

**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
<b>Tab</b>	Used to shift focus from one input field to other.  <b>NOTE:</b> The last field of the last accordion will shift focus to <b>Submit/Cancel</b> button.
<b>Alt + S</b>	Used to select <b>Submit</b> icon.
<b>Alt + C</b>	Used to select <b>Cancel</b> 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 Navigating through the Application](#)
- [2.3.3 Application Layout](#)
- [2.3.4 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 [Figure 1: Main Menu - Teller](#) and [Menu Item – Field Description](#) table.

**Menu Item – Field Description table**

<b>Field</b>	<b>Description</b>
<b>Branch Operations</b>	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.
<b>Till-Vault Operations</b>	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.
<b>Customer Transactions</b>	Teller can use to perform financial transactions for Customer accounts, which includes, Cash Deposits, Cash Withdrawals, Cheque Withdrawal, Forex Transactions, and Account Closure.
<b>Miscellaneous Transactions</b>	Teller can use to perform General Ledger transactions such as miscellaneous debit and credit transactions against a Customer's CASA account and GL account.
<b>Transfers</b>	Teller can use to perform inter-bank transfer, intra-bank transfer, and cross border transactions.
<b>Clearing</b>	Teller can use to capture the cheque deposit transactions.
<b>Remittances</b>	Teller can use to issue remittances such as demand drafts and bankers cheques and perform payment or cancellation of the issued remittances.

<b>Field</b>	<b>Description</b>
<b>Term Deposits</b>	Teller can use to initiate Term Deposit account opening and perform redemption, top up on the existing term deposit accounts.
<b>Credit Card Transactions</b>	Teller can use to perform credit card advance and payment transactions.
<b>Loan Transactions</b>	Teller can use to perform loan disbursement and loan repayment transactions.
<b>Islamic Transactions</b>	Teller can use to perform various Islamic transactions.
<b>Session Teller Transactions</b>	Teller can use to perform financial transactions for Customer accounts in the Teller Session.
<b>Journal Log</b>	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.
<b>Customer Service</b>	Teller or Operations Executive can use to maintain customer accounts and ancillary services, and to enquire about customer account balance.
<b>Branch Dashboard</b>	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.
<b>Branch Maintenance</b>	Covers a set of definitions maintained to perform the branch based operations, transactions, and services.
<b>Customer/Account Search</b>	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.

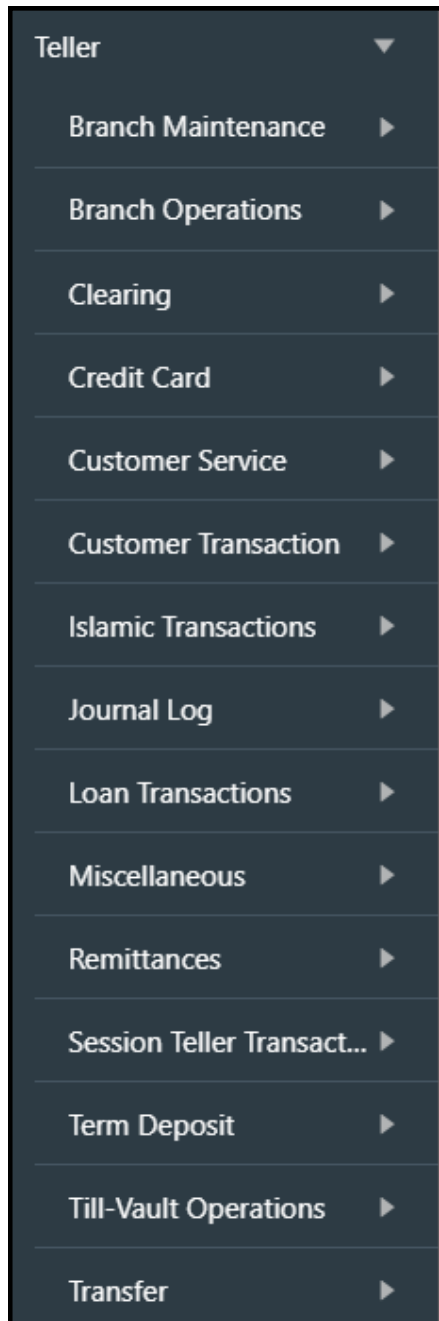
### 2.3.2.1 Main Menu

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
- Credit Card Transactions
- Loan Transactions
- Islamic Transactions
- Session Teller Transactions
- Journal Log
- 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
<b>Customer ID</b>	Specify the customer ID which the details needs to be queried.
<b>Customer Name</b>	Specify the name of the customer for which the details needs to be queried.

Field	Description
<b>Account Number</b>	Specify the account number for which the details needs to be queried.
<b>Search</b>	Click <b>Search</b> to get the results for the specified <b>Customer ID, Customer Name, or Account Number</b> .
<b>Reset</b>	Click <b>Reset</b> to clear the search results.
<b>Customer Results</b>	Displays the customer search results.
<b>Customer ID</b>	Displays the customer ID.
<b>Customer Name</b>	Displays the customer name.
<b>Account Details</b>	Displays the account search results.
<b>Account Number</b>	Display the account number.
<b>Account Name</b>	Display the description of the account.
<b>Account Currency</b>	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 the following details that are validated during transaction submission:
  - Customer image with icon to open customer 360 view
  - Signature with option to verify
  - Account details (CASA/Loan/Credit Card)
  - Address and contact details
- **Alerts** – contains notifications specific to the customer.

**Figure 4: Transaction Area**

The screenshot displays the 'Teller Transaction' interface. The main area is titled 'Cash Deposit' and contains several input fields: 'Account Number', 'Transaction Amount' (with a currency dropdown set to 'GBP'), 'Exchange Rate' (1.00), 'Total Charge Amount' (GBP0.00), and 'Narrative' (Cash Deposit). Below these are expandable sections for 'Charge Details' and 'Denomination'. On the right side, the 'Customer Information' widget shows a placeholder for a customer image with a '360' icon, 'Customer Id, Name' (No Customer Image to display), 'KYC Status' (NA), and a signature area (No Signature data to display). At the bottom of the widget, there are fields for 'Account Name', 'Account Branch', 'Account Status', 'Actual Balance', 'Overdraft Limit', and 'Account Balance'. A section for 'Address Of Communication' is also visible at the bottom.

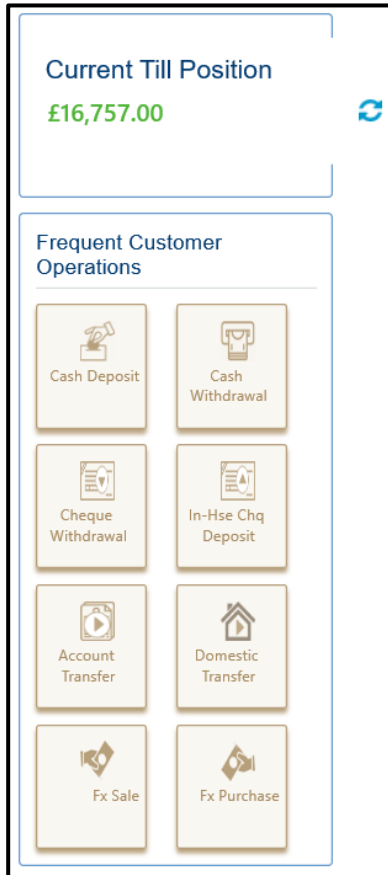
### 2.3.2.4 Additional Widgets

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 **Journal 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 **Journal 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.

### 2.3.3.5 UDF and MIS

UDF and MIS are supported during accounting via common core Additional Fields. MIS Codes can be sent from OBREMO, which will be validated and processed as part of accounting.

## 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](#)
- [2.4.13 Teller Session](#)

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

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

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

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

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**

Current Open Tills								
Branch Code 000			Posting Date Jan 24, 2019					
Query								
	User ID	Vault User	User Working	Pending Transactions	Tanked Transactions	Assigned Transactions	Unassigned Transactions	Auto Reversed Transactions
<input type="checkbox"/>	SAJOSH	<input type="checkbox"/>		16		0		
<input type="checkbox"/>	SUSNATA	<input type="checkbox"/>		0		0		
<input type="checkbox"/>	SAJOSH1	<input type="checkbox"/>		0		0		
<input type="checkbox"/>	SUSNATA1	<input type="checkbox"/>		4		0		
<input type="checkbox"/>	HARISH	<input type="checkbox"/>		2		11		
Page 1 of 4 (1-5 of 19 items) ⌂ < 1 2 3 4 > ✕								
Ok Cancel								

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

Field	Description
<b>Pending Transactions</b>	Displays the number of pending transactions for the Teller or Vault Teller.
<b>Tanked Transactions</b>	Displays the number of tanked transactions for the Teller or Vault Teller.
<b>Assigned Transactions</b>	Displays the number of assigned transactions for the Teller or Vault Teller.
<b>Unassigned Transactions</b>	Displays the number of unassigned transactions for the Teller or Vault Teller.
<b>Reversed Transactions</b>	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**.

- Under **Branch Operations**, click **Branch Breach Limits**.  
 → The **Branch Breaching Limits** screen displays.

**Figure 10: Branch Breaching Limits Screen**

Branch Breach Limits

---

Branch Code:       Posting Date:

Tills Breaching Limit

	User ID	Vault User	Currency	Maximum Limit	Minimum Limit	Current Till Balance
<input type="checkbox"/>	W005H	<input type="checkbox"/>	GBP	20000	1000	198700

Page 1 of 1 (1 of 1 items)    ⏪ < 1 > ⏩

Branch Breaching Limit

	Branch Code	Currency	Maximum Limit	Minimum Limit	Current Total Balance
No data to display.					

Page 1 (0 of 0 items)    ⏪ < 1 > ⏩

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



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

### Till Vault Position

---

Branch Code  Teller/Vault ID

#### Currency Details

	Currency	Opening Balance	Incoming Cash	Outgoing Cash	Total Cash
<input checked="" type="checkbox"/>	GBP	0	1700	500	1200
<input type="checkbox"/>	GBP	1000	100	0	1100
<input type="checkbox"/>	GBP	1000	2000	0	3000

Page 1 of 1 (1-3 of 3 items)  <  >

#### Denomination Details

	Denomination	Opening Balance	Incoming Cash	Outgoing Cash	Total Cash
<input type="checkbox"/>	0.02	0	0	0	0
<input type="checkbox"/>	0.01	0	0	100	100
<input type="checkbox"/>	1	0	100	0	100
<input type="checkbox"/>	0.2	0	0	0	0
<input type="checkbox"/>	200	0	200	0	200

Page  of 3 (1-5 of 15 items)  <  2 3 >

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**

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

Field	Description
<b>Total Cash</b>	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**

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

Close Teller Batch

Posting Date  
Jan 24, 2019

Currency	Total Cash	Cash Available	Shortage/Overage Amount
<input type="checkbox"/> GBP	0	1200	

Submit Cancel

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**

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

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**

Close Vault Batch

Posting Date  
Jan 24, 2019

Currency	Total Cash	Cash Available
No data to display.		

Submit Cancel



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
<b>Posting Date</b>	Indicates the date on which the vault batch needs to be closed.  <b>NOTE:</b> By default, the system displays the current date.
<b>Currency</b>	Displays the currency code in which the Vault Teller deals.
<b>Total Cash</b>	Specify the total cash for a particular currency, physically present in the bank Vault Teller, at the end of the current posting date.
<b>Cash Available</b>	Displays the system calculated cash for a particular currency, which is available in the Vault Teller at the end of the current posting date.  <b>NOTE:</b> 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
<b>Posting Date</b>	Indicates the date on which the branch batch needs to be closed.  <b>NOTE:</b> 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

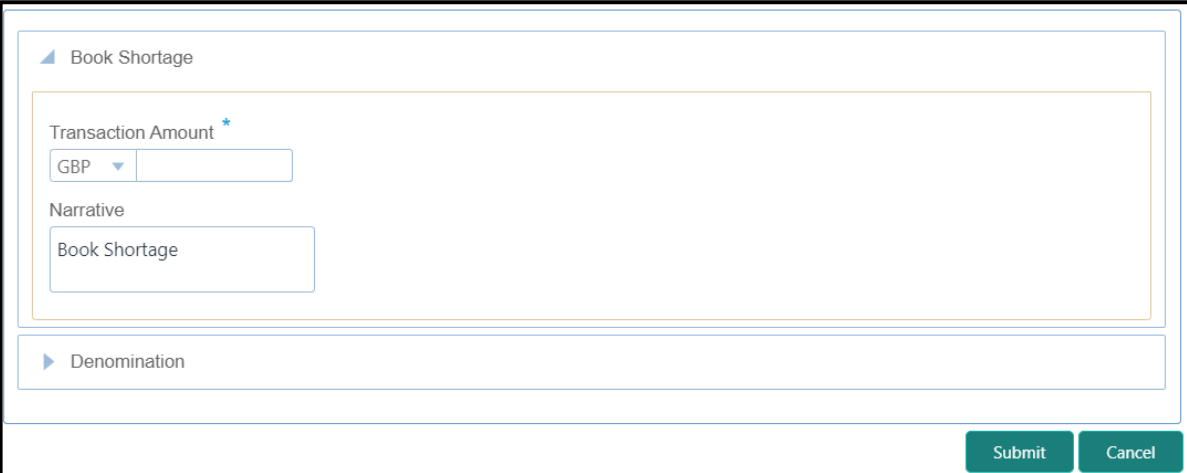
The Teller or Vault Teller can use this screen to book the shortage if the actual or physical cash present is less than the system cash. While booking the shortage, the system lowers the cash balance to bring it in sync with the physical cash balance of the Teller by passing the difference to a cash 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**



The screenshot displays the 'Book Shortage' screen. At the top left, there is a back arrow and the text 'Book Shortage'. Below this, there is a large text area containing the following fields:

- Transaction Amount \***: A text input field with a dropdown menu set to 'GBP'.
- Narrative**: A text input field containing the text 'Book Shortage'.
- Denomination**: A dropdown menu with a right-pointing arrow.

At the bottom right of the screen, there are two buttons: 'Submit' and 'Cancel'.

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

### 2.4.11.2 Denomination Details

Figure 17: Denomination Details

The screenshot shows the 'Denomination' screen with two main sections: 'Bills' and 'Coins'. Each section contains a table with columns for 'Denom Code', 'Units', and 'Value'. Both tables currently show 'No data to display.' Below these tables, there are two summary fields: 'Total Cash Amount' and 'Denomination Amount', both showing 'USD0.00'.

The **Denomination** segment is used to view the denominations maintained for the transaction currency and enter the denomination units. The denomination details for the withdrawal transactions (when cash is disbursed to the Customer) will be populated automatically based on the cash availability in the Teller's Till. For more information on fields, refer to table [Field Description: Denomination Details](#).

**Field Description: Denomination Details**

<b>Field</b>	<b>Description</b>
<b>Denom Code</b>	Displays the unique denomination codes for each currency.
<b>Units</b>	<p>Indicates the number of units for the specified denomination.</p> <p><b>NOTE:</b> 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.</p>
<b>Value</b>	<p>Displays the system-computed face value of the denomination based on the number of units.</p> <p><b>NOTE:</b> For example, if the denomination code represents USD 100 and the unit is specified as 3, the value will be displayed as 300.</p>
<b>Denomination Amount</b>	<p>Displays the system-computed value of the denomination by multiplying the denomination value with the number of units.</p> <p><b>NOTE:</b> For example, if the denomination code represents USD 100 and the number of units is 10, the denomination amount will be 1000.</p>
<b>Total Cash Amount</b>	<p>Displays the total cash amount.</p> <p><b>NOTE:</b> 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.</p>

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

### 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.

## 2.4.13 Teller Session

This section describes the various screens used to perform several transactions with the teller before leaving, all the transactions done by the customer is grouped under a single session. At the end of the session, teller accepts the cumulative amount (of all the transactions done in the session) from the customer. The screens are described in the following topics:

- [2.14.13.1 Start Teller Session](#)
- [2.4.13.2 Stop Teller Session](#)

### 2.4.13.1 Start Teller Session

The Teller can use this screen start the teller session for a customer. To process this screen, type **Start Teller Session** 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 **Start Teller Session**.

→ The **Start Teller Session** screen displays.

**Figure 19: Start Teller Session**

#### 2.4.13.1.1 Main Transaction Details

Specify the details in the **Start Teller Session** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Start Teller Session](#).

##### Field Description: Start Teller Session

Field	Description
<b>Customer Number</b>	Specify the customer number .The adjoining Option list displays all open and authorized CIF IDs maintained in the system. You can choose the appropriate one.

Field	Description
<b>Operation Type</b>	Select the operation types of the customer from the drop-down list. The drop-down list shows following values: <ul style="list-style-type: none"> <li>• <b>Transaction</b></li> <li>• <b>Account/Contract</b></li> <li>• <b>Both</b></li> </ul> <b>NOTE:</b> By default, <b>Transaction</b> value is selected.
<b>Incoming Cash Amount</b>	Specify the cash amount at the start of teller session.
<b>Remarks</b>	Here, you can enter remarks for the transaction.

### 2.4.13.1.2 CIF Details

Figure 20: CIF Details

The screenshot shows a web interface titled "CIF Details". It contains two data tables, each with a "Select" column and a "CIF Number" column. Both tables display "No data to display." and a pagination control showing "Page 1 (0 of 0 items)".

Select	Executor CIF Number
No data to display.	
Page 1 (0 of 0 items) < 1 >	

Select	Beneficial Owner CIF Number
No data to display.	
Page 1 (0 of 0 items) < 1 >	

Specify the details in the **CIF Details** segment. For more information on fields, refer to table [Field Description: CIF Details](#).

**Field Description: CIF Details**

<b>Field</b>	<b>Description</b>
<b>Executor CIF Number</b>	When you press Tab key,system defaults the value which can be modified.
<b>Beneficial Owner CIF Number</b>	The adjoining option list displays all open and authorized CIF IDs maintained in the system. You can choose the appropriate one.

**2.4.13.1.3 Transaction Submission**

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

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

**2.4.13.2 Stop Teller Session**

The Teller can use this screen to stop the teller session for a customer. To process this screen, type **Stop Teller Session** 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 **Stop Teller Session**.

→ The **Stop Teller Session** screen displays.

**Figure 21: Stop Teller Session**

#### 2.4.13.2.1 Main Transaction Details

Specify the details in the **StopTeller Session** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Stop Teller Session](#).

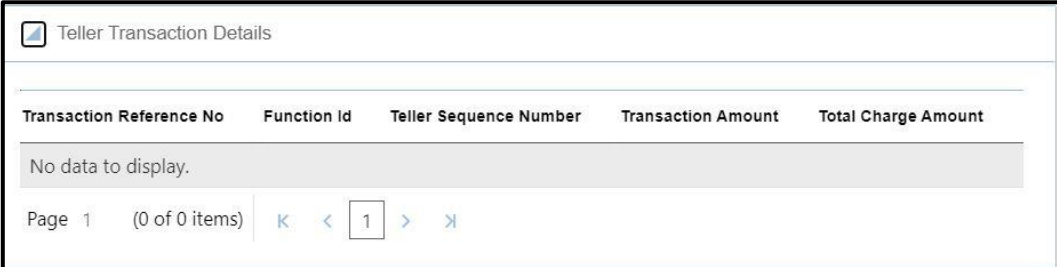
##### Field Description: Stop Teller Session

Field	Description
<b>Customer Number</b>	This field will indicate the customer associated with the selected session id. It will be a display field. On launch of stop teller session, its corresponding customer no will be populated here.

Field	Description
<b>Session ID</b>	System defaults the Session ID started by you in this field.
<b>Incoming Cash Amount</b>	System displays the Incoming Cash Amount that was entered at the start of the teller session
<b>Difference Amount</b>	System displays the difference amount by which the total transaction amount in the session exceeds the incoming cash amount or is less than the incoming cash amount.
<b>In/ Out</b>	System displays In/out based on the difference amount value as IN or OUT

#### 2.4.13.2.2 Teller Transaction Details

Figure 22: Teller Transaction Details



Transaction Reference No	Function Id	Teller Sequence Number	Transaction Amount	Total Charge Amount
No data to display.				

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Specify the details in the **Teller Transaction Details** segment. For more information on fields, refer to table [Field Description: Teller Transaction Details](#)

#### Field Description: Teller Transaction Details

Field	Description
<b>Transaction Reference No</b>	Displays the reference number of the transactions completed within the teller session.
<b>Function Id</b>	Displays the Function ID of the transactions occurred within the teller session.

Field	Description
<b>Teller Sequence Number</b>	Displays the unique sequence number generated for the teller to check the transaction in EJ Log.
<b>Transaction Amount</b>	Displays the Total Transaction Amount for the particular Transaction Reference No.
<b>Total Charge Amount</b>	Displays the Total Charge Amount for the specified <b>Transaction Reference No.</b> Click on eye button to view the individual charges maintained for the transaction.

### 2.4.13.2.3 Teller Session Denomination Details

Figure 23: Teller Session Denomination Details

Transaction Currency	Total Transaction Amount	IN/OUT Flow	Add Denomination
No data to display.			

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Specify the details in the **Teller Session Denomination Details** segment. For more information on fields, refer to table [Field Description: Teller Session Denomination Details](#).

#### Field Description: Teller Session Denomination Details

Field	Description
<b>Transaction Currency</b>	Displays the currency for the <b>Total Transaction Amount</b> .
<b>Total Transaction Amount</b>	Displays the total transaction amount for a particular currency with in the teller session.
<b>IN/OUT Flow</b>	System displays In/out for the <b>Total Transaction Amount</b> .

Field	Description
<b>Add Denomination</b>	Click <b>Add</b> 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 <a href="#">2.4.11.2 Denomination Details</a> in this guide.

#### 2.4.13.2.4 Transaction Submission

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

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

## 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 Denomination Exchange](#)
- [2.5.8 Interbranch Transactions](#)

### 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 24: 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
<b>Total Required Cash</b>	Specify the total cash that you need to buy from Currency Chest.  <b>NOTE:</b> 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.
<b>Narrative</b>	Displays the default narrative <b>Buy Cash from Currency Chest</b> 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 25: 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
<b>Total Required Cash</b>	Specify the total cash that you need to sell to the Currency Chest.  <b>NOTE:</b> 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.
<b>Narrative</b>	Displays the default narrative <b>Sell Cash to Currency Chest</b> 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 26: Buy Cash from Vault Screen**

Buy Cash from Vault

Total Required Cash \*

GBP

Narrative

Transfer Cash from Vault

Denomination

Submit Cancel

### 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
<b>Total Required Cash</b>	Specify the total cash that you need to transfer from the vault to the till of the logged-in Teller.  <b>NOTE:</b> 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.
<b>Narrative</b>	Displays the default narrative <b>Transfer Cash from Vault</b> 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

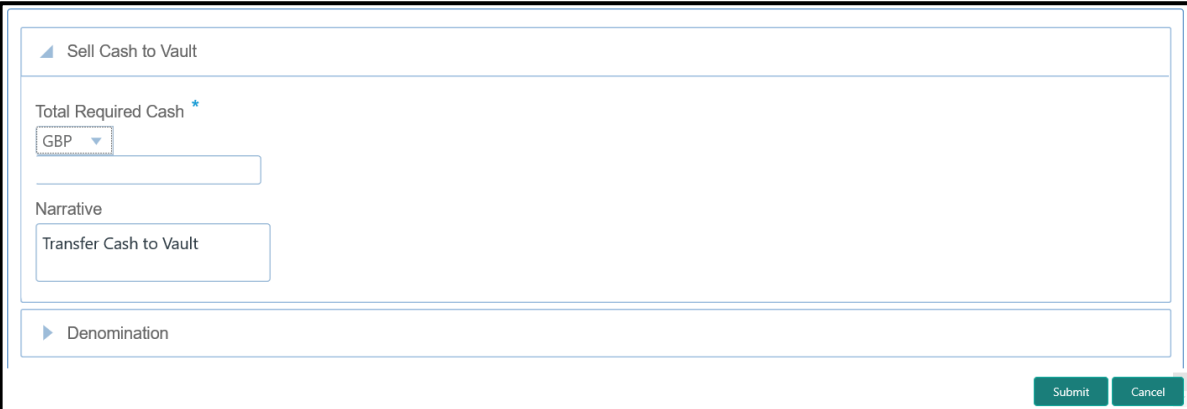
The Teller can use this screen to sell cash to the vault. It is used only when the cash held exceeds the limit set at the template level for any currency. For transferring cash to vault, the Teller batch and the Vault batch need to be opened for the posting date.

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 27: Sell Cash to Vault Screen**



▲ Sell Cash to Vault

Total Required Cash \*

GBP ▾

Narrative

Transfer Cash to Vault

▶ Denomination

Submit Cancel

### 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
<b>Total Required Cash</b>	Specify the total cash that you need to transfer to the vault from the till of the logged-in Teller.  <b>NOTE:</b> 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.
<b>Narrative</b>	Displays the default narrative <b>Transfer Cash to Vault</b> 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 28: 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
<b>Teller ID</b>	Displays the Teller ID from where the cash needs to be transferred.

