

Oracle FLEXCUBE Core Banking

Branch Operations User Manual

Release 11.10.0.0.0

Part No. F44734-01

August 2021

ORACLE®

Branch Operations User Manual

7/30/2021

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1. Branch Operations

Branch operations form the key element of the financial service provider's infrastructure, with an objective to augment customer service systems and improve internal efficiencies.

Branch Operations (BROP) in **FLEXCUBE Retail** terminology covers internal activities done at branches where the customer is not involved. From the branch management perspective, the **BROP** module of **FLEXCUBE Retail** facilitates activities, which include controlling the branch vault, opening and closing the branch for the day, and monitoring the transactions done during the day teller-wise and generation of adhoc reports.

FLEXCUBE Retail can work in the offline mode also. When the branch to the local office/ head office central data center link is down, the teller terminals are said to be off-line. In this mode, teller transactions may still be performed and stored at the branch. Later, when the link is up, the stored transactions may be automatically forwarded to the local office.

For all the cash transactions, the system will ask for denomination details only when denomination tracking is enabled.

Key Features

FLEXCUBE Retail Banking Solution offers features in the **BROP** module that allows bank branches to perform internal activities.

- Branch Batch activities that involve opening and closing of the branch
- Cash Management transactions that include managing the teller and vault cash
- Authorisation control of teller transactions during the day
- Transactions can be customized to be executed "OFF-LINE"
- Enquiries pertaining to teller transactions and transaction batches
- Report-generation transactions, which include customer advices and statements as well as internal branch reports

Terminologies

The following terminologies are used in the **BROP** module:

Batch

A batch is a bunch of transactions performed at a time as an activity by respective users at different levels in a bank. Certain parameters can be configured to define a batch for users at different levels such as, branch batch, vault batch and teller batch. Each user can perform the batch depending on the rights given to the user, and the kind of transactions she/he is going to perform.

Branch Batch

A branch batch is the process by which a supervisor initiates a branch open. The supervisor is allowed to open the branch for running the business for a particular posting date, and close the branch batch when all the transactions have been successfully processed to a logical end. The vault teller batch followed by the individual teller batch can start the activities, only after the branch batch is opened. The branch batch can be closed only if the individual teller batch followed by Vault teller batch is closed. The branch batch can be closed only once, for a particular posting date.

Vault Batch

A vault batch is a set of transactions performed by the vault teller or chief cashier during a posting date. All transactions such as buying cash from the Central Bank and the cashier of the bank, or selling cash to the Central Bank and the teller, and settling the cash with the Central Bank and the cashier are performed during the posting date before closing the vault batch.

Teller Batch

A teller batch is a set of transactions performed by an individual teller or the cashier. All transactions performed during a posting date should be closed only once.

Split Day Processing

If a branch batch could not be closed for a posting date due to an emergency, the system facilitates the branch to open a branch batch for the next posting date to process the transaction. Thus, a branch can process the transactions for multiple days.

Database

Database in **FLEXCUBE Retail**, refers to organized data, stored on a server that can be searched and retrieved by a computer program. The database located at the Central office is known as Host database, and the database located at the branch level is known as Branch database.

2. Enquiries

Transaction enquiries display detailed information about a transaction performed by the user.

This section explains how the system allows the user to view information about branch operations. The user can view the status of the transactions performed by the teller, branch-wise transactions, the errors committed by the tellers, last few transactions performed by each teller, reversal of transactions, etc. through various Enquiry screens.

2.1 6006 - Search Electronic Journal

The tellers and the supervisors can view the status of all the transactions performed by them during the posting date for which the teller batch is opened. The teller can view the status of only those transactions done by them. However, the supervisor can view the status of all the transactions done by all the tellers.

Using this option, the teller can also reverse the transaction posted by him/ her during the day. This option can be used to view the list of all transactions. The incomplete transactions are those transactions that have been initiated by the teller and require authorization for completion.

After performing a transaction which needs authorisation, the system prompts the teller to send the transaction for remote authorisation or for local authorisation. If the user selects remote authorisation, the system prompts the user to select a supervisor. After the teller selects the supervisor, and confirms sending the transaction for authorisation, the supervisor can view the transaction on their terminal by using this option. The Teller ID Search List in this option displays a list of tellers and the vault tellers who have sent the transactions for authorisation to that supervisor.

Whenever any transaction is sent for remote authorisation, the transaction sequence number is displayed at the teller / vault teller level. After the authorisation of a transaction, the screen remains unchanged, so that the supervisor can select the next transaction for authorization.


Definition Prerequisites

- Existence of Transactions for authorisation / reversal

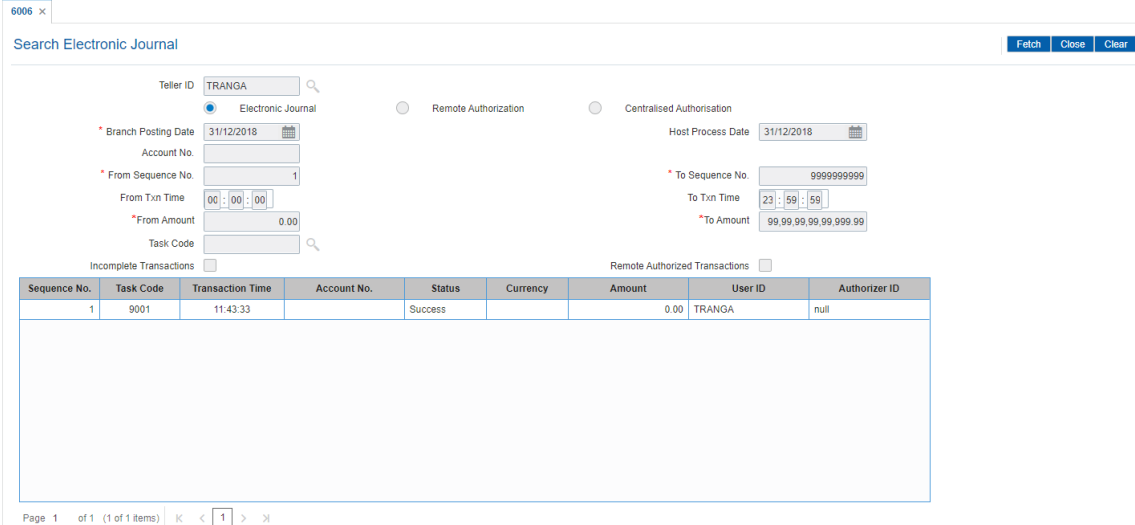
Modes Available

Not Applicable

To view and authorize the records sent for remote authorization

1. In the **Dashboard** page, Enter the Task code **6006** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Search Electronic Journal**.
2. You will be navigated to **Search Electronic Journal** screen.

Search Electronic Journal



Sequence No.	Task Code	Transaction Time	Account No.	Status	Currency	Amount	User ID	Authorizer ID
1	9001	11:43:33		Success		0.00	TRANGA	null

Field Description

Field Name	Description
Teller ID	[Display] This field displays the ID of the logged in Teller.
You can select either Electronic Journal or Remote Authorization .	
Electronic Journal	[Optional] Select Electronic Journal to view or reverse the transactions executed during the day. This is a mandatory field for teller.
Remote Authorization	[Optional] Select Remote Authorization to authorize the transactions posted by tellers for authorization.
Centralized Authorization	[Optional] Select Centralized Authorization to authorize the transactions posted by tellers for authorization.
The following fields are enabled if Electronic Journal is selected.	
Branch Posting Date	[Mandatory, dd/mm/yyyy] Type the branch posting date for which the Enquiry is to be made. This date should be one of the dates for which the batches are open. The system by default displays the current posting date.
Host process Date	[Mandatory, dd/mm/yyyy] Enter the host process date from the date editor
Account No.	[Optional, Numeric, 16] Type the account number.
From Sequence No.	[Mandatory, Numeric, Four] Type the start number for the sequence range.
To Sequence No.	[Mandatory, Numeric, Four] Type the end number for the sequence range.
From Txn Time	[Mandatory, HH:MM:SS] Type the start time of the time range.
To Txn Time	[Mandatory, HH:MM:SS] Type the end time of the time range.
From Amount	[Mandatory, Numeric, 13, Two] Type the from amount.
To Amount	[Mandatory, Numeric, 13, Two] Type the to amount.
Incomplete Transactions	[Optional, Check Box] Select the check box to view the list of incomplete transactions.
Remote Authorized Transactions	[Optional, Check Box] Select the Remote Authorized Transactions check box to view the list of transactions which have been remotely authorized.

Column Name	Description
Sequence No.	[Display] This column displays the sequence number of the transactions carried out by the teller.
Task Code	[Display] This column displays the mnemonic code for the transactions carried out by the teller.
Transaction Time	[Display] This column displays the system time when the transaction was posted in the branch.
Account No.	[Display] This column displays the account number on which the transaction was carried out by the teller.
State	[Display] This column displays the status of the transaction.
Currency	[Display] This column displays the currency in which the transaction was done.
Amount	[Display] This column displays the amount in the transaction currency.
User ID	[Display] This column displays the unique identification of the teller who has committed the transaction.
Authorizer ID	[Display] This column displays the unique identification of the Supervisor who has approved the transaction.

3. Select **Electronic Journal** option and then click **Fetch**.
4. Double-click the sequence number in the **Seq No** column.
5. The system displays the relevant screen through which the transaction was performed.

Cash Deposit

6006 x

Cash Deposit - 1401

<< >> View Back Fetch Close Clear

*Account No. :	5010000006826	TESTC T	Existing PAN No. :	
Branch Name :	9999	DEMO	PAN No for Transaction :	
Product Name :	10004	Savings Account - Asset	Form 60 / 61 :	
Account Ccy. :	INR		*Txn Ccy. :	INR
*Account Ccy. Rate :	1.00000		*Txn Ccy. Rate :	1.00000
*Txn Amount :	₹ 1,000.00		Total Cash Deposited Today :	
Account Amount :	₹ 1,000.00			
*Charges (Lcy) :	₹ 0.00			
*Deposit Type :	General			
Value Date :	02/11/2018			
User Reference No. :	sdf			
*Narrative :	CASH DEP			

To view and authorize the records sent for remote authorization

1. Click **Remote Authorization** option and then click **Fetch**.
2. Double-click the sequence number in the **Sequence No.** column.
3. The system displays the relevant screen.

6006 x

Cash Deposit - 1401

Grant Deny View Back Fetch Close Clear

*Account No. :	5010000007701	TESTC 1.9	Existing PAN No. :	
Branch Name :	98001	MUMBAI 98001	PAN No for Transaction :	
Product Name :	25011	Savings Account - Asset - Monthly Cap	Form 60 / 61 :	
Account Ccy. :	INR		*Txn Ccy. :	INR
*Account Ccy. Rate :	1.00000		*Txn Ccy. Rate :	1.00000
*Txn Amount :	₹100.00		Total Cash Deposited Today :	
Account Amount :	₹100.00			
*Charges (Lcy) :	₹0.00			
*Deposit Type :	General			
Value Date :	10/07/2019			
User Reference No. :				
*Narrative :	CASH DEP			

4. Click **Grant** to authorize the transaction.
5. Enter the relevant information.
6. Click **Grant** for record authorization.

Screen Description

The electronic journal is for the Teller TNICHOLAS999. On the basis of the search parameters like date, amount, time etc. the system will display the list of transactions and the status of the same. This transaction can be viewed by tellers too, but only for their own transactions. This transaction can also be used by tellers to reverse authorised transactions.

Exercise

For your teller ID perform an enquiry on the electronic journal. Check the status of the transactions posted by you.

2.2 6010 - View Teller Errors

Using this option errors committed by the branch tellers can be viewed . The screen displays the overage or shortage booked by the teller on any day.

This is a report on the differences a teller has encountered between the actual cash present with the teller and the cash calculated by the system. A supervisor can view the teller errors for all tellers.


Definition Prerequisites

- The teller branch should be open for the current posting date.

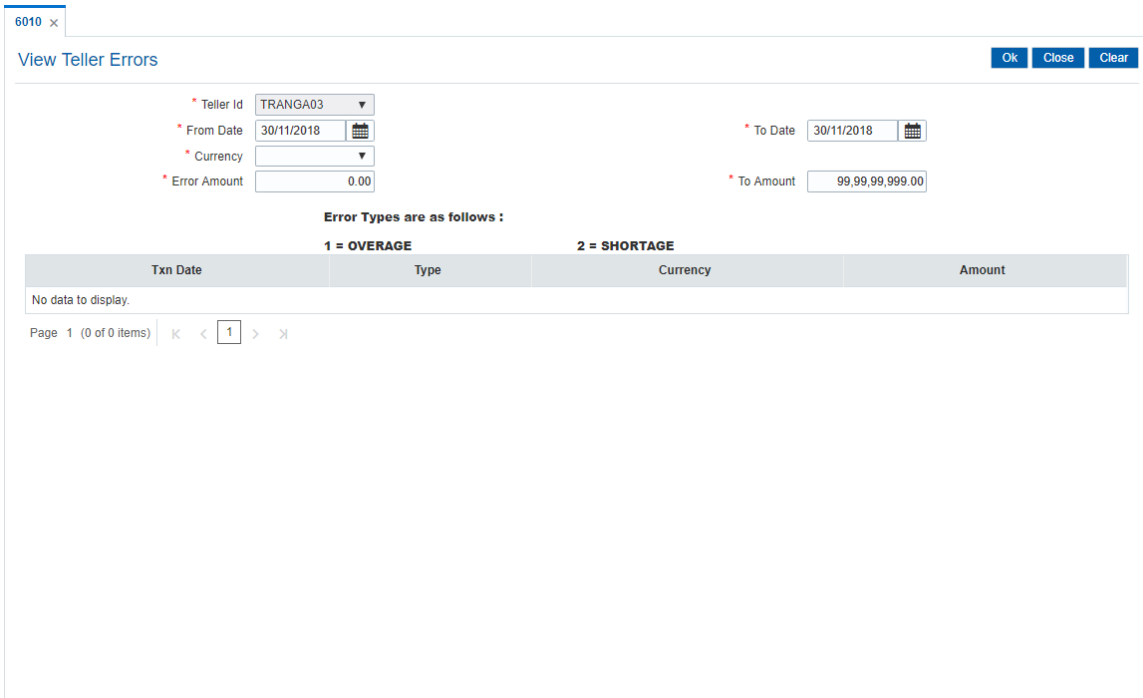
Modes Available

Not Applicable

To view the teller errors

1. In the **Dashboard** page, Enter the Task code **6010** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > View Teller Errors**.
2. You will be navigated to **View Teller Errors** screen.

View Teller Errors



6010 x

View Teller Errors Ok Close Clear

* Teller Id

* From Date

* To Date

* Currency

* Error Amount

* To Amount

Error Types are as follows :

1 = OVERAGE 2 = SHORTAGE

Txn Date	Type	Currency	Amount
No data to display.			

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

Field Description

Field Name	Description
Teller Id	[Mandatory, Drop-Down] This field displays the user ID of the teller who has logged in.
From Date	[Mandatory, dd/mm/yyyy] Type the date from which to filter the transaction errors committed by

the teller..

To Date	[Mandatory, dd/mm/yyyy] Type the date till which to filter the transaction errors committed by the teller. The value in the To Date field should be greater than the From Date field.
Currency	[Mandatory, Drop-Down] Select the currency to view the total of all the transaction amounts with that currency from the drop-down list. For example, if you select USD, the system will display the total of all the transaction amounts, for transactions that have USD as their transaction currency.
Error Amount	[Mandatory, Numeric, 13, Two] Type the amount from which to filter the transaction errors by amount, committed by the teller for a particular currency. By default, the system displays the From Amount as 0.00.
To Amount	[Mandatory, Numeric, 13, Two] Type the amount till which to filter the transaction errors by amount, committed by the teller for a particular currency. The value in the End amount field should be greater than the Start amount field. By default, the system displays the To Amount range as 999,999,999.00.

Column Name	Description
TxnDate	[Display] This column displays the date on which the transaction has taken place.
Type	[Display] This column displays the type of transaction performed by the teller.
Currency	[Display] This column displays the currency in which the transaction has taken place.
Amount	[Display] This column displays the transaction amount.

3. Select the from date and to date from the Search List.
4. Enter the error amount.
5. Click **OK**.
6. The system displays the teller error details.

[View Teller Errors](#)

6010 x
View Teller Errors Ok Close Clear

* Teller Id

* From Date

* Currency

* Error Amount

* To Date

* To Amount

Error Types are as follows :

1 = OVERAGE
2 = SHORTAGE

Txn Date	Type	Currency	Amount
No data to display.			

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

8. Click **Close**.

Screen Description

The above screen displays the errors that have been committed by the teller TRANGA03 as of the specified date. The query can be done on the basis a currency or amount. The error types listed are 1 for all cash overage (excess) booked and 2 for all cash shortages that are booked.

2.3 7008 - Last Ten Teller Transactions

Using the option a teller can view the details of the last ten monetary transactions performed on the posting date. You can enquire the transactions for the current posting date.

The system provides details on transaction type, date of transaction with time, account number, currency of the transaction, transaction amount and Dr/Cr indicator.


Definition Prerequisites

- 9001 - Open Teller Batch

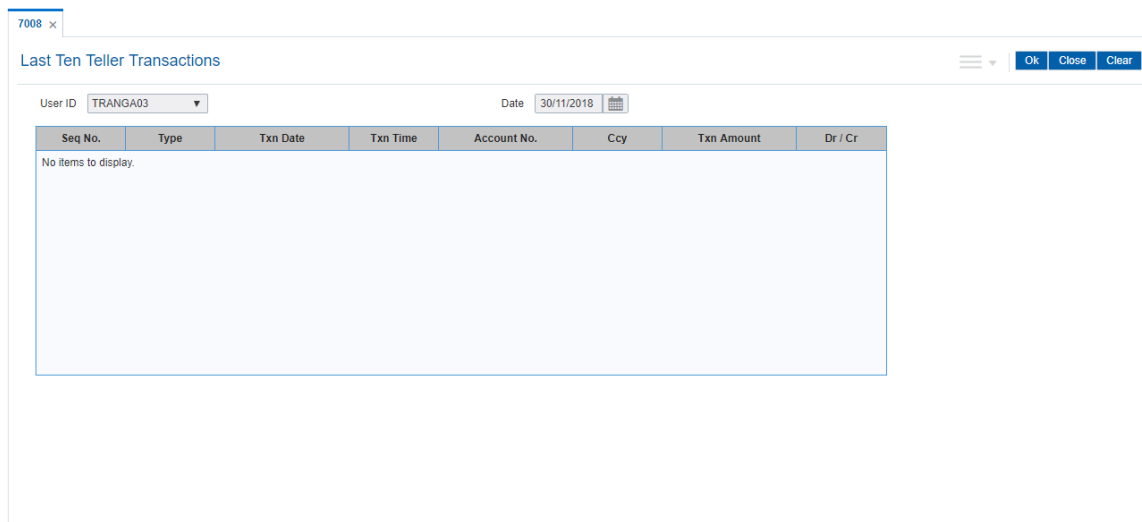
Modes Available

Not Applicable

To view the last ten transactions

1. In the **Dashboard** page, Enter the Task code **7008** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Last Ten Teller Transactions**.
2. You will be navigated to **Last Ten Teller Transactions** screen.

Last Ten Transactions



Field Description

Field Name	Description
User ID	[Display] This field displays the user ID of the teller who has logged in. Only those transactions performed by the teller who has logged in are displayed.
Date	[Display] By default, the system displays the current posting date.

Column Name	Description
Seq No	[Display] This column displays the sequence number pertaining to the transaction carried out by the teller.
Type	[Display] This column displays the type of transaction performed by the teller.
Txn Date	[Display] This column displays the date on which the teller performed the transaction.
TxnTime	[Display] This column displays the system time when the teller performed the transaction.
Acct No.	[Display] This column displays the account numbers for which the teller has performed the transactions.
Ccy	[Display] This column displays the code of the currency in which the teller performed the transaction.
Txn Amt	[Display] This column displays the amount for which the transaction was performed in the transaction currency.
Dr / Cr	[Display] This column displays whether the transaction performed was a debit transaction or a credit transaction. The options are: <ul style="list-style-type: none"> • D: Debit transactions • C: Credit transactions

3. Click **OK**.

4. The system displays the details of the last ten transaction.

Last Ten Transactions

7008 x

Last Ten Teller Transactions ☰ Ok Close Clear

User ID: Date:

Seq No.	Type	Txn Date	Txn Time	Account No.	Ccy	Txn Amount	Dr / Cr
No items to display.							

Screen Description

The above screen displays the last 10 financial transactions done by the teller, TRANGA03 as of 30/11/2018. The transactions date, time, account number and amount displayed. This is displayed along with the information about the transaction type (i.e. Dr. or Cr.)

Exercise

View the last 10 transactions.

2.4 7015 - Teller Transactions Summary

Using this option the summary of all transactions performed by the teller on the current posting date for a specified currency can be viewed. A teller can view his/her own position.

A supervisor can view the position of any teller in his/her branch. You can enquire the transactions for the current or for next posting date. The system provides information on transaction type, description, number of transactions, total amount and service charge.


Definition Prerequisites

- 9001 - Open Teller Batch

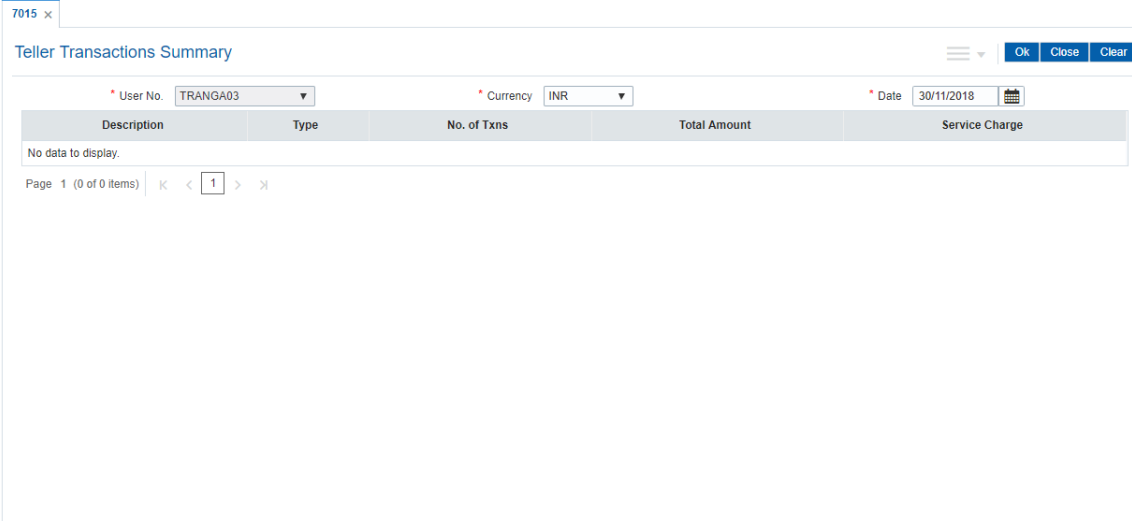
Modes Available

Not Applicable

To view the teller transactions summary

1. In the **Dashboard** page, Enter the Task code **7015** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Teller Transactions Summary**.
2. You will be navigated to **Teller Transactions Summary** screen.

