" buttons.

You can maintain the following parameters here:

### 11.7.1.1 Bankers Cheque Tab

You can maintain Bankers cheque details of the account for redemption here, if you have selected 'Pay-Out Option' as 'Bankers Cheque'.

## **Cheque Details**

### **You can maintain the following cheque details:**

#### **Bank Code**

Specify Bank code of the Banker's Cheque from the adjoining option list.

#### **Country Code**

Specify Country code of the Banker's Cheque from the adjoining option list.

#### **Cheque Date**

Specify a valid date you need to issue Banker's Cheque from the adjoining calendar.

#### **Payable Branch**

Specify branch you need to pay the Banker's Cheque from the adjoining option list.

## **Beneficiary Details**

You can maintain the following beneficiary details here:

#### **Beneficiary Name**

Specify name of the beneficiary for the Banker's Cheque.

#### **Beneficiary Address**

Specify address of the beneficiary for the Banker's Cheque.

#### **Passport/IC Number**

Specify Passport number of the beneficiary for the Banker's Cheque.

#### **Narrative**

Specify description for the beneficiary of the Banker's Cheque.

### **11.7.1.2 PC Tab**

You can maintain details of the other Bank, to which the balance amount of the account for redemption is transferred.

The screenshot shows a software window titled "Payout Details" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there is a tabbed interface with two tabs: "Bankers Cheque" and "PC". The "PC" tab is currently selected and highlighted. Below the tabs, the window is divided into two main sections. The first section, "Counterparty Details", contains a label "Counterparty Bank Code" next to a text input field, and a label "Counterparty Account" next to another text input field. To the right of these fields is a label "PC Product Category" next to a dropdown menu. The second section, "Beneficiary Details", contains a label "Beneficiary Name" next to a text input field, a label "Beneficiary Address" next to a text input field, a label "Passport/IC Number" next to a text input field, and a label "Narrative" next to a text input field. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

You can maintain the following parameters here:

## **Counterparty Details**

You can maintain the following counterparty details here:

### **Counterparty Bank Code**

Specify the Bank code of the counterparty from the adjoining option list.

### **Counterparty Account**

Specify account number of the counterparty from the adjoining option list.

### **PC Product Category**

Specify PC product category from the adjoining option list.

---

#### **Note**

This is an optional field. If a value is not defined for this field, then the system books PC contract based on the PC 'Product Category' details maintained at 'Account Class' level.

---

## **Beneficiary Details**

You can maintain the following beneficiary details here:

### **Beneficiary Name**

Specify name of the beneficiary for the PC product.

### **Beneficiary Address**

Specify address of the beneficiary for the PC product.

### **Passport/IC Number**

Specify Passport number of the beneficiary for the PC product.

### **Narrative**

Specify description for the beneficiary of the PC product.

---

#### **Note**

During account closure, the system uses PC Bridge GL, maintained at account class level, as an intermediary GL.

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## 12. Credit Card Payments

### 12.1 Introduction

Oracle FLEXCUBE provides a facility to process transactions using Credit Cards. When Credit Card details are received from SELECT, the system validates for Card Number, Status and defaults the Card Holder details.

Oracle FLEXCUBE provides facility to handle these payments in the following modes:

- Payment by In-House Bank Cheque
- Payment by Other Bank Cheque
- Payment by Cash
- Payment by Account
- Payment through incoming swift message

### 12.2 Processing Payments by In-House Bank Cheques

Oracle FLEXCUBE provides a facility to handle Credit Card payments by cheques issued by the bank. You can maintain these details using 'Credit Card Payment By In-House Cheque' screen. You can invoke this screen by typing 'CRCM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Payment by In House Cheque	
External Reference	
From Account Branch *	
Credit Card No *	
From Account Number *	
Account Title	
From Account Currency *	
Amount *	
Narrative	
Product	CRCM
Credit Card Holder Name	
Cheque Number *	
Check Date	
Cheque Issue Date	

Exit

You can maintain the following details here:

#### External Reference Number

Unique reference number is defaulted based on the branch.

#### Product

Retail teller product is defaulted as CRCM.

#### Credit Card No

Specify a valid Credit Card number from the adjoining option list.

#### Credit Card Holder Name

Name of the Credit Card holder is defaulted here.

**From Account Branch**

Branch code of the recovery account is defaulted here. However; you can specify branch code from the adjoining option list, if needed.

**From Account Number**

Recovery account number is defaulted here. However; you can specify account number from the adjoining option list, if needed.

**Account Title**

Title of the recovery account is defaulted here.

**From Account Currency**

Currency of the account is defaulted, when account number is selected.

**Cheque Number**

Specify a valid cheque number for payment.

---

**Note**

Oracle FLEXCUBE validates for the availability and status of the cheque and also for the stop payment on the cheque.

---

**Check Date**

Current system date is defaulted as the check date.

**Cheque Issue Date**

Specify the issue date on the cheque from the adjoining calendar.

---

**Note**

If the difference between the 'Cheque Issue Date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

---

**Amount**

Specify the payment amount for credit card transaction.

---

**Note**

Amount currency can be FCY

---

**Narrative**

Specify remarks for the credit card payments, if any.

Click 'Save' icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

In addition to the details maintained in the previous stage, the system defaults the following details:

- To Account Number
- Customer ID
- To Amount
- Exchange Rate
- From Amount
- Charge Details
- MIS Details
- UDF Details

### Recalculate

Click this button to recalculate charges for the cheque deposited.

After validating for the availability of the data, click 'Save' icon to go to the next stage.

### Authorization Stage

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to for authorization. Authorization Authority can approve or reject a transaction at this stage.

*For authorization process details, refer 'Depositing an In-house Cheque' section in 'Instrument Transactions' chapter of this User Manual.*

After successful authorization, you can generate the transaction from task list and save. After saving the task, the system processes accounting entries, debiting the total transaction amount from the recovery account and crediting the same to respective select GL maintained for the Credit Card Product. It then generates an advice for the same.

---

**Note**

- When an amount is paid, the system accepts the amount with out validating payment against due amount.
  - You can also configure auto-authorization with few user limits.
- 

## 12.3 Processing Payments by Other Bank Cheques

Oracle FLEXCUBE provides a facility to handle Credit Card payments by cheques issued by other banks. You can maintain these details using 'Credit Card Payment By Cheque' screen. You can invoke this screen by typing 'CRCN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Payment by Cheque

External Reference Number	Account Branch *
Transaction Currency *	Narrative
Transaction Amount *	
Clearing Type *	Drawer Account Number
Cheque Number *	Cheque Date *
Routing Number *	Credit Card No *
	Credit Card Holder Name
	Cheque Issue Date

Exit

You can maintain the following details here:

**External Reference Number**

Unique reference number is defaulted based on the branch.

**Account Branch**

Specify branch code of the Credit Card from the adjoining option list.

**Narrative**

Specify remarks for the credit card payments, if any.

**Transaction Currency**

Currency of the transaction is defaulted here; however, you can modify if needed.

**Transaction Amount**

Specify amount of the cheque drawn.

**Clearing Type**

Specify clearing type you need for the cheque drawn from the adjoining option list.

**Credit Card No**

Specify a valid Credit Card number from the adjoining option list.

**Credit Card Holder Name**

Name of the Credit Card holder is defaulted here.

### Cheque Number

Specify a valid cheque number for payment.

---

#### Note

Oracle FLEXCUBE validates for the availability and status of the cheque and also for the stop payment on the cheque.

---

### Routing Number

Specify routing number you need for the cheque drawn from the adjoining option list

### Drawer Account Number

Specify Account number on which the cheque is drawn.

### Cheque Date

Cheque date is defaulted here.

### Cheque Issue Date

Specify the issue date on the cheque from the adjoining calendar.

---

#### Note

If the difference between the 'Cheque Issue Date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

---

Click 'Save' icon to go to the next stage.

### Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

**Payment by Cheque**

External Reference Number		Transaction Currency	
Credit Card No		Transaction Amount	
Credit Card Holder Name		Exchange rate	
Account Number		Total Charges	
Account Title		Negotiated Cost Rate	
Narrative		Negotiation Reference	

**Instrument Details** | **Charge** | MIS | UDF

Clearing Type		Drawer Account Number	
Cheque Number		Cheque Date	
Value Date		<input type="checkbox"/> Late Clearing	
Routing Number		<input type="checkbox"/> Regulation CC Available	
<input type="checkbox"/> Special Available		Bank Code	
Branch Code		Sector Code	
Bank Name		Branch Name	
Sector Description			

**Recalculate**

**Exit**

In addition to the details maintained in the previous stage, the system defaults the following details:

- Exchange Rate
- Account Number
- Account Title
- Total Charges
- Negotiated Cost Rate
- Negotiation Reference
- Instrument Details
- Charge Details
- MIS Details
- UDF Details

#### **Recalculate**

Click this button to recalculate charges for the cheque deposited.

*For further processing details, refer 'Depositing a Cheque' section in 'Instrument Transactions' chapter of this User Manual.*

After validating for the availability of the data, click 'Save' icon to go to the next stage.

#### **Authorization Stage**

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to Authorization Authority for authorization. Authorization Authority can approve or reject a transaction at this stage.

*For authorization process details, refer 'Depositing a Cheque' section in 'Instrument Transactions' chapter of this User Manual.*

After successful authorization, you can generate the transaction from task list and save. After saving the task, the system triggers clearing transaction and stores RT transaction reference number in XREF column of the Clearing Transaction for reference.

## **12.4 Processing Payments by Cash**

Oracle FLEXCUBE provides a facility to handle Credit Card payments by cash. You can maintain these details using 'Credit Card Payment By Cash' screen. You can invoke this screen by typing 'CRCP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can maintain the following details here:

**External Reference Number**

Unique reference number is defaulted based on the branch.

**Product**

Retail teller product is defaulted as CRCA.

**Credit Card No**

Specify a valid Credit Card number from the adjoining option list.

**Credit Card Holder Name**

Name of the Credit Card holder is defaulted here.

**Transaction Currency**

Specify currency in which cash is deposited for the specified credit card number, from the adjoining option list.

**Transaction Amount**

Specify payment amount for credit card transaction.

**Account Branch**

Branch code of the current branch is defaulted here. However; you can specify branch code from the adjoining option list, if needed.

**Narrative**

Specify remarks for the credit card payments, if any.

Click 'Save' icon to go to the next stage.

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels.

The following screen will be displayed:

In addition to the details maintained in the previous stage, the system defaults the following details:

- Exchange Rate
- Account Number,
- Account Description
- Account Currency
- Account Amount
- Total Charges
- Negotiated Cost Rate
- Negotiation Reference
- MIS Details
- UDF Details

#### **Recalculate**

Click this button to recalculate charges for the cheque deposited.

### **12.4.1 Currency Denomination Tab**

You can maintain the following denomination details here:

#### **Currency Code**

Currency code of the transaction currency is defaulted here.

#### **Preferred Denomination**

Specify preferred denomination for the Credit Card payment.



**Total**

Transaction amount is defaulted here from the main screen.

**Denomination Details**

You can maintain the following details here:

**Denomination Code**

Denomination code is defaulted based on the details maintained at 'Denomination Maintenance' level.

**Denomination Value**

Denomination value is defaulted based on the details maintained at 'Denomination Maintenance' level.

**Units**

Specify units you need for the specified denomination code.

**Total Amount**

Total amount is defaulted based on the denomination details maintained in this screen.

**12.4.2 Charge Details Tab**

Oracle FLEXCUBE defaults the charges maintained for the product and the customer group at 'Arc Maintenance' level. However; you can modify if needed and click on 'Recalculate' button to display the final total amount for the transaction.

*For further processing details, refer 'Depositing Cash' section in 'Cash Transactions' chapter of this User Manual.*

Click 'Save' icon to go to the next stage.

**Authorization Stage**

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to Authorization Authority for authorization. Authorization Authority can approve or reject a transaction at this stage.

*For authorization process details, refer 'Depositing Cash' section in 'Cash Transactions' chapter of this User Manual.*

After successful authorization, the system processes accounting entries to respective GLs maintained for Credit Card product.

**12.5 Processing Payments by Account**

Oracle FLEXCUBE provides a facility to handle Credit Card payments by Account. You can maintain these details using 'Credit Card Payment By Account' screen. You can invoke this screen by typing 'CRAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can maintain the following details here:

**External Reference Number**

Unique reference number is defaulted based on the branch.

**Product**

Retail teller product is defaulted as CRAC.

**Credit Card No**

Specify a valid Credit Card number from the adjoining option list.

**Credit Card Holder Name**

Name of the Credit Card holder is defaulted here.

**Value Date**

Current date of the system is defaulted here.

**Transaction Currency**

Specify currency in which cash is deposited for the specified credit card number, from the adjoining option list.

**Recovery Account**

Recovery account is defaulted here from the Credit Card number. However; you can specify a valid recovery account from the adjoining option list, if not defaulted.

