

**Oracle Banking Branch User Guide**

# **Oracle Banking Branch**

Release 14.5.0.0.0

**Part Number F41897-01**

May 2021

## 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 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.
Annexure 1	Provides a list of error codes and respective error messages.
Annexure 2	Provides a list of function codes and their descriptions arranged in numerical order.
Annexure 3	Provides the format of available transaction advices.
Annexure 4	Provides order of replacement of parameters with wild card entries.
List Of Menus	Provides a list of menus arranged in alphabetical order.

### 1.5 Related Documents

- 1. Getting Started Guide
- 2. Current Account and Savings Account User Guide
- 3. Servicing Configurations User 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
<b>Tab</b>	Used to shift focus from one input field to other. <b>NOTE:</b> The last field of the last accordion will shift focus to <b>Submit/Cancel</b> button.
<b>Alt + S</b>	Used to select <b>Submit</b> icon.
<b>Alt + C</b>	Used to select <b>Cancel</b> icon.
<b>Alt + A</b>	Used to select <b>Charge Details</b> data segment.
<b>Alt + Y</b>	Used to select <b>Denominations</b> data segment.

## 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:

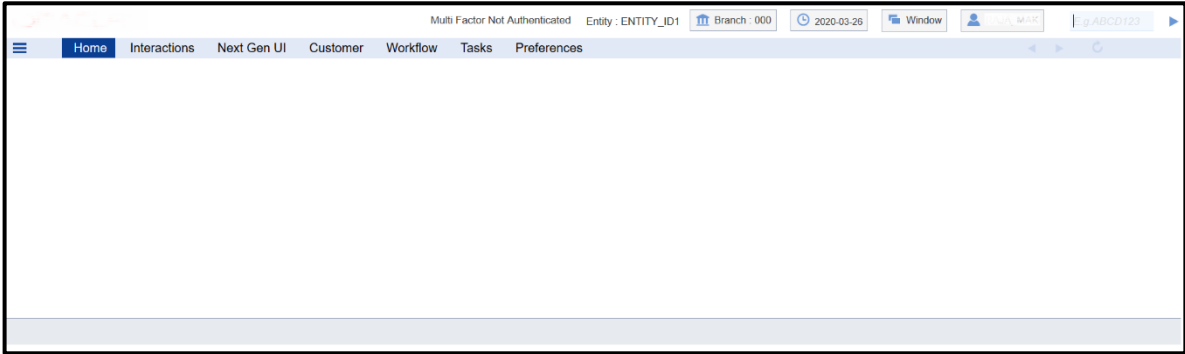
1. Teller capturing the transaction request and transaction enrichment
2. Authorization by the Supervisor
3. Teller Resubmission – applicable for certain transactions

### 2.2 Pre-Requisites

To launch Oracle Banking Branch through Oracle FLEXCUBE Universal Banking, perform the following steps:

1. Specify **User Id** and **Password**, and login to Oracle FLEXCUBE Universal Banking **Home screen**.  
→ The Oracle FLEXCUBE Universal Banking **Home screen** is displayed.

**Figure 1: Oracle FLEXCUBE Universal Banking Home screen**

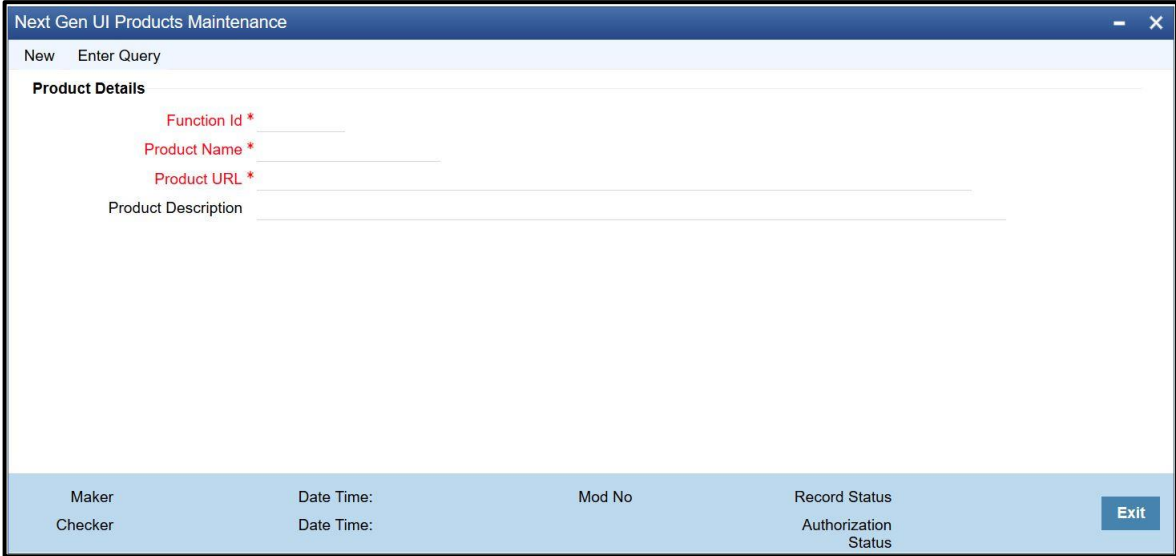


2. Click **Next Generation UI** menu to launch the maintenance screen **CSDNGUIM**.

→ The **Next Gen UI Products Maintenance** screen is displayed.

**NOTE:** Make sure that user has roles for the screen.

**Figure 2: Next Gen UI Products Maintenance**



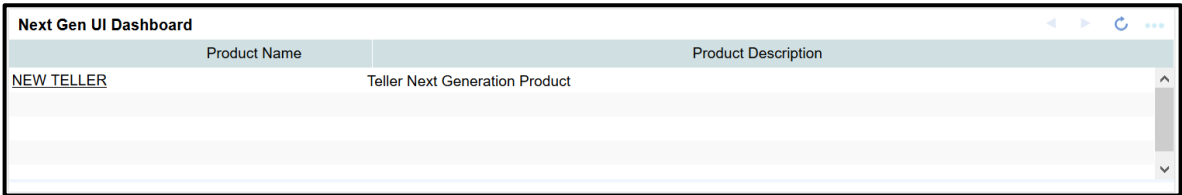
3. Update the **Next Generation UI** Product URL in the maintenance screen **CSDNGUIM**.

**NOTE:** For example, **NEW TELLER** can be used as the Function id, with the description as **Teller Next Generation Product**. It is released as Static Data and ensure the user roles has been maintained for the same in Oracle FLEXCUBE Universal Banking.

4. Once the roles are maintained in Oracle FLEXCUBE Universal Banking, click **Next Generation UI** on the tool bar.

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

**Figure 3: Next Gen UI Dashboard**





5. Click **NEW TELLER**.

→ The **Next Generation – Home screen** is displayed.

**NOTE:** Make sure that the same user id is maintained in Oracle FLEXCUBE Universal Banking, 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 Oracle FLEXCUBE Universal Banking 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

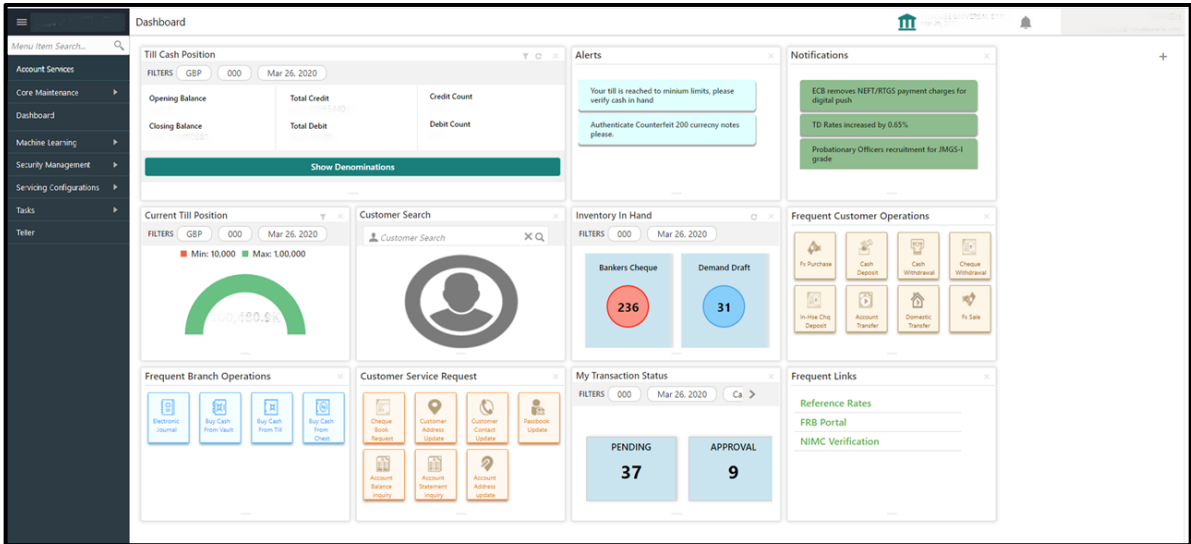
INTEGRATION\_CALLBACK\_URL {id}

https://10.00.00.00:1010/FCJNeoWeb/ValidationService/FCNonceValidation/validate

**NOTE:** Update the IP and port number of Oracle FLEXCUBE Universal Banking server.

→ The **Home screen** (Branch Dashboard) is displayed.

Figure 4: Next Gen UI Dashboard



## 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 Application Layout](#)
- [2.3.3 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 5: Mega Menu - Teller](#) and [Menu Item – Field Description](#) table.

**Menu Item – Field Description table**

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

<b>Field</b>	<b>Description</b>
<b>Transfers</b>	Teller can use to perform inter-bank transfer, intra-bank transfer, and cross border transactions.
<b>Clearing</b>	Teller can use to capture the Inward Clearing Data Entry, Outward Clearing Data Entry, Cheque Return, and Cheque Deposit transactions.
<b>Remittances</b>	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.
<b>Term Deposits</b>	Teller can use to initiate Term Deposit account opening and perform redemption, top up on the existing term deposit accounts.
<b>Credit Card Transactions</b>	Teller can use to perform credit card advance and payment transactions.
<b>Loan Transactions</b>	Teller can use to perform loan disbursement and loan repayment transactions.
<b>Islamic Transactions</b>	Teller can use to perform various Islamic transactions.
<b>Bill Payments</b>	Teller can use to perform various bill payment transactions.
<b>Session Teller Transactions</b>	Teller can use to perform financial transactions for Customer accounts in the Teller Session.
<b>Journal Log</b>	Teller or Supervisor can use to view the status of transactions performed by them. Also, it allows to resubmit or reject an incomplete transaction, or to reverse a completed transaction.

Field	Description
<b>Prediction</b>	Supervisor can use to predict the number of service counters required for a specific period.
<b>Customer Service</b>	Teller or Operations Executive can use to maintain customer accounts and ancillary services, and to enquire about customer account balance.
<b>Branch Dashboard</b>	Teller can use the Branch Dashboard to view the cash position, transaction status, alerts, to access the frequently used transaction screens, and to view the alerts and notifications.
<b>Branch Maintenance</b>	Covers a set of definitions maintained to perform the branch based operations, transactions, and services.
<b>Customer/Account Search</b>	Used to query for a specific Customer ID or Customer Account Number.

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

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

### 2.3.2 Application Layout

The general layout of 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
- Bill Payments
- 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 5: Mega Menu - Teller

<b>Credit Card</b> Payments Credit Card Payment Payment By Cash Stop Card Advance Advance By Transfer Advance By Cash	<b>Loan Transactions</b> Loan Repayment By Cash Loan Disbursement By Cash  <b>Till-Vault Operations</b> Buy Cash from Coy Chest Buy Cash from Till Sell Cash to Coy Chest Sell Cash to Till Buy Cash from Vault Inter Branch Tm Input Denomination Exchange Sell Cash to Vault Inter Branch Tm Liq Inter Branch Tm Req	<b>Bill Payments</b> Bill Payment by Account Bill Payment by Cash  <b>Remittances</b> DD Issue - Walk-in BC Issue - GL BC Operations DD Operations DD Issue - Account DD Print-Receipt BC Issue - Walk-in Cash Remittance Inward Registration Issue Operations BC Issue - Account DD Issue - GL Multi BC Issuance BC Print-Receipt	<b>Miscellaneous</b> Misc GL Debit Misc Customer Debit Miscellaneous Transfer Misc GL Transfer Misc GL Credit Misc Customer Credit  <b>Transfer</b> International - Account Domestic Trf - Account Account Transfer In House Cheque Deposit International - Walk-in Domestic Trf - Walk-in	<b>Customer Transaction</b> Cheque Withdrawal F24 Tax Payment By Account Cash Deposit Safe Deposit Rental By Cash F23 Tax Payment By Cash F23 Tax Payment By Account Cash Withdrawal Travellers Cheque Transaction TC Denomination Enquiry Return TC to Vault Buy TC From HO TC Sale Walkin TC Purchase Walkin TC Purchase By Account Buy TC From Agent Buy TC From Vault TC Sale By Other Modes Return TC To HO 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 - BC F24C Tax Payment-Cash Close Out Withdrawal By Multi Mode	<b>Branch Maintenance</b> Function Code Preferences Function Code Definition Branch Role Limits Charge Decision Maintenance Settlements Definition Charge Condition Group Maintenance Utility Provider Maintenance Customer Group Maintenance Reject Code Maintenance Default Authorizer Denominations Maintenance Branch Group Maintenance Clearing Network Charge Pricing Maintenance Create Charge Pricing Maintenance View Charge Pricing Maintenance Account Group Maintenance External System Maintenance Charge Definition Maintenance Instrument Number Maintenance Denomination Variance Maintenance Inter Branch Transit Account Teller Branch Parameter Maintenance Issuer Code Maintenance Branch User Limits External Bank Code Channel Limits
<b>Clearing</b> Outward Clearing Data Entry Cheque Deposit Cheque Return Inward Clearing Data Entry	<b>Term Deposit</b> TD Redemption - Cash TD Account Opening TD Topup - Account TD Topup - Cash TD Redemption - Account	<b>Branch Operations</b> Teller Total Position Close Teller Batch Till Vault Position Book Overage Close Branch Batch Close Vault Batch Book Shortage Start Teller Session Current Open Tills Open Teller Batch Open Vault Batch Open Branch Batch Branch Branch Limits Stop Teller Session			
<b>Prediction</b> Teller Prediction	<b>Session Teller Transaction</b> FX Purchase - Walk-in Loan Repayment By Cash FX Sale - Walk-in Cash Withdrawal Cash Deposit				
<b>Customer Service</b> Cust Contact No Update Cheque Status Inquiry Stop Cheque Request Account Address Update Passbook Issue Passbook Reprint Passbook Update Passbook Status Change Cust Address Update Cheque Book Status Change Cheque Book Request Account Balance Inquiry Account Statement Req	<b>Cache</b> Clear Cache				
<b>Journal Log</b> Servicing Journal Electronic Journal Reassign Transactions	<b>Islamic Transactions</b> Islamic TD Account Opening Islamic Down Payment By Cash Murabaha Payment By Cash				

### 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:

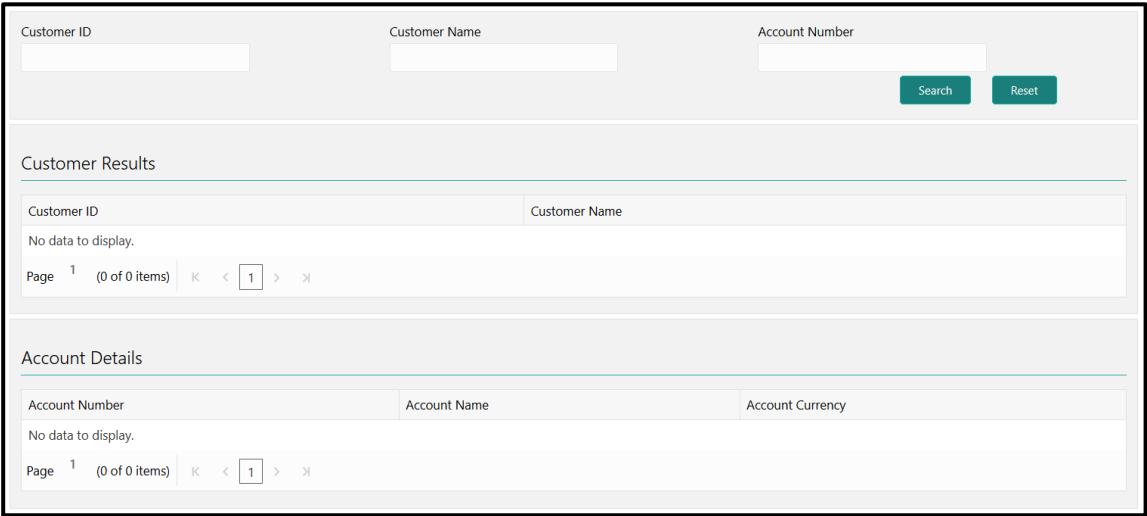
- Customer ID
- Customer Name
- Account Number

**Figure 6: Customer Search Widget**



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

**Figure 7: 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**

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

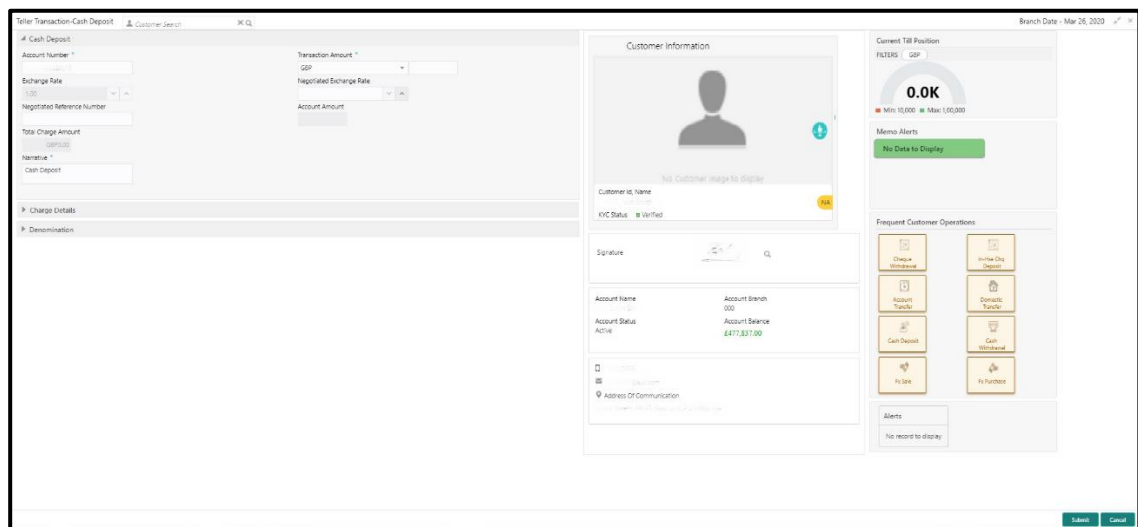


### 2.3.2.3 Transaction Area

The Transaction Area consists of Transaction Panel, Customer Information widget, and additional widgets within the **Teller Transaction** screens. The Transaction Panel is specific to each transaction screen, and the current branch date is displayed in the transaction header. The Customer Information widget consist of the following details that are validated during transaction submission. For information on the amount-based signature verification, refer to topic [2.3.3.12 Amount-Based Signature Verification](#) in this guide.

- 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 8: 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.
- **Memo Alerts** – displays the instructions maintained in FLEXCUBE Universal Banking for the specified account number.

- **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 9: 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.

#### 2.3.3.2.1 OAS Template

Setup required for Advice generation in OBREMO:

Ensure three microservices are registered and running in eureka server.

- **obremo-srv-bcn-branchcommon-services**
- **cmc-advice-services**
- **cmc-report-services**

BIP server URL entry in Properties table:

User need to update four entries in Properties table of Plato Schema. These all are properties related to application cmc-report-services. One can get these parameters by this query in plato schema.

```
Select * from properties where application = 'cmc-report-services';
```

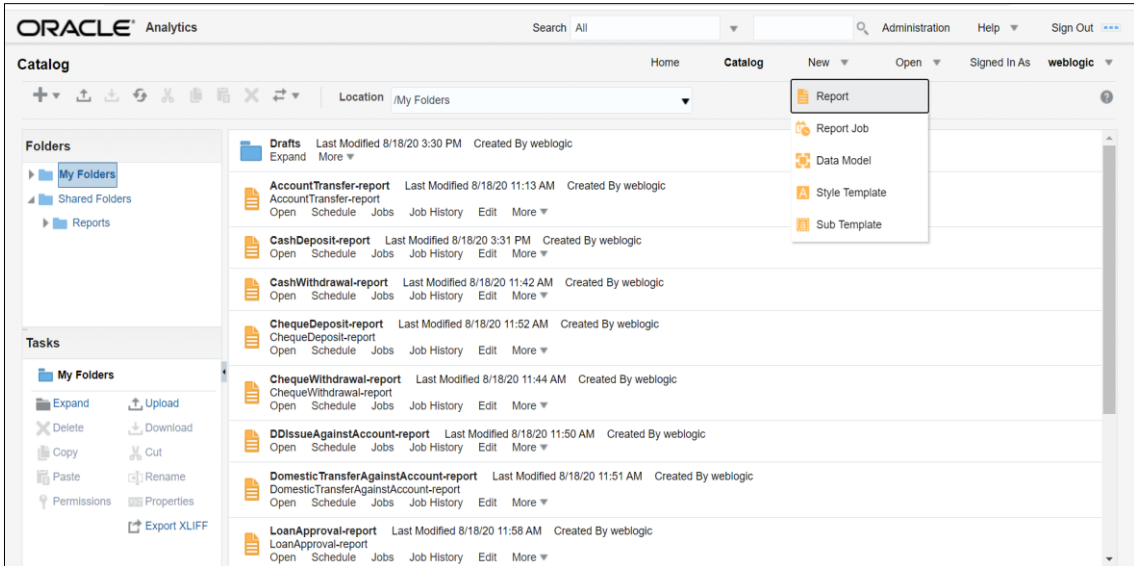
User can update these properties manually in table or write update query.

Field	Description
<b>BIPublisherUrl</b>	scheme://host:port/xmlpserver/services/v2/ReportService  For example: http://whf00pfi:9502/xmlpserver/services/v2/ReportService
<b>User ID</b>	Specify the Login id of BIP Server
<b>Password</b>	Specify the Password of BIP server
<b>runReportTemplate</b>	templates/12.3/RunReport.vm <as per the folder name in the BIP installation>
<b>BIReportPublisherUrl</b>	Same value as BIPublisherUrl

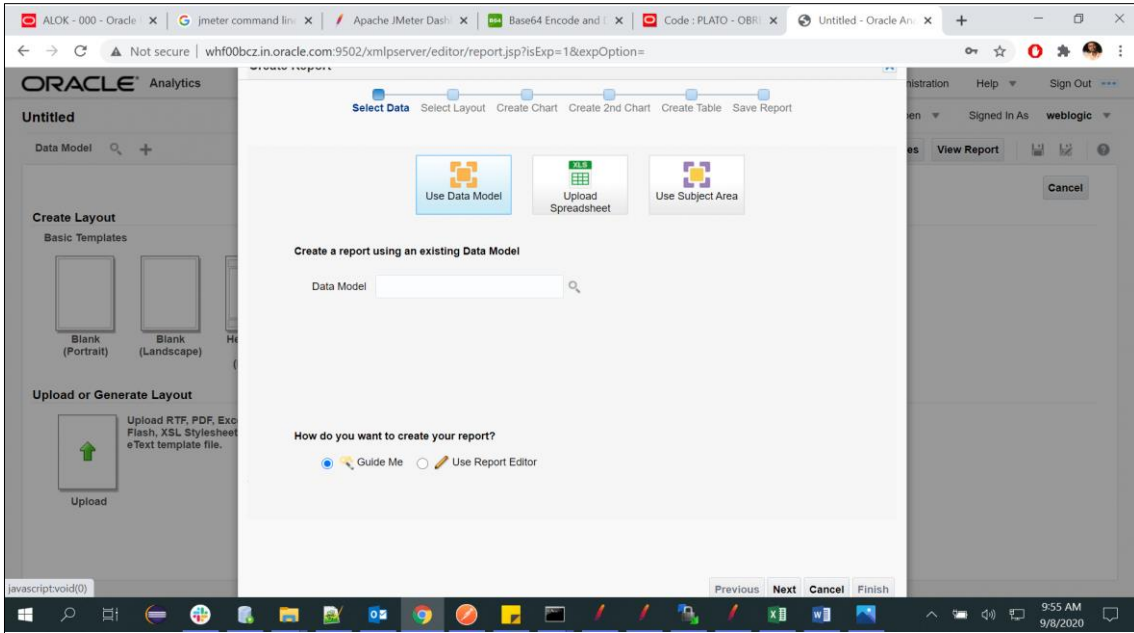
**NOTE:** Users are required to restart Plato config server once above changes are done. Also, after restarting plato server, please ensure all three microservices obremo-srv-bcn-branchcommon-services, cmc-advice-services, and cmc-report-services are registered in eureka server.

**BIP Server Report Setup**

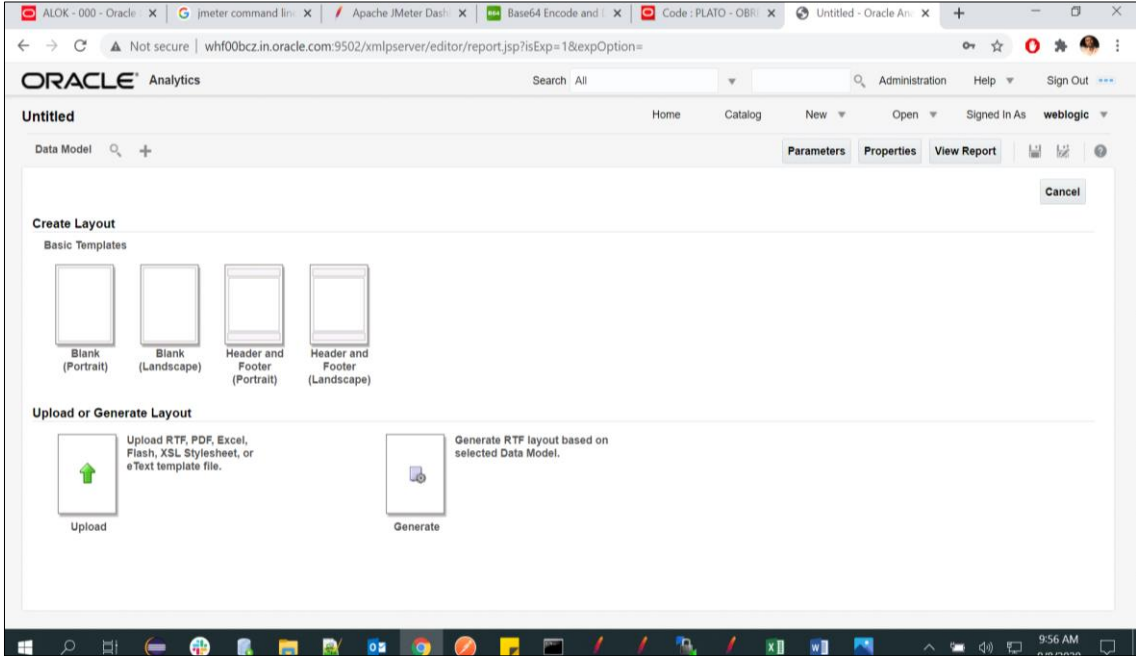
- 1. Login to BIP Server.
- 2. Click on the New -> Report
  - The **Report** Screen displays.



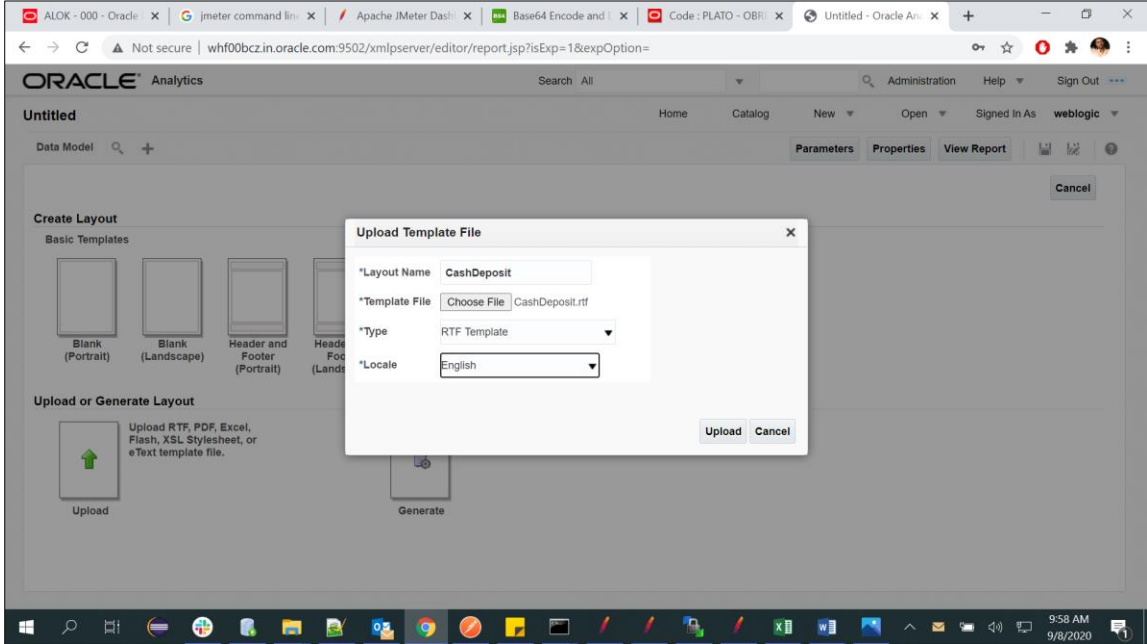
3. Click **Close** icon in top right to close the popup screen.



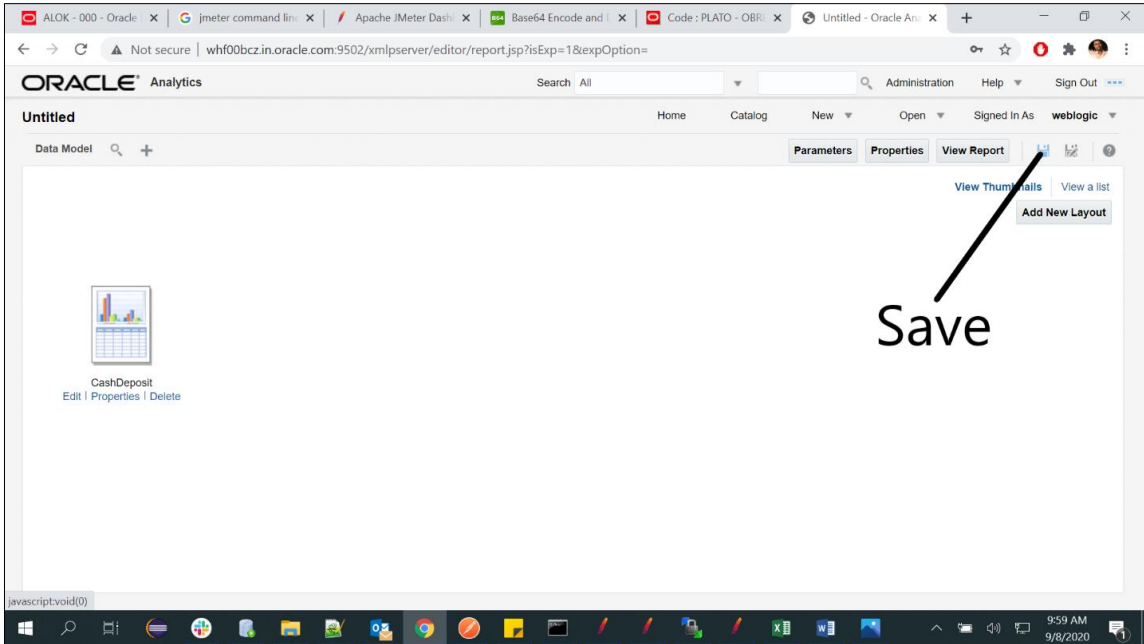
4. Click **Upload** in the bottom-left corner.



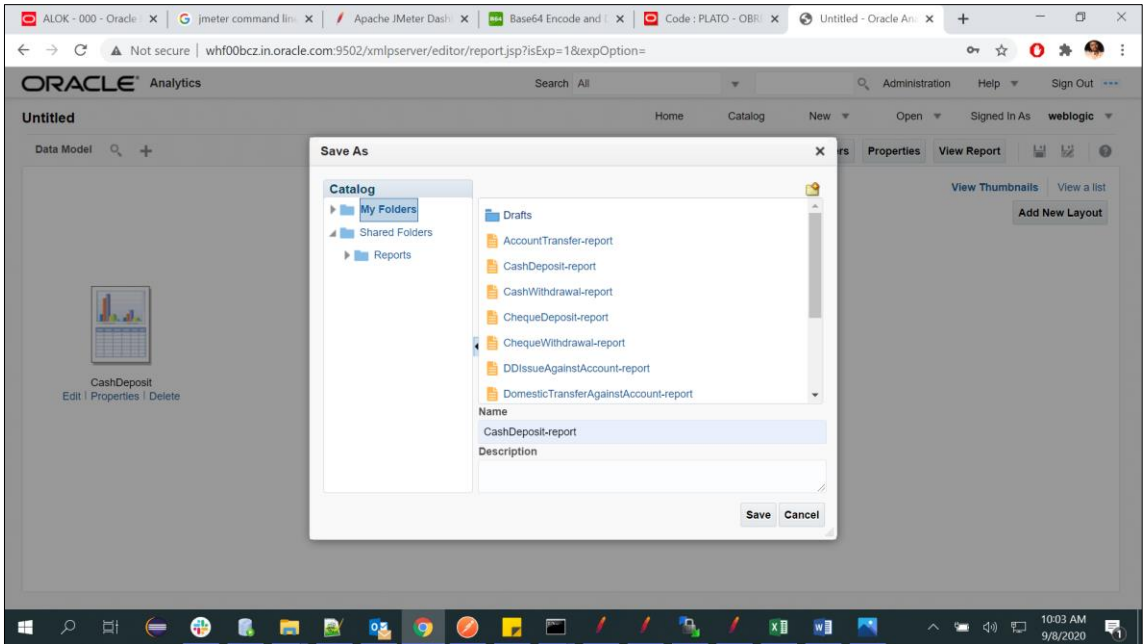
5. Enter CashDeposit as Layout Name, import RTF template of Sample CashDeposit provided. Choose template type to be RTF, language as English, and click **Upload**.



6. Click **Save** in the new screen.



7. Under **My Folders**, navigate to CashDeposit-report, and click **Save**.



8. Check entry in three tables: CMC\_TM\_ADVICE, CMC\_TM\_ADVICE\_FORMAT, SRV\_TM\_BC\_FUNCTION\_CODE.

For SRV\_TM\_BC\_FUNCTION\_CODE table, you should have an entry for advice\_name against function code, For example, cash deposit, function code is 1401, and advice name should be 1401-Advice.

FUNCTION_CODE	TIN	REV_ALLOWED	REV_AUTH_REQ	REV_INC_CHARGE	AMENDMENT_ALLOWED	AMENDMENT_AUTH_REQ	OFFLINE_SUPPORT	APPLY_CHARGES	ADVICE_NAME	REV_AD
Fed8c-7a8b-48d2-a0d1-59cfa5f26c22	1401	..	GBP	Y	N	Y	Y	N	Y	1401-Advice (nul

This advice name is used as a primary key in table CMC\_TM\_ADVICE and one entry is made in this table with all other fields.

ID	ADVICE_NAME	ADVICE_DESCRIPTION	MICRO_SERVICE_NAME	SWIFT_MICRO_SERVICE	MICRO_SERVICE_ENDPOINT	APPLICATION_NAME	APPLICATION_DESCRIPTION	AUTH_STAT	CHEC
a092e79c-bcac-40eb-9e52-27f26b6aaee4	1401-Advice Cash Deposit	null	(null)	null	REMO	Retail Banking A	OBR		

We also need one entry in CMC\_TM\_ADVICE\_FORMAT table where we specify the absolute path of the report present in the BIP server. The id of advice table is advice\_id of format table.

For reports present in My Folders, path is: /~BIP\_LOGIN\_ID/ReportName.xdo

For example, /~weblogic/CashDeposit-report.xdo

For reports present inside Shared Folder, path is: /ReportName.xdo

ID	MEDIA	BRANCH	CURRENCY	REPORT_LOCALE	REPORT_ABSOLUTE_PATH	FORMAT	ADVICES_ID
58820b6d-d80e-4b35-b672-128bac22435g	Email	000	USD	en US	/~weblogic/CashDeposit-report.xdo.pdf	a092e79c-bcac-40eb-9e52-27f26b6	

**NOTE:** For creating new report for other transaction screens, repeat steps 3 and 4.

### 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 [External System Maintenance](#) in this guide. External APIs are supported for the following transactions:

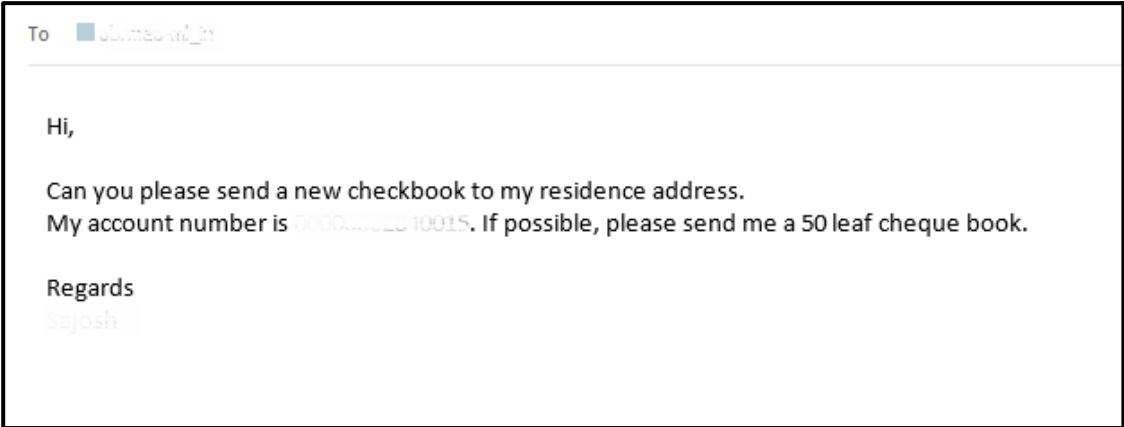
- Cash Deposit
- Cash Withdrawal
- Account Balance Inquiry
- Account Transfer

**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 10](#). Based on pre-defined machine learning in External System Maintenance, the transaction is processed automatically.

**Figure 10: 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 11: ML Correction Assistance – Extracted Information**

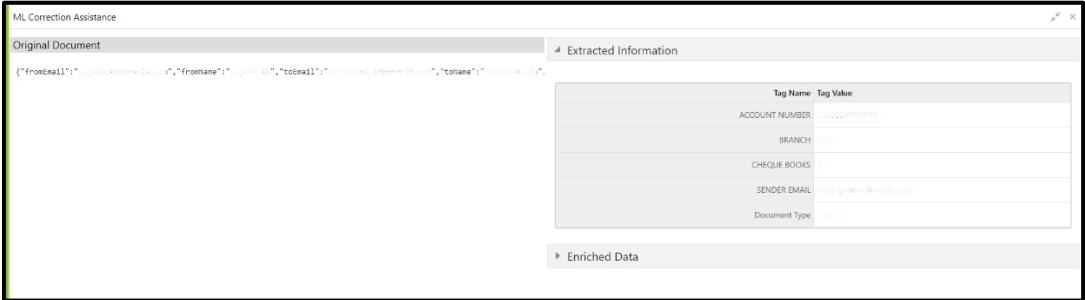
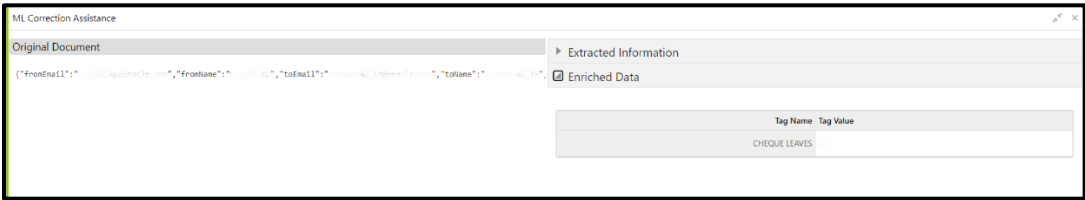


Figure 12: ML Correction Assistance – Enriched Data



In the **Electronic Journal**, you can view the details of the Cheque Book Request initiated through the email request. The **View Request** button will be enabled for the transactions that is submitted or completed. You can view the details of the email request by clicking the **View Request**.

Figure 13: View Request (Completed Transaction)

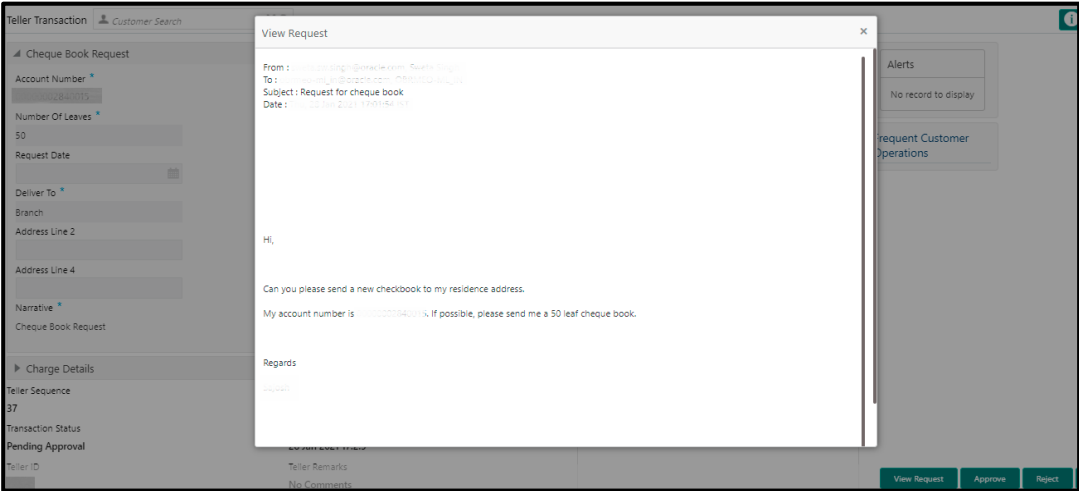
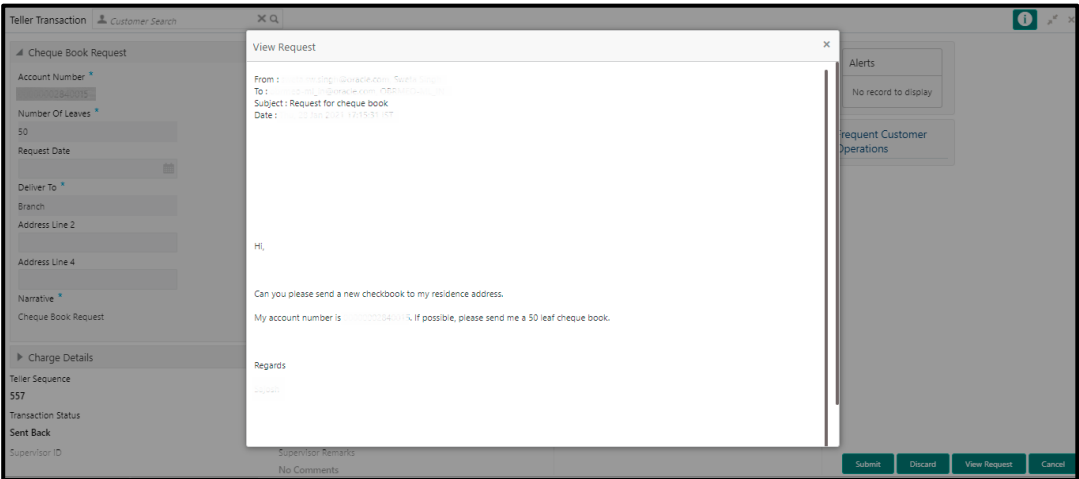


Figure 14: View Request (Submitted Transaction)



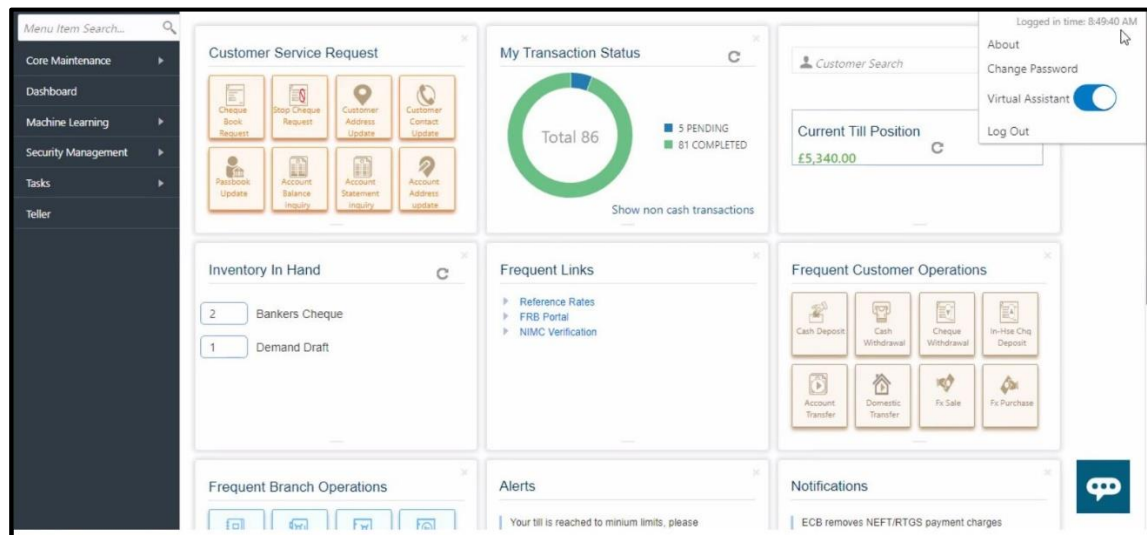
The following conditions apply to the machine learning use case for card block request:

- 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 15: 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.

- Teller can type/say the name of the operation like **Check Batch Status**, **What is my Batch Status**, or **Check Batch**. Based on the input, the following conditions apply:
  - If the Teller batch is open, the ODA will show the message **Your Teller Batch is Open**.
  - If the Teller batch is closed, the ODA will show the message **Your Teller Batch is Closed** and prompts **Do you want to open your Batch** with following options:
    - Yes** – Select to open the Teller batch
    - No** – Select if it is not required to open Teller batch.

Figure 16: Use Case with Account Number

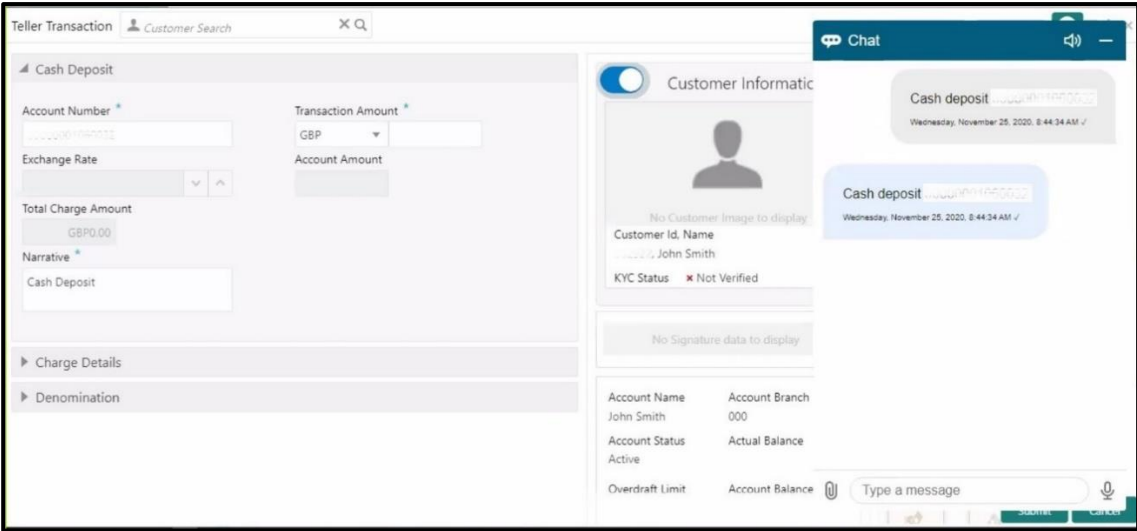
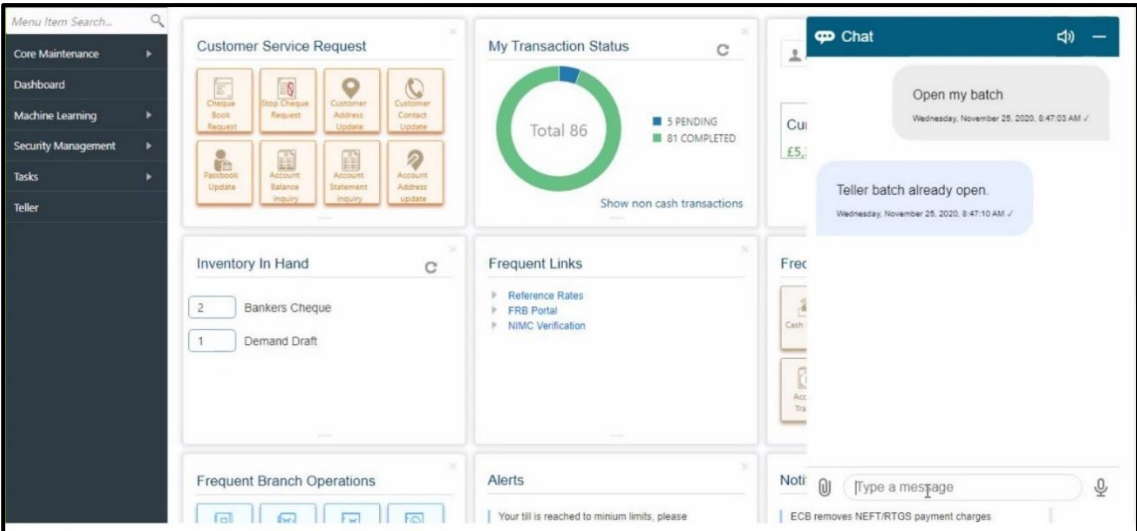


Figure 17: Use Case without Account Number



### 2.3.3.11 Virtual Identifier

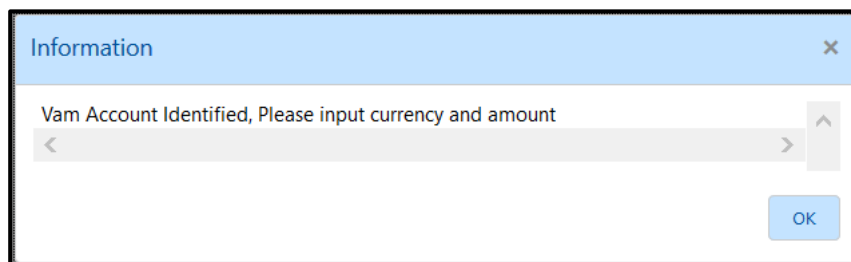
The Virtual Identifier is used to validate the specified account number of the customer. It is supported for the following screens:

- Cash Deposit
- Miscellaneous Customer Credit
- Account Transfer
- In-House Cheque Deposit

If Virtual Identifier is enabled, the validation is performed as follows:

- After you specify the account number, and on tab out, the system will validate the specified account number.
- If the account number is invalid, the system prompts information message to input the currency and amount.
- Once the currency and amount is entered, the Virtual Identifier service will be invoked to validate if it is a valid Virtual Account or not.

**Figure 18: Virtual Identifier – Information Message**



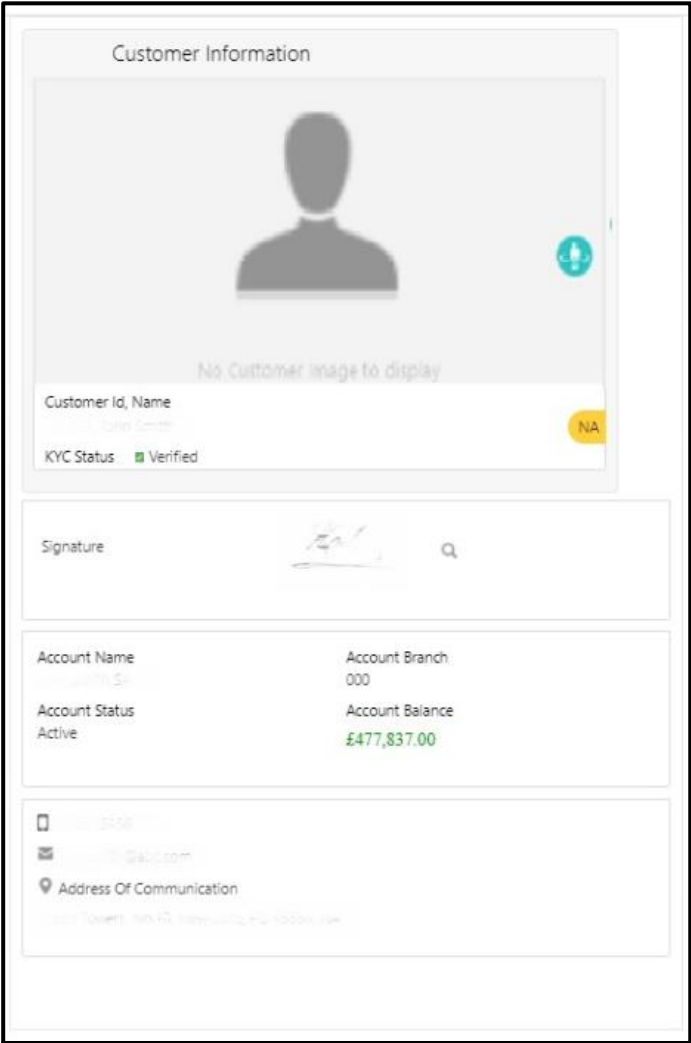
### 2.3.3.12 Amount-Based Signature Verification

The Teller can use this feature is used to verify the signature displayed in the Customer Information widget while performing the transactions. To enable/disable this feature, configure the value as Y/N in the *AMOUNT\_BASED\_SV* flag. This flag is present in *srv\_tm\_bc\_param\_dtls* table in the transaction domain.

If the amount-based signature verification is disabled, and the user specifies the Account Number in a transaction screen and presses the Tab key, the system displays the signature in the Customer Information widget.



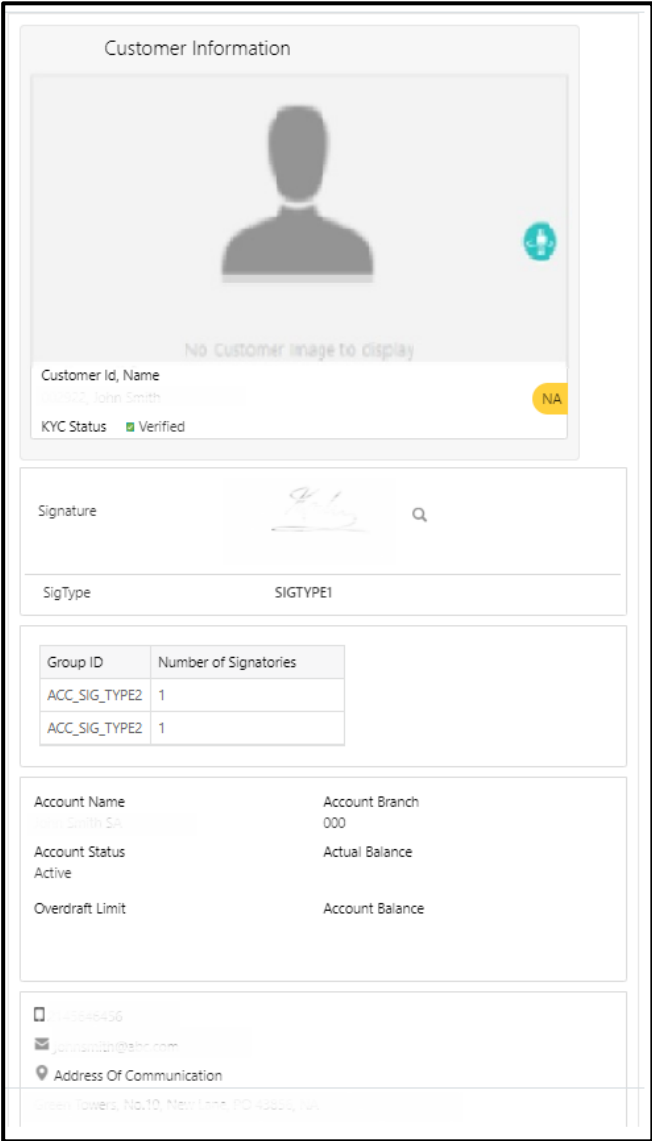
Figure 19: Amount-based Signature Verification Disabled



If the amount-based signature verification is disabled, and the user specifies the Account Number and Amount in a transaction screen and presses the Tab key, the system displays the following details of signature in the Customer Information widget:

- Signature
- Signature Type
- Group ID
- Number of Signatories

Figure 20: Amount based Signature Verification Enabled



### 2.3.4 Keyboard Navigation for Transaction Screens

This topic describes Navigation of various interactive elements using shortcut keys. The keyboard navigation can be used as an alternative method to navigate through interactive elements on a screen – fields, buttons, data segments, tables, etc. It can be used to navigate through the application, input the necessary values, and perform the transactions.

#### 2.3.4.1 Input Values in Fields

After you launch the transaction screen, press Tab key to navigate to the desired field, and specify the value.

### 2.3.4.2 Select Date

To select the appropriate date, perform the following steps:

1. Press Tab/Shift + Tab keys to navigate to the desired calendar icon.
2. Use Arrow keys to navigate to the desired date.
3. Press Enter key or Spacebar to select the date.

### 2.3.4.3 Select from Drop-down Lists

To select value from the drop-down list, perform the following steps:

1. Press Tab/Shift + Tab keys to navigate to the desired drop-down list.
2. Use Arrow keys to navigate to the desired value.
3. Press Enter key to select the value.

### 2.3.4.4 Select from List of Values

To select value from the list of values, perform the following steps:

1. Press Tab/Shift + Tab keys to navigate to the desired list of values.
2. Press Enter key or Spacebar to enter into list of values.
3. If the exact value is known, specify the value in search field, and press Tab key to navigate to **Fetch** button. Press Enter key to select **Fetch** button.  
  
→ The results will be fetched based on the input value.
4. Press Tab key to navigate to the results.
5. Use Arrow keys to navigate to the desired value.
6. Press Spacebar to select the value.

### 2.3.4.5 Navigating through Tables

To specify/select value in the fields/cells of a table, perform the following steps:

1. Press Tab/Shift + Tab keys to navigate to the desired data segment, and navigate to the desired table row.
2. Press Enter key to enter into the data fields/cells.
3. Specify the necessary value in the fields.
4. If there are more cells in the row, use Tab key to navigate to the other cells and specify the values.
5. After you specify the values in the cells, press Esc key to change the selection from cell to the row.
6. Press Tab key to navigate to the other tables/data segments/fields/buttons.

### 2.3.4.6 Select Option Buttons/Icons

To select option buttons, perform the following steps:

1. Press Tab/Shift + Tab keys to navigate to the desired option button.
2. Press Enter key or Spacebar to select the option button.

### 2.3.4.7 Perform Transaction

To specify/select the necessary values and submit a transaction using keyboard navigation, perform the following steps:

1. Use the appropriate shortcut keys to navigate to the fields, buttons, data segments, tables, etc., and specify/select the necessary values.
2. After you specify the necessary values, use appropriate shortcut keys to select **Submit** button to complete a transaction.

### 2.3.5 Business Process Codes

Business Process Code defines the various stages for the servicing transactions. The screens available in the Oracle Banking Branch application are using the conductor flow. As a part of Oracle Banking Branch releases, a set of default process codes are factory-shipped for the following Customer Servicing transactions:

- Customer Address Update
- Account Address Update
- Customer Contact Details Update

For more information on business process, refer to section 2.3 in Servicing Configurations User Guide.

