

Oracle Banking Branch User Guide

Oracle Banking Branch

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Oracle Banking Branch User Guide

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1 Preface

1.1 Introduction

This User Guide helps you to familiarize you with the Oracle Banking Branch (OBBRN) application. 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 Oracle Banking Branch	Provides a snapshot of the features of the application.
List Of Glossary	Provides a list of menus arranged in alphabetical order.

1.5 Related Documents

1. The Getting Started Guide

1.6 Symbols

The following symbols are used in this guide:

Symbol	Function
→	Represents Results

1.7 Shortcut Keys

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

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

2 Overview of Oracle Banking Branch

2.1 Introduction

Oracle Banking 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** is displayed.

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** is displayed.

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 Oracle Banking Branch Application

This section describes the overview, general layout, and features of the Oracle Banking Branch. 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 Branch Teller Application is grouped into the several menus. For more information on menus, refer to [Figure 1: Mega Menu - Teller](#) and [Menu Item – Field Description](#) table.

Menu Item – Field Description table

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

Field	Description
Remittances	Teller can use to issue remittances such as demand drafts and bankers cheques, perform payment or cancellation of the issued remittances, and perform further operations on the issued remittances.
Term Deposits	Teller can use to initiate Term Deposit account opening and perform redemption, top up on the existing term deposit accounts.
Credit Card Transactions	Teller can use to perform credit card advance and payment transactions.
Loan Transactions	Teller can use to perform loan disbursement and loan repayment transactions.
Islamic Transactions	Teller can use to perform various Islamic transactions.
Session Teller Transactions	Teller can use to perform financial transactions for Customer accounts in the Teller Session.
Journal Log	Teller or Supervisor can use to view the status of transactions performed by them. Also, it allows to resubmit or reject an incomplete transaction, or to reverse a completed transaction.
Customer Service	Teller or Operations Executive can use to maintain customer accounts and ancillary services, and to enquire about customer account balance.
Branch Dashboard	Teller can use the Branch Dashboard to view the cash position, transaction status, alerts, to access the frequently used transaction screens, and to view the alerts and notifications.

Field	Description
Branch Maintenance	Covers a set of definitions maintained to perform the branch based operations, transactions, and services.
Customer/Account Search	Used to query for a specific Customer ID or Customer Account Number.

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

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

2.3.2 Application Layout

The general layout of Oracle Banking Branch 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 is a Mega Menu that makes all the menu items visible at once. It is a large panel divided into groups of menu items, which simplifies the navigation. The menu items are grouped based on the type of operation performed. 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 Mega Menu.

Figure 1: Mega Menu - Teller

Branch Maintenance Account Group Maintenance Additional Field Maintenance Branch Group Maintenance Branch Role Limits Branch User Limits Business Process Channel Limits Charge Condition Group Maintenance Charge Decision Maintenance Charge Definition Maintenance Charge Maintenance Charge Pricing Maintenance Create Charge Pricing Maintenance View Charge Pricing Maintenance Clearing Network Customer Group Maintenance Default Authorizer Denominations Maintenance External System Maintenance Function Code Definition Function Code Preferences Instrument Number Maintenance Inter Branch Transit Account Reject Code Maintenance Settlements Definition Teller Branch Parameter Maintenance	Branch Operations Teller Total Position Close Teller Batch Book Overage Close Branch Batch Close Vault Batch Book Shortage Current Open Tills Open Teller Batch Open Vault Batch Open Branch Batch Branch Breach Limits	Customer Service Cust Contact No Update Cheque Status Inquiry Stop Cheque Request Account Address Update Passbook Issue Passbook Update Passbook Status Change Cust Address Update Cheque Book Request Account Balance Inquiry Account Statement Req	Journal Log Servicing Journal Electronic Journal	Term Deposit TD Redemption - Cash TD Account Opening TD Topup - Account TD Topup - Cash TD Redemption - Account
	Business Process Create Business Process View Business Process	Customer Transaction Cheque Withdrawal Cash Deposit Safe Deposit Rental By Cash Cash Withdrawal RD Payment - Cash Forex Transactions FX Purchase - Account FX Purchase - Walk-in FX Sale - Walk-in FX Sale - Account Close Out Withdrawal Closure - Cash Closure - Account	Loan Transactions Loan Repayment By Cash Loan Disbursement By Cash	
	Clearing Outward Clearing Data Entry Cheque Deposit Cheque Return Inward Clearing Data Entry	Islamic Transactions Islamic TD Account Opening Islamic Down Payment By Cash Murabaha Payment By Cash	Miscellaneous Misc GL Debit Misc Customer Debit Misc GL Transfer Misc GL Credit Misc Customer Credit	Till-Vault Operations Buy Cash from Ccy Chest Buy Cash from Till Sell Cash to Ccy Chest Sell Cash to Till Buy Cash from Vault Inter Branch Txn Input Denomination Exchange Sell Cash to Vault Inter Branch Txn Liq Inter Branch Txn Req
	Credit Card Payments Credit Card Payment Payment By Cash Payment By Clearing Cheque Payment By Account Stop Card Advance Advance By Transfer Advance By Cash		Remittances DD Issue - Walk-in BC Issue - GL BC Liqdn Against Walk-in DD Liqdn - GL BC Operations DD Liqdn - Account DD Operations DD Issue - Account DD Print-Reprint BC Issue - Walk-in BC Issue - Account DD Issue - GL BC Liqdn Against GL BC Print-Reprint DD Liqdn - Walk-in BC Liqdn - Account	Transfer International - Account Domestic Trf - Account Account Transfer In House Cheque Deposit International - Walk-in Domestic Trf - Walk-in

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:

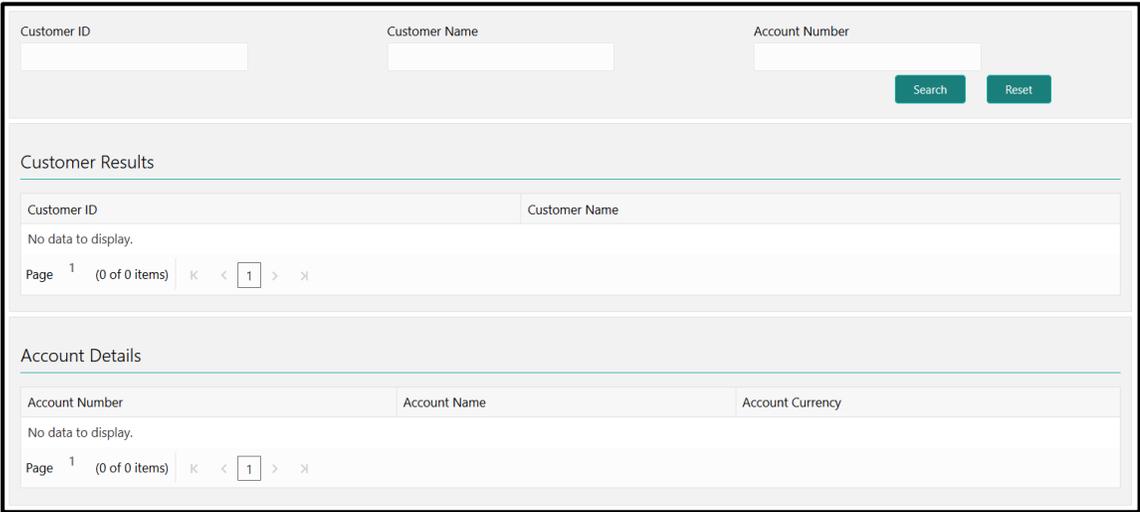
- Customer ID
- Customer Name
- Account Number

Figure 2: Customer Search Widget



1. To process the **Customer Search** screen, click LOV.
→ The **Customer Search** screen is displayed.

Figure 3: Customer Search Screen



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

Field Description: Customer Search Screen

Field	Description
Customer ID	Specify the customer ID which the details needs to be queried.

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

2.3.2.3 Transaction Area

The Transaction Area consists of Transaction Panel and Customer Summary within the **Teller Transaction** screens. The Transaction Panel is specific to each transaction screen. The **Customer Information widget** consist of the following details that are validated during transaction submission:

- Option to display the widget
- Customer image with customer name and KYC status
- Signature with option to verify
- Account details (CASA/Loan/Credit Card)
- Address and contact details

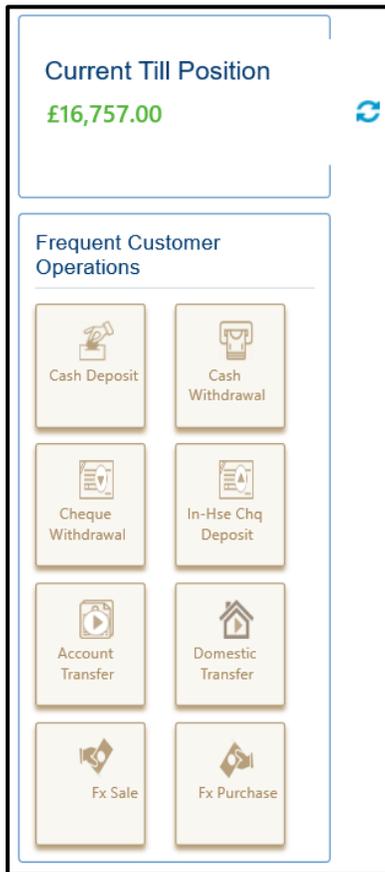
Figure 4: Transaction Area

2.3.2.4 Additional Widgets

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

- **Current Till Position** – displays the cash position of the logged in Teller Id in branch currency.
- **Alerts** – contains notifications specific to the customer.
- **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 Approval

When you perform a transaction for an amount greater than the allowed limit, it needs approval from the Supervisor. Based on the **Assignment Mode** in **Function Code Preferences** screen, the following conditions apply:

- **Manual** – The system will show a list of approval if the request status is **Approval**.
- **Auto** – The transaction is automatically assigned to the default authorizer if the request status is **Approval**.

The transaction approval flow consists of the following steps:

- Initiation
- Pending Approval
- Pending
- Completed

2.3.3.3.1 Initiation to Pending Approval

If the transaction amount exceeds the limit defined in Branch User Limits and on click of **Submit**, the system shows a popup message **Amount exceeds limit for this transaction** and request status is shown as **Approval**.

If assignment mode is manual and on click of **Confirm**, the system shows a list of approval based on branch code, transaction amount, currency, and function code. The user can give a narrative and click **Submit for Approval** button.

2.3.3.3.2 Pending Approval to Pending

The Approver/Supervisor needs to log in and fetch the transaction from **Journal Log** with transaction status as **Pending Approval**. The Supervisor can approve the pending transaction by clicking **Approve/Reject** with the supervisor comment.

2.3.3.3.3 Pending to Completed

The user needs to fetch the transaction from **Journal Log** with transaction status as **Sent Back** and click **Submit**.

2.3.3.3.4 Override Flow (Initiation to Completed)

Based on the branch maintenance setup at certain levels like Function Code, Function Code Preferences, Branch User Limits, and Branch role limits, if the transaction is validated with any warning override, the system shows a popup message with request status as **Warning**. Once the user confirms, the transaction status will be shown as **Completed**.

2.3.3.4 Transaction Reversal with Approval

A transaction can be reversed with the auto approval or approval from the Supervisor. Based on the **Assignment Mode** in **Function Code Preferences** screen, the following conditions apply:

- **Manual** – The system will show a list of approval if the request status is **Approval**.
- **Auto** – The transaction is automatically assigned to the default authorizer if the request status is **Approval**.

The transaction approval flow consists of the following steps:

- Completed
- Pending Approval
- Pending
- Reversed

2.3.3.4.1 Completed to Pending Approval

The completed transaction can be selected from the **Electronic Journal** screen. Once you click **Reverse**, the system shows a popup message **Amount required for Reversal** and request changes to **Approval**.

If assignment mode is manual and on click of **Confirm**, the system shows a list of approval based on branch code, transaction amount, currency, and function code. The user can give a narrative and click **Submit for Approval** button.

2.3.3.4.2 Pending Approval to Pending

The Approver/Supervisor needs to log in and fetch the transaction from **Journal Log** with transaction status as **Pending Approval**. The Supervisor can approve the pending transaction by clicking **Approve/Reject** with the supervisor comment.

2.3.3.4.3 Pending to Reversed

The user needs to fetch the transaction from **Journal Log** with transaction status as **Sent Back** and click **Submit**.

2.3.3.4.4 Override Flow (Completed to Approval)

The user needs to select the completed transaction in the **Electronic Journal** screen and click **Reverse**. If the **Reversal Requires Authorization** is enabled in **Function Code Definition** screen, the system displays an information message to select the Approver based on Manual or Auto assignment mode. After selecting the approver internally, reversal override will be called and request status will be updated as **Approval**.

2.3.3.5 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

2.3.3.6 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.

2.3.3.7 UDF and MIS

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

2.3.3.8 External API

External APIs will be processed only if called by an external system, which is maintained in Oracle Banking Branch. External system can be maintained using External System Maintenance screen. For more information on External System Maintenance screen, refer to the topic [2.19.2 External System Maintenance](#) in this guide. External APIs are supported for the following transactions:

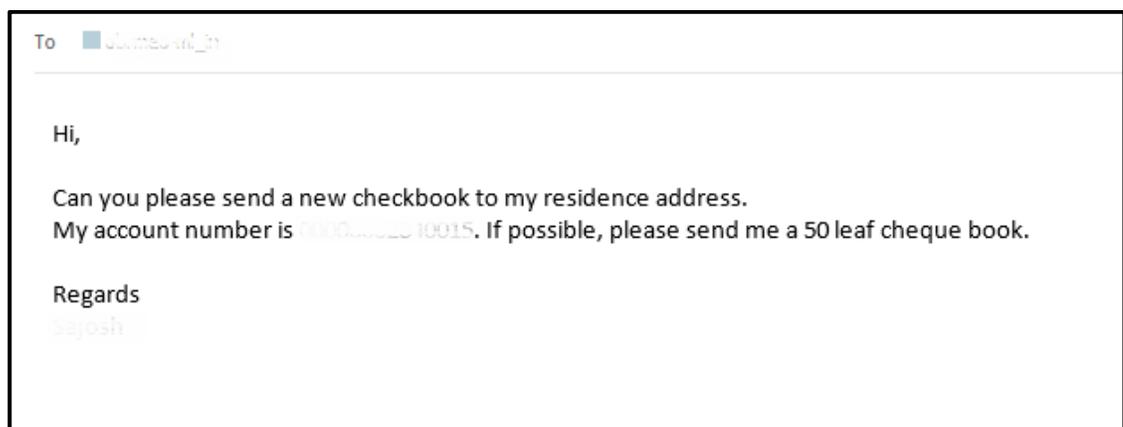
- Cash Deposit
- Cash Withdrawal
- Account Balance Inquiry
- Account Transfer

NOTE: These transactions will work only if OAuth is enabled.

2.3.3.9 Machine Learning

Oracle Banking Branch uses machine learning to process an email request from a customer automatically. When a customer sends an email request, the requirement is understood using machine learning, and the transaction is processed. A sample email request is shown in [Figure 6](#). Based on pre-defined machine learning in External System Maintenance, the transaction is processed automatically.

Figure 6: Sample Email Request



The following conditions apply to the machine learning use case for cheque book request:

- If sufficient details are provided in the email request, the transaction will be processed until completion.

- If details are insufficient in the email request to process a transaction, it will be assigned in the Servicing Journal for user correction. After the assigned user does the correction, the transaction will be processed.

Figure 7: ML Correction Assistance – Extracted Information

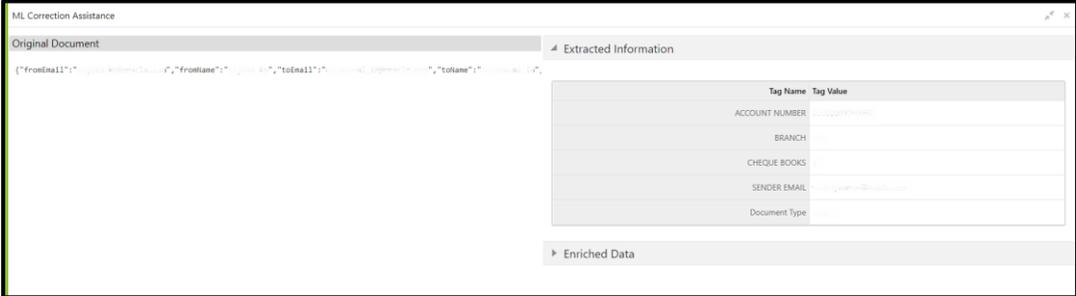
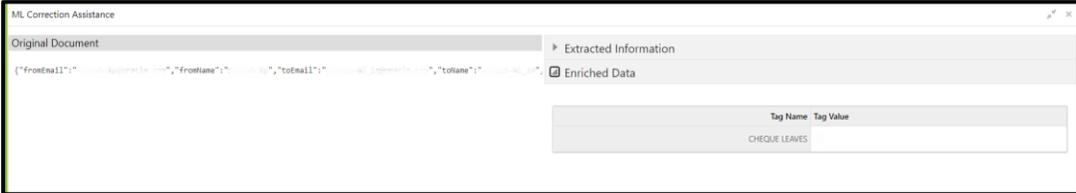


Figure 8: ML Correction Assistance – Enriched Data



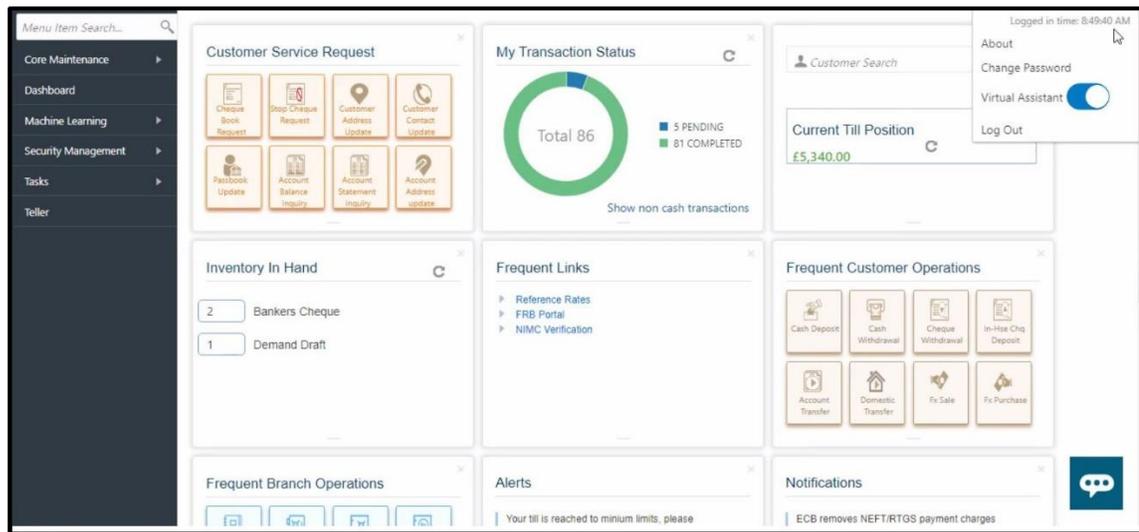
The following conditions apply to the machine learning use case for card block request:

- If sufficient details are provided in the email request, the transaction will be processed until completion.

2.3.3.10 Oracle Digital Assistant

The Oracle Digital Assistant (ODA) helps the Teller to reduce the time taken to access the transaction screens through automatic text/voice processing. To enable this feature, navigate to user menu, and select **Virtual Assistant**.

Figure 9: Virtual Assistant



The Virtual Assistant supports the following use cases:

- Teller can either type/say, **Cash Withdrawal Account Number, Do Cash Withdrawal Account Number** in ODA Chat bot. Based on the input provided, the **Cash Withdrawal** screen will be opened automatically with the specified account number.
NOTE: Teller need to type/say the specific account number while giving the input text/voice.
- Teller can either type/say, **Cash Deposit Account Number, Do Cash Deposit Account Number** in ODA Chat bot. Based on the input provided, the **Cash Deposit** screen will be opened with the specified account number.
- Teller can type/say the name of the operation like **Open Teller Batch** or **Open My Batch**. If the Teller batch is closed, the ODA will check the current Till balance and prompt for confirmation from Teller. Once the Teller confirms, then it will open the teller batch. In case the Teller batch is already open, a response message (**Teller batch already open**) will be displayed.

Figure 10: Use Case with Account Number

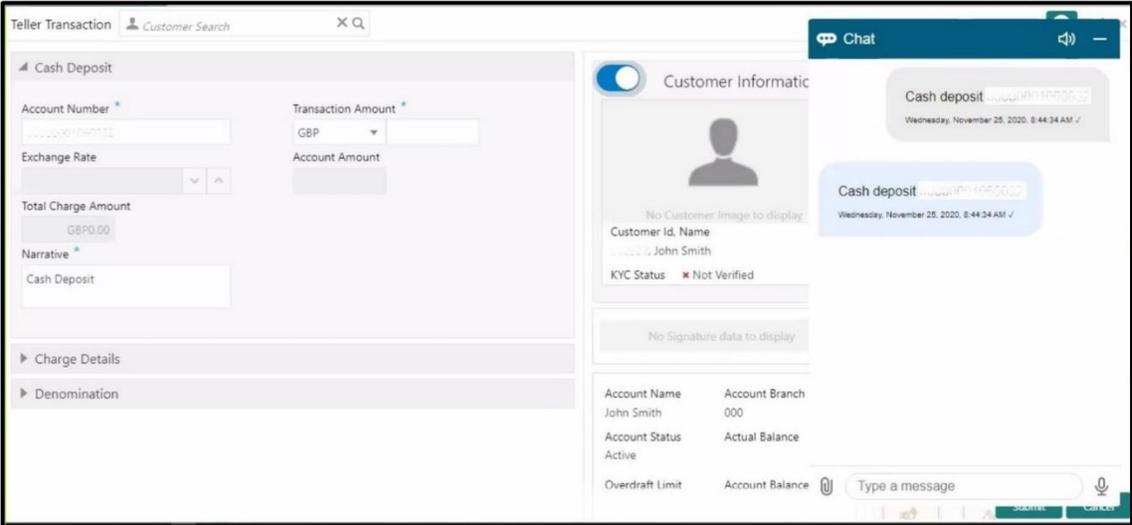
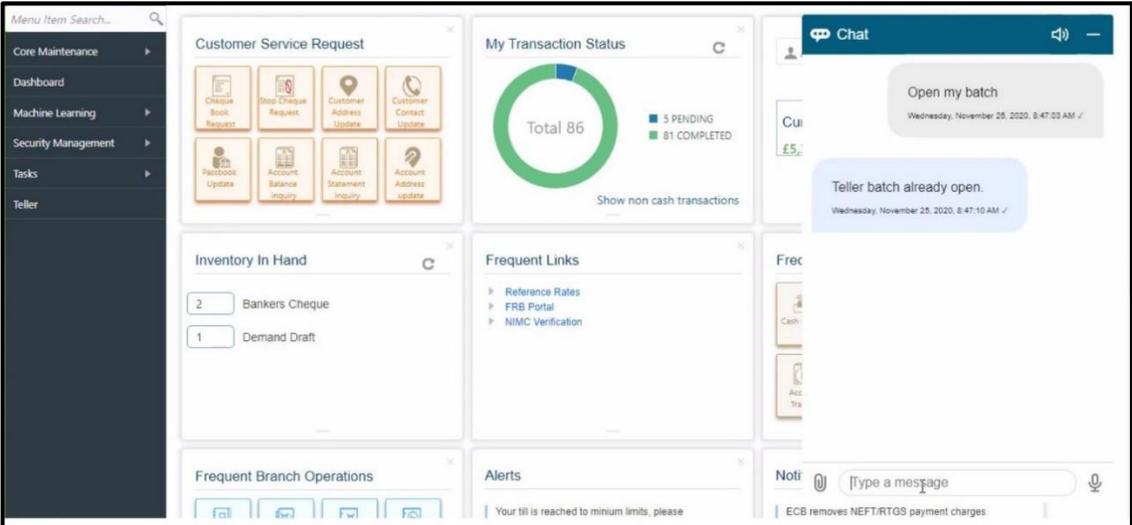


Figure 11: Use Case without Account Number



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**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Open Branch Batch**.

→ The **Open Branch Batch** screen is displayed.

Figure 12: Open Branch Batch



Specify the details in the **Open Branch Batch** screen. For more information on fields, refer to table [Field Description: Open Branch Batch](#).

Field Description: Open Branch Batch

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

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

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

2.4.2 Open Vault Batch

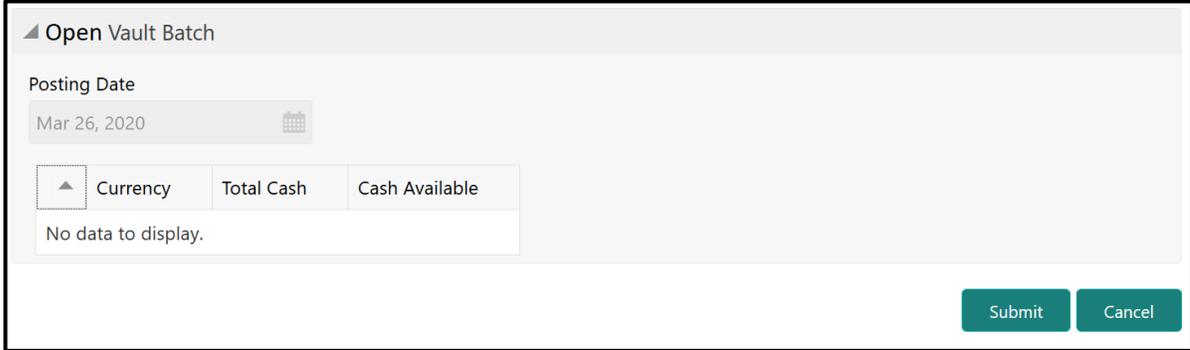
The Vault Teller can use this screen to open a vault batch on a specified date. On the specified posting date, the Vault Teller can open only one vault batch. To open another vault batch, the vault batch which is opened previously needs to be closed. All the tellers buy additional cash and sell their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

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

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Open Vault Batch**.

→ The **Open Vault Batch** screen is displayed.

Figure 13: Open Vault Batch



Specify the details in the **Open Vault Batch** screen. For more information on fields, refer to table [Field Description: Open Vault Batch](#).

Field Description: Open Vault Batch

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

Field	Description
	NOTE: The amount shown in this column depends on the cash transactions that were carried out by the vault until the last posting date.

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

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

2.4.3 Open Teller Batch

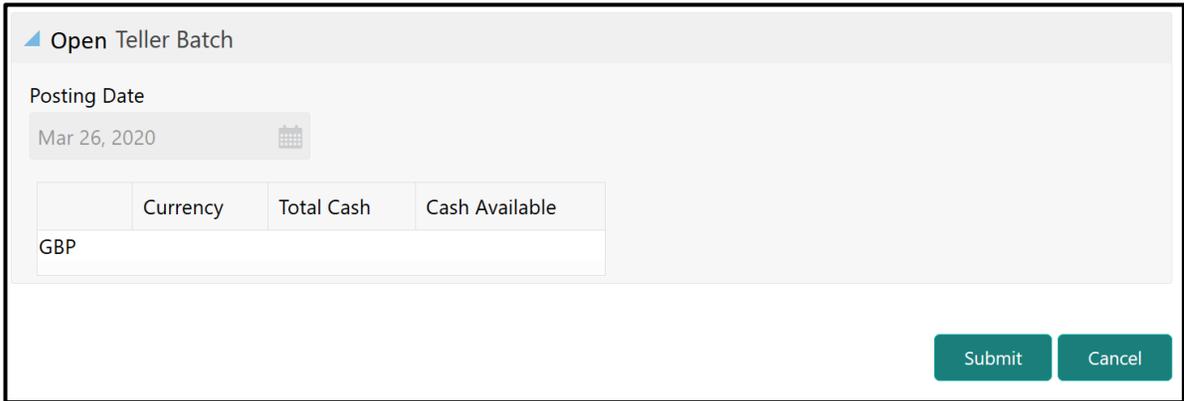
This screen is used to open a teller batch on a specified date. A Teller can initiate the teller batch with the current cash position that has been retained from the previous day or start with zero cash and subsequently buy cash from the vault. The system will default the cash balances on opening a teller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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Open Teller Batch**.

→ The **Open Teller Batch** screen is displayed.

Figure 14: Open Teller Batch



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

Field Description: Open Teller Batch

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

Click **Submit** to open the teller batch for the specified posting date. The Teller can perform the relevant teller 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. The system also allows to re-open the Teller batch for the current system date.

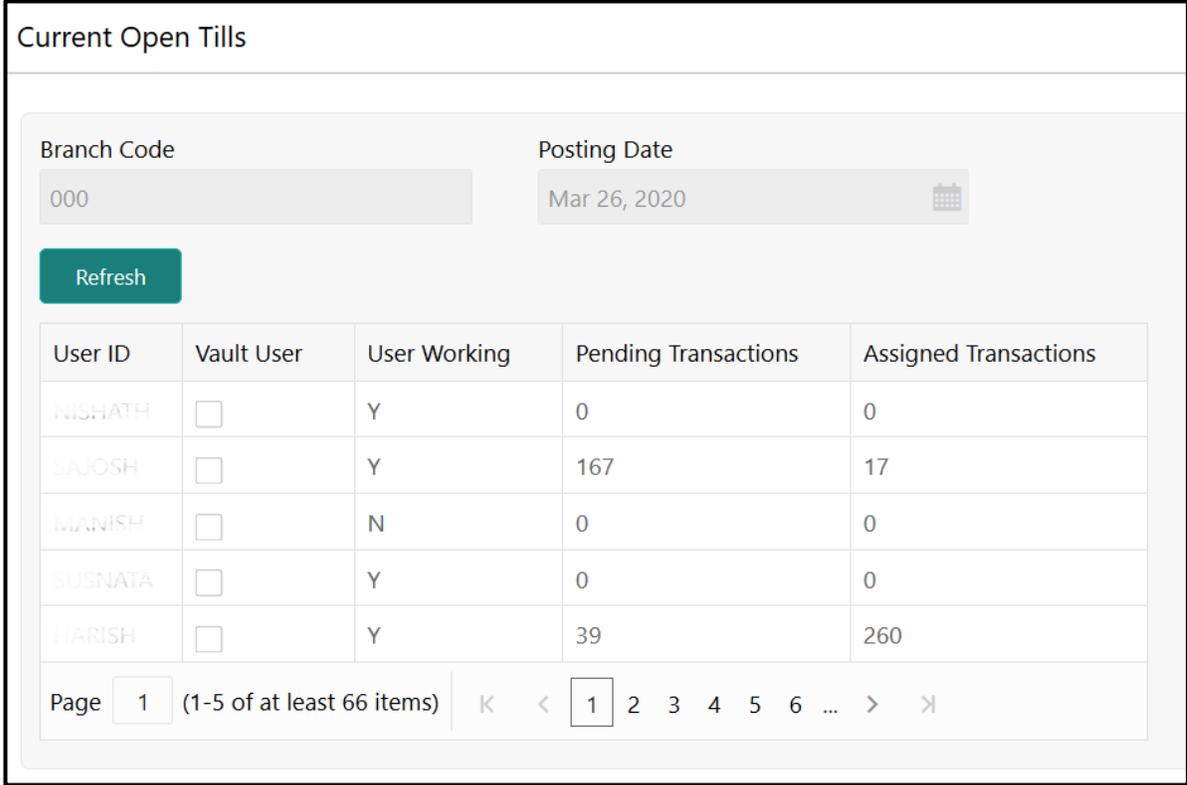
2.4.4 Current Open Tills

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:

- From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Current Open Tills**.
 - The **Current Open Tills** screen is displayed.

Figure 15: Current Open Tills



Specify the details in the **Current Open Tills** screen. For more information on fields, refer to table [Field Description: Current Open Tills](#).

Field Description: Current Open Tills

Field	Description
Branch Code	Displays the logged-in branch.
Posting Date	Indicates the date on which the current open tills need to be enquired.

Field	Description
	NOTE: By default, the system displays the current date.
Refresh	Click this button to refresh the details.
User ID	Displays the list of Tellers or Vault Tellers of the branch.
Vault User	Displays the checkbox if the User ID is a Vault Teller.
User Working	Displays the user working as Y or N .
Pending Transactions	Displays the number of pending transactions for the Teller or Vault Teller.
Assigned Transactions	Displays the number of assigned 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**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Branch Breach Limits**.

→ The **Branch Breaching Limits** screen is displayed.

Figure 16: Branch Breaching Limits

Branch Breach Limits

Branch Code

Posting Date

Tills Breaching Limit

User ID	Vault User	Currency	Maximum Limit	Minimum Limit	Current Till Balance
ARASH	<input type="checkbox"/>	GBP	10000	0	0
ALOK	<input type="checkbox"/>	GBP	1000000	100	0
ANANDAN	<input type="checkbox"/>	GBP	1000000	0	0
ANANDAN	<input type="checkbox"/>	INR	1000000	1000	0
ANANDAN	<input type="checkbox"/>	USD	1000000	1000	0

Page (1-5 of at least 64 items) | < 2 3 4 5 6 ... > >

Branch Breaching Limit

Branch Code	Currency	Maximum Limit	Minimum Limit	Current Total Balance
000	DEN	2000	200	0
000	GBP	200000	2000	0
000	INR	2000000	20000	0
000	USD	20000000	20000	0

Page of 1 (1-4 of 4 items) | < > >

Specify the details in the **Branch Breaching Limits** screen. For more information on fields, refer to table [Field Description: Branch Breaching Limits](#).

Field Description: Branch Breaching Limits

Field	Description
Branch Code	Displays the logged-in branch.
Posting Date	Indicates the date on which the branch breaching limits needs to be enquired. NOTE: By default, the system displays the current date.
Refresh	Click this icon to refresh the details.
Tills Breaching Limit	Specify the fields.
User ID	Displays the list of Tellers/Vault Tellers of the branch.
Vault User	Displays the checkbox if User ID is a Vault Teller.
Currency	Displays the list of currencies in which the User ID has performed the transactions.
Minimum Limit	Displays the minimum till balance that needs to be maintained for the User ID and currency combination.
Maximum Limit	Displays the maximum till balance that needs to be maintained for the User ID and currency combination.
Current Till Balance	Displays the current till balance based on the till cash position for the specified currency.
Branch Breaching Limit	Specify the fields.
Branch Code	Displays the code of the logged-in branch.
Currency	Displays the currency code.

Field	Description
Minimum Limit	Displays the minimum limit that needs to be maintained for the branch.
Maximum Limit	Displays the maximum limit that needs to be maintained for the branch.
Current Total Balance	Displays the branch total cash position, currency wise.

2.4.6 Till Vault Position

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Till Vault Position**.
→ The **Till Vault Position** screen is displayed.

Figure 17: Till Vault Position

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) ⏪ < 1 > ⏩

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

Specify the details in the **Till Vault Position** screen. For more information on fields, refer to table [Field Description: Till Vault Position](#).

Field Description: Till Vault Position

Field	Description
Branch Code	Displays the logged-in branch.
Teller/Vault ID	Displays the logged-in Teller ID or Vault Teller ID.
Currency Details	Specify the fields.

Field	Description
Currency	Displays the currency code.
Opening Balance	Displays the opening balance of the till or vault.
Incoming Cash	Displays the incoming cash in the till or vault for the current posting date.
Outgoing Cash	Displays the outgoing cash in the till or vault for the current posting date.
Total Cash	Displays the total cash available in the till or vault.
Denomination Details	Specify the fields.
Denomination	Displays the denominations maintained for the currency.
Opening Balance	Displays the opening balance in the till or vault in terms of denominations.
Incoming Cash	Displays the incoming cash in the till or vault in terms of denominations.
Outgoing Cash	Displays the outgoing cash in the till or vault in terms of denominations.
Total Cash	Displays the total cash currently available in the till or vault for the day in terms of denominations.

2.4.7 Teller Totals Position

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Teller Total Position**.

→ The **Teller Totals Position** screen is displayed.

Figure 18: Teller Totals Position

The screenshot shows the 'Teller Total Position' screen with the following elements:

- Branch Code:** Input field containing '000'.
- Posting Date:** Calendar icon and input field containing 'Mar 26, 2020'.
- Currency:** Input field with a search icon.
- Teller ID:** Input field with a search icon.
- All Till
- Query** button
- Table Headers:** Currency, Teller ID, Opening Balance, Incoming Cash, Outgoing Cash, Closing Balance.
- Table Content:** No data to display.
- Page Info:** Page 1 (0 of 0 items) with navigation arrows.

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](#).

Field Description: Teller Totals Position

Field	Description
Branch Code	Displays the logged-in branch.

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

2.4.8 Close Teller Batch

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

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

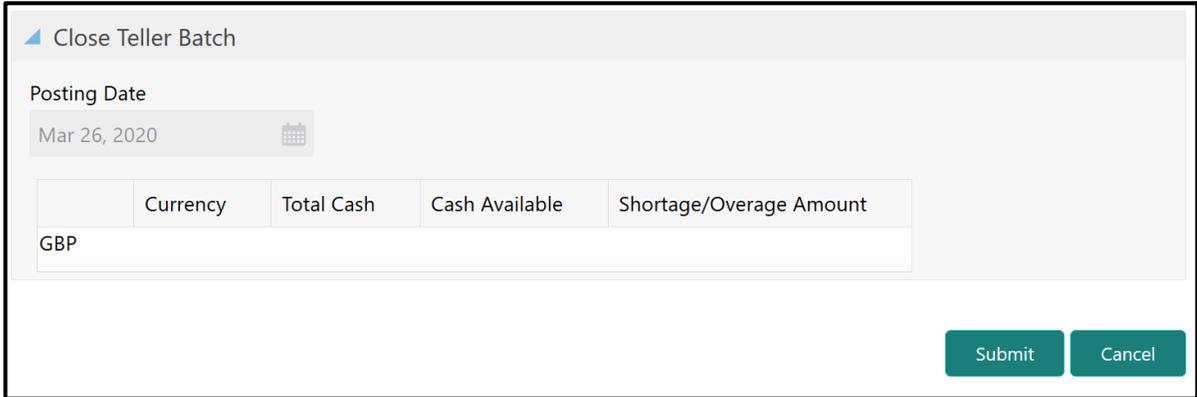
NOTE: The teller batch can be opened and closed only once for the posting date.

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Close Teller Batch**.

→ The **Close Teller Batch** screen is displayed.

Figure 19: Close Teller Batch



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

Field Description: Close Teller Batch

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

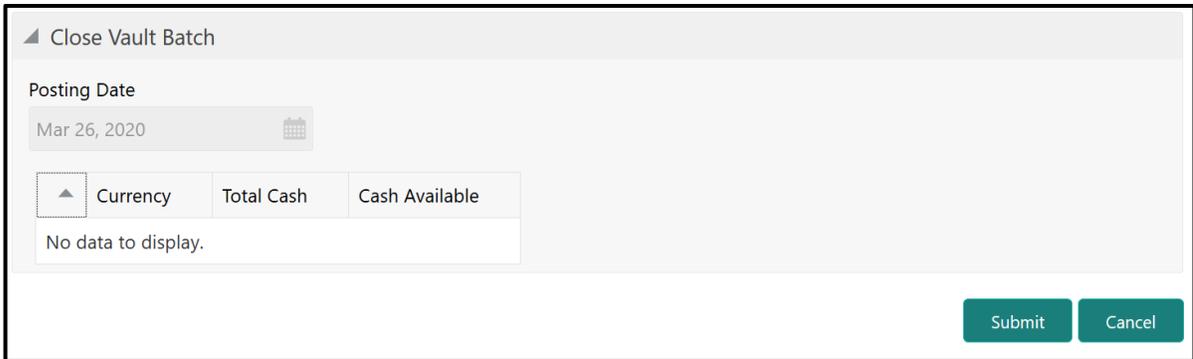
NOTE: The vault batch can be opened and closed only once for the posting date.

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**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Close Vault Batch**.

→ The **Close Vault Batch** screen is displayed.

Figure 20: Close Vault Batch



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

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

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

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

2.4.10 Close Branch Batch

This screen is used to close the branch batch, after confirming that all the branch transactions have been accounted for in the account books. The posting date for closing a branch batch must be the same date on which the respective branch batch was opened. You need to close all the teller batches and the vault batches of the branch before closing the branch batch for that posting date. Archiving is done as a part of Close Branch Batch as per the archival days set up for the branch.

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**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Close Branch Batch**.

→ The **Close Branch Batch** screen is displayed.

Figure 21: Close Branch Batch



Specify the details in the **Close Branch Batch** screen. For more information on fields, refer to table [Field Description: Close Branch Batch](#).

Field Description: Close Branch Batch

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

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

2.4.11 Book Shortage

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

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

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Book Shortage**.

→ The **Book Shortage** screen is displayed.

Figure 22: Book Shortage

The screenshot shows the 'Book Shortage' application window. At the top, there is a title bar with a back arrow and the text 'Book Shortage'. Below the title bar, there are two main input sections. The first section is labeled 'Transaction Amount *' and contains a dropdown menu with 'GBP' selected and an empty text input field. The second section is labeled 'Narrative *' and contains a text input field with the text 'Book Shortage' entered. Below these sections is a section labeled 'Denomination' with a right-pointing arrow. At the bottom right of the window, there are two buttons: 'Submit' and 'Cancel'.

2.4.11.1 Main Transaction Details

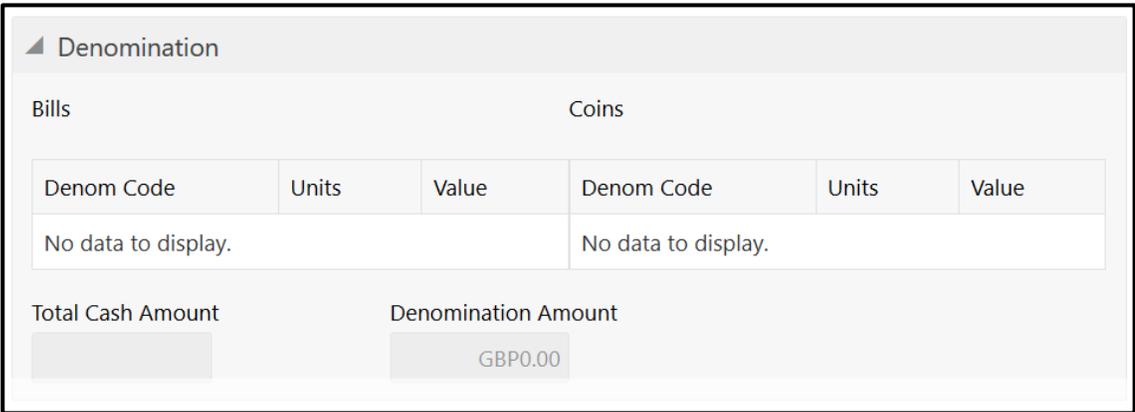
Specify the details in the **Book Shortage** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: Book Shortage*.

Field Description: Book Shortage

Field	Description
<p>Transaction Amount</p>	<p>Displays the local currency of the branch.</p> <p>NOTE: 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>
<p>Narrative</p>	<p>Displays the default narrative Book Shortage and it can be modified.</p>

2.4.11.2 Denomination Details

Figure 23: Denomination Details



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

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

Figure 24: Book Overage

The screenshot shows a web-based form titled "Book Overage". It has a header bar with a back arrow and the title. Below the header, there are three main sections: "Transaction Amount" with a dropdown menu set to "GBP" and an empty input field; "Narrative" with a text area containing "Book Overage"; and "Denomination" with a right-pointing arrow and an empty input field. At the bottom right, there are two buttons: "Submit" and "Cancel".

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](#).

Field Description: Book Overage

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

2.4.12.2 Denomination Details

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

2.4.12.3 Transaction Submission

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

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

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

2.4.13 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**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Start Teller Session**.

→ The **Start Teller Session** screen is displayed.