**Account Title**

Title of the recovery account is defaulted here.

**Account Branch**

Branch code of the current branch is defaulted here. However; you can specify branch code from the adjoining option list, if needed.

---

**Note**

If account branch and transaction branch are different, then the system automatically processes inter-branch entries.

---

## Amount

Specify the payment amount for credit card transaction.

---

### Note

If the payment is in FCY, then the system converts the amount based on the exchange rate code maintained at the 'Product' level

---

## Narrative

Specify remarks for the credit card payments, if any.

Click 'Save' icon to go to the next stage.

## Enrichment stage

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is correct, the system generates additional details maintained at different levels. The following screen will be displayed:

Payment by Account

New Enter Query

External Reference  
Credit Card No  
Value Date  
Recovery Account  
Account Title  
Account Branch  
Exchange Rate  
Total Charge

Product: CRAC  
Credit Card Holder Name  
To Account Number  
Account Description  
Transaction Currency  
Amount  
Narrative  
Account Amount

Recalculate

Charges MIS UDF

Charge Details

Charge Components	Waiver	Currency	Charge Amount	Charge in Local Currency	Exchange Rate
-------------------	--------	----------	---------------	--------------------------	---------------

Exit

In addition to the details maintained in the previous stage, the system defaults the following details:

- To Account Number,
- Account Description
- Account Amount
- Total Charges
- MIS Details
- UDF Details

## Exchange Rate

Exchange rate value is defaulted here to convert the transaction currency to account currency.

### Recalculate

Click this button to recalculate charges for the cheque deposited.

## 12.5.1 Charge Details Tab

Oracle FLEXCUBE defaults the charges maintained for the product and the customer group at 'Arc Maintenance' level. However; you can modify if needed and click on 'Recalculate' button to display the final total amount for the transaction.

*For further processing details, refer 'Requesting for Funds Transfer' section in 'Cash Transactions' chapter of this User Manual.*

Click 'Save' icon to go to the next stage.

### Authorization Stage

On clicking save icon, the system validates and ensures for the correct entry of the data. If the data entry is correct, then the system moves the contract to Authorization Authority for authorization. Authorization Authority can approve or reject a transaction at this stage.

*For authorization process details, refer 'Requesting for Funds Transfer' section in 'Cash Transactions' chapter of this User Manual.*

After successful authorization, you can generate the transaction from task list and save. After saving the task, the system processes accounting entries, debiting the total transaction amount from the recovery account and crediting the same to respective select GL maintained for the Credit Card Product.

## 12.6 Processing Credit Card Payment Reversals

Oracle FLEXCUBE provides a facility to handle reversal of Credit Card payments by Cash, Cheques and Account transfer. You can maintain payment reversal details using 'Credit Card Payment Reversal' screen. You can invoke this screen by typing 'STDCCREV' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Credit Card Payment Reversal	
New Enter Query	
Credit Card No *	Payment Currency
Transaction Ref No *	Payment Amount
Transaction Branch	Payment Status
Transaction Date	Payment Input By
Remarks	External Ref No
Maker ID	Date Time
Checker Id	Date Time
Authorization Status	Exit

You can maintain the following parameters here:

### Credit Card No

Specify number of the Credit Card for which you need to reverse payments.

### Transaction Ref No

Transaction reference number is defaulted here, when you select Credit Card.

Click Default button. The system defaults the following values:

- Transaction Branch
- Transaction Date
- Payment Currency
- Payment Amount
- Payment Status
- Payment Input By
- External Ref No

### Remarks

Specify remarks for reversal of payment, if any.

After defaulting the Credit Card payment details, click on 'Save' icon. The system triggers the reversal accounting entries and reverses the transaction for the selected transaction reference number. If the payment is an outward cheque payment, you need to manually reject the cheque transaction and trigger the Credit Card payment reversals.

## 12.7 Viewing Credit Card Reversal Payments

You can view a summary of Credit Card reversal payments maintained at the 'Credit Card Payment Reversal' level using 'Credit Card payment Reversal Summary' screen. You can invoke the 'Credit Card payment Reversal Summary' screen by typing 'STSCCREV' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Summary

Advanced Search Reset

Authorization Status  Credit Card No  Transaction Ref No  Transaction Branch

Records per page 15 1 Of 1 Go

	Authorization Status	Credit Card No	Transaction Ref No	Transaction Branch	Transaction Date	Payment Currency
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Exit

You can view records based on any or all of the following criteria:

### Authorization Status

You can view records based on the authorization status of the Credit Card payment by selecting an option from the adjoining drop-down list. This list provides the following options:

- Authorised—Select this option if the Credit Card payment is authorised.
- Unauthorised—Select this option if the Credit Card payment is unauthorised.

**Credit Card No**

Select a valid Credit Card number to view records based on the Credit Card number, from the adjoining option list.

**Transaction Ref No**

Select a valid transaction reference number to view records based on the transaction reference number, from the adjoining option list.

**Transaction Branch**

Select a valid branch code if you need to view records based on the branch code, from the adjoining option list.

Click 'Search' button. The system identifies all records satisfying the specified criteria and displays the following details for each one of them:

- Authorization Status
- Credit Card No
- Transaction Ref No
- Transaction Branch
- Transaction Date
- Payment Currency
- Payment Amount
- Payment Status
- Payment Input By

## 13. Vault Operations

### 13.1 Introduction

This chapter details the various Vault Operations that can be performed through this module.

### 13.2 Transferring Cash from Vault

You can transfer cash from vault using the 'Transfer cash from Vault' screen. You can invoke this screen by typing '9007' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Transfer Cash from Vault' application window. It features a menu bar with 'New' and 'Enter Query' options. The main interface includes several input fields: 'Transfer Currency \*', 'Transfer Amount \*', 'Preferred Denomination', 'Total', and 'External Reference'. There are 'Populate' and 'Clear' buttons for these fields. A 'Default Denomination' button is also present. Below these fields are 'Currency Code' and 'Preferred Denomination' fields with a 'Populate' button. To the right, there is a 'Total' field with a 'Clear' button. At the bottom, there is a 'Denomination Details' section with a table showing columns for 'Denomination Code', 'Denomination Value', 'Units', and 'Total Amount'. The table has one row with empty fields. At the bottom right, there are 'Ok' and 'Exit' buttons.

Here, you can capture the following details: TransferCurrency

Select the currency to be transferred from Vault.

#### Transfer Amount

Specify the total amount to be transferred.

#### Preferred Denomination

Specify the preferred denomination.

#### Total

The system displays the total amount transferred.

#### External Reference

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

#### 13.2.1 Capturing denomination details

You have to specify the following details for the cash being transferred:

### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

### Units

Indicate the number of units of the specified denomination. By default, vault contents are decremented for outflow transactions like cash transfer. To reverse this default behaviour, you can specify units in negative.

### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

After entering these details, you need to click save icon. The specified amount will flow from vault and gets updated.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 13.3 Transferring Cash to Vault

You can transfer cash to vault using the 'Transfer cash to Vault' screen. You can invoke this screen by typing '9008' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transfer Cash to Vault

New Enter Query

Transfer Currency \*  
Transfer Amount \*  
Preferred Denomination  
Total  
External Reference  
Populate  
Clear  
Currency Code  
Preferred Denomination  
Populate  
Total  
Clear  
Default Denomination

Denomination Details

Denomination Code	Denomination Value	Units	Total Amount

Ok Exit

Here, you can capture the following details:



**Transaction Currency**

Select the currency to be transferred to Vault.

**Transaction Amount**

Specify the total amount to be transferred.

**Preferred Denomination**

Specify the preferred denomination.

**Total**

The system displays the total amount transferred.

**External Reference**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **13.3.1 Capturing denomination details**

You have to specify the following details for the cash being transferred:

**Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

**Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

**Units**

Indicate the number of units of the specified denomination. By default, vault contents are incremented for inflow transactions like cash transfer. To reverse this default behaviour, you can specify units in negative.

**Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

After entering these details you need to click save icon. The specified amount will flow into the vault and gets updated in the branch.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 13.4 Buying Cash from Central Bank

You can buy cash from central bank using the 'Buy Cash from Central Bank' screen. You can invoke this screen by typing '9009' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Buy Cash From Central Bank". It features a menu bar with "New" and "Enter Query" options. The main workspace contains five input fields: "External Reference Number", "Transaction Currency \*" (with a red asterisk), "Narrative", "Branch", and "Transaction Amount \*" (with a red asterisk). An "Exit" button is positioned in the bottom right corner of the window.

Here, you can capture the following details:

### **Transaction Currency**

Select the currency to be bought from the Central bank.

### **Transaction Amount**

Specify the total amount to be transferred.

### **Narrative**

Enter remarks about the transaction.

### **External Reference**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

After entering these details you need to click save icon. The transaction moves to the enrichment stage.

## Enrichment Stage

In this stage some additional details need to be captured on the screen. The screen displayed is as below:

The screenshot shows a software interface titled "Buy Cash From Central Bank". It features a menu bar with "New" and "Enter Query". The main form includes input fields for "External Reference Number", "Narrative", "Branch", "Transaction Currency", and "Transaction Amount". Below these are tabs for "Denomination", "MIS", and "UDF". Further down are fields for "Currency Code", "Preferred Denomination", and "Total", accompanied by "Populate" and "Clear" buttons. At the bottom, there is a table titled "Denomination Details" with columns: "Denomination Code", "Denomination Value", "Units", and "Total Amount". The table contains one row with empty input fields. An "Exit" button is located in the bottom right corner.

The screen has two tabs which are as follows:

- Denomination
- MIS/UDF

### 13.4.1 Specifying Denomination Details

The following details have to be captured in this section:

#### Currency Code

The system displays the currency of the account.

#### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### Units

Indicate the number of units of the specified denomination. By default, vault contents are incremented for inflow transactions like cash purchase. To reverse this default behaviour, you can specify units in negative.

#### Denom Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### 13.4.2 Specifying the MIS Details

You can specify the details in the 'MIS' tab of the screen.

The screenshot shows a web application window titled "Buy Cash From Central Bank". At the top, there are two buttons: "New" and "Enter Query". Below these are several input fields: "External Reference Number", "Narrative", "Branch", "Transaction Currency", and "Transaction Amount". A tabbed interface is present with three tabs: "Denomination", "MIS" (which is selected and highlighted in blue), and "UDF". Below the tabs, the window is divided into two main sections: "Composite MIS" on the left and "Transaction MIS" on the right. Each section contains a vertical stack of ten empty input fields. At the bottom right of the window, there is an "Exit" button.

*MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE Host User manual for details.*

As an example, the following details may be captured in this section:

#### **Cost Center**

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

#### **Account Officer**

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.

#### **Contract in Various Currencies**

Explanation required from Dev/testing team.

#### **Standard Industrial Code**

The MIS code assigned to the industry to which your customer belongs is displayed here.

### 13.4.3 Specifying UDF Details

You can specify the UDF details under 'UDF' tab.

### Field Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

### Field Value

Specify the value for the required UDFs.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 13.5 Selling Cash to Central Bank

You can sell cash to central bank using the 'Sell Cash to Central Bank' screen. You can invoke this screen by typing '9010' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Sell Cash to Central Bank". It features a menu bar with "New" and "Enter Query" options. The main form area includes four input fields: "Transaction Currency \*" (with a red asterisk), "Transaction Amount \*" (with a red asterisk), "Narrative", and "External Reference". The "Narrative" and "External Reference" fields are stacked vertically. At the bottom right, there are "Ok" and "Exit" buttons.

Here, you can capture the following details:

**Transaction Currency**

Select the currency to be sold to Central bank.

**Transaction Amount**

Specify the total amount to be sold.

**Narrative**

Enter description of the transaction.

**External Reference**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

After entering these details you need to click save icon.

## Enrichment stage

**Sell Cash to Central Bank**

New Enter Query

Transaction Currency Branch  
Narrative Transaction Amount  
External Reference

Denomination MIS UDF

Currency Code Total  
Preferred Denomination Clear  
Populate

**Denomination Details**

1 Of 1 Go

Denomination Code	Denomination Value	Units	Total Amount

Ok Exit

In this stage some additional fields are displayed like Exchange rate.

The screen has two tabs which are as follows:

- Denomination
- MIS/UDF

### 13.5.1 Specifying Denomination Details

The following details have to be captured in this section:

#### Currency Code

The system displays the currency of the account.

#### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### Units

Indicate the number of units of the specified denomination. By default, vault contents are decremented for outflow transactions like cash sale. To reverse this default behaviour, you can specify units in negative.

#### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 13.5.2 Specifying MIS Details

You can capture the details in the 'MIS' tab of the screen:

The screenshot shows a window titled "Sell Cash to Central Bank" with a standard Windows interface (minimize, maximize, close buttons). Inside the window, there are two tabs: "New" and "Enter Query". Below the tabs, there are several input fields: "Transaction Currency", "Branch", "Narrative", "Transaction Amount", and "External Reference". Below these fields, there is a section with three tabs: "Denomination", "MIS", and "UDF". The "MIS" tab is currently selected. Below the tabs, there are two columns of input fields, each with 10 rows. The left column is labeled "Composite MIS" and the right column is labeled "Transaction MIS". At the bottom right of the window, there are "Ok" and "Exit" buttons.

MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE host user manual for details.

As an example, the following details may be captured in this screen:

### **Cost Center**

The MIS code assigned to the cost center related to the account involved in the transaction is displayed here.

### **Account Officer**

The MIS code assigned to the account officer in-charge of executing this transaction is displayed here.

### **Standard Industrial Code**

The MIS code assigned to the industry to which your customer belongs is displayed here.

### **Contract in Various Currencies**

## 13.5.3 Specifying UDF Details

You can capture the UDF details under 'UDF' tab.



### Field Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

### Field Value

Specify the value for the required UDFs.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 13.6 Buying TCs from Agent

You can buy TCs from Agent using the 'Buy TCs from Agent' screen. You can invoke this screen by typing '9011' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here, you can capture the following details:

**External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

**Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

**Transaction Amount**

Specify the total amount of transaction.

**Issuer Code**

Select the code of the issuer from the option list available.

**Narrative**

Enter remarks about the transaction if any.

**Branch Code**

The current branch is defaulted.

### 13.6.1 Specifying TC Details

The following details have to be maintained:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

### Series

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

### System Count

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

### Start Number

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

### End Number

The system defaults the end number, which is the sum of start number and the count.

### TC Amount

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 13.7 Buying TCs from Head Office

You can buy TCs from Head office using the 'Buy TCs from HO' screen. You can invoke this screen by typing '9015' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Description	Denomination	Currency	Count	Series	Sys Count	€

Here, you can capture the following details:

### External Reference Number

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

**Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

**Transaction Amount**

Specify the total amount of transaction.

**Issuer Code**

Select the code of the issuer from the option list available.

**Narrative**

Enter remarks about the transaction if any.

**Branch Code**

The current branch is defaulted.

### 13.7.1 Capturing TC Details

The following details have to be captured:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 13.8 Selling TCs to Head Office

You can sell TCs from Head office using the 'Sell TCs to HO' screen. You can invoke this screen by typing '9016' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Description	Denomination	Currency	Count	Series	Sys Count	€

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction, if any.

### **Branch Code**

The current branch is defaulted.

### 13.8.1 Capturing TC Details

You have to maintain the following information in this section:

#### **Description**

Select the description for the denomination of the TC from the adjoining option list.

#### **Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 13.9 Buying TCs from Vault

You can buy TCs from Vault using the 'Buy TCs from Vault' screen. You can invoke this screen by typing '9017' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

**Buy TC from Vault**

New Enter Query

External Reference Number  Branch

Transaction Currency \*  Transaction Amount \*

Issuer Code \*  Narrative

**TC Denomination Details**

1 Of 1 Go

Description	Denomination	Currency	Count	Series	Sys Count	€
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit

Here, you can capture the following details:

**External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

**Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

**Transaction Amount**

Specify the total amount of transaction.

**Issuer Code**

Select the code of the issuer from the option list available.

**Narrative**

Enter remarks about the transaction if any.

**Branch Code**

The current branch is defaulted.

### **13.9.1 Capturing TC Details**

You have to capture the following details of the TC:

**Description**

Select the description for the denomination of the TC from the adjoining option list.

**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.

## 13.10 Returning TCs to Vault

You can return TCs to Vault using the 'Return TCs to Vault' screen. You can invoke this screen by typing '9018' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Description	Denomination	Currency	Count	Series	Sys Count	S

Here, you can capture the following details:

### **External Reference Number**

This is system generated based on the XREF Number sequence for the branch. It is a unique identifier for a branch transaction.

### **Transaction Currency**

Select the currency by which TC is being purchased, from the option list available.

### **Transaction Amount**

Specify the total amount of transaction.

### **Issuer Code**

Select the code of the issuer from the option list available.

### **Narrative**

Enter remarks about the transaction if any.

### **Branch Code**

The current branch is defaulted.

## 13.11 Capturing TC Details

You have to specify the following details of a TC:

### **Description**

Select the description for the denomination of the TC from the adjoining option list.



**Denomination**

The system displays the denomination for the specified description.

**Currency**

The system displays the currency.

**Count**

Specify the count of the TC which you have selected.

**Series**

Specify the series having the TC denomination. The valid TC series is shown in the adjoining option list. With this reference you have to specify the start and end number.

**System Count**

The system count will be defaulted only if you have selected the TC series from the option list. Otherwise this field will be blank.

**Start Number**

Specify the starting number of the series. If you have selected the TC series from the option list, the start number will be defaulted. You need to modify this value.

**End Number**

The system defaults the end number, which is the sum of start number and the count.

**TC Amount**

The system defaults the TC Amount. It is the product of the denomination and the count.

After entering all the data, click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under 'Depositing Cash' in the chapter 'Cash Transactions' of this User Manual for further details.*

## 13.12 Viewing TCs available with Vault

You can view TCs available with vault using the 'Display TCs available with Vault' screen. You can invoke this screen by typing '9020' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Display TC available with Vault

New Enter Query

External Reference Number  
Transaction Branch

Transaction Currency \*  
Issuer Code \*

Okies Reset

Description	Sys Count	Series	Start Number	End Number	Amount

Exit

Here, you can capture the following details:

### Transaction Branch

The current branch is displayed here.

### Issuer Code

Select the issuer code of the instrument from the option list available.

### Transaction Currency

Select the currency in which the transaction is carried out, from the option list available. After entering the above details, click 'Ok' button on the screen to view all the TCs available with vault. The system displays the following details:

- Description
- Sys Count
- Series
- Start Number
- End Number
- Amount
- Denomination

To view the details in a vault in other branch, click 'Reset' button. After this you can enter the appropriate values and click 'Ok' button.

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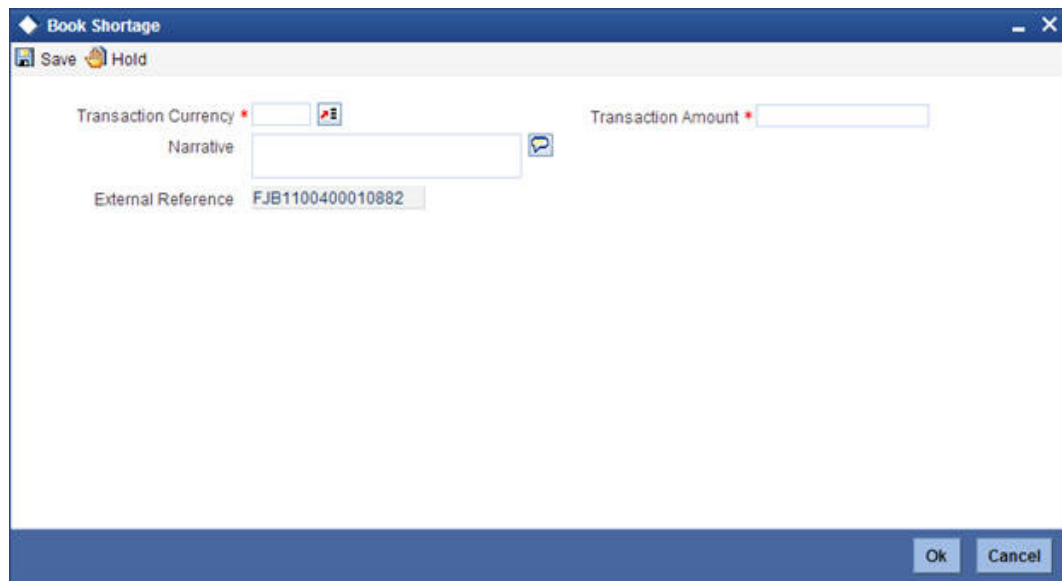
## 14. Balancing Operations

### 14.1 Introduction

This chapter details the various balancing operations that can be performed using this module.

### 14.2 Book Shortage

You can book shortage of a currency using the 'Book Shortage' screen. You can invoke this screen by typing '7551' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Here, you can capture the following details:

#### **Transaction Currency**

Select the currency to be booked for shortage.

#### **Transaction Amount**

Specify the total amount to be booked for shortage.

#### **Narrative**

Enter description of the transaction.

The screen has two tabs which are as follows:

- Denom
- MIS
- UDF

### External Reference

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

## 14.2.1 Specifying denomination details

The following details have to be captured in this section:

### Currency Code

The currency in which the transaction is being performed is displayed here.

### Denomination Code

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

### Units

Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative.

### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

## 14.2.2 Specifying the MIS details

You can capture these details in the 'MIS' tab of the screen.

The screenshot shows a software window titled 'Book Shortage'. At the top, there are buttons for 'New' and 'Enter Query'. Below these are input fields for 'Transaction Currency', 'Branch', 'Narrative', 'Transaction Amount', and 'External Reference'. A tabbed interface is present with three tabs: 'Denomination', 'MIS' (which is selected and highlighted in blue), and 'UDF'. Below the tabs, the 'MIS' section is divided into two columns: 'Composite MIS' on the left and 'Transaction MIS' on the right. Each column contains a vertical stack of ten empty rectangular input boxes. At the bottom right of the window, there are 'Ok' and 'Exit' buttons.

MIS is user definable and is configured at the host. Refer to the Oracle FLEXCUBE host user manual for details.

As an example, the following details may be captured in this screen:

### Cost Center

Specify the MIS code assigned to the cost center related to the account involved in the transaction.

### Account Officer

Specify the MIS code assigned to the account officer in-charge of executing this transaction.

### Standard Industrial Code

Specify the MIS code assigned to the industry to which your customer.

### Contracts In Various Currencies

Specify the MIS code assigned to contracts in various currencies.

## 14.2.3 Specifying the UDF details

You can capture these details in the 'UDF' tab of the screen.

The screenshot shows the 'Book Shortage' application window. At the top, there are tabs for 'New' and 'Enter Query'. Below these, there are input fields for 'Transaction Currency', 'Branch', 'Narrative', 'Transaction Amount', and 'External Reference'. The 'UDF' tab is selected, showing a table with columns 'Field Name' and 'Field Value'. The table is currently empty. At the bottom right, there are 'Ok' and 'Exit' buttons.

### UDF Name

The system will display all the User-Defined Fields (UDF) maintained for the product in the Host.

### UDF Value

Specify the value for the required UDFs.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 14.3 Booking Overage

You can book overage of a currency using the 'Book Overage' screen. You can invoke this screen by typing '7552' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Book Overage". It contains several input fields for data entry: "External Reference", "Branch", "Transaction Currency \*", "Transaction Amount \*", and "Narrative". The asterisk on "Transaction Currency" and "Transaction Amount" likely indicates they are required fields. An "Exit" button is located at the bottom right of the window.

Here, you can capture the following details:

#### **Transaction Currency**

Select the currency to be booked for overage.

#### **Transaction Amount**

Specify the total amount to be booked for overage.

#### **Narrative**

Enter description of the transaction.

The screen has two tabs which are as follows:

- Denom
- MIS
- UDF

#### **External Reference**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

### **14.3.1 Specifying Denomination Details**

You can specify denomination details in the 'Denomination' tab of the 'Book Overage' screen.

The screenshot shows a software window titled "Book Overage". At the top, there are tabs for "New" and "Enter Query". Below these are several input fields: "Transaction Currency", "Branch", "Narrative", "Transaction Amount", and "External Reference". A horizontal bar contains tabs for "Denomination", "MIS", and "UDF", with "Denomination" currently selected. Below this bar are fields for "Currency Code", "Preferred Denomination", and "Total", along with "Populate" and "Clear" buttons. A section titled "Denomination Details" contains a table with the following columns: "Denomination Code", "Denomination Value", "Units", and "Total Amount". The table has one row with empty input fields. At the bottom right of the window are "Ok" and "Exit" buttons.

The following details have to be captured in this section:

#### **Currency Code**

The system displays the currency of the account.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

#### **Denomination Value**

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

#### **Units**

Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative.

#### **Total Amount**

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

### **14.3.2 Specifying the MIS details**

You can capture the details in the 'MIS' tab of the screen:

MIS is user definable and is configured at the host.

*Refer to the Oracle FLEXCUBE host user manual for details.*

As an example, the following details may be captured in this screen:

#### **Cost Center**

Specify the MIS code assigned to the cost center related to the account involved in the transaction.

#### **Account Officer**

Specify the MIS code assigned to the account officer in-charge of executing this transaction.

#### **Standard Industrial Code**

Specify the MIS code assigned to the industry to which your customer belongs.

### **14.3.3 Specifying the UDF details**

You can capture these details in the 'UDF' tab of the screen.



Specify the following details.

#### **Field Description**

The system will display all the User-Defined Fields (UDF) maintained for the product.

#### **Field Value**

Specify the value for the required UDFs.

Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## **14.4 Transfer Cash from Teller**

You can transfer cash from teller using the 'Transfer cash from Teller screen. You can invoke this screen by typing 'BCFT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here, you can capture the following details:

#### **External Reference Number**

This is system generated reference number for the branch, which is the unique identifier for a branch transaction.

#### **Branch Code**

The current branch is defaulted here.

#### **Till ID**

Select the till from which the cash has to be transferred.

#### **Transaction Currency**

Select the currency to be transferred from teller.

#### **Transaction Amount**

Specify the total amount to be transferred.

#### **Narrative**

You may enter remarks about the transaction here. This is a free format text field.

#### **Denomination Details**

Specify the following details.

#### **Currency Code**

The system displays the currency of the account.

#### **Denomination Code**

Specify the denomination of the currency used in the transaction. For every currency, the various denominations are assigned separate denomination codes. These codes are displayed in the adjoining option list. Choose the appropriate one.

### Denomination Value

The system computes the face value of the denomination and displays it. For instance if the denomination code represents a USD 100, the value will be displayed as '100'.

### Units

Indicate the number of units of the specified denomination. Till contents are incremented as a result of inflow transactions like cash deposit and decremented for outflows. To reverse this default behaviour, you can specify units in negative..

### Total Amount

The system computes the denomination value by multiplying the denomination value with the number of units. For instance, if the denomination code represents a USD 100 and the number of units is 10, the denomination amount will be '1000'.

The completed transaction can be viewed in the 'Completed Transaction' list. Click save icon to save the transaction. The approver can fetch this transaction for his/her task list and authorize it.

*Refer the chapters titled 'Transaction Workflow' and 'Common Operations' in this User Manual for details on the authorization process.*

## 14.5 Interbranch Transactions

You can transfer cash from source branch to destination branch in the 'Interbranch Transaction Input' screen. You can enter vault details to which the cash will be received in this screen. You can invoke this screen by typing '1410' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a 'Cash Deposit' window. It has a title bar with a diamond icon and window controls. Below the title bar are two buttons: 'New' and 'Enter Query'. The form contains several input fields: 'Account Number \*', 'Account Branch \*', 'Account Description', 'Transaction Currency \*', 'Account Currency \*', 'Transaction Amount \*', 'Account Amount', 'Narrative', and 'External Reference'. The 'External Reference' field is highlighted. At the bottom right are 'Ok' and 'Exit' buttons.

You can specify the following here:

### External Reference

The system displays the external reference number.

### Description

You can enter any remark about the cash transfer.

### Advance Request Reference No

The system displays the advance request reference number.

**From Branch**

The system displays the current active branch office from where the cash will be sent.

**To Branch**

Specify the destination branch where the cash will be received.

**From Vault**

The system displays the vault based on the 'To Branch' field.

**To vault**

Specify the destination vault.

**Transaction Currency**

Specify the transaction currency. The adjoining option lists all the currencies maintained in the system. You can choose the appropriate one.

**Transaction Amount**

Specify the transaction amount.

**Advance Request**

Check this box to allow the current branch to create an advance request to another branch for cash.

---

**Note**

When 'Advance Request' box is checked, the system does the following:

- The from Branch/Vault can be selected
  - The to vault (receiver) will be defaulted to current Branch/Vault
  - The From vault will be defaulted based on sender branch
  - No accounting entries or updates will be available for this transaction
- 

**Enrichment stage**

On clicking save icon, the system validates and ensures for minimum mandatory data entry. If the data entry is found alright, it will calculate the charge based on the transaction type. The following screen will be displayed:

In addition to the details, captured in the previous stage, the system defaults the following details:

#### **Denomination Code**

Specify the denomination of cash that has to be transferred.

#### **Denomination Value**

The system displays the value of the denomination.

#### **Units**

Specify the number of units of selected denomination.

#### **Total Amount**

The system displays the total amount.

---

#### **Note**

The system validates whether the vault has sufficient cash balance. The system also checks whether the operation with sending cash is allowed for the receiving branch. For such transactions, you cannot change the transit account information. On saving the transaction, necessary accounting entries will be posted and the vault value will be updated. Thus the 'Send' operation will be completed. However, you can reverse the contract after authorization and the already posted accounting entries is reversed via the 'REVR' event.

---

## **14.6 Liquidating Interbranch Transaction**

You can liquidate interbranch transaction initiated by the sending branch cash from source branch to destination branch in the 'Interbranch Transaction Liquidation' screen. You can

invoke this screen by typing '1411' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

### Input stage

Denomination Code	Denomination Value	Units	Total Amount

The system displays the following:

#### External Reference

The system displays the external reference number.

#### Original reference no

The system displays the original reference number.

#### From Branch

The system displays the current active branch office from where the cash will be sent.

#### To Branch

Specify the destination branch where the cash will be received.

**From Vault**

The system displays the vault based on the 'To Branch' field.

**To vault**

Specify the destination vault .

**Transaction Currency**

Specify the transaction currency. The adjoining option lists all the currencies maintained in the system. You can choose the appropriate one.

**Transaction Amount**

Specify the transaction amount.

**Denomination Details****Denomination Code**

Specify the denomination of cash that has to be transferred.

**Denomination Value**

The system displays the value of the denomination.

**Units**

Specify the number of units of selected denomination.

**Total Amount**

The system displays the total amount.

---

# 15. Branch Deployment Options

## 15.1 Introduction

Oracle FLEXCUBE Branch module can be setup in three different ways.

### **Centralized Setup**

In case of Centralized setup the Branch server, Branch object and Host object will be present in the same machine or located in the same Datacenter. Also in case of a Centralized setup, the Branch and Host DB objects need to be present necessarily in the same Oracle schema and instance. This removes a complete network hop, thereby reducing transaction time – and also eliminates the possibility of Branch going Offline with respect to the Host Server.

### **De-Centralized Setup**

In case of a Decentralized setup, the Branch Server and Branch DB are present in a different datacenter from the datacenter hosting the Host DB. In a Decentralized setup, all calls to Host DB will happen through a HTTP call via the WAN. Since messages are sent over WAN, a Decentralized setup might be relatively slow. In case the network connection between the Branch and the Host Data center fails, the Branch will be forced to work in an Offline mode.

### **Hybrid Setup**

This setup is a combination of Centralized & De-Centralized Branches. Out of 10 Branches say 7 are centralized and 3 are de-centralized.

## 15.2 Deployment Options

Following are the branch deployment options:

### 15.2.1 Centralized Deployment

In a centralized deployment:

- Branch and Host DB objects are present in the same Oracle DB Schema.
- Requires network connectivity between the remote branches and datacenter at all times
- Faster transaction times.
- No offline support.

#### **Features**

The features of this deployment are as follows:

- Availability of network connectivity at all times.
- Teller transactions always directed to Data Center server.
- No Offline transaction capability for Teller transactions.
- Good connectivity between Data center and Branches to ensure continuity of business and performance.

### 15.2.2 De-centralized Deployment

In a de-centralized deployment:

- Branch Server and Branch DB are present in a different datacenter from the datacenter hosting the FLECUBE DB.
- Branch and Host schemas will be present in different Oracle DB Instances.
- Doesn't require network connectivity at all times.

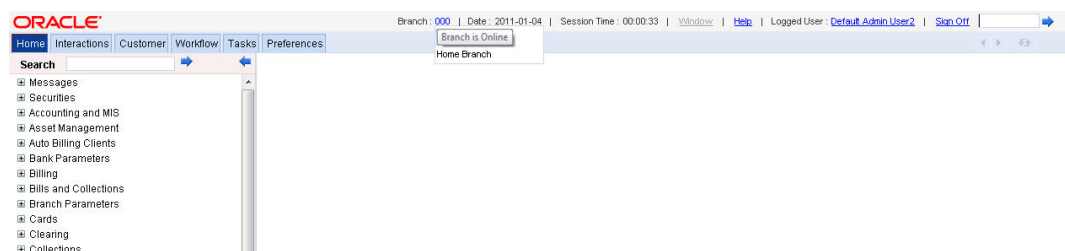


- DC Branch Till & Transaction specific data will be available on the Branch DB.
- Transactions will be tanked in Offline mode. Untanking process is triggered once the network connectivity is restored.
- The same Branch DB can host multiple branches.

In decentralized deployment, branch transactions can be entered in two modes, viz. online and offline.

### 15.2.2.1 Online Mode

If the branch is online, you can see the online status when you mouse over 'Branch' on the application toolbar.

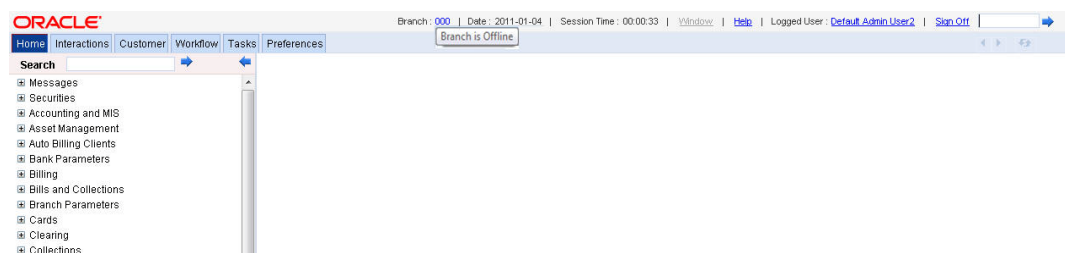


The features of this deployment are as follows:

- Teller transactions are uploaded into FLEXCUBE DB present in Data Center.
- Teller transactions are routed to the FLEXCUBE DB in Data Center through Branch server
- Full functionality of teller transactions are supported
- Replication of latest data from FLEXCUBE DB to Branch DB at pre-set intervals.

### 15.2.2.2 Offline Mode

If the branch is online, you can see the online status when you mouse over 'Branch' on the application toolbar.



The features of this deployment are as follows:

- Network Connectivity between Remote Branch and Data Center is not available.
- Teller transactions are not uploaded into FLEXCUBE DB present in Data Center real time.
- Teller transactions are tanked in Branch Database present in the Remote Branch.
- Transactions are synchronized with FLEXCUBE Host once the connectivity is restored.
- Certain functionality like MIS/UDF/Rate pick up/Available Balance checks is not available in Offline mode.
- No replication of data from FLEXCUBE DB to Branch DB in Offline mode.

### Notification and Administration

The Change Branch functionality of FLEXCUBE will be disabled in offline mode. Which also acts as an indicator if the Branch is online or offline.

All transaction input in Offline mode will be tanked. Untanking happens once the link is restored.

In case, Branch switches from Offline to Online or vice versa after a transaction has been initiated then they have to be discarded and re-input again.

### Offline Exposure Control

Exposure controlled by specifying the Offline Limit at Customer Account level.

Error will be displayed during save of a transaction in Offline mode, in case the sum of all Offline Debit transactions including the current transaction exceeds the Offline Limit.

## 15.3 Processing Transactions in Offline Mode

When network is down in the decentralized branch, branch will be able to post transactions in offline mode with limited functionality.

The banks exposure in an Offline scenario will be controlled by the Offline limits set for a Customer Account in FCC.

Any transaction being executed Offline will validate against the Account's Offline limit (as and where applicable) and on exceeding the same, will result in an Error. This validation will be for the sum of Transaction amounts for all Offline Debit transactions for that Account (including the current Transaction) against the Offline limit for the Account.

As Transactions are not going to Host, charges should be picked up locally. Following table is replicated for this purpose - fbtb\_arc\_maint. From this table various charges are picked up based on product code, currency code, Branch code, transaction type and account class group. Charge amount is shown only if the Charge Type is FLAT and Slab/Tire Type is none. In any other case teller is supposed to enter the charge amount.

Functionality like MIS/UDF/Rate pick up/Available Balance checks is not available in Offline mode.

Validations that are available for Customer Account accounts are dormant, frozen, no credits, no debits and cheque number for cheque transactions.

Oracle FLEXCUBE supports the following branch transactions in offline mode.