## 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](#)

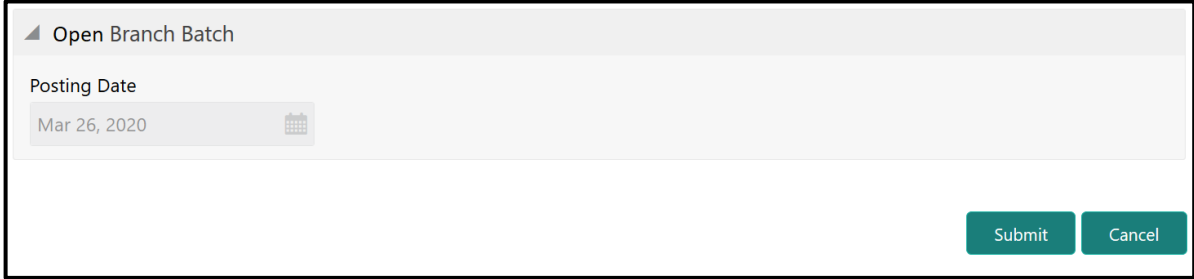
### 2.4.1 Open Branch Batch

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 21: 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. <b>NOTE:</b> By default, the system displays the current date.

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

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

### 2.4.2 Open Vault Batch

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

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

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

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

**Figure 22: Open Vault Batch**

The screenshot shows the 'Open Vault Batch' interface. At the top, the 'Posting Date' is set to 'Mar 26, 2020'. Below this is a summary table:

Currency	Total Cash	Cash Available	Shortage/Overage Amount
GBP	0	1097802	
USD	0	2290	
EUR	111	111	-18549
RON	0	500	

Below the summary table is a detailed denomination table:

Currency	Denomination	Total Units	Total Value	System Units	System Total	Shortage/Overage Units	Shortage/Overage Amount
EUR	50	0	0	1	50	0	0
EUR	1	1	1	0	0	1	1
EUR	100	1	100	186	18600	-185	-18500
EUR	0.5	0	0	0	0	0	0
EUR	1	0	0	1005534	1005464	0	0
EUR	10	1	10	6	60	-5	-50
EUR	500	0	0	40	20000	0	0

At the bottom of the screen, there are two summary fields: 'Total Cash Amount' (EUR111.00) and 'Denomination Total' (EUR111.00). A 'Validate Denominations' button is located to the right. At the very bottom, there are 'Submit' and 'Cancel' buttons.

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
<b>Posting Date</b>	Indicates the date on which the vault batch needs to be opened.  <b>NOTE:</b> By default, the system displays the current



<b>Field</b>	<b>Description</b>
<b>Currency</b>	Displays the currency code.
<b>Total Cash</b>	Specify the total cash for a particular currency, physically present in the bank vault, at the beginning of the current posting date.
<b>Cash Available</b>	Displays the system calculated cash for a particular currency, which is available in the vault at the beginning of the current posting date.  <b>NOTE:</b> The amount shown in this column depends on the cash transactions that were carried out by the vault until the last posting date.
<b>Shortage/Overage Amount</b>	Displays the difference between the total cash and the cash available in the Vault, at the end of the current posting date.
<b>Currency</b>	Displays the currency code.
<b>Denomination</b>	Displays the denomination code.
<b>Total Units</b>	Specify the total units available while closing the batch.
<b>Total Value</b>	Displays the total value based on the total units.
<b>System Units</b>	Displays the units available in the system.
<b>System Total</b>	Displays the total value available in the system.
<b>Shortage/Overage Units</b>	Displays the shortage/overage units.
<b>Shortage/Overage Amount</b>	Displays the shortage/overage amount.
<b>Total Cash Amount</b>	Displays the total cash amount.

Field	Description
<b>Denomination Total</b>	Displays the total denomination value with the currency.
<b>Validate Denominations</b>	Click this button to calculate and display the <b>Total Cash</b> and <b>Shortage/Overage Amount</b> fields based on the currency selected.

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 23: Open Teller Batch**

The screenshot shows the 'Open Teller Batch' screen. At the top, there is a 'Posting Date' field set to 'Mar 26, 2020'. Below this is a table with columns: Currency, Total Cash, Cash Available, and Shortage/Overage Amount. The data rows are: GBP (1072260, 1072260, 1053960), USD (0, 100), EUR (0, 111), and RON (0, 500). Below this is a larger table with columns: Currency, Denomination, Total Units, Total Value, System Units, System Total, Shortage/Overage Units, and Shortage/Overage Amount. The data rows are: GBP 50 (0, 0, 1, 50, 0, 0), GBP 1 (60, 60, 0, 0, 60, 60), GBP 100 (10722, 1072200, 183, 18300, 10539, 1053900), GBP 0.5 (0, 0, 0, 0, 0, 0), and GBP 1 (0, 0, 1000452, 1000382, 0, 0). At the bottom, there are two summary fields: 'Total Cash Amount' (GBP1,072,260.00) and 'Denomination Total' (GBP1,072,260.00). A 'Validate Denominations' button is on the right, and 'Submit' and 'Cancel' buttons are at the bottom right.

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
<b>Posting Date</b>	Indicates the date on which the vault batch need to be opened.  <b>NOTE:</b> By default, the system displays the current date.
<b>Currency</b>	Displays the currency code.

Field	Description
<b>Total Cash</b>	Specify the total cash for a particular currency, physically present in the bank teller, at the beginning of the current posting date.
<b>Cash Available</b>	<p>Displays the system calculated cash for a particular currency, which is available in the vault at the beginning of the current posting date.</p> <p><b>NOTE:</b> The amount shown in this column depends on the cash transactions that were carried out by the vault until the last posting date.</p>
<b>Shortage/ Overage Amount</b>	<p>Displays the difference between the total cash and the cash available with the Teller, at the end of the current posting date. Based on this difference, the overage or the shortage amount is displayed.</p> <p><b>NOTE:</b> An overage indicates that the physical cash with the Teller is more than the available cash as calculated by the system. A shortage indicates that the available cash calculated by the system is more than the physical cash present with the Teller.</p>
<b>Currency</b>	Displays the currency code.
<b>Denomination</b>	Displays the denomination code.
<b>Total Units</b>	Specify the total units available while closing the batch.
<b>Total Value</b>	Displays the total value based on the total units.
<b>System Units</b>	Displays the units available in the system.
<b>System Total</b>	Displays the total value available in the system.

Field	Description
<b>Shortage/Overage Units</b>	Displays the shortage/overage units.
<b>Shortage/Overage Amount</b>	Displays the shortage/overage amount.
<b>Total Cash Amount</b>	Displays the total cash amount.
<b>Denomination Total</b>	Displays the total denomination value with the currency.
<b>Validate Denominations</b>	Click this button to calculate and display the <b>Total Cash</b> and <b>Shortage/Overage Amount</b> fields based on the currency selected.

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:

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

→ The **Current Open Tills** screen is displayed.

Figure 24: Current Open Tills

The screenshot shows the 'Current Open Tills' interface. At the top, there are two filter fields: 'Branch Code' with the value '000' and 'Posting Date' with the value 'Mar 26, 2020'. Below these is a green 'Refresh' button. The main area contains a table with the following data:

User ID	Vault User	User Working	Pending Transactions	Assigned Transactions
NISHATH	<input type="checkbox"/>	Y	0	0
SUJOSH	<input type="checkbox"/>	Y	167	17
MANISH	<input type="checkbox"/>	N	0	0
SUSNATA	<input type="checkbox"/>	Y	0	0
HARISH	<input type="checkbox"/>	Y	39	260

At the bottom of the table, there is a pagination control showing 'Page 1 (1-5 of at least 66 items)' and a series of navigation buttons including '<', '1', '2', '3', '4', '5', '6', '...', '>', and '>>'.

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**

<b>Field</b>	<b>Description</b>
<b>Branch Code</b>	Displays the logged-in branch.
<b>Posting Date</b>	Indicates the date on which the current open tills need to be enquired.  <b>NOTE:</b> By default, the system displays the current date.
<b>Refresh</b>	Click this button to refresh the details.
<b>User ID</b>	Displays the list of Tellers or Vault Tellers of the branch.
<b>Vault User</b>	Displays the checkbox if the <b>User ID</b> is a Vault Teller.
<b>User Working</b>	Displays the user working as <b>Y</b> or <b>N</b> .
<b>Pending Transactions</b>	Displays the number of pending transactions for the Teller or Vault Teller.
<b>Assigned Transactions</b>	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 25: 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**

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

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

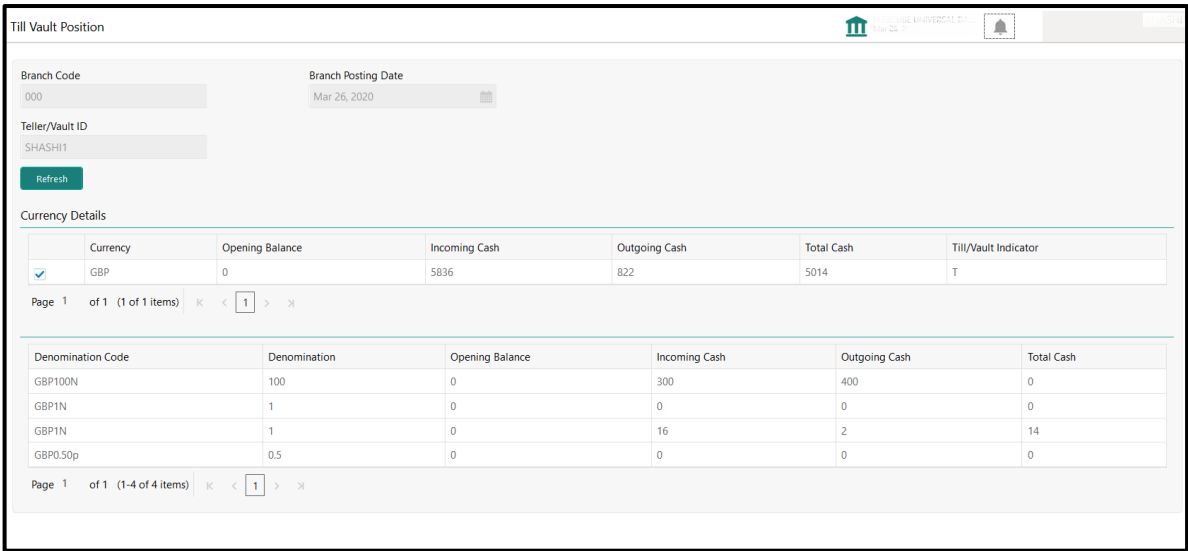
### 2.4.6 Till Vault Position

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

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

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

Figure 26: Till Vault Position



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**

<b>Field</b>	<b>Description</b>
<b>Branch Code</b>	Displays the logged-in branch.
<b>Branch Posting Date</b>	Displays the date on which the Till/Vault batch is opened.
<b>Teller/Vault ID</b>	Displays the logged-in Teller ID or Vault Teller ID.
<b>Currency Details</b>	Specify the fields.
<b>Currency</b>	Displays the currency code.
<b>Opening Balance</b>	Displays the opening balance of the till or vault.
<b>Incoming Cash</b>	Displays the incoming cash in the till or vault for the current posting date.
<b>Outgoing Cash</b>	Displays the outgoing cash in the till or vault for the current posting date.
<b>Total Cash</b>	Displays the total cash available in the till or vault.
<b>Till Vault Indicator</b>	Displays whether the currency details apply to Till or Vault. ( <b>T</b> or <b>V</b> )
Denomination Details	Specify the fields.
<b>Denomination Code</b>	Displays the denomination code maintained for the currency.
<b>Denomination</b>	Displays the denominations maintained for the currency.

<b>Field</b>	<b>Description</b>
<b>Opening Balance</b>	Displays the opening balance in the Till or vault in terms of denominations.
<b>Incoming Cash</b>	Displays the incoming cash in the Till or vault in terms of denominations.
<b>Outgoing Cash</b>	Displays the outgoing cash in the Till or vault in terms of denominations.
<b>Total Cash</b>	Displays the total cash currently available in the Till or vault for the day in terms of denominations.

### 2.4.7 Teller Totals Position

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

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

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

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

**Figure 27: Teller Totals Position**

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

- Branch Code:** Input field with '000'.
- Posting Date:** Date picker showing 'Mar 26, 2020'.
- Currency:** Input field with a search icon.
- Teller ID:** Input field with a search icon.
- All Till
- Query** button
- Table:** A table with columns: Currency, Teller ID, Opening Balance, Incoming Cash, Outgoing Cash, Closing Balance. The table content is 'No data to display.'
- 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**

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

### 2.4.8 Close Teller Batch

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

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

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

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

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

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

**Figure 28: Close Teller Batch**

Close Teller Batch

Posting Date  
Mar 26, 2020

Currency	Total Cash	Cash Available	Shortage/Overage Amount
GBP	1072260	1072260	1053960
USD	0	100	
EUR	0	111	
RON	0	500	

Currency	Denomination	Total Units	Total Value	System Units	System Total	Shortage/Overage Units	Shortage/Overage Amount
GBP	50	0	0	1	50	0	0
GBP	1	60	60	0	0	60	60
GBP	100	10722	1072200	183	18300	10539	1053900
GBP	0.5	0	0	0	0	0	0
GBP	1	0	0	1000452	1000382	0	0

Total Cash Amount: GBP1,072,260.00  
Denomination Total: GBP1,072,260.00

Validate Denominations

Submit Cancel

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**

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



Field	Description
<b>Denomination</b>	Displays the denomination code.
<b>Total Units</b>	Specify the total units available while closing the batch.
<b>Total Value</b>	Displays the total value based on the total units.
<b>System Units</b>	Displays the units available in the system.
<b>System Total</b>	Displays the total value available in the system.
<b>Shortage/Overage Units</b>	Displays the shortage/overage units.
<b>Shortage/Overage Amount</b>	Displays the shortage/overage amount.
<b>Total Cash Amount</b>	Displays the total cash amount.
<b>Denomination Total</b>	Displays the total denomination value with the currency.
<b>Validate Denominations</b>	Click this button to calculate and display the <b>Total Cash</b> and <b>Shortage/Overage Amount</b> fields based on the currency selected.

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 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 29: Close Vault Batch**

The screenshot shows the 'Close Vault Batch' screen with the following data:

Currency	Total Cash	Cash Available	Shortage/Overage Amount
GBP	0	1097802	
USD	0	2290	
EUR	111	111	-18549
RON	0	500	

Currency	Denomination	Total Units	Total Value	System Units	System Total	Shortage/Overage Units	Shortage/Overage Amount
EUR	50	0	0	1	50	0	0
EUR	1	1	1	0	0	1	1
EUR	100	1	100	186	18600	-185	-18500
EUR	0.5	0	0	0	0	0	0
EUR	1	0	0	1005534	1005464	0	0
EUR	10	1	10	6	60	-5	-50
EUR	500	0	0	40	20000	0	0

Summary fields at the bottom of the screen:

- Total Cash Amount: EUR111.00
- Denomination Total: EUR111.00
- Buttons: Validate Denominations, Submit, Cancel

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

**Field Description: Close Vault Batch**

Field	Description
<b>Posting Date</b>	Indicates the date on which the vault batch needs to be closed.  <b>NOTE:</b> By default, the system displays the current date.

<b>Field</b>	<b>Description</b>
<b>Currency</b>	Displays the currency code in which the Vault Teller deals.
<b>Total Cash</b>	Specify the total cash for a particular currency, physically present in the bank Vault Teller, at the end of the current posting date.
<b>Cash Available</b>	Displays the system calculated cash for a particular currency, which is available in the Vault Teller at the end of the current posting date.  <b>NOTE:</b> The amount displayed in this column depends on the cash transactions that were carried out by the Teller until the last posting date.
<b>Shortage/Overage Amount</b>	Displays the difference between the total cash and the cash available in the Vault, at the end of the current posting date.
<b>Currency</b>	Displays the currency code.
<b>Denomination</b>	Displays the denomination code.
<b>Total Units</b>	Specify the total units available while closing the batch.
<b>Total Value</b>	Displays the total value based on the total units.
<b>System Units</b>	Displays the units available in the system.
<b>System Total</b>	Displays the total value available in the system.
<b>Shortage/Overage Units</b>	Displays the shortage/overage units.
<b>Shortage/Overage Amount</b>	Displays the shortage/overage amount.
<b>Total Cash Amount</b>	Displays the total cash amount.

Field	Description
Denomination Total	Displays the total denomination value with the currency.
Validate Denominations	Click this button to calculate and display the <b>Total Cash</b> and <b>Shortage/Overage Amount</b> fields based on the currency selected.

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 30: 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**

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

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

### 2.4.11 Book Shortage

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

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

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

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

**Figure 31: Book Shortage**

The screenshot shows the 'Book Shortage' screen with the following fields and controls:

- Transaction Amount \***: A dropdown menu set to 'GBP' and an adjacent input field.
- Narrative \***: A text input field containing the text 'Book Shortage'.
- Denomination**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: Two buttons located at the bottom right of the screen.

**2.4.11.1 Main Transaction Details**

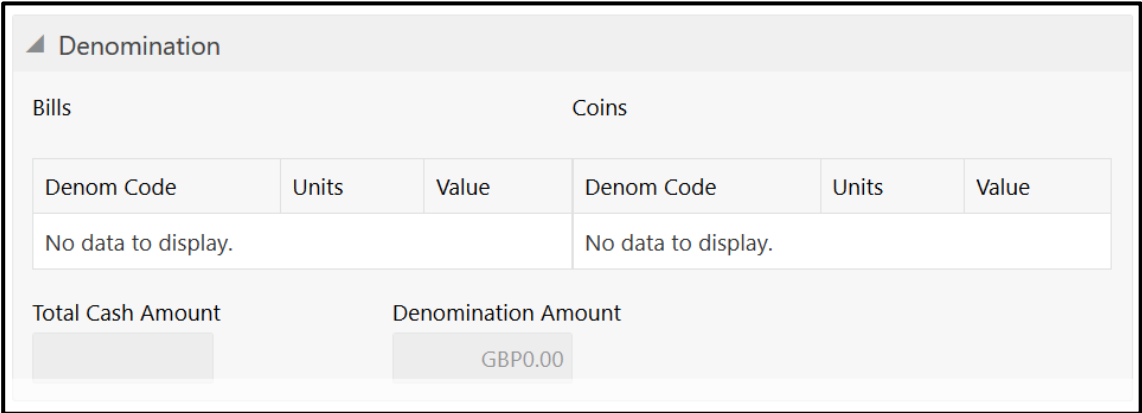
Specify the details in the **Book Shortage** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Book Shortage](#).

**Field Description: Book Shortage**

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

**2.4.11.2 Denomination Details**

**Figure 32: 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**

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

### 2.4.11.3 Transaction Submission

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

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

### 2.4.12 Book Overage

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

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

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

**Figure 33: Book Overage**

The screenshot shows a web-based form titled "Book Overage". It contains the following elements:

- A header bar with a back arrow and the text "Book Overage".
- A "Transaction Amount" field with a dropdown menu set to "GBP" and an asterisk indicating it is required.
- A "Narrative" text area containing the text "Book Overage" and an asterisk indicating it is required.
- A section titled "Denomination" with a right-pointing arrow.
- 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
<b>Transaction Amount</b>	Displays the local currency of the branch.  <b>NOTE:</b> 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.
<b>Narrative</b>	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 34: Start Teller

The screenshot shows the 'Start Teller Session' screen with the following fields and controls:

- Customer Number \***: A text input field with a search icon.
- Customer Name**: A text input field.
- Incoming Cash Amount \***: A dropdown menu showing 'GBP' and a text input field showing '£0.00'.
- Operation Type \***: A dropdown menu showing 'Transaction'.
- Remarks**: A text input field.
- CIF Details**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: Buttons at the bottom right.

### 2.4.13.1.1 Main Transaction Details

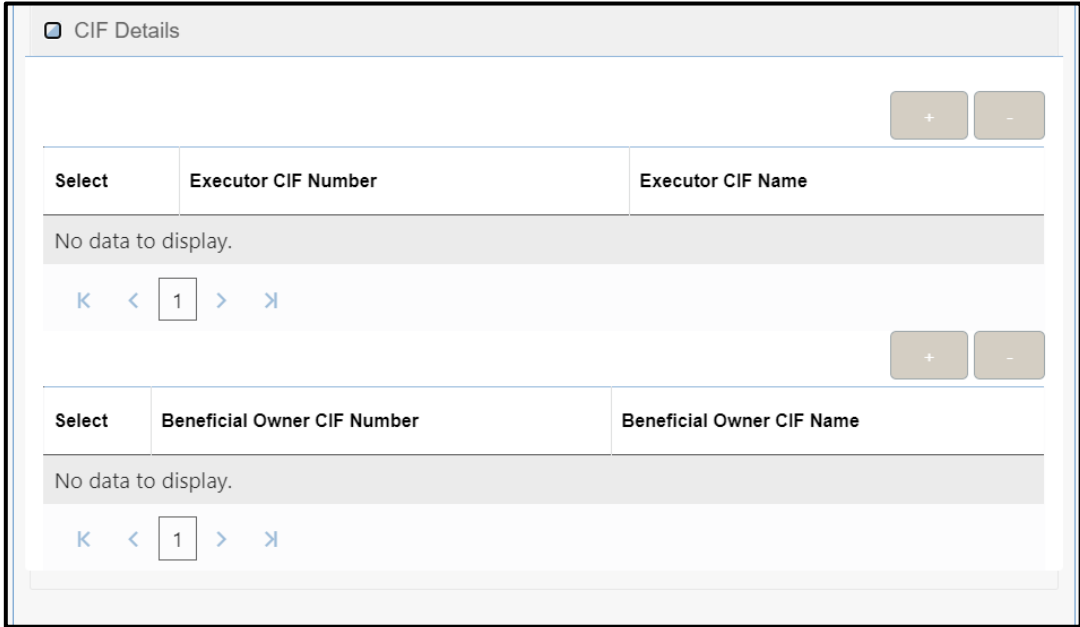
Specify the details in the **Start Teller Session** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Start Teller Session](#).

**Field Description: Start Teller Session**

<b>Field</b>	<b>Description</b>
<b>Customer Number</b>	Specify the customer number .The adjoining Option list displays all open and authorized CIF IDs maintained in the system. You can choose the appropriate one.
<b>Operation Type</b>	Select the operation types of the customer from the drop-down list. The drop-down list shows following values: <ul style="list-style-type: none"><li>• <b>Transaction</b></li><li>• <b>Account/Contract</b></li><li>• <b>Both</b></li></ul> <b>NOTE:</b> By default, <b>Transaction</b> value is selected.
<b>Incoming Cash Amount</b>	Specify the cash amount at the start of teller session.
<b>Remarks</b>	Here, you can enter remarks for the transaction.

2.4.13.1.2 CIF Details

Figure 35: CIF Details



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

**Field Description: CIF Details**

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

### 2.4.13.1.3 Transaction Submission

- 9. 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 36: Stop Teller Session

The screenshot shows the 'Stop Teller Session' application window. It features a header with a back arrow and the title 'Stop Teller Session'. Below the header is a form with several input fields: 'Customer Number', 'Session Id', 'Incoming Cash Amount', 'Difference Amount', and 'In/Out'. At the bottom of the form are two expandable sections: 'Teller Transaction Details' and 'Teller Session Denomination Details'. In the bottom right corner, 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
<b>Customer Number</b>	This field will indicate the customer associated with the selected session id. It will be a display field. On launch of stop teller session, its corresponding customer no will be populated here.
<b>Session ID</b>	System defaults the Session ID started by you in this field.
<b>Incoming Cash Amount</b>	System displays the Incoming Cash Amount that was entered at the start of the teller session
<b>Difference Amount</b>	System displays the difference amount by which the total transaction amount in the session exceeds the incoming cash amount or is less than the incoming cash amount.
<b>In/ Out</b>	System displays In/out based on the difference amount value as IN or OUT

**2.4.13.2.2 Teller Transaction Details**

**Figure 37: Teller Transaction Details**





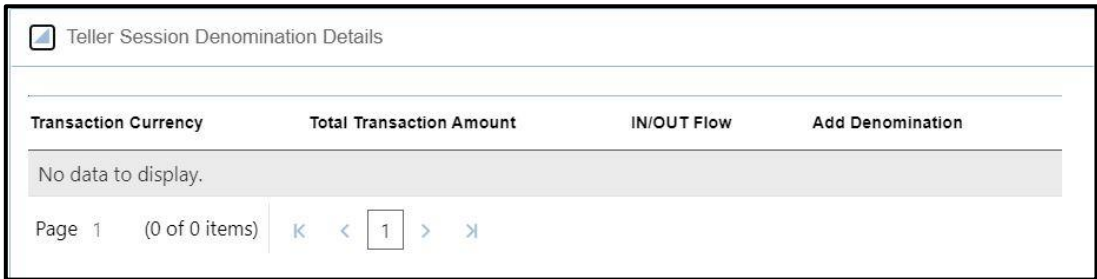
Specify the details in the **Teller Transaction Details** segment. For more information on fields, refer to table [Field Description: Teller Transaction Details](#)

**Field Description: Teller Transaction Details**

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

**2.4.13.2.3 Teller Session Denomination Details**

**Figure 38: 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**

<b>Field</b>	<b>Description</b>
<b>Transaction Currency</b>	Displays the currency for the <b>Total Transaction Amount</b> .
<b>Total Transaction Amount</b>	Displays the total transaction amount for a particular currency with in the teller session.
<b>IN/OUT Flow</b>	System displays In/out for the <b>Total Transaction Amount</b> .
<b>Add Denomination</b>	Click <b>Add</b> to view the denominations maintained for the transaction currency and to enter the denomination units. For more information on this segment, refer to the topic <a href="#">2.4.11.2 Denomination Details</a> in this guide.

**2.4.13.2.4 Transaction Submission**

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

## 2.5 Till-Vault Operations

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

- [2.5.1 Buy Cash from Currency Chest](#)
- [2.5.2 Sell Cash to Currency Chest](#)
- [2.5.3 Transfer Cash from Vault](#)
- [2.5.4 Transfer Cash to Vault from Till](#)
- [2.5.5 Transfer Cash from Till](#)
- [2.5.6 Transfer Cash to Till](#)
- [2.5.7 Denomination Exchange](#)
- [2.5.8 Interbranch Transactions](#)

### 2.5.1 Buy Cash from Currency Chest

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

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

1. From **Home screen**, 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 39: 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
<b>Total Required Cash</b>	Specify the total cash that you need to buy from Currency Chest.  <b>NOTE:</b> By default, the system displays the local currency of the branch. You can select another currency from the drop-down values in which cash needs to be bought from the currency chest.
<b>Narrative</b>	Displays the default narrative <b>Buy Cash from Currency Chest</b> and it can be modified.

### 2.5.1.2 Denomination Details

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

### 2.5.1.3 Transaction Submission

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

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

## 2.5.2 Sell Cash to Currency Chest

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

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

1. From **Home screen**, 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 40: Sell Cash to Currency Chest**

▲ Sell Cash to Currency Chest Screen

Total Required Cash \*

GBP [ ]

Narrative \*

Sell Cash to Currency Chest

► Denomination

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

### 2.5.2.2 Denomination Details

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

### 2.5.2.3 Transaction Submission

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

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

### 2.5.3 Buy Cash from Vault

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

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

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

Figure 41: 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
<b>Total Required Cash</b>	Specify the total cash that you need to transfer from the vault to the till of the logged-in Teller.  <b>NOTE:</b> By default, the system displays the local currency of the branch. The user can select another currency from the drop-down values in which cash needs to be transferred from the vault.
<b>Narrative</b>	Displays the default narrative <b>Transfer Cash from Vault</b> and it can be modified.

### 2.5.3.2 Denomination Details

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

### 2.5.3.3 Transaction Submission

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

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

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



### 2.5.4 Sell Cash to Vault

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

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

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

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

Figure 42: Sell Cash to Vault

▲ Sell Cash to Vault

Total Required Cash \*

GBP [ ]

Narrative \*

Transfer Cash to Vault

► Denomination

Submit Cancel

#### 2.5.4.1 Main Transaction Details

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

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.

Field	Description
	<b>NOTE:</b> By default, the system displays the local currency of the branch. The user can select another currency from the drop-down values in which cash needs to be transferred to the vault.
<b>Narrative</b>	Displays the default narrative <b>Transfer Cash to Vault</b> and it can be modified.

### 2.5.4.2 Denomination Details

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

### 2.5.4.3 Transaction Submission

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

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

### 2.5.5 Buy Cash from Till

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

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

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

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

Figure 43: Buy Cash from Till

Buy Cash from Till

Teller ID \*

Total Required Cash \*

Narrative \*

Denomination

Submit Cancel

#### 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.

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

### 2.5.5.2 Denomination Details

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

### 2.5.5.3 Transaction Submission

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

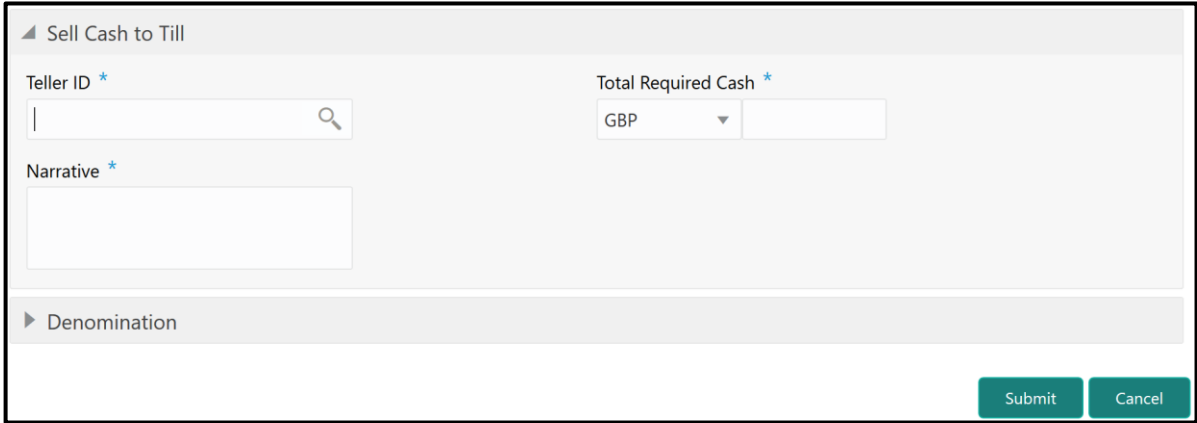
The Teller can use this screen to transfer cash to another Teller in case of excess funds available in his Till. In addition, the Teller can request to transfer from the Till in a specific currency. Once the transaction is completed, the system updates the cash position of both the Tellers to the extent 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 44: 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
<b>Teller ID</b>	Displays the <b>Teller ID</b> from which the cash needs to be transferred.

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

### 2.5.6.2 Denomination Details

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

### 2.5.6.3 Transaction Submission

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

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

### 2.5.7 Denomination Exchange

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

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

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

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

**Figure 45: 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 46: 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
<b>Requesting Branch</b>	Displays the branch code of requesting branch.
<b>Requesting Branch Description</b>	Displays the name of the branch code specified.
<b>Request For</b>	Select from the following request types: <ul style="list-style-type: none"> <li>• <b>Cash Delivery</b> - when branch is in short of cash.</li> <li>• <b>Cash Pickup</b> - when branch has excess cash.</li> </ul>
<b>To Branch</b>	Select the branch code to which the request is being made.
<b>To Branch Description</b>	Displays the name of the specified <b>To Branch</b> .
<b>Transaction Amount</b>	Select the transaction currency from the option list. Specify the amount that needs to be transferred.
<b>Request Date</b>	Displays the current date as request date.
<b>Cash Delivery/Pickup Date</b>	Specify the date of cash delivery/pickup. By default, current system date and it can be modified.

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

### 2.5.8.1.2 Denomination Details

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

### 2.5.8.1.3 Transaction Submission

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

### 2.5.8.2 Interbranch Transaction Input

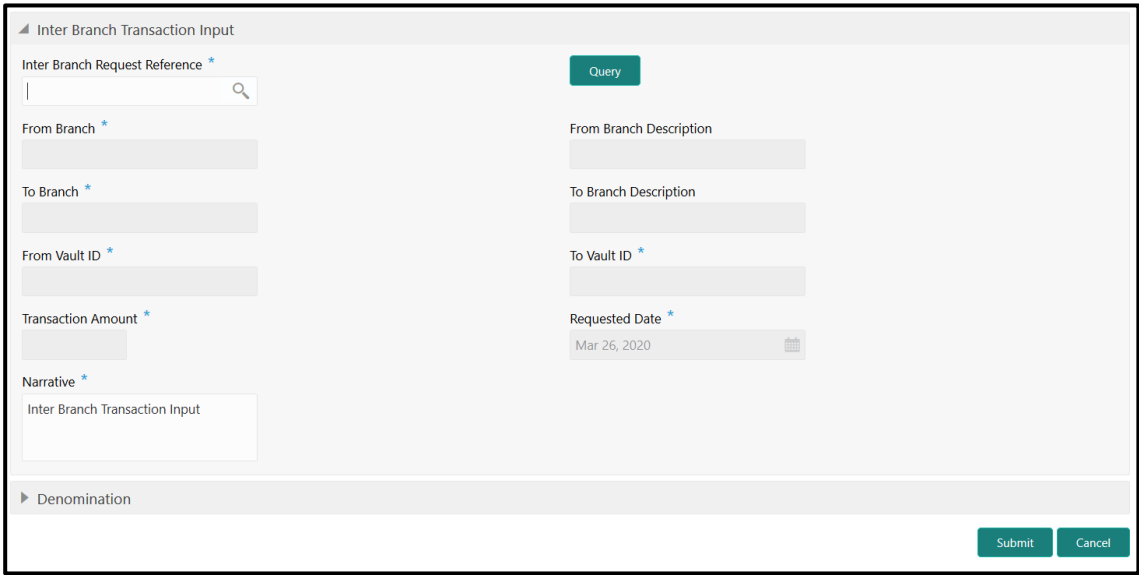
This screen is used for a branch to act as a remitting branch to book an input transaction for cash delivery. It is also used for the branch to act as a receiving branch to generate the advice and send it to the requesting branch. This option is allowed only after the destination branch has accepted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

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

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

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

**Figure 47: 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
<b>Inter Branch Request Reference</b>	Select the request reference from the list of values.
<b>Query</b>	Click this icon to fetch and populate the request details.

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

Field	Description
Requested Date	Displays the date on which the transaction is requested.
Narrative	Specify the remarks, if any.

**2.5.8.2.2 Denomination Details**

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

**2.5.8.2.3 Transaction Submission**

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

**2.5.8.3 Interbranch Transaction Liquidation**

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

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

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

**Figure 48: 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
<b>Inter Branch Request Reference</b>	Select the request reference from the list of values.
<b>Query</b>	Click this icon to fetch and populate the request details.
<b>From Branch</b>	Displays the branch code of <b>From Branch</b> .

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

### 2.5.8.3.2 Denomination Details

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

### 2.5.8.3.3 Transaction Submission

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



## 2.6 Customer Transactions

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

- [2.6.1 Cash Deposit](#)
- [2.6.2 Cash Withdrawal](#)
- [2.6.3 Cheque Withdrawal](#)
- [2.6.4 FX Sale Against Account](#)
- [2.6.5 FX Sale Against Walk-in](#)
- [2.6.6 FX Purchase Against Account](#)
- [2.6.7 FX Purchase Against Walk-in](#)
- [2.6.8 Close Out Withdrawal by Cash](#)
- [2.6.9 Close Out Withdrawal](#)
- [2.6.10 Close Out Withdrawal by Multi-mode](#)
- [2.6.11 Safe Deposit Rental By Cash](#)
- [2.6.12 RD Payment by Cash](#)
- [2.6.13 Buy TC From Agent](#)
- [2.6.14 Buy TC From Head Office \(HO\)](#)
- [2.6.15 Buy TC From Vault](#)
- [2.6.16 TC Sale by Other Modes](#)
- [2.6.17 TC Sale Against Walk-in](#)
- [2.6.18 TC Purchase Against Account](#)
- [2.6.19 TC Purchase Against Walk-in](#)
- [2.6.20 Return TC to Vault](#)
- [2.6.21 Return TC to HO](#)

- [2.6.22 TC Denomination Enquiry](#)
- [2.6.23 F23C Tax Payment By Cash](#)
- [2.6.24 F24C Tax Payment By Cash](#)
- [2.6.25 F23 Tax Payment By Account](#)
- [2.6.26 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 49: Cash Deposit**

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

- Account Number \***: Text input field.
- Transaction Amount \***: Currency dropdown (GBP) and text input field.
- Exchange Rate**: Text input field with value 1.00 and up/down arrows.
- Negotiated Exchange Rate**: Text input field with up/down arrows.
- Negotiation Reference Number**: Text input field.
- Account Amount**: Disabled text input field.
- Total Charge Amount**: Text input field with value GBP0.00.
- Narrative \***: Text input field with value 'Cash Deposit'.
- Charge Details**: Expandable section.
- Denomination**: Expandable section.
- Submit** and **Cancel** 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
<b>Account Number</b>	Specify a valid account number the customer. When you press <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.  <b>NOTE:</b> In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
<b>Transaction Amount</b>	Displays the local currency of the branch. You can also select other transaction currency from the drop down values. Specify the transaction amount that need to be credited to the customer account.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.

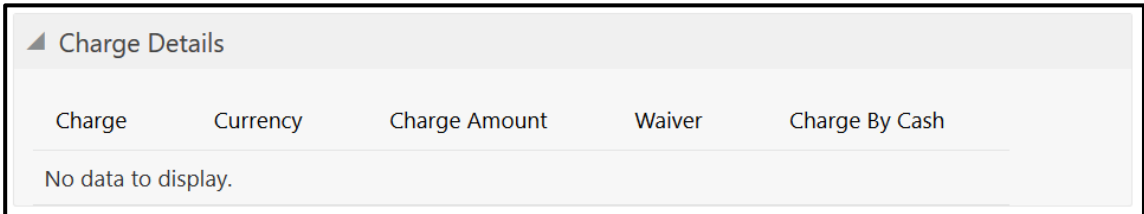
Field	Description
	<p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Account Amount</b></p>	<p>Displays the transaction amount converted in terms of account amount based on the exchange rate.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Total Charge Amount</b></p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>Cash Deposit</b> and it can be modified.</p>

**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 50: Charge Details**



Charge	Currency	Charge Amount	Waiver	Charge By Cash
No data to display.				

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

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

**Field Description: Charge Details**

<b>Field</b>	<b>Description</b>
<b>Charge</b>	The system defaults the charge components applicable to the transaction.
<b>Currency</b>	Displays the currency in which the charge has to be deducted.
<b>Charge Amount</b>	Displays the charge amount that needs to be deducted for the corresponding charge component.
<b>Waiver</b>	If necessary, check this box against the charge component to waive a certain charge for the customer.
<b>Charge By Cash</b>	Indicates whether the charges to be collected by Cash.

**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 any validation error is prompted, you need to update the details to fix the error, and re-submit the transaction.
- If any other 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 51: Cash Withdrawal**

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

- Account Number \***: A text input field.
- Transaction Amount \***: A field with a currency dropdown (GBP) and a text input.
- Exchange Rate**: A field with a value of 1.00 and up/down arrow controls.
- Negotiated Exchange Rate**: A field with up/down arrow controls.
- Account Amount**: A text input field.
- Negotiation Reference Number**: A text input field.
- Total Charge Amount**: A field with a value of GBP0.00.
- Narrative \***: A text input field containing 'Cash Withdrawal'.
- Charge Details**: A collapsed section.
- Denomination**: A collapsed section.
- Submit** and **Cancel** 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
<b>Account Number</b>	Specify a valid customer account number. When you press <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.
<b>Transaction Amount</b>	Displays the local currency of the branch. The user can select another currency from the drop-down values. Specify the transaction amount that needs to be debited from the customer account.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.



Field	Description
	<p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<p><b>Negotiated Reference Number</b></p>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<p><b>Exchange Rate</b></p>	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Account Amount</b></p>	<p>Displays the transaction amount converted in terms of account amount based on the exchange rate.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Total Charge Amount</b></p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>Cash Withdrawal</b> and it can be modified.</p>

### 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 52: Cheque Withdrawal**

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

- Account Number \***: Text input field.
- Cheque Number \***: Text input field.
- Exchange Rate**: Input field with up/down arrows.
- Negotiation Reference Number**: Text input field.
- Reject Code**: Text input field with a search icon.
- Narrative \***: Text area containing 'Cheque Withdrawal'.
- Transaction Amount \***: Input field with a currency dropdown set to 'GBP'.
- Cheque Date \***: Date picker showing 'Mar 26, 2020'.
- Negotiated Exchange Rate**: Input field with up/down arrows.
- Account Amount**: Input field.
- Reject Code Description**: Input field.
- Denomination**: Collapsible section.
- Charge Details**: Collapsible 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
<b>Account Number</b>	Specify a valid account number the customer. When you press <b>Tab</b> key, the corresponding account information will be displayed in the <b>Customer Information</b> widget.
<b>Transaction Amount</b>	Displays the local currency of the branch. You can select another currency from the drop-down list.

Field	Description
	Specify the transaction amount that needs to be debited from the customer account.
<b>Cheque Number</b>	Specify the cheque number of the customer account as provided by the Customer.
<b>Cheque Date</b>	Select the date on which cheque has been issued from the calendar option.
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<b>Reject Code</b>	<p>Select the reject code from the list of values, which are maintained in <b>Reject Code Maintenance</b> screen.</p> <p><b>NOTE:</b> If the cheque withdrawal transaction needs to be rejected, you can reject by specifying the appropriate reject code in this field. The transaction can be rejected for any of the following reasons:</p> <ul style="list-style-type: none"> <li>• Insufficient funds</li> <li>• Signature mismatch</li> <li>• Stale cheque</li> </ul>
<b>Reject Code Description</b>	Displays the description of the specified reject code.

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the transaction amount converted in terms of account amount based on the exchange rate.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative <b>Cash Withdrawal</b> and it can be modified.

### 2.6.3.2 Denomination Details

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

### 2.6.3.3 Charge Details

The **Charge Details** segment is used to view 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 53: FX Sale Against Account

The screenshot shows the 'FX Sale Against Account' interface. It features a top navigation bar with the title 'FX Sale Against Account'. The main area is divided into several sections:

- Account Information:** Includes 'Account Number' (text input), 'Allow Denom Variance' (toggle switch), 'Address Line 1', 'Address Line 3', 'Identification Type' (dropdown), 'Exchange Rate' (input with up/down arrows), 'Negotiation Reference Number' (text input), and 'Total Charge Amount' (input with 'GBP0.00' displayed).
- Beneficiary Information:** Includes 'Amount Sold' (input with 'GBP' dropdown), 'Beneficiary Name' (text input), 'Address Line 2', 'Address Line 4', 'Identification Number' (text input), and 'Negotiated Exchange Rate' (input with up/down arrows).
- Transaction Details:** Includes 'Amount Received' (text input) and 'Narrative' (text input with 'Fx Sale Against Account' pre-filled).

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

### 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
<b>Account Number</b>	Specify the CASA account to be debited for the foreign currency sale from the adjacent option list.
<b>Amount Sold</b>	Specify the currency and amount sold against the CASA account. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system. The system also displays the amount that is being sold.
<b>Allow Denom Variance</b>	Select if the denomination wise variance needs to be applied for the transaction.  <b>NOTE:</b> If the parameter at function code indicator is set as <b>Y</b> , this option will be selected by default and it can be modified. If the parameter at function code indicator is set as <b>N</b> , then this option will be disabled.
<b>Beneficiary Name</b>	Displays the name of the beneficiary customer based on the account number selected.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Select the type of identification provided by the customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the customer.

Field	Description
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction (sale) currency into account currency and it can be modified.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Amount Received</b>	Displays the amount received and currency from the CASA account.  <b>NOTE:</b> The currency of the amount received is defaulted from the CASA account currency. The amount received will be calculated based on the <b>Amount Sold</b> and the <b>Exchange Rate</b> . This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Total Charges</b>	Displays the total charge amount which is computed by the system in local currency of the branch.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.



Field	Description
Narrative	Displays the default narrative <b>FX Sale Against Account</b> and it can be modified.

### 2.6.4.2 Charge Details

The **Charge Details** segment is used to view 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 54: FX Sale Against Walk-in

The screenshot displays the 'FX Sale Against Walk-in' form. It is organized into two main columns of input fields. The left column includes: 'Amount Sold' (set to GBP), 'Allow Denom Variance' (checked), 'Beneficiary Address1', 'Beneficiary Address3', 'Identification Type', 'Exchange Rate' (set to 1.00), 'Negotiation Reference Number', 'Total Charge Amount' (set to GBP0.00), and 'Narrative' (set to 'FX Sale Against Walk-in'). The right column includes: 'Currency Received', 'Beneficiary Name', 'Beneficiary Address2', 'Beneficiary Address4', 'Identification Number', 'Negotiated Exchange Rate', and 'Amount Received'. Below the input fields are three expandable sections: 'Charge Details', 'FX In Denomination Details', and 'FX Out Denomination Details'. At the bottom right, 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
<b>Amount Sold</b>	Select the applicable currency from the drop-down list and specify the amount that needs to be sold to the walk-in customer.
<b>Currency Received</b>	Select the currency that you have received from the customer in return for the currency sold. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.
<b>Allow Denom Variance</b>	Select if the denomination wise variance needs to be applied for the transaction.  <b>NOTE:</b> If the parameter at function code indicator is set as <b>Y</b> , this option will be selected by default and it can be modified. If the parameter at function code indicator is set as <b>N</b> , then this option will be disabled.
<b>Beneficiary Name</b>	Specify the name of the beneficiary customer.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the type of identification provided by the customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the customer.

Field	Description
<b>Negotiated Exchange Rate</b>	<p>Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<b>Negotiated Reference Number</b>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Amount Received</b>	<p>Displays the amount received and currency from the customer.</p> <p><b>NOTE:</b> The currency of the amount received will be defaulted from <b>Currency Received</b>. The amount received will be calculated based on the <b>Amount Sold</b> and the <b>Exchange Rate</b>. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Total Charges</b>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.</p>

Field	Description
Narrative	Displays the default narrative <b>FX Sale (Walk-in)</b> and it can be modified.

### 2.6.5.2 Charge Details

The **Charge Details** segment is used to view 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 55: FX Purchase Against Account**

**Fx Purchase Against Account**

Account Number \*  
Allow Denom Variance \*  
Beneficiary Address 1  
Beneficiary Address 3  
Identification Type  
Exchange Rate  
Negotiation Reference Number  
Total Charges  
Narrative \*  
FX Purchase against Account

Amount Bought \*  
Beneficiary Name \*  
Beneficiary Address 2  
Beneficiary Address 4  
Identification Number  
Negotiated Exchange Rate  
Amount Paid

▶ Charge Details  
▶ Denomination

Submit Cancel

#### 2.6.6.1 Main Transaction Details

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

**Field Description: FX Purchase Against Account**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the CASA account number to be credited for the foreign currency purchase.  <b>NOTE:</b> In addition, you can use Oracle Banking Virtual Accounts. These Virtual Accounts are used as a routing account to credit the underlying physical account.
<b>Amount Bought</b>	Select the applicable currency from the drop-down list and specify the amount that needs to be bought from the customer.
<b>Allow Denom Variance</b>	Select if the denomination wise variance needs to be applied for the transaction.  <b>NOTE:</b> If the parameter at function code indicator is set as <b>Y</b> , this option will be selected by default and it can be modified. If the parameter at function code indicator is set as <b>N</b> , then this option will be disabled.
<b>Beneficiary Name</b>	Displays the name of the beneficiary customer based on the account number provided.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Select the type of identification provided by the customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the customer.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.

Field	Description
	<p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<p><b>Negotiated Reference Number</b></p>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<p><b>Exchange Rate</b></p>	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Amount Paid</b></p>	<p>Displays the amount paid and currency to the CASA account.</p> <p><b>NOTE:</b> The currency of the amount paid is defaulted from the account currency. The <b>Amount Paid</b> will be calculated based on the <b>Amount Bought</b> and the <b>Exchange Rate</b>. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Total Charges</b></p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>FX Purchase Against Account</b> 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 56: FX Purchase Against Walk-in

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

- Amount Bought \***: GBP (dropdown), input field.
- Allow Denom Variance \***: Toggle switch (ON).
- Beneficiary Address 1**, **Beneficiary Address 3**: Input fields.
- Identification Type**: Dropdown menu.
- Exchange Rate**: 1.00 (input with up/down arrows).
- Negotiation Reference Number**: Input field.
- Total Charges**: GBP0.00 (displayed).
- Narrative \***: FX Purchase Against Walk-in (text area).
- Currency Paid \***: Searchable dropdown.
- Beneficiary Name \***, **Beneficiary Address 2**, **Beneficiary Address 4**, **Identification Number**: Input fields.
- Negotiated Exchange Rate**: Input with up/down arrows.
- Amount Paid**: Input field.
- Charge Details**, **FX In Denomination Details**, **FX Out Denomination Details**: Collapsible sections.
- Submit** and **Cancel** buttons at the bottom right.

#### 2.6.7.1 Main Transaction Details

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

**Field Description: FX Purchase Against Walk-in**

<b>Field</b>	<b>Description</b>
<b>Amount Bought</b>	Select the applicable currency from the drop-down list and specify the amount that is bought from the walk-in customer.
<b>Currency Paid</b>	Select the currency that you have paid to the walk-in customer. You can select the appropriate code from the adjoining option list that displays all the currency codes maintained in the system.
<b>Allow Denom Variance</b>	Select if the denomination wise variance needs to be applied for the transaction.  <b>NOTE:</b> If the parameter at function code indicator is set as <b>Y</b> , this option will be selected by default and it can be modified. If the parameter at function code indicator is set as <b>N</b> , then this option will be disabled.
<b>Beneficiary Name</b>	Specify the name of the beneficiary walk-in customer.
<b>Beneficiary Address 1 to Beneficiary Address 4</b>	Specify the address of the beneficiary walk-in customer.
<b>Identification Type</b>	Select the type of identification provided by the walk-in customer from the drop-down list.
<b>Identification Number</b>	Specify the identification number provided by the walk-in customer.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.

Field	Description
	<p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<p><b>Negotiated Reference Number</b></p>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<p><b>Exchange Rate</b></p>	<p>Displays the exchange rate used to convert the transaction currency into account currency and it can be modified.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Amount Paid</b></p>	<p>Displays the amount paid and currency to the customer.</p> <p><b>NOTE:</b> The currency of the amount paid is defaulted from received currency. The <b>Amount Paid</b> will be calculated based on the <b>Amount Bought</b> and the <b>Exchange Rate</b>. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Total Charges</b></p>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>FX Purchase (Walk-in)</b> 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 57: 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 '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**

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

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative <b>Close Out Withdrawal by Cash</b> 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 58: 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.
- Fetch Balance**: Green button.
- Account Amount**: Text input field.
- Close Mode \***: Dropdown menu with 'Bankers Cheque' selected.
- Issue Branch**: Text input field.
- BC Amount**: Text input field with a dropdown menu showing 'GBP'.
- Instrument Number**: Text input field.
- MICR Number**: Text input field.
- Payee Name \***: Text input field.
- Address Line 1**: Text input field.
- Address Line 2**: Text input field.
- Address Line 3**: Text input field.
- Address Line 4**: Text input field.
- Exchange Rate**: Text input field with up/down arrows.
- Total Charge Amount**: Text input field showing 'GBP0.00'.
- Narrative \***: Text input field with 'BC Withdrawal' entered.

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 Bankers Cheque](#).

**Field Description: Close Out Withdrawal by Bankers Cheque**

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

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

**Close Out Withdrawal by Account Transfer:**

**Figure 59: 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
<b>Close Account</b>	Specify the account number for which the account closure to be requested.
<b>Account Amount</b>	Displays the account balance in account currency.
<b>Fetch Balance</b>	Click this icon to fetch the account balance details.
<b>Close Mode</b>	Select the close mode as <b>Bankers Cheque</b> .
<b>Credit Account</b>	Specify the account number to which the funds needs to be transferred during the account closure.
<b>Credit Account Branch</b>	Displays the branch code of the offset account.
<b>Credit Account Name</b>	Displays the name of the offset account.
<b>Credit Account Amount</b>	Displays the offset account amount along with account currency.
<b>Exchange Rate</b>	Displays the exchange rate based on the Account Currency and Offset Account Currency, and it can be modified.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charge amount, which is computed by the system in local currency of the branch.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.
<b>Narrative</b>	Displays the default narrative <b>Close Out Withdrawal by Account</b> 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 Close Out Withdrawal by Multi-mode

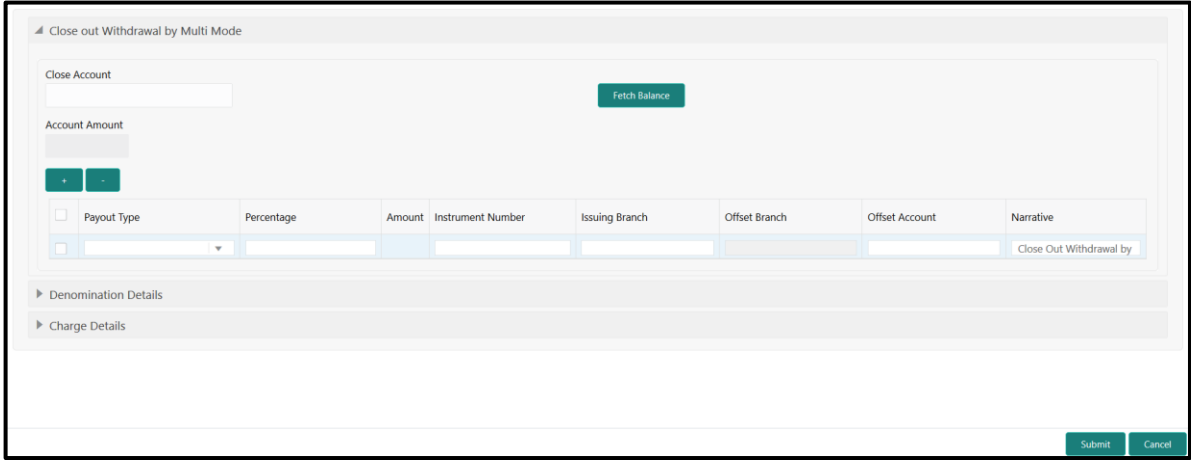
This screen is used to close the CASA account by multi-mode payout options, which includes cash, account transfer, and BC. It can be used only when the closeout withdrawal needs to be done in multiple payout modes.

To process this screen, type **Close Out Withdrawal By Multi Mode** in the **Menu Item 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 **Close Out Withdrawal By Multi Mode**.

→ The **Close Out Withdrawal By Multi Mode** screen is displayed.

Figure 60: Close Out Withdrawal By Multi Mode



#### 2.6.10.1 Main Transaction Details

Specify the details in the **Close Out Withdrawal By Multi Mode** screen. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Close Out Withdrawal By Multi Mode](#).

Field Description: Close Out Withdrawal By Multi Mode

Field	Description
<b>Close Account</b>	Specify the account number, which needs to be closed.
<b>Fetch Balance</b>	Click this button to fetch and display the account amount.

Field	Description
<b>Account Amount</b>	Displays the account amount.
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Payout Type</b>	<p>Select the payout type from the following drop-down values:</p> <ul style="list-style-type: none"> <li>• <b>Account</b> – If it is selected, user need to specify the <b>Offset Account</b>, to which the transfer to be made. Based on the specified offset account number, the system will default the <b>Offset Branch</b> and <b>Offset Currency</b> fields.</li> <li>• <b>Cash</b> – If it is selected, user need to disburse the cash in the account currency.</li> <li>• <b>Bankers Cheque</b> - If it is selected, either the field <b>Instrument Number</b> is populated or teller can input the value. On submission, the system will validate the instrument number if inputted or derives the instrument number in case of null value. In addition, user needs to capture the BC related details in the <b>Bankers Cheque Details</b> data segment. This data segment is mandatory only if the <b>Payout Type</b> is selected as <b>Bankers Cheque</b>.</li> </ul>
<b>Percentage</b>	<p>Specify the amount of redemption for the payout type selected.</p> <p><b>NOTE:</b> Based on the percentage input, system will derive the amount to be paid out.</p>
<b>Amount</b>	Specify the amount needs to be withdrawn in the payout type selected.
<b>Instrument Number</b>	<p>Specify the BC number.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Payout Type</b> is selected as <b>Bankers Cheque</b>.</p>

Field	Description
<b>Issuing Branch</b>	Displays the branch code of the specified account number.
<b>Offset Account</b>	Specify the account number to which the payout amount need to be transferred. <b>NOTE:</b> This field is applicable only if the <b>Payout Type</b> is selected as <b>Account</b> .
<b>Offset Branch</b>	Displays the branch of the specified offset account number. <b>NOTE:</b> This field is applicable only if the <b>Payout Type</b> is selected as <b>Account</b> .
<b>Offset Currency</b>	Displays the currency of the specified offset account number. <b>NOTE:</b> This field is applicable only if the <b>Payout Type</b> is selected as <b>Account</b> .
<b>Narrative</b>	Displays the default narrative <b>Close Out Withdrawal by Multimode</b> 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 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.

### 2.6.10.4 Transaction Submission

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



The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the transaction details are handed off to UBS CASA module in the Oracle FLEXCUBE Universal Banking for account closure process. Once the below conditions are met, the transaction status will be changed from **Pending** to **Completed**:

- Account closure confirmation from UBS by crediting the account balance to an intermediary bridge GL.

Based on the payout options, the corresponding transaction will be completed successfully.

### 2.6.11 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 61: Safe Deposit Rental By Cash

Safe Deposit Rental By Cash

Deposit Locker \*

Rental Amount \*

Exchange Rate

Account Amount

Total Charge Amount

Narrative \*

Denomination

Submit Cancel

**2.6.11.1 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
<b>Deposit Locker</b>	Specify the deposit locker number. When you press <b>Tab</b> key, the customer details and deposit locker details will be displayed in the <b>Customer Information</b> widget.
<b>Rental Amount</b>	Select the rental amount currency and specify the amount.  <b>NOTE:</b> By default, the rental currency is displayed as locker currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> , it can be modified, and if it is <b>N</b> , then the default value cannot be modified.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b> .

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

### 2.6.12 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 62: Recurring Deposit Payment by Cash

The screenshot shows a web-based 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 showing "1"), "Exchange Rate" (dropdown menu), and "Total Charge Amount" (text box showing "GBP0.00"). Below the form are two expandable sections: "Charge Details" and "Denomination". At the bottom right, there are two buttons: "Submit" and "Cancel".

#### 2.6.12.1 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**

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

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

**2.6.12.2 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.

**2.6.12.3 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 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.

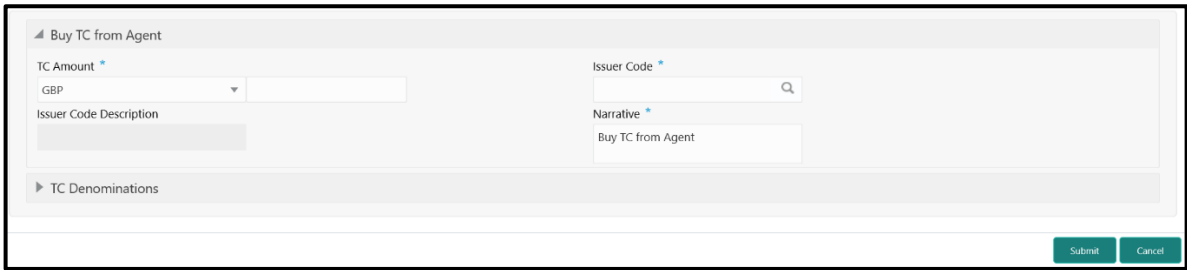
### 2.6.13 Buy TC From Agent

This screen is used to buy TC from Agents into branch’s vault. Only a Vault user can access this screen. To process this screen, type **Buy TC From Agent** in the **Menu Item 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 **Buy TC From Agent**.

→ The **Buy TC From Agent** screen is displayed.

**Figure 63: Buy TC From Agent**



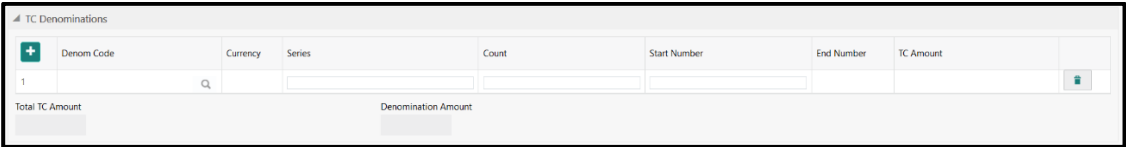
Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Buy TC From Agent](#).

**Field Description: Buy TC From Agent**

Field	Description
<b>TC Amount</b>	Select the currency from the drop-down values, and specify the TC Amount.
<b>Issuer Code</b>	Click the search icon, and select the issuer code from the list of values.  <b>NOTE:</b> The list of values provides the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified issuer code.
<b>Narrative</b>	Displays the narrative as <b>Buy TC From Agent</b> and it can be modified.


