Branch 1 User Guide

Oracle FLEXCUBE Universal Banking

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Branch 1 User Guide

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1 Preface

1.1 Introduction

This User Guide helps you to familiarize you with the Servicing module of Oracle FLEXCUBE. It gives 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 can be handled through this module.

1.2 Audience

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

1.3 Document 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 List of Chapters

This manual is organized into the following chapters:

Chapter	Description
Overview of Servicing	Provides a snapshot of the features of the entire module.
List Of Glossary	Provides a list of menus arranged in alphabetical order.

1.5 Related Documents

1. The Branch 2 User Guide

1.6 Symbols

The following symbols are used in this guide:

Symbol	Function
→	Represents Results
+	Represents the option for creating a new Branch Maintenance screen

1.7 Shortcut Keys

The following shortcut keys can be used only for the screens which has the icons specified in the Function:

Shortcut Key	Function
Tab	Used to shift focus from one input field to other. **NOTE:** The last field of the last accordion will shift focus to **Submit**/**Cancel** button.
Alt + **S**	Used to select **Submit** icon.
Alt + **C**	Used to select **Cancel** icon.

2 Overview of Servicing

2.1 Introduction

Oracle Banking FLEXCUBE UI Refresh - Branch is a retail banking application that gives a 360-degree view of the customer and financial transactions to the Teller of the bank. This enables you as the Teller, to provide better customer-focused services as well as cross-sell and up-sell the other products and services of the bank.

A typical transaction under branch is classified into the following stages:

1. Teller capturing the transaction request and transaction enrichment
2. Authorization by the Supervisor
3. Teller Resubmission – applicable for certain transactions

2.2 Pre-Requisites

Follow the steps, to navigate to the **Home screen** (Branch Dashboard):

1. Specify **User Id** and **Password**, and login to FCUBS **Home screen.**

   → The FCUBS **Home screen** displays.

2. Click **Next Generation UI** menu to launch the maintenance screen **CSDNGUIM**.

   NOTE: Ensure that user has roles for the screen.

3. Update the **Next Generation UI** Product URL in the maintenance screen **CSDNGUIM**.

   NOTE: For example, **RETAILOPS** can be used as the Function id, with the description as **Retail Operations**. It is released as Static Data and ensure the user roles has been maintained for the same in FCUBS.

4. Once the roles are maintained in FCUBS, click **Next Generation UI** on the tool bar.

   → **Next Gen UI Dashboard** displays with the list of products.

5. Click **Retail Operations**.

   → The **Next Generation – Home screen** displays.

   NOTE: Ensure the same user id is maintained in FCUBS and the **Next Generation UI**, and it has necessary roles. For example, if the user id is JOHN, the same needs to be present in FCUBS SMS system and **Next Generation UI** SMS system.

6. Do the following **Next Generation UI** changes:

   SECURITY_CONFIG table in PLATO_SECURITY schema must have the following entries:

   INTEGRATION_ENABLED {id} true

   INTEGRATION_CALLBACK_URL {id}
   https://10.00.00.00:1010/FCJNeoWeb/ValidationService/FCNonceValidation/validate

   NOTE: Update the IP and port number of FCUBS server.

   → The **Home screen** (Branch Dashboard) displays.

2.3 Servicing

This section describes the overview, general layout, and features of the Servicing module. It contains the following sub-sections:

- *2.3.1 Branch Teller Application*
- *2.3.2 Application Layout*
- *2.3.3 Salient Features of Servicing*

2.3.1 Branch Teller Application

The Servicing module gives an overview of Branch Teller Application that are grouped into the several menus. For more information on menus, refer to *Menu Item – Field Description* table.

Menu Item – Field Description table

Field	Description
Branch Operations	Branch Manager, Vault Teller, or Teller can use to cover the internal activities done at the branch where the Customer is not involved. This facilitates branch, vault, Till opening, or closing for the day and monitoring the transactions done during the day and Cash Balancing.
Till-Vault Operations	Vault Teller or Teller can use to monitor the cash and currency boxes for the day and to perform cash transfers from or to the Vault or Till as and when required.
Customer Transactions	Teller can use to perform financial transactions for Customer accounts, which includes, Cash Deposits, Cash Withdrawals, Cheque Withdrawal, Forex Transactions, and Account Closure.
Miscellaneous Transactions	Teller can use to perform General Ledger transactions such as miscellaneous debit and credit transactions against a Customer's CASA account and GL account.
Transfers	Teller can use to perform inter-bank transfer, intra-bank transfer, and cross border transactions.
Clearing	Teller can use to capture the cheque deposit transactions.
Remittances	Teller can use to issue remittances such as demand drafts and bankers cheques and perform payment or cancellation of the issued remittances.

Field	Description
Term Deposits	Teller can use to initiate Term Deposit account opening and perform redemption, top up on the existing term deposit accounts.
Electronic Journal Log	Teller or Supervisor can use to view the status of transactions performed by them. Also, it allows to resubmit or reject an incomplete transaction, or to reverse a completed transaction.
Customer Service	Teller or Operations Executive can use to maintain customer accounts and ancillary services, and to enquire about customer account balance.
Branch Dashboard	Teller can use the Branch Dashboard to view the cash position, transaction status, alerts, to access the frequently used transaction screens, and to view the alerts and notifications.
Branch Maintenance	Covers a set of definitions maintained to perform the branch based operations, transactions, and services.
Customer/Account Search	Used to query for a specific Customer ID or Customer Account Number.

You can select an operation using any of the following methods:

- From **Home screen** navigate to left menu and then click the necessary operation.
- Click **Frequent Operations** widget placed at the right side of the transaction area.

2.3.2 Application Layout

The general layout of Servicing Application consists of Main Menu, Customer Search, Transaction Area including Customer Summary and additional widgets available to display the Current Till Position and frequently used transaction icons.

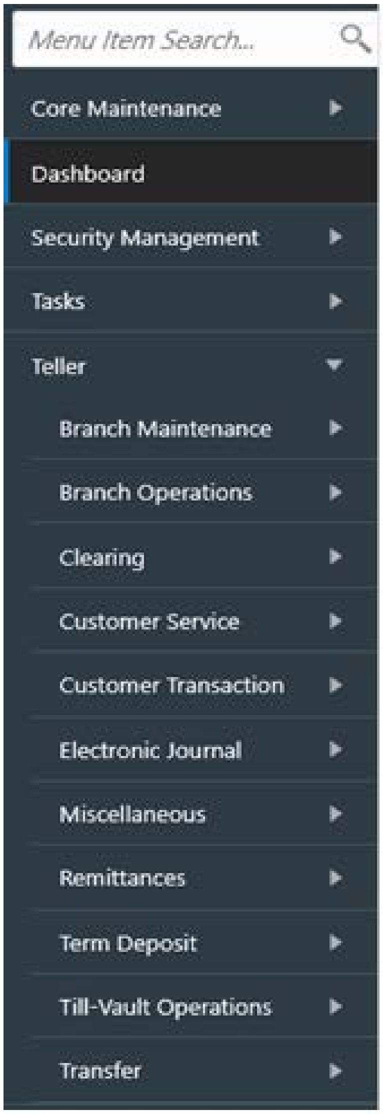
2.3.2.1 Main Menu

The Teller Main Menu groups several main areas. In addition, the **Menu Item Search** can be used to search and select a specific screen from any of the main menu items. The main menus are listed below:

- Branch Operations
- Till-Vault Operations
- Customer Transactions
- Miscellaneous Transactions
- Transfers
- Clearing
- Remittances
- Term Deposit Transactions
- Electronic Journal
- Customer Services
- Branch Dashboard
- Branch Maintenance

The main menus are further categorized into specific functions that are represented by menu items in the left navigation bar.

Figure 1: Main Menu - Teller



2.3.2.2 Customer Search

The **Customer Search** is located in the Branch Dashboard and **Teller Transaction** screens. It is used to query and find a specific customer account with any of the following information:

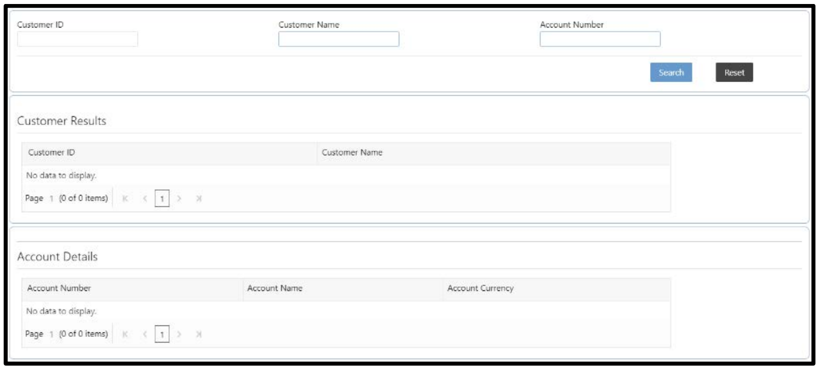
- Customer ID
- Customer Name
- Account Number

Figure 2: Customer Search Widget

1. To process the **Customer Search** screen, click LOV.

   → The **Customer Search** screen displays.

Figure 3: Customer Search Screen



The Teller can query the details using **Customer ID** or **Customer Name** or **Account Number**. For more information on fields, refer to table *Field Description: Customer Search Screen*.

Field Description: Customer Search Screen

Field	Description
Customer ID	Specify the customer ID which the details needs to be queried.
Customer Name	Specify the name of the customer for which the details needs to be queried.

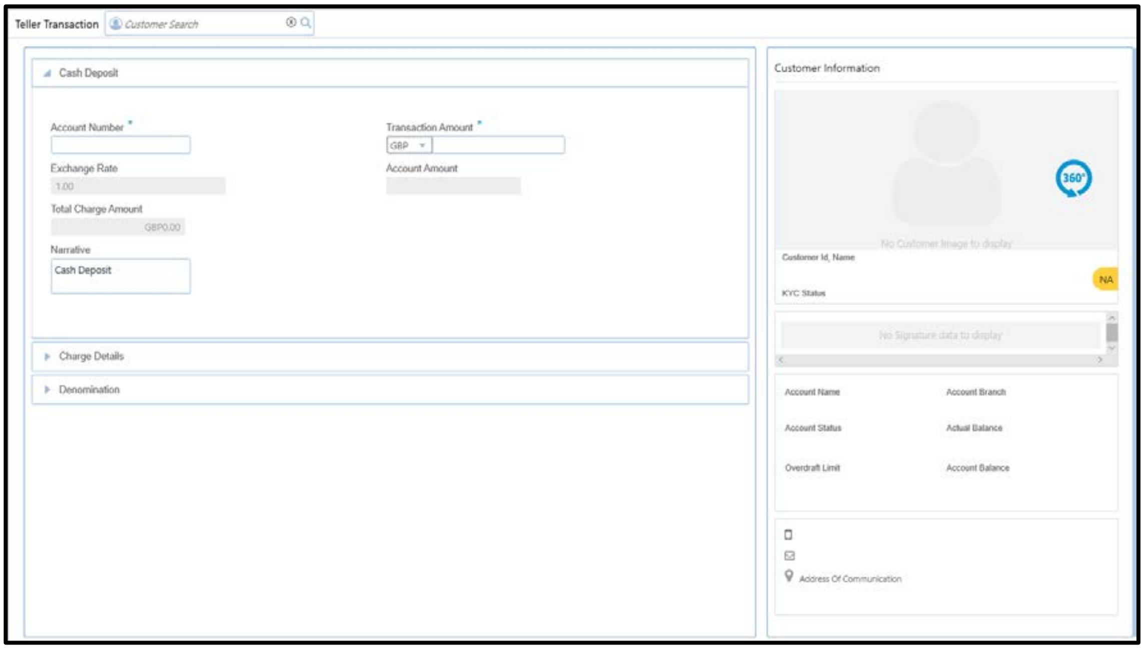
Field	Description
Account Number	Specify the account number for which the details needs to be queried.
Search	Click **Search** to get the results for the specified **Customer ID**, **Customer Name**, or **Account Number**.
Reset	Click **Reset** to clear the search results.
Customer Results	Displays the customer search results.
Customer ID	Displays the customer ID.
Customer Name	Displays the customer name.
Account Details	Displays the account search results.
Account Number	Display the account number.
Account Name	Display the description of the account.
Account Currency	Display the currency of the account.

2.3.2.3 Transaction Area

The Transaction Area consists of Transaction Panel and Customer Summary within the **Teller Transaction** screens. The Transaction Panel is specific to each transaction screen. The Customer Summary consist of the following details:

- **Customer Information** Widget – contains customer image, signature, identification details, account balance, address, and contact details that are validated during transaction submission.
- **Alerts** – contains notifications specific to the customer.

Figure 4: Transaction Area



2.3.2.4 Additional Widgets

The additional widgets are located at the right side of the Transaction Area in the **Teller Transaction** screens. The additional widgets include the following:

- **Current Till Position** – displays the cash position of the logged in Teller Id in branch currency.
- **Frequent Customer Operations** – includes some frequently used transaction icons placed to the right side of the Transaction area.

Figure 5: Additional Widgets

2.3.3 Salient Features of Servicing

2.3.3.1 Generating Teller Sequence Number

The system generates a unique Teller Sequence Number and displays an information message **Teller Sequence Number nnn** indicating the generated number after submission of each teller transaction. The generated sequence number is also displayed at the following levels:

- Completion
- Authorization Submission
- Re-submission
- Reversal
- Rejection

2.3.3.2 Generation of Advices for Teller Transactions

The system generates the transaction advice if it is enabled in the definition of function code. The advice includes the currency and amount values involved in the transaction.

2.3.3.3 Transaction Reversal

A transaction can be manually reversed only when it is authorized and completed from the **Electronic Journal Transaction Log**.

When you reverse a transaction, the data remains in the system with the status **Reversed** and the accounting entries are reversed (negative amounts are posted into the accounts). Also, this will update the Till Balance for the currencies (for cash transactions), wherever applicable.

You can select the transaction to be reversed from the transaction screen. If the reversal is applicable for the function code, **Reversal** icon will be enabled. When you click this icon, the reversal request will be initiated.

If cash transactions are reversed, the system validates the following:

- the Till used for the reversal is the same as that used in the original transaction
- the denominations are input (If the transaction is reversed the same day of its input, the denominations of the transaction is altered.)
- a batch is open

2.3.3.4 Transaction Rejection

You can manually reject the authorized customer transactions from the Teller **Electronic Journal Transaction Log**.

NOTE: When you reject a transaction, the data remains in the system with the contract status **Discarded** and no further action is allowed on the transaction.

2.4 Branch Operations

This section describes the various screens used to perform the branch operations. The screens are described in the following sub-sections:

- *2.4.1 Open Branch Batch*
- *2.4.2 Open Vault Batch*
- *2.4.3 Open Teller Batch*
- *2.4.4 Current Open Tills*
- *2.4.5 Branch Breaching Limits*
- *2.4.6 Till Vault Position*
- *2.4.7 Teller Totals Position*
- *2.4.8 Close Teller Batch*
- *2.4.9 Close Vault Batch*
- *2.4.10 Close Branch Batch*
- *2.4.11 Book Shortage*
- *2.4.12 Book Overage*

2.4.1 Open Branch Batch

This screen is used to initiate the branch operations for the **Posting Date**. The Supervisor or Branch Manager with necessary access can open this screen. The Teller or Vault Teller can perform the branch operations only after the branch batch is submitted for the posting date. When a branch batch is closed for the day, system derives the next working day automatically, based on the branch calendar.

To process this screen, type **Open Branch Batch** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.

3. Under **Branch Operations**, click **Open Branch Batch**.

   → The **Open Branch Batch** screen displays.

Figure 6: Open Branch Batch Screen

Specify the details in the **Open Branch Batch** screen. For more information on fields, refer to table *Field Description: Open Branch Batch Screen*.

Field Description: Open Branch Batch Screen

Field	Description
Posting Date	Indicates the date on which the branch batch need to be opened. **NOTE:** By default, the system displays the current date.

Click **Submit** to open the branch batch for the specified posting date.

NOTE: Opening branch batch indicates to the head office that the branch is open for business operations on the specified posting date. You can open a Teller batch for the posting date only after the branch batch is opened.

2.4.2 Open Vault Batch

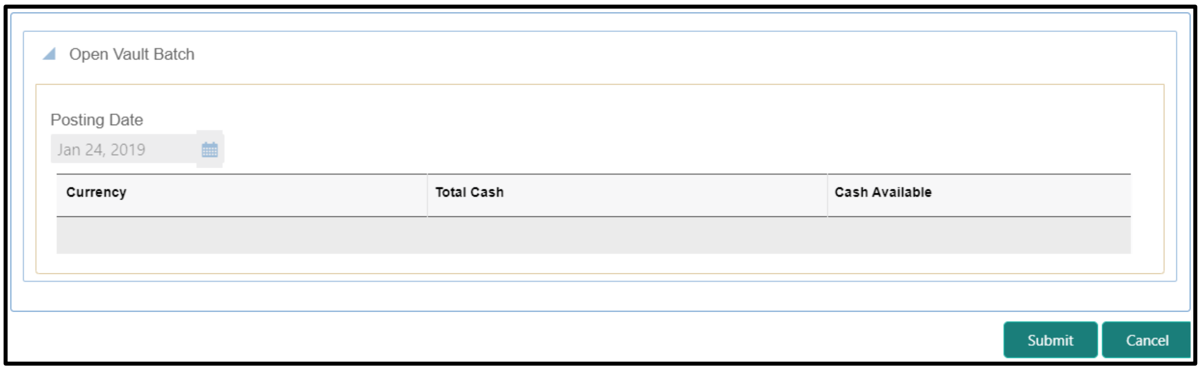
The Vault Teller can use this screen to open a vault batch on a specified date. On the specified posting date, the Vault Teller can open only one vault batch. To open another vault batch, the vault batch which is opened previously needs to be closed. All the tellers buy additional cash and sell their excess cash to the Vault Teller. When this screen is launched, the system will default the cash balances.

To process this screen, type **Open Vault Batch** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.
3. Under **Branch Operations**, click **Open Vault Batch**.

→ The **Open Vault Batch** screen displays.

Figure 7: Open Vault Batch Screen



Specify the details in the **Open Vault Batch** screen. For more information on fields, refer to table *Field Description: Open Vault Batch Screen*.

Field Description: Open Vault Batch Screen

Field	Description
Posting Date	Indicates the date on which the vault batch needs to be opened. **NOTE:** By default, the system displays the current
Currency	Displays the currency code.
Total Cash	Specify the total cash for a particular currency, physically present in the bank vault, at the beginning of the current posting date.

Field	Description
Cash Available	Displays the system calculated cash for a particular currency, which is available in the vault at the beginning of the current posting date. **NOTE:** The amount shown in this column depends on the cash transactions that were carried out by the vault until the last posting date.

Click **Submit** to open the vault batch for the specified posting date. The Vault Teller can perform the relevant vault operations for the posting date.

NOTE: System does not allow to open the vault batch if the physical cash entered is not same as the system cash.

2.4.3 Open Teller Batch

This screen is used to open a teller batch on a specified date. A Teller can initiate the teller batch with the current cash position that has been retained from the previous day or start with zero cash and subsequently buy cash from the vault. The system will default the cash balances on opening a teller batch.

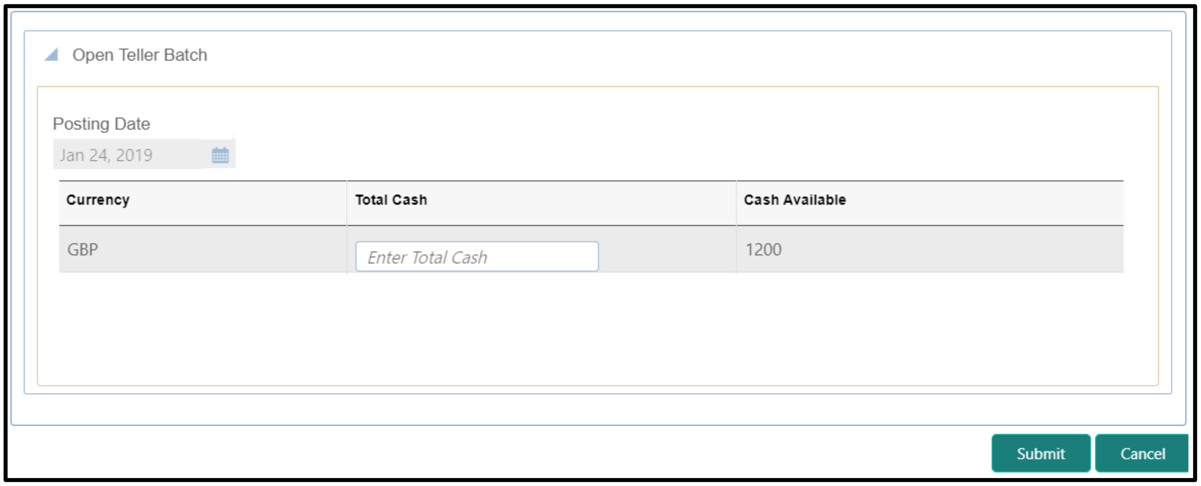
To process this screen, type **Open Teller Batch** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.

3. Under **Branch Operations**, click **Open Teller Batch**.

→ The **Open Teller Batch** screen displays.

Figure 8: Open Teller Batch Screen



Specify the details in the **Open Teller Batch** screen. For more information on fields, refer to table *Field Description: Open Teller Batch Screen*.

Field Description: Open Teller Batch Screen

Field	Description
Posting Date	Indicates the date on which the vault batch need to be opened. **NOTE:** By default, the system displays the current date.
Currency	Displays the currency code.
Total Cash	Specify the total cash for a particular currency, physically present in the bank teller, at the beginning of the current posting date.

Field	Description
Cash Available	Displays the system calculated cash for a particular currency, which is available in the vault at the beginning of the current posting date. **NOTE:** The amount shown in this column depends on the cash transactions that were carried out by the vault until the last posting date.

Click **Submit** to open the teller batch for the specified posting date. The Vault Teller can perform the relevant vault operations for the posting date.

NOTE: System does not allow to open the vault batch if the physical cash entered is not same as the system cash.

2.4.4 Current Open Tills

This screen is used to view the open tills or vault for the branch during the day or before performing the end of day activity. The branch user can use this screen to view the list of logged-in tellers and to view the pending, unassigned, assigned, or tanked transactions under each Teller or Vault Teller's ID.

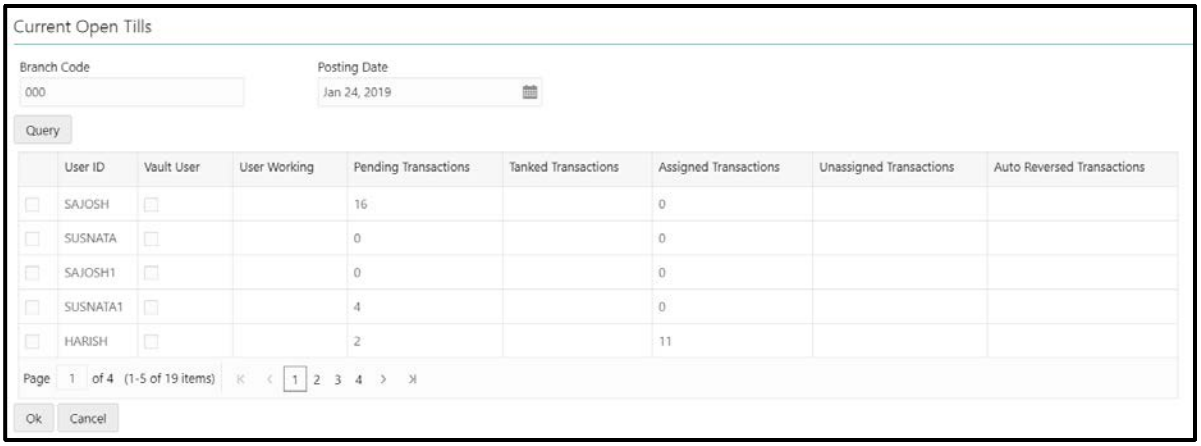
To process this screen, type **Current Open Tills** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.

3. Under **Branch Operations**, click **Current Open Tills**.

→ The **Current Open Tills** screen displays.

Figure 9: Current Open Tills Screen



Specify the details in the **Current Open Tills** screen. For more information on fields, refer to table *Field Description: Current Open Tills Screen*.

Field Description: Current Open Tills Screen

Field	Description
Branch Code	Displays the logged-in branch.
Posting Date	Indicates the date on which the current open tills need to be enquired. **NOTE:** By default, the system displays the current date.
Query	Displays the details if you click this icon.
User ID	Displays the list of Tellers or Vault Tellers of the branch.
Vault User	Displays the checkbox if the **User ID** is a Vault Teller.
User Working	Displays the user working as **Y** or **N**.

Field	Description
Pending Transactions	Displays the number of pending transactions for the Teller or Vault Teller.
Tanked Transactions	Displays the number of tanked transactions for the Teller or Vault Teller.
Assigned Transactions	Displays the number of assigned transactions for the Teller or Vault Teller.
Unassigned Transactions	Displays the number of unassigned transactions for the Teller or Vault Teller.
Reversed Transactions	Displays the number of reversed transactions for the Teller or Vault Teller.

2.4.5 Branch Breaching Limits

This screen helps to view the details of Till or Vault which is breaching the currency limits along with the current balance position. In addition, the branch supervisor can view the branch total cash position and its breaching limits for the posting date.

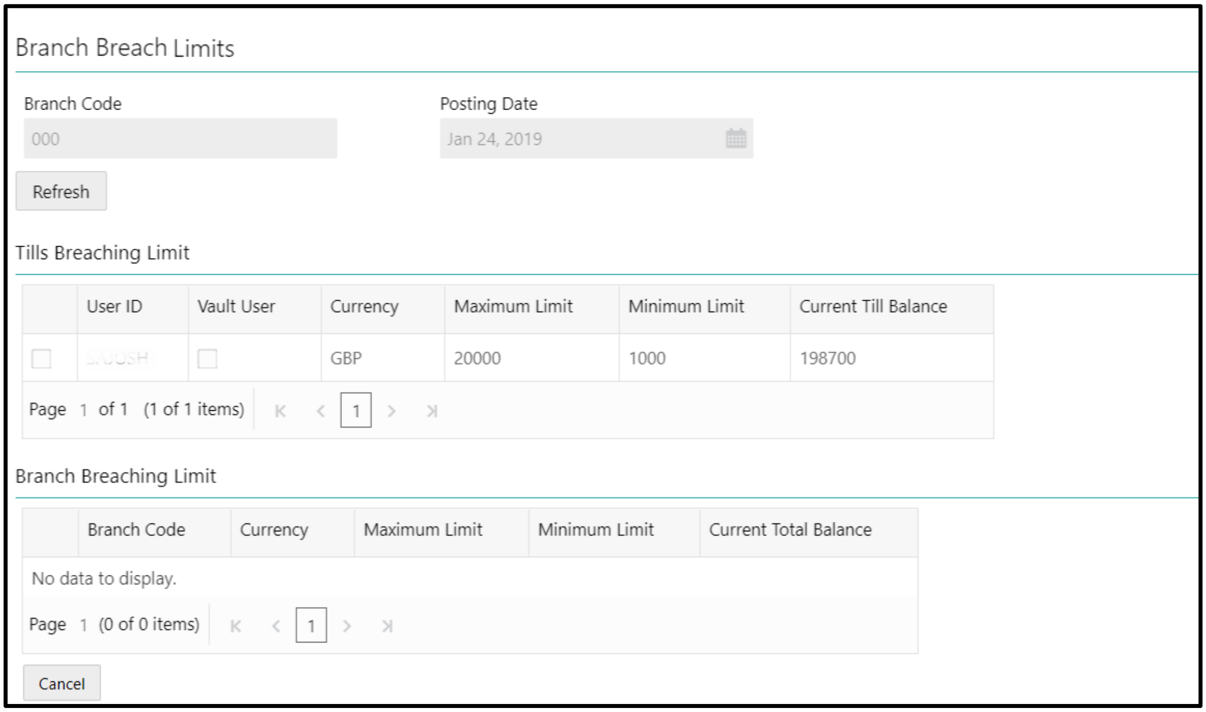
To process this screen, type **Branch Breach Limits** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.

3. Under **Branch Operations**, click **Branch Breach Limits**.

   → The **Branch Breaching Limits** screen displays.

Figure 10: Branch Breaching Limits Screen



Specify the details in the **Branch Breaching Limits** screen. For more information on fields, refer to table *Field Description: Branch Breaching Limits Screen*.

Field Description: Branch Breaching Limits Screen

Field	Description
Branch Code	Displays the logged-in branch.
Posting Date	Indicates the date on which the branch breaching limits needs to be enquired. **NOTE:** By default, the system displays the current date.
Refresh	Click this icon to refresh the details.
Tills Breaching Limit	Specify the fields.

Field	Description
User ID	Displays the list of Tellers/Vault Tellers of the branch.
Vault User	Displays the checkbox if **User ID** is a Vault Teller.
Currency	Displays the list of currencies in which the **User ID** has performed the transactions.
Minimum Limit	Displays the minimum till balance that needs to be maintained for the **User ID** and currency combination.
Maximum Limit	Displays the maximum till balance that needs to be maintained for the **User ID** and currency combination.
Current Till Balance	Displays the current till balance based on the till cash position for the specified currency.
Branch Breaching Limit	Specify the fields.
Branch Code	Displays the code of the logged-in branch.
Currency	Displays the currency code.
Minimum Limit	Displays the minimum limit that needs to be maintained for the branch.
Maximum Limit	Displays the maximum limit that needs to be maintained for the branch.
Current Total Balance	Displays the branch total cash position, currency wise.

2.4.6 Till Vault Position

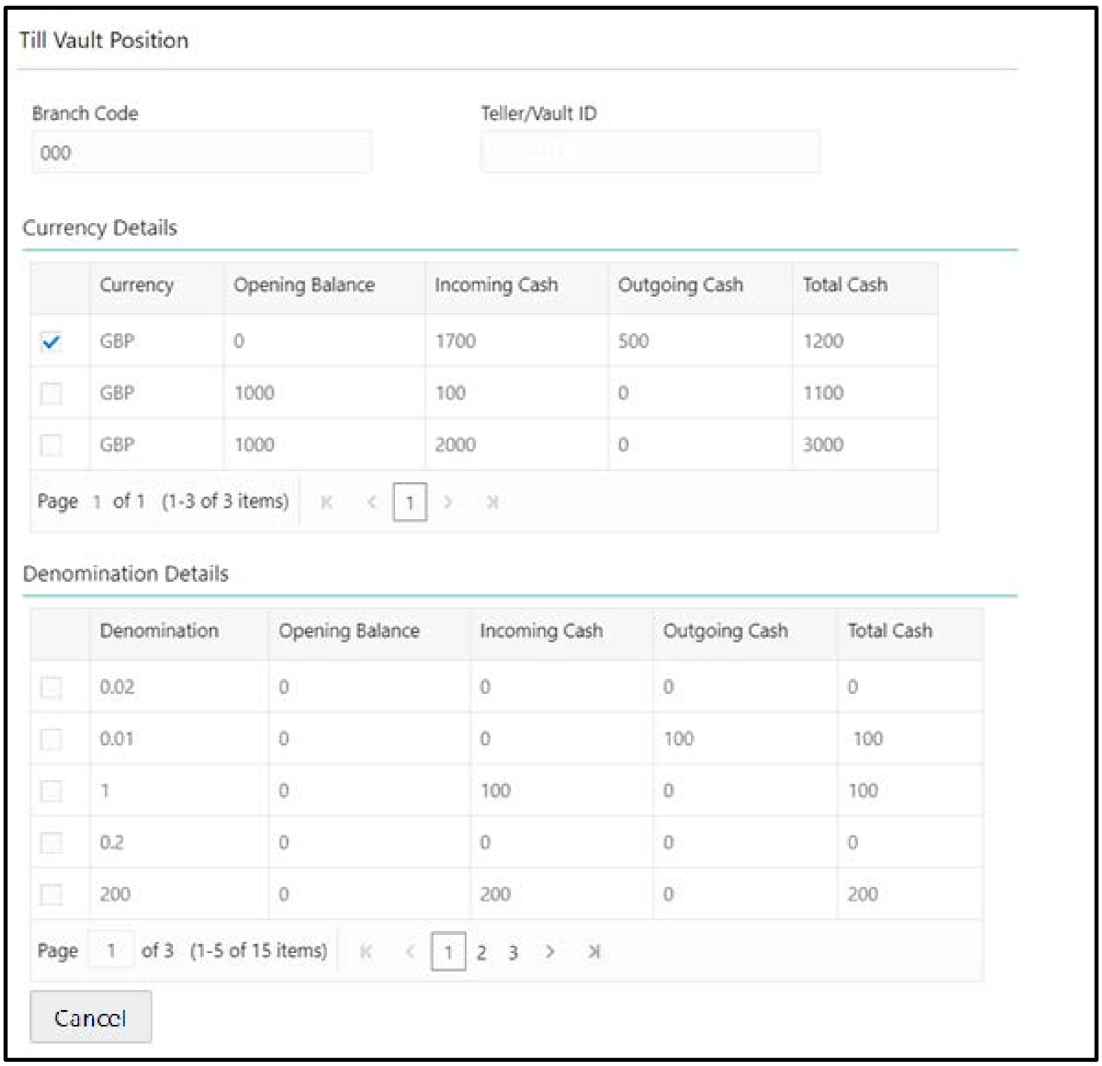
This screen used to view the cash position of all the currencies at any time for the **Teller ID** or **Vault ID**, which is logged in for the current posting date. It also shows the **Denomination Details**.

To process this screen, type **Till Vault Position** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.
3. Under **Branch Operations**, click **Till Vault Position**.

→ The **Till Vault Position** screen displays.

Figure 11: Till Vault Position Screen



Specify the details in the **Till Vault Position** screen. For more information on fields, refer to table *Field Description: Till Vault Position Screen*.

Field Description: Till Vault Position Screen

Field	Description
Branch Code	Displays the logged-in branch.
Teller/Vault ID	Displays the logged-in Teller ID or Vault Teller ID.
Currency Details	Specify the fields.
Currency	Displays the currency code.
Opening Balance	Displays the opening balance of the till or vault.
Incoming Cash	Displays the incoming cash in the till or vault for the current posting date.
Outgoing Cash	Displays the outgoing cash in the till or vault for the current posting date.
Total Cash	Displays the total cash available in the till or vault.
Denomination Details	Specify the fields.
Denomination	Displays the denominations maintained for the currency.
Opening Balance	Displays the opening balance in the till or vault in terms of denominations.
Incoming Cash	Displays the incoming cash in the till or vault in terms of denominations.
Outgoing Cash	Displays the outgoing cash in the till or vault in terms of denominations.

Field	Description
Total Cash	Displays the total cash currently available in the till or vault for the day in terms of denominations.

2.4.7 Teller Totals Position

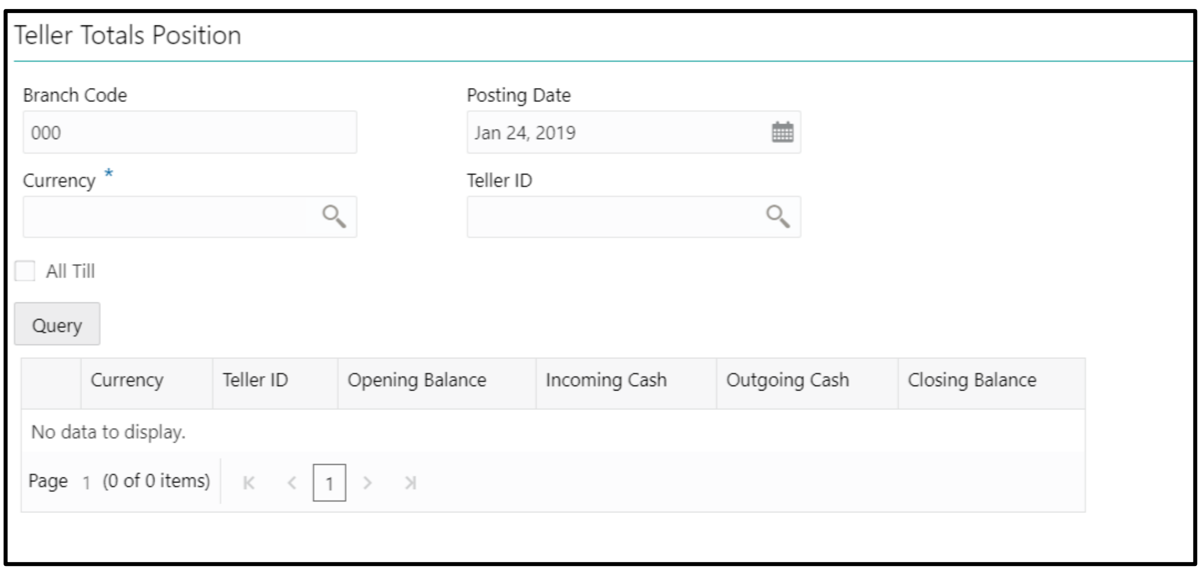
The supervisor can use this screen to view the currency wise cash position of all the Tellers and Vault Teller on the posting date for the logged-in branch.

To process this screen, type **Teller Total Position** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.
3. Under **Branch Operations**, click **Teller Total Position**.

→ The **Teller Totals Position** screen displays.

Figure 12: Teller Totals Position Screen



Specify the details in the **Teller Totals Position** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Teller Totals Position Screen*.

Field Description: Teller Totals Position Screen

Field	Description
Branch Code	Displays the logged-in branch.
Posting Date	Indicates the date on which the teller totals position need to be enquired. **NOTE:** By default, the system displays the current date.
Currency	Displays the currency code for which the teller totals details needs to be displayed.
Teller ID	Displays the logged-in teller ID from the LOV.
All Till	Displays the checkbox if all the Teller details need to be displayed.
Query	Displays the details if you click this icon.
Currency	Displays the currency code for which the cash position is shown.
Teller ID	Displays the Teller ID for which the cash position is shown.
Opening Balance	Displays the opening balance of the Teller ID for the specific currency.
Incoming Cash	Displays the total incoming cash received in the Till.
Outgoing Cash	Displays the outgoing cash moved out of the Till.
Closing Balance	Displays the total amount pending in the Till.

2.4.8 Close Teller Batch

This screen is used to close the teller batch for the given posting date. The system allows closing the teller batch only when the below conditions are met:

- Verify that all the transactions are successfully processed to a logical end. If there are any pending transactions, the system prompts to either complete or reject the transaction.
- Verify that there is a difference between the physical cash and the cash calculated by the system. You need to book the overage or shortage accordingly, and then each Teller can close the teller batch for that day.
- Verify that the teller cash position retains the minimum limit for every currency as maintained in the User limits. If you breach the minimum limit, the system prompts the error to maintain the required minimum balance.

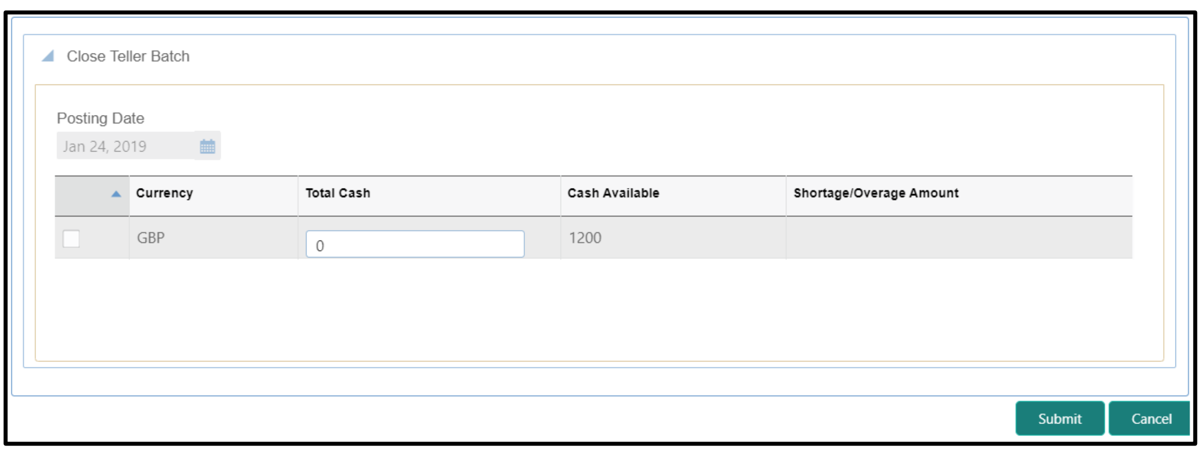
NOTE: The teller batch can be opened and closed only once for the posting date.

To process this screen, type **Close Teller Batch** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.
3. Under **Branch Operations**, click **Close Teller Batch**.

   → The **Close Teller Batch** screen displays.

Figure 13: Close Teller Batch Screen



Specify the details in the **Close Teller Batch** screen. For more information on fields, refer to table *Field Description: Close Teller Batch Screen*.

Field Description: Close Teller Batch Screen

Field	Description
Posting Date	Indicates the date on which the teller batch needs to be closed. **NOTE:** By default, the system displays the current date.
Currency	Displays the currency code in which the Teller deals.
Total Cash	Specify the total cash for a particular currency, physically present in the bank Teller, at the end of the current posting date.
Cash Available	Displays the system calculated cash for a particular currency, which is available in the teller at the end of the current posting date. **NOTE:** The amount displayed in this column depends on the cash transactions that were carried out by the Teller until the last posting date.
Shortage/ Overage Amount	Displays the difference between the total cash and the cash available with the Teller, at the end of the current posting date. Based on this difference, the overage or the shortage amount is displayed. **NOTE:** An overage indicates that the physical cash with the Teller is more than the available cash as calculated by the system. A shortage indicates that the available cash calculated by the system is more than the physical cash present with the Teller.

Click **Submit** to update the cash balance and close the teller batch for the posting date.

NOTE: If there is any overage or shortage, the system displays an error message stating that the cash is not balanced for the Teller ID. Also, if any of the conditions mentioned above fail, the system displays an appropriate error message on submit.

2.4.9 Close Vault Batch

This screen is used to close the vault batch for a specific date. The Vault Teller can log in and close the vault batch only if the below conditions are met:

- Verify that all the teller batches are closed for the posting date.
- Verify if there is a difference in the physical cash and that calculated by the system, the overage or shortage has to be booked accordingly. After the overage or shortage is booked, the Vault Teller can close the vault batch for that day.
- Verify that the cash position of the Vault Teller retains the minimum limit for every currency as maintained in the User limits. If the minimum limit is breached, the system prompts the error to maintain the required minimum balance.

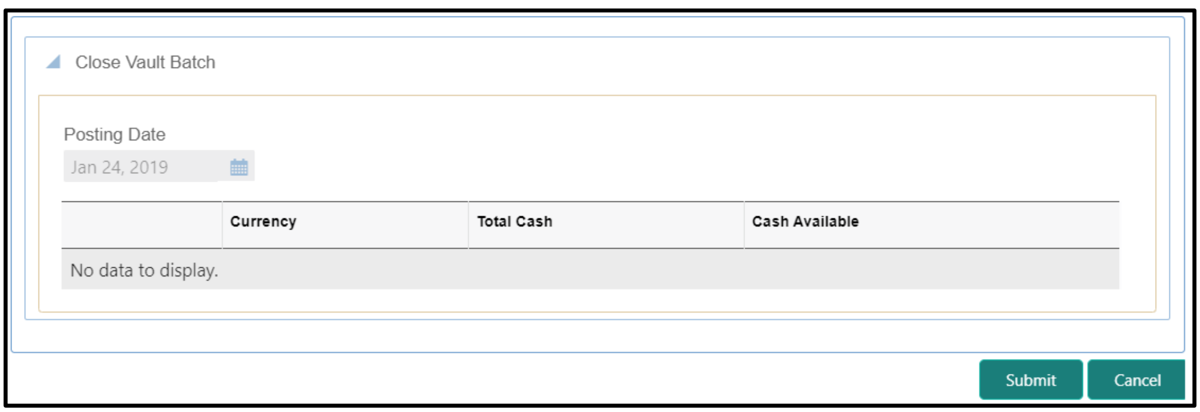
NOTE: The vault batch can be opened and closed only once for the posting date.

To process this screen, type **Close Vault Batch** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.
3. Under **Branch Operations**, click **Close Vault Batch**.

→ The **Close Vault Batch** screen displays.

Figure 14: Close Vault Batch Screen



Specify the details in the **Close Vault Batch** screen. For more information on fields, refer to table *Field Description: Close Vault Batch* .

Field Description: Close Vault Batch table

Field	Description
Posting Date	Indicates the date on which the vault batch needs to be closed. **NOTE:** By default, the system displays the current date.
Currency	Displays the currency code in which the Vault Teller deals.
Total Cash	Specify the total cash for a particular currency, physically present in the bank Vault Teller, at the end of the current posting date.
Cash Available	Displays the system calculated cash for a particular currency, which is available in the Vault Teller at the end of the current posting date. **NOTE:** The amount displayed in this column depends on the cash transactions that were carried out by the Teller until the last posting date.

Click **Submit** to update the cash balance and close the vault batch for the posting date.

NOTE: If there is any overage or shortage, the system displays an error message stating that the cash not balanced for the Teller ID. Also, if any of the conditions mentioned above fail, the system displays an appropriate error on submit.

2.4.10 Close Branch Batch

This screen is used to close the branch batch, after confirming that all the branch transactions have been accounted for in the account books. The posting date for closing a branch batch must be the same date on which the respective branch batch was opened. You need to close all the teller batches and the vault batches of the branch before closing the branch batch for that posting date.

To process this screen, type **Close Branch Batch** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Operations**.

3. Under **Branch Operations**, click **Close Branch Batch**.

→ The **Close Branch Batch** screen displays.

Figure 15: Close Branch Batch Screen

Specify the details in the **Close Branch Batch** screen. For more information on fields, refer to table *Field Description: Close Branch Batch Screen*.

Field Description: Close Branch Batch Screen

Field	Description
Posting Date	Indicates the date on which the branch batch needs to be closed. **NOTE:** By default, the system displays the current date.

Click **Submit** to close the branch batch for the specified posting date.

2.4.11 Book Shortage

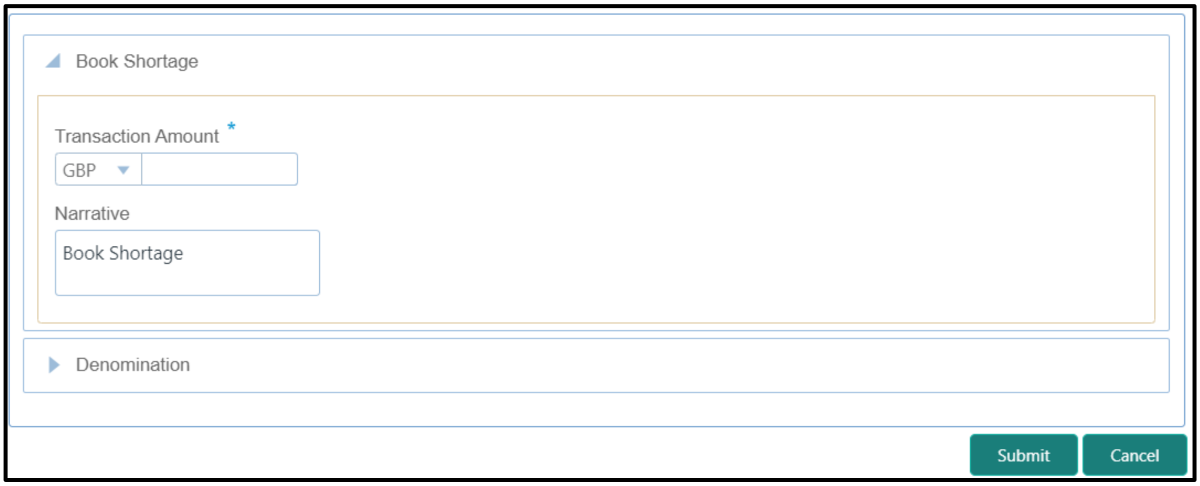
The Teller or Vault Teller can use this screen to book the shortage if the actual or physical cash present is less than the system cash. While booking the shortage, the system lowers the cash balance to bring it in sync with the physical cash balance of the Teller by passing the difference to a cash shortage GL. After the system cash and the physical cash are synchronized, the Teller can perform the cash balancing and close the Teller/Vault Teller batch for the posting date.

To process this screen, type **Book Shortage** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Book Shortage**.

→ The **Book Shortage** screen displays.

Figure 16: Book Shortage Screen



2.4.11.1 Main Transaction Details

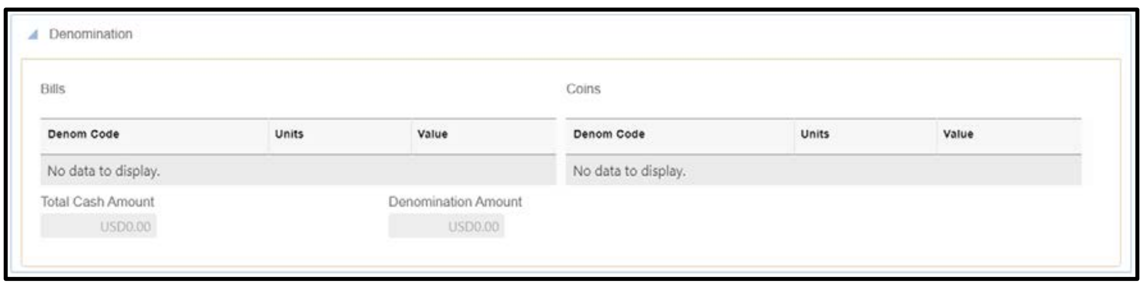
Specify the details in the **Book Shortage** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Book Shortage Screen*.

Field Description: Book Shortage Screen

Field	Description
Transaction Amount	Displays the local currency of the branch. **NOTE:** The user can select another currency from the drop down values in which shortage amount is to be booked. Specify the amount that needs to be booked for shortage.
Narrative	Displays the default narrative Book Shortage and it can be modified.