Teller Transactions Summary



7015 x

Teller Transactions Summary

* User No. TRANGA03 * Currency INR * Date 30/11/2018

Description	Type	No. of Txns	Total Amount	Service Charge
No data to display.				

Page 1 (0 of 0 Items) < 1 >

Field Description

Field Name	Description
User No.	[Display] This field displays the user ID of the teller who has logged in. Only those transactions performed by the teller who has logged in are displayed.
Currency	[Mandatory, Drop-Down] Select the currency to view the total of all the transaction amounts with that currency from the drop-down list. For example, if you select USD, the system will display the total of all the transaction amounts, for transactions that have USD as their

transaction currency.

Date

[Mandatory, dd/mm/yyyy]

Type the posting date.

By default, the system displays the current posting date.

Column Name	Description
Description	[Display] This column displays the description of the transactions carried out by the teller. The description is maintained in the Transaction Mnemonic Codes (Task Code: BAM15) option.
Type	[Display] This column displays the type of transaction carried out by the teller.
No Txns	[Display] This column displays the number of transactions of a particular type carried out by the teller for a particular posting date.
Total Amount	[Display] This column displays the total amount for a particular type of transaction, carried out by the teller for a particular posting date.
Service Charge	[Display] This column displays the total service charge amount for a particular type of transaction, carried out by the teller for a particular posting date.

3. Select the currency from the list.
4. Enter the posting date and click **OK**.
5. The system displays the teller transaction summary.

Teller Transactions Summary

The screenshot shows a web application window titled "7015 x Teller Transactions Summary". The window has a header area with three fields: "User No." with the value "TRANGA03", "Currency" with the value "INR", and "Date" with the value "30/11/2018". Below the header is a table with five columns: "Description", "Type", "No. of Txns", "Total Amount", and "Service Charge". The table is currently empty, displaying "No data to display." At the bottom of the table area, there is a pagination control showing "Page 1 (0 of 0 Items)" and navigation arrows.

6. Click **Close**.

Screen Description

The above screen displays a synopsis of the transactions performed by the teller. It displays the description of the task, the number of transactions, value of the transaction and the service charges that may have been recovered during the transaction.

Exercise

For your teller check the various transactions that have been posted by him/her.

2.5 7017 - Batch Status Enquiry

Using this option you can view the status of all the batches pertaining to the tellers and the vault tellers according to the posting dates in that particular branch. The status displays whether a particular teller, vault batch or branch batch is opened or closed.

Apart from this, the Enquiry also displays the open batch of the previous posting date. The batch can be opened simultaneously for maximum two posting dates.

This option is used by the supervisor/manager of the branch to find out the overall status of all batches.


Definition Prerequisites

- 9001 - Open Teller Batch
- 9003 - Open Vault Batch

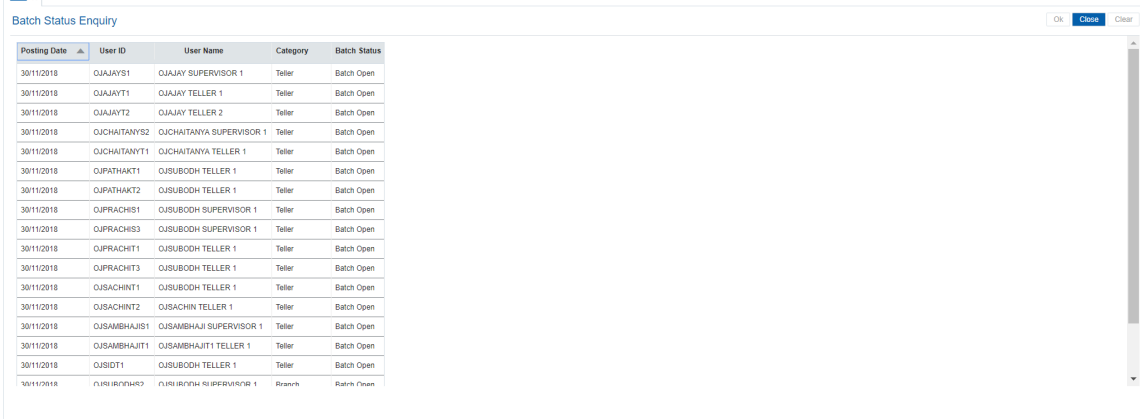
Modes Available

Not Applicable

To view the batch status

1. In the **Dashboard** page, Enter the Task code **7017** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Batch Status Enquiry**.
2. You will be navigated to **Batch Status Enquiry** screen.

Batch Status Enquiry



Posting Date	User ID	User Name	Category	Batch Status
30/11/2018	OJAJAYS1	OJAJAY SUPERVISOR 1	Teller	Batch Open
30/11/2018	OJAJAYT1	OJAJAY TELLER 1	Teller	Batch Open
30/11/2018	OJAJAYT2	OJAJAY TELLER 2	Teller	Batch Open
30/11/2018	OJCHAITANS2	OJCHAITANYA SUPERVISOR 1	Teller	Batch Open
30/11/2018	OJCHAITANYT1	OJCHAITANYA TELLER 1	Teller	Batch Open
30/11/2018	OJPATHAKT1	OJSUBODH TELLER 1	Teller	Batch Open
30/11/2018	OJPATHAKT2	OJSUBODH TELLER 1	Teller	Batch Open
30/11/2018	OJPRACHIS1	OJSUBODH SUPERVISOR 1	Teller	Batch Open
30/11/2018	OJPRACHIS3	OJSUBODH SUPERVISOR 1	Teller	Batch Open
30/11/2018	OJPRACHIT1	OJSUBODH TELLER 1	Teller	Batch Open
30/11/2018	OJPRACHIT3	OJSUBODH TELLER 1	Teller	Batch Open
30/11/2018	OJACHINT1	OJSUBODH TELLER 1	Teller	Batch Open
30/11/2018	OJACHINT2	OJACHIN TELLER 1	Teller	Batch Open
30/11/2018	OJSAMBHAJIS1	OJSAMBHAJI SUPERVISOR 1	Teller	Batch Open
30/11/2018	OJSAMBHAJIT1	OJSAMBHAJITI TELLER 1	Teller	Batch Open
30/11/2018	OJSDIT1	OJSUBODH TELLER 1	Teller	Batch Open
30/11/2018	OJSHRINHS3	OJSHRINHA SUPERVISOR 1	Branch	Batch Open

Field Description

Column Name	Description
Posting Date	[Display] This column displays the posting date for which a batch has been opened or closed earlier. A batch can be opened for two consecutive dates. The system will not allow the user to open a batch for more than two consecutive days.
User ID	[Display] This column displays the ID of the user whose batch is opened or closed for the respective posting date.
User Name	[Display]

This column displays the name of the user corresponding to the user ID whose batch is opened or closed for the respective posting date.

Category

[Display]

This column displays the category of the user.

The options are:

- Teller
- Branch
- Vault

Batch Status

[Display]

This column displays the status of the batch.

The options are:

- Open
- Closed

3. Click **Close** to close the screen.

Screen Description

The above screen displays the status of batches for all the tellers in the branch. This screen helps the supervisor know the batches that are open or closed so as to enable closure of the branch batch.

2.6 7040 - Teller Totals Position

Using this option a teller can view his/ her own position and the total transactions performed by any teller for a particular currency on the posting date.

A supervisor can view the position of any teller in his/ her branch. This Enquiry is only for teller cash and funds transfer position. Cash and transfer transaction details are grouped separately. The total transaction count and amount are provided. You can enquire the transactions for the current or for next posting date. Cash and transfer transaction details are grouped separately. The total transaction count and amount are provided by the system.


Definition Prerequisites

- 9001 - Open Teller Batch

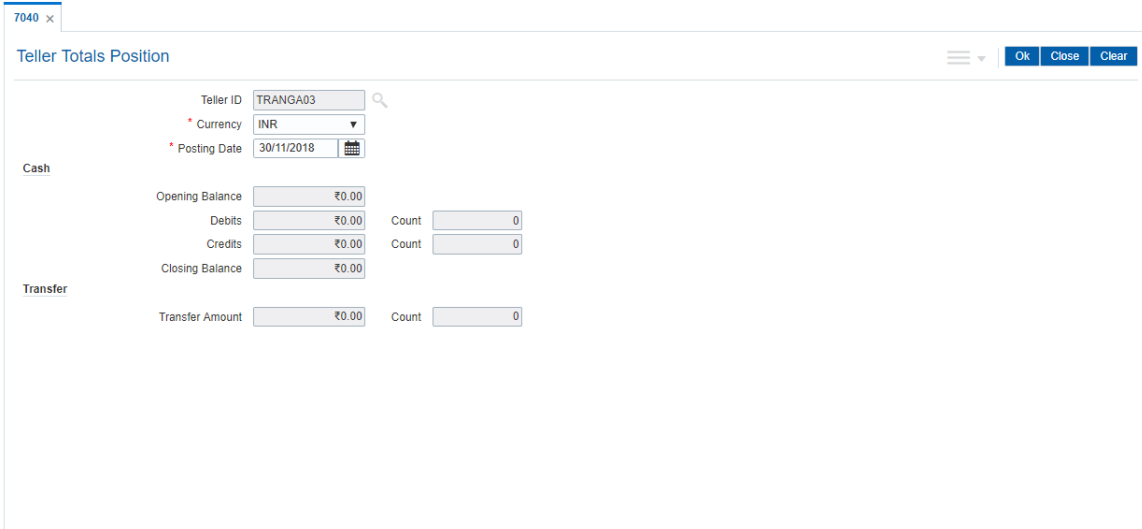
Modes Available

Not Applicable

To view the teller position and the total transactions performed by the teller

1. In the **Dashboard** page, Enter the Task code **7040** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Teller Totals Position**.
2. You will be navigated to **Teller Totals Position** screen.

Teller Totals Position



Field Description

Field Name	Description
Teller Id	[Display] This field displays the user ID of the teller who has logged in. In case of a supervisor login, the supervisor can view transaction details of all the tellers under his/her supervision. This field is editable in case of a supervisor login.
Currency	[Mandatory, Drop-Down] Select the currency, to view the total of all the transaction amounts

with that currency from the drop-down list.

For example, if you select USD, the system will display the total of all the transaction amounts, for transactions that have USD as their transaction currency.

Posting Date	[Mandatory, dd/mm/yyyy] Type the posting date. By default, the system displays the current date.
Txn Type	
Cash	
Opening Balance	[Display] This field displays the opening balance amount of the teller for the cash transaction in the selected currency.
Debits	[Display] This field displays the total debit in cash transactions performed by a teller for a particular posting date in the selected currency.
Count	[Display] This field displays the total count of the debit cash transactions performed by a teller for a particular posting date in the selected currency.
Credits	[Display] This field displays the total credit amount of cash transactions performed by a teller for a particular posting date in the selected currency.
Count	[Display] This field displays the total count of the credit cash transactions performed by a teller for a particular posting date in the selected currency.
Closing Balance	[Display] This field displays the closing balance amount of the teller for the cash transaction in the selected currency. <i>Closing Balance = (Opening Balance + Credit balance) - Debit balance</i> For example, if the opening balance of a teller is 1,00,000 and the teller had a credit transaction of 50,000 and a debit transaction of 25,000. Then, the closing balance will be as follows: Closing Balance = (1,00,000 + 50,000) – 25,000 Therefore, the closing balance will be 1,25,000.
Transfer Amount	[Display] This field displays the amount of the funds transferred by the teller for a particular posting date in the selected currency. This field displays the funds transferred from one CASA Account to another.
Count	[Display] This field displays the count of the funds transferred by the teller for a particular posting date in the selected currency. This field displays the count of funds transferred from one CASA Account to another.

3. Select the currency from the list.
4. Click **OK**.
5. The system displays the teller totals position details.

Teller Totals Position

7040 x

Teller Totals Position ☰ Ok Close Clear

Teller ID:

* Currency:

* Posting Date:

Cash

Opening Balance	<input type="text" value="₹0.00"/>	Count	<input type="text" value="0"/>
Debits	<input type="text" value="₹0.00"/>	Count	<input type="text" value="0"/>
Credits	<input type="text" value="₹0.00"/>	Count	<input type="text" value="0"/>
Closing Balance	<input type="text" value="₹0.00"/>		

Transfer

Transfer Amount	<input type="text" value="₹0.00"/>	Count	<input type="text" value="0"/>
-----------------	------------------------------------	-------	--------------------------------

6. Click **Close**.

2.7 7041 - Branch Totals Position

Using this option, the total amount and the number of debit and credit cash transactions for a particular branch can be viewed. Details of transfer transactions for a given currency and for the current posting date are also displayed.

There is a separate position for the vault teller of the branch and a common position for the total of all the other tellers of the branch.


Definition Prerequisites

- 9001 - Open Teller Batch
- 9003 - Open Vault Batch

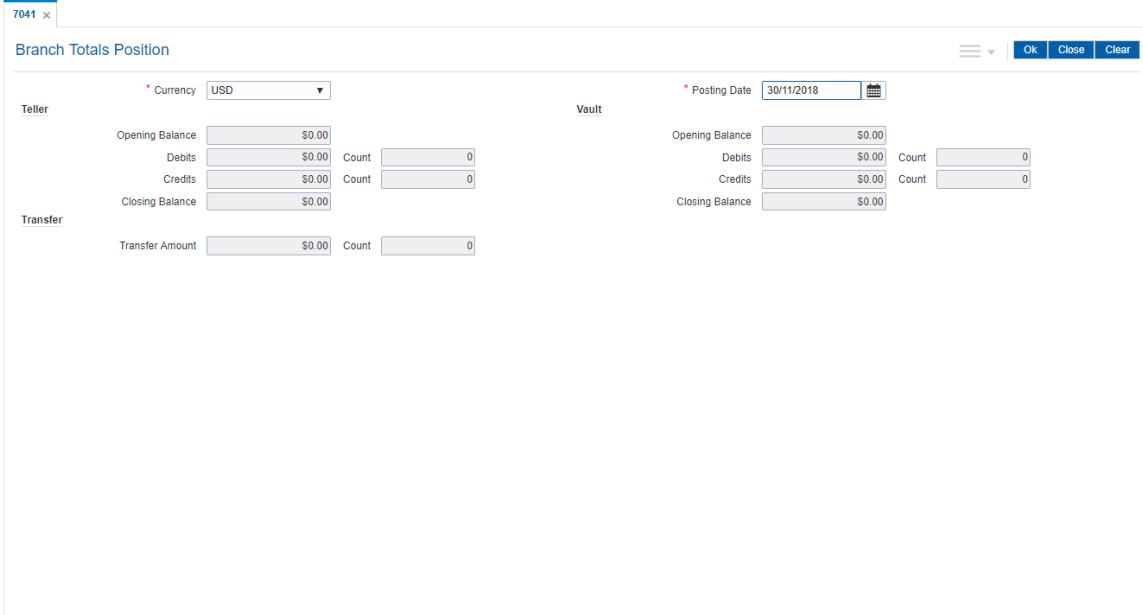
Modes Available

Not Applicable

To view branch totals position

1. In the **Dashboard** page, Enter the Task code **7041** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Branch Totals Position**.
2. You will be navigated to **Branch Totals Position** screen.

Branch Totals Position



The screenshot shows the 'Branch Totals Position' screen. At the top, there is a tab labeled '7041 x'. Below the title bar, there are buttons for 'Ok', 'Close', and 'Clear'. The main form area is divided into three sections: 'Teller', 'Vault', and 'Transfer'. Each section has a 'Currency' dropdown set to 'USD' and a 'Posting Date' field set to '30/11/2018'. The 'Teller' section has fields for 'Opening Balance', 'Debits', 'Credits', and 'Closing Balance', each with a value of '\$0.00', and 'Count' fields set to '0'. The 'Vault' section has similar fields for 'Opening Balance', 'Debits', 'Credits', and 'Closing Balance', each with a value of '\$0.00', and 'Count' fields set to '0'. The 'Transfer' section has a 'Transfer Amount' field with a value of '\$0.00' and a 'Count' field set to '0'.

Field Description

Field Name	Description
Currency	[Mandatory, Drop-Down] Select the currency to view the transactions done in that currency from the drop-down list. For example, if you select USD, the system will display the transaction done in USD.

Posting Date	[Mandatory, dd/mm/yyyy] Type the posting date. By default, the system displays the current posting date. The date should be the one of the dates for which the batches are open.
Teller	
Opening Balance	[Display] This field displays the opening balance amount of all the branch tellers, for the cash transaction in the selected currency.
Debits	[Display] This field displays the total debit in cash transactions performed by all the branch tellers for a particular posting date in the selected currency.
Credits	[Display] This field displays the total credit in cash transactions performed by all the tellers of a branch for a particular posting date in the selected currency.
Closing Balance	[Display] This field displays the closing balance amount of all branch tellers, for the cash transaction in the selected currency. <i>Closing Balance = (Opening Balance + Credit balance) - Debit Balance</i> For example, if the opening balances of all branch tellers is 1,00,000 and there was a credit transaction of 50,000 and a debit transaction of 25,000. Thus, the closing balance will be as follows: <i>Closing Balance = (1,00,000 + 50,000) - 25,000</i> Therefore, the closing balance will be 1,25,000.
Vault	
Opening Balance	[Display] This field displays the opening balance amount of the branch vault in the selected currency.
Debits	[Display] This field displays the total cash debit in a branch vault for a particular posting date in the selected currency.
Credits	[Display] This field displays the total cash credit in a branch vault for a particular posting date in the selected currency.
Closing Balance	[Display] This field displays the closing balance amount of the branch vault in the selected currency. <i>Closing Balance = (Opening Balance + Credit balance) - Debit balance</i>
Transfer Amount	[Display] This field displays the amount of the funds transferred by the teller for a particular posting date in the selected currency.
Count	[Display]

This field displays the count of the funds transferred by the teller for a particular posting date in the selected currency.

3. Select the currency from the list.
4. Enter the posting date and then click **OK**.
5. You can view branch totals position details.

Branch Totals Position

The screenshot shows a window titled "Branch Totals Position" with a currency dropdown set to "USD" and a posting date of "30/11/2018". The data is organized into three sections: Teller, Vault, and Transfer.

Section	Field	Value	Count
Teller	Opening Balance	\$4,14,959.51	
	Debits	\$0.00	0
	Credits	\$1,29,227.00	10
	Closing Balance	\$5,44,186.51	
Vault	Opening Balance	\$0.00	
	Debits	\$0.00	0
	Credits	\$0.00	0
	Closing Balance	\$0.00	
Transfer	Transfer Amount	\$416.67	1

6. Click **Close**.

Screen Description

The above screen displays the position of cash across all tellers and in the branch vault for the USD currency. The screen displays the opening balance, number of debit and credit transactions with the value. It also gives a total of transfers in value and count.

Exercise

For your bank select any currency and check the teller and branch vault positions for the same.

2.8 7122 - Cross Rate Enquiry

Using this option you can search and view the exchange rate between two different currencies, against the bank's local currency. This option also displays the cross rate between two currencies. Cross rate is helpful when three currencies are involved.

For instance, many countries recognize the major currencies, viz. US Dollar, EURO, Yen and Great Britain Pound for export or import billing.

For example, an Arab Emirates company raises the bill in AED currency for exporting goods to India. At the time of payment, the Indian bank will calculate the equivalent cross rate from AED currency to USD currency. The amount derived in US Dollar will be converted to Indian Rupees, and that amount in Indian Rupees will be debited to the importer's account.


Definition Prerequisites

- Exchange rates of all currencies with respect to the local currency for the respective posting date should be defined.

Modes Available

Not Applicable

To view the cross rate

1. In the **Dashboard** page, Enter the Task code **7122** and click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Cross Rate Enquiry**.
2. The system displays the **Cost Rate Enquiry** screen.

Cost Rate Enquiry

Field Description

Field Name	Description
Source Currency	[Mandatory, Drop-Down]
Source Ccy Rate	Select the currency, which is to be converted from the drop-down list.
Target Currency	[Mandatory, Drop-Down]
Dest Ccy Rate	Select the currency against which the exchange rates need to be obtained from the drop-down list.
Cross Rate	[Display]

- Ccy Rate** This field displays the source currency exchange or conversion rate against the local currency of the bank.
 - Dest Ccy Rate** [Display] This field displays the target currency exchange or conversion rate against the local currency of the bank.
 - Cross Rate** [Display] This field displays the rate of conversion of the source currency against the conversion rate of the target currency in terms of the bank's local currency.
3. Select the source currency and the target currency from the drop-down list.
 4. Click the **Ok** button.
 5. The system displays the cross rate details.

Cost Rate Enquiry

The screenshot shows a web browser window titled "7122 x" with a tab labeled "Cross Rate Enquiry". The window contains a form with the following fields:

* Source Currency	INR	* Target Currency	USD
Source Ccy Rate	1.00000	Dest Ccy Rate	60.00000
Cross Rate	0.01667		

Buttons for "Ok", "Close", and "Clear" are visible in the top right corner of the window.

6. Click the **Close** button.

Screen Description

The screen describes cross currency values between the USD and the INR. The screen can be used to enquire on cross currency rates between any two predefined currencies.

2.9 BAM95 - Branch Batch Status Enquiry

Using this option, you are provided with the status of all the branch batches opened and closed branch-wise, for all posting dates with the date and the time of opening and closure. This Enquiry displays the branch batch status for a range of dates and does not display the status of the teller batch.