Figure 25: Start Teller

Start Teller Session

Customer Number *

Operation Type *

Customer Name

Incoming Cash Amount *

Remarks

CIF Details

2.4.13.1.1 Main Transaction Details

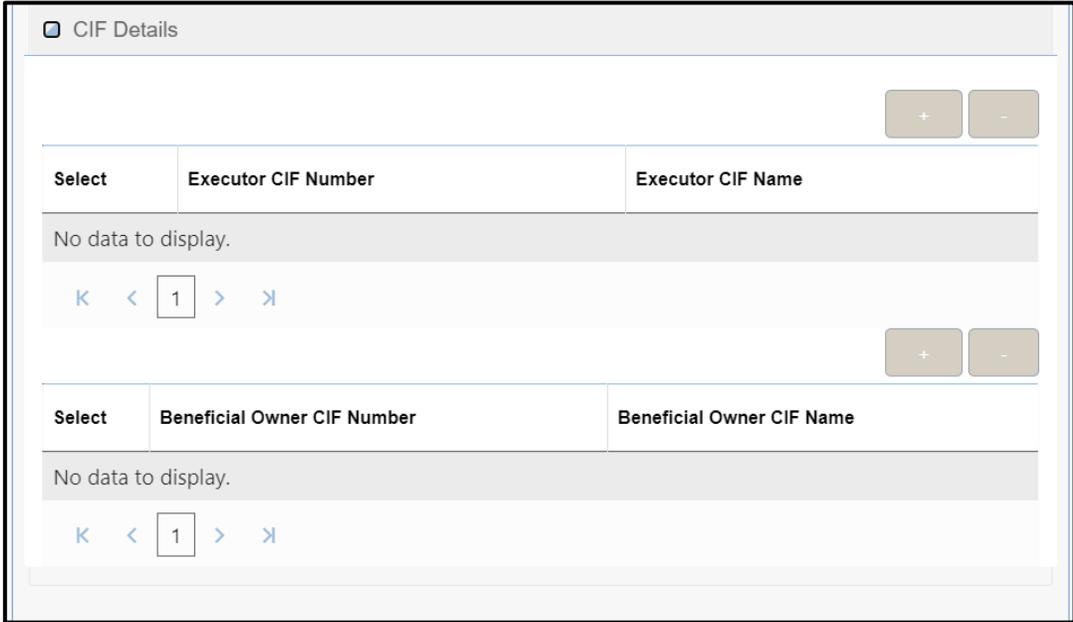
Specify the details in the **Start Teller Session** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Start Teller Session](#).

Field Description: Start Teller Session

Field	Description
Customer Number	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.
Operation Type	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"> • Transaction • Account/Contract • Both <p>NOTE: By default, Transaction value is selected.</p>
Incoming Cash Amount	Specify the cash amount at the start of teller session.
Remarks	Here, you can enter remarks for the transaction.

2.4.13.1.2 CIF Details

Figure 26: CIF Details



Specify the details in the **CIF Details** segment. For more information on fields, refer to table [Field Description: CIF Details](#)*Error! Reference source not found.*

Field Description: CIF Details

Field	Description
Executor CIF Number	When you press Tab key, the system defaults the value which can be modified.
Executor CIF Name	Displays the executor CIF.
Beneficial Owner CIF Number	The adjoining option list displays all open and authorized CIF IDs maintained in the system. You can choose the appropriate one.
Beneficial Owner CIF Number	Displays the beneficial owner CIF number.

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**, click **Teller**. On Teller Mega Menu, under **Branch Operations**, click **Stop Teller Session**.
 - The **Stop Teller Session** screen is displayed.

Figure 27: Stop Teller Session

The screenshot shows the 'Stop Teller Session' interface. At the top left, there is a back arrow and the title 'Stop Teller Session'. Below the title, there are five input fields arranged in two columns: 'Customer Number', 'Session Id', 'Incoming Cash Amount', 'Difference Amount', and 'In/Out'. Below these fields are two expandable sections: 'Teller Transaction Details' and 'Teller Session Denomination Details', each with a right-pointing arrow. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

2.4.13.2.1 Main Transaction Details

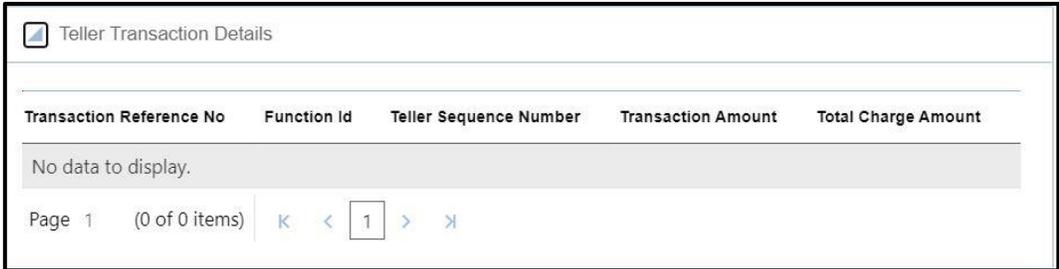
Specify the details in the **StopTeller Session** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Stop Teller Session](#).

Field Description: Stop Teller Session

Field	Description
Customer Number	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.
Session ID	System defaults the Session ID started by you in this field.
Incoming Cash Amount	System displays the Incoming Cash Amount that was entered at the start of the teller session
Difference Amount	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.
In/ Out	System displays In/out based on the difference amount value as IN or OUT

2.4.13.2.2 Teller Transaction Details

Figure 28: Teller Transaction Details



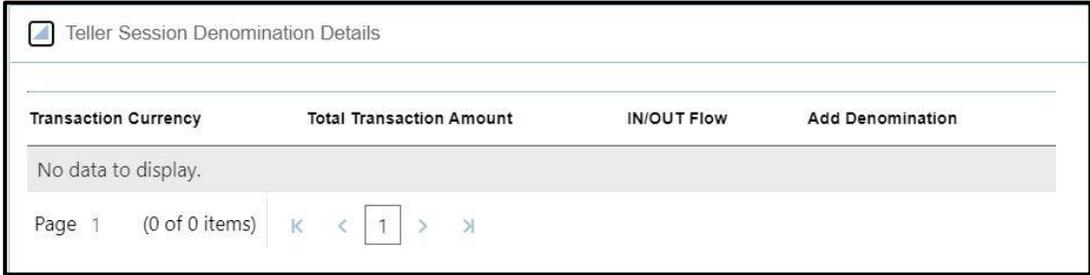
Specify the details in the **Teller Transaction Details** segment. For more information on fields, refer to table [Field Description: Teller Transaction Details](#)

Field Description: Teller Transaction Details

Field	Description
Transaction Reference No	Displays the reference number of the transactions completed within the teller session.
Function Id	Displays the Function ID of the transactions occurred within the teller session.
Teller Sequence Number	Displays the unique sequence number generated for the teller to check the transaction in EJ Log.
Transaction Amount	Displays the Total Transaction Amount for the particular Transaction Reference No.
Total Charge Amount	Displays the Total Charge Amount for the specified Transaction Reference No . Click on eye button to view the individual charges maintained for the transaction.

2.4.13.2.3 Teller Session Denomination Details

Figure 29: Teller Session Denomination Details



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
Transaction Currency	Displays the currency for the Total Transaction Amount .
Total Transaction Amount	Displays the total transaction amount for a particular currency with in the teller session.
IN/OUT Flow	System displays In/out for the Total Transaction Amount .
Add Denomination	Click Add 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.

2.4.13.2.4 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**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Buy Cash from Ccy Chest**.
 - The **Buy Cash from Currency Chest** screen is displayed.

Figure 30: 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](#).

Field Description: Buy Cash from Currency Chest

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

2.5.1.2 Denomination Details

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

2.5.1.3 Transaction Submission

1. Click **Submit** to complete the transaction.
→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

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

2.5.2 Sell Cash to Currency Chest

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Sell Cash to Ccy Chest**.
→ The **Sell Cash to Currency Chest** screen is displayed.

Figure 31: Sell Cash to Currency Chest

The screenshot shows a web-based form titled "Sell Cash to Currency Chest Screen". It contains the following elements:

- A header bar with the title "Sell Cash to Currency Chest Screen".
- A section for "Total Required Cash" with a dropdown menu set to "GBP" and an adjacent empty input field.
- A section for "Narrative" with a text input field containing the text "Sell Cash to Currency Chest".
- A section for "Denomination" with a right-pointing arrow and the text "Denomination".
- At the bottom right, there are two buttons: "Submit" and "Cancel".

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](#).

Field Description: Sell Cash to Currency Chest

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

2.5.2.2 Denomination Details

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

2.5.2.3 Transaction Submission

1. Click **Submit** to complete the transaction.
→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

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

2.5.3 Buy Cash from Vault

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Buy Cash from Vault**.

→ The **Buy Cash from Vault** screen is displayed.

Figure 32: Buy Cash from Vault

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](#).

Field Description: Buy Cash from Vault

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

2.5.3.2 Denomination Details

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

2.5.3.3 Transaction Submission

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

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

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

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

2.5.4 Sell Cash to Vault

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

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

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Sell Cash to Vault**.

→ The **Sell Cash to Vault** screen is displayed.

Figure 33: Sell Cash to Vault

▲ Sell Cash to Vault

Total Required Cash *

GBP [input field]

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](#).

Field Description: Sell Cash to Vault

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

2.5.4.2 Denomination Details

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

2.5.4.3 Transaction Submission

1. Click **Submit** to complete the transaction.
→ A Teller Sequence Number is generated and the **Transaction Completed Successfully** information message is displayed.

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

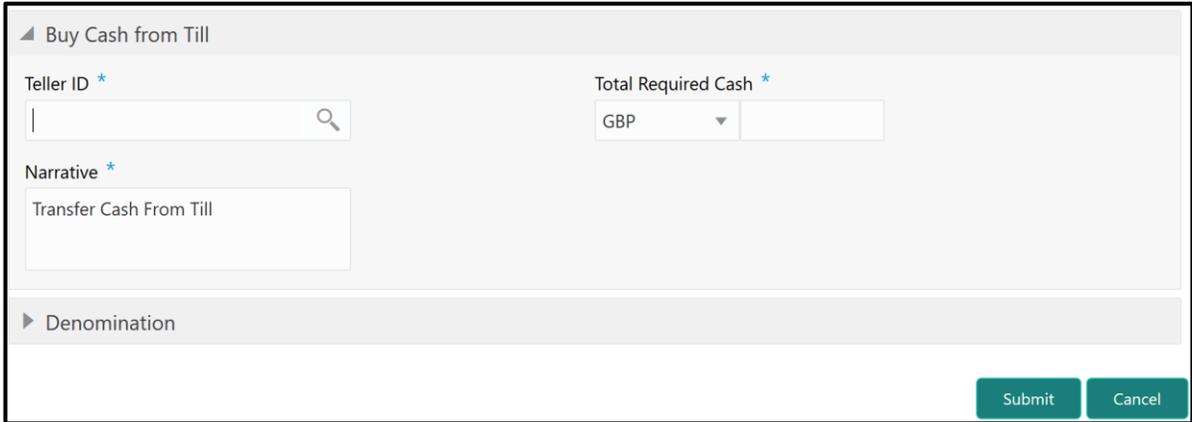
2.5.5 Buy Cash from Till

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Buy Cash from Till**.
→ The **Buy Cash from Till** screen is displayed.

Figure 34: Buy Cash from Till



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](#).

Field Description: Buy Cash from Till

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

2.5.5.2 Denomination Details

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

2.5.5.3 Transaction Submission

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

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

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

2.5.6 Sell Cash to Till

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Sell Cash to Till**.

→ The **Sell Cash to Till** screen is displayed.

Figure 35: 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](#).

Field Description: Sell Cash to Till

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

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

2.5.6.2 Denomination Details

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

2.5.6.3 Transaction Submission

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

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

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

2.5.7 Denomination Exchange

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

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

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Denomination Exchange**.

→ The **Denomination Exchange** screen is displayed.

Figure 36: Denomination Exchange



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](#).

Field Description: Denomination Exchange

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

2.5.7.2 Denomination Details

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

2.5.7.3 Transaction Submission

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

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

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

2.5.8 Interbranch Transactions

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

Process for Cash Delivery:

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

Process for Cash Pickup:

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

- 5. The requesting branch generates the advice, and sends money and advice to the receiving branch.
- 6. The receiving branch receives the money and advice, and verifies and liquidates the request using 1411 screen.

2.5.8.1 Interbranch Transaction Request

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

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Inter Branch Txn Req**.

→ The **Interbranch Transaction Request** screen is displayed.

Figure 37: Interbranch Transaction Request

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

- Requesting Branch: 000
- To Branch: (empty)
- Request For: (empty)
- Request Date: Mar 26, 2020
- Request Status: Pending
- Narrative: Inter Branch Transaction Request
- Requesting Branch Description: FLEXCUBE UNIVERSAL BANK
- To Branch Description: (empty)
- Transaction Amount: GBP
- Cash Delivery/Pickup Date: (empty)

Buttons: Submit, 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](#).

Field Description: Interbranch Transaction Request

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

Field	Description
Request Status	Select the status of the request. The drop-down list shows following options: <ul style="list-style-type: none"> • Request - to create a new request. • Accept - to accept a request received. • Pending - system defined status indicating that the request has been sent but not accepted. • Initiated - system defined status indicating that the request has been accepted and initiated. • Liquidated - system defined status indicating that the request has been processed and liquidated.
Narrative	Specify the remarks, if any.

2.5.8.1.2 Denomination Details

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

2.5.8.1.3 Transaction Submission

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

2.5.8.2 Interbranch Transaction Input

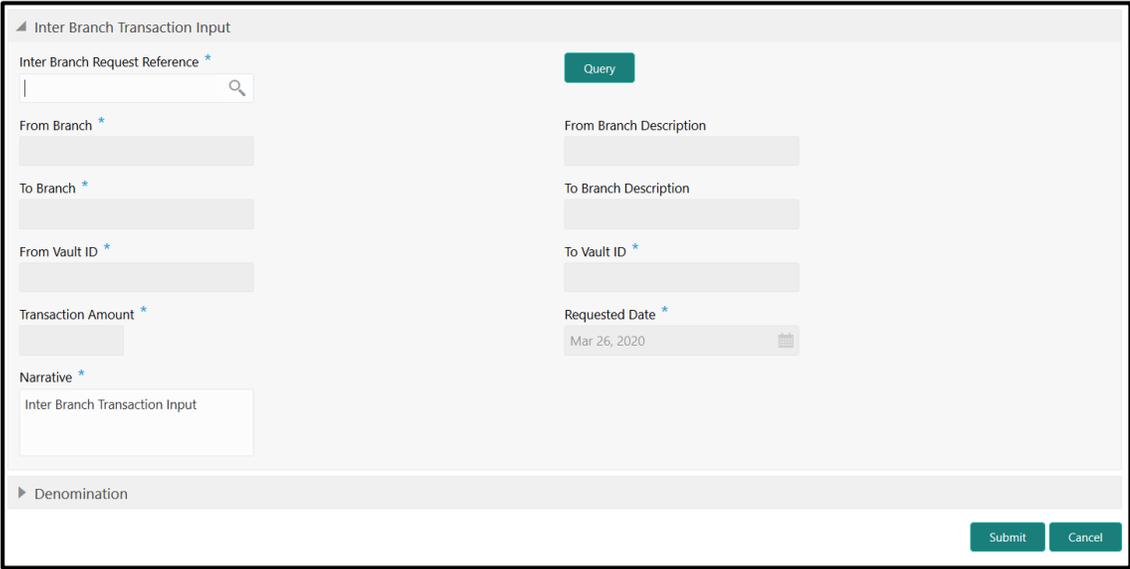
This screen is used for a branch to act as a remitting branch to book an input transaction for cash delivery. It is also used for the branch to act as a receiving branch to generate the advice and send it to the requesting branch. This option is allowed only after the destination branch has accepted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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Inter Branch Txn Input**.

→ The **Inter Branch Transaction Input** screen is displayed.

Figure 38: Inter Branch Transaction Input



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](#).

Field Description: Inter Branch Transaction Input

Field	Description
Inter Branch Request Reference	Select the request reference from the list of values.
Query	Click this icon to fetch and populate the request details.

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

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:

- From **Home screen**, click **Teller**. On Teller Mega Menu, under **Till-Vault Operations**, click **Inter Branch Txn Liq**.
 → The **Inter Branch Transaction Liquidation** screen is displayed.

Figure 39: Inter Branch Transaction Liquidation

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](#).

Field Description: Inter Branch Transaction Liquidation

Field	Description
Inter Branch Request Reference	Select the request reference from the list of values.
Query	Click this icon to fetch and populate the request details.
From Branch	Displays the branch code of From Branch .

Field	Description
From Branch Description	Displays the description of the From Branch .
From Vault ID	Displays the Vault user of the specified From Branch .
To Branch	Displays the branch code of To Branch .
To Branch Description	Displays the description of specified To Branch.
To Vault ID	Displays the Vault user of To Branch.
Transaction Amount	Displays the transaction currency and transaction amount based on the request reference.
Requested Date	Displays the date on which the transaction is requested.
Narrative	Specify the remarks, if any.

2.5.8.3.2 Denomination Details

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

2.5.8.3.3 Transaction Submission

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

2.6 Customer Transactions

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

- [2.6.1 Cash Deposit](#)
- [2.6.2 Cash Withdrawal](#)
- [2.6.3 Cheque Withdrawal](#)
- [2.6.4 FX Sale Against Account](#)
- [2.6.5 FX Sale Against Walk-in](#)
- [2.6.6 FX Purchase Against Account](#)
- [2.6.7 FX Purchase Against Walk-in](#)
- [2.6.8 Close Out Withdrawal by Cash](#)
- [2.6.9 Close Out Withdrawal](#)
- [2.6.10 Safe Deposit Rental By Cash](#)
- [2.6.11 RD Payment by Cash](#)
- [2.6.12 F23C Tax Payment By Cash](#)
- [2.6.13 F24C Tax Payment By Cash](#)
- [2.6.14 F23 Tax Payment By Account](#)
- [2.6.15 F24 Tax Payment By Account](#)

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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Cash Deposit**.
→ The **Cash Deposit** screen is displayed.

Figure 40: Cash Deposit

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

- Account Number ***: A text input field.
- Transaction Amount ***: A dropdown menu showing 'GBP' and an adjacent text input field.
- Exchange Rate**: A control with a dropdown arrow and an up/down arrow.
- Account Amount**: A text input field.
- Total Charge Amount**: A text input field containing 'GBP0.00'.
- Narrative ***: A text input field containing 'Cash Deposit'.
- Charge Details**: A section header with a right-pointing triangle.
- Denomination**: A section header with a right-pointing triangle.
- Submit** and **Cancel**: Two buttons at the bottom right.

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](#).

Field Description: Cash Deposit

Field	Description
Account Number	<p>Specify a valid account number the customer. When you press Tab key, the corresponding account information will be displayed in the Customer Information widget.</p> <p>NOTE: In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.</p>
Transaction Amount	<p>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.</p>
Exchange Rate	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the transaction amount converted in terms of account amount based on the exchange rate.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

Field	Description
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.
Narrative	Displays the default narrative Cash Deposit and it can be modified.

2.6.1.2 Denomination Details

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

2.6.1.3 Charge Details

Figure 41: Charge Details



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

You can waive the computed charges. For more information on fields, refer to table [Field Description: Charge Details](#).

Field Description: Charge Details

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

2.6.1.4 Transaction Submission

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

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

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

- If information message is prompted, click **OK** to confirm and complete the transaction.
- If warning message is prompted, system will move the transaction for authorization. Once approved, the transaction is moved to Teller **Electronic Journal** 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Cash Withdrawal**.

→ The **Cash Withdrawal** screen is displayed.

Figure 42: Cash Withdrawal

The screenshot shows 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 control with a dropdown arrow and an up arrow.
- Account Amount**: A text input field.
- Total Charge Amount**: A text input field containing 'GBP0.00'.
- Narrative ***: A text input field containing 'Cash Withdrawal'.
- Charge Details**: A section header with a right-pointing arrow.
- Denomination**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: Two buttons at the bottom right.

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](#).

Field Description: Cash Withdrawal

Field	Description
Customer Account	Specify a valid customer account number. When you press Tab key, the corresponding account information will be displayed in the Customer Information widget.
Transaction Amount	Displays the local currency of the branch. The user can select another currency from the drop-down values. Specify the transaction amount that needs to be debited from the customer account.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch.

Field	Description
	NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative Cash Withdrawal and it can be modified.

2.6.2.2 Denomination Details

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

2.6.2.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Cheque Withdrawal**.
→ The **Cheque Withdrawal** screen is displayed.

Figure 43: Cheque Withdrawal

The screenshot shows the 'Cheque Withdrawal' screen with the following fields and sections:

- Account Number ***: Text input field.
- Transaction Amount ***: Currency dropdown (GBP) and text input field.
- Cheque Number ***: Text input field.
- Cheque Date ***: Date picker showing 'Mar 26, 2020'.
- Exchange Rate**: Input field with up/down arrows.
- Account Amount**: Text input field.
- Narrative ***: Text area containing 'Cheque Withdrawal'.
- Charge Details**: Expandable section.
- Denomination**: Expandable section.
- Submit** and **Cancel** buttons at the bottom right.

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](#).

Field Description: Cheque Withdrawal

Field	Description
Account Number	Specify a valid account number the customer. When you press Tab key, the corresponding account information will be displayed in the Customer Information widget.
Transaction Amount	<p>Displays the local currency of the branch. You can select another currency from the drop-down list.</p> <p>Specify the transaction amount that needs to be debited from the customer account.</p>
Cheque Number	Specify the cheque number of the customer account as provided by the Customer.
Cheque Date	Select the date on which cheque has been issued from the calendar option.
Exchange Rate	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the transaction amount converted in terms of account amount based on the exchange rate.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

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

2.6.3.2 Denomination Details

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

2.6.3.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Sale - Account**.
→ The **FX Sale Against Account** screen is displayed.

Figure 44: FX Sale Against Account

FX Sale Against Account

Account Number *	Amount Sold *
<input type="text"/>	GBP <input type="text"/>
Beneficiary Name *	Address Line 1
<input type="text"/>	<input type="text"/>
Address Line 2	Address Line 3
<input type="text"/>	<input type="text"/>
Address Line 4	Identification Type
<input type="text"/>	<input type="text"/>
Identification Number	Exchange Rate
<input type="text"/>	1.00 <input type="text"/>
Amount Received	Total Charge Amount
<input type="text"/>	GBP0.00
Narrative *	
<input type="text" value="Fx Sale Against Account"/>	

▶ Charge Details

▶ Denomination

Submit 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](#).

Field Description: FX Sale Against Account

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

Field	Description
	<p>NOTE: The currency of the amount received is defaulted from the CASA account currency. The amount received will be calculated based on the Amount Sold and the Exchange Rate. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
<p>Total Charges</p>	<p>Displays the total charge amount which is computed by the system in local currency of the branch.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
<p>Narrative</p>	<p>Displays the default narrative FX Sale Against Account and it can be modified.</p>

2.6.4.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Sale - Walk-in**.

→ The **FX Sale Against Walk-in** screen is displayed.

Figure 45: FX Sale Against Walk-in

The screenshot displays the 'FX Sale Against Walk-in' form. It is divided into several sections:

- Amount Sold ***: A dropdown menu set to 'GBP' and an adjacent input field.
- Beneficiary Name ***: An input field.
- Beneficiary Address2**, **Beneficiary Address4**, and **Identification Number**: Three separate input fields.
- Amount Received**: A shaded input field.
- Narrative ***: A text area containing the text 'FX Sale Against Walk-in'.
- Currency Received ***: A search-enabled input field.
- Beneficiary Address1**, **Beneficiary Address3**, and **Identification Type**: Three input fields, with the last one being a dropdown menu.
- Exchange Rate**: A shaded input field with up and down arrow controls.
- Total Charge Amount**: A shaded input field displaying 'GBP0.00'.

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 'Submit' and 'Cancel' buttons.

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](#).

Field Description: FX Sale Against Walk-in

Field	Description
Amount Sold	Select the applicable currency from the drop-down list and specify the amount that needs to be sold to the walk-in customer.
Currency Received	Select the currency that you have received from the customer in return for the currency sold. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.
Beneficiary Name	Specify the name of the beneficiary customer.
Beneficiary Address 1 to Beneficiary Address 4	Specify the address of the beneficiary.
Identification Type	Select the type of identification provided by the customer from the drop-down list.
Identification Number	Specify the identification number provided by the customer.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.
Amount Received	Displays the amount received from the customer.

Field	Description
	<p>NOTE: The currency of the amount received will be defaulted from Currency Received. The amount received will be calculated based on the Amount Sold and the Exchange Rate. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
<p>Total Charges</p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
<p>Narrative</p>	<p>Displays the default narrative FX Sale (Walk-in) and it can be modified.</p>

2.6.5.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Purchase - Account**.
→ The **FX Purchase Against Account** screen is displayed.

Figure 46: FX Purchase Against Account

The screenshot shows the 'Fx Purchase Against Account' screen with the following fields and controls:

- Account Number ***: Text input field.
- Amount Bought ***: Input field with a dropdown arrow.
- Beneficiary Name ***: Text input field.
- Beneficiary Address 1**: Text input field.
- Beneficiary Address 2**: Text input field.
- Beneficiary Address 3**: Text input field.
- Beneficiary Address 4**: Text input field.
- Identification Type**: Dropdown menu with 'Select' as the current value.
- Identification Number**: Text input field.
- Exchange Rate**: Input field showing '1.00' with up and down arrows.
- Amount Paid**: Text input field.
- Total Charges**: Text input field.
- Narrative ***: Text area containing 'FX Purchase against Account'.

At the bottom, there are two expandable sections: 'Charge Details' and 'Denomination'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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](#).

Field Description: FX Purchase Against Account

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

Field	Description
	<p>NOTE: The currency of the amount paid is defaulted from the account currency. The Amount Paid will be calculated based on the Amount Bought and the Exchange Rate. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
<p>Total Charges</p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
<p>Narrative</p>	<p>Displays the default narrative FX Purchase Against Account and it can be modified.</p>

2.6.6.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **FX Purchase - Walk-in**.

→ The **FX Purchase Against Walk-in** screen is displayed.

Figure 47: FX Purchase Against Walk-in

The screenshot displays the 'FX Purchase Against Walk-in' form. It is divided into several sections:

- Amount Bought ***: Includes a dropdown menu for 'GBP' and an input field.
- Beneficiary Name ***: An input field.
- Beneficiary Address 2**, **Beneficiary Address 4**: Input fields.
- Identification Number**: An input field.
- Amount Paid**: An input field.
- Narrative ***: A text area containing 'FX Purchase Against Walk-in'.
- Currency Paid ***: An input field with a search icon.
- Beneficiary Address 1**, **Beneficiary Address 3**: Input fields.
- Identification Type**: A dropdown menu with 'Select' as the current value.
- Exchange Rate**: A dropdown menu with up and down arrows.
- Total Charges**: A field showing 'GBP0.00'.

At the bottom, there are expandable sections for 'Charge Details', 'FX In Denomination Details', and 'FX Out Denomination Details'. 'Submit' and 'Cancel' buttons are located in the bottom right corner.

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](#).

Field Description: FX Purchase Against Walk-in

Field	Description
Amount Bought	Select the applicable currency from the drop-down list and specify the amount that is bought from the walk-in customer.
Currency Paid	Select the currency that you have paid to the walk-in customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.
Beneficiary Name	Specify the name of the beneficiary walk-in customer.
Beneficiary Address 1 to Beneficiary Address 4	Specify the address of the beneficiary walk-in customer.
Identification Type	Select the type of identification provided by the walk-in customer from the drop-down list.
Identification Number	Specify the identification number provided by the walk-in customer.
Exchange Rate	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Amount Paid	Displays the amount paid to the customer.

Field	Description
	<p>NOTE: The currency of the amount paid is defaulted from received currency. The Amount Paid will be calculated based on the Amount Bought and the Exchange Rate. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
<p>Total Charges</p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
<p>Narrative</p>	<p>Displays the default narrative FX Purchase (Walk-in) and it can be modified.</p>

2.6.7.2 Charge Details

The **Charge Details** segment is used to view 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 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Closure - Cash**.

→ The **Close Out Withdrawal by Cash** screen is displayed.

Figure 48: Close Out Withdrawal by Cash

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

- Customer Account ***: Text input field.
- Account Name**: Text input field.
- Fetch Balance**: Green button.
- Account Amount ***: Text input field.
- Close Mode ***: Text input field.
- Linked Product ***: Text input field.
- Transaction Amount ***: Text input field with a dropdown menu showing 'GBP'.
- Exchange Rate**: Text input field with up and down arrow buttons.
- Total Charge Amount**: Text input field.
- Narrative ***: Text input field containing the text 'Close Out Withdrawal By Cash'.
- Denomination**: Section header with a right-pointing arrow.
- Submit** and **Cancel**: Green buttons at the bottom right.

2.6.8.1 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](#).

Field Description: Close Out Withdrawal by Cash

Field	Description
Customer Account	Specify the account number for which the account closure to be requested.
Account Name	Displays the name of the specified account number.
Fetch Balance	Click this icon to fetch the account balance details.
Account Amount	Displays the account balance in account currency.
Close Mode	Specify the mode of closure.
Linked Product	Specify the linked product.
Transaction Amount	<p>Specify the currency in which the customer requested the cash.</p> <p>NOTE: The system displays the derived transaction amount based on the exchange rate fetched using account currency and transaction currency. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Exchange Rate	<p>Displays the exchange rate based on the Account Currency and Offset Account Currency.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch.

Field	Description
	NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.
Narrative	Displays the default narrative Close Out Withdrawal by Cash and it can be modified.

2.6.8.2 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.

2.6.8.3 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

This screen is used to initiate an account closure and close the CASA account by dispersing the amount either to account or issuing a bankers cheque. To process this screen, type **Close Out 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **Closure - Account**.

→ The **Close Out Withdrawal** screen is displayed.

Close Out Withdrawal by Bankers Cheque:

Figure 49: Close Out Withdrawal by Bankers Cheque

The screenshot shows the 'Close Out Withdrawal' form with the following fields and controls:

- Account Number ***: Text input field with a 'Fetch Balance' button to its right.
- Account Amount**: Text input field.
- Issue Branch**: Text input field.
- Instrument Number**: Text input field.
- Payee Name ***: Text input field.
- Address Line 2**: Text input field.
- Address Line 4**: Text input field.
- Total Charge Amount**: Text input field containing 'GBP0.00'.
- Narrative ***: Text input field containing 'BC Withdrawal'.
- Close Mode ***: Dropdown menu set to 'Bankers Cheque'.
- BC Amount**: Text input field with a dropdown menu set to 'GBP'.
- MICR Number**: Text input field.
- Address Line 1**: Text input field.
- Address Line 3**: Text input field.
- Exchange Rate**: Text input field with up/down arrow controls.

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

2.6.9.1 Main Transaction Details (Bankers Cheque)

Specify the details in the **Close Out Withdrawal** 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](#).

Field Description: Close Out Withdrawal by Cash

Field	Description
Account Number	Specify the account number for which the account closure to be requested.
Account Amount	Displays the account balance in account currency.
Fetch Balance	Click this icon to fetch the account balance details.
Close Mode	Select the close mode as Bankers Cheque .
Issue Branch	Displays the issuing branch of the bankers cheque.
BC Amount	Displays the account currency and account balance. You can also modify the account currency.
Instrument Number	Specify the instrument number.
MICR Number	Specify the MICR number.
Payee Name	Specify the payee name.
Address Line 1 to Address Line 4	Specify the address of the payee.
Exchange Rate	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

Field	Description
<p>Total Charge Amount</p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
<p>Narrative</p>	<p>Displays the default narrative BC Withdrawal and it can be modified.</p>

Close Out Withdrawal by Account Transfer:

Figure 50: Close Out Withdrawal by Account Transfer

▲ Close Out Withdrawal by Account

Close Account *

Account Amount

Credit Account *

Credit Account Name

Exchange Rate
 ▼ ▲

Narrative *

Close Mode *
 ▼

Credit Account Branch

Credit Account Amount

Total Charge Amount

▶ Charge Details

2.6.9.2 Main Transaction Details (Account Transfer)

Specify the details in the **Close Out Withdrawal** 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](#).

Field Description: Close Out Withdrawal by Account Transfer

Field	Description
Close Account	Specify the account number for which the account closure to be requested.
Account Amount	Displays the account balance in account currency.
Fetch Balance	Click this icon to fetch the account balance details.
Close Mode	Select the close mode as Bankers Cheque .
Credit Account	Specify the account number to which the funds needs to be transferred during the account closure.
Credit Account Branch	Displays the branch code of the offset account.
Credit Account Name	Displays the name of the offset account.
Credit Account Amount	Displays the offset account amount along with account currency.
Exchange Rate	Displays the exchange rate based on the Account Currency and Offset Account Currency, and it can be modified. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch.

Field	Description
	NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.
Narrative	Displays the default narrative Close Out Withdrawal by Account and it can be modified.

2.6.9.3 Charge Details

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

2.6.9.4 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. When you submit close out withdrawal by bankers cheque, the transaction details are handed off to Oracle Banking Payments 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**, click **Teller**. On Teller Mega Menu, under **Customer Transactions**, click **Safe Deposit Rental By Cash**.

→ The **Safe Deposit Rental By Cash** screen is displayed.

Figure 51: Safe Deposit Rental By Cash

Safe Deposit Rental By Cash

Deposit Locker *
Rental Amount *
Exchange Rate
1.00
Account Amount
Total Charge Amount
GBP0.00
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](#).

Field Description: Safe Deposit Rental By Cash

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

Field	Description
Account Amount	Displays the rental amount in locker account currency. This amount will be derived based on the Rental Amount and Exchange Rate . NOTE: This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y.
Narrative	Displays the narrative as Safe Deposit Rental By Cash and it can be modified.

2.6.10.2 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.

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

2.6.11 RD Payment by Cash

This screen is used to make payment against the Recurring Deposit (RD) account of the customer. To process this screen, type **RD 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**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **RD Payment – Cash**.

→ The **Recurring Deposit Payment by Cash** screen is displayed.

Figure 52: Recurring Deposit Payment by Cash

The screenshot shows a web form titled "Recurring Deposit Payment by Cash". The form is organized into two columns. The left column contains: "RD Account *" (empty text box), "Transaction Amount *" (empty text box), "Account Amount" (empty text box), and "Narrative *" (text box containing "RD Payment-Cash"). The right column contains: "Installments *" (dropdown menu with "1" selected), "Exchange Rate" (dropdown menu), and "Total Charge Amount" (text box displaying "GBP0.00"). Below the main form area are two expandable sections: "Charge Details" and "Denomination". At the bottom right of the form are two buttons: "Submit" and "Cancel".

2.6.11.1 Main Transaction Details

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

Field Description: Recurring Deposit Payment by Cash

Field	Description
RD Account	Specify a valid RD account number. When you press Tab key, the corresponding account information will be displayed in the Customer Information widget.
Installments	Specify the number of installments.
Transaction Amount	Displays the local currency of the branch. The user can select another currency from the drop-down values. Specify the payment amount.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .

Field	Description
Narrative	Displays the default narrative RD Payment by Cash and it can be modified.

2.6.11.2 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.

2.6.11.3 Charge Details

The **Charge Details** segment is used to view 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 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.

2.6.12 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**. On Teller Mega Menu, under **Customer Transaction**, click **F23C Tax Payment - Cash**.
→ The **F23C Tax Payment By Cash** screen is displayed.

Figure 53: F23C Tax Payment By Cash Screen

The screenshot shows the 'F23C Tax Payment By Cash' screen with the following fields and sections:

- Reference Number Type *** (dropdown menu)
- Reference Number Available** (dropdown menu)
- Reference Number Available** section containing:
 - Reference Number (text input)
 - Office or Institute Code (text input)
 - Office or Institute Sub Code (text input)
 - Litigation (text input)
- Additional Details** section containing:
 - Total Tax Amount * (text input)
 - Total Charge (text input with currency code GBP0.00)
 - Narrative * (text input with value 'F23 Tax by Cash')
 - Exchange Rate (dropdown menu with value 1.00 and up/down arrows)
 - Payment Amount * (text input)
- Expandable sections at the bottom:
 - ▶ Payment Data Details
 - ▶ Charge Details
 - ▶ Denomination
- Buttons: **Submit** and **Cancel**

2.6.12.1 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
Reference Number Type	Select the reference number types from the drop-down list. The drop-down list shows following values: <ul style="list-style-type: none"> • Reference Number Available • Reference Number Not Available
Reference Number	Specify the Reference Number of the payment provided by the Public Authority.
Office or Institute Code	Specify the office or institute code that receives the payment.
Office or Institute Sub code	Specify the office or institute sub code that receives the payment.
Litigation	Specify the kind of litigation.
For a Total Amount	Displays the total tax amount.
Total Charge	Displays the total charge amount, which is computed by the system in local currency of the branch.
Exchange Rate	Displays the exchange rate based on the Account Currency and Offset Account Currency.
Payment Amount	Displays the amount paid by the customer. NOTE: The currency of the amount paid is defaulted from received currency.
Narrative	Displays the default narrative F23 Tax by Cash and it can be modified.

2.6.12.2 Payment Data Details

Figure 54: 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.

2.6.12.3 Charge Details

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

2.6.12.4 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.

2.6.12.5 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:

Dr/Cr	Description	Amount
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:

Dr/Cr	Description	Amount
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

2.6.12.6 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.

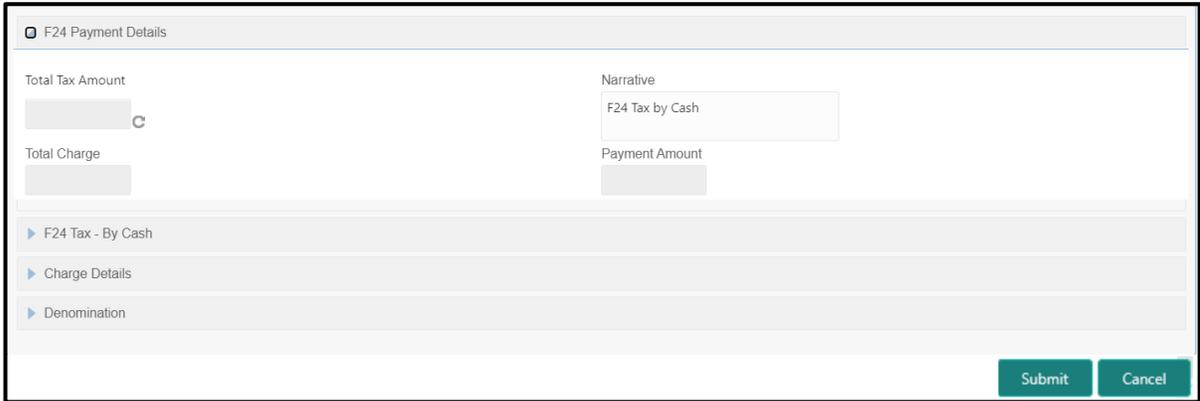
2.6.13 F24C Tax Payment By Cash

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**. On Teller Mega Menu, under **Customer Transaction**, click **F24C Tax Payment - Cash**.

→ The **F24C Payment Details** screen is displayed.

Figure 55: F24C Payment Details Screen



2.6.13.1 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](#).

Field Description: F24C Payment Details

Field	Description
Total Tax Amount	Displays the total tax amount.
Payment Amount	Displays the Amount to Pay.

Field	Description
Total Tax Amount	Displays the total tax amount.
Narrative	Displays the default narrative F24 Tax by Cash and it can be modified.
Total Charge	Displays the total charge.

2.6.13.2 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.

2.6.13.2.1 F24 Standard Details

Figure 56: F24 Standard Details

The screenshot shows a 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 input fields:

- Elaboration Date:** A date field showing "Mar 26, 2020" with a calendar icon.
- Secondary Fiscal Code:** An empty text input field.
- Total Final Payment:** An empty text input field.
- Final Payment Fields:** A group of fields including "Erario Institution", "Region Institution", "Inail Institution", and "Accise", each with an empty text input field.
- Principal Fiscal Code:** A text input field with an asterisk (*) indicating it is mandatory.
- Identity code secondary fiscal code:** An empty text input field.
- Different Tax Year:** An empty text input field.
- INPS Institution:** An empty text input field.
- Local Institution:** An empty text input field.
- Other Institution:** An empty text input field.

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](#).

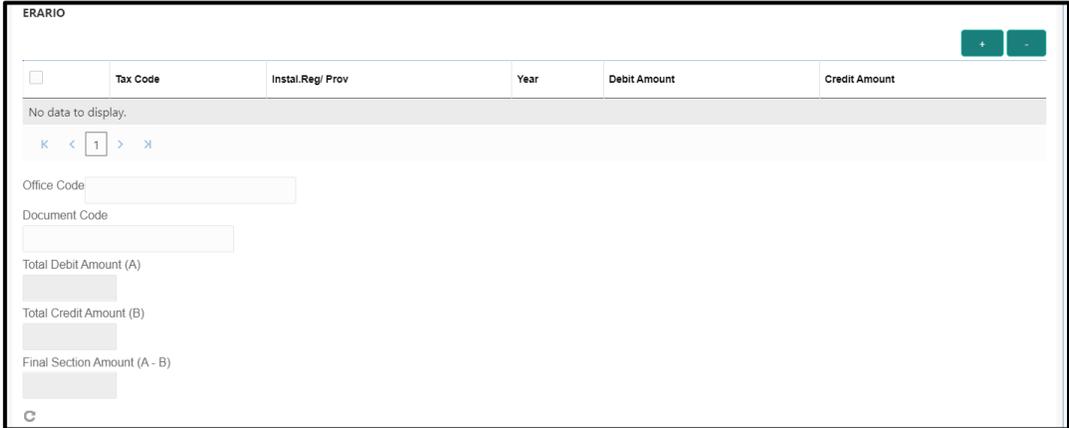
Field Description: F24 Standard

Field	Description
Form Type	Select the Standard tax category from the adjoining drop-down list.

Field	Description
F24 Standard	Specify the fields.
Elaboration Date	Displays the elaboration date
Principal Fiscal Code	Specify the debtor fiscal code.
Secondary Fiscal Code	Specify the secondary fiscal code.
Identity Code Secondary Fiscal Code	Specify the Identity code secondary fiscal code.
Total Final Payment	Specify the total amount to be paid.
Different Tax Year	Specify if the tax being paid is related to the current year or not.
Final Payment Fields	<p>The system displays the total tax amount of each segment:</p> <ul style="list-style-type: none"> • Erario Institution • INPS Institution • Region Institution • Local Institution • Inail Institution • Other Institution • Accise

2.6.13.2.2 ERARIO Details

Figure 57: ERARIO 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: ERARIO Details](#).

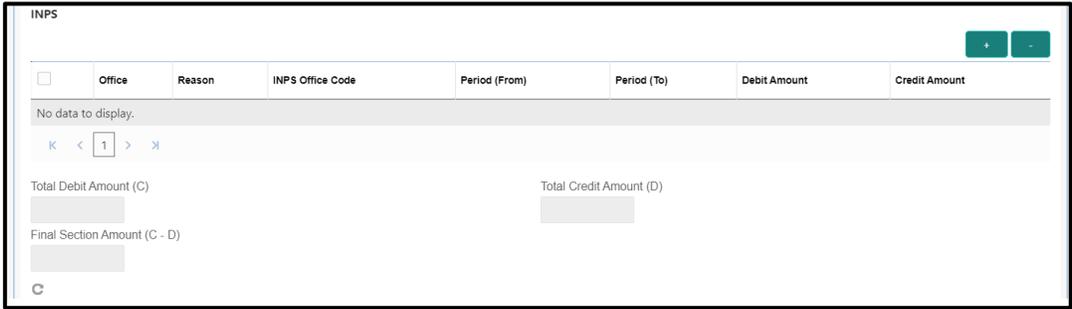
Field Description: ERARIO Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
Tax Code	Specify the reason.
Instal.Reg/Prov	Specify the Instal.Reg/ Prov.
Year	Specify the year.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Office Code	Specify the office code.

Field	Description
Document Code	Specify the document code.
Total Debit Amount (A)	Displays the Total Debit Amount.
Total Credit Amount (B)	Displays the Total Compensation Amount.
Final Section Amount (A-B)	Displays the Final Section Amount.

2.6.13.2.3 INPS Details

Figure 58: 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](#).

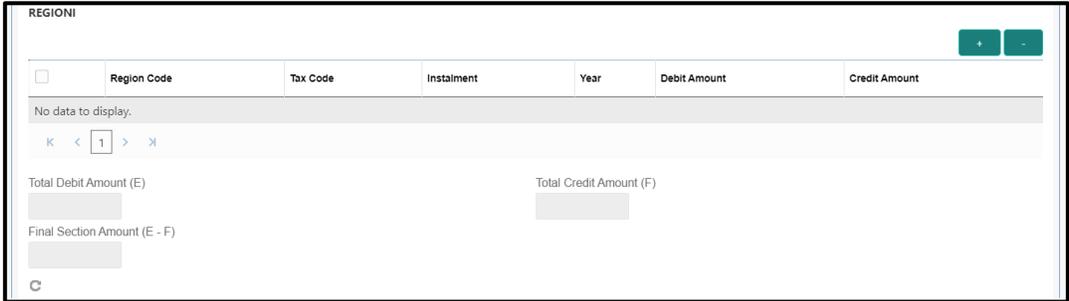
Field Description: INPS Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
Office	Specify the office.
Reason	Specify the reason.
INPS Office Code	Specify the INPS office code.