2.4.11.2 Denomination Details

Figure 17: Denomination Details



The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on fields, refer to table *Field Description: Denomination Details*.

Field Description: Denomination Details

Field	Description
Denom Code	Displays the unique denomination codes for each currency.
Units	Indicates the number of units for the specified denomination. **NOTE:** By default, the till contents are incremented for inflow transactions such as cash deposits and decremented for outflow transactions such as cash withdrawal. To reverse the transaction, you can specify units in negative.
Value	Displays the system-computed face value of the denomination based on the number of units. **NOTE:** For example, if the denomination code represents USD 100 and the unit is specified as 3, the value will be displayed as 300.
Denomination Amount	Displays the system-computed value of the denomination by multiplying the denomination value with the number of units. **NOTE:** For example, if the denomination code represents USD 100 and the number of units is 10, the denomination amount will be 1000.
Total Cash Amount	Displays the total cash amount. **NOTE:** The system computes the Denomination Amount and validates if it is equal to the Total Cash Amount. It also prompts error during saving if there is any difference.

2.4.11.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the system reduces the cash balance by this transaction amount to synchronize with physical cash held with Teller.

2.4.12 Book Overage

The Teller or Vault Teller can use this screen to book the physical cash held in a particular currency, which exceeds the cash in that currency shown in the system. While booking a cash overage, the system passes the difference to a cash overage liability GL and increases the cash balance, and brings it to synchronize with the physical balance with the Teller. After the system cash and the physical cash are synchronized, the Teller can perform the cash balancing and close the Teller/Vault Teller batch for the posting date.

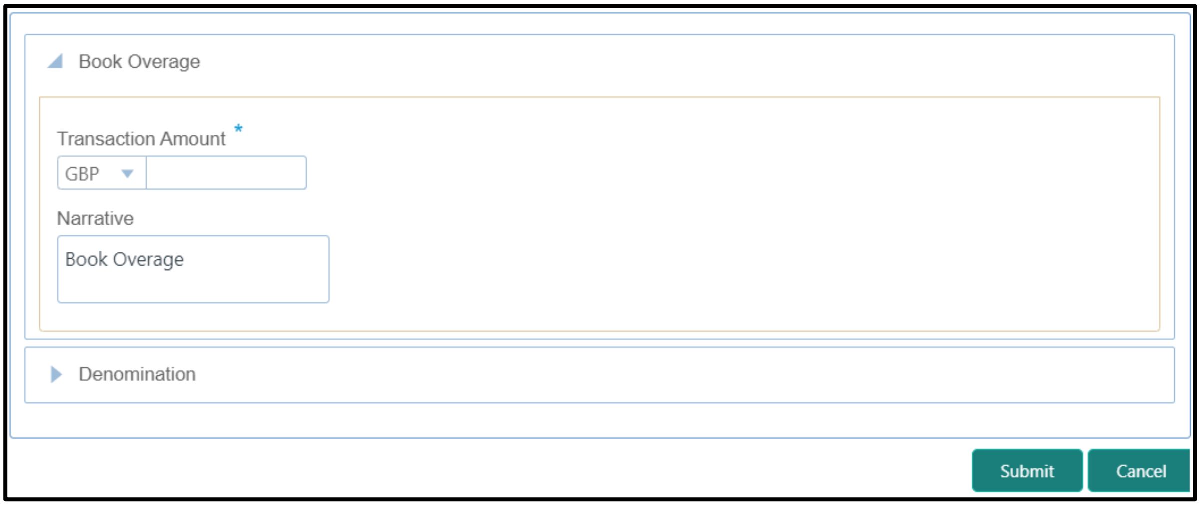
To process this screen, type **Book Overage** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.

3. Under **Till-Vault Operations**, click **Book Overage**.

   → The **Book Overage** screen displays.

Figure 18: Book Overage Screen



2.4.12.1 Main Transaction Details

Specify the details in the **Book Overage** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Book Overage Screen*.

Field Description: Book Overage Screen

Field	Description
Transaction Amount	Displays the local currency of the branch. **NOTE:** The user can select another currency from the drop-down values in which shortage amount is to be booked. Specify the amount that needs to be booked for overage.
Narrative	Displays the default narrative Book Overage and it can be modified.

2.4.12.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.4.12.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the system increases the cash balance by this transaction amount to synchronize with physical cash held with Teller.

2.5 Till-Vault Operations

This section describes the various screens used to perform the Till Vault operations. The screens are described in the following sub-sections:

- *2.5.1 Buy Cash from Currency Chest*
- *2.5.2 Sell Cash to Currency Chest*
- *2.5.3 Transfer Cash from Vault*
- *2.5.4 Transfer Cash to Vault from Till*
- *2.5.5 Transfer Cash from Till*
- *2.5.6 Transfer Cash to Till*
- *2.5.7 Book Shortage*
- *2.5.8 Book Overage*

2.5.1 Buy Cash from Currency Chest

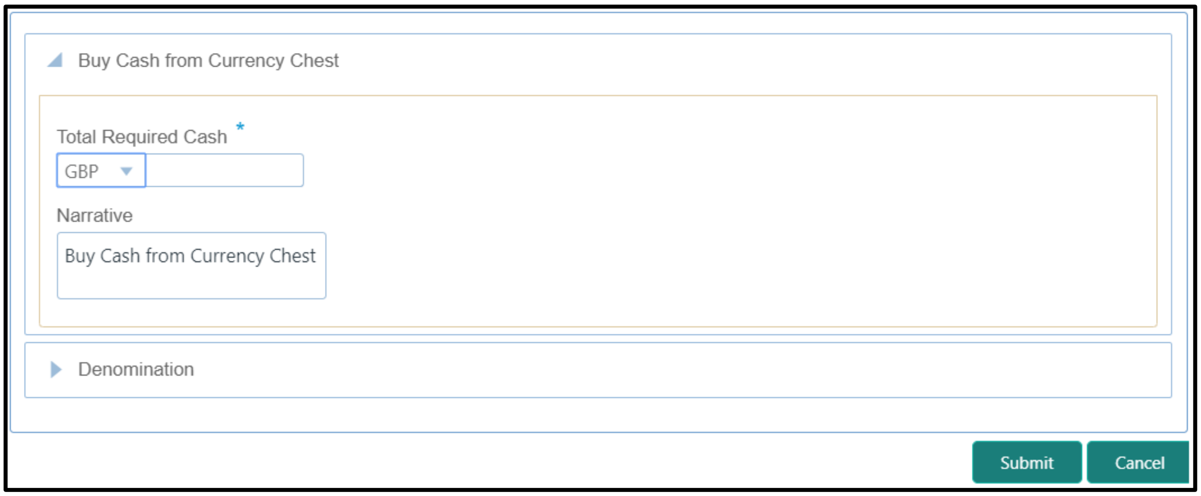
The Vault Teller can use this screen to get cash from the currency chest after opening the vault batch and deposit it into the vault. Once the cash is transferred from the currency chest, the system updates the cash position.

To process this screen, type **Buy Cash from Ccy Chest** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Buy Cash from Ccy Chest**.

→ The **Buy Cash from Currency Chest** screen displays.

Figure 19: Buy Cash from Currency Chest



2.5.1.1 Main Transaction Details

Specify the details in the **Buy Cash from Currency Chest** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Buy Cash from Currency Chest Screen*.

Field Description: Buy Cash from Currency Chest Screen

Field	Description
Total Required Cash	Specify the total cash that you need to buy from Currency Chest. **NOTE:** By default, the system displays the local currency of the branch. You can select another currency from the drop-down values in which cash needs to be bought from the currency chest.
Narrative	Displays the default narrative **Buy Cash from Currency Chest** and it can be modified.

2.5.1.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.1.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of the Vault Teller is updated successfully.

2.5.2 Sell Cash to Currency Chest

The Vault Teller can use this screen to sell cash to the Central Bank from the vault after all the Tellers have sold the additional cash to the Vault Teller. The Vault Teller can close the batch only if the excess cash is not available at the end of the day.

To process this screen, type **Sell Cash to Ccy Chest** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

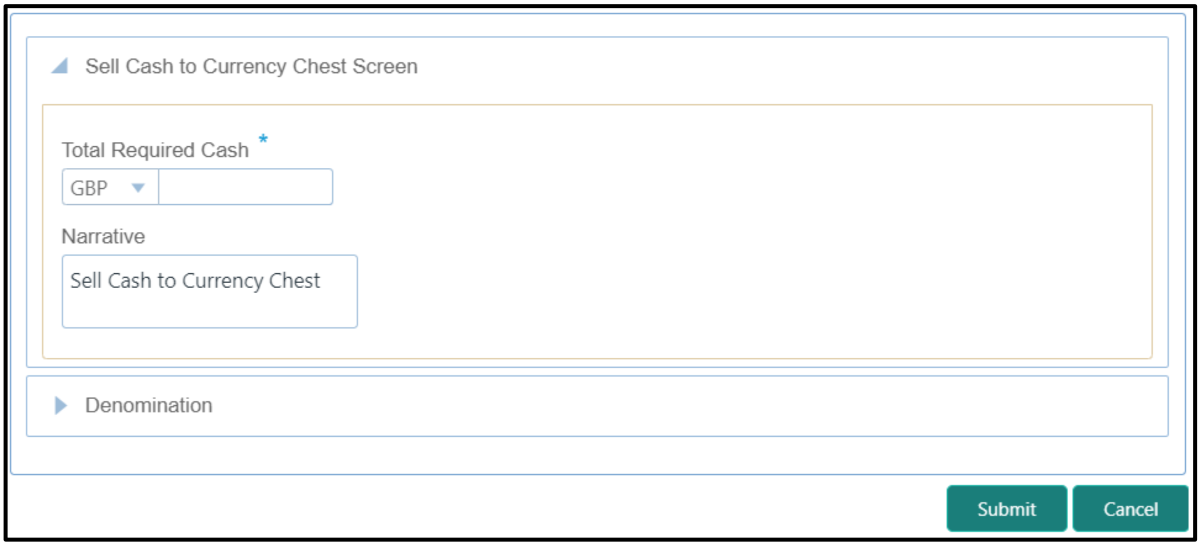
1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Till-Vault Operations**.

3. Under **Till-Vault Operations**, click **Sell Cash to Ccy Chest**.

→ The **Sell Cash to Currency Chest** screen displays.

Figure 20: Sell Cash to Currency Chest Screen



2.5.2.1 Main Transaction Details

Specify the details in the **Sell Cash to Currency Chest** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Sell Cash to Currency Chest Screen*.

Field Description: Sell Cash to Currency Chest Screen

Field	Description
Total Required Cash	Specify the total cash that you need to sell to the Currency Chest. **NOTE:** By default, the system displays the local currency of the branch. The user can select another currency from the drop-down values in which cash needs to be sold to the currency chest.
Narrative	Displays the default narrative **Sell Cash to Currency Chest** and it can be modified.

2.5.2.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.2.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of the Vault Teller is updated successfully.

2.5.3 Buy Cash from Vault

The Teller can use this screen to get cash from the vault. To process this screen, type **Buy Cash from Vault** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Buy Cash from Vault**.

   → The **Buy Cash from Vault** screen displays.

Figure 21: Buy Cash from Vault Screen

2.5.3.1 Main Transaction Details

Specify the details in the **Buy Cash from Vault** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Buy Cash from Vault Screen*.

Field Description: Buy Cash from Vault Screen

Field	Description
Total Required Cash	Specify the total cash that you need to transfer from the vault to the till of the logged-in Teller. **NOTE:** By default, the system displays the local currency of the branch. The user can select another currency from the drop-down values in which cash needs to be transferred from the vault.
Narrative	Displays the default narrative **Transfer Cash from Vault** and it can be modified.

2.5.3.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.3.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash positions of the Teller and the Vault Teller are updated successfully.

NOTE: If the cash position of the Vault Teller is less than the total cash requested by the Teller, the system displays an error message and the Teller need to perform this transaction after the vault is replenished sufficiently.

2.5.4 Sell Cash to Vault

The Teller can use this screen to sell cash to the vault. It is used only when the cash held exceeds the limit set at the template level for any currency. For transferring cash to vault, the Teller batch and the Vault batch need to be opened for the posting date.

To process this screen, type **Sell Cash to Vault** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Till-Vault Operations**.

3. Under **Till-Vault Operations**, click **Sell Cash to Vault**.

   → The **Sell Cash to Vault** screen displays.

Figure 22: Sell Cash to Vault Screen

2.5.4.1 Main Transaction Details

Specify the details in the **Sell Cash to Vault** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Sell Cash to Vault Screen*.

Field Description: Sell Cash to Vault Screen

Field	Description
Total Required Cash	Specify the total cash that you need to transfer to the vault from the till of the logged-in Teller. **NOTE:** By default, the system displays the local currency of the branch. The user can select another currency from the drop-down values in which cash needs to be transferred to the vault.
Narrative	Displays the default narrative **Transfer Cash to Vault** and it can be modified.

2.5.4.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.4.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of the Teller and Vault Teller gets updated successfully.

2.5.5 Buy Cash from Till

The Teller can use this screen to transfer cash from another Teller in case of insufficient funds available in the till to perform the customer cash transactions. Teller can request for the required cash in a specific currency, and on completing this transaction, the system updates the cash position of both the Tellers to the extent of transaction amount.

To process this screen, type **Buy Cash from Till** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Buy Cash from Till**.

→ The **Buy Cash from Till** screen displays.

Figure 23: Buy Cash from Till Screen

2.5.5.1 Main Transaction Details

Specify the details in the **Buy Cash from Till** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Buy Cash from Till Screen*.

Field Description: Buy Cash from Till Screen

Field	Description
Teller ID	Displays the Teller ID from where the cash needs to be transferred.

Field	Description
Total Required Cash	Specify the total cash that you need to transfer from the specified **Teller ID** to the till of logged-in Teller. **NOTE:** By default, the system displays the local currency of the branch. You can select another currency from the drop-down values in which cash needs to be transferred.
Narrative	Displays the default narrative **Transfer Cash from Till** and it can be modified.

2.5.5.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.5.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of both the Tellers are updated successfully.

2.5.6 Sell Cash to Till

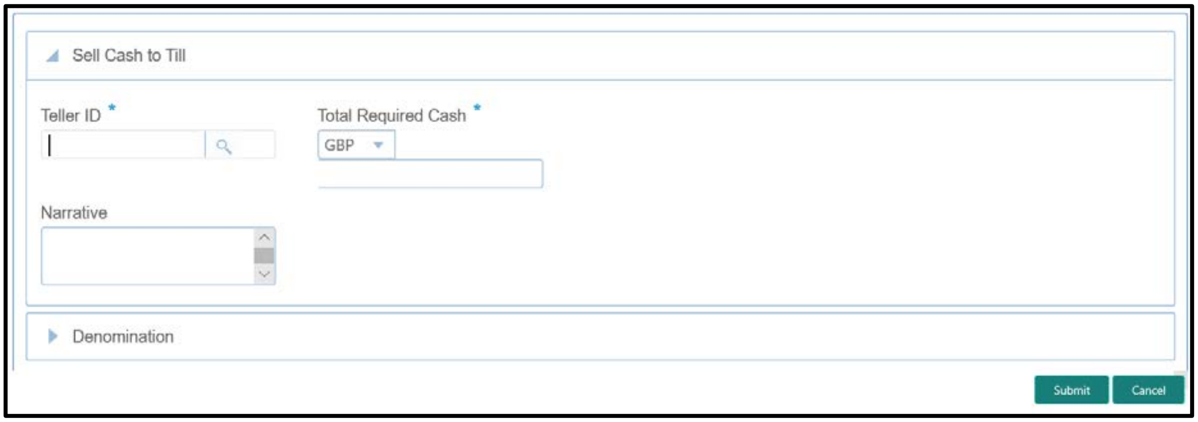
The Teller can use this screen to transfer cash to another Teller in case of excess funds available in his Till. In addition, the Teller can request to transfer from the Till in a specific currency. Once the transaction is completed, the system updates the cash position of both the Tellers to the extent of transaction amount.

To process this screen, type **Sell Cash to Till** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Sell Cash to Till**.

→ The **Sell Cash to Till** screen displays.

Figure 24: Sell Cash to Till



2.5.6.1 Main Transaction Details

Specify the details in the **Sell Cash to Till** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Sell Cash to Till Screen*.

Field Description: Sell Cash to Till Screen

Field	Description
Teller ID	Displays the **Teller ID** from which the cash needs to be transferred.

Field	Description
Total Required Cash	Specify the total cash that you need to transfer to the specified **Teller ID** from the till of the logged-in Teller. **NOTE:** By default, the system displays the local currency of the branch. The user can select another currency from the drop-down values in which the cash needs to be transferred.
Narrative	Displays the default narrative **Transfer Cash to Till** and it can be modified.

2.5.6.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.6.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of both the Tellers are updated successfully.

2.5.7 Denomination Exchange

The Teller can use this screen to exchange the currency denominations. The exchange can be performed for internal purpose of the bank or based on the customer's request. This transaction involves only denomination exchange from the Till. The total value in the Till remains the same, and accounting entries are not posted for this exchange. However, the denomination count in the Till changes and hence it needs to be updated.

To process this screen, type **Denomination Exchange** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Till-Vault Operations**.

3. Under **Till-Vault Operations**, click **Denomination Exchange**.

   → The **Denomination Exchange** screen displays.

Figure 25: Denomination Exchange Screen

2.5.7.1 Main Transaction Details

Specify the details in the **Denomination Exchange** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Denomination Exchange Screen*.

Field Description: Denomination Exchange Screen

Field	Description
Branch Code	Displays the logged-in branch code.
Transaction Currency	Specify the currency for which the denominations to be exchanged.

2.5.7.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.7.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of both the Tellers are updated successfully.

2.5.8 Interbranch Transactions

This screen is used to send a request from a bank branch to the central cash depository, for pickup or delivery of cash. A branch requests delivery of cash when it is having a shortage of cash and request for pickup of cash when it has excess cash. The process steps to request cash delivery and pickup are explained below.

Process for Cash Delivery:

1. The requesting branch sends a request for delivery of cash using 1409 screen.
2. The remitting branch queries for the requests, and accepts the request using 1409 screen.
3. On the delivery date, the remitting branch books a transaction using 1410 screen with the denominations being sent and generates.
4. On the delivery date, the remitting branch books a transaction input using 1410 screen, generates advices, and sends money to the requesting branch.
5. On receiving money and advice, the requesting branch uses 1411 screen to verify the denominations and saves the liquidation.

Process for Cash Pickup:

1. The requesting branch sends a request for the pickup of cash using 1409 screen.
2. The receiving branch queries for the requests and accepts the request using 1409 screen.
3. On the date of cash pickup, the receiving branch generates an advice and sends to requesting branch.
4. The requesting branch receives the advice, and books transaction using 1410 screen.
5. The requesting branch generates the advice, and sends money and advice to the receiving branch.
6. The receiving branch receives the money and advice, and verifies and liquidates the request using 1411 screen.

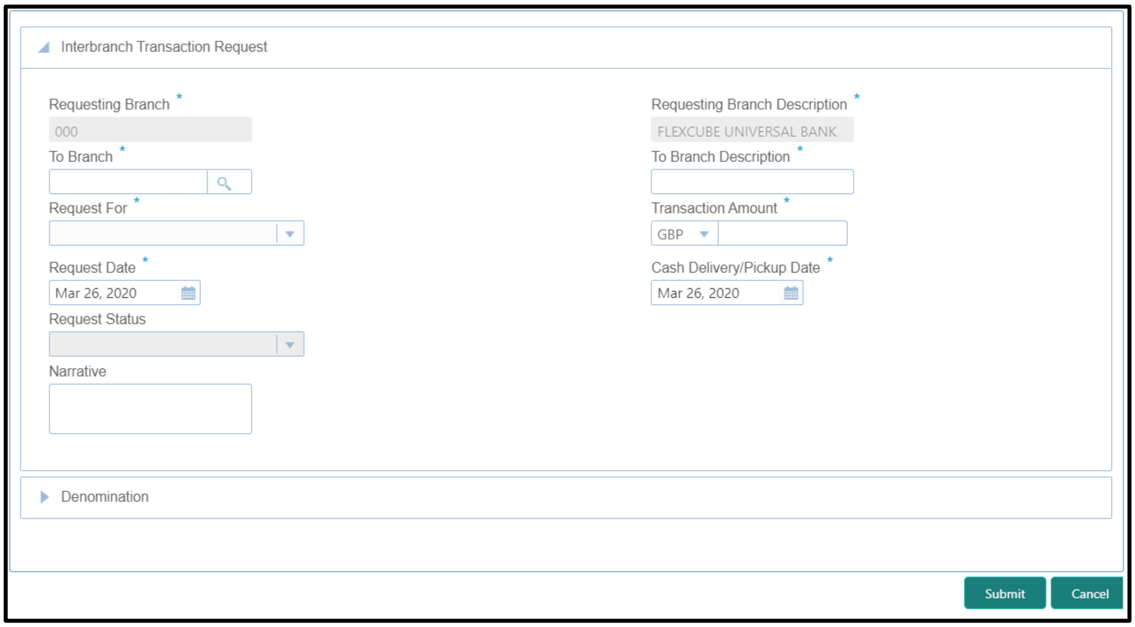
2.5.8.1 Interbranch Transaction Request

This screen is used to create the inter-branch cash pickup or cash delivery requests. To process this screen, type **Inter Branch Txn Req** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Inter Branch Txn Req**.

→ The **Interbranch Transaction Request** screen displays.

Figure 26: Interbranch Transaction Request Screen



2.5.8.1.1 Main Transaction Details

Specify the details in the **Interbranch Transaction Request** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Interbranch Transaction Request Screen*.

Field Description: Interbranch Transaction Request Screen

Field	Description
Requesting Branch	Displays the branch code of requesting branch.

Field	Description
Requesting Branch Description	Displays the name of the branch code specified.
Request For	Select from the following request types: • **Cash Delivery** - when branch is in short of cash. • **Cash Pickup** - when branch has excess cash.
To Branch	Select the branch code to which the request is being made.
To Branch Description	Displays the name of the specified **To Branch**.
Transaction Amount	Select the transaction currency from the option list. Specify the amount that needs to be transferred.
Request Date	Displays the current date as request date.
Cash Delivery/Pickup Date	Specify the date of cash delivery/pickup. By default, current system date and it can be modified.
Request Status	Select the status of the request. The drop-down list shows following options: • **Request** - to create a new request. • **Accept** - to accept a request received. • **Pending** - system defined status indicating that the request has been sent but not accepted. • **Initiated** - system defined status indicating that the request has been accepted and initiated. • **Liquidated** - system defined status indicating that the request has been processed and liquidated.

Field	Description
Narrative	Specify the remarks, if any.

2.5.8.1.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.8.1.3 Transaction Submission

Click **Submit** to send the request to the receiving/remitting branch for further processing. The destination branch can access the same screen to accept or reject the request.

2.5.8.2 Interbranch Transaction Input

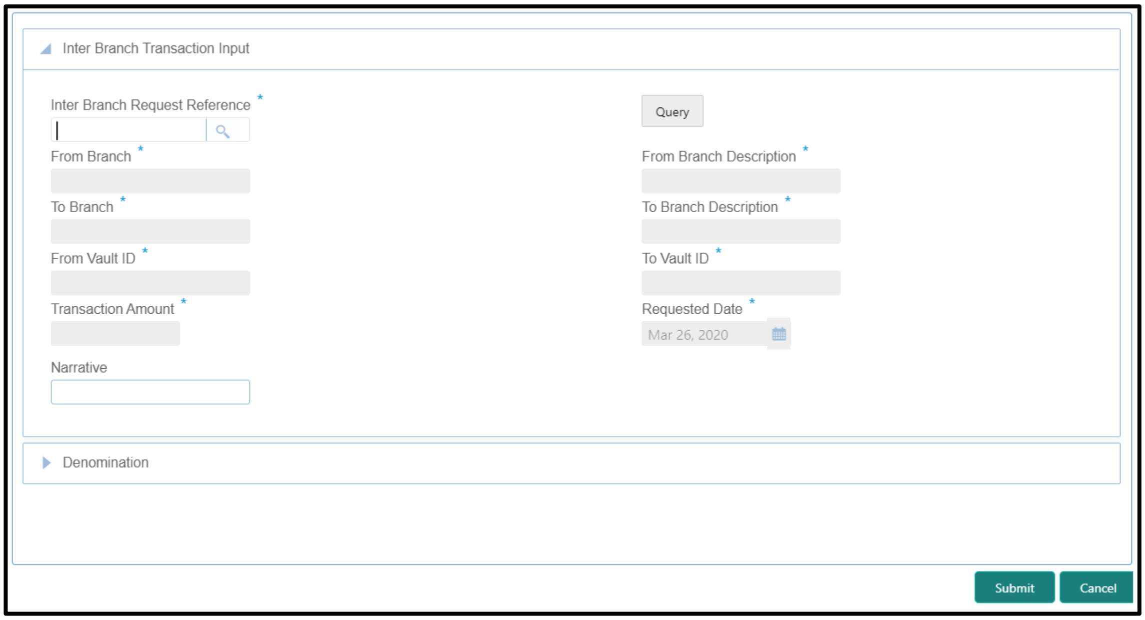
This screen is used for a branch to act as a remitting branch to book an input transaction for cash delivery. It is also used for the branch to act as a receiving branch to generate the advice and send it to the requesting branch. This option is allowed only after the destination branch has accepted the Interbranch transaction request.

To process this screen, type **Inter Branch Txn Input** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Inter Branch Txn Input**.

→ The **Inter Branch Transaction Input** screen displays.

Figure 27: Inter Branch Transaction Input Screen



2.5.8.2.1 Main Transaction Details

Specify the details in the **Inter Branch Transaction Input Screen** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Inter Branch Transaction Input Screen*.

Field Description: Inter Branch Transaction Input Screen

Field	Description
Inter Branch Request Reference	Select the request reference from the list of values.
Query	Click this icon to fetch and populate the request details.
From Branch	Displays the branch code of **From Branch**. The following values are applied based on the request type in the **Interbranch Transaction Request** screen: • For **Cash Delivery**, the **To Branch** in the **Interbranch Transaction Request** screen is populated in this field.

Field	Description
	• For **Cash Pickup**, the **Requesting Branch** in **Interbranch Transaction Request** screen is populated in this field.
From Branch Description	Displays the description of the **From Branch**.
From Vault ID	Displays the Vault user of the specified **From Branch**.
To Branch	Displays the branch code of **To Branch**. The following values are applied based on the request type in the **Interbranch Transaction Request** screen: • For **Cash Delivery**, the **Requesting Branch** in the **Interbranch Transaction Request** screen is populated in this field. • For **Cash Pickup**, the **To Branch** in **Interbranch Transaction Request** screen is populated in this field.
To Branch Description	Displays the description of specified **To Branch**.
To Vault ID	Displays the Vault user of **To Branch**.
Transaction Amount	Displays the transaction currency and transaction amount based on the request reference.
Requested Date	Displays the date on which the transaction is requested.
Narrative	Specify the remarks, if any.

2.5.8.2.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.8.2.3 Transaction Submission

Click **Submit** to send the request to the requesting branch for further processing. The request status in **Interbranch Transaction Request** screen will be internally updated to **Initiated** for the related Request Reference Number. In addition, an advice will be generated on transaction completion.

2.5.8.3 Interbranch Transaction Liquidation

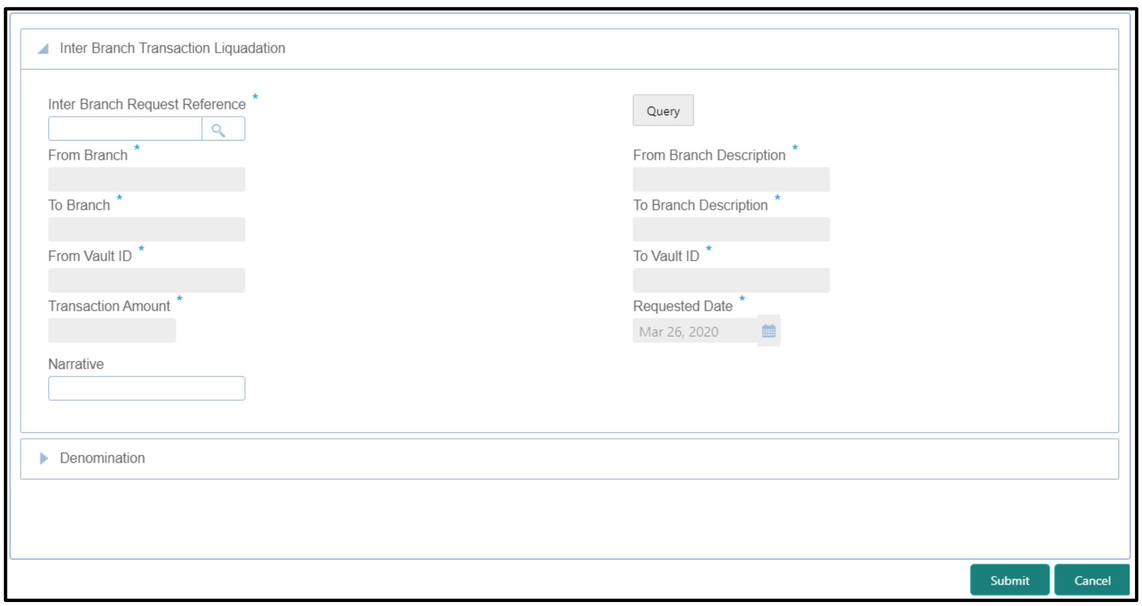
The receiving branch can use this screen to receive the cash, to verify the advices with denomination units, and to liquidate the request. This screen can be accessed by the requesting branch in case of Cash Delivery or by receiving branch for Cash Pickup.

To process this screen, type **Inter Branch Txn Liq** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Till-Vault Operations**.
3. Under **Till-Vault Operations**, click **Inter Branch Txn Liq**.

→ The **Inter Branch Transaction Liquidation** screen displays.

Figure 28: Inter Branch Transaction Liquidation Screen



2.5.8.3.1 Main Transaction Details

Specify the details in the **Inter Branch Transaction Liquidation Screen** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Inter Branch Transaction Input Screen*.

Field Description: Inter Branch Transaction Liquidation Screen

Field	Description
Inter Branch Request Reference	Select the request reference from the list of values.
Query	Click this icon to fetch and populate the request details.
From Branch	Displays the branch code of **From Branch**.
From Branch Description	Displays the description of the **From Branch**.
From Vault ID	Displays the Vault user of the specified **From Branch**.
To Branch	Displays the branch code of **To Branch**.
To Branch Description	Displays the description of specified To Branch.
To Vault ID	Displays the Vault user of To Branch.
Transaction Amount	Displays the transaction currency and transaction amount based on the request reference.
Requested Date	Displays the date on which the transaction is requested.
Narrative	Specify the remarks, if any.

2.5.8.3.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.5.8.3.3 Transaction Submission

When you click **Submit**, the system updates the request reference as **Liquidated** in **Interbranch Transaction Request** screen for the related request reference.

2.6 Customer Transactions

This section describes the various screens used to perform the customer transactions. The screens are described in the following sub-sections:

- *2.6.1 Cash Deposit*
- *2.6.2 Cash Withdrawal*
- *2.6.3 Cheque Withdrawal*
- *2.6.4 FX Sale Against Account*
- *2.6.5 FX Sale Against Walk-in*
- *2.6.6 FX Purchase Against Account*
- *2.6.7 FX Purchase Against Walk-in*
- *2.6.8 Close Out Withdrawal by Account*
- *2.6.9 Close Out Withdrawal by Cash*

2.6.1 Cash Deposit

This screen is used to deposit the cash in a CASA. Cash can be deposited in either account currency or any foreign currency that is allowed. Whenever any transaction in foreign currency is posted to the account, it is converted to the account currency based on the maintained exchange rate for the transaction.

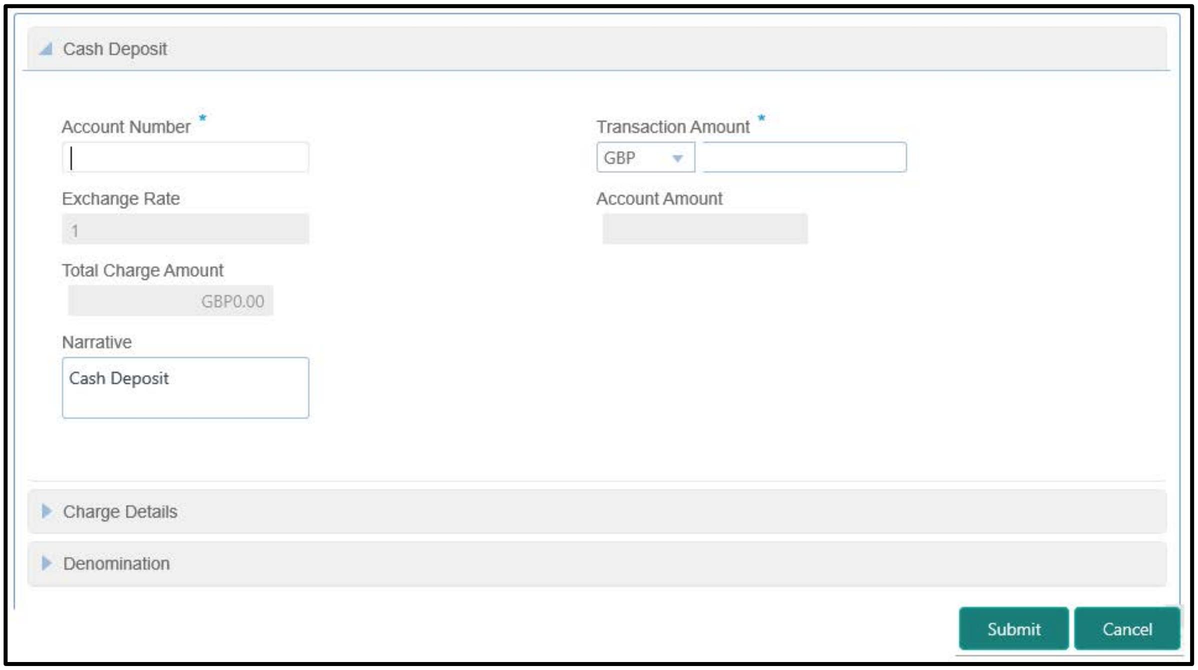
To process this screen, type **Cash Deposit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.

3. Under **Customer Transaction**, click **Cash Deposit**.

→ The **Cash Deposit** screen displays.

Figure 29: Cash Deposit Screen



2.6.1.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Cash Deposit Screen*.

Field Description: Cash Deposit Screen

Field	Description
Account Number	Specify a valid account number the customer. When you press Tab key, the corresponding account information will be displayed in the right side Customer Summary. **NOTE:** In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.

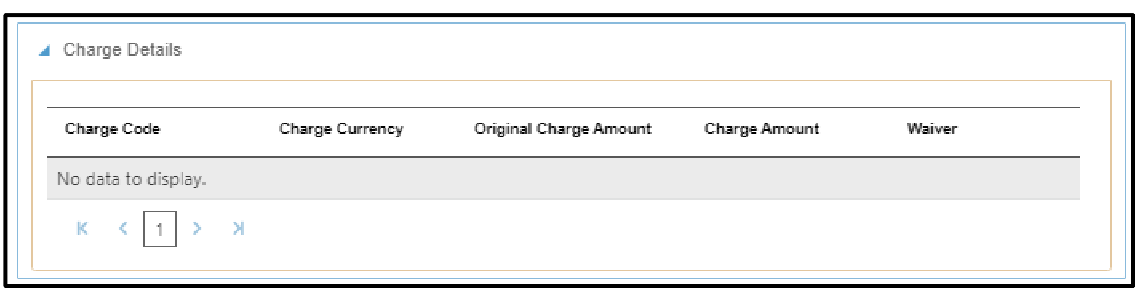
Field	Description
Transaction Amount	Displays the local currency of the branch. You can also select other transaction currency from the drop down values. Specify the transaction amount that need to be credited to the customer account.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate.
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **Cash Deposit** and it can be modified.

2.6.1.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.1.3 Charge Details

Figure 30: Charge Details



The **Charge Details** segment is used to view the computed charge details based on the Charge maintenance defined for the function code. This segment is applicable for all Financial Customer transactions. If no charge is maintained for the combination, then transaction is saved without any charges.

You can modify or waive the computed charges. For more information on fields, refer to table *Field Description: Charge Details*.

Field Description: Charge Details

Field	Description
Charge Code	The system defaults the charge components applicable to the transaction.
Charge Currency	Displays the currency in which the charge has to be deducted.
Original Charge Amount	Displays the charge amount that needs to be deducted for the corresponding charge component.
Charge Amount	Displays the charge amount that needs to be deducted for the corresponding charge component and it can be modified.
Waiver	If necessary, check this box against the charge component to waive a certain charge for the customer.

2.6.1.4 Transaction Submission

Click **Submit** to complete the transaction. Once you **Submit** the transaction, system validates the following:

- Mandatory fields
- Allowed Min/Max limit amount for the User ID
- Allowed currency for Teller User ID
- Till Balance and Branch Breaching Limit
- Function Code preferences

- Duplicate transactions

If any of the validation fails, system will prompt an appropriate information, warning or error message. For more information, refer to the following steps:

- If information message is prompted, click **OK** to confirm and complete the transaction.
- If warning message is prompted, system will move the transaction for authorization. Once approved, the transaction is moved to Teller **Electronic Journal Transaction Log** for completion. Refer Authorization Procedures to know more on authorization processing.
- If error message is prompted, the transaction is discarded and do not get saved.
- If you click **Close** or **Cancel** after specifying the transaction details, then the data will not persist.

When the Teller completes the transaction, the corresponding teller cash position is updated.

→ The **Transaction Completed Successfully** information message is displayed.

2.6.2 Cash Withdrawal

This screen is used to withdraw funds from CASA account of the customer. The withdrawal is subject to the availability of sufficient balance or available credit limit. When the transaction is performed, it updates the available balance in the CASA account immediately.

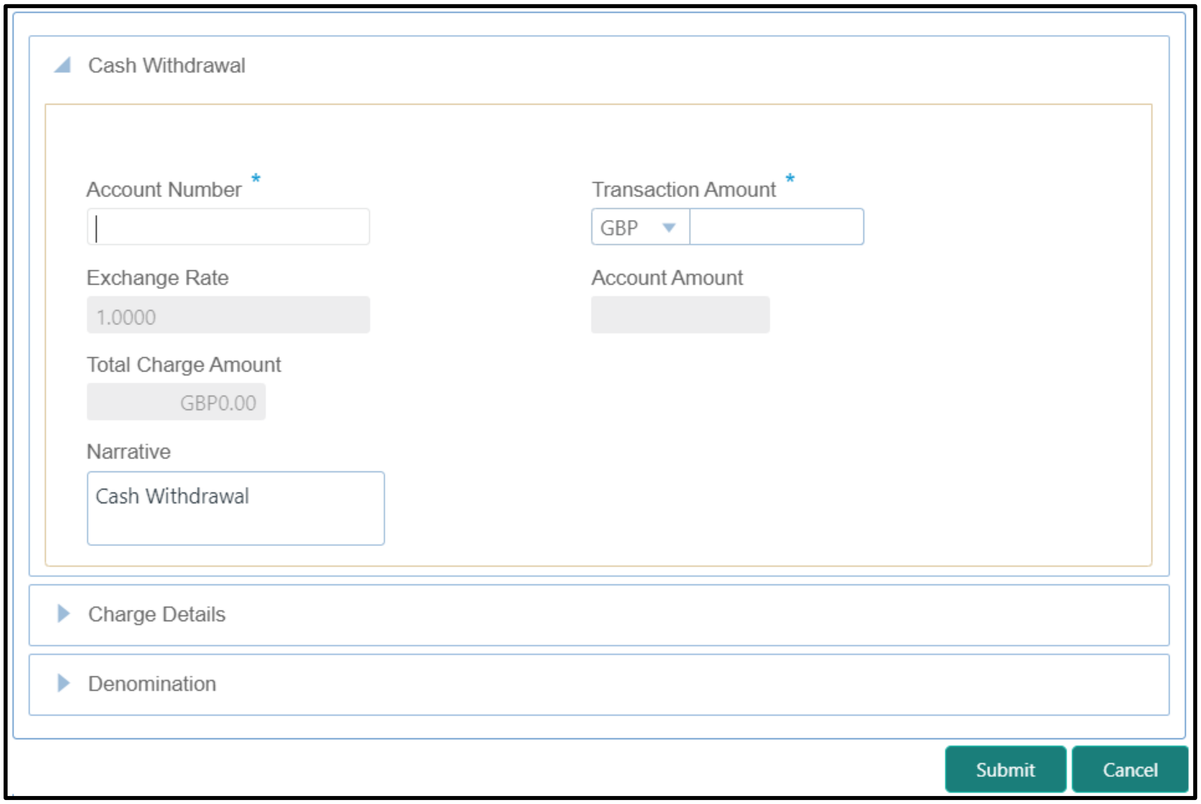
To process this screen, type **Cash Withdrawal** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.

3. Under **Customer Transaction**, click **Cash Withdrawal**.

→ The **Cash Withdrawal** screen displays.

Figure 31: Cash Withdrawal Screen



2.6.2.1 Main Transaction Details

Specify the details in the **Cash Withdrawal** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Cash Withdrawal Screen*.

Field Description: Cash Withdrawal Screen

Field	Description
Account Number	Specify a valid customer account number. When you press Tab key, the corresponding account information will be displayed in the right side Customer Summary.
Transaction Amount	Displays the local currency of the branch. The user can select another currency from the drop-down values.

Field	Description
	Specify the transaction amount that need to be debited from the customer account.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate.
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **Cash Withdrawal** and it can be modified.

2.6.2.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.2.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.2.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the cash is withdrawn successfully from the customer account. For more information on transaction submission and validations, refer to the topic *2.6.1.4 Transaction Submission* in this guide.

2.6.3 Cheque Withdrawal

This screen is used to withdraw cash from CASA account of the customer against the in-house cheque. The withdrawal is subject to availability of sufficient balance or available credit limit. You can use the signature from the Customer Summary for the signature verification.

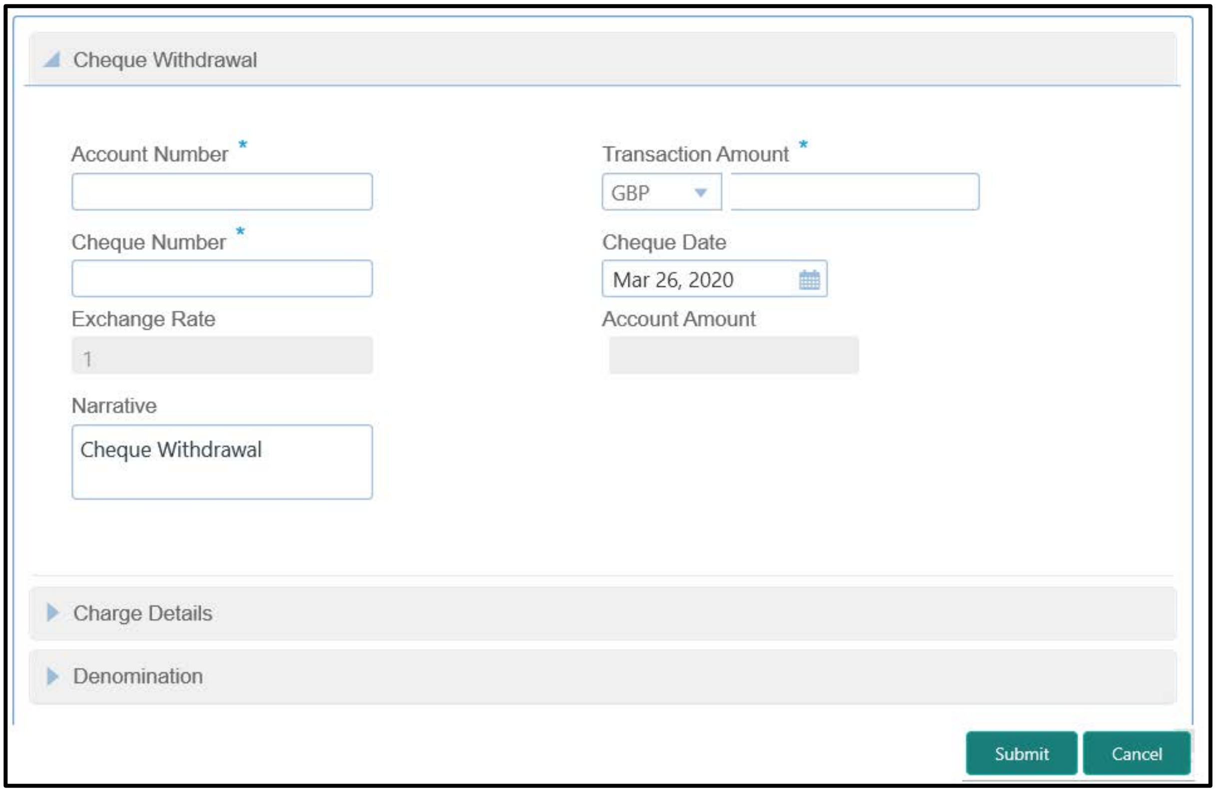
To process this screen, type **Cheque Withdrawal** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.

3. Under **Customer Transaction**, click **Cheque Withdrawal**.

   → The **Cheque Withdrawal** screen displays.

Figure 32: Cheque Withdrawal Screen



2.6.3.1 Main Transaction Details

Specify the details in the **Cheque Withdrawal** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Cheque Withdrawal Screen*.

Field Description: Cheque Withdrawal Screen

Field	Description
Account Number	Specify a valid account number the customer. When you press Tab key, the corresponding account information will be displayed in the right side Customer Summary.
Transaction Amount	Displays the local currency of the branch. You can select another currency from the drop-down list.

Field	Description
	Specify the transaction amount that needs to be debited from the customer account.
Cheque Number	Specify the cheque number of the customer account as provided by the Customer.
Cheque Date	Select the date on which cheque has been issued from the calendar option.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate.
Narrative	Displays the default narrative **Cash Withdrawal** and it can be modified.

2.6.3.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.3.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.3.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the cash is withdrawn successfully against the customer cheque. For more information on transaction submission and validations, refer to the topic *2.6.1.4 Transaction Submission* in this guide.

2.6.4 Foreign Exchange (FX) Sale Against Account

This screen is used to sell the foreign currency from the branch through the CASA account. It is performed by debiting the corresponding account currency from the CASA account.

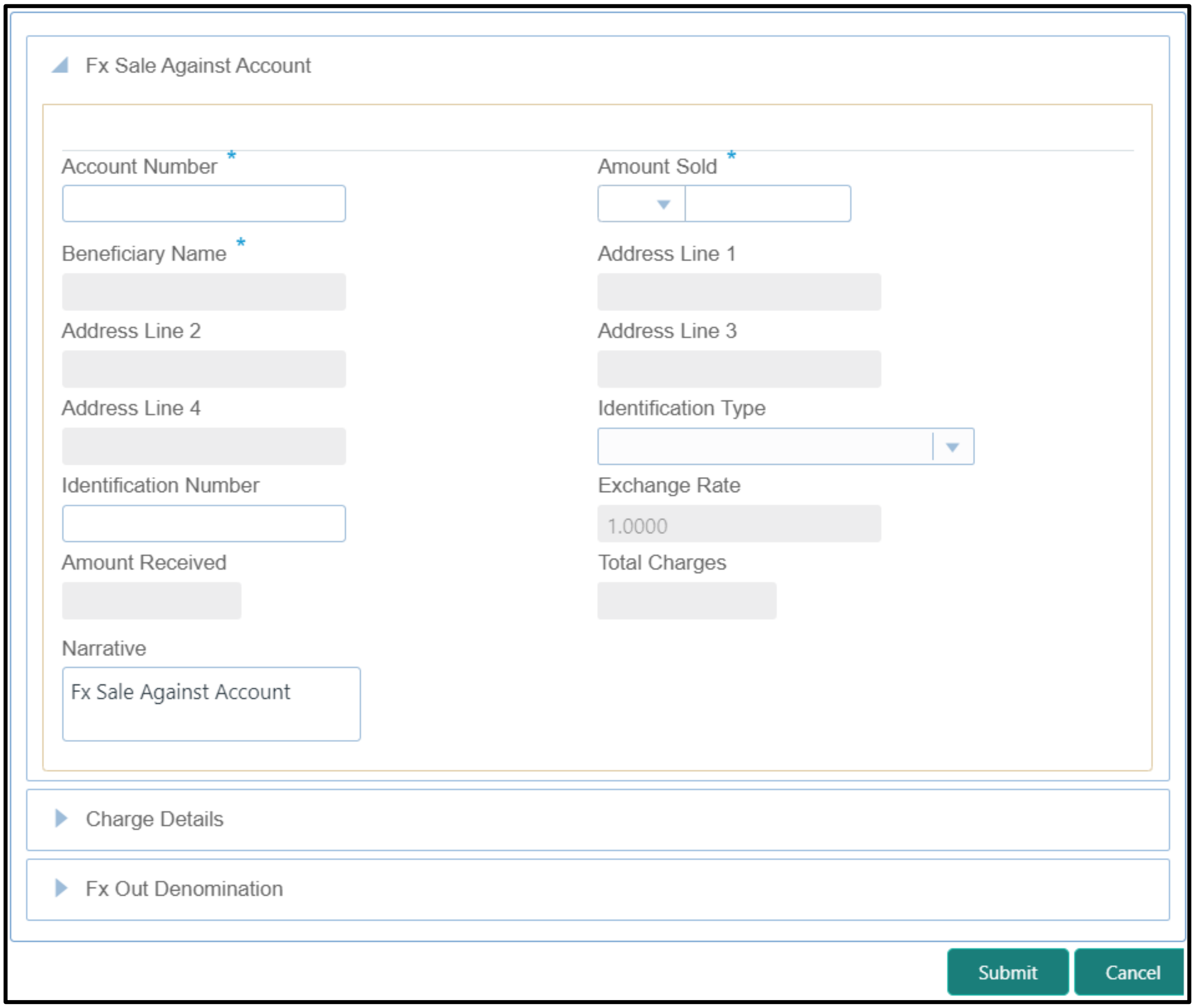
To process this screen, type **FX Sale - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.
3. Under **Customer Transaction**, click **Forex Transactions**.