The data can be filtered branch-wise and status-wise. Enquiry can be performed for:

- All batches that are Open
- All batches that are Closed
- All batches that are Confirmed
- All Batches irrespective of their status


Definition Prerequisites

- 6001 - Batch Open

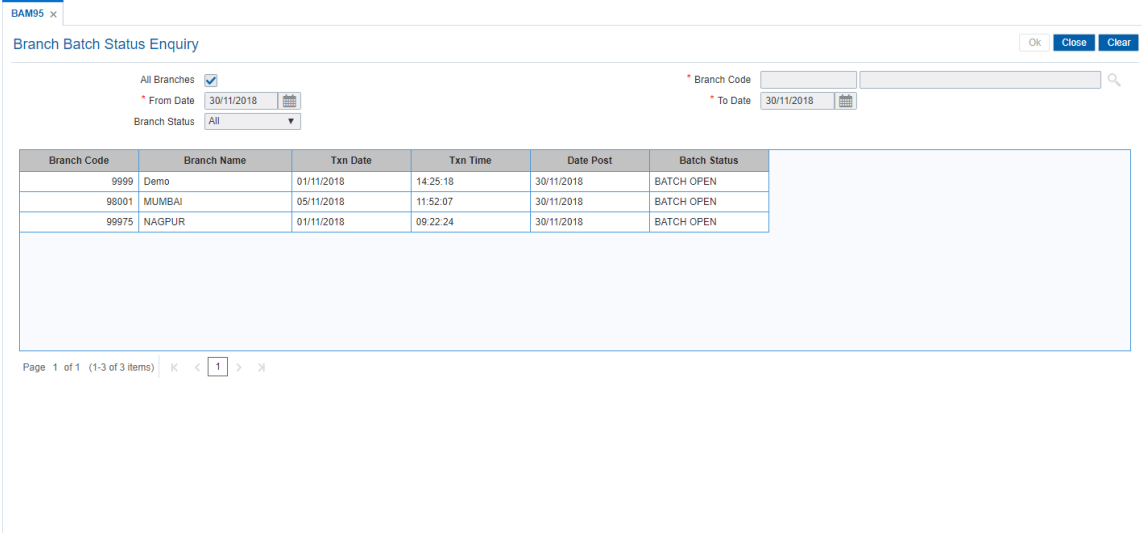
Modes Available

Not Applicable

To view the branch batch status

1. In the **Dashboard** page, Enter the Task code **BAM95** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Enquiries > Branch Batch Status Enquiry**.
2. You will be navigated to **Branch Batch Status Enquiry** screen.

Branch Batch Status Enquiry



Branch Code	Branch Name	Txn Date	Txn Time	Date Post	Batch Status
9999	Demo	01/11/2018	14:25:18	30/11/2018	BATCH OPEN
98001	MUMBAI	05/11/2018	11:52:07	30/11/2018	BATCH OPEN
99975	NAGPUR	01/11/2018	09:22:24	30/11/2018	BATCH OPEN

Field Description

Field Name	Description
All Branches	[Optional, Check Box] Select the All Branches check box to get a single snapshot for all branches, where the branch batch status is Open or Closed or in Confirmed status.

Branch Code	<p>Mandatory , Search List] Select the code of the branch from the Search List. The list contains the short name of all the branches of the bank.</p>
From Date	<p>[Mandatory, Date editor] Select the "From Date" to get the view of the branch batch status for the selected date range from the date editor.</p>
To Date	<p>[Mandatory, Date editor] Select the "To Date" to get the view of the branch batch status for the selected date range from the Date editor.</p>
Branch Status	<p>[Mandatory, Drop-Down] Select the status of the branch from the drop-down list. This will filter the Enquiry result on the basis of the selected branch status. The options are:</p> <ul style="list-style-type: none">• All• Batch Open• Batch Close• Batch Confirm

Column Name	Description
Branch Code	[Display] This column displays the code of the branch selected in the Branch Code field.
Branch Name	[Display] This column displays the name of the selected branch.
Txn Date	[Display] This column displays the date on which the transaction was performed.
Txn Time	[Display] This column displays the system time when the transaction was posted in the branch.
Date Post	[Display] This column displays the posting date for which the branch batch was opened, closed or confirmed.
Batch Status	[Display] This column displays the batch status. The options are: <ul style="list-style-type: none"> • All • Batch Open • Batch Close • Batch Confirm <p>If the Enquiry has been filtered on the basis of the batch status, this column displays the value selected in the Batch Status field. For example, if you select the Batch Open option in the Batch Status field, this column displays the batches with an open status.</p>

3. Select the branch code and the branch status from the drop-down list.
4. Select the from date and to date from the date editor.
5. The system displays the branch batch status.

[Branch Batch Status Enquiry](#)

BAM95 x

Branch Batch Status Enquiry Ok Close Clear

All Branches * Branch Code

* From Date 30/11/2018 * To Date 30/11/2018

Branch Status All

Branch Code	Branch Name	Txn Date	Txn Time	Date Post	Batch Status
9999	Demo	01/11/2018	14.25.18	30/11/2018	BATCH OPEN
98001	MUMBAI	05/11/2018	11.52.07	30/11/2018	BATCH OPEN
99975	NAGPUR	01/11/2018	09.22.24	30/11/2018	BATCH OPEN

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

5. Click **Close**.

Screen Description

The above screen displays the status of the Hartford branch over a period of time. The status displays whether the branch batch was closed normally or force closed over the period.

3. Operational Control and Cash Management Transactions

To mitigate or limit operational risks, the bank management implements a number of specific measures within the branch. This includes taking care of the sequence of activities performed by a branch for every posting date on **FLEXCUBE Retail**.

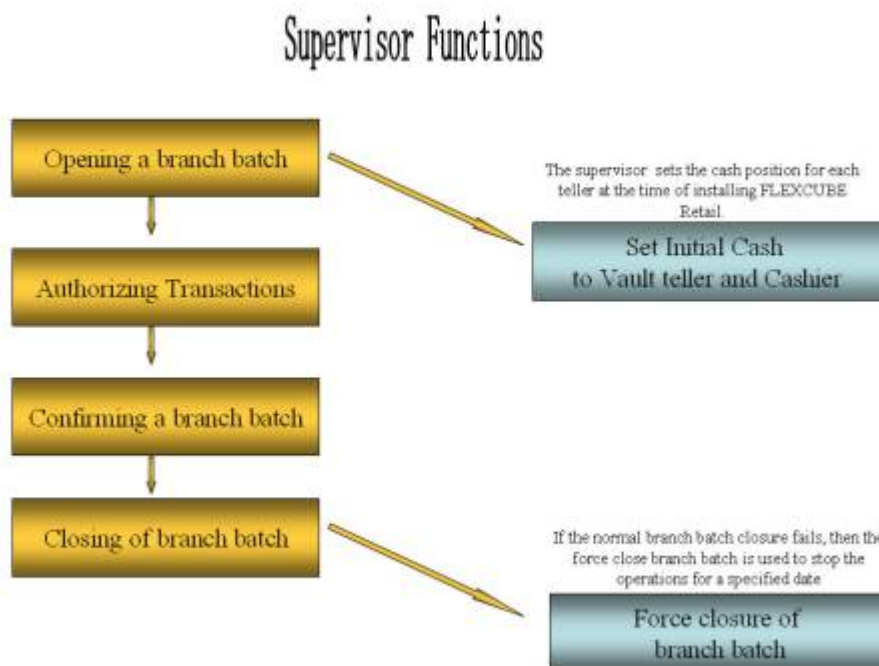
The operational controls to initiate branch operations require clearly defined procedures establishing a control environment, which provides authorisation and authentication of transactions.

FLEXCUBE Retail maintains cash balances both currency-wise and teller-wise. Every committed cash transaction taken to its logical end affects the previously mentioned cash balance. Hence, at any given point of time, the physical cash present with a teller has to match with that in the system. In addition, each of the above cash transactions passes GL entries to the cash GL thus affecting the cash GL balances. Thus the consolidated total of all the teller cash balances, together with the vault teller cash balance, has to match with the balance in the cash GL for that branch.

In a cash balancing exercise for each teller, the system displays the system cash balance with that specific teller and requests for a match with the physical cash held by the teller. In case of a mismatch in the above exercise, the teller has to book an Overage or Shortage depending on the mismatch, and proceed with the cash balancing exercise.

The functions could be broadly classified into:

Supervisor Functions



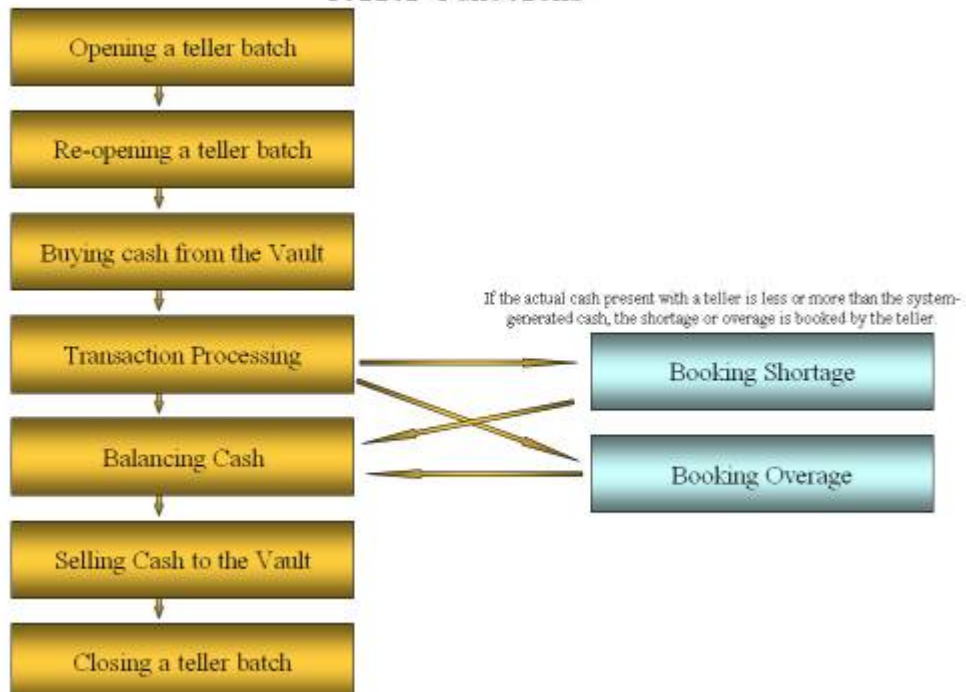
Vault Teller Functions

Vault Teller Functions



Teller Functions

Teller Functions



Ideally, in a bank, a supervisor opens the branch batch and then the vault teller performs cash activities. The tellers then open their respective batches and buy cash from the vault teller.

At the end of the processing day after all the transactions are completed, the tellers sell cash to the vault teller, if required, and then close their respective batches. After which the vault teller closes the vault batch and then the supervisor closes the branch batch for that day.

3.1 Supervisor

3.1.1 6001 -Branch Batch Open

Using this option the branch operations can be initiated for a specified date. This option can be executed from any workstation by any supervisor with access rights.

The tellers will not be able to perform any branch operations till the branch batch is opened by the supervisor.

The system allows the branch to be active for a maximum of two consecutive posting dates at a time by specifying the current and the next posting dates. Although a branch batch can be opened for two consecutive days teller batches can be opened only for one posting date at any given time.

The teller batch can be opened for the next posting date, only when it has been closed for the current posting date or it has not been opened for the current posting date. The teller batches cannot be opened for a posting date till the branch batch is opened for that date. When a branch batch is closed for a day by the supervisor the next working day is determined automatically by the system based on the branch calendar present in the branches.


Definition Prerequisites

Not Applicable

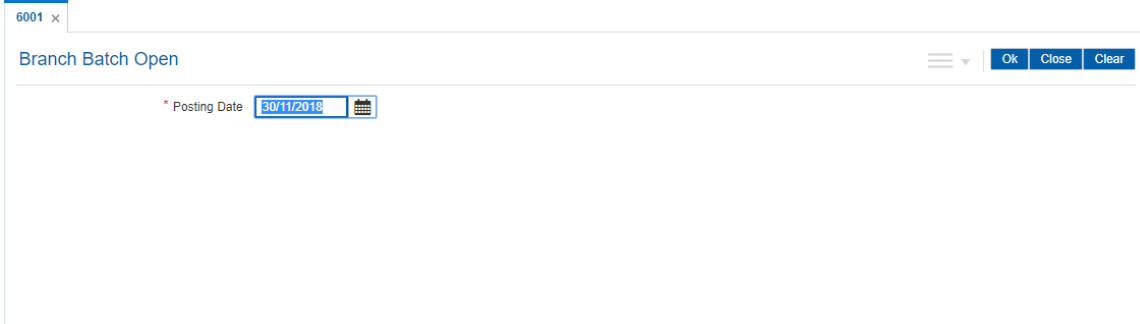
Modes Available

Not Applicable

To open a branch batch

1. In the **Dashboard** page, Enter the Task code **6001** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Branch Batch Open**.
2. You will be navigated to **Branch Batch Open** screen.

Branch Batch Open



Field Description

Field Name	Description
Posting Date	[Mandatory, dd/mm/yyyy] Type the posting date to open a new branch batch. By default the system displays the current date. In case of a split day processing, the system displays the current posting date. Change this date to a new posting date if the user wants to open a new branch for the next posting date. Opening of the branch batch for a particular date indicates to the head office that the branch is open for business operations for the selected

date.

3. In the date editor, select posting date.
4. Click **OK**.

Screen Description

The above screen displays the date of opening of the branch batch. This function can be done only by a supervisor. The tellers can open their individual batches only after the branch batch is opened.

3.1.2 6002 - Branch Batch Close

Using this option, the branch batch has to be closed, after confirming that all branch transactions have been accounted for in the account books, through the **Confirming Branch Batch** (Task Code: 6005) option.

The branch batch can be closed to stop the operations for a specified date using the Branch Batch Close option. All the teller batches and the vault batches of that branch have to be closed before closing the branch batch for that posting date.

In case of split days, where the branch batch is opened for two consecutive posting dates, the branch batch should be closed in the ascending order, i.e. the branch batch with the previous posting date should be closed first followed by the branch batch with the later posting date. The posting date for closing a branch batch should be the same date on which the respective branch batch was opened.


Definition Prerequisites

- 9005 - Close Teller Batch
- 9006 - Close Vault Batch


Modes Available

Not Applicable

To close a branch batch

1. In the **Dashboard** page, Enter the Task code **6002** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Close Branch Batch**.
2. You will be navigated to **Branch Batch Close** screen.

Branch Batch Close



Field Description

Field Name	Description
Posting Date	[Mandatory, dd/mm/yyyy] Type the posting date to close an open branch batch.

By default, the system displays the date for which the branch batch is open.

Closing of the branch batch for a particular date indicates to the head office that the branch is now closed for business operations for the selected date.

This date should be the same date for which the branch batch is opened.

3. In the date editor, select **Posting Date**.
4. Click **OK**.

Screen Description

The above screen displays the date of closing of the branch batch. This function can be done only by a supervisor. The supervisor can close the branch batch only after closing all the teller batches.

3.1.3 6005 - Branch Batch Confirm

Transactions done at the branch are posted through the branch database. These posted transactions are picked up by services running on the **FLEXCUBE Retail** Application Server and are finally posted in the host database. This synchronization ensures that ideally, all transactions performed at the branch and posted through the branch database are also present in the host database.

However in some situations, all transactions posted in the branch database do not get posted in the host database. This happens when the link between the branch database and the host database goes down or when the requisite services fail to pick up such branch transactions. There can also be a possibility that the transaction posted through the branch database has hit the host database but the transaction has not been completed due to a drop in the link between host and branch databases. In this case, the number of transactions posted at host will be more than the number of transactions posted in the branch. Such cases give rise to a mismatch between the branch and the host in terms of the count and value of transactions.

Branch batch confirmation is a system check to tally the number and amount of transactions processed at the branch with the number and amount of transactions posted to the host database. The details which are used for comparison include the total number of transactions, total amounts of credits and debits, the number of transfer transactions and the number of reversal of transfer transactions, credit reversals and debit reversals during the day. This supervisor option can be run from any workstation by any supervisor with access rights. This is essential to ensure that all transactions taken place at the branch have been accounted in the bank books.

This is an Enquiry option and can be run from any workstation, any time, any number of times and by any supervisor having access rights.


Definition Prerequisites

- 6001 - Batch Open

Modes Available

Not Applicable

To confirm a branch batch

1. In the **Dashboard** page, Enter the Task code **6005** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Branch Batch Confirm**.
2. You will be navigated to **Branch Batch Confirm** screen.

Branch Batch Confirm

Field Description

Field Name	Description
Posting Date	<p>[Mandatory, dd/mm/yyyy]</p> <p>Type the posting date to tally the transactions that have been posted on that date.</p> <p>The system, by default, displays the corresponding branch batch date, which has been opened or re-opened.</p> <p>The Branch Batch Confirmation is a system check to tally the count and value of transactions that have been posted, both in the branch and the host databases. This is essential to ensure that all the transactions that have taken place at the branch have been accounted for in the books of account.</p>

Field Name	Description
Branch Totals	<p>[Display]</p> <p>This column displays the details of the transactions that were carried out by all the bank tellers at the branch level.</p> <p>The details include the number of transactions, the total credits and debits amount, the number of transfer transactions, the number of transfer transaction reversals and the number of credit reversals and debit reversals at the end of the current posting date.</p>
Host Totals	<p>[Display]</p> <p>This column displays the details of the transactions that were carried out at the branch level and were successfully posted to the host database.</p> <p>The details include the number of transactions, the total credits and debits amount, the number of transfer transactions, the number of transfer transaction reversals and the number of credit reversals and debit reversals at the end of the current posting date.</p>

3. Click **OK**.
4. The system displays the details of the branch batch confirmation.

Branch Batch Confirm

6005 x

Branch Batch Confirm Ok Close Clear

* Posting Date 15/12/2018

Branch Totals	
Credits	0.00
Credit-Reversals	0.00
Debits	0.00
Debit-Reversal	0.00
Transfer	
Transfer-Reversal	
Host Totals	
Credits	0.00
Credit-Reversals	0.00
Debits	0.00
Debit-Reversal	0.00
Transfer	
Transfer-Reversal	

5. If there is any outstanding transaction pending then the system displays a message "Some instrument are outstanding for Inward Clearing run". The branch batch confirmation will not proceed unless the transaction is completed.
6. Click **Close**.

Screen Description

The above screen displays the final posting tally for all the transactions performed at the branch and host levels. The totals should match in order to enable closure of the branch batch. This task is generally performed before final closure of the branch batch.

3.1.4 6009 - Force Close Branch Batch

Using this option you can close the branch batch by the branch manager/ supervisor and stop the operations for a specified date, if the normal **Branch Batch Close** (Task Code: 6002) option fails. Once the branch batch is closed, it cannot be reopened for the same date.

Prior to closing the branch batch, the branch manager or the authorized supervisor has to ensure that all teller batches and vault batches have been closed, and the mismatch displayed in the **Branch Batch Confirm** (Task Code: 6005) option has been noted down for further investigation.

This is the last option that can be performed for a posting date. However, you can generate reports after running this option.


Definition Prerequisites

- 6001 - Batch Open
- 6005 - Branch Batch Confirm
- 9005 - Close Teller Batch
- 9006 - Close Vault Batch

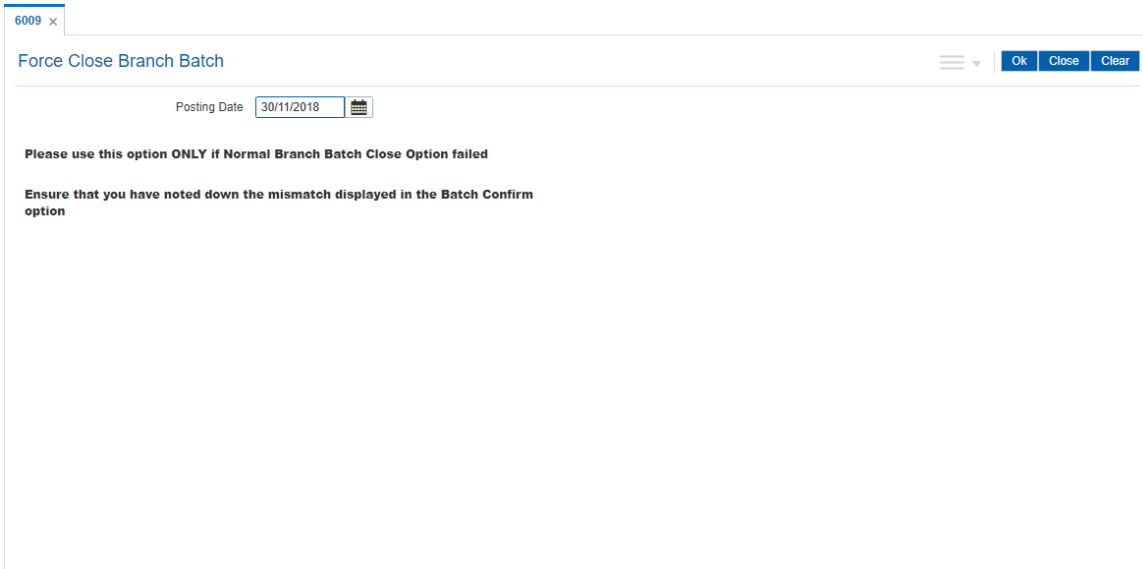
Modes Available

Not Applicable

To close the branch batch forcefully

1. In the **Dashboard** page, Enter the Task code **6009** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Force Close Branch Batch**.
2. You will be navigated to **Force Close Branch Batch** screen.

Force Close Branch Batch



6009 x

Force Close Branch Batch

Posting Date: 30/11/2018

Please use this option ONLY if Normal Branch Batch Close Option failed

Ensure that you have noted down the mismatch displayed in the Batch Confirm option

Field Description

Field Name	Description
Posting Date	[Mandatory, dd/mm/yyyy]

Type the posting date to force close the branch batch for that particular date.

By default, the system displays the date for which the branch batch is open.

Closing of the branch batch for a particular date indicates to the head office that the branch is now closed for business operations for the selected date.

This date should be the same date for which the branch batch is opened.

3. In the date editor, select posting date.
4. Click **OK**.

Screen Description

The above screen displays the message that will be displayed before a force closure of the branch batch. The force closure could be due a link failure or due to a failure in closure of the branch batch during the normal process.

3.2 Teller

3.2.1 6200 - Cash Exchange

Using this option Cash can be exchanged between Teller and Customer or between two tellers. This screen is useful where Denomination Tracking is on and the teller cash is tallied with cash denomination. There are situations where the teller has to tender cash with lower or higher denomination with either customers or the fellow tellers.

This screen updates cash position available with involved tellers from the same branch. This screen does not pass any GL entries as there is no outgo or inflow of cash but only exchange of cash.