### 2.6.13.1 TC Denomination Details

Figure 64: TC Denomination




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

**Field Description: TC Denomination Details**

Field	Description
	Click this icon to add a new row.
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC denomination code that needs to be purchased from the Agent. <b>NOTE:</b> This field accepts alphanumeric values.
<b>Count</b>	Specify the units.
<b>Start Number</b>	Specify the start number of the series.
<b>End Number</b>	Displays the end number, which is the sum of start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.



Field	Description
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.
 icon	Click this icon to delete a row.

**2.6.13.2 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 approval warning raised when the transaction saves. On transaction submission, the TC position (TC Inflow) is updated to the branch vault (vault ID that is opened) for the combination of Issuer code, TC Currency, TC Denom Code, and Series.

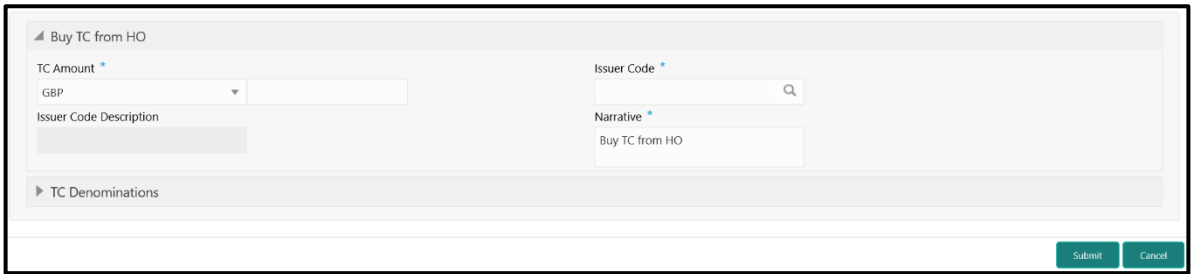
In addition, during transaction completion, the system creates individual TC records for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number with TC status as Null.

### 2.6.14 Buy TC From Head Office (HO)

This screen is used to buy TC from HO into branch’s vault. Only a Vault user can access this screen. To process this screen, type **Buy TC From HO** in the **Menu Item 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 **Buy TC From HO**.  
 → The **Buy TC From HO** screen is displayed.

Figure 65: Buy TC From HO



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: Buy TC from HO](#).

Field Description: Buy TC from HO

Field	Description
<b>TC Amount</b>	Select the currency from the drop-down values, and specify the TC Amount.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <b>NOTE:</b> The list of values provides the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified issuer code.
<b>Narrative</b>	Displays the narrative as <b>Buy TC From HO</b> and it can be modified.

### 2.6.14.1 TC Denomination Details

The **TC 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 [2.6.13.1 TC Denomination Details](#) in this guide.

### 2.6.14.2 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 approval warning raised when the transaction saves. On transaction submission, the TC position (TC Inflow) is updated to the branch vault (vault ID that is opened) for the combination of Issuer code, TC Currency, TC Denom Code, and Series.

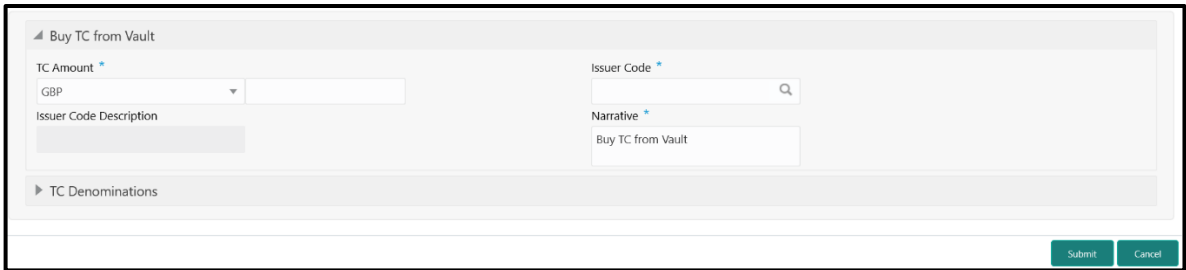
In addition, during transaction completion, the system creates individual TC records for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number with TC status as Null.

### 2.6.15 Buy TC From Vault

This screen is used to buy TC from Vault to transfer TCs into logged-in Teller's Till. Only a Teller can access this screen. To process this screen, type **Buy TC 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 **Customer Transaction**, click **Buy TC From Vault**.  
→ The **Buy TC From Vault** screen is displayed.

**Figure 66: Buy TC From Vault**



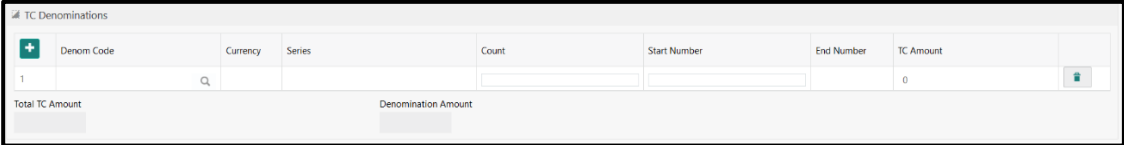
Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory.  
For more information on fields, refer to table [Field Description: Buy TC From Vault](#).

**Field Description: Buy TC From Vault**

<b>Field</b>	<b>Description</b>
<b>TC Amount</b>	Select the currency from the drop-down values, and specify the TC Amount.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <b>NOTE:</b> The list of values provides the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified issuer code.
<b>Narrative</b>	Displays the narrative as <b>Buy TC From Vault</b> and it can be modified.


2.6.15.1 TC Denomination Details


Figure 67: TC Denomination



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

Field Description: TC Denomination Details

Field	Description
	Click this icon to add a new row.
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC denomination code that needs to be purchased from the Vault.  <b>NOTE:</b> The list of values contains the valid TC series that are available with Vault. On click of LOV, the search criterion field will have <b>Series</b> and result criterion will display the <b>Series</b> and <b>Start Number</b> .
<b>Count</b>	Specify the count of the TC.
<b>Start Number</b>	Displays the starting number of the series.  <b>NOTE:</b> Based on the series selected, system will populate the Start Number available for the combination of <b>Currency</b> , <b>TC Denom Code</b> and <b>Series</b> .

Field	Description
<b>End Number</b>	Displays the end number, which is the sum of start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.
 icon	Click this icon to delete a row.

**2.6.15.2 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 approval warning raised when the transaction saves. On transaction submission, the TC position (TC Outflow) is updated to the branch vault and TC Inflow is updated to the logged-in Teller for the combination of Issuer Code, TC Currency, TC denom Code, and Series to the extent of TC denomination units being purchased.

In addition, during transaction completion, system updates the TC status as **Unused** for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number.

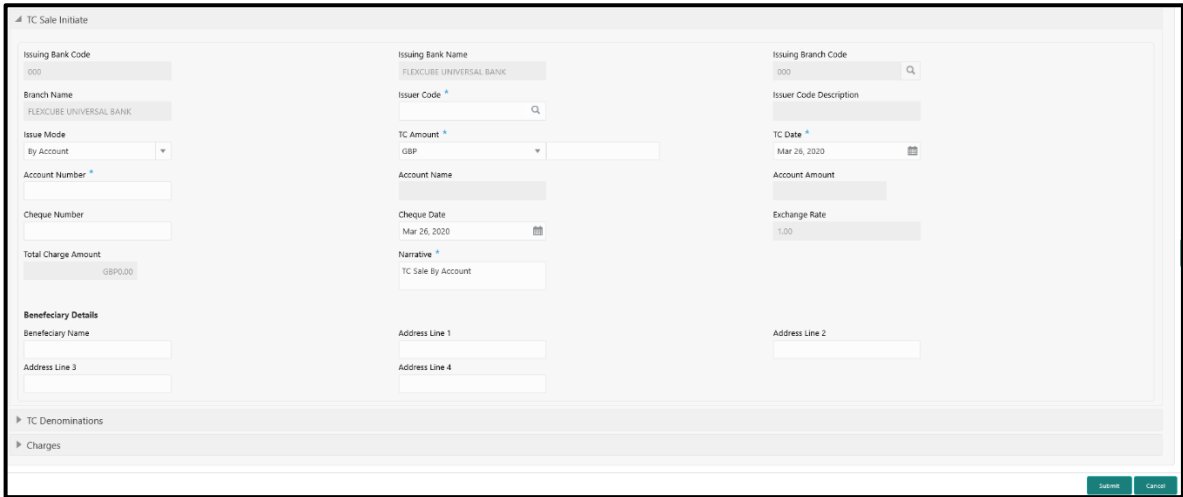
### 2.6.16 TC Sale by Other Modes

This screen is used to issue TC against the Customer savings account or GL account, and only a Teller can access it. To process this screen, type **TC Sale by Other Modes** in the **Menu Item 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 **TC Sale by Other Modes**.

→ The **TC Sale Initiate** screen is displayed.

**Figure 68: TC Sale Initiate**



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: TC Sale by Other Modes](#).

**Field Description: TC Sale by Other Modes**

Field	Description
<b>Issuing Bank Code</b>	Displays the code of the issuing bank.
<b>Issuing Bank Name</b>	Displays the name of the issuing bank.
<b>Issuing Branch Code</b>	Displays the code of the issuing branch.
<b>Branch Name</b>	Displays the name of the issuing branch.

Field	Description
<b>Issuer Code</b>	<p>Click the search icon and select the issuer code from the list of values.</p> <p><b>NOTE:</b> The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.</p>
<b>Issuer Code Description</b>	Displays the description of the specified Issuer Code.
<b>Issue Mode</b>	Select the mode of issue from the drop-down values ( <b>By Account</b> or <b>By GL</b> ).
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>TC Date</b>	<p>Select the date of the TC.</p> <p><b>NOTE:</b> By default, the current posting date is displayed.</p>
<b>Account Number</b>	<p>Specify the account number of the Customer. When you press Tab key, the system defaults the Account Name.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By Account</b>.</p>
<b>Account Name</b>	<p>Displays the name of the account.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By Account</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount based on the Exchange Rate, TC Amount, and Account Number selected.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By Account</b>.</p>

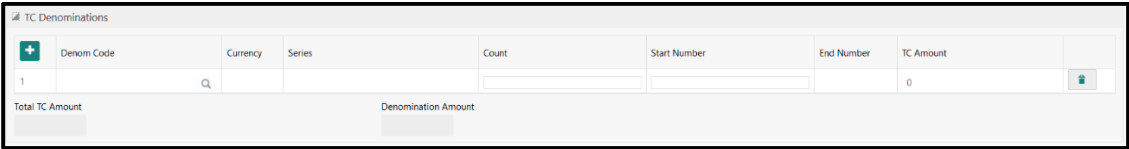


Field	Description
<b>GL Number</b>	Click the search icon, and select the GL number from the list of values.  <b>NOTE:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By GL</b> .
<b>GL Description</b>	Displays the description of the specified GL account.  <b>NOTE:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By GL</b> .
<b>GL Amount</b>	Displays the account amount based on the Exchange Rate, TC Amount, and Account Number selected.  <b>NOTE:</b> This field is applicable only if the <b>Issue Mode</b> is selected as <b>By GL</b> .
<b>Cheque Number</b>	Specify the cheque number.
<b>Cheque Date</b>	Specify the date of the cheque.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the TC currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .

Field	Description
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the narrative as <b>TC Sale Against Account</b> and it can be modified.
<b>Beneficiary Details</b>	Specify the fields under this section.
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.


2.6.16.1 TC Denomination Details


Figure 69: TC Denomination



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

Field Description: TC Denomination Details

Field	Description
 icon	Click this icon to add a new row.
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC Denom Code that needs to be sold from Teller's Till.  <b>NOTE:</b> The list of values contains the valid TC series that are available with Teller TC position. On click of LOV, the search criterion field will have <b>Series</b> and result criterion will display the <b>Series</b> and <b>Start Number</b> .
<b>Count</b>	Specify the count of the TC.
<b>Start Number</b>	Display the starting number of the series.  <b>NOTE:</b> Based on the series selected, the system will populate the <b>Start Number</b> available for the combination of <b>Currency</b> , <b>TC Denom Code</b> , and <b>Series</b> .

Field	Description
<b>End Number</b>	Displays the end number, which is the sum of start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.
 icon	Click this icon to delete a row.

### 2.6.16.2 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.

### 2.6.16.3 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 TC position (TC outflow) is updated to the teller position for the combination of Issuer Code, TC Currency, TC Denom code, and Series to the extent of TC denomination units being purchased.

In addition, during transaction completion, the system updates the TC Status as **Used** for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number. Following main transaction accounting entries is triggered for Account mode at Oracle Banking Branch:

- Dr Customer Account for TC Amount
- Cr Int. Susp GL for TC Amount

Following main transaction accounting entries is triggered for Account mode at Oracle Banking Branch:

- Dr Cash GL for TC Amount
- Cr Int. Susp GL for TC Amount

Oracle Banking Payments will pass the credit leg accounting (Debit - Int. Susp GL and Credit - TC GL) for TC Issuance. During handoff, Oracle Banking Branch need to pass the intermediary bridge GL as Debit account in the request.

### 2.6.17 TC Sale Against Walk-in

This screen is used to sell TC to a walk-in Customer, and only a Teller can access it. To process this screen, type **TC Sale Against Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **TC Sale Against Walk-in**.  
→ The **TC Sale Against Walk-in** screen is displayed.

Figure 70: TC Sale Against Walk-in

TC Sale Against Walk-in

Issuing Bank Code: 000

Issuing Bank Name: FLEXCUBE UNIVERSAL BANK

Issuing Branch Code: 000

Issuing Branch Name: 000

Issuer Code: [Search]

TC Amount: GBP

Transaction Amount: GBP

Total Charge Amount: GBP0.00

TC Date: Mar 26, 2020

Exchange Rate: [Dropdown]

Narrative: TC Sale Against Walk-in

**Beneficiary Details**

Beneficiary Name: [Text]

Identification Number: [Text]

Address Line 1: [Text]

Address Line 2: [Text]

Address Line 3: [Text]

Address Line 4: [Text]

Identification Type: [Dropdown]

Denomination: [Dropdown]

TC Denomination: [Dropdown]

Charge Details: [Dropdown]

Submit Cancel

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory.  
For more information on fields, refer to table [Field Description: TC Sale Against Walk-in](#).

**Field Description: TC Sale Against Walk-in**

<b>Field</b>	<b>Description</b>
<b>Issuing Bank Code</b>	Displays the code of the issuing bank.
<b>Issuing Bank Name</b>	Displays the name of the issuing bank.
<b>Issuing Branch Code</b>	Displays the code of the issuing branch.
<b>Issuing Branch Name</b>	Displays the name of the issuing branch.
<b>Issuer Code</b>	Click the search icon, and select the issuer code from the list of values.  <b>NOTE:</b> The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified Issuer Code.
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>TC Date</b>	Select the date of the TC.  <b>NOTE:</b> By default, the current posting date is displayed.
<b>Transaction Amount</b>	Select the transaction currency from the drop-down values. When you press <b>Tab</b> key, the system displays the transaction amount based on the Exchange Rate, TC Amount, and Account Number selected.

Field	Description
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the TC currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the narrative as <b>TC Sale Against Walk-in</b> and it can be modified.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Identification Type</b>	Select the identification type from the drop-down values.
<b>Identification Number</b>	Specify the identification number.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.

### 2.6.17.1 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.



### 2.6.17.2 TC Denomination Details

The **TC 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 [2.6.16.1 TC Denomination Details](#) in this guide.

### 2.6.17.3 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.

### 2.6.17.4 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 TC position (TC outflow) is updated to the teller position for the combination of Issuer Code, TC Currency, TC denom Code, and Series to the extent of TC denomination units being purchased.

In addition, during transaction completion, the system updates the TC status as **Used** for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number. Following main transaction accounting entries is triggered for this transaction at Oracle Banking Branch.

- Dr Cash GL for TC Amount
- Cr Int. Susp GL for TC Amount

Oracle Banking Payments will pass the credit leg accounting (Debit - Int. Susp GL and Credit - TC GL) for TC Issuance. During handoff, Oracle Banking Branch need to pass the intermediary bridge GL as Debit account in the request.

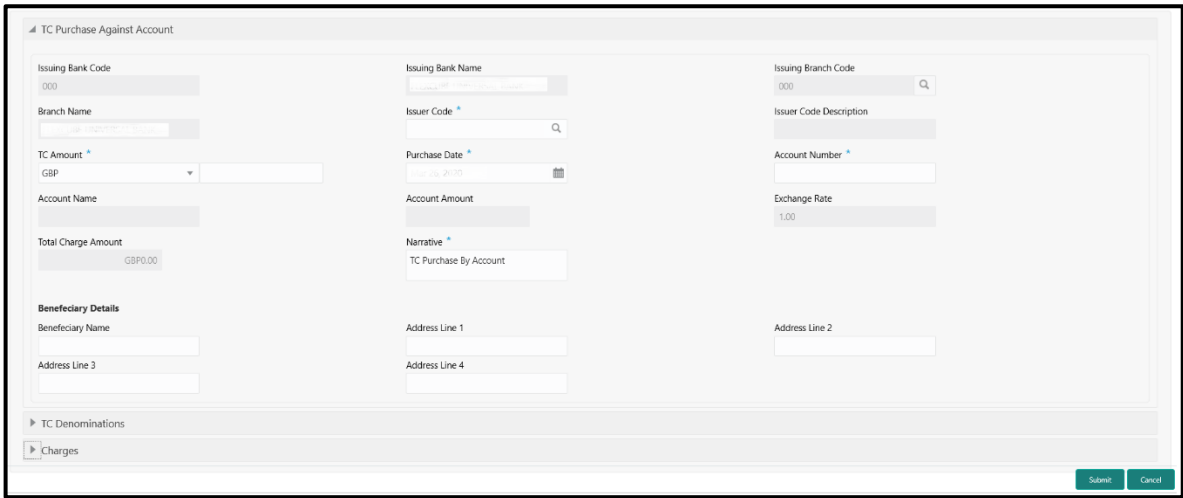
### 2.6.18 TC Purchase Against Account

This screen is used to purchase TC from a Customer, and only a Teller can access it. To process this screen, type **TC Purchase 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 **Customer Transaction**, click **TC Purchase Against Account**.

→ The **TC Purchase Against Account** screen is displayed.

**Figure 71: TC Purchase Against 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: TC Purchase Against Account](#).

**Field Description: TC Purchase Against Account**

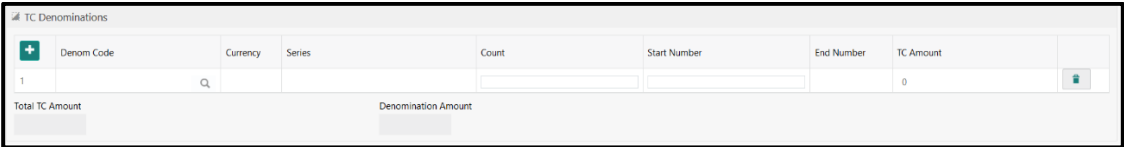
Field	Description
<b>Issuing Bank Code</b>	Specify the code of the issuing bank. <b>NOTE:</b> By default, the logged-in bank code is displayed.
<b>Issuing Bank Name</b>	Displays the name of the issuing bank specified.
<b>Issuing Branch Code</b>	Specify the code of the issuing branch.

Field	Description
	<b>NOTE:</b> By default, the logged-in branch code is displayed.
<b>Branch Name</b>	Displays the name of the issuing branch specified.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <b>NOTE:</b> The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified Issuer Code.
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>Purchase Date</b>	Select the purchase date of the TC.  <b>NOTE:</b> By default, the current posting date is displayed.
<b>Account Number</b>	Specify the account number of the Customer. When you press Tab key, the system defaults the Account Name.
<b>Account Name</b>	Displays the name of the account.
<b>Account Amount</b>	Displays the account amount based on the Exchange Rate, TC Amount, and Account Number selected.

Field	Description
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the TC currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charges in branch local currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	<p>Displays the narrative as <b>TC Sale Against Account</b> and it can be modified.</p>
<b>Beneficiary Details</b>	<p>Specify the fields under this section.</p>
<b>Beneficiary Name</b>	<p>Specify the name of the beneficiary.</p>
<b>Address Line 1 to Address Line 4</b>	<p>Specify the address of the beneficiary.</p>


### 2.6.18.1 TC Denomination Details


Figure 72: TC Denomination



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

**Field Description: TC Denomination Details**

Field	Description
 icon	Click this icon to add a new row.
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC Denom Code that is being purchased from Agent.
<b>Count</b>	Specify the count of the TC.
<b>Start Number</b>	Specify the starting number of the series.
<b>End Number</b>	Displays the end number, which is the sum of start number and the count.
<b>TC Amount</b>	Displays the TC Amount, which is the product of the denomination and the count.
<b>Total TC Amount</b>	Displays the total TC amount along with the currency.
<b>Denomination Amount</b>	Displays the denomination amount along with the currency.

Field	Description
 icon	Click this icon to delete a row.

**2.6.18.2 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.

**2.6.18.3 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. The following conditions apply for the TC status:

- If the system finds the TC for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number, the TC status will be updated to **Purchased**.
- If the record is not found for the above-mentioned combination, during transaction completion, the system creates individual TC records for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number with TC status as **Purchased**.

Following main transaction accounting entries is triggered for this transaction at Oracle Banking Branch:

- Dr Int. Bridge GL for TC Amount
- Cr Customer Account for Customer Account Amount

Oracle Banking Payments will pass the debit leg accounting (Debit – TC GL and Credit – Int. Bridge GL) for TC Purchase. During handoff, Oracle Banking Branch need to pass the intermediary bridge GL as Credit account in the request.

### 2.6.19 TC Purchase Against Walk-in

This screen is used to purchase TC from a walk-in Customer, and only a Teller can access it. To process this screen, type **TC Purchase Against Walk-in** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Transaction**, click **TC Purchase Against Walk-in**.  
→ The **TC Purchase Against Walk-in** screen is displayed.

Figure 73: TC Purchase Against Walk-in

The screenshot shows a web form with the following fields and sections:

- Issuing Bank Code:** Text input with value '000'.
- Issuing Bank Name:** Text input with value 'FLEXCUBE UNIVERSAL BANK'.
- Issuing Branch Code:** Text input with value '000'.
- Issuing Branch Name:** Text input with value '000'.
- Issuer Code:** Text input with a search icon.
- Issuer Code Description:** Text input.
- TC Amount \*:** Dropdown menu with 'GBP' selected and a numeric input field.
- Transaction Amount \*:** Dropdown menu with 'GBP' selected and a numeric input field.
- Total Charge Amount:** Text input.
- TC Date:** Date picker with value 'Mar 26, 2020'.
- Exchange Rate:** Text input with up/down arrows.
- Narrative \*:** Text area with value 'TC Purchase Against Walk-in'.
- Beneficiary Details:**
  - Beneficiary Name:** Text input.
  - Identification Number:** Text input.
  - Address Line 1:** Text input.
  - Address Line 2:** Text input.
  - Address Line 3:** Text input.
  - Address Line 4:** Text input.
- Identification Type:** Dropdown menu.
- Denomination:** Section header.
- TC Denomination:** Section header.
- Charge Details:** Section header.

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: TC Purchase Against Walk-in](#).

**Field Description: TC Purchase Against Walk-in**

<b>Field</b>	<b>Description</b>
<b>Issuing Bank Code</b>	Specify the code of the issuing bank. <b>NOTE:</b> By default, the logged-in bank code is displayed.
<b>Issuing Bank Name</b>	Displays the name of the issuing bank specified.
<b>Issuing Branch Code</b>	Specify the code of the issuing branch. <b>NOTE:</b> By default, the logged-in branch code is displayed.
<b>Issuing Branch Name</b>	Displays the name of the issuing branch specified.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values. <b>NOTE:</b> The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified Issuer Code.
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>Purchase Date</b>	Select the purchase date of the TC. <b>NOTE:</b> By default, the current posting date is displayed.
<b>Account Amount</b>	Displays the account amount based on the Exchange Rate, TC Amount, and Account Number selected.



Field	Description
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the TC currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the narrative as <b>TC Sale Against Account</b> and it can be modified.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Identification Type</b>	Select the identification type from the drop-down values.
<b>Identification Number</b>	Specify the identification number.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.

### 2.6.19.1 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.

### 2.6.19.2 TC Denomination Details

The **TC 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 [2.6.18.1 TC Denomination Details](#) in this guide.

### 2.6.19.3 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.

### 2.6.19.4 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. The following conditions apply for the TC status:

- If the system finds the TC for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number, the TC status will be updated to **Purchased**.
- If the record is not found for the above-mentioned combination, during transaction completion, the system creates individual TC records for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number with TC status as **Purchased**.

Following main transaction accounting entries is triggered for this transaction at Oracle Banking Branch:

- Dr Int. Bridge GL for TC Amount
- Cr Cash GL for Transaction Amount

Oracle Banking Payments will pass the debit leg accounting (Debit – TC GL & Credit – Int. Bridge GL) for TC Purchase. During handoff, Oracle Banking Branch need to pass the intermediary bridge GL as Credit account in the request.

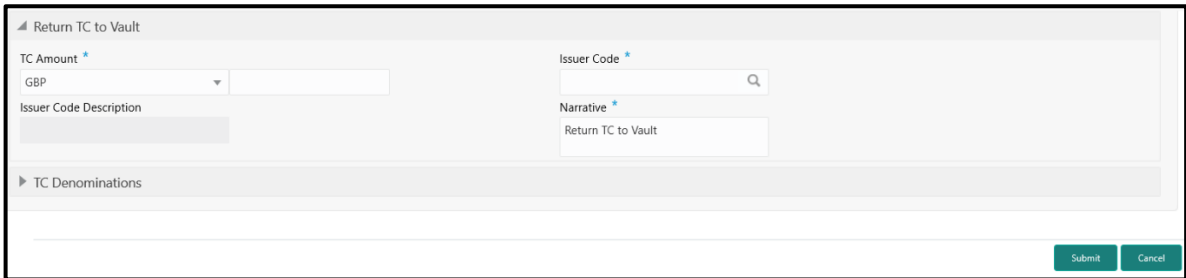
### 2.6.20 Return TC to Vault

This screen is used to sell TC to the branch’s vault, and only a Teller can access this screen. To process this screen, type **Return TC 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 **Customer Transaction**, click **Return TC to Vault**.

→ The **Return TC to Vault** screen is displayed.

Figure 74: Return TC to Vault



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: Return TC to Vault](#).

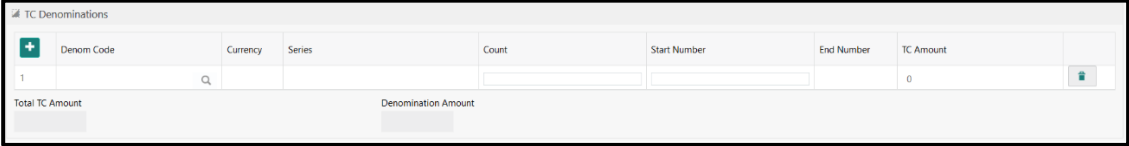
Field Description: Return TC to Vault

Field	Description
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <b>NOTE:</b> The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified Issuer Code.

Field	Description
Narrative	Displays the narrative as <b>Sell TC to Vault</b> and it can be modified.


**2.6.20.1 TC Denomination Details**


**Figure 75: TC Denomination**



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

**Field Description: TC Denomination Details**

Field	Description
 icon	Click this icon to add a new row.
<b>Denom Code</b>	Specify the TC denomination code from the list of values.
<b>Currency</b>	Displays the default TC Currency.
<b>Series</b>	Specify the series of the TC Denom Code that is being purchased from Agent.
<b>Count</b>	Specify the count of the TC that needs to be sold.
<b>Start Number</b>	Display the starting number of the series.  <b>NOTE:</b> Based on the series selected, the system will populate the <b>Start Number</b> available for the combination of <b>Currency</b> , <b>TC Denom Code</b> , and <b>Series</b> .

Field	Description
End Number	Displays the end number, which is the sum of start number and the count.
TC Amount	Displays the TC Amount, which is the product of the denomination and the count.
Total TC Amount	Displays the total TC amount along with the currency.
Denomination Amount	Displays the denomination amount along with the currency.
 icon	Click this icon to delete a row.

**2.6.20.2 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 approval warning raised when the transaction saves. On transaction submission, the TC position (TC outflow) is decreased for logged-in Teller ID, and the TC Position (TC Inflow) is incremented for Vault ID of the branch. It is performed for the combination of Issuer Code, TC Currency, TC Denom code, and Series to the extent of TC denomination units being purchased.

In addition, during transaction completion, the system updates the TC Status as **Null** for the combination of TC Currency, Issuer Code, TC Denom Code, Series, and TC Number.

### 2.6.21 Return TC to HO

This screen is used to sell TC to the HO, and only a Vault Teller can access this screen. To process this screen, type **Return TC to HO** in the **Menu Item 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 **Return TC to HO**.

→ The **Return TC to HO** screen is displayed.

**Figure 76: Return TC to HO**

The screenshot shows a web form titled "Sale TC to HO". It contains several input fields: "TC Amount" with a dropdown menu showing "GBP" and an asterisk indicating it is mandatory; "Issuer Code" with a search icon and an asterisk; "Issuer Code Description" with a greyed-out area; and "Narrative" with the text "Sale TC to HO" and an asterisk. Below these fields is a section titled "TC Denominations" with a right-pointing arrow. At the bottom right of the form 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: Return TC to HO](#).

**Field Description: Return TC to HO**

Field	Description
<b>TC Amount</b>	Select the TC currency from the drop-down values, and specify the TC Amount.
<b>Issuer Code</b>	Click the search icon and select the issuer code from the list of values.  <b>NOTE:</b> The list of values provides the HO code of the logged-in branch and the issuer codes maintained in the <b>Issuer Code Maintenance</b> screen.
<b>Issuer Code Description</b>	Displays the description of the specified Issuer Code.
<b>Narrative</b>	Displays the narrative as <b>Return TC to HO</b> and it can be modified.

**2.6.21.1 TC Denomination Details**

The **TC 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 [2.6.20.1 TC Denomination Details](#) in this guide.

**2.6.21.2 Transaction Submission**

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

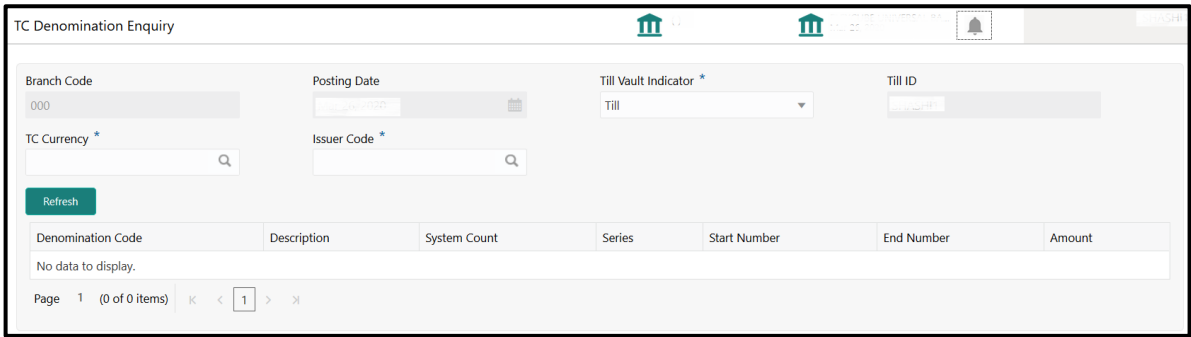
The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction submission, the TC position (TC outflow) is decreased for the Vault ID for the combination of Issuer Code, TC Currency, TC Denom code, and Series to the extent of TC denomination units being purchased.

### 2.6.22 TC Denomination Enquiry

This screen is used to enquire the TC denomination position of the branch Vault. To process this screen, type **TC Denomination Enquiry** in the **Menu Item 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 **TC Denomination Enquiry**.  
 → The **TC Denomination Enquiry** screen is displayed.

Figure 77: TC Denomination Enquiry



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: TC Denomination Enquiry](#).

#### Field Description: TC Denomination Enquiry

Field	Description
<b>Branch Code</b>	Displays the logged-in branch code.
<b>Posting Date</b>	Displays the current posting date of the branch.
<b>Till Vault Indicator</b>	Select the Till Vault Indicator from the drop-down values ( <b>Till</b> or <b>Vault</b> ).
<b>Till ID</b>	Displays the Till ID.
<b>TC Currency</b>	Click search icon, and select the TC currency from the list of values.



Field	Description
<b>Issuer Code</b>	Click search icon, and select the issuer code from the list of values.
<b>Refresh</b>	Click this button to fetch the TC details.
<b>Denomination Code</b>	Displays the denomination code of the TC.
<b>Description</b>	Displays the description of the denomination code.
<b>System Count</b>	Displays the system count.
<b>Series</b>	Displays the series.
<b>Start Number</b>	Displays the start number.
<b>End Number</b>	Displays the end number.
<b>Amount</b>	Displays the amount.

After you specify the **TC Currency** and **Issuer Code** fields, click **Refresh** button to fetch and display the details of the TC.

### 2.6.23 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 78: 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 \***: Reference Number Available (dropdown)
- Reference Number Available**: Reference Number (text), Office or Institute Code (text), Office or Institute Sub Code (text), Litigation (text)
- Additional Details**: Total Tax Amount \* (text), Exchange Rate (dropdown, value 1.00), Total Charge (text, value GBP0.00), Payment Amount \* (text), Narrative \* (text, value F23 Tax by Cash)
- Payment Data Details** (collapsible section)
- Charge Details** (collapsible section)
- Denomination** (collapsible section)
- Buttons: Submit, Cancel

#### 2.6.23.1 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**

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

### 2.6.23.2 Payment Data Details

Figure 79: 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.

### 2.6.23.3 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.

### 2.6.23.4 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.

**2.6.23.5 Transaction Submission**

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

Accounting entries posted for the payment amount:

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

Accounting entries posted for the charge amount:

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

**2.6.23.6 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.

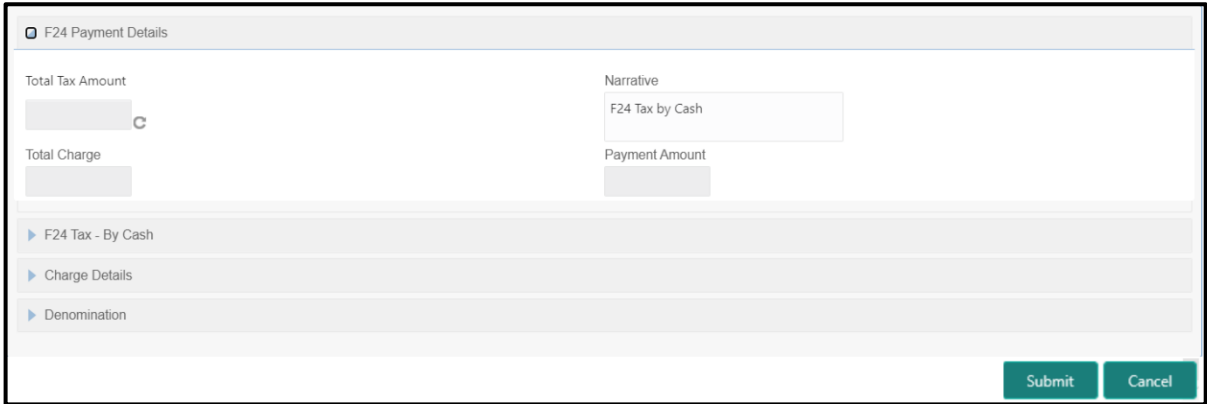
### 2.6.24 F24C Tax Payment By Cash

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 80: F24C Payment Details Screen



#### 2.6.24.1 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
<b>Total Tax Amount</b>	Displays the total tax amount.
<b>Payment Amount</b>	Displays the Amount to Pay.

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

**2.6.24.2 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.

**2.6.24.2.1 F24 Standard Details**

**Figure 81: F24 Standard Details**

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

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

**Field Description: F24 Standard**

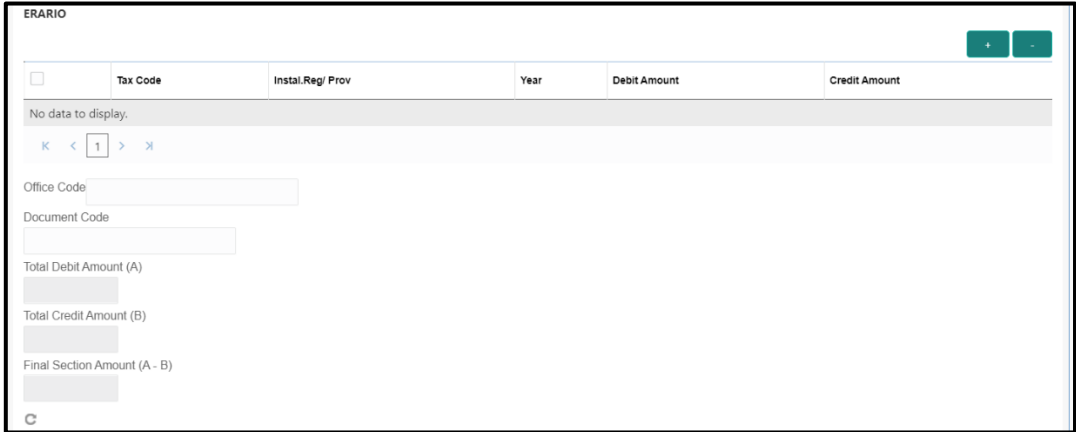
Field	Description
<b>Form Type</b>	Select the Standard tax category from the adjoining drop-down list.



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

2.6.24.2.2 ERARIO Details

Figure 82: 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](#).

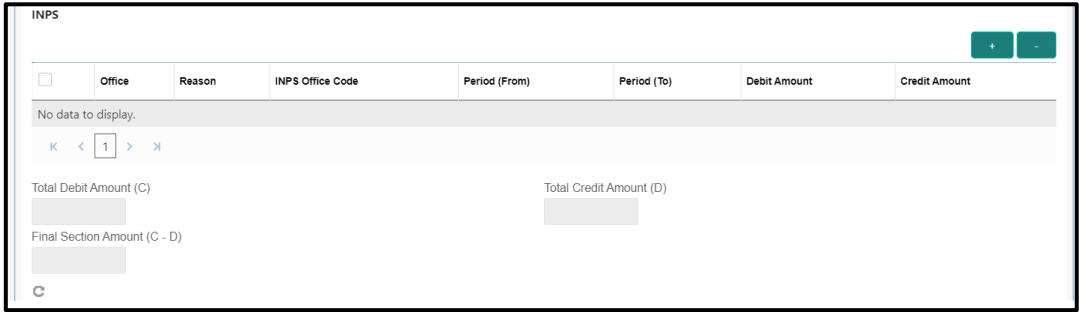
Field Description: ERARIO Details

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

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.

2.6.24.2.3 INPS Details

Figure 83: 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](#).

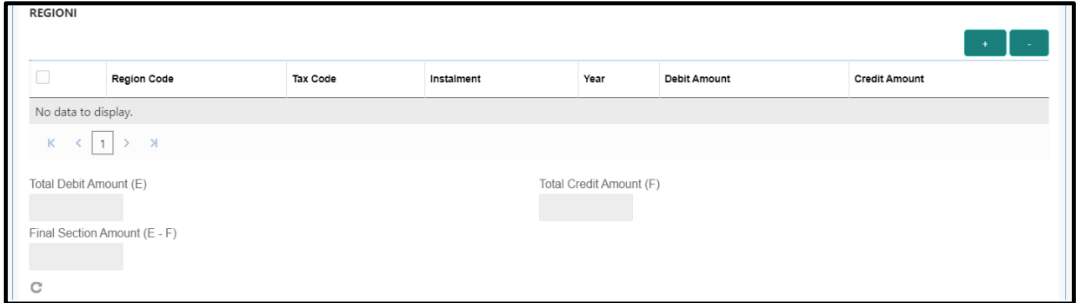
Field Description: INPS Details

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.

**2.6.24.2.4 REGIONI Details**

**Figure 84: 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.

**2.6.24.2.5 IMU E ALTRI ENTI LOCALI Details**

**Figure 85: 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**

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

2.6.24.2.6 INAIL Details

Figure 86: INAIL Details

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

Field Description: INAIL Details

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

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

2.6.24.2.7 ALTRI ENTI Details

Figure 87: 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
<b>+ icon</b>	Click this icon to add a new row.
<b>- icon</b>	Click this icon to delete a row, which is already added.
<b>Institution Code</b>	Specify the institution code.
<b>Office Code</b>	Specify the office code.
<b>Reason</b>	Specify the reason.



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

**2.6.24.2.8 ACCISE Details**

**Figure 88: 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 navigation bar with a search icon, a left arrow, a box containing the number '1', a right arrow, and a refresh icon. 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 located 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**

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

**2.6.24.3 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 89: F24 Simplified**

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

**Field Description: F24 Simplified**

Field	Description
<b>Form Type</b>	Select the Simplified tax category from the adjoining drop-down list.
<b>F24 Simplified</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date

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

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

**2.6.24.4 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 90: 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
<b>Form Type</b>	Select the Elide tax category from the adjoining drop-down list.
<b>F24 Elide</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date
<b>Principal Fiscal Code</b>	Specify the debtor fiscal code.  <b>NOTE:</b> For Individual customers, the allowed principal fiscal code is 16 characters and for non-individual customers, this will be 11-character VAT number.

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

### 2.6.24.5 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 91: F24 Predefined Details**

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

**Field Description: F24 Predefined**

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



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

**2.6.24.6 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

**2.6.24.7 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.

### 2.6.25 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 92: F23A Tax Payment By Account

The screenshot shows the 'F23 Tax Payment By Account' screen. At the top left, there is a title bar with a checkbox and the text 'F23 Tax Payment By Account'. Below this, the form is organized into several sections:

- Reference Number Type \***: A dropdown menu with 'Reference Number Available' selected.
- Reference Number Available**: A sub-section containing:
  - Reference Number**: A text input field.
  - Office or Institute Sub Code**: A text input field.
  - Office or Institute Code**: A text input field.
  - Litigation**: A text input field.
- Additional Details**: A sub-section containing:
  - Total Tax Amount \***: A text input field.
  - Total Charge**: A text input field with 'GBP0.00' entered.
  - Narrative \***: A text input field with 'F23 Tax by Account' entered.
  - Exchange Rate**: A dropdown menu with '1.00' selected and up/down arrows.
  - Payment Amount \***: A text input field.

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

#### 2.6.25.1 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**

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

### 2.6.25.2 Account Details

Figure 93: Account Details

The screenshot shows a web form titled "Account Details". It contains five input fields arranged in two columns. The first column contains "Account Number" (with a red asterisk), "Account Description", and "Net Amount". The second column contains "Branch", "Account Amount", and "Net Amount". The "Net Amount" field is shared between both columns and is located at the bottom left.

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.

### 2.6.25.3 Payment Data Details

Figure 94: 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.

### 2.6.25.4 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.

### 2.6.25.5 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

### 2.6.25.6 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.

### 2.6.26 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 95: F24 Tax Payment By Account**

F24 Tax Payment By Account

Total Tax Amount

Narrative

Total Charge

Payment Amount

▶ Account Details

▶ F24 Tax By Account

▶ Charge Details

Submit Cancel

### 2.6.26.1 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.

### 2.6.26.2 Account Details

**Figure 96: Account Details**

The screenshot shows a form titled "Account Details" with a search icon. It contains five input fields arranged in two columns. The first column includes "Account Number" (with an asterisk), "Account Description", and "Net Amount". The second column includes "Branch" and "Account Amount".

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

**Field Description: Account Details**

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

### 2.6.26.3 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.

#### 2.6.26.3.1 F24 Standard Details

Figure 97: 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", and "Final Payment Fields" which includes "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](#).

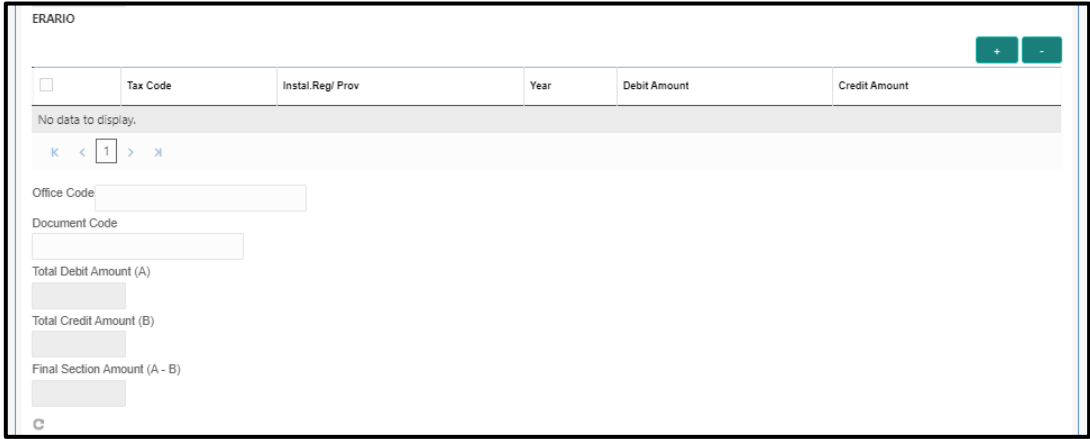
Field Description: F24 Standard

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

2.6.26.3.2 ERARIO Details

Figure 98: 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](#).

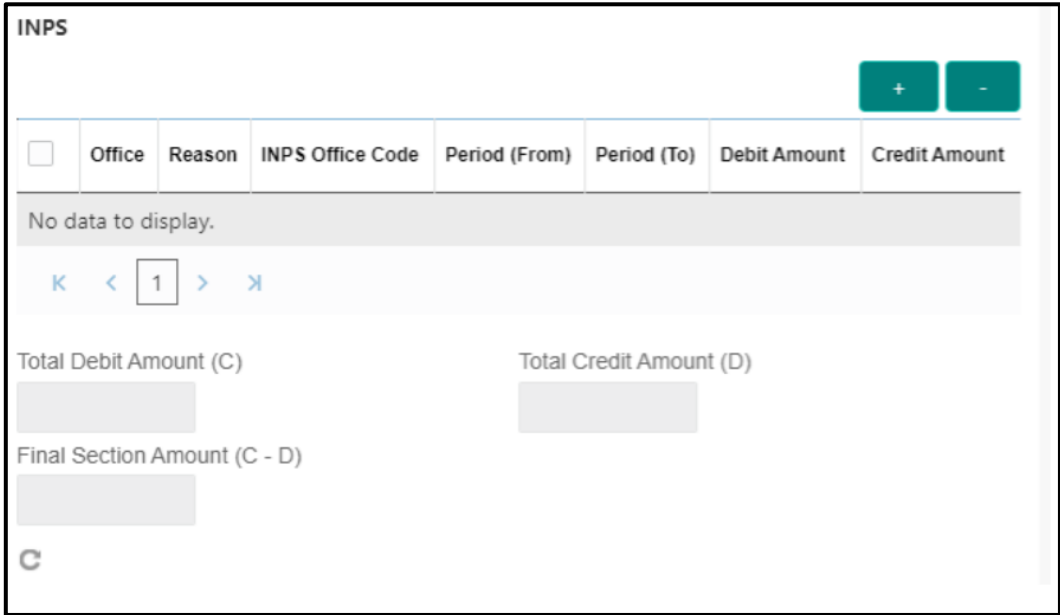
Field Description: ERARIO Details

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

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.

2.6.26.3.3 INPS Details

Figure 99: INPS Details



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

Field Description: INPS Details

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



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

2.6.26.3.4 REGIONI Details

Figure 100: REGIONI Details

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

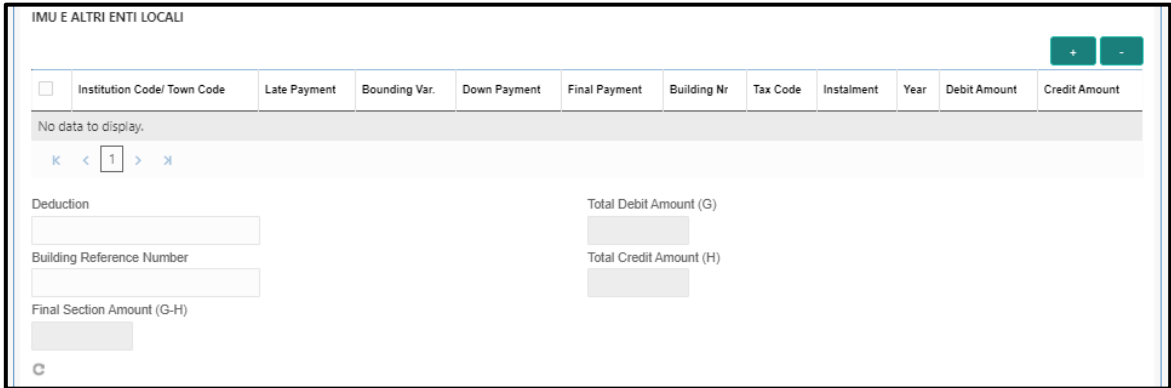
Field Description: REGIONI Details

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

Field	Description
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.

**2.6.26.3.5 IMU E ALTRI ENTI LOCALI Details**

**Figure 101: 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](#).

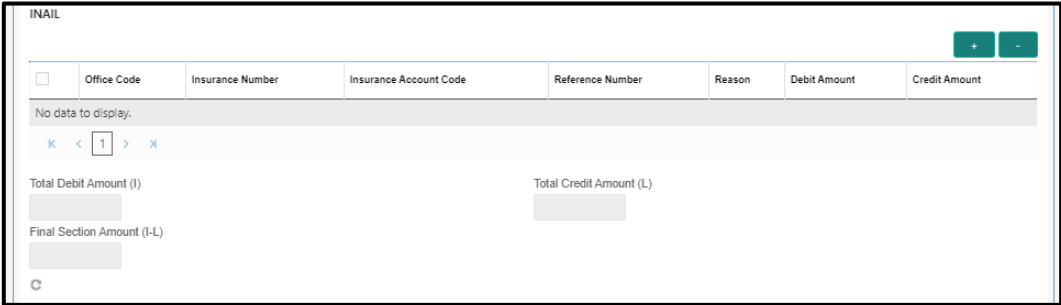
**Field Description: IMU E ALTRI ENTI LOCALI Details**

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

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

2.6.26.3.6 INAIL Details

Figure 102: INAIL Details



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

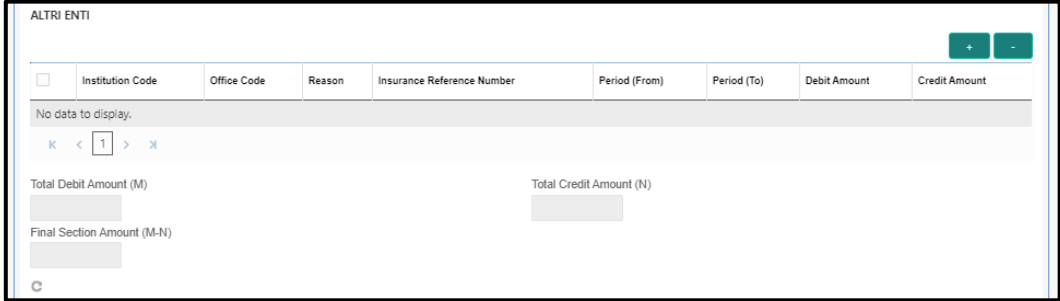
Field Description: INAIL Details

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

2.6.26.3.7 ALTRI ENTI Details

Figure 103: 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.

**2.6.26.3.8 ACCISE Details**

**Figure 104: ACCISE Details**

ACCISE + -

<input type="checkbox"/>	Institution	Province	Tax Code	Company Identification	Instalment	Period/ Month	Period/ Year	Debit Amount
No data to display.								
<span style="font-size: small;">K &lt; 1 &gt; X</span>								
Office Code				Total Debit Amount (O)				
<input type="text"/>				<input type="text"/>				
Document Code				Final Section Amount				
<input type="text"/>				<input type="text"/>				
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**

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



**2.6.26.4 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 105: F24 Simplified**

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

**Field Description: F24 Simplified**

Field	Description
<b>Form Type</b>	Select the Simplified tax category from the adjoining drop-down list.
<b>F24 Simplified</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date

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

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

**2.6.26.5 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 106: 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" which includes "Erario Institution". There are also "Tax Details" and "Tax amount" fields. A table below the form has columns for "Type Of Vehicle/Element", "Vehicle/Element ID", "Tax Code", "Year", and "Debit Amount", with a note "No data to display." and navigation arrows. At the bottom, there are fields for "Office Code", "Document Code", "Total Debit Amount", and "Final Section Amount". A small "C" icon is visible at the bottom right. A footer note says "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**

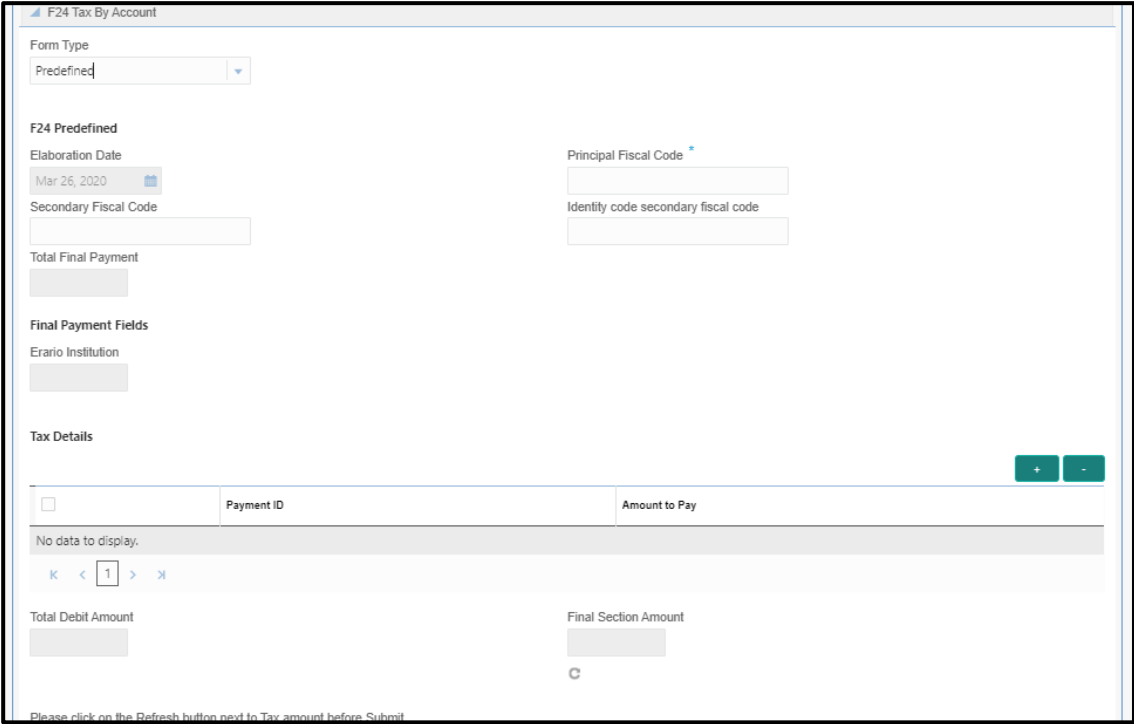
Field	Description
<b>Form Type</b>	Select the Elide tax category from the adjoining drop-down list.
<b>F24 Elide</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date

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

**2.6.26.6 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 107: F24 Predefined Details**



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

**Field Description: F24 Predefined**

Field	Description
<b>Form Type</b>	Select the Predefined tax category from the adjoining drop-down list.
<b>F24 Predefined</b>	Specify the fields.
<b>Elaboration Date</b>	Displays the elaboration date

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

**2.6.26.7 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

**2.6.26.8 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](#)
- [2.7.6 Miscellaneous 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 108: 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**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the account number from which the funds need to be debited.
<b>Account Amount</b>	Displays the account currency based on the account number specified. Specify the amount that needs to be debited from the account currency.
<b>GL Account</b>	Specify the GL account to which the funds need to be credited. You can select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
<b>GL Branch</b>	Populates the branch code of the transaction branch and allows to modify.
<b>GL Description</b>	Displays the description of the selected GL account number.
<b>GL Currency</b>	By default, the account currency is displayed and it can be modified.
<b>GL Amount</b>	Displays the amount in terms of GL currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.

Field	Description
	<p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<p><b>Negotiated Reference Number</b></p>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>Miscellaneous Customer Debit</b> and it can be modified.</p>
<p><b>Reference Number</b></p>	<p>Specify the reference number for the transaction, which is the original transaction reference or any invoice number.</p>
<p><b>Exchange Rate</b></p>	<p>Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</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 109: Miscellaneous Customer Credit

Miscellaneous Customer Credit

Account Number \*

Account Amount \*

GL Account \*

GL Branch

GL Description

GL Currency

Exchange Rate

Negotiated Exchange Rate

Negotiated Reference Number

Reference Number

GL Amount

Narrative \*

Miscellaneous Customer Credit

▶ Charge Details

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

Field	Description
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency.
<b>Narrative</b>	Displays the default narrative <b>Miscellaneous Customer Credit</b> and it can be modified.
<b>Reference Number</b>	Specify the reference number for the transaction, which is the original transaction reference or any invoice number.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transaction currency into GL currency and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .

### 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 110: Miscellaneous GL Debit

The screenshot shows the 'Miscellaneous GL Debit' form with the following fields and values:

- GL Account \***: Searchable text field.
- Transaction Amount \***: Currency dropdown set to 'GBP' and a text input field.
- Exchange Rate**: Text input field with '1.00' and up/down arrows.
- Negotiated Reference Number**: Text input field.
- Narrative \***: Text area containing 'Miscellaneous GL Debit'.
- GL Description**: Text input field.
- GL Amount**: Currency dropdown set to 'GBP' and a text input field.
- Negotiated Exchange Rate**: Text input field with up/down arrows.
- Reference Number**: Text input field.

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

**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**

<b>Field</b>	<b>Description</b>
<b>GL Account</b>	Specify the GL account from which the funds need to be debited. You can select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
<b>GL Currency</b>	Displays the branch account currency and allows to modify if required.
<b>GL Amount</b>	Displays the amount which is credited to GL account.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>GL Description</b>	Displays the description of the selected GL account number.
<b>Transaction Amount</b>	Specify the appropriate currency and the amount that has to be credited to the cash account in the specified currency.  <b>NOTE:</b> By default, the local currency of the branch is displayed, select another currency if required.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.

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

### 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 111: Miscellaneous GL Credit

The screenshot shows the 'Miscellaneous GL Credit' form. It features two columns of input fields. The left column includes: 'GL Account \*' (text input with search icon), 'Transaction Amount \*' (dropdown for 'GBP' and text input), 'Exchange Rate' (text input '1.00' with up/down arrows), 'Negotiated Reference Number' (text input), and 'Narrative \*' (text input containing 'Miscellaneous GL Credit'). The right column includes: 'GL Description' (text input), 'GL Amount' (dropdown for 'GBP' and text input), 'Negotiated Exchange Rate' (text input with up/down arrows), and 'Reference Number' (text input). At the bottom, there are two expandable sections: 'Charge Details' and 'Denomination Detail'. In the bottom right corner, there are 'Submit' and 'Cancel' buttons.

### 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
<b>GL Account</b>	Specify the GL account to which the funds need to be credited. Select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.
<b>GL Amount</b>	Displays the branch account currency and allows to modify if required, and shows the amount which is credited to GL account.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>GL Description</b>	Displays the description of the selected GL account number.
<b>Transaction Amount</b>	Specify the appropriate currency and the amount that has to be debited from the cash account in the specified currency.  <b>NOTE:</b> By default, the local currency of the branch is displayed, select another currency if required.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.

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

**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 112: Miscellaneous GL Transfer**

#### 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
<b>From GL Account</b>	Specify the GL account to which the funds need to be debited. Select the appropriate GL account from the adjoining option list that displays all the valid GL accounts.

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



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

### 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.

### 2.7.6 Miscellaneous Transfer

This screen is used to facilitate transfer between the two different GLs or Customer account. To process this screen, type **Miscellaneous 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 **Miscellaneous Transfer**.  
 → The **Miscellaneous Transfer** screen is displayed.