4. Under **Forex Transactions**, click **FX Sale - Account**.

→ The **FX Sale Against Account** screen displays.

Figure 33: FX Sale Against Account Screen



2.6.4.1 Main Transaction Details

Specify the details in the **FX Sale Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: FX Sale Against Account Screen*.

Field Description: FX Sale Against Account Screen

Field	Description
Account Number	Specify the CASA account to be debited for the foreign currency sale from the adjacent option list.
Amount Sold	Specify the currency and amount sold against the CASA account. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system. The system also displays the amount that is being sold.
Beneficiary Name	Displays the name of the beneficiary customer based on the account number selected.
Address Line 1 to **Address Line 4**	Displays the address of the beneficiary.
Identification Type	Select the type of identification provided by the customer from the drop-down list.
Identification Number	Specify the identification number provided by the customer.
Exchange Rate	Displays the exchange rate used to convert the transaction (sale) currency into account currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Amount Received	Displays the amount received from the CASA account.

Field	Description
	NOTE: The currency of the amount received is defaulted from the CASA account currency. The amount received will be calculated based on the **Amount Sold** and the **Exchange Rate**.
Total Charges	Displays the total charge amount which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **FX Sale Against Account** and it can be modified.

2.6.4.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.4.3 FX Out Denomination Details

The **FX Out Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the FX denomination units. The currency code and corresponding denomination codes will be defaulted based on Currency Sold. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.4.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the FCY cash is withdrawn and the equivalent account amount is debited. For more information on transaction submission and validations, refer to the topic *2.6.1.4 Transaction Submission* in this guide.

2.6.5 FX Sale Against Walk-in

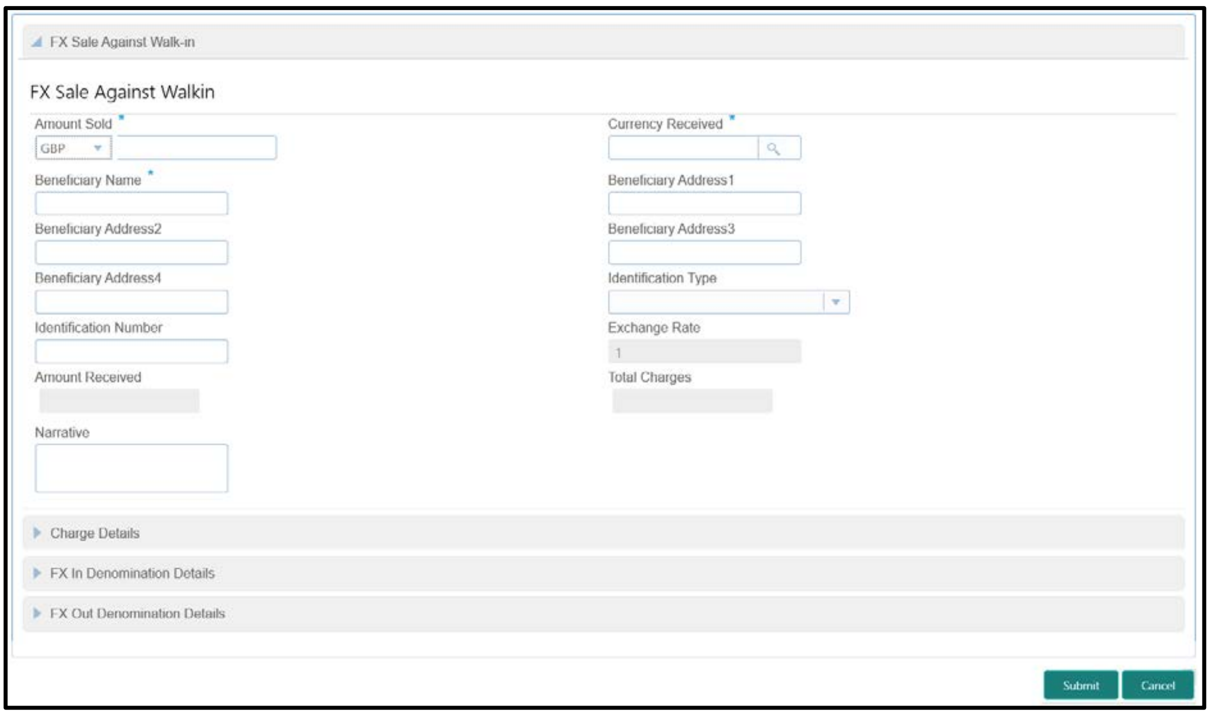
This screen is used to sell a foreign currency to a walk-in customer in return for the equivalent amount received in another currency.

To process this screen, type **FX Sale - Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.
3. Under **Customer Transaction**, click **Forex Transactions**.
4. Under **Forex Transactions**, click **FX Sale - Walk-in**.

   → The **FX Sale Against Walk-in** screen displays.

Figure 34: FX Sale Against Walk-in Screen



2.6.5.1 Main Transaction Details

Specify the details in the **FX Sale Against Walk-in** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: FX Sale Against Walk-in Screen*.

Field Description: FX Sale Against Walk-in Screen

Field	Description
Amount Sold	Select the applicable currency from the drop-down list and specify the amount that needs to be sold to the walk-in customer.
Currency Received	Select 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.
Beneficiary Name	Specify the name of the beneficiary customer.
Beneficiary Address 1 to **Beneficiary Address 4**	Specify the address of the beneficiary.
Identification Type	Select the type of identification provided by the customer from the drop-down list.
Identification Number	Specify the identification number provided by the customer.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Amount Received	Displays the amount received from the customer.

Field	Description
	NOTE: The currency of the amount received will be defaulted from **Currency Received**. The amount received will be calculated based on the **Amount Sold** and the **Exchange Rate**.
Total Charges	Displays the total charge amount, which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **FX Sale (Walk-in)** and it can be modified.

2.6.5.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.5.3 FX Out Denomination Details

The **FX Out Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the FX Out denomination units. The currency code and corresponding denomination codes will be defaulted based on Currency Sold. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.5.4 FX In Denomination Details

The **FX In Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the FX In denomination units. The currency code and corresponding denomination codes will be defaulted based on Currency Received. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.5.5 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the teller cash position to the equivalent of Sold currency is deducted and Received currency is incremented. For more information on transaction submission and validations, refer to the topic *2.6.1.4 Transaction Submission* in this guide.

2.6.6 FX Purchase Against Account

This screen is used to purchase foreign currency from the branch through the CASA account. It is performed by crediting the corresponding amount to CASA account.

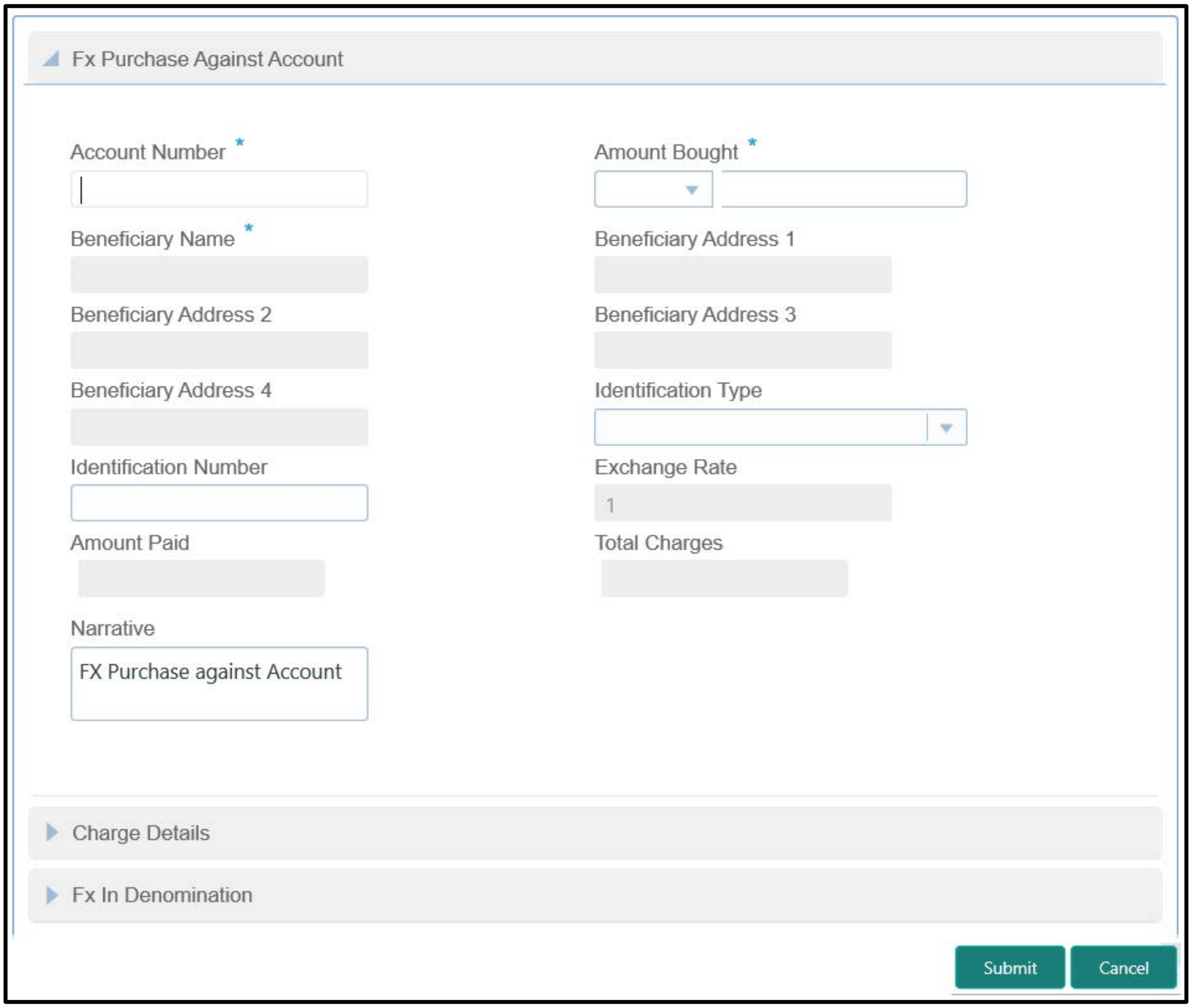
To process this screen, type **FX Purchase - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.
3. Under **Customer Transaction**, click **Forex Transactions**.

4. Under **Forex Transactions**, click **FX Purchase - Account**.

   → The **FX Purchase Against Account** screen displays.

Figure 35: FX Purchase Against Account Screen



2.6.6.1 Main Transaction Details

Specify the details in the **FX Purchase Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: FX Purchase Against Account Screen*.

Field Description: FX Purchase Against Account Screen

Field	Description
Account Number	Specify the CASA account number to be credited for the foreign currency purchase. **NOTE:** In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
Amount Bought	Select the applicable currency from the drop-down list and specify the amount that needs to be bought from the customer.
Beneficiary Name	Displays the name of the beneficiary customer based on the account number provided.
Beneficiary Address 1 to **Beneficiary Address 4**	Displays the address of the beneficiary.
Identification Type	Select the type of identification provided by the customer from the drop-down list.
Identification Number	Specify the identification number provided by the customer.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Amount Paid	Displays the amount paid to the CASA account.

Field	Description
	NOTE: The currency of the amount paid is defaulted from the account currency. The **Amount Paid** will be calculated based on the **Amount Bought** and the **Exchange Rate**.
Total Charges	Displays the total charge amount, which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **FX Purchase Against Account** and it can be modified.

2.6.6.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.6.3 FX In Denomination Details

The **FX In Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the FX In denomination units. The currency code and corresponding denomination codes will be defaulted based on Currency Bought. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.6.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the teller cash position gets incremented based on the amount bought.

In addition, the corresponding FCY cash is deposited for an equivalent amount credit in the Customer account. For more information on transaction submission and validations, refer to the topic *2.6.1.4 Transaction Submission* in this guide.

2.6.7 FX Purchase Against Walk-in

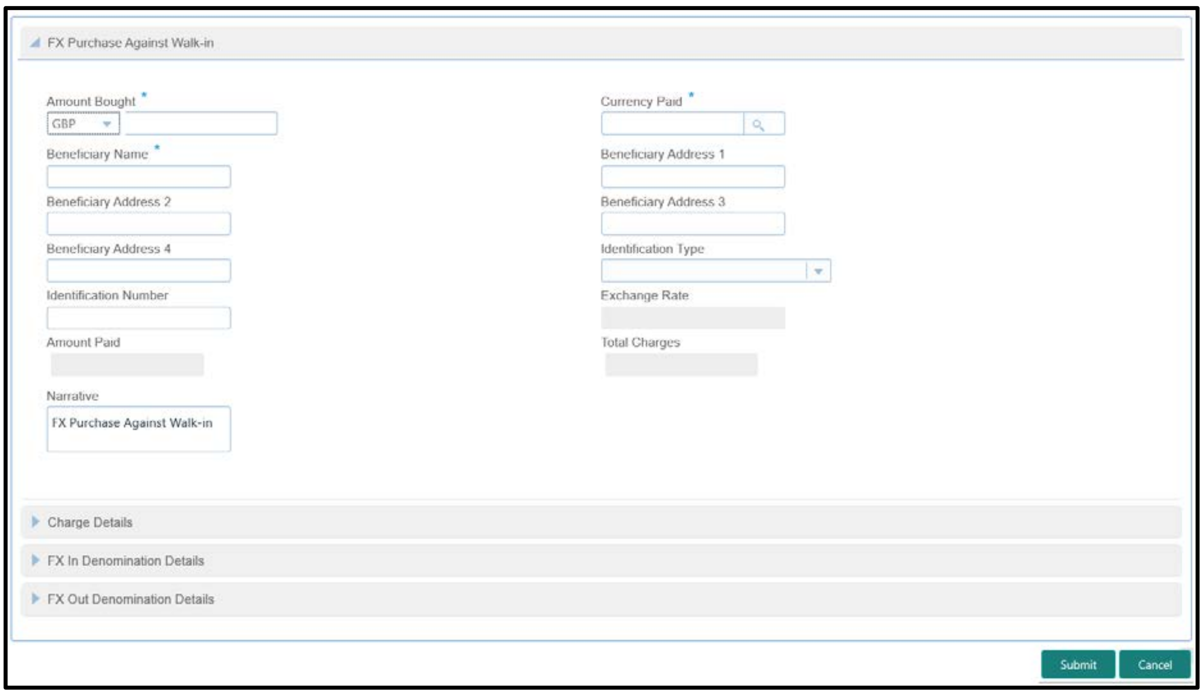
This screen is used to buy a foreign currency from a walk-in customer in return for the equivalent amount in another currency.

To process this screen, type **FX Purchase - Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.
3. Under **Customer Transaction**, click **Forex Transactions**.
4. Under **Forex Transactions**, click **FX Purchase - Walk-in**.

→ The **FX Purchase Against Walk-in** screen displays.

Figure 36: FX Purchase Against Walk-in Screen



2.6.7.1 Main Transaction Details

Specify the details in the **FX Purchase Against Walk-in** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: FX Purchase Against Walk-in Screen*.

Field Description: FX Purchase Against Walk-in Screen

Field	Description
Amount Bought	Select the applicable currency from the drop-down list and specify the amount that is bought from the walk-in customer.
Currency Paid	Select the currency that you have paid to the walk-in customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.
Beneficiary Name	Specify the name of the beneficiary walk-in customer.
Beneficiary Address 1 to **Beneficiary Address 4**	Specify the address of the beneficiary walk-in customer.
Identification Type	Select the type of identification provided by the walk-in customer from the drop-down list.
Identification Number	Specify the identification number provided by the walk-in customer.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Amount Paid	Displays the amount paid to the customer. **NOTE:** The currency of the amount paid is defaulted from received currency. The **Amount Paid** will be calculated based on the **Amount Bought** and the **Exchange Rate**.

Field	Description
Total Charges	Displays the total charge amount, which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **FX Purchase (Walk-in)** and it can be modified.

2.6.7.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.7.3 FX In Denomination Details

The **FX In Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the FX In denomination units. The currency code and corresponding denomination codes will be defaulted based on Currency Bought. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.7.4 FX Out Denomination Details

The **FX Out Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the FX Out denomination units. The currency code and corresponding denomination codes will be defaulted based on Currency Paid. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.7.5 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated, and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the teller cash position is updated based on the currency of the **Amount Bought** and the **Amount Paid** fields. For more information on transaction submission and validations, refer to the topic *2.6.1.4 Transaction Submission* in this guide.

2.6.8 Close Out Withdrawal by Account

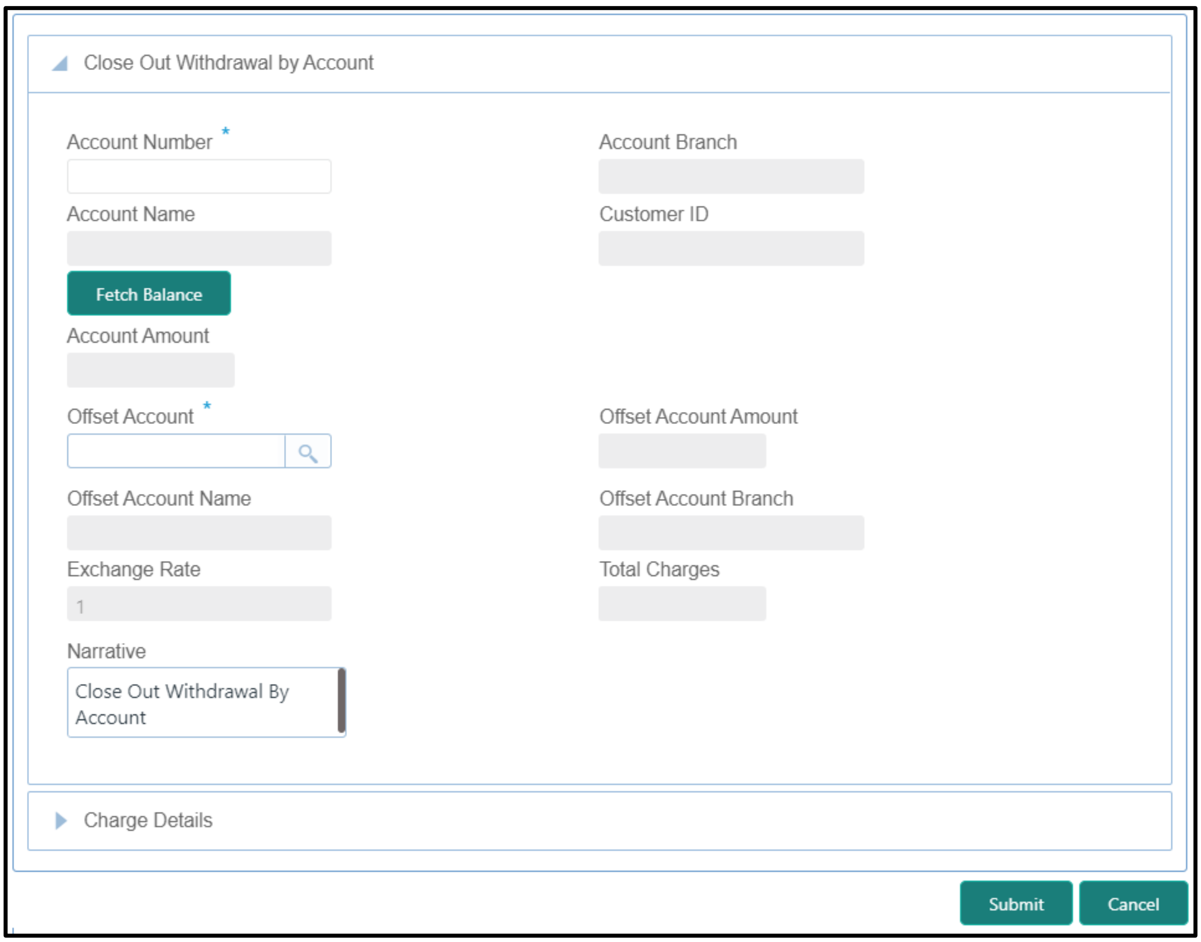
This screen is used to initiate an account closure and close the CASA account by crediting the funds to the CASA account based on customer request.

To process this screen, type **Closure - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.
3. Under **Customer Transaction**, click **Close Out Withdrawal**.
4. Under **Close Out Withdrawal**, click **Closure - Account**.

→ The **Close Out Withdrawal by Account** screen displays.

Figure 37: Close Out Withdrawal by Account Screen



2.6.8.1 Main Transaction Details

Specify the details in the **Close Out Withdrawal by Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Close Out Withdrawal by Account Screen*.

Field Description: Close Out Withdrawal by Account Screen

Field	Description
Account Number	Specify the account number for which the account closure to be requested.
Account Branch	Displays the branch code of the specified account number.
Account Name	Displays the name of the specified account number.
Customer ID	Displays the customer ID of the specified account number.
Fetch Balance	Click this icon to fetch the account balance details.
Account Amount	Displays the account balance in account currency.
Offset Account	Specify the account number to which the funds needs to be transferred during the account closure.
Offset Account Amount	Displays the offset account amount along with account currency.
Offset Account Name	Displays the name of the offset account.
Offset Account Branch	Displays the branch code of the offset account.
Exchange Rate	Displays the exchange rate based on the Account Currency and Offset Account Currency.

Field	Description
Total Charges	Displays the total charge amount, which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **Close Out Withdrawal by Account** and it can be modified.

2.6.8.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.8.3 Transaction Submission

1. Click **Submit** to complete the transaction.

    → A Teller Sequence Number is generated, and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the transaction details are handed off to UBS CASA module in the Oracle FLEXCUBE Universal banking Banking for account closure process.

2.6.9 Close Out Withdrawal by Cash

This screen is used to initiate an account closure and close the CASA account by dispersing the cash to the customer.

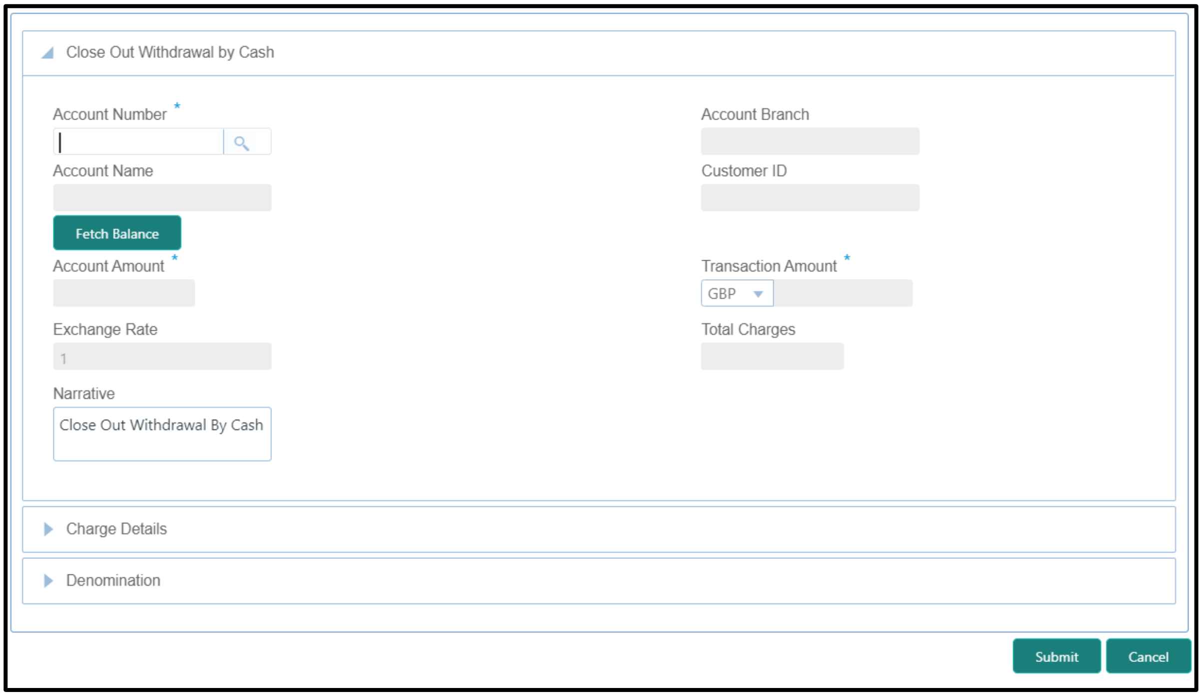
To process this screen, type **Closure - Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Transaction**.
3. Under **Customer Transaction**, click **Close Out Withdrawal**.

4. Under **Close Out Withdrawal**, click **Closure - Cash**.

→ The **Close Out Withdrawal by Cash** screen displays.

Figure 38: Close Out Withdrawal by Cash Screen



2.6.9.1 Main Transaction Details

Specify the details in the **Close Out Withdrawal by Cash** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Close Out Withdrawal by Cash Screen*.

Field Description: Close Out Withdrawal by Cash Screen

Field	Description
Account Number	Specify the account number for which the account closure to be requested.
Account Branch	Displays the branch code of the specified account number.
Account Name	Displays the name of the specified account number.
Customer ID	Displays the customer ID of the specified account number.

Field	Description
Fetch Balance	Click this icon to fetch the account balance details.
Account Amount	Displays the account balance in account currency.
Transaction Amount	Specify the currency in which the customer requested the cash. **NOTE:** The system displays the derived transaction amount based on the exchange rate fetched using account currency and transaction currency.
Exchange Rate	Displays the exchange rate based on the Account Currency and Offset Account Currency.
Total Charges	Displays the total charge amount, which is computed by the system in local currency of the branch.
Narrative	Displays the default narrative **Close Out Withdrawal by Cash** and it can be modified.

2.6.9.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.6.9.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.6.9.4 Transaction Submission

1. Click Submit to complete the transaction.

   → A Teller Sequence Number is generated, and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the transaction details are handed off to UBS CASA module in the Oracle FLEXCUBE Universal banking Banking for account closure process.

2.7 Miscellaneous Transactions

This section describes the various screens used to perform the miscellaneous transactions. The screens are described in the following sub-sections:

- *2.7.1 Miscellaneous Customer Debit*
- *2.7.2 Miscellaneous Customer Credit*
- *2.7.3 Miscellaneous GL Debit*
- *2.7.4 Miscellaneous GL Credit*
- *2.7.5 Miscellaneous GL Transfer*

2.7.1 Miscellaneous Customer Debit

This screen is used to transfer funds from the customer account to General Ledger (GL). The customer account can be debited for various reasons, with corresponding credit to a GL belonging to the transaction branch.

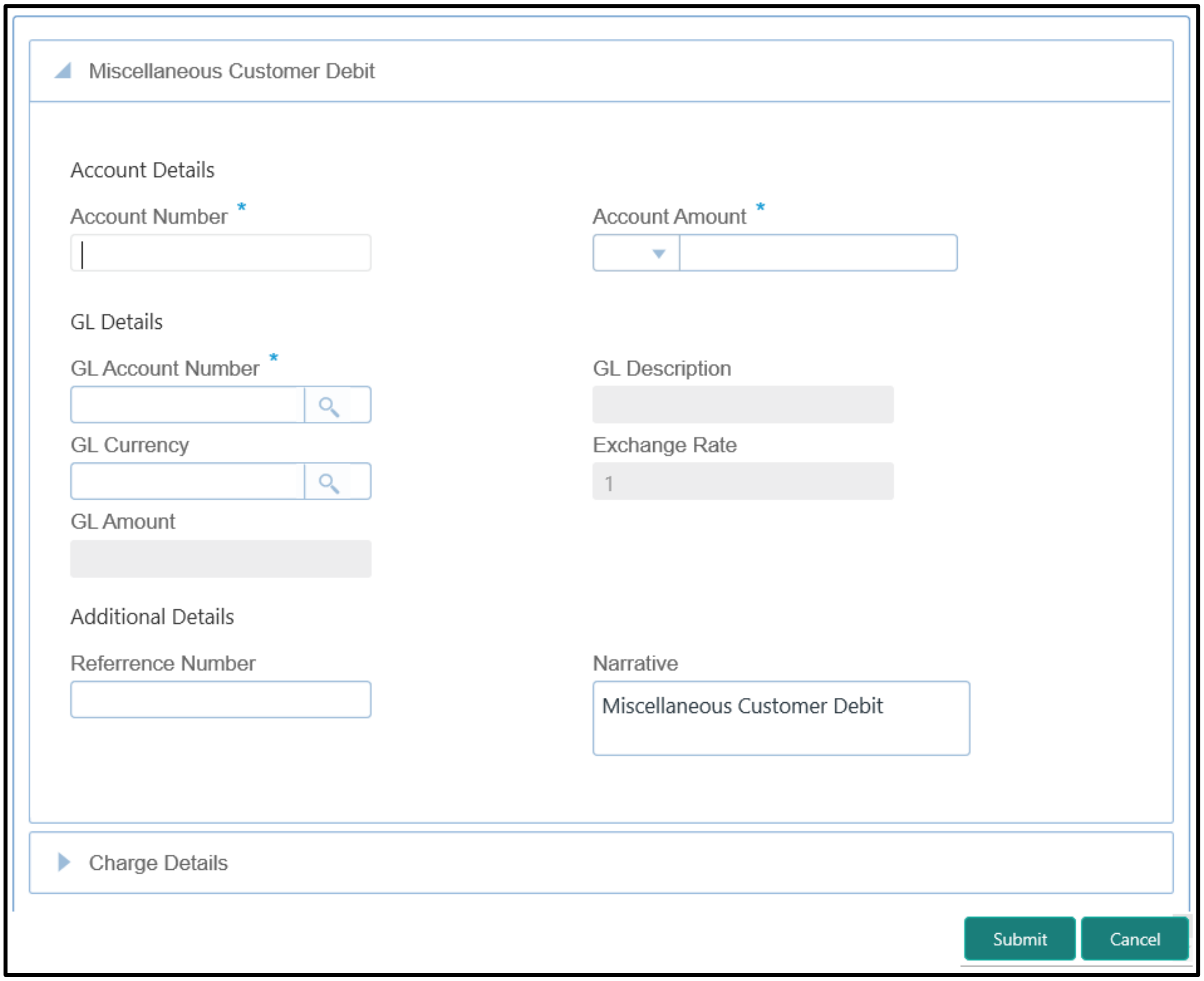
To process this screen, type **Misc Customer Debit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Miscellaneous**.

3. Under **Miscellaneous**, click **Misc Customer Debit**.

   → The **Miscellaneous Customer Debit** screen displays.

Figure 39: Miscellaneous Customer Debit Screen



2.7.1.1 Main Transaction Details

Specify the details in the **Miscellaneous Customer Debit** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Miscellaneous Customer Debit Screen*.

Field Description: Miscellaneous Customer Debit Screen

Field	Description
Account Number	Specify the account number from which the funds need to be debited.
Account Amount	Displays the account currency based on the account number specified. Specify the amount that needs to be debited from the account currency.
GL Account Number	Specify the GL account to which the funds need to be credited. You can select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
GL Description	Displays the description of the selected GL account number.
GL Currency	By default, the account currency is displayed and it can be modified.
GL Amount	Displays the amount in terms of GL currency.
Narrative	Displays the default narrative **Miscellaneous Customer Debit** and it can be modified.
Reference Number	Specify the reference number for the transaction.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.

Field	Description
	NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.

2.7.1.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.7.1.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves.

2.7.2 Miscellaneous Customer Credit

This screen is used to transfer funds from GL to the customer account. The customer account can be credited for various reasons, with corresponding debit to a GL belonging to the transaction branch.

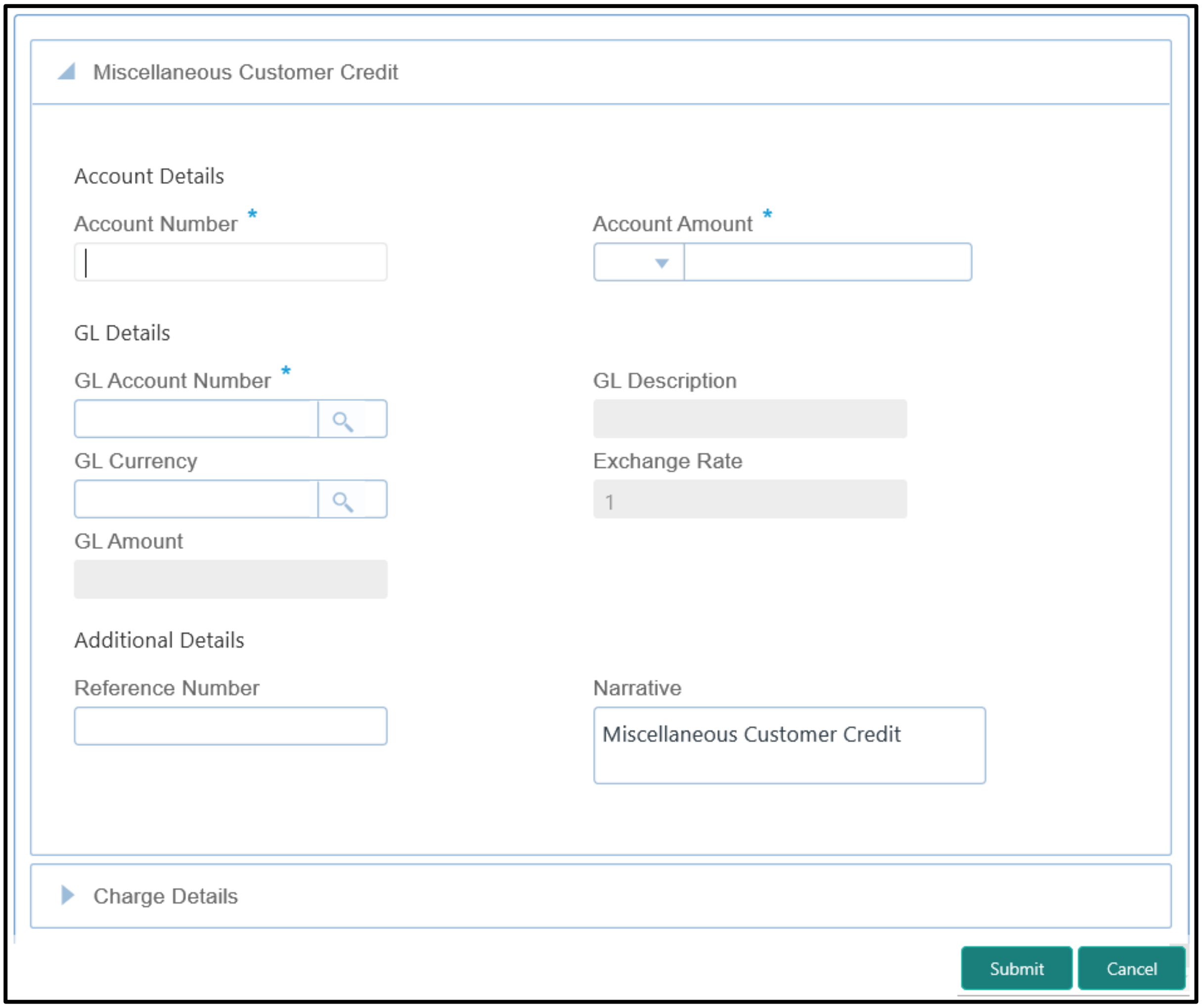
To process this screen, type **Misc Customer Credit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Miscellaneous.**

3. Under **Miscellaneous**, click **Misc Customer Credit**.

→ The **Miscellaneous Customer Credit** screen displays.

Figure 40: Miscellaneous Customer Credit Screen



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2.7.2.1 Main Transaction Details

Specify the details in the **Miscellaneous Customer Credit** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Miscellaneous Customer Credit Screen*.

Field Description: Miscellaneous Customer Credit Screen

Field	Description
Account Number	Specify the account number from which the funds need to be credited. **NOTE:** In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
Account Amount	Displays the account currency based on the account number specified. Specify the amount to be credited from the account currency.
GL Account Number	Specify the GL account from which the funds need to be debited. You can select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
GL Currency	By default, the account currency is displayed and it can be modified.
GL Amount	Displays the amount in terms of GL currency.
GL Description	Displays the description of the selected GL account number.
Narrative	Displays the default narrative **Miscellaneous Customer Credit** and it can be modified.
Reference Number	Specify the reference number for the transaction.

Field	Description
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.

2.7.2.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.7.2.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the GL account is debited and Customer account is credited to the extent of **Account Amount**.

2.7.3 Miscellaneous GL Debit

This screen is used to debit funds from a GL account of the transaction branch and pass the corresponding credit to the Cash GL account in the same branch.

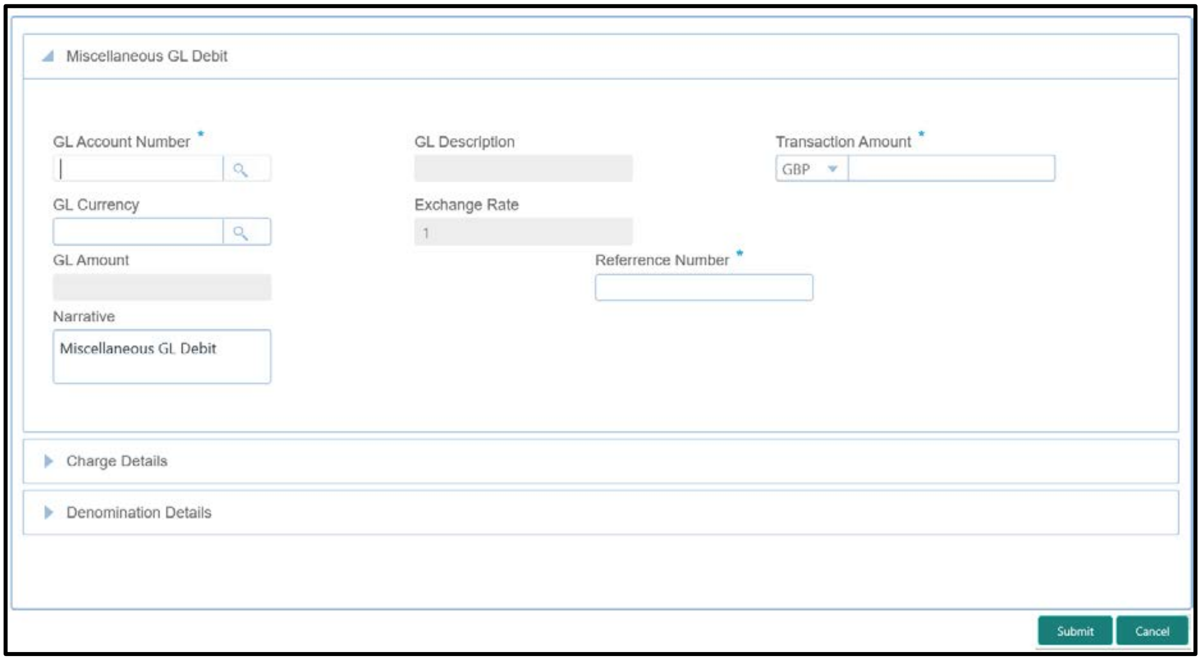
To process this screen, type **Misc GL Debit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Miscellaneous**.

3. Under **Miscellaneous**, click **Misc GL Debit**.

→ The **Miscellaneous GL Debit** screen displays.

Figure 41: Miscellaneous GL Debit



2.7.3.1 Main Transaction Details

Specify the details in the **Miscellaneous GL Debit** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Miscellaneous GL Debit Screen*.

Field Description: Miscellaneous GL Debit Screen

Field	Description
GL Account Number	Specify the GL account from which the funds need to be debited. You can select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
GL Currency	Displays the branch account currency and allows to modify if required.
GL Amount	Displays the amount which is credited to GL account.

Field	Description
GL Description	Displays the description of the selected GL account number.
Transaction Amount	Specify the appropriate currency and the amount that has to be credited to the cash account in the specified currency. **NOTE:** By default, the local currency of the branch is displayed, select another currency if required.
Narrative	Displays the default narrative **Miscellaneous GL Debit** and it can be modified.
Reference Number	Specify the reference number for the transaction.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.

2.7.3.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.7.3.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.7.3.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of the Teller is updated successfully.

2.7.4 Miscellaneous GL Credit

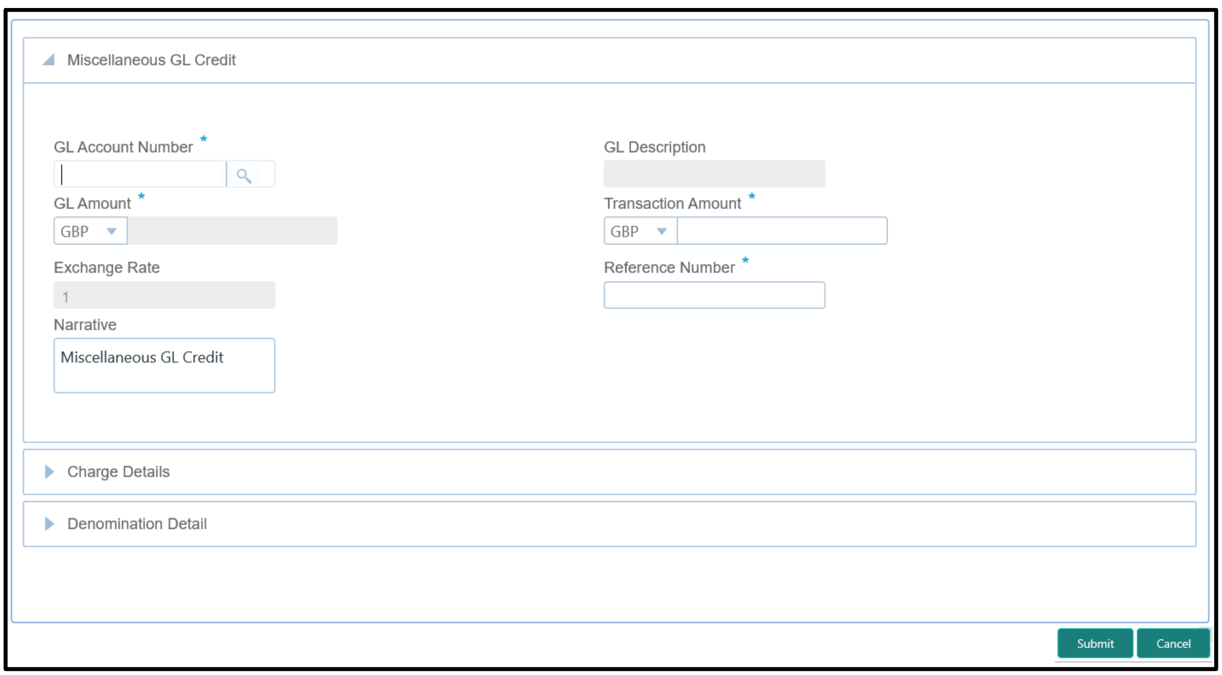
This screen is used to credit funds to a GL account of the transaction branch and pass the corresponding debit to the Cash GL account in the same branch.

To process this screen, type **Misc GL Credit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Miscellaneous**.
3. Under **Miscellaneous**, click **Misc GL Credit**.

→ The **Miscellaneous GL Credit** screen displays.

Figure 42: Miscellaneous GL Credit Screen



2.7.4.1 Main Transaction Details

Specify the details in the **Miscellaneous GL Credit** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Miscellaneous GL Credit Screen*.

Field Description: Miscellaneous GL Credit Screen

Field	Description
GL Account Number	Specify the GL account to which the funds need to be credited. Select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
GL Amount	Displays the branch account currency and allows to modify if required, and shows the amount which is credited to GL account.
GL Description	Displays the description of the selected GL account number.
Transaction Amount	Specify the appropriate currency and the amount that has to be debited from the cash account in the specified currency. **NOTE:** By default, the local currency of the branch is displayed, select another currency if required.
Narrative	Displays the default narrative **Miscellaneous GL Credit** and it can be modified.
Reference Number	Specify the reference number for the transaction.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.

2.7.4.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.7.4.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.7.4.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction completion, the cash balance of the Teller gets updated successfully.

2.7.5 Miscellaneous GL Transfer

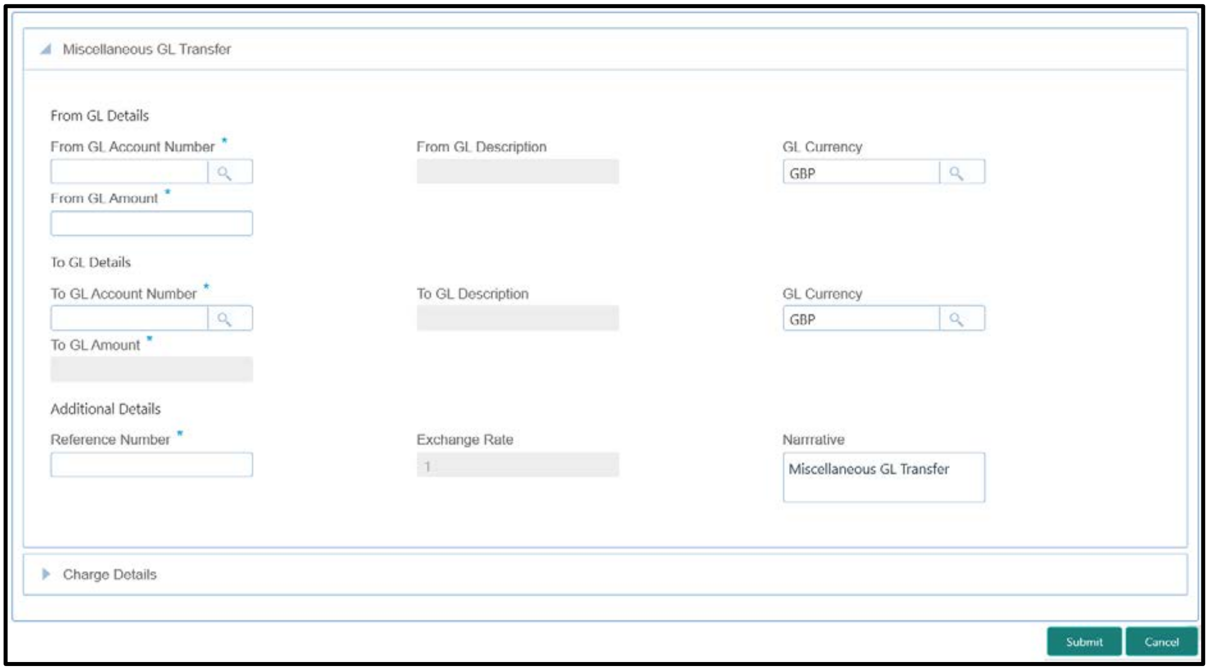
This screen is used to transfer funds from a GL account to another GL account. To process this screen, type **Misc GL Transfer** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Miscellaneous**.

3. Under **Miscellaneous**, click **Misc GL Transfer**.

   → The **Miscellaneous GL Transfer** screen displays.

Figure 43: Miscellaneous GL Transfer Screen



2.7.5.1 Main Transaction Details

Specify the details in the **Miscellaneous GL Transfer** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Miscellaneous GL Transfer Screen*.

Field Description: Miscellaneous GL Transfer Screen

Field	Description
From GL Account Number	Specify the GL account to which the funds need to be debited. Select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
From GL Amount	Displays the branch account currency and allows to modify if required, and shows the amount which is debited from GL account.
From GL Description	Displays the description of the selected GL account number.

Field	Description
GL Currency	Displays the branch currency and allows to modify if required.
To GL Account Number	Specify the GL account to which the funds need to be credited. Select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
To GL Amount	Displays the branch account currency and allows to modify if required, and shows the amount which is credited to GL account.
To GL Description	Displays the description of the selected GL account number.
GL Currency	Displays the branch currency and allows to modify if required.
Narrative	Displays the default narrative **Miscellaneous GL Transfer** and it can be modified.
Reference Number	Specify the reference number for the transaction.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.

2.7.5.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.7.5.3 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves.

2.8 Transfers

This section describes the various screens used to perform the transfers. The screens are described in the following sub-sections:

- *2.8.1 Account Transfer*
- *2.8.2 In House Cheque Deposit*
- *2.8.3 Domestic Transfer Against Account*
- *2.8.4 Domestic Transfer Against Walk-in*
- *2.8.5 International Transfer Against Account*
- *2.8.6 International Transfer Against Walk-in*

2.8.1 Account Transfer

This screen is used to transfer funds from one account to another account within the bank. The funding account and beneficiary account can be in different currencies and belong to different branches.