Definition Prerequisites

- 9001 - Open Teller Batch
- Cash Denomination Tracking Facility

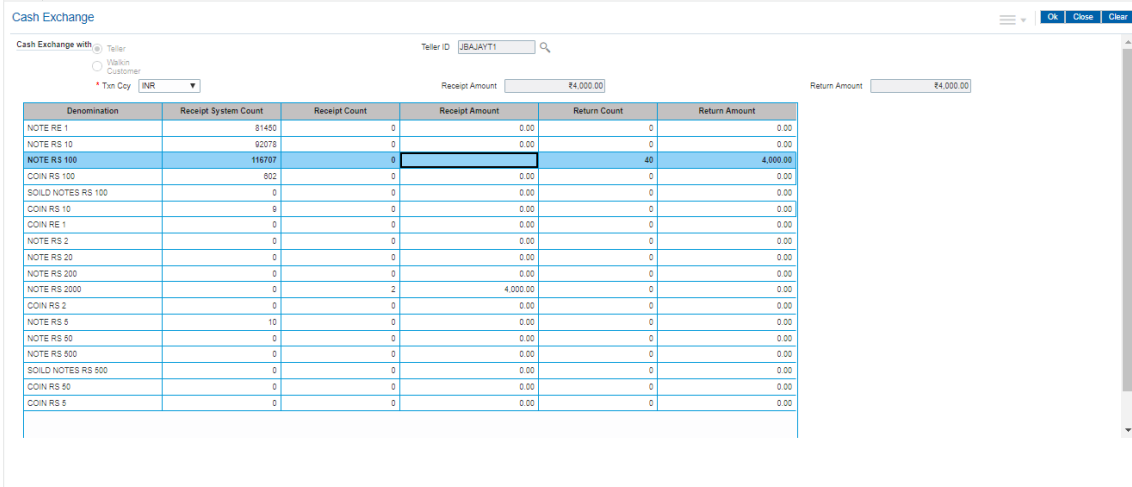
Modes Available

Not Applicable

To view cash balance

1. In the **Dashboard** page, Enter the Task code **6200** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Cash > Cash Exchange**.
2. You will be navigated to **Cash Exchange** screen.

Cash Exchange



Denomination	Receipt System Count	Receipt Count	Receipt Amount	Return Count	Return Amount
NOTE RS 1	01450	0	0.00	0	0.00
NOTE RS 10	02076	0	0.00	0	0.00
NOTE RS 100	116707	0	0.00	40	4,000.00
COIN RS 100	001	0	0.00	0	0.00
SOLID NOTES RS 100	0	0	0.00	0	0.00
COIN RS 10	0	0	0.00	0	0.00
COIN RS 1	0	0	0.00	0	0.00
NOTE RS 2	0	0	0.00	0	0.00
NOTE RS 20	0	0	0.00	0	0.00
NOTE RS 200	0	0	0.00	0	0.00
NOTE RS 2000	0	2	4,000.00	0	0.00
COIN RS 2	0	0	0.00	0	0.00
NOTE RS 5	10	0	0.00	0	0.00
NOTE RS 50	0	0	0.00	0	0.00
NOTE RS 500	0	0	0.00	0	0.00
SOLID NOTES RS 500	0	0	0.00	0	0.00
COIN RS 50	0	0	0.00	0	0.00
COIN RS 5	0	0	0.00	0	0.00

Field Description

Field Name	Description
Cash Exchange with	By default, the Teller option is selected. <ul style="list-style-type: none"> • Teller • Walkin Customer.
Txn Ccy	[Mandatory, Drop-Down] Select the currency in which the Cash exchange has to be done from the drop-down list.
Receipt Amount	[Mandatory, Numeric, 13, Two] This field displays the Receipt amount of the Cash Exchange

Transaction.

Return Amount [Mandatory, Numeric, 13, Two]
This field displays the Return amount of the Cash Exchange Transaction.

Column Name	Description
Denominations	[Display] The denomination of the selected Currency is displayed in this field.
Receipt System Count	[Display] Displays the count of Denomination available with the Teller.
Receipt Count	[Optional, Numeric, 20] Enter the Receipt Cash Denomination count, on tab-out system will populate the Receipt Amount.
Receipt Amount	[Optional, Numeric, 13, Two] Enter the Receipt Cash Amount count, on tab-out system will populate the Receipt count.
Return Count	[Optional, Numeric, 20] Enter the Return Cash Denomination count, on tab-out system will populate the Return Amount.
Return Amount	[Optional, Numeric, 13, Two] Enter the Return Cash Amount, on tab-out system will populate the Return Count.

To exchange Cash with a Teller

The screenshot shows a 'Cash Exchange' window with the following fields and table:

Teller ID: [UBAJAYT1] Search icon

Txn Ccy: [INR] Receipt Amount: [₹4,000.00] Return Amount: [₹4,000.00]

Denomination	Receipt System Count	Receipt Count	Receipt Amount	Return Count	Return Amount
NOTE RE 1	81450	0	0.00	0	0.00
NOTE RS 10	92078	0	0.00	0	0.00
NOTE RS 100	116707	0	0.00	40	4,000.00
COIN RS 100	602	0	0.00	0	0.00
SOLID NOTES RS 100	0	0	0.00	0	0.00
COIN RS 10	9	0	0.00	0	0.00
COIN RE 1	0	0	0.00	0	0.00
NOTE RS 2	0	0	0.00	0	0.00
NOTE RS 20	0	0	0.00	0	0.00
NOTE RS 200	0	0	0.00	0	0.00
NOTE RS 2000	0	2	4,000.00	0	0.00
COIN RS 2	0	0	0.00	0	0.00
NOTE RS 5	10	0	0.00	0	0.00
NOTE RS 50	0	0	0.00	0	0.00
NOTE RS 500	0	0	0.00	0	0.00
SOLID NOTES RS 500	0	0	0.00	0	0.00
COIN RS 50	0	0	0.00	0	0.00
COIN RS 5	0	0	0.00	0	0.00

1. Select Cash Exchange With "Teller"
2. Teller ID list from the same branch is displayed in the Teller ID field after clicking the Search icon.
3. Select correct transaction currency from Txn Ccy dropdown list. The system will display available cash with denominations.
4. The Teller has to input either notes received count or the received amount in the column Receipt Count or Receipt Amount respectively. This is the denomination received from the other Teller.

5. The Teller has to input either notes handed over or the amount handed over in the column Return Count or Return Amount respectively. This is the denomination handed over to the other Teller.
6. Once the Receipt Amount and Return Amount matches, Click **Ok**.
7. System will update denomination counts for both the Tellers. No GL entry will be passed.

To exchange Cash with a Walk in customer

The screenshot shows the 'Cash Exchange' window with the following details:

- Transaction Type: Walk in Customer
- Transaction Currency: INR
- Receipt Amount: ₹5,000.00
- Return Amount: ₹5,000.00

Denomination	Receipt System Count	Receipt Count	Receipt Amount	Return Count	Return Amount
NOTE RE 1	81450	0	0.00	0	0.00
NOTE RS 10	92078	0	0.00	0	0.00
NOTE RS 100	110707	0	0.00	0	0.00
COIN RS 100	602	0	0.00	60	6,000.00
SOILD NOTES RS 100	0	0	0.00	0	0.00
COIN RS 10	9	0	0.00	0	0.00
COIN RE 1	0	0	0.00	0	0.00
NOTE RS 2	0	0	0.00	0	0.00
NOTE RS 20	0	0	0.00	0	0.00
NOTE RS 200	0	0	0.00	0	0.00
NOTE RS 2000	0	3	6,000.00	0	0.00
COIN RS 2	0	0	0.00	0	0.00
NOTE RS 5	10	0	0.00	0	0.00
NOTE RS 50	0	0	0.00	0	0.00
NOTE RS 500	0	0	0.00	0	0.00
SOILD NOTES RS 500	0	0	0.00	0	0.00
COIN RS 50	0	0	0.00	0	0.00
COIN RS 5	0	0	0.00	0	0.00

1. Select Cash Exchange With "Walk in Customer"
2. Select correct transaction currency from Txn Ccy dropdown list. The system will display available cash with denominations.
3. The Teller has to input either notes received count or the received amount in the column Receipt Count or Receipt Amount respectively. This is the denomination received from the walk in customer.
4. The Teller has to input either notes handed over or the amount handed over in the column Return Count or Return Amount respectively. This is the denomination handed over to the walk in customer.
5. Once the Receipt Amount and Return Amount matches, Click **Ok**.
6. System will update denomination counts for the Teller.

3.2.2 6201 - Cash Balancing

Using this option you can check if the physical cash held by a teller / vault teller matches with the system cash for that teller as per **Oracle FLEXCUBE**. This can be verified anytime during the day or before closing the teller batch.

This option displays approved currencies in which the teller / vault teller can perform transactions. The total amount for a particular currency available in the cash drawer / vault should be entered to check the overage/ shortage of cash amount maintained in the system.

In case of an overage/ shortage for a particular currency, the teller should perform the transaction in the **Book Cash Overage** (Task Code: 7552) option or **Book Shortage** (Task Code: 7551) option and then perform the cash balancing transaction again.


Definition Prerequisites

- 9003 - Open Vault Batch
- 9001 - Open Teller Batch

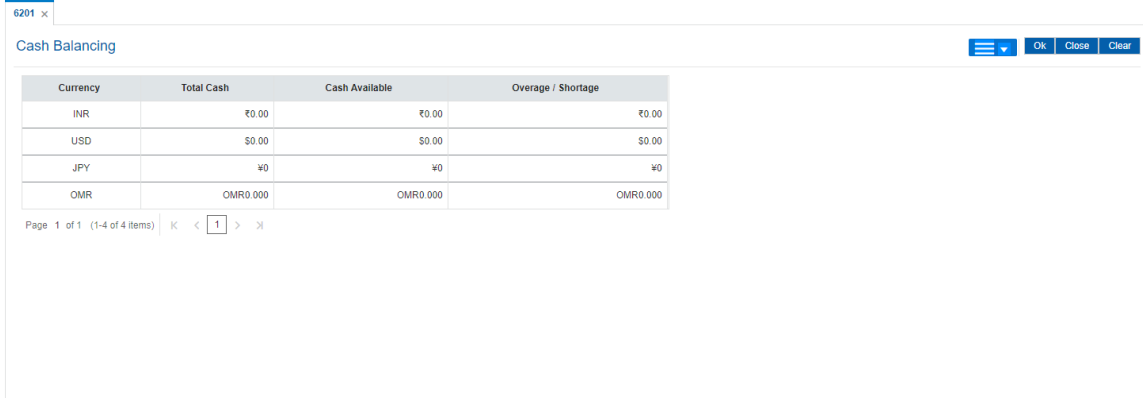
Modes Available

Not Applicable

To view cash balance

1. In the **Dashboard** page, Enter the Task code **6201** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Cash Balancing**.
2. You will be navigated to **Cash Balancing** screen.

Cash Balancing



Currency	Total Cash	Cash Available	Overage / Shortage
INR	₹0.00	₹0.00	₹0.00
USD	\$0.00	\$0.00	\$0.00
JPY	¥0	¥0	¥0
OMR	OMR0.000	OMR0.000	OMR0.000

Field Description

Column Name	Description
Currency	[Display] This column displays the currency codes in which the teller / vault teller can perform transactions.
Total Cash	[Mandatory, Numeric, 13, Two] Type the total cash for the particular currency, which is physically present with the teller on the current posting date.
Cash Available	[Display] This column displays the cash available with the teller, as calculated

by the system, on the current posting date.

Overage / Shortage

[Display]

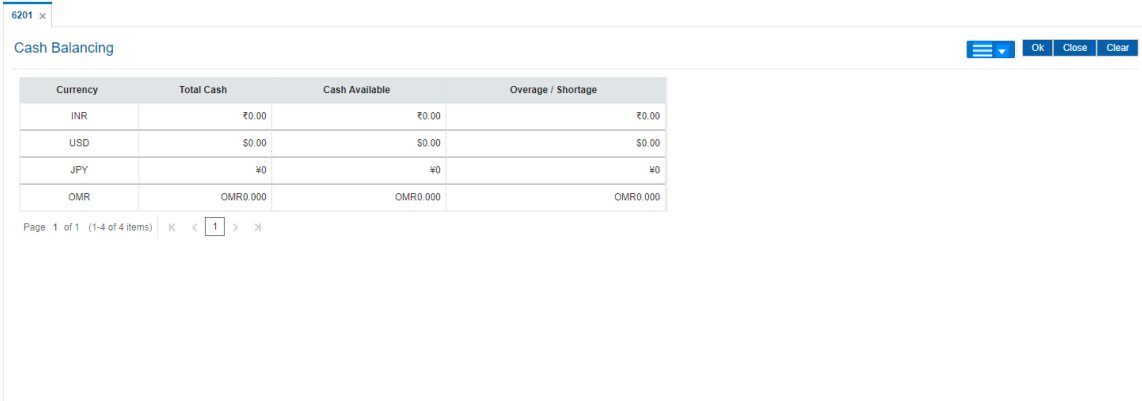
This column displays the difference in the amount between the total counted cash and the available cash with the teller.

Based on this difference, either the overage or shortage amount is displayed.

- Overage: If the physical cash held by the teller in a particular currency exceeds the amount of cash in that currency for the teller as shown by the system, the excess amount of that currency is known as overage. The overage amount is displayed with a '+' sign.
- Shortage: If the physical cash held by the teller in a particular currency is less than the amount of cash in that currency for the teller as shown by the system, the shortage amount of that currency is known as shortage. The shortage amount is displayed with a '-' sign.

3. Enter the total counted cash for the respective currencies.

Cash Balancing



The screenshot shows a 'Cash Balancing' window with a table. The table has four columns: Currency, Total Cash, Cash Available, and Overage / Shortage. The data rows are as follows:

Currency	Total Cash	Cash Available	Overage / Shortage
INR	₹0.00	₹0.00	₹0.00
USD	\$0.00	\$0.00	\$0.00
JPY	¥0	¥0	¥0
OMR	OMR0.000	OMR0.000	OMR0.000

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

4. Click **OK**.

5. If there is an overage/shortage the system will display the cash not balanced message.

6. Click **Close**.

Screen Description

The above screen displays the final or interim tally position of cash held by the teller. It displays that the teller is having a shortfall of INR 89,900.00. This shortfall can be booked using the cash shortfall maintenance.

Exercise

For one of your teller terminal, check the cash position. If there is any shortage or excess you can check the transaction query list using the **Search Electronic Journal** (Task Code: 6006) option and view for any errors in posting. Else you will have to book the excess or shortage in cash using the **Book Cash Overage** (Task Code: 7552) or **Book Shortage** (Task Code: 7551) option.

3.2.3 6203 - TC Balancing

Bank may buy and sell Traveler's cheques from the existing customers as well as walk-in customers. Balancing the TC is a prerequisite for the teller before closing the teller batch for the day.

Using this option, tellers authorized to deal with TC, balance their physical TC in custody with the system count at the beginning of the branch operations. During the day the count is altered vide TC purchases and sales. Balancing the TC is a prerequisite for the teller before closing the teller batch for the day. In case of any overage/ shortage of TC, the same is displayed in the screen for the user for reconciliation and balancing.


Definition Prerequisites

- Issuer Maintenance (Task Code: BAM09)
- BAM56 - Currency Codes Maintenance
- Bank Codes Maintenance (Task Code: BAM20)

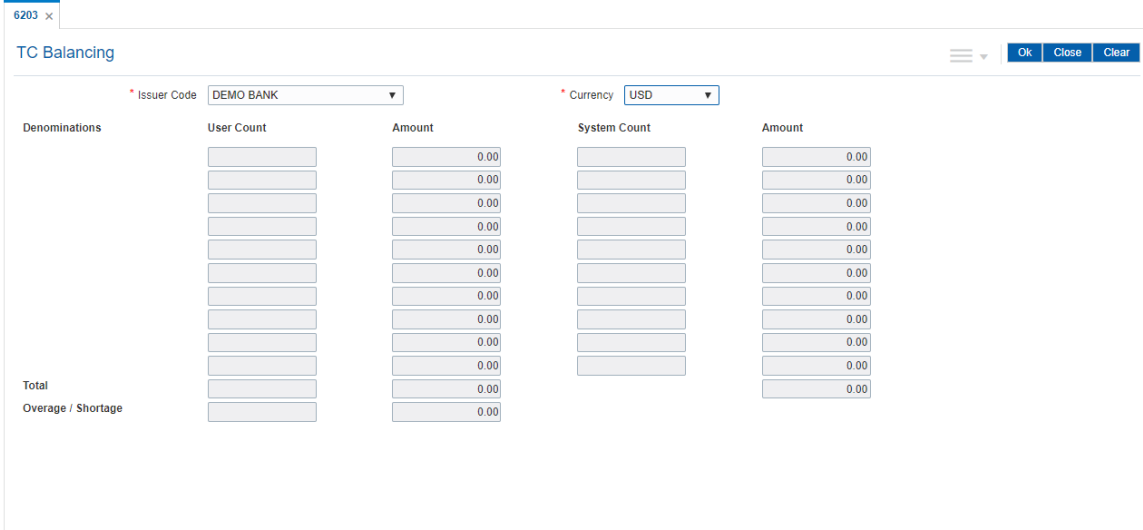
Modes Available

Not Applicable

To enquire on TC balancing

1. In the **Dashboard** page, Enter the Task code **6203** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > TC Balancing**.
2. You will be navigated to **TC Balancing** screen.

TC Balancing



Field Description

Field Name	Description
Issuer Code	[Mandatory, Drop Down] Select the issuer bank from the drop down. The same is maintained by the Issuer Maintenance (Task Code- BAM09) option.
Currency	[Mandatory, Drop Down] Select the currency of the TC in custody of the teller

- Denominations** [Display]
The denomination of the TC is displayed in this field. TCs of various denominations will be available with the teller.
- User Count** [Mandatory, Numeric, 20]
Enter the number of TCs of the selected currency and denomination available with the teller.
- Amount** [Display]
The total value of the TCs of the displayed denomination is displayed in this field.
- System Count** [Display]
This field displays the system count of the TC of the denomination specified.
- Amount** [Display]
This field displays the amount of the TC as per the system count.
- Total** [Display]
This field displays the user and system totals across denomination and amount.
- Overage / Shortage** [Display]
This field displays overage/shortage in TC denomination/amount if any.

- Select the issuer code and currency from the list.
- Enter user count denomination-wise.

TC Balancing

- Click **OK**.
- If there is any overage, the system displays the message "TC Not Balanced".
- Click **Cancel**.

3.2.4 7551 - Book Cash Shortage

Using this option the teller / vault teller can book the shortage, if the actual/physical cash present with the teller / vault teller is less than the system cash.

While booking a shortage, the system lowers the cash balance and brings it in sync with the physical cash balance with the teller by passing the difference to a cash shortage GL. Once the system cash and the physical cash are synchronized, the teller has to perform the cash balancing.


Definition Prerequisites

- 9001 - Open Teller Batch
- 9003 - Open Vault Batch
- BAM56 - Currency Code Maintenance

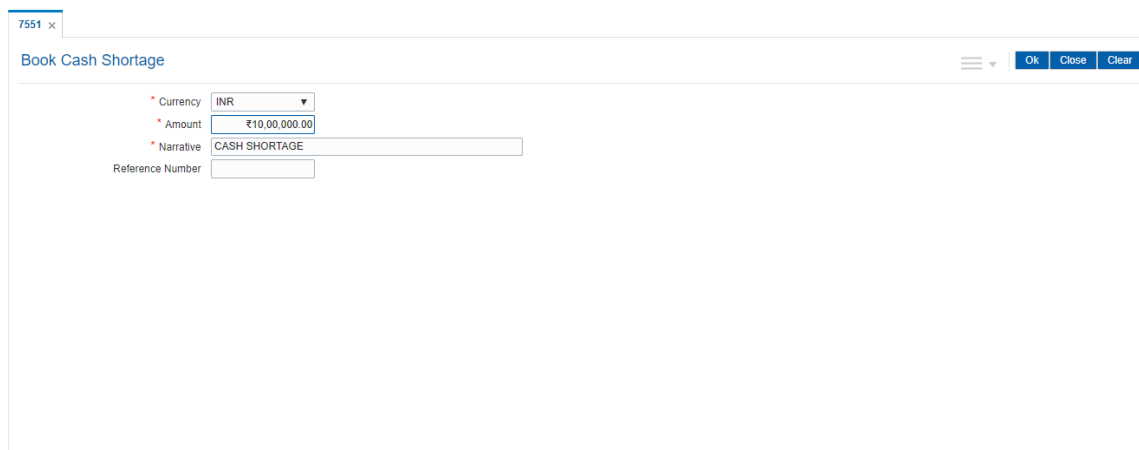
Modes Available

Not Applicable

To book a shortage

1. In the **Dashboard** page, Enter the Task code **7551** and then click  or navigate through the menus to **Front Office Transactions > GL Transactions > Cash > Book Cash Shortage**.
2. You will be navigated to **Book Cash Shortage** screen.

Book Cash Shortage



Field Description

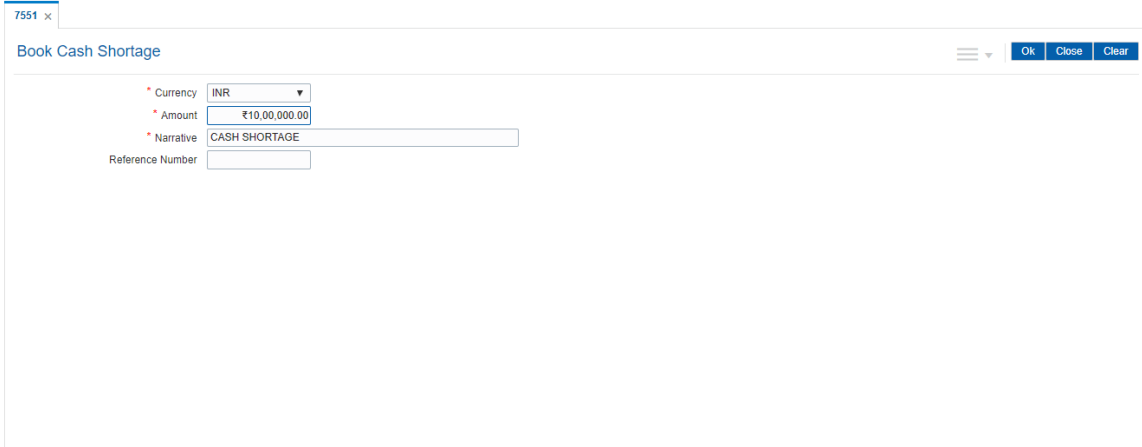
Field Name	Description
Currency	[Mandatory, Drop-Down] Select the currency for which the teller wants to book the shortage from the drop-down list. The drop-down list displays only those currencies in which the teller can deal.
Amount	[Mandatory, Numeric, 13, Two] Type the shortage amount. The system will reduce the calculated cash balance by this amount, to synchronize the same with the cash balance, which is physically held by the teller.