Field	Description
<b>Total Required Cash</b>	Specify the total cash that you need to transfer from the specified <b>Teller ID</b> to the till of logged-in Teller.  <b>NOTE:</b> 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.
<b>Narrative</b>	Displays the default narrative <b>Transfer Cash from Till</b> 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

2. 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 29: 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
<b>Teller ID</b>	Displays the <b>Teller ID</b> from which the cash needs to be transferred.

Field	Description
<b>Total Required Cash</b>	Specify the total cash that you need to transfer to the specified <b>Teller ID</b> from the till of the logged-in Teller.  <b>NOTE:</b> 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.
<b>Narrative</b>	Displays the default narrative <b>Transfer Cash to Till</b> 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 30: 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
<b>Branch Code</b>	Displays the logged-in branch code.
<b>Transaction Currency</b>	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 31: Interbranch Transaction Request Screen**

The screenshot shows the 'Interbranch Transaction Request' form with the following fields and values:

- Requesting Branch \***: 000
- Requesting Branch Description \***: FLEXCUBE UNIVERSAL BANK
- To Branch \***: [Empty]
- To Branch Description \***: [Empty]
- Request For \***: [Empty]
- Transaction Amount \***: GBP
- Request Date \***: Mar 26, 2020
- Cash Delivery/Pickup Date \***: Mar 26, 2020
- Request Status**: [Empty]
- Narrative**: [Empty]
- Denomination**: [Empty]

Buttons: **Submit** and **Cancel**

### 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
<b>Requesting Branch</b>	Displays the branch code of requesting branch.
<b>Requesting Branch Description</b>	Displays the name of the branch code specified.
<b>Request For</b>	Select from the following request types: <ul style="list-style-type: none"> <li>• <b>Cash Delivery</b> - when branch is in short of cash.</li> <li>• <b>Cash Pickup</b> - when branch has excess cash.</li> </ul>
<b>To Branch</b>	Select the branch code to which the request is being made.
<b>To Branch Description</b>	Displays the name of the specified <b>To Branch</b> .
<b>Transaction Amount</b>	Select the transaction currency from the option list. Specify the amount that needs to be transferred.
<b>Request Date</b>	Displays the current date as request date.
<b>Cash Delivery/Pickup Date</b>	Specify the date of cash delivery/pickup. By default, current system date and it can be modified.

Field	Description
<b>Request Status</b>	Select the status of the request. The drop-down list shows following options: <ul style="list-style-type: none"> <li>• <b>Request</b> - to create a new request.</li> <li>• <b>Accept</b> - to accept a request received.</li> <li>• <b>Pending</b> - system defined status indicating that the request has been sent but not accepted.</li> <li>• <b>Initiated</b> - system defined status indicating that the request has been accepted and initiated.</li> <li>• <b>Liquidated</b> - system defined status indicating that the request has been processed and liquidated.</li> </ul>
<b>Narrative</b>	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 32: Inter Branch Transaction Input Screen**

The screenshot shows the 'Inter Branch Transaction Input' screen. It features a header with a back arrow and the title 'Inter Branch Transaction Input'. Below the header, there are several input fields arranged in two columns. The left column includes: 'Inter Branch Request Reference' (with a search icon and a 'Query' button), 'From Branch', 'To Branch', 'From Vault ID', 'Transaction Amount', and 'Narrative'. The right column includes: 'From Branch Description', 'To Branch Description', 'To Vault ID', and 'Requested Date' (with a calendar icon). At the bottom of the form, there is a 'Denomination' section with a right-pointing arrow. In the bottom right corner, there are two buttons: 'Submit' and 'Cancel'.

### 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
<b>Inter Branch Request Reference</b>	Select the request reference from the list of values.
<b>Query</b>	Click this icon to fetch and populate the request details.



Field	Description
<b>From Branch</b>	<p>Displays the branch code of <b>From Branch</b>. The following values are applied based on the request type in the <b>Interbranch Transaction Request</b> screen:</p> <ul style="list-style-type: none"> <li>• For <b>Cash Delivery</b>, the <b>To Branch</b> in the <b>Interbranch Transaction Request</b> screen is populated in this field.</li> <li>• For <b>Cash Pickup</b>, the <b>Requesting Branch</b> in <b>Interbranch Transaction Request</b> screen is populated in this field.</li> </ul>
<b>From Branch Description</b>	Displays the description of the <b>From Branch</b> .
<b>From Vault ID</b>	Displays the Vault user of the specified <b>From Branch</b> .
<b>To Branch</b>	<p>Displays the branch code of <b>To Branch</b>. The following values are applied based on the request type in the <b>Interbranch Transaction Request</b> screen:</p> <ul style="list-style-type: none"> <li>• For <b>Cash Delivery</b>, the <b>Requesting Branch</b> in the <b>Interbranch Transaction Request</b> screen is populated in this field.</li> <li>• For <b>Cash Pickup</b>, the <b>To Branch</b> in <b>Interbranch Transaction Request</b> screen is populated in this field.</li> </ul>
<b>To Branch Description</b>	Displays the description of specified <b>To Branch</b> .
<b>To Vault ID</b>	Displays the Vault user of <b>To Branch</b> .
<b>Transaction Amount</b>	Displays the transaction currency and transaction amount based on the request reference.

Field	Description
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**.

- Under **Till-Vault Operations**, click **Inter Branch Txn Liq.**

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

**Figure 33: 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
<b>Inter Branch Request Reference</b>	Select the request reference from the list of values.
<b>Query</b>	Click this icon to fetch and populate the request details.
<b>From Branch</b>	Displays the branch code of <b>From Branch</b> .
<b>From Branch Description</b>	Displays the description of the <b>From Branch</b> .
<b>From Vault ID</b>	Displays the Vault user of the specified <b>From Branch</b> .

Field	Description
<b>To Branch</b>	Displays the branch code of <b>To Branch</b> .
<b>To Branch Description</b>	Displays the description of specified To Branch.
<b>To Vault ID</b>	Displays the Vault user of To Branch.
<b>Transaction Amount</b>	Displays the transaction currency and transaction amount based on the request reference.
<b>Requested Date</b>	Displays the date on which the transaction is requested.
<b>Narrative</b>	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](#)
- [2.6.10 Safe Deposit Rental By Cash](#)
- [2.6.11 F23C Tax Payment By Cash](#)
- [2.6.12 F24C Tax Payment 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 34: 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
<b>Account Number</b>	<p>Specify a valid account number the customer. When you press <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.</p> <p><b>NOTE:</b> In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.</p>

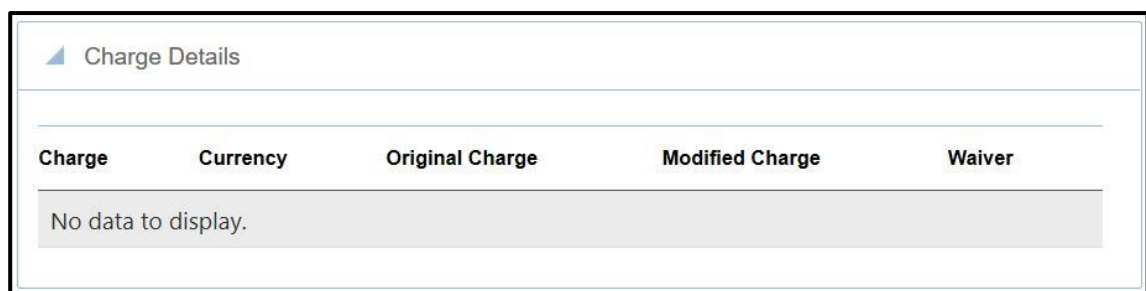
Field	Description
<b>Transaction Amount</b>	Displays the local currency of the branch. You can also select other transaction currency from the drop down values. Specify the transaction amount that need to be credited to the customer account.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
<b>Account Amount</b>	Displays the transaction amount converted in terms of account amount based on the exchange rate.
<b>Total Charge Amount</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.
<b>Narrative</b>	Displays the default narrative <b>Cash Deposit</b> 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 35: Charge Details



Charge	Currency	Original Charge	Modified Charge	Waiver
No data to display.				

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

Click **Input-Slip** to view the input slip before transaction submission. If needed, you can click **Print** on the generated slip to print and provide to the customer.

**NOTE:** If the mandatory fields are not filled, the system shows an error message **Value is required**, wherever applicable.

#### 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** 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 36: 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
<b>Account Number</b>	Specify a valid customer account number. When you press <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.
<b>Transaction Amount</b>	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 needs to be debited from the customer account.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.
<b>Account Amount</b>	Displays the transaction amount converted in terms of account amount based on the exchange rate.
<b>Total Charge Amount</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.
<b>Narrative</b>	Displays the default narrative <b>Cash Withdrawal</b> 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. To verify the signature for the transactions, you can click **Verify** button in **Customer Information Widget**. The signature verification is applicable for the transactions, which have the **Signature Verification Required** option selected as **Y** at the Function Code Preference level.

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 37: 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
<b>Account Number</b>	Specify a valid account number the customer. When you press <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.
<b>Transaction Amount</b>	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.
<b>Cheque Number</b>	Specify the cheque number of the customer account as provided by the Customer.
<b>Cheque Date</b>	Select the date on which cheque has been issued from the calendar option.
<b>Exchange Rate</b>	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.
<b>Account Amount</b>	Displays the transaction amount converted in terms of account amount based on the exchange rate.
<b>Narrative</b>	Displays the default narrative <b>Cash Withdrawal</b> 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 38: FX Sale Against Account Screen**

The screenshot displays the 'Fx Sale Against Account' screen. At the top left, there is a navigation arrow and the title 'Fx Sale Against Account'. The main content area is a large form with a light blue border, containing the following fields:

- Account Number \***: A text input field.
- Amount Sold \***: A field with a dropdown arrow and a text input field.
- Beneficiary Name \***: A text input field.
- Address Line 1**: A text input field.
- Address Line 2**: A text input field.
- Address Line 3**: A text input field.
- Address Line 4**: A text input field.
- Identification Type**: A dropdown menu.
- Identification Number**: A text input field.
- Exchange Rate**: A text input field with the value '1.0000' displayed.
- Amount Received**: A text input field.
- Total Charges**: A text input field.
- Narrative**: A text input field containing the text 'Fx Sale Against Account'.

Below the main form, there are two expandable sections:

- Charge Details**: A section with a right-pointing arrow.
- Fx Out Denomination**: A section with a right-pointing arrow.

At the bottom right of the screen, there are two buttons: **Submit** and **Cancel**.



### 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
<b>Account Number</b>	Specify the CASA account to be debited for the foreign currency sale from the adjacent option list.
<b>Amount Sold</b>	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.
<b>Beneficiary Name</b>	Displays the name of the beneficiary customer based on the account number selected.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Select the type of identification provided by the customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the customer.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction (sale) currency into account currency and it can be modified.
<b>Amount Received</b>	Displays the amount received from the CASA account.

Field	Description
	<b>NOTE:</b> The currency of the amount received is defaulted from the CASA account currency. The amount received will be calculated based on the <b>Amount Sold</b> and the <b>Exchange Rate</b> .
<b>Total Charges</b>	Displays the total charge amount which is computed by the system in local currency of the branch.
<b>Narrative</b>	Displays the default narrative <b>FX Sale Against Account</b> 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 39: FX Sale Against Walk-in Screen**

The screenshot displays the 'FX Sale Against Walk-in' screen. The title bar at the top reads 'FX Sale Against Walk-in'. Below the title bar, the main heading is 'FX Sale Against Walkin'. The form is organized into two columns of input fields:

- Left Column:**
  - Amount Sold \***: Includes a dropdown menu set to 'GBP' and a text input field.
  - Beneficiary Name \***: Text input field.
  - Beneficiary Address2**: Text input field.
  - Beneficiary Address4**: Text input field.
  - Identification Number**: Text input field.
  - Amount Received**: Text input field.
  - Narrative**: Text input field.
- Right Column:**
  - Currency Received \***: Text input field with a search icon.
  - Beneficiary Address1**: Text input field.
  - Beneficiary Address3**: Text input field.
  - Identification Type**: Dropdown menu.
  - Exchange Rate**: Text input field with the value '1' displayed.
  - Total Charges**: Text input field.

At the bottom of the form, there are three expandable sections: 'Charge Details', 'FX In Denomination Details', and 'FX Out Denomination Details'. In the bottom right corner, there are two buttons: 'Submit' and 'Cancel'.

### 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
<b>Amount Sold</b>	Select the applicable currency from the drop-down list and specify the amount that needs to be sold to the walk-in customer.
<b>Currency Received</b>	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.
<b>Beneficiary Name</b>	Specify the name of the beneficiary customer.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the type of identification provided by the customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the customer.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.
<b>Amount Received</b>	<p>Displays the amount received from the customer.</p> <p><b>NOTE:</b> The currency of the amount received will be defaulted from <b>Currency Received</b>. The amount received will be calculated based on the <b>Amount Sold</b> and the <b>Exchange Rate</b>.</p>

Field	Description
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.
<b>Narrative</b>	Displays the default narrative <b>FX Sale (Walk-in)</b> 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 40: FX Purchase Against Account Screen**

**Fx Purchase Against Account**

Account Number \*

Amount Bought \*

Beneficiary Name \*

Beneficiary Address 1

Beneficiary Address 2

Beneficiary Address 3

Beneficiary Address 4

Identification Number

Identification Type

Exchange Rate

Amount Paid

Total Charges

Narrative

▶ Charge Details

▶ Fx In Denomination

Submit Cancel

### 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**

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



Field	Description
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.
<b>Narrative</b>	Displays the default narrative <b>FX Purchase Against Account</b> 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 41: FX Purchase Against Walk-in Screen**

The screenshot shows the 'FX Purchase Against Walk-in' screen with the following fields and sections:

- Amount Bought \***: Input field with a dropdown menu showing 'GBP'.
- Currency Paid \***: Input field with a search icon.
- Beneficiary Name \***: Input field.
- Beneficiary Address 1**: Input field.
- Beneficiary Address 2**: Input field.
- Beneficiary Address 3**: Input field.
- Beneficiary Address 4**: Input field.
- Identification Number**: Input field.
- Identification Type**: Dropdown menu.
- Exchange Rate**: Input field.
- Amount Paid**: Input field.
- Total Charges**: Input field.
- Narrative**: Input field containing 'FX Purchase Against Walk-in'.
- Charge Details**: Expandable section.
- FX In Denomination Details**: Expandable section.
- FX Out Denomination Details**: Expandable section.
- Submit** and **Cancel** buttons at the bottom right.

### 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**

<b>Field</b>	<b>Description</b>
<b>Amount Bought</b>	Select the applicable currency from the drop-down list and specify the amount that is bought from the walk-in customer.
<b>Currency Paid</b>	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.
<b>Beneficiary Name</b>	Specify the name of the beneficiary walk-in customer.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of the beneficiary walk-in customer.
<b>Identification Type</b>	Select the type of identification provided by the walk-in customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the walk-in customer.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.
<b>Amount Paid</b>	Displays the amount paid to the customer.  <b>NOTE:</b> The currency of the amount paid is defaulted from received currency. The <b>Amount Paid</b> will be calculated based on the <b>Amount Bought</b> and the <b>Exchange Rate</b> .
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.

Field	Description
Narrative	Displays the default narrative <b>FX Purchase (Walk-in)</b> 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 42: Close Out Withdrawal by Account Screen**

The screenshot shows the 'Close Out Withdrawal by Account' screen with the following fields and controls:

- Account Number \***: Input field
- Account Branch**: Input field
- Account Name**: Input field
- Customer ID**: Input field
- Fetch Balance**: Button
- Account Amount**: Input field
- Offset Account \***: Input field with search icon
- Offset Account Amount**: Input field
- Offset Account Name**: Input field
- Offset Account Branch**: Input field
- Exchange Rate**: Input field with value '1'
- Total Charges**: Input field
- Narrative**: Text area with value 'Close Out Withdrawal By Account'
- Charge Details**: Section header with a right-pointing arrow
- Submit** and **Cancel**: Buttons at the bottom right

### 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**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the account number for which the account closure to be requested.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Customer ID</b>	Displays the customer ID of the specified account number.
<b>Fetch Balance</b>	Click this icon to fetch the account balance details.
<b>Account Amount</b>	Displays the account balance in account currency.
<b>Offset Account</b>	Specify the account number to which the funds needs to be transferred during the account closure.
<b>Offset Account Amount</b>	Displays the offset account amount along with account currency.
<b>Offset Account Name</b>	Displays the name of the offset account.
<b>Offset Account Branch</b>	Displays the branch code of the offset account.
<b>Exchange Rate</b>	Displays the exchange rate based on the Account Currency and Offset Account Currency.
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.
<b>Narrative</b>	Displays the default narrative <b>Close Out Withdrawal by Account</b> 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 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 43: 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
<b>Account Number</b>	Specify the account number for which the account closure to be requested.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Customer ID</b>	Displays the customer ID of the specified account number.



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

### 2.6.10 Safe Deposit Rental By Cash

The Teller can use this screen to make payment for the safe deposit locker of the customer. To process this screen, type **Safe Deposit Rental By 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 Transactions**, click **Safe Deposit Rental By Cash**.

→ The **Safe Deposit Rental By Cash** screen displays.

**Figure 44: Safe Deposit Rental By Cash (without Multi Currency and Total Charges)**

**Figure 45: Safe Deposit Rental By Cash (with Multi Currency and Total Charges)**

Safe Deposit Rental By Cash

Deposit Locker \*

Rental Amount \*

Exchange Rate

1.00

Total Charge Amount

GBP0.00

Account Amount

Narrative \*

Safe Deposit Rental by Cash

Denomination

Submit Cancel

### 2.6.10.1 Main Transaction Details

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: Safe Deposit Rental By Cash Screen](#).

#### Field Description: Safe Deposit Rental By Cash Screen

Field	Description
<b>Deposit Locker</b>	Specify the deposit locker number. When you press <b>Tab</b> key, the customer details and deposit locker details will be displayed in the <b>Customer Information</b> widget.

Field	Description
<b>Rental Amount</b>	<p>Select the rental amount currency and specify the amount.</p> <p><b>NOTE:</b> By default, the rental currency is displayed as locker currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>, it can be modified, and if it is <b>N</b>, then the default value cannot be modified.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charges in branch local currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the rental amount in locker account currency. This amount will be derived based on the <b>Rental Amount</b> and <b>Exchange Rate</b>.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Safe Deposit Rental By Cash</b> and it can be modified.</p>

### 2.6.10.2 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.

### 2.6.10.3 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.

### 2.6.10.4 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 system will handoff the details to UBS system to create 'Payment' transaction in SD module. After the handoff status is success in the OBREMO, the system will update the transaction status as **Completed** and update the Till cash position (by increasing the till balance).

## 2.6.11 F23C Tax Payment By Cash

This screen is used to capture data related to F23C tax document for a customer and collect the corresponding tax by cash from the customer. To process this screen, type **F23C Tax Payment - 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 **F23C Tax Payment - Cash**.

→ The **F23C Tax Payment By Cash** screen displays.

**Figure 46: F23C Tax Payment By Cash Screen**

### 2.6.11.1 Main Transaction Details

Specify the details in the **F23C Tax Payment By Cash** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: F23C Tax Payment By Cash Screen](#).

**Field Description: F23C Tax Payment By Cash Screen**

Field	Description
<b>Reference Number Type</b>	Select the reference number types from the drop-down list. The drop-down list shows following values: <ul style="list-style-type: none"> <li>• <b>Reference Number Available</b></li> <li>• <b>Reference Number Not Available</b></li> </ul>

Field	Description
<b>Reference Number</b>	Specify the Reference Number of the payment provided by the Public Authority.
<b>Office or Institute Code</b>	Specify the office or institute code that receives the payment.
<b>Office or Institute Sub code</b>	Specify the office or institute sub code that receives the payment.
<b>Litigation</b>	Specify the kind of litigation.
<b>For a Total Amount</b>	Displays the total tax amount.
<b>Total Charge</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.
<b>Exchange Rate</b>	Displays the exchange rate based on the Account Currency and Offset Account Currency.
<b>Payment Amount</b>	<p>Displays the amount paid by the customer.</p> <p><b>NOTE:</b> The currency of the amount paid is defaulted from received currency.</p>
<b>Payment Type</b>	<p>Select the type of payment from the adjoining drop-down list. The list displays the following values:</p> <ul style="list-style-type: none"> <li>• <b>Bank Cheque</b></li> <li>• <b>Demand Draft</b></li> <li>• <b>Pagobancomat</b></li> <li>• <b>Credit Card</b></li> <li>• <b>Others</b></li> </ul>

Field	Description
Narrative	Displays the default narrative <b>F23 Tax by Cash</b> and it can be modified.

### 2.6.11.2 Payment Data Details

Figure 47: Payment Data Details

Specify the details in the **Payment Data Details** segment. For more information on fields, refer to table [Field Description: Payment Data Details](#).

Field Description: Payment Data Details

Field	Description
Tax Code	Specify the Tax Code.
Amount	Specify the tax amount.
Beneficiary Code	Specify the beneficiary institute code.

### 2.6.11.3 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.

### 2.6.11.4 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.



### 2.6.11.5 Transaction Submission

After you specify the **Reference Number**, click on the **Pickup** button. The system defaults the **Elaboration Date** in the section **Reference Number Available** with the current system date. In case you do not specify the **Reference Number**, then the **Principal Fiscal Code** needs to be specified. After which the system defaults the **Elaboration Date** in the section **Reference Number Not Available** with the current system date. It then adds up the Amounts in the **Payment Data Details** block and defaults the sum in the **For a total Amount** field. The system posts the following accounting entries on save and authorization of the record:

Accounting entries posted for the payment amount:

<b>Dr/Cr</b>	<b>Description</b>	<b>Amount</b>
Dr	Cash Account	For a Total Amount
Cr	Account maintained in ARC of the associated product	For a Total Amount

Accounting entries posted for the charge amount:

<b>Dr/Cr</b>	<b>Description</b>	<b>Amount</b>
Dr	Cash Account	Charges amount computed as per ARC maintenance
Cr	Account maintained in ARC of the associated product	Charges amount computed as per ARC maintenance

### 2.6.11.6 Validations

The following validations are performed by the system:

- The system allows you to maintain a minimum of one row and a maximum of eight rows in the **Payment Data Details** multi entry block. If you do not maintain the minimum row or exceed the maximum row, then the system displays an appropriate error message.

- If the **Principal Fiscal Code** and **Secondary Fiscal Code** fields have a value of 16 character that is for non-individual customers the system validates the last character in the value as per the checksum algorithm for Fiscal Code. If the validation fails, then the system displays an appropriate error message. In case of individual customers, where the **Principal Fiscal Code** and **Secondary Fiscal Code** field has a value of 11 character, the system validates the last character in the value as per the checksum algorithm for VAT number. If the validation fails, then the system displays an appropriate error message.
- The system validates only the data format of the fields specified.
- If the computed value for **Payment Amount** field value is less than or equal to 0, on pickup, the system displays an appropriate error message.

Once Pickup is completed, do the following step:

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 deposit of tax amount is completed successfully.

## 2.6.12 F24C Tax Payment By Cash

This screen is used to capture data related to F24C tax document for a customer and collect the corresponding tax by cash from the customer. To process this screen, type **F24C Tax Payment - 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 **F24C Tax Payment - Cash**.

→ The **F24C Payment Details** screen displays.

**Figure 48: F24C Payment Details Screen**

The screenshot shows the 'F24 Payment Details' screen. It features a form with the following elements:

- Payment Amount:** A text input field.
- Total Charge:** A text input field.
- Narrative:** A text area containing 'F24 Tax by Cash'.
- Expandable Sections:** Three sections with expandable arrows: 'F24 Tax - By Cash', 'Charge Details', and 'Denomination'.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom right.

### 2.6.12.1 Main Transaction Details

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: F24C Payment Details Screen](#).

#### Field Description: F24C Payment Details Screen

Field	Description
<b>Payment Amount</b>	Displays the Amount to Pay.
<b>Narrative</b>	Displays the default narrative F24 Tax by Cash and it can be modified.
<b>Total Charge</b>	Displays the total charge.

## 2.6.12.2 F24 Tax - By Cash (Standard)

Specify the details in the **F24 Tax – By Cash** segment. Based on the Form Type selection, the input fields will be displayed on this segment.

### 2.6.12.2.1 F24 Standard Details

**Figure 49: F24 Standard Details**

The screenshot shows a web form titled "F24 Tax - By Cash". At the top, there is a "Form Type" dropdown menu set to "Standard". Below this, the "F24 Standard" section contains several fields: "Elaboration Date" (displaying "Mar 26, 2020"), "Secondary Fiscal Code", "Total Final Payment", and "Type of Payment" (a dropdown menu). To the right of these fields are "Principal Fiscal Code" (marked with an asterisk), "Identity code secondary fiscal code", and "Different Tax Year". Below the "F24 Standard" section is the "Final Payment Fields" section, which includes input fields for "Erario Institution", "Region Institution", "Inail Institution", "Accise", "INPS Institution", "Local Institution", and "Other Institution".

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: F24 Standard](#).

**Field Description: F24 Standard**

Field	Description
<b>Form Type</b>	Select the Standard tax category from the adjoining drop-down list.
<b>F24 Standard</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.