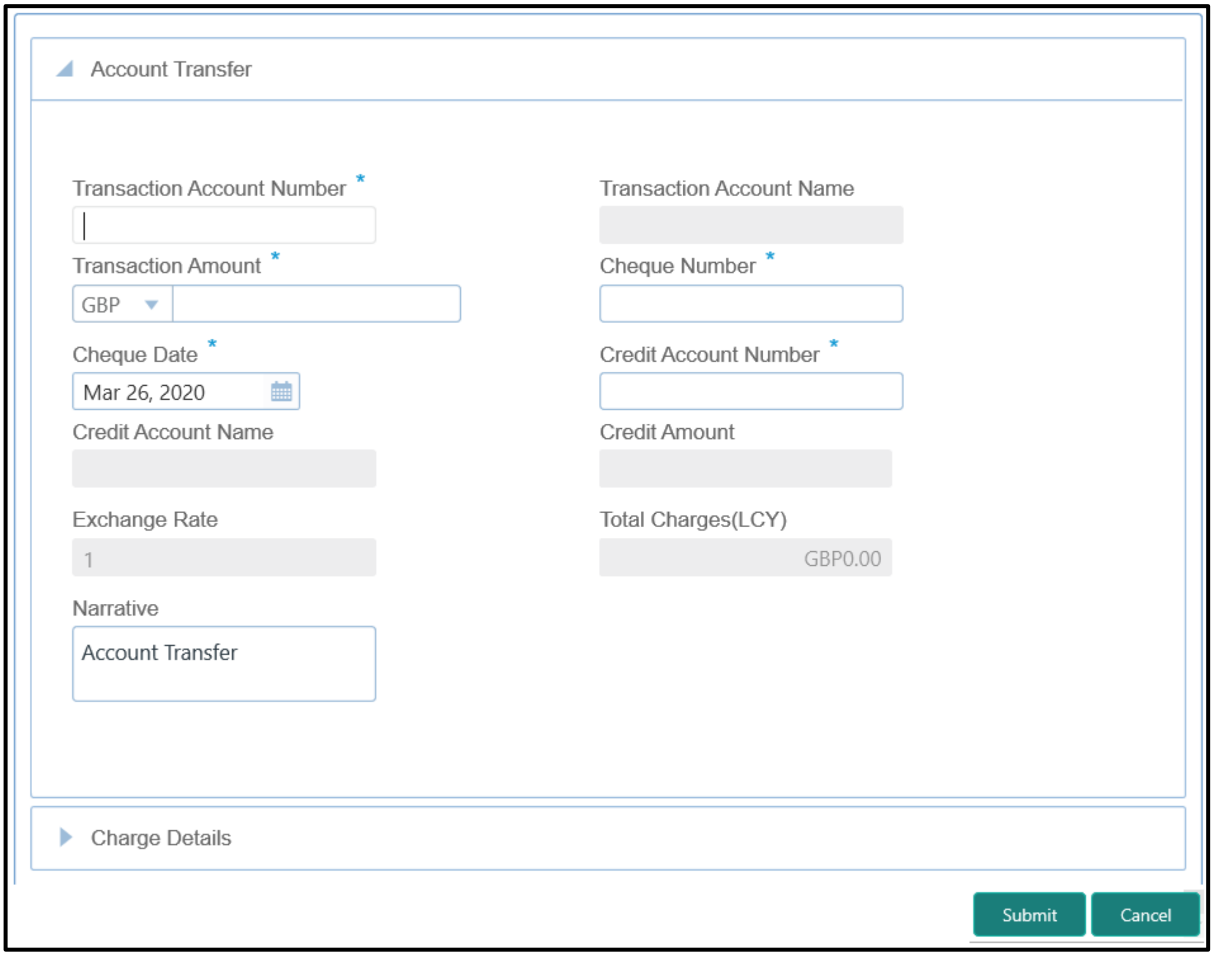
To process this screen, type **Account Transfer** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Transfers**.

3. Under **Transfers**, click **Account Transfer**.

→ The **Account Transfer** screen displays.

Figure 44: Account Transfer Screen



2.8.1.1 Main Transaction Details

Specify the details in the **Account Transfer** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Account Transfer Screen*.

Field Description: Account Transfer Screen

Field	Description
Transaction Account Number	Specify the customer account from which the funds needs to be debited.

Field	Description
Transaction Account Name	Displays account name based on the account number specified.
Transaction Amount	Displays the transaction account currency. Specify the transaction amount that needs to be debited from customer account.
Cheque Number	Specify the cheque number of the customer account as provided by the Customer.
Cheque Date	Select the date on which cheque has been issued from the adjoining calendar.
Credit Account Number	Specify the account to which the funds needs to be credited. **NOTE:** In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
Credit Amount	Displays the amount in terms of credit account currency.
Credit Account Name	Displays the description of the account number specifed.
Exchange Rate	Displays the exchange rate used to convert the transaction account currency into credit account currency and it can be modified. **NOTE:** If the transaction currency is same as the account currency, the system displays the exchange rate as 1.

Field	Description
Total Charge (LCY)	Displays the total charge amount, which is computed by the system.
Narrative	Displays the default narrative **Account Transfer** and it can be modified.

2.8.1.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.8.1.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**. After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

2.8.2 In-House Cheque Deposit

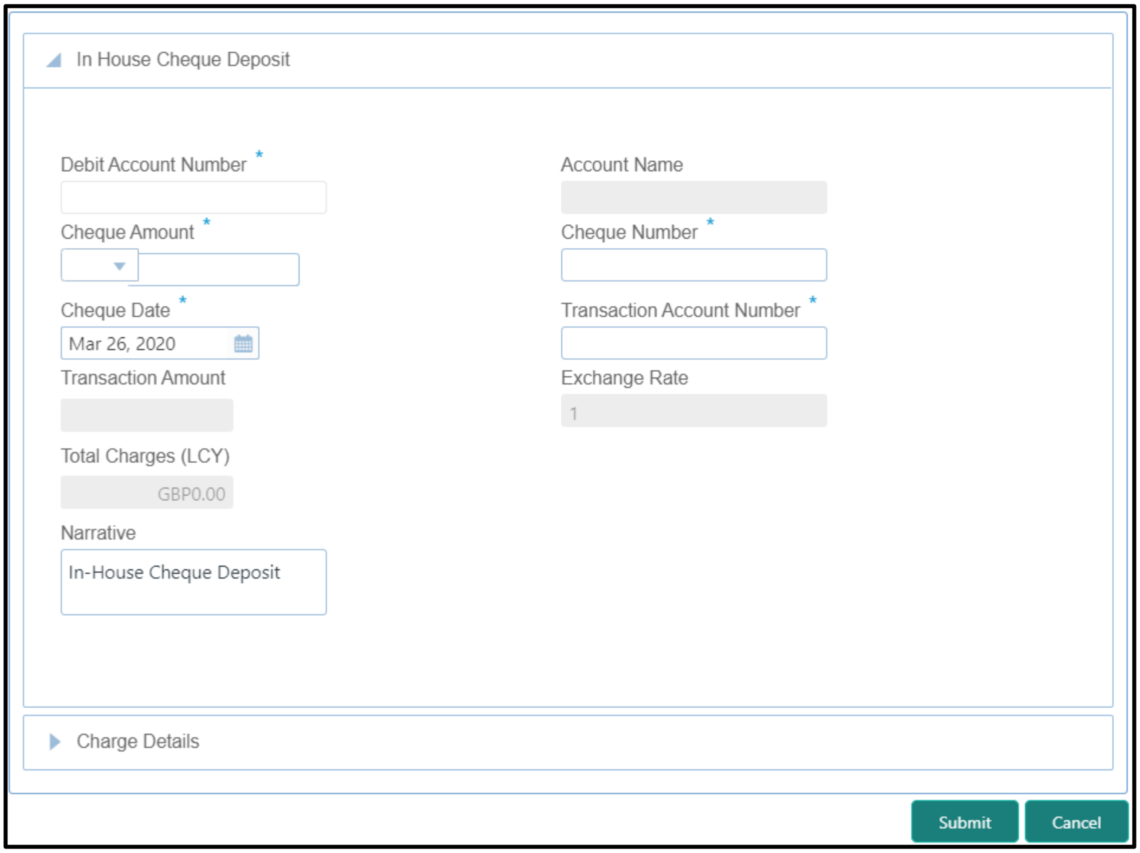
This screen is used to capture in-house cheque deposit transactions for the customers. To process this screen, type **In House Cheque Deposit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Transfers**.

3. Under **Transfers**, click **In House Cheque Deposit**.

→ The **In House Cheque Deposit** screen displays.

Figure 45: In House Cheque Deposit Screen



2.8.2.1 Main Transaction Details

Specify the details in the **In House Cheque Deposit** screen. For more information on fields, refer to table *Field Description: In House Cheque Deposit Screen*.

Field Description: In House Cheque Deposit Screen

Field	Description
Debit Account Number	Specify the account number of the drawer.
Account Name	Displays the name of the account.
Cheque Amount	Specify the currency and amount as mentioned in the cheque.

Field	Description
Cheque Number	Specify the cheque number.
Cheque Date	Specify the date of issue as mentioned in the cheque.
Transaction Account Number	Specify the account number that needs to be credited with the cheque amount.
Transaction Amount	Displays the transaction amount based on the exchange rate.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
Total Charge Amount	Displays the total charge amount which is computed by the system.
Narrative	Displays the default narrative **In House Cheque Deposit** and it can be modified.

2.8.2.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.8.2.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**. After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

2.8.3 Domestic Transfer Against Account

This screen is used to transfer funds from an account held with the bank to an account held with another bank, within the same country. Based on the payment type selected, the transaction is routed to corresponding transaction network.

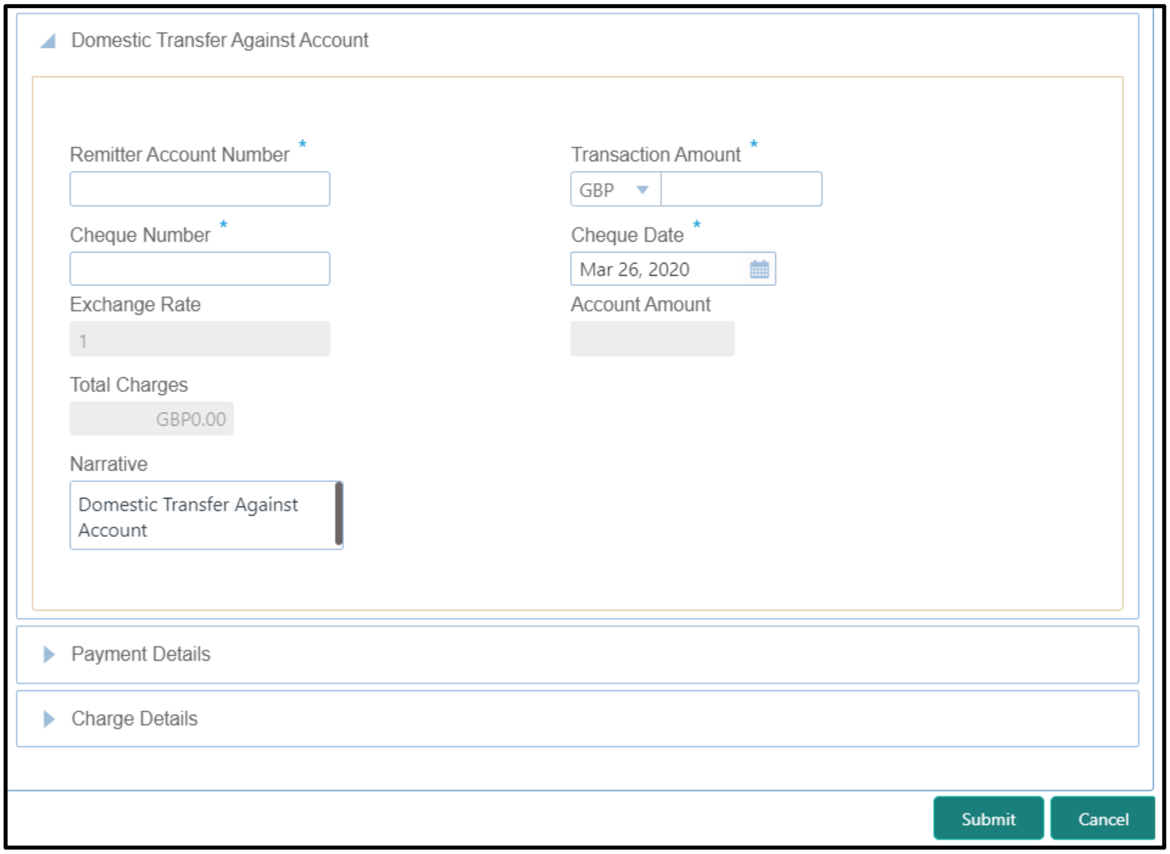
To process this screen, type **Domestic Trf - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Transfers**.

3. Under Transfers, click **Domestic Trf - Account**.

→ The **Domestic Transfer Against Account** screen is displayed.

Figure 46: Domestic Transfer Against Account Screen



2.8.3.1 Main Transaction Details

Specify the details in the **Domestic Transfer Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table Field Description: Domestic Transfer Against Account Screen.

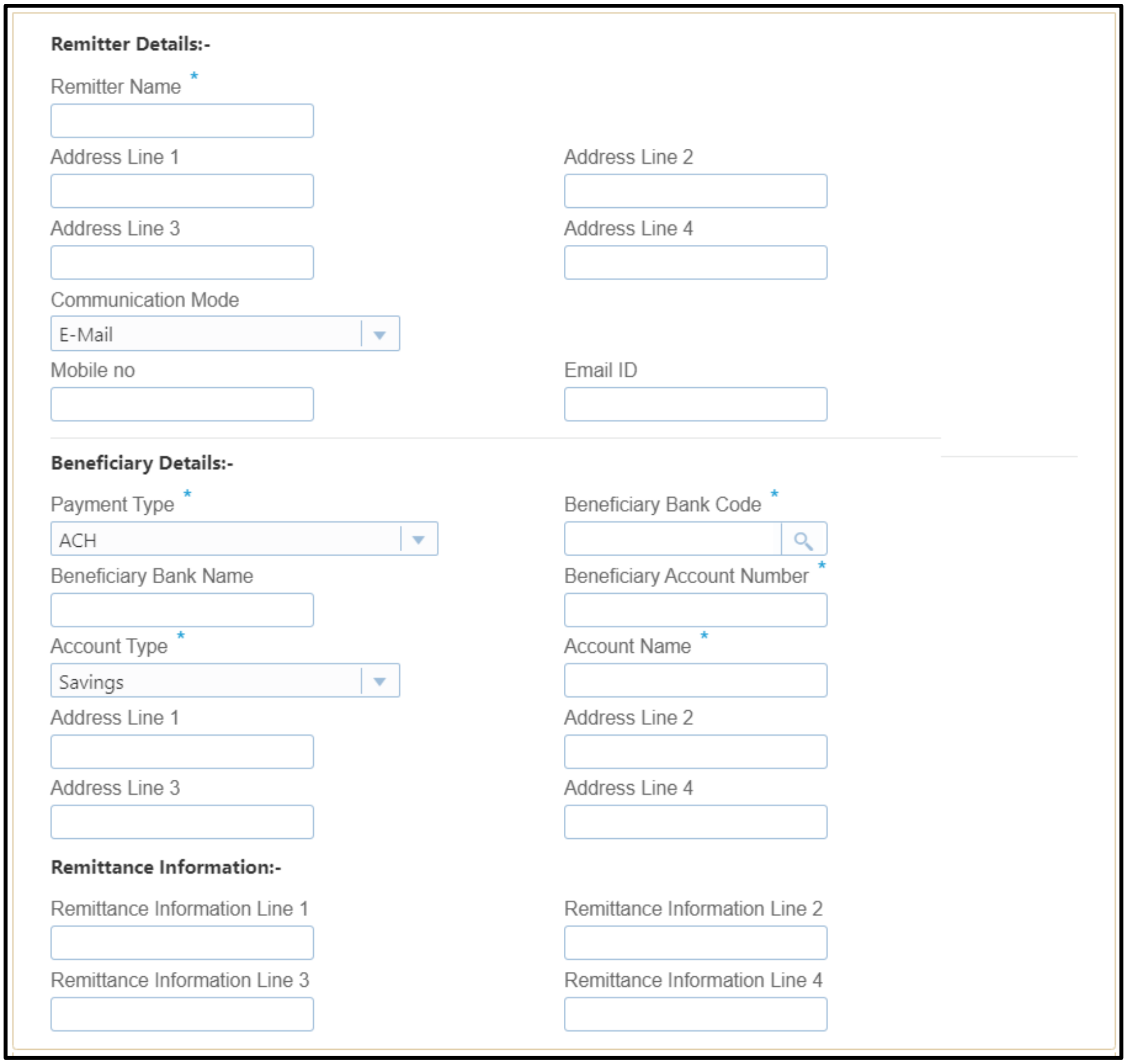
Field Description: Domestic Transfer Against Account Screen

Field	Description
Remitter Account Number	Specify the customer account from which the funds needs to be debited.

Field	Description
Transaction Amount	Displays the transaction account currency and it allows to select from drop-down values. Specify the transaction amount that needs to be debited from customer account.
Cheque Number	Specify the cheque number of the customer account as provided by the Customer.
Cheque Date	Select the date on which cheque has been issued from the adjoining calendar.
Account Amount	Displays the amount in terms of remitter account currency.
Exchange Rate	Displays the exchange rate used to convert the transaction account currency into credit account currency and it can be modified. **NOTE:** If the transaction currency is same as the account currency, the system displays the exchange rate as 1.
Total Charges	Displays the total charge amount, which is computed by the system.
Narrative	Displays the default narrative **Domestic Transfer Against Account** and it can be modified.

2.8.3.2 Payment Details

Figure 47: Payment Details



Specify the details in the **Payment Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Payment Details*.

Field Description: Payment Details

Field	Description
Remitter Details	Specify the fields.
Remitter Name	Displays the remitter description based on the remitter account number specified.

Field	Description
Address Line 1 to **Address Line 4**	Displays the remitter address details.
Communication Mode	Specify the mode of communication for the transaction. The drop-down values are **E-Mail** and **Phone**.
Mobile No	Specify the mobile number if the mode of communication is selected as **Phone**.
Email ID	Specify the email address if the mode of communication is selected as **E-Mail**.
Beneficiary Details	Specify the fields.
Payment Type	Select the payment type from the drop-down values.
Beneficiary Bank Code	Select the beneficiary bank code from the list of values. The LOV display all valid clearing bank codes maintained in the system.
Beneficiary Bank Name	Specify the name of the beneficiary bank. If the beneficiary bank code is selected, system displays the description.
Beneficiary Account Number	Specify the account number of the beneficiary.
Account Type	Select the account type of the beneficiary from the drop-down list.
Account Name	Specify the account name of the beneficiary.
Address Line 1 to **Address Line 4**	Specify the address of the beneficiary.

Field	Description
Remittance Information	Specify the fields.
Remittance Information Line 1 to **Remittance Information Line 4**	Specify the remittance information in free text format.

2.8.3.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.8.3.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**. After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

2.8.4 Domestic Transfer Against Walk-in

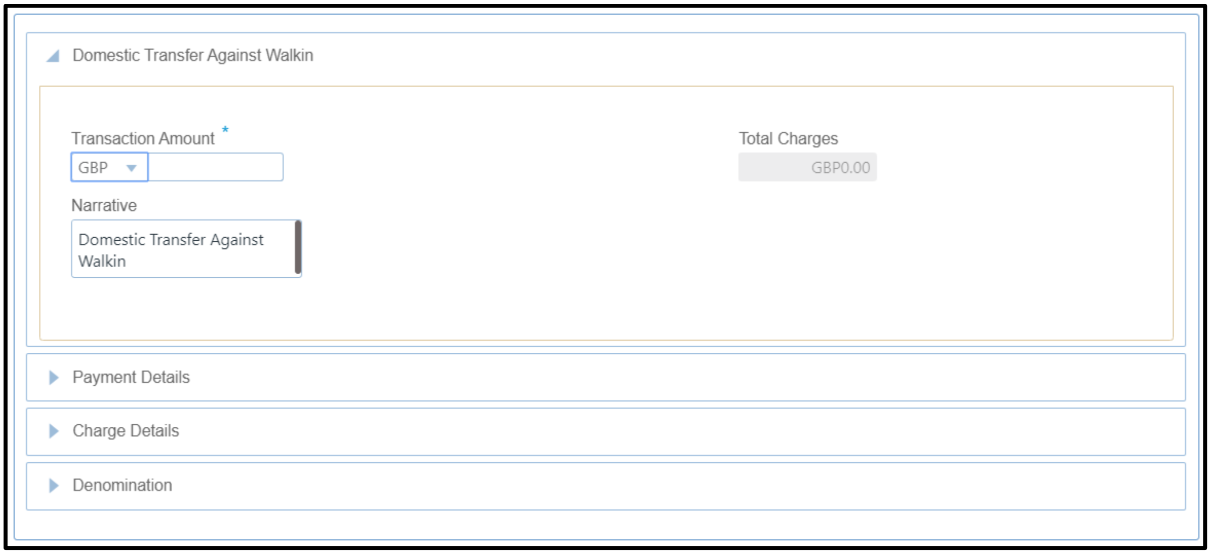
This screen is used to accept cash from walk-in customer and transfer funds to the account held with another bank within the same country. Based on the payment type selected, the transaction is routed to corresponding transaction network.

To process this screen, type **Domestic Trf - Walkin** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Transfers**.
3. Under **Transfers**, click **Domestic Trf - Walkin**.

→ The **Domestic Transfer Against Walkin** screen displays.

Figure 48: Domestic Transfer Against Walkin Screen



2.8.4.1 Main Transaction Details

Specify the details in the **Domestic Transfer Against Walkin** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Domestic Transfer Against Walkin*.

Field Description: Domestic Transfer Against Walkin

Field	Description
Transaction Amount	Select the transaction currency from the drop-down list. Specify the transaction amount that needs to be transferred.
Total Charges	Displays the total charge amount, which is computed by the system.
Narrative	Displays the default narrative **Domestic Transfer Against Walkin** and it can be modified.

2.8.4.2 Payment Details

The **Payment Details** segment is used to specify the details of remitter, beneficiary, and remittance information. For more information on this segment, refer to the topic *2.8.3.2 Payment Details* in this guide.

2.8.4.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.8.4.4 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.8.4.5 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**. After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

2.8.5 International Transfer Against Account

This screen is used to facilitate international transfer by debiting the account holder of the bank. You can remit in currency of the customer account and transfer in another currency based on the request from the customer. If the transaction currency differs from the transfer currency, the exchange rate is populated to calculate the equivalent amount.

To process this screen, type **International - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

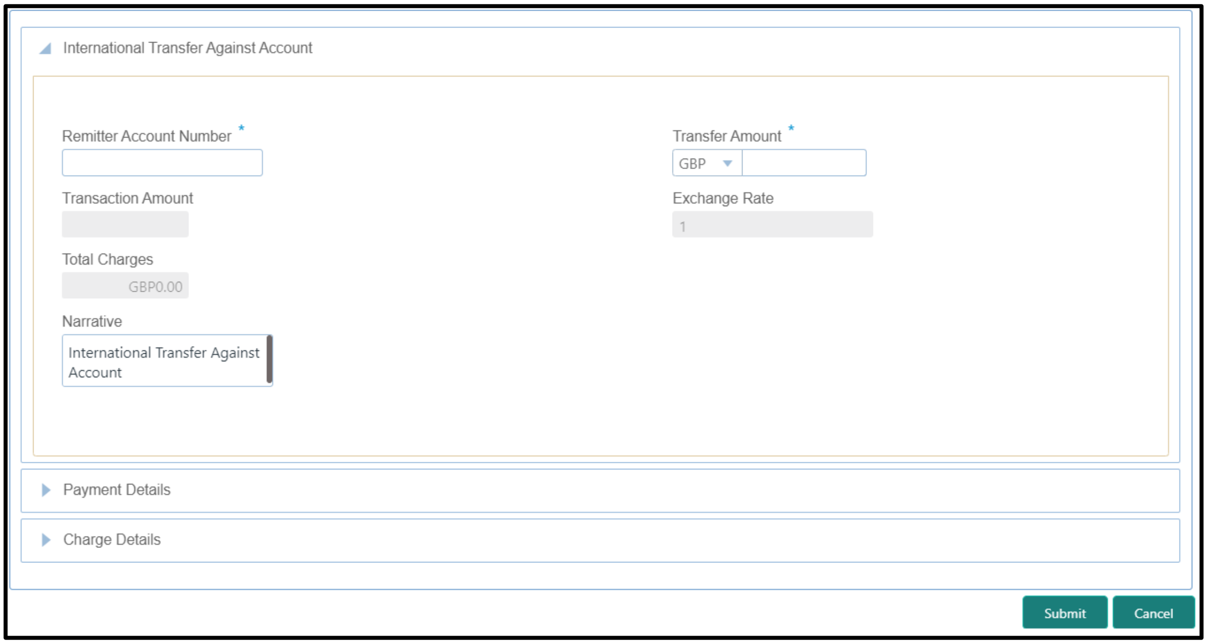
1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Transfers**.

3. Under **Transfers**, click **International - Account**.

→ The **International Transfer Against Account** screen displays.

Figure 49: International Transfer Against Account Screen



2.8.5.1 Main Transaction Details

Specify the details in the **Domestic Transfer Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: International Transfer Against Account*.

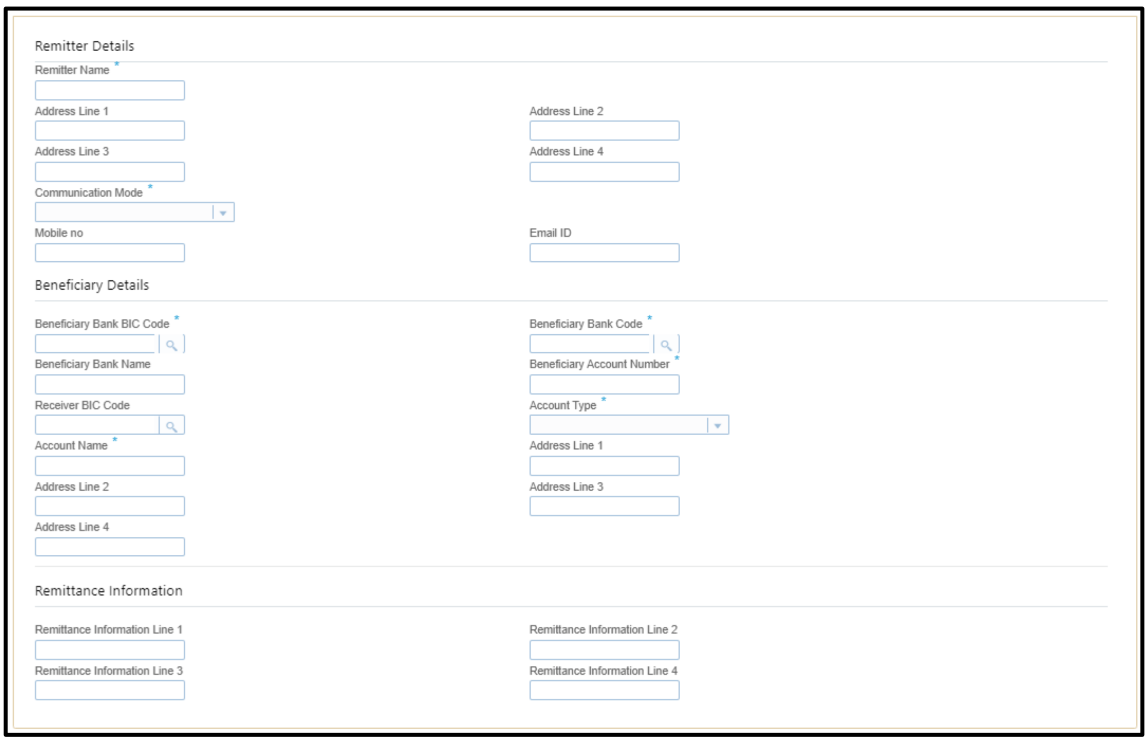
Field Description: International Transfer Against Account

Field	Description
Remitter Account Number	Specify the customer account from which the funds needs to be debited.
Transfer Amount	Specify the transfer account currency and the transfer amount that needs to be debited from customer account.
Transaction Amount	Displays the remitter account currency based on the account number selected and the transaction amount based on the exchange rate.

Field	Description
Exchange Rate	Displays the exchange rate used to convert the transfer account currency into credit account currency and it can be modified. **NOTE:** If the transfer currency is same as the account currency, the system displays the exchange rate as 1.
Total Charges	Displays the total charge amount, which is computed by the system.
Narrative	Displays the default narrative **International Transfer Against Account** and it can be modified.

2.8.5.2 Payment Details

Figure 50: Payment Details



Specify the details in the Payment Details segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Payment Details*.

Field Description: Payment Details

Field	Description
Remitter Details	Specify the fields.
Remitter Name	Displays the remitter description based on the remitter account number specified.
Address Line 1 to **Address Line 4**	Displays the remitter address details.
Communication Mode	Specify the mode of communication for the transaction. The drop-down values are **E-Mail** and **Phone**.
Mobile No	Specify the mobile number if the mode of communication is selected as **Phone**.
Email ID	Specify the email address if the mode of communication is selected as **E-Mail**.
Beneficiary Details	Specify the fields.
Beneficiary Bank BIC Code	Select the beneficiary BIC code from the list of values. **NOTE:** The LOV display all valid swift BIC codes maintained in the system.
Beneficiary Bank Code	Select the beneficiary bank code from the list of values. **NOTE:** The LOV display all valid clearing bank codes maintained in the system.
Beneficiary Bank Name	Specify the name of the beneficiary bank. **NOTE:** If the beneficiary bank code is selected, system displays the description.

Field	Description
Receiver BIC Code	Specify the receiver BIC code from the list of values. **NOTE:** The LOV displays all the valid swift BIC codes maintained in the system.
Beneficiary Account Number	Specify the account number of the beneficiary.
Account Type	Select the account type of the beneficiary from the drop-down list.
Account Name	Specify the account name of the beneficiary.
Address Line 1 to **Address Line 4**	Specify the address of the beneficiary.
Remittance Information	Specify the fields.
Remittance Information Line 1 to **Remittance Information Line 4**	Specify the remittance information in free text format.

2.8.5.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.8.5.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**.

After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

2.8.6 International Transfer Against Walk-in

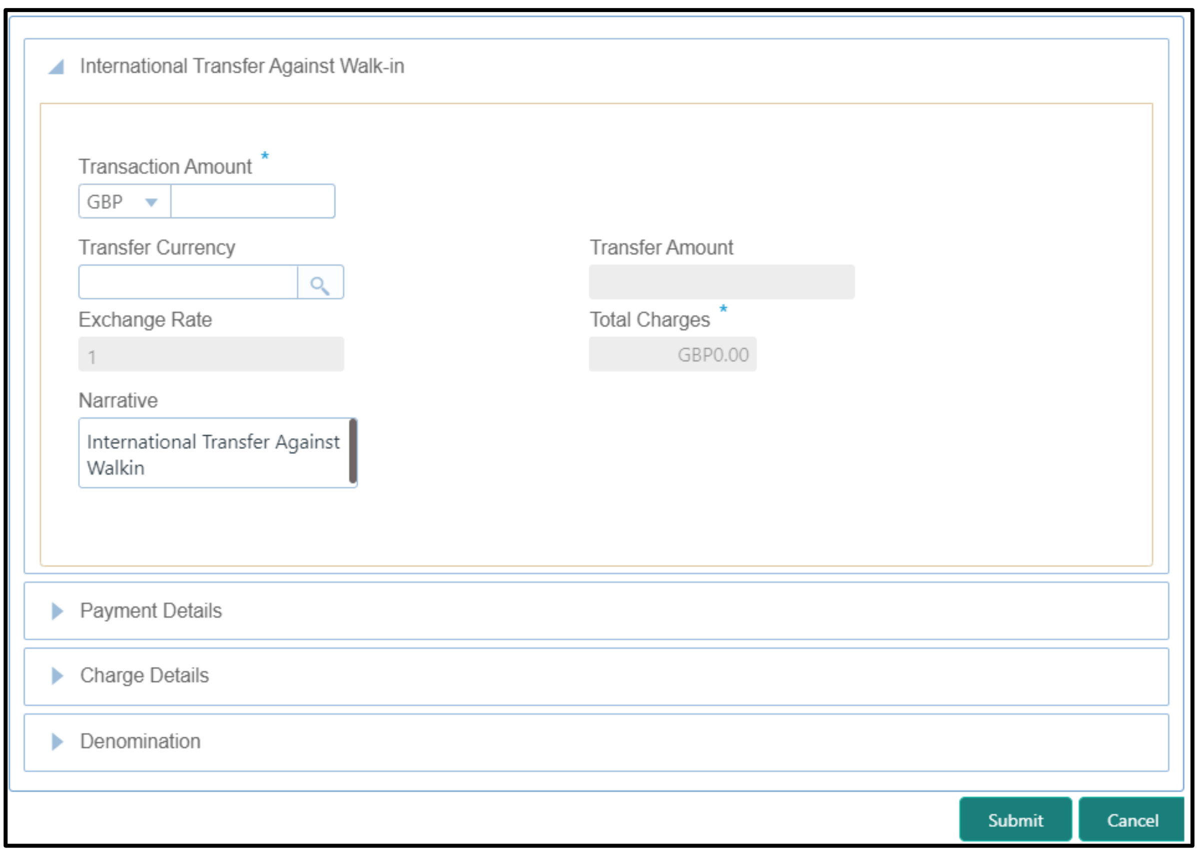
This screen is used to facilitate international transfer by accepting cash from the walk-in customer. You can remit funds in transaction currency and transfer in another currency based on the customer's request. If the transaction currency differs from the transfer currency, the exchange rate is populated to calculate the equivalent amount.

To process this screen, type **International - Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Transfers**.
3. Under **Transfers**, click **International - Walk-in**.

→ The **International Transfer Against Walk-in** screen displays.

Figure 51: International Transfer Against Walk-in Screen



2.8.6.1 Main Transaction Details

Specify the details in the **Domestic Transfer Against Walk-in** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: International Transfer Against Walk-in*.

Field Description: International Transfer Against Walk-in

Field	Description
Transaction Amount	Specify the currency in which the cash is accepted from walk-in customer and the transaction amount as requested by the customer.
Transfer Currency	Specify the currency in which the funds to be transferred.
Transfer Amount	System display the transfer amount based on the exchange rate pickup.
Exchange Rate	Displays the exchange rate used to convert the transfer currency into transaction currency and it can be modified. **NOTE:** If the transfer currency is same as the account currency, the system displays the exchange rate as 1.
Total Charges	Displays the total charge amount, which is computed by the system.
Narrative	Displays the default narrative **International Transfer Against Walk-in** and it can be modified.

2.8.6.2 Payment Details

The **Payment Details** segment is used to specify the details of remitter, beneficiary, and remittance information. For more information on this segment, refer to the topic *2.8.5.2 Payment Details* in this guide.

2.8.6.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.8.6.4 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.8.6.5 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for outgoing payment creation and processing with external system status as **Pending**. After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

2.9 Clearing

This section describes the screen used to perform the clearing. The **Cheque Deposit** screen is described in the following sub-section:

- *2.9.1 Cheque Deposit*

2.9.1 Cheque Deposit

The Teller can use this screen to capture the cheque deposit request submitted by the customer. To process this screen, type **Cheque Deposit** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

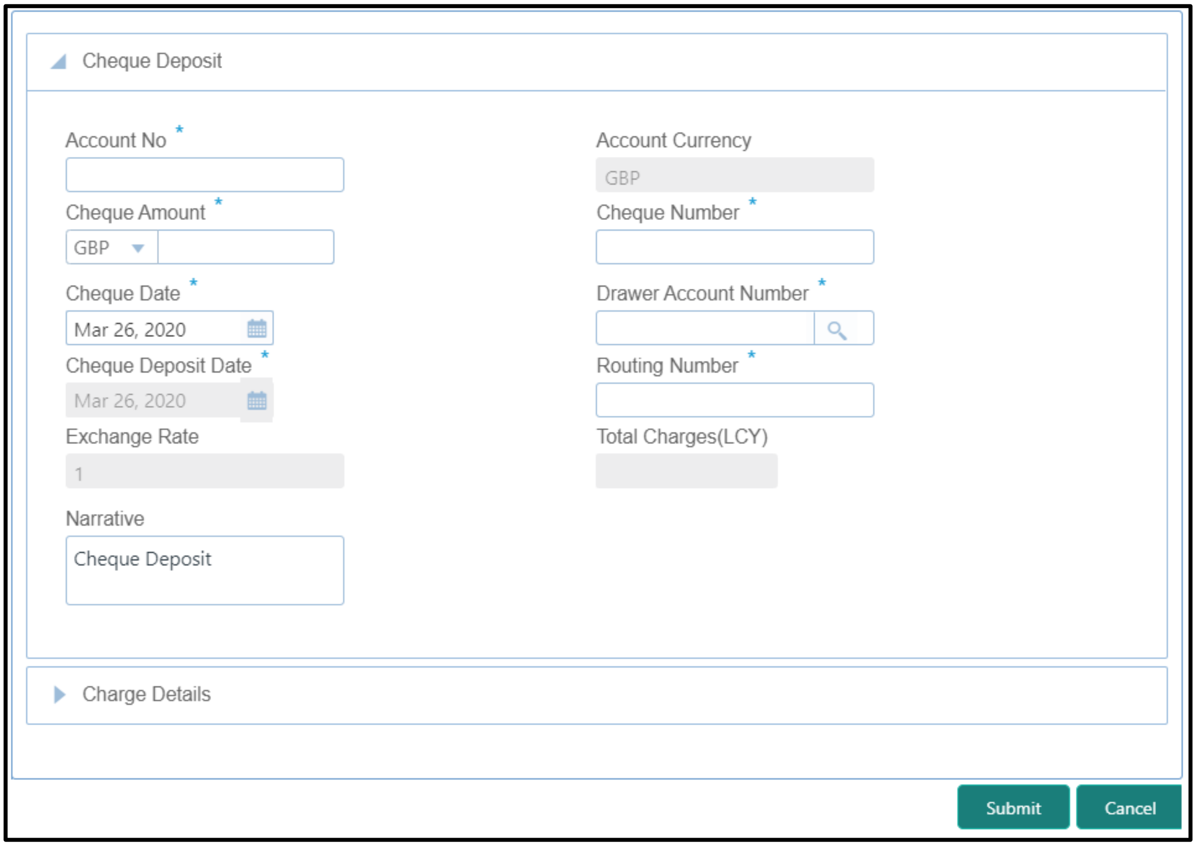
1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Clearing**.

3. Under **Clearing**, click **Cheque Deposit**.

→ The **Cheque Deposit** screen displays.

Figure 52: Cheque Deposit Screen



2.9.1.1 Main Transaction Details

Specify the details in the **Cheque Deposit** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Cheque Deposit Screen*.

Field Description: Cheque Deposit Screen

Field	Description
Account No	Specify the customer account number in which the cheque needs to be deposited. When you press Tab key, the following details are displayed: • Customer ID

Field	Description
	• Image • Signature • KYC Status • Account Balance • Address **NOTE:** If the specified account number is a joint account holder, the joint holder details of the account can be viewed in the Customer Information Widget along with mode of operation.
Account Currency	Specify the currency of the specified account number.
Cheque Amount	Specify the currency and amount mentioned in the cheque that needs to be deposited in the account.
Cheque Number	Specify the MICR number displayed on the cheque.
Cheque Date	Specify the cheque issued date.
Drawer Account Number	Specify the account number on which the cheque is drawn.
Cheque Deposit Date	Displays the current posting date as the cheque deposit date.
Routing Number	Specify the routing number for cheque clearance. The system will not validate the specified routing number.
Exchange Rate	Displays the exchange rate used to convert the cheque currency into transaction currency and it can be modified. If the transfer currency is same as the account currency, the system displays the exchange rate as 1.

Field	Description
Total Charges (LCY)	Displays the total charge amount, which is computed by the system.
Narrative	Displays the default narrative **Cheque Deposit** and it can be modified.

2.9.1.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.9.1.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for instruments processing with external system status as **Pending**.

After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

2.10 Remittances

This section describes the various types of remittances performed. The remittances are categorized into following sub-sections:

- *2.10.1 Bankers Cheque*
- *2.10.2 Demand Drafts*

2.10.1 Bankers Cheque

This sub-section describes the various screens used to perform the remittances related to Bankers Cheque (BC). The screens are described in the following topics:

- *2.10.1.1 BC Issue Against Customer Account*
- *2.10.1.2 BC Issue Against Walk-in*
- *2.10.1.3 BC Issue Against GL*
- *2.10.1.4 BC Liquidation Against Account*
- *2.10.1.5 BC Liquidation Against Walk-in*
- *2.10.1.6 BC Liquidation Against GL*
- *2.10.1.7 BC Print/Re-print*

2.10.1.1 BC Issue Against Customer Account

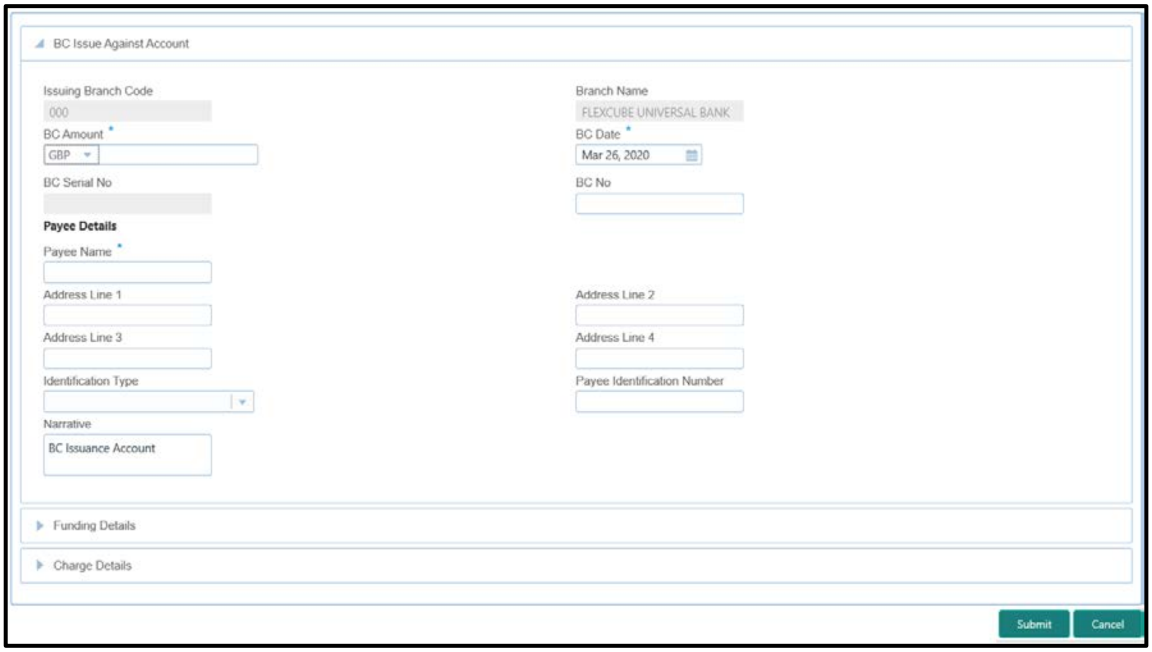
The Teller can use this screen to issue a BC against the savings account of a customer. To process this screen, type **BC Issue - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.

3. Under **Remittances**, click **BC Issue - Account**.

→ The **BC Issue Against Account** screen displays.

Figure 53: BC Issue Against Account Screen



2.10.1.1.1 Main Transaction Details

Specify the details in the **BC Issue Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Issue Against Account*.

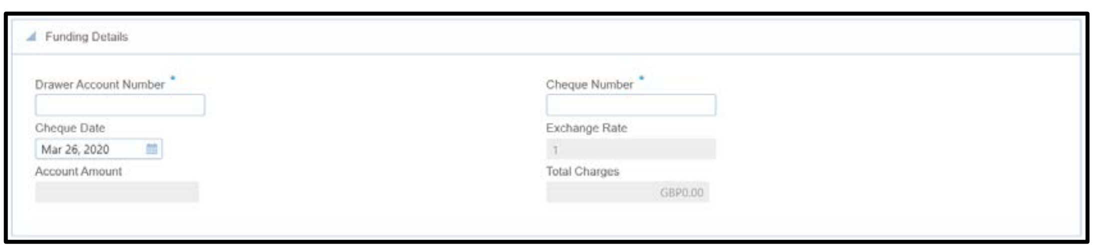
Field Description: BC Issue Against Account

Field	Description
Issuing Branch Code	Displays the code of the logged-in branch.
Branch Name	Displays the description of issuing branch.
BC Amount	Select the BC currency from the drop-down list and specify the BC amount.
BC Date	Select the date that needs to be mentioned in the BC. The current posting date is displayed by default.

Field	Description
BC No	Specify the instrument number and validate. If not specified, the system generates the BC number based on the maintenance setup.
BC Serial Number	Displays the serial number.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the BC is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.
Payee Identification Number	Specify the identification number of the payee.
Narrative	Displays the default narrative **BC Issuance Account** and it can be modified.

2.10.1.1.2 Funding Details

Figure 54: Funding Details



Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Funding* Details.

Field Description: Funding Details

Field	Description
Drawer Account Number	Specify the account number of the customer who has requested the BC.
Cheque Number	Specify the cheque number of the drawer account.
Cheque Date	Specify the date as mentioned in the cheque.
Exchange Rate	Displays the exchange rate used to convert the BC currency into account currency and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate.
Total Charges	Displays the total charges applicable for the BC issuance.

2.10.1.1.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.1.1.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Oracle Banking Payments system for instruments processing with external system status as **Pending**.

After the transaction is processed and responded from Oracle Banking Payments with appropriate status, the Teller selects the transaction from **Electronic Journal Transaction Log** and completes the transaction.

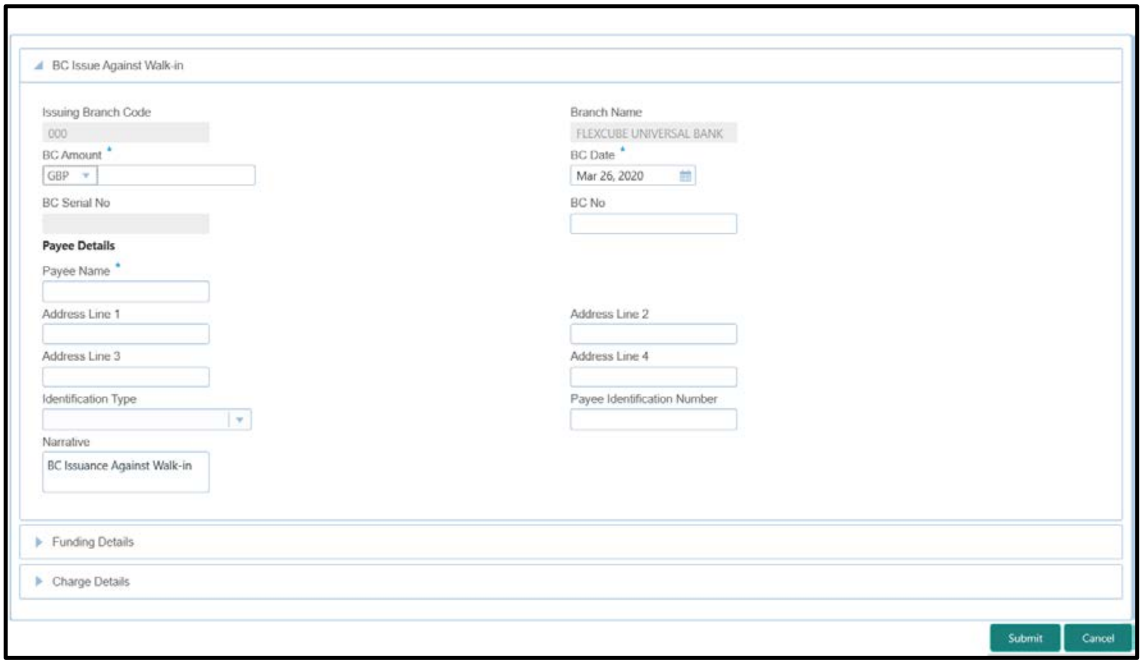
2.10.1.2 BC Issue Against Walk-in

The Teller can use this screen to issue a BC to the walk-in customers who does not have account with the bank. To process this screen, type **BC Issue - Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller.**
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **BC Issue - Walk-in**.

→ The **BC Issue Against Walk-in** screen displays.

Figure 55: BC Issue Against Walk-in Screen



2.10.1.2.1 Main Transaction Details

Specify the details in the **BC Issue Against Walk-in** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Issue Against Walk-in*.

Field Description: BC Issue Against Walk-in

Field	Description
Issuing Branch Code	Displays the code of the logged-in branch.
Branch Name	Displays the description of issuing branch.
BC Amount	Select the BC currency from the drop-down list and specify the BC amount.
BC Date	Select the date that needs to be mentioned in the BC. The current posting date is displayed by default.
BC No	Specify the instrument number and validate. If not specified, the system generates the BC number based on the maintenance setup.
BC Serial Number	Displays the serial number.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the BC is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.

Field	Description
Payee Identification Number	Specify the identification number of the payee.
Narrative	Displays the default narrative **BC Issuance Against Walk-in** and it can be modified.

2.10.1.2.2 Funding Details

Figure 56: Funding Details

Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Funding Details*.

Field Description: Funding Details

Field	Description
Transaction Amount	Specify the transaction currency in which the walk-in customer deposits the cash.
Drawer Name	Specify the name of the drawer.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.

Field	Description
Identification Number	Specify the identification number of the payee.
Exchange Rate	Displays the exchange rate. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the BC issuance.

2.10.1.2.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.10.1.2.4 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.1.2.5 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

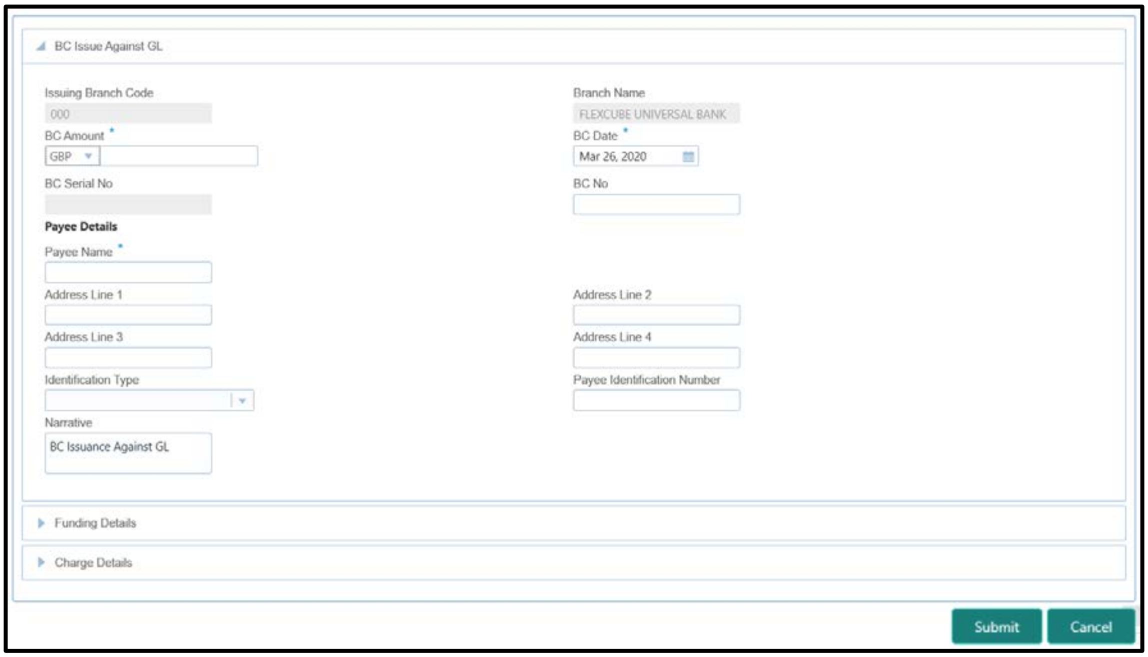
2.10.1.3 BC Issue Against GL

The Teller can use this screen to issue a BC against a GL account for the customer. To process this screen, type **BC Issue - GL** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **BC Issue - GL**.