SI No	Function id	Module	Offline	Description
1	9001	Maintenance	Y	Open Teller Batch / Till
2	9007	Maintenance	Y	Transfer Cash from Vault
3	9008	Maintenance	Y	Transfer Cash to Vault
4	9011	Maintenance	Y	Buy TCs from Agent
5	9012	Maintenance	Y	Teller Platform Status Query Screen
6	9015	Maintenance	Y	Buy TCs From HO

SI No	Function id	Module	Offline	Description
7	9016	Maintenance	Y	Sell TC to HO
8	9017	Maintenance	Y	Buy TCs from Vault
9	9018	Maintenance	Y	Return TCs to Vault
10	9020	Maintenance	Y	Display TCs available with Vault
11	BCFT	RT	Y	Transfer Cash from Teller
12	DENM	Maintenance	Y	Denomination Exchange
13	EODM	Maintenance	Y	EOD Maintenance
14	OFDL	Maintenance	Y	File download
15	REAN	Maintenance	Y	Reassign Transactions
16	TVCL	Maintenance	Y	Till Balancing and Closure
17	TVQR	Maintenance	Y	Till Vault Position Query
18	1001	RT	Y	Cash Withdrawal
19	1005	RT	Y	Miscellaneous GL Transfer
20	1006	RT	Y	Funds Transfer Request
21	1008	RT	Y	Miscellaneous Customer Debit
22	1013	RT	Y	Cheque Withdrawal
23	1060	RT	Y	Miscellaneous GL Debit
24	1401	RT	Y	Cash Deposit
25	1408	RT	Y	Miscellaneous Customer Credit
26	1460	RT	Y	Miscellaneous GL Credit
27	7551	RT	Y	Book Shortage
28	7552	RT	Y	Book Overage
29	9009	RT	Y	Buy Cash From Central Bank
30	9010	RT	Y	Sell Cash To Central Bank
31	LOCH	RT	Y	In-House cheque Depo
32	1009	DD	Y	TC Sale (Against Account)
33	1409	DD	Y	TC Purchase (Against A/C)
34	8003	DD	Y	TC Purchase (Walk-In)
35	8204	DD	Y	TC Sale (Walk-In)
36	8205	DD	Y	TC Sale (Against GL)

SI No	Function id	Module	Offline	Description
37	5521	CG	Y	Inward Clearing Cheque Data Entry
38	6501	CG	Y	Cheque Deposit
39	6512	CG	Y	Consolidated Cheques Data Entry
40	6520	CG	Y	Cheque Deposit to GL
41	1025	UP	Y	Bill Payment by Cash
42	1075	UP	Y	Bill Payment Against Account
43	CLCS	Maintenance	Y	Clear Cache

## 15.4 Tanking and Untanking

Transactions are stored in Branch DB in Offline mode with the status as Tanked

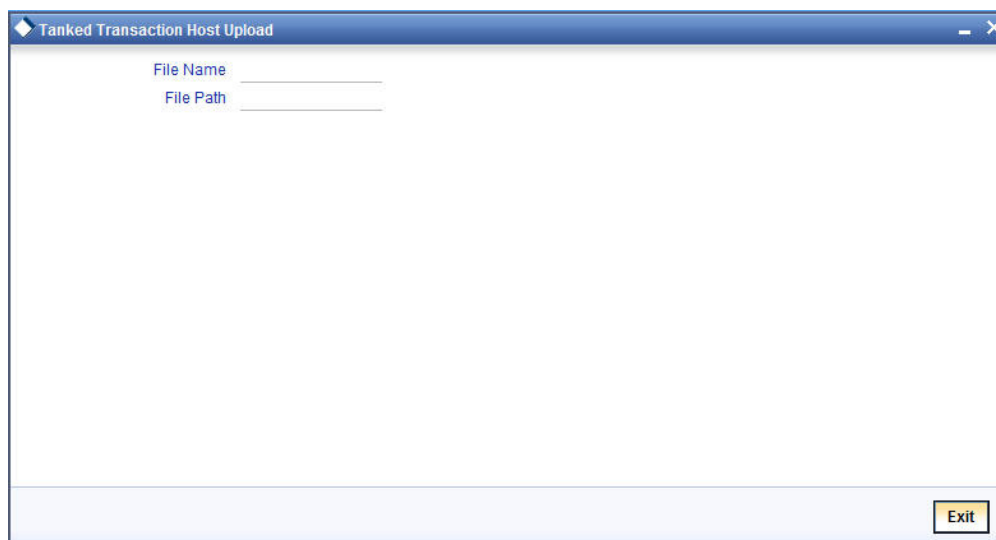
Untanking job will pick up the Tanked transactions and store them in FLEXCUBE DB once the connectivity is restored.

Tanked transactions can also be uploaded to FLEXCUBE DB using the UI

You can download transactions from branch DB in to file is OFDL screen.

Downloaded file will be available under the folder where the path has been given in FBTB\_PARAMS for column UNTANK\_FILEUPLOAD\_PATH.

You can upload file into Oracle FLEXCUBE DB using STDOFUPL screen.



Intra day batch STDOFUPL will force post the transactions in FLEXBRANCH DB.

Whenever branch goes to offline mode, the offline transactions have to be uploaded to host database either manually (file upload) or automatically (untanking job). Following which intra day batch STDOFUPL should be run, then only all transactions will pass accounting entries. Before Running EOD of offline branch, intra day batch (STDOFUPL –Tanked transactions host upload, from BABIDBAT screen) has to be run, to pass the accounting entries correctly.

## 15.5 Auto-Reversal Process

Transactions that get timed out will be picked up by the untanking job and stored in FLEXCUBE DB.

Batch running in FLEXCUBE DB will pick up the transactions and reverse the same in FLEXCUBE.

## 15.6 Offline Batch Process Flow

The process flow for offline branches is as follows:

- When operations start in the morning, branch is connected and network is up.
- Transaction processing will continue as normal.
- Network is disrupted during middle of day and not restored back till end of day.
- Branch will automatically switch to offline mode.
- Branch will be able to post only offline transactions.
- Before running EODM, branch should download the transactions as suggested earlier.
- Offline branch should ensure to send the file to online branch.
- After transactions have been downloaded by the branch, branch should run EODM and check for the dates.

### 15.6.1 Process Flow for Online Branch which uploads Offline Transactions

The process for uploading offline transactions is as follows:

On receipt of file from offline branch, the online branch should upload the transactions as suggested earlier.

Whenever branch goes to offline mode, the offline transactions have to be uploaded to host database either manually (file upload) or automatically (untanking job). Following which intra day batch STDUFUPL should be run, then only all transactions will pass accounting entries. Before Running EOD of offline branch, intra day batch (STDUFUPL –Tanked transactions host upload, from BABIDBAT screen) has to be run, to pass the accounting entries correctly.

## 16. Batches

### 16.1 Introduction

This chapter details the various batch operations that are done in this module.

### 16.2 Clearing Inward Cheque Data Entry

You can do an Inward clearing cheque data entry using the 'Inward Cheque Clearing Data Entry' screen. You can invoke this screen by typing '5521' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Entry Number	Instrument Type	Account Number *	Cheque Number *	Amount *	Remitter Branch *	Account Title
	Cheque					

Here, you can capture the following details:

#### External Reference Number

The system generated reference number is displayed here.

#### End Point

Select the end point from the option list available.

#### Batch Number

The system generates the batch number and displays it only on Enrich.

#### Currency

Select the currency from the option list available.

#### Entries

Enter the number of rows to be displayed.

On clicking 'Add Rows' button, the system displays the number of rows mentioned in the Entries Field and defaults the clearing type and added rows.

#### Entry Number

The system generates an unique sequence number for each Instrument Type.

#### Instrument Type

The system displays the default value 'cheque' for instrument type.

#### Account Number

Select the account number from the option list available.

**Cheque Number**

Specify the number of the cheque for inward clearing.

**Amount**

Specify the amount for inward clearing.

**Remitter Branch**

The branch where the remitter account is maintained is displayed here. However you can modify it.

**Account Title**

The system defaults the account title when you select the account.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Drawee Account Number**

Specify the drawee account number.

**Routing Number**

Specify the routing number for cheque clearing. The adjoining option list displays all routing numbers along with the Branch codes. You can select the appropriate one.

**Narrative**

The system defaults the narrative as 'Cheque Paid - Cheque no - Cheque Number - Payee A/c Number- Account Number'. Once you specify the 'Cheque Number' and 'Payee Account Number', the system replaces the field values respectively on tabbing out from the field.

**Instrument Date**

Specify the instrument date.

**Beneficiary Routing Number**

Specify the routing number of the beneficiary bank. The adjoining option list displays Banks' routing numbers, excluding the current bank. You can select the appropriate one.

**Instrument Issue Date**

Specify the instrument issue date. You can click on the adjoining calendar icon and select the appropriate date.

---

**Note**

If the difference between the 'Instrument Issue date' and the 'Instrument Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

---

After entering these details click save icon move to the enrichment stage.

**Enrichment Stage**

In this stage you can also modify the details you have entered in the input stage if required.



Click save icon to save the transaction. The system displays the message as “Transaction Completed Successfully”.

## 16.3 Clearing Inward Data Entry

You can do an Inward clearing data entry using the ‘Inward Clearing Data Entry’ screen. You can invoke this screen by typing ‘5555’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Here, you can capture the following details:

### **Batch Reference**

The system generated reference number is displayed here.

### **End Point**

Select the end point. The option list displays all valid end points maintained in the system. Choose the appropriate one.

### **Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Routing Number**

Specify the routing number for clearing. The adjoining option list displays all routing numbers along with the Branch codes. You can select the appropriate one.

**Beneficiary Routing Number**

Specify the routing number of the beneficiary bank. The adjoining option list displays Banks' routing numbers, excluding the current bank. You can select the appropriate one.

**Instrument Type**

Select the instrument type from the drop-down list. The following are the options available in the drop-down list:

- Bankers Cheque
- Demand draft
- Cheque

**Currency**

Select the currency. The adjoining option list displays all valid currencies maintained in the system. You can select the appropriate one.

**Branch Code**

Select the branch code. The adjoining option list displays all valid branch codes maintained in the system. You can select the appropriate one.

**Account Number**

Select the account number. The adjoining option list displays all valid account numbers maintained in the system. You can select the appropriate one.

**Entries**

Enter the number of rows to be displayed.

On clicking 'Add Rows' button, the system displays the number rows that you have entered in the Entries field.

**Entry Number**

The system generates an unique sequence number for each Instrument Type.

**Instrument Type**

The system displays the instrument type. However you can modify it by selecting one of the following options available in the drop-down list:

- Bankers Cheque
- Demand draft
- Cheque

**Account or General Ledger Number**

Select the account number from the option list available.

**Instrument Number**

Specify the instrument number for inward clearing. The option list displays all valid instrument currencies maintained in the system. Choose the appropriate one.

**Instrument Amount**

Enter the amount for which the instrument is being drawn.

**Branch code**

The system displays the branch code here.

**Account Title**

The account title will be defaulted from the account list of value.

**Narrative**

The system defaults the narrative as 'Cheque Paid - Cheque no - Cheque Number - Payee A/c Number - Account Number'. Once you specify the 'Cheque Number' and 'Payee Account Number', the system replaces the field values respectively on tabbing out from the field.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Issuing Branch**

The branch where the issuer account is maintained is displayed here. However you can modify it.

**Instrument Currency**

Specify the currency of the instrument. The option list displays all valid instrument currencies maintained in the system. Choose the appropriate one.

**Instrument Date**

Specify the instrument date from the adjoining calendar.

**Routing Number**

Specify the routing number for inward clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**End Point**

Select the end point. The option list displays all valid end points maintained in the system. Choose the appropriate one.

**Batch Number**

The system generates the batch number and displays it on saving the transaction.

**Drawee Account Number**

Specify the account from which money is drawn.

**Beneficiary Routing Number**

Select the beneficiary routing number from the adjoining option list.

**Narrative**

Enter remarks about the transaction.

**Total Amount**

On clicking 'Outstanding Amount' button, the system displays the total amount of the transaction

**Enrichment stage**

In this stage you are allowed to modify any data that you have entered in the Input stage.

Click save icon to save the transaction. After the transaction is successfully saved the message is displayed as “Transaction Completed Successfully”.

### Note

If the system date is greater than the expiry date, then the system updates Clearing Log table with the error as “Instrument Validity has expired and needs Revalidation”.

You can process inward clearing after re-validating the instrument using ‘Clearing Repair’ screen.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

## 16.4 Consolidated Cheques Data Entry

You can do a consolidated cheque data entry using the ‘Consolidated Cheque Data Entry’ screen. You can invoke this screen by typing ‘6512’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Here, you can capture the following details:

### External Reference Number

The system generated reference number is displayed here.

**Account Number**

Select the account number from the option list available.

**Transaction Currency**

Select the currency for the transaction the option list available.

**Routing Number**

Specify the routing number for cheque clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**Branch Code**

The system displays the branch code.

**Account Description**

The system displays the account description here.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**No of Entries**

Specify the number of rows you want to add when 'Add Rows' button is clicked. When you click on 'Add Rows' button, the system adds the rows based on the specified value and defaults 'Clearing Type' in all added rows.

**Batch Number**

The system generates the batch number and displays it on saving the transaction.

**Entry Number**

This is a system generated sequence number.

**Instrument type**

The system defaults the instrument type as cheque for consolidated cheque data entry.

**Drawee Account Number**

Specify the account from which money is drawn.

**Cheque Number**

Specify the number of the cheque for data entry.

**Amount**

Specify the amount mentioned in the cheque.

**Routing Number**

Specify the routing number for cheque clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**Narrative**

The system defaults the narrative as 'Cheque Deposit - Cheque no - Cheque Number - Drawer A/c Number - Account Number'. Once you specify the 'Cheque Number' and 'Drawer Account Number', the system replaces the field values respectively on tabbing out from the field.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**Cheque Date**

Specify the date of the cheque.