Field	Description
<b>Identity Code Secondary Fiscal Code</b>	Specify the Identity code secondary fiscal code.
<b>Total Final Payment</b>	Specify the total amount to be paid.
<b>Different Tax Year</b>	Specify if the tax being paid is related to the current year or not.
<b>Type of Payment</b>	<p>Select the payment type form the adjoining drop-down list. The list displays the following values:</p> <ul style="list-style-type: none"> <li>• <b>Postal or Bank Cheque</b></li> <li>• <b>Circular Cheque or Postal Draft</b></li> <li>• <b>Pagobancomat</b></li> <li>• <b>Credit Card</b></li> </ul> <p>The system displays the following:</p> <ul style="list-style-type: none"> <li>• <b>Erario Institution</b></li> <li>• <b>INPS Institution</b></li> <li>• <b>Region Institution</b></li> <li>• <b>Local Institution</b></li> <li>• <b>Inail Institution</b></li> <li>• <b>Other Institution</b></li> <li>• <b>Accise</b></li> </ul>

### 2.6.12.2.2 ERARIO Details

Figure 50: ERARIO Details

The screenshot shows the ERARIO application interface. At the top, there are two green buttons with '+' and '-' symbols. Below them is a table with the following columns: Tax Code, Instal.Reg/ Prov, Year, Debit Amount, and Credit Amount. The table is currently empty, displaying "No data to display." Below the table, there is a pagination control showing "Page 1 (0 of 0 items)" and navigation arrows. Underneath the pagination, there are input fields for "Office Code" and "Document Code". Below these are input fields for "Total Debit Amount (A)", "Total Credit Amount (B)", and "Final Section Amount (A - B)". At the bottom left, there is a refresh icon.

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: ERARIO Details](#).

**Field Description: ERARIO Details**

<b>Field</b>	<b>Description</b>
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Tax Code</b>	Specify the reason.
<b>Install.Reg/Prov</b>	Specify the Instal.Reg/ Prov.
<b>Year</b>	Specify the year.
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Credit Amount</b>	Specify the compensation amount.
<b>Office Code</b>	Specify the office code.
<b>Document Code</b>	Specify the document code.
<b>Total Debit Amount (A)</b>	Displays the Total Debit Amount.
<b>Total Credit Amount (B)</b>	Displays the Total Compensation Amount.
<b>Final Section Amount (A-B)</b>	Displays the Final Section Amount.

### 2.6.12.2.3 INPS Details

Figure 51: INPS Details

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: INPS Details](#).

#### Field Description: INPS Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Office</b>	Specify the office.
<b>Reason</b>	Specify the reason.
<b>INPS Office Code</b>	Specify the INPS office code.
<b>Period (From)</b>	Specify the date from when the amount is paid.
<b>Period (To)</b>	Specify the date till when the amount is paid.
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Credit Amount</b>	Specify the compensation amount.
<b>Total Amount to Pay (C)</b>	Displays the Total Amount to Pay.

Field	Description
<b>Total Compensation Amount (D)</b>	Displays the Total Compensation Amount.
<b>Final Section Amount (C-D)</b>	Displays the Final Section Amount.

## 2.6.12.2.4 REGIONI Details

Figure 52: REGIONI Details

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: REGIONI Details](#).

### Field Description: REGIONI Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Region Code</b>	Specify the region code.
<b>Tax Code</b>	Specify the tax code.
<b>Instalment</b>	Specify the instalment amount.
<b>Year</b>	Specify the year.



Field	Description
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Credit Amount</b>	Specify the compensation amount.
<b>Total Amount to Pay (E)</b>	Displays the Total Amount to Pay.
<b>Total Compensation Amount (F)</b>	Displays the Total Compensation Amount.
<b>Final Section Amount (E-F)</b>	Displays the Final Section Amount.

### 2.6.12.2.5 IMU E ALTRI ENTI LOCALI Details

Figure 53: IMU E ALTRI ENTI LOCALI Details

**IMU E ALTRI ENTI LOCALI**

<input type="checkbox"/>	Institution Code/ Town Code	Late Payment	Bounding Var.	Down Payment	Final Payment	Building Nr	Tax Code	Inst:
--------------------------	-----------------------------	--------------	---------------	--------------	---------------	-------------	----------	-------

+
-

No data to display.

Page 1 (0 of 0 items) ⏪ < 1 > ⏩

Deduction <input style="width: 90%;" type="text"/>	Total Amount to Pay (G) <input style="width: 90%;" type="text"/>
Building Reference Number <input style="width: 90%;" type="text"/>	Total Compensation Amount(H) <input style="width: 90%;" type="text"/>
Final Section Amount (G-H) <input style="width: 90%;" type="text"/>	

↻

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: IMU E ALTRI ENTI LOCALI Details](#).

#### Field Description: IMU E ALTRI ENTI LOCALI Details

Field	Description
+ icon	Click this icon to add a new row.

<b>Field</b>	<b>Description</b>
- icon	Click this icon to delete a row, which is already added.
<b>Institution Code/Town Code</b>	Specify the institution/town code.
<b>Late Payment</b>	Specify if the payment is a late payment.
<b>Bounding Var.</b>	Specify the Bounding Var.
<b>Down Payment</b>	Specify the down payment.
<b>Final Payment</b>	Specify the final payment.
<b>Building Nr</b>	Specify the building number.
<b>Tax Code</b>	Specify the tax code.
<b>Instalment</b>	Specify the instalment amount.
<b>Deduction</b>	Specify the deduction amount.
<b>Total Amount to Pay (G)</b>	Displays the Total Amount to Pay.
<b>Building Reference Number</b>	Specify the building reference number.
<b>Total Compensation Amount (H)</b>	Displays the Total Compensation Amount.
<b>Final Section Amount (G-H)</b>	Displays the Final Section Amount.

## 2.6.12.2.6 INAIL Details

Figure 54: INAIL Details

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: INAIL Details](#).

Field Description: INAIL Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Office Code</b>	Specify the office code.
<b>Insurance Number</b>	Specify the insurance number.
<b>Insurance Account Code</b>	Specify the insurance account code.
<b>Reference Number</b>	Specify the reference number.
<b>Reason</b>	Specify the reason.
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Credit Amount</b>	Specify the compensation amount.
<b>Total Amount to Pay (I)</b>	Displays the Total Amount to Pay.

Field	Description
<b>Total Compensation Amount (L)</b>	Displays the Total Compensation Amount.
<b>Final Section Amount (I-L)</b>	Displays the Final Section Amount.

### 2.6.12.2.7 ALTRI ENTI Details

Figure 55: ALTRI ENTI Details

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: ALTRI ENTI Details](#).

#### Field Description: ALTRI ENTI Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Institution Code</b>	Specify the institution code.
<b>Office Code</b>	Specify the office code.
<b>Reason</b>	Specify the reason.

Field	Description
<b>Insurance Reference Number</b>	Specify the insurance reference number.
<b>Period (From)</b>	Specify the date from when the amount is paid.
<b>Period (To)</b>	Specify the date till when the amount is paid.
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Credit Amount</b>	Specify the compensation amount.
<b>Total Amount to Pay (M)</b>	Displays the Total Amount to Pay.
<b>Total Compensation Amount (N)</b>	Displays the Total Compensation Amount.
<b>Final Section Amount (M-N)</b>	Displays the Final Section Amount.

### 2.6.12.2.8 ACCISE Details

Figure 56: ACCISE Details

ACCISE

<input type="checkbox"/>	Institution	Province	Tax Code	Company Identification	Instalment	Period/ Month	Period/ Year	Debit Amount
No data to display.								
Page 1 (0 of 0 items) <span style="float: right;">K &lt; 1 &gt; X</span>								

Office Code

Document Code

Total Amount to Pay (O)

Final Section Amount

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: ACCISE Details](#).

**Field Description: ACCISE Details**

<b>Field</b>	<b>Description</b>
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Institution</b>	Specify the institution.
<b>Province</b>	Specify the province.
<b>Tax Code</b>	Specify the tax code.
<b>Company Identification</b>	Specify the company identification number.
<b>Instalment</b>	Specify the instalment amount.
<b>Period/Month</b>	Specify the month of tax payment.
<b>Period/Year</b>	Specify the year of tax payment.
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Office Code</b>	Specify the office code.
<b>Total Amount to Pay (O)</b>	Displays the Total Amount to Pay.
<b>Document Code</b>	Specify the document code.
<b>Final Section Amount</b>	Displays the Final Section Amount.

### 2.6.12.3 F24 Tax - By Cash (Simplified)

Specify the details in the F24 Tax – By Cash segment. Based on the Form Type selection, the input fields will be displayed on this segment.

**Figure 57: F24 Simplified**

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: F24 Simplified](#).

#### Field Description: F24 Simplified

Field	Description
<b>Form Type</b>	Select the Simplified tax category from the adjoining drop-down list.
<b>F24 Simplified</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <b>NOTE:</b> For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.

Field	Description
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <b>NOTE:</b> For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
<b>Identity Code Secondary Fiscal Code</b>	Specify the Identity code secondary fiscal code.
<b>Type of Payment</b>	Specify the tax type. The drop-down list displays all valid tax types maintained in the system .You can choose the appropriate one.
<b>Tax Code</b>	Specify the tax code.
<b>Institution Code</b>	Specify the institution code.
<b>Late Payment</b>	Specify if the payment is a late payment.
<b>Bounding Var.</b>	Specify the Bounding Var.
<b>Down Payment</b>	Specify the down payment.
<b>Final Payment</b>	Specify the final payment.
<b>Building Nr</b>	Specify the building number.
<b>Instalment</b>	Specify the instalment amount.
<b>Year</b>	Specify the year.
<b>Deduction</b>	Specify the deduction amount.



Field	Description
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Credit Amount</b>	Specify the compensation amount.
<b>Office Code</b>	Specify the office code.
<b>Document Code</b>	Specify the document code.
<b>Building Reference Number</b>	Specify the building reference number.
<b>Total Amount to Pay (G)</b>	Displays the Total Amount to Pay.
<b>Total Credit Amount (H)</b>	Specify the total compensation amount.
<b>Final Section Amount (G-H)</b>	Displays the Final Section Amount.

### 2.6.12.4 F24 Tax - By Cash (Elide)

Specify the details in the F24 Tax – By Cash segment. Based on the Form Type selection, the input fields will be displayed on this segment.

**Figure 58: F24 Elide Details**

The screenshot shows the Oracle F24 Tax - By Cash (Elide) form. The 'Form Type' is set to 'Elide'. Under 'F24 Elide', the 'Elaboration Date' is 'Mar 26, 2020'. There are input fields for 'Secondary Fiscal Code', 'Total Final Payment', 'Principal Fiscal Code', and 'Identity code secondary fiscal code'. The 'Final Payment Fields' section includes 'Erario Institution'. The 'Tax Details' section is a table with columns: Type Of Vehicle/Element, Vehicle/Element ID, Tax Code, Year, and Debit Amount. Below the table, it says 'No data to display.' and 'Page 1 (0 of 0 items)'. At the bottom, there are input fields for 'Office Code', 'Document Code', 'Total Debt Amount', and 'Final Section Amount'.

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory.  
For more information on fields, refer to table [Field Description: F24 Elide](#).

**Field Description: F24 Elide**

<b>Field</b>	<b>Description</b>
<b>Form Type</b>	Select the Elide tax category from the adjoining drop-down list.
<b>F24 Elide</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <b>NOTE:</b> For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <b>NOTE:</b> For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
<b>Identity Code Secondary Fiscal Code</b>	Specify the Identity code secondary fiscal code.
<b>Type of Vehicle/ Element</b>	Specify the vehicle type.
<b>Vehicle/ Element ID</b>	Specify the vehicle ID.
<b>Tax Code</b>	Specify the tax code.
<b>Year</b>	Specify the year.

<b>Field</b>	<b>Description</b>
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Office Code</b>	Specify the office code.
<b>Document Code</b>	Specify the document code.
<b>Building Nr</b>	Specify the building number.
<b>Instalment</b>	Specify the instalment amount.
<b>Year</b>	Specify the year.
<b>Deduction</b>	Specify the deduction amount.
<b>Debit Amount</b>	Specify the amount to be paid.
<b>Credit Amount</b>	Specify the compensation amount.
<b>Office Code</b>	Specify the office code.
<b>Document Code</b>	Specify the document code.
<b>Building Reference Number</b>	Specify the building reference number.
<b>Total Debit Amount</b>	Displays the Total Amount to Pay.
<b>Final Section Amount</b>	Displays the Final Section Amount.

### 2.6.12.5 F24 Tax - By Cash (Predefined)

Specify the details in the F24 Tax – By Cash segment. Based on the Form Type selection, the input fields will be displayed on this segment.

**Figure 59: F24 Predefined Details**

Specify the details in this segment. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: F24 Predefined](#).

#### Field Description: F24 Predefined

Field	Description
<b>Form Type</b>	Select the Predefined tax category from the adjoining drop-down list.
<b>F24 Predefined</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <b>NOTE:</b> For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.

Field	Description
<b>Secondary Fiscal Code</b>	Specify the secondary fiscal code.  <b>NOTE:</b> For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
<b>Identity Code Secondary Fiscal Code</b>	Specify the Identity code secondary fiscal code.
<b>Erario Institution</b>	Displays the Erario Institution.
<b>Payment ID</b>	Specify the payment ID.
<b>Amount to Pay</b>	Specify the amount to be paid.
<b>Total Debit Amount</b>	Displays the Total Amount to Pay.
<b>Final Section Amount</b>	Displays the Final Section Amount.

### 2.6.12.6 Transaction Submission

On selection of an appropriate value from the **Form Type**, only the corresponding tab will be enabled for input. For example, if you select **F24 Standard** as the Form Type then only the tab **F24 Standard** will be enabled and all other tabs will be disabled. The **Principal Fiscal Code** needs to be specified. After entering all the form details, user need to click on Refresh button in the **F24 Payment Details** block .It then adds up the Amounts and defaults the sum in the **Payment Amount** field. The system posts the following accounting entries on save and authorization of the record.

Accounting entries posted for the payment amount:

Dr/Cr	Description	Amount
Dr	Cash Account	Final Section Amount of the corresponding tab which has been entered.

Dr/Cr	Description	Amount
Cr	Account maintained in ARC of the associated product	Final Section Amount of the corresponding tab which has been entered.

Accounting entries posted for the charge amount:

Dr/Cr	Description	Amount
Dr	Cash Account	Charges amount computed as per ARC maintenance
Cr	Income Account	Charges amount computed as per ARC maintenance

### 2.6.12.7 Validations

The system validates only the data format of the fields specified. If any of such validations fail, the system displays an appropriate error message. If you maintain more than the specified number of rows in any of the below blocks then the system displays an appropriate error message. The following list shows the number of rows, which can be maintained for each Form Type:

- In **F24 Standard** tab, the system allows you to maintain only the following number of records:
  - up to a maximum of 6 rows in the **ERARIO** multi record block.
  - up to a maximum of 4 rows in the **INPS** multi record block.
  - up to a maximum of 4 rows in the **REGIONI** multi record block.
  - up to a maximum of 4 rows in the **IMU E ALTRI ENTI LOCALI** multi record block.
  - up to a maximum of 4 rows in the **INAIL** multi record block.
  - up to a maximum of 3 rows in the **ALTRI ENTI** multi record block.
  - up to a maximum of 7 rows in the **ACCISE** multi record block.
- In **F24 Simplified** tab up to a maximum of 10 rows in the **Tax Details** multi record block.

- In **F24 Elide** tab up to a maximum of 28 rows in the **Tax Details** multi record block.
- In **F24 Predefined** tab up to a maximum of 1 row in the **Tax Details** multi record block.

If the computed value for **Payment Amount** field value is less than or equal to 0, the system displays an appropriate error message. If the **Principal Fiscal Code** and **Secondary Fiscal Code** fields have, a value of 16, character that is for non-individual customers the system validates the last character in the value as per the checksum algorithm for **Fiscal Code**. If the validation fails, then the system displays an appropriate error message. In case of individual customers, where the **Principal Fiscal Code** and **Secondary Fiscal Code** field has a value of 11 character, the system validates the last character in the value as per the checksum algorithm for VAT number. If the validation fails, then the system displays an appropriate error message.

Once Pickup is completed, do the following step:

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 deposit of tax amount is completed successfully.

## 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 60: Miscellaneous Customer Debit Screen**

The screenshot displays the 'Miscellaneous Customer Debit' screen. At the top left, there is a navigation arrow and the title 'Miscellaneous Customer Debit'. The main content area is divided into several sections:

- Account Details:** Contains 'Account Number \*' (text input) and 'Account Amount \*' (dropdown menu).
- GL Details:** Contains 'GL Account Number \*' (text input with search icon), 'GL Description' (text input), 'GL Currency' (text input with search icon), and 'Exchange Rate' (text input with value '1').
- GL Amount:** A text input field.
- Additional Details:** Contains 'Reference Number' (text input) and 'Narrative' (text input with value 'Miscellaneous Customer Debit').

At the bottom left, there is a navigation arrow and the text 'Charge Details'. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.



### 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
<b>Account Number</b>	Specify the account number from which the funds need to be debited.
<b>Account Amount</b>	Displays the account currency based on the account number specified. Specify the amount that needs to be debited from the account currency.
<b>GL Account Number</b>	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.
<b>GL Description</b>	Displays the description of the selected GL account number.
<b>GL Currency</b>	By default, the account currency is displayed and it can be modified.
<b>GL Amount</b>	Displays the amount in terms of GL currency.
<b>Narrative</b>	Displays the default narrative <b>Miscellaneous Customer Debit</b> and it can be modified.
<b>Reference Number</b>	Specify the reference number for the transaction.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.

Field	Description
	<p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.</p>

### 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 61: Miscellaneous Customer Credit Screen**

The screenshot displays the 'Miscellaneous Customer Credit' screen. At the top, there is a header with a left-pointing triangle and the text 'Miscellaneous Customer Credit'. Below this, the screen is organized into several sections:

- Account Details:** Contains two input fields: 'Account Number \*' (a text box) and 'Account Amount \*' (a dropdown menu followed by a text box).
- GL Details:** Contains four input fields: 'GL Account Number \*' (a text box with a search icon), 'GL Description' (a greyed-out text box), 'GL Currency' (a text box with a search icon), and 'Exchange Rate' (a text box containing the value '1').
- GL Amount:** A single greyed-out text box.
- Additional Details:** Contains two input fields: 'Reference Number' (a text box) and 'Narrative' (a text box containing the text 'Miscellaneous Customer Credit').

At the bottom of the screen, there is a section header 'Charge Details' with a right-pointing triangle. In the bottom right corner, there are two buttons: 'Submit' and 'Cancel'.

### 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: Miscellaneous Customer Credit Screen

Field	Description
<b>Account Number</b>	Specify the account number from which the funds need to be credited.  <b>NOTE:</b> In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
<b>Account Amount</b>	Displays the account currency based on the account number specified. Specify the amount to be credited from the account currency.
<b>GL Account Number</b>	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.
<b>GL Currency</b>	By default, the account currency is displayed and it can be modified.
<b>GL Amount</b>	Displays the amount in terms of GL currency.
<b>GL Description</b>	Displays the description of the selected GL account number.
<b>Narrative</b>	Displays the default narrative <b>Miscellaneous Customer Credit</b> and it can be modified.
<b>Reference Number</b>	Specify the reference number for the transaction.

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

### 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 62: 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
<b>GL Account Number</b>	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.
<b>GL Currency</b>	Displays the branch account currency and allows to modify if required.
<b>GL Amount</b>	Displays the amount which is credited to GL account.

Field	Description
<b>GL Description</b>	Displays the description of the selected GL account number.
<b>Transaction Amount</b>	Specify the appropriate currency and the amount that has to be credited to the cash account in the specified currency.  <b>NOTE:</b> By default, the local currency of the branch is displayed, select another currency if required.
<b>Narrative</b>	Displays the default narrative <b>Miscellaneous GL Debit</b> and it can be modified.
<b>Reference Number</b>	Specify the reference number for the transaction.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.  <b>NOTE:</b> 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 63: Miscellaneous GL Credit Screen**

The screenshot displays the 'Miscellaneous GL Credit' screen with the following fields and sections:

- GL Account Number \***: Input field with a search icon.
- GL Amount \***: Input field with a dropdown menu set to 'GBP'.
- Exchange Rate**: Input field with the value '1'.
- Narrative**: Text area containing 'Miscellaneous GL Credit'.
- GL Description**: Input field.
- Transaction Amount \***: Input field with a dropdown menu set to 'GBP'.
- Reference Number \***: Input field.
- Charge Details**: Section with a right-pointing arrow.
- Denomination Detail**: Section with a right-pointing arrow.
- Submit** and **Cancel** buttons at the bottom right.



### 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
<b>GL Account Number</b>	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.
<b>GL Amount</b>	Displays the branch account currency and allows to modify if required, and shows the amount which is credited to GL account.
<b>GL Description</b>	Displays the description of the selected GL account number.
<b>Transaction Amount</b>	Specify the appropriate currency and the amount that has to be debited from the cash account in the specified currency.  <b>NOTE:</b> By default, the local currency of the branch is displayed, select another currency if required.
<b>Narrative</b>	Displays the default narrative <b>Miscellaneous GL Credit</b> and it can be modified.
<b>Reference Number</b>	Specify the reference number for the transaction.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.  <b>NOTE:</b> 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 64: 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
<b>From GL Account Number</b>	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.
<b>From GL Amount</b>	Displays the branch account currency and allows to modify if required, and shows the amount which is debited from GL account.
<b>From GL Description</b>	Displays the description of the selected GL account number.

Field	Description
<b>GL Currency</b>	Displays the branch currency and allows to modify if required.
<b>To GL Account Number</b>	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.
<b>To GL Amount</b>	Displays the branch account currency and allows to modify if required, and shows the amount which is credited to GL account.
<b>To GL Description</b>	Displays the description of the selected GL account number.
<b>GL Currency</b>	Displays the branch currency and allows to modify if required.
<b>Narrative</b>	Displays the default narrative <b>Miscellaneous GL Transfer</b> and it can be modified.
<b>Reference Number</b>	Specify the reference number for the transaction.
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1.</p>

### 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 65: Account Transfer Screen**

The screenshot shows the 'Account Transfer' screen with the following fields and values:

- From Account \***: Empty text box
- From Amount \***: Empty text box with a dropdown arrow
- Cheque Number**: Empty text box
- Cheque Date**: Date picker showing 'Mar 26, 2020' with a calendar icon
- To Account \***: Empty text box
- To Account Name**: Greyed-out text box
- To Account Branch**: Text box containing '000'
- To Amount**: Greyed-out text box
- Exchange Rate**: Text box containing '1.00' with up/down arrows
- Total Charges(LCY)**: Text box containing 'GBP0.00'
- Narrative \***: Text box containing 'Account Transfer'

At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

### 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
<b>From Account</b>	Specify the customer account from which the funds needs to be debited.

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

Field	Description
<b>Total Charge (LCY)</b>	Displays the total charge amount, which is computed by the system.
<b>Narrative</b>	Displays the default narrative <b>Account Transfer</b> 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 **Journal 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 66: 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
<b>From Account</b>	Specify the account number of the drawer.
<b>From Account Name</b>	Displays the name of the account.
<b>From Account Branch</b>	Displays the branch code of the account number specified.

Field	Description
<b>Cheque Amount</b>	Specify the currency and amount as mentioned in the cheque.
<b>Cheque Number</b>	Specify the cheque number.
<b>Cheque Date</b>	Specify the date of issue as mentioned in the cheque.
<b>To Account</b>	Specify the account number that needs to be credited with the cheque amount.
<b>To Amount</b>	Displays the transaction amount based on the exchange rate.
<b>Exchange Rate</b>	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.
<b>Total Charges (LCY)</b>	Displays the total charge amount, which is computed by the system.
<b>Narrative</b>	Displays the default narrative <b>In-House Cheque Deposit</b> 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 **Journal 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 67: 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
<b>Remitter Account Number</b>	Specify the customer account from which the funds needs to be debited.

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

### 2.8.3.2 Payment Details

Figure 68: Payment Details

**Remitter Details:-**

Remitter Name \*

Address Line 1  Address Line 2

Address Line 3  Address Line 4

Communication Mode

Mobile no  Email ID

---

**Beneficiary Details:-**

Payment Type \*  Beneficiary Bank Code \*

Beneficiary Bank Name  Beneficiary Account Number \*

Account Type \*  Account Name \*

Address Line 1  Address Line 2

Address Line 3  Address Line 4

**Remittance Information:-**

Remittance Information Line 1  Remittance Information Line 2

Remittance Information Line 3  Remittance Information Line 4

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
<b>Remitter Details</b>	Specify the fields.
<b>Remitter Name</b>	Displays the remitter description based on the remitter account number specified.

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

Field	Description
<b>Remittance Information</b>	Specify the fields.
<b>Remittance Information Line 1 to Remittance Information Line 4</b>	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 **Journal 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 69: 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
<b>Transaction Amount</b>	Select the transaction currency from the drop-down list. Specify the transaction amount that needs to be transferred.
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system.
<b>Narrative</b>	Displays the default narrative <b>Domestic Transfer Against Walkin</b> 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 **Journal 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 70: International Transfer Against Account Screen**

The screenshot shows the 'International Transfer Against Account' screen. It features a main form area with the following fields:

- Remitter Account Number \***: An empty text input field.
- Transaction Amount**: A greyed-out text input field.
- Total Charges**: A greyed-out text input field showing 'GBP0.00'.
- Narrative**: A text input field containing 'International Transfer Against Account'.
- Transfer Amount \***: A text input field with a dropdown menu set to 'GBP'.
- Exchange Rate**: A greyed-out text input field showing '1'.