→ The **BC Issue Against GL** screen displays.

Figure 57: BC Issue Against GL Screen



2.10.1.3.1 Main Transaction Details

Specify the details in the **BC Issue Against GL** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Issue Against GL Screen*.

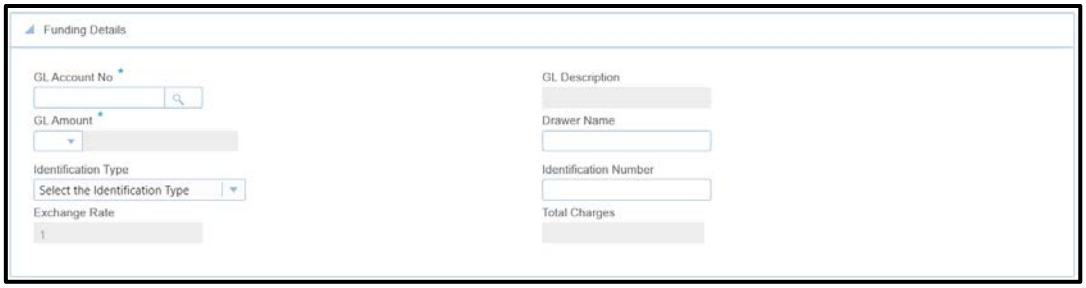
Field Description: BC Issue Against GL Screen

Field	Description
Issuing Branch Code	Displays the logged-in branch code.

Field	Description
Branch Name	Displays the description of issuing branch.
BC Amount	Select the BC currency from the drop-down list and the BC amount.
BC Date	Select the date that needs to be mentioned in the BC. The current posting date is displayed by default.
BC No	Specify the instrument number and validate. **NOTE:** If not specified, the system generates the BC number based on the maintenance setup.
BC Serial Number	Displays the serial number.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the BC is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.
Payee Identification Number	Specify the identification number of the payee.
Narrative	Displays the default narrative **BC Issuance Against GL** and it can be modified.

2.10.1.3.2 Funding Details

Figure 58: Funding Details



Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Funding Details*.

Field Description: Funding Details

Field	Description
GL Account No	Select the account number of the GL against which the BC is issued from the LOV.
Account Currency	Displays the currency of the drawer account.
GL Description	Displays a brief description on the general ledger.
Drawer Name	Specify the name of the drawer.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification number of the payee.
Exchange Rate	Displays the exchange rate. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.

Field	Description
Total Charges	Displays the total charges applicable for the BC issuance.

2.10.1.3.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.1.3.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

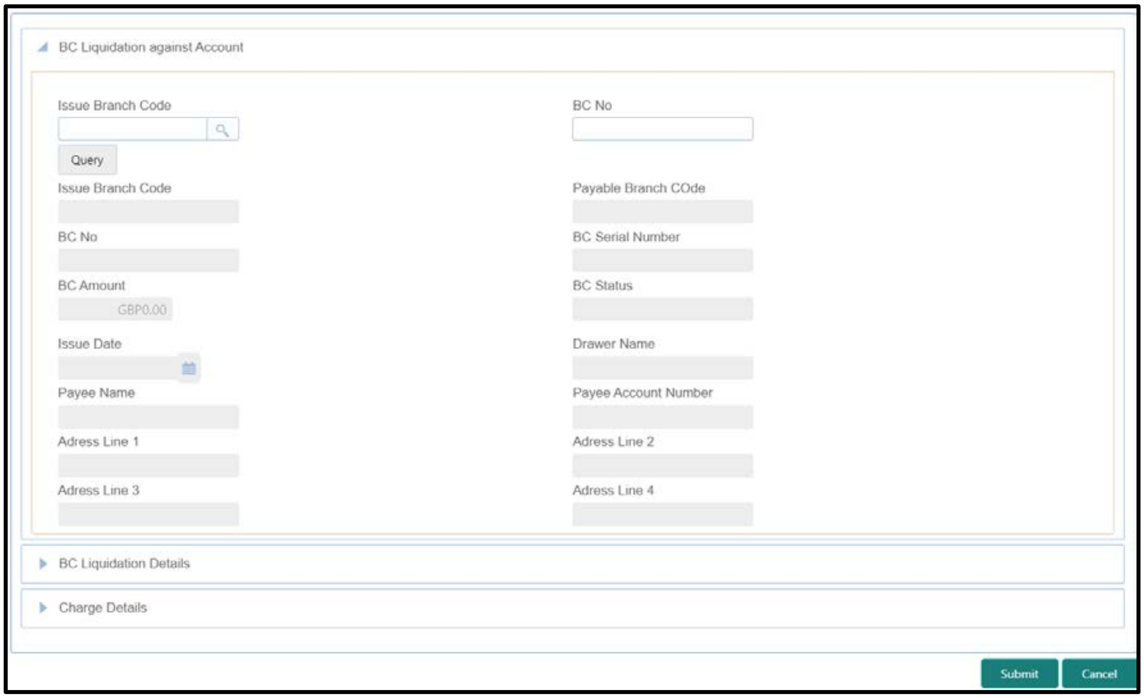
2.10.1.4 BC Liquidation Against Account

The Teller can use this screen to liquidate a BC against the account. To process this screen, type **BC Liqdn - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **BC Liqdn - Account**.

   → The **BC Liquidation against Account** screen displays.

Figure 59: BC Liquidation against Account Screen



2.10.1.4.1 Main Transaction Details

Specify the details in the **BC Liquidation against Account** screen. For more information on fields, refer to table *Field Description: BC Liquidation against Account Screen*.

Field Description: BC Liquidation against Account Screen

Field	Description
Issue Branch Code	Select the branch code where the BC is issued from the LOV.
BC No	Specify the instrument number of the BC that needs to be liquidated.
BC Serial Number	Displays the serial number.
Query	Click this icon to fetch instrument details.
Issue Branch Code	Displays the branch code where the BC is issued.

Field	Description
Payable Branch Code	Displays the branch code where the BC can be liquidated.
BC No	Displays the BC number for the BC liquidation.
BC Amount	Select the BC currency from the drop-down list and the BC amount.
BC Status	Displays the status of the BC.
Issue Date	Displays the issue date of the BC.
Drawer Name	Displays the name of the drawer.
Payee Name	Specify the payee name on which the BC is drawn.
Payee Account Number	Displays the Payee Account number on which the BC is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.1.4.2 BC Liquidation Details

Figure 60: BC Liquidation Details

Specify the details in the **BC Liquidation Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Liquidation Details*.

Field Description: BC Liquidation Details

Field	Description
Liquidation Mode	Select the mode of liquidation as **Payment**, **Cancel**, or **Refund** from the drop down list.
Liquidation Date	Specify the date of liquidation. By default display current system date.
Account No	Specify the customer account number to which the BC needs to be liquidated.
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate.
Exchange Rate	Displays the exchange rate and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the BC liquidation.
Narrative	Displays the default narrative and it can be modified.

2.10.1.4.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.1.4.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

2.10.1.5 BC Liquidation Against Walk-in

The Teller can use this screen to liquidate a BC against the walk-in customer and give an equivalent amount in cash to the walk-in customer.

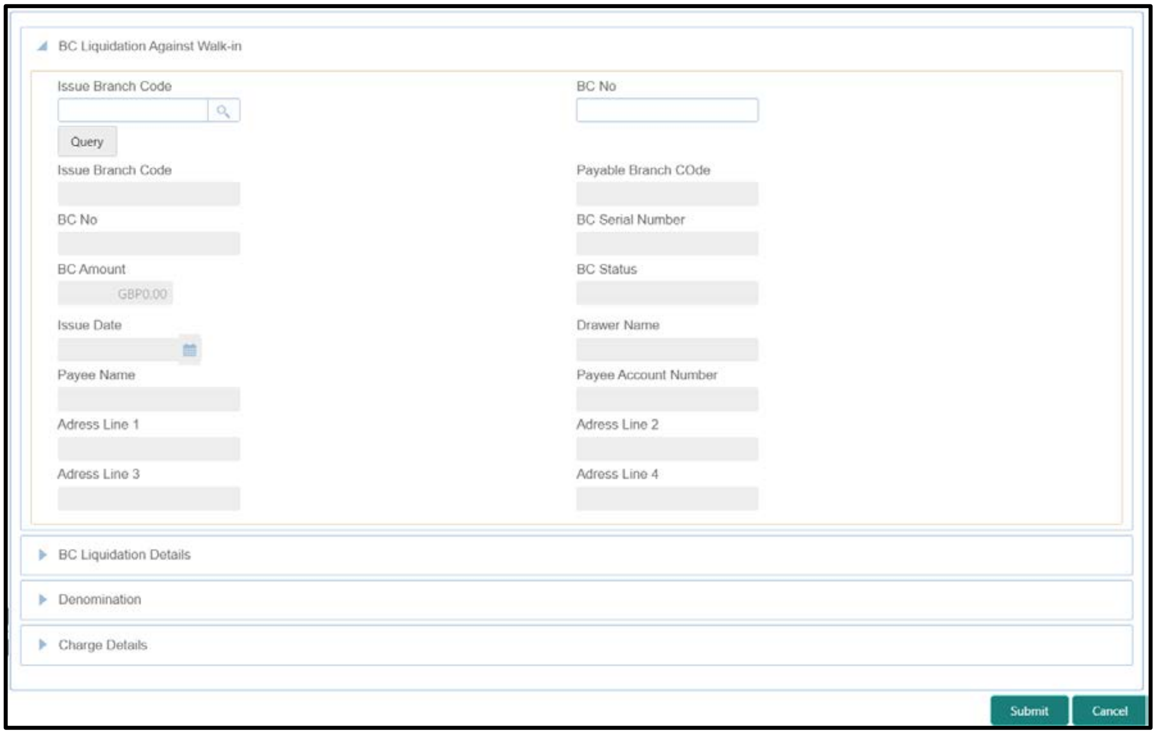
To process this screen, type **BC Liqdn Against Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.

3. Under **Remittances**, click **BC Liqdn Against Walk-in**.

   → The **BC Liquidation Against Walk-in** screen displays.

Figure 61: BC Liquidation Against Walk-in Screen



2.10.1.5.1 Main Transaction Details

Specify the details in the **BC Liquidation Against Walk-in** screen. For more information on fields, refer to table *Field Description: BC Liquidation Against Walk-in Screen*.

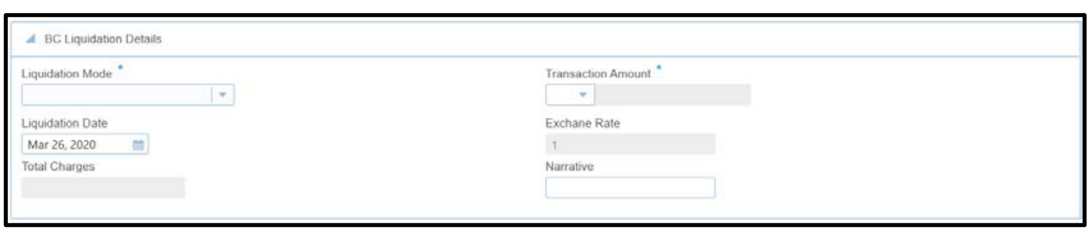
Field Description: BC Liquidation Against Walk-in Screen

Field	Description
Issue Branch Code	Select the branch code where the BC is issued from the LOV.
BC No	Specify the instrument number of the BC that needs to be liquidated.
Query	Click this icon to fetch instrument details.

Field	Description
Issue Branch Code	Displays the branch code where the BC is issued.
Payable Branch Code	Displays the branch code where the BC can be liquidated.
BC No	Displays the BC number for the BC liquidation.
BC Serial Number	Displays the serial number.
BC Amount	Displays the BC currency and the BC amount.
BC Status	Displays the status of the BC.
Issue Date	Displays the issue date of the BC.
Drawer Name	Displays the name of the drawer.
Payee Name	Specify the payee name on which the BC is drawn.
Payee Account Number	Displays the Payee Account number on which the BC is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.1.5.2 BC Liquidation Details

Figure 62: BC Liquidation Details



Specify the details in the **BC Liquidation Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Liquidation Details*.

Field Description: BC Liquidation Details

Field	Description
Liquidation Mode	Select the mode of liquidation as **Payment**, **Cancel**, or **Refund** from the drop down list.
Transaction Currency	Specify the transaction currency in which the walk-in customer deposits the cash from the LOV.
Liquidation Date	Specify the date of liquidation. By default, it displays current system date.
Exchange Rate	Displays the exchange rate and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the BC liquidation.
Narrative	Displays the default narrative and it can be modified.

2.10.1.5.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.10.1.5.4 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.1.5.5 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

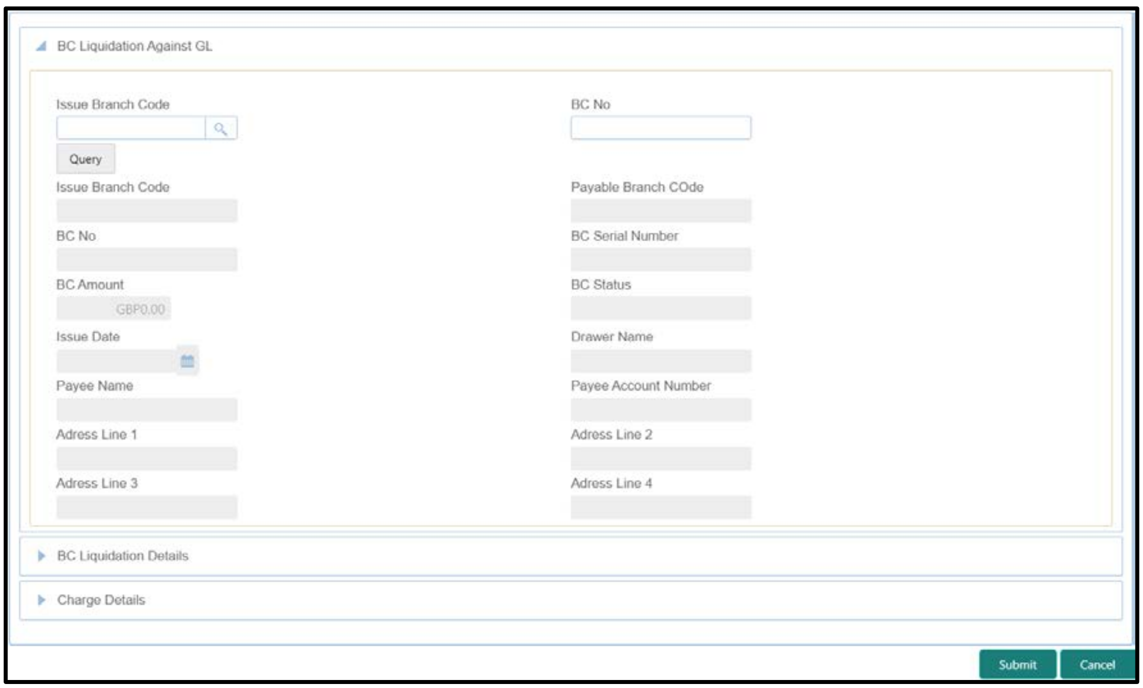
2.10.1.6 BC Liquidation Against GL

The Teller can use this screen to liquidate a BC against the GL. To process this screen, type **BC Liqdn Against GL** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **BC Liqdn Against GL**.

→ The **BC Liquidation Against GL** screen displays.

Figure 63: BC Liquidation Against GL Screen



2.10.1.6.1 Main Transaction Details

Specify the details in the **BC Liquidation Against GL** screen. For more information on fields, refer to table *Field Description: BC Liquidation against Account Screen*.

Field Description: BC Liquidation against Account Screen

Field	Description
Issue Branch Code	Select the branch code where the BC is issued from the LOV.
BC No	Specify the instrument number of the BC that needs to be liquidated.
Query	Click this icon to fetch instrument details.
Issue Branch Code	Displays the branch code where the BC is issued.
Payable Branch Code	Displays the branch code where the BC can be liquidated.
BC No	Displays the BC number for the BC liquidation.
BC Serial Number	Displays the serial number.
BC Amount	Displays the BC currency and the BC amount.
BC Status	Displays the status of the BC.
Issue Date	Displays the issue date of the BC.
Drawer Name	Displays the name of the drawer.
Payee Name	Specify the payee name on which the BC is drawn.
Payee Account Number	Displays the Payee Account number on which the BC is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.1.6.2 BC Liquidation Details

Figure 64: BC Liquidation Details

Specify the details in the **BC Liquidation Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Liquidation Details*.

Field Description: BC Liquidation Details

Field	Description
Liquidation Mode	Select the mode of liquidation as **Payment**, **Cancel**, or **Refund** from the drop down list.
GL Account Number	Specify the GL customer account number to which the BC needs to be liquidated.
GL Amount	Select the GL currency and the GL amount is derived based on BC currency & GL currency.
Liquidation Date	Specify the date of liquidation. **NOTE:** By default, the current system date is displayed.
Exchange Rate	Displays the exchange rate and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the BC liquidation.

Field	Description
Narrative	Displays the default narrative and it can be modified.

2.10.1.6.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.1.6.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message displays.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

2.10.1.7 BC Print/Re-print

The Teller can use this screen to print a BC. It also used to re-print the BC, if it is not properly printed or to issue duplicate instruments. The system keeps a track of such reprints so that the bank officials or auditors can determine the reasons and validity of multiple instrument printing.

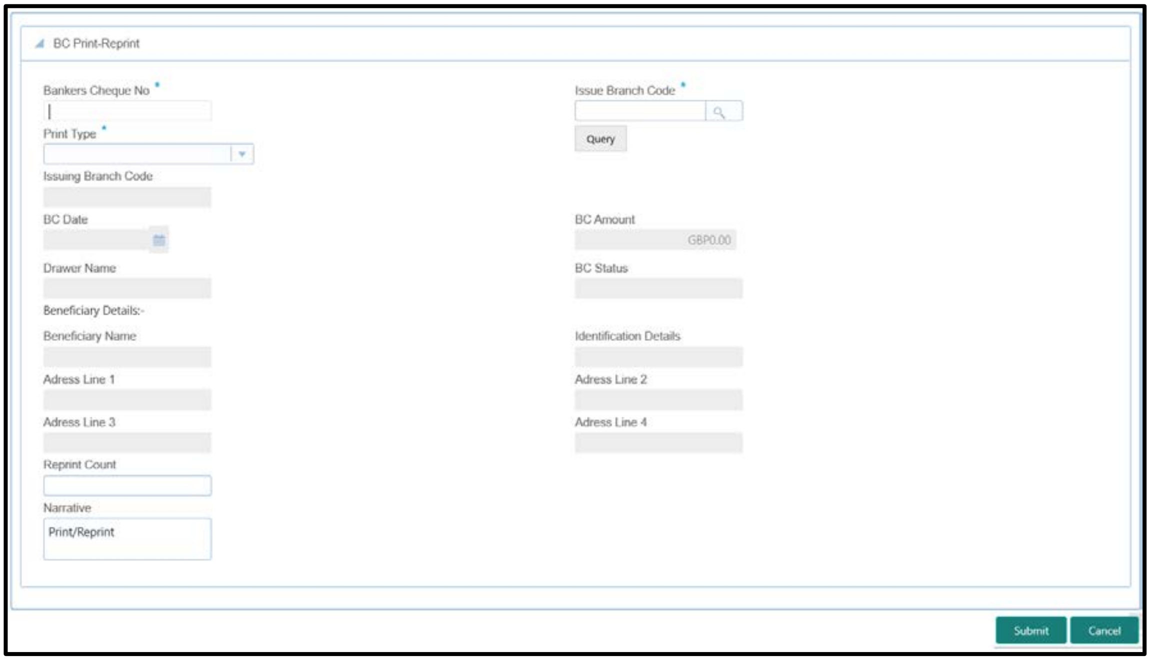
To process this screen, type **BC Print-Reprint** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.

3. Under **Remittances**, click **BC Print-Reprint**.

   → The **BC Print-Reprint** screen displays.

Figure 65: BC Print-Reprint Screen



2.10.1.7.1 BC Transaction Details

Specify the details in the **BC Print-Reprint** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Print-Reprint Screen*.

Field Description: BC Print-Reprint Screen

Field	Description
Bankers Cheque No	Specify the BC number of the instrument that you need to print or re-print.
Issue Branch Code	Select the branch code where the instrument is issued from the LOV.
Print Type	Select the type **Print** or **Reprint** from the drop-down list.
Query	Click this icon to fetch details of BC transaction.

Field	Description
Issuing Branch Code	Displays the logged-in branch code.
BC Date	Displays the date mentioned in the BC.
BC Amount	Displays the BC currency and the BC amount.
Drawer Name	Displays the name of the drawer.
BC Status	Displays the status of the BC.
Beneficiary Details	Specify the fields.
Beneficiary Name	Displays the beneficiary name.
Identification Details	Displays the identification details of the beneficiary.
Address Line 1 to Address Line 4	Specify the address of the beneficiary.
Reprint Count	Specify the count of the current reprint operation. This is applicable for reprint option only.
Narrative	Displays the default narrative as **Print/Reprint** and it can be modified.

2.10.1.7.2 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves.

2.10.2 Demand Drafts

This sub-section describes the various screens used to perform the remittances related to Demand Draft (DD). The screens are described in the following topics:

- *2.10.2.1 DD Issue Against Account*
- *2.10.2.2 DD Issue Against Walk-in*
- *2.10.2.3 DD Issue against GL*
- *2.10.2.4 DD Liquidation Against Account*
- *2.10.2.5 DD Liquidation Against Walk-in*
- *2.10.2.6 DD Liquidation against GL*
- *2.10.2.7 DD Print/Re-print*

2.10.2.1 DD Issue Against Account

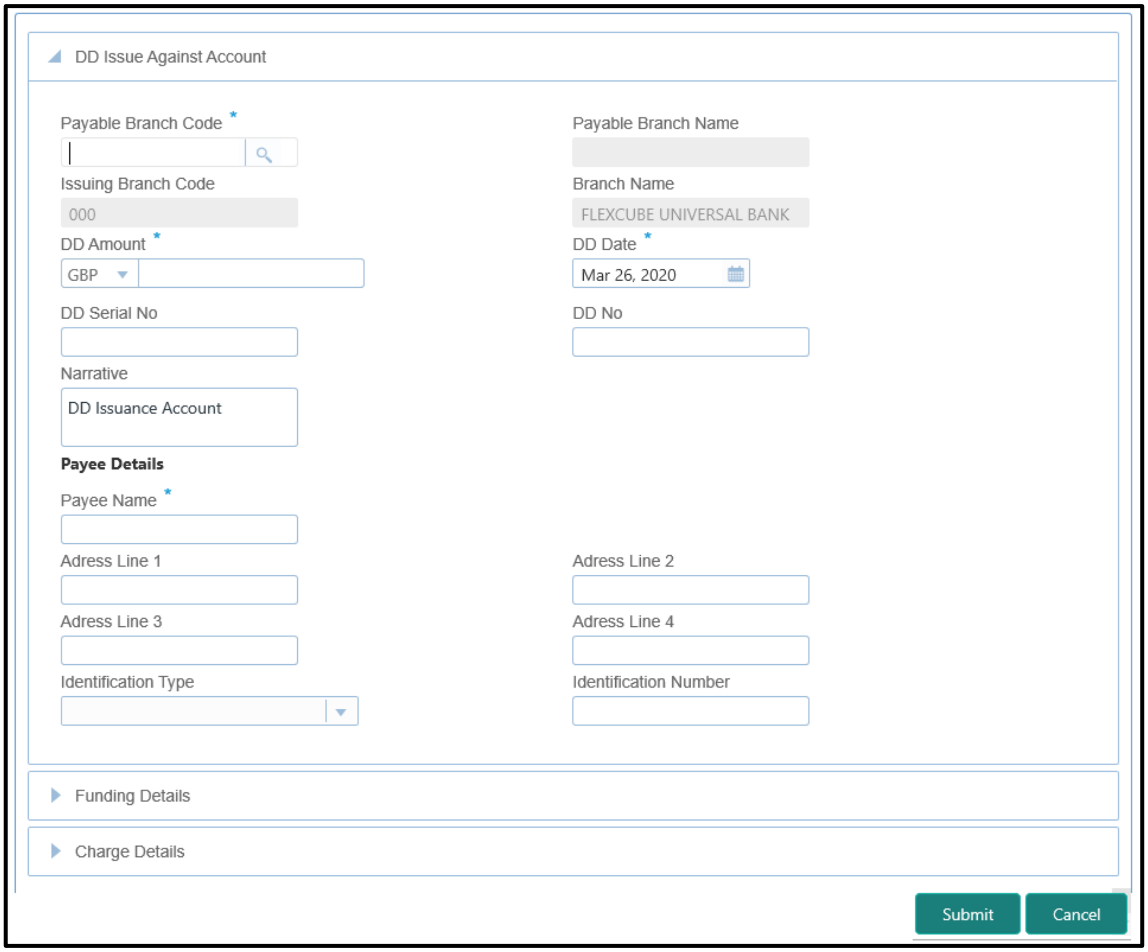
The Teller can use this screen to issue a Demand Draft (DD) against the savings account of the customer. To process this screen, type **DD Issue - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.

3. Under **Remittances**, click **DD Issue - Account**.

→ The **DD Issue Against Account** screen displays.

Figure 66: DD Issue Against Account Screen



2.10.2.1.1 Main Transaction DD Details

Specify the details in the **DD Issue Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: DD Issue Against Account Screen*.

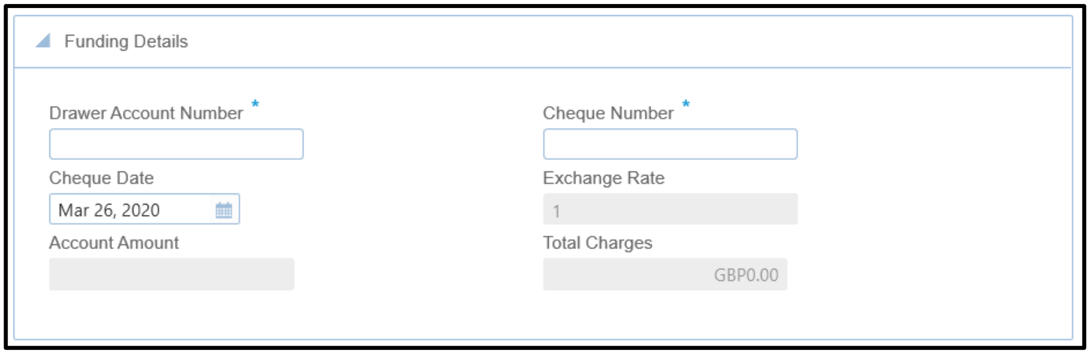
Field Description: DD Issue Against Account Screen

Field	Description
Payable Branch Code	Specify the branch code in which the demand drafts can be liquidated.

Field	Description
Payable Branch Name	Displays the name of payable branch.
Issuing Branch Code	Displays the logged-in branch code.
Branch Name	Displays the branch description of issuing branch
DD Amount	Specify the DD currency and DD amount.
DD Date	Specify the date that needs to be mentioned in the DD.
DD Serial No	Displays the serial number.
DD No	Specify the instrument number and validate. If not specified, system generates the DD number based on the maintenance setup.
Narrative	Displays the narrative as **DD Issuance Account** and it can be modified.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification number of the Payee.

2.10.2.1.2 Funding Details

Figure 67: Funding Details



Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Funding Details*.

Field Description: Funding Details

Field	Description
Drawer Account Number	Specify the account number of the customer who has requested the DD.
Account Amount	Displays the account amount in account currency.
Cheque Number	Specify the cheque number of the drawer account.
Cheque Date	Specify the date as mentioned in the cheque.
Exchange Rate	Displays the exchange rate. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the DD issuance.

2.10.2.1.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.2.1.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

2.10.2.2 DD Issue Against Walk-in

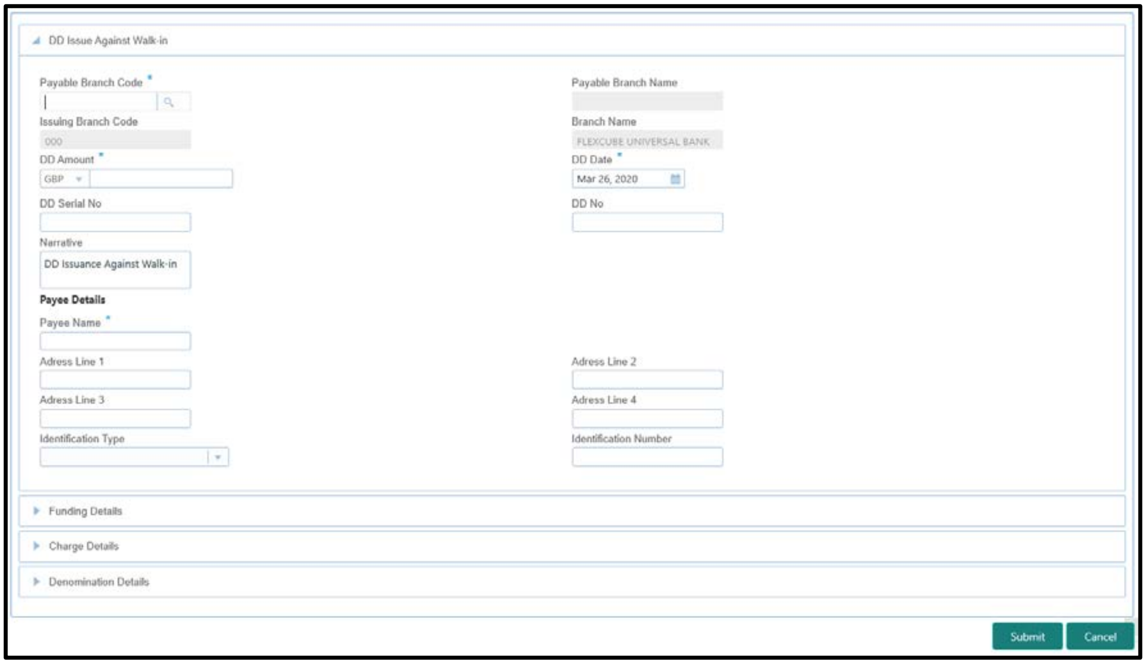
The Teller can use this screen to issue a DD to a walk-in customer. To process this screen, type **DD Issue - Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.

3. Under **Remittances**, click **DD Issue - Walk-in**.

→ The **DD Issue Against Walk-in** screen displays.

Figure 68: DD Issue Against Walk-in Screen



2.10.2.2.1 Main Transaction DD Details

Specify the details in the **DD Issue Against Walk-in** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: DD Issue Against Walk-in Screen*.

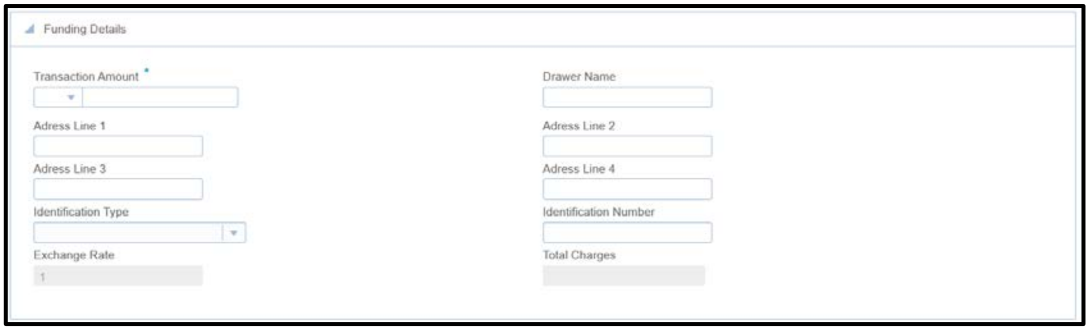
Field Description: DD Issue Against Walk-in Screen

Field	Description
Payable Branch Code	Specify the branch code in which the demand drafts can be liquidated.
Payable Branch Name	Displays the name of payable branch.
Issuing Branch Code	Displays the logged-in branch code.
Branch Name	Displays the branch description of issuing branch

Field	Description
DD Amount	Specify the DD currency and DD amount.
DD Date	Specify the date that needs to be mentioned in the DD.
DD Serial No	Displays the serial number.
DD No	Specify the instrument number and validate. **NOTE:** If not specified, system generates the DD number based on the maintenance setup.
Narrative	Displays the narrative as **DD Issuance against Walk-in** and it can be modified.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification number of the Payee.

2.10.2.2.2 Funding Details

Figure 69: Funding Details



Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Funding Details*.

Field Description: Funding Details

Field	Description
Transaction Amount	Specify the transaction currency, the currency in which the walk-in customer deposit the cash.
Drawer Name	Specify the name of the drawer.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification details of the payee.
Exchange Rate	Displays the exchange rate. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.

Field	Description
Total Charges	Displays the total charges applicable for the DD issuance.

2.10.2.2.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.10.2.2.4 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.2.2.5 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

2.10.2.3 DD Issue against GL

The Teller can use this screen to issue a DD against a GL account for the customer. To process this screen, type **DD Issue - GL** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

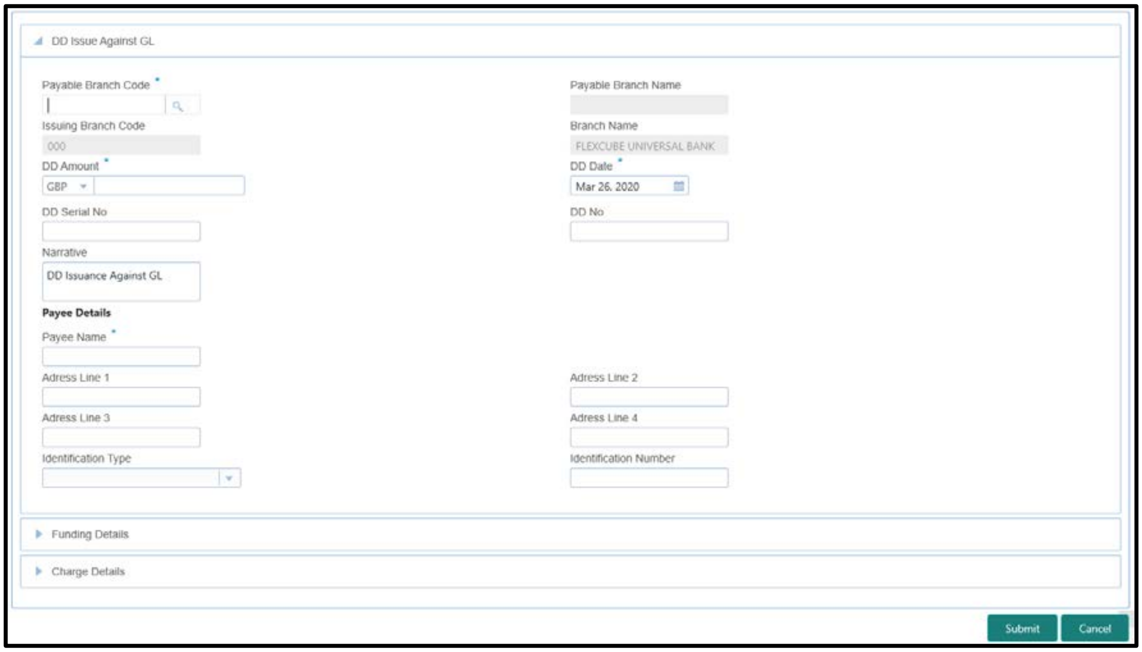
1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Remittances**.

3. Under **Remittances**, click **DD Issue - GL**.

→ The **DD Issue Against GL** screen displays.

Figure 70: DD Issue Against GL Screen



2.10.2.3.1 Main Transaction DD Details

Specify the details in the **DD Issue Against GL** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: DD Issue Against GL Screen*.

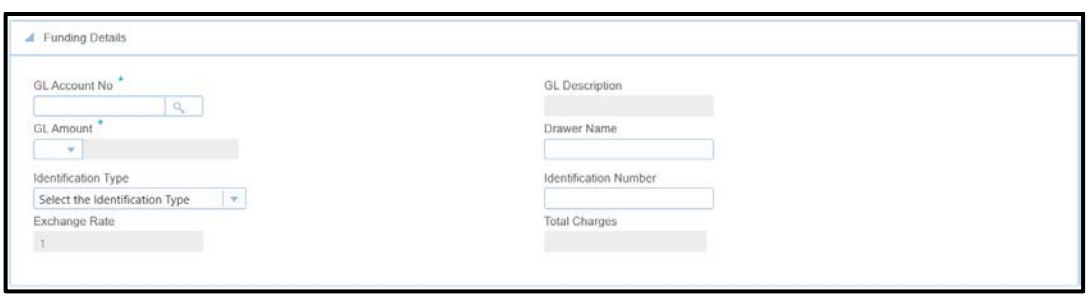
Field Description: DD Issue Against GL Screen

Field	Description
Payable Branch Code	Specify the branch code in which the demand drafts can be liquidated.
Payable Branch Name	Displays the name of payable branch.
Issuing Branch Code	Displays the logged-in branch code.
Branch Name	Displays the branch description of issuing branch

Field	Description
DD Amount	Specify the DD currency and DD amount.
DD Date	Specify the date that needs to be mentioned in the DD.
DD Serial No	Displays the serial number.
DD No	Specify the instrument number and validate. **NOTE:** If not specified, system generates the DD number based on the maintenance setup.
Narrative	Displays the narrative as **DD Issuance Against GL** and it can be modified.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification number of the Payee.

2.10.2.3.2 Funding Details

Figure 71: Funding Details



Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Funding Details*.

Field Description: Funding Details

Field	Description
GL Account No	Select the account number of the GL against which the BC is issued from the LOV.
GL Amount	Select the GL currency and the GL amount is displayed based on BC currency and GL currency conversion.
GL Description	Displays a brief description on the general ledger.
Drawer Name	Specify the name of the drawer.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification number of the payee.
Exchange Rate	Displays the exchange rate and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the DD issuance.

2.10.2.3.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.2.3.4 Transaction Submission

1. Click **Submit** to complete the transaction.

    → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

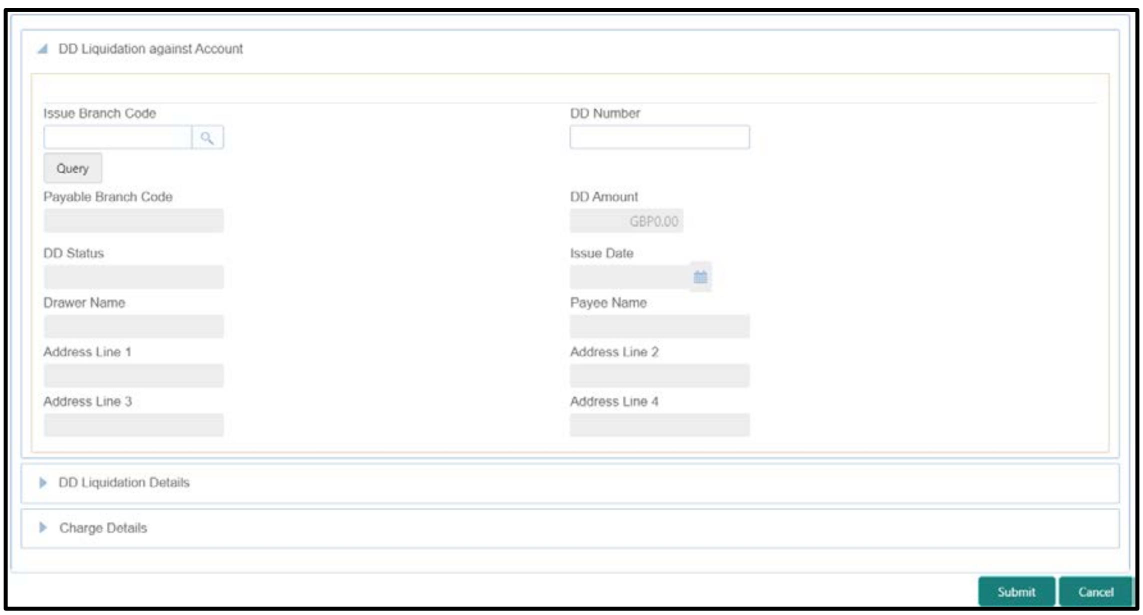
2.10.2.4 DD Liquidation Against Account

The Teller can use this screen to liquidate a DD against an account. To process this screen, type **DD Liqdn - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **DD Liqdn - Account**.

    → The **DD Issue against Account** screen displays.

Figure 72: DD Liquidation against Account Screen



2.10.2.4.1 Main Transaction Details

Specify the details in the **DD Liquidation against Account** screen. For more information on fields, refer to table *Field Description: DD Liquidation against Account Screen*.

Field Description: DD Liquidation against Account Screen

Field	Description
Issue Branch Code	Select the branch code in which the DD is issued from the LOV.
DD Number	Specify the instrument number of the DD that needs to be liquidated.
Query	Click this icon to fetch instrument details.
Payable Branch Code	Displays the branch code where the DD can be liquidated.
DD Amount	Displays the DD currency and DD amount.
DD Status	Displays the status of the DD.
Issue Date	Displays the issue date of the DD.
Drawer Name	Displays the name of the drawer.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.2.4.2 DD Liquidation Details

Figure 73: DD Liquidation Details

Specify the details in the **DD Liquidation Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: DD Liquidation Details*.

Field Description: DD Liquidation Details

Field	Description
Liquidation Mode	Select the mode of liquidation as **Payment**, **Cancel**, or **Refund** from the drop down list.
Liquidation Date	Specify the date of liquidation. By default, the current system date is displayed.
Account No	Specify the customer account number to which the DD needs to be liquidated.
Account Amount	Displays the account amount converted in terms of account currency based on the exchange rate.
Exchange Rate	Displays the exchange rate and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the DD liquidation.
Narrative	Displays the default narrative and it can be modified.

2.10.2.4.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.2.4.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

2.10.2.5 DD Liquidation Against Walk-in

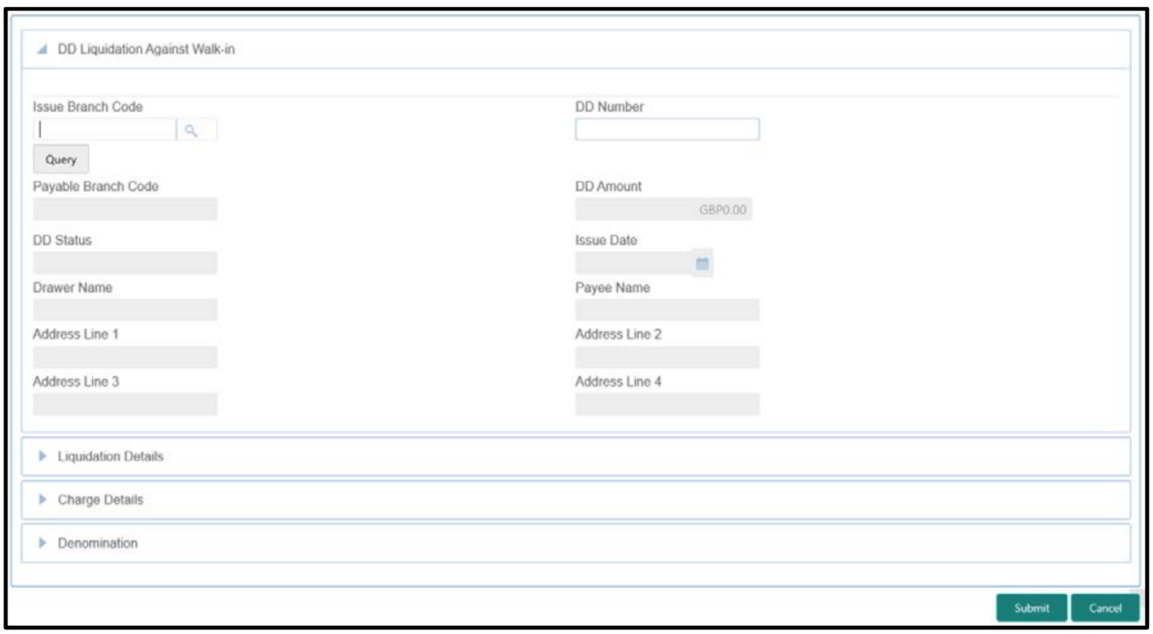
The Teller can use this screen to liquidate the DD against a walk-in customer and give an equivalent amount in cash.

To process this screen, type **DD Liqdn – Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **DD Liqdn – Walk-in**.

→ The **DD Liquidation against Walk-in Customer** screen displays.

Figure 74: DD Liquidation Against Walk-in Screen



2.10.2.5.1 Main Transaction Details

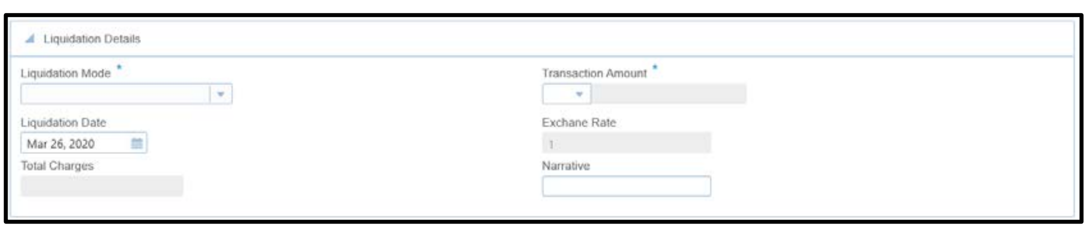
Specify the details in the **DD Liquidation against Walk-in Customer** screen. For more information on fields, refer to table *Field Description: DD Liquidation against Walk-in Customer Screen*.

Field Description: DD Liquidation against Walk-in Customer Screen

Field	Description
Issue Branch Code	Select the branch code in which the DD is issued from the LOV.
DD Number	Specify the instrument number of the DD that needs to be liquidated.
Query	Click this icon to fetch instrument details.
Payable Branch Code	Displays the branch code where the DD can be liquidated.
DD Amount	Displays the DD currency and DD amount.
DD Status	Displays the status of the DD.
Issue Date	Displays the issue date of the DD.
Drawer Name	Displays the name of the drawer.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.2.5.2 DD Liquidation Details

Figure 75: Liquidation Details



Specify the details in the **Liquidation Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: DD Liquidation Details*.

Field Description: DD Liquidation Details

Field	Description
Liquidation Mode	Select the mode of liquidation as **Payment**, **Cancel**, or **Refund** from the drop-down list.
Transaction Amount	Specify the transaction currency and the transaction amount is displayed based on the DD currency and transaction currency conversion.
Liquidation Date	Specify the date of liquidation. **NOTE:** By default, the current system date is displayed.
Exchange Rate	Displays the exchange rate and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the DD liquidation.
Narrative	Displays the default narrative and it can be modified.

2.10.2.5.3 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.10.2.5.4 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.2.5.5 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

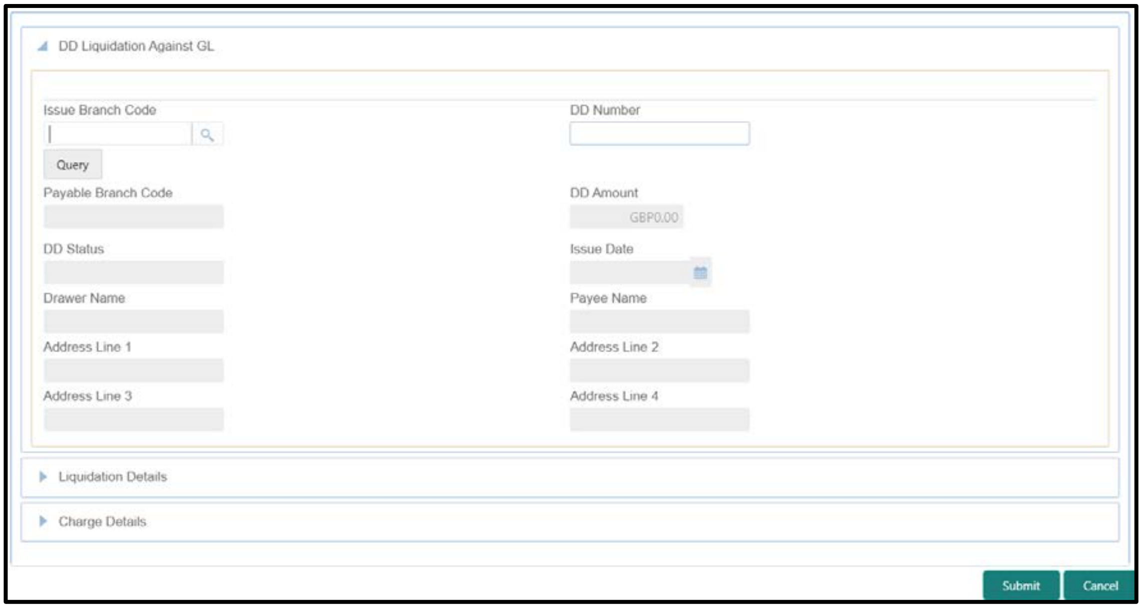
2.10.2.6 DD Liquidation against GL

The Teller can use this screen to liquidate the DD against a GL. To process this screen, type **DD Liqdn - GL** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **DD Liqdn - GL**.