Field	Description
Period (From)	Specify the date from when the amount is paid.
Period (To)	Specify the date till when the amount is paid.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Total Debit Amount (C)	Displays the Total Debit Amount.
Total Credit Amount (D)	Displays the Total Compensation Amount.
Final Section Amount (C-D)	Displays the Final Section Amount.

2.6.13.2.4 REGIONI Details

Figure 59: 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.

Field	Description
Region Code	Specify the region code.
Tax Code	Specify the tax code.
Instalment	Specify the instalment amount.
Year	Specify the year.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Total Debit Amount (E)	Displays the Total Debit Amount.
Total Credit Amount (F)	Displays the Total Compensation Amount.
Final Section Amount (E-F)	Displays the Final Section Amount.

2.6.13.2.5 IMU E ALTRI ENTI LOCALI Details

Figure 60: IMU E ALTRI ENTI LOCALI 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: 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.
- icon	Click this icon to delete a row, which is already added.
Institution Code/Town Code	Specify the institution/town code.
Late Payment	Specify if the payment is a late payment.
Bounding Var.	Specify the Bounding Var.
Down Payment	Specify the down payment.
Final Payment	Specify the final payment.
Building Nr	Specify the building number.
Tax Code	Specify the tax code.
Instalment	Specify the instalment amount.
Deduction	Specify the deduction amount.
Total Debit Amount (G)	Displays the Total Debit Amount.
Building Reference Number	Specify the building reference number.
Total Credit Amount (H)	Displays the Total Compensation Amount.
Final Section Amount (G-H)	Displays the Final Section Amount.

2.6.13.2.6 INAIL Details

Figure 61: 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](#).

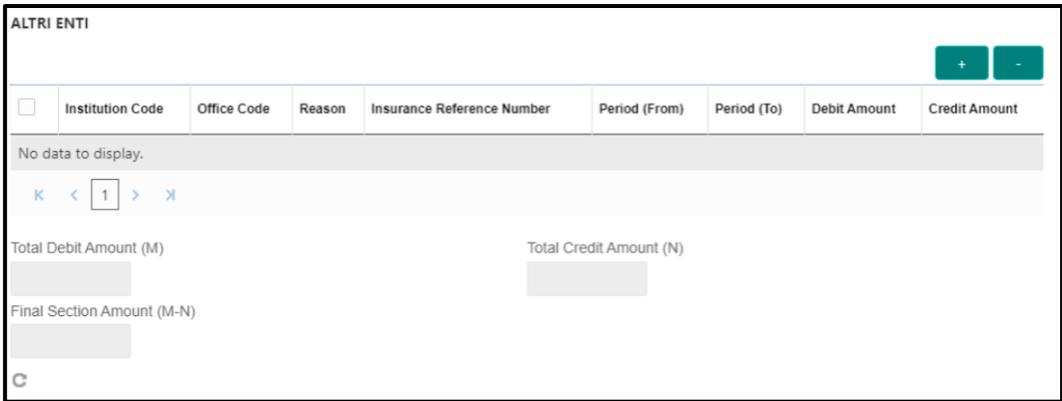
Field Description: INAIL Details

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

Field	Description
Total Debit Amount (I)	Displays the Total Debit Amount.
Total Credit Amount (L)	Displays the Total Compensation Amount.
Final Section Amount (I-L)	Displays the Final Section Amount.

2.6.13.2.7 ALTRI ENTI Details

Figure 62: 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.
Institution Code	Specify the institution code.
Office Code	Specify the office code.
Reason	Specify the reason.

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

2.6.13.2.8 ACCISE Details

Figure 63: ACCISE Details

The screenshot shows the ACCISE form interface. At the top, there are two buttons: a green '+' button and a teal '-' button. Below them is a table with the following columns: Institution, Province, Tax Code, Company Identification, Instalment, Period/ Month, Period/ Year, and Debit Amount. The table is currently empty, displaying 'No data to display.' Below the table is a pagination control showing '1' in a box, with navigation arrows. At the bottom of the form, there are four input fields: Office Code, Document Code, Total Debit Amount (O), and Final Section Amount. A small 'C' icon is visible at the bottom center of the form.

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

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

2.6.13.3 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 64: 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
Form Type	Select the Simplified tax category from the adjoining drop-down list.
F24 Simplified	Specify the fields.
Elaboration Date	Displays the elaboration date

Field	Description
Principal Fiscal Code	Specify the debtor fiscal code. NOTE: For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Secondary Fiscal Code	Specify the secondary fiscal code. NOTE: For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Identity Code Secondary Fiscal Code	Specify the Identity code secondary fiscal code.
Section	Specify the section.
Tax Code	Specify the tax code.
Institution Code	Specify the institution code.
Late Payment	Specify if the payment is a late payment.
Bounding Var.	Specify the Bounding Var.
Down Payment	Specify the down payment.
Final Payment	Specify the final payment.
Building Nr	Specify the building number.
Instalment	Specify the instalment amount.

Field	Description
Year	Specify the year.
Deduction	Specify the deduction amount.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Office Code	Specify the office code.
Document Code	Specify the document code.
Building Reference Number	Specify the building reference number.
Total Debit Amount (G)	Displays the Total Debit Amount.
Total Credit Amount (H)	Specify the total compensation amount.
Final Section Amount (G-H)	Displays the Final Section Amount.

2.6.13.4 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 65: F24 Elide 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 Elide](#).

Field Description: F24 Elide

Field	Description
Form Type	Select the Elide tax category from the adjoining drop-down list.
F24 Elide	Specify the fields.
Elaboration Date	Displays the elaboration date
Principal Fiscal Code	Specify the debtor fiscal code. NOTE: 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
Secondary Fiscal Code	Specify the secondary fiscal code. NOTE: For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Identity Code Secondary Fiscal Code	Specify the Identity code secondary fiscal code.
Type of Vehicle/ Element	Specify the vehicle type.
Vehicle/ Element ID	Specify the vehicle ID.
Tax Code	Specify the tax code.
Year	Specify the year.
Debit Amount	Specify the amount to be paid.
Office Code	Specify the office code.
Document Code	Specify the document code.
Total Debit Amount	Displays the Total Amount to Pay.
Final Section Amount	Displays the Final Section Amount.

2.6.13.5 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 66: 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
Form Type	Select the Predefined tax category from the adjoining drop-down list.
F24 Predefined	Specify the fields.
Elaboration Date	Displays the elaboration date
Principal Fiscal Code	Specify the debtor fiscal code. NOTE: 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
Secondary Fiscal Code	Specify the secondary fiscal code. NOTE: For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Identity Code Secondary Fiscal Code	Specify the Identity code secondary fiscal code.
Erario Institution	Displays the Erario Institution.
Payment ID	Specify the payment ID.
Amount to Pay	Specify the amount to be paid.
Total Debit Amount	Displays the Total Debit Amount.
Final Section Amount	Displays the Final Section Amount.

2.6.13.6 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

2.6.13.7 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.

2.6.14 F23 Tax Payment By Account

This screen is used to capture data related to F23 tax document for a customer and collect the corresponding tax by cash from the customer. To process this screen, type **F23 Tax Payment By 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**. On Teller Mega Menu, under **Customer Transaction**, click **F23 Tax Payment By Account**.

→ The **F23 Tax Payment By Account** screen is displayed.

Figure 67: F23A Tax Payment By Account

The screenshot shows the 'F23 Tax Payment By Account' screen. At the top left, there is a checkbox labeled 'F23 Tax Payment By Account'. Below this, the 'Reference Number Type' is set to 'Reference Number Available'. The 'Reference Number Available' section includes fields for 'Reference Number', 'Office or Institute Sub Code', 'Office or Institute Code', and 'Litigation'. The 'Additional Details' section includes 'Total Tax Amount', 'Total Charge' (displayed as GBP0.00), 'Narrative' (displayed as 'F23 Tax by Account'), 'Exchange Rate' (set to 1.00), and 'Payment Amount'. At the bottom, there are three expandable sections: 'Account Details', 'Payment Data Details', and 'Charge Details'. In the bottom right corner, there are 'Submit' and 'Cancel' buttons.

2.6.14.1 Main Transaction Details

Specify the details in the **F23 Tax Payment By Account** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: F23 Tax Payment By Account](#).

Field Description: F23 Tax Payment By Account

Field	Description
Reference Number Type	Select the reference number types from the drop-down list. The drop-down list shows following values: <ul style="list-style-type: none"> • Reference Number Available • Reference Number Not Available
Reference Number	Specify the Reference Number of the payment provided by the Public Authority.
Office or Institute Code	Specify the office or institute code that receives the payment.
Office or Institute Sub code	Specify the office or institute sub code that receives the payment.
Litigation	Specify the kind of litigation.
For a Total Amount	Displays the total tax amount.
Total Charge	Displays the total charge amount, which is computed by the system in local currency of the branch.
Exchange Rate	Displays the exchange rate based on the Account Currency and Offset Account Currency.
Payment Amount	Displays the amount paid by the customer. NOTE: The currency of the amount paid is defaulted from received currency.
Narrative	Displays the default narrative F23 Tax by Account and it can be modified.

2.6.14.2 Account Details

Figure 68: Account Details

The screenshot shows a web form titled "Account Details" with a close button. It contains five input fields: "Account Number" (with a red asterisk), "Branch", "Account Description", "Account Amount", and "Net Amount". The "Account Amount" and "Net Amount" fields are currently disabled, indicated by a grey background.

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

Field Description: Account Details

Field	Description
Account Number	Specify the customer account number from which the tax is being paid.
Branch	Displays the branch code.
Account Description	Displays the description of the account number specified.
Account Amount	Displays the amount available in the account.
Net Amount	Displays the amount, which is the net of total amount levied to the customer.

2.6.14.3 Payment Data Details

Figure 69: 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.

2.6.14.4 Charge Details

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

2.6.14.5 Transaction Submission

After you specify the **Reference Number**, corresponding fields are displayed for user to input the details. Once you specify the Payment Details and click **Refresh**, the system computes the total amount, which can be with or without charges.

If the **Reference Number** is not specified, the relevant fields are displayed for input in the section **Reference Number Not Available**. Once you specify the Payment Details and click **Refresh**, 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	For a Total Amount
Cr	Account maintained in ARC of the associated product	For a Total Amount

Accounting entries posted for the charge amount:

Dr/Cr	Description	Amount
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

2.6.14.6 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.

2.6.15 F24 Tax Payment By Account

This screen is used to capture data related to F24 tax document for a customer and collect the corresponding tax by account from the customer. To process this screen, type **F24 Tax Payment By 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**. On Mega Menu, under **Customer Transaction**, click **F24 Tax Payment By Account**.

→ The **F24 Tax Payment By Account** screen is displayed.

Figure 70: F24 Tax Payment By Account

The screenshot shows the 'F24 Tax Payment By Account' screen. At the top left, there is a checkbox and the title 'F24 Tax Payment By Account'. The main area contains four input fields: 'Total Tax Amount' (with a refresh icon), 'Narrative', 'Total Charge', and 'Payment Amount'. Below these fields is a navigation menu with three items: 'Account Details', 'F24 Tax By Account', and 'Charge Details'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

2.6.15.1 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: F24 Tax Payment By Account](#).

Field Description: F24 Tax Payment By Account

Field	Description
Total Tax Amount	Displays the total tax amount.
Narrative	Displays the default narrative F24 Tax by Account and it can be modified.
Total Charge	Displays the total charge.
Payment Amount	Displays the Amount to Pay.

2.6.15.2 Account Details

Figure 71: Account Details

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

- Account Number ***: A text input field with an asterisk indicating it is mandatory.
- Branch**: A text input field.
- Account Description**: A text input field.
- Account Amount**: A text input field.
- Net Amount**: A text input field.

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

Field Description: Account Details

Field	Description
Account Number	Specify the customer account number from which the tax is being paid.
Branch	Displays the branch code.
Account Description	Displays the account description.
Account Amount	Displays the amount available in the account.
Net Amount	Displays the amount, which is the net of total amount levied to the customer.

2.6.15.3 F24 Tax By Account (Standard)

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

2.6.15.3.1 F24 Standard Details

Figure 72: F24 Standard Details

The screenshot shows a web form titled "F24 Tax By Account". At the top, there is a "Form Type" dropdown menu set to "Standard". Below this, the "F24 Standard" section contains several input fields: "Elaboration Date" (with a calendar icon and the value "Mar 26, 2020"), "Secondary Fiscal Code", "Total Final Payment", "Principal Fiscal Code" (marked with an asterisk), "Identity code secondary fiscal code", "Different Tax Year", "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](#).

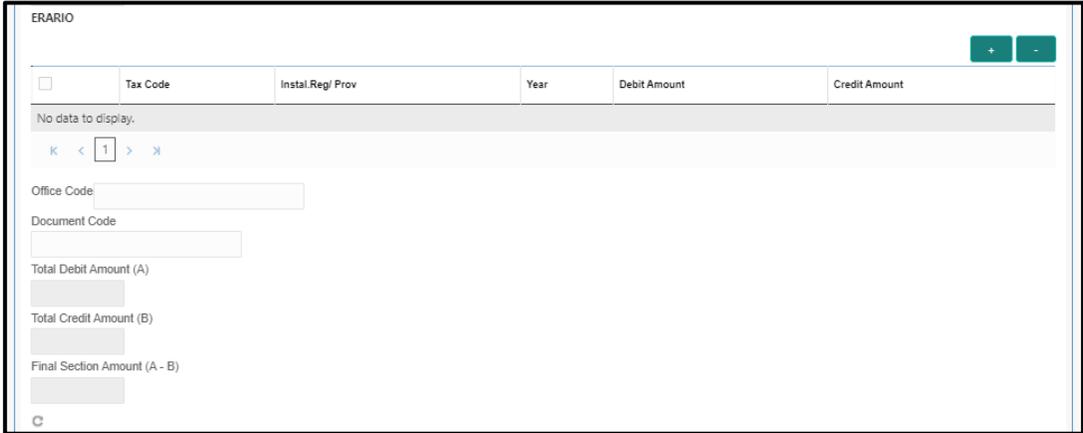
Field Description: F24 Standard

Field	Description
Form Type	Select the Standard tax category from the adjoining drop-down list.
F24 Standard	Specify the fields.
Elaboration Date	Displays the elaboration date

Field	Description
<p>Principal Fiscal Code</p>	<p>Specify the debtor fiscal code.</p> <p>NOTE: For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.</p>
<p>Secondary Fiscal Code</p>	<p>Specify the secondary fiscal code.</p> <p>NOTE: For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.</p>
<p>Identity Code Secondary Fiscal Code</p>	<p>Specify the Identity code secondary fiscal code.</p>
<p>Total Final Payment</p>	<p>Specify the total amount to be paid.</p>
<p>Different Tax Year</p>	<p>Specify if the tax being paid is related to the current year or not.</p>
<p>Final Payment Fields</p>	<p>The system displays the total amount of each segment:</p> <ul style="list-style-type: none"> • Erario Institution • INPS Institution • Region Institution • Local Institution • Inail Institution • Other Institution • Accise

2.6.15.3.2 ERARIO Details

Figure 73: ERARIO 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: ERARIO Details](#).

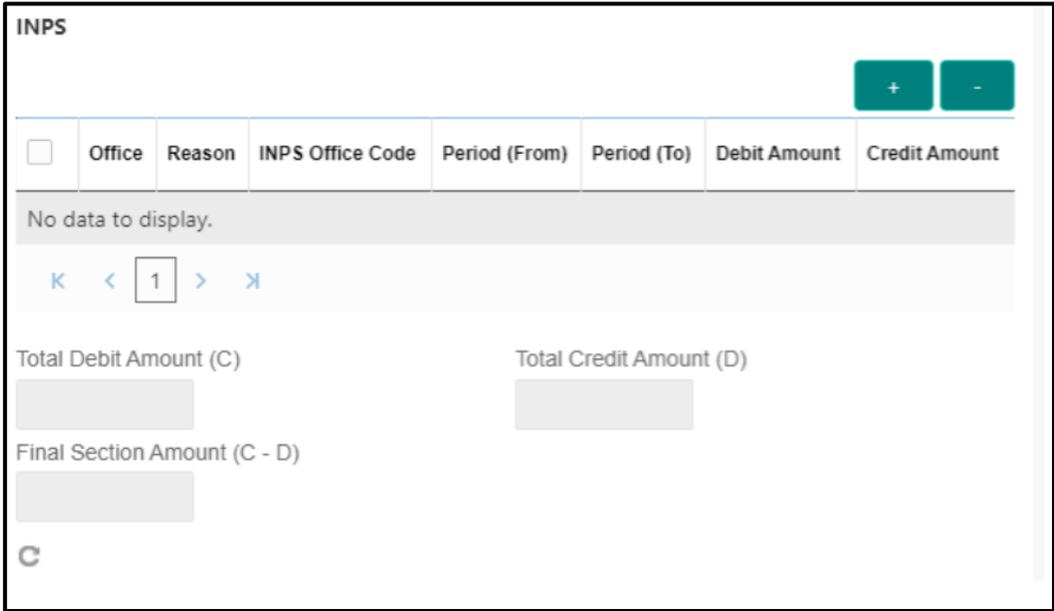
Field Description: ERARIO Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
Tax Code	Specify the reason.
Install.Reg/Prov	Specify the Install.Reg/ Prov.
Year	Specify the year.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Office Code	Specify the office code.

Field	Description
Document Code	Specify the document code.
Total Debit Amount (A)	Displays the Total Debit Amount.
Total Credit Amount (B)	Displays the Total Compensation Amount.
Final Section Amount (A-B)	Displays the Final Section Amount.

2.6.15.3.3 INPS Details

Figure 74: 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.

Field	Description
Office	Specify the office.
Reason	Specify the reason.
INPS Office Code	Specify the INPS office code.
Period (From)	Specify the date from when the amount is paid.
Period (To)	Specify the date till when the amount is paid.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Total Debit Amount (C)	Displays the Total Debit Amount.
Total Credit Amount (D)	Displays the Total Compensation Amount.
Final Section Amount (C-D)	Displays the Final Section Amount.

2.6.15.3.4 REGIONI Details

Figure 75: 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.
Region Code	Specify the region code.
Tax Code	Specify the tax code.
Instalment	Specify the instalment amount.
Year	Specify the year.

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

2.6.15.3.5 IMU E ALTRI ENTI LOCALI Details

Figure 76: IMU E ALTRI ENTI LOCALI 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: IMU E ALTRI ENTI LOCALI Details](#).

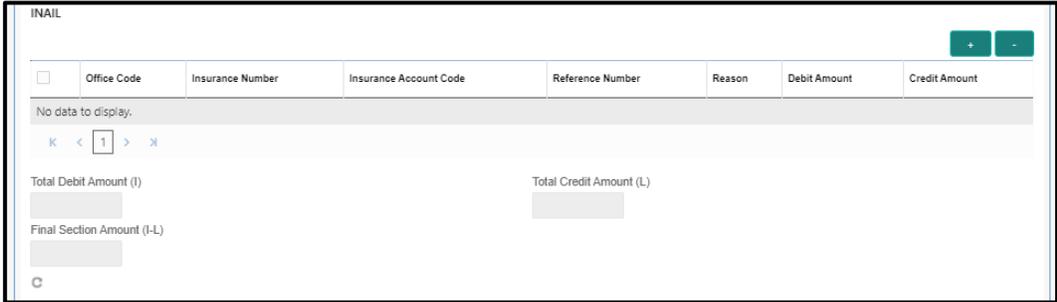
Field Description: IMU E ALTRI ENTI LOCALI Details

Field	Description
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.

Field	Description
Institution Code/Town Code	Specify the institution/town code.
Late Payment	Specify if the payment is a late payment.
Bounding Var.	Specify the Bounding Var.
Down Payment	Specify the down payment.
Final Payment	Specify the final payment.
Building Nr	Specify the building number.
Tax Code	Specify the tax code.
Instalment	Specify the instalment amount.
Deduction	Specify the deduction amount.
Total Debit Amount (G)	Displays the Total Debit Amount.
Building Reference Number	Specify the building reference number.
Total Credit Amount (H)	Displays the Total Compensation Amount.
Final Section Amount (G-H)	Displays the Final Section Amount.

2.6.15.3.6 INAIL Details

Figure 77: 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](#).

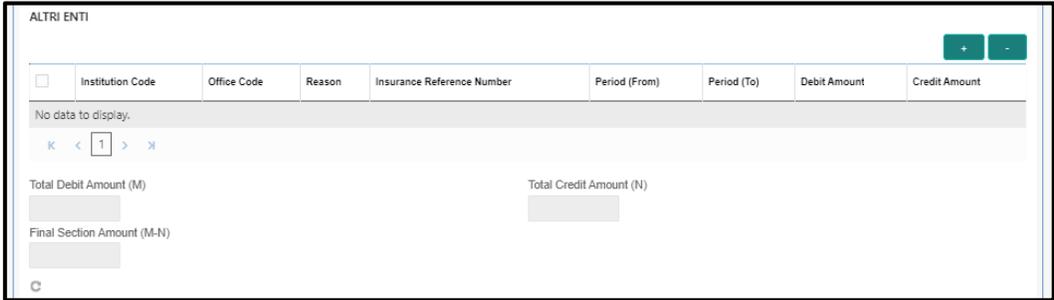
Field Description: INAIL Details

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

Field	Description
Total Credit Amount (L)	Displays the Total Compensation Amount.
Final Section Amount (I-L)	Displays the Final Section Amount.

2.6.15.3.7 ALTRI ENTI Details

Figure 78: 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.
Institution Code	Specify the institution code.
Office Code	Specify the office code.
Reason	Specify the reason.
Insurance Reference Number	Specify the insurance reference number.

Field	Description
Period (From)	Specify the date from when the amount is paid.
Period (To)	Specify the date till when the amount is paid.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Total Debit Amount (M)	Displays the Total Debit Amount.
Total Credit Amount (N)	Displays the Total Compensation Amount.
Final Section Amount (M-N)	Displays the Final Section Amount.

2.6.15.3.8 ACCISE Details

Figure 79: ACCISE Details

ACCISE + -

<input type="checkbox"/>	Institution	Province	Tax Code	Company Identification	Instalment	Period/ Month	Period/ Year	Debit Amount
No data to display.								
K < 1 > X								

Office Code

Document Code

Total Debit Amount (O)

Final Section Amount

C

Please click on the Refresh button next to Tax amount before Submit

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

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

2.6.15.4 F24 Tax - By Account (Simplified)

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

Figure 80: 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
Form Type	Select the Simplified tax category from the adjoining drop-down list.
F24 Simplified	Specify the fields.
Elaboration Date	Displays the elaboration date

Field	Description
Principal Fiscal Code	Specify the debtor fiscal code. NOTE: For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Secondary Fiscal Code	Specify the secondary fiscal code. NOTE: For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Identity Code Secondary Fiscal Code	Specify the Identity code secondary fiscal code.
Section	Specify the section.
Tax Code	Specify the tax code.
Institution Code	Specify the institution code.
Late Payment	Specify if the payment is a late payment.
Bounding Var.	Specify the Bounding Var.
Down Payment	Specify the down payment.
Final Payment	Specify the final payment.
Building Nr	Specify the building number.
Instalment	Specify the instalment amount.

Field	Description
Year	Specify the year.
Deduction	Specify the deduction amount.
Debit Amount	Specify the amount to be paid.
Credit Amount	Specify the compensation amount.
Office Code	Specify the office code.
Document Code	Specify the document code.
Building Reference Number	Specify the building reference number.
Total Debit Amount (G)	Displays the Total Debit Amount.
Total Credit Amount (H)	Specify the total compensation amount.
Final Section Amount (G-H)	Displays the Final Section Amount.

2.6.15.5 F24 Tax - By Account (Elide)

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

Figure 81: F24 Elide Details

The screenshot shows a web form titled "F24 Tax By Account". At the top, there is a "Form Type" dropdown menu with "Elide" selected. Below this, the "F24 Elide" section contains several input fields: "Elaboration Date" (with a date picker showing "Mar 26, 2020"), "Principal Fiscal Code" (marked with an asterisk), "Secondary Fiscal Code", "Identify code secondary fiscal code", "Total Final Payment", and "Final Payment Fields" (including "Erario Institution"). A "Tax Details" section features a table with columns: "Type Of Vehicle/Element", "Vehicle/Element ID", "Tax Code", "Year", and "Debit Amount". The table currently displays "No data to display." with navigation arrows. Below the table are fields for "Office Code", "Document Code", "Total Debit Amount", and "Final Section Amount". A small "C" icon is visible at the bottom right of the form area. A footer note reads: "Please click on the Refresh button next to Tax amount before Submit".

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

Field	Description
Form Type	Select the Elide tax category from the adjoining drop-down list.
F24 Elide	Specify the fields.
Elaboration Date	Displays the elaboration date

Field	Description
Principal Fiscal Code	Specify the debtor fiscal code. NOTE: For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Secondary Fiscal Code	Specify the secondary fiscal code. NOTE: For Individual customers, the allowed secondary fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.
Identity Code Secondary Fiscal Code	Specify the Identity code secondary fiscal code.
Total Final Payment	Specify the Total final payment.
Type of Vehicle/ Element	Specify the vehicle type.
Vehicle/ Element ID	Specify the vehicle ID.
Tax Code	Specify the tax code.
Year	Specify the year.
Debit Amount	Specify the amount to be paid.
Office Code	Specify the office code.
Document Code	Specify the document code.
Total Debit Amount	Displays the Total Amount to Pay.
Final Section Amount	Displays the final section amount.

2.6.15.6 F24 Tax - By Account (Predefined)

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

Figure 82: F24 Predefined Details

The screenshot shows a web form titled "F24 Tax By Account". At the top, there is a "Form Type" dropdown menu set to "Predefined". Below this, the "F24 Predefined" section contains several fields: "Elaboration Date" (displaying "Mar 26, 2020" with a calendar icon), "Principal Fiscal Code" (marked with an asterisk and a text input field), "Secondary Fiscal Code" (text input field), "Identity code secondary fiscal code" (text input field), "Total Final Payment" (text input field), and "Final Payment Fields" which includes "Erario Institution" (text input field). There is also a "Tax Details" section with a table header containing "Payment ID" and "Amount to Pay", and a "No data to display." message. At the bottom, there are "Total Debit Amount" and "Final Section Amount" text input fields. A small "C" icon is visible below the "Final Section Amount" field. A footer note reads: "Please click on the Refresh button next to Tax amount before Submit".

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
Form Type	Select the Predefined tax category from the adjoining drop-down list.
F24 Predefined	Specify the fields.
Elaboration Date	Displays the elaboration date

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

2.6.15.7 Transaction Submission

On selection of an appropriate value from the **Form Type**, only corresponding fields of the form will be displayed for input. For example, if you select **F24 Standard** as the Form Type then only the fields of **F24 Standard** will be available. 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.
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

2.6.15.8 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:

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 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**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc Customer Debit**.

→ The **Miscellaneous Customer Debit** screen is displayed.

Figure 83: Miscellaneous Customer Debit

The screenshot shows a web form titled "Miscellaneous Customer Debit". The form is organized into two columns. The left column contains: "Account Number" (text input), "GL Account" (text input with search icon), "GL Description" (text input), "Exchange Rate" (text input with up/down arrows), and "Reference Number" (text input). The right column contains: "Account Amount" (text input with dropdown arrow), "GL Branch" (text input with search icon and value "000"), "GL Currency" (text input with search icon), "GL Amount" (text input), and "Narrative" (text input with value "Miscellaneous Customer Debit"). Below the main form area is a section titled "Charge Details" with a right-pointing triangle icon. At the bottom right of the form 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*.

Field Description: Miscellaneous Customer Debit

Field	Description
Account Number	Specify the account number from which the funds need to be debited.
Account Amount	Displays the account currency based on the account number specified. Specify the amount that needs to be debited from the account currency.
GL Account	Specify the GL account to which the funds need to be credited. You can select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
GL Branch	Populates the branch code of the transaction branch and allows to modify.
GL Description	Displays the description of the selected GL account number.
GL Currency	By default, the account currency is displayed and it can be modified.
GL Amount	Displays the amount in terms of GL currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative Miscellaneous Customer Debit and it can be modified.

Field	Description
Reference Number	Specify the reference number for the transaction.
Exchange Rate	<p>Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

2.7.1.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc Customer Credit**.
→ The **Miscellaneous Customer Credit** screen is displayed.

Figure 84: Miscellaneous Customer Credit

The screenshot shows a web form titled "Miscellaneous Customer Credit". The form is organized into two columns. The left column contains: "Account Number *" (text input), "GL Account *" (text input with search icon), "GL Description" (text input), "Exchange Rate" (text input with up/down arrows), and "Reference Number" (text input). The right column contains: "Account Amount *" (text input with dropdown arrow), "GL Branch" (text input with search icon, containing "000"), "GL Currency" (text input with search icon), "GL Amount" (text input), and "Narrative *" (text input containing "Miscellaneous Customer Credit"). Below the form is a section titled "Charge Details" with a right-pointing arrow. At the bottom right, 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](#).

Field Description: Miscellaneous Customer Credit

Field	Description
Account Number	Specify the account number from which the funds need to be credited. NOTE: In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
Account Amount	Displays the account currency based on the account number specified. Specify the amount to be credited from the account currency.
GL Account	Specify the GL account from which the funds need to be debited. You can select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
GL Branch	Populates the branch code of the transaction branch and allows to modify.
GL Currency	By default, the account currency is displayed and it can be modified.
GL Amount	Displays the amount in terms of GL currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.
GL Description	Displays the description of the selected GL account number.

Field	Description
Narrative	Displays the default narrative Miscellaneous Customer Credit and it can be modified.
Reference Number	Specify the reference number for the transaction.
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .

2.7.2.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc GL Debit**.
 → The **Miscellaneous GL Debit** screen is displayed.

Figure 85: 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](#).

Field Description: Miscellaneous GL Debit

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

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

2.7.3.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc GL Credit**.
 - The **Miscellaneous GL Credit** screen is displayed.

Figure 86: Miscellaneous GL Credit

The screenshot shows the 'Miscellaneous GL Credit' form with the following fields and sections:

- GL Account ***: A searchable text input field.
- Transaction Amount ***: A text input field with a dropdown menu set to 'GBP'.
- Exchange Rate**: A text input field with up and down arrow buttons.
- Narrative ***: A text input field containing 'Miscellaneous GL Credit'.
- GL Description**: A text input field.
- GL Amount**: A text input field with a dropdown menu set to 'GBP'.
- Reference Number**: A text input field.
- Charge Details**: An expandable section.
- Denomination Detail**: An expandable section.
- 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](#).

Field Description: Miscellaneous GL Credit

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

Field	Description
	NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .

2.7.4.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Miscellaneous**, click **Misc GL Transfer**.
→ The **Miscellaneous GL Transfer** screen is displayed.

Figure 87: Miscellaneous GL Transfer

The screenshot shows the 'Miscellaneous GL Transfer' screen with the following sections and fields:

- From GL Details:** From GL Account * (searchable), From GL Amount * (spinner), From GL Description (text area), and GL Currency * (searchable, set to GBP).
- To GL Details:** To GL Account * (searchable), To GL Amount * (spinner), To GL Description (text area), and GL Currency * (searchable, set to GBP).
- Additional Details:** Reference Number (text area), Exchange Rate (spinner), and Narrative * (text area, containing 'Miscellaneous GL Transfer').
- Charge Details:** A collapsed section at the bottom.
- Buttons:** Submit and Cancel buttons at the bottom right.

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](#).

Field Description: Miscellaneous GL Transfer

Field	Description
From GL Account	Specify the GL account to which the funds need to be debited. Select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
From GL Amount	Displays the branch account currency and allows to modify if required, and shows the amount which is debited from GL account.
From GL Description	Displays the description of the selected GL account number.
GL Currency	Displays the branch currency and allows to modify if required.
To GL Account	Specify the GL account to which the funds need to be credited. Select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
To GL Amount	Displays the branch account currency and allows to modify if required, and shows the amount which is credited to GL account.
To GL Description	Displays the description of the selected GL account number.
GL Currency	Displays the branch currency and allows to modify if required.
Narrative	Displays the default narrative Miscellaneous GL Transfer and it can be modified.
Reference Number	Specify the reference number for the transaction.

Field	Description
Exchange Rate	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .

2.7.5.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **Account Transfer**.

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

Figure 88: Account Transfer

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

- Debit Account ***: Empty text input field.
- Debit Amount ***: A dropdown menu and a text input field.
- Cheque Number**: Empty text input field.
- Cheque Date**: Date picker showing 'Mar 26, 2020' with a calendar icon.
- Credit Account ***: Empty text input field.
- Credit Account Name**: Greyed-out text input field.
- Credit Account Branch**: Greyed-out text input field with '000'.
- Credit Amount**: Greyed-out text input field.
- Exchange Rate**: Greyed-out text input field with up/down arrows.
- Total Charges(LCY)**: Greyed-out text input field with 'GBP0.00'.
- Narrative ***: Text input field 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](#).

Field Description: Account Transfer

Field	Description
Debit Account	Specify the customer account from which the funds needs to be debited.
Debit Amount	Displays the transaction account currency. Specify the transaction amount that needs to be debited from customer account.
Cheque Number	Specify the cheque number of the customer account as provided by the Customer. If cheque number of the customer account is specified, the cheque status update will be done as part of UBS handoff.
Cheque Date	Select the date on which cheque has been issued from the adjoining calendar.
Credit Account	Specify the account to which the funds needs to be credited. NOTE: In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
Credit Account Name	Displays the description of the account number specified.
Credit Account Branch	Displays the branch code of the account number specified.
Credit Amount	Displays the amount in terms of credit account currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.

Field	Description
Exchange Rate	<p>Displays the exchange rate used to convert the transaction account currency into credit account currency and it can be modified.</p> <p>NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge (LCY)	<p>Displays the total charge amount, which is computed by the system.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	<p>Displays the default narrative Account Transfer and it can be modified.</p>

2.8.1.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **In House Cheque Deposit**.

→ The **In House Cheque Deposit** screen is displayed.

Figure 89: In-House Cheque Deposit

The screenshot shows the 'In House Cheque Deposit' form with the following fields and values:

Field Name	Value / Status
Debit Account *	[Empty]
Debit Account Name	[Greyed out]
Debit Account Branch	000
Cheque Amount *	[Dropdown arrow] [Empty]
Cheque Number *	[Empty]
Cheque Date *	Mar 26, 2020 [Calendar icon]
Credit Account *	[Empty]
Credit Amount	[Greyed out]
Exchange Rate	1.00 [Dropdown arrow] [Up arrow] [Down arrow]
Total Charges (LCY)	GBP0.00
Narrative *	In-House Cheque Deposit

Buttons: Submit, Cancel

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](#).

Field Description: In House Cheque Deposit

Field	Description
Debit Account	Specify the account number of the drawer.
Debit Account Name	Displays the name of the account.
Debit Account Branch	Displays the branch code of the account number specified.
Cheque Amount	Specify the currency and amount as mentioned in the cheque.
Cheque Number	Specify the cheque number.
Cheque Date	Specify the date of issue as mentioned in the cheque.
Credit Account	Specify the account number that needs to be credited with the cheque amount.
Credit Amount	<p>Displays the transaction amount based on the exchange rate.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Exchange Rate	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

Field	Description
Total Charges (LCY)	<p>Displays the total charge amount, which is computed by the system.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	<p>Displays the default narrative In-House Cheque Deposit and it can be modified.</p>

2.8.2.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under Transfers, click **Domestic Trf - Account**.
→ The **Domestic Transfer Against Account** screen is displayed.

Figure 90: Domestic Transfer Against Account

The screenshot shows the 'Domestic Transfer Against Account' screen. It features several input fields and sections:

- Remitter Account ***: An empty text input field.
- Transaction Amount ***: A dropdown menu showing 'GBP' and an empty text input field.
- Cheque Number**: An empty text input field.
- Cheque Date**: A date picker showing 'Mar 26, 2020'.
- Exchange Rate**: A numeric input field showing '1.00' with up and down arrows.
- Total Charges**: A numeric input field showing 'GBP0.00'.
- Narrative ***: A text area containing 'Domestic Transfer Against Account'.
- Charge Details**: A section with a right-pointing arrow.
- Payment Details**: A section with a right-pointing arrow.
- Submit** and **Cancel** buttons: Two teal buttons at the bottom right.

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](#).

Field Description: Domestic Transfer Against Account

Field	Description
Remitter Account	Specify the customer account from which the funds needs to be debited.
Transaction Amount	Displays the transaction account currency and it allows to select from drop-down values. Specify the transaction amount that needs to be debited from customer account.
Cheque Number	Specify the cheque number of the customer account as provided by the Customer.
Cheque Date	Select the date on which cheque has been issued from the adjoining calendar.
Account Amount	Displays the amount in terms of remitter account currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.
Exchange Rate	Displays the exchange rate used to convert the transaction account currency into credit account currency and it can be modified. NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.
Total Charges	Displays the total charge amount, which is computed by the system.

Field	Description
	NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.
Narrative	Displays the default narrative Domestic Transfer Against Account and it can be modified.

2.8.3.2 Payment Details

Figure 91: Payment Details

The screenshot shows a 'Payment Details' form with the following sections and fields:

- Remitter Details:**
 - Remitter Name *
 - Address Line 1, Address Line 2, Address Line 3, Address Line 4
 - Communication Mode (dropdown menu)
 - Mobile no, Email ID
- Beneficiary Details:**
 - Payment Type * (dropdown menu)
 - Beneficiary Bank Code * (searchable field)
 - Beneficiary Bank Name, Beneficiary Account *
 - Account Type * (dropdown menu), 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
Remitter Details	Specify the fields.
Remitter Name	Displays the remitter description based on the remitter account number specified.
Address Line 1 to Address Line 4	Displays the remitter address details.
Communication Mode	Specify the mode of communication for the transaction. The drop-down values are E-Mail and Phone .
Mobile No	Specify the mobile number if the mode of communication is selected as Phone .
Email ID	Specify the email address if the mode of communication is selected as E-Mail .
Beneficiary Details	Specify the fields.
Payment Type	Select the payment type from the drop-down values.
Beneficiary Bank Code	Select the beneficiary bank code from the list of values. The LOV display all valid clearing bank codes maintained in the system.
Beneficiary Bank Name	Specify the name of the beneficiary bank. If the beneficiary bank code is selected, system displays the description.
Beneficiary Account	Specify the account number of the beneficiary.
Account Type	Select the account type of the beneficiary from the drop-down list.

Field	Description
Account Name	Specify the account name of the beneficiary.
Address Line 1 to Address Line 4	Specify the address of the beneficiary.
Remittance Information	Specify the fields.
Remittance Information Line 1 to Remittance Information Line 4	Specify the remittance information in free text format.

2.8.3.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **Domestic Trf - Walkin**.
→ The **Domestic Transfer Against Walkin** screen is displayed.

Figure 92: Domestic Transfer Against Walkin

The screenshot shows a web application interface for a 'Domestic Transfer Against Walkin'. At the top, there's a title bar with a back arrow and the text 'Domestic Transfer Against Walkin'. Below this, there are two main sections: 'Transaction Amount *' and 'Total Charges'. The 'Transaction Amount' section includes a dropdown menu set to 'GBP' and an empty input field. The 'Total Charges' section shows a greyed-out box with the value 'GBP0.00'. Below these is a 'Narrative *' field containing the text 'Domestic Transfer Against Walk-in'. Underneath the narrative field are three expandable sections: 'Payment Details', 'Denomination', and 'Charge Details', each with a right-pointing triangle icon. At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'.

2.8.4.1 Main Transaction Details

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

Field Description: Domestic Transfer Against Walkin

Field	Description
Transaction Amount	Select the transaction currency from the drop-down list. Specify the transaction amount that needs to be transferred.
Total Charges	Displays the total charge amount, which is computed by the system.

Field	Description
	NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.
Narrative	Displays the default narrative Domestic Transfer Against Walkin and it can be modified.

2.8.4.2 Payment Details

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

2.8.4.3 Denomination Details

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

2.8.4.4 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **International - Account**.

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

Figure 93: International Transfer Against Account

The screenshot shows the 'International Transfer Against Account' form. It has a title bar with a back arrow and the text 'International Transfer Against Account'. Below the title bar, there are several input fields and controls:

- Remitter Account ***: A text input field.
- Transfer Amount ***: A text input field with a dropdown menu showing 'GBP'.
- Transaction Amount**: A text input field.
- Exchange Rate**: A text input field with up and down arrow buttons.
- Total Charge Amount**: A text input field displaying 'GBP0.00'.
- Narrative ***: A text input field containing 'International Transfer Against Account'.

At the bottom of the form, there are two expandable sections: 'Payment Details' and 'Charge Details', each with a right-pointing triangle icon. At the bottom right corner, there are two buttons: 'Submit' and 'Cancel'.

2.8.5.1 Main Transaction Details

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

Field Description: International Transfer Against Account

Field	Description
Remitter Account	Specify the customer account from which the funds needs to be debited.
Transfer Amount	Specify the transfer account currency and the transfer amount that needs to be debited from customer account.
Transaction Amount	<p>Displays the remitter account currency based on the account number selected and the transaction amount based on the exchange rate.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Exchange Rate	<p>Displays the exchange rate used to convert the transfer account currency into credit account currency and it can be modified.</p> <p>NOTE: If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	Displays the total charge amount, which is computed by the system.

Field	Description
	<p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
<p>Narrative</p>	<p>Displays the default narrative International Transfer Against Account and it can be modified.</p>

2.8.5.2 Payment Details

Figure 94: Payment Details

Payment Details

Remitter Details

Remitter Name *

Address Line 1 Address Line 2

Address Line 3 Address Line 4

Communication Mode
Select

Mobile no Email ID

Beneficiary Details

Beneficiary Bank BIC Code Beneficiary Bank Code

Beneficiary Bank Name Beneficiary Account *

Account Name * Receiver BIC Code

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

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

2.8.5.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Transfers**, click **International - Walk-in**.

→ The **International Transfer Against Walk-in** screen is displayed.

Figure 95: International Transfer Against Walk-in

The screenshot shows the 'International Transfer Against Walk-in' screen. At the top, there is a title bar with a back arrow and the text 'International Transfer Against Walk-in'. Below this, the form is organized into several sections. On the left, there is a 'Transaction Amount *' field with a dropdown menu set to 'GBP' and an empty input box. Below it is the 'Transfer Currency' field with an empty input box and a search icon. Further down is the 'Exchange Rate' field with a dropdown menu and up/down arrows. At the bottom left is the 'Narrative *' field containing the text 'International Transfer Against Walk-in'. On the right side, there is a 'Transfer Amount' field with an empty input box. Below it is the 'Total Charge Amount *' field showing 'GBP0.00'. At the bottom of the form, there are two expandable sections: 'Payment Details' and 'Denomination', both with right-pointing triangles. In the bottom right corner, 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
Transaction Amount	Specify the currency in which the cash is accepted from walk-in customer and the transaction amount as requested by the customer.
Transfer Currency	Specify the currency in which the funds to be transferred.
Transfer Amount	System display the transfer amount based on the exchange rate pickup. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.
Exchange Rate	Displays the exchange rate used to convert the transfer currency into transaction currency and it can be modified. NOTE: If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.
Total Charges	Displays the total charge amount, which is computed by the system. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.

Field	Description
Narrative	Displays the default narrative International Transfer Against Walk-in and it can be modified.

2.8.6.2 Payment Details

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

2.8.6.3 Denomination Details

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

2.8.6.4 Charge Details

The **Charge Details** segment is used to view 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](#)
- [2.9.2 Cheque Return](#)
- [2.9.3 Inward Clearing Data Entry](#)
- [2.9.4 Outward Clearing Data Entry](#)

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**, click **Teller**. On Teller Mega Menu, under **Clearing**, click **Cheque Deposit**.
→ The **Cheque Deposit** screen is displayed.

Figure 96: Cheque Deposit

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

- Payee Account ***: Empty text box
- Account Amount ***: Empty text box
- Cheque Amount ***: Currency dropdown set to 'GBP', followed by an empty text box
- Cheque Number ***: Empty text box
- Cheque Date ***: Date field set to 'Mar 26, 2020' with a calendar icon
- Cheque Deposit Date ***: Date field set to 'Mar 26, 2020' with a calendar icon
- Drawer Account ***: Empty text box
- Drawer Name ***: Empty text box
- Routing Number ***: Empty text box
- Exchange Rate**: Empty text box with up/down arrows
- Total Charges(LCY)**: Text box containing 'GBP0.00'
- Network Code**: Empty text box with a search icon
- Narrative ***: Text box containing 'Cheque Deposit'

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

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](#).