Below the main form, there are two expandable sections: 'Payment Details' and 'Charge Details', both currently collapsed. At the bottom right of the screen, there are 'Submit' and 'Cancel' buttons.

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

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

### 2.8.5.2 Payment Details

Figure 71: Payment Details

**Remitter Details**

Remitter Name \*

Address Line 1  Address Line 2

Address Line 3  Address Line 4

Communication Mode \*

Mobile no  Email ID

---

**Beneficiary Details**

Beneficiary Bank BIC Code \*  Beneficiary Bank Code \*

Beneficiary Bank Name  Beneficiary Account Number \*

Receiver BIC Code  Account Type \*

Account Name \*  Address Line 1

Address Line 2  Address Line 3

Address Line 4

---

**Remittance Information**

Remittance Information Line 1  Remittance Information Line 2

Remittance Information Line 3  Remittance Information Line 4

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**

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

Field	Description
<b>Receiver BIC Code</b>	Specify the receiver BIC code from the list of values. <b>NOTE:</b> The LOV displays all the valid swift BIC codes maintained in the system.
<b>Beneficiary Account Number</b>	Specify the account number of the beneficiary.
<b>Account Type</b>	Select the account type of the beneficiary from the drop-down list.
<b>Account Name</b>	Specify the account name of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Remittance Information</b>	Specify the fields.
<b>Remittance Information Line 1 to Remittance Information Line 4</b>	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 **Journal 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 72: International Transfer Against Walk-in Screen**

The screenshot shows the 'International Transfer Against Walk-in' screen. The form contains the following fields and values:

- Transaction Amount \***: GBP
- Transfer Currency**: (empty)
- Exchange Rate**: 1
- Narrative**: International Transfer Against Walkin
- Transfer Amount**: (greyed out)
- Total Charges \***: GBP0.00

Below the form are three expandable sections:

- ▶ Payment Details
- ▶ Charge Details
- ▶ Denomination

At the bottom right, there are two buttons: **Submit** and **Cancel**.

### 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: International Transfer Against Walk-in

Field	Description
<b>Transaction Amount</b>	Specify the currency in which the cash is accepted from walk-in customer and the transaction amount as requested by the customer.
<b>Transfer Currency</b>	Specify the currency in which the funds to be transferred.
<b>Transfer Amount</b>	System display the transfer amount based on the exchange rate pickup.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transfer currency into transaction currency and it can be modified.  <b>NOTE:</b> If the transfer currency is same as the account currency, the system displays the exchange rate as 1.
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system.
<b>Narrative</b>	Displays the default narrative <b>International Transfer Against Walk-in</b> 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 **Journal 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 73: Cheque Deposit Screen**

The screenshot shows the 'Cheque Deposit' screen with the following fields and values:

- Account No \***: [Empty text box]
- Account Currency**: GBP
- Cheque Amount \***: GBP [Empty text box]
- Cheque Number \***: [Empty text box]
- Cheque Date \***: Mar 26, 2020
- Drawer Account Number \***: [Empty text box with search icon]
- Cheque Deposit Date \***: Mar 26, 2020
- Routing Number \***: [Empty text box]
- Exchange Rate**: 1
- Total Charges(LCY)**: [Empty text box]
- Narrative**: Cheque Deposit

At the bottom right, there are 'Submit' and 'Cancel' buttons. A 'Charge Details' section is partially visible at the bottom of the form area.

### 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
<b>Account No</b>	Specify the customer account number in which the cheque needs to be deposited. When you press <b>Tab</b> key, the following details are displayed: <ul style="list-style-type: none"> <li>Customer ID</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• Image</li> <li>• Signature</li> <li>• KYC Status</li> <li>• Account Balance</li> <li>• Address</li> </ul> <p><b>NOTE:</b> 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.</p>
<b>Account Currency</b>	Specify the currency of the specified account number.
<b>Cheque Amount</b>	Specify the currency and amount mentioned in the cheque that needs to be deposited in the account.
<b>Cheque Number</b>	Specify the MICR number displayed on the cheque.
<b>Cheque Date</b>	Specify the cheque issued date.
<b>Drawer Account Number</b>	Specify the account number on which the cheque is drawn.
<b>Cheque Deposit Date</b>	Displays the current posting date as the cheque deposit date.
<b>Routing Number</b>	Specify the routing number for cheque clearance. The system will not validate the specified routing number.
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the cheque currency into transaction currency and it can be modified.</p> <p>If the transfer currency is same as the account currency, the system displays the exchange rate as 1.</p>

Field	Description
<b>Total Charges (LCY)</b>	Displays the total charge amount, which is computed by the system.
<b>Narrative</b>	Displays the default narrative <b>Cheque Deposit</b> 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 **Journal 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 74: BC Issue Against Account Screen**

The screenshot shows the 'BC Issue Against Account' screen. It contains the following fields and sections:

- Issuing Branch Code:** 000
- Branch Name:** FLEXCUBE UNIVERSAL BANK
- BC Amount:** GBP
- BC Date:** Mar 26, 2020
- BC Serial No:** [Empty]
- Payee Details:**
  - Payee Name:** [Empty]
  - Address Line 1:** [Empty]
  - Address Line 2:** [Empty]
  - Address Line 3:** [Empty]
  - Address Line 4:** [Empty]
  - Identification Type:** [Empty]
  - Payee Identification Number:** [Empty]
  - Narrative:** BC Issuance Account
- Funding Details:** [Empty]
- Charge Details:** [Empty]
- Buttons:** Submit, Cancel

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

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

### 2.10.1.1.2 Funding Details

Figure 75: Funding Details

The screenshot shows a 'Funding Details' form with the following fields:

- Drawer Account Number \*
- Cheque Number \*
- Cheque Date: Mar 26, 2020
- Account Amount
- Exchange Rate: 1
- Total Charges: GBP0.00

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**

<b>Field</b>	<b>Description</b>
<b>Drawer Account Number</b>	Specify the account number of the customer who has requested the BC.
<b>Cheque Number</b>	Specify the cheque number of the drawer account.
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the BC currency into account currency and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Account Amount</b>	Displays the transaction amount converted in terms of account amount based on the exchange rate.
<b>Total Charges</b>	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 **Journal 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 76: BC Issue Against Walk-in Screen**

The screenshot shows the 'BC Issue Against Walk-in' screen with the following fields and sections:

- Issuing Branch Code:** 000
- Branch Name:** FLEXCUBE UNIVERSAL BANK
- BC Amount:** GBP
- BC Date:** Mar 26, 2020
- BC Serial No:** (empty)
- BC No:** (empty)
- Payee Details:**
  - Payee Name:** (empty)
  - Address Line 1:** (empty)
  - Address Line 2:** (empty)
  - Address Line 3:** (empty)
  - Address Line 4:** (empty)
  - Identification Type:** (dropdown menu)
  - Payee Identification Number:** (empty)
- Narrative:** BC Issuance Against Walk-in
- Funding Details:** (expandable section)
- Charge Details:** (expandable section)
- Buttons:** Submit, Cancel

### 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: BC Issue Against Walk-in

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

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

### 2.10.1.2.2 Funding Details

Figure 77: 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
<b>Transaction Amount</b>	Specify the transaction currency in which the walk-in customer deposits the cash.
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.

Field	Description
<b>Identification Number</b>	Specify the identification number of the payee.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	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 78: BC Issue Against GL Screen**

The screenshot shows the 'BC Issue Against GL' screen with the following fields and values:

- Issuing Branch Code: 000
- Branch Name: FLEXCUBE UNIVERSAL BANK
- BC Amount: GBP
- BC Date: Mar 26, 2020
- BC Serial No: [Empty]
- BC No: [Empty]
- Payee Name: [Empty]
- Address Line 1: [Empty]
- Address Line 2: [Empty]
- Address Line 3: [Empty]
- Address Line 4: [Empty]
- Identification Type: [Empty]
- Payee Identification Number: [Empty]
- Narrative: BC Issuance Against GL
- Funding Details: [Empty]
- Charge Details: [Empty]

Buttons: Submit, Cancel

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

### 2.10.1.3.2 Funding Details

Figure 79: 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
<b>GL Account No</b>	Select the account number of the GL against which the BC is issued from the LOV.
<b>Account Currency</b>	Displays the currency of the drawer account.
<b>GL Description</b>	Displays a brief description on the general ledger.
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Identification Number</b>	Specify the identification number of the payee.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> 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 80: 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
<b>Issue Branch Code</b>	Select the branch code where the BC is issued from the LOV.
<b>BC No</b>	Specify the instrument number of the BC that needs to be liquidated.
<b>BC Serial Number</b>	Displays the serial number.
<b>Query</b>	Click this icon to fetch instrument details.
<b>Issue Branch Code</b>	Displays the branch code where the BC is issued.

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

### 2.10.1.4.2 BC Liquidation Details

Figure 81: 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**

<b>Field</b>	<b>Description</b>
<b>Liquidation Mode</b>	Select the mode of liquidation as <b>Payment</b> , <b>Cancel</b> , or <b>Refund</b> from the drop down list.
<b>Liquidation Date</b>	Specify the date of liquidation. By default display current system date.
<b>Account No</b>	Specify the customer account number to which the BC needs to be liquidated.
<b>Account Amount</b>	Displays the transaction amount converted in terms of account amount based on the exchange rate.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	Displays the total charges applicable for the BC liquidation.
<b>Narrative</b>	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 82: 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
<b>Issue Branch Code</b>	Select the branch code where the BC is issued from the LOV.
<b>BC No</b>	Specify the instrument number of the BC that needs to be liquidated.
<b>Query</b>	Click this icon to fetch instrument details.

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

### 2.10.1.5.2 BC Liquidation Details

Figure 83: BC Liquidation Details

The screenshot shows a web form titled "BC Liquidation Details". The form contains several input fields:

- Liquidation Mode:** A dropdown menu.
- Liquidation Date:** A date field showing "Mar 26, 2020" with a calendar icon.
- Total Charges:** A text input field.
- Transaction Amount:** A dropdown menu.
- Exchange Rate:** A text input field showing "1".
- Narrative:** A text input field.

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**

<b>Field</b>	<b>Description</b>
<b>Liquidation Mode</b>	Select the mode of liquidation as <b>Payment</b> , <b>Cancel</b> , or <b>Refund</b> from the drop down list.
<b>Transaction Currency</b>	Specify the transaction currency in which the walk-in customer deposits the cash from the LOV.
<b>Liquidation Date</b>	Specify the date of liquidation. By default, it displays current system date.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	Displays the total charges applicable for the BC liquidation.
<b>Narrative</b>	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 84: BC Liquidation Against GL Screen**

The screenshot shows the 'BC Liquidation Against GL' screen. It features a form with two columns of input fields. The left column contains: 'Issue Branch Code' (with a search icon), a 'Query' button, 'Issue Branch Code' (text field), 'BC No' (text field), 'BC Amount' (text field with 'GBP0.00' pre-filled), 'Issue Date' (calendar icon), 'Payee Name' (text field), 'Address Line 1', 'Address Line 2', and 'Address Line 3'. The right column contains: 'BC No' (text field), 'Payable Branch Code' (text field), 'BC Serial Number' (text field), 'BC Status' (text field), 'Drawer Name' (text field), 'Payee Account Number' (text field), 'Address Line 2', and 'Address Line 4'. Below the form are two expandable sections: 'BC Liquidation Details' and 'Charge Details'. At the bottom right, there are 'Submit' and 'Cancel' buttons.



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

Field	Description
<b>Payee Account Number</b>	Displays the Payee Account number on which the BC is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

### 2.10.1.6.2 BC Liquidation Details

Figure 85: BC Liquidation Details

The screenshot shows the 'BC Liquidation Details' form with the following fields and values:

- Liquidation Mode** (mandatory): A dropdown menu.
- GL Account Number** (mandatory): A text input field with a search icon.
- Exchange Rate**: A text input field with the value '1'.
- Narrative**: A text input field with the value 'BC Liquidation GL'.
- Liquidation Date**: A date picker showing 'Mar 26, 2020'.
- GL Amount**: A dropdown menu showing 'GBP'.
- Total Charges**: A text input field.

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
<b>Liquidation Mode</b>	Select the mode of liquidation as <b>Payment</b> , <b>Cancel</b> , or <b>Refund</b> from the drop down list.
<b>GL Account Number</b>	Specify the GL customer account number to which the BC needs to be liquidated.
<b>GL Amount</b>	Select the GL currency and the GL amount is derived based on BC currency & GL currency.
<b>Liquidation Date</b>	Specify the date of liquidation. <b>NOTE:</b> By default, the current system date is displayed.

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	Displays the total charges applicable for the BC liquidation.
<b>Narrative</b>	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 86: 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
<b>Bankers Cheque No</b>	Specify the BC number of the instrument that you need to print or re-print.
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued from the LOV.
<b>Print Type</b>	Select the type <b>Print</b> or <b>Reprint</b> from the drop-down list.
<b>Query</b>	Click this icon to fetch details of BC transaction.

Field	Description
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>BC Date</b>	Displays the date mentioned in the BC.
<b>BC Amount</b>	Displays the BC currency and the BC amount.
<b>Drawer Name</b>	Displays the name of the drawer.
<b>BC Status</b>	Displays the status of the BC.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Identification Details</b>	Displays the identification details of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Reprint Count</b>	Specify the count of the current reprint operation. This is applicable for reprint option only.
<b>Narrative</b>	Displays the default narrative as <b>Print/Reprint</b> 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 87: 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
<b>Payable Branch Code</b>	Specify the branch code in which the demand drafts can be liquidated.

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



## 2.10.2.1.2 Funding Details

Figure 88: Funding Details

The screenshot shows a form titled 'Funding Details' with the following fields:

- Drawer Account Number \***: A text input field.
- Cheque Number \***: A text input field.
- Cheque Date**: A date picker showing 'Mar 26, 2020'.
- Account Amount**: A text input field.
- Exchange Rate**: A text input field showing the value '1'.
- Total Charges**: A text input field showing the value 'GBP0.00'.

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
<b>Drawer Account Number</b>	Specify the account number of the customer who has requested the DD.
<b>Account Amount</b>	Displays the account amount in account currency.
<b>Cheque Number</b>	Specify the cheque number of the drawer account.
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	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 89: 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](#).

*Description: DD Issue Against Walk-in Screen.*

#### Field Description: DD Issue Against Walk-in Screen

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

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

## 2.10.2.2.2 Funding Details

Figure 90: 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
<b>Transaction Amount</b>	Specify the transaction currency, the currency in which the walk-in customer deposit the cash.
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Identification Number</b>	Specify the identification details of the payee.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.

Field	Description
<b>Total Charges</b>	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 91: 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
<b>Payable Branch Code</b>	Specify the branch code in which the demand drafts can be liquidated.
<b>Payable Branch Name</b>	Displays the name of payable branch.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch

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

### 2.10.2.3.2 Funding Details

Figure 92: Funding Details

The screenshot shows a web form titled "Funding Details". The form is organized into two columns of input fields:

- Left Column:**
  - GL Account No: A text input field with a search icon.
  - GL Amount: A text input field with a dropdown arrow.
  - Identification Type: A dropdown menu with the text "Select the Identification Type".
  - Exchange Rate: A text input field with the value "1".
- Right Column:**
  - GL Description: A text input field.
  - Drawer Name: A text input field.
  - Identification Number: A text input field.
  - Total Charges: A text input field.



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**

<b>Field</b>	<b>Description</b>
<b>GL Account No</b>	Select the account number of the GL against which the BC is issued from the LOV.
<b>GL Amount</b>	Select the GL currency and the GL amount is displayed based on BC currency and GL currency conversion.
<b>GL Description</b>	Displays a brief description on the general ledger.
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Identification Number</b>	Specify the identification number of the payee.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified. <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	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 93: DD Liquidation against Account Screen**

The screenshot shows the 'DD Liquidation against Account' screen. It features a search bar for 'Issue Branch Code' with a 'Query' button. Below this are fields for 'Payable Branch Code', 'DD Status', 'Drawer Name', and three 'Address Line' fields. On the right side, there are fields for 'DD Number', 'DD Amount' (pre-filled with 'GBP0.00'), 'Issue Date' (with a calendar icon), 'Payee Name', and four 'Address Line' fields. At the bottom, there are expandable sections for 'DD Liquidation Details' and 'Charge Details', and 'Submit' and 'Cancel' buttons.

#### 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**

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

**2.10.2.4.2 DD Liquidation Details****Figure 94: DD Liquidation Details**

The screenshot displays the 'DD Liquidation Details' screen with the following fields and values:

- Liquidation Mode:** Payment
- Account No:** (Empty search field)
- Exchange Rate:** 1
- Narrative:** DD Liquidation Against Account
- Liquidation Date:** Mar 26, 2020
- Account Amount:** (Empty field)
- Total Charges:** GBP0.00

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**

<b>Field</b>	<b>Description</b>
<b>Liquidation Mode</b>	Select the mode of liquidation as <b>Payment</b> , <b>Cancel</b> , or <b>Refund</b> from the drop down list.
<b>Liquidation Date</b>	Specify the date of liquidation. By default, the current system date is displayed.
<b>Account No</b>	Specify the customer account number to which the DD needs to be liquidated.
<b>Account Amount</b>	Displays the account amount converted in terms of account currency based on the exchange rate.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	Displays the total charges applicable for the DD liquidation.
<b>Narrative</b>	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 95: DD Liquidation Against Walk-in Screen**

The screenshot shows the 'DD Liquidation Against Walk-in' screen. It features a header with a back arrow and the title. Below the header, there are two columns of input fields. The left column includes 'Issue Branch Code' with a search icon and a 'Query' button, 'Payable Branch Code', 'DD Status', 'Drawer Name', 'Address Line 1', and 'Address Line 3'. The right column includes 'DD Number', 'DD Amount' (displaying 'GBP0.00'), 'Issue Date' with a calendar icon, 'Payee Name', 'Address Line 2', and 'Address Line 4'. At the bottom, there are three expandable sections: 'Liquidation Details', 'Charge Details', and 'Denomination'. In the bottom right corner, there are 'Submit' and 'Cancel' buttons.

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

## 2.10.2.5.2 DD Liquidation Details

Figure 96: 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
<b>Liquidation Mode</b>	Select the mode of liquidation as <b>Payment</b> , <b>Cancel</b> , or <b>Refund</b> from the drop-down list.
<b>Transaction Amount</b>	Specify the transaction currency and the transaction amount is displayed based on the DD currency and transaction currency conversion.
<b>Liquidation Date</b>	Specify the date of liquidation. <b>NOTE:</b> By default, the current system date is displayed.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified. <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	Displays the total charges applicable for the DD liquidation.
<b>Narrative</b>	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 97: DD Liquidation Against GL Screen**

The screenshot shows the 'DD Liquidation Against GL' screen. It features a search bar for 'Issue Branch Code' with a magnifying glass icon and a 'Query' button. Below this are fields for 'Payable Branch Code', 'DD Status', 'Drawer Name', 'Address Line 1', 'Address Line 3', and 'Address Line 4'. On the right side, there are fields for 'DD Number', 'DD Amount' (displaying 'GBP0.00'), 'Issue Date' (with a calendar icon), 'Payee Name', 'Address Line 2', and 'Address Line 4'. At the bottom, there are expandable sections for 'Liquidation Details' and 'Charge Details', and 'Submit' and 'Cancel' buttons.

### 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
<b>Issue Branch Code</b>	Select the branch code in which the DD is issued from the LOV.
<b>DD Number</b>	Specify the instrument number of the DD that needs to be liquidated.
<b>Query</b>	Click this icon to fetch instrument details.
<b>Payable Branch Code</b>	Displays the branch code where the DD can be liquidated.

Field	Description
<b>DD Amount</b>	Displays the DD currency and DD amount.
<b>DD Status</b>	Displays the status of the DD.
<b>Issue Date</b>	Displays the issue date of the DD.
<b>Drawer Name</b>	Displays the name of the drawer.
<b>Payee Name</b>	Specify the payee name on which the DD is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

### 2.10.2.6.2 DD Liquidation Details

Figure 98: Liquidation Details

▲ Liquidation Details

Liquidation Mode \*

GL Account Number \*

Exchange Rate

Narrative

Liquidation Date

GL Amount

Total Charges

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
<b>Liquidation Mode</b>	Select the mode of liquidation as <b>Payment</b> , <b>Cancel</b> , or <b>Refund</b> from the drop-down list.

Field	Description
<b>GL Account Number</b>	Specify the GL account number of the customer to which the DD needs to be liquidated.
<b>GL Amount</b>	Select the GL currency and GL amount is displayed based on the DD currency and GL currency conversion.
<b>Liquidation Date</b>	Specify the date of liquidation. By default, current system date is displayed.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Total Charges</b>	Displays the total charges applicable for the DD liquidation.
<b>Narrative</b>	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 99: DD Print-Reprint Screen**

The screenshot displays the 'DD Print-Reprint' screen with the following fields and sections:

- Demand Draft No \***: Text input field.
- Print Type \***: Dropdown menu.
- Issuing Branch Code**: Text input field.
- DD Date**: Text input field with a calendar icon.
- Drawer Name**: Text input field.
- Beneficiary Details:-**
  - Beneficiary Name**: Text input field.
  - Address Line 1**: Text input field.
  - Address Line 3**: Text input field.
- Reprint Count**: Text input field.
- Narrative**: Text input field with 'Print/Reprint' as a placeholder.
- Issue Branch Code \***: Text input field with a search icon.
- Query**: Button.
- DD Amount**: Text input field with 'GBP0.00' as a placeholder.
- DD Status**: Text input field.
- Identification Details**
  - Address Line 2**: Text input field.
  - Address Line 4**: Text input field.

At the bottom right, there are **Submit** and **Cancel** buttons.

#### 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**

<b>Field</b>	<b>Description</b>
<b>Demand Draft No</b>	Specify the DD number of the instrument that you need to print or re-print.
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued from the LOV.
<b>Print Type</b>	Select the type <b>Print</b> or <b>Reprint</b> from the drop-down list.
<b>Query</b>	Click this icon to fetch details of DD print or re-print.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>DD Date</b>	Displays the date mentioned in the DD.
<b>DD Amount</b>	Displays the DD currency and the DD amount.
<b>Drawer Name</b>	Displays the name of the drawer.
<b>DD Status</b>	Displays the status of the DD.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Identification Details</b>	Displays the identification details of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Reprint Count</b>	Specify the count of the current reprint operation. This is applicable for reprint option only.

Field	Description
Narrative	Displays the default narrative as <b>Print/Reprint</b> and it can be modified.

### 2.10.2.7.2 Transaction Submission

2. 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 100: TD Account Opening Screen**

The screenshot displays the 'TD Account Opening' screen with the following fields and sections:

- Customer ID \***: Text input field with a search icon.
- Customer Name**: Text input field.
- Deposit Product \***: Text input field with a **Fetch** button.
- Deposit Product Description**: Text input field.
- Deposit Account Description \***: Text input field.
- Deposit Account Opening Date**: Date picker showing 'Mar 26, 2020'.
- Account Type**: Radio buttons for **Single** and **Joint**.
- Mode Of Operation**: Dropdown menu showing 'Single'.
- Funding Details**: Section header with a right-pointing arrow.
- Joint Holders**: Section header with a right-pointing arrow.
- Payout Details**: Section header with a right-pointing arrow.
- Rollover Details**: Section header with a right-pointing arrow.
- Denomination**: Section header with a right-pointing arrow.
- Submit** and **Cancel**: Action buttons at the bottom right.

### 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**

<b>Field</b>	<b>Description</b>
<b>Customer ID</b>	Select the Customer ID from the list of values.
<b>Customer Name</b>	Displays the name of the specified Customer ID.
<b>Mode of Operation</b>	Select the mode of operations from the drop-down list. The drop-down list shows the following values: <ul style="list-style-type: none"> <li>• <b>Single</b></li> <li>• <b>Jointly</b></li> <li>• <b>Either Anyone or Survivor</b></li> <li>• <b>Former or Survivor</b></li> <li>• <b>Mandate Holder</b></li> </ul>
<b>Account Type</b>	Select the account type ( <b>Single</b> or <b>Joint</b> ).
<b>Deposit Product</b>	Specify the deposit product. Click <b>Fetch</b> to select the appropriate product type.
<b>Deposit Product Description</b>	Displays the description of the specified deposit product.
<b>Deposit Account Description</b>	Specify the description of the deposit account.
<b>Deposit Account Opening Date</b>	Specify the account opening date of the deposit account.



## 2.11.1.2 Funding Details

Figure 101: 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
<b>Deposit Amount</b>	Specify the currency and amount for term deposit.
<b>Deposit Tenor</b>	Specify the tenor of deposit in days/months/years.
<b>Interest Rate</b>	Specify the interest rate for the deposit account.
<b>Pay By</b>	Select <b>Account</b> or <b>Cash</b> for the pay-in option.
<b>Account Number</b>	Specify the account number from which the deposit account need to be funded.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .

Field	Description
<b>Account Branch</b>	<p>Displays the branch of the selected account number.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Account Amount</b>	<p>Displays the currency of the selected account number and the calculated account amount based on the exchange rate.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Cheque Number</b>	<p>Specify the cheque number of the account.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Cheque Date</b>	<p>Specify the date as mentioned in the cheque.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Transaction Amount</b>	<p>Specify the transaction currency if the <b>Pay By</b> is selected as <b>Cash</b>.</p> <p><b>NOTE:</b> 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.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the deposit currency into account or transaction currency and it can be modified.</p> <p><b>NOTE:</b> If deposit currency is same as the account or transaction currency, the system will display the exchange rate as 1.</p>

### 2.11.1.3 Joint Holders Details

Figure 102: Joint Holders Details

<input type="checkbox"/>	Joint Holder ID	Joint Holder Name	Relationship	Joint Holder's Type
No data to display.				

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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
<b>Joint Holder ID</b>	Select the customer ID which is considered as joint account holder for the deposit account.
<b>Joint Holder Name</b>	Displays the customer name as joint holder name.
<b>Relationship</b>	Select the relationship of the joint account holder from the drop-down list.
<b>Joint Holder's Type</b>	Select the joint holder's type from the drop-down list.

## 2.11.1.4 Maturity Payment Details

Figure 103: Payout Details

The screenshot shows a form titled "Payout Details" with the following fields:

- Component Type \***: A dropdown menu.
- Repayment By \***: A dropdown menu.
- Payment Account**: A text input field with a search icon.
- Account Branch**: A greyed-out text input field.
- Beneficiary Name**: A text input field.
- Beneficiary Address 1**: A text input field.
- Beneficiary Address 2**: A text input field.
- Beneficiary Address 3**: A text input field.
- Beneficiary Address 4**: A text input field.

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
<b>Component Type</b>	Select the component type from the drop-down list. <b>(Principal or Interest)</b>
<b>Repayment By</b>	Select the repayment option from the drop-down list <b>(Account, Bankers Cheque, or Demand Draft)</b> .
<b>Payment Account</b>	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
<b>Account Branch</b>	Displays the account branch based on the payment account selected.

Field	Description
<b>Beneficiary Name</b>	Specify the name of the beneficiary for the payout of BC or DD drawn.  <b>NOTE:</b> This field allows you to input only if the repayment is by BC or DD.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of beneficiary for the payout.

### 2.11.1.5 Maturity Instruction Details

Figure 104: 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
<b>Auto Renewal</b>	Select if auto renewal required for the deposit account.
<b>Renewal Type</b>	Specify the renewal type from the drop down values ( <b>Principal</b> , <b>Interest</b> , <b>Principal + Interest</b> , or <b>Special Amount</b> ).  <b>NOTE:</b> This field is mandatory to input if auto renewal is selected.
<b>Renewal Amount</b>	Specify the renewal amount and renewal currency.

Field	Description
	<b>NOTE:</b> The renewal currency is displayed as deposit currency.
<b>Renewal Tenor</b>	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 105: Term Deposit Redemption Against Cash Screen**

The screenshot displays the 'TD Redemption Against Cash' interface. It features several sections for data entry:

- Account Information:** Fields for Deposit Account Number, Customer ID, Account Branch, Account Currency, and Account Name. A 'Query' button is located below the Account Name field.
- Deposit Details:** Fields for Principal Amount, Interest Amount, Tax Amount, Interest Rate, Maturity Amount, and Total Payout Amount.
- Redemption Details:** Includes a dropdown for Redemption Mode (set to 'Select Redemption Mode'), checkboxes for 'Waive Penalty' and 'Waive Interest', a dropdown for Transaction Currency, and a field for Redemption Amount (set to 'GBP').
- Narrative:** A text field containing 'Term Deposit Redemption Agz'.
- Exchange Rate:** A field for the Exchange Rate.
- Summary Sections:** Collapsible sections for 'Charge Details' and 'Denomination' are located at the bottom of the main form area.
- Buttons:** 'Submit' and 'Cancel' buttons are positioned at the bottom right of the 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
<b>Deposit Account Number</b>	Specify the deposit account number.
<b>Account Currency</b>	Displays the currency of the deposit account.
<b>Customer ID</b>	Displays the Customer ID of the deposit account number.
<b>Account Name</b>	Displays the account description of the deposit account.
<b>Account Branch</b>	Displays the branch of the deposit account.
<b>Query</b>	Click this icon to fetch the deposit details.
<b>Deposit Details</b>	Specify the fields.
<b>Principal Amount</b>	Click <b>Compute</b> to get the amount paid at the time of term deposit booking.
<b>Interest Amount</b>	Displays the default rate of interest at which the interest amount is calculated.
<b>Tax Amount</b>	Displays the amount to be deducted towards tax.
<b>Interest Rate</b>	Click <b>Compute</b> to get the current interest rate applicable after partial or full redemption.
<b>Maturity Amount</b>	Displays the current maturity amount after partial or full redemption.



Field	Description
<b>Total Payout Amount</b>	Displays the total payout amount.
<b>Redemption Details</b>	Specify the fields.
<b>Redemption Mode</b>	Select the redemption mode from the drop-down list ( <b>Partial Redemption</b> or <b>Full Redemption</b> ).
<b>Redemption Amount</b>	Specify as mentioned below: <ul style="list-style-type: none"> <li>• If the <b>Redemption Mode</b> is selected as <b>Partial Redemption</b>, specify the redemption amount.</li> <li>• If the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>, it displays the principal amount as redemption amount.</li> </ul>
<b>Waive Penalty</b>	Check this box to waive the penalty for redeeming the term deposit.  <b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b> .
<b>Waive Interest</b>	Check this box to waive the interest for redeeming the term deposit.  <b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b> .
<b>Transaction Currency</b>	Specify the currency in which the cash is handed over to the customer during redemption.
<b>Transaction Amount</b>	Displays the transaction amount based on the <b>Redemption Amount</b> and <b>Transaction Currency</b> .

Field	Description
	<b>NOTE:</b> If deposit currency is different from transaction currency, the system calculates the transaction amount based on the exchange rate.
<b>Exchange Rate</b>	Displays the exchange rate applicable for the transaction based on the deposit currency and transaction currency.
<b>Narrative</b>	Displays the default narrative as <b>Term Deposit Redemption Against Cash</b> 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 106: Term Deposit Redemption Against Account Screen**

TD Redemption Against Account

Deposit Account Number \*

Customer ID

Account Branch

Account Currency

Account Name

Query

Deposit Details :

Principal Amount

Interest Amount

Tax Amount

Interest Rate

Maturity Amount

Total Payout Amount

Redemption Details :

Redemption Mode \*  
 Select Redemption Mode

Waive Penalty  Waive Interest

Redemption Amount \*  
 GBP

Offset Account \*

Offset Account Name

Offset Account Currency

Offset Account Branch

Exchange Rate  
 1

Total Charges

Narrative  
 Term Deposit Redemption Aga

Charge Details

Submit Cancel

### 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**

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

Field	Description
<b>Redemption Mode</b>	Select the redemption mode from the drop-down list ( <b>Partial Redemption</b> or <b>Full Redemption</b> ).
<b>Redemption Amount</b>	Specify as mentioned below: <ul style="list-style-type: none"> <li>• If the <b>Redemption Mode</b> is selected as <b>Partial Redemption</b>, specify the redemption amount.</li> <li>• If the <b>Redemption Mode</b> is selected as <b>Full Redemption</b>, it displays the principal amount as redemption amount.</li> </ul>
<b>Waive Penalty</b>	Check this box to waive the penalty for redeeming the term deposit.  <b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b> .
<b>Waive Interest</b>	Check this box to waive the interest for redeeming the term deposit.  <b>NOTE:</b> This is applicable only if the <b>Redemption Mode</b> is selected as <b>Full Redemption</b> .
<b>Offset Account</b>	Specify the offset account number to which the redeemed funds to be paid.
<b>Offset Account Currency</b>	System default the currency of the offset account number.
<b>Offset Account Branch</b>	System default the branch of the offset account number.
<b>Offset Account Name</b>	System default the description of the offset account.

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate applicable for the transaction based on the deposit currency and offset account currency.
<b>Total Charges</b>	Displays the total charges in branch currency.
<b>Narrative</b>	Displays the default narrative as <b>TD Redemption</b> 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 107: 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
<b>Deposit Account Number</b>	Specify the deposit account number for which the top-up amount to be added.
<b>Account Currency</b>	Displays the currency of the deposit account number.
<b>Customer ID</b>	Displays the customer ID of the deposit account number.

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



Field	Description
<b>Value Date</b>	Specify the date on which the TD top-up needs to be effective.
<b>Compute</b>	Click <b>Compute</b> to compute the deposit details after the top-up of deposit account.
<b>Total Principal Amount</b>	Displays the principal balance amount of the term deposit after the top-up.
<b>Interest Rate</b>	Displays the new interest rate applied on the top-up deposit, which is maintained at the account class level.
<b>Maturity Amount</b>	Displays the amount that you will get on maturity of the top-up deposit.
<b>Narrative</b>	Displays the default narrative as <b>Term Deposit Top-Up</b> 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 108: TD Top-Up Against Cash Screen**

The screenshot displays the 'TD Top-Up Against Cash' screen with the following fields and sections:

- Deposit Account Number \***: Input field with a search icon.
- Customer ID**: Input field.
- Account Branch**: Input field.
- Account Currency**: Input field.
- Account Name**: Input field.
- Query**: Button.
- Deposit Details :**
  - Principal Amount \***: Input field.
  - Deposit Tenor**: Input field with a 'Days' label.
  - Maturity Amount**: Input field.
  - Interest Rate \***: Input field.
  - Interest Amount**: Input field.
- Top-Up Details :**
  - Top-Up Amount \***: Input field with a dropdown menu set to 'GBP' and a 'Compute' button.
  - Value Date \***: Input field with a date picker set to 'Mar 26, 2020'.
  - Interest Rate**: Input field.
- Total Principal Amount**: Input field.
- Maturity Amount**: Input field.
- Narrative**: Input field with the text 'Term Deposit Top-Up'.
- Denomination**: Section header.
- Submit** and **Cancel** buttons at the bottom right.

### 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**

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

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

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

- [2.12.1 Credit Card Advance by Cash](#)
- [2.12.2 Credit Card Advance by Transfer](#)
- [2.12.3 Credit Card Payment by Cash](#)
- [2.12.4 Credit Card Payment \(by non-cash modes\)](#)
- [2.12.5 Stop Card Request](#)

### 2.12.1 Credit Card Advance by Cash

The Teller can use this screen to disburse cash advance to a walk-in customer against the credit card. To process this screen, type **Advance By 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 **Credit Card**.

3. Under **Credit Card**, click **Advance**.
  4. Under **Advance**, click **Advance by Cash**.
- The **Advance by Cash** screen displays.

**Figure 109: Advance by Cash Screen (without Multi Currency and Total Charges)**

▲ Advance by Cash

Credit Card \*

Advance Amount \*  
GBP

Advance Tenor \*  
  ▼

Document Number

Document Type  
 ▼

Narrative \*  
Advance By Cash

Approval Reference Number \*

▶ Charge Details

▶ Denomination

Submit Cancel

Figure 110: Advance by Cash Screen (with Multi Currency and Total Charges)

The screenshot shows a web form titled "Advance by Cash". The form contains several input fields and dropdown menus:

- Credit Card \***: A text input field.
- Advance Amount \***: A dropdown menu set to "GBP" and a text input field.
- Advance Tenor \***: A dropdown menu.
- Document Type**: A dropdown menu.
- Document Number**: A text input field.
- Approval Reference Number \***: A text input field.
- Exchange Rate \***: A dropdown menu set to "1.00".
- Account Amount**: A dropdown menu set to "GBP" and a text input field.
- Total Charges (LCY)**: A dropdown menu set to "GBP0.00".
- Narrative \***: A text area containing the text "Advance By Cash".

At the bottom of the form, there are two buttons: "Submit" and "Cancel". Below the form, there are two expandable sections: "Charge Details" and "Denomination".

### 2.12.1.1 Main Transaction Details

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: Credit Card Advance by Cash Screen](#).

#### Field Description: Credit Card Advance by Cash Screen

Field	Description
<b>Credit Card</b>	Specify the credit card number against which the cash advance to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Advance Amount</b>	Select the transaction currency from the drop-down values and specify the advance amount.

Field	Description
<b>Advance Tenor</b>	Specify the tenor in Days/Months/Years.
<b>Document Type</b>	Select from the drop-down list. The values in the drop-down list are mentioned below: <ul style="list-style-type: none"> <li>• <b>Address Document</b></li> <li>• <b>Identity Document</b></li> <li>• <b>Financial Document</b></li> <li>• <b>General Document</b></li> </ul>
<b>Document Number</b>	Specify the document number.  <b>NOTE:</b> This field is mandatory only if document type is selected.
<b>Approval Reference Number</b>	Specify the approval reference if already approved.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Display the account amount along with currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charges (LCY)</b>	Displays the total charges applicable for the cash advance.



Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the narrative as <b>Advance by Cash</b> and it can be modified.

### 2.12.1.2 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.

### 2.12.1.3 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.

### 2.12.1.4 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 approval warning raised when the transaction saves. On transaction completion, the cash is disbursed successfully to the walk-in customer against the credit card.

## 2.12.2 Credit Card Advance by Transfer

The Teller can use this screen to transfer the advance amount to a walk-in customer's account. To process this screen, type **Advance By 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 **Credit Card**.

3. Under **Credit Card**, click **Advance**.
  4. Under **Advance**, click **Advance by Transfer**.
- The **Advance by Transfer** screen displays.

**Figure 111: Advance By Transfer (without Multi Currency and Total Charges)**

▲ Advance By Transfer

Credit Card \*

Advance Amount \*

GBP

Advance Tenor \*

Beneficiary Account \*

Beneficiary Name

Account Branch

Document Type

Document Number

Approval Reference Number \*

Narrative \*

Advance By Transfer

▶ Charges

Submit Cancel

**Figure 112: Advance By Transfer (with Multi Currency and Total Charges)**

### 2.12.2.1 Main Transaction Details

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: Credit Card Advance by Transfer Screen](#).

#### Field Description: Credit Card Advance by Transfer Screen

Field	Description
<b>Credit Card</b>	Specify the credit card number against which the cash advance to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Advance Amount</b>	Select the transaction currency from the drop-down values and specify the advance amount.

Field	Description
<b>Advance Tenor</b>	Specify the tenor in Days/Months/Years.
<b>Beneficiary Account</b>	Specify the beneficiary account number to which the amount needs to be transferred.
<b>Beneficiary Name</b>	Displays the name based on the specified beneficiary account number.
<b>Account Branch</b>	Displays the branch based on the specified beneficiary account number.
<b>Document Type</b>	<p>Select from the drop-down list. The values in the drop-down list are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>Address Document</b></li> <li>• <b>Identity Document</b></li> <li>• <b>Financial Document</b></li> <li>• <b>General Document</b></li> </ul>
<b>Document Number</b>	<p>Specify the document number.</p> <p><b>NOTE:</b> This field is mandatory only if document type is selected.</p>
<b>Approval Reference Number</b>	Specify the approval reference if already approved.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.</p>

Field	Description
<b>Account Amount</b>	Display the account amount along with currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charges</b>	Displays the total charges applicable for the cash advance.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the narrative as <b>Advance by Transfer</b> and it can be modified.

### 2.12.2.2 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.

### 2.12.2.3 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 advance against credit card is transferred successfully to the account of the walk-in customer.

## 2.12.3 Credit Card Payment by Cash

The Teller can use this screen to accept cash from a walk-in customer and make credit card payment. To process this screen, type **Payment By 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 **Credit Card**.

3. Under **Credit Card**, click **Payments**.
  4. Under **Payments**, click **Payment By Cash**.
- The **Credit Card Payment By Cash** screen displays.

**Figure 113: Credit Card Payment By Cash (without Multi Currency and Total Charges)**

▲ Credit Card Payment By Cash

Credit Card \*

Payment Amount \* GBP

Narrative \*

▶ Charges

▶ Denomination

Submit Cancel

Figure 114: Credit Card Payment by Cash (with Multi Currency and Total Charges)

▲ Credit Card Payment By Cash

Credit Card \*

Payment Amount \*

Exchange Rate  ▼ ▲

Credit Amount

Total Charges

Narrative \*

▶ Charges

▶ Denomination

### 2.12.3.1 Main Transaction Details

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: Credit Card Payment By Cash Screen](#).

#### Field Description: Credit Card Payment By Cash Screen

Field	Description
<b>Credit Card</b>	Specify the credit card number for which the payment to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Payment Amount</b>	Select the transaction currency from the drop-down values and specify the payment amount.

Field	Description
	<p><b>NOTE:</b> If Multi Currency and Total Charges configuration is set as <b>Y</b>, then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <b>N</b>, then Payment currency is defaulted and displayed.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Credit Amount</b>	<p>Display the credit amount along with currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charges applicable for the credit card payment.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Credit Card Payment by Cash</b> and it can be modified.</p>

### 2.12.3.2 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.



### 2.12.3.3 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.

### 2.12.3.4 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 credit card payment is done successfully.

## 2.12.4 Credit Card Payment (by non-cash modes)

The Teller can use this screen to make credit card payment by debiting walk-in customer's account or clearing cheque. The fields in this screen are displayed based on the payment mode. To process this screen, type **Payment By Non-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 **Credit Card**.
3. Under **Credit Card**, click **Payments**.

4. Under **Payments**, click **Credit Card Payment**.

→ The **Credit Card Payment** screen displays.

**Credit Card Payment by Account:**

**Figure 115: Credit Card Payment (without Multi Currency and Total Charges)**

The screenshot shows the 'Credit Card Payment' form. The form is titled 'Credit Card Payment' and contains the following fields:

- Payment Mode:** A dropdown menu with 'By Account' selected.
- Credit Card \*:** A text input field.
- Payment Amount:** A text input field with a greyed-out area on the left.
- Debit Account:** A text input field.
- Cheque Number:** A text input field.
- Cheque Date:** A date picker field.
- Narrative \*:** A text area containing the text 'Credit Card Payment by Account'.

At the bottom of the form, there is a section titled 'Charges' with a right-pointing arrow. In the bottom right corner, there are two buttons: 'Submit' and 'Cancel'.

**Figure 116: Credit Card Payment (with Multi Currency and Total Charges)**

### 2.12.4.1 Main Transaction Details – By Account

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: Credit Card Payment by Account](#).

#### Field Description: Credit Card Payment by Account

Field	Description
<b>Payment Mode</b>	Select the payment mode as <b>By Account</b> .
<b>Credit Card</b>	Specify the credit card number for which the payment to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.

Field	Description
<b>Payment Amount</b>	<p>Select the transaction currency from the drop-down values and specify the payment amount.</p> <p><b>NOTE:</b> If Multi Currency and Total Charges Configuration is set as <b>Y</b>, then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <b>N</b>, then Payment currency is defaulted and displayed.</p>
<b>Debit Amount</b>	Specify the account number from which the amount to be debited.
<b>Cheque Number</b>	Specify the cheque number.
<b>Cheque Date</b>	Specify the date mentioned in the cheque.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Credit Amount</b>	<p>Display the credit amount along with currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	Displays the total charges applicable for the credit card payment.

Field	Description
	<p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<p><b>Narrative</b></p>	<p>Displays the narrative as <b>Credit Card Payment by Account</b> and it can be modified.</p>

**Credit Card Payment by Clearing Cheque:**

**Figure 117: Credit Card Payment (without Multi Currency and Total Charges)**

▲ Credit Card Payment

---

Payment Mode  
By Clearing Cheque ▼

Credit Card \*

Payment Amount

Cheque Date \*

Drawer Account \*

Narrative \*  
Credit Card Payment by Clearing Cheque

Cheque Number \*

Routing Number \*

Drawer Name

---

▶ Charges

**Figure 118: Credit Card Payment (with Multi Currency and Total Charges)**

**2.12.4.2 Main Transaction Details – By Clearing Cheque**

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: Credit Card Payment by Clearing Cheque](#).

**Field Description: Credit Card Payment by Clearing Cheque**

Field	Description
<b>Payment Mode</b>	Select the payment mode as <b>By Clearing Cheque</b> .
<b>Credit Card</b>	Specify the credit card number for which the payment to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.

Field	Description
<b>Payment Amount</b>	<p>Select the transaction currency from the drop-down values and specify the payment amount.</p> <p><b>NOTE:</b> If Multi Currency and Total Charges Configuration is set as <b>Y</b>, then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <b>N</b>, then Payment currency is defaulted and displayed.</p>
<b>Cheque Number</b>	Specify the cheque number from which the amount to be drawn.
<b>Cheque Date</b>	Specify the date of the cheque.
<b>Routing Number</b>	Specify the routing number of the cheque.
<b>Drawer Name</b>	Specify the drawer name.
<b>Drawer Account</b>	Specify the drawer account number.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Credit Amount</b>	<p>Display the credit amount along with currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>

Field	Description
<b>Total Charge Amount</b>	<p>Displays the total charges applicable for the credit card payment.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as Y.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Credit Card Payment by Clearing Cheque</b> and it can be modified.</p>

### 2.12.4.3 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.

### 2.12.4.4 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 credit card payment is done successfully.

### 2.12.5 Stop Card Request

The Teller can use this screen to block the credit card of a Customer. To process this screen, type **Stop Card** 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 **Credit Card**.



3. Under **Credit Card**, click **Stop Card**.

→ The **Stop Card Request** screen displays.

**Figure 119: Stop Card Request**

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 Card Request Screen](#).

**Field Description: Stop Card Request Screen**

Field	Description
<b>Card Number</b>	Specify the credit card number, which needs to be blocked. When you press <b>Tab</b> key, the system will fetch and display the following details: <ul style="list-style-type: none"> <li>• <b>Customer ID</b></li> <li>• <b>Account Number</b></li> <li>• <b>Branch</b></li> <li>• <b>Reference Number</b></li> </ul>
<b>Customer ID</b>	Displays the Customer ID for the credit card number specified.
<b>Account Number</b>	Displays the account number for the credit card number specified.
<b>Branch</b>	Displays the branch for the credit card number specified.

Field	Description
<b>Reference Number</b>	Displays the reference number for the credit card number specified.
<b>Card Status</b>	Select the card status ( <b>Active</b> or <b>Inactive</b> ) from the drop-down list.

### 2.12.5.1 Transaction Submission

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

→ 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 credit card will be blocked successfully.

## 2.13 Loan Transactions

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

- [2.13.1 Loan Disbursement by Cash](#)
- [2.13.2 Loan Repayment by Cash](#)

### 2.13.1 Loan Disbursement by Cash

The Teller can use this screen to disburse cash to a walk-in customer against a loan account. To process this screen, type **Loan Disbursement By 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 **Loan Transactions**.
3. Under **Loan Transactions**, click **Loan Disbursement By Cash**.

→ The **Loan Disbursement By Cash** screen displays.

**Figure 120: Loan Disbursement By Cash (without Multi Currency and Total Charges)**

The screenshot shows the 'Loan Disbursement By Cash' screen. The title bar at the top left reads 'Loan Disbursement By Cash'. The main content area contains three required fields, each marked with an asterisk (\*):

- Loan Account \***: An empty text input field.
- Disbursement Amount \***: A text input field with a dropdown menu showing 'GBP'.
- Narrative \***: A text input field containing the text 'Loan Disbursement By Cash'.

Below the input fields are two expandable sections, each with a right-pointing arrow:

- Charges**
- Denomination**

At the bottom right of the screen, there are two buttons: 'Submit' and 'Cancel'.

**Figure 121: Loan Disbursement By Cash (with Multi Currency and Total Charges)**

The screenshot shows a web form titled "Loan Disbursement By Cash". The form contains the following fields and sections:

- Loan Account \***: A text input field.
- Disbursement Amount \***: A dropdown menu followed by a text input field.
- Exchange Rate**: A text input field containing "1.00" with up and down arrow buttons.
- Account Amount**: A text input field.
- Total Charges (LCY)**: A text input field containing "GBP0.00".
- Narrative \***: A text area containing "Loan Disbursement By Cash".
- Charges**: An expandable section with a right-pointing arrow.
- Denomination**: An expandable section with a right-pointing arrow.
- Submit** and **Cancel**: Two teal buttons at the bottom right.

### 2.13.1.1 Main Transaction Details

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: Loan Disbursement By Cash Screen](#).

#### Field Description: Loan Disbursement By Cash Screen

Field	Description
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.

Field	Description
<b>Disbursement Amount</b>	<p>Select the disbursement currency and specify the disbursement amount.</p> <p><b>NOTE:</b> By default, the loan account currency is displayed as disbursement currency. If <b>Multi Currency Configuration</b> is set as <b>Y</b>, it can be modified and if it is <b>N</b>, then the default value cannot be modified.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charges (LCY)</b>	<p>Displays the total charges in branch local currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the total cash to be disbursed to the customer in loan account currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>. If the loan account currency is different from disbursement currency, then the system will derive the account amount based on the exchange rate.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Loan Disbursement By Cash</b> and it can be modified.</p>

### 2.13.1.2 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.

### 2.13.1.3 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.

### 2.13.1.4 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 approval warning raised when the transaction saves. On transaction submission, the transaction details are handed off to respective product processor to trigger disbursement and on transaction completion, the cash is disbursed successfully to the walk-in customer against the loan account.