**Project Name**

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

If you specify the Unit ID, the system will display the corresponding project name here.

**Unit Payment**

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

**Unit ID**

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

**Deposit Slip Number**

Specify the deposit slip number for the payment.

**Cheque Issue Date**

Specify the issue date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.

---

**Note**

If the difference between the 'Cheque Issue Date' and the 'Cheque Date' is greater than the 'Cheque Stale Days' maintained at the 'Branch Parameters Maintenance' screen, an error message stating that the cheque is a stale one will be displayed. However, stale cheque validation would not be done if the field 'Cheque Stale days' is not maintained at the 'Branch Parameters Maintenance' screen.

---

Click save icon to go to the next stage.

## Enrichment stage

In this stage you are allowed to modify any data that you have entered in the Input stage.

The screenshot shows the 'Consolidated Cheques Data Entry' window. It has a menu bar with 'New' and 'Enter Query'. Below the menu bar, there are two columns of input fields: 'External Reference Number', 'Account Number', 'Customer Id', 'Customer Name', 'Exchange Rate' on the left, and 'Transaction Currency', 'Batch Number', 'Batch Total Amount', 'Account Description' on the right. Below these fields is a tabbed interface with 'Cheques' and 'UDF' tabs. The 'Cheques' tab is active, showing a table with columns: 'Entry Number', 'Instrument type', 'Drawer Account Number', 'Cheque Number', 'Amount', 'Routing Number', and 'Narrative'. The table has one row with the value 'Cheque' in the 'Instrument type' column. At the bottom right of the window is an 'Exit' button.

Click save icon to save the transaction. After the transaction is successfully saved the message is displayed as “Transaction Completed Successfully”.

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

*Refer the corresponding section under ‘Depositing Cash’ in the chapter ‘Cash Transactions’ of this User Manual for further details.*

## 16.5 Clearing Outward Data Entry

You can do an Outward clearing data entry using the ‘Outward Clearing Data Entry’ screen. You can invoke this screen by typing ‘6514’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screenshot shows the 'Consolidated Cheques Data Entry' window for Outward Clearing Data Entry. It has a menu bar with 'New' and 'Enter Query'. Below the menu bar, there are two columns of input fields: 'External Reference Number', 'Account Number \*', 'Instrument Currency \*', 'Instrument type', 'Routing Number' on the left, and 'Branch Code', 'Account Description', 'Transaction Currency \*', 'Clearing Type', 'No of Entries' on the right. There is an 'Add Rows' button below the right column. Below these fields is a table with columns: 'Entry Number', 'Instrument type \*', 'Drawee Account Number \*', 'Instrument Number \*', 'Instrument Currency \*', 'Amount \*', and 'Routing Numt'. The table has one row with empty fields. At the bottom of the window, there are two buttons: 'Total Amount' and 'Outstanding Amount'. At the bottom right of the window is an 'Exit' button.

Here, you can capture the following details:

### External Reference Number

The system generated reference number is displayed here.

**Account Number**

Select the account number. The adjoining option list displays all valid account numbers maintained in the system. You can select the appropriate one.

**Instrument Currency**

Select the instrument currency. The adjoining option list displays all valid instrument currencies maintained in the system. You can select the appropriate one.

**Instrument Type**

Select the instrument type from the drop-down list. The following are the options available in the drop-down list:

- Banker's Cheque
- Demand draft
- Cheque

**Routing Number**

Specify the routing number for outward clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

**Batch Number**

The system generates the batch number and displays it on saving the transaction.

**Branch Code**

The system displays the branch code here.

**Account Description**

The system displays the account description here.

**Transaction Currency**

Specify the currency of the transaction. The option list displays all valid transaction currencies maintained in the system. Choose the appropriate one.

**Clearing Type**

Specify the clearing type of the instrument to be cleared. The option list displays all valid clearing types maintained in the system. Choose the appropriate one.

**No of Entries**

Enter the number of rows to be displayed.

On clicking 'Add Rows' button, the system displays the number rows that you have entered in the No of Entries field.

**Entry Number**

The entry number is displayed here.

**Instrument Type**

The system displays the instrument type. However you can modify it by selecting one of the following options available in the drop-down list:

- Banker's Cheque
- Demand draft
- Cheque

**Drawee Account Number**

Specify the account from which money is drawn.



**Instrument Number**

Specify the instrument number for outward clearing.

**Amount**

Specify the amount mentioned in the instrument.

**Routing Number**

The system displays the routing number here. However you can modify it by specifying the routing number for inward clearing. The adjoining option list displays all routing numbers along with the Branch codes and Bank Codes. You can select the appropriate one.

For Outward clearing transactions, system defaults the beneficiary routing number as the clearing branch or processing branch's routing number.

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**Note**

For Outward clearing transactions, system defaults the beneficiary routing number as the clearing branch or processing branch's routing number.

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**Branch**

The system defaults the current branch code here.

**Account Title**

Specify the account title.

**Narrative**

The system defaults the narrative as 'Cheque Deposit - Cheque no - Cheque Number – Drawer A/c Number - Account Number'. Once you specify the 'Cheque Number' and 'Drawer Account Number', the system replaces the field values respectively on tabbing out from the field.

**Clearing Type**

The system defaults the clearing type specified in the main screen, when you click 'Add Rows' button; however, you can modify, if needed.

**Drawer Account Number**

Specify the drawer account number.

**Account Title**

Specify the account title.

**Transaction Currency**

The system displays the transaction currency here. However you can modify it by specifying the currency of the transaction. The option list displays all valid transaction currencies maintained in the system. Choose the appropriate one.

**Instrument Currency**

The system displays the instrument currency here. However you can modify it by specifying the currency of the instrument. The option list displays all valid instrument currencies maintained in the system. Choose the appropriate one.

**Cheque Date**

Specify the date of the cheque. You can click on the adjoining calendar icon and select the appropriate date.

### Project Name

Specify the developer project name for which payment is being made. The adjoining option list displays all valid projects maintained in the system. You can select the appropriate one. Input to this field is mandatory.

If you specify the Unit ID, the system will display the corresponding project name here.

### Unit Payment

Indicate whether the transaction is a unit payment or not by choosing the appropriate value from the adjoining drop-down list. The following values are available:

- Yes
- No

### Unit ID

Specify the unit ID of the project. This field will be enabled only if you have selected 'Yes' against 'Unit Payment'. The adjoining option list displays all unit IDs along with the unit holder names corresponding to the project name chosen. You can select the appropriate one.

### Deposit Slip Number

Specify the deposit slip number for the payment.

### Enrichment stage

In this stage you cannot modify any data.

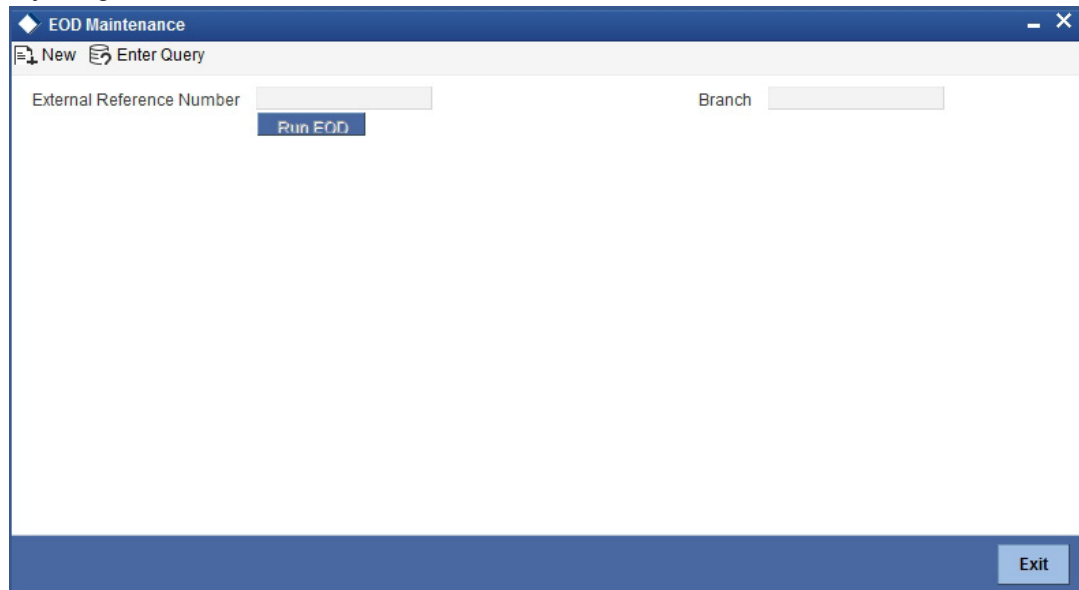
The screenshot shows a software interface titled "Consolidated Cheques Data Entry". It contains several input fields: "External Reference Number", "Batch Number", "Transaction Currency", "Batch Total Amount", and "Exchange Rate". Below these is a section labeled "Cheques" with a "UDF" button. A table is displayed with the following columns: "Entry Number", "Instrument type", "Drawee Account Number", "Cheque Number", "Amount", "Routing Number", and "Branch Code". The table has one row with empty fields. At the bottom of the form, there is a "Total Amount" field and an "Exit" button.

Click save icon to save the transaction. After the transaction is successfully saved the system displays the message as "Transaction Completed Successfully".

The approver can fetch this transaction for his/her task list and authorize it. The authorization process is similar to that of cash deposit.

## 16.6 Running EOD

You can run the branch EOD using the EOD Maintenance screen. You can invoke this screen by typing 'EODM' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



The system displays the following details:

- External reference number
- Branch code

Click 'Run EOD' button to run the EOD for the branch.

The following validations are done before running EOD:

- Only the user who runs the EOD should be logged into the branch.
- There must be Holiday maintenance to get the Next working day.
- Balancing and closure processes for Till and Vault should be completed. There should not be any transaction in 'Pending' or 'Assigned' stage for a user

Once these have been successfully validated, EOD proceeds with the system date change by moving the Branch posting date to the next date. The Branch transaction sequence will also get reset as a consequence of the execution of Branch EOD. This signifies the Beginning of Day (BOD) for the Branch for the next working day and the Branch is ready for Transaction Input.

## 16.7 Querying Tellers Status

You can view the current operational status and other details of the tellers in a branch using the 'Teller Platform Status Query Screen' screen. This screen will display all the details that will be validated during EODM (End of Day of Savings module) You can invoke this screen by

typing '9012' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button. The screen is displayed below:

The screenshot shows a software application window titled 'Main'. At the top, there is a toolbar with 'New' and 'Enter Query' buttons. Below the toolbar, there are two input fields: 'External Reference Number' and 'Branch'. A navigation bar below these fields shows '1 Of 1' and a 'Go' button. The main area contains a table with the following columns: 'User ID', 'Till Id', 'User Working', 'Pending Transactions', 'Tanked Transactions', and 'Assigned Transactions'. The table is currently empty. At the bottom right of the window is an 'Exit' button.

### External Reference Number

The system displays a unique number.

### Branch Code

The system defaults the current logged in branch code.

The following details of the current branch are displayed for all the tellers:

- User ID – the teller user ID
- User Working – current log in status of the user
- Pending Transactions - number of transactions in the Pending Queue for the user
- Tanked Transactions - number of transactions in the Tanked Queue for the user
- Assigned Transactions - number of transactions in the Assigned Queue for the user
- Unassigned Transactions - number of transactions in the Unassigned Queue for the user
- Auto Reversal Pending - number of transaction pending to be auto reversed for the user

### 17.1 Introduction

The following are the reports that you can generate in Savings module:

- Savings Insignificant Balance Accounts Report
- Blocked Accounts Report
- Account Balance Listing Report
- Saving Accounts Opened Today Report
- Saving Accounts Closed Today Report
- Flat File - Cheque Book Requested Report
- Savings Large Balance Movements Report
- Accounts Dormant Next Month Report
- Savings Account Dormant Today Report
- Re-validated Instruments Report
- Reissued Instrument Report
- Duplicate Instrument Issued Report
- Savings Overline/TOD Report
- Daily Overline/TOD Txn Report
- Large Debit Balance Report
- Intra bank Transfer Report
- Flat File Cheque Book Requested Report
- Signatory Details ReportReport
- Daily Processed Transactions Report

To generate any of these reports choose Reports in the Application Browser. Choose Savings under it. A list of all the reports in Savings module will be displayed. You can choose to view or print the report.

The time and the operator who generated the report will be displayed.

### 17.2 Savings Insignificant Balance Accounts Report

This is an exception report that lists out the customer accounts having insignificant balances. The branches can decide to either close these accounts, or to follow up with the customers for proper maintenance of the accounts. Branches can define the threshold amount of insignificant balance at product level. The threshold limit is defined in the minimum balance in the currency preferences in account class. Banks can levy service charges if minimum balance prescribed by the bank is not maintained. You can choose to print or view the report in pdf format.