Field Description: Cheque Deposit

Field	Description
Payee Account	<p>Specify the customer account number in which the cheque needs to be deposited. When you press Tab key, the following details are displayed:</p> <ul style="list-style-type: none"> • Customer ID • Image • Signature • KYC Status • Account Balance • Address <p>NOTE: If the specified account number is a joint account holder, the joint holder details of the account can be viewed in the Customer Information Widget along with mode of operation.</p>
Account Amount	Displays the account amount.
Cheque Amount	Specify the currency and amount mentioned in the cheque that needs to be deposited in the account.
Cheque Number	Specify the MICR number displayed on the cheque.
Cheque Date	Specify the cheque issued date.
Drawer Account	Specify the account number on which the cheque is drawn.
Cheque Deposit Date	Displays the current posting date as the cheque deposit date.
Drawer Name	Specify the name of the drawer account.

Field	Description
Routing Number	Specify the routing number for cheque clearance. The field LOV will call OBPM service to fetch the list of routing numbers maintained in Oracle Banking Payments.
Network Code	Specify the network code. You can also select from the list of maintained clearing codes.
Exchange Rate	<p>Displays the exchange rate used to convert the cheque currency into transaction currency and it can be modified.</p> <p>NOTE: If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charges (LCY)	<p>Displays the total charge amount, which is computed by the system.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative Cheque Deposit and it can be modified.

2.9.1.2 Charge Details

The **Charge Details** segment is used to view 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 Outward Clearing transaction 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.

2.9.2 Cheque Return

The Teller can use this screen to initiate manual return of inward or outward clearing cheques. An inward cheque transaction may not be processed successfully for funds needed in the drawer account or due to stop payment of cheque. In addition, an outward cheque transaction may get returned if the same has returned from the clearing house. To process this screen, type **Cheque Return** 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**, click **Teller**. On Teller Mega Menu, under **Clearing**, click **Cheque Return**.
→ The **Cheque Return** screen is displayed.

Figure 97: Cheque Return

The screenshot shows the 'Cheque Return' application window. At the top left, there is a title bar with a back arrow and the text 'Cheque Return'. Below the title bar, the form is organized into two columns. The left column contains the following fields: 'Drawer Account *' (with a search icon), 'Drawer Account', 'Cheque Number', 'Cheque Date', 'Payee Name', 'Return Type', and 'Reject Reason'. The right column contains: 'Cheque Number *' (with a search icon), 'Drawer Routing No', 'Cheque Amount', 'Payee Account', 'Payee Routing No', 'Reject Code *' (with a search icon), and 'Narrative *' (with a search icon). Below the 'Narrative' field, the text 'Cheque Return' is visible. At the bottom of the form, there are two buttons: 'Query' and 'clear' (both in green), and 'Submit' and 'Cancel' (both in grey).

2.9.2.1 Main Transaction Details

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

Field Description: Cheque Return

Field	Description
Drawer Account	Specify the drawer account number.
Cheque Number	Specify the cheque number.
Query	Click this icon to fetch cheque details.
Clear	Click this icon to clear the cheque details.
Drawer Account	Displays the drawer account number.
Drawer Routing No	Displays the routing number of the specified drawer account.
Cheque Number	Displays the cheque number.
Cheque Amount	Displays the cheque amount.
Cheque Date	Displays the cheque date.
Payee Account	Displays the payee account number.
Payee Name	Displays the payee name.
Payee Routing No.	Displays the payee routing number.
Return Type	Displays the return type (Inward and Outward).
Reject Code	Select the reject code from the list of values.

Field	Description
Reject Reason	Displays the reject reason
Total Charges	Displays the total charge amount, which is computed by the system.
Narrative	Displays the default narrative Cheque Return and it can be modified.

2.9.2.2 Transaction Submission

Perform the following steps:

1. Click **Query** to fetch the original cheque details.
2. Select the appropriate **Reject Code** and **Reject Reason** for the Cheque return.
3. 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.

2.9.3 Inward Clearing Data Entry

The Teller can use this screen to initiate the inward processing of bulk instruments. This screen supports to capture bulk input of inward clearing transactions for multiple instrument types – Cheque, Bankers Cheque, and Demand Draft. It also supports bulk data entry of inward clearing transactions for single and multiple customer accounts.

To process this screen, type **Inward Clearing Data Entry** 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**, click **Teller**. On Teller Mega Menu, under **Clearing**, click **Inward Clearing Data Entry**.

→ The **Inward Clearing Data Entry** screen is displayed.

Figure 98: Inward Clearing Data Entry

2.9.3.1 Main Transaction Details

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

Field Description: Inward Clearing Data Entry

Field	Description
Batch Reference Number	Displays the unique batch number, which is system generated.

Field	Description
Instrument Currency	Displays the current logged branch currency. You can also select the instrument currency from the drop-down values.
Total Amount	Displays the total batch amount in instrument currency.
Entry Details	Specify the fields.
Instrument Type	Select the instrument type from the drop-down values.
Drawer Account	Specify the drawer account number.
Account Name	Displays the name of the account number specified.
Account Branch	Displays the branch code of the account number specified.
Account Currency	Displays the currency of the account number specified.
Instrument No	Specify the instrument number.
Instrument Date	Specify the date of the instrument.
Instrument Amount	Specify the amount of the instrument.
Clearing Type	Specify the clearing type. You can also select from the list of values.
Drawer Routing No	Specify the routing number. You can also select from the list of values.
Payee Account	Specify the payee account number. You can also select from the list of values.

Field	Description
Payee Routing Number	Specify the routing number of the cheque. You can also select from the list of values.
Narrative	Displays the default narrative Inward Clearing Data Entry and it can be modified.
Add Entry	Click this icon to add multiple records in table and allows modifying or deleting if required.
Reset	Click this icon to clear the inputted entry details before you add the entries.

2.9.3.2 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. On submission of data entry, the individual instrument details will be handed off to OBPM using Inward Clearing Service. The notification from the OBPM system will automatically resubmit the data entry and pass charge accounting entries on successful clearing.

In case of reject notification of any transaction from OBPM, teller can either modify the data and resubmit the transaction or discard the data entry.

2.9.4 Outward Clearing Data Entry

The Teller can use this screen to initiate the bulk deposit of instruments. This screen supports to capture bulk input of outward clearing transactions for multiple instrument types – Cheque, Bankers Cheque, and Demand Draft. It also supports bulk data entry of outward clearing transactions for single and multiple customer accounts.

To process this screen, type **Outward Clearing Data Entry** 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**, click **Teller**. On Teller Mega Menu, under **Clearing**, click **Outward Clearing Data Entry**.
 → The **Outward Clearing Data Entry** screen is displayed.

Figure 99: Outward Clearing Data Entry

2.9.4.1 Main Transaction Details

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

Field Description: Outward Clearing Data Entry

Field	Description
Batch Number	Displays the unique batch number, which is system generated.

Field	Description
Instrument Currency	Displays the current logged branch currency. You can also select the instrument currency from the drop-down values.
Total Amount	Displays the total batch amount in instrument currency.
Entry Details	Specify the fields.
Payee Account	Specify the payee account number.
Account Name	Displays the name of the payee account number specified.
Account Currency	Displays the currency of the payee account number specified.
Account Branch	Displays the branch code of the payee account number specified.
Instrument Type	Select the instrument type from the drop-down values.
Drawer Account	Specify the drawer account number.
Drawer Name	Specify the name of drawer account.
Instrument No	Specify the instrument number.
Instrument Date	Specify the date of the instrument.
Instrument Amount	Specify the amount of the instrument.
Clearing Type	Select the clearing type for the deposited instrument.
Drawer Routing No	Specify the routing number of the cheque. You can also select from the list of values.

Field	Description
Narrative	Displays the default narrative Outward Clearing Data Entry and it can be modified.
Add Entry	Click this icon to add multiple records in table and allows modifying or deleting if required.
Reset	Click this icon to clear the inputted entry details before you add the entries.

2.9.4.2 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. On submission of data entry, the individual instrument details will be handed off to OBPM using Outward Clearing Service. The notification from the OBPM system will automatically resubmit the data entry and pass charge accounting entries on successful clearing.

In case of reject acknowledgment of any transaction from OBPM, the teller can retry the individual record from the EJ screen until the batch is in Pending status.

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 Print/Re-print](#)
- [2.10.1.5 BC Operations](#)

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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Issue - Account**.

→ The **BC Issue Against Account** screen is displayed.

Figure 100: BC Issue Against Account

The screenshot shows the 'BC Issue Against Account' form with the following fields and values:

- Issuing Branch Code: 000
- Branch Name: FLEXCUBE UNIVERSAL BANK
- BC Amount: GBP
- BC Date: Mar 26, 2020
- MICR 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: (empty)
 - Payee Identification Number: (empty)
- Narrative: BC Issuance Against Account

At the bottom, there are expandable sections for 'Funding Details' and 'Charge Details', and 'Submit' and 'Cancel' buttons.

2.10.1.1.1 Main Transaction Details

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

Field Description: BC Issue Against Account

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

2.10.1.1.2 Funding Details

Figure 101: Funding Details

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

- Drawer Account ***: A text input field with an asterisk indicating it is mandatory.
- Drawer Name**: A text input field.
- Cheque Number**: A text input field.
- Cheque Date**: A date picker showing 'Mar 26, 2020'.
- Exchange Rate**: A numeric input field with a value of '1.00' and up/down arrows.
- Account Amount**: A text input field.
- Total Charges**: A text input field with a value of '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
Drawer Account	Specify the account number of the customer who has requested the BC.
Drawer Name	Displays the name of the specified drawer account number.
Cheque Number	Specify the cheque number of the drawer account.
Cheque Date	Specify the date as mentioned in the cheque.
Exchange Rate	<p>Displays the exchange rate used to convert the BC currency into account currency and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

Field	Description
Account Amount	Displays the transaction amount converted in terms of account amount based on the exchange rate. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charges	Displays the total charges applicable for the BC issuance. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .

2.10.1.1.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Issue - Walk-in**.

→ The **BC Issue Against Walk-in** screen is displayed.

Figure 102: BC Issue Against Walk-in

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
- MICR 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:** (collapsible section)
- Charge Details:** (collapsible section)
- Denomination Details:** (collapsible section)

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

2.10.1.2.2 Funding Details

Figure 103: Funding Details

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

- Transaction Amount ***: A dropdown menu with a grey background.
- Drawer 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 with 'Select' as the current value.
- Identification Number**: A text input field.
- Exchange Rate**: A dropdown menu with '1.00' as the current value and up/down arrows.
- Total Charges**: A text input field with 'GBP0.00' as the current value.

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

Field Description: Funding Details

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

Field	Description
	NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charges	Displays the total charges applicable for the BC issuance. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .

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 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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Issue - GL**.

→ The **BC Issue Against GL** screen is displayed.

Figure 104: BC Issue Against GL

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

- Issuing Branch Code: 000
- Branch Name: FLEXCUBE UNIVERSAL BANK
- BC Amount: GBP
- BC Date: Mar 26, 2020
- MICR 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: (empty)
 - Payee Identification Number: (empty)
- Narrative: BC Issuance Against GL

At the bottom, there are expandable sections for 'Funding Details' and 'Charge Details', and 'Submit' and 'Cancel' buttons.

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](#).

Field Description: BC Issue Against GL

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

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

2.10.1.3.2 Funding Details

Figure 105: Funding Details

The screenshot shows a form titled 'Funding Details'. It contains five input fields: 'GL Account *' (with a search icon), 'GL Description', 'Drawer Name', 'Identification Type' (a dropdown menu with 'Select' visible), and 'Identification Number'. The asterisk on 'GL Account' indicates it is a mandatory 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

Field	Description
GL Account	Select the account number of the GL against which the BC is issued from the LOV.
GL Description	Displays a brief description on the general ledger.
Drawer Name	Specify the name of the drawer.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification number of the payee.

2.10.1.3.3 Charge Details

The **Charge Details** segment is used to view 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 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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Print-Reprint**.

→ The **BC Print-Reprint** screen is displayed.

Figure 106: BC Print-Reprint

The screenshot shows the 'BC Print-Reprint' application window. It contains several input fields and buttons. On the left side, there are fields for 'BC No *', 'Print Type *', 'Issuing Branch Code', 'BC Date', 'Drawer Name', 'Beneficiary Details' (including 'Beneficiary Name', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Reprint Count', and 'Narrative *'). A 'Clear' button is located below the 'Print Type' field. On the right side, there is an 'Issue Branch Code *' field with a search icon and a 'Query' button. Below that are fields for 'BC Amount' (displaying 'GBP0.00'), 'BC Status', and 'Identification Details' (including 'Address Line 2' and 'Address Line 4'). At the bottom right corner, there are 'Submit' and 'Cancel' buttons.

2.10.1.4.1 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](#).

Field Description: BC Print-Reprint

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

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

2.10.1.4.2 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.

2.10.1.5 BC Operations

The Teller can use this screen to handle the life cycle processing of Bankers Cheque that is already issued. The operations, which are allowed in this screen are:

- Inquiry – Teller can use this option to inquire the details of BC.
- Revalidate – When a customer requests for revalidation of instrument that is in expired status, Teller can validate the instrument details and initiate revalidation of BC. The system will allow for revalidation only if:
 - Revalidation is allowed at Instrument type level
 - Instrument is not liquidated, cancelled, or refunded
 - Instrument is issued, revalidated, or duplicate issued but not liquidated/refunded/cancelled
- Duplicate Issue – If Customer or banker lost the instrument or if the instrument is damaged, Teller can issue it again. In case of request raised by the customer, additional charges will be deducted while issuing again. The system will allow for Duplicate Issue only if:
 - Duplicate issue is allowed at Instrument type level
 - Instrument is not liquidated, cancelled, or refunded
 - Instrument is issued or revalidated but not liquidated/refunded/cancelled
- Payment Reversal – Teller can use this option to make reversal of payment for BC.

- Payment – Teller can use this option to make payment against a BC.
- Refund – Teller can use this option to refund the amount against a BC.
- Cancel – Teller can use this option to cancel a BC.

To process this screen, type **BC Operations** 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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **BC Operations**.

→ The **BC Operations** screen is displayed.

Inquiry Mode:

Figure 107: BC Operations (Inquiry)

The screenshot shows the 'BC Operations' screen in inquiry mode. It features a grid of input fields for transaction details. Fields marked with an asterisk (*) are mandatory. The fields include: BC No, Issue Branch, Operation Type (set to 'Enquiry'), Payable Branch, BC Amount, MICR No, Issue Date, Issue Mode, BC Status, Narrative (set to 'BC Inquiry'), Revalidation Date, Duplicate Issue Date, Liquidation Date, Liquidation Mode, Beneficiary Name, Beneficiary Account, Exchange Rate, Credit Amount, Beneficiary Address 1, Beneficiary Address 2, and Identification Type, Identification Number.

2.10.1.5.1 Main Transaction Details (Inquiry Mode)

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

Field Description: BC Operations (Inquiry)

Field	Description
Operation Type	Select the type Inquiry from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch Code	Select the branch code where the instrument is issued from the LOV. After you specify the Issue Branch Code and Bankers Cheque No , press Tab key. The system will make a service call to OBPM and fetch the bankers cheque details.
BC Details	Displays the details of BC under this segment.
Issue Branch	Displays the logged-in branch code.
Payable Branch	Displays the payable branch for the BC.
BC Amount	Displays the BC currency and the BC amount.
MICR No	Displays the MICR number.
Issue Date	Displays the issue date mentioned in the BC.
Issue Mode	Displays the issue mode of the BC.
Bankers Cheque Status	Displays the status of the BC.
Narrative	Displays the default narrative as BC Inquiry and it can be modified.
Revalidation Date	Displays the date of BC revalidation.
Duplicate Issue Date	Displays the duplicate issue date of BC.

Field	Description
Liquidation Date	Displays the liquidation date of BC.
Liquidation Mode	Displays the liquidation mode of BC.
Beneficiary Details	Specify the fields.
Beneficiary Name	Displays the beneficiary name.
Beneficiary Account	Displays the beneficiary account number.
Customer ID	Displays the Customer ID.
Exchange Rate	Displays the exchange rate and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Credit Amount	Displays the credit amount.
Beneficiary Address 1 and Beneficiary Address 2	Displays the address of the beneficiary.
Identification Type	Displays the identification type of the beneficiary.
Identification Number	Displays the identification number of the beneficiary.
Funding Details	Funding details are displayed under this segment.
Drawer Name	Displays the drawer name.
Drawer Account	Displays the account number of the drawer.
Customer ID	Displays the customer ID of the drawer.

Field	Description
Exchange Rate	Displays the exchange rate.
Debit Amount	Displays the amount that needs to be debited from the drawer account.
Cheque Number	Displays the cheque number.
Cheque Date	Displays the date mentioned in the cheque.
Drawer Address 1 and Drawer Address 2	Displays the address of the drawer.
Identification Type	Displays the identification type of the drawer.
Identification Number	Displays the identification number of the drawer.

Revalidate:

Figure 108: BC Operations (Revalidate)

The screenshot shows a web form titled "BC Operations" with a sub-section for "Revalidate". The form contains the following fields and controls:

- BC No ***: A text input field.
- Issue Branch ***: A text input field.
- Operation Type ***: A dropdown menu with "Revalidation" selected.
- Revalidation Date ***: A date picker showing "Mar 26, 2020".
- New Expiry Date ***: A date picker field.
- Mode of Charge**: A dropdown menu with "Account" selected.
- Charge Account**: A text input field.
- Narrative ***: A text area containing "BC Revalidation".
- Charge Details**: An expandable section with a right-pointing arrow.
- View BC Details**: An expandable section with a right-pointing arrow.
- Submit** and **Cancel**: Buttons located at the bottom right of the form.

2.10.1.5.2 Main Transaction Details (Revalidate)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table *Field Description: BC Operations (Revalidate)*.

Field Description: BC Operations (Revalidate)

Field	Description
Operation Type	Select the type Revalidate from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Revalidation Details	Specify the details under this segment.
Beneficiary Account	Displays the beneficiary account number.
Revalidation Date	Select the revalidation date. NOTE: By default, the system date is displayed as revalidation date.
New Expiry Date	Displays the new expiry date based on the specified revalidation date.
Mode of Charge	Select the mode of charge from the drop-down values (Account or Cash).

Field	Description
Charge Account	<p>Specify the charge account number. The following conditions applies based on the value selected for Mode of Charge:</p> <ul style="list-style-type: none">• If the Mode of Charge is selected as Account, user needs to capture the account from which the charges to be deducted. <p>NOTE: If the Mode of Charge is selected as Account, the system displays the Drawer Account by default. Else, this field is kept blank and user can input the valid account number.</p> <ul style="list-style-type: none">• If Mode of Charge is selected as Cash, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.
Narrative	Displays the default narrative as BC Revalidation and it can be modified.

Duplicate Issue:

Figure 109: BC Operations (Duplicate Issue)

2.10.1.5.3 Main Transaction Details (Duplicate Issue)

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

Field Description: BC Operations (Duplicate Issue)

Field	Description
Operation Type	Select the type Duplicate Issue from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Duplicate Issue Details	Specify the details under this segment.
Duplicate Issue Date	By default, the current system date is displayed as duplicate issue date and it can be modified.

Field	Description
Duplicate BC No	Specify the duplicate bankers cheque number.
Duplicate MICR No	Specify the duplicate MICR number.
Requested By	Select from the drop-down values (Customer or Bank).
Mode of Charge	Select the mode of charge from the drop-down values (Account or Cash).
Charge Account	<p>Specify the charge account number. The following conditions applies based on the value selected for Mode of Charge:</p> <ul style="list-style-type: none"> • If the Mode of Charge is selected as Account, user needs to capture the account from which the charges to be deducted. <p>NOTE: If the Mode of Charge is selected as Account, the system displays the Drawer Account by default. Else, this field is kept blank and user can input the valid account number.</p> <ul style="list-style-type: none"> • If Mode of Charge is selected as Cash, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.
Narrative	Displays the default narrative as BC Duplication and it can be modified.

Payment Reversal:

Figure 110: BC Operations (Payment Reversal)

The screenshot shows a web form titled "BC Operations". It contains several input fields and sections:

- BC No ***: A text input field.
- Issue Branch ***: A search input field with a magnifying glass icon.
- Operation Type ***: A dropdown menu with "Payment Reversal" selected.
- Reversal Details**: A section containing:
 - Liquidation Mode**: A dropdown menu.
 - Liquidation Date**: A date picker field.
- Narrative ***: A text area containing "BC Payment Reversal".
- Charge Details**: A section with a right-pointing arrow.
- View BC Details**: A section with a right-pointing arrow.
- Submit** and **Cancel** buttons are located at the bottom right.

2.10.1.5.4 Main Transaction Details (Payment Reversal)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Payment Reversal\)](#).

Field Description: BC Operations (Payment Reversal)

Field	Description
Operation Type	Select the type Payment Reversal from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Reversal Details	Specify the details under this segment.
Liquidation Mode	Select the liquidation mode from the drop-down values.

Field	Description
Liquidation Date	Select the liquidation date.
Narrative	Displays the default narrative as BC Payment Reversal and it can be modified.

Payment – Account:

Figure 111: BC Operations (Payment – Account)

2.10.1.5.5 Main Transaction Details (Payment – Account)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Payment – Account\)](#).

Field Description: BC Operations (Payment – Account)

Field	Description
Operation Type	Select the type Payment from the drop-down list.
BC No	Specify the BC number of the instrument.

Field	Description
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Account from the drop-down values.
Payment Details	Specify the details under this segment.
Beneficiary Account	Displays the beneficiary account number.
Beneficiary Name	Displays the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	Displays the total charge amount.

Field	Description
	NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative as BC Payment by Account and it can be modified.

Payment – Cash:

Figure 112: BC Operations (Payment – Cash)

2.10.1.5.6 Main Transaction Details (Payment – Cash)

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

Field Description: BC Operations (Payment – Cash)

Field	Description
Operation Type	Select the type Payment from the drop-down list.
BC No	Specify the BC number of the instrument.

Field	Description
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Cash from the drop-down values.
Payment Details	Specify the details under this segment.
Transaction Amount	Specify the transaction currency and transaction amount.
Beneficiary Name	Specify the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as BC Payment by Cash and it can be modified.

Payment – GL:

Figure 113: BC Operations (Payment – GL)

2.10.1.5.7 Main Transaction Details (Payment – GL)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Payment – GL\)](#).

Field Description: BC Operations (Payment – GL)

Field	Description
Operation Type	Select the type Payment from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as GL from the drop-down values.
Payment Details	Specify the details under this segment.

Field	Description
GL Account	Specify the GL account number.
GL Currency	Displays the currency of the specified GL account.
GL Branch	Displays the branch code of the specified GL account.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as BC Payment by GL and it can be modified.

Refund – Account:

Figure 114: BC Operations (Refund – Account)

2.10.1.5.8 Main Transaction Details (Refund – Account)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Refund – Account\)](#).

Field Description: BC Operations (Refund – Account)

Field	Description
Operation Type	Select the type Refund from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Account from the drop-down values.
Refund Details	Specify the details under this segment.

Field	Description
Beneficiary Account	Displays the beneficiary account number.
Beneficiary Name	Displays the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as BC Refund by Account and it can be modified.

Refund – Cash:

Figure 115: BC Operations (Refund – Cash)

2.10.1.5.9 Main Transaction Details (Refund – Cash)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Refund – Cash\)](#).

Field Description: BC Operations (Refund – Cash)

Field	Description
Operation Type	Select the type Refund from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Cash from the drop-down values.
Refund Details	Specify the details under this segment.
Transaction Amount	Specify the transaction currency and transaction amount.

Field	Description
Beneficiary Name	Specify the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as BC Refund by Cash and it can be modified.

Refund – GL:

Figure 116: BC Operations (Refund – GL)

2.10.1.5.10 Main Transaction Details (Refund – GL)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Refund – GL\)](#).

Field Description: BC Operations (Refund – GL)

Field	Description
Operation Type	Select the type Refund from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as GL from the drop-down values.
Refund Details	Specify the details under this segment.

Field	Description
GL Account	Specify the GL account number.
GL Currency	Displays the currency of the specified GL account.
GL Branch	Displays the branch code of the specified GL account.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as BC Refund by GL and it can be modified.

Cancel – Account:

Figure 117: BC Operations (Cancel – Account)

2.10.1.5.11 Main Transaction Details (Cancel – Account)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Cancel – Account\)](#).

Field Description: BC Operations (Cancel – Account)

Field	Description
Operation Type	Select the type Cancel from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Account from the drop-down values.
Cancel Details	Specify the details under this segment.

Field	Description
Beneficiary Account	Displays the beneficiary account number.
Beneficiary Name	Displays the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as BC Cancel by Account and it can be modified.

Cancel – Cash:

Figure 118: BC Operations (Cancel – Cash)

2.10.1.5.12 Main Transaction Details (Cancel – Cash)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Cancel – Cash\)](#).

Field Description: BC Operations (Cancel – Cash)

Field	Description
Operation Type	Select the type Cancel from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Cash from the drop-down values.
Cancel Details	Specify the details under this segment.

Field	Description
Transaction Amount	Specify the transaction currency and transaction amount.
Beneficiary Name	Specify the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as BC Cancel by Cash and it can be modified.

Cancel – GL:

Figure 119: BC Operations (Cancel – GL)

2.10.1.5.13 Main Transaction Details (Cancel – GL)

Specify the details in the **BC Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: BC Operations \(Cancel – GL\)](#).

Field Description: BC Operations (Cancel – GL)

Field	Description
Operation Type	Select the type Cancel from the drop-down list.
BC No	Specify the BC number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as GL from the drop-down values.
Cancel Details	Specify the details under this segment.

Field	Description
GL Account	Specify the GL account number.
GL Currency	Displays the currency of the specified GL account.
GL Branch	Displays the branch code of the specified GL account.
Exchange Rate	Displays the exchange rate and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Account Amount	Displays the account amount. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charge Amount	Displays the total charge amount. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative as BC Cancel by GL and it can be modified.

2.10.1.5.14 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. This segment is not applicable for the **Inquiry** and **Cancel** modes. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

2.10.1.5.15 Denomination Details

The **Denomination** segment is used to view the denominations maintained for the transaction currency and to enter the denomination units. This segment is applicable to the **Duplicate**, **Payment** (Cash), and **Refund** (Cash) modes. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

2.10.1.5.16 View Bankers Cheque Details

This segment is used to view the additional details of the BC. This will be a non-editable data segment and it is not applicable for the **Inquiry** mode.

2.10.1.5.17 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 submission, the system will handoff the details to payments product processor (OBPM) for processing. When you get success notification from OBPM, the system will update the transaction status as **Success** and mark for charges accounting handoff. The transaction accounting is not applicable for the transaction. In case of reject notification from OBPM, the system will discard the transaction. In addition, the transaction accounting is not applicable for the **Duplicate Issue** mode and the transaction submission is not required for **Inquiry** mode.

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 Print/Re-print](#)
- [2.10.2.5 DD Operations](#)

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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Issue - Account**.
→ The **DD Issue Against Account** screen is displayed.

Figure 120: DD Issue Against Account

DD Issue Against Account

Payable Branch Code *	Payable Branch Name
Issuing Branch Code 000	Branch Name FLEXCUBE UNIVERSAL BANK
DD Amount * GBP	DD Date * Mar 26, 2020
MICR No	DD No
Payee Details	
Payee Name *	
Address Line 1	Address Line 2
Address Line 3	Address Line 4
Narrative * DD Issuance Account	

▶ Funding Details

▶ Charge Details

Submit Cancel

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](#).

Field Description: DD Issue Against Account

Field	Description
Payable Branch Code	Specify the branch code in which the demand drafts can be liquidated.
Payable Branch Name	Displays the name of payable branch.
Issuing Branch Code	Displays the logged-in branch code.
Branch Name	Displays the branch description of issuing branch
DD Amount	Specify the DD currency and DD amount.
DD Date	Specify the date that needs to be mentioned in the DD.
MICR No	Displays the MICR number.
DD No	Specify the instrument number and validate. If not specified, system generates the DD number based on the maintenance setup.
Narrative	Displays the narrative as DD Issuance Account and it can be modified.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.2.1.2 Funding Details

Figure 121: Funding Details

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

- Drawer Account ***: A text input field with an asterisk indicating it is mandatory.
- Drawer Name**: A text input field.
- Cheque Number**: A text input field.
- Cheque Date**: A date picker showing 'Mar 26, 2020'.
- Exchange Rate**: A numeric input field with a value of '1.00' and up/down arrows.
- Account Amount**: A text input field.
- Total Charges**: A text input field with a value of '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
Drawer Account	Specify the account number of the customer who has requested the DD.
Drawer Name	Displays the name of the specified drawer account number.
Cheque Number	Specify the cheque number of the drawer account.
Cheque Date	Specify the date as mentioned in the cheque.
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Account Amount	Displays the account amount in account currency.

Field	Description
	NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charges	Displays the total charges applicable for the DD issuance. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .

2.10.2.1.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Issue - Walk-in**.

→ The **DD Issue Against Walk-in** screen is displayed.

Figure 122: DD Issue Against Walk-in

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](#).

Field Description: DD Issue Against Walk-in

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

Field	Description
Payable Branch Name	Displays the name of payable branch.
Issuing Branch Code	Displays the logged-in branch code.
Branch Name	Displays the branch description of issuing branch
DD Amount	Specify the DD currency and DD amount.
DD Date	Specify the date that needs to be mentioned in the DD.
MICR No	Displays the serial number.
DD No	Specify the instrument number and validate. NOTE: If not specified, system generates the DD number based on the maintenance setup.
Narrative	Displays the narrative as DD Issuance against Walk-in and it can be modified.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.2.2.2 Funding Details

Figure 123: Funding Details

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

- Transaction Amount * (dropdown menu)
- Address Line 1 (text input)
- Address Line 2 (text input)
- Address Line 3 (text input)
- Address Line 4 (text input)
- Identification Type (dropdown menu with 'Select' option)
- Identification Number (text input)
- Exchange Rate (dropdown menu with '1.00' and up/down arrows)
- Drawer Name * (text input)
- Total Charges (text input with 'GBP0.00' value)

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

Field Description: Funding Details

Field	Description
Transaction Amount	Specify the transaction currency, the currency in which the walk-in customer deposit the cash.
Drawer Name	Specify the name of the drawer.
Address Line 1 to Address Line 4	Specify the address of the payee.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification details of the payee.
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .

Field	Description
Total Charges	Displays the total charges applicable for the DD issuance. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .

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 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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Issue - GL**.

→ The **DD Issue Against GL** screen is displayed.

Figure 124: DD Issue Against GL

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](#).

Field Description: DD Issue Against GL

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

Field	Description
Issuing Branch Code	Displays the logged-in branch code.
Branch Name	Displays the branch description of issuing branch
DD Amount	Specify the DD currency and DD amount.
DD Date	Specify the date that needs to be mentioned in the DD.
MICR No	Displays the serial number.
DD No	Specify the instrument number and validate. NOTE: If not specified, system generates the DD number based on the maintenance setup.
Narrative	Displays the narrative as DD Issuance Against GL and it can be modified.
Payee Details	Specify the fields.
Payee Name	Specify the payee name on which the DD is drawn.
Address Line 1 to Address Line 4	Specify the address of the payee.

2.10.2.3.2 Funding Details

Figure 125: Funding Details

The screenshot shows a web form titled "Funding Details". It contains several input fields and a dropdown menu:

- GL Account ***: A text input field with a search icon.
- Drawer Name**: A text input field.
- Identification Number**: A text input field.
- GL Description**: A text input field.
- Identification Type**: A dropdown menu with "Select" as the current option.

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

Field Description: Funding Details

Field	Description
GL Account	Select the account number of the GL against which the BC is issued from the LOV.
GL Description	Displays a brief description on the general ledger.
Drawer Name	Specify the name of the drawer.
Identification Type	Select the identification type of the payee from the drop-down list.
Identification Number	Specify the identification number of the payee.

2.10.2.3.3 Charge Details

The **Charge Details** segment is used to view 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 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**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Print-Reprint**.

→ The **DD Print-Reprint** screen is displayed.

Figure 126: DD Print-Reprint

The screenshot shows the 'DD Print-Reprint' application window. It contains several input fields and sections:

- Top Left:** 'Demand Draft No *' (text field), 'Print Type *' (dropdown menu), 'Issuing Branch Code' (text field), 'DD Date' (text field with a calendar icon), 'Drawer Name' (text field).
- Top Right:** 'Issue Branch Code *' (text field with a search icon), 'Query' and 'Clear' buttons.
- Middle Right:** 'DD Amount' (text field with 'GBP0.00' entered), 'DD Status' (text field).
- Bottom Right:** 'Identification Details' section with 'Address Line 2', 'Address Line 3', and 'Address Line 4' (text fields).
- Bottom Left:** 'Beneficiary Details' section with 'Beneficiary Name', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Reprint Count' (text field), 'Narrative *' (text field with 'DD Print-Reprint' entered).
- Bottom:** 'Submit' and 'Cancel' buttons.

2.10.2.4.1 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](#).

Field Description: DD Print-Reprint

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

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

2.10.2.4.2 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.

2.10.2.5 DD Operations

The Teller can use this screen to handle the life cycle processing of Demand Draft that is already issued. The operations, which are allowed in this screen are:

- Inquiry – Teller can use this option to inquire the details of DD.
- Revalidate – When a customer requests for revalidation of instrument that is in expired status, Teller can validate the instrument details and initiate revalidation of DD. The system will allow for revalidation only if:
 - Revalidation is allowed at Instrument type level
 - Instrument is not liquidated, cancelled, or refunded
 - Instrument is issued, revalidated, or duplicate issued but not liquidated/refunded/cancelled
- Duplicate Issue – If Customer or banker lost the instrument or if the instrument is damaged, Teller can issue it again. In case of request raised by the customer, additional charges will be deducted while issuing again. The system will allow for Duplicate Issue only if:
 - Duplicate issue is allowed at Instrument type level
 - Instrument is not liquidated, cancelled, or refunded
 - Instrument is issued or revalidated but not liquidated/refunded/cancelled
- Payment Reversal – Teller can use this option to make reversal of payment for DD.

- Payment – Teller can use this option to make payment against a DD.
- Refund – Teller can use this option to refund the amount against a DD.
- Cancel – Teller can use this option to cancel a DD.

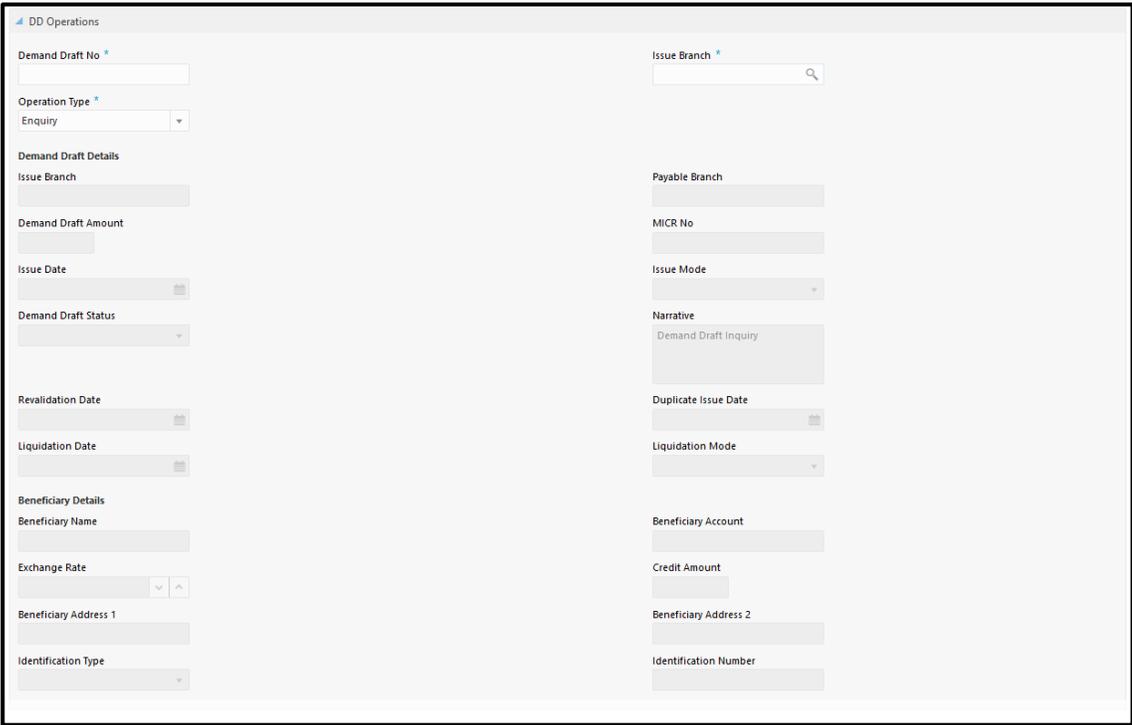
To process this screen, type **DD Operations** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Remittances**, click **DD Operations**.

→ The **DD Operations** screen is displayed.

Inquiry Mode:

Figure 127: DD Operations (Inquiry)



2.10.2.5.1 Main Transaction Details (Inquiry Mode)

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

Field Description: DD Operations (Inquiry)

Field	Description
Operation Type	Select the type Inquiry from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV. After you specify the Issue Branch Code and Demand Draft No , press Tab key. The system will make a service call to OBPM and fetch the demand draft details.
Demand Draft Details	Displays the details of DD under this segment.
Issue Branch	Displays the logged-in branch code.
Payable Branch	Displays the payable branch for the DD.
Demand Draft Amount	Displays the DD currency and the DD amount.
MICR No	Displays the MICR number.
Issue Date	Displays the issue date mentioned in the DD.
Issue Mode	Displays the issue mode of the DD.
Demand Draft Status	Displays the status of the DD.
Narrative	Displays the default narrative as Demand Draft Inquiry and it can be modified.
Revalidation Date	Displays the date of DD revalidation.
Duplicate Issue Date	Displays the duplicate issue date of DD.

Field	Description
Liquidation Date	Displays the liquidation date of DD.
Liquidation Mode	Displays the liquidation mode of DD.
Beneficiary Details	Specify the fields.
Beneficiary Name	Displays the beneficiary name.
Beneficiary Account	Displays the beneficiary account number.
Customer ID	Displays the Customer ID.
Exchange Rate	Displays the exchange rate and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
Credit Amount	Displays the credit amount.
Beneficiary Address 1 and Beneficiary Address 2	Displays the address of the beneficiary.
Identification Type	Displays the identification type of the beneficiary.
Identification Number	Displays the identification number of the beneficiary.
Funding Details	Funding details are displayed under this segment.
Drawer Name	Displays the drawer name.
Drawer Account	Displays the account number of the drawer.
Customer ID	Displays the customer ID of the drawer.

Field	Description
Exchange Rate	Displays the exchange rate.
Debit Amount	Displays the amount that needs to be debited from the drawer account.
Cheque Number	Displays the cheque number.
Cheque Date	Displays the date mentioned in the cheque.
Drawer Address 1 and Drawer Address 2	Displays the address of the drawer.
Identification Type	Displays the identification type of the drawer.
Identification Number	Displays the identification number of the drawer.

Revalidate:

Figure 128: DD Operations (Revalidate)

The screenshot displays the 'DD Operations' form with the following details:

- DD Operations** (Section Header)
- Demand Draft No ***: Text input field.
- Issue Branch ***: Searchable dropdown menu.
- Operation Type ***: Dropdown menu with 'Revalidate' selected.
- Revalidation Date ***: Date picker showing 'Mar 26, 2020'.
- New Expiry Date**: Date picker field.
- Mode of Charge**: Dropdown menu with 'Account' selected.
- Charge Account**: Text input field.
- Narrative ***: Text area containing 'Demand Draft Revalidation'.
- Charge Details**: Expandable section (indicated by a right-pointing arrow).
- View Demand Draft Details**: Expandable section (indicated by a right-pointing arrow).
- Submit** and **Cancel** buttons at the bottom right.

2.10.2.5.2 Main Transaction Details (Revalidate)

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

Field Description: DD Operations (Revalidate)

Field	Description
Operation Type	Select the type Revalidate from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Revalidation Details	Specify the details under this segment.
Beneficiary Account	Displays the beneficiary account number.
Revalidation Date	Select the revalidation date. NOTE: By default, the system date is displayed as revalidation date.
New Expiry Date	Displays the new expiry date based on the specified revalidation date.
Mode of Charge	Select the mode of charge from the drop-down values (Account or Cash).

Field	Description
Charge Account	<p>Specify the charge account number. The following conditions applies based on the value selected for Mode of Charge:</p> <ul style="list-style-type: none">• If the Mode of Charge is selected as Account, user needs to capture the account from which the charges to be deducted. <p>NOTE: If the Mode of Charge is selected as Account, the system displays the Drawer Account by default. Else, this field is kept blank and user can input the valid account number.</p> <ul style="list-style-type: none">• If Mode of Charge is selected as Cash, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.
Narrative	Displays the default narrative as Demand Draft Revalidation and it can be modified.

Duplicate Issue:

Figure 129: DD Operations (Duplicate Issue)

2.10.2.5.3 Main Transaction Details (Duplicate Issue)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Duplicate Issue\)](#).

Field Description: DD Operations (Duplicate Issue)

Field	Description
Operation Type	Select the type Duplicate Issue from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Duplicate Issue Details	Specify the details under this segment.
Duplicate Issue Date	By default, the current system date is displayed as duplicate issue date and it can be modified.

Field	Description
Duplicate Demand Draft No	Specify the duplicate demand draft number.
Duplicate MICR No	Specify the duplicate MICR number.
Requested By	Select from the drop-down values (Customer or Bank).
Mode of Charge	Select the mode of charge from the drop-down values (Account or Cash).
Charge Account	<p>Specify the charge account number. The following conditions applies based on the value selected for Mode of Charge:</p> <ul style="list-style-type: none"> • If the Mode of Charge is selected as Account, user needs to capture the account from which the charges to be deducted. <p>NOTE: If the Mode of Charge is selected as Account, the system displays the Drawer Account by default. Else, this field is kept blank and user can input the valid account number.</p> <ul style="list-style-type: none"> • If Mode of Charge is selected as Cash, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.
Narrative	Displays the default narrative as Demand Draft Duplication and it can be modified.

Payment Reversal:

Figure 130: DD Operations (Payment Reversal)

2.10.2.5.4 Main Transaction Details (Payment Reversal)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Payment Reversal\)](#).

Field Description: DD Operations (Payment Reversal)

Field	Description
Operation Type	Select the type Payment Reversal from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Reversal Details	Specify the details under this segment.
Liquidation Mode	Select the liquidation mode from the drop-down values.

Field	Description
Liquidation Date	Select the liquidation date.
Narrative	Displays the default narrative as Demand Draft Payment Reversal and it can be modified.

Payment – Account:

Figure 131: DD Operations (Payment – Account)

2.10.2.5.5 Main Transaction Details (Payment – Account)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Payment – Account\)](#).

Field Description: DD Operations (Payment – Account)

Field	Description
Operation Type	Select the type Payment from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.

Field	Description
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Account from the drop-down values.
Payment Details	Specify the details under this segment.
Beneficiary Account	Specify the beneficiary account number.
Beneficiary Name	Specify the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	Displays the total charge amount.

Field	Description
	NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative as DD Operations and it can be modified.

Payment – Cash:

Figure 132: DD Operations (Payment – Cash)

2.10.2.5.6 Main Transaction Details (Payment – Cash)

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

Field Description: DD Operations (Payment – Cash)

Field	Description
Operation Type	Select the type Payment from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.

Field	Description
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Cash from the drop-down values.
Payment Details	Specify the details under this segment.
Transaction Amount	Specify the transaction currency and transaction amount.
Beneficiary Name	Specify the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as Demand Draft Payment by Cash and it can be modified.

Payment – GL:

Figure 133: DD Operations (Payment – GL)

2.10.2.5.7 Main Transaction Details (Payment – GL)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Payment – GL\)](#).

Field Description: DD Operations (Payment – GL)

Field	Description
Operation Type	Select the type Payment from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as GL from the drop-down values.
Payment Details	Specify the details under this segment.

Field	Description
GL Account	Specify the GL account number.
GL Currency	Displays the currency of the specified GL account.
GL Branch	Displays the branch code of the specified GL account.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as DD Operations and it can be modified.

Refund – Account:

Figure 134: DD Operations (Refund – Account)

2.10.2.5.8 Main Transaction Details (Refund – Account)

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 Operations \(Refund – Account\)](#).

Field Description: DD Operations (Refund – Account)

Field	Description
Operation Type	Select the type Refund from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Account from the drop-down values.
Refund Details	Specify the details under this segment.

Field	Description
Beneficiary Account	Displays the beneficiary account number.
Beneficiary Name	Displays the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as Demand Draft Refund by Account and it can be modified.