Narrative [Optional, Alphanumeric, 40]
Type the narration of the transaction.
The system displays the default narration "Book Shortage".
The vault teller can change the narration, if required.

Reference Number [Optional, Alphanumeric, 16]
Type the reference number for the transaction.

3. Select the currency from the list.
4. Enter the amount and the reference number for the shortage.

Book Cash Shortage



5. Click **OK**.
6. The system displays the message "Authorisation Required. Do you want to continue". Click **OK**.
7. The system displays the **Authorization Reason** screen.
8. Enter the required information and click **Grant**.
9. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.
10. The system displays the **Document Receipt** screen.
11. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do You Want To Print". Click **OK**.
OR
Click **Cancel**.
12. Click **Close**.

Screen Description

The above screen displays the process to book any excess/overage cash that a teller may encounter when he is doing final cash balance before closure of his batch. In the above screen the teller is booking cash shortage of INR 100.00.

This amount will be reflected in the cash shortage GL that is defined in the FCCORE - Bank Parameters Maintenance (Task Code: STDFCBNK) option in the Corporate module.

Note: For more information on Authorisation transactions, refer to the **Oracle FLEXCUBE Introduction User Manual**.

3.2.5 7552 - Book Cash Overage

Using this option the teller / vault teller has to book the physical cash held in a particular currency, which exceeds the cash in that currency as shown by the system. The teller can close the batch for a posting date only if the cash balances tally.

While booking a cash overage, the system increases the cash balance and brings it in sync with the physical balance with the teller, by passing the difference to a cash overage liability GL.


Definition Prerequisites

- BAM56 - Currency Codes Maintenance
- 9001 - Open Teller Batch
- 9003 - Open Vault Batch

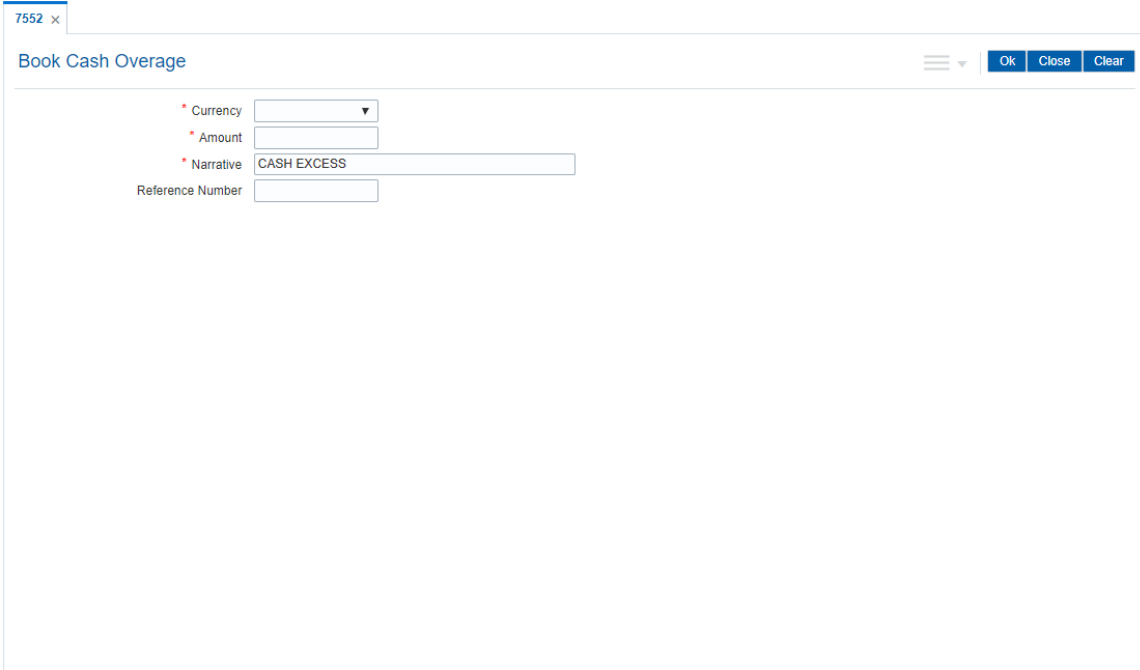
Modes Available

Not Applicable

To book an overage

1. In the **Dashboard** page, Enter the Task code **7552** and then click  or navigate through the menus to **Front Office Transactions > GL Transactions > Cash > Book Overage**.
2. You will be navigated to **Book Cash Overage** screen.

Book Cash Overage



Field Description

Field Name	Description
Currency	[Mandatory, Drop-Down] Select the currency for which the teller wants to book the overage from the drop-down list.

- Amount** [Mandatory, Numeric, 13, Two]
Type the overage amount.
The system will increase the system-calculated cash balance by this amount, to synchronize the same with the cash balance, which is physically held by the teller.
- Narrative** [Mandatory, Alphanumeric, 40]
Type the narration.
The system displays the default narration "Book Cash Overage".
The vault teller can change the narration, if required.
- Reference Number** [Optional, Alphanumeric, 16]
Type the reference number for the transaction.

3. Select the currency from the list.
4. Enter the amount and the reference number for the transaction.

Book Cash Overage

The screenshot shows a web browser window with the title '7552 x' and the page title 'Book Cash Overage'. The form contains the following fields:

- Currency:** A dropdown menu with 'INR' selected.
- Amount:** A text input field containing '₹100.00'.
- Narrative:** A text input field containing 'CASH EXCESS'.
- Reference Number:** A text input field containing '12'.

In the top right corner of the form, there are three buttons: 'Ok', 'Close', and 'Clear'.

5. Click **OK**.
6. The system displays the message "Authorisation Required. Do You Want to Continue". Click **OK**.
7. The system displays the **Authorization Reason** screen.
8. Enter the relevant information and click **Grant** button.
9. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.
10. The system displays the **Document Receipt** screen.
11. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do You Want To Print". Click **OK**.

OR
Click **Cancel**.

12. Click **Close**.

Note: For more information on Authorisation transactions, refer to the **Oracle FLEXCUBE Introduction User Manual**.

Screen Description

The above screen displays the booking of an excess of INR 100.00. The cash overage arises if the teller has paid a customer an amount that is lesser than the transaction amount. These entries will be posted to the cash overage GL.

Exercise

Check if there are any cash transactions that are not tallying for your bank. If the cash held by the teller is in excess of the transaction totals, the teller will have to post an excess transaction.

3.2.6 9001 - Open Teller Batch

Using this option the teller batch can be opened 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.


Definition Prerequisites

6001 - Batch Open

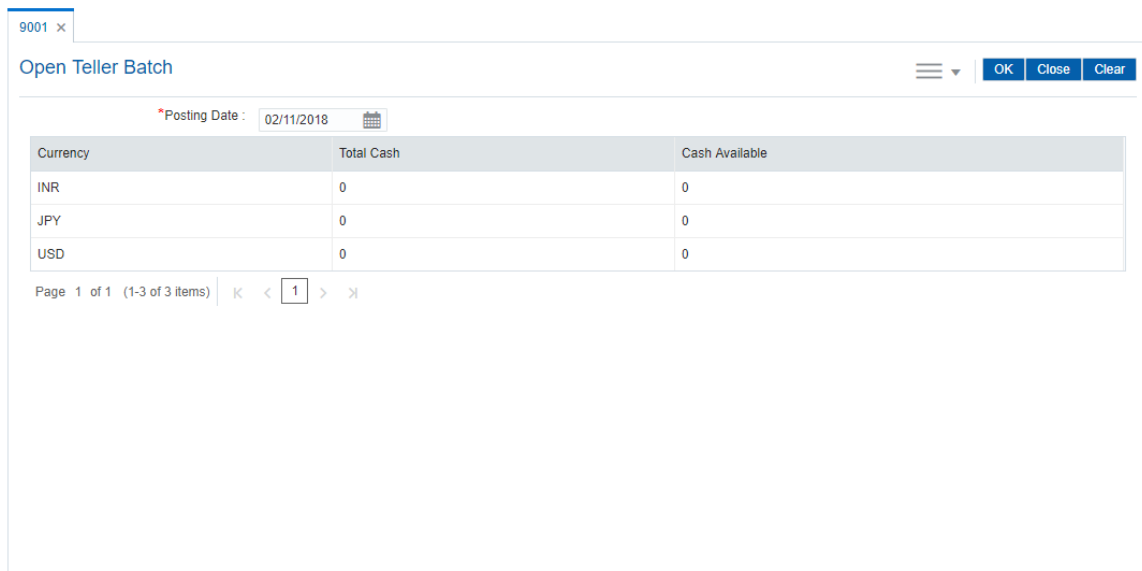
Modes Available

Not Applicable

To open a teller batch

1. In the **Dashboard** page, Enter the Task code **9001** and click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Open Teller Batch**.
2. You will be navigated to **Open Teller Batch** screen.

Open Teller Batch



Currency	Total Cash	Cash Available
INR	0	0
JPY	0	0
USD	0	0

Field Description

Field Name	Description
Posting Date	[Mandatory, Date editor, dd/mm/yyyy] Select the posting date, to open the teller batch for that day, from the date editor. By default, the system displays the current posting date. Opening of the teller batch for a particular date indicates to the system that all transactions performed by the teller will be stamped with the selected date. This date should be the same date for which the branch batch is opened.

Column Name	Description
Currency	[Display] This column displays the currencies in which the bank deals.
Total Cash	[Display] This column displays the total cash for a particular currency, physically present with the teller, at the beginning of the current posting date.
Cash Available	[Display] This column displays the cash for a particular currency, which is available with the teller at the beginning of the current posting date, as calculated by the system. The amount displayed in this column depends on the transactions carried out by the teller till the last posting date.

3. Click **OK**.
4. The system displays the batch opening cash position for the teller.

Open Teller Batch

9001 x

Open Teller Batch OK Close Clear

*Posting Date : 02/11/2018

Currency	Total Cash	Cash Available
INR	0	0
JPY	0	0
USD	0	0

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5. Click **OK**.

Screen Description

The above screen displays the batch opening cash position for the teller. This is the first screen the teller will encounter when he opens his batch. This screen will enable the teller to decide on the amount of cash he/ she would have to purchase from the central vault.

Note: System will not allow the teller batch to be opened in case the physical cash entered is not same as the system cash.

3.2.7 9005 - Close Teller Batch

Using this option you can close the teller batch for the given posting date.

The system allows the teller batch to be closed for the day only when all the transactions are successfully processed to a logical end. In case any transactions are pending, like an unauthorized or an incomplete batch data entry, the system prompts you to either complete or reverse the transactions so that the teller can close the batch for the day. In addition to this, there is a specified limit on the cash that a teller can retain at the end of the day. The bank maintains the specified limit for each currency. Whenever a transaction is performed or while closing the teller batch, the system checks the cash balances for each currency with the respective limits and prompts the teller in case of violation. If the limit is exceeded, the teller sells the excess cash to the main vault, to bring his cash holding within the retention limit. After selling the excess cash the teller has to ensure that the physical cash held, is same as that shown by the system.

For a teller, if there is a difference in the physical cash and that calculated by the system, the overage or shortage has to be booked accordingly and only then each teller can close the teller batch for that day.

Before closing the teller batch, the teller should ensure completion of all the incomplete batches for consolidated cheques, outward clearing batches, inward clearing batches, etc. This is applicable if the teller has done the header transaction of the consolidated cheque deposit but has not performed the detailed data entry of consolidated cheques. Once it is closed, the teller batch cannot be re-opened for the same posting date.


Definition Prerequisites

- 9001 - Open Teller Batch
- 9003 - Open Vault Batch

Modes Available

Not Applicable

To close a teller batch


1. In the **Dashboard** page, Enter the Task code **9005** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Close Teller Batch**.
2. You will be navigated to **Close Teller Batch** screen.

Close Teller Batch

9005 x

Close Teller Batch Ok Close Clear

Please ensure that the following has been done...
Cheque Data Entry completed successfully

Posting Date 

Currency	Total Cash	Cash Available	Overage/Shortage
GBP	£0.00	£0.00	£0.00
INR	₹0.00	₹0.00	₹0.00
JPY	¥0	¥0	¥0
OMR	OMR0.000	OMR0.000	OMR0.000
USD	\$0.00	\$0.00	\$0.00

Page 1 of 1 (1-5 of 5 items) K < 1 > X

Field Description

Field Name	Description
Posting Date	<p>[Mandatory, Date editor, dd/mm/yyyy]</p> <p>Select the posting date, for which the teller batch is to be closed, from the date editor.</p> <p>By default, the system displays the current posting date.</p> <p>Closing of the teller batch for a particular date indicates that the teller has completed the transactions and the balancing of cash for the selected date.</p> <p>This date should be the same date for which the teller batch is opened.</p>

Column Name	Description
Currency	[Display] This column displays the currencies in which the bank deals.
Total Cash	[Mandatory, Numeric, 13, Two] Type the total cash for a particular currency, physically present with the teller, at the end of the current posting date. This amount should match with the cash displayed in the Cash Available column. If there is a mismatch in the amounts, the teller cannot close the batch.
Cash Available	[Display] This column displays the amount for a particular currency, which is available with the teller at the end of the current posting date. This amount is calculated by the system and depends on the transactions carried out by the teller on the current posting date.
Overage/ Shortage	[Display] This column displays the difference in the amount between the total cash and the available cash with the teller, at the end of the current posting date. Based on this difference the overage or the shortage amount is displayed. 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.

3. Click **OK**.
4. The system displays the cash details.

Close Teller Batch

9005 x

OK Close Clear

Close Teller Batch

Please ensure that the following has been done...
Cheque Data Entry completed successfully

Posting Date:

Currency	Total Cash	Cash Available	Overage/Shortage
GBP	£0.00	£0.00	£0.00
INR	₹0.00	₹0.00	₹0.00
JPY	¥0	¥0	¥0
OMR	OMR0.000	OMR0.000	OMR0.000
USD	\$0.00	\$0.00	\$0.00

Page 1 of 1 (1-5 of 5 items) K < 1 > X

5. Enter the total cash.
6. Click **OK**.
7. If there is an overage/ shortage the system will display the cash not balanced message. Click **Close**.

Screen Description

The above screen displays the last stage of processing for a teller. The teller closes his batch after all his cash has been balanced and transactions approved and posted to respective accounts.

The teller has to click **Ok** button to go to the **Cash Balancing** screen after which his batch will be closed for the day. A batch once closed cannot be reopened on the same working day.

3.2.8 9007 - Buy Cash from Vault

Using this option you can get cash from the vault. After completing this transaction, the system updates the cash position of the vault teller and the teller. If the vault teller's cash position is less than the total cash requested by the teller, the system displays an error message and the teller should perform this transaction after the vault has been replenished.

The teller can buy any amount up to the amount available with vault. If the amount exceeds the maximum limit that the teller is allowed to retain with him/her, the system will prompt the teller to sell the excess cash to the vault using **Sell Cash to Vault** (Task Code: 9008) option.


Definition Prerequisites

- 9003 - Open Vault Batch
- Denomination details should be maintained in case denomination tracking facility is being used.

Modes Available

Not Applicable

To buy cash from vault

1. In the **Dashboard** page, Enter the Task code **9007** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Cash > Buy Cash from Vault**.
2. You will be navigated to **Buy Cash from Vault** screen.

Buy Cash from Vault

Field Description

Field Name	Description
Currency	[Mandatory, Drop-Down] Select the currency in which the teller wants to buy cash from the vault from the drop-down list. The drop-down list displays only those currencies in which the teller can deal.
Total Required Cash	[Mandatory, Numeric, 13, Two] Type the amount that the teller needs to buy from the vault teller.

The teller position will get updated as soon as the transaction is completed. If the amount exceeds the maximum limit that the teller is allowed to retain with him/her, the system prompts the teller to sell the excess cash to the vault using **Sell Cash to Vault** (Task Code: 9008) option. This can be done either immediately or before the teller batch is closed for the posting date.

Narrative

[Optional, Alphanumeric, 40]

Type the narration for the transaction.

The system displays the default narration "Buy Cash From Vault".

The teller can change the narration, if required.

3. Select the currency from the list.
4. Enter the total required cash.

Buy Cash from Vault

The screenshot shows a web-based transaction entry screen titled "Buy Cash from Vault". At the top left, there is a window identifier "9007 x". The main area contains three input fields: "Currency" with a dropdown menu showing "INR", "Total Required Cash" with a text input containing "₹10,00,000.00", and "Narrative" with a text input containing "TRF FROM VAULT". In the top right corner, there are three buttons: "OK", "Close", and "Clear".

5. Click **OK**.
6. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.
7. Click **Close**.

Screen Description

This screen displays that how a teller can buy a cash amount of INR 1000000.00. This transaction is generally carried out by the teller when he/ she is facing a cash shortage at his/her counter to effect payments.

Exercise

For one of your tellers post a buy-cash from the vault for a suitable amount. Check the cash totals before and after the transaction.

3.2.9 9008 - Sell Cash to Vault

Using this option you can sell cash at any point of time during the day, if the cash held exceeds the limit set at the template level for any currency. The system will prompt you with regard the cash limit has exceeded and request the teller to sell the additional cash to the vault. You can perform this activity any time during the day or before closing the batch for the posting date. This transaction can be performed even if you have less cash than the assigned limit. The cash position is updated after this transaction is completed.


Definition Prerequisites

- 9001 - Open Teller Batch
- 9003 - Open Vault Batch

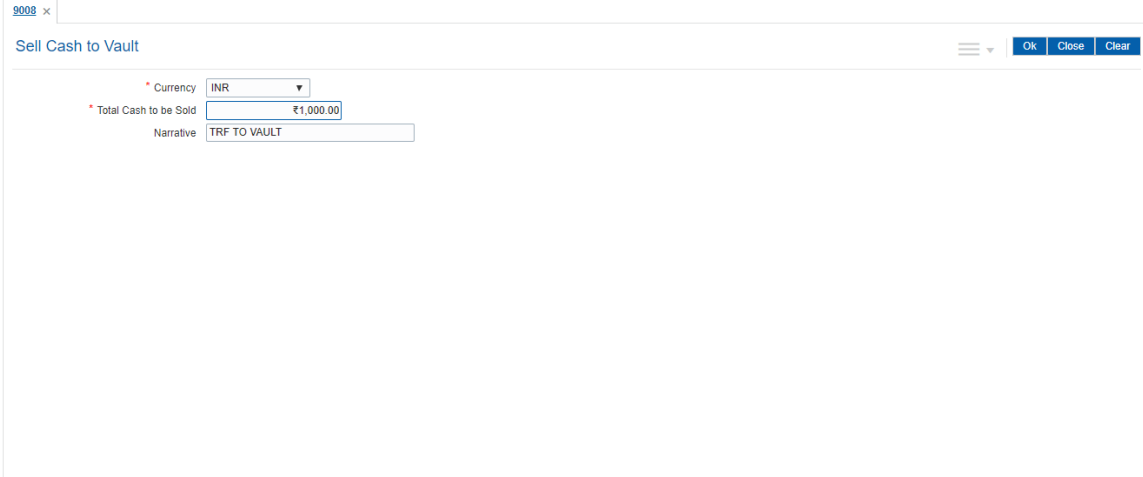
Modes Available

Not Applicable

To sell cash from vault

1. In the **Dashboard** page, Enter the Task code **9008** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Cash > Sell Cash to Vault**.
2. You will be navigated to **Sell Cash to Vault** screen.

Sell Cash to Vault



Field Description

Field Name	Description
Currency	[Mandatory, Drop-Down] Select the currency in which the teller wants to sell cash to the vault from the drop-down list. The drop-down list displays only those currencies in which the teller can deal.
Total Cash to be Sold	[Mandatory, Numeric, 13, Two] Type the amount that the teller needs to sell to the vault. The teller position gets updated as soon as the transaction is complete. If the amount exceeds the maximum limit that the teller is allowed to

retain with him/ her, the system prompts the teller to sell the excess cash to the vault. This can be done immediately or before the teller batch is closed for the posting date.

Narrative

[Optional, Alphanumeric, 40]

Type the narration for the transaction.

The system displays the default narration "Sell Cash To Vault".

The teller can change the narration, if required.

3. Select the currency from the list.
4. Type the total cash to be sold.

Sell Cash to Vault

The screenshot shows a web-based form titled "Sell Cash to Vault". At the top right, there are three buttons: "OK", "Close", and "Clear". The form has three input fields: a dropdown menu for "Currency" set to "INR", a text input for "Total Cash to be Sold" containing "₹1,000.00", and a text input for "Narrative" containing "TRF TO VAULT".

5. Click **OK**.
6. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.
7. The system displays the **Document Receipt** screen.
8. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do You Want To Print". Click **OK**.
OR
Click **Cancel**.
9. Click **Close**.

Screen Description

The above screen is used if the teller has any excess cash and wants to sell it to the vault. The screen displays the teller selling INR 10000.00 to the vault as it will be in excess of his pre-defined cash holding limit.

Exercise

Post a transaction for selling cash to the central vault. Check your cash balance before and after passing the transaction.

3.3 Vault Teller

3.3.1 9003 - Open Vault Batch

Using this option the vault teller can open a vault batch for a specified date. The vault teller is the main cashier of a branch and can be opened from any workstation.

For any given posting date only one vault batch can be opened. To open another vault batch, the first one should be closed. The vault batch can be opened. To open another vault batch, the first one should be closed. All the tellers buy additional cash or TCs and sell their excess cash or TCs to this teller. The cash balancing is automatically initiated and the cash balances are displayed on the screen for confirmation. The system will default the cash balances on opening a vault batch.