Figure 113: Miscellaneous Transfer

The screenshot shows the 'Miscellaneous Transfer' application window. It contains several sections of input fields:

- Function Code \***: A searchable text field.
- Currency \***: A dropdown menu currently set to 'GBP'.
- Debit Account Details**:
  - Debit Account \***: A searchable text field.
  - Debit Account Branch**: A searchable text field with '000' entered.
  - Debit Account Name**: A disabled text field.
  - Debit Amount \***: A text input field.
  - Debit Currency \***: A dropdown menu currently set to 'GBP'.
- Credit Account Details**:
  - Credit Account \***: A searchable text field.
  - Credit Account Branch**: A searchable text field with '000' entered.
  - Credit Account Name**: A disabled text field.
  - Credit Amount \***: A disabled text field.
  - Credit Currency \***: A dropdown menu currently set to 'GBP'.
- Additional Details**:
  - Reference Number**: A text input field.
  - Exchange Rate**: A numeric input field with '1.00' and up/down arrows.
  - Narrative \***: A text area containing 'Miscellaneous Transfer'.

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

#### 2.7.6.1 Main Transaction Details

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

Field Description: Miscellaneous Transfer

Field	Description
Function Code	Click search icon, and select the function code from the list of values, which contains only non-cash transactions.

Field	Description
<b>Currency</b>	Click search icon, and select the currency from the list of values.  <b>NOTE:</b> By default, the currency field will default to local branch currency and it can be modified.
<b>Query</b>	Click this icon to fetch the details.  <b>NOTE:</b> Based on the specified <b>Function Code</b> and <b>Currency</b> , the system populates <b>Debit Account</b> and <b>Credit Account</b> details and it can be modified.
<b>Debit Account Details</b>	Specify the fields.
<b>Debit Account</b>	Click search icon, and select the debit account number from the list of values.
<b>Debit Account Name</b>	Displays the name of the specified debit account.
<b>Debit Account Branch</b>	Click search icon, and select the debit account branch from the list of values.
<b>Debit Currency</b>	Click search icon, and select the debit currency from the list of values.
<b>Debit Amount</b>	Specify the amount that needs to be debited.
<b>Credit Account Details</b>	Specify the fields.
<b>Credit Account</b>	Click search icon, and select the credit account number from the list of values.
<b>Credit Account Name</b>	Displays the name of the specified credit account.

Field	Description
<b>Credit Account Branch</b>	Click search icon, and select the credit account branch from the list of values.
<b>Credit Currency</b>	Click search icon, and select the credit currency from the list of values.
<b>Credit Amount</b>	<p>System display the credit amount based on the exchange rate pickup.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the transfer currency into transaction currency and it can be modified.</p> <p><b>NOTE:</b> If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Total Charges</b>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Additional Details</b>	Specify the fields.
<b>Reference Number</b>	Specify the reference number of the transaction.
<b>Narrative</b>	Displays the default narrative <b>Miscellaneous Transfer</b> and it can be modified.

### 2.7.6.2 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.

### 2.7.6.3 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.

## 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 114: Account Transfer**

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

- Debit Account \***: [Empty text box]
- Debit Amount \***: [Dropdown menu] [Text box]
- Cheque Number**: [Empty text box]
- Cheque Date**: Mar 26, 2020 [Calendar icon]
- Credit Account \***: [Empty text box]
- Credit Account Name**: [Greyed out text box]
- Credit Account Branch**: 000 [Greyed out text box]
- Credit Amount**: [Greyed out text box]
- Exchange Rate**: 1.00 [Dropdown arrows]
- Negotiated Exchange Rate**: [Empty text box] [Dropdown arrows]
- Negotiated Reference Number**: [Empty text box]
- Total Charges(LCY)**: GBP0.00 [Greyed out text box]
- Narrative \***: Account Transfer [Text box]

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

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

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



Field	Description
	<p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<p><b>Negotiated Reference Number</b></p>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<p><b>Exchange Rate</b></p>	<p>Displays the exchange rate used to convert the transaction account currency into credit account currency and it can be modified.</p> <p><b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Total Charge (LCY)</b></p>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>Account Transfer</b> 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 115: In-House Cheque Deposit**

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

- Debit Account \***: [Empty text box]
- Debit Account Branch**: 000
- Cheque Number \***: [Empty text box]
- Credit Account \***: [Empty text box]
- Exchange Rate**: [Dropdown menu]
- Reject Code**: [Text box with search icon]
- Narrative \***: In-House Cheque Deposit
- Debit Account Name**: [Greyed out text box]
- Cheque Amount \***: [Dropdown menu]
- Cheque Date \***: Mar 26, 2020
- Credit Amount**: [Greyed out text box]
- Total Charges (LCY)**: GBP0.00
- Reject Code Description**: [Greyed out text box]

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

### 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**

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

Field	Description
<p><b>Total Charges (LCY)</b></p>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Reject Code</b></p>	<p>Select the reject code from the list of values, which are maintained in <b>Reject Code Maintenance</b> screen.</p> <p><b>NOTE:</b> If the cheque withdrawal transaction needs to be rejected, you can reject by specifying the appropriate reject code in this field. The transaction can be rejected for any of the following reasons:</p> <ul style="list-style-type: none"> <li>• Insufficient funds</li> <li>• Signature mismatch</li> <li>• Stale cheque</li> </ul>
<p><b>Reject Code Description</b></p>	<p>Displays the description of the specified reject code.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>In-House Cheque Deposit</b> 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 116: Domestic Transfer Against Account

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

- Remitter Account \***: An empty text input field.
- Transaction Amount \***: A dropdown menu set to '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 with '1.00' and up/down arrows.
- Total Charges**: A numeric input field with 'GBP0.00'.
- Narrative \***: A text area containing 'Domestic Transfer Against Account'.
- Charge Details**: An expandable section with a right-pointing arrow.
- Payment Details**: An expandable section with a right-pointing arrow.
- Submit** and **Cancel** buttons: Located at the bottom right of the screen.

**2.8.3.1 Main Transaction Details**

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

**Field Description: Domestic Transfer Against Account**

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

Field	Description
<p><b>Total Charges</b></p>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>Domestic Transfer Against Account</b> and it can be modified.</p>

2.8.3.2 Payment Details

Figure 117: 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**

Payment Type \*

Beneficiary Bank Code \*

Beneficiary Bank Name

Beneficiary Account \*

Account Type \*

Account Name \*

Address Line 1  Address Line 2

Address Line 3  Address Line 4

---

**Remittance Information:-**

Remittance Information Line 1  Remittance Information Line 2

Remittance Information Line 3  Remittance Information Line 4



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

**Field Description: Payment Details**

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

Field	Description
<b>Account Type</b>	Select the account type of the beneficiary from the drop-down list.
<b>Account Name</b>	Specify the account name of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Remittance Information</b>	Specify the fields.
<b>Remittance Information Line 1 to Remittance Information Line 4</b>	Specify the remittance information in free text format.

**2.8.3.3 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 118: Domestic Transfer Against Walkin

The screenshot shows a web application interface for a 'Domestic Transfer Against Walkin' transaction. 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 input areas: 'Transaction Amount \*' with a dropdown menu set to 'GBP' and an empty text box, and 'Total Charges' with a text box containing 'GBP0.00'. A 'Narrative \*' field contains the text 'Domestic Transfer Against Walk-in'. Below these are three expandable sections: 'Payment Details', 'Denomination', and 'Charge Details', each with a right-pointing arrow. At the bottom right, 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.

Field	Description
<b>Total Charges</b>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Narrative</b>	<p>Displays the default narrative <b>Domestic Transfer Against Walkin</b> and it can be modified.</p>

### 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 119: International Transfer Against Account**

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

- Remitter Account \***: An empty text input field.
- Transfer Amount \***: A dropdown menu set to 'GBP' and an empty text input field.
- Transaction Amount**: A greyed-out text input field.
- Exchange Rate**: A text input field containing '1.00' with up and down arrow buttons.
- Negotiated Exchange Rate**: A text input field with up and down arrow buttons.
- Total Charge Amount**: A greyed-out text input field containing 'GBP0.00'.
- Narrative \***: A text input field containing 'International Transfer Against Account'.
- Charge Details**: A section with a right-pointing arrow.
- Payment Details**: A section with a right-pointing arrow.
- Submit** and **Cancel**: Two buttons at the bottom right.

### 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**

<b>Field</b>	<b>Description</b>
<b>Remitter Account</b>	Specify the customer account from which the funds needs to be debited.
<b>Transfer Amount</b>	Specify the transfer account currency and the transfer amount that needs to be debited from customer account.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency.
<b>Transaction Amount</b>	Displays the remitter account currency based on the account number selected and the transaction amount based on the exchange rate.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.

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

### 2.8.5.2 Payment Details

Figure 120: Payment Details

The screenshot shows a web form titled "Payment Details" with three main sections:

- Remitter Details:** Includes fields for Remitter Name (mandatory), Address Line 1-4, Communication Mode (dropdown), Mobile no, and Email ID.
- Beneficiary Details:** Includes fields for Beneficiary Bank BIC Code, Beneficiary Bank Code, Beneficiary Bank Name, Beneficiary Account (mandatory), Receiver BIC Code, Account Name (mandatory), Account Type (mandatory dropdown), and Address Line 1-4.
- Remittance Information:** Includes four lines of text input fields for Remittance Information Line 1-4.

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.



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

Field	Description
<b>Account Type</b>	Select the account type of the beneficiary from the drop-down list.
<b>Account Name</b>	Specify the account name of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Remittance Information</b>	Specify the fields.
<b>Remittance Information Line 1 to Remittance Information Line 4</b>	Specify the remittance information in free text format.

### 2.8.5.3 Charge Details

The **Charge Details** segment is used to view 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 121: International Transfer Against Walk-in**

The screenshot shows a web-based form titled "International Transfer Against Walk-in". The form is organized into several sections:

- Transaction Amount \***: A dropdown menu set to "GBP" and an adjacent input field.
- Transfer Currency**: An input field with a search icon.
- Exchange Rate**: A numeric input field showing "1.00" with up and down arrows.
- Negotiated Reference Number**: An empty input field.
- Narrative \***: A text area containing "International Transfer Against Walk-in".
- Transfer Amount**: An empty input field.
- Negotiated Exchange Rate**: An empty input field with up and down arrows.
- Total Charge Amount \***: A numeric input field showing "GBP0.00".

At the bottom of the form, there are two expandable sections: "Payment Details" and "Denomination". 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**

<b>Field</b>	<b>Description</b>
<b>Transaction Amount</b>	Specify the currency in which the cash is accepted from walk-in customer and the transaction amount as requested by the customer.
<b>Transfer Currency</b>	Specify the currency in which the funds to be transferred.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency.
<b>Transfer Amount</b>	System display the transfer amount based on the exchange rate pickup.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the transfer currency into transaction currency and it can be modified.  <b>NOTE:</b> If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.

Field	Description
<b>Total Charges</b>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<b>Narrative</b>	<p>Displays the default narrative <b>International Transfer Against Walk-in</b> and it can be modified.</p>

### 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 122: Cheque Deposit – Account

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

- Cheque Amount \***: GBP (dropdown), [ ]
- Cheque Date \***: Mar 26, 2020 (calendar icon)
- Deposit Mode \***: ACCOUNT (dropdown)
- Payee Account \***: [ ]
- Cheque Number \***: [ ]
- Drawer Account \***: [ ]
- Drawer Name**: [ ]
- Network Code**: [ ] (magnifying glass icon)
- Routing Number \***: [ ]
- Cheque Deposit Date \***: Mar 26, 2020 (calendar icon)
- Account Amount \***: [ ]
- Exchange Rate**: 1.00 (dropdown, up/down arrows)
- Negotiated Exchange Rate**: [ ] (dropdown, up/down arrows)
- Negotiated Reference Number**: [ ]
- Total Charges(LCY)**: GBP0.00
- Narrative \***: Cheque Deposit

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

#### 2.9.1.1 Main Transaction Details (Account Mode)

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 \(Account Mode\)](#).

**Field Description: Cheque Deposit (Account Mode)**

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



Field	Description
<b>Routing Number</b>	Specify the routing number for cheque clearance. The list of values will call Oracle Banking Payments service to fetch the list of routing numbers based on <b>Clearing Network Code</b> selected.
<b>Cheque Deposit Date</b>	Displays the current posting date as the cheque deposit date.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.
<b>Negotiated Reference Number</b>	Specify the reference number for the negotiated cost rate.  <b>NOTE:</b> This field is applicable only if the transaction involves cross currency.
<b>Account Amount</b>	Displays the account amount.
<b>Exchange Rate</b>	Displays the exchange rate used to convert the cheque currency into transaction currency and it can be modified.  <b>NOTE:</b> If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.
<b>Total Charges (LCY)</b>	Displays the total charge amount, which is computed by the system.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative <b>Cheque Deposit</b> and it can be modified.

Figure 123: Cheque Deposit - GL

**Cheque Deposit**

<p><b>Cheque Amount *</b>  <input type="text" value="GBP"/> <input type="text"/></p> <p><b>Deposit Mode *</b>  <input type="text" value="GL"/></p> <p><b>GL Description</b>  <input type="text"/></p> <p><b>Cheque Number *</b>  <input type="text"/></p> <p><b>Drawer Name</b>  <input type="text"/></p> <p><b>Routing Number *</b>  <input type="text"/></p> <p><b>Account Amount *</b>  <input type="text"/></p> <p><b>Negotiated Exchange Rate</b>  <input type="text"/> <input type="button" value="v"/> <input type="button" value="^"/></p> <p><b>Total Charges(LCY)</b>  <input type="text" value="GBP0.00"/></p> <p><b>Narrative *</b>  <input type="text" value="Cheque Deposit by GL"/></p>	<p><b>Cheque Date *</b>  <input type="text" value="Mar 26, 2020"/> <input type="button" value="Calendar"/></p> <p><b>Payee GL *</b>  <input type="text"/> <input type="button" value="Search"/></p> <p><b>GL Currency *</b>  <input type="text"/> <input type="button" value="Search"/></p> <p><b>Drawer Account *</b>  <input type="text"/></p> <p><b>Network Code *</b>  <input type="text"/> <input type="button" value="Search"/></p> <p><b>Cheque Deposit Date *</b>  <input type="text" value="Mar 26, 2020"/> <input type="button" value="Calendar"/></p> <p><b>Exchange Rate</b>  <input type="text" value="1.00"/> <input type="button" value="v"/> <input type="button" value="^"/></p> <p><b>Negotiated Reference Number</b>  <input type="text"/></p>
--	---

**Charge Details**

**2.9.1.2 Main Transaction Details (GL Mode)**

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 \(GL Mode\)](#).

**Field Description: Cheque Deposit (GL Mode)**

<b>Field</b>	<b>Description</b>
<b>Cheque Amount</b>	Specify the currency and amount mentioned in the cheque that needs to be deposited in the account.
<b>Cheque Date</b>	Specify the cheque issued date.
<b>Deposit Mode</b>	Select the deposit mode as <b>GL</b> from the drop-down values.
<b>Payee GL</b>	Specify the customer GL number in which the cheque needs to be deposited.
<b>GL Description</b>	Displays the description of the specified Payee GL.
<b>GL Currency</b>	Select the GL currency from the list of values.
<b>Cheque Number</b>	Specify the MICR number displayed on the cheque.
<b>Drawer Account</b>	Specify the account number on which the cheque is drawn.
<b>Drawer Name</b>	Specify the name of the drawer account.
<b>Network Code</b>	Specify the network code. You can also select from the list of maintained clearing codes.
<b>Routing Number</b>	Specify the routing number for cheque clearance. The list of values will call Oracle Banking Payments service to fetch the list of routing numbers based on <b>Network Code</b> selected.
<b>Cheque Deposit Date</b>	Displays the current posting date as the cheque deposit date.
<b>Negotiated Exchange Rate</b>	Specify the negotiated exchange rate, if it is needed to perform the transaction using negotiated value.

Field	Description
	<p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency. If this option is selected, the <b>Negotiated Reference Number</b> field will become mandatory.</p>
<p><b>Negotiated Reference Number</b></p>	<p>Specify the reference number for the negotiated cost rate.</p> <p><b>NOTE:</b> This field is applicable only if the transaction involves cross currency.</p>
<p><b>Exchange Rate</b></p>	<p>Displays the exchange rate used to convert the cheque currency into transaction currency and it can be modified.</p> <p><b>NOTE:</b> If the transfer currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Total Charges (LCY)</b></p>	<p>Displays the total charge amount, which is computed by the system.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative <b>Cheque Deposit</b> and it can be modified.</p>

**2.9.1.3 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.

### 2.9.1.4 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 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 124: 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 this, there are two input fields: 'Drawer Account \*' and 'Cheque Number \*'. Under these fields are two buttons: 'Query' and 'Clear'. The main area contains several more input fields: 'Drawer Account', 'Drawer Routing No', 'Cheque Number', 'Cheque Amount', 'Cheque Date', 'Payee Account', 'Payee Name', 'Payee Routing No', 'Return Type', 'Reject Code \*' (with a search icon), and 'Reject Reason'. At the bottom right, there is a 'Narrative \*' field containing the text 'Cheque Return'. Below the main form area is a section titled 'Charge Details'. At the bottom right of the window are two buttons: 'Submit' and 'Cancel'.

#### 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**

<b>Field</b>	<b>Description</b>
<b>Drawer Account</b>	Specify the drawer account number.
<b>Cheque Number</b>	Specify the cheque number.
<b>Query</b>	Click this icon to fetch cheque details.
<b>Clear</b>	Click this icon to clear the cheque details.
<b>Drawer Account</b>	Displays the drawer account number.
<b>Drawer Routing No</b>	Displays the routing number of the specified drawer account.
<b>Cheque Number</b>	Displays the cheque number.
<b>Cheque Amount</b>	Displays the cheque amount.
<b>Cheque Date</b>	Displays the cheque date.
<b>Payee Account</b>	Displays the payee account number.
<b>Payee Name</b>	Displays the payee name.
<b>Payee Routing No.</b>	Displays the payee routing number.
<b>Return Type</b>	Displays the return type ( <b>Inward</b> and <b>Outward</b> ).
<b>Reject Code</b>	Select the reject code from the list of values.
<b>Reject Reason</b>	Displays the reject reason
<b>Total Charges</b>	Displays the total charge amount, which is computed by the system.

Field	Description
Narrative	Displays the default narrative <b>Cheque Return</b> and it can be modified.

### 2.9.2.2 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.

### 2.9.2.3 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.

**NOTE:** Charges are not supported for this screen.



**Figure 125: 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
<b>New</b>	Click this button to create a new clearing transaction and generate the batch reference number.
<b>Fetch</b>	Click this button to enable the field <b>Batch Reference Number</b> and input or select from the list of values. The list of values fetches only the batches that are saved and not submitted.
<b>Hold</b>	Click this button to save the data entry made as part of the specified batch number.

Field	Description
<b>Batch Reference Number</b>	Displays the unique batch number, which is system generated.
<b>Instrument Currency</b>	Displays the current logged branch currency. You can also select the instrument currency from the drop-down values.
<b>Total Amount</b>	Displays the total batch amount in instrument currency.
<b>Entry Details</b>	Specify the fields.
<b>Instrument Type</b>	Select the instrument type from the drop-down values.
<b>Drawer Account</b>	Specify the drawer account number.
<b>Account Name</b>	Displays the name of the account number specified.
<b>Account Branch</b>	Displays the branch code of the account number specified.
<b>Account Currency</b>	Displays the currency of the account number specified.
<b>Payee Account</b>	Specify the payee account number. You can also select from the list of values.
<b>Instrument No</b>	Specify the instrument number.
<b>Instrument Date</b>	Specify the date of the instrument.
<b>Instrument Amount</b>	Specify the amount of the instrument.
<b>Clearing Type</b>	Specify the clearing type. You can also select from the list of values.

Field	Description
<b>Drawer Routing No</b>	Specify the routing number. You can also select from the list of values.
<b>Payee Routing Number</b>	Specify the routing number of the cheque. You can also select from the list of values.
<b>Narrative</b>	Displays the default narrative <b>Inward Clearing Data Entry</b> and it can be modified.
<b>Add Entry</b>	Click this icon to add multiple records in table and allows modifying or deleting if required.
<b>Reset</b>	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 Oracle Banking Payments using Inward Clearing Service.

In case of reject notification of any transaction from Oracle Banking Payments, 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.

**NOTE:** Charges are not supported for this screen.

**Figure 126: 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
<b>New</b>	Click this button to create a new clearing transaction and generate the batch reference number.

Field	Description
<b>Fetch</b>	Click this button to enable the field <b>Batch Reference Number</b> and input or select from the list of values. The list of values fetches only the batches that are saved and not submitted.
<b>Hold</b>	Click this button to save the data entry made as part of the specified batch number.
<b>Batch Reference Number</b>	Displays the unique batch number, which is system generated.
<b>Instrument Currency</b>	Displays the current logged branch currency. You can also select the instrument currency from the drop-down values.
<b>Total Amount</b>	Displays the total batch amount in instrument currency.
<b>Entry Details</b>	Specify the fields.
<b>Payee Account</b>	Specify the payee account number.
<b>Account Name</b>	Displays the name of the payee account number specified.
<b>Account Currency</b>	Displays the currency of the payee account number specified.
<b>Account Branch</b>	Displays the branch code of the payee account number specified.
<b>Instrument Type</b>	Select the instrument type from the drop-down values.
<b>Drawer Account</b>	Specify the drawer account number.
<b>Drawer Name</b>	Specify the name of drawer account.

Field	Description
<b>Instrument No</b>	Specify the instrument number.
<b>Instrument Date</b>	Specify the date of the instrument.
<b>Instrument Amount</b>	Specify the amount of the instrument.
<b>Clearing Type</b>	Select the clearing type for the deposited instrument.
<b>Drawer Routing No</b>	Specify the routing number of the cheque. You can also select from the list of values.
<b>Narrative</b>	Displays the default narrative <b>Outward Clearing Data Entry</b> and it can be modified.
<b>Add Entry</b>	Click this icon to add multiple records in table and allows modifying or deleting if required.
<b>Reset</b>	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 Oracle Banking Payments using Outward Clearing Service.

In case of reject acknowledgment of any transaction from Oracle Banking Payments, 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](#)
- [2.10.3 Cash Remittance](#)

### 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](#)
- [2.10.1.6 Multi BC Issuance](#)

### 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 127: BC Issue Against Account

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

- Issuing Branch Code: 000
- Payable Bank Code: [Searchable]
- Payable Branch Code: [Searchable]
- BC Amount: GBP
- MICR 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]
  - Narrative: BC Issuance Against Account
- Branch Name: [Empty]
- Payable Bank Name: [Empty]
- Payable Branch Name: [Empty]
- BC Date: Mar 26, 2020
- BC No: [Empty]

At the bottom, there are 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**

<b>Field</b>	<b>Description</b>
<b>Issuing Branch Code</b>	Displays the code of the logged-in branch.
<b>Branch Name</b>	Displays the description of issuing branch.
<b>Payable Bank Code</b>	<p>Select the payable bank code. The list of values contain the bank codes maintained using <b>External Bank Code Maintenance</b> screen.</p> <p><b>NOTE:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b>.</p>
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contain the corresponding branch codes maintained using <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>BC Amount</b>	Select the BC currency from the drop-down list and specify the BC amount.
<b>BC Date</b>	Select the date that needs to be mentioned in the BC. The current posting date is displayed by default.
<b>MICR No</b>	Specify the MICR number and validate. If not specified, the system generates the MICR number based on the maintenance setup.

Field	Description
<b>BC No</b>	Displays the BC number.
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Other Account</b> ).
<b>Charge Account</b>	<p>Specify the charge account number. The following conditions applies based on the value selected for <b>Mode of Charge</b>:</p> <ul style="list-style-type: none"> <li>• If the <b>Mode of Charge</b> is selected as <b>Account</b>, user needs to capture the account from which the charges to be deducted.</li> </ul> <p><b>NOTE:</b> If the <b>Mode of Charge</b> is selected as <b>Account</b>, 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"> <li>• If <b>Mode of Charge</b> is selected as <b>Other Account</b>, user needs to capture other account number.</li> </ul>
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the BC is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Payee Identification Number</b>	Specify the identification number of the payee.

Field	Description
Narrative	Displays the default narrative <b>BC Issuance Account</b> and it can be modified.

2.10.1.1.2 Funding Details

Figure 128: Funding Details

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

- Drawer Account \***: 0000100010010
- Drawer Name**: A.N.#10010010
- Cheque Number**: 050565
- Cheque Date**: Mar 26, 2020
- Exchange Rate**: 1.00
- Account Amount**: GBP100.00
- Mode of Charge**: Account
- Charge Account**: 0000100010010
- Total Charges**: GBP0.00

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

Field Description: Funding Details

Field	Description
<b>Drawer Account</b>	Specify the account number of the customer who has requested the BC.
<b>Drawer Name</b>	Displays the name of the specified drawer account number.
<b>Cheque Number</b>	Specify the cheque number of the drawer account.

Field	Description
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.
<b>Exchange Rate</b>	<p>Displays the exchange rate used to convert the BC currency into account currency and it can be modified.</p> <p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the transaction amount converted in terms of account amount based on the exchange rate.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Mode of Charge</b>	Select the mode of charge from the following drop-down values ( <b>Account</b> or <b>Other Account</b> ).
<b>Charge Account</b>	<p>This field is populated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• If <b>Account</b> is selected as <b>Mode of Charge</b>, the drawer account number will be selected as charge account.</li> <li>• If <b>Other Account</b> is selected as <b>Mode of Charge</b>, specify the other account number in this field.</li> </ul>
<b>Total Charges</b>	<p>Displays the total charges applicable for the BC issuance.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

### 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 129: BC Issue Against Walk-in

BC Issue Against Walk-in

Issuing Branch Code 000	Branch Name Country Code - BANK
Payable Bank Code *	Payable Bank Name Country Code - BANK
Payable Branch Code *	Payable Branch Name
BC Amount * GBP	BC Date * Mar 26, 2020
MICR No	BC No
Payee Details Payee Name *	
Address Line 1	Address Line 2
Address Line 3	Address Line 4
Identification Type	Payee Identification Number
Narrative * BC Issuance Against Walk-in	

▶ Funding Details  
▶ Charge Details  
▶ Denomination Details

Submit Cancel

### 2.10.1.2.1 Main Transaction Details

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

*Description: BC Issue Against Walk-in.*

#### Field Description: BC Issue Against Walk-in

Field	Description
<b>Issuing Branch Code</b>	Displays the code of the logged-in branch.
<b>Branch Name</b>	Displays the description of issuing branch.
<b>Payable Bank Code</b>	<p>Select the payable bank code. The list of values contain the bank codes maintained using <b>External Bank Code Maintenance</b> screen.</p> <p><b>NOTE:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b>.</p>
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contain the corresponding branch codes maintained using <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>BC Amount</b>	Select the BC currency from the drop-down list and specify the BC amount.

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



### 2.10.1.2.2 Funding Details

Figure 130: Funding Details

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

- Transaction Amount \* (dropdown menu)
- Drawer Name \* (text input)
- 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)
- Total Charges (text input with 'GBP0.00')

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

Field Description: Funding Details

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

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

**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 131: BC Issue Against GL

BC Issue Against GL

Issuing Branch Code: 000

Branch Name: [Searchable Field]

Payable Bank Code: [Searchable Field]

Payable Bank Name: [Searchable Field]

Payable Branch Code: [Searchable Field]

Payable Branch Name: [Searchable Field]

BC Amount: GBP

BC Date: Mar 26, 2020

MICR No: [Text Field]

BC No: [Text Field]

**Payee Details**

Payee Name: [Text Field]

Address Line 1: [Text Field]

Address Line 2: [Text Field]

Address Line 3: [Text Field]

Address Line 4: [Text Field]

Identification Type: [Dropdown]

Payee Identification Number: [Text Field]

Narrative: BC Issuance Against GL

Funding Details

Charge Details

Submit Cancel

### 2.10.1.3.1 Main Transaction Details

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

#### Field Description: BC Issue Against GL

Field	Description
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the description of issuing branch.
<b>Payable Bank Code</b>	<p>Select the payable bank code. The list of values contain the bank codes maintained using <b>External Bank Code Maintenance</b> screen.</p> <p><b>NOTE:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b>.</p>
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contain the corresponding branch codes maintained using <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>BC Amount</b>	Select the BC currency from the drop-down list and the BC amount.

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

**2.10.1.3.2 Funding Details**

**Figure 132: Funding Details**

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

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

#### 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.

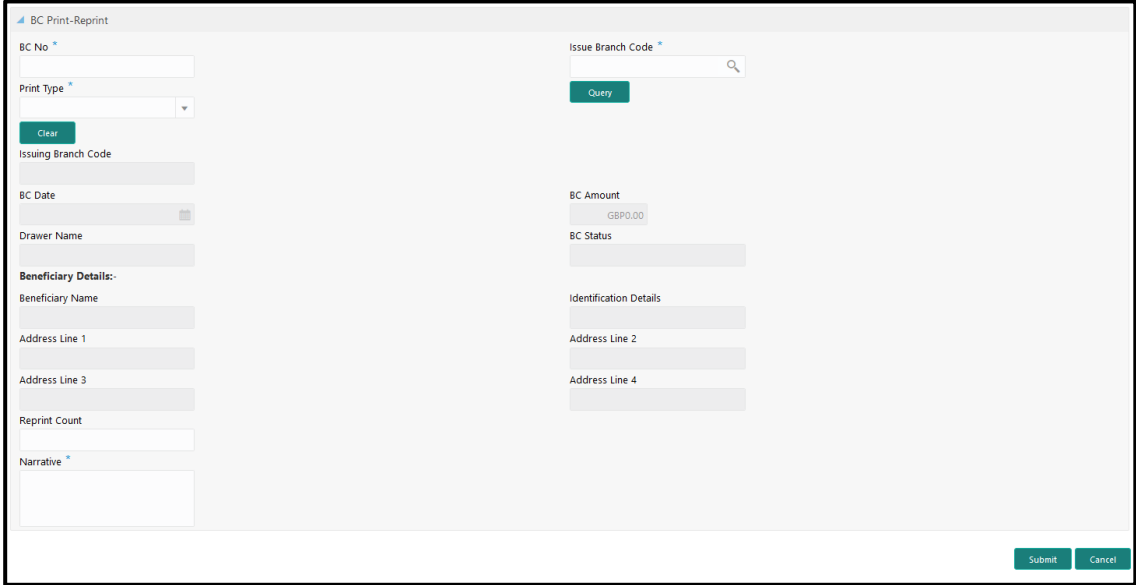
#### 2.10.1.4 BC Print/Re-print

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 133: BC Print-Reprint**



### 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
<b>BC No</b>	Specify the BC number of the instrument that you need to print or re-print.
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued from the LOV.
<b>Print Type</b>	Select the type <b>Print</b> or <b>Reprint</b> from the drop-down list.

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

**2.10.1.4.2 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 134: BC Operations (Inquiry)**

The screenshot displays the 'BC Operations' screen in inquiry mode. The interface is organized into several sections:

- Top Section:** Includes 'BC No \*' (text input), 'Issue Branch \*' (text input with search icon), and 'Operation Type \*' (dropdown menu set to 'Enquiry').
- BC Details Section:** Contains fields for 'Issue Branch', 'Payable Branch', 'Payable Bank Code', 'BC Amount', 'MICR No', 'Issue Date' (calendar icon), 'Issue Mode' (dropdown), 'BC Status' (dropdown), 'Narrative' (text area with 'BC Inquiry'), 'Revalidation Date' (calendar icon), 'Duplicate Issue Date' (calendar icon), and 'Liquidation Date' (calendar icon).
- Liquidation Mode:** A dropdown menu.
- Beneficiary Details Section:** Includes 'Beneficiary Name', 'Beneficiary Account', 'Exchange Rate' (input with up/down arrows), 'Credit Amount', 'Beneficiary Address 1', 'Beneficiary Address 2', 'Identification Type' (dropdown), and 'Identification Number'.

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

### 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
<b>Operation Type</b>	Select the type <b>Inquiry</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued from the LOV. After you specify the <b>Issue Branch Code</b> and <b>Bankers Cheque No</b> , press <b>Tab</b> key. The system will make a service call to OBPM and fetch the bankers cheque details.
<b>BC Details</b>	Displays the details of BC under this segment.
<b>Issue Branch</b>	Displays the logged-in branch code.
<b>Payable Bank Code</b>	Displays the payable bank code.
<b>Payable Branch</b>	Displays the payable branch for the BC.
<b>BC Amount</b>	Displays the BC currency and the BC amount.
<b>MICR No</b>	Displays the MICR number.
<b>Issue Date</b>	Displays the issue date mentioned in the BC.
<b>Issue Mode</b>	Displays the issue mode of the BC.
<b>Bankers Cheque Status</b>	Displays the status of the BC.

Field	Description
<b>Narrative</b>	Displays the default narrative as <b>BC Inquiry</b> and it can be modified.
<b>Revalidation Date</b>	Displays the date of BC revalidation.
<b>Duplicate Issue Date</b>	Displays the duplicate issue date of BC.
<b>Liquidation Date</b>	Displays the liquidation date of BC.
<b>Liquidation Mode</b>	Displays the liquidation mode of BC.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Customer ID</b>	Displays the Customer ID.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Credit Amount</b>	Displays the credit amount.
<b>Beneficiary Address 1 and Beneficiary Address 2</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Displays the identification type of the beneficiary.
<b>Identification Number</b>	Displays the identification number of the beneficiary.

<b>Field</b>	<b>Description</b>
<b>Funding Details</b>	Funding details are displayed under this segment.
<b>Drawer Name</b>	Displays the drawer name.
<b>Drawer Account</b>	Displays the account number of the drawer.
<b>Customer ID</b>	Displays the customer ID of the drawer.
<b>Exchange Rate</b>	Displays the exchange rate.
<b>Debit Amount</b>	Displays the amount that needs to be debited from the drawer account.
<b>Cheque Number</b>	Displays the cheque number.
<b>Cheque Date</b>	Displays the date mentioned in the cheque.
<b>Drawer Address 1 and Drawer Address 2</b>	Displays the address of the drawer.
<b>Identification Type</b>	Displays the identification type of the drawer.
<b>Identification Number</b>	Displays the identification number of the drawer.

**Revalidate:**

**Figure 135: BC Operations (Revalidate)**

**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
<b>Operation Type</b>	Select the type <b>Revalidate</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Revalidation Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Revalidation Date</b>	Select the revalidation date.

Field	Description
	<p><b>NOTE:</b> By default, the system date is displayed as revalidation date.</p>
<p><b>New Expiry Date</b></p>	<p>Displays the new expiry date based on the specified revalidation date.</p>
<p><b>Mode of Charge</b></p>	<p>Select the mode of charge from the drop-down values (<b>Account</b> or <b>Cash</b>).</p>
<p><b>Charge Account</b></p>	<p>Specify the charge account number. The following conditions applies based on the value selected for <b>Mode of Charge</b>:</p> <ul style="list-style-type: none"> <li>• If the <b>Mode of Charge</b> is selected as <b>Account</b>, user needs to capture the account from which the charges to be deducted.</li> </ul> <p><b>NOTE:</b> If the <b>Mode of Charge</b> is selected as <b>Account</b>, 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"> <li>• If <b>Mode of Charge</b> is selected as <b>Cash</b>, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.</li> </ul>
<p><b>Narrative</b></p>	<p>Displays the default narrative as <b>BC Revalidation</b> and it can be modified.</p>

**Duplicate Issue:**

**Figure 136: 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
<b>Operation Type</b>	Select the type <b>Duplicate Issue</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Duplicate Issue Details</b>	Specify the details under this segment.
<b>Duplicate Issue Date</b>	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 ( <b>Customer</b> or <b>Bank</b> ).
Mode of Charge	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Cash</b> ).
Charge Account	<p>Specify the charge account number. The following conditions applies based on the value selected for <b>Mode of Charge</b>:</p> <ul style="list-style-type: none"> <li>• If the <b>Mode of Charge</b> is selected as <b>Account</b>, user needs to capture the account from which the charges to be deducted.</li> </ul> <p><b>NOTE:</b> If the <b>Mode of Charge</b> is selected as <b>Account</b>, 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"> <li>• If <b>Mode of Charge</b> is selected as <b>Cash</b>, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.</li> </ul>
Narrative	Displays the default narrative as <b>BC Duplication</b> and it can be modified.

**Payment Reversal:**

**Figure 137: 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 currently showing "Payment Reversal".
- 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.
- Buttons**: "Submit" and "Cancel" buttons 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
<b>Operation Type</b>	Select the type <b>Payment Reversal</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Reversal Details</b>	Specify the details under this segment.
<b>Liquidation Mode</b>	Select the liquidation mode from the drop-down values.

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

**Payment – Account:**

**Figure 138: 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 <b>Payment</b> from the drop-down list.
BC No	Specify the BC number of the instrument.

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

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

**Payment – Cash:**

**Figure 139: 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
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.

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

**Payment – GL:**

**Figure 140: 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
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Payment Details</b>	Specify the details under this segment.

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



**Refund – Account:**

**Figure 141: 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
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

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

**Refund – Cash:**

**Figure 142: 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
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	Specify the transaction currency and transaction amount.

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

**Refund – GL:**

**Figure 143: 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
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

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

**Cancel – Account:**

**Figure 144: 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
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

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



**Cancel – Cash:**

**Figure 145: 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
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

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

**Cancel – GL:**

**Figure 146: 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
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>BC No</b>	Specify the BC number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

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

### 2.10.1.6 Multi BC Issuance

The Teller can use this screen to issue bankers cheques against multiple beneficiaries for a single remitter account. In addition, it is used to issue bankers cheque against Cash GL for walk-in customers.

To process this screen, type **Multi BC Issuance** in the **Menu Item 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 **Multi BC Issuance**.  
 → The **Multi BC Issuance** screen is displayed.

**Figure 147: Multi BC Issuance – Account**

**2.10.1.6.1 Main Transaction BC Issuance Details (Account Mode)**

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

**Field Description: Multi BC Issuance (Account Mode)**

Field	Description
<b>New</b>	Click this button to generate a batch reference number.
<b>Batch Reference</b>	Displays the auto-generated batch reference number.
<b>BC Currency</b>	Select the BC currency from the LOV.

Field	Description
<b>Issue Mode</b>	Select the issue mode as <b>Account</b> from the drop-down values.
<b>Drawer Account</b>	Specify the remitter account number. When you press <b>Tab</b> key, the <b>Account Description</b> , <b>Remitter Name</b> , and <b>Address</b> of the remitter account will be populated.
<b>Drawer Name</b>	Displays the name of the specified remitter account number.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the specified remitter account number.
<b>Cheque Number</b>	Specify the cheque number.
<b>Cheque Date</b>	Specify the issue date of the cheque.
<b>Total BC Amount</b>	Displays the total sum of the multiple BC amount inputs, which is computed by the system.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Charge Account</b>	Specify the charge account number.

Field	Description
	<b>NOTE:</b> By default, the drawer account number will be displayed as charge account and it can be modified.
<b>Total (Account Amount)</b>	Displays the total amount available in the specified charge account.
<b>Entry Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the name of the payee.
<b>Payable Bank Code</b>	Select the payable bank code from the list of values.
<b>Payable Bank Name</b>	Displays the bank name of the specified payable bank code.
<b>Payable Branch Code</b>	Select the payable branch code from the list of values.
<b>Payable Branch Name</b>	Displays the bank name of the specified payable branch code.
<b>BC Amount</b>	Specify the BC amount.
<b>MICR Number</b>	Specify the MICR number.
<b>BC Number</b>	Specify the BC number.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Narrative</b>	Displays the default narrative <b>Multi BC Issuance</b> and it can be modified.



Field	Description
<b>Add Entry</b>	After filling the necessary fields, click this icon to add a new entry.
<b>Reset</b>	Click this icon to reset the added entries.

Figure 148: Multi BC Issuance – Cash

**Multi BC Issuance Cash**

**New**

Batch Reference \*  
 Transaction Currency \*  
 Address Line 2  
 Identification Type  
 Exchange Rate  
 BC Currency \*  
 Drawer Name \*  
 Address Line 3  
 Payee Identification Number  
 Total Charge Amount  
 Issue Mode  
 Address Line 1  
 Address Line 4  
 Total BC Amount  
 Total(Account Amount)  
 Payable Name  
 Payable Bank Code  
 Payable Branch Name  
 BC Amount  
 Address Line 1  
 Address Line 4  
 Narrative  
 Multi BC Issuance

**Entry Details**

**Add Entry** **Reset**

SI No	Payee Name	BC Number	MICR Number	BC Amount	Payable Bank Code	Payable Branch Code	Narrative	Edit/Delete
No data to display.								

**Denomination**

**Submit** **Cancel**

2.10.1.6.2 Main Transaction BC Issuance Details (Cash Mode)

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

**Field Description: Multi BC Issuance (Cash Mode)**

<b>Field</b>	<b>Description</b>
<b>New</b>	Click this button to generate a batch reference number.
<b>Batch Reference</b>	Displays the auto-generated batch reference number.
<b>BC Currency</b>	Select the BC currency from the list of values.
<b>Issue Mode</b>	Select the issue mode as <b>Cash</b> from the drop-down values.
<b>Transaction Currency</b>	Select the transaction currency from the list of values.
<b>Drawer Name</b>	Specify the name of the drawer.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the drawer.
<b>Identification Type</b>	Select the identification type from the drop-down values.
<b>Payee Identification Number</b>	Specify the identification number of the Payee.
<b>Total BC Amount</b>	Displays the total sum of the multiple BC amount inputs, which is computed by the system.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charge amount.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Total (Account Amount)</b>	Displays the total amount available in the specified charge account.
<b>Entry Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name.
<b>Payable Bank Code</b>	Select the payable bank code from the list of values.
<b>Payable Bank Name</b>	Displays the bank name of the specified payable bank code.
<b>Payable Branch Code</b>	Select the payable branch code from the list of values.
<b>Payable Branch Name</b>	Displays the bank name of the specified payable branch code.
<b>BC Amount</b>	Specify the BC amount and currency.
<b>MICR Number</b>	Specify the MICR number.
<b>BC Number</b>	Specify the BC number.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Narrative</b>	Displays the default narrative <b>Multi BC Issuance</b> and it can be modified.

Field	Description
<b>Add Entry</b>	After filling the necessary fields, click this icon to add a new entry.
<b>Reset</b>	Click this icon to reset the added entries.

**2.10.1.6.3 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 **Cash** mode. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

**2.10.1.6.4 Transaction Submission**

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

The transaction is moved to authorization in case of any warning raised when the transaction saves. On transaction submission, the system creates an individual BC transaction, and hand-off individual BC issue request to Oracle Banking Payments system. Once the individual BC transaction is created in Oracle Banking Payments, the system will hand-off the consolidated accounting to UBS by debiting Customer Account/Cash GL for the total consolidated amount, and crediting the intermediary bridge GL. In case of any rejection from Oracle Banking Payments, the system will not consider the transaction for UBS accounting during console entry.

## 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 149: DD Issue Against Account

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

- Issuing Branch Code: 000
- Payable Bank Code: [Searchable]
- Payable Branch Code: [Searchable]
- DD Amount: GBP
- MICR No: [Empty]
- Payee Details:
  - Payee Name: [Empty]
  - Address Line 1: [Empty]
  - Address Line 3: [Empty]
  - Narrative: DD Issuance Account
- Branch Name: [Empty]
- Payable Bank Name: [Empty]
- Payable Branch Name: [Empty]
- DD Date: Mar 26, 2020
- DD No: [Empty]

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

#### 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**

<b>Field</b>	<b>Description</b>
<b>Payable Bank Code</b>	Select the payable bank code. The list of values contain the bank codes maintained using <b>External Bank Code Maintenance</b> screen.  <b>NOTE:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b> .
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contain the corresponding branch codes maintained using <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch
<b>DD Amount</b>	Specify the DD currency and DD amount.
<b>DD Date</b>	Specify the date that needs to be mentioned in the DD.
<b>MICR No</b>	Displays the MICR number.
<b>DD No</b>	Specify the instrument number and validate. If not specified, system generates the DD number based on the maintenance setup.

Field	Description
<b>Narrative</b>	Displays the narrative as <b>DD Issuance Account</b> and it can be modified.
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the DD is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

2.10.2.1.2 Funding Details

Figure 150: Funding Details

▲ Funding Details

<p>Drawer Account *  <input type="text" value="PAN#10010010"/></p> <p>Cheque Number  <input type="text" value="656565"/></p> <p>Exchange Rate  <input type="text" value="1.00"/> ▼ ▲</p> <p>Mode of Charge  <input type="text" value="Account"/> ▼</p> <p>Total Charges  <input type="text" value="GBP0.00"/></p>	<p>Drawer Name  <input type="text" value="PAN#10010010"/></p> <p>Cheque Date  <input type="text" value="Mar 26, 2020"/> 📅</p> <p>Account Amount  <input type="text" value="GBP100.00"/></p> <p>Charge Account  <input type="text" value="PAN#10010010"/></p>
---	--

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



## Field Description: Funding Details

Field	Description
<b>Drawer Account</b>	Specify the account number of the customer who has requested the DD.
<b>Drawer Name</b>	Displays the name of the specified drawer account number.
<b>Cheque Number</b>	Specify the cheque number of the drawer account.
<b>Cheque Date</b>	Specify the date as mentioned in the cheque.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount in account currency.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Mode of Charge</b>	Select the mode of charge from the following drop-down values ( <b>Account</b> or <b>Other Account</b> ).
<b>Charge Account</b>	<p>This field is populated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• If <b>Account</b> is selected as <b>Mode of Charge</b>, the drawer account number will be selected as charge account.</li> <li>• If <b>Other Account</b> is selected as <b>Mode of Charge</b>, specify the other account number in this field.</li> </ul>

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

**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 151: 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**

<b>Field</b>	<b>Description</b>
<b>Payable Bank Code</b>	Select the payable bank code. The list of values contain the bank codes maintained using <b>External Bank Code Maintenance</b> screen.  <b>NOTE:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b> .
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contain the corresponding branch codes maintained using <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch
<b>DD Amount</b>	Specify the DD currency and DD amount.
<b>DD Date</b>	Specify the date that needs to be mentioned in the DD.
<b>MICR No</b>	Displays the serial number.
<b>DD No</b>	Specify the instrument number and validate.

Field	Description
	<b>NOTE:</b> If not specified, system generates the DD number based on the maintenance setup.
<b>Narrative</b>	Displays the narrative as <b>DD Issuance against Walk-in</b> and it can be modified.
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the DD is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

2.10.2.2.2 Funding Details

Figure 152: Funding Details

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

- Transaction Amount \* (Mandatory)
- Address Line 1
- Address Line 3
- Identification Type (Select)
- Exchange Rate (1.00)
- Drawer Name \* (Mandatory)
- Address Line 2
- Address Line 4
- Identification Number
- Total Charges (GBP0.00)

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

Field Description: Funding Details

Field	Description
<b>Transaction Amount</b>	Specify the transaction currency, the currency in which the walk-in customer deposit the cash.
<b>Drawer Name</b>	Specify the name of the drawer.

Field	Description
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Identification Number</b>	Specify the identification details of the payee.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charges applicable for the DD issuance.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

### 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 153: DD Issue Against GL

DD Issue Against GL

Issuing Branch Code: 000

Payable Bank Code \* [Search]

Payable Branch Code \* [Search]

DD Amount \* [GBP] [ ]

MICR No [ ]

Payee Details

Payee Name \* [ ]

Address Line 1 [ ]

Address Line 3 [ ]

Narrative \* [ DD Issuance Against GL ]

Branch Name [ ]

Payable Bank Name [ ]

Payable Branch Name [ ]

DD Date \* [ Mar 26, 2020 ]

DD No [ ]

Funding Details

Charge Details

Submit Cancel

#### 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**

<b>Field</b>	<b>Description</b>
<b>Payable Bank Code</b>	Select the payable bank code. The list of values contain the bank codes maintained using <b>External Bank Code Maintenance</b> screen.  <b>NOTE:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code. The fields <b>Payable Branch Code</b> and <b>Payable Branch Name</b> will be enabled after you specify the <b>Payable Bank Code</b> .
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contain the corresponding branch codes maintained using <b>Bank Code Maintenance</b> screen.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>Issuing Branch Code</b>	Displays the logged-in branch code.
<b>Branch Name</b>	Displays the branch description of issuing branch
<b>DD Amount</b>	Specify the DD currency and DD amount.
<b>DD Date</b>	Specify the date that needs to be mentioned in the DD.
<b>MICR No</b>	Displays the serial number.
<b>DD No</b>	Specify the instrument number and validate.

Field	Description
	<b>NOTE:</b> If not specified, system generates the DD number based on the maintenance setup.
<b>Narrative</b>	Displays the narrative as <b>DD Issuance Against GL</b> and it can be modified.
<b>Payee Details</b>	Specify the fields.
<b>Payee Name</b>	Specify the payee name on which the DD is drawn.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the payee.

**2.10.2.3.2 Funding Details**

**Figure 154: Funding Details**

The screenshot shows a web form titled "Funding Details". It contains several input fields: "GL Account" with an asterisk and a search icon, "GL Description", "Drawer Name", and "Identification Number". There is also a dropdown menu for "Identification Type" with "Select" 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
<b>GL Account</b>	Select the account number of the GL against which the BC is issued from the LOV.
<b>GL Description</b>	Displays a brief description on the general ledger.
<b>Drawer Name</b>	Specify the name of the drawer.

Field	Description
<b>Identification Type</b>	Select the identification type of the payee from the drop-down list.
<b>Identification Number</b>	Specify the identification number of the payee.

### 2.10.2.3.3 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 155: DD Print-Reprint

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

- Demand Draft No \***: A text input field.
- Print Type \***: A dropdown menu.
- Issuing Branch Code**: A text input field.
- DD Date**: A date picker.
- Drawer Name**: A text input field.
- Beneficiary Details**: A section containing:
  - Beneficiary Name**: A text input field.
  - Address Line 1**: A text input field.
  - Address Line 3**: A text input field.
  - Reprint Count**: A text input field.
  - Narrative \***: A text input field with the value 'DD Print-Reprint'.
- Issue Branch Code \***: A search input field with a magnifying glass icon.
- Query** and **Clear**: Two buttons below the search field.
- DD Amount**: A text input field with the value 'GBP0.00'.
- DD Status**: A text input field.
- Identification Details**: A section containing:
  - Address Line 2**: A text input field.
  - Address Line 4**: A text input field.
- Submit** and **Cancel**: Two buttons at the bottom right of the window.

#### 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**

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

Field	Description
<b>Narrative</b>	Displays the default narrative as <b>Print/Reprint</b> 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 156: DD Operations (Inquiry)**

The screenshot displays the 'DD Operations' screen in inquiry mode. It features a grid of input fields and dropdown menus. On the left side, there are fields for 'Demand Draft No.', 'Operation Type' (set to 'Enquiry'), 'Demand Draft Details' (including 'Issue Branch', 'Payable Bank Code', 'MICR No', 'Issue Mode', 'Narrative' with 'Demand Draft Inquiry', 'Duplicate Issue Date', and 'Liquidation Mode'), and 'Beneficiary Details' (including 'Beneficiary Name', 'Exchange Rate', 'Beneficiary Address 1', and 'Identification Type'). On the right side, there are fields for 'Issue Branch' (with a search icon), 'Payable Branch', 'Demand Draft Amount', 'Issue Date', 'Demand Draft Status', 'Revalidation Date', 'Liquidation Date', 'Beneficiary Account', 'Credit Amount', 'Beneficiary Address 2', and 'Identification Number'. At the bottom right, there are 'Submit' and 'Cancel' buttons.



### 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
<b>Operation Type</b>	Select the type <b>Inquiry</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV. After you specify the <b>Issue Branch Code</b> and <b>Demand Draft No</b> , press <b>Tab</b> key. The system will make a service call to OBPM and fetch the demand draft details.
<b>Demand Draft Details</b>	Displays the details of DD under this segment.
<b>Issue Branch</b>	Displays the logged-in branch code.
<b>Payable Bank Code</b>	Displays the payable bank code.
<b>Payable Branch</b>	Displays the payable branch for the DD.
<b>Demand Draft Amount</b>	Displays the DD currency and the DD amount.
<b>MICR No</b>	Displays the MICR number.
<b>Issue Date</b>	Displays the issue date mentioned in the DD.
<b>Issue Mode</b>	Displays the issue mode of the DD.
<b>Demand Draft Status</b>	Displays the status of the DD.

Field	Description
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Inquiry</b> and it can be modified.
<b>Revalidation Date</b>	Displays the date of DD revalidation.
<b>Duplicate Issue Date</b>	Displays the duplicate issue date of DD.
<b>Liquidation Date</b>	Displays the liquidation date of DD.
<b>Liquidation Mode</b>	Displays the liquidation mode of DD.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Customer ID</b>	Displays the Customer ID.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1.
<b>Credit Amount</b>	Displays the credit amount.
<b>Beneficiary Address 1 and Beneficiary Address 2</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Displays the identification type of the beneficiary.
<b>Identification Number</b>	Displays the identification number of the beneficiary.

<b>Field</b>	<b>Description</b>
<b>Funding Details</b>	Funding details are displayed under this segment.
<b>Drawer Name</b>	Displays the drawer name.
<b>Drawer Account</b>	Displays the account number of the drawer.
<b>Customer ID</b>	Displays the customer ID of the drawer.
<b>Exchange Rate</b>	Displays the exchange rate.
<b>Debit Amount</b>	Displays the amount that needs to be debited from the drawer account.
<b>Cheque Number</b>	Displays the cheque number.
<b>Cheque Date</b>	Displays the date mentioned in the cheque.
<b>Drawer Address 1 and Drawer Address 2</b>	Displays the address of the drawer.
<b>Identification Type</b>	Displays the identification type of the drawer.
<b>Identification Number</b>	Displays the identification number of the drawer.

**Revalidate:**

**Figure 157: DD Operations (Revalidate)**

**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
<b>Operation Type</b>	Select the type <b>Revalidate</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Revalidation Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.

Field	Description
<b>Revalidation Date</b>	Select the revalidation date.  <b>NOTE:</b> By default, the system date is displayed as revalidation date.
<b>New Expiry Date</b>	Displays the new expiry date based on the specified revalidation date.
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values ( <b>Account</b> or <b>Cash</b> ).
<b>Charge Account</b>	Specify the charge account number. The following conditions applies based on the value selected for <b>Mode of Charge</b> : <ul style="list-style-type: none"> <li>• If the <b>Mode of Charge</b> is selected as <b>Account</b>, user needs to capture the account from which the charges to be deducted.</li> </ul> <p><b>NOTE:</b> If the <b>Mode of Charge</b> is selected as <b>Account</b>, 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"> <li>• If <b>Mode of Charge</b> is selected as <b>Cash</b>, user needs to capture Charge Currency, and denomination details to be picked up based on the charge currency specified.</li> </ul>
<b>Narrative</b>	Displays the default narrative as <b>Demand Draft Revalidation</b> and it can be modified.

**Duplicate Issue:**

**Figure 158: 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
<b>Operation Type</b>	Select the type <b>Duplicate Issue</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Duplicate Issue Details</b>	Specify the details under this segment.
<b>Duplicate Issue Date</b>	By default, the current system date is displayed as duplicate issue date and it can be modified.

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

**Payment Reversal:**

**Figure 159: 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
<b>Operation Type</b>	Select the type <b>Payment Reversal</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Reversal Details</b>	Specify the details under this segment.
<b>Liquidation Mode</b>	Select the liquidation mode from the drop-down values.



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

**Payment – Account:**

**Figure 160: 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 <b>Payment</b> from the drop-down list.
Demand Draft No	Specify the DD number of the instrument.

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

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

**Payment – Cash:**

**Figure 161: 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
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.

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

**Payment – GL:**

**Figure 162: 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
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Payment Details</b>	Specify the details under this segment.

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

**Refund – Account:**

**Figure 163: 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
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

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



**Refund – Cash:**

**Figure 164: 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
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	Specify the transaction currency and transaction amount.

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

**Refund – GL:**

**Figure 165: 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
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>DD No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

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

**Cancel – Account:**

**Figure 166: 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
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

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

**Cancel – Cash:**

**Figure 167: 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
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Cancel Details</b>	Specify the details under this segment.

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



**Cancel – GL:**

**Figure 168: 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
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Demand Draft No</b>	Specify the DD number of the instrument.
<b>Issue Branch</b>	Select the branch code where the instrument is issued from the LOV.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Refund Details</b>	Specify the details under this segment.

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

## 2.10.3 Cash Remittance

This sub-section describes the various screens used to perform the cash remittances related to cash remittance. The screens are described in the following topics:

- [2.10.3.1 Cash Remittance Issue](#)
- [2.10.3.2 Cash Remittance Operations](#)
- [2.10.3.3 Inward Remittance Registration](#)

### 2.10.3.1 Cash Remittance Issue

This screen is used to remit funds across branches of the same bank and across banks. To process this screen, type **Cash Remittance** in the **Menu Item 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 **Cash Remittance Issue**.

→ The **Cash Remittance Issue Against Account** screen is displayed.

**Figure 169: Cash Remittance Issue (Account Mode)**

The screenshot shows the 'Cash Remittance Issue Against Account' form. It contains the following fields and sections:

- Issuing Branch Code \***: 000
- Payable Bank Code \***: [Searchable]
- Payable Branch Code \***: [Searchable]
- Remittance Amount \***: GBP
- Issuing Mode \***: Account
- Beneficiary Details**:
  - Beneficiary Name \***: [Text Field]
  - Address Line 1**: [Text Field]
  - Address Line 3**: [Text Field]
  - Identification Type**: [Dropdown]
  - Narrative \***: Cash Remittance Issuance
- Issuing Branch Name**: FLEXCUBE UNIVERSAL BANK
- Payable Bank Name**: [Text Field]
- Payable Branch Name**: [Text Field]
- Remittance Date**: Mar 26, 2020
- Test Key No**: [Text Field]

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

#### 2.10.3.1.1 Main Transaction Details (Account Mode)

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

**Field Description: Cash Remittance Issue Against Account**

<b>Field</b>	<b>Description</b>
<b>Issuing Branch Code</b>	Displays the code of the home branch.
<b>Issuing Branch Name</b>	Displays the name of the issuing branch code.
<b>Payable Bank Code</b>	Select the payable bank code from the list of values.  <b>NOTE:</b> To remit funds within the same bank, select the logged-in bank code as payable bank code. To remit funds across banks, select the necessary bank code as payable bank code.
<b>Payable Bank Name</b>	Displays the name of the selected bank code.
<b>Payable Branch Code</b>	Select the branch code of the payable bank. The list of values contain the corresponding branches maintained for the payable bank code.
<b>Payable Branch Name</b>	Displays the branch name of the selected branch code.
<b>Remittance Amount</b>	Specify the cash remittance currency and amount, which needs to be transferred.
<b>Remittance Date</b>	Select the date of cash remittance.
<b>Remittance No</b>	Specify the cash remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Issue Mode</b>	Select the issue mode from the drop-down values ( <b>Account, Cash, or GL</b> ).
<b>Beneficiary Details</b>	Specify the fields.

Field	Description
<b>Beneficiary Name</b>	Specify the name of the beneficiary.
<b>Beneficiary Account</b>	Specify the account number of the beneficiary.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type.
<b>Identification No</b>	Specify the identification number.
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Issuance</b> and it can be modified.

2.10.3.1.2 Funding Details (Account Mode)

Figure 170: Funding Details (Account Mode)

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

**Field Description: Funding Details**

<b>Field</b>	<b>Description</b>
<b>Remitter Account</b>	Specify the remitter account number.
<b>Remitter Name</b>	Displays the name of the specified remitter account.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the specified remitter account.
<b>Cheque Number</b>	Specify the cheque number.
<b>Cheque Date</b>	Specify the issue date of the cheque.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the account amount.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Identification Type</b>	Select the identification type.

Field	Description
Identification No	Specify the identification number.
Total Charges	Displays the total charge amount.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .

Figure 171: Cash Remittance Issue Against Cash

**2.10.3.1.3 Main Transaction Details (Cash Mode)**

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



2.10.3.1.4 Funding Details (Cash Mode)

Figure 172: Funding Details (Cash Mode)

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

- Transaction Amount \* (dropdown and input)
- Remitter Name \* (input)
- Address Line 1 (input)
- Address Line 2 (input)
- Address Line 3 (input)
- Address Line 4 (input)
- Identification Type (dropdown)
- Identification No (input)
- Exchange Rate (input with up/down arrows, showing 1.00)
- Account Amount (input)
- Total Charges (input)

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

Field Description: Funding Details

Field	Description
<b>Transaction Amount</b>	Displays the transaction currency and amount. <b>NOTE:</b> By default, the currency field will default to local branch currency and it can be modified.
<b>Remitter Name</b>	Specify the name of the remitter.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the remitter.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified. <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as Y.

Field	Description
<b>Account Amount</b>	Displays the account amount.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Identification Type</b>	Select the identification type.
<b>Identification Number</b>	Specify the identification number.
<b>Total Charges</b>	Displays the total charge amount.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .

Figure 173: Cash Remittance Issue (GL Mode)

▲ Cash Remittance Issue Against GL

<p>Issuing Branch Code * 000</p> <p>Payable Bank Code * [input]</p> <p>Payable Branch Code * [input]</p> <p>Remittance Amount * GBP [input]</p> <p>Remittance No [input]</p> <p>Issuing Mode * GL</p>	<p>Issuing Branch Name FLEXCUBE UNIVERSAL BANK</p> <p>Payable Bank Name [input]</p> <p>Payable Branch Name [input]</p> <p>Remittance Date Mar 26, 2020</p> <p>Test Key No [input]</p>
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**Beneficiary Details**

<p>Beneficiary Name * [input]</p> <p>Address Line 1 [input]</p> <p>Address Line 3 [input]</p> <p>Identification Type [input]</p> <p>Narrative * Cash Remittance Issuance</p>	<p>Beneficiary Account [input]</p> <p>Address Line 2 [input]</p> <p>Address Line 4 [input]</p> <p>Identification No [input]</p>
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▶ Funding Details

▶ Charge Details

**2.10.3.1.5 Main Transaction Details (GL Mode)**

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

**2.10.3.1.6 Funding Details (GL Mode)**

**Figure 174: Funding Details (GL Mode)**

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

**Field Description: Funding Details**

Field	Description
<b>GL Account</b>	Specify the GL account number.
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	Select the GL currency from the list of values.
<b>Remitter Name</b>	Specify the name of the remitter.

Field	Description
<b>Address Line 1 to Address Line 4</b>	Displays the address of the remitter.
<b>Identification Type</b>	Select the identification type.
<b>Identification Number</b>	Specify the identification number.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the GL amount.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Total Charges</b>	Displays the total charge amount.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Mode of Charge</b>	Select the mode of charge from the drop-down values.

**2.10.3.1.7 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.

### 2.10.3.1.8 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 only to issue mode **Cash**. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.10.3.1.9 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.

### 2.10.3.2 Cash Remittance Operations

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

- Inquiry – Teller can use this option to inquire the details of issued cash remittance.
- Payment – Teller can use this option to make payment against a cash remittance.
- Refund – Teller can use this option to refund the amount against a cash remittance.
- Cancel – Teller can use this option to cancel a cash remittance.

To process this screen, type **Cash Remittance 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 **Cash Remittance Operations**.

→ The **Cash Remittance Operations** screen is displayed.

**Inquiry Mode:**

**Figure 175: Cash Remittance Operations (Inquiry)**

**2.10.3.2.1 Main Transaction Details (Inquiry Mode)**

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

**Field Description: Cash Remittance Operations (Inquiry)**

<b>Field</b>	<b>Description</b>
<b>Issue Branch Code</b>	Select the branch code where the cash remittance is issued from the LOV.
<b>Operation Mode</b>	Select the type <b>Inquiry</b> from the drop-down list.
<b>Remittance No</b>	Specify the cash remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Query</b>	<p>Click this icon to fetch the cash remittance details.</p> <p><b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Cash Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the cash remittance details.</p>
<b>Remittance Details</b>	Displays the details of cash remittance under this segment.
<b>Issue Branch</b>	Displays the logged-in branch code.
<b>Payable Bank Code</b>	Displays the payable bank code for the cash remittance.
<b>Payable Branch Code</b>	Displays the payable branch code for the cash remittance.
<b>Remittance Amount</b>	Displays the currency and the amount of the cash remittance.
<b>Issue Date</b>	Displays the issue date mentioned in the cash remittance.

<b>Field</b>	<b>Description</b>
<b>Remittance Status</b>	Displays the status of the cash remittance.
<b>Remittance No</b>	Displays the cash remittance number.
<b>Test Key No</b>	Displays the test key number.
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Inquiry</b> and it can be modified.
<b>Issue Mode</b>	Displays the issue mode of the Cash Remittance.
<b>Liquidation Date</b>	Displays the liquidation date of Cash Remittance.
<b>Liquidation Mode</b>	Displays the liquidation mode of Cash Remittance.
<b>Beneficiary Details</b>	Specify the fields.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the beneficiary.
<b>Identification Type</b>	Displays the identification type of the beneficiary.
<b>Identification Number</b>	Displays the identification number of the beneficiary.
<b>Funding Details</b>	Funding details are displayed under this segment.
<b>Remitter Account</b>	Displays the account number of the remitter.
<b>Remitter Name</b>	Displays the remitter name.



Field	Description
<b>Address Line 1 to Address Line 4</b>	Displays the address of the beneficiary.
<b>Cheque Number</b>	Displays the cheque number.
<b>Cheque Date</b>	Displays the date mentioned in the cheque.
<b>Exchange Rate</b>	Displays the exchange rate.
<b>Account Amount</b>	Displays the amount that needs to be debited from the remitter account.
<b>Identification Type</b>	Displays the identification type of the remitter.
<b>Identification Number</b>	Displays the identification number of the remitter.

**Payment – Account:**

**Figure 176: Cash Remittance Operations (Payment – Account)**

The screenshot shows a web-based form titled "Cash Remittance Operations". The form is divided into several sections:

- Header Section:** Contains "Issuing Branch Code" (with a search icon), "Test Key No", "Operation Mode" (dropdown), "Remittance No", "Operation type" (dropdown set to "Payment"), and a green "Query" button.
- Beneficiary Details Section:** Includes "Beneficiary Account", "Address Line 1", "Address Line 3", "Identification Type" (dropdown), "Exchange Rate" (set to 1.00 with up/down arrows), "Total Charges", "Beneficiary Name", "Address Line 2", "Address Line 4", "Identification No", "Account Amount", and "Narrative" (with a pre-filled value: "Cash Remittance Operation by Payment").
- Footer Section:** Contains expandable sections for "Charge Details" and "Remittance Details", and "Submit" and "Cancel" buttons.

### 2.10.3.2.2 Main Transaction Details (Payment – Account)

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

#### Field Description: Cash Remittance Operations (Payment – Account)

Field	Description
<b>Issue Branch Code</b>	Select the branch code where the remittance is issued from the LOV.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Query</b>	Click this icon to fetch the remittance details.  <b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b> , the system will make a service call to Oracle Banking Payments and fetch the remittance details.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Specify the beneficiary account number.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.

Field	Description
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Account Amount</b>	<p>Displays the account amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charge Amount</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Payment</b> and it can be modified.

**Payment – Cash:**

**Figure 177: Cash Remittance Operations (Payment – Cash)**

**2.10.3.2.3 Main Transaction Details (Payment – Cash)**

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

**Field Description: Cash Remittance Operations (Payment – Cash)**

Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Test Key No</b>	Specify the test key number.
<b>Remittance No</b>	Specify the remittance number.
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.

Field	Description
<b>Query</b>	Click this icon to fetch the remittance details.  <b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b> , the system will make a service call to Oracle Banking Payments and fetch the remittance details.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	Displays the transaction currency and transaction amount.  <b>NOTE:</b> By default, the local branch currency is displayed as transaction currency and it can be modified.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Total Charges</b>	Displays the total charge amount.

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

**Payment – GL:**

**Figure 178: Cash Remittance Operations (Payment – GL)**

**2.10.3.2.4 Main Transaction Details (Payment – GL)**

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

**Field Description: Cash Remittance Operations (Payment – GL)**

Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.

Field	Description
<b>Remittance No</b>	Specify the remittance number of the instrument.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Payment</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Query</b>	<p>Click this icon to fetch the remittance details.</p> <p><b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>GL Account</b>	Specify the GL account number.
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	Displays the branch local currency of the specified GL account. You can also select currency from the list of values.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.

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



**Refund – Account:**

**Figure 179: Cash Remittance Operations (Refund – Account)**

The screenshot shows a web form titled "Cash Remittance Operations". It contains several input fields and dropdown menus. On the left side, there are fields for "Issuing Branch Code" (with a search icon), "Test Key No", "Operation Mode", "Account", "Beneficiary Account", "Address Line 1", "Address Line 3", "Identification Type", "Exchange Rate" (set to 1.00), and "Total Charges". On the right side, there are fields for "Remittance No", "Operation type" (set to Refund), "Beneficiary Name", "Address Line 2", "Address Line 4", "Identification No", "Account Amount", and "Narrative" (pre-filled with "Cash Remittance Operation by Refund"). A "Query" button is located between the top and middle sections. At the bottom right, there are "Submit" and "Cancel" buttons. The form is divided into sections: "Beneficiary Details", "Charge Details", and "Remittance Details".

**2.10.3.2.5 Main Transaction Details (Refund – Account)**

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

**Field Description: Cash Remittance Operations (Refund – Account)**

Field	Description
<b>Issue Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.

Field	Description
<b>Query</b>	Click this icon to fetch the remittance details.  <b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b> , the system will make a service call to Oracle Banking Payments and fetch the remittance details.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the account amount.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .

Field	Description
<p><b>Total Charge Amount</b></p>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative as <b>Cash Remittance Operation by Refund</b> and it can be modified.</p>

**Refund – Cash:**

**Figure 180: Cash Remittance Operations (Refund – Cash)**

**2.10.3.2.6 Main Transaction Details (Refund – Cash)**

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

**Field Description: Cash Remittance Operations (Refund – Cash)**

<b>Field</b>	<b>Description</b>
<b>Issue Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Query</b>	<p>Click this icon to fetch the remittance details.</p> <p><b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b>, the system will make a service call to Oracle Banking Payments and fetch the remittance details.</p>
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	<p>Displays the transaction currency and transaction amount.</p> <p><b>NOTE:</b> By default, the local branch currency is displayed as transaction currency and it can be modified.</p>
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.

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

**Refund – GL:**

**Figure 181: Cash Remittance Operations (Refund – GL)**

**2.10.3.2.7 Main Transaction Details (Refund – GL)**

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

**Field Description: Cash Remittance Operations (Refund – GL)**

Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Refund</b> from the drop-down list.

Field	Description
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Query</b>	Click this icon to fetch the remittance details.  <b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b> , the system will make a service call to Oracle Banking Payments and fetch the remittance details.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>GL Account</b>	Specify the GL account number.
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	Specify the currency of the specified GL account.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.

Field	Description
	<p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>GL Amount</b>	<p>Displays the GL amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	<p>Displays the default narrative as <b>Cash Remittance Operation by Refund</b> and it can be modified.</p>



**Cancel – Account:**

**Figure 182: Cash Remittance Operations (Cancel – Account)**

**2.10.3.2.8 Main Transaction Details (Cancel – Account)**

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

**Field Description: Cash Remittance Operations (Cancel – Account)**

Field	Description
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number of the instrument.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.

Field	Description
<b>Operation Mode</b>	Select the operation mode as <b>Account</b> from the drop-down values.
<b>Query</b>	Click this icon to fetch the remittance details.  <b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b> , the system will make a service call to Oracle Banking Payments and fetch the remittance details.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the account amount.

Field	Description
	<p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Total Charges</b></p>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<p><b>Narrative</b></p>	<p>Displays the default narrative as <b>Cash Remittance Operation by Cancel</b> and it can be modified.</p>

**Cancel – Cash:**

**Figure 183: Cash Remittance Operations (Cancel – Cash)**

**2.10.3.2.9 Main Transaction Details (Cancel – Cash)**

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

**Field Description: Cash Remittance Operations (Cancel – Cash)**

<b>Field</b>	<b>Description</b>
<b>Issuing Branch Code</b>	Select the branch code where the remittance is issued.
<b>Remittance No</b>	Specify the remittance number.
<b>Test Key No</b>	Specify the test key number.
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>Cash</b> from the drop-down values.
<b>Query</b>	Click this icon to fetch the remittance details.  <b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b> , the system will make a service call to Oracle Banking Payments and fetch the remittance details.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Transaction Amount</b>	Displays the transaction currency and transaction amount.  <b>NOTE:</b> By default, the local branch currency is displayed as transaction currency and it can be modified.
<b>Beneficiary Name</b>	Specify the beneficiary name.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.

Field	Description
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	Displays the exchange rate and it can be modified.  <b>NOTE:</b> If the transaction currency is the same as the account currency, the system will display the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Total Charges</b>	Displays the account amount.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Cancel</b> and it can be modified.

**Cancel – GL:**

**Figure 184: Cash Remittance Operations (Cancel – GL)**

### 2.10.3.2.10 Main Transaction Details (Cancel – GL)

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

#### Field Description: Cash Remittance Operations (Cancel – GL)

Field	Description
<b>Issue Branch Code</b>	Select the branch code where the instrument is issued.
<b>Remittance No</b>	Specify the remittance number of the instrument.
<b>Operation Type</b>	Select the type <b>Cancel</b> from the drop-down list.
<b>Operation Mode</b>	Select the operation mode as <b>GL</b> from the drop-down values.
<b>Query</b>	Click this icon to fetch the remittance details.  <b>NOTE:</b> When you click this icon, after you specify the <b>Issue Branch Code</b> and <b>Remittance No</b> , the system will make a service call to Oracle Banking Payments and fetch the remittance details.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>GL Account</b>	Specify the GL account number.
<b>GL Description</b>	Displays the description of the specified GL account number.
<b>GL Currency</b>	Specify the currency of the specified GL account.
<b>Beneficiary Name</b>	Specify the beneficiary name.

Field	Description
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Exchange Rate</b>	<p>Displays the exchange rate and it can be modified.</p> <p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>GL Amount</b>	<p>Displays the GL amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Total Charges</b>	<p>Displays the total charge amount.</p> <p><b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	Displays the default narrative as <b>Cash Remittance Operation by Cancel</b> and it can be modified.

### 2.10.3.2.11 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.

### 2.10.3.2.12 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 only to operation mode **Cash**. For more information on this segment, refer to the topic [2.4.11.2 Denomination Details](#) in this guide.

### 2.10.3.2.13 Remittance Details

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

### 2.10.3.2.14 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 request to Oracle Banking Payments using Instrument Pay Service. If the remittance is issued by another bank, the Oracle Banking Branch has to provide the test key number during handoff for validation. On transaction completion, the Oracle Banking Branch will handoff accounting to UBS for main leg. In addition, the transaction submission is not required for **Inquiry** mode.

## 2.10.3.3 Inward Remittance Registration

This screen is used to register an inward remittance and create a remittance instrument. During inward registration, the specified test key will be validated internally to proceed with registration. To process this screen, type **Inward Remittance Registration** in the **Menu Item 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 **Inward Remittance Registration**.

→ The **Inward Remittance Registration** screen is displayed.



**Figure 185: Inward Remittance Registration**

The screenshot shows the 'Inward Remittance Registration' form. It includes the following fields and sections:

- Inward Remittance Registration Section:**
  - Inward Remittance Reference \*
  - External Issuing Bank Code \*
  - Issuing Branch Code \*
  - Payable Bank Code \*
  - Payable Branch Code \*
  - Remittance Date (Mar 26, 2020)
  - Narrative \*
  - Remittance Amount \*
  - Issuing Bank Name
  - Issuing Branch Name
  - Payable Bank Name (FLEXCUBE UNIVERSAL BANK)
  - Payable Branch Name
  - Test Key No \*
- Beneficiary Details Section:**
  - Beneficiary Account
  - Address Line 1
  - Address Line 3
  - Identification Type
  - Beneficiary Phone No
  - Beneficiary Name \*
  - Address Line 2
  - Address Line 4
  - Identification No
- Funding Details Section:**
  - Remitter Name \*
  - Address Line 2
  - Address Line 4
  - Identification No
  - Address Line 1
  - Address Line 3
  - Identification Type
  - Remitter Phone No

Buttons: Submit, Cancel

**2.10.3.3.1 Main Transaction DD Details**

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

**Field Description: Inward Remittance Registration**

Field	Description
<b>Inward Remittance Reference</b>	Specify the inward remittance reference issued by the external bank during registration of the remittance.
<b>Remittance Amount</b>	Specify the remittance currency and amount.

Field	Description
	<b>NOTE:</b> By default, the logged-in branch local currency is displayed as remittance currency and it can be modified.
<b>External Issuing Bank Code</b>	Specify the code of the external issuing bank.
<b>Issuing Bank Name</b>	Displays the name of the specified external issuing bank.
<b>Issue Branch Code</b>	Specify the branch code of the external issuing bank.
<b>Issue Branch Name</b>	Displays the name of the specified external issuing branch.
<b>Payable Bank Code</b>	Specify the payable bank code.
<b>Payable Bank Name</b>	Displays the payable bank name.
<b>Payable Branch Code</b>	Specify the payable branch code.
<b>Payable Branch Name</b>	Displays the payable branch name.
<b>Remittance Date</b>	Select the issue date of the TT.
<b>Test Key No</b>	Specify the test key number.
<b>Narrative</b>	Displays the default narrative as <b>Inward Remittance Registration</b> and it can be modified.
<b>Beneficiary Details</b>	Specify the details under this segment.
<b>Beneficiary Account</b>	Displays the beneficiary account number.
<b>Beneficiary Name</b>	Displays the beneficiary name.

Field	Description
<b>Address Line 1 to Address Line 4</b>	Specify the address of the beneficiary.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification No</b>	Specify the identification number of the beneficiary.
<b>Beneficiary Phone No</b>	Specify the phone number of the beneficiary.
<b>Funding Details</b>	Specify the fields.
<b>Remitter Name</b>	Displays the name of the specified remitter account.
<b>Address Line 1 to Address Line 4</b>	Displays the address of the specified remitter account.
<b>Identification Type</b>	Select the identification type of the beneficiary from the drop-down values.
<b>Identification Number</b>	Specify the identification number of the beneficiary.
<b>Identification Type</b>	Select the identification type.
<b>Identification Number</b>	Specify the identification number.
<b>Remitter Phone No</b>	Specify the phone number of the remitter.

### 2.10.3.3.2 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.

## 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 186: 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  
Single

Deposit Amount \*  
GBP

Deposit Tenor \*  
Days:  Months:  Years:

Maturity Amount

Auto Renewal

Simulate

Interest Detail

Funding Details

Joint Holders

Payout Details

Rollover Details

Denomination

Submit Cancel

### 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**

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

Field	Description
<b>Simulate</b>	Click this button to fetch the interest data for the given account class.
<b>Auto Renewal</b>	Select if auto renewal required for the deposit account after maturity.

2.11.1.2 Interest Details

Figure 187: Interest Details

The screenshot shows the 'Interest Detail' form with three main sections:

- Product Details:** A table with columns 'Select', 'Waiver', 'Product Status', and 'Continue Variance on Rollover'. Below the table, it says 'No data to display.'
- Effective Date:** A table with columns 'Select', 'Date', and 'Status'. Below the table, it says 'No data to display.' and includes a pagination control showing 'Page 1 (0 of 0 items)'.
- User Defined Values:** A table with columns 'Element', 'Value', 'Rate Code', 'Deposit Rate Code', and 'Variance'. Below the table, it says 'No data to display.' and includes a pagination control showing 'Page 1 (0 of 0 items)'.

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

Field Description: Interest Detail

Field	Description
<b>Product Details</b>	Displays the details of the deposit product.
<b>Select</b>	Select the check box to populate the Effective Date.
<b>Waiver</b>	Displays the waiver applicability (Y or N).



Field	Description
<b>Product Status</b>	Displays the product status code.
<b>Continue Variance on Rollover</b>	Displays the following applicability of variance: <ul style="list-style-type: none"> <li>• <b>Y</b> – If the variance to be continued on rollover.</li> <li>• <b>N</b> – If the variance is not continued on rollover.</li> </ul>
<b>Effective Date</b>	Displays the effective date of the deposit product
<b>Select</b>	Select the check box to populate the User Defined Values.
<b>Date</b>	Displays the effective date.
<b>Status</b>	Displays the product status.
<b>User Defined Values</b>	Displays the user defined values of the deposit product
<b>Element</b>	Displays the element code. You can edit the value based on the requirements.
<b>Value</b>	Displays the value. You can edit the value based on the requirements.
<b>Rate Code</b>	Displays the rate code. You can edit the value based on the requirements.
<b>Deposit Rate Code</b>	Displays the deposit rate code. You can edit the value based on the requirements.
<b>Variance</b>	Displays the variance. You can edit the value based on the requirements.

2.11.1.3 Funding Details

Figure 188: Funding Details (Cash)

Figure 189: Funding Details (Account)

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

**Field Description: Funding Details**

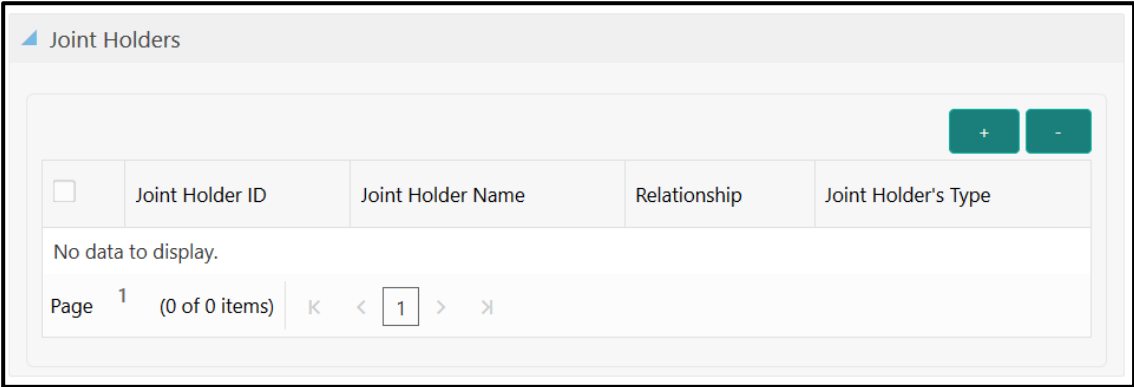
Field	Description
<b>Pay By</b>	Select <b>Account</b> or <b>Cash</b> for the pay-in option.
<b>Transaction Amount</b>	Specify the transaction currency if the <b>Pay By</b> is selected as <b>Cash</b> .  <b>NOTE:</b> By default, branch currency will be shown and allows for editing. In addition, the system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

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

Field	Description
	<p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

**2.11.1.4 Joint Holders Details**

**Figure 190: 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
<b>Joint Holder ID</b>	Select the customer ID which is considered as joint account holder for the deposit account.
<b>Joint Holder Name</b>	Displays the customer name as joint holder name.
<b>Relationship</b>	Select the relationship of the joint account holder from the drop-down list.
<b>Joint Holder's Type</b>	Select the joint holder's type from the drop-down list.

### 2.11.1.5 Maturity Payment Details

Figure 191: Payout Details

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

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

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

Field Description: Payout Details

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

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

**2.11.1.6 Maturity Instruction Details**

**Figure 192: Rollover Details**

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

- Renewal Option \***: A dropdown menu.
- Renewal Type \***: A dropdown menu.
- Renewal Amount**: A text input field with a dropdown arrow on the left.
- Renewal Tenor \***: A section with three sub-fields: "Days", "Months", and "Years". Each sub-field has a dropdown arrow and an up/down arrow icon.

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

**Field Description: Rollover Details**

Field	Description
<b>Renewal Option</b>	Specify the renewal option from the drop down values ( <b>Account Class Tenor, Account Tenor, or Independant</b> ).  <b>NOTE:</b> This field is mandatory to input if auto renewal is selected.

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

**2.11.1.7 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.

**2.11.1.8 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 193: Term Deposit Redemption Against Cash**

The screenshot displays the 'TD Redemption Against Cash' interface. It features several sections: 'Deposit Account' with a search field and 'Query' button; 'Deposit Details' including 'Principal Amount', 'Account Name', 'Interest Amount', and 'Tax Amount'; 'Redemption Details' with 'Redemption Mode' dropdown, 'Waive Penalty' checkbox, 'Exchange Rate Narrative' dropdown, and 'Redemption Amount' dropdown; and 'Account Branch' with a search field. Other fields include 'Customer ID', 'Interest Rate', 'Maturity Amount', 'Total Payout Amount', and 'Waive Interest' checkbox. A 'Denomination' section is partially visible at the bottom. 'Submit' and 'Cancel' buttons are located in the bottom right corner.



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

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

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

**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 194: 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
<b>Deposit Account</b>	Specify the deposit account number.
<b>Account Branch</b>	Displays the branch of the deposit account.
<b>Query</b>	Click this icon to fetch the deposit details.

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

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

**2.11.3.2 Charge Details**

The **Charge Details** segment is used to view 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 195: TD Top-Up Against Account

The screenshot shows the 'TD Top-Up Against Account' interface. It features several sections: 'Deposit Account' with a search box and 'Query' button; 'Deposit Details' including 'Original Deposit Amount', 'Customer ID', 'Interest Rate', and 'Interest Amount'; 'Top-up Details' with 'Top-Up Amount', 'Offset Account Branch', 'Exchange Rate', and 'Narrative' (pre-filled with 'TD Top-UP Against Account'); and a right-hand column with 'Account Branch' (000), 'Principal Balance', 'Account Name', 'Deposit Tenor' (Days dropdown), 'Maturity Amount', 'Offset Account', 'Account Amount', and 'Value Date' (Mar 26, 2020). A 'Denomination' section is partially visible at the bottom. 'Submit' and 'Cancel' buttons are located in the bottom right corner.

### 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**

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



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

#### 2.11.4.2 Denomination Details

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

#### 2.11.4.3 Transaction Submission

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

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

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

### 2.11.5 Term Deposit Top-up against Cash

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

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

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

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

Figure 196: 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: 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**

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

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

**2.11.5.2 Denomination Details**

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

**2.11.5.3 Transaction Submission**

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

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

## 2.12 Credit Card Transactions

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

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

### 2.12.1 Credit Card Advance by Cash

The Teller can use this screen to disburse cash advance to a walk-in customer against the credit card. To process this screen, type **Advance By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Credit Card**, click **Advance by Cash**.  
→ The **Advance by Cash** screen is displayed.

Figure 197: Advance by Cash

▲ Advance by Cash

Credit Card \*

Advance Amount \* GBP

Advance Tenor \*

Document Type

Document Number

Approval Reference Number \*

Exchange Rate \*

Account Amount GBP

Total Charges (LCY) GBP0.00

Narrative \* Advance By Cash

▶ Charge Details

▶ Denomination

Submit Cancel

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

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

**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 198: Advance By Transfer

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

- Credit Card \***: [Empty text box]
- Advance Amount \***: GBP [Empty text box]
- Advance Tenor \***: [Empty dropdown menu]
- Beneficiary Account \***: [Empty text box]
- Beneficiary Name**: [Empty text box]
- Account Branch**: [Empty text box]
- Exchange Rate**: [Empty text box with up/down arrows]
- Account Amount \***: [Empty text box]
- Total Charges**: GBP0.00
- Document Type**: [Empty dropdown menu]
- Document Number**: [Empty text box]
- Approval Reference Number \***: [Empty text box]
- Narrative \***: Advance By Transfer

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

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

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

### 2.12.2.2 Charge Details

The **Charge Details** segment is used to view 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 199: Credit Card Payment by Cash

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

- Credit Card \***: A text input field.
- Payment Mode**: A dropdown menu with '1471' selected.
- Payment Amount \***: A dropdown menu with 'GBP' selected and an adjacent text input field.
- Exchange Rate**: A text input field with '1.00' and up/down arrow controls.
- Credit Amount**: A disabled text input field.
- Total Charges**: A disabled text input field.
- Narrative \***: A text input field containing 'Credit Card Payment by Cash'.
- Charges**: A section header with a right-pointing arrow.
- Denomination**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: 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
<b>Credit Card</b>	Specify the credit card number for which the payment to be made. When you press <b>Tab</b> key, the customer details and card details will be displayed in the <b>Customer Information</b> widget.
<b>Payment Mode</b>	Select the payment mode.
<b>Payment Amount</b>	Select the transaction currency from the drop-down values and specify the payment amount.  <b>NOTE:</b> If Multi Currency and Total Charges configuration is set as <b>Y</b> , then the currency in <b>Payment Amount</b> field to default credit card currency and it can be modified. If it is set as <b>N</b> , then Payment currency is defaulted and displayed.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Credit Amount</b>	Display the credit amount along with currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .

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

### 2.12.3.2 Charge Details

The **Charge Details** segment is used to view 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 200: 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 <b>By Account</b> .

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

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

**Credit Card Payment by Clearing Cheque:**

**Figure 201: Credit Card Payment**

▲ Credit Card Payment By Cheque

<p>Credit Card * <input type="text"/></p> <p>Cheque Amount <input type="text"/></p> <p>Cheque Date * Mar 26, 2020 <input type="text"/></p> <p>Drawer Account * <input type="text"/></p> <p>Exchange Rate 1.00 <input type="text"/></p> <p>Total Charges <input type="text"/></p> <p>Narrative * <input type="text" value="Credit Card Payment by Clearing Cheque"/></p>	<p>Payment Mode <input type="text"/></p> <p>Cheque Number * <input type="text"/></p> <p>Routing Number * <input type="text"/></p> <p>Drawer Name <input type="text"/></p> <p>Credit Amount <input type="text"/></p>
---	---

▶ Charge Details

### 2.12.4.2 Main Transaction Details – By Clearing Cheque

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Credit Card Payment by Clearing Cheque](#).

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

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

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

**2.12.4.3 Charge Details**

The **Charge Details** segment is used to view 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 202: 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 of the form, 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
<b>Card Number</b>	Specify the credit card number, which needs to be blocked. When you press <b>Tab</b> key, the system will fetch and display the following details: <ul style="list-style-type: none"><li>• <b>Customer ID</b></li><li>• <b>Account Number</b></li><li>• <b>Branch</b></li><li>• <b>Reference Number</b></li></ul>
<b>Customer ID</b>	Displays the Customer ID for the credit card number specified.

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

**2.12.5.1 Transaction Submission**

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the credit card will be blocked successfully.

## 2.13 Loan Transactions

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

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

### 2.13.1 Loan Disbursement by Cash

The Teller can use this screen to disburse cash to a walk-in customer against a loan account. To process this screen, type **Loan Disbursement By Cash** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Loan Transactions**, click **Loan Disbursement By Cash**.

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

**Figure 203: 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
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.
<b>Disbursement Amount</b>	Select the disbursement currency and specify the disbursement amount.  <b>NOTE:</b> By default, the loan account currency is displayed as disbursement currency. If <b>Multi Currency Configuration</b> is set as <b>Y</b> , it can be modified and if it is <b>N</b> , then the default value cannot be modified.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charges (LCY)</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Total Charges Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the total cash to be disbursed to the customer in loan account currency.

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

### 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 204: 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 control with a dropdown arrow and up/down arrows.
- Account Amount**: A text input field.
- Total Charges (LCY)**: A text input field containing '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
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.
<b>Repayment Amount</b>	Select the repayment currency and specify the repayment amount.  <b>NOTE:</b> By default, the loan account currency is displayed as repayment currency.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as Y.
<b>Total Charges (LCY)</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Total Charge Configuration</b> at Function Code indicator level is set as Y.
<b>Account Amount</b>	Displays the repayment amount in loan account currency.

Field	Description
	<b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> . If the loan account currency is different from repayment currency, then the system will derive the account amount based on the exchange rate.
<b>Narrative</b>	Displays the narrative as <b>Loan Repayment By Cash</b> 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 205: 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 arrow.
- Denomination**: A section header with a right-pointing arrow.
- 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
<b>Murabaha Account</b>	Specify the murabaha account number. When you press <b>Tab</b> key, the customer details and murabaha account details will be displayed in the <b>Customer Information</b> widget.
<b>Repayment Amount</b>	Select the repayment currency and specify the repayment amount.  <b>NOTE:</b> By default, the repayment currency is displayed as financing account currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> , it can be modified, and if it is <b>N</b> , then the default value cannot be modified.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .



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

**2.14.1.2 Charge Details**

The **Charge Details** segment is used to view 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 206: 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
<b>Financing Account</b>	Specify the financing account number. When you press <b>Tab</b> key, the customer details and financing account details will be displayed in the <b>Customer Information</b> widget.
<b>Down Payment Amount</b>	Select the down payment currency and specify the amount.  <b>NOTE:</b> By default, the down payment currency is displayed as financing account currency. If the <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> , it can be modified, and if it is <b>N</b> , then the default value cannot be modified.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charges</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .

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

**2.14.2.2 Charge Details**

The **Charge Details** segment is used to view 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 207: Islamic TD Account Opening

Islamic TD Account Opening

Customer ID \*

Customer Name

Mode Of Operations

Account Type  
Single  Joint

Deposit Product \*

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

#### 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**

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

### 2.14.3.2 Funding Details

**Figure 208: Funding Details (Cash)**

The screenshot shows a form titled 'Funding Details'. Under the 'Pay By' label, there is a dropdown menu with 'Cash' selected. To the right, under the 'Transaction Amount' label, there is an empty input field.

**Figure 209: Funding Details (Account)**

The screenshot shows a form titled 'Funding Details'. It contains several fields: 'Pay By' (dropdown with 'Account' selected), 'Account Number' (text input, marked with an asterisk), 'Account Branch' (text input), 'Account Amount' (dropdown with 'GBP' selected and a text input, marked with an asterisk), 'Cheque Number' (text input), 'Cheque Date' (calendar icon input), and 'Exchange Rate' (dropdown with '1.00' selected and up/down arrows, marked with an asterisk).

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

**Field Description: Funding Details**

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

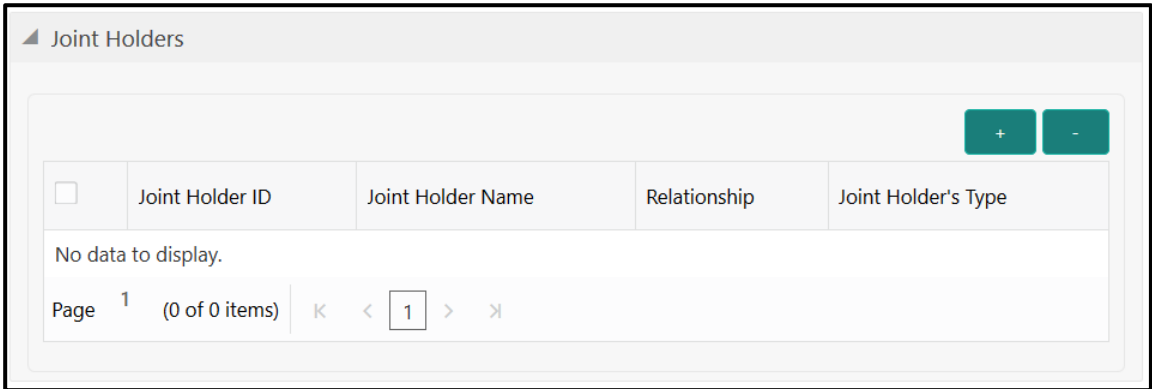
Field	Description
<b>Account Branch</b>	<p>Displays the branch of the selected account number.</p> <p><b>NOTE:</b> This field is applicable only if the <b>Pay By</b> is selected as <b>Account</b>.</p>
<b>Account Amount</b>	<p>Displays the currency of the selected account number and the calculated account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



Field	Description
	<p><b>NOTE:</b> 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 <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>

**2.14.3.3 Joint Holders Details**

**Figure 210: 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
<b>Joint Holder ID</b>	Select the customer ID which is considered as joint account holder for the deposit account.
<b>Joint Holder Name</b>	Displays the customer name as joint holder name.
<b>Relationship</b>	Select the relationship of the joint account holder from the drop-down list.
<b>Joint Holder's Type</b>	Select the joint holder's type from the drop-down list.

### 2.14.3.4 Maturity Payment Details

Figure 211: 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
<b>Component Type</b>	Select the component type from the drop-down list. <b>(Principal or Profit)</b>
<b>Repayment By</b>	Select the repayment option from the drop-down list <b>(Account, Bankers Cheque, or Demand Draft)</b> .
<b>Payment Account</b>	Specify the account to which the repayment to be made. This field allows you to input only if repayment is by account.
<b>Account Branch</b>	Displays the account branch based on the payment account selected.

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

**2.14.3.5 Maturity Instruction Details**

**Figure 212: Rollover Details**

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

- Auto Renewal:** A toggle switch currently turned off.
- Renewal Type:** A dropdown menu.
- Renewal Amount:** A numeric input field with a dropdown arrow.
- 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
<b>Auto Renewal</b>	Select if auto renewal required for the deposit account.
<b>Renewal Type</b>	Specify the renewal type from the drop down values ( <b>Principal, Principal + Profit, Special Amount or Profit</b> ).  <b>NOTE:</b> This field is mandatory to input if auto renewal is selected.

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

### 2.14.3.6 Denomination details

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

### 2.14.3.7 Transaction Submission

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

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

The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the loan repayment details are handed off to Islamic Financing TD module for account creation.

## 2.15 Bill Payments

This section describes the various screens used to perform the Bill Payments. Bill Payments can be done for various utility bills. The screens are described in the following sub-sections:

- [2.15.1 Bill Payment By Cash](#)
- [2.15.2 Bill Payment Against Account](#)

### 2.15.1 Bill Payment By Cash

The Teller can use this screen to make utility bill payment by cash. Utility bill payment can be performed for the Institutions, which are already maintained in product processors. To process this screen, type **Bill 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 **Bill Payments**, click **Bill Payment By Cash**.

→ The **Bill Payment By Cash** screen is displayed.

**Figure 213: Bill Payment By Cash**

The screenshot shows a web-based form titled "Bill Payment by Cash". The form is organized into two columns of input fields. The left column includes: "Utility Provider ID" (with a search icon), "Consumer Number", "Bill Date" (with a calendar icon), "Transaction Amount", and "Total Charge Amount". The right column includes: "Utility Provider Name", "Bill Number", "Bill Amount" (with a dropdown arrow), "Exchange Rate" (with a value of 1.00 and up/down arrows), and "Narrative" (with the text "Bill Payment by Cash" entered). Below these fields are two expandable sections: "Charge Details" and "Denomination". At the bottom right of the form 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: Bill Payment By Cash](#).

**Field Description: Bill Payment By Cash**

<b>Field</b>	<b>Description</b>
<b>Utility Provider ID</b>	Click the search icon, and select the utility provider ID from the list of values.
<b>Utility Provider Name</b>	Displays the name of the specified utility provider ID.
<b>Consumer Number</b>	Specify the consumer number.
<b>Bill Number</b>	Specify the bill number.
<b>Bill Date</b>	Specify the bill date.
<b>Bill Amount</b>	Select the currency from the drop-down values, and specify the bill amount that needs to be paid.
<b>Transaction Amount</b>	Select the transaction currency from the drop-down values. The transaction amount is displayed based on the exchange rate.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the Bill currency is same as the Transaction currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .

Field	Description
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the narrative as <b>Bill Payment By Cash</b> and it can be modified.

**2.15.1.1 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.

**2.15.1.2 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.

**2.15.1.3 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. On transaction completion, the main leg accounting (Dr Cash GL and Cr Institution ID account GL) and charge accounting details are handed off to the Accounting System.

### 2.15.2 Bill Payment by Account

The Teller can use this screen to make utility bill payment against an account. Utility bill payment can be performed for the Institutions, which are already maintained in product processors. To process this screen, type **Bill 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**, click **Teller**. On Teller Mega Menu, under **Bill Payments**, click **Bill Payment by Account**.  
→ The **Bill Payment by Account** screen is displayed.

Figure 214: Bill Payment 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: Bill Payment by Account](#).

#### Field Description: Bill Payment by Account

Field	Description
Utility Provider ID	Click the search icon, and select the utility provider ID from the list of values.
Utility Provider Name	Displays the name of the specified utility provider ID.



Field	Description
<b>Consumer Number</b>	Specify the consumer number.
<b>Bill Number</b>	Specify the bill number.
<b>Bill Date</b>	Specify the bill date.
<b>Bill Amount</b>	Select the currency from the drop-down values, and specify the bill amount that needs to be paid.
<b>Account Number</b>	Specify the account number against which the bill payment needs to be done.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Cheque Number</b>	Specify the cheque number, if the amount needs to be debited through the cheque.
<b>Cheque Date</b>	Specify the cheque date, if the amount needs to be debited through the cheque.
<b>Account Amount</b>	Displays the amount that needs to be debited based on the exchange rate.
<b>Exchange Rate</b>	<p>Displays the exchange rate.</p> <p><b>NOTE:</b> If the Bill currency is same as the Transaction currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b>.</p>

Field	Description
<b>Total Charge Amount</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Narrative</b>	Displays the narrative as <b>Bill Payment Against Account</b> and it can be modified.

**2.15.2.1 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.

**2.15.2.2 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 approval warning raised when the transaction saves. On transaction completion, the main leg accounting (Dr Cash GL and Cr Institution ID account GL) and charge accounting details are handed off to the Accounting System.

## 2.16 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:

- [2.16.1 Cash Deposit](#)
- [2.16.2 Cash Withdrawal](#)
- [2.16.3 FX Sale Against Walk-in](#)
- [2.16.4 FX Purchase Against Walk-in](#)

### 2.16.1 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 215: 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 [Up/Down arrows]
- Account Amount**: [Empty text box]
- Total Charge Amount**: GBP0.00
- Narrative \***: Cash Deposit

At the bottom right, there are **Submit** and **Cancel** buttons. Below the main form area, there is a section titled **Charge Details** with a right-pointing arrow.

### 2.16.1.1 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.

### 2.16.1.2 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.

### 2.16.1.3 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.

### 2.16.2 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 216: 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 text input field with 'GBP0.00'.
- Narrative \***: A text input field with 'Cash Withdrawal'.
- Charge Details**: A section header with a right-pointing arrow.
- Submit** and **Cancel**: Two buttons at the bottom right.

### 2.16.2.1 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.

### 2.16.2.2 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.

### 2.16.2.3 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.

## 2.16.3 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 of input fields. The left column includes: "Amount Sold" (dropdown menu set to "GBP"), "Beneficiary Name", "Beneficiary Address2", "Beneficiary Address4", "Identification Number", "Amount Received", and "Narrative" (containing the text "FX Sale Against Walk-in"). The right column includes: "Currency Received", "Beneficiary Address1", "Beneficiary Address3", "Identification Type" (dropdown menu), "Exchange Rate" (input field with "1.00" and up/down arrows), and "Total Charge Amount" (input field with "GBP0.00"). Below the main form area is a section titled "Charge Details" with a right-pointing arrow. At the bottom right of the form are two buttons: "Submit" and "Cancel".

### 2.16.3.1 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.

### 2.16.3.2 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.

### 2.16.3.3 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.



### 2.16.4 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 217: 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 set to 'GBP' and an adjacent input field.
- Currency Paid \***: A search-enabled input field.
- Beneficiary Name \***: An input field.
- Beneficiary Address 1**, **Beneficiary Address 2**, **Beneficiary Address 3**, and **Beneficiary Address 4**: Four separate input fields for the beneficiary's address.
- Identification Number**: An input field.
- Identification Type**: A dropdown menu currently set to 'Select'.
- Exchange Rate**: A control with a greyed-out input field and up/down arrow buttons.
- Amount Paid**: A greyed-out input field.
- Total Charges**: A greyed-out input field displaying 'GBP0.00'.
- 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'.

#### 2.16.4.1 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.

### 2.16.4.2 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.

### 2.16.4.3 Transaction Submission

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

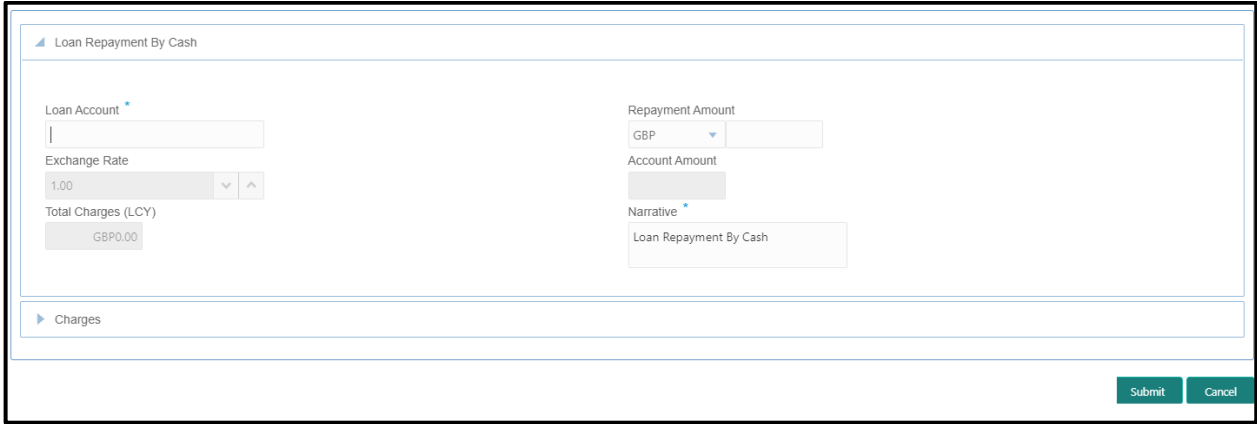
The transaction is moved to authorization in case of any approval warning raised when the transaction saves. On transaction completion, the teller cash position is updated based on the currency of the **Amount Bought** and the **Amount Paid** fields. For more information on transaction submission and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

### 2.16.5 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 218: Loan Repayment By Cash (without Multi Currency and Total Charges)**



### 2.16.5.1 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
<b>Loan Account</b>	Specify the loan account number. When you press <b>Tab</b> key, the customer details and loan account details will be displayed in the <b>Customer Information</b> widget.
<b>Repayment Amount</b>	Select the repayment currency and specify the repayment amount.  <b>NOTE:</b> By default, the loan account currency is displayed as repayment currency.
<b>Exchange Rate</b>	Displays the exchange rate.  <b>NOTE:</b> If the transaction currency is same as the account currency, the system displays the exchange rate as 1. This field is displayed only if <b>Multi Currency Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Total Charges (LCY)</b>	Displays the total charges in branch local currency.  <b>NOTE:</b> This field is displayed only if <b>Total Charge Configuration</b> at Function Code indicator level is set as <b>Y</b> .
<b>Account Amount</b>	Displays the repayment amount in loan account currency.

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

### 2.16.5.2 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.

### 2.16.5.3 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.

## 2.17 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:

- [2.17.1 Electronic Journal](#)
- [2.17.2 Servicing Journal](#)
- [2.17.3 Reassign Transactions](#)

### 2.17.1 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:

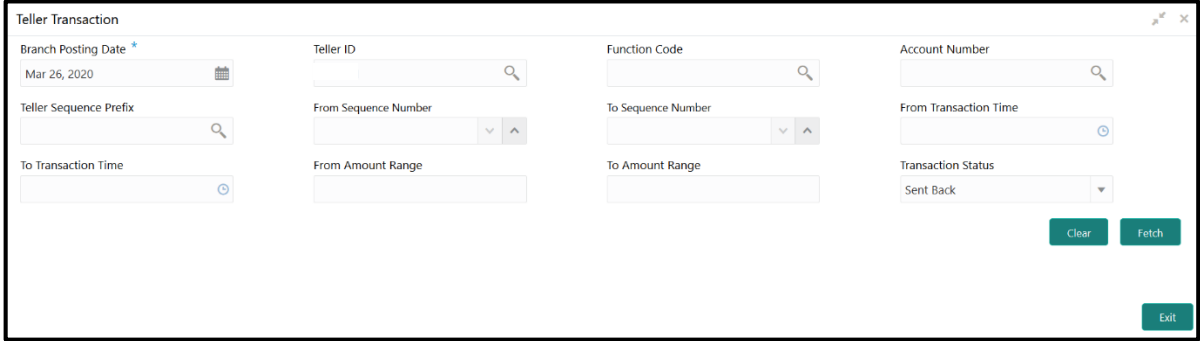
- View the status of all transactions performed by the logged-in Teller ID.
- Reverse the completed transaction posted by Teller during the day.
- Re-submit the incomplete transactions performed by the logged-in Teller ID, that are either:
  - Approved by the supervisor and moved to Teller EJ log for 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 219: Teller Transaction**



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
<b>Branch Posting Date *</b>	Specify the branch posting date for which the inquiry is to be made.  <b>NOTE:</b> By default, the current posting date is displayed.
<b>Teller ID</b>	Select the Teller ID from the list of values.
<b>Function Code</b>	Specify the Function code for which the inquiry is to be made.  <b>NOTE:</b> The adjoining option provides the list of all function codes maintained.

Field	Description
<b>Account Number</b>	Specify the account number. The LOV fetch list all account numbers maintained.
<b>Teller Sequence Prefix</b>	Select from the list of values.
<b>From Sequence Number</b>	Specify the start number of the sequence range.
<b>To Sequence Number</b>	Specify the end number of the sequence range.
<b>From Transaction Time</b>	Specify the transaction start time.
<b>To Transaction Time</b>	Specify the transaction end time.
<b>From Amount Range</b>	Specify the “from” amount of the amount range.
<b>To Amount Range</b>	Specify the “to” amount of the amount range.
<b>Transaction Status</b>	Select the transaction status.  <b>NOTE:</b> By default, <b>Pending</b> status is selected.

After filling the necessary fields, you can do 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:
  - Function Code and Screen Name
  - Transaction Reference Number
  - Teller Sequence Number
  - Transaction Amount
  - Account Number

- Teller ID
- Teller Remarks
- Click **Clear** to clear the transaction list.

### 2.17.1.1 List of Transactions

The transactions that are fetched based on the search criteria can be displayed in Tile View or Grid View. In the Tile View, you can click necessary icons to perform the operations.

Figure 220: List of Transactions (Tile View)

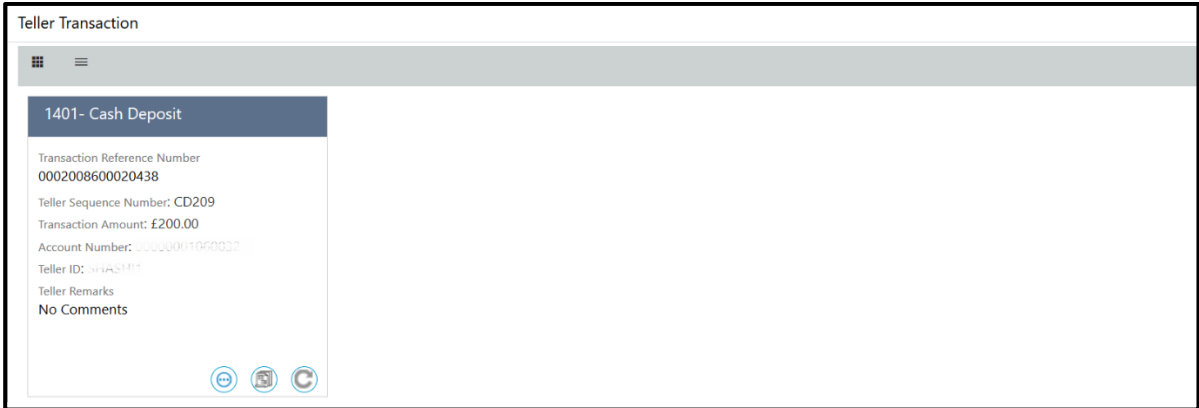
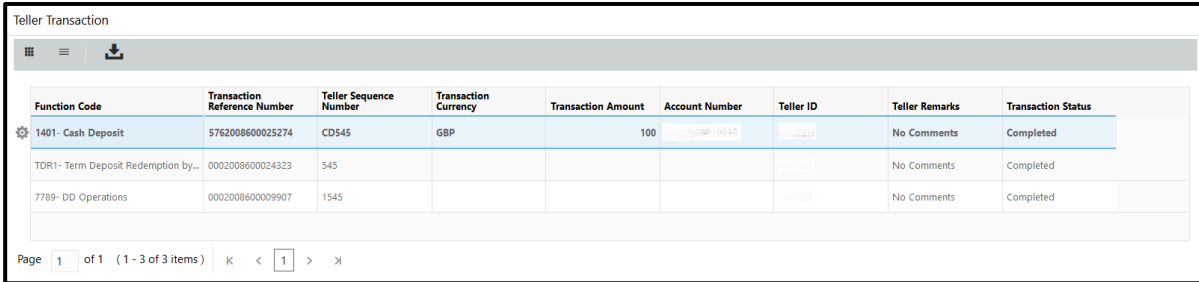




Figure 221: List of Transactions (Grid View)




In the Grid View, you can perform any of the following operations:

- Click  icon to view and select the necessary operation.
- Click  icon to download the journal log as Microsoft Excel Worksheet.

You can also navigate to necessary transaction; perform the operations using the shortcut keys as follows:

1. Press Tab key, and navigate to the list of transactions in grid view.
2. Use Up/Down arrow keys to select the necessary transaction.



3. Use Left/Right arrow keys to select the  icon.
4. Press Spacebar to view the operations applicable to the selected transaction.
5. Use Up/Down arrow keys to select the necessary operation.

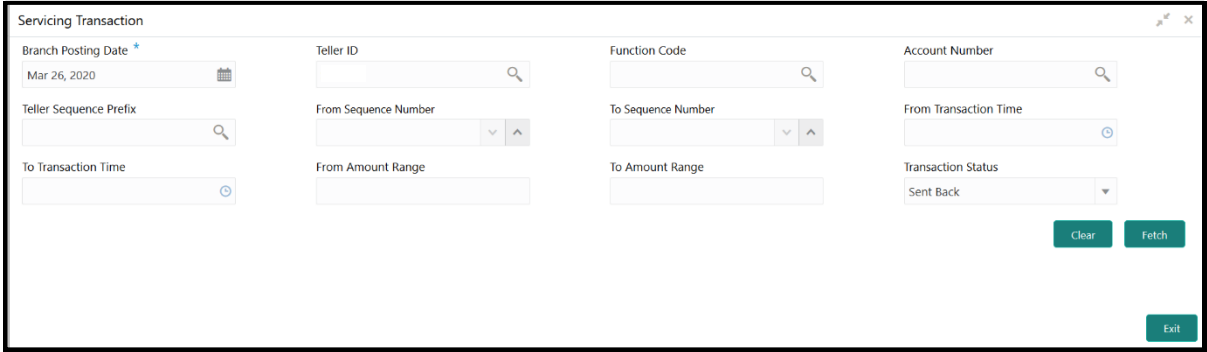
**2.17.2 Servicing Journal**

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 [2.17.1 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 222: Servicing Transaction**



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
<b>Branch Posting Date</b>	Specify the branch posting date for which the inquiry is to be made.  <b>NOTE:</b> By default, the current posting date is displayed.

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

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

- Click **Fetch** to get the list of transactions based on the query criteria specified. When you click **Fetch**, the following details are displayed for each transaction:
  - Function Code and Screen Name
  - Transaction Reference Number

- Teller Sequence Number
  - Transaction Amount
  - Account Number
  - Teller ID
  - Teller Remarks
- Click **Clear** to clear the transaction list.

### 2.17.2.1 List of Transactions

The transactions that are fetched based on the search criteria can be displayed in Tile View or Grid View. For more information on Tile View and Grid View, refer to topic [2.17.1.1 List of Transactions](#).

### 2.17.3 Reassign Transactions

Tellers and Supervisors can use this screen to re-assign the Supervisor ID for the cash/non-cash transactions, which are pending for approval. To process this screen, type **Reassign Transactions** in the **Menu Item 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 **Reassign Transactions**.

→ The **Teller Transaction** screen is displayed.

Figure 223: Reassign Transactions

Branch Posting Date *	Teller ID	Function Code
Mar 26, 2020		
Account Number	Teller Sequence Prefix	From Sequence Number
To Sequence Number	From Transaction Time	To Transaction Time
From Amount Range	To Amount Range	Journal Log Type
		Electronic Journal
		Fetch Clear
		Submit Cancel

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

**Field Description: Reassign Transactions**

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



## 2.18 Prediction

This section describes the Teller Service Counters Prediction screen used to predict the number of service counters. It is described in the following sub-section:

- [2.18.1 Teller Service Counters Prediction](#)

### 2.18.1 Teller Service Counters Prediction

This screen is used to predict the number of Teller service counters required for the specified days. To process this screen, type **Teller Service Counters Prediction** in the **Menu Item 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 **Prediction**, click **Teller Service Counters Prediction**.

→ The **Teller Service Counters Prediction** screen is displayed.

**Figure 225: Teller Service Counters Prediction**

Specify the details to fetch the records. All the fields in this screen are mandatory. For more information on fields, refer to table [Field Description: Teller Service Counters Prediction](#).

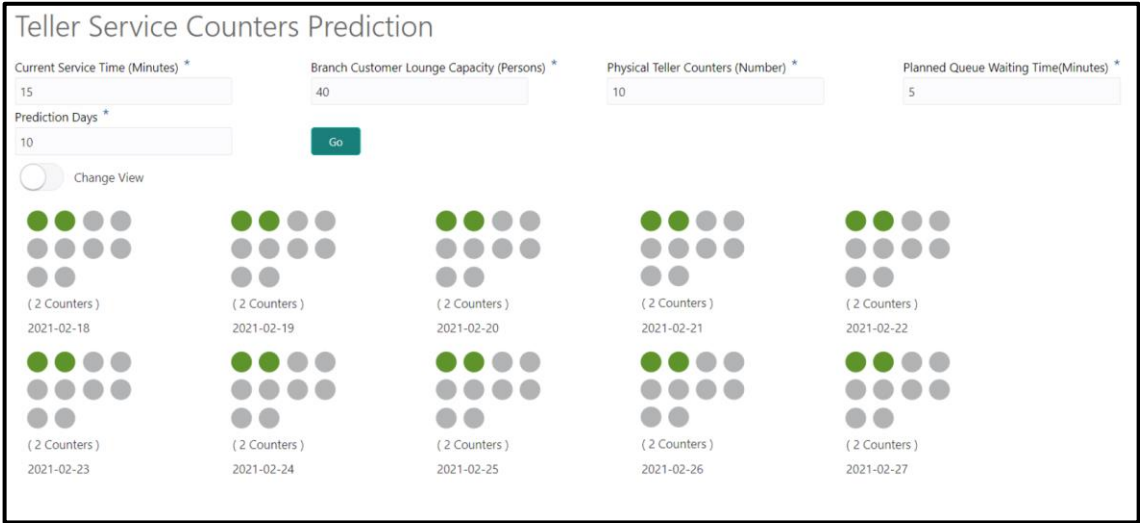
**Field Description: Teller Service Counters Prediction**

Field	Description
<b>Current Service Time (Minutes)</b>	Specify the time to service business transaction at the Teller counter.
<b>Branch Customer Lounge Capacity (Persons)</b>	Specify the number of persons can be accommodated at one time in the physical service area of the Branch.
<b>Physical Teller Counters (Number)</b>	Specify the physical teller counters available at the branch.

Field	Description
<b>Planned Queue Waiting Time (Minutes)</b>	Specify the waiting time to be achieved at the queue.
<b>Prediction Days</b>	Number of Days in future where the Teller counters are required to be predicted.

Click Go to get the predicted value of Teller Service Counters. A sample prediction of Teller service counters based on certain values is shown below.

**Figure 226: Sample Prediction of Teller Service Counters**



## 2.19 Cache

This section describes the Clear Cache screen, which is used to get the maintenance reflected while performing the transactions. It is described in the following sub-section:

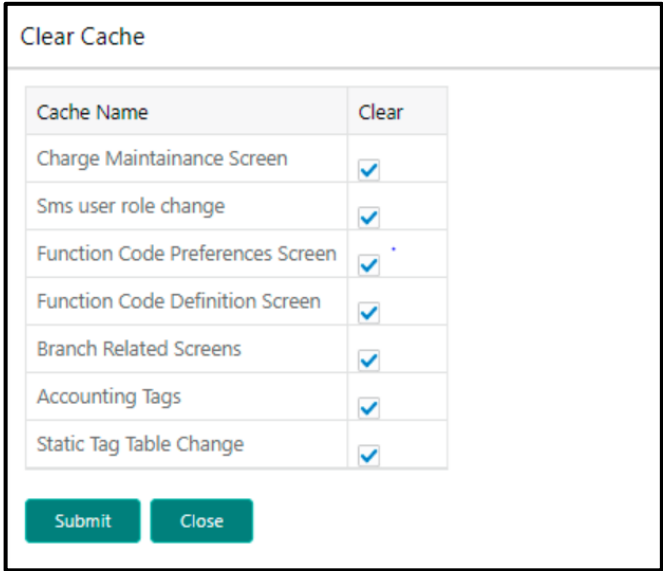
- [2.19.1 Clear Cache](#)

### 2.19.1 Clear Cache

This screen is used to clear cache in order to get the maintenance reflected while performing the transactions. To process this screen, type **Clear Cache** in the **Menu Item 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 **Cache**, click **Clear Cache**.  
  
→ The **Clear Cache** screen is displayed.

**Figure 227: Clear Cache**



2. Click the checkboxes to select the desired **Cache Name**.
3. Click **Submit** to clear the selected cache.
4. Click **Close** to close the screen.