## 2.13.2 Loan Repayment by Cash

The Teller can use this screen to accept cash from a walk-in customer to repay the loan amount. To process this screen, type **Loan Repayment By 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 **Loan Transactions**.

3. Under **Loan Transactions**, click **Loan Repayment By Cash**.

→ The **Loan Repayment By Cash** screen displays.

**Figure 122: Loan Repayment By Cash (without Multi Currency and Total Charges)**

Loan Repayment By Cash

Loan Account \*

Repayment Amount

Narrative \*

▶ Charges

▶ Denomination

Submit Cancel

**Figure 123: Loan Repayment By Cash (with Multi Currency and Total Charges)**

### 2.13.2.1 Main Transaction Details

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: Loan Repayment By Cash Screen](#).

#### Field Description: Loan Repayment By Cash Screen

Field	Description
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.



Field	Description
<b>Repayment Amount</b>	<p>Select the repayment currency and specify the repayment amount.</p> <p><b>NOTE:</b> By default, the loan account currency is displayed as repayment currency.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.</p>
<b>Total Charges (LCY)</b>	<p>Displays the total charges in branch local currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charge Configuration</b> at Function Code indicator level is set as Y.</p>
<b>Account Amount</b>	<p>Displays the repayment amount in loan account currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y. If the loan account currency is different from repayment currency, then the system will derive the account amount based on the exchange rate.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Loan Repayment By Cash</b> and it can be modified.</p>

### 2.13.2.2 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.

### 2.13.2.3 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.

### 2.13.2.4 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 submission, the transaction details are handed off to respective product processor to trigger disbursement and on transaction completion, the loan amount is repaid successfully.

## 2.14 Islamic Transactions

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

- [2.14.1 Murabaha Payment By Cash](#)
- [2.14.2 Islamic Down Payment By Cash](#)
- [2.14.3 Islamic TD Account Opening](#)

### 2.14.1 Murabaha Payment By Cash

The Teller can use this screen to accept cash from a walk-in customer to repay the Murabaha loan amount. To process this screen, type **Murabaha Payment By 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 **Islamic Transactions**.

3. Under **Islamic Transactions**, click **Murabaha Payment By Cash**.

→ The **Murabaha Payment By Cash** screen displays.

**Figure 124: Murabaha Payment By Cash (without Multi Currency and Total Charges)**

The screenshot shows a web form titled "Murabaha Payment By Cash". It contains the following fields and sections:

- Murabaha Account \***: A text input field.
- Repayment Amount \***: A numeric input field with a greyed-out background.
- Narrative \***: A text area containing the text "Murabaha Payment by Cash".
- Charges**: A section with a right-pointing arrow.
- Denomination**: A section with a right-pointing arrow.
- Submit** and **Cancel** buttons are located at the bottom right.

**Figure 125: Murabaha Payment By Cash (with Multi Currency and Total Charges)**

The screenshot shows a web form titled "Murabaha Payment By Cash" with additional fields compared to Figure 124:

- Murabaha Account \***: A text input field.
- Repayment Amount \***: A numeric input field with a dropdown arrow.
- Exchange Rate**: A numeric input field with the value "1.00" and up/down arrows.
- Account Amount**: A numeric input field with a greyed-out background.
- Total Charge Amount**: A numeric input field with the value "GBP0.00".
- Narrative \***: A text area containing the text "Murabaha Payment by Cash".
- Charges** and **Denomination** sections are present with right-pointing arrows.
- Submit** and **Cancel** buttons are located at the bottom right.

### 2.14.1.1 Main Transaction Details

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: Murabaha Payment By Cash Screen](#).

#### Field Description: Murabaha Payment By Cash Screen

Field	Description
<b>Murabaha Account</b>	Specify the murabaha account number. When you press <b>Tab</b> key, the customer details and murabaha account details will be displayed in the <b>Customer Information</b> widget.
<b>Repayment Amount</b>	Select the repayment currency and specify the repayment amount.  <b>NOTE:</b> By default, the repayment currency is displayed as financing account currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> , it can be modified, and if it is <b>N</b> , then the default value cannot be modified.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .

Field	Description
<b>Account Amount</b>	<p>Displays the repayment amount in loan account currency. This amount will be derived based on the <b>Repayment Amount</b> and <b>Exchange Rate</b>.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Murabaha Payment By Cash</b> and it can be modified.</p>

### 2.14.1.2 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.

### 2.14.1.3 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.

### 2.14.1.4 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 approval warning raised when the transaction saves. On transaction completion, the loan repayment details are handed off to Islamic Financing module using Payment service. It is accomplished by handing off the entries to Accounting system (Dr Cash GL and Cr Int. Bridge GL) as maintained in Accounting Definition screen, and the system updates the Till cash position.

## 2.14.2 Islamic Down Payment By Cash

The Teller can use this screen to make down payment by cash for an Islamic loan amount. To process this screen, type **Islamic Down Payment By 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 **Islamic Transactions**.
3. Under **Islamic Transactions**, click **Islamic Down Payment By Cash**.

→ The **Islamic Down Payment By Cash** screen displays.

**Figure 126: Islamic Down Payment By Cash (without Multi Currency and Total Charges)**

Islamic Down Payment By Cash

Financing Account \*

Down Payment Amount \*

Narrative \*

Down Payment by Cash

Charges

Denomination

Submit Cancel

Figure 127: Islamic Down Payment By Cash (with Multi Currency and Total Charges)

Islamic Down Payment By Cash

Financing Account \*

Down Payment Amount \*

Exchange Rate  
 1.00

Account Amount

Total Charge Amount  
 GBP0.00

Narrative \*  
 Down Payment by Cash

Charges

Denomination

Submit Cancel

### 2.14.2.1 Main Transaction Details

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: Islamic Down Payment By Cash Screen](#).

#### Field Description: Islamic Down Payment By Cash Screen

Field	Description
<b>Financing Account</b>	Specify the financing account number. When you press <b>Tab</b> key, the customer details and financing account details will be displayed in the <b>Customer Information</b> widget.

Field	Description
<b>Down Payment Amount</b>	<p>Select the down payment currency and specify the amount.</p> <p><b>NOTE:</b> By default, the down payment currency is displayed as financing account currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>, it can be modified, and if it is <b>N</b>, then the default value cannot be modified.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charges in branch local currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the down payment amount in loan account currency. This amount will be derived based on the <b>Down Payment Amount</b> and <b>Exchange Rate</b>.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>Islamic Down Payment By Cash</b> and it can be modified.</p>



### 2.14.2.2 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.

### 2.14.2.3 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.

### 2.14.2.4 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 loan repayment details are handed off to Islamic Financing module. It is accomplished by handing off entries to accounting system (Dr Cash GL and Cr Int. Bridge GL) as maintained in Accounting Definition screen, and the system updates the Till cash position.

## 2.14.3 Islamic TD Account Opening

The Teller can use this screen to open an Islamic TD account. To process this screen, type **Islamic 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 **Islamic Transactions**.

3. Under **Islamic Transactions**, click **Islamic TD Account Opening**.

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

**Figure 128: Islamic TD Account Opening**

### 2.14.3.1 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
<b>Customer ID</b>	Select the Customer ID from the list of values.
<b>Customer Name</b>	Displays the name of the specified Customer ID.
<b>Mode of Operation</b>	Select the mode of operations from the drop-down list. The drop-down list shows the following values:

Field	Description
	<ul style="list-style-type: none"> <li>• <b>Single</b></li> <li>• <b>Jointly</b></li> <li>• <b>Either Anyone or Survivor</b></li> <li>• <b>Former or Survivor</b></li> <li>• <b>Mandate Holder</b></li> </ul>
<b>Account Type</b>	Select the account type ( <b>Single</b> or <b>Joint</b> ).
<b>Deposit Product</b>	Specify the deposit product. Click <b>Fetch</b> to select the appropriate product type.
<b>Deposit Product Description</b>	Displays the description of the specified deposit product.
<b>Deposit Account Description</b>	Specify the description of the deposit account.
<b>Deposit Account Opening Date</b>	Specify the account opening date of the deposit account.

### 2.14.3.2 Funding Details

Figure 129: 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
<b>Deposit Amount</b>	Specify the currency and amount for term deposit.
<b>Deposit Tenor</b>	Specify the tenor of deposit in days/months/years.
<b>Profit Rate</b>	Specify the profit rate for the deposit account.
<b>Pay By</b>	Select <b>Account</b> or <b>Cash</b> for the pay-in option.
<b>Account Number</b>	Specify the account number from which the deposit account need to be funded.  <b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b> .

Field	Description
<b>Account Branch</b>	<p>Displays the branch of the selected account number.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Account Amount</b>	<p>Displays the currency of the selected account number and the calculated account amount based on the exchange rate.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Cheque Number</b>	<p>Specify the cheque number of the account.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Cheque Date</b>	<p>Specify the date as mentioned in the cheque.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Transaction Amount</b>	<p>Specify the transaction currency if the <b>Pay By</b> is selected as <b>Cash</b>.</p> <p><b>NOTE:</b> 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.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the deposit currency into account or transaction currency and it can be modified.</p> <p><b>NOTE:</b> If deposit currency is same as the account or transaction currency, the system will display the exchange rate as 1.</p>

### 2.14.3.3 Joint Holders Details

Figure 130: Joint Holders Details

<input type="checkbox"/>	Joint Holder ID	Joint Holder Name	Relationship	Joint Holder's Type
No data to display.				
Page 1 (0 of 0 items) < >				

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
<b>Joint Holder ID</b>	Select the customer ID which is considered as joint account holder for the deposit account.
<b>Joint Holder Name</b>	Displays the customer name as joint holder name.
<b>Relationship</b>	Select the relationship of the joint account holder from the drop-down list.
<b>Joint Holder's Type</b>	Select the joint holder's type from the drop-down list.

### 2.14.3.4 Maturity Payment Details

Figure 131: Payout Details

The screenshot shows a web form titled "Payout Details". It contains the following fields:

- Component Type \***: A dropdown menu.
- Repayment By \***: A dropdown menu.
- Payment Account**: A text input field with a search icon.
- Account Branch**: A text input field.
- Beneficiary Name**: A text input field.
- Beneficiary Address 1**: A text input field.
- Beneficiary Address 2**: A text input field.
- Beneficiary Address 3**: A text input field.
- Beneficiary Address 4**: A text input field.

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
<b>Component Type</b>	Select the component type from the drop-down list. <b>(Principal or Profit)</b>
<b>Repayment By</b>	Select the repayment option from the drop-down list <b>(Account, Bankers Cheque, or Demand Draft).</b>
<b>Payment Account</b>	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
<b>Account Branch</b>	Displays the account branch based on the payment account selected.

Field	Description
<b>Beneficiary Name</b>	Specify the name of the beneficiary for the payout of BC or DD drawn.  <b>NOTE:</b> This field allows you to input only if the repayment is by BC or DD.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of beneficiary for the payout.

### 2.14.3.5 Maturity Instruction Details

Figure 132: 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
<b>Auto Renewal</b>	Select if auto renewal required for the deposit account.
<b>Renewal Type</b>	Specify the renewal type from the drop down values ( <b>Principal</b> , <b>Principal + Profit</b> , <b>Special Amount</b> or <b>Profit</b> ).  <b>NOTE:</b> This field is mandatory to input if auto renewal is selected.
<b>Renewal Amount</b>	Specify the renewal amount and renewal currency.



Field	Description
	<b>NOTE:</b> The renewal currency is displayed as deposit currency.
<b>Renewal Tenor</b>	Specify the renewal tenor in days/months/year.

### 2.14.3.6 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.

### 2.14.3.7 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 approval warning raised when the transaction saves. On transaction completion, the loan repayment details are handed off to Islamic Financing TD module for account creation.

## 2.15 Session Teller Transactions

This section describes the various screens used to perform the Session Teller transactions. The cash transactions can be performed only when the Teller Session is started, refer to the topic [2.4.13.1 Start Teller Session](#) in this guide. The Teller can enter the denomination details for a Teller Session in the **Stop Teller Session**. For more information, refer to the topic [2.4.13.2.3 Teller Session Denomination Details](#) in this guide. The screens are described in the following sub-sections:

- [2.15.1 Cash Deposit](#)
- [2.15.2 Cash Withdrawal](#)
- [2.15.3 FX Sale Against Walk-in](#)
- [2.15.4 FX Purchase Against Walk-in](#)

### 2.15.1 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 **Session Teller Transactions**.

3. Under **Session Teller Transactions**, click **Cash Deposit**.

→ The **Cash Deposit** screen displays.

**Figure 133: Cash Deposit Screen**

The screenshot shows the 'Cash Deposit' screen with the following fields and values:

- Account Number \***: [Empty text box]
- Transaction Amount \***: GBP [Empty text box]
- Exchange Rate**: 1.00 [Up/Down arrow buttons]
- Total Charge Amount**: GBP0.00
- Narrative \***: Cash Deposit

At the bottom of the screen, there is a 'Charge Details' section and two buttons: 'Submit' and 'Cancel'.

### 2.15.1.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.1.1 Main Transaction Details](#) in this guide.

### 2.15.1.2 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.

### 2.15.1.3 Transaction Submission

Click **Submit** to complete the transaction. For more information, refer to the topic [2.6.1.4 Transaction Submission](#) in this guide.

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

## 2.15.2 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 **Session Teller Transactions**.
3. Under **Session Teller Transactions**, click **Cash Withdrawal**.

→ The **Cash Withdrawal** screen displays.

**Figure 134: Cash Withdrawal Screen**

The screenshot displays the 'Cash Withdrawal' screen with the following fields and controls:

- Account Number \***: A text input field.
- Transaction Amount \***: A dropdown menu set to 'GBP' and a text input field.
- Exchange Rate**: A text input field with '1.00' and up/down arrow buttons.
- Account Amount**: A disabled text input field.
- Total Charge Amount**: A text input field with 'GBP0.00'.
- Narrative \***: A text input field containing 'Cash Withdrawal'.
- Charge Details**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: Two buttons at the bottom right.

### 2.15.2.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.2.1 Main Transaction Details](#) in this guide.

### 2.15.2.2 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.

### 2.15.2.3 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 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.

## 2.15.3 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 **Session Teller Transactions**.

3. Under **Session Teller Transactions**, click **FX Sale - Walk-in**
  - The **FX Sale Against Walk-in** screen displays.

**Figure 34: FX Sale Against Walk-in Screen**

### 2.15.3.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.5.1 Main Transaction Details](#) in this guide.

### 2.15.3.2 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.

### 2.15.3.3 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 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.

### 2.15.4 FX Purchase Against Walk-in

This screen is used to buy foreign currency from walk-in customers. 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 **Session Teller Transactions**.

3. Under **Session Teller Transactions**, click **FX Purchase - Walk-in**.

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

**Figure 135: FX Purchase Against Walk-in Screen**

#### 2.15.4.1 Main Transaction Details

Specify the details in the **Cash Deposit** screen. For more information on this segment, refer to the topic [2.6.7.1 Main Transaction Details](#) in this guide.

#### 2.15.4.2 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.



### 2.15.4.3 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 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.

## 2.16 Journal Log

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

- [2.16.1 Electronic Journal](#)
- [2.16.2 Servicing Journal](#)

### 2.16.1 Electronic Journal

Tellers and Supervisors can use this screen to view the status of the cash transactions performed by them on the posting date. Tellers can view the status of the transactions performed only by them and Supervisors can view the status of the transactions performed by them and other Tellers. 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.

- 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 **Electronic Journal** 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 **Journal Log**.
3. Under **Journal Log**, click **Electronic Journal**.

→ The **Electronic Journal** screen displays.

**Figure 136: Electronic Journal Screen**

The screenshot shows the 'Electronic Journal' search interface. It features a grid of search criteria:
 

- Branch Posting Date:** Mar 26, 2020
- Teller ID:** Searchable text field
- Function Code:** Searchable text field
- Account Number:** Searchable text field
- Teller Sequence Prefix:** Searchable text field
- From Sequence Number:** Range selector with up/down arrows
- To Sequence Number:** Range selector with up/down arrows
- From Transaction Time:** Time range selector
- To Transaction Time:** Time range selector
- From Amount Range:** Range selector
- To Amount Range:** Range selector
- Transaction Status:** Dropdown menu set to 'Pending'

 Action buttons include 'Clear', 'Fetch', and 'Cancel'.

**Figure 137: List of Transactions**

The screenshot displays a table with the following structure:
 

Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence
Function Code	Function Code	Function Code	Function Code	Function Code
Transaction Amount	Transaction Amount	Transaction Amount	Transaction Amount	Transaction Amount
Account Number	Account Number	Account Number	Account Number	Account Number
My Remarks No Comments	My Remarks No Comments	My Remarks No Comments	My Remarks No Comments	My Remarks No Comments

Specify the details in **Electronic Journal** screen 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 Screen](#).

**Field Description: Electronic Journal Screen**

<b>Field</b>	<b>Description</b>
<b>Branch Posting Date</b>	Specify the branch posting date for which the inquiry is to be made.  <b>NOTE:</b> By default, the current posting date is displayed.
<b>Teller ID</b>	Select the Teller ID from the list of values.
<b>Function Code</b>	Specify the Function code for which the inquiry is to be made.  <b>NOTE:</b> The adjoining option provides the list of all function codes maintained.
<b>Account Number</b>	Specify the account number. The LOV fetch list all account numbers maintained.
<b>Teller Sequence Prefix</b>	Select from the list of values.
<b>From Sequence Number</b>	Specify the start number of the sequence range.
<b>To Sequence Number</b>	Specify the end number of the sequence range.
<b>From Transaction Time</b>	Specify the transaction start time.
<b>To Transaction Time</b>	Specify the transaction end time.
<b>From Amount Range</b>	Specify the "from" amount of the amount range.
<b>To Amount Range</b>	Specify the "to" amount of the amount range.

Field	Description
<b>Transaction Status</b>	Select the transaction status.  <b>NOTE:</b> By default, <b>Pending</b> 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:
  - **Teller Reference/Teller Sequence**
  - **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.

## 2.16.2 Servicing Journal

Tellers and Supervisors can use this screen to view the status of the non-cash transactions performed by them on the posting date. For more details, refer to the description in topic [2.15.1 Electronic Journal](#).

To process this screen, type **Servicing Journal** 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 **Journal Log**.
3. Under **Journal Log**, click **Servicing Journal**.

→ The **Servicing Journal** screen displays.

**Figure 138: Servicing Journal Screen**

The screenshot shows the 'Servicing Journal' screen with the following fields and controls:

- Branch Posting Date:** Mar 26, 2020 (with a calendar icon)
- Teller ID:** Searchable text field
- Function Code:** Searchable text field
- Account Number:** Searchable text field
- Teller Sequence Prefix:** Searchable text field
- From Sequence Number:** Range selector with up/down arrows
- To Sequence Number:** Range selector with up/down arrows
- From Transaction Time:** Time selector with a clock icon
- To Transaction Time:** Time selector with a clock icon
- From Amount Range:** Text input field
- To Amount Range:** Text input field
- Transaction Status:** Dropdown menu with 'Pending' selected
- Buttons:** 'Clear', 'Fetch', and 'Cancel' buttons.

**Figure 139: List of Transactions**

The screenshot shows the 'Electronic Journal' screen displaying a list of transactions. Each transaction record is shown in a card-like format with the following fields:

Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence	Transaction Reference/Teller Sequence
Function Code	Function Code	Function Code	Function Code	Function Code
Transaction Amount	Transaction Amount	Transaction Amount	Transaction Amount	Transaction Amount
Account Number	Account Number	Account Number	Account Number	Account Number
My Remarks No Comments	My Remarks No Comments	My Remarks No Comments	My Remarks No Comments	My Remarks No Comments

Specify the details to fetch the records. For more information on fields, refer to table [Field Description: Servicing Journal Screen](#).

**Field Description: Servicing Journal Screen**

<b>Field</b>	<b>Description</b>
<b>Branch Posting Date</b>	Specify the branch posting date for which the inquiry is to be made.  <b>NOTE:</b> By default, the current posting date is displayed.
<b>Teller ID</b>	Select the Teller ID from the list of values.
<b>Function Code</b>	Specify the Function code for which the inquiry is to be made.  <b>NOTE:</b> The adjoining option provides the list of all function codes maintained.
<b>Account Number</b>	Specify the account number. The LOV fetch list all account numbers maintained.
<b>Teller Sequence Prefix</b>	Select from the list of values.
<b>From Sequence Number</b>	Specify the start number of the sequence range.
<b>To Sequence Number</b>	Specify the end number of the sequence range.
<b>From Transaction Time</b>	Specify the transaction start time.
<b>To Transaction Time</b>	Specify the transaction end time.
<b>From Amount Range</b>	Specify the "from" amount of the amount range.
<b>To Amount Range</b>	Specify the "to" amount of the amount range.
<b>Transaction Status</b>	Select the transaction status.  <b>NOTE:</b> By default, <b>Pending</b> 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:
  - **Teller Reference/Teller Sequence**
  - **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.

## 2.17 Customer Service

This section describes the various screens used customer services and inquiries. The screens are described in the following sub-sections:

- [2.17.1 Cheque Status Enquiry](#)
- [2.17.2 Stop Cheque Request](#)
- [2.17.3 Cheque Book Request](#)
- [2.17.4 Passbook Issue](#)
- [2.17.5 Passbook Update](#)
- [2.17.6 Passbook Status Change](#)
- [2.17.7 Account Balance Inquiry](#)
- [2.17.8 Account Statement Request](#)
- [2.17.9 Customer Address Update](#)
- [2.17.10 Account Address Update](#)

- [2.17.11 Customer Contact Details Update](#)

## 2.17.1 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 140: 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
<b>Account Number</b>	Specify the account number for which the cheque status needs to be enquired.
<b>Cheque Number</b>	Specify the cheque number.



Field	Description
<b>Query</b>	Click this icon to fetch the details of the cheque.
<b>Account Name</b>	Displays the name of the account holder.
<b>Account Branch</b>	Displays the account branch code.
<b>Customer ID</b>	Displays the customer ID of the account.
<b>Cheque Status</b>	Displays the status of the cheque ( <b>Used, Unused, or Stopped</b> ).
<b>Value Date</b>	Displays the date specified on the cheque.
<b>Cheque Amount</b>	Displays the cheque amount.
<b>Beneficiary</b>	Displays the name of the beneficiary.

## 2.17.2 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 141: 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
<b>Account Number</b>	Specify the account number for which you need to enforce a stop payment.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Currency</b>	Displays the currency of the specified account number.

Field	Description
<b>Cheque Number</b>	Specify the cheque number on which the stop payment to be enforced.
<b>Select Multiple Cheques</b>	Select this option to enforce stop payment on multiple cheques of the customer account.
<b>Cheque Amount</b>	Specify cheque amount for which the cheque is drawn. The cheque currency is defaulted to account currency.
<b>Cheque Date</b>	Specify the date on which the cheque is drawn.
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Reason Type</b>	Specify the type of stop payment ( <b>Stop</b> or <b>Last</b> ).
<b>Narrative</b>	The system displays the default narrative <b>Stop Cheque Request</b> 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.

### 2.17.3 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 142: Cheque Book Request Screen**

**Cheque Book Request**

Account Number \*

Account Name  
 Not Available

Account Branch  
 Not Available

Account Currency  
 Not Available

Cheque Book Type \*

Number Of Leaves \*

Number Of Cheque Books \*

Request Date  
 Mar 26, 2020

Deliver To \*

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Narrative

**Submit** **Cancel**

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
<b>Account Number</b>	Specify the account number for which the cheque book request to be initiated.
<b>Account Name</b>	Displays the name of the specified account number.

Field	Description
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Currency</b>	Displays the currency of the specified account number.
<b>Cheque Book Type</b>	Specify the type of cheque book that needs to be issued ( <b>Normal</b> or <b>At Par</b> ).
<b>Number of Leaves</b>	Specify the number of leaves ( <b>10, 25, 50, or 100</b> ).
<b>Number of Cheque Books</b>	Specify the count of cheque books that need to be issued.
<b>Request Date</b>	By default, the current posting date is displayed as the request date.
<b>Deliver To</b>	Specify the mode of delivery ( <b>Branch</b> or <b>Post/Courier</b> ).
<b>Address Line 1 to Address Line 4</b>	Specify the address of the Customer if the delivery mode is selected as <b>Post/Courier</b> . By default, the address of the customer account is displayed and it can be modified.
<b>Narrative</b>	Displays the default narrative as <b>Cheque Book Request</b> 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.

## 2.17.4 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 143: Passbook Issue Screen**

Passbook Issue

Account Number \*

Account Name

Account Open Date

Address Line1

Address Line3

Passbook Number

Narrative

Account Currency

Account Branch

Customer ID

Address Line2

Address Line4

Passbook Status

Old Passbook Details

Passbook Number	Issue Date	Status Movement	Status Description	Status Change Date
No data to display.				

Page 1 (0 of 0 items)

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**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the account number for which the passbook needs to be issued.
<b>Account Currency</b>	Displays the currency of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Open Date</b>	Displays the account opening date.
<b>Customer ID</b>	Displays the customer ID.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the customer.
<b>Passbook Number</b>	Displays the passbook number that needs to be issued. <b>NOTE:</b> The passbook number is generated based on the instrument number maintenance.
<b>Passbook Status</b>	By default, the passbook status is displayed as <b>Issued</b> .
<b>Narrative</b>	Displays the default narrative as <b>Passbook Issue</b> and it can be modified.
<b>Old Passbook Details</b>	Specify the fields.
<b>Passbook Number</b>	Displays the old passbook number that is issued to the customer account.
<b>Issue Date</b>	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.