→ The **DD Liquidation Against GL** screen displays.

Figure 76: DD Liquidation Against GL Screen



2.10.2.6.1 Main Transaction Details

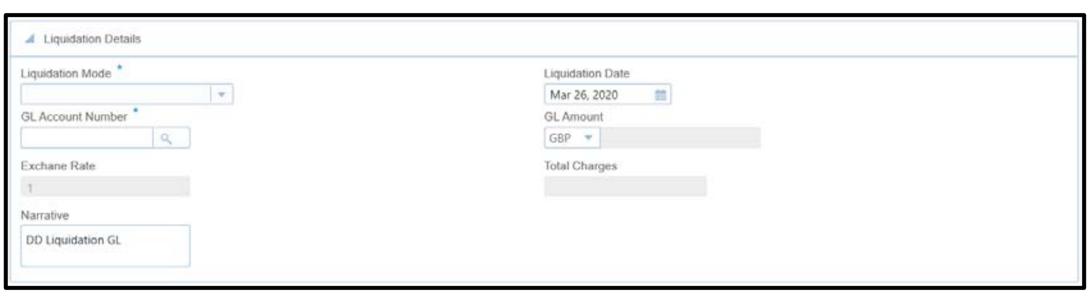
Specify the details in the **DD Liquidation Against GL** screen. For more information on fields, refer to table *Field Description: DD Liquidation Against GL Screen*.

Field Description: DD Liquidation Against GL Screen

Field	Description
Issue Branch Code	Select the branch code in which the DD is issued from the LOV.
DD Number	Specify the instrument number of the DD that needs to be liquidated.
Query	Click this icon to fetch instrument details.
Payable Branch Code	Displays the branch code where the DD can be liquidated.
DD Amount	Displays the DD currency and DD amount.
DD Status	Displays the status of the DD.
Issue Date	Displays the issue date of the DD.
Drawer Name	Displays the name of the drawer.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.2.6.2 DD Liquidation Details

Figure 77: Liquidation Details



Specify the details in the **Liquidation Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Liquidation Details*.

Field Description: Liquidation Details

Field	Description
Liquidation Mode	Select the mode of liquidation as **Payment**, **Cancel**, or **Refund** from the drop-down list.
GL Account Number	Specify the GL account number of the customer to which the DD needs to be liquidated.
GL Amount	Select the GL currency and GL amount is displayed based on the DD currency and GL currency conversion.
Liquidation Date	Specify the date of liquidation. By default, current system date is displayed.
Exchange Rate	Displays the exchange rate and it can be modified. **NOTE:** If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Total Charges	Displays the total charges applicable for the DD liquidation.
Narrative	Displays the default narrative and it can be modified.

2.10.2.6.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.10.2.6.4 Transaction Submission

1. Click **Submit** to complete the transaction.

→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

For more information on transaction submission and validations, refer to the topic *2.10.1.1.4 Transaction Submission* in this guide.

2.10.2.7 DD Print/Re-print

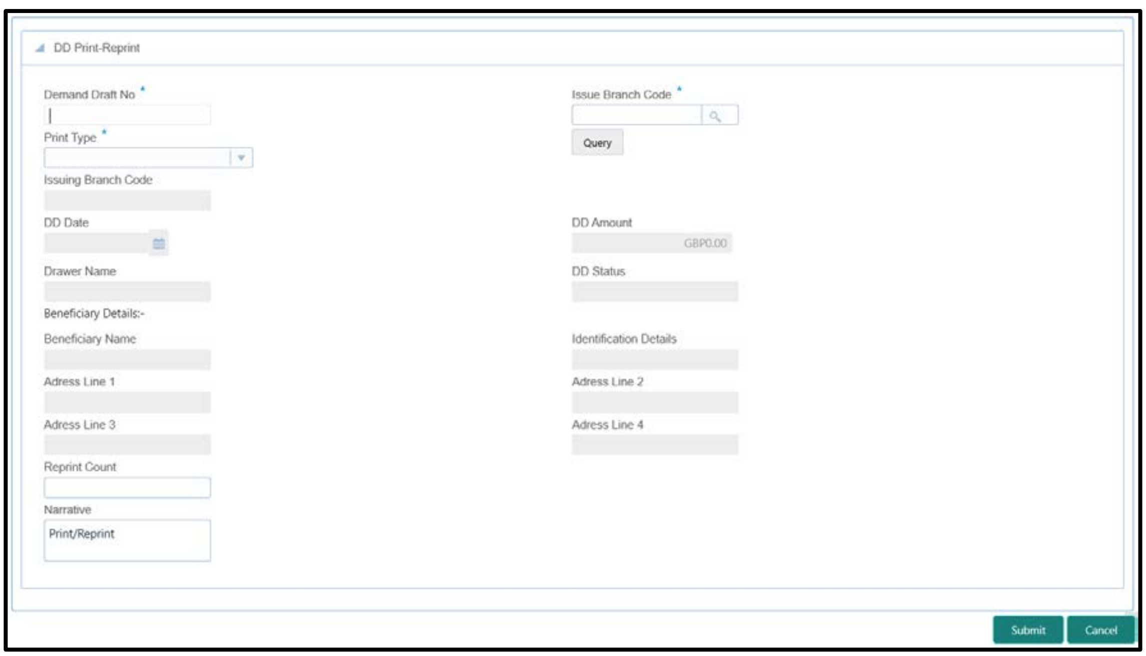
The Teller can use this screen to print a DD. It also used to re-print the DD, if it is not properly printed or to issue duplicate instruments. The system keeps a track of such re-prints so that the bank officials or auditors can determine the reasons and validity of multiple instrument printing.

To process this screen, type **DD Print-Reprint** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Remittances**.
3. Under **Remittances**, click **DD Print-Reprint**.

→ The **DD Print-Reprint** screen displays.

Figure 78: DD Print-Reprint Screen



2.10.2.7.1 DD Transaction Details

Specify the details in the **DD Print-Reprint** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: DD Print-Reprint Screen*.

Field Description: DD Print-Reprint Screen

Field	Description
Demand Draft No	Specify the DD number of the instrument that you need to print or re-print.
Issue Branch Code	Select the branch code where the instrument is issued from the LOV.
Print Type	Select the type **Print** or **Reprint** from the drop-down list.
Query	Click this icon to fetch details of DD print or re-print.
Issuing Branch Code	Displays the logged-in branch code.
DD Date	Displays the date mentioned in the DD.
DD Amount	Displays the DD currency and the DD amount.
Drawer Name	Displays the name of the drawer.
DD Status	Displays the status of the DD.
Beneficiary Details	Specify the fields.
Beneficiary Name	Displays the beneficiary name.
Identification Details	Displays the identification details of the beneficiary.

Field	Description
Address Line 1 to Address Line 4	Specify the address of the beneficiary.
Reprint Count	Specify the count of the current reprint operation. This is applicable for reprint option only.
Narrative	Displays the default narrative as **Print/Reprint** and it can be modified.

2.10.2.7.2 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves.

2.11 Term Deposit Transactions

A deposit with a fixed tenure or term is called as time deposit or Term Deposits (TD). This section deals with open, redeem, and top-up a term deposit. Each of these is explained in the following sub-sections:

- *2.11.1 Term Deposit Account Opening*
- *2.11.2 Term Deposit Redemption Against Cash*
- *2.11.3 Term Deposit Redemption Against Account*
- *2.11.4 Term Deposit Top-up against Account*
- *2.11.5 Term Deposit Top-up against Cash*

2.11.1 Term Deposit Account Opening

The Teller can use this screen to open a term deposit account. The following details are necessary to open a term deposit account:

- Deposit details
- Funding details
- Joint Holder details
- Payout details
- Rollover details

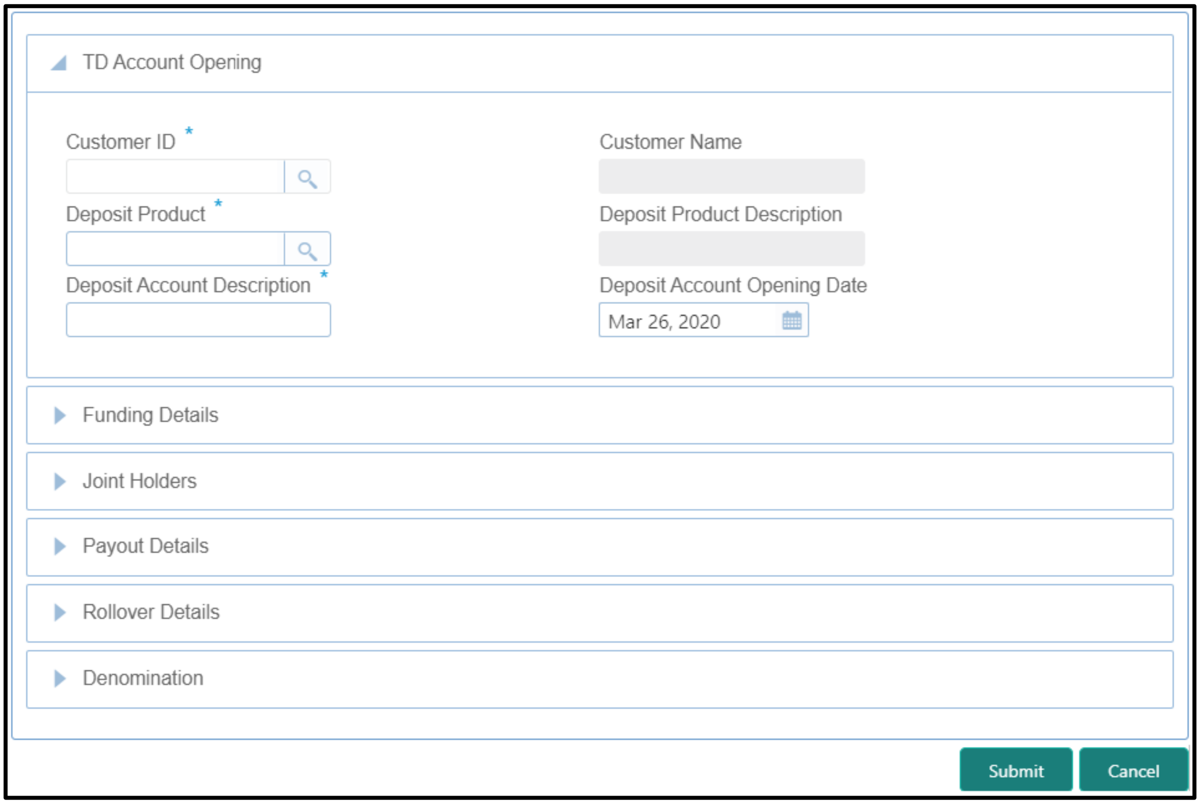
To process this screen, type **TD Account Opening** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Term Deposit**.

3. Under **Term Deposit**, click **TD Account Opening**.

→ The **TD Account Opening** screen displays.

Figure 79: TD Account Opening Screen



2.11.1.1 Main Transaction Details

Specify the basic details for opening the term deposit account. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: TD Account Opening Screen*.

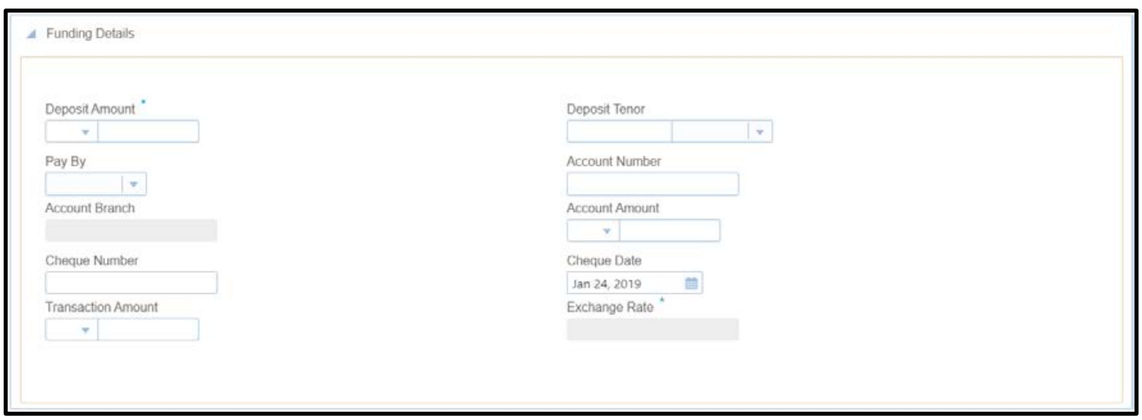
Field Description: TD Account Opening Screen

Field	Description
Customer ID	Specify the customer ID for which the deposit account is to be opened.
Customer Name	Displays the name of the customer based on the **Customer ID** selected.

Field	Description
Deposit Product	Specify the deposit product under which the deposit account needs to be created. Select from the list of valid deposit products maintained in the system.
Deposit Product Description	Displays the default product description based on the selected deposit product.
Deposit Account Description	Specify the description or account name of the deposit account created.
Deposit Account Opening Date	The system displays the date of opening the deposit account. This will be the start date of term deposit interest.

2.11.1.2 Funding Details

Figure 80: Funding Details



Specify the details in the **Funding Details** segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Funding Details*.

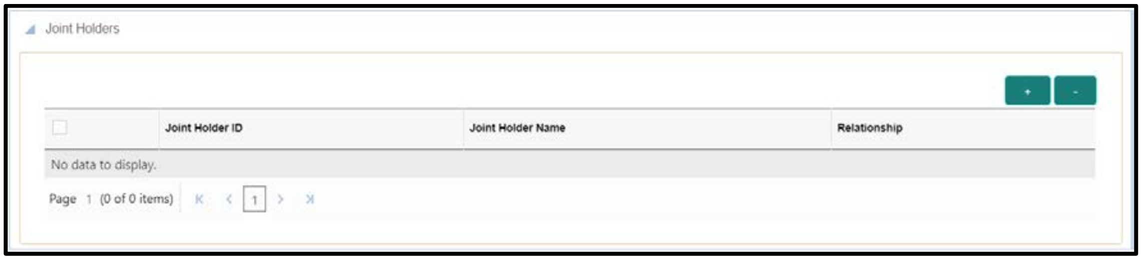
Field Description: Funding Details

Field	Description
Deposit Amount	Specify the currency and amount for term deposit.

Field	Description
Deposit Tenor	Specify the tenor of deposit in days/months/years.
Pay By	Select **Account** or **Cash** for the pay-in option.
Account Number	Specify the account number from which the deposit account need to be funded. **NOTE:** This field is applicable only if the **Pay By** is selected as **Account**.
Account Branch	Displays the branch of the selected account number.
Account Amount	Displays the currency of the selected account number and the calculated account amount based on the exchange rate.
Cheque Number	Specify the cheque number of the account.
Cheque Date	Specify the date as mentioned in the cheque.
Transaction Amount	Specify the transaction currency if the **Pay By** is selected as **Cash**. **NOTE:** By default, branch currency will be shown and allows for editing. In addition, the system defaults the transaction amount based on the transaction currency selected.
Exchange Rate	Displays the exchange rate used to convert the deposit currency into account or transaction currency and it can be modified. **NOTE:** If deposit currency is same as the account or transaction currency, the system will display the exchange rate as 1.

2.11.1.3 Joint Holders Details

Figure 81: Joint Holders Details



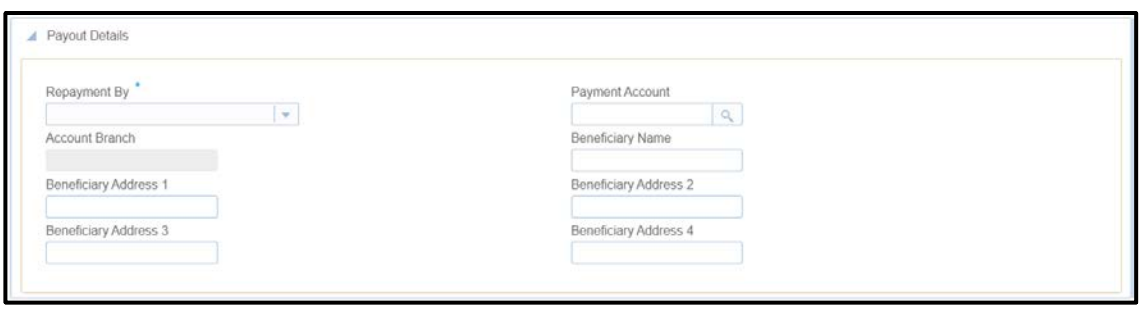
Specify the details of the joint holders for the deposit account, if the account type is maintained as **Joint**. For more information on fields, refer to table *Field Description: Joint Holders*.

Field Description: Joint Holders

Field	Description
Joint Holder ID	Select the customer ID which is considered as joint account holder for the deposit account.
Joint Holder Name	Displays the customer name as joint holder name.
Relationship	Select the relationship of the joint account holder from the drop down values (**Father**, **Mother**, **Spouse**, **Son**, or **Daughter**).

2.11.1.4 Maturity Payment Details

Figure 82: Payout Details



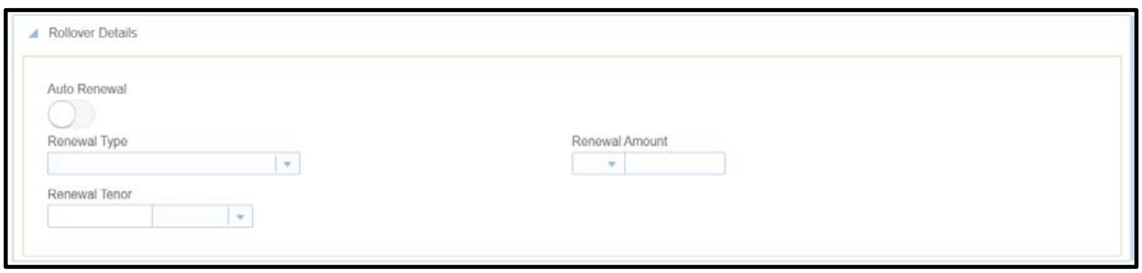
Specify the parameters for automatic payout through either account transfer, bankers cheque, or demand draft. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Payout Details*.

Field Description: Payout Details

Field	Description
Repayment By	Select the repayment option from the drop-down list (**Account**, **Bankers Cheque**, or **Demand Draft**).
Payment Account	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
Account Branch	Displays the account branch based on the payment account selected.
Beneficiary Name	Specify the name of the beneficiary for the payout of BC or DD drawn. **NOTE:** This field allows you to input only if the repayment is by BC or DD.
Beneficiary Address 1 to **Beneficiary Address 4**	Specify the address of beneficiary for the payout.

2.11.1.5 Maturity Instruction Details

Figure 83: Rollover Details



Specify the parameters for auto renewal of deposit account. For more information on fields, refer to table *Field Description: Rollover Details*.

Field Description: Rollover Details

Field	Description
Auto Renewal	Select if auto renewal required for the deposit account.
Renewal Type	Specify the renewal type from the drop down values (**Principal**, **Interest**, **Principal + Interest**, or **Additional Amount**). **NOTE:** This field is mandatory to input if auto renewal is selected.
Renewal Amount	Specify the renewal amount and renewal currency. **NOTE:** The renewal currency is displayed as deposit currency.
Renewal Tenor	Specify the renewal tenor in days/months/year.

2.11.1.6 Denomination details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.11.1.7 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD account opening process.

2.11.2 Term Deposit Redemption Against Cash

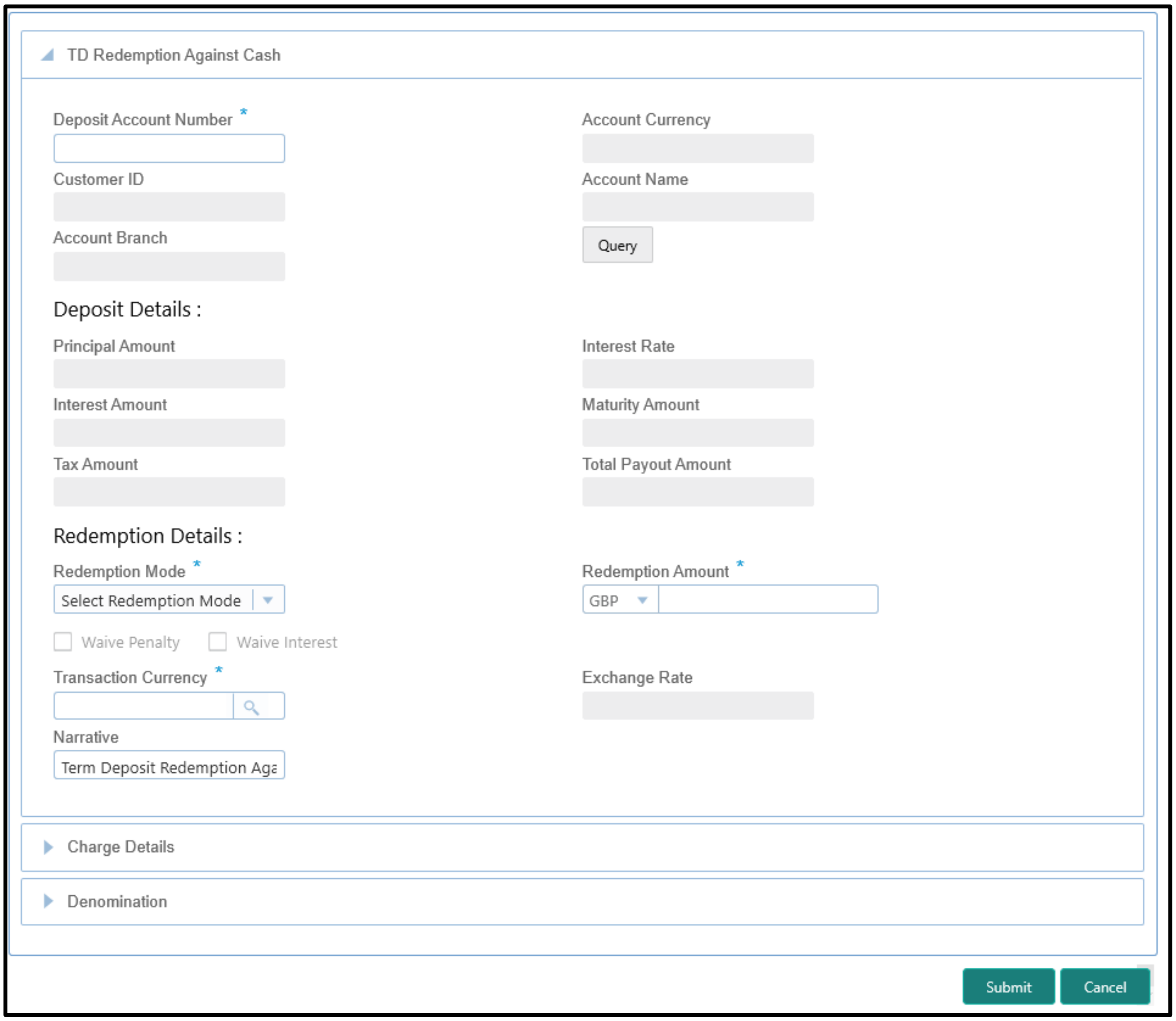
The Teller can use this screen to initiate to manually redeem the cash from a term deposit account. It is accomplished by the pre-mature redemption in either full or in part, ahead of maturity date or after the maturity date when TD is in grace days without maturing.

To process this screen, type **Term Deposit Redemption Against Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Term Deposit**.
3. Under **Term Deposit**, click **Term Deposit Redemption Against Cash**.

→ The **Term Deposit Redemption Against Cash** screen displays.

Figure 84: Term Deposit Redemption Against Cash Screen



2.11.2.1 Main Transaction Details

Specify the deposit account number to fetch the deposit details. For more information on fields, refer to table *Field Description: Term Deposit Redemption Against Cash Screen*.

Field Description: Term Deposit Redemption Against Cash Screen

Field	Description
Deposit Account Number	Specify the deposit account number.
Account Currency	Displays the currency of the deposit account.
Customer ID	Displays the Customer ID of the deposit account number.
Account Name	Displays the account description of the deposit account.
Account Branch	Displays the branch of the deposit account.
Query	Click this icon to fetch the deposit details.
Deposit Details	Specify the fields.
Principal Amount	Click **Compute** to get the amount paid at the time of term deposit booking.
Interest Amount	Displays the default rate of interest at which the interest amount is calculated.
Tax Amount	Displays the amount to be deducted towards tax.
Interest Rate	Click **Compute** to get the current interest rate applicable after partial or full redemption.
Maturity Amount	Displays the current maturity amount after partial or full redemption.

Field	Description
Total Payout Amount	Displays the total payout amount.
Redemption Details	Specify the fields.
Redemption Mode	Select the redemption mode from the drop-down list (**Partial Redemption** or **Full Redemption**).
Redemption Amount	Speficy as mentioned below: • If the **Redemption Mode** is selected as **Partial Redemption**, specify the redemption amount. • If the **Redemption Mode** is selected as **Full Redemption**, it displays the principal amount as redemption amount.
Waive Penalty	Check this box to waive the penalty for redeeming the term deposit. **NOTE:** This is applicable only if the **Redemption Mode** is selected as **Full Redemption**.
Waive Interest	Check this box to waive the interest for redeeming the term deposit. **NOTE:** This is applicable only if the **Redemption Mode** is selected as **Full Redemption**.
Transaction Currency	Specify the currency in which the cash is handed over to the customer during redemption.
Transaction Amount	Displays the transaction amount based on the **Redemption Amount** and **Transaction Currency**.

Field	Description
	NOTE: If deposit currency is different from transaction currency, the system calculates the transaction amount based on the exchange rate.
Exchange Rate	Displays the exchange rate applicable for the transaction based on the deposit currency and transaction currency.
Narrative	Displays the default narrative as **Term Deposit Redemption Against Cash** and it can be modified.

2.11.2.2 Denomination details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.11.2.3 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.11.2.4 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD redemption process.

2.11.3 Term Deposit Redemption Against Account

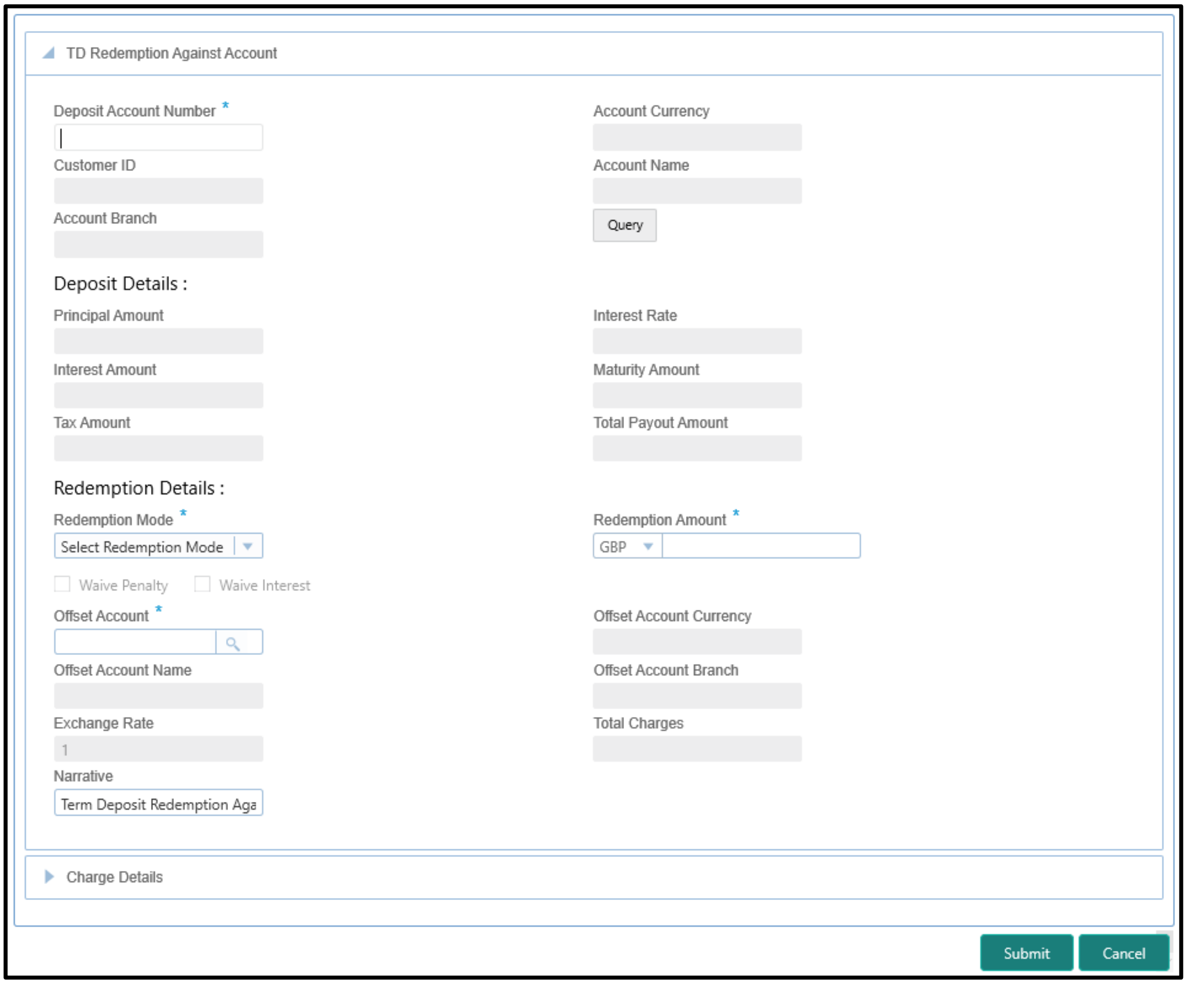
The Teller can use this screen to initiate to manually redeem the cash from a term deposit account. It is accomplished by the pre-mature redemption either in full or in part, ahead of maturity date or after the maturity date when TD is in grace days without maturing.

To process this screen, type **Term Deposit Redemption Against Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Term Deposit**.
3. Under **Term Deposit**, click **Term Deposit Redemption Against Account**.

   → The **Term Deposit Redemption Against Account** screen displays.

Figure 85: Term Deposit Redemption Against Account Screen



2.11.3.1 Main Transaction Details

Specify the deposit account number to fetch the deposit details. For more information on fields, refer to table *Field Description: Term Deposit Redemption Against Account Screen*.

Field Description: Term Deposit Redemption Against Account Screen

Field	Description
Deposit Account Number	Specify the deposit account number.
Account Currency	Displays the currency of the deposit account.
Customer ID	Displays the Customer ID of the deposit account number.
Account Name	Displays the account description of the deposit account.
Account Branch	Displays the branch of the deposit account.
Query	Click this icon to fetch the deposit details.
Deposit Details	Specify the fields.
Principal Amount	Click **Compute** to get the amount paid at the time of term deposit booking.
Interest Amount	Displays the default rate of interest at which the interest amount is calculated.
Tax Amount	Displays the amount to be deducted towards tax.
Interest Rate	Click **Compute** to get the current interest rate applicable after partial or full redemption.
Maturity Amount	Displays the current maturity amount after partial/full redemption.
Total Payout Amount	Displays the total payout amount.
Redemption Details	Specify the fields.

Field	Description
Redemption Mode	Select the redemption mode from the drop-down list (**Partial Redemption** or **Full Redemption**).
Redemption Amount	Specify as mentioned below: • If the **Redemption Mode** is selected as **Partial Redemption**, specify the redemption amount. • If the **Redemption Mode** is selected as **Full Redemption**, it displays the principal amount as redemption amount.
Waive Penalty	Check this box to waive the penalty for redeeming the term deposit. **NOTE:** This is applicable only if the **Redemption Mode** is selected as **Full Redemption**.
Waive Interest	Check this box to waive the interest for redeeming the term deposit. **NOTE:** This is applicable only if the **Redemption Mode** is selected as **Full Redemption**.
Offset Account	Specify the offset account number to which the redeemed funds to be paid.
Offset Account Currency	System default the currency of the offset account number.
Offset Account Branch	System default the branch of the offset account number.
Offset Account Name	System default the description of the offset account.

Field	Description
Exchange Rate	Displays the exchange rate applicable for the transaction based on the deposit currency and offset account currency.
Total Charges	Displays the total charges in branch currency.
Narrative	Displays the default narrative as **TD Redemption** and it can be modified.

2.11.3.2 Charge Details

The **Charge Details** segment is used to view, modify, or waive the computed charges. For more information on this segment, refer to the topic *2.6.1.3 Charge Details* in this guide.

2.11.3.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** screen is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD redemption process.

2.11.4 Term Deposit Top-up against Account

The Teller can use this screen to initiate the top-up for a term deposit account. The top-up for a term deposit can be done, after the opening date and before the maturity date.

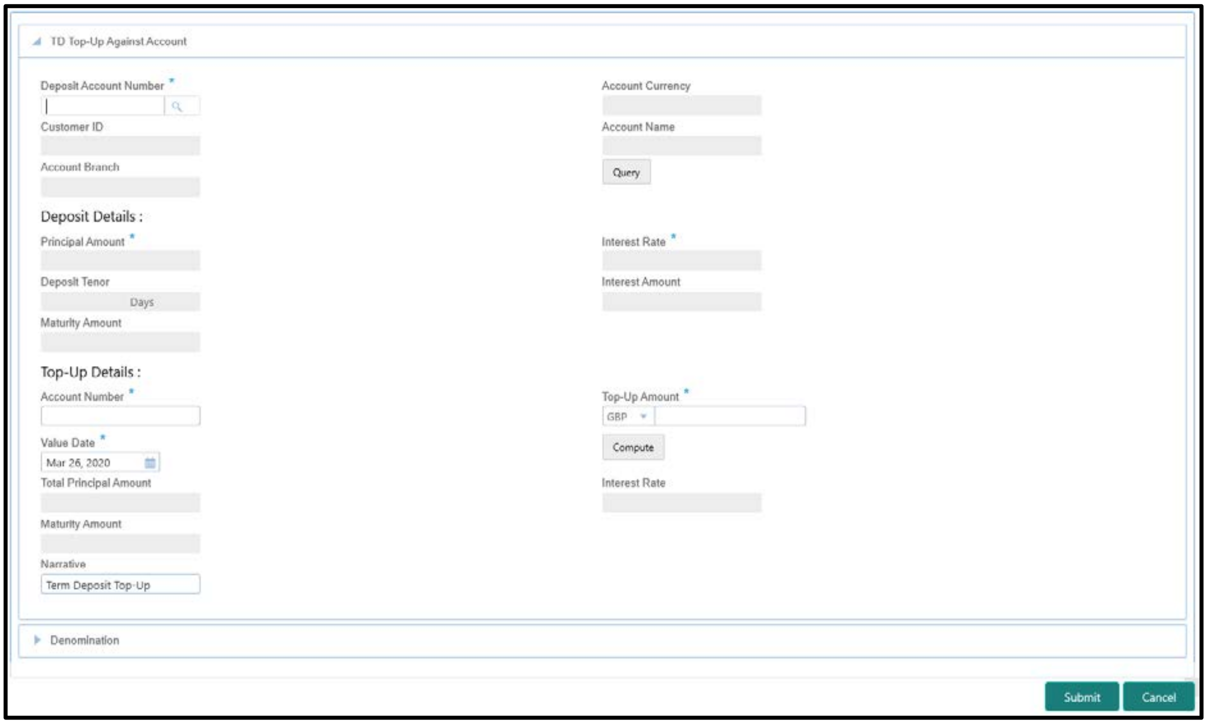
To process this screen, type **TD Topup - Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Term Deposit**.

3. Under **Term Deposit**, click **TD Topup - Account**.

   → The **TD Top-Up Against Account** screen displays.

Figure 86: TD Top-Up Against Account Screen



2.11.4.1 Main Transaction Details

Specify the details in the **TD Top-Up Against Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: TD Top-Up Against Account Screen*.

Field Description: TD Top-Up Against Account Screen

Field	Description
Deposit Account Number	Specify the deposit account number for which the top-up amount to be added.
Account Currency	Displays the currency of the deposit account number.
Customer ID	Displays the customer ID of the deposit account number.

Field	Description
Account Name	Displays the account description of the deposit account number.
Account Branch	Displays the branch of the deposit account number.
Query	Click this icon, to fetch the deposit details.
Deposit Details	Specify the fields.
Principal Amount	Displays the principal amount of the deposit account.
Interest Amount	Displays the calculated interest amount of the deposit account.
Interest Rate	Displays the interest rate of the deposit account.
Deposit Tenor	Displays the tenor of the deposit account.
Interest Amount	Displays the calculated interest amount of the deposit account.
Maturity Amount	Displays the amount available on the maturity of the deposit account.
Top-Up Details	Specify the fields.
Account Number	Specify the offset account from which the top-up amount needs to be debited.
Top-Up Amount	Specify the top-up amount that is added to the deposit amount. The top-up currency is defaulted to deposit account currency.

Field	Description
Value Date	Specify the date on which the TD top-up needs to be effective.
Compute	Click **Compute** to compute the deposit details after the top-up of deposit account.
Total Principal Amount	Displays the principal balance amount of the term deposit after the top-up.
Interest Rate	Displays the new interest rate applied on the top-up deposit, which is maintained at the account class level.
Maturity Amount	Displays the amount that you will get on maturity of the top-up deposit.
Narrative	Displays the default narrative as **Term Deposit Top-Up** and it can be modified.

2.11.4.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.11.4.3 Transaction Submission

1. Click **Submit** to complete the transaction.

   → A Teller Sequence Number is generated and the **Transaction Completed Successfully** screen is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD top-up processing.

2.11.5 Term Deposit Top-up against Cash

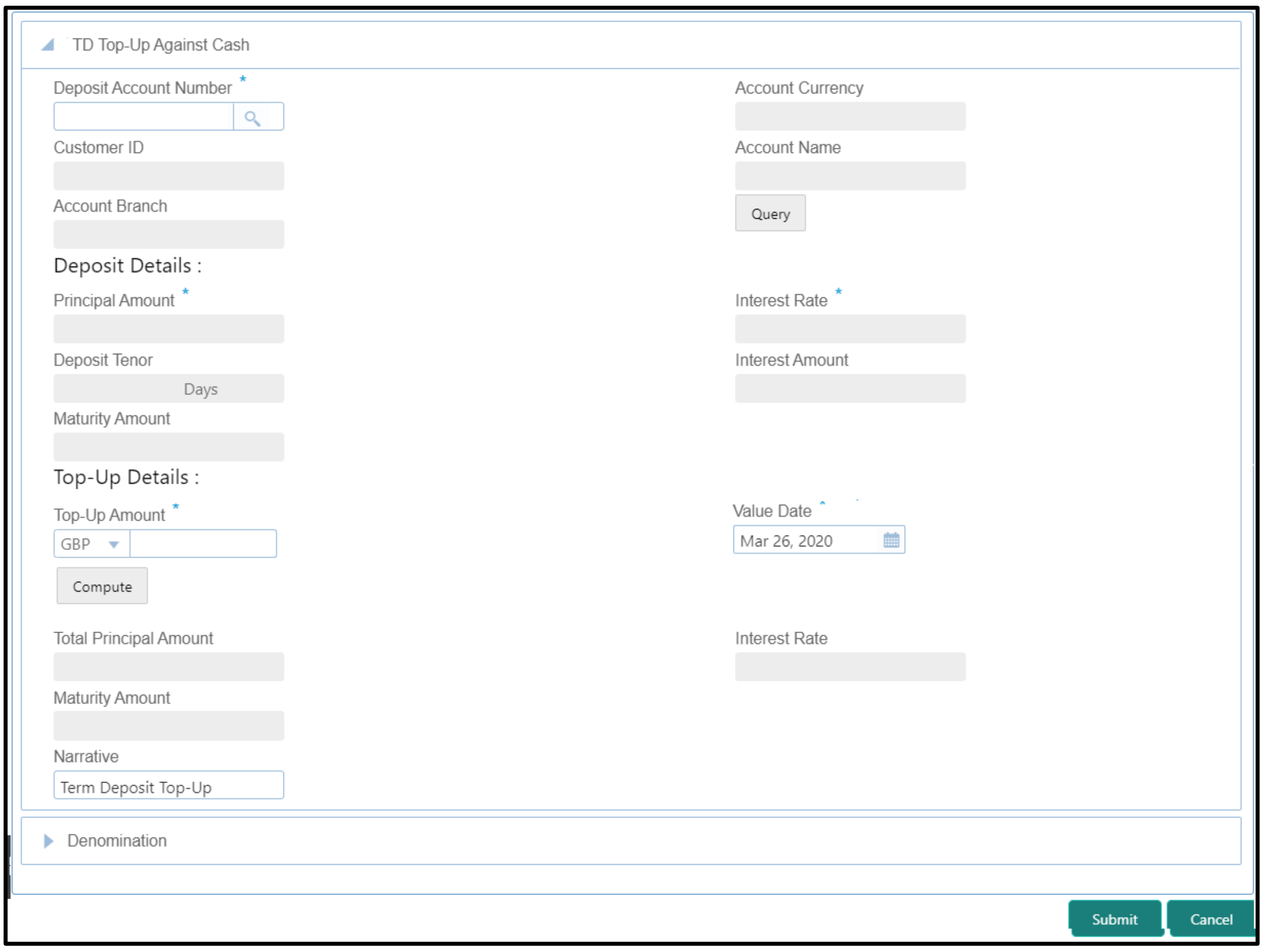
The Teller can use this screen to initiate the top-up for a term deposit account. The top-up for a term deposit can be done, after the opening date and before the maturity date.

To process this screen, type **TD Topup - Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Term Deposit**.
3. Under **Term Deposit**, click **TD Topup - Cash**.

→ The **TD Top-Up Against Cash** screen displays.

Figure 87: TD Top-Up Against Cash Screen



2.11.5.1 Main Transaction Details

Specify the details in the **TD Top-up Against Cash** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: TD Top-up Against Cash Screen*.

Field Description: TD Top-up Against Cash Screen

Field	Description
Deposit Account Number	Specify the deposit account number for which the top-up amount needs to be added.
Account Currency	Displays the currency of the deposit account number.
Customer ID	Displays the customer ID of the deposit account number.
Account Name	Displays the account description of the deposit account number.
Account Branch	Displays the branch of the deposit account number.
Query	Click this icon, to fetch the deposit details.
Deposit Details	Specify the fields.
Principal Amount	Displays the principal amount of the deposit account.
Interest Amount	Displays the calculated interest amount of the deposit account.
Interest Rate	Displays the interest rate of the deposit account.
Deposit Tenor	Displays the tenor of the deposit account.
Interest Amount	Displays the calculated interest amount of the deposit account.

Field	Description
Maturity Amount	Displays the amount available on the maturity of the deposit account.
Top-Up Details	Specify the fields.
Top-Up Amount	Specify the top-up amount that is added to the deposit amount. The top-up currency is defaulted to deposit account currency.
Value Date	Specify the date on which the TD top-up needs to be effective.
Compute	Click **Compute** to compute the deposit details after the top-up of deposit account.
Total Principal Amount	Displays the principal balance amount of the term deposit after the top-up.
Interest Rate	Displays the new interest rate applied on the top-up deposit, which is maintained at the account class level.
Maturity Amount	Displays the amount that you will get on maturity of the top-up deposit.
Narrative	Displays the default narrative as **Term Deposit Top-Up** and it can be modified.

2.11.5.2 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units based on the redemption amount in transaction currency. For more information on this segment, refer to the topic *2.4.11.2 Denomination Details* in this guide.

2.11.5.3 Transaction Submission

1. Click **Submit** to complete the transaction.

    → A Teller Sequence Number is generated and the **Transaction Completed Successfully** screen is displayed.

The transaction is moved to authorization in case of any warning raised when the transaction saves. When you submit, the transaction details are handed off to Term Deposit module in Oracle FLEXCUBE Universal Banking for TD top-up processing.

2.12 Electronic Journal

This section describes the various screens used to check the status of the transactions. The screens are described in the following sub-sections:

- *2.12.1 Electronic Journal Transaction Log*
- *2.12.2 Electronic Journal Approval Log*

2.12.1 Electronic Journal Transaction Log

The Tellers and Supervisors can use this screen to view the status of the transactions performed by them on the posting date. The Tellers can view the status of the transactions performed only by them. This screen is used to perform the following operations:

- View the status of all transactions performed by the logged-in Teller ID.
- Reverse the completed transaction posted by Teller during the day.
- Re-submit the incomplete transactions performed by the logged-in Teller ID, that are either:
    - Approved by the supervisor and moved to Teller EJ log for re-submission.
    - Transactions processed by external system (say Oracle Banking Payments) and responded to Teller with the status as **Success.**
- Reject the incomplete transactions that are either:
    - Rejected by external system (say Oracle Banking Payments) with the status as **Reject.**
    - Prompted with error due to processing validations.

To process this screen, type **Transaction Log** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

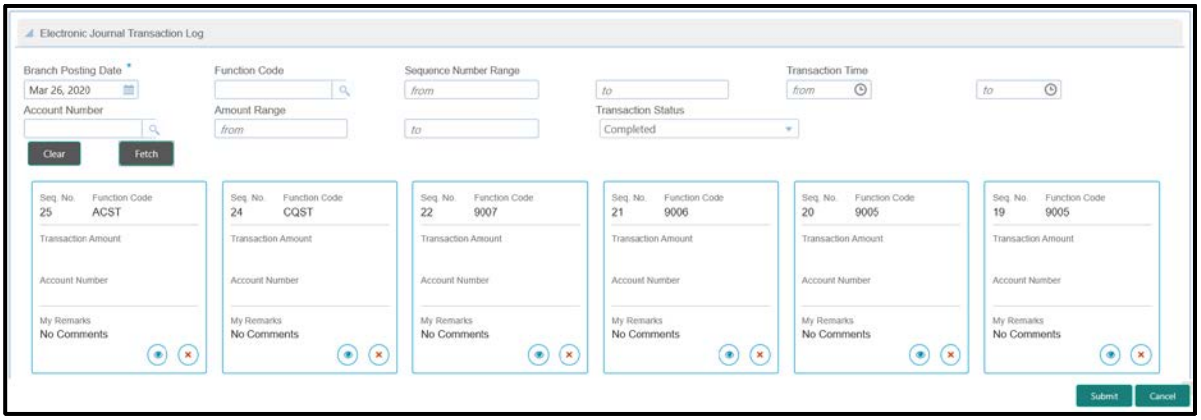
1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Electronic Journal**.

3. Under **Electronic Journal**, click **Transaction Log**.

   → The **Electronic Journal Log** screen displays.

Figure 88: Electronic Journal Transaction Log Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Electronic Journal Transaction Log Screen*.

Field Description: Electronic Journal Transaction Log Screen

Field	Description
Branch Posting Date	Specify the branch posting date for which the inquiry is to be made. **NOTE:** By default, the current posting date is displayed.
Function Code	Specify the Function code for which the inquiry is to be made. **NOTE:** The adjoining option provides the list of all function codes maintained.
Sequence Number Range	Specify the start and end numbers for the sequence range.

Field	Description
Transaction Time	Specify the start (**from**) and end (**to**) transaction time range.
Account Number	Specify the account number. The LOV fetch list all account numbers maintained.
Amount Range	Specify the **from** and **to** amount for the amount range.
Transaction Status	Specify the transaction status. **NOTE:** By default, **Pending** status is selected.

After filling the necessary fields, you can do any of the following steps:

- Click **Fetch** to get the list of transactions based on the query criteria specified. When you click **Fetch**, the following details are displayed for each transaction:
  - Sequence Number (**Seq. No.**)
  - **Function Code**
  - **Transaction Amount**
  - **Account Number**
  - **My Remarks**
- Click **Clear** to clear the transaction list.
- Click view icon to get the transaction details.
- Click reverse icon to reverse the transaction.

2.12.2 Electronic Journal Approval Log

The Approver can use this screen to view the status of all the transactions. The status of the transactions can be either approved or yet to be approved by the logged-in Approver ID. Using this screen, the Approver can perform the following operations:

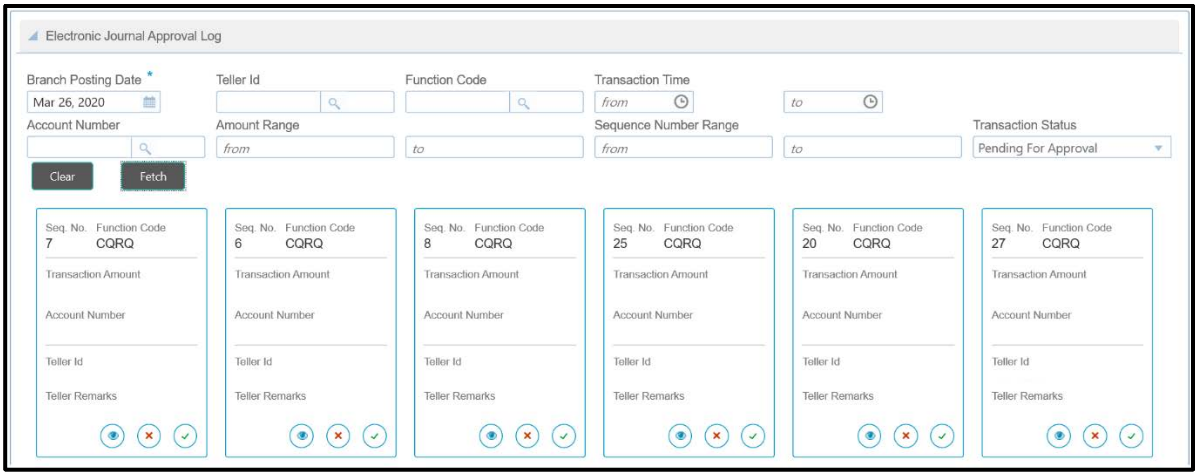
- View the approval history to see the list of all transactions that are either approved or rejected by the logged-in approver ID.
- Approve or Reject the transactions that are assigned to the logged-in Approver ID during the day.

To process this screen, type **Approval Log** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Electronic Journal**.
3. Under **Electronic Journal**, click **Approval Log**.