## 2.20 Customer Service

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

- [2.20.1 Cheque Status Enquiry](#)
- [2.20.2 Stop Cheque Request](#)
- [2.20.3 Cheque Book Request](#)
- [2.20.4 Passbook Issue](#)
- [2.20.5 Passbook Update](#)
- [2.20.6 Passbook Status Change](#)
- [2.20.7 Passbook Reprint](#)
- [2.20.8 Account Balance Inquiry](#)
- [2.20.9 Account Statement Request](#)
- [2.20.10 Customer Address Update](#)
- [2.20.11 Account Address Update](#)
- [2.20.12 Customer Contact Details Update](#)
- [2.20.13 Cheque Book Status Change](#)

### 2.20.1 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 228: Cheque Status Enquiry**

The screenshot shows a web application interface for 'Cheque Status Inquiry'. At the top left, there is a back arrow and the title 'Cheque Status Inquiry'. Below the title, there are two input fields: 'Account Number \*' and 'Cheque Number \*', both with asterisks indicating they are mandatory. Below these fields are two buttons: 'Query' and 'Clear'. Further down, there are several more 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
<b>Account Number</b>	Specify the account number for which the cheque status needs to be enquired.

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

### 2.20.2 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 229: 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
<b>Account Number</b>	Specify the account number for which you need to enforce a stop payment.

Field	Description
<b>Cheque Number</b>	Specify the cheque number on which the stop payment to be enforced.
<b>Select Multiple Cheques</b>	Select this option to enforce stop payment on multiple cheques of the customer account.
<b>Cheque Amount</b>	Specify cheque amount for which the cheque is drawn. The cheque currency is defaulted to account currency.
<b>Effective Date</b>	Specify the date on which the cheque is drawn.
<b>Expiry Date</b>	Specify the expiry date of the cheque.
<b>Reason Type</b>	Specify the type of stop payment ( <b>Stop</b> or <b>Lost</b> ).
<b>Total Charge Amount</b>	<p>Displays the total charge amount, which is computed by the system in local currency of the branch.</p> <p><b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b>.</p>
<b>Narrative</b>	The system displays the default narrative <b>Stop Cheque Request</b> and it can be modified. You can specify the reason/purpose for which the stop payment is issued

### 2.20.2.1 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.

### 2.20.2.2 Transaction Submission

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.

### 2.20.3 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 230: Cheque Book 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: Cheque Book Request](#).

#### Field Description: Cheque Book Request

Field	Description
<b>Account Number</b>	Specify the account number for which the cheque book request to be initiated.

Field	Description
<b>Cheque Book Type</b>	Specify the type of cheque book that needs to be issued ( <b>Normal</b> or <b>At Par</b> ).
<b>Number of Leaves</b>	Specify the number of leaves ( <b>10, 25, 50, or 100</b> ).
<b>First Cheque Number</b>	Specify the number of first cheque.
<b>Request Date</b>	By default, the current posting date is displayed as the request date.
<b>Request Status</b>	Select the request status from the drop-down values ( <b>Requested</b> or <b>Delivered</b> ).
<b>Deliver To</b>	Specify the mode of delivery ( <b>Branch</b> or <b>Post</b> ).
<b>Address Line 1 to Address Line 4</b>	Specify the address of the Customer if the delivery mode is selected as <b>Post</b> . By default, the address of the customer account is displayed and it can be modified.
<b>Checkbook Type</b>	Click the search icon, and select the checkbook type from the list of values.
<b>Narrative</b>	Displays the default narrative as <b>Cheque Book Request</b> and it can be modified.

### 2.20.3.1 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.

### 2.20.3.2 Transaction Submission

When you click **Submit**, the request is handed off to the core UBS system for the cheque book issuance of the customer account.

### 2.20.4 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 231: Passbook Issue

Passbook Issue

Account Number \*  
Account Name  
Account Open Date  
Address Line 1  
Address Line 3  
Passbook Number  
Total Charge Amount  
USD0.00  
Narrative \*  
Passbook Issue

Account Currency  
Account Branch  
Customer ID  
Address Line 2  
Address Line 4  
Passbook Status  
Passbook Category

Old Passbook Details

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

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

Charge Details

Submit Cancel



Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory.  
For more information on fields, refer to table [Field Description: Passbook Issue](#).

**Field Description: Passbook Issue**

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook needs to be issued.
<b>Account Currency</b>	Displays the currency of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Open Date</b>	Displays the account opening date.
<b>Customer ID</b>	Displays the customer ID.
<b>Address Line 1 to Address Line 4</b>	Specify the address of the customer.
<b>Passbook Number</b>	Displays the passbook number that needs to be issued. <b>NOTE:</b> The passbook number is generated based on the instrument number maintenance.
<b>Passbook Status</b>	By default, the passbook status is displayed as <b>Issued</b> .
<b>Total Charge Amount</b>	Displays the total charge amount, which is computed by the system in local currency of the branch. <b>NOTE:</b> This field is displayed only if <b>Multi Currency Configuration</b> at Function Code Indicator level is set as <b>Y</b> .

Field	Description
<b>Passbook Category</b>	Click the search icon, and select the passbook category from the list of values.
<b>Narrative</b>	Displays the default narrative as <b>Passbook Issue</b> and it can be modified.
<b>Old Passbook Details</b>	Specify the fields.
<b>Passbook Number</b>	Displays the old passbook number that is issued to the customer account.
<b>Issue Date</b>	Displays the issue date of the old passbook.
<b>Status Movement</b>	Displays the current status of the passbook.
<b>Status Change Date</b>	Displays the date on which the current status got modified.

**2.20.4.1 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.

**2.20.4.2 Transaction Submission**

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.

### 2.20.5 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 232: 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
<b>Passbook Number</b>	Displays the passbook number that needs to be updated.
<b>Start Line</b>	Specify the start line of the passbook to enter the transaction details.
<b>Previous Balance</b>	Displays the previous balance in the passbook.
<b>Compression Required</b>	Check this box to modify the defaulted values related to transaction compression.
<b>Compression Start Date</b>	Displays the compression start date.
<b>Compression End Date</b>	Displays the compression end date.

When you click **Submit**, the request is handed off to the UBS system to fetch and update the passbook statement of the customer account.

### 2.20.6 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 233: Passbook Status Change**

The screenshot shows a web application interface for 'Passbook Status Change'. It features several input fields: 'Account Number \*', 'Account Name \*', 'Passbook Number \*', 'Status Change Date' (with a calendar icon), 'Account Branch \*', 'Customer ID \*', 'Issue Date' (with a calendar icon), 'Status Description', and 'Narrative \*' (with a text area containing 'Passbook Status Change'). A dropdown menu for 'Passbook Status' is set to 'Active'. Below these fields is a table titled 'Old Passbook Details' with columns: 'Passbook Number', 'Issue Date', 'Status Movement', 'Status Description', and 'Status Date Change'. The table is currently empty, displaying 'No data to display.' and a pagination control showing 'Page 1 (0 of 0 items)'. 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: Passbook Status Change](#).

#### Field Description: Passbook Status Change

Field	Description
Account Number	Specify the account number for which the passbook status change is required.

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

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.

### 2.20.7 Passbook Reprint

The Teller can use this screen to reprint the passbook of a customer account. To process this screen, type **Passbook 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 **Customer Service**, click **Passbook Reprint**.

→ The **Passbook Reprint** screen is displayed.

Figure 234: Passbook Reprint

The screenshot shows the 'Passbook Reprint' application window. It contains the following fields and controls:

- Account Number \***: A text input field.
- Account Name \***: A text input field.
- Account Branch**: A text input field.
- Account Currency**: A text input field.
- Reprint Basis**: Two radio buttons, with 'Reprinting Based On Transactions' selected.
- Last Number Of Transactions**: A text input field.
- From Date**: A date picker field.
- To Date**: A date picker field.
- Narrative \***: A text input field containing the text 'Passbook Reprint'.
- Submit** and **Cancel**: Two buttons at the bottom right.

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory.  
For more information on fields, refer to table [Field Description: Passbook Reprint](#).

#### Field Description: Passbook Reprint

Field	Description
<b>Account Number</b>	Specify the account number for which the passbook needs to be updated.
<b>Account Branch</b>	Displays the branch code of the specified account number.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Currency</b>	Displays the account currency.
<b>Reprint Basis</b>	Select the reprint basis from the drop-down values ( <b>Reporting Based on Transaction</b> or <b>Reporting Based on Date</b> ).
<b>Last Number of Transactions</b>	Specify the last number of transactions. <b>NOTE:</b> This field is enabled only if <b>Reprint Basis</b> is selected as <b>Transaction</b> .
<b>From Date</b>	Specify the date from which the transactions need to be printed. <b>NOTE:</b> This field is enabled only if <b>Reprint Basis</b> is selected as <b>Date</b> .
<b>To Date</b>	Displays the current date. <b>NOTE:</b> This field is enabled only if <b>Reprint Basis</b> is selected as <b>Date</b> .



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

When you click **Submit**, the request is handed off to the UBS system to fetch the details, and reprint the passbook of the customer account.

### 2.20.8 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 235: Account Balance Inquiry**

The screenshot shows the 'Account Balance Inquiry' application window. At the top, there is a search bar for 'Customer Account' with 'Query' and 'Clear' buttons. Below this are several input fields: 'Account Currency', 'Account Class', 'Account Open Date', and 'Mode of Operation'. To the right, there are fields for 'Account Name', 'Account Class Description', and 'Account Type'. A horizontal line separates the input fields from the 'Balance Details' section. This section includes 'Current Balance', 'Blocked', 'Total Available', 'Net Balance', 'Uncollected', 'Available', 'Book Balance', 'Sweep Eligible Balance', 'ILM Sweep Eligible Balance', 'Temporary Overdraft Limit', and 'Passbook Balance'. There are checkboxes for 'Sweep Enabled' and 'Status Change Automatic'. The 'Account Status' section contains checkboxes for 'Posting Allowed', 'Stop Payment', 'No Credit', 'Debit Override', 'Overdraft', 'Dormant', 'Frozen', 'No Debit', 'Credit Override', and 'Status Change Automatic'. At the bottom, there are expandable sections for 'Interest And Charges Details' and 'Turnover Details', and an 'Exit' button in the bottom right corner.

### 2.20.8.1 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
<b>Customer Account</b>	Specify the account number for which the account balance needs to be enquired.
<b>Query</b>	When you click this icon, the system displays the details.
<b>Clear</b>	Click this icon to clear the details.
<b>Account Currency</b>	Displays the currency for which the account balance needs to be enquired.
<b>Account Name</b>	Displays the name of the specified account number.
<b>Account Class</b>	Displays the account class of the specified account number.
<b>Account Class Description</b>	Displays the description of the account class.
<b>Account Open Date</b>	Displays the date on which the account is opened.
<b>Account Type</b>	Displays the type of the account.
<b>Mode Of Operation</b>	Displays the mode of operation.
<b>Balance Details</b>	Specify the fields.
<b>Current Balance</b>	Displays the current balance of the account.

Field	Description
<b>Uncollected</b>	Displays the uncollected balance.
<b>Blocked</b>	Displays the blocked balance.
<b>Available</b>	Displays the balance available in the specified account.
<b>Total Available</b>	Displays the total available balance.
<b>Book Balance</b>	Displays the book balance.
<b>Sweep Enabled</b>	Check this box if sweep needs to be enabled.
<b>Sweep Eligible Balance</b>	Displays the sweep eligible balance.
<b>ILM Sweep Eligible Balance</b>	Displays the ILM sweep eligible balance.
<b>Temporary Overdraft Limit</b>	Displays the temporary overdraft limit.
<b>Net Balance</b>	Displays the net balance.
<b>Passbook Balance</b>	Displays the passbook balance.
<b>Account Status</b>	Specify the fields.
<b>Posting Allowed</b>	Select this checkbox if posting is allowed for the account.
<b>Stop Payment</b>	Select this checkbox if stop payment is allowed for the account.
<b>No Credit</b>	Select this checkbox if credit is not allowed for the account.

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

**2.20.8.2 Interest and Charge Details**

**Figure 236: Interest And Charge Details**

▲ Interest And Charges Details

<p>Accrued Interest (Dr)</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Accrued Interest (Cr)</p> <input style="width: 90%; height: 20px;" type="text"/>
<p>Interest Due</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Charges Due</p> <input style="width: 90%; height: 20px;" type="text"/>
<p>Last Interest Debit</p> <input style="width: 90%; height: 20px;" type="text"/>	<p>Last Interest Credit</p> <input style="width: 90%; height: 20px;" type="text"/>
<p>Last DR Activity</p> <input style="width: 90%; height: 20px;" type="text"/>	

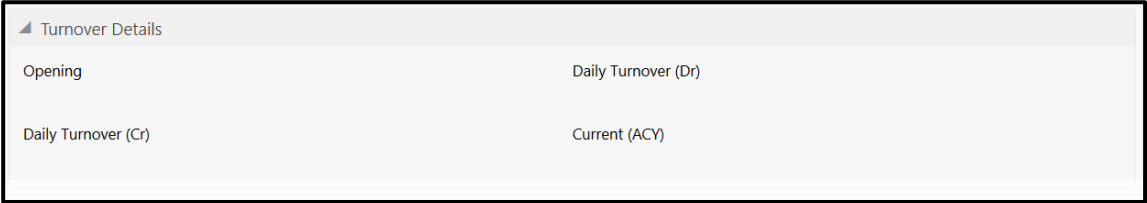
Specify the details in the **Interest And Charge Details** segment. For more information on fields, refer to table [Field Description: Interest And Charge Details](#).

**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.

**2.20.8.3 Turnover Details**

**Figure 237: 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.

Field	Description
Daily Turnover (Dr)	Displays the debit daily turnover.
Daily Turnover (Cr)	Displays the credit daily turnover.
Current (ACY)	Displays the current (ACY).

### 2.20.9 Account Statement Request

The Teller can use this screen to initiate account statement request for a customer account. To process this screen, type **Account Statement Req** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Customer Service**, click **Account Statement Req**.

→ The **Account Statement Request** screen is displayed.

Figure 238: Account Statement Request

Account Statement Request

Customer Account \*  
Request Date: Mar 26, 2020  
From Date \*  
Balance Type \*  
Value Date

Account Name  
Statement Type \*  
Detailed  
To Date \*  
Mar 26, 2020  
Narrative \*  
Account Statement

Charge Details

Submit Cancel

Specify the details to fetch the records. The fields, which are marked with asterisk, are mandatory. For more information on fields, refer to table [Field Description: Account Statement Request](#).

#### Field Description: Account Statement Request

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

#### 2.20.9.1 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.

#### 2.20.9.2 Transaction Submission

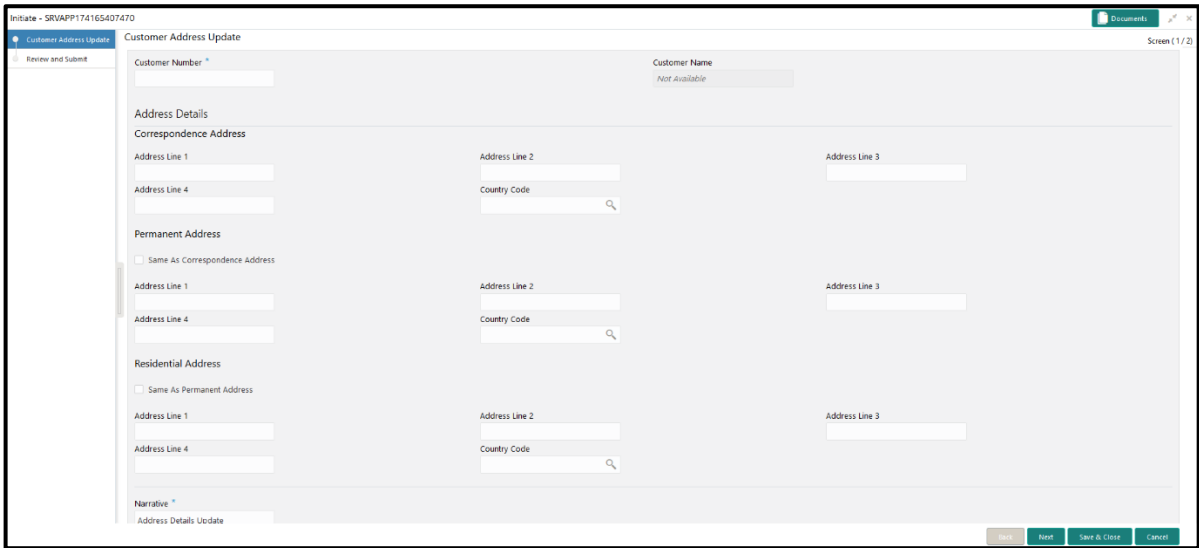
When you click **Submit**, the request is handed off to the UBS system to initiate an account statement request.

### 2.20.10 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 239: 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
<b>Customer Number</b>	Specify the customer number for which the address details needs to be updated.
<b>Customer Name</b>	Displays the customer name for the customer number specified.



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

Field	Description
<b>Review and Submit</b>	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Address update.

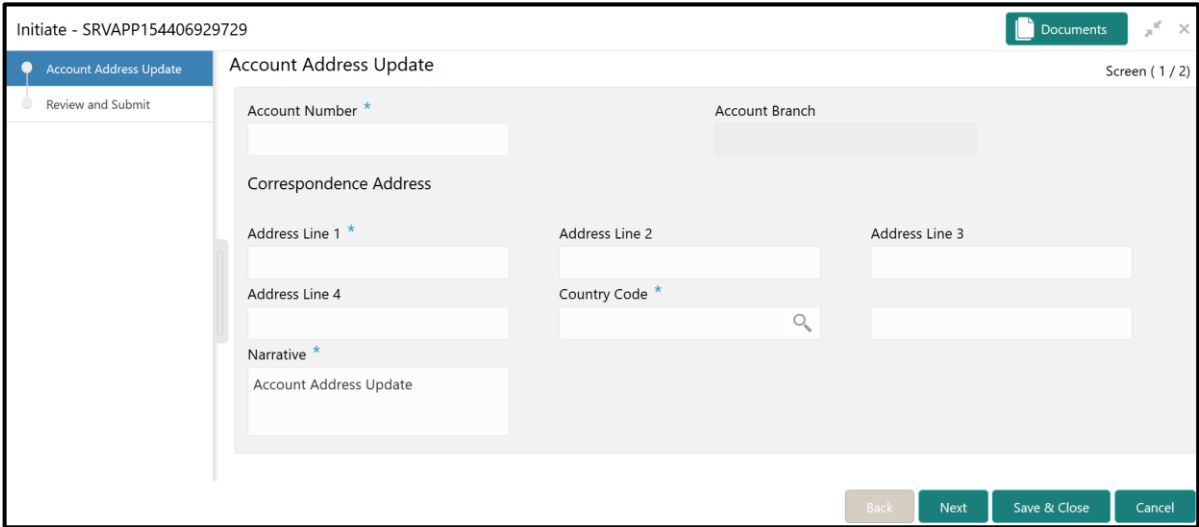
### 2.20.11 Account Address Update

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 240: 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**

<b>Field</b>	<b>Description</b>
<b>Account Number</b>	Specify the customer account number for which the address details needs to be updated.
<b>Account Branch</b>	Displays the customer name for the customer number specified.
<b>Correspondence Address</b>	Specify the fields.
<b>Address Line 1 to Address Line 4</b>	Displays the maintained address details and it can be modified.
<b>Country Code</b>	Displays the maintained address details and it can be modified.
<b>Narrative</b>	Displays the default narrative <b>Account Address Update</b> and it can be modified.
<b>Review and Submit</b>	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Account Address update.

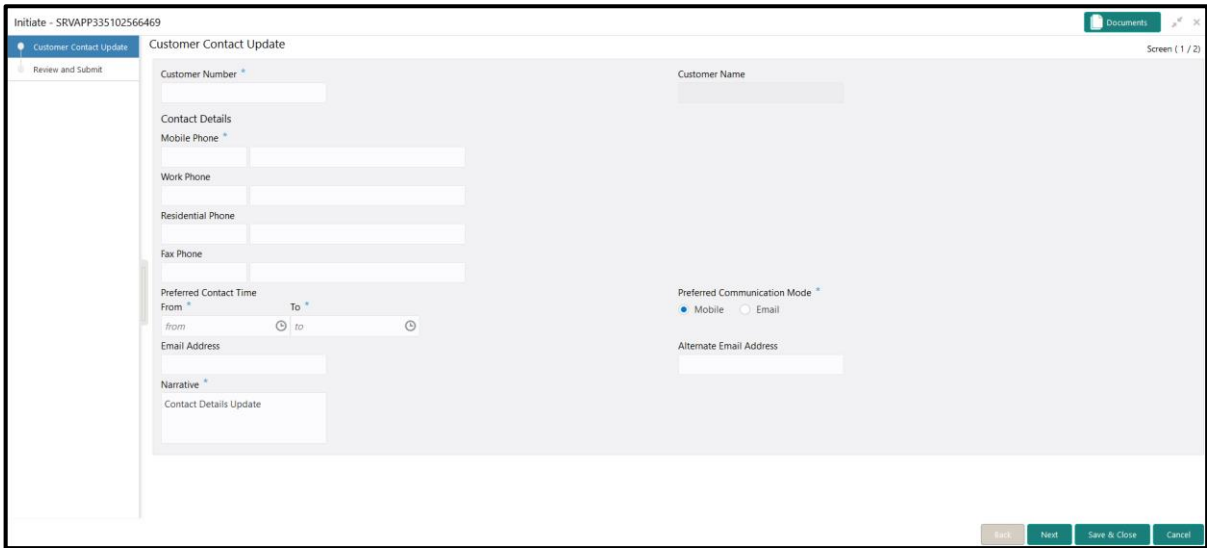
### 2.20.12 Customer Contact Details Update

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 241: 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
<b>Customer Number</b>	Specify the customer number for which the contact details needs to be updated.
<b>Customer Name</b>	Displays the customer name for the customer number specified.

Field	Description
<b>Customer Details</b>	Specify the fields.
<b>Mobile Phone</b>	Displays the mobile number and it can be modified.
<b>Work Phone</b>	Displays the work phone number and it can be modified.
<b>Residential Phone</b>	Displays the residential phone number and it can be modified.
<b>Fax Phone</b>	Displays the fax phone number and it can be modified.
<b>Preferred Contact Time</b>	Displays the preferred contact time and it can be modified.
<b>Preferred Communication Mode</b>	Displays the communication mode and it can be modified.
<b>Email Address</b>	Displays the email id of the customer and it can be modified.
<b>Alternate Email Address</b>	Displays the alternate email id of the customer and it can be modified.
<b>Narrative</b>	Displays the default narrative <b>Contact Details Update</b> and it can be modified.
<b>Review and Submit</b>	This icon is located to the left of this screen. Click this icon to review the request details and submit.

When you **Submit**, the request details will be handed off to UBS system for Customer Contact Details update.

### 2.20.13 Cheque Book Status Change

This screen is used to change the status of a Cheque Book. To process this screen, type **Cheque Book 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 **Cheque Book Status Change**.

→ The **Cheque Book Status Change** screen is displayed.

**Figure 242: Cheque Book Status Change**

The screenshot shows a web form titled "Cheque Book Status Change". It features four input fields: "Account Number \*" (text box), "Request Status \*" (dropdown menu), "First Cheque Number \*" (text box), and "Narrative \*" (text box containing "Cheque Book Status Change"). The form is light gray with a white border. 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: Cheque Book Status Change](#).

#### Field Description: Cheque Book Status Change

Field	Description
Account Number	Specify the account number for which the cheque book status needs to be changed.
First Cheque Number	Specify the number of first cheque.

Field	Description
<b>Request Status</b>	Select the status that needs to be updated for the chequebook. The drop-down values are as follows: <ul style="list-style-type: none"><li>• <b>Delivered</b></li><li>• <b>Requested</b></li><li>• <b>Destroyed</b></li></ul>
<b>Narrative</b>	Displays the default narrative as <b>Cheque Book Status Change</b> and it can be modified.

When you click **Submit**, the request is handed off to the core UBS system to change the status of the cheque book.

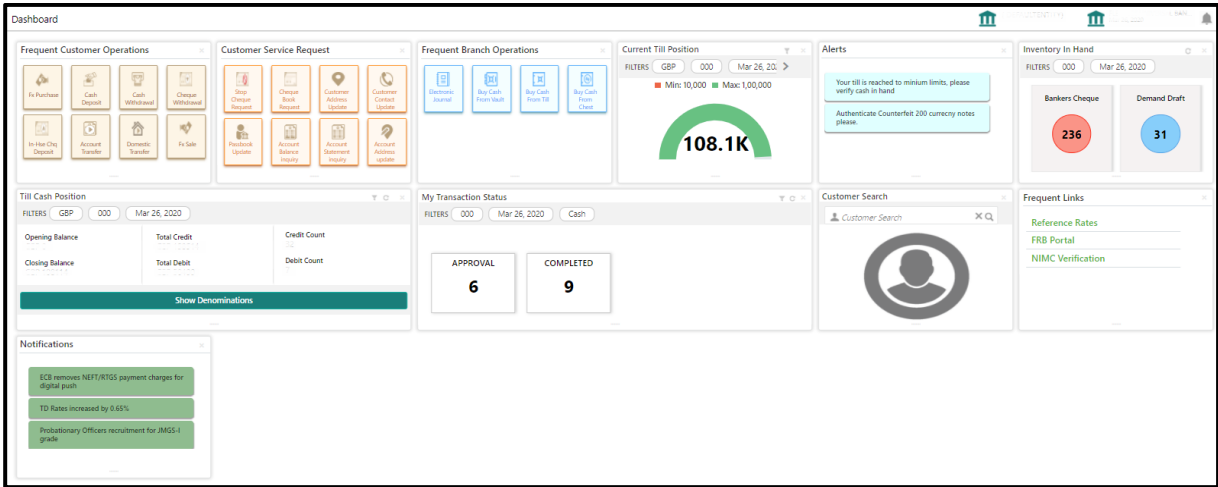
## 2.21 Branch Dashboard

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 243: Branch Dashboard**





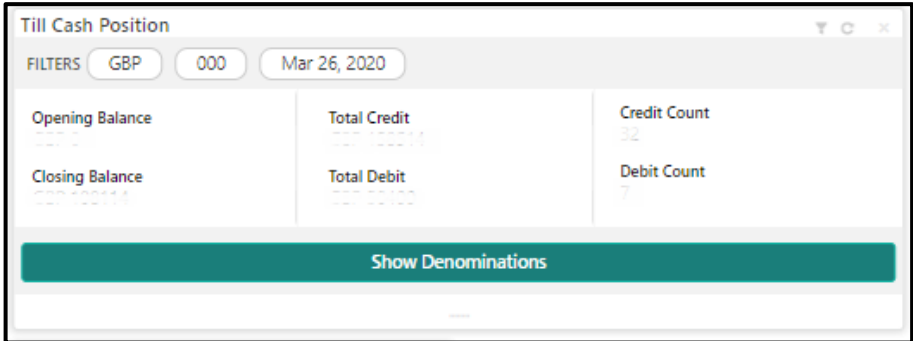
The Teller Dashboard is designed to display the widgets distributed in rows without the vertical scroll bar. The widgets are described in the following sub-sections:

- [2.21.1 Till Cash Position](#)
- [2.21.2 Inventory in Hand](#)
- [2.21.3 My Transaction Status](#)
- [2.21.4 Customer Search](#)
- [2.21.5 Current Till Position](#)
- [2.21.6 Frequent Customer Operations](#)
- [2.21.7 Frequent Branch Operations](#)
- [2.21.8 Customer Service Request](#)
- [2.21.9 Notifications](#)
- [2.21.10 Alerts](#)
- [2.21.11 Frequent Links](#)

### 2.21.1 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. The **FILTERS** option can be used to display Till cash position based on the currency, branch code, and date.

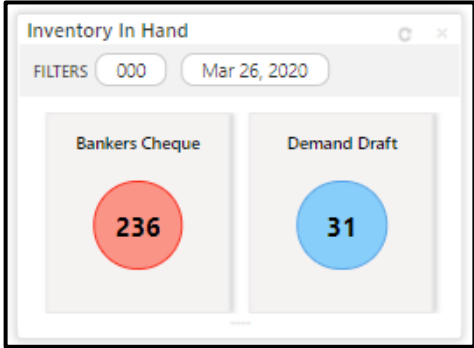
Figure 244: Till Cash Position



### 2.21.2 Inventory in Hand

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

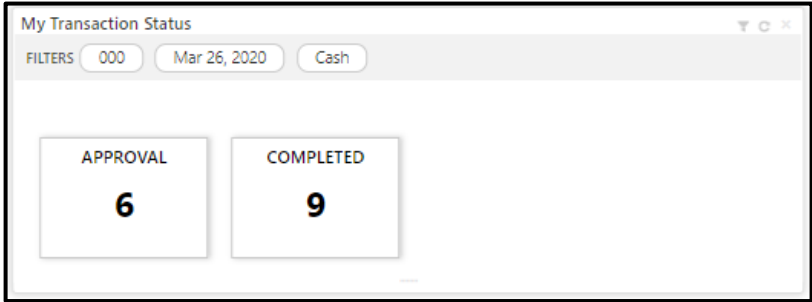
**Figure 245: Inventory In Hand**



### 2.21.3 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. The **FILTERS** option can be used to display transaction status based on the branch code, date, and transaction type (Cash/Non-Cash).

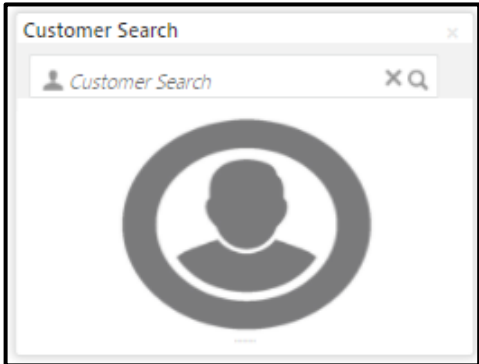
**Figure 246: My Transaction Status**



### 2.21.4 Customer Search

The Teller can use this widget 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.

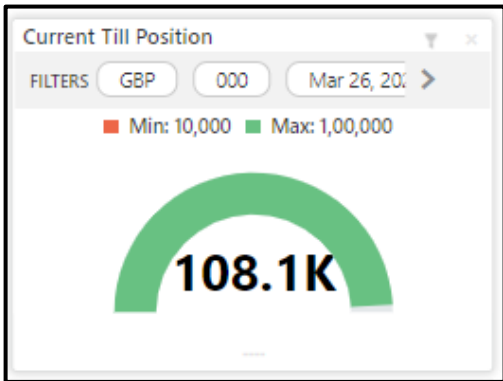
Figure 247: Customer Search



### 2.21.5 Current Till Position

This widget displays the Till amount available for the logged-in Teller ID. The **FILTERS** option can be used to display the current Till amount based on the currency, branch code, and date. The minimum and maximum values are fetched from the user preferences.

Figure 248: Current Till Position



### 2.21.6 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.

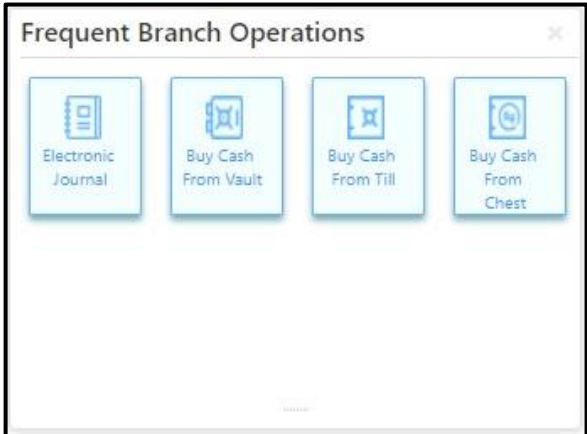
**Figure 249: Frequent Customer Operations**



### 2.21.7 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.

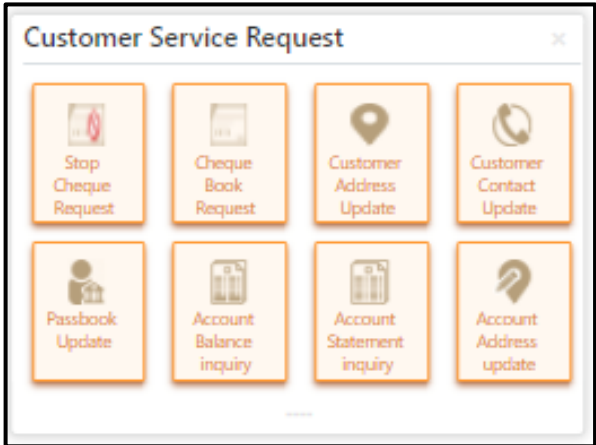
**Figure 250: Frequent Branch Operations**



### 2.21.8 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.

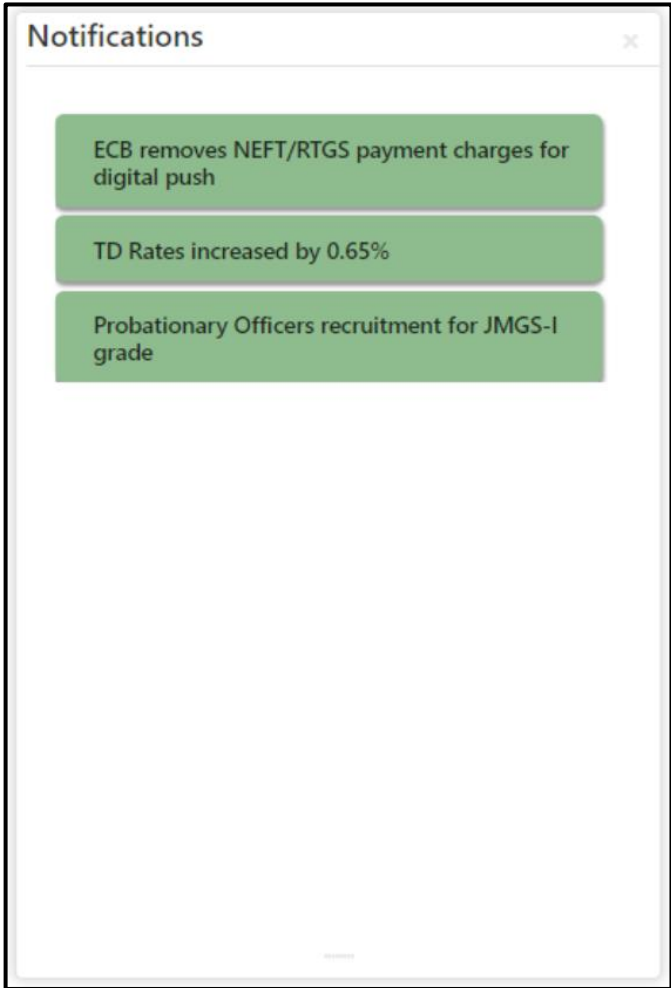
**Figure 251: Customer Service Request**



### 2.21.9 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.

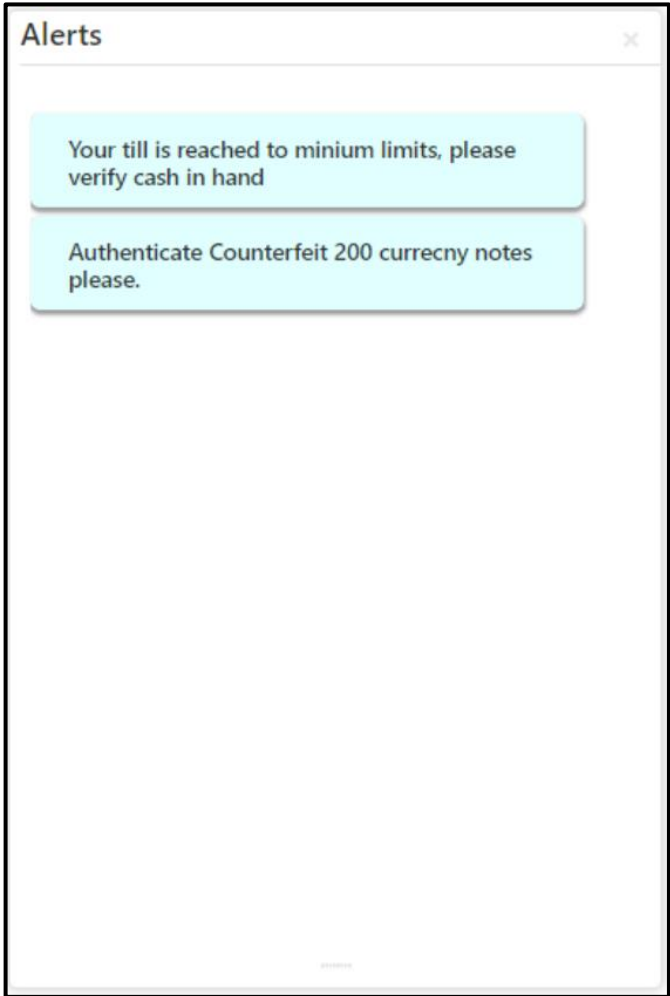
**Figure 252: Notifications**



### 2.21.10 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.

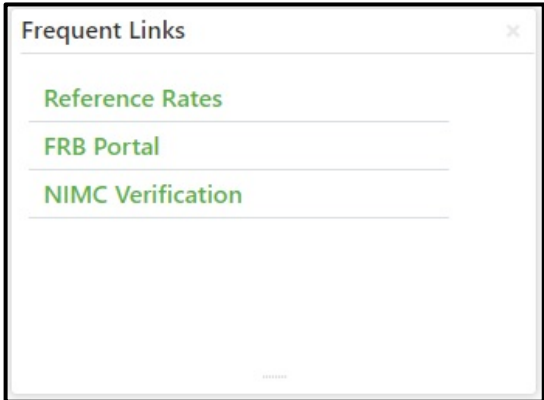
**Figure 253: Alerts**



### 2.21.11 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 254: Frequent Links**





## 2.22 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:

- [2.22.1 Teller Branch Parameters](#)
- [2.22.2 Branch Role Limits](#)
- [2.22.3 Branch User Preferences](#)
- [2.22.4 Denomination Maintenance](#)
- [2.22.5 Function Code Definition](#)
- [2.22.6 Function Code Preferences](#)
- [2.22.7 Default Authorizer Maintenance](#)
- [2.22.8 Accounting and Settlements](#)
- [2.22.9 Instrument No Maintenance](#)
- [2.22.10 Inter Bank Transit Account Maintenance](#)
- [2.22.11 External System Maintenance](#)
- [2.22.12 Channel Limits Maintenance](#)
- [2.22.13 Account Group Maintenance](#)
- [2.22.14 Branch Group Maintenance](#)
- [2.22.15 Customer Group Maintenance](#)

- [2.22.16 Charge Definition Maintenance](#)
- [2.22.17 Create Charge Pricing Maintenance](#)
- [2.22.18 View Charge Pricing Maintenance](#)
- [2.22.19 Charge Condition Group Maintenance](#)
- [2.22.20 Charge Decision Maintenance](#)
- [2.22.21 Reject Code Maintenance](#)
- [2.22.22 Clearing Network Maintenance](#)
- [2.22.23 Denomination Variation Maintenance](#)
- [2.22.24 External Bank Code Maintenance](#)
- [2.22.25 Issuer Code Maintenance](#)
- [2.22.26 Utility Provider Maintenance](#)

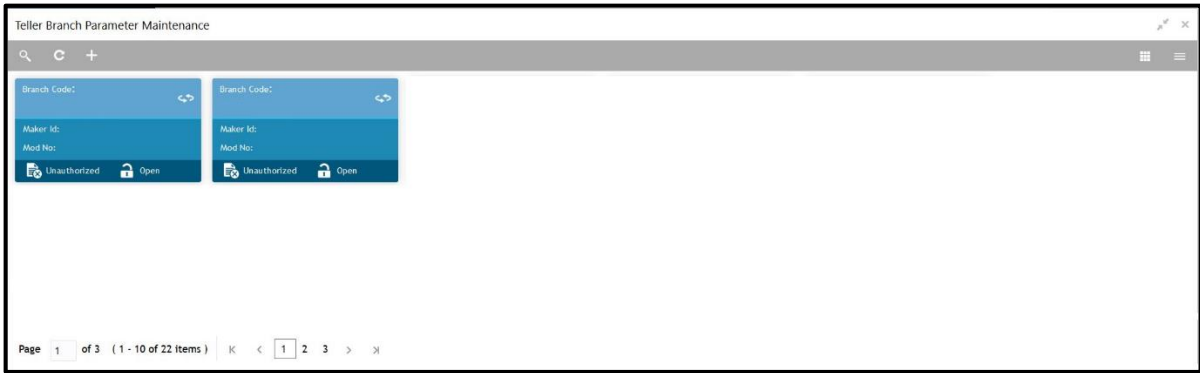
### 2.22.1 Teller Branch Parameters

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**.

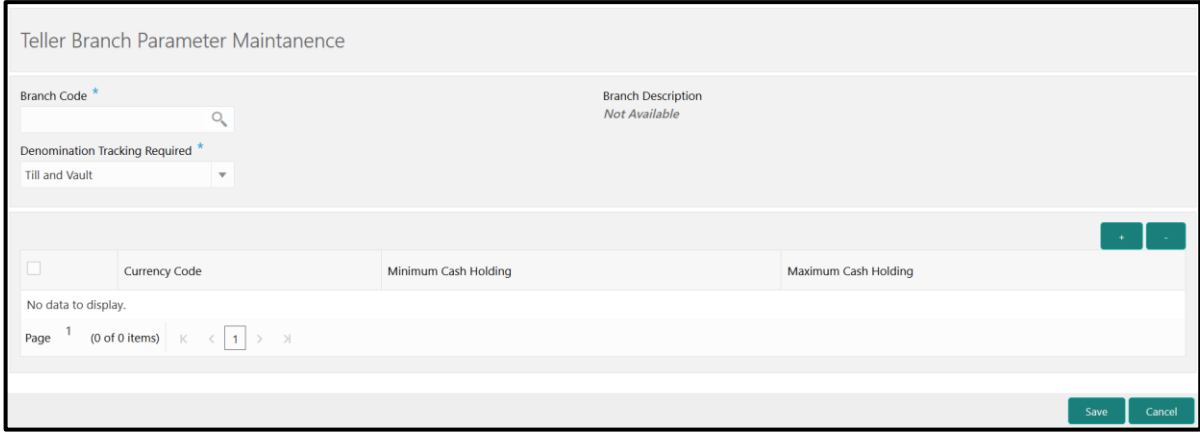
→ The **Teller Branch Parameters Maintenance (Summary)** screen is displayed.

**Figure 255: Teller Branch Parameter Maintenance (Summary)**



- 2. On **Teller Branch Parameters Maintenance** (Summary) screen, click  icon.  
 → The **Teller Branch Parameters Maintenance** screen is displayed.

**Figure 256: 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
<b>Branch Code</b>	Select the branch code from the available option list.
<b>Description</b>	Displays the description of the branch.
<b>Denomination Tracking Required</b>	Specify the denomination that needs to be tracked for the <b>Vault, Till and Vault</b> , or <b>None</b> . The descriptions of the drop-down values are given below: <ul style="list-style-type: none"> <li>• <b>Till and Vault</b> - To track denomination for Tills and Vault. By default, this option is selected.</li> <li>• <b>Vault</b> - To track denomination only for Vault, if a Vault is involved in the transaction.</li> <li>• <b>None</b> - To indicate that denomination tracking is not required for any transaction.</li> </ul>

Field	Description
<b>Currency Code</b>	Displays the currency for which the <b>Minimum Cash Holding Limit</b> or <b>Maximum Cash Holding Limit</b> to be maintained for the branch.
<b>Minimum Cash Holding Limit</b>	Displays the minimum cash holding limit for the branch.
<b>Maximum Cash Holding Limit</b>	Displays the maximum cash holding limit for the branch. <b>NOTE:</b> The maximum cash holding amount must not be less than minimum cash holding amount.

Click **Save** to get the summary view of configured Teller Branch Parameters. 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.

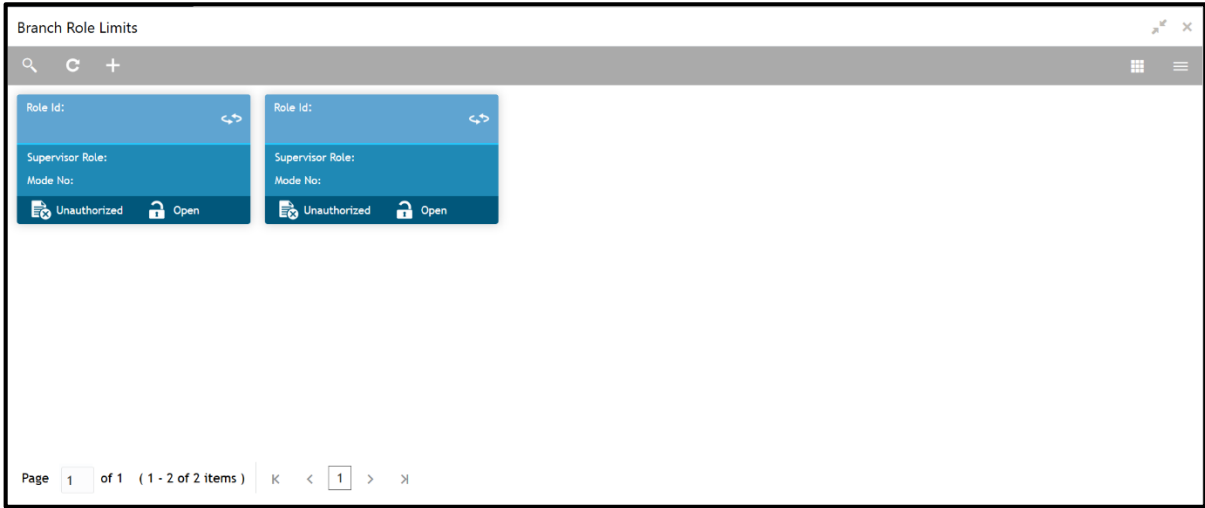
### 2.22.2 Branch Role Limits

This screen is used to set the input and authorization limits for a specific role. The mapping of functional activity codes to the roles is provided as a factory-shipped feature. The functional activity codes maintained for each service/menu item are mapped to the respective roles. 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 257: Branch Role Limits (Summary)**



- 2. On **Branch Role Limits (Summary)** screen, click **+** icon.

→ The **Branch Role Limits Maintenance** screen is displayed.

**Figure 258: 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**

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

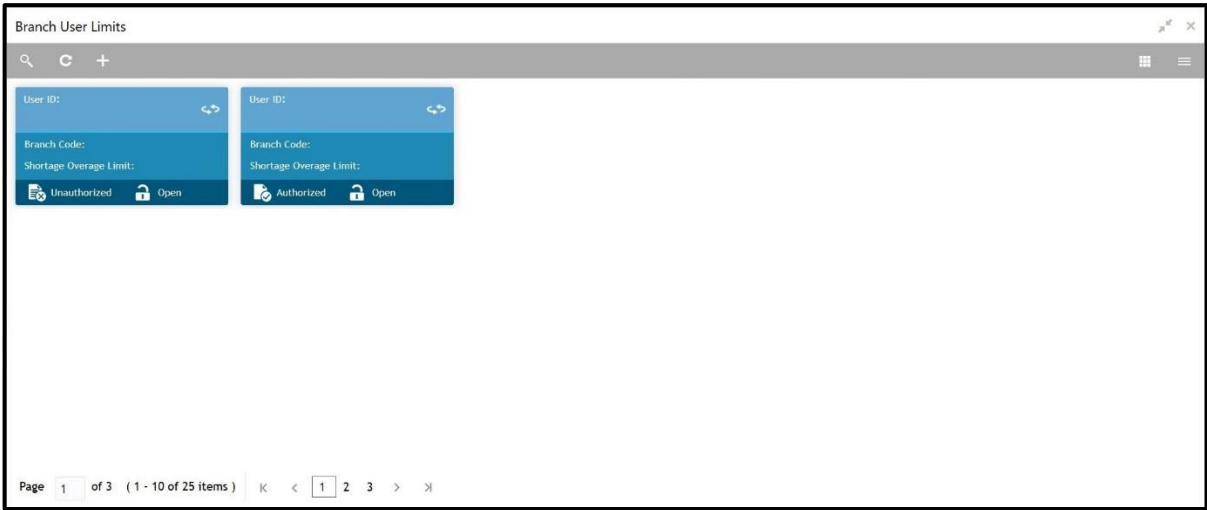
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – 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.

### 2.22.3 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.

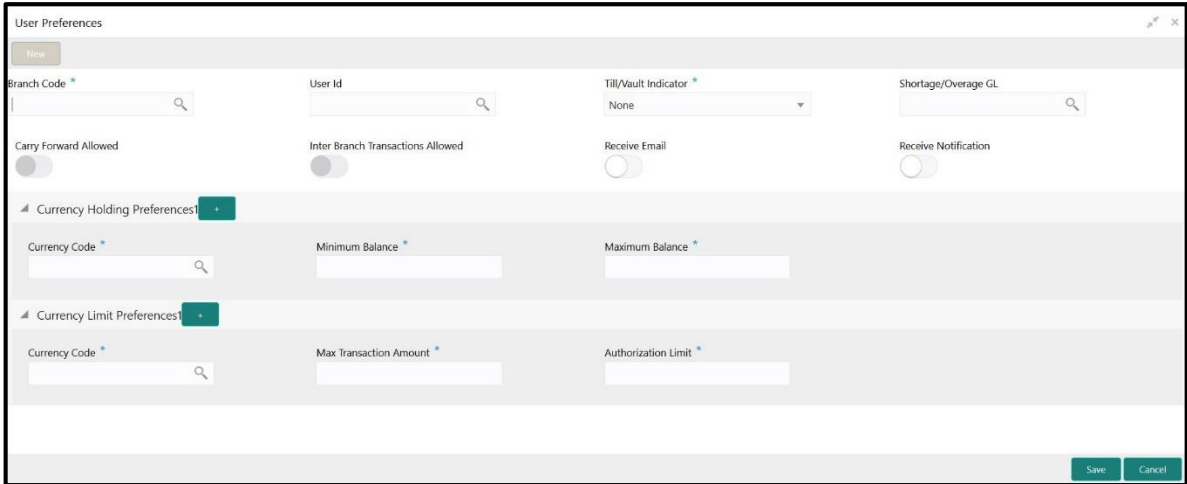
Figure 259:Branch User Limits (Summary)





- 2. On **Branch User Limits** (Summary) screen, click **+** icon.  
 → The **User Preference** screen is displayed.

**Figure 260: 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
<b>Branch Code</b>	Displays the branch code.
<b>User ID</b>	Select the user ID for which the branch preferences to be maintained.
<b>Till/Vault Indicator</b>	Select from the drop down values ( <b>Till</b> , <b>Vault</b> , <b>Both</b> or <b>None</b> ).
<b>Shortage/Overage GL</b>	Select the GL which needs to be debited or credited for the shortage or overage during batch closure.
<b>Carry Forward Allowed</b>	Select if the funds are allowed to carry forward for the next day.

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

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

## 2.22.4 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

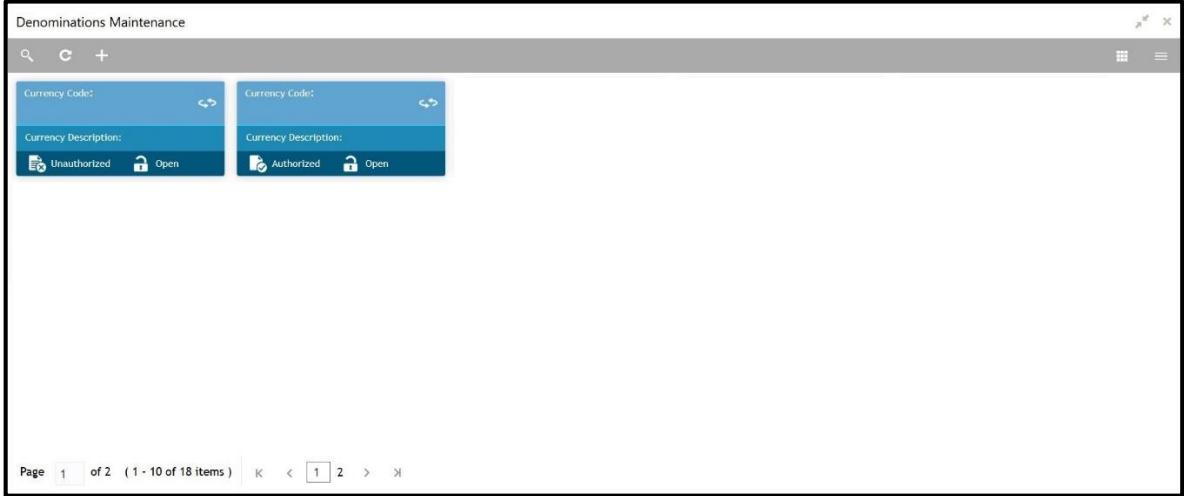
Denomination type Millionaire Certificate is used to facilitate MC/LMC (Millionaire Certificate) transactions. You can have only one denomination with denomination type as **Notes** and the currency code must be the LCY code of each country.

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.

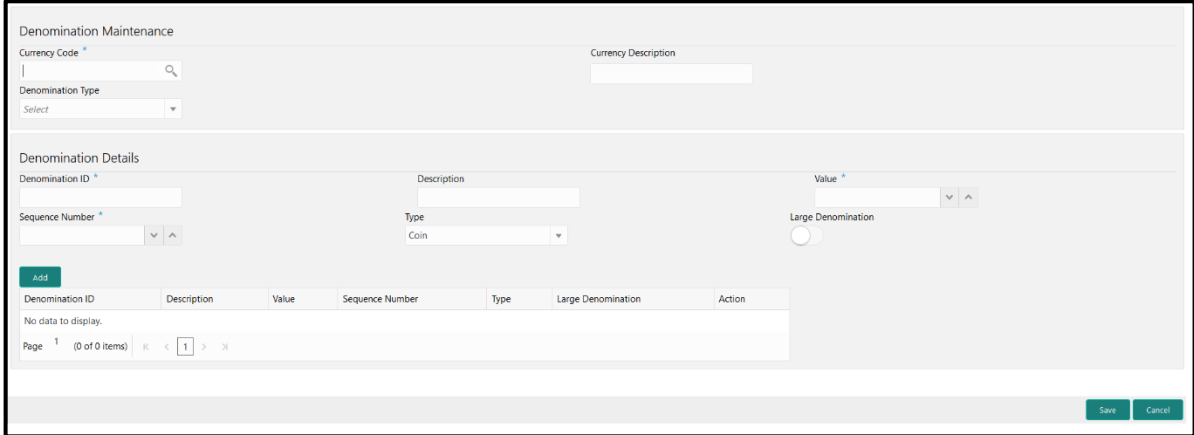
**Figure 261: Denomination Maintenance (Summary)**



- 2. On **Denominations Maintenance (Summary)** screen, click **+** icon.

→ The **Denominations Maintenance** screen is displayed.

**Figure 262: 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**

<b>Field</b>	<b>Description</b>
<b>Currency Code</b>	Specify the currency for which the currency denomination to be maintained.
<b>Currency Description</b>	Specify the description of the currency code.
<b>Denomination Type</b>	Select the denomination type.
<b>Denomination Details</b>	Specify the fields.
<b>Denomination ID</b>	Specify the denomination code.
<b>Description</b>	Specify the description of the denomination code.
<b>Value</b>	Specify the numeric value of the denomination code.
<b>Sequence Number</b>	Specify the number, such that the denom codes will be displayed in the same sequence maintained.
<b>Type</b>	Specify the type as <b>Coin</b> or <b>Note</b> .
<b>Large Denomination</b>	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.

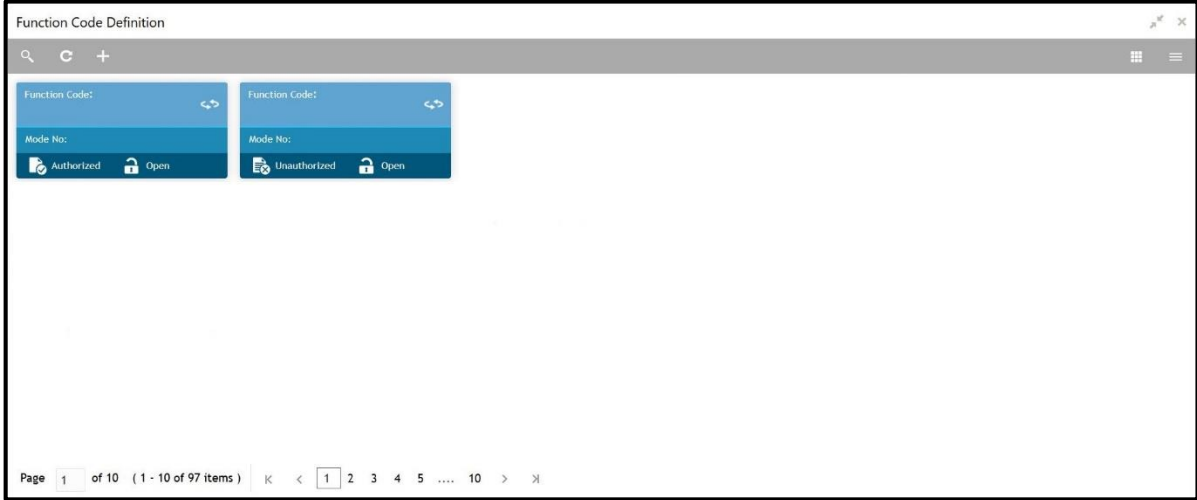
## 2.22.5 Function Code Definition

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 chapter [Annexure 2 – List of Function Codes](#) in this guide.

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

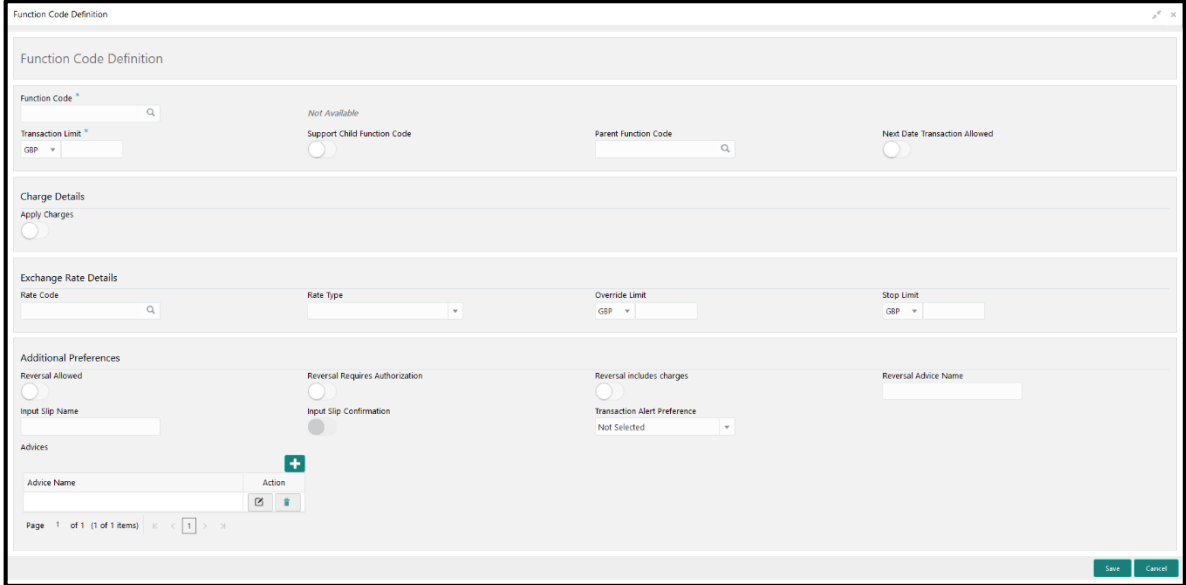
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Function Code Definition**.  
→ The **Function Code Definition (Summary)** screen is displayed.

**Figure 263: Function Code Definition (Summary)**



- 2. On **Function Code Definition (Summary)** screen, click **+** icon.  
→ The **Function Code Definition** screen is displayed.

**Figure 264: 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**


<b>Field</b>	<b>Description</b>
<b>Function Code</b>	Pick from the list function codes that are factory shipped. For the list of function codes and the respective screen names, refer to chapter <a href="#">Annexure 2 – List of Function Codes</a> .
<b>Function Code Description</b>	Displays the description of the function code.
<b>Transaction Limit</b>	Specify the maximum transaction amount allowed for this function code in branch currency.
<b>Support Child Function Code</b>	Select if the specified function code need to act as the parent function code.
<b>Parent Function Code</b>	Specify the applicable parent function code. <b>NOTE:</b> This field is enabled only if <b>Support Child Function Code</b> is not selected.
<b>Next Date Transaction Allowed</b>	Select if the next day transaction posting needs to be allowed for the specified function code.
<b>Charge Details</b>	Specify the fields.
<b>Apply Charges</b>	Specify if charges are applicable for this transaction.
<b>Exchange Rate Details</b>	Specify the fields.
<b>Rate Type</b>	Select the rate type for the transaction code.