You can invoke 'Savings Insignificant Balance Accounts' screen by typing 'SVRIBACC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Specify the following details here:

#### **Branch Code**

Select the branch code from the adjoining option-list. The list displays all valid branch codes. The list will not include any closed branches.

Click 'OK' button to generate the report. Click 'Exit' to return to the Reports Browser.

### **17.2.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Branch Code	This indicates the branch code
Product	This indicates the product
Description	This gives a brief description on the account class
Account Number	This indicates the account number
Currency	This indicates the currency
Last Credit Amount	This indicates the OLE_LINKCredit Details
Last Credit Date	This indicates the date of previous credit
Last Debit Amount	This indicates the Debit Details

Last Debit Date	This indicates the date of previous debit
Account Balance	This indicates the balance amount in the account

## 17.3 Blocked Accounts Report

This report lists all the blocked customer accounts with reasons for blocking. This report is generated by the branch and is used for verification purposes.

Blocking of accounts are generally necessitated on receipt of any attachment/order from legal or regulatory authorities. These account blocks are removed at revocation of the legal order.

You can invoke 'Blocked Accounts' screen by typing 'SVRBACCL' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Specify the following details here:

### Branch Code

Select the branch code from the adjoining option-list. The list displays all valid branch codes. The list will not include any closed branches.

Click 'OK' button to generate the report. Click 'Exit' to return to the Reports Browser.

### 17.3.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### Body of the report

The generated report will have the following information:

Account Number	This indicates the account number
----------------	-----------------------------------

Customer ID	This indicates the customer ID
Customer Name	This indicates the name of the customer
Currency	This indicates the Currency
Balance Amount	This indicates the balance amount
Date	This indicates the date on which the account is blocked

## 17.4 Account Balance Listing Report

This report lists the balance break-up of all CASA accounts for a given branch and product. The status of the accounts like regular, dormant, restricted, etc. is also provided in the report.

You can invoke 'CASA Balance Listing' screen by typing 'SVRCABLI' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Specify the following details here:

### Branch Code

Select the branch code from the adjoining option-list. The list displays all valid branch codes. The list will not include any closed branches.

Click 'OK' button to generate the report. Click 'Exit' to return to the Reports Browser.

### 17.4.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### Body of the report

The generated report will have the following information:



Account Class	This indicates the account class
Description	This gives a brief description on the account
Currency	This indicates the currency of the transaction
Account Number	This indicates the account number
Customer ID	This indicates the customer identification number
Customer Name	This indicates the name of the customer
Account Status	This indicates the status of the account
Book Balance	This indicates the book balance
Available Balance	This indicates the balance available
Un-cleared Amount	This indicates the uncleared amount
Accrued Interest	This indicates the accrued interest
Hold Amount	This indicates the hold amount
Accrued Till	This indicates the accrued till
Last Interest	This indicates the last interest

## 17.5 Saving Accounts Opened Today Report

This report lists the details of accounts opened on the current day, along with the details of initial payment. The data in this report which is grouped product-wise and user-wise along with the details of the initial amount received forms an essential part of account monitoring process and analysis. This report is generated at EOD on a daily basis. You can invoke 'Saving Accounts Closed Today Report' screen by typing 'SVRAOREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Savings Accounts Opened Today Report". The window contains several input fields and buttons. On the left, there is a "Branch Code" field. Below it, "Report Format" is set to "PDF" and "Report Output" is set to "Print". On the right, "Printer At" is set to "Client" and there is a "Printer" field. At the bottom right, there are "Ok" and "Exit" buttons.

### **Branch Code**

The system displays the current branch code. You can generate the report specific to this branch.

## **17.5.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

### **Body of the report**

The generated report will have the following information, grouped by account class and currency:

Account Class	This indicates the account class. Details of saving accounts opened during the day under this account class are displayed below.
Currency	This indicates the currency of transaction
Customer Number	This indicates the Customer Number
Customer Name & Address	This indicates the name of the customer and the address of the customer
Account Number	This indicates the account number
ACY Opening Bal	This indicates the Opening Balance in Account currency
Available Balance	This indicates the available balance
Teller	This indicates the Teller ID
Supervisor	This indicates the Supervisor name

## **17.6 Saving Accounts Closed Today Report**

This report lists the CASA accounts that have been closed in the day, per product per currency per branch. While closing the accounts, interest is charged or applied to the account based on the credit/debit balance on the account. This report is generated at EOD on a daily basis. You can invoke 'Saving Accounts Closed Today Report' screen by typing 'SVRACREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button

### Branch Code

You can generate this report for a specific branch code. Select the branch code from the option list.

## 17.6.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

### Body of the report

The generated report will have the following information:

Account Class	This indicates the account class. Details of all savings accounts closed during the day under this Account Class are displayed below.
Account No	This indicates the account number of the customer
Currency	This indicates the currency of the transaction
Customer Name	This indicates the name of the customer
Closing Balance as	This indicates the Closing Balance
Transaction Date	This indicates the date of transaction
Teller ID	This indicates the Teller id
Supervisor	This indicates the Supervisor name

## 17.7 Flat File - Cheque Book Requested Report

Bank issues cheque books to a customer after the request is initiated. A flat file is generated at EOD for issue of personalized cheque books to customers. The cheque books can also be issued in a centralized environment.

This report provides details of flat file used for cheque book request purpose. This report is generated at EOD on a daily basis.

### 17.7.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

<b>Account Number</b>	<b>This indicates the account number of the customer</b>
Branch Name	This indicates the name of the branch
Customer Full Name	This indicates the full name of the customer
Cheque Start No.	This indicates the starting cheque number
Cheque End No.	This indicates the ending cheque number
No. of Cheques	This indicates the number of cheques

## 17.8 Savings Large Balance Movements Report

This is an exception report of large balance movements in CASA. The bank sets up an alert at the product level to report accounts with large debit/credit balance movement. This alert would result in an automatic exceptional report at the end of the day. The transactions carried during the day would result in increase or decrease in available balance. When an account balance movement has reached the threshold defined, this exceptional report is generated by the system.

The Threshold amount is defined as the user parameter in the Batch EOD Input (BADEODFN). This report is generated at EOD on a daily basis. You can invoke 'Savings Large Balance Movements Report' screen by typing 'SVRLBALM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

### 17.8.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Account Class	This indicates the account class
Description	This indicates the description
Account Number	This indicates the account number of the customer
Officer ID	This indicates the id of the Officer
Transaction No	This indicates the transaction number
Dr/Cr	This indicates whether the transaction is a debit or a credit
Balance Move-ment	This indicates the Balance Movement in CASA
Available Balance	Balance Available

## 17.9 Accounts Dormant Next Month Report

This report lists the CASA accounts product-wise and currency-wise that will remain dormant from the coming month onwards. In the absence of any customer initiated transaction in an account for a period defined at the product level, the account is moved to the dormancy state. From dormancy the status is changed to unclaimed deposit after a specific period.

This report is generated at EOD on a monthly basis. You can invoke 'Accounts Dormant Next Month Report' screen by typing 'SVRDOREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

### 17.9.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### **Body of the report**

The generated report will have the following information:

Branch Code	This indicates the branch code
Account Number	This indicates the Account Number
Account Description	This gives a brief description on the account
Account class code	This indicates the account class code
Customer Number	This indicates the customer number
Currency	This indicates the currency of the transaction
Current Balance	This indicates the current balance
Last Debit Amount	This indicates the last amount debited
Last Debit Date	This indicates the last debit date
Last Credit Amount	This indicates the last credited amount
Last Credit Date	This indicates the last credit date
Last Transaction Date	This indicates the last transaction date

## 17.10 Savings Account Dormant Today Report

This report lists all Current and Savings accounts that have been marked dormant in the day per product per currency per branch.

The period for which an account is inactive, after which the status moves to dormancy, is set-up at the product level in terms of days, months etc. When there are no customer initiated transactions in an account for the period defined at the product level, the account is moved to the dormancy state.

This report is generated at EOD on a daily basis. You can invoke 'Savings Account Dormant Today Report' screen by typing 'SVRADREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Savings account dormant today report

Branch Code

Report Format

Report Output

Printer At

Printer

Ok Exit

### Branch Code

You can generate this report for a specific branch code. Select the branch code from the option list.

### 17.10.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. The contents of the report are discussed under the following heads:

#### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### Body of the report

The generated report will have the following information:

Account Number	This indicates the Customer Account Number
Account Name	This indicates the Customer Account Name
Current Balance	This indicates the current balance in the customer account.
Dormancy Date	This indicates the date of dormancy

Date of Transaction (Date Last Dr and Date Last Cr)	This indicates the last date on which there was a transaction in the account.
---	---

## 17.11 Re-validated Instruments Report

This report lists the details of the revalidated DD / BC instruments for the specified period.

You can invoke 'Revalidated Instruments Report' screen by typing 'RTRREVL' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You need to specify the following details:

### Branch Code

Select the branch code from the option list.

### Instrument Type

From the drop-down list, select 'DD' or 'BC' as an instrument type to get the list of DD or BC instruments revalidated for the period chosen. Select 'All' to list both DD and BC instruments for the period chosen.

### From Date

System defaults the current date here; however you need to specify the date from which the report should be generated.

### To Date

System defaults the current date here; however you need to specify the date till which the report should be generated.

Depending on the details provided in the above screen, system generates the report when you click 'Ok' button.

### 17.11.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report.



### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

The generated report will have the following information:

Issue Date	Issue date of the instrument
Re-validated Date	Re-validated date of the instrument
Re-validated Period	Re-validated period of the instrument
Payable Bank/Branch	At which bank/branch it is payable
Original Expiry Date	Expiry date of the instrument before re-validation
Instrument Amount	Instrument amount
Instrument Currency	Currency of the instrument
Expiry Date	Expiry date of the Instrument after re-validation
Contract Reference Number	Contract reference number of the instrument transaction
Maker-Id	Maker id of the re-validated transaction
Checker-Id	Authorizer of the re-validated transaction
Payment Mode	Payment mode selected for charge.
Instrument Number	The reference number of the instrument
Beneficiary Name	Name of the Beneficiary.

## 17.12 Reissued Instrument Report

This report lists the details of the reissued DD / BC instruments for the specified period.

You can invoke 'Reissued Instruments Report' screen by typing 'RTRRISU' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You need to specify the following details:

#### Branch Code

Select the branch code from the option list.

#### Instrument Type

From the drop-down list, select 'DD' or 'BC' as an instrument type to get the list of DD or BC instruments reissued for the period chosen. Select 'All' to list both DD and BC instruments for the period chosen.

#### From Date

System defaults the current date here; however you need to specify the date from which the report should be generated.

#### To Date

System defaults the current date here; however you need to specify the date till which the report should be generated.

Depending on the details provided in the above screen, system generates the report when you click 'Ok' button.

### 17.12.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report.

#### Header

The Header carries the title of the report, branch code, report run date and time, user ID, module code and the page number of the report.

#### Body

The generated report will have the following information:

Issue Date	Issue date of the instrument
Beneficiary Name	Name of the beneficiary
Reissued Date	Re-validated date of the instrument

Reissue Reason	Reason for reissue of the instrument
Expiry Date	Expiry date of the Instrument after re-validation
Instrument Amount	Instrument amount
Instrument Currency	Currency of the instrument
Payable Bank/Branch	At which Bank/Branch it is payable.
Contract Reference Number	Contract reference number of the instrument transaction
Maker Id	Maker id of the re-validated transaction
Maker Date Stamp	Date on which the transaction is created
Checker Id	Authorizer of the reissue transaction
Checker Date Stamp	Date on which the reissue transaction is authorized
Old Instrument Number	The original instrument number
New Instrument Number	The new instrument number generated

## 17.13 Duplicate Instrument Issued Report

This report lists the details of the duplicate issuance of DD / BC instruments for the specified period.

You can invoke 'Duplicate Instruments issued Report' screen by typing 'RTRDISU' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "LBL\_RTRDISU". Inside the window, there are several input fields and dropdown menus for configuring a report. The fields are: "Branch Code \*" (with a red asterisk), "Instrument Type \*" (with a red asterisk), "From Date", "To Date", "Report Format" (a dropdown menu currently showing "PDF"), "Report Output" (a dropdown menu currently showing "Print"), "Printer At" (a dropdown menu currently showing "Client"), and "Printer" (an empty text field). At the bottom right of the window, there are two buttons: "Ok" and "Exit".

You need to specify the following details:

### **Branch Code**

Select the branch code from the option list.

**Instrument Type**

From the drop-down list, select 'DD' or 'BC' as an instrument type to get the list of duplicate issued DD or BC instruments for the period chosen. Select 'All' to list both DD and BC instruments for the period chosen.

**From Date**

System defaults the current date here; however you need to specify the date from which the report should be generated.

**To Date**

System defaults the current date here; however you need to specify the date till which the report should be generated.

Depending on the details provided in the above screen, system generates the report.