Definition Prerequisites

- 6001 - Branch Batch Open

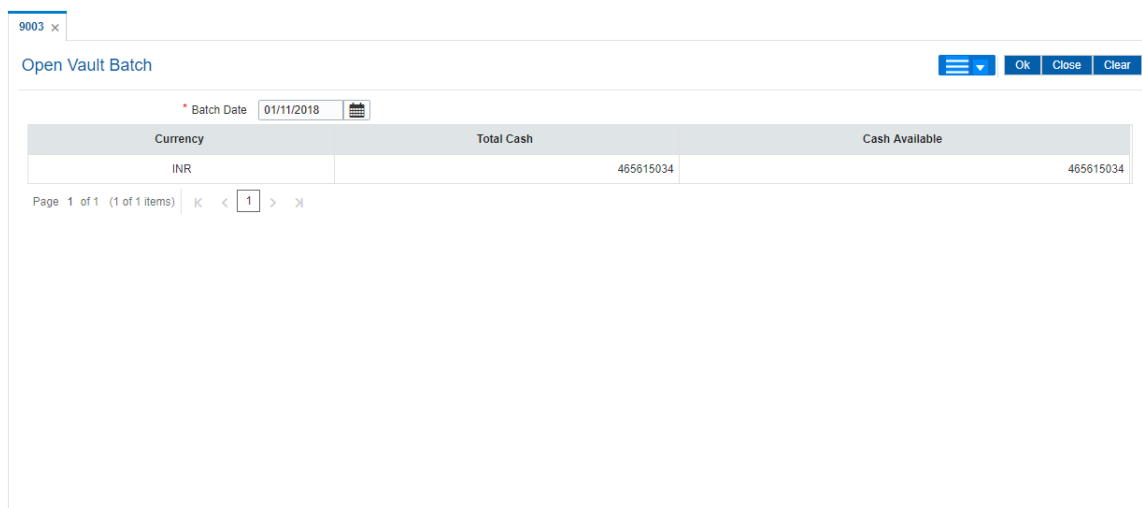
Modes Available

Not Applicable

To open a vault batch

1. In the **Dashboard** page, Enter the Task code **9003** and then click  or navigate through the menus to **Front Office Transactions > Open Vault Batch**.
2. You will be navigated to **Open Vault Batch** screen.

Open Vault Batch



9003 x

Open Vault Batch Ok Close Clear

* Batch Date 01/11/2018

Currency	Total Cash	Cash Available
INR	485615034	485615034

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

Field Description

Field Name	Description
Batch Date	[Mandatory, Date editor, dd/mm/yyyy] Select the posting date, to open the vault batch on that date, from the Date editor. By default, the system displays the current posting date. Opening of the vault batch for a particular date indicates that all transactions performed by the vault will be stamped with the selected date. This date should be the same date for which the branch batch is opened.

Column Name	Description
Currency	[Display] This column displays the currencies in which the bank deals.
Total Cash	[Display] This field displays the total cash for a particular currency, physically present in the bank vault, at the beginning of the current posting date.
Cash Available	[Display] This field displays the cash for a particular currency, which is available in the vault at the beginning of the current posting date, as calculated by the system. The amount displayed in this column depends on the cash transactions that were carried out by the vault till the last posting date.

3. Click **OK**.
4. The system displays the batch opening cash position for the vault batch.

Open Vault Batch

Currency	Total Cash	Cash Available
INR	465615034	465615034

5. Enter the total cash and then click **OK**.

Note: The system will not allow the vault batch to be opened in case the physical cash entered is not the same as the system cash.

Screen Description

The above screen displays the batch opening cash position for the vault teller. This is the first screen the vault teller will encounter when user opens batch. This screen will enable the vault teller to decide on the amount of cash he would have to purchase from the central bank.

3.3.2 9006 - Close Vault Batch

Using this option the vault batch can be closed for a specified date. The vault teller can log in and close the vault batch from any workstation. The system will allow the vault teller to close a vault batch only if all teller batches are closed.

Cash balancing is done automatically and cash balances are displayed on the screen for confirmation. There is also a limit, different from the teller cash limit, on the cash that can be held by the vault teller. If the cash held by the vault teller exceeds the specified limit at the end of the day, the excess cash should be sold to the Central Bank. The vault teller can close the batch only after all the tellers of the branch have sold their excess cash to the vault and have closed their respective teller batches. If there is a difference in the actual total cash with the vault teller and the cash available as shown by the system, the vault teller will have to book overage/ shortage for the difference amount before closing the vault batch, till the differences are closed out.


Definition Prerequisites

- 9003 - Open Vault Batch
- All the teller batches have to be closed.

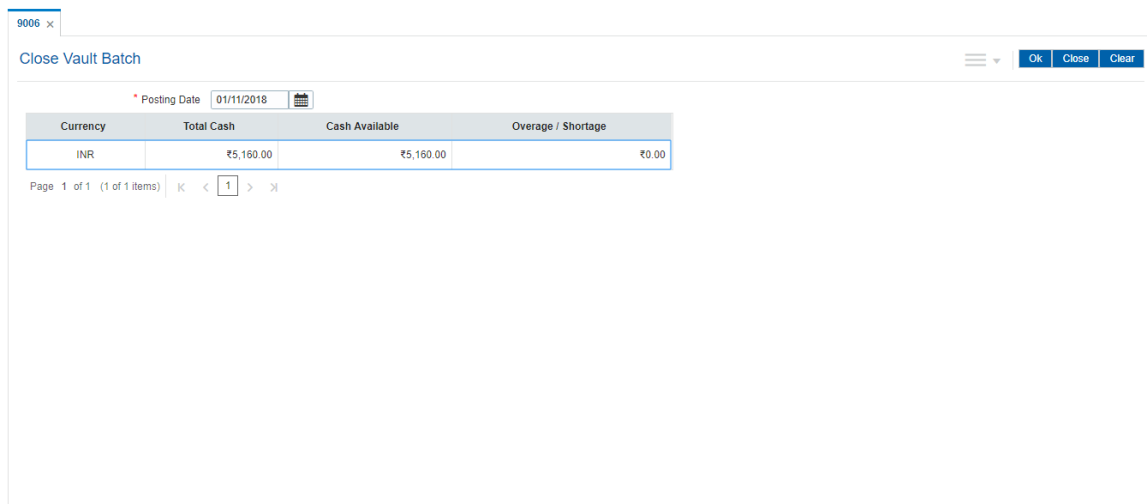
Modes Available

Not Applicable

To close a vault batch

1. In the **Dashboard** page, Enter the Task code **9006** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Batch > Close Vault Batch**.
2. You will be navigated to **Close Vault Batch** screen.

Close Vault Batch



Currency	Total Cash	Cash Available	Overage / Shortage
INR	₹5,160.00	₹5,160.00	₹0.00

Field Description

Field Name	Description
Posting Date	[Mandatory, Date editor, dd/mm/yyyy] Select the posting date, to close the vault batch, from the date editor. By default, the system displays the current posting date. Closing of the vault teller batch for a particular date indicates that the

vault teller has completed the transactions and the balancing of cash for the selected date.
This date should be the same date for which the vault batch is opened.

Column Name	Description
Currency	[Display] This column displays the currencies in which the bank deals.
Total Cash	[Mandatory, Numeric, 13, Two] Type the total cash for a particular currency, physically present in the bank vault, at the beginning of the current posting date.
Cash Available	[Display] This column displays the cash for a particular currency, which is available in the vault at the closing of the current posting date, as calculated by the system.
Overage/Shortage	[Display] This column displays the difference in the amount between the total cash and the available cash with the vault teller, at the end of the current posting date. Based on this difference the overage or the shortage amount is displayed. An overage indicates that the physical cash with the vault 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 vault teller.

3. Click **OK**.
4. The system displays the batch closing cash position for the vault batch.

Close Vault Batch

9006 x

Denomination Details Ok Back

Txn Ccy: Txn Amount: 5,160.00 Total Amount: 0.00

Denomination	System Count	User Count	Amount
NOTE RE 1	0	0	₹0.00
NOTE RS 10	0	0	₹0.00
NOTE RS 100	0	0	₹0.00
COIN RS 100	0	0	₹0.00
SOILD NOTES RS 100	0	0	₹0.00
COIN RS 10	0	0	₹0.00
COIN RE 1	0	0	₹0.00
NOTE RS 2	0	0	₹0.00
NOTE RS 20	0	0	₹0.00
NOTE RS 200	0	0	₹0.00
NOTE RS 2000	0	0	₹0.00
COIN RS 2	0	0	₹0.00
NOTE RS 5	0	0	₹0.00
NOTE RS 50	0	0	₹0.00
NOTE RS 500	0	0	₹0.00
SOILD NOTES RS 500	0	0	₹0.00
COIN RS 50	0	0	₹0.00
COIN RS 5	0	0	₹0.00

5. Enter the total cash.
6. Click **OK**.

Screen Description

The above screen displays the final stage before closing the vault batch. The vault batch has to be balanced before closure. Once the vault batch is closed it cannot be opened on the same working day.

3.3.3 9009 - Buy Cash from Central Bank

The vault teller is the main cashier of a branch. All the tellers will buy additional cash or TC's and will sell their excess cash or TC's to this teller. The vault teller can open a vault batch for a specified date using the **Open Vault Batch** (Task Code: 9003) option.

Using this option, after opening the vault batch, the vault teller can get cash from the Central Bank and deposit it into the vault. Once the cash is bought from the Central Bank, the system updates the cash position. This transaction is performed by a vault teller.


Definition Prerequisites

- 9003 - Open Vault Batch
- CIT01- CIT Vault Code Maintenance
- Denomination details should be maintained in case denomination-tracking facility is being used.

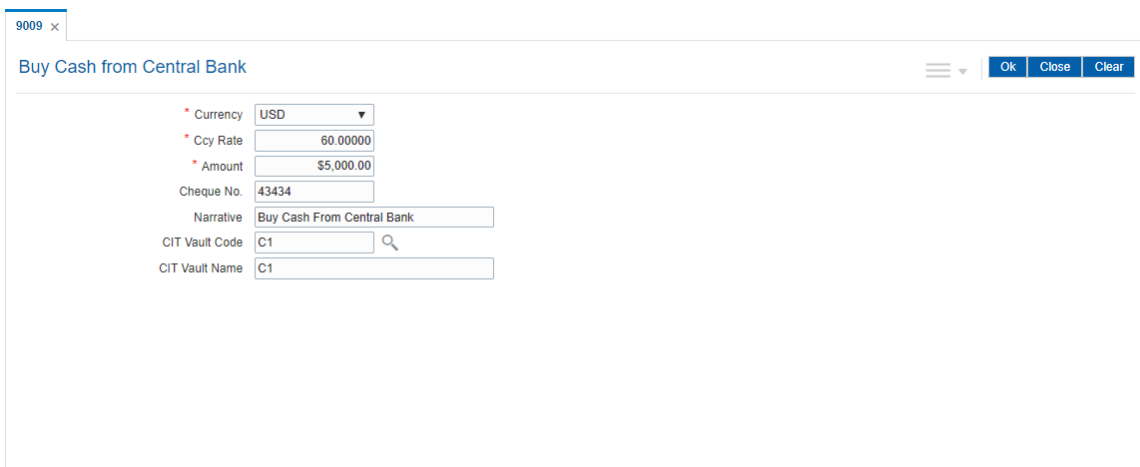
Modes Available

Not Applicable

To buy cash from central bank

1. In the **Dashboard** page, Enter the Task code **9009** and then click  or navigate through the menus to **Front Office Transactions > GLTransactions > Cash > Buy Cash from Central Bank**.
2. You will be navigated to **Buy Cash from Central Bank** screen.

Buy Cash from Central Bank



Field Description

Field Name	Description
Currency	[Mandatory, Drop-Down] Select the currency in which the vault teller wants to buy cash, from the Central Bank, from the drop-down list. For example, the vault teller can buy USD from the Central Bank.
Ccy Rate	[Display] This field displays the exchange rate, at which the currency will be purchased from the Central Bank.

The currency rate is derived for the option selected in the **Currency** field.

This field displays the effective exchange rate of the selected currency against the local currency of the bank. If the selected currency is the local currency of the bank, the value in this field is defaulted as 1.

The rates are defined in the currency table and can be changed by the teller within the variance set at the template level.

Amount	[Mandatory, Numeric, 13, Two] Type the amount that the vault teller wants to purchase from the central bank.
Cheque No	[Optional, Numeric, 12] Type the cheque number against which the cash will be given to the branch by the Central Bank.
Narrative	[Optional, Alphanumeric, 40] Type the narration of the transaction. The system displays the default narration "Buy Cash From Central Bank". The vault teller can change the narration, if required.
CIT Vault Code	[Mandatory, Search List] Select the CIT vault code from the Search List. The system displays the CIT vault codes maintained in the CIT Vault Codes Maintenance (Task Code: CIT01) option in the Search List.
CIT Vault Name	[Display] This field displays the CIT vault name corresponding to the option selected in the adjacent field.

3. Select the currency from the list.
4. Enter the amount.

Buy Cash from Central Bank

The screenshot shows a web form titled "Buy Cash from Central Bank". The form has the following fields and values:

- Currency: USD (dropdown menu)
- Ccy Rate: 60.00000
- Amount: \$5,000.00
- Cheque No: 43434
- Narrative: Buy Cash From Central Bank
- CIT Vault Code: C1
- CIT Vault Name: C1

At the top right of the form, there are three buttons: "Ok", "Close", and "Clear".

5. Click **OK**.
6. The system displays the message "Authorisation required. Do you want to continue". Click **OK**.
7. The system displays the **Authorization Reason** screen.
8. Enter the relevant information and click the **Grant** button.

9. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.
10. Click **Close**.

Screen Description

The above screen displays the teller buying cash to the tune of USD 5000/- to the Central Bank using cheque no. 43434. This cash will then be transferred central vault of the bank for further distribution to the branch tellers.

Exercise

For your bank using ID of the federal vault teller, buy cash from the federal reserve. This cash can be used for further distribution to various branch tellers.

Note: For more information on Authorisation transactions, refer to the **FLEXCUBE Introduction User Manual**.

3.3.4 9010 - Sell Cash To Central Bank

Using this option the vault teller can 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 cannot close the batch if some excess cash remains at the end of the day.

The amount of cash to be sold by the vault teller cannot exceed the amount of cash held by the vault teller at that point of time. This transaction could be performed even if the vault teller has less cash than the assigned limit.

After the cash is sold to the Central Bank, the system updates the cash position of the vault teller.

If the system maintained cash position is less than the input amount to be sold to the Central Bank, the system displays an error message in which case the transaction should be retried with the correct amount.


Definition Prerequisites

- 9003 - Open Vault Batch
- Denomination details should be maintained in case denomination tracking facility is being used.

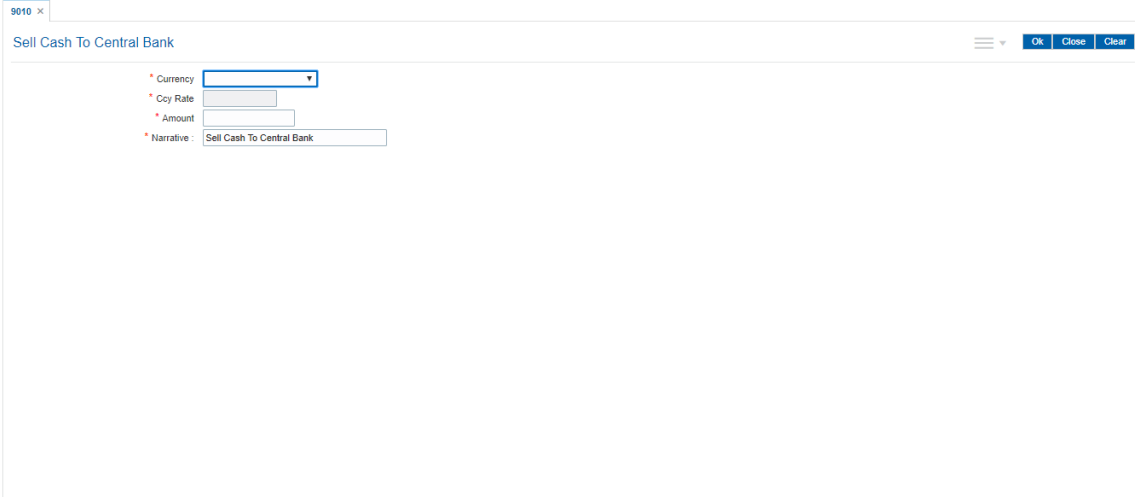
Modes Available

Not Applicable

To sell cash to central bank

1. In the **Dashboard** page, Enter the Task code **9010** and then click  or navigate through the menus to **Front office Transactions > GL Transactions > Cash > Sell Cash To Central Bank**.
2. You will be navigated to **Sell Cash To Central Bank** screen.

Sell Cash To Central Bank



Field Description

Field Name	Description
Currency	[Mandatory, Drop-Down] Select the appropriate type of currency that the vault teller wants to sell, to the Central Bank, from the drop-down list. For example, the vault teller can sell INR to Central Bank.

- Ccy Rate** [Display]
 This field displays the exchange rate at which the currency will be sold to the Central Bank.
 The currency rate is derived for the option selected in the **Currency** field.
 This field displays the exchange rates of the selected currency against the local currency of the bank. If the selected currency is the local currency of the bank, the value in this field is defaulted as 1.
 The rates are defined in the currency table and can be changed by the teller within the variance set, at the template level.
- Amount** [Mandatory, Numeric, 13, Two]
 Type the amount that the vault teller wants to sell to the Central Bank.
- Narrative** [Mandatory, Alphanumeric, 40]
 Type the narration of the transaction.
 The system displays the default narration "Sell Cash From Central Bank".
 The vault teller can change the narration, if required.

3. Select the currency from the list.
4. Enter the amount.

Sell Cash To Central Bank

5. Click **OK**.
6. The system displays the message "Authorisation required. Do you want to continue". Click **OK**.
7. The system displays the **Authorization Reason** screen.
8. Enter the relevant information and click the **Grant** button.
9. The system displays the transaction sequence number. The transaction number is system generated that uniquely identifies each transaction performed by a teller and can be used for tracking the transaction. Click **OK**.
10. The system displays the **Document Receipt** screen.
11. If you want to print the receipt, select the record that needs to be printed. The system displays the message "Do You Want To Print". Click **OK**.

OR
Click **Cancel**.

12. Click **Close**.

Note: For more information on Authorisation transactions, refer to the **Oracle FLEXCUBE Introduction User Manual**.

Screen Description

The above screen displays the teller selling cash tune of INR 5,00,000 to the Central Bank. This cash will then be transferred out of the central vault of the bank for onward delivery to the Central Bank.

Exercise

For your bank using ID of the Central Bank vault teller, sell cash to the Central Bank. This cash will then be delivered to the Central Bank.

4. Other Transactions

The tellers and supervisors of the bank can perform ancillary activities in **FLEXCUBE Retail**. This system facilitates the bank in transferring the CASA account (single account or multiple accounts) from one branch to another branch, changing the ownership of unauthorised batch and printing spooled documents.

4.1 5514 - Change Data Entry Batch Teller

Using this option the ownership of an unauthorised batch can be changed from one teller to another , as system does not allow tellers to work on batches not owned by them.

This is done when the original teller who had done the transaction is not available and the batch needs to be modified. In such situations, this option is used to transfer the ownership of the unauthorised batch to another teller or user.

The owner of the Voucher Entry branch cannot be changed by using this option.


Definition Prerequisites

- Branch batch to be opened and teller batch opened for the change.

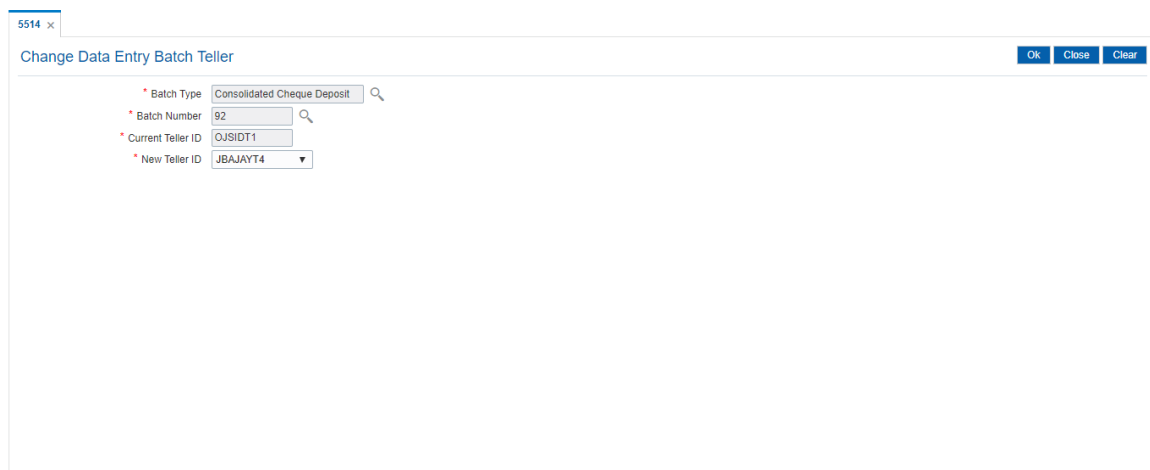
Modes Available

Not Applicable

To change the data entry batch user

1. In the **Dashboard** page, Enter the Task code **5514** and then click  or navigate through the menus to **Front office Transactions > Internal Transactions > Data Entry > Change Data Entry Batch Teller**.
2. You will be navigated to **Change Data Entry Batch Teller** screen.

Change Data Entry Batch Teller



5514 x

Change Data Entry Batch Teller OK Close Clear

* Batch Type Consolidated Cheque Deposit

* Batch Number 92

* Current Teller ID OJSIDT1

* New Teller ID JBAJAYT4

Field Description

Field Name	Description
Batch Type	[Mandatory, Search List] Select the type of data entry batch that needs to be inquired from the Search List. The options are: <ul style="list-style-type: none">• Consolidated Cheque Deposit• ICC Data Entry• Inward Clearing Data entry• MICR-Serial No Xref maintenance

- OCC Data Entry
- Outward Clearing Cheque Data Entry
- Post Dated Cheque Batch Data Entry

These options are taken from a static Search List.

Batch Number [Mandatory, Search List]
Select the appropriate batch number, which needs to be transferred to the new teller from the Search List.

Current Teller ID [Display]
This field displays the ID of the current teller. This is automatically retrieved by the system upon entering the batch number. This shows the current maker of the batch from whom the batch needs to be transferred.

New Teller ID [Mandatory, Drop-Down]
Select the appropriate teller ID to which the batch is to be transferred from the drop-down list.

3. Select the batch type and batch number from the Search List.
4. Select the new teller ID from the list.

Change Data Entry Batch Teller

5. Click **OK**.
6. The system displays the teller changed message. Click **OK**.

Screen Description

The above screen displays the transfer of Inward clearing batch no 92 from the current teller to a new teller JB AJAYT4. This screen is used if one of the teller's has been unable to complete his Inward clearing batch and the supervisor wants to transfer it to another teller for completion.

Exercise

For one of the tellers of your branch, after he has completed the input of inward, move the batch to another designated teller. Check the status of the batch. It will show as outstanding against the new teller.

4.2 5515 - List Batch Status

Using this option you can view the status of all data entry batches, except Voucher Entry batches, done by the various tellers in that branch for the current posting date.

A teller can view the status of all batches owned by him. A supervisor will be able to check the status of all batches owned by tellers under his preview. The system provides information on teller ID, batch number, batch status, count, document number and the total transaction amount.