<b>Field</b>	<b>Description</b>
<b>Rate Code</b>	Select the rate code for the transaction code.
<b>Override Limit</b>	Specify the override limit. The system displays the default override limit currency as GBP.
<b>Stop Limit</b>	Specify the stop limit. The system displays the default stop limit currency as GBP.
<b>Additional Preferences</b>	Specify the fields.
<b>Reversal Allowed</b>	Specify if the reversal is allowed for the transaction.
<b>Reversal Requires Authorization</b>	Specify if the authorization is required for a reversal transaction.
<b>Reversal includes charges</b>	Specify if the charges is to be reversed along with transaction reversal.
<b>Reversal Advice Name</b>	Select the reversal advice name from the list of values.
<b>Input Slip Name</b>	Specify the input slip name.

Field	Description
<p><b>Input Slip Confirmation</b></p>	<p>Select if the input slip confirmation is required for the transaction. If this option is selected for a transaction screen, the <b>Input-Slip</b> button will be displayed on the screen.</p> <p>On the specified transaction screens, you can click <b>Input-Slip</b> to view the input slip before transaction submission. Once you click <b>Input-Slip</b>, the system validates mandatory fields. In addition, you can perform any of the following actions:</p> <ul style="list-style-type: none"> <li>• <b>Confirm &amp; Print</b> – 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.</li> <li>• <b>Print</b> – Click this button to print the generated slip and provide to the customer.</li> <li>• <b>Close</b> – Click this button to close the generated receipt.</li> </ul> <p><b>NOTE:</b> If the mandatory fields are not filled, the system shows an error message <b>Value is required</b>, wherever applicable.</p>
<p><b>Transaction Alert Preference</b></p>	<p>Select the alert notification preference from the drop-down list. The values are mentioned below:</p> <ul style="list-style-type: none"> <li>• <b>SMS</b> – the system sends an SMS notification of the transactions to the registered mobile number of the Customer.</li> <li>• <b>Email</b> – the system sends an email notification of the transactions to the registered email ID of the Customer.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>• <b>Both</b> – the system sends SMS and email notifications of the transactions to the registered mobile number and email ID of the Customer.</li> <li>• <b>None</b> – the system will not send any notifications to the Customer.</li> </ul>
<b>Advices</b>	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.
<b>Advice Name</b>	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.

### 2.22.6 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 [Annexure 2: List of Function Codes](#). The Rule Based Authorization option in this screen is used to configure multi-level authorization. The multi-level authorization feature is described with the following example.

The sample user roles considered as follows:

- JR.TELLER (Supervisor enabled)
- SR.TELLER1
- SR.TELLER 2
- VAULT TELLER1
- VAULT TELLER 2
- BRN MANAGER

The sample values for limits and roles maintained are as below:

#### Sample Values for Multi-level Authorization

Transaction Limit	Primary Authorization	Alternate Authorization
50,000 to 9,99,999	SR.TELLER2, VAULT TELLER1, and VAULT TELLER2	VAULT TELLER2 and BRN MANAGER
10,00,000 to 99,99,99,99,999	SR.TELLER2, VAULT TELLER 1, and VAULT TELLER2	BRN MANAGER

The approval needs to be provided by all the roles configured either in the primary authorization path or in the alternate authorization path. Based on the sample values provided, the following are some possible scenarios for multi-level authorization:

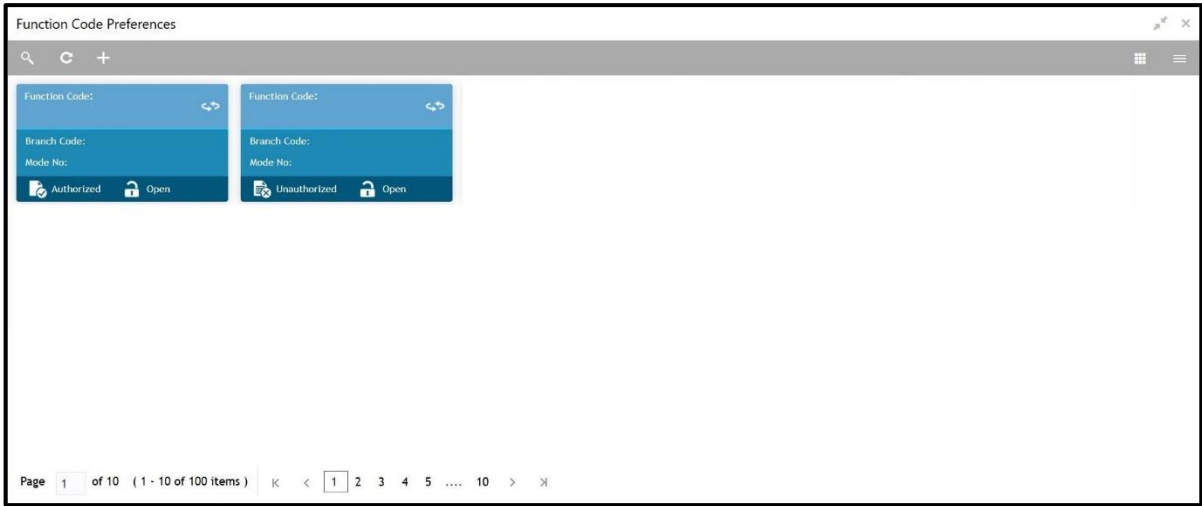
- If a Teller with JR.TELLER role inputs a cash deposit transaction of amount 10,000, the transaction gets completed automatically without authorization.
- If a Teller with JR.TELLER role input a cash deposit of 60,000, the transaction gets assigned to all the roles mentioned in Primary and Alternate Authorization paths. For example, when a user with VAULT TELLER2 role picks the transaction and authorizes it, the transaction gets assigned to the other four roles in the Primary and Alternate paths. Further, based on the user who picks for approval, the corresponding path will be chosen by the system. If a user with BRN MANAGER Role picks the transaction for approval, the system identifies the Alternate Path for approval and ends the authorization process.
- If a Teller inputs an account transfer of 20,00,000, the transaction gets assigned to all the roles mentioned in Primary and Alternate Authorization paths. When a user with BRN MANAGER role picks the transaction and authorizes it, the system identifies the path as Alternate and ends the authorization process.

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**.

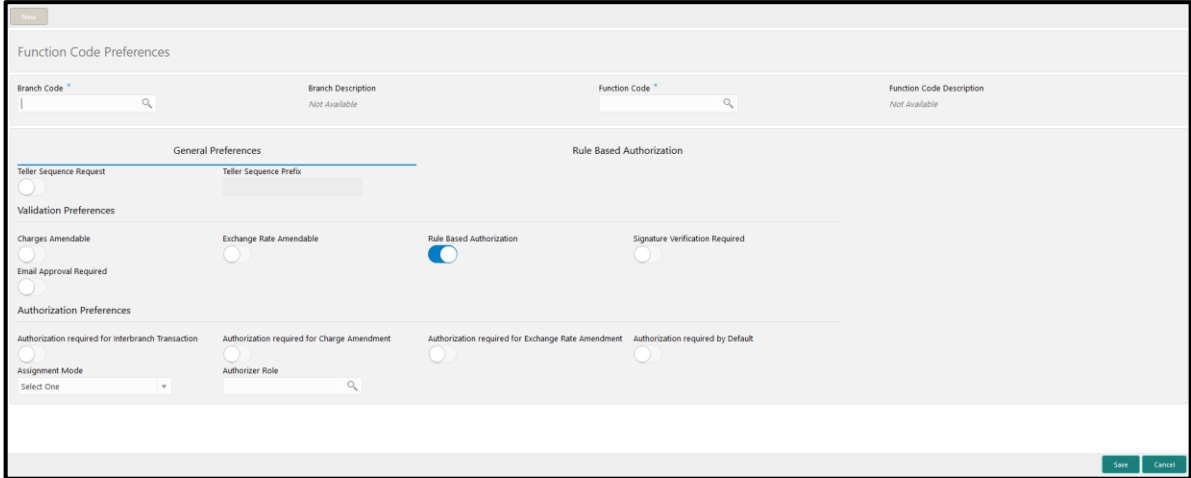
→ The **Function Code Preferences (Summary)** screen is displayed.

**Figure 265: Function Code Preferences (Summary)**

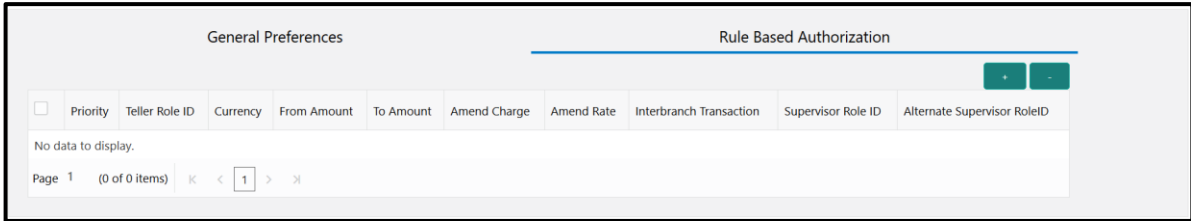


- 2. On **Function Code Preferences** (Summary) screen, click **+** icon.  
 → The **Function Code Preferences** screen is displayed.

**Figure 266: Function Code Preferences**



**Figure 267: Rule 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
<b>Branch Code</b>	Select the branch code from the list of values. The list of values should have *.* for ALL option.
<b>Branch Description</b>	Displays the description of the branch code.
<b>Function Code</b>	Specify the function code. The list of values display the valid function codes.

Field	Description
<b>Function Code Description</b>	Displays the description of the function code.
<b>General Preferences</b>	Specify the fields. This segment can be used to configure single-level authorization of the preferences with the use of <b>Authorizer Role</b> field.
<b>Teller Sequence Request</b>	Select this option to generate the Teller sequence number.
<b>Teller Sequence Prefix</b>	Specify the prefix for the generation of teller sequence number.  <b>NOTE:</b> This is mandatory only if <b>Teller Sequence Request</b> is selected.
<b>Validation Preferences</b>	Specify the fields.
<b>Charges Amendable</b>	Select if the charges are allowed to modify for the transaction.
<b>Exchange Rate Amendable</b>	Select if exchange rate is allowed to modify for the transaction.
<b>Rule Based Authorization</b>	Select if the rule based authorization is required for the transaction.
<b>Email Approval Required</b>	Select if the authorization through email is required for a transaction.





Field	Description
	<p><b>NOTE:</b> If this option is selected in override confirmation, then an email will be sent as per assignment mode maintained. This email will be sent to the selected approver or to a list of approvers associated to the role maintained. The approvers will get email for authorization only if receive email flag is selected in the <b>User Preferences</b> screen. Once email is received, Approver can either approve or reject the transaction. When you click the <b>Approve</b> or <b>Reject</b>, an email will be automatically opened in the system where the approver can type their comments.</p>
<b>Signature Verification Required</b>	Select if the Teller needs to verify the Customer's signature while submitting the transaction.
<b>Authorization Preferences</b>	Specify the fields.
<b>Authorization required for Interbranch Transaction</b>	Select if the authorization is required for inter-branch transaction.
<b>Authorization required for Charge Amendment</b>	Select if the authorization is required in case you have amended the charge defaulted by the system.
<b>Authorization required for Exchange Rate Amendment</b>	Select if the authorization is required in case you have amended the exchange rate defaulted by the system.
<b>Authorization required by Default</b>	Select if the authorization is required by default for the transaction.
<b>Assignment Mode</b>	Select to indicate whether remote authorization assignment is automatic or manual operation for the transaction.

Field	Description
<b>Authorizer Role</b>	<p>Select the role of the authorizers. The users belonging to this role are the valid authorizers for this workflow.</p> <p><b>NOTE:</b> This field is applicable, if assignment mode is <b>Manual</b> or if assignment mode is <b>Auto</b> and no default authorizer is maintained for the user.</p>
<b>Rule Based Authorization</b>	<p>Specify the fields. This segment can be used to configure multi-level authorization of the preferences with the use of <b>Supervisor Role ID</b> and <b>Alternate Supervisor Role ID</b> fields.</p>
+ icon	<p>Click this icon to add a row for a transaction.</p> <p><b>NOTE:</b> Double-click on the newly added row to enable the fields.</p>
- icon	<p>Click this icon to delete a selected row.</p>
<b>Priority</b>	<p>Specify the priority of the transaction.</p>
<b>Teller Role ID</b>	<p>Select the Teller Role ID for which the authorization is required.</p>
<b>Currency</b>	<p>Select the currency of the transaction from the LOV.</p>
<b>From Amount</b>	<p>Specify the From cap amount.</p>
<b>To Amount</b>	<p>Specify the To cap amount.</p>
<b>Amend Charge</b>	<p>Select Yes or No.</p>
<b>Amend Rate</b>	<p>Select Yes or No.</p>

Field	Description
<b>Interbranch Transaction</b>	Select Yes or No.
<b>Supervisor Role ID</b>	Select the supervisor role ID from the list of values. The following conditions apply to this field: <ul style="list-style-type: none"> <li>• More than one role can be added for authorization.</li> <li>• If multiple roles are added, it is not mandatory to authorize in sequential order of the roles added.</li> <li>• The roles added in this field are considered for primary level of authorization.</li> </ul>
<b>Alternate Supervisor Role ID</b>	Select the alternate role ID from the list of values. The following conditions apply to this field: <ul style="list-style-type: none"> <li>• More than one role can be added for authorization.</li> <li>• If multiple roles are added, it is not mandatory to authorize in sequential order of the roles added.</li> <li>• The roles added in this field are considered for secondary level of authorization.</li> </ul>

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.

### 2.22.7 Default Authorizer Maintenance

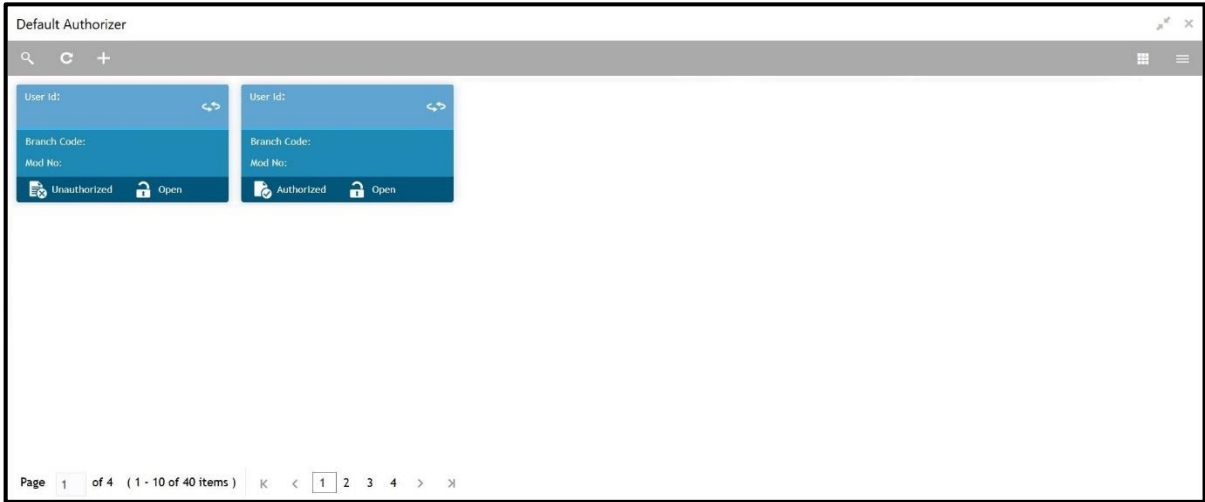
This screen is used to define the default authorizer who can authorize a specific function code for a branch user. Once it is defined, the system automatically routes the transactions of this function code to the default authorizer defined for the branch user.

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 268: Default Authorizer (Summary)**



- 2. On **Default Authorizer** (Summary) screen, click **+** icon.  
→ The **Default Authorizer** screen is displayed.

**Figure 269: Default Authorizer Definition**

The screenshot shows a web application window titled "Default Authorizer Definition". It features a "New" button in the top left corner. The main content area contains three rows of input fields, each with a search icon (magnifying glass) to its right. The first row is for "User ID" (marked with an asterisk), with "User Name" (Not Selected) to its right. The second row is for "Branch Code" (marked with an asterisk), with "Branch Name" (Not Selected) to its right. The third row is for "Default Authorizer" (marked with an asterisk), with "Description" (Not Selected) to its right. At the bottom right of the form are "Save" and "Cancel" buttons.


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
<b>User ID</b>	Select the user ID from the LOV. The option list consists of user IDs for which a default authorizer needs to be maintained.
<b>User Name</b>	Displays the name of the user, when you select the user ID.
<b>Branch Code</b>	Select the branch code from the LOV. This field is enabled if the <b>All</b> option is chosen in the <b>User ID</b> field. <b>NOTE:</b> If specific authorizer is selected, then the system will default the home branch as branch code.

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

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

### 2.22.8 Accounting and Settlements

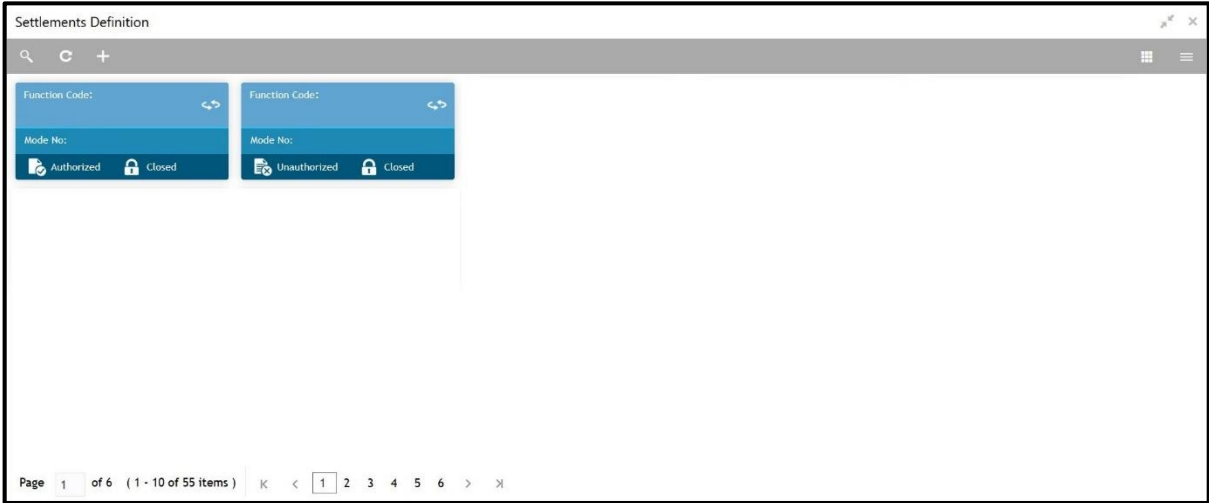
This screen is used to define the settlement and accounting parameters that is applicable for processing the branch transactions involving a function code.

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.

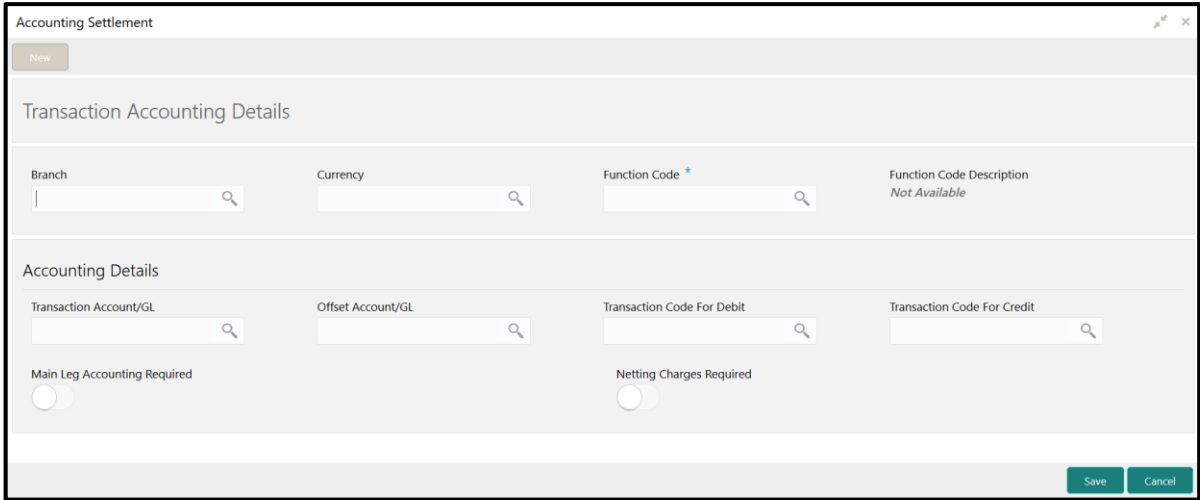
**Figure 270: Settlements Definition (Summary)**



2. On **Settlements Definition** (Summary) screen, click **+** icon.

→ The **Transaction Accounting Details** screen is displayed.

**Figure 271: 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
<b>Branch</b>	Select the branch for which the accounting details need to be defined from the LOV.  <b>NOTE:</b> The value *.* indicates ALL option.
<b>Currency</b>	Select the currency for which the accounting details need to be defined from the LOV.  <b>NOTE:</b> The value *.* indicates ALL option.
<b>Function Code</b>	Select the function code for which the accounting details need to be defined from the LOV.



Field	Description
<b>Function Code Description</b>	Displays the description of the selected function code.
<b>Transaction Account</b>	Select the transaction account or GL from the LOV. The LOV displays all valid GLs maintained. This field is kept blank if the transaction account needs to be selected from transaction screen.
<b>Offset Account/GL No</b>	Select the offset account or GL from the LOV. The LOV displays all valid GLs maintained.
<b>Transaction code for Debit</b>	Select the transaction code used for debit accounting from the LOV.
<b>Transaction code for Credit</b>	Select the transaction code used for credit accounting from the LOV.
<b>Main leg accounting required</b>	Select to pass the main accounting entries along with the charges defined in the transaction code.
<b>Netting charge required</b>	Select to net the accounting entries for the debit leg of the charges along with main transaction accounting entries. Leave the box unchecked to pass the entries without netting the charges of the debit leg.

Click **Save** to get the summary view of configured accounting details. 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.

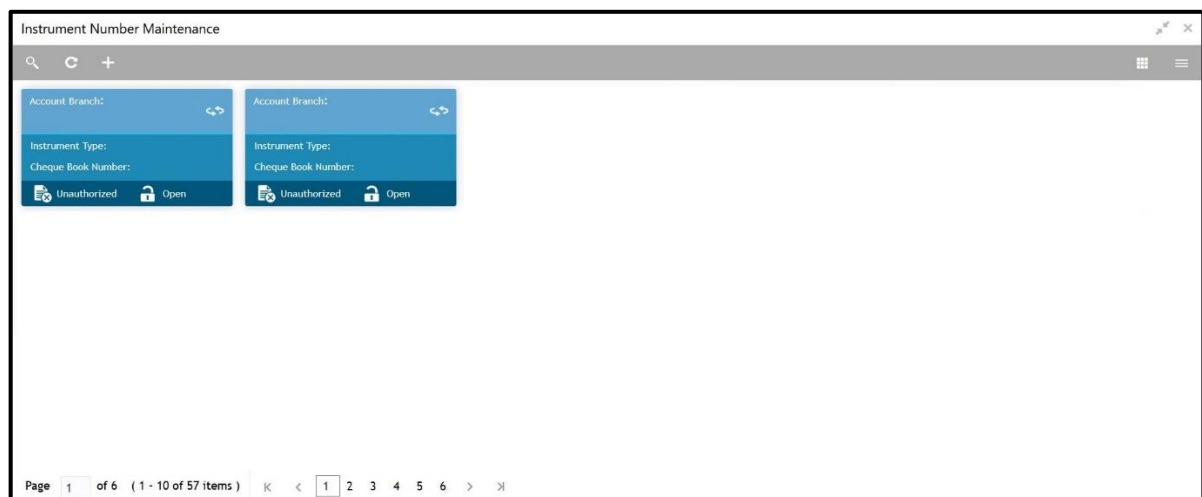
## 2.22.9 Instrument Number Maintenance


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**.

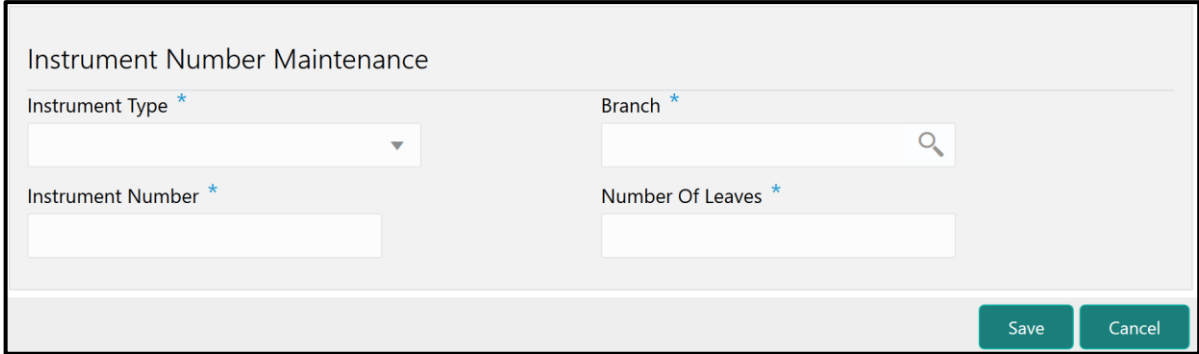
→ The **Instrument Number Maintenance (Summary)** screen is displayed.

**Figure 272: Instrument Number Maintenance (Summary)**



- 2. On **Instrument Number Maintenance** (Summary) screen, click  icon.  
→ The **Instrument Number Maintenance** screen is displayed.

**Figure 273: Instrument Number Maintenance**




The screenshot shows a form titled "Instrument Number Maintenance". It has four input fields arranged in a 2x2 grid. The top-left field is "Instrument Type" with a dropdown arrow and an asterisk. The top-right field is "Branch" with a search icon and an asterisk. The bottom-left field is "Instrument Number" with an asterisk. The bottom-right field is "Number Of Leaves" with an asterisk. At the bottom right of the form 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
<b>Instrument Type</b>	Specify the instrument type for which the instrument maintenance needs to be done.
<b>Branch</b>	Select the branch code from the LOV.
<b>Cheque Number</b>	Specify the cheque number for which the instrument maintenance needs to be done.
<b>Number of Leaves</b>	Specify the number of leaves.

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

### 2.22.10 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.

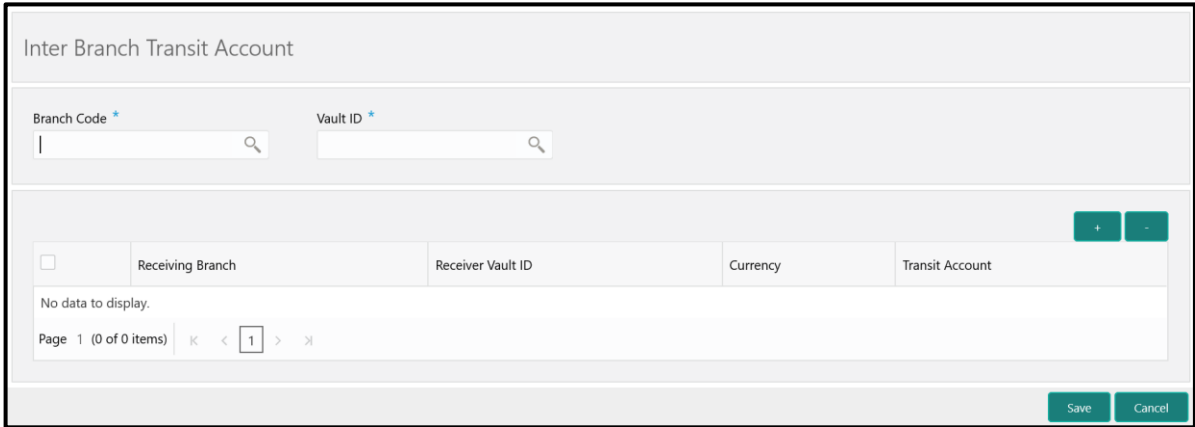
**Figure 274: Inter Branch Transit Account (Summary)**



- 2. On **Inter Branch Transit Account (Summary)** screen, click **+** icon.

→ The **Inter Branch Transit Account** screen is displayed.

**Figure 275: 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**

<b>Field</b>	<b>Description</b>
<b>Branch Code</b>	Select the branch code from the adjoining option list, which provides all the branch codes maintained in the system.
<b>Vault ID</b>	Specify the vault from which cash is transferred. This is performed on the basis of selected branch.
<b>Receiving Branch</b>	Specify the destination branch to which the cash is transferred.
<b>Receiving Vault</b>	Specify the vault in the destination branch, which will receive the cash. This is performed based on selected branch.
<b>Currency</b>	Specify the currency of the cash.
<b>Transit GL</b>	Specify the transit account that is used to track the movement of cash.

Click **Save** to get the summary view of the configured inter-branch transit account. 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.

### 2.22.11 External System Maintenance

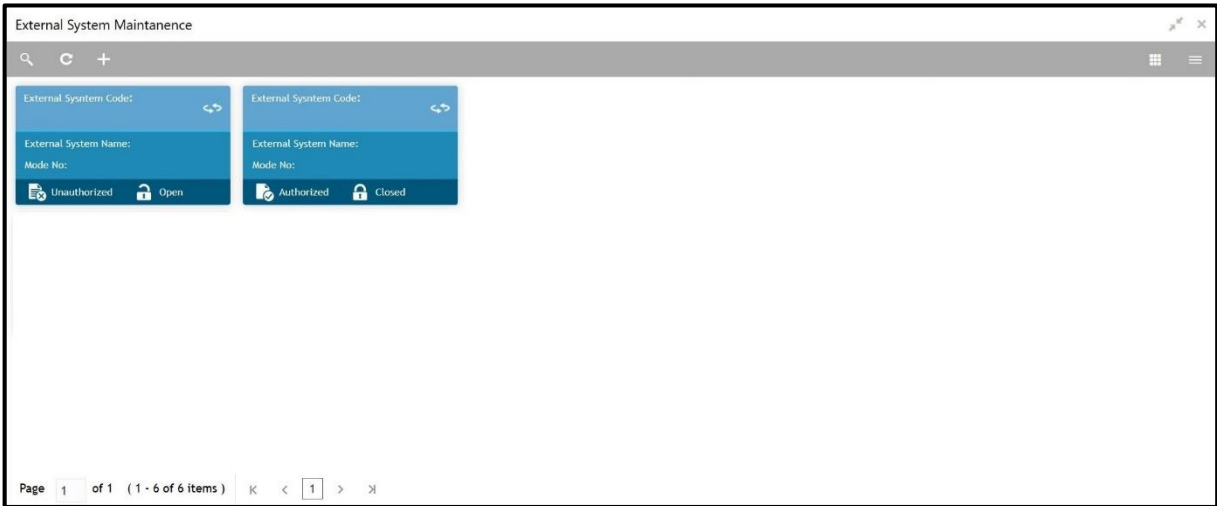
This screen is used to define the parameters for the external system. The parameters are defined whenever there is an external system call to the Oracle Banking Branch external API. Only the registered users can make the external system call to process the transaction.

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**.

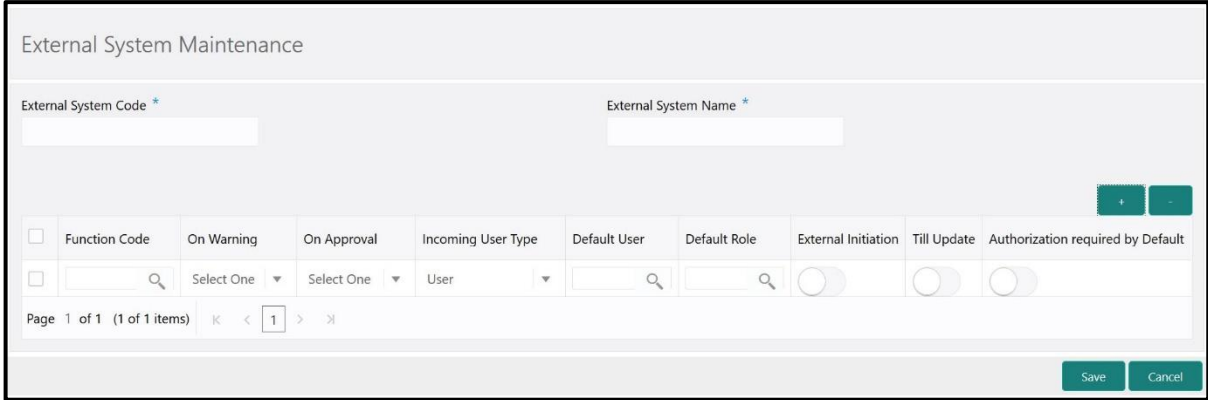
→ The **External System Maintenance (Summary)** screen is displayed.

**Figure 276: External System Maintenance (Summary)**



- 2. On **External System Maintenance** (Summary) screen, click **+** icon.  
 → The **External System Maintenance** screen is displayed.

**Figure 277: 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
<b>External System Code</b>	Specify the system code of the registered external system.
<b>External System Name</b>	Specify the name of the registered external system.
<b>+ icon</b>	Click this icon to add a row for a transaction.
<b>- icon</b>	Click this icon to delete a row, which is already added.
<b>Function Code</b>	Specify the function code of the transaction, which needs to be performed through the external system. You can also select from the list of values.
<b>On Warning</b>	Select from the drop-down list. The values in the drop-down list are mentioned below:





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

Field	Description
<b>Till Update</b>	Select if you need to update the Till.
<b>Authorization required by Default</b>	Select if you need to raise an override even if it is <b>N</b> in function preference.

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

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

In the summary screen, you can also perform any of the following actions:

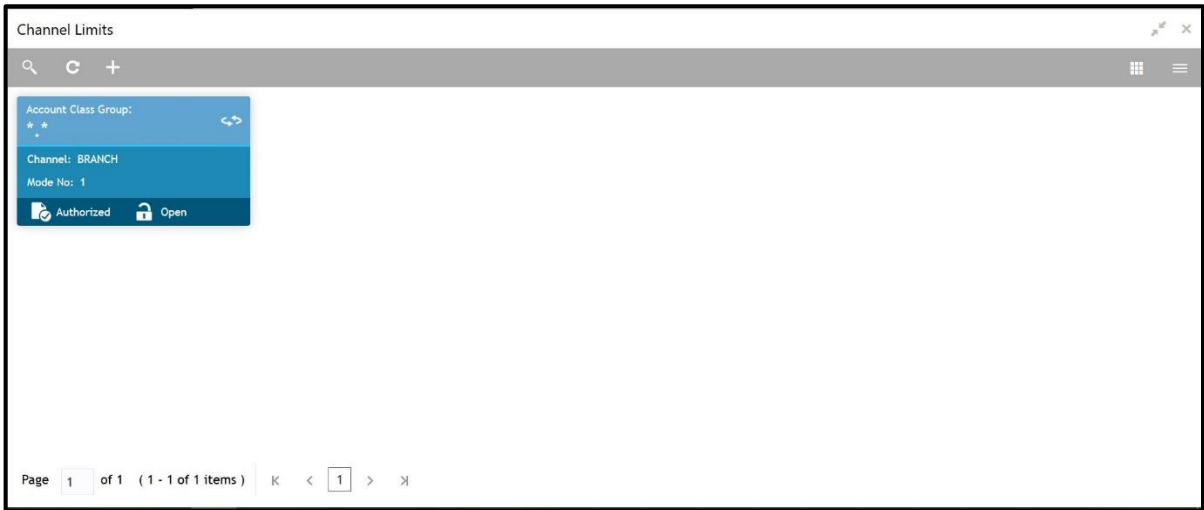
- Click  icon to search the External System Maintenance based on the specified search criteria. You can search the records based on the following criteria:
  - **External System Code**
  - **External System Name**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view 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.

### 2.22.12 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:

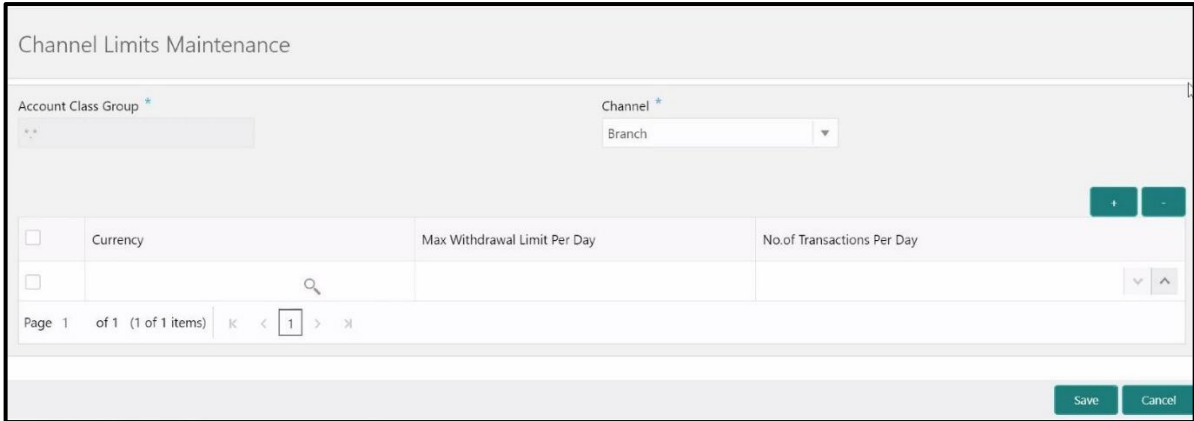
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Channel Limits**.  
→ The **Channel Limits (Summary)** screen is displayed.

Figure 278: Channel Limits (Summary)



- 2. On **Channel Limits (Summary)** screen, click **+** icon.  
→ The **Channel Limits Maintenance** screen is displayed.

Figure 279: 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
<b>Account Class Group</b>	Displays the null value.
<b>Channel</b>	Select value from the drop-down list. <b>NOTE:</b> By default, the value is selected as <b>Branch</b> .
+ icon	Click this icon to add a row for channel limits.
- icon	Click this icon to delete a row, which is already added.
<b>Currency</b>	Select the currency from the list of values.
<b>Max Withdrawal Limit Per Day</b>	Specify the maximum amount for the cash withdrawal transactions per day.
<b>No. of Transactions Per Day</b>	Specify the maximum limit for the number of cash withdrawal transactions per day.

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

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

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.

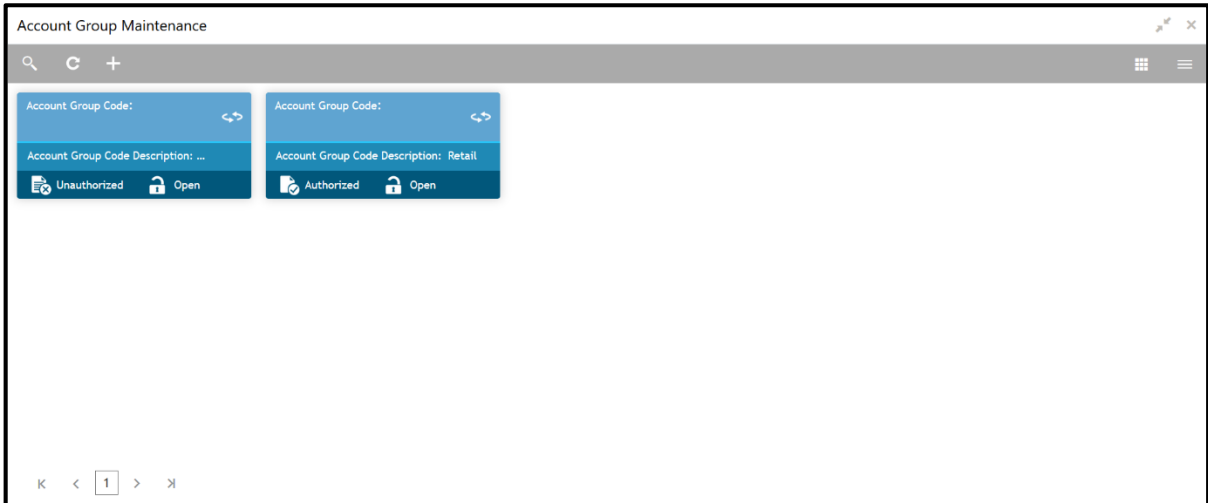
### 2.22.13 Account Group Maintenance

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.

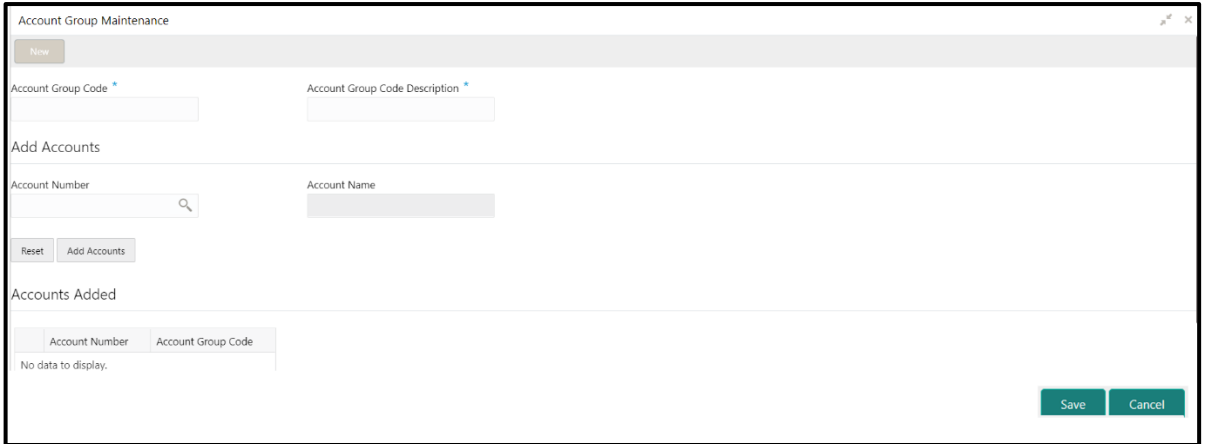
**Figure 280: Account Group Maintenance (Summary)**



- 2. On **Account Group Maintenance** (Summary) screen, click **+** icon.



→ The **Account Group Maintenance** screen is displayed.

**Figure 281: 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
<b>Account Group Code</b>	Specify the account group code.
<b>Account Group Code Description</b>	Specify the description of the account group code.
<b>Add Accounts</b>	Specify the fields.
<b>Account Number</b>	Specify the account number. You can also select from list of values.
<b>Account Name</b>	Displays the description for specified account number.
<b>Reset</b>	Click this button to reset the accounts added.
<b>Add Accounts</b>	Click this button to add the account specified.
<b>Accounts Added</b>	<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"> <li>• Edit – Click  icon to edit the added entry.</li> <li>• Delete – Click  icon to delete the entry.</li> </ul>

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.



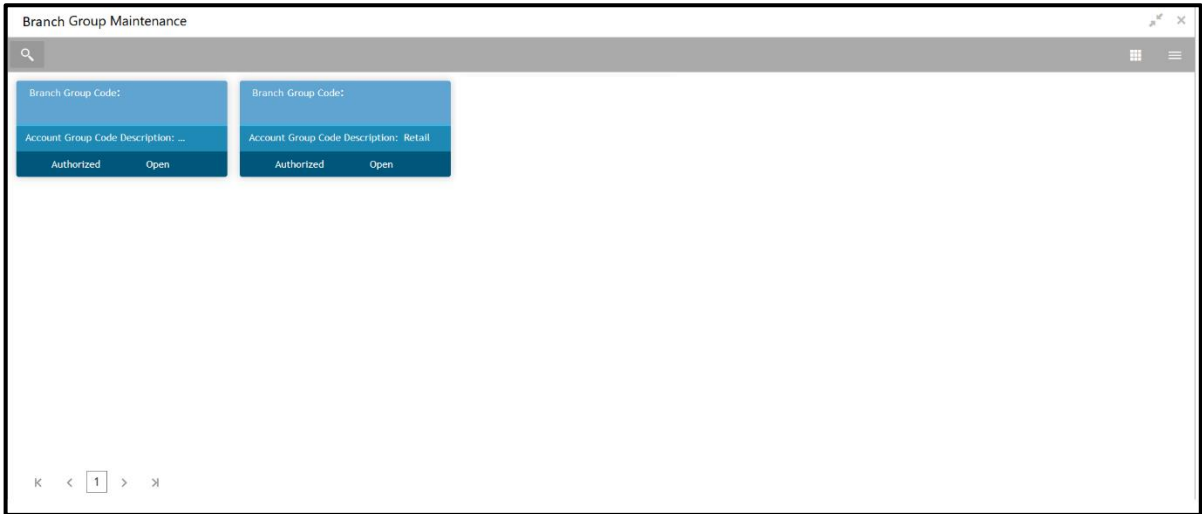
### 2.22.14 Branch Group Maintenance

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.

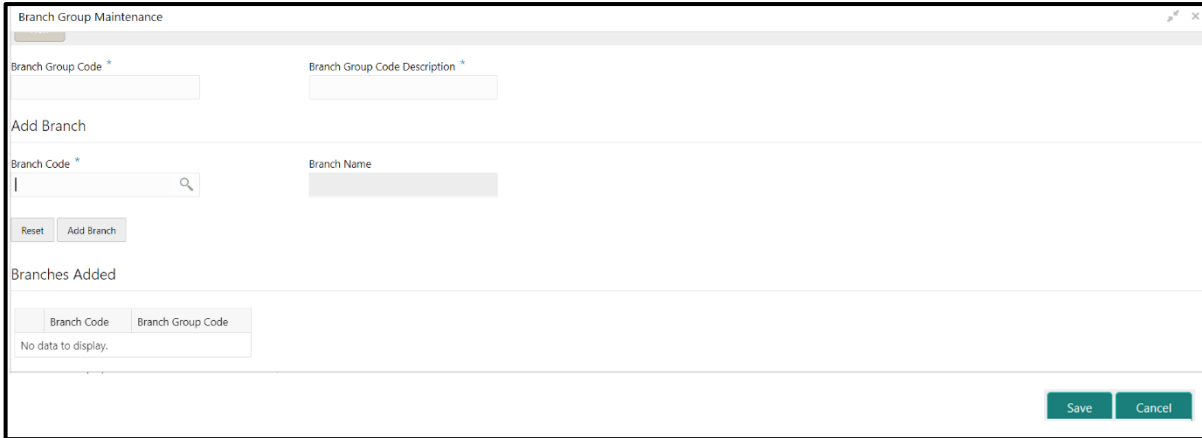
**Figure 282: Branch Group Maintenance (Summary)**



- 2. On **Branch Group Maintenance (Summary)** screen, click **+** icon.



→ The **Branch Group Maintenance** screen is displayed.

**Figure 283: 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
<b>Branch Group Code</b>	Specify the branch group code.
<b>Branch Group Code Description</b>	Specify the description of the branch group code.
<b>Add Accounts</b>	Specify the fields.
<b>Branch Number</b>	Specify the branch number. You can also select from list of values.
<b>Branch Name</b>	Displays the description for specified branch number.
<b>Reset</b>	Click this button to reset the branches added.
<b>Add Branch</b>	Click this button to add the branch specified.
<b>Branches Added</b>	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: <ul style="list-style-type: none"> <li>• Edit – Click  icon to edit the added entry.</li> <li>• Delete – Click  icon to delete the entry.</li> </ul>

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.

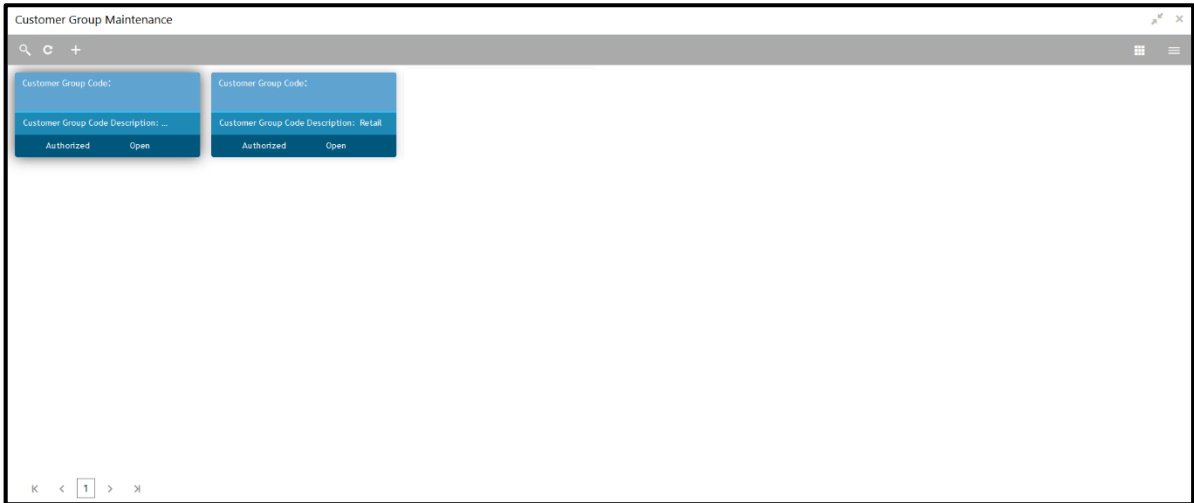
### 2.22.15 Customer Group Maintenance

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.

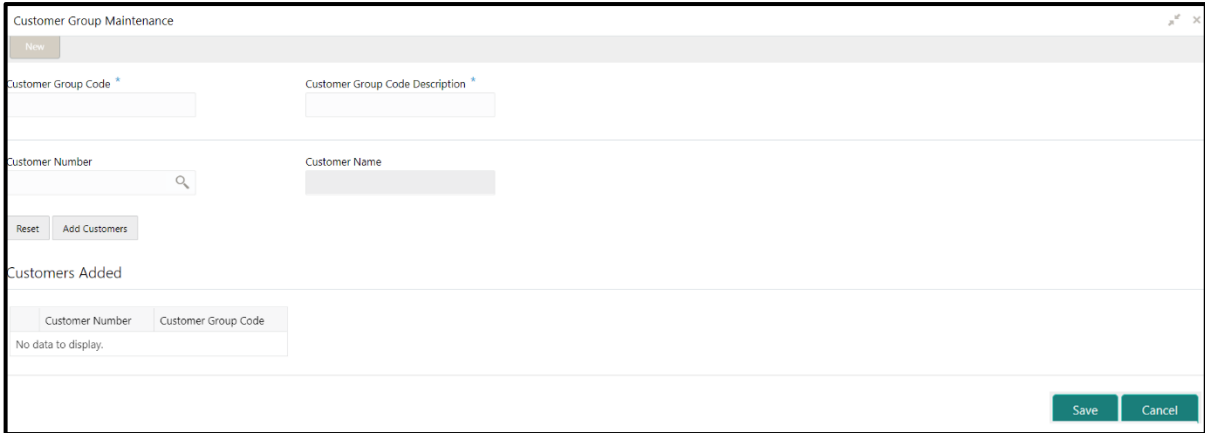
**Figure 284: Customer Group Maintenance (Summary)**



2. On **Customer Group Maintenance (Summary)** screen, click **+** icon.



→ The **Customer Group Maintenance** screen is displayed.

**Figure 285: 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
<b>Customer Group Code</b>	Specify the customer group code.
<b>Customer Group Code Description</b>	Specify the description of the customer group code.
<b>Customer Number</b>	Specify the customer number. You can also select from list of values.
<b>Customer Name</b>	Displays the description for specified customer number.
<b>Reset</b>	Click this button to reset the customer numbers added.
<b>Add Customer</b>	Click this button to add the customer numbers specified.
<b>Customers Added</b>	<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"> <li>• Edit – Click  icon to edit the added entry.</li> <li>• Delete – Click  icon to delete the entry.</li> </ul>

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:

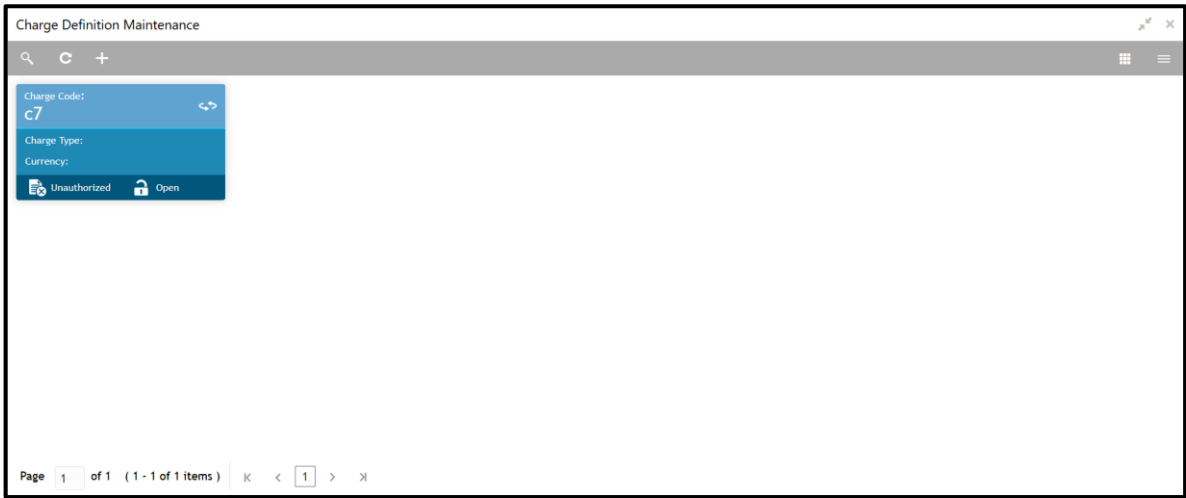
- Click  icon to search the Customer Groups based on the specified search criteria. You can search the records based on the following criteria:
  - **Customer Group Code**
  - **Customer Group Code Description**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view 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.

### 2.22.16 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:

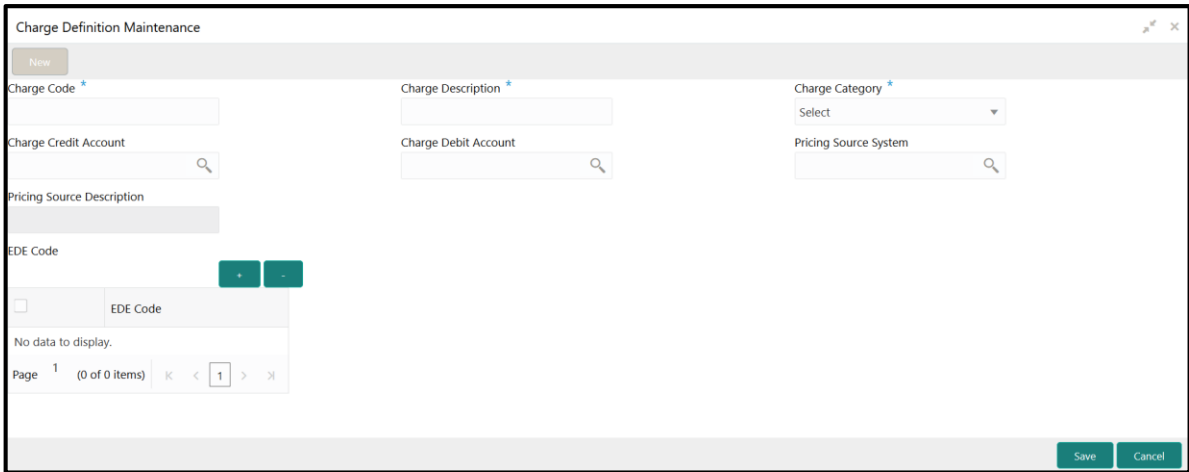
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Definition Maintenance**.  
→ The **Charge Definition Maintenance (Summary)** screen is displayed.

**Figure 286: Charge Definition Maintenance (Summary)**



- 2. On **Charge Definition Maintenance (Summary)** screen, click **+** icon.  
→ The **Charge Definition Maintenance** screen is displayed.

**Figure 287: 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**

<b>Field</b>	<b>Description</b>
<b>Charge Code</b>	Specify the charge code.
<b>Charge Description</b>	Specify the description of the charge code.
<b>Charge Category</b>	Select the charge category ( <b>Standard</b> or <b>Tax</b> ).
<b>Charge Credit Account</b>	<p>Specify the charge credit account for the transaction. You can also select the GL from the list of values or from the DR_LEG/CR_LEG.</p> <p><b>NOTE:</b> If DR_LEG/CR_LEG is selected, the corresponding debit/credit account of the transaction will be considered for the charge processing. For example, if the charge code is defined with <b>Charge Debit Account</b> as DR_LEG for a Cash deposit function code, the charge will be collected from Cash GL. Hence, Customer is expected to deposit Cash including the charge amount. For such charge code, <b>Charge by Cash</b> field will be displayed as <b>Yes</b> in transaction screen Charges data segment.</p>
<b>Charge Debit Account</b>	Specify the charge debit account for the transaction. You can also select the GL from the list of values or from the DR_LEG/CR_LEG.





Field	Description
	<p><b>NOTE:</b> If DR_LEG/CR_LEG is selected, the corresponding debit/credit account of the transaction will be considered for the charge processing. For example, if the charge code is defined with <b>Charge Debit Account</b> as DR_LEG for a Cash deposit function code, the charge will be collected from Cash GL. Hence, Customer is expected to deposit Cash including the charge amount. For such charge code, <b>Charge by Cash</b> field will be displayed as <b>Yes</b> in transaction screen Charges data segment.</p>
<p><b>Pricing Source System</b></p>	<p>Specify the pricing source system. You can also select from list of values.</p>
<p><b>Pricing Source Description</b></p>	<p>Displays the description of the pricing source.</p>
<p><b>EDE Code</b></p>	<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"> <li>• Edit – Click  icon to edit the added entry.</li> <li>• Delete – Click  icon to delete the entry.</li> </ul>

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.

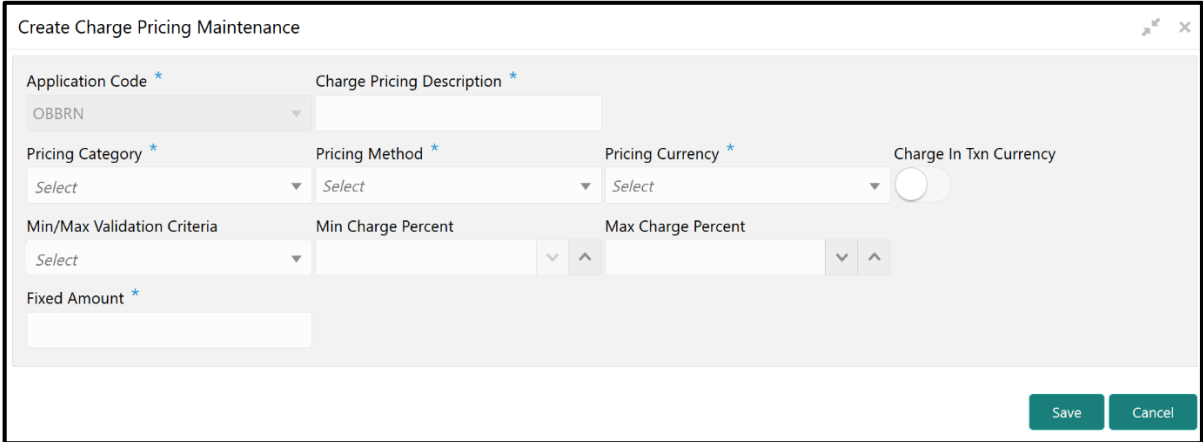
### 2.22.17 Create Charge Pricing Maintenance

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 288: Create Charge Pricing Maintenance**



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**

<b>Field</b>	<b>Description</b>
<b>Application Code</b>	Specify the application code.
<b>Charge Pricing Description</b>	Specify the description of the charge pricing.
<b>Pricing Category</b>	Select the pricing category. The drop-down list has the following values: <ul style="list-style-type: none"> <li>• <b>Fixed Amount</b></li> <li>• <b>Fixed Percent</b></li> <li>• <b>Tier Based Amount</b></li> <li>• <b>Tier Based Percent</b></li> </ul>
<b>Pricing Method</b>	Select the pricing method. The drop-down values will vary based on the <b>Pricing Category</b> .
<b>Pricing Currency</b>	Select the pricing currency.
<b>Charge in Transaction Currency</b>	Select if the charges needed in transaction currency.
<b>Min/Max Validation Criteria</b>	Select the criteria ( <b>Amount</b> or <b>Percentage</b> ) for minimum or maximum validation.
<b>Min Charge Amount/Percent</b>	Specify the minimum charge amount or percent.