## 2.17.5 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 144: Passbook Update Screen**

The screenshot shows the 'Passbook Update' screen with the following fields and controls:

- Account Number \***: A text input field with an asterisk indicating it is mandatory.
- Account Branch**: A dropdown menu.
- Account Name**: A text input field.
- Passbook Number**: A text input field.
- Start Line**: A text input field.
- Previous Balance**: A text input field.
- Compression Required**: A checkbox.
- Compression Start Date**: A date picker field.
- Compression End Date**: A date picker field.
- Submit** and **Cancel** buttons at the bottom right.

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**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the account number for which the passbook needs to be updated.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Passbook Number</b>	Displays the passbook number that needs to be updated.
<b>Start Line</b>	Specify the start line of the passbook to enter the transaction details.
<b>Previous Balance</b>	Displays the previous balance in the passbook.
<b>Compression Required</b>	Check this box to modify the defaulted values related to transaction compression.
<b>Compression Start Date</b>	Displays the compression start date.
<b>Compression End Date</b>	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.

## 2.17.6 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 145: Passbook Status Change Screen**

Passbook Status Change

Account Number \*

Account Branch

Account Name

Customer ID

Passbook Number

Issue Date

Passbook Status

Status Description

Status Change Date

Narrative \*

Old Passbook Details

Passbook Number	Issue Date	Status Movement	Status Description	Status Date Change
No data to display.				

Page 1 (0 of 0 items)

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**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the account number for which the passbook status change is required.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Customer ID</b>	Displays the customer ID of the specified account number
<b>Passbook Number</b>	Displays the current passbook number of the customer account.
<b>Issue Date</b>	Displays the date of issue of the current passbook number.
<b>Passbook Status</b>	Select the passbook status to be changed from the dropdown values ( <b>Active</b> , <b>Close</b> , or <b>Reissue</b> ).
<b>Status Description</b>	Displays the description of the selected status.
<b>Status Change Date</b>	Displays the current posting date as the status change date.
<b>Narrative</b>	Displays default the narrative as <b>Passbook Status Change</b> and it can be modified.
<b>Old Passbook Details</b>	Specify the fields.
<b>Passbook Number</b>	Displays the old passbook number of the customer account.

Field	Description
<b>Issue Date</b>	Displays the issue date of the old passbook.
<b>Status Movement</b>	Displays the current status of the old passbook number.
<b>Status Description</b>	Displays the description of the status of the old passbook number.
<b>Status Change Date</b>	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.

### 2.17.7 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 146: Account Balance Inquiry Screen**

**Account Balance Inquiry**

Account Number <input type="text"/>	<input type="button" value="Query"/>
Account Currency <input type="text"/>	Account Name <input type="text"/>
Account Branch <input type="text"/>	Customer ID <input type="text"/>
Account Class <input type="text"/>	Account Class Description <input type="text"/>
Account Open Date <input type="text"/>	Account Type <input type="text"/>
Mode of Operation <input type="text"/>	

---

**Balance Details**

Current Balance <input type="text"/> Blocked <input type="text"/> Total Available <input type="text"/> <input type="checkbox"/> Sweep Enabled ILM Sweep Eligible Balance <input type="text"/> Net Balance <input type="text"/>	Uncollected <input type="text"/> Available <input type="text"/> Book Balance <input type="text"/> Sweep Eligible Balance <input type="text"/> Temporary Overdraft Limit <input type="text"/> Passbook Balance <input type="text"/>
--	---

---

**Account Status**

<input type="checkbox"/> Posting Allowed <input type="checkbox"/> Stop Payment <input type="checkbox"/> No Credit <input type="checkbox"/> Debit Override <input type="checkbox"/> Overdraft	<input type="checkbox"/> Dormant <input type="checkbox"/> Frozen <input type="checkbox"/> No Debit <input type="checkbox"/> Credit Override <input type="checkbox"/> Status Change Automatic
--	--

▶ Interest And Charges Details

▶ Turnover Details

### 2.17.7.1 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
<b>Account Number</b>	Specify the account number for which the account balance needs to be enquired.
<b>Query</b>	When you click this icon, the system displays the details.
<b>Account Currency</b>	Displays the currency for which the account balance needs to be enquired.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Branch</b>	Displays the branch of the specified account number.
<b>Customer ID</b>	Displays the customer ID of the specified account number.
<b>Account Class</b>	Displays the account class of the specified account number.
<b>Account Class Description</b>	Displays the description of the account class.
<b>Account Open Date</b>	Displays the date on which the account is opened.
<b>Account Type</b>	Displays the type of the account.
<b>Mode Of Operation</b>	Displays the mode of operation.
<b>Balance Details</b>	Specify the fields.

<b>Field</b>	<b>Description</b>
<b>Current Balance</b>	Displays the current balance of the account.
<b>Uncollected</b>	Displays the uncollected balance.
<b>Blocked</b>	Displays the blocked balance.
<b>Available</b>	Displays the balance available in the specified account.
<b>Total Available</b>	Displays the total available balance.
<b>Book Balance</b>	Displays the book balance.
<b>Sweep Enabled</b>	Check this box if sweep needs to be enabled.
<b>Sweep Eligible Balance</b>	Displays the sweep eligible balance.
<b>ILM Sweep Eligible Balance</b>	Displays the ILM sweep eligible balance.
<b>Temporary Overdraft Limit</b>	Displays the temporary overdraft limit.
<b>Net Balance</b>	Displays the net balance.
<b>Passbook Balance</b>	Displays the passbook balance.
<b>Account Status</b>	Specify the fields.
<b>Posting Allowed</b>	Select this checkbox if posting is allowed for the account.
<b>Stop Payment</b>	Select this checkbox if stop payment is allowed for the account.

Field	Description
<b>No Credit</b>	Select this checkbox if credit is not allowed for the account.
<b>Debit Override</b>	Select this checkbox if debit override is allowed for the account.
<b>Overdraft</b>	Select this checkbox if overdraft is allowed for the account.
<b>Dormant</b>	Select this checkbox if the account is dormant.
<b>Frozen</b>	Select this checkbox if the account is frozen.
<b>No Debit</b>	Select this checkbox if debit is not allowed for the account.
<b>Credit Override</b>	Select this checkbox if credit override is allowed for the account.
<b>Status Change Automatic</b>	Select this checkbox if automatic status change is allowed.

### 2.17.7.2 Interest and Charge Details

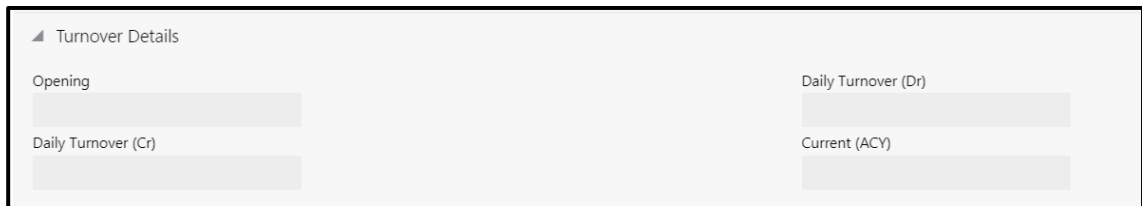
Figure 147: Interest And Charge Details

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
<b>Accrued Interest (Dr)</b>	Displays the debit accrued interest.
<b>Accrued Interest (Cr)</b>	Displays the credit accrued interest.
<b>Interest Due</b>	Displays the interest due.
<b>Charges Due</b>	Displays the charges due.
<b>Last Interest Debit</b>	Displays the last interest debit.
<b>Last Interest Credit</b>	Displays the last interest credit.
<b>Last DR Activity</b>	Displays the last DR Activity.

**2.17.7.3 Turnover Details****Figure 148: Turnover Details**


▲ Turnover Details

Opening

Daily Turnover (Dr)

Daily Turnover (Cr)

Current (ACY)

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
<b>Opening</b>	Displays the opening turnover details.
<b>Daily Turnover (Dr)</b>	Displays the debit daily turnover.
<b>Daily Turnover (Cr)</b>	Displays the credit daily turnover.

Field	Description
Current (ACY)	Displays the current (ACY).

## 2.17.8 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 149: 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
<b>Account Number</b>	Specify the account number for which the account statement needs to be requested.

Field	Description
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Customer Number</b>	Displays the customer number of the account number.
<b>Request Date</b>	Displays the current posting date as request date.
<b>Statement Type</b>	Specify the type of the statement requested ( <b>Detailed</b> or <b>Summary</b> ).
<b>From Date</b>	Specify the start date for the date range.
<b>To Date</b>	Specify the end date for the date range.
<b>Balance Type</b>	Specify if the account statement needs to be generated based on Book Date or Value Date.
<b>Narrative</b>	Displays the default narrative as <b>Account Statement</b> and it can be modified.

When you click **Submit**, the request is handed off to the UBS system to initiate an account statement request.

## 2.17.9 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 150: 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
<b>Customer Number</b>	Specify the customer number for which the address details needs to be updated.

Field	Description
<b>Customer Name</b>	Displays the customer name for the customer number specified.
<b>Correspondence Address</b>	Specify the fields.
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained address details and it can be modified.
<b>Permanent Address</b>	Specify the fields.
<b>Same as Correspondence Address</b>	Select this checkbox to populate the Correspondence Address to <b>Permanent Address</b> .
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained Country code and it can be modified.
<b>Residential Address</b>	Specify the fields.
<b>Same as Permanent Address</b>	Select this checkbox to populate the Permanent Address details to <b>Residential Address</b> .
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained Country code and it can be modified.

Field	Description
<b>Narrative</b>	Displays the default narrative <b>Customer Address Update</b> and it can be modified.
<b>Review and Submit</b>	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.

### 2.17.10 Account Address Update

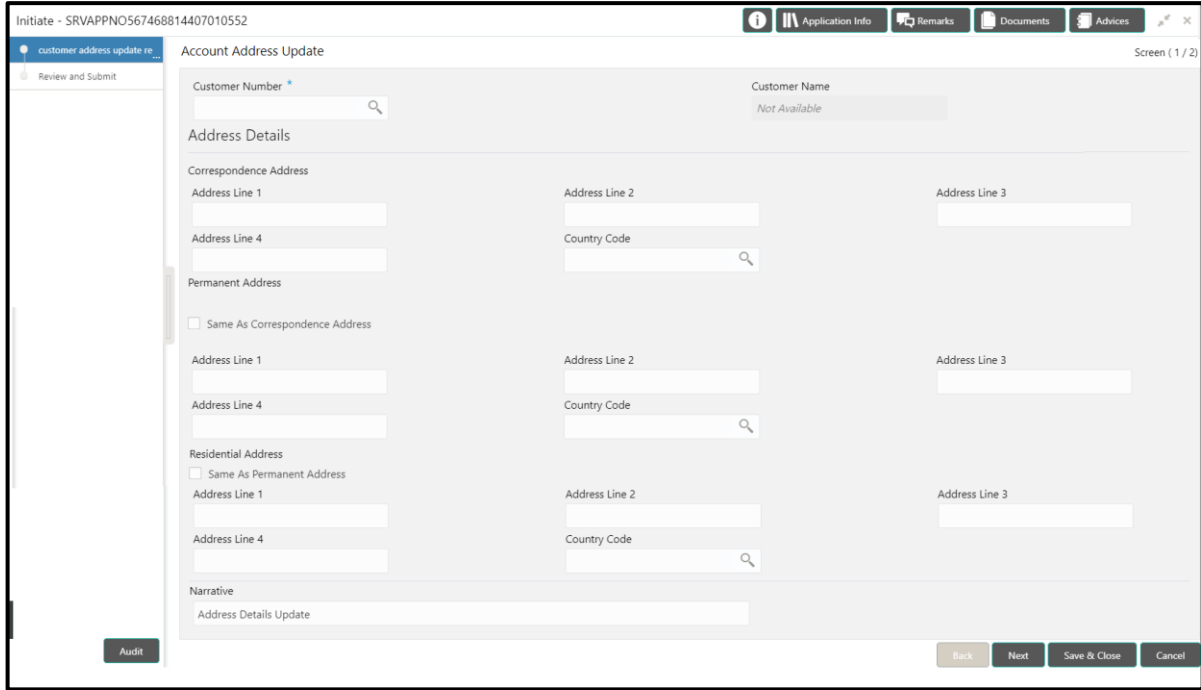
The Teller can use this screen to can initiate a service request to update the address details of the customer account. To process this screen, type **Account Address Update** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the 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 151: 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
<b>Customer Number</b>	Specify the customer account number for which the address details needs to be updated.
<b>Customer Name</b>	Displays the customer name for the customer number specified.
<b>Correspondence Address</b>	Specify the fields.

Field	Description
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained address details and it can be modified.
<b>Permanent Address</b>	Specify the fields.
<b>Same as Correspondence Address</b>	Select this checkbox to populate the Correspondence Address to <b>Permanent Address</b> .
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained Country code and it can be modified.
<b>Residential Address</b>	Specify the fields.
<b>Same as Permanent Address</b>	Select this checkbox to populate the Permanent Address details to <b>Residential Address</b> .
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained Country code and it can be modified.
<b>Narrative</b>	Displays the default narrative <b>Account Address Update</b> and it can be modified.



Field	Description
<b>Review and Submit</b>	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.

### 2.17.11 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**

<b>Field</b>	<b>Description</b>
<b>Customer Number</b>	Specify the customer number for which the contact details needs to be updated.
<b>Customer Name</b>	Displays the customer name for the customer number specified.
<b>Customer Details</b>	Specify the fields.
<b>Mobile Phone</b>	Displays the mobile number and it can be modified.
<b>Work Phone</b>	Displays the work phone number and it can be modified.
<b>Residential Phone</b>	Displays the residential phone number and it can be modified.
<b>Fax Phone</b>	Displays the fax phone number and it can be modified.
<b>Preferred Contact Time</b>	Displays the preferred contact time and it can be modified.
<b>Preferred Communication Mode</b>	Displays the communication mode and it can be modified.
<b>Email Address</b>	Displays the email id of the customer and it can be modified.
<b>Alternate Email Address</b>	Displays the alternate email id of the customer and it can be modified.
<b>Narrative</b>	Displays the default narrative <b>Contact Details Update</b> and it can be modified.

Field	Description
<b>Review and Submit</b>	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.

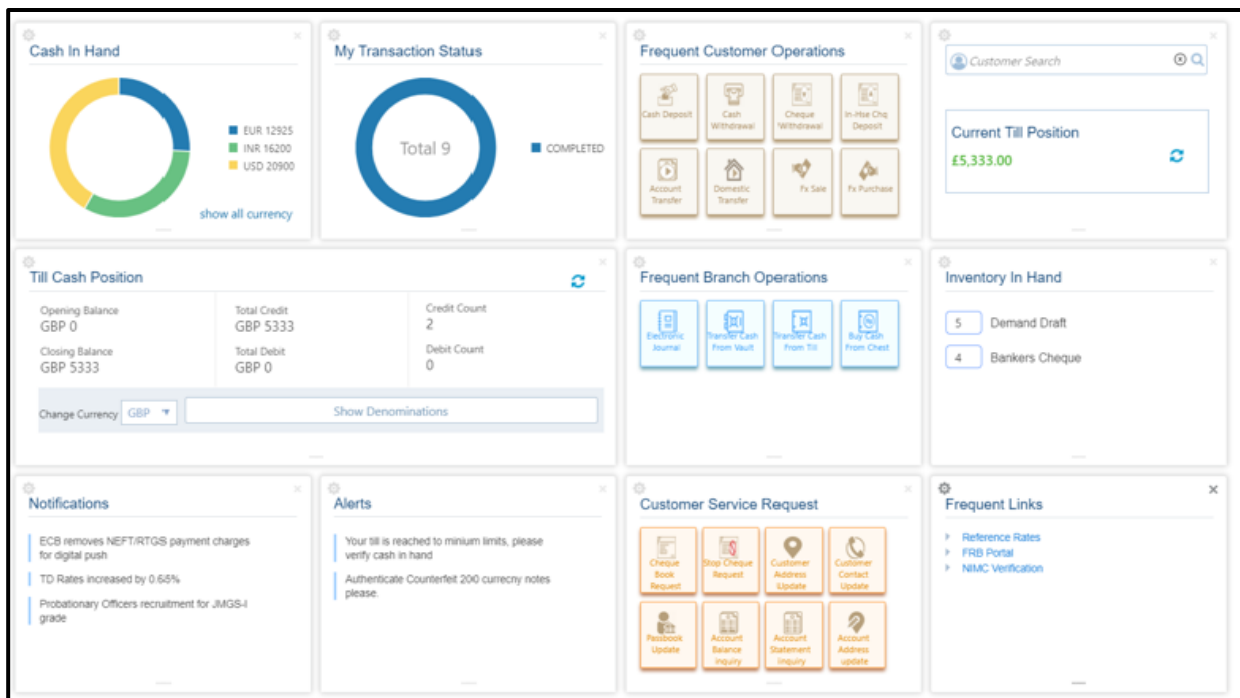
## 2.18 Branch Dashboard

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 152: Branch Dashboard**



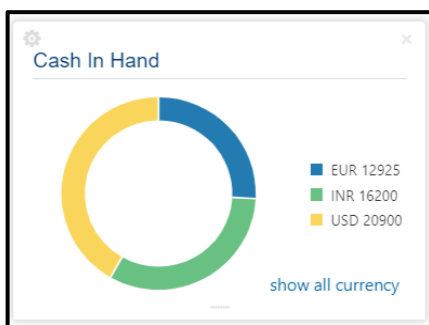
The Teller Dashboard is designed to display the widgets distributed in rows without the vertical scroll bar. The widgets are described in the following sub-sections:

- [2.18.1 Cash In Hand](#)
- [2.18.2 Till Cash Position](#)
- [2.18.3 Inventory in Hand](#)
- [2.18.4 My Transaction Status](#)
- [2.18.5 Customer Search](#)
- [2.18.6 Frequent Customer Operations](#)
- [2.18.7 Frequent Branch Operations](#)
- [2.18.8 Customer Service Request](#)
- [2.18.9 Notifications](#)
- [2.18.10 Alerts](#)
- [2.18.11 Frequent Links](#)

## 2.18.1 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 153: Cash In Hand Widget**



## 2.18.2 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 154: Till Cash Position Widget**

Opening Balance	Total Credit	Credit Count
GBP 0	GBP 5333	2
Closing Balance	Total Debit	Debit Count
GBP 5333	GBP 0	0

Change Currency: GBP Show Denominations

## 2.18.3 Inventory in Hand

This widget displays the list of inventory count available with the branch for the logged-in Teller Id.

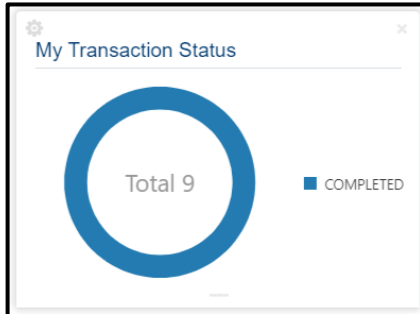
**Figure 155: Inventory In Hand Widget**

5	Demand Draft
4	Bankers Cheque

## 2.18.4 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 156: My Transaction Status Widget**



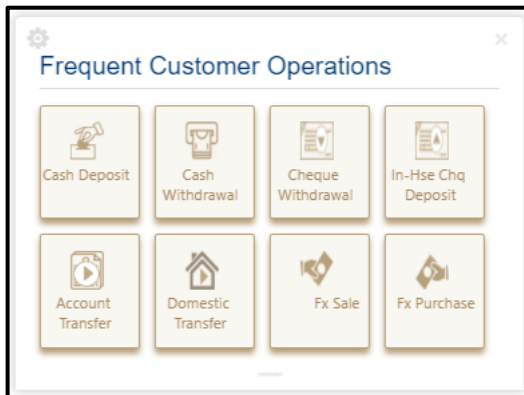
## 2.18.5 Customer Search

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.

## 2.18.6 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.

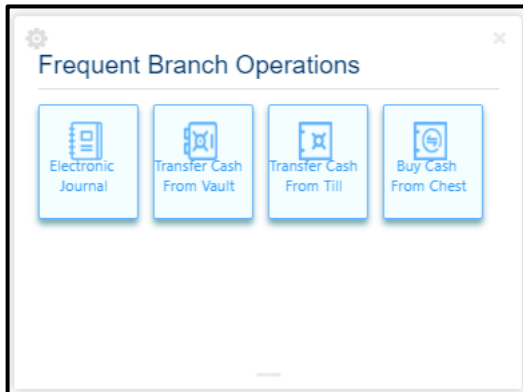
**Figure 157: Frequent Customer Operations Widget**



## 2.18.7 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.

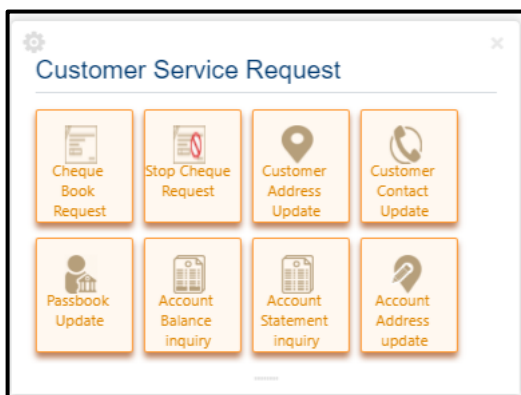
**Figure 158: Frequent Branch Operations**



## 2.18.8 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.

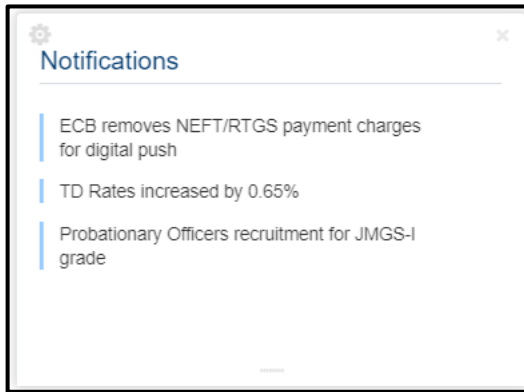
**Figure 159: Customer Service Request Widget**



## 2.18.9 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.

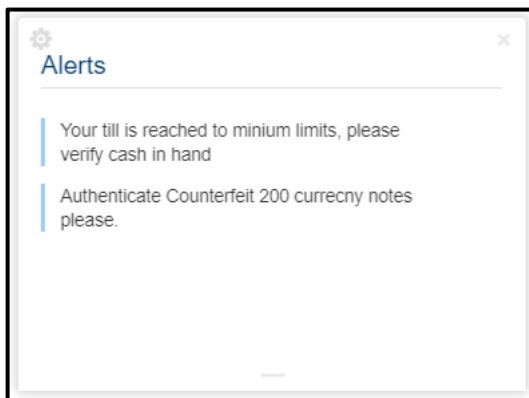
**Figure 160: Notifications Widget**



## 2.18.10 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 161: Alerts Widget**

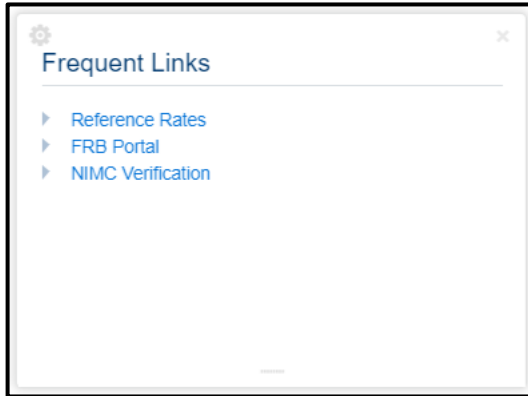




### 2.18.11 Frequent Links

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 162: Frequent Links Widget**



## 2.19 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:

- [2.19.1 Teller Branch Parameters](#)
- [2.19.2 Branch Role Limits](#)
- [2.19.3 Branch User Preferences](#)
- [2.19.4 Denomination Maintenance](#)
- [2.19.5 Function Code Definition](#)
- [2.19.6 Function Code Preferences](#)
- [2.19.7 Default Authorizer Maintenance](#)
- [2.19.8 Charge Maintenance](#)
- [2.19.9 Accounting and Settlements](#)
- [2.19.10 Instrument No Maintenance](#)
- [2.19.11 Inter Bank Transit Account Maintenance](#)
- [2.19.12 External System Maintenance](#)
- [2.19.13 Channel Limits Maintenance](#)

## 2.19.1 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 163: 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
<b>Branch Code</b>	Select the branch code from the available option list.
<b>Description</b>	Displays the description of the branch.
<b>Denomination Tracking Required</b>	<p>Specify the denomination that needs to be tracked for the <b>Vault, Till and Vault</b>, or <b>None</b>. The descriptions of the drop-down values are given below:</p> <ul style="list-style-type: none"> <li>• <b>Till and Vault</b> - To track denomination for Tills and Vault. By default, this option is selected.</li> <li>• <b>Vault</b> - To track denomination only for Vault, if a Vault is involved in the transaction.</li> <li>• <b>None</b> - To indicate that denomination tracking is not required for any transaction.</li> </ul>

Field	Description
<b>Currency Code</b>	Displays the currency for which the <b>Minimum Cash Holding Limit</b> or <b>Maximum Cash Holding Limit</b> to be maintained for the branch.
<b>Minimum Cash Holding Limit</b>	Displays the minimum cash holding limit for the branch.
<b>Maximum Cash Holding Limit</b>	Displays the maximum cash holding limit for the branch. <b>NOTE:</b> 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.