Definition Prerequisites

- Teller batches to be opened.

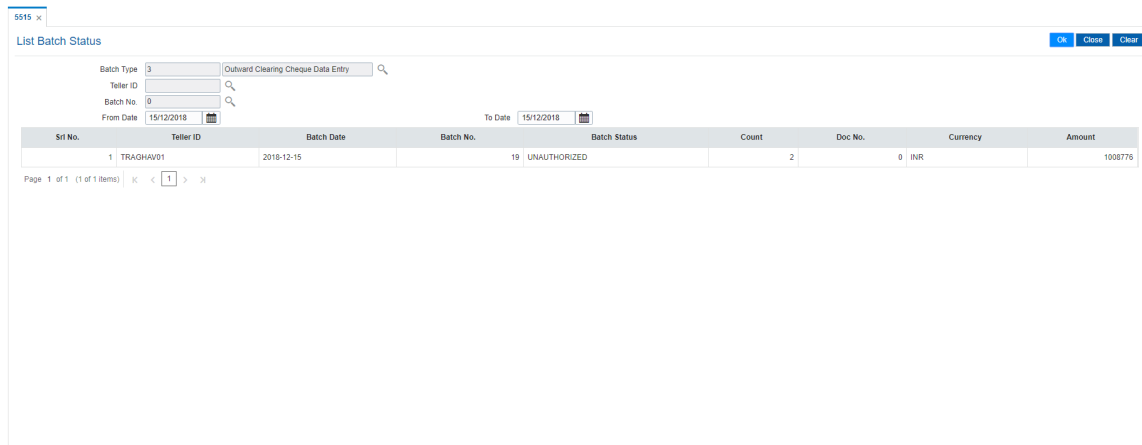
Modes Available

Not Applicable

To list the batch status

1. In the **Dashboard** page, Enter the Task code **5515** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Data Entry > List Batch Status**.
2. You will be navigated to **List Batch Status** screen.

List Batch Status



Srt No.	Teller ID	Batch Date	Batch No.	Batch Status	Count	Doc No.	Currency	Amount
1	TRAGHAV01	2018-12-15	19	UNAUTHORIZED	2	0	INR	1008778

Field Description

Field Name	Description
Batch Type	[Mandatory, Search List] Select the type of data entry batch that needs to be inquired from the Search List. The options are: <ul style="list-style-type: none">• Consolidated Cheque Deposit• ICC Data Entry• Inward Clearing Data entry• MICR-Serial No Xref maintenance• OCC Data Entry• Outward Clearing Cheque Data Entry

- Post Dated Cheque Batch Data Entry
- Consolidated DD / BC Issue

These options are taken from a static Search List.

Teller ID

[Optional, Search List]

Select the teller ID for whom the status of data entry batches needs to be inquired from the Search List.

Batch No.

[Optional, Search List]

Select the number of the batch, which has to be inquired from the Search List.

The system populates the batch numbers based on the selected teller ID.

From Date

[Mandatory, Date editor]

Select the "From date" to get the view of the batch status for the selected date range from the date editor.

To Date

[Mandatory, Date editor]

Select the "To date" to get the view of the batch status for the selected date range from the date editor.

Column Name	Description
Srl No.	[Display] This column displays the running serial number generated by the system.
Teller ID	[Display] This column displays the user ID of the teller who has performed the data entry batch.
Batch Date	[Display] This column displays the posting date of the batch.
Batch No.	[Display] This column displays the number of the batch depending on the batch type selected.
Batch Status	[Display] This column displays the status of the selected batch. For batch types Inward Clearing data entry, Outward Clearing Cheque data entry, Consolidated DD/BC issue: The options are: <ul style="list-style-type: none"> • Authorised • Unauthorised • Reversed For other batch types: The options are: <ul style="list-style-type: none"> • Authorised • Validated • Unauthorised • Reversed
Count	[Display] This column displays the count denotes the total number of instruments entered in the batch.
Doc No.	[Display] This column displays the document number or the header number associated with the consolidated batch. This number is automatically generated by the system while entering the header details and is attached to the batch.
Currency	[Display] This column displays the transaction currency of the batch.
Amount	[Display] This column displays the total transaction amount of the batch.

3. Select the batch type from the Search List.
4. Enter other relevant details.

5. Click **OK**.
6. The system displays the batch status.

List Batch Status

Srl No.	Teller ID	Batch Date	Batch No.	Batch Status	Count	Doc No.	Currency	Amount
1	TRAGHAV01	2018-12-15	19	UNAUTHORIZED	2	0	INR	1008775

7. Click **Close**.

Screen Description

The above screen displays the status of the consolidated cheque deposit batches posted by the teller TRAGHAV01.

The teller can either reverse the batch or hand it over for authorisation.

Exercise

For one of the branch teller, list out the status of batches that has been posted in the Inward clearing batch capture.

4.3 9800 - Print Spooled Documents

Using this option the spooled documents can be printed. These documents pertain to the branch transactions performed by a teller during the day.

The spooled document is printed in the following situations:

- If the teller wants to spool all documents, and then print them together at a later time during the day
- If the customer asks for another copy of the document
- If the supervisor wants to print a document belonging to a particular teller


Definition Prerequisites

Not Applicable

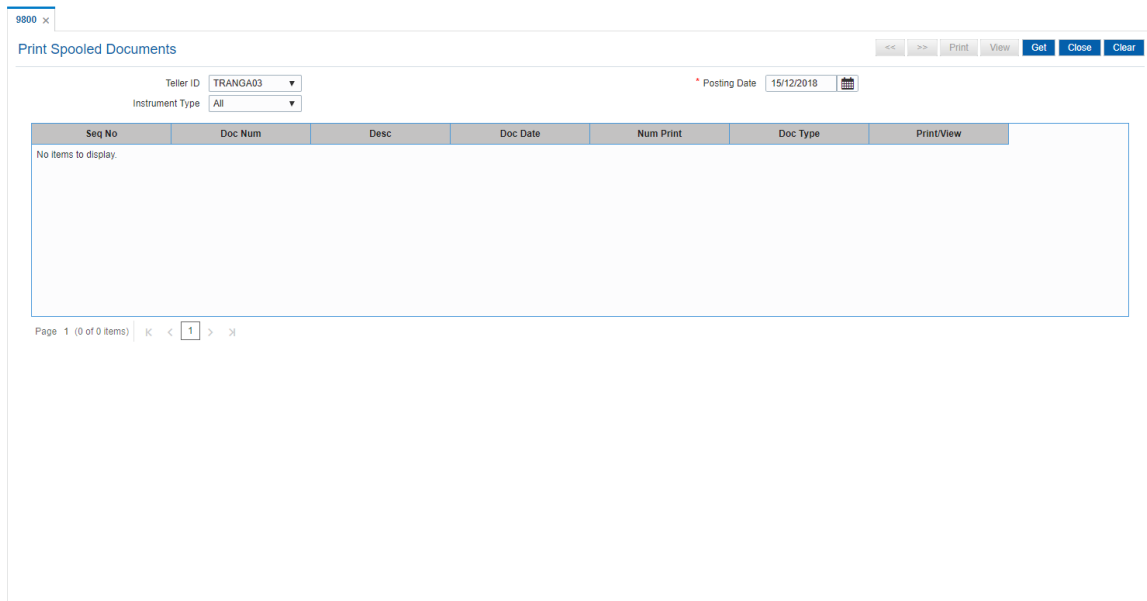
Modes Available

Not Applicable

To print spooled documents

1. In the **Dashboard** page, Enter the Task code **9800** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Reports > Print Spooled Documents**.
2. You will be navigated to **Print Spooled Documents** screen.

Print Spooled Documents



Field Description

Field Name	Description
Teller ID	[Mandatory, Drop-Down] Select the ID of the teller, for which the spooled documents is to be printed from the drop-down list. The system displays the documents spooled by the teller selected from

the drop-down.

In case of a supervisor login, the system displays the spooled documents of any teller associated under his/her supervision. This field is editable, in case of a supervisor login.

Posting Date [Mandatory, Date editor, dd/mm/yyyy]
Select the posting date, for which the teller needs to print the spooled documents, from the Date editor.
By default, the system displays the current posting date.

Instrument Type [Mandatory, Drop-Down]
Select the instrument type, for which the teller needs to print the spooled documents, from the drop-down list.
The options are:

- All
- Bankers Cheque
- Demand Draft
- Credit Advice
- Debit Advice

Column Name	Description
Seq No.	[Display] This column displays the sequence number generated by the system while performing the actual transaction.
Doc Num	[Display] This column displays the number of documents to be printed.
Desc	[Display] This column displays the description given to the document. For example, a receipt for payment received.
Doc Date	[Display] This column displays the date of the document. It is normally the transaction posting date.
Num Print	[Display] This column displays the number of copies of the document that need to be printed.
Doc Type	[Display] This column displays the document type. Different numbers are given for different types of documents based on their description.
Print/View	[Optional, Check Box] Select the Print/View check box to print/view the document.

3. Select the posting date from the date editor.
4. Click **Get**.
5. The spooled document details are displayed on the screen.

Print Spooled Documents

Print Spooled Documents

Teller ID: TRANGA03
Instrument Type: All
Posting Date: 15/12/2018

Seq No	Doc Num	Desc	Doc Date	Num Print	Doc Type	Print/View
No items to display.						

Page 1 (0 of 0 items) | < >

6. Select the check box against the relevant transaction, and then click **Print** or **View** button depending on whether you want to print or view the document/ report.
7. Click **Close**.

Screen Description

The above screen gives a list of all the documents that are spooled for printing for the teller TRANGA03. Each of these documents will have to be selected and printed or viewed as required.

Exercise

For any teller check what are the documents that are spooled for printing. These documents can then be either viewed or printed as the case may be.

4.4 9812 - Print Batch Reports

Using this option, you can select and print the reports which got generated during the EOD (Batch Reports).


Definition Prerequisites

Not Applicable

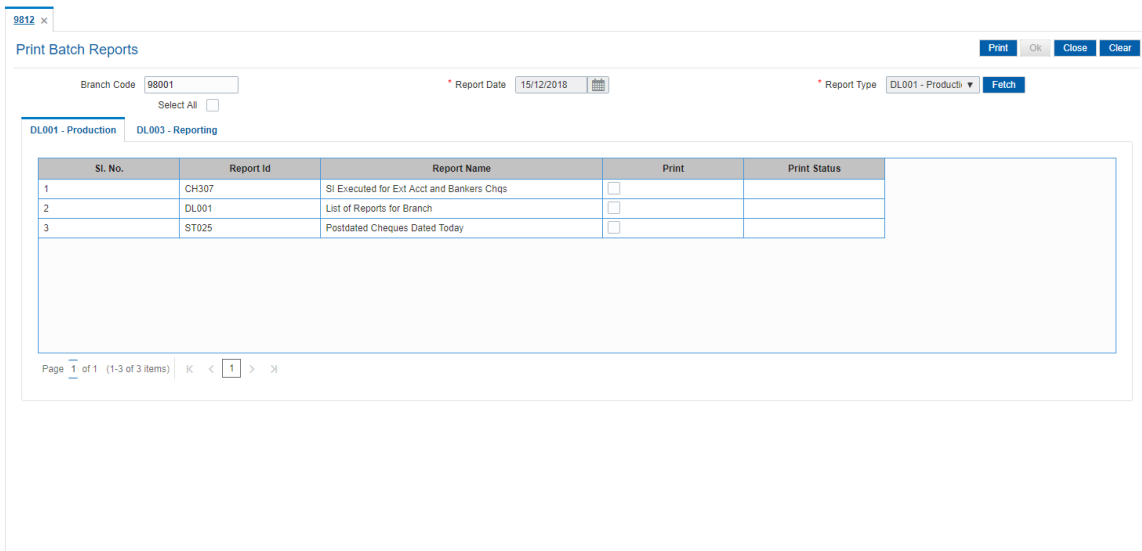
Modes Available

Not Applicable

To print batch reports

1. In the **Dashboard** page, Enter the Task code **9812** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Reports > Print Batch Reports**.
2. You will be navigated to **Print Batch Reports** screen.

Print Batch Reports



9812 x

Print Batch Reports Print Ok Close Clear

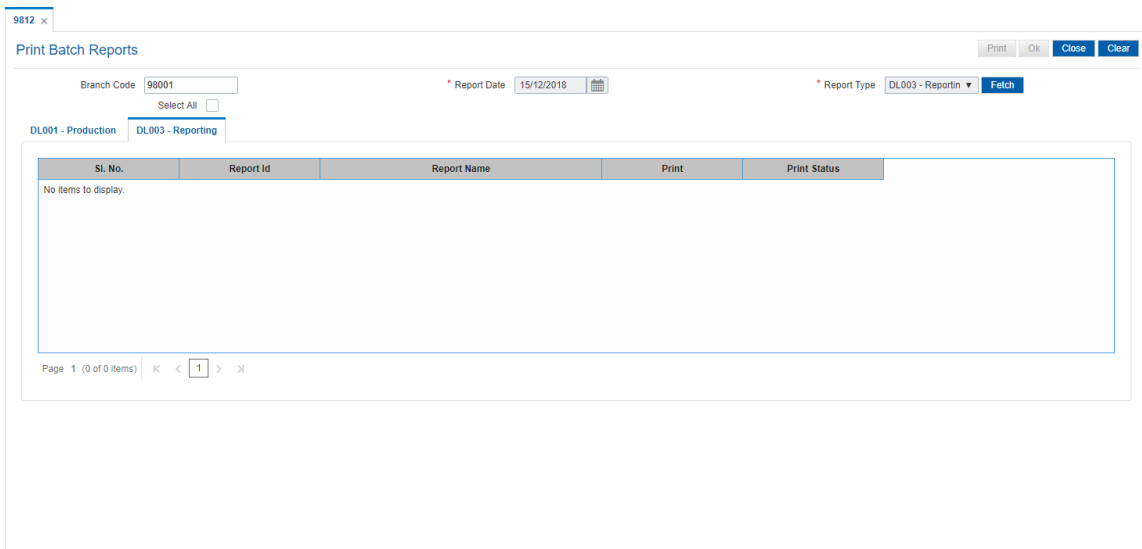
Branch Code: 98001 * Report Date: 15/12/2018 * Report Type: DL001 - Production **Fetch**

Select All

DL001 - Production DL003 - Reporting

Sl. No.	Report Id	Report Name	Print	Print Status
1	CH307	SI Executed for Exit Acct and Bankers Chqs	<input type="checkbox"/>	
2	DL001	List of Reports for Branch	<input type="checkbox"/>	
3	ST025	Postdated Cheques Dated Today	<input type="checkbox"/>	

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



9812 x

Print Batch Reports Print Ok Close Clear

Branch Code: 98001 * Report Date: 15/12/2018 * Report Type: DL003 - Reporting **Fetch**

Select All

DL001 - Production DL003 - Reporting

Sl. No.	Report Id	Report Name	Print	Print Status
No items to display.				

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

Field Description

Field Name	Description
Branch Code	[Display] This field displays the branch code with which you have logged in.
Report Date	[Mandatory, Search List, dd/mm/yyyy] Select the report date, for which the teller needs to print the batch reports, from the Search List.
Report Type	[Mandatory, Drop-Down] Select the report type, for which the teller needs to print the batch reports, from the drop-down list. The options are: <ul style="list-style-type: none">• DL001 - Production• DL003 - Reporting
Select All	[Optional, Checkbox] Select the check box to print all the reports of the reporting type selected.

DL001 - Production, DL003 - Reporting

Column Name	Description
Sl. No.	[Display] This column displays the serial number for the print reports.
Report ID	[Display] This column displays the value based on the report type selected.
Report Name	[Display] This column displays the description given to the reports.
Print	[Optional] Select the Print check box to print the document. It displays Y if selected.
Print Status	[Display] This column displays the status of the printed reports.

3. Select the report date from the Search List.
4. Select the report type from the list and then click **Fetch**.
5. The print report details are displayed on the screen.
6. In the **Print** column, select the check box against the relevant transaction or select the **Select All** check box to select all the reports for printing.

Screen Description

The above screen gives a list of all the documents that are spooled for printing for the teller TNICHOLAS999. Each of these documents will have to be selected and printed or viewed as required.

Exercise

For any teller check what are the documents that are spooled for printing. These documents can then be either viewed or printed as the case may be.

4.5 BA995 - Single Account Transfer

Using this option, a bank can transfer a CASA/TD/Loan account from one branch to another, if the customer initiates the transfer. The account number of the effected accounts will not change but the branch to which the account reports will change

It is not possible to transfer an account from one product to another product. Also account transfer will be disallowed for the accounts which are members of the group linked in the **Group Accounts Maintenance** (Task code: CHM24) option.


Definition Prerequisites

- The branch and transfer branch product should be the same.

Modes Available

Add, Modify, Delete, Cancel, Amend, Authorize, Enquiry, Copy. For more information on the procedures of every mode, refer to **Standard Maintenance Procedures**.

To transfer a single account from one branch to another

1. In the **Dashboard** page, Enter Task code **BA995** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Others > Single Account Transfer**.
2. You will be navigated to **Single Account Transfer** screen.

Single Account Transfer

Field Description

Field Name	Description
Account Number	[Mandatory, Numeric, 16] Type the account number that has to be transferred to another branch. The account name is populated in the corresponding field.
Account Status	[Display] This field displays the account status.
Product Code	[Display] This field displays the product code under which the account opened.
Branch	[Display] This field displays the name of the home branch where the account is

currently held.

Transfer Branch Name

[Mandatory, Search List]

Select the name of the branch, to which the account is to be transferred, from the Search List.

3. Click **Add**.
4. Enter the account number and press the **Tab** or **Enter** key.
5. Select the transfer branch name from the list.

Single Account Transfer

BA995 x

Single Account Transfer

Add Modify Delete Cancel Amend Authorize Enquiry Copy OK Close Clear

* Account Number 7010000000009892 AUTO PERSON1

Account Status Account Open Regular

Product Code 3-Savings Account - Liability

Branch 2205 BANGALORE 2205

* Transfer Branch Name 999 NEW DELHI

6. Click **OK**.
7. The system displays the message "Record Added Authorisation Pending". Click **OK**.
8. The single account transfer record is added once the record is authorised.

Screen Description

The above screen displays the transfer of CASA Account no 7010000000009892 from the HO branch to the Delhi branch. The account is a regular account.

Exercise

Select the CASA account for one of your existing customers and transfer it a pre-designated. The account will start reporting to the new branch after the EOD has been completed.

4.6 BA999 - Bulk Account Transfer

Using this option the bank can transfer all **Oracle FLEXCUBE** accounts across products from one branch to another branch when a branch is closed or merged. The account numbers of the affected accounts do not change but the branch to which they report to get changed.

It is not possible to transfer accounts from one product to another. This option can also be used when banks decide to open special type of branches catering to specific customer needs and decides to transfer the existing accounts from other branches to the new branch.


Definition Prerequisites

Not Applicable

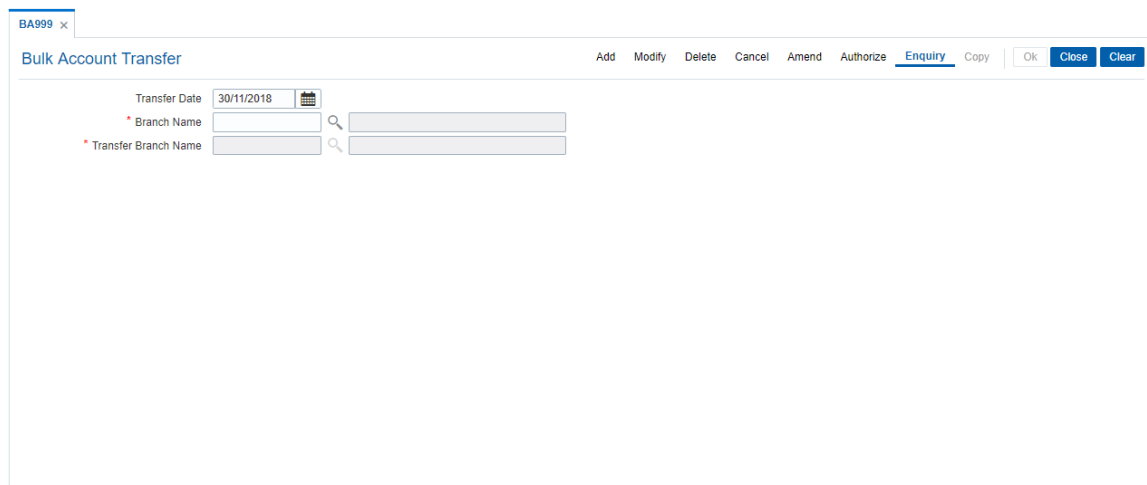
Modes Available

Add, Modify, Delete, Cancel, Amend, Authorize, Enquiry, Copy. For more information on the procedures of every mode, refer to **Standard Maintenance Procedures**.

To add the bulk account transfer

1. In the **Dashboard** page, Enter Task code **BA999** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Others > Bulk Account Transfer**.
2. You will be navigated to **Bulk Account Transfer** screen.

Bulk Account Transfer



Field Description

Field Name	Description
Transfer Date	[Mandatory, Date editor, dd/mm/yyyy] In the date editor, Select the date when the bulk account will be transferred. By default, the system displays the current date as the transfer date.
Branch Name	[Mandatory, Search List] Select the branch from where all the accounts across the products have to be transferred to another branch from the Search List. The name for the selected branch code is displayed in the adjacent field.

Transfer Branch Name

[Mandatory, Search List]

Select the branch to which all the accounts across the products have to be transferred from the Search List.

The name for the selected branch code is displayed in the adjacent field.

3. Click **Add**.
4. In the date editor select transfer date.
5. Select the branch name and the transfer branch name from the list.

Bulk Account Transfer

BA999 x

Bulk Account Transfer

Add Modify Delete Cancel Amend Authorize Enquiry Copy Ok Close Clear

Transfer Date 30/11/2018

* Branch Name 2205 BANGALORE

* Transfer Branch Name 999 NEW DELHI

6. Click **OK**.
7. The system displays the message "Record Added Authorisation Pending". Click **OK**.

Screen Description

The above screen is used to transfer accounts from the New Delhi Branch to the Bangalore Branch. This transfer will be affected from 30/11/2018.

After 02/28/2018 all branches will start reporting to the Bangalore branch.

4.7 Report Generation Transactions

Management, operational staff and customers need reports to acquire information or status of the transactions/activities performed on the system. Every bank branch is responsible for issuing an advice to their customers against every transaction performed in their respective accounts.

By default, all the reports, adhoc and batch, are generated in the central **FLEXCUBE Retail** application server.