→ The **Electronic Journal Approval** screen displays.

Figure 89: Electronic Journal Approval Screen



Specify the details to fetch the records. For more information on fields, refer to table *Field Description: Electronic Journal Approval Screen*.

Field Description: Electronic Journal Approval Screen

Field	Description
Branch Posting Date	Specify the branch posting date for which the inquiry is to be made. **NOTE:** By default, the current posting date is displayed.
Function Code	Specify the Function code for which the inquiry is to be made. **NOTE:** The adjoining option provides the list of all function codes maintained.
Teller ID	Specify the Teller ID, who has assigned the transaction. The list of values fetch the list of all Teller IDs.
Sequence Number Range	Specify the start and end numbers for the sequence range.
Transaction Time	Specify the start (**from**) and end (**to**) transaction time range.
Account Number	Specify the account number. The LOV fetch list all account numbers maintained.
Amount Range	Specify the **from** and **to** amount for the amount range.
Transaction Status	Specify the transaction status. By default, **Pending** status is selected.

After filling the necessary fields, you can do the following steps:

- Click **Fetch** to get the list of transactions based on the query criteria specified. When you click **Fetch**, the following details are displayed for each transaction:
  - Sequence Number (**Seq. No.**)
  - **Function Code**
  - **Transaction Amount**
  - **Account Number**
  - **Teller Id**
  - **Teller Remarks**
- Click **Clear** to clear the transaction list.
- Click view icon to get the transaction details.
- Click reject icon to reject the transaction.
- Click approve icon to approve the transaction.

2.13 Customer Service

This section describes the various screens used customer services and inquiries. The screens are described in the following sub-sections:

- *2.13.1 Cheque Status Enquiry*
- *2.13.2 Stop Cheque Request*
- *2.13.3 Cheque Book Request*
- *2.13.4 Passbook Issue*
- *2.13.5 Passbook Update*
- *2.13.6 Passbook Status Change*
- *2.13.7 Account Balance Inquiry*
- *2.13.8 Account Statement Request*
- *2.13.9 Customer Address Update*
- *2.13.10 Account Address Update*

- *2.13.11 Customer Contact Details Update*

2.13.1 Cheque Status Inquiry

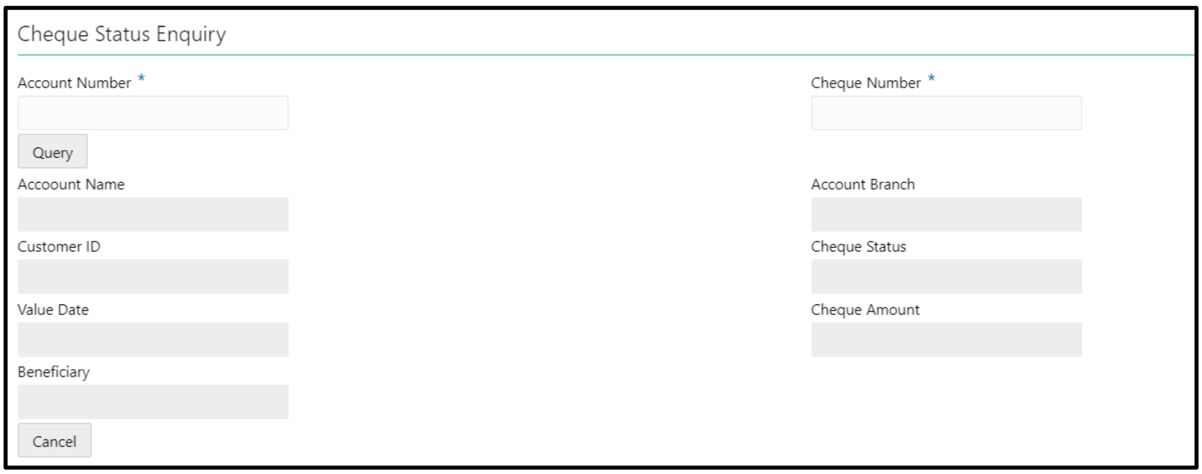
The Teller can use this screen to query the details of a cheque by specifying the account number of the customer and cheque number.

To process this screen, type **Cheque Status Inquiry** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.
3. Under **Customer Service**, click **Cheque Status Inquiry**.

→ The **Cheque Status Enquiry** screen displays.

Figure 90: Cheque Status Enquiry Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Cheque Status Enquiry Screen*.

Field Description: Cheque Status Enquiry Screen

Field	Description
Account Number	Specify the account number for which the cheque status needs to be enquired.
Cheque Number	Specify the cheque number.

Field	Description
Query	Click this icon to fetch the details of the cheque.
Account Name	Displays the name of the account holder.
Account Branch	Displays the account branch code.
Customer ID	Displays the customer ID of the account.
Cheque Status	Displays the status of the cheque (**Used**, **Unused**, or **Stopped**).
Value Date	Displays the date specified on the cheque.
Cheque Amount	Displays the cheque amount.
Beneficiary	Displays the name of the beneficiary.

2.13.2 Stop Cheque Request

The Teller can use this screen to initiate stop payment of cheque as requested by the customer. A stop payment request is an instruction given by a customer to the bank directing it to stop payment against a Cheque. This instruction can be based on single cheque or a range of cheque numbers.

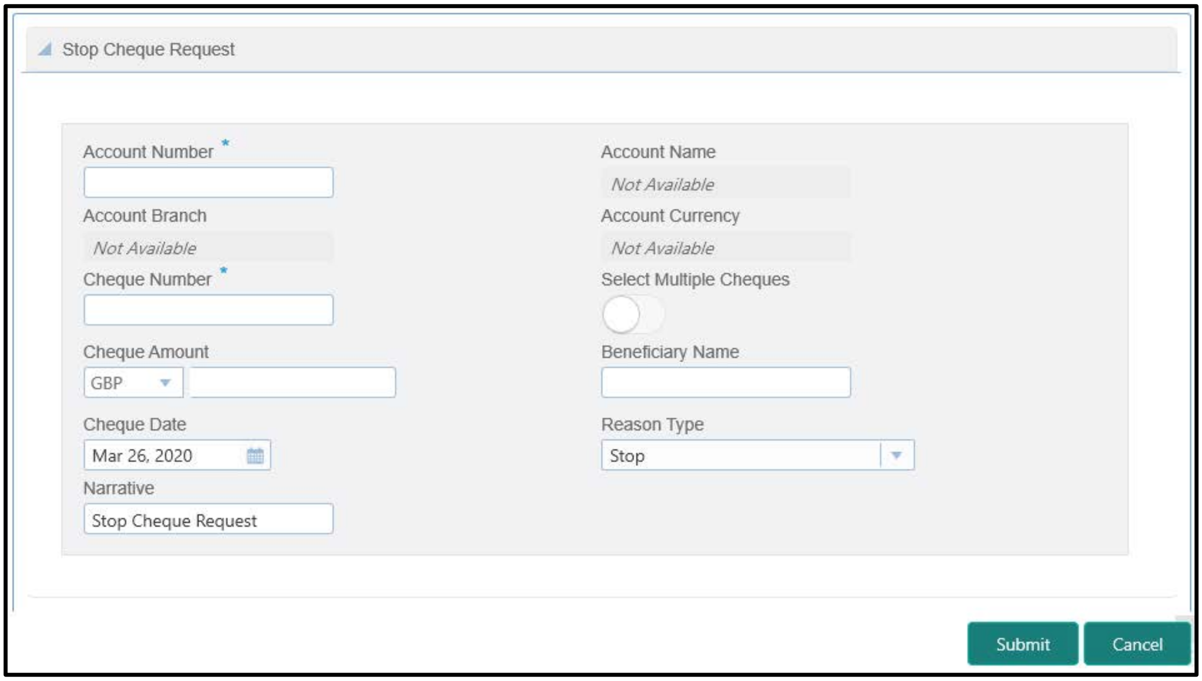
To process this screen, type **Stop Cheque Request** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.

3. Under **Customer Service**, click **Stop Cheque Request**.

→ The **Stop Cheque Request** screen displays.

Figure 91: Stop Cheque Request Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Stop Cheque Request Screen*.

Field Description: Stop Cheque Request Screen

Field	Description
Account Number	Specify the account number for which you need to enforce a stop payment.
Account Name	Displays the name of the specified account number.
Account Branch	Displays the branch code of the specified account number.
Account Currency	Displays the currency of the specified account number.

Field	Description
Cheque Number	Specify the cheque number on which the stop payment to be enforced.
Select Multiple Cheques	Select this option to enforce stop payment on multiple cheques of the customer account.
Cheque Amount	Specify cheque amount for which the cheque is drawn. The cheque currency is defaulted to account currency.
Cheque Date	Specify the date on which the cheque is drawn.
Beneficiary Name	Specify the name of the beneficiary.
Reason Type	Specify the type of stop payment (**Stop** or **Last**).
Narrative	The system displays the default narrative **Stop Cheque Request** and it can be modified. You can specify the reason/purpose for which the stop payment is issued

When you click **Submit**, the request is handed off to the core UBS system to update the stop payment status in Customer Accounts Maintenance to indicate the presence of a stop payment instruction for the customer account.

2.13.3 Cheque Book Request

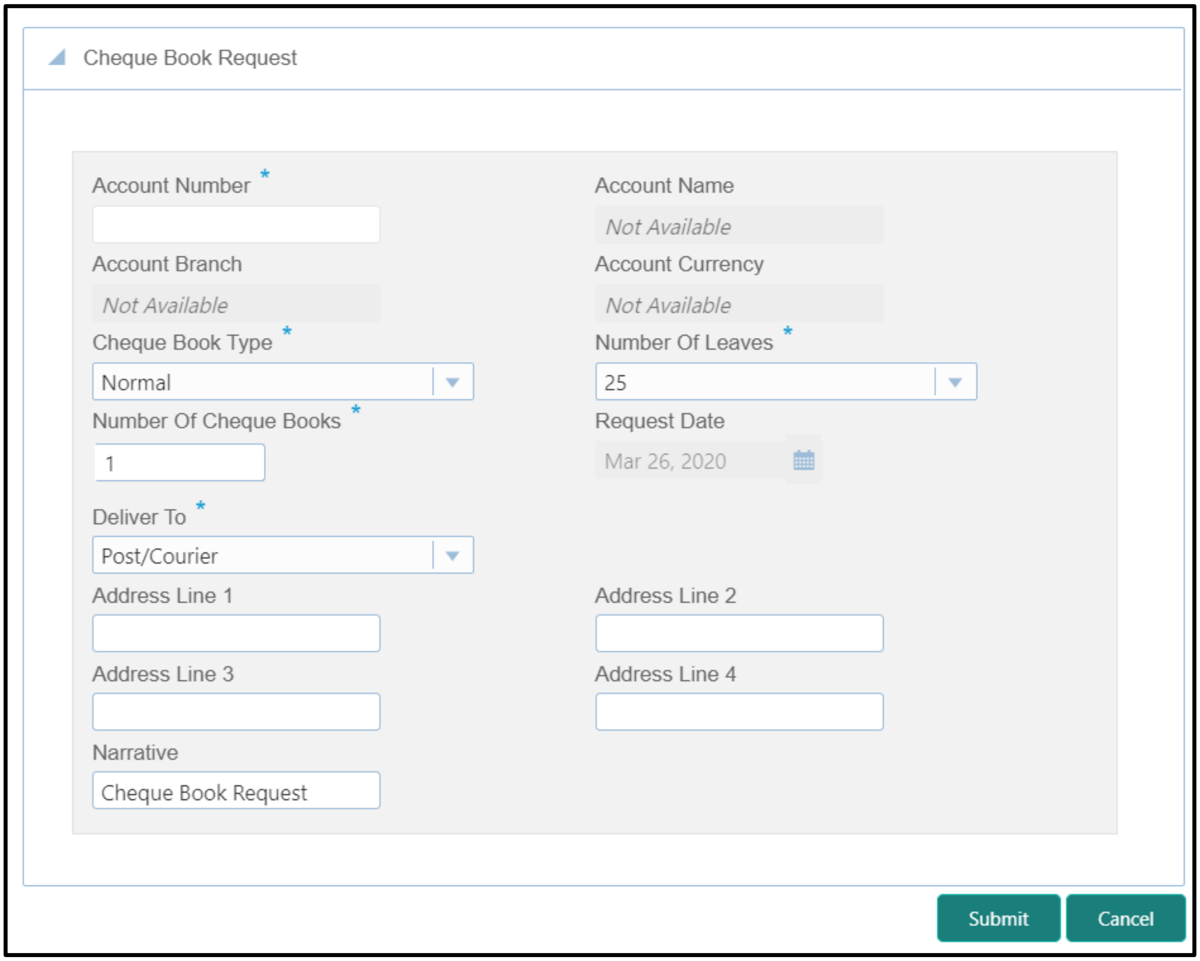
This screen is used to initiate the cheque book request for a customer account. To process this screen, type **Cheque Book Request** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.

3. Under **Customer Service**, click **Cheque Book Request**.

→ The **Cheque Book Request** screen displays.

Figure 92: Cheque Book Request Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Cheque Book Request Screen*.

Field Description: Cheque Book Request Screen

Field	Description
Account Number	Specify the account number for which the cheque book request to be initiated.
Account Name	Displays the name of the specified account number.

Field	Description
Account Branch	Displays the branch code of the specified account number.
Account Currency	Displays the currency of the specified account number.
Cheque Book Type	Specify the type of cheque book that needs to be issued (**Normal** or **At Par**).
Number of Leaves	Specify the number of leaves (**10**, **25**, **50**, or **100**).
Number of Cheque Books	Specify the count of cheque books that need to be issued.
Request Date	By default, the current posting date is displayed as the request date.
Deliver To	Specify the mode of delivery (**Branch** or **Post/Courier**).
Address Line 1 to **Address Line 4**	Specify the address of the Customer if the delivery mode is selected as **Post/Courier**. By default, the address of the customer account is displayed and it can be modified.
Narrative	Displays the default narrative as **Cheque Book Request** and it can be modified.

When you click **Submit**, the request is handed off to the core UBS system for the cheque book issuance of the customer account.

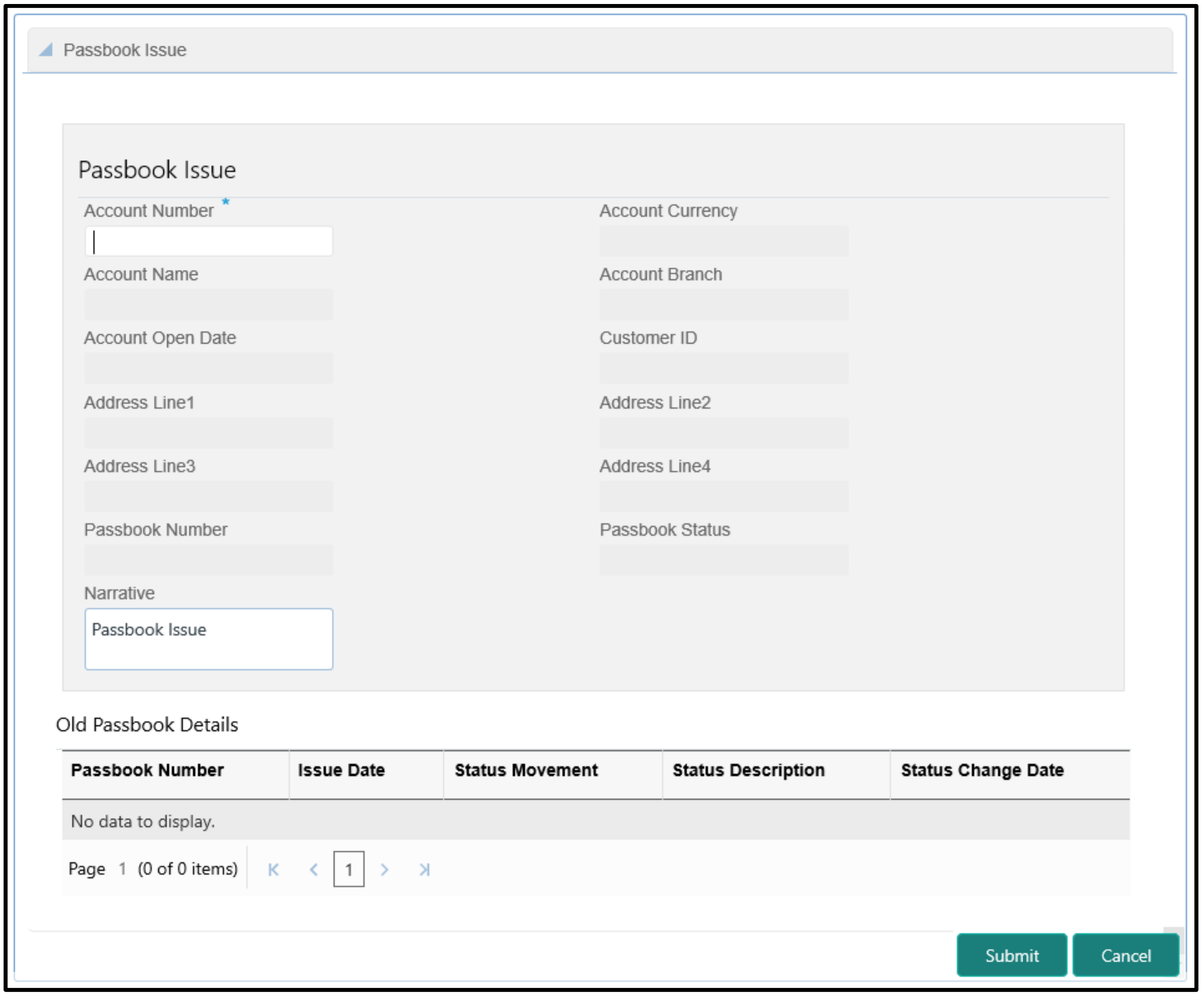
2.13.4 Passbook Issue

The Teller can use this screen to issue a new passbook for a customer account. To process this screen, type **Passbook Issue** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.
3. Under **Customer Service**, click **Passbook Issue**.

→ The **Passbook Issue** screen displays.

Figure 93: Passbook Issue Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Passbook Issue Screen*.

Field Description: Passbook Issue Screen

Field	Description
Account Number	Specify the account number for which the passbook needs to be issued.
Account Currency	Displays the currency of the specified account number.
Account Name	Displays the name of the specified account number.
Account Branch	Displays the branch code of the specified account number.
Account Open Date	Displays the account opening date.
Customer ID	Displays the customer ID.
Address Line 1 to **Address Line 4**	Specify the address of the customer.
Passbook Number	Displays the passbook number that needs to be issued. **NOTE:** The passbook number is generated based on the instrument number maintenance.
Passbook Status	By default, the passbook status is displayed as **Issued**.
Narrative	Displays the default narrative as **Passbook Issue** and it can be modified.
Old Passbook Details	Specify the fields.
Passbook Number	Displays the old passbook number that is issued to the customer account.
Issue Date	Displays the issue date of the old passbook.

Field	Description
Status Movement	Displays the current status of the passbook.
Status Change Date	Displays the date on which the current status got modified.

When you click **Submit**, the passbook issue request is handed off to the UBS system to update the passbook issue request for the customer account.

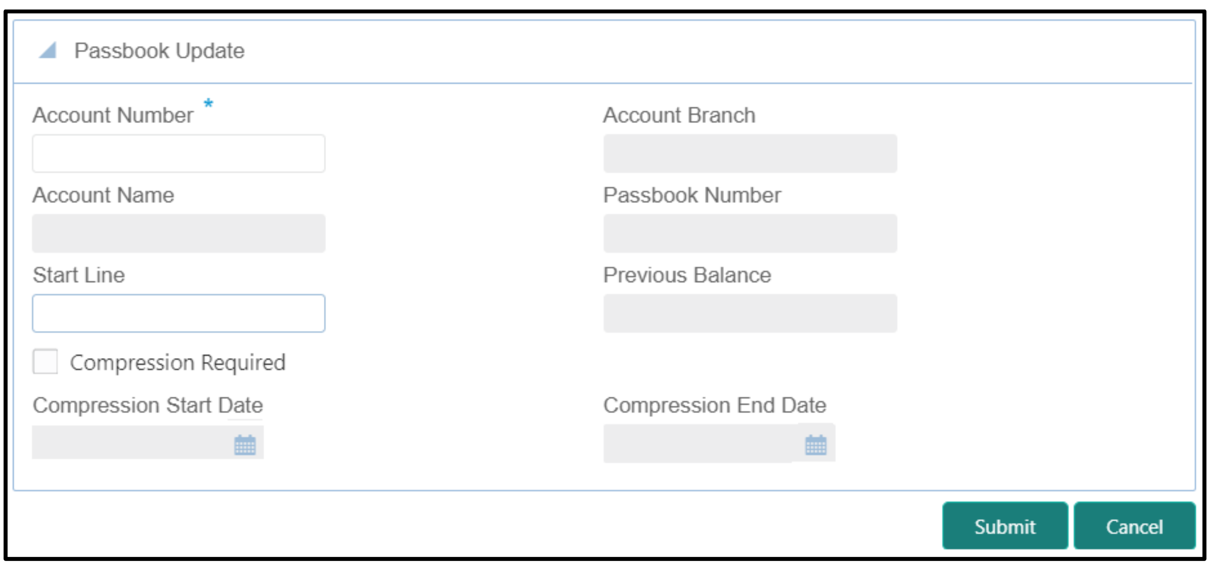
2.13.5 Passbook Update

The Teller can use this screen to update the passbook of a customer account. To process this screen, type **Passbook Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.
3. Under **Customer Service**, click **Passbook Update**.

→ The **Passbook Update** screen displays.

Figure 94: Passbook Update Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Passbook Update Screen*.

Field Description: Passbook Update Screen

Field	Description
Account Number	Specify the account number for which the passbook needs to be updated.
Account Branch	Displays the branch code of the specified account number.
Account Name	Displays the name of the specified account number.
Passbook Number	Displays the passbook number that needs to be updated.
Start Line	Specify the start line of the passbook to enter the transaction details.
Previous Balance	Displays the previous balance in the passbook.
Compression Required	Check this box to modify the defaulted values related to transaction compression.
Compression Start Date	Displays the compression start date.
Compression End Date	Displays the compression end date.

When you click **Submit**, the request is handed off to the UBS system to fetch and update the passbook statement of the customer account.

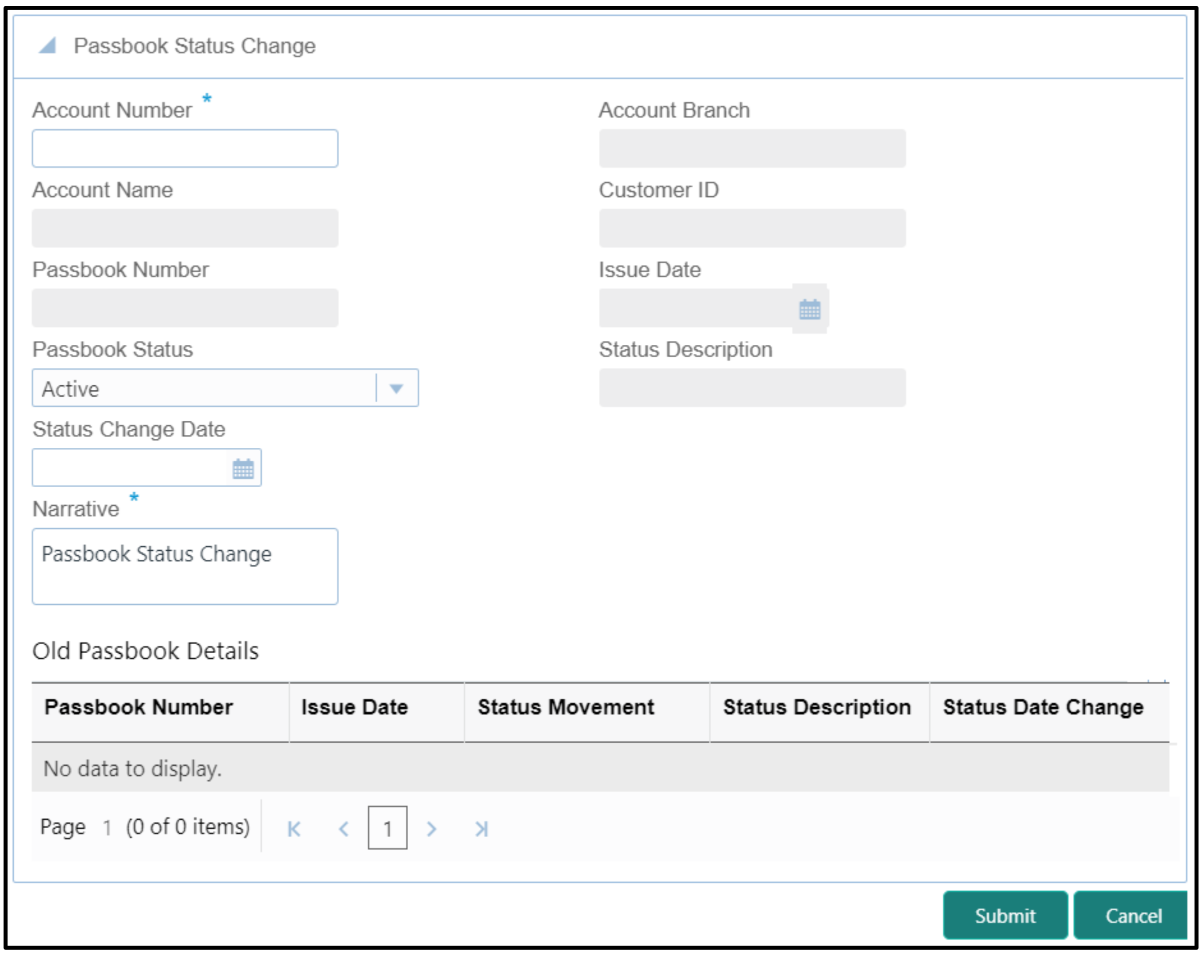
2.13.6 Passbook Status Change

The Teller can use this screen to initiate status change of a passbook for a customer account. To process this screen, type **Passbook Status Change** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.
3. Under **Customer Service**, click **Passbook Status Change**.

→ The **Passbook Status Change** screen displays.

Figure 95: Passbook Status Change Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Passbook Status Change Screen*.

Field Description: Passbook Status Change Screen

Field	Description
Account Number	Specify the account number for which the passbook status change is required.
Account Branch	Displays the branch code of the specified account number.
Account Name	Displays the name of the specified account number.
Customer ID	Displays the customer ID of the specified account number
Passbook Number	Displays the current passbook number of the customer account.
Issue Date	Displays the date of issue of the current passbook number.
Passbook Status	Select the passbook status to be changed from the dropdown values (**Active**, **Close**, or **Reissue**).
Status Description	Displays the description of the selected status.
Status Change Date	Displays the current posting date as the status change date.
Narrative	Displays default the narrative as **Passbook Status Change** and it can be modified.
Old Passbook Details	Specify the fields.
Passbook Number	Displays the old passbook number of the customer account.

Field	Description
Issue Date	Displays the issue date of the old passbook.
Status Movement	Displays the current status of the old passbook number.
Status Description	Displays the description of the status of the old passbook number.
Status Change Date	Displays the date on which the old passbook is modified.

When you click **Submit**, the request is handed off to the UBS system for updating the status change of the old passbook number.

2.13.7 Account Balance Inquiry

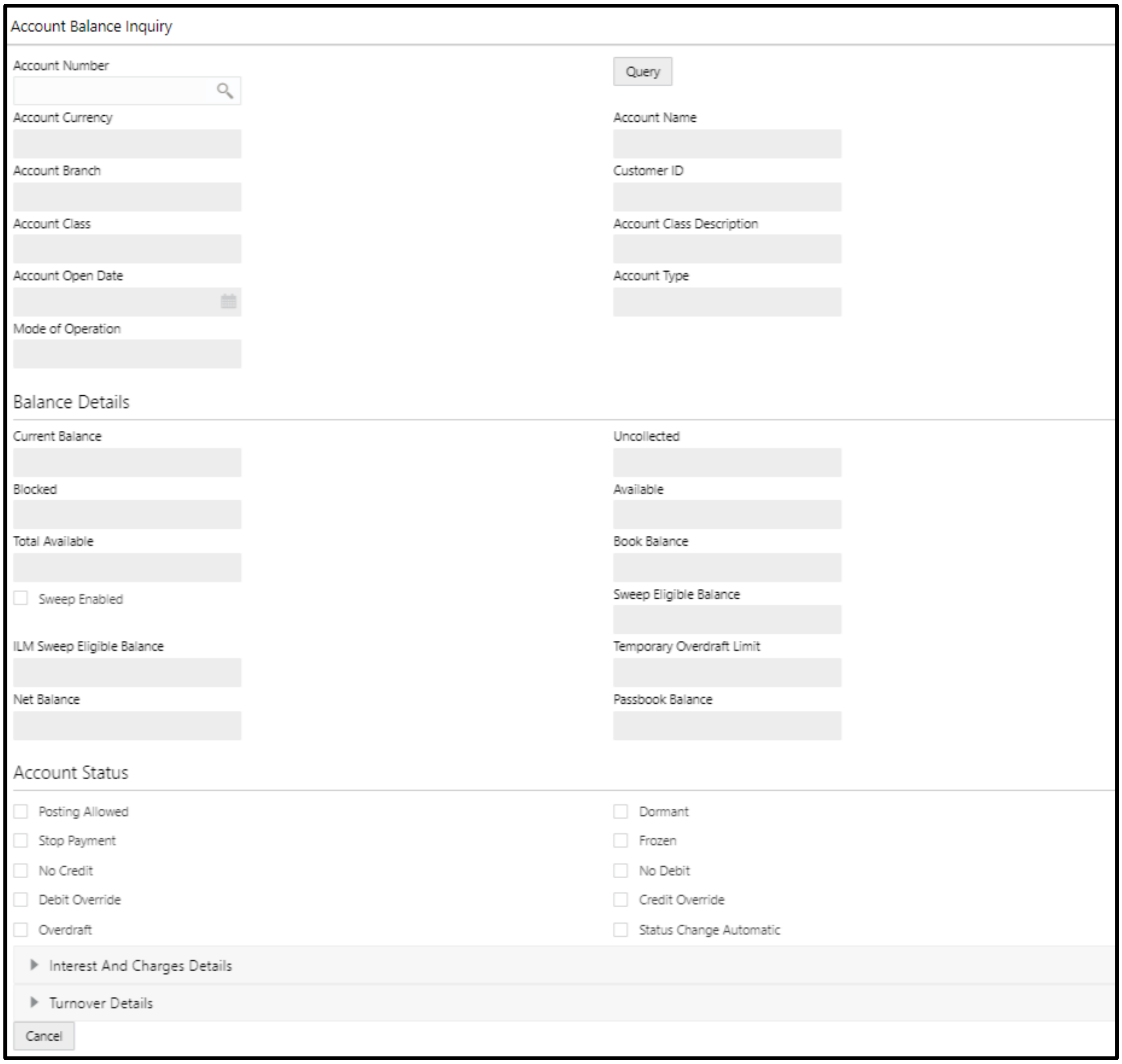
The Teller can use this screen to inquire the account balance details of a customer account. To process this screen, type **Account Balance Inquiry** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.

3. Under **Customer Service**, click **Account Balance Inquiry**.

   → The **Account Balance Inquiry** screen displays.

Figure 96: Account Balance Inquiry Screen



2.13.7.1 Main Transaction Details

On querying for a specific account number, the balance details will be fetched and displayed.

For more information on fields, refer to table *Field Description: Account Balance Inquiry Screen*.

Field Description: Account Balance Inquiry Screen

Field	Description
Account Number	Specify the account number for which the account balance needs needs to be enquired.
Query	When you click this icon, the system displays the details.
Account Currency	Displays the currency for which the account balance needs to be enquired.
Account Name	Displays the name of the specified account number.
Account Branch	Displays the branch of the specified account number.
Customer ID	Displays the customer ID of the specified account number.
Account Class	Displays the account class of the specified account number.
Account Class Description	Displays the description of the account class.
Account Open Date	Displays the date on which the account is opened.
Account Type	Displays the type of the account.
Mode Of Operation	Displays the mode of operation.
Balance Details	Specify the fields.

Field	Description
Current Balance	Displays the current balance of the account.
Uncollected	Displays the uncollected balance.
Blocked	Displays the blocked balance.
Available	Displays the balance available in the specified account.
Total Available	Displays the total available balance.
Book Balance	Displays the book balance.
Sweep Enabled	Check this box if sweep needs to be enabled.
Sweep Eligible Balance	Displays the sweep eligible balance.
ILM Sweep Eligible Balance	Displays the ILM sweep eligible balance.
Temporary Overdraft Limit	Displays the temporary overdraft limit.
Net Balance	Displays the net balance.
Passbook Balance	Displays the passbook balance.
Account Status	Specify the fields.
Posting Allowed	Select this checkbox if posting is allowed for the account.
Stop Payment	Select this checkbox if stop payment is allowed for the account.

Field	Description
No Credit	Select this checkbox if credit is not allowed for the account.
Debit Override	Select this checkbox if debit override is allowed for the account.
Overdraft	Select this checkbox if overdraft is allowed for the account.
Dormant	Select this checkbox if the account is dormant.
Frozen	Select this checkbox if the account is frozen.
No Debit	Select this checkbox if debit is not allowed for the account.
Credit Override	Select this checkbox if credit override is allowed for the account.
Status Change Automatic	Select this checkbox if automatic status change is allowed.

2.13.7.2 Interest and Charge Details

Figure 97: Interest And Charge Details

Specify the details in the **Interest And Charge Details** segment. For more information on fields, refer to table *Field Description: Interest And Charge Details*.

Field Description: Interest And Charge Details

Field	Description
Accrued Interest (Dr)	Displays the debit accrued interest.
Accrued Interest (Cr)	Displays the credit accrued interest.
Interest Due	Displays the interest due.
Charges Due	Displays the charges due.
Last Interest Debit	Displays the last interest debit.
Last Interest Credit	Displays the last interest credit.
Last DR Activity	Displays the last DR Activity.

2.13.7.3 Turnover Details

Figure 98: Turnover Details

Specify the details in the **Interest And Charge Details** segment. For more information on fields, refer to table *Field Description: Turnover Details*.

Field Description: Turnover Details

Field	Description
Opening	Displays the opening turnover details.
Daily Turnover (Dr)	Displays the debit daily turnover.
Daily Turnover (Cr)	Displays the credit daily turnover.

Field	Description
Current (ACY)	Displays the current (ACY).

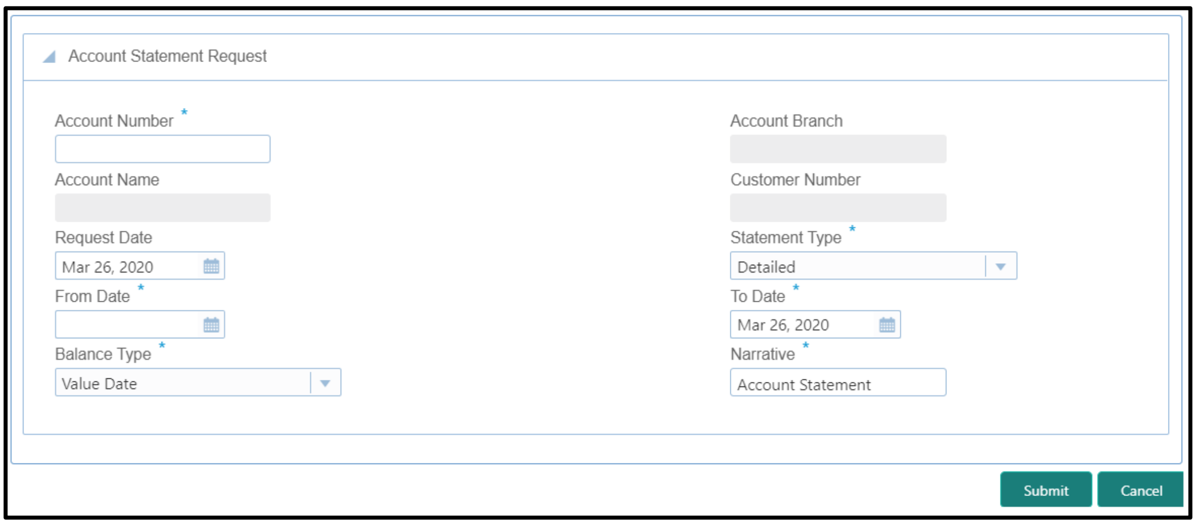
2.13.8 Account Statement Request

The Teller can use this screen to initiate account statement request for a customer account. To process this screen, type **Account Statement Req** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.
3. Under **Customer Service**, click **Account Statement Req**.

→ The **Account Statement Request** screen displays.

Figure 99: Account Statement Request Screen



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Account Statement Request Screen*.

Field Description: Account Statement Request Screen

Field	Description
Account Number	Specify the account number for which the account statement needs to be requested.

Field	Description
Account Branch	Displays the branch code of the specified account number.
Account Name	Displays the name of the specified account number.
Customer Number	Displays the customer number of the account number.
Request Date	Displays the current posting date as request date.
Statement Type	Specify the type of the statement requested (**Detailed** or **Summary**).
From Date	Specify the start date for the date range.
To Date	Specify the end date for the date range.
Balance Type	Specify if the account statement needs to be generated based on Book Date or Value Date.
Narrative	Displays the default narrative as **Account Statement** and it can be modified.

When you click **Submit**, the request is handed off to the UBS system to initiate an account statement request.

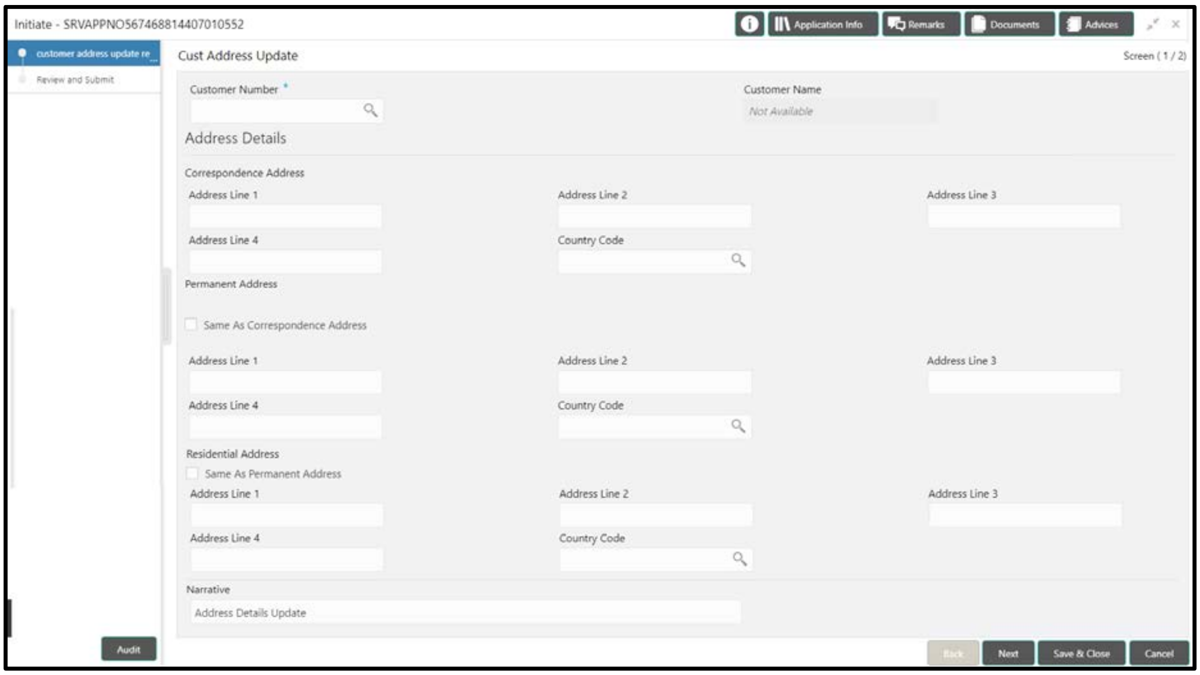
2.13.9 Customer Address Update

The Teller can use this screen to initiate a service request to update the customer address details. To process this screen, type **Cust Address Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.
3. Under **Customer Service**, click **Cust Address Update**.

   → The **Cust Address Update** screen displays.

Figure 100: Cust Address Update Screen



Specify the details to in the **Cust Address Update** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Cust Address Update Screen*.

Field Description: Cust Address Update Screen

Field	Description
Customer Number	Specify the customer number for which the address details needs to be updated.

Field	Description
Customer Name	Displays the customer name for the customer number specified.
Correspondence Address	Specify the fields.
Address Line 1 to **Address Line 4**	Displays the maintained address details and it can be modified.
Country Code	Displays the maintained address details and it can be modified.
Permanent Address	Specify the fields.
Same as Correspondence Address	Select this checkbox to populate the Correspondence Address to **Permanent Address**.
Address Line 1 to **Address Line 4**	Displays the maintained address details and it can be modified.
Country Code	Displays the maintained Country code and it can be modified.
Residential Address	Specify the fields.
Same as Permanent Address	Select this checkbox to populate the Permanent Address details to **Residential Address**.
Address Line 1 to **Address Line 4**	Displays the maintained address details and it can be modified.
Country Code	Displays the maintained Country code and it can be modified.

Field	Description
Narrative	Displays the default narrative **Customer Address Update** and it can be modified.
Review and Submit	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Address update.

2.13.10 Account Address Update

The Teller can use this screen to can initiate a service request to update the address details of the customer account. To process this screen, type **Account Address Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

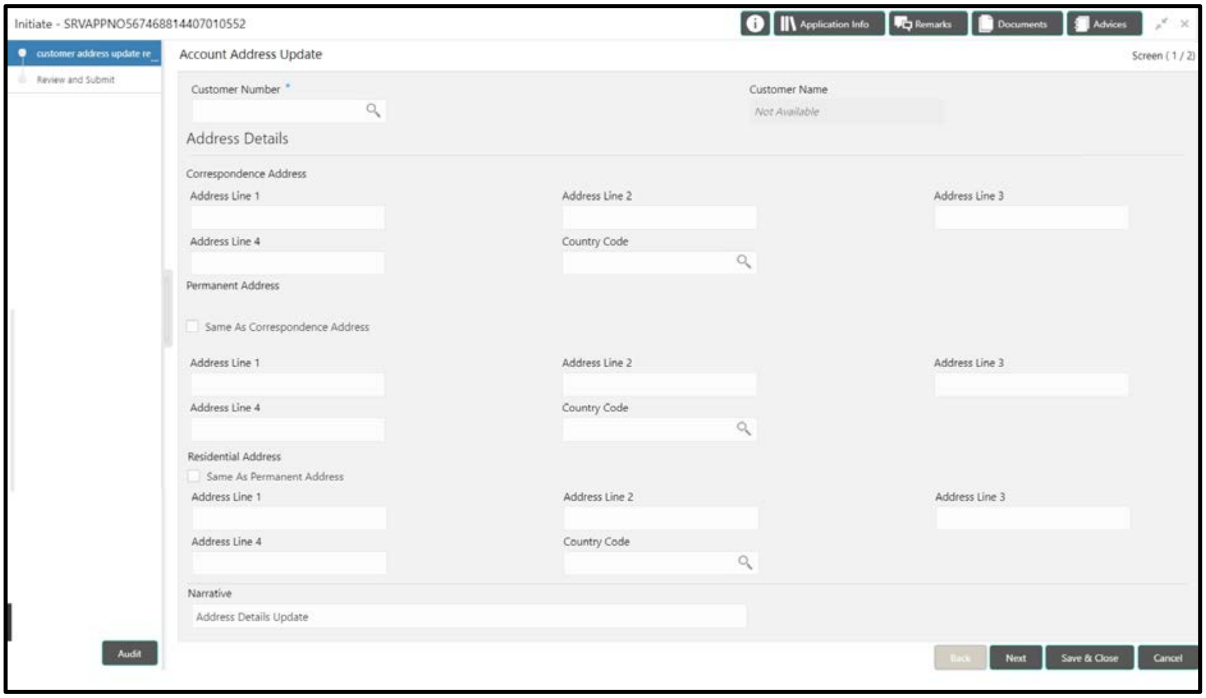
1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Customer Service**.

3. Under **Customer Service**, click **Account Address Update**.

→ The **Account Address Update** screen displays.

Figure 101: Account Address Update Screen



Specify the details to in the **Account Address Update** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Account Address Update Screen*.

Field Description: Account Address Update Screen

Field	Description
Customer Number	Specify the customer account number for which the address details needs to be updated.
Customer Name	Displays the customer name for the customer number specified.
Correspondence Address	Specify the fields.

Field	Description
Address Line 1 to **Address Line 4**	Displays the maintained address details and it can be modified.
Country Code	Displays the maintained address details and it can be modified.
Permanent Address	Specify the fields.
Same as Correspondence Address	Select this checkbox to populate the Correspondence Address to **Permanent Address**.
Address Line 1 to **Address Line 4**	Displays the maintained address details and it can be modified.
Country Code	Displays the maintained Country code and it can be modified.
Residential Address	Specify the fields.
Same as Permanent Address	Select this checkbox to populate the Permanent Address details to **Residential Address**.
Address Line 1 to **Address Line 4**	Displays the maintained address details and it can be modified.
Country Code	Displays the maintained Country code and it can be modified.
Narrative	Displays the default narrative **Account Address Update** and it can be modified.

Field	Description
Review and Submit	This icon is located to the left of this screen. Click this icon to review the request details and submit.

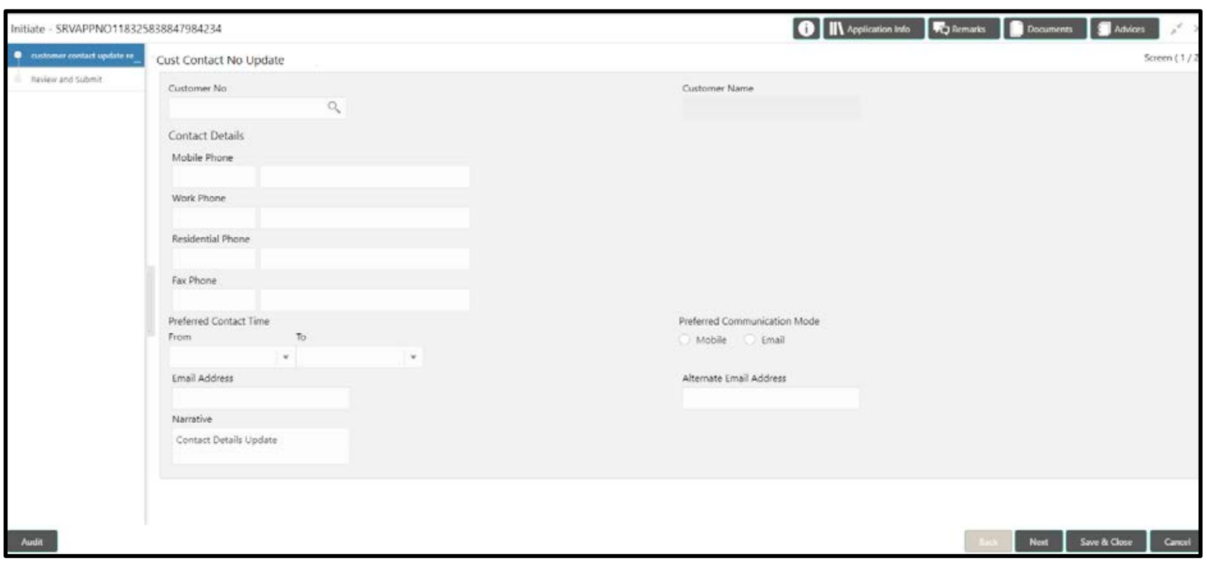
When you **Submit**, the request details will be handed off to UBS system for Account Address update.

2.13.11 Customer Contact Details Update

This screen is used to initiate a service request to update the customer contact details. To process this screen, type **Customer Contact No Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Customer Service**.
3. Under **Customer Service**, click **Customer Contact No Update**.

→ The **Customer Contact No Update** screen displays.



Specify the details to in the **Customer Contact No Update** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Customer Contact No Update Screen*.

Field Description: Customer Contact No Update Screen

Field	Description
Customer Number	Specify the customer number for which the contact details needs to be updated.
Customer Name	Displays the customer name for the customer number specified.
Customer Details	Specify the fields.
Mobile Phone	Displays the mobile number and it can be modified.
Work Phone	Displays the work phone number and it can be modified.
Residential Phone	Displays the residential phone number and it can be modified.
Fax Phone	Displays the fax phone number and it can be modified.
Preferred Contact Time	Displays the preferred contact time and it can be modified.
Preferred Communication Mode	Displays the communication mode and it can be modified.
Email Address	Displays the email id of the customer and it can be modified.
Alternate Email Address	Displays the alternate email id of the customer and it can be modified.
Narrative	Displays the default narrative **Contact Details Update** and it can be modified.

Field	Description
Review and Submit	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Contact Details update.