Refund – Cash:

Figure 135: DD Operations (Refund – Cash)

2.10.2.5.9 Main Transaction Details (Refund – Cash)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Refund – Cash\)](#).

Field Description: DD Operations (Refund – Cash)

Field	Description
Operation Type	Select the type Refund from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Cash from the drop-down values.
Refund Details	Specify the details under this segment.
Transaction Amount	Specify the transaction currency and transaction amount.

Field	Description
Beneficiary Name	Specify the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	Displays the exchange rate and it can be modified. NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Total Charge Amount	Displays the account amount. NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative as Demand Draft Refund by Cash and it can be modified.

Refund – GL:

Figure 136: DD Operations (Refund – GL)

2.10.2.5.10 Main Transaction Details (Refund – GL)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Refund – GL\)](#).

Field Description: DD Operations (Refund – GL)

Field	Description
Operation Type	Select the type Refund from the drop-down list.
DD No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as GL from the drop-down values.
Refund Details	Specify the details under this segment.

Field	Description
GL Account	Specify the GL account number.
GL Currency	Specify the currency of the specified GL account.
GL Branch	Select the branch code from the list of values.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as Demand Draft Refund by GL and it can be modified.

Cancel – Account:

Figure 137: DD Operations (Cancel – Account)

2.10.2.5.11 Main Transaction Details (Cancel – Account)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Cancel – Account\)](#).

Field Description: DD Operations (Cancel – Account)

Field	Description
Operation Type	Select the type Cancel from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Account from the drop-down values.
Cancel Details	Specify the details under this segment.

Field	Description
Beneficiary Account	Displays the beneficiary account number.
Beneficiary Name	Displays the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as DD Cancel by Account and it can be modified.

Cancel – Cash:

Figure 138: DD Operations (Cancel – Cash)

2.10.2.5.12 Main Transaction Details (Cancel – Cash)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Cancel – Cash\)](#).

Field Description: DD Operations (Cancel – Cash)

Field	Description
Operation Type	Select the type Cancel from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as Cash from the drop-down values.
Cancel Details	Specify the details under this segment.

Field	Description
Transaction Amount	Specify the transaction currency and transaction amount.
Beneficiary Name	Specify the beneficiary name.
Identification Type	Select the identification type of the beneficiary from the drop-down values.
Identification Number	Specify the identification number of the beneficiary.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as DD Cancel by Cash and it can be modified.

Cancel – GL:

Figure 139: DD Operations (Cancel – GL)

2.10.2.5.13 Main Transaction Details (Cancel – GL)

Specify the details in the **DD Operations** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: DD Operations \(Cancel – GL\)](#).

Field Description: DD Operations (Cancel – GL)

Field	Description
Operation Type	Select the type Cancel from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.
Issue Branch	Select the branch code where the instrument is issued from the LOV.
Operation Mode	Select the operation mode as GL from the drop-down values.
Refund Details	Specify the details under this segment.

Field	Description
GL Account	Specify the GL account number.
GL Currency	Displays the currency of the specified GL account.
GL Branch	Displays the branch code of the specified GL account.
Exchange Rate	<p>Displays the exchange rate and it can be modified.</p> <p>NOTE: If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Account Amount	<p>Displays the account amount.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Total Charge Amount	<p>Displays the total charge amount.</p> <p>NOTE: This field is displayed only if Total Charges Configuration at Function Code Indicator level is set as Y.</p>
Narrative	Displays the default narrative as DD Cancel by GL and it can be modified.

2.10.2.5.14 Charge Details

The **Charge Details** segment is used to view or waive the computed charges. This segment is not applicable for the **Inquiry** mode. For more information on this segment, refer to the topic [2.6.1.3 Charge Details](#) in this guide.

2.10.2.5.15 View Demand Draft Details

This segment is used to view the additional details of the DD. This will be a non-editable data segment and it is not applicable for the **Inquiry** mode.

2.10.2.5.16 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 submission, the system will handoff the details to payments product processor (OBPM) for processing. When you get success notification from OBPM, the system will update the transaction status as **Success** and mark for charges accounting handoff. The transaction accounting is not applicable for the transaction. In case of reject notification from OBPM, the system will discard the transaction. In addition, the transaction accounting is not applicable for the **Duplicate Issue** mode and the transaction submission is not required for **Inquiry** mode.

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**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **TD Account Opening**.

→ The **TD Account Opening** screen is displayed.

Figure 140: TD Account Opening

TD Account Opening

Customer ID *

Customer Name

Deposit Product *

Deposit Product Description

Deposit Account Description *

Deposit Account Opening Date

Account Type

Single Joint

Mode Of Operation

Deposit Amount *

Deposit Tenor

Interest rate

▶ Funding Details

▶ Joint Holders

▶ Payout Details

▶ Rollover Details

▶ Denomination

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](#).

Field Description: TD Account Opening

Field	Description
Customer ID	Select the Customer ID from the list of values.
Customer Name	Displays the name of the specified Customer ID.
Mode of Operation	Select the mode of operations from the drop-down list. The drop-down list shows the following values: <ul style="list-style-type: none"> • Single • Jointly • Either Anyone or Survivor • Former or Survivor • Mandate Holder
Account Type	Select the account type (Single or Joint).
Deposit Product	Specify the deposit product. Click Fetch to select the appropriate product type.
Deposit Product Description	Displays the description of the specified deposit product.
Deposit Account Description	Specify the description of the deposit account.
Deposit Account Opening Date	Specify the account opening date of the deposit account.
Deposit Amount	Specify the currency and amount for term deposit.
Deposit Tenor	Specify the tenor of deposit in days/months/years.
Interest Rate	Specify the interest rate for the deposit account.

2.11.1.2 Funding Details

Figure 141: Funding Details (Cash)

▲ Funding Details

Pay By: Cash

Transaction Amount: GBP

Figure 142: Funding Details (Account)

▲ Funding Details

Pay By: Account

Account Number *

Account Branch

Account Amount *: GBP

Cheque Number

Cheque Date: Mar 26, 2020

Exchange Rate *: 1.00

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

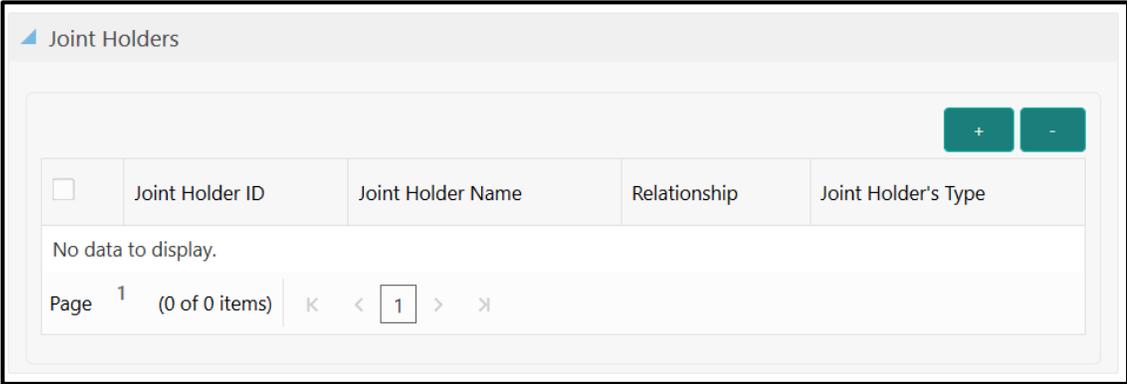
Field	Description
Pay By	Select Account or Cash for the pay-in option.
Transaction Amount	Specify the transaction currency if the Pay By is selected as Cash . NOTE: By default, branch currency will be shown and allows for editing. In addition, the system defaults the transaction amount based on the transaction currency selected.

Field	Description
Account Number	Specify the account number from which the deposit account need to be funded. NOTE: This field is applicable only if the Pay By is selected as Account .
Account Branch	Displays the branch of the selected account number. NOTE: This field is applicable only if the Pay By is selected as Account .
Account Amount	Displays the currency of the selected account number and the calculated account amount based on the exchange rate. NOTE: This field is applicable only if the Pay By is selected as Account . This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Cheque Number	Specify the cheque number of the account. NOTE: This field is applicable only if the Pay By is selected as Account .
Cheque Date	Specify the date as mentioned in the cheque. NOTE: This field is applicable only if the Pay By is selected as Account .
Exchange Rate	Displays the exchange rate used to convert the deposit currency into account or transaction currency and it can be modified.

Field	Description
	<p>NOTE: If deposit currency is same as the account or transaction currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

2.11.1.3 Joint Holders Details

Figure 143: Joint Holders Details



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

Field Description: Joint Holders

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

2.11.1.4 Maturity Payment Details

Figure 144: 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
Component Type	Select the component type from the drop-down list. (Principal or Interest)
Repayment By	Select the repayment option from the drop-down list (Account, Bankers Cheque, or Demand Draft) .
Payment Account	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
Account Branch	Displays the account branch based on the payment account selected.

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

2.11.1.5 Maturity Instruction Details

Figure 145: Rollover Details

The screenshot shows a form titled "Rollover Details". It contains the following elements:

- An "Auto Renewal" section with a toggle switch.
- A "Renewal Type" dropdown menu.
- A "Renewal Amount" field consisting of a dropdown menu and a text input box.
- A "Renewal Tenor" dropdown menu.

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

Field Description: Rollover Details

Field	Description
Auto Renewal	Select if auto renewal required for the deposit account.
Renewal Type	Specify the renewal type from the drop down values (Principal, Interest, Principal + Interest, or Special Amount). NOTE: This field is mandatory to input if auto renewal is selected.

Field	Description
Renewal Amount	Specify the renewal amount and renewal currency. NOTE: The renewal currency is displayed as deposit currency.
Renewal Tenor	Specify the renewal tenor in days/months/year.

2.11.1.6 Denomination details

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

2.11.1.7 Transaction Submission

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

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

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

2.11.2 Term Deposit Redemption Against Cash

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **Term Deposit Redemption Against Cash**.

→ The **Term Deposit Redemption Against Cash** screen is displayed.

Figure 146: Term Deposit Redemption Against Cash

TD Redemption Against Cash

Deposit Account *
[Text Input]
Query

Account Branch
[Text Input]

Deposit Details

Principal Amount
[Text Input]

Account Name
[Text Input]

Interest Amount
[Text Input]

Tax Amount
[Text Input]

Redemption Details

Redemption Mode *
[Dropdown]

Waive Penalty

Exchange Rate Narrative *
Term Deposit Redemption Against Cash

Customer ID
[Text Input]

Interest Rate
[Text Input]

Maturity Amount
[Text Input]

Total Payout Amount
[Text Input]

Redemption Amount *
[Dropdown]

Waive Interest

Denomination

Submit Cancel

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](#).

Field Description: Term Deposit Redemption Against Cash

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

Field	Description
Redemption Mode	Select the redemption mode from the drop-down list (Partial Redemption or Full Redemption).
Redemption Amount	Specify as mentioned below: <ul style="list-style-type: none"> • If the Redemption Mode is selected as Partial Redemption, specify the redemption amount. • If the Redemption Mode is selected as Full Redemption, it displays the principal amount as redemption amount.
Waive Penalty	Check this box to waive the penalty for redeeming the term deposit. NOTE: This is applicable only if the Redemption Mode is selected as Full Redemption .
Waive Interest	Check this box to waive the interest for redeeming the term deposit. NOTE: This is applicable only if the Redemption Mode is selected as Full Redemption .
Transaction Currency	Specify the currency in which the cash is handed over to the customer during redemption.
Transaction Amount	Displays the transaction amount based on the Redemption Amount and Transaction Currency . NOTE: If deposit currency is different from transaction currency, the system calculates the transaction amount based on the exchange rate. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .

Field	Description
Exchange Rate	Displays the exchange rate applicable for the transaction based on the deposit currency and transaction currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative as Term Deposit Redemption Against Cash and it can be modified.

2.11.2.2 Denomination details

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

2.11.2.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **Term Deposit Redemption Against Account**.

→ The **Term Deposit Redemption Against Account** screen is displayed.

Figure 147: Term Deposit Redemption Against Account

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*.

Field Description: Term Deposit Redemption Against Account

Field	Description
Deposit Account	Specify the deposit account number.
Account Branch	Displays the branch of the deposit account.
Query	Click this icon to fetch the deposit details.

Field	Description
Deposit Details	Specify the fields.
Customer ID	Displays the Customer ID of the deposit account number.
Account Name	Displays the account description of the deposit account.
Principal Amount	Click Compute to get the amount paid at the time of term deposit booking.
Interest Amount	Displays the default rate of interest at which the interest amount is calculated.
Tax Amount	Displays the amount to be deducted towards tax.
Interest Rate	Click Compute to get the current interest rate applicable after partial or full redemption.
Maturity Amount	Displays the current maturity amount after partial/full redemption.
Total Payout Amount	Displays the total payout amount.
Redemption Details	Specify the fields.
Redemption Mode	Select the redemption mode from the drop-down list (Partial Redemption or Full Redemption).
Redemption Amount	<p>Specify as mentioned below:</p> <ul style="list-style-type: none"> • If the Redemption Mode is selected as Partial Redemption, specify the redemption amount. • If the Redemption Mode is selected as Full Redemption, it displays the principal amount as redemption amount.

Field	Description
Waive Penalty	Check this box to waive the penalty for redeeming the term deposit. NOTE: This is applicable only if the Redemption Mode is selected as Full Redemption .
Waive Interest	Check this box to waive the interest for redeeming the term deposit. NOTE: This is applicable only if the Redemption Mode is selected as Full Redemption .
Offset Account	Specify the offset account number to which the redeemed funds to be paid.
Offset Account Amount	System default the amount in the offset account number.
Offset Account Branch	System default the branch of the offset account number.
Offset Account Name	System default the description of the offset account.
Exchange Rate	Displays the exchange rate applicable for the transaction based on the deposit currency and offset account currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative as TD Redemption and it can be modified.

2.11.3.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **TD Topup - Account**.
→ The **TD Top-Up Against Account** screen is displayed.

Figure 148: TD Top-Up Against Account

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

- Deposit Account ***: Input field with a 'Query' button below it.
- Account Branch ***: Input field with '000' entered.
- Deposit Details**:
 - Original Deposit Amount**: Input field.
 - Customer ID**: Input field.
 - Interest Rate**: Input field.
 - Interest Amount**: Input field.
 - Principal Balance**: Input field.
 - Account Name**: Input field.
 - Deposit Tenor**: Input field with a 'Days' dropdown menu.
 - Maturity Amount**: Input field.
- Top-up Details**:
 - Top-Up Amount ***: Input field with a dropdown arrow.
 - Offset Account Branch**: Input field.
 - Account Amount**: Input field.
 - Exchange Rate**: Input field with '1' entered.
 - Value Date ***: Input field with 'Mar 26, 2020' and a calendar icon.
 - Narrative ***: Input field with 'TD Top-UP Against Account' entered.
- Denomination**: Section header at the bottom.
- Submit** and **Cancel** buttons at the bottom right.

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](#).

Field Description: TD Top-Up Against Account

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

Field	Description
Maturity Amount	Displays the amount available on the maturity of the deposit account.
Top-Up Details	Specify the fields.
Offset Account	Specify the offset account from which the top-up amount needs to be debited.
Offset Account Branch	Displays the branch of the specified offset account.
Account Amount	Displays the top-up amount that is added to the deposit amount. The top-up currency is defaulted to deposit account currency.
Value Date	Specify the date on which the TD top-up needs to be effective.
Narrative	Displays the default narrative as Term Deposit Top-Up and it can be modified.

2.11.4.2 Denomination Details

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

2.11.4.3 Transaction Submission

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

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

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

2.11.5 Term Deposit Top-up against Cash

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

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

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Term Deposit**, click **TD Topup - Cash**.

→ The **TD Top-Up Against Cash** screen is displayed.

Figure 149: TD Top-Up Against Cash

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

- Deposit Account *** (text input)
- Account Branch *** (text input, value: 000)
- Query** (button)
- Deposit Details** section:
 - Original Deposit Amount** (text input)
 - Customer ID** (text input)
 - Interest Rate** (text input)
 - Interest Amount** (text input)
 - Principal Balance** (text input)
 - Account Name** (text input)
 - Deposit Tenor** (text input, dropdown menu set to 'Days')
 - Maturity Amount** (text input)
- Top-up Details** section:
 - Top-Up Amount *** (text input with dropdown arrow)
 - Value Date *** (calendar icon, value: Mar 26, 2020)
 - Narrative *** (text input, value: TD Top-UP Against Cash)
- Denomination** (expandable section)
- Submit** and **Cancel** (buttons)

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](#).

Field Description: TD Top-up Against Cash

Field	Description
Deposit Account	Specify the deposit account number for which the top-up amount needs to be added.
Query	Click this icon, to fetch the deposit details.
Deposit Details	Specify the fields.
Original Deposit Amount	Displays the principal amount of the deposit account.
Principal Balance	Displays the principal balance of the deposit account.
Customer ID	Displays the customer ID of the deposit account number.
Account Name	Displays the account description of the deposit account number.
Interest Amount	Displays the calculated interest amount of the deposit account.
Interest Rate	Displays the interest rate of the deposit account.
Deposit Tenor	Displays the tenor of the deposit account.
Interest Amount	Displays the calculated interest amount of the deposit account.
Maturity Amount	Displays the amount available on the maturity of the deposit account.
Top-Up Details	Specify the fields.

Field	Description
Top-Up Amount	Specify the top-up amount that is added to the deposit amount. The top-up currency is defaulted to deposit account currency.
Value Date	Specify the date on which the TD top-up needs to be effective.
Narrative	Displays the default narrative as Term Deposit Top-Up and it can be modified.

2.11.5.2 Denomination Details

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

2.11.5.3 Transaction Submission

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

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

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

2.12 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**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Advance by Cash**.

→ The **Advance by Cash** screen is displayed.

Figure 150: Advance by Cash

The screenshot shows the 'Advance by Cash' screen with the following fields and controls:

- Credit Card ***: Text input field.
- Advance Amount ***: Currency dropdown (GBP) and text input field.
- Advance Tenor ***: Text input field with a dropdown arrow.
- Document Type**: Text input field with a dropdown arrow.
- Document Number**: Text input field.
- Approval Reference Number ***: Text input field.
- Exchange Rate ***: Text input field.
- Account Amount**: Currency dropdown (GBP) and text input field.
- Total Charges (LCY)**: Text input field showing 'GBP0.00'.
- Narrative ***: Text input field containing 'Advance By Cash'.

At the bottom, there are two expandable sections: 'Charge Details' and 'Denomination'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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](#).

Field Description: Credit Card Advance by Cash

Field	Description
Credit Card	Specify the credit card number against which the cash advance to be made. When you press Tab key, the customer details and card details will be displayed in the Customer Information widget.
Advance Amount	Select the transaction currency from the drop-down values and specify the advance amount.
Advance Tenor	Specify the tenor in Days/Months/Years.
Document Type	Select from the drop-down list. The values in the drop-down list are mentioned below: <ul style="list-style-type: none"> • Address Document • Identity Document • Financial Document • General Document
Document Number	Specify the document number. NOTE: This field is mandatory only if document type is selected.
Approval Reference Number	Specify the approval reference if already approved.

Field	Description
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y .
Account Amount	Display the account amount along with currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y .
Total Charges (LCY)	Displays the total charges applicable for the cash advance. NOTE: This field is displayed only if Total Charges Configuration at Function Code indicator level is set as Y .
Narrative	Displays the narrative as Advance by Cash and it can be modified.

2.12.1.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Advance by Transfer**.

→ The **Advance by Transfer** screen is displayed.

Figure 151: Advance By Transfer

The screenshot shows the 'Advance By Transfer' screen with the following fields and controls:

- Credit Card ***: Text input field.
- Advance Amount ***: Currency dropdown (GBP) and text input field.
- Advance Tenor ***: Text input field with a dropdown arrow.
- Beneficiary Account ***: Text input field.
- Beneficiary Name**: Text input field.
- Account Branch**: Text input field.
- Exchange Rate**: Text input field with up/down arrows.
- Account Amount ***: Text input field.
- Total Charges**: Text input field with 'GBP0.00' displayed.
- Document Type**: Dropdown menu.
- Document Number**: Text input field.
- Approval Reference Number ***: Text input field.
- Narrative ***: Text input field containing 'Advance By Transfer'.
- Charges**: Section header with a right-pointing arrow.
- Submit** and **Cancel**: Buttons at the bottom right.

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](#).

Field Description: Credit Card Advance by Transfer

Field	Description
Credit Card	Specify the credit card number against which the cash advance to be made. When you press Tab key, the customer details and card details will be displayed in the Customer Information widget.
Advance Amount	Select the transaction currency from the drop-down values and specify the advance amount.
Advance Tenor	Specify the tenor in Days/Months/Years.
Beneficiary Account	Specify the beneficiary account number to which the amount needs to be transferred.
Beneficiary Name	Displays the name based on the specified beneficiary account number.
Account Branch	Displays the branch based on the specified beneficiary account number.
Document Type	Select from the drop-down list. The values in the drop-down list are mentioned below: <ul style="list-style-type: none"> • Address Document • Identity Document • Financial Document • General Document
Document Number	Specify the document number.

Field	Description
	NOTE: This field is mandatory only if document type is selected.
Approval Reference Number	Specify the approval reference if already approved.
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y.
Account Amount	Display the account amount along with currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y.
Total Charges	Displays the total charges applicable for the cash advance. NOTE: This field is displayed only if Total Charges Configuration at Function Code indicator level is set as Y.
Narrative	Displays the narrative as Advance by Transfer and it can be modified.

2.12.2.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Payment By Cash**.

→ The **Credit Card Payment By Cash** screen is displayed.

Figure 152: Credit Card Payment by Cash

The screenshot shows a web-based form titled "Credit Card Payment By Cash". The form is organized into several sections:

- Credit Card ***: A text input field.
- Payment Mode**: A dropdown menu with the value "1471".
- Payment Amount ***: A dropdown menu with "GBP" and a text input field.
- Exchange Rate**: A text input field with "1.00" and up/down arrow buttons.
- Credit Amount**: A text input field.
- Total Charges**: A text input field.
- Narrative ***: A text input field containing "Credit Card Payment by Cash".
- Charges**: An expandable section with a right-pointing triangle.
- Denomination**: An expandable section with a right-pointing triangle.
- Submit** and **Cancel**: Two buttons at the bottom right.

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](#).

Field Description: Credit Card Payment By Cash

Field	Description
Credit Card	Specify the credit card number for which the payment to be made. When you press Tab key, the customer details and card details will be displayed in the Customer Information widget.
Payment Mode	Select the payment mode.
Payment Amount	Select the transaction currency from the drop-down values and specify the payment amount. NOTE: If Multi Currency and Total Charges configuration is set as Y , then the currency in Payment Amount field to default credit card currency and it can be modified. If it is set as N , then Payment currency is defaulted and displayed.
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y .
Credit Amount	Display the credit amount along with currency. NOTE: This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y .

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

2.12.3.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Credit Card Payment**.

→ The **Credit Card Payment** screen is displayed.

Credit Card Payment by Account:

Figure 153: Credit Card Payment

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
Payment Mode	Select the payment mode as By Account .

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

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

Credit Card Payment by Clearing Cheque:

Figure 154: Credit Card Payment

▲ Credit Card Payment By Cheque

Credit Card *

Cheque Amount

Cheque Date * Mar 26, 2020

Drawer Account *

Exchange Rate 1.00

Total Charges

Narrative * Credit Card Payment by Clearing Cheque

Payment Mode

Cheque Number *

Routing Number *

Drawer Name

Credit Amount

► Charge Details

Submit Cancel

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
Payment Mode	Select the payment mode as By Clearing Cheque .
Credit Card	Specify the credit card number for which the payment to be made. When you press Tab key, the customer details and card details will be displayed in the Customer Information widget.
Cheque Amount	Select the transaction currency from the drop-down values and specify the payment amount. NOTE: If Multi Currency and Total Charges Configuration is set as Y , then the currency in Payment Amount field to default credit card currency and it can be modified. If it is set as N , then Payment currency is defaulted and displayed.
Cheque Number	Specify the cheque number from which the amount to be drawn.
Cheque Date	Specify the date of the cheque.
Routing Number	Specify the routing number of the cheque.
Drawer Name	Specify the drawer name.
Drawer Account	Specify the drawer account number.

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

2.12.4.3 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Stop Card**.
→ The **Stop Card Request** screen is displayed.

Figure 155: Stop Card Request

The screenshot shows a web form titled "Stop Card Request". It contains the following fields:

- Card Number * (text input, mandatory)
- Customer ID (text input)
- Account Number (text input)
- Branch (text input)
- Reference Number (text input)
- Card Status * (dropdown menu, mandatory)

At the bottom right, there are two buttons: "Submit" and "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: Stop Card Request](#).

Field Description: Stop Card Request

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

Field	Description
Account Number	Displays the account number for the credit card number specified.
Branch	Displays the branch for the credit card number specified.
Reference Number	Displays the reference number for the credit card number specified.
Card Status	Select the card status (Active or Inactive) 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**, click **Teller**. On Teller Mega Menu, under **Loan Transactions**, click **Loan Disbursement By Cash**.

→ The **Loan Disbursement By Cash** screen is displayed.

Figure 156: Loan Disbursement By Cash

▲ Loan Disbursement By Cash

Loan Account *

Disbursement Amount *

Exchange Rate

Account Amount

Total Charges (LCY)

Narrative *

▶ Charges

▶ Denomination

Submit Cancel

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](#).

Field Description: Loan Disbursement By Cash

Field	Description
Loan Account	Specify the loan account number. When you press Tab key, the customer details and loan account details will be displayed in the Customer Information widget.
Disbursement Amount	Select the disbursement currency and specify the disbursement amount. NOTE: By default, the loan account currency is displayed as disbursement currency. If Multi Currency Configuration is set as Y , it can be modified and if it is N , then the default value cannot be modified.
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y .
Total Charges (LCY)	Displays the total charges in branch local currency. NOTE: This field is displayed only if Total Charges Configuration at Function Code indicator level is set as Y .
Account Amount	Displays the total cash to be disbursed to the customer in loan account currency.

Field	Description
	<p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y. If the loan account currency is different from disbursement currency, then the system will derive the account amount based on the exchange rate.</p>
<p>Narrative</p>	<p>Displays the narrative as Loan Disbursement By Cash and it can be modified.</p>

2.13.1.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Loan Transactions**, click **Loan Repayment By Cash**.

→ The **Loan Repayment By Cash** screen is displayed.

Figure 157: Loan Repayment By Cash

The screenshot shows the 'Loan Repayment By Cash' screen with the following fields and controls:

- Loan Account ***: A text input field.
- Repayment Amount**: A dropdown menu showing 'GBP' and an adjacent text input field.
- Exchange Rate**: A numeric input field with up and down arrow buttons.
- Account Amount**: A text input field.
- Total Charges (LCY)**: A text input field showing 'GBP0.00'.
- Narrative ***: A text input field containing 'Loan Repayment By Cash'.
- Charges**: A section header with a right-pointing arrow.
- Denomination**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: Two teal buttons at the bottom right.

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](#).

Field Description: Loan Repayment By Cash

Field	Description
Loan Account	Specify the loan account number. When you press Tab key, the customer details and loan account details will be displayed in the Customer Information widget.
Repayment Amount	Select the repayment currency and specify the repayment amount. NOTE: By default, the loan account currency is displayed as repayment currency.
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. NOTE: This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y.
Total Charges (LCY)	Displays the total charges in branch local currency. NOTE: This field is displayed only if Total Charge Configuration at Function Code indicator level is set as Y.
Account Amount	Displays the repayment amount in loan account currency.

Field	Description
	NOTE: This field is displayed only if Multi Currency Configuration 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.
Narrative	Displays the narrative as Loan Repayment By Cash and it can be modified.

2.13.2.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Islamic Transactions**, click **Murabaha Payment By Cash**.
→ The **Murabaha Payment By Cash** screen is displayed.

Figure 158: Murabaha Payment By Cash

The screenshot shows the 'Murabaha Payment By Cash' screen with the following fields and controls:

- Murabaha Account ***: A text input field.
- Repayment Amount ***: A dropdown menu followed by a text input field.
- Exchange Rate**: A text input field with up and down arrow buttons.
- Account Amount**: A text input field.
- Total Charge Amount**: A text input field containing 'GBP0.00'.
- Narrative ***: A text input field containing 'Murabaha Payment by Cash'.
- Charges**: A section header with a right-pointing triangle.
- Denomination**: A section header with a right-pointing triangle.
- Submit** and **Cancel**: Two teal buttons 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](#).

Field Description: Murabaha Payment By Cash

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

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

2.14.1.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Islamic Transactions**, click **Islamic Down Payment By Cash**.

→ The **Islamic Down Payment By Cash** screen is displayed.

Figure 159: Islamic Down Payment By Cash

Islamic Down Payment By Cash

Financing Account *
Down Payment Amount *
Exchange Rate
Account Amount
Total Charge Amount
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](#).

Field Description: Islamic Down Payment By Cash

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

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

2.14.2.2 Charge Details

The **Charge Details** segment is used to view 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**, click **Teller**. On Teller Mega Menu, under **Islamic Transactions**, click **Islamic TD Account Opening**.

→ The **Islamic TD Account Opening** screen is displayed.

Figure 160: Islamic TD Account Opening

Islamic TD Account Opening

Customer ID *

Customer Name

Mode Of Operations

Account Type
Single Joint

Deposit Product * Fetch

Deposit Product Description

Deposit Account Description *

Deposit Account Opening Date
Mar 26, 2020

Deposit Amount *
GBP

Deposit Tenor

Profit Rate

▶ Funding Details

▶ Joint Holders

▶ Payout Details

▶ Rollover Details

▶ Denomination

Submit Cancel

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](#).

Field Description: TD Account Opening

Field	Description
Customer ID	Select the Customer ID from the list of values.
Customer Name	Displays the name of the specified Customer ID.
Mode of Operation	<p>Select the mode of operations from the drop-down list. The drop-down list shows the following values:</p> <ul style="list-style-type: none"> • Single • Jointly • Either Anyone or Survivor • Former or Survivor • Mandate Holder
Account Type	Select the account type (Single or Joint).
Deposit Product	Specify the deposit product. Click Fetch to select the appropriate product type.
Deposit Product Description	Displays the description of the specified deposit product.
Deposit Account Description	Specify the description of the deposit account.
Deposit Account Opening Date	Specify the account opening date of the deposit account.
Deposit Amount	Specify the deposit amount along with the currency.
Deposit Tenor	Specify the deposit tenor in Days/Months/Years.
Profit Rate	Specify the profit rate.

2.14.3.2 Funding Details

Figure 161: Funding Details (Cash)

▲ Funding Details

Pay By: Cash

Transaction Amount: [Empty]

Figure 162: Funding Details (Account)

▲ Funding Details

Pay By: Account

Account Number * [Empty]

Account Branch [Empty]

Account Amount * GBP [Empty]

Cheque Number [Empty]

Cheque Date [Empty]

Exchange Rate * 1.00

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

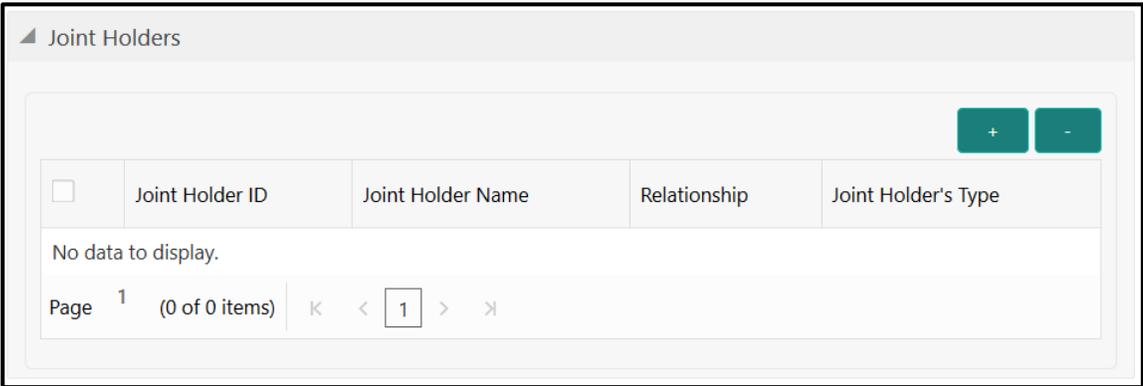
Field	Description
Pay By	Select Account or Cash for the pay-in option.
Account Number	Specify the account number from which the deposit account need to be funded. NOTE: This field is applicable only if the Pay By is selected as Account .

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

Field	Description
	<p>NOTE: If deposit currency is same as the account or transaction currency, the system will display the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>

2.14.3.3 Joint Holders Details

Figure 163: Joint Holders Details



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

Field Description: Joint Holders

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

2.14.3.4 Maturity Payment Details

Figure 164: 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 search-enabled text input field.
- 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
Component Type	Select the component type from the drop-down list. (Principal or Profit)
Repayment By	Select the repayment option from the drop-down list (Account, Bankers Cheque, or Demand Draft) .
Payment Account	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
Account Branch	Displays the account branch based on the payment account selected.

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

2.14.3.5 Maturity Instruction Details

Figure 165: Rollover Details

The screenshot shows a form titled "Rollover Details". It contains the following elements:

- Auto Renewal:** A toggle switch that is currently turned off.
- Renewal Type:** A dropdown menu.
- Renewal Amount:** A field with a dropdown arrow and a text input box.
- Renewal Tenor:** A dropdown menu.

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

Field Description: Rollover Details

Field	Description
Auto Renewal	Select if auto renewal required for the deposit account.
Renewal Type	Specify the renewal type from the drop down values (Principal, Principal + Profit, Special Amount or Profit). NOTE: This field is mandatory to input if auto renewal is selected.

Field	Description
Renewal Amount	Specify the renewal amount and renewal currency. NOTE: The renewal currency is displayed as deposit currency.
Renewal Tenor	Specify the renewal tenor in days/months/year.

2.14.3.6 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**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **Cash Deposit**.

→ The **Cash Deposit** screen is displayed.

Figure 166: Cash Deposit

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 [Dropdown with up/down arrows]
- Account Amount**: [Empty text box]
- Total Charge Amount**: GBP0.00 [Text box]
- Narrative ***: Cash Deposit [Text box]

At the bottom of the screen, there is a 'Charge Details' section with a right-pointing arrow 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 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**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **Cash Withdrawal**.

→ The **Cash Withdrawal** screen is displayed.

Figure 167: Cash Withdrawal

The screenshot shows 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 numeric input field with '1.00' and up/down arrow buttons.
- Account Amount**: A disabled text input field.
- Total Charge Amount**: A numeric 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 teal 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 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**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **FX Sale - Walk-in**.
→ The **FX Sale Against Walk-in** screen is displayed.

Figure 34: FX Sale Against Walk-in

The screenshot shows a web form titled "FX Sale Against Walk-in". The form is organized into two columns. The left column contains fields for "Amount Sold" (with a dropdown set to "GBP"), "Beneficiary Name", "Beneficiary Address2", "Beneficiary Address4", "Identification Number", "Amount Received", and "Narrative" (with the value "FX Sale Against Walk-in"). The right column contains fields for "Currency Received", "Beneficiary Address1", "Beneficiary Address3", "Identification Type", "Exchange Rate" (with a value of "1.00" and up/down arrows), and "Total Charge Amount" (with a value of "GBP0.00"). At the bottom of the form, there is a collapsed section labeled "Charge Details" and two buttons: "Submit" and "Cancel".

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 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**, click **Teller**. On Teller Mega Menu, under **Session Teller Transactions**, click **FX Purchase - Walk-in**.

→ The **FX Purchase Against Walk-in** screen is displayed.

Figure 168: FX Purchase Against Walk-in

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

- Amount Bought ***: A dropdown menu showing 'GBP' and an adjacent input field.
- Currency Paid ***: An input field with a search icon.
- Beneficiary Name ***: An input field.
- Beneficiary Address 1**: An input field.
- Beneficiary Address 2**: An input field.
- Beneficiary Address 3**: An input field.
- Beneficiary Address 4**: An input field.
- Identification Type**: A dropdown menu with 'Select' and a downward arrow.
- Exchange Rate**: A numeric input field with up and down arrow buttons.
- Amount Paid**: A numeric input field.
- Total Charges**: A numeric input field showing 'GBP0.00'.
- Identification Number**: An input field.
- Narrative ***: An input field containing the text 'FX Purchase Against Walk-in'.

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

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 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.

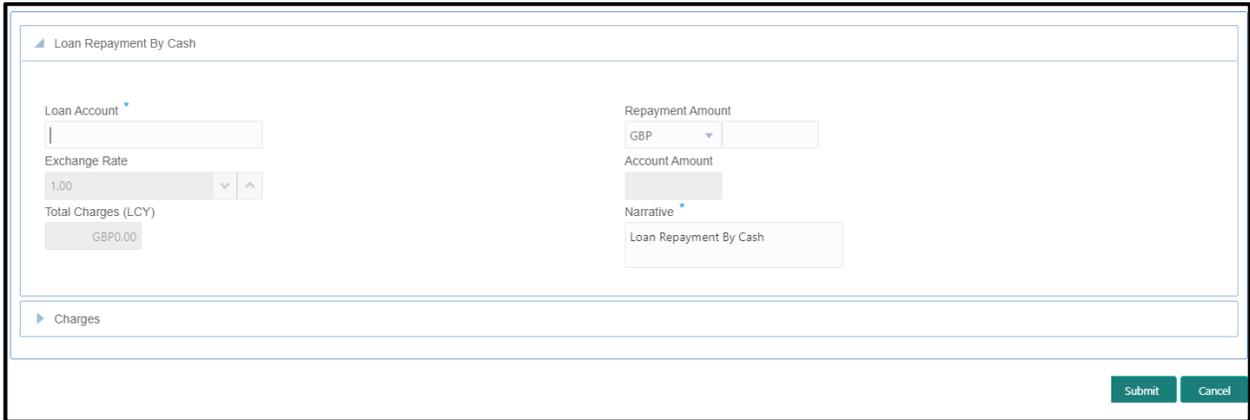
The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the teller cash position is updated based on the currency of the **Amount Bought** and the **Amount Paid** fields. For more information on transaction submission and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

2.15.5 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**. On Teller Mega Menu, under **Session Teller Transactions**, click **Loan Repayment by cash**.
→ The **Loan Repayment By Cash** screen is displayed.

Figure 169: Loan Repayment By Cash (without Multi Currency and Total Charges)



2.15.5.1 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
Loan Account	Specify the loan account number. When you press Tab key, the customer details and loan account details will be displayed in the Customer Information widget.
Repayment Amount	Select the repayment currency and specify the repayment amount. NOTE: By default, the loan account currency is displayed as repayment currency.
Exchange Rate	Displays the exchange rate. NOTE: If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if Multi Currency Configuration at Function Code indicator level is set as Y .
Total Charges (LCY)	Displays the total charges in branch local currency. NOTE: This field is displayed only if Total Charge Configuration at Function Code indicator level is set as Y .
Account Amount	Displays the repayment amount in loan account currency.

Field	Description
	NOTE: This field is displayed only if Multi Currency Configuration 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.
Narrative	Displays the narrative as Loan Repayment By Cash and it can be modified.

2.15.5.2 Charge Details

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

2.15.5.3 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 approval warning raised when the transaction saves. On transaction completion, the loan amount is repaid successfully.

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**, click **Teller**. On Teller Mega Menu, under **Journal Log**, click **Electronic Journal**.
→ The **Teller Transaction** screen is displayed.

Figure 170: Teller Transaction

The screenshot shows a 'Teller Transaction' form with the following fields and controls:

- Branch Posting Date: Mar 26, 2020 (with a calendar icon)
- Teller ID: SHASHI (with a search icon)
- Function Code: (with a search icon)
- Account Number: (with a search icon)
- Teller Sequence Prefix: (with a search icon)
- From Sequence Number: (with up/down arrows)
- To Sequence Number: (with up/down arrows)
- From Transaction Time: (with a clock icon)
- To Transaction Time: (with a clock icon)
- From Amount Range: (with a search icon)
- To Amount Range: (with a search icon)
- Transaction Status: Sent Back (with a dropdown arrow)
- Buttons: Clear, Fetch, and Exit.

Figure 171: List of Transactions

The screenshot shows a 'Teller Transaction' screen displaying a list of transactions. The first transaction is highlighted with a blue border:

Branch Posting Date	Teller ID	Transaction Status
2020-03-26	SHASHI	Completed

Transaction details for the highlighted entry:

- Transaction Reference/Teller Sequence: 0002008600020313/ CD155
- Function Code: 1401- Cash Deposit
- Transaction Amount: GBP200.00
- Account Number: 00000001060032
- Teller ID: SHASHI
- Teller Remarks: No Comments

Buttons: Exit.

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](#).

Field Description: Electronic Journal

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

Field	Description
Transaction Status	Select the transaction status. NOTE: By default, Pending status is selected.

After filling the necessary fields, you can do any of the following steps:

- Click **Fetch** to get the list of transactions based on the query criteria specified. When you click **Fetch**, the following details are displayed for each transaction:
 - **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**, click **Teller**. On Teller Mega Menu, under **Journal Log**, click **Servicing Journal**.
→ The **Servicing Transaction** screen is displayed.

Figure 172: Servicing Transaction

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

Branch Posting Date *	Teller ID	Function Code	Account Number
Mar 26, 2020	SHASHI		
Teller Sequence Prefix	From Sequence Number	To Sequence Number	From Transaction Time
To Transaction Time	From Amount Range	To Amount Range	Transaction Status
			Sent Back

Buttons: Clear, Fetch, Exit

Figure 173: List of Transactions

The screenshot shows a table with the following data:

Branch Posting Date	Teller ID	Transaction Status
2020-03-26	SHASHI	Completed

Transaction details popup:

- Transaction Reference/Teller Sequence: 000201209996/ 3
- Function Code: 1321- Close Out Withdrawal by Cash
- Transaction Amount: [Empty]
- Account Number: [Empty]
- Teller ID: SHASHI
- Teller Remarks: No Comments

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Buttons: Exit

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

Field Description: Servicing Journal

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

After filling the necessary fields, you can do the following steps:

- Click **Fetch** to get the list of transactions based on the query criteria specified. When you click **Fetch**, the following details are displayed for each transaction:
 - **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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Cheque Status Inquiry**.

→ The **Cheque Status Enquiry** screen is displayed.

Figure 174: Cheque Status Enquiry

The screenshot shows the 'Cheque Status Inquiry' application window. It features a header with a back arrow and the title 'Cheque Status Inquiry'. Below the header, there are two mandatory input fields: 'Account Number *' and 'Cheque Number *'. Underneath these fields are two buttons: 'Query' and 'Clear'. The main area of the screen contains several other input fields: 'Account Name', 'Account Branch', 'Customer ID', 'Cheque Status', 'Value Date', 'Cheque Amount', and 'Beneficiary'. At the bottom right corner, there is an 'Exit' button.

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](#).

Field Description: Cheque Status Enquiry

Field	Description
Account Number	Specify the account number for which the cheque status needs to be enquired.
Cheque Number	Specify the cheque number.
Query	Click this icon to fetch the details of the cheque.
Clear	Click this icon to clear the details.
Account Name	Displays the name of the account holder.
Account Branch	Displays the account branch code.
Customer ID	Displays the customer ID of the account.
Cheque Status	Displays the status of the cheque (Used , Unused , or Stopped).
Value Date	Displays the date specified on the cheque.
Cheque Amount	Displays the cheque amount.
Beneficiary	Displays the name of the beneficiary.

2.17.2 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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Stop Cheque Request**.
 → The **Stop Cheque Request** screen is displayed.

Figure 175: Stop Cheque 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 Cheque Request](#).

Field Description: Stop Cheque Request

Field	Description
Account Number	Specify the account number for which you need to enforce a stop payment.
Cheque Number	Specify the cheque number on which the stop payment to be enforced.

Field	Description
Select Multiple Cheques	Select this option to enforce stop payment on multiple cheques of the customer account.
Cheque Amount	Specify cheque amount for which the cheque is drawn. The cheque currency is defaulted to account currency.
Effective Date	Specify the date on which the cheque is drawn.
Expiry Date	Specify the expiry date of the cheque.
Reason Type	Specify the type of stop payment (Stop or Lost).
Total Charge Amount	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p>NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y.</p>
Narrative	The system displays the default narrative Stop Cheque Request and it can be modified. You can specify the reason/purpose for which the stop payment is issued

When you click **Submit**, the request is handed off to the core UBS system to update the stop payment status in Customer Accounts Maintenance to indicate the presence of a stop payment instruction for the customer account.

2.17.3 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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Cheque Book Request**.

→ The **Cheque Book Request** screen is displayed.