Field	Description
<b>Max Charge Amount/Percent</b>	Specify the minimum charge amount or percent.
<b>Fixed Amount/Percent</b>	Specify the fixed amount or percent. This field is enabled only if <b>Pricing Category</b> is selected as <b>Fixed Amount</b> or <b>Fixed Percent</b>

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

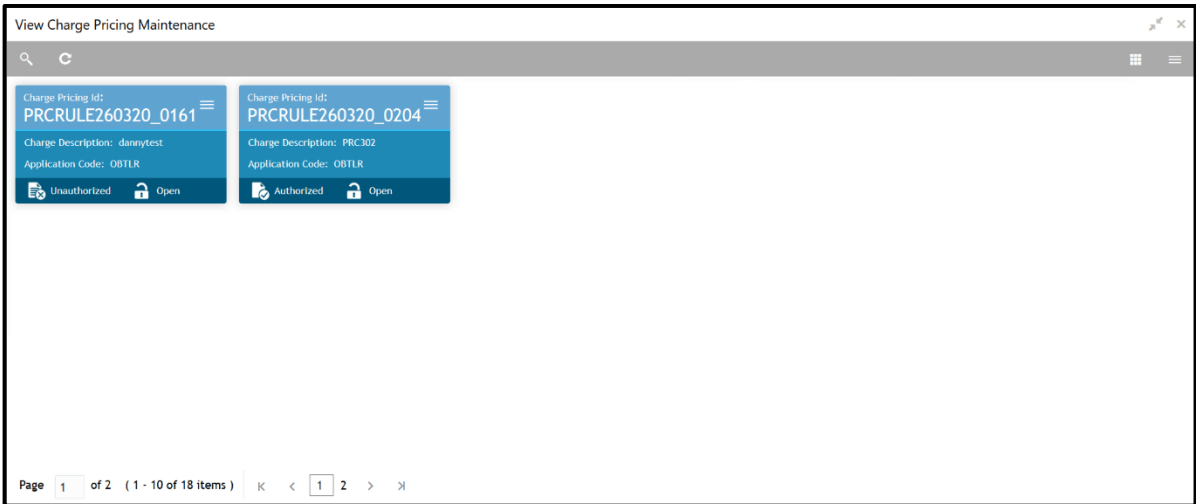
- Click **Save** to view the configured details of Charge Pricing in the Summary view.
- Click **Cancel** to terminate the operation.

### 2.22.18 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 289: View Charge Pricing Maintenance (Summary)



In the summary view, you can perform any of the following actions:

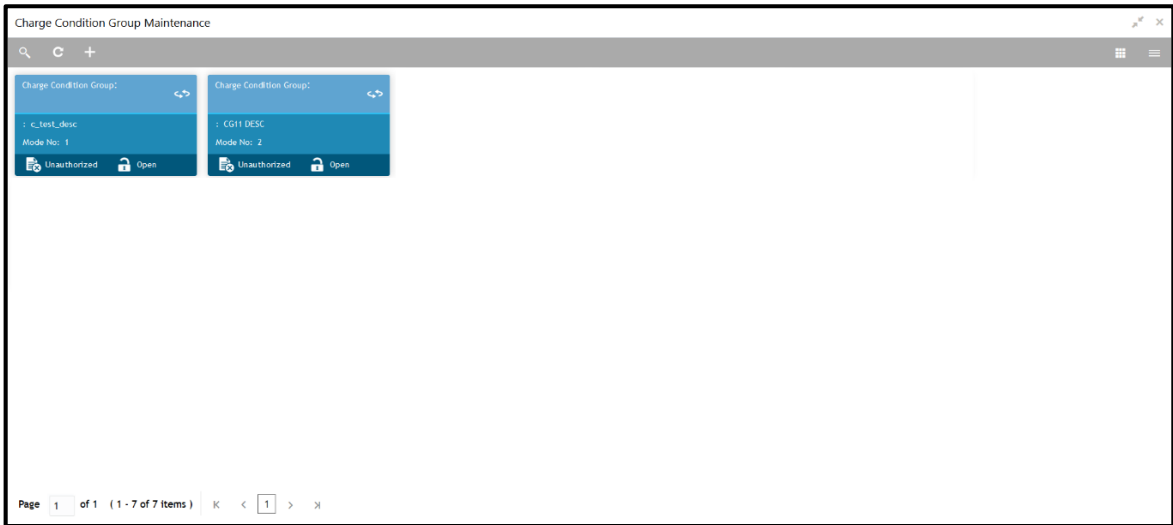
- Click  icon to search the Charge Pricing based on the specified search criteria. You can search the records based on the following criteria:
  - **Charge Pricing Id**
  - **Charge Description**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and 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.

### 2.22.19 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:

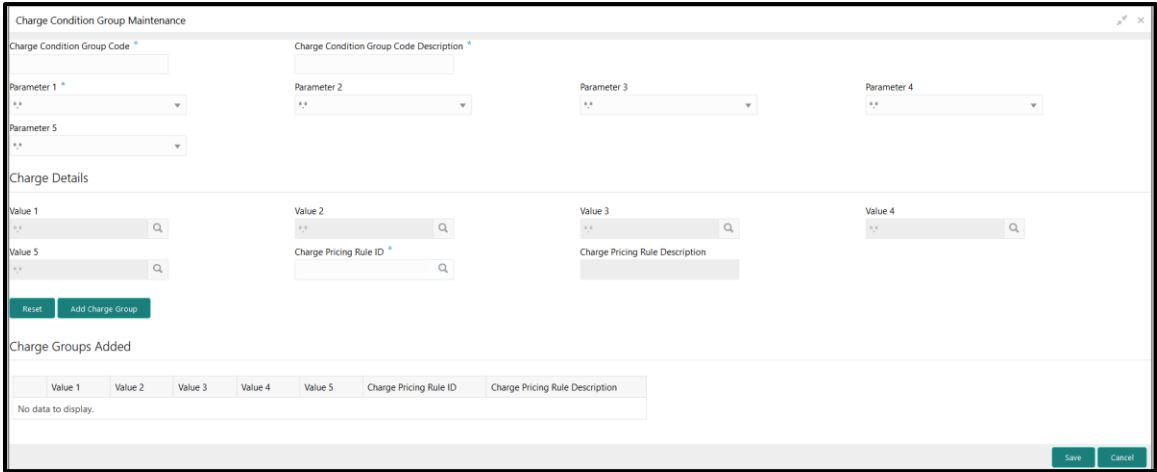
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Charge Condition Group Maintenance**.  
→ The **Charge Condition Group Maintenance (Summary)** screen is displayed.

**Figure 290: Charge Condition Group Maintenance (Summary)**



- 2. On **Charge Condition Group Maintenance (Summary)** screen, click **+** icon.  
→ The **Charge Condition Group Maintenance** screen is displayed.



**Figure 291: 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
<b>Charge Condition Group Code</b>	Specify the charge group code.
<b>Charge Condition Group Code Description</b>	Specify the description of the charge group code.
<b>Parameter 1 to Parameter 5</b>	<p>Select the parameters 1 to 5.</p> <p><b>NOTE:</b> 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.</p>
<b>Charge Details</b>	Specify the fields.
<b>Value 1 to Value 5</b>	Specify the values 1 to 5. You can also select from list of values.
<b>Charge Pricing Rule ID</b>	Specify the charge pricing rule ID. You can also select from list of values.
<b>Charge Pricing Rule Description</b>	Displays the description for specified charge pricing rule ID.
<b>Reset</b>	Click this button to reset the charge group details added.

Field	Description
<b>Add Charge Group</b>	Click this button to add the charge group details specified.
<b>Charge Groups Added</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Edit – Click  icon to edit the added entry.</li> <li>• Delete – Click  icon to delete the entry.</li> </ul>

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.

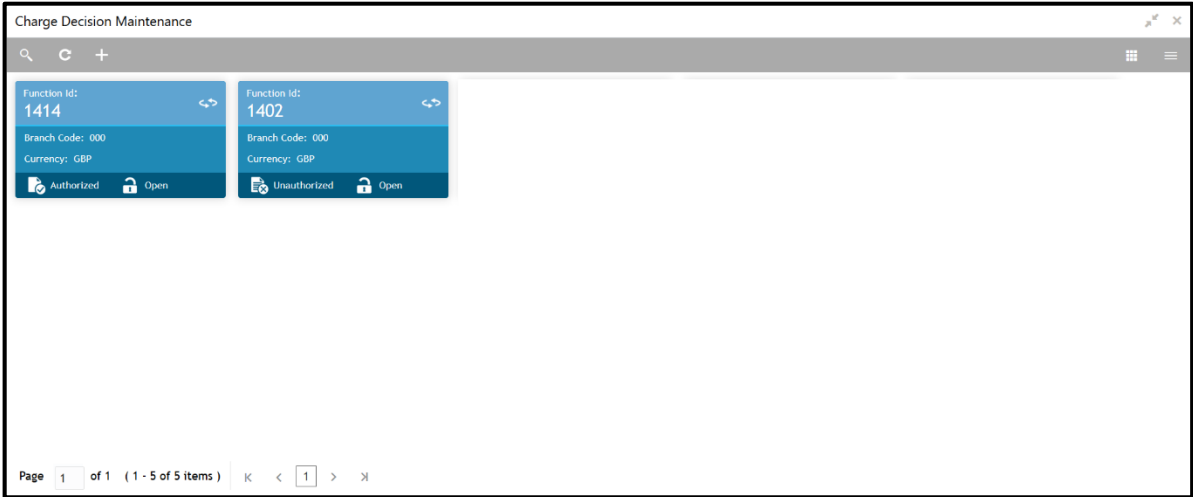
### 2.22.20 Charge Decision Maintenance

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**.

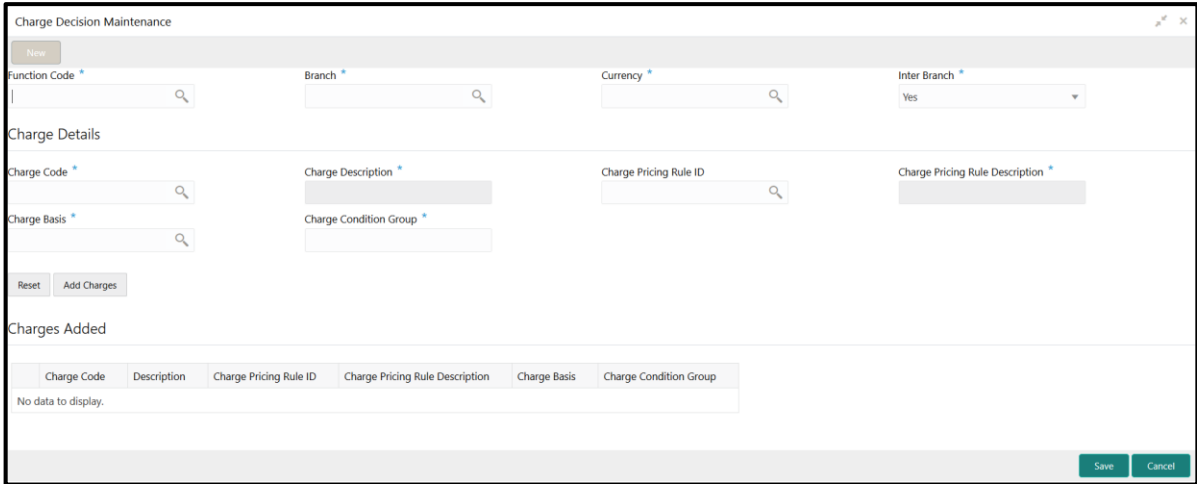
→ The **Charge Decision Maintenance (Summary)** screen is displayed.

**Figure 292: Charge Decision Maintenance (Summary)**



- 2. On **Charge Decision Maintenance** (Summary) screen, click **+** icon.  
 → The **Charge Decision Maintenance** screen is displayed.



**Figure 293: 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
<b>Function Code</b>	Specify the function code. You can also select from the list of values.
<b>Branch</b>	Specify the branch code. You can also select from the list of values.
<b>Currency</b>	Specify the currency code. You can also select from the list of values.
<b>Inter Branch</b>	Select the Inter Branch requirement ( <b>Yes</b> , <b>No</b> , or <b>Both</b> ).
<b>Charge Details</b>	Specify the fields.



Field	Description
<b>Charge Code</b>	Specify the charge code. You can also select from the list of values.
<b>Charge Description</b>	Displays the description of charge code specified.
<b>Charge Pricing Rule ID</b>	Specify the charge-pricing rule ID. You can also select from the list of values.  <b>NOTE:</b> 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.
<b>Charge Pricing Rule Description</b>	Displays the description of charge-pricing rule ID specified.
<b>Charge Basis</b>	Specify the charge basis. You can also select from the list of values.
<b>Charge Condition Group</b>	Specify the charge condition group.
<b>Reset</b>	Click this button to reset the charges added.
<b>Add Charges</b>	Click this button to add the charge decisions specified.
<b>Charges Added</b>	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: <ul style="list-style-type: none"> <li>• Edit – Click  icon to edit the added entry.</li> <li>• Delete – Click  icon to delete the entry.</li> </ul>

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.

### 2.22.21 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.

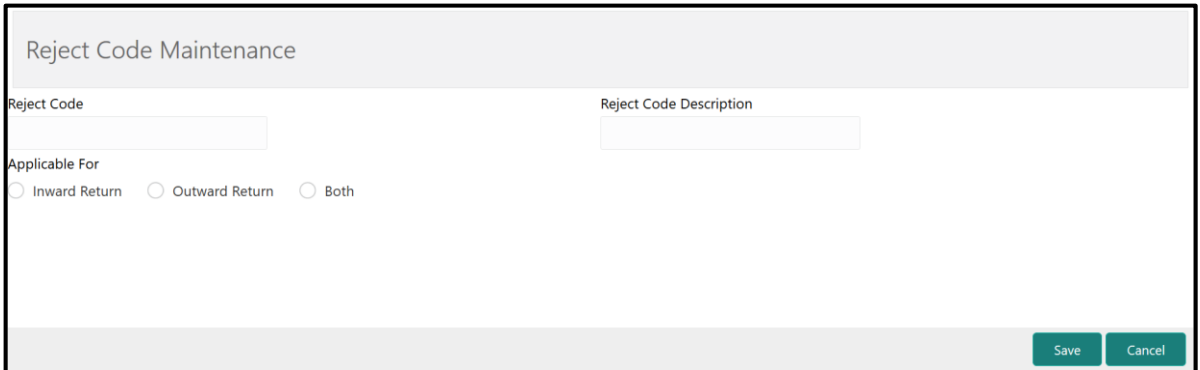
**Figure 294: Reject Code Maintenance (Summary)**



2. On **Reject Code Maintenance (Summary)** screen, click **+** icon.

→ The **Reject Code Maintenance** screen is displayed.

**Figure 295: Reject Code Maintenance**



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.

Field	Description
<b>Reject Code Description</b>	Specify the description of the reject code.
<b>Applicable For</b>	Select from the radio list ( <b>Inward Return, Outward Return, or Both</b> ).

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:

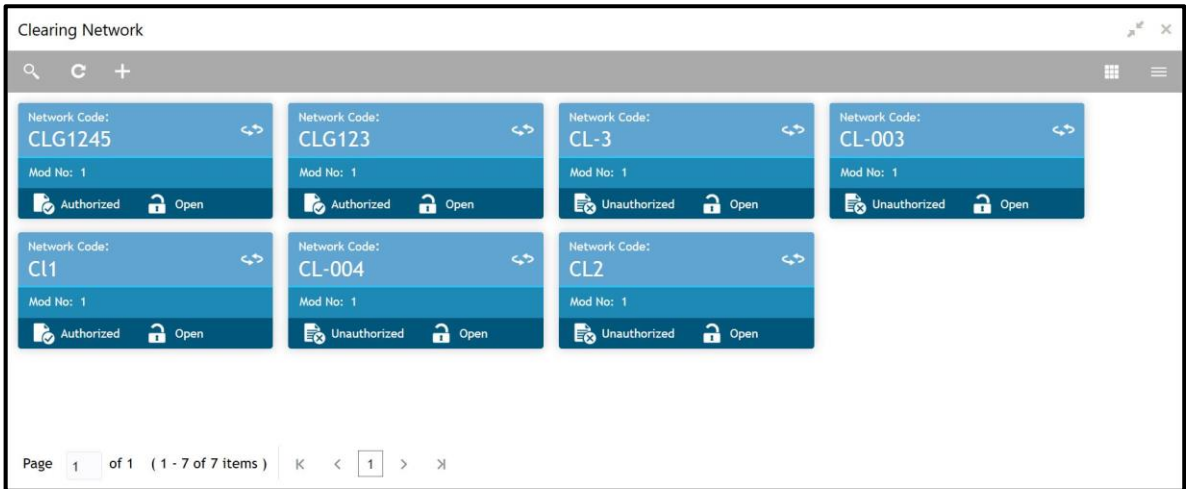
- Click  icon to search the Reject Codes based on the specified search criteria. You can search the records based on the following criteria:
  - **Reject Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **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.

### 2.22.22 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:

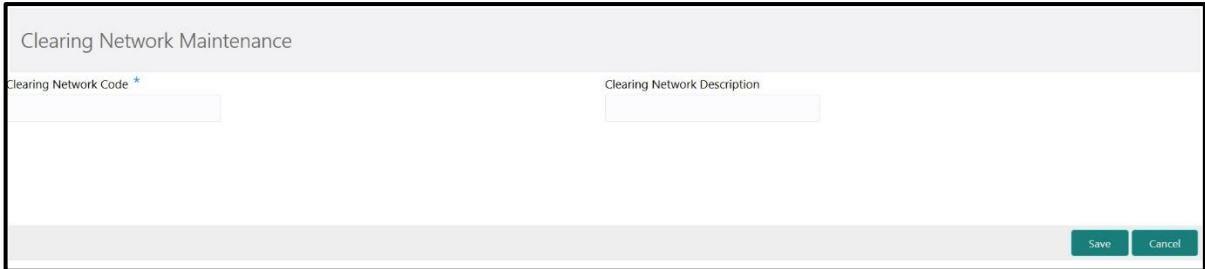
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **Clearing Network Maintenance**.  
→ The **Clearing Network Maintenance (Summary)** screen is displayed.

**Figure 296: Clearing Network Maintenance (Summary)**



- 2. On **Clearing Network Maintenance (Summary)** screen, click **+** icon.  
→ The **Clearing Network Maintenance** screen is displayed.

**Figure 297: 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**

<b>Field</b>	<b>Description</b>
<b>Clearing Network Code</b>	Specify the Clearing Network code.
<b>Clearing Network Description</b>	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.



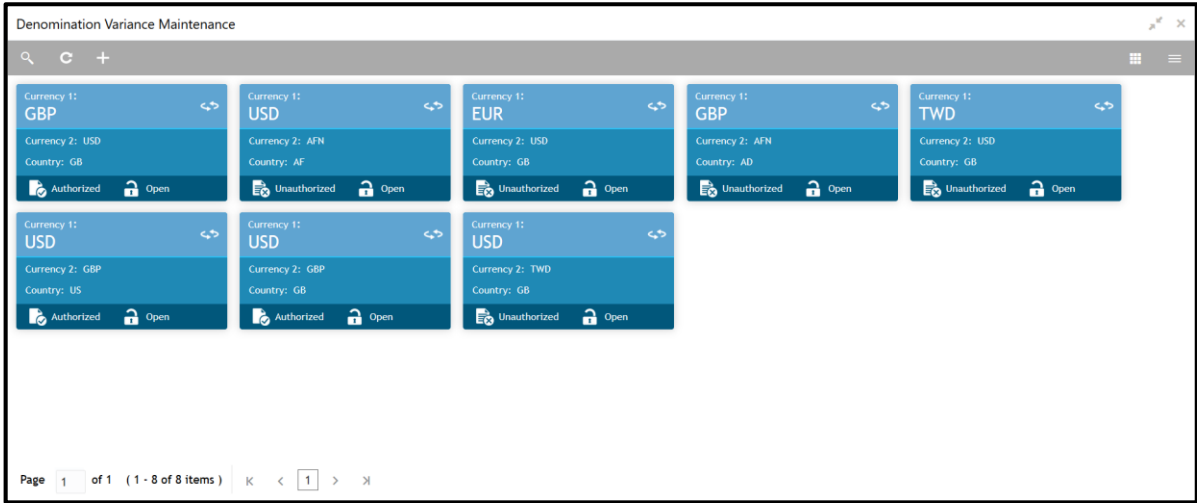
### 2.22.23 Denomination Variation Maintenance

This screen is used to maintain the denomination-wise variations. The local banking practice in some countries is to buy various FX currency denominations with different rates and lower denominations, which becomes lower rate. This screen helps to apply rates for different denominations. To process this screen, type **Denomination Variation 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 **Denomination Variation Maintenance**.

→ The **Denomination Variation Maintenance (Summary)** screen is displayed.

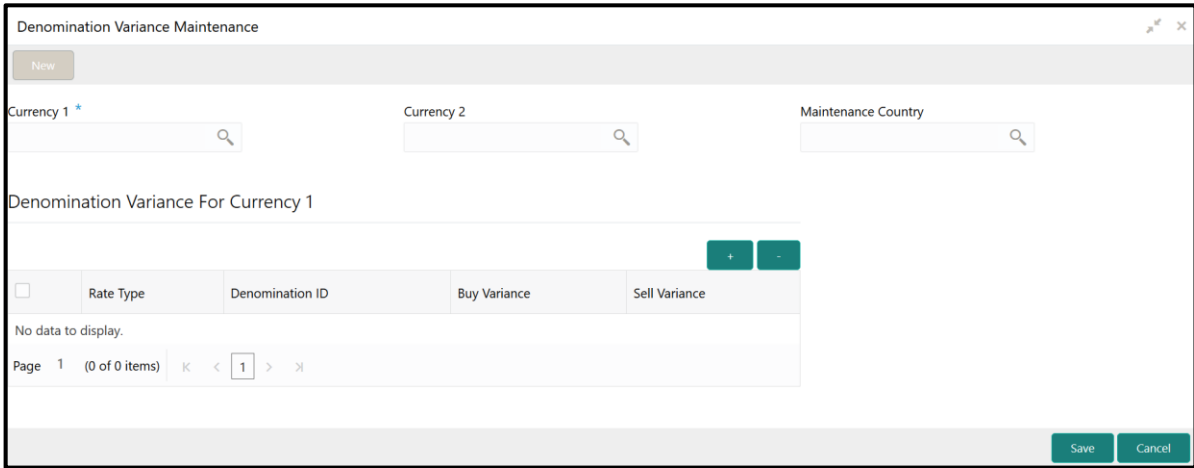
**Figure 298: Denomination Variation Maintenance (Summary)**



- 2. On **Denomination Variation Maintenance (Summary)** screen, click **+** icon.

→ The **Denomination Variation Maintenance** screen is displayed.

**Figure 299: Denomination Variation Maintenance**



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

**Field Description: Denomination Variation Maintenance**



Field	Description
<b>Currency 1</b>	Select the currency from the list of values.
<b>Currency 2</b>	Displays the currency 2.
<b>Maintenance Country</b>	Displays the maintenance country.
<b>+ icon</b>	Click this icon to add a new row.
<b>- icon</b>	Click this icon to delete a row, which is already added.
<b>Rate Type</b>	Select the rate type from the list of values.
<b>Denomination ID</b>	Select the denomination ID from the list of values.
<b>Buy Variance</b>	Specify the buy variance.

Field	Description
<b>Sell Variance</b>	Specify the sell variance.

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:

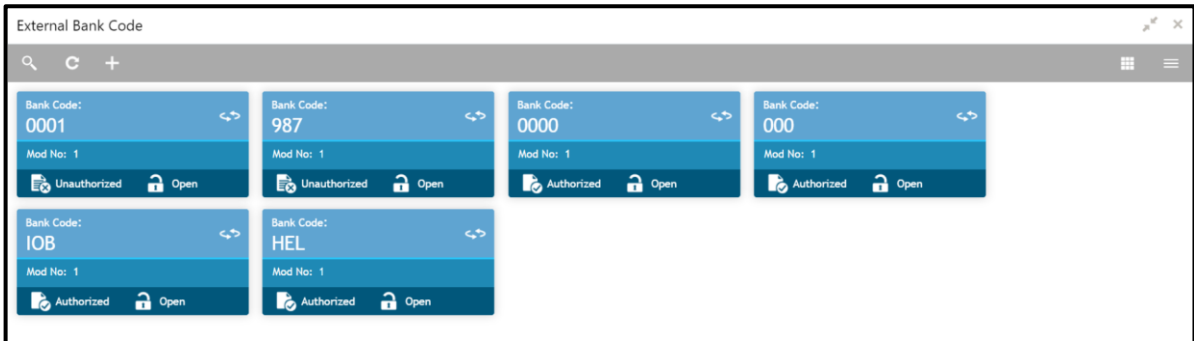
- Click  icon to search the Network Codes based on the specified search criteria. You can search the records based on the following criteria:
  - **Network Code**
  - **Authorization Status**
  - **Record Status**
- Click on the desired record to view the details and perform any of the following actions:
  - **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.

### 2.22.24 External Bank Code Maintenance

This screen is used to maintain the bank codes and branch codes. To process this screen, type **External Bank Code** in the **Menu Item Search** located at the left corner of the application toolbar and select the appropriate screen (or) do the following steps:

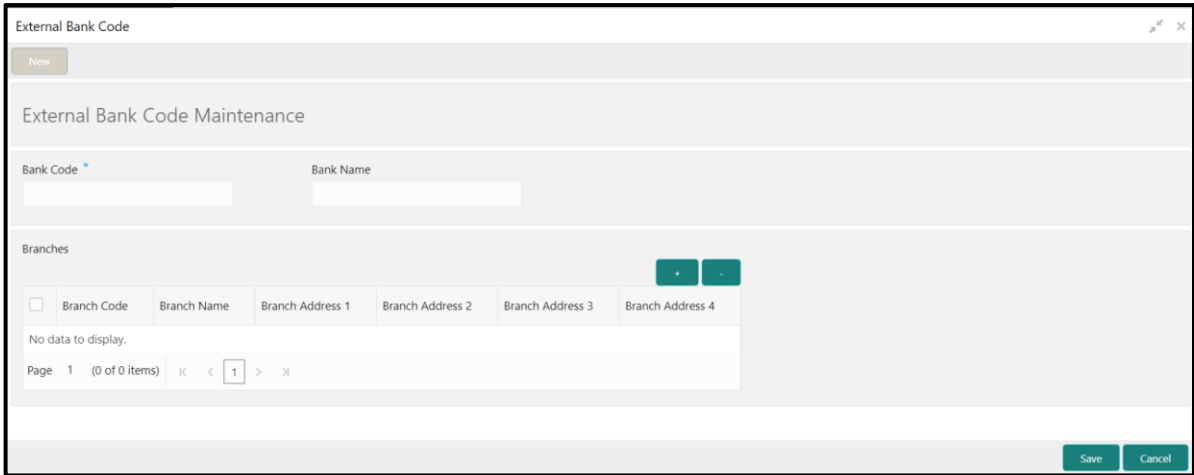
- 1. From **Home screen**, click **Teller**. On Teller Mega Menu, under **Branch Maintenance**, click **External Bank Code**.  
→ The **External Bank Code (Summary)** screen is displayed.

Figure 300: External Bank Code (Summary)



- 2. On **External Bank Code (Summary)** screen, click **+** icon.  
→ The **External Bank Code Maintenance** screen is displayed.

Figure 301: External Bank Code Maintenance



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


**Field Description: External Bank Code Maintenance**


<b>Field</b>	<b>Description</b>
<b>Bank Code</b>	Specify the bank code.
<b>Bank Name</b>	Specify the bank name.
+ icon	Click this icon to add a new row.
- icon	Click this icon to delete a row, which is already added.
<b>Branch Code</b>	Specify the branch code.
<b>Branch Name</b>	Specify the branch name.
<b>Branch Address 1 to Branch Address 4</b>	Specify the address of the branch.

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:
  - **Currency 1**
  - **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.

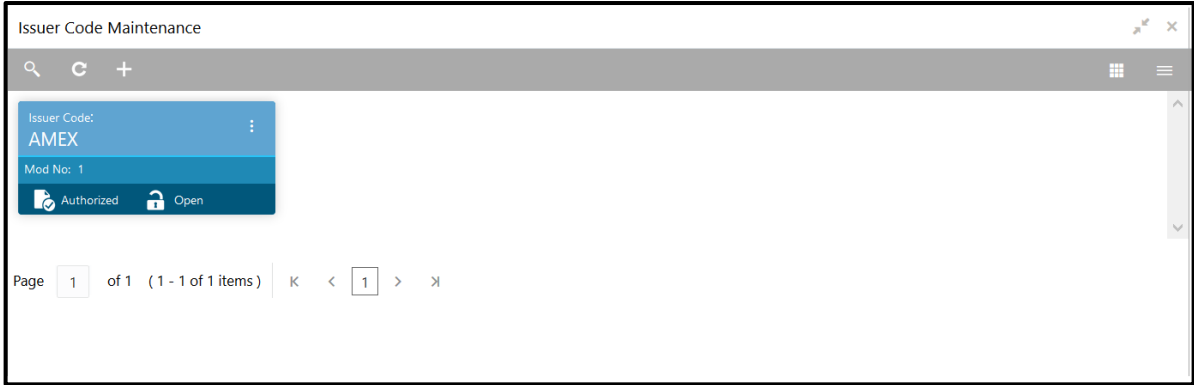
### 2.22.25 Issuer Code Maintenance

This screen is used to maintain the issuer codes for TC transactions. To process this screen, type **Issuer 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 **Issuer Code Maintenance**.

→ The **Issuer Code Maintenance (Summary)** screen is displayed.

**Figure 302: Issuer Code Maintenance (Summary)**



- 2. On **Issuer Code Maintenance** (Summary) screen, click **+** icon.  
→ The **Issuer Code Maintenance** screen is displayed.

**Figure 303: Issuer Code Maintenance**



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

**Field Description: Issuer Code Maintenance**


Field	Description
<b>Issuer Code</b>	Specify the issuer code.
<b>Issuer Code Description</b>	Specify the description of the issuer code.

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

- Click **Save** to view the configured details of Issuer 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 Issuer Codes based on the specified search criteria. You can search the records based on the following criteria:
  - **Issuer Code**
  - **Authorization Status**
  - **Record Status**

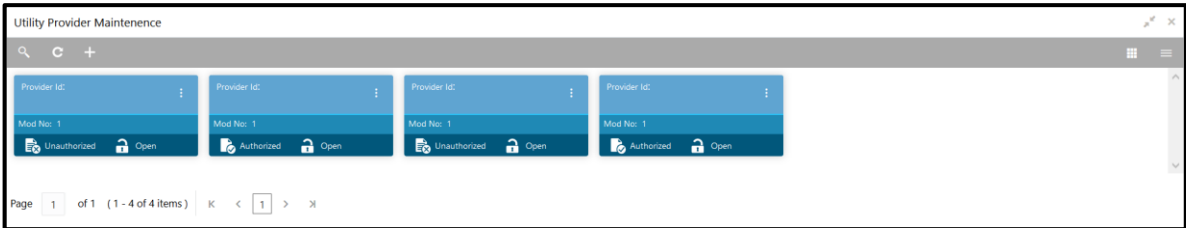
- Click on the desired record to view the details and perform any of the following actions:
  - **New** – Click this button to create a new record.
  - **Unlock** – Click this button to modify the details and save.
  - **Delete** – Click this button to delete an unauthorized record.
  - **Authorise** – 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.


### 2.22.26 Utility Provider Maintenance

This screen is used to link the utility provider (like electricity, gas, water, etc.) with a settlement account. To process this screen, type **Utility Provider 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 **Utility Provider Maintenance**.  
→ The **Utility Provider Maintenance (Summary)** screen is displayed.

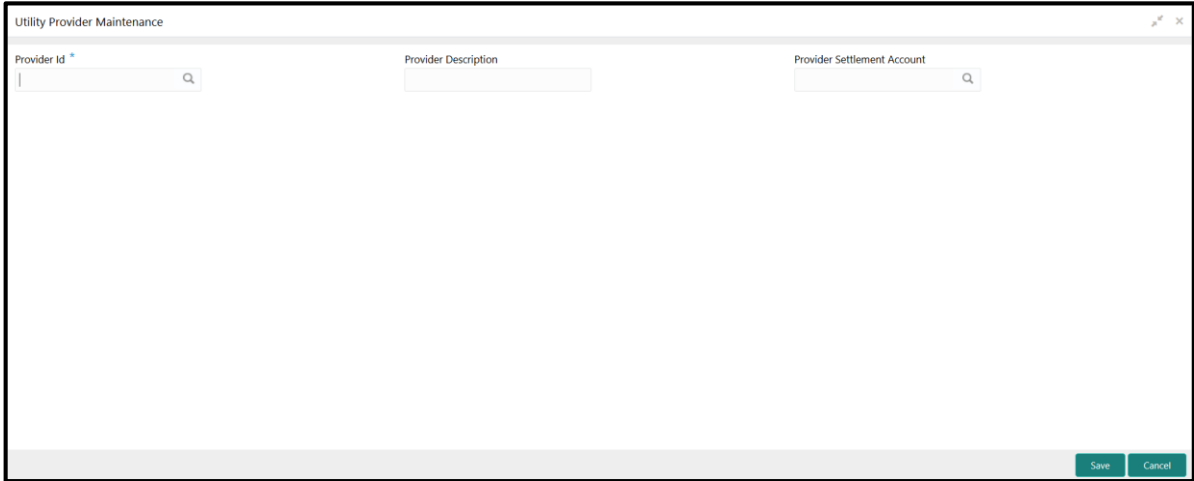
**Figure 304: Utility Provider Maintenance (Summary)**



2. On **Utility Provider Maintenance (Summary)** screen, click  icon.  
→ The **Utility Provider Maintenance** screen is displayed.



**Figure 305: Utility Provider Maintenance**



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



**Field Description: Utility Provider Maintenance**

Field	Description
<b>Provider ID</b>	Click search icon, and select the provider ID from the list of values.
<b>Provider Description</b>	Specify the description of the utility provider.
<b>Provider Settlement Account</b>	Click search icon, and select the provider settlement account from the list of values.

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

- Click **Save** to view the configured details of Provider IDs 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 Provider IDs based on the specified search criteria. You can search the records based on the following criteria:
  - **Provider 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.

### 3 Annexure 1 – Error Codes and Messages

This Annexure describes the error codes and messages that are available for the Branch Teller application. The error codes with prefix GCS are applicable only to the maintenance screens, and the remaining error codes are applicable to all the transaction screens. The details are as follows:

#### Annexure 1: Error Codes and Messages

Error Code	Message
CLMO-AC-003	Source stage value should be either Y/N not valid
CLMO-AC-017	DatasegmentCode not valid
CLMO-AC-018	DocumentType Code not valid
CLMO-AC-020	Life cycle not valid
CLMO-AC-023	Unable to \$1 Business Process as \$2 data segment has the following dependencies \$3 in lifecycle \$4
CLMO-AC-024	Unable to \$1 Business Process as the mandatory data segments \$2 for the \$3 lifecycle have not been mapped!
CLMO-AC-026	In \$1 stage of \$2 Business Process
CLMO-AC-027	Record already exist with same Lifecycle and Business Product
CLMO-AC-028	At \$1 in \$2 stage of \$3 Business Process
CLMO-AC-029	At \$1 in \$2 stage of \$3 Business Process
CLMO-AC-030	Business Product Code is Invalid
GCS-AUTH-01	Record Successfully Authorized
GCS-AUTH-02	Valid modifications for approval were not sent. Failed to match

<b>Error Code</b>	<b>Message</b>
GCS-AUTH-03	Maker cannot authorize
GCS-AUTH-04	No valid unauthorized modifications found for approval.
GCS-CLOS-002	Record Successfully Closed
GCS-CLOS-01	Record Already Closed
GCS-CLOS-02	Record Successfully Closed
GCS-CLOS-03	Unauthorized record cannot be closed
GCS-COM-001	Record does not exist
GCS-COM-002	Invalid version sent
GCS-COM-003	Please Send Proper ModNo
GCS-COM-004	Please send makerId in the request
GCS-COM-005	Request is Null. Please Resend with Proper Values
GCS-COM-006	Unable to parse JSON
GCS-COM-007	Request Successfully Processed
GCS-COM-008	Modifications should be consecutive.
GCS-COM-009	Resource ID cannot be blank or "null".
GCS-COM-010	You have successfully cancelled \$1.
GCS-COM-011	Argghhh, \$1 failed to update.

<b>Error Code</b>	<b>Message</b>
GCS-DEL-001	Record deleted successfully
GCS-DEL-002	Record(s) deleted successfully
GCS-DEL-003	Modifications didnt match valid unauthorized modifications that can be deleted for this record
GCS-DEL-004	Send all unauthorized modifications to be deleted for record that is not authorized even once.
GCS-DEL-005	Only Maker of first version of record can delete modifications of record that is not once authorized.
GCS-DEL-006	No valid unauthorized modifications found for deleting
GCS-DEL-007	Failed to delete. Only maker of the modification(s) can delete.
GCS-MOD-001	Closed Record cannot be modified
GCS-MOD-002	Record Successfully Modified
GCS-MOD-003	Record marked for close
GCS-MOD-004	Only maker of the record can modify before once auth
GCS-MOD-005	Not amendable field
GCS-MOD-006	Natural Key cannot be modified
GCS-MOD-007	Psssttt, only the maker can modify the pending records.
GCS-OPEN-01	Teller Batch Record Already Opened

<b>Error Code</b>	<b>Message</b>
GCS-REOP-003	Successfully Reopened
GCS-REOP-004	Unauthorized record cannot be reopened
GCS-REOP-01	Unauthorized Record cannot be Reopened
GCS-REOP-02	Failed to Reopen the Record
GCS-REOP-03	Successfully Reopened
GCS-SAV-001	Record already exists
GCS-SAV-002	Record Saved Successfully.
GCS-SAV-003	Congratulations!! The record is saved and validated successfully.
GCS-SAV-004	Currency Code should be unique
GCS-SAV-005	Min cash holding should be lesser than Max cash holding
GCS-VAL-001	Congratulations!! Your record is successfully validated.
RM_BC_CV_01	Amount Limit Exceeded for Account Number
RM_BC_CV_02	Amount Limit Exceeded for Customer Type
RM_BC_CV_03	Amount Limit Exceeded for Product Class
RM_BC_MA_01	Netting Charges Required Should be (Y/N).
RM_BC_MA_02	Main Leg Accounting Required Should be (Y/N).
RM_BC_MN_01	Invalid function code for till/vault indicator

<b>Error Code</b>	<b>Message</b>
RM_BC_MN_02	Invalid transaction type for till/vault indicator
RM_BC_OB_08	Please close the previous day batch
RM_BC_OB_09	User is not allowed to open the Teller batch
RM_BC_OB_10	Teller batches should be closed before closing the branch/vault batch
RM_BC_OB_11	Vault batch should be closed before closing the branch batch
RM_BC_TB_10	Teller batch is already opened
RM_BC_TB_11	Teller batch is already closed
RM_BC_VA_01	Supervisor Id is not present for manual assignment.
RM_CS_BC_01	Invalid Instrument No
RM_CS_BC_02	Instrument is already in Used status
RM_CS_BC_03	Instrument is not in INIT status to Print/Reprint
RM_CS_BC_04	Instrument Number Already Liquidate
RM_CS_DD_04	Incorrect DD details
RM_CT_AC_03	Account Type mismatch.... Exception Occured
RM_CT_AC_04	Invalid Account Number
RM_CT_AC_06	Both Account cannot be Customer Accounts
RM-IN-TX-01	Payments Service is not Reachable

<b>Error Code</b>	<b>Message</b>
RM_TR_EX_01	Unhandled Exception Occured
RM_TX_CX_01	Authorization required for Charge Amendment.
RM_TX_EX_01	Authorization required for inter branch Transaction.
RM-AD-EC-01	Failed in ECA
RM-AD-HH-01	Failed in Host Handoff
RM-AD-PM-03	Failed in payment
RM-AD-UB-01	Failed in UBS
RM-AD-VM-01	Invalid Account Number
RM-AD-VM-02	VAM Service is down
RM-BC-AC-01	Failed in Accounting
RM-BC-BP-01	Please Enter the entire Branch Parameter Detail values
RM-BC-CH-01	Minimum Charge Greeater Than Maximum Charge
RM-BC-CH-02	Please Enter the proper charge code
RM-BC-CH-03	Charge Fields Cannot be empty
RM-BC-CH-04	Please Enter Minimum and Maximum Charges
RM-BC-CP-03	Function code should not be empty
RM-BC-EJ-01	Record Not Found



<b>Error Code</b>	<b>Message</b>
RM-BC-EJ-02	Record Updation Failed..
RM-BC-EX-01	Unhandled Exception Occured
RM-BC-EX-02	Transaction Timed Out
RM-BC-EX-03	Unhandled Exception Occured
RM-BC-ML-01	Email Account not Valid
RM-BC-OB-01	Branch batch is already open for the current date
RM-BC-OB-02	Branch batch can be opened only by supervisor
RM-BC-OB-03	Vault batch is open for the current or previous date
RM-BC-OB-04	User does not have rights to access this screen
RM-BC-OB-05	Teller batch is open for the current or previous date
RM-BC-OB-06	Please complete the pending transactions in the Electronic Journal log
RM-BC-OB-07	Branch batch is not opened
RM-BC-OB-08	Please close the previous day batch
RM-BC-OB-10	Teller batches should be closed before closing the branch/vault batch
RM-BC-OB-11	Vault batch should be closed before closing the branch batch
RM-BC-OB-16	Teller batch is closed
RM-BC-OB-17	Teller batch is not opened for the user

<b>Error Code</b>	<b>Message</b>
RM-BC-OB-18	Teller batch is already open
RM-BC-OB-19	Teller batch is closed
RM-BC-OB-20	Invalid Currency Code
RM-BC-OB-21	Authlimit Breached
RM-BC-OB-22	Transaction limit breached at role level
RM-BC-OB-23	Wrong token
RM-BC-OB-24	Branch batch is already closed
RM-BC-OB-25	Vault batch is already closed
RM-BC-OB-26	User is not allowed to open/close the teller batch
RM-BC-OB-27	Vault batch is not opened
RM-BC-OB-29	Please maintain denomination tracking in Branch Parameter
RM-BC-OB-30	Denomination Amount is not equal to transaction amount
RM-BC-OB-31	Insufficient Amount available in Till/Vault
RM-BC-OB-32	Logged in user ID and Teller Id cannot be same
RM-BC-OB-33	Invalid Input TellerId
RM-BC-OB-34	Current Denomination balance is less than zero for \$1
RM-BC-PM-01	Record Successfully Updated

<b>Error Code</b>	<b>Message</b>
RM-BC-RT-01	Failed in getting the exchange rate
RM-BC-RT-02	Failed to fetch Branch Accounting Tags
RM-BC-TF-01	User not Verified Signature
RM-BC-TF-02	Transaction involves Inter Bank Accounts
RM-BC-TF-03	Default Charge Amount was modified
RM-BC-TF-04	Default Exchange Rate was modified
RM-BC-TF-05	Amount exceeds limit for this transaction
RM-BC-TF-06	Authorisation required. Amount exceeds limit for the transaction
RM-BC-TF-07	Transaction & Electronic Journal ID needs to be Enter..
RM-BC-TF-08	Invalid Txn_Ref_Number found for given EJId
RM-BC-TR-07	Invalid Input!!
RM-BC-UL-01	User Limit Transaction Amount breached
RM-BC-UL-02	Authorizer Limit Transaction Amount breached
RM-BC-UL-03	User Limit Holding Minimum Amount breached
RM-BC-UL-04	User Limit Holding Maximum Amount breached
RM-BC-UP-01	Amount exceeds limit for this transaction
RM-BC-UP-02	Minimum charge amount should be applied

<b>Error Code</b>	<b>Message</b>
RM-BC-UP-03	Amount exceeds limit for this transaction
RM-BC-UP-04	Authorisation amount breached.
RM-BC-UP-05	Till maximum balance breached
RM-BC-UP-06	Till minimum balance breached
RM-BC-UP-07	Authoriser role limit breached
RM-BC-UP-08	Teller role limit breached
RM-BC-UP-09	Transaction requires approval.
RM-BC-UR-01	Submit URL not maintained
RM-BC-VA-01	Till open
RM-BC-VA-02	Vaultl open
RM-BC-VA-03	Pending txn
RM-BC-VA-10	Invalid Status
RM-BC-XR-01	Exchange not Maintained
RM-BC-XT-01	Failed in getting the exchange rate
RM-CH-LM-01	Channel limit not found for Account class group
RM-CH-LM-02	Channel limit details not found
RM-CH-LM-03	Channel limit details found for transaction currency

<b>Error Code</b>	<b>Message</b>
RM-CH-LM-04	Number of Withdrawal breached
RM-CH-LM-05	Withdrawal Limit breached
RM-CM-OR-001	Failed to initiate.
RM-CM-OR-002	Transaction is successfully initiated.
RM-CM-OR-003	Invalid action
RM-CM-OR-004	\$1 is not submitted
RM-CM-OR-005	Cannot proceed with submit as the action is not initiated.
RM-CM-OR-006	Cannot proceed with submit as the information is incomplete.
RM-CM-OR-007	Failed to submit.
RM-CM-OR-008	Record successfully submitted.
RM-CM-OR-009	\$1 is in-progress
RM-CM-OR-010	Aw, snap! An unexpected exception occurred, try again.
RM-CM-OR-011	Invalid request.
RM-CM-OR-012	Cannot proceed with submit as the action is not initiated.
RM-CM-OR-013	Cannot find the provided information.
RM-CM-OR-014	Record is not yet submitted by \$1
RM-CM-OR-015	Record already unlocked by \$1.

<b>Error Code</b>	<b>Message</b>
RM-CS-OB-01	Invalid denomination found
RM-CS-OB-02	Invalid denomination found for given currency or denomination type
RM-CS-OB-03	Transaction Number Already Exist
RM-CS-OB-04	Data Not Found
RM-CS-OB-05	Amount mismatch
RM-CS-OB-50	SanctionRefNo is already Present.
RM-CS-TF-07	MinCash exceeds the MaxCash Value
RM-CT-AC-01	Charges are not maintained
RM-CT-AC-02	Charges should not be maintained
RM-CT-AC-04	Failed to get the account
RM-EX-CS-01	User is an Invalid User.
RM-EX-CS-02	Account number is invalid.
RM-EX-CS-03	Source Reference Number Already Present
RM-EX-CS-05	NegotiatedExchangeRate is not provided
RM-EX-CS-06	NegotiationReferenceNumber is not provided
RM-EX-PY-05	NegotiatedExchangeRate is not provided
RM-EX-PY-06	NegotiationReferenceNumber is not provided

<b>Error Code</b>	<b>Message</b>
RM-PA-EQ-01	Record not Found.
RM-PY-AC-01	From account and to account are same
RM-PY-AC-02	Account number not entered for field \$1
RM-PY-BC-01	Bank code or bank BIC code not entered
RM-PY-BC-02	Please enter either bank code or bank BIC code
RM-PY-CL-01	Payee account and drawer account are same
RM-PY-CL-02	Drawer account number and instrument number combination are same
RM-PY-CL-03	Invalid Batch Number
RM-PY-CR-01	Remittance number not found
RM-PY-CR-02	Remittance number is already issued/used
RM-PY-CR-03	Please provide Remittance number/Test Key number
RM-PY-CR-04	Invalid Remittance number/Test Key number
RM-PY-CR-05	Remittance numbers are not maintained
RM-PY-CR-06	Maintained remittance numbers are all USED ones
RM-PY-IN-01	Instrument details not found
RM-TD-SL-01	No Maintanance found for Term Deposit opening
RM-TD-SL-02	Offset GL account not found

Error Code	Message
RM-TN-RV-02	The transaction Status should be pending
RM-TR-EX-01	Unhandled Exception Occured
RM-TS-TB-10	Teller batch not opened yet
RM-TX-BE-01	Unhandled Exception Occured
RM-TX-CA-01	Charge amount limit Breached from Min Max Amount
RM-TX-CA-02	Charge amount limit Breached from Min Max Percentage
RM-TX-CC-01	Add provided Currency to the Till
RM-TX-ET-01	Session should be Opened before closing.
RM-TX-ET-02	Amount \$1 \$2 has to be given by the customer.
RM-TX-ET-03	Amount \$1 \$2 has to be given to the customer.
RM-TX-ET-04	The incoming cash amount in the session is exceeding by \$1 \$2.Do you want to proceed.
RM-TX-ET-05	Open Teller Sessions are present. Cannot proceed with the operation.
RM-TX-ET-06	Teller Session Transactions not completed.Cannot proceed with the operation.
RM-TX-EX-01	Unhandled Exception Occured
RM-TX-HH-01	Failed in Host Handoff
RM-TX-LC-01	Transaction is locked



<b>Error Code</b>	<b>Message</b>
RM-TX-LI-00	Amount exceeds the limit of transaction.
RM-TX-NL-01	Unhandled Exception Occured
RM-TX-OC-01	Branch Info not available
RM-TX-OC-02	Function Code definition not maintained
RM-TX-OC-03	Function Code preferences not maintained
RM-TX-OC-04	Branch Parameter maintenance not found
RM-TX-OC-05	User preferences not maintained
RM-TX-OC-06	Default authorizer not maintained for the user
RM-TX-OC-07	Function Indicator entry not found
RM-TX-OC-08	Record status is null in Function Code Definition Screen
RM-TX-OC-09	Record status is closed in Function Code Definition Screen
RM-TX-OC-10	Record status is null in User Preferences Screen
RM-TX-OC-11	Record status is closed in User Preferences Screen
RM-TX-OC-12	Record status is null in Function Code Preferences Screen
RM-TX-OC-13	Record status is closed in Function Code Preferences Screen
RM-TX-PM-01	OBPay Transaction Status Failure
RM-TX-PM-03	Failed in OBPM Clearing Return

<b>Error Code</b>	<b>Message</b>
RM-TX-RV-01	The transaction Status should be completed
RM-TX-RV-02	Only maker can reverse the transaction
RM-TX-RV-03	Authorization required for reversal
RM-TX-RV-04	Minimum teller branch ccy holding limit breached
RM-TX-RV-05	Maximum teller branch ccy holding limit breached
RM-TX-SL-01	Unhandled Exception Occured
RM-TX-ST-01	The incoming cash amount in the session is exceeding by \$1.Do you want to proceed.
RM-TX-ST-02	Total inflow cash amount remaining after this transaction is \$1.
RM-TX-ST-03	Another open session in progress for the entered Customer No
RM-TX-ST-04	Another open session in progress for the Teller
RM-TX-ST-05	Teller session needs to be opened to perform this transaction.
RM-TX-ST-06	This transaction is not allowed inside the teller session
RM-TX-TO-01	Unhandled Exception Occured
RPM-AC-003	Source stage value should be either Y/N not valid
RPM-AC-017	DatasegmentCode not valid
RPM-AC-018	DocumentType Code not valid

<b>Error Code</b>	<b>Message</b>
RPM-AC-020	Life cycle not valid
RPM-AC-023	Unable to \$1 Business Process as \$2 data segment has the following dependencies \$3 in lifecycle \$4
RPM-AC-024	Unable to \$1 Business Process as the mandatory data segments \$2 for the \$3 lifecycle have not been mapped!
RPM-AC-026	In \$1 stage of \$2 Business Process
RPM-AC-027	Record already exist with same Lifecycle and Business Product
RPM-AC-028	At \$1 in \$2 stage of \$3 Business Process
RPM-AC-029	At \$1 in \$2 stage of \$3 Business Process
RPM-AC-030	Business Product Code is Invalid
RT-F23-001	Error. Enter at least one row in Payment Data Details
RT-F23-002	Error. Cannot enter more than eight records in Payment Data Details
RT-F23-006	Error. Mandatory Field Payment Type Cannot be Null.
RT-F23-007	Error. Fiscal Code has to be 11 or 16 character long.
RT-F23-008	Error. Fiscal code does not meet checksum algorithm validations
RT-F23-017	Error. Enter at least one field in either Reference Number Available or Reference Number Not Available.
RT-F23-019	Error. Both Reference Number and Primary fiscal code cannot be null.

<b>Error Code</b>	<b>Message</b>
RT-F23-020	Invalid character entered for Tax Code
RT-F24-099	Payment Amount Cannot be Zero/Negative
RT-F24-101	Payment amount should not Be Blank
RT-F24-114	Principal fiscal code is mandatory
UBS-BC-UB-01	No More Payments
UBS-BC-UB-02	Invalid Settlement Account for the Contract

## 4 Annexure 2 – List of Function Codes

This Annexure lists function codes of all the transaction screens and its respective names for the Oracle Banking Branch application. An exhaustive list of these function codes and their names are given below.

### Annexure 2: List of Function Codes

Function Code	Screen Name
1000	Miscellaneous Transfer
1001	Cash Withdrawal
1002	Cash Withdrawal (Teller Session)
1005	Miscellaneous GL Tranfser
1006	Account Transfer
1008	Miscellaneous Customer Debit
1009	TC Sale Against Account
1010	BC Issue Against Account
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

<b>Function Code</b>	<b>Screen Name</b>
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
1412	TC Purchase Against Account
1460	Miscellaneous GL Credit
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

<b>Function Code</b>	<b>Screen Name</b>
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 (Account)
6514	Outward Clearing Data Entry
6520	Cheque Deposit (GL)
6560	Cheque Return
7001	Open Vault Batch
7002	Close Vault Batch
7005	Servicing Journal
7010	Passbook Update

<b>Function Code</b>	<b>Screen Name</b>
7011	Passbook Reprint
7030	Passbook Issue
7031	Passbook Status Change
7040	Teller Total Position
7551	Book Shortage
7552	Book Overage
7787	Multi BC Issuance (Account)
7788	Multi BC Issuance (Cash)
8003	TC Purchase Against Walk-in
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)
8205	TC Sale Against GL
8206	FX Sale Against Account
8207	FX Purchase against Account
8222	TC Sale Against Walk-in



<b>Function Code</b>	<b>Screen Name</b>
8301	BC Issue Against Walk-in
8302	BC Issue Against GL
8305	DD Issue Against Walk-in
8306	DD Issue Against GL
8316	Cash Remittance Issue (Cash)
8317	Cash Remittance Issue (GL)
8318	Cash Remittance Issue (Account)
8319	Cash Remittance Operations (Inquiry)
8320	Cash Remittance Operations (Payment – Account)
8321	Cash Remittance Operations (Payment – Cash)
8322	Cash Remittance Operations (Payment – GL)
8324	Cash Remittance Operations (Refund – Account)
8325	Cash Remittance Operations (Refund – Cash)
8326	Cash Remittance Operations (Refund – GL)
8327	Cash Remittance Operations (Cancel – Account)
8328	Cash Remittance Operations (Cancel – Cash)
8329	Cash Remittance Operations (Cancel – GL)

<b>Function Code</b>	<b>Screen Name</b>
8330	Inward Cash Remittance
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
9011	Buy TC From Agent
9012	Current Open Tills
9015	Buy TC From HO
9016	Return TC to HO
9017	Buy TC From Vault
9018	Return TC to Vault

<b>Function Code</b>	<b>Screen Name</b>
9020	View Available TC with Vault
9401	Start Teller Session
9402	Stop Teller Session
AADU	Account Address Update
ACBL	Account Balance Inquiry
ACST	Account Statement Request
BCRP	BC Print-Reprint
CADU	Customer Address Update
CCTU	Customer Contact Details Update
CDBK	Stop Card
CQIN	Cheque Status Inquiry
CQRQ	Cheque Book Request
CQSC	Cheque Book Status Change
CQST	Stop Cheque Request
DDRP	DD Print-Reprint
DNEX	Denomination Exchange
F23A	F23 Tax Payment by Account

<b>Function Code</b>	<b>Screen Name</b>
F23C	F23C Tax Payment by Cash
F24A	F24 Tax Payment by Account
F24C	F24C Tax Payment by Cash
REAN	Reassign Transactions
TDI1	Islamic TD Account Opening
TDO1	TD Account Opening
TDR1	TD Redemption Against Cash
TDR2	TD Redemption Against Account
TDT1	TD Top-Up Against Cash
TDT2	TD Top-Up Against Account
TDPT	RD Payment by Cash
TVQB	Branch Breaching Limits
TVQR	Till Vault Position

## 5 Annexure 3 – Advices

This Annexure describes the advices that are available for the Branch Teller application. The formats of the advices are given in the following sections:

- [5.1 Account Transfer](#)
- [5.2 Cash Deposit](#)
- [5.3 Cash Withdrawal](#)
- [5.4 Cheque Deposit](#)
- [5.5 Cheque Withdrawal](#)
- [5.6 DD Issue Against Account](#)
- [5.7 Domestic Transfer Against Account](#)

### 5.1 Account Transfer

The advice format for Account Transfer transaction is given below:

**TRANSACTION RECEIPT**

```

txnDate      txnBranchCode, Clinton Branch

Receipt # txnRefNumber

-----

Transaction      : functionCodeDesc

Sequence Number  : tellerSeqNumber

From Account Number: fromAccountNumber

To Account Number : toAccountNumber

Amount           : toAccountAmt toAccountCcy

Commission Charges : totalCharges toAccountCcy

Narrative        : narrative

Teller ID        : userId

-----

```

(This slip do not require signature)











### 5.6 DD Issue Against Account

The advice format for DD Issue Against Account transaction is given below:

**TRANSACTION RECEIPT**

txnDate        txnBrnCode, Clinton Branch

Receipt # txnRefNo

-----

Transaction        : functionCodeDesc

Sequence Number    : tellerSeqNumber

Account Number     : fromAccNo

In favour of        : payeeName

Amount             : fromAccAmt fromAccCcy

Commission Charges : totalCharges fromAccountCcy

Narrative           : narrative

Teller ID           : userId

-----

(This slip do not require signature)

### 5.7 Domestic Transfer Against Account

The advice format for Domestic Transfer Against Account transaction is given below:

**TRANSACTION RECEIPT**

txnDate        txnBranchCode, Clinton Branch

Receipt # txnRefNumber

-----

Transaction        : functionCodeDesc

Sequence Number    : txnSeqNumber

Account Number     : fromAccountNumber

Beneficiary Bank    : bankDesc

Beneficiary Name    : txnCustomer

Clearing Type        : FEDWIRE

Transfer mount       : fromAccountAmt fromAccountCcy

Commission Charges : totalCharges fromAccountCcy

Narrative            : narrative

Teller ID            : userId

-----

(This slip do not require signature)

## 6 Annexure 4 – Order of Replacement of Parameters with Wild Card Entries

This Annexure provides the order of replacement of parameters with wild card entries for the Accounting and Settlements Definition and Charge Decision Maintenance. The details are given below.

### Annexure 4: Order of Replacement of Parameters with Wild Card Entries (Accounting and Settlements Definition)

Function Code	Branch	Currency
Function Code	Txn Branch	Txn Currency
Function Code	*.*	Txn Currency
Function Code	Txn Branch	*.*
Function Code	*.*	*.*

### Annexure 4: Order of Replacement of Parameters with Wild Card Entries (Charge Pickup)

Function Code	Txn Branch	Txn Currency	Inter Branch
Function Code	Txn Branch	Txn Currency	Y
Function Code	Txn Branch	Txn Currency	N
Function Code	*.*	Txn Currency	Y
Function Code	*.*	Txn Currency	N
Function Code	Txn Branch	*.*	Y
Function Code	Txn Branch	*.*	N

**Annexure 4: Order of Replacement of Parameters with Wild Card Entries (Charge Group)**

<b>Parameter1</b>	<b>Parameter2</b>	<b>Parameter3</b>	<b>Parameter4</b>	<b>Parameter5</b>
Parameter1	Parameter2	Parameter3	Parameter4	Parameter5
Parameter1	Parameter2	Parameter3	Parameter4	*.*
Parameter1	Parameter2	Parameter3	*.*	Parameter5
Parameter1	Parameter2	*.*	Parameter4	Parameter5
Parameter1	*.*	Parameter3	Parameter4	Parameter5
*.*	Parameter2	Parameter3	Parameter4	Parameter5
*.*	*.*	Parameter3	Parameter4	Parameter5
Parameter1	*.*	*.*	Parameter4	Parameter5
Parameter1	Parameter2	*.*	*.*	Parameter5
Parameter1	Parameter2	Parameter3	*.*	*.*
Parameter1	Parameter2	*.*	*.*	*.*
Parameter1	*.*	*.*	*.*	Parameter5
*.*	*.*	*.*	Parameter4	Parameter5
*.*	*.*	*.*	*.*	Parameter5
Parameter1	*.*	*.*	*.*	*.*
*.*	*.*	*.*	*.*	*.*

•

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