2.14 Branch Dashboard

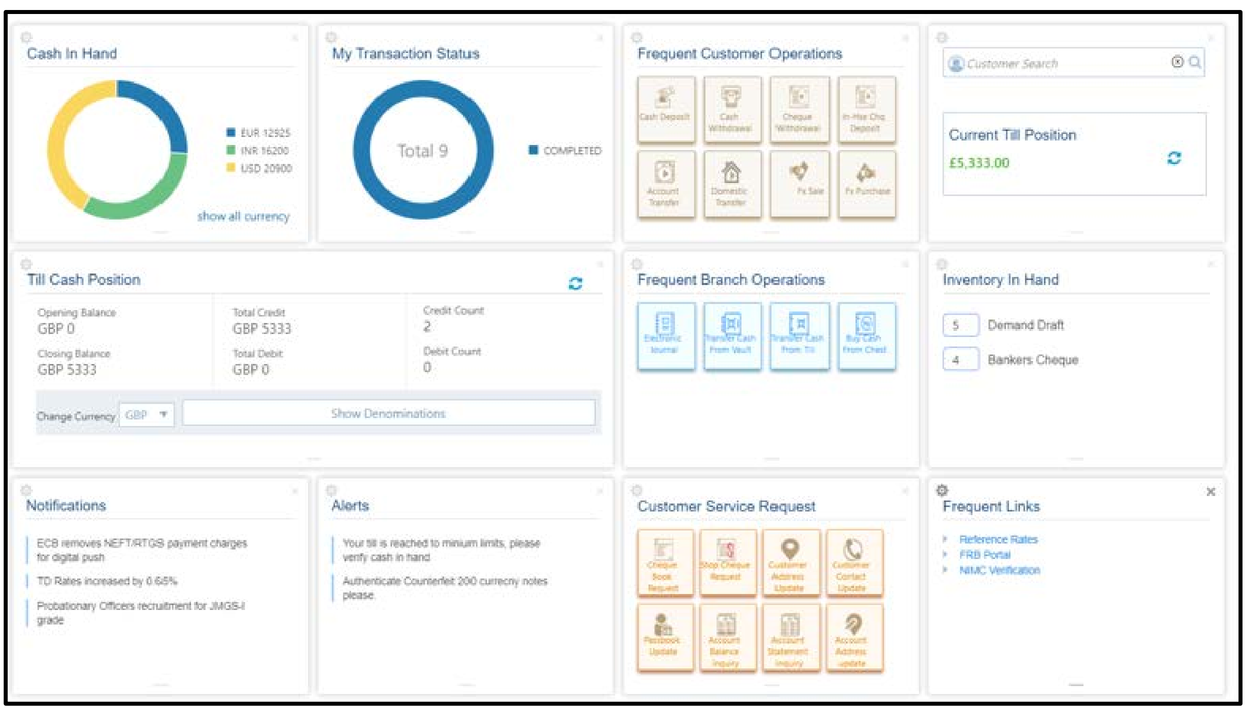
This section describes the Branch Dashboard and various widgets used on it. The Branch Dashboard facilitates the integration of data from multiple screens and displays it as a Dashboard on the landing page of the application. It provides a comprehensive and consolidated snapshot in tiny windows to access information quickly. Thus helping the bank staff to analyze, monitor, and make better decisions, which in turn helps to save time and cost.

To process this screen, type **Dashboard** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Dashboard**.

   → The Branch Dashboard screen displays.

Figure 102: Branch Dashboard



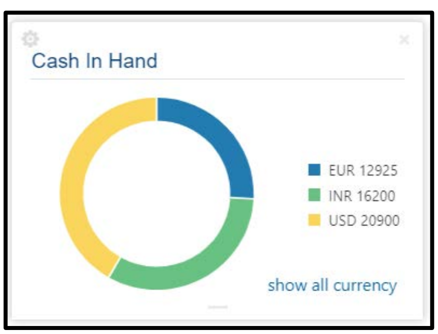
The Teller Dashboard is designed to display the widgets distributed in rows without the vertical scroll bar. The widgets are described in the following sub-sections:

- *2.14.1 Cash In Hand*
- *2.14.2 Till Cash Position*
- *2.14.3 Inventory in Hand*
- *2.14.4 My Transaction Status*
- *2.14.5 Customer Search*
- *2.14.6 Frequent Customer Operations*
- *2.14.7 Frequent Branch Operations*
- *2.14.8 Customer Service Request*
- *2.14.9 Notifications*
- *2.14.10 Alerts*
- *2.14.11 Frequent Links*

2.14.1 Cash In Hand

This widget displays the currency wise cash position of the logged-in Teller Id. If you handle multiple currencies, click **Show All Currency** to view the cash position of all the currencies.

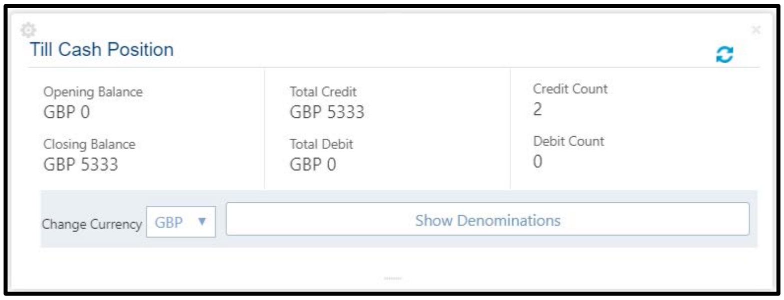
Figure 103: Cash In Hand Widget



2.14.2 Till Cash Position

This widget displays the currency wise cash position of the Teller Id, which includes **Opening Balance**, **Total Debit**, and **Total Credit**, which happened for the day, and the **Closing Balance**. In addition, the system displays the denomination wise count for the closing balance amount.

Figure 104: Till Cash Position Widget



2.14.3 Inventory in Hand

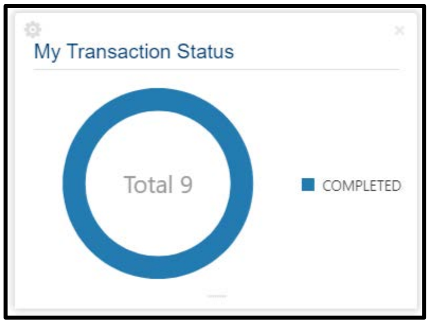
This widget displays the list of inventory count available with the branch for the logged-in Teller Id.

Figure 105: Inventory In Hand Widget

2.14.4 My Transaction Status

This widget displays the total transaction count performed by the logged-in Teller. Each slice represent the status wise count of the transactions performed by the Teller.

Figure 106: My Transaction Status Widget



2.14.5 Customer Search

The Teller can use this widget is used to query and find a specific customer account. For more information on this segment, refer to the topic *2.3.2.2 Customer Search* in this guide.

2.14.6 Frequent Customer Operations

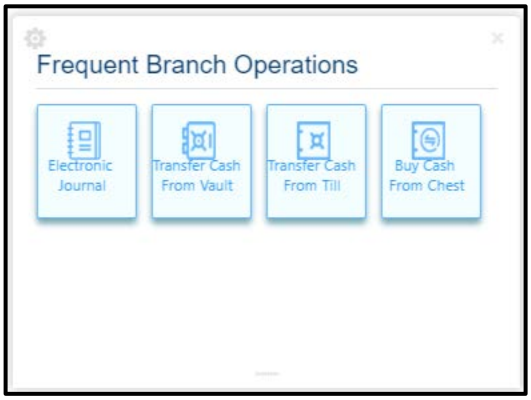
The Teller can use this widget to launch any of the frequently used **Customer Transactions** screens from the landing page. This option is easy to access instead of using **Menu Item Search** or navigating through Menu to process transactions.

Figure 107: Frequent Customer Operations Widget

2.14.7 Frequent Branch Operations

The Teller can use this widget to launch any of the frequently used **Branch Operations** screens from the landing page. This option is easy to access instead of using **Menu Item Search** or navigating through Menu to process transactions.

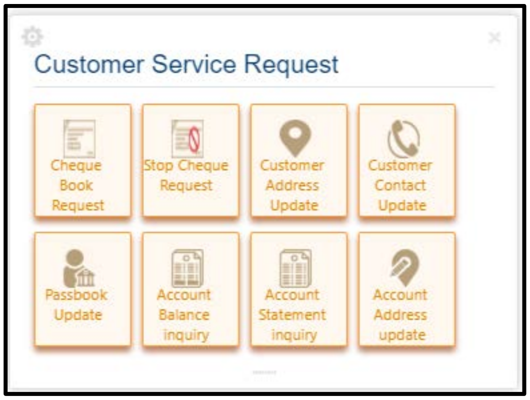
Figure 108: Frequent Branch Operations



2.14.8 Customer Service Request

The Teller can use this widget to launch any of the frequently used **Customer Service** screens from the landing page. This option is easy to access instead of using **Menu Item Search** or navigating through Menu to process transactions.

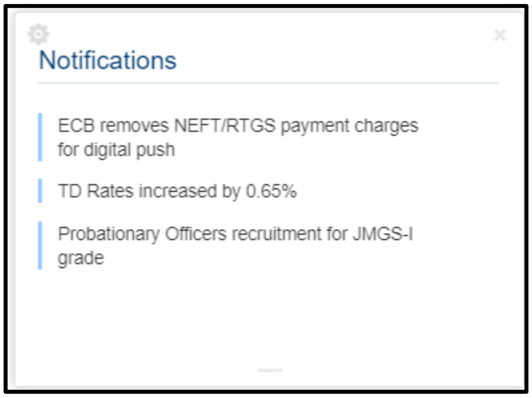
Figure 109: Customer Service Request Widget



2.14.9 Notifications

The Teller can use this widget to view the bank specific notifications or instructions provided for the bank staffs. Generation of the notifications to be configured at the back-end.

Figure 110: Notifications Widget



2.14.10 Alerts

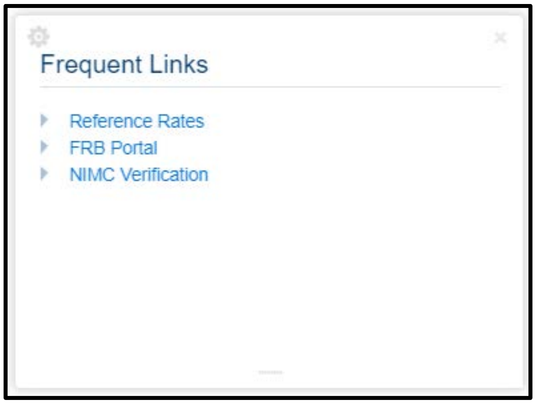
The Teller is alerted through this widget on the user specific information based on which the Teller has to act accordingly. Generation of the alerts to be configured at the back-end.

Figure 111: Alerts Widget

2.14.11 Frequent Links

The Teller can use this widget to access the frequently used links to refer for transaction submission and for other operational activities during the day.

Figure 112: Frequent Links Widget



2.15 Branch Maintenance

This section details the list of branch maintenances in a sequential order that is required to maintain for processing the branch transactions. The following standard operations are possible for the branch maintenances:

- Add
- Modify
- Delete
- Authorize
- Close
- Re-open

The various options under branch maintenances are described in the following sub-sections:

- *2.15.1 Teller Branch Parameters*
- *2.15.2 Branch Role Limits*
- *2.15.3 Branch User Preferences*
- *2.15.4 Denomination Maintenance*
- *2.15.5 Function Code Definition*
- *2.15.6 Function Code Preferences*
- *2.15.7 Default Authorizer Maintenance*
- *2.15.8 Charge Maintenance*
- *2.15.9 Accounting and Settlements*
- *2.15.10 Instrument No Maintenance*
- *2.15.11 Inter Bank Transit Account Maintenance*
- *2.15.12 Customer Limits Maintenance*

2.15.1 Teller Branch Parameters

This screen is used to set preferences for the teller branch. To process this screen, type **Teller Branch Parameter Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Teller Branch Parameters Maintenance**.

4. In the **Teller Branch Parameters Maintenance** screen, navigate to left and click **+** icon.

   → The **Teller Branch Parameters Maintenance** (New) screen displays.

Figure 113: Teller Branch Parameter Maintenance Screen

Specify the details in the **Teller Branch Parameter Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Teller Branch Parameter Maintenance Screen*.

Field Description: Teller Branch Parameter Maintenance Screen

Field	Description
Branch Code	Select the branch code from the available option list.
Description	Displays the description of the branch.
Denomination Tracking Required	Specify the denomination that needs to be tracked for the **Vault**, **Till and Vault**, or **None**. The descriptions of the drop-down values are given below: • **Till and Vault -** To track denomination for Tills and Vault. By default, this option is selected. • **Vault -** To track denomination only for Vault, if a Vault is involved in the transaction. • **None -** To indicate that denomination tracking is not required for any transaction.

Field	Description
Currency Code	Displays the currency for which the **Minimum Cash Holding Limit** or **Maximum Cash Holding Limit** to be maintained for the branch.
Minimum Cash Holding Limit	Displays the minimum cash holding limit for the branch.
Maximum Cash Holding Limit	Displays the maximum cash holding limit for the branch. **NOTE:** The maximum cash holding amount must not be less than minimum cash holding amount.

Click **Save** to get the summary view of configured Teller Branch Parameters.

2.15.2 Branch Role Limits

This screen is used to set the input and authorization limits for a specific role. To process this screen, type **Branch Role Limits** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Branch Role Limits**.
4. In the **Branch Role Limits** screen, navigate to left and click **+** icon.

→ The **Branch Role Limits Maintenance** (New) screen displays.

Figure 114: Branch Role Limits Maintenance Screen

Specify the details in the **Branch Role Limits Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Branch Role Limits Maintenance Screen*.

Field Description: Branch Role Limits Maintenance Screen

Field	Description
Role ID	Select the role ID for which the limit preferences are to be set.
Role Description	Displays the role description for the selected **Role ID**.
Supervisor Role	Select if the defined role is a designated supervisor of the branch who has the authorization rights.
Limit Currency	Select the currency code in which the limits to be specified.
Input Limit	Specify the transaction input limit for a single transaction.
Authorization Limit	Specify the authorization limit allowed for a single transaction.

Click **Save** to get the summary view of configured Branch Role Limits.

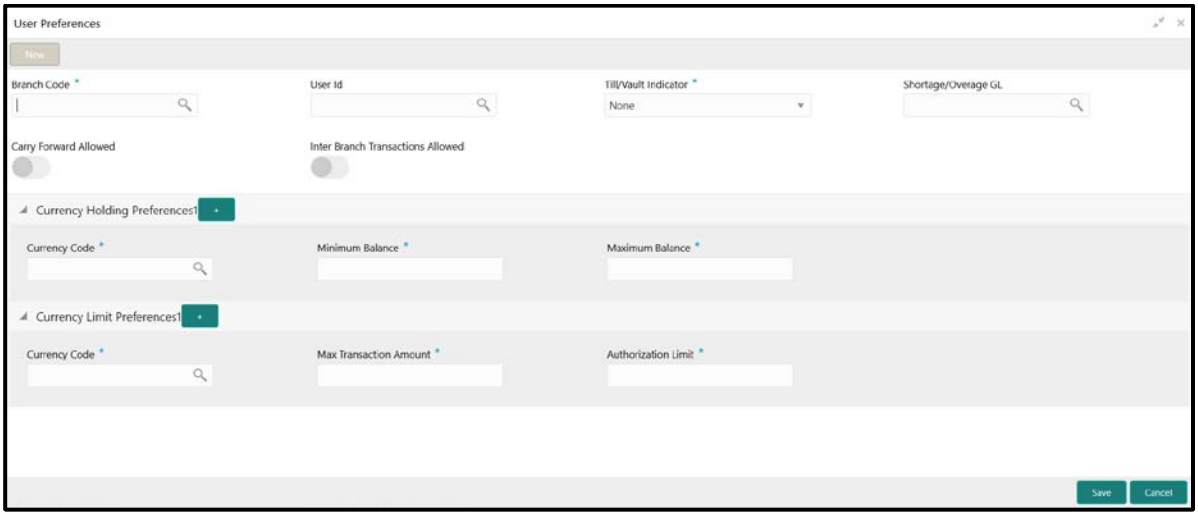
2.15.3 Branch User Preferences

This screen is used to set preferences for the branch user who either process cash transactions or process help desk activities. To process this screen, type **Branch User Limits** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Branch User Limits**.
4. In the **Branch User Limits** screen, navigate to left and click **+** icon.

→ The **User Preference** (New) screen displays.

Figure 115: User Preference Screen



Specify the details in the **User Preference** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: User Preference Screen*.

Field Description: User Preference Screen

Field	Description
Branch Code	Displays the branch code.
User ID	Select the user ID for which the branch preferences to be maintained.
Till/Vault Indicator	Select from the drop down values (**Till**, **Vault**, or **None**).
Shortage/Overage GL	Select the GL which needs to be debited or credited for the shortage or overage during batch closure.
Carry Forward Allowed	Select if the funds are allowed to carry forward for the next day.
Inter Branch Transactions Allowed	Select if the transfer between the branches is allowed.

Field	Description
Currency Holding Preferences	Specify the fields.
Currency Code	Select the currency code to specify the cash holding preferences.
Minimum Balance	Specify the minimum balance to be maintained for the Till or Vault.
Maximum Balance	Specify the maximum balance to be maintained for the Till or Vault.
Currency Limit Preferences	Specify the fields.
Currency Code	Select the currency in which the limits (transactions amounts) will be expressed.
Max Transaction Amount	Specify the maximum transaction amount allowed that the user can enter in a single transaction.
Authorization Limit	Specify the maximum amount that the user (to which the limits role is associated) is allowed to process while authorizing a transaction.

Click **Save** to get the summary view of configured User Preferences.

2.15.4 Denominations Maintenance

This screen is used to maintain the standard currency denominations for each currency that the bank deals with. To process this screen, type **Denominations Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.

3. Under **Branch Maintenance**, click **Denominations Maintenance**.

4. In the **Denominations Maintenance** screen, navigate to left and click **+** icon.

   → The **Denominations Maintenance** (New) screen displays.

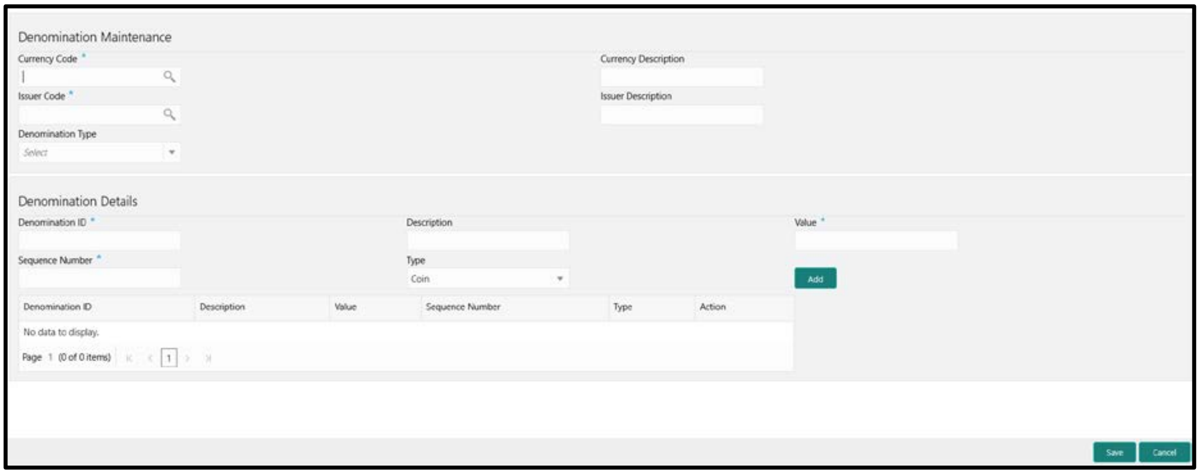
For example, the denominations for the currency USD can be maintained as shown in the table *Denominations Maintenance: USD Currency*.

Denominations Maintenance: USD Currency

CCY CODE	DENM CODE	DESCRIPTION	VALUE	NOTE / COIN
USD	D100	100 dollars	100	NOTE
USD	D50	50 dollars	50	NOTE
USD	D20	20 dollars	20	NOTE
USD	D10	10 dollars	10	NOTE
USD	D5	5 dollars	5	NOTE
USD	D1N	1 dollar Note	1	NOTE
USD	D1C	1 dollar Coin	1	COIN
USD	C25	25 cents	0.25	COIN
USD	C10	10 cents	0.1	COIN
USD	C5	5 cents	0.05	COIN
USD	C1	1 cent	0.01	COIN

Denomination type Millionaire Certificate is used to facilitate MC/LMC (Millionaire Certificate) transactions. You can have only one denomination with denomination type as **Notes** and the currency code must be the LCY code of each country.

Figure 116: Denomination Maintenance Screen



Specify the details in the **Denomination Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Denomination Maintenance Screen*.

Field Description: Denomination Maintenance Screen

Field	Description
Currency Code	Specify the currency for which the currency denomination to be maintained.
Currency Description	Specify the description of the currency code.
Denomination Type	The system displays the default denomination type as **Cash**.
Issuer Code	Specify the issuer code for the currency denomination.
Issuer Description	Specify the description for the issuer code.
Denomination Details	Specify the fields.
Denomination ID	Specify the denomination code.
Description	Specify the description of the denomination code.

Field	Description
Value	Specify the numeric value of the denomination code.
Sequence Number	Specify the number, such that the denom codes will be displayed in the same sequence maintained.
Type	Specify the type as **Coin** or **Note**.

Click **Save** to get the summary view of configured Denomination.

2.15.5 Function Code Definition

This screen is used to specify the preferences for the function code. For the list of function codes and the respective screen names, refer to the table *List of Function Codes*.

List of Function Codes

Function Code	Screen Name
1001	Cash Withdrawal
1005	Miscellaneous GL Tranfser
1006	Account Transfer
1008	Miscellaneous Customer Debit
1010	BC Issue Against Account
1013	Cheque Withdrawal
1014	DD Issue Against Account
1060	Miscellaneous GL Debit
1301	Close-out Withdrawal by Cash

Function Code	Screen Name
1320	Close-out Withdrawal by Account
1401	Cash Deposit
1402	In-House Cheque Deposit
1404	Domestic Transfer Against Account
1405	Domestic Transfer Against Walk-in
1406	International Transfer Against Account
1407	International Transfer Against Walk-in
1408	Miscellaneous Customer Credit
1409	Interbranch Transaction Request
1410	Interbranch Transaction Input
1411	Interbranch Liquidation Input
1460	Miscellaneous GL Credit
6001	Open Branch Batch
6002	Close Branch Batch
6006	Electronic Journal Transaction Log
6501	Cheque Deposit
7001	Open Vault Batch

Function Code	Screen Name
7002	Close Vault Batch
7006	Electronic Journal Approval Log
7010	Passbook Update
7030	Passbook Issue
7031	Passbook Status Change
7040	Teller Total Position
7551	Book Shortage
7552	Book Overage
8004	FX Purchase Against Walk-in
8203	FX Sale Against Walk-in
8206	FX Sale Against Account
8207	FX Purchase against Account
8301	BC Issue Against Walk-in
8302	BC Issue Against GL
8305	DD Issue Against Walk-in
8306	DD Issue Against GL
8307	BC Liquidation Against Walk-in

Function Code	Screen Name
8308	BC Liquidation Against GL
8309	BC Liquidation Against Account
8310	DD Liquidation Against Walk-in
8311	DD Liquidation Against GL
8312	DD Liquidation Against Account
9001	Open Teller Batch
9002	Close Teller Batch
9005	Buy Cash from Till
9006	Sell Cash to Till
9007	Buy Cash from Vault
9008	Sell Cash to Vault
9009	Buy Cash from Currency Chest
9010	Sell Cash to Currency Chest
9012	Current Open Tills
AADU	Account Address Update
ACBL	Account Balance Inquiry
ACST	Account Statement Request

Function Code	Screen Name
BCRP	BC Print-Reprint
CADU	Customer Address Update
CCTU	Customer Contact Details Update
CQIN	Cheque Status Inquiry
CQRQ	Cheque Book Request
CQST	Stop Cheque Request
DDRP	DD Print-Reprint
DNEX	Denomination Exchange
TDO1	TD Account Opening
TDR1	TD Redemption Against Cash
TDR2	TD Redemption Against Account
TDT1	TD Top-Up Against Cash
TDT2	TD Top-Up Against Account
TVQB	Branch Breaching Limits
TVQR	Till Vault Position

To process this screen, type **Function Code Definition** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.

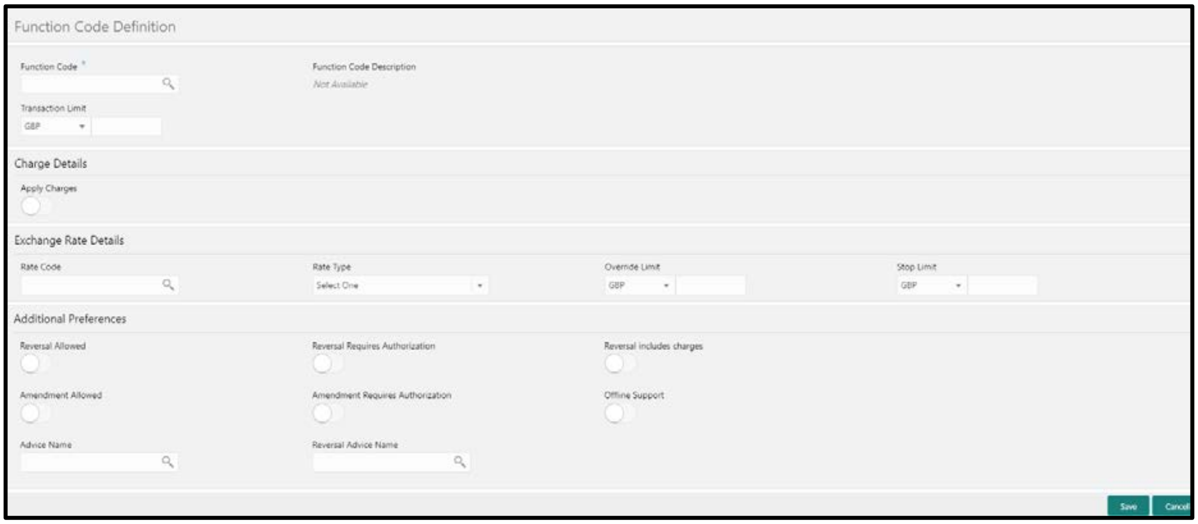
2. Under **Teller**, click **Branch Maintenance**.

3. Under **Branch Maintenance**, click **Function Code Definition**.

4. In the **Function Code Definition** screen, navigate to left and click **+** icon.

→ The **Function Code Definition** (New) screen displays.

Figure 117: Function Code Definition Screen



Specify the details in the **Function Code Definition** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Function Code Definition Screen*.

Field Description: Function Code Definition Screen

Field	Description
Function Code	Pick from the list function codes that are factory shipped. For the list of function codes and the respective screen names, refer to the table *List of Function Codes*.
Function Code Description	Displays the description of the function code.
Transaction Limit	Specify the maximum transaction amount allowed for this function code in branch currency.

Field	Description
Charge Details	Specify the fields.
Apply Charges	Specify if charges are applicable for this transaction.
Exchange Rate Details	Specify the fields.
Rate Type	Select the rate type for the transaction code from the drop-down list.
Rate Code	Specify the rate code to be applied for the transaction.
Override Limit	Specify the override limit. The system displays the default override limit currency as GBP.
Stop Limit	Specify the stop limit. The system displays the default stop limit currency as GBP.
Additional Preferences	Specify the fields.
Reversal Allowed	Specify if the reversal is allowed for the transaction.
Reversal Requires Authorization	Specify if the authorization is required for a reversal transaction.
Reversal includes charges	Specify if the charges is to be reversed along with transaction reversal.
Amendment Allowed	Specify if the amendment is allowed for the transaction code.
Amendment Requires Authorization	Specify if the authorization is required for an amended transaction.

Field	Description
Offline Support	Specify if the offline support is available for this function code.
Advice Name	Select the advice name from the list of values.
Reversal Advice Name	Select the reversal advice name from the list of values.

Click **Save** to get the summary view of configured Function Code Definition.

2.15.6 Function Code Preferences

This screen is used to define the workflow preferences (validation preferences and authorization preferences) for a function code. For the list of function codes and the respective screen names, refer to the table *List of Function Codes*.

To process this screen, type **Function Code Preferences** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Function Code Preferences**.
4. In the **Function Code Preferences** screen, navigate to left and click **+** icon.

→ The **Function Code Preferences** (New) screen displays.

Figure 118: Function Code Preferences Screen

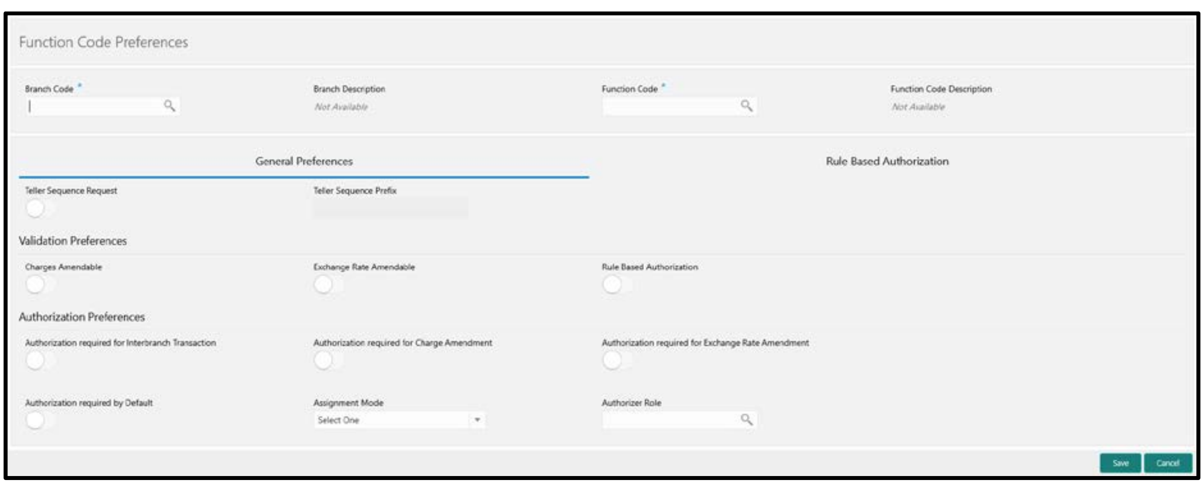


Figure 119: Role Based Authorization

Specify the details in the **Function Code Preferences** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Function Code Preferences Screen*.

Field Description: Function Code Preferences Screen

Field	Description
Branch Code	Select the branch code from the list of values. The list of values should have *.* for ALL option.
Branch Description	Displays the description of the branch code.
Function Code	Specify the function code. The list of values display the valid function codes.
Function Code Description	Displays the description of the function code.
General Preferences	Specify the fields.
Teller Sequence Request	Select this option to generate the Teller sequence number.
Teller Sequence Prefix	Specify the prefix for the generation of teller sequence number. **NOTE:** This is mandatory only if **Teller Sequence Request** is selected.
Validation Preferences	Specify the fields.

Field	Description
Charges Amendable	Select if the charges are allowed to modify for the transaction.
Exchange Rate Amendable	Select if exchange rate is allowed to modify for the transaction.
Rule Based Authorization	Select if the rule based authorization is required for the transaction.
Authorization Preferences	Specify the fields.
Authorization required for Interbranch Transaction	Select if the authorization is required for inter-branch transaction.
Authorization required for Charge Amendment	Select if the authorization is required in case you have amended the charge defaulted by the system.
Authorization required for Exchange Rate Amendment	Select if the authorization is required in case you have amended the exchange rate defaulted by the system.
Authorization required by Default	Select if the authorization is required by default for the transaction.
Assignment Mode	Select to indicate whether remote authorization assignment is automatic or manual operation for the transaction.
Authorizer Role	Select the role of the authorizers. The users belonging to this role are the valid authorizers for this workflow. **NOTE:** This field is applicable, if assignment mode is **Manual** or if assignment mode is **Auto** and no default authorizer is maintained for the user.

Field	Description
Rule Based Authorization	Specify the fields.
Priority	Specify the priority of the transaction.
Transaction Mode	Select the mode of the transaction from the drop-down list (**Online** or **Offline**).
Teller Role ID	Select the Teller Role ID for which the authorization is required.
Currency	Select the currency of the transaction from the LOV.
From Amount	Specify the From cap amount.
To Amount	Specify the To cap amount.
Amend Charge	Select Yes or No.
Amend Rate	Select Yes or No.
Interbranch Transaction	Select Yes or No.
Supervisor Role ID	Select the Supervisor Role ID from the LOV.

Click **Save** to get the summary view of configured Function Code Preferences.

2.15.7 Default Authorizer Maintenance

This screen is used to define the default authorizer who can authorize a specific function code for a branch user. Once it is defined, the system automatically routes the transactions of this function code to the default authorizer defined for the branch user.

To process this screen, type **Default Authorizer** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.

2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Default Authorizer**.
4. In the **Default Authorizer** screen, navigate to left and click **+** icon.

   → The **Default Authorizer** (New) screen displays.

Figure 120: Default Authorizer Definition Screen

Specify the details in the **Default Authorizer Definition** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Default Authorizer Definition Screen*.

Field Description: Default Authorizer Definition Screen

Field	Description
User ID	Select the user ID from the LOV. The option list consists of user IDs for which a default authorizer needs to be maintained.
User Name	Displays the name of the user, when you select the user ID.
Branch Code	Select the branch code from the LOV. This field is enabled if the **All** option is chosen in the **User ID** field.

Field	Description
	NOTE: If specific authorizer is selected, then the system will default the home branch as branch code.
Branch Name	Displays the branch name, when you select the **Branch Code**.
Default Authorizer	Select the default authorizer from the LOV, if it is already set while assigning the transaction. If the mode assigned is **Manual**, it allows to change the default authorizer. 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** or **All** option.
Description	Displays the description.

Click **Save** to get the summary view of configured Default Authorizer.

2.15.8 Charge Maintenance

This screen is used to define charges for a function code involving specific **Branch**, **Function Code**, **Currency**, **Customer Category**, **Account Class Group** and **Interbranch** (Y/N) combination. Maximum of five charges can be applied for a function code.

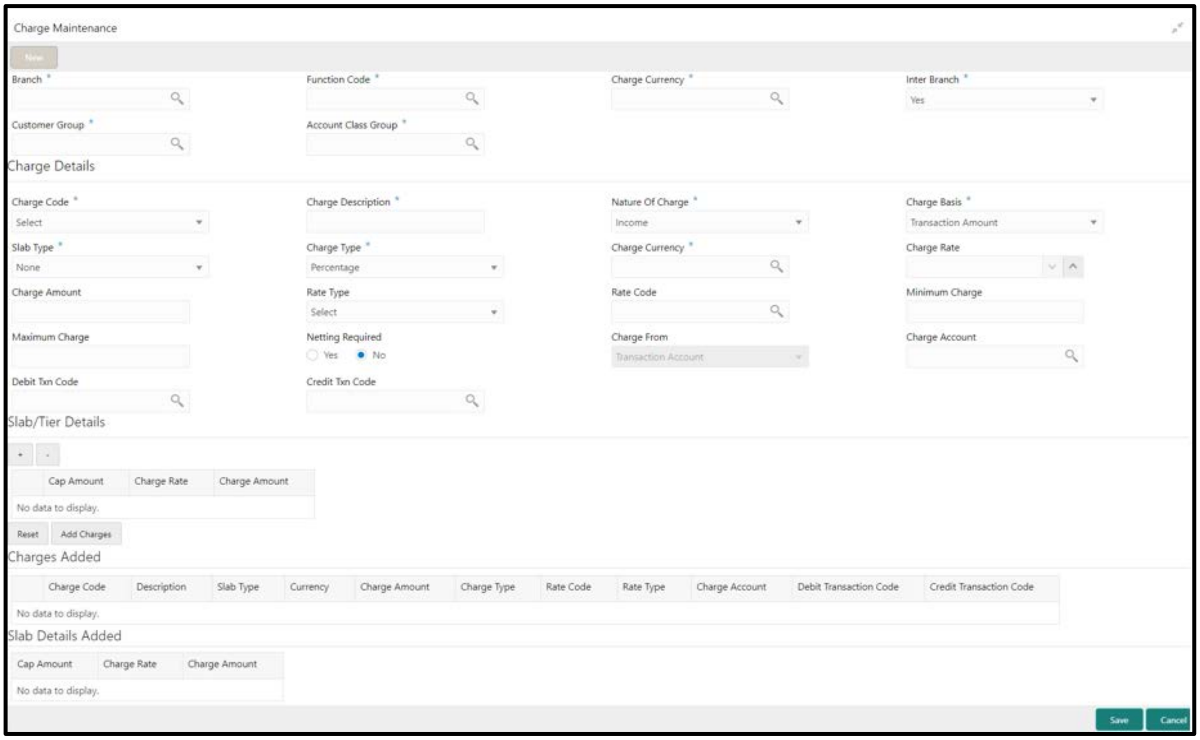
To process this screen, type **Charge Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Charge Maintenance**.

4. In the **Charge Maintenance** screen, navigate to left and click **+** icon.

   → The **Charge Maintenance** (New) screen displays.

Figure 121: Charge Maintenance Screen



Specify the details in the **Charge Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Charge Maintenance Screen*.

Field Description: Charge Maintenance Screen

Field	Description
Branch	Select the branch code from the LOV. The list of values should have *.* for ALL option.
Function Code	Select the transaction code for which the charge details need to be maintained from the LOV.
Charge Currency	Select the currency code for which the charge details need to be maintained from the LOV.

Field	Description
Inter Branch	Select **Yes**, if the charge details need to be maintained for an inter-branch transaction or select **No**, if it is not required to maintain the charge details. If the account branch of the teller transaction is different from the transaction branch, the charges maintained by inter-branch product will be applied to the transaction.
Customer Group	Select the customer group for which the charge details need to be maintained from the LOV.The list of values should have *.* for ALL option.
Account Class Group	Select the account class group for which the charge details need to be maintained from the LOV. The list of values should have *.* for ALL option.
Charge Details	Specify the fields.
Charge Code	Select the charge code from drop down values. The drop down values are **C1**, **C2**, **C3**, **C4**, and **C5**.
Charge Description	Specify the description of the charge code.
Nature Of Charge	Select the type of charge. The following types are available in the drop-down list: • **Income** – Used to deduct charges from customer account as an income to the bank. • **Expense** – Used to credit the customer as a cash back or an offer provided by the bank, which is an expense to the bank. • **Tax** – Used to deduct tax on the branch transaction from the customer based on the transaction amount or charge.

Field	Description
	• **Inclusive Tax** – Used to levy tax inclusive on the branch transactions by debiting charge account GL and credit tax GL account.
Charge Basis	Select the basis amount on which the charge to be computed. Select **Transaction Amount** or Charge Code (**C1**, **C2**, **C3**, and **C4**) from drop down values. The following validations will be provided: • If **Charge Code** is **C1**, then charge basis can be **TXNAMT**. • If **Charge Code** is **C2**, then charge basis can be **TXNAMT** or **C1**. • If **Charge Code** is **C3**, then charge basis can be **TXNAMT**, **C1**, or **C2**. • If **Charge Code** is **C4** then charge basis can be **TXNAMT**, **C1**, **C2**, or **C3**. • If **Charge Code** is **C5**, then charge basis can be **TXNAMT**, **C1**, **C2**, **C3**, or **C4**.
Slab Type	Select from the drop-down list to specify whether the charge computation has to be over different **Amount Slab**, **Tier** or **None**. If slab type is **Slab** or **Tier**, then slab details section must be provided.
Charge Type	Select the type of charge as **Percentage** or **Flat Amount** from the drop-down list.
Charge Currency	Select the charge currency from the LOV.
Charge Rate	Specify the percentage to be applied for deriving the charge. **NOTE:** This field is applicable only if the **Charge Type** is selected as **Percentage**.

Field	Description
Charge Amount	Specify the flat charge amount. **NOTE:** This field is applicable only if the **Charge Type** is selected as **Flat Amount**.
Rate Type	Select the rate type to be applied for deriving the charge as **Mid** or **Buy-Sell** from the drop-down list. **NOTE:** This field is applicable only if the **Charge Type** is selected as **Percentage**.
Rate Code	Select the rate code to be applied for deriving the charge from the LOV. **NOTE:** This field is applicable only if **Charge Type** is selected as **Percentage**.
Minimum Charge	Specify if the charge percentage involving a particular transaction is less than the minimum charge then by default system to pick the minimum charge amount.
Maximum Charge	Specify if the charge percentage involving a particular transaction is more than the maximum charge then by default system to pick the maximum charge amount.
Netting Required	Select from the following options: • Select **Yes** to net the accounting entries for the debit leg of the charges along with the main transaction entries. • Select **No** to pass the entries without netting the charges of the debit leg.
Charge From	Select **Transaction Account** or **Offset Account** from which the charge needs to be deducted.

Field	Description
	NOTE: By default, this option is disabled with the **Transaction Account** option.
Charge Account	Select the charge GL account. The list of values displays all the valid GL accounts.
Debit Txn Code	Select the transaction code used for debit charge accounting from the LOV.
Credit Txn Code	Select the transaction code used for credit charge accounting from the LOV.
Slab Tier Details	Specify the fields.
Cap Amount	Specify the amount for slab details.
Charge Rate	Specify the charge rate for slab details.
Charge Amount	Specify the charge amount for slab details.

After filling the necessary details, you can do any of the following steps:

- Click **Add Charges** to add the charge details and slab details to records.
- Click **Save** to display the configured charge details in summary view.

2.15.9 Accounting and Settlements

This screen is used to define the settlement and accounting parameters that is applicable for processing the branch transactions involving a function code.

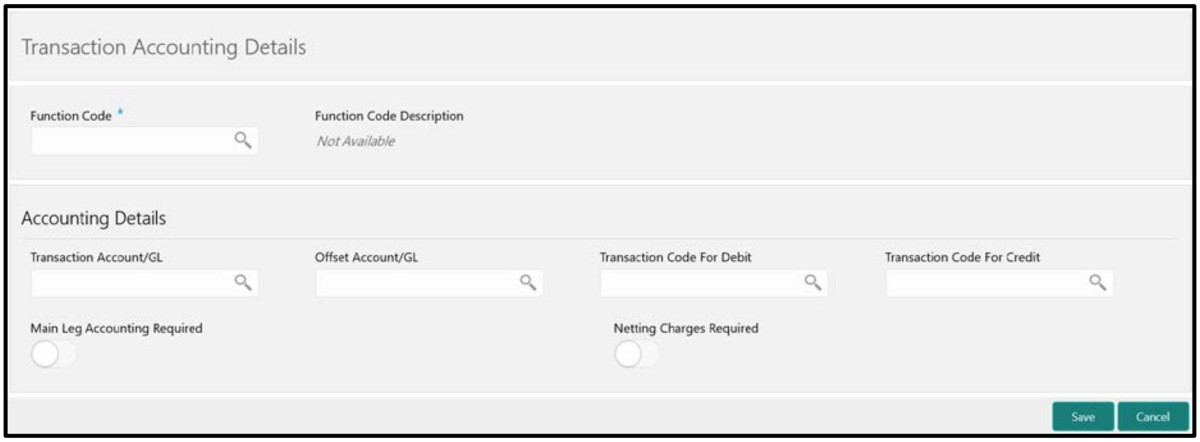
To process this screen, type **Settlements Definition** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Settlements Definition**.

4. In the **Settlements Definition** screen, navigate to left and click **+** icon.

    → The **Transaction Accounting Details** screen displays.

Figure 122: Transaction Accounting Details Screen



Specify the details in the **Transaction Accounting Details** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Transaction Accounting Details Screen*.

Field Description: Transaction Accounting Details Screen

Field	Description
Function Code	Select the function code for which the accounting details need to be defined from the LOV.
Function Code Description	Displays the description of the selected function code.
Transaction Account	Select the transaction account or GL from the LOV. The LOV displays all valid GLs maintained. This field is kept blank if the transaction account needs to be selected from transaction screen.
Offset Account/GL No	Select the offset account or GL from the LOV. The LOV displays all valid GLs maintained.

Field	Description
Transaction code for Debit	Select the transaction code used for debit accounting from the LOV.
Transaction code for Credit	Select the transaction code used for credit accounting from the LOV.
Main leg accounting required	Select to pass the main accounting entries along with the charges defined in the transaction code.
Netting charge required	Select to net the accounting entries for the debit leg of the charges along with main transaction accounting entries. Leave the box unchecked to pass the entries without netting the charges of the debit leg.

Click **Save** to get the summary view of configured accounting details.

2.15.10 Instrument Number Maintenance

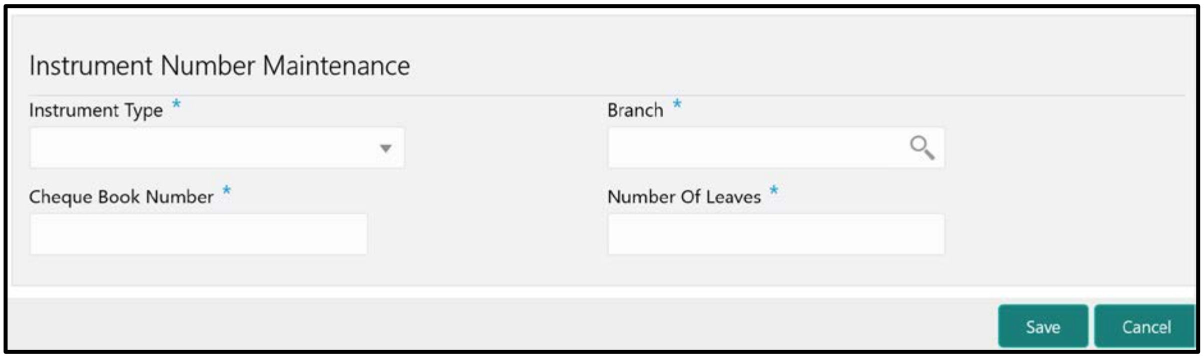
This screen is used to maintain instrument type for each branch. To process this screen, type **Instrument Number Maintenance** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Instrument Number Maintenance**.

4. In the **Instrument Number Maintenance** screen, navigate to left and click **+** icon.

→ The **Instrument Number Maintenance** (New) screen displays.

Figure 123: Instrument Number Maintenance Screen



Specify the details in the **Instrument Number Maintenance** Screen. For more information on fields, refer to table *Field Description: Instrument Number Maintenance Screen*.

Field Description: Instrument Number Maintenance Screen

Field	Description
Instrument Type	Specify the instrument type for which the instrument maintenance needs to be done.
Branch	Select the branch code from the LOV.
Cheque Number	Specify the cheque number for which the instrument maintenance needs to be done.
Number of Leaves	Specify the number of leaves.

Click **Save** to get the summary view of the configured instrument number.

2.15.11 Inter Branch Transit Account Maintenance

This screen is used to maintain inter-branch transit account for each branch using the receiving branch, vault, and currency combination.

To process this screen, type **Inter Branch Transit Account** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Inter Branch Transit Account**.
4. In the **Inter Branch Transit Account** screen, navigate to left and click **+** icon.

→ The **Inter Branch Transit Account** (New) screen displays.

Figure 124: Inter Branch Transit Account Screen

Specify the details in the **Inter Branch Transit Account Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Inter Branch Transit Account Maintenance Screen*.

Field Description: Inter Branch Transit Account Maintenance Screen

Field	Description
Branch Code	Select the branch code from the adjoining option list, which provides all the branch codes maintained in the system.

Field	Description
Vault ID	Specify the vault from which cash is transferred. This is performed on the basis of selected branch.
Receiving Branch	Specify the destination branch to which the cash is transferred.
Receiving Vault	Specify the vault in the destination branch, which will receive the cash. This is performed based on selected branch.
Currency	Specify the currency of the cash.
Transit GL	Specify the transit account that is used to track the movement of cash.

Click **Save** to get the summary view of the configured inter-branch transit account.

2.15.12 Customer Limits Maintenance

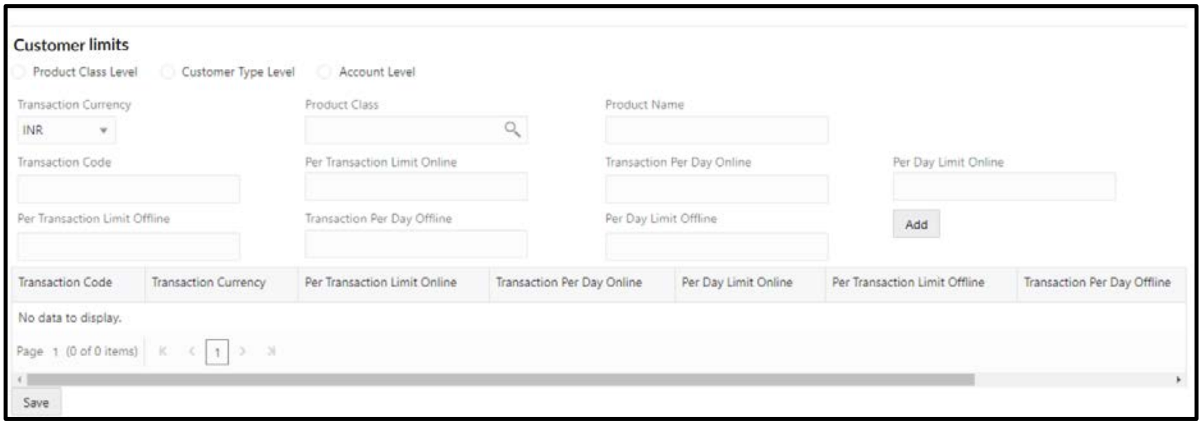
This screen is used to maintain customer limits for the branch. To process this screen, type **Customer Limits** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, navigate to left menu and click **Teller**.
2. Under **Teller**, click **Branch Maintenance**.
3. Under **Branch Maintenance**, click **Customer Limits**.

4. In the **Customer Limits** screen, navigate to left and click **+** icon.

   → The **Customer Limits** (New) screen displays.

Figure 125: Customer Limits Screen



Specify the details in the **Customer Limits** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Customer Limits Screen*.

Field Description: Customer Limits Screen

Field	Description
Level	Select if the customer limits needs to be maintained at **Product Class Level** or **Customer Type Level** or **Account Level**.
Transaction Currency	Select the transaction currency for which the limits needs to be maintained.
Product Class	Select the product class for which the customer limits needs to be maintained.
Product Name	Specify the description of the Product Class
Transaction Code	Select the function code for which the limits to be maintained.

Field	Description
Per Transaction Limit Online	Specify the per transaction limit for online transactions.
Transaction Per Day Online	Specify the transaction per day limit for online transactions.
Per Day Limit Online	Specify the per day limit for online transactions.
Per Transaction Limit Offline	Specify the per transaction limit for offline transactions.
Transaction Per Day Offline	Specify the transaction per day limit for offline transactions.
Per Day Limit Offline	Specify the per day limit for offline transactions.
Add	Click this icon to add the row for the specified details.

Click **Save** to view the configured Customer Limits details in the Summary view.

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