## 2.19.2 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 164: Branch Role Limits Maintenance Screen**

Branch Role Limits Maintenance

Role Id  Role Description  
Not Available

Supervisor Role

Limit Details

	Limit Currency	Input Limit	Authorization Limit
No data to display.			

Page 1 (0 of 0 items) | < 1 > | x

Save Cancel

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**

<b>Field</b>	<b>Description</b>
<b>Role ID</b>	Select the role ID for which the limit preferences are to be set.
<b>Role Description</b>	Displays the role description for the selected <b>Role ID</b> .
<b>Supervisor Role</b>	Select if the defined role is a designated supervisor of the branch who has the authorization rights.
<b>Limit Currency</b>	Select the currency code in which the limits to be specified.
<b>Input Limit</b>	Specify the transaction input limit for a single transaction.
<b>Authorization Limit</b>	Specify the authorization limit allowed for a single transaction.

Click **Save** to get the summary view of configured Branch Role Limits.

### 2.19.3 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 165: 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
<b>Branch Code</b>	Displays the branch code.
<b>User ID</b>	Select the user ID for which the branch preferences to be maintained.
<b>Till/Vault Indicator</b>	Select from the drop down values ( <b>Till</b> , <b>Vault</b> , or <b>None</b> ).
<b>Shortage/Overage GL</b>	Select the GL which needs to be debited or credited for the shortage or overage during batch closure.
<b>Carry Forward Allowed</b>	Select if the funds are allowed to carry forward for the next day.
<b>Inter Branch Transactions Allowed</b>	Select if the transfer between the branches is allowed.

Field	Description
<b>Receive Email</b>	Select if the Teller needs to receive emails for approval of transactions.
<b>Receive Notification</b>	Select if the Teller needs to receive notifications in Dashboard.
<b>Currency Holding Preferences</b>	Specify the fields.
<b>Currency Code</b>	Select the currency code to specify the cash holding preferences.
<b>Minimum Balance</b>	Specify the minimum balance to be maintained for the Till or Vault.
<b>Maximum Balance</b>	Specify the maximum balance to be maintained for the Till or Vault.
<b>Currency Limit Preferences</b>	Specify the fields.
<b>Currency Code</b>	Select the currency in which the limits (transactions amounts) will be expressed.
<b>Max Transaction Amount</b>	Specify the maximum transaction amount allowed that the user can enter in a single transaction.
<b>Authorization Limit</b>	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.

## 2.19.4 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 166: 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
<b>Currency Code</b>	Specify the currency for which the currency denomination to be maintained.
<b>Currency Description</b>	Specify the description of the currency code.
<b>Denomination Type</b>	The system displays the default denomination type as <b>Cash</b> .
<b>Issuer Code</b>	Specify the issuer code for the currency denomination.
<b>Issuer Description</b>	Specify the description for the issuer code.
<b>Denomination Details</b>	Specify the fields.
<b>Denomination ID</b>	Specify the denomination code.
<b>Description</b>	Specify the description of the denomination code.

Field	Description
<b>Value</b>	Specify the numeric value of the denomination code.
<b>Sequence Number</b>	Specify the number, such that the denom codes will be displayed in the same sequence maintained.
<b>Type</b>	Specify the type as <b>Coin</b> or <b>Note</b> .

Click **Save** to get the summary view of configured Denomination.

### 2.19.5 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
1002	Cash Withdrawal (Teller Session)
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

<b>Function Code</b>	<b>Screen Name</b>
1301	Close-out Withdrawal by Cash
1320	Close-out Withdrawal by Account
1401	Cash Deposit
1403	Cash Deposit (Teller Session)
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
1461	Credit Card Advance by Cash
1462	Credit Card Advance by Transfer
1471	Credit Card Payment by Cash

<b>Function Code</b>	<b>Screen Name</b>
1472	Credit Card Payment
3401	Safe Deposit Rental by Cash
5001	Loan Disbursement by Cash
5401	Loan Repayment by Cash
5402	Murabaha Payment by Cash
5403	Islamic Down Payment by Cash
6001	Open Branch Batch
6002	Close Branch Batch
6005	Electronic Journal
6501	Cheque Deposit
7001	Open Vault Batch
7002	Close Vault Batch
7005	Servicing Journal
7010	Passbook Update
7030	Passbook Issue
7031	Passbook Status Change
7040	Teller Total Position

Function Code	Screen Name
7551	Book Shortage
7552	Book Overage
8004	FX Purchase Against Walk-in
8008	FX Purchase Against Walk-in (Teller Session)
8203	FX Sale Against Walk-in
8204	FX Sale Against Walk-in (Teller Session)
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
8308	BC Liquidation Against GL
8309	BC Liquidation Against Account
8310	DD Liquidation Against Walk-in
8311	DD Liquidation Against GL

<b>Function Code</b>	<b>Screen Name</b>
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
9401	Start Teller Session
9402	Stop Teller Session
AADU	Account Address Update
ACBL	Account Balance Inquiry
ACST	Account Statement Request
BCRP	BC Print-Reprint
CADU	Customer Address Update

<b>Function Code</b>	<b>Screen Name</b>
CCTU	Customer Contact Details Update
CDBK	Stop Card
CQIN	Cheque Status Inquiry
CQRQ	Cheque Book Request
CQST	Stop Cheque Request
DDRP	DD Print-Reprint
DNEX	Denomination Exchange
F23C	F23C Tax Payment by Cash
F24C	F24C Tax Payment by Cash
TDI1	Islamic TD Account Opening
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

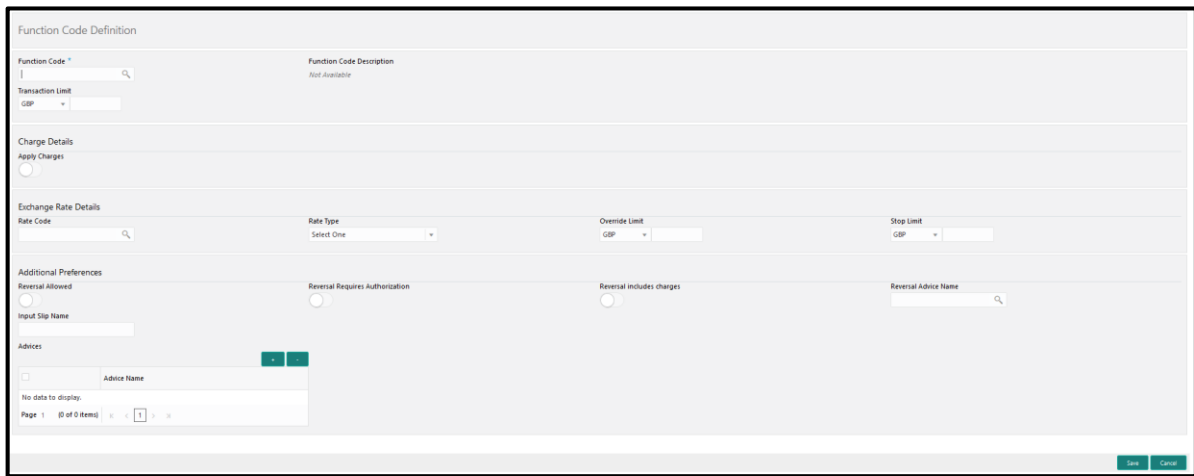


To process this screen, type **Function Code Definition** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

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 167: 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
<b>Function Code</b>	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 <a href="#">List of Function Codes</a> .
<b>Function Code Description</b>	Displays the description of the function code.

<b>Field</b>	<b>Description</b>
<b>Transaction Limit</b>	Specify the maximum transaction amount allowed for this function code in branch currency.
<b>Charge Details</b>	Specify the fields.
<b>Apply Charges</b>	Specify if charges are applicable for this transaction.
<b>Exchange Rate Details</b>	Specify the fields.
<b>Rate Type</b>	Select the rate type for the transaction code from the drop-down list.
<b>Override Limit</b>	Specify the override limit. The system displays the default override limit currency as GBP.
<b>Stop Limit</b>	Specify the stop limit. The system displays the default stop limit currency as GBP.
<b>Additional Preferences</b>	Specify the fields.
<b>Reversal Allowed</b>	Specify if the reversal is allowed for the transaction.
<b>Reversal Requires Authorization</b>	Specify if the authorization is required for a reversal transaction.
<b>Reversal includes charges</b>	Specify if the charges is to be reversed along with transaction reversal.
<b>Input Slip Name</b>	Specify the input slip name.
<b>Advices</b>	This section allows selecting advices for multiple Function Codes.

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a selected row.
Advice Name	Displays the advice name.
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.

## 2.19.6 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 168: Function Code Preferences Screen

Figure 169: 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
<b>Branch Code</b>	Select the branch code from the list of values. The list of values should have *.* for ALL option.
<b>Branch Description</b>	Displays the description of the branch code.
<b>Function Code</b>	Specify the function code. The list of values display the valid function codes.
<b>Function Code Description</b>	Displays the description of the function code.

Field	Description
<b>General Preferences</b>	Specify the fields.
<b>Teller Sequence Request</b>	Select this option to generate the Teller sequence number.
<b>Teller Sequence Prefix</b>	Specify the prefix for the generation of teller sequence number.  <b>NOTE:</b> This is mandatory only if <b>Teller Sequence Request</b> is selected.
<b>Validation Preferences</b>	Specify the fields.
<b>Charges Amendable</b>	Select if the charges are allowed to modify for the transaction.
<b>Exchange Rate Amendable</b>	Select if exchange rate is allowed to modify for the transaction.
<b>Rule Based Authorization</b>	Select if the rule based authorization is required for the transaction.
<b>Email Approval Required</b>	Select if the authorization through email is required for a transaction.  <b>NOTE:</b> If this option is selected in override confirmation, then an email will be sent as per assignment mode maintained. This email will be sent to the selected approver or to a list of approvers associated to the role maintained. The approvers will get email for authorization only if receive email flag is selected in the <b>User Preferences</b> screen.

Field	Description
	Once email is received, Approver can either approve or reject the transaction. When you click the <b>Approve</b> or <b>Reject</b> , an email will be automatically opened in the system where the approver can type their comments.
<b>Signature Verification Required</b>	Select if the Teller needs to verify the Customer's signature while submitting the transaction.
<b>Authorization Preferences</b>	Specify the fields.
<b>Authorization required for Interbranch Transaction</b>	Select if the authorization is required for inter-branch transaction.
<b>Authorization required for Charge Amendment</b>	Select if the authorization is required in case you have amended the charge defaulted by the system.
<b>Authorization required for Exchange Rate Amendment</b>	Select if the authorization is required in case you have amended the exchange rate defaulted by the system.
<b>Authorization required by Default</b>	Select if the authorization is required by default for the transaction.
<b>Assignment Mode</b>	Select to indicate whether remote authorization assignment is automatic or manual operation for the transaction.
<b>Authorizer Role</b>	<p>Select the role of the authorizers. The users belonging to this role are the valid authorizers for this workflow.</p> <p><b>NOTE:</b> This field is applicable, if assignment mode is <b>Manual</b> or if assignment mode is <b>Auto</b> and no default authorizer is maintained for the user.</p>

Field	Description
<b>Rule Based Authorization</b>	Specify the fields.
<b>Priority</b>	Specify the priority of the transaction.
<b>Transaction Mode</b>	Select the mode of the transaction from the drop-down list ( <b>Online</b> or <b>Offline</b> ).
<b>Teller Role ID</b>	Select the Teller Role ID for which the authorization is required.
<b>Currency</b>	Select the currency of the transaction from the LOV.
<b>From Amount</b>	Specify the From cap amount.
<b>To Amount</b>	Specify the To cap amount.
<b>Amend Charge</b>	Select Yes or No.
<b>Amend Rate</b>	Select Yes or No.
<b>Interbranch Transaction</b>	Select Yes or No.
<b>Supervisor Role ID</b>	Select the Supervisor Role ID from the LOV.

Click **Save** to get the summary view of configured Function Code Preferences.

### 2.19.7 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 170: 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
<b>User ID</b>	Select the user ID from the LOV. The option list consists of user IDs for which a default authorizer needs to be maintained.
<b>User Name</b>	Displays the name of the user, when you select the user ID.
<b>Branch Code</b>	Select the branch code from the LOV. This field is enabled if the <b>All</b> option is chosen in the <b>User ID</b> field.



Field	Description
	<b>NOTE:</b> If specific authorizer is selected, then the system will default the home branch as branch code.
<b>Branch Name</b>	Displays the branch name, when you select the <b>Branch Code</b> .
<b>Default Authorizer</b>	<p>Select the default authorizer from the LOV, if it is already set while assigning the transaction. If the mode assigned is <b>Manual</b>, it allows to change the default authorizer.</p> <p>Select the authorizer ID from the adjoining option list. The option list consists of authorizers who are mapped to a role with <b>Savings Authorizer</b> flag value as <b>Y</b> or <b>All</b> option.</p>
<b>Description</b>	Displays the description.

Click **Save** to get the summary view of configured Default Authorizer.

## 2.19.8 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 171: Charge Maintenance Screen**

The screenshot shows the 'Charge Maintenance' screen with the following sections and fields:

- Header:** 'Charge Maintenance' title and a 'New' button.
- Search Fields:** Branch, Function Code, Charge Currency, Inter Branch (Yes/No dropdown), Customer Group, and Account Class Group.
- Charge Details:**
  - Charge Code (dropdown), Charge Description (text), Nature Of Charge (dropdown), Charge Basis (dropdown).
  - Slab Type (dropdown), Charge Type (dropdown), Charge Currency (text), Transaction Amount (dropdown).
  - Charge Amount (text), Rate Type (dropdown), Rate Code (text), Charge Rate (text with up/down arrows).
  - Maximum Charge (text), Netting Required (radio buttons: Yes, No), Charge From (dropdown), Minimum Charge (text).
  - Debit Txn Code (text), Credit Txn Code (text), Charge Account (text).
- Slab/Tier Details:** A table with columns: Cap Amount, Charge Rate, Charge Amount. Below the table are 'Reset' and 'Add Charges' buttons.
- Charges Added:** A table with columns: Charge Code, Description, Slab Type, Currency, Charge Amount, Charge Type, Rate Code, Rate Type, Charge Account, Debit Transaction Code, Credit Transaction Code.
- Slab Details Added:** A table with columns: Cap Amount, Charge Rate, Charge Amount.
- Footer:** 'Save' and 'Cancel' buttons.

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
<b>Branch</b>	Select the branch code from the LOV. The list of values should have *.* for ALL option.
<b>Function Code</b>	Select the transaction code for which the charge details need to be maintained from the LOV.
<b>Charge Currency</b>	Select the currency code for which the charge details need to be maintained from the LOV.

Field	Description
<b>Inter Branch</b>	<p>Select <b>Yes</b>, if the charge details need to be maintained for an inter-branch transaction or select <b>No</b>, if it is not required to maintain the charge details.</p> <p>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.</p>
<b>Customer Group</b>	<p>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.</p>
<b>Account Class Group</b>	<p>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.</p>
<b>Charge Details</b>	<p>Specify the fields.</p>
<b>Charge Code</b>	<p>Select the charge code from drop down values. The drop down values are <b>C1</b>, <b>C2</b>, <b>C3</b>, <b>C4</b>, and <b>C5</b>.</p>
<b>Charge Description</b>	<p>Specify the description of the charge code.</p>
<b>Nature Of Charge</b>	<p>Select the type of charge.</p> <p>The following types are available in the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>Income</b> – Used to deduct charges from customer account as an income to the bank.</li> <li>• <b>Expense</b> – Used to credit the customer as a cash back or an offer provided by the bank, which is an expense to the bank.</li> <li>• <b>Tax</b> – Used to deduct tax on the branch transaction from the customer based on the transaction amount or charge.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• <b>Inclusive Tax</b> – Used to levy tax inclusive on the branch transactions by debiting charge account GL and credit tax GL account.</li> </ul>
<b>Charge Basis</b>	<p>Select the basis amount on which the charge to be computed. Select <b>Transaction Amount</b> or Charge Code (<b>C1</b>, <b>C2</b>, <b>C3</b>, and <b>C4</b>) from drop down values. The following validations will be provided:</p> <ul style="list-style-type: none"> <li>• If <b>Charge Code</b> is <b>C1</b>, then charge basis can be <b>TXNAMT</b>.</li> <li>• If <b>Charge Code</b> is <b>C2</b>, then charge basis can be <b>TXNAMT</b> or <b>C1</b>.</li> <li>• If <b>Charge Code</b> is <b>C3</b>, then charge basis can be <b>TXNAMT</b>, <b>C1</b>, or <b>C2</b>.</li> <li>• If <b>Charge Code</b> is <b>C4</b> then charge basis can be <b>TXNAMT</b>, <b>C1</b>, <b>C2</b>, or <b>C3</b>.</li> <li>• If <b>Charge Code</b> is <b>C5</b>, then charge basis can be <b>TXNAMT</b>, <b>C1</b>, <b>C2</b>, <b>C3</b>, or <b>C4</b>.</li> </ul>
<b>Slab Type</b>	<p>Select from the drop-down list to specify whether the charge computation has to be over different <b>Amount Slab</b>, <b>Tier</b> or <b>None</b>. If slab type is <b>Slab</b> or <b>Tier</b>, then slab details section must be provided.</p>
<b>Charge Type</b>	<p>Select the type of charge as <b>Percentage</b> or <b>Flat Amount</b> from the drop-down list.</p>
<b>Charge Currency</b>	<p>Select the charge currency from the LOV.</p>
<b>Charge Rate</b>	<p>Specify the percentage to be applied for deriving the charge.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Charge Type</b> is selected as <b>Percentage</b>.</p>

Field	Description
<b>Charge Amount</b>	Specify the flat charge amount.  <b>NOTE:</b> This field is applicable only if the <b>Charge Type</b> is selected as <b>Flat Amount</b> .
<b>Rate Type</b>	Select the rate type to be applied for deriving the charge as <b>Mid</b> or <b>Buy-Sell</b> from the drop-down list.  <b>NOTE:</b> This field is applicable only if the <b>Charge Type</b> is selected as <b>Percentage</b> .
<b>Rate Code</b>	Select the rate code to be applied for deriving the charge from the LOV.  <b>NOTE:</b> This field is applicable only if <b>Charge Type</b> is selected as <b>Percentage</b> .
<b>Minimum Charge</b>	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.
<b>Maximum Charge</b>	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.
<b>Netting Required</b>	Select from the following options: <ul style="list-style-type: none"> <li>• Select <b>Yes</b> to net the accounting entries for the debit leg of the charges along with the main transaction entries.</li> <li>• Select <b>No</b> to pass the entries without netting the charges of the debit leg.</li> </ul>
<b>Charge From</b>	Select <b>Transaction Account</b> or <b>Offset Account</b> from which the charge needs to be deducted.

Field	Description
	<b>NOTE:</b> By default, this option is disabled with the <b>Transaction Account</b> option.
<b>Charge Account</b>	Select the charge GL account. The list of values displays all the valid GL accounts.
<b>Debit Txn Code</b>	Select the transaction code used for debit charge accounting from the LOV.
<b>Credit Txn Code</b>	Select the transaction code used for credit charge accounting from the LOV.
<b>Slab Tier Details</b>	Specify the fields.
<b>Cap Amount</b>	Specify the amount for slab details.
<b>Charge Rate</b>	Specify the charge rate for slab details.
<b>Charge Amount</b>	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.

## 2.19.9 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 172: 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
<b>Function Code</b>	Select the function code for which the accounting details need to be defined from the LOV.
<b>Function Code Description</b>	Displays the description of the selected function code.
<b>Transaction Account</b>	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.
<b>Offset Account/GL No</b>	Select the offset account or GL from the LOV. The LOV displays all valid GLs maintained.

Field	Description
<b>Transaction code for Debit</b>	Select the transaction code used for debit accounting from the LOV.
<b>Transaction code for Credit</b>	Select the transaction code used for credit accounting from the LOV.
<b>Main leg accounting required</b>	Select to pass the main accounting entries along with the charges defined in the transaction code.
<b>Netting charge required</b>	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.

### 2.19.10 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 173: 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
<b>Instrument Type</b>	Specify the instrument type for which the instrument maintenance needs to be done.
<b>Branch</b>	Select the branch code from the LOV.
<b>Cheque Number</b>	Specify the cheque number for which the instrument maintenance needs to be done.
<b>Number of Leaves</b>	Specify the number of leaves.

Click **Save** to get the summary view of the configured instrument number.

## 2.19.11 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 174: 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
<b>Branch Code</b>	Select the branch code from the adjoining option list, which provides all the branch codes maintained in the system.

Field	Description
<b>Vault ID</b>	Specify the vault from which cash is transferred. This is performed on the basis of selected branch.
<b>Receiving Branch</b>	Specify the destination branch to which the cash is transferred.
<b>Receiving Vault</b>	Specify the vault in the destination branch, which will receive the cash. This is performed based on selected branch.
<b>Currency</b>	Specify the currency of the cash.
<b>Transit GL</b>	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.

### 2.19.12 External System Maintenance

This screen is used to define the parameters for the external system. The parameters are defined whenever there is an external system call to the OBREMO external API. Only the registered users can make the external system call to process the transaction.

To process this screen, type **External System 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 **External System Maintenance**.

4. In the **External System Maintenance** screen, navigate to left and click **+** icon.

→ The **External System Maintenance (New)** screen displays.

**Figure 175: External System Maintenance Screen**

Specify the details in the **External System Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: External System Maintenance Screen](#).

**Field Description: External System Maintenance Screen**

Field	Description
<b>External System Code</b>	Specify the system code of the registered external system.
<b>External System Name</b>	Specify the name of the registered external system.
<b>+ icon</b>	Click this icon to add a row for a transaction.
<b>- icon</b>	Click this icon to delete a row, which is already added.
<b>Function Code</b>	Specify the function code of the transaction, which needs to be performed through the external system. You can also select from the list of values.

Field	Description
<b>On Warning</b>	<p>Select from the drop-down list. The values in the drop-down list are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>Ignore</b> – Select if you need to ignore the override raised and process the transaction until completion.</li> <li>• <b>Error</b> – Select if you need to show the error message and stop the transaction.</li> </ul>
<b>On Approval</b>	<p>Select from the drop-down list. The values in the drop-down list are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>Ignore</b> – Select if you need to ignore the override raised and process the transaction until completion.</li> <li>• <b>Error</b> – Select if you need to show the error message and stop the transaction.</li> </ul>
<b>Incoming User Type</b>	<p>Select the incoming user type from the drop-down values. The values in the drop-down list are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>User</b> – User appearing in the payload to process the transaction.</li> <li>• <b>Default User</b> – Default user maintained to process the transaction.</li> <li>• <b>Role</b> – Role appearing in the payload to process the transaction.</li> <li>• <b>Default Role</b> – Default role maintained to process the transaction.</li> </ul>
<b>Default User</b>	<p>Specify the default user maintained.</p> <p><b>NOTE:</b> This field is applicable only if the Incoming User Type is selected as Default User.</p>
<b>Default Role</b>	<p>Specify the default role maintained.</p> <p><b>NOTE:</b> This field is applicable only if the Incoming User Type is selected as Default Role.</p>

Field	Description
<b>External Initiation</b>	Select if you need to log the transaction into Journal Log with the status Initiated.
<b>Till Update</b>	Select if you need to update the Till.
<b>Authorization required by Default</b>	Select if you need to raise an override even if it is <b>N</b> in function preference.

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of External System Maintenance in the Summary view.
- Click **Cancel** to terminate the operation.

### 2.19.13 Channel Limits Maintenance

This screen is used to maintain the channel limits for a particular customer group. To process this screen, type **Channel 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 **Channel Limits**.

4. In the **Channel Limits** screen, navigate to left and click **+** icon.  
 → The **Channel Limits Maintenance** (New) screen displays.

**Figure 176: Channel Limits Maintenance Screen**

Specify the details in the **Channel Limits Maintenance** Screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Channel Limits Maintenance Screen](#).

**Field Description: Channel Limits Maintenance Screen**

Field	Description
<b>Account Class Group</b>	Displays the null value.
<b>Channel</b>	Select value from the drop-down list. <b>NOTE:</b> By default, the value is selected as <b>Branch</b> .
<b>+ icon</b>	Click this icon to add a row for channel limits.
<b>- icon</b>	Click this icon to delete a row, which is already added.
<b>Currency</b>	Select the currency from the list of values.
<b>Max Withdrawal Limit Per Day</b>	Specify the maximum amount for the cash withdrawal transactions per day.

Field	Description
<b>No. of Transactions Per Day</b>	Specify the maximum limit for the number of cash withdrawal transactions per day.

After filling the necessary fields, you can perform any of the following actions:

- Click **Save** to view the configured details of Channel Limits Maintenance in the Summary view.
- Click **Cancel** to terminate the operation.



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