Figure 176: Cheque Book Request

The screenshot shows a web form titled "Cheque Book Request". It has two columns of fields. The left column includes: "Account Number" (mandatory), "Number Of Leaves" (dropdown menu with "25" selected), "Request Date" (calendar icon, showing "Mar 26, 2020"), "Address Line 1", "Address Line 3", and "Narrative" (mandatory, containing "Cheque Book Request"). The right column includes: "Cheque Book Type" (mandatory, dropdown menu with "Normal" selected), "First Cheque Number", "Deliver To" (mandatory, dropdown menu with "Post" selected), "Address Line 2", and "Address Line 4". At the bottom right, there are "Submit" and "Cancel" buttons.

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](#).

Field Description: Cheque Book Request

Field	Description
Account Number	Specify the account number for which the cheque book request to be initiated.
Cheque Book Type	Specify the type of cheque book that needs to be issued (Normal or At Par).

Field	Description
Number of Leaves	Specify the number of leaves (10, 25, 50, or 100).
First Cheque Number	Specify the number of first cheque.
Request Date	By default, the current posting date is displayed as the request date.
Deliver To	Specify the mode of delivery (Branch or Post).
Address Line 1 to Address Line 4	Specify the address of the Customer if the delivery mode is selected as Post . By default, the address of the customer account is displayed and it can be modified.
Narrative	Displays the default narrative as Cheque Book Request and it can be modified.

When you click **Submit**, the request is handed off to the core UBS system for the cheque book issuance of the customer account.

2.17.4 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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Passbook Issue**.
→ The **Passbook Issue** screen is displayed.

Figure 177: Passbook Issue

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](#).

Field Description: Passbook Issue

Field	Description
Account Number	Specify the account number for which the passbook needs to be issued.

Field	Description
Account Currency	Displays the currency of the specified account number.
Account Name	Displays the name of the specified account number.
Account Branch	Displays the branch code of the specified account number.
Account Open Date	Displays the account opening date.
Customer ID	Displays the customer ID.
Address Line 1 to Address Line 4	Specify the address of the customer.
Passbook Number	Displays the passbook number that needs to be issued. NOTE: The passbook number is generated based on the instrument number maintenance.
Passbook Status	By default, the passbook status is displayed as Issued .
Total Charge Amount	Displays the total charge amount, which is computed by the system in local currency of the branch. NOTE: This field is displayed only if Multi Currency Configuration at Function Code Indicator level is set as Y .
Narrative	Displays the default narrative as Passbook Issue and it can be modified.
Old Passbook Details	Specify the fields.

Field	Description
Passbook Number	Displays the old passbook number that is issued to the customer account.
Issue Date	Displays the issue date of the old passbook.
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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Passbook Update**.
→ The **Passbook Update** screen is displayed.

Figure 178: Passbook Update

The screenshot shows a web form titled "Passbook Update". It has two columns of input fields. The first column contains "Account Number *" (with a red asterisk), "Account Name", "Start Line", a checkbox for "Compression Required", and "Compression Start Date" (with a calendar icon). The second column contains "Account Branch", "Passbook Number", "Previous Balance", and "Compression End Date" (with a calendar icon). At the bottom right, there are two buttons: "Submit" and "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: Passbook Update](#).

Field Description: Passbook Update

Field	Description
Account Number	Specify the account number for which the passbook needs to be updated.
Account Branch	Displays the branch code of the specified account number.
Account Name	Displays the name of the specified account number.

Field	Description
Passbook Number	Displays the passbook number that needs to be updated.
Start Line	Specify the start line of the passbook to enter the transaction details.
Previous Balance	Displays the previous balance in the passbook.
Compression Required	Check this box to modify the defaulted values related to transaction compression.
Compression Start Date	Displays the compression start date.
Compression End Date	Displays the compression end date.

When you click **Submit**, the request is handed off to the UBS system to fetch and update the passbook statement of the customer account.

2.17.6 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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Passbook Status Change**.

→ The **Passbook Status Change** screen is displayed.

Figure 179: Passbook Status Change

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](#).

Field Description: Passbook Status Change

Field	Description
Account Number	Specify the account number for which the passbook status change is required.

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

Field	Description
Status Description	Displays the description of the status of the old passbook number.
Status Change Date	Displays the date on which the old passbook is modified.

When you click **Submit**, the request is handed off to the UBS system for updating the status change of the old passbook number.

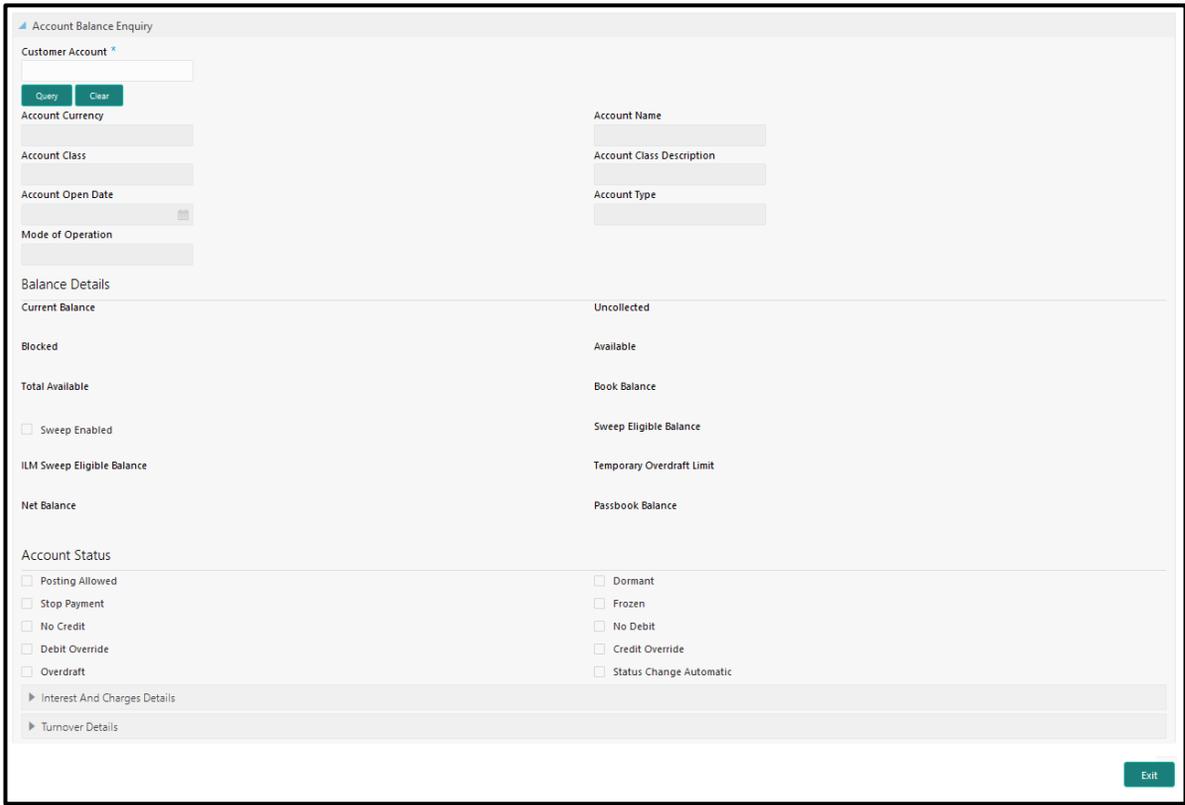
2.17.7 Account Balance Inquiry

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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Account Balance Inquiry**.

→ The **Account Balance Inquiry** screen is displayed.

Figure 180: Account Balance Inquiry



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](#).

Field Description: Account Balance Inquiry

Field	Description
Customer Account	Specify the account number for which the account balance needs to be enquired.
Query	When you click this icon, the system displays the details.
Clear	Click this icon to clear the details.
Account Currency	Displays the currency for which the account balance needs to be enquired.
Account Name	Displays the name of the specified account number.
Account Class	Displays the account class of the specified account number.
Account Class Description	Displays the description of the account class.
Account Open Date	Displays the date on which the account is opened.
Account Type	Displays the type of the account.
Mode Of Operation	Displays the mode of operation.
Balance Details	Specify the fields.
Current Balance	Displays the current balance of the account.

Field	Description
Uncollected	Displays the uncollected balance.
Blocked	Displays the blocked balance.
Available	Displays the balance available in the specified account.
Total Available	Displays the total available balance.
Book Balance	Displays the book balance.
Sweep Enabled	Check this box if sweep needs to be enabled.
Sweep Eligible Balance	Displays the sweep eligible balance.
ILM Sweep Eligible Balance	Displays the ILM sweep eligible balance.
Temporary Overdraft Limit	Displays the temporary overdraft limit.
Net Balance	Displays the net balance.
Passbook Balance	Displays the passbook balance.
Account Status	Specify the fields.
Posting Allowed	Select this checkbox if posting is allowed for the account.
Stop Payment	Select this checkbox if stop payment is allowed for the account.
No Credit	Select this checkbox if credit is not allowed for the account.

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

2.17.7.2 Interest and Charge Details

Figure 181: Interest And Charge Details

▲ Interest And Charges Details

<p>Accrued Interest (Dr)</p> <input style="width: 90%; height: 15px;" type="text"/>	<p>Accrued Interest (Cr)</p> <input style="width: 90%; height: 15px;" type="text"/>
<p>Interest Due</p> <input style="width: 90%; height: 15px;" type="text"/>	<p>Charges Due</p> <input style="width: 90%; height: 15px;" type="text"/>
<p>Last Interest Debit</p> <input style="width: 90%; height: 15px;" type="text"/>	<p>Last Interest Credit</p> <input style="width: 90%; height: 15px;" type="text"/>
<p>Last DR Activity</p> <input style="width: 90%; height: 15px;" type="text"/>	

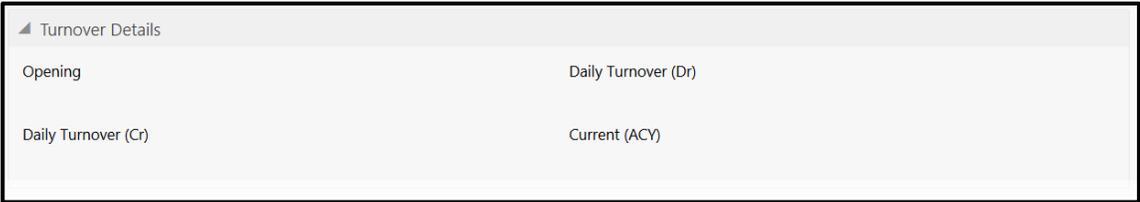
Specify the details in the **Interest And Charge Details** segment. For more information on fields, refer to table [Field Description: Interest And Charge Details](#).

Field Description: Interest And Charge Details

Field	Description
Accrued Interest (Dr)	Displays the debit accrued interest.
Accrued Interest (Cr)	Displays the credit accrued interest.
Interest Due	Displays the interest due.
Charges Due	Displays the charges due.
Last Interest Debit	Displays the last interest debit.
Last Interest Credit	Displays the last interest credit.
Last DR Activity	Displays the last DR Activity.

2.17.7.3 Turnover Details

Figure 182: 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
Opening	Displays the opening turnover details.
Daily Turnover (Dr)	Displays the debit daily turnover.

Field	Description
Daily Turnover (Cr)	Displays the credit daily turnover.
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:

- From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Account Statement Req**.
 → The **Account Statement Request** screen is displayed.

Figure 183: Account Statement 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: Account Statement Request](#).

Field Description: Account Statement Request

Field	Description
Customer Account	Specify the account number for which the account statement needs to be requested.

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

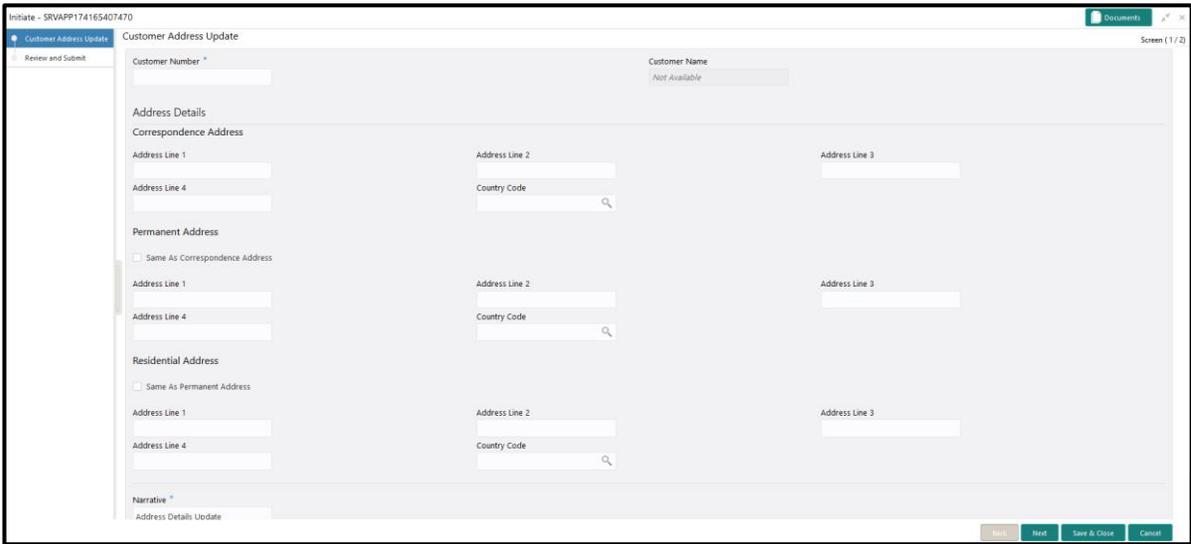
When you click **Submit**, the request is handed off to the UBS system to initiate an account statement request.

2.17.9 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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Cust Address Update**.
→ The **Customer Address Update** screen is displayed.

Figure 184: Customer Address Update



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

Field Description: Customer Address Update

Field	Description
Customer Number	Specify the customer number for which the address details needs to be updated.
Customer Name	Displays the customer name for the customer number specified.

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

Field	Description
Review and Submit	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Address update.

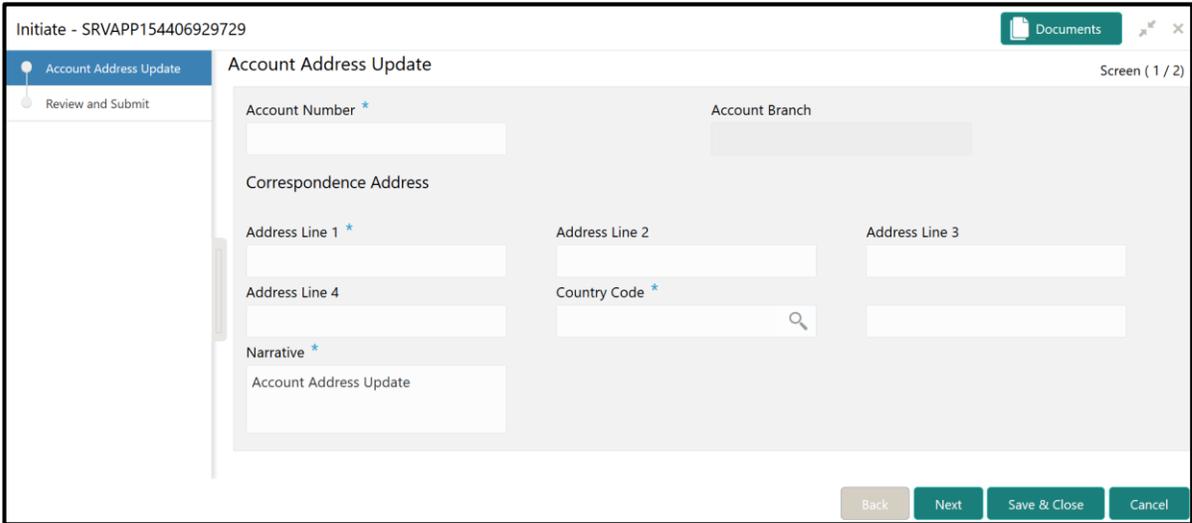
2.17.10 Account Address Update

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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Account Address Update**.

→ The **Account Address Update** screen is displayed.

Figure 185: Account Address Update



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](#).

Field Description: Account Address Update

Field	Description
Account Number	Specify the customer account number for which the address details needs to be updated.
Account Branch	Displays the customer name for the customer number specified.
Correspondence Address	Specify the fields.
Address Line 1 to Address Line 4	Displays the maintained address details and it can be modified.
Country Code	Displays the maintained address details and it can be modified.
Narrative	Displays the default narrative Account Address Update and it can be modified.
Review and Submit	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Account Address update.

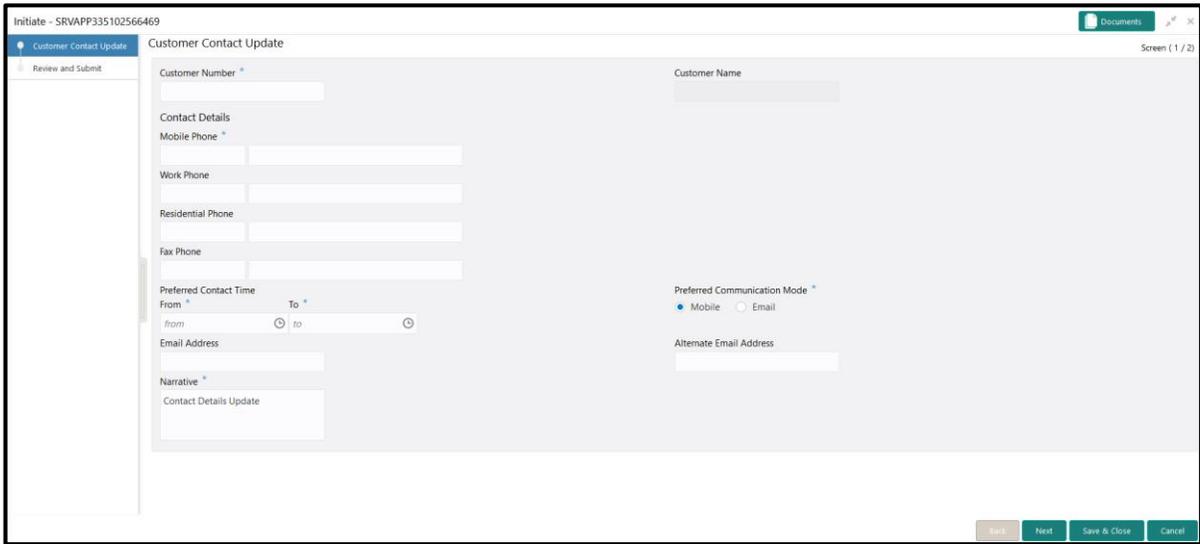
2.17.11 Customer Contact Details Update

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**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Customer Contact No Update**.

→ The **Customer Contact No Update** screen is displayed.

Figure 186: Customer Contact No Update



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](#).

Field Description: Customer Contact No Update

Field	Description
Customer Number	Specify the customer number for which the contact details needs to be updated.
Customer Name	Displays the customer name for the customer number specified.

Field	Description
Customer Details	Specify the fields.
Mobile Phone	Displays the mobile number and it can be modified.
Work Phone	Displays the work phone number and it can be modified.
Residential Phone	Displays the residential phone number and it can be modified.
Fax Phone	Displays the fax phone number and it can be modified.
Preferred Contact Time	Displays the preferred contact time and it can be modified.
Preferred Communication Mode	Displays the communication mode and it can be modified.
Email Address	Displays the email id of the customer and it can be modified.
Alternate Email Address	Displays the alternate email id of the customer and it can be modified.
Narrative	Displays the default narrative Contact Details Update and it can be modified.
Review and Submit	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Contact Details update.

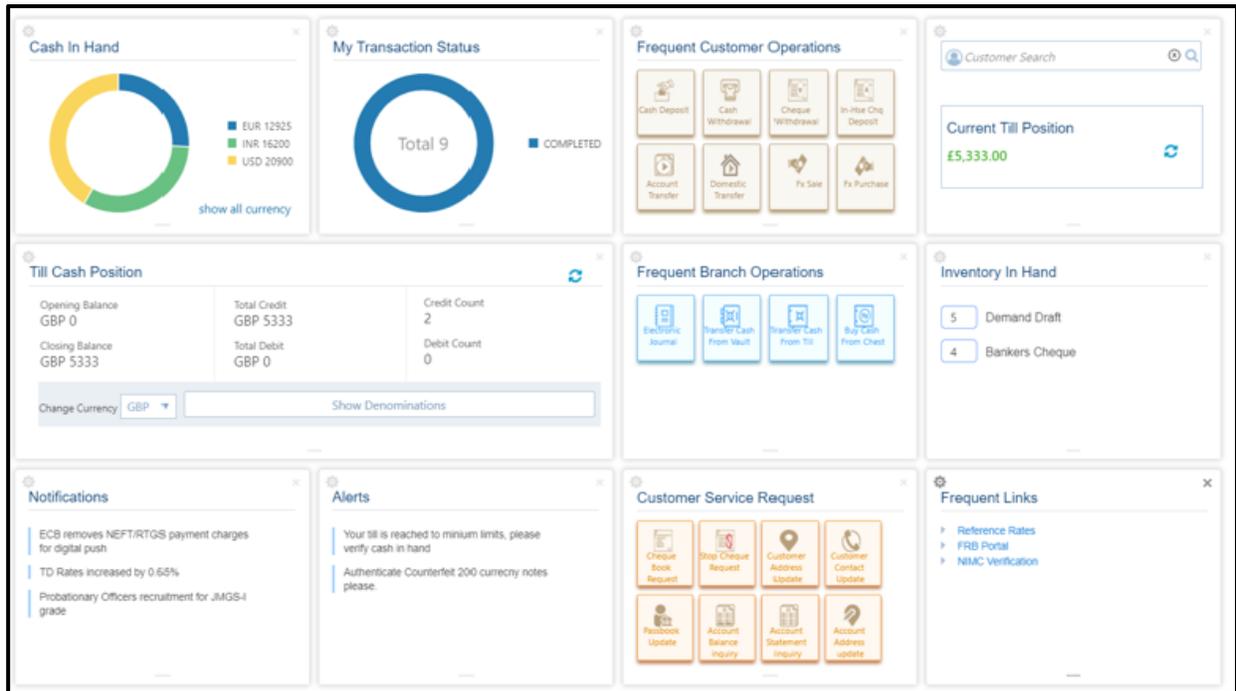
2.18 Branch Dashboard

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**, click **Dashboard**.
 - The Branch Dashboard screen is displayed.

Figure 187: Branch Dashboard



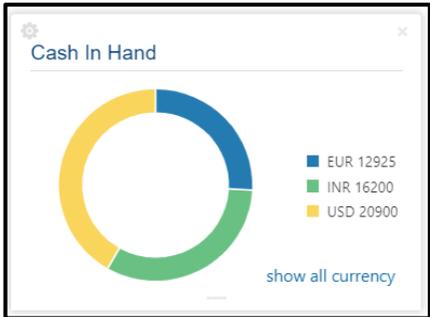
The Teller Dashboard is designed to display the widgets distributed in rows without the vertical scroll bar. The widgets are described in the following sub-sections:

- [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.

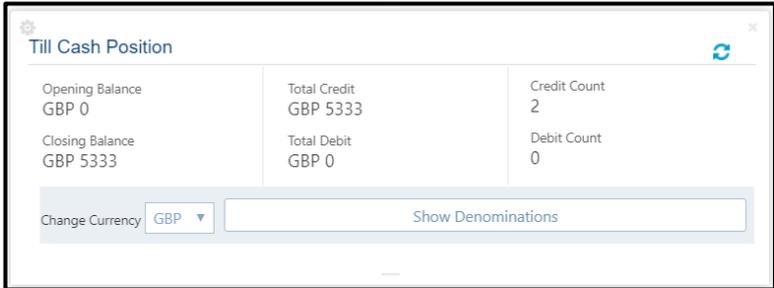
Figure 188: Cash In Hand



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.

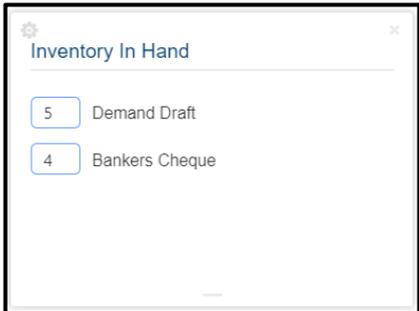
Figure 189: Till Cash Position



2.18.3 Inventory in Hand

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

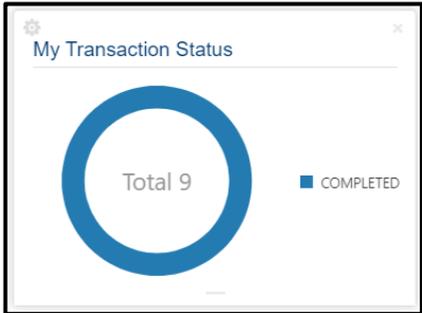
Figure 190: Inventory In Hand



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 191: My Transaction Status



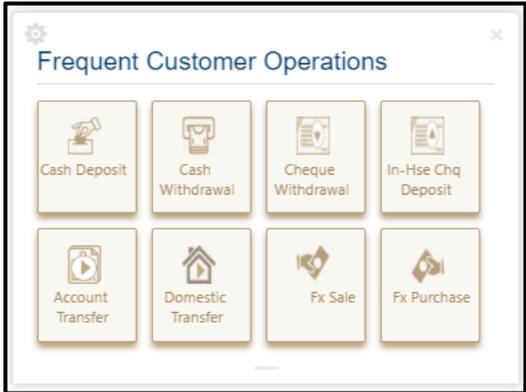
2.18.5 Customer Search

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.

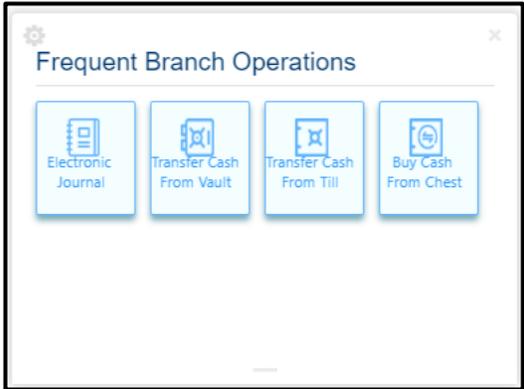
Figure 192: Frequent Customer Operations



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.

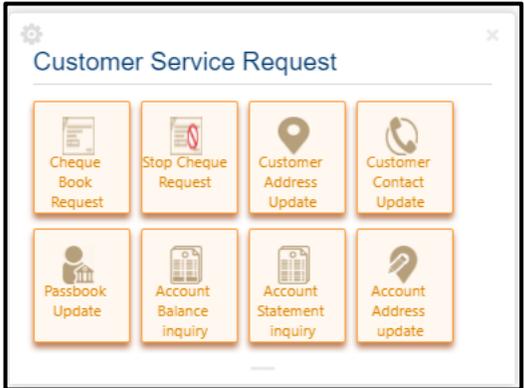
Figure 193: Frequent Branch Operations



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.

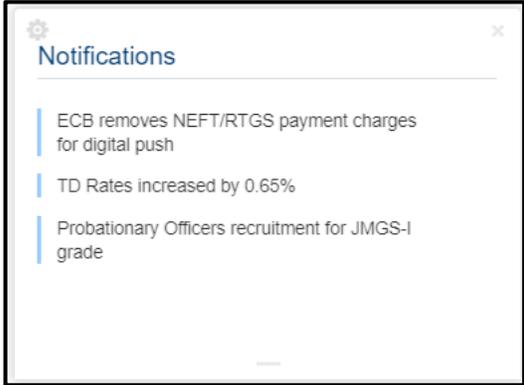
Figure 194: Customer Service Request



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.

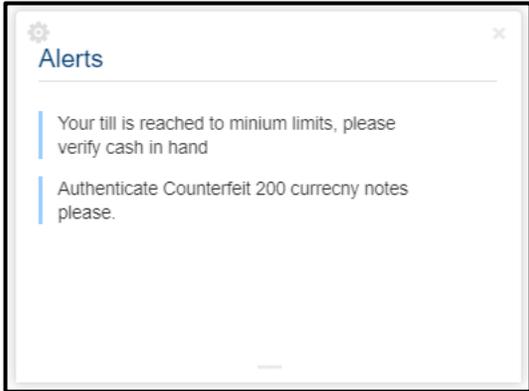
Figure 195: Notifications



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.

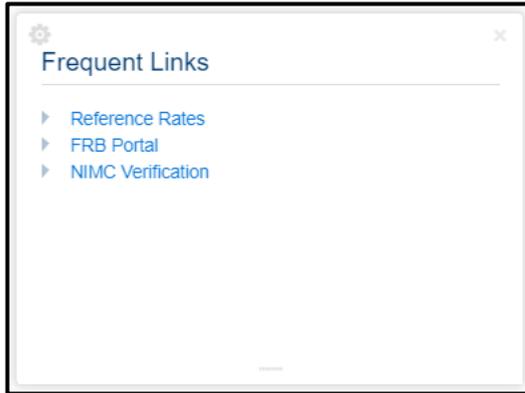
Figure 196: Alerts



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 197: Frequent Links



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:

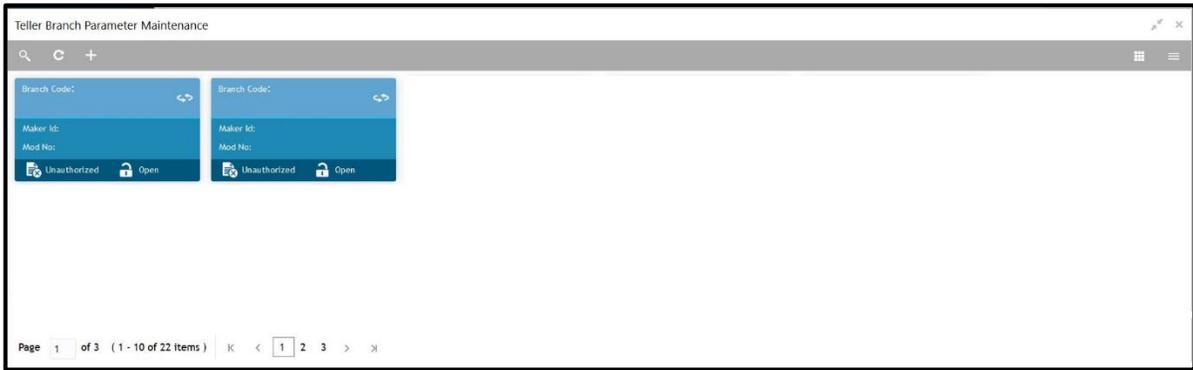
- [2.19.1 Teller Branch Parameters](#)
- [2.19.2 Branch Role Limits](#)
- [2.19.3 Branch User Preferences](#)
- [2.19.4 Denomination Maintenance](#)
- [2.19.5 Function Code Definition](#)
- [2.19.6 Function Code Preferences](#)
- [2.19.7 Default Authorizer Maintenance](#)
- [2.19.8 Accounting and Settlements](#)
- [2.19.9 Instrument No Maintenance](#)
- [2.19.10 Inter Bank Transit Account Maintenance](#)
- [2.19.11 External System Maintenance](#)
- [2.19.12 Channel Limits Maintenance](#)
- [2.19.13 Account Group Maintenance](#)
- [2.19.14 Branch Group Maintenance](#)
- [2.19.15 Customer Group Maintenance](#)
- [2.19.16 Charge Definition Maintenance](#)
- [2.19.17 Create Charge Pricing Maintenance](#)
- [2.19.18 View Charge Pricing Maintenance](#)
- [2.19.19 Charge Condition Group Maintenance](#)
- [2.19.20 Charge Decision Maintenance](#)
- [2.19.21 Reject Code Maintenance](#)
- [2.19.22 Clearing Network 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:

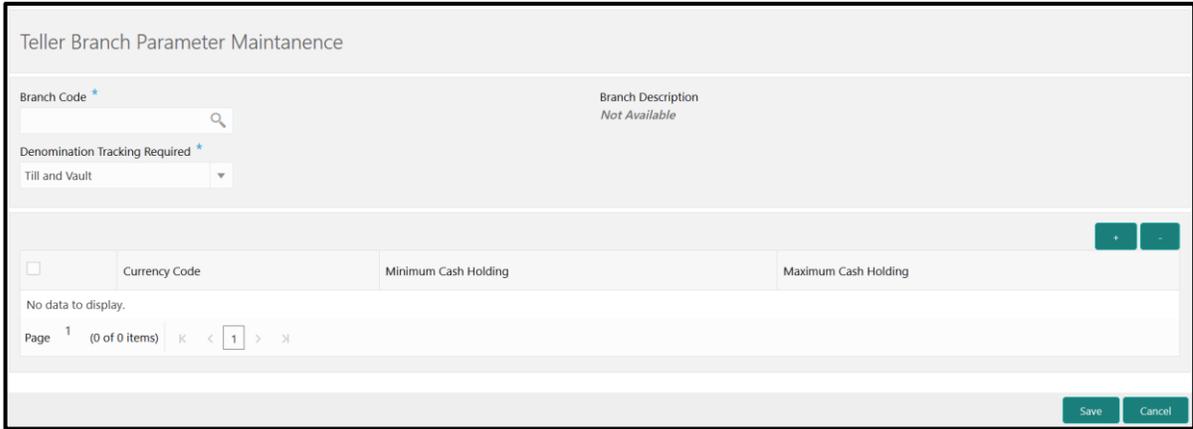
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Teller Branch Parameters Maintenance**.
→ The **Teller Branch Parameters Maintenance (Summary)** screen is displayed.

Figure 198: Teller Branch Parameter Maintenance (Summary)



- 2. On **Teller Branch Parameters Maintenance (Summary)** screen, click **+** icon.
→ The **Teller Branch Parameters Maintenance** screen is displayed.

Figure 199: Teller Branch Parameter Maintenance



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](#).

Field Description: Teller Branch Parameter Maintenance

Field	Description
Branch Code	Select the branch code from the available option list.
Description	Displays the description of the branch.
Denomination Tracking Required	<p>Specify the denomination that needs to be tracked for the Vault, Till and Vault, or None. The descriptions of the drop-down values are given below:</p> <ul style="list-style-type: none"> • Till and Vault - To track denomination for Tills and Vault. By default, this option is selected. • Vault - To track denomination only for Vault, if a Vault is involved in the transaction. • None - To indicate that denomination tracking is not required for any transaction.
Currency Code	Displays the currency for which the Minimum Cash Holding Limit or Maximum Cash Holding Limit to be maintained for the branch.
Minimum Cash Holding Limit	Displays the minimum cash holding limit for the branch.
Maximum Cash Holding Limit	<p>Displays the maximum cash holding limit for the branch.</p> <p>NOTE: The maximum cash holding amount must not be less than minimum cash holding amount.</p>

Click **Save** to get the summary view of configured Teller Branch Parameters. In the summary screen, you can also perform any of the following actions:

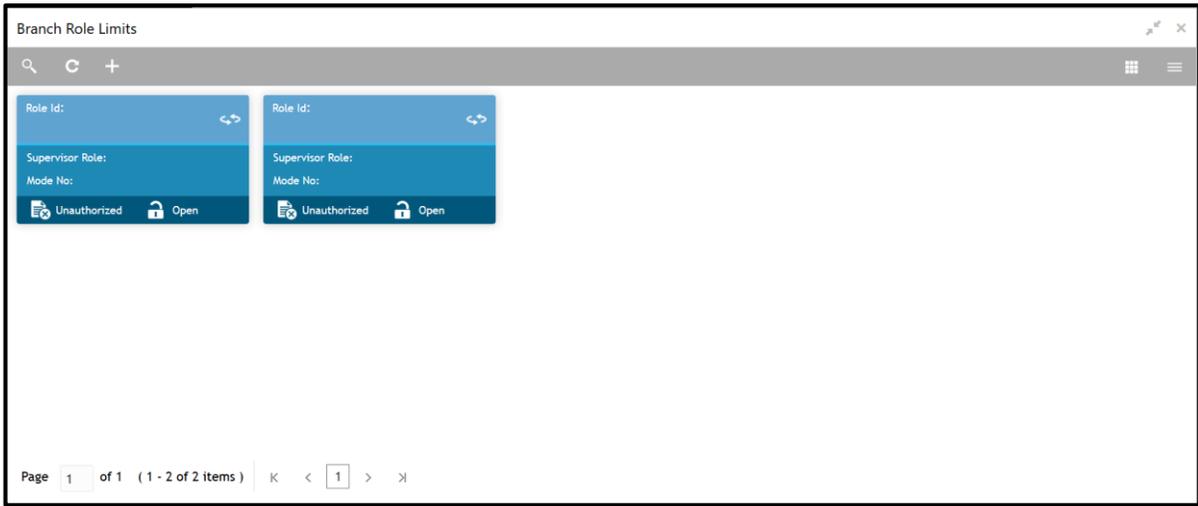
- Click  icon to search the Teller Branch Parameters based on the specified search criteria. You can search the records based on the following criteria:
 - **Branch Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to refresh all records configured in the summary view.

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:

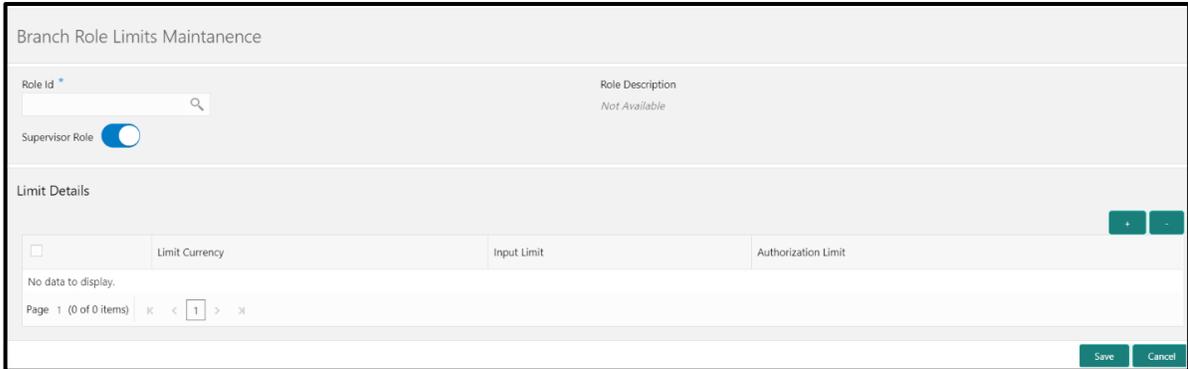
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Branch Role Limits**.
→ The **Branch Role Limits (Summary)** screen is displayed.

Figure 200: Branch Role Limits (Summary)



- 2. On **Branch Role Limits (Summary)** screen, click **+** icon.
→ The **Branch Role Limits Maintenance** screen is displayed.

Figure 201: Branch Role Limits Maintenance



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](#).

Field Description: Branch Role Limits Maintenance

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

Click **Save** to get the summary view of configured Branch Role Limits. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Branch Role Limits based on the specified search criteria. You can search the records based on the following criteria:
 - **Role Id**
 - **Supervisor Role**
 - **Authorization Status**
 - **Record Status**

- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

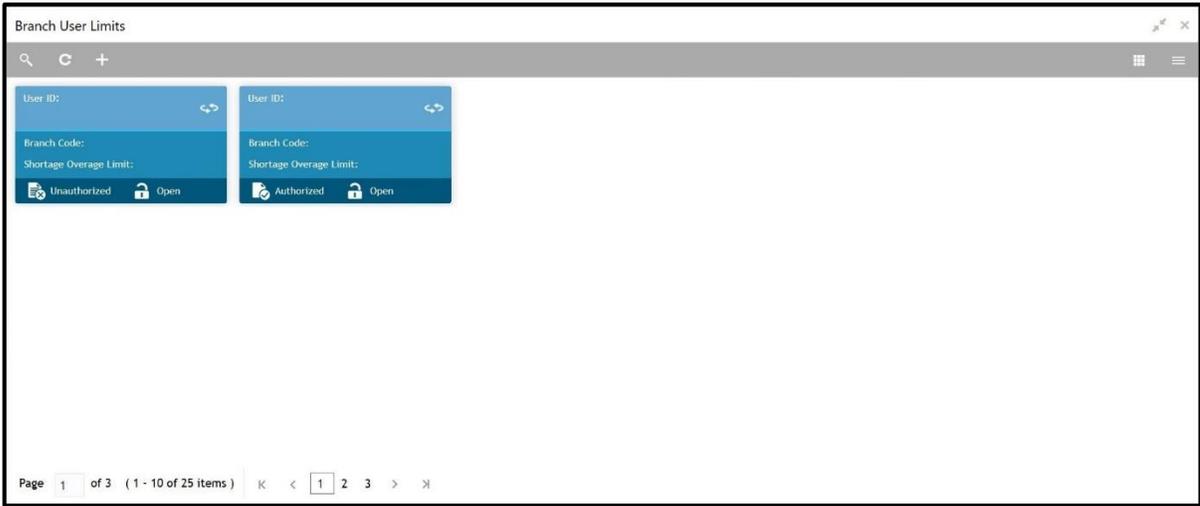
2.19.3 Branch User Preferences

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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Branch User Limits**.

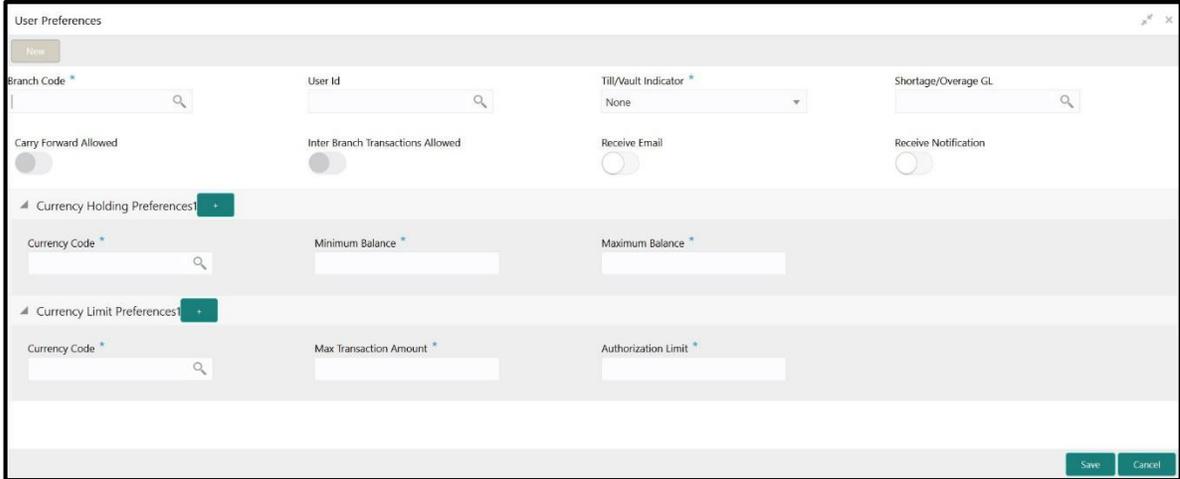
→ The **Branch User Limits (Summary)** screen is displayed.

Figure 202:Branch User Limits (Summary)



- 2. On **Branch User Limits** (Summary) screen, click **+** icon.
 → The **User Preference** screen is displayed.

Figure 203: User Preference



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](#).

Field Description: User Preference

Field	Description
Branch Code	Displays the branch code.
User ID	Select the user ID for which the branch preferences to be maintained.
Till/Vault Indicator	Select from the drop down values (Till , Vault , or None).
Shortage/Overage GL	Select the GL which needs to be debited or credited for the shortage or overage during batch closure.
Carry Forward Allowed	Select if the funds are allowed to carry forward for the next day.

Field	Description
Inter Branch Transactions Allowed	Select if the transfer between the branches is allowed.
Receive Email	Select if the Teller needs to receive emails for approval of transactions.
Receive Notification	Select if the Teller needs to receive notifications in Dashboard.
Currency Holding Preferences	Specify the fields.
Currency Code	Select the currency code to specify the cash holding preferences.
Minimum Balance	Specify the minimum balance to be maintained for the Till or Vault.
Maximum Balance	Specify the maximum balance to be maintained for the Till or Vault.
Currency Limit Preferences	Specify the fields.
Currency Code	Select the currency in which the limits (transactions amounts) will be expressed.
Max Transaction Amount	Specify the maximum transaction amount allowed that the user can enter in a single transaction.
Authorization Limit	Specify the maximum amount that the user (to which the limits role is associated) is allowed to process while authorizing a transaction.