**17.13.1 Contents of the Report**

The selection options that you specified while generating the report are printed at the beginning of the report.

The contents of the report are discussed under the following heads:

**Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

**Body**


The generated report will have the following information:

Issuing Branch	Issuing branch of the instrument
Issue Date	Issue date of the duplicate instrument
Issue Reason	Reason for issue of the duplicate instrument
Expiry Date	Expiry date of the Instrument
Instrument Amount	Instrument amount
Instrument Currency	Currency of the instrument
Instrument Date	Instrument date
Contract Reference Number	Contract reference number of the instrument transaction
Old Instrument Number	This will be original instrument number, which has been cancelled.
New Instrument Number	This will be new instrument number generated.
Beneficiary Name	Name of the beneficiary
Maker ID	This is the user ID of the maker of the record
Checker ID	This is the user ID of the authorizer of the record

## 17.14 Savings Overline/TOD Report

When Current and Savings accounts are drawn above the overdraft limit sanctioned, then the system moves to overline status. Temporary overdrafts (TOD), on an ad-hoc basis, may also be sanctioned for the selected accounts, by an appropriate bank official when a customer requires. In such cases, you can generate a 'Savings Overline/TOD Report' at EOD with details of overline amount, overline days and credit risk rating description, for proper follow up of these accounts and to regularize the same. The details are listed based on the product type.

You can invoke 'Savings Overline/TOD Report' screen by typing 'STROVODR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can specify the following parameters here:

### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### **Processing Date**

Specify a date when the TOD was processed in the specified branch from the adjoining calendar.

### **Report Format**

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

### **Report Output**

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to view the report.
- Spool – Select to spool the report to a specified folder so that you can print it later.

**Printer At**

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

**Printer**

Select printer using which you wish to print the report from the adjoining option list.

**17.14.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Savings Overline/TOD Report is as follows:

**Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

**Body of the Report**

The following details are displayed as body of the generated report:

Field Name	Field Description
Account No	Indicates Customer Account Number
Maker ID	Indicates Maker ID
Acc Desc	Indicates the account description
Account Current Balance	Indicates Account Current Balance
Current Overline Days	Indicates Current Overline Days
Month To Date Days	Indicates Month-to-Date Days
Year To Date Days	Indicates Year-to-Date Days
Acc. Ccy	Indicates Account Currency
Limit Ccy	Indicates Limit Currency
Overline Amount	Indicates Overline Amount
Last Debit Date	Indicates Last Debit Date
Last Debit Amt	Indicates Last Debit Amount
Last Credit Date	Indicates Last Credit Date
Last Credit Amt	Indicates Last Credit Amount
Temp OD Limit	Indicates Temp OD Limit
Uncleared Funds Limit	Indicates Uncleared Funds Limit

---

**Note**

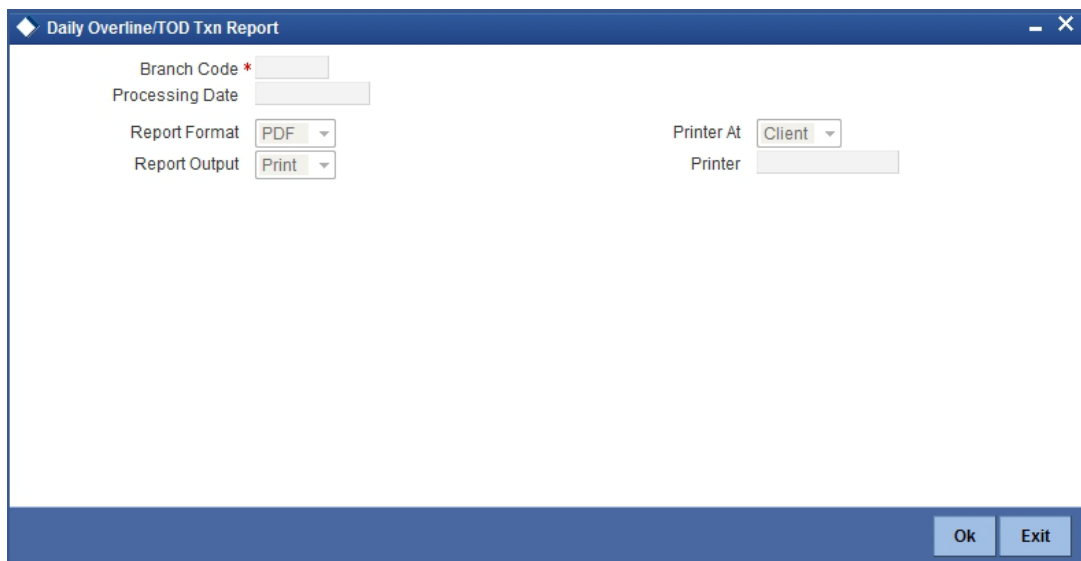
Since the Over Draft date is updated in EOD batch, the date provided as input should be a date previous to the current date. If a date is not provided, all overline accounts will be listed in the report. At least a single overline account should have 100% customer account linkage.

---

## 17.15 Daily Overline/TOD Txn Report

Banks provide Overline/TOD facility on a temporary basis to selected customers. You can generate 'Daily Overline/TOD Txn Report' to provide details of current and savings account with such facilities, to follow-up at the earliest. This report provides information on daily overline and TOD based on the branch and account.

You can invoke 'Daily Overline/TOD Txn Report' screen by typing 'STROVTOD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can specify the following parameters here:

**Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

**Processing Date**

Specify a date when the TOD was processed in the specified branch from the adjoining calendar.

**Report Format**

Select the format in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- HTML – Select to generate report in HTML format.
- RTF – Select to generate report in RTF format.
- PDF – Select to generate report in PDF format.
- EXCEL – Select to generate report in EXCEL format.

## Report Output

Select the output in which you need to generate the report from the adjoining drop-down list. This list displays the following values:

- Print – Select to print the report.
- View – Select to view the report.
- Spool – Select to spool the report to a specified folder so that you can print it later.

## Printer At

Select location where you wish to print the report from the adjoining drop-down list. This list displays the following values:

- Client – Select if you need to print at the client location.
- Server – Select if you need to print at the server location

## Printer

Select printer using which you wish to print the report from the adjoining option list.

### 17.15.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Daily Overline/TOD Txn Report is as follows:

#### Header

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

#### Body of the Report

The following details are displayed branch-wise as body of the generated report:

Field Name	Field Description
Account No	Indicates Customer Account Number
Acc Desc	Indicates Account Description
Customer Name	Indicates the name of the customer
Last Credit Date	Indicates Last Credit Date
Txn Date	Indicates Txn Date
Txn Amt	Indicates Txn Amount
Txn CCY	Indicates Txn CCY
Limit CCY	Indicates Limit Currency
Dr/Cr	Indicates Debit Credit Indicator
Txn Desc	Indicates the transaction description
Total OD Limit	Indicates the total OD limit
Balance	Indicates Account Opening Balance



---

**Note**

- Since the Over Draft date is updated in EOD batch, the date provided as input should be a date previous to the current date. If a date is not provided, all over line accounts will be listed in the report.
  - At least a single line should be mapped with 100% customer\_account\_linkages.
- 

## 17.16 Large Debit Balance Report

Oracle FLEXCUBE facilitates generation of 'Large Debit Balance Report' at EOD with details of CASA accounts which have exceeded the threshold limit. The details are grouped based on the account class and currency.

### 17.16.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Large Debit Balance Report is as follows:

#### **Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

#### **Body of the Report**

The following details are displayed as body of the generated report:

Field Name	Field Description
Account Class	Indicates Account Class
Currency	Indicates Currency
Threshold Amount	Indicates Threshold Limit maintained at product and currency level
Account Number	Indicates Account Number whose balance has reached threshold limit
Account Name	Indicates Account description
Customer Id	Indicates Customer ID
Customer Name	Indicates Customer Name
Customer Telephone No	Indicates Customer Mobile Number
Available Balance	Indicates Account available balance

## 17.17 Intra bank Transfer Report

Oracle FLEXCUBE facilitates generation of the following reports from the 'Intra Bank Transfer Report' screen:

- List of all Advance requests received in branch
- List of all Interbank cash transfer done in branch
- List of pending transfer request arrived at branch

You can invoke this screen by typing 'RTRIBTXD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow.

You can specify the following parameters here:

#### **Branch Code**

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

#### **From Date**

Specify the date from which the report should be generated.

#### **To Date**

Specify the date to which the report should be generated.

#### **Report Type**

Select the type of report from the following options:

- Advance Request
- Completed transfers
- Pending transfers

### **17.17.1 Contents of the Report**

The selection options that you specified while generating the report are printed at the beginning of the report.

The contents of the report are discussed under the following heads:

#### **Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

#### **Body of the Report**

The following details are displayed as body of the generated report:

Field Name	Field Description
Reference No	Intra bank reference number

Description	Description of the intraday transfer
From Branch	Branch code of transfer branch
From Vault	Vault of the transfer branch
To Branch	Branch code of transfer
To Vault	Vault of branch to which it is transferred
Transit GL	Transit GL code
Sender User	User (Teller) who initiated send operation
Receiver User	User (Teller) who initiated receive operation
Denomination Code	Denomination code
Denomination Value	Denomination value
Unit	Units
Total Amount	Total amount of transfer

## 17.18 Flat File Cheque Book Requested Report

You can invoke 'Flat File Cheque Book Requested Report' screen by typing 'SVRREPRT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled 'LBL\_screen' with a blue header bar. Inside the window, there are several input fields and dropdown menus for configuring a report. The 'Branch' field is a text box. The 'Report Format' dropdown is set to 'PDF'. The 'Report Output' dropdown is set to 'Print'. The 'Printer At' dropdown is set to 'Client'. The 'Printer' field is a text box. At the bottom right of the window, there are 'Ok' and 'Exit' buttons.

You can specify the following parameters here:

### Branch

Specify a valid code of the Branch in which report is being generated, from the adjoining option list.

### 17.18.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Daily Overline/TOD Txn Report is as follows:

#### **Header**

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

#### **Body of the Report**

The following details are displayed as body of the generated report:

Field Name	Field Description
Account Number	Indicates Customer Account Number
Customer Full Name	Indicates the full name of the customer
Cheque Start Number	Indicates the start number of the cheque
Cheque End Number	Indicates the end number of the cheque
Number of Cheques	Indicates the number of cheques

### 17.19 Signatory Details Report

You can invoke 'Signatory Details' screen by typing 'SVRSIG' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Signatory Details

☐ All CIFs

Report Format: PDF

Report Output: Print

Printer At: Client

Printer:

Ok Exit

#### 17.19.1 Contents of the Report

The parameters specified while generating the report are printed at the beginning of the report. Other content displayed in the Daily Overline/TOD Txn Report is as follows:

### Header

The Header carries the title of the report, information on the branch code, the date and time, the branch date, the user id, the module name and the page number of the report.

### Body of the Report

The following details are displayed as body of the generated report:

Field Name	Field Description
Customer Number	Indicates the customer number
Account Number	Indicates the Account Number
Currency	Indicates the currency
Signature	Displays the signature
CIF Sig Id	Indicates the CIF Signature
Approval Limit	Indicates the limit of approval
Type	Indicates the type
Solo	Indicates whether the signatory is solo

## 17.20 Daily Processed Transactions Report

You can invoke 'Daily Processed Transactions Report' screen by typing 'CORDLPRT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

◆ Daily Processed Transactions Report

Branch

Branch Code

Option ☒ All ☐ Specific Branch

Date

Report Format PDF

Report Output Print

Printer At Client

Printer

Ok Exit

You can specify the following parameters here:

### **Branch Code**

You can generate the report for a specific branch or for all the branches. If you select 'All', the system will generate the report for all the branches. If you select 'Specific Branch', you need to specify the branch code.

Select a valid branch code from the option list. The system will generate the report for the selected branch.

Specify the report options and click 'OK' button to generate the report.

## **17.20.1 Contents of the Report**

The parameters specified while generating the report are printed at the beginning of the report.

### **Header**

The header of the report will contain the name of the report, branch code, branch name, branch date, user ID of the user who generated the report, module code, date and time of running the report and the page number of the report.

### **Body of the Report**

The following details are displayed as body of the generated report:

Field Name	Field Description
Transaction Number	The transaction number
Transaction Code	The code that identifies the type of transaction
Transaction Amount	The amount involved in the transaction
Customer Type	The type of customer involved in the transaction
Account Number	The account number
Booking Date	The date of transaction booking
Value Date	The transaction value date
Charge	The applicable charge
Rate	The applicable rate
Title of Accounts	This indicates the title of the accounts
Maker ID	The user ID of the maker of the transaction
Maker Date Stamp	The date and time of the transaction
Checker ID	The user ID of the checker who authorized the transaction
Checker Date Stamp	The user ID of the checker who authorized the transaction



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## 18. Function ID Glossary

### Numerics

1000 .....	10-24
1005 .....	10-21
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1008 .....	10-1
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