This section deals with maintaining the report control, requesting for the reports and advices and generating or canceling the requested reports and advices.

4.8 7775 - Report Request

Using this option reports and advices can be requested .

The request for two types of reports can be given, viz. adhoc reports and batch reports. The adhoc reports are generated on demand or on request, while the batch reports are automatically generated at the end of day or beginning of day.

The user can select the report type and the module to display the report categories. Each category has different reports, displayed along with their ID and title. The user can select the desired report from the list to generate it.

For more information, please refer to the respective Module wise Reports Manual.


Definition Prerequisites

- BAM16 - Report Control Maintenance

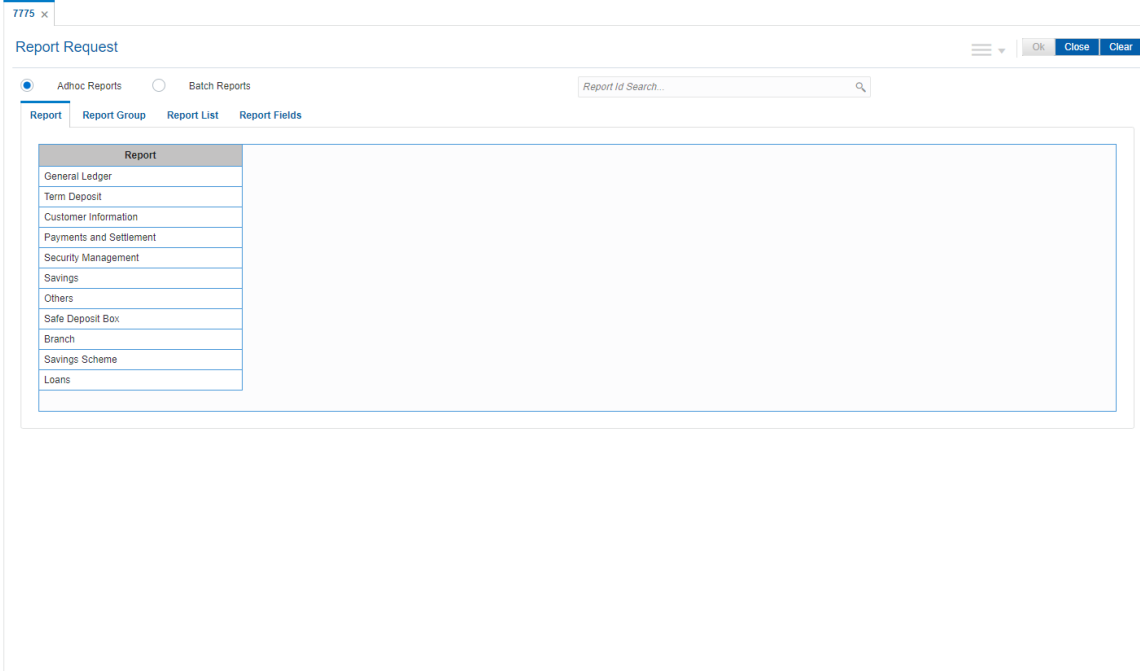
Modes Available

Not Applicable

To request for a report

1. In the **Dashboard** page, Enter the Task code **7775** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Reports > Report Request**.
2. You will be navigated to **Report Request** screen.

Report Request



Report
General Ledger
Term Deposit
Customer Information
Payments and Settlement
Security Management
Savings
Others
Safe Deposit Box
Branch
Savings Scheme
Loans

Field Description

Field Name	Description
Types of report	Click the appropriate option to generate the report. The options are:

- Adhoc Reports
- Batch Reports

By default, the **Adhoc Reports** option is selected.

Adhoc Reports	[Mandatory, Radio Button] Click Adhoc Reports to generate and view an adhoc report.
Batch Reports	[Mandatory, Radio Button] Click Batch Reports to view EOD/BOD reports and advices for a particular batch.
Report ID	[Optional, Alphanumeric, Five] Type the report Id. This enables user to directly enter the desired report ID without going through the menu operations

Column Name	Description
Report Group	[Display] This column displays the different report groups under the different modules.
Report ID	[Display] This column displays the report ID.
Report Title	[Display] This column displays the title of the report.
Report Type	[Display] This column displays the type of the report. The various types are: <ul style="list-style-type: none"> • EOD • BOD • ADHOC • BRANCH

3. Select **Adhoc Reports** or **Batch Reports** option.
4. Click the appropriate tab for which you can generate/view reports. The system displays the report group lists.
5. Double-click the appropriate report group. The system displays the report title, and the corresponding report ID.
6. Double-click the report title. The system displays the **Input Parameters** screen. The number of input parameters will be determined by the nature of report, which is required.
7. Enter the relevant information and click **Generate/ View**.

Note: Oracle FLEXCUBE supports report generation in PDF, HTML and Excel formats. Based on the system configuration the reports can be generated in any of the above mentioned format.

Screen Description

The above screen displays the various adhoc reports that are available in the **Customer Information** module. The user can select a suitable report and generate the same on input of the required parameter

4.9 7778 - Advice/Report Status Enquiry

Using this option the advice /reports are displayed which are requested by the user login Id, through the **Reports Request** (Task Code: 7775) option. The user who has requested the advices/ reports can view the status and generate the advices or reports.

The supervisor can view all the report/advice requests of any teller associated under his/ her supervision. In this case, select the teller from the drop-down list whose transaction details you want to view.

For more information, please refer to the respective Module wise Reports Manual.


Definition Prerequisites

- BAM16 - Report Control Maintenance
- 7775 - Report Request

Modes Available

Not Applicable

To view the advice/report status

1. In the **Dashboard** page, Enter the Task code **7778** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Reports > Advice/Report Status Enquiry**.
2. You will be navigated to **Advice/Report Status Enquiry** screen.

Field Description

Field Name	Description
Teller ID	[Display] This field displays the user ID of the teller who has logged in. Only those report generation requests performed by the teller who has logged in will be displayed. In case of a supervisor login, the supervisor can view all the report/advice requests of any teller associated under his/her supervision. In this case, select the teller whose transaction details you want to view, from the drop-down list. This field is editable, in case of a supervisor login.

Column Name	Description
Txn Time	[Display] This column displays the date and time at which the transaction was made. The report ID is added and maintained in the Report Control Maintenance (Task Code: BAM16) option.
ID	[Display] This column displays the ID of the advice or report for which the request has been made. The report ID is added and maintained in the Report Control Maintenance (Task Code: BAM16) option.
Report/ Advice Name	[Display] This column displays the name of the advice/report for which the request has been made.
R / A	[Display] This column displays whether the request has been maintained for an advice or a report. The options are: <ul style="list-style-type: none"> • R: for a Report • A: for an Advice
Select	[Optional, Check Box] Select the check box to view the corresponding advice/report.

3. Select the appropriate check box in the **Select** column.

Advice/Report Status Enquiry

The screenshot shows a web application window titled "7778 x Advice / Report Status Enquiry". At the top right, there are buttons for "View", "Close", and "Clear". Below the title bar, there is a "Teller ID" dropdown menu currently showing "TRANGA03". The main area contains a table with the following headers: "Txn Time", "ID", "Report / Advice name", "R / A", and "Select". The table body is empty, with the text "No items to display." centered. At the bottom of the window, there is a pagination bar that reads "Page 1 (0 Items)" and includes navigation arrows.

4. Click **View**.

5. The system displays the report.

6. Select the **Print** option from the **File** menu.
7. The system displays the **Print** dialog box.
8. Select the appropriate parameters and then click **OK**.

Note: Oracle FLEXCUBE supports report generation in PDF, HTML and Excel formats. Based on the system configuration the reports can be generated in any of the above mentioned format.

4.10 7779 - Advice / Report Status Enquiry All Tellers

Using this option you can view the advice/ report status that is requested by all users through the **Report Request** (Task Code: 7775) option. Once the report/ advice is selected for viewing, it cannot be viewed again by using this option.


Definition Prerequisites

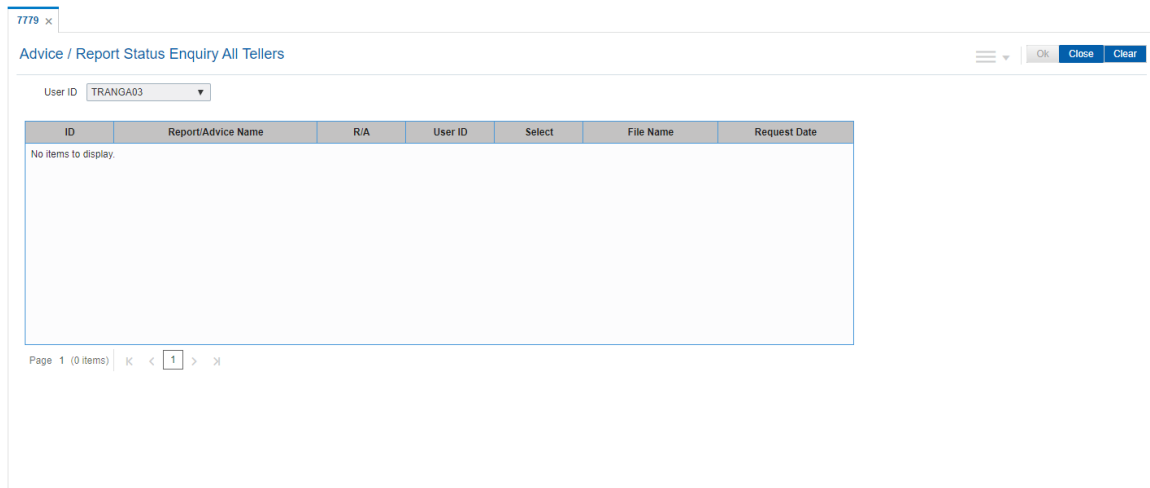
- BAM16 - Report Control Maintenance
- 7775 - Report Request

Modes Available

Not Applicable

To view the report and advice status

1. In the **Dashboard** page, Enter the Task code **7779** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Reports > Advice/ Report Status Enquiry All Tellers**.
2. You will be navigated to **Advice / Report Status Enquiry All Tellers** screen.



7779 x

Advice / Report Status Enquiry All Tellers

User ID: TRANGA03

ID	Report/Advice Name	R/A	User ID	Select	File Name	Request Date
No items to display.						

Page 1 (0 items) | < 1 > x

Field Description

Column Name	Description
User ID	[Display] This field displays the ID of the user logged in.
ID	[Display] This column displays the ID of the report or advice for which the request has been made.
Report/ Advice Name	[Display] This column displays the name of the report/advice for which the request has been made.
R / A	[Display] This column displays whether the request has been maintained for a report or an advice. The options are:

- R: for a Report
- A: for an Advice

- User ID** [Display]
This column displays the user ID of the teller/supervisor who has placed the request for the report/advice.
- Select** [Optional, Check Box]
Select the check box to view the report/advice.
- File Name** [Display]
This column displays the file name of the report/advice for which the request has been made.
- Request Date** [Display]
This column displays the date and time of the report/advice when the request has been made.

3. Select the appropriate check box in the **Select** column.
4. Click **OK**.
5. The system displays the report.

Report

STATEMENT OF ACCOUNT

DEMO BANK LIMITED
Account Branch: 98001-5D98001,MUMBAI
Account No : 5010000006701
Account Title : SHRI SAI
Address : MUMBAI

MUMBAI

Period : 01-APR-19 To 09-APR-19
Name Currency : Indian Rupee

TRANS DATE	VALUE DATE	REFF	DESCRIPTION	DEBITS	CREDITS	BALANCE
01-APR-19	01-APR-19		B/F ...	0.00	5,044,763.52	5,044,763.52

Statement Summary :

Opening Balance	Total Debit Amount	Total Credit Amount	Dr./Cr.	Debit Count	Credit Count	Closing Balance
5,044,763.52	0.00	0.00	C	0	0	5,044,763.52

*****END OF STATEMENT*****

6. Select the **Print** option from the **File** menu.
7. The system displays the **Print** dialog box.
8. Select the appropriate parameters and then click **Print**.
9. Click **Close**.

Note: Oracle FLEXCUBE supports report generation in PDF, HTML and Excel formats. Based on the system configuration the reports can be generated in any of the above mentioned format.

Screen Description

The above screen displays all the reports that have been generated by all the tellers of the branch. By selecting any or all the reports the supervisor can print the same.

Exercise

For your branch generate a list of all the reports that have been generated by the users. On a selective basis or on a whole all the reports may be printed.

4.11 7780 - Advice/Report Cancel Request

Using this option, you can cancel advice/report request transactions that are sent for printing /viewing of generated ad-hoc advice /report.

In this option, only those requests placed by a particular user login ID can be cancelled.


Definition Prerequisites

- BAM16 - Report Control Maintenance
- 7775 - Report Request

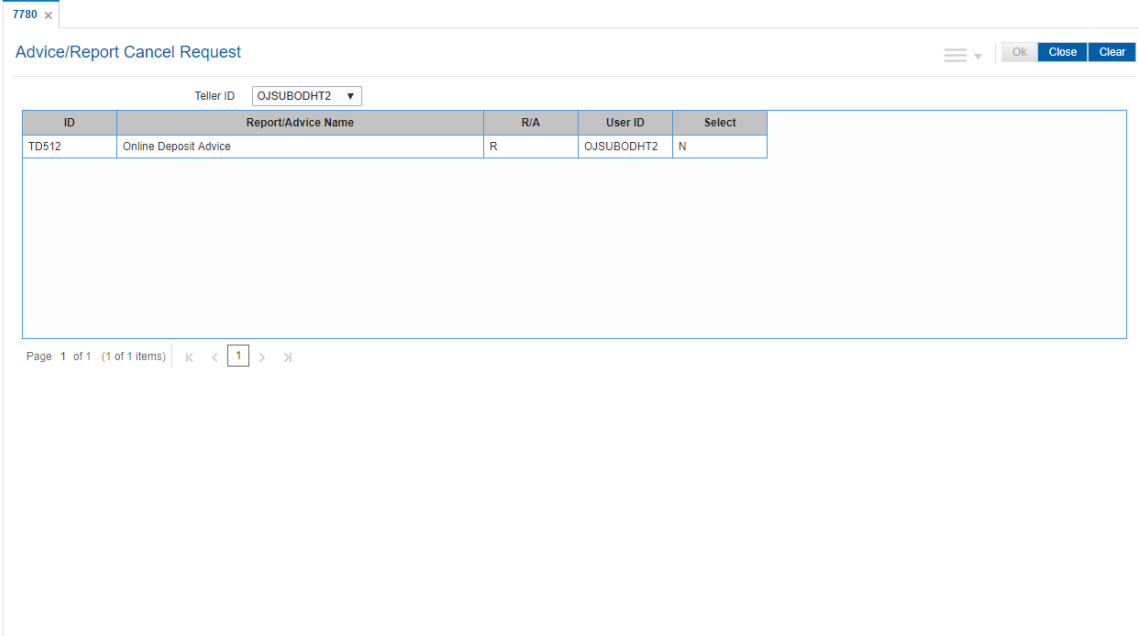
Modes Available

Not Applicable

To perform the advice/report cancel request

1. In the **Dashboard** page, Enter the Task code **7780** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Reports > Advice/Report Cancel Request**.
2. You will be navigated to **Advice/Report Cancel Request** screen.

Advice/Report Cancel Request



ID	Report/Advice Name	R/A	User ID	Select
TD512	Online Deposit Advice	R	OJSUBODHT2	N

Field Description

Field Name	Description
Teller ID	[Display] This field displays the user ID of the teller who has logged in. Only those transactions performed by the teller who has logged in will be displayed. In case of a supervisor login, the supervisor can view all the report/advice requests of any teller associated under his/her supervision. This field is editable, in case of a supervisor login.

Column Name	Description
ID	[Display] This column displays the ID of the advice or report for which the request has been maintained. The report ID is added and maintained in the Report Control Maintenance (Task Code: BAM16) option.
Report/ Advice Name	[Display] This column displays the name of the advice/report for which the request has been maintained.
R / A	[Display] This column displays whether the request has been maintained for an advice or a report. The options are: <ul style="list-style-type: none"> • R: for a Report • A: for an Advice
User ID	[Display] This column displays the user ID of the teller who has placed the request for the advice/report.
Select	[Optional, Check Box] Select the check box to cancel the corresponding advice/ report.

3. Select the appropriate check box in the **Select** column.

Advice/Report Cancel Request

Teller ID: OJSUBODHT2

ID	Report/Advice Name	R/A	User ID	Select
TD512	Online Deposit Advice	R	OJSUBODHT2	N

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

4. Click **OK**.

5. The system will cancel the advice/report request. Click **Close**.

Screen Description

The above screen displays all the reports that have been generated by the teller OJSUBODHT2. The teller can then select each of the reports and cancel the same.

Exercise

For your own branch, generate a set of reports and use the above screen to cancel the same.

4.12 7781 - Cancel Reports / Advices All Tellers

Using this option, a supervisor can cancel advice/report request transactions sent by all users for printing /viewing of generated ad-hoc advice /report.

A supervisor can cancel advice/report requests in certain circumstances such as high load on network or if reports are not required urgently.


Definition Prerequisites

- BAM16 - Report Control Maintenance
- 7775 - Report Request

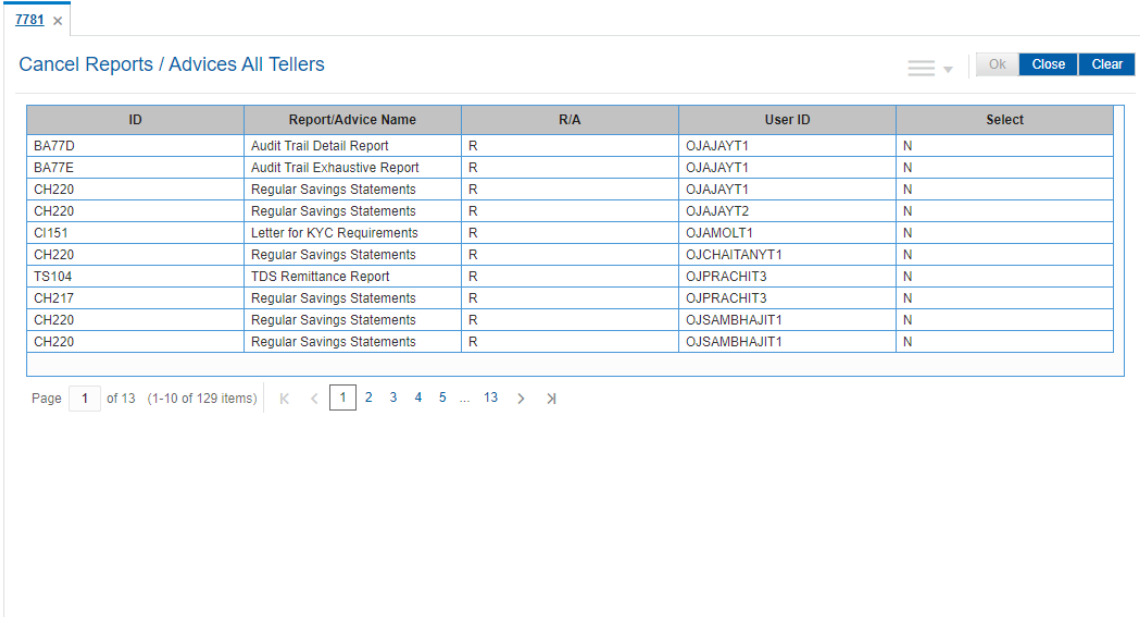
Modes Available

Not Applicable

To cancel the advice/report request for all the tellers

1. In the **Dashboard** page, Enter the Task code **7781** and then click  or navigate through the menus to **Front Office Transactions > Internal Transactions > Reports > Cancel Reports / Advices All Tellers**.
2. You will be navigated to **Cancel Reports / Advices All Tellers** screen.

Cancel Reports / Advices All Tellers



ID	Report/Advice Name	R/A	User ID	Select
BA77D	Audit Trail Detail Report	R	OJAJAYT1	N
BA77E	Audit Trail Exhaustive Report	R	OJAJAYT1	N
CH220	Regular Savings Statements	R	OJAJAYT1	N
CH220	Regular Savings Statements	R	OJAJAYT2	N
CI151	Letter for KYC Requirements	R	OJAMOLT1	N
CH220	Regular Savings Statements	R	OJCHAITANYT1	N
TS104	TDS Remittance Report	R	OJPRACHIT3	N
CH217	Regular Savings Statements	R	OJPRACHIT3	N
CH220	Regular Savings Statements	R	OJSAMBHAJIT1	N
CH220	Regular Savings Statements	R	OJSAMBHAJIT1	N

Page 1 of 13 (1-10 of 129 items) | K < 1 2 3 4 5 ... 13 > X

Field Description

Column Name	Description
ID	[Display] This column displays the ID of the advice or report for which the request has been maintained. The report ID is added and maintained in the Report Control Maintenance (Task Code: BAM16) option.
Report/ Advice Name	[Display]

This column displays the name of the advice/report for which the request has been maintained.

R / A

[Display]

This column displays the displays if the request is maintained for an advice or a report.

The options are:

- R: for a Report
- A: for an Advice

User ID

[Display]

This column displays the user ID of the teller/supervisor who has placed the request for the advice/report.

Select

[Optional, Check Box]

Select the check box to cancel the advice/report.

3. Select the appropriate check box in the **Select** column.

Cancel Reports / Advices All Tellers

ID	Report/Advice Name	R/A	User ID	Select
BA77D	Audit Trail Detail Report	R	OJAJAYT1	N
BA77E	Audit Trail Exhaustive Report	R	OJAJAYT1	N
CH220	Regular Savings Statements	R	OJAJAYT1	N
CH220	Regular Savings Statements	R	OJAJAYT2	N
CI151	Letter for KYC Requirements	R	OJAMOLT1	N
CH220	Regular Savings Statements	R	OJCHAITANYT1	N
TS104	TDS Remittance Report	R	OJPRACHIT3	N
CH217	Regular Savings Statements	R	OJPRACHIT3	N
CH220	Regular Savings Statements	R	OJSAMBHAJIT1	N
CH220	Regular Savings Statements	R	OJSAMBHAJIT1	N

Page 1 of 13 (1-10 of 129 items) | < 1 2 3 4 5 ... 13 > |

4. Click **OK**.

5. The system will cancel all the teller's advice/ report request. Click **Close**.

Screen Description

The above screen displays all the reports that have been generated by all the tellers of the branch. By selecting any or all the reports the supervisor can cancel the same.

Exercise

For your branch generate a list of all the reports that have been generated by the users. On a selective basis or on a whole all the reports may be cancelled.