Click **Save** to get the summary view of configured User Preferences. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the User Preferences based on the specified search criteria. You can search the records based on the following criteria:
 - **User Id**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.4 Denominations Maintenance

This screen is used to maintain the standard currency denominations for each currency that the bank deals with. 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

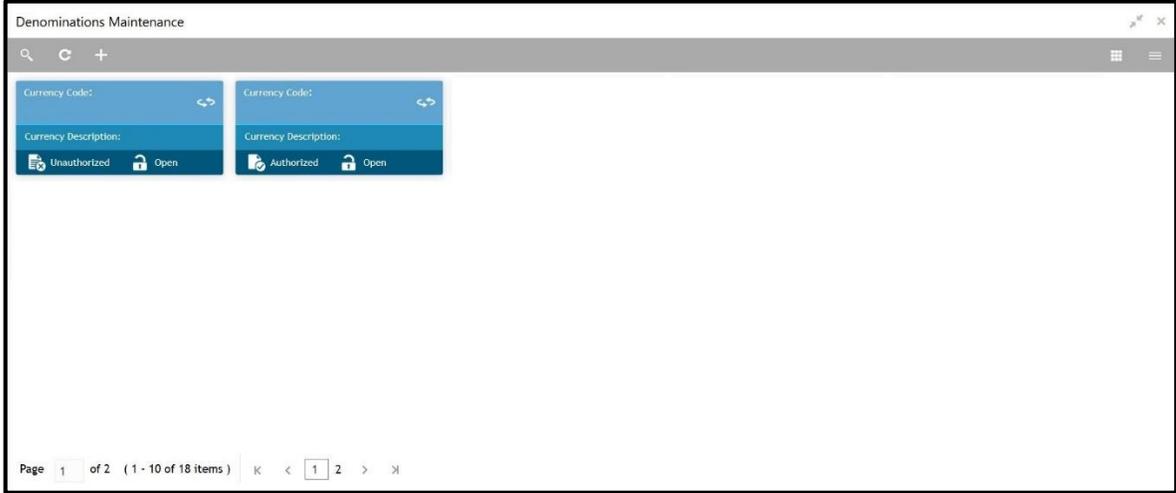
Denomination type Millionaire Certificate is used to facilitate MC/LMC (Millionaire Certificate) transactions. You can have only one denomination with denomination type as **Notes** and the currency code must be the LCY code of each country.

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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Denominations Maintenance**.

→ The **Denominations Maintenance (Summary)** screen is displayed.

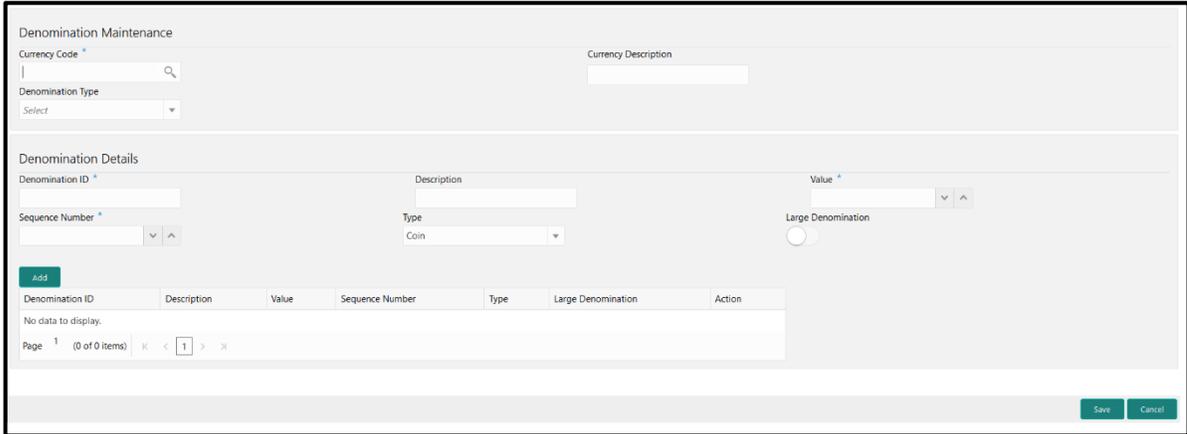
Figure 204: Denomination Maintenance (Summary)



- 2. On **Denominations Maintenance (Summary)** screen, click **+** icon.

→ The **Denominations Maintenance** screen is displayed.

Figure 205: Denomination Maintenance



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](#).

Field Description: Denomination Maintenance

Field	Description
Currency Code	Specify the currency for which the currency denomination to be maintained.
Currency Description	Specify the description of the currency code.
Denomination Type	Select the denomination type.
Denomination Details	Specify the fields.
Denomination ID	Specify the denomination code.
Description	Specify the description of the denomination code.
Value	Specify the numeric value of the denomination code.
Sequence Number	Specify the number, such that the denom codes will be displayed in the same sequence maintained.
Type	Specify the type as Coin or Note .
Large Denomination	Select if a particular denomination is to be maintained as a large denomination.

After filling the necessary fields, click **Add** to add the specified denomination details as an entry to the table.

Click **Save** to get the summary view of configured Denomination. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the configured Denominations based on the specified search criteria. You can search the records based on the following criteria:
 - **Currency Code**
 - **Currency Description**

- **Authorization Status**
- **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

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 Transfer
1006	Account Transfer
1008	Miscellaneous Customer Debit
1010	BC Issue Against Account

Function Code	Screen Name
1013	Cheque Withdrawal
1014	DD Issue Against Account
1060	Miscellaneous GL Debit
1300	Close-out Withdrawal
1301	Close-out Withdrawal by Cash
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

Function Code	Screen Name
1461	Credit Card Advance by Cash
1462	Credit Card Advance by Transfer
1471	Credit Card Payment by Cash
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
5404	Loan Repayment by Cash (Teller Session)
5555	Inward Clearing Data Entry
6001	Open Branch Batch
6002	Close Branch Batch
6005	Electronic Journal
6501	Cheque Deposit
6514	Outward Clearing Data Entry
6560	Cheque Return

Function Code	Screen Name
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
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

Function Code	Screen Name
8305	DD Issue Against Walk-in
8306	DD Issue Against GL
8450	DD Operations
8550	BC Operations
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

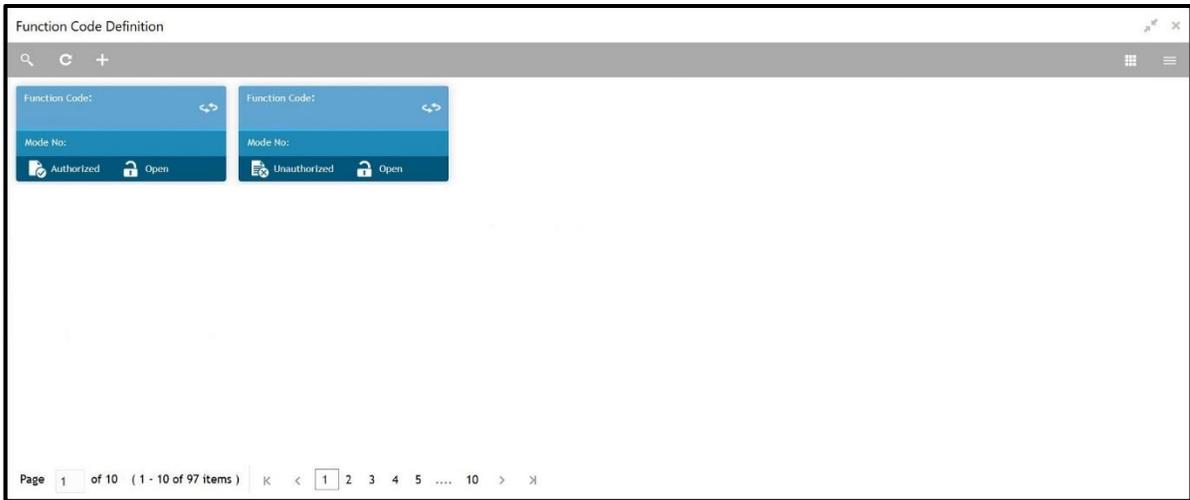
Function Code	Screen Name
ACST	Account Statement Request
BCRP	BC Print-Reprint
CADU	Customer Address Update
CCTU	Customer Contact Details Update
CDBK	Stop Card
CQIN	Cheque Status Inquiry
CQRQ	Cheque Book Request
CQST	Stop Cheque Request
DDRP	DD Print-Reprint
DNEX	Denomination Exchange
F23A	F23 Tax Payment by Account
F23C	F23C Tax Payment by Cash
F24A	F24 Tax Payment by Account
F24C	F24C Tax Payment by Cash
TDI1	Islamic TD Account Opening
TDO1	TD Account Opening
TDR1	TD Redemption Against Cash

Function Code	Screen Name
TDR2	TD Redemption Against Account
TDT1	TD Top-Up Against Cash
TDT2	TD Top-Up Against Account
TDPT	RD Payment by Cash
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:

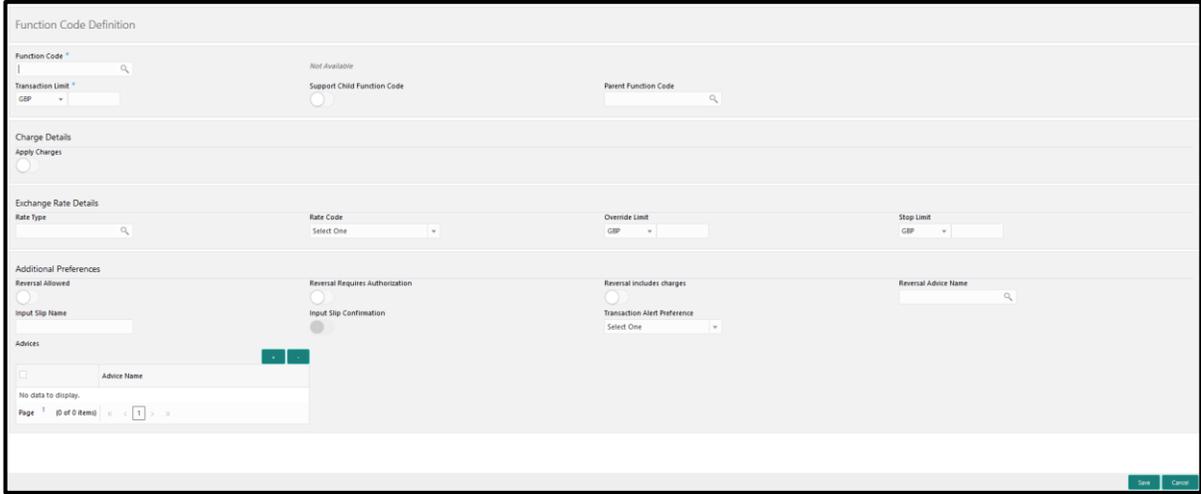
- From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Function Code Definition**.
 - The **Function Code Definition (Summary)** screen is displayed.

Figure 206: Function Code Definition (Summary)



- On **Function Code Definition** (Summary) screen, click **+** icon.
 → The **Function Code Definition** screen is displayed.

Figure 207: Function Code Definition



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](#).

Field Description: Function Code Definition

Field	Description
Function Code	Pick from the list function codes that are factory shipped. For the list of function codes and the respective screen names, refer to the table List of Function Codes .
Function Code Description	Displays the description of the function code.
Transaction Limit	Specify the maximum transaction amount allowed for this function code in branch currency.
Support Child Function Code	Select if the specified function code need to act as the parent function code.

Field	Description
Parent Function Code	Specify the applicable parent function code. NOTE: This field is enabled only if Support Child Function Code is not selected.
Charge Details	Specify the fields.
Apply Charges	Specify if charges are applicable for this transaction.
Exchange Rate Details	Specify the fields.
Rate Type	Select the rate type for the transaction code.
Rate Code	Select the rate code for the transaction code.
Override Limit	Specify the override limit. The system displays the default override limit currency as GBP.
Stop Limit	Specify the stop limit. The system displays the default stop limit currency as GBP.
Additional Preferences	Specify the fields.
Reversal Allowed	Specify if the reversal is allowed for the transaction.
Reversal Requires Authorization	Specify if the authorization is required for a reversal transaction.
Reversal includes charges	Specify if the charges is to be reversed along with transaction reversal.
Reversal Advice Name	Select the reversal advice name from the list of values.
Input Slip Name	Specify the input slip name.

Field	Description
<p>Input Slip Confirmation</p>	<p>Select if the input slip confirmation is required for the transaction. If this option is selected for a transaction screen, the Input-Slip button will be displayed on the screen.</p> <p>On the specified transaction screens, you can click Input-Slip to view the input slip before transaction submission. Once you click Input-Slip, the system validates mandatory fields. In addition, you can perform any of the following actions:</p> <ul style="list-style-type: none"> • Confirm & Print – This button is enabled only if Input Slip Confirmation is selected in Function Code Definition screen. In addition, the transaction can be submitted only if the receipt is confirmed. Click this button to confirm and print the receipt. • Print – Click this button to print the generated slip and provide to the customer. • Close – Click this button to close the generated receipt. <p>NOTE: If the mandatory fields are not filled, the system shows an error message Value is required, wherever applicable.</p>
<p>Transaction Alert Preference</p>	<p>Select the alert notification preference from the drop-down list. The values are mentioned below:</p> <ul style="list-style-type: none"> • SMS – the system sends an SMS notification of the transactions to the registered mobile number of the Customer. • Email – the system sends an email notification of the transactions to the registered email ID of the Customer.

Field	Description
	<ul style="list-style-type: none"> • Both – the system sends SMS and email notifications of the transactions to the registered mobile number and email ID of the Customer. • None – the system will not send any notifications to the Customer.
Advices	This section allows selecting advices for multiple Function Codes.
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a selected row.
Advice Name	Displays the advice name.

Click **Save** to get the summary view of configured Function Code Definition. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Function Code Definition based on the specified search criteria. You can search the records based on the following criteria:
 - **Function Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.

- **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.6 Function Code Preferences

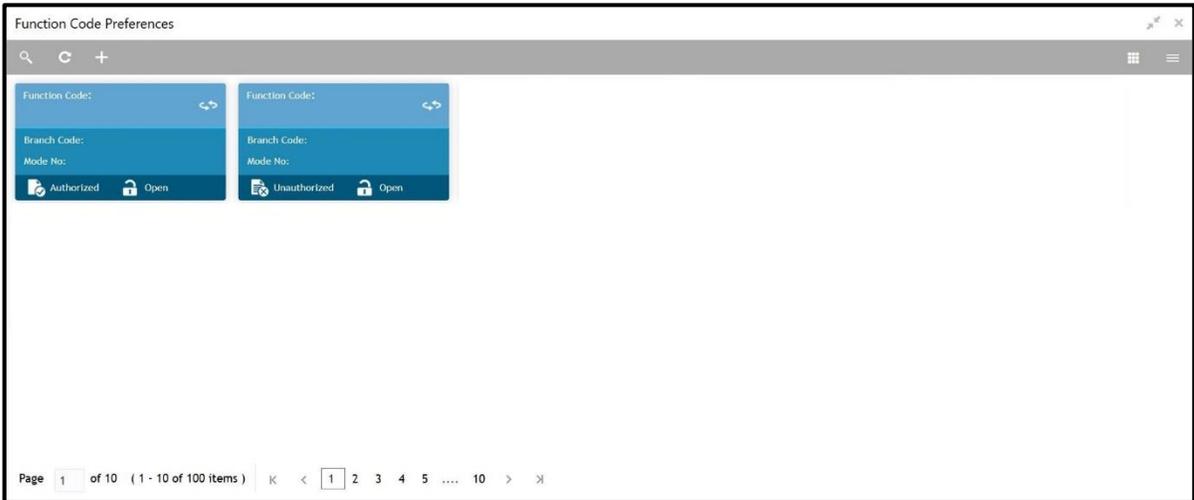
This screen is used to define the workflow preferences (validation preferences and authorization preferences) for a function code. For the list of function codes and the respective screen names, refer to the table [List of Function Codes](#).

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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Function Code Preferences**.

→ The **Function Code Preferences (Summary)** screen is displayed.

Figure 208: Function Code Preferences (Summary)



- 2. On **Function Code Preferences (Summary)** screen, click **+** icon.
 → The **Function Code Preferences** screen is displayed.

Figure 209: Function Code Preferences

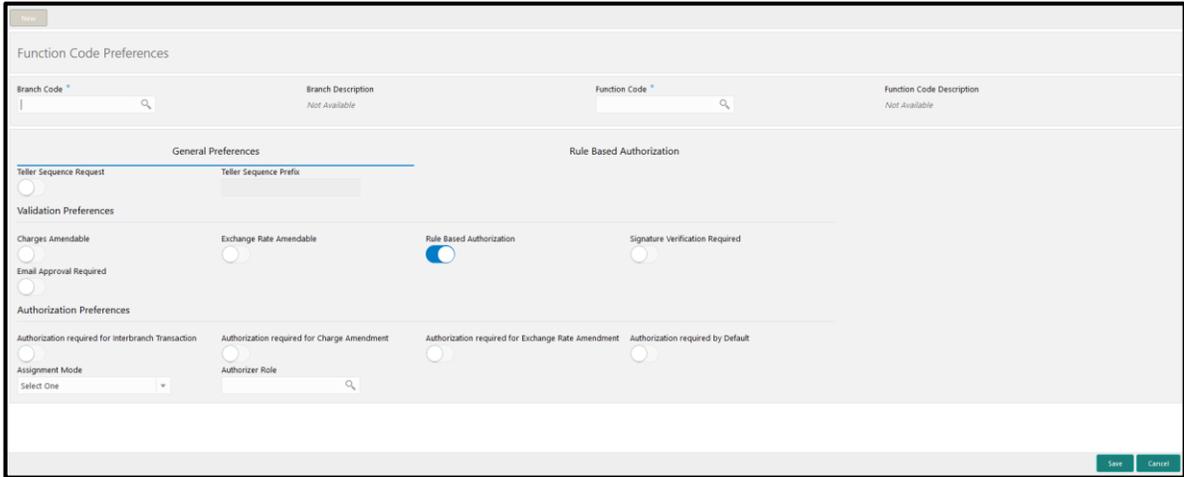
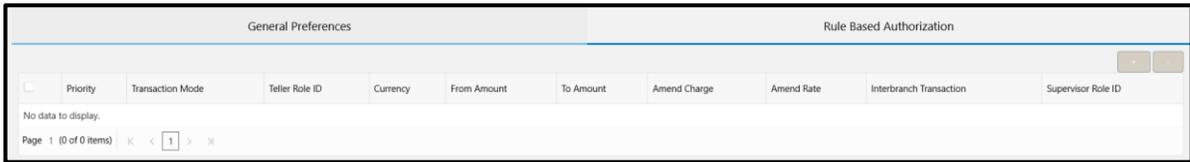


Figure 210: Role Based Authorization



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](#).

Field Description: Function Code Preferences

Field	Description
Branch Code	Select the branch code from the list of values. The list of values should have *.* for ALL option.
Branch Description	Displays the description of the branch code.
Function Code	Specify the function code. The list of values display the valid function codes.

Field	Description
Function Code Description	Displays the description of the function code.
General Preferences	Specify the fields.
Teller Sequence Request	Select this option to generate the Teller sequence number.
Teller Sequence Prefix	Specify the prefix for the generation of teller sequence number. NOTE: This is mandatory only if Teller Sequence Request is selected.
Validation Preferences	Specify the fields.
Charges Amendable	Select if the charges are allowed to modify for the transaction.
Exchange Rate Amendable	Select if exchange rate is allowed to modify for the transaction.
Rule Based Authorization	Select if the rule based authorization is required for the transaction.
Email Approval Required	Select if the authorization through email is required for a transaction.

Field	Description
	<p>NOTE: 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 User Preferences screen. Once email is received, Approver can either approve or reject the transaction. When you click the Approve or Reject, an email will be automatically opened in the system where the approver can type their comments.</p>
Signature Verification Required	Select if the Teller needs to verify the Customer's signature while submitting the transaction.
Authorization Preferences	Specify the fields.
Authorization required for Interbranch Transaction	Select if the authorization is required for inter-branch transaction.
Authorization required for Charge Amendment	Select if the authorization is required in case you have amended the charge defaulted by the system.
Authorization required for Exchange Rate Amendment	Select if the authorization is required in case you have amended the exchange rate defaulted by the system.
Authorization required by Default	Select if the authorization is required by default for the transaction.
Assignment Mode	Select to indicate whether remote authorization assignment is automatic or manual operation for the transaction.

Field	Description
Authorizer Role	<p>Select the role of the authorizers. The users belonging to this role are the valid authorizers for this workflow.</p> <p>NOTE: This field is applicable, if assignment mode is Manual or if assignment mode is Auto and no default authorizer is maintained for the user.</p>
Rule Based Authorization	Specify the fields.
Priority	Specify the priority of the transaction.
Transaction Mode	Select the mode of the transaction from the drop-down list (Online or Offline).
Teller Role ID	Select the Teller Role ID for which the authorization is required.
Currency	Select the currency of the transaction from the LOV.
From Amount	Specify the From cap amount.
To Amount	Specify the To cap amount.
Amend Charge	Select Yes or No.
Amend Rate	Select Yes or No.
Interbranch Transaction	Select Yes or No.
Supervisor Role ID	Select the Supervisor Role ID from the LOV.

Click **Save** to get the summary view of configured Function Code Preferences. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Function Code Preferences based on the specified search criteria. You can search the records based on the following criteria:
 - **Branch Code**
 - **Function Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

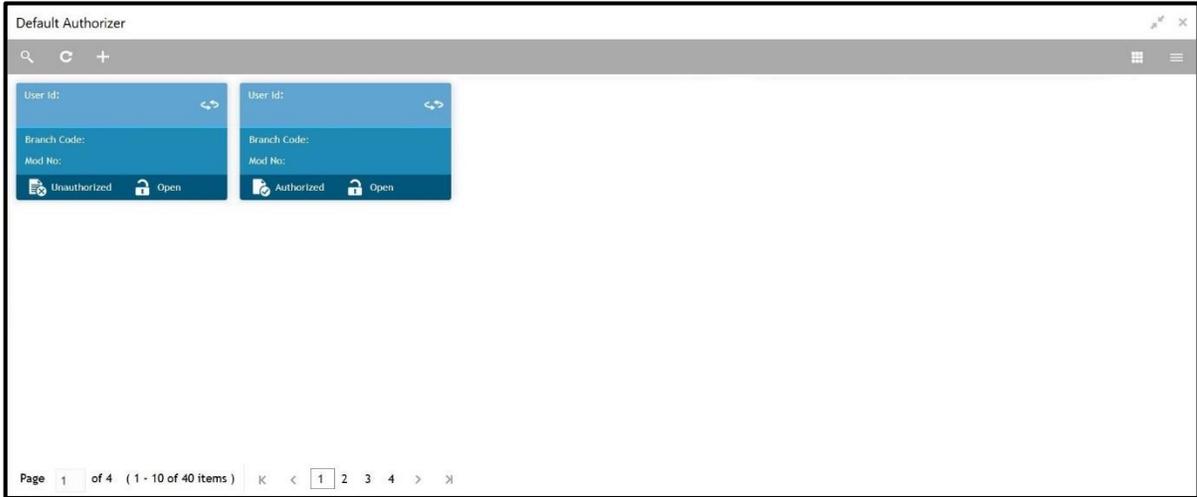
2.19.7 Default Authorizer Maintenance

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:

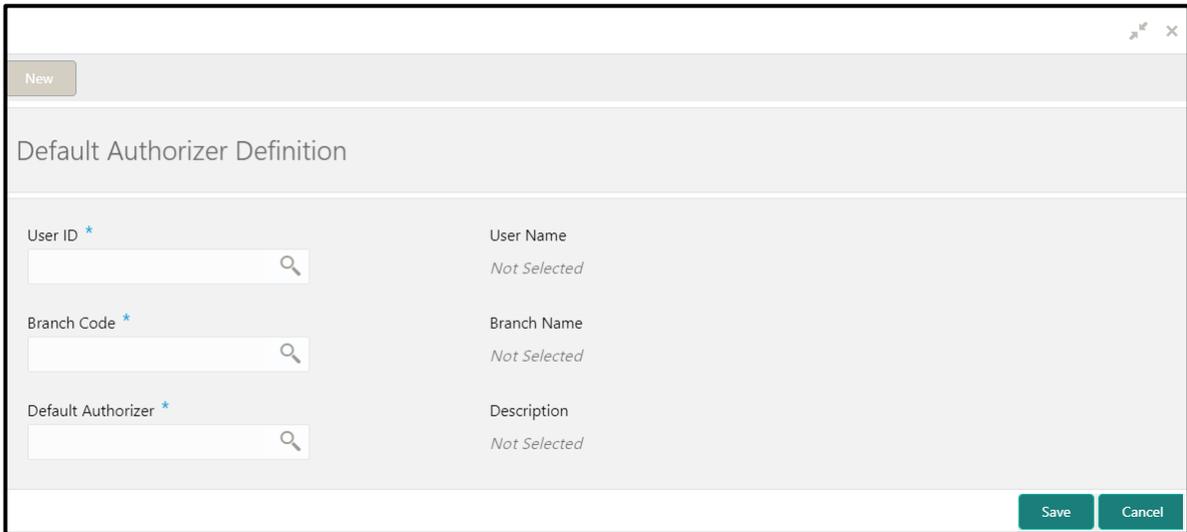
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Default Authorizer**.
→ The **Default Authorizer (Summary)** screen is displayed.

Figure 211: Default Authorizer (Summary)



- 2. On **Default Authorizer (Summary)** screen, click **+** icon.
→ The **Default Authorizer** screen is displayed.

Figure 212: Default Authorizer Definition



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](#).

Field Description: Default Authorizer Definition

Field	Description
User ID	Select the user ID from the LOV. The option list consists of user IDs for which a default authorizer needs to be maintained.
User Name	Displays the name of the user, when you select the user ID.
Branch Code	Select the branch code from the LOV. This field is enabled if the All option is chosen in the User ID field. NOTE: If specific authorizer is selected, then the system will default the home branch as branch code.
Branch Name	Displays the branch name, when you select the Branch Code .
Default Authorizer	Select the default authorizer from the LOV, if it is already set while assigning the transaction. If the mode assigned is Manual , it allows to change the default authorizer. Select the authorizer ID from the adjoining option list. The option list consists of authorizers who are mapped to a role with Savings Authorizer flag value as Y or All option.
Description	Displays the description.

Click **Save** to get the summary view of configured Default Authorizer. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Default Authorizer Maintenance based on the specified search criteria. You can search the records based on the following criteria:
 - **User Id**
 - **Branch Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.8 Accounting and Settlements

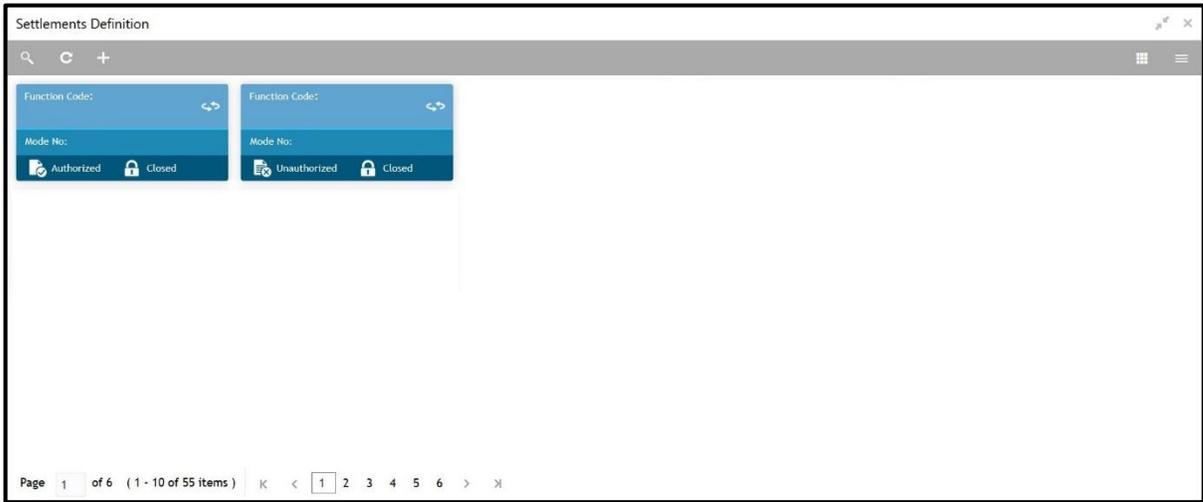
This screen is used to define the settlement and accounting parameters that is applicable for processing the branch transactions involving a function code.

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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Settlements Definition**.

→ The **Settlements Definition** (Summary) screen is displayed.

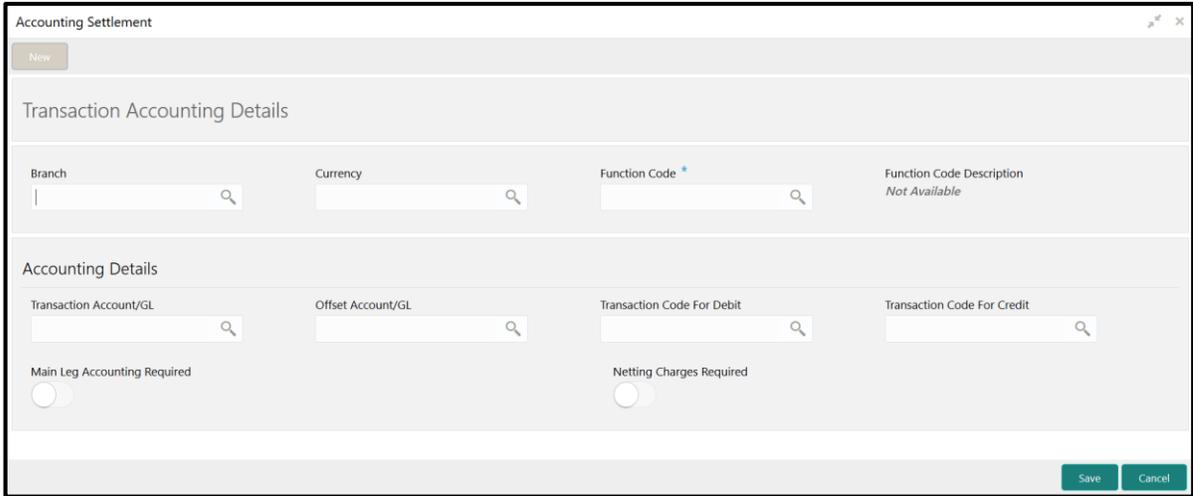
Figure 213: Settlements Definition (Summary)



2. On **Settlements Definition** (Summary) screen, click **+** icon.

→ The **Transaction Accounting Details** screen is displayed.

Figure 214: Transaction Accounting Details



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](#).

Field Description: Transaction Accounting Details

Field	Description
Branch	Select the branch for which the accounting details need to be defined from the LOV. NOTE: The value *.* indicates ALL option.
Currency	Select the currency for which the accounting details need to be defined from the LOV. NOTE: The value *.* indicates ALL option.
Function Code	Select the function code for which the accounting details need to be defined from the LOV.

Field	Description
Function Code Description	Displays the description of the selected function code.
Transaction Account	Select the transaction account or GL from the LOV. The LOV displays all valid GLs maintained. This field is kept blank if the transaction account needs to be selected from transaction screen.
Offset Account/GL No	Select the offset account or GL from the LOV. The LOV displays all valid GLs maintained.
Transaction code for Debit	Select the transaction code used for debit accounting from the LOV.
Transaction code for Credit	Select the transaction code used for credit accounting from the LOV.
Main leg accounting required	Select to pass the main accounting entries along with the charges defined in the transaction code.
Netting charge required	Select to net the accounting entries for the debit leg of the charges along with main transaction accounting entries. Leave the box unchecked to pass the entries without netting the charges of the debit leg.

Click **Save** to get the summary view of configured accounting details. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Accounting and Settlements based on the specified search criteria. You can search the records based on the following criteria:
 - **Branch**
 - **Currency**
 - **Function Code**

- **Authorization Status**
- **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

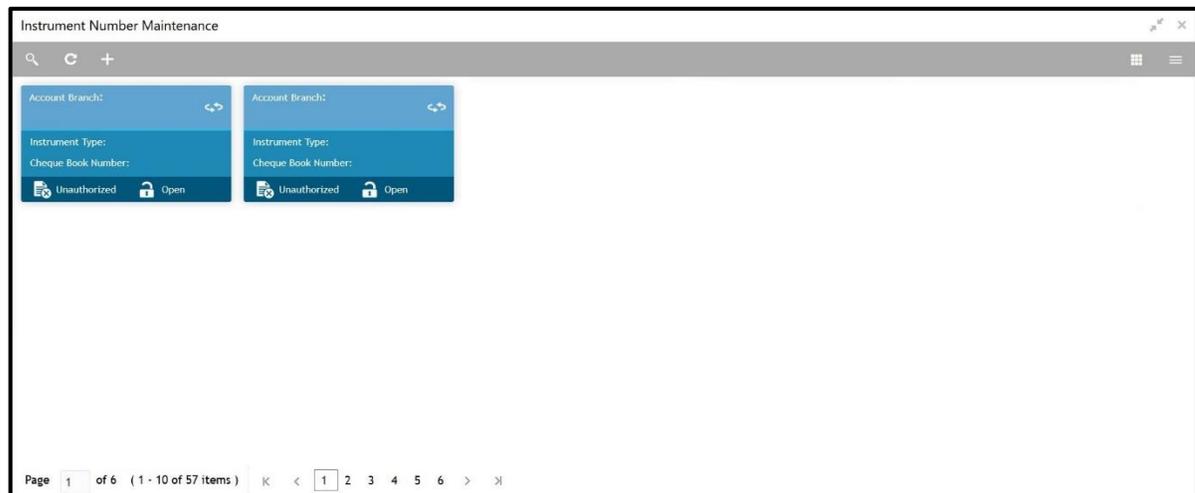
2.19.9 Instrument Number Maintenance

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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Instrument Number Maintenance**.

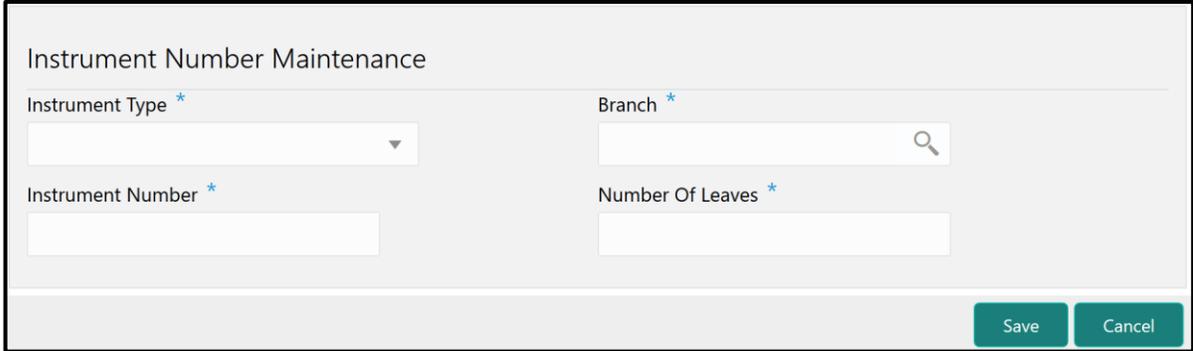
→ The **Instrument Number Maintenance (Summary)** screen is displayed.

Figure 215: Instrument Number Maintenance (Summary)



- 2. On **Instrument Number Maintenance** (Summary) screen, click  icon.
→ The **Instrument Number Maintenance** screen is displayed.

Figure 216: Instrument Number Maintenance



The screenshot shows a web form titled "Instrument Number Maintenance". It contains four input fields: "Instrument Type" (a dropdown menu), "Branch" (a text box with a search icon), "Instrument Number" (a text box), and "Number Of Leaves" (a text box). At the bottom right, there are two buttons: "Save" and "Cancel".

Specify the details in the **Instrument Number Maintenance** Screen. For more information on fields, refer to table [Field Description: Instrument Number Maintenance](#).

Field Description: Instrument Number Maintenance

Field	Description
Instrument Type	Specify the instrument type for which the instrument maintenance needs to be done.
Branch	Select the branch code from the LOV.
Cheque Number	Specify the cheque number for which the instrument maintenance needs to be done.
Number of Leaves	Specify the number of leaves.

Click **Save** to get the summary view of the configured instrument number. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Instrument Number Maintenance based on the specified search criteria. You can search the records based on the following criteria:
 - **Account Branch**
 - **Instrument Type**

- **Cheque Book Number**
- **Authorization Status**
- **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.10 Inter Branch Transit Account Maintenance

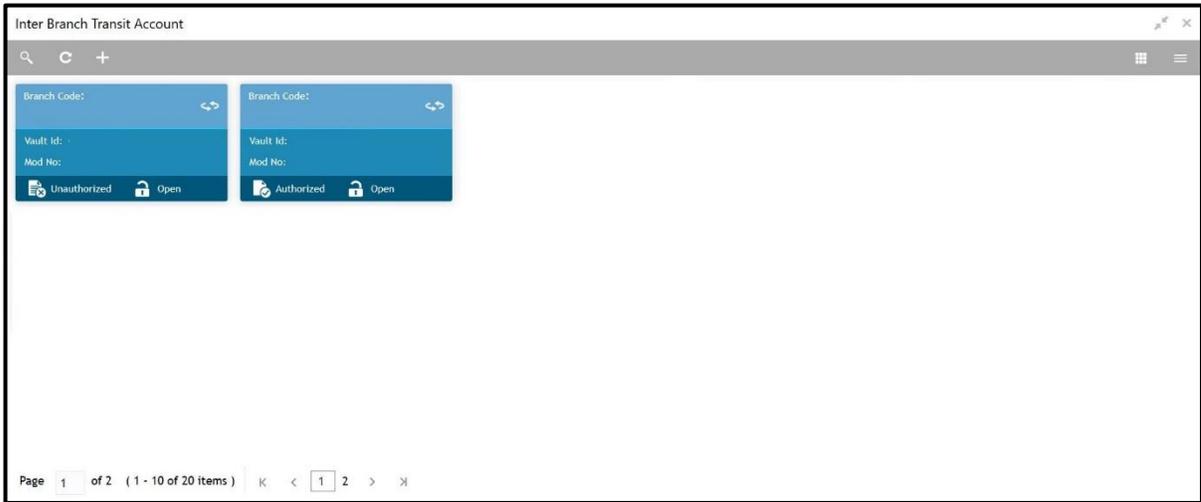
This screen is used to maintain inter-branch transit account for each branch using the receiving branch, vault, and currency combination.

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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Inter Branch Transit Account**.

→ The **Inter Branch Transit Account (Summary)** screen is displayed.

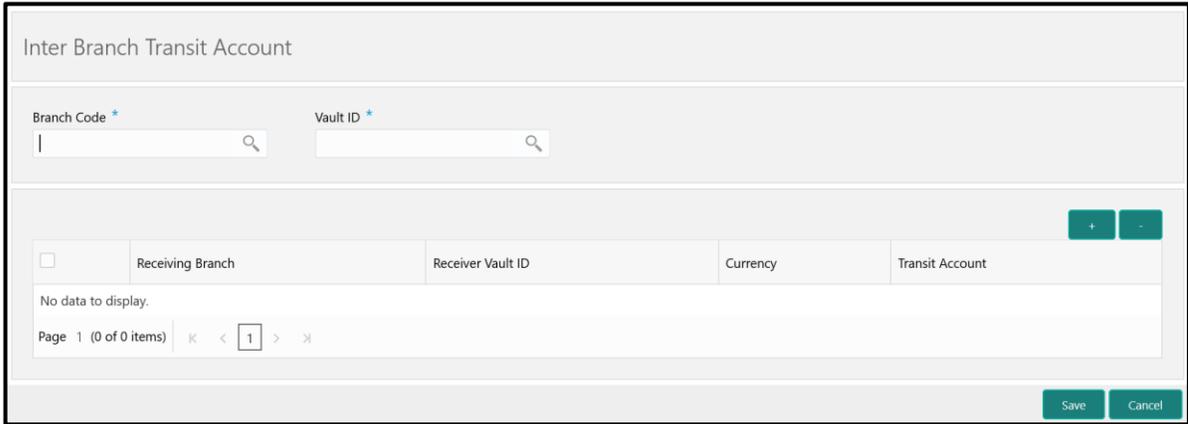
Figure 217: Inter Branch Transit Account (Summary)



- 2. On **Inter Branch Transit Account (Summary)** screen, click **+** icon.

→ The **Inter Branch Transit Account** screen is displayed.

Figure 218: Inter Branch Transit Account



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](#).

Field Description: Inter Branch Transit Account Maintenance

Field	Description
Branch Code	Select the branch code from the adjoining option list, which provides all the branch codes maintained in the system.
Vault ID	Specify the vault from which cash is transferred. This is performed on the basis of selected branch.
Receiving Branch	Specify the destination branch to which the cash is transferred.
Receiving Vault	Specify the vault in the destination branch, which will receive the cash. This is performed based on selected branch.
Currency	Specify the currency of the cash.
Transit GL	Specify the transit account that is used to track the movement of cash.

Click **Save** to get the summary view of the configured inter-branch transit account. In the summary screen, you can also perform any of the following actions:

- Click  icon to search the Inter Branch Transit Account Maintenance based on the specified search criteria. You can search the records based on the following criteria:
 - **Branch Code**
 - **Vault Id**
 - **Authorization Status**
 - **Record Status**

- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.11 External System Maintenance

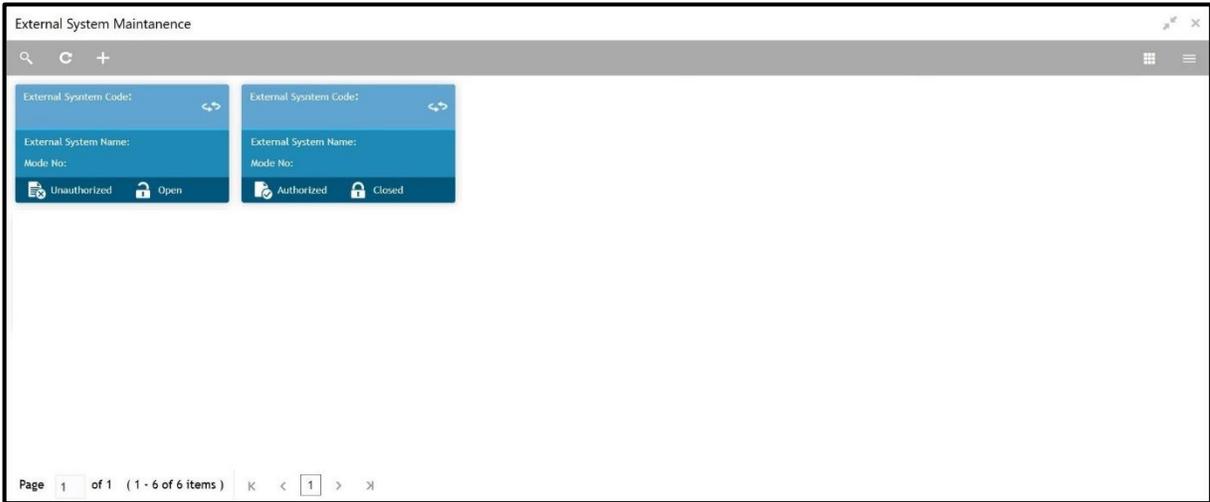
This screen is used to define the parameters for the external system. The parameters are defined whenever there is an external system call to the Oracle Banking Branch external API. Only the registered users can make the external system call to process the transaction.

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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **External System Maintenance**.

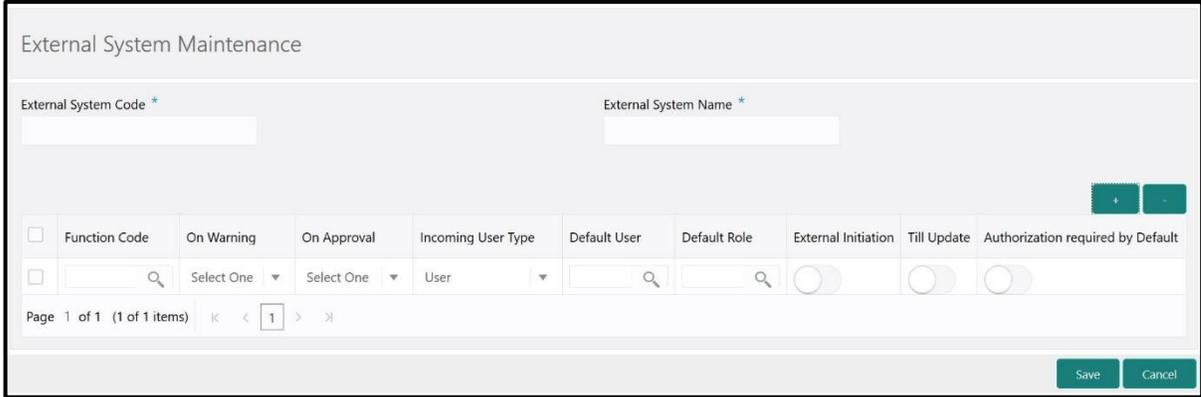
→ The **External System Maintenance (Summary)** screen is displayed.

Figure 219: External System Maintenance (Summary)



- 2. On **External System Maintenance** (Summary) screen, click **+** icon.
 → The **External System Maintenance** screen is displayed.

Figure 220: External System Maintenance



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](#).

Field Description: External System Maintenance

Field	Description
External System Code	Specify the system code of the registered external system.
External System Name	Specify the name of the registered external system.
+ icon	Click this icon to add a row for a transaction.
- icon	Click this icon to delete a row, which is already added.
Function Code	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.
On Warning	Select from the drop-down list. The values in the drop-down list are mentioned below:

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

Field	Description
Till Update	Select if you need to update the Till.
Authorization required by Default	Select if you need to raise an override even if it is N 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.

In the summary screen, you can also perform any of the following actions:

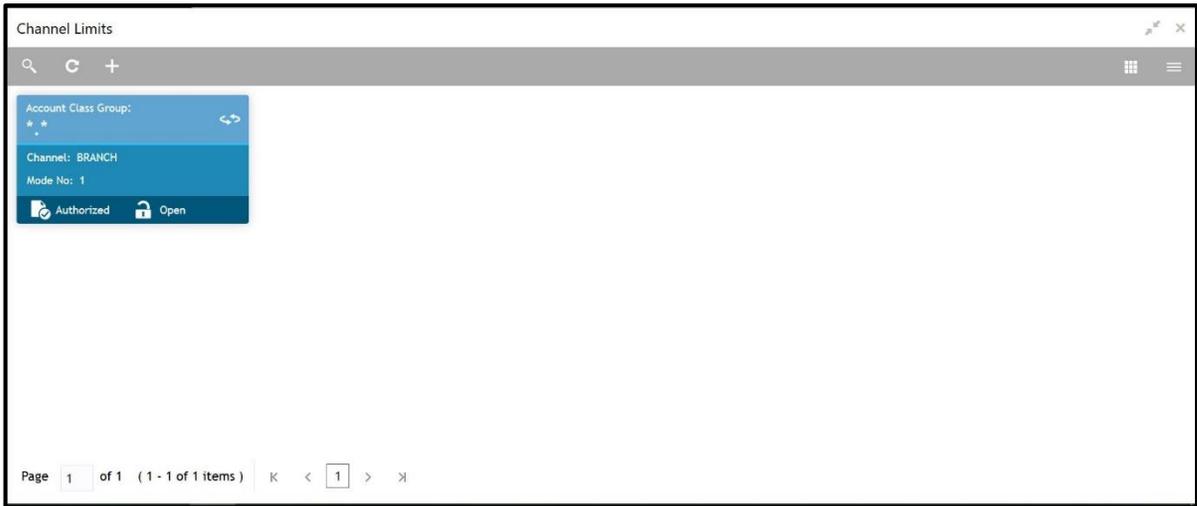
- Click  icon to search the External System Maintenance based on the specified search criteria. You can search the records based on the following criteria:
 - **External System Code**
 - **External System Name**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.12 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:

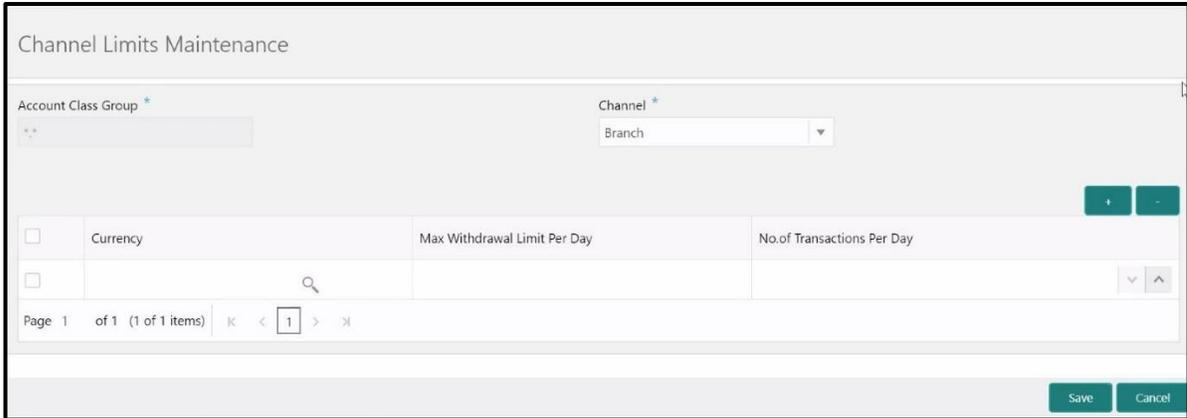
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Channel Limits**.
→ The **Channel Limits (Summary)** screen is displayed.

Figure 221: Channel Limits (Summary)



- 2. On **Channel Limits (Summary)** screen, click **+** icon.
→ The **Channel Limits Maintenance** screen is displayed.

Figure 222: Channel Limits Maintenance



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](#).

Field Description: Channel Limits Maintenance

Field	Description
Account Class Group	Displays the null value.
Channel	Select value from the drop-down list. NOTE: By default, the value is selected as Branch .
+ icon	Click this icon to add a row for channel limits.
- icon	Click this icon to delete a row, which is already added.
Currency	Select the currency from the list of values.
Max Withdrawal Limit Per Day	Specify the maximum amount for the cash withdrawal transactions per day.
No. of Transactions Per Day	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.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Channel Limits based on the specified search criteria. You can search the records based on the following criteria:
 - **Account Class Group**
 - **Channel**

- **Authorization Status**
- **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

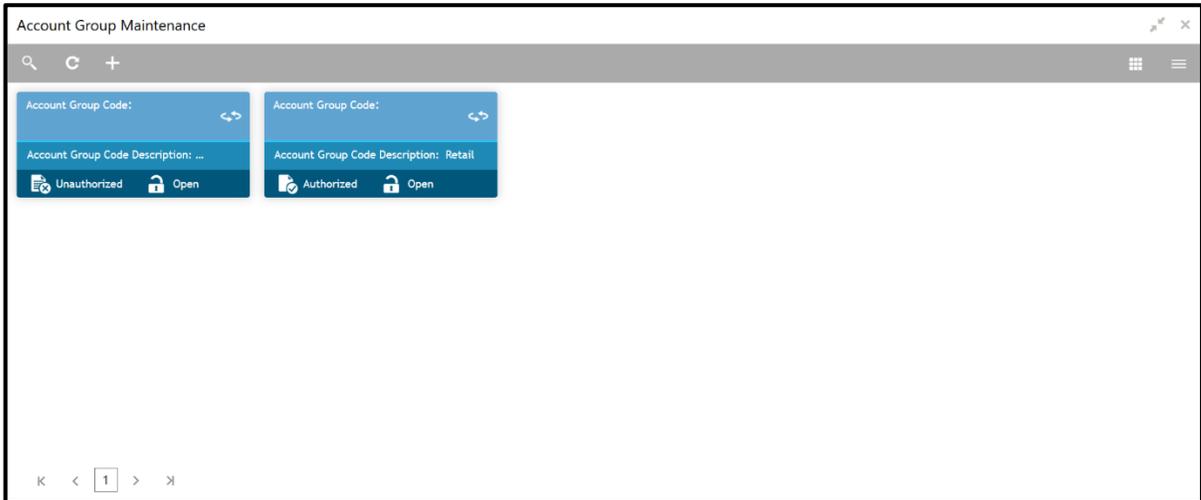
2.19.13 Account Group Maintenance

This screen is used to create groups of the account codes, and these groups can be used for charge calculation. To process this screen, type **Account Group 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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Account Group Maintenance**.

→ The **Account Group Maintenance** (Summary) screen is displayed.

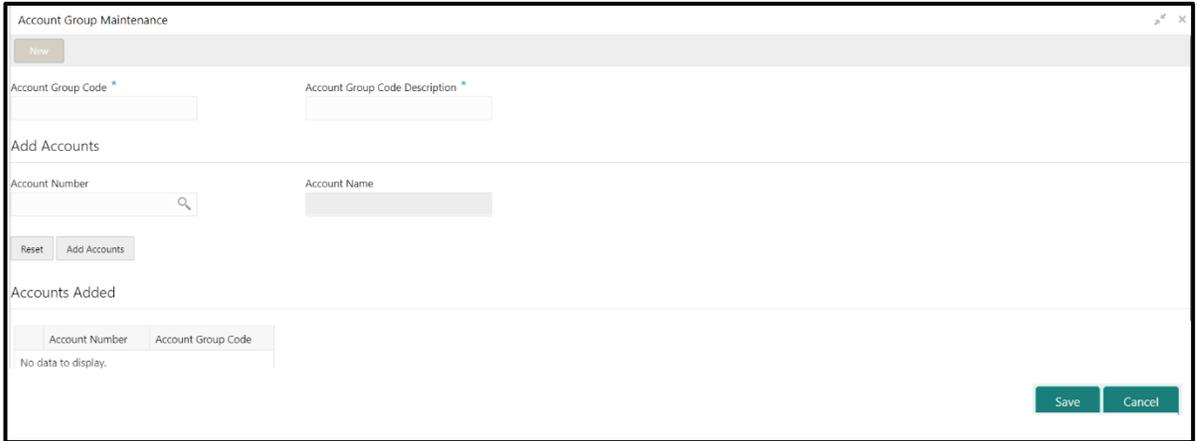
Figure 223: Account Group Maintenance (Summary)



- 2. On **Account Group Maintenance** (Summary) screen, click **+** icon.

→ The **Account Group Maintenance** screen is displayed.

Figure 224: Account Group Maintenance



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

Field Description: Account Group Maintenance

Field	Description
Account Group Code	Specify the account group code.
Account Group Code Description	Specify the description of the account group code.
Add Accounts	Specify the fields.
Account Number	Specify the account number. You can also select from list of values.
Account Name	Displays the description for specified account number.
Reset	Click this button to reset the accounts added.
Add Accounts	Click this button to add the account specified.
Accounts Added	<p>Displays the details of accounts added in the table. Once you add an account in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> • Edit – Click  icon to edit the added entry. • Delete – Click  icon to delete the entry.

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

- Click **Save** to view the configured details of Account Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Account Groups based on the specified search criteria. You can search the records based on the following criteria:
 - **Account Group Code**
 - **Account Group Code Description**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.14 Branch Group Maintenance

This screen is used to create groups of the branch codes, and these groups can be used for charge calculation. To process this screen, type **Branch Group 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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Branch Group Maintenance**.

→ The **Branch Group Maintenance (Summary)** screen is displayed.

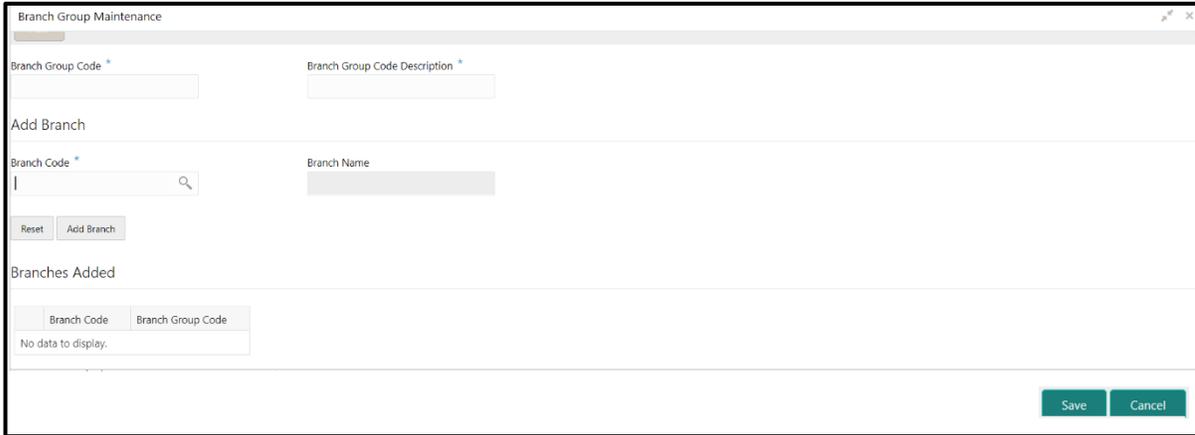
Figure 225: Branch Group Maintenance (Summary)



- 2. On **Branch Group Maintenance (Summary)** screen, click **+** icon.

→ The **Branch Group Maintenance** screen is displayed.

Figure 226: Branch Group Maintenance



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

Field Description: Branch Group Maintenance

Field	Description
Branch Group Code	Specify the branch group code.
Branch Group Code Description	Specify the description of the branch group code.
Add Accounts	Specify the fields.
Branch Number	Specify the branch number. You can also select from list of values.
Branch Name	Displays the description for specified branch number.
Reset	Click this button to reset the branches added.
Add Branch	Click this button to add the branch specified.
Branches Added	<p>Displays the details of branches added in the table. Once you add a branch in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> • Edit – Click  icon to edit the added entry. • Delete – Click  icon to delete the entry.

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

- Click **Save** to view the configured details of Branch Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

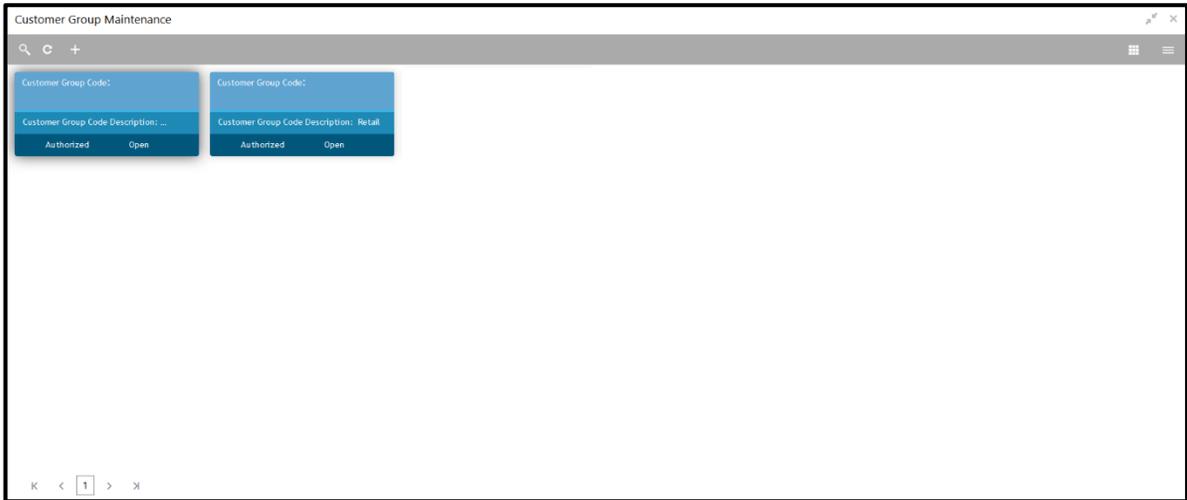
- Click  icon to search the Branch Groups based on the specified search criteria. You can search the records based on the following criteria:
 - **Account Group Code**
 - **Account Group Code Description**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** - Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.15 Customer Group Maintenance

This screen is used to create groups of the customer codes, and these groups can be used for charge calculation. To process this screen, type **Customer Group 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:

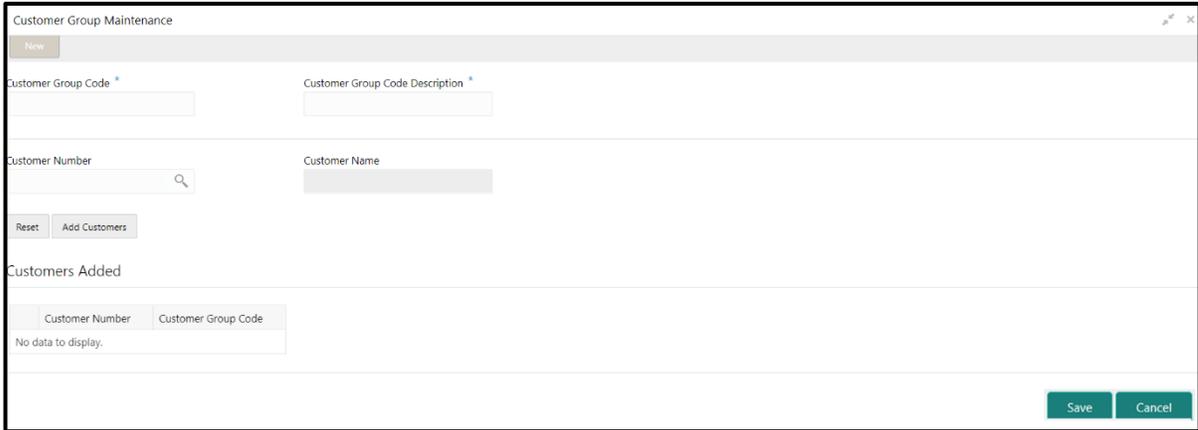
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Customer Group Maintenance**.
→ The **Customer Group Maintenance (Summary)** screen is displayed.

Figure 227: Customer Group Maintenance (Summary)



- 2. On **Customer Group Maintenance (Summary)** screen, click **+** icon.
→ The **Customer Group Maintenance** screen is displayed.

Figure 228: Customer Group Maintenance



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

Field Description: Customer Group Maintenance

Field	Description
Customer Group Code	Specify the customer group code.
Customer Group Code Description	Specify the description of the customer group code.
Customer Number	Specify the customer number. You can also select from list of values.
Customer Name	Displays the description for specified customer number.
Reset	Click this button to reset the customer numbers added.
Add Customer	Click this button to add the customer numbers specified.
Customers Added	<p>Displays the details of customer numbers added in the table. Once you add a customer number in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> • Edit – Click  icon to edit the added entry. • Delete – Click  icon to delete the entry.

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

- Click **Save** to view the configured details of Customer Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

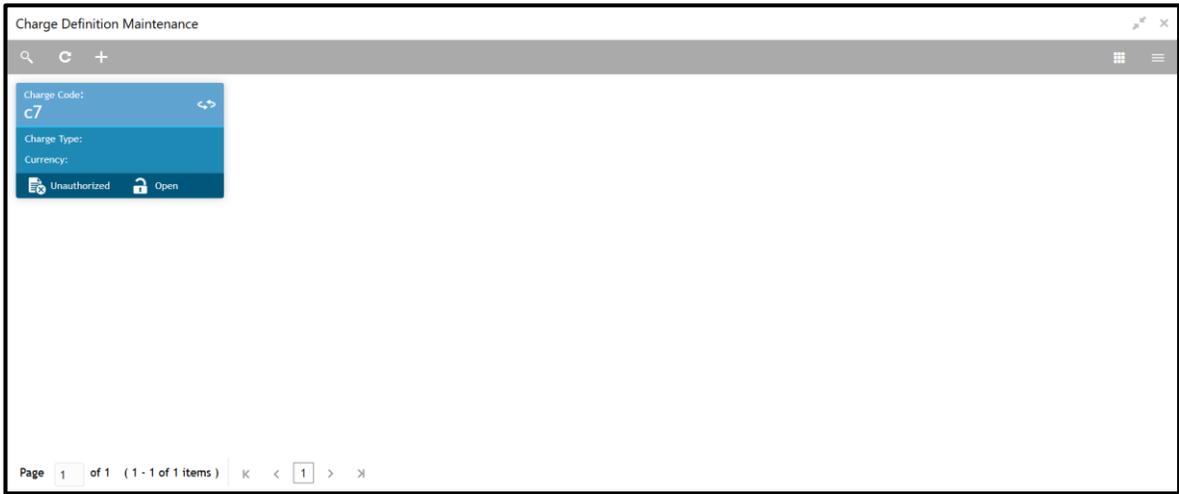
- Click  icon to search the Customer Groups based on the specified search criteria. You can search the records based on the following criteria:
 - **Customer Group Code**
 - **Customer Group Code Description**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.16 Charge Definition Maintenance

This screen is used to maintain the charge definitions. To process this screen, type **Charge Definition 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:

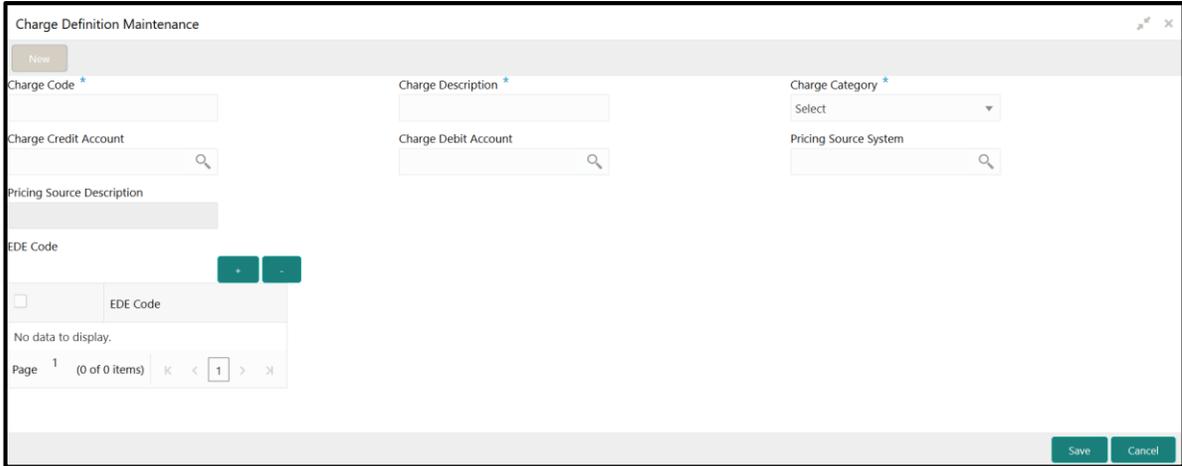
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Definition Maintenance**.
→ The **Charge Definition Maintenance (Summary)** screen is displayed.

Figure 229: Charge Definition Maintenance (Summary)



- 2. On **Charge Definition Maintenance (Summary)** screen, click **+** icon.
→ The **Charge Definition Maintenance** screen is displayed.

Figure 230: Charge Definition Maintenance



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

Field Description: Charge Definition Maintenance

Field	Description
Charge Code	Specify the charge code.
Charge Description	Specify the description of the charge code.
Charge Category	Select the charge category (Standard or Tax).
Charge Credit Account	Specify the charge credit account. You can also select from list of values.
Charge Debit Account	Specify the charge debit account. You can also select from list of values.
Pricing Source System	Specify the pricing source system. You can also select from list of values.
Pricing Source Description	Displays the description of the pricing source.
EDE Code	<p>Displays the details of charge codes added in the table. Once you add a customer number in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> • Edit – Click  icon to edit the added entry. • Delete – Click  icon to delete the entry.

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

- Click **Save** to view the configured details of Customer Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Charge Definitions based on the specified search criteria. You can search the records based on the following criteria:
 - **Function Code**
 - **Branch Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.17 Create Charge Pricing Maintenance

This screen is used to maintain the charge pricing. To process this screen, type **Create Charge Pricing 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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Create Charge Pricing Maintenance**.

→ The **Create Charge Pricing Maintenance** screen is displayed.

Figure 231: Create Charge Pricing Maintenance

The screenshot shows a web form titled "Create Charge Pricing Maintenance". The form contains several input fields: "Application Code" (with a dropdown menu showing "OBBRN"), "Charge Pricing Description", "Pricing Category" (with a "Select" dropdown), "Pricing Method" (with a "Select" dropdown), "Pricing Currency" (with a "Select" dropdown), "Charge In Txn Currency" (a radio button), "Min/Max Validation Criteria" (with a "Select" dropdown), "Min Charge Percent" (with a numeric input and up/down arrows), "Max Charge Percent" (with a numeric input and up/down arrows), and "Fixed Amount". The fields "Application Code", "Charge Pricing Description", "Pricing Category", "Pricing Method", "Pricing Currency", and "Fixed Amount" are marked with an asterisk to indicate they are mandatory. At the bottom right of the form, there are two buttons: "Save" and "Cancel".

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

Field Description: Create Charge Pricing Maintenance

Field	Description
Application Code	Specify the application code.
Charge Pricing Description	Specify the description of the charge pricing.

Field	Description
Pricing Category	Select the pricing category. The drop-down list has the following values: <ul style="list-style-type: none"> • Fixed Amount • Fixed Percent • Tier Based Amount • Tier Based Percent
Pricing Method	Select the pricing method. The drop-down values will vary based on the Pricing Category .
Pricing Currency	Select the pricing currency.
Charge in Transaction Currency	Select if the charges needed in transaction currency.
Min/Max Validation Criteria	Select the criteria (Amount or Percentage) for minimum or maximum validation.
Min Charge Amount/Percent	Specify the minimum charge amount or percent.
Max Charge Amount/Percent	Specify the minimum charge amount or percent.
Fixed Amount/Percent	Specify the fixed amount or percent. This field is enabled only if Pricing Category is selected as Fixed Amount or Fixed Percent

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

- Click **Save** to view the configured details of Charge Pricing in the Summary view.
- Click **Cancel** to terminate the operation.

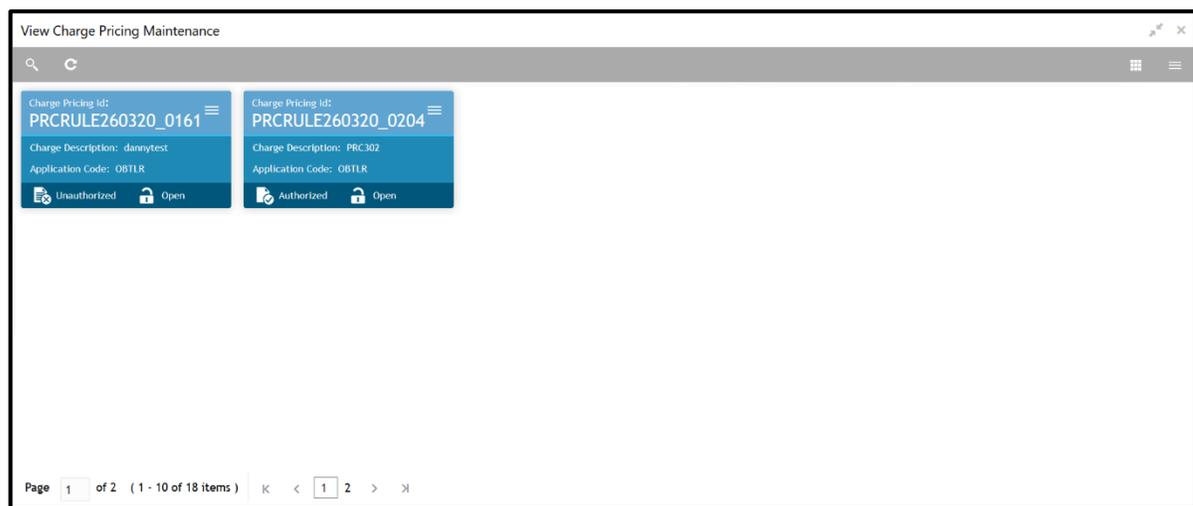
2.19.18 View Charge Pricing Maintenance

This screen is used to view the summary and details of charge pricing IDs. To process this screen, type **View Charge Pricing 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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **View Charge Pricing Maintenance**.

→ The **View Charge Pricing Maintenance (Summary)** screen is displayed.

Figure 232: View Charge Pricing Maintenance (Summary)



In the summary view, you can perform any of the following actions:

- Click  icon to search the Charge Pricing based on the specified search criteria. You can search the records based on the following criteria:
 - **Charge Pricing Id**
 - **Charge Description**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.

- **Authorise** – Click this button to authorise the record.
- **Close** – Click this button to close the record.
- **Reopen** – Click this button to re-open a closed record.
- **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

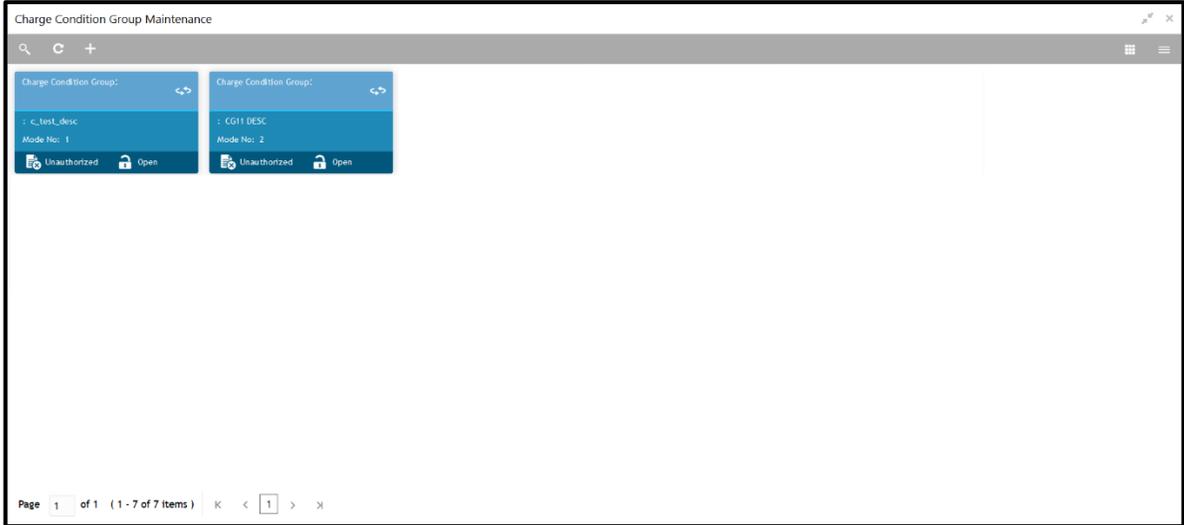
2.19.19 Charge Condition Group Maintenance

This screen is used to create groups of the charge condition codes. To process this screen, type **Charge Condition Group 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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Condition Group Maintenance**.

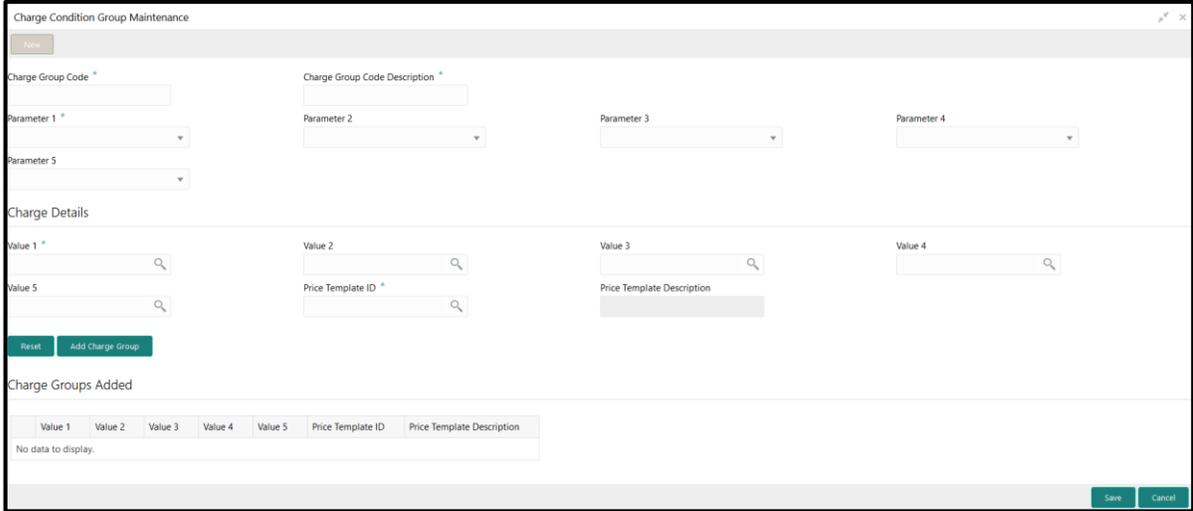
→ The **Charge Condition Group Maintenance (Summary)** screen is displayed.

Figure 233: Charge Condition Group Maintenance (Summary)



- 2. On **Charge Condition Group Maintenance** (Summary) screen, click **+** icon.
→ The **Charge Condition Group Maintenance** screen is displayed.

Figure 234: Charge Condition Group Maintenance



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

Field Description: Charge Condition Group Maintenance

Field	Description
Charge Group Code	Specify the charge group code.
Charge Group Code Description	Specify the description of the charge group code.

Field	Description
Parameter 1 to Parameter 5	Select the parameters 1 to 5. NOTE: There will be few parameters like Customer Group, Account Group, or Branch group will be pre-shipped. Customers need to choose the parameters, group them, and name them with the group codes. A rule will be attached to the group code so that based on the group used corresponding rule will be applied for calculation.
Charge Details	Specify the fields.
Value 1 to Value 5	Specify the values 1 to 5. You can also select from list of values.
Price Template ID	Specify the price template ID. You can also select from list of values.
Price Template Description	Displays the description for specified price template ID.
Reset	Click this button to reset the charge group details added.
Add Charge Group	Click this button to add the charge group details specified.
Charge Groups Added	Displays the details of charge groups added in the table. Once you add a customer number in the table, you can perform any of the following actions: <ul style="list-style-type: none"> • Edit – Click  icon to edit the added entry. • Delete – Click  icon to delete the entry.

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

- Click **Save** to view the configured details of Charge Groups in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Charge Groups based on the specified search criteria. You can search the records based on the following criteria:
 - **Charge Condition Group**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

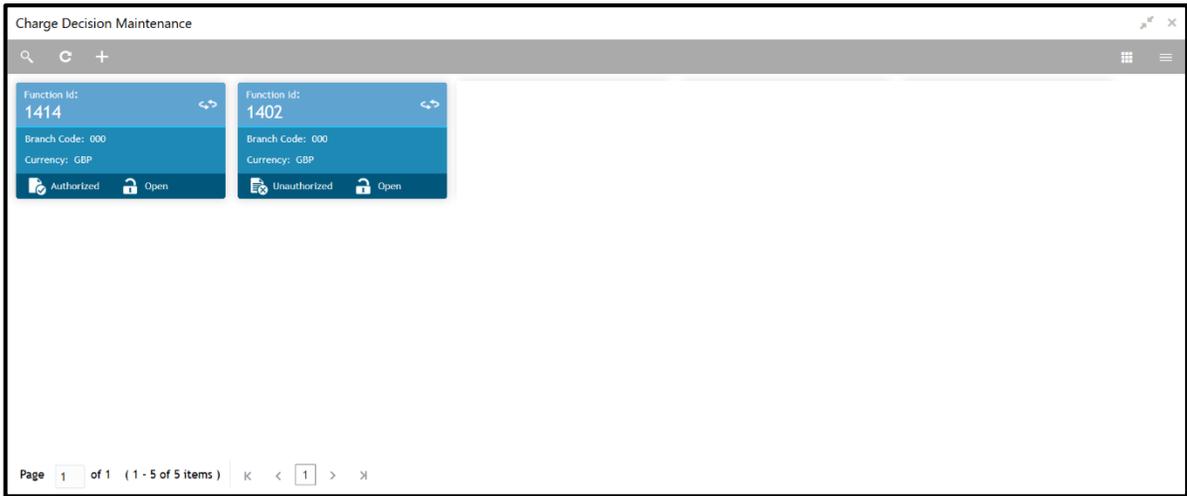
2.19.20 Charge Decision Maintenance

This screen is used to maintain the charge decisions. To process this screen, type **Charge Decision 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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Decision Maintenance**.

→ The **Charge Decision Maintenance (Summary)** screen is displayed.

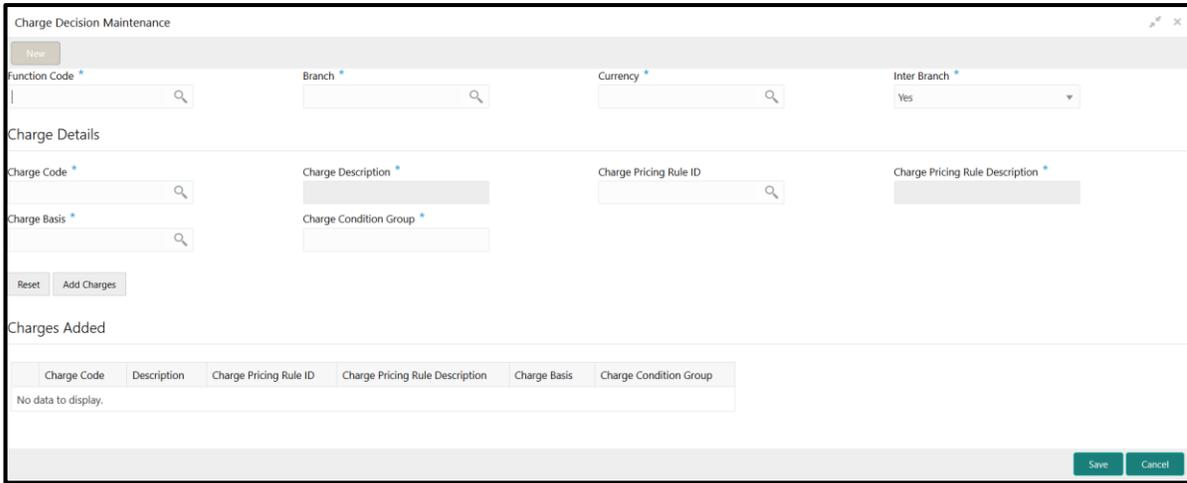
Figure 235: Charge Decision Maintenance (Summary)



- 2. On **Charge Decision Maintenance (Summary)** screen, click **+** icon.

→ The **Charge Decision Maintenance** screen is displayed.

Figure 236: Charge Decision Maintenance



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

Field Description: Charge Decision Maintenance

Field	Description
Function Code	Specify the function code. You can also select from the list of values.
Branch	Specify the branch code. You can also select from the list of values.
Currency	Specify the currency code. You can also select from the list of values.
Inter Branch	Select the Inter Branch requirement (Yes, No, or Both).
Charge Details	Specify the fields.
Charge Code	Specify the charge code. You can also select from the list of values.
Charge Description	Displays the description of charge code specified.
Charge Pricing Rule ID	Specify the charge-pricing rule ID. You can also select from the list of values. NOTE: You can choose the pricing rule ID to apply charge or choose a group code from which the pricing rule will be picked for calculation. You can only define the rule or group. Either rule can be used or a group can be used.
Charge Pricing Rule Description	Displays the description of charge-pricing rule ID specified.

Field	Description
Charge Basis	Specify the charge basis. You can also select from the list of values.
Charge Condition Group	Specify the charge condition group.
Reset	Click this button to reset the charges added.
Add Charges	Click this button to add the charge decisions specified.
Charges Added	<p>Displays the details of charge decisions added in the table. Once you add an account in the table, you can perform any of the following actions:</p> <ul style="list-style-type: none"> • Edit – Click  icon to edit the added entry. • Delete – Click  icon to delete the entry.

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

- Click **Save** to view the configured details of Charge Decisions in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Charge Decisions based on the specified search criteria. You can search the records based on the following criteria:
 - **Function Code**
 - **Branch Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.

- **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.21 Reject Code Maintenance

This screen is used to maintain the reject codes. To process this screen, type **Reject Code 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**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Reject Code Maintenance**.

→ The **Reject Code Maintenance (Summary)** screen is displayed.

Figure 237: Reject Code Maintenance (Summary)



2. On **Reject Code Maintenance** (Summary) screen, click **+** icon.

→ The **Reject Code Maintenance** screen is displayed.

Figure 238: Reject Code Maintenance

The screenshot shows a web form titled "Reject Code Maintenance". It contains two text input fields: "Reject Code" and "Reject Code Description". Below these is a section labeled "Applicable For" with three radio button options: "Inward Return", "Outward Return", and "Both". At the bottom right of the form are two buttons: "Save" and "Cancel".

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

Field Description: Reject Code Maintenance

Field	Description
Reject Code	Specify the reject code. This code indicates the reason for rejecting a clearing transaction.
Reject Code Description	Specify the description of the reject code.
Applicable For	Select from the radio list (Inward Return , Outward Return , or Both).

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

- Click **Save** to view the configured details of Network Codes in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

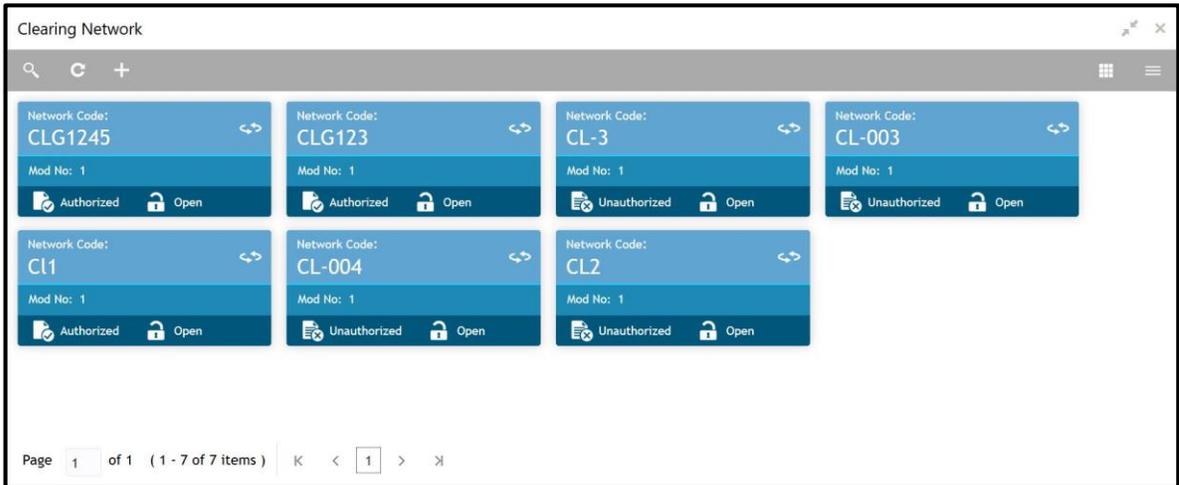
- Click  icon to search the Reject Codes based on the specified search criteria. You can search the records based on the following criteria:
 - **Reject Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

2.19.22 Clearing Network Maintenance

This screen is used to maintain the clearing network codes. To process this screen, type **Clearing Network 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:

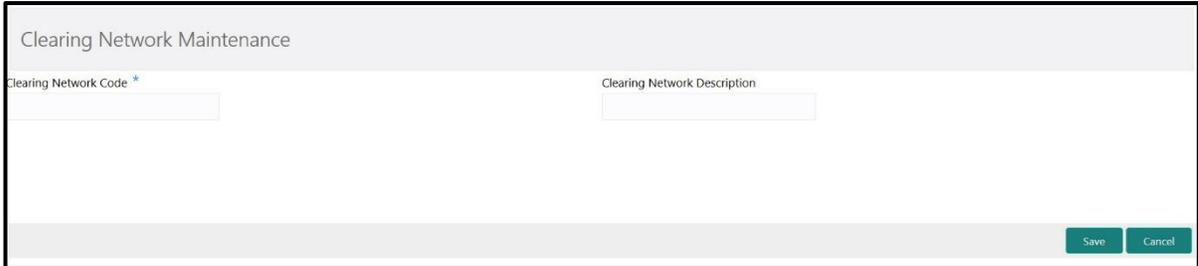
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Clearing Network Maintenance**.
→ The **Clearing Network Maintenance (Summary)** screen is displayed.

Figure 239: Clearing Network Maintenance (Summary)



- 2. On **Clearing Network Maintenance (Summary)** screen, click **+** icon.
→ The **Clearing Network Maintenance** screen is displayed.

Figure 240: Clearing Network Maintenance



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

Field Description: Clearing Network Maintenance

Field	Description
Clearing Network Code	Specify the Clearing Network code.
Clearing Network Description	Specify the description of the Clearing Network code.

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

- Click **Save** to view the configured details of Network Codes in the Summary view.
- Click **Cancel** to terminate the operation.

In the summary view, you can also perform any of the following actions:

- Click  icon to search the Network Codes based on the specified search criteria. You can search the records based on the following criteria:
 - **Network Code**
 - **Authorization Status**
 - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
 - **New** – Click this button to create a new record.
 - **Unlock** – Click this button to modify the details and save.
 - **Delete** – Click this button to delete an unauthorized record.
 - **Authorise** – Click this button to authorise the record.
 - **Close** – Click this button to close the record.
 - **Reopen** – Click this button to re-open a closed record.
 - **Audit** – Click this button to audit the record.
- Click  icon to reset the search results to default summary